

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING  
NOVEMBER 20, 2006

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

7:07 p.m. – Selectman Scott chaired the meeting due to the absence of the Chairman and Vice Chairman.

**Public Comments:** There were no public comments.

***Approval of December 4, 2006 Special Town Meeting Warrant:***

- Administrator Kennedy gave background and reasoning relative to the warrant articles included on the 12/4/06 Special Town Meeting Warrant. The Administrator stated that the Board was faced with an extreme deadline to execute the warrant for serving by Constable Trufant in order to meet the statutory deadline.
- The Board entered into a discussion regarding the articles and asked Fire Chief Vinton to explain Article 13. After a brief discussion, it was concluded that the warrant article (Section 3.2.2) would be amended at the Special Town Meeting to read that Full Time fire department members should live in municipalities contiguous with the Town of Medway.
- The Board entered into a discussion with the Planning Board Chairman (Andy Rodenhiser) relative to Article 14. The Board also entered into a brief discussion with the Industrial Development Committee Chairman (Bill Wright).
- There were no other questions and Selectman Trindade moved that the Board approve and execute the 12/4/06 Special Town Meeting Warrant.; seconded by Selectman Crowley; all ayes 3-0-0 (voted).

***Discussion of TIF Analysis on 51 Alder Street:***

- Acting Chairman, Kent Scott asked Assessor Willisson to come forward and explain the TIF Analysis he prepared for discussion.
- Assessor Willisson stated that TIF (Tax Increment Financing) agreements are an incentive to reach new businesses and get the businesses to operate in Town. Assessor Willisson stated that the 51 Alder Street TIF agreement states that the taxpayer will invest three million dollars during fiscal 2007. The Board and Assessor Willisson entered into a brief discussion.

The Administrative Services Assistant was excused from the meeting for approximately fifteen minutes in order to coordinate serving the 12/4/06 Special Town Meeting warrant with Constable Trufant.

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- Administrator Kennedy commented that Bond Counsel had reviewed the proposed TIF Agreement and that the agreement was also on file in the Town Clerk's office for review by interested parties.
- Administrator Kennedy also asked the status of the new growth numbers. Assessor Willisson stated that hopefully he will receive the data from Paul Kapinos prior to Tuesday, November 21, 2006. Selectman Scott asked how the Assessors determine the new growth data. Assessor Willisson stated that the Board of Assessors voted on the value provided by former staff member. Selectman Crowley asked how the data could be so far off. Assessor Willisson stated his opinion that late tax bills and decline of the number of building permits contributed to calculated data.
- Administrator Kennedy also asked the status of hiring the Administrative Assessor. Assessor Willisson indicated that they Board of Assessors have reviewed the resumes received thus far but have not scheduled any interviews. Administrator Kennedy indicated that she would like to participate with the interview process. Assessor Willisson indicated that the Assessors would notify her when they were ready to begin interviewing candidates.

*NEASC/MCAS update:*

- School Committee members, Susan Connolly and Tina Wright were present to discuss and answer questions relative to the recent NEASC report that was prepared for Medway High School. Dr. Grandmont was also available to answer any questions. Mrs. Wright indicated that a copy of the report will be given to the Town Clerk and Library for review by interested parties. Mrs. Wright also indicated that copies may be requested through the Superintendent's office and is also available on the school's website. Mrs. Wright explained that the NEASC review is an independent assessment of the high school to evaluate it if meets the qualitative standards for accreditation by the New England Association of Schools and Colleges. The review focuses on two standards (Teaching and Learning; Support of Teaching and Learning).
- Acting Chairman Scott commented that the report entails many areas of review and did want the School Committee representatives to feel pressured to prematurely report or discuss data during the Selectmen's meeting that may be reported at another scheduled presentation.
- Mrs. Wright stated that she would give a brief overview for the Selectmen and attendees of the meeting. Mrs. Wright stated that one concern addressed in the report was the lack of a curriculum coordinator.
- Selectman Trindade asked how many guidance counselors are on staff at the High School. Dr. Grandmont stated that there are three guidance counselors to serve eight hundred plus students.

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- Mrs. Wright stated that Medway High School received accreditation. Mrs. Wright reported that in addition to the mandatory two year progress review inherent in the process, that Medway must complete a six month critical milestone review. The parties entered into a brief discussion and concluded the update.

***Approval of property use in the right of way by Restaurant 45:***

- Planning Board Chairman, Andy Rodenhiser, was present and explained that per the October 23, 2006 Special Town Meeting vote Restaurant 45 was given permission to utilize property in the right of way. Chairman Rodenhiser indicated that the Planning Board and Special Town Counsel have been working together on the License before the Selectmen for execution. The Selectmen executed the License prepared by Special Town Counsel and approved at the October 23, 2006 Special Town Meeting.

***Approval of Agreement with Contract Nurse:***

- Council on Aging Director, Missy Dziczek, was present to answer any questions relative to the Agreement with the Contract Nurse before the Board for approval. The parties entered into a brief discussion. Selectman Trindade moved that the Board accept and approve the Agreement with the Contact Nurse to be executed by the Town Administrator; seconded by Selectman Crowley; all ayes 3-0-0 (voted).

***Approval of the revised Design Engineering Agreement:***

- Administrator Kennedy indicated that before the Board for execution is the revised Design Engineering Agreement in relation to the Industrial Park Sewer Extension Project. Administrator Kennedy indicated that the revised agreement reflects comments and suggestions that were discussed at a previous Selectmen's meeting. Selectman Trindade moved that the Board accept and approve the revised Design Engineering Agreement submitted for Board execution; Selectman Scott seconded; all ayes 3-0-0 (voted).

***Approve and sign warrant:***

- Selectman Trindade moved that the Board approve and sign warrant twenty one (21) for fiscal year '07 as read in the total amount of \$1,049,140.26; Selectman Scott seconded; all ayes 3-0-0 (voted).

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

- Administrator Kennedy, reported that Director D'Amico was present to discuss the 2006 Supplemental Budget Earmarks relative to the Highway Barn and Salt Shed. Director D'Amico came forward and explained that the engineering project scope submitted to Massachusetts Highway Department was denied and therefore, he prepared a the letter to Mass Highway from the Board to seeking permission to

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utilize the earmark funds to construct a prefabricated metal garage structure to be used for washing and winter storage of highway vehicles. Selectman Trindade moved that the Board sign the letter; Selectman Crowley seconded; all ayes 3-0-0 (voted).

- Administrator Kennedy reported that Governor Romney has placed the funding of supplemental budget earmarks on hold. Administrator Kennedy stated that she will update the Board as warranted.
- Administrator Kennedy reported that she would like to convene an Ambulance Fund Review Team and would also like to conduct a Snow and Ice Policy review which would include two members from the Board of Selectmen, Finance Committee, Town Accountant as well as the respective Department Head and a departmental representative.
- Administrator Kennedy reported that she is coordinating joint meeting of the Audit Committee and Board of Selectmen to review the 2006 Audit and will confirm the meeting date as soon as possible. She is also coordinating a brief meeting to review Town Counsel RFP's and will also confirm that date as well. The parties entered into brief discussion relative to both matters.
- Administrator Kennedy also reported that the Treasurer Collector's office has been very busy due to letters of intent being mailed. As a result, many people have come in to pay past due taxes and to set up tax-payment plans.

***Reports of the Selectmen:***

- Selectman Crowley did not have a report but asked the Administrator if it would be possible to get a report of sick time utilized by employees in an effort to observe if the Unlimited Sick Leave Policy is being abused. Administrator Kennedy indicated that she can not include names of employees but may be able to work with staff and develop a matrix within the next few weeks. Selectman Crowley also read the Board of Health Notice relative to plans to hold a public hearing to inform public about new charges for wood and bulk items being disposed of at the recycling center.
- Selectman Scott announced that the Annual Holiday Parade will take place on Saturday, November 25 with a rain date of Sunday, November 26. Selectman Scott also reviewed the Town's enhanced rate of Aa3 and the underlying rating of Baa1 reported by Moody's Investment Services. The report indicated that the enhanced Aa3 rating is due to the Town's General Obligation State Qualified Municipal Purpose Loan with a stable outlook. The Baa1 rating reflects the town's modestly-sized tax base with wealth levels comparable to the state median and a favorable debt position despite recent favorable changes in management's approach relative to budgeting and long-range planning, a defeated operating override also exacerbates the Town's diminished financial flexibility and reflects limited options available to improve the Town's financial position. Moody's believes that

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Medway will continue to be challenged attempting to achieve financial stability while providing services typically demanded like surrounding communities, changes in the financial management team are expected to allow the town to implement new financial policies that will improve its financial position and regain its structural balance. Future rating will depend heavily on the Town's ability to regain its structural balance while replenishing reserves.

- Selectman Trindade did not have a report.

*9:30 p.m. There being no further business to discuss, Selectman Trindade moved that the meeting be adjourned; Selectman Crowley seconded; all ayes 3-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

*NOTE: APPROVED BY BOS ON*