

MEDWAY BOARD OF SELECTMEN
155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
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*Dennis Crowley, Chairman
Richard Dunne, Vice Chairman
John Foresto, Clerk
Glenn Trindade, Member
Andrew Espinosa, Member*

Board of Selectmen's Meeting Minutes - Final

July 6, 2010, 7:00 PM

Sanford Hall, Town Hall, 155 Village Street

Present: Chairman Dennis Crowley; Selectmen John Foresto (6:37 p.m.), Glenn Trindade, and Andrew Espinosa; and Town Administrator Suzanne Kennedy

The meeting was called to order at 6:34 p.m.

Selectman Trindade moved that the Board to go into Executive Session under exemptions #3 and #6 with the intent to return to public session; Selectman Espinosa second; No discussion, All ayes 3-0.

The Board of Selectmen returned to public session at 7:15 p.m.

Public comment: None

Action Items from Previous Meeting:

- The Selectmen will approve a series of Executive Session minutes during the next Executive Session, which will be held during the next regularly scheduled meeting on July 19, 2010. The Board requested that Administrator Kennedy review the minutes and make recommendations to the Board about what can and cannot be released.
- Administrator Kennedy spoke with Bob Tucker about MSBA reimbursement. She provided Mr. Tucker with the names of the two people who would be trained in ProPay so that he can follow up with the MSBA. There needs to be at least two people trained and the MSBA recommends that one be the School Business Manager and another be the Town Accountant.
- The Mass. General Law 30 day provision for payment in a contract only applies to public works contracts. If it is not a public works contract, the Board of Selectmen can add language in the contract with respect to payment terms that they deem appropriate. Administrator Kennedy spoke with Town Counsel and the date stamp matter can be incorporated into the contract. Administrator Kennedy will invite Town Counsel to the July 19 meeting to brief the Board of Selectmen on the 30 day language and the new Open Meeting law.
- Selectman Foresto has received a proposal from an architect on the Oak Street property. Once Selectman Foresto reviews the proposal he will pass it on to the Thayer Property Development Committee. Administrator Kennedy said that the Town advertised for the committee but have not received any responses.

Chairman Crowley said that the Board of Selectmen will appoint someone to the position if they do not get any responses.

- There is a process to approve permit applications in the absence of a Conservation Commission agent. They have advertised for a Conservation Agent and will start interviewing shortly. In the interim, Administrator Kennedy plans to hire a temporary agent. Chairman Crowley asked that permits be approved within two weeks unless the commission has an issue with the project.
- They have not received any formal applications for the Citizen-at-Large position on the Thayer Property Development Committee. Selectman Trindade will follow up with a resident who informally expressed an interest. The goal is for the committee to come back to the Town with a recommendation on what to do with the Thayer property. Allison Potter will send out a second notice to the committees from which the Board would like a recommendation for a position on this committee.
- Administrator Kennedy has not received a copy of the Broadway contract for the High School solar project. School Committee Liaison Deb Trindade will follow up on this matter.

Approval of Minutes:

Selectman Trindade moved that the Board of Selectmen approve the May 13, 2010 minutes; Selectman Foresto second; No discussion; All ayes 4-0.

Selectman Trindade moved that the Board of Selectmen approve the June 21, 2010 minutes; Selectman Foresto second; No discussion; All ayes 4-0.

Board of Selectmen Meeting Calendar:

Selectman Trindade moved that the Board of Selectmen amend their meeting calendar and move the October 4, 2010 Board of Selectmen meeting to October 5, 2010 at 7:00 p.m. with location to be determined; Selectman Espinosa second; No discussion; All ayes 4-0.

Appointment of Medway Cultural Council:

Selectman Trindade moved that the Board of Selectmen appoint Cynthia McLaughlin to the Medway Cultural Council for a term of 3 years; Selectman Foresto second; No discussion; Roll call vote: Espinosa-nay; Crowley-aye; Trindade-aye; Foresto-aye.

Reappointments - Memorial Committee, Cemetery Commission, and Educational Fund Committee:

Selectman Trindade moved that the Board of Selectmen appoint Bruce Hamblin to serve on the Cemetery Commission with a term expiring June 30, 2011, appoint Gordon Crosby to serve on the Memorial Committee with a term expiring June 30, 2011, and appoint Heidi Anderson to serve on the Educational Fund Committee with a term expiring June 30, 2013; Selectman Foresto second; No discussion; All ayes 4-0.

Status of Finance Committee New Appointees:

Resident Christopher Lagan was appointed to the Finance Committee. Applications are being accepted for the remaining 3 openings and they hope to fill them in the next thirty days.

School Committee Report from School Committee Liaison:

School Committee Liaison Deb Trindade reported that the School Committee is in negotiations on the Middle School solar project. The School Committee also plans to approve a vehicle efficiency policy at their upcoming meeting. This is one of the criteria for Medway to achieve Green Community status. Also, several new personnel have joined the Medway Public Schools as of July 1, 2010, including a new principal and assistant principal at the Middle School. Chairman Crowley asked Ms. Trindade to have the schools follow up with the Town Accountant regarding the FY11 school budget so this information can be loaded into MUNIS.

Parks Commission - Fees/Maintenance of Athletic Fields and Courts:

Chair of the Board of Parks Commissioners Sean Murphy explained that they are in the process of coming up with a new fee structure. Currently, each player is charged \$18 per season. \$8 of the fee goes into a repairs and maintenance fund and \$10 goes into a capital improvement fund that is used for major improvements. The \$18 fee is only charged to recreational clubs and organizations and not school teams. At the last Parks meeting, only two of the groups that use the fields attended. The Parks department has invited all groups who use the fields to provide feedback before their July meeting. The Parks department is awaiting additional feedback before making their final decision on a new fee structure. It was agreed that the funding and maintenance of town fields is confusing and should be better organized. Chair of the Town Wide Facility Management Committee Bob Parella said the committee is in its preliminary phases but they hope to release a report on the town facilities, including parks and fields, by next spring and will work with the Parks department to address some of the confusion about the field oversight.

Approval for Ben Speaks Road Race:

Selectman Trindade moved that the Board of Selectmen approve the Ben Speaks Road Race scheduled for October 10, 2010; Selectman Espinosa second; Discussion: Mr. Trindade requested that the Town attempt to identify funds available that can help pay for the required detail officers; **All ayes 4-0.**

Authorization to Expend Grant Funds - U.S. Senate Special Elections:

Selectman Trindade moved that the Board of Selectmen accept the U.S. Senate Special Elections funding from the Massachusetts Secretary of State in the amount of \$5,298 to cover personnel expense and elections expense associated with the 12/8/2009 primary and 1/19/2010 final election; Selectman Espinosa second; No discussion; All ayes 4-0.

Authorization of Chair to Execute Contract for Engineering Services - Tetra Tech Rizzo:

The Planning and Economic Development Board went through an RFP to find a firm to provide on call engineering services. They selected Tetra Tech Rizzo. Town Council Barbara Saint Andre reviewed and approved the contract. Chairman Crowley asked Administrator Kennedy to provide the Board with the amount of money that is currently in the revolving account for engineering services at the next meeting.

Selectman Trindade moved that the Board of Selectmen authorize Chairman Crowley to execute a contract for engineering services with Tetra Tech Rizzo as recommended by the Planning and Economic Development Coordinator Susy Affleck Childs; Selectmen Foresto second; No discussion; All ayes 4-0.

BOS Authorization for Chairman to Sign Agreements in Connection with the MSBA/Medway Middle School Project:

Selectman Trindade moved that the Board of Selectmen authorize Chairman Crowley to sign any and all agreements in connection with the MSBA/Medway Middle School Project with approval of the Board of Selectmen. Selectman Foresto second; Discussion: The Board questioned what the intent of the MSBA's request for this vote is; All ayes 4-0.

Authorization of Chair to Execute Agreement - Norfolk County Mutual Aid Agreement for Joint Fire, Rescue, and/or Ambulance Service:

This agreement allows Medway to provide fire, rescue and/or ambulance service to a neighboring town if needed and also have neighboring towns provide Medway with the same services if needed.

Selectman Trindade moved that the Board of Selectmen authorize Chairman Crowley to execute the Norfolk County Mutual Aid Agreement as prepared and recommended by Fire Chief Paul Trufant; Selectman Espinosa second; No discussion; All ayes 4-0.

There was discussion about the false alarms that have occurred at Lovering Heights. Chief Trufant said approximately \$4,500 has been spent since January 2010 responding to false alarms at Lovering Heights. Chairman Crowley asked Chief Trufant to come to the July 19 meeting with the cost to replace the smoke detectors at Lovering Heights.

Discussion - August Special Town Meeting:

The Board discussed scheduling a Special Town Meeting in August to address several items, including a land acquisition, that cannot wait until the Fall Town Meeting. The Chairman asked that an email be sent to department heads to see if they have any items they would like included on the warrant.

Selectman Trindade moved that the Board of Selectmen schedule a Special Town Meeting for August 9, 2010; Selectman Foresto second; No discussion; All ayes 4-0.

Approval of Warrants:

Warrant #53 & 01 6/30/10 and 7/8/10

Gross Payroll Town \$262,251.27

Gross Payroll School \$564,514.55

Total \$826,765.82

Selectman Trindade moved that the Board approve the warrant as read; Selectman Espinosa second; No discussion; All ayes 4-0.

Town Administrator's Report:

Administrator Kennedy reported on the new Open Meeting law that became effective July 1, 2010. She would like to hold an information session for all Town boards and committees in September relative to the Open Meeting laws. The Town now needs to have meeting notices available 24/7. The Board does not think this is feasible.

Selectman Trindade is going to draft a letter for the Board's review to send out to neighboring towns similar to the letter they received from Walpole regarding this matter.

Administrator Kennedy also reported that the agenda now needs to accompany the meeting posting.

Selectmen's Reports:

- Trindade - Nothing to report.
- Espinosa - Nothing to report.
- Foresto - Nothing to report.
- Crowley - Congratulated the Selectmen and Town on its thorough budgeting process.

At 9:15 p.m. Selectman Trindade moved that the Board adjourn for the evening; Selectman Foresto second; No discussion; All ayes 4-0.

Respectfully submitted,
Michelle Reed

*Approved July 19, 2010