

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

August 21, 2006

Present: Selectmen Kent Scott, Richard Dunne, Dennis Crowley, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Chairman James Galligan was absent. Selectman Glenn Trindade arrived late (7:40 p.m.)

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

Public Comments: None.

Report of the Town Administrator:

- Administrator Kennedy reported that she met with the Department of Public Services Director (David D'Amico) regarding the Brentwood area water problem. Director D'Amico will be preparing an RFP (Request for Proposal) for engineering/consulting services. Administrator Kennedy also indicated that she is scheduled to visit the area with Director D'Amico and will report back as warranted. Selectman Crowley inquired where the funds for this project/service would be secured from. Administrator Kennedy indicated that Chapter 90 funds would be utilized to cover the costs. Selectman Scott indicated that there has been an on-going water problem in the Brentwood area for years and is pleased to hear that the town is preparing an RFP and investigating the issue further.
- Administrator Kennedy reported that she has scheduled the 8/28 Selectmen's Workshop and confirmed that the Town's auditor, Frank Biron of Melanson and Health will be available to present an audit update. Administrator Kennedy also indicated that she has scheduled the Town's Fiscal Advisor, Lisa Dickinson to do a presentation on the Town's debt service portfolio at the October 2 Selectmen's meeting.
- Administrator Kennedy indicated that Town Accountant interviews are still being conducted and hopes make an offer soon. She also indicated that she will be making an offer for the Assistant Town Accountant position.
- Finally, Administrator Kennedy indicated that there have been a few complaints from residents relative to tax bills. Some residents have received letters of intent and another resident indicated that he paid his taxes and was upset to have been sent a demand notice. He stated that he paid his taxes utilizing his bank's on-line payment service. After researching the matter, the Town found that the tax year and amount were input incorrectly. Administrator Kennedy strongly encourages residents to utilize the Town's on-line payment service rather than their own bank on-line payment services because the Town's on-line payment service has been built to be comparable to the town's tax bills. Administrator Kennedy also indicated that Treasurer/Collector Phillips was present to give a further report.

Report of the Treasurer/Collector:

- Treasurer Phillips reported that demand notices have been prepared and forwarded to all parties who have outstanding taxes due. Treasurer Phillips explained the

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demand process under Massachusetts General Laws. Treasurer Phillips encourages property owners experiencing financial difficulty to contact her or stop in and see her to arrange payment plans. The Treasurer also indicated that the 2006 tax collection rate is at ninety-eight (98%) percent and the 2007 tax collection rate is at ninety-four (94%) percent.

- Selectman Crowley inquired if issuing demand notices and letters of intent is unique to Medway. Treasurer Phillips responded that all towns issue demand notices and letters of intent per Massachusetts General Laws and Medway is correct in doing so.

Library Trustees discussion regarding Library Certification Status:

- Vice Chairman Dunne indicated that Library Trustees Chairman, Wendy Rowe, was present to discuss the status of the Library Certification. Vice Chairman Dunne indicated that the Board had fifteen minutes before entering into their next scheduled business. Discussion of the Library matter would resume, if warranted, during the later part of the meeting.
- Chairman Rowe stated the Library Trustees operating budget needed to be increased by one hundred thirty-eight thousand (\$138,000) dollars instead of eight-eight thousand (\$88,000.00) dollars as originally thought, in order to keep the library open for thirty two (32) hours per week, which is eighty percent (80%) of its minimum operating hours under State guidelines to qualify for state certification by the end of September. Chairman Rowe stated that the Library Trustees would also be utilizing trust fund monies to assist with the operating expenses in addition to the \$138,000 being requested. Chairman Rowe indicated that if the Library were to be decertified, it would lose the ability to borrow materials from other libraries through the Minuteman borrowing system. Due to these facts, the Library Trustees are requesting that the Selectmen schedule a Special Town Meeting in order to obtain voter approval for the requested appropriation and also stated that if the Selectmen do not approve to schedule the Special Town Meeting that the Library Trustees will support a citizen petition, obtain two hundred signatures as required to force the town meeting with forty-five days of filing said petition.

(Board temporarily ends discussion of Library matter in order to entertain the next scheduled order of business with the intention of resuming said discussion)

Community Preservation Committee—2B Oak Street Status:

- Community Preservation Committee Chairman Cerel stated that the committee had met with the Selectmen a few months ago regarding potential uses and plans for the property located at 2B Oak Street which contains an historical farmhouse, barn and acres of open space (land). Chairman Cerel stated that several options and many ideas have been discussed including subdividing the property, separating the house and barn from the rest of the land, improving the structures, and then sell the property with historical preservation restrictions. Also discussed has been how to fund for the proposed improvements, etc. Chairman Cerel stated that since the

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Town has received funding from the State for improving the property, CPC suggests that those funds could be utilized to restore the barn, for use as a recreation facility of some sort, or to restore the house and utilize that space for town offices. Chairman Cerel does not believe that the \$200,000 the Town received from the state would cover the full expense required to fully restore the property. He suggested that the Town obtain a cost analysis before going forward with any restoration plans in order to determine how to best utilize the state funds.

- Selectman Scott suggested that the CPC host a Public Forum to discuss and entertain ideas for uses of the 2B Oak Street Property and then complete a list of costs that would be associated with restoration ideas. Selectman Scott supports utilizing the buildings for civic functions such as a youth/community center or an arts center.
- Chairman Cerel stated that many ideas have been discussed but that the house had been renovated so many times that it would be best utilized for small office space and that the Barn could be best utilized to serve as a civic-use facility.
- Administrator Kennedy also indicated that the Town many have a time limitation for use of the funds and she is waiting for clarification from the Commonwealth as to whether the Town is required to spend the funds by a certain date or if the Town is just required to commit the funds for use.

Other Business:

Approval of Board and Committee Appointments:

- The Board executed the Government Study Appointment slips for Robert Parella, Michael Ferrari, Eleanor Moreland, Frank Ravinal and Jack Robinson as previously approved.

Approval for a Special Event License:

- Selectman Trindade moved that the Board approve the request for a Special Event License as requested by the Community Church for their fair on Saturday, September 30 from 9:00 a.m. to 3:00 p.m.; seconded by Selectman Scott; All ayes 4-0-0 (voted).

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant eight (8) for fiscal year '07 as read in the total amount of \$726,972.45; Selectman Scott seconded; All ayes 4-0-0 (voted).

Reports of the Selectmen

- Selectman Scott indicated that he just returned from Guatemala where he participated in a community rehabilitation project. He noted that it was a very

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gratifying, enjoyable experience. Selectman Scott also moved that the Board approve Paul Marbel to the Cable Advisory Committee; seconded by Selectman Trindade; All ayes 4-0-0 (voted).

- Selectman Trindade commented that the Board received an invitation to attend the Eagle Scout Court of Honor banquet on Friday, August 25 at the Medway VFW for Adam Carlson. Selectman Trindade suggested that the Board follow past protocol and present Eagle Scout Carlson with a Certificate of Achievement. The Board agreed and Selectmen Trindade and the Administrative Services Assistant will coordinate preparation of the certificate.
- Selectman Crowley inquired about the Vera land walk status. Administrator Kennedy indicated that she contacted Town Counsel and is waiting for his response. Selectman Crowley stated that he recently met with Municipal Building Committee member, Tony Kalicki and School Finance Director, Dave Verdolino. Selectman Crowley indicated that Mr. Verdolino has a very good handle on the charge backs and will review such with legal counsel. Selectman Crowley indicated that the Town could sustain some financial risks. Selectman Crowley inquired as to where the funds would come from to cover such costs if it is determined that the retainage being held will not cover the outstanding costs associated with final close out. Administrator Kennedy indicated that the Town would need a vote from Town Meeting for funds allocation.
- Vice Chairman Dunne acknowledged the resignation letter submitted by Jeff Yost, Chairman of the Municipal Building Committee. Vice Chairman Dunne also announced that the Library Trustees would be meeting tomorrow and that the IDC would also be meeting at 8:00 p.m. Selectman Trindade indicated that there will be a TIF presentation at the scheduled IDC meeting. Vice Chairman Dunne also noted that copies of the memorandum were forwarded to the Municipal Building Committee relative to the Medway High School deposition subpoena notice. Administrator Kennedy noted that the memorandum was for Selectmen's information and that the matter has been resolved.
- There being no other business to discuss, Vice Chairman Dunne indicated that the Board would resume their previous discussion with Library Trustee Chairman Wendy Rowe. Chairman Rowe stated that the Library Trustees are seeking a Special Town Meeting and are prepared to petition Medway residents to support such. Chairman Rowe also indicated that she has drafted warrant articles and would like access to Town Counsel to review them before finalizing the petition. Vice Chairman Dunne reiterated earlier comments that the reason for the Library soliciting a Special Town Meeting is to get funds allocated to the Library Budget in order to get State certification. Chairman Rowe agreed. Administrator Kennedy stated that the Library will need to submit an updated budget that reflects the data as reported by the Library Trustees. Administrator Kennedy stated that she would be willing to meet with Chairman Rowe to review the data and would also suggest that the Acting Town Accountant also be available to assist with gathering data and completing the required State forms. Administrator Kennedy suggested that all the

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parties meet to discuss the matter further. It was agreed that the parties would meet on Thursday 8/24 to discuss the matter before moving forward.

- The Board entered into a brief discussion and agreed to hold voting on whether to schedule a special town meeting until Chairman Galligan returns. Vice Chairman Dunne instructed the Administrative Services Assistant to place schedule the matter for discussion on the August 28th Selectmen's Workshop Agenda.

9:03 p.m. There being no further business to discuss, Selectman Scot moved that the regular session meeting be adjourned and that the Selectmen enter into Executive Session for Reason Three "To discuss strategy with respect to collective bargaining or litigation" and reserve the right to return to open session; Selectman Trindade seconded; Roll call vote: Selectman Trindade—aye; Selectman Scott—aye; Chairman Crowley—aye; Selectman Dunne—aye; All ayes 4-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON