

MINUTES OF THE SELECTMEN'S MEETING  
JANUARY 8, 2007

Present: Selectmen James Galligan, Glenn Trindade, Richard Crowley, and Rich Dunne, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Kent Scott was not present.

7:01 p.m. – Chairman Galligan called the meeting to order in the School Committee Room (130) located in the Medway Middle School. All stood for the Pledge of Allegiance.

***Public Comments:***

- Alison Slack and Kelly O'Rourke, members of the "Yes for Medway" organization were present and inquired if the Selectmen decided to consider another "State of the Town" address and when it would be scheduled. Selectman Galligan indicated that the Selectmen are hoping to obtain more financial information from the State before scheduling the State of the Town. All the Selectmen indicated their support of another State of Town and would like the opportunity to collect as much financial information as possible in order to hold a more effective address.

***Approve and sign warrant:***

The Selectmen entered into a brief discussion regarding the school electric invoice, the health insurance invoice and the Council on Aging Nurse invoice.

- Selectman Trindade moved that the Board approve and sign warrant number twenty-eight (28) for fiscal year '07 as read in the total amount of \$1,701,569.95; Selectman Dunne seconded; All ayes 4-0-0 (voted).

***Consideration and approval of the appointment of the Assistant Town Accountant:***

- Town Accountant, Barbara Durand was present and introduced the newly hired Assistant Town Accountant, Carol Pratt. Ms. Durand stated that Ms. Pratt was hired on December 19, 2006 and that she is recommending that the Selectmen consider approval of the appointment of the Assistant Town Accountant per MGL Chapter 44 Section 49A. Ms. Durand explained that this chapter and section allows for the Town Accountant, with the approval of the Selectmen, to appoint an Assistant Town Accountant who shall be sworn to the faithful performance of duties and record the appointment and oath. The approval of the appointment will allow the assistant, in the absence of the Town Accountant, to perform and carry out such duties and to have the same powers and be subject to all applicable requirements and penalties.
- Selectman Trindade moved that the Board approve the appointment of the Assistant Town Accountant per MGL Chapter 44 Section 49A as recommended by the Town Accountant; Selectman Dunne seconded; all ayes 4-0-0 (voted).
- The Selectmen welcomed Ms. Pratt and asked that she tell them about herself. Ms. Pratt indicated that she previously worked at UMass and was looking forward to her career in Medway.

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***Department Head update—Town Accountant and Treasurer/Collector:***

- Administrator Kennedy stated that the Town Accountant and Treasurer/Collector were present to provide a departmental status report. Administrator Kennedy indicated that going forward department heads will be presenting similar status reports to the board.
- Town Accountant, Barbara Durand came forward and indicated that as of January 1, 2007, she has accomplished some tasks and she is continuing to develop an on-going set of goals to accomplish. To date, the accounting office is fully staffed and outside consultants have been released. The FY 2006 audit was completed in time for setting of the FY 07 tax rate. First quarter expenditures and revenue status reports have been completed and submitted to the State on time and second quarter reports are in progress and will be submitted by the 1/31/07 deadline. 2006 Audit Management items have been responded to and corrections have been started to be implemented. Fiscal 2008 budget preparations have begun. Discussions have been held with vendors relative to payroll and accounting software upgrades. Executive level summary expenditure reports have been developed and will be issued on a monthly basis to the Selectmen and Town Administrator. Departmental detail expenditure reports have been issued monthly and departments have reported back variances which all have been researched and corrected through November 30, 2006. Health insurance analysis reports have been completed through the January 2007 billing cycle. The Accountant has also resolved billing issues relative to Verizon-Centrex and NStar issues.
- Treasurer/Collector, Melanie Phillips came forward and indicated that she has implemented some new policies and procedures and is continuing to investigate other ways to improve the overall office workflow. Treasurer Phillips indicated that there has been an increase in collections for 2006 and 2007 and parking tickets have not been collected and that she is working with the Deputy Collector to build a database and establish a collection policy. Utility liens will be done on a regular basis going forward. Selectman Crowley indicated his concerns that billing and collections are not centralized. Selectman Crowley also inquired if all the financial consultants have been relieved from Town services and if each departmental budget will be in balance. The Town Accountant indicated that there will be no shortfalls in the Accounting budget. The Treasurer Collector indicated that she currently has one financial consultant coming in a few days per week and that she will not have any shortfalls in the Treasurer Collector budget.

***Establishment of a Fire Capital Account:***

- Fire Chief Vinton came forward to explain his request to establish a Fire Capital Account. Fire Chief Vinton stated that the Planning Board's Subdivision Rules and Regulations (Section 7.17) provides for payments in lieu of the installation of Fire Alarm Boxes. The sum of money to be paid to the Town will equal the cost of

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installing a fire alarm system within the subdivision, for use by the Fire Department for capital expense. Fire Chief Vinton stated that the Town Accountant recommends that the Selectmen vote to establish an account entitled "Receipts Reserved for Fire Capital".

- The Selectmen entered into a brief discussion regarding the matter. Selectman Trindade moved that the Board approve a "Receipts Reserved for Fire Capital" account as recommended by the Fire Chief and Town Accountant; Selectman Dunne seconded; all ayes 4-0-0 (voted).

***Execution of Contract with Petrini Associates for Town Counsel services:***

- Administrator Kennedy indicated that she and Barbara Saint Andre of Petrini Associates met last Thursday to review the current pending matters of the Town and also discussed the contract for services before the Selectmen for approval and execution. Administrator Kennedy indicated that she has no concerns with the contract and is satisfied with the contract as presented.
- Barbara Saint Andre of Petrini Associates was present to answer questions from the Board of Selectmen. The parties entered into a brief discussion and Selectman Trindade moved that the Board approve and execute the contract for town counsel services with Petrini Associates; seconded by Selectman Dunne; all ayes 4-0-0 (voted)

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

- Administrator Kennedy indicated that she has an Emergency Transfer Request in the amount of \$3,000.00 submitted by the DPS Director to cover the cost associated with fines from DEP relating to violations at the highway barn. After a quick discussion, Selectman Trindade moved that Board approve the \$3,000 Emergency Transfer submitted by the DPS Director; seconded by Selectman Dunne; all aye 4-0-0 (voted).
- Administrator Kennedy stated that she would like to invite the Board of Health and Water Sewer Commissioners to discuss the utility billing matter at an upcoming Selectmen's meeting.

***Reports of the Selectmen***

- Selectman Trindade and Dunne did not have reports this week
- Selectman Crowley announced that the Board of Health was conducting a public hearing in Sanford Hall regarding raising fees for the disposal of metal and wood items at the town dump. The Board of Health is encouraging residents to utilize curbside furniture disposal and use of yellow waste bags for trash pickup. Residents may schedule curbside pick up by contacting the Board of Health.

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***Report of the Chairman.***

- Chairman Galligan stated that the meeting with the State Library Commissioners in Boston was held last week to request a waiver. Chairman Galligan indicated that eighteen towns were requesting waivers and only three were awarded, unfortunately, Medway was not one of the three awarded a waiver. Chairman Galligan noted that Town Officials were able to present written statements supporting reasons for the waiver as well as current financial data. Chairman Galligan also indicated that representatives from four local communities were present to speak against Medway receiving a waiver for fear of setting the tone for other towns.
- Chairman Galligan indicated that he is awaiting confirmation from the Audit Committee to attend the January 22 meeting. Chairman Galligan also reported that he will be attending the Government Study meeting on January 24.
- In conclusion, Chairman Galligan indicated that he would like the board to consider holding joint budget hearing meetings with Finance Committee for the sake of efficiency and quick turnaround. The budget hearings will be held during Finance Committee meetings. The Board entered into a brief discussion and Selectman Crowley suggested that the School present their budget separately not together with another department budget presentation. Selectman Trindade also supports Selectman Crowley's suggestion. It was agreed that the Town Administrator would work out the budget hearing schedule with the Finance Committee chairman and schedule a separate school budget hearing at an upcoming selectmen's meeting.

*9:05 p.m. There being no further business to discuss, Selectman Trindade moved that the regular session meeting be adjourned and that the Selectmen enter into Executive Session and not return to open session for reason number three "To discuss strategy with respect to collective bargaining or litigation..."; Selectman Dunne seconded; Roll call vote: Selectman Trindade—aye; Selectman Crowley—aye; Selectman Dunne—aye and Chairman Galligan; 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  
FEBRUARY 5 2007

Present: Selectmen, Richard Dunne, Kent Scott, and James Galligan, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectmen Glenn Trindade and Dennis Crowley were absent.

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

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

***Approve and sign warrant:***

- The Selectman Dunne moved that the Board approve and sign warrant thirty two (32) for fiscal year '07 as read in the total amount of \$1,270,371.21; Selectman seconded; all ayes 3-0-0 (voted).

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

- Administrator Kennedy reported that the Board will need to vote their approval of the State Supplemental Budget Grants relative to the Senior Center Expansion, Brentwood Drainage Study, Rehabilitation of the Choate Park Dam, Construction of the Highway Barn and Salt Shed and Installation of the Vehicle Wash Pad. Two more supplemental budget grants are expected shortly for 2B Oak Street and Park and Fields.
- Administrator Kennedy indicated that the 2008 Budget was distributed to each Board member present this evening. Budget Hearing meeting have been posted and the Selectmen may want to consider scheduling a separate meeting with the school.
- Administrator Kennedy also indicated that the Department of Revenue report was included in the Board packet for their review along with the FY 07 Budget vs. FY06 Actual/Revenue and Expenditures report.
- Administrator Kennedy indicated that the Board may need to meet regarding a collective bargaining matter. Chairman Galligan indicated that perhaps the Board could schedule an executive session after the next Finance Committee meeting on February 12<sup>th</sup> to address the issue.

***Request to approve State Supplemental Budget Grants:***

- Mr. David D'Amico, Director of Public Services and Mrs. Marilyn (Missy) Dziczek were present to answer questions regarding the State Supplemental Budget Grants. Mr. D'Amico updated the Board on the terms of each respective Grant and Mrs. Dziczek updated the Board relative to terms of the Senior Center Expansion Grant.
- Selectman Scott moved that the Board of Selectmen authorize the Director of Public Services to expend the funds received under the Senior Center Expansion

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through the Massachusetts Department of Housing and Community Development; Brentwood Drainage Study through the Department of Conservation and Recreation; Rehabilitate the Choate Park Dam through the Massachusetts Department of Conservation and Recreation, Construction of Medway Highway Barn and Salt Shed through Massachusetts Highway Department Agreement #50168 and Install Vehicle Wash Pad Area through the Massachusetts Department of Conservation and Recreation, seconded by Selectman Dunne; all ayes 3-0-0 (voted).

***Consideration of a One-Day Live Entertainment License:***

- Denise Wahl, Junior Warden representing Christ Episcopal Church was present to answer questions relative to applications for one-day live entertainment license requests. The first event is a live concert with a cover charge schedule for Saturday, February 16, 2007 from 6:00 p.m. and 9:30 p.m.; the remaining events are live concerts with donations at the door scheduled for Saturday, February 10, February 24 and Sunday March 11 from 3:00 p.m. to 8:00 p.m. Ms. Wahl indicated that she met with the Building Inspection, Lt. Tingley and Fire Chief Vinton and all indicated that they did not have any issues with the anticipated scheduled events.
- The Administrative Services Assistant referred to e-mailed correspondence received from the Building Inspector, Lt. Tingley and Fire Chief Vinton indicating their approval and support of the event. The Administrative Services Assistant indicated that previous events of this nature have been held at the Church without any problems.
- Selectman Scott moved that the Board approve the one-day live entertainment license requests for Christ Episcopal Church scheduled for Saturday, February 16, 2007 from 6:00 p.m. and 9:30 p.m. and Saturday, February 10, February 24 and Sunday March 11 from 3:00 p.m. to 8:00 p.m.; seconded by Selectman Dunne; all ayes 3-0-0 (voted).

*8:40 p.m. There being no further business to discuss, Selectman Scott moved that the Selectmen's regular session meeting be adjourned and that the Board convene to Executive Session with the intention to return to open session; Selectman Dunne seconded; Roll call vote: Selectman Scott—aye; Selectman Dunne—aye; Chairman Galligan—aye; all ayes 3-0-0 (voted).*

***10:05 p.m. Selectmen return to open session.***

***Reports of the Selectmen:***

- Selectman Dunne reported that he met with the School Department last week to discuss the budget and various expenditures. Selectman Dunne voiced his thanks to the School Finance Director for the explanations provided as well as the staff. Selectman Dunne also reported that the library will remain open for twenty hours per week.

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- Selectman Scott inquired when the Audit Committee would present an update to the Selectmen. Chairman Galligan indicated that the Audit Committee may be able to present an update at the March 5<sup>th</sup> Selectmen's meeting. Selectman Scott indicated that he has not been able to attend the Government Study Committee (GSC) meetings lately but will be able to attend some of the upcoming meetings and will ask the GSC to prepare a presentation at the State of the Town Address. Selectman Scott also reminded interested parties who may want to run for elected town offices to pull their papers by March 15.

***Report of the Chairman:***

- Chairman Galligan stated that joint meetings with the Finance Committee are scheduled as follows: first meeting to be held on Monday, February 12; Saturday, February 17 and Wednesday February 28; all meetings have been posted with the Town Clerk, Town website and the local cable channel.
- Chairman Galligan reminded the Board that the Government Study Committee would like dates that members would be available to attend a GSC meeting and to also complete and return the questionnaire as soon as possible.

*10:20 p.m. There being no further business to discuss, Selectman Scott moved that the Selectmen's regular session meeting be adjourned; Selectman Dunne 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

MARCH 5, 2007

Present: Selectmen Kent Scott, Glenn Trindade, Richard Dunne, James Galligan, and Dennis Crowley, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

7:05 p.m. – Chairman Galligan called the Special Selectmen's meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

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

- Selectman Scott moved that the Board approve and sign warrant number thirty six (36) for fiscal year '07 as read in the total amount of \$1,390,456.01; Selectman Dunne seconded; all ayes 5-0-0 (voted).

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

- Mrs. Susan Rorke of 34 Ellis Street came forward to voice her support of an override. Ms. Rorke commented that level funded budgets are not acceptable in order to efficiently operate the Town.
- Mrs. Kelly O'Rourke, representative of "Yes for Medway" inquired if the Selectmen have considered the date of the State of the Town Address. Chairman Galligan indicated that the State of the Town Address will be held at the end on March or beginning of April. Mrs. O'Rourke indicated that representative from the "Yes for Medway" group would be available to assist with noticing residents of the State of the Town Address.
- Mrs. Lorraine Anderson of 21 Alexandria Drive commented that she is very frustrated with the level of education that the schools are providing to the children of Medway, she also indicated her disappointment with the property values and favors an override ballot question. Mrs. Anderson indicated that she is also affiliated with the "Yes for Medway" organization.

### ***State Legislative update:***

- Senator Karen Spilka and State Representative Paul Loscocco were present to update the Board on possible supplemental budget funding by the State. Senator Spilka and Representative Loscocco both indicated that the Governor's budget numbers look good and both feel that Medway will definitely benefit as a result. Senator Spilka and Representative Loscocco indicated that solid figures will be available by mid-April. Both feel that the Town will not benefit much from lottery aide. The parties entered into a discussion regarding local earmarks and the Medway Library matter. Senator Spilka and Representative Loscocco indicated that they both would like to assist the town regarding these types of issues and to contact their offices when Town Officials plan to meet with representatives from State agencies so they can follow up and/or send representation from their offices to work on behalf of the Town as well. Senator Spilka and Representative



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Loscocco indicated that they will continue to work closely with Representative Vallee to advocate for the Town of Medway.

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

- Administrator Kennedy indicated that the Executive Session scheduled for this evening would not be necessary.
- Administrator Kennedy reported that the IT Budget is now under the control of the Town Accountant and is in the process of securing computer training for all staff. Also under consideration is updating the town website; various department staff representatives have met with several vendors and would like to hold the matter until after the Annual Town Meeting and will update the Board as warranted.
- Administrator Kennedy reported that she has been in contact with the Chairman of the Conservation Commission (Con Com) relative to the Vara property. Con Com has indicated that they are willing to accept the land. Administrator Kennedy strongly suggested that the Board take action on the matter soon. Selectman Scott indicated that he has never seen a report from ConCom or the Selectmen who conducted a walk of the property and suggested that the Board hold the matter until these reports have been given to the Board before moving forward on the Vara matter.
- Administrator Kennedy reported that there are not enough funds in the high school construction project to complete the necessary work on the handicap access ramp. Administrator Kennedy would like to know if the Board would prefer to place a warrant article requesting funds to complete the project on the Annual Town Meeting Warrant or request a transfer of funds through the Finance Committee. Selectman Scott suggested that the request for additional funds should be via a warrant article. The parties entered into a brief discussion and it was agreed that Administrator Kennedy should prepare a warrant article requesting funds to complete the construction work on the handicap ramp.
- Administrator Kennedy indicated that the Town Accountant (Barbara Durand) and Treasurer Collector (Melanie Phillips) were present to discuss the revenue reports that she forwarded to the Selectmen over the weekend which were not included in the Selectmen's meeting packets. Town Accountant, Barbara Durand and Treasurer Collector Melanie Phillips came forward to explain how the revenue numbers were calculated and what the numbers represent. It was indicated that new growth numbers have not been submitted by the Board of Assessors. The new growth numbers will be submitted by the Assessors after the valuation analysis has been completed. Treasurer Phillips indicated that penalties/collections will be lower in 2008 due to more aggressive collections. The Town Accountant indicated that license and permit fees collections are at seventy-eight percent (78%) and that the Town is ahead relative to fee collections which include over-the-counter fees. The Town Accountant indicated that reports will be updated and forwarded to the Board was warranted. The Board entered into a brief discussion and will meet on Friday, March 9, at 5:30 p.m. to discuss and review Town finances.

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**(9:50 p.m.: Selectman Trindade left the Selectmen's meeting)**

- Administrator Kennedy recommended that the Board consider opening and closing the Annual Town Meeting warrant. The board entered into a discussion. Selectman Scott moved to open the Annual Town Meeting Warrant effective March 5, 2007 and close the annual town meeting warrant on March 26, 2007; seconded by Selectman Crowley; ayes 3 (Scott, Crowley Galligan) nays—1 (Dunne) (voted).

**(It being 10:00 p.m.; Selectman Dunne moved that the Board continue with the remaining Board business; seconded by Selectman Scott; all aye 4-0-0 voted)**

***Request to approve expending State Supplemental Budget Parks/Fields Grant:***

- Selectman Scott moved that the Board approve the request submitted by the Director of Public Services to expend the State Supplemental Budget Park/Field Grant funds and that work to the parks and fields not exceed the grant amount of two hundred thousand dollars (\$200,000); seconded by Selectman Dunne; all ayes 4-0-0 (voted).

**Approval of a one-day all alcohol license requested by Saint Joseph's Parish.**

- Selectman Scott moved that the Board approve the request for a one-day all alcohol license requested by Saint Joseph's Parish; seconded by Selectman Dunne; all ayes 4-0-0 (voted).

**Discussion of retaining legal services for cable franchise negotiations:**

- Administrator Kennedy suggested that the Board obtain confirmation of available funds from Medway Cable and investigate transferring the available funds needed for retaining legal services associated with the upcoming cable franchise negotiations. Selectman Crowley indicated that the attorney considering representing the town relative to the upcoming cable franchise negotiations would prefer to enter into a contract directly with the Town and not with Medway Cable Access. After a brief discussion, Administrator Kennedy indicated that she would research the letter of understanding and report back to the Board as warranted.

***Reports of the Selectmen:***

- The Selectmen did not have reports this week.

***Report of the Chairman:***

- Chairman Galligan reported the Administrative Services Assistant passed out copies of e-mails forwarded to the Selectmen's e-mail account relative to proposing

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a 2 ½ override. Chairman indicated that thus far thirty eight (38) e-mails in favor of supporting the override have been received and three (3) opposing an override have been received. Chairman Galligan requested that residents include their name, addresses and telephone numbers on e-mails so that Selectmen can get in touch with them.

- Chairman Galligan reported that Tri County Superintendent, Barbara Renzoni, is available to meet with the Selectmen on April 13, 14, and 16<sup>th</sup>.
- The Board entered into a brief discussion regarding the State of the Town Agenda. The Board agreed that all of the financial data, once it is confirmed, reviewed, and finalized, should be uploaded to the Town website for review. The Board agreed that the State of the Town will be scheduled for March 26 or March 28 once a meeting place has been confirmed. The Administrative Services Assistant was instructed by the Chairman to reserve a meeting space to hold the State of the Town Address.

*10:50 p.m. There being no further business to discuss, Selectman Scott moved that the regular session meeting be adjourned; Selectman Dunne seconded; all ayes 4-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

*NOTE: APPROVED BY BOS ON*

## **BOARD OF SELECTMEN MARCH 9, 2007 MEETING MINUTES**

**Selectman Present:** Chairman Galligan, Selectman Crowley, Selectman Dunne, Selectman Trindade, Selectman Kent (arrived 6:05pm), Town Administrator Suzanne Kennedy, Town Accountant Barbara Durand and Administrative Assistant Shirley Bliss.

**Call to Order:** With a quorum present Chairman Gilligan called this meeting to order at: 5:43pm.

Town Administrator Suzanne Kennedy informed the Selectman of some revenue changes not reflected in their most recent budget analysis:

Excise Taxes:	Reduce from 1.6m to 1.5m
Debit Exclusion:	should be 2.5m for FY07
State Aid:	\$562,000.00
Total Revenue:	Just over 39 million.

Chairman Gilligan reported that due to conflicting information he met once again with Representative Jim Vallee and was told that although the State money was not set in stone, he was optimistic that the monies would remain the same.

### **Budget Discussion:**

Selectman Crowley stated that this is the second passing of the budget with the anticipation of 2 more passes.

Selectman Trindade questioned the projected \$600,000.00 increase of the excise taxes, tax levies and property taxes and was assured these numbers were solid projections. It is expected that the increase in health insurance will use up the revenue increase. Town Assessor Mr. Pace will be present to discuss these numbers at the April 2, 2007 meeting.

The following is a summary of a discussion on the FY08 budget. Totals are based upon a level service budget:

<b>COMMITTEE</b>	<b>FY07</b>	<b>FY08</b>	<b>SUPP FUNDS.</b>	<b>NOTES</b>
<b>Education</b>	\$ 24,076,401.00	\$24,938,023.00		
<b>Tri-county VocTech</b>	\$ 514,807.00	\$ 477,437.00		
<b>Selectman</b>	\$ 247,054.00	\$ 249,234.00		Discussion tabled on possibility of hiring Human Resource Manager/Operational to assist/free up Town Administrator
<b>Pre-employment</b>	\$5,000.00	\$5,000.00		
<b>Physicals</b>				

COMMITTEE	FY07	FY08	SUPP FUNDS	NOTES
Finance Comm	\$106,794.00	\$106,794.00		
Town Accountant	\$ 349,269.00	\$262,678.00		Add't funds for pt employee New software to prepare reports
Assessors	\$252,398.00	\$264,755.00		Difference: salaries To attend 3/19 meeting
Treasurer/collector	\$430,516.00	\$373,174.00		Reduced need for Consultants - hired in house staff to perform duties.
Legal	\$92,000.00	\$92,000.00		Includes Town Counsel & Labor Counsel Gov't Study Group to look at
MIS/Technology	\$40,000.00	\$67,075.00		
Town Clerk	\$71,357.00	\$ 73,476.00	\$20,000.00	Requesting full time Assist. Town Clerk Grade 7 Consideration should be made to hire a Grade 5 shared part time assist. 19 hr/w
Elections	\$19,013.00	\$13,276.00		
Registrar	\$4,505.00	\$4,505.00		
ConCom	\$9,169.00	\$9,175.00		
Planning Board	\$73,762.00	\$75,046.00	\$20,000.00	Add'l funds: pt assistant for Suzie
ZBA	\$7,505.00	\$7,505.00		

COMMITTEE	FY07	FY08	SUPP. FUNDS	NOTES
Industrial Dev	\$5,769.00	\$5,769.00	\$500.00	funds for grant writer
Capital Improv	\$696.00	\$696.00		See funding thru alternative avenues
Town Report	\$ 2,400.00	\$2,400.00		
Debit Service	\$3,382,829.00	\$3,284,404.00		Borrowing amount will change each year
Deficit Bond Serv	\$265,350.00	\$263,150.00		Level P/I
Unclassified	\$ 5,800,000.00	\$3,800,000.00		# in flux due to reallocations to actual
Life Insurance	\$12,285.00	\$12,890.00		
Property/Liab	\$ 4,143.00	\$4,350.00		
Unemployment	\$90,462.00	\$90,462.00		To be revisited at a later date
Health Insurance	\$70,790.00	\$134,672.00		To be revisited at a later date
Salary Reserve		\$100,000.00		
DPS	\$1,196,698.00	\$1,209,584.00	\$75,000.00	Increase due to salary/step increases Prepare walkways prior to ADA arrival Increase staff Will invite DPS Director to future meeting
Snow/Ice Removal	\$210,000.00	\$210,000.00		
Charles River Pollution Control	\$ 237,940.00	\$243,889.00		Estimate
Sewer	\$6,073.00	\$ 7,285.00		Increase due to benefits allocated to budget

COMMITTEE	FY07	FY08	SUPP FUNDS	NOTES
Cemetery Comm	\$100.00	\$00.00		
Fire	\$431,510.00	\$462,613.00		increase due to: expenses/utilities/training 5 new on-call personnel 2 full
Police	\$2,141,103.00	\$ 2,198,185.00		Contract overlap - cut in # of officers
Police/Fire				LOOK AT JOB SHARE - ADMINISTRATIVE FIRE/POLICE
Communications	\$ 246,388.00	\$252,818.00		Extra funds for training
Animal Control	\$40,768.00	\$41,785.00		# in flux - waiting for Millis Medway uses larger % of services
Building Inspect	\$181,620.00	\$184,160.00		
Board of Health	\$ 63,087.00	\$66,810.00		Increase due to sift in enterprise fund Salary increases Look at duties of Dept Head & Assistant
Council on Aging	\$113,035.00	\$13,289.00	\$4,000.00	Add'l funds for utilities
Veterans Services	\$14,258.00	\$14,486.00		
Parks Department	\$ 146,102.00	\$ 148,579.00		Figures in flux
Library	\$169,295.00	\$172,708.00		Looking for funding for 20hrs p/w 3 yr budget request in the works

COMMITTEE	FY07	FY08	SUPP FUNDS	NOTES
Sunshine Group	33,336.00	33,336.00	\$3,500.00	Will revisit budget too low
Memorial Comm	\$600.00	\$600.00	\$1,400.00	Funds to replace battered flags
Historical Comm	\$325.00	\$325.00		
<b>Total Operating Budget:</b>	FY07	\$36,561,431		
	FY08	\$37,392,227		
<b>Supplemental Budget</b>	FY08	\$128,900.00		
<b>Transfer to Stabilization:</b>	FY07	\$250,000.00		
	FY08	\$250,000.00		

Chairman Galligan stated that at this time the Board of Selectman looking at the figures at hand, school level funded, operationally the numbers are good, see no reason to ask for an override to operate the town. He did also state than at override may be considered when all budgets have been discussed and reserves met. Chairman Galligan also stated that no override vote this year will add some much needed credibility to the town and its future need for an override.

Selectman Trindade agreed with the Chairman stating that it would be tough to ask the Town for more money when there is an anticipated surplus of \$488,000.00. Selectman Trindade did stress that this budget includes no roads, no capital improvements.

Selectman Scott agreed that an override may be asked for to afford projects that have been left behind in the last few years. Selectman Crowley states that funds should be used to build up the stabilization fund. Town has spent time building a team to put in place new policies and procedures that have left us with some extra funds.

Selectman Dunne also agreed with no override vote, feels numbers look good at this time.

**Adjournment:** With no further business before this Committee Chairman Galligan motioned and it was unanimously agreed to adjourn the meeting at: 7:43pm. Motion: Kent Scott  
Seconded: Dennis Crowley.

Respectfully submitted,  
Shirley Bliss  
Administrative Assistant



MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
APRIL 2, 2007

Present: Selectmen Richard Dunne, Kent Scott, James Galligan and Dennis Crowley, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Glenn Trindade arrived at 7:15 p.m.

7:03 p.m. –Chairman Galligan called the Selectmen's meeting to order in Sanford Hall. All stood for the Pledge of Allegiance.

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

***Presentation by MIIA representative Ann Ludlow on Chapter 32B Section 18:***

- Administrator Kennedy indicated that Ms. Ann Ludlow from MIIA was present to explain and answer questions regarding Chapter 32B Section 18. Administrator Kennedy also indicated that Ms. Ludlow would also be available to attend the Annual Town Meeting scheduled for Monday, May 14, 2007.
- Ms. Ludlow came forward and stated that MIIA encourages towns to adopt Chapter 32B Section 18. Ms. Ludlow also explained the health plans that the town currently offers to employees and retirees and how the supplemental plan will benefit the town as well as the retiree. Ms. Ludlow explained that acceptance of Section 18 will nearly always result in an overall savings to the entity. The advantages of accepting Section 18 to an entity that contributes toward its retirees' health care coverage is that the entity's share of the cost for the Medicare Supplemental plan will generally be less than its share of the cost for an indemnity, point of service, preferred provider, or HMO health care plan.
- The parties entered into a brief discussion regarding the matter. The Board thanked Ms. Ludlow for her informative explanation.

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

- Administrator Kennedy announced that due to a scheduling conflict, Mrs. Tina Wright would not be available for the short-term disability insurance program presentation scheduled for this evening.
- Administrator Kennedy referred to a memorandum received from Dr. Grandmont requesting an increase to the School Operating Budget. Administrator Kennedy indicated that she contacted the MMA and Representative Vallee who both indicated that there may be some additional Chapter 70 funds awarded to the Town, but not to count on it as of this time. Selectman Dunne asked the School Committee Chairman why the school department was requesting additional funds. Chairman Connelly indicated that the School Committee must continue to advocate for the school as much as possible. Chairman Galligan indicated that he stated at several town meetings that the Selectmen will carefully review any revenue surplus and analyze what departments, including the School Department, are in need of additional funding. Selectman Crowley indicated that in order to avoid further

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
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controversy relative to additional funding that the Selectmen present their recommendations to the Finance Committee this week. Administrator Kennedy indicated that she will provide the Board with a list of departments recommended to receive supplemental funding. Administrator Kennedy also indicated that the State may release final numbers on Wednesday (4/11).

- Administrator Kennedy indicated that there are several town counsel legal opinions included in the selectmen's meeting packets for review. Also included, is an e-mail recommendation relative to the reevaluation contract with Kapinos for discussion later this evening.
- Administrator Kennedy recommended that the Selectmen accept the recommendations of the Insurance Advisory Committee relative to voluntary insurance programs. Selectman Dunne moved to approve and accept the Insurance Advisory Committee's recommendations for employee health insurance and voluntary insurance benefits; seconded by Selectman Trindade; all aye 5-0-0 (voted).
- Administrator Kennedy indicated that she and the Town Accountant have been meeting with the Millis Town Administrator regarding the Animal Control Officer services. The parties will need to meet again and Administrator Kennedy will update the board as warranted.
- Selectman Crowley stated that he would like to see the list of departments that the Town Administrator will recommend to receive supplemental funding. Administrator Kennedy presented a list of her recommendations and explained her rationale. Selectman Crowley moved that the Board enter into a discussion regarding the department supplemental funding recommendations. Selectman Crowley supports placing one hundred thousand dollars into the stabilization fund which will also receive another two hundred fifty thousand next fiscal year to build the account up to almost one million dollars. Selectman Trindade stated that there are other needs that need to be addressed. Selectman Trindade also reminded the board members that several years ago, the Town did not place much into the Stabilization fund, and what was put in was used. Selectman Trindade strongly feels that any surplus funds should be used to address other desperate needs of the Town. Selectman Scott and Chairman Galligan supported Selectman Trindade's position. Chairman Galligan recommends that the Selectmen keep the Stabilization Fund at two hundred fifty thousand dollars (the current balance) and schedule a discussion of utilization of supplemental funds after the State budget is approved. The Board entered into a discussion. Selectman Crowley moved that the Board deliberate and include items on the Administrator's additional funding list and increase the budget by said amount (\$397,000.00); seconded by Selectman Trindade; ayes 2 (Crowley/Trindade) nays 3 (Scott, Dunne & Galligan) (2-3-0) motion failed.

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***Discussion with Assessors regarding Kapinos Contract and Accelerated Growth:***

Assessors, Pace Willisson and Harry Johnson were present to answer questions and provide explanations as needed by the Selectmen.

Kapinos Contract discussion/approval

- Administrator Kennedy referred to the e-mail opinion dated April 2 from Town Counsel. Administrator Kennedy indicated that town counsel approved the revised contract with Paul Kapinos and Associates, Inc. and recommends deleting Section 15.b.
- Selectman Trindade inquired why finalization of the contract had taken so long and also commented that it may not be such a good idea to have services start without first obtaining contract authorization.
- Assessor Willisson indicated that there had been a lot of on-going discussion between the parties which became very time consuming. Also, there had been a change in Town Counsel as well as a difference of opinions relative to the contract. Assessor Willisson also indicated that the Assessors have had a contract for services in place with Kapinos for many years.
- Selectman Trindade moved that the Selectmen accept the contract with Paul S. Kapinos and Associates, Inc. as recommended and submitted; Selectman Dunne seconded; all ayes 5-0-0 (voted).
- Administrator Kennedy commented that she had attempted to contact Mr. Kapinos three times and never received a call back.

New Growth discussion

- Administrator Kennedy indicated that members of the financial staff are available to assist with gathering the new growth data.
- Assessor Willisson indicated that the Assessor's appreciate the offer of assistance. He is not sure how long it will take to get the data but will present such to the Selectmen as soon as possible.
- Chairman Galligan referred to the March 29 memo from the Assessors regarding the Haven Street property matter which was discussed at the last Selectmen's meeting. Chairman Galligan stated that he would appreciate receiving the new growth data as soon as possible. Chairman Galligan also asked the Assessors their position of accelerated new growth adoption per DOR recommendations.
- Assessor Willisson indicated that the Assessors have discussed the issue and are not in favor of adopting the accelerated new growth provision and commented that eight other towns have implemented the provision and later rescinded their decision.

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The parties entered into a discussion of hiring a new Administrative Assessor.

- Assessor Willisson indicated that the Assessors have reviewed the resumes received, however, they have not started the interview process. Assessor Willisson indicated that an outside vendor has been hired to assist with some tasks.
- Assessor Johnson feels that it is up to the Board of Assessors to determine the urgency of hiring an Administrative Assessor.
- Selectman Trindade stated that he feels that it is important to have a full time Administrative Assessor on staff.
- Assessor Johnson indicated that there were other pressing issues and matters to attend to which impacted the process.
- Both Assessor Johnson and Willisson indicated that when the Board of Assessors have determined that they can not keep up with the necessary responsibilities, they will move quickly to get the necessary personnel on board. The parties discussed investigating sharing an Assessor or hiring a Part-time Assessor in an effort to save costs.

**Selectman Scott moved that the board approve the extension of the meeting past 10:00 p.m. in order to complete the remaining board business; seconded by Selectman Trindade; all aye 5-0-0 (voted).**

***Discussion/Review of the Annual Town Meeting Warrant Articles:***

- The Board reviewed the proposed warrant articles submitted. Selectman Trindade asked that going forward department heads or staff be available to support the articles submitted and that reference materials supporting the warrant article also be submitted.
- Selectman Trindade asked for an explanation of the thirty thousand dollar (\$30,000.00) warrant article requesting a need assessment of the town and school software/hardware systems submitted by the Town Accountant. Administrator Kennedy indicated that that software currently in place is not meeting financial management's needs and that the Accountant would like the funds to conduct a need assessment survey. Town Accountant (Barbara Durand) was present and further explained that the assessment survey is being requested to include all departments who currently utilize the financial software due to the current on-going inefficiencies experienced by the respective departments.
- The Board reviewed the warrant article submitted by the Town Clerk. The Selectmen would like the Town Clerk to provide a need analysis for the staff position that could be supported by the proposed fee increases.

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- The Board reviewed and discussed the remaining warrant articles which were submitted in a draft warrant format. Selectman Trindade moved that the Board adopt the warrant articles with corrections for final review and execution of the Board; seconded by Selectman Scott; all aye 5-0-0 (voted).

***Approval of Indirect Cost Agreement:***

- Administrator Kennedy explained that the Indirect Cost Agreement with the independently elected boards will be effective July 1, 2007, the beginning of the new fiscal year. The parties entered into brief discussion. Selectman Trindade moved that the board approve the Indirect Cost Agreement as recommended by the Town Administrator; seconded by Selectman Scott; all ayes 5-0-0 (voted).

***Approve and sign warrant:***

- Selectman Trindade moved that the Board approve and sign warrant forty two (42) for fiscal year '07 as read in the total amount of \$1,914,947.31; Selectman Scott seconded; all ayes 5-0-0 (voted).

***Consideration of a Special Event License:***

- Selectman Trindade moved that the Board approve the request for a Special Event License (craft show) on Sunday May 6, 2007 from 8:00 a.m. to 5:00 p.m. submitted by the Medway VFW; seconded by Selectman Scott; all ayes 5-0-0 (voted).

***Consideration of a Yard Sale Permit:***

- Selectman Trindade moved that the Board approve the request to hold a Yard Sale at the Medway Plaza on Saturday, June 9, 2007, to benefit the Purr-Fect Cat Shelter submitted by Marilyn Giaquinto; seconded by Selectman Dunne; all ayes 5-0-0 (voted).

***Approval of Minutes:***

- The Chairman instructed the Administrative Services Assistant to hold the March 9, 2007, minutes pending approval for the next scheduled board meeting.

***Reports of the Selectmen:*** There were no reports.

***Report of the Chairman:***

- Chairman Galligan announced that there will be an Eagle Scout Recognition Court of Honor banquet at the VFW on Friday, April 27, 2007.

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
APRIL 2, 2007

- Chairman Galligan verified that the Government Study Committee appointment terms terminate at the completion of task and asked the Administrative Services Assistant to e-mail members of the GSC and inform them of such.
- Chairman Galligan announced that the State of the Town Address presentation slides will be uploaded to the Town website.
- Chairman Galligan stated that he received correspondence from the Department of Defense asking that the Board acknowledge and support employees serving in the Armed Forces/National Guard & Reserve by executing a statement of support certificate. Selectman Trindade moved that the Board show their support for employees serving in the Armed Forces/National Guard & Reserve by authorizing that Chairman Galligan to execute the statement of support certificate; seconded by Selectman Dunne; all aye 5-0-0 (voted).

*11:25 p.m. There being no further business to discuss, Selectman Trindade moved that the Selectmen's meeting be adjourned; Selectman Dunne seconded; all ayes 5-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

*NOTE: APPROVED BY BOS ON*

**Board of Selectman**  
**Meeting Date: April 5, 2007**  
**Medway High School Cable Station**  
**7:00pm**

**Board Members Present:** Chairman Galligan, Selectman Trindade, Selectman Dunn, Selectman Crowley, Town Administrator Suzanne Kennedy, Administrative Assistant Shirley Bliss, Tri-country Regional High School Superintendent Barbara Renzoni and Business Manager Stephen Docery.

**Call to Order:** With a quorum present Chairman Galligan called this meeting to order at: 7:02pm.

**Public Comments:** No public comments were made.

**7:15pm – Barbara Renzoni, Superintendent, Tri-County Regional High School – Budget Presentation**

Ms. Renzoni presented and explained the new state formula – 50/50. Which each town's contribution is based upon 50% of property values and 50% of average income. This in the State's eyes believes Medway should contribute to Tri County: 55.18% or \$12,333,713 which is to be phased in over the next 5 years. This means a yearly contribution of approximately: \$477,437.00 (See attached handouts for all figures). This figure includes minimum required contribution, plus the town's share of transportation. Currently Medway has 50 students registered at Tri-County.

Ms. Renzoni also presented Tri-County's FY08 budget, what each town is expected to contribute and that their budget for FY08 has an increase of only 3.85%. She also explained that cost to educate a Tri-county student is approximately \$12,000.00 per year. This is high due to the uniqueness of the school; they must provide metal shop supplies, beautician supplies, and culinary supplies along with the required educational necessities. She also explained that the School Committee for Tri-County has capped the student enrollment at 1000.

With no further questions or comments Ms. Renzoni concluded her presentation at: 8:17pm.

**Other Business:**

**Report of the Town Administrator:**

Town Administrator Suzanne Kennedy reported:

Senior Center: budget:

\$200,000.00	State Grant
<u>\$100,000.00</u>	River Bend Project Donation
\$300,000.00	
\$316,000.00	Projected total costs

In order to spend the State grant by the June 30, 2007 deadline, the town can elect to build a "shell" of a building which would include NO electrical; this brings the costs down to approximately \$231,000.00 – which will be the contracted award amount. The available State grant (\$200,000.00) and Friends of Elders (\$41,000.00) donations will be used to build the shell. Upon receipt the River Bends funds will go towards the costs of plumbing and electrical. The shell would be a foundation with weather tight sides.

Mrs. Kennedy suggested that the River Bend monies be placed into the general fund and at Town Meeting the funds be voted and moved to the Senior Center account.

**Capital Improvement Projects:**

Previous State numbers left town with \$488,000.00 additional funds, the new numbers changes that to: \$193,863.00.

After a lengthy discussion the Board of Selectman unanimously agreed to send the following recommendations to the Finance Committee:

Storm Reserve	\$50,000.00
Ambulance Subsidy	\$50,000.00
Salary Settlement	\$25,000.00
Debit Service	\$85,000.00

This will pay for:

Police Vehicles	\$15,000.00 – lease 2 for a year
Animal Control	\$10,000.00
Parks	
Handicap ramp	
Fire Alarms/Public Address system at McGovern	

The Selectman agreed that this budget will go a long way to showing the fiscal responsibility to the town. Selectman Crowley stated the need for future funds to go towards rebuilding the infrastructure of the town that has been neglected in the past due to financial constraints. The Board of Selectman asked the Town Administrator to get this numbers to the Finance Committee as soon as possible – they will be delivered tomorrow.

**Acceptance of Blueberry Hill as a public way: Second Reading**

Planning Board Chairman Andy Rodenhiser spoke in favor of accepting this proposal. He explained that thru a settlement with the developer of Harney Acres, Clafo and Builders, the town has received \$25,000.00. \$12,500.00 will be used to put the final pavement on the road and the remaining will be used to due road repairs around town. Mr. Rodenhiser stressed the DPS Commissioner Dave D’Amico to spend a maximum of \$12,500.00 on town wide road repairs.

**Motion:** Selectman Trindade motioned and Selectman Dunn seconded:

*“That the Board of Selectmen express its intent to lay out as a public way Blueberry Hill road in its entirety from Station 0+00 to its end at Station 9+00 (approximately) as shown on the Blueberry hills Definitive subdivision Plan dated September 20, 1985, revised May 8, 1986, prepared by Guerriere and Halnon Inc. of Franklin, MA, endorsed by the Medway Planning board on May 13, 1986 and recorded as Plan 753 of 1986 in Plan book 338 at the Norfolk county Registry of Deeds on May 30, 1986; and to refer this matter to the Planning board for a report and recommendation.*

To insure that the budget is not exceeded Selectman Dunn did request a written list of street repairs that will be completed with the \$25,000.00.

**Meeting Schedule:**

It was decided that the Meeting scheduled for: April 12, 2007 will not be held. There will be a meeting on Tuesday, April 16<sup>th</sup>. Purpose of meeting is to finalize all budget figures.

**Adjournment:**

With no further business before this Committee, a motion of adjournment was made by Selectman Trindade and Seconded by Selectman Dunn.

By unanimous vote this meeting was adjourned at: 9:24pm.



# MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

APRIL 17 2007

Present: Selectmen Glenn Trindade, Richard Dunne, and Dennis Crowley, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectmen James Galligan (Chairman) and Kent Scott were absent.

7:02 p.m. – Vice Chairman Dunne called the Selectmen's meeting to order in the School Committee Room. All stood for the Pledge of Allegiance.

***Public Comments: None.***

***Report of the Chairman: None.***

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

- Administrator Kennedy reported that Friends of Choate Park have requested to assist in the clean up of the 2B Oak Street property town insurance requirements in order to assist in the activity. Administrator Kennedy stated that she will meet with representatives from the Friends and will report back to Selectmen as warranted.

***Acceptance of report and layout of Blueberry Hill Road recommended by the Planning Board:***

- Vice Chairman Dunne inquired if the Selectmen reviewed the report and recommendation submitted by the Planning Board regarding the acceptance and layout of Blueberry Hill Road. The Selectmen indicated that they read the report submitted by the Planning Board. Administrator Kennedy indicated that the Selectmen are required to publicly vote their action relating to the Blueberry Hill Road matter.
- Selectman Trindade moved that the Selectmen approve and accept the roadway layout of Blueberry Hill Road, as a public way, in its entirety from Station 0+00 to its end at Station 9+00 (approximately) as shown on the attached Plan and Profile of Blueberry Hill Road, dated September 20, 1985 prepared by Guerriere and Halnon, Franklin, MA as recommended by the Planning Board at their April 17, 2007 meeting with the stipulation that the expenditures for the work not exceed twenty-five thousand dollars (\$25,000.00); seconded by Selectman Crowley; all ayes 3-0-0 (voted).

***Discussion of CIPC and Council on Aging Warrant Articles:***

- Mrs. Marilyn (Missy) Dzikczek, Senior Center Director was present to answer questions regarding the proposed Senior Center Warrant Article sponsored by the Council on Aging (COA). Administrator Kennedy indicated that the warrant article is required relative to the fund allocation for the construction of the Senior Center addition and had been added to the proposed Annual Town Meeting Warrant. Monies for the project will be funded by a two hundred thousand dollar (\$200,000) State grant, one hundred thousand dollars (\$100,000) from the River Bend developer and by donations from the Friends of Elders. The Board entered to a brief discussion and asked that the Town Administrator verify word clarification

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
APRIL 17 2007

with Town Counsel. Selectman Trindade moved that the Board accept the warrant article sponsored by the COA pending word clarification by Town Counsel.

- Administrator Kennedy indicated that a (Capital Improvement Program Committee (CIPC) place holder warrant article had been placed on the proposed Annual Town Meeting Warrant and referred to the article prepared by Town Counsel for Selectmen approval. After a brief discussion, Vice Chairman Dunne moved that the Board accept the drafted warrant article by Town Counsel and place said article in place of the "CIPC" placeholder article; seconded by Selectman Trindade; all aye 3-0-0 (voted).

***Discussion with Water Sewer Board of Commissioners/Approval of Special Town Meeting Warrant:***

- Administrator Kennedy indicated that warrant article one sponsored by the Water Sewer Board of Commissioners is required in order to cover a budget shortfall in the Water Department budget. Mr. Robert Heavy, Chairman of the Water Sewer Board and Mr. Mark Flaherty, Water Sewer Department Superintendent came forward to answer questions relative to the proposed warrant article. Superintendent Flaherty stated that the proposed warrant article requests funds to cover a potential shortfall in the Water Sewer Budget in the event that revenue collections are low.
- Selectman Crowley voiced his concerns with the low collection rate.
- Vice Chairman Dunne inquired if raising the water rates would assist with curing the budget shortfall. Selectman Dunne also inquired if water rates were raised, would there still be water use restrictions?
- Administrator Kennedy stated that it was her understanding that raising the water rates is not sufficient to support the departmental expenses.
- Superintendent Flaherty stated that the Administrator may be correct. He stated that in the past, reports were requested from the Town Accountant in order to verify balances in the accounts. Mr. Flaherty stated that reports generated from the past Town Accountant were insufficient. Mr. Flaherty stated that water use restrictions are placed as a result of a state mandate.
- Mr. Heavy further explained that the water use restrictions are in place per the State statutes and are not a reflection of the Water Sewer Departments ability to provide the water needed to service the Town. Mr. Heavy stated that the State will impose fines on Towns who do not comply with the statute.
- Mr. Flaherty stated that the Water Sewer Commissioners will host a public hearing to discuss the proposed water rate increase which will assist in supplementing budget revenues. The main purpose for the increase in the water rates is to cover costs associated with scheduled capital projects.

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
APRIL 17 2007

- Selectman Trindade asked the Water Sewer Department if they would review the department billing policy to perhaps collect outstanding funds quicker. Superintendent Flaherty stated that payments for water sewer invoices are due in thirty (30) days. On day thirty one (31), interest begins to accrue then a lien is placed on the outstanding account. Selectman Trindade suggested that perhaps reminder letters could be forwarded to assist with improving with the collection process. Vice Chairman Dunne also supports more aggressive collections of the outstanding water sewer accounts.
- Mr. Heavy asked how the Selectmen and Town Administrator would like to proceed with the collections and reminder letters. Administrator Kennedy indicated that the Water Sewer Department should coordinate the reminder letters and that she would also ask the Treasurer Collector to provide sample letters and work with the Water Sewer Department to assist with the development in a more aggressive collection policy. Administrator Kennedy also inquired if the Water Sewer Department is in the habit of waiving interest charges. Superintendent Flaherty indicated that interest is temporarily waived until the increase is investigated and resolved to determine if the actual water usage increase is true.
- The parties entered into a discussion regarding the water sewer collection practices and policies. Vice Chairman Dunne reiterated that the parties are in agreement that the Water Sewer Department collections are a problem and will work with the Town Administrator to develop a better collection policy.
- Selectman Trindade moved that the Board dismiss warrant article two regarding IT needs assessment sponsored by the Town Accountant as recommended by the Town Administrator; seconded by Vice Chairman Dunne, all aye 3-0-0 (voted). Selectman Trindade moved that the Board accept/approve the warrant article submitted by the Board of Water Sewer Commissioners; seconded by Selectman Crowley; all aye 3-0-0 (voted). Selectman Trindade moved that the Board approve the Special Town Meeting Warrant as submitted, seconded by Selectman Crowley; all aye 3-0-0 (voted).

***Review and final approval of the proposed Annual Town Meeting Warrant:***

- The Selectmen entered into a brief discussion regarding the proposed annual town meeting warrant and reviewed the final draft of the proposed Annual Town Meeting Warrant.
- Selectman Trindade moved to remove the first place holder (new growth) article sponsored by the Board of Assessors as recommended by the Town Administrator; seconded by Vice Chairman Dunne; all ayes 3-0-0 (voted).
- Selectman Trindade moved to approve the Town Clerk "increase fee" warrant article and asked the Town Administrator to verify the dog license fee; seconded by Vice Chairman Dunne; all ayes 3-0-0 (voted).

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
APRIL 17 2007

- Selectman Trindade moved that the Board approve and accept the Annual Town Meeting Warrant as presented; seconded by Vice Chairman Dunne; all ayes 3-0-0 (voted).

***Approve and sign warrant:***

- The Selectman Trindade moved that the Board approve and sign warrant forty two (42) for fiscal year '07 as read in the total amount of \$1,347,104.44; Vice Chairman Dunne seconded; all ayes 3-0-0 (voted).

***Consideration of the Third Annual Nagar Kirtan (Sikh) Parade:***

- Selectman Trindade moved that the Board approve the Third Annual Nagar Kirtan (Sikh) Parade on May 13, 2007; seconded by Vice Chairman Dunne; all ayes 3-0-0 (voted).

***Approval of Minutes:***

- The Board entered into a brief discussion regarding the regular session meeting minutes of October 2, November 6, 2006 January 8 and March 9, 2007 submitted to Board approval. The Vice Chairman instructed the Administrative Services Assistant to hold the minutes pending approval for the next scheduled board meeting.

***Reports of the Selectmen***

- Selectman Crowley reported that he and Selectman Trindade meet with school officials regarding paving of the school parking lot and will schedule the matter for further discussion at an upcoming Board meeting. Selectman Crowley also reported that he and other town representatives will be meeting this week with the GATRA representative and will report back as warranted.
- Selectman Trindade did not have a report. However, he reminded the Board members that there was an Eagle Scout Court of Honor Banquet for John Travalini on April 27 at 6:30 p.m. at the Medway VFW.
- Vice Chairman Dunne commended the Town Accountant for the preparation of the Expenditure Summary included in the Board meeting packets. Vice Chairman Dunne also reported that included in the Board packets for Selectmen review was an opinion from Town Counsel relative to proposed rules and fees of the Dog Park. In closing, Selectman Dunne also indicated faxed correspondence from Steve Dockray of Tri County Regional Vocation Technical High School indicating a \$35,000 decrease in the Town's Assessment for 2007 to 2008. Vice Chairman Dunne also announced that the Town Moderator would be conducting a pre-town meeting on Thursday April 10 in Sanford Hall at 7:00 p.m. and encouraged attendance by all interested Town Officials.

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
APRIL 17 2007

*9:40 p.m. There being no further business to discuss, Selectman Trindade moved that the Selectmen's meeting be adjourned; Selectman Crowley 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

MARCH 26, 2007

Present: Selectmen Kent Scott, Glenn Trindade, Richard Dunne, James Galligan, and Dennis Crowley, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

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

### *Approve and sign warrant:*

- Selectman Scott moved that the Board approve and sign warrant number thirty nine (39) for fiscal year '07 as read in the total amount of \$273,138.45; Selectman Dunne seconded; all ayes 5-0-0 (voted).

*Public Comments:* None.

### *Report of the Town Administrator:*

- Administrator Kennedy.
- Administrator Kennedy reported
- 
- Administrator Kennedy indicated t
- 
- 
- Administrator Kennedy recommended that the Board consider opening and closing the Annual Town Meeting warrant. The board entered into a discussion. Selectman Scott moved to open the Annual Town Meeting Warrant effective March 5, 2007 and close the annual town meeting warrant on March 26, 2007; seconded by Selectman Crowley; ayes 3 (Scott, Crowley Galligan) nays—1 (Dunne) (voted).

**(It being 10:00 p.m.; Selectman Dunne moved that the Board continue with the remaining Board business; seconded by Selectman Scott; all aye 4-0-0 voted)**

### *Reports of the Selectmen:*

- The Selectmen did not have reports this week.

### *Report of the Chairman:*

- Chairman Galligan

MINUTES OF THE SELECTMEN'S MEETING  
MARCH 26, 2007

- The Board entered into a brief discussion regarding the State of the Town Agenda. The Board agreed that all of the financial data, once it is confirmed, reviewed, and finalized, should be uploaded to the Town website for review. The Board agreed that the State of the Town will be scheduled for March 26 or March 28 once a meeting place has been confirmed. The Administrative Services Assistant was instructed by the Chairman to reserve a meeting space to hold the State of the Town Address.

*10:50 p.m. There being no further business to discuss, Selectman Scott moved that the regular session meeting be adjourned; Selectman Dunne 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  
MAY 14, 2007

Present: Selectmen Dennis Crowley, Glenn Trindade, Andrew Espinosa and John Foresto, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Glenn Trindade arrived at 7:15 p.m.

Dennis Crowley, Board Clerk chaired the Selectmen's meeting. At 6:03 p.m., the meeting was called to order in the Room 111-1A located in the Medway High School. All stood for the Pledge of Allegiance.

***Public Comments:***        *None.*

***Approval of Warrant:***

- The Selectman Trindade moved that the Board approve and sign warrant forty six (46) for fiscal year '07 as read in the total amount of \$1,200,142.42; Selectman Espinosa seconded; all ayes 4-0-0 (voted).

***Report of the Chairman:***

- The acting Chairman did not have a report this week.

***Report of the Town Administrator:*** The Administrator did not have a report this week.

***Report of the Selectmen:*** The Selectmen did not have reports this week.

***Town Meeting Discussion:***

- The Selectmen entered into a brief discussion regarding the Town Clerk advocating for a full time staff position. Selectman Crowley and Selectman Trindade brought the newly elected board members (Selectmen John Foresto and Andrew Espinosa) up to speed on the matter. Selectman Crowley and Selectman Trindade stated that they spoke with the Town Clerk and committed to securing her with part time assistance. Selectman Crowley stated that a full time entry-level assistant including benefits would cost the Town fifty-six thousand (\$56,000.00) dollars. All the selectmen acknowledged that the Town Clerk needs additional help.

*6:28 p.m. There being no further business to discuss, Selectman Trindade moved that the Selectmen's meeting be adjourned; Selectman Foresto 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  
MAY 21, 2007

Present: Selectmen Dennis Crowley, Richard Dunne, Glenn Trindade, Andrew Espinosa and John Foresto, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

7:04 p.m. – Acting Chairman Dunne called the Selectmen's meeting to order in the Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

- Acting Chairman Dunne indicated that the first order of business that the board is required to take is the election of a new board chairman. Acting Chairman Dunne asked for a nomination. Selectman Crowley moved to nominate Selectman Glenn Trindade as Board Chairman; seconded by Selectman Foresto; all aye 5-0-0 (voted). Mr. Trindade thanked the board for the nomination and asked the board nominate a new Vice Chairman and Clerk. Selectman Espinosa moved to nominate Selectman Dunne as Vice Chairman; seconded by Selectman Crowley; all aye 5-0-0 (voted). Selectman Foresto moved to nominate Selectman Crowley as Clerk; seconded by Selectman Dunne 5-0-0 (voted).

***Public Comments:***

- Mrs. Phyllis Cerel, 6 Franklin Street, came forward and congratulated the newly elected selectmen. Mrs. Cerel is requesting a "ban on through truck traffic" on Village Street. Mrs. Cerel indicated that heavy construction vehicles have been coming down Village Street in an effort to avoid the traffic lights on Route 109.
- Administrator Kennedy indicated that she would speak with the DPS Director and report back to the board at the June 4<sup>th</sup> meeting.
- Selectman Dunne suggested that the Town Administrator also speak with the Police Department. Selectman Crowley stated that perhaps the police department could institute truck traffic monitoring as well.

**Liquor License Public Hearing:**

- Chairman Trindade asked that the applicant come forward. Mr. Gary Passmore applicant and Mr. Michael Ayzenberg (current owner/manager of Keystone Liquors) came forward.
- Administrator Kennedy indicated that due to the timing of the receipt of the liquor license transfer application and the annual town meeting that the public hearing was not able to be scheduled until this evening.
- Chairman Trindade moved to open the public hearing; Selectman Dunne seconded; all ayes 5-0-0 (voted). Chairman Trindade read the public hearing notice and asked the Administrative Services Assistant to explain the applicant's request.
- The Administrative Services Assistant indicated that the application before the board is for an annual all alcohol package store license transfer and includes a

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change of manager, pledge of license and stock. All applications and documents required by the ABCC have been submitted, all internal departmental due diligence and approvals have been completed. The current license is in good standing, all taxes/utility fees due the town are paid to date.

- The Board entered into a brief discussion with the applicant.
- Chairman Trindade moved to close the Public Hearing; Selectman Crowley seconded; all ayes 5-0-0 (voted).
- Selectman Espinosa moved to approve the transfer for the annual all alcohol package store license transfer from Keystone Corporation to Medway Beverages located at 88 Main Street; seconded by Selectman Foresto; all ayes 5-0-0 (voted).

***Approval of Warrant:***

- Selectman Dunne moved that the Board approve and sign warrant forty seven (47) for fiscal year '07 as read in the total amount of \$1,276,667.92; Selectman Espinosa seconded; all ayes 5-0-0 (voted).

***Net School Spending Presentation by Dave Tobin:***

- Mr. Dave Tobin, Consultant for the Massachusetts Association of School Superintendents presented a net school spending presentation and explained how the foundation budget formula works. Mr. Tobin referred to a handout entitled "Principals of the Plan" and explained all the components of the plan. Mr. Tobin explained the local contribution is the minimum towns are mandated to pay and Chapter 70 aid is the money given by the state to make up the difference. Mr. Tobin also stated that the formula is off and that the Superintendents Association, the Massachusetts Municipal Association and the Massachusetts Association of School Committees are working with legislature to improve the plan. The parties entered into a discussion and Mr. Tobin answered some questions from the board.

***Appointment to Cable Advisory Committee:***

- The Selectmen entered into a brief discussion. Selectman Foresto moved that the Board approve the appointment of Mathew LeBlanc to the Cable Advisory Committee; seconded by Selectman Dunne; all ayes 5-0-0 (voted).

***Ratification of Contract by and between the Town of Medway and Peter Epstein:***

- The Selectmen reviewed and entered into a brief discussion regarding the contract for services submitted for approval. Selectman Dunne asked how the Town would be funding the services. Selectman Foresto indicated that Medway Cable Access would be utilizing funds from their budget to cover the services of Attorney Epstein. Selectman Crowley asked if the Cable Access Committee could present the Selectmen with a status update. It was agreed that Selectman Foresto would

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provide a report to Selectmen at the next scheduled meeting. Selectman Crowley moved to ratify the contract by and between the Town of Medway and Peter Epstein for telecommunications legal services contingent on Town Counsel's approval as to form and the Town Accountant's certification of the availability of funds; seconded by Selectman Espinosa; all ayes 5-0-0 (voted).

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

- Administrator Kennedy stated that Massachusetts Municipal Association (MMA) is sponsoring a training session for new selectmen at the Glenn Ellen Country Club in Millis on Saturday, June 9<sup>th</sup>. Also, the Department of Revenue (DOR) will be holding a training sessions on Tax Recapitulation and Proposition 2 1/2 on June 7<sup>th</sup>.
- Administrator Kennedy stated that there have been some inquiries regarding appointments to the Capital Improve Program Committee (CIPC). Administrator Kennedy indicated that the Selectmen can not appoint members to the committee until the by-law change has been reviewed and approved by the Attorney General's office.

***Report of the Selectmen:*** The Selectmen did not have reports this week.

***Report of the Chairman:***

- Chairman Trindade announced that the Police Department will be hosting an open house.
- The annual Memorial Day Parade is scheduled for Monday, May 28 at 10:00 a.m.

*8:30 p.m. There being no further regular business to discuss, Selectman Dunne moved that the regular session meeting be adjourned and that the Selectmen enter into Executive Session and not return to open session for reason number three "To discuss strategy with respect to collective bargaining or litigation..."; Selectman Foresto seconded; Roll call vote: Selectman Foresto—aye; Selectman Espinosa—aye; Selectman Dunne—aye; Selectman Crowley—aye; and Chairman Galligan; 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

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Present: Selectmen Dennis Crowley, Glenn Trindade, Andrew Espinosa and John Foresto, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Richard Dunne was late (8:01 p.m.)

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

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

### ***Community Preservation and Historical Committee discussion on proposed uses for 2B Oak Street:***

- Mark Cerel, Chairman of the Community Preservation Committee (CPC), Rob Pomponio, Chairman of the Historical Commission (HC) and Mark Wilcox, member of the Historical Commission (HC) were present for the discussion on proposed uses for 2B Oak Street (Thayer property).
- Mr. Cerel summarized the CPC's role in the 2B Oak Street/Thayer Homestead matter. Mr. Cerel stated that the CPC and HC need the Selectmen's direction of where they would like to take the project in order to move forward.
- Mr. Pomponio also summarized the HC's role in the 2B Oak Street/Thayer Homestead matter and referred to the Historic Structures Report: Executive Summary submitted by the HC. Mr. Pomponio also referred to the HSR's report conducted by Newport Collaborative Architects, Inc. Mr. Pomponio stated that the committee completed a plan to do enough work to secure the barn and the house utilizing the two hundred thousand dollar (\$200,000) state grant, utilize any remaining funds to clean up the land and establish a plan to ensure the renovation efforts do not stall over future years. He feels that some land will be ready for use by the Fall; however some structural issues at the house and barn could be long-term projects. One popular idea is to covert the barn into a banquet/function hall and possibly utilize the house for office/business space for use by Town departments.
- The parties entered into a discussion. Selectman Crowley stated that the reports were well written; however, he feels that utilizing the grant funds to clean up the land is more of a benefit to the Town and residents. Selectman Dunne stated that he feels more effort needs to be placed in cleaning up the land before moving forward on renovations to the barn and house. Selectman Espinosa feels that the grant funds should be expended on securing/renovating the barn and house. Chairman Trindade feels that the plan should be to designate the house and barn as historical property, sell them to a private buyer with strict stipulations on what can/should be done and what cannot be done. Mr. Pomponio stated that perhaps a non-profit committee could be established to oversee the property and organize fundraisers, etc. to be utilized with property upkeep.

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- Selectman Foresto moved that the Town use the funds from the state grant to stabilize the property, make plans for partial restoration of the structures, formulate a non-profit organization to oversee the property and perform landscaping/cleanup to make the space useable; seconded by Selectman Crowley; all aye 5-0-0 (voted).
- The HC and CPC will make present an update at the June 18<sup>th</sup> Selectmen's meeting.

### ***Report on Village Street Truck Exclusion:***

- Administrator Kennedy indicated that she recently meet with staff consisting of Dave D'Amico, Chief Saleski, Lieutenant Tingley and Safety Officer/Sergeant Watson, on matter. Administrator Kennedy stated that she would like staff to explain their position on the issue. Chief Saleski stated that after meeting and discussing the matter with Administrator Kennedy and staff, that he could not come up with a compelling reason to close a main east-west road to trucking, nor could he come up with a compelling reason why the Selectmen would want to entertain looking into closing the road to trucking. Chief Saleski suggests that since concerns focus on specific companies in the area that letters be sent asking that trucks not travel down Village Street.
- Mrs. Phyllis Cerel stated that she does not want to ban trucking, just certain heavy duty trucks that try to skip traffic lights on Main Street (Route 109) by traveling down Village Street. Mrs. Cerel stated that she would like to ban through-trucking traffic going to Millis.
- Public Services Director D'Amico stated that the board/town could request the Commonwealth to order Village Street closed to through-truck traffic; but it involves hiring an engineer to study the problem and that the Commonwealth is also not inclined to grant the request unless the situation is extremely bad.
- Safety Officer/Sergeant Watson presented a traffic study conducted in April which indicates the kind of trucks Mrs. Cerel is objecting to account for less than three percent of total traffic on the road. Sergeant Watson indicated that he does not feel that trucks traveling down Village Street pose any safety hazards.
- School Committee Member, Ms. Donna Rice-Norton believes that truck traffic is a serious problem on Village Street compared to Route 109 (Main Street) because Village Street is a popular path for students going to various schools in the morning.
- The parties entered into a discussion. Chairman Trindade moved that Administrator Kennedy forward letters to companies identified by Mrs. Cerel asking them to please utilize Route 109 (Main Street) rather than Village Street and that Public Services Director D'Amico inquire with the appropriate state agency regarding truck exclusion procedures and regulations; Selectman Dunne seconded; all aye 5-0-0 (voted).

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### ***End of Year Budget Transfers:***

- The Selectmen reviewed and entered into a brief discussion regarding the four departmental budget transfers submitted by the Town Accountant (Barbara Durand) for approval. Mrs. Durand explained that in accordance with applicable laws of the Commonwealth, several budget transfers are being submitted to cover account shortfalls. Mrs. Durand stated that during the months of May, June and the first fifteen days of July the Selectmen and Finance Committee may authorize departmental appropriations to another appropriation with the same or other department except for School department budgets. The transfer can not exceed three percent of a department's annual budget or \$5,000, whichever is greater.
- The Town Accountant, Treasurer/Collector and Department of Public Services Director explained the reasons for the budget transfers they submitted.
- Chairman Trindade moved that the Selectmen approve the budget transfer requests as follows:
  - 1) Town Accountant \$1,300.00 from department 913, the Unemployment account 513-5173 to department 910, the Life Insurance account 520-5174;
  - 2) Department of Public Services \$3,300.00 from department 424, the Street Lighting/Electricity account 5211 to department 422, the DPS—RM Equipment account 5245;
  - 3) Treasurer/Collector \$3,000.00 from department 145, the Treasurer/Collector Professional & Technical account 520-5300 to department 145, the Treasurer/Collector Salaries account 510-5110;
  - 4) Town Accountant \$1,265.00 from department 913, the Unemployment Payments account 520-5173 to department 301, the Regional District Payments account 520-5325;

Selectman Espinosa seconded; all ayes 5-0-0 (voted).

### ***Town Property and Liability Insurance Proposal:***

- Administrator Kennedy indicated that the Town issued an RFP in connection with the Town's property, liability and workers compensation insurance. Administrator Kennedy stated that she formed a committee consisting of Collector/Treasurer Melanie Phillips; Town Accountant Barbara Durand and School Business Manager David Verdolino. Three proposals were received from Massamont at \$281,329 (the Town's current carrier), Berry Insurance at \$275,000 and MIIA at \$264,061 (2 year price quote). Administrator indicated that she and the committee recommend that the Selectmen approve the insurance proposal submitted by MIIA which will generate \$98,500 saving less the approved budget.

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- Selectman Dunne moved to accept the two year insurance proposal from July 1, 2007 to June 30, 2009, submitted by MIIA as recommended by the insurance subcommittee and the Town Administrator; Selectman Crowley seconded; all ayes 5-0-0 (voted).

### ***Ratification of Contract by for engineering services:***

- The Administrator indicated that the consultant engineer made changes to the original contract and did not submit the changed contract in time for insertion in the meeting packets for board review. Administrator Kennedy recommended that the Selectmen approve the contract with the understanding that Town Counsel review the changed contract and allow the Town Administrator to execute on the Town's behalf. Administrator Kennedy indicated that the consultant engineer would also be paving the McGovern School parking lot and waiting to approve the contract at the next selectmen's meeting will hamper the construction process.
- DPS Director D'Amico came forward and explained the reconstruction plan and schedule and supported the Administrator's recommendation that the Board approve the contract this evening as waiting for another meeting would definitely impact with reconstruction plan and the paving deadline.
- Ms. Donna Rice-Norton, School Committee member came forward and stated that the parking lot at the McGovern School is in terrible condition and is a safety hazard. Ms. Rice-Norton stated that a portion of the delivery area has collapsed and deliveries are now being made through the front of the building which imposes a danger to the children.
- Selectman Dunne moved that the Board accept the contract for engineering services with Tetra and that the Administrator execute the contract on behalf of the town after Town Counsel's review and approval as to form; Selectman Espinosa seconded 5-0-0 (voted).

**(9:00 p.m. Chairman Trindade excused himself and Vice Chairman Dunne controlled the meeting during the Chairman's absence. Chairman Trindade returned at 9:10 p.m.)**

### ***Approval of Warrant:***

- Selectman Espinosa moved that the Board approve and sign warrant forty nine (49) for fiscal year '07 as read in the total amount of \$616,691.22; Selectman Foresto seconded; all ayes 4-0-0 (voted).

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

- Selectman Crowley moved to approve the regular session meeting minutes of March 5, 2007; Selectman Dunne seconded; all ayes 5-0-0 (voted).

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- Selectman Crowley moved to approve the regular session meeting minutes of April 5, 2007; Selectman Espinosa seconded; all ayes 5-0-0 (voted).
- Selectman Crowley moved to approve the regular session meeting minutes of April 17, 2007; Selectman Espinosa seconded; all ayes 5-0-0 (voted).
- Selectman Crowley moved to approve the regular meeting minutes of May 14, 2007; Selectman Espinosa seconded; ayes 4; abstention 1 (Selectman Dunne), motion passed.
- Selectman Crowley moved to approve the regular meeting minutes of May 21, 2007; Selectman Dunne seconded; all ayes 5-0-0 (voted).
- Selectman Crowley moved to approve but not release the executive session meeting minutes of May 21, 2007; Selectman Foresto seconded; all ayes 5-0-0 (voted).

### ***Leland Deed Release:***

- Town Counsel, Barbara Saint André referred to the May 22, 2007 written legal opinion forwarded to the Board for their review and she gave background information of the Bosma litigation matter. Attorney Saint André explained that Mr. and Mrs. Leland are requesting that the Town provide them with a release deed for the portion of the abandoned railroad bed abutting the property at 290 Village Street. Attorney Saint Andre also explained that the release deed conveys any title that the Town may have to the property. Attorney Saint Andre stated that the Lelands are seeking the release deed in order to remove any possible cloud on their property title, which results from the status of the abandoned railroad bed that traverses the back of their property.
- The Selectmen and Town Counsel entered into a discussion regarding the deed release. Selectman Crowley also had questions regarding utility easements. Selectman Crowley moved that Town Counsel and the Town Administrator perform an evaluation of the Bosma case relative to all utility easements in order to protect future rights of the Town and to contact Mr. and Mrs. Leland's attorney regarding such; seconded by Selectman Espinosa; ayes 4, nays 1 (Mr. Dunne) motion passed.

### ***Cable Advisory Committee Update:***

- Selectman Foresto introduced Cable Advisory Committee (CAC) members present, Andy Rodenhiser and Paul Marble. Selectman Foresto stated that the CAC consists of the following members: Himself, Glenn Trindade, Paul Marble, Andy Rodenhiser, Ted Lorz, Matthew LeBlanc and Michael Lane (Medway Cable Access). Selectman Foresto stated that Board of Selectmen re-established the Cable Advisory Committee in the fall of 2006 whose task is to conduct a review of the current cable television licensing process for the Town. Selectman Foresto indicated that the Town's current cable television license with Comcast will expire



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and that the licensing authority (Board of Selectmen) desires to offer Medway residents an additional choice in cable providers. Selectman Foresto referred and provided the Board members with the CAC's Cable Television Issuing Authority Report dated June 4, 2007. Selectman Foresto indicated that the Town held the two required public hearings which were sparsely attended.

- Mr. Paul Marble indicated that he researched cable contracts that other towns currently have in place in preparation of the Cable Television Issuing Authority Report. Mr. Marble also indicated that Medway Cable Access Committee has also participated in discussions with CAC and are currently becoming more active and plan to become more involved with the town's cable services. Selectman Foresto also indicated that Medway Cable Access Committee also has a strategy regarding future technical services which can not be discussed at the present time.
- The CAC and the Selectmen entered into a discussion. Selectman Foresto moved that the Selectmen approve the Issuing Authority Report dated June 4, 2007; seconded by Selectman Dunne; ayes 5-0-0 (voted).

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

- Administrator Kennedy reported that she is investigating newly passed legislature allowing towns to create an insurance reserve fund which would aide with future premium savings. If possible, Administrator Kennedy would like the Selectmen to sponsor a warrant article to establish the fund at the fall town meeting.
- Administrator Kennedy informed the Board that the auditors are scheduled to begin the yearly audit.
- In closing, Administrator Kennedy asked that the Board consider holding a workshop to review the public records law, open meeting law, railroad property (ies), insurance policy reserve and Selectmen's policies and procedures.

### ***Report of the Selectmen:***

- Selectman Foresto did not have a report this week.
- Selectman Espinosa did not have a report but requested that the Government Study Committee (GSC) provide an update to the Board. Chairman Trindade requested that the Town Administrator schedule an update from the GSC at an upcoming Selectmen's meeting.
- Selectman Dunne reported that he will be following up with Representative James Vallee regarding potential extra library aide.
- Selectman Crowley asked for a status on the town website upgrade. Selectman Espinosa stated that town hall staff has been working diligently on the issue. Selectman Espinosa stated that he and Selectman Foresto have reviewed some of the ideas and proposals received to date and expects to implement the upgrades

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within a month. Selectman Crowley stated that the GATRA contract may be presented for Board approval very shortly.

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

- Chairman Trindade referred to correspondence dated May 29, 2007 from Attorney Jon Bonsall, on behalf of Algonquin Gas Transmission. The correspondence indicates that Algonquin Gas Transmission has proposed the East to West Expansion Project which may involve facilities within the town. As part of the proposed project and an effort to keep the town officials, landowners and interested parties up-to-date on project developments, Algonquin Gas has scheduled an open house on Wednesday, June 13 from 6:00 p.m. to 8:00 p.m. in the High School cafeteria. Chairman Trindade encourages all interested parties to attend this open house.
- Chairman Trindade acknowledged receipt and read the e-mail from a resident regarding the Medway Library. Chairman Trindade encouraged residents to forward inquiries, complaints and comments to the Selectmen's e-mail address (boardofSelectmen@townofmedway.org) and to please include contact information so the board can properly answer the inquiry.
- Chairman Trindade indicated that the Medway VFW has extended an invitation to the Selectmen to attend the joint installation of Medway Post 1536 VFW and its newly formed male auxiliary on June 10 at 7:00 p.m.
- Chairman Trindade reminded Board members that the MMA is sponsoring training for new selectmen on Saturday June 9 at Glen Ellen Country Club from 8:30 a.m. to 2:30 p.m. He also indicated that the ZBA will conduct two public hearings on Wednesday, June 6 on the applications of Roy Young and Ramakrishnan and Chandrika Koundinya.

**Selectman Dunne moved that the Board continue past 10:00 p.m. to continue with remaining board business; seconded by Selectman Espinosa; all aye 5-0-0 (voted).**

### **Discussion items:**

- Selectman Crowley asked that the Board execute the Award of Recognition for Eagle Scout Neil Robinson. Chairman Trindade indicated that he will also coordinate two other award recognition certificates with the Administrative Services Assistant.
- Chairman Trindade indicated that he would like the board to review their calendars and confirm availability on a Friday or Saturday in order to schedule training workshop sessions. Chairman Trindade indicated that he will confirm the scheduled date with the Administrative Services Assistant for meeting posting purposes.
- The Board entered into a discussion regarding the Board's meeting schedule for the next seven months. Selectman Dunne moved that the board accept the schedule of meeting dates with the exception of meeting on July 2<sup>nd</sup>; and proposed that the Board

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meet on July 10<sup>th</sup>; seconded by Selectman Foresto; all ayes 5-0-0 (voted). Chairman Trindade instructed the Administrative Services Assistant to make the meeting change and post the meeting schedule.

*10:30 p.m. There being no further regular business to discuss, Selectman Espinosa moved that the regular session meeting be adjourned; Selectman Dunne 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

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Present: Selectmen Glenn Trindade, Dennis Crowley, Rich Dunne, Andrew Espinosa, John Foresto, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

7:05 p.m. – Chairman Trindade 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 Dunne moved that the Board approve and sign warrant number fifty one (51) for fiscal year '07 as read in the total amount of \$835,852.25; Selectman Espinosa seconded; all ayes 5-0-0 (voted).

### ***Frank Ravinal—Government Study Committee Update***

- Frank Ravinal, Chairman of the Government Study (GSC) was present to report on the status of the committee's progress. Mr. Ravinal also introduced Mr. Jack Robinson, member of the committee who was also present at the meeting. Mr. Ravinal explained that the Government Study Committee was organized by the Selectmen per the recommendation of the Department of Revenue's Financial Management Report. The Government Study Committee's task is to explore the overall operation of the town's government structure and its various departments. The GSC has been conducting various public meetings and have been conducting interviews with Medway town officials, town departments and surrounding town representatives. The GSC will submit a final report of findings and recommendations to the Selectmen and will also make the report available to residents. The GSC will also prepare a draft charter and will conduct public hearings in anticipation of fall town meeting vote for charter approval. Mr. Ravinal explained the preparation involved with drafting a town charter and also explained the process associated with the town charter approval process.
- Selectman Espinosa stated that the GSC has performed a great job. He has concerns relative to keeping residents up to date with accurate information.
- Mr. Ravinal stated that all the GSC meetings are open to the public and encouraged public attendance and participation at the meetings. Mr. Ravinal also stated that reports will be generated for Selectmen and public review. Also, GSC committee meeting minutes are available for viewing on the Town website.
- Chairman Trindade stated that the GSC has performed a terrific job and looks forward to reading the GSC final report.

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***Fire Chief Vinton—Acceptance of Fire Grant:***

- Fire Chief Vinton came forward and explained that he applied for a Student Awareness of Fire Education (S.A.F.E) grant through the Commonwealth of Massachusetts Office of Public Safety. The grant in the amount of four thousand nine hundred eighty dollars and seventy-five cents (\$4980.75) was awarded to the Fire Department. The grant is available to municipalities in order to provide student awareness of fire education programs, including risks caused by smoking. Grant funds must be expended within fourteen months of receipt. Fire Chief Vinton stated that he is requesting that the Board accept the grant and approve expending the funds.
- Selectman Dunne moved to accept and expend the Student Awareness of Fire Education (S.A.F.E.) Grant in the amount of four thousand nine hundred eighty dollars and seventy-five cents (\$4,980.75); seconded by Selectman Espinosa; all ayes 5-0-0 (voted).

***Approval of Town IT Services Agreement:***

- Town Accountant Barbara Durand came forward and explained that she and the Assistant Town Accountant recently coordinated an RFP for IT Services. Several bids were received. The Town's current IT consultant, Technical Solutions, came in with the best bid proposal. Mrs. Durand explained that Technical Solutions has been servicing the town for approximately ten (10) years and recommends that the Selectmen approve the proposed agreement for services. The agreement for services is effective July 1, 2007, and expires June 20, 2008, and includes an optional one-year extension clause.
- Selectman Dunne encouraged town officials to obtain contracts for services with lock-in rates whenever possible.
- Selectman Crowley asked what the town has expended in IT services thus far. Mrs. Durand stated that thirty thousand (\$30,000.00) dollars was budgeted; however, in some instances various departments may cover some of the expenses, thus far approximately forty thousand (\$40,000.00) dollars has been expended.
- Chairman Trindade moved that the Board approve the agreement for IT services with Technical Solutions as recommended; seconded by Selectman Dunne; all ayes 5-0-0 (voted).

***End of Year Budget Transfers:***

- Town Accountant Barbara Durand and Chief Saleski were present to answer questions regarding their requests for end-of-year budget transfers. The parties entered into brief discussion regarding the budget transfer requests.
- Selectman Dunne moved that the Selectmen approve the budget transfer in the amount of thirty thousand (\$30,000.00) dollars requested by Chief Saleski for the

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purchase of a new police cruiser also recommended by the Town Accountant from department 210, the Police Salary account 510 to department 210, the Police Vehicle account 5852; seconded by Selectman Foresto; all ayes 5-0-0 (voted).

- Chairman Trindade moved that the Selectmen approve the budget transfer request for one hundred dollars (\$100.00) as recommended by the Town Accountant to cover extra cost associated with printing the Annual Town Warrant books from department 132, the Finance Committee (Fin Com) Reserve account 5783 to department 131, the Fin Com Copying/Binding account 5342; seconded by Selectman Dunne; all ayes 5-0-0 (voted).

***Ratification of VADAR Contract:***

- Treasurer Collector Phillips was present to answer questions regarding the VADAR contract. Mrs. Phillips stated that VADAR is the Town's financial software and the contract before the Selectmen represents the Treasurer/Collector Tax Collection and Financial application module. The term of the agreement is two years effective July 1, 2007 to June 30, 2009 will cost two thousand twenty-nine dollars and fifty cents (\$2029.50) annually. Administrator Kennedy stated that Town Counsel reviewed the contract and has approved as to form. There was a brief discussion regarding the contract agreement.
- Chairman Trindade moved that the Board approve the VADAR Tax Collection and Financial Application software agreement as submitted and recommended by the Town Administrator and the finance team; seconded by Selectmen Dunne; all ayes 5-0-0 (voted).

***Ratification of Assessor's Contract Agreements:***

- Board of Assessors, Mr. Pace Willisson and Marjorie Sanford were present.
- Administrator Kennedy stated that she did not have the opportunity to properly review the contracts and that she was unsure if Town Counsel was able to review such as well. Administrator Kennedy recommended that the Board not go forward with execution or approval of contracts until she and Town Counsel thoroughly reviewed the contracts.
- Chairman Trindade indicated that he had concerns as well after being informed on Friday by the Administrative Services Assistant that the contracts were submitted for Selectman review and approval. The Administrative Services Assistant stated that the Assessor's Administrative Secretary had inquired if the contracts were going to be presented for Selectmen's approval as she had not noticed the item on the meeting agenda. She had indicated that the contracts had been placed in the Selectmen's mail box for approval. The Administrative Services Assistant explained that new staff did not realize these items needed to be placed on the Selectmen's agenda and were mistakenly placed in the Administrator's correspondence file for review upon her return from vacation. Chairman Trindade

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suggested that a "contract policy" be drafted to include the process and time line for approvals. The Board entered into a brief discussion regarding the matter.

- Assessor Willisson indicated that the Software Licensing Agreement with Kapinos and Associates had unknowingly expired and that the process of renewal had been started months ago. Assessor Willisson indicated that the agreement with Kapinos represents software associated with the Assessor's software database and holding action on this contract may cause some issues with the software vendor. Assessor Willisson indicated that holding action on the DeLauriers contract which provides updates and reproduction of Assessors' tax maps and GIS services would not impact the department as much.
- Chairman Trindade indicated that both contracts would be expedited at the next Selectmen's meeting scheduled for July 10 (Tuesday).

***Public Hearings:***

**Class II Auto License -- Al's Auto Sales**

- Chairman Trindade announced that the Public Hearing relative to the Class II Auto License application filed by Al's Auto Sales would be continued to Tuesday, July 10 as the applicant was not present.

**Alteration of current premises – Restaurant 45**

- It was moved and seconded to open the public hearing on the All Liquor License Application to alter premises located at 45 Milord Street filed by Night-N-Day, Inc., d/b/a Restaurant 45, Mark Smith Manager.
- Attorney Ernest Pettinari representing the applicant came forward to explain the application request submitted for the Selectmen's review and approval. The applicant, Mark Smith, Manager of Restaurant 45 also came forward to answer or clarify any concerns or questions associated with the application.
- Attorney Pettinari stated that the applicant had received Planning Board approval to go forward with the intended expansion and alteration of premises to include the addition of two rooms and an outdoor deck/waiting area. Attorney Pettinari stated that the applicant also needs to seek approval from the Selectmen as the expansion effects the current liquor license. It was represented that the deck area would serve as a waiting area for patrons of the establishment who are waiting to be seated for dinner. The sale of alcohol will be excluded from the deck area, patrons would need to purchase a beverage from the lounge bar and take it to the deck area. There will be no wait service on the deck area.
- Selectman Foresto asked if there were other restaurants in town that featured this sort of wait area. The Administrative Services Assistant indicated that there was one establishment.

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- Selectman Crowley asked the applicant to indicate the two additions to the existing structure. Mr. Smith pointed to the areas on the site plan that was submitted for the Selectmen's review.
- Chief Saleski came forward and indicated that Mr. Smith runs a fine establishment and there have been no incidents thus far involving the consumption of alcohol; however, he has strong concerns regarding public alcohol consumption on the outside deck/waiting area. Chief Saleski stated that the VFW has an outdoor pavilion (the establishment that the ASA referred to); however, he has concerns that allowing alcohol consumption on the outside deck/waiting area will set a precedent for other local restaurants to begin outdoor services; another concern is the neighborhood subdivision with young children that is adjacent to the establishment and potential situations that could arise from unconsumed alcohol left by patrons.
- Selectman Dunne asked how the establishment would control unconsumed alcohol and cleaning the premises.
- Mr. Smith indicated that outside deck/waiting area will be utilized strictly by patrons waiting for a table to have dinner at the restaurant. There will be no lounge atmosphere on the deck area, there will be no alcohol tabs or sale of alcohol on the deck area. Patrons will have to purchase alcohol or any other beverages from the inside lounge and take the beverage with them while waiting on the deck for their table. Mr. Smith indicated that his alcohol sales average only eighteen percent (18 %) of his total business profit. Mr. Smith indicated that the area would be cleaned on a continuous basis as patrons enter and exit the deck area.
- Selectman Crowley asked if the Selectmen had any recourse should problems arise in the future. The Administrative Services Assistant indicated that in accordance with the standard Town departmental policies, the police department would notify the Selectmen's office relative to problems that occur at businesses/establishments, especially if alcohol is a contributing factor. She also indicated that license renewals are scheduled in late fall and if any problems did occur the Selectmen could review such at that time and that the Selectmen could also hold public hearings for any establishment that violates the liquor policies.
- The Board entered into a discussion. There being no other questions or matters to discuss, Chairman Trindade moved to close the public hearing; Selectman Dunne seconded; all ayes 5-0-0 (voted).
- Chairman Trindade moved that the Board approve the application of Night-N-Day, Inc. d/b/a Restaurant 45 to expand the current premises and allow the consumption but not the sale of alcohol on the outside deck/waiting area from April 1 through October 31 between the hours of 5:00 p.m. and 9:00 p.m.; seconded by Selectman Crowley; all ayes 5-0-0 (voted).



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***Thayer House Property Update:***

- Mark Cerel, Chairman of the Community Preservation Committee (CPC), and Rob Pomponio, Chairman of the Historical Commission (HC) were present for the discussion on proposed uses for 2B Oak Street (Thayer Homestead).
- Mr. Cerel summarized the CPC's role in the 2B Oak Street/Thayer Homestead matter. Mr. Cerel stated that the CPC and HC require the Selectmen's direction of where they would like to take the project in order to move forward with restoration of the property. Mr. Cerel stated that CPC and HC prepared reports that were included in the Selectmen's meeting packets for discussion and review.
- Mr. Pomponio stated that three alternative spending scenarios (labeled Exhibit A, B, and C) have been submitted for Selectmen's consideration. Mr. Pomponio stated that the Town is required to submit a plan to the State showing how the two hundred thousand dollar (\$200,000.00) grant funds will be expended prior to June 30, 2007 or the Town will lose the grant award.
- Mr. Cerel and Mr. Pomponio reviewed the submitted spending scenarios with the Board. A lengthy discussion ensued over which part of the property (house, barn or land) was most important and what part of the property should, therefore, receive priority stabilization utilizing the expected two hundred dollar grant award funds. The parties also discussed concerns regarding maintenance of the property after expending the two hundred dollar grant award. Several ideas, including development of a town committee of volunteers to raise funds and coordinate events, etc., as well as a potential on-site care taker for the property were discussed. Immediate use of the property was also discussed. Mr. Cerel commented that the property may not immediately generate revenue for the Town, and he believes that restoring the property is worth the investment due to its historical significance as this property was one of the first industrial buildings in the Town.
- Chairman Trindade moved that the Board of Selectmen go forward with Exhibit A as outlined in the Historical Commission's report and seconded by Selectman Foresto; ayes 2 (Foresto and Trindade) nays 3 (Dunne, Crowley and Espinosa)--motion failed.
- Selectman Dunne moved that the Board of Selectmen go forward with Exhibit B as outlined in the report of the Historical Commission and seconded by Selectman Espinosa; ayes 2 (Dunne and Espinosa) nays 3 (Crowley, Foresto, and Trindade)—motion failed.
- Selectman Crowley moved that the Board of Selectmen accept Exhibit A with the provision that the funds allocated for the Site Preparation be increased from fifteen thousand dollars (\$15,000) to twenty-five thousand dollars (\$25,000); seconded by Chairman Trindade; all ayes 5-0-0 voted.

***Update of Village Street Truck Exclusion/noise continued to the July 10 meeting in the School Committee Room at the Middle School.***

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***Coakley Building Emergency Funds Transfer:***

- Chairman Trindade announced that he and Selectman Espinosa would recuse themselves from any discussions/actions as ruled by the State Ethics Commission because they have children who are active high school athletes, who therefore pay fees, and revenue earned from the concession stand could be used to lower said athletic fees. Vice Chairman Dunne would conduct this portion of the Selectmen's meeting. (Espinosa and Trindade exited Sanford Hall).
- Vice Chairman Dunne stated that Selectman Crowley would bring the Board up to date regarding the construction status of the Coakley Building and the need surrounding the Emergency Transfer Request of thirty-nine thousand dollars (\$39,000) presented by Administrator Kennedy.
- Selectman Crowley stated that a local benefactor has withdrawn an offer to provide funding for completion of the project. Selectman Crowley indicated that Town Counsel has confirmed that the purpose for utilizing emergency transfer funds does fall under the "unforeseen expenses" category. Selectman Crowley indicated that the funds granted from the proposed emergency transfer would cover cost associated with supplies needed to complete the project (there would also be donated materials and volunteer services as well). Going out to bid for construction services to complete the project could result in a cost of two hundred thousand dollars (\$200,000). Selectman Crowley stated that the building needs to be completed for a few reasons--health and safety concerns related to not having adequate public restrooms at the field (patrons are forced to walk back and forth to and from the high school in order to use restrooms and the lack of restrooms also leads to patrons relieving themselves in the surrounding wooded areas adjacent to the fields and the Athletic Director's concerns regarding security at events when patrons can roam freely between the buildings, fields and parking lot areas). Selectman Crowley passionately recommended that the board approve the submitted emergency transfer request. The parties entered into a brief discussion. Selectman Crowley stated that the Town would be reimbursed the thirty-nine thousand (\$39,000.00) dollars from the first thirty-nine thousand (\$39,000.00) dollars generated in revenue from the sale of advertising signs located at the high school complex.
- Selectman Crowley moved that the Board approve the Emergency Transfer Request in the amount of thirty-nine thousand dollars (\$39,000) to be used for supplies in connection with completion of the concession/maintenance shed at the high school; seconded by Selectman Foresto; all ayes 3-0-0 (voted).

Chairman Trindade and Espinosa rejoin the meeting. Selectman Foresto moves that the board continue past 10:00 P.M. to complete the remaining board business; seconded by Selectman Espinosa; ayes 4; nays 1 (Dunne) motion passes.

**Report from Department of Public Services Director:**

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- Director D'Amico reported that the Town has received four hundred thousand dollars (\$400,000) to date in grant funds for several projects. Director D'Amico brought the board up to speed on the status of each project.
- Director D'Amico indicated that every year the State awards funds to towns according to the total amount of roads in the town. Medway has received approximately two hundred thousand dollars (\$200,000) on a regular basis based on this formula. Director D'Amico explained that these funds can be accumulated for use as the Town sees fit. This year, Director D'Amico would like to utilize the funds to repair Holliston and Main Street. Director D'Amico indicated that before moving forward, he needs approval from the Selectmen. Selectman Crowley moved that the Board authorize expending Chapter 90 funds repairs to/on Holliston and Main Street as recommended by Director D'Amico; seconded by Selectman Dunne; all ayes 5-0-0 (voted).
- Director D'Amico also provided an update on the Route 126 road construction project. He indicated that closure of Route 126 will be necessary in order to complete the project quickly. Director D'Amico encourages residents to view regular updates of the project on the Town website.

***Reports of the Selectmen***

- The Selectmen did not have reports this week.

***Report of the Chairman.***

- Chairman Trindade did not have a report this week.

***Ratification of GATRA contract:***

- Selectman Crowley stated that he, Administrator Kennedy and town representatives have been working very diligently with GATRA representatives and have prepared the contract presented to the Selectmen for their review. Selectman Crowley stated that there are a few minor changes to be addressed. Administrator Kennedy added that the Town would need to establish a revolving fund at the next scheduled special town meeting.
- The board entered into a discussion regarding the GATRA contract. Chairman Trindade moved that the GATRA contract be approved with the condition that the Town Administrator and Selectman Crowley resolve the pending issues discussed; seconded by Selectman Espinosa; all ayes 5-0-0 (voted).

***Consideration of Solicitors Permit applications:***

- Selectman Dunne moved to approve the Solicitor Permit application submitted by William Masterson to conduct a town wide canvass to sell emergency night vision

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signs from 9:00 a.m. to 7:00 p.m. from June 13 to August 28, 2007; seconded by Selectman Foresto; all ayes 5-0-0 (voted).

- Selectman Dunne moved to approve the Solicitor Permit application submitted by Tyler Shafer to conduct a town wide canvass to sell educational books and software from 9:00 a.m. to 7:00 p.m. from June 4 to August 28, 2007; seconded by Selectman Crowley; all ayes 5-0-0 (voted).

***Consideration of Tri-State Bike Trek:***

- The Board entered into a brief discussion. Selectman Dunne moved that the Board approve the request to conduct the Fifth Annual Tri-State Bike Trek fundraising event requested by Tri-State Trek to support the A. L. S. Foundation scheduled for July 20, 2007; seconded by Selectman Crowley; all ayes 5-0-0 (voted).

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

- Selectman Espinosa moved to approve the application for a one day all alcohol license requested by the Marian Center on Sunday, June 24, 2007; seconded by Selectman Dunne; all ayes 5-0-0 (voted).

***Approval of Minutes:***

- Selectman Crowley moved to approve the regular session meeting minutes of June 4, 2007; seconded by Selectman Foresto; all ayes 5-0-0 (voted).

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

- Administrator Kennedy reported that she spoke with the department managers regarding the proposed employee luncheon. Administrator Kennedy indicated that it was suggested to hold the employee luncheon at the kick off of the new fiscal year which begins July 1, 2008. The parties entered into a brief discussion and it was agreed to hold the employee luncheon on Friday, June 13, 2007.

*10:55 p.m. There being no further business to discuss, Selectman Dunne moved that the meeting be adjourned; Selectman Foresto 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  
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## MINUTES OF THE SELECTMEN'S WORKSHOP

JULY 23 2007

Present: Selectmen Glenn Trindade, Richard Dunne, John Foresto, Dennis Crowley and Andrew Espinosa, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Town Counsel, Barbara Saint Andre was also present to provide explanations on matters as needed.

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

Chairman Trindade explained the Board meeting is not a regular meeting of the Selectmen and that the session is a workshop for the Board to discussion purposes.

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

- Selectman Dunne moved that the Board approve and sign warrant 54E-1 representing summer school FY 07 payroll in the amount of \$306,257.45 and warrant 3 for fiscal year '08 as read in the total amount of \$416,701.47 totaling \$722,958.92; Selectman Espinosa seconded; All ayes 5-0-0 (voted).

### ***The Board discussed the following matters:***

#### Proposed Town Insurance Policy:

- Parks Commissioner and Council on Aging Director, Marilyn Dziczek, was present and asked that the Selectmen develop a policy/guideline explaining the Town's insurance requirements for volunteers. She also inquired if volunteers could execute a general waiver form at the beginning of each year that could cover the individual for a variety of events, rather than have the volunteer execute several waiver forms through out the year. Ms. Dziczek stated that the Park Commissioners would like to sponsor Wacky Wednesday again at the parks—this event was organized in the past as part of the summer park program; however, due to budget cuts, the summer park program was eliminated. Ms. Dziczek also stated that the Parks Commissioners would like to begin sponsoring free events at the parks and would like to get a clear understanding of the Town's insurance policies/procedures in order to protect all parties. Understanding the policies/procedures will also aide in the organization process.
- Town Counsel stated that such a form could be created. Town Counsel further explained insurance requirements and the procedure the Town should follow. She stated that in general, if the Town organizes the event and charges a fee, all volunteers should execute insurance waivers. If the Town-organized event is free, then the volunteers are covered and are not required to execute waivers. Town Counsel suggests that waivers should be obtained whenever possible regardless of the circumstances.

## MINUTES OF THE SELECTMEN'S WORKSHOP

JULY 23 2007

- The parties entered into a lengthy discussion. It was agreed that the Town Administrator would prepare a draft insurance procedure reflecting suggestions from Town Counsel and the Board's requirements for Town sponsored/non-Town sponsored events.

### Railroad Bed Issues:

- Town Counsel, Barbara Saint Andre, explained the issues of land purchases involving parcels that abut the railroad bed. Some of the parcels are owned by the Town and some parcels are not. Town Counsel also explained that the tasks associated with researching these land purchases are very involved. Town Counsel suggests that the Board may want to entertain charging the party of interest for such services. She also explained the procedures and processes required by the Town when selling parcels of land. Town Counsel referred to land map copies and identified some of the parcels.
- The Board entered into a discussion to develop a checklist to follow for all parties interested in selling or purchasing land from the Town. The Selectmen also indicated that they would like to continue the discussion at a later date, but would first like the Board of Assessors to provide an inventory list of all town-owned properties. The Selectmen would like the list in one month for discussion/review at their September 17 meeting.

### Other Property Matters:

- The Selectmen entered into a brief discussion regarding the Martha's Vineyard property matter. It was agreed that the Board requires more due diligence including a walk of the property and ordering a property appraisal.
- The Selectmen entered into a brief discussion regarding the Vara property and authorized Town Counsel to perform a title rundown on said property.
- Selectman Trindade also brought the Board up to speed on the status of the Coakley Building matter and asked Town Counsel who has jurisdiction over the building. Town Counsel stated it is her opinion that the School Department has jurisdiction over the building.

*9:40 p.m. There being no other workshop business to discuss; Selectman Crowley moved that the workshop session meeting be adjourned; Selectman Dunne seconded; All ayes 5-0-0 (voted).*

Respectfully submitted,

Celeste Hanson

Administrative Services Assistant

NOTE: APPROVED BY BOS ON