

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
APRIL 2, 2007

Present: Selectmen Richard Dunne, Kent Scott, James Galligan and Dennis Crowley, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Glenn Trindade arrived at 7:15 p.m.

7:03 p.m. –Chairman Galligan called the Selectmen's meeting to order in Sanford Hall. All stood for the Pledge of Allegiance.

Public Comments: *None.*

Presentation by MIIA representative Ann Ludlow on Chapter 32B Section 18:

- Administrator Kennedy indicated that Ms. Ann Ludlow from MIIA was present to explain and answer questions regarding Chapter 32B Section 18. Administrator Kennedy also indicated that Ms. Ludlow would also be available to attend the Annual Town Meeting scheduled for Monday, May 14, 2007.
- Ms. Ludlow came forward and stated that MIIA encourages towns to adopt Chapter 32B Section 18. Ms. Ludlow also explained the health plans that the town currently offers to employees and retirees and how the supplemental plan will benefit the town as well as the retiree. Ms. Ludlow explained that acceptance of Section 18 will nearly always result in an overall savings to the entity. The advantages of accepting Section 18 to an entity that contributes toward its retirees' health care coverage is that the entity's share of the cost for the Medicare Supplemental plan will generally be less than its share of the cost for an indemnity, point of service, preferred provider, or HMO health care plan.
- The parties entered into a brief discussion regarding the matter. The Board thanked Ms. Ludlow for her informative explanation.

Report of the Town Administrator:

- Administrator Kennedy announced that due to a scheduling conflict, Mrs. Tina Wright would not be available for the short-term disability insurance program presentation scheduled for this evening.
- Administrator Kennedy referred to a memorandum received from Dr. Grandmont requesting an increase to the School Operating Budget. Administrator Kennedy indicated that she contacted the MMA and Representative Vallee who both indicated that there may be some additional Chapter 70 funds awarded to the Town, but not to count on it as of this time. Selectman Dunne asked the School Committee Chairman why the school department was requesting additional funds. Chairman Connelly indicated that the School Committee must continue to advocate for the school as much as possible. Chairman Galligan indicated that he stated at several town meetings that the Selectmen will carefully review any revenue surplus and analyze what departments, including the School Department, are in need of additional funding. Selectman Crowley indicated that in order to avoid further

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controversy relative to additional funding that the Selectmen present their recommendations to the Finance Committee this week. Administrator Kennedy indicated that she will provide the Board with a list of departments recommended to receive supplemental funding. Administrator Kennedy also indicated that the State may release final numbers on Wednesday (4/11).

- Administrator Kennedy indicated that there are several town counsel legal opinions included in the selectmen's meeting packets for review. Also included, is an e-mail recommendation relative to the reevaluation contract with Kapinos for discussion later this evening.
- Administrator Kennedy recommended that the Selectmen accept the recommendations of the Insurance Advisory Committee relative to voluntary insurance programs. Selectman Dunne moved to approve and accept the Insurance Advisory Committee's recommendations for employee health insurance and voluntary insurance benefits; seconded by Selectman Trindade; all aye 5-0-0 (voted).
- Administrator Kennedy indicated that she and the Town Accountant have been meeting with the Millis Town Administrator regarding the Animal Control Officer services. The parties will need to meet again and Administrator Kennedy will update the board as warranted.
- Selectman Crowley stated that he would like to see the list of departments that the Town Administrator will recommend to receive supplemental funding. Administrator Kennedy presented a list of her recommendations and explained her rationale. Selectman Crowley moved that the Board enter into a discussion regarding the department supplemental funding recommendations. Selectman Crowley supports placing one hundred thousand dollars into the stabilization fund which will also receive another two hundred fifty thousand next fiscal year to build the account up to almost one million dollars. Selectman Trindade stated that there are other needs that need to be addressed. Selectman Trindade also reminded the board members that several years ago, the Town did not place much into the Stabilization fund, and what was put in was used. Selectman Trindade strongly feels that any surplus funds should be used to address other desperate needs of the Town. Selectman Scott and Chairman Galligan supported Selectman Trindade's position. Chairman Galligan recommends that the Selectmen keep the Stabilization Fund at two hundred fifty thousand dollars (the current balance) and schedule a discussion of utilization of supplemental funds after the State budget is approved. The Board entered into a discussion. Selectman Crowley moved that the Board deliberate and include items on the Administrator's additional funding list and increase the budget by said amount (\$397,000.00); seconded by Selectman Trindade; ayes 2 (Crowley/Trindade) nays 3 (Scott, Dunne & Galligan) (2-3-0) motion failed.

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Discussion with Assessors regarding Kapinos Contract and Accelerated Growth:

Assessors, Pace Willisson and Harry Johnson were present to answer questions and provide explanations as needed by the Selectmen.

Kapinos Contract discussion/approval

- Administrator Kennedy referred to the e-mail opinion dated April 2 from Town Counsel. Administrator Kennedy indicated that town counsel approved the revised contract with Paul Kapinos and Associates, Inc. and recommends deleting Section 15.b.
- Selectman Trindade inquired why finalization of the contract had taken so long and also commented that it may not be such a good idea to have services start without first obtaining contract authorization.
- Assessor Willisson indicated that there had been a lot of on-going discussion between the parties which became very time consuming. Also, there had been a change in Town Counsel as well as a difference of opinions relative to the contract. Assessor Willisson also indicated that the Assessors have had a contract for services in place with Kapinos for many years.
- Selectman Trindade moved that the Selectmen accept the contract with Paul S. Kapinos and Associates, Inc. as recommended and submitted; Selectman Dunne seconded; all ayes 5-0-0 (voted).
- Administrator Kennedy commented that she had attempted to contact Mr. Kapinos three times and never received a call back.

New Growth discussion

- Administrator Kennedy indicated that members of the financial staff are available to assist with gathering the new growth data.
- Assessor Willisson indicated that the Assessor's appreciate the offer of assistance. He is not sure how long it will take to get the data but will present such to the Selectmen as soon as possible.
- Chairman Galligan referred to the March 29 memo from the Assessors regarding the Haven Street property matter which was discussed at the last Selectmen's meeting. Chairman Galligan stated that he would appreciate receiving the new growth data as soon as possible. Chairman Galligan also asked the Assessors their position of accelerated new growth adoption per DOR recommendations.
- Assessor Willisson indicated that the Assessors have discussed the issue and are not in favor of adopting the accelerated new growth provision and commented that eight other towns have implemented the provision and later rescinded their decision.

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The parties entered into a discussion of hiring a new Administrative Assessor.

- Assessor Willisson indicated that the Assessors have reviewed the resumes received, however, they have not started the interview process. Assessor Willisson indicated that an outside vendor has been hired to assist with some tasks.
- Assessor Johnson feels that it is up to the Board of Assessors to determine the urgency of hiring an Administrative Assessor.
- Selectman Trindade stated that he feels that it is important to have a full time Administrative Assessor on staff.
- Assessor Johnson indicated that there were other pressing issues and matters to attend to which impacted the process.
- Both Assessor Johnson and Willisson indicated that when the Board of Assessors have determined that they can not keep up with the necessary responsibilities, they will move quickly to get the necessary personnel on board. The parties discussed investigating sharing an Assessor or hiring a Part-time Assessor in an effort to save costs.

Selectman Scott moved that the board approve the extension of the meeting past 10:00 p.m. in order to complete the remaining board business; seconded by Selectman Trindade; all aye 5-0-0 (voted).

Discussion/Review of the Annual Town Meeting Warrant Articles:

- The Board reviewed the proposed warrant articles submitted. Selectman Trindade asked that going forward department heads or staff be available to support the articles submitted and that reference materials supporting the warrant article also be submitted.
- Selectman Trindade asked for an explanation of the thirty thousand dollar (\$30,000.00) warrant article requesting a need assessment of the town and school software/hardware systems submitted by the Town Accountant. Administrator Kennedy indicated that that software currently in place is not meeting financial management's needs and that the Accountant would like the funds to conduct a need assessment survey. Town Accountant (Barbara Durand) was present and further explained that the assessment survey is being requested to include all departments who currently utilize the financial software due to the current on-going inefficiencies experienced by the respective departments.
- The Board reviewed the warrant article submitted by the Town Clerk. The Selectmen would like the Town Clerk to provide a need analysis for the staff position that could be supported by the proposed fee increases.

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- The Board reviewed and discussed the remaining warrant articles which were submitted in a draft warrant format. Selectman Trindade moved that the Board adopt the warrant articles with corrections for final review and execution of the Board; seconded by Selectman Scott; all aye 5-0-0 (voted).

Approval of Indirect Cost Agreement:

- Administrator Kennedy explained that the Indirect Cost Agreement with the independently elected boards will be effective July 1, 2007, the beginning of the new fiscal year. The parties entered into brief discussion. Selectman Trindade moved that the board approve the Indirect Cost Agreement as recommended by the Town Administrator; seconded by Selectman Scott; all ayes 5-0-0 (voted).

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant forty two (42) for fiscal year '07 as read in the total amount of \$1,914,947.31; Selectman Scott seconded; all ayes 5-0-0 (voted).

Consideration of a Special Event License:

- Selectman Trindade moved that the Board approve the request for a Special Event License (craft show) on Sunday May 6, 2007 from 8:00 a.m. to 5:00 p.m. submitted by the Medway VFW; seconded by Selectman Scott; all ayes 5-0-0 (voted).

Consideration of a Yard Sale Permit:

- Selectman Trindade moved that the Board approve the request to hold a Yard Sale at the Medway Plaza on Saturday, June 9, 2007, to benefit the Purr-Fect Cat Shelter submitted by Marilyn Giaquinto; seconded by Selectman Dunne; all ayes 5-0-0 (voted).

Approval of Minutes:

- The Chairman instructed the Administrative Services Assistant to hold the March 9, 2007, minutes pending approval for the next scheduled board meeting.

Reports of the Selectmen: There were no reports.

Report of the Chairman:

- Chairman Galligan announced that there will be an Eagle Scout Recognition Court of Honor banquet at the VFW on Friday, April 27, 2007.

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- Chairman Galligan verified that the Government Study Committee appointment terms terminate at the completion of task and asked the Administrative Services Assistant to e-mail members of the GSC and inform them of such.
- Chairman Galligan announced that the State of the Town Address presentation slides will be uploaded to the Town website.
- Chairman Galligan stated that he received correspondence from the Department of Defense asking that the Board acknowledge and support employees serving in the Armed Forces/National Guard & Reserve by executing a statement of support certificate. Selectman Trindade moved that the Board show their support for employees serving in the Armed Forces/National Guard & Reserve by authorizing that Chairman Galligan to execute the statement of support certificate; seconded by Selectman Dunne; all aye 5-0-0 (voted).

11:25 p.m. There being no further business to discuss, Selectman Trindade moved that the Selectmen's meeting be adjourned; Selectman Dunne seconded; all ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON