

FINAL MINUTES OF THE SELECTMEN MEETING
September 22, 2008

Present: Chairman Glenn Trindade, Selectmen Andrew Espinosa, Dennis Crowley, Town Administrator, Suzanne Kennedy and Board Secretary, Wendy Harrington were present.

Absent: Selectmen Rich Dunne, John Foresto

5:50 *p.m.* – Chairman Trindade called the Selectmen’s meeting to order in Sanford Hall, Medway Town Hall.

Public Comments: None.

Revenue and Expense 5 Year Forecast-Presented by Barbara Durand, Town Accountant

Ms. Durand presented a five year forecast with estimates that show a \$600,000 deficit for fiscal 2010 widening over the next five years to about \$3.6 million. Projections are based on state aid declining by \$180,000 for next fiscal year and then remaining stagnant going forward. By comparison, state aid grew by more than \$900,000 for this fiscal year. Ms. Durand’s revenue projections increased by 2.5 percent annually in property taxes and \$100,000 of new growth, while most expenses grew by 2 percent and salaries by 2.5 percent.

Selectman Espinosa noted that there is no investment in the town considered and finds this disturbing. Ms. Durand explained there is no change to the expense amount allocated to debt but will look at this closely throughout the budget process.

Administrator Kennedy explained there are some items that have not been factored into the forecast.

- It is possible that the 2009 salt budget could possibly be \$50,000-\$60,000 over budget.
- The projected energy expense was conservative and DPS Director D’Amico’s latest analysis shows that energy costs may decrease. There are many variables to consider.
- The forecast doesn’t include unfunded pension liability expenses as that has not been considered to date.
- It should also be noted that the Town’s insurance does have a connection with AIG.

After a discussion regarding the forecast it was decided that Ms. Durand and Administrator Kennedy will reach out to their peers in Holliston, Millis, Bellingham, Hopkinton and Medfield and verify that other communities are forecasting in the same manner.

Ms. Durand and Administrator Kennedy believe they are very proactive in what they are currently forecasting, they believe it is very early in the process but this information helps to paint a picture of the financial future of the town.

Selectman Crowley pointed out that the state may cut the Cherry sheet numbers this year and that needs to be considered. He would also like to stress that when posted on the web-site that this be clearly marked FORECAST, so as to not confuse taxpayers.

The selectmen requested that this forecast be put into spreadsheet format and emailed to the Board so that they can analyze the data. Ms. Durand will take care of processing this request. All were in agreement that there is no way this forecast works in the long term.

Board of Assessor's Appointment

Mr. Jay Newton of 16 Fairway Lane was interviewed to fill a 3 year appointment to the Board of Assessors. Mr. Newton believes in "the fairness to spread the burden equally across all Medway taxpayers". Mr. Newton admitted his knowledge of the assessor's area is minimal but is willing to learn the process and become certified. It should be noted that filling of the full time assessor's position is ongoing.

Selectman Crowley moved to appoint Jay Newton to the Board of Assessor's for a three year term; Seconded by Selectman Espinosa; no discussion; all ayes 3-0-0 (voted).

Medway Pride Day Appointments

Pride Day committee members have one year remaining in their terms, this will be revisited next year.

Bylaw Committee Appointments

The board seeks residents interested in volunteering for the Bylaw Committee. This committee is in need of five members pursuant to the Charter and looks at all existing bylaws and makes recommendations to Town Counsel on possible changes in the bylaws. Those interested should contact the Town Administrator's office or email the Board of Selectmen. Appointments will be considered at the October 6, 2008 meeting.

Fall Town Meeting Warrant-Article 22: Presented by Suzy Affleck-Childs-Planning Board

Warrant Article 22 is for street acceptance. The first step in the multi step process is to lay out the road ways. The issue being considered today is for the Board of Selectmen to vote to begin the layout process. Developments being considered are Birch Hill Acres (Ivy Lane and a portion of Hunter Lane) and Ishmael Coffee Estates (Freedom Trail and Independence Lane).

The Planning Board presented a street acceptance check list which was reviewed. This list must be thoroughly completed before the Planning Board submits/presents to Town Meeting. The Selectmen requested that the process requirements be completed months in advance of Town Meeting, to eliminate the last minute crunch. Ms. Affleck-Childs explained that it is in the developers best interest to complete the process in advance to Town Meeting as they are responsible for the their streets until they are accepted at a Town Meeting.

Selectman Espinosa moved that the Board of Selectmen express its intent to lay out as a public way Freedom Trail in its entirety from Station 0+00 to its end at Station 8+09.23 and Independence Lane in its entirety from Station 0+00 to its end at Station 12+60.85 and to refer this matter to the Planning Board for a report and recommendation. Seconded by Selectman Crowley; no discussion; all ayes 3-0-0 (voted).

Selectman Espinosa moved that the Board of Selectmen express its intent to lay out as public ways a portion of Ivy Lane from Station +00 to Station 1+90.48 and a portion of Hunter Lane from Station 10+00 to Station 15+26.83 and to refer this matter to the Planning Board for a report and recommendation. Seconded by Selectman Crowley; no discussion; all ayes 3-0-0- (voted).

Highland Street Well Update: Presented by Mark Flaherty, Water/Sewer Supervisor, Bob Heavy and Ron Wilson were also present

Mr. Flaherty discussed the current status of the Highland Street well. Chlorination is continuing as mandated by the State. The tank has been emptied this past week and will be examined on 9/23/08 to identify whether there are repairs that need to be made, if repainting is necessary or whether it makes sense to abandon the well.

Mr. Flaherty explained in 2006 coating deterioration was found and \$200,000.00 was funded at Town Meeting in May of 2007 to paint the tank. Due to complications with the Village Street Well and flushing issues the painting has been delayed. Mr. Flaherty explained the need of this tank is to provide pressure in the system and to ensure there is water available for fire protection. With this well off line in an emergency situation, Oakland Well and other wells would be pushed to full capacity and other towns would be contacted to help provide water with tankers etc. It was stressed that local towns are aware of this tank being off line, and emergency procedures have been discussed.

It is the hope of the water/sewer department that the report comes with a positive outcome and they can get Highland Street back online and continue chlorination until flushing is complete. The flushing should be completed by mid to late October. After flushing is complete Mr. Flaherty will petition DEP to reduce chlorine levels.

Selectman Crowley has requested a chlorination update as of October 31, 2008.

Selectman Crowley moved that the board authorize the Chairman to execute the Notice to Proceed with Construction of the sewer extension project to SB General Contracting, Inc., dated September 24, 2008; Seconded by Selectman Espinosa. Discussion: Mr. Sirois of Tata & Howard and Mr. Aimola of Aimola Communications Solutions agree and believe the contractor will begin September 29, 2008 or earlier. All ayes 3-0-0 (voted).

Sewer Extension and Industrial Well Project Change Order Threshold

Paul Sirois of Tata & Howard was present to discuss a change order to the contract awarded to Tata & Howard. It was agreed that any changes, not to exceed \$5000.00, can be made without Board of Selectmen approval so as to save time and money in the field. All changes must be tracked by Tata & Howard and reported to the Town within 7 days.

Selectman Crowley moved that the Board release sewer extension and industrial well project contract change order, allowing Tata & Howard to make changes up to \$5,000 for project engineering changes, without approval from the Board of Selectmen, but with approval from the project manager, Aimola. Any changes must be submitted to the town within 7 days of occurring; seconded by Selectman Espinosa; no discussion, all ayes 3-0-0 (voted).

Contract execution with AP Associates, Inc.

Selectman Crowley moved that the Board authorize the Chairman to execute a contract with AP Associates, Inc., for engineering services for the Highland Street Water Storage Tank; Seconded by Selectman Espinosa; Discussion: Selectman Crowley asked if the Water/Sewer Commission has discussed the contract. Mr. Flaherty advised that they have and they agree with the execution of the contract. All ayes 3-0-0 (voted).

Senior Center Update and execution of contract

Senior Center Update-Missy Diezcek and Mary Lou Staples-Council on Aging

Ms. Staples updated the Selectmen on the status the Senior Center project. A change order has been submitted by Dixon Salo Architects, Inc. for items that need to be included in the project bringing the project total to \$173, 000.00. There are additional needs that are being requested. These items include repairs to the walkway to the kitchen, replace some flooring, and replace a stove in the kitchen and some furnishings. It was explained that some items are not permissible under the terms of the bond.

Chairman Trindade asked why all these changes need to be submitted through the architect and/or through the contract. He suggested that DPS Director, Dave D'Amico, Ms. Staples and Ms. Diezcek manage the changes themselves to save architect fees.

Selectman Espinosa suggested they wait until construction almost complete before they spend any more money, to ensure all major items are covered. He also suggested when Mr. D'Amico returns from vacation they cost out the balance and submit a warrant article to Town Meeting to amend the bond wording.

Selectman Crowley will meet with Ms. Diezcek and the contractor and return to the Board with a recommendation as to how to proceed.

Ms. Diezcek hopes for an October 15, 2008 completion of this project. She also announced a Health and Safety Fair on October 3, 2008 from 10am to 1pm, all are invited to attend.

Selectman Crowley moved to accept Change Order #1 and to authorize the Chairman and Town Accountant to execute with P&P General Contractors, Inc. for \$7,090.00; Seconded by Selectman Espinosa; no discussions; all ayes 3-0-0 (voted).

Selectman Espinosa moved to authorize the chairman to execute a contract for nursing services by and between Medway Council on Aging and Nicole Caporizzo, Consultant, dated September 9, 2008; Seconded by Selectman Crowley; no discussion; all ayes 3-0-0 (voted).

Classification and Compensation Plan

Selectman Crowley moved that the Board authorize the Chairman to execute a contract for a Classification and Compensation plan update by and between the Medway Board of

Selectmen and MMA Inc. Seconded by Selectman Espinosa. Discussion: This bid came in at less money than was anticipated. All ayes 3-0-0 (voted).

Approve and sign warrant:

Selectman Espinosa moved that the Board approve and sign warrant twelve (12) dated September 25, 2008 as read in the total amount of \$677,323.08; Selectman Crowley seconded; no discussion; all ayes 3-0-0 (voted).

7:20pm There being no further business to discuss Chairman Trindade moved that the regular session meeting be adjourned and the Selectmen enter into Executive Session not to return to open session for reason number three "To discuss strategy with respect to collective bargaining or litigation..." Selectman Espinosa seconded; Roll call vote: Espinosa-aye; Crowley-aye; Trindade-aye; all ayes 3-0-0 (voted)

The next regular session of the Board of Selectmen is scheduled for October 6, 2008 at 7:00pm in Sanford Hall.

Respectfully submitted,

Wendy Harrington

Board of Selectmen Secretary

*Minutes approved as amended 10/27/08