

**Board of Selectmen's Meeting
November 1, 2010, 7:00 PM
Sanford Hall, Town Hall
155 Village Street**

Present: Chairman Dennis Crowley, Selectmen John Foresto (left at 7:20 PM), Andrew Espinosa, Glenn Trindade, Richard Dunne, and Town Administrator Suzanne Kennedy.

At 7:00 PM Chairman Crowley called the meeting to order, and the Board recited the Pledge of Allegiance.

Public Comment: None

Opening Comments:

Chairman Crowley Dennis acknowledged the Friends of Choate Park and expressed appreciation for their efforts on the annual Halloween Pumpkin Walk. He stated that the "Touch a Truck Day" was also very successful.

Chairman Crowley reminded residents about Election Day on Tuesday, November 2, and encouraged all to vote.

Approval of Warrant:

Selectman Foresto read the outstanding warrant, #11-18 in the amount of \$756,964.05.

Selectman Trindade moved that the Board approve the warrant as read; Selectman Dunne seconded. No discussion. All ayes, 5-0.

At this time (7:20 PM), Selectman Foresto left the meeting to attend a meeting of the Community Preservation Committee.

Action Items:

Roles and Responsibilities Document – After discussion, the Board agreed to move this item to a December meeting.

Outsourcing – Selectman Trindade has not yet received the information he sought and will follow up with the appropriate people.

Medway Clean Up Day – Town Administrator Kennedy will handle this project.

Matrix of Street Acceptances – Town Administrator Kennedy suggested the Board consider a workshop

instead of a meeting. Ms. Kennedy will contact Selectman Espinosa (liaison) to work out a timeframe to present at the next meeting. She suggested December 7, 8 or 9 as possible dates for this workshop.

DPS Facility Feasibility Study – Selectman Trindade indicated that no conclusions were reached after preliminary study reviewed. He stated he will meet with Tom Holder review potential sites.

GIS System Long-Term Goals –Selectman Trindade asked that the Board revisit this issue in December.

Route 109 Project – Selectman Espinosa stated the project is stalled due to an audit document going to the Department of Transportation. The matter should be resolved in 2-3 weeks. He estimated the notice to proceed as well as final audit document should be ready in December.

Budget Policy – Town Administrator Kennedy reminded the Board it was time to start reviewing this, noting that the uncertainty of the revenue stream makes it difficult to work on the budget. She has consulted with colleagues, and all are considering level-funded budgets. There was brief discussion regarding establishing a framework, setting guidelines and expectations. This item will be put on the November 22 agenda for discussion, with the establishing of the policy on December 6. The Board asked for a copy of this year's actual budget numbers. Ms. Kennedy stated she would get it to them tomorrow. Selectman Dunne noted the actual numbers is a more accurate place to start to develop projections.

CPA Funding – This item will stay on the action item list. Brief discussion regarding future percentage as well as the affordable housing trust, how funds are distributed, who has authority, etc. The Board asked for updated CPA funding totals with projected end-of-year balances.

School Committee Report from Liaison:

Deb Trindade, Chairman, School Committee, reminded the Board about the upcoming Legislative Breakfast on November 13, and asked that anyone attending to please RSVP their intention.

Contract for Highland Street Tank:

The Board was in receipt of Contract 10-1, dated August, 2010, from Weston & Sampson Engineers, Inc., related to the Highland Street Water Storage Tank, complete with project outline, bid information, and exhibits. The winning bid was Stateside Aquastore, Inc. with a bid of \$1,199,825.00.

Responding to a question from Selectman Dunne, David D'Amico stated there was only one bidder at \$1.1 million, which includes dismantling of the old tank, any remediation of the area, necessary site work, and relocation of electronics and data cabinets. He noted the work can start almost immediately so that the foundation can be put in before winter, then work on construction during winter. The completion is estimated for June 2011.

Selectman Trindade moved that the Board authorize Chairman Dennis Crowley to execute the contract with Statewide Aquastore, Inc. for the construction of the Highland Street Water Storage Tank; Selectman Dunne seconded. No discussion. All ayes, 4-0.

Discussion on Middle School Repair Project Funding:

Selectman Espinosa stated that a debt exclusion does not mean that residents will be taxed for the full amount, that it merely puts a funding mechanism in place. Other funding sources should also be explored. At the Board's meeting on Friday, October 29, the Board voted to put forward at Town Meeting a motion to fund a Proposition 2 ½ debt exclusion of the \$21.2 million (full amount) with a 10.5 million reimbursement from MSBA. There is a specific way the motion has to be written for Town Meeting per MSBA guidelines.

Selectman Trindade stated the Board supports the repair project and related debt exclusion. The Board is seeking the smartest funding strategy in order to go forward that will impact the residents the least, considering tax impact, use of existing funds, and other avenues.

Chairman Crowley acknowledged that residents need to know what the potential cost impact would be, and stated a PowerPoint slide presentation would be available at Town Meeting.

Chairman Crowley stated further that information on both the Stretch Code and the Middle School Repair Project will be available at Tuesday's polling places. Deb Trindade stated another presentation of the Middle School Repair Project, as well as a building tour, is scheduled for Tuesday, November 9, at 7:00 PM.

Selectman Trindade announced that there is now a Facebook page for the Medway Middle School Repair Project, which is a good source of information, pictures, etc.

Approval of Lions Club Annual Christmas Tree Sale:

The Board was in receipt of a letter, dated October 16, 2010, from Frank Alconada and Carl Rice, Medway Lions Club, requesting permission to hold the Annual Charity Christmas Tree Sale in the Medway Shopping Plaza, noting dates and hours of operation.

Selectman Trindade moved the Board grant permission to the Medway Lions Club to hold the Annual Charity Christmas Tree Sale as requested; Selectman Espinosa seconded. No discussion. Three ayes, one abstention.

Town Administrator Report :

Ms. Kennedy stated the Town submitted a grant application for the establishment of a recreational trail which would provide access to the Charles River. She noted the Town will not know for a year if it has been awarded the grant.

Ms. Kennedy stated the Town has received a grant from MIIA in the amount of \$5,000. She stated the grant will help pay for a Car-Mate trailer containing traffic cones, barrels, etc. to be used by DPS, fire, police, etc.

Ms. Kennedy noted she is continuing her efforts to increase training for staff, solidifying positive impact with regard to collaboration, high level of morale, and excellent knowledge base. She is looking into

workshops focusing on handling difficult situations. There will also be updates on sexual harassment. Staff recently took part in a workshop focusing on customer service, which MIIA provided for free, and she has already noticed improvement. A second workshop will be in January. The Board supported these efforts wholeheartedly.

Selectmen Reports:

Selectman Trindade – nothing

Selectman Espinosa stated he is hoping to have updated reports from Melanie Phillips regarding the budget and budgeting in the future. He is also seeking advance information to review prior to the Board's discussion on setting the tax rate.

Selectman Dunne –nothing

Chairman Crowley asked if the discussion on the Broad Street property should be revisited. Selectman Dunne stated he had an initial discussion with the interested party with no further action. It was agreed that the matter will be discussed in an executive session, after Mr. Dunne reaches out to the interested party.

Responding to a question from the Chairman, David D'Amico stated the electronic sign is ready to go at Choate Park and will be used for Tuesday's election activities. The Town has the use of the sign for a 30-day period.

Responding to a question from the Chairman, Ms. Kennedy stated financial reports for the period ending 9/30/10 should be ready in a few days. The Board expressed interest in whatever kind of report can be ready the quickest.

David D'Amico, Deputy Director, Department of Public Works, stated the flushing program is going well, noting flushing is presently being done in Zone 4, with the final zone (Zone 5) to be done in a few days. There is a new Assistant Water Superintendent, but the department is still down one staff person.

Responding to a question from Selectman Dunne, Mr. D'Amico stated appointments to replace 180 new water meters have been made with 100 more yet to be done. He noted the department is willing to work with residents on the meter replacement, with flexible evening and even weekend appointments, if necessary. The department will be making phone calls to those residents who have not responded to letters regarding meter replacement. He stated the department hopes to meet the December 31 deadline by completing two reading zones. He stated there is not enough data yet to note any impact from meters already replaced.

At 7:55 PM Selectman Trindade moved to adjourn; Selectman Dunne seconded. No discussion. All ayes, 4-0.

Respectfully submitted,
Jeanette Galliardt

Board Secretary