

MINUTES OF THE SELECTMEN'S SPECIAL SESSION MEETING

December 11, 2006

Present: Selectmen James Galligan, Dennis Crowley, Glenn Trindade. Richard Dunne, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Kent Scott arrived at 6:13 p.m.

7:06 p.m. – Chairman Galligan called the special session to order in Sanford Hall of the Medway Town Hall. All stood for the Pledge of Allegiance.

Public Comments: None.

Continuation of Tax Classification Hearing:

- Chairman Galligan stated that the Board was meeting to continue the Tax Classification Hearing as voted that the December 4, 2006 Special Selectmen's meeting. The primary reason for the continuation is to ratify the selectmen's December 4, 2006 vote to accept a single tax rate now that the Department of Revenue has certified the values submitted by the Assessors and to execute the LA-5 submitted by the Assessors.
- Administrator Kennedy reported that the Assessors have verified that the data files contained on the VADAR system (the Town's financial reporting system) matches exactly and are ready to proceed with preparing the tax bills.
- Selectman Crowley also verified and reported that the Town's tax rate is currently \$13.32 per thousand.
- Selectman Scott commented that the Town is way ahead of schedule contrary to public opinion and that tax bills will be forwarded on time.
- Selectman Trindade moved that the Town retain the single tax rate; seconded by Selectman Scott; all ayes 5-0-0 (voted).
- Selectman Dunne inquired who calculates the excess levy position as reported on the LA5 that the Selectmen just executed. Administrator Kennedy indicated that the Assessors report the figure. Selectman Scott indicated that DOR does not recommend utilizing those funds until all the calculations are settled. Selectman Crowley asked if the Assessors would have been able to provide more accurate data if there was a full-time Administrative Assessor on staff. Selectman Crowley commented that that the Assessors have not hired a full time Administrative Assessor to date and does not want to end up in the same position next year as this year. Administrator Kennedy indicated that the Assessors might have been able to determine the calculations earlier. Administrator Kennedy reported that the Assessors have been reviewing resumes and will hopefully begin interviewing soon.

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Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant twenty-four (24) for fiscal year '07 as read in the total amount of \$1,307,931.77; Selectman Dunne seconded; All ayes 5-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy reported that 99.7 percent of 2006 taxes have been collected and 97.3 percent of 2007 taxes have been collected to date. The Treasurer Collector has sent out letters of intent and will commence the tax title advertisements shortly.
- Administrator Kennedy stated that she compiled a list of references for each of the Town Counsel candidates for verification by the Selectmen. Selectmen Trindade and Scott offered to coordinate the reference checks on the two candidates.
- Administrator Kennedy stated that the Audit Committee will be requesting a meeting with the Selectmen soon. She also suggested that the Selectmen schedule meetings with the Board of Health and Water/Sewer Board to discuss centralized billing functions.

Reports of the Selectmen:

- Selectman Trindade did not have a report this week.
- Selectman Scott inquired if Selectman Crowley was able to follow up with Attorney Doneski relative to filing of bonding claims. Selectman Crowley indicated that Attorney Doneski represented that letters will be drafted shortly. Administrator Kennedy indicated that copies of the letters have been received and will be included in the next Selectmen's meeting packet. Selectman Scott also noted that the Cable Advisory Committee needs another member. Selectman Scott also indicated that the Committee needs more participation from the Town Cable Access Committee. Selectman Scott also indicated that public hearings need to be held sometime in January or February.
- Selectman Dunne indicated that he is awaiting information from Cingular Wireless. Selectman Dunne reported that the Ambulance Fund Review Committee has met once and is scheduled to meet on Tuesday (12/12/06) and he is looking forward to working with the committee and the Chief. Selectman Dunne also inquired if the Administrator will be able to provide departmental budget to actual expenditure reports for review by the Selectmen. Administrator Kennedy indicated that she will work with staff to provide a more detailed report as requested by the Selectmen. The Board entered into a discussion regarding the departmental expense detail and report processing.
- Selectman Crowley inquired if the Town Administrator was able to create a sick leave report. Administrator Kennedy reported that sick leave has not been tracked

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electronically and will require additional research to pull the data from paper records. Lastly, Selectman Crowley indicated that he has not been getting proper cooperation from Norfolk County Retirement System staff relative to obtaining retirement data needed for budgetary purposes and would like to go directly to the Norfolk County Commissioners. The Selectmen support going directly to the Commissioners for information.

Report of the Chairman:

- Chairman Galligan reported that the Audit Committee met last week to follow up with the management letter responses and will schedule a meeting with the Selectmen sometime in January. Chairman Galligan also reported that the Audit Committee drafted a "charter for the Audit Committee purposes" for review by the Government Study Committee.
- Chairman Galligan indicated that the regular scheduled Selectmen's meetings in January fall on Monday holidays. The board entered into a brief discussion and agreed to meet on January 8 and January 22. The Administrative Services Assistant will confirm if the School Committee Room is available for use on January 8th.
- Chairman Galligan indicated that the All Board Meeting will take place on December 18th. All departments and boards are invited to attend and participate in the discussion of upcoming budget presentations, format, etc.
- The Board entered into a discussion regarding the process and reporting of the budget data.

8:30 p.m. There being no further business to discuss, Selectman Trindade moved that the special session meeting be adjourned; Selectman Dunne seconded; all ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON