

MINUTES OF THE SELECTMEN MEETING FINAL

February 14, 2009

Sanford Hall, Medway Town Hall 8:00am

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

Absent:

8:05 a.m. – Chairman Trindade called the Selectmen’s meeting to order in Sanford Hall, Medway Town Hall

Public Comments: None

The purpose of this meeting is for the Selectmen to review departmental budgets.

Administrator Kennedy explained that she has had requests from the Finance Committee for spreadsheets of the budget that they can manipulate. The Finance Committee will only be receiving a PDF version of the budget and any questions should be presented by one member of the Finance Committee, whether that is the Chair or Vice Chair that is up to FinCom to decide.

Selectman Crowley asked if the Selectmen would consider asking each department to provide a level service plus budget. Selectman Dunne suggested each department head be asked to submit, in writing, a request for additional funds with specific details. Administrator Kennedy will get a memo out to each department with this request.

Interim Town Accountant, Carol Pratt explained that each budget reflects the current contracts including any agreed upon step raises.

Town Clerk-Maryjane White (page 45)

Town Clerk White discussed her budget and it was advised that there is no MUNIS expense for the Town Clerk because due to budgetary constraints the module that would affect the Town Clerk was not purchased. This would be an example of level service plus.

Chairman Trindade asked that it be considered for election polls to open at 6am instead of 7 or 8am. Ms. White explained there would be an additional expense for poll workers and police detail and that would be considered under level service plus.

It was determined that some of the numbers were not accurate and Ms. White and Ms. Pratt will need to meet and redo Ms. White’s budget. Administrator Kennedy will arrange for Ms. White to present her budget again on a later date.

Building Department-Bob Speroni (page 63)

Upon review of the Building Department budget, Selectman Dunne believes there is approximately \$3000 in excess expense in this budget. This will be looked at in future deliberations.

Mr. Speroni explained there is a lot of activity in his department, the home building has decreased but the home improvements have increased. This results in his time being spent with home owners who are unaware of the process, unlike builders who know the process.

Mr. Speroni would like to see a change in the physical space/makeup of his department, which would help to run his department more efficiently. He would also like to see his secretary at 40 hours per week.

Council on Aging-Missy Dzikczek (page 130)

Ms. Dzikczek explained that she has made some adjustments but has stayed at level funded. A grant will continue to pay for a nurse. Utilities figure was provided by Dave D'Amico.

Selectman Dunne believes, after review of this budget there could possibly an excess of \$6000 that could be used elsewhere.

It was discussed that the Council on Aging would like to ask for Medway organizations to make a donation upon use of their facility. They suggest a \$20 one time donation for one time users and a \$100 monthly donation for non-profits who use the facility more often.

Ms. Dzikczek offered that she would like more outreach workers/hours should she be granted level service plus funds.

GATRA-While present Ms. Dzikczek spoke of the GATRA shuttle services that provides riders from West Medway Fire Station, Dry Bridge Crossing (Job Lot) and Medway Middle School, a ride to the Norfolk Train Station. A survey of the drivers has been completed and possibly eliminating the stop at the Fire Station is necessary. Drivers also have concern about traffic etc. at the Dry Bridge Crossing. Consideration on eliminating both was discussed, along with the larger number of vehicles that would then park at the Middle School and concerns with that. Ms. Dzikczek and Selectman Crowley will arrange to ride the shuttle to talk to riders and an open hearing will be set up to discuss as well as provide information pertaining to asking for transportation donations from users.

A discussion took place regarding a shift in funding from GATRA to support a Metro West program. It was decided that Administrator Kennedy would draft a letter on behalf of the Selectman stating their dismay.

Charles River Pollution Control District (page 103)

The presented budget was discussed and the Selectmen agreed that Administrator Kennedy should continue talks with the Franklin Town Administrator regarding the \$19million capital projects. Administrator Kennedy advised that discussions are ongoing. The Selectmen are curious as to how this will affect the taxpayers, how much of an increase will users see each year and how this information will be presented to tax payers.

Administrator Kennedy suggested another presentation to the BOS by CRPCD to help answer additional questions. A workshop also needs to be scheduled to discuss water rates etc.

Town Accountant-Carol Pratt, Interim Town Accountant (page 27)

Part of the annual audit suggested internal audits. Ms. Pratt advised that Medway does not have the staffing to provide this function, but could be part of a level service plus request.

Ms. Pratt submitted an increase for her salary for equity purposes. The previous Town Accountant was paid at \$86K, Ms. Pratt is currently at \$70K and is aware she is not as experienced as some and is not sure what an equitable increase should be. Ms. Pratt would like to become appointed, certification is not required but will be taking the exam in March.

Ms. Pratt briefly discussed the MUNIS implementation process and explained that a very developed implementation plan is in place where accountability plays a large part. All departments that are involved are constantly notified so they are aware of the process.

Ms. Pratt advised that subscription line items are really memberships and with the new software she hopes to be able to change that title.

Selectman Foresto would like the board to consider presenting Ms. Pratt increases in two steps, a \$5,000 increase twice.

A brief discussion took place regarding the Governor's budget and Administrator Kennedy explained she had a meeting with Dr. Evans, Superintendent of Schools and what she believes the schools will be receiving for aid.

Warrant Articles

Article 9-School Energy Contract

Each Selectman was asked to comment with their thoughts since the Trane presentation on Thursday.

Selectman Foresto offered he has seen no financial analysis, no risk analysis, information regarding each of the 31 proposed projects and their different benefits and costs. What's the return on the \$4.3 million and what is the internal rate of return and discounted payback period for the whole project.

Selectman Dunne said that he supports the project from a technical aspect but is concerned about the timeline of the process. He would like to see the evaluations performed by the subcommittee that were done on the bidders and their justification for their choice and/or how they chose Trane.

Selectman Crowley explained that on Friday he went to obtain some requested documents from Mr. Verdolino, School Finance Director and was left some books that contained documents and was left to look through the books for documents he requested. He found one evaluation and it was filled out by the Rise consultant and found no forms filled out by the subcommittee members. Mr. Verdolino had said there was a written evaluation of Trane by the Rise

consultant, Mr. Crowley did not find that document but found notes Mr. Verdolino took from a phone conversation he had with the Rise consultant. Mr. Crowley found 4 binders, each containing a proposal from different companies.

Mr. Dunne explained that basically there is a \$32K cancellation fee, which includes the engineering survey. It appears that no one went back to the Rise consultant after the energy audit was completed for their opinion as to whether or not they should proceed before signing the contract.

It was suggested that before going out to bond it is clarified that there will be enough revenue to cover the cost of the bonding each year.

A question arose as to the process if this article fails at Special Town Meeting can it be brought back to a Town Meeting within a year. Administrator Kennedy will work with Town Counsel to determine the answer to this question.

Comments made by individuals:

-Chairman Trindade would like to communicate to the School Committee that the Board supports the contract.

-Selectman Dunne would like to see the backup data for the selection process.

-Selectman Espinosa doesn't want to see the project not proceed to fruition because of the process, he believes it is a good thing but believes it is good to understand the financials and pricings, units saved etc before proceeding.

-Selectman Crowley believes that the energy cost analysis was prepared at a high level and is unbalanced for the cost in 2010 and 2011.

-Selectman Crowley questioned if the \$790K savings includes the warranty of \$38K a year and questions if it is wise to extend out the \$38K over 20 years. He also wonders if the yearly maintenance fee is plugged into the cost.

-Selectman Dunne believes at the end of the day, regardless of the projects cost, the environment is going to change.

-Selectman Crowley wants to be sure that the board honestly feels they have gotten the best "bang for our buck" out of this contract. Without documentation we don't have the answer to that question and we don't know if the correct process has been considered. There is no reason why there can't be a committee to consider doing the whole town (municipal and school) and take six months lead time to get it all together.

-Chairman Trindade pointed out that most of the school work should be done when school is not in session. Therefore it is critical to get the ball rolling now. He questioned if the Town would be willing to hire someone, on the Town's dollar, to review the contract and get it done within 10 days, or could this be held off and have another Special Town Meeting to approve. He also asked that Selectman Espinosa sit down with Mr. Verdolino to discuss and if Selectman Crowley could be made to feel comfortable with the situation could the "due diligence" be forgotten.

Technical Services/IT-Richard Boucher (page 41)

Currently the IT Director's position is 40% in the School Budget and 60% in the Town Budget. It is the goal to move the IT Director and staff so as they are under the Town's Budget and then allocate the cost of services (expense and salary), on a monthly basis, to the School. Whomever

Mr. Boucher reports to should be responsible for the budgeting of this department. There are some items that would be specific to the school/town but ideally the school should only have an estimated allocated expense going forward.

Ms. Pratt suggests an interdepartmental agreement between the Town and School for this change.

Mr. Boucher has employees working for him who are desktop support and is considering eliminating a contract with TSI and increasing a full time support person.

Administrator Kennedy suggested Mr. Boucher come back with a presentation on a new budget to show both Town and School combined.

Mr. Boucher is working on replacing the phone systems Town wide and when asked if he is aware of any energy management computers in the school, Mr. Boucher advised he believes there may be one the boilers, but unsure and will check into this further.

The Selectmen asked that Mr. Boucher meet with the Library to discuss their IT needs.

Warrant Articles

Article 9-School Energy Contract-TBA before Special Town Meeting

Article 16-Selectman Dunne moved that the Board recommend approval of Article 16 as written; Selectman Foresto seconded; no discussion; all ayes 5-0.

Article 17-TBA before Special Town Meeting. Rob Pomponio will meet with the Selectmen prior to the meeting to discuss the rationale. Administrator Kennedy will provide a copy Article XVII, Historical Properties, Section 17.3,4 to the Selectmen for review.

Selectman Dunne advised the Board that he has resigned from the Medway Community Farm seeing there was a possible conflict of interest as the Board of Selectmen must decide on the RFP submissions.

The Selectmen would like to see the water commission re-engaged in the process and would like to dismantle the water working group.

Interim Fire Chief Trufant's appointment was discussed and Administrator Kennedy will work on arranging a time with his family, friends and the press. Once appointed Mr. Trufant will no longer be considered an on call fireman and no longer able to be paid for those runs as he will be a 40 hour a week employee.

Administrator Kennedy explained there is a minor issue with the EMS Enterprise account current YTD expenses as they are \$15,000 over revenues. It is possible that runs are not consistent with projections; in house billing may help this situation, looking into that possibility now. There is money in the ambulance stabilization fund to cover.

Whitewater has asked for analysis, their report due 2/2/09 will be in next week and they have requested to view time cards.

Selectman Dunne wanted to congratulate Rep. Vallee who is the new Majority Leader. Selectman Dunne also advised that Medway has been approached by a neighboring community to regionalize with our library. He has been given the go-ahead by the Library Board of Trustees to go ahead and explained that there are grants available for this type of regionalization. Administration Kennedy explained that she is meeting internally to work out details and explained that obtaining legislature to become certified may be needed to move forward.

12:59pm Selectman Foresto moved that the regular session meeting adjourn; Selectman Dunne seconded; no discussion; all ayes 5-0.

Respectfully submitted,
Wendy Harrington
Executive Assistant
*Approved 4/13/09