



Town of Medway
FINANCE COMMITTEE

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March 23, 2016 – 7:00 PM
Sanford Hall, Town Hall
155 Village Street

Present: Frank Rossi, Chair; Chris Lagan, Vice Chair (7:49 PM); Todd Alessandri, Clerk; Members Rohith Ashok; Ellen Hillery, Meghan Hoffman, Jeff O'Neill; Michael Schrader (7:07 PM); and Jim Sullivan.

Staff Present: Michael Boynton, Town Administrator; Carol Pratt, Finance Director; Allen Tingley, Police Chief; Jeffrey Lynch, Fire Chief; Michael Fasolino, Assistant Fire Chief; Detective Donald Grimes, Police Department; Rich Boucher, Director, Information Technology; Tom Holder, Director, Department of Public Services; David D'Amico, Deputy Director, Department of Public Services; Dr. Armand Pires, Supt. of Schools; Don Aicardi, Director of Finance and Operations, Medway Public Schools.

Others Present: John Foresto, Chair, Board of Selectmen; Diane Borgatti, Chair, School Committee.

At 7:00 PM Chairman Rossi called the meeting to order.

FY17 Budget Review

School Department – Security System Upgrades: Superintendent Pires, Don Aicardi, Detective Grimes
The committee reviewed the following information:

Present: Armand Pires, Superintendent of Schools; Don Aicardi, Director of Finance and Operations; Detective Donald Grimes Medway Police Department.

Dr. Pires stated the schools have been talking about increasing school security for several years. Up to now, there has been more attention paid to security at the entrances, though once a person is through the door, there is no further barrier to the rest of the school. When the Middle School renovation was done, more security was built into the design of the foyer, preventing a person from ready access to the school, which is an additional level of security.

At the McGovern school, there is not a handicapped ramp at the front entrance, so those with special needs will enter through a different door. Additionally, people are able to enter the school through another door and office staff will not see them. Utilizing some mockups of the modified entrances, he pointed out various components of the proposed security measures.

Continuing, Dr. Pires noted that, while some interior doors are lockable, there is no visibility from office staff. A service window has been added, which will serve as a place to accept packages for staff and students without buzzing people into the school itself. For larger events, staff will be stationed at doors not connected with the office.

Dr. Aicardi pointed out that the McGovern School improvements were funded by Town Meeting two years ago. Memorial School improvements (design) are paid for out of school choice funds. The estimate for the McGovern School is \$243,000 to cover design work and construction but does not need an Operations Project Manager (OPM). The estimate for the Memorial School is \$170,000. It is possible that a single OPM may be assigned to both projects. It is anticipated that work will be done over the summer, beginning as soon as possible after the school year ends. Brief discussion followed on construction materials, potential contractors, etc.

Dr. Pires stated that \$300,000 is requested to install security cameras at schools that currently do not have them. This would provide emergency services the ability to access cameras in the event of emergencies. Some of the cameras are not as functional as we would like them to be, and some areas are not covered by cameras at all. We recognize that this is a significant investment we are comfortable making, as we do not plan to move out of any of these schools any time in the near future.

Mr. O'Neill asked if the schools have to approve the installation of cameras. Dr. Pires responded that the discussion is to develop a policy setting forth the security of the schools, including cameras. We need to identify types of appropriate access to the school and any restrictions. He added that there are two parts to this policy, part of it is adoption of the security camera policy, and the other part is announced to the public for their access.

Department of Public Services

Present: Tom Holder, Director; David D'Amico, Deputy Director.

Mr. Holder reported that the DPS budget is relatively standard to what it has been in the past. We are heavily preparing for the stormwater management mandates, and are awaiting the MS4 Stormwater Permit. This permit is far more burdensome than the permit we are currently operating under and involves much more assessment of our systems, samplings, etc. We have taken money out of other funding in order to create this funding line to slowly prepare for the costs that we will incur on this.

We are also paying more attention to liability for damage from trees. We have a lot of street trees that are in poor condition so we have added a line item for the Tree Warden. We have a backlog of trees that need evaluation and possible removal. Removal includes grinding the stumps.

The GIS Coordinator is a position that the Town is seeking to add. This individual will do work for several departments, operating out of the IT department, and portions of the salary are allocated to the Water and Sewer accounts.

The Parks Department undertook the maintenance of the turf and synthetic fields which has gone fairly well. Responding to a question from Chairman Rossi, the fee collection has had something of a learning curve due to software challenges, but those quirks were resolved and things are going well. The fields are being used regularly and fees are being set aside. There is an effort to establish a Field Stabilization Fund at Town Meeting.

Brief discussion followed on staffing needs. Mr. Holder noted that, at some point, the department may need a Compliance Coordinator to manage the stormwater programs as they go forward. There is a total

of four (4) heavy equipment operators, two in parks and two in highway. Once good work is done, i.e., maintaining the playing fields, there is an added expectation that it will continue and more will occur. Ideally, we would like to increase staff over time to be able to adequately keep up with both current and additional projects such as trails.

Mr. Boynton stated that, as we continue to expand on dealing with issues thrust upon us, we have to consider the addition of staff. Or in the case of projects, do we handle design in-house or hire a consultant? We have to address questions like this all the time. The Stormwater Management mandate will likely become very involved, necessitating additional full-time workers.

Responding to a question from Mr. Schrader about the stormwater needs, Mr. D'Amico stated that we will begin getting billed for excess phosphorous production so we need to lower the phosphorous level. We need to develop some strategies that will be effective yet not highly expensive. Discussion followed on the various pieces of the MS4 permit and associated matters.

Ms. Hoffman asked how close will the budgeted amount bring the department to catching up with the trees and is there any coordination with utility companies? Mr. Holder responded that Eversource took a beating last year to handle trees that came down. \$50,000 will not complete it, but will be a good start, and we can add it as a permanent line item in our departmental budget. Mr. Boynton added that we may be able to use some of it to target some intersections that need attention to tidy them up. Regarding labor, Mr. Holder noted that it would be a combination of our staff and outside contractors.

Referring to the funds earmarked for stormwater management, Mr. Schrader asked if the intent is to keep this in the general fund. Mr. Holder responded that it could be, but could also be relegated to an enterprise fund. He theorized that they should have a better idea of the costs in the next year or two. Discussion followed.

Police Department – Chief Tingley

It was noted that this is a \$2.5 million budget.

Chief Tingley pointed out that the salary piece is the most significant. Three officers are retiring so we have built positions into the budget so that they will be on board when the officers retire. There has been no official notification but there is scuttlebutt that two additional officers may be leaving. We also need funds for equipment for people attending the academy, cost for the academy, etc. Responding to a question from Mr. Schrader, Chief Tingley stated that the candidates have to maintain physical condition and pass all the testing at the academy. It's not a slam dunk. We send people we feel are the best prepared. Many move up through the ranks from dispatch and other areas.

Mr. O'Neill asked if the salary line will go down for the next fiscal year. Chief Tingley responded that it is difficult to know as it depends on people leaving and those retiring.

Responding to a question from Mr. O'Neill about court time, Chief Tingley stated that the court appearances are increasing. Cases often get continued and sometimes officers are not available for the continued hearing dates. The officers have to show up for each hearing and sometimes the continuance comes after they have arrived at the hearing. Mr. O'Neill suggested that particular line item should be increased a little.

Chief Tingley explained that much of the amount relegated to overtime is to cover people on sick time and other absences. This does not include investigation time, storm coverage, photographs, breathalyzers, fingerprints, etc., all demands on our time that often spill out of the regular shifts.

Regarding the reduction in salary to \$160,000 from \$165,000, Chief Tingley explained that some of the positions were half-year which allowed getting new officers on board, adding that the academy is 22 weeks. If we do new hires on a January 1 start date, half-year positions will work out over the course of the fiscal year.

The defibrillator cost is to replace the old ones.

Mr. Ashok asked if some training could be built into the security update piece at the schools as the officers will need to learn the layout of the schools. Chief Tingley responded that officers participate in the Active Shooter program. If the entrances are being redone, it's important to have all officers familiar with them.

Fire Department – Chief Lynch

Chief Lynch indicated the increase in salary is necessary to continue the funding of the Assistant Chief position. The overtime request is based on historical data over the past few years. Otherwise, the budget is fairly consistent with last year. He added that additional staff is needed. He is working on a grant application for federal funds to assist with salary for additional positions for two years. It would allow a third person on each shift.

Ms. Hillery asked about the impact of the new assisted living facility that is coming into Medway. Will the shifts have adequate coverage? Chief Lynch responded the increase in revenue from ambulance calls may provide some funds that can be earmarked for salaries in a couple of years.

Mr. Sullivan asked about the proposed Exelon expansion project which may employ approximately 350 people. Chief Lynch responded that the department is prepared for that. Responding to a question from Mr. O'Neill, Chief Lynch stated that the grant application is asking for current needs and the calls we are currently getting, not necessarily future ones. Every project will have an effect and until those projects are done, we will not know the level of impact. Discussion followed on mutual aid, billing, staffing the ambulances, etc.

Ms. Hoffman asked about on-call fire fighters. Chief Lynch responded that the department has hired 25 over the past couple of years. Some have left, and we have hired six additional on-call people in the past few weeks. We have done some in-house training and they will go to the Fire Academy in Stow. That training will determine who will last.

Information Technology

Present: Rich Boucher, Director, Information Technology.

This budget has a significant salary increase because the Communications Director will be full time instead of part time. The salary for the GIS administrator will come out of our budget. Mr. Boucher provided a brief explanation of the GIS system, which will help map properties for Department of Public Services, Assessor and other departmental needs. Flyover photos are taken every few years. Those photos and maps are compiled together into layers of information. Demographics, for example, can be used to locate senior citizens living alone in the event of weather emergencies. Another example is using the system to determine the age of fire hydrants, and all kinds of things. Some information is integrated from data spreadsheets.

Mr. O'Neill asked about the \$64,000 salary increase. Part of the salary for the GIS coordinator will come from other departments. \$60,000 is for the full year of communications director and there is a \$30,000 increase to bring it to a full year. Information Technology will also contribute to the GIS position as will

Building, Conservation, Board of Health, Fire and Police. The job description was formulated based on anticipated needs and what other towns were doing.

The increase in MIS is to help support the Communications Director with services. Discussion followed on the initiatives from the Communications Director including increased email, newsletters, updating website, etc.

Referring to capital needs, Mr. Boucher reported that this year we replaced computers in police cruisers as well as some computers for the schools. Next year we will continue to replace devices in the high school and middle school, as well as extending the life of the desktop computers. Hopefully another seven years as programs require less power to run now that much of the programming is Google-based. The phone system at the high school is 14 years old and we have trouble getting parts so will need to look into replacing it.

We had a discussion with the superintendent as to the direction of the school; they are currently doing a curriculum review. It is a balancing act of need vs. device. We are trying to slowly increase devices with teacher training so that devices are fully functional and integrated into the educational process. He emphasized replacement of devices on a staggered basis as well as a high-level computer station at the high school. Mr. Boucher itemized the replacement timeframe for a variety of devices throughout the schools.

Mr. Sullivan asked if there is projection now for future staffing needs in 2018 and beyond. We are looking at those and trying to utilize the skill sets of the technicians we have now. But there could be a need for additional staff as well as replacing someone who may retire in the near future.

As far as the Help Desk is concerned, unless the device is physically broken, we do not see a huge demand for repair or service. We also have a number of students in the SHOP program -- Students Helping Other People. Students opt out of study hall to do this. We try to repurpose equipment if we can, but want to make sure that each piece is still working well.

Town Administrator

Mr. Boynton presented the summary pages. He noted that state aid went up slightly in the Governor's Budget. This coming year it is going up, and other additional general municipal aid is increased about \$50,000.

The revenue from the meals tax is around \$120,000. He reviewed the potential OPEB contributions, ESCO stabilization fund, and that the Tri-County budget is up due to increase in students. Norfolk Agricultural is level funded as there is minimal student increase. The Human Resources staff has been reduced by one part-time position which is funded out of Treasurer-Collector budget (payroll). He reviewed salary changes in various departments due to staff leaving and promotions from within. There was a change of Town Counsel firms as Ms. Saint Andre changed firms, representing a little less per hour rate, but not necessarily less overall. Mr. Boynton stated he has good relationships with the bargaining units so less money is spent on labor counsel.

The Town Clerk's salary is going up. Mr. O'Neill expressed concern that this is mid-stream change, noting that she is an elected official. Mr. Boynton responded the \$17,500 increase is due to potential increased responsibilities from changes in the Open Meeting Law. Mr. O'Neill stated that is a huge increase in a single year. Discussion followed. Ms. Hoffman asked about Town Clerk salaries in other towns, noting that her mother was a Town Clerk for years, and her replacement is not making this salary. Mr. Boynton responded that in the MMA salary review a new Town Clerk salary was \$81,000. Discussion followed on various positions. This is an elected official. If the salary goes up that much, how do you know that persons without sufficient qualifications will not run against her in the election? In Northborough the Town Clerk salary is \$67,400. Higher salary means more goes into retirement and the employee's retirement payout is based on last five years of employment. We anticipate an increased workload, and correcting the salary inequity. Mr. O'Neill asked if the Town runs the risk of losing this

person if the increase does not go through. Are there more qualified people out there? Mr. Boynton said that if he were appointing this position now, this salary would be at the top of the range, adding that the Building Commissioner took a cut in pay to come here.

Discussion followed on procedural questions relative to Town Meeting relative to this article. How was this salary figure determined? Mr. Boynton stated he had conversations with the Town Clerk as well as that department. He assessed the tasks performed, and determined that the current salary was not enough. Committee members expressed concern that they could not support this budget. Mr. Boynton reminded them that there is only one elected position in the Town, noting that, in this particular instance, it is elected and the person holding that position is also serving as a Selectman. If someone wants to change the Town Charter and change this position to an appointed one, we would not be having this conversation. What are the duties? How does someone know what is required? This is a proposed salary increase that will bring it up to the level where it should be as compared to similar positions in other communities.

General discussion followed on the rest of the budget. It was noted that the Finance Committee does not have to vote on the budget tonight. It was proposed that the salary increase for the Town Clerk could be put into a Warrant Article and voted separately from the overall budget.

Next Meeting:

We will need to meet on March 30, and will meet with the Planning Board. Location will be Sanford Hall if it's available or the high school library. We can take another look at the budget next week.

Assignments for Annual Town Report

For the benefit of newer members, Chairman Rossi explained that the Finance Committee contributes brief reports to the Annual Town Report that is compiled prior to Annual Town Meeting. He will need this year's subcommittee reports from members no later than April 11. The assignments, usually the same as liaison assignments, are as follows:

Finance Committee – Frank
Education – Todd
Department of Public Services – Michael
Community Preservation Committee – Ellen
General Government – Frank
Public Safety – Jeff
Health and Human Services (Council on Aging, Veterans) – Ellen
Library – Rohith
Economic Development (new) - Chris

Upcoming Meeting(s):

Next Meeting – March 30, 2016; 7 PM; Sanford Hall, 155 Village Street
Public Hearing – April 6, 2016; 7 PM, Medway High School Library, 88 Summer Street
Monthly meeting -- April 13, 2016; 7 PM, Sanford Hall, 155 Village Street

At 9:50 PM Ms. Hoffman moved to adjourn; Mr. Schrader seconded. No discussion. VOTE: 9-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary