

**Board of Selectmen Meeting Minutes-Final
Tuesday January 19, 2010
7:00pm
Sanford Hall, Medway Town Hall, Medway**

Present: Chairman Espinosa, Selectmen Glenn Trindade, John Foresto, Rich Dunne and Dennis Crowley, Town Administrator Suzanne Kennedy and Board Secretary Wendy Harrington

Absent:

Public Comment: None

The meeting was called to order at 7:03pm

At 7:03pm Selectman Trindade moved that the Board move to Executive Session, Exemption 3 (To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining position) ining or litigation if an open meeting may have a detrimental effect on the government's bargaining position) with the intent to return to public session. Selectman Dunne seconded; no discussion; Roll Call Vote Trindade-aye; Espinosa-aye; Crowley-aye; Foresto-aye; Dunne-aye.

At 8:00pm Selectman Trindade moved that the Board return to regular session; Selectman Dunne seconded; no discussion; Roll Call Vote Trindade-aye; Espinosa-aye; Crowley-aye; Foresto-aye; Dunne-aye.

Selectman Trindade moved that the board open the 2010 Annual Town Meeting Warrant; Selectman Dunne second; Amendment with a suggested close date of February 12, 2010; amendment second by Selectman Crowley; All ayes 5-0.

Selectman Trindade moved that the board authorize the chairman to execute a contract for water storage tank with Weston & Sampson; Selectman Crowley second; Discussion: The value of the tank is \$236k as recommended by Tom Holder, DPW Director. Weston & Sampson recommended this as part of the Water Master Plan. Mr. Holder is pleased with their services and has contracted them for the design and construction oversight once the project begins. Mr. Holder is comfortable with the numbers; All ayes 5-0.

Selectman Trindade moved that the board adjourn for the evening; Selectman Dunne second; No discussion; All ayes 5-0.

Respectfully submitted,
Wendy Harrington
Board Secretary
*Approved 2/1/10

Board of Selectmen Meeting Minutes-Final
Monday January 4, 2010
7:00pm
School Committee Room, Medway Middle School

Present: Chairman Espinosa, Selectmen Glenn Trindade, John Foresto, Rich Dunne and Dennis Crowley, Town Administrator Suzanne Kennedy and Board Secretary Wendy Harrington

Absent:

Public Comment: None

The meeting was called to order at 7:05pm

At 7:06pm Selectman Trindade moved that the Board move to Executive Session, Exemption 3 (To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining position) and Exemption 6 (To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining position) with the intent to return to public session. Selectman Dunne seconded; no discussion; Roll Call Vote Trindade-aye; Espinosa-aye; Crowley-aye; Foresto-aye; Dunne-aye.

No public comment

Selectman Dunne moved that the Board approve the Minutes from the 12/21/09 Meeting as amended; Selectman Trindade second; No discussion; All ayes 5-0.

Conservation Commission Appointments

It was decided that the appointments of each candidate would be discussed individually. The last time the Conservation Commission was discussed it was voted that the Commission would change from 7 members to 5 members and the terms will be staggered.

Selectman Trindade moved to reappoint Ken McKay for a term of two years; Selectman Dunne second; No discussion; All ayes 5-0.

Selectman Trindade moved to reappoint David Travalini for a term of three years; Selectman Dunne second; Discussion:

Selectman Crowley expressed his concern for the start time of the ConCom meetings which tend to begin at 8pm. He feels this time is not convenient to the public and he would like the ConCom to begin their sessions earlier. Selectman Dunne suggested a compromise to begin no later than 8pm. Selectman Crowley believes 8pm is too late for the residents who are bringing attorneys to their meetings. Mr. Travalini expressed his feeling that he can't give a commitment that his entire board can make 7:30 meetings. Selectman Crowley would like to believe that the BOS can set start times for the boards

and if the board can't make those guidelines, then we should reconsider the appointments.

Selectman Trindade explained that Mr. Snow, Mr. McKay and Mr. Travalini have all said that they can attend earlier and he explained that all boards should be televised and recorded.

Chairman Espinosa stated that he has never received a complaint or phone call from anyone regarding a reappointment but he did about Mr. Travalini and there seems to be a sense of arrogance, unfair treatment and intimidation, at times. He wanted to share that with Mr. Travalini. Chairman Espinosa did some investigation by asking various boards and businesses and got both positive and negative comments. He believes there is some discontent out there and has come to the conclusion that he is not comfortable with this reappointment.

Mr. Travalini commented that there are going to be complaints, it's a job of telling people no and not about making people happy. The law is what it says it is and the same for all, he believes there are going to be conflicts/personality conflicts and he tries to deal with everyone the same way.

A discussion took place regarding the secretary and the ability to video tape/air the meetings. The Town Administrator's office will work with the staff to ensure they are properly trained and Selectman Foresto explained that someone from the Medway Cable Access studio would be available to assist the staff until they are comfortable.

Vote: Chairman Espinosa asked if there were any public comments regarding this appointment, there was none; 4-1 (Chairman Espinosa was opposed)

Selectman Trindade moved that the Board reappoint Brian Snow for a three year term; Selectman Dunne second; Discussion:

Cranston Rogers, speaking for himself not as a planning board member stated he has plenty of experience with dealing with conservation commissions. He feels the current ConCom has no respect to balance the wetlands with current development. Selectman Trindade took exception with the remark because with over 380 applicants over the course of many years there has only been one law suit.

Selectman Trindade cited many projects and their issues and offered to Mr. Rogers that the facts don't support the case he was trying to make. Selectman Crowley asked Mr. Rogers if he was referring to the new set of Rules and Regulations the Conservation Commission has enacted. Mr. Rogers was referring to the new Rules and Regulations the one's that are adopted, modified and reduced but not enough. Mr. Rogers did not want to make any other comments after Mr. Trindade's remarks. Selectman Dunne offered the fact that only three residents have come forward to become appointed for these positions and whether it's balanced or unfair, these are the only residents who have volunteered. Vote: 5-0.

Town Wide Energy Committee Appointments

Administrator Kennedy read a draft mission statement prepared by her staff. She explained that this committee is to satisfy requirements for the energy assistance grant which was awarded 9/1/09. There are nine excellent candidates for a seven member committee.

Selectman Dunne moved that the Board extend the Town Wide Energy Committee to a 9 member committee; Selectman Trindade second; Discussion: It was agreed the committee will be appointed and the committee will come up with their own length of terms, which should be staggered. 5-0.

Selectman Trindade moved that Board appoint Jeff Herman, Charles Myers, Shelley Wieler, Jack Robinson, Robert Wilson, Beth McDonald, David Brownell, Peter Cooper and Frank Faist; Selectman Foresto second; Discussion: Chairman Espinosa welcomed any of the candidates to speak, but there was no interest in doing so; 5-0. Selectman Crowley asked that the committee to go off and decide what to do with the mission statement being provided. Selectman Foresto will set up and attend the first meeting. He will help get the committee going and would like to understand energy throughout the town and set some goals to change the conditions we have today and look at other options.

BOH H1N1 update

Mr. Fisher was present to review the recent clinics held by the town and gave pertinent information on the upcoming clinics. The website will be updated to include residents with underlying medical conditions.

Blackboard Contract-Chief Allen Tingley

Administrator Kennedy explained that the contract wasn't accurately processed by the correct blackboard signatory. The Selectmen were sent Town Counsel's comments on the contract earlier today. The Town Accountant wasn't available for signature last week, but the funds are there. Administrator Kennedy spoke about a policy for the Selectmen's review and consideration on the use, and suggested they may want to adopt the policy with some modifications down the road. She also suggested discussing the policy at the next meeting.

Selectman Trindade explained that this technology would allow the police to broadcast to every home through the phone lines. He explained that while he understands the changes Town Counsel has suggested, for the amount of money involved, let's just move forward. Selectman Crowley has no issue with the liabilities and we have put this off for 6 months, he sees no reason why we can't just vote

Selectman Trindade moved that the Board authorize the chairman to execute the contract pursuant to the details brought up by the Town Administrator, and all applicable signatures will be applied; Selectman Foresto second; No discussion; All ayes 5-0.

There was a discussion regarding the draft policy and procedures governing the connect use. Selectman Foresto suggested any item, of any kind should be signed off by the Town Administrator's office and the Selectmen should be notified, individually, before

such a notice is sent out. Contacting each Selectmen is to ensure that they are not caught blindsided. He also suggested that residents should be notified to enter cell phones and emails due to further connection changes with phone lines.

Selectman Dunne would like to ensure that the lists are not sold. Selectman Foresto emphasized that the schools use their own system. Selectman Crowley would like to more clearly define a non-governmental purpose in the policy. Administrator Kennedy will consult with Town Counsel on this issue.

Energy Planning Assistance Grant-Tom Holder, Susy Affleck-Childs, John Emidy and Dave D'Amico

Gino Carlucci wrote this grant and it was awarded 9/1/09 from DOER. Once awarded it gives the town a better shot at other grants, a higher rating on the Commonwealth Capital Program, higher rating and a better chance to get loans. Administrator Kennedy read a statement of what DOER believes the grant should accomplish. There are five criteria that must be met. The group reviewed and discussed with the selectmen their respective roles. It is the groups hope they will complete discussions by mid February and that this planning document will be finished and then brought the Selectmen for further review.

There are items that will need to be addressed through Town Meeting. Selectmen Trindade asked that the group be clear with the residents so the residents will be informed and will not get upset with the changes involved.

Ms. Affleck-Childs explained she will be hosting a hands on workshop/seminar targeted to our local developers, builders and realtors, what is the stretch code, what are the basics etc. The Selectmen will be informed of the seminar date, should they wish to attend.

Selectman Crowley asked the earliest the town can get a green community certification? His reason for asking is because Medway can get more points for a matching grant approval for the school building project.

School Committee Liaison Report-Carol Bernstein- Nothing to report, no recent meetings have been held due to the holidays.

Beaver Issue-Tom Holder

One of the town owned properties had a beaver damn on it, which was causing neighbors to have large amounts of water in their basements and on their property. Beaver Solutions installed a pipe to remedy the situation. The solution hasn't totally remediated the problem. It was suggested that maybe another pipe could be installed to help resolve the issue. Mr. Holder explained that another pipe installation wouldn't happen until the spring. Selectman Trindade explained that if you move the beavers, they will return, but you could make changes to their habitat while they are away.

Mr. Holder explained that before the pipe was installed the roadway was compromised. This is the reason why the Town paid to remedy the situation.

Selectman Crowley asked if another pipe is installed what are the chances of improvement. "The installation of the first pipe has improved, but not to the homeowners liking. There was improvement, but that has changed again".

Mr. Holder will attend a March meeting to update the Selectmen on the situation. Mr. Holder explained "it's not the property owner's responsibility to fix the situation it's the one that is affected. this is one of 4 properties affected and we may get caught up taking care of all of them".

Action Items-

Meter warranty has already been addressed.

Shaw Street-Bridge closed sign and put the barrier back up since plowing.

Warrants #27 1/7/10

Town \$203,481.80 Gross payroll town

\$740,683.68 Gross payroll school

\$944,165.48 Grand total

Selectman Trindade moved that the Board approve the warrants as read; Selectman Dunne second; No discussion; All ayes 5-0.

Town Administrator's Report

Administrator Kennedy is trying to set up a meeting with Chairman Espinosa and Selectman Dunne to discuss a library regionalization grant, how to proceed, etc. Mr. Nutting suggested to Administrator Kennedy that the state library board of trustees may announce grants for library regionalization.

\$400K 109 grant-needs federal government approval before can obtain the funds. We need a written document that we will get this grant.

Grants-hired Gino Carlucci to help get the energy grant.

Haley & Ward were hired to try to obtain three water conservation grants, which didn't come through.

An application to the Dept Environmental Protection has been processed for a loan for the highland street tank, this is a loan. The bond has already been approved. Replacement will take place in late summer.

Administrator Kennedy explained she has attempted to secure some police grants, have attempted to contact some grant writers with this, with nothing secured. She is meeting with Gino Carlucci to decide if he is available to help locate some grants as she knows we have not been as successful as we would like to be.

Selectman Foresto explained that we haven't spent as much money as we were granted and because the money was put into an article it will stay where it is if it goes unspent.

Selectmen's reports

Selectman Crowley has spoken to some of the Charter Committee members and they are willing to serve on the Town Wide Facility Committee, which is a committee to study consolidating school/town buildings and grounds. He suggested a committee of five members and have those interested come to the next meeting to be appointed.

Selectman Foresto explained that this was initially discussed with the school committee and Chairman Espinosa believes that the School Committee should be included.

Selectman Trindade offered that most towns are moving to centralize grounds and maintenance.

Chairman Espinosa asked Ms. Bernstein to report back to the School Committee to see if anyone would like to become involved and the Town Administrators office will advertise the committee via the Town Website and cable.

The Selectmen agreed if no one steps up then they will recruit.

At 9:35pm Selectman Trindade moved that the Board adjourn for the evening; Selectman Dunne second; No discussion; All ayes 5-0.

Respectfully submitted,
Wendy Harrington
Board Secretary
*Approved 2/1/10

**Board of Selectmen Meeting Minutes-Final
Monday February 1, 2010
7:00pm
Sanford Hall, Medway Town Hall, Medway**

Present: Chairman Espinosa, Selectmen Glenn Trindade and Rich Dunne, Town Administrator Suzanne Kennedy and Board Secretary Wendy Harrington

Absent: John Foresto, Dennis Crowley

Public Comment: None

The meeting was called to order at 7:02pm

Selectman Trindade moved that the Board approve the January 19, 2010 Minutes; Selectman Dunne second; No discussion; all ayes 3-0.

Nursing Services Contract- Missy Dzicek

Selectman Trindade moved that the Board authorize the Chairman to execute a Nursing Services contract with Linda Hastings; Selectman Dunne second;

Discussion: This contract has been in place for the previous years but Ms. Hastings is a new nurse. Nine hours is spent in Medway and nine hours in Franklin and the contract should go through December 2010. Metrowest Healthcare Foundation funds the grant for wellness for 25 communities, and provides services for blood pressure and blood sugar checks, fall prevention program and home visits to seniors at home. All ayes 3-0.

Pledge of License- Stephen Conway, West Medway Liquors

Mr. Conway is using this license for collateral on a loan, which the bank requires the approval from the Selectmen.

Selectman Trindade moved that the Board approve the pledge of license for West Medway Liquors; Selectman Dunne second; No discussion; All ayes 3-0.

Assessing Software Contract- Will Naser, Principal Assessor

Selectman Trindade moved that the Board authorize the Chairman to execute a contract for assessing software with Patriot Properties, Inc.; Selectman Dunne second; Discussion : Will Naser and Pete Manning, Board of Assessors explained the contract is for \$10,000 to convert the CAMA software to a new vendor which is much more user friendly to tax payers and internal staff. The Town Accountant and Town Counsel have approved. There will be a bridge to use with Munis and to elevate the GIS software and link permitting software. The \$10,000 conversion is good through FY12 and then there will be a \$4,000 subscription fee. This vendor was not the low bidder but Mr. Naser is comfortable because Patriot is one of the largest vendors. All ayes 3-0

Blackboard Policy and Procedures- Chief Allen Tingley

Changes have been made since the last presentation. The original copy went to Town Counsel, reviewed and a new policy has been submitted. The non-governmental use definition was added, system coordinator changing passwords etc., authorized users will be instructed on how to secure passwords and the Selectmen will be notified.

Selectman Trindade moved that the Board approve the policy and procedures for the Blackboard Reverse 911 system with changes explained by the Police Chief; Selectman Dunne second; No Discussion; All ayes 3-0.

School Committee Report Jeff Devolder

1. TRANE-complete down to a small punch list, probably near completion. All reports show the project went very smoothly, a great success for the town.
2. High school solar project- \$350K grant from a state program, have met the grant date, expect no problems, 600 panels were installed in a matter of a few weeks and should save the town several thousand dollars per year.
3. Town Wide Facilities Study- Referred that topic to the CIPC per Administrator Kennedy. Mr. Devolder discussed the aspect of the Middle School project and how it plays into the Town Wide Facilities Study. Chairman Espinosa believes the town has neglected its facilities and space uses. Selectman Trindade would like to understand more about the expectations and what the considerations should be. It was suggested that Administrator Kennedy get a report together on what other towns have done as far as facilities reviews. Mr. Ellsworth, FinCom chair offered not to hang too many things on the Middle School repair project, as the scope of work is just being defined. The MS building committee will meet again in February and invites the Selectmen and anyone interested in the scope to attend. Mr. Devolder would like the vision to be looked at and other uses should be considered.

Budget policy

Selectman Dunne explained there are a few opportunities for increased revenues. He thinks the process is going to go to the very end and foolish to go off from the 5%, and is hoping some of the stimulus money will be left. He thinks we should keep the policy the way we originally established it. We should look for guidance from the governor's numbers, and he's unsure if the school will put together a budget with those numbers.

The money put forward for the schools did not include stimulus.

The revenue number may have changed and we should look at that number, split 56/44 on revenue and get to the best revenue number we can.

It was suggested to take the 5% off the \$11.8 and look at new growth again. Administrator Kennedy suggested wait until April before we revise the revenue projections. With the House budget resolution in April we may be able to increase revenue projections by then.

Chairman Espinosa reviewed the budget policy statement. We have the Governor's number but not the legislature's number at this point.

At the next meeting we will further discuss preliminary numbers, adding Chapter 70 money into the town, not part of school/part town The 56/44 split will be looked at and then will have a discussion if that will fit what the budget policy says.

Warrants #31 2/4/10

Gross payroll town \$207,652.00

Gross payroll school \$735,691.08

Grand total \$943, 343.08

Selectman Trindade moved that the Board approve the Warrants as read;

Chairman Espinosa second; No discussion; All ayes 3-0.

Change in annual town meeting date

June 14, 2010 is the suggested date.

Selectman Dunne moved to tentatively change the Annual Town Meeting to 6/14/10 pending a discussion with Town Moderator; Selectman Trindade second; No discussion; All ayes 3-0.

Town Administrator's report

There is no further information available on the Route 109 project. It is an approved project but there is no money in hand yet to commence the design phase and it's not on the TIP until the money is in hand. Administrator Kennedy will follow up with Congressman's McGovern's office.

Town Counsel will provide a town wide training meeting on the revisions to the Open Meeting laws in early April.

Administrator Kennedy attended a meeting on Friday at the Metrowest Community Health Care Foundation on the regionalization of health departments. She will meet next week with three other communities (Holliston, Ashland and Hopkinton) to discuss as grants money is available, it's possible they may be able to come together for this budget year.

Administrator Kennedy will also discuss with the same towns an E911 grant from the Office of Public Safety to regionalize E911. There is a hazard mitigation grant to enable communities to respond to disasters as they occur also available. The Selectmen asked Ms. Kennedy to check into homeland security grants as well.

Selectmen's Reports

Trindade- nothing to report

Espinosa- nothing to report

Dunne- Mr. Dunne received a few phone calls from residents this month. A few regarding plowing issues and he asked that residents call the Department of Public Works/Tom Holder. He was asked why the library regionalization is going so slowly and he explained this is an ongoing project and explained the status. The final caller was

Mickey Cassidy regarding the “sandwich board policy”. Administrator Kennedy will get this policy information to Mr. Dunne who will forward on to Mr. Cassidy.

Selectman Trindade moved that the Board approved the Minutes from January 4, 2010; Selectman Dunne second; No Discussion; All ayes 3-0.

At 8:20pm Selectman Trindade moved that the Board move to Executive Session, Exemption 3 (To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government’s bargaining position) ining or litigation if an open meeting may have a detrimental effect on the government’s bargaining position)and Exemption 6 (To consider the purchase, exchange, lease or value of real property) with no intent to return to public session. Selectman Dunne seconded; no discussion; Roll Call Vote Trindade-aye; Espinosa-aye; Dunne-aye.

Respectfully submitted,
Wendy Harrington
Board Secretary
**Approved 4/22/10

**Board of Selectmen Meeting Minutes-Final
Monday February 22, 2010
7:00pm
Sanford Hall, Medway Town Hall, Medway**

Present: Chairman Espinosa, Selectmen John Foresto, Dennis Crowley and Rich Dunne, Town Administrator Suzanne Kennedy and Board Secretary Wendy Harrington

Absent: Glenn Trindade

Public Comment: None

The meeting was called to order at 7:04pm

Chairman Espinosa announced that the legislative Delegation will be joining the Selectmen's meeting around 8pm and the Selectmen may interrupt the regular agenda to enter into discussions with the delegation.

Presentation of Financial Statements Frank Biron, Melanson & Heath

Mr. Biron presented Financial Statements and reviewed associated documents with the Selectmen.

Mr. Biron reviewed the recommendations stated in the management letter and explained that none of the items are weaknesses or deficiencies but are area controls that can be improved. Treasurer/Collector Melanie Phillips and Town Accountant Carol Pratt were commended.

Mr. Biron suggested staying with the fiscal policy statement already in place and offered that the bottom line is Medway has a very strong financial status.

Approval Bond Anticipation Note-Melanie Phillips

Selectman Dunne moved that the Board of Selectmen authorize the Treasurer/Collector to petition the Massachusetts Department of Revenue for permission to borrow \$1,200,000 as a Bond Anticipation Note for the sewer project and the Middle School Project; Selectman Foresto second; Discussion: The purposes are for the Middle School Repair project authorized under Article 2 of the November 16, 2009 Town Meeting, \$250k feasibility study and the remainder is for the Industrial Park Sewer Project approved by Town Meeting for \$950k. Ms. Phillips guesses the Ban will be 1.5-2%. All ayes 4-0.

ETR Planning and Economic Development Dept-Susy Affleck Childs and Bob Tucker

This ETR is to cover the cost of consulting services to review the Conservation Commission's proposed Rules and Regulations. ETR from FinCom reserve in the amount of \$4,272.12. **Selectman Crowley moved that the Board approve the Emergency Transfer Request for \$4,272.12 for consulting services; Selectman**

Dunne second; Discussion: The FinCom balance is currently approximately \$76k All ayes 4-0.

Medway Legislative Delegation:

Chairman Espinosa welcomed Representative Jim Vallee, Senator Karen Spilka, and Representative Carolyn Dykema with a brief statement about Medway's current financial status and recent accomplishments. Medway truly appreciates the support of these delegates.

Sen. Spilka commented on the financial status of the state and what the hopes are financially. She mentioned that Medway is one of the most aggressive communities going forward with grants, and pulling out of a severe financial situation when she first came on board.

Rep Carolyn Dykema commented on the Rte 109 project and how much she enjoys working with a productive team to get projects done.

Rep Jim Vallee commented that the town has accomplished so much in such a short amount of time. He commented that Medway people reach for the stars and focus on things that are achievable. Medway is a prolific community in Massachusetts.

The governor's budget was discussed and speculation on where the budget stands now and the cuts involved. Other topics that were touched on include: casinos, Shaw Street, bottle bill and early retirement.

The delegation concurred with the Board of Selectmen's assumptions to reduce the governor's initial Ch 70 and local aid by 5% in our initial budget.

Appointment Council on Aging

Selectman Dunne moved that the Board appoint Mary Anderson to the Council on Aging for a term of 2 years; Selectman Foresto second; No discussion; All ayes 4-0.

Compass Project Management Contract- Bob Tucker, MSBC Chairman

Town Counsel's comments on the contract were reviewed. Mr. Tucker will take care of getting the principal's names inserted in the contract and insurance certificate obtained.

Selectman Foresto moved that the Board authorize the Chairman to sign the Compass Project Management contract after the project managers names and insurance information is in place; Selectman Dunne second; No discussion; All ayes 4-0.

Sidewalk list-Tom Holder, DPS Director

Mr. Holder reviewed the presented lists and maps of sidewalks that are in need of repair. Lovering Heights will be dealt with during this construction season. Village and Lovering Streets need to be engineered and designed by an outside source due to the American Disabilities act and drainage issues. Oakland and Main streets will be worked

on in 2012. Then a two year sidewalk improvement plan moving forward will create a dynamic program focusing on sidewalks and roadways together.

Selectman Crowley asked that the estimated cost for sidewalks be included in the road repair report.

Medway 300th

There hasn't been a meeting for Medway 300th but Selectmen Foresto and Crowley believe they will have more input for the next meeting.

Appointment to Water/Sewer Commission This item was held for a future meeting. It has been suggested that the applicants be interviewed by the Water/Sewer Commission before the Selectmen consider an appointment.

Town Wide Facility Study This item was held for the next meeting.

Budget Policy The amended budget policy was reviewed and the Selectmen asked that Administrator Kennedy forward along to the School.

Roles and Responsibilities of the Board of Selectmen and Town Administrator This item was held for a future meeting.

School Committee Report Jeff Devolder

The solar project is complete, producing power and is expected to save \$5-10K per year. The school committee believes the outcome is superb.

Selectman Crowley would like to see a written document explaining the difference in the ARRA funds (approximately \$250K).

Administrator Kennedy explained there may be a revenue deficit that the school will have to absorb.

Warrants #34 2/25/10

Gross payroll town \$709,077.99

Grand total \$709,077.99

Selectman Dunne moved that the Board approve the Warrants as read; Selectman Foresto second; No discussion; All ayes 4-0

Town Administrator's report

Administrator Kennedy explained that she has performed some research with other towns on how they performed town wide joint school/municipal studies. Her colleagues offered her some idea of scope, prices range from \$0 (which took 18 months) to approx \$150K. This study would look at facilities and the use of the buildings. She suggested after considering options the selectmen should discuss this at the next meeting and how to proceed, if at all.

Selectmen's Reports

Espinosa- Chairman Espinosa asked the Selectmen to plan to stop in to the Administrator's office on Tuesdays to sign the week's warrants on weeks. Planning ahead will avoid the staff from contacting the selectmen to come in.

Dunne- nothing to report

Foresto-nothing to report

Crowley-nothing to report

Action items Held for the next meeting

At 9:32pm Chairman Espinosa moved that the Board move to Executive Session, Exemption 3 (To discuss strategy with respect to collective bargaining or litigation....) and Exemption 6 (To consider the purchase, exchange, lease or value of real property) with no intent to return to public session. Selectman Foresto seconded; no discussion; Roll Call Vote Foresto -aye; Espinosa-aye; Crowley-aye; Dunne-naye.

Respectfully submitted,

Wendy Harrington

Board Secretary

*Approved 4/22/10

Board of Selectmen Meeting Minutes-Final
Tuesday February 23, 2010
7:00pm
Medway Senior Center, Medway

Present: Chairman Espinosa, Selectmen John Foresto, Dennis Crowley and Rich Dunne, Town Administrator Suzanne Kennedy and Board Secretary Wendy Harrington

Absent: Glenn Trindade

Public Comment: None

At 7:06 pm Selectman Dunne moved that the Board adjourn to Executive Session for exemption reason number 3 “To discuss strategy with respect to collective bargaining or litigation” with the intent to return to open session; Selectman Crowley second; Roll call vote; Foresto-aye, Crowley-aye, Dunne-aye; Espinosa-aye

At 7:42 pm Selectman Dunne moved that the Board adjourn Executive Session and return to open session; Selectman Crowley second; Roll call vote; Foresto-aye, Crowley-aye, Dunne-aye; Espinosa-aye

The Selectmen returned to open session at 7:42pm.

At 7:43 pm Selectman Crowley moved that the Board adjourn to Executive Session for exemption reason number 6 “To consider the purchase, exchange, lease or value of real property” with the intent to return to open session; Selectman Foresto second; Roll call vote; Foresto-aye, Crowley-aye, Dunne-aye; Espinosa-aye

At 7:47 pm Selectman Crowley moved that the Board adjourn to Executive Session and return to open session; Selectman Foresto second; Roll call vote; Foresto-aye, Crowley-aye, Dunne-aye; Espinosa-aye

Chairman Espinosa explained the basis of the meeting is for an informal, yet productive conversation regarding the budget and to answer any questions. How do we manage the budget so we have some control over what the free cash will be, affectively spending the free cash and how we spend money relative to capital should be addressed tonight.

The Department of Public Service reorganization cost was discussed and its impact on the budget

Selectman Crowley clarified that this is the Selectmen’s budget and not the Town Administrator’s budget and we should work in conjunction. He would like to look at some parts of the budget that may possibly be changed, and would like the Town Administrator and her staff to consider these changes.

Selectman Foresto explained that the Selectmen all understand why there is a lot of free cash every year, but wonders if it has to be this high every year.

A discussion on Free cash and how to avoid a large amount this year was discussed. Selectman Crowley suggested putting more realistic numbers into the equation and believes that we should be trying to project what we think the revenues are going to be so that we can base the budget on that. As starters increase the levy limit by \$100K in new growth.

Selectmen Crowley reviewed items of interest that he would like to have reviewed during the budget process.

Expenses were discussed and possible reductions as well as increases were reviewed.

Chairman Espinosa asked when the budget is presented to have line items that are at risk be identified. (i.e. The numbers that are going to increase or eat our free cash, benefit numbers, salary numbers).

Administrator Kennedy proposed changes to the budget calendar so that the budget can be submitted a bit later. The selectmen reiterated that they do not want to talk to each department.

Selectman Dunne proposed moving \$800,000 from free cash to the operational reserve. Selectman Crowley would like to see the budget numbers first, but generally agrees.

Selectman Crowley would prefer to have a STM in May to transfer funds and then the TM as another meeting in June, he thinks it will look better. Mr. D'Amico offered that residents are aware that STM is for FY10 and TM is FY11.

Selectman Dunne offered other suggestions on specific amounts that could be used from free cash.

CIPC will be presenting their plan on 3/1/10

It was clarified that Administrator Kennedy should send the budget policy to the school as stated at the last meeting.

At 9:08pm Selectman Foresto moved that the Board adjourn for the evening; Selectman Dunne second; No Discussion; All ayes 4-0.

Respectfully submitted,
Wendy Harrington
Board Secretary
*Approved 3/1/10

MEDWAY BOARD OF SELECTMEN

155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053

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*Andrew Espinosa, Chairman
Richard Dunne, Vice Chairman
Dennis Crowley, Clerk
John Foresto, Member
Glenn Trindade, Member*

Board of Selectmen's Meeting-FINAL

March 1, 2010, 7:00 PM

Sanford Hall, Town Hall, 155 Village Street

Present: Chairman Espinosa, Selectmen John Foresto, Dennis Crowley, Glenn Trindade and Rich Dunne, Town Administrator Suzanne Kennedy and Board Secretary Wendy Harrington

Absent:

The meeting was called to order at 7:03 PM

Public Comments: Mike Francis and Laura Melanson, Medway residents were present to discuss the walking path in the Medway Village area and their concerns that the town will be selling land which will affect the railway bed for future use. They presented the Selectmen with a petition signed by residents that asked that if the property is sold they would like consideration for a walking easement so that the residents that use this trail will still be able to access the entire trail.

Chairman Espinosa advised that deep research has been performed and legal counsel have been consulted on this matter. Selectman Crowley explained the Railroad took land along its railway bed many years ago. When the railroad abandoned the tracks the court ruled the land would revert back to the previous owners.

Administrator Kennedy explained there are some areas owned by the town and others by residents and to open the trail or entire railroad bed would include many title searches and property easements would need to be obtained with an estimated cost of \$100k.

Selectman Dunne advised that nothing will be done before it goes to Town Meeting. The sale of the property has gone out to bid and a prospective buyer has come forward. He also explained there is a minimum threshold of value and the town won't sell if they don't get that minimum thresh hold.

Chairman Espinosa suggested the twosome query owners of all the land to see if they want to donate their land etc. to move the cause along.

Selectman Crowley agreed to walk the trail with Mr. Francis to get a better understanding of the properties involved. He also suggested it may be possible for the town to negotiate an easement with the buyer for people to continue to walk the trail.

Approval – Medway Community Farm 5K Road Race Fundraiser

Mike Francis also spoke on behalf of the Community Farm. Mr. Francis and the Community Farm committee would like to have the police fee paid by some source. They asked that the town help locate a source.

Selectman Trindade moved that the Board approve the Medway Community Farm 5K Road Race for 4/25/10; Selectman Crowley second; Discussion: A friendly amendment: Contingent upon providing police detail as required by the police department; 4-1 Selectman Dunne is opposed. Selectman Dunne believes that not being clear with who is paying for the police services is opening a can of worms for future groups. Selectman Trindade would like the Selectmen to look into covering these costs for police services to town organizations in the future. Administrator Kennedy offered that she has possibly located a grant writer and grants that could help the community farm.

Joint Meeting with Capital Improvement Program Committee to Review

Recommended FY11 Capital Budget Jim Pallidino, Tom Anderson, Richard Briggs, Jim Gillingham

The CIPC presented their FY11 Capital Budget totaling \$2,048,000.00 which included a placeholder warrant article for the Annual Town Meeting in June. The document included their 5 year Capital Plan.

FY2011 includes input from all the departments. This is what the CIPC feels are the needs of the town. On a preliminary assessment run, the treasurer looked at paying some of the items from free cash, the enterprise accounts and bonding.

The committee would like to get a ceiling or maximum tonight and apply this amount going forward. They would also like to have a discussion on % of debt service of total town revenue and would like to plan to meet with the Selectmen more often going forward.

Chairman Espinosa offered congratulations to a great proposal presented.

Mr. Pallidino reviewed the list of items as outlined in the draft warrant article. Selectman Crowley asked for more “meat on the bones” and a presentation by the groups requesting money listed. Administrator Kennedy would like to see more solid numbers.

Rich Boucher, Director of Informational Services was present and explained his master plan. He was asked to come in the near future to present his whole plan. Selectman Foresto explained the situation as it’s been completed thus far and a brief overview of going forward.

It was asked that CIPC add another column to their charts to show if any annual expense is associated to each line item.

It was suggested that the Administrator contact the School Department and have them contact the DPS Director so they can work together on the Burke Memorial Parking plan.

The impact on the general fund bonding will be addressed at the next meeting.

Selectman Crowley asked who puts this article on the warrant. Administrator Kennedy explained in the past it has come to the Selectmen via CIPC, with the BOS and FinCom recommendations if necessary. The enterprise articles should be separate articles.

Chairman Espinosa agreed the CIPC and Board of Selectmen should meet more frequently.

Selectman Trindade moved to appoint Selectman Crowley as the liaison to the CIPC; Selectman Dunne second; No Discussion; All ayes 5-0.

Approval of 2/23 Minutes

Selectman Trindade moved that the Board approve the Minutes of the 2/23/10 Board Meeting; Selectman Foresto second; No discussion; All ayes 5-0.

Deed Acceptance- Shaw Street Easement #4 and #6

The Munafo's at 4 Shaw Street have agreed to accept the offer for their easement that they previously gifted to the Town. The residents at #6 Shaw Street have been in negotiations with the Town for their easement. The negotiation began at \$50,000 and has since been accepted verbally for far less money. The Board felt it was appropriate to offer the Munafo's the same offer and they accepted. Mr. Holder has signed easements and appropriate documents on #4 but is awaiting final written approval from #6 resident's attorney.

Selectman Crowley moved that the Board accept the deeds from D. Robert and Kathleen A. Munafo and Kevin P. and Susan M. Robinson for the Shaw Street easements; Selectman Trindade second; No discussion; All ayes 5-0.

Emergency Transfer Request Town Wide Energy Committee

Selectman Trindade moved that the Board approve the ETR from FinCom reserve for \$1000 to the Town Wide Energy Committee for night board secretary services; Selectman Foresto second; Discussion; this may be for secretarial services and other incidentals; All ayes 5-0.

Common Victualler License Transfer

Selectman Trindade moved that the Board approve the Medway Subway owner transfer of Common Victualler license to Sai Dipen Corp d/b/a Medway Subway; Selectman Dunne second; No Discussion; All ayes 5-0.

Braking the Cycle Road Race Approval

Selectman Trindade moved that the Board approve the Braking the Cycle Road race on 9/24/10; Selectman Foresto second; No discussion; All ayes 5-0.

Action items approval-update from packet

School Committee Liaison Report-Shelley Wieler

The School Committee was hoping to forward an impact statement on the budget, it was explained that the Budget Sub Committee needs numbers to move forward. Administrator Kennedy explained she sent to Carol Villa, but will resend.

The School Committee invited the Selectmen to the meeting of the School Committee budget presentation on Thursday 3/4/10.

An issue on Munis and reporting was discussed. Chairman Espinosa suggested a meeting of a School Committee member, Board of Selectmen Member, Administrator Kennedy, Dr. Evans and/or Dave Verdolino should take place to discuss this issue at length.

Selectman Trindade would like to have money spent on Burke Memorial parking lot that is not school choice money. Mrs. Wieler thinks various groups should work together on this project.

Selectman Crowley asked for more information about the \$150k grant for solar for the Middle School. Mrs. Wieler will obtain this information and report back.

Town Wide Facility Mgmt. Study Committee

The make-up of the committee was discussed. It was agreed the committee would be of seven members and the Town Administrator would ask the school and planning board for a representative. **Selectman Dunne moved that the Board establish a seven member Town Wide Facility Management Study Committee; Selectman Trindade second; Discussion: Selectman Foresto believes the Selectmen should establish the mission for this committee; All ayes 5-0. The mission statement and appointees will be discussed at the next meeting.**

Medway 300th Committee

Selectman Crowley will GLADLY step up and chair this committee if no one else is interested. **Selectman Trindade moved that the Board appoint Dennis Crowley as the Chairman of the Medway 300th Committee, with an undetermined length of term; Selectman Dunne second; Discussion: Mr. Crowley would welcome anyone else who would be willing to hold this position in his place; All ayes 4-0 Crowley abstained.** Another open meeting will take place in the coming weeks.

Warrants #35 3/4/10

Gross payroll town \$196,921.84

Gross payroll school \$715,758.80

Total \$912,680.64

Selectman Trindade moved that the Board approve the warrants as read; Selectman Dunne second; No discussion; All ayes 5-0.

TA report-

Chief Trufant and Administrator Kennedy attended the final meeting of the Western Mass Town Managers at which the fire study, funded by the Metro West Community Foundation was discussed. The study of consolidation throughout Metro West resulted in 67 unique recommendations of which the largest was the look at regionalizing dispatch and joint RFP to obtain 1 vendor for 1 price point for 3rd party billing for EMS services.

Health Regionalization-Metro West Community Health Foundation after concluding its final report will convene with 7 communities. Those 7 communities will invite BOS/BOH/TA to discuss regionalization. They are looking to keep BOH in each town to make policy and share staffing.

A grant to allocate funds for the Capital plan and the Brentwood project is being worked on by Gino Carlucci.

We are still waiting on the loan application for state revolving fund for the water tank. It has been delayed because of the rolling ARRA funds. Hopefully we will be awarded.

Selectman Dunne asked, if based on the recent Globe article, if town officials can get health care through their respective town. Administrator Kennedy explained this would have to be presented through an article at Town Meeting.

A water meter update and contract will most likely be presented at the 3/15/10 meeting, if not in early April.

Selectmen's Report

Foresto-The energy committee has had its third meeting and the Chair will be Frank Faist, Vice Chair will be Shelley Wieler. Tasks have been assigned in the attempt to complete the 5 items needed for the Green Community.

-Would like to arrange for Tri-County to come in and present their budget.

Trindade-Spoke to Krista Perry, Milford Daily News and would like to propose sending the Selectmen's package to her for a pre meeting story. Administrator Kennedy agreed her staff would take care of this.

Dunne-Provided some DOR and Levy information for all to read

-Thinks should look at the CPA fund and consider reducing, he explained his research into this subject. Selectmen Crowley and Foresto would like the
-CPC group to come in and explain what they are working on at this time.
Crowley-Would like a copy of the budget before 3/12/10
-Reverse 911-would like an update if implemented etc.
-Water-Sewer applicant-has another applicant interested in this position
Espinosa-nothing to report at this time

Roles and Responsibilities of Selectmen and Town Administrator Held for the April 5, 2010 agenda.

At 10:08pm Selectman Trindade moved that the Board adjourn for the evening; Selectman Dunne second; No discussion; All ayes 5-0.

Respectfully submitted,
Wendy Harrington
Board Secretary

*Approved 3/15/10

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Board of Selectmen's Meeting-Final

April 5, 2010, 6:00 PM

Sanford Hall, Town Hall, 155 Village Street

Agenda

PRESENT: Chairman Andrew Espinosa, Selectmen Richard Dunne, Dennis Crowley, John Foresto, Glenn Trindade, Town Administrator Suzanne Kennedy, Board Secretary Wendy Harrington

Called to order 6:03 PM

Call to order; Recitation of the Pledge of Allegiance

Selectman Crowley has not arrived.

At 6:04pm Selectman Trindade moved that the Board move to Executive Session, Exemption 3 (To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining position) with the intent to return to public session. Selectman Dunne second; No discussion; Roll call vote Espinosa-aye; Foresto-aye; Trindade-aye; Dunne aye.

Selectman Trindade moved that the Board return to open session at 6:45pm; Selectman Dunne second; Roll call vote: Espinosa-aye; Foresto-aye; Trindade-aye; Dunne-aye.

Public Comment:

The following Village Street residents came before the Board to discuss water issues between Waterview Drive and Franklin Street on Village Street. Charlann Holland, Pat Rochu, Sherman Tyrrell, Elizabeth Terhune and John Bloom were present.

There appears to be flooding issues on each property and into each home's basements. These residents feel like they have been "blown off" by the Town due to a lack of funds available to fix the issues. Residents are concerned for their property and the safety of those traveling on Village Street.

Mr. Holder, DPS Director, spoke to the residents present and explained the paving presentation/project for the next year will be addressed later in this meeting. He did advise them they should see some activity in the current construction season, which should alleviate some of their issues. The residents left their contact information and Mr. Holder explained he will visit the sites involved and meet with John Bloom over the next few weeks. Selectman Trindade suggested the other residents involved in this issue should call the DPS department to have their information added to the contact list.

Chan Rogers, Chairman Water/Sewer Commission was present. He advised the Selectmen that this is the first time in his following of the Water/Sewer Commission that the Town is ahead of the game with supplying the DEP with conditions and explained that the new town charter is working.

Authorization of Chairman to execute contract amendment with Tata & Howard-
Jack O'Connell, Amanda Cavalieri

\$39,409.65 is outside of ETC, but within the funding source authorized at Fall Town Meeting. **Selectman Foresto moved that the Board authorize the Chairman to execute the contract amendment, not to exceed \$39,409.65; Selectman Dunne second; Discussion: Selectman Dunne questioned line item 5 for services through May. Mr. O'Connell explained this will most likely go beyond May and additional funds are not available through the Town Meeting amount that was authorized. Another funding source would be needed; 3-0 (Selectman Trindade had left the room).**

Selectman Crowley arrived at 7:12pm

Emergency Transfer Request for Unemployment Benefits

Administrator Kennedy explained her staff has projected a need for an additional \$65,462 for the remaining months in the fiscal year to pay for unemployment benefits. The estimated expenditure is \$121,103. Payment of the remaining six months of bills for the FY11 budget is \$65,462, after spending \$61,103 to date. This expenditure is for 15 people. The cause is due to the federal government extending the benefit and additional people have become unemployed. It is anticipated that this number will remain the same.

It was explained there is just about enough to cover this expense in the FinCom Reserve account.

Selectman Trindade moved that the Board approve \$60,000 for unemployment benefits in an emergency transfer request from FinCom Reserve with the request that Administrator Kennedy provide a detailed summary for the remaining fiscal year and the next fiscal year; Selectman Dunne second; Discussion: Town meeting could move the money and Selectman Dunne asked if salary reserve could cover this cost. All ayes 5-0.

Endorsement of Application for shared health services district

This would look at the communities of Holliston, Hopkinton, Medway and Ashland. The grant is \$50K for 3 years. In the first year \$30-\$35K will be used for consulting to help determine the configuration of shared programs, how all of the 4 towns can share in the regionalization. All 4 towns provide all the same services. The group would like to expand education services and provide others services. This is an application to explore, not actually put it in place, but to see if it is feasible or not.

Selectman Trindade explained this is not Medway funds, it's money from the Metrowest Community Health Foundation and it's intended only to explore the day to day as well as how to provide the health services on a community level.

Chairman Espinosa will discuss this with the Board of Health

Selectman Trindade moved that the Board endorse the application for shared health services district and no Medway funds will be spent; Selectman Dunne second; Discussion: Selectman Crowley asked if the grant is received, have we then tied ourselves to the other towns involved and explained it may be difficult to pull out later on. It was explained that the application is to evaluate the situation; All ayes 5-0.

Ragner Road Race

Selectman Trindade moved that the Board approve the Ragner Road Race scheduled for 5/21 to 5/22/10; Selectman Dunne second; Discussion: Selectman Trindade pointed out that Chief Tingley mentioned in his approval that there is no need for Ragner to hire detail officers; All ayes 5-0.

Common Victualler License for Golden Bamboo

It was noted that the Worker's Comp certificate says Medford instead of Medway. This approval was held til the next meeting.

School Committee Liaison Report-Carole Bernstein, nothing to report

Meter Reading contract

The Meter Reading contract was discussed, there appeared to be some insurance issues that needed to be addressed by the Town Administrator and DPS offices. Mr. Holder explained that milestones completed will be reported back to the Selectmen and he will most likely begin with commercial and then proceed from neighborhood to neighborhood. Access into homes will be necessary and an employee will be designated to schedule residents.

ROADWAY and SIDEWALK PLAN-Tom Holder, DPS Director

Reviewed the roadway and sidewalk plan for the FY2010 and FY2011 construction seasons. An analysis on which roads will be done for \$500K was presented.

Selectman Foresto requested West Street and the School parking lots be placed on the lists. Selectman Crowley asked Administrator Kennedy that three opinions from Mr. Holder be submitted to the Selectmen for their review. A letter with Tom Holder's opinion should be sent to the school committee.

Mr. Crowley explained that this plan has \$30k for design on Village Street sidewalks, which will be constructed in FY2011.

Beaver Dam issue-Tom Holder, DPS Director

Update-a parallel pipe was installed last week, Mr. Holder is unsure at this point if it will make any significant changes, owners at 60 Winthrop have been notified, expecting to see some improvement.

ATM Warrant

Article 22-Board of Health members were present. Robert Collum, Michael Heavey, Kathleen McCarthy

Mr. Collum asks for the Board of Health, through the article to operate as a Board of Health, run the recycling center, trash pick up, have Bill Fisher and Carol Brodeur under the Board of Health as they have been doing so for many years.

Mr. Heavey believes the law is read and interpreted differently. He would like the charter to be amended. The health agent working under the Board of Health is natural and he believes this is written under chapter and verse.

Kathleen McCarthy, believes the community is better served by the health agent being under the Board of Health and not under the town administrator.

Selectman Trindade asked that the BOH explain how the change to the health agent fall under the TA has been hindered. What hinders your policy making?

Mr. Heavey explained the day to day command should be the BOH and shouldn't be the Town Administrator. This is not just a policy driven board.

Mr. Espinosa explained that the Town Charter was presented through the state to ensure it was a legal document, and believes the reason why it took such a lengthy time to receive the approval. He explained the Town Charter supercedes MGL's for the health dept.

Mr. Heavey explained Town Counsel and another legal authority advised to go forward in the manner which is presented in the Article.

Mr. Trindade believes this is an incredibly bad idea and that the Selectmen don't have to agree to include this in the warrant. There have been no ideas presented on items to show what has hindered under the current operating model.

Mr. Heavey believes the citizens should have the right to vote.

Mr. Dunne and Mr. Foresto believe the charter being accepted was the voice of the people agreeing with the process.

Selectman Trindade moved that the Board remove Article 22 from the Warrant; Selectman Foresto second; Discussion: putting an article on the warrant was discussed. Chairman Espinosa offered that the Selectmen have the right to look at any article and put it on the warrant or not. The Selectmen can then recommend in favor or not. If the Selectmen say no, they can go forth anyway. It can go to Town

meeting with or without the Selectmen's recommendation. The Selectmen can note on the warrant that they don't agree.

Selectman Trindade withdrew his motion. Selectman Dunne moved that the Board approve Article 22 for vote at Town meeting as written and presented by the Board of Health; Selectman Crowley second; Discussion: Selectman Crowley clarified that the Selectmen are voting to allow Article 22 onto the warrant; 4-1 (Selectman Trindade opposed)

Article 1 Selectman Trindade moved that the Board approve Article 1; Selectman Dunne second; No discussion; All ayes 5-0.

Article 2 hold until we know the numbers

Article 3-8

Article 9, 10 and 11 all were earlier passed at town meeting but have unexpended monies. Selectman Trindade moved that the Board accept Article 9; Selectman Crowley second; No Discussion; All ayes 5-0.

Article 10 unissued remaining for the completed wash pad, Selectman Trindade moved that the Board accept Article 10; Selectman Crowley second; No Discussion; All ayes 5-0.

Article 11- \$25K unexpended of the \$185K article that was to update and renovate the senior center. Missy could use the remaining funds to do some repairs. If the Selectmen are in agreement, this should pass by the Capital Improvement Program Committee. Administrator Kennedy explained if so inclined, rescind article 11 and vote yes on article 13. Basically this is repurposing the money. Selectman Trindade moved that the Board approve Articles 11 and 13; Selectman Dunne second; Discussion: Selectman Crowley would like to move article 13 to article 12's place to make it easier to discuss; All ayes 5-0.

Article 12-Administrator Kennedy explained there is approximately \$10-12K of unexpended funds from the record retention project. The amount is not secure to date. The funds may be appropriated to other projects (i.e. Town clerk safe or town hall renovations). The Town clerk is going to the CIPC for the funds necessary. Chairman Espinosa explained a fireproof file cabinet could be used. Selectman Trindade moved that the Board accept article 12; Selectman Dunne second; No discussion; All ayes 5-0.

Article 14-Selectman Trindade moved that the Board accept article 14 with \$10,000 not \$5,000; Selectman Dunne second; No discussion; All ayes 4-0 (Selectman Crowley abstained as the Chairman of the Medway 300th.)

Article 17-Tom Holder will get a monetary amount for tomorrow.

Warrants

Warrant #40 4/8/10

Town bills \$117,659.16

School bills \$190,919.20

Total \$308,578.36

Selectman Trindade moved that the Board approve the Warrants as read; Selectman Foresto second; No discussion; All ayes 5-0.

Town Administrator's Report

DPS has been awarded a \$15K grant from Dept of Public Health to update fluorination systems that will help with SCADA.

Working with a grant writer fir a \$565K grant for the Brentwood project, hazard mitigation will be submitted to FEMA, will not know for a few months

Selectmen Reports

Selectman Foresto- nothing to report

Selectman Trindade- nothing to report

Selectman Dunne – nothing to report

Selectman Crowley – Asked if SCADA is up and running and he was advised that reports are being generated and being studied.

Selectman Espinosa- nothing to report-

At 8:50pm Selectman Trindade moved that the Board adjourn for the evening; Selectman Dunne second; No discussion; All ayes 5-0.

Respectfully submitted,

Wendy Harrington

Board Secretary

***Approved 5/17/10**

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Glenn Trindade, Member*

Board of Selectmen's Meeting Minutes-Final

April 13, 2010, 6:00 PM

Medway High School Library, 88 Summer Street, Medway

PRESENT: Chairman Andrew Espinosa, Selectmen Dennis Crowley, John Foresto, Glenn Trindade, Town Administrator Suzanne Kennedy, and Board Secretary Wendy Harrington

ABSENT: Richard Dunne

Called to order 6:10 PM

Call to order; Recitation of the Pledge of Allegiance

Public Comment: None

Barbara Ronzoni, Superintendant, Steve Dockray, Business Manager, and Linda Reynolds, Medway's Rep to the Tri-County School Committee were present.

Chairman Espinosa explained the purpose of the meeting is to review the Tri-County Budget as it relates to Medway. Superintendent Ronzoni explained that this budget presentation is based on the Governor's budget.

Linda Reynolds explained where Tri-County is in the budget process at this point. Ms. Ronzoni presented the Tri-County budget and explained Medway's contribution to their budget.

Mr. Dockray reviewed the transportation assessment and how that figure has been calculated.

Ms. Reynolds offered that the Tri-County school is 33 years old and there have been no increases due to capital expenses, all capital expenditures come out of the budget. Ms. Ronzoni explained that a request to Mass School Building Association has been sent and two projects are being considered. One of these capital projects may be considered an emergency project per MSBA. Ms. Ronzoni explained that capital expenditures don't need to be planned for as they do in regular school systems. Tri-County will use non-resident tuition and grants to help pay for any capital expenditures if at all possible.

Review of ATM Warrant

Administrator Kennedy explained the Planning Board articles will be summarized and presented during the April 20, 2010 meeting.

Administrator Kennedy suggested a possible change in the language to Article 14. Missy Dzicek would like to spend the \$25k for additional supplies for the senior center. The language of the article will be changed to reflect this.

Article 18 was discussed and the increase in funds in the article for the library was clarified. Selectman Trindade suggested changing the language of the article.

Selectman Trindade moved that the Board amend article 18 to read “...for the purpose of providing regional library services with the Town of Franklin and for supplies for the library including books and other materials.....”; Selectman Foresto second; No discussion; All ayes 4-0.

Article 19-Administrator Kennedy explained any lease over 1 year in length must be approved by Town Meeting. Carol Pratt, Town Accountant, explained the amount would be in the detail of the comments of the DPS budget. .

Selectman Trindade moved that the Board approve Article 19; Selectman Foresto second; No discussion; All ayes 4-0.

Article 2-Was discussed and Ms. Pratt explained how the process works in regards to voting on the budget and/or article and in which order.

Article 20- Administrator Kennedy explained there is no monetary value available at this time. This article will be held for now.

Article 21- Administrator Kennedy explained the reason for this article is showing Wall Street that we have a sincere interest in establishing post employment benefits. Administrator Kennedy, Carol Pratt and Melanie Phillips attended a seminar at which it was presented that establishing this type of act was beneficial to the town. The Selectmen collectively didn't agree. Administrator Kennedy suggested when an actuarial is done this should be discussed again.

Article 22- Administrator Kennedy explained that this article was written for the Board of Health to become appointed by the Selectmen. The Selectmen all agreed this should remain on the warrant.

Selectman Trindade moved that the Board approve Article 22 as read; Selectman Foresto second; No Discussion; All ayes 4-0.

Article 23- already accepted

Article 24- holding for more information and better verbiage from John Emidy. It was suggested by Administrator Kennedy to hold this until the Fall TM and the Selectmen suggested moving forward. If the language isn't prepared for 4/20 then it will be held to Fall Town Meeting.

Updated Free Cash

Updated free cash numbers were distributed yesterday by Carol Pratt. A discussion on the rehab of Sanford Hall took place. Chairman Espinosa asked that the actual numbers

include the reconfiguration of the electronics. It was asked that more quotes be obtained and the Cable Access Studio should come in and look at the relocation and Selectman Foresto asked that Cable Access upgrade the equipment at this time. Selectman Foresto will discuss with Cable Access. Administrator Kennedy suggested preparing an Article to hold the money and add to it in the future.

A discussion took place regarding monies that CIPC were going to recommend as to how to spend \$360,000. Clarification of motions from the last meeting took place. Chairman Espinosa explained that CIPC make a recommendation, the Board of Selectmen will make the final decisions. It was agreed that monies for the renovation of Sanford Hall and for fire safe cabinets be explained to CIPC so that they may consider this recommendation.

The discussion on Mr. Holder and the decision of fixing Centre Street parking lot was reviewed. Multiple Selectmen would like to have Mr. Holder present how he is going to spend the \$60K if he doesn't spend it on the Centre Street lot. Mr. Holder will be present at the next Board meeting.

Administrator Kennedy explained the Capital budget will not be wrapped up before the budget is presented to FinCom tomorrow evening. The operational budget is all set.

Ms. Pratt suggested that all free cash appropriated in Article 4 will be put in a Special Town Meeting Article.

Typo's in Article 3 and Article 4 were discussed. The \$280k for the radio system was placed in both articles in error.

Selectman Trindade moved to approve Article 2 to vote to transfer a sum of money from the Operational Reserve to fund School operational expenses; Selectman Crowley second; No Discussion 4-0.

Administrator Kennedy passed out copies of the Special Town Meeting warrant for the Selectmen to review and discuss at the 4/20/10 meeting.

It was discussed that the Governor will be in town to view the Trane project on Thursday 4/15 at 9:30am. It was explained there is not enough time to post.

Selectman Trindade moved that the Board adjourn at 8:14pm; Selectman Foresto second; No discussion; All ayes 4-0.

Respectfully submitted,
Wendy Harrington
Board Secretary
**Approved 5/3/10

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Board of Selectmen's Meeting Minutes Final

April 20, 2010, 6:30 PM

Sanford Hall, Medway Town Hall, Medway

PRESENT: Chairman Andrew Espinosa, Selectmen Dennis Crowley, John Foresto, Richard Dunne, Town Administrator Suzanne Kennedy, and Board Secretary Wendy Harrington

ABSENT: Glenn Trindade

Called to order 6:10 PM

Call to order; Recitation of the Pledge of Allegiance

Public Comment: None

At 6:33pm Selectman Foresto moved that the Board move to Executive Session, Exemption 3 (To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining position) with the intent to return to public session. Selectman Crowley seconded; no discussion; Roll Call Vote Espinosa-aye; Crowley-aye; Foresto-aye; Dunne-aye.

At 6:58 pm Selectman Crowley moved that the Board adjourn Executive Session and return to public session; Selectman Foresto seconded; no discussion; Roll Call Vote Espinosa-aye; Crowley-aye; Foresto-aye; Dunne-aye.

Flouridation Grant Acceptance Tom Holder

This grant is \$15K from the state and the town will purchase two fluoridation analyzers. The town will staff, install plumbing, electrical and interaction with scada system. In the end it will enable us to have greater confidence that the fluoride levels are where they should be.

Selectman Foresto moved that the Board approve the grant for fluoride system improvements; Selectman Dunne second; No discussion; All ayes 4-0.

Town Election Warrant- Maryjane White, Town Clerk

Town Clerk White explained the election warrant for 5/18/10. This requires the Selectmen's signatures.

A discussion took place on whether or not constables should be elected or appointed and why some are appointed and some are elected. Administrator Kennedy explained Town Counsel is reviewing this situation and she should have some kind of ruling on this in the next few days.

Selectman Crowley moved that the Board approve the warrant for the elections 5/18/10 as presented by the Town Clerk; Selectman Dunne second; No discussion; All ayes 4-0.

CPC presentation-Mark Cerel, Missy Dzikczek, Dave Kaeli were present. A written presentation was emailed to the Selectmen before the meeting. The fund has approximately a \$4Million balance. The matching donation from the state was discussed and explained it is at approximately 48%. The higher percentage match we are getting is because we are collecting 3% (which is the maximum) per household.

It was asked of the committee what the plan for 2B Oak Street is going forward. Mr. Cerel gave his personal opinion of what he believes should take place. Mr. Kaeli explained the original proposal that Camp Sunshine made and how they were going to add additional buildings to the property. There were no other proposals that came in.

Selectman Dunne, asked if there is still a need to collect 3% and is this payment an option to the residents. Mr. Cerel explained it is not an option. The assessment follows the principal taxing on the property, if there is an abatement it is pro rated. Mr. Kaeli explained if the town was to reduce the percentage the state will reduce the refund it provides annually. Mr. Cerel believes the matching for FY11 will be close to the matching for FY10.

Mr. Cerel explained the process to change the assessment would require town meeting vote and a ballot question. Mr. Schroeder is actively looking into property acquisitions.

Increase Senior Tax Work Off of \$1000- Missy

Selectman Dunne moved that the Board approve the senior tax workoff to increase from \$750 to \$1000; Selectman Foresto second; Discussion: Selectman Crowley wanted to be sure the seniors are aware their max number of hours will increase; Missy explained they will be aware; All ayes 4-0.

Contract Amendment #1 with Comm-Tract, Inc.-Rich Boucher, Director Informational Services

Mr. Boucher explained the contract amendment.

Selectman Foresto moved that the Board approve the Comm-Tract contract for \$124k for phase II of the fiber optic installation, pending approval of \$135k being appropriated from STM article 2 on June 14, 2010; Chairman Espinosa second; Discussion: Selectman Crowley asked for clarification on the back bone and when build etc. It was explained that amendment #2 is not going forward as the amendment wasn't written correctly. Selectman Crowley pointed out some minor adjustments that need to be changed; As builds should be included, monetary values (math) need to be corrected and the Choate Park location be added; Selectman Foresto offered an amendment to the motion and asked that Mr. Boucher come back with corrections to allow the Chairman to execute the contract. Mr. Boucher will give the changes to the Town Administrator; Selectman Dunne second the

amendment; No further discussion; All ayes 4-0. Mr. Boucher hopes to have the project completed by the end of August.

Hazardous Waste Collection

Clean Harbors household hazardous waste collection agreement was reviewed.

Selectman Crowley moved that the Board enter into an agreement with Clean Harbors for Hazardous Waste day on 5/22/10; Selectman Dunne second; No discussion; All ayes 4-0.

Common Victualler License-Golden Bamboo

Selectman Foresto moved that the Board approve the Common Victualler license for Golden Bamboo; Selectman Dunne second; No discussion; All ayes; 4-0.

School Committee Liaison Committee Deb Trindade, Vice-Chair School Committee

-Two Deans have been hired Cheryl Macrie from Ohio will be the Dean of Academics and Dorothy Pearl has been hired as the Dean of Student Services and as part of her responsibilities will oversee the Guidance Department.

-The School Committee looked at school athletic fees at their recent meeting and it appears there will be no change in athletic fees for the next school year.

-School Choice was reviewed and it was voted to increase the capacity. The benefit would be that money comes in from the town the student is moving from. The class capacity and the selection process of school choice enrollment were explained.

-STM article for the use of the roof for the solar panels at the Middle School was explained. Administrator Kennedy would like to get a copy of the current lease agreement with Broadway and asked Mrs. Trindade if she could take care of getting that over to the Town Administrator's office. This project is likely to possibly pay 90% of the electrical cost for the Middle School.

Dog Hearing-Chairman Espinosa opened the dog hearing at 8:30pm. Brenda Hamelin, Animal Control Officer, Amy Bullard-Lynch, dog owner and Gene McGlynn, resident of 147 Summer Street were present.

Officer Hamelin read the letter that was sent to the dog owner requesting her presence at the hearing. Amy Bullard-Lynch was present and Officer Hamblin explained the return receipt on the letter was received.

Amy Bullard-Lynch, Gene McGlynn and Brenda Hamelin were sworn in by Chairman Espinosa.

Officer Hamelin gave all of the background history on Rufus.

Mr. McGlynn spoke on his family's behalf and asked that the dog be removed for he fears for the safety of his children. Mr. McGlynn is afraid of the dog as he growls and he is a very large bloodhound.

Officer Hamelin suggested that the dog be turned over to her as a way to resolve this situation. Selectman Crowley explained the laws and asked Ms. Bullard-Lynch what she would do if she was in the same situation. Ms. Bullard-Lynch explained that she has been keeping him in a kennel with two locks or walking him on a lease. Ms. Bullard-Lynch's explained her personal situation and feels she has control over the dog at this point. Mr. McGlynn explained he has not seen the dog loose since the end of 2009.

Selectman Crowley reviewed the last dog situation the Selectman heard.

Mr. Dunne suggested restricting the dog to wear a muzzle when out and if the dog is found unmuzzled and/or unleashed further action would be taken. Mr. McGlynn still believes this dog should be removed from the property for the sake of his children.

Officer Hamelin would agree to insisting the dog be muzzled while outside as an alternative. If the dog was removed now, Officer Hamblin explained she would euthanize the dog because she doesn't trust the dog.

Selectman Crowley would like to look at the liability to the town before he makes any decisions. This will also give the dog owner some time to think of some alternatives before the Selectmen order her what to do. Selectman Dunne suggested a permanent restraining order, when outside always must be muzzled, if loose again or muzzle violation the dog gets put down.

Chairman Espinosa meeting closed the hearing at 9:05pm.

Chairman Espinosa reviewed the findings of fact, supported by written and oral documentation. Officer Hamelin explained again that if the dog was removed now, she would euthanize the dog because she does not trust him.

Selectman Dunne recommended, based on the last few months of owner handling and the fears out there, a permanent restraining order with a muzzle (and muzzle training) with the understanding if the dog was found loose or unmuzzled the dog would be taken.

Selectman Dunne moved that the Board restrain the dog "Rufus" under two conditions. A permanent restraining order and at all times when outside the dog must be muzzled, even when in his kennel. If the dog is found unmuzzled and/or off his lead, the dog will be taken; Selectman Foresto second; Discussion: Selectman Crowley would like to look at the Town's liability before he votes on this motion. He agrees with the motion but would like the legal opinion from Town Counsel. Selectman Dunne wants the dog on a permanent restraining order. Chairman Espinosa believes Ms. Bullard-Lynch has been given many chances and he does not want to give her another chance because of the fear the neighbors have for the dog. Selectman Crowley moved to amend the motion, adding, stating pending review by Town Counsel on the Town's liability of these actions. Chairman Espinosa added if Town Counsel comes back that the Town is liable, then the Board will advise

Animal Control Officer Hamelin to take the dog into her custody for euthanization. Animal Control Officer Hamelin explained Ms. Bullard-Lynch will receive written notification from the Town and will have 10 days to appeal in court, should she choose to do so. Selectman Foresto second the amendment; Discussion: Chairman Espinosa wanted the record noted that he is in disagreement but hopes the Board is right and he is wrong; 3-1 (Espinosa opposed).

Special Town Meeting Warrants

Article 1-

Selectman Dunne moved that the Board approve Article 1; Selectman Crowley second; No Discussion; All ayes 4-0.

Selectman Dunne moved that the Board recommend Article 1; Selectman Crowley second; No discussion; All ayes 4-0.

Article 2-

Selectman Dunne moved that the Board approve and recommend Article 2; Selectman Foresto second; No discussion; All ayes 4-0.

Article 3-

Selectman Dunne moved that the Board approve and recommend Article 3 with the sum of money available in the motion; Selectman Foresto second; No discussion; All ayes 4-0.

Article 4-

Selectman Dunne moved that the Board approve and recommend Article 4 with the sum of money available in the motion; Selectman Foresto second; Discussion: Selectman Dunne would like to commend the Medway Local Employees Union; Selectman Crowley asked to clarify if adequate funds are available to cover Articles 3 and 4, he was advised there is; All ayes 4-0.

Article 5-

Selectman Dunne moved that the Board approve and recommend Article 5; Selectman Crowley second; No discussion; All ayes 4-0.

Article 6-

Selectman Dunne moved that the Board approve and recommend Article 6 with the sum of money available in the motion and the article should be amended with the explanation in the article of where the money is going from and to; Selectman Foresto second; No discussion; All ayes 4-0.

Article 7-

Selectman Dunne moved that the Board approve and recommend Article 7; Selectman Crowley second; No discussion; All ayes 4-0.

Article 8-

Selectman Dunne moved that the Board approve and recommend Article 8 as written; Selectman Foresto second; Discussion: Selectman Crowley asked that “at no additional cost to the people of Medway” be added. Selectman Foresto explained this article is only to allow the school to lease the space and the grant covers the cost of the installation; All ayes 4-0.

Annual Town Meeting Warrants

Article 24-John Emidy

Changes have been made since the last time we met. There will be a public hearing along with the Planning Board. The Planning Board will do a public hearing on zoning articles but this one will be included.

Chairman Espinosa accept and recommend Article 24 as written; Selectman Foresto second; Discussion: Selectman Crowley asked if the Planning Board has reviewed, Susy Affleck-Childs has expressed the Planning Board is in favor of this article. Selectman Dunne asked if there will be a difficulty in collecting fees from abandoned properties, Mr. Emidy explained foreclosed are bank owned and it may take more research but it will be attached to the tax bill; 4-0.

Articles 1-23 will be discussed on Thursday 4/22/10

Planning Board Articles-Susy Affleck-Childs, Planning and Economic Coordinator

Article 25- This is a ZBA article, it will be presented at the Planning Board Public Hearing. The ZBA has not communicated with the Planning and Economic Development Board about this article.

Administrator Kennedy read Town Counsel's opinion which was relayed to ZBA, in turn they relayed that they still want to go forward. The Planning Board will wait until the public hearing and then decide. Chairman Espinosa asked Administrator Kennedy to invite the ZBA to attend the BOS meeting on 4/22 to discuss.

Selectman Dunne left the meeting at 9:50pm

Article 27-This article is to establish the Medway Agricultural Committee. **Selectman Foresto moved that the Board accept article 27; Chairman Espinosa second; No discussion; All ayes; 3-0.**

Article 28 -This article will accept the conveyance of two parcels of land in Granite Estates subdivision, one for open space and one is for a storm water retention. **Selectman Foresto moved that the Board approve article 28, conveyance of land to the Town of Medway; Selectman Crowley second; Discussion: It was asked who would control this 3.53 acres of land, open space or conservation. Ms. Affleck-Childs believes it will be conservation. She will have a Planning Board rep attend the BOS meeting on 4/22 to discuss further. Article is held for further discussion.**

Article 29-Conveyance of land with a vernal pool from the Ishmael Coffee Estates Subdivision to the Town of Medway. There are issues with the vernal pool which hopefully will be resolved. There is a 60 day inspectional period in process. If the vernal pool turns out fine then the BOS will all accept. **Chairman Espinosa moved that the Board approve article 29 but recommendation is TBD; Selectman Crowley second; No discussion; All ayes 3-0.**

Article 30-This article is for an expedited permitting program for energy related manufacturing. All permissions of property owners have not been secured.

Selectman Foresto moved that the Board approve article 30 but recommendation is TBD; Selectman Crowley second; No discussion; All ayes 3-0.

Article 31-The street acceptance article has been withdrawn by the Planning and Economic Development Board as the developers are not cooperating. **Selectman Foresto moved that the Board withdraw article as there are no streets to accept per the Planning Board; Chairman Espinosa second; Discussion: Ms Affleck-Childs explained street acceptance has not been the priority of the planning board of late and she explained how time consuming the process is; All ayes 3-0.**

The next 4 articles are a series of articles to help complete the one of the steps required for Medway to become a green community.

Article 32-Zoning bylaw definitions **Selectman Foresto moved that the Board approve and recommend article 32 as written; Selectman Crowley second; No discussion; All ayes 3-0.**

Article 33- Industrial II Zone which allows R&D, manufacturing and solar power generation. **Chairman Espinosa moved that the Board approve and recommend article 33 as written; Selectman Crowley second; No discussion; All ayes 3-0.**

Article 34 and 35 **Selectman Foresto moved that the Board approve and recommend articles 34 and 35 as written; Selectman Crowley second; No discussion; All ayes 3-0.**

Article 36 This article is a change in site plan review which provides sidewalk construction. **Selectman Foresto moved that the Board approve and recommend article 36 as written; Chairman Espinosa second; Discussion: the site plan is non residential, needs and building permit or a renovation of an existing site, primarily a new construction; All ayes 3-0.**

Article 37-minor amendments to sign regulations **Chairman Espinosa moved that the Board approve article 37 with the recommendation TBD; Selectman Crowley second; No discussion; All ayes 3-0.**

Article 38- establishes some lighting standards **Chairman Espinosa moved that the Board approve article 38 with the recommendation TBD; Selectman Foresto second; No discussion; All ayes 3-0.**

Article 39-home based businesses **Chairman Espinosa moved that the Board approve article 39 as written with the recommendation TBD; Selectman Foresto second; No discussion; All ayes 3-0.**

Article 40-allow individual property owners to allow small wind generation by special permit **Selectman Foresto moved that the Board approve article 40 with the recommendation TBD; Selectman Crowley second; No discussion; All ayes 3-0.**

There will be a Planning Board Public Hearing is May 11, 2010.

Warrants

Warrant #42 4/22/10

Town bills \$238,094.13

School bills \$316,748.02

Total \$554,842.15

Chairman Espinosa moved that the Board approve the Warrants as read; Selectman Foresto second; No discussion; All ayes 3-0.

Town Administrator's Report

Comcast negotiations are on going

Administrator Kennedy did contact McGovern's office regarding Rte 109 and she will keep us apprised of the TIP results.

Selectmen's Reports

Foresto-nothing to report

Crowley-OPM for the MSBC project has submitted two invoices and they haven't been paid yet. The money hasn't gone out to bond yet. There are still unresolved issues between bond counsel and the Town of Medway. Ms. Phillips was trying today to get these issues resolved. There has been no correspondence to date (per Suzanne). Administrator Kennedy explained an interfund transfer for \$7668 would be needed based upon Ms. Phillips obtaining the green light. Selectman Foresto moved that the Board approve the interfund transfer of \$7668 to pay the Compass invoices with the contingency that the financial advisors give Ms. Phillips the green light; Selectman Crowley second; No discussion; All ayes 3-0.

Espinosa-nothing to report

At 10:50pm Selectman Foresto moved that the Board adjourn for the evening; Selectman Crowley second; No discussion; All ayes 3-0.

Respectfully submitted,

Wendy Harrington

Board Secretary

**Approved 5/3/10

MEDWAY BOARD OF SELECTMEN

155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
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*Andrew Espinosa, Chairman
Richard Dunne, Vice Chairman
Dennis Crowley, Clerk
John Foresto, Member
Glenn Trindade, Member*

Board of Selectmen's Meeting Minutes-Final

April 22, 2010, 6:45 PM

Sanford Hall, Medway Town Hall

Town Hall, 155 Village Street

Agenda

PRESENT: Chairman Andrew Espinosa, Selectmen Dennis Crowley, John Foresto, Glenn Trindade, Richard Dunne, Town Administrator Suzanne Kennedy, and Board Secretary Wendy Harrington

ABSENT:

Called to order 6:47 PM

Call to order; Recitation of the Pledge of Allegiance

Public Comment: None

Article 25-ZBA-Andy Rodenhiser, Planning and Economic Development Board Chair and Joe Musmanno, Zoning Board of Appeals Chair

This article is to change "Building Inspector" to "Inspector of Buildings" and other various items. Administrator Kennedy read Town Counsel's opinion. Mr. Rodenhiser explained the position of the Planning Board is that they could be put in a difficult situation in trying to protect the town's interest.

Selectman Trindade arrived at 6:55pm

Mr. Musmanno explained that the ZBA is trying to update the code that was originally written. When originally written the ZBA was the only board that issued permits. Since that time other boards have been granted the task of issuing special permits. There is presently no appeals process other than in land court. Mr. Musmanno does not agree with Town Counsel's opinion. The appeals process was discussed at length.

Selectman Crowley suggested that Mr. Musmanno speak directly with Town Counsel because there seems to be a "disconnect" between the two. Mr. Crowley is not comfortable voting against Town Counsel's opinion. Chairman Espinosa agreed with Selectman Crowley. It was recommended that both Mr. Rodenhiser and Mr. Musmanno (and the Building Inspector) discuss with Town Counsel together. The Town Administrator's office will set this up.

Article 28- Granite Estates Land Acceptance-Andy Rodenhiser, PEDB Chair

The question arose at the last meeting as to who would control the land after conveyance. Mr. Rodenhiser explained that the process of the article puts the control in the hands of

the Conservation Commission. Mr. Rodenhiser explained this decision was made in May of 2000 and the approval process (street acceptance procedure) now is very different than the approval process in 2000. Mr. Rodenhiser suggested the PEDB come up with a policy for decisions going forward and then have the Selectmen review it. Mr. Rodenhiser has a meeting tomorrow morning regarding this article and will report back with findings at a later date.

ATM warrant article approvals

Chairman Espinosa moved that the Board recommend Articles 1, 11, 12, 13, 14, 15, 16, 18, 19 and 22 (these articles were previously approved); Selectman Trindade second; No discussion; All ayes 5-0.

Chairman Espinosa moved that the Board does not recommend Article 23 (this article was previously approved); Selectman Dunne second; No discussion; All ayes 5-0.

Article 21-Melanie Phillips, Treasurer/Collector

Ms. Phillips distributed a document entitled School Energy Savings vs. Estimated Debt Service. A discussion took place regarding this article and the estimated Trane cost savings.

It was suggested that this amount be removed from the school budget and of the \$249,671 savings, \$49,671 be placed in the FinCom Reserve (so there is access to it and it doesn't require a TM vote to gain access to that sum in the future) and \$200,000 to the article to reserve it to fund shortfalls with the intent to permanently bond the amount next year.

Chairman Espinosa moved that the Board approve and recommend article 21 a sum of money \$200,000 for the purpose of providing funds to pay for debt service relating to the ESCO project, or act in any manner relating thereto; Selectman Dunn second; No discussion; All aye 5-0.

Administrator Kennedy explained that discussions have taken place with Dr. Evans to memorialize and prepare an interdepartmental agreement related to the Trane savings. She will contact Dr. Evans to confirm.

Selectman Trindade moved that the Board amend the appropriation to the FinCom Reserve and increase it from \$100,000 to \$149,671. If the \$49,671, or any portion of the \$49,671 is not used it will be rolled into the ESCO/Debt Service account from the FinCom Reserve; Selectman Dunne second; No Discussion; All ayes 5-0.

Article 2

Ms. Phillips presented a scenario showing the School needs budget minus the anticipated Trane savings, minus the 2011 new ARRA money = \$23,050,125

Administrator Kennedy explained that the goal is to get \$23,492,404 to the school.

A question arose from Mrs. Trindade if the new ARRA \$192,608 is part of the ARRA funds that the school never received from 2010 or is it additional funds? Administrator Kennedy will check on this and report back the beginning of next week.

Selectman Trindade moved that the Board recommend Article 2; Selectman Dunne second; Discussion: Mr. Dunne expressed a concern for the starting point of the school budget for next year; All ayes 5-0.

Article 3-Selectman Espinosa moved that the Board accept and recommend article 3 as written with \$1,352,127; Selectman Dunne second; No discussion; All ayes 5-0.

Article 4- Selectman Trindade moved that the Board accept and recommend article 4 with a provision that the appropriation of free cash and capital are reviewed and approved by the Town Administrator and the Chairman; Selectman Dunne second; No discussion; 4-1 (Dunne opposed).

Article 5- Selectman Trindade moved that the Board accept and recommend article 5 as written; Selectman Dunne second; No Discussion; All ayes 5-0.

Article 6- Selectman Trindade moved that the Board accept and recommend article 6 as written; Selectman Dunne second; No discussion; All ayes 5-0.

Article 7- Selectman Trindade moved that the Board accept and recommend article 7; Selectman Crowley second; No discussion; All ayes 5-0

Article 8- Selectman Trindade moved that the Board accept and recommend article 8; Selectman Dunne second; Discussion: rates were discussed; All ayes 5-0.

Article 9- Selectman Trindade moved that the Board accept and recommend article 9; Selectman Dunne second; No discussion; All ayes 5-0.

Article 10- Selectman Trindade moved that the Board accept article 10 with the monetary amounts as TBD; Selectman Foresto second; No discussion; All ayes 5-0.

Article 17- Selectman Trindade moved that the Board accept and recommend article 17; Selectman Dunne second; No discussion; All ayes 5-0.

Article 20- Selectman Trindade moved that the Board accept article 20 with the recommendation TBD; Selectman Dunne second; No discussion; All ayes 5-0.

Article 24- Selectman Trindade moved that the Board accept article 24 with the recommendation TBD; Selectman Crowley second; No discussion; All ayes 5-0.

Article 25- Selectman Trindade moved that the Board accept article 25 with the recommendation TBD; Selectman Dunne second; No discussion; All ayes 5-0.

Article 28- Selectman Trindade moved that the Board accept article 28 with the recommendation TBD; Selectman Dunne second; No discussion; All ayes 5-0.

Special Town Meeting Article 8

This article has recently been added to transfer from the Ambulance Enterprise Retained Earnings account the sum of \$2,263 for the purpose of paying an unpaid bill from a prior year. **Selectman Trindade moved that the Board accept and recommend STM article 8; Selectman Dunne second; No discussion; All ayes 5-0.**

Approval of Meeting Minutes

Selectman Trindade moved that the Board approve the minutes of 4/6/10 as amended; Selectman Dunne second; No discussion; All ayes 5-0.

Selectman Trindade moved that the Board approve the minutes of 3/29/10 as amended; Selectman Dunne second; No discussion; All ayes 5-0.

Selectman Dunne moved that the Board approve the minutes of 3/27/10 as written; Selectman Trindade second; No discussion; All ayes 5-0.

Selectman Trindade moved that the Board approve the minutes of 3/20/10 as amended; Selectman Dunne second; No discussion; All ayes 5-0.

Selectman Trindade moved that the Board approve the minutes of 3/15/10 as written; Selectman Dunne second; No discussion; All ayes 5-0.

Selectman Trindade moved that the Board approve the minutes of 2/22/10 as amended; Selectman Dunne second; No discussion; All ayes 5-0.

Selectman Trindade moved that the Board approve the minutes of 2/1/10 as amended; Selectman Dunne second; No discussion; All ayes 5-0.

Action items

It was requested that the records be checked to ensure all Town Wide Facility members have been sworn in by the Town Clerk.

Administrator Kennedy discussed her research on Camp Sunshine and mentioned her discussion with Dr. Evans related to the same.

Administrator Kennedy was asked by Selectman Crowley to provide the Selectmen with an updated copy of the FY11 Budget based upon the changes made this evening. Administrator Kennedy explained she would have this update to them on Monday.

At 10:10pm Selectman Foresto moved that the Board adjourn for the evening; Selectman Trindade second; No discussion; All ayes 5-0.

Respectfully submitted,

Wendy Harrington

Board Secretary

****Approved 5/3/10**

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Board of Selectmen's Meeting-Final

April 6, 2010, 6:00 PM

Sanford Hall, Town Hall, 155 Village Street

Agenda

PRESENT: Chairman Andrew Espinosa, Selectmen Richard Dunne, Dennis Crowley, John Foresto, Glenn Trindade, Town Administrator Suzanne Kennedy, Board Secretary Wendy Harrington

Called to order 6:04 PM

Call to order; Recitation of the Pledge of Allegiance

Public Comment: None

Administrator Kennedy reviewed the FY10 and FY11 Unemployment Compensation Document as presented. She also reviewed the Finance Committee Reserve Budget balance and possible future Emergency Transfers.

Selectman Dunne moved that the board rescind the ETR approval from last meeting (4/5/10) and change the ETR from \$60,000 to \$54,000, the purpose of which is to fund the unemployment compensation; Selectman Foresto second; Discussion: Selectman Foresto verified the amount on the ETR form is \$54,000; All ayes 5-0.

TOWN CLERK BUDGET

Town Clerk-Maryjane White came before the board to discuss her budget in more detail than the last time she came before the board. Her main goal is to increase her assistant from 19 hours to 30 hours per week. Ms. White would like to ensure that the office is covered for all hours that town hall is open to the public.

Selectman Trindade suggested all forms be put on the website to help improve service, there appears to be none on the website at present. Chairman Espinosa suggested Ms. White contact the IT department because none of the forms are on the website.

The process of Town Clerk document storage was discussed; Administrator Kennedy will investigate another community that may have such a program which can be purchased for Medway.

Ms. White explained she would like a 2% increase as based on what union talks were earlier in the budget season.

Selectman Foresto moved to approve the Town Clerk's budget with 11 hours for additional staff coverage and move her requested 2% salary increase to salary

reserve until a point in which the municipal contract is signed and the Selectmen intend to provide the Town Clerk with a zero zero raise equal to the municipal contract. Selectman Dunne second; Discussion: Carol Pratt believes the Salary Reserve budget is large enough to handle this increase; 4-1 (Selectman Dunne opposed).

Article 21- John Emidy was present to discuss article 21 which would be a ticketing bylaw for abandoned/vacant property. It was suggested that a public forum/meeting take place before Town Meeting and possibly held in conjunction with the Planning Board.

This article will be held until revisions discussed are applied. Specifically “Foreclosing” replacing “Foreclosed”.

Article 15

Selectman Trindade moved to approve Article 15; Selectman Dunne second; Discussion: Selectman Crowley questioned GATRA and Selectman Trindade asked for a breakdown of the parks budget; All ayes 5-0.

The Library Board of Trustees arrived at 7pm

This meeting is to get some input from the Trustees pertaining to the budget and the part that was aimed at regionalizing and input on regionalizing, if the money was well spent, is that part of this budget moving forward and what is the future of Medway Public Library.

Selectman Dunne explained the money in question is in a monetary article not part of the budget.

Each Trustee gave some opinions on the regionalization process.

Bill Roberts-planning is underway and going well. Mr. Roberts still believes it would have been a better decision to contract Felicia for planning services rather than for Director and planning services.

Ed Duggan would like to ensure that the regionalization objectives of the Board of Selectmen are the same as the objectives of the Board of Trustees. Mr. Duggan believes that the sharing of services works very well. The building services are working out well but the working hours that Felicia works should be more in Medway, she currently works 4 hours a week in Medway. The Trustees have seen pieces of the regionalization plan, but not a complete draft plan and they had thought they would be further along than they are. His vision is that Felicia take more direction from Medway Library Board of Trustee and more hours working in Medway.

Mary Ann Cabibbo- Asked the Selectmen what their goals in regionalization are. Chairman Espinosa explained we are looking to regionalize to help maintain a stand alone library and Selectman Dunne explained the cost of \$500k a year is what we are looking at in order to fund a stand alone library...

Carol Brown-Believes this has been an awkward transition and there is a need to better define the objectives. Her task is the long range plan and we need to have her there more. Carol is in favor of regionalization. There is no framework, we need some better vision.

Wendy Rowe-Styles of different trustees in Franklin/Medway was difficult but things have eased. The sharing of books went flawlessly, cleaning services has been working. Having a director only 14 hours has been really difficult. It doesn't work to have a PT Director and PT Assistant Director, a full time Director or a full time Assist Director would make more sense. Felicia has told Wendy she will receive the final draft long range plan by the end of the fiscal year.

Selectman Crowley asked the Trustees if key points (hours and working with Medway more) were worked out with Franklin would the Library Trustees be willing to go forward for another year. Wendy, Carol, Ed and Bill all agreed.

Administrator Kennedy explained that regionalization of other types of services in some other communities have taken 2 years before the ball started moving forward. Mr. Nutting expressed an interest in having a consultant come in and discuss governance, which is a big issue in the process. The trustee's needs and visions should be made clear.

The main purpose of this meeting was to get an understanding of the situation.

Wendy Rowe requested that talks be arranged with the Town Administrator's to clarify the points mentioned and these points should be included in the next municipal agreement.

Selectman Crowley thinks it would be beneficial to have bullet points of the items the Trustee's would like to accomplish and set some goals and include how to achieve and when the goals are achieved.

Sue Ellis, HR Director was present to talk about her feelings as they relate to the Library Regionalization project.

BUDGET DISCUSSION

Budget document dated 4/6/10 on the bottom of the page. Last revisions were made at the 4/1/10 meeting.

Administrator Kennedy offered a document listing additional items for the Selectmen to review. Melanie Phillips handed out a document with FY2011 Health Insurance Cost estimates.

Carol Pratt was assigned the task of keeping track of any/all changes to budgets discussed.

LEGAL all set

INFORMATIONAL SERVICES all set

TOWN CLERK all set
CONSERVATION all set
PLANNING BOARD all set
ZONING BOARD all set
ENERGY COMMITTEE all set
CAPITAL IMPROVEMENT all set
ANNUAL TOWN REPORT all set
DEBT SERVICE all set
DEFICIT BOND DEBT all set
UNCLASSIFIED all set
SNOW AND ICE all set
CEMETARY all set
FIRE all set
POLICE all set
POLICE FIRE COMMUNICATIONS all set
ANIMAL CONTROL all set
BUILDING INSPECTOR all set
BOARD OF HEALTH all set
COUNCIL ON AGING all set
VETERAN'S SERVICES all set
PARKS DEPARTMENT all set
LIBRARY all set
CAMP SUNSHINE all set
DISABILITY COMMISSION all set
MEMORIAL COMMISSION all set
HISTORICAL COMMISSION all set
EXPENDITURES NOT REQUIRING APPROPRIATIONS all set

A review of the document titled Additional Budget Items For BOS Consideration took place.

SCHOOL BUDGET

The school budget was discussed at great length.

It was suggested that Administrator Kennedy come up with a number subtracting the following from \$23,492,000:

Contractual reserve FY10 and FY11

Energy Savings (part 1 principal and interest and part two is anticipated savings)

It was stated that \$295K and \$148K are not part of the base going forward.

A letter will be sent to the School Committee Chair and the Superintendent tomorrow morning, after it is sent to the Selectmen to review.

Selectman Foresto moved that the Board adjourn at 10:40pm; Selectman Dunne second; No discussion; All ayes 5-0.

Respectfully submitted,

Wendy Harrington

Board Secretary

**approved 4/22/10

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MEDWAY BOARD OF SELECTMEN

155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
(508) 533-3264 • FAX: (508) 533-3281

*Andrew Espinosa, Chairman
Richard Dunne, Vice Chairman
Dennis Crowley, Clerk
John Foresto, Member
Glenn Trindade, Member*

Board of Selectmen's Meeting-Final

May 3, 2010, 7:00 PM

Sanford Hall, Town Hall, 155 Village Street

PRESENT: Chairman Andrew Espinosa, Selectmen Dennis Crowley, John Foresto, Glenn Trindade, Richard Dunne, Town Administrator Suzanne Kennedy, and Board Secretary Wendy Harrington

ABSENT:

Called to order 7:03 PM; Recitation of the Pledge of Allegiance

Public Comment: None

Agenda

Election for Constable -Town Clerk

The Town Clerk was present and explained this election year has 2 elected constables on the ballot, there are also 2 constables appointed by the Board of Selectmen. When the charter came into affect it eliminated the elected constables and they should now all be appointed. No one realized this and it was assumed that those that had always been appointed would remain appointed but the charter does not list elected constables. The constables can not be on the ballot per state election officials.

Ms. White explained that the ballots will need to be reprinted, the machines are already programmed to count the constable votes but with nothing in that spot, it won't read anything and will be fine. The machines could be reprogrammed but it will be less expensive to just reprint the ballots.

Selectman Trindade requested something in writing from town counsel and/or election officials to confirm.

A selectman suggested putting a non-binding election referendum (language to be figured out) on the ballot. Ms. White was asked to confirm this with state election officials and, if yes, what would be the procedure to do that.

Selectman Dunne read Town Counsel's opinion which states that constables should be appointed as their terms expire.

It was decided that once Ms. White gets an answer, then she will notify each individual on behalf of the Town.

Selectman Foresto moved that the Board remove the Constable position from the 5/18/10 election warrant and if allowed will put a non binding referendum on the warrant and Chairman Espinosa will sign on the Board's behalf; Selectman Trindade second; No discussion; All ayes 5-0.

Dog issue: Administrator Kennedy explained Town Counsel's opinion. It is possible for someone to claim against the Town should the dog harm someone after an order, but there is no liability. Town Counsel feels due diligence occurred based on the best facts presented. For the record on Wednesday Officer Hamelin found the dog out without a muzzle. The owner has been notified in writing of the Board's decision and the dog is now muzzled. It was suggested the Animal Control Officer be made aware of Town Counsel's legal opinion. The dog owner has been given another chance. It was agreed not to give the legal opinion to the dog owner.

Approval of Minutes

Selectman Trindade moved that the Board approve the minutes of 4/22/10; Selectman Dunne second; Discussion: Jeff Devolder, School Committee was present and explained there has been a meeting between the School Committee and Laura Frain, Special Ed Director. Mr. Devolder explained what has been worked out within the schools. It appears there is more of a need for an academic program in the summer. Students can participate in an academic, a social program or both. **All ayes 5-0.**

Selectman Trindade moved that the Board approve the minutes of 4/20/10 as amended; Chairman Espinosa second; Discussion-amendments; All ayes 5-0.

Selectman Trindade moved that the Board approve the minutes of 4/13/10; Selectman Dunne second; Discussion; All ayes 4-0 (Selectman Dunne abstained)

Minutes of 4/1/10 were held for a future meeting.

Tri-State Trek

Selectman Dunne moved that the Board approve the Tri-State Trek; Selectman Trindade second; Discussion; Selectman Trindade read Chief Tingley's approval letter which stated the recommendation that Tri-State Trek hire one detail officer for the event; All ayes 5-0.

Selectman Trindade moved that the Board of Selectmen award the BAN for \$950,000 for the sewer project financing with an issue date of May 13, 2010 to TDBank with a bid of 1.07%; Selectman Crowley second; Discussion: it was explained there were 4 bids and if went with a bond the rate would be in the 3's, this is the lowest bidder; All ayes 5-0.

Selectman Trindade moved that the Board of Selectmen award the BAN for \$250,000 for the Middle School repair project financing with an issue date of May 13, 2010 to UniBank with a bid of 1.25%; Selectman Foresto second; Discussion: this is a negotiated bid, there was not enough time to go out to bid. This is for three months; All ayes 5-0.

Murray Paving Contract

Selectman Trindade moved that the Board authorize the chairman to execute the Murray Paving contract; Selectman Foresto second; Discussion: Selectman Crowley asked about an escalation clause and Administrator Kennedy explained it is in the bid documents. Selectman Crowley asked that the contractor pay (page 2 article 7b) show 60 or 45 days not 30. Selectman Trindade amended his motion; Authorize the chairman to execute not to exceed \$500,000 and after the Town Administrator returns with language terms to the satisfaction of the Chair; Selectman Foresto second; Contracts should be date stamped when received; All ayes 5-0.

Article 25 ATM Administrator Kennedy explained there was a meeting between the PEDB Chair and the ZBA Chair and the ZBA Chair did agree with Town Counsel that the article is not necessary. The ZBA chair did explain he didn't have the ability to remove the article himself, he plans to meet with the ZBA on 5/5/10 to remove the article. **Selectman Foresto moved that the Board remove article 25 if the ZBA communicates the removal; Selectman Dunne second; No discussion; All ayes 5-0.**

Article 10 ATM-Selectman Dunne asked why no amount of money is noted on this article. Administrator Kennedy explained she hasn't received this information from CPC and they plan to include it in the Article's motion. Selectman Trindade asked that Administrator Kennedy contact CPC via email and cc the Selectmen and ask them to populate the monetary fields for this article. It was decided if CPC doesn't provide this information by 5/7/10 the Selectmen will fill in their own numbers.

Article 14-Administrartor Kennedy explained that she is working on getting a list of expenses from Ms. Dzycek. She explained to her that if no list is provided the article may not pass to the warrant.

Final Review and Approval of FY2011 Budget- The proposed, revised budget (dated 4/28/10) including school changes were explained to the School Committee Liaison, Jeff Devolder.

Administrator Kennedy was asked to develop a presentation for Town Meeting and transmit it to the Selectmen and School Committee to make sure all are in agreement. It was suggested that the Moderator be contacted to make sure the motions are in the correct order.

School Committee Liaison

Mr. Devolder was present and explained to the Selectmen that on May 20, 2010 Broadway will give a presentation on the Middle School Solar project. Mr. Devolder explained this is power purchase agreement similar to the solar project at the High School only four times larger. He invited all to attend.

Mr. Devolder also explained that Camp Sunshine issues have been resolved

Roles and Responsibilities

This document was presented to the Selectmen for review. It was suggested that this is more of a standard for new selectmen to refer to. A lengthy discussion took place regarding this topic and after all Selectmen gave input it was decided it needs some “tweaking” and will be reviewed again in the summer.

Warrant # 14 5/6/10

Town bills \$903,536.36

Total \$903,536.36

No school bills

Selectman Trindade moved that the Board approve the warrants as read; Selectman Dunne second; No discussion; All ayes 5-0.

Town Administrator’s Report

-The DPS staff will be working with FEMA for help to repair Brundage’s Corner at 245 Village Street

-TIP day is 5/6/10 and the Route 109 project will be discussed.

-West Street full reclamation-Administrator Kennedy discussed the costs for the roads, Mr. Holder’s unofficial estimate is \$329k Tom Holder. Mr. Foresto would like Mr. Holder to know that Alder and Village Streets have been affected by the project and should be looked at as well.

-The study between using Long Distance Tire or continue to have routine maintenance performed in house will be looked at in the future. Mr. Holder is focusing on other projects and this will remain on the action item list.

-A clarification discussion took place on the residents near the Village Street Well and Mr. Trindade explained the property owners were notified for the original site and all agreements were received. When the site was changed, the radius changed and he believes the Town never got the agreements of the property owners. This is a DEP issue. Administrator Kennedy will look into this further.

-Mr. Holder has met with the residents with drainage issues on Village Street. The design of the drains has begun and construction will take place in 2011.

-There was a meeting with the Superintendent, the Park’s Chair and DPS and discussed facilities and fields and who is responsible for what. It was determined which questions were appropriate for the facilities committee. Those mentioned above will work in tandem with the facilities study group. Athletic Director, Rob Pearl and other school staff will be involved and an internal working group will be formed in July.

Selectmen’s Reports

Foresto-Mr. Foresto explained the Energy Committee’s Kill-O-Meter program and explained they would be present at Pride Day with an NSTAR rep.

Trindade-Explained the affordable housing tour-Lincoln, Sudbury, Wayland and Sherborn and offered that it was very interesting.

-Requested a meeting on the maintaining of fields and how the assessing of fees is decided.

Espinosa- It was requested/suggested a joint meeting with the Park Board to discuss assessing fees and an accounting of funds.

Dunne-Advised Mr. Crowley that Mr. Mushnick still hasn't hooked up with him yet. Mr. Crowley will pass the message along.

Crowley-action list additions

- A written report on abandoned properties and the status of the Town's policy to take over these properties.
- Shaw street update, Administrator Kennedy explained this should be done, including paving of all of Shaw Street, by the end of May.
- Please call a meeting of the Facilities Management Study Committee
- Contact the editor of the new Medway/Millis newspaper as no one from Town has returned their phone calls.
- Present awards at Town Meeting to Mr. Heavey, Wilson and Johnson, arrange with the Moderator

At 9:30pm Selectman Trindade moved that the Board adjourn for the evening; Selectman Dunne second; No Discussion; All ayes 5-0.

Respectfully submitted,
Wendy Harrington
Board Secretary
*Approved 5/17/10

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Board of Selectmen's Meeting

Emergency Meeting

May 13, 2010, 1:45 PM

Town Administrator's Conference Room

Town Hall, 155 Village Street

PRESENT: Selectmen Richard Dunne, Dennis Crowley, John Foresto, and Town Administrator Suzanne Kennedy

Vice Chairman Dunne chaired the meeting in Chairman Espinosa's absence.

Public Services Director Tom Holder was present to answer questions the Board had about the request to accept additional M.O.R.E. grant money for the sewer extension project.

M.O.R.E. Contract Amendment #2

Ms. Kennedy stated that the State notified Public Services Director Tom Holder earlier this afternoon that it had \$476,000 available in M.O.R.E. grant funds if the Town could execute the contract amendment to accept the funds by 2 PM this afternoon. An emergency meeting was posted and a quorum assembled to execute the contract amendment.

Ms. Kennedy indicated that the request for this additional funding was made in late 2009 but was not approved by the State at that time. However, due to the inability of another community to make use of the funds, the State offered the funding to Medway. Ms. Kennedy stated that the State grant funding amount has already been expended by the Town on the sewer extension project. This would be a reimbursement. Ms. Nayenday had informed her that the Town could charge this FY10 expended money to the new grant money.

The Board was very pleased by the opportunity to receive this additional funding.

Mr. Foresto moved, seconded by Mr. Crowley, and it was

VOTED: to authorize the Vice Chairman to execute M.O.R.E. contract amendment #2. All ayes 3-0.

At 2:05 PM Selectman Foresto moved that the Board adjourn; Selectman Crowley seconded the motion; No discussion; All ayes 3-0.

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Glenn Trindade, Member
Andrew Espinosa, Member*

Board of Selectmen's Meeting Minutes-Final

June 7, 2010, 7:00 PM

Sanford Hall, Town Hall, 155 Village Street

Agenda

Present: Selectmen Dennis Crowley, Richard Dunne, John Foresto, Glenn Trindade, Andrew Espinosa, Town Administrator Suzanne Kennedy, and Board Secretary Wendy Harrington

The meeting was called to order at 7:04pm

Selectman Dunne arrived late.

Public comment: none

Approval of Minutes Selectman Foresto moved that the board approve the May 17, 2010 minutes; Selectman Trindade second; Discussion: It was agreed that the CPC documentation requested at the May 17th meeting has been received; All ayes 4-0.

Discussion on the Appointment of Constables A discussion took place on how many constables are needed and what are the roles and responsibilities of a constable.

It was determined that all that submitted requests for appointment will be considered provided that each have submitted the correct documentation, have background checks completed (limited background checks per the police chief) and Chairman Espinosa asked that the role and responsibilities be defined by the Town Administrator. The question arose as to who pays for the bond. Selectman Crowley asked that questions be answered before 6/14 so a decision can be made and the appointments made on 6/21. Each appointee will be asked to attend the 6/21/10 meeting.

Medway Clean up Campaign

Kathy Nejadlik and other members of Friends of Choate park were present to discuss their proposed Medway Clean up Campaign. They explained National Public lands day is in September and they would like to hold a town wide clean up in conjunction with this date or Earth Day.

They have already spoken to Parks and Open Space and the still need to speak to Concom for their approval. Selectman Trindade suggested the group use the school connections to advertise such an event. It was explained that the National Public Lands group sends all

kinds of documents to distribute to aid in advertising. These documents could be obtained once Friends of Choate Park is registered on their site.

Administrator Kennedy explained that the Charter states a clean up week should be held once a year and suggested this event be postponed until Earth Day in April.

Selectman Trindade moved that the Board enthusiastically endorse the clean up day as proposed by The Friends of Choate Park and designate one Selectman as a liaison to this event; Selectman Crowley second; Discussion: Selectman Crowley would like more “meat on the bones” regarding this event. Friends of Choate will come back with more information closer to the event. Selectman Crowley explained a final plan should be submitted for approval; All ayes 4-0. Selectman Trindade volunteered to be the liaison.

Approval to Borrow – Industrial Well Project

Part of the financing the town is seeking will be discussed in executive session. The original plan called for gravel around well, trucks are having an issue negotiating, a turn around will be made (size of area increased)

Selectman Crowley asked how much was originally appropriated, how much spent on well, how much left in the bond, and if there is a change, cost to date, estimated cost to complete. He requests a breakdown of all the major components of the project be submitted for the selectmen to review.

Selectman Trindade moved that the Board of Selectmen authorize the Treasurer/Collector to petition the Massachusetts Department of Revenue for permission to borrow \$550,000 as a Bond Anticipation Note for the new Industrial Park Road well project; Selectman Foresto second; No discussion; 3-1 (Crowley Nay as there was not enough information presented)

Selectman Trindade moved that the Board of Selectmen award the BAN for \$550,000 for the Industrial Park Road well project financing with an issue date of June 15, 2010 to UniBank with a bid of 1.14%; Selectman Foresto second; No discussion; All ayes 4-0.

Authorization of Chairman to Execute Contract with The Segal Company, Inc for OPEB Actuarial Services This contract is for OPEB actuarial services performed every other year. There is a Town Meeting article to establish a trust fund for this analysis. Administrator Kennedy explained that the Selectmen asked for more information in this area and Administrator Kennedy had advised the Selectmen after this evaluation was performed will possibly establish a trust fund.

Selectman Foresto moved that the Board authorize the Chairman to execute a contract between the Town of Medway and The Segal Company, Inc. for OPEB actuarial services in the up to and including \$9,500; Selectman Trindade second; Discussion: Selectman Trindade has asked for a copy of the last report. Selectman Crowley confirmed that this did go out to bid and asked that future contracts presented include the scope of work for the Selectmen to review. All ayes 4-0.

Traffic Enforcement and Equipment Grant

Chief Tingley explained this grant is from the Executive Office of Public Safety in the amount of \$4,200 and is to be used for traffic enforcement. **Selectman Trindade moved that the Board approve the expenditure of grant funds as presented by Chief Tingley; Selectman Foresto second; No discussion; All ayes 4-0.**

FEMA Assistance to Firefighters Grant

Chief Trufant was present to discuss the grant in the amount of \$168,436.00 for a portable live fire multi trainer simulator mounted on a 40 foot trailer.

A discussion took place on the 5% of the grant which is Medway's responsibility. The Town Accountant recommended using free cash. Administrator Kennedy doesn't agree and believes the fire budget will be able to sustain this expense in the proposed 2011 budget. Selectman Trindade suggested why not come back to the Fall Town Meeting and use a warrant article to spend some free cash and/or use a Fincom transfer instead of spending the money out of the fire budget. Selectman Crowley suggested if the Fire Budget runs short then Fincom is approached for a transfer.

Selectman Trindade moved that the Board approve the expenditure of \$168,436.00 for a portable live fire multi trainer simulator mounted on a 40 foot trailer; Selectman Foresto second; No discussion; All ayes 4-0.

Selectman Crowley asked Chief Trufant about the number of grants he applies for each year and how the process works. He asked if an ambulance has ever been placed on the request list and Chief Trufant explained although he hasn't ever put an ambulance on the list, there is a place on the grant form for vehicles. Selectman Crowley suggested Chief Trufant place an ambulance on the form next year.

Administrator Kennedy commended the Chiefs and their staff for a job well done battling a Medway fire this week.

Solid Waste Operations Report-Michael Richard, Weston & Sampson

Weston & Sampson was hired to do a limited study on the recycling center.

A presentation was presented on this study by Mr. Richard, see attached agenda and documentation.

School Committee Liaison-Debora Trindade and Carol Bernstein

Mrs. Trindade explained that Community Education is offering free babysitting at Town Meeting on Monday. The School Committee will continue to rotate the liaison to the Board of Selectmen. A legislative breakfast will be arranged for September or October with the School Committee, Board of Selectmen and legislature delegations participating. A MUNIS update was given.

At 8:55pm Selectman Trindade moved that the Board adjourn to executive session for exemption 3...to discuss strategy with respect to collective bargaining or litigation and exemption 6....to consider the purchase, exchange, lease or value of

real property with the intent to return to public session; Selectman Foresto second; Roll call vote: Dunne-nay; Crowley-aye; Foresto-aye; Trindade-aye; Espinosa-aye.

At 10:14pm Selectman Trindade moved to adjourn executive session and return to open session; Selectman Foresto second; Roll call vote: Dunne-aye; Crowley-aye; Foresto-aye; Trindade-aye; Espinosa-aye

It was requested that an action item be added for Selectman Foresto to contact an architect to discuss 2B Oak Street

Change Order – Tata & Howard

Selectman Trindade moved that the Board approve Change Order #8 \$26,080.69 for the Medway Sewer Extension Project installation of straw wattles in the cross country easement; Selectman Dunne second; No discussion; All ayes 5-0.

Reorganization of the Board

Nominations for the chair

Selectman Trindade moved to nominate Selectman Crowley for Chairman; Selectman Dunne second; No discussion; All ayes 5-0.

Nominations for vice chair

Selectman Trindade moved to nominate Selectman Dunne for Vice Chairman; Selectman Espinosa second; No discussion; All ayes 5-0.

Nominations for clerk

Selectman Trindade moved to nominate Selectman Foresto for Clerk; Selectman Espinosa second; No discussion; All ayes 5-0.

It was suggested by Chairman Crowley that engraved gavels should be given to the outgoing chairman each year.

Approval Inter-municipal Agreement with Franklin for Library Services

Selectman Trindade moved that the Board approval the inter-municipal agreement with the Town of Franklin for Library Services as negotiated by the Town Administrator; Selectman Dunne second; Discussion: The only change is that Felicia needs to attend the Board of Trustees monthly meeting and report out; All ayes 5-0.

Action Items

Action items were reviewed and updated.

Warrants

Warrant #49 6/8/10 and 6/10/10

School Bills \$93,778.12

Town Bills \$1,600.00

Gross Payroll Town \$204,424.55

Gross Payroll School \$799,198.54

Total \$1,099,001.24

Selectman Trindade moved that the Board approve the warrant as read; Selectman Dunne second; No discussion; All ayes 5-0.

Town Administrator's Report

- Significant Open meeting law changes for 7/1/10
- ConCom agent no longer works for the Town of Holliston and will try to work in tandem to hire a new agent. It was determined a resolution on how ConCom will now proceed and how the process should work going forward should be presented to the Selectmen by 6/21/10.
- Grants-2 COPS grants, 3 years 100% funding for staff. Another for security systems in place. \$139,000 Metrowest Community Health Foundation for regionalization investigation. Recycling grant \$100K, trying to get the businesses in town to participate in recycling.
- Appointments were briefly discussed

Selectmen's Reports

- Foresto-300th-Selectmen Crowley and Foresto have been talking about town.
- Trindade-nothing to report
- Dunne-nothing to report
- Espinosa-nothing to report
- Crowley-West side frustrated with the traffic lights at the Community Church. It was discussed and requested that Dave D'Amico have a presentation prepared for the next agenda with long term and immediate short fix with budgetary numbers to just to change the lights.
- status report on the sewer
- water sewer rates-Administrator Kennedy explained the commission meets this week, if rates are established the commission should attend and present at the 6/21 meeting. The Selectmen should get the rates in their package 3-4 days before the meeting.
- I&I study to begin in September
- Assign specific articles for Town Meeting
- Allison to call award recipients to remind them to attend Town Meeting

At 10:56pm Selectman Trindade moved that the Board adjourn for the evening; Selectman Dunne second; No discussion; All ayes 5-0.

Respectfully submitted,
Wendy Harrington
Board Secretary
*Approved 6/21/10

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Andrew Espinosa, Member*

Board of Selectmen's Meeting - Final

June 21, 2010, 7:00 PM

Sanford Hall, Town Hall, 155 Village Street

Agenda

Present: Chairman Dennis Crowley; Selectmen John Foresto, Glenn Trindade, Andrew Espinosa, Richard Dunne, Town Administrator Suzanne Kennedy, Board Secretary Wendy Harrington

The meeting was called to order at 7:05 PM

No Public Comments

Chairman Crowley commended past Chair Andrew Espinosa for his efforts and commitment to the Town.

Selectman Trindade moved that the Board approve the Minutes from the May 17, 2010 Betterment meeting; Selectman Dunne second; No discussion; All ayes 5-0.

Selectman Trindade moved that the Board approve the Minutes from the June 7, 2010 meeting; Selectman Dunne second; Discussion: Remove 2B Committee from the Medway Clean up day discussion as there is presently no committee for 2B Oak Street. All ayes 5-0.

Constable Appointments-

Paul Trufant-25 + years constable , life long resident

Selectman Trindade moved that the Board appoint Paul Trufant for a three year term as Constable; Selectman Dunne second; No discussion; All ayes 5-0.

Bill Pride-10 yr constable, graduated from Medway

Selectman Trindade moved that the Board appoint William Pride for a three year term as Constable; Selectman Espinosa second; No discussion; All ayes 5-0.

Administrator Kennedy explained that all background checks proof positive from the Police Chief.

Gary Eklund-3 Appleton way, 13 yr resident first time appointment as constable. Wanted to serve the community.

Selectman Trindade moved that the Board appoint Gary Eklund for a three year term as Constable; Selectman Dunne second; No discussion; All ayes 5-0.

Gordon White-born in Medway, 22 Pond Street, semi retired, can help the town with some community service.

Selectman Trindade moved that the Board appoint Gordon White for a three year term as Constable; Selectman Espinosa second; No discussion; All ayes 5-0.

Selectman Trindade moved that the Board reappoint all residents on the list provided for the position and terms listed; Selectman Dunne second; No discussion; All ayes 5-0.

Marcia Kramarz was present, Marcia is a 22 year resident of Medway and was interested in being appointed to the Affordable Housing Committee.

Selectman Trindade moved that the Board appoint Marcia Kramarz, 13 Green Valley Rd for a 3 year term on the Affordable Housing Committee; Selectman Foresto second; No discussion; All ayes 5-0.

Michael Finnigan was present and recently purchased the old school house on North Street with his wife. Michael is an artist and on the faculty at Lesley University. He's interested in joining the Cultural Council and hopes to provide them with new ideas to help Medway.

Selectman Trindade moved that the Board appoint Michael Finnigan to a three year term on the Medway Cultural Council; Selectman Espinosa second; No discussion; All ayes 5-0.

The Moderator, Chair of the School Committee and Chair of the Board of Selectmen met before this meeting and re-appointed Linda Reynolds for a three year term as the representative to Tri-County Regional Vocational High School.

Mayflower Contract-Will Naser, Principal Assessor

This contract is for a Software conversion which will help to generate statistical analysis for the interim year adjustment with the DOR. This will be in process before the end of the Fiscal Year. This contract is for \$4,500 and Mr. Naser has worked with Mayflower in previous positions.

Selectman Trindade moved that the Board authorize the Chairman to execute a contract with Mayflower not to exceed \$4,500; Selectman Foresto second; Discussion: Administrator Kennedy asked that appropriate signatures are affixed to the contract before the Chairman signs. Chairman Crowley clarified that this expense is from the FY10 budget and that the money is in the budget; All ayes 5-0.

PeopleGIS-Will Naser, Principal Assessor

This contract is for a Parcel ID and mapping project which will establish new parcel id's for the 4,863 separate parcels in the Town of Medway and in conjunction with a new mapping system. This will conform better with other mapping systems and will compliment other systems being implemented by the Planning and Economic Development Board and Department and Public Service.

This was not a project when the FY10 budget was built, but there is money left over and the leftovers will pay for this contract. This will eliminate the dependency of the consultant and the budget will reflect this going forward. This is a Mapping and ID project.

Selectman Trindade moved that the Board authorize the Chairman to execute a contract with People GIS, not to exceed \$10,000; Selectman Foresto second; No discussion; All ayes 5-0.

MUNIS Contract- Will Naser, Principal Assessor

The assessors are changing out software and this will be a CAMA-bridge service from the Patriot system to MUNIS program.

Selectman Trindade moved that the Board authorize the chair to execute a contract with Tyler Technologies not to exceed \$5,000; Selectman Foresto second;

Discussion: Selectman Espinosa confirmed this is a non recurring fee for FY2010. All ayes 5-0.

DPS Feasibility Project-Tom Holder, DPS and Jeff Alberti, Weston & Sampson Eng.

The project was explained and a report should be complete (after interviewing staff, establishing the needs, conceptual design, cost estimate, study on a facility, placement and cost) beginning of September. Mr. Holder would like the Selectmen to assign a liaison to this study group.

Mr. Alberti explained he has done similar projects in many other towns and offered to submit a copy of a similar report to Selectman Trindade to review.

Chairman Crowley expressed that he likes the idea of planning for the future and asked Mr. Holder to eliminate items K and L (page 2) on the request for qualifications and adjust the scope of work and cost accordingly.

There was concern mentioned by Selectman Trindade regarding funding as the Middle School project is on the horizon. He suggested the project be scaled down, regionalized or think “out of the box”.

Mr. Foresto and Mr. Dunne concurred that there is no real number yet, once the feasibility study and design are complete a better picture will be seen.

Selectman Trindade moved that the Board authorize the Chair to execute a contract with Weston & Sampson, not to exceed \$27,285.00 for a DPS feasibility study; Selectman Dunne second; Discussion: Chairman Crowley clarified there will be no supplemental agreements as there are no more funds available; All ayes 5-0. A liaison will be determined at the next meeting.

Request waive building permit fees Highland Street Tank Project

Plans have been submitted to DEP for approval and it is estimated the permit fees will be approximately \$7500. Administrator Kennedy explained John Emidy is in favor of waiving the fees and she explained the cost will be rolled back into the cost in the contract. Once the design is approved by DEP the contract will go out to bid, most likely in September.

Selectman Trindade moved that the Board approve to waive the building permit fees for the Highland Street Tank construction; Selectman Dunne second; All ayes 5-0.

Shaw Street Update-Tom Holder/Dave D'Amico

Shaw Street is open with sheet piling in place; roadwork in place, structure adjusted and the top coat needs to be done in conjunction with other projects in town. There are a few items that are outstanding that are being addressed and plantings will be done in the fall.

Chairman Crowley would like an update (similar to Shaw Street update in this packet) to be put in every Selectman's packet for each project so that the Selectmen can see where each project is at, not necessarily to talk about, but to read the progress.

Rte 109 lights-Dave D'Amico

A proposal was signed this morning which proposes not changing anything on the roads, but a green arrow and delay Franklin Street side. Then the major redesign will be a light reconstruction. Not enough space to draw the lines, legally. Mr. D'Amico believes this may be done in July. The controller box is old and there are issues with it which can delay the project and may not be able to go forward.

Presentation – Water and Sewer Rates-Chan Rogers, Chair, Peter Gluckler, Bob Wilson, Water/Sewer Commission

Chairman Crowley explained where Medway falls in the state, compared to other cities and towns, Medway being in the bottom third or fifth for water and sewer respectively. Selectman Espinosa asked if the capital improvements as suggested in the master plan are included in the rates and Administrator Kennedy explained the sewer master plan is not included in the rates.

Selectman Trindade explained that rates are going up because putting in place staffing and procedures that were not there before and the Highland Street well, water meters, work for other facilities, Populatic well housing, I&I study. He explained the rates are still reasonable and we are putting things in place for finer water quality.

Discussion on Chlorine-Tom Holder

Some time ago, without having any information, DEP implemented a disinfection rate that they knew would prevent contamination. DPS has asked DEP to reconsider this disinfection rate and DEP is comfortable with reducing. DPS will implement a process to decrease chlorine rates and will continue to monitor and hopefully reduce again over the next six months. Mr. Holder was asked to present a report in three months on the reduction of chlorine.

Middle School Building Feasibility -Bob Tucker, Chair Middle School Building Committee

Selectman Trindade moved that the Board authorize the Chair to execute a contract with MSBA for a feasibility study, Middle School repair project, not to exceed \$250,000; Selectman Foresto Second; Discussion: Mr. Tucker updated the

Selectmen that the architect has started on Phase I, they are using a study that was performed ten years ago and they are looking for triggers that have changed in the building code. It was clarified that this is a repair project and building code changes may affect the scope of work. All ayes 5-0.

Administrator Kennedy will call Bob Tucker tomorrow to discuss how Medway gets reimbursed and the paying of the bills and its process. Selectman Trindade stressed that the Town should be paying all the projects bills and he would like a discussion of this on the next agenda.

Budget Transfer Requests

Selectman Trindade moved that the Board approve the budget transfer for police in the amount not to exceed \$5,000 from account 5110 to 5130 for overtime; Selectman Espinosa second; All ayes 5-0.

Selectman Trindade moved that the Board approve the budget transfer as requested by the Finance Director for Tri-County in the amount of \$2,372 from account 5747 to 5325; Selectman Foresto second; All ayes 5-0.

T.A.P Transient Vendor License

Selectman Dunne moved that the Board approve the T.A.P. Transient Vendor license on the dates and times read; Selectman Trindade second; No discussion; All ayes 5-0.

Thayer Property Committee

Chairman Crowley suggested a committee be formed consisting of 5 members (1 CPC, 1 Open Space, 1 Historical Commission, 1 Selectman and 1 Citizen at large) and have recommendations for the next meeting and then the Selectmen will give charge of what the committee is responsible for achieving. Selectman Dunne suggested only Selectman liaison and have a member from Parks. Selectman Trindade believes a Selectman should be committed to take part to show how important this is.

Chairman Crowley moved that the Board form a committee “Thayer Property Development Committee” consisting of five members (1 CPC, 1 Open Space, 1 Historical Commission; 1 Selectman; 1 Citizen at large); Selectman Trindade second; Discussion: Friendly amendment to remove Open Space and replace with Parks; All ayes 5-0.

The Town Administrator’s office will contact the above mentioned groups and ask for a member to be submitted for the next Selectmen’s meeting and will solicit for a Citizen at Large, if not able to complete by the July 6th meeting it will be moved to the 2nd meeting in July. Mr. D’Amico asked that a mission be developed and it was clarified that the committee will be recommending what the Thayer property will be used for.

Discussion Cable TV-PEG Access Broadcasts

Selectman Foresto discussed the town issues with cable and explained we are scheduled for installation of a municipal fiber network the end of August. **By September** we should have a change in how the system works.

Legislative Breakfast-Proposed dates of October 16, October 23, November 13 or November 20 were given to School Committee Chair Deb Trindade, she will contact the Legislative Delegation and set up a breakfast.

School Committee Report-Deb Trindade

The School Committee recently approved the lease of the Middle School roof and contract with Broadway for solar panels. Mr. Devolder will work with Mr. Verdolino and channel information to the energy committee and hope for a well crafted contract which works to the schools favor. Mrs. Trindade will ask Town Counsel to review, once completed. Administrator Kennedy asked Mrs. Trindade for help in obtaining a copy of the contract with Broadway for the HS solar project.

Action Items

Move to action item list to the front of the agenda for the next meeting.

Reviewed action items from action item list.

Warrants:

#51 6/24/10

School bills \$514,163.50

Gross payroll Town \$301,563.91

Gross payroll School \$1,854,405.00

Grand total \$2,670,132.49

Selectman Trindade moved that the Board approve the warrants as read; Selectman Espinosa second; Discussion: Selectman Dunne asked if the gross payroll school was inflated due to summer payments, it was clarified that it is; All ayes 5-0.

Selectmen's Reports

Dunne-nothing

Trindade-nothing

Foresto-nothing

Espinosa-nothing

Crowley-The Lions Club has donated flags for along Rte 109

Town Administrator's Report

Water Quality Report was mailed to residents

2 COPS grants will be applied for this evening

Almost done with town hall renovations (Tri-County will rebuild the desk in Sanford Hall)

End of year financials were discussed

Liaison Positions

Selectman Dunne moved that the Board approve the modified list of Liaison Positions; Selectman Trindade second; No discussion; All ayes 5-0.

Meeting Calendar

Selectman Trindade moved that the Board approve the Selectmen's Meeting Calendar as presented; Selectman Foresto second; No discussion; All ayes 5-0.

Mr. Heavey arrived and explained comments were made at Town Meeting regarding professionalism and Mr. Heavey submitted a list of his credentials.

At 9:38pm, with no further business to discuss, Chairman Crowley moved that the Board adjourn to Executive Session for reasons number three and six, with no intent to return to public session; Selectman Espinosa second; No discussion; Roll call vote; Foresto-aye, Trindade-aye, Dunne-ayes, Espinosa-aye, Crowley-aye.

Respectfully submitted,
Wendy Harrington
Board Secretary

*Approved July 6, 2010

MEDWAY BOARD OF SELECTMEN
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*Dennis Crowley, Chairman
Richard Dunne, Vice Chairman
John Foresto, Clerk
Glenn Trindade, Member
Andrew Espinosa, Member*

Board of Selectmen's Meeting Minutes - Final

July 6, 2010, 7:00 PM

Sanford Hall, Town Hall, 155 Village Street

Present: Chairman Dennis Crowley; Selectmen John Foresto (6:37 p.m.), Glenn Trindade, and Andrew Espinosa; and Town Administrator Suzanne Kennedy

The meeting was called to order at 6:34 p.m.

Selectman Trindade moved that the Board to go into Executive Session under exemptions #3 and #6 with the intent to return to public session; Selectman Espinosa second; No discussion, All ayes 3-0.

The Board of Selectmen returned to public session at 7:15 p.m.

Public comment: None

Action Items from Previous Meeting:

- The Selectmen will approve a series of Executive Session minutes during the next Executive Session, which will be held during the next regularly scheduled meeting on July 19, 2010. The Board requested that Administrator Kennedy review the minutes and make recommendations to the Board about what can and cannot be released.
- Administrator Kennedy spoke with Bob Tucker about MSBA reimbursement. She provided Mr. Tucker with the names of the two people who would be trained in ProPay so that he can follow up with the MSBA. There needs to be at least two people trained and the MSBA recommends that one be the School Business Manager and another be the Town Accountant.
- The Mass. General Law 30 day provision for payment in a contract only applies to public works contracts. If it is not a public works contract, the Board of Selectmen can add language in the contract with respect to payment terms that they deem appropriate. Administrator Kennedy spoke with Town Counsel and the date stamp matter can be incorporated into the contract. Administrator Kennedy will invite Town Counsel to the July 19 meeting to brief the Board of Selectmen on the 30 day language and the new Open Meeting law.
- Selectman Foresto has received a proposal from an architect on the Oak Street property. Once Selectman Foresto reviews the proposal he will pass it on to the Thayer Property Development Committee. Administrator Kennedy said that the Town advertised for the committee but have not received any responses.

Chairman Crowley said that the Board of Selectmen will appoint someone to the position if they do not get any responses.

- There is a process to approve permit applications in the absence of a Conservation Commission agent. They have advertised for a Conservation Agent and will start interviewing shortly. In the interim, Administrator Kennedy plans to hire a temporary agent. Chairman Crowley asked that permits be approved within two weeks unless the commission has an issue with the project.
- They have not received any formal applications for the Citizen-at-Large position on the Thayer Property Development Committee. Selectman Trindade will follow up with a resident who informally expressed an interest. The goal is for the committee to come back to the Town with a recommendation on what to do with the Thayer property. Allison Potter will send out a second notice to the committees from which the Board would like a recommendation for a position on this committee.
- Administrator Kennedy has not received a copy of the Broadway contract for the High School solar project. School Committee Liaison Deb Trindade will follow up on this matter.

Approval of Minutes:

Selectman Trindade moved that the Board of Selectmen approve the May 13, 2010 minutes; Selectman Foresto second; No discussion; All ayes 4-0.

Selectman Trindade moved that the Board of Selectmen approve the June 21, 2010 minutes; Selectman Foresto second; No discussion; All ayes 4-0.

Board of Selectmen Meeting Calendar:

Selectman Trindade moved that the Board of Selectmen amend their meeting calendar and move the October 4, 2010 Board of Selectmen meeting to October 5, 2010 at 7:00 p.m. with location to be determined; Selectman Espinosa second; No discussion; All ayes 4-0.

Appointment of Medway Cultural Council:

Selectman Trindade moved that the Board of Selectmen appoint Cynthia McLaughlin to the Medway Cultural Council for a term of 3 years; Selectman Foresto second; No discussion; Roll call vote: Espinosa-nay; Crowley-aye; Trindade-aye; Foresto-aye.

Reappointments - Memorial Committee, Cemetery Commission, and Educational Fund Committee:

Selectman Trindade moved that the Board of Selectmen appoint Bruce Hamblin to serve on the Cemetery Commission with a term expiring June 30, 2011, appoint Gordon Crosby to serve on the Memorial Committee with a term expiring June 30, 2011, and appoint Heidi Anderson to serve on the Educational Fund Committee with a term expiring June 30, 2013; Selectman Foresto second; No discussion; All ayes 4-0.

Status of Finance Committee New Appointees:

Resident Christopher Lagan was appointed to the Finance Committee. Applications are being accepted for the remaining 3 openings and they hope to fill them in the next thirty days.

School Committee Report from School Committee Liaison:

School Committee Liaison Deb Trindade reported that the School Committee is in negotiations on the Middle School solar project. The School Committee also plans to approve a vehicle efficiency policy at their upcoming meeting. This is one of the criteria for Medway to achieve Green Community status. Also, several new personnel have joined the Medway Public Schools as of July 1, 2010, including a new principal and assistant principal at the Middle School. Chairman Crowley asked Ms. Trindade to have the schools follow up with the Town Accountant regarding the FY11 school budget so this information can be loaded into MUNIS.

Parks Commission - Fees/Maintenance of Athletic Fields and Courts:

Chair of the Board of Parks Commissioners Sean Murphy explained that they are in the process of coming up with a new fee structure. Currently, each player is charged \$18 per season. \$8 of the fee goes into a repairs and maintenance fund and \$10 goes into a capital improvement fund that is used for major improvements. The \$18 fee is only charged to recreational clubs and organizations and not school teams. At the last Parks meeting, only two of the groups that use the fields attended. The Parks department has invited all groups who use the fields to provide feedback before their July meeting. The Parks department is awaiting additional feedback before making their final decision on a new fee structure. It was agreed that the funding and maintenance of town fields is confusing and should be better organized. Chair of the Town Wide Facility Management Committee Bob Parella said the committee is in its preliminary phases but they hope to release a report on the town facilities, including parks and fields, by next spring and will work with the Parks department to address some of the confusion about the field oversight.

Approval for Ben Speaks Road Race:

Selectman Trindade moved that the Board of Selectmen approve the Ben Speaks Road Race scheduled for October 10, 2010; Selectman Espinosa second; Discussion: Mr. Trindade requested that the Town attempt to identify funds available that can help pay for the required detail officers; **All ayes 4-0.**

Authorization to Expend Grant Funds - U.S. Senate Special Elections:

Selectman Trindade moved that the Board of Selectmen accept the U.S. Senate Special Elections funding from the Massachusetts Secretary of State in the amount of \$5,298 to cover personnel expense and elections expense associated with the 12/8/2009 primary and 1/19/2010 final election; Selectman Espinosa second; No discussion; All ayes 4-0.

Authorization of Chair to Execute Contract for Engineering Services - Tetra Tech

Rizzo:

The Planning and Economic Development Board went through an RFP to find a firm to provide on call engineering services. They selected Tetra Tech Rizzo. Town Council Barbara Saint Andre reviewed and approved the contract. Chairman Crowley asked Administrator Kennedy to provide the Board with the amount of money that is currently in the revolving account for engineering services at the next meeting.

Selectman Trindade moved that the Board of Selectmen authorize Chairman Crowley to execute a contract for engineering services with Tetra Tech Rizzo as recommended by the Planning and Economic Development Coordinator Susy Affleck Childs; Selectmen Foresto second; No discussion; All ayes 4-0.

BOS Authorization for Chairman to Sign Agreements in Connection with the MSBA/Medway Middle School Project:

Selectman Trindade moved that the Board of Selectmen authorize Chairman Crowley to sign any and all agreements in connection with the MSBA/Medway Middle School Project with approval of the Board of Selectmen. Selectman Foresto second; Discussion: The Board questioned what the intent of the MSBA's request for this vote is; All ayes 4-0.

Authorization of Chair to Execute Agreement - Norfolk County Mutual Aid Agreement for Joint Fire, Rescue, and/or Ambulance Service:

This agreement allows Medway to provide fire, rescue and/or ambulance service to a neighboring town if needed and also have neighboring towns provide Medway with the same services if needed.

Selectman Trindade moved that the Board of Selectmen authorize Chairman Crowley to execute the Norfolk County Mutual Aid Agreement as prepared and recommended by Fire Chief Paul Trufant; Selectman Espinosa second; No discussion; All ayes 4-0.

There was discussion about the false alarms that have occurred at Lovering Heights. Chief Trufant said approximately \$4,500 has been spent since January 2010 responding to false alarms at Lovering Heights. Chairman Crowley asked Chief Trufant to come to the July 19 meeting with the cost to replace the smoke detectors at Lovering Heights.

Discussion - August Special Town Meeting:

The Board discussed scheduling a Special Town Meeting in August to address several items, including a land acquisition, that cannot wait until the Fall Town Meeting. The Chairman asked that an email be sent to department heads to see if they have any items they would like included on the warrant.

Selectman Trindade moved that the Board of Selectmen schedule a Special Town Meeting for August 9, 2010; Selectman Foresto second; No discussion; All ayes 4-0.

Approval of Warrants:

Warrant #53 & 01 6/30/10 and 7/8/10

Gross Payroll Town \$262,251.27

Gross Payroll School \$564,514.55

Total \$826,765.82

Selectman Trindade moved that the Board approve the warrant as read; Selectman Espinosa second; No discussion; All ayes 4-0.

Town Administrator's Report:

Administrator Kennedy reported on the new Open Meeting law that became effective July 1, 2010. She would like to hold an information session for all Town boards and committees in September relative to the Open Meeting laws. The Town now needs to have meeting notices available 24/7. The Board does not think this is feasible.

Selectman Trindade is going to draft a letter for the Board's review to send out to neighboring towns similar to the letter they received from Walpole regarding this matter. Administrator Kennedy also reported that the agenda now needs to accompany the meeting posting.

Selectmen's Reports:

- Trindade - Nothing to report.
- Espinosa - Nothing to report.
- Foresto - Nothing to report.
- Crowley - Congratulated the Selectmen and Town on its thorough budgeting process.

At 9:15 p.m. Selectman Trindade moved that the Board adjourn for the evening; Selectman Foresto second; No discussion; All ayes 4-0.

Respectfully submitted,
Michelle Reed

*Approved July 19, 2010

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Board of Selectmen's Meeting Minutes

July 19, 2010, 7:00 PM

Sanford Hall, Town Hall, 155 Village Street

Present: Chairman Dennis Crowley; Selectmen John Foresto, Glenn Trindade, and Andrew Espinosa; and Town Administrator Suzanne Kennedy

The meeting was called to order at 7:25 p.m.

Public comment: None

Town Counsel Discussion: Town Counsel Barbara Saint Andre summarized the new Open Meeting law changes that became effective July 1, 2010. She stated that she hopes to hold an informational session in September to review the changes with all Town boards and committees. She stated that several groups are talking with the Attorney General about how towns can comply with the new requirement to file all documents and exhibits with the minutes without wasting resources. Town Clerk Maryjane White stated that Medway is complying with the new 24/7 posting regulation by posting all notices on the Town website and also by placing a copy of each notice in a notebook at the police station. Town Counsel Saint Andre is going to look into whether copies of each warrant need to be filed with minutes.

Town Counsel Saint Andre explained that the 30 day payment terms on construction contracts apply to public buildings but there is no similar statute for public works. The Board of Selectmen can add payment terms to public works contracts. Administrator Kennedy asked Town Counsel Saint Andre to recommend date stamp language that can be added to public works contracts.

The discussion on the new Section 12 liquor laws was deferred to the next Board of Selectmen's meeting.

School Committee Report from School Committee Liaison:

School Committee Liaison Deb Trindade reported that the School Committee passed the fuel efficiency vehicle policy at their last meeting. She also stated that she has heard back from Senator Spilka's office and October 16 works for Senator Spilka for the legislative breakfast. She will follow-up with Representatives Dykema and Vallee to see if that date works for them. Chairman Crowley noted that 99% of the school budget has been loaded into MUNIS and they hope to have it completed by the end of this week.

Open, Closing, and Approval of August 9, 2010 Special Town Meeting Warrant:
Selectman Trindade moved that the Board of Selectmen open the warrant for the Special Town Meeting on August 9, 2010; Selectman Foresto second; Discussion: The Board discussed the difference between Article 3 and 4 and whether the Planning and Economic Development Board and Conservation Committee has reviewed and approved both; All ayes 4-0.

Selectman Trindade moved that the Board of Selectmen approve Article 1; Selectman Foresto second; Discussion: This article refers to 7.6 acres that the Town would like to acquire for open space purposes along Adams Street; All ayes 4-0.

Selectman Trindade moved that the Board of Selectmen approve Article 2; Selectman Espinosa second; Discussion: This article refers to the Town Clerk's salary; All ayes 4-0.

Selectman Trindade moved that the Board of Selectmen authorize a 2% pay increase for the Town Clerk with said calculation to be included on the warrant for the August 9, 2010 Special Town Meeting and pay increase will reflect \$750 signing bonus; Selectman Foresto second; No discussion; All ayes 4-0.

Selectman Trindade moved that the Board of Selectmen approve Article 3; Selectman Foresto second; No discussion; All ayes 4-0.

Selectman Trindade moved that the Board of Selectmen approve Article 4; Selectman Foresto second; No discussion; All ayes 4-0.

Selectman Trindade moved that the Board of Selectmen add a 5th article to the warrant for the August 9, 2010 Special Town Meeting for the purposes of funding an engineering study and assistance to the Thayer Property Development Committee. Chairman Crowley offered a friendly amendment that the study should not exceed \$12,000; Selectman Espinosa second; Discussion: Chairman Crowley noted that Selectman Dunne, who was not present, previously stated that he will not vote for any further open space land purchases until there is a formal plan put in place for what will be done with the Thayer property. Selectman Foresto stated that he understands Selectman Dunne's concern but wanted to make sure that it was clear that it was Selectman Dunne's opinion and not a policy of the Board; All ayes 4-0.

Selectman Trindade moved that the Board of Selectmen close the warrant for the August 9, 2010 Special Town Meeting; Selectman Foresto second; No discussion; All ayes 4-0.

Authorization to Issue Bonds:

Treasurer/Collector Melanie Phillips explained that this is the Town's first opportunity to refund the 1997 General Obligation Bond. The Town tried to refund the bond in 2008 but before they were able to go out to bid the bond market crashed. Refunding the bond

will result in approximately \$3 million in debt service cost savings over the next six years. Selectman Espinosa asked Treasurer/Collector Phillips to determine the change in the Town's debt service ratio as a result of the August bond borrowing and refunding.

Selectman Espinosa moved that the Board of Selectmen authorize the Treasurer/Collector to petition the Massachusetts Department of Revenue for permission to bond \$7,501,093, which includes \$1,971,043 in new money and also seek approval to refund the 1997 General Obligation Bond for the balance after the lump sum present value MSBA payment; Selectman Trindade second; Discussion: Even though the Department of Revenue approved the refund in 2008, they will need to review the request again; All ayes 4-0.

Update from Fire Chief Trufant:

Chief Trufant reported that no other community charges to train other communities on the Live Fire, Multi-Trainer simulator.

Chief Trufant reported that between January 1, 2010 and June 30, 2010 the fire department responded to 20 calls at Lovering Heights for alarms due to burnt food and smoke from cooking. The 20 calls cost approximately \$4,740. He said all of the calls were the result of sensitive fire alarms and new alarms will not put the residents at risk. The new alarms will cost approximately \$3,500. The Board asked that Chief Trufant follow-up with the Housing Authority and ask them to contact the State to see if they will replace the alarms. If the State refuses to replace the alarms, the Board would like to know what Medway's liability is if it replaces the alarms. Administrator Kennedy said she would report back to the Board on this issue at the next meeting.

The Board also asked Chief Trufant to recommend a schedule for putting up and taking down the flags at their next meeting.

Authorization of Chair to Execute GATRA Contract:

Council on Aging Director Missy Dziczek reported that ridership is steady. Riders are asked to make a \$1 donation each way and there are about 30 riders on average a day. Director Dziczek reported that GATRA got new buses with federal stimulus money and she hopes Medway will get an additional bus to avoid riders having to stand. Chairman Crowley asked Director Dziczek to follow-up with GATRA about possibly providing service into Boston.

Selectman Trindade moved that the Board of Selectmen authorize Chairman Crowley to execute GATRA contract for current year; Selectman Foresto second; No discussion; All ayes 4-0.

Authorization of Chair to Execute Contract Amendment #2 for Fiber Optic Municipal Area Network, Phase III-Comm-Tract, Inc.:

IT Director Rich Boucher explained that this phase involves adding the Highland and Lovering water tanks to the network.

Selectman Trindade moved that the Board of Selectmen authorize Chairman Crowley to execute contract Amendment #2 for the Fiber Optic Municipal Area Network, Phase III with Comm-Tract, Inc.; Selectman Foresto second; Discussion: The Board discussed the cost of adding laterals and asked Director Boucher to follow-up with the Water and Sewer Commission as a courtesy; All ayes 4-0.

Appointments to Thayer Property Development Committee:

Selectman Trindade moved that the Board of Selectmen increase the number of appointees on the Thayer Property Development Committee from 5 to 7; Selectman Foresto second; No discussion; All ayes 4-0.

Selectman Trindade moved that the Board of Selectmen appoint the following people to the Thayer Property Development Committee: Mark Wilcox, Mark Cerel, Sean Murphy, John Foresto, Dan Hooper, Marcia Kramarz, and Rob Pomponio; Selectman Espinosa second; No discussion; All ayes 4-0.

Chairman Crowley asked Administrator Kennedy to follow-up with Rob Pomponio to see if he will accept the appointment.

Authorization of Chair to Execute Contract with KBA Architects-Middle School Project:

Administrator Kennedy reported that Town Counsel Chris Petrini recommended that Chairman Crowley sign the contract with KBA Architects conditioned upon the KBA providing certificates of insurance that meet the contract requirements as determined by Town Counsel Petrini and, that once Medway receives proper certificates of insurance, they file complete copies with the original contracts.

Selectman Trindade moved that the Board of Selectmen authorize Chairman Crowley to execute the contract with KBA Architects with conditions outlined by Administrator Kennedy; Selectman Espinosa second; No discussion; All ayes 4-0.

Approval of Warrants:

Warrant #3 & 7/22/2010

Town Bills \$1,273,929.93

Gross Payroll Town \$220,687.15

Gross Payroll School \$490,009.18

Total \$1,984,626.26

Selectman Trindade moved that the Board approve the warrant as read; Selectman Espinosa second; No discussion; All ayes 4-0.

Town Administrator's Report:

- Administrator Kennedy reported that Medway received preliminary approval for the FEMA grant relative to the Brentwood drainage project. The grant would be approximately \$550,000. She will update the Board on this matter at the September meeting.

- She also reported that Medway received \$10,000 from FEMA for damage the Town sustained during the severe rain this past spring.
- A task force has been formed and is working to implement the new GIS system and integrate it into the Town's website.

Selectmen's Reports:

- **Foresto** – Reported that they are ordering the equipment for the changeover to the fiber optic network.
- **Trindade** - Nothing to report.
- **Espinosa** – Requested that the Planning and Economic Development Board and Town Counsel recommend a process for accepting streets at the October Board of Selectmen's meeting. He also wanted to know whether the Route 109 Project is on the TIP list. Administrator Kennedy reported that the RFP Design Review Committee has been appointed and they hope to make a recommendation on a contractor to the Board of Selectmen in September.
- **Crowley** – Requested that Administrator Kennedy post information about the August 9, 2010 Special Town Meeting on the website.

Action Items:

- Selectman Trindade volunteered to be the liaison for the DPS feasibility study.

Finance Committee New Appointees:

Residents Christopher Lagan and James Sheehan were appointed to the Finance Committee. Applications are being accepted for the remaining 2 openings.

Approval of Minutes:

Selectman Trindade moved that the Board of Selectmen approve the July 16, 2010 minutes; Selectman Foresto second; No discussion; All ayes 4-0.

At 9:15 p.m. Selectman Trindade moved that the Board of Selectmen go into Executive Session under exemptions #3 and #6 with no intent to return to public session; Selectman Foresto second; No discussion; All ayes 4-0 upon roll call vote.

Respectfully submitted,

Michelle Reed

Approved 9/7/10

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*Dennis Crowley, Chairman
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John Foresto, Clerk
Glenn Trindade, Member
Andrew Espinosa, Member*

Board of Selectmen's Meeting Minutes

**August 9, 2010, 6:00 PM
88 Summer Street
Room 111-A**

BOARD MEMBERS PRESENT: Dennis Crowley, Chairman; Richard Dunne, Vice-Chairman, John Foresto, Clerk; Glenn Trindade, Member; Andrew Espinosa, Member and Town Administrator Suzanne Kennedy

Also Present: Tom Holder and Amy Sutherland, Meeting Recording Secretary

The Chairman opened the meeting at 6:00 pm.

Board Business:

The Board of Selectmen had a discussion about the Town Meeting motions, including the dismissal of Articles 3, 4, and 5.

Article 3:

To see if the Town will vote to authorize the Board of Selectmen to accept as a gift from Granite Estates Inc. one parcel of land totaling 3.53. acres (more or less) identified as Parcel B on the Granite Estates Definitive Subdivision Plan dated November 1999, prepared by Dillis and Mische, Inc. of Ayer, MA. The plan was endorsed by the Medway Planning Board on June 2, 2000, a copy of which is on file with the Medway Town Clerk, and recorded at the Norfolk.

County Registry of deeds on June 30, 3000 in Plan Book 475 as Plan 353 of 2000. The subject property is Parcel 28 B on Medway Assessors Map 3, also known as 13R Tulip Way. Or to Act in any manner relating thereto.

Article 4:

To see if the Town will vote to authorize the Board of Selectmen to accept as a gift from Granite Estates, Inc. one parcel of land totaling 58,006 sq. ft (more or less) identified as Parcel D on the modified Ishamel Coffee Estates Definitive Subdivision Plan dated July 30, 2004, last revised August 25, 2004, prepared by Faist Engineering of Southbridge, MA and O'Driscoll Land Surveying of Medway, MA. The Subdivision modification was approved by the Planning Board on August 11, 2004. The plan was endorsed on August 31, 2004, a copy of which is on file with the Medway Town Clerk, and recorded at the Norfolk County Registry of Deeds on September 1, 2004 in Plan Book 527 as Plan #6 on 2005. The subject property is Parcel A1-6 on Medway Assessors Map 5, also known as 6 Independence Lane. Or to act in any manner relating thereto.

Article 5:

To see if the Town will vote to raise and appropriate or transfer the sum of \$12,000 from the Community Preservation Fund for the purpose of an architectural engineering study for the rehabilitation of the Thayer House Property located at 2B Oak Street, Medway Massachusetts.

Mr. Espinosa noted that the issues with these articles should have been discussed prior to this evening. It was recommended that a check list be created to address all issues prior to the town meeting.

On a motion made by Glenn Trindade and seconded by Andrew Espinosa, the Board of Selectmen voted unanimously to dismiss Article Three, Article Four, and Article Five as presented.

The Board of Selectmen communicated that they do not want a situation like this to come up again on the evening of Town Meeting.

On a motion made by Glenn Trindade and seconded by Andrew Espinosa, the Board of Selectmen voted by roll call vote to go into Executive Session at 6:07 PM under exemptions three: to discuss strategy with respect to collective bargaining or litigation and six: to consider the purchase, exchange, lease or value of real estate property.

It was so voted: Mr. Crowley – aye, Mr. Dunne – aye, Mr. Foresto – aye, Mr. Trindade – aye, and Mr. Espinosa – aye.

The Board would be discussing a sewer claim. It would be returning to open session to continue with the regular meeting.

The Board of Selectmen returned to public session at 6:27 p.m.

Warrants:

The Town Administrator informed the Board that the warrants were in her office at Town Hall.

Middle School Fee Waiver:

Prior to voting, Selectmen Trindade wanted to know if the High School received a waiver of building permit fees. It was communicated that the High School did receive a waiver.

On a motion made by Glenn Trindade and seconded by John Foresto, the Board of Selectmen voted unanimously to waive the Building Department Inspection Fees associated with the Medway Middle School Solar Panel Project.

Bond Award:

Melanie Phillips, Treasurer, presented bond information to the Board of Selectmen.

The Board of Selectmen is in receipt of a memo titled General Obligation Bond awards. It was recommended that the Board of Selectmen award the General Obligation Bond to Robert Baird & Company, Inc. at 2.92%

It was further recommended that the Board of Selectmen award the refunded General Obligations Bond to Robert Baird & Co., Inc at 1.33%.

On a motion made by Glenn Trindade and seconded by Richard Dunne, the Board of Selectmen voted unanimously to award the General Obligation Bond for \$7,501.093 dated August 15, 2010 to Robert Baird & Co., Inc. with a bid of 2.92% and a premium of \$55,022.11. Further, that the Board of Selectmen award the refunded 1997 General Obligation Bond of \$1,205,000 to Robert Baird & Co., Inc. with a bid of 1.33% and a premium of \$22,827.90.

Contract:

The Board of Selectmen discussed the execution of a contract with S E A Consultants, Inc. for a Comprehensive Water Resource Management Plan. Mr. Holder explained that the Town of Medway must create a comprehensive plan that addresses water, sewer, and stormwater issues so that all meet the regulatory requirements. There is funding available from last year's grant writing article to pay for S E A's development of the project evaluation form for submission to the DEP for the state revolving loan.

On a motion made by Glenn Trindade and seconded by Andrew Espinosa, the Board voted unanimously to authorize the Chairman to sign the contract with S E A Consultants not to exceed \$10,000.

Adjourn:

On a motion made by Glenn Trindade, and seconded by Andrew Espinosa, the Board of Selectmen voted unanimously to adjourn the meeting at 6:55 PM.

The meeting was adjourned at 6:55 PM.

Respectfully Submitted,

Amy Sutherland
Meeting Recording Secretary

Approved 9/7/10

MEDWAY BOARD OF SELECTMEN

155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
(508) 533-3264 • FAX: (508) 533-3281

*Dennis Crowley, Chairman
Richard Dunne, Vice Chairman
John Foresto, Clerk
Andrew Espinosa, Member
Glenn Trindade, Member*

Board of Selectmen's Meeting

August 20, 2010, 10:30 AM

Sanford Hall

Town Hall, 155 Village Street

PRESENT: Selectman Chair, Dennis Crowley; Selectmen John Foresto, Andrew Espinosa and Glenn Trindade; and Town Administrator Suzanne Kennedy

The Chairman called the meeting to order at 10:35 AM and the Board recited the Pledge of Allegiance.

There was no public comment.

Deed Acceptance – Seacord Realty Trust, Adams Street Property

Ms. Kennedy stated that the deed for the Adams Street property must be accepted prior to the closing scheduled at the end of the month. She stated that the seller has not yet remitted the deed, but Town Counsel has said it is okay to vote to accept it.

Mr. Trindade moved, seconded by Mr. Espinosa, and it was

VOTED: that the Board of Selectmen accept the deed for the 61 Adams Street property as described in the purchase and sales agreement with Seacord Realty Trust. All ayes 4-0.

Designation of Limited Power of Attorney – Adams Street Property Transaction

Ms. Kennedy stated that a limited power of attorney is needed in the event that additional paperwork must be executed by the Town related to the property transaction. Town Counsel does not anticipate any additional documents for the sale to be completed, but recommended it as a precaution should the necessity arise.

Mr. Crowley asked whether this action would then allow the signing of documents without having to convene a Board of Selectmen's meeting to authorize it. Ms. Kennedy answered affirmatively.

Mr. Trindade moved, seconded by Mr. Foresto, and it was

VOTED: that the Chairman, Dennis Crowley, be designated the Town of Medway's power of attorney for all matters relating to the purchase of the Adams Street property from the Seacord Realty Trust. All ayes 4-0.

Thayer Property Development Committee

Mr. Foresto updated the Board on the activity of the Thayer Property Development Committee. He said the committee is establishing rules for the use of the property. There is no definition yet as to what will be done or the long-term interest of the Town.

Mr. Foresto stated that there would be a meeting in Saturday on site. All Town boards, committees and groups will be invited to visit the property for historical tours, a short presentation on the purpose and direction of the committee and to invite public input.

Mr. Crowley stated that the presentation would include the proposed plan to expand the building and the barn. Mr. Foresto also mentioned that the committee has considered putting a caretaker on the second floor of the house.

The Board liked the idea.

Capital Improvement Planning

Mr. Crowley stated that he and Ms. Kennedy attended the Capital Improvement Planning Committee last night. They provided input on what the Selectmen would be looking for in the proposed plan.

Ms. Kennedy suggested she and Mr. Crowley meet with the CIPC again before its next meeting. Mr. Crowley thought a joint meeting should be set up in mid to late September.

Mr. Trindade said he was not aware the Police Dept. purchased another cruiser. He said the full Board should have been informed prior to the purchase.

At 10:50 AM Selectman Foresto moved that the Board adjourn; Selectman Trindade seconded the motion; No discussion; All ayes 4-0.

Approved 9/7/10

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*Dennis Crowley, Chairman
Richard Dunne, Vice Chairman
John Foresto, Clerk
Glenn Trindade, Member
Andrew Espinosa, Member*

Board of Selectmen's Meeting Minutes

September 7, 2010, 6:00 p.m.

Sanford Hall, Town Hall, 155 Village Street

Present: Chairman Dennis Crowley; Selectmen Richard Dunne (7:30 PM), John Foresto, Glenn Trindade, and Andrew Espinosa; and Town Administrator Suzanne Kennedy

At 6:00 PM, Mr. Trindade moved, seconded by Mr. Espinosa, to enter into Executive Session for reasons number three and six, with the intent to return to public session for the regular meeting scheduled at 6:30 PM; No discussion; Roll call vote; Foresto – aye, Trindade-aye, Espinosa-aye, and Crowley-aye.

The Board of Selectmen returned to public session at 7:00 PM.

Public comment: None

Action Items:

- **Stretch Code:** The Medway Energy Committee is looking at this issue and speaking with other communities that have adopted the Stretch Code. The Board requested that Frank Faist, Chair of the Energy Committee, and John Emidy, Medway Building Inspector, come to the September 20 meeting and provide them with an update.
- **Roles & Responsibilities:** This will be discussed at a November meeting.
- **Outsourcing Activities:** The Chairman requested Mr. Trindade contact Mr. Holder to address his interest in both vehicle and park maintenance.
- **Planning and Economic Development Board Revolving Account:** The balance of the Plan Review Fund is approximately \$114,000 and the balance of the Construction Observation Fund is approximately \$45,000.
- **Street Acceptance:** The Town Administrator will set up a workshop on this issue with the Planning and Economic Development Board and Board of Selectmen for the first two weeks in December. A preliminary meeting may be scheduled in October. The Board would like a report from the Planning and Economic Development Board on what streets have not been accepted, why they have not been accepted, and what the legal implications are if the Town accepts them in their current condition. They also want a policy developed for addressing this issue going forward. Selectman Espinosa will follow-up with Susan Affleck-Childs on this matter.
- **Debt Service Ratio:** The Treasurer/Collector will attend the September 20 meeting and provide the Board with an update.

- Road Projects: Selectman Trindade requested a list of the road projects that have been finished to date.
- Traffic Pattern at Recycling Center: DPS Director Tom Holder provided the Board with an update on the projects that are underway at the recycling center to address this issue.
- Center Street Parking Lot: The Town has received three quotes for this project and it should be completed this year.

Update from DPS Director – Chlorination Reduction/Flushing Program:

DPS Director Tom Holder explained that the Town had an issue with bacteria in its water supply over a year ago and as a result the Department of Environmental Protection (DEP) mandated that the Town disinfect the water supply. The Town started regularly adding sodium hypochloride, which is commonly known as chlorine. Due to improved practices, this is no longer an issue and the DEP is allowing the Town to incrementally reduce the amount of chlorine in the water but not eliminate it. The Town plans to begin reducing the amount of chlorine in the water after the town-wide flushing program has been completed. The reduced level of chlorine will still provide protection to the residents but will reduce the odor that is associated with adding chlorine to the water.

DPS Director Holder reported that the Town plans to start the town-wide flushing program on October 4, 2010 and that it should take 4-6 weeks to complete. The Town plans to communicate the flushing schedule to the public via postcard like they did last year.

The contract to replace the Highland Street water tank is currently being negotiated. The plan is to install the new tank in March of next year and demolish the old tank in April. Site work will be completed in May/June of next year.

Approval of Minutes:

July 19, 2010

Selectman Trindade moved that the Board of Selectmen approve the July 19, 2010 minutes; Selectman Espinosa second; No discussion; All ayes 4-0. Selectmen Dunne abstained.

August 9, 2010

Selectman Trindade moved that the Board of Selectmen approve the August 9, 2010 minutes as amended; Selectman Espinosa second; Discussion: The Selectmen would like to amend pg. 3, line 19 to read that “there is sufficient money in the account for grant writing services, which was approved in 2009.”; All ayes 5-0.

August 20, 2010

Selectman Trindade moved that the Board of Selectmen approve the August 20, 2010 minutes; Selectman Espinosa second; No discussion; All ayes 4-0. Selectmen Dunne abstained.

Finance Committee New Appointee:

Chairman Crowley congratulated resident Kevin Dickie on his appointment to the Finance Committee.

School Committee Report from School Committee Liaison:

School Committee representative Shelley Wieler reported to the Board on the following items:

- The opening of the 2010 school year was a success.
- Medway is one of the Race to the Top winners from Massachusetts and received \$20,000. There are no plans yet for this money.
- Medway was also awarded significant funds through the Jobs grant and as a result there were no layoffs this past year. Ms. Wieler stated that the School Committee is looking into whether the remaining funds can be held over to prevent layoffs in 2012.
- Student enrollment this year is up by 85 students from last October's estimate. Ms. Wieler explained that the majority of the students are residents who returned to the public school system.
- They are looking at November 13th or 20th for the legislative breakfast. They have not heard back from Senator Spilka's office yet.
- The solar contract for the Middle School is almost complete. She expects the final details to be worked out in the next week.

Chairman Crowley said he had the pleasure of meeting with the new Middle School principal Armand Pires and congratulated the School Committee and Superintendent on a great new hire. Chairman Crowley also provided an update on the Middle School project. He stated that the Middle School Building Committee is meeting with the architects and the sub-committee is reviewing the initial cost estimate and refining the scope of the project. The Board wanted to make sure that it is clear that this project will not require an override but it is possible that it will require a debt exclusion.

Emergency Transfer-Engine Pump Fire Department:

The pump on Engine 4 is not working and as a result the engine is out of service.

Selectman Trindade moved that the Board approve an emergency transfer from the Finance Committee in the amount of \$10,000 for repairs to the pump on Engine 4; Selectman Dunne second; No discussion; All ayes 5-0.

Authorization to Expend Grant Funds – Executive Office of Elder Affairs:

Council on Aging Director Missy Dziczek said that Medway is eligible to receive \$7 per elder. Medway has 1,478 elders. This money is available each year to all councils in Massachusetts. The funds will be used to pay for conferences, volunteer recognition, the volunteer coordinator, exercise contractors, and an annual maintenance fee for the computer system that it used.

Selectman Trindade moved that the Board expend grant funds from the Executive Office of Elder Affairs for the purpose of providing services to the elders in Medway in the amount of \$10,346.00; Selectman Dunne second; No discussion; All ayes 5-0.

Authorization of Chair to Execute Contract with People GIS:

Planning and Economic Development Coordinator Susy Affleck-Childs explained that a geographic information system (GIS) takes geographic based data and information and transfers it to maps. It will allow municipal employees and residents to see many things related to the Town of Medway, including the locations of wetlands, septic systems, wells, and water and sewer lines in Medway. The initial investment will include the system framework and a needs assessment. Selectman Trindade said he would work with Ms. Affleck-Childs and Administrator Kennedy to create a plan for how this system will be used in Medway and report back to the Board.

Selectman Trindade moved that the Board authorize the Chair to execute a contract with People GIS not to exceed \$38,000 for services pursuant to the contract; Selectman Espinosa second; No discussion; All ayes 5-0.

Authorization of Chair to Execute Contract with VNA and Hospice of Greater Milford:

Board of Health Agent Bill Fisher explained that the VNA conducts health screening clinics and also provides follow-up care to patients to ensure that they are receiving the proper care and taking their medication. He also said that at this point he anticipates Medway will receive limited doses of the seasonal flu vaccine this year.

Selectman Trindade moved that the Board authorize the Chair to execute a contract with Milford Regional Medical Center d/b/a VNA and Hospice of Greater Milford not to exceed \$14,150 for services pursuant to contract; Selectman Dunne second; No discussion; All ayes 5-0.

Approval of 10/2/2010 Cystic Fibrosis Cycle for Life Bicycle Ride:

Selectmen Trindade moved that the Board approve the request from the Cystic Fibrosis Foundation to hold the CF Cycle for Life Bicycle Ride on October 2, 2010; Selectmen Dunne second; Discussion: Police Chief Tingley reviewed the route and approves the issuing of the permit with the stipulation that the organization hire two detail officers to assure the safety of the riders and flow of traffic; All ayes 5-0.

Approval of 9/11/10 Alex Handy 5K Memorial Walk/Run:

Selectmen Trindade moved that the Board approve the request from the Alexander Handy Memorial & Scholarship Foundation to hold the 2nd Annual Alex Handy Memorial 5K Walk/Run on 9/11/2010; Selectmen Dunne second; Discussion: The route was changed due to traffic concerns. The event will require two detail officers. The organizations that hold these events need to hire the detail officers since the State eliminated the grant that allowed Medway police officers to work these details; All ayes 5-0.

Approval of 9/25/2010 AMVETS Ride for the Blind:

Selectmen Trindade moved that the Board approve the request from the Norfolk Lions Club to hold the Ride for the Blind on 9/25/2010; Selectmen Dunne second; All ayes 5-0.

Discussion of Budget & Warrant Calendar:

The Board asked Administrator Kennedy to revise the budget calendar for the next meeting and account for the school budget being received the first week in February. Administrator Kennedy said she would also have a 5 year revenue forecast prepared for the next meeting.

Administrator Kennedy said that department heads received the Capital Improvement Plan instructions several weeks ago and their requests are due to her on September 25. The requests will then be forwarded to the Capital Improvement Planning Committee (CIPC) on October 1. The Board requested a copy of the information that is sent to the CIPC on October 1. The Board would also like to have a preliminary meeting with the CIPC in November.

The Board requested preliminary closeout numbers by department, including the schools, for FY10 and the first quarter report from MUNIS. Administrator Kennedy said that she will provide this information to the Board when it is prepared but in the meantime would provide the Board with a copy of the report that was sent to the DOR.

The Board also stated that it fully intend to hold the Annual Town Meeting in May next year pursuant to the Charter. It was moved to June this year due to extraordinary circumstances related to the State budget.

Approval of Warrants:

Warrants 11-9SPA & 11-10 9/2/2010 & 9/9/2010

Town Bills \$5,926,375.31

Gross Payroll School \$2,044.46

Total \$5,928,419.77

Selectman Trindade moved that the Board approve the warrant as read; Selectman Espinosa second; Discussion: Board wanted clarification on why the amount was close to \$6 million. Selectman Foresto explained that it included the payout by the MSBA for the elementary school project; All ayes 5-0.

Town Administrator's Report:

- Administrator Kennedy said that she has not heard back from the State about the recycling grant the Town applied for, which is intended to generate businesses' participation in the recycling program. The review process at the state level has been protracted and it is unknown at this time when the Town can expect a response.
- Medway has been invited to apply for an NSTAR energy grant. Administrator Kennedy plans to work with the Medway Energy Committee on this.
- Administrator Kennedy is working with Town Counsel to revise the scope of services portion of the contract to make it more succinct.

- At the next meeting, she will update the Board on whether they can add links to local newspapers on the Town's website.
- DPS Director Tom Holder would like to meet with the Board to discuss a new DPS facility. Chairman Crowley suggested that Mr. Holder speak with Selectman Trindade as he is the liaison to the Facility Feasibility Study Committee.
- There will be an Open Meeting workshop held in October for all Town boards and committees relative to the new changes to the law effective July 1, 2010.
- The Board would like to defer a discussion on the legislative amendment relative to selling liquor at 10 a.m. on Sundays until a request is brought to the Board.

Selectmen's Reports:

- Foresto – The Thayer Property Development Committee has been meeting every week. They are planning to hold an open house at the property for residents but a date has not been set. They anticipate an article at the Fall Town Meeting relative to funding architectural and design work for this project.
- Trindade – None.
- Espinosa – None.
- Dunne – None.
- Crowley -
 - No date has been set yet for Medway's 300th Anniversary celebration. The committee is meeting at the end of the month.
 - The Board would like an update on the Route 109 project at the September 20 meeting.

Selectman Foresto moved to adjourn; Selectman Dunne second; No discussion; All ayes 5-0.

Respectfully submitted,
Michelle Reed

Approved: 10/25/10

MEDWAY BOARD OF SELECTMEN

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John Foresto, Clerk
Glenn Trindade, Member
Andrew Espinosa, Member*

Board of Selectmen's Meeting Minutes

September 20, 2010, 7:00 p.m.

Sanford Hall, Town Hall, 155 Village Street

Present: Chairman Dennis Crowley; Selectmen John Foresto, Glenn Trindade, Andrew Espinosa and Richard Dunne; and Town Administrator Suzanne Kennedy.

The meeting was called to order at 7:00 p.m.

Public comment: None

Action Items:

- Outsourcing Activities – This will be discussed at October 18 meeting.
- BOS October Meeting Schedule – The October 5 BOS meeting was cancelled because the Board will not have a quorum. The Board will hear a presentation from the Middle School Building Committee about the Middle School repair project at their October 18 meeting. They plan to hold a special meeting on October 25 to further discuss this issue. The Board would like additional information on whether the Middle School repair project needs to be placed on the ballot for a town-wide vote.

Selectman Dunne moved that the Board hold a special meeting on October 25 to discuss the Middle School repair project; Selectman Trindade second; No discussion; All ayes 5-0.

- Medway Clean Up Day – The Friends of Choate Park do not want to participate in this event.
- Solid Waste Report – This will be discussed in November.
- Legislative Breakfast – There is no date set for this event.
- Open Meeting Training – There will be training on October 13 at 7:00 p.m. in Sanford Hall for all boards and committees on the new Open Meeting laws.
- Street Acceptance – Planning and Economic Development Coordinator Susan Affleck-Childs provided the Board with a matrix of the streets that have not been accepted and the reasons they have not been accepted. The Board would like a liability evaluation on what the legal implications will be if the Town accepts these streets. They would also like to know what the original bond account balance was for each street and the current account balance. A workshop will be set up for early December, but after December 7.
- Debt Service Ratio – The Board received an update on the Town's debt service ratio from Treasurer/Collector Melanie Phillips.
- DPS Facility Feasibility Study – Administrator Kennedy and DPS Director Tom Holder met with a representative from the consulting firm who is conducting the

study. They plan to report back to the Board in the next month. The Town will be able to use the current site for the new facility and they are looking at whether this project can be completed in phases.

- GIS Long-term Goals – This will be discussed in November.
- Road Projects – The Board reviewed the status report and wanted more information on why some projects were funded in FY11 but were slated to be completed in FY12. DPS Deputy Director Dave D’Amico explained that a scope of work needs to be developed for several of the projects. The Board also reviewed the plan for installing the new water meters.

School Committee Report from School Committee Liaison:

School Committee representative Carole Bernstein applauded the district on their MCAS results. She also reported that the Middle School received Adequately Yearly Progress. She said that individual results will be mailed out in the next month. She also reported that solar panels will be installed on the Middle School in the near future and that they will provide about 70% of the building’s energy usage.

5 Year Revenue Forecast:

The Board reviewed the 5 year revenue forecast that was prepared by Administrator Kennedy, Treasurer/Collector Melanie Phillips, and Town Accountant Carol Pratt. They stressed that it is not a proposed budget and that there are many variables that will affect the Town’s revenue stream, including the upcoming elections and the possibility that Chapter 70 funding may be cut. Administrator Kennedy is going to gather additional information on health insurance benefits being taxed.

Authorization of Chairman to Execute Contract with PGC Associates for Consulting Planner Services:

Selectman Trindade moved that the Board authorize the Chair to execute a 3 year contract with PGC Associates for consulting planner services; Selectman Foresto second; No discussion; All ayes 5-0.

Approval of 1 Day Live Entertainment License-Medway Community Farm:

Medway Community Farm will hold a fundraiser on September 25 from 4:00-7:00 p.m. at 50 Winthrop Street.

Selectman Trindade moved that the Board approve the Medway Community Farm’s request for a 1 day live entertainment license on September 25 with the condition that it fulfill the recommendations of the police department; Selectman Dunne second; No discussion; All ayes 5-0.

DPS Project Status Report:

DPS Deputy Director Dave D’Amico provided the Board with update on the following projects:

- Brentwood Drainage – DPS Director Tom Holder met with MEMA and the application has received a favorable review. FEMA is reviewing the application and they are not sure when they will get a decision from FEMA.

- Automated Meter Reading – This should be completed by December 31 pursuant to the contract.
- Center Street Parking Lot – Excavation will begin this week and they anticipate the project will be completed by early November.

Route 109 Project Status:

This project involves the reconstruction of Route 109 from Holliston Street to Highland Street. The design phase of this project is slated to take 2 years. This is largely due to the public hearings and MA DEP reviews that are required at several stages throughout the project. Construction would begin in 2014. The Board will discuss this project in November to help ensure that the Notice to Proceed is received in December.

Review and Approval of Fuel Efficient Vehicle Policy:

Developing and adopting a fuel efficient vehicle policy is one of the five criteria that Medway must meet to receive a Green Community designation. The Board reviewed the proposed policy, which is based on the model that was put out by the Massachusetts Department of Energy Resources. There are currently 46 Green Communities in Massachusetts, which means that 46 municipalities have adopted a fuel efficient vehicle policy. Emergency vehicles, including police cruisers and ambulances, are exempt. Medway has about 10 vehicles that would be non-exempt. The fifth and last criteria that Medway must meet to receive a Green Community designation is adoption of the Stretch Code. If Medway decides not to adopt the Stretch Code at this time, the Board can rescind or amend the fuel efficient vehicle policy. The Board would like Town Counsel's input on whether they can add a clause about giving preference to American manufacturers.

Selectman Trindade moved that the Board approve the proposed fuel efficient vehicle policy; Selectman Foresto second; No discussion; All ayes 5-0.

Stretch Code Implementation Update:

Medway Building Inspector John Emidy and Chairman of the Medway Energy Committee Frank Faist provided the Board with an update on the implementation of the Stretch Code. Adopting the Stretch Code is the final criteria that Medway must meet in order to receive a Green Community designation. Building Inspector Emidy said that the Stretch Code goes above and beyond the 2009 Energy Code and is much more focused on energy efficiency. There is an increased construction cost associated with a new home that is built to comply with the Stretch Code but there is also a savings on energy costs. Adoption of the Stretch Code requires approval at Town Meeting. The Medway Energy Committee is currently gathering data on what the increased cost will be and plans to hold a public hearing on this issue prior to the Town Meeting in November. If the Stretch Code is adopted, there is a 6 month period before the code is mandatory. If Medway decides not to adopt the Stretch Code at this time, it will become mandatory in 2012 when the new Energy Code is released.

Discussion of FY12 Budget Calendar:

The Board reviewed the revised FY12 budget calendar. The Board will review last year's policy statement and defer the discussion on FY12 budget policy statement until November.

Discussion of Fall Town Meeting Date and Opening and Closing of Warrant:

Selectman Trindade moved that the Board open the warrant for the November 15 Town Meeting; Selectman Dunne second; No discussion; All ayes 5-0.

Approval of Warrants:

Warrants 11-12 9/23/2010

Town Bills \$277,050.85

School Bills \$533,391.09

Total \$810,441.94

Selectman Trindade moved that the Board approve the warrant as read; Selectman Dunne second; No discussion; All ayes 5-0.

Town Administrator's Report:

- The Open Space Committee is looking into securing a grant to develop a walking trail along the Charles River from Shaw Street to Mill Street. The Town owns the land that would be used for this project.
- The Governor enacted legislation that would allow for a 2 year extension on permits that were issued related to land development between 8/15/2008 and 8/15/2010.
- The annual town-wide flushing program will begin on October 4. Residents will be notified via postcard and the information will also be posted on the website.

Selectmen's Reports:

- Foresto –
 - The Medway 300 Celebration Committee is meeting this week.
 - On September 30 at 5:30 p.m. the Thayer property will be open to the public for tours. The Thayer Property Development Committee will hold their regularly scheduled meeting following this event at the Senior Center.
- Trindade – Tryouts for the Medway Amateur Basketball Association travel teams are being held this week.
- Espinosa – None
- Dunne – None
- Crowley – The Board of Selectmen will meet with the Superintendent of Schools and FINCOM to discuss available grant funding.

Selectman Trindade moved to adjourn; Selectman Foresto second; No discussion; All ayes 5-0.

Respectfully submitted,
Michelle Reed

Approved: 10/25/10

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Andrew Espinosa, Member
Glenn Trindade, Member*

Board of Selectmen's Meeting

September 27, 2010, 10:00 AM

Sanford Hall

Town Hall, 155 Village Street

PRESENT: Selectman Chair, Dennis Crowley; Selectmen John Foresto and Andrew Espinosa; and Town Administrator Suzanne Kennedy

The Chairman called the meeting to order at 10:06 AM and the Board recited the Pledge of Allegiance.

There was no public comment.

Approval of One-Day Entertainment License Request – Medway Community Farm

The Board considered Medway Community Farm's request to host live music at its Fall Festival to be held on October 17, 2010 from 11 AM to 4 PM.

Mr. Crowley asked about parking for the event and was informed that the Police Chief did not deem a detail officer necessary based on the Farm's parking plan for the festival.

Mr. Foresto moved, seconded by Mr. Espinosa, and it was

VOTED: that the Board of Selectmen approve Medway Community Farm's one-day live entertainment license request for its Fall Festival on October 17, 2010. All ayes 3-0.

School Building Committee

Mr. Crowley stated the School Building Committee would be making a presentation to the Board at its meeting on October 18. He noted that the Community Preservation Committee (CPC) is interested in speaking to the Board about 50 Winthrop Street that evening, as well. He recommended allotting the first half hour of the meeting to the CPC and to any other necessary business and then proceeding to the main agenda item at 7:30.

There was a brief discussion about the renovation plans.

At 10:15 AM Selectman Foresto moved that the Board adjourn; Selectman Espinosa seconded the motion; No discussion; All ayes 3-0.

Approved: 10/25/10

**Board of Selectmen's Meeting
October 21, 2010, 7:30 AM
Town Administrator's Conference Room
Town Hall, 155 Village Street**

Present: Chairman Dennis Crowley, Selectmen John Foresto, Andrew Espinosa, Glenn Trindade, Richard Dunne, and Town Administrator Suzanne Kennedy.

Also present: Melanie Phillips, Finance Director, Carol Pratt, Town Accountant, Allison Potter, Asst. to Town Admin., Karen Kisty, Operations Manager.

At 7:35 AM Chairman Crowley called the meeting to order, and the Board recited the Pledge of Allegiance.

Middle School Repair Project Discussion

The Board was in receipt of a spreadsheet showing the annual cost to the average taxpayer for \$11,526,691 debt for 20 year borrowing term (relative to the proposed Middle School repair project.

Chairman Crowley reminded the Board that the purpose of this meeting was to brainstorm to discover possible ways of funding the Middle School Repair Project with minimal impact on residents. He listed the following areas as discussion points: 1) Any excess bonding capacity, 2) how much of current bond capacity will disappear in near future, 3) when do current debt exclusion projects disappear, 4) probability of using free cash, and 5) possible reduction of Community Preservation Act funds from 3% to 2%.

The following questions were considered: 1) Is there any excess bonding capacity? 2) How much bonding capacity disappears as time goes forward? 3) When do current debt exclusion projects disappear? 4) What is the probability of using free cash? and 5) Is a reduction of Community Preservation Act funds from 3% to 2% a viable option for a funding source?

Melanie Phillips stated current bonding capacity is \$429,000, bringing the total to \$5 million. Amounts dropping off in the coming years represent a combination of different debts and accumulate to a total of approximately 155,000, then in 2016, \$508,000 comes off. She noted that these amounts include both principal and interest, and that enterprise funds are not included in these figures.

Responding to a question from Selectman Dunne, Ms. Phillips stated the cost of bonding \$11 million is approximately \$1 million. She opined that the Town might not be able to do any other projects unless it violates its own fiscal policy or deferring capital projects, as well as risking the Town's bond rating (stagnate or downgraded). She clarified that a debt exclusion is not factored into any process that might result in a downgrade.

Selectman Espinosa stated he was interested in determining funding that might offset debt exclusions, as well as unanticipated savings that may come along. He noted he was not in favor of increasing existing debt. Discussion followed.

Chairman Crowley opined that it seemed like the Board was in agreement on a debt exclusion, but had yet to come to a consensus on the amount.

Regarding current debt exclusion projects, Ms. Phillips stated small projects fall off the grid in 2016, but the majority of projects are long-term and continue for a long time. She noted that the police station and fire station are examples of those, representing \$2 million charged annually to residents.

Regarding free cash, Ms. Phillips estimated that there is approximately \$1.2 million in reserve. Additionally, there is \$2.1 million in the stabilization fund and \$1.4 million in the operational reserve. She was reluctant to say how much there was without certification from the Department of Revenue, noting that it could be as low as \$800,000 or as high as \$1.6 million.

Chairman Crowley asked about the legality of moving funds as the Town needs them. Can monies be transferred without telling the Department of Revenue? Ms. Kennedy stated free cash cannot be earmarked for the repair project. She opined it to be a dangerous practice, as some years there is no extra money, an unpredictable resource.

Selectman Dunne noted that homeowner costs of water, sewer, garbage collection, etc. are all increasing and would like to minimize the impact of the repair project on taxpayers.

Selectman Espinosa expressed concern that inflation has been under 2% the past few years, but government has been incurring more than 2% in tax increases. He opined there is more money coming into the government than residents have coming in. He questioned why Proposition 2 ½ brings money into the Town and yet some things cannot be funded.

Discussion on when various types of debt fall off the grid, what remains as each falls off, impact to residents at each juncture, etc. It was noted that market rates for bonding need to be considered as well. Ms. Phillips noted the cost of debt service every year is approximately a million dollars, including both principal and interest. She noted further that in 2017 a million falls off so taxes will go down somewhat.

Selectman Espinosa suggested preparing a graph to show exactly where all taxes and revenue come from, i.e., trash, sewer, excise, property, to name a few. He opined this would help should the overall impact to residents in a comprehensive yet easy-to-understand manner, and could be useful to the Board in making decisions with regard to other projects. Chairman Crowley clarified that this should be for Board use only and not made available to residents.

Selectman Dunne stated he would like to find a way to minimize the financial stress residents are feeling. Selectman Trindade opined that growing labor costs and health insurance premiums are major expenses presently. For example, in the school system, the solution is to reduce the labor force.

Selectman Espinosa opined knowing where the town stands at the moment would be a good tool to have, not necessarily as a forecasting tool, but in order to make sound fiscal decisions.

Selectman Dunne asked if adoption of the school repair project is at the exclusion of other projects. Ms. Kennedy responded there are no other projects in the works at the moment. She noted further that unanticipated projects of an urgent nature may have to come out of free cash, but there is no way to foresee those.

Selectman Trindade commented that the Board has done a good job in considering concerns of the residents, and now needs to focus on the present. He opined that there has been no indication from anyone that the Board has been frivolous with taxpayer monies.

Responding to a question from the Board, Ms. Phillips stated her office is seeing significantly more payment plans for residents to pay property taxes than ever before.

Selectman Espinosa opined that an analysis may show that when debt drops off, there is no significant impact to residents. In that case, a full debt exclusion would be acceptable. He noted he is not in favor of taxing residents any more than they are now. Ms. Kennedy stated the cost to taxpayers of a full debt exclusion amount would be approximately \$230, but if there could be a way to reduce borrowing by a million dollars, the taxpayer cost would only drop to \$211, a minimal savings in the first year.

There was general discussion regarding projects that might compete with the school repair project, impact from Community Preservation Committee projects, what service might the Town not provide in order to support the school project to reduce impact on voters, etc. The school project is too good a deal to ignore right now, even if the Board is struggling with funding sources other than debt exclusion.

It was agreed to meet on Monday, October 25, 2010, at 7:00 AM to review the debt analysis from Melanie Phillips.

It was noted that it is up to the Middle School Building Committee to publicize information on the repair project, not the Board of Selectmen.

Thayer Property:

Selectman Dunne stated he could not vote in favor of the project without seeing what the architect had in mind. He opined that questions would be raised. Ms. Kennedy noted that the architect would help formulate the plan for renovation. Selectman Dunne stated he wants to know what the Community Preservation Committee sees as the ultimate vision for this property.

Selectman Foresto opined the intent is to protect and utilize the open space for meetings and events, almost like a town square.

Ms. Kennedy comments she just wants the Board to be prepared for a motion that may or may not include the barn as the Community Preservation Committee could say the barn is not within the scope of the article.

At 8:46 AM Selectman Trindade moved to adjourn; Selectman Foresto seconded. No discussion. All ayes, 5-0.

Respectfully submitted,
Jeanette Galliardt
Board Secretary

**Board of Selectmen's Meeting
October 25, 2010, 7:00 AM
Town Administrator's Conference Room
Town Hall, 155 Village Street**

Present: Chairman Dennis Crowley, Selectmen John Foresto, Andrew Espinosa, Glenn Trindade, Richard Dunne, and Town Administrator Suzanne Kennedy.

Also Present: Melanie Phillips, Finance Director, Carol Pratt, Town Accountant, Allison Potter, Asst. to Town Admin.

At 7:04 AM Chairman Crowley called the meeting to order, and the Board recited the Pledge of Allegiance.

Middle School Repair Project – Continued Discussion:

The Board was in receipt of estimated tax recap analyses showing the impact of the Middle School project under various funding scenarios; a spreadsheet showing the annual cost to the taxpayer for the \$11,526,691 debt for a 20 year borrowing term with varying BAN terms; and a table showing the effect of the refunded general obligation bond and the Middle School project on the average assessed Medway residential property (\$366,000) dated October 23.

Chairman Crowley reminded the Board the purpose of this meeting was to review information gathered by Melanie Phillips.

Ms. Phillips stated she focused on balances as of today, what would happen with the middle school, and when that falls off the grid, what happens to the average homeowner, and the impact of a refunded bond. A refunded bond reduces debt approximately \$2.5 million, and this contains a little funding of the sewer project. She noted the effect to the homeowner is an average reduction of \$125, and clarified that debt runs out in 2016. She stated that bonding is usually connected to numerous projects and it is difficult to piece out the effect of a single project. Discussion followed on bonding and voting options.

Questions considered: How much to fund out of general fund? Within confines of current revenues, how much can go into this project and how much funded elsewhere? What will the impact of a school debt exclusion have on the current tax base? Ms. Kennedy noted it is impossible to know what the municipal budget will look like in the future as there are many variables.

Ms. Phillips briefly reviewed the effect of middle school repair project over 5-year period including impact on homeowners. In the third year, the Town would be required to make payment on debt service, resulting in a larger impact on taxpayer. In 2009 debt service was over \$2.3 million. In the prepared chart, she estimated the debt service figures through 2018. Considering principal and interest payments on the debt service, the impact to the average homeowner would be around \$56.

Responding to a question from the Board, she clarified that these figures do not take revenue into effect as that is an unknown.

Selectman Espinosa stated he did his own calculations to determine an average net effect with timeline of 2010 to 2018, and came up with a 4% increase in debt exclusion taxes. He briefly explained that he used an average assessment per household with an average payment of \$468, and noted that the figure was lower in 2011 and 2012. Discussion followed. Selectman Espinosa reiterated his concern for a large impact on the homeowners. Selectman Dunne opined that without a larger business and commercial presence in town, the residents will be the ones to carry this kind of burden.

Ms. Kennedy cautioned that there may be a reduction in state aid, which affects the overall municipal budget. State aid is always an unknown until it comes in so it should not be considered a "given."

Selectman Dunne suggested that, for this year, maybe the Town should not collect funds under the Community Preservation Act, not increase salaries, and lessen other expenses, in order to lessen the impact on homeowners. Chairman Crowley suggested looking at reduction in other municipal projects, i.e., not doing the roads, repairing sewers, etc. in order to save money that could be put toward the school repair project. Discussion followed.

Selectman Dunne opined that if it costs a million dollars to pay the debt over 20 years, maybe the Town should bill the residents for \$800K and take the other \$200K from the general fund. He stated this could be another way to help reduce the cost of the debt service.

Selectman Foresto asked Ms. Kennedy if the state has to know how the Town plans to fund the project. Ms. Kennedy stated we can do it in any combination we like, but that the financing must be defined in the motion at Town Meeting. It was noted that if debt exclusion is not pursued on this project, repairs might be accomplished piecemeal, which could yield a lesser-quality outcome and increased disruption to students. Discussion followed.

Ms. Kennedy asked Ms. Phillips how a debt exclusion might impact future necessary debt for projects. Ms. Phillips responded that it would depend on amount of money needed and the economic climate.

Discussion followed regarding the possibility of no CPA funds being collected as a trade-off in homeowner burden for the funding of the school repair project. Selectman Espinosa stressed the importance of keeping the public informed as to all options, letting them know the Board is looking for the best possible way of funding this project with as little impact as possible. It was noted that any decision regarding CPA funds would have to go to the citizens in election, and relying on that result could prove detrimental to the project, i.e., residents may want both CPA and the school project.

Selectman Trindade stressed the importance of developing a business tax base into the community. Having a larger business presence would alter the impact on homeowners. Right now, residents look at what they are getting [in services] for what they are paying in taxes. He opined the municipal budget is tight now, opining further there is little that can be cut out. Discussion followed.

Ms. Kennedy asked Ms. Phillips if the funding source could be changed in the future year if revenues improved considerably. Ms. Phillips responded it could not as the whole project has to be voted at the outset.

Discussion followed on reduction of services, possible inability to maintain basic services, budget analysis, free cash and stabilization funds. Selectman Dunne noted that when there was extra money, it was put away and not spent, resulting in the existing reserve funds.

Selectman Espinosa stated that while he supports the project, he is not in favor of debt exclusion of 90%. Selectman Dunne echoed those sentiments, noting he would support debt of 85% with the remaining 15% coming out of general fund. Chairman Crowley opined that, while non-local revenue cannot be predicted, the only thing that can increase is local receipts. There is no guarantee that state funds will increase. This is a conservative snapshot of the financial forecast. Ms. Kennedy added that federal stimulus funds cannot be considered as they are not consistently available.

The Board asked what information has to be provided to the MSBA with regard to the school project. Ms. Kennedy responded the form of motion presented at Town Meeting.

Selectman Trindade opined people without children in the schools need to support this project. He opined further that prospective homebuyers [with children] look at the house, the neighborhood, and the schools. If the school and quality of education is not what they want, they will move on to the next community, and homes of folks retiring to another locale will not sell. New homeowners will want the most services for their money.

Chairman Crowley acknowledged there would be discussion on this project during tonight's public session, possible 10-15 minutes. At that time each selectman would give his viewpoint, and the Board would announce that they will continue to meet toward a collective decision.

There was general discussion on the ballot question, election date, potential voting outcome, importance of availability of the PowerPoint presentation for residents, and continuing to consider funding strategies.

Article on Thayer Property:

Chairman Crowley stated he asked Mark Cerel, Community Preservation Committee (CPC), about that group's position on the article on repairs to the house at 2B Oak Street (Thayer property). He indicated Mr. Cerel responded that they were waiting to hear what the Board had to say, and that a representative was coming to the meeting tonight. It was suggested that the Board should consider a lump sum. The funding will come from Community Preservation Act funds. All Community Preservation Committee projects have to have CPC approval first, before going to Town Meeting.

Recreational Trails Program:

Ms. Kennedy stated she has the letter for Chairman Crowley to sign relative to the recreational trails program. She noted that the Open Space committee is supporting the trail and the committee hopes to

obtain grant money. The Board had no objection to discussing the matter at the tonight's public session.

Route 109 Project:

There was a discussion regarding the justification of the article requesting funds to design and construct water main replacements on West and Main Streets. Mr. Holder stated that the reason for requesting both the design and construction funds together at this early stage was to allow the Town to follow a seamless expedited project schedule rather than have a gap between the design and construction phases causing a delay in project completion. His approach was to complete the necessary water mains replacement on Main Street completed so as not to jeopardize the Town's ability to get its Roadway Project onto the State's Transportation Improvement Plan (TIP).

Selectman Dunne suggested that the Board approve a warrant article supporting designs for both West Street and Route 109 repairs.

At 8:45 AM Selectmen Trindade moved to adjourn; Selectman Espinosa seconded. No discussion. All ayes, 5-0.

Respectfully submitted,
Jeanette Galliardt
Board Secretary

**Board of Selectmen's Meeting
October 25, 2010, 7:00 PM
Sanford Hall, Town Hall
155 Village Street**

Present: Chairman Crowley, Selectmen John Foresto, Andrew Espinosa, Glenn Trindade, Richard Dunne, and Town Administrator Suzanne Kennedy.

At 7:03 PM Chairman Crowley called the meeting to order and the Board recited the Pledge of Allegiance.

Public Comment:

Missy Dziczek, Director, Medway Council on Aging, invited all military veterans to the Senior Center on Wednesday, November 11, for lunch. She encouraged veterans to phone in to sign up and announced the menu would consist of pasta and meatballs.

Community Preservation Committee (CPC):

Mark Cerel, Chairman, reviewed three items related to warrant articles at Town Meeting, specifically, a budget allocation for the CPC, receipt of recommendations for the Thayer property and a request concerning the community farm with respect to the house at 50 Winthrop Street.

Mr. Cerel stated that Article 1 is merely a housekeeping matter involving allocations within the CPA fund, not any actual disbursement.

Town Administrator Suzanne Kennedy asked how the Town should handle CPC articles in the future. Mr. Cerel responded that some communities do the allocations in the fall as the matching funds from the Commonwealth would be known by then, but noted that the amount is never truly accurate and up to date due to the fact funds are continually being collected.

General discussion followed regarding possible uses for funds, how money gets moved (via Town Meeting article), how funds are earmarked, etc. Ms. Kennedy stated that once funds are transferred to a particular group, that group can disburse it as they choose and the Community Preservation Committee no longer has control.

MassDevelopment – Oak Grove Bottle Cap Area:

The Board was in receipt of a Letter of Agreement, dated September 22, 2010, from Richard Henderson, MassDevelopment, outlining the proposed services involved with performing a feasibility study in the Oak Grove area, including exhibits A-C.

Planning and Economic Development Board Chairman Andy Rodenhiser stated the group has been working with MassDevelopment to find a consultant who could specifically make a recommendation for the highest and best use of the property for the purposes of generating an agreement and RFP. The

group would like to work in partnership with present landowners to determine a viable project for development.

Ms. Mike Mitchell, MassDevelopment, stated this is a terrific project for economic development, noting that MassDevelopment offers development programs to communities to assist them with problematic areas. A feasibility study is one of the options available to the Town, looking at development potential with consultants and then working with the Town to determine a plan. Once the property is sold, MassDevelopment then gets its fee. There is no time limit on the payment. Town Administrator Kennedy likened it to a long term loan.

Mr. Rodenhiser stated a campus-like atmosphere may eventually come into being where other area business owners will work together for a cohesive clustering of entities. Once the study has been completed, the Oak Grove Development Group will begin to meet on a regular basis, and reach out to area businesses to keep them informed about the project.

Selectman Trindade moved and seconded by Selectman Espinosa that the Board authorize the Chairman to execute the letter of agreement for pre-development services related to a Mixed Use Feasibility Analysis of the Medway Oak Grove Bottle Cap Area; Selectman Espinosa seconded. No discussion. All ayes, 5-0.

Middle School Renovation Project:

Mr. Robert Tucker, Chairman, Middle School Building Committee and Mr. Tim Bonfatti, Compass Development, answered questions from the Board involving adherence to the Statement of Interest, more presentations to the public, identification of “soft costs”, blending new constructions areas with existing ones, etc.

Chairman Crowley stated the Board has met on several occasions to discuss this project, noted a wide range of opinions and a lack of consensus on funding. He wanted to know if all financial information would be available in time for Town Meeting and suggested using numbers already publicized with a caveat that funding sources are still uncertain.

Selectman Trindade suggested additional public sessions should begin later than 6 PM as parents are busy getting from home from work and eating dinner with family; getting to a meeting by 6 PM is nearly impossible.

2010 Fall Town Meeting Warrant Articles:

Article 1 – Chairman Crowley summarized the article by the Community Preservation Committee regarding the Community Preservation Fund.

Selectman Trindade moved that the Board accept Article 1 as written; Selectman Espinosa seconded. No discussion. All ayes, 5-0.

Article 2 – Chairman Crowley read aloud this article regarding the Thayer property at 2B Oak Street. Dan Hooper, Thayer Development Committee, updated the Board on the group's work thus far, noting the article is for funding design services to renovate the house's interior. The actual construction article would be put forward at Town Meeting in May 2011. There was concern that the article seemed to be limited to only the house, and did not include the barn or landscape. Mark Cerel, Community Preservation Committee, stated the article could not be amended to specify barn and landscape without the approval of the CPC. Mr. Hooper stated that the barn was inspected, reported to be stable at this time, and the intent of the article is to provide design services for the whole property. Mr. Cerel clarified that the actual improvements at this time would be to the house. He opined the house could be used for functions. Mr. Cerel indicated the Community Preservation Committee plans to meet one more time prior to Town Meeting. Discussion followed.

A motion was by Selectman Dunne and seconded by Selectman Trindade to amend the wording of the Article as follows “ . . . preliminary plans for improvements to the Town-owned Thayer property at 2B Oak Street . . .” Discussion followed. 4 ayes, 1 oppose; 4-1.

Ms. Kennedy expressed concern about the scope of the article and that an amount was not included, and suggested the following wording for the motion on this article on Town Meeting night: “ . . . To see if the Town will vote to appropriate up to \$30,000 from the Community Preservation Fund Account for the purposes set forth in the warrant.” Discussion followed.

Selectman Trindade moved that the Board approved the motion for Town Meeting as read; Selectman Foresto seconded. Selectman Dunne suggested changing the wording from “up to \$30,000” to “ not to exceed \$30,000.” Discussion followed. Selectman Trindade amended his motion that the Town Meeting motion should read “To see if the Town will vote to appropriate a sum of money not to exceed \$30,000 from the Community Preservation Fund Account for the purposes set forth in the warrant.” Selectman Espinosa seconded. 4 ayes, 1 oppose; 4-1.

After brief discussion, Selectmen Trindade moved that the Board accept the article as read; Selectman Dunne seconded. All ayes, 5-0.

Article 3 – Chairman Crowley read the article. Mark Cerel, Jeremy Barstow, and Heather Scott were available for questions. The Board was in receipt of an outline dated October 25, 2010 entitled “Material Costs for Necessary Repairs” from the Medway Community Farm.

After brief discussion, Selectmen Trindade moved that the Board accept the article as follows: “To see if the Town will vote to appropriate a sum of money not to exceed \$50,000 from the Community Preservation Fund Account for the purpose of replacing the roof and performing other structural or systemic repairs or replacements to the house located on the Town-owned property at 50 Winthrop Road and to authorize the Board of Selectmen, with the Community Preservation Committee, to enter into contracts for services and materials to perform said work, or to take any other action relative thereto; Selectman Dunne seconded. All ayes, 5-0.

Article 4 – Chairman Crowley read the article. Ms. Kennedy suggested dismissing the article and proposed a replacement article for Article 5. Melanie Phillips stated the proposed Article 5 facilitates the transfer of money at a later date.

Selectman Trindade moved that the Board dismiss Article 4 in the proposed warrant; Selectman Dunne seconded. No discussion. All ayes, 5-0.

The Board was in receipt of the following documents: (1) Memo, dated October 21, 2010, from Thomas Holder, Director, Medway Department of Public Services, with attachments; (2) Emails from/to Thomas Holder regarding construction elements; and (3) Letter, dated October 8, 2010, to Director Holder from Weston & Sampson containing cost estimates

Selectman Trindade moved, seconded by Selectman Dunne, that the Board accept a redraft of Article 5 (new Article 4) which reads: *To see if the Town will vote to transfer from the Water Enterprise Retained Earnings the sum of \$165,000 for all of the work related to the design, including engineering, personnel and legal services, of the replacement of water mains on Route 109/Main Street and West Street, or to take any other action relative thereto.* No further discussion. All ayes, 5-0.

Article 5 (old 6) – Chairman Crowley read the article aloud. Selectman Foresto stated the “Stretch Code” public forum will be on Tuesday, October 26.

Selectman Trindade moved that the Board accept Article 6 as read; Selectman Foresto seconded. No discussion. All ayes, 5-0.

Article 6 (old 7) – Chairman Crowley read the article aloud.

Selectman Trindade moved that the Board accept Article 7 as read; Selectman Foresto seconded. No discussion. All ayes, 5-0.

Article 7 (old 8) – Chairman Crowley read the article aloud.

Selectman Trindade moved that the Board accept Article 8 as read; Selectman Dunne seconded. No discussion. All ayes, 5-0.

Article 8 (old 9) – Chairman Crowley read the article aloud. There was brief discussion. Melanie Phillips stated specific amounts will be included in the motion at Town Meeting. The MSBA requires the article’s language, while the Town Meeting motion eliminates or includes as necessary. Chairman Crowley stated the Board will continue to meet on this issue before making a final decision to ensure that funding will be adequate and responsive to the needs of the Town.

Selectman Trindade moved that the Board accept Article 9 as read; Selectman Foresto seconded. No discussion. All ayes, 5-0.

After brief discussion, Selectman Trindade moved that, in the event Article 8 referencing the Middle School Repair Project passes at Town Meeting, a Special Election would be scheduled for January 18, 2011; Selectman Dunne seconded. All ayes, 5-0.

Article 9 (old 10) – Chairman Crowley read the article aloud. Selectman Dunne clarified that the amount will be specified in the motion at Town Meeting.

Selectman Trindade moved that the Board accept Article 9 as read; Selectman Foresto seconded. Chairman Crowley reiterated that the Board has not yet come to a consensus regarding this funding. All ayes; 5-0.

Chairman Crowley stated that due to the dismissal of Warrant Article 4, remaining Articles will be renumbered appropriately.

Board Recommendations on Warrant Article:

Selectman Trindade moved that the Board of Selectmen supports with positive recommendation all articles as written or amended. It was suggested that each article (renumbered) should be given a specific recommendation. Selectman Trindade withdrew the motion.

Article 1 – Selectman Trindade moved that the Board of Selectman support Article 1; Selectman Espinosa seconded. No discussion. All ayes, 5-0.

Article 2 – Selectman Trindade moved that the Board of Selectman support Article 2; Selectman Espinosa seconded. No discussion. All ayes, 5-0.

Article 3 – Selectman Trindade moved that the Board of Selectman support Article 3; Selectman Espinosa seconded. No discussion. All ayes, 5-0.

Article 4 – Selectman Trindade moved that the Board of Selectman support Article 4; Selectman Espinosa seconded. No discussion. All ayes, 5-0.

Article 5 – Selectman Trindade moved that the Board of Selectman support Article 5; Selectman Espinosa seconded. No discussion. All ayes, 5-0.

Article 6 – Selectman Trindade moved that the Board of Selectman support Article 6; Selectman Espinosa seconded. No discussion. All ayes, 5-0.

Article 7 – Selectman Trindade moved that the Board of Selectman support Article 7; Selectman Espinosa seconded. No discussion. All ayes, 5-0.

Article 8 – Selectman Trindade moved that the Board of Selectman put forth a To Be Determined (TBD) recommendation for Article 8; Selectman Espinosa seconded. No discussion. 3 ayes, 2 oppose; 3-2.

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Article 9 -- S Selectman Trindade moved that the Board of Selectman support Article 9; Selectman Espinosa seconded. No discussion. All ayes, 5-0.

St. Joseph's Parish – Approval of One-Day Liquor License:

The Board was in receipt of the following documents: Memo, dated October 21, 2010, from Allison Potter, Assistant to the Town Administrator, referencing request, and including : Application for special One-Day Liquor License, dated October 15, 2010, and Memo, dated October 20, 2010, from the Chief of Police stating no issues or concerns with the request.

Selectman Trindade moved that the Board approve a one-day, all alcohol license for St. Joseph's Parish for its annual dinner to be held on October 30 at its parish center conditioned upon the granting of a one-day catering permit by the Board of Health; Selectman Espinosa seconded. No discussion. All ayes, 5-0.

Request to Hunt at 50 Winthrop Street:

Selectman Dunne put forth a motion regarding no hunting on Town-owned land. After discussion, Chairman Crowley asked Selectman Dunne to repeat his motion. Selectman Dunne moved that, at this time, the Town will not allow anyone the right to hunt on Town-owned land; Selectman Foresto seconded. Concern was expressed for liability. 4 ayes, 1 oppose; 4-1.

There was brief discussion regarding parking access on Town-owned property for hunting on privately-owned property. The Chief of Police stated such parking is acceptable as long as the department is notified of the vehicle's registration information prior to parking on the Town-owned land.

Selectman Trindade moved that the Board allow parking on Town-owned property between the hours of 5:00 and 8:30 AM with notice to the Police Department and not infringing on property leased by the community farm; Chairman Crowley seconded. Ayes 4, Abstain 1, 4-0-1.

Approval of Warrants:

11-17S – School Bills -- \$345,781.68

11-17P – Payroll Town -- \$257,804.09

11-17SP – Payroll School -- \$755.596.43

TOTAL \$1,359,182.20

Selectman Trindade moved that the Board approve warrants as read for a total of \$1,359,182.20; Selectman Dunne seconded. No discussion. All ayes, 5-0.

Town Administrator's Report:

1 – A reminder that a public meeting on the Stretch Code would take place on Tuesday, October 26, at 7:30 pm.

2-- Notification that the Town of Medway received a COPS grant in the amount of \$23,041 to install security devices at the High School, and that this grant would be matched with funds via the school as appropriate.

3—Received correspondence from Gino Carlucci regarding a grant for the establishment of a walking trail allowing public access to the Charles River and asked if the Board would sign a letter to this effect.

Selectman Trindade moved that the Board authorize Chairman Crowley to sign said letter on the Board's behalf; Selectman Foresto seconded. No discussion. All ayes, 5-0.

Approval of Board of Selectman Minutes:

Selectman Trindade moved that the Board accept the public session minutes of September 7, 2010, as drafted; Selectman Espinosa seconded. No discussion. All ayes, 5-0.

Selectman Trindade moved that the Board accept the public session minutes of September 20, 2010, as drafted; Selectman Espinosa seconded. No discussion. All ayes, 5-0.

Selectman Trindade moved that the Board accept the public session minutes of September 27, 2010, as drafted; Selectman Espinosa seconded. No discussion. All ayes, 5-0.

Selectman Reports:

Foresto - nothing

Trindade --nothing

Espinosa -- nothing

Dunne -- nothing

Crowley – Suggested the Board meet again to discuss the Middle School repair project. After brief discussion, it was agreed to meet at 7:00 AM, Friday, October 29.

At 9:26 PM Selectman Trindade moved to adjourn the meeting; Selectman Foresto seconded. No discussion; All ayes, 5-0.

Respectfully submitted,
Jeanette Galliardt
Board Secretary

**Board of Selectmen's Meeting
October 29, 2010, 7:00 AM
Town Administrator's Conference Room
Town Hall, 155 Village Street**

Present: Chairman Dennis Crowley, Selectmen John Foresto, Andrew Espinosa, Glenn Trindade, Richard Dunne, and Town Administrator Suzanne Kennedy.

Also Present: Melanie Phillips, Finance Director, Carol Pratt, Town Accountant, Allison Potter, Asst. to Town Admin., Karen Kisty, Operations Manager.

At 7:02 AM Chairman Crowley called the meeting to order, and the Board recited the Pledge of Allegiance.

Middle School Repair Project – Discussion on Funding

The Board was in receipt of a spreadsheet estimating the cost to the resident for the Middle School project debt exclusion dated October 29; a spreadsheet showing the effect of the refunded general obligation bond and the Middle School project on the average assessed Medway residential property (\$366,000) dated October 29; and a graph showing the tax effect of the Middle School project.

Chairman Crowley stated the School Board was interested in the Board's decision regarding the project, and suggested the Selectmen be prepared to vote to support the article, or leave their support as TBD.

Selectman Dunne asked if there was an available report that would give him information on the rest of the year. Regarding the fiscal year ended June 2010, Melanie stated the books are closed, and the auditors have just been in. He stated he is particularly interested in expenses to date, and is not fussy about the format. He opined that knowledge of expenses is important before telling residents it can or cannot be done. Discussion followed.

Responding to a question from the Board, Ms. Kennedy stated the motion will stipulate the amount to be borrowed, the ballot question needs to mirror the motion, and debt exclusion must be stipulated. The Department of Revenue (DOR) and Massachusetts School Building Association (MSBA) require it. Adjustments cannot be made at Town Meeting. Ms. Kennedy read aloud the ballot question, pointing out that it does not reference a specific amount.

Chairman Crowley asked if the motion can state that an amount can come from free cash or stabilization funds or whatever. Ms. Kennedy responded it cannot.

Selectman Espinosa opined the Town has the flexibility to fund it any way it wants, but the state wants a guarantee that the funding is established and therefore require the amount and source be specified. He stated he would like to add "other funding sources" and perhaps revisit the issue on an annual basis, depending on outstanding balance and funds availability.

Selectman Foresto suggested rolling it all together until such time as some of the existing debt begins to roll off. He stated the Board should be as honest with residents as it can be, reminding them that the Board will continue to look for the best way to fund it with the least amount of impact to them.

Ms. Phillips stated that if the words “other funding” are included, the Town must have that money now in order to be able to define that source. If such funds were available, it would take a Town Meeting vote to authorize the transfer of those funds to the project. If funds become available at a later date, a Town Meeting vote would again be necessary to transfer funds, which could be used to decrease the debt incurred by the project.

Ms. Kennedy stated this particular motion must be certified by Town Counsel before it is submitted to MSBA. She clarified that the Town Meeting vote gives authorization to perform in a particular manner, and the Town can continue to look for other funding sources.

Selectman Foresto expressed concern for possible ambivalence that the school was not initially built as a middle school and voters may not want to support a repair project to remedy its use. Selectman Trindade commented people are always concerned about the money, no matter when a school was built. He opined contractors need work, interest rates are low, and at the time the original building was built, MSBA did not reimburse, and work was not of the quality this repair project will be. He stressed the importance of residents supporting projects such as these even if they do not have children in school. Supporting municipal projects that may not affect them individually but benefit others is the essence of being part of a community.

Selectman Espinosa echoed Selectman Foresto’s suggestion to show residents a strategy of how debt will fall off in time, so that citizens understand the process, and that the Board is working to find solutions that impact homeowners the least.

Chairman Crowley suggested finding a way to finance this so that the initial impact could be put off as long as possible. It was noted that if bonding is the option, it should happen quickly to take advantage of the low interest rates as payments of principal and interest will begin almost immediately. Discussion followed.

Selectman Espinosa did not want the Board to arbitrarily bond the full amount, but rather do some additional analysis. Given the information he has today, he would approve going forward with the motion as written, but would like to know that the Board will continue to research other avenues to lessen the impact on homeowners.

It was suggested that presenting it as “worst case scenario” may be an effective way to present it. Ms. Phillips stated that an actual cost depends on cash flow, information that is not available at this time.

Selectman Dunne recommended a two year BAN and then bond the project upon completion in 2013. He opined this would lessen direct impact on taxpayers while showing residents the Board is heavily vested in looking at other sources. Discussion followed.

Ms. Phillips suggested the Board sponsor an article creating the fund that would pay down some of this debt before the bond is secured. Selectman Espinosa opined the Board not ready to make a decision as to specific funds.

Ms. Phillips recommended a “ban” for two years, then going out to bond. If that were the case, the first big hit on taxes would occur in 2013, at approximately \$272. She reminded the Board that the MSBA begins reimbursement immediately instead of waiting until the project is complete.

Selectman Trindade cautioned using the word “ban” as residents will not know what that means. He suggested the Board simply impart what will occur within a specified timetable. Selectman Dunne stated he would like to see both scenarios explained. Selectman Espinosa suggested a comparison graph.

Discussion followed.

Selectmen Trindade moved that the Board go forward with a two-year ban, then reassess situation at that time in terms of financing; Selectman Dunne seconded. No discussion. All ayes, 5-0.

Selectman Trindade moved that the Board approve the motion for Town Meeting as presented; Selectman Foresto seconded. Selectman Espinosa stressed that the residents know it is the Board’s belief at present, but future economic circumstances may change that view. All ayes, 5-0.

There was brief discussion on Town Meeting procedure and protocols.

Selectman Trindade moved that the Board support the article for the Middle School Repair Project; Selectman Dunne seconded. No discussion. All ayes, 5-0.

There was brief discussion on how financial reports are prepared, frequency of reports, audit process, budget forecasting, and other financial issues.

Chairman Crowley stated he is working on the State of the Town presentation and will get it to Ms. Kennedy for review when it is complete.

At 8:45 AM, Selectman Trindade moved to adjourn; Selectman Foresto seconded. No discussion. All ayes, 5-0.

Respectfully submitted,
Jeanette Galliardt
Board Secretary

Board of Selectmen's Meeting
October 18, 2010, 6:30 PM
Sanford Hall, Town Hall, 155 Village Street

Present: Chairman Dennis Crowley; Selectmen Richard Dunne, John Foresto, and Andrew Espinosa; and Town Administrator Suzanne Kennedy.

At 6:34 PM Chairman Crowley called the meeting to order and the Board recited the Pledge of Allegiance.

At 6:36 PM, Selectman Foresto moved that the Board enter into executive session for the purpose of discussing strategy regarding litigation with the intent to return to public session for the regular meeting scheduled at 7:00 PM; Selectman Espinosa seconded. No discussion; Roll call vote: Foresto – aye, Espinosa-aye, Crowley-aye, Dunne-aye.

At 7:16 PM Chairman Crowley reconvened the public session.

Public comments: None

Medway Energy Committee Update:

Mr. Frank Faist, Chairman, Medway Energy Committee, briefly updated the Board on recent activity. He announced that a public forum on the proposed Stretch Code for Medway was scheduled for 7:30 PM on Tuesday, October 26, in the Medway Middle School Administration Wing. Mr. Faist stated this meeting is primarily for information sharing, with contractors and realtors as well as residents. He noted that, based on comments shared that evening, the committee will be making its vote on the issue on October 27. The flyer with information on the forum is posted on the Town website.

Selectman Dunne encouraged residents to attend the forum to learn the facts, noting there are numerous rumors floating around on costs associated with the code. He stated further that this code will eventually become part of the building code.

Review and consideration of warrant articles:

Town Administrator Suzanne Kennedy briefly reviewed each article as follows:

#1 – This is a housekeeping article that allocates CPA funds to three categories within the fund.

#2 – A Community Preservation Committee article regarding the Thayer property, this article requests funds to pay for design services for improvements on the house. Selectman Foresto asked that the CPC consider the entire property, not just the house.

#3 – This article rescinds an article that supported authorized but unissued debt for the Industrial Park Road Well.

#4 – This article references the installation of water mains on Route 109/Main Street, major projects under consideration for completion within 2 years. It is more cost effective to install new water mains when the roads are being worked on, opening the road only once. Ms. Kennedy stated this gives the capacity to fund the project in entirety. Chairman Crowley asked for additional documentation for the Board to review prior to the October 25th meeting.

#5 – This article will add the Stretch Energy Code as a Town Bylaw. This code will eventually become part of Massachusetts Building Code.

#6 – This article requests approval of funding for the Medway Middle School Repair Project. Ms. Kennedy suggested that wording be inserted to clarify that the funding would be via debt exclusion to differentiate from a conventional override.

#7 – Ms. Kennedy indicated this article was of a housekeeping nature, to pay FY10 bills in FY11 (fire department kitchen renovation).

#8 – This article would allow an amount to settle an arbitration case.

#9 – This article will revise the language of Town bylaw, which would not require firefighters to reside in Medway in order to be eligible for on-call duty. Ms. Kennedy indicated a residency requirement significantly reduces the pool of qualified candidates for fire and EMT service.

November Election Warrant:

Ms. Kennedy stated the Election Warrant must be signed by the Board and passed it around the table for signature.

Route 109/Main Street Renovation Project:

The Board was in receipt of a letter, dated October 8, 2010, from Weston and Sampson to Thomas Holder, Director of Public Works, containing cost estimates for water main replacements.

Selectman Espinosa moved that the Board both reaffirm and amend the Route 109 Committee with the following members: Pam Benjamin, David D'Amico, Tom Holder, Dan Hooper, Andy Rodenhiser, Chan Rogers, Ann Sherry, Paul Yorkis and Selectman Andrew Espinosa; Selectman Dunne seconded. Selectman Espinosa announced that a public hearing on the project will take place in approximately a month, and the committee needs to be up and running. All ayes, 4-0.

Presentation on Middle School Repair Project:

Chairman Crowley asked that the PowerPoint presentation be posted on the Town website so that residents could review it at their leisure.

Bob Tucker introduced Dan Bradford and Tim Bonfatti, Compass Project Management. Mr. Bonfatti made the presentation, discussing the topics of MSBA process overview, existing conditions, contents of the Statement of Interest, accessibility improvements, updates with regard to air quality, fire alarms,

intercoms and security, gym floors, corridor floors, improving electrical network, replacement of windows and some doors, improved traffic flow, and creation of a new Middle School entrance.

Discussion followed, touching on construction timelines, approximate costs, funding by debt exclusion instead of override, reimbursement from MSBA, areas being improved that are not reimbursable (administrative offices), strict adherence to the Statement of Interest items, the blending of new construction areas with existing areas, improving space usage and allocation, flexibility for peak enrollments, looking ahead for technological advancements and increased use of technology, and acknowledgment that there will be repair or replacement issues on certain things that is expected with normal usage.

Chairman Crowley stated the Board has been very fiscally conservative in the last five years and will continue to utilize this approach in their decision on this project. He noted that the Board has not yet discussed the project.

Mr. Tucker announced that a tour for the public is scheduled for Wednesday, October 27 at 6:00 PM. The PowerPoint presentation will also be available that night.

Discussion followed on the issue of selecting a date for a special town election, if the proposed article passes November Town Meeting. A December date was suggested, noting that inclement weather is less likely then than in January, prompting a better voter turnout. Ms. Kennedy noted that application for a special town election must be made to the Town Clerk at least 35 days before the proposed date.

The Board agreed to meet at 7:30 AM on Thursday, October 21, to discuss financial aspects. The Treasurer-Collector and Town Accountant will attend that meeting to provide staff input.

Eagle Scout Court of Honor – Zachary Thomas Lindsey:

The Board was in receipt of an invitation to attend the Eagle Scout Award Ceremony and Court of Honor for Zachary Thomas Lindsey on Sunday, October 24, 2010. A Proclamation of Accomplishment was read by Chairman Crowley, praising Scout Lindsay for his years of hard work and achievement, and declaring that Zachary Lindsey should be recognized with honor on Sunday, October 24.

Request to Hunt on Town-Owned Property:

Selectman Crowley stated he received a request from a resident to bow hunt on community property. The resident has all necessary licenses and permits. If the request is not approved, he would like permission to park on Town-owned property and walk to the Briggs property to bow hunt as he has permission to hunt there.

Allison Potter, Assistant to the Town Administrator, stated that hunting is permissible, if the Board allows, as long as the hunter is over 500 feet away from any residence. This hunter would like to hunt or park on the acreage not being used by the community farm. Ms. Potter stated she researched what other areas are being used for hunting and discovered they are much larger than this particular space.

Selectman Foresto expressed concern about setting a precedent, prompting a flood of similar requests, as well as issues of liability and public safety.

Ms. Kennedy suggested getting input from the Police Department and will invite the Police Chief or his designee to attend the October 25 meeting.

Approval of Town Warrants:

Selectman Foresto moved that the Board approve a Warrant for Account #11-15S-A in the amount of \$450.00; Selectman Dunne seconded. No discussion. All ayes, 4-0.

Chairman Crowley moved that the Board approved a Warrant for Account #11-16A in the amount of \$3,878,697.03; Selectman Dunne seconded. No discussion. All ayes, 4-0.

Selectman Foresto moved that the Board approve a Warrant for Account #11-16 in the amount of \$1,106,730.71; Selectman Dunne seconded. No discussion. All ayes, 4-0.

At 9:40 PM, Selectman Dunne moved to adjourn; Selectman Espinosa seconded. No discussion. All ayes, 4-0.

Respectfully submitted,
Jeanette Galliardt
Board Secretary

**Board of Selectmen's Meeting
Pre-Fall Town Meeting
November 15, 2010, 6:00 PM
Medway High School, 88 Summer St
Room A-111**

Present: Chairman Dennis Crowley, Selectmen John Foresto, Andrew Espinosa, Glenn Trindade, Richard Dunne, and Town Administrator Suzanne Kennedy.

At 6:00 PM Chairman Crowley called the meeting to order, and the Board recited the Pledge of Allegiance.

Public Comments: None

Approval of Energy Reduction Plan [Green Communities Designation:

The Board was in receipt of the Energy Reduction Plan prepared by the Medway Town Wide Energy Committee dated November 13, 2010.

Responding to a question from Selectman Foresto, Frank Faist, Chairman, Medway Energy Committee, stated if objectives are not met in the five-year period, the Town loses its "green" status. He noted items such as windows, fuel policy, insulation, etc. are part of the basic plan, but that solar windows may only be counted at the end of the five years, at the discretion of the Department of Energy. Shelly Wieler, Vice-Chair, stated the plan is very flexible so that it can be amended if necessary. She indicated the committee tried to put as much into the plan as possible. The plan will be used to apply for grants.

Selectman Dunne moved that the Board accept the Energy Reduction Plan as written; Selectman Trindade seconded. Discussion followed. All ayes, 5-0.

Selectman Trindade moved that the Chairman sign the letter to the Department of Energy regarding the Energy Reduction Plan on behalf of the Board; Selectman Foresto seconded. All ayes, 5-0.

Selectman Foresto thanked the Medway Energy Committee for its hard work on bringing the Energy Reduction Plan forward.

Approval of Green Communities Designation Application:

The Board reviewed the Town's Application for Green Communities Designation, dated October 25, 2010, containing letters to the Department of Energy, Fuel Reduction Policy, and the Town of Medway's Zoning Bylaw, 51 pages total.

Selectman Trindade moved that the Town submit the completed application for Green Communities Designation to the Massachusetts Department of Energy Resources; Selectman Espinosa seconded. It

was noted that a presentation of this topic will be made at tonight's Town Meeting. Susy Affleck-Childs clarified that compliance with facets of the designation is not mandatory to sell property, such as Title 5 compliance. All ayes, 5-0.

Discussion of Fall Town Meeting Warrant Articles:

The Board reviewed the finalized articles and draft motions for tonight's Town Meeting.

Article 8 -- Allison Potter, Executive Assistant to the Town Administrator, stated there was a minor alteration to Article 8, specifically, brackets were removed, but confirmed that the content remained the same. Town Administrator Suzanne Kennedy stated the final wording of the article resulted from research with a consultant and the MSBA's feedback.

There was brief discussion on the Board's potential response to questions regarding this article. Chairman Crowley stressed that the public know that tonight's presentation is a snapshot of the Town's finances, but that other avenues for funding will always be considered if possible.

Ms. Kennedy stated the Finance Director put together a spreadsheet that, considering the present Article 8 figures, showed average costs to the taxpayer of approximately \$137 annually for 20 years.

Executive Session:

At 6:33 PM Selectman Trindade moved that the Board go into Executive Session for the purpose of discussing strategy for pending litigation that could be detrimental to the Town if discussed publicly with the intent to return to public session. Selectman Dunne seconded. No discussion.

Roll call vote – Chairman Crowley, aye; Selectman Dunne, aye; Selectman Espinosa, aye; Selectman Foresto, aye; Selectman Trindade, aye; 5-0.

At 6:54PM, the Board returned to public session.

Approval of Warrant to be Paid:

Selectman Foresto read the outstanding warrant, dated November 18, 2010, Account 11-20, in the amount of \$341,321.02.

Selectman Trindade moved the Board approve the warrant as read [#11-20, 11/18/10 \$341,321.02]; Selectman Espinosa seconded. No discussion. All ayes, 5-0.

At 6:58 PM, Selectman Trindade moved to adjourn; Selectman Espinosa seconded. No discussion. All ayes, 5-0.

Respectfully submitted,
Jeanette Galliardt
Board Secretary

Board of Selectmen's Meeting
November 22, 2010, 7:00 PM
Sanford Hall, Town Hall
155 Village Street

Present: Chairman Dennis Crowley, Selectmen John Foresto, Andrew Espinosa, Richard Dunne, and Town Administrator Suzanne Kennedy. (Selectman Trindade absent)

At 7:04 PM Chairman Crowley called the meeting to order, and the Board recited the Pledge of Allegiance.

Public Comment: None

Public Hearing -- Tax Classification Hearing:

At 7:06 PM Selectman Dunne moved that the Board hold a public hearing on the adoption of a Residential Factor (Tax Classification); Selectman Espinosa seconded. No discussion; all ayes, 4-0.

The Board was in receipt of the following information: Letter, dated November 22, 2010, to the Board of Selectmen and the Citizens of Medway, from the Medway Board of Assessors, updating the Board and residents on the work the Board of Assessors has completed prior to this hearing, presenting data on past and present tax levies, assessed values, comparisons to other communities, explaining available options, and other related statistics, 16 pages.

For the benefit of the Board and residents, Will Naser, Principal Assessor, read aloud the letter to the Selectmen and residents from the Board of Assessors (without statistics). He summarized the work the Assessors office has completed in the past year, in order to prepare for this hearing. He noted that there are actually four questions communities consider when setting the tax rate, clarifying that the fourth one, the Open Space Exemption, does not apply to Medway.

Mr. Naser briefly explained how the tax levy works and its relationship to revenues necessary to support the municipal budget. Selectman Dunne asked what items cause a budget to grow beyond the revenues coming in. Town Administrator Suzanne Kennedy stated factors such as increases in health insurance premiums, enterprise funding, overhead expenses, and salaries are some of the things that contribute to this.

Mr. Naser clarified that the first two bills residents receive for real estate taxes are preliminary bills, meaning they are estimated, based on last year's rate. Once the rate is determined, the remaining two bills for the year will reflect the new rate and even out any discrepancies so that those tax revenues are up to date.

There was a general discussion about tax rates, setting a levy, the operating budget, inflation, and the relationship among all these components. Selectman Espinosa asked that the packet prepared by the

Assessors Office be put on the website so that residents can read about it and understand how it works. He stated the chart showing information on surrounding communities would be helpful for comparison.

Selectman Espinosa expressed concern that government is growing faster than it should be allowed to. Discussion followed. Responding to a question from the Board, Ms. Kennedy clarified that, if a tax classification rate is not set timely, it is detrimental to the Town.

Mr. Naser clarified that the Assessors Office does not raise or lower taxes, noting that their work is value-based, using generally-accepted assessing standards set by the Commonwealth. There was brief discussion on impact of residential property taxes on residents in an already-difficult economical climate.

Jay Newton, Chairman, Medway Board of Assessors, clarified that the Assessors Office works on valuing property as fairly as possible, noting that the value is used to determine overall value and subsequent tax rate when determining revenues required to operate the town effectively. Chairman Crowley opined that taxes may have to increase or services may be reduced.

Drawing the discussion back to the purpose of the hearing, Mr. Naser began reviewing the Questions Requiring a Vote by the Selectmen of Medway.

Question 1 – Do you choose to have a residential exemption? Mr. Naser stated the Town of Medway has not had this in the past as it is typically adopted in rental areas and summer home areas, presently 14 out of 351 communities.

Selectman Foresto moved that the Board not adopt a residential exemption; Selectman Dunne seconded. No discussion. Split vote, 3-1 – aye, Foresto, Dunne, Crowley; oppose, Espinosa.

Question 2 – Do you choose to have a small commercial business exemption? Medway has not adopted this previously; currently adopted by 6 out of 351 communities.

Selectman Foresto moved that the Board not adopt a small commercial business exemption; Selectman Dunne seconded. No discussion. Split vote, 3-1 – aye, Foresto, Dunne, Crowley; oppose, Espinosa.

Question 3 – Do you choose to have a single tax rate or a split tax rate? If split, what tax burden percentage is desired?

Selectman Foresto moved that the Board adopt a Single Tax Rate (factor of 1) of 17.02; Selectman Dunne seconded. No discussion. Split vote, 3-1 – aye, Foresto, Dunne, Crowley; oppose, Espinosa.

Selectman Espinosa thanked the Assessors Office for their hard work in getting this information together. The Board encouraged residents to write to their state representatives if they have concerns regarding high taxes based on valuations.

Ms. Kennedy clarified that the new growth piece of the revenue equation is nearly impossible to predict with such variables as building permits, personal property, industrial and commercial land parcels. Mr. Naser stated the utility companies usually let them know what their individual new growth amount is, usually things that do not require a permit. He stated the largest utilities serving Medway are Algonquin Gas, Verizon and NStar. He stated that they may have a better idea of how to predict growth in these areas by considering historical information. Responding to a question from Selectman Foresto, Mr. Naser stated that they do not have information on Comcast, most likely because it is not one of the higher valued utilities. He stated further he would prepare a history of the higher valued utilities and get it to Ms. Kennedy. Discussion followed.

Resident Martin Dietrich noted that the present rate is 16.29, and going to 17.02 is more than a 2.5% increase. Mr. Naser explained how the levy works, noting that other data is also factored in. Chairman Crowley reiterated that putting the information packet on the Town website would be helpful to residents.

Mr. Naser stated the Assessors Office will prepare the required form, Classification Tax Allocation, Form LA5, based on tonight's vote, for the Board's signatures.

At 7:54 PM, Selectman Dunne voted to close the public hearing; Selectman Foresto seconded. No discussion. All ayes, 4-0.

Authorization to Expend Grant Funds – MIIA Loss Control Grant:

The Board reviewed the following information: Notice of Grant Award, dated September 14, 2010, from the MIIA Insurance Company, specifying an award of \$5,000.

Allen Tingley, Chief of Police stated the department has been awarded the MIIA Loss Control Grant in the amount of \$5,000. This grant will be used to help purchase an emergency response equipment trailer which will be shared by the Police, Fire and Public Services Departments. The trailer will contain traffic cones, barrels, caution tape, safety vests and other equipment. Chief Tingley stated the trailer costs \$5,800, and the remaining \$800 will come out of the Police Department's budget.

Selectman Foresto moved that the Board authorize the expenditure of the MIIA Loss Control Grant award of \$5,000 to be used by the Police Department for the purchase of an emergency response equipment trailer; Selectman Dunne seconded. No discussion. All ayes, 4-0.

Town Administrator Suzanne Kennedy commended the department heads for their quick action. Due to popularity, applications to this program have been suspended, and Medway's quick action garnered an award.

Authorization to Expend Grant Funds – COPS Grant:

The Board reviewed the following information: Notice of Grant Award from the U.S. Department of Justice, Office of Community Oriented Policing Services, dated September 29, 2010, in the amount of \$23,041 to be used for continuation and enhancement of school safety equipment and efforts.

Allen Tingley, Chief of Police, introduced Officer Grimes, School Security Officer for the Town of Medway.

Office Grimes briefly reviewed how these funds would be expended, which included the leasing of the OneCall System at a cost of \$11,000 over a three-year period; a visitor management system that processes that personal ID information through CORI and other databases for flags on that individual; and be fire protection upgrades. Discussion followed on coordinating alarm systems at the Middle School as the buildings were built at different times. Ms. Kennedy suggested a conference call with Tim Bonfatti of Compass Management (Middle School Repair Project) about coordinating these systems.

Selectman Foresto moved that the Board authorize the expenditure of the U.S. Department of Justice “Secure Our Schools” Grant in the amount of \$23,041 to be used by the Police Department for the purchase of school security equipment; Selectman Espinosa seconded. No discussion. All ayes, 4-0.

Ms. Kennedy asked Chairman Crowley to sign the acceptance letter on behalf of the Board.

Approval – Waiver of Building Permit Fees for 50 Winthrop Street House Repairs:

The Board reviewed the following information: Letter, dated November 18, 2010, from the Medway Building Department, requesting the building permit fees be waived for the repair project associated with the house on property located at 50 Winthrop Street (Town-owned).

Selectman Dunne moved that the Board approve a waiver of building permit fees associated with house repairs to the property located at 50 Winthrop Street; Selectman Espinosa seconded. No discussion. All ayes, 4-0.

Authorization of Chairman to Execute Contract for Vinyl Siding of Police Station:

The Board was in receipt of the following information: Agreement, dated November 9, 2010, between the Town of Medway and Brocorr LLC, for work to be done at the Police Station, 32 pages; agreement includes contractor bid, specifications, RFP, descriptions/drawings, copies of bonds, certificates of insurances and licenses and other related items.

Robert “Bobby” Magee, Department of Public Services, stated this project came in well within the budgeted amount. Responding to a question from the Board, he stated that a performance bond was not required as the project amount was beneath the dollar amount required for such a bond. He noted that a payment bond is required. Discussion followed.

Selectman Espinosa moved that the Board authorize the Chairman to execute the contract as submitted with Brocorr LLC in an amount not to exceed \$30,650 for the installation of vinyl siding at the Police Station. No discussion. All ayes, 4-0.

Authorization of Chairman to Execute Contract for Catch Basin Cleaning:

The Board was in receipt of the following information: Agreement, dated April 21, 2010, between the Town of Medway and Truax Corporation for catch basin cleaning, 26 pages; agreement includes

contractor bid, specifications, RFP, descriptions/drawings, copies of bonds, certificates of insurances and licenses and other related items.

Selectman Espinosa moved that the Board authorize the Chairman to execute the contract as submitted with Truax Corporation in an amount not to exceed \$80,000 for the Department of Public Services catch basin cleaning program; Selectman Dunne seconded. Selectman Dunne asked about the source of the funds. Mr. Magee responded the funds will be expended from the general fund and road maintenance accounts. All ayes, 4-0.

Approval of Minutes:

Selectman Espinosa moved that the Board accept the minutes of October 18, 2010, as drafted; Selectman Dunne seconded. No discussion. All ayes, 4-0.

Regarding minutes of October 25, 2010, Chairman Crowley suggested the following addition: Page 2, Line 18, the word "middle" should be added so that it reads "Middle School Building Committee."

Selectman Espinosa moved that the Board accept the minutes of October 25, 2010, as amended; Selectman Dunne seconded. No discussion. All ayes, 4-0.

Regarding the minutes of November 1, 2010, Chairman Crowley suggested the following correction: Page 3, Line 24: the vote should be 3-1.

Selectman Espinosa moved that the Board accept the minutes of November 1, 2010, as amended; Selectman Dunne seconded. No discussion. All ayes, 4-0.

School Committee Report from School Committee Liaison:

Deb Trindade, Chairman, School Committee, updated the Board on budget realignment, school choice monies/expenditures, an additional bus run due to overcrowded buses, and monies voted to cover expenditures. She noted that the committee is prudent in its fiscal responsibility and, if necessary, will examine each school's budget by line item to see if adjustments can be made. Ms. Trindade stated it is important for the public to understand how the school makes its budget cuts, and what criteria were used to make those decisions. Discussion followed.

Selectman Espinosa asked about special education mandates. Ms. Trindade responded by noting that out-of-district tuition increases often come after the budget is set and the fiscal year has begun. When this happens, they work to cut expenses.

Selectman Foresto noted that sometimes an IEP (Individualized Education Plan) changes which causes a shift in funding, i.e., additional staff or resources required to deliver the services specified by the IEP. He stated he recently attended a meeting where teachers and students were enthused about having computers in the classroom, and emphasized resources like that are well worth the effort.

Chairman Crowley expressed caution on spending a lot of time working on a needs-based budget before the Town's budget policy is set. Ms. Trindade responded that the needs must be determined before they can assess the value of those needs.

Action Items:

No updates on the following items: Outsourcing activities (5/18/10), Medway Cleanup Day (6/7/10), and DPS Facility Feasibility Study (9/7/10).

Matrix of street acceptances for Annual Town Meeting (7/6/10): A meeting on this is scheduled for December 9. Selectman Espinosa will be there representing the Board of Selectmen.

Route 109 Project (9/20/10): Ms. Kennedy stated Mr. Guy Rezendes of Mass. Highway has asked for additional information, predominantly schedules of budget numbers from subcontractors and asked when the committee will be meeting. Selectman Espinosa stated he would contact the committee chair about scheduling a meeting; the committee had been waiting until after November elections were over to see what individuals would be in office.

Setting of 1/18/10 Special Election and Approval of Ballot Question for Middle School Repair Project:

Selectman Dunne read aloud the proposed ballot question for an election proposed for Tuesday, January 18, 2011.

Selectman Dunne moved that the Board set January 18, 2011 as the date of a Special Election to be held relative to a vote on proposed Middle School repairs; Selectman Foresto seconded. No discussion. All ayes, 4-0.

Selectman Dunne moved that the Board approve the ballot question as submitted relative to the January 18, 2011 Special Election to be held relative to the vote on the proposed Middle School Repairs; Selectman Espinosa seconded. No discussion. All ayes, 4-0.

Preliminary FY2012 Budget Policy Discussion:

The Board reviewed the following information: comparison of cherry sheet figures for FY11 and expected aid in FY12, a draft FY2012 Budget Policy Statement, and FY11 Budget Policy Statement for reference.

Chairman Crowley asked the Board to again review the previous year's information and policy before the December 6 public session when Selectman Trindade will be present. Ms. Kennedy stated it is imperative the budget discussion occur that evening as staff needs to begin working on budgets to avoid delay in the budget development process. Discussion followed. The Board asked for updated revenue figures as well as expenses to date for that meeting.

It was agreed to meet on Wednesday, December 1, at 7:00AM to prepare for the December 6 meeting.

Approval of Warrants:

Warrant 11-21, dated 11/24/10

11-21	Town Bills	2,541.62
11-21S	School Bills	372,794.41
11-21P	Gross payroll – Town	195,376.31
11-21S	Gross Payroll – School	797,141.36
Total		1,369,853.70

Selectman Espinosa moved that the Board approve the Warrant 11-21, dated 11/24/10, as read for a total of \$1,369,853.70; Selectman Dunne seconded. No discussion. All ayes, 4-0.

Town Administrator's Report:

Suzanne – flesh out – I didn't catch the other 3 items you mentioned

Ms. Kennedy commended the Energy Committee regarding its efforts to adopt the Stretch Code. There are [redacted] communities that have adopted it. Projects will now be reviewed to reduce energy consumption. She noted that grant applications are due in January. It is hoped that Medway can become designated as a "green" community, and noted there are already 63 designated communities in the state.

Ms. Kennedy stated she has implemented a performance evaluation system for department heads. This entails defining goals and objectives and meeting periodically with staff regarding accomplishment of those goals. She emphasized that this is a year-long process.

Selectmen's Reports:

Selectman Foresto – (1)The Thayer Committee now has seven members but may need an additional one to replace a member who is unable to regularly attend, preferably someone with an architecture or construction background. The committee will move forward to develop the RFP for a consultant with the goal to have a recommendation for the Annual Town Meeting. He noted this weekend is Christmas parade with fireworks and asked Ms. Kennedy to check with the police chief to make sure the Thayer property is protected. He suggested putting up parking barriers to protect the lawn and septic system. (2) He stated he heard many positive comments on the Board's presentation at Town Meeting.

Selectman Foresto stated he had heard positive comments about rejuvenation of Town Hall, the staff and overall environment. Ms. Kennedy responded that it has been a collaborative effort, and remarked how nice it is to have a group of people who can get along to work cohesively.

Selectman Espinosa – Nothing to report.

Selectman Dunne -- Thanked the School Committee for the Legislative Breakfast. He suggested having it every six months instead of only once a year.

Chairman Crowley -- Asked Ms. Kennedy to make sure the State of the Town address in on the Town website.

It was agreed to meet early on December 6: Executive session at 5:45 PM with the regular meeting beginning at 6:00 PM.

Cancellation of December 20 Selectmen's Meeting:

After brief discussion, Selectman Foresto moved that the Board cancel the Selectmen's meeting scheduled for Monday, December 20; Selectman Dunne seconded. No discussion. All ayes, 4-0.

Town of Medway 300th Anniversary:

The Medway 300 Committee has met to begin preparations for this historical event. The Gala Ball has been scheduled for December 31, 2012.

At 9:04 PM, Selectman Dunne moved to adjourn; Selectman Foresto seconded. No discussion. All ayes, 4-0.

Respectfully submitted,
Jeanette Galliardt
Board Secretary

**Board of Selectmen's Meeting
November 1, 2010, 7:00 PM
Sanford Hall, Town Hall
155 Village Street**

Present: Chairman Dennis Crowley, Selectmen John Foresto (left at 7:20 PM), Andrew Espinosa, Glenn Trindade, Richard Dunne, and Town Administrator Suzanne Kennedy.

At 7:00 PM Chairman Crowley called the meeting to order, and the Board recited the Pledge of Allegiance.

Public Comment: None

Opening Comments:

Chairman Crowley Dennis acknowledged the Friends of Choate Park and expressed appreciation for their efforts on the annual Halloween Pumpkin Walk. He stated that the "Touch a Truck Day" was also very successful.

Chairman Crowley reminded residents about Election Day on Tuesday, November 2, and encouraged all to vote.

Approval of Warrant:

Selectman Foresto read the outstanding warrant, #11-18 in the amount of \$756,964.05.

Selectman Trindade moved that the Board approve the warrant as read; Selectman Dunne seconded. No discussion. All ayes, 5-0.

At this time (7:20 PM), Selectman Foresto left the meeting to attend a meeting of the Community Preservation Committee.

Action Items:

Roles and Responsibilities Document – After discussion, the Board agreed to move this item to a December meeting.

Outsourcing – Selectman Trindade has not yet received the information he sought and will follow up with the appropriate people.

Medway Clean Up Day – Town Administrator Kennedy will handle this project.

Matrix of Street Acceptances – Town Administrator Kennedy suggested the Board consider a workshop

instead of a meeting. Ms. Kennedy will contact Selectman Espinosa (liaison) to work out a timeframe to present at the next meeting. She suggested December 7, 8 or 9 as possible dates for this workshop.

DPS Facility Feasibility Study – Selectman Trindade indicated that no conclusions were reached after preliminary study reviewed. He stated he will meet with Tom Holder review potential sites.

GIS System Long-Term Goals –Selectman Trindade asked that the Board revisit this issue in December.

Route 109 Project – Selectman Espinosa stated the project is stalled due to an audit document going to the Department of Transportation. The matter should be resolved in 2-3 weeks. He estimated the notice to proceed as well as final audit document should be ready in December.

Budget Policy – Town Administrator Kennedy reminded the Board it was time to start reviewing this, noting that the uncertainty of the revenue stream makes it difficult to work on the budget. She has consulted with colleagues, and all are considering level-funded budgets. There was brief discussion regarding establishing a framework, setting guidelines and expectations. This item will be put on the November 22 agenda for discussion, with the establishing of the policy on December 6. The Board asked for a copy of this year's actual budget numbers. Ms. Kennedy stated she would get it to them tomorrow. Selectman Dunne noted the actual numbers is a more accurate place to start to develop projections.

CPA Funding – This item will stay on the action item list. Brief discussion regarding future percentage as well as the affordable housing trust, how funds are distributed, who has authority, etc. The Board asked for updated CPA funding totals with projected end-of-year balances.

School Committee Report from Liaison:

Deb Trindade, Chairman, School Committee, reminded the Board about the upcoming Legislative Breakfast on November 13, and asked that anyone attending to please RSVP their intention.

Contract for Highland Street Tank:

The Board was in receipt of Contract 10-1, dated August, 2010, from Weston & Sampson Engineers, Inc., related to the Highland Street Water Storage Tank, complete with project outline, bid information, and exhibits. The winning bid was Stateside Aquastore, Inc. with a bid of \$1,199,825.00.

Responding to a question from Selectman Dunne, David D'Amico stated there was only one bidder at \$1.1 million, which includes dismantling of the old tank, any remediation of the area, necessary site work, and relocation of electronics and data cabinets. He noted the work can start almost immediately so that the foundation can be put in before winter, then work on construction during winter. The completion is estimated for June 2011.

Selectman Trindade moved that the Board authorize Chairman Dennis Crowley to execute the contract with Statewide Aquastore, Inc. for the construction of the Highland Street Water Storage Tank; Selectman Dunne seconded. No discussion. All ayes, 4-0.

Discussion on Middle School Repair Project Funding:

Selectman Espinosa stated that a debt exclusion does not mean that residents will be taxed for the full amount, that it merely puts a funding mechanism in place. Other funding sources should also be explored. At the Board's meeting on Friday, October 29, the Board voted to put forward at Town Meeting a motion to fund a Proposition 2 ½ debt exclusion of the \$21.2 million (full amount) with a 10.5 million reimbursement from MSBA. There is a specific way the motion has to be written for Town Meeting per MSBA guidelines.

Selectman Trindade stated the Board supports the repair project and related debt exclusion. The Board is seeking the smartest funding strategy in order to go forward that will impact the residents the least, considering tax impact, use of existing funds, and other avenues.

Chairman Crowley acknowledged that residents need to know what the potential cost impact would be, and stated a PowerPoint slide presentation would be available at Town Meeting.

Chairman Crowley stated further that information on both the Stretch Code and the Middle School Repair Project will be available at Tuesday's polling places. Deb Trindade stated another presentation of the Middle School Repair Project, as well as a building tour, is scheduled for Tuesday, November 9, at 7:00 PM.

Selectman Trindade announced that there is now a Facebook page for the Medway Middle School Repair Project, which is a good source of information, pictures, etc.

Approval of Lions Club Annual Christmas Tree Sale:

The Board was in receipt of a letter, dated October 16, 2010, from Frank Alconada and Carl Rice, Medway Lions Club, requesting permission to hold the Annual Charity Christmas Tree Sale in the Medway Shopping Plaza, noting dates and hours of operation.

Selectman Trindade moved the Board grant permission to the Medway Lions Club to hold the Annual Charity Christmas Tree Sale as requested; Selectman Espinosa seconded. No discussion. Three ayes, one abstention.

Town Administrator Report :

Ms. Kennedy stated the Town submitted a grant application for the establishment of a recreational trail which would provide access to the Charles River. She noted the Town will not know for a year if it has been awarded the grant.

Ms. Kennedy stated the Town has received a grant from MIIA in the amount of \$5,000. She stated the grant will help pay for a Car-Mate trailer containing traffic cones, barrels, etc. to be used by DPS, fire, police, etc.

Ms. Kennedy noted she is continuing her efforts to increase training for staff, solidifying positive impact with regard to collaboration, high level of morale, and excellent knowledge base. She is looking into

workshops focusing on handling difficult situations. There will also be updates on sexual harassment. Staff recently took part in a workshop focusing on customer service, which MIIA provided for free, and she has already noticed improvement. A second workshop will be in January. The Board supported these efforts wholeheartedly.

Selectmen Reports:

Selectman Trindade – nothing

Selectman Espinosa stated he is hoping to have updated reports from Melanie Phillips regarding the budget and budgeting in the future. He is also seeking advance information to review prior to the Board's discussion on setting the tax rate.

Selectman Dunne –nothing

Chairman Crowley asked if the discussion on the Broad Street property should be revisited. Selectman Dunne stated he had an initial discussion with the interested party with no further action. It was agreed that the matter will be discussed in an executive session, after Mr. Dunne reaches out to the interested party.

Responding to a question from the Chairman, David D'Amico stated the electronic sign is ready to go at Choate Park and will be used for Tuesday's election activities. The Town has the use of the sign for a 30-day period.

Responding to a question from the Chairman, Ms. Kennedy stated financial reports for the period ending 9/30/10 should be ready in a few days. The Board expressed interest in whatever kind of report can be ready the quickest.

David D'Amico, Deputy Director, Department of Public Works, stated the flushing program is going well, noting flushing is presently being done in Zone 4, with the final zone (Zone 5) to be done in a few days. There is a new Assistant Water Superintendent, but the department is still down one staff person.

Responding to a question from Selectman Dunne, Mr. D'Amico stated appointments to replace 180 new water meters have been made with 100 more yet to be done. He noted the department is willing to work with residents on the meter replacement, with flexible evening and even weekend appointments, if necessary. The department will be making phone calls to those residents who have not responded to letters regarding meter replacement. He stated the department hopes to meet the December 31 deadline by completing two reading zones. He stated there is not enough data yet to note any impact from meters already replaced.

At 7:55 PM Selectman Trindade moved to adjourn; Selectman Dunne seconded. No discussion. All ayes, 4-0.

Respectfully submitted,
Jeanette Galliardt

Board Secretary

**Board of Selectmen's Meeting
December 6, 2010, 6:00 PM
Sanford Hall, Town Hall
155 Village Street**

Present: Chairman Dennis Crowley, Selectmen John Foresto, Andrew Espinosa, Glenn Trindade (absent), Richard Dunne, and Town Administrator Suzanne Kennedy.

At 6:04 PM Chairman Crowley called the meeting to order, and the Board recited the Pledge of Allegiance.

Public Comment: There being no public comments, Chairman Crowley took this opportunity to acknowledge the death of Paul Wilson, a local icon. He stated the Wilson family had been instrumental in many improvements in town that will benefit future generations. On behalf of the Board, he extended sincere condolences to the Wilson family.

Action Items:

7/6/2010 – Selectman Espinosa stated the street acceptance workshop will be held this coming Thursday, noting that a lot of streets are not accepted. For the benefit of residents, he explained what the workshop is about, why a street might not be accepted, and announced that is an informational meeting that is open to the public.

9/7/2010 – Selectman Dunne stated the meeting regarding the DPS Facility Feasibility Study took place. Ms. Kennedy added that she will meet with DPS Director Tom Holder to discuss commercially available options.

9/20/2010 – Selectman Espinosa reported he will be setting up the first meeting of the Route 109 Project Committee sometime in December, if possible, and added that it would be with the Board of Selectmen. Tom Holder, DPS Director, updated the Board on communications with Mr. Rezendes of Mass. Highway, who had asked for additional information about subcontractors, which has been provided. Selectmen Espinosa opined the meeting will cover the committee's mission, leadership roles, as well as initial discussion of the project in general.

No other updates.

School Committee Report from School Committee Liaison:

Shelley Wieler, School Committee, reminded the Board there will be an awards ceremony on Wednesday at which seven people will be honored, and of the upcoming holiday concert at the high school featuring chorus, band and jazz band. She stated the committee will not be meeting again before the holidays and extended holiday greetings to boards and committees. After the New Year, the committee will begin looking at budgets and revenue projections. Responding to a question from the

Board, she opined the committee will define the needs of the schools, and then do what is necessary to meet those needs after budget information is available.

Approval of Waiver of Building Permit Fees for Water Line Work Associated with Meter Replacement Program:

The Board reviewed a Letter, dated December 6, 2010, from John F. Emidy, CBO, Building Commissioner and Zoning Enforcement Officer, to the Town Administrator, requesting that all Building Department fees be waived for all services involved with replacing or repairing water meters.

Tom Holder and David D'Amico, Department of Public Services, updated the Board on the meter replacement project. It was noted that of the 3,700 meters to be replaced, 1,475 have been done, with appointments made to accomplish many more. Mr. D'Amico reported that 2.5% of those meters are at locations where the plumbing is too deteriorated to install a new meter, and they are encouraging residents to get upgrades done in order to accommodate the new meter. This is primarily in the older part of town. This is one of the reasons the department wishes to waive the fees to give those residents a financial break. Discussion followed.

Responding to a question from Chairman Crowley, Mr. D'Amico reminded residents that if they have not received a letter regarding meter replacement, they should call the department to make an appointment to have the work done.

Selectman Dunne moved that, based on the request of the Building Commissioner and the Department of Public Services, the Board of Selectmen waive all Building Department fees involved with installation of water meters; Selectman Foresto seconded. No further discussion. All ayes, 4-0.

Approval of FY12 Budget Policy:

The Board was in receipt of a revised draft of the 2012 Budget Policy Statement, including suggested wording changes and additions.

The Board briefly discussed the revised draft of the budget policy statement. Selectman Dunne offered a suggested addition, which added cautionary guidance that revenue is not necessarily recurring, so should not be counted on in future operating budgets. He suggested this wording substitute for blue section in the draft policy. Discussion followed.

Selectman Foresto moved the Board add the wording suggested by Selectman Dunne, as read, then withdrew the motion to continue discussion. Several minor corrections were suggested involving capitalization of terms, and other word-smithing.

Selectman Espinosa moved the Board accept and adopt the FY2012 Budget Policy Statement as amended; Selectman Dunne seconded. No discussion. All ayes, 4-0.

Presentation from Capital Improvement Planning Committee:

At the meeting, the committee submitted a document listing request items, financing capacity and projects proposed for 2012. *Present: Thomas Anderson, Chairman, and other members of the CIPC, David D'Amico, Department of Public Services.*

Mr. Anderson updated the Board of the committee's progress, identified projects, and noted that the committee has received \$15 million in requests, partially due to the support of the Board of Selectmen last year. The committee is presently looking into the ability to bond approximately \$1 million, but is also looking at other financing options, including free cash if the Board would approve it. The projects funded by free cash total \$444,900.

Town Administrator Suzanne Kennedy reminded the Board that the price quotes listed would have to be supported by documentation from vendors.

Responding to a question from Selectman Dunne, Mr. D'Amico stated the high band radio is essential during snowstorms and emergency situations, as cell phone coverage can be minimal or non-existent. He added that the radio will be compatible with existing system used by police and fire.

Selectman Espinosa opined the increase in requests is positive given the committee has only recently been reestablished. He added that it is important to track specific requests, and weigh the impact of the committee taking action on one request versus another.

Chairman Crowley opined the process is catching up to present needs, ideally to be proactive and anticipate equipment replacement before a situation becomes critical. He acknowledged the importance of continuity within the committee, and that the core group has been diligent in their efforts. Selectman Foresto stated the report shows the committee has been working hard, noting that the wide variety of requests shows people are becoming vested in the process.

Regarding a request for an additional committee member, Chairman Crowley stated the Board would like to review the résumé and possibly handle at the next meeting, if the new person is available to come in and meet with the Board.

There was general discussion on water meter replacement, free cash as a financing option, bonding, the Route 109 project, enterprise funds and tracking of upcoming projects.

It was suggested that the CIPC meet with the Board again in January or February. The Board thanked the committee for its hard work.

Approval of Annual License Renewals:

The Board was in receipt of a Memo, dated December 3, 2010, from Allison Potter, Assistant to the Town Administrator to Suzanne Kennedy, Town Administrator, submitting a list of all licenses up for renewal.

Allison Potter, Assistant to the Town Administrator, briefly reviewed the list of annual license renewals. She noted that a license holder must meet all renewal requirements before the license is issued and asked that this condition be included in the approval.

Selectman Dunne moved the Board approve all acceptable applications for license renewal, excepting those who have not responded; Selectman Foresto seconded. No discussion. All ayes, 4-0.

Selectman Espinosa asked if late applicants are subject to a late fee as staff puts in extra work. Ms. Kennedy opined Town Counsel can give input on establishment of a late fee. Chairman Crowley suggested that if a business owner does not successfully renew their license by December 31 of any calendar year they should be required to reapply with a late fee. Discussion followed.

Selectman Foresto moved that, with regard to annual license renewals, a business owner be subjected to a late fee if no response is made to a second notice, not be authorized to open said business, and be fined to the limit of the bylaws of the Town; Selectman Dunne seconded. No discussion. All ayes, 4-0.

Approval of Warrants:

Selectman Foresto read aloud Warrant #11-23 for 12/9/2010, submitted for approval:

11-23S – School Bills:	\$239,855.52
11-23P – Payroll Town	\$274,372.06
11-23SP – Payroll School	\$777,160.47
TOTAL	\$1,291.388.05

Selectman Dunne moved the Board approve Warrant #11-23 for 12/9/10, as read; Selectman Espinosa seconded. No discussion. All ayes, 4-0.

Town Administrator's Report:

Ms. Kennedy reported that the Town has submitted its application to be designated as a "green" community, but received notification of a minor snag regarding the school vehicle use policy. This situation was resolved by the School Committee at its recent meeting. Ms. Kennedy thanked the School Committee and Shelly Wieler for their quick action to get it remedied before the deadline.

Ms. Kennedy stated the retention project has been completed, noting the funding had been appropriated by the Board of Selectmen. Staff is presently cleaning up records in accordance with state statute. She thanked everyone for all their hard work, and acknowledged Allison Potter as spearheading the effort.

Ms. Kennedy noted that some very old weights and measures items have been found. She stated that photographs have been taken, and will look to see if funds might be available with the Historical Commission to refinish the items and display them.

The Town has received two grants. The first is in the amount of \$29,700, of which \$24,000 will be used for improvement of the police communications dispatch center, including redesign and updating the computers. The remainder of that grant will be used for personnel. On a related note, problems have

been found with the electrical wiring in the communications center, and that fiber optics may have impeded ability to readily install updated equipment.

The second grant is from the Massachusetts Emergency Management Administration (MEMA) in the amount of \$4,000, specifically, the Office of Public Safety and Security. These funds will be used to encourage regionalization of services for emergency response.

Ms. Kennedy noted the Chairman had previously requested information about adding hyperlinks for public entities to the Town's website, and reported that Town Counsel suggests creating a policy for consideration of hyperlink requests. She reported that initially a newspaper came forward, followed by the Medway 300 Committee. The policy would then guide the Board on its action with regard to hyperlinks.

Selectmen's Reports:

Selectman Foresto stated a member of the Thayer Committee has resigned. This particular member represented Parks and Recreation. He said the committee will need a new member to replace him.

Selectman Espinosa stated he will be attending the meeting of the Zoning Board of Appeals. He briefly summarized a situation with an affordable housing decision, noting that it seemed to be a break in communications between departments. He suggested the Town website be updated with key issues before the ZBA meeting is held so that the public can be informed of the situation. Announcement of follow-up meetings on specific matters could be posted as well.

Selectman Dunne reported he had received an email regarding the electronic sign at Choate Park, the resident alleging it violated the Town's sign bylaw. Ms. Kennedy stated she will have Town Counsel look into it. Selectman Foresto opined the sign to be an effective means of communication, and he had received positive comments as to reminders for voting and Town Meeting, and found it interesting that others found it a nuisance when it was there only a month. Chairman Crowley took a quick look at the Town bylaws which stated that legal notices or communications erected by public agencies are exempt.

Chairman Crowley reminded residents of the annual public meeting of the Medway Community Farm on December 7 at the public library. Additionally, he extended a reminder that the historical house tour is on Sunday, December 12, and tickets are available at the Town Clerk's office. Chairman Crowley stated he looks forward to a breakfast with selectman of surrounding towns. Ms. Kennedy reported she is working on it, noting it will be a roundtable discussion of common issues.

At 7:35 PM Selectman Espinosa moved to adjourn; Selectman Foresto seconded. No discussion. All ayes, 4-0.

Respectfully submitted,
Jeanette Galliardt
Board Secretary

MEDWAY BOARD OF SELECTMEN

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*Andrew Espinosa, Chairman
Richard Dunne, Vice Chairman
Dennis Crowley, Clerk
John Foresto, Member
Glenn Trindade, Member*

Board of Selectmen's Meeting-Final

March 15, 2010 7:00 PM

Sanford Hall, Town Hall, 155 Village Street

Present: Chairman Espinosa, Selectmen John Foresto, Dennis Crowley, Glenn Trindade and Rich Dunne, Town Administrator Suzanne Kennedy and Board Secretary Wendy Harrington

Absent:

The meeting was called to order at 7:03 PM

Public Comments: None

Approval of 3/1 Minutes

Selectman Trindade moved that the Board approve the Minutes of the 3/1/10 Board Meeting; Selectman Foresto second; No discussion; All ayes 5-0.

Action items: The action items were reviewed, discussed and changes were made. Chief Tingley was present and gave an update on Reverse 911. As presented by the Town Administrator, the Water/Sewer open position will be an elected position in the spring and not an appointed position. Those interested have been advised of the election process.

ETR Town clerk special elections

The Town Clerk has requested an Emergency Transfer of \$10,098.38 to pay for two special elections. This cost has been submitted to the division of local mandates and she hopes \$7000 will be refunded.

Selectman Dunne moved that the Board move to approve \$10,098.38 ETR for two special senate elections from Fincom reserve and any portion returned by the state will go back to the general fund; Selectman Foresto second; No discussion; 5-0.

Affordable Housing Trust Fund Appointment

Selectman Trindade moved that the Board appoint James Gillingham to the Affordable Housing Trust Fund; Selectman Foresto second; Discussion: Mr. Gillingham gave some information on his background; All ayes 5-0.

Affordable Housing Committee

Selectman Trindade moved that the Board appoint Robert Ferrari for the open seat on the Affordable Housing Committee; Selectman Dunne second; Discussion: Mr. Ferrari gave a bit of his background and experience in affordable housing; All ayes 5-0.

Approval Grant

Selectman Trindade moved that the Board approve the State 911 grant for \$28,409; Selectman Dunne second; Discussion: Chief Tingley reviewed the uses for this grant (salary, training, extra personnel, copier, printer, fax, printer cartridges); All ayes; 5-0.

Open Space Land Acquisitions

Town Counsel would like a selectman to work with Open Space to negotiate land acquisitions. Administrator Kennedy committed to the Open Space Committee that a member of the Selectmen will be appointed to help them with land acquisitions. There was no member of the Open Space Committee present to discuss. **Selectman Crowley moved that the Board appoint Selectman Trindade to negotiate land acquisitions with Open Space; Selectman Foresto second; No discussions; All ayes 5-0.**

Town Wide Facility Management Study Committee Appointments

Selectman Crowley moved that the Board appoint seven members to the Town Wide Facility Management Study Committee of John Robinson, Robert Parrella, Lawrence Muench, Robert Ferrari, Peter Manning, Jeff Devolder, and one Planning Board Member to be determined by the Planning Board at their meeting on 3/16/10; Selectman Dunne second; No discussion; All ayes 5-0.

It was decided that the Town Wide Facility Management Study Committee will establish their own mission statement and report back to the Selectmen.

Warrants

#37 3/18/10

Town Bills \$11,974.70, Gross Payroll Town \$196,017.14, Gross Payroll School \$760,187.96, Grand total \$968,179.80.

Selectman Trindade moved that the Board approve the warrants as read; Selectman Dunne second; No discussion; All ayes 5-0.

Presentation-Affordable Housing/Gino Carlucci on Housing Production Plan

Mr. Carlucci presented an overview of the The Housing Production Plan that the state asks towns to submit. Producing this plan helps to improve the chances of obtaining affordable housing grants.

Selectman Trindade moved that the Board approve the Housing Production Plan, pending edits, as prepared by GPG Associates and presented by the Affordable

Housing Committee; Selectman Dunne second; No discussion; All ayes 5-0. It was suggested that once the edited version is received it be posted to the Town's website.

School Committee Liaison Report-Carol Bernstein nothing to report.

Discussion-Proposed FY11 Operating Budget

Administrator Kennedy presented the FY11 Operating Budget

A document dated 3/15/2010 was reviewed.

At 8:20pm Selectman Trindade moved that the Board move to Executive Session, Exemption 3 (To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining position) Selectman Dunne seconded; no discussion; Roll Call Vote Trindade-aye; Espinosa-aye; Dunne-aye; Crowley-nay; Foresto-aye.

At 8:52 Selectman Trindade moved that the Board adjourn executive session and return to open session; Selectman Dunne second; No Discussion; Roll call vote Trindade-aye; Espinosa-aye; Dunne-aye, Crowley-aye; Foresto-aye.

Back to budget presentation

A list of budget questions was prepared during the presentation for the staff to address at future meetings.

A list of future meetings with other departments was reviewed. The Town Administrator's staff will arrange and post meetings with:

School Dept-Sat 3/20 8-10am or Mon 3/22 6-8pm Contact the School Committee Chair and Dr. Evans.

It was requested that questions for the school department be sent to Selectman Foresto by 3/18 for him to present to the Budget Sub Committee.

Municipal Meeting-Sat 3/27 8am (DPS, and IT) The selectmen were directed to submit questions in to the Town Administrator by 3/23 and department heads will be brought in to meet 3/27 as necessary.

Tri-County- 4/8 6pm

FinCom-4/14 7pm

It was requested that a copy of the budget presentation presented this evening be sent to the Selectmen, Finance Committee Members and the School Committee.

Town Accountant, Carol Pratt will send an excel copy of the budget to the Selectmen.

The Town Administrator's staff will send outlook invites for all meetings set up.

The starting figure needs to be communicated to the School department. The Town Administrator's staff will communicate that number.

Town Administrator's Report-

- Were not approved for the grant for the Highland Street tank.
- Library Trustees have requested a meeting with the Selectmen 4/6 7pm
- 3/26 Trane Day, celebration of the Districts Energy completion
- Historical Society lunch 3/27 at 11am.

Selectmen's Report

Foresto-300th meeting at the Senior Ctr 3/24 7pm all Selectmen are invited, Staff will post and outlook invite

Trindade- HS putting on Anything Goes 3/18, 3/19, 3/20 7:30pm

Dunne-nothing to report

Crowley-nothing to report

Espinosa-Governor Patrick visited Medway at Coffee Sensations on Saturday

Town Meeting Warrant

Hold until 4/5

At 9:55pm Selectman Trindade moved that the Board adjourn for the evening; Selectman Dunne second; No discussion; All ayes 5-0.

Respectfully submitted,

Wendy Harrington

Board Secretary

**Approved 4/22/10

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Board of Selectmen's Meeting-Final

March 20, 2010, 8:00 AM

Medway Senior Center, Oakland Street

Present: Chairman Espinosa, Selectmen John Foresto, Dennis Crowley, Glenn Trindade and Rich Dunne, Town Administrator Suzanne Kennedy and Board Secretary Wendy Harrington

The meeting was called to order at 8:12 AM

Public Comments: None

At 8:12am Selectman Dunne moved that the Board move to Executive Session, Exemption 3 (To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining position) with the intent to return to open session. Selectman Foresto seconded; no discussion; Roll Call Vote Espinosa-aye; Dunne-aye; Crowley-nay; Foresto-aye; Trindade had not yet arrived.

Selectman Trindade arrived at 8:20am

At 8:41am Selectman Trindade moved that the Board adjourn executive session and return to open session; Selectman Dunne second; No Discussion; Roll call vote Trindade-aye; Espinosa-aye; Dunne-aye, Crowley-aye; Foresto-aye.

The Board signed the Memorandum of Agreement between the Town of Medway and the Massachusetts Laborers' District Counsel (Municipal Public Employees' Local Union) 7/1/2009 and 6/30/2010 that was agreed upon in executive session.

It was agreed that a discussion on the consolidation of School/Town functions (ie. HR, IT) take place at a future meeting.

Budget Discussion FY2011 Budget

This discussion should provide an end result that all five Selectmen agree upon a bottom line revenue number.

A discussion took place regarding the IT Department and future needs/concerns with staffing. It was suggested a working committee be established to work on the consolidation of HR and IT in the community.

Colonel Matondi's birthday party on Sunday March 21, 2010 was discussed.

Selectman Crowley moved that the Board rename the current Memorial Square to the Colonel Michael F. Matondi Square; Selectman Trindade second; No discussion; All ayes 5-0.

Selectman Foresto left at 10:00am.

A discussion took place on the MUNIS conversation with the Town and School conversions.

A discussion took place on the 1st floor Town Hall renovation and the Town Clerk's request for a record safe. The Town Clerk has addressed a concern that the town is not in compliance.

Selectman Crowley discussed the items he wishes to discuss: Debt Service, unclassified and bond issues. Any discussions to do with departments will take place on 3/27/10.

Budget discussions continued.

Selectman Trindade left at 11:29am.

A discussion took place on the Board of Health/Department of Public service consolidation.

A discussion on which Dept Head's should be present at the 3/27/10 Municipal meeting: IT, HR, Town Accountant, Treasurer/Collector, Town Clerk, DPS, Police
Questions should be presented to the Town Administrator on/before 3/23/10 in preparation for the meeting 3/27/10.

Administrator Kennedy suggested the Selectmen have additional meetings regarding Free Cash and Capital discussions with departments.

The information on meeting with the school is still not set. At last contact with the school, Ms. Harrington was told by Carol Villa that Chairman Diane Borgatti was directed to work with Selectman Foresto to set up a meeting.

A spreadsheet will be formed to log changes in the budget from week to week. Administrator Kennedy will log changes and send out a revised version.

Selectman Crowley suggested change the Medway 300th to \$100,000.

At 12:01 Selectman Dunne moved that the Board adjourn for the day; Selectman Crowley second; No Discussion; All ayes 3-0.

Respectfully submitted,

Wendy Harrington

Board Secretary

**Approved 4/22/10

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Board of Selectmen's Meeting-Final

March 27, 2010, 8:00 AM

Medway Senior Center, Oakland Street

Present: Chairman Espinosa, Selectmen John Foresto, Dennis Crowley, Glenn Trindade and Rich Dunne, Town Administrator Suzanne Kennedy and Board Secretary Wendy Harrington

The meeting was called to order at 8:09 AM

Public Comments: None

Budget Discussion FY2011 Budget

Town Administrator's

A discussion took place on the Town Administrator's budget.

Selectman Dunne moved that the Board accept the Town Administrator's budget with a reduction of \$1000 on line 5710; Selectman Trindade second; No discussion; All ayes; 5-0.

Human Resources

Administrator Kennedy presented the HR budget.

Chairman Espinosa asked that the HR Director attempt to integrate more with the School Department. A discussion took place on how to achieve this goal and the Selectmen agreed to work with the HR Director.

Selectman Dunne moved that the Board recommend the HR budget at \$194,504 with a reduction of \$14,700 on line 5739; Selectman Trindade second; No discussion; All ayes; 5-0.

Finance Committee

Selectman Dunne moved that the Board approve the Finance Committee budget at \$7,467.00; Selectman Trindade second; No discussion; All ayes; 5-0.

Finance Committee Reserve

The Fincom reserve budget was questioned. **Selectman Dunne moved that the Board approve the Fincom Reserve budget at \$100,000; Selectman Trindade second; No discussion; All ayes 5-0.**

Town Accountant

The Town Accountant presented her budget and answered questions relating to her budget. The Melanson & Heath line item was discussed. Selectman Dunne would like to see an audit of the accounting side of the energy savings.

Selectman Dunne moved that the Board approve the Town Accountant budget at \$230,850; Selectman Trindade second; No discussion; All ayes 5-0.

Treasurer/Collector

Melanie Phillips was present to discuss her budget. Selectman Trindade asked for clarification on the process of individual departments taking payments for permits etc.

Selectman Dunne moved that the Board accept the Treasurer/Collector budget at \$313,136; Selectman Trindade second; No discussion; All ayes 5-0.

Informational Services

Rich Boucher-IT Director was present to answer questions related to his budget. A discussion on the staffing requests took place. Where the staffing should be budgeted was in question, school budget or town budget.

Selectman Crowley recommended a third body be brought on board and placed on the town side and have the school pay for two and the town pay for the third and Mr. Boucher has the ability to move them around depending on the needs in the community.

Chairman Espinosa proposed Mr. Boucher redo his budget with the additional person, the new contract with the current employees and reduced contractor hours and come back and present again.

It was suggested it is prepared before the meeting with the School Committee/Board of Selectmen on 3/29.

Selectman Dunne moved that the Board reject the Information Services budget as presented with the caviate that the budget be reconfigured and presented on 3/29 during the School Committee/Selectmen's meeting; Selectman Trindade second; No discussion; All ayes 5-0.

Registrars

Town Clerk, Maryjane White was present to present this budget

Selectman Dunne moved that the Board approve the Registrar budget at \$4,705; Selectman Trindade second; No discussion; All ayes 5-0.

Elections

The Town Clerk was present to discuss this budget. There are two more elections coming this year.

Selectman Dunne moved that the Board approve the Elections budget at \$17,546 for FY11; Selectman Trindade second; No discussion; All ayes 5-0.

Town Clerk

Town Clerk White answered questions pertaining to the Town Clerk budget. The Town Clerk is asking for more support and Selectman Trindade asked that the functions be more automated to help support the change in work load.

Selectman Dunne would like to see the figures for 2010 and asked what the effect on benefits with additional hours for an additional staff person, it was explained the benefits would be prorated based on staff hours.

Selectman Trindade asked about the implication of MUNIS and permits etc and if it has been implemented.

Selectman Crowley recommended additional information be prepared by the Town Clerk to support her requests and Chairman Espinosa requested a clarification in the increase in hours and have the Town Clerk report back at another meeting to discuss again. He clarified the goal is to work together to understand to make the best decisions for the town.

Selectman Crowley moved that the Board postpone further discussions until additional data is available to support the proposed increase in requested employee time; Selectman Trindade second; No discussion; All ayes 5-0.

Department of Public Service

Tom Holder, DPS Director and Dave D'Amico, Deputy Director were present to discuss. A spreadsheet and power point presentation were distributed to support the presentation. A review of the organization chart was presented and Mr. Holder emphasized improved customer service is the main goal.

Selectman Dunne left the meeting at 10:30am

Selectman Trindade asked that a comparison of having vehicle maintenance be contracted out versus in house. Mr. Holder thought that exercise would be interesting to review.

Selectman Trindade moved that the Board postpone final decision on the DPS budget until we meet again, Selectman Foresto second; Discussion: final budget by 4/12/10 was clarified; All ayes 4-0 (Selectman Dunne had left the meeting).

Updates to the budget will be prepared by Ms. Pratt and distributed at a later date.

Town Clerk to be present on 4/3 Senior Center 8am along with additional budget discussions.

Thurs 4/1 7:30am DPS, IT in the Town Administrator's Conference room.

At 11:01 Selectman Trindade; moved that the Board adjourn for the day; Selectman Crowley second; No Discussion; All ayes 4-0.

Respectfully submitted,

Wendy Harrington

Board Secretary

**Approved 4/22/10

MEDWAY BOARD OF SELECTMEN

155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
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*Andrew Espinosa, Chairman
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Dennis Crowley, Clerk
John Foresto, Member
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Board of Selectmen's Meeting-Final

March 29, 2010, 7:00 PM

Sanford Hall, Medway Town Hall, Village Street, Medway

Present: Chairman Espinosa, Selectmen John Foresto, Dennis Crowley, Glenn Trindade and Rich Dunne, Town Administrator Suzanne Kennedy and Board Secretary Wendy Harrington

School Committee: Diane Borgatti, Debora Trindade, Dr. Judith Evans, David Verdolino, Shelley Wieler, Jeff Devolder and Carol Bernstein.

The meeting was called to order at 7:02 PM

The reason for this meeting is to review, in a workshop setting, the school budget, answer questions that have arisen and the review the impact statement.

Energy Efficiency and Conservation Block Grant, The signed grant is due to DOER by 3/31/10.

Selectman Trindade moved that the Board authorize the chairman to execute a contract by and between the Town and DOER to accept the grant in the amount of \$150,000. Selectman Crowley second; Discussion: This is at no cost to the town. All ayes: 5-0.

Discussion of School Dept FY11 Operating Budget

A list of questions was submitted by each Selectman to John Foresto, who submitted this list to the School Committee Budget Sub Committee. The questions were reviewed and the School Committee answered.

A discussion took place on the energy budget and the process of paying down the bond.

Selectman Trindade requested the Town prepare a presentation on the Trane budget and recommend paying down the bond and present it to the Finance Committee.

A discussion took place regarding special education and the associated costs.

The School Committee and the Selectmen discussed the process in which unspent salary funds is spent.

Dr. Evans addressed a question of where in the budget is targeted to fix the deficiencies recognized by the state. She explained the new math program in grades 7 and 8 and other such strategies.

The alignment of services for the summer special education program and Camp Sunshine was discussed. Administrator Kennedy asked that a transition program be reviewed by the Selectmen. Dr. Evans asked that parents with concerns contact her office and explained that the Special Education Director would be presenting an overview to the School Committee in early May.

Page 11 of the FY2011 Proposed Budget and the numbers of teachers was explained for clarification purposes.

A discussion took place on ARRA and IDEA grants.

A discussion on changing the model of the High School administration staff by removing an assistant principal and changing to two deans were explained.

The IT budget for both the Town and School were reviewed. Rich Boucher, IT Director was present to discuss his staffing requirements.

Selectman Crowley asked for clarification on the Special Ed Director's recent budget presentation. The process to change students from IEP's to 504's was also explained.

Selectman Crowley discussed the process of hiring an energy project manager as an employee on the payroll and going forward if the process would remain the same and the reasons behind this decision.

The process of changing to MUNIS was discussed.

Mr. Crowley asked the School Committee to address the increase in the cost of textbooks and workbooks. He also asked specific questions related to the IT budget.

Impact Statement for Hypothetical 5% Reduction in State Aid

Dr. Evans presented her impact statement, explained the restructuring status at the Middle School and the Corrective action at the Memorial School and explained a \$500K+ reduction in staff.

Chairman Espinosa explained how important and informative these types of sessions are to understand the entire budget.

Mrs. Trindade suggested the IT change in staff and the budget “nuts and bolts” should be in a written procedure. Chairman Espinosa agreed with clarification going forward.

Warrants

Warrant #39 4/1/10

Town Bills \$66,564.93

Gross Payroll Town \$194,320.46

Gross Payroll School 762,755.98

Total \$1,023,641.37

Selectman Trindade moved that the Board approve that Warrants as read; Selectman Dunne second; No discussion; All ayes 5-0.

The Selectmen reviewed the upcoming meetings scheduled. It was agreed that the meeting on 4/4/10 would be cancelled. Ms. Harrington will schedule the following:

4/5/10 Executive Session with Town Counsel 6pm

4/6/10 6pm meet with Town Clerk

7pm attempt to move meeting with Library Trustees to Sanford Hall to continue BOS business after finished with the Library. If the Library does not want to come to Sanford Hall, reschedule to meet with them another day.

4/8/10 7pm BOS wrap up anything else that needs to be addressed

At 10:13pm Selectman Trindade moved that the Board adjourn for the evening; Selectman Dunne second; No Discussion; All ayes 5-0.

Respectfully submitted,

Wendy Harrington

Board Secretary

*Approved 4/22/10

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Board of Selectmen's Meeting-Final

April 1, 2010, 7:30 AM

Sanford Hall, Town Hall

Present: Chairman Espinosa, Selectmen John Foresto, Dennis Crowley, Glenn Trindade and Rich Dunne, and Town Administrator Suzanne Kennedy

Also Present: Melanie Phillips, Finance Director, Carol Pratt, Town Accountant, Thomas Holder, DPS Director, David D'Amico, Deputy DPS Director, and Richard Boucher, IS Director

The meeting was called to order at 7:30 AM

Public Comments: None

Budget Discussion FY2011 DPS Budget

Water Budget

Mr. Trindade asked what impact three new positions would have on the water rates. He was concerned about this cost in addition to increasing costs resulting from the I & I study findings. Mr. Holder distributed the rate projections. He said he could not account for unknown costs associated with the I & I results.

Ms. Phillips outlined the increases in the water rates next year. She said that the bill for the average user would be \$207.28, or an increase of 3.7 cents per day. She said the average user is paying \$193.72 this year. Mr. D'Amico noted that the Water/Sewer Commissioners would like to change how the capital charge is distributed.

Mr. Crowley did not think the increase provided the necessary revenue to meet the proposed budget. Mr. D'Amico said that the 15% increase was an overall number and indicated page two of the handout has tiered customer impacts. Ms. Kennedy added that the new water meters should help to boost revenue by measuring actual consumption. She said it is very likely the Town is not recouping full revenue for water usage with the meters that are currently in place.

Mr. Espinosa stated that unless the Water/Sewer Commissioners raise the rates, they cannot move forward with the proposed budget. Mr. Holder said that they have been discussing the budget and rates with the commissioners. He also mentioned the upcoming April 26 meeting for the betterment discussion.

Mr. Trindade said that some of the additional personnel can wait. Mr. Espinosa asked if the department can survive without this personnel. Mr. Holder said it is important that he have managers for the numerous projects underway. He said without appropriate management, the Town would be facing fines for non-compliance and violations.

Mr. Espinosa asked if they would be asking to raise rates again next year and if all projects are accounted for in the proposed budget. Ms. Kennedy answered that the master plan is not included. Mr. Crowley stated that rates should go up every year, just in smaller increments than what they are doing. Mr. Espinosa suggested raising the rates 5% this year.

Mr. Trindade said the department can get by without the Town Engineer position or another DPS Superintendent at this time. Mr. Holder responded that Medway would suffer if it does not increase staffing; the benefit of this will be evident five years from now. He also noted that he is currently seeking to fund a Project Manager, which is a cost currently allocated to consultants at \$170 per hour.

Mr. Foresto said there is a need for change. He asked Ms. Kennedy if she had the DPW benchmarking results for the Board to review. She answered that she recently gave the spreadsheet to Mr. Holder. Mr. Holder stated the department is understaffed. Mr. D'Amico added that the fact the department is understaffed was supported by the results of the water audit and his own audit of the Highway division.

Mr. Crowley said the debt is driving the rates not the manpower. Mr. Espinosa said the situation is the result of past sins. Mr. Crowley suggested they not take on the whole expense this year, and rather allocate some of it to the general fund. Ms. Kennedy said the general fund cannot support further strain.

Mr. Espinosa reviewed the percentage increases again for clarification. It was explained that users in the higher tiers would take a bigger hit than the average user.

Mr. Dunne asked how many people Mr. Holder was adding. Mr. Holder answered 1.45.

Mr. Crowley asked what is happening to the personnel that work part-time in solid waste. Mr. Holder answered that he would be replacing them with two full-time heavy equipment operators that would work Wednesday through Sunday. He felt this arrangement would improve accountability at the site.

Ms. Phillips stated that she went through the meter change in Natick and the town saw a 12% increase in consumption. She said they also were able to bill users that had gone undetected in the past. Ms. Kennedy said back billing would be a policy decision of the Water/Sewer Commissioners.

Mr. Espinosa said he did not want to keep making large rate increases. Ms. Kennedy stated that when they have the master plan they can begin long-range planning to reasonably allocate the costs.

Sewer Budget

Ms. Phillips stated the sewer rates are based on water use. She said these rates are increasing 8 cents per day. Mr. Dunne noted they are increasing the revenue by 25%. Mr. Espinosa said that using percentages to measure this increase is relative, as the base was not a significant amount. Ms. Phillips stated the average user will pay \$155 annually.

Mr. Dunne said the Charles River Pollution Control District would be adding to the cost of this budget. Mr. Crowley said that if consumption is lower than projected, they will not make their revenue. Mr. Dunne noted that with increasing water consumption (i.e. new meters) the revenue for this budget should be increasing as well.

Mr. Espinosa reiterated that the budget needs the support of the Water/Sewer Commission through rate increases. He thought they should have a meeting with the commissioners to discuss this.

Mr. Dunne moved, seconded by Mr. Trindade, and it was unanimously

VOTED: to approve the Department of Public Services' organizational plan as presented and approve the budget with the understanding that the Water/Sewer Commission must support it with a rate increase.

Mr. Trindade asked where the new personnel would be situated. Mr. Holder said there is a desk available in the DPS offices in Town Hall and another would be located at the Highway Barn.

Mr. Crowley stated that putting some of these costs in the general fund is not off the table.

Mr. Trindade asked that Millis be consulted about its increase in consumption with its new water meters installed.

McGovern Parking Lot

Mr. Trindade asked if anything could be done in the short-term to address the McGovern parking lot issue. He said that the parents' perception is that the Town is doing nothing. Mr. Holder responded that even a band aid fix would cost \$10,000. Mr. D'Amico remarked that the School Dept. has a habit of not letting the Town know about issues

until they are very large issues. He said they could potentially fill the hole with patch in the meantime.

IT Budget

Mr. Espinosa said that Mr. Boucher was asked to reassess the budget with an additional staff member.

Mr. Boucher said there were three scenarios, the first was to add a .5 employee, the second added the additional week to the 51 week, 32.5 hour employee and the third, and recommended, scenario would be to add a full-time Network Administrator to the town side, and make all school personnel 52 week, 40 hour employees. The cost of making the 51 week school employee a 52 week, 40 hour position would be \$11,000.

Mr. Dunne asked if the 51 week employee was comfortable with the proposal. Mr. Boucher answered that she was not; she thinks she should be making more money. Mr. Boucher said the industry standard is between \$35,000 and \$45,000. She would be making \$37,000. Ms. Kennedy asked if the school administration would support finding an employee that wanted to work those hours for that wage. Mr. Boucher was unsure it would be fully supported, but he suspects the employee will accept the changes.

Various options were discussed. Mr. Trindade suggested putting a deadline on resolving this so they could get a signed contract and revisit the budget. He does not want to add the Network Administrator without changing the status of the 32.5 hour employee. Ms. Kennedy said some negotiation with the Superintendent would be necessary.

Mr. Crowley asked if the School was absorbing the \$11,000 for the change in the employee's status. Ms. Kennedy said that the Town would be giving the School the difference.

Mr. Trindade asked about the salary for the Network Administrator and education and training expenses. Mr. Boucher felt \$60,000 was midrange for the position. There is money in the existing contracts for training. He said the issue is getting the staff to utilize it.

Mr. Dunne asked about the additional \$18,000 for technology in the School's budget. Mr. Boucher said he has not been made aware of this expense. Ms. Kennedy stated that Mr. Boucher did not have a say in the School budget. Mr. Boucher guessed it was for *Everyday Math*.

Mr. Crowley asked about another \$55,000 for technology also inserted in the budget. Mr. Boucher said he did not know about that either, but determined it was a lease payment.

Mr. Espinosa asked Mr. Boucher to find out what the \$18,000 was for.

Mr. Dunne asked about Mr. Boucher's \$420,000 capital request. There was general discussion about the age and use of the computers and the necessity of replacing them. Mr. Boucher stated he is replacing units that are six years or older. He said the replacements could not wait, but if it had to be phased, he would recommend splitting the purchase into just two years.

Mr. Dunne asked why the students cannot use their own computers. Mr. Boucher said he is working on making that a possibility. They are not currently allowed to, however.

Mr. Trindade moved, seconded by Mr. Dunne, and it was unanimously

VOTED: to approve the IT budget as presented by the IT Director with scenario #3.

Mr. Crowley asked the Board to support adding \$5,000 to this year's request for the 300th celebration.

Mr. Crowley moved, seconded by Mr. Trindade, and it was

VOTED: to increase the request from \$5,000 to \$10,000 for the 300th anniversary.

Mr. Crowley abstained.

Ms. Kennedy distributed a revised summary budget. She stated that Ms. Pratt found an additional \$66,000 in the cherry sheet assessments which, combined with the adjustments the Board made to the budget on Saturday, washes out the additional \$100,000 the Board of Selectmen added to the revenue projection. Ms. Pratt concurred that the changes to the budget from Saturday's meeting and the assessments nets zero.

Mr. Crowley commented on the shortfall for the proposed School budget. Ms. Pratt stated that they need to look at the School's debt component. Ms. Phillips stated that when they went through the Trane project it was made clear to the School that their energy budget would be reduced by the debt service, which is \$45,000.

Mr. Crowley thinks this line item is artificially inflated. He believes there is at least \$130,000 in excess revenue from the energy cost savings. Ms. Kennedy said there is no net change to the bottom line. The only difference is the \$45,000 being moved to the town side.

Mr. Espinosa said he does not see a problem. Mr. Crowley thinks the School should be applying the \$130,000 elsewhere in their budget; if the School is expecting an additional \$450,000, it should at least be reduced by that amount. Mr. Espinosa agreed that if it is there, it should be put where it belongs.

Mr. Dunne asked about the \$150,000 of unused money that was set aside for contract settlements. Mr. Espinosa said it is understood there was fluff in the budget, but it was used to hire teachers with more experience than what was originally budgeted for.

Mr. Foresto asked the Board to reconsider the meals tax as a revenue source for the Town. There was not general support for this.

Mr. Crowley stated that the 2% for salary increases built in the School budget for FY10 has been carried over to the FY11 calculation and feels that the 2% should not be part of the FY11 calculation. It was agreed that this subject still needs to be discussed.

At 9:25 AM Selectman Foresto moved that the Board adjourn; Selectman Dunne seconded, and it was unanimously voted.

*Approved 5/17/10

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Board of Selectmen's Meeting Minutes-Final

May 17, 2010, 5:00 PM

Sanford Hall, Town Hall, 155 Village Street

PRESENT: Chairman Andrew Espinosa, Selectmen Dennis Crowley, and John Foresto, Town Administrator Suzanne Kennedy.

ABSENT: Selectmen Richard Dunne and Glenn Trindade

Also Present: Town Counsel Barbara Saint André, Consultant Chris Woodcock

Town Counsel Barbara Saint André reviewed the betterment process to date. She stated that last year the Town decided that 50% of the cost of the sewer extension would be recovered through betterments not to exceed \$12,000 for residential properties. Consultant Chris Woodcock determined that the frontage formula was the best method for covering this cost without going over \$12,000 per betterment.

She stated that the formula was reviewed with the Dept. of Public Services and Haley and Ward engineers. Both came up with revisions. She said the biggest outstanding problem is corner lots. In some cases, the sewer only passes one side of the property, which does not pose a problem. However, some have sewer passing in front of two sides of a property. She stated the Water/Sewer Commission has to decide how to deal with this frontage issue. The suggestion is to make the calculation based on the longest frontage, but noted that there are other options. She stated that whatever is decided, it must be consistently applied.

Town Counsel stated that the other outstanding item is to come up with a final betterment figure. Only then can a betterment be assessed to all properties.

There was some discussion about the various ways the double frontage issue could be resolved. There was also some discussion about how close the Town is to a final figure for the betterment calculation. Mr. Woodcock stated that the last number he saw left the Town with approximately \$70,000 that would have to be absorbed due to the \$12,000 per betterment cap for residential properties.

Ms. Saint André stated that most of the situations where the \$12,000 cap is exceeded are the two frontage lots. She gave as an example Lot #3-6A at Trotter and Alder. It is a long, narrow lot. She said assessing the betterment on the long frontage would mean a lot more money compared to the short frontage. The question is what the fair way to deal with this is.

Mr. Woodcock said he tried to look at big lots that could be subdivided. He said property owners could ask for deferment on undeveloped lots, not paying on them until they are subdivided.

Mr. Cranston said the Water/Sewer Commissioners are familiar with the issues. He would prefer to use Mr. Woodcock's time this evening in a better way.

Ms. Saint André said the betterment cost should be on record at the Registry so that prospective property owners can be made aware that a sewer is coming through. Mr. Crowley stated that the Selectmen could meet with the Water/Sewer Commissioners to address these issues. Ms. Saint André said the actual assessment is not as important as the estimate at the moment. The estimate needs to be determined so that she can give notice to the Registry.

Mr. Foresto thought the Selectmen should defer any decision until the Water/Sewer Commissioners come back with a recommendation. Mr. Espinosa pointed out the methodology is already voted. Mr. Crowley said he would meet with the Water/Sewer Commissioners as the Selectmen's liaison to resolve this.

Mr. Crowley said he thought the Town could move forward with a temporary abatement to start to assess. Mr. Woodcock said he thought so as well. Ms. Saint André said she would look into this to confirm. Mr. Woodcock stated that the final cost drives the price per foot more than the odd lots.

Ms. Kennedy asked Mr. Holder if he had experience with temporary betterments in Framingham. He said that he has and that the additional costs were nominal. He said there is a bit of risk. Mr. Crowley said that contradicts what was just said. He said the Town should be able to estimate the total cost in order to collect betterments until final cost is known and then adjust.

Ms. Saint André reminded the Selectmen that the Water/Sewer Board assesses the betterments.

Mr. Crowley asked if the outstanding issues have to be resolved by July 1. Ms. Saint André stated she did not want any discussion taking place with the Water/Sewer Commissioners without a properly posted meeting. She then stated that betterments do not adhere to the fiscal year.

There was discussion about scheduling Mr. Woodcock's attendance at additional betterment discussions. Mr. Holder said the purpose of this meeting was supposed to be to discuss the rate model to incorporate the capital program and take a long-term look at the structure.

Mr. Crowley requested that the Water/Sewer Commissioners determine the estimate as soon as possible.

Ms. Kennedy clarified that the Board of Selectmen's involvement in this discussion was due to its prior involvement in the process. The Board expressed its wished to be kept apprised of the status of the project. Mr. Espinosa said at this point it is in the Water/Sewer Commissioners' hands. Mr. Crowley added that the Selectmen made promises at Town Meeting and he wants to make sure that the Commission is familiar with those. Ms. Saint André said she would work with the Water/Sewer Commissioners to proceed.

Mr. Espinosa said that the Selectmen would appreciate being informed of any decisions and conclusions the Water/Sewer Commissioners come to.

This part of the meeting was concluded at 5:40 PM.

**Approved 6/21/10