

MINUTES OF THE SELECTMEN'S MEETING  
JANUARY 8, 2007

Present: Selectmen James Galligan, Glenn Trindade, Richard Crowley, and Rich Dunne, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Kent Scott was not present.

7:01 p.m. – Chairman Galligan called the meeting to order in the School Committee Room (130) located in the Medway Middle School. All stood for the Pledge of Allegiance.

***Public Comments:***

- Alison Slack and Kelly O'Rourke, members of the "Yes for Medway" organization were present and inquired if the Selectmen decided to consider another "State of the Town" address and when it would be scheduled. Selectman Galligan indicated that the Selectmen are hoping to obtain more financial information from the State before scheduling the State of the Town. All the Selectmen indicated their support of another State of Town and would like the opportunity to collect as much financial information as possible in order to hold a more effective address.

***Approve and sign warrant:***

The Selectmen entered into a brief discussion regarding the school electric invoice, the health insurance invoice and the Council on Aging Nurse invoice.

- Selectman Trindade moved that the Board approve and sign warrant number twenty-eight (28) for fiscal year '07 as read in the total amount of \$1,701,569.95; Selectman Dunne seconded; All ayes 4-0-0 (voted).

***Consideration and approval of the appointment of the Assistant Town Accountant:***

- Town Accountant, Barbara Durand was present and introduced the newly hired Assistant Town Accountant, Carol Pratt. Ms. Durand stated that Ms. Pratt was hired on December 19, 2006 and that she is recommending that the Selectmen consider approval of the appointment of the Assistant Town Accountant per MGL Chapter 44 Section 49A. Ms. Durand explained that this chapter and section allows for the Town Accountant, with the approval of the Selectmen, to appoint an Assistant Town Accountant who shall be sworn to the faithful performance of duties and record the appointment and oath. The approval of the appointment will allow the assistant, in the absence of the Town Accountant, to perform and carry out such duties and to have the same powers and be subject to all applicable requirements and penalties.
- Selectman Trindade moved that the Board approve the appointment of the Assistant Town Accountant per MGL Chapter 44 Section 49A as recommended by the Town Accountant; Selectman Dunne seconded; all ayes 4-0-0 (voted).
- The Selectmen welcomed Ms. Pratt and asked that she tell them about herself. Ms. Pratt indicated that she previously worked at UMass and was looking forward to her career in Medway.

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***Department Head update—Town Accountant and Treasurer/Collector:***

- Administrator Kennedy stated that the Town Accountant and Treasurer/Collector were present to provide a departmental status report. Administrator Kennedy indicated that going forward department heads will be presenting similar status reports to the board.
- Town Accountant, Barbara Durand came forward and indicated that as of January 1, 2007, she has accomplished some tasks and she is continuing to develop an on-going set of goals to accomplish. To date, the accounting office is fully staffed and outside consultants have been released. The FY 2006 audit was completed in time for setting of the FY 07 tax rate. First quarter expenditures and revenue status reports have been completed and submitted to the State on time and second quarter reports are in progress and will be submitted by the 1/31/07 deadline. 2006 Audit Management items have been responded to and corrections have been started to be implemented. Fiscal 2008 budget preparations have begun. Discussions have been held with vendors relative to payroll and accounting software upgrades. Executive level summary expenditure reports have been developed and will be issued on a monthly basis to the Selectmen and Town Administrator. Departmental detail expenditure reports have been issued monthly and departments have reported back variances which all have been researched and corrected through November 30, 2006. Health insurance analysis reports have been completed through the January 2007 billing cycle. The Accountant has also resolved billing issues relative to Verizon-Centrex and NStar issues.
- Treasurer/Collector, Melanie Phillips came forward and indicated that she has implemented some new policies and procedures and is continuing to investigate other ways to improve the overall office workflow. Treasurer Phillips indicated that there has been an increase in collections for 2006 and 2007 and parking tickets have not been collected and that she is working with the Deputy Collector to build a database and establish a collection policy. Utility liens will be done on a regular basis going forward. Selectman Crowley indicated his concerns that billing and collections are not centralized. Selectman Crowley also inquired if all the financial consultants have been relieved from Town services and if each departmental budget will be in balance. The Town Accountant indicated that there will be no shortfalls in the Accounting budget. The Treasurer Collector indicated that she currently has one financial consultant coming in a few days per week and that she will not have any shortfalls in the Treasurer Collector budget.

***Establishment of a Fire Capital Account:***

- Fire Chief Vinton came forward to explain his request to establish a Fire Capital Account. Fire Chief Vinton stated that the Planning Board's Subdivision Rules and Regulations (Section 7.17) provides for payments in lieu of the installation of Fire Alarm Boxes. The sum of money to be paid to the Town will equal the cost of

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installing a fire alarm system within the subdivision, for use by the Fire Department for capital expense. Fire Chief Vinton stated that the Town Accountant recommends that the Selectmen vote to establish an account entitled "Receipts Reserved for Fire Capital".

- The Selectmen entered into a brief discussion regarding the matter. Selectman Trindade moved that the Board approve a "Receipts Reserved for Fire Capital" account as recommended by the Fire Chief and Town Accountant; Selectman Dunne seconded; all ayes 4-0-0 (voted).

***Execution of Contract with Petrini Associates for Town Counsel services:***

- Administrator Kennedy indicated that she and Barbara Saint Andre of Petrini Associates met last Thursday to review the current pending matters of the Town and also discussed the contact for services before the Selectmen for approval and execution. Administrator Kennedy indicated that she has no concerns with the contract and is satisfied with the contract as presented.
- Barbara Saint Andre of Petrini Associates was present to answer questions from the Board of Selectmen. The parties entered into a brief discussion and Selectman Trindade moved that the Board approve and execute the contract for town counsel services with Petrini Associates; seconded by Selectman Dunne; all ayes 4-0-0 (voted)

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

- Administrator Kennedy indicated that she has an Emergency Transfer Request in the amount of \$3,000.00 submitted by the DPS Director to cover the cost associated with fines from DEP relating to violations at the highway barn. After a quick discussion, Selectman Trindade moved that Board approve the \$3,000 Emergency Transfer submitted by the DPS Director; seconded by Selectman Dunne; all aye 4-0-0 (voted).
- Administrator Kennedy stated that she would like to invite the Board of Health and Water Sewer Commissioners to discuss the utility billing matter at an upcoming Selectmen's meeting.

***Reports of the Selectmen***

- Selectman Trindade and Dunne did not have reports this week
- Selectman Crowley announced that the Board of Health was conducting a public hearing in Sanford Hall regarding raising fees for the disposal of metal and wood items at the town dump. The Board of Health is encouraging residents to utilize curbside furniture disposal and use of yellow waste bags for trash pickup. Residents may schedule curbside pick up by contacting the Board of Health.

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*Report of the Chairman.*

- Chairman Galligan stated that the meeting with the State Library Commissioners in Boston was held last week to request a waiver. Chairman Galligan indicated that eighteen towns were requesting waivers and only three were awarded, unfortunately, Medway was not one of the three awarded a waiver. Chairman Galligan noted that Town Officials were able to present written statements supporting reasons for the waiver as well as current financial data. Chairman Galligan also indicated that representatives from four local communities were present to speak against Medway receiving a waiver for fear of setting the tone for other towns.
- Chairman Galligan indicated that he is awaiting confirmation from the Audit Committee to attend the January 22 meeting. Chairman Galligan also reported that he will be attending the Government Study meeting on January 24.
- In conclusion, Chairman Galligan indicated that he would like the board to consider holding joint budget hearing meetings with Finance Committee for the sake of efficiency and quick turnaround. The budget hearings will be held during Finance Committee meetings. The Board entered into a brief discussion and Selectman Crowley suggested that the School present their budget separately not together with another department budget presentation. Selectman Trindade also supports Selectman Crowley's suggestion. It was agreed that the Town Administrator would work out the budget hearing schedule with the Finance Committee chairman and schedule a separate school budget hearing at an upcoming selectmen's meeting.

*9:05 p.m. There being no further business to discuss, Selectman Trindade moved that the regular session meeting be adjourned and that the Selectmen enter into Executive Session and not return to open session for reason number three "To discuss strategy with respect to collective bargaining or litigation..."; Selectman Dunne seconded; Roll call vote: Selectman Trindade—aye; Selectman Crowley—aye; Selectman Dunne—aye and Chairman Galligan; All ayes 4-0-0 (voted).*

Respectfully submitted,

Celeste Hanson  
Administrative Services Assistant

*NOTE: APPROVED BY BOS ON*