

## MINUTES OF THE SELECTMEN'S MEETING

January 3, 2005

Present: Selectmen Joseph Dziczek, John Williams, Raphaela Rozanski, James Galligan, and Kent Scott, Town Administrator, Greg Balukonis and Administrative Services Assistant, Celeste Hanson.

7:00 p.m. – Chairman Dziczek called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance. Selectman Williams asked for all present to remain standing for a moment of silence on behalf of the tsunami victims.

1. ***Public Comments:*** There were no comments this session.

2. ***Town Official Updates:***

- Introduction of Treasurer/Collector:  
Administrator Balukonis introduced the new Treasurer/Collector, Alexander Pater, to the Board. The Board members welcomed Treasurer Pater to Medway and wished him well in his new position.
- Selectman Rozanski mentioned that Eagle Scout Griffin Claradon Wilson had recently attained the rank of Eagle Scout and stated on behalf of her fellow Board members that they are very proud of all the Eagle Scouts. Selectman Rozanski encouraged members and residents to view the plaque with all the names of Medway Eagle Scouts located near the Town Clerk's Office.

3. ***Approve and sign warrant:***

- It was moved and seconded that the Board approve and sign warrant number 27 for fiscal year '05 as read by Selectman Rozanski in the total amount of \$682,261.45; All ayes 5-0-0 (voted).

4. ***Approval of Minutes:***

- Selectman Williams moved to approve regular meeting minutes of December 13, 2004; Selectman Galligan seconded; ayes 3-0-2 (voted). Selectmen Rozanski and Williams abstained.

5. ***Board of Health Budget:***

- At 7:15 pm the Board of Health members, Jeffery Comeau and Michael Heavey, were present to discuss the Solid Waste budget. Chairman Comeau stated the budget reduction voted as part of the December 20, 2004, Special Town Meeting (STM) would result in no resident trash pick-up for five (5) weeks and a termination of the recycling center operation. These would have an extreme undesirable affect on the residents.
- The Selectmen and Board of Health reviewed a document prepared by the Board of Health entitled "Solid Waste Account Review" that explained the revenue shortfall in fiscal 2004. Chairman Comeau believes the revenue deficit was due to the late billing of trash fees that were combined with the water bills. He anticipates one

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hundred sixty-four thousand dollars (\$164,000.00) is to be collected in fiscal 2004 back-billings to residents. An additional sum will be collected, but due to the offset receipt accounting practices, can not be applied against the fiscal 2005 Solid Waste Budget.

- The Board of Health members suggested it is important to restore the one hundred sixty-four thousand dollars (\$164,000.00) in cuts voted at the STM, especially in view of the three hundred twenty-eight thousand dollar (\$328,000.00) in fees that are expected to be collected in fiscal 2005. The Board of Health suggested the Selectmen consider borrowing or transferring funds from the stabilization fund to cover the solid waste deficit for this year. The Board of Health also proposed that at the Annual Town Meeting (ATM) that consideration be given to earmarking the solid waste budget as an enterprise fund account. This would ensure funds collected from year-to-year carry forward to cover any revenue deficits.

### **6. Liquor License Transfer—Public Hearing:**

- At 7:45 p.m. Chairman Dziczek opened the public hearing on a request for an all alcohol liquor license transfer involving the Medway China Lotus, Milford Street to Ye Chan, Inc. Selectman Rozanski read the Public Hearing Notice.
- Attorney Brad Phipps was present and indicated that he was representing Mr. Joe Chan relative to the liquor license transfer. Attorney Phipps stated that Mr. Chan has purchased the Medway Lotus business and has worked at the restaurant for the past ten years. Attorney Phipps indicated that Mr. Chan plans on employing three other family members as well as making improvement to the business.
- Chairman Dziczek asked Mr. Chan if he would like to make any comments. Mr. Chan stated that he liked the Town and wanted to have a nice business. Chairman Dziczek then opened comments to the public in attendance.
- Several residents were present to speak on the proposed transfer. The residents wanted to know if the restaurant operation would change under the new ownership. Attorney Phipps responded there would be no changes to the general operation of the business that Mr. Chan plan on making cosmetic changes to the property (landscaping, painting and the like).
- A question was raised relative to the parking and lack of defined spaces. Mr. Phipps indicated that Mr. Chan planned on making those improvements as soon as the weather permitted for such. There were questions relating to the hours of operation and noise. It was stated that the hours of operation would not change and that Mr. Chan will cooperate and comply with the Town officials and policies.
- Two residents spoke in support to the license transfer stating that the establishment was run well.
- Selectman Williams inquired about the status of the criminal case against Greta Garvey for motor vehicle homicide after supposedly drinking at the Medway/China

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Lotus. Administrator Balukonis was instructed to check with the Police Department relative to the status of the case.

- Selectman Rozanski moved to close the Public Hearing; Selectman Galligan seconded; All ayes 5-0-0 (voted). The Selectmen entered into a brief discussion and Selectman Rozanski moved to approve the transfer of the all alcohol liquor license issued from Medway/China Lotus to Ye Chan Inc.; Selectman Galligan seconded; all ayes 5-0-0 (voted).

### **5. *Report of the Town Administrator:***

#### ***Fiscal 2005 Budget Status***

- Administrator Balukonis, reviewed the Town's financial situation. He offered a summary showing Medway was already at an \$80,000.00 deficit on July 1, 2004. Administrator Balukonis indicated it was unrealistic to expect each department, board and committee would agree with budget cuts going into the December 20<sup>th</sup> STM. He also indicated it was impossible to assess the impact of each budget cut before the STM since everyone was working under time constraints.
- Administrator Balukonis commented on why the deficit number changed just before the STM. He explained that the Department of Revenue found a prior year deficit in the solid waste budget, and required the amount be raised as part of the tax rate approval process.
- As far as the Health Insurance retainage, only \$170,500.00 dollars is being held by the insurer. Administrator Balukonis indicated that the amount is not sufficient to cover the entire budget deficit.
- Administrator Balukonis reviewed the options available for setting the tax rate. The easiest option is to transfer approximately \$370,000.00 to \$380,000.00 dollars from the Stabilization Fund and not cut budgets.
- Chairman Dziczek announced that Medway Town Officials are scheduled to meet with State Officials on January 5, 2005, and more will be known about the budget deficit after the meetings.
- Administrator Balukonis referenced a letter from the Norfolk County Retirement System estimating Medway's pension assessment for Fiscal 2006 at \$906,544 or a \$125,000.00 increase.
- Chairman Dziczek inquired about the status free cash. Town Accountant, Mrs. Graves, stated that she was expecting the auditor's to go over the books and then she will be able to finalize Schedule A and provide the free cash figure. Accountant Graves is unwilling to commit to a free cash estimate until the auditors complete the fiscal 2004 balance sheet.

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- Administrator Balukonis continued with this report indicating that the Town has recently gone out to bid on a new ambulance and that the bid opening is scheduled for Monday, January 24, at 1:00 p.m. in Sanford Hall.
- Administrator Balukonis indicated that he recently received notice from the Medway Police Association that they are ready to enter into contract negotiations. The Police contract expired on June 30, 2005. Selectman Rozanski read the official letter and recommended that the Board acknowledge and proceed as requested by the Police Association.
- Administrator Balukonis mentioned that two insurance cost changes had been submitted by MIIA (the Town's insurer) relative to the Lee Henry claim and additional insurance coverage for the new high school. Administrator Balukonis indicated that the costs are above what was expected on both issues.
- Administrator Balukonis reported that Eastern Contractors forwarded a notice indicating that they will not complete outstanding work until past invoices are paid to them.
- Administrator Balukonis acknowledged a letter from Superintendent of Schools, Dr. Grandmont responding to some maintenance issues that were raised by Mr. Dubovsky.
- In conclusion, Administrator Balukonis indicated that he had drafted up a proposal for a new position of Town Finance Director and would like to discuss the issue further, at a later date. Administrator Balukonis feels that the town has reached a point that such a position is necessary for the best interests of the Town. Selectman Galligan stated that he fully supports such a position and thanked the Administrator for putting the proposal together.

### **6. 2005 License Renewals:**

- The Selectmen voted (5-0-0) to approve all 2005 license renewals as shown on the annual license renewal list, subject to the licenses meeting all local and state documentation requirements.

### **7. Medway High School Sport Lighting Change Order:**

- Selectman Williams moved to approve Change Order 1 in the amount of \$10,900.00 for sports lighting at the new high school; seconded by Selectman Rozanski. Administrator Balukonis indicated that the change order was submitted by Wayne Griffin Electric and had been reviewed and recommended for payment by the Municipal Building Committee. Ayes 4-0-1 (voted) (Selectman Scott abstained due to his employment at Wayne Griffin Electric).

### **8. Acceptance of Deeds:**

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- The Selectmen accepted and executed two (2) property deeds required for traffic signals and road improvements associated with the Medway Commons/Shaws Plaza project.
- The Selectmen also reviewed the easements prepared by Town Counsel on a draft easement with the Reardon Family Trust. The Selectmen requested the easement be forwarded to Mr. Reardon and that he be asked to provide a plan that shows the easement location and dimensions.

### **9. Liquor Violation Hearing Dates:**

- The Selectmen agreed to conduct an expedited public hearing on the eight (8) liquor violations that occurred on November 13, 2004. Administrator Balukonis indicated that letters of notification to each establishment will be forwarded.

### **10. Town Administrator Position:**

- It was agreed to solicit members to serve on the Town Administrator Screening Committee to be appointed by the Selectmen.
- Selectman Williams provided each Board member with detailed information packet to assist in the process of hiring a new Town Administrator. It was agreed to place a discussion item on the January 24<sup>th</sup> meeting agenda for the purposes of selecting individuals to serve on the Screening Committee. The Selectmen reviewed draft advertisements and agreed that Chairman Dziczek should coordinate the same with Administrator Balukonis.

### **6. Reports of the Selectmen**

- Selectman Scott reported that the Planning Board is conducting research into the fee rate structures and will be reporting their findings to the Selectmen and the individual who raised the issue sometime soon. Selectman Scott inquired about the status of the Field Road issue. The Administrative Services Assistant indicated that she believed correspondence was received late today and would provide such at the next Selectmen's meeting. Selectman Scott also commented that it was suggested at the last CPC meeting to invite other Boards and Commissions to view the Oak Street property and solicit recommendations for use, etc.
- Selectman Galligan reported that he spoke to Dr. Grandmont relative to some of the issues raised by Mr. Dubovsky and that the issue would be brought before the School Committee. Selectman Galligan stated that there would be a School Department Budget presentation scheduled for Wednesday, January 12 in the High School Auditorium. Selectman Galligan inquired about the Route 126 Appraisal Status. Administrator Balukonis indicated that the process is quite lengthy and detailed. Currently, the appraisals have been received, offer letters then go out, after responses are received, a proposal will then be presented to the Board for their review.

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- Selectman Rozanski stated that she received confirmation letters relative to the Summer Street Project and two other road projects for the Chairman to sign.
- Selectman Williams stated that there would be an upcoming town election and anyone wishing to run should see the Town Clerk and take out papers. Selectman Williams announced that he would not be seeking re-election. Selectman Williams also stated that there would be no need to enter in Executive Session as he requested.

### ***7. Report of the Chairman.***

- Chairman Dzikczek mentioned that Administrator Balukonis responded to his recent performance evaluation and requested that his written comments be made part of his personnel file.
- Selectman Scott stated that he appreciated the Administrator's responses and candor and feels that the Administrator's comments are right on target.

*The Selectmen entered into a discussion about the upcoming election and seats that are available on some of the Boards and Commissions while they signed the annual license renewal certificates.*

*10:35 p.m. There being no further business to discuss, Selectman Scott moved that the meeting be adjourned; Selectman Rozanski seconded; All ayes 5-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

***NOTE: APPROVED BY BOS ON***

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JANUARY 10, 2005

Present: Selectmen John Williams, Raphaela Rozanski, James Galligan, Kent Scott, Town Administrator, Greg Balukonis and Administrative Services Assistant, Celeste Hanson. Chairman Joseph Dziczek was not present.

7:05 p.m. – Vice Chairman Williams called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

**1. *Public Comments:***

- No public comments this session.

**2. *Approve and sign warrant:***

- It was moved and seconded that the Board approve and sign warrants for fiscal year '05 as read by Selectman Rozanski in the total amount of \$1,791,647.42; All ayes 4-0-0 (voted).

**3. *Approval of Minutes:***

- Selectman Williams moved to approve special meeting minutes of December 20, 2004; Selectman Rozanski seconded; All ayes 3-0-1 (voted) (Selectman Williams abstained).

**4. *Town Official Updates:***

- Vice Chairman Williams made the following announcements, on behalf of the Board of Health; Christmas Tree curbside collection was scheduled for Saturday, January 15, 2005, and to please have trees out at curbside prior to 7:00 a.m.; and the Curbside Chronicle calendar would be mailed to town residents shortly and a reminder that donations of clean clothing are being accepted at the Recycling Center in the Planet Aide drop box; Also, announced for the VFW Commander, Fred Tingley, that Erin Duffy won the "Voice of Democracy" contest and made congratulations to Erin.

**5. *Discussion of Easement at 29 Main Street:***

- Vice Chairman introduced Mr. Robert Rojee and asked him to present a brief explanation of the events for benefit of other new Board members. Mr. Rojee came forward and gave a brief history of the water/flooding issue relative to his property located at 29 Main Street. Mr. Rojee indicated that he also presented proposals to the Town Administrator which is the next step to getting the issue resolved with the Town as well as other long-term proposals. Administrator Balukonis indicated that he and Mr. Rojee have had many conversations in the past and that he had performed a personal inspection of Mr. Rojee's property. Administrator Balukonis noted that Mr. Rojee has been very patient with the process and that the Town had previously supported a warrant article for a easement which was approved at Town Meeting. Administrator Balukonis noted that before going forward with the proposals submitted by Mr. Rojee, that the

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Town would require the services of an engineering consultant to view the property and prepare a report of findings and recommendations to the Board.

- Selectman Rozanski inquired if the proposals presently submitted were to repair past damages or future damage repairs. Mr. Rojee indicated that the proposals submitted would assist with current damages to his property.
- Vice Chairman Williams inquired who the Town would consult for the necessary engineering services. Administrator Balukonis indicated that he would contact VHB to request the services required.

**6. *Draft Sign Bylaw Violation Complaint Form:***

- Administrator Balukonis explained that Chairman Dziczek expressed an interest in a sign bylaw violation complaint form to assist with enforcement of the new sign bylaw. Selectmen indicated that they were in favor of said form; however, would like Town Counsel to review the form. Administrator Balukonis indicated that a request would be forwarded to Town Counsel.

**7. *Forest Edge/Field Road Update:***

- The Board reviewed the latest memorandum from the Planning Board to Town Counsel as a result of the Selectman Scott's inquiry last week. The Administrative Services Assistant reported that the Planning Board indicated that discussions are currently on-going with Town Counsel in order to get the issue resolved and that the Planning Board is also working with the Department of Public Services to make temporary road maintenance arrangements to assist the residents. The Administrative Services Assistant also indicated that the Planning Board Assistant has been keep the residents of Forest Edge up to date. Planning Board Chairman, Dan Hooper, gave a brief report.

**8. *Site Plan Review, 2-4 Main Street:***

- Vice Chairman Williams inquired if the representatives for the Site Plan Review were present. Mr. Malcolm Porter of Metro West Auto and Mr. Henry Marcel, Construction Manager came forward on behalf of the applicant, Robert Potheau. Mr. Porter indicated that he and Mr. Potheau are business partners.
- Selectman Scott inquired about the many extension requests. Mr. Porter indicated that there were many unforeseen problems that occurred during the site plan review process that required extra meetings to resolve the issues.
- Selectman Rozanski asked the applicant were satisfied with the waivers and conditions recommended by the Planning Board. The applicant indicated he was satisfied with the waivers and conditions that were recommended by the Planning Board.



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- Chairman Hooper indicated that the plan before the Board had been a very difficult one and that the applicants were most accommodating and patient through out the process.
- Selectman Rozanski moved that the Board approve the site plan with waivers and conditions for 2-4 Main Street as recommended by the Planning Board; seconded by Selectman Galligan; All ayes (4-0-0) voted.

***9. Reports of the Selectmen***

- Selectman Scott did not have a report.
- Selectman Rozanski reported that she attended the MMA Annual Conference in Boston over the weekend and attended many interesting workshops. She indicated that if any other Board members were interested that she would provide them with copies of the handouts. Selectman Rozanski also indicated that the Town should be receiving participant discounts. The Administrative Services Assistant confirmed that the Town has already benefited from some discounts as invoices have recently been processed.
- Selectman Galligan reminded all that the annual town meeting warrant articles are due by February 14<sup>th</sup>. Selectman Galligan then reported on the recent meeting with the Department of Revenue (DOR). He indicated that town representatives were Accountant Graves, Assessor Hall, Administrator Balukonis, Finance Committee members Mr. Leader and Ms. Coulter; Board of Health Agent, William Fisher and Administrative Assistant Carol Brodeur. Also attending were Representatives Vallee and Loscocco and representatives from DOR were Ms. Reed, Mr. Johnson, and Mr. Perry. Selectman Galligan thanked all the parties for attending. Selectman Galligan indicated that Administrator and Town Accountant gave a presentation. It was indicated that DOR representatives also gave the Town some recommendations and indicated that they are willing to assist the Town in order to come to a resolution to the current issues as well as future recommendations. Selectman Galligan indicated that the meeting was very productive. Selectman Galligan reported that the Town could benefit from a Financial Management Review which would have to be requested by the Selectmen in writing. Selectman Galligan produced a letter, which he read, for the Board to execute asking for the Financial Management Review. Selectman Galligan moved that the Board execute the written request for the Financial Management Review conducted by DOR; seconded by Selectman Rozanski; all aye (4-0-0) voted. Selectman Galligan indicated that he would hold the letter and get the Chairman's signature upon his return. Vice Chairman Williams indicated that the letter could be given to staff and was positive that staff would promptly secure the Chairman's signature.
- Vice Chairman and Selectman Scott asked if the Town Administrator would like to add anything to Selectman Galligan's report. Administrator Balukonis stated that the preliminary cap sheet was made available for DOR's review and that DOR indicated that it was very important that the Finance Committee and the Selectmen take the same position and be on the same page. Administrator Balukonis reported

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that DOR recommended that the Town hold a Special Town Meeting by the end of February. Administrator Balukonis indicated that he thought the meeting was productive.

***10. Report of the Town Administrator:***

- Administrator Balukonis made the Board aware of a budget workshop being sponsored by the Division of Local Services (not the same workshop Selectman Galligan referenced). Administrator Balukonis explained that the workshop can assist communities with preliminary budget estimates, discussions relative to generating changes in revenue and expenditures and basic knowledge of setting the tax rate. Administrator Balukonis recommended that the Town take advantage of the workshop. Selectman Galligan moved that the Board contact DOR to arrange the workshop; Selectman Rozanski seconded; Aye 4-0-0 (voted). Vice Chairman recommended that Selectman Galligan arrange the workshop on behalf of the Board/Town since he would also be arranging the other workshop as well. Selectman Galligan stated that he would be happy to do so.
- Administrator Balukonis reported that the Town is in receipt of the law suit filed by the Narducci's relative to the land take of 2B Oak Street. Administrator Balukonis stated that the law suit was forwarded to special legal counsel due to Town Counsel's conflict. Special legal counsel is attorney Mark Bourbeau who was highly recommended. Administrator Balukonis passed out the professional biography of Attorney Bourbeau to the Board for their review.
- Administrator passed out copies of the advertisement of the Town Administrator position to the Board and stated that the advertisement is scheduled to run on in the Sunday Boston Globe, the Sunday edition of the Milford Daily News, the MMA Beacon and the ICMA newsletter.
- Lastly, Administrator Balukonis, reported that he and the Administrative Services Assistant have come up with a recommendation for the missing minutes plan with Board approval. Vice Chairman Williams indicated that he was satisfied with the plan, hearing no objections from the other Board members, Vice Chairman Williams thanked the Administrator for the recommendation.

***11. Discussion of setting the Special Town Meeting:***

- Selectman Scott inquired about finalizing the documentation needed in order to achieve a productive special town meeting as suggested by the Department of Revenue (DOR).
- Administrator Balukonis recommended mid to late February would be the best time to hold meeting

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- Selectman Rozanski moved to hold the Special Town Meeting (STM) on Monday, February 14, 2005; Selectman Scott seconded. (Administrator Balukonis reminded the Board that Monday, February 14<sup>th</sup> was Valentine's Day and the following Monday is President Washington's Birthday/Present's Day There was a brief discussion then the Board voted) All ayes 4-0-0 (voted)
- Selectman Scott recommended that the Board schedule a meeting with the Finance Committee prior to the Special Town Meeting (STM). It was suggested that the Board and Committee meet on Tuesday January 25<sup>th</sup> due to the Monday, January 24<sup>th</sup> holiday (Martin Luther King Day).

*9:05 p.m. There being no further business to discuss, Selectman Scott moved that the meeting be adjourned; Selectman Rozanski seconded; All ayes 4-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

*NOTE: APPROVED BY BOS ON*

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Present: Selectmen Joseph Dziczek, John Williams, Kent Scott, and Raphaela Rozanski; Town Administrator Greg Balukonis and Administrative Services Assistant Celeste Hanson were all present. Selectman James Galligan was absent.

At 7:03 p.m. Chairman Dziczek called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Public Comments: None.

**Short-term borrowing authorization:**

- Chairman Dziczek announced that Treasurer Pater was present to answer questions relative to the short-term borrowing.
- Treasurer Pater approached the board and explained that he performed a cash flow analysis that included anticipated revenues and expenditures for the upcoming months which indicated that the Town should borrow five million dollars in Revenue Anticipation Notes. Treasurer Pater stated that he solicited bids from four banks (UniBank, Citizens Bank, Bank of America and Eastern Bank) and noted that the lowest rate bid was submitted by Bank of America at 2.24 % which would cost the Town approximately \$27,923.39 in interest payments. Treasurer Pater recommends the Town award the bid to Bank of America. Selectman Williams moved to authorize Treasurer Pater to borrow \$5,000,000 in Revenue Anticipation Notes from Bank of America; Selectman Rozanski seconded; all aye 4-0-0 (voted). Selectman Rozanski read the Revenue Anticipation Note that the Board executed.

**Warrants:**

- Selectman Rozanski moved that the Board approve Warrant 30 for the total amount of \$1,313,813.32 read; Selectman Scott seconded; all aye 4-0-0 (voted).

**Approval of Minutes:**

- Selectman Williams moved to approve the Board of Selectmen's regular session meeting minutes of December 16, 2004; Selectman Rozanski; all aye 4-0-0 (aye).
- Selectman Williams moved to approve and release the Board of Selectmen's Executive Session minutes of December 16, 2004; Selectman Rozanski seconded; all aye 4-0-0 (voted).
- Selectman Williams moved to approve the Board of Selectmen's regular session minutes of January 3, 2005; Selectman Rozanski seconded 4-0-0 (voted).

**Consideration to Deficit Spend the Snow Account:**

- Administrator Balukonis stated that an updated status report on the Snow Account would be forthcoming and that currently the Snow Account is approximately \$100,000 over the budgeted amount and that the Department of Public Services requires Board approval to deficit spend the Snow Account. Administrator Balukonis stated that the Finance Committee usually budgets \$57,000 for snow removal and may want to consider increasing the budget to adequately meet future needs. Selectman Williams stated that he

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has been an advocate for increasing that budget for years and fully supports the Town Administrator's recommendation. Selectman Rozanski moved that the Board approve to deficit spend the snow account Selectman Williams seconded; all ayes 4-0-0 (voted).

**Consideration of the Annual Road Race submitted by the Medway Lions Club:**

- Selectman Rozanski moved to approve the Medway Lion Club request to hold Annual Road Race to begin and end at the Burke Memorial School scheduled for June 11, 2005; Selectman Scott seconded; all ayes 4-0-0 (voted).

**Consideration of a One-Day All Alcohol License requested by Saint Joseph's Parish:**

- Selectman Rozanski moved to approve Saint Joseph's Parish request for a One-Day All Alcohol License for January 29, 2005 from 6:00 p.m. to Midnight at the Saint Joseph's Parish Center at 145 Holliston Street; Selectman Williams seconded; all aye 4-0-0 (voted).

**Other Board Business:**

- Selectman Rozanski moved to rescind the Board of Selectmen's vote to hold the Special Town Meeting on Monday, February 14, 2005; Selectman Williams seconded; all ayes 4-0-0 (voted).
- Selectman Rozanski moved that the Board approve to hold the Special Town Meeting on Monday, February 28, 2005, at the Medway Middle School; Selectman Williams seconded; all aye 4-0-0 (voted).
- Selectman Rozanski moved to open the Special Town Meeting Warrant and close it on January 31, 2005; Selectman Williams seconded; all aye 4-0-0 (voted).
- The Board entered into a brief discussion relative to holding a joint meeting with the Finance Committee tentatively scheduled for Monday, February 7, 2005.

**Expedited Public Hearing on Liquor License Violations:**

- Administrator Balukonis gave the Board and audience a background on the liquor sting that was conducted on November 13, 2004. Administrator Balukonis indicated that letters were sent to the licensees notifying them of the violations, then letters to the licensees were forwarded informing them that they could have expedited hearings.
- The Board entered into a brief discussion and asked that Chief Saleski come forward for further explanation.
- Chief Saleski explained the liquor license sting operation that was conducted on November 13, 2004, using an undercover, underage police volunteer and the procedures followed by the Medway Police Department. Chief Saleski mentioned that all of the offenders had not had any violations within the last five years and that many of the violators were first time offenders. Chief Saleski stated that the last time a liquor sting was performed that one or two establishments had violations. Chief Saleski stated that he

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was surprised and disappointed by the large number of violations as a result of the November sting.

- Selectman Rozanski inquired as to how establishments could ensure there are no future violations. Chief Saleski responded that the businesses need to properly train all personnel.
- Selectman Williams moved that the licenses of the establishments be suspended for two (2) days as follows: February 3 and February 4, 2005, The Little Store, Main Street Café, Restaurant 45 and Keystone Liquors; on February 10 and February 11; Mickey Cassidy's, West Medway Liquors, Szecheuan Garden and Richard's d/b/a Zio Paolo's; seconded by Selectman Rozanski; ayes 3 (Selectmen Williams, Rozanski and Dziczek) nays 1 (Selectman Scott) (3-1-0) Voted. Selectman Rozanski stated that she feels that there should be a penalty, however, would like to see the suspensions held in abeyance for one-year because the establishments have not had any violations for the last five years.
- Selectman Rozanski amended the motion to hold the two-day suspension for a one year abeyance from November 13, 2004, to be imposed immediately should there be another violation; seconded by Selectman Scott; ayes 3 (Selectmen Rozanski, Scott and Dziczek; nays 1 (Selectman Williams) (3-1-0) Voted.
- Administrator Balukonis indicated that letter of notification would be forwarded to each of the establishments informing them of the Board's decision. Administrator Balukonis then informed the Board of a recent incident at the Medway/China Lotus that involved intoxicated, abusive patrons who were placed under arrest and both prisoners kicked out windows of two police patrol vehicles. Chief Saleski went over the series of events that were included in police incident reports that were given to the Board for review. After a brief discussion, the Board asked that Chief Saleski update the Board after full police investigation is completed. Chief Saleski also informed the Board that the pending case regarding a prior incident at the China Lotus and a patron leaving the establishment being charged with motor vehicle homicide was settled by Plea Bargain rather than going to trial. Since there was no trial involved in this case, there was nothing more uncovered regarding the amount of alcohol served or consumed at the China Lotus on that day.

**Municipal Building Committee Update:**

- Chairman Gerry Lindsey and Member Jeff Youst were present and updated the Board of Selectmen relative to the status of the many direct demand payment requests filed by subcontractors hired by Eastern during the construction of the new high school. Chairman Lindsey indicated that outside legal counsel has reviewed the claims and drafted an accounting list which will be further reviewed by the Municipal Building Committee at their next scheduled meeting. The Municipal Building hopes to complete the final accounting for the Selectmen to review shortly. Chairman Lindsey indicated that the DCAM rating has been continued to June 20, 2005, due to the outstanding punch list items. Chairman Lindsey also informed that the new high school gym floor will require some additional work which is scheduled for sanding and refinishing over the upcoming summer months.

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**Execution of the Certificate of Site Plan Approval for 2-4 Main Street:**

- Administrator Balukonis indicated that the Board previously approved the Planning Board's recommendation to Approve the Certificate of Site Plan for 2-4 Main Street and that the document before the Selectmen reflects the recommendation which were approved by the Selectmen at their prior meeting. The Selectmen executed the Certificate of Site Plan Approval. Administrator Balukonis indicated that said documentation would not be forwarded to the applicant until updated site plans are submitted along with all outstanding fees, taxes and charges due the Town.

**Report of the Town Administrator:**

- Administrator Balukonis indicated that he was recently served with a Subpoena to be deposed relative to civil matter filed in District Court by Eastern Contractors, Inc. against the City of Worcester. Administrator Balukonis indicated that the deposition is scheduled for February 17, 2005, at 2:30 p.m. at the law firm of Vena, Riley, Deptula in Boston and would update the Board as warranted.
- Administrator reported that a Settlement Order of Dismissal and General Release in the Clafo Builders versus the Town of Medway has been filed which will bring the matter to closure.
- Administrator Balukonis asked the Board if they had any questions relative to the Narducci matter and that he and Attorney Bourbeau will be meeting shortly to tour the property and transfer records for legal review.

**Discussion of Town Administrator Screening Committee:**

- Chairman Dziczek indicated he is in receipt and that Administrator Balukonis has submitted names of individuals who have expressed an interest in serving on the Town Administrator screening committee. Chairman Dziczek instructed the staff to schedule the matter at an upcoming meeting at which time he would like to select five members to serve.

**Reports of the Selectmen:**

- Selectman Scott indicated that he would like to schedule an Executive Session to discuss comments presented by the Town Administrator relative to his performance review at an upcoming meeting. Selectman Williams indicated that Selectman Scott needs to specify the reason for meeting in Executive Session. The Administrative Services Assistant was instructed to copy the reasons for meeting in Executive Session for Selectman Scott's review.
- Selectman Williams commended the Highway Department for the excellent job relative to snow removal as a result of the recent snow storm/blizzard. Selectman Williams asked if there was no specific reasons to meet next week that the Board consider canceling the January 31<sup>st</sup> meeting. Chairman Dziczek indicated that he would check in with staff during the week and if no urgent matters were before the board he would consider canceling the meeting.

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JANUARY 24, 2005

- Selectman Rozanski inquired about the employee health rate issue. Administrator Balukonis indicated that he is in the process of getting legal counsel to commit to a date in which to discuss the matter with the Board in Executive Session.
- Selectman Scott commented on Dr. Grandmont's presentation and public discussion of the school's budget. He asked Dr. Grandmont if he would consider schedule another session or perhaps prepare a handout for another meeting.

**Report of the Chairman:**

- Chairman Dziczek also thanked the Highway Department and all individuals involved with the recent snow removal process as a result of the recent snowstorm. Chairman Dziczek indicated that the Highway Department did a great job keeping the road clear and feels they deserve a public thank you.
- Chairman Dziczek indicated that he attended the recent Zoning Board meeting and that he also feels that the Zoning Board and Chairman Musmanno should be commended for their outstanding job representing the Town.
- Chairman Dziczek announced that the Medway Business Council is scheduled to meet at Restaurant 45 on Wednesday January 26, 2005 and that Bill Wright, Chairman of the Industrial Development Commission would be present to discuss the 495 Business Park. Chairman Dziczek also announced that members are invited to participate in the budget deliberation of the Tri-County Regional School District Committee scheduled for February 7 at 7:00 p.m. at the School District conference room at Tri-County.

8:55 p.m. Selectman Scott motion to adjourn, Selectman Rozanski seconded; all ayes 4-0-0 (voted).

Respectfully submitted,

Celeste R. Hanson,  
Administrative Services Assistant

NOTE: APPROVED BY THE  
BOARD OF SELECTMEN ON:



MINUTES OF THE SELECTMEN'S MEETING  
FEBRUARY 7, 2005

Present: Selectmen John Williams, James Galligan, Kent Scott, and Raphaela Rozanski; Town Administrator Greg Balukonis and Administrative Services Assistant Celeste Hanson were all present. Selectman Joseph Dziczek was absent.

At 7:05 p.m. Vice Chairman Williams called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Public Comments: None.

**Board of Health Utility Billing Update:**

- Administrator Balukonis noted that the Board of Health would not be in attendance and referred to the notice that was included the Board of Selectmen's meeting packets and also referred to a notice that had been prepared by the Water/Sewer Department. Administrator Balukonis reported that the notice prepared by the Board of Health would be appearing on the Town's cable channel, was also posted in the Town Hall Offices and was also being advertised in the newspapers.

**Warrants:**

- Selectman Rozanski moved that the Board approve Warrant 32 for the total amount of \$879,890.00 as read; Selectman Galligan seconded; all aye 4-0-0 (voted).

**Approval of Minutes:**

- Selectman Williams moved to approve the Board of Selectmen's regular session meeting minutes of January 10, 2005; Selectman Rozanski seconded; all aye 4-0-0 (aye).
- Selectman Williams moved to approve and release the Board of Selectmen's Regular Session minutes of January 24, 2005 Selectman Rozanski seconded; all aye 3-0-1 (Selectman Galligan abstained) (voted).

**Petition for Joint Pole Relocation on Oakland Street:**

- Administrator Balukonis reported that Verizon of New England recently submitted a Petition for joint pole relocation on Oakland Street which would not require a public hearing and the only action needed by the Board was a vote of the Selectman to approve the petition which would require the signature of the Board Clerk (Selectman Rozanski). Selectman Rozanski moved to approve Selectman Galligan seconded; all ayes 4-0-0 (voted).

**Consideration of the Planning Board's request for Town Counsel's Assistance :**

- After a brief discussion of the matter, Vice Chairman Williams directed the staff to forward a copy of the Planning Board's request for assistance relative to the Country View Estates Subdivision to Town Counsel.

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**Field Road/Forest Edge Subdivision Update:**

- Vice Chairman Williams mentioned Town Counsel's response to the Planning Board regarding the Forest Edge/Field Road matter and asked the Board members if they had any questions. Selectman Galligan asked Administrator Balukonis if the Town received an estimate for road repairs by VHB Engineers. Administrator Balukonis indicated that he would forward a copy to him. Selectman Scott gave a brief update on the matter.

**Other Board Business:**

- Vice Chairman mentioned that the Fire Department would be holding a fundraiser and suggested that Selectman Galligan read the Public Notice and explain the fundraiser to the public as he is a volunteer firefighter. Selectman Galligan read the public notice relative to the Medway Fire and EMS Association fundraiser and indicated that members of the department would be playing basketball against present and past members of the New England Patriots football team scheduled Saturday, April 9, 2005. Selectman Galligan announced that a telemarketing company would be assisting the Fire Department with the calls. Residents were urged to contact 533-3209 if there were any questions.

**Setting of FY 2005 Tax Rate and February 28, 2005 Special Town Meeting**

- Vice Chairman Williams noted the attendance of the Town Accountant, Assessor, Superintendent of Schools and members of FinCom and asked that Administrator Balukonis kick off the discussion. Administrator Balukonis presented a work sheet entitled Town of Medway Fiscal Situation for Fiscal Year 2005. Administrator Balukonis explained the deficit charges, offsets and revenue sources. Administrator Balukonis recommended that the deficit amount should be funded in its entirety from the Stabilization Fund. Members of FinCom voiced their concerns with funding the deficit amount from the Stabilization fund. Vice Chairman stated that he supports taking funds from the Stabilization Fund to assist the town's budget deficit.
- Administrator Balukonis asked if the financial team had comments. Accountant Graves indicated that Kathy Reed from DOR informed her that the trash offset should be \$164,540 as was voted at the Annual Town Meeting.
- There was a discussion regarding the budget deficit status and Vice Chairman Williams directed the Town Administrator to review the budgets and provide information to the Selectmen and Finance Committee. Administrator Balukonis indicated that information would be provided to the Finance Committee as well as the Selectmen.

**Municipal Building Committee Update:**

- Chairman Gerry Lindsey and Attorney David Doneski were present and updated the Board of Selectmen relative to the status of the many direct demand payment requests filed by subcontractors hired by Eastern during the construction of the new high school. Chairman Lindsey indicated that outside legal counsel had reviewed the claims and presented an accounting list which resulted in the preparation of Payment Requisition number thirty-four (# 34) for Selectmen approval. Chairman Lindsey reviewed specific

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punch list amounts. Administrator Balukonis presented two additional demands for direct payment received today by Marr Scaffolding and Hoboken Floors. Chairman Lindsey and Attorney Doneski conferenced briefly and Chairman Lindsey indicated that the demands would not affect the actions before the Selectmen this evening. Selectman Rozanski moved to approve Payment Application 34 in the amount of \$890,941.00 as outlined in the attached payment list; Selectman Williams seconded; Ayes 4-0-0 (voted)

**Approval of the February 28, 2005 Special Town Meeting Warrant Articles:**

- Selectman Rozanski moved to approve warrant articles 1, 2 and 3; Vice Chairman Williams seconded; Aye 4-0-0 (voted).
- Selectman Galligan moved to approve warrant article 7; Selectman Scott seconded; Aye 4-0-0 (voted).
- Vice Chairman Williams moved to approve warrant article 8; Selectman Scott seconded; Aye 4-0-0 (voted).
- Vice Chairman Williams moved to approve warrant article 9; Selectman Rozanski seconded; Aye 4-0-0 (voted).
- Selectman Galligan moved to approve warrant article 4; Selectman Rozanski seconded; Aye 4-0-0 (voted).
- Selectman Galligan moved to approve warrant article 5; Selectman Rozanski seconded; Aye 4-0-0 (voted).
- Selectman Galligan moved to approve warrant article 6; Vice Chairman Williams seconded; Aye 4-0-0 (voted).
- Selectman Rozanski moved to approve the February 28<sup>th</sup> Special Town Meeting Warrant; seconded by Selectman Scott; Aye 4-0-0 (voted).

**Execution of the Certificate of Site Plan Approval for 2-4 Main Street:**

- Administrator Balukonis indicated that the Board previously approved the Planning Board's recommendation to Approval the Certificate of Site Plan for 2-4 Main Street and that approval required updated site plans to be submitted to the Board for endorsement. Administrator Balukonis stated that there were two sets of plans for execution before the Selectmen; one set of mylar copies for the engineering firm and six paper copies for normal distribution. The Selectmen executed the mylar set of plans and the paper set will be left at the Selectmen's office for execution at their convenience and will also be brought to the next meeting as well. Administrator Balukonis indicated that said plans and the Certificate of Approval would not be forwarded to the applicant until all outstanding fees, taxes and charges due the Town were paid. Mr. Marcel, representative of Robert Potheau (the applicant) was present and asked for the signed mylar plans. Administrator Balukonis reiterated that there would be no exchange of paperwork until Mr. Potheau cures the payments due the Town. Administrator Balukonis apologized to Mr. Marcel for the inconvenience of waiting for the plans and being told he could not have them and suggested that Mr. Marcel have Mr. Potheau contact the Administrator's office for clarification.

**Report of the Town Administrator:**

MINUTES OF THE SELECTMEN'S MEETING  
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- Administrator Balukonis reported that Fire Department Contract Negotiations are ready to commence which required Board of Selectmen acknowledgement and approval in order for the Town Administrator to move forward. Selectman Rozanski moved that the Selectmen acknowledge the Fire Department's request to commence contract negotiations and that the Town Administrator proceed with the negotiations; Selectman Scott seconded; all aye 4-0-0 (voted).
- Administrator reported that the Fire Department has recently gone out to bid for a new ambulance and that one bid was received and awarded to Quality Emergency Vehicles. The total cost of the ambulance is \$146,970.00 with annual payments of \$32,043.00. Administrator Balukonis stated that Chief Vinton was very pleased with the bid results and the bid award.
- Administrator Balukonis asked the Board to execute the remaining automobile class licenses that had been previously voted and approved. Administrator Balukonis stated that the required paperwork has been submitted by the licensees.
- Administrator Balukonis reported that real estate tax delinquent letters have gone out which has resulted in individuals forwarding letters to the Administration Offices stating that they would like to "gift" the property to the Town. Administrator Balukonis stated that he would like to gather a packet together and present all the offers to the Selectmen in an Executive Session.

**Discussion of Town Administrator Screening Committee:**

- Administrator Balukonis noted the names of individuals who have expressed an interest in serving on the Town Administrator screening committee; Matt McConville, Sandy Bennett, Mary O'Leary, Ruth Allen. Mr. Andy Rodenheiser stated that he would like to be considered to serve on the Town Administrator Screening Committee. Vice Chairman Williams instructed the staff add Mr. Rodenheiser to the Screening Committee list. The Vice Chairman also directed the staff continuously schedule the matter on the upcoming meeting agendas for discussion and also indicated that the Board should schedule a date in which to select five members to serve. After a brief discussion, Vice Chairman Williams directed the staff to set the date of March 14 in order to select the screening committee.

**Reports of the Selectmen:**

- Selectman Scott commended the Zoning Board of Appeals members and Chairman Musmanno for their outstanding performance relative to all the challenging 40B projects that have recently been heard before the Board. Selectman Scott also indicated that the Planning Board will be submitting a warrant article pertaining to the site plan approval process. Selectman Scott also reminded the audience that there are many vacant elected committee/board positions that will be part of the next election. Selectman Scott reminded people that serving on a board or committee, either elected or volunteer, is a great way to serve the community.
- Selectman Rozanski stated that the February 8<sup>th</sup> MMA meeting was cancelled due to the Patriots Parade. Selectman Rozanski reminded residents that the Good Government

MINUTES OF THE SELECTMEN'S MEETING  
FEBRUARY 7, 2005

Meeting will be held at 7:00 p.m. at the Senior Center. Also, the Norfolk County Selectmen's Association meeting is scheduled for Monday, March 7 at 7:00 p.m. at LaScala and if any of the Board members are interested in attending to confirm with the Administrative Services Assistant as soon as possible.

- Selectman Scott commented on Dr. Grandmont's presentation and public discussion of the school's budget. He asked Dr. Grandmont if he would consider schedule another session or perhaps prepare a handout for another meeting.
- Vice Chairman Williams mentioned that the Town election will held on Monday, May 2, 2005. Vice Chairman Williams directed the Administrative Services Assistant to ask Chairman Dziczek to consider canceling the Selectmen's meeting on the 7<sup>th</sup> due to the conflict. The Administrative Services Assistant indicated that she would place a memo on the next agenda.
- Selectman Galligan mentioned the ISO notice relative to the Building Code Grading System and Administrator informed him that the notice was for informational purposes only and that Medway did not have any issues to worry about as all past inspections resulted favorably. Selectman Galligan mentioned the memorandum he prepared and was included in the Selectmen's meeting packets relative to the DOR/DLS Financial Management Review and gave a brief update. Selectman Galligan indicated that Kathy Reed would be available to conduct the Budget Planning Workshop on March 22 or March 29 at 7:00 p.m, the Selectmen, FinCom, Town Administrator, Financial Departments (Town Accountant, Treasurer/Collector and Assessor) as well as department heads should discuss a date that works best and then he will schedule the workshop with Ms. Reed.

8:55 p.m. Selectman Scott motion to adjourn, Selectman Rozanski seconded; all ayes 4-0-0 (voted).

Respectfully submitted,

Celeste R. Hanson,  
Administrative Services Assistant

NOTE: APPROVED BY THE  
BOARD OF SELECTMEN ON:

MINUTES OF THE SELECTMEN'S MEETING  
FEBRUARY 14, 2005

Present: Selectmen Joseph Dziczek, Kent Scott, Raphaela Rozanski, and James Galligan; Town Administrator Greg Balukonis and Administrative Services Assistant, Celeste Hanson were all present. Selectman John Williams was absent.

At 7:06 p.m. Chairman Dziczek called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Public Comments: None.

**Warrants:**

- Selectman Rozanski moved that the Board approve Warrant 33 for the total amount of \$1,709,838.30 as read; Selectman Galligan seconded; all ayes 4-0-0 (voted).

**Approval of Minutes:**

- Selectman Scott moved to approve the Board of Selectmen's regular session meeting minutes of February 7, 2005 with amendments; Selectman Rozanski seconded; all ayes 4-0-0 (aye).
- Selectman Rozanski moved to approve the Board of Selectmen's regular session minutes of November 29, 2004; Selectman Galligan seconded 4-0-0 (voted).
- Selectman Rozanski moved to approve and release the Board of Selectmen's Executive Session minutes of November 29, 2004; Selectman Galligan seconded; all ayes 3-0-1 (voted).

**Modification of Certificate of Site Plan Approval for Medway Commons Shopping Center:**

- Chairman Dziczek noted that Karen Johnson of Charter Realty was present to address the Modification of Certificate of Site Plan Approval for Medway Commons Shopping Center located at 65-67 Main Street.
- Ms Johnson came forward and stated that Charter Realty would like to erect a second sign at the Medway Commons Shopping Center at the Holliston Street entrance pursuant to the new sign-by-law. Ms. Johnson stated that a representative from Charter Realty had discussed the issue with the Building Inspector, Robert Speroni, who advised that Charter Realty should present their request directly to the Board of Selectmen. Ms. Johnson indicated that they are ready to meet with the Planning Board/Design Review Committee and present the sign plan; however, before applying for the sign permit and meeting with the DRC an amendment to the current site plan from Board of Selectmen is required in order to proceed.
- Selectman Rozanski asked Ms. Johnson if the Building Inspector had filed a written denial or referral with the Board of Selectman. Ms. Johnson answered that she was not aware if the Building Inspector had done so.
- Director of Public Services Department, David D'Amico, was present and noted that he had a few concerns. Director D'Amico indicated that the crosswalks at the plaza needed

MINUTES OF THE SELECTMEN'S MEETING  
FEBRUARY 14, 2005

to be refurbished; installation of another sign at the Holliston Street entrance may cause some confusion by encouraging drivers to make a left turn, even though there are signs indicating that left turns are prohibited; and the catch basin before the Nextel store is causing puddles.

- Ms. Johnson stated that the Administrative Services Assistant has always contacted Charter with issues and they have addressed issues as quickly as possible and further hopes that the same practice would be followed and that Town Officials need not wait for a public forum to address concerns. The Administrative Services Assistant stated that she was unaware of any issues at the plaza; and therefore, did not contact Ms. Johnson. Ms. Johnson noted that the crosswalk issue would be addressed in the spring and that Charter would be willing to work with Town Officials to address traffic concerns relative to the second sign installation. Ms. Johnson stated that the plaza construction did not involve any roadwork and that perhaps the catch basin issue is related to another project. Director D'Amico indicated that he would look into the matter further.
- Chairman Dziczek asked if any of the Board members had a problem giving Charter the requested amendment. The Board members indicated that they did not have a problem. Selectman Galligan moved that the Board approve to amend the current Certificate of Site Plan to allow Charter to erect a second sign; Selectman Rozanski seconded; all ayes 4-0-0 (voted).

**Public Hearing—Community Development Action Grant:**

- Chairman Dziczek stated that the Board was ready to open the public hearing and asked that the individuals presenting the issue to come forward to start.
- Selectman Rozanski moved to open the public hearing and read the public meeting notice.
- William Wright, Chairman of the Industrial Development Committee (IDC) came forward and stated that Glenn Trindade, IDC member; and Gino Carlucci were also available to answer questions from the Board. Chairman Wright stated that the Community Development Action Grant (CDAG), if approved by the Selectmen and granted by the State, would help to finance the sewer extension project for the Medway 495 Business Park. Chairman Wright indicated that if the Board supported applying for the grant, that a Resolution would need to be executed by the Selectmen and the Letter of Request and CDAG Project Summary would require the signature of Chairman Dziczek. The Administrative Services Assistant indicated that she was in possession of the documents referred by Chairman Wright and presented them to the Chairman. There was a brief discussion amongst the parties.
- Selectman Rozanski inquired about potential employment that would benefit Medway as a result of the sewer extension to the Business Park. Chairman Wright indicated that Cybex noted that they would like to expand their business, which would result in additional jobs, it was noted that Cybex employs approximately one hundred fifty (150) people.

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FEBRUARY 14, 2005

- Selectman Scott inquired about potential loss of employment. Chairman Wright indicated Cybex would like to stay at the Medway 495 Business Park; however, if the sewer project does not go through, they would have to move the business elsewhere which would result in job loss. Chairman Wright also indicated that the IDC has the support of State Representatives. Selectman Scott inquired if there were other grant applications to be considered as well. Chairman Wright indicated that there is a Ready Resource Grant, DIF Grant and the CDAG.
- Selectman Galligan asked if the construction costs had been updated. Chairman Wright indicated that the project costs had been updated as warranted by the grant procedure.
- Selectman Rozanski read the Project description and the Resolution. Selectman Rozanski then moved that the Board of Selectman approve the Resolution as read; Selectman Scott seconded, aye 4-0-0 (voted).
- There being no further questions from the Board, Chairman Dziczek referred to questions from the audience. Mr. John Westcott indicated that he, as well as many of his neighbors, had concerns about the project abutting the residential area which could result in potential traffic problems and would like to see that the project area be closed off from the residential area. Chairman Dziczek indicated that he had the same concerns and that the subject would be addressed in the future. Chairman Wright also indicated that an application had been filed and the IDC has been working with Mass Highway on getting the traffic redirected by placing exit signs on the highway for direct access to the Business Park and that the committee had planned to work with local town officials to address the issue as well. Selectman Rozanski encouraged that Mr. Westcott as well as other interested parties get involved with the project by attending other potential public hearings which are advertised on the cable channel, in the local newspapers and posted in Town Hall. Mr. Westcott indicated his pleasure with a nod and a smile and exited the meeting.
- Selectman Rozanski moved that the Board of Selectmen submit the CDAG application as recommended by the IDC; seconded by Selectman Galligan; aye 4-0-0 (voted).

**Report of the Town Administrator:**

- Administrator Balukonis reported that the Fiscal 2004 audit was near completion as the auditors completed their fieldwork today. Administrator Balukonis noted there were a few minor issues that needed to be addressed including financing for the West Medway/I 495 sewer project and clarification of several escrow accounts being held by the Treasurer. The Audit Committee will need to schedule an exit meeting with the audit firm in March. A draft audit report for the period of July 1, 2003 to June 30, 2004 was provided to the Selectmen for their review. Selectman Galligan stated that he was willing to assist with contacting the Audit Committee members in order to schedule the meeting. Administrator Balukonis indicated that he would confirm dates that the Auditors would be available and would report back to Selectman Galligan.



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- Administrator Balukonis reported that Town Accountant has completed the Fiscal 2004 Schedule A. The Administrator reported that the Department of Revenue (DOR) requires a detailed accounting of all revenues and expenditures included on the Schedule A and that it was expected that Schedule A would be submitted to DOR next week once all the attachments are completed. A draft copy of the Schedule A for the period of July 1, 2003 to June 30, 2004 was submitted to the Selectmen for their review.
- Administrator Balukonis reported that Constable Trufant posted the February 28 STM on Friday February 11, 2005, in compliance with State mandated fourteen-day notice period required for special town meetings. In connection with the STM, Administrator Balukonis referred to his budget recommendations as noted in his memorandum to the Board. The Administrator reported that the recommendations were compiled with the assistance of staff and reflects actions necessary to balance the budget. The proposal recommends \$104,346 in budget cuts; \$160,300 from the health insurance reimbursement of working deposits; \$168,108 transferred from warrant articles; and \$290,000 taken from the Overlay Reserve Account. It was also recommended that \$218,354 be transferred from the Stabilization Fund to offset the total budget. Selectman Rozanski indicated that she would like to see potential warrant article votes prior to the STM. Administrator Balukonis indicated that he would provide the Board with such.
- Administrator Balukonis announced that his work on the Fiscal 2006 budget was delayed to do the uncertainty regarding the current year budget deficit; the State mailing the Cherry Sheet estimates in late January and FinCom Revenue Sub-Committee canceling two recent meetings to allow for additional information to be secured on the Fiscal 2005 deficit. The Revenue Sub-Committee is due to meet on February 17 and Administrator Balukonis expects to have budget proposals to the Selectmen at their next scheduled meeting. Administrator Balukonis recommended that the Selectmen schedule two budget meetings in order to review departmental requests for Fiscal 2006 sometime after February 23 (the STM). There was a brief discussion among the Board members and March 2 and March 4 were targeted as potential dates to hold the budget hearings. Selectman Galligan announced thanks to all department heads and Dr. Grandmont for accepting the proposed budget cuts as recommended by Administrator Balukonis.
- Administrator Balukonis reported that today, February 14, 2005, was the deadline for the May 10, 2005, Annual Town Meeting (ATM) warrant article submissions. The Administrator indicated the Town Clerk reported that Mr. LaRiccia submitted a citizens petition that is awaiting certification before being submitted to the Selectmen. All the warrant articles were copied and submitted to the Selectmen for their review.
- In conclusion, Administrator Balukonis indicated that Special Counsel has confirmed interest in meeting with the Selectmen in executive session to discuss possible changes in the Town's health insurance contribution rates in early March (March 7 or 14). There was a brief discussion relative to the meeting dates as March 7 creates a conflict due to the Norfolk County Selectmen's Association meeting. It was agreed that Administrator Balukonis should schedule the meeting for March 14, 2005.

**Execution of an all alcohol license transfer for Ye Chan, Inc d/b/a China Lotus:**

MINUTES OF THE SELECTMEN'S MEETING  
FEBRUARY 14, 2005

- Administrator Balukonis indicated that the Board had previously approved the all-alcohol license transfer for Ye Chan, Inc. d/b/a China Lotus and the final approval from the ABCC was just received requiring the Selectmen to execute a new license which indicates the change of manager. The Selectmen executed the new license.

**Planning Boards Request to consult with Town Counsel:**

- It was voted and approved to allow the Planning Board to consult with Town Counsel relative to revisions to the Subdivision Rules and Regulations.

**Consideration of Medway Pride Day Committee Member Appointment:**

- Selectman Rozanski moved that the Board of Selectmen approve the appointment of Wayne A. Janelle to the Medway Pride Day Committee; Selectman Galligan seconded, aye 4-0-0 (voted).
- Chairman Dziczek voiced his appreciation to the volunteers coming forward to serve on committees and boards. Chairman Dziczek also praised the efforts of the current members of the Pride Day Committee for the many hours they dedicate to this particular event.

**Discussion of Town Administrator Screening Committee:**

- Chairman Dziczek inquired about the discussion from last weeks meeting that was chaired by Vice Chairman Williams. Administrator Balukonis indicated that the matter of selecting the committee is scheduled for March 14<sup>th</sup>. The Administrative Services Assistant indicated that Sandra Bennett, Mary O'Leary, Ruth Allen, Andy Rodenheiser, Diane Coulter and Matt McConville as well as Selectmen Scott and Galligan have expressed an interest in serving on the Screening Committee.

**Reports of the Selectmen:**

- Selectman Scott indicated that the Planning Board will be submitting the Selectmen with a report relative to the questions brought up by an individual pertaining to the consultant fees, etc for their review soon.
- Selectman Rozanski indicated that she spoke to representatives from the Arc of Innovation and feels that it would be a good idea for them to make a brief presentation to the Board and will suggest that the organization contact the Administrative Services Assistant to schedule an appointment.
- Selectman Galligan reported that he would be attending Dr. Grandmont's presentation and public discussion of the school's budget scheduled for Wednesday, March 2 at 7:00 p.m. in the High School auditorium and encouraged interested parties to attend. Selectman Galligan also asked if the Town Administrator heard back from staff relative

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FEBRUARY 14, 2005

to availability to meet with DOR representative Kathy Reed on March 22 or 29. Administrator Balukonis indicated that staff is available on both days.

**Report of the Chairman:**

- Chairman Dziczek announced that there are various elected positions on Boards and Commissions and encourages individuals to check with the Town Clerk if interested in running for these positions at the Annual Election. Also, encouraged anyone who may be interested in servicing on a Board or Commission to check with the staff or the posted lists relative to the many vacancies on the boards and commissions.
- Chairman Dziczek indicated that he noticed the advertisement for the Town Administrator position in the Beacon and asked the staff if there were any resumes received. The Administrative Services Assistant indicated that approximately one dozen resumes have been submitted to date and copies of such would be made available for the Screening Committee.
- Chairman Dziczek announced that the Planning Board and the Affordable Housing Study Group would be meeting in Sanford Hall on Thursday, February 24 at 7:30 p.m.
- In conclusion, Chairman Dziczek asked Administrator Balukonis to begin a punch list of outstanding items that he is currently working on that may continue after his anticipated departure from his position. Chairman Dziczek indicated that it would be greatly appreciated if the Administrator could complete the list by the next regular scheduled Selectmen's meeting.

9:12 p.m. There being no other business to discuss; Selectman Scott motioned to adjourn the Selectmen's regular meeting, Selectman Rozanski seconded; all ayes 4-0-0 (voted).

Respectfully submitted,

Celeste R. Hanson,  
Administrative Services Assistant

NOTE: APPROVED BY THE SELECTMEN ON:

## MINUTES OF THE SELECTMEN'S SPECIAL MEETING

February 28, 2005

Present: Selectmen Joseph Dziczek, Raphaela Rozanski, James Galligan, and Kent Scott, Town Administrator, Greg Balukonis and Administrative Services Assistant, Celeste Hanson were present. Selectman John Williams was not present

6:05 p.m. – Chairman Dziczek called the meeting to order in the Foreign Language Room 120 at the Medway Middle School, 45 Holliston Street. All stood for the Pledge of Allegiance.

### **1. *Public Comments:***

- There were no public comments.

### **2. *Approve and sign warrant:***

- Selectman Rozanski moved that the Board approve and sign warrant number thirty-five (35) for fiscal year '05 as read in the total amount of \$940,697.08 Selectman Scott seconded; All ayes 4-0-0 (voted).

### **3. *Recommended Actions for Special Town Meeting:***

- Administrator Balukonis provided the Selectmen with motions reflecting his proposed budget deficit recommendations which were previously presented at the February 14, 2005, Selectmen's meeting. Administrator Balukonis recommended that the Board members should be prepared to offer article motions in the unlikely event that the Finance Committee is unable to come to an agreement, or if the Board is requested to make the main motion on Articles One (1), Two (2) and Three (3). Administrator Balukonis stated that all information presented to the Selectmen during this session was also provided to the Finance Committee and the Town Moderator. Administrator Balukonis reported that a copy of same was forwarded directly to the Board of Health and Town Accountant from the Department of Revenue. Administrator Balukonis reported that all Department Heads are in agreement and support the recommendations as discussed. Administrator Balukonis also provided the Selectmen with correspondence received from Anthony Rassias, Deputy Director of Accounts at the Department of Revenue relative to the Board of Health's solid waste budget.
- Administrator Balukonis reminded the Selectmen that the Finance Committee is expected to vote their recommendations at their 6:30 p.m. meeting.

### **4. *Reports of the Selectmen***

- Selectman Scott reported that he obtained a copy (which was forwarded to the Chairman's attention) of the Planning Board's response to Mr. Paul DeSimone's inquiry regarding use of outside consultants. The Chairman provided his copy to the Administrative Services Assistant and asked that it be included in the Selectmen's next meeting packet.
- Selectman Galligan reported that he conversed with Representative Vallee relative to obtaining assistance with securing monies from various State sources and would

## MINUTES OF THE SELECTMEN'S SPECIAL MEETING

February 28, 2005

report back to the Board as warranted. He also reminded the Board members that the School Committee would be hosting a public hearing on March 10 (Thursday) at 7:00 p.m. to discuss the proposed school budget.

- Selectman Rozanski stated that Health Insurance costs will increase twenty percent (20%). Administrator Balukonis suggested that the Selectmen consider contacting an outside consultant for recommendations and reminded the Board that the Town's health insurance contract with MIIA expires on June 30, 2006. Administrator Balukonis also reminded the Board that Attorney Moschos will be present at the March 14<sup>th</sup> Selectmen's meeting.

### *5. Report of the Chairman.*

- Chairman Dziczek reminded the Board that Administrator Balukonis would be conducting the kickoff Departmental Budget Hearings scheduled for Friday, March 4, 2005 at 3:00 p.m. in Sanford Hall. Chairman Dziczek recommended that the Board members keep in mind that the Police Union Contract is currently up for negotiations and to please keep in mind that the Town does not have funds to spend.
- Administrator Balukonis commented that two senior members of the Police Department will be retiring (Sergeants Gerald Tracey and Robert Rojee) and might be able to maintain at status quo.
- Selectman Rozanski also commented that the all departments should submit level funded budgets for review.
- Chairman Dziczek asked the Administrative Services Assistant if there were any items the Board needed to address. The Administrative Services Assistant stated that the Board members needed to stop by the office at their earliest convenience to execute the paper version of the site plans for 2-4 Main Street (Robert Potheau, applicant). The Administrative Services Assistant and Administrator Balukonis acknowledged that the applicant had cured his tax delinquencies with the Town.

*At 6:36 p.m. There being no further business to discuss, Selectman Scott moved that the Selectmen's Special meeting be adjourned; Selectman Rozanski seconded; All ayes 4-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

*NOTE: APPROVED BY BOS ON*

MINUTES OF THE SELECTMEN'S SPECIAL MEETING  
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3:07 p.m. The meeting opened in Sanford Hall of Town Hall with Board of Selectmen members, Raphaela Rozanski, James Galligan and Kent Scott present. Administrator Balukonis was also present.

Selectman Rozanski served as acting Chairman in the absence of Chairman Joseph Dziczek. She announced the purpose of the meeting was to conduct a budget hearing on the Fiscal 2006 Public Safety Budgets. Selectman Rozanski stated that she was surprised that the School Budget presentation was added as a late agenda item.

The Town Administrator presented an overview of recent actions at the February 28, 2005, Special Town Meeting. Administrator Balukonis indicated that the Town will have approximately one hundred thousand (\$100,000) dollars less in net revenues from FY2005 to 2006. He stated the Town is expecting a significant increase in fixed costs, including health insurance which is expected to use fifteen to twenty (15-20%) percent, pension costs which are expected to increase by \$127,000, the allowance for abatements (Overlay) + \$60,000, property/liability insurance + \$40,000. Selectman Rozanski mentioned the health insurance budget could increase by \$600,000 in FY 2006.

**Fire Department/EMS Budgets:**

Fire Chief Wayne Vinton was present. He indicated the largest increase in the Fire Budget is due to increasing part-time (call) salaries from \$70,000 to \$100,000. Administrator Balukonis stated the proposed Town Administrator recommended budget is \$235,850, which is the same dollar amount for FY 2005, including contractual increases. Selectman Scott questioned whether the amounts budgeted for utilities is sufficient in view of potential cost increases. Selectman Galligan commented the Selectmen should look at department budgets in terms of the services that are offered and make cuts to entire programs if necessary in the interest of funding critical services.

Chief Vinton presented the EMS budget. Administrator Balukonis proposes the budget be level funded at \$250,574. He further explained no wage increases should be budgeted until a contract is settled with the new Fire Union.

**Police Budget:**

Police Chief Robert Saleski was present. Chief Saleski expressed frustration over the Fiscal 2006 budget process. He feels the Town should have included additional funds in last year's override for Town services. Chief Saleski stated that Officers Tracey and Rojee will be retiring in Fiscal 2006. The cost of these retirements is \$77,855. In addition, Chief Saleski proposes funding a new detective position, adding the School Resource Officer for a full year, and providing for a contractual increase. The total Police budget proposed by Chief Saleski shows an increase of \$194,982. Chief Saleski explained that the Town will need to also replace two police cruisers at a cost of \$62,000. Administrator Balukonis proposes the Police Department budget be \$1,530,216 for salaries and \$123,000 for expenses. Both amounts proposed by Administrator Balukonis represent level funding.

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**Police/Fire Communications:**

Sergeant William Boultenhouse was present. Sergeant Boultenhouse noted only salary increases are due to increase for Fiscal 2006. The Town Administrator proposed a salary budget of \$182,713 and an expense budget of \$7,150.

**Board of Health and Solid Waste:**

William Fisher and Carol Brodeur were present for the Board of Health staff. Mrs. Brodeur presented a received budget proposal that included the new pay rates in effect on July 1, 2006. Mr. Fisher stated wages are split between the Board of Health and Solid Waste budgets. The Board of Health proposed budget totals \$65,172.16 and the Solid Waste budget is \$1,160,426.40. It was explained that the Solid Waste budget will become a fee-supporting enterprise fund on July 1, 1006. The Town Administrator proposed no increase in the Board of Health budget that includes \$43,342 in salaries and \$21,100 in expenses. Administrator Balukonis recommended that the Solid Waste budget of \$107,305 representing salaries and \$1,005,564 representing expenses. The amended Solid Waste budget proposes \$111,029 for salaries and \$1,049,397 for expenses.

**Building Department:**

The Building Inspector, Robert Speroni was present to address his budget proposal. Mr. Speroni does not anticipate new salaries or expenses, other than contractual increases. In response to questions by the Board of Selectmen, Mr. Speroni stated there has been a drop-off in building permit activity this year. The Town Administrator recommended funding as follows: \$130,380 for salaries and \$6,400 for expenses, which represents level funding.

**Animal Control:**

Administrator Balukonis stated that the Animal Control Officer budget is done on a shared basis with the Town of Millis. Medway's total Fiscal 2005 costs were \$31,059; the proposed Animal Control Fiscal 2006 budget for Medway is \$29,885 which is the amount recommended by the Town Administrator.

**School Department:**

Dr. Richard Grandmont, David Verdolino were present. Dr. Grandmont handed out his presentation "Fiscal 2006 Budget Presentation". He indicated the requested budget is \$21,051,096, net of School choice receipts or a 5.8% percent. This is the amount necessary to continue school programs at a high level. The alternate school budget provides only for contractual and other obligations. No new programs are provided for in the "status -quo" budget totaling \$20,566,535. The status quo budget provides for a \$665,832 or 3.3% increase

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over Fiscal 2005. The final alternative not proposed by the school is level dollar funding of \$19,900,703. Dr. Grandmont believes level funding the school budget would have a detrimental effect on the Medway School System. He indicated level dollars is a budget scenario that he is not prepared to explain the impacts on education. They would be serious in Dr. Grandmont's opinion.

Selectman Rozanski explained under the revenue estimates provided by the Town Administrator it appears the Town will have no additional revenue to fund programs in Fiscal 2006.

Dr. Grandmont indicated he will be meeting with the School Committee next week, and they will decide what actions to take on the Fiscal 2006 budget.

*5:45 p.m. There being no further business to discuss it was moved and voted that the meeting be adjourned; all ayes 3-0-0 (voted).*

Respectfully submitted,

Greg L. Balukonis  
Town Administrator

*NOTE: APPROVED BY BOS ON*



MINUTES OF THE SELECTMEN'S MEETING  
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Present: Selectmen John Williams, Raphaela Rozanski, and James Galligan; Town Administrator, Greg Balukonis and Administrative Services Assistant, Celeste Hanson.

At 6:30 p.m. Vice Chairman Williams called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance. Selectman Galligan moved that the Selectmen adjourn to Executive Session for reason number three "to discuss strategy with respect to collective bargaining or litigation" and to return to public session; Selectman Rozanski seconded. Roll call vote: Selectman Galligan—aye; Selectman Rozanski—aye; Vice Chairman Williams—aye 3-0-0 (voted).

**Return to Open Session**

Present: Selectmen Joseph Dziczek, John Williams, Raphaela Rozanski, Kent Scott and James Galligan; Town Administrator, Greg Balukonis and Administrative Services Assistant, Celeste Hanson.

7:10 p.m. – Vice Chairman Williams announced that the Selectmen voted to return to open session and he returned control of the regular session back to Chairman Dziczek who called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

1. ***Public Comments:*** *There were no public comments.*

2. ***Bond Anticipation Note Signing:***

- Treasurer Al Pater was present and came forward to present \$22,372,000.00 in Bond Anticipation Notes for Board consideration. Treasurer Pater stated that the note proceeds would be used for the construction and equipping of the new high school, repairs to two school campus roofs and restoration of Choate Pond. Treasurer Pater indicated that as a result of the bond sale, Moody's down graded the town's general obligation debt rating to A2 from A1 status. Treasurer Pater stated that the bond sale would occur on March 18 2005, and would become payable March 16, 2006. Treasurer Pater stated that the interest rate of 3.50% was secured. Selectman Rozanski read the certificate and the vote. Vice Chairman Williams moved that the Board approve the purchase of Bond Anticipation Notes in the amount of \$22,372,000.00 as recommended by Treasurer Pater; seconded by Selectman Rozanski; all ayes 5-0-0 (voted).

3. ***Approve and sign warrant:***

- Selectman Rozanski moved that the Board approve and sign warrant number thirty-seven (37) for fiscal year '05 as read in the total amount of \$577,002.69; Vice Chairman Williams seconded; All ayes 5-0-0 (voted).

4. ***Approval of Minutes:***

- Selectman Williams moved to approve and accept with amendments the Board of Selectmen's Special Session meeting minutes of March 4, 2005; Selectman Scott

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seconded; ayes 3-0-2; Chairman Dziczek and Vice Chairman Williams abstained (voted).

- Selectman Williams moved to approve and accept the Board of Selectmen's Regular Session meeting minutes of February 14, 2005; Selectman Scott seconded; ayes 4-0-1; Vice Chairman Williams abstained (voted).
- Selectman Williams moved to approve and accept the Board of Selectmen's Regular Session meeting minutes of February 28, 2005; Selectman Rozanski seconded; ayes 4-0-1; Vice Chairman Williams abstained (voted).
- Selectman Williams moved to approve and accept the Board of Selectmen's Regular Session minutes of November 8, 2004; Selectman Rozanski seconded; all ayes 5-0-0; (voted).
- Selectman Williams moved to approve and accept the Board of Selectmen's Regular Session minutes of November 15, 2004; Selectman Rozanski seconded; all ayes 5-0-0; (voted).
- Selectman Williams moved to approve but not release the Board of Selectmen's Executive Session minutes of February 15 2004; Selectman Rozanski seconded; ayes 3-0-2; (voted) Selectman Scott and Chairman Dziczek abstained.

**5. *Town Administrator Screening Committee:***

- Vice Chairman Williams stated that six citizens and two selectmen have volunteered to serve on the Town Administrator Search Committee (Search Committee). Vice Chairman read the names of the citizen and selectmen volunteers; Sandra Bennett, Diane Coulter, Ruth Allen, Mary O'Leary, Matt McConville, Andy Rodenhiser, Selectmen Kent Scott and James Galligan. Vice Chairman Williams asked if both Selectmen still wanted to serve on the Search Committee—both Selectmen indicated that they would like to serve on the Search Committee.
- Vice Chairman Williams moved that the Board approve and appoint all six at large individuals and the two selectmen who volunteered their services to serve on the Town Administrator Screening Committee; Selectman Rozanski seconded the Vice Chairman's motion and the board entered into a discussion prior to voting on the motion.
- Vice Chairman Williams indicated that he did not feel that having two Selectmen serve on the Search Committee would interfere with the final outcome or actions of the committee. Selectman Rozanski supported the Vice Chairman's comment and stated that she felt that having two selectmen serving on the committee would be beneficial and would also like to have the committee's recommendation of candidates by or before the Annual Town Meeting. Selectman Galligan asked if the committee required an odd number of participants. Vice Chairman Williams indicated that an even number of participants could serve the committee.

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- Chairman Dziczek noted that some of the volunteers were in attendance and asked if they had any comments. Mrs. Mary O'Leary stated that she has served on many town committees and inquired why the Selectmen needed to be involved on the committee as the Selectmen have final approval. Mr. Charles Myers also stated that he feels that the two Selectmen should not serve on the committee and that when the School Committee went through the exercise of hiring the new school superintendent there were no school committee members on the selection committee.
- Vice Chairman Williams reiterated his opinion and position that there is absolutely no reason why the two selectmen can not serve on the search committee and as members of the search committee, they are not representatives or voices of the Board, they are simply volunteers who are interested in serving their town. Selectman Rozanski voiced her support of the Vice Chairman. Mrs. Mary O'Leary stated that she would withdraw as a candidate on the search committee.
- Vice Chairman Williams amended his motion to read: that the Board approve and appoint all citizens at large (5) and two selectmen who volunteered their services, accept the withdrawal of Mrs. O'Leary and direct Mrs. Coulter to schedule the first meeting of the Town Administrator Screening Committee; Selectman Rozanski seconded; all ayes 5-0-0 (voted). Chairman Dziczek directed the Administrative Services Assistant to prepare the necessary Appointment Certificates and urged the members of the screening committee to contact the Town Administrator or Vice Chairman Williams if they had any procedural questions.

**6. Budget Hearings:**

- Administrator Balukonis noted that Fiscal 2006 Budget Hearings scheduled for this evening were Public and Social Services, General Government and Intergovernmental. Administrator Balukonis stated that several department representatives were present to explain their budget submittals and answer questions that the Board may have.
- Chairman Dziczek asked that Treasurer/Collector Pater begin his presentation. Treasurer Pater commented that the budget he submitted included \$193,100 for salaries and the remaining \$40,000 represents miscellaneous charges for departmental expenses. Selectman Rozanski asked if the budget that was submitted was a level funded budget and if the budget included level services. Treasurer Pater stated that the budget is level funded and that the services are level as well and that his office currently utilizes the Senior Aide Program in order to maintain the proper services. Treasurer Pater stated that he was unsure where cuts would occur should there be a need and that he would need to do a bit more due diligence before identifying budget cuts to staff or services as he has just come on board with the Town of Medway.

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- Town Clerk Mary Jane White came forward to present the budget which includes submittals for Town Clerk, Registrations, and Elections. Town Clerk White indicated that budgets were level funded and that the Elections budget was lower than the previous year due to only one election being scheduled. Chairman Dziczek asked if the Town Clerk could maintain current services and make cuts internally. The Town Clerk stated that her office presently maintains current services as warranted and also utilizes the Senior Aide program which further assists meeting the demands of a growing town. Town Clerk indicated the increase to salaries is based on contractual obligations.
- Mark Flaherty, Water and Sewer Superintendent came forward to present his department budget and stated that there were increases in the budget due to fuel increases and expenses of the like. Superintendent Flaherty stated that in general his department has been keeping expenses down. Chairman Dziczek inquired about the well increase charges. Superintendent Flaherty stated that the issue has been discussed with DEP and he is still waiting to hear back from DEP. Superintendent Flaherty stated that charges would increase through water services. Currently, the department has noted higher pumping rates which indicates a possible leak that is currently under investigation. The leak will cause a regulatory issue which will require studies, advertisements, etc which is an unforeseen expense. The department budget is based on known facts. Superintendent Flaherty stated that the Sewer budget is level funded. Selectman Galligan inquired if the sewer department also operates through an enterprise fund. Superintendent Flaherty stated it is not currently run through an enterprise fund, but that matter is being further investigated. Superintendent Flaherty indicated that the utility enterprise fund is very different from the trash-type enterprise fund and requires much more due diligence before the change can occur.
- Matt Hayes, Planning Board member, came forward to present the Planning Board budget and stated that he believed that the budget submitted was level funded and also proposed to increase the Planning Board staff with a part-time assistant to the full-time Planning Board Assistant. Mr. Hayes noted that his department also utilizes the Senior Aide Program for mailings and that the department has managed to keep consultant fees low. Mr. Hayes noted that the funds saved from keeping the consultant fees down would fund the proposed part-time assistant. Chairman Hooper came forward and agreed with Mr. Hayes's representation and he stated that the budget submitted was indeed level funded and that the decrease in consultant fee expenditures would fund the part-time assistant.
- DPS Director David D'Amico came forward to presented his level-funded departmental budget which reflects a vacant position. Director D'Amico stated that he has consistently tried to consolidate as much as possible in an effort to keep expenses down to a minimum. Selectman Rozanski inquired if the DPS budget reflected level services. The Director indicated that the budget he submitted was a level service budget. Director D'Amico stated that if he provided level services there would be a definite problem as the department would not be able to provide

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the required Town services and that his department has a difficult time providing and meeting the current level of service. His concerns are the constant uncontrolled expenses associated with fuel, parts and repairs to vehicles. Chairman Dziczek commented that the fuel/parts is over budget due to uncontrolled cost increases/expenses. Director D'Amico indicated that was the case. (The Administrative Services Assistant left the Board meeting for approximately 15 minutes and returned during a discussion of sharing services) The Board was pleased that the department head is utilizing services through elimination of other services. Selectman Scott commented that investigating shared services not just within a specific department but between departments would also be favorable.

- Administrator Balukonis handed out a report and presented his overview of the remaining departmental budgets which were all level funded. Administrator Balukonis stated that the school budget reflects a status quo budget not what was actually requested by the school department. The intergovernmental budget changes reflect a increase of 15 to 25% in the health insurance costs other increases to county retirement and general liability insurance.

**7. *Budget Update/Analysis:***

- Administrator Balukonis referred the Board to his memorandum dated March 9, 2005. The Administrator read through the memorandum and further explained the "Sources and Uses of Fund" chart that he recently updated as well as his budget recommendations and how he arrived at such. Chairman Dziczek asked what dates the Selectmen would have to take action by. Administrator Balukonis responded with a copy of proposed calendar dates the board could utilize as a guide in order to stay on track throughout the budget discussions. The Administrator asked Vice Chairman of the Finance Committee, Diane Coulter, if a joint meeting between the Selectmen and the Finance Committee would be scheduled as he had tentatively had that matter scheduled for April 6. Vice Chairman Coulter stated that the Finance Committee had not discussed the meeting but had targeted that date on the calendar and would confirm and get back to the Administrator. The Board briefly discussed conducting a Citizen Informational Session in an effort to explain the Town's current financial issues and plan of action to the citizens prior to Town Meeting.
- Mr. Charles Myers inquired as to the status of the free cash position. Administrator Balukonis indicated that the free cash number is not currently available; however, the Town Accountant had informed him that the amount would not be significant.
- Administrator Balukonis indicated that he and the finance team are and will continue to meet on a regular basis and will report back to the Selectmen and the Finance Committee as warranted.

**8. *Report of the Town Administrator:***

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- Administrator Balukonis advised the Board that as of Friday (March 11, 2005) the town had expended a total of \$456,851.00 on snow removal operations and it expected to be offset by federal reimbursements of approximately \$100,000.00 for the snow storm beginning on January 23. This information reflects that the Town will have a substantial snow deficit in excess of \$300,000.00 at the end of the current fiscal year. Administrator Balukonis stated that he presented the \$300,000.00 snow deficit on the preliminary Fiscal Year 2005 budget recommendations to the Finance Committee at the prior week's meeting. The Administrator stated that the MMA is also compiling state-wide information on snow removal expenses to date and he will provide them with a summary of Medway's costs.
- Administrator Balukonis stated that he recently met with Town Counsel to review the status of land acquisitions for the Route 126 Reconstruction project. Administrator Balukonis reported that the Town must provide clear Right-of-Way titles before Mass Highway provides funding for the project. The Administrator stated that the Town has set the goal of resolving all Right-of-Way issues and questions by April 30 and that Town Counsel is in the process of drafting letters to those land owners who have not responded to requests for Rights of Entry, Permanent Easements and Fee Takings. The Administrator stated that he plans to present a recommendation to the Selectmen at their April 11 meeting and that the Selectmen would need to vote any land taking no later than their April 25<sup>th</sup> meeting.
- Administrator Balukonis reported that the Board was provided with a copy of Moody's Investor Services Bond Rating Report dated March 1, 2005. The Administrator indicated that he, the treasurer/collector, town accountant and fiscal advisor (Lisa Dickenson of UniBank) participated in telephone conference with Moody's. The report indicated that Medway's bond rating was downgraded from A1 to A2 and that Moody's had placed Medway on the watch-list due to financial limitations. Moody's commented that expenditures continue to outpace revenues in Fiscal 2004 with the major expenditure categories of employee benefits and education costs increasing 25% and 4.3%; these considerations taken with other negative factors caused a declining undesignated fund balance. The Town Administrator commented that a key to improving the Town's rating would be to rebuild the financial reserves in the near future.
- Administrator Balukonis provided an update regarding March 4<sup>th</sup> correspondence received from DOR Deputy Commissioner Gerard Perry. The Administrator indicated that the Town Accountant has completed and submitted Schedule A to DOR on March 7. Administrator Balukonis reported that DOR approved the Fiscal 2005 Tax Rate at \$14.23 and that tax bill are being prepared reflecting the approved rate and would be mailed to all taxpayers within two weeks. Tax payments are due to the Treasurer/Collector in full by May 2.
- Administrator Balukonis responded to a Board request and submitted a Town Administrator Task List of all outstanding projects and follow-up items. Administrator Balukonis noted that the major follow-up items are preparing of the

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Fiscal 2006 budget and for the annual town meeting. The Administrator also noted that numerous procurement activities are in various stages of completion. Administrator Balukonis plans on updating the list at least twice per month.

- Lastly, the Administrator informed the Board that the Board of Health submitted a late annual town meeting warrant article request and asked the Selectmen for accept the articles that were submitted.

**8. Other Board Business:**

- Selectman Rozanski read the invitation received from Cybex relative to the 495 Business Park informative gathering scheduled for March 23, 2005, and encouraged board members to attend if they are available and to confirm their attendance with the Administrative Services Assistant.
- Selectman Rozanski also reminded Board members and listeners that Town Moderator Cerel will be conducting a Town Meeting Work shop scheduled at the Senior Center on Saturday, March 19 from 8:30 to 10:00 a.m. and encouraged board members to attend if they are available.
- Selectman Scott indicated that the Planning Board recently prepared answers to questions raised by Mr. Paul DeSimone. Selectman Scott stated that the Planning Board put a lot of effort into the matter and that Mr. DeSimone had not yet received a copy of the prepared response and believes that a copy should be forwarded as soon as possible. Selectman Rozanski stated that she could get a copy to Paula at Mr. DeSimone's office.
- Administrator Balukonis recommended that the Selectman forward an emergency Transfer Request to the Finance Committee in order to pay the invoice for engineering services in relation to the Planning Board's need for professional services rendered as a result of the CLAFCO law suit. Administrator Balukonis stated that the Selectmen's Legal Budget is quickly being reduced as a result of hiring special counsel to handle the employee healthcare issue. Selectman Williams supported the Town Administrator's position and moved that the Selectmen forward an Emergency Transfer Request in the amount of \$4,182.56 for professional services rendered in the Planning Board's preparation of the CLAFCO lawsuit; seconded by Selectman Rozanski; all ayes 5-0-0 (voted).
- Chairman Dziczek read the notice submitted by Medway Pride Day's Chairman, Wendy Rowe that the event will be held on Saturday, May 21, 2005, at the Medway Middle School Edmund Charland Field and anyone interested in purchasing a booth or anyone who has any questions may contact Chairman Rowe at 533-4628.
- Administrator Balukonis stated that the contract for the new ambulance was ready for Selectmen's signatures and will be delivered in six months. The Town will be making annual lease payments over the next five years then the Town will own the ambulance. Chairman Dziczek inquired if the funds for the ambulance are

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expended from the department's enterprise fund. Administrator Balukonis stated that the ambulance payments will be made from the enterprise fund.

- Certificate of appointments for the Medway Affordable Housing Committee were rescheduled for the next scheduled Selectmen's meeting on March 21, 2005.

**9. *Reports of the Selectmen***

- Selectman Scott reported that he recently attended a CPC meeting and that the CPC would like to sponsor a meeting with the Selectmen in order to collect ideas for proposed uses of the newly acquired 2B Oak Street. Selectman Scott also indicated that he recently attended an Historical Committee Meeting and that a public hearing will be held on April 12, 2005, and encouraged anyone who is interested to attend. Selectman Scott also indicated that he recently attended the Affordable Housing Study Group's first meeting and will provide updates to the Selectmen as warranted.
- Selectman Galligan reported that the Audit Committee will be meeting on Thursday, March 31 at 7:00 p.m. and asked if the Town Administrator could confirm attendance with the auditors and get the meeting posted. Administrator Balukonis indicated that he would confirm the auditor's attendance and that the Administrative Services Assistant will post the meeting as requested. Selectman Galligan also reported that Mrs. Kathy Reed from the Department of Revenue (DOR) confirmed that she will be available on Tuesday, March 29<sup>th</sup> to conduct the financial workshop. Selectman Galligan asked Administrator Balukonis if Sanford Hall was available and if he could also invite department heads and committee members to attend the workshop. The Administrative Services Assistant confirmed that Sanford Hall is available and reserved for the workshop as previously discussed. Administrator Balukonis indicated that he will forward an e-mail to all department heads and boards/commissions informing them of the workshop to be conducted by DOR. Selectman Galligan also thanked all the volunteers that attended and participated in the recent blood drive. Selectman Galligan also indicated that he recently attended the Norfolk County Selectmen's Association meeting with Selectman Rozanski and found the meeting to be very informative.
- Selectman Rozanski reported that there will be a presentation sponsored by Blue Cross/Blue Shield that the Insurance Advisory Committee might benefit from due to the rising healthcare expenses. Selectman Rozanski also reported that the Arc of Innovation will be making a presentation to the Board on April 4 and mentioned that both State Representatives as well as other individuals involved in Town projects are affiliated with the group and are looking forward to their presentation.
- Selectman Williams stated that he would like to thank all the people who have volunteered to serve on the Town Administrator Search Committee. He also wanted to remind people that if a member of the Search Committee decides to withdraw from serving on the committee, the vacancy will not be filled which was his reason for appointing all the individuals who applied.



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***10. Report of the Chairman.***

- Chairman Dziczek stated that he recently attended a Planning Board Public Hearing regarding preliminary contractor plans to develop property/land on Charles River Road and was very pleased with the turnout of Town Board/Committee representatives as well as area residents who attended and participated in the hearing. Chairman Dziczek encouraged individuals who have questions about such projects to attend these important public meetings.
- Chairman Dziczek also stated that it was stated at the recent FinCom meeting that the Town is in a dire state financially and should expect significant cuts. Chairman Dziczek stated that he would like and fully supports a presentation to the Town in order to explain the current financial status. Selectman Scott also noted his support of a "State of the Town Address" which would explain to Town citizens what would be occurring at the Annual Town Meeting and what the Town needs to do as a community to work through these troubling times. Selectman Scott stated he hoped that the "State of the Town Address" would be broadcast on the Town's cable as well as publicly advertised in order to get the interests of as many citizens as possible.

*10:35 p.m. There being no further business to discuss, Selectman Williams moved that the meeting be adjourned; Selectman Rozanski seconded; All ayes 5-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

***NOTE: APPROVED BY BOS ON***

## MINUTES OF THE SELECTMEN'S MEETING

March 21, 2005

Present: Selectmen Joseph Dziczek, John Williams, Raphaela Rozanski, Kent Scott and James Galligan; Town Administrator, Greg Balukonis and Administrative Services Assistant, Celeste Hanson.

7:05 p.m. – Chairman Dziczek called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

### **1. *Public Comments:***

- Mr. Mark Cerel, Town Moderator came forward to address the Selectmen regarding changing the location of the Annual Town Meeting from the Medway Middle School to the new Medway High School. Mr. Cerel indicated that he spoke with some board members individually and he would like to get the most benefit out of town meeting and feels that the middle school auditorium is not adequate. Mr. Cerel noted that the new high school lacks cable airing access which he feels is not an issue, and encourages people to watch from home rather than attend the meeting which could cause quorum issues. Mr. Cerel noted that there were ADA issues which he does not know the status of; however, he noted that the school recently held a school play. Mr. Cerel asked that the Selectmen further discuss the issue and consider moving the location of the Annual Town Meeting before the warrant is finalized. Mr. Cerel also took the opportunity to thank the Selectmen and citizens who recently attended his Town Meeting Workshop.
- Mr. Robert Dubovsky, 220 Village Street approached the Selectmen to reiterate his request that the Town perform a roof analysis of all town-owned buildings. Mr. Dubovsky also mentioned that an air conditioning unit is protruding from a classroom window; screens at the Memorial School are in deplorable condition and he also is still waiting for the Municipal Building Committee to recommend his appointment to the committee. Chairman Dziczek explained that the Town does not currently have a specific plan in place to perform a roof analysis; however, perhaps in the future, a capital improvement plan may address the issue. Chairman Dziczek stated that currently there are no roof repairs/replacements scheduled to happen and suggested that Mr. Dubovsky make himself available when the next project is announced. Selectman Scott also stated that a facility assessment would need to be performed. Selectman Galligan noted that air-conditioner issue needed to be directed to the School Committee because there is a specific reason for the air conditioning unit to be there (a student's health issue requires it). Selectman Galligan also stated that the Fire Department is aware of the air-conditioning unit. Mr. Dubovsky indicated that the air-conditioning unit should be placed in another window instead of the current window. Mr. Dubovsky also stated that Dr. Grandmont (School Superintendent) informed him that the screens at the Memorial School are due to be replaced in the Spring. Mr. Dubovsky indicated that he plans on following up on the issues and will continue to appear at Selectmen meetings as he is a concerned citizen and a Medway taxpayer. Selectman Rozanski noted that the Selectmen make the appointments to the Municipal Building Committee.

## MINUTES OF THE SELECTMEN'S MEETING

March 21, 2005

### **2. *Senator Karen Spilka and Representative James Vallee:***

- Senator Karen Spilka and Representative James Vallee were present to discuss miscellaneous issues with the Board of Selectmen. Senator Spilka indicated that the senate committees have gone through reorganization and she has been spending a lot of time in and around the Medway area lately and thought that it would be a great idea to stop in at one of the Selectmen's meetings. Senator Spilka indicated that the State Senate Budget process is behind due to the reorganization and she is not certain when the local aide numbers will be available but as soon as the local aide figures are available she will provide such to Medway officials. Senator Spilka highlighted some of the issues that she is currently advocating for and involved with and indicated that CPC funds are safe. Senator Spilka indicated that she and Representatives Vallee and Rococo work very closely together and will continue to advocate for Medway.
- Representative Vallee confirmed that he, Representative Rococo and Senator Spilka do work closely together and have a great working relationship. Representative Vallee thanked Vice Chairman Williams for all his work and service to the community and wished him well. Representative Vallee indicated that he likes to be involved in various local issues and received a "wish list" from Selectman Galligan which he found to be very helpful. Representative Vallee encouraged Board members to contact him anytime. Representative Vallee stated that he will continue to be a strong advocate for the Town of Medway.
- The Board members were given an opportunity to mention issues and concerns that the Senator and/or Representative could assist with. Chairman Dzikczek mentioned that it had been brought to his attention that the application process relative to wells has been taking an extremely long time and would appreciate any assistance from the Senator or Representative with regard to a quick turnaround. The Board voiced a common need for assistance relative to the rising costs of health insurance, the 495 Business Park sewer extension project and the road reconstruction projects. The Selectmen were thankful for the support given for the Route 126 project and Selectman Rozanski indicated that many area communities share her opinion that Route 109 should be placed on the TIP list and any support that could be given for that project would also be greatly appreciated. School Superintendent Grandmont also thanked the Senator and Representative for assistance and work they are doing relative to Chapter 70 funds.
- Senator Spilka introduced her staff assistant, Pat Venter and Representative Vallee introduced his staff assistant, Jim O'Connor. The Senator and Representative thanked the Selectmen and left the meeting.

### **3. *Approve and sign warrant:***

- Selectman Rozanski moved that the Board approve and sign warrant number thirty-eight (38) for fiscal year '05 as read in the total amount of \$22,912,842.04; Vice Chairman Williams seconded; all ayes 5-0-0 (voted).

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**4. *Approval of Minutes:***

- Selectman Williams moved to approve but not release the Board of Selectmen's Executive Session minutes of March 14, 2005; Selectman Rozanski seconded; ayes 3-0-2; Selectman Scott and Chairman Dziczek abstained (voted).

**5. *Petition/Order for Joint Pole location on Holliston Street:***

- Administrator Balukonis stated that a public hearing was held on March 2, 2005, in Sanford Hall of Town Hall at 4:00 p.m. regarding a request by Verizon New England, Inc. and Boston Edison Company to relocate poles on Holliston Street as noted in the petition. Administrator Balukonis noted that the Board and Clerk were required to sign the Order where indicated. Selectman Rozanski moved that the Selectmen approve the Order for the Joint Pole location as requested by Verizon and Boston Edison; Selectman Williams seconded; all aye 5-0-0 (voted).

**6. *Certificate of Appointments:***

- Selectmen Rozanski moved that the Selectmen execute the certificate of appointments for the Town Administrator Search Committee members as voted on March 14, 2005; Selectman Williams seconded; all ayes 5-0-0 (voted).
- Selectman Rozanski moved that the Selectmen approve and execute the certificate of appointments for the Affordable Housing Committee; Selectman Williams seconded; all ayes 5-0-0 (voted).
- Selectman Galligan thanked all the volunteers for coming forward to serve the Town.
- Selectman Williams also noted, with regret, that Allen Himmelberger resigned as the school committee liaison on the Municipal Building Committee and thanked Mr. Himmelberger for his services to the Town and Committee.

**7. *Report of the Town Administrator:***

- Administrator Balukonis, presented the Board with updated revenue and expense sources and uses of funds chart and explained that updating and revising the figures continues as new data becomes available. Administrator Balukonis reviewed each section of the chart with the Board and answered questions. Administrator Balukonis also reviewed the debt exclusion form and the current revisions to the fiscal 2006 debt expenses. Administrator Balukonis noted that most expenses are dedicated to debt exclusions and that the Town thus far has been very fortunate for not having to experience employee layoffs. Administrator Balukonis noted that, as expected and previously reported, Fiscal 2006 will be very trying; however, the Town, will begin to see positive figures by Fiscal 2007. Selectman Galligan stated

## MINUTES OF THE SELECTMEN'S MEETING

March 21, 2005

that he would also like to hear the Assessors' position on new growth. Administrative Assessor, Brit Hall, was present and explained how he derives the new growth position and further stated that this year an independent appraisal service will be assisting the Town with revaluation analysis projections. Assessor Hall noted that his number is a little conservative. The Board members and Assessor Hall began a discussion regarding the Overlay Reserve position. Assessor Hall began to explain the processes and the discussions that have occurred during Board of Assessors meetings relative to the current Overlay Reserve figure. At that point, Chairman Johnson entered the Selectmen's meeting and was upset that the Selectmen asked Assessor Hall for information that had not been formally requested through the Board of Assessors. Chairman Johnson stated that he would appreciate the Selectmen asking for such information via written request addressed directly to the Board of Assessors rather than Assessor staff. Chairman Johnson left the meeting. The discussion continued and shortly thereafter, Assessor Hall left the meeting as the Selectmen had no other questions.

- Administrator Balukonis reported that he recently met to discuss budget cuts for Fiscal 2006 with School Superintendent Grandmont as directed by the Selectmen. The Administrator indicated that being requested to meet with Superintendent Grandmont cast him in a difficult position as the Town lacks a Charter that would authorize such an action. Administrator Balukonis stated that he felt the meeting was positive and all parties understood that sufficient revenues do not exist in order to fund municipal and school departments at the desirable level. Administrator Balukonis also stated that he did complete a very preliminary plan with budget reducing ideas as requested by the Board. The Administrator reported that all municipal budgets would be cut and could also possibly experience employee layoffs. Administrator Balukonis noted that layoffs are not as easy and cost effective as most people would expect as the Town will need to increase the unemployment cost if the Town decided to cut positions. The Town fully pays the unemployment costs it is not a shared expense. The Administrator indicated that elimination and reduction of some departmental budgets and programs as well as reductions to many public services could be anticipated. Administrator Balukonis indicated that funds could also be extracted from the FinCom reserve fund. After all his recommendations, the Administrator reported that the deficient position reflects a \$665,000 value. Vice Chairman Williams asked if the Administrator could verify approximately how many full time positions could be affected by potential lay offs. Administrator Balukonis indicated that would be perhaps five to seven positions; however, he can not determine where the cuts would be at the present time as he had not yet discussed the situation with his department heads. Selectman Scott thanked the Administrator for his report and indicated his support that the Town Administrator must meet with department heads first before confirming a position. Selectman Galligan supported the Administrator's statement as well and agreed with Selectman Scott. Selectman Rozanski noted that the Town is facing very difficult time and must reassess how funds will be spent. Superintendent Grandmont stated that he must also meet with his financial team and agrees that the Town needs to perform due diligence as people's careers and livelihoods are and will be affected by the decisions made.

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- Administrator Balukonis stated that draft copies of the 2005 annual town warrant had been placed in the Selectmen's meeting packets for review. Administrator Balukonis recommended that the Board go through the warrant articles and flag the articles for discussion. Administrator Balukonis stated that staff could then invite a the department representative to next week's meeting for explanation. The Selectmen reviewed and discussed the warrant articles and instructed staff to ask representatives from the Planning Board, Water Department, Department of Public Services and Community Preservation Committee to attend the next scheduled Selectmen's meeting to address questions relative to the submitted warrant articles.

### ***6. Reports of the Selectmen***

- Selectman Scott did not have a report.
- Selectman Galligan reported that the Town Administrator Screening Committee had their first meeting on Saturday, March 19<sup>th</sup> which resulted in the following committee appointments: Andy Rodenhiser—Chairman; Matt McConville—Vice Chairman and Selectman Galligan—Secretary. The next scheduled meeting will be held on Saturday, March 26<sup>th</sup> at 8:30 a.m. in Sanford Hall. Selectman Galligan indicated that the Committee hopes to present a list of candidates on May 9<sup>th</sup>.
- Selectman Rozanski announced that the State of the State Budget breakfast is scheduled for March 29<sup>th</sup> at Dean College and encouraged attendance by Town representatives if available. The Administrative Services Assistant indicated that she would reserve for anyone wishing to attend. Selectman Rozanski also noted that the Arc of Innovation has been very involved with state road improvement projects and is scheduled to do a presentation at the April 4<sup>th</sup> Selectmen's meeting.
- Selectman Williams reiterated that the Board of Selectmen has no involvement in the Town Administrator Search and the fact that two Selectmen happen to be on the Committee is irrelevant.

### ***7. Report of the Chairman.***

- Chairman Dziczek reminded residents and Town representatives that Medway Pride Day is scheduled for Saturday, May 21 from 10:00 a.m. to 4:00 p.m. and encouraged anyone who would like to volunteer or if there were questions about the Pride Day festivities to contact Wendy Rowe.
- Chairman Dziczek stated that members of the Community Preservation Committee would like to schedule a discussion with other boards, commissions and departments relative to uses of 2B Oak Street
- Chairman Dziczek asked if any Selectmen had questions relative to the Town Administrator Task list that will be updated on a regular basis.

*10:15 p.m. There being no further business to discuss, Selectman Williams moved that the meeting be adjourned; Selectman Galligan seconded; All ayes 5-0-0 (voted).*

Respectfully submitted,

MINUTES OF THE SELECTMEN'S MEETING  
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Celeste Hanson  
Administrative Services Assistant

*NOTE: APPROVED BY BOS ON*

## MINUTES OF THE SELECTMEN'S MEETING

March 28, 2005

Present: Selectmen Joseph Dziczek, John Williams, Raphaela Rozanski, and Kent Scott; Town Administrator, Greg Balukonis and Administrative Services Assistant, Celeste Hanson. Selectman James Galligan arrived late (7:08 p.m.)

7:00 p.m. – Chairman Dziczek called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

1. ***Public Comments:*** There were no public comments.

2. ***Approve and sign warrant:***

- Selectman Rozanski moved that the Board approve and sign warrant number thirty-nine (39) for fiscal year '05 as read in the total amount of \$642,569.11; Selectman Williams seconded; all ayes 4-0-0 (voted).

3. ***Approval of Minutes:***

- Selectman Williams moved to approve the Board of Selectmen's Regular Session minutes of March 21, 2005, with amendments; Selectman Rozanski seconded; all ayes 4-0-0 (voted).

4. ***Approval of Reserve Fund Emergency Transfer Requests:***

- Selectman Williams moved to approve the Emergency Transfer Request submitted by the Fire Department in the amount of \$2,282.84 to cover utility expenses; Selectman Rozanski seconded; all ayes 4-0-1 with Selectman Galligan abstaining (voted).
- Selectman Williams moved to approve the Emergency Transfer Request submitted by the Town Administrator in the amount of \$291.84 to cover engineering expenses incurred by the Planning Board related to the CLAFCO lawsuit; Selectman Rozanski seconded; all ayes 5-0-0 (voted).
- Selectman Williams moved to approve the Emergency Transfer Request submitted by the Town Administrator in the amount of \$4182.56 to cover engineering expenses incurred by the Planning Board related to the CLAFCO lawsuit; Selectman Rozanski seconded; all ayes 5-0-0 (voted).

5. ***One Day All Alcohol License:***

- Selectman Williams moved to approve the One Day All Alcohol License requested by Saint Joseph's Church on Saturday, April 2, 2005, from 7:00 p.m. to 12:00 midnight; Selectman Rozanski seconded; all ayes 5-0-0 (voted).

6. ***Discussion of Annual Town Meeting Location:***

- Selectman Rozanski stated her opinion that the locations of the Annual Town Meeting should remain at the Middle School since there are a few ADA issues



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outstanding to date. Chairman Dziczek questioned the remaining Board members who all agreed with Selectman Rozanski. Chairman Dziczek thanked Vice Chairman Williams for bringing the matter up for discussion and suggesting that the Board perform further due diligence. It was agreed that the Annual Town Meeting location will remain at the Middle School.

### **7. *Report of the Town Administrator:***

- Administrator Balukonis, presented the Board with a copy of MIIA Health Insurance Renewal Proposal for July 1, through June 30, 2006. The Administrator also informed the Board that the proposal reflects an increase in the rate as well as a significant number of new subscribers to the program since July 1, 2005. The Administrator also referred to the MIIA Health Benefits Trust Charts for further detail of claims, premiums and loss ratios as of February 28, 2005; and the summary of headcounts for the Town for the period of February 2003 through January 2005. Selectman Rozanski asked if the chart reflects retiree information. Administrator Balukonis indicated that the retiree information would be included in the BCE/Medex columns.
- Administrator Balukonis stated that he prepared an unemployment analysis for the Boards review. Administrator Balukonis noted that he also prepared a list of alternate cost saving scenarios in addition to some of the suggestions previously reported at last weeks meeting. The Administrator noted that potential employees facing possible layoffs can collect thirty weeks of unemployment at a maximum weekly benefit of \$528.00 plus \$25.00 per dependent. The Administrator also explained some of the examples of cost-saving scenarios do not include the School, Fire or Police departments; the cost saving scenarios are ways to reduce the work week by closing Town Hall Offices on the Friday before celebrated Monday holidays, employee birthday day off, and the Monday off following a Friday celebrated holiday are all options or alternatives to potential layoffs. Chairman Dziczek asked if negotiations with the Union would have to be conducted. Administrator Balukonis stated that discussions with the Union would have to be scheduled before making definite plans. Selectman Scott thanked the Administrator for putting together the list and stated that he appreciated the options presented by Administrator Balukonis. Selectman Rozanski stated that the Administrator's list of ideas is certainly a good start and that discussions with the employees should also be considered as they may also have some ideas as well. Selectman Williams also stated that the Administrator's ideas were helpful. Chairman Dziczek inquired as to what departments the reduced work week would involve. Administrator Balukonis answered that all Town Hall offices, Library, Public Services—school and emergency departments were not considered.
- Administrator Balukonis presented an updated copy of Sources and Uses of Funds revised as of March 28, 2005, and which was also discussed at the recent Finance Committee (FinCom) meeting. Administrator Balukonis noted that FinCom suggested that the school budget be level funded; however, based on the Tri-Country increase, snow and ice expenses and financial warrant articles there still remains a \$656,000 deficit that the Town will need to cure according to recent

## MINUTES OF THE SELECTMEN'S MEETING

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calculations. The deficit figure reflects level funded municipal and local school budgets. Administrator Balukonis stated that figures are still being reviewed and is contemplating more discussion at the next FinCom meeting. Selectman Galligan stated that the deficit would be larger considering union contractual obligations and feels that parties need to consider that the Town does not have the means to fulfill the requests and obligations. Selectman Scott suggested that perhaps dividing some of the town business articles and rescheduling articles as better information becomes available. Selectman entered into a discussion regarding past town meeting scenarios and the possibilities of delaying the financial warrant articles to another town meeting.

### **8. *Reports of the Selectmen***

- Selectman Scott and Vice Chairman Williams did not have a report.
- Selectman Galligan reported that the Town Administrator Search Committee met on Saturday, March 26, 2005 and continues to make progress. The Search Committee has been meeting in Sanford Hall on Saturday mornings and currently the meetings are held in open session. Selectman Galligan encouraged interested parties to attend the open session meetings.
- Selectman Rozanski stated that she attended the reception which was held at and hosted by Cybex. Selectman Rozanski indicated that she felt the reception was a great success and the turnout was excellent as indicated in the letter forwarded by Chairman Wright. Selectman Rozanski also reported that the State of the State Breakfast is scheduled for Tuesday, March 29, 2005, at Dean Junior College in Franklin and encouraged anyone who is interested and available to attend the informative seminar.

### **9. *Report of the Chairman.***

- Chairman Dziczek acknowledged correspondence from Superintendent Jones of Tri-Country Regional Vocational School to Senator Spilka regarding denial of reimbursements for Category 3 projects. Chairman Dziczek directed staff to forward Senator Spilka a letter supporting Superintendent Jones. Also, mentioned was the Tri-County budget and assessments to member towns. Selectman Rozanski inquired if the Town scheduled a meeting with Dr. Jones. Administrator Balukonis responded that Chairman Leader was working directly with Dr. Jones. Diane Coulter, Vice Chairman of FinCom indicated that they are currently working on scheduling a meeting for a budget discussion.
- The Chairman also referred to the Planning Board public meeting notice for proposed amendments to Medway zoning by-law and zoning map scheduled for April 5 at 7:45 p.m. in Sanford Hall.

### **10. *Annual Town Meeting (ATM) Warrant Article Discussion:***

## MINUTES OF THE SELECTMEN'S MEETING

March 28, 2005

- Administrator Balukonis stated that as directed by the Board, department heads and representatives of the Water/Sewer Department, Planning Board and Department of Public Services were present to explain and answer questions relative to the annual town meeting warrant articles.
- Water/Sewer Department Superintendent, Mark Flaherty was present and came forward to explain the Water/Sewer warrant articles. Superintendent Flaherty stated that the first warrant article (Article 19) was recommended by Town Counsel and that the second warrant article (Article 20) represents fee expenses for State required water testing. Superintendent Flaherty stated that the Water/Sewer Department has always presented the warrant articles in this fashion and that the Department prefers to present a warrant article versus making the issue a budget article. The Board was satisfied with the Superintendent's explanation and he left the meeting.
- Chairman Dziczek asked the Department of Public Services Director to come forward to explain the Storm Water Warrant Article 30. The Administrative Services Assistant indicated that the Director submitted an updated version of the warrant article which was handed out separately, along with another set of edited Planning Board warrant articles. Director D'Amico came forward to explain the proposed Storm Water Management Warrant Article which would be added to the Medway Town General By-Laws and that he solicited information from the Zoning Officer and the Planning Board. Planning Board member, Matt Hayes indicated that other local towns have passed this type of warrant article. There was a brief discussion between the Director and Selectmen.
- Chairman Dziczek announced that the Selectmen would begin to review the Planning Board warrant articles and asked that the Planning Board members come forward to address questions relative to the warrant articles submitted. Planning Board members, Matt Hayes and Dan Hooper (Chairman) came forward as representing of the Planning Board. The Selectmen and Planning Board members discussed Articles 14, 16, 33, 34, 35, 36, 37, 38, 39, 40, 41, 43, 44, 45, 46 and 47. The Planning Board members and Selectmen finished their warrant article discussions
- 

*10:20 p.m. There being no further business to discuss, Selectman Scott moved that the meeting be adjourned; Selectman Rozanski seconded; All ayes 5-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

*NOTE: APPROVED BY BOS ON*

MINUTES OF THE SELECTMEN'S MEETING  
March 28, 2005

# MINUTES OF THE SELECTMEN'S MEETING

April 11, 2005

Present: Selectmen Joseph Dziczek, John Williams, Raphaela Rozanski, and Kent Scott; Town Administrator, Greg Balukonis and Administrative Services Assistant, Celeste Hanson. Selectman James Galligan arrived late (7:10 p.m.)

7:01 p.m. – Chairman Dziczek called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

**1. *Public Comments:*** .

**2. *Approve and sign warrant:***

- Selectman Rozanski moved that the Board approve and sign warrant number (20) for fiscal year '05 as read in the total amount of \$862,382.21; seconded; All ayes 4-0-0 (voted).

**3. *Report of the Town Administrator:***

- Administrator Balukonis, presented.
- Administrator Balukonis

**6. *Reports of the Selectmen***

- Selectman Scott
- Selectman Galligan reported
- Selectman Rozanski.
- Selectman Williams.

**7. *Report of the Chairman.***

- Chairman Dziczek
- .

*p.m. There being no further business to discuss, Selectman moved that the meeting be adjourned; Selectman seconded; All ayes 5-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

*NOTE: APPROVED BY BOS ON*

MINUTES OF THE SELECTMEN'S MEETING  
April 11, 2005

## MINUTES OF THE SELECTMEN'S SPECIAL MEETING

April 19, 2005

Present: Selectmen Joseph Dziczek, Kent Scott and James Galligan; Town Administrator, Greg Balukonis and Administrative Services Assistant, Celeste Hanson. Selectmen John Williams and Raphaela Rozanski were absent.

7:00 p.m. – Chairman Dziczek called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

### **1. *Public Comments:***

- Mr. Sal LaRicca was present and inquired if the Selectmen would allow public participation during the meeting. Chairman Dziczek stated that the public would be asked and given an opportunity to voice their opinions and concerns later during the meeting.

### **2. *Approve and sign warrant:***

- Chairman Dziczek moved that the Board approve and sign warrant number forty-two (42) for fiscal year '05 as read in the total amount of \$1,850,754.22; Selectman Scott seconded; all ayes 3-0-0 (voted).

### **3. *Report of the Town Administrator:***

- Administrator Balukonis presented the Lessee Resolution for the new ambulance which required the Selectmen's signature. Selectman Scott moved to accept the Lessee Resolution and that the Board execute the documents presented by the Town Administrator; Selectman Galligan seconded; all ayes 3-0-0 (voted).
- Administrator Balukonis presented the Board with a chart entitled "Town of Medway—Assessment of Indirect Costs for Fiscal Year 2006. The Administrator indicated that said document was also shared with the Finance Committee at the last Wednesday evening meeting. The Administrator explained the indirect costs for each department and how staff arrived with the figures reflected in the chart. Administrator Balukonis stated that he was pleased and confident with the process that staff used to approach this task. The Administrator proposes to seek full recovery of indirect costs which will provide new revenues of approximately \$230,000 in fiscal year 2006. The Administrator indicated that increasing the indirect costs may not be a popular decision for the departments affected and he is planning to meet with each department head with hopes of getting them on board with his proposal.
- Administrator Balukonis mentioned that the Board is currently scheduled to meet on May 2, which is Town Election Day. The Administrator stated that most Boards and Commissions elect to hold their meetings on the day following the Election. Chairman Dziczek stated that he would like to hold action on rescheduling the May 2 meeting for discussion at the April 24 meeting in order to obtain full Board consensus.

## MINUTES OF THE SELECTMEN'S SPECIAL MEETING

April 19, 2005

### **3. *Consideration of rescheduling the May 9, 2005, Annual Town Meeting date.***

- Administrator Balukonis reported that at the last Wednesday's (4/13/05) Finance Committee Meeting it was suggested that the Selectmen move some of the Annual Town Meeting business to June 6, 2005. The Administrator reported that the Town Election is scheduled for May 2, 2005, and that the Selectmen should consider postponement of the Annual Town Meeting business portion to a later date.
- Chairman Dziczek inquired if the recommended June 6, 2005, date would cover actions that the Selectmen are required to take. Administrator Balukonis stated that June 6, 2005, would allow Town Officials to further review the Town's financial position and that moving the Annual Town Meeting to June 6, 2005, is highly recommended and would not cause any difficulties for the Selectmen or the Town.
- The Selectmen entered into a brief discussion. Selectman Scott moved to change the Annual Town Meeting from May 9, 2005, to June 6, 2005, as specified in MGL Chapter 39 Section 9; seconded by Selectman Galligan; all aye 3-0-0 (voted).
- Selectman Scott moved to rescind the warrant article providing for a Contingent Proposition 2 ½ Override; seconded by Selectman Galligan; all aye 3-0-0 (voted).
- Administrator Balukonis presented the Board with an updated Town Election Warrant for their signature. The Administrator informed the Board that the second warrant will require Board approval and signature in approximately five weeks.

### **4. *Consideration of Draft Ballot Question:***

- Administrator Balukonis presented copies of Massachusetts Department of Revenue Proposition 2½ Ballot Questions Requirements and Procedures to the Selectmen for their information and gave a brief overview of various options on how the questions can be presented. The Board entered into a brief discussion relative to debt exclusion and override procedures. Chairman Dziczek stated that these procedures are suggestions to assist the Town with curing the financial difficulties and further stated that even if an override passes, departments will still experience deep budget cuts. Chairman Dziczek also stated that the Selectmen and the Finance Committee will continue to discuss the issue at upcoming scheduled meetings and encouraged citizen participation.
- Mr. Sal LaRiccia had questions that were quickly answered by the Chairman. Selectman Galligan answered Mr. LaRiccia's question relative to the status of the Town employee health insurance issue. He stated that the matter is currently being discussed and proposals and options are being considered. Mr. LaRiccia brought up the School budget and expenses. Chairman Dziczek informed Mr. LaRiccia that some items he is questioning are solely controlled by the School Department and that recommendations will be forwarded to the School Department when the appropriate time warrants for such.



## MINUTES OF THE SELECTMEN'S SPECIAL MEETING

April 19, 2005

- An unidentified resident stood up and inquired about last year's override for the new high school and why the new high school auditorium is not fully usable. Municipal Building Committee Chairman Gerry Lindsey came forward and explained that the State ADA Requirements changed during construction of the new high school and that the MBC is currently working with the ADA to resolve the outstanding issues.
- Chairman Dziczek stressed several times during the discussion that all data being presented is solely for discussion purposes and that all documents are drafts and no official votes or actions have been taken.

### ***6. Reports of the Selectmen***

- Selectman Scott did not have a report.
- Selectman Galligan stated that the Town Administrator Screening Committee has been meeting on a regular basis and is almost ready to provide the Board of Selectmen with their recommendations.

### ***7. Report of the Chairman.***

- Chairman Dziczek reminded the Selectmen that the Medway Business Council have invited Board members to attend the next Medway Business Council lunch at Restaurant 45 and to confirm attendance with the Administrative Services Assistant as soon as possible.
- Chairman Dziczek also reminded all attendees/viewers that Medway Pride Day is scheduled for May 21, 2005, and if anyone is interested in reserving a booth or would like more information about Medway Pride Day to contact Chairman Wendy Rowe.

*8:40 p.m. There being no further business to discuss, Selectman Scott moved that the meeting be adjourned; Selectman Galligan seconded; all ayes 3-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

***NOTE: APPROVED BY BOS ON***

MINUTES OF THE SELECTMEN'S MEETING  
APRIL 25, 2005

Present: Selectmen Joseph Dziczek, John Williams, Raphaela Rozanski, James Galligan and Kent Scott; Town Administrator, Greg Balukonis and Administrative Assistant, Shirley Bliss

7:02 p.m. – Chairman Dziczek called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

***Public Comments:***

- Delores Wright presented Board with a signed copy of a letter she had earlier dropped off unsigned. Letter was written stating the importance of the Senior Center.

***Approve and sign warrant:***

- Selectman Rozanski moved that the Board approve and sign warrant number forty-three (43) for fiscal year '05 as read in the total amount of \$187,815.60 Selectman Galligan seconded; all ayes 5-0-0 (voted).

***Comcast Request to Open CATV negotiations:***

- Board read over letter from Comcast to start contract negotiations. It was decided that the Cable Committee would have to be finalized at which point the Board would have Mr. Frank Foss present to this Board. Mr. Dave D'Amico suggested speaking with Verizon, as they are entering into the cable business.

***Superintendent Mark Flaherty – Sewer Manhole Rehabilitation Contract***

- Mr. Flaherty reported that sewers are under a consent order from the DEP. Cost to improved Inflow and Infiltration is approximately \$300,000.00. Currently the manholes are colored coded and will be checked every three years. Currently the flow is 118-gallons/per minute, which needs to be lowered. By regulations if you use too much (Medway is permitted 1 million gallons) you will be fined or the Town could be sued. Currently State does not considered growth in the allowed number of gallons per minute – this may happen in future. A motion was made to approve and proceed with America Trenchless's contract. All ayes 5-0-0 (voted).

***Draft Letter concerning Charles River Basin Water communities:***

- Charles River Basin Board requesting towns involved agree, sign and forward to their Senator/Representative, wrote Mr. Flaherty. Mr. Flaherty was asked by the Board and agrees to read and recommend any necessary changes to letter. The Board of Selectman stated their support of this letter and asked that once the final draft is written that the Town Administrator sign and forward to appropriate persons.

MINUTES OF THE SELECTMEN'S MEETING  
APRIL 25, 2005

***Public Hearing on Industrial Development Committee – 495 Business Park DIF Application:***

- Mr. Bill Wright, Chairman of IDC gave a quick overview of their intended enhancements to the area including: Village Street to Industrial Park. This includes Main Street, West Street, and Granite Street. Mr. Wright reminded all in attendance that this process has been going on since the May, 2003 Town Meeting where the residents approved 1.3 million. He also stated that the purpose of this project was to maximize the business revenue in Medway. He stated that he has letter of intent from several businesses in the park (Cybex, Parella, Bevelacqua, Conway Development) to not only stay but also possibly expand their business with the installation of sewer in Industrial Park. The IDC has looked into all sorts of possible grants; they are waiting to hear on their Community Development Application, which would grant them \$500,000.00. Their next step is the State District Improvement Financing Program. This Program allows the State to lend the town money based on the projected assessed value of the area once the sewer is installed. Taxes received from businesses would be used to pay back the loan; increased value due to sewer would bring in higher taxes. Mr. Wright projects a complete build out to be 3 – 10 years out. The IDC's next step is to have an article on the Town Meeting Warrant requesting permission to apply for a State District Improvement Loan. Total amount to be financed: 1.3 million.
- The Board then entertained public comments on the matter. Several area residents questioned why the Companies in the Park are not being asked to pay their fair share. Mr. Paul DeSimone IDC Committee member stated that they are by not moving out, by building new buildings and the additional jobs that will be created. Several residents stated that confusion over the project due to lack of communication between the IDC and the area residents. One resident volunteered to speak with his neighborhood. Mr. Wright further explained that this committee is all-volunteer and has no budget to do mass mailings and encouraged all to attend the next meeting (May 10<sup>th</sup>). IDC agreed to set up a special meeting with area residents to further discuss this project. Several area residents agreed with the project stating the benefit of sewer without having to deal with a septic tank and stated that the hook up costs although large when compared to a failed tank is really insignificant. Mr. Wright estimated the hook costs to be capped at \$12,000, as stated in the Article passed at the May 2003 Town Meeting. This fee will not be assessed until the completion of the project. There will be a tie in fee; this fee is paid off over a set number of years. The number of years is set by the State, it is believed to be 10 years.
- As all comments had been heard a Selectman Rozanski moved to close this public hearing; seconded by Selectman Scott., All ayes 5-0-0 (voted). Sal LaRiccia – Andover Plan Presentation

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***Sal LaRiccia—Presentation of the Andover Plan:***

- Mr. Sal LaRiccia presented a plan that would provide level services using less money. He uses a concept that was put into action in Andover, Massachusetts - Brainstorming for a Balanced Budget. This concept involves all the department heads, division head and other budget managers. These participants were asked to suggest ways that the Town could save money in the following areas: Revenue Enhancements, Operational Efficiencies/Costs Savings, and Service Reductions/Eliminations. These sessions came up with 162 ideas. Mr. LaRiccia stated that the current system is not working, and it is time for something new.
- As Mr. La Riccia concluded his presentation, the Board entertained public comments: Several residents stated that it is time for the Board to show leadership and say NO to more money requests. A senior citizen stood up and stated that soon she and others will have to sell their homes to pay their taxes. Citizen Andy Rodenhiser stated that it is time to involve people other than department heads in determining the budget.
- After hearing public comments, the Sal LaRiccia asked to present an article that the Medway Tax Facts group prepared entitled *Medway Tax Facts Costs Reduction Ideas and Level Services*. Mr. LaRiccia passed out an article from a recent Milford Daily News concerning how the Town of Franklin is maintaining level funding. Mr. LaRiccia's plan suggests a possible savings of \$6,806,462.00. His proposal was entered into the record. He also stated that The Medway Tax Facts Group is not in favor of service reductions, just costs savings. He offered his services on facilitating these ideas, and getting a group of people together to brainstorm saving ideas. Chairman Dziczek replied that the BOS would get back to him.

***Board FY 2006 Budget Deliberations:***

- Town Administrator Balukonis presented a budget with a 4.1% across the board reduction. These numbers reflect all departments receiving cuts, no department would be closed, and both Choate and Camp Sunshine and the Library would remain open and no replacements for the two retiring Policemen. It also reflects the estimated Tri-Country funding and the non-funding of salary increases. After a short discussion the Board decided that these numbers were a good place to start.
- Selectman Galligan does not support across the board budget cuts. Priorities should be set. Department heads should be given a budget and told to work with it. He proposed funding Police and Fire in full, as the safety of community is a high priority. He also supports replacing the 2 retiring Policemen.

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- Selectman Williams agrees with cross the board cuts/even percentage cuts. He feels this is the fairest way as choosing would be hard and become too personal. Agrees no cut is easy, but this way avoids any value judgment on people and/or programs. Believes budget is fair and all need to live within it.
- Selectman Rozanski agrees with cross the board 4% cuts.
- Selectman Scott agrees and disagrees with across the board cut. Would like to fully fund safety departments; but believes Senior Center, and schools are the heart of the community and he is not willing to cut that. He would like to know how cuts impact each department. He believes that the Selectmen should be select as to where cuts should be. Mr. Kent also thanked Mr. LaRiccia for his ideas and agrees that a new process is necessary.
- Jay Leader, Finance Committee Chairman stated that across the board cuts do not work because all services have a value, cuts effect departments differently and the effectiveness of across the board cuts may not be doable. Mr. Leader stated that we all already are making value judgments and it is now time for this leadership to step up to the challenge before them.
- Paul DeSimone commented that it is time for the Town to look for other sources of revenue and possibly the sale of land and rising of fees were mentioned.
- Police Chief Saleski stated that he is against 4.1% cut as the current contract guarantees certain funds. Chief Saleski would like to replace the two retiring policemen and he needs \$1,731,200.00 to replace one police officer and \$1,777,123.00 would replace two police officers.
- Chief Vinton reported that he is already over his budget for FY05. He needs \$276,541.00 to fund FY06. When asked about raising rates, he did say that they could raise rates/fees that are covered by private insurance companies. He would like to restore a 4<sup>th</sup> firefighter and the EMT costs for these positions would be recovered in the enterprise fund.
- Wendy Rowe, Library Board of Director stated that the Library needs \$365,217.00 to receive certification and receiving \$351,518.00 would possible receive a waiver. Ms. Rowe stressed that less funding equals less services and less people to handle those services.
- Mary Jane White, Town Clerk stated that a 4.1% cut to her 2-person department would equal a 50% reduction in workforce. She stressed what her office handles and those duties cannot be handle and done well with one person. She did agree that she could work within the cut, if she must.

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- Missy Dziczek, Senior Center Director stated that the Senior Center could survive on a budget of \$100,000.00. She needs \$25,000.00 yearly building costs (heat, electricity) \$25,000.00 yearly bus and van driver, \$15,000.00 Outreach Personnel, and \$25,000.00 programs and salary – this would be a cut in hours.
- Board of Assessors reported that this office could live with the reduction.
- Board of Health stated that the proposed cut would affect the Visiting Nurse program and will check into legality of using solid waste budget to pick up funds.
- Board of Selectmen would reduce office staff and use funds to hire part time secretary to attend the Selectmen meeting and take minutes, the office cannot cut expense items, as all departments utilize the office, there would be a savings of \$7,383.85.
- Town Accountant stated that the cuts would lead to fewer hours by staff.
- Department of Public Services stated that the cuts to the Traffic Signals budget would result in having blackening out some lights; and that the Tree/Moth Agent could possibility fall under DPW budget and the Road Repair budget can live with cuts. The Department could utilize current funds from open position for fuel. The Vehicle Maintenance budget is currently running over due to fuel costs. Snow Removal is always an unknown and the Street Light budget can not afford cuts is utilizing all of the current funds budgeted.
- Parks Department: Choate Summer Program to discuss the option of making this a fee-based program.
- Treasurer/Tax Collector the department could change one full time position to part time.
- MIS/Technology is universal to all departments and the Professional and Technical can be reduced by \$20,000.00.
- Tri-County Voc: Level funding necessary. FY06 fees jumping an additional \$125,000.00.

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- Library: The Board voted as follows on funding of the library:  
  
Raphaela Rozanski: Remain open, but fund at lowest possible level.  
Kent Scott: Remain open, but not fully funded  
James Galligan: Would agree to keep open with less funding.  
John Williams: Remain open with as much of a budget as possible.  
Joseph Dziczek: Remain open, but not fully funded.
- The Board discussed debt exclusion. Selectman Galligan believes that if it is explained to the community that the requested funds would be used for capital improvements which would then free up some cash to be used for expenses. Mr. Williams would support a debt exclusion as long as it is presented as an increase in taxes.
- Selectman Galligan took a few minutes to thank John Williams for his many years of service to the Town of Medway.

*12:02 a.m. There being no further business to discuss, Selectman Galligan moved that the regular Selectmen's meeting be adjourned and the Selectmen enter into Executive Session not to return to public session for reason number three "To discuss strategy with respect to collective bargaining" Selectman Scott seconded; Roll call vote Selectman Dziczek—Aye; Selectman Williams—Aye; Selectman Rozanski—Aye; Selectman Galligan—Aye and Selectman Scott—Aye ayes 5-0-0 (voted).*

Respectfully submitted,

Shirley Bliss  
Administrative Assistant

*NOTE: APPROVED BY BOS ON*

## MINUTES OF THE SELECTMEN'S MEETING

May 2, 2005

Present: Selectmen Joseph Dziczek, James Galligan, Raphaela Rozanski, and Kent Scott; Town Administrator, Greg Balukonis and Administrative Assistant, Shirley Bliss. New Selectman, Glenn Trindade arrived after the Town Election results and was welcomed by the Board.

7:05 p.m. – Chairman Dziczek called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

### **1. *Public Comments:***

- Delores Wright suggested that to save money, the town should once again consider split sessions for the schools. Mrs. Wright also stated that the healthcare costs are a major issue; she also asked who was going to help her pay her taxes as she pays as much as she can at the moment. Selectman Dziczek suggested that she contact both State and local agencies, both have many programs available for the elderly.
- Paul DeSimone, Member Medway Business Council requested and received Board permission to look into the sale of 2 particular parcels of land, already owned by the Town. Mr. DeSimone did not mention the location of these lots, but thought if they were sold they would net the Town approximately \$700,000.00. By selling these parcels, not only would the Town receive some much needed funds, but it would also place them back on the tax roll. These funds could and should be used for the road repairs that will not be funded in current budget. Mr. DeSimone will report back to the Board at the Monday, May 9, 2005 meeting.
- Leo O'Rourke inquired about an idea he had heard concerning the library. It was mentioned to him that the library would be closed and moved into an empty area of the Middle School. He stated that he liked this idea and that it would still meet the public function requirement of a public library. Selectman Rozanski stated that the renovations to the library were done with public funds and should the library building be closed, those funds would have to be repaid; approximately \$800,000.00. Selectman Dziczek also stated that the town had to be careful about selling off property, as the costs may be greater in the future, to replace sold off property. Medway Library Trustee, MaryAnn Cabibbo, stated that combining the library with the schools would not work for many reasons: the school could not accommodate all of the books the library currently owns, it is primarily a library for 5 – 8<sup>th</sup> graders not the adult public. The public access is an issue, plus the move is not possible under State Library mandates. Selectman Rozanski inquired about raising funds through room rentals. Ms. Cabibbo replied that most of the groups using the rooms are town groups or non-profits. The Community Education Program does use the rooms and they do pay a fee.

### **2. *Fiscal 2006 Budget Deliberation consideration of Ballot Questions and Special Election:***

- Chairman Dziczek stated that there would be not public comments during this discussion, if the Selectmen had a question the involved Department Head may answer the directly asked question. The Board would look at each department total and if any



## MINUTES OF THE SELECTMEN'S MEETING

May 2, 2005

Selectman wished to discuss it, they would make note and return at the end to discuss those items noted. Administrator Balukonis presented a budget with an across the board cut of 5.6%. This budget did level fund both the Police and Fire Departments. Replacing the two (2) retiring officers. The Selectman also had a copy of the Finance Committees recommended budget, which represents a balanced budget. For the purpose of discussion Selectman Rozanski motioned and Chairman Dzikczek seconded that the Selectman use the report presented by the Town Administrator. Selectmen Galligan and Scott suggested using the Finance Committee budget.

- **Selectmen Totals:** Change budget from FinCom proposed \$166,394 to \$180,094. By leaving at current level, can use additional funds as a negotiation tool in hiring the new Administrator.
  - **FinCom Total:** Selectman to recommend no change.
  - **Accountants Totals:** Selectman to recommend no change.
  - **Assessors Totals:** Selectman to recommend no change.
  - **Treasurers Totals:** Selectman to recommend no change.
  - **Legal Totals:** Selectman to recommend no change.
  - **MIS/Technology Totals:** Selectman to recommend no change.
  - **Town Clerk Totals:** After a discussion it was decided to add an additional \$20,000.00 to the FinCom recommended budget bring the total budget to: \$67,845.00. All agreed that this is an important office in servicing the community and ensuring the filing of all paperwork in a timely manner.
  - **Election totals:** Selectman to recommend no change.
  - **Registration totals:** Selectman to recommend no change.
  - **Conservation Totals:** Selectman to recommend no change.
  - **Planning Board Totals:** Selectman to recommend no change.
  - **Zoning Board Totals:** Selectman to recommend no change.
  - **Industrial Development Totals:** Selectman to recommend no change.
  - **CIPC Totals:** Selectman to recommend no change.
  - **Annual Town Report Totals:** Selectman to recommend no change.
  - **Municipal Debt totals:** Selectman to recommend no change.
  - **Property and Liability Insurance:** Selectman to recommend no change.
  - **Employee Benefits Totals:** Selectman recommended no change, with the acknowledgment that it does not include the contractual increases of \$90,000.00.
  - **Workmen's Comp. Totals:** Selectman to recommend no change.
  - **Unemployment Compensation totals:** After a discussion to make sure this was enough to cover pending lay-offs it was decided to recommend no change, as the lowering of health care costs will offset the raise in this cost.
  - **Health Insurance totals:** Selectman to recommend no change.
  - **Other Benefits Total:** Selectman to recommend no change.
  - **Building Maint Totals:** Selectman to recommend no change.
  - **Traffic Signal Expenses:** Selectman to recommend no change.
  - **Tree/Moth Totals:** It was discussed and approved to combine \$8,650.00 of this budget with that of the DPS. Leaving this budget total at \$1,000.00.

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- **DPW Road Repair Totals:** Selectman to recommend no change.
- **DPS Totals:** with the additional funds and an additional \$1,350.00 from Tree/Moth the new budget approved was: \$613,709.00.
- **Vehicle Maintenance totals:** Selectman to recommend no change.
- **Snow Removal Totals:** Selectman Dziczek suggested that there be more approved for snow removal as current level is never enough. Mr. Leader, Chairman FinCom stated that once that money is approved for snow removal, you cannot use it anywhere else, and thusly it will be sitting there all year. He also stated that once you increase that number, you may never reduce it. It was decided to recommend no change to this budget total.
- **Street Lightning Expenses:** Selectman to recommend no change.
- **Charles River Pollution Expenses:** Selectman to recommend no change.
- **Sewer Totals:** Selectman to recommend no change.
- **C.O.A. Totals:** Selectman to recommend no change.
- **Veterans Totals** Selectman to recommend no change.
- **Library Totals:** Selectman Rozanski read a letter from the Pat Marshall, Director of the Library outlining the losses should the library not be fully funded. Selectman Dziczek agrees with Selectman Rozanski in that the library should be left open. The money in the FinCom budget closes the doors. After a discussion, the Roll Call vote was taken as to the amount Selectman would recommend: Selectman Rozanski – fund but reduce hours, Selectman Trindade: FinCom Number, Selectman Scott: FinCom Number, Selectman Galligan, FinCom Number, Selectman suggested no change, Chairman Dziczek, nay to FinCom recommendation. The amount recommended by Board of Selectman will be the FinCom number of: \$51,546.00. Ayes 3-2-0.
- **Parks Total:** Selectman to recommend no change.
- **Choate Park Totals:** Selectman Rozanski suggested giving Choate a \$1,000.00 budget so that it would cover the costs of someone to collect the funds from the public. A roll Call vote was taken on this suggestion: Selectman Trindade: FinCom Number, Selectman Scott: FinCom Number, Selectman Galligan, FinCom Number, Selectman Rozanski, \$1,000.00, Chairman Dziczek, \$1,000.00. The amount recommended by the Board of Selectman will be the FinCom number of: \$0.00. Ayes 3-2-0.
- **Sunshine Group Totals:** Selectman to recommend no change.
- **Medway Disability Commission:** Selectman to recommend no change.
- **Memorial Commission Expenses:** Selectman to recommend no change.
- **Historical Commission Expenses:** Selectman to recommend no change.
- **Police Totals:** Selectman Galligan suggested that this total be changed to \$1,771,122.00 an increase of: \$116,448.00. These additional funds would backfill-retiring officers. Police Department will gain an officer, as the Resource/DARE Officer's grant has expired and that officer will go back into the duty rotation. The Selectman will recommend a change of \$116,448.00 to the FinCom's recommend Police budget brining the total to: \$1,771,122.00. It was later voted to reduce the police department positions from two to one.
- **Police/Fire Communication Total:** Selectman to recommend no change.

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- **Fire totals:** Selectman to recommend no change.
- **Building Totals:** Selectman to recommend no change.
- **Civil Defense totals:** Selectman to recommend no change.
- **Animal Control Expenses:** Selectman to recommend no change.
- **Health Totals:** Selectman to recommend no change.
- **School Expenses:** Chairman Dziczek noted school statistics on paraprofessionals (77 = Approx \$1,000,000.00/year), school enrollment (up 7.5% = 200 students), salaries (26% increase) and school costs (increased from 24.04% in FY01 to 34.34% in FY05) over the past 5 fiscal years. After a lengthy discussion it was decided that the remaining \$152,550.00 needed to balance the budget would come from the school department. Selectman will recommend a School Budget of: \$19,446,739.00.

Selectman Trindade motioned that The Board of Selectman accept the Budget FY06 as recommended the FinCom with Board of Selectman adjustments. Selectman Galligan seconded. Ayes 3-2-0. With Selectman Rozanski and Chairman Dziczek voting against.

### 3. *Debt Exclusion Discussion:*

- Selectman Trindade moved that the Board go forward with Debt Exclusion as proposed by the FinCom. Selectman Scott seconded motion. Ayes 4-1-0, Selectman Rozanski voting against. This motion was a follow up to a lengthy discussion based upon the recommendation of the FinCom that it put forth to the town and give the people the option of restructuring some of our Town debt in the form of debt exclusion through a special ballot question. Approximate amount of debt exclusion: \$508,031.00.

### 4. *Approve and sign warrant:*

- Selectman Rozanski moved that the Board approve and sign warrant number (44) for fiscal year '05 as read in the total amount of \$1,195,762.32 Selectman Galligan seconded; all ayes 4-0-0 (voted).

### 5. *Approval of Minutes:*

- Selectman Rozanski moved to approve and accept the Board of Selectman meeting minutes of March 14, 2005; Selectman Scott seconded; ayes 4-0-0.
- Selectman Rozanski moved to approve and accept with amendments the Board of Selectman's meeting minutes of April 25, 2005; Selectman Scott seconded; all ayes 4-0-0.
- Selectman Rozanski moved to approved and accept but not release the Board of Selectman's Executive Session minutes from April 25, 2005. Selectman Galligan moved that they be tabled until all could read Selectman Williams comments.

## MINUTES OF THE SELECTMEN'S MEETING

May 2, 2005

Selectman Galligan motion to table the minutes was seconded by Selectman Rozanski; all ayes 4-0-0.

### **6. *Report of the Town Administrator:***

- Administrator Balukonis, presented an invitation from boy Scout Troop 108 to their upcoming Eagle Scout ceremony, Sunday May 22, 2005 7:30pm at St. Joseph's Parish Center. Mr. Jeffrey Scott Bruce will be inducted as an Eagle Scout.
- Administrator Balukonis reminded the Selectman of upcoming important dates: May 16<sup>th</sup> is the final day that the annual Town Meeting Warrant can be signed. There was a discussion concerning the opening and closing with the possibility of a Special Town Meeting prior to the Annual Town Meeting, due to the late date of the Annual Town Meeting. It was decided that the Special Town Meeting Warrant will be signed on May 9, 2005 and posted by May 24, 2005.

### **7. *Reports of the Selectmen***

- Selectman Scott – no report.
- Selectman Galligan thanked Selectman Williams for his many years of service.
- Selectman Rozanski presented a certificate for Selectman Williams for his years of dedication and service. All Selectman to sign.
- Selectman Rozanski also once again emphasized that the IDC's sewer enhancements would not increase anyone's taxes. The money borrowed would be paid back with monies gained from the improvements. The sewer project is all about economic development.

### **8. *Report of the Chairman.***

- Chairman Dziczek reminded everyone of the 11<sup>th</sup> annual Medway Pride Day, May 21st, at the Middle School field.
- Chairman Dziczek notified the Board of the upcoming Disability inspection at the High School. The inspection is to take place on May 12<sup>th</sup>. Any interested and available Selectman is welcomed to attend. Chairman Dziczek will send an informational e-mail to Board members.

*10:45 p.m. There being no further business to discuss, Selectman Rozanski moved that the meeting be adjourned; Selectman Trindade seconded; All ayes 5-0-0 (voted).*

Respectfully submitted,

Shirley Ann Bliss

Administrative Services Assistant

**NOTE: APPROVED BY BOS ON**

## MINUTES OF THE SELECTMEN'S MEETING

MAY 9, 2005

Present: Selectmen Joseph Dziczek, Raphaela Rozanski, Kent Scott, James Galligan and Glenn Trindade; Town Administrator, Greg Balukonis and Administrative Services Assistant, Celeste Hanson.

7:03 p.m. – Chairman Dziczek called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

### ***Public Comments:***

- Town Moderator, Mark Cerel came forward to address the Selectmen relative to the upcoming Annual Town Meeting. Moderator Cerel stated that he is committed to having the Annual Town Meeting run as smoothly as possible and highly suggests that the Selectmen and the Finance Committee work together prior to the Annual Town Meeting and prepare a contingent budget in order to get as much as possible resolved prior to the Annual Town Meeting. Moderator Cerel also suggested that there be a second budget ready to present and sort out at a later date as the Town may have to hold another Town Meeting to vote a potential override. Moderator Cerel also refreshed the Board relative to the procedures of Town Meeting and what his expectations are. The Board and Moderator Cerel entered into a brief discussion regarding the Annual Town Meeting procedural matters.
- Mr. Sal LaRicca came forward to ask questions regarding the amount of the debt exclusion. Administrator Balukonis responded that the amount of the debt exclusion is five hundred five thousand (\$505,000.00) dollars. Mr. LaRicca wanted to know specifically how much debt the Town would be excluding and how many years the taxpayers would be paying for the debt exclusion should it pass. Selectman Galligan noted that the taxpayers could carry tax payments on the proposed debt exclusion for approximately twenty (20) years. Administrator Balukonis stated that it would be a declining debt payment and that the financial staff could calculate some of the information requested by Mr. LaRicca. This would first be submitted to the Selectmen and then shared with Mr. LaRicca which may help to clarify some of his questions.

### ***Board Reorganization and Election of Chairman, Vice Chairman and Clerk:***

- Chairman Dziczek asked the Board members if they preferred to reorganize after the Annual Town Meeting on June 6 or if they preferred to reorganize this evening. It has been the past practice to reorganize the week following the Town Election.
- Selectman Rozanski stated that she supports waiting until after the June 6<sup>th</sup> Annual Town Meeting.
- Selectman Galligan stated that he does not support waiting until after the Annual Town Meeting to reorganize the board as the Vice Chairman's seat is vacant.
- Selectman Scott asked Chairman Dziczek if he desired to continue to Chair the Board until June 6<sup>th</sup> in order to see the Board through the remaining processes of Town Meeting.

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MAY 9, 2005

- Chairman Dziczek stated that he would be willing to act as Chairman for as long as the Board wished him to. He also stated that the Board could hold reorganization until the next meeting scheduled for May 23<sup>rd</sup>.
- Selectman Trindade stated that he would support what the majority of the Board would like to do.
- Chairman Dziczek asked the Board for their votes to reorganize; all voted aye (5-0-0). Chairman Dziczek asked the Selectmen to make their nominations. The following nominations were made.
- Selectman Galligan nominated Selectman Scott for Chairman; seconded by Selectman Trindade; All Selectman voted Aye 4; with Selectman Rozanski voting Nay 1 (4-1-0 voted). Selectman Rozanski stated that she was voting nay because Selectman Scott had only served as a selectman for a short time and she strongly feels that it is not wise to elect a selectman with such a short tenure to serve as Chairman.
- Selectman Rozanski nominated Selectman Galligan for Vice Chairman; seconded by Selectman Trindade; all aye 5-0-0 (voted).
- Selectman Rozanski nominated Selectman Trindade for Clerk; seconded by Selectman Galligan; all aye 5-0-0 (voted).
- Chairman Scott stated that he wished to take the opportunity to thank the Board for their comments and show of support. Chairman Scott also thanked Selectman Rozanski for her comments and for her many years of experience and knowledge and stated that he hopes that she will continue to be supportive as he certainly will find her knowledge and experience helpful. Chairman Scott thanked Selectman Dziczek for his year of service as Board Chairman and for giving everyone the opportunity to fairly state their opinions. Chairman Scott thanked Selectman Galligan for his constant diligence in obtaining the facts and understandings required to be an effective board member. Chairman Scott also thanked Selectman Trindade for stepping up and serving on the Board of Selectmen as the newest board member. In closing, Chairman Scott stated that he hopes that the Town can work together as a group toward making Medway a greater place in which to live and work.

***Martin Malone Public Hearing for a Seven-Day All Alcohol License Transfer:***

- Selectman Trindade read the public hearing notice regarding the application of Martin Malone d/b/a (doing business as) Main Street Café for a Seven-Day All Alcohol License Transfer. Selectman Galligan moved to open the public hearing seconded by Selectman Trindade; all ayes (5-0-0 voted).

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- Mr. Malone and his attorney came forward to explain plans on taking over the Main Street Café business and transferring of the liquor license. Mr. Malone stated that he has been working in the restaurant business for twenty (20) years and this would be his first restaurant ownership. Mr. Malone stated that he plans on keeping the restaurant as is for now, and perhaps in the future, once he is settled, will begin to make some changes.
- Selectman Dzikczek asked Mr. Malone if he planed on serving alcohol. Mr. Malone stated that he plans on tending bar and serving alcohol and that he has attended the TIP class and is certified. Mr. Malone stated that he will ensure that all employees serving alcohol will get the proper TIP training. Mr. Malone stated that he currently manages the Norfolk Country Club and is looking forward to owning a new business of his own.
- Administrator Balukonis asked Mr. Malone if he owned the alcohol license or if the Country Club owned the alcohol license. Mr. Malone indicated that the Country Club owns the license and that he manages the club.
- Selectman Rozanski stated that she has been to the Country Club and that she found the club to be nicely run and has enjoyed many food selections there.
- Selectman Trindade motioned that the Board close the public hearing seconded by Selectman Rozanski. Selectman Galligan moved that the Board approve the application of Martin Malone for the seven-day all alcohol license; Selectman Trindade seconded, all aye 5-0-0 (voted).

***Board of Health—Solid Waste billing proposal:***

- The Board of Health came forward to present a solid waste-billing proposal. Chairman Comeau stated that the Board of Health would like to take control of the trash billing and is also willing to purchase a separate (Vadar) software license and would support any charges or expenses incurred by the Town as a result. Chairman Comeau stated that the Board of Health feels that they could better control the trash billing at no additional costs to the Town and residents.
- Selectman Rozanski stated that the proposal was interesting and that she likes to see functions centralized; however the Selectmen usually do not approve these types of procedural changes as such changes are handled by the Town Administrator.
- Selectman Trindade verified that the Board of Health is looking to add an access field to the access currently in place. The Board of Health confirmed that they are looking to get more controlled, independent access in order to avoid any future issues (late, incorrect billing) rather than having to depend on another department/employee. Selectman Trindade asked why the departments couldn't work together to establish an amicable schedule to accomplish the billing and data entry tasks required. Chairman Comeau stated that the question of working together should be directed to others. Selectman Trindade also mentioned that the Board has received several

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memorandums and correspondence from other departments which all state that the trash billing should stay as is.

- Selectman Galligan stated that he likes the idea that the Board of Health would like to take ownership and control of the trash billing but the finance department and audit firm have identified that the Board of Health taking over the trash billing creates a problem with system integrity. Selectman Galligan also stated that the Town bills for trash once per year and getting information updated and organizing the billing should not be a problem since there is a year in which to get the task(s) accomplished. Selectman Galligan asked the Town Accountant and the Treasurer if they had anything to add. Town Accountant Wendy Graves stated that having two departments working on the same database causes control issues, and there are also additional costs for training and implementation. Treasurer/Collector Al Pater stated that the trash should remain as is for two reasons; access and efficiency and that the integrity of the database could be compromised as a result of additional personnel accessing it.
- Chairman Scott asked the Town Administrator for his recommendation. Administrator Balukonis indicated that he stood by his previous decision.
- Selectman Galligan stated that the Town's financial database should be administered by Town Administration not the Board of Health and supports the Town Administrator's previous decision.

***Approve and sign warrant:***

- Selectman Trindade read the warrant number forty-five (45) for fiscal year '05 for approval by the Board; Selectman Dziczek moved that the Board approve and sign the warrant as read in the total amount of \$5,608,949.17; Selectman Trindade seconded; all ayes 5-0-0 (voted).

***Town Administrator Search Committee Presentation:***

- Chairman Andy Rodenhiser came forward on behalf of the Town Administrator Search Committee. Chairman Rodenhiser stated that the other members who served on the Committee were Sandy Bennett, Kent Scott, Jim Galligan, Diane Coulter and Matt McConville. Chairman Rodenhiser stated that the Committee received forty-three (43) resumes and the committee selected eleven (11) candidates to interview and then narrowed down the candidate pool to four (4) people. Chairman Rodenhiser indicated that the committee solicited recommendations and ideas from town employees, residents and members of town boards in order to aid with selecting the final candidates. The final four candidates the Committee selected were Suzanne Kennedy; Robin Leal; James Miriam; and Jeff Ritter. Chairman Rodenhiser indicated that he enjoyed working with his fellow committee members and found the experience to be rewarding and informative. Chairman Rodenhiser indicated that he and some other members would like to continue their services to the Town and explore refinements to the current Town Administrator job description, which is currently five-pages. Chairman Rodenhiser indicated that he could not fathom how anyone could



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fulfill all the duties as described in the current job description. Chairman Rodenhiser thanked the Selectmen for the opportunity to work on the committee and thanked the Search Committee members for their hard work and for electing him Chairman.

- Chairman Scott stated that going forward he would abstain from serving on the Committee as he is Selectmen Chair.
- Selectman Dziczek inquired about the ongoing process. Chairman Rodenhiser indicated that he and other Committee members would interview more people and look at job descriptions from other towns, etc.
- Selectman Trindade indicated that the Committee has a great idea, that he supports and encourages them to collect more data for recommendations to the Selectmen.
- Selectman Galligan stated that the Committee has already started to identify some ideas to present to the Selectman.
- Chairman Scott moved that the Committee go forward and present their recommendations to the Selectmen; seconded by Selectman Rozanski—All aye (5-0-0).
- Selectman Rozanski asked Chairman Rodenhiser what he would be calling the Committee now that the Town Administrator Search has been completed. Chairman Rodenhiser indicated that he would call the Committee the Town Administrator Search Committee Phase II.

Before moving on to approval of minutes, Mr. Paul DeSimone asked the Chairman if he could have a few minutes of the Board's time. The Chairman informed Mr. DeSimone that Public Comments portion of the meeting had previously been addressed; however out of respect, he would allow a quick question. Mr. DeSimone stated that his appointment to the CRPCD (Charles River Pollution Control District) was due to expire and was seeking to be reappointed. Administrator Balukonis stated that staff usually receives written notification of expiring terms and notification of interest for reappointment on the respective board. After receiving such, staff will prepare the Appointments which are then submitted to the Town Clerk for individual swearing in.

***Approval of Minutes:***

- Selectman Dziczek moved to approve the Selectmen's Special Session Minutes of April 19, 2005, seconded by Selectman Trindade; ayes-4 with Selectman Rozanski abstaining (4-0-1) voted.
- Selectman Rozanski moved to approve the Selectmen's Regular Session Minutes of May 2, 2005; seconded by Selectman Dziczek; Selectman Galligan moved to amend the motion to table the minutes for the next scheduled meeting; Selectman Dziczek seconded; all aye—5-0-0 (voted).

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- Selectman Rozanski moved to approve but not release the Selectmen's Executive Session Minutes of April 25, 2005; seconded by Selectman Trindade; Selectman Galligan moved to amend to table the minutes for the next scheduled meeting; Selectman Dziczek seconded; all aye 5-0-0 (voted).

***Emergency Transfer Requests:***

- Selectman Rozanski moved to approve the Emergency Transfer in the amount of \$3,354.42 as requested by Fire Chief Vinton; seconded by Selectman Trindade; aye 4; with Selectman Galligan abstaining (4-0-1) voted.
- Selectman Rozanski moved to approve the Emergency Transfer in the amount of \$7,273.00 as requested by the Town Clerk; seconded by Selectman Dziczek; aye-5-0-0 (voted).

***Discussion of the Selectmen's Meeting Calendar:***

- Chairman Scott stated that Administrator Balukonis has prepared a draft of proposed meeting dates for the Selectmen's consideration. Administrator Balukonis referred to his memorandum dated May 4, 2005, requesting that the Board consider adoption of a meeting calendar for a twelve-month period. Administrator Balukonis stated that the weekly meeting schedule throughout the year is an unrealistic expectation on the Town Administrator office to perform a large number of follow-up tasks in only a few days, including preparation of meeting minutes. Administrator Balukonis feels that the new Town Administrator should attend to more critical duties in managing the town's day-to-day operations versus having to have much of his or her time taken up with meeting-related items. Administrator Balukonis stated that approximately twenty-five percent of staff time is dedicated to preparing, attending and breaking down the Board of Selectmen meetings. Administrator Balukonis proposed that the Board consider meeting on the second and fourth Monday of each month and during the months that contain a fifth Monday reserve the date as a work session with no appointments or new business being addressed. During month with Monday holidays, the Board could schedule a Tuesday meeting, which is a change in the current practice.
- Selectman Rozanski stated that in the past the Board has elected to have a summer meeting schedule of every other week and found the schedule favorable.
- Selectman Dziczek stated that the proposal is good and the Board should consider the Administrator's recommendation.
- Selectman Galligan and Selectman Trindade also supported the Administrator's recommendation to meet every other week.

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***Report of the Town Administrator:***

- Administrator Balukonis informed the Selectmen that several invoices have been received for legal services in connection with a ZBA appeal and the Clafoo versus the Planning Board legal issue and may have to submit a special town meeting warrant article in order to pay the invoices. Administrator Balukonis stated that the legal account is under budgeted as it is and that these two issues were unforeseen which is reason for concern as the town continues to incur legal invoices relative to the ongoing employee health insurance matter.
- Administrator Balukonis presented two contracts submitted by the Assessors; one with Paul S. Kapinos & Associates to assist in completing the Fiscal 2006 re-certification of real property in Medway. Selectman Trindade moved that the Board approve the contract with Paul Kapinos as requested by the Assessors; seconded by Selectman Rozanski; all aye 5-0-0 (voted). The second contract is for Real Estate Research Consultants, Inc. to develop and implement a revaluation program for all assessed personal property in Medway; Selectman Rozanski moved to approve the contract as requested by the Assessors; seconded by Selectman Trindade; all aye 5-0-0 (voted).
- Administrator Balukonis noted that the deadlines for submission of special town meeting warrant articles is May 18 and that the Special Town Meeting warrant would be prepared and ready for authorization at the May 23, Selectmen's meeting.
- In closing, Administrator Balukonis stated that he met with the Inspector General this past Thursday due to an anonymous complaint relative to the employee health insurance issue. Administrator Balukonis stated that, based on his meeting with the Inspector General's Office, he feels that the Town will be exonerated. Selectman Rozanski questioned the investigation and Administrator Balukonis explained that the Inspector General's Office received an anonymous complaint regarding the employee health insurance issue and came to town hall to conduct a review. Selectman Dziczek stated that the Inspector General is not investigating the Town Administrator or the Town but is merely conducting an informal review necessary as a result of the complaint. Selectman Dziczek also stated that was the reason the Town Administrator left last week's FinCom meeting was to prepare for the meeting with the Inspector General and was sorry that he could not report such last week but he was not at liberty to mention or discuss the matter at that time.

***6. Reports of the Selectmen***

- Selectman Rozanski inquired about the status of the Route 126 project and the land takings associated with the project. Administrator Balukonis stated that the land takings need to be addressed after Town Meeting.
- Selectman Dziczek announced that Medway Pride Day is Saturday, May 21 and also stated that the Chairman represents the Board and gives a presentation at the upcoming Memorial Day Celebration. Selectman Dziczek also reminded the Selectmen to use caution regarding word choices and explanations surrounding issues and that Board members should verify facts before reporting on issues.

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- Selectman Trindade stated his support of Selectman Dziczek's comments and stated that the Board should shut off some of the rhetorical comments that have been ongoing recently and that the Selectmen as well as other town representatives need to concentrate on getting correct facts and information out to the citizens.
- Selectman Galligan took the opportunity to thank the Town Administrator Search Committee for doing such a great job. Selectman Galligan also thanked the Board for appointing him to serve on the committee and found the task to be very rewarding and informative.

**7. *Report of the Chairman.***

- Chairman Scott stated his opinion that the Town's financial position has not been adequately reported to the citizens and would like to begin working early with the Finance Committee and Town representatives to perform due diligence and improve communication to the citizens so they will understand and vote properly.
- Chairman Scott stated that he would like to set calendar dates to conduct Town Administrator candidate interviews on Monday, May 16 beginning at 6:00 p.m. and Saturday, May 21 beginning at 8:30 a.m. Board members indicated their availability and Chairman Scott instructed the Administrative Services Assistant to contact the candidates and schedule the interviews.
- Chairman Scott indicated that he would like to get a list all Eagle Scouts who have not received Selectmen recognition and invite and acknowledge them at Town meeting. Chairman Scott instructed the Administrative Services Assistant to contact the Town Moderator for permission to do so.

*9:35 p.m. There being no further business to discuss, Selectman Rozanski moved that the meeting be adjourned; Selectman Trindade seconded; all ayes 5-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

*NOTE: APPROVED BY BOS ON*

## MINUTES OF THE SELECTMEN'S MEETING

May 23, 2005

Present: Selectmen Glenn Trindade, James Galligan, Raphaela Rozanski, and Kent Scott; Town Administrator, Greg Balukonis and Administrative Assistant, Shirley Bliss.

7:02p.m. – Chairman Scott called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

### ***7:15pm Appointment: Town Moderator, Mark Cerel:***

- Mr. Cerel stressed to the Selectmen that the Town Meeting Warrant must be signed this evening, as it is exactly 14 days until Town Meeting. There was also a discussion as to where Town Meeting is to be held. Issues such as parking, handicap accessibility and sound systems were discussed with the outcome being that the Annual Town Meeting will be held at the Middle School.
- Mr. Cerel also discussed the pending Debt Exclusion. Mr. Cerel again stressed that a balanced budget should be the outcome of the Annual Meeting and he will accept motions for changes that are accompanied by conclusions as to where the money will be withdrawn.

### ***Robert Burke Day Proclamation:***

- Selectman Trindade read into the minutes the Robert Burke Day proclamation. Mr. Burke will be the Marshall of the Memorial Day Parade to be held on Monday, May 30<sup>th</sup>.

### ***7:30pm Discussion: Debt Exclusion/FY 2006 Contingent Budget:***

- Jay Leader, Chairman FinCom, presented his Committee's priorities, in order of importance: 1. Library to certified level; 2. One police officer: 3. \$100,000.00 in Stabilization Fund: 4. Building maintenance department.
- Selectman Rozanski reported that should the library not be kept at a base budget of \$346,000.00 we would not be meeting the requirements of the grant that Medway received to renovate the building. She also stated that the grant states that the building must be used as library for 20 years after the awarding of the grant; currently we are at year 8. The grant documents also stated that if these requirements are not met, the grant might be in jeopardy. Selectman Rozanski also stated that the grant requires "full faith and effort" in maintaining the library and feels that as a town we are not meeting that.
- Chairman Scott asked Administrator Balukonis to seek a legal opinion on agreement and legal understanding of: "full faith and effort".
- Chairman Scott stressed that the Board of Selectman will not revisit a budget that has already been voted. A further discussion will be held upon receipt of legal opinions requested.

## MINUTES OF THE SELECTMEN'S MEETING

May 23, 2005

- Selectman Galligan stated that he believes that we are putting forward “full faith and effort”; the town just does not have the funds available.

### ***Public Comments:***

- ***Margarite Monahan***, FinCom Member and Citizen, \$366,000.00 is not level funding for library, would like to see library funded at certification. She stated that a request for a waiver does not mean that one will be granted.
- ***Irene Strifer*** citizen would like to see town stop counting on money it does not have. She would like to see the town stop borrowing money to pay its expenses.
- ***Delores Wright*** citizen would like to see the library fully funded. The Library has always been there, it is the only place that everyone in town can use.
- ***Andy Rodenhiser*** citizen would like to see the credibility of town restored. Town should be aware of the cost of defaulting on loans.

### ***Board of Selectman Vote Re-cap:***

The Board of Selectman has a majority understanding of the priorities should the over-ride pass: Certification of library, 1 police officers, split the remaining funds between Stabilization Fund and Building Maintenance.

### ***Public Comments:***

- Sal LaRicca asked Chairman Scott if public comments would be accepted. Chairman Scott replied that yes they would as long as they were pertinent to discussion at hand.

### ***Approve and sign warrant:***

- Selectman Trindade moved that the Board approve and sign warrant number forty seven (47) for fiscal year '05 as read in the total amount of \$933,459.98; seconded; All ayes 4-0-0 (voted).

### ***Report of the Town Administrator: 2006 Health Insurance Rates***

- Administrator Balukonis, presented an update on the 2006 Health Insurance rates. NOTE: Selectman Rozanski excused herself from any and all discussion of Health Insurance Coverage, as she is a member of the MIIA Board. Administrator Balukonis suggested that the policy be adopted and accepted as presented. Administrator Balukonis pointed out that the premiums incur a 20.5% increase. Policy also allows for the adoption of a monthly contribution affording the town some co-pay flexibility. Open enrollment will be held at the start of the contract: July 1, 2005. Contract dates: July 1, 2005 – June 30, 2006. Selectman Galligan made the motion and it was seconded that this policy be adopted and accepted as stated by MIIA. All yeas (3-0-1) Selectman Rozanski abstained as current board member of MIIA.

## MINUTES OF THE SELECTMEN'S MEETING

May 23, 2005

### *Discussion of Annual Town Meeting Warrant Article positions*

- Article 46 – Selectman Galligan likes the principle of the idea but recommends delay in acting until State finishes the financial review of town.
- Selectman Rozanski stated that Charter Commissions take years to develop. She also likes concept.
- Selectman Trindade against Article sees not necessity.
- Chairman Scott supports idea.
- Article 40-42 – Selectman Galligan believes these articles penalizes the small contractor
- Selectman Trindade stated his desire not to have a yard full of trucks next to him.
- Article 45 – Administrator Balukonis believes this may be illegally written, will check with Moderator Cerel. Selectman Rozanski, Chairman Scott are against this Article. Do not agree with theory that anyone should be able to put an Article on the Warrant.
- Article 38 – Chairman Scott believes that site plan appeals should be handled by the people who know what they are talking about and have been involved from the beginning – The Planning Board. Selectman Galligan agreed with Chairman Scott, that the Planning Board would have more insight on the project.
- Article 1 – Administrator Balukonis informed the Selectman that the plans have been finalized and that there would be 6 small takings for small amounts of land. The Board of Selectman agreed that Selectman Trindade will stand at Town Meeting and voice the Board of Selectman's official backing of the Article as presented.

### *Approval of June 7, 2005, Special Town Meeting Warrant.*

- Chairman Scott made the motion and it was seconded by Selectman Trindade that the Warrants for the June 7, 2005 Special Town Meeting be accepted as presented. All ayes (4-0-0) Exception: Selectman Galligan abstained on Warrants 2 and 3 due to ties to Fire Department.

### *Reports of the Selectmen*

- Selectman Galligan: no report presented.

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May 23, 2005

- Selectman Rozanski: no report presented.
- Selectman Trindade: reported the IDC has been award the requested \$500,000.00 grant for the sewer project.

### *Report of the Chairman.*

- Chairman Scott reported that the Town Administrator search committee has offered Suzanne Kennedy the position Medway Town Administrator Medway.
- Chairman Scott also reminded everyone to go to the polls on: May 31, 2005.
- Chairman Scott reviewed upcoming meeting schedule. Selectman Rozanski reminded Chairman Scott that he could only set meetings until September 2005. Future meetings are as follows: June 13th and 27th, July 11th and 25th, August 8th and 22nd, September 12th. Schedule will be reviewed at the September 12<sup>th</sup> meeting.

*9:13 p.m. There being no further business to discuss, Selectman Trindade moved that the meeting be adjourned to Executive Session with no return to Public Session; Selectman Galligan seconded; All ayes 4-0-0 (voted). Roll call: Selectman Rozanski – yea, Selectman Galligan – yea, Selectman Trindade – yes, Chairman Scott – yea. All yeas (4-0-0).*

Respectfully submitted,

Shirley Ann Bliss  
Recording Secretary

*NOTE: APPROVED BY BOS ON*



## MINUTES OF THE SELECTMEN'S SPECIAL MEETING

June 6, 2005

Present: Selectmen Joseph Dziczek, Glenn Trindade, James Galligan, and Kent Scott, Town Administrator, Greg Balukonis and Administrative Services Assistant, Celeste Hanson were present. Selectman Rozanski arrived late (6:40 p.m.)

6:17 p.m. – Chairman Scott called the meeting to order in the Room 120 at the Medway Middle School, 45 Holliston Street. All stood for the Pledge of Allegiance.

### ***Public Comments:***

- There were no public comments.

### ***Approve and sign warrant:***

- Selectman Trindade moved that the Board approve and sign warrant number forty-nine (49) for fiscal year '05 as read in the total amount of \$379,653.67 Selectman Galligan seconded; all ayes 4-0-0 (voted).

### ***Emergency Transfer Requests:***

- Administrator Balukonis explained that there were two emergency transfer requests for Board consideration: Request for \$4,194.00 submitted by the Town Clerk required to pay the Assistant Town Clerk's salary. It was explained that the departmental shortfall is due to under funding of the departmental salary budget caused by a miscalculation by the department head. The Board entered into a brief discussion. Selectman Galligan moved to delay action/approval of the emergency transfer request submitted by the Town Clerk; all ayes 4-0-0 (voted).
- The Selectmen reviewed and discussed the emergency transfer request submitted by Chief Vinton in the amount of \$1,075.88 which is required in order to cover monthly departmental expenses. The departmental shortfall is due to unexpected expenses incurred for repairs to Engine 3 in the fall. Selectman Trindade moved to approve the emergency transfer in the amount of \$1,075.88 as requested by the Fire Chief, seconded by Chairman Scott; aye 3-0-1 (voted) with Selectman Galligan abstaining.

### ***Report of the Town Administrator***

- Administrator Balukonis informed the Board that Town Counsel Maciolek would be joining the Selectmen's meeting shortly to give his opinion/explanation of the Library grant/State aide funds and the effects of the proposed budget cuts.
- Administrator Balukonis informed the Board that Police Union Contract negotiations are still on going and that a follow up session is scheduled for Wednesday June 8, 2005. The Board of Selectmen entered into a brief discussion relative to the current Police Department Budget and the impact of salary increases. Administrator Balukonis stated that he will continue to negotiate with the Police Union and will report back to the Selectmen as warranted.

## MINUTES OF THE SELECTMEN'S SPECIAL MEETING

June 6, 2005

### ***Discussion of Annual and Special Town Meeting Warrant Article Positions:***

- Chairman Scott asked the Board members if they needed to discuss any of the warrant article positions as discussed at the prior week Selectmen's meeting. The Board members did not have any comments.
- Chairman Scott asked the Board members if they would prefer to discuss the Special Town Meeting Warrant Articles at the Selectmen's meeting scheduled for 6:30 p.m. prior to the Special Town Meeting. The Selectmen indicated that they could discuss the warrant articles at the scheduled Selectmen's meeting.

### ***Reports of the Selectmen***

- At 6:42 p.m. Selectman Galligan moved that the Board enter into Executive Session and return to open session under reason number three *"To discuss Strategy with respect to collective bargaining"* seconded by Selectman Dziczek; roll call vote: Selectman Trindade—aye; Selectman Galligan—aye; Selectman Rozanski—aye; Selectman Dziczek—aye; Chairman Scott—aye (5-0-0) voted.

6:47 p.m. Selectmen return to Open Session:

- Selectman Dziczek stated that he would like the Board to begin discussing the Town Administrator Transition Plan and suggested that Greg and Suzanne may schedule some meeting dates as soon as possible. Chairman Scott indicated that he has been speaking to Ms. Kennedy and is currently working on the contract and that he asked Selectman Dziczek to assist with coordinating the Transition Plan.
- Town Counsel was present and explained the Agreement between the Commonwealth of Massachusetts Board of Library Commissioners and the Town of Medway Public Library. Town Counsel also clarified Massachusetts General Law Chapter 78, Sections 19A and 19B. Town Counsel stated that if the Town closed the Library, it would not lose current grant funding, however, future grant funding would be lost. Town Counsel stated that the Town would not have to pay back any of the funds as long as the library building does not change its current use and that the building remains as is.

### ***Report of the Chairman:***

- Chairman Scott asked the Board members if they had any other issues for discussion before adjourning the meeting. Chairman Scott stated that he wanted to ensure that the Selectmen are all on the same page relative to health insurance and any other issues that could be brought up at the Town Meeting. Chairman Scott asked the Board members to defer all questions relating to the town employee health insurance matter to Selectman Galligan in order to alleviate confusion.

MINUTES OF THE SELECTMEN'S SPECIAL MEETING

June 6, 2005

*At 6:57 p.m. There being no further business to discuss, Selectman Trindade moved that the Selectmen's Special meeting be adjourned; Selectman Galligan seconded; all ayes 5-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

*NOTE: APPROVED BY BOS ON*

# MINUTES OF THE SELECTMEN'S SPECIAL MEETING

June 7, 2005

Present: Selectmen Joseph Dziczek, Glenn Trindade, James Galligan, Kent Scott, and Town Administrator, Greg Balukonis. Administrative Services Assistant, Celeste Hanson and Selectman Rozanski were not present.

6:41 p.m. – Chairman Scott called the meeting to order in the Room 120 at the Medway Middle School, 45 Holliston Street. All stood for the Pledge of Allegiance.

## ***Public Comments:***

- There were no public comments.

## ***Board Business:***

- Chairman Scott moved that the Board direct the Town Administrator to draft and distribute layoff notices to those employees impacted by reductions voted for the Fiscal Year 2006 budget; seconded by Selectman Galligan; all ayes 4-0-0 (voted).

*At 6:56 p.m. There being no further business to discuss it was moved seconded to adjourn the Selectmen's Special Meeting; all ayes 4-0-0 (voted).*

Respectfully submitted,

Greg Balukonis  
Town Administrator

***NOTE: APPROVED BY BOS ON***

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
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Present: Selectmen Kent Scott, Glenn Trindade, James Galligan, Town Administrator, Greg Balukonis and Administrative Services Assistant, Celeste Hanson were present. Selectmen Rozanski and Dziczek were absent.

7:04 p.m. – Chairman Scott called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

***Approve and sign warrant:***

- Selectman Trindade moved that the Board approve and sign warrant fifty two (52) for fiscal year '05 as read in the total amount of \$2,155,602.57; Selectman Galligan seconded; All ayes 3-0-0 (voted).

***Public Comments:***            *None.*

***Town Official Updates:***

Department of Public Services Director reported that letters were sent to residents regarding the road resurfacing of Cottage Street. Director D'Amico also reported that seventeen (17) new parking spaces would be added to the Dog Park.

***Approval of Liquor Licenses:***

Administrator Balukonis indicated that the Alcohol Beverage Control Commission (ABCC) approved the liquor license transfer request submitted by Martin Malone, Inc. As a result, the Board would need to vote and approve the new licenses. Selectman Trindade moved that the Selectmen approve and execute the liquor and common victualler's licenses for Martin Malone, Inc. d/b/a Main Street Café; Selectman Galligan seconded; all ayes (3-0-0) voted.

***Route 126 Takings:***

- Town Counsel Maciolek and Department of Public Services Director D'Amico were present to discuss the Route 126 Land Takings. Attorney Maciolek stated that as a result of the May 10 2005, Annual Town Meeting Vote, the Selectmen would be voting on three separate land takings for permanent drainage easements, temporary (right of way) easements and minor permanent land easements relative to the Route 126 construction project. The Chairman asked the Board if they had any other questions. There being none, Selectman Trindade moved that the Board approve to take by eminent domain, parcels of land referenced as parcels 1-T through 6-T, and to pay the various owners thereof the amounts as noted in Exhibit One of the Order of Takings dated June 27, 2005; seconded by Selectman Galligan, all ayes 3-0-0 (voted).
- Selectman Trindade moved that the Board approve to take by eminent domain temporary easements for the right to enter, for a period of five years, certain parcels of land referenced as parcels TE-1 through TE-66, and to pay no compensation to

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
JUNE 27 2005

the various owners of said parcels as noted in the Order of Takings dated June 27, 2005; seconded by Selectman Galligan, all ayes 3-0-0 (voted).

- Selectman Trindade moved that the Board approve to take by eminent domain permanent drainage easements referenced as parcels D-1 through D-18, and to pay the various owners thereof the amounts as noted in Exhibit A of the Order of Takings dated June 27, 2005; seconded by Selectman Galligan, all ayes 3-0-0 (voted).

**Charity Motorcycle Ride:**

- Selectman Trindade moved that the Board approve the request to conduct a motorcycle charity ride through Medway on July 10<sup>th</sup> as requested by Kristina M. Smith 2005; seconded by Selectman Galligan; all ayes 3-0-0 (voted).

***Solicitors Permit:***

- It was moved and seconded that the Board approve the Solicitors Permit requested by Executive Advertising for the sale of VIP cards; all ayes 3-0-0 (voted).

***Reports of the Selectmen***

- Selectman Galligan reported that the Department of Revenue's Financial Management review is ongoing and expects a report to be submitted in approximately two months. Selectman Galligan stated that the Audit Committee met recently and comments in the Fiscal 04 Management Letter are being addressed. Selectman Galligan also reported that the Town Administrator Search Committee—Phase II has refined the Town Administrator job description for the Selectmen's review.
- Selectman Trindade did not have a report.

***Report of the Chairman.***

- Chairman Scott introduced incoming Town Administrator, Suzanne Kennedy. Ms. Kennedy thanked the Chairman and indicated that she is looking forward to the new opportunity of serving as Town Administrator in Medway.

***Report of the Town Administrator:***

- Administrator Balukonis, reported that the Town's property and liability insurance policies are due to be renewed on July 1, 2005, and that he had conducted an insurance coverage comparison between MIIA and Metrogard. Administrator Balukonis indicated that Metrogard had received an excellent "best rating" and that MIIA had received a caution "best rating". Administrator Balukonis indicated that representatives from Metrogard spent considerable time in Medway reviewing town properties and buildings and had submitted lower a cost proposal. Administrator Balukonis explained that the MIIA and Metrogard programs are very similar;

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however, he found that the Metrogard program included better coverage and highly recommends that the Town go forward with the Metrogard program. Selectman Galligan commented that after reviewing the comparison, the coverage by Metrogard was better. Selectman Galligan moved that the Board approve the insurance proposal submitted by Metrogard; seconded by Selectman Trindade; all ayes (3-0-0) voted.

- Administrator Balukonis indicated that the Selectmen's salary budget was under funded and anticipated additional charges which included the Town Administrator's contractual salary agreement for earned leave and requested that the Selectmen authorize the transfer of \$7,665.61 from the wage settlement account to cover the shortfall; Selectman Trindade moved that the Selectmen approve the transfer of \$7,665.61 from the Wage Settlement Account to the Selectmen's salary budget to cover the shortfall; seconded by Selectman Galligan; all ayes 3-0-0 (voted). Administrator Balukonis indicated that staff is still in the process of identifying other revenue sources to fund account shortfalls and recommended that the Selectmen review the matter at the next Selectmen's meeting after all the accounts have been settled. Administrator Balukonis explained that the shortfalls were due to unexpected legal expenses, higher insurance premiums for the new high school and worker's compensation adjustment premium.
- Administrator Balukonis also stated that Ron Doloff would be resigning as Tree Warden effective July 1, 2005.

**Fire Department Funds Transfer:**

*Selectman Galligan stated that he would recuse himself from all action and discussion of this matter as he is a call fireman.*

- Fire Chief Vinton came forward and provided the Board with a report explaining the shortfall in the Fire Department Salary budget. Fire Chief Vinton requested that the Selectmen approve his request to transfer \$33,882.48 to cover the shortfall. Administrator Balukonis indicated the Wage Settlement Account could cover partial funding of fourteen thousand dollars (\$14,000.00) and that the FinCom Reserve Account had approximately eight thousand dollars (\$8,000.00) but he could not identify other funding sources at the current time.
- The Selectmen could not take action on the Emergency Transfer Request submitted by Fire Chief Vinton. Selectman Trindade stated that he would personally assist to expedite the issue with the Finance Committee if needed. It was agreed that the Fire Chief would contact the Town Accountant for assistance with identifying potential revenue sources and would report his findings to the Administrative Services Assistant and Town Administrator as soon as possible.

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**Municipal Building Committee Update:**

- Municipal Building Committee Chairman, Gerry Lindsey, provided the Selectmen with a brief update relative to the high school project budget. Chairman Lindsey stated that based on the current budget data, that there would be enough funds left over to build the maintenance shed. Chairman Lindsey stated that the maintenance shed would be a multi-use structure that could also be utilized as a concession stand. Chairman Lindsey stated that the committee went out to bid and the favored bidder, Barbato Construction, has an excellent reputation. Chairman Lindsey stated that he also expects assistance from many volunteers who have expressed interest in helping with the required finish work. There being no other discussion; Selectman Trindade moved that the Board approve the bid award to Barbato Construction in the amount of \$247,299.00 as recommended by the Municipal Building Committee; seconded by Selectman Galligan; all ayes (3-0-0) voted.
- Selectman Trindade moved that the Board approve Change Order 008 directed to Eastern Contractors for changes in the general construction contract for the Medway High School project (COR #'s 178, 193, 194, 195, and 196) in the amount of \$70,767.00 as recommended by the Municipal Building Committee and architect, Design Partnership; seconded by Selectman Galligan; all ayes (3-0-0) voted. n
- Selectman Trindade moved that the Board approve payment application 35 submitted by Eastern Contractors in the amount of \$74,132.73 as certified by the architect, Design Partnership, and recommended by the Municipal Building Committee; seconded by Selectman Galligan; all ayes (3-0-0) voted. Selectman Rozanski questioned why a payment requisition was before the Selectmen, as the practice was unusual. Chairman Lindsey stated that the secretary for the Municipal Building Committee was not present at the last meeting and the committee did not have the usual cover sheets required to process the payment through normal procedures. He further stated that due to the time constraints he thought it would be best to have the Selectmen act the request for payment rather than wait another two weeks for action by the Municipal Building Committee.

**Land Offer:**

- Mr. Powers stated that he developed the property located at 309-311 Village Street. Mr. Powers stated that the parcel located at 309 Village lacks adequate frontage and therefore is not a buildable lot and he would like to keep both parcels adjoined to sell and is requested that the Town consider relinquishing its right to purchase the property. All the Selectmen commented that Mr. Powers did a beautiful job developing the property. Selectmen Trindade requested that the Board hold the matter until the next scheduled Selectmen's meeting in order to obtain the positions of other boards and committees. The Chairman directed the administrative staff to place the matter on the July 11, 2005 Selectmen's meeting.

*8:40 p.m. There being no further regular business to discuss, Selectman Galligan moved that the Selectmen adjourn to Executive Session for Reason Number Three "to discuss strategy with respect to collective bargaining" and not return to open session; Selectman Trindade*



MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
JUNE 27 2005

*seconded; Roll Call vote: Selectman Galligan—aye; Selectman Trindade—aye; Chairman Scott—aye (All ayes 3-0-0 (voted)).*

Respectfully submitted,

Celeste Hanson, Administrative Services Assistant

*NOTE: APPROVED BY BOS ON*

## REGULAR SELECTMEN MEETING MINUTES

JULY 11, 2005

Present: Selectmen Joseph Dziczek, Kent Scott, Raphaela Rozanski, James Galligan and Glenn Trindade; Interim Town Administrator David D'Amico and Administrative Services Assistant, Celeste Hanson were all present.

At 7:02 p.m. Chairman Scott called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Chairman Scott announced that the Executive Session scheduled for 8:15 p.m. would not be held as Attorney Terry did not have anything to report to the Selectmen.

### **Public Comments:**

- Library Director, Patrick Marshall was present and asked the Chairman for permission to address the Board to discuss the former Town Administrator's memorandum regarding library staff reductions. Director Marshall stated that he felt that he and Administrator Balukonis did not sufficiently discuss the reduction of the library budget before the decision to reduce staff was made. As a result of such, Director Marshall stated that he would like the Board to reconsider the former Town Administrator's decision and delay action of reducing staff as stated in his memorandum until the Fall in order to allow the Director and Library Trustees an opportunity to explore reduction to other areas and services. Director Marshall also stated that delaying the action until the Fall would allow the Director and Library Trustees the opportunity to develop a better operating budget to present and discuss with incoming Town Administrator Kennedy. Director Marshall stated his opinion that holding such action may delay possible Union grievances. The Director noted that the Library Trustees have voted to reduce the Library hours of operation from fifty-five to forty-four hours per week and acknowledges that other services may need to be cut. Director Marshall indicated that he and the Library Trustees would greatly appreciate the board's consideration in allowing them to conduct extra due diligence before implementing Administrator Balukonis's memorandum.
- Selectman Dziczek believes that Administrator Balukonis based his decision on the current financial crisis facing the Town and the fact that the Library does not fund or budget to cover employee health insurance benefits. Selectman Dziczek stated that he would be in favor of delaying the action if the Library Trustees would commit to funding health insurance costs. Director Marshall stated that he could not commit to such an action without first discuss it with the Trustees and that he is carrying out his duties as Library Director as a champion of the library.
- Selectman Galligan stated that he had hoped that the Town would resolve the current employee health insurance issue, which may have resulted in saving additional funds shortly after Town meeting; however, it seems that such a decision will take a few more months. Selectman Galligan stated that taxpayers may not vote to fund additional funds for the Library but may vote to fund another struggling departmental at the next scheduled special town meeting.

## REGULAR SELECTMEN MEETING MINUTES

JULY 11, 2005

- Interim Town Administrator D'Amico stated that he discussed the issue with Special Labor Counsel. Mr. D'Amico stated that Special Labor Counsel indicated that Administrator Balukonis's memorandum may be incorrect and should have provided a two-week notification to affected Library staff and indicated that the Union should meet with the Selectmen. Mr. D'Amico indicated that he also discussed the issue with incoming Town Administrator Ms. Kennedy and that she also has concerns relative to this issue.
- Selectman Rozanski indicated that she was pleased that Mr. D'Amico discussed the matter with Special Labor Counsel and the incoming Town Administrator and that she is leaning toward supporting the Library Trustees proposal to delay action.
- Selectman Trindade also supports delaying action to allow the Library Trustees and Director an opportunity to perform extra due diligence.
- Selectman Rozanski moved to suspend implementation of Library Staff reductions until September 1, 2005; Selectman Dziczek seconded; all nays 0-5-0 (motion fails).
- The Director and the Board entered into a discussion. Selectman Rozanski moved to rescind implementation of Administrator Balukonis' decision until September 1, 2005; seconded by Selectman Dziczek; all ayes 5-0-0 (voted).

### **Sign By-Law Discussion:**

- Planning Board Chairman, Matthew Hayes was present to represent the Planning Board. Chairman Hayes indicated that the Planning Board would like to work with Town officials to develop a procedure to enforce the approved sign by-law that many local businesses are violating and presented the Selectmen with a draft complaint form and letter to use as a guide. Chairman Hayes also submitted a list of some sign by-law violators.
- Chairman Scott indicated that he spoke with the Building Inspector/Zoning Enforcement Officer, Mr. Speroni who was not able to attend this meeting. Chairman Scott stated that the Building Inspector also indicated that he has a complaint form currently in place and that he has also drafted a letter to forward to businesses violating the by-law as well.
- Interim Town Administrator, Mr. D'Amico indicated that the Department of Public Services also faces similar issues with residents violating street opening permits as well as violations of the penal codes and enforcing such can become or cause another line of costly events; he suggests that Town officials further discuss the matter before developing an enforcement policy.
- Chairman Scott indicated that he would like the Building Inspector to present his ideas on how the Town could enforce this by-law at the next scheduled Selectmen's meeting.

**Presentation by T/A Search Committee Phase II: T/A Job Description:**

- Chairman Rodenhiser submitted a memorandum that highlighted the recommended changes to the current town administrator job description. Chairman Rodenhiser indicated that the Committee broke down the job description and took that data to create the Qualifications/Skills/Requirements List that may be used for advertisement and interview purposes. Chairman Rodenhiser indicated that he and the Committee performed a review of the current job description, the Town Administrator By-Law, and other job descriptions of local Town Administrators as well as, public and private sector executive-level job descriptions. The Committee also conducted interviews with Administrator Balukonis, other local Town Administrators, Town employees and Department Heads in order to solicit their input of the present job description, job functions and suggestions for improving the function of Town Hall as it relates to the job description. Chairman Rodenhiser stated that it was the opinion of the Committee that the proposed changes are not in conflict with the current Town Administrator By-law and that the members of the Committee would be available to discuss the proposed changes with the Selectmen should they wish to do so. Chairman Rodenhiser thanked the Selectmen for the opportunity to participate in the process.

**Report of the Interim Town Administrator:**

- Interim Administrator D'Amico reported that during the week of July 18 sealcoating and road resurfacing would commence on Highland and Lovering Streets. The process will require temporary road closure and notices have been forward to residents.
- Interim Administrator D'Amico also reported that the Choate Park Restoration Project has begun and during the process contacted some ledge, which will cost more than originally expected. Mr. D'Amico reminded the Board and listeners that one hundred seventy thousand dollars (\$170,000) had been voted at the 2004 Annual Town Meeting for installation of biocord filters and flow pipes in order to bypass Chicken Brook. Mr. D'Amico indicated that Town representative are currently discussing alternate processes required to accomplish the task and he recommends that the Town hold the project due to the current financial situations; however, installation of the pumps and continued water testing should continue. Mr. D'Amico also reported that dredging of the pond has also become an issue since the water will not be by-passed and the company who was awarded the bid cannot honor the original bid as submitted. Mr. D'Amico indicated that the Town might be able to perform some of the dredging. Chairman Scott asked Mr. D'Amico to prepare a status report for the Board's next schedule meeting of July 25.

**Warrants:**

- Selectman Trindade moved that the Board approve Warrant 54 for Fiscal Year 2005 totaling \$2,183.16 and Warrant 02 for Fiscal Year 2006 totaling \$963,374.69 as read; Selectman Rozanski seconded; all ayes 5-0-0 (voted).

REGULAR SELECTMEN MEETING MINUTES  
JULY 11, 2005

**Consideration of a Block Party Request:**

- Selectman Rozanski moved to approve the request of Michelle Marchionni of 16 Tulip Way to hold a Block Party on Saturday, July 16, from 3:00 to 9:00 p.m. subject to notification of the Police Department; seconded by Selectman Trindade; all aye 5-0-0 (voted).

**Consideration of a One-Day All Alcohol License:**

- Selectman Dziczek moved that the Board approve the One-Day All Alcohol License for Friday July 15 from 6:00 to 12:00 Midnight requested by Saint Joseph's Parish; seconded by Selectman Galligan; all aye 5-0-0 (voted).

**Reports of the Selectmen:**

- Selectmen Rozanski, Galligan and Trindade did not have anything to report.
- Selectman Dziczek read a notice from the Board of Health informing residents that there would be an increase of the yearly solid waste fee from one hundred fifty dollars (\$150.00) to two hundred fifty dollars (\$250.00) per household, which will be included in the Fiscal 2006 bills in late July or early August. Senior citizens age 65 or older are entitled to at fifty percent (50%) discount. Selectman Dziczek also encouraged residents to contact the Board of Health Department if they has any questions regarding the trash fee billing, charges or any other issues.

**Report of the Chairman:**

- Chairman Scott reported that everything regarding the new Town Administrator is on track and that she is expected to begin her employment with the Town on Monday, July 18<sup>th</sup>.
- Chairman Scott also took the opportunity to thank the Director of Public Services, Mr. D'Amico, for stepping up and taking a leadership role as acting Town Administrator. Chairman Scott also took the opportunity to thank the Administrative Services Assistant, Mrs. Hanson, for putting in the extra hours and effort required to keep the office running and organized for the arrival of the new Town Administrator, Ms. Kennedy.
- Chairman Scott announced that the Finance Committee currently has four vacancies and that the School Committee currently has one vacancy. Chairman Scott encouraged anyone interested in serving on either committee to contact the Selectmen's office.
- Chairman Scott indicated that the Department of Revenue (DOR) is in the process of conducting a review of the Town's operations and is continuing to request information from respective Town offices. Chairman Scott noted that he was very pleased to report that DOR representatives indicated that staff has been very accommodating with fulfilling the requests in a timely, efficient manner.

REGULAR SELECTMEN MEETING MINUTES  
JULY 11, 2005

- Chairman Scott reported that the ComCast renewal process is due to begin shortly (September) and that the Board is required to schedule a meeting with ComCast representative, Frank Foss. Chairman Scott instructed the Administrative Services Assistant to schedule Mr. Foss at the next August meeting.
- Chairman Scott indicated that the Industrial Development Committee and Gino Carlucci completed the CDAG Grant applications required for the Industrial Park Sewer Extension Project and that such was mailed and due to the State by July 12, 2005. Chairman Scott instructed the Administrative Services Assistant to confirm receipt of the grant by the State Offices.
- Chairman Scott also indicated that the Board has two regular meetings scheduled during the month of August and would like the Board to consider scheduling a workshop, free of regular business/appointments for the meeting of August 29. Chairman Scott indicated that he would be compiling a list of issues/ideas to discuss and encouraged the Board members to do the same and direct their suggestions to him along with alternative meeting dates if they are not available to meet on August 29.

9:25 p.m. There being no other business to discuss; Selectman Dziczek motioned to adjourn the Selectmen's regular session meeting and Selectman Trindade seconded; all ayes 5-0-0 (voted).

Respectfully submitted,

Celeste R. Hanson,  
Administrative Services Assistant

NOTE: APPROVED BY THE SELECTMEN ON:

MINUTES OF THE SELECTMEN'S REGULAR MEETING  
JULY 25, 2005

Present: Selectmen Kent Scott, James Galligan, Glenn Trindade, Raphaela Rozanski and Joseph Dziczek; Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson.

7:00 p.m. – Chairman Scott called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

- Chairman Scott introduced the new Town Administrator, Suzanne Kennedy, to the Board and audience present.
- Chairman Scott also announced that the Selectmen's meeting may not be broadcasting properly due to technical difficulties and that residents should contact the Medway Cable Access studio.

***Public Comments:***

- Mrs. Meek of 17 Waterview Drive approached the Selectmen regarding the recent trash bill increase. Mrs. Meek was instructed to contact the Board of Health regarding her questions as the Selectmen do not set the fees of trash collection and the Board of Health has elected members who approve such actions. Also, Selectman Dziczek stated that he read an announcement at the July 11<sup>th</sup> Selectmen's meeting and that the announcement was also advertised in the local newspapers. William Fisher, Health Agent came forward and further explained the reasons for the recent increase of trash fees.
- Jack Dovenio of 2 Bullard Circle came forward to discuss recent correspondence he received pertaining to land takings and easements in relation to the Summer Street (Route 126) reconstruction project. The Board stated that the Town had previously advertised public meetings/hearings regarding the project. Administrator Kennedy stated that she would have the Director of Public Services, David D'Amico contact Mr. Dovenio to address his questions.

***Approve and sign warrant:***

- Selectman Trindade moved that the Board approve and sign warrant number four (4) for fiscal year '06 as read in the total amount of \$715,711.22; Selectman Rozanski seconded; All ayes 5-0-0 (voted).

***Approval of Minutes:***

- Selectman Rozanski moved to approve the Selectmen's regular session minutes of May 9, 2005; Selectman Dziczek seconded; all aye (5-0-0) voted.
- Selectman Galligan moved to approve the Selectmen's regular session minutes of July 11, 2005; Selectman Trindade seconded; all aye (5-0-0) voted.

MINUTES OF THE SELECTMEN'S REGULAR MEETING  
JULY 25, 2005

***Robert Speroni, Building Inspector—Discussion of Sign-by-law enforcement:***

- Inspector Speroni came forward and stated that he noticed that most of the sign by-law violators are located on Route 109 (Main Street). Inspector Speroni suggests that a friendly letter to businesses be sent informing them of the recent sign by-law changes and that the Town intends to commence enforcement of the by-law in the near future. Inspector Speroni stated his concerns relative to his current building inspection work load and how the sign by-law enforcement could further impact his workload. Inspector Speroni also stated that the Planning Board forwarded a draft letter and complaint form. Inspector Speroni indicated that he appreciated the Planning Board's efforts; however, he currently has a complaint form as required by Mass General Laws and that he has a letter he previously discussed with Chairman Scott. Inspector Speroni indicated that he preferred to use his complaint form and his letter. The Board and the Inspector entered into a discussion. It was agreed that the Selectman would utilize the Medway Business Council and that Chairman Scott would contact the Council to request their assistance by informing Council members of the Town's intended sign by-law enforcement.

***Execution of the High School Shed Facility and Auditorium Ramp:***

- Chairman Scott asked the staff if Town Counsel had reviewed the contracts. The Administrative Services Assistant stated that Attorney Maciolek had not reviewed the contracts. Chairman Scott instructed the Administrative Services Assistant to hold the matter pending Town Counsel's review. It was agreed that the Administrative Services Assistant would contact the Chairman as soon as Town Counsel reviewed the contracts.

***Consideration of a Solicitors Permit requested by MASSPIRG:***

- Selectman Rozanski moved to approve the Solicitors Permit requested by MASSPIRG to canvass the Town from 4:00 p.m. to 9:00 p.m. begin July 26 through August 8, 2005, contingent to a list of canvassers being submitted to the Police Department prior to commencing; Selectman Trindade seconded; all aye 5-0-0 (voted).

***Consideration of a Solicitors Permit requested by G. O. Innovators:***

- Chairman Scott reminded the Board that G.O. Innovators was granted permission to canvass the Town last year with specific instructions as suggested by the Police Department. Chairman Scott further stated that G.O. Innovators is an organization that assists individuals with criminal backgrounds and charges to prepare themselves for entering the workforce. The Board entered into a brief discussion and it was agreed that the request would be placed on hold pending recommendation of the Police Department. Chairman Scott instructed the Administrative Services Assistant to place the matter on the next Selectmen's Agenda.



MINUTES OF THE SELECTMEN'S REGULAR MEETING  
JULY 25, 2005

***Acknowledge Notice of Intent regarding Adams Street Property:***

- The Selectmen acknowledged the Notice of Intent relative to the intended sale of real estate located on Adams Street. Chairman Scott indicated that the Community Preservation Committee (CPC) would be conducting a public hearing on August 1, 2005, at 7:30 p.m. in Sanford Hall and encouraged interested parties to attend the public hearing.

***Discussion of Land Offer of Village Street Property:***

- Chairman Scott gave a historical background of the property located at 311 Village Street and further stated that the matter was due to be discussed at the next Community Preservation Committee (CPC) meeting on August 1, 2005. It was agreed that the matter be placed on hold for discussion/action the next Selectmen's meeting scheduled for August 8, 2005.

***Report of the Town Administrator:***

- Administrator Kennedy extended her thanks and appreciation to the Selectman and all staff, as well as, Director D'Amico who kept her up to date on issues while serving as Interim Town Administrator.
- Administrator Kennedy reported that her first week as Town Administrator proved to be a very busy one as she conducted meetings with the department heads, several town officials, the town auditing firm and union representatives in order to get up to speed on some outstanding issues and will report back to the Board as warranted. Administrator Kennedy stated that all the meetings she conducted were very productive. Administrator Kennedy also reported that she is currently in the process of working with staff in order to get a better understanding of the Town's financial status to date and will report back to the Board as warranted.

***6. Reports of the Selectmen***

- Selectman Rozanski stated that she recently attended a Mass Municipal Board of Director's meeting and reported that the State supplemental budget would not be finalized until the Fall (late September/October) and that Medway could benefit approximately \$100,000.00 for 2005 snow removal. Selectman Rozanski also reported that she recently attended a SWAP meeting and was very happy to introduce Administrator Kennedy to some officials in attendance. She also reported that Representative Vallee contacted her last week and she verified that the letters relative to the Route 126 project have gone out.
- Selectman Dziczek reminded the Board that a group meeting with the Finance Committee was due to be scheduled in August or September. Selectman Dziczek also wanted a status report on the DOR review.

MINUTES OF THE SELECTMEN'S REGULAR MEETING  
JULY 25, 2005

- Selectman Galligan indicated that DOR's Financial Management Review is continuing and they were still in the process of requesting some information from Town staff last week. DOR has begun their analysis however they can not provide a preliminary report. Some items have been identified and the Town can begin to start a punch list of items and submit such to the Town Administrator. Selectman Galligan also reported that the Audit Committee prepared draft responses to the 2004 Management Letter for submittal by the Auditing firm. Administrator Kennedy responded that she will make certain that the task is completed by July 31, 2005.
- Selectman Trindade did not have a report.

**7. *Report of the Chairman.***

- Chairman Scott reported that Director D'Amico prepared a status report on the Choate Pond project for the Board's review. He also reminded the Board that the Governor's Smart Growth Conference is scheduled for Friday, September 16<sup>th</sup>.
- Chairman Scott reported that the School Committee and the Selectmen need to make a joint appointment to the School Committee in order to fill the remaining term of Mrs. Doherty. Chairman Scott encouraged parties interested in serving the Town to submit resumes to the School Committee Chairman or the Town Clerk. The Chairman also announced that there are currently four vacancies on the Finance Committee that will need to be filled as soon as possible by Administrator Kennedy. Administrator Kennedy stated that she will contact the co-chairs of the Finance Committee to schedule a review of the candidate resumes.
- Chairman Scott requested that the Board forward him some dates in August that they would be available to conduct a work session free of public comment and appointments.
- Chairman Scott stated that he would also like to discuss a communication strategy in order keep residents informed of the Town's financial status and issues.

*8:45 p.m. There being no further business to discuss, Selectman Trindade moved that the meeting be adjourned; Selectman Rozanski seconded; All ayes 5-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

*NOTE: APPROVED BY BOS ON*

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
AUGUST 8 2005

Present: Selectmen Kent Scott, Glenn Trindade, Joseph Dziczek, James Galligan, and Raphaela Rozanski, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

7:02 p.m. – Chairman Scott called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

***Public Comments:***

- Mr. Andy Rodenheiser stated that he would like to publicly thank and recognize the Town employees for all their efforts, quick responses and clean up after the recent storm.
- Administrator Kennedy stated that she was also pleased with the efforts of the employees and that she met with the Director of Public Services, Mr. D'Amico and the Highway Foreman, Mr. Smith just this morning and was very pleased with their status report. Administrator Kennedy noted that Director D'Amico would be reporting to the Selectmen later during the meeting.

***Approve and sign warrant:***

- Selectman Trindade moved that the Board approve and sign warrant number six (6) for fiscal year '06 as read in the total amount of \$710,339.80; Selectman Dziczek seconded; All ayes 5-0-0 (voted).

***Approval of Minutes:***

- Selectman Dziczek moved to approve the Selectmen's regular meeting minutes of July 25, 2005; Selectman Trindade seconded; all ayes 5-0-0 (voted).

***Town Official Updates:***

Director D'Amico reported that there was a major storm this past Friday with wind gusts in excess of seventy miles per hour which resulted in approximately one hundred thirty extra man hours in order to begin clean up of the debris. The Director stated that approximately four thousand (\$4,000.00) dollars had been spent thus far and would likely result in more expenses which have not been budgeted for. As a result of the debris left by the storm, Director D'Amico contracted with Professional Tree Service to assist the Town with the clean up effort. Director D'Amico stated that residents should begin to move tree debris to the curbside as soon as possible for pickup. The Director reported that the Board of Health has also extended the dump's hours of operation in order to assist with tree and debris disposal. The Director also reported that he contacted the MEMA Offices and will be providing the Town Administrator with a status report as warranted.

*At 7:25 p.m. Selectman Rozanski moved that the Selectmen adjourn to Executive Session for reason three "to discuss strategy with respect to collective bargaining" with the intent to return to open session.; seconded by Selectman Dziczek. Roll call vote: Selectman*

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
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*Rozanski—aye; Selectman Dzikczek—aye; Selectman Galligan—aye; Selectman Trindade—aye and Chairman Scott—aye (all ayes 5-0-0) Voted.*

*At 8:35 P.M. The Selectmen returned to open session:*

***Report of the Town Administrator:***

- Administrator Kennedy reported that representatives from the Department of Revenue (DOR) had visited Town Hall today and anticipates that the Board will be pleased with the outcome of their pending report.
- Administrator Kennedy reported that she and staff have been working together to institute a budget-monitoring plan in order to establish the final fiscal year 2005 balances which are needed to begin the fiscal year 2006 with accurate budget data.
- Administrator Kennedy stated she met with School Superintendent, Dr. Grandmont to discuss sharing resources and will update the Board as warranted.
- Administrator Kennedy reported that she met with the Planning Board Assistant and Chairman to discuss the Design Review Counsel. The first meeting of the Design Review Counsel is scheduled for August 29<sup>th</sup> at 5:30 p.m. in Sanford Hall. The Administrator reported that they also discussed strategies and alternatives for staffing of the Planning Board Office during the Planning Board Assistant's scheduled sick leave.
- Administrator Kennedy also reported that she met with the Co-Chairs of the Finance Committee to review candidate resumes. Administrator Kennedy stated that she would begin interviewing the candidates in order to make the necessary appointments required to fill the four vacancies on the committee as quickly as possible.
- Lastly, Administrator Kennedy reported that she and Treasurer/Collector Pater would be attending a Medicare Part D workshop on Tuesday, August 9<sup>th</sup> in Andover sponsored by MIIA. Administrator Kennedy stated that she is arranging for MIIA representatives to make a presentation explaining the program to the Board at an upcoming Selectmen's meeting.

**Consideration of a voluntary tollbooth:**

- Frank and Sharon McComb came forward and requested that the Board approve their request to conduct a voluntary tollbooth to benefit the HOPE Worldwide Charity group on August 27 from 9:00 a.m. to 4:00 p.m. at the intersection of Main (Route 109) and Holliston Streets. To show their appreciation, the HOPE Group would also like to perform a community service project some time in the Fall. Selectman Rozanski moved to approve the request to conduct a voluntary tollbooth to benefit the HOPE Worldwide Charity on August 27<sup>th</sup> from 9:00 a.m. to 4:00 p.m.; seconded by Selectman Trindade; all aye (5-0-0) voted.

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
AUGUST 8 2005

**Consideration of Solicitors Permits**

- Police Chief, Robert Saleski came forward and stated that the Board was entertaining approval of two Solicitors Permits requested by Legacy Sales, Inc. and G. O. Innovator's. Chief Saleski stated that based on investigative data provided by Lt. Tingley both requests should be denied. Chief Saleski further explained that due to the criminal background of the individuals conducting the canvassing, it would not be prudent to allow the individuals to solicit the residents.
- Selectman Galligan stated that the Board should follow the recommendations provided by the Police Department and deny both applications.
- Selectman Trindade moved that the Board deny the Solicitors Permit requested by Legacy Sales, Inc. seconded by Selectman Rozanski; all aye (5-0-0). Selectman Trindade moved that the Board deny the Solicitors Permit requested by G. O. Innovators, seconded by Selectman Galligan; all aye (5-0-0). The Selectman supported entertaining future solicitors permits if both applicants resubmitted a different list of canvassers.

***Consideration of a One-Day All Alcohol License:***

- Selectman Rozanski moved that the Selectmen approve the request for a One-Day All Alcohol License requested by Saint Joseph's Parish seconded by Selectman Galligan; all aye (5-0-0) voted.

***Consideration of a Bicycle Tour Benefit:***

- Selectman Dziczek moved that the Selectmen approve the request to conduct the Cycle for Haylee bicycle tour to benefit the Cystic Fibrosis Foundation; seconded by Selectman Trindade; all aye (5-0-0) voted.

***Discussion of Elected Board Vacancies:***

- Selectman Trindade read the notices of resignation submitted by the Town Clerk relative to two elected board vacancies on the Planning Board and Park Commission. Planning Board member Alan DeToma and Park Commissioner Gary Dumas. Chairman Scott encouraged residents interested in serving on either board to submit resumes and letters of interest to the Town Clerk or the Administrative Services Assistant as soon as possible.

***Reports of the Selectmen:***

- Selectman Dziczek did not have a report.
- Selectman Rozanski presented the Board members with informational materials regarding enterprise funds for their review. She also reported that the recently

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
AUGUST 8 2005

reduced Cemetery Commission budget should be restored due to State requirements that the Town maintain lots and would like the matter further investigated in order to prepare the necessary emergency transfer of funds to pay the incurred maintenance fees of said lots. The Town Administrator stated that she would research the issue and report back to Board after she has completed the necessary due diligence.

- Selectman Galligan did not have a report but wanted to take the opportunity to thank all Town staff for the hard work involved with the recent storm clean up effort.
- Selectman Trindade reported that the Department of Public Services did a great job with the recent road-resurfacing project on Lovering and Holliston Street. Selectman Trindade also stated that he was impressed with the results of the recent storm clean up efforts and the show of teamwork among the town employees.

***Report of the Chairman.***

- Chairman Scott reported that the Community Preservation Committee (CPC) has provided a recommendation regarding the Briggs property for the Selectmen to review. Also, that the CPC would like to meet with the Board to discuss the 2B Oak Street property at the September 12<sup>th</sup> Selectmen's meeting. Chairman Scott also stated that he would like Selectmen Rozanski and Dziczek to bring Administrator Kennedy up to speed on the 29 Main Street (Rojee) property in order to move forward on the matter.
- Chairman Scott stated that the Selectmen should be prepared to present Administrator Kennedy with goals and objectives by the end of September and that the Selectmen should also discuss strategies for communication to residents.

*9:40 p.m. There being no further business to discuss, Selectman Trindade moved that the Selectmen's regular session meeting be adjourned; Selectman Dziczek seconded; All ayes 5-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

***NOTE: APPROVED BY BOS ON***

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
AUGUST 22, 2005

Present: Selectmen Kent Scott, Glenn Trindade, Joseph Dzikczek, and Raphaela Rozanski, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman James Galligan arrived late at 7:07 p.m.

7:00 p.m. – Chairman Scott called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

***Public Comments:*** None.

***Public Official Updates:***

Trash bill fee increase/incorrect data billing:

- William Fisher, Board of Health Agent and Mark Flaherty, Water/Sewer Superintendent were present to answer questions regarding the recent trash bills. Mr. Fisher explained that the trash fee increase was due to an overall increase of utilities and associated services related to the trash collection and operation of the recycling center. Mark Flaherty, Water/Sewer Superintendent reported that staff is still encountering issues with the billing software which has continued to show incorrect data on the trash bills.
- Administrator Kennedy reported that she and staff will be meeting with the software vendor to discuss the issues and will hopefully resolve the issues soon.

Micro Burst update:

- Department of Public Services Director, David D'Amico stated that the status of the clean up efforts has been slow and noted the assistance of Water/Sewer personnel has been very helpful. Director D'Amico noted that the clean up costs are up to \$60,000.00 to date and rising, as there is much more to clean up.
- Administrator Kennedy stated that she spoke to Representative Vallee and he is looking to get Medway reimbursed for costs associated with the Micro Burst through the supplemental budget funds.

***Medicare Part D Presentation by MIIA Representative, Ann Ludlow:***

- Administrator Kennedy introduced Ann Ludlow, MIIA (Massachusetts Interlocal Insurance Association) Representative who would be providing the Board with a presentation regarding the Medicare Part D program.
- Mrs. Ludlow passed out information packets to all the board members. Mrs. Ludlow explained that the Medicare Modernization Act is a federal law enacted in 2003 that creates a new Medicare prescription drug benefit, also known or referred to as Medicare Part D. Medicare Part D will become effective on January 1, 2006. The Medicare program will create a new type of Medicare insurance plan that will provide

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new prescription drug benefits to individuals which will require employers who offer prescription drug coverage to notify retirees and active employees who are Medicare beneficiaries whether their prescription drug plan meets minimum federal benefit standards. Since the town offers prescription drug coverage to retirees and active employees who are on Medicare, the Town will be required to send credible coverage notices to participants informing them that the prescription drug coverage plan is or is not at least as good as the Medicare Part D plan. The Town is also able to apply for a federal subsidy. Mrs. Ludlow stated that MIIA is currently working very closely with Blue Cross Blue Shield in order to make credible coverage determinations on all plans offered by MIIA. MIIA will also work very closely with Town representatives regarding all deadlines and will also provide the Town with sample letters and notices that are required to be forwarded to eligible individuals. Mrs. Ludlow indicated that MIIA would also be conducting several training sessions and workshops to assist with managing Medicare Part D.

- Mrs. Ludlow entertained questions from the Board members regarding the Medicare Part D program.

*At 8:00 p.m. Selectman Trindade moved that the Selectmen adjourn to Executive Session for reason one "to discuss the reputation, character, physical condition or mental health rather than professional competence of an individual" with the intent to return to open session; seconded by Selectman Galligan. Roll call vote: Selectman Rozanski—aye; Selectman Dzikzek—aye; Selectman Galligan—aye; Selectman Trindade—aye and Chairman Scott—aye (all ayes 5-0-0) Voted.*

*At 8:25 P.M. The Selectmen returned to open session:*

***Frank Foss, ComCast Cable License Renewal:***

- Mr. Frank Foss, Manager of Government and Community Relations was present and stated that he would be negotiating the cable license renewal. Mr. Foss indicated that the Town and Comcast are due to enter into the three-year cable license renewal negotiations. Mr. Foss stated that in the past, he met with the cable advisory group (a group of volunteers who represent the Town) to discuss the needs of the town and new services offered by Comcast. This is done in several phases of meetings. After this Comcast will present a proposal based on the Town's needs and then begin negotiations. Comcast will be conducting consumer surveys to aid with the process.
- Selectman Rozanski stated that in the past, a public forum was scheduled and then a committee was selected to report the results of the meetings with ComCast.
- Chairman Scott asked Selectman Rozanski her recommendation on how to proceed with the task. Selectman Rozanski suggested keeping the negotiations informal as it would allow extra time in order to conduct the public forum and develop the committee.



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- Selectman Galligan asked how the surveys would be done. Mr. Foss indicated that ComCast will perform an area-wide survey to include surrounding communities and would also conduct town-specific surveys via the telephone. The results of the surveys will be shared with the Town.
- Selectman Rozanski commented that this negotiation would include competitive discussions with other organizations that provide cable services.

***Approve and sign warrant:***

- Selectman Trindade moved that the Board approve and sign warrant number eight (8) for fiscal year '06 as read in the total amount of \$1,396,332.04; Selectman Rozanski seconded; All ayes 5-0-0 (voted).

***Approval of Minutes:***

- Selectman Rozanski moved to approve the Selectmen's Regular Session meeting minutes of August 8, 2005; Selectman Dziczek seconded; all ayes 5-0-0 (voted).
- Selectman Rozanski moved to approve but not release the Selectmen's Executive Session meeting minutes of August 8, 2005; Selectman Dziczek seconded; all ayes 5-0-0 (voted).

***Report of the Town Administrator:***

- Administrator Kennedy reported Director D'Amico has been updating her regarding the incurred expenses as a result of the recent MicroBurst storm. Administrator Kennedy indicated that Representative Vallee has been contacted and hopefully the Town may be reimbursed for damages.
- Administrator Kennedy reported that she is working with the Fire Chief and Police Chief in order to develop some improvements relative to financial collections for ambulance and police details. She will also investigate further with outside vendors and report back to the board as warranted.
- Administrator Kennedy stated that due to the recent loss of the town accountant and the treasurer/collector she would like to take the opportunity to thank the Board for its support and to thank town hall and school department staff for the extra assistance they have provided.
- In closing, Administrator Kennedy stated that as a result of the loss of staff she has appointed Kim Shorey as Acting Town Collector, Jean Masnik as Acting Town Treasurer and Sandra Szczsponik as Acting Town Accountant. Administrator Kennedy also informed the Board that the locks to Town Hall have all been changed and that she will be instituting a new policy regarding door security. She is also checking into other security locks and services.

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***Designation of Medway Board of Assessors as Special Municipal Employees:***

- Administrator Kennedy stated that as a result of recent staff resignations she would like to hire Mrs. Marjorie Sanford, former Treasurer/Collector and member of the Board of Assessors, as a Special Assistant to the Town Administrator. Administrator Kennedy informed the Board that in order to hire Mrs. Sanford as the Special Assistant to the Town Administrator, the Selectmen would need to designate the Board of Assessors as Special Municipal Employees and then designate the Special Assistant to the Town Administrator as a Special Municipal employee.
- Selectman Rozanski asked if the Administrator discussed the matter with the State Ethics Commission. Administrator Kennedy responded that she and Mrs. Sanford had several conversations with the Ethics Commission as well as Town Counsel and both parties agree with the anticipated designations before the Board this evening.
- There being no further discussion, Selectman Rozanski moved that the Selectmen approve to designate the Medway Board of Assessors as Special Municipal Employees; Selectman Trindade seconded; All aye (5-0-0) voted.

***Designation of Special Assistant to the Town Administrator as Special Municipal Employee:***

- Selectman Rozanski moved that the Selectmen approve the designation of the Special Assistant to the Town Administrator as a Special Municipal Employee; Selectman Trindade seconded; All aye (5-0-0) voted.

***Approval of Financial Interest by Municipal Employee:***

- Selectman Rozanski moved that the Selectmen approve to the Disclosure of Financial Interest by Municipal Employee as required by GL 268 20(d); Selectman Trindade seconded; All aye (5-0-0) voted.

***Execution of Contract for Temporary Consulting Services:***

- Administrator Kennedy requested that the Selectmen consider executing a contract for temporary consulting services as a result of the recent staff resignations. Administrator Kennedy stated that the temporary services are needed in order to get Town financial records up to date in preparation for the audit and setting of the tax rate.
- Selectman Dzikczek inquired about the selection of the consultant and how the Town would fund for the services. Administrator Kennedy stated that the consultant was highly recommended by several business partners and the consultant also has knowledge of the Town's financial software. Administrator Kennedy informed the Board that she contacted several consultants who were all

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extremely busy and could not commit to long-term contract services required by the Town. Administrator Kennedy stated that funding would be covered by the departmental salary budget and that the consultant would be working three, eight-hour days.

- There being no further discussion, Selectman Rozanski moved to approve the contract for temporary consultant services between the Town of Medway and Community Solutions as recommended by Administrator Kennedy; Selectman Trindade seconded; All ayes 5-0-0 (voted).

***Consideration of Solicitors Permit:***

- Selectman Galligan moved to deny the Solicitors Permit Application submitted by Kevin Mobley and Charles Grogan to sell furniture from a tractor-trailer seconded by Selectman Dziczek; All ayes (5-0-0) voted. Solicitors Permit denied.

***Consideration of Special Event Permit:***

- Selectman Trindade moved to approve the special event permit for a church fair requested by the Community Church; seconded by Selectman Rozanski; All ayes (5-0-0) voted. Special Event permit granted.

***Reports of the Selectmen:***

- Selectmen Dziczek and Trindade did not have reports.
- Selectman Rozanski reported that she recently followed up regarding the unpaid Cemetery expenses submitted by the Cemetery Commission and found that invoices have not been processed since 2003. Selectman Rozanski reiterated her position that the Cemetery Commission budget should be restored.
- Selectman Galligan did not have a report but wanted to take the opportunity to thank the Town Administrator and the Administrative Services Assistant for their hard work.

***Report of the Chairman.***

- Chairman Scott asked the Town Administrator for a status on the Finance Committee Appointments. Administrator Kennedy reported that she has two more interviews scheduled and will make her decision by September 1, 2005.
- Chairman Scott stated would like to schedule a joint meeting with the Finance Committee to discuss the Town's financial situation. Chairman Scott also noted that a joint meeting with the Community Preservation Committee (CPC) has been scheduled for September 12, 2005, in Sanford Hall to discuss 2-B Oak Street plans.

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- The Chairman also announced that the Planning Board would be conducting a public hearing for the Riverbend project on August 22 at 7:30 p.m. in Sanford Hall and encouraged interested individuals to attend the public hearing.

*9:40 p.m. There being no further business to discuss, Selectman Rozanski moved that the Selectmen's regular session meeting be adjourned; Selectman Trindade seconded; All ayes 5-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

*NOTE: APPROVED BY BOS ON*

## MINUTES OF THE SELECTMEN'S MEETING

September 12, 2005

Present: Selectmen Kent Scott, James Galligan, Joseph Dziczek, and Raphaela Rozanski, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Glenn Trindade was not present.

7:03 p.m. – Chairman Scott called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

### ***Public Comments:***

- Mr. Robert Dubovsky, 220 Village Street addressed the Board of Selectmen and reported that the air-conditioning unit at the Burke School had been relocated to a more appropriate location. Mr. Dubovsky also stated that the painted white trim of the Burke School is peeling and chipping and asked if such had been tested for lead. Mr. Dubovsky wanted to leave a lead paint testing kit in order for the Board to have a lead paint test performed. Chairman Scott directed Mr. Dubovsky to address his concerns with the School Committee, Municipal Building Committee and/or the Board of Health.

### ***Public Official Updates:***

- David D'Amico, Director of Public Services presented the Board with the Route 126 Traffic Agreement for Board execution. Director D'Amico stated that this agreement is required by the State prior to commencing the Route 126 project and that such agreement was reviewed and approved by Town Counsel. Selectman Galligan move that the Board sign the Route 126 Traffic Agreement as presented; seconded by Selectman Rozanski; all aye 4-0-0 (voted).

### ***Approve and sign warrant:***

- Selectman Galligan moved that the Board approve and sign warrant number eleven (11) for fiscal year '05 as read in the total amount of \$496,987.05; Selectman Dziczek seconded; all aye 4-0-0 (voted).

### ***Financial Management Update:***

- Administrator Kennedy stated that the two main financial consultants were present this evening to update the Board of their current findings. Administrator Kennedy stated that the financial restoration/reconciliation of the data systems will take much longer than originally anticipated which would delay scheduling the Special Town Meeting until after October. Administrator Kennedy informed the Board that the deficiencies are much more extensive that what was originally represented to her by the former town accountant and treasurer/collector.
- Special Assistant to the Town Administrator, Marjorie Sanford, stated that the cash balances for fiscal year 2005 have not been properly reconciled in a timely manner. Ms. Sanford noted that this item should not be a reflection of current staff's ability as staff had not been properly trained. Ms. Sanford stated that she is training staff to accomplish the necessary tasks. Ms. Sanford stated that due to the tremendous

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amount of reconciliation that must be completed, the Treasurer/Collector's office will remain closed on Wednesdays and Thursdays. Ms. Sanford stated that she will continue to work closely with current staff and regularly report to the Board as warranted.

- Mrs. Virginia Cahill, Community Solutions consultant stated that the deficiencies are much more extensive that she anticipated. Ms. Cahill reported that data had not been properly booked and much of the problems may have been exacerbated when the town changed software systems as old balances from prior years were not brought forward. Ms. Cahill noted that the software conversion is not complete and will need to be addressed before moving forward. Ms. Cahill stated she does not anticipate being ready for the audit until the end of October.
- Chairman Scott stated that the Town will need to address proper training for current staff.
- Administrator Kennedy reported that some training is available through the MMA and that the Town will need to reserve funds in order to properly train staff. Administrator Kennedy added that she is thankful and praised all staff's willingness to cooperate in order to accomplish completion of all necessary tasks.
- Selectman Galligan stated that he would like Mrs. Sanford and Ms. Cahill to keep a log of their work for future use in training personnel.
- Administrator Kennedy stated that the issue of policies and procedures for future use has been discussed; however, keeping log of such will not be a high priority task for the moment.
- Selectman Rozanski asked if a chart of accounts was unique to Medway. Ms. Cahill responded that Medway has attempted to set up a chart of accounts; however, the records are messy at the current time and will require some additional work to get them in order.

### ***CPC Discussion of the 2-B Oak Street Property:***

- Mark Cerel, Moderator and Chairman of the Community Preservation Committee was present and explained the strict use of CPC funds will not impact the Town's current financial issues. Chairman Cerel referred to the punch list dated September 28, 2004, previously submitted to the Selectmen. Chairman Cerel addressed each item on the punch list and explained that the next step in the process, in his opinion, would be to hire an independent home inspector to view the barn structure as well as the main house to obtain an estimate for restoration before deciding what to do with the property.
- Selectman Rozanski inquired if there were any grants that the Town could apply for to assist with the restoration of the property. Chairman Cerel stated that grants was not his area of expertise but felt that it would be worth investigating.

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- Chairman Scott asked the remaining CPC Board members if they had any comments. In general, all members were in agreement that the Board should investigate restoration costs before making further plans for the property. Members of the Historical Committee were also present and support restoration of the property.
- The Department of Public Services Director commented that he previously viewed the property and feels that saving the main house is marginal and that perhaps the Town should tear down the current structure and investigate building a replica.
- Selectman Dziczek supports obtaining recommendations and services of an outside vendor before moving forward. He feels that the Town officials should discuss the results from the recommendations and identify some items that the Town could handle or organize independently in an effort to save funds. Also, he feels that the Town needs to handle the matter on a step-by-step basis.
- Selectman Galligan supports selling the house on the subject property to an individual with the stipulation that the buyer fully restore the house.
- Mr. Robert Dubovsky stated that he is willing to offer his services to the Town and perform the cost analysis of the 2-B Oak Street Property. Chairman Cerel stated that such would be discussed at a later time.
- It was agreed by all parties that the CPC and the Historical Commission would meet to discuss the cost analysis and report back to the Selectmen.

### *Discussion of Adams Street Property:*

- Chairman Cerel stated that the CPC has forwarded their recommendation to acquire the Adams Street Property.
- James Weiler stated that he spoke to the owner of the property who indicated that he would be willing to cooperate and enter into an agreement with the Town.
- Selectman Dziczek stated that the Town should act quickly and decide the course of action it would like to take in all fairness to the landowner. Selectman Dziczek stated that the Town would need to schedule a Special Town Meeting should it be decided to exercise its right of first refusal.
- The Board entered into a brief discussion; Selectman Rozanski moved that the Board schedule a Special Town Meeting on October 11, 2005, in order to exercise its right of first refusal to acquire the Adams Street Property; Selectman Dziczek seconded; all ayes (4-0-0) voted.
- Selectman Rozanski moved to open and insert the warrant article to allow the Board to exercise its right of first refusal to acquire the Adams Street Property on

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the Special Town Meeting Warrant of October 11, 2005, and to close the October 11, 2005 Special Town Meeting warrant; Selectman Dziczek seconded; all aye (4-0-0) voted.

### ***Gerry Lindsey, Chairman Municipal Building Committee***

- Chairman Lindsey came forward to address the Board. The Chairman stated that he had a few items to report on. Chairman Lindsey reported that the high school auditorium handicap ramp has been completed and publicly thanked Mr. Andy Rodenhiser of Rodenhiser Plumbing for his donation of material for the high school shed project.
- Chairman Lindsey presented payment requisitions for construction services on the high school auditorium ramp and maintenance shed projects rendered by Barbato Construction for approval by the Board of Selectmen as recommended by the Municipal Building Committee.
- Selectman Rozanski moved to approve payment requisition one in the amount of \$32,458 for the high school ramp construction services payable to Barbato Construction; Selectman Rozanski seconded; all aye (4-0-0) voted.
- Selectman Dziczek moved to approve payment requisition two in the amount of \$74,147.50 for the high school shed construction services payable to Barbato Construction; Selectman Rozanski seconded; all aye (4-0-0) voted.
- Chairman Lindsey also presented Change Order One in the amount of \$40,000 which directs the contractor, Barbato Construction to furnish and install all doors, frames and coiling over head doors. Selectman Rozanski moved that the Board approve and authorize the Chairman Scott to execute Change Order One; Selectman Dziczek seconded; all ayes (4-0-0) voted.

### ***Report of the Town Administrator:***

- Administrator Kennedy reported that the Town has incurred \$100,000 in damages to date as a result of the recent MicroBurst Storm.
- Administrator Kennedy reported that she recently completed interviews with all ten Finance Committee candidates and that she selected four new representatives she feels to be the best qualified to serve on the committee. Administrator Kennedy stated that the Town's Department of Revenue Representative is willing to conduct a workshop for the Finance Committee and any other Town representatives who may be interested.
- Administrator Kennedy reported that town staff has begun utilizing the Budget Monitoring System and will report back to the Board as warranted. Administrator Kennedy noted that she has worked with staff to apply for a few State grants and will report back as warranted.



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- Administrator Kennedy reported that in an effort to streamline financial tasks, she and the finance staff (school and municipal) have been meeting regularly with software vendors to discuss integrating the school and town payroll systems. She also expects to begin to computerize the tracking of all employee sick, vacation and compensatory time in the near future. She also informed the Board that the Police Chief has agreed to manage police detail collection. Administrator Kennedy stated that she will continue to update the Board as warranted.

### *Reports of the Selectmen*

- Selectman Rozanski took the opportunity to thank the Department of Public Services Director, David D'Amico, for his efforts and hard work relative to the Route 126 project. Selectman Rozanski stated that the next T.I.P. project that the town should be preparing for is Route 109. Selectman Rozanski stated that she participated in the telephone conference that the Lt. Governor Healy organized regarding hurricane Katrina and that the State will begin to work with local communities to investigate a statewide disaster plan. Selectman Rozanski stated that she will keep the Board up to date as information becomes available on both matters.
- Selectman Galligan reported that he did some work on the Homeland Security Grant that the Town recently applied for and stated that the related training is very expensive and funds received from the grant probably would not cover the cost for said training.
- Selectman Dziczek did not have a report this week.

### *Report of the Chairman.*

- Chairman Scott stated that as a result of the recent meeting with ComCast he would like to develop a task force. Chairman Scott asked Selectman Rozanski if she would like to coordinate the task force and submit recommendations to the Board as warranted. Selectman Rozanski agreed that she would be willing to assist.
- Chairman Scott noted that the Board had licenses for Hang Tai Enterprises to execute. The Administrative Services Assistant reported that the Board had previously approved the application submitted by Hang Tai Enterprises, said application was then forwarded to the ABCC for final approval and that the ABCC had completed the necessary due diligence and have approved said application. Selectman Galligan moved that the Board execute the seven-day all alcohol and common victuallers licenses for Hang Tai Enterprises, LLC; seconded by Selectman Dziczek; all aye 4-0-0 (voted).

*9:40 p.m. There being no further business to discuss, Selectman Dziczek moved that the meeting be adjourned; Selectman Rozanski seconded; all ayes 4-0-0 (voted).*

Respectfully submitted,

MINUTES OF THE SELECTMEN'S MEETING  
September 12, 2005

Celeste Hanson  
Administrative Services Assistant

*NOTE: APPROVED BY BOS ON*

## MINUTES OF THE SELECTMEN'S MEETING

September 26, 2005

Present: Selectmen Kent Scott, James Galligan, Glenn Trindade, Joseph Dziczek, and Raphaela Rozanski, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

7:07 p.m. – Chairman Scott called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

***Public Comments:*** None.

### ***Public Official Updates:***

- David D'Amico, Director of Public Services presented the Board with a brief update regarding the Choate Park project. Director D'Amico stated that the project is near completion and anticipates that the pond will be ready to fill by spring.

### ***Approve and sign warrant:***

- Selectman Trindade moved that the Board approve and sign warrant number thirteen (13) for fiscal year '05 as read in the total amount of \$478,566.21; Selectman Rozanski seconded; all aye 5-0-0 (voted).

### ***Approval of Minutes:***

- Selectman Dziczek moved to approve the Selectmen's Regular Session Minutes of September 12, 2005, with amendments; seconded by Selectman Rozanski; all aye 5-0-0 (voted).

### ***Discussion of Selectmen's Meeting Schedule:***

- Chairman Scott stated that Board is required to set the new meeting schedule and asked the Selectmen for their opinions and recommendations.
- Selectman Trindade stated that he supports the current schedule of meeting every other week.
- Selectman Galligan stated he is also in favor of meeting every other week unless an absolute need arises that would require the Board to convene. Selectman Galligan also asked Administrator if she had the opportunity to discuss the option of changing to a bi-weekly payroll schedule. Administrator Kennedy stated that she had a preliminary discussion and that she is performing due diligence which will require another follow-up discussion with staff.
- Selectman Rozanski stated that she supports the Board meeting every week as there are many Monday holidays that would result a three-week gap between meetings.
- Selectman Dziczek stated that he understands Selectman Rozanski's position; and recalled that the last three Town Administrators and staff, both past and present,

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have noted the burden of weekly meetings. Selectman Dziczek stated that he, therefore, supports meeting every other week with the option of calling a meeting should a reason arise which would be coordinated by staff and the Chairman.

- Chairman Scott stated that he desires to achieve better efficiency and feels that future tasks are approaching which will possibly require the Board to convene extra meetings. Chairman Scott would also like the Board to consider scheduling quarterly work sessions.
- There being no further discussion, Selectman Trindade moved that the Board set a bi-weekly meeting schedule; seconded by Selectman Galligan; Ayes—4; Nay—1 (Selectman Rozanski) (4-1-0) voted.

### ***Candidate Recommendations-- RFQ Review Committee on the Medway Sewer Project:***

- Industrial Development Committee Chairman, William Wright came forward and stated that the IDC recently solicited for bids from qualified firms that would be interested in working the sewer extension project. Chairman Wright stated that the Town in not is a position to award the contract yet but needs to appoint a committee to review the qualifications of the firms who submitted proposals.
- The Selectman reviewed the list of candidates and Selectman Trindade moved that the Board appoint the list of candidates (Mark Flaherty, Robert Heavey, Paul DeSimone, William Wright, Selectmen Trindade and Rozanski, and Richard Parella) seconded by Selectman Dziczek; all ayes 5-0-0.

### ***Report of the Town Administrator:***

- Administrator Kennedy reported that the Town has incurred \$111,242.00 in damages as a result of the recent MicroBurst Storm.
- Administrator Kennedy reported that she plan to close the Treasurer/Collector's office for two additional half days beginning the first week of October. Administrator Kennedy stated that there is an inordinate amount of foot traffic with non-stop walk-ins that is preventing the financial staff from completing their tasks.
- Administrator Kennedy stated that she and the financial staff are currently investigating implementation of a lockbox and will be discussing the procedures and costs with bank representatives and will update the Board as warranted.
- Administrator Kennedy announced the names of the new Finance Committee members: Frank Faist, Vincent Alessandrini, Robert Kenny and Judy Yasi. Administrator Kennedy also announces that Mrs. Kathy Reed, the Town's Department of Revenue liaison, will conduct a workshop for the new FinCom members as well as any other interested individuals on Wednesday, November 2, 2005, at 7:00 p.m. in Sanford Hall.

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- Administrator Kennedy also took the opportunity to publicly thank Mrs. Tina Wright, Mr. Dave Verdolino and Mrs. Linda McCarthy for their assistance and support during the recent weeks
- Administrator Kennedy stated that the Department of Public Services Director, Mr. D'Amico was present to explain the DEP Consent Order relative to some operational violations at the Highway Barn.

### ***DEP Consent Order Discussion:***

- Director D'Amico referred to a memo dated September 8, 2005, and explained that the Massachusetts Department of Environmental Protection performed an inspection of the Town highway barn on April 12, 2005. Director D'Amico indicated that he and the Highway Foreman have since meet with the inspector to discuss corrective and enforcement actions being considered by DEP. Director D'Amico indicated that the Town faces approximately \$11,490 in fines that could be reduced to \$3,200 if the town agrees to rectify the problems and become in full compliance with DEP standards. Director D'Amico indicated that the inspector desires to work with the Town to correct the problems and that DEP is seeking a letter from the Town committing to a compliance agreement. It was agreed that Director D'Amico would draft the DEP response and forward such to the T/A for her review and report back to the Selectmen as warranted.

### ***Approval of the Special Town Meeting Warrant:***

- The Board approved the October 11, 2005 Special Town Meeting warrant as read by Selectman Trindade that asks voters to authorize the purchase of four parcels of agricultural land with frontage on Adams Street currently owned by Robert Briggs using Community Preservation Commission funds. Administrator Kennedy stated that Town Counsel reviewed and approved the warrant before the Board for approval.

### ***Reports of the Selectmen***

- Selectman Rozanski indicated that she recently attended a Mass. Selectmen's Meeting and attended several beneficial workshops. She also stated no supplemental budgets have been filed by the legislature and will continue to keep the Board updated on the status of such. Selectman Rozanski also stated that she recently spoke with Jeff Hardin who would be willing to discuss some ideas for the Town website. Selectman Rozanski also provided the Board a handout providing some history and recommendations relative to the Cablevision (Comcast) social contract as requested by Chairman Scott.
- Selectman Galligan announced that the Town recently received the DOR Management Report and stated that he would like to post the report on the Town's website. He also indicated that he would like to coordinate a meeting with DOR representatives to review the report with the Selectmen. Selectman Galligan reported that he would contact the members of the School/Town Facility

## MINUTES OF THE SELECTMEN'S MEETING

September 26, 2005

Maintenance Ad-Hoc Committee to schedule some meetings and would report back to the Board as warranted.

- Selectman Trindade stated that he supports Selectman Galligan's position relative to the 2-B Oak Street property as reflected in the Selectmen's minutes of September 12th. Selectman Trindade also indicated that he would like to be involved with the School/Town Facility Maintenance Ad-Hoc Committee.
- Selectman Dziczek did not have a report.

### *Report of the Chairman.*

- Chairman Scott stated that he would like the Board members to forward their goal recommendations for the Town Administrator before the end of October.
- Chairman Scott indicated that he is waiting to receive the Community Preservation Committee's recommendation of the party who would be performing the cost analysis on 2-B Oak Street. Chairman Scott stated that he would like the review of the property to be coordinated through the Department of Public Services Director.
- Chairman Scott also stated that he would like the CIC (Capital Improvement Committee) to begin meeting again on a regular basis in order to formulate a Capital Improvement Plan.

*8:50 p.m. There being no further business to discuss, Selectman Trindade moved that the meeting be adjourned; Selectman Dziczek seconded; all ayes 5-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

*NOTE: APPROVED BY BOS ON*

MINUTES OF THE SPECIAL SESSION SELECTMEN'S MEETING  
OCTOBER 11, 2005

Present: Selectmen Kent, Scott, Glenn Trindade, James Galligan, and Raphaela Rozanski, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Joseph Dziczek was absent.

6:32 p.m. – Chairman Scott called the meeting to order in Room 120 in the Medway Middle School. All stood for the Pledge of Allegiance.

***Approve and sign warrant:***

- Selectman Trindade moved that the Board approve and sign warrant fifteen (15) for fiscal year '06 as read in the total amount of \$19,788,247.10; Selectman Galligan seconded; all ayes 4-0-0 (voted).
- Special Assistant to the Town Administrator, Marjorie Sanford explained that this warrant amount was high due to the \$18,847,110.41 bond anticipation note pay down.

***Approval of Minutes:***

- Selectman Galligan moved to approve the regular meeting minutes of September 26, 2005; Selectman Trindade seconded; all ayes 4-0-0 (voted).

***Public Comments:***           None.

***Consideration of One Day All Alcohol Licenses:***

- Selectman Rozanski moved that the Selectmen approve the one day all alcohol license requested by the Marian Center seconded by Selectman Galligan; all ayes 4-0-0 (voted).
- Selectman Rozanski moved that the Selectmen approve the one day all alcohol license requested by Saint Joseph's Parish seconded by Selectman Trindade; all ayes 4-0-0 (voted).

***Report of the Town Administrator:***

- Administrator Kennedy, reported that she is investigating on-line banking procedures which will require more due diligence and will report back to the Board as warranted.
- Administrator Kennedy reported that Special Assistant, Marjorie Sanford has successfully completed some bank reconciliations; however, there is more data inputting required that could not be completed prior to the computer conversion before continuing on with tax title reconciliation. Administrator Kennedy recommended that the Board consider a future discussion relative to establishing tax title policy.

MINUTES OF THE SPECIAL SESSION SELECTMEN'S MEETING  
OCTOBER 11, 2005

***Reports of the Selectmen***

- Selectman Rozanski reported she attended an economic forum and will continue to update the Board as warranted regarding the supplemental budget.
- Selectmen Galligan and Trindade did not have reports this week.

***Report of the Chairman.***

- Chairman Scott did not have a report this week.

The Board entered into a brief discussion regarding the possibility of not being able to set the tax rate by January 1, 2006, which may require the Town to obtain a bridge loan in order to meet financial needs.

Administrator Kennedy informed the Board that the Town's financial future is extremely bleak. She noted that many budgets were significantly under budgeted and that the current unforeseen microburst expenses, rising fuel and insurance costs will further impact budgets across the board. Administrator Kennedy stated that she would continue to closely monitor such and report regularly to the Board as warranted.

Chairman Scott stated that he would like the Selectman to schedule joint meetings with the Finance Committee and School Department/Committee on a non-regular Monday meeting day to discuss the future Town financial status. Chairman Scott suggested that the Board reserve November 7 or November 21 for this meeting. Chairman Scott will confirm the date with Town Administrator and Administrative Services Assistant.

*6:59 p.m. There being no further business to discuss, Selectman Galligan moved that the meeting be adjourned; Selectman Trindade seconded; All aye 4-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

***NOTE: APPROVED BY BOS ON***



MINUTES OF THE SPECIAL SESSION SELECTMEN'S MEETING  
OCTOBER 24, 2005

Present: Selectmen Kent Scott, Glenn Trindade, James Galligan, Joseph Dziczek, Raphaela Rozanski, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

7:04 p.m. – Chairman Scott called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

***Approve and sign warrant:***

- Selectman Trindade moved that the Board approve and sign warrant seventeen (17) for fiscal year '06 as read in the total amount of \$505,698.39; Selectman Rozanski seconded; all ayes 5-0-0 (voted).

***Approval of Minutes:***

- Selectman Rozanski moved to approve the regular meeting minutes of October 11, 2005; Selectman Trindade seconded; all ayes 4-0-1 (voted) (Selectman Dziczek abstained).

***Public Comments:***           None.

***Certificate: of Appointments:***

- Selectman Trindade announced the names of the individuals who were appointed to serve on the Medway Sewer Project RFQ Review Committee noting that all appointments expire June 30, 2005. The members are Richard Parella--Citizen at Large; Mark Flaherty—Member; Robert Heavy—Member; Paul DeSimone—Member; William Wright—Member; Raphaela Rozanski—Member; Glenn Trindade—Member. Selectman Trindade stated that the first meeting of the Sewer Project RFQ Review Committee is scheduled for Thursday, October 27, 2005 at 7:00 p.m. in Sanford Hall.

***Report of the Town Administrator:***

- Administrator Kennedy stated that the utility reconciliations are still not credible and reported that in-house staff has volunteered to undertake a project to input the data required in order to get the computer records up to date. Administrator Kennedy stated that she would update the Board as warranted.
- Administrator Kennedy, reported that she and the finance team are scheduled to meet with several bank representatives to discuss on-line banking procedures and security protocol and will report back to the Board as warranted.
- Administrator Kennedy reported that the Accounts Payable Project is still performing due diligence and that the school team is investigating price quotes for review. Administrator Kennedy reported that she has targeted implementation of bi-weekly vendor warrant payments to commence by December 19<sup>th</sup>. The Administrator stated that she would update the Board as warranted.

MINUTES OF THE SPECIAL SESSION SELECTMEN'S MEETING  
OCTOBER 24, 2005

- Administrator Kennedy also reported that an informal website meeting to improve website communication is scheduled next week and she will update the Board as warranted.
- In closing, Administrator Kennedy thanked all the staff for their support and efforts in order to accomplish the many tasks required to improve the Town's records and operations.

**Representative James Vallee and Paul Loscocco Update:**

- Representative Vallee was present and announced that Representative Loscocco was stuck in traffic and would join the Selectmen's meeting soon. Representative Vallee stated that he constantly explores opportunities that may assist Medway and continues to work very closely with Representative Loscocco and Senator Spilka as well. Representative Vallee encouraged the Board and staff not to hesitate to contact his office for assistance with matters.
- Chairman Scott thanked Representative Vallee for all his efforts that have benefited Medway and asked him to explain his efforts relative to the Supplemental Budget. Representative Vallee explained that the budget addressed mostly capital improvement projects like the Highway Barn, Choate Park, Senior Center and Microburst damage; he anticipates Medway receiving a sizeable amount of funds.
- Selectman Rozanski also took the opportunity to thank Representative Valle for his assistance regarding the Choate Park Project and all his efforts to assist Medway.
- Selectman Dziczek asked what Representative Vallee anticipated happening in 2006. Representative Vallee responded that he has seen some growth and hopefully, if expenses can be contained it may not be too bad. He is hopeful and anticipates that Medway may receive some local aide and will continue to monitor such and keep the Town up to date.
- Selectman Trindade thanked the Representative for all his support and assistance that has benefited Medway. Selectman Trindade inquired if Medway officials could assist the Representative in any way by showing support and attending public hearings or such, all he need do is contact the staff.
- Representative Vallee thanked the Board for their support and stated that he would schedule another session with the Board sometime in the future.

***Department of Revenue Presentation:***

- Melinda Ordway, Project Manager and Senior Analyst represented the Department of Revenue (DOR), Division of Local Services (DLS) and reported that the DOR staff consisting of Kathy Reed, Staff Accountant; Scott Dressel, Project Manager; Thomas Sweeny, Field Supervisor and Frederick Kingsley, Bureau Chief all participated in the

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OCTOBER 24, 2005

project. Mrs. Ordway stated that in preparing the review, DLS conducted interviews with former and present staff, outside consultants and various board/committee members. She stated that the project was not an audit, or an enforcement order but a list of practical ideas and suggestions to assist Medway with moving forward in a positive manner. Mrs. Ordway stated that the report lists seventeen suggestions to improve the Town's current situation; however, four major challenges that Medway faces are to strengthen central management, hire qualified financial staff, produce timely and accurate information and win back voter confidence. Mrs. Ordway stated that establishing a written set of goals and objectives for the Town Administrator is a positive step towards strengthening central management and when the financial house is back in order, Medway will be able to attract and hire qualified financial officials. Mrs. Ordway stated that town officials as well as residents should be patient and to anticipate a two- or three-year turnaround time for improvement.

- The Board and Mrs. Ordway entered into a question and answer session that also included members of the audience. Board members and residents voiced their frustrations with former employees and weak management of the Town.
- Selectman Trindade acknowledged that the current Board as well as current administration is well aware of the many problems that exist and face Medway and that they have been working together on goals and tasks to clean up the problems so that the Town will never have to experience such again. He also stated that residents taking out their frustrations on the current staff is not the answer, as current staff is not responsible for the inefficiencies of former employees. He stated that current staff is extremely overwhelmed with cleaning up the messes left by former staff and to take inconsideration the fact that the current staff have worked extended hours and have been taking on extra tasks should prove that they are willing to work with current management to improve Medway.
- Selectman Galligan praised the efforts of Administrator Kennedy and stated that when performance was demanded from staff, those who could not hack it, left.
- In closing, Mrs. Ordway stated that she would like to follow up with Medway officials in one year and encouraged officials to contact her or any staff member from DLS for assistance should the need arise.

**Representative Paul Loscocco Update:**

- Representative Loscocco apologized for being late and stated he has and will continue to work very closely with Senator Spilka and Representative Vallee to advocate for Medway and they all work very well together. Representative Loscocco reported that additional Chapter 90 funds will be available and that an amendment through the 495 Partnership for additional funds has been approved as well. Representative Loscocco stated that he would continue to advocate local aide to benefit Medway as he was a little disappointed with the local aide figures. Representative Loscocco stated that he plans to continue exploring funding sources that may benefit the Senior Center as well as any other Medway issues. Representative Loscocco noted that he has an open door

MINUTES OF THE SPECIAL SESSION SELECTMEN'S MEETING  
OCTOBER 24, 2005

policy and encourages town officials to contact his aide, Barry Flynn or him at home, on his cell, or at his office should the need arise.

- Chairman Scott thanked Representative Loscocco for all his efforts that have benefited Medway and asked if he may be able to give the Board his opinion on the Library aid. Representative Loscocco stated that he feels strongly that the library aid will go through and benefit Medway.
- Selectman Rozanski also took the opportunity to thank the Representative for all his hard work that has benefited Medway and noted that the Representative has a lot of knowledge relative to Medway issues.

*Reports of the Selectmen*

- Selectmen Rozanski, Dziczek, Galligan and Trindade did not have reports this week.

*Report of the Chairman.*

- Chairman Scott announced that local public flu clinics are scheduled on October 29 from 10:00 a.m. to 2:00 p.m. at Star Market located at 65 Main Street, telephone number 533-0606 and November 12 from 9:00a.m. to 12:00 p.m. at Walgreens located at 68 Main Street, telephone number 533-0614. The Chairman stated that all flu shots are \$25.00 and if individuals have questions or require additional information to contact the Massachusetts Department of Public Health.
- Chairman Scott announced that he would like to schedule a joint meeting between the Finance Committee and the Selectmen on a non-board meeting night sometime in November. Selectman Dziczek suggested that an agenda for the meeting be prepared in order for the meeting to be more effective and productive. Chairman Scott will confirm the date with Town Administrator or the Administrative Services Assistant.
- Chairman Scott stated that schedule of Selectmen's Meetings has been revised. Meetings changes are due to Monday holidays; therefore the Selectmen will meet on the Tuesday following the Monday holiday (Tuesday January 3 and January 17, 2006)
- Chairman Scott reported that the Board is scheduled to set goals and objectives for Administrator Kennedy by the end of October. The Chairman requested that the Selectmen forward their recommendations to him so he may incorporate the recommendations into the proper format for review. He also stated that he would like to follow up with the Town Administrator Search Committee recommendations that may assist the Board with establishing the goals and objectives for the Town Administrator.

MINUTES OF THE SPECIAL SESSION SELECTMEN'S MEETING  
OCTOBER 24, 2005

*9:15 p.m. There being no further business to discuss, Selectman Trindade moved that the meeting be adjourned; Selectman Rozanski seconded; All aye 5-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

*NOTE: APPROVED BY BOS ON*

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
NOVEMBER 7, 2005

Present: Selectmen Kent Scott, Glenn Trindade, Joseph Dziczek, James Galligan, and Raphaela Rozanski, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

7:04 p.m. – Chairman Scott called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

***Public Comments:*** None.

***Charter Realty:***

- Administrator Kennedy stated that the request submitted by Charter Realty was retracted as the site plan approval by the Board of Selectmen had expired. Administrator Kennedy noted that the Building Inspector, Mr. Speroni was present to answer any questions the Board may have.
- Inspector Speroni indicated that Charter Realty submitted a request to allow the CVS contractor to work on the upcoming Veterans Day holiday; however, after reviewing the Approved Site Plan; it was noted that it had expired last month and now falls under the jurisdiction of the Planning Board per the rules of the new by-law. Inspector Speroni stated that he contacted Ms. Johnson of Charter Realty and informed her that she must contact the Planning Board.
- Selectman Trindade asked Inspector Speroni if he had received any complaints regarding the new sign by law enforcement. Inspector Speroni indicated he had received a few complaints and that most establishments complied with the new by law.

***Approve and sign warrant:***

- Selectman Trindade moved that the Board approve and sign warrant nineteen (19) for fiscal year '06 as read in the total amount of \$439,201.45; Selectman Rozanski seconded; All ayes 5-0-0 (voted).

***Approval of Minutes:***

- Selectman Galligan moved to approve the regular meeting minutes of June 27, 2005; Selectman Trindade seconded; Ayes 3-2-0 (voted) Selectmen Rozanski and Dziczek abstained.
- Selectman Galligan moved to approve but not release the executive session meeting minutes of June 27, 2005; Selectman Trindade seconded; Ayes 3-2-0 (voted) Selectmen Rozanski and Dziczek abstained.
- Selectman Rozanski moved to approve the regular meeting minutes of October 24, 2005; Selectman Trindade seconded; All ayes 5-0-0 (voted).

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NOVEMBER 7, 2005

***Pledge of All Alcohol License submitted by M. Malone, Inc. d/b/a Main Street Cafe:***

- Mr. Martin Malone came before the Board and requested that the Board consider approving his application to Pledge the All Alcohol License. Mr. Malone indicated that the bank providing the financing for his business has requested that he pledge the license as a loan condition. The Administrative Services Assistant explained that such is usually included during the initial transfer of license application process and that the bank did not inform Mr. Malone at the beginning of said process. The Administrative Services Assistant explained that a pledge of license is usually a collateral condition to protect the financial lender should Mr. Malone default on his loan. Approving such would not give the bank any additional rights and the bank would have to follow the same procedures as all other applicants. The Administrative Services Assistant stated that the Pledge of License application does not require a public hearing.
- There being no other questions, Selectman Dziczek moved that the Board approve the Pledge of License Application submitted by M. Malone Inc.; Selectman Trindade seconded; All ayes 5-0-0 (voted).

***Appointment of Tree Warden:***

- Administrator Kennedy stated that she was very pleased to find out that a current employee of the Town possessed the skills necessary to serve as Tree Warden. Administrator Kennedy stated that she met with the employee, Philip "Butchy" Smith who currently works for the Water/Sewer Department and based on his skills, highly recommends that the Board appoint him as a Special Municipal Employee to serve as Tree Warden. Administrator Kennedy noted that the appointment slip before the Board for approval would expire on June 30, 2006 in order to coincide with the other board and committee appointment renewal schedule and upon the renewal, the Board could make the appointment a three-year term. Mr. Smith came forward and explained his many years experience in the tree business. Mr. Smith stated that he holds an arborculturist degree and owned a tree business for many years as well as working for a few private tree companies. Mr. Smith stated that he would eventually like to see the role of the Tree Warden expand into something more substantial and that his goal is to work with other town departments in order to perform more proper upkeep of the trees rather than to rely on outside contractors. Mr. Smith acknowledged that his goals and ideas regarding the role of the Tree Warden are something to explore and discuss sometime in the future.
- There being no other discussion; Selectman Rozanski moved to appoint Mr. Smith as a Special Municipal Employee; seconded by Selectman Trindade; all ayes (5-0-0) voted.
- Selectman Rozanski moved to appoint Special Municipal Employee, Philip "Butchy" Smith as the Medway Tree Warden; seconded by Selectman Trindade; all ayes (5-0-0) voted.

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NOVEMBER 7, 2005

***Authorization of the Order for Joint Pole Petition:***

- Administrator Kennedy stated that the Town recently held a public hearing for a Joint Pole petition as requested by Verizon on October 28 in Sanford Hall. Selectman Trindade read the order for the Joint Pole Petition. Selectman Rozanski moved that the Board approve the Order for Joint Pole Petition seconded by Selectman Trindade; all ayes (5-0-0) voted.

***Report of the Town Administrator:***

- Administrator Kennedy reported that it was brought to her attention that a stormwater bylaw was adopted at the Annual Town Meeting and that the Selectmen need to select a candidate to manage such. The Administrator recommended that the Selectmen appoint the Department of Public Services Director, David D'Amico, to serve as the permitting authority for the Stormwater Management In Control. Selectman Rozanski recommended that the Selectmen establish an appointment policy for the Stormwater Management In Control permitting authority. Chairman Scott thanked Selectman Rozanski for her suggestion. There being no other business to discuss, Selectman Trindade moved to approve the appointment of Director D'Amico as permitting authority for Stormwater Management in Control; seconded by Selectman Rozanski; Ayes 4 with Selectman Galligan abstaining (4-0-1—voted).
- Administrator Kennedy recommended that the Selectmen execute the Letter of Intent to commence proceedings relative to the purchase of the Robert Briggs/Adams Street property. Administrator Kennedy stated that Town Counsel had drafted the letter before the Selectmen for approval this evening. Administrator Kennedy also reported that she would work closely with Town Counsel on the matter as there are past due real estate taxes due the Town. There being no further questions, Selectman Trindade moved that the Board execute the Letter of Intent to commence proceedings relative to the purchase of the Robert Briggs/Adams Street property; seconded by Selectman Dziczek; All ayes (5-0-0) voted.
- Administrator Kennedy reported that the Auditor is due to review some of the completed reconciliation by the Treasurer/Collector office this week. Administrator Kennedy also reported that the Accounting Consultant has identified a significant shortfall in the cable account due to a booking error by the former Town Accountant who booked funds received to the general fund and did not appropriate the funds to the Cable account. This error will create a \$93,000 deficit in the cable account for 2006. Administrator Kennedy also reported that there would be a significant deficit in the 2006 salary account as contractual step increases were not factored into the approved budget and she also expects a deficit of approximately \$90,000 in the utility budget. Administrator Kennedy reported that she and Director D'Amico are exploring ways to possibly reduce the energy costs and will report back to the Board as warranted. There was a brief discussion among the Board members. Administrator Kennedy reported that she would meet with all staff on Tuesday morning to discuss upcoming budget and possible staff reductions. Administrator



MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
NOVEMBER 7, 2005

Kennedy indicated that the Town might want to investigate cost saving scenarios. Selectman Rozanski suggested that the Town perform an energy analysis and consider instituting a hiring freeze. Selectman Galligan acknowledged that Administrator Kennedy is certainly staying on top of things and thanked her for keeping the Board up to date and that she has his support and confidence.

***Reports of the Selectmen:***

- Selectmen Dziczek and Trindade did not have reports this week.
- Selectman Rozanski reported that she recently met with Senator Spilka while attending a state seminar; Selectman Rozanski stated that Senator Spilka continues to advocate for Medway and hopefully will benefit by receiving extra funds for the snow and ice budget.
- Selectman Galligan reported that the Town recently took possession of a new ambulance and thanked the Town Administrator and Chief Vinton for successfully negotiating delayed payments on the ambulance, as the expense had not been properly budgeted for.

***Report of the Chairman:***

- Chairman Scott announced that Friday, November 11 is Veterans Day and the Town's celebration would begin at Memorial Square followed by lunch at the Medway VFW on Holliston Street.
- Chairman Scott announced that the Medway Holiday Parade Committee is looking for donations and asked that anyone interested in contributing to the Holiday Parade contact any of the committee members.
- Chairman Scott reported that Joanne Meunch has submitted her resignation as Chairman and member of the Capital Improvement Committee. Selectman Trindade suggested that the Board forward a thank you letter to Mrs. Muench for the many years of service to the Town. Selectman Rozanski moved to accept the resignation of Mrs. Muench and to send a thank you letter to Mrs. Muench; seconded by Selectman Dziczek; All ayes 5-0-0 (voted). Chairman Scott indicated that he would coordinate forwarding the thank you letter to Mrs. Muench with the Administrative Services Assistant.
- Chairman Scott inquired about the status of the Town Website committee. Selectman Trindade stated that he has some due diligence to complete and will report back to the board at a later date.
- Chairman Scott announced that Walgreens is holding a flu shot clinic on Saturday, November 12<sup>th</sup> all shots are 25.00 each and interested parties should contact Walgreens for further information.

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NOVEMBER 7, 2005

- In closing, Chairman Scott stated that he would like to schedule an informal financial discussion with members of the Finance Committee and School Committee at the next scheduled Selectmen's meeting on November 21, 2005. Chairman Scott stated that he would coordinate scheduling such with the Town Administrator.

*8:55 p.m. There being no further business to discuss, Selectman Trindade moved that the meeting be adjourned; Selectman Galligan seconded; All ayes 5-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

*NOTE: APPROVED BY BOS ON*

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
NOVEMBER 21, 2005

Present: Selectmen Glenn Trindade and Joseph Dziczek, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectmen Kent Scott and James Galligan arrived late. Selectman Rozanski was absent.

7:08 p.m. – Chairman Scott called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

***Public Comments:*** None.

***Approve and sign warrant:***

- Selectman Trindade moved that the Board approve and sign warrant twenty-one (21) for fiscal year '06 as read in the total amount of \$1,263,859.01; Selectman Dziczek seconded; All ayes 4-0-0 (voted).

***Approval of Minutes:***

- Selectman Dziczek moved to approve but not release the Executive Session meeting minutes of August 22, 2005; Selectman Trindade seconded; Ayes 4-0-0 (voted).
- Selectman Dziczek moved to approve the regular session meeting minutes of August 22, 2005; Selectman Trindade seconded; Ayes 4-0-0 (voted).

***Authorization of an Emergency Transfer Request submitted by Administrator Kennedy:***

- Administrator Kennedy presented an Emergency Transfer Request in the amount of nineteen thousand (\$19,000.00) dollars for consulting services. Administrator Kennedy stated that by the Finance Committee approved the request was at their last meeting.
- Selectman Galligan moved that the Board approve the Emergency Transfer Request in the amount of nineteen thousand (\$19,000.00) requested by Administrator Kennedy; All ayes 4-0-0 (voted).
- Selectman Dziczek inquired if the consultant was receiving benefits and holiday pay through the Town. Administrator Kennedy explained that the consultant does not receive any benefits or holiday pay through the Town and that the consultant was originally due to work on site at the Town Hall Accounting Offices for three days per week. Due to the press of business she will need to work five (5) eight-hour days through December 31, 2005.

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
NOVEMBER 21, 2005

***Fire Chief Vinton, Fire Act Grant Acceptance:***

- Fire Chief Vinton was present and explained that the Town had applied for a Fire Act Grant and such was approved. If the Board accepts the award, the Town will receive seventy three thousand two hundred eighty-three (\$73,283.00) dollars and another five thousand (\$5,000) dollar gift from the Medway Fire and EMS Department.
- Selectman Trindade moved that the Board accept the Fire Act Grant in the amount of seventy three thousand two hundred eighty-three (\$73,283.00) dollars and also accept the five thousand (\$5,000.00) dollar gift from the Medway Fire and EMS Department; seconded by Selectman Dzikczek; all ayes 4-0-0 (voted).

***Consideration for Annual Christmas Tree Sale requested by the Medway Lions Club:***

- Selectman Dzikczek moved that the Board approve the Annual Christmas Tree Sale requested by the Medway Lions Club; seconded by Selectman Trindade; all ayes 4-0-0 (voted).

***Report of the Town Administrator:***

- Administrator Kennedy noted that she would like the Board to consider holding a work session on a non-meeting night in order to discuss the Fire Department Ambulance Fund and to also hear a presentation by UniBank representatives regarding lockbox procedures and policies. Chairman Scott stated that the Board could also approve the Town Administrator's Goal and Objectives if time permitted. After a brief discussion, it was agreed that the Board would tentatively hold a work session on December 12, 2005 and staff would confirm the date.
- Administrator Kennedy stated that she recently held a staff meeting and requested that staff begin to prepare reports reflecting and comparing the affects of ten (10), twenty (20) and thirty (30) percent budget reductions to include closing departments for one day per week and two-week unpaid furlough days.
- Administrator Kennedy reported that demand notices went out last week and that the Treasurer/Collector's office is currently receiving past-due tax payments. Administrator Kennedy reported that she encouraged the Treasurer/Collector staff to meet with other towns using the same financial software to gain some outside recommendations and support from business partners in other towns. Administrator Kennedy noted that the Treasurer/Collector office will continue to stay closed for two half days and two full days until further notice. The Administrator stated she is sensitive to residents not being serviced as they have been in the past. The current staff is doing the best they can with reduced staff and thanked the residents for their continued support and understanding as the Town continues to work at getting the financial house in order.

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
NOVEMBER 21, 2005

- Administrator Kennedy announced that she met with staff and will begin to commence departmental cross-training and redeployment of staff to assist with the payroll function.

*Informal discussion concerning 2006 and 2007 budget issues:*

- Chairman Scott stated that the Board decided to host an informal budget discussion to report where the Town is headed regarding strategies on how to handle the 2006 and 2007 budget matters. Chairman Scott stated that the Board's goal is to report accurate financial information to all departments and residents on a regular basis in preparation of the upcoming budget planning for fiscal year 2007.
- Administrator Kennedy acknowledged that the Town made a 2.7 million dollar cut to the budget at last years Town Meeting in an effort to cure the financial gap in the current budget. Administrator Kennedy expects that the Town will face another deficit that will cause great difficulties for the next budget season. Administrator Kennedy stated that she has recently met with department heads to discuss some rather significant departmental budget cuts for fiscal year 2007, some of which may be implemented this fiscal year. Administrator Kennedy stated that she highly recommends that all departments prepare and submit supplemental budgets to include items above level-funded budgets. Administrator Kennedy hopes to begin presenting fiscal year 2007 budgets sometime in February.
- Some comments from the audience included the following: Phil Giangarra, Finance Committee member stated that this may be the first time in many years that he has confidence in the numbers submitted to the Finance Committee. School Committee Member Charles Meyers commented that level funded does not just mean cuts in services because of increasing costs and is also an increase demand for service because of the things that are out of the town's control. Police Chief Saleski and Fire Chief Vinton both voiced their frustrations and concerns regarding the effects of another reduction to their departmental budgets. School Superintendent Grandmont commended the Board for taking a leadership role in order to relay information to the departments and resident. He also praised the hard work of Town Administrator Kennedy and town staff. Dr. Grandmont stated that he would also continue to explain the school budget to residents and departments as often as possible.
- Tina Wright inquired if the budget crisis is due to departmental budgets being under funded not town funds being misused. Administrator Kennedy explained that the department budgets were indeed severely under funded and that all funds were properly expended and no malfeasances occurred.
- In closing the discussion, Chairman Scott stated that the Board and Town Administrator would work closely to target anticipated budget presentation dates to the Finance Committee. Chairman Scott noted that the Board is taking a leadership role to work with the Town Administrator and staff to project and report accurate financial information as it becomes available.

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
NOVEMBER 21, 2005

***Reports of the Selectmen***

- Selectman Trindade did not have a report this week.
- Selectman Dziczek inquired if the Town was responsible for clearing a pine tree that fell at the Evergreen Cemetery during the microburst storm. Administrator Kennedy stated that the Department of Public Services Director is investigating the matter and she will report back to the Board as warranted. Selectman Dziczek also announced that the Board of Health has reported that there are no cases of the bird flu in Medway. Selectman Dziczek also took the opportunity to thank all town employees for their hard work.
- Selectman Galligan reported that the Town recently took possession of a new ambulance and thanked the Town Administrator and Chief Vinton for successfully negotiating delayed payments on the ambulance, as the expense had not been properly budgeted for.

***Report of the Chairman.***

- Chairman Scott announced that the Medway Holiday Parade is scheduled for Saturday, November 27 beginning at Medway Middle School at 5:00 p.m. followed by a tree lighting ceremony at Choate Park. Grand Marshals for this year's parade are retired police officers Robert Rojee and Gerry Tracey.
- Chairman Scott noted that he was in receipt of a letter regarding the development of a parcel of land off Wellington Street indicating that perhaps there is a conflict with a member of the Conservation Commission who may be getting favorable results. The Chairman noted that the letter was signed by abutters of said parcel. The Conservation Committee Chairman (David Travelini) and Member, Anthony Biochi were presented and explained what occurred at the last Conservation meeting. The Chairman noted that he would discuss the matter further with the Town Administrator and report back to the Conservation Commission if warranted.

*9:40 p.m. There being no further business to discuss, Selectman Trindade moved that the meeting be adjourned; Selectman Galligan seconded; All ayes 4-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

***NOTE: APPROVED BY BOS ON***

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
DECEMBER 5, 2005

Present: Selectmen Kent Scott, James Galligan, Joseph Dziczek and Raphaela Rozanski, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectmen Glenn Trindade arrived late.

7:04 p.m. – Chairman Scott called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

***Public Comments:*** None.

***Approve and sign warrant:***

- Selectman Galligan moved that the Board approve and sign warrant twenty-three (23 ) for fiscal year '06 as read in the total amount of \$537,024.70; Selectman Rozanski seconded; All ayes 4-0-0 (voted).

***Approval of Minutes:***

- Selectman Galligan moved to approve the regular session meeting minutes of November 7, 2005; Selectman Dziczek seconded; Ayes 4-0-0 (voted).

***Report of the Town Administrator:***

- Administrator Kennedy
- Administrator Kennedy
- Administrator Kennedy.
- Administrator Kennedy.

***Authorization of an Emergency Transfer Request submitted by the Veterans Agent:***

- Selectman Rozanski moved that the Board recommend that the Finance Committee approve the Emergency Transfer Request in the amount of three thousand two hundred eight-four (\$3284.00) as requested by the Veterans Agent; All ayes 5-0-0 (voted).

***Consideration for Annual Christmas Tree Sale requested by Brooks Long Shot:***

- Selectman Rozanski moved that the Board approve the Annual Christmas Tree Sale requested by Brooks Long Shot; seconded by Selectman Dziczek; all ayes 5-0-0 (voted).

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
DECEMBER 5, 2005

***Reports of the Selectmen***

- Selectman Rozanski reported
- Selectman Dzialek did not have a report this week.
- Selectman Galligan inquired about the status of the Cable Contract Negotiation Committee. Selectman Rozanski stated that the committee has not been selected at the present and that she has solicited several individuals and has not been able to get anyone to commit to the committee. Selectman Rozanski asked, with the Chairman's permission, if she could contact the Town Administrator and schedule a public forum on a non-Monday meeting and advertise such in the newspaper.
- Selectman Trindade suggested that the Town inquire with other surrounding towns regarding cable contract negotiations and suggest that the towns join together, if possible, in an effort to obtain a diverse negotiation group. Selectman Trindade also reported the Medway High School Drama Club will be presenting the Christmas Carol on Friday, Saturday and Sunday.

***Report of the Chairman.***

- Chairman Scott announced that the Medway Holiday Parade is scheduled for Saturday, November 27 beginning at Medway Middle School at 5:00 p.m. followed by a tree lighting ceremony at Choate Park. Grand Marshals for this year's parade are retired police officers Robert Rojee and Gerry Tracey.
- Chairman Scott noted that he was in receipt of a letter regarding the development of a parcel of land off Wellington Street indicating that perhaps there is a conflict with a member of the Conservation Commission who may be getting favorable results. The Chairman noted that the letter was signed by abutters of said parcel. The Conservation Committee Chairman (David Travelini) and Member, Anthony Biochi were presented and explained what occurred at the last Conservation meeting. The Chairman noted that he would discuss the matter further with the Town Administrator and report back to the Conservation Commission if warranted.

*9:40 p.m. There being no further business to discuss, Selectman Trindade moved that the meeting be adjourned; Selectman Galligan seconded; All ayes 4-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

***NOTE: APPROVED BY BOS ON***



MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
DECEMBER 5, 2005