

MINUTES OF THE SELECTMEN'S MEETING
JULY 16, 2007

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

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

Public Comments: None.

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant number fifty-four (54) for fiscal year '07 in the amount of \$345,331.00 and warrant number 2 in the amount of \$1,074,750.84 for the grand total of \$1,420,081.84 as read; seconded by Selectman Espinosa; All ayes 4-0-0 (voted).

Approval of Minutes:

- Selectman Crowley moved to approve and accept but not release the executive session meeting minutes of April 30, 2007; seconded by Selectman Espinosa; all ayes 4-0-0 (voted).
- *Minutes of July 10 will be placed on hold for anticipated approval at the next Selectmen's meeting.*

SBA New Process Update:

- Dr. Richard Grandmont, Superintendent of Schools was present to summarize the new process associated with School Building Authority Assistance from the Massachusetts School Building Authority. Dr. Grandmont indicated that a 2004 law overhauled the financially overwhelmed School Building Assistance program administered by the Department of Education, and gave the new Massachusetts School Building Authority much greater oversight and decision-making power over the old program. The new program which was reorganized and refinanced begins on July 1, 2007 and will end a four-year moratorium on state funding for school building projects. Under the new programs, local officials must submit a Statement of Interest form that outlines the deficiencies in existing school buildings. Submittal of the Statement of Interest form is the critical first step in the Massachusetts School Building Authority's new grant program for school building construction and renovation; a separate statement of interest must be submitted for each school. Dr. Grandmont stated that he is recommending submission of statement of interest forms for the Burke, McGovern and Medway Middle School. The statement of interest form must be executed and certified by the appropriate executive officials (Chairman of the Board of Selectmen, Superintendent of Schools and Chairman of the School Committee). A vote must also be taken from the Selectmen and School Committee authorizing the submission of the statement of interest form to the Massachusetts School Building Authority.

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- The parties entered into a discussion regarding the deficiencies at the Burke, McGovern and Medway Middle School.
- Chairman Trindade moved to authorize and direct the superintendent of schools to submit to the Massachusetts School Building Authority the Statement of Interest, dated July 12, 2007 for the Burke Elementary School, located at 20 Cassidy Lane, Medway which describes and explains the following deficiencies and the priority category for which an application may be submitted to the Massachusetts School Building Authority at some time in the future Under the Priority 1 category due to deficiencies in school building structure, plumbing, HVAC, and electrical; and hereby further specifically acknowledges that submitting this Statement of Interest to the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town to filing an application for funding with the Massachusetts School Building Authority; seconded by Selectman Espinosa; all ayes 4-0-0 (voted).
- Chairman Trindade moved to authorize and direct the superintendent of schools to submit to the Massachusetts School Building Authority the Statement of Interest, dated July 12, 2007 for the McGovern Elementary School, located at Lovering Street, Medway which describes and explains the following deficiencies and the priority category for which an application may be submitted to the Massachusetts School Building Authority at some time in the future Under the Priority 1 category due to deficiencies in school building structure, plumbing, HVAC, and electrical; and hereby further specifically acknowledges that submitting this Statement of Interest to the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town to filing an application for funding with the Massachusetts School Building Authority; seconded by Selectman Espinosa; all ayes 4-0-0 (voted).
- Chairman Trindade moved to authorize and direct the superintendent of schools to submit to the Massachusetts School Building Authority the Statement of Interest, dated July 12, 2007 for the Medway Middle School, located at 45 Holliston Street, Medway which describes and explains the following deficiencies and the priority category for which an application may be submitted to the Massachusetts School Building Authority at some time in the future Under the Priority 1 category due to deficiencies in school building structure, plumbing, HVAC, and electrical; and hereby further specifically acknowledges that submitting this Statement of Interest to the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town to filing an application for funding with the Massachusetts School Building Authority; seconded by Selectman Espinosa; all ayes 4-0-0 (voted).

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High School Project deficit discussion:

- Administrator Kennedy referred to the memorandum dated July 16, prepared by the Town Accountant relative to an updated analysis of the remaining funds available in the high school construction project. Administrator Kennedy indicated that per the Accountant's memorandum, the Selectmen would need to vote to reclassify expenses from the construction costs account to the land costs account. Originally, invoices for soil testing and a land survey were approved by the Municipal Building Committee and classified as construction costs. These construction costs can legitimately be classified as land costs. Reclassification of the costs to the land account will allow the total remaining balance of \$111,482.70 to be used for outstanding construction obligations.
- Selectman Crowley provided an update of the project to date. He stated that an executive session may need to be scheduled in order to discuss the Town taking a more aggressive position towards filing a claim against the general contractor's payment bond. He also explained that the Town Construction Manager, Keville, has notified the Town of an outstanding invoice which will need to be discussed and resolved in the near future.
- Chairman Trindade moved that the Board approve and authorize the Town Accountant to reclassify \$52,565.19 from construction costs to land costs for the high school building project; seconded by Selectman Crowley; all ayes 4-0-0 (voted).

One-Day Auctioneer's License Request:

- Mr. Michael Coyle came forward indicating that his business recently burned down and that he is currently looking for a place to reopen. He stated that in the interim, he would like approval to hold a one day antique auction at the VFW located at 123 Holliston Street on Tuesday, July 24, 2007. He Coyle indicated that he may want to hold another auction in August. He indicated that he may consider applying for an annual auctioneer's license and will work with the Administrative Services Assistant at a later date.
- The Administrative Services Assistant indicated that Mr. Coyle's State Auctioneer License is in good standing and that all paperwork required by the Town is satisfactory.
- Selectman Trindade moved that the Board approve the application for a One-Day Auctioneer's License request by Michael J. Coyle to hold an auction on Tuesday, July 24, 2007 at the Medway VFW; seconded by Selectman Crowley

Consideration of Annual Board/Committee Appointment/Reappointments:

- Administrator Kennedy indicated that the Town routinely keeps a list of board/committee vacancies requiring volunteer appointments. Administrator Kennedy indicated that our protocol is to ask all volunteers expressing an interest in

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filling a board vacancy to submit a letter of interest along with a resume and to also attend a few board/committee meetings before making a final decision to volunteer on the respective board/committee. Administrator Kennedy indicated that she routinely interviews the volunteer and then asks the board/committee to meet with the potential volunteer and forward the board/committee's appointment recommendation.

- Chairman Trindade proposed the creation of a subcommittee to review the current appointment process and the role of the Selectmen and Town Administrator. He stated his opinion that the process should be handled more formally than it has in the past.
- Selectmen Foresto and Crowley also agrees that the process should be handled more formally and that the Board should take a more active role in the process.
- Selectman Espinosa also supports same.
- It was agreed that Chairman Trindade and Selectman Espinosa will meet with staff to review the appointment list and current list of vacancies.

Report of the Town Administrator:

- Administrator Kennedy announced that the Selectmen will be holding workshops on July 23 and July 30 to discuss several pending polices and procedures.
- Administrator Kennedy stated that the contract with Tetra Tech Rizzo is currently being revised. The advertisement for paving the McGovern school parking lot has been advertised in the Central Register. A meeting with the Conservation Commission is scheduled for July 19th and a site walk with potential contractors has been schedule on July 20th. Proposals are due to the Town by August 1. Administrator Kennedy stated that town officials anticipate the paving project to be completed by September 4th.
- Administrator Kennedy referred to two proposed policies for Selectmen comments. The proposed Budget and Financial Management Polices and the proposed Performance Evaluation and Management Plan and Reporting System. The parties entered into a brief discussion. Selectman Foresto stated that he has some suggestions relative to the Performance Evaluation and Management Plan and Reporting System that he will discuss with the Administrator at a later time. It was agreed that the Selectmen would discuss the proposed Budget and Financial Management Polices at the September 10th workshop.

Reports of the Selectmen

- Selectman Foresto indicated that he will be meeting with the Attorney hired to represent the town during cable negotiations with Comcast and Verizon. Selectman Foresto indicated that he will continue to update the Selectmen as warranted.

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- Selectman Espinosa indicated that the website committee will meet on Wednesday to review the proposed new website model with hopes of finalizing and rolling out the new website by the end of September. Selectman Espinosa indicated that he will forward the link to the Selectmen for their review and comments.
- Selectman Crowley announced that GATRA surveys will be forwarded to residents and encouraged resident participation in filling out the surveys. Selectman Crowley also inquired if the letters regarding the dog hearing decision had been forwarded. Administrator Kennedy indicated that the letters were hand delivered and sent via certified mail.

Report of the Chairman.

- Chairman Trindade indicated that he thought the original plans for the Route 126 project called for traffic light installation at the entrance of the high school property and he would speak with the Director to investigate further. Chairman Trindade has concerns regarding the morning/afternoon traffic at the school entrance and potential safety issues the lack of traffic controls could cause. The board entered into a brief discussion. All members are concerned with same.
- Chairman Trindade stated that the Tri County Regional Vocational School Appointment Committee held a public meeting and decided to review the appointment procedure further and has therefore elected to open the process to allow for other candidates who may interested in serving as the Town's representative. Candidates wishing to be considered for the position should write a letter to the Town Administrator expressing their interest and qualifications. At the next meeting scheduled for July 23rd, candidates will be asked to come forward for questions from the committee.

9:15 p.m. There being no further business to discuss, Selectman Crowley moved that the regular meeting be adjourned and the Selectmen enter into executive session not return to open session; for reason three "To discuss ; Selectman Foresto seconded; Roll call vote: Selectman Foresto—aye; Selectman Espinosa—aye; Selectman Crowley—aye and Chairman Trindade—aye; All ayes 4-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON