



Town of Medway  
**FINANCE COMMITTEE**  
155 Village Street  
Medway MA 02053

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Wednesday, April 11, 2018 – 7:00 PM  
Sanford Hall, Town Hall  
155 Village Street

Present: Frank Rossi, Chair; Todd Alessandri, Clerk; Dan Doherty, Ellen Hillery, Jeff O'Neill, Michael Schrader, Jim Sullivan, Sue Segarra

Others Present: Mr. Boynton, Ms. Carol Pratt, Rich Boucher, Armand Pires, Mr. Aicardi, David D'Amico

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At 7:03 PM Chairman Rossi called the meeting to order. He declared that there was a quorum with eight members present.

**FY2019 Operating Budget Review:**

Dr. Armand Pires- School Superintendent:

- ❖ Medway school budget was voted/ approved last week.
- ❖ He talked about the 8 positions within the district that support teachers in the classrooms. Of the eight,
  - ✓ Two are tech. integration specialists. Their role is to ensure that teachers are fluent with the technology and engage with them in lessons that integrate the technology.
  - ✓ Two Ed. Leaders at the high school. These roles are closest to the traditional school department head model. These individuals both teach at least one class in addition to providing support and feedback to teachers.
  - ✓ Both elementary schools have one curriculum instructional coach and
  - ✓ Middle school has two curriculum instructional coaches.
- ❖ Six out of the eight positions do not have teaching responsibility in their job description. Their role is to work with the teachers and support them in implementing the curriculum.
- ❖ There's been ongoing discussion on the existing eight resources in regards to getting greater benefit to the teachers. It's about making these positions more of specialist's positions than the current generalist positions. Proposal is to reconfigure 7 out of the 8 positions so that there will be:
  - ✓ one K thru 5<sup>th</sup> grade, math instructional curriculum coach
  - ✓ one K thru 5<sup>th</sup> grade humanities instructional curriculum coach
  - ✓ one K thru 5<sup>th</sup> grade, STEM instructional curriculum coach
  - ✓ 5<sup>th</sup> grade to 12<sup>th</sup> grade science, ELA, math, and social studies coaches.

- ❖ The reconfiguration of the positions mean moving the individuals from Unit A contract to supervisory positions and taking them out of the union contract. School Committee is slated to review the job description of the proposed positions.
- ❖ There's been ongoing discussion with Medway Federation of Teachers (MFT). Mr. Pires said some concerns were expressed by them were discussed at the last committee meeting. It's anticipated that some agreement will be reached. He added that the budget voted last week is for the current structure.
- ❖ The reconfigured structure will cost the town additional \$40,000 per year. Mr. Sullivan asked if the additional 40K is the total net increase or increase per individual. Response was it's the net increase.
- ❖ It is anticipated that the additional \$40K will come from grant money (approx. 25K) that the town was awarded recently. It is expected that in the \$26million dollar yearly budget, the required funds could be identified as and when required.
- ❖ Mr. Alessandri asked if the salary bar for the individuals will be raised since the proposed positions will be at supervisory level. Mr. Pires said these positions will be reasonably salaried positions with benefits.
- ❖ Mr. O' Neill asked how the success rate for these roles will be measured. Mr. Pires said the new proposal will result in better alignment and greater focus in areas of need such as in science at district level where greater need exists.
- ❖ Mr. Doherty asked the reason for having a conversation with the unions. Mr. Pires said the conversations are about moving the individuals from Unit A to supervisory positions and to see if the model makes sense.
- ❖ Members were in general ok with the proposed school FY2019 budget. Mr. Pires appreciated FINCOM's support to the schools.

Rich Boucher- Director of Information Services:

- ❖ Members reviewed the IS budget for FY19. Mr. Boucher went over the budget summary and provided clarification and answered member's questions. He also gave a general overview of the line items in the proposed budget.
- ❖ Mr. Boucher said for the most part the budget items are straight forward and similar to what was presented in previous years.
- ❖ He said the biggest budget item for this year is the contracted services line item (Pg. 16 in the budget summary)
- ❖ Purchasing software for content digitization is a required budget item and the amount requested is higher.
- ❖ Google App. for education has been added to Chrome books. The number of chrome books have increased in the last 3-4 years. There are about 1600 devices as of this year. Grades K thru 7, they are available at 2:1 ratio. Grade 8 thru 10, they are at 1:1 with take home option. For 11<sup>th</sup> and 12<sup>th</sup> grades the ratio is at 2:1. Plan is to make it 1:1 with take home option for grades 9 thru 12. Existing devices will be used for the seniors for one year. The existing chrome books are two years old.
- ❖ Mr. Boucher said with chrome books and iPads, they hit critical mass from K thru 4<sup>th</sup> grade. With the current requirements, he said the current student to gadget ratio is adequate. The current devices are lasting 5 years. Parents pay for the insurance {\$25 (approx./year or \$75 (approx.)) for three years) of those devices which covers loss/ theft of the device.
- ❖ Devices are usually fixed by the IS staff and devices that have insurance are repaired by the insurance company.
- ❖ FY 19 budget has amounts for the purchase of 50 desktops for teachers, 70 iPads, 400 Chrome Books. Few of the host servers will be updated this year. They will remain updated for few years after the proposed update in FY19.
- ❖ Mr. Schrader asked about the educational benefits from using the devices. Superintendent

Pires responded that there has been greater integration of technology beyond the classrooms and has had a positive impact both on the teachers and the students.

- ❖ FINCOM member, Ms. Hillery asked about the projection systems for FY20 and FY21. Mr. Boucher said these are for Middle School and Memorial School. The current projectors have a lifespan of 6 years and might need to be replaced in the next few years. The proposed projectors will be with better cutting edge technology than the current ones. The cost could be 30-40% higher but with 400% more life span (approx. 20,000) hours.
- ❖ Mr. Doherty asked about the five year refresh plan for chrome books. He asked if five years is the correct schedule for replacing them. Mr. Boucher said chrome books have longer and productive life spans than the other devices and that the proposed schedule is reasonable.
- ❖ Mr. Alessandri talked about the wireless access point's line item. Mr. Boucher responded that over the last two years three of the four sites were updated. Middle school is the last site to be completed.
- ❖ Video surveillance systems are being installed in the police department with the funds that were approved last year.
- ❖ School department website is being updated now. Funds were approved for FY18 but work couldn't be completed due to staffing issues. Update is expected to be completed by the end of June.
- ❖ Mr. Sullivan asked about IS projections beyond 5 years presented in the budget. He asked what the department's plan was for projections between 5 and 10 years as a longer vision. Mr. Boucher said the department has a longer vision plan. Usually the procurement of projection systems, telecommunication devices, networking, and switching components fall into that category. For the current phone systems, town is able to get the parts. Panasonic systems have been installed at the police department last year. It is anticipated that those products will sustain until year 2026. He has been working with the Town Administrator on the continuity of service planning, it's an in-house phone system that will be useful during emergency situations.
- ❖ Mr. Sullivan asked if the proposed IS staff training budget amount is sufficient when the IS staff will need training and certifications to keep up with the cutting edge technology and repairs of devices. He responded the training budget is for the town staff as a whole but not for trainings related to IT staff.
- ❖ For the next year, department has requested an updated audio and video projection system for high school. Department would like to extend the request to upgrade the video system in middle school as well.
- ❖ Members were generally ok with the FY2019 IS budget as presented.

Dave D'Amico- DPS Director:

- ❖ Mr. D'Amico gave an overview of DPS budget for FY19. He said BOS made a decision to allow the full time solid waste staff to charge to general funds. Currently they charge to the solid waste management enterprise funds.
- ❖ He talked about the increase in the labor budget item. One heavy equipment operator position for the parks has been added to the budget.
- ❖ Snow and Ice budget has been increased by 50K compared with previous years.
- ❖ Mr. Rossi asked if there was any budget for Parks & Recreation Manager. Mr. D'Amico said the discussion is ongoing and that the salary will come out of parks revolving funds.
- ❖ Mr. Doherty wanted to know the reason(s) for the significant increase in lighting and net metering budget item. Ms. Pratt explained the mechanism and reasons behind the proposed cost associated for this item.
- ❖ Mr. O' Neill asked the projections for solid waste funds and rationale for hiring the Parks & Rec. Director. Mr. Boynton explained the need to have a professional looking into the town fields schedules, communication and coordination with in-town and out-of-town youth groups. He said town doesn't do enough to promote recreational programs within the community. The new hire

will be responsible for the activities described above. Mr. O'Neill asked if the new hire will have any role in the Parks Commission. Mr. Boynton said Parks Commission has the custody of the fields. The new hire will be responsible for providing the schedules to the Commission and working with them to coordinate with various youth groups. He added the complexities behind the year round scheduling of the town fields with minimal conflicts should be done by a professional full-time staff. He/ she will be the liaison between parks commission and DPS and ensures the full usage of town fields. The current part time position will be replaced by the full time hire. The proposed salary for the position is \$55,000 per year with benefits. Mr. O'Neill said he is not sure if this proposal to hire the Park & Rec. Director will really address everything that's been explained by Mr. Boynton.

- ❖ Mr. Boynton gave a breakdown of the yearly revenues/ expenditures for the town fields. The expected yearly revenue on the fields without any improvements and under existing conditions is 345K. The expenditures and maintenance cost is around 200K. The cost of the new hire is anticipated to be between \$75K- \$79K with everything included. There will be a 66K yearly surplus after accounting for the salary of the new hire and maintenance costs. Mr. O'Neill raised the issue of town residents not getting the opportunity to utilize the fields due to scheduling conflicts with outside groups. He said if in-town residents start using the fields more, the 345K revenue will be reduced considerably and will result in budget implications for the new hire. He said there should be a better plan in place before hiring the individual.
- ❖ Mr. Alessandri asked why the stormwater drainage budget item increased from \$150K this year to \$240K next year. Mr. Boynton provided the reason(s) for the increase. He asked if there will be any budget implications to the town knowing that Columbia Gas had some construction issues in the Route 109 project. Mr. Boynton said other than schedule impacts, town does not anticipate any budget implications.
- ❖ Mr. Sullivan asked for an update on the town's recycling program. Mr. D'Amico said under the new contract, costs are expected to reduce.

Michael Boynton- Town Administrator:

- ❖ Mr. Boynton gave an overview of the FY19 budget to the members and explained budget line items.
- ❖ Total operating budget is \$53 million. There was some discussion on allocating \$150K for ambulance and the funds coming from taxation.
- ❖ Roads and sidewalk improvements is at 880K. These funds are coming through Exelon revenue. The roads and sidewalks program with an annual budget between \$1.75-2.0 million gets it's funding from three sources; Capital, Exelon, and Chapter 90 funds. Part of the current plan is to add more sidewalks.
- ❖ Members went over other line items in the budget. Mr. Boynton said there's a need of about \$15 million in water treatment and capacity needs that need to be addressed within the next 2-10 years.

**Annual Town Meeting Warrant Review:** *(Complete Description of the Articles are available on Medway town website. The link below will bring you to the complete list of annual town meeting articles:*  
[https://www.townofmedway.org/sites/medwayma/files/uploads/warrant\\_atm\\_5.10.18\\_for\\_printing\\_f\\_or\\_atm.pdf](https://www.townofmedway.org/sites/medwayma/files/uploads/warrant_atm_5.10.18_for_printing_f_or_atm.pdf)

- ❖ **Article 19: Establish special education stabilization fund-** BOS approved the creation of the fund. School Committee approved and endorsed the fund establishment. This funding has a wider category of uses as well as limitations. Members asked about the mechanism to add monies into the fund. Mr. Pires said funds could be transferred from regular school operating budget. Discussion on identifying the funding source for the stabilization fund will be taken up in summer. Mr. O'Neill said it's seems more like a nice-to-have fund than a must-have fund.

- ❖ **ARTICLE 1: (ESCO Stabilization Reserve Transfer)**- To vote to transfer the sum of \$9,655 from the ESCO Stabilization Fund to the Fiscal Year 2019 Debt Service expense account for the purpose of funding ESCO related debt service.
- ❖ **ARTICLE 2: (Debt Stabilization Fund Transfer)**- To vote to transfer the sum of \$450,000 from the Debt Stabilization Fund to the Fiscal Year 2019 Debt Service expense account for the purpose of offsetting a portion of debt exclusion projects.
- ❖ **ARTICLE 3: (Appropriation: FY19 Operating Budget)**-To vote to fix the salary and compensation of all elected officers of the Town, provide for a Reserve Fund, and determine what sums of money the Town will raise and appropriate, including appropriation from available funds, to defray charges and expenses of the Town including debt and interest, for the Fiscal Year ending June 30, 2019. Members were generally satisfied with the presented budget.
- ❖ **ARTICLE 4: (Appropriation: FY19 Water Enterprise Fund)** - To vote to raise and appropriate or transfer from available funds the sum of \$2,826,692 for the maintenance of the Water Department Enterprise Fund.
  - ✓ Mr. Boynton gave a general overview of what needs to be accomplished as part of this project and gave an overview of the funds required to complete the project.
- ❖ **ARTICLE 5: (Appropriation: FY19 Sewer Enterprise Fund)** - To vote to raise and appropriate or transfer from available funds the sum of \$1,851,076 for the maintenance of the Sewer Department Enterprise Fund.
- ❖ **ARTICLE 6: (Appropriation: FY19 Solid Waste Enterprise Fund)** -To vote to raise and appropriate or transfer from available funds the sum of \$1,212,561 to operate the Solid Waste/Recycling Department Enterprise Fund.
- ❖ **ARTICLE 7: (Appropriation: FY19 Ambulance Enterprise Fund)** - To vote to raise and appropriate or transfer from available funds the sum of \$825,706 to operate the Ambulance Enterprise Fund.
- ❖ **ARTICLE 8: (Free Cash Appropriation: Capital and Other Items)** - To vote to appropriate the sum of \$2,065,231 from Certified Free Cash for the purpose of funding various capital and other items, including associated engineering, personnel, maintenance and legal service costs.
- ❖ **ARTICLE 9: (Raise & Appropriate: Roads & Sidewalks)** - To vote to raise and appropriate the sum of \$800,000 for the purposes of making repairs to various roads, sidewalks, bridges and related appurtenances, and to fund, as needed, design, engineering, and construction management services.
- ❖ **ARTICLE 10: (Transfer – Retained Earnings – Sewer Enterprise)** - To vote to transfer the sum of \$200,000 from Sewer Enterprise Fund retained earnings for the purpose of funding various FY2019 sewer collection projects.
- ❖ **ARTICLE 11: (Transfer – Retained Earnings – Water Enterprise)** - To vote to transfer the sum of \$163,000 from Water Enterprise Fund retained earnings for the purpose of funding the FY2019 projects such as replace Truck (2004 F-250 4x4) and purchase backhoe.
- ❖ **ARTICLE 12: (Borrowing – Water Enterprise)** - To vote to raise and appropriate, borrow or transfer from available Water Enterprise funds the sum of \$1,224,000 for the purpose of funding a supply line from the Village Street well to the Populatic well site and the installation of a second well at the Populatic well site, including the associated engineering, personnel, maintenance, construction and legal service costs, any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. Mr. Boynton will meet with the Sewer Commissioner to determine the amount required for the design services of the project. It will be a placeholder until the exact amounts are determined.

- ❖ **ARTICLE 13: (Borrowing – General Fund – School Repairs)** - To vote to raise and appropriate, borrow or transfer from available funds for Fiscal Year 2019 the sum of \$705,000 for the purpose of funding the replacement of boilers at the McGovern and Memorial Schools, including associated design, engineering, permitting, and legal services costs, any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. Request was made by the School Committee and reviewed and approved by CIPC.
- ❖ **ARTICLE 14: (Free Cash Transfer to General Stabilization)** - To vote to transfer the sum of \$100,000 from Certified Free Cash to the General Stabilization Fund.
- ❖ **ARTICLE 15: (Appropriation: OPEB Trust)** - To vote to raise and appropriate the sum of \$300,000 to the Town of Medway Other Post-Employment Benefits (OPEB) Trust account.
- ❖ **ARTICLE 16: (Appropriation: Medway Day)** - To vote to raise and appropriate the sum of \$9,500 for Medway Day.
- ❖ **ARTICLE 17: (Appropriation: Community Preservation Committee)** - To vote to act on the report of the Community Preservation Committee for the Fiscal Year 2019 Community Preservation budget and to appropriate, or reserve for later appropriations, monies from the Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of community preservation projects and all other necessary and proper expenses for the Fiscal Year 2019.
- ❖ **ARTICLE 18: (Amend General Bylaws – Revolving Funds; Authorize FY19 Spending Limits)** – To vote, pursuant to Massachusetts General Laws Chapter 44, Section 53E1/2, to amend the General Bylaws Article XXX, Revolving Funds, by further defining existing revolving funds and inserting a new revolving fund.
- ❖ **ARTICLE 19: (Establish Special Education Stabilization Fund)** - To vote to accept the provisions of Massachusetts General Laws Chapter 40, Section 13E, to establish a reserved fund to be utilized for unanticipated or unbudgeted costs of special education, out-of-district tuition or transportation.
- ❖ **ARTICLE 20: (Conveyance of Real Property to Medway Redevelopment Authority)**- To vote to transfer to the Board of Selectmen for the purpose of disposition by sale, lease, or otherwise, the parcels of Town-owned property in the Oak Grove Urban Renewal Area as shown on the Oak Grove Urban Renewal Plan, produced by BSC Group, dated March 2017, and approved by the Department of Housing and Community Development on August 18, 2017, on file with the Town Clerk, from the board or officer currently having care, custody, management, and control of said town-owned land; and further, to authorize the Board of Selectmen to sell, convey, or transfer to the Medway Redevelopment Authority for nominal consideration all or a portion of said land together with any and all buildings and improvements thereon owned by the Town, in connection with implementing a redevelopment and/or urban renewal plan for the Oak Grove project, any such disposition to be on such terms and conditions as the Board of Selectmen may deem necessary or appropriate in the best interests of the Town, which may include the reservation of easements and restrictions; and further, to authorize the Board of Selectmen to negotiate, enter into and execute any and all documents or agreements as may be necessary and appropriate.

Special Town Meeting Warrant Review –

**(Complete Description of the Articles are available on Medway town website. The link below will bring you to the complete list of special town meeting articles):**

[https://www.townofmedway.org/sites/medwayma/files/uploads/warrant\\_stm\\_as\\_of\\_5-10-18\\_to\\_print\\_for\\_stm.pdf](https://www.townofmedway.org/sites/medwayma/files/uploads/warrant_stm_as_of_5-10-18_to_print_for_stm.pdf)

❖ **Article 1: Snow and Ice Deficit-**

- ✓ Current estimated amount is \$155K. The required amount will be transferred from storm water management program. Members agreed to wait to vote after the public comment period for the articles is complete.

❖ **Article 2: Transfer from fiscal stability fund to general stabilization fund-**

- ✓ Mr. Boynton explained the article. Article 2 and 3 relate to each other. Article 2 has to happen separately as the stability trust is moving towards stabilization fund.

❖ **ARTICLE 3: (Transfers to General Stabilization Fund)** To vote to transfer the balances of \$84,377 from the Operating Stabilization Fund, \$214,863 from the Storm Stabilization Fund, and \$53,286 from the Health Stabilization Fund to the General Stabilization Fund

❖ **Article 4: Establish and transfer to Debt Stabilization fund-**

- ✓ Mr. Boynton gave a brief overview of the warrant.

❖ **Article 5: Transfer to water main projects-** To transfer the balance of \$113,420 from the borrowing authorized under Article 3 of the June 14, 2010 Annual Town Meeting and the balance of \$148,300 from the borrowing authorized under Article 11 of the May 11, 2015 Annual Town Meeting for the design of Water Main Replacements for Brentwood and Holliston and Maple Streets, including associated engineering, personnel, maintenance, construction and legal services costs

❖ **ARTICLE 6: (Transfers to Water Main Project)-** To transfer the sum of \$106,492.17 from the funds authorized for chlorinators under Article 8 of the November 10, 2014 Fall Town Meeting to the Water Main Project authorized under Article 11 of the May 13, 2013 Annual Town Meeting.

❖ **ARTICLE 7: (Transfer to Athletic Fields Stabilization Fund)-** To see if the Town will vote to transfer the sum of \$50,000 from the Parks Revolving Fund to the Athletic Fields Stabilization Fund. There's about \$175K in this fund plus the interest it's incurred.

- ✓ Revenue for the fund is coming from various Sports and rental fees for the fields.
- ✓ Mr. Doherty asked if Parks Commission recommendation will be for the same amount or if it will be different. Response was that BOS will be meeting with Parks Commissioners to confirm the amount for the stabilization fund.

❖ **ARTICLE 8: (Prior Year Bills)** To see if the Town will vote to transfer the sum of \$565.50 from the Fiscal Year 2018 Legal Services account and \$43.98 from the Fiscal Year 2018 Department of Public Services Vehicle Repair account for the purpose of paying prior year, unpaid bills of the Town.

Mr. Sullivan talked about creating a reference manual for various terms used during the review of town documents. It should include definitions and examples making it easier to understand and review.

**Subcommittee Reports for Town Book Discussion-**

- ❖ Mr. Rossi asked the members to submit the reports to him as soon as possible. He extended the report submission deadline by a day to April 17<sup>th</sup>.

The next meeting is scheduled on April 25<sup>th</sup>. Ms. Affleck-Childs will attend the meeting to present and discuss the planning board articles for the annual town meeting. Committee will vote on the articles after the public hearing closes.

**Miscellaneous:**

Chairman's Report - None

Clerk's Report – None.

Liaison Reports – None

**Approval of Minutes:**

*None.*

**At 9:45 PM Mr. Schrader made the motion to adjourn; Mr. Alessandri seconded. No discussion.**

**VOTE: 8-0-0.**

*Respectfully submitted,  
Sreelatha Allam  
Night Board Secretary*