

MINUTES OF THE SELECTMEN'S MEETING  
DECEMBER 17, 2007

Present: Selectmen Glenn Trindade, Dennis Crowley, Rich Dunne, Andrew Espinosa and John Foresto, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

7:01 p.m. – Chairman Trindade called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

***Acceptance & Approval of expenditure of grant funds--Board of Health.***

- Health Agent, William Fisher came forward to explain that the Board of Health is seeking approval from the Board of Selectmen to accept and approve expenditure of the two thousand two hundred forty-one dollar (\$2242.00) Region 2 Public Health Emergency Preparedness Grant Award. Mr. Fisher indicated that the funds would be used to purchase one LCD projector; one megaphone; one handheld GPS system and one extension cord/power strip. The parties entered into a brief discussion.
- Selectman Espinosa moved that the Selectmen vote to accept and authorize the Board of Health to expend the funds received under the Equipment Grant awarded by Region 2 Public Health Emergency Preparedness in the amount of two thousand two hundred forty-one dollars (\$2242.00) for the use to purchase emergency preparedness equipment; seconded by Selectmen Foresto; all ayes 5-0-0 (voted).

***Acceptance & Approval of expenditure of grant funds—Police Department.***

- Chief Tingley came forward to explain that the Police Department is seeking approval from the Board of Selectmen to accept and approve the expenditure of the thirty-eight thousand dollar (\$38,000.00) Community Policing Grant awarded by the Executive Office of Public Safety and Security. Chief Tingley indicated that the grant award funds will be used for various community policing activities, programs and related purchases. The parties entered into a brief discussion.
- Selectman Dunne moved that the Selectmen accept and authorize the Police Department to expend funds received under the Community Policing Grant awarded by the Executive Office of Public Safety and Security in the amount of thirty-eight thousand dollars (\$38,000.00) to be utilized for items related to various community policing activities, programs and purchases; seconded by Selectman Espinosa; all ayes 5-0-0 (voted).

***Acceptance & Approval of expenditure of grant funds—Council on Aging.***

- Mrs. Marilyn (Missy) Dziczek, Council on Aging Director came forward to explain that the Medway Council on Aging is seeking approval from the Board of Selectmen to accept and approve the expenditure of the twenty-eight thousand five hundred dollar (\$28,500.00) Senior Wellness Program grant awarded by the Metrowest Community Health Care Foundation for use to fund a nurse shared between the Medway Council on Aging and the Franklin Council on Aging. Mrs.

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Dziczek stated that the position is part-time with no benefits and is currently in place. The parties entered into a brief discussion.

- Selectman Foresto moved that the Selectmen accept and authorize the Director of the Council on Aging to expend the funds received under the Senior Wellness Program grant awarded by the Metrowest Community Health Care Foundation in the amount of twenty-eight thousand five hundred dollars (\$28,500.00) for use to fund a nurse to be shared between the Town of Medway and Town of Franklin Council on Aging; seconded by Selectman Dunne; all ayes 5-0-0 (voted).

***Budget Policy Discussion:***

- Administrator Kennedy referred the Selectmen to a handout packet prepared by the Town Accountant outlining the budget process for departments to follow this year as well a chart of the Town's financial status. Administrator Kennedy explained the analysis of financial data which shows a projected financial shortfall for fiscal year 2009. Based on the financial projections, Town Administrator and Town Accountant recommend that departments submit three budget scenarios: level funded; level service and supplemental budgets.
- The Board entered into a brief discussion. Selectman Crowley indicated that he would like all departments, including the school, to submit level funded budgets. Selectman Dunne agreed that the departments should submit level funded/level services budgets based on the current financial analysis provided by the Town Accountant and Town Administrator. Selectman Espinosa supported the Town Administrator's recommendation and liked the idea of the departments included supplemental budgets.
- Selectmen asked Dawn Rice-Norton of the School Committee if the school would submit a level funded budget. Ms. Rice-Norton indicated that the school departments plans to submit a level service budget and a priority service list. She indicated that she would relay the Selectmen's request at the next school committee meeting.
- Chairman Trindade moved that the Board instruct the Town Administrator to inform all departments, including the school, to submit level funded; level service and supplemental budgets; seconded by Selectman Espinosa; all ayes 5-0-0 (voted).

***Public Comments:***

- Mr. Robert Campana of 20 Charles Street came forward to express his concerns regarding the continued deterioration and condition of Charles Street. Mr. Campana stated that he spoke with the DPS Director, Mr. David D'Amico who informed him that repair of Charles Street is the street repair list; however, it could take up to five years before the repairs could be made because the road requires a

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complete rebuild. This is due to town current financial condition as main streets take priority over all others.

- Administrator Kennedy informed Mr. Campana and the Board that the DPS Director is planning to create another road projects plan for submittal and review of the CIPC (Capital Improvement Plan Committee). She indicated that the current road budget is sixty-five thousand (\$65,000.00) dollars and some of the funds have been expended.
- Mr. Campana inquired where the funds came from for repaving of the Police Station. Administrator Kennedy indicated that the hot-top and services were donated by a private contractor.
- Chairman Trindade thanked Mr. Campana for his continued patience and understanding as the Town moves through the financial difficulties.

***Board of Assessors—Discussion of board transition:***

- Board of Assessors, Marge Sanford, Harry Johnson and Pace Willisson were present to discuss the board transition anticipating the proposed charter. Chairman Trindade referred to the letter submitted dated December 6, 2007. Chairman Willisson stated that the letter was drafted per the discussion among the Board of Assessors.
- Selectman Dunne feels that a transition discussion at this time is premature because the town has not held the election and the results of the proposed charter are unknown.
- Assessor Johnson clarified that the Assessors thought to begin discussion with the Board of Selectmen to accomplish the vision stated in the proposed charter. This does not mean that the Assessors are resigning at this time, but wanted to work with town officials sooner than later.
- The parties entered into a brief discussion. The Selectmen expressed their wishes that the parties should follow the transition plan outlined in the proposed charter and would like input from the Board of Assessors after the May election.
- Administrator Kennedy suggested that both board chairmen and perhaps the Town Administrator work together and create a timeline of various responsibilities of the Assessors. It was agreed that Chairman Trindade, Willisson and Administrator Kennedy would meet on December 20 at 8:00 a.m.

***Committee/Board Appointments:***

- Chairman Trindade explained the duties of both committees. The Chairman stated that the Finance Committee is currently seeking appointment for six vacancies and has six candidates wishing to volunteer their services. The Finance Committee

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candidates are: Phil Giangarra; Joy Smith-Dahl; Eric Arbeene; Mark Brown; Paul Marble; Jan Fish. The Capital Improvement Planning Committee (CIPC) is currently seeking appointment for five vacancies and has one candidate (Rondi Chapman) thus far seeking appointment to the committee. The Board members publicly interviewed all the candidates and entered into brief discussion with each candidate.

- Chairman Trindade moved that the Board of Selectmen appoint Rondi Chapman to the CIPC seconded by Selectman Espinosa; all ayes 5-0-0 (voted).
- Chairman Trindade moved that the Board of Selectmen appoint Phil Giangarra; Joy Smith-Dahl; Eric Arbeene; Mark Brown; Paul Marble; Jan Fish to the Finance Committee; seconded by Selectman Dunne; all aye 5-0-0 (voted).

***Tata & Howard—Contract Agreement Approval:***

- Administrator Kennedy indicated that the contract submitted by Tata and Howard requires additional review and therefore recommends that the Selectmen place the contract approval on hold for another meeting. The parties entered into a brief discussion. Chairman Trindade instructed the administrative staff to place the contract agreement approval with Tata and Howard on hold for discussion/approval at a future selectmen's meeting.

***Approval of Annual License Renewals for 2008:***

- Chairman Trindade asked the Administrative Services Assistant to explain the process for annual licensing approval. The Administrative Services Assistant explained the process and stated that all licensees have complied with the process and recommended that the list provided for 2008 renewals be approved by the Board of Selectmen.
- The parties entered into a discussion. Chairman Trindade moved that the Selectmen approve the licenses as listed on the 2008 license renewals schedule submitted by the Administrative Services Assistant; seconded by Selectman Dunne; ayes 4 (Crowley, Foresto, Dunne, Trindade); nays 1 (Espinosa) 4-1-0 (motion passes).

(Selectman Espinosa left the Selectmen's meeting for approximately 10 minutes)

***Approve and sign warrant:***

- Selectman Dunne moved that the Board approve and sign warrant number twenty-four (24) for fiscal year 2008 as read in the total amount of \$1,064,228.87; Selectman Foresto seconded; all ayes 4-0-0 (voted). (Selectman Espinosa was absent during discussion of this matter)

***Approval of minutes:***

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- Selectman Crowley moved that the Board approve the Selectmen Regular Session Minutes of September 17, 2007; Chairman Trindade seconded; all ayes 4-0-0 (voted). (Selectman Espinosa was absent during discussion of this matter)

(Selectman Espinosa rejoins the Selectmen's meeting)

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

- Administrator Kennedy did not have a report this week.

***Reports of the Selectmen***

- Selectman Espinosa and Foresto did not have report this week.
- Selectman Dunne reported that police union negotiations are still progressing and that the last meeting was cancelled due to poor weather conditions.
- Selectman Crowley requested that the Town Administrator ask the DPS Director to submit an updated Snow and Ice report.

***Report of the Chairman.***

- Chairman Trindade reported that Town representatives met with the Legislation Delegation last Wednesday (12/10) and reported that it was a very favorable meeting. Chairman Trindade also reported that he received a letter from CHAPA relative to the affordable housing condo unit located on Summer Street; Chairman Trindade noted that he will forward the letter to the Planning Board and the Housing Authority for review.

*10:10 p.m. There being no further regular business to discuss, Chairman Trindade moved that the regular session meeting be adjourned and that the Selectmen enter into Executive Session not to return to public session for reason number six "to consider the purchase, exchange, taking, lease, or value of real property"; Selectman Crowley seconded; Roll call vote: Foresto—aye; Espinosa—aye; Dunne—aye; Trindade—aye and Crowley—aye--All ayes 5-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

***NOTE: APPROVED BY BOS ON***