

**Board of Selectmen's Meeting
December 6, 2010, 6:00 PM
Sanford Hall, Town Hall
155 Village Street**

Present: Chairman Dennis Crowley, Selectmen John Foresto, Andrew Espinosa, Glenn Trindade (absent), Richard Dunne, and Town Administrator Suzanne Kennedy.

At 6:04 PM Chairman Crowley called the meeting to order, and the Board recited the Pledge of Allegiance.

Public Comment: There being no public comments, Chairman Crowley took this opportunity to acknowledge the death of Paul Wilson, a local icon. He stated the Wilson family had been instrumental in many improvements in town that will benefit future generations. On behalf of the Board, he extended sincere condolences to the Wilson family.

Action Items:

7/6/2010 – Selectman Espinosa stated the street acceptance workshop will be held this coming Thursday, noting that a lot of streets are not accepted. For the benefit of residents, he explained what the workshop is about, why a street might not be accepted, and announced that is an informational meeting that is open to the public.

9/7/2010 – Selectman Dunne stated the meeting regarding the DPS Facility Feasibility Study took place. Ms. Kennedy added that she will meet with DPS Director Tom Holder to discuss commercially available options.

9/20/2010 – Selectman Espinosa reported he will be setting up the first meeting of the Route 109 Project Committee sometime in December, if possible, and added that it would be with the Board of Selectmen. Tom Holder, DPS Director, updated the Board on communications with Mr. Rezendes of Mass. Highway, who had asked for additional information about subcontractors, which has been provided. Selectmen Espinosa opined the meeting will cover the committee's mission, leadership roles, as well as initial discussion of the project in general.

No other updates.

School Committee Report from School Committee Liaison:

Shelley Wieler, School Committee, reminded the Board there will be an awards ceremony on Wednesday at which seven people will be honored, and of the upcoming holiday concert at the high school featuring chorus, band and jazz band. She stated the committee will not be meeting again before the holidays and extended holiday greetings to boards and committees. After the New Year, the committee will begin looking at budgets and revenue projections. Responding to a question from the

Board, she opined the committee will define the needs of the schools, and then do what is necessary to meet those needs after budget information is available.

Approval of Waiver of Building Permit Fees for Water Line Work Associated with Meter Replacement Program:

The Board reviewed a Letter, dated December 6, 2010, from John F. Emidy, CBO, Building Commissioner and Zoning Enforcement Officer, to the Town Administrator, requesting that all Building Department fees be waived for all services involved with replacing or repairing water meters.

Tom Holder and David D'Amico, Department of Public Services, updated the Board on the meter replacement project. It was noted that of the 3,700 meters to be replaced, 1,475 have been done, with appointments made to accomplish many more. Mr. D'Amico reported that 2.5% of those meters are at locations where the plumbing is too deteriorated to install a new meter, and they are encouraging residents to get upgrades done in order to accommodate the new meter. This is primarily in the older part of town. This is one of the reasons the department wishes to waive the fees to give those residents a financial break. Discussion followed.

Responding to a question from Chairman Crowley, Mr. D'Amico reminded residents that if they have not received a letter regarding meter replacement, they should call the department to make an appointment to have the work done.

Selectman Dunne moved that, based on the request of the Building Commissioner and the Department of Public Services, the Board of Selectmen waive all Building Department fees involved with installation of water meters; Selectman Foresto seconded. No further discussion. All ayes, 4-0.

Approval of FY12 Budget Policy:

The Board was in receipt of a revised draft of the 2012 Budget Policy Statement, including suggested wording changes and additions.

The Board briefly discussed the revised draft of the budget policy statement. Selectman Dunne offered a suggested addition, which added cautionary guidance that revenue is not necessarily recurring, so should not be counted on in future operating budgets. He suggested this wording substitute for blue section in the draft policy. Discussion followed.

Selectman Foresto moved the Board add the wording suggested by Selectman Dunne, as read, then withdrew the motion to continue discussion. Several minor corrections were suggested involving capitalization of terms, and other word-smithing.

Selectman Espinosa moved the Board accept and adopt the FY2012 Budget Policy Statement as amended; Selectman Dunne seconded. No discussion. All ayes, 4-0.

Presentation from Capital Improvement Planning Committee:

At the meeting, the committee submitted a document listing request items, financing capacity and projects proposed for 2012. *Present: Thomas Anderson, Chairman, and other members of the CIPC, David D'Amico, Department of Public Services.*

Mr. Anderson updated the Board of the committee's progress, identified projects, and noted that the committee has received \$15 million in requests, partially due to the support of the Board of Selectmen last year. The committee is presently looking into the ability to bond approximately \$1 million, but is also looking at other financing options, including free cash if the Board would approve it. The projects funded by free cash total \$444,900.

Town Administrator Suzanne Kennedy reminded the Board that the price quotes listed would have to be supported by documentation from vendors.

Responding to a question from Selectman Dunne, Mr. D'Amico stated the high band radio is essential during snowstorms and emergency situations, as cell phone coverage can be minimal or non-existent. He added that the radio will be compatible with existing system used by police and fire.

Selectman Espinosa opined the increase in requests is positive given the committee has only recently been reestablished. He added that it is important to track specific requests, and weigh the impact of the committee taking action on one request versus another.

Chairman Crowley opined the process is catching up to present needs, ideally to be proactive and anticipate equipment replacement before a situation becomes critical. He acknowledged the importance of continuity within the committee, and that the core group has been diligent in their efforts. Selectman Foresto stated the report shows the committee has been working hard, noting that the wide variety of requests shows people are becoming vested in the process.

Regarding a request for an additional committee member, Chairman Crowley stated the Board would like to review the résumé and possibly handle at the next meeting, if the new person is available to come in and meet with the Board.

There was general discussion on water meter replacement, free cash as a financing option, bonding, the Route 109 project, enterprise funds and tracking of upcoming projects.

It was suggested that the CIPC meet with the Board again in January or February. The Board thanked the committee for its hard work.

Approval of Annual License Renewals:

The Board was in receipt of a Memo, dated December 3, 2010, from Allison Potter, Assistant to the Town Administrator to Suzanne Kennedy, Town Administrator, submitting a list of all licenses up for renewal.

Allison Potter, Assistant to the Town Administrator, briefly reviewed the list of annual license renewals. She noted that a license holder must meet all renewal requirements before the license is issued and asked that this condition be included in the approval.

Selectman Dunne moved the Board approve all acceptable applications for license renewal, excepting those who have not responded; Selectman Foresto seconded. No discussion. All ayes, 4-0.

Selectman Espinosa asked if late applicants are subject to a late fee as staff puts in extra work. Ms. Kennedy opined Town Counsel can give input on establishment of a late fee. Chairman Crowley suggested that if a business owner does not successfully renew their license by December 31 of any calendar year they should be required to reapply with a late fee. Discussion followed.

Selectman Foresto moved that, with regard to annual license renewals, a business owner be subjected to a late fee if no response is made to a second notice, not be authorized to open said business, and be fined to the limit of the bylaws of the Town; Selectman Dunne seconded. No discussion. All ayes, 4-0.

Approval of Warrants:

Selectman Foresto read aloud Warrant #11-23 for 12/9/2010, submitted for approval:

11-23S – School Bills:	\$239,855.52
11-23P – Payroll Town	\$274,372.06
11-23SP – Payroll School	\$777,160.47
TOTAL	\$1,291.388.05

Selectman Dunne moved the Board approve Warrant #11-23 for 12/9/10, as read; Selectman Espinosa seconded. No discussion. All ayes, 4-0.

Town Administrator’s Report:

Ms. Kennedy reported that the Town has submitted its application to be designated as a “green” community, but received notification of a minor snag regarding the school vehicle use policy. This situation was resolved by the School Committee at its recent meeting. Ms. Kennedy thanked the School Committee and Shelly Wieler for their quick action to get it remedied before the deadline.

Ms. Kennedy stated the retention project has been completed, noting the funding had been appropriated by the Board of Selectmen. Staff is presently cleaning up records in accordance with state statute. She thanked everyone for all their hard work, and acknowledged Allison Potter as spearheading the effort.

Ms. Kennedy noted that some very old weights and measures items have been found. She stated that photographs have been taken, and will look to see if funds might be available with the Historical Commission to refinish the items and display them.

The Town has received two grants. The first is in the amount of \$29,700, of which \$24,000 will be used for improvement of the police communications dispatch center, including redesign and updating the computers. The remainder of that grant will be used for personnel. On a related note, problems have

been found with the electrical wiring in the communications center, and that fiber optics may have impeded ability to readily install updated equipment.

The second grant is from the Massachusetts Emergency Management Administration (MEMA) in the amount of \$4,000, specifically, the Office of Public Safety and Security. These funds will be used to encourage regionalization of services for emergency response.

Ms. Kennedy noted the Chairman had previously requested information about adding hyperlinks for public entities to the Town's website, and reported that Town Counsel suggests creating a policy for consideration of hyperlink requests. She reported that initially a newspaper came forward, followed by the Medway 300 Committee. The policy would then guide the Board on its action with regard to hyperlinks.

Selectmen's Reports:

Selectman Foresto stated a member of the Thayer Committee has resigned. This particular member represented Parks and Recreation. He said the committee will need a new member to replace him.

Selectman Espinosa stated he will be attending the meeting of the Zoning Board of Appeals. He briefly summarized a situation with an affordable housing decision, noting that it seemed to be a break in communications between departments. He suggested the Town website be updated with key issues before the ZBA meeting is held so that the public can be informed of the situation. Announcement of follow-up meetings on specific matters could be posted as well.

Selectman Dunne reported he had received an email regarding the electronic sign at Choate Park, the resident alleging it violated the Town's sign bylaw. Ms. Kennedy stated she will have Town Counsel look into it. Selectman Foresto opined the sign to be an effective means of communication, and he had received positive comments as to reminders for voting and Town Meeting, and found it interesting that others found it a nuisance when it was there only a month. Chairman Crowley took a quick look at the Town bylaws which stated that legal notices or communications erected by public agencies are exempt.

Chairman Crowley reminded residents of the annual public meeting of the Medway Community Farm on December 7 at the public library. Additionally, he extended a reminder that the historical house tour is on Sunday, December 12, and tickets are available at the Town Clerk's office. Chairman Crowley stated he looks forward to a breakfast with selectman of surrounding towns. Ms. Kennedy reported she is working on it, noting it will be a roundtable discussion of common issues.

At 7:35 PM Selectman Espinosa moved to adjourn; Selectman Foresto seconded. No discussion. All ayes, 4-0.

Respectfully submitted,
Jeanette Galliardt
Board Secretary