

**Board of Selectmen's Meeting  
February 24, 2018 – 8:30AM  
Sanford Hall, Town Hall  
155 Village Street**

**Present:** Maryjane White, Chair; Richard D'Innocenzo, Vice Chair; Dennis Crowley, Clerk; John Foresto, Member; Glenn Trindade; Member.

**Staff Present:** Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Carol Pratt, Finance Director; Jack Mee, Building Commissioner; Dave D'Amico, Director, Department of Public Services; Barry Smith, Deputy Director, Department of Public Services; Chief Allen Tingley; Chief Jeff Lynch; Courtney Riley, Director, Council on Aging; Richard Boucher, Director, Information Services.

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At 8:36 AM Selectman White called the meeting to order and led the Pledge of Allegiance.

**Public Comments:** None

Selectman Crowley inquired if the Board was to focus solely on budgetary questions with the Department heads or if other issues/questions can be discussed at this meeting. Selectman Foresto noted the intent of this meeting is to discuss the budget and other items should be discussed at the regularly scheduled Selectmen's meetings.

**Review of Proposed Fiscal Year 2019 Operating Budget**

*The Board reviewed the proposed Fiscal Year 2019 Operating Budget.*

**Building Department**

Present: Jack Mee, Building Commissioner

Commissioner Mee reported that most line items stayed similar with the exception of the plumbing/gas/electrical inspectors due to anticipated increases in calls related to the Salmon and Timbercrest projects.

Town Administrator Boynton noted the requested additional half-time clerical position relates to the high volume of Building and Health end of year inspections and is not funded in the actual budget presented to the Board.

Selectman Trindade inquired if more resources are needed to allow for increased zoning enforcement as identified by Planning Board Chair Rodenhiser at a prior Selectmen's meeting. Mr. Mee reviewed his dual role as zoning enforcement officer and building inspector noting most of his time is spent on zoning enforcement. He reported that Mr. Barese does all the residential inspections and phone call management while he does the commercial inspections and zoning enforcement. Mr. Mee stated additional help to clean up outstanding zoning violations would be a wonderful thing. He reported that for the past two years, he has been monitoring sign compliance; has photos of every business on Main Street and noted ninety plus percent are in violation although some of those are grandfathered in. He

and Stephanie Mercandetti had met with the Medway Business Council to begin to work on addressing some of these issues, but that initiative is currently on hold. There was further discussion regarding the level of tenacity, judgment, compassion and resources necessary for zoning enforcement.

Selectman Crowley asked if the zoning by-laws are too strict and that is the cause of Medway's reputation as not being a friendly business community. Town Administrator Boynton stated the zoning by-laws are in general not too strict and their detail, which was what the community wanted, is the challenge. He stated the design review process is where businesses get frustrated reminding all that the Design Review Committee is a volunteer committee. It takes less than thirty days for businesses to get through the building department. Selectman Trindade stated we should review the process to identify possible improvements.

#### Finance Department: Accounting, Assessors, Treasurers

Present: Carol Pratt, Finance Director

Assessors: Town Administrator Boynton noted the only change was that Donna Greenwood's salary was increased due to her quality of work.

Treasurers: Selectman Crowley inquired as to the increase in the part-time position from twenty to twenty-five hours and the accuracy of the non-benefit assumption. This employee is insured under her spouse which is not anticipated to change. Town Administrator Boynton noted the salary increase for the Treasurer/Collector due to the attainment of her certification.

Town Administrator: Selectman Foresto asked if the Town is paying for Human Resources. Mr. Boynton confirmed yes, noting Assistant Town Administrator Potter is the Director and Katherine Bird is the Coordinator whose time is split 50/50 with the school. The Contracted Services line item is reflective of a programming update and rewrite of policies. He also reported the positive impact in the use of the course reimbursement benefit program.

Communications: Town Administrator Boynton noted this reflects the salary of the new Communication Director whose first day is Monday, February 26<sup>th</sup>. Selectman Foresto noted his impressive resume. Selectman Trindade noted the need for him to be educated regarding the nuances of municipal government.

Finance Committee (FinCom): Selectman Foresto noted the Board never sees the actuals for the reserve fund. Mr. Boynton reported he would like to use the FinCom reserves if we go over on the Snow & Ice budget.

Town Clerk: Selectman White confirmed the salary reflects the final Town Clerk salary step increase to align with other municipalities.

Elections: Selectman White reported the current machines are fine for this year but she is investigating newer ones based on other towns' experience. The company manufacturer (LHS) will no longer be supporting the current ones within the next two years.

Energy Management: This budget was decreased due to the ability of the new compliance officer in the Department of Public Services (DPS) to complete some of this work.

Community and Economic Development: Tuesday, February 27<sup>th</sup> interviews are scheduled. Andy Rodenhiser, Planning Board Chair, and Selectman White will be part of the initial interview group. None of the potential candidates has the skill set of Ms. Mercandetti. Once the replacement is hired, the budget will then be adjusted.

Building Maintenance: The salary increase is due to having moved the salaries out of the solid waste enterprise account. Selectman Foresto noted that Michael Legendre represents the Town very well. Town Administrator Boynton noted many projects were able to be completed through the skills and efforts of both Michael and Jon Powers, including the Senior Center heated sidewalks, Library kitchen and the renovation to the second floor ladies room in Town Hall. Selectman Crowley questioned the accuracy of the heating/natural gas at \$159.00. Finance Director Pratt will investigate this value. Selectman Crowley asked about the DPS Custodial Services value. Mr. Boynton stated the past practice was no longer operationally sufficient so we will be contracting out this service to the vendor who does the Senior Center, Thayer House and Medway Cable due to the excellent quality of work. This includes cleaning of the Police station, Town Hall, and other town buildings.

Facility Project: Mr. Boynton reported these funds will be utilized for the 2<sup>nd</sup> floor ladies bathroom renovation.

Camp Sunshine: Selectman Trindade asked if the Director is still supplementing this budget with \$4,000-5,000 of her own money every year. Finance Director Pratt stated there is a donation account that she doesn't historically utilize. Selectman Trindade will discuss this issue with the Director.

Police—Animal Control: Selectman Crowley questioned the Services line item as nothing has been spent in 2018 to date. Finance Director Pratt stated we pay Millis quarterly for services as they pay the salaries for the one fulltime plus two back-up personnel and maintain the kennel facilities.

Tri-County Vocational High School & Norfolk Agricultural High School: It was noted this is an estimate they provided and does not include Tri-County's capital budget. The Town will have to call a special election for their proposed capital project. The Town will not have any information until the fall, at which point determination will be made as to how to pay this number, if necessary.

Veterans' Agent: Selectmen Crowley questioned this line item. Mr. Boynton stated this is the Town's portion of the annual district agreement noting we are responsible for the smallest portion. Selectman Trindade stated the cherry sheet looked short on this number. Finance Director Pratt stated this number was correct. Mr. Boynton stated this is calculated off current numbers and not the prior year like we had thought, noting it may change as this is an estimate.

Library: Selectman Crowley asked what contributed to the increase in this line item. Finance Director Pratt stated the addition of a part time Maker Space coordinator at 19 hours, noting this will need to be added to the total reported increase in FTE's. Selectman D'Innocenzo asked how close we are to being back to the budget prior to the cuts made in 2005. Finance Director Pratt reported this budget is at \$401,000. In 2005, the total budget was approximately \$500,000. Mr. Boynton stated Ms. Perkins' priority item requested was related to the Maker Space. Selectman Foresto pointed out the kitchen modifications were requested and completed to support the summer lunch program for children.

Historical Commission: Selectman Crowley asked why there is \$2,500 budgeted in this line item. Town Administrator Boynton stated it is there in anticipation of any bills that need to be paid due to the 158 Main Street acquisition. There was further discussion regarding the potential for support from the Town related to the success of the Historical Society's fundraising efforts.

Mr. Boynton announced that chief mechanic John Piccone has resigned and he may need to restructure that position to a Fleet Maintenance Supervisor to attract qualified applicants. There was discussion of the pros and cons of contracting these services out. The Board was in agreement of keeping this function in-house due to the wide range of equipment requiring support, especially in the middle of a snowstorm.

#### Department of Public Services

Present: Dave D'Amico, Director; Barry Smith

Town Administrator Boynton reported this budget reflects the additional Exelon funds added to the Snow & Ice budget and stormwater and one new full time parks position. The new full time position for a Park and Rec Director is funded from the revolving account in the Town's overall budget.

Selectman Crowley stated the full time salaries line item increased by 13%. Mr. D'Amico reminded the Board that salaries are no longer being charged to the Solid Waste account but are now within the actual budget and noted the Compliance Officer salary is dispersed amongst all departments. He reported the Compliance Officer's time is 80% water & sewer and 20% other DPS departments. He noted her first task was to develop a compliance calendar and her role has expanded to grant writing. Mr. D'Amico noted the addition of one highway position did not get approved. He stated he hopes the part-time seasonal engineering Amherst student intern who did a lot of work for MS4, GIS reporting, and putting the system map together will return this year. Selectman Crowley asked for justification on the \$68,000 for tree work as no money has been spent on this line item for the past two years. He would like to make sure we get the tree related issues resolved utilizing these available funds. He then asked about the line item for administrative office supplies as last year \$4000 was spent but only \$2,000 is budgeted for this year. Mr. Boynton explained that this is a level funded budget overall, not by line item. Selectman Crowley question why the ladder truck is in the DPS budget. Mr. D'Amico stated vehicle maintenance is centralized and all town vehicles and equipment are handled through this department, but noted larger scale repairs would be sent out. Selectman Crowley asked what was included in the \$85,000 road repair line item. Mr. D'Amico stated pot hole repair, etc. Selectman Crowley noted the Sidewalk line item was overspent last year and is only budgeted for \$2,000. Mr. D'Amico stated this is for repair only. Selectman Crowley asked for an explanation of the \$30,000 road signage line item. Mr. D'Amico stated this is for line painting. Selectman Crowley asked for an explanation of the street lighting line item. Finance Director Pratt explained this includes the net metering solar agreement payments and credits from Eversource; the Town gets \$100,000 yearly. Selectman Crowley noted a series of street lights out on Winthrop Street asking about the process for tracking these. Mr. D'Amico stated a night patrol will be implemented to identify and fix non-functional street lights. Selectman Crowley asked why the part time salary line item for parks decreased. Mr. D'Amico stated due to the added full time position. Selectman Crowley asked about the water line item, as all allocated funds were not spent last year but the new request is for \$240,000. Mr. Boynton stated this is due to the one year delay in the MS4 federal requirements noting these funds plus Exelon funds have been allocated for these mandated requirements. He plans to build this line item knowing funds will be needed for the future stormwater mandated requirements.

Selectman Trindade asked for an explanation of the water consulting services line item. Mr. D'Amico stated this is for engineering services to Haley & Ward for work related to well cleaning, SCADA, etc. as this expertise is not in house. Selectman Foresto asked for an explanation of the final line item of \$300,000-other funding uses. Finance Director Pratt explained this includes the indirect cost allocations for insurance costs and other employee costs.

Selectman Crowley asked about the costs associated with Charles River Pollution Control. Town Administrator Boynton stated this number will be finalized by Town Meeting. He reported that there is a crack in the pipe that Salmon will be accessing, the repair of which will need to be funded. Mr. D'Amico reported that the new sewer connection fee has been \$100.00 since he began employment with the town. He is investigating what other area towns charge and will plan to increase this fee once that data is known. There was discussion about the impact of the projected 17% sewer rate increase and what that specifically translates into cost per household. Mr. Boynton stated that if the Board wants to implement an age based discount, it should be implemented this year.

Selectman Crowley asked Mr. D'Amico if DPS will be able to successfully fulfill the road work plan discussed at a prior Selectmen's meeting. Mr. D'Amico reported a potential issue with the current contract and possible need to go out to bid and that this work also depends on funding that will not become available until July 1<sup>st</sup>. Therefore, they may not be able to complete all the work by November 1<sup>st</sup>, but could finish up the following spring.

Selectman Foresto wanted to thank the DPS staff for its work, specifically with street cleaning. Mr. D'Amico stated the positive impact can be attributed to Jack Tucker.

#### Police Department

Present: Chief Allen Tingley

Selectman Crowley asked for confirmation of the total number of current staff at 24 and if the holiday pay budget will overrun as \$56,000 was spent to date and only \$66,000 has been requested. Chief Tingley confirmed the 24 total staff and that he will not overrun the holiday budget line item. There was discussion regarding the impact of the first female officer, the continued use of part time matrons cost savings and the career advancement of those five staff members in the dispatcher role. Selectman Crowley asked for an explanation of the Professional/Technical line item of the \$6,500 community impact grant. Chief Tingley explained that this is grant with both Milford and Franklin that has been approved but not funded and is used for initial counseling sessions for patients and families for drug overdoses, drug and alcohol issues, domestic violence, etc. There have been twenty five referrals date. Selectman Crowley stated the Board was provided a list of vehicles with their replacement schedule in the past. Chief Tingley will forward this to the Board.

Selectman White asked for clarification regarding the court time line item. Chief Tingley stated this line item is difficult to judge as multiple staff may be required in court yet the lawyers may plea bargain, the alleged perpetrators may not show, etc. There are currently 96 outstanding cases and 45 warrants that would hit this line item. Selectman Trindade asked for detail on the training budget. Chief Tingley stated two new lieutenants and three new sergeants have management training requirements. Selectman Trindade asked about school safety with the current environment especially with the new dispatchers on staff. Chief Tingley reported that on Monday officers will be checking that all school building doors are locked, etc. Town Administrator Boynton stated school safety is at the top of mission

critical actionable items. He stated that the new security entries at Memorial and McGovern, cameras outside and inside all the schools, and run-flee-live training are all great, but are too late. We need to be cognizant of identification of the warning signs and relook at prevention. Selectman Foresto asked about the new school resource officer's performance and if there was enough space at the station with all of the new staff. Chief Tingley stated Office O'Neill is doing well and their space is adequate. Selectman Foresto stated we need to think strategically about space, as both the Fire and Police stations were built in the early to mid-90s. He asked if the Fire and Police Chiefs are OK with potentially being located in the same building. They stated yes. Selectman Crowley asked about the impact of the two new officers for traffic enforcement. Chief Tingley reported most are warnings and they have processed a little over 2,500 citations to date. They will be placing the traffic counter back out for statistical information on what areas they should address moving forward.

Chief Tingley reported the first incident requiring an officer using their Taser occurred last evening due to a late night domestic incident where a restraining order was violated multiple times.

#### Fire Department

Present: Chief Jeff Lynch

Chief Lynch reported that although he did not request additional staff this year, he would ideally like to have five full time staff on each shift as we still have issues covering a second medical call simultaneously. The number of calls have not increased but the ability to handle a second medical call simultaneously is the issue. Selectman Trindade stated that the Board has consistently supported adequate staffing for the Fire Dept. and the idea it does not, thereby putting current staff at risk, has been put out on social media and is not the case. Selectman Crowley reminded all that five years ago we had four full time staff and we are now up to eighteen. Selectman White stated that when the Salmon facility is up and running, we should anticipate an increase in EMS call volume. Town Administrator Boynton stated there are staffing and operational models that identify appropriate staffing levels. We have had massive growth in this area in the past year and a half but noted the department was very understaffed in the past. We will need to look at the staffing models and the impact of the Salmon project to determine what adjustments will be needed. Mr. Boynton explained that the function of Medway Fire is changing. Initially it was 100% on-call, then a couple full time staff supported by a large on-call force. Now it is the opposite due the training and skill requirements the job is now demanding. It is a more career based position. He reported Mike Fasolino will be re-designated as full time deputy chief to administratively assist the department. Selectman Foresto thanked the Chief for informing the Board of his needs and requested he keep asking for what he needs to do his job effectively. Chief Lynch stated his appreciation of the support he receives from all Town Officials, that he will address the perception of lack of responsiveness, noting this is not representative of majority of his staff.

Selectman Crowley asked for an explanation of the stipends line item. Mr. Boynton stated the change is due to the EMS stipends moved to the general fund budget at \$1000 per staff. In addition, the Advanced Life Support (ALS) certified staff is currently at four with five completing the training soon. There will be ten total during this coming fiscal year with the stipend for these advanced trained staff at \$7,500. Selectman Crowley noted he does not see an increase in revenue with ALS. Mr. Boynton stated we are billing ALS now as the transport agency only. Selectman Crowley questioned why the overtime budget wouldn't decrease with four additional fulltime staff and their start date of employment. Mr. Boynton answered it was necessary due to vacation time coverage requirements and the need to have a

medic on every shift for ALS coverage, and their start date was January first. Selectman Crowley asked if the part-time budget will decrease with the increase in full time staff. Chief Lynch reported that he has scaled back on the general call for all staff but certain calls still require a general call. Mr. Boynton stated this will eventually decrease due to attrition. Selectman Crowley asked for the Chief's opinion on eliminating EMS as an enterprise account. The Chief had no strong opinion either way.

#### Information Services (IS)

Present: Richard Boucher, Director

Director Boucher reported the two large budget items are in the equipment line item with the purpose of improving current systems. He stated this includes a one to one ratio in grades 8-12 of take home devices, improvement of the wireless network, network maintenance and equipment replacement. He reported the projecting systems in schools were projected at 10 years but are failing at 6 years so they have reduced the replacement cycle to 7 years, eventually planning to get down to 5 years per the manufacturer's suggestion. They have experienced longer shelf life with flat panels. He reported the maintenance line item includes the change to the new permitting system—Citizen Serve for the building department. He stated Munis and Peoples GIS had no up-front costs but Citizen Serve has a 2 year on-boarding cost. There was discussion of the new technology, "smart cities" with phone accessible web-based applications. The group noted we do not want to be on the cutting edge of these changes but should wait until the issues are worked out. Selectman Crowley asked what percentage of the funding for laptops is allocated for schools and does this get reported by the schools to the state. Director Boucher reported he works with the school finance director and these numbers at 90% are reported to the state. Selectman Trindade asked if more funding was available where Director Boucher would spend the funds. Mr. Boucher stated the staffing salary range is entry level so he is unable hire staff with highly specialized skills. He does the research of new products, equipment and project planning. Selectman Foresto asked if there is a union structure for his staff. All Mr. Boucher's staff are non-union except for the GIS position. Selectman Foresto and Mr. Boucher stated IS is normally structured with staff specialists in desktop, network, and security. We are not due to salary constraints but need to think about moving in that direction. There was further discussion on the devices provided to students regarding lifespan, repair rates, insurance costs, etc. Selectman Trindade asked for information about the security cameras at all schools. It was noted that the police have access to all exterior and interior cameras at all schools and the town is tied in as well. Town Administrator Boynton's major concern was the need for a login and password to both the external and internal cameras with the internal access determined by each school principal. He plans to address this issue at the next leadership meeting with the school. The 109 project will be providing camera access as well. It was noted that a staff member checks all camera functionality daily. There was further discussion on the allocation of resources for each staff member between the school and the town.

#### General Budget Discussion

*The Board reviewed the e-mail from Finance Director Pratt dated February 22, 2018 containing additional current fiscal year account balance reference information.*

Selectman Crowley requested the amount spent on the Affordable Care Act. Finance Director Pratt will provide that information to the Board early next week. Town Administrator Boynton reported that the Health Insurance decision was timely since, as was expected, the November experience was high and would have negatively impacted the rate. This line item was budgeted at 7.9%.

The Board discussed dissolving the EMS enterprise fund and rolling this into the Fire budget. There was discussion about the procedural impact of initial availability of funds, options to handle this along with how to segregate the EMS revenue. The need for a one time allocation of \$825,000 would be required as the funds would not otherwise be available day one. The pros and cons of setting up a special revenue accounting fund for cash flow purposes was discussed. The final decision would be a policy decision for the Board. The Board requested to continue this discussion once Town Administrator Boynton can provide specific options.

The Board discussed the specific funding mechanism for school choice and the impact on the school and town budgets. It was noted that out of district tuitions and charges are not charged back to the school but actually impact the general fund. The Board requested the total number of Medway students in school choice broken down by type of schools attended.

The Board then discussed the overlay balance and the potential ability to utilize these funds elsewhere. Town Administrator Boynton along with Finance Director Pratt explained that due to the two pending appellate tax board (ATB) cases with NSTAR and Columbia Gas we cannot touch this line item. We are planning for a worst case scenario and if we lose the cases, the following year would result in a hit on the taxpayers without the overlay. Selectman Crowley asked if we do not touch the funding related to these cases, would the Assessors be willing to release any of the funds. Mr. Boynton will provide a list of the ATB cases to the Board for further discussion.

The Board asked what percentage of the budget is recommended for stabilization accounts. Finance Director Pratt stated 5-10% noting we are currently at 8.3 and will be at 7.9 with the current budget recommendations. Selectman Trindade asked what makes up the miscellaneous recurring revenue. Ms. Pratt stated Medicaid reimbursement.

The Board discussed the impact of moving the planned funding for the new DPS facility into a stabilization account. Mr. Boynton explained that appropriation of funds in May for transfer in the fall operationally works better. The Board was in agreement to proceed as stated by Mr. Boynton.

The Board discussed the percentage of allocation of debt for the new DPS facility. The current plan is to distribute the costs to the following budgets: 60% Town-20% Water-20% Sewer. Selectman Crowley does not think the 20% hit on the sewer budget is a fair number. Mr. Boynton stated there is a potential to split the 20% between the sewer and solid waste budget. He would not recommend adding to the water budget due to the costs associated with the projects planned to address water quality, capacity, and distribution. Selectman Foresto asked for the reasoning for the current plan. Mr. Boynton answered that we can increase revenue in the water and sewer budget but not the solid waste budget. He also stated the 60-20-20 distribution was calculated in order to avoid solid waste fee increases. He further noted the general fund cannot sustain greater than 60% without a sacrifice. Selectman Crowley requested that for the next budget cycle, additional revenue from other sources be investigated to determine a better allocation next year. Finance Director Pratt stated the increases based on the 60-20-20 would result in an increase to the water fees at 12% and the sewer fees at 17%. She noted the actual dollar impact per household is not known. She will calculate and provide to the Board the specific dollar amounts for water and sewer per household. The Board will make a final decision once the resident impact is clarified. The Board was reminded that six to seven years ahead, they will need to decide what to do about the solid waste budget.



The Board discussed restructuring of the stabilization accounts, specifically consolidation of the Storm, Health, Operating, ESCO and Fiscal Stability moving to the General stabilization versus the DPS Facility stabilization account. The Board decided to move these funds to General Stabilization and new funds will go to the DPS Facility stabilization account. The Capital Improvement stabilization fund will remain the same. The \$950,000 funding available after fall town meeting will go into the DPS Facility stabilization account thereby decreasing the borrowing amount needed.

Selectman D’Innocenzo asked for details on the spending for the \$300,000 balance in the Athletic Fields account. Mr. Boynton stated expenditures will include the purchase of two tractors, one mower and the salary for the Park and Recreation Director. The goal is for this position to have a positive impact on usage fees. Selectman D’Innocenzo wanted to make sure that the Board understands that funding the stabilization account at \$50,000 per year for the purpose of replacement of the turf fields in ten years will result in a shortfall. The Board stated they realize this will not fully fund the replacement of the turf fields.

Selectman D’Innocenzo asked about the plans to improve the acoustics in Thayer House. Selectman Foresto stated he needs to bring in an engineer to look at this. He noted this could be expensive.

Selectman Foresto asked when the budget needs to be finalized by the Board for Finance Committee review. Assistant Town Administrator Potter stated mid-March. Town Administrator Boynton requested the Board not make changes to the proposed budget until the water and sewer rate increase impact is reported back to the Board.

**12:42 PM Selectman Foresto moved to adjourn. Selectman D’Innocenzo seconded. VOTE: 5-0-0**

Respectfully submitted,  
Liz Langley  
Administrative Assistant  
Town Administrator’s Office