

MINUTES OF THE SELECTMEN MEETING FINAL
February 21, 2009
Sanford Hall, Medway Town Hall 6:00pm

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

Absent:

8:10 a.m. – Chairman Trindade called the Selectmen’s meeting to order in Sanford Hall, Medway Town Hall

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

Human Resources-Susan Ellis (page 14)

Ms. Ellis’ goal, as this is a new department is to set up a framework with a \$0.00 budget. She requests that the department obtain its own scanner, printer and fine cut shredder as confidential information often goes in and out of her office, especially during contract negotiations. The \$2,000 request is for equipment purchases and to stock the department with supplies.

Ms. Ellis has arranged for a 65% reduction in cost of supplies through WB Mason.

The advertising budget should drop by \$4300.

Ms. Ellis would like to change the process for pre-employment physicals, psychological, physical and PAT exams for police and fire.

Ms. Ellis believes that this HR department should be the school and town combined. Administrator Kennedy has spoken to the Dr. Evans and the school currently has someone doing their payroll and benefits but doesn’t want to deal with the retirees. Ms. Ellis has experience dealing with retirees so she will work with those employees. Because the town is the fiduciary agent all HR functions should be under the town.

A second employee has been added to the HR department. Page Epillito currently works 40 hours for the treasurer/collector doing many HR functions. With this budget Ms. Epillito will work 10 hours for treasurer/collector and the other 30 for HR. Ms. Epillito will be non-union and will report to Ms. Ellis. This change is in an effort to create a process for the HR department.

Selectman Dunne spoke to the police negotiating person regarding a pay freeze. The police brought this issue to their negotiating team and they agreed to open a discussion on a pay freeze with the stipulation that the freeze would be town wide and the department would stay the same in size, even though one officer is retiring. Their union is open for other discussions.

Town Administrator-Suzanne Kennedy (page 11)

This budget reflects agreed upon raises for the Town Administrator and staff that were agreed upon, including fringe benefits. These are raises similar to union raises, which were agreed upon. This budget also reflects the additional day in 2010.

Administrator Kennedy would like to rename the Assistant to the Town Administrator to the Town Administrator Assistant and place Allison Potter in that role.

Advertising budget has been moved to the HR budget and Administrator Kennedy will look at this budget historically to ensure its accuracy.

Other purchase services are appraisals, land deals, independent consultants for as needed projects.

Short and long term disability has been moved to the HR budget as the expectation is to discuss in negotiations this year.

Out of state travel was not spent entirely this year as Administrator Kennedy did not have time to attend out of state conferences.

Due to budget season activities, Administrator Kennedy will be asking T/C Melanie Phillips to work on implementing MUNIS and as Ms. Pratt to focus on budget revisions. A spreadsheet of noted changes will be given to Ms. Pratt upon her return from vacation.

Board of Health-Bill Fisher (page 126)

Mr. Fisher explained the Board of Health responsibilities with regard to inspections and explained that he does about 8 complete (multi step) perk inspections each year. The Selectmen questioned the need for budgeting for an additional inspector if inspections are scheduled events and could be worked in around vacations etc.

The travel line item was questioned as Mr. Fisher has been assigned a town vehicle, a possible \$2650 in expenses may be able to be moved out of this budget.

Mr. Foresto would like to see an analysis of how much time is spent on each inspection to show the need for an assistant. Mr. Fisher explained there is a BOH statute that requires each town keep an historic record of all activity on homes with septic systems. Mr. Fisher will provide a spreadsheet to Administrator Kennedy along with an updated budget.

A discussion took place as to how MUNIS would benefit this department.

Solid Waste-Bill Fisher (page 155)

A clarification discussion took place to explain budget line items which included other purchases, brush ash disposal and solid waste collection. Mr. Fisher explained the contract with American Waste cost was lower in '09 than in '08. Mr. Fisher explained that line items 5385, 5386, 5387 and 5388 will fall in line by the end of the year. Selectmen were concerned that budgeting was incorrect and that the tax payers were being charged more than necessary.

Mr. Fisher explained that by constructing a building on the landfill would enable the town to get more money for recycled items.

Selectmen asked the process for collecting money at the dump. Mr. Fisher explained approximately \$10k comes into the dump in fees each year. Selectmen reiterated that an audit of each department collecting cash be performed each year.

Selectman Espinosa requested a meeting with the Board of Health for a better understanding of time spent and the assistants need and role. Administrator Kennedy offered that Solid Waste is under the Town Administrator and due to the charter their only function is setting rates.

It was offered that any phone expense in these departments should be reviewed by the IT Director.

Department of Public Service-Dave D'Amico (page 74/74a)

A discussion took place regarding the increasing snow and ice budget and where to take the money from to cover the shortfalls. Selectmen will email Administrator Kennedy their individual desires for cuts. Selectman Foresto has kept notes on each budget during discussions and will arrange to meet with Administrator Kennedy to discuss, line by line.

The Mechanic covers maintenance on all town vehicles including the police department. Mr. D'Amico is working with a software program now to establish a vehicle maintenance plan/schedule for all vehicles.

Chairman Trindade asked if it might be more cost effective to contract with a local business to do this work instead of paying 2 employees, benefits and facility overhead etc. Mr. D'Amico doesn't believe so as Medway has a wide array of vehicles and one business may not be able to service all types of vehicles.

Mr. D'Amico explained that he has moved money around within his budgets to remain level budget. He has seen a 25% cut in energy and has moved a reduction in the cost of fuel funds to the road repair line item (page 76).

Selectmen asked for a priority road repair list and Mr. D'Amico explained that he will be going out for bid on asphalt in the next few weeks.

Eventually water/sewer will be moved into the DPS department and the budget will be rolled in with the year. The water master plan contract has not been approved yet.

The balance of Ch70 money is approximately \$300K, possibly another \$300K coming in. The need to repair sidewalks was mentioned. Mr. D'Amico explained that Ch70 money can't be used on sidewalk repair and also advised that you get a bigger bang for your buck repairing roads.

Ms. Dykema's office requested a list of shovel ready projects, which Mr. D'Amico forwarded along to her office. Selectman Crowley would like to see a list of projects sent.

Mr. D'Amico explained that the tree warden and tree work budget are separate and Chairman Trindade questioned if those services could be reviewed and possibly contracted with another local town (regionalize). Any other operations that could be regionalized should be looked at as well.

Administrative Secretary grade increase was at the request of the Town Administrator. (pg 75).

The highway barn was discussed. Bond Counsel wouldn't allow a bond for the study because the land is not owned by the town. Selectman Espinosa suggested putting together a building committee to look at the whole town. There has been no strategic planning. Perhaps a subcommittee under CIPC should be formed to look at just town buildings. Establish the committee now to do the planning, Mr. Crowley agreed.

Mr. D'Amico will look at a level service plus list of items and forward to the Administrator.

Water/Sewer Department-Mark Flaherty (Water page150 Sewer page 105)

This budget discussion is a precursor to the creation of an enterprise account which will be discussed at a workshop on March 2, 2009. This workshop will include: CRPCD, Water/Sewer Commission and BOS.

Debt service is not in this budget; \$92K will go from the general fund to the enterprise account, with the possibility of the amount increasing after the workshop on March 2, 2009. The enterprise account would need to be approved by Town Meeting.

The sewer budget should be revised to include the hourly rate for employees. Pursuant to the Consultant's suggestions an additional employee will be added to the sewer department only.

Whitewater is creating a staffing matrix for the water department and it may be useful for the creation of the sewer department matrix as well.

The water budget needs to be revised to include the hourly rate and since the water department is short one employee; this budget is requesting one additional person.

Administrator Kennedy will discuss indirect costs with Interim Town Account Carol Pratt as it appears that indirect costs are billed quarterly and not monthly.

Discussion on line items included:

Fuel and electric increases are across every department. Cell phones are for new employees. The Copying and Postage line item is for the CCR reports that are mandated to be mailed to each household. It was suggested that this be investigated to see if posting on the Town's website would qualify and save the Town money in this process. Munis did not include a module for the water department billing.

Mr. Flaherty explained that the Registrar prepares and mails the bills. Manually inputs the data from the water reads. Administrator Kennedy explained that new meter installation would aid in

that process as meters could be read from Town Hall and therefore eliminate the need for manual readings by employees at each household. There is a price tag of approximately \$1million. Selectman Foresto suggested an RFP for this improvement. Chairman Trindade would like to see a goal of 2 months set to find the equipment and contractor for this project. Selectman Espinosa believes that decisions on the tank needs to be in the forefront before water meters. Selectman Espinosa also suggested that the master plan and the Whitewater Management study will drive what the next steps should be. Administrator Kennedy has told Mr. Flaherty to keep the meter project on the ATM warrant and to start to establish the information necessary for the RFP.

Discussion took place regarding water runoff, retention and treatment at CRPCD.

Selectman Espinosa discussed maintenance and preventative planning and would like to see this worked into the future plans of Medway.

Mr. Flaherty explained that the reserve fund pays for budget shortfalls and breaks. Selectman Dunne thinks that is inappropriate.

Other topics discussed:

Selectman Crowley suggested the BOS pass on a discussion of the Tri-County budget presentation, Mr. Dunne agreed.

The Selectmen would like a brief presentation by the Medway School Committee regarding their budget on 2/26/09.

Budget discussions should be concluded by 3/5/09.

Selectmen Foresto and Crowley will put together “issue” notes taken during budget presentations. They will submit to Administrator Kennedy by Monday am and she will then present to BOS. Deadline to submit level service plus requests is Wednesday 2/25/09.

TRANE-Selectman Espinosa and Chairman Trindade had a discussion with Dr. Evans regarding the TRANE contract, Mr. Verdolino was not present, but they have been advised that he has sent out all of the information he has and has been inundated with requests for information.

Dr. Evans understands our concerns for the process and will speak with Selectman Crowley to convince him that going forward with TRANE is the right thing to do. She is aware that Selectman Crowley is our contract expert and she agrees to do more due diligence.

It was suggested that an independent consulting firm should confirm that this company is the right way to go. If voted in at STM then find a consultant, get TRANE ready to start, if consultant agrees go forward, if not then will hold off.

Legal ramifications on proceeding will need to be discussed with Town Counsel, perhaps a structured agreement between the SC and BOS needs to be drafted. A proposed motion was

submitted by Bond Counsel but it is unlikely an agreement will be written and signed by STM on Tuesday. Bond Counsel is aware of the limited time involved.

The agreement would require a subcommittee be formed; the committee would hire an energy management consultant and would review the financial aspects of the contract by Trane. The review would not exceed 4-6 weeks. If bond financing is not possible, Trane terms would be renegotiated. DOR should review the process. The subcommittee should include 2 members recommended by BOS, 2 recommended by the SC and 1 recommended by the Finance Committee. Administrator Kennedy will prepare with the specifics required for the agreement between the two committees. All agreed if the School Committee agrees to sign this agreement, they will recommend approval and/or a positive recommendation on Town Meeting floor.

There being no further business to discuss at 12:27pm, Selectman Foresto moved that the board adjourn regular session meeting; Selectman Dunne seconded; no discussion; all ayes 5-0.

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