



Town of Medway
FINANCE COMMITTEE

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November 8, 2017 – 7:00 PM
Sanford Hall, Town Hall
155 Village Street

Present: Frank Rossi, Chair; Rohith Ashok, Vice Chair; Todd Alessandri, Clerk; Jeff O'Neill; Michael Schrader; Susan Segarra.

Absent: Dan Doherty; Ellen Hillery; Jim Sullivan.

Staff Present: Michael Boynton, Town Administrator; Carol Pratt, Finance Director; Susan Affleck-Childs, Planning and Economic Development Coordinator.

At 7:00 PM Chairman Rossi called the meeting to order. He declared that a quorum of six members was present.

Before beginning the agenda, Chairman Rossi invited Ms. Segarra to report on her attendance at the recent meeting of the Association of Town Finance Committees. Ms. Segarra reported she will send out the link to the association's handbook. She briefly reported on the meeting, noting that the overall message of the day was that a collaborative effort is the key to success with finance, to build strong relationships with other groups, administration, schools, and appreciated the networking portion of the day. People were very impressed with the Town's AAA rating. She indicated that there were lots of stories about people not communicating well in their communities, and was proud to represent Medway.

Review of Fall Town Meeting Warrant articles left TBD:

The committee reviewed the following information: (1) Updated Annual Town Meeting Warrant; (2) Updated Zoning Map; (3) Project Maps for Proposed Parks Improvements Projects; and (4) Parks Project Funding Proposal.

Present: Susan Affleck-Childs, Planning and Economic Development Coordinator

Article 19 – Amend Zoning Bylaws: Wireless Communications Facilities

Ms. Affleck-Childs talked briefly about the thought process behind the changes in Article 19 which involved a little more than subtle language changes, such as streamlining the references to existing processes that would condition or prohibit wireless facilities. Another related to the size of the safety

zone surrounding each wireless communications facility. It is noted that the Finance Committee recommended Article 19 at its October 18 meeting with a vote of 7-0-0.

Article 18 – Amend Zoning Bylaws: Map

This article was designated as TBD at the October 18 meeting. Ms. Affleck-Childs reminded members that the intent of this article is to rectify parcels that are split between two zones. At the recent public hearing, there were discussions on 68, 70 and 82 Lovering Street. #70 belongs to the Housing Authority. The original proposal was that the entire parcels would be AR-I, and both property owners of #68 and #82 preferred that the split remain. The owners of 82 Lovering Street expressed concern that the change would represent a financial hardship to their family. With the parcel currently straddling two zones, it can be developed in different ways which will provide for the long-term care of an older family member. In the Planning Board's effort to rectify the zoning on these types of parcels, they ended up putting the parcels entirely into AR-II. Responding to a question from Mr. Ashok, she described the differences between the two zoning districts.

While there is no state requirement that property owners must be notified of zoning changes, Ms. Affleck-Childs stated that the Town's practice is to notify them of proposed changes. Brief discussion followed in which it was noted that abutters to the subject properties are not included in notifications. Ms. Affleck-Childs noted that there are more areas that need to be modified. Mr. Boynton read aloud the state statute for posting of legal notices of public hearings. Discussion followed.

Chairman Rossi moved that the Finance Committee remove the TBD designation from Article 18 and recommend Article 18; Mr. Alessandri seconded. No discussion. VOTE: 4-2-0 (Ashok and O'Neill opposed).

Article 11 – Capital Project: Parks Improvements – Choate, Oakland and Middle School – General Funds
Present: Carol Pratt, Finance Director.

Ms. Pratt clarified that this article represents the General Fund appropriation and not the contribution authorized by the Community Preservation Committee. At this time, the committee reviewed a funding proposal and maps depicting improvements.

Mr. Boynton reported that the bids for the parks projects came in higher than the estimates, leaving the question of whether the bids are too high or the estimates are too low. After some analysis, it was determined that the bids were fairly on target, and rebidding the project would not produce anything significantly different, mostly because there are few vendors interested in this type of project. After discussion with EPFRAC, it was decided not to split the projects apart and keep it together as a single project. Mr. Boynton discussed changes in the anticipated funding dollar amounts, noting that a 5% contingency amount was maintained. He announced that there was a commitment from the state of \$350,000 in grant funding which means the Town share can stay at \$2.4 million. He clarified that Article 11 will carry a dollar amount of \$2.8 million while Article 12 will be at \$2 million.

Responding to a question from Chairman Rossi, Ms. Pratt clarified that, even if the appropriation is for a particular dollar amount, the Town may not borrow the full amount if it does not need to.

As the Finance Committee representative to EPFRAC, Mr. Schrader briefly reviewed the proposed changes as depicted on the maps. Anything labeled "Add Alternate" means that particular feature would be nice to include but was not a "must-have". The play areas shaded in blue are play areas

segregated by age. He noted that the Conservation Commission played an important role in determining the types of vegetation that would be appropriate for this kind of space so that native species would be utilized as much as possible. Mr. Boynton called it a “flagship park” that will be updated with modern equipment while increasing accessibility for those with handicaps. Mr. Schrader concluded that no other project has been analyzed as much as this one, noting that items available on the state contract list has been eliminated from the funding portion because they can be purchased directly at a much lower cost. Most components of the Choate Park update will be ADA compliant except those that simply cannot, such as too steep an incline on the walkway.

The third map depicted Oakland Field. Mr. Schrader explained how the design was determined to allow for a better flow for the people entering the field areas as well as traffic flow in the parking lot. Brief discussion followed.

Chairman Rossi asked members if there were questions. Mr. O’Neill wanted to know if there was more than \$350,000 available from the state or other funding sources. Mr. Boynton responded that he was not aware of any. Mr. Alessandri asked when the project might be shovel-ready. Mr. Boynton responded that the bid award could occur sometime in December with a possible break ground date in April or so, adding that the parks projects will be under construction for most of 2018. The projects also will not impact the Route 109 project. Chairman Rossi asked if there have been any conversations with the Community Preservation Committee and if there is any willingness on their part to have an article at Annual Town Meeting for additional funding. Ms. Segarra asked about contingency funding and whether equipment was included in the contractor bid. Chairman Rossi asked if the wording of Article 11 will change or will the updated dollar figure be in the motion. Mr. Boynton responded that the motion will reflect the revised dollar figure as the warrant article itself cannot be changed. Regarding the length of the bond, Ms. Pratt stated that the bond for the equipment would be for five years while the remainder of the project could be for twenty years. Brief discussion followed.

Mr. Ashok moved that the Finance Committee remove the TBD designation and recommend Article 11 at a borrowing limit of \$2.8 million; Mr. Alessandri seconded. No discussion. VOTE: 6-0-0.

Mr. Alessandri moved that the Finance Committee remove the TBD designation and recommend Article 12 as presented; Mr. Ashok seconded. No discussion. VOTE: 6-0-0.

Miscellaneous Discussion:

The committee reviewed a spreadsheet entitled “Solid Waste Enterprise Fund – Projected Budgets” provided by the Finance Director.

Ms. Pratt briefly updated members on the Solid Waste Enterprise Fund. Mr. Ashok asked why the bag prices have not been increased. Discussion followed on the indirect costs, salaries, expenses that are tied to the fund, and surplus vs. deficit. Ms. Pratt cautioned that, after some point in the future there will no longer be a surplus. Brief discussion on cost of bags (revenue) and how to increase recycling.

Chairman Rossi thanked Ms. Pratt for the reports, noting that every time the Finance Committee asks for something she produces the necessary reports within 24 hours. Similarly, Mr. Boynton commended the Finance Committee on its diligence in analyzing all the articles on the Warrant and drilling down to get the information that answered their questions.

Miscellaneous:

Mr. Alessandri, Clerk reported that the Reserve Fund has its original balance of \$100,000 and the Finance Committee budget has \$1,540. He asked the Finance Director why the statements reflected a beginning appropriation of \$1,750 when it used to be \$2,000. Ms. Pratt agreed to check on it.

Liaison Reports:

Mr. Alessandri provided a brief report on the School Committee and talked about level service budget figures. Brief discussion followed on how much, if any, can be contributed to the schools from the Exelon funds. Mr. Boynton clarified that level service is level service, adding that no funds should be expected from the Exelon funding unless specified in the agreement with Exelon. This topic was raised at the recent Tri-Board meeting with the School Committee, Finance Committee and the Board of Selectmen.

Ms. Segarra reported that CIPC will start holding meetings soon, once they have received all the departmental wish lists. She also reported on a brief meeting with the Police Chief.

Lastly, Chairman Rossi thanked Mr. Schrader for all his hard work serving as the Finance Committee representative on EPFRAC.

Review of Meeting Minutes

The committee reviewed draft minutes from September 13, October 11, and October 18, 2017.

Mr. O'Neill moved that the Finance Committee approve the minutes of September 13, 2017 as presented; Mr. Ashok seconded. No discussion. VOTE: 6-0-0.

The minutes of October 11 required some revision and will be reviewed on November 13.

Mr. O'Neill moved that the Finance Committee approve the minutes of October 18, 2017 as amended; Mr. Alessandri seconded. No discussion. VOTE: 6-0-0.

Upcoming Meeting Schedule:

- Monday November 13th, 6:30pm, Medway High School in Room 113-1 (Science Room) prior to Fall Town Meeting at 7pm
- Wednesday December 13th, 7pm at Sanford Hall - Regular Meeting

At 8:50 PM Mr. O'Neill moved to adjourn; Mr. Ashok seconded. No discussion. VOTE: 6-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary