



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

Approved: **March 9, 2011**

Meeting Minutes: February 9, 2011
Medway High School Library

Members Present: Chairman Eric Arbeene, Vice Chairman Martin Dietrich, Clerk, Chris Lagan and Members, Kevin Dickie, Jeff O'Neil, Tony Pacholec, Frank Rossi and Administrative Assistant, Shirley Bliss.

Guest Present: Suzanne Kennedy, Medway Town Administrator, Dennis Crowley, BOS Chairman, BOS Member Glenn Trindade, and Deb Trindade, Medway School Committee Chairman, Wendy Rowe, Ed Duggan from the Library Board of Trustees.

Call to Order: With a quorum being met, this meeting was called to order by Chairman Arbeene at: 7:11pm.

New Business:

Emergency Transfers:

School Department: \$19,345.56

The purpose of these funds was payment of necessary repairs to 34 heating vents at Burke-Memorial School.

Planning and Economic Development: \$9700.00

Professional services and expenses related to street acceptance in the Birch Hill subdivision.

Snow and Ice Removal: \$No dollar figure - approval to pay overages

Monies needed to coverage budget overage due to excessive snow this year.

5 year projections - Suzanne Kennedy:

Ms. Kennedy explained that the paper in front of you is only a projection – not a budget. The report also shows what projected budget gap of 1.5 – 1.6m. Currently the budget breaks down to 44% Town expenses and 56% school expenses. The budget is generated using prior year's base plus a 2.5% increase. The anticipated budget for FY12 is \$28,000,080. The Board of Selectman are considering using 1M from the operating budget to close some of the gap.

Mrs. Kennedy also stated that the taxes return/payment rate is 98%.

Other changes in the budget:

Tri-County payment up 10%, expenses up 2%, salaries up 2.5%, property insurance up 2.5% - currently the town is ready to send out an RFP for insurance prices, the hope is that there will a cost saving to the town by going out to bid, as each year seems to bring more employees enrolling. Retirement is also up 6% and unemployment payments have increased 14.9% from \$238,000 to \$425,000. The BOS is currently in discussion as to increasing this budget.

School Budget:

It was suggested that there be a joint BOS/School Committee/Finance Committee meeting to present and discussion this budget; prior to the required Public Hearing. Town Administrator Suzanne Kennedy will take the lead in organizing this meeting.

Approval of Meeting Minutes:

October 20, 2010:

A motion was made to accept the minutes as presented.

Motion: Frank Rossi Seconded: Chris Lagan Vote: 6-0-1
Abstained: Jeff O'Neil

November 10, 2010:

A motion was made to accept these minutes as amended:

Motion: Jeff O'Neill Seconded: Kevin Dickie Vote: 7-0-0

Accounts Payable:

Payroll: Shirley Bliss \$335.06 October 1, 2010 – December 31, 2010
Motion: Chris Lagan Seconded: Jeff O'Neill Vote: 7-0-0

Chairman's Report:

Chairman Arbeene reported that the DPW is looking into redesigning the plowing routes as well as plowing the sidewalks.

Liaison Reports:

Jeff O'Neill – School Committee:

The School Committee has begun budget talks. The current budget includes the hiring of the following positions: Director of Special Education (current director leaving at end of school year), Director of Curriculum (This is a new position, and will be self-funded thru cuts). They are also looking to conducting a review of the Special Education Department. This study would be paid for out of savings that are realized, if no savings are realized, there would be no cost for the study.

The current school budget is approximately \$500,000 more than what the BOS would approve.

Medway Public Library: Wendy Rowe, Chairman Board of Library Trustees:

Ms. Rowe spoke of the current agreement between Medway and Franklin to share a Director, as well as what their long term (5 year) plan is.

As of July 1, 2011 the Board of Trustees has voted to no longer continue with the current Municipal Agreement with Franklin. The Board of Trustees feels that they have given it two (2) years – with the second one being met with great reluctance, they feel that the agreement has not worked and see no reason to continue. They feel that the sharing of a Library Director is just too confusing for the employees, they never know when she will be around as there was never any set schedule as to where she would be when. The Board has gone ahead and hired a new Director who will work 40 hours per week in Medway for a salary of \$58,000. Funding for this position would come from the Regionalization Budget. Ms. Rowe appeared very defensive when asked why they did not look outside for a possibility of a more qualified person:

“I would never consider letting someone go who has helped the library
Only to hire someone more qualified”

Ms. Rowe further stated that “the Board has made a decision and we can do
whatever we want.”

When questioned as to how this person was hired, Ms. Rowe explained that she is currently working in the Library, knows the routine and system and fits in perfectly with the current staff. Ms. Rowe explained that the Board knew her from both Medway and Holliston and is confident in her ability and didn't feel the need to look any further. Ms. Rowe pointed out the by law, the Library Director reports directly to the Library Board of Trustees and not to the Town Administrator as previously stated. The director is responsible for all day to day activities, whereas the Board of Trustees is responsible for building and maintenance, policy changes, employee issues, budget approval as well as the people responsible for hiring the director.

A discussion was held on what worked and didn't work on the regionalization:

Worked: The cleaning and maintenance thanks to Bob McGee, and the shared director did write the long term plan, which was part of the agreement.

Didn't Work: job sharing at the Executive Level, no real chain of command, data bases couldn't be shared (vendor would not allow) museum passes, residents of each town could only use that town's passes.

Library Budget:

Ms. Rowe explained that the upcoming budget is looking for the most effective way to use the library at the lowest costs and all reports stated that in order to succeed you must have a full time director. Ms. Rowe also explained that there is money in the budget for a cleaning company, as the library is just too big to be cleaned by volunteers.

Adjournment:

With no further business before this Committee a motion was made and seconded to adjourn at: 10:05pm.

Motion: Kevin Dickie

Seconded: Frank Rossi

Vote: 7-0-0



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

Approved: April 13, 2011

Meeting Minutes: March 9, 2011
Medway High School Library

Members Present: Chairman Eric Arbeene, Vice Chairman Martin Dietrich, Clerk, Chris Lagan and Members: Rondi Chapman, Kevin Dickie, Jeff O'Neil, Tony Pacholec, Frank Rossi, Jim Sheehan, and Administrative Assistant, Shirley Bliss.

Guest Present: Capital Improvement Committee Members: Chairman Tom Anderson, Jim Palladino, Jim Gillingham, Richard Briggs and Peter Sigrist. Town Administrator, Suzanne Kennedy, Deb Trindade, School Committee Chairman, and Veterans Committee Chairman Anthony Mastroianni

Call to Order: With a quorum being met, this meeting was called to order by Chairman Arbeene at: 7:09pm.

New Business:

Veteran's ETR: \$14,000.00 Tony Mastroianni

Mr. Mastroianni explained that at the March 7, 2011 the Board of Selectman signed off in agreement for his request for an emergency transfer of \$14,000. These funds are needed to continue to assist the Veteran's and their families thru the end of the fiscal year. Due to the economic climate, the request for assistance has risen steadily over the past few years. Their current budget of \$24,000 is just not enough to assist as needed and due as required by the State. Currently there is 6 active cases with an increase anticipated.

It was noted that Mr. Mastroianni will be retiring this June, after 40 years of service to the town.

A motion was made and unanimously passed to grant this ETR of \$14,000 to the Veteran's Commission.

Motion: Rondi Chapman Seconded: Martin Dietrich Vote: 9-0-0

Suzanne Kennedy:
Network Engineer

Ms. Kennedy introduced John Wayne . Mr. Wayne explained how to use the new Window's Live that has been set up for the Finance Committee. This will allow more documents to be stored and only people with the password has access. Password will be changed with each change of Finance Committee personnel.

Joint Meetings:

The Board of Selectman and the School Committee will meet first to discuss the School Budget and the Finance Committee is invited to observe. A Second meeting will be held between the Finance Committee and the School Committee with the Board of Selectman will observe. Each meeting will attempt to answer the budget questions that each Committee has; as well as give each Committee an understanding of the funding usages and where the monies come from. Both Committee's are asked to send their questions to the School Committee prior to the meetings, should research be needed for a proper answer. Ms. Kennedy will take the lead on setting up these meetings.

Capital Improvement Committee – FY12 Report Tom Anderson

Tom Anderson, Chairman of the CIPC reported that his Committee has gathered, and examined all 81 Capital request received totaling \$27.5 million and have come up with a list of recommended projects. It is the policy of the CIPC to recommend projects based upon the available funds; which are being freed up by paid off debt and in keeping with the BOS policy of bonding not to exceed 10% of the budget.

Each request received is scored in the following categories: impact on Town, Safety issue, regulation/compliance issue, greatest number of residences effected, immediate need.

The list for FY12 Capital Improvements is:

Road, Sidewalk and Bridge repairs	DPS	\$100,000
Replace firearms and associated equipment	Police	\$ 14,400
Repair Flashing at Memorial School	School	\$ 22,500
Fiber Metro Area Network –WAN Equipment	IT	\$ 95,000
Technology Equipment	IT	\$ 45,000
Replace Communication CTR Furnishings	Police	\$ 14,000
Corridor Ceiling Replacement – Burke	School	\$ 9,000
Replace 18 Passenger Bus – COA	COA	\$ 60,000

These expenses were also recommended but will be covered by Enterprise Funds:

Replace Water Mains – West Street and Main Street	Water	\$2,100,000
Replace Water Vehicle -	Water	\$ 65,000
Replace A-2 Ambulance	Fire/EMS	\$ 175,000

The CIPC's entire report is enclosed with these minutes.

Mr. Anderson gave this Committee a quick review of the CIPC's history. In the three (3) years of existence the CIPC has approved 6M dollars in improvements including 600 computers and other IT upgrades, road repairs, purchase of vehicles, school repairs, various studies, MUNIS system and a 911 system upgrade. Also current projects include: Town Hall roof replacement, playground equipment, Brentwood area water project.

Mr. Anderson stressed that available monies are scarce until FY'17, when a large amount of debt will be paid off.

Town's Annual Report:

Eric asked the Committee to begin to think about their liaison reports for the Town's Annual Report. A date will be given as soon as know.

School Committee - Deb Trindade, Chairman

Ms. Trindade gave a review of the Public Hearing that was held on March, 3, 2011. Currently the school's budget is \$553,576 over what the Board of Selectman would like it to be. She explained that the School Committee and the School Department are continuing to work on the budget but \$500,000 is a lot of money to cut. Currently they are anticipating a 5% cut in Federal funding and last year's ARRA money was the final year of this federal funding program. Ms. Trindade will work on setting up a date for the agreed upon joint Finance Committee and School Committee meeting to discuss this budget.

Clerk's Report:

Chris Lagan reported the following:

Reserves has a current balance of: \$86,000 with \$54,000 being spent to date.

Payroll Account balance: \$1109.41

Expenses balance: \$4,634.06

Liaison Reports:

Frank Rossi: Community Preservation Committee

Frank Reported that at the March 7th meeting the Thayer Homestead Committee reported that an RFQ is out for the design services for the rehab of the property.

Open Space reported that they are working on canoe access to the Charles as well as path markers for all of the paths around town.

Rondi Chapman and Chris Lagan: Medway Public Library

Regional Agreement, will not continue and will not be forced to continue.

Looking to use the funds for the Regional Agreement towards the promoting of the part time Library Director to full time. The BOS is still looking to make the regionalization work and have stated that they will not vote to increase the Libraries budget using the monies allocated for the regionalization (approx. \$60,000).

Liaison Reports (continued):

Jeff O'Neil - School Committee

Suggested if you get a chance watch the video of the public meeting, many parents in attendance and concerns addressed.

Copies of the complete school budget including who gets paid what and from what account should be ready around the 16th of March.

Chairman's Report:

Eric stated that no all departments have been heard from yet, but most are looking for large budgets.

Currently the budget is with the BOS, as soon as they are done with it, we will get our copies. After a discussion it was determined that the Finance Committee would like their budgets in hardcopy form. Denis Crowley, Chairman of the BOS will make copies of made for everyone.

Adjournment:

With no further business before this Committee a motion was made and unanimously passed to adjourn at: 9:50pm.

Motion: Rondi Chapman

Seconded: Martin Dietrich

Vote: 9-0-0



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

Approved: June 28, 2011

Meeting Minutes: April 13, 2011
Medway Town Hall - Sanford Hall

Call to Order: With a quorum being met this meeting was called to order at:
7:11pm.

Members Present: Chairman, Eric Arbeene, Vice Chairman Martin Dietrich, Clerk, Christopher Lagan, Members: Rondi Chapman, Frank Rossi, Jeff O'Neil, Anthony Pacholec.

Guests Present: Board of Selectman Chairman Dennis Crowley and member Glenn Trindade, Town Administrator Suzanne Kennedy.

FY12 Budget:

Suzanne Kennedy and Dennis Crowley spoke to this Committee concerning the budget for FY12. They mentioned that the Cherry Sheet had come out and it closely resembles the Governor's budget in respect to what the Town of Medway expects to receive. It was also stated that the Senate and the Governor still have to approve, so nothing is set in stone yet.

Stabilization Fund:

Currently this fund has a balance of \$1,379,599 and the BOS stands strong on their goal to keep it at 1M. An adjustment of \$268,000 in revenues will allow the BOS to take that number less from the Stabilization Fund leaving a balance of \$731,449 to be withdrawn.

Free Cash:

As of November, 2010 the certified balance of Free Cash was: \$1,196,814. Discussions on usages for these funds in still ongoing.

Discussion:

A FinCom member questioned the use of these funds to pay for the operating of the Town, as this goes against the ideals of the BOS.

Dennis Crowley replied that yes it is, but in these economic times, there are "exceptions" to the rules and this is one of them.

Another members suggested that a better use would be Capital Improvements instead of using funds to pay for things that had already happened.

Dennis responded that the BOS is taking steps to avoid this large amount of Free Cash in the future.

Health Insurance:

Talks are currently going on which may lead to a significant reduction in the Town's Health Insurance costs. These savings will come with higher co-pays, the addition of Flexible Spending Accounts and the establishment of a Trust to pay for increased co-pays, Emergency Room visits and hospital stays. Currently the expected increase is 19.5% but if this plan is approved the costs there would be only an increase of approximately 4.2%.

Budget Discussions:

Chairman Crowley offered to meet with individual/small groups of members of the Finance Committee to discuss their questions.

Several Finance Committee members responded with their preference of keeping all budgets discussions in an open forum format.

Committee Questions:**Tri-County School Budget:**

Currently shows an increase of \$674,537 up to \$721,080 a \$46,561 increase. the amount paid by the Towns who are part of the Tri-County system is dictated by the State and the number of students each town has in the school. Currently Medway has 4 students, with 8 more applications currently in the works. There has also been a reduction of 75 students in the Medway School System. It was also stated that this payment will mostly go up, as capital spending has been on hold due to the economy, but in the next few years, maintenance items will have to be done due to the length of them they have been put off.

Norfolk Agricultural:

Currently the Town of Medway pays to this school \$14,000. This figure is based upon the costs of \$2,000 per student and Medway has 7 students enrolled.

Town Clerk:

In order to avoid any incidents like the one a few years ago, the Town and the Town Clerk have reached an agreement in where the Town Clerk will be put on a grade/step system in line with the town's other department heads. The Town Clerk agreed to accept the same raise percentage as the unions. for FY12, a raise of 5% has been agreed upon by all parties involved.

Library:

Dennis Crowley stated that for the first time the BOS has placed a non-binding question on the ballot asking if the town favors library regionalization.

Bonding:

Currently due to the low interest rates it has been recommended that the Town not bond, but go straight to short term loans.

Enterprise Funds:

It was requested that the Finance Committee be provided with both the current year to date expenses of all Enterprise Funds but also their year to date balances. Suzanne Kennedy will provide these numbers to this Committee.

Veterans:

It is the hope of the Town that they can find someone who will do this job for the same salary that the previous employee did. Currently the regionalization of this duty is being discussed but due to Legislation any town with a population of more than 12,000 is required to have their own full time Veterans representative. The Town is looking at hiring a interim advocate, so that services will not be interrupted.

Fiscal Stability Funds:

The State mandated deposit amount this year is \$49,551. This is the first time in several years the Town has had to make this monies available, due to the pre-payment of several years.

Administrative Staff:

In FY12 there will be a standardization of all night board secretaries. All monies will now be put into the Administrators budget. There are discussion on going about changing from hourly to stipends.

Unemployment Compensation:

Payments are going up, due to the extended length you are eligible to collect - 99 weeks. Number may change also due to changes at the school.

Police:

Increase if due to salary increases. This is the last year of the contract which included a 2.5% increase.

Board of Health:

Contract negotiations are ongoing.

Legal Budget:

Suzanne Kennedy explained that this is increased due to 2 Tax Appellate cases that are ongoing and special legal counsel must be hired, as well as the expenses incurred with having expert witnesses.

The increase is also attributed to 2 labor issues that will not resolved until 2012.

School budget:

This should be ready for Finance Committee soon.

Budget Calendar:

Suzanne Kennedy passed out the revised budget calendar.

Other Business:

ETR: Town Clerk \$8,000

This request is made to pay for the upcoming May, 2011 Town Elections. Her budget for FY11 - did not plan on the special election in January, 2011 for the Middle School Renovations.

A member questioned if the School could be responsible for these costs as the election was completely school related. Chairman Arbeene will check with Suzanne Kennedy and get back to the Committee.

Library Repairs: \$20,000

Rondi Chapman informed this Committee that one (1) of the four (4) heating units at the Library is broken beyond repair. They are hoping that they is a cost savings in purchasing a new system now that the nice weather has arrived. The Library Board of Trustees will come to a future meeting with all the necessary information to make this request.

Financial Report:

Reserve: Balance \$46,000

Approval of Meeting Minutes:

March 9, 2011 Approved with suggested changes.

Motion: Jeff O'Neil Seconded: Chris Lagan Vote: 7-0-0

March 29, 2011: Joint meeting with School Committee

Carried due to missing information

Liaison Reports:

Rondi: Library:

The Library Board of Trustees fully expect the monies earmarked for Regionalization be cut and are moving forward with that in mind. The Library Director will remain part time.

Rondi will inform the Library that although it seems they have no maintenance budget, that it is now going to be included in the DPS's budget.

Chairman's Report:

Eric: Thanked Jeff O'Neil for all his time as liaison to the School Committee. It is a large commitment and we appreciate your efforts.

Budget Meetings:

The following the schedule that was agreed upon:

Sunday, April 24th	all budget questions to Eric, he will compile a list for the upcoming meetings.
Wednesday, April 27th	Budget Meeting
Wednesday, May 4th	Budget Meeting
Monday, May 9th	Public Hearing on Warrants
Sunday, May 8th	Town Meeting book Liaison write ups due
Wednesday, May 11th	Budget Meeting

Terms Expiring:

Shirley Bliss reminded Rondi, Eric and Jeff, that their terms are expiring and that she needs to know by May 1st what their intention is.

Adjournment:

With no further business before this Committee a motion was made and passed to adjourn at: 9:21pm.

Motion: Tony Pacheco Seconded: Rondi Chapman Vote: 7-0-0



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

Approved: June 28, 2011

Meeting Minutes: May 4, 2011
Medway High School – Library

Call to Order: With a quorum being met this meeting was called to order at: 7:05pm.

Members Present: Vice Chairman Martin Dietrich, Clerk, Chris Lagan, Members: Rondi Chapman, Kevin Dickie, Jeffrey O'Neill, Anthony Pacholec, Frank Rossi, Jim Sheehan and Administrative Assistant Shirley Bliss.

Guests Present:

Board of Selectman Members, Glenn Trindade and John Forrester; School Committee Chairman, Deb Trindade and Town Administrator Suzanne Kennedy.

Discussions:

ETR: Library \$20,900 Heating System Repairs

This item was carried forward, due to the fact that little information was known about this request to fix the heating system. Recent discussions between the BOS and the Library had not yielded any mention of this item. Ms. Kennedy will investigate, the BOS will discuss and then request will come before this Committee again.

ETR: Town Clerk \$8000 Town Election Costs

These funds are being requested by the Town Clerk's office to have funds available for the upcoming May Election. Election budget is low, due to the unexpected and unbudgeted town vote in January for the Middle School Repair Project.

A motion to approve this ETR was made and seconded and unanimously passed.

Motion: Tony Pacholec Seconded: Frank Rossi Vote: 8-0-0

ETR: Veterans \$3000 Additional Case Load

These funds are needed to have funds available to assist families in need, in town. These monies are necessary due to an increase case load, since previous request.

A motion to approve this ETR was made and seconded and unanimously passed.

Motion: Tony Pacholec Seconded: Chris Lagan Vote: 8-0-0

Budget Discussions:

Budget Number changes:

There is a possibility of changes to the following accounts:

Stabilization

Enterprise - due to insurance costs changes

Police and Fire - due to contract negotiations

Enterprise funds:

EMS: Money deposited into this account are made thru ambulance runs. Currently this account runs close to covering its costs. A new system is being put in place, with hopes of bringing in more money.

Water and Sewer:

Department is currently working on collecting unpaid accounts, some are having liens placed on them. The new system being put in place will keep more accurate usage usages, bringing in more revenue. It has been discovered that many of the currently used water meters were not working correctly, not registering water used correctly, the town is looking into the right to go back 7 years and re-bill homes where the meters were working improperly. Water rates are what they are due to the high fees paid to Charles River.

Water and Sewer: Salary Account:

Salaries are not up, they are reallocated. Time is now being charged to accounts where personnel's time has been spent, instead of a straight across allocation.

Board of Health:

A questions was raised as to why the change in budget numbers. Suzanne Kennedy explained that a position has been eliminated. Ms, Kennedy also explained that current processes are being re-examined. Also raised was the consensus of the BOS that this position should be appointed not elected. Updates will follow as information is gathered.

Camp Sunshine:

25% increase is due to the number of children attending camp each year increases and therefore increasing the transportation costs. The is camp runs 6 weeks and is for handicapped children of Medway and if room, surrounding towns. Fees paid cover the majority of costs incurred, the Town and School Department only supplements the budget.

Building Inspector:

Increase in salary line is due to the fact that the building inspector started the year as part time and as of January 1, 2011 became full time. The other employee is a part time secretary and an "on-call" inspector who receives no benefits. All proceeds of permits go into the General fund.

Vehicle Replacements:

Possible FY12 replacements are:

Council On Aging Van - current one ready to go

Truck - condition unknown

Hoping to deploy the ambulance as a DPS utility truck

Allocations:**Medway 300:**

\$10,000 each year to assist with this year long event.

COA:

Monies for upkeep/maintenance

A complete facilities report is being drafted on each and every property.

School Committee Budget:

Currently the School Committee is working on adding back into the budget

1 - 5th grade team

1 - 3rd grade team

Funds for other items currently in the budget would come from the School Choice account, with funds for salaries coming from current budget; allowing current budget number to remain the same.

Special Town Meeting Articles Discussion:

#1 Number not currently available, FC requests final number prior to acting on this article.

#2 Article may change due to union negotiations with Police and Fire.

#3 Salary Reserve stays in article until needed.

#7 Assessor's would like money to assist in re-evaluations that will be done in house now. Constant funds are need as evaluations are done on a yearly basis - half each year.

Annual Town Meeting Articles: Discussion

#2 Transfer amount to be approximately \$224,000

#3 Town Clerk - standard omnibus budget.

#4 New amount is \$679,000 as additional funds have been added to the roads allocation.

#5 These items will be funded thru debt, would prefer not to lease. Currently leasing one (1) vehicle does not make sense.

#6 This is a place holder, as this vote is necessary to be able to apply for grants for this project. This number at this time is a solid figure.

#7 Place holder for future project. This is part of the DEP requirements for the town. requirement are not published yet, they will be in fall of 2012. At this time the BOS

has voted against this article being place on the warrant, as it seems too far out f from project starting, as the DEP may take up to one (1) year to publish requirements and it is unreasonable to borrow this far ahead. It was also stated that this project is going to cause Medway's water rates to increase substantially in 2013.

#8 Town Administrator Suzanne Kennedy has suggested that this Article be removed, as more information is needed before asking the Town for money.

#9

#10 All these Articles are going to chance due to current insurance negotiations.

#11

#12

#13 TBA vote by the BOS because some numbers were missing.

#14 TBA vote from BOS, because they are waiting for a more detailed budget from the Affordable Housing Trust.

#18 Necessary yearly renewal vote for revolving accounts.

#20 West Street sewer project litigation settlement. Residents along West Street sued town based upon figure paid for easement. No financial expense to town, unexpended funds from project are being used. Total: \$91,500. There are two (2) cases yet to be settled.

#21 This is an attempt to increase the town's bonding rating. The setting up of this account shows the bonding company that the town is making an attempt to improve rating. This only sets up the account, no funding is involved.

#22 Library Personnel: this article is aimed at having any town employee that receives a check from the town reports to the Town Administrator. This article changes the reporting structure of all library employees, they no longer will report to the Library Director.

When questioned the BOS replied that they are concerned about the current system in place; specially the hiring process.

Finance Committee Comments:

Concerned over the timing of this article, as well as the fact that the Library seems to have not been notified of pending changes. The Finance Committee also agreed that it appears that the Library was forced into the regionalization of the library and that possible is the reason it did not work. This committee also feels that once again the BOS is forcing their way upon the Library.

#23 John Emidy will present this Article to the Finance Committee next month, please note this Article will have financial impact on the budget.

#24 Granite Estates land gift: This article was on the Warrant last year and was taken off when a problem with the land was discovered. That issues has been cleared up, so a vote can now be taken.

#26

#27 Planning Board Articles - Planning Board Chairman Andy Rodenhiser w
#28 will present at the next meeting - May 9, 2011
#29

Other Business:

Vice Chairman Martin Dietrich reminded all Finance Committee members that all information for the TM Book was due to Eric by Sunday, May 8th.

Adjournment:

With no further business before this Committee a motion was made and unanimously passed to adjourn at: 9:45pm.

Motion: Rondi Chapman

Seconded: Chris Lagan

Vote: 8-0-0



Town of Medway
FINANCE COMMITTEE

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Approved: June 28,

2011

Meeting Minutes: May 9, 2011
Medway High School – Library

Call to Order: With a quorum being met this meeting was called to order at: 9:41pm

Members Present: Chairman, Eric Arbeene, Vice Chairman Martin Dietrich, Clerk, Chris Lagan, Members: Kevin Dickie, Jeffrey O'Neill, Anthony Pacholec, Frank Rossi, Jim Sheehan and Administrative Assistant Shirley Bliss.

Guests Present: Board of Selectman Chairman Dennis Crowley, Planning Board Chairman Andy Rodenhiser, Town Administrator, Suzanne Kennedy, School Committee Chairwoman, Deb Trindade, Library Board of Trustee members, MaryAnn Bibbo and Edward Duggan. DPS Director Tom Holder; Medway Building Inspector John Emidy and Affordable Housing Trust Members, Michael Heinemann, Ann Sherry and Allison Slack.

Call to Order: With a quorum being met this meeting was called to order by Chairman Arbeene at 10:05pm.

Discussions:

Special Town Meeting Articles - Changes

#2: Salary Reserve Appropriation - Police and Fire Union Contracts:

Contract has been ratified.

#3: Ambulance Enterprise fund Appropriation: Fire Union Contract:

New Article, funding collective bargaining agreement. EMT's to be paid from retained earnings.

#4: Salary Reserve Appropriation:

Municipal Union contract

#5: Budget Transfer for Street Acceptances:

7980.00 carry over from FY11.

#6: Re-purpose Funds: Library Equipment:

Monies originally appropriated for Library Regionalization will be used to purchase new equipment for the Library.

Discussions: Annual Town Meeting Articles - Changes

#17: Special Appropriation: Health Care Reimbursement Account: \$60,000

This account is being opened as part of contractual agreement.

NOTE: New contract just reached includes a savings of \$358,270 for the town.

Adjournment:

With no further business before this Committee this Public Hearing was adjourned at:
9:40pm.

Motion: Frank Rossi

Seconded: Jeff O'Neill

Vote: 8-0-0



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Meeting Minutes: May 11, 2011
Medway High School Library

Members Present: Chairman Eric Arbeene, Vice Chairman Martin Dietrich, Clerk, Chris Lagan and Members ,Rondi Chapman, Kevin Dickie, Jeff O'Neil, Tony Pacholec, Frank Rossi and Administrative Assistant, Shirley Bliss.

Guest Present: Suzanne Kennedy, Medway Town Administrator, Dennis Crowley, BOS Chairman, BOS Member Rich Dunn, BOS Member Glenn Trindade, and Deb Trindade, Medway School Committee Chairman, Carol Brown, Ed Duggan from the Library Board of Trustees.

Call to Order: With a quorum being met, this meeting was called to order by Chairman Arbeene at: 7:11pm.

New Business:

Special Town Meeting Warrant Articles:

Chairman Arbeene read and with the exception of Article 7 (Repurposing of Library Regionalization Funds) all articles passed without discussion.

Article 7 was discussed as follows: Dennis Crowley presented that the BOS would like to use the funds currently allocated for the Libraries Regionalization to purchase new equipment for the library. No new money is needed to re-purpose these funds.

Upon completion of this discussion a vote was taken on all the articles. All articles were passed unanimously.

Article One:	Passed	Funding Snow and Ice Deficit
Article Two:	Passed	Salary Reserve – Fire and Police Union Contracts
Article Three :	Passed	Ambulance Enterprise Fund – Fire Union Contact
Article Four:	Passed	Salary Reserve - Fire and Police Union Contracts
Article Five:	Passed	Budget Transfer for Street Acceptances
Article Six:	Passed	Re-Purpose Funds; Library Equipment
Article Seven:	Passed	Budget Transfer to Assessor Revolving Acct.

Annual Meeting Warrant Articles:

Article 21: Charter Change: Library Personnel:

With two (2) members of the Library Board of Trustees present this article was taken out of order. Board of Trustee Members: Ed Duggan and Carol Brown requested clarification as to the reason behind this Article; as well as the need for this Article.

A fairly lengthy discussion was held during which Chairman of the BOS, Dennis Crowley stated that the Town is trying to have all persons who receive a paycheck from the Town report to the Town Administrator; currently the Library and the School are the only ones that do not. It was also stated during the discussion that in the Board of Selectman's opinion the Library never really gave the regionalization with Franklin a chance, leaving them to want to have more involvement in the running of the Library. The BOS believes that the Library BOT's is allowing the employees to run the library; they used the example that when Felicity Oteri (Library Director shared with Franklin) suggested reworking the Libraries hours and staff to allow the Library to be open more, the employees didn't like that idea and went to the BOT and the changes were voted down.

Mr. Duggan and Ms. Brown both inquired as to why the Library BOT were not notified of this Warrant Article. They were told by both Ms. Kennedy and Mr. Crowley that their Chairman of the Board (Wendy Rowe) was informed and sent a copy of the Article. Both Ms. Brown and Mr. Duggan stated that until Finance Committee Member Rondi Chapman forwarded them a copy they have no knowledge of this Article. Ms. Rowe has relayed to this Committee that she found out thru the same channel of information – Finance Committee.

Ms. Brown asked the BOS and Town Administrator if they have a plan on how they were going to make the Library run more efficient. Ms. Kennedy stated that they do not plan on running the library they just wish to see it run better. She also stated that they (BOS & TA) want to see the Library run under the same rules as the other town employees. Ms. Kennedy stated there are things currently going on (vacations, lack of job descriptions, BOT members cleaning bathrooms, employees working from home) that should not be happening, showing that there is a need for a new reporting system. Ms. Brown also wanted to state that the Library is not resisting change, but would like to be given more information before they agree to any changes.

The timing of this Article was also questioned by several members of the Finance Committee. Ms. Chapman stated that she felt that right now was not the time for all of this change. She also stated that the BOT and the BOS should be focusing their efforts on working together to come to an understanding on the best route the Library should take to go forward. Currently tensions are so thick that nothing good is going to happen. As for the hiring of an "interim" Director without advertising, she believed that if the Library BOT feels that she person has the necessary experience, they would know better than anyone. Ms. Chapman also stated that the fact that the Board of Trustees is willing to wash bathrooms is actually a plus not a negative; more board/employees should be as willing as the BOT to step up when necessary.

Mr. Duggan, a Library Board of Trustee member stated in response to the application process that the current "interim" director applied when the last Director left, due to the Town cut the Libraries budget, she was not hired. He also stated that in all his years as a BOT he has never seen a Board of Selectmen attend a Library meeting, leaving him to question their knowledge of what needs to be done to run the Library on a daily basis. Mr. Duggan also reminded both the BOS and the Finance Committee that any changes to the policies of the Library require legislative approval. Mr. Duggan also feels that the non-binding ballot question is lacking all the information for the town's people to make an informative vote. Ms. Brown added that currently the employees report to the Director who reports to the Board of Trustees. She added that currently Legislation gives the BOT and only the BOT power to make all necessary employee decisions.

Article 21: Charter Change: Library Personnel: (continued)

Ms. Brown also stated that current day to day operations of the library is handled by the Library Director the BOT is there to set policy and make sure it is followed.

Finance Committee member Tony Pacholec stated that although he believes that the shift to reporting to the TA is necessary and will eventually happen he also questions the timing as well as the ability of the TA to run the library as there is no experience or knowledge currently there. Mr. Pacholec also believes that the Library BOT should set all policies concerning the Library.

Finance Committee individual comments:

Martin:	Need effort on both sides to communicate better.
Frank:	Communication needs to happen, issues need to be solved
Rondi:	Eventually this needs to happen, but now is not the time
Tony:	Need is there, but a team needs to be in place for a good transition
Jim:	Questions timing, still too many questions about future plans
Kevin:	Questions timing and also have many questions as to the plan
Eric:	Believes now is the time for this change, but also feels timing is suspicious and the communication issues petty.

With no further discussion Rondi Chapman made a motion to dismiss this Article. Martin Dietrich seconded.

This Committee voted 4-3 to **dismiss** Article 21 - Charter Change: Library Personnel

Town Meeting Article Votes:

Please see attached for all motions and votes.

Library ETR: \$20,000

This agenda item was put on hold, until the Board of Selectman have a chance to discuss and vote. The Finance Committee will revisit after the BOS vote.

Adjournment:

With no more business to discuss, this meeting was adjourned at: 8:47pm.



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

Approved: July 18, 2011

Meeting Minutes: June 28, 2011
Medway High School – Library

Call to Order: With a quorum being met this meeting was called to order at: .

Members Present: Chairman, Eric Arbeene, Vice Chairman Martin Dietrich, Clerk, Chris Lagan, Members: Rondi Chapman, Kevin Dickie (7:20PM), Jeffrey O'Neill, Anthony Pacholec, Frank Rossi, Jim Sheehan and Administrative Assistant Shirley Bliss.

Guests Present: Town Administrator Suzanne Kennedy, Vice Chairman, Board of Selectman John Forresto, Police Chief Tingly and resident Cindy Trainor.

Call to Order: With a quorum being met this meeting was called to order by Chairman Arbeene at 7:09pm.

Emergency Transfer Discussions:

As noted in previous minutes these ETR's were approved, but they were done out of the normal order and therefore the BOS has requested that the Finance Committee re-affirm their votes.

Town Clerk: \$8000 to cover a Special Election that was not planned for in her FY11 budget.

Motion to re-approve: Rondi Chapman

Seconded: Jeff O'Neill Vote: 8-0-0

Planning Board: \$15,000 to cover the costs of title exams for "Bottle Cap" lots in West Medway.

Motion to re-approve: Rondi Chapman

Seconded: Chris Lagan

Discussion:

NOTE: This discussion went on for quite some time and at times was lively.

Ms Trainor requested to the Chair that she be given a chance to speak to this ETR.

Member Tony Pacholec made a motion to rescind prior vote in order to hear what Cindy Trainor had to say.

Seconded: Rondi Chapman Vote: 9-0-0

Ms. Trainor gave a review of the facts she had found as part of her research on this project:

* This topic was schedule to be discussed at the May11th meeting but was actually discussed at the May 9th Public Hearing; which did not afford her the right to speak and ask questions with Mr. Rodenhiser present. Ms. Kennedy stated that any discussion as this time was a mote point, as the Finance Committee has already voted and a contract for this work has been signed and work has begun. Ms. Trainor then gave this Committee a review of what she has learned:

* in 2007 12 lots owned by Mr. Williams were removed from the tax rolls, totaling approximately \$1700.00 per year. Mr. Williams is not only the primary land owner in the area in question, but also stands to gain the most by this development. Ms. Trainor questioned why his property had been removed just as the discussion on the property begin? Ms. Trainor also noted the Mr. Williams is a member of the Oak Grove Committee, which must be conflict of interest. (Please see attached letter for complete details).

* Ms. Trainor asked why the number of lots seems to be constantly changing, it was once 100, then 83, now 39. At a Public Forum in March, 2011 the plan for this development contained many things that were not previously there; such as a hotel and 200 homes; as well as the "taking" of several currently occupied homes on West Street and Alder Street.

* Ms. Trainor also addressed statements by Mr. Rodenhiser that this is a tax maker, as they can and will be able to collect back taxes on these properties, if the owners are found; according to Ms. Trainor research this is not true - no back taxes can be collected per the law.

* Ms. Trainor also questioned as to where the rest of the funds needed for title exams will come from, as this most likely will not be enough. Ms. Kennedy stated that it will come from the PB's budget or they may go to a future TM for funds.

A FC Member questioned what happens when these funds are gone and are we wasting money because it may not be enough to do the job properly:

Ms. Kennedy stated that the work will stop and she felt this was a necessary step in this project.

This FinCom member stated this should be and ETR, but will go before the Town.

* Ms. Trainor also questioned why the Planning Board did not know that the lots in question did not appear on the Assessors maps. Ms. Kennedy stated that the previous Assessor left a message in the file but no one know why. "The previous Assessor is not as skilled as the one currently on board"

Ms. Trainor also stated that she is getting the run around when she asking questions concerning this development, why are each of her questions leading her to more questions and no answers.

Chairman Arbeene thanked Ms. Trainor for the information and hopes that she continues to be a watchdog for this project.

A motion was made by Chairman to re-affirm this vote

Seconded:

Jeff O'Neill

Vote: 9-0-0

Veterans: \$875.00 Case load increase

Motion to re-approve:

Rondi Chapman

Seconded:

Tony Pacholec

Vote: 9-0-0

Veterans: 625.00 Mileage Reimbursement for Chairman
Motion to Approve Martin Dietrich
Seconded: Chris Lagan Vote: 8-1-0
Dissent: Frank Rossi

Discussion:

A Finance Committee member questioned the way this ETR was filled out, was it expenses or salary - ETR states "increase in case load since my last request" yet Ms. Kennedy stated that it was actually mileage reimbursement.

A lengthy discussion was then had concerning the proper way to fill an ETR form out, as well as who's responsibility it is to make sure they are done correctly prior to the Finance Committee receiving them. The Finance Committee stated that in the future if the ETR forms are not filled out correctly they will be sent back to the requesting department/person and will NOT be addressed.

Library: \$20,900 Replacement of HVAC Units
Board of Selectman John Forresto spoke on behalf of the BOS and stated that they had voted to approve the ETR.

Currently the units are working as 1/2 capacity and are neither heating or cooling the Library to a comfortable temperature.

Motion to approve ETR: Rondi Chapman
Seconded: Tony Pacholec Vote: 9-0-0

End of Year Transfers:

Security Cameras: \$30,000.00

John Forresto gave a quick summary of this request. There have been several break-ins in various Town owned properties including the Town Hall. These cameras will be installed in the Town Hall, 2B Oak Street - Thayer Property, Town Barn, schools, Intersections of Main and Holliston, Main and Summer and Main and Highland Street, Choate Park and the Senior Center. At this time they will be placed in the Town Hall and the town Barn. Total costs of project: \$100,000. This money will be used to purchase the necessary hardware and software to run system. Police Chief Tingley responded when asked that no new personnel is necessary and currently system will work with new system. System will store information for 7 days. Future costs included approximately \$1300 per year for license. Storage of all equipment and tapes will be at the Police Station, current staff will operate equipment, which comes with a 5 year warranty. Additional costs will include replacement of cameras when they break. Mr. Forresto also stated that no public disclosure is necessary, as the camera are not recording conversations. The anticipated completion is 18 months. Mr. Forresto also stated that each Department has agreed and signed off on the use of their funds.

When asked where the money was coming from it was stated by Ms. Kennedy that according to the DOR 3% of the receiving budget could be added to from other budgets.

Monies for this project will come in the form of \$5000 from each of the following budgets: Planning Department, Fire Department, Assessors, Accounting, and Human Resources. These monies are left from FY11 budgets. Ms. Kennedy also stated that an additional \$30,000 will be coming from the Town Administrators' budget for other infrastructure needs.

All future purchases will be part of each departments budgets.

This Committee questioned not only the timing of this request but also why it was not put to the CIPC which is the proper avenue for this type of request.

John Forresto replied that at the time there was not enough information to present to CIPC, but have since spoke with CIPC and they are on board. There are plans to go to CIPC in FY13 for \$70,000. Mr. Forresto also stated that they will seek funds from the Community Preservation Fund, stating that this system is protecting an historical property.

Also questioned by this Committee and Ms. Trainor was the fact that the Planning Board had requested an ETR for \$15,000 when it appears they had an extra \$5000 in their budget. A question was asked as if the ETR could be to \$10,000 to reflect the extra money. Ms. Kennedy stated that the ETR was here tonight for a re-affirm and that the contract had all been signed and work has begun.

With so much money available from these departments, Committee Member Jeff O'Neill requested a 4th quarter report, Ms. Kennedy stated that they do not do one, the next report would be the audited report that comes out in November. Ms. O'Neill the requested an "unaudited" report with the understanding that it may change upon being audited. Ms. Kennedy once again stated they did not do one, but when pushed that a 4th quarter report should be able to be produced agreed to talk to Carol Pratt, Town Accountant.

Motion to approve \$30,000 - with \$5,000 from each of the following FY11 budgets: Planning Department, Fire Department, Assessors, Accounting, and Human Resources.

Motion: Martin Dietrich

Seconded: Rondi Chapman

Vote: 7-2-0

Dissenting: Jim Sheehan and Chris Lagan

Approval of Meeting Minutes:

April 13, 2011 Motion to approve as presented
Motion: Rondi Chapman
Seconded: Tony Pacholec Vote: 8-0-1
 Abstain: Martin Dietrich

May 4, 2011 Motion to approve as presented
Motion: Jeff O'Neill
Seconded: Chris Lagan Vote: 8-0-1
 Abstain: Rondi Chapman

May 9, 2011 - Public Hearing Motion to approve as presented
Motion: Rondi Chapman
Seconded: Tony Pacholec Vote: 8-0-1
 Abstain: Eric Arbeene

May 11, 2011 Motion to approve as presented
Motion: Rondi Chapman
Seconded: Chris Lagan Vote: 9-0-1

Accounts Payable:

ADPrint Invoice #20763 Printing of Town Meeting Book 5200 copies
Motion to Approve: Rondi Chapman
Seconded: Martin Dietrich Vote: 9-0-0

Encumbering of Funds:

Community Newspaper:
Unknown funds need to be encumbered for the payment of ads for Finance Committee Replacements. Ad must run in 2 different papers on 3 days are required by law.
Since the bill has not arrived, it a motion was made to allow Chairman Eric Arbeene to sign this bill up to and including an amount of no more then \$1000.00, as well as sending each member a copy of bill, so the amount is known to all.
Motion: Rondi Chapman Seconded: Martin Dietrich Vote: 9-0-0

Liaison Reports:

No reports were given

Clerk's Report:

Chris reported account balances as:
Salaries: 625.86 74% used to date
Expenses: \$1415.54 71.94% used to date (Does not include Community Newspaper bills)
Reserves: \$48,225.44 Does not include ETR's approved this mtg.

Chairman's Report:

Chairman Eric Arbeene thanked everyone for their hard work this year and wished everyone well next year, it is not going to be easy, but this Committee is good and will do what is best for the Town.

Eric thanked Ms. Kennedy for all she does, the new members for learning all that was needed to do this "job".

Eric announced that just tonight two (2) new members were appointed Ms.

Christine Devine and Mr. Neill Kennedy, bringing to the table a nice cross section of abilities.

Adjournment:

With no further business before this Committee a motion was made and unanimously passed to adjourn at: 8:57pm.

Motion: Rondi Chapman

Seconded: Chris Lagan

Vote: 9-0-0

Next meeting:

Monday, July 18, 2011 Medway High School Library.

Planning Board has a Public Forum Feb 15th..sends out a notice to the mini abutters list
Presents the PGC Map found online that details ownership between the town and Mr. Williams they own 75% of land they can proceed with development present overview of property and ideas.
March 28 next Public Forum..supposedly they send out a larger abutters list, yet no one on Fox Run or myself received this notice{ even though we are on the list according to Suzy}, instead Barb Gignac and Deb Baker get hand delivered flyers from the Westcott's, which they photo copied and distributed...which leads to bus stop chatter..and I wind up attending the March 28 meeting.
I addressed Andy about the abutters notice..to which he tells me " I can't help it if you throw out your mail" I assure you I never received notice but paid very close attention to the presentation. The PGC Map is then presented at this meeting, which has Mr. Williams owning one of my neighbors parcels/lots...this meeting also presents the option of the 5 story hotel and conference center and 80-100 condo/apartments with retail mixed in.

The following week I'm off to the assessor's office to look at the big map and see exactly who owns the property...Mr. Gonsalves or Mr. Williams... truth is Mr. Gonsalves own the parcel, pays taxes on the parcel, yet Mr. Williams was given credit as owning the land at the Public Forum. I speak to Suzy, she is quite confident that her map, put together by Pace Willisson and his title research is correct. She asks Terri, who tells her that Mr. Gonsalves owns that piece..So I began to question the accuracy of the other Williams parcels. I put together a spreadsheet with all the discrepancies I found...property with no records on file, property listed twice, property listed with 2 different sq ft measurements...a giant mess from my perspective. I talked to Will Naser and we met with Suzy on April 11th around 1ish and I presented all the problems I found...and where do we go from here??? The next public meeting was scheduled for that night..and I thought the news of the discrepancies should be presented by the Planning Committee not from me. So instead of holding the forum and letting the public know, they canceled the meeting and notified the Milford Daily News at 5:15, meeting canceled do to some data problems...and posted a sign at the library that the meeting had been canceled. { The neighbors and I did receive the mailing notice for this meeting }

So I continue my quest for information:

Mr. Williams only pays taxes on 4 parcels of land...79 parcels of land that were presented as being owned by Mr Williams are not on record in the Assessors Office..no owner is currently listed for these properties, which leads to no one is currently paying taxes on these 79 properties. { About 12 acres in total are not on record}

From the Treasurer's Office...past records show Mr Williams was taxed for this land up as of 2005.
The only way to get someone back on the tax role is to do a title search at the Norfolk County Registry of Deeds..to find out who is the true owner of this land. So who pays for that??? and how much does it cost???? Will Naser, Suzanne Kennedy and the Town Counsel meet to discuss what to do...solution is to hire a legal firm who specializes in Title Research...Someone from Planning Committee, Andy I am guessing..or perhaps Ms. Kennedy herself, is going to request the money as an Emergency Fund Transfer... I am told that this is going before the Finance Committee on May 11, { Same night as high school concert}...when in reality it went before the Fin Com at the May 9th meeting. This research is just a sample of properties with costs not to exceed 15,000..a full search may cost anywhere from 50,000 to 100,000...depending on what they discover in the sample..{ This original piece of property was made up of 1018 little parcels about 2,500 sq ft each...they have been bundled sold..liened auctioned and taken by tax lien by the Town...but most are still undeveloped }

The other point of interest I have found is that the Oak Grove Task Force Committee, that met in 2008, had concerns regarding the cost of necessary title research and was considering looking to Mass Development for funding...also Mr. and Mrs. William are on this Task Force Committee, and have to know they are not paying taxes since 2005, on the property the committee is planning on developing. Mr. Rodenhiser is quoted in the paper as stating an unidentified owner has approached the town about forming a partnership...and now we have enough land under our control to move forward.....{ oh and all the minutes from the Oak Grove Task Force Committee..are unable to be located} I am not sure if this still an active committee, Mr. Rodenhiser has yet to respond to my May 18th request.
So you know as much as I do about May 9th...selectmen met on the 16th...they approve request, however, I thought they did not execute the contract because a technicality..Emergency Fund Transfers

are suppose to go..Selectmen first, Fin Com Second, and one of the Selectmen, stressed that this has to go back to Fin Com....

Next discovery is the note in the Oak Grove Record files in the Assessors office, that lists all of Mr. Williams 0 Oak Gove parcels by Key # IDs written DELETE FOR FY06...pink post to Britt from Sue to deactivate O Oak Grove...and this land hasn't been taxed since.....

This discovery resulted in a meeting with Suzanne Kennedy and Will Naser, I honestly don't know if this was human error...or somehow linked to Oak Grove and enticing Mr. Williams to join the development process...in any event Ms. Kennedy is not going to investigate this, Oak Grove is not one of her top priorities...the title search is currently underway to correct the error...problem solved.

I asked for clarification, because I was under the impression that the Emergency Fund request was returning to Fin Com for re-approval, she stated very clearly..this was NOT going back to Fin Com, the lawyers were already conducting the research as we speak, June 6, that this had to expedited because this money would have returned to the general fund if this contract was executed.

So that's my opinion of what has happened so far....can't imagine why no one wants to talk about it.....



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

Meeting Minutes: September 14, 2011
Town Hall – Sanford Hall

Present: Chairman Martin Dietrich, Vice Chairman Jeff O'Neill; Members: Christine Devine, Kevin Dickie, Neil Kennedy, Tony Pacholec, Frank Rossi and Jim Sheehan.

Absent: Clerk Christopher Lagan.

Also Present: Barbara Saint Andre, Town Counsel; Suzanne Kennedy, Town Administrator; Melanie Phillips, Finance Director.

With a quorum present, Chairman Dietrich called the meeting to order at 7:35pm.

Presentation:

Barbara Saint Andre, Town Counsel, briefly reviewed the role of the Finance Committee. She stated the Finance Committee has an important role in town government, serving as the financial watchdog of the Town, and speaking with knowledge regarding the finances and financial aspects of Town Meeting articles. Regarding the budget process, the Town Administrator is the one who constructs the budget, but the Finance Committee has the role of reviewing that budget, making recommendations toward presenting a unified budget at Town Meeting. Ms. Saint Andre suggested the Committee work with the Town Administrator as much as possible regarding budget issues.

Ms. Saint Andre reminded the Committee that the Open Meeting Law changed a year ago and there are strict rules about posting meetings and agendas. The posted agenda needs to list all matters that the chairman reasonably anticipates coming before the Committee during that meeting. Other matters can still be discussed, but this is to give people an idea of what might be discussed. She encouraged revision of an agenda if important last minute items come up, urging that both the original posting and the revision be as specific as possible. Discussion of warrant articles need to list specific articles and not a general heading of "Town Meeting Items".

Should the Committee need to go into executive session, the purpose of the session must be stated as well as whether the regular session will resume, and all votes must be by roll call. All litigation matters

fall into executive session as public session could have a detrimental effect on Town's position in that litigation.

Ms. Saint Andre briefly reviewed the criteria for what is considered public record, noting that even text messages on cell phones are considered thus. As a precaution, she advised cell phones be turned off during meeting. Responding to a question from Chairman Dietrich regarding notes taken in member liaison capacities, she stated those notes should be considered part of the official record as they are distributed to members and discussed at meetings. Emails and their attachments (spreadsheets, lists, meeting minutes, etc.) are considered public documents, and should be maintained. If a matter goes to litigation, there is always a request for documents.

Ms. Saint Andre advised members to be cognizant of ethics laws, especially if they have relatives who also work for the town. It is possible that a conflict of interest can arise in a small town where residents often serve on more than one committee. If there is every a question, the Town Administrator is available to help, and she can contact Town Counsel if necessary. Additionally, members can contact the state Attorney General's office to speak with the Attorney of the Day, who will provide an opinion. The AG's office will retain a copy of the question and response for their records.

If a group of members happen to be in the same place, it does not constitute a meeting. However, five or more members constitute a quorum. If those five members are attending the Board of Selectmen meeting, that action should be posted, and minutes should be kept of the proceeding. If people are simply talking about when to have a meeting, it is casual conversation. Discussion of Town matters must take place at an officially posted meeting. Casual discussion at the coffee shop talk is allowed, as long as it's not a quorum of committee members (5 or more).

All members of the Finance Committee are considered Special Municipal Employees.

Discussions:

Regarding the Warrant Article Timeline for Fall Town Meeting, Chairman Dietrich stated the Board of Selectmen opened the warrant at its meeting on Monday, September 12. Town Administrator Suzanne Kennedy distributed the timeline voted by the Selectmen. She briefly reviewed it, stating the calendar is driven by the Town Charter, with little wiggle room. The Finance Committee's public hearing date must be posted fourteen days before the hearing. Zoning articles will not be considered. Ms. Melanie Phillips, Finance Director, asked if an outline of the warrant would be helpful. Ms. Kennedy offered to send regular updates to the Committee when they are sent to the Board of Selectmen. Chairman Dietrich asked for a draft warrant in time for the Committee's regular meeting on October 12, and later the official closed warrant. Ms. Kennedy cautioned that the warrant can be opened and closed after that, though the 14-day notice on the public hearing limits time for review. Ms. Kennedy stated she will check to see if the 14-day requirement is for all Town Meetings or if there is a shorter requirement for meeting held in the fall. Discussion followed.

In order to prepare the State of the Town, Ms. Kennedy stated she expects to have the auditor's report by mid-October, and present it sometime in November. This does not happen in conjunction with Fall Town Meeting.

Report on Joint Meeting of the Board of Selectmen and Trustees of the Medway Public Library:

Chairman Dietrich briefly updated the Committee on the joint meeting held on August 16. He expressed concern that the trustee's strategic plan was the same as last year, noting that they seemed somewhat

staid in their approach. He touched on topics such as who reports to whom, possible move toward exploration of regionalization, etc.

Responding to a question from Ms. Christine Devine, Ms. Kennedy explained that library employees fall under state statute and briefly reviewed the regionalization attempt with the Franklin Public Library. She stated an Acting Director created a strategic plan which met with a great deal of staff resistance, citing anarchy between the Acting Director and the staff. They didn't like her and refused to work with her. Ms. Kennedy also reviewed the consolidation of entities within the Town structure, stating that library employees are the only ones who do not report to the Town. While the Board of Selectmen has not articulated their position on the matter, she posited that it would have liked to see the move toward regionalization of services be worked on longer, to help find new ways of doing business. The library is operating in an old fashioned way, while some libraries gravitating to more technology, even coffee shop type of atmosphere, and becoming more of a community center. Regionalization not necessarily cheap, but money can be saved on services if associated costs are shared. Discussion followed.

Ms. Devine asked if a new set of Trustees can be voted in. Chairman Dietrich stated there is little interest from new people in serving in this capacity. He stated that in order to bring the operational employees of the library under the Town Administrator, it is a process that must be approved at Town Meeting, and then it goes to the state for approval. He added that the library is missing an opportunity to interact with the town staff, living instead inside their own bubble, and not seeking partnership with the community at large.

Ms. Devine asked if there have been complaints from the public, or concerns about loss of control (with respect to regionalization). Ms. Kennedy stated there was overwhelming support at the recent Town Election on the non-binding question regarding regionalization. Specifically, one town sharing services with another. While regionalization in its strictest sense may not be the solution, there may be combinations of options that might work for Medway.

Discussion with Town Administrator:

There was a brief discussion of Crystal Reports. Ms. Melanie Phillips cautioned that these reports are updated often so committee members need to pay careful attention to the dates. The reports become secondary once the annual financial statements are released.

There was general discussion of health care costs and savings, consortium participation

Ms. Kennedy stated the conference for Town Finance Committees will be held on October 15 at tri-county high school in Franklin. Former governor Michael Dukakis will be a keynote speaker. The Town will reimburse registration fees. Hard copies of the registration materials were distributed to interested members.

Financial Reports:

Discussion and review of FY11 End of Year, FY12 Current Year, Quarter 1, and Preliminary FY13 reports did not occur this evening. Due to Mr. Lagan's absence, there was no report from the Clerk.

Liaison Reports:

Board of Selectmen – Chairman Dietrich briefly reviewed the Selectmen's meeting of September 12, noting the Town will have representation at the South West Advisory Planning Committee (SWAP), part

of the Metropolitan Area Planning Council (MAPC). He also mentioned updates on the Veterans Services district, the laying out of streets, closing of Route 126, the Highland Street one-way test and the advent of a casino in the area. Written notes were previously distributed to members.

Capital Improvement Planning Committee – Mr. Dickie stated the group plans to come to a FinCom meeting in the January-February timeframe to discuss projects that could be presented at spring Town Meeting. He stated he also met with the police and fire chiefs.

Additionally, Mr. Pacholec briefly discussed an RFP for insurance valuation/replacement value, which would be a useful tool when properties come up for sale in town that the Town might be interested in purchasing. He suggested the insurance agent or a representative from CIPC rep could be invited to a meeting to talk about how values/assessments were determined.

Community Preservation Committee (CPC) -- With respect to the Medway Community Farm, Mr. Frank Rossi stated the CPC expressed concern for building materials piled around, the repair work has not been done, and the farmer is living in a camper. There was also concern that bills were not being paid, and that some projects were not going out to competitive bid. CPC is naturally upset that things are not being handled appropriately. Ms. Devine suggested there are restrictions/limits placed on how the work is done, using students from Tri-County High School, suggesting there is more to the story. According to the farm's website, all the work was to have been completed by now, adding that she (as a member of the Farm) has received emails looking for workers. Mr. Rossi stated he will get more information. Chairman Dietrich asked if a representative of the Farm could possibly come to a FinCom meeting.

Mr. Rossi stated that Parks and Recreation is now looking for funds for field maintenance and new fields. Soccer, baseball, football, and lacrosse teams are using existing fields. He stated further that a change in state law declares that Community Preservation Act funds can now be used to **build** fields, as well as used for support. All CPC members favor the idea of using Adams Street land, approximately 4 acres, for field development, a move that would require Town Meeting action.

Regarding the Thayer property, 2B Oak Street, Mr. Rossi stated the architect came back with plans that were far outside the scope of the intended project. The plans were too ambitious and he expressed concern that the group will request additional funds for design services. Mr. Dickie asked if an Action Items list could be created in order to keep track of when the Finance Committee initially discusses a matter and when that issue needs to be revisited. The Chairman and Board Secretary will handle it.

School Committee – Mr. O'Neill briefly reviewed the meeting of the School Committee, mentioning updated budgets the Board of Selectmen requested as well as attrition of retiring teachers vs. new teachers and employees. He noted that the circuit breaker funds were higher than expected, and that a report from Special Education is due at the October meeting of the School Committee.

Regarding the Town Wide Facilities Study, Mr. O'Neill stated he will attend the meeting on Monday, September 19 and will report back.

Department of Public Services (DPS) – Mr. Jim Sheehan stated he is trying to connect with Tom Holder, Director, DPS. Chairman Dietrich stated Mr. Holder should be invited to the October meeting to provide an update.

Council on Aging – Mr. Neil Kennedy stated he mistakenly believed this group met in the evening when they actually meet in the afternoon. He will do some rearranging of his schedule in order to attend.

Approval of Meeting Minutes:

August 10, 2011 meeting minutes will be considered at a later date.

Upcoming Dates:

The Committee briefly discussed a process to review the Town Meeting warrant, suggesting a week to review it, meet on October 26, and forwarding questions to Chairman Dietrich by November 4. Questions will be compiled and sent to the Town Administrator. If Ms. Kennedy is amenable, the public hearing could be scheduled for November 2. Brief discussion followed. Chairman Dietrich will send out a note with the confirmed dates.

Next meeting:

Wednesday, October 12, 2011 at 7:00 PM, in Sanford Hall in Town Hall.

At 9:40 PM Mr. Pacholec moved to adjourn; Mr. Sheehan seconded. No discussion. Vote: 8-0-0.

Respectfully submitted,

Jeanette Galliardt
Night Board Secretary



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

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Meeting Minutes: October 12, 2011
Town Hall – Sanford Hall

Present: Chairman Martin Dietrich, Vice Chairman Jeff O'Neill; Members: Christine Devine, Kevin Dickie, Neil Kennedy, Tony Pacholec, Frank Rossi and Jim Sheehan.

Absent: Clerk Christopher Lagan (flight to Boston delayed).

Also Present: Tom Holder, Director, Department of Public Services; Deb Trindade, School Committee

With a quorum present, Chairman Dietrich called the meeting to order at 7:04 pm.

Discussion – DPS Update:

Mr. Tom Holder, Director, Department of Public Services, briefly updated the committee on recent activities. Over 3,800 water meters were replaced in approximately ten months with a handful of holdouts of residents declining the new meters. The customer service benefits are tremendous as questions can be answered over the phone via computer as the usage data is now available. In time, resident online access may be available. Only one home had to be shut down, and it was reactivated three hours later. Mr. Holder theorized residents with just sewer service (private wells) seem to be many of the holdouts, but those residents will be assessed a fee each billing period for which they are without a new meter.

Regarding the Highland Street water tank, he stated the dedication will be on October 25, the anniversary of Medway being incorporated. Original tank was 100 years old, and it has been deconstructed and salvaged for metal. Mr. Holder clarified that the identifying plate was removed and saved, and will be offered to Historical Commission.

With respect to the roadway and sidewalk program, the DPS is using Chapter 90 money plus fiscal appropriation to fund projects. The department maintains a rolling street listing based on repair evaluation. Milford Street was recently done from the town line to Highland Street, and now Pond Street is being worked on. The Village Street Sidewalk is being designed, and will be going out to bid. He noted the redesign will correct the low spots that collect water.

Town Meeting action appropriated money to work on water mains, and the project will be going out to bid soon. Mr. Holder noted that water mains will be done whether or not the Route 109 Design Project

goes forward. He added that a bituminous cover is done for a year to allow settling, followed by a more permanent cover, and funds for this are included in the appropriation.

Mr. Holder stated the Route 109 project was accepted onto the TIP recently, and the \$400,000 necessary to complete design services was released. He briefly reviewed the proposed design, lighting changes, pocket parks, etc., clarifying that neither the Town (nor taxpayers) will be contributing to the construction costs. He stated he does not anticipate project happening for five years. Accident reports are helpful in determining that changes need to be made. The project has been submitted to the DOT, and its response may come back in the March-April timeframe. At that time, a public meeting will be held on the proposed design. He added that an experiment on redefining Highland Street as a one-way did not go well, mostly to its timing with the arrival of Hurricane Irene and related issues. Discussion followed.

Regarding the storm water project, he met with the Department of Environmental Protection recently. He will know by January if a loan is approved, a 2% loan payable over several years.

Mr. Holder stated the costs associated with the response to Hurricane Irene have been assessed. FEMA and MEMA split costs out by county, each county having to meet a cost threshold in response to the storm. Norfolk County was slow to respond, but preliminary totals revealed costs of \$91,000 for Medway police, fire and schools, successfully meeting the threshold. After reviewing costs sheets, the totals were actually \$115,000. The difference centered on the use of generators, based on the size of the generator and an associated hourly figure. Initially he did not realize that particular cost could be included in the expense totals.

The capital budget has been submitted, and presently under review. He stated the proposed DPS facility is big part of that, noting less than marvelous conditions and limited space. The conceptual design is estimated to cost \$14 million. The new facility can be beneficial to attract new business, vehicle replacement program, and radio system (\$150,000) as the department will have to convert from analog to digital signals soon. Additional water mains will be replaced through departmental master plan. Mr. Holder stated his job is to identify needs and then make people aware of those needs. Some projects will be funded, while others will have to wait.

From an operations perspective, the level of service has improved due to new positions added. The department and staff can offer a lot more now than ever before. Other projects in town are requiring manpower from DPS, such as Thayer House, and they don't have the staff to do minimal work in town as it is. Medway 300 is another example. Mr. Holder stated he wants to make better use of the funds available, perhaps bringing outside people at possible lower cost rather than paying people overtime.

Iarussi Way is proposed for acceptance at Fall Town Meeting. Trails go through the property as part of the Open Space provision, and those trails will need to be maintained. With the help of volunteers and the Open Space Committee, the department recently restored the old amphitheater. He noted the department just does not have the manpower to continually help out with these projects. Responding to a question from Mr. Pacholec, he stated fees collected from residents cover very specific things and maintenance is not usually one of them.

Responding to a question from the committee, Mr. Holder stated it is hard to compare to other towns as we do not know what services are offered. Medway DPS has 32 employees. Some communities have a water/sewer department, others do not. He offered to put together a comparison. Chairman Dietrich

commented that there is always property being purchased for various Town uses, but no one asks how it will be maintained. Regarding trails, Mr. Holder stated wooden walkways, bridges and parking lots need to be maintained, and plants need to be cut back three or four times a season. He clarified that maintenance by the Town is typically included as part of the Planning Board decision specific to the property. Discussion followed.

Ms. Deb Trindade, School Committee, stated that, in this particular development, part of the passageway extends from the high school, making this property unique. Mr. O'Neill emphasized that residents need to realize that there is a cost for this work.

Chairman Dietrich inquired about Warrant Articles 7, 8, and 12. On Article 7, Mr. Holder stated there was a surplus of funds left from the repair of the Town Hall roof, which can be repurposed for the fire station roof and some renovation within Town Hall. Similarly on Article 8, there was surplus and the funds just need to be moved to another use. Article 12 was submitted because they were not certain Norfolk County would meet the cost threshold for 75% reimbursement of Hurricane Irene costs incurred between August 28 and September 5, and it could possibly be just a placeholder article. Mr. Holder stated he is certain the Town will get something, we will not know for a while. Chairman Dietrich commented on how quickly Medway responded to issues, as roads were clear of debris within three days, and things were not so good over town lines into other communities. Mr. Holder stated use of Reverse 911 was crucial in keeping residents informed of detours and other situations.

Impromptu Report from School Committee:

Chairman Dietrich called upon Ms. Deb Trindade for an impromptu report from the School Committee. She stated she was attending tonight's meeting merely to be available if there were questions on any warrant articles related to the School Department; however, she agreed to provide a brief update.

Ms. Trindade stated the realigned budget should be complete by their meeting next week. It is extremely detailed and features numerous staffing changes. There may be a joint Board of Selectmen and School Committee meeting to review the updated budget. Other changes include a circuit breaker reimbursement of \$701,000, a sizable increase from the budgeted \$440,000.

Regarding Article 3 on the Fall Town Meeting Warrant, she stated this involves a potential lease for solar power, noting it is a move toward increased involvement as a "green" community. A favorable vote on the article would give the School Committee authorization to pursue and sign contracts related to solar power. Mr. O'Neill asked if she could provide any data on savings from use of solar panels. Ms. Trindade responded that TRANE was scheduled to be at the recent School Committee meeting, but was unable to attend so that report was postponed. She added that units of energy have not necessarily decreased, but the costs associated with usage have. If it doesn't level out over time, as TRANE has predicted, TRANE will be responsible for reimbursement of difference. Responding to question from Chairman Dietrich, Ms. Trindade stated she will try to get a report on the middle school.

Responding to question from Ms. Devine regarding the Middle School Repair Project, Ms. Trindade stated the project is on track. There will be another meeting October 19 with the Building Committee. Chairman Dietrich commented he has been inside the school and noted there is no visible sign that all this work is going on. The repairs are occurring without disrupting school activities, reflecting a cohesive team effort to work together.

There was brief discussion on professional development, need for a curriculum director, Response to Intervention (RTI), approaches to student learning and staffing changes, including a new Director of Student Services.

Discussion – Fall Warrant Review:

Chairman Dietrich stated he would like to see a final version of the Fall Town Meeting Warrant for the next meeting and will ask the Town Administrator about it. He would like the committee to vote its recommendations at the October 26 meeting.

There was informal discussion on warrant articles as follows:

Article 1 – The committee was not sure why this article was necessary.

Article 2 – Three quotes are required before work can be done.

Article 3 – The School Committee would be leasing the roof of the school (a Town building) in order to install and maintain the solar panels. There was concern that the article was a little vague, and the committee would like it to name a specific project. Ms. Trindade noted that the facilities study report did not include procurement of utilities. This language was initially proposed by the School Committee.

Article 4 – Council on Aging liaison Mr. Kennedy stated this topic did not come up at a recent meeting. Mr. O'Neill clarified that this is tethered to GATRA and is an annual adjustment.

Articles 5 & 6 – No comments.

Article 7 – Chairman Dietrich indicated he was not comfortable with these kinds of articles, preferring the money fall to free cash instead of repurposing. He will seek clarification from Ms. Kennedy, noting that his concern is one of methodology, not the redefined purpose. Discussion followed. Ms. Devine theorized that letting it fall to free cash might mean the project remains unfinished, until the funds are appropriated at another Town Meeting and costs will go up in the interim. Repurposing does allow expediency.

Article 8 – No major concerns, but there was a question regarding the cost of the guard rails.

Article 9 – No comments.

Article 10 – The committee would like to know more about this account and its purpose.

Article 11 – Basically an accounting housekeeping issue.

Article 12 – Suggested a range of dollars, or verbiage such as “an amount not to exceed \$\$\$” kind of thing.

Article 13 – The committee would like to know the dollar amounts.

Article 14 – It was noted this is to establish the fund for when we need it. Discussion followed.

Article 15 – Council on Aging liaison Mr. Kennedy stated the senior center did not want to be included as a site for the serving of alcoholic beverages as because they want all functions to be “safe” to attend by recovering alcoholics.

Article 16 – Additional information will be sought from Town Administrator, i.e., what does “maintenance” really mean, just mowing, or what happens if a fence blows over.

Chairman Dietrich asked Mr. Pacholec and Mr. Dickie to reach out to the Police and Fire Chiefs to learn what other projects are on their lists.

Discussion – Medway Statement of Values:

Mr. Tony Pacholec briefly reviewed the two statements, noting they represent two purposes, a holistic view of all the buildings, and a sense of their inherent value. He noted some values increased significantly from one year to the next, while some remained the same. The reason for this is unknown. He theorized that it could be a computer model process that determines value based on age and construction of building, square footage, etc., in lieu of an actual appraisal. Discussion followed. Chairman Dietrich asked Mr. Pacholec to contact the Town Administrator for information and ask her to attend the next meeting.

Reports:

Due to Mr. Lagan’s absence, there was no report from the Clerk.

Liaison Reports:

Board of Selectmen – Mr. O’Neill stated the Energy Committee had a good presentation. The Facilities Management Study, presented by Bob Parrella, met with some concern about funding and overall implementation. Further discussion will happen at a proposed joint meeting of the Finance Committee, Board of Selectmen and School Committee. He concluded by stating that Board of Selectmen Chairman Richard Dunne may possibly step down due to conflicts with his job, though no final decision has been made.

Capital Improvement Planning Committee (CIPC) – Mr. Dickie stated the group plans to draft a set of operational guidelines and that the group will be at the October 17 Board of Selectmen meeting to provide an update. He stated he and Mr. Sheehan will revisit the action items with the police and fire chiefs.

Community Preservation Committee (CPC) -- Mr. Frank Rossi reviewed his handouts, previously sent by email. He stated he attended meeting on October 4 regarding the Thayer project. The Thayer Development Group is requesting additional \$250,000 to complete the design services. The whole project is estimated at \$2.3 million, and the Thayer committee plans for the property to generate revenue eventually and become self sustaining. The Board of Selectmen wants additional information. Discussion followed. It was agreed to invite the Thayer group to the next meeting.

Regarding the Medway Community Farm, it was noted that Mr. Jeremy Barstow is merely the resident farmer, not really the supervisor for the property. The CPC and Board of Selectmen will meet with Bob Magee to revisit the existing arrangement as the CPC prefers there be a formal supervisor who would report to the CPC on a regular basis. Chairman Dietrich expressed concern that over half the budget has been used, and fears an Emergency Transfer Request will be coming up soon.

School Committee – Ms. Christine Devine stated the most of the discussion centered on financial matters.

Council on Aging (COA) – Mr. Neil Kennedy reported the Council on Aging plans to do a town wide needs assessment, noting there seems to be some tension between the senior center and the needs of the elderly at large. Chairman Dietrich suggested contacting the Town Administrator as there may be a Human Resources mechanism that could be used to contact folks. Mr. Kennedy noted some federal funding (possibly job training) was lost, leading him to believe the COA may be coming forward for additional funding.

Chairman's Report:

Chairman Dietrich asked the members to review the warrant articles, and forward any questions to him. He will compile a list and forward it to the Town Administrator.

Approval of Meeting Minutes:

Regarding the minutes of the September 14, 2011, Mr. Kennedy voted to accept the minutes as amended; Mr. Rossi seconded. No discussion. Vote: 8-0-0.

Next meeting:

Next regular monthly meeting of the Finance Committee will be on Wednesday, October 26, 2011. The public hearing associated with Fall Town Meeting will be held on November 2, 2011. Both meetings will be held in Sanford Hall, Town Hall, at 7:00 PM.

At 9:40 PM Mr. O'Neill moved to adjourn; Mr. Kennedy seconded. No discussion. Vote: 8-0-0.

Respectfully submitted,

Jeanette Galliardt
Night Board Secretary



Town of Medway
FINANCE COMMITTEE

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Meeting Minutes -- November 2, 2011
Town Hall – Sanford Hall

Present: Chairman Martin Dietrich, Vice Chairman Jeff O'Neill; Members: Christine Devine, Kevin Dickie, Neil Kennedy, Chris Lagan, and Frank Rossi.

Absent: Tony Pacholec and Jim Sheehan.

Also Present: Town Administrator Suzanne Kennedy, Selectman John Foresto, Selectman Dennis Crowley; Bob Tucker, Community Preservation Committee; Dan Hooper, Thayer Development Committee.

There being a quorum present, Chairman Dietrich called the meeting to order at 7:02 pm.

Vice Chairman O'Neill moved to open a Public Hearing for the purpose of receiving public comment on the 2011 Fall Town Meeting Warrant; Mr. Lagan seconded. No discussion. Vote: 7-0-0.

At this time, Chairman Dietrich solicited comments from the public. There were none.

For the benefit of residents viewing the live cable access broadcast, Chairman Dietrich stated he would read each article aloud. A copy of the official final Warrant will be archived with these minutes.

At 7:22 PM Vice Chairman O'Neill moved to close the Public Hearing; Mr. Kennedy seconded. No discussion. Vote: 7-0-0.

At this time, the Finance Committee discussed and voted its recommendation on each warrant article:

Article 1 – CPA Transfer: Thayer Property: Vice Chairman O'Neill moved to approve Article 1 as written; Mr. Kennedy seconded. There was brief discussion on liability insurance, caretaker salary, and balance of revenue against expenses. Vote: 7-0-0.

Article 2 – Purchase Ambulance: Mr. Dickie moved to approve Article 2 as written; Mr. Kennedy seconded. No discussion. Vote: 7-0-0.

Article 3 – School Dept. Lease: Solar Power: Vice Chairman O'Neill moved to table the committee's recommendation; Mr. Kennedy seconded. Town Administrator Kennedy suggested the committee instead declare a To Be Determined recommendation as additional information may be come in before Town Meeting. Vice Chairman amended his motion to reflect a To Be Determined recommendation on Article 3; Mr. Kennedy seconded. Vote: 7-0-0.

The committee had concerns about the word "grounds" being too broad and suggested amending the article's language to limit the panels to the roof while conduit and other necessary installation components can be placed on the ground. Ms. Kennedy stated the article cannot be amended at this time, but acknowledged that an amendment from the floor at Town Meeting could modify the wording.

Article 4 – Amendment to Council on Aging Revolving Fund: Mr. Lagan moved to approve Article 4 as written; Vice Chairman O'Neill seconded. No discussion. Vote: 7-0-0.

Article 5 – Rescind borrowing: Council on Aging Building: Mr. Rossi moved to approve Article 5 as written; Mr. Lagan seconded. No discussion. Vote: 7-0-0.

Article 6 – Rescind borrowing: ESCO Project: Mr. Lagan moved to approve Article 6 as written; Vice Chairman O'Neill seconded. No discussion. Vote: 7-0-0.

Article 7 – Re-purpose funds: Fire Station Roof and Town Hall Renovation: Mr. Kennedy moved to approve Article 7 as written; Mr. Rossi seconded. No discussion. Vote: 7-0-0.

Article 8 – Re-purpose funds: Snow Guard Rails at Police Station: Mr. Lagan moved to approve Article 8 as written; Mr. Kennedy seconded. Vote: 7-0-0.

Article 9 – Salary Reserve Appropriation: Municipal Union Contract: Mr. Lagan moved to Approve Article 9 as written; Mr. Dickie seconded. No discussion. Vote: 7-0-0.

Article 10 – Water Enterprise Fund Appropriation: Municipal Union Contract: Mr. Kennedy moved to approve Article 10 as written; Mr. Lagan seconded. No discussion. Vote: 7-0-0.

Article 11 – Sewer Enterprise Fund Appropriation: Municipal Union Contract: Mr. Kennedy moved to approve Article 11 as written; Mr. Dickie seconded. No discussion. Vote: 7-0-0.

Article 12 – Ambulance enterprise Fund Appropriation: Municipal Union Contract: Mr. Kennedy moved to approve Article 12 as written; Mr. Dickie seconded. No discussion. Vote: 7-0-0.

Article 13 –Solid Waste Enterprise Fund Appropriation: Municipal Union Contract: Mr. Kennedy moved to approve Article 13 as written; Mr. Lagan seconded. No discussion. Vote: 7-0-0.

Article 14 --Transfer: Police Outside Detail Account: Mr. Lagan moved to approve Article 14 as written; Vice Chairman O'Neill seconded. No discussion. Vote: 7-0-0.

Article 15 –Prior Year Unpaid Bills: Mr. Lagan moved to approve Article 15 as written; Vice Chairman O'Neill seconded. No discussion. Vote: 7-0-0.

Article 16 – Approve Settlement(s): Sewer Ext. Project Claims: Vice Chairman O'Neill moved to approve Article 16 as written; Mr. Lagan seconded. No discussion. Vote: 7-0-0.

Article 17 – Establishment of OPEB Trust Fund: Mr. Dickie moved to approve Article 17 as written; Mr. Kennedy seconded. No discussion. Vote: 7-0-0.

Article 18 – Amend By-Law: Alcoholic Beverages: Mr. Kennedy reiterated his concern that the Senior Center is included as a potential location. Town Administrator Kennedy clarified that the Senior Center can determine what days and hours the building could be available. Mr. Kennedy specified his concern is that the building be properly cleaned up after any event for the benefit of senior citizens who are sensitive to the smell of alcohol. Mr. Kennedy moved to approve Article 18 as written; Mr. Dickie seconded. No further discussion. Vote: 7-0-0.

Article 19 – Street Acceptance: Mr. Lagan moved to approve Article 19 as written; Ms. Devine seconded. No discussion. Vote: 7-0-0.

Upcoming Dates:

There was brief discussion on whether the regular November meeting was necessary, given that the committee will meet on November 14 immediately before the start of Fall Town Meeting. There was also discussion on handling emergency transfer requests and whether those matters could wait until December.

Regarding the joint BOS, FC and SC meeting on November 15, Town Administrator Kennedy stated that, as the pertinent groups will already be gathered, discussion of town-wide facilities management would be a prudent agenda item for that meeting.

Next meeting:

The regular Finance Committee meeting scheduled for Wednesday, November 9, 2011 will be cancelled. The next regular meeting will be held on December 14, 2011, in Sanford Hall, Town Hall.

Pre-Town Meeting: The committee decided to meet at 6:30 PM on November 14 to discuss any last minute issues before Fall Town Meeting. Specific location will be announced on the meeting agenda.

At 8:11 PM Mr. Lagan moved to adjourn; Mr. Kennedy seconded. No discussion. Vote: 7-0-0.

Respectfully submitted,

Jeanette Galliardt
Night Board Secretary



Town of Medway
FINANCE COMMITTEE

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Meeting Minutes -- November 14, 2011
Medway High School – Room 113-A

Present: Chairman Martin Dietrich, Vice Chairman Jeff O'Neill; Members: Christine Devine, Kevin Dickie, Neil Kennedy, Frank Rossi, and Jim Sheehan.

Absent: Chris Lagan and Tony Pacholec.

Also Present: Barbara Saint Andre, Town Counsel.

There being a quorum present, Chairman Dietrich called the meeting to order at 6:44 pm.

In order to prepare for this meeting, the Committee reviewed a document entitled "2011 Fall Town Meeting Motions" as prepared by the Town Administrator's and approved by Town Counsel.

Final Discussion – Fall Town Meeting Warrant Articles:

Article 3: School Dept. Lease: Solar Power-- The Committee reiterated its concern for the lack of a time limit with regard to Article 3, noting that the lack of time restriction leaves the project open-ended. The Committee still needed to vote its recommendation for this Article. Discussion followed.

Ms. Barbara Saint Andre, Town Counsel, was available to review proposed wording for a motion, should the Committee choose to draft one. After some discussion, the following motion was drafted (new wording in **bold**):

*"I move that the Town vote to authorize the School Committee to enter into a lease or other form of contractual relationship for not more than 20 years for the purpose of installing, operating, and maintaining solar power electric generation facilities **on the roof of** the Burke-Memorial Elementary Schools, and to further authorize the School Committee to lease additional space within the buildings or grounds as necessary for the installation, operation and maintenance of utility lines, cables, conduits, transformers, wires, meters, monitoring equipment and other necessary equipment and appurtenances for said solar power electric generation facilities, upon such terms and conditions as the School*

*Committee deems in the best interests of the Town, provided that such leases and/or contractual relationship shall not interfere with the educational purposes, programs and uses of any of its school programs, and are subject to the review of Town Counsel, **and provided that such lease is entered into within 180 days of this Town Meeting vote**, or to take any other action relative thereto."*

Assignment of Motions – Fall Town Meeting:

The Committee discussed motion assignments with the following results:

Article 1 – Jeff O'Neill
Article 2 -- Christine Devine
Article 3 – Martin Dietrich
Article 4 – Jim Sheehan
Article 5 – Kevin Dickie
Article 6 – Frank Rossi
Article 7 – Neil Kennedy
Article 8 – Jeff O'Neill
Article 9 – Christine Devine
Article 10 – Martin Dietrich
Article 11 – Jim Sheehan
Article 12 – Kevin Dickie
Article 13 – Frank Rossi
Article 14 – Neil Kennedy
Article 15 – Jeff O'Neill
Article 16 – Christine Devine
Article 17 – Martin Dietrich
Article 18 – Jim Sheehan
Article 19 – Kevin Dickie

Next meeting:

The next regular monthly meeting will be Wednesday, December 14, 2011, in Sanford Hall, Town Hall, at 7:00 PM. Chairman Dietrich will send out a request for agenda items by the end of November.

At 6:50 PM Mr. Dickie moved to adjourn; Mr. Kennedy seconded. No discussion. Vote: 7-0-0.

Respectfully submitted,

Jeanette Galliardt
Night Board Secretary



Town of Medway
FINANCE COMMITTEE

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Meeting Minutes: November 15, 2011
Joint Meeting with Board of Selectmen and School Committee
Medway High School Library
88 Summer Street

Present: Chairman Martin Dietrich, Chair; Jeff O'Neill, Vice Chair; Members: Christine Devine (7:10), Kevin Dickie, Frank Rossi, and Jim Sheehan.

Also Present: Members of the Board of Selectmen – Dennis Crowley, Andy Espinosa, John Foresto, and Glenn Trindade.

Also Present: School Committee: Jeff DeVolder, Chair; Carol Bernstein, Vice Chair; Diane Bernstein; Cindy Sullivan; Deb Trindade; Judith Evans, Superintendent, Medway Public Schools; David Verdolino, Finance Director, Medway Public Schools.

At 7:02 PM Vice Chairman Foresto called the meeting to order and led the gathering in the Pledge of Allegiance.

Documents submitted for this meeting include the following: Final Budget Status Report relative to the FY11 Budget; Overview, Operating Expenses Summary and Budgeted Staff Analysis relative to the Realigned Budget; and Town-Wide Facilities Management Report.

Review – FY11 School Dept. Budget:

Mr. David Verdolino briefly explained how the report was put together, noting there was no use of circuit breaker funds included. Two grants were received; an ED Jobs grant in the amount of \$600,000 and a Special Education ARRA grant for \$300,000 that was used to fund positions. He noted some retirements were filled with contract positions, and one maintenance person resigned without replacement.

Mr. Verdolino stated that, while the budget was under spent by \$125,000, expenses came in \$125,000 over budget. Variances occurred in building-based services by rotations, while the middle school and high school had significant variance. Budget was frozen before many expenses were incurred. Even with these expenses, circuit breaker funds were not used at that time. There is often a lengthy delay before all

1 expenses are reported, sometimes students coming into programs mid-year, or delivering services outside
2 of the district.

3
4 Other variances were in transportation, adding a bus to eliminate double runs. The School Committee
5 elected to fund this out of school choice funds. There was a wide variance in utility expense, partly due to
6 extreme cold weather and not yet implementing recommendations from TRANE report. Mr. Verdolino
7 clarified that the sources of funds typically directs where the specific funds can be used, i.e., circuit breaker
8 can only be used for special education.

9
10 Mr. Martin Dietrich, Chairman, Finance Committee, stated he found it unusual that the budget is to the
11 dollar. Mr. Verdolino responded that it is hard to predict in the spring what year-end totals will be until the
12 final bills come in later in the summer. Town Meeting appropriation is always used first, followed by
13 reserve funds. Some expenses are incurred after it is known what funds remain in the budget before
14 unused funds are reverted back to the Town. Circuit breaker funds of \$462,000 were brought forward into
15 FY12.

16
17 Mr. Verdolino continued, stating electricity is less due to the solar panel installation. Other utilities such as
18 water and sewer were slightly higher, including contracted services for trash disposal. Custodial services
19 included as an operating cost, not as a representation of salary/personnel.

20
21 Chairman Foresto asked if there was a "best practices" methodology applied to the budget process. Mr.
22 Verdolino responded that a precise business model cannot be used for this type of accounting because the
23 cycles are so different. Discussion followed on school ranking, comparison to other communities and
24 school districts, use of reserves, etc. Superintendent Judy Evans stated the schools are in a good position
25 due to conservative use of funds, somewhat reduced enrollment, and keeping Special Education costs
26 under control.

27
28 Mr. Dietrich asked what types of things are being deferred. When you get to a point where it can't be
29 deferred, will it be a balloon payment that will be difficult? How long can you kick the can down the road?
30 Ms. Evans reiterated that the schools are in a good position. The Town was very generous in giving money
31 for technology, and the middle school project will provide additional resources for technological upgrades.
32 She emphasized that those resources have been pretty efficiently managed. Mr. Dietrich mentioned that a
33 lot of roads and pipes around the community all have to be redone, and wondered about how that would
34 apply to schools.

35
36 Mr. Jeff DeVolder stated the schools would love to add curriculum director, but after looking at state tax
37 receipts, they will just have to manage with what we have. Sometimes the unexpected happens. A
38 placement at a special school such as Perkins School for the Blind could significantly impact the budget,
39 possibly as much as \$300,000 annually. Discussion followed on how school choice affects funds moving in
40 and out of the budget. Ms. Evans stated her belief that more students will be coming into the district due
41 to good standardized test scores, and school choice students could total 100 by next year. Each grade level
42 is scrutinized so that additional students do not create a need for additional classrooms or sections.
43 Mr. Jeff O'Neill, Finance Committee, suggested the cost of educating one student to be around \$10,000 per
44 year. Mr. DeVolder responded that it depends on the situation. If there is a seat in a classroom that brings
45 the classroom total to equal that of similar classrooms, the inherent cost is negligible.

46
47 Mr. Verdolino stated the schools are pleased that the reserves are as strong as they are (nearly \$1 million),
48 but that is a recent insurgence of funds, noting the infusion of ARRA funds coupled with fiscal prudence.

1
2 Mr. O'Neill asked about revolving funds, perhaps for the lunch program. Mr. DeVolder stated that last year
3 the schools lost money on it as participation in the hot lunch program was down. The belief is that it was
4 somewhat due to the recession, and parents are sending students with lunch rather than buying lunch.
5 Mr. O'Neill stated his children report the lunch line is too long, not enough time to get it and then eat it,
6 and it's faster to bring lunch from home. Mr. Verdolino stated additional lines were added, adding that he
7 timed it once, noting the process of getting through the line took only two minutes. He noted that
8 students may be opting out because they want French fries, which are no longer offered. He stated the
9 program is still solvent even though the French fries are not available.

10
11 Referring to the last page of this section, Mr. Verdolino stated grants require that funds be spent by the end
12 of the school year so no funds can be carried over until the next year.

13
14 **Discussion – School Dept. Realigned FY12 Budget:**

15 Mr. Verdolino stated they expanded some programs with associated costs, and still came in at a good level.
16 He explained the summary, noting earlier versions did not include changes in personnel, expense revisions,
17 and infusion of circuit breaker funds. This particular summary shows changes from year to year, as well as
18 changes from budget votes at Annual Town Meeting and subsequent realignments. For specifics, see A-E
19 notes on bottom of Funding Source Summary.

20
21 Selectman Crowley asked why there is a \$10,000 discrepancy between what these reports show and what
22 the MUNIS system shows. Mr. Verdolino stated much of that is attributed to variances in staff. While he
23 could not add a curriculum director, we knew we would add three teachers. Additionally, twelve specific
24 situations (retirements, leave of absence, and resignation) were not known before Town Meeting, and
25 some were not known even through the summer. Most often staff members were replaced by new hires at
26 a lower salary level. Brief discussion on teacher attrition followed, noting that a budgeted average salary
27 references a Masters Degree +6; difference between actual and budgeted is approximately \$1900 per
28 position. The bulk of this discrepancy involves the non-renewal of three special education positions. Other
29 attrition is deployment of paraprofessionals, three more than listed on the original budget.

30
31 There were also attrition adjustments relative to two administrative positions. Mr. Verdolino briefly
32 reviewed other positions added, some associated with specific programs, such as MOVE. With respect to
33 a solar power project manager, he stated that person oversees construction of the project and protects the
34 interests of the School Department. Money for that position is available only in the event that a project
35 manager is desired, as a salaried employee. The position may not be necessary; they will not know until
36 the engineering study has been completed. The current vendor, Broadway Electric, may not be the vendor
37 for future installations.

38
39 Mr. Verdolino stated that \$95,000 is associated with advanced degrees obtained by staff members, which
40 equates to increases in their salaries. Staff must inform school by September 1 if there will be a degree
41 change so it can be included in budget.

42
43 Finally, Mr. Verdolino reviewed the collective salary section showing each individual, their salary rate,
44 location, and source of funding for their salary (budget or grant).

45
46 Mr. Verdolino directed the group's attention to the page titled Analysis of FY2012 SPED Tuitions – Initial vs.
47 Re-aligned Budget, which shows expenses per student (names redacted for privacy) based on the out-of-
48 district school at which they are enrolled. He stated the Commonwealth approves tuition rates for all

1 special schools (schools where a student could be out-placed) at a collaborative meeting. A colleague has
2 been told to expect a 7% increase. Schools file a budget, which can be granted, not granted, or amended.
3 A ballpark estimate is typically 2-3%.

4
5 Superintendent Evans briefly reviewed the MOVE program. Some students are significantly impaired and
6 need life skills as well as vocational placement. The school employs a Job Coach who accompanies them
7 out into the community. A program was developed for the students based on their needs, a teacher was
8 hired, and the eventual plan is to be able to take more students from outside the district. Because of their
9 impairment and unique needs, the school district is responsible for them until they turn age 22. Currently
10 there are four students in the program, and significant savings are realized by not having to transport out of
11 district. Ms. Evans stated they would also like to offer services to the community.

12
13 Mr. Verdolino stated MOVE is a good program, but acknowledged it is in its infancy, only two months old.
14 The program could hold up to six students, depending on their specific needs. Selectman Trindade asked if
15 this program follows school choice rules. Mr. Verdolino stated fees can be negotiated to cover the costs.
16 Brief discussion on collaborative programs and Medway occupational vocational education followed.

17
18 Mr. DeVolder asked if there were any additional questions, stating that he hoped this was helpful as the
19 schools are dedicated to increased transparency. Selectman Espinosa commented that the information
20 was very well put together, and that the color coding was helpful.

21
22 Selectman Crowley asked when the realigned budget figures would be reflected in the MUNIS system. Mr.
23 Verdolino responded that it would probably be in December, but not before end of November.
24 Selectman Crowley stated he noticed the maintenance budget had been reduced. Mr. Verdolino stated he
25 was not sure if they will come in under \$300,000, but will try. The maintenance staff has been reduced by
26 one maintenance person due to retirement. He noted that a decreased maintenance cost will occur once
27 the middle school project is completed. Selectman Crowley asked if much of the cost is contracts like pest
28 control, or other system maintenance contracts. Mr. Verdolino responded that replacement of univent
29 filters, for example, has little cost other than the supplies, and the work is done by employees.

30
31 Selectman Trindade asked if there were any scheduled maintenance routines being deferred by economics.
32 Ms. Evans stated the line between custodial, maintenance and facilities maintenance is kind of blurred. For
33 example, if a window is broken, sometimes the repair work is done by custodians, which is not reflected as
34 a maintenance costs. On a per pupil basis, the overall maintenance costs are average for schools of a
35 similar size.

36
37 Selectman Crowley commented there has been a substantial jump in community education. Ms. Evans
38 responded the school district hosts a day care program for teachers. As the program needs to be self-
39 sustaining, it was opened up to municipal employees because there were spaces available.

40
41 **Discussion – Town Wide Facility Management Study:**

42 Chairman Foresto stated he met with Robert Parrella and Robert Ferrari of the Town Wide Facilities
43 Management Committee to discuss the report and its recommendations. He added that the Board of
44 Selectmen are in general agreement with the vision put forth in the report, but are not quite sure about the
45 execution of the plan. Chairman Foresto stated that the relationship between the Board of Selectmen,
46 Finance Committee and School Committee is crucial to making such a thing happen. This is for the
47 community as a whole, and the Selectmen think it is an important step.

1 For the benefit of the Finance Committee, Mr. DeVolder (also a member of the Town Wide Facilities
2 Management Committee) stated the gist of the recommendation of the committee is to combine facilities
3 management into a single entity. He briefly reviewed the highlights of the report, pointing out that the
4 Town Charter does not allow facilities management to come under anyone other than the Town
5 Administrator. Therefore, any advisory board would report to the Town Administrator, who ultimately has
6 the final say over the allocation of resources.

7
8 That important point complicates the process somewhat. Mr. DeVolder explained that a single
9 department would be in charge of assigning repairs when requested. Responding to a question from Ms.
10 Christine Devine, Selectman Crowley explained that maintenance line items (dollar amounts) would come
11 out of all departmental budgets, and monies combined under the purview of the Facilities Advisory Board.
12 Mr. O'Neill asked if this means additional employees will be hired. Mr. DeVolder responded that the intent
13 is to hire one very experienced, well qualified, Facilities Director at an annual salary of approximately
14 \$125,000.

15
16 Selectman Espinosa remarked that the blurred line between maintenance, custodial, Capital Improvements
17 Planning Committee and preventative maintenance is a problem. He believes it is important to coordinate
18 preventative maintenance and manage repairs, as well as seriously consider some kind of approach to deal
19 with deteriorating equipment and limited resources.

20
21 Selectman Trindade stated that the committee was comprised of very qualified people who indicated that
22 typically 2-4% of a municipal budget is spent on maintenance, and we aren't even close. Some items are
23 being dealt with through the Capital Improvements Planning Committee, but that doesn't deal with day-to-
24 day things. Using the HVAC units at the library as an example, he stated no one checked them to see if they
25 needed servicing; in fact, no one looked at them until they stopped working completely. Selectman
26 Trindade suggested the same reporting structure be used to request repairs or handle projects so that
27 contracts with outside vendors can be coordinated.

28
29 Selectman Crowley admitted the Board of Selectmen was not in favor of it in the beginning. We believe
30 there is a lot of tweaking that needs to be done, as well as clarification as to responsibilities and scope of
31 duty. If we don't approach it now, when will we have the opportunity to get people together again to
32 revisit it?

33
34 Ms. Deb Trindade agreed with Selectmen Crowley that the report was a broad overview. Personally, she
35 has no idea who does maintenance work for the Town – the Department of Public Services or someone
36 else? If people are contracted to work in a school, do they become municipal employees? Lots of details
37 need to be worked out. Ms. Kennedy confirmed that facilities management includes custodial work.

38
39 Selectman Trindade stated the whole idea is to make things better and better utilization of these resources.
40 Look at the communities that have implemented this kind of program -- they are getting better use of
41 taxpayer dollars.

42
43 Mr. DeVolder stated it boils down to the age-old resource battle between municipalities and their schools.
44 Will one side inherently ignore the other? Is it a lack of trust or a perceived slighting? Will the Town ignore
45 the schools, while municipal concerns get first notice, or the other way around?

1 Selectman Espinosa commented that it needs to be done. Mr. DeVolder stated that some communities
2 hired outside sources to develop a preventative maintenance schedule which seems to be working. It was
3 noted that any program or schedule could be undone if it did not work out.

4
5 Mr. DeVolder stated the shared Information Technology services between the Town and the schools is
6 working fairly well. Conversely, he does not think the shared Human Resources effort is working well.
7 Selectman Espinosa wondered if enough effort was made to try to make it work.

8
9 Mr. O'Neill asked if a Facilities Director would need to be a Town employee, or a consultant to set up the
10 program, and turn it over to existing employees to implement. He clarified that \$125,000 is an expensive
11 salary to pay every year.

12
13 Selectman Crowley commented that the Town Wide Facilities Management Committee worked hard on
14 developing this concept with its inherent recommendations, and we need to look at it to see what could be
15 done to move forward a little, a step at a time.

16
17 Ms. Carol Bernstein stated she supports blending efficiencies, but expressed concern that many details
18 need to be considered to determine how viable it will be. How will things be prioritized? Will this person
19 understand how schools work? Things involving delivery of services to students are seemingly more
20 important than something at the senior center, for example. Selectman Trindade stated daily requests can
21 take place the same way they are now. The process merely needs to be looked at.

22 Ms. Evans stated she does not like the idea of a five-member board between her and what she needs to get
23 done. The shared Information Technology position works because job description was crafted specifically.
24 Selectman Espinosa commented that there does not necessarily have to be a committee. An advisory
25 board is merely what is featured in the report.

26
27 Selectman Trindade noted that more money was put into the effort of shared IT services, notably to update
28 PC's, networks, etc., across Town. Similarly, contracts for like items, such as pest control, can be
29 consolidated, and perhaps savings can be realized.

30
31 Mr. Verdolino stated the report almost implies that nothing is being done with maintenance, and that is not
32 necessarily true. Theoretically, it is a good idea, but he expressed concern that years from now when
33 resources may not be as good, the schools will have to cut teachers.

34
35 Selectman Trindade stressed that everyone has to drop the "us vs. them" mindset. This is for the good of
36 the community.

37 Ms. Evans echoed Mr. Verdolino's comment that there is an assumption that the schools are not doing a
38 good job of maintenance. There are some superficial things that need to be addressed, but major systems
39 are in good shape, at least to her knowledge.

40
41 Mr. O'Neill asked what else is available, besides this approach. Selectman Trindade asked him if he buys
42 into the overall idea. Mr. O'Neill responded that he did.

43
44 Ms. Trindade stated that, based on the report, which is more like a concept, it needs more research. I need
45 more information.

46
47 Ms. Bernstein wondered what the workflow look like, and suggested more analysis of specific steps.

1 Ms. Kennedy emphasized that one really important document to remember is the Town Charter, and as a
2 result of the Charter change, things are being improved. Until the change took effect, nothing could be
3 done.

4
5 Chairman Foresto threw the question to the whole group, specifically, this is just a model, and do we agree
6 with it as a whole? Do we want to explore this further? The Board of Selectmen has decided to spend
7 energy and time to explore it.

8
9 Mr. DeVolder stated he would like to see tighter integration on some aspects of the concept. He is in favor
10 of looking at something.

11
12 Ms. Bernstein agreed, stating she will remain open-minded to take a look at it. She expressed concern with
13 responsibility being housed on one side or the other.

14
15 Selectman Crowley expressed concern that the project may fall into a hole if we fail to move forward in a
16 timely fashion.

17
18 Ms. Diane Borgatti agreed the Board should go ahead with it as the shared IT has worked out well. She
19 would like a clearer understanding of how it would work.

20
21 Ms. Cindy Sullivan agreed that she needed more information. She stated she does not like the idea of a
22 committee, but is in favor of collaboration to come up with additional options.

23
24 Ms. Trindade stated that she thinks it can work. We have an obligation to try to structure something that
25 will work for people doing our jobs in the future. We have to set up something that will not fail when
26 personalities collide or when resources are scarce. We do not want to create a pitfall for people in the
27 future.

28
29 Responding to a question from Chairman Foresto, Selectman Crowley stated the next step is that the
30 Finance Committee meets with the Town Wide Facilities Management Committee. Mr. Dietrich theorized
31 we may be able to meet with them in December, but did not think the process should be halted to wait for
32 that meeting to take place.

33
34 Mr. DeVolder suggested the matter also be discussed at the Leadership meeting on November 28.
35 Ms. Evans summarized her position by stating that we need more resources, as well as professional
36 expertise, to improve maintenance. She acknowledged that the schools may not have been as proactive in
37 that regard, but limited resources do not allow this.

38
39 **At 9:34 PM Selectman Trindade moved to adjourn; Selectman Espinosa seconded. No discussion.**
40 **All ayes, 4-0.**

41
42
43 Respectfully submitted,

44
45 Jeanette Galliardt
46 Night Board Secretary
47



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

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Meeting Minutes: December 14, 2011
Town Hall – Sanford Hall

Present: Vice Chairman Jeff O'Neill; Clerk Chris Lagan; Members: Christine Devine, Kevin Dickie, Frank Rossi and Jim Sheehan.

Absent: Chairman Martin Dietrich, Neil Kennedy, and Tony Pacholec.

Also Present: Suzanne Kennedy, Town Administrator; Barbara Saint Andre, Town Counsel; Melanie Phillips, Finance Director; Susy Affleck-Childs, Planning and Economic Development Coordinator; John Foresto, Chairman, Board of Selectmen; Glenn Trindade, Board of Selectmen; Will Naser, Principal Assessor; Marjorie Perkins, Interim Director, Medway Public Library; and Pete Manning, Board of Assessors.

Town-Wide Facilities Management Committee – Robert Parrella, Chairman; Members: Jeff DeVolder, Bob Ferrari, and Pete Manning.

With a quorum present, Vice Chairman O'Neill called the meeting to order at 7:00 pm.

Emergency Fund Transfer -- Library HVAC units:

The Committee was in receipt of an Emergency Transfer Request, dated October 25, 2011, from the Medway Public Library.

Ms. Marjorie Perkins, Interim Library Director, briefly reported that two HVAC units stopped working completely due to holes in the units, and funds were approved for repair. However, due to a clerical error, the funds were not encumbered and did not go into the library account, eventually falling to free cash at the end of FY11. The units have been repaired and are in working order. This request is to right the clerical error and put the funds back into the library budget. Brief discussion followed.

Mr. Chris Lagan moved that the Committee approve the Emergency Transfer Request from the Medway Public Library in the amount of \$17,640; Ms. Christine Devine seconded. No further discussion. Vote: 6-0-0.

Emergency Fund Transfer -- Oak Grove:

The Committee reviewed the following information: (1) Emergency Transfer Request for \$21,000, dated November 2, 2011, from the Planning and Economic Development Department, (2) associated email, and (3) Proposal from Tetra Tech, consultants, defining scope of work.

Present: Suzanne Kennedy, Town Administrator; Will Naser, Principal Assessor; Susy Affleck-Childs, Planning and Economic Development Coordinator; Andy Rodenhiser, Chairman, Planning Board; and Barbara Saint Andre, Town Counsel.

Town Administrator Suzanne Kennedy briefly reviewed the Oak Grove title work, a project thirty years in the making, and stating it is not the function of the Assessor's office to do title work. She expressed optimism that in finally determining ownership of these properties, they can be appropriately taxed and the Town can move toward development of the area. Completion of this work will open the door for various grants. The current grant program is in limbo; the project is stalled due to the title work funds being depleted, hence, the request before the Committee.

Ms. Susy Affleck-Childs, Planning and Economic Development Coordinator, stated she worked with consultant last fall, producing an outline for a mixed-use combination consisting of an office development, small hotel, and small housing development (apartments). A feasibility analysis will help to determine whether there is a need for the hotel in the beginning. All the "fractured" little lots need to be cleared for title purposes so that the entire area can move forward toward development. The work is approximately two-thirds completed.

In August 2010, the first \$15,000 was accessed to pay for title work costs. Responding to a question from Mr. Rossi, Ms. Barbara Saint Andre, Town Counsel, responded that the funds spent thus far were used by a Boston firm that specializes in real estate and title issues. They gave us an estimate of what they believe will be necessary to finish off the titles. At this point they believe they have a fairly good idea of what the issues could be and feel this estimate should be pretty close.

Mr. Will Naser, Principal Assessor, stated the Assessor's Office is a beneficiary of all this work. Now that some of the properties have been identified on maps, taxes can be levied. Utilizing a map, he indicated that the areas (521 lots) shaded in blue have been cleared of title issues. There were over 1,000 lots in question. The acreage on some lots is unclear, due to the mapping from 1925. Mr. Andy Rodenhiser, Chairman, Planning Board, theorized that some of the original lots may have been purchased in quantity in order to create a larger parcel, and this is where some of the questions come into play. It looks like there had been some "streets" from the way the lots are arranged, although they exist on paper only. Mr. Naser added that over 90% of the lots are being taxed, but ownership verification needs to happen.

Mr. Rodenhiser pointed out that prior to Mr. Naser coming to work for the Town of Medway, this area of town was ignored for over 40 years. Previous boards just passed it along.

Vice Chairman O'Neill expressed concern that this is a much larger project than anyone initially thought, and whether this next amount would be sufficient. Ms. Affleck-Childs responded that there was not enough information available to be able to budget funds for this work in the 2012 budget as the project was just beginning. Ms. Kennedy stated that even the title examiner had no idea how much work would be involved.

Mr. Kevin Dickie wondered how many other towns have gone through this, and if the firm should have had some indication of the prospective difficulties that could arise. Ms. Saint Andre stated she has known attorney Michael Marsh for years as an expert witness and has no question of his credentials. This is a unique situation and project. At the Registry of Deeds, some of the lots in question do not have recorded dimensions. Some lots have disappeared from lists, with no new information since 1925. In some cases, owners have died and no one has claimed the land. Some heirs may not even know their ancestor owned property in this area.

Mr. Rodenhiser stated the Planning Board has a commitment with MassDevelopment, there are people who are to be paid, and we cannot move forward. We had no idea how complicated this would become.

Mr. Chris Lagan stated this matter was on the agenda for a previous meeting, and it's in the minutes "that any future funds would come from the Planning Board's budget or Town Meeting appropriation." This request for additional funds is neither unanticipated nor is it an emergency.

Ms. Kennedy clarified that the original money was a start, a way to measure how much we were getting into. Unfortunately, it was too late to get it on the warrant for Annual Town Meeting as it did not meet the requirements of Town Meeting timeline. Additionally, in this instance, we feel there is a misnomer in the title "emergency transfer", a process typically utilized for "unanticipated or emergency expense." In this case, there is urgency in securing the funds so that people can get paid for their work.

Vice Chairman O'Neill asked why this matter wasn't included in the warrant for the Fall Town Meeting. Ms. Kennedy replied that the Planning Board had not yet received the consultant's report.

Ms. Christine Devine summarized that the map shows the easy ones that have been completed, and the hard ones are yet to come. Ms. Kennedy responded that once the study is done, we will have a better idea of how the whole thing looks. If it reveals that owners are deceased, further research in identifying and reaching the heirs may take years.

Ms. Affleck-Childs clarified that half of the white ones are Town-owned parcels. Mr. Jim Sheehan asked if these parcels can actually come together for development. Mr. Rodenhiser stated the appropriate real estate term is "blighted land" which cannot be used for any real purpose. Some of the owners may not want to participate in any kind of development, but we will not know that until they are identified and contacted. Additionally, there is a large piece of land currently under a 40B option. Ms. Affleck-Childs suggested it is possible to work development around the non-participating lots.

Mr. Lagan reminded the committee and assembly that one resident is very upset about this project. Mr. John Foresto stated that this resident, Ms. Cindy Trainor, is an abutter to this area. Due to her relationship with another neighbor who owns three of these lots, she had advance notice of this effort. Ms. Kennedy suggested that it could be assumed that Ms. Trainor is very vocal because she does not want the project to move forward.

Bringing the discussion back to the matter of the Emergency Funds Transfer, Ms. Saint Andre stated this amount is enough to have Mr. Marsh look at the remaining titles. Once he is done doing basic titles, it is possible that some may need additional follow-up. Ms. Saint Andre felt confident Mr. Marsh could get the titles done for the \$15,000 being requested.

Mr. O'Neill asked, from a taxation standpoint, how much is out there. Mr. Naser responded that it is all undeveloped land right now, and presently \$3,000-\$5,000 in taxes is coming in. This is really a verification process, and builds on a lot of work that was done by previous Boards of Assessors. Without a title expert, it was impossible to put appropriate taxation into place.

Mr. Rodenhiser stated now we know that the integrity of the information is accurate, and we don't want anyone to think something is wrong. We want to represent good data. We do not want to jeopardize a significant relationship with MassDevelopment which has been very good to us, and will lend money to us to do some work toward development. Discussion followed. It was noted that the grant agreement was entered into in September 2010, followed by the contract with consultant who began last fall.

Mr. Lagan Chris stated he appreciates Mr. Rodenhiser's comments and position, but suggested the Planning Board perhaps should not have entered into any agreement without knowing how much it would cost. He noted that the surplus balance in the Planning budget was transferred out at the end of the fiscal year. He reiterated the concern about the process expressed by some residents. Ms. Kennedy stated the Town did not do anything improper.

Mr. Rodenhiser disagreed with Mr. Lagan, reiterating the Planning Board could not have known how much the costs would be. There was no way. Even at the time the extra money was transferred out, we did not know.

Mr. O'Neill asked what is lost if the transfer is not approved. Mr. Rodenhiser stated we could lose the relationship with MassDevelopment, and we lose momentum on the work. Mr. O'Neill stated that, due to the present economy, no one is developing anything so that potential will remain.

Mr. Rodenhiser reminded the committee that it is his job as Chairman of the Economic Committee to keep working on this. Mr. O'Neill reiterated that there must have been a way to know that more money would be necessary. Ms. Kennedy wondered how that information could have been foreseen until the actual work was started. Mr. O'Neill suggested that a placeholder article could have been included a Town Meeting warrant for a specific amount, and then come to the Finance Committee for the remaining balance, for example.

Responding to a question from the committee, Mr. Rodenhiser stated no one on the Planning Board has a financial interest in this project. His personal interest is that it is the right thing to do. He stated all abutters and property owners were invited to all meetings. One parcel owner, Mr. Williams, is trying to sell his properties. If he should pass away in the interim, we will have to deal with his heirs, who may not be the least bit interested.

Ms. Devine suggested the question the Finance Committee is struggling with is this: Do we gain or lose anything by moving forward? Concern was expressed that it could cost more in the long run by prolonging the project. Ms. Saint Andre theorized that, if the project is put aside for several months, the consultants will have to reacquaint themselves with the issues, increasing the overall costs. Mr. Marsh is ready to begin again in January. He is pretty familiar with the project, estimating only a couple months more, depending on what he runs into.

Mr. Sheehan asked if a report would be available in time for Annual Town Meeting in May, with the next step identified. We just want to get back on track with the Town Meeting calendar.

Ms. Saint Andre stated she was pretty confident that Mr. Marsh can finish the titles with the \$15,000. He may report that there are certain parcels that need additional extensive research, which he will bring to the Town's attention, and funds can be appropriated.

Selectman Foresto reminded the committee that this is not a warrant article, and there are never warrant articles for \$15,000, when such an amount should be part of the budget.

Mr. Lagan stated there have been things passed on budgets, placeholder articles in place, and this wasn't done here. Are we going to be having the same discussion for whatever remains in six months?

Mr. Rodenhiser stated if the Planning Board had known more money would be needed, the extra money would not have been transferred out. He added that some of the statements made by Ms. Trainor were erroneous or incorrect. No one is prepared to go into a Town Meeting to battle with someone who is determined to create a cloud of doubt, especially when all the information was still unknown.

Mr. O'Neill asked if the consultant firm will provide a definitive estimate so we can know what the final cost will be. Ms. Kennedy responded by stating that they believe a sufficient number of parcels would be identified by the end of the title work that would create a large parcel that can move forward with development.

Mr. Frank Rossi moved the committee approve the Emergency Transfer Request submitted by the Planning and Economic Development Department in the amount of \$21,000; Ms. Christine Devine seconded. No further discussion. Vote: 2-4-0 – oppose: Dickie, Lagan, O'Neill, and Sheehan. Motion failed.

Presentation – Town Wide Facilities Management Committee:

Mr. Robert Parrella briefly reviewed the makeup of the committee, noting extensive backgrounds and education in related fields. Responding to a question regarding hiring a consultant to create a Master Plan, he stated the committee talked to numerous communities who all indicated they would not do that. Instead the communities all felt local people have a better idea of what their community needs.

With regard to facilities management, this is not custodial or repair work. Some services can be regionalized, but others cannot. If a facilities director is hired, the first thing that individual would do is take a detailed tour of every facility in town to determine the condition of any and all equipment, as well as general use or disuse. Even athletic fields have to be considered as part of maintenance.

Mr. Parrella acknowledged that everyone working for the Town of Medway is doing a great job, and that no one has the credentials that a first-rate facilities director should have. He noted there is a perception of distrust between the Town side and the Schools side, for whatever reason, and a facilities board would be comprised of representatives from both sides. In time, the trust will be developed, and confidence in the process will increase.

Responding to a question from Mr. Lagan, Mr. Parrella stated communities successful in facilities management are directed by their Town Charters which generally state that all facilities management falls under the jurisdiction of the Town Manager. When they hire people, they already have a culture in place, and they know that person will fit into that culture. According to industry reports, infrastructures have deteriorated across the country because funds have been redirected for other uses, and now there are big problems.

The Town of Lexington has a committee chaired by two people jointly, but there is no overall authority. According to Town Counsel, there should be one.

The Town of Medfield has people siding with town administrator, people who have been there for over 30 years, with no formal structure. When retirements occur, there will be problems because there is no

formal structure in place. In Hopkinton, they have the luxury of the Boston Marathon and the money it brings in. Mr. Parrella stated he talked to the new facilities director/town engineer, originally a Medway resident, who indicated things are not as rosy as it may seem. The library, for example, was run by a group whose directive comes from the colonial days, who did not pay attention to maintenance and things began falling apart. The library was then turned over to the Town who now has to take care of it.

Ms. Devine asked if the same thing would happen with a facilities director. Mr. Parrella responded the director would report to the Facilities Board. Each year the director would put together a report of projects needed, and then report at the end of the year on what was accomplished. Things that do not get done one year should get definite attention the next.

Mr. Jeff DeVolder suggested that if three of the five board members were in favor of something, it could be decided. Then Town Counsel was consulted, who indicated the Medway Town Charter did not support a board, instead the authority is the Town Administrator.

Mr. Pete Manning stated the School Department would need to sign over the responsibility for the buildings occupied by educational groups. Governance has to be the authority, as it centralizes oversight of the projects and weighing priority of those projects.

Mr. Bob Ferrari stated he has experience in building as well as education, and this Facilities Board would be comprised of the School Superintendent, Town Administrator, Chairman of the Capital Improvements Planning Committee, Parks and Recreation, and a member from the School Committee. When everyone brings their information to the table, the group will begin to prioritize yearly what needs to be done. Everyone has a vested interest in how efficiently the group approaches projects, and the completion of those projects. Transparency of issues is paramount. Preventative maintenance is problematic in our buildings.

Mr. Parrella acknowledged that our schools are being well maintained as far as being swept, floors polished, and so forth, but that is not preventative maintenance. Educators want to focus on education, and leave the maintenance issues to those who have time to deal with it. In one community, police officers were being sent to pick up supplies at BJ's, clearly an ineffective use of staff and resources.

Responding to a question from Mr. O'Neill, Mr. Parrella stated \$550,000 would be pulled from the maintenance line items in departmental budgets, which is now spent on repairs and maintenance. At this time there is no way of knowing whether that is enough to do what needs to be done on an annual basis. That's why a consultant might be helpful in determining a list of tasks. He estimated that person's salary to be in the range of \$80,000 - \$100,000.

Directing his question to Mr. DeVolder from the School Committee, Mr. O'Neill asked if maintenance was being scheduled on things at the schools. Mr. DeVolder responded there is a maintenance director plus two people, their combined salaries are higher than that budgeted amount. Repair and fix is their main focus. He would like to have a consultant come in and get us up to speed on what is needed, determine the things that are necessary and cost-effective, compare it to what is being done, and figure out what comes next.

Mr. Ferrari stated there are colleges that offer degree programs in facilities management. We are all volunteers but at some point we will have to pay for the expertise that we need.

Ms. Devine stated she attended meeting with the School Committee, where success in facilities management was discussed. Mr. Parrella stated the Town of Franklin has it under the Town

Administrator and Department of Public Works which works well. Things did not work well in the beginning for the communities of Needham, Lexington and Danvers.

Mr. Ferrari expressed belief that a good faith effort from both sides is critical. School Department has legitimate concerns, but it has to start somewhere. He estimated three to five years as a period to see results, but we have to do something that has a modest payoff in the short term.

Mr. Rossi summarized by stating the Facilities Director determines what needs to be done, then approached the Facilities Board, and because the Town Administrator is one of the members, the Town Administrator can overrule any vote due to the authority bestowed on her by the Charter.

Mr. Parrella stated that, at all times, the director should utilize current personnel and resources, but if it a specific task that requires specific expertise, then it could go out to bid.

Mr. Rossi asked what the next step should be. Mr. Parrella stated the Facilities Management Study Committee recommends a Facilities Board. It is up to the Board of Selectmen to accept, reject or tweak it in some way. We are available for questions. He asked that the Finance Committee not consider the amount of work we have done, but to just consider that this would go a long way toward building relationships between the schools and the Town. He noted that all the energy work with TRANE should have come under the supervision of a Facilities Director. Lastly, Mr. Parrella stated he also does not believe ad hoc committees, such as the Energy Committee, are as effective as regular personnel.

Financial Reports:

Mr. Chris Lagan, Clerk, briefly reviewed the finances of the committee. He will send out a full report via email.

Mr. Kevin Dickie moved the committee approve payment of an invoice from Community Newspapers in the amount of \$65.88; Mr. Sheehan seconded. No discussion. Vote: 6-0-0.

Liaison Reports:

Community Preservation Committee – Mr. Frank Rossi distributed lists of open space parcels within the community. The list was obtained from Ms. Tina Wright, Open Space Committee. He offered to obtain additional information if necessary. This committee has not met for 6-7 weeks.

Capital Improvements Planning Committee (CIPC) – Mr. Kevin Dickie stated he will attend the meeting tomorrow night. He added there is nothing new to report from the Police and Fire Chiefs as he will not get together with them until after the holidays.

Mr. Jim Sheehan stated he plans to meet with the Town-Wide Facilities Management Committee after the holidays.

There was brief discussion on street acceptances and how that process is facilitated.

Approval of Meeting Minutes:

The committee reviewed draft minutes of meetings held on October 12, 2011, October 26, 2011, November 2, 2011, and November 14, 2011.

After discussion, Mr. Lagan moved to accept the meeting minutes as follows: October 12, 2011 (as amended); October 26, 2011 (as amended); November 2, 2011 (as drafted), and November 14, 2011 (as drafted); Ms. Devine seconded. No further discussion. Vote: 6-0-0.

Next meeting:

The next regular meeting will be Wednesday, January 11, 2012 at 7:00 PM, in Sanford Hall in Town Hall.

At 8:55 PM Mr. Dickie moved to adjourn; Mr. Rossi seconded. No discussion. Vote: 6-0-0.

Respectfully submitted,

Jeanette Galliardt
Night Board Secretary