

MINUTES OF THE SELECTMEN'S MEETING

January 30, 2006

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

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

Public Comments: None.

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant number thirty-one (31) for fiscal year '06 as read in the total amount of \$1,459,416.63; Selectman Rozanski seconded; All ayes 5-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy voiced her condolences to the Sanford Family for the passing of Marjorie Sanford's mother in law.
- Administrator Kennedy stated that she and the DPS Director have been working on the snow removal policy and procedures with hopes of placing the matter for discussion at an upcoming Selectmen's workshop.
- Administrator Kennedy stated that Tax Time is approaching which happens to be a very busy time for the Treasurer/Collector's office and would appreciate residents double checking home records prior to requesting information from the Treasurer Collector to help ease the workload for the staff. Administrator Kennedy also stated that she hopes to be able to have such data loaded on the website soon.

Reports of the Selectmen

- Selectman Galligan reported that the Audit Committee is schedule to meet on Wednesday February 1, 2006 to discuss the preliminary closeout of the Audit projected for mid to late February. The next scheduled Audit Committee is scheduled for March 1, 2006.
- Selectman Rozanski reported that three more individuals have expressed an interest in serving on the Cable Advisory Committee. Selectman Rozanski moved that the Selectmen move to appoint Andy Rodenhiser, Alfred Lorz and Cranston Rogers to the Cable Advisory Committee; seconded by Selectman Dzikczek; all aye 5-0-0 (voted).
- Selectman Dzikczek and Trindade did not have reports this week.

MINUTES OF THE SELECTMEN'S MEETING

January 30, 2006

Report of the Chairman

- Chairman Scott reported that residents have questioned him regarding setting the tax rate and status of the Town's financial condition. Chairman Scott stated that the Board and other town officials will be conducting a series of open forums to report and allow public participation as reportable information becomes available. Chairman Scott thanked the residents for their continued support and patience and reminded all that it will take time to get the financial data in order and to please understand that the financial offices have suffered a decrease in staff. Chairman Scott stated that the Town Administrator and all staff are working diligently to get these matters in order.

Authorization of RAN Notes

- Administrator Kennedy stated that Acting Treasurer Masnik will be submitting RAN (Revenue Anticipation Notes) totaling \$3,500,000 for Selectmen review and approval. Administrator Kennedy noted that the RAN's notes are dated February 7, 2006 and will mature on May 18, 2006 with a net interest cost of 3.49 percent. The Revenue Anticipation Notes will cost the Town \$33,000 of interest. Administrator Kennedy stated that the Town's fiscal advisor, Lisa Dickinson of UniBank has done an outstanding job assisting the Town.
- Selectman Clerk Trindade moved that the Board vote to approve the borrowing of \$3,500,000 in Revenue Anticipation Notes of the Town of Medway to be dated February 7, 2006 and maturing on May 18, 2006 to TD Banknorth at a net interest cost of 3.49 percent; seconded by Selectman Galligan; all ayes 5-0-0 (voted).

Consideration of Approval of Assessors Software Licensing

- Pace Willisson, Member of the Board of Assessors came forward to explain the Assessor's proposal for software licensing and web hosting agreement. Assessor Willisson stated that the Town Administrator had spearheaded getting assessment data loaded on the Town website and after completing all the necessary due diligence associated with such, the Assessors have agreed to cover the yearly cost of \$1,800 associated with the web service purchase. The service is currently used by several other Massachusetts town and can be installed within a few weeks after the order is placed and will benefit the Treasurer/Collector's office as well.
- Selectman Rozanski thanked Administrator Kennedy and the Assessors for their efforts and support getting the assessment data loaded on the website and available to the public.
- Selectman Dziczek inquired about the amount of time office personnel spend trying to answer public inquiries. Assessor Willisson stated that approximately ten calls on a given day from realtors and appraisers are received which can last as long as thirty minutes as well as the many real estate agents and appraisers who also stop in the offices for information.

MINUTES OF THE SELECTMEN'S MEETING

January 30, 2006

- There being no other discussion or questions regarding the Assessors proposal, Selectman Rozanski moved that the Board approve the Software Licensing and Web Hosting Agreement submitted by the Board of Assessors; Selectman Dziczek seconded; all ayes 5-0-0 (voted) .

Website Discussion:

- Town Administrator Kennedy stated that the Website Committee has been meeting to discuss updating the Town website. Eric Willisson and Lauren Rafal have offered their assistance and volunteered some time to assist with bringing a new look to the website. Administrator Kennedy stated that the student volunteers have written a new program that may be ready to run by the end of February and would like the Board's approval to move forward with the project.
- Chairman Scott thanked both volunteers for assisting with updating the town website.
- Selectman Rozanski voiced her appreciation of the work being done by the volunteers and feels that the students should perhaps come on board as interns and should have established specific agreed terms of responsibility.
- Eric Willisson stated that he would like to meet with the individual department heads to get data and ideas for their respective departmental website. He would also like the names of contact people at Town Hall.
- Administrator Kennedy stated that she will need to get a group of Town Hall staff as well as a staff member from the Police Department to discuss ideas for the website improvement. After completing that task she would then like to work with the Department Heads and the two webmaster volunteers to begin with the website changes.
- Selectman Trindade stated that he would like to stay involved with this project and assist with any of the tasks as warranted.
- Director of Public Services, Mr. Damico stated that he would like to begin with updates to the homepage and links to various department sites.
- Lauren Rafal stated that she has been investigating links and colors for potential choices to update which will add a new look to the existing website.
- Selectman Galligan suggested that the webmaster volunteers track a "wish list" of some equipment which may be needed in order to accomplish this task.
- There being no further discussion, it was agreed by the Board that the website committee and two webmaster volunteers move forward with the website project.

MINUTES OF THE SELECTMEN'S MEETING

January 30, 2006

Community Preservation Committee—Update of 2B Oak Street

- Members of the Community Preservation Committee (CPC) were present to give an update on the 2B Oak Street property. Chairman Mark Cerel introduced members Dave Kaeli, Rob Pomponio, Matt Hayes, Bob Dubovsky and Secretary, Shirley Bliss. Chairman Cerel stated that since the last meeting with the Selectmen, the CPC have been discussing potential ideas regarding the Town's next phase relative to 2B Oak Street. Chairman Cerel stated that the CPC supports the property being subdivided into open space and restoration of the existing buildings (house and barn). The Chairman also indicated that the Town should investigate addressing insurance, maintenance and security of the premises.
- Mr. Dubovsky stated that he would also support the Town creating an affordable housing unit on the property. Chairman Cerel stated that the CPC would like to pursue affordable housing property, however, the committee feels that 2B Oak Street is not the property for an affordable housing project.
- Selectman Trindade indicated his support of the CPC's recommendations stated by Chairman Cerel.
- Selectman Rozanski noted that historical restoration may require specific rules and regulations that should be further investigated before making a commitment of going forward with definite plans.
- Selectman Dzikczek voiced concerns regarding the cost of restoration versus selling the property to a party with the condition that they restore the property. Chairman Cerel indicated that action would require an RFP (request for proposal) process which may not fully recover the initial cost of the property purchase by the Town.
- Selectman Galligan noted that he would appreciate seeing a cost benefit estimate for repairs and the potential settlement of the pending legal action. Selectman Galligan also noted that perhaps some of the basic restorative work could be completed by vocational school students.
- Chairman Scott stated that he would like the CPC to submit their ideas in writing to the Board of Selectmen for future consideration.
- Chairman Cerel stated that the CPC would also sponsor a warrant article for the Annual Town Meeting if warranted and would also compile a list of recommendations for use of the 2B Oak Street property for further review of the Selectmen.

8:50 p.m. There being no further regular business to discuss, Selectman Rozanski moved that the regular meeting be adjourned and the Selectmen enter into Executive Session for reason number three "To Discuss strategy with respect to collective bargaining or litigation" not to return to public session; Selectman Trindade seconded; Roll call vote: Rozanski—aye; Dzikczek—aye; Galligan—aye; Trindade—aye; Scott—aye All ayes 5-0-0 (voted).

MINUTES OF THE SELECTMEN'S MEETING
January 30, 2006

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON