

MINUTES OF THE SELECTMEN MEETING Final
January 5, 2009
Sanford Hall, Town Hall 7:00pm

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

Absent: Richard Dunne

7:01 p.m. – Chairman Trindade called the Selectmen’s meeting to order in Sanford Hall, Medway Town Hall

Public Comments: None

Acceptance of Gift-Handy Memorial Fund for Rt. 109 Crosswalks (Dave D’Amico-DPS Director)

The Handy Memorial Fund was developed by the Handy family in memory of their son who was hit by a car crossing Rt. 109. The family has made contributions for school and town related projects in Alex’s name. This gift of \$800 will help to fund the light blue filler paint in some of the crosswalks in town. For more information residents can view www.projectalex.com. A letter of appreciation will be drafted.

Chairman Trindade moved that the Board accept the gift of \$800.00 from the Handy Memorial Fund and appropriate those funds to the Highway Department; Selectman Foresto seconded; no discussion: all ayes 4-0.

Snow and Ice Budget (Dave D’Amico-DPS Director)

Mr. D’Amico advised that approximately \$160,000 has been spent thus far from a budget of \$237,000.

Introduction of Assistant Town Accountant Julia Cullen (Carol Pratt, Town Accountant)

Town Accountant, Carol Pratt introduced Julia to the Selectmen. Ms. Cullen comes to Medway from DOR, the bureau audit desk and has a wide background in the public sector. Medway is happy to have her with her background and experience.

Presentation-Financial Statements-Melanson Heath (Frank Biron)

Mr. Biron comes to the board from Melanson Heath to discuss the results of the latest audit done on the Town of Medway. Melanson Heath has prepared the audit for the Town of Medway for many years.

Mr. Biron provided an opinion of the Financial Statements, the Management Discussion and Balance Sheet of Governmental Funds. Mr. Biron offered the following comments:

- Bond rating agency believes this years audit is a huge turn-a-round for Medway, three years ago negative \$500,000, much stronger than the majority of communities in Massachusetts. Mr. Biron commended the Selectmen and Town Management for this tremendous improvement.

- Mr. Biron advised the Town should consider paying off the deficit financing loan as the Town has the cash to do this. Administrator Kennedy advised this would cut some strings from the DOR watch but would only save the Town approximately \$300K per year.
- Re: budget to actuals, revenues beat the budget, which is very positive. This is due to a conservative approach over the last few years which helped to build the fund.
- Water, Ambulance and Solid Waste Enterprise Funds all had a surplus. Water \$282K, Ambulance \$86K and Solid Waste \$164K. Revenues exceeded expenses for FY 2007.
- Mr. Biron noted the estimate, if the Town had chosen to fund GASB45 2008 payment would have been \$900K.
- Management letter commends the Town on implementing the 10 management letter suggestions from last year. The books are in balance. The town was ready for the audit earlier than necessary. All deficiencies were cleaned and normal weaknesses were noted.

The Management letter this year suggests:

1. The Town should perform periodic internal audits, focusing on receipts. Departmental receipts are a high risk area.
2. A segregation of duties should take place. A second set of eyes in each department to look at receipts is suggested with department heads signing off on all turn-overs.
3. Council on aging senior program bus needs to change the handling of cash by the driver/s. It is suggested that a lock box for storing cash be obtained and a system of accounting by two individuals should be put in place.

Agreed upon procedural changes for Assessors, Water and Solid Waste:

- Receipts-same issues as noted above
- Building permits-should be pre-numbered and a tracking system put into place. A receipt to each customer and a departmental log initiated.
- Vendor disbursement
- Payroll disbursement
- Abatement process
- Building permits to value-stream-line to make happen faster so the assessment can happen more quickly. This problem is due to not having a full-time assessor on staff.

Mr. Biron concluded that Medway did a great job reconciling and all departments are working well together and accounts are up to date.

Selectman Espinosa offered that Medway is in the process of implementing a new accounting software system with special attention to permitting software. This will bring the school and municipal sides together. Permitting and licensing will be automated for better tracking.

Special thanks to Carol Pratt, Town Accountant and her staff, Melanie Philips, Treasurer/Collector and her staff, Suzanne Kennedy and the Financial staff as well as Barbara Durand, former Town Accountant.

Acceptance of Grant Funds-Community Policing (Allen Tingley, Chief of Police)

The Community Policing Annual Grant has been awarded in the amount of \$28,956.00. The grant request was for the improvement of internal cells and an audit for the repair of the roof at the police station.

Selectman Crowley moved that the Board authorize the acceptance of the grant for \$28,956.00 and appropriate the funds to the Police Department; Seconded by Selectman Espinosa; no discussion; all ayes 4-0.

Revision to Forecast (Carol Pratt-Town Accountant)

Ms. Pratt advised that the projected number in September did not adjust the revenue side. Projected deficit in September was \$604,000, changed to \$567,900 today.

Chairman Trindade advised that at the November Town Meeting rough projections for FY10, if everything done the same as this year, would need an additional \$604,000 from state aid, the number now is \$567,900. Hearing about a 10% cut in local aide coming, as of today's news. $\$567,900 + \$800,000 = \$1.4$ million deficit FY10 to level service. If the appropriation for FY09 is cut we will need to increase that deficit FY10 number.

Budget policy is being sent out to all departments asking for 5-10% cuts.

Selectman Crowley would like to make sure that we leave some of the nest egg for FY2010. Selectman Foresto would prefer cuts earlier rather than later and he's not sure of what the tradeoffs are at this point.

Administrator Kennedy advised that insurance cost savings will be looked at as the first project for the new HR director who is starting 1/6/09.

Selectman Crowley advised that the Lt. Governor will be speaking at a presentation on January 16, 2009 and requested the meeting be posted if multiple Selectmen plan to attend. The Administrator's office will post if appropriate.

Selectman Foresto questioned how cuts to the budget would be factored between the town and school, including Tri-County and Norfolk Agricultural School into that mix. The Administrator's office will arrange for Tri-County Representative, Linda Reynolds, to come to an upcoming meeting to discuss.

Presentation-Proposed Alternate Transmission Corridor-National Grid (Daniel McIntyre and David Beron, National Grid)

Medway is on an alternate route for transferring bulk power from Millbury, MA to Willimantic, CT by National Grid. It is the opinion of the presenters that the alternate route has a 0% chance of taking place. A presentation was made by the representatives

and abutters will be notified by mail. There is no impact to the Town of Medway as National Grid is staying within the easement.

The Administrator's office will arrange for a link to be placed from the Town web-site to National Grid for residents to retrieve information.

Authorization of Chairman to Execute Contract with Haley & Ward for Consultant Services concerning the Renewal of the Town's Water Management Act Permit (Greg Eldridge and Robert Pickering, Haley & Ward)

It is necessary for the Town to have a Water permit which governs the water consumption by the Town. If you exceed the amount of water you are permitted for, the State can shut you down. The current permit expires February 28, 2009. It is important to maintain 1.01 MGD's in unaccounted for water (UAW) or should be within 10% of that goal.

The last Annual Statistical Report , which was prepared by the Water/Sewer Department, was turned in to the State by the Water/Sewer Department late and was incorrect. When reporting the Annual Statistical Report you must provide documentation to help prove the UAW etc. The 2007 original report was inaccurate but was replaced. Unfortunately, the original back-up materials were sent with the report and no copies were obtained. There was a recreation of the base, but didn't have all the numbers to support the report. Thus the final UAW is 12%.

How to correct? Maintain .90 MGD's UAW for the next 5 years and stay ahead of the curve. Water Sup. Flaherty is going to track twice a year going forward. Keeping accurate records of what's being done and maintain back up for all records and carefully manage the department. A change of meters would be more efficient and billing more often would also help the process.

Administrator Kennedy advised that this work has already been completed and she recommends executing the contract. The work was completed prior to executing the contract due to time sensitive dates.

Selectman Foresto moved that the Board authorize the Chairman to execute the contract with Haley & Ward for the renewal of the town's Water Management Act Permit in the amount of \$7500.00; Seconded by Selectman Espinosa. Discussion: Selectman Crowley clarified that the permit request was sent in on Nov. 30, should hear back approximately 2/1. There was no variation from the projections. If more correspondence/work is necessary is it included in the \$7500 contract? Haley & Ward advised that it is. All ayes 4-0.

Haley & Ward confirmed for Selectman Foresto that there is the ability to go back to DEP if needs change due to growth, considering the possible industrial growth the town is hoping for in the near future.

The question was raised as to if the Water department has all the right systems and documentation in place. Administrator Kennedy will make sure the operations are in place.

Authorization of Chairman to Execute Amendment to Industrial Park Road Well Contract with Haley & Ward for Supervisory Control and Data Acquisition (SCADA) System (Greg Eldridge and Robert Pickering, Haley & Ward)

When the Industrial Park Well was designed the programming piece was left out. SCADA is for the management of the wells. Some are managed via radio. This amendment is to add programming to well sites for \$32,000. A master touch-screen will be added and the training is included in the quote. The current panel would not accept the fourth well. There is a typical savings for phone lines at \$40.00 per month.

This system will monitor flow at stations, provide alarms and run reports. Operators can log in and control from Populatic or Town Hall. This is a computer based system with backup support. Medway is one of the only systems in the area without this system on board.

Selectman Crowley would like to see more detail in the first piece and would like more information and breakdown of costs on the second piece with growth capacity. Selectman Foresto would like Rich Boucher, IT Director involved in the implementation of this process. Mr. Boucher will be invited to participate and attend the next meeting this is discussed.

Chairman Trindade moved that the Board authorize the Chairman to execute the amendment to the Industrial Park Road Well contract for \$32,500 after the review and approval of Town Counsel and the Town Accountant, including a specific breakdown of \$32,500; Seconded by Selectman Foresto; no discussion; all ayes 4-0.

Discussion- Amendment to Agreement with Haley & Ward for Industrial Park Road Well for Additional SCADA Systems at various town wells and water tanks(Greg Eldridge and Robert Pickering, Haley & Ward)

This discussion was held for the January 26, 2009 meeting. Rich Boucher (IT Director will be asked to attend)

Authorization of Chairman to Execute Nurse Contract-Council on Aging

A grant was received to provide funding for nursing services to the Senior Center for the Franklin and Medway programs. The grant has been extended for six months. The grant will fund this contract.

Selectman Espinosa moved that the Board authorize the Chair to execute the extension of funding of the Nurse contract; Seconded by Selectman Foresto; no discussion; all ayes 4-0.

Ratification-Medway Public Employee's Local Union Contract (2007-2009)

The contract with the Medway Public Employees has been worked out and is similar to the fire, police and education contract. All unions have agreed to bi-weekly pay periods and accrued vacation monthly prospectively. Lengthy discussions took place with cross training, staff upgrades, planning coordination, assistant treasurer/collector position, assistant accountant position, and sick leave bank, no unlimited sick leave and insurance contributions being agreed upon. All contracts start/end on the same date of 7/1/09.

Administrator Kennedy would like to sign the contract this evening and would like to put a warrant article on the Special Town Meeting Warrant to transfer from salary reserves. Selectman Crowley would like time to review the contract before voting on, as this was just presented to the Selectmen today. He would also like all 5 selectmen present when signing.

Discussion of Scheduling a winter Special Town Meeting

A special TM has been scheduled for Tuesday February 24, 2009 at 7pm. The location will be announced after confirming with appropriate departments. The meeting must be posted two weeks prior and the warrant will be opened at a meeting to be held at 6pm on Wednesday January 14, 2009. This STM will be held to transfer funds due to the union contract negotiations and the movement of Free Cash.

Approval of Warrants Warrant #27 dated January 8, 2009. Town Bills \$465,220.83, Gross Payroll Town \$93,324.51, Gross Payroll School \$708,719.39, Total \$1,267,264.73.
**Selectman Espinosa moved that the Board approved the Warrants as read;
Seconded by Selectman Foresto; no discussion; all ayes 4-0.**

Approval of Regular Session and Executive Session Minutes-held for next meeting

Open Meeting Law-District Attorney's Letter Dated December 12, 2008

Chairman Trindade advised the Board of the need to respond to the District Attorney's letter dated December 12, 2008 regarding an Open Meeting Violation.

**Chairman Trindade moved that the Board authorize the Chairman to respond to the District Attorney's letter dated December 12, 2008 and accept the findings;
Seconded by Selectman Foresto; no discussion; all ayes 4-0.**

Town Administrator's Report

Recreation-Administrator Kennedy announced the Town is working with the Town of Franklin and the Parks Commission to provide Franklin Recreation Department services in Medway as a precursor to regionalization. Flag Football and a summer camp will be offered in Medway, at the direction of Franklin Recreation. The purpose is to provide more recreation in Medway. Selectman Espinosa suggested that confirmation is made with Medway's Commission to ensure they have contacted all Medway organizations to ensure there is no infringement on their programs. The Town Administrator's office will contact the Park's Commission Chair.

Management Study-White Water management study kick off was held on 12/30/08. Assistant to the Town Administrator, Allison Potter attended on behalf of Administrator Kennedy.

Organic Farm-A discussion took place regarding the lease of the property. The potential value of the lease of the land is what dictates the RFP. The property located at 50 Winthrop Street, could need to go out for RFP for a lease if the lease appraisal is over \$2500. It is the goal of the Town to go out to RFP by 1/8/09.

Administrator Kennedy gathered information from the Board to help to establish guidelines for a proposed lease. Items included length of lease, how many acres, Adams Street may also be included, and who will oversee the property. The Board offered a possible 5 year lease with three 5 year extensions, \$1.00 per year, 2 acres with a maximum of 4 acres, farm stand ability, house on Winthrop included. No one was assigned as the person to oversee the project.

Selectman Crowley would like to see a detailed technical proposal which includes a Community Education program, the responsibility of the house and an operations budget. He did mention that the Town would be responsible for mowing the unused acreage.

The Selectmen all agreed that no changes to the house can be performed without the approval of the Board of Selectmen.

Selectman Crowley moved that the Board request as part of the RFP the Lease Applicant provide a budget to operate as a farm. No second, motion dismissed.

Administrator Kennedy will compile the items mentioned to help with the preparation of the RFP.

Class II License-Michael Doyle (Allison Potter)

A discussion took place about the renewal of this license. It was decided that Ms. Potter will contact Mr. Doyle and request the location where he is storing his vehicles and ask that Mr. Doyle appear before the Board at the January 20, 2009 meeting.

Selectmen's Report

Trindade- Nothing to report

Crowley-Nothing to report

Espinosa-Nothing to report

Foresto- Nothing to report

Dunne- Absent

10:08pm Selectman Crowley moved that the regular session meeting be adjourned; Selectman Espinosa seconded; no discussion; all ayes 4-0.

Respectfully submitted,
Wendy Harrington
Executive Assistant
*Approved 4-6-09