

BOARD OF SELECTMEN'S MEETING FINAL

November 17, 2008

Sanford Hall, Town Hall, 7:00pm

Present: Chairman Glenn Trindade, Vice Chairman Andrew Espinosa, Selectman Richard Dunne, Town Administrator, Suzanne Kennedy, Board Secretary, Wendy Harrington was present.

Absent: Selectmen Dennis Crowley and John Foresto

7:05p.m. – Chairman Trindade called the Selectmen's meeting to order in Sanford Hall

Public comments: none

Guests: Mark Terry, Labor Counsel, Susan Ellis HR Director

Introduction of the new HR Director-Administrator Kennedy

Administrator Kennedy was pleased to announce that the Town has hired Susan Ellis as the HR Director for Town side and will be collaboratively working with Superintendent Evans on combining with the School side.

Ms. Ellis is the former City of Marlborough HR Director, where she worked for the past 10 years dealing with negotiations, labor circumstances and day to day operations. Ms. Ellis has a multitude of strengths and Medway is pleased to have her on board.

7:12pm *Chairman Trindade moved that the regular session meeting be adjourned and the Selectmen enter into Executive Session with the intent to return to open session for reason number three "To discuss strategy with respect to collective bargaining or litigation..."*
Selectman Dunne seconded; Roll call vote: Espinosa-aye; Trindade-aye; Dunne-aye; all ayes 3-0.

7:45pm *There being no further business to discuss Chairman Trindade moved that the Executive Session adjourn and return to regular session. Selectman Dunne seconded; Roll call vote: Trindade-aye; Espinosa-aye; Dunne-aye; all ayes 3-0.*

Update of Master Plan and Build out Discussion-Jim Weiler, Master Plan Committee

Mr. Weiler explained that approximately every 10 years a new master plan should be prepared. The last was in 1999 and sadly, before that it was 1959 or 1961. The master plan is a roadmap for use by all town boards. Obtaining funding and qualifying for state grants has a lot to do with the fact that Medway has a master plan.

Mr. Weiler presented the data collected from a survey the Master Plan Committee sent out with the census last year. Residents were able to mail back their survey responses or submit them online. This survey was a planning document which was associated with the planning board and broadened the scope to involve other departments as well. The survey had strong signals of importance for community pride, taxes, water quality and quantity and schools. In conclusion it was agreed that there is a shared vision between all

boards. The results of the survey will be placed on the town web-site for residents to view.

Mr. Weiler presented a build out with current zoning and advised the Selectmen that the town grew by 300 people from the time of census last year to voter registration deadline.

Discussion and approval of standard contract terms for construction projects over \$25,000-Dave D’Amico, DPS Director

Mr. D’Amico presented the board with a memo and advised per Town Counsel there is a statutory requirement of 30 day payment terms and it is defined as 30 days from receipt. A discussion was had regarding the process by which incoming mail is processed throughout town hall and it was suggested that an electronic date stamp be used in place of a hand stamp.

Mr. D’Amico also advised there shall be a requirement for 100% performance bonds. **Selectman Dunne moved that the Board approve the following terms for construction contracts over \$25,000: 1. By State statute the Town is required to have 30 day payment terms in writing in our contracts. No change in current contracts recommended. 2. Any contract for \$25,000 or more shall require 100% performance bonds; Seconded by Selectman Espinosa; no discussion; all ayes 3-0.**

Update Route 109 Improvement Project-Dave D’Amico, DPS Director

Mr. D’Amico attended a District 3 highway office meeting and as suspected the driving force for the reconstruction will be safety related. The group would like to look at accident reports and Mr. D’Amico has a college student compiling the 5 years of data to present to the state. He believes that Medway will not get on the TIP list for this year but will most likely be placed on the “appendix” project of interest list. It is possible that with special legislative help our project can move up the list faster.

Mr. D’Amico would like to look at engineering firms who can represent us well to Mass Highway, who have the knowledge, are familiar with the process and have had great success in the past. Ch 90 money will be the funding source.

Route 126 update-Dave D’Amico, DPS Director

Mr. D’Amico explained that the poles that have still not been moved are Verizon Poles. He explained that under MA Law utilities are obligated to move their poles at no charge due to road construction, but no time frame is obligated.

It was suggested by Chairman Trindade that Administrator Kennedy send a letter to Verizon putting pressure on them to get the job done and a press release should be sent as well. Mr. D’Amico advised that Congressman Jim McGovern is putting pressure on Verizon as well.

Authorize the Chairman to execute contract for water management audit-Administrator Kennedy

Administrator Kennedy advised the Board that 3 companies have submitted written scope of services to perform this study. She feels that 2 are equally as good but with a wide range in cost. She feels that the Board should not only consider the cost but the company itself. Weston Sampson has no tie to the Medway Community; White Water has services several surrounding towns and has worked with Tata & Howard and; Haley & Ward has been less responsive to the scope of work.

Overall we are looking for cohesion, that they will go through a detailed analysis, have a reputation for operating including local experience and there will be cohesion with the engineering and operating company.

Selectman Espinosa moved that the Board award a contract for a water management audit to Whitewater, not to exceed \$19,500 on condition of standard review; Seconded by Chairman Trindade; no discussion; 2-0, Mr. Dunne abstained.

Appointments-Bylaw Committee, Board of Assessors

There continues to be no applicants for either committee, Chairman Trindade explained that a Bylaw review is by order of the Charter and asked any resident interested to please contact the Town Administrator's office.

Approval of Hawker/Peddler License-Friends of Choate Park

This is a license to sell light sticks, glow sticks and necklaces at the Christmas Parade celebration in Choate Park. This is separate from the Medway Christmas Parade Committee and is a fund-raiser for Friends of Choate Park. All items appear to be in order, but paper work was received late and CORI checks have not been completed. Chairman Trindade asked Administrator Kennedy to advise the Friends of Choate Park via letter that CORI checks are the law and in future years applications must be submitted in a more timely manner so that all necessary checks may taken care of.

Selectman Dunne moved that the Board approve the Hawker/Peddler License for sale of glow stick type items at Choate Park during the Medway Christmas Parade event, with the condition on CORI clearance; Seconded by Selectman Espinosa; no discussion; all ayes 3-0.

Approval of Warrants-Selectman Espinosa

Warrant #20, dated 11/20/2008, Town Bills \$575,378.17, School Bills \$270,526.92, Gross Payroll Town \$95,972.14, Total \$941,877.23.

Selectman Dunne moved to accept the warrants as read; Seconded by Chairman Trindade; no discussion; all ayes 3-0.

Approval of Minutes 4/16/08, 10/20/08, 10/27/08

It was agreed to hold 10/20 and 10/27 to the next meeting.

Selectman Dunn moved that the Board accept the minutes of April 16, 2008 as written; Seconded by Selectman Espinosa; no discussion; all ayes 3-0.

Discussion and approval FY10 Budget Policy Statement-Administrator Kennedy

Selectman Dunne read the proposed memorandum on the FY2010 Policy Statement.

Frank Faist, Finance Committee Chair was present for this discussion.

Selectman Dunne thinks this memorandum plus the definitions attached are enough to start a discussion between the Selectmen, School Committee and the Finance Committee, Mr. Faist agreed.

Administrator Kennedy will make the suggested edits and forward to the School Committee and Finance Committee so they will all have the memorandum before the scheduled meeting of the three groups on December 1, 2008.

Chairman Trindade offered his opinion that he's not seeing a positive step forward with state aid. Medway's budget will be complete by the first of May and Mass. Budget probably will not be finalized until June.

Town Administrator's Report

Administrator Kennedy has been in contact with our DEP representative, Muriel Stone and advised her that Medway is going forward with a Management and Master Plan. Administrator Kennedy has been assured as long as DEP knows Medway is moving forward with some action in the spring on the Highland Street tank, DEP is comfortable with our actions.

Tax Classification-Preliminary certification of Real Estate Values were confirmed today and Administrator Kennedy would like to schedule a Tax Classification hearing by December 15, 2008. This date is not secure at this point as one third of the Commonwealth is shooting for Tri-annual classification right now.

To clarify there was a brief discussion on the organic farm and Administrator Kennedy wanted to clarify that we are going forward with Adams or Winthrop Street. The Selectmen decided to "float" the RFP for either property.

Selectman Espinosa's Report-Nothing to report

Selectman Dunne's Report-Has spoken to Rep Vallee and he is pushing the Board of Library Commissioner's in Boston to try to get a meeting with them to discuss changing their policies.

Chairman Trindade's Report-Col. Matondi did a great job on the Veteran's Day program and Chairman Trindade commented on the moving speech by Brigadier General Steve Wickstrom.

10:05pm There being no further business to discuss Selectman Dunne moved that the Selectmen's regular session meeting adjourn for the evening. Selectman Espinosa seconded; Roll call vote: Trindade-aye; Espinosa-aye; Dunne-aye; all ayes 3-0.

* Approved 4/13/09