

Board of Selectmen's Meeting

November 21, 2011, 5:00 PM

Sanford Hall, Town Hall

155 Village Street

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

Also Present: Allen Tingley, Police Chief; Will Naser, Principal Assessor.

At 5:02 PM Vice Chairman Foresto called the meeting to order and led the Board in the Pledge of Allegiance.

Public Comments: None.

Authorization to Expend Grant Funds – 911 Dept. Training -- \$7,000:

The Board reviewed the following information: (1) Notice of Grant Award for \$7,000; (2) FY2012 Training Grant Budget Worksheet; (3) Correspondence, dated October 28, 2011, from Frank Pozniak of the State 911 Department; and (4) Contract between Town of Medway Police and Fire Communications and Commonwealth's State 911 Department.

Allen Tingley, Police Chief, stated this grant will allow emergency dispatchers to attend classes while the remaining funds will be used to pay overtime and salaries for replacement officers for those attending. Responding to a question from the Board, Chief Tingley stated EMD stands for Emergency Medical Dispatch.

Selectman Trindade moved that the Board authorize the expenditure of the \$7,000 awarded by the State 911 Department which provides funding for training and associated payroll costs related to implementation of EMD Certification as required by the Commonwealth; Selectman Crowley seconded. No discussion. All ayes, 3-0.

Approval – 4th Annual Project Alex 5K Walk/Run – September 8, 2012:

The Board reviewed the following information: (1) Email, dated November 7, 2011, from Ann Handy, containing event notices; and (2) Correspondence, dated November 7, 2011, from Police Chief Tingley.

Chief Tingley stated this is the fourth year for this event and thus far there have been no issues. It was noted that the correct date for the event is September 8, 2012. Selectman Trindade reported that proceeds from this event go toward good causes, for example, the weight room at the Middle School.

Selectman Trindade moved that the Board approve the route for the 4th Annual Alex Handy Walk/Run event scheduled for September 8, 2012 with the proviso that the organizers hire two detail officers to handle potential safety concerns as stipulated by Chief Tingley; Chairman Foresto seconded. No discussion. All ayes, 3-0.

Referring to Chief Tingley's attire, Ms. Kennedy pointed out that the Police Department has new uniforms, shirts and pants now both dark blue.

Selectman Crowley asked Chief Tingley about the generator at the Police Department. Chief Tingley responded that it is up and running. He confirmed the generator at the Fire Department is also in good working order.

Winter Parking Ban in Effect on November 27:

At this time Chief Tingley announced that, as of November 27, the Town's winter parking ban will go into effect. This means no parking on the street from 1:00AM to 5:00AM to accommodate snow plowing efforts. Chief Tingley clarified that this also means there should be no parking on sidewalks to avoid the street parking ban.

Executive Session:

At 5:11 PM Selectman Trindade moved that the Board go into Executive Session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body (Exemption 3): Burke sewer easement issue, and to return to public session immediately following executive session; Selectman Crowley seconded. Roll call vote – All ayes, 4-0: Chairman Foresto, aye; Selectman Crowley, aye; Selectman Trindade, aye.

At 5:29 PM Chairman Foresto reconvened the public session.

Approval of Contract for Windows and Door for Water Division Building – Summit Home Builders, Inc. - \$13,684:

The Board reviewed the following information: (1) Memorandum, dated November 17, 2011, from Thomas Holder, Director, Department of Public Services; and (2) Agreement between Town of Medway and Summit Home Builders, Inc.

Ms. Kennedy reported this contract is for replacement windows and doors for both buildings, adding that there will be \$12,500 in rebates coming back to the Town. The rebate money will be used for other projects. She stated that scheduled audits for Town Buildings have been completed, audit reports are being reviewed by staff and she should have a report to the Board of Selectmen by mid-December. She stated there should be a cost savings by implementing recommendations made in the audits. For example, anti-idling devices are being researched. She has asked staff to get projects done as soon as possible so that additional grant applications can be submitted.

Discussion followed on using MAPC grant funds to support a position of a shared energy manager with Medway and as yet to be identified other towns. Ms. Kennedy stated she would also like to use grant funds to engage businesses and the community at large to encourage increased recycling.

Selectman Trindade asked about grate work and the Oakland Street well. Ms. Kennedy will look into whether funds can be repurposed. Brief discussion followed on a TRANE recommendation relative to a pump at the high school.

Selectman Trindade moved that the Board approve the contract with Summit Home Builders, Inc. for window and door installation at the Water Division building in an amount not to exceed \$13,684; Selectman Crowley seconded. No discussion. All ayes, 3-0.

Approval of Contract for HVAC Controls at Library – Howse Corp. -- \$26,000:

The Board reviewed the following information: (1) Memorandum, dated November 17, 2011, from Thomas Holder, Director, Department of Public Services; and (2) Agreement between Town of Medway and Howse Corporation, Inc.

Town Administrator Kennedy stated these controls will make the HVAC system more energy-efficient as the control will be more precise. With the associated rebate, the final amount will come down to \$18,300. She reported that \$30,000 was budgeted and that this is a building management system.

Selectman Trindade moved that the Board approve the contract with Howse Corporation, Inc. relative to supply and installation of HVAC controls for the Medway Public Library in an amount not to exceed \$31,200; Selectman Crowley seconded. No discussion. All ayes, 3-0.

Authorization to Expend Grant Funds – Sustainable Materials Recovery Program -- \$7,600:

The Board reviewed the following information: (1) Contract between Town of Medway and the Commonwealth of Massachusetts; (2) Correspondence, dated October 28, 2011, from Kenneth Kimmell, Commissioner, Department of Environmental Protection; and (3) Notice of Grant Award – Sustainable Materials Recovery Program.

Ms. Kennedy stated this is primarily to provide collection as well as educational materials to the public. Selectman Trindade suggested getting local students involved as in the Green Team at the high school. Brief discussion followed.

Selectman Crowley moved that the Board authorize the expenditure of \$7,600 awarded by the State Department of Environmental Protection which provides funding for the purchase of roll-off collection containers for bulky plastic items and related educational materials; Selectman Trindade seconded. No discussion. All ayes, 3-0.

Approval – Reappointment Audrey Ritter – Medway Cultural Council:

The Board was in receipt of an email, dated November 17, 2011, from Audrey Ritter, confirming her interest in reappointment to the Medway Cultural Council.

Ms. Kennedy stated Ms. Ritter has been a member of the Cultural Council and is now seeking reappointment.

Selectman Trindade moved that the Board approve the reappointment of Audrey Ritter to the Medway Cultural Council for an adjusted term to expire on June 30, 2014; Selectman Crowley seconded. No discussion. All ayes, 3-0.

Discussion – Energy Committee Review – Kearsage Solar Proposal:

Chairman Foresto stated this topic was discussed at last week's meeting of the Energy Committee, relative to a proposed solar energy development in Bellingham. He briefly explained that Kearsage is building a solar energy site, offering the rights to buy in at the beginning of the project, with a finite amount of power. The power goes out to the "grid" and the electric power company (National Grid) discounts it in the billing process.

Ms. Kennedy stated the estimated savings at \$55,000 annually, based on maximum purchase from Kearsage. Does BOS want the Energy Committee to review on its behalf? Discussion followed. Ms. Kennedy stated she would like to see a copy of the proposed contract, as this would help the Energy Committee determine the value of the proposed project for the Town. Chairman Foresto stated he will try to get a recent version. Selectman Crowley asked that this topic be placed on the Action Items List. Selectman Trindade suggested the Energy Committee continue to look into it, with the support of Town Counsel.

Discussion – Schedule for Budget Policy:

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Ms. Kennedy provided a brief update on the revenue model being presented at Leadership next week, a revenue allocation model that considers both the Town and School Department. Selectman Crowley stated he likes the Lexington format better, but acknowledged he could work with either one. He suggested setting a date by which the Board of Selectmen has to make a decision on which one to use. Chairman Foresto suggested that, as the model will be presented next week, that the Board make a decision at its meeting on December 5 in order to set its budget policy.

For the benefit of viewers, Ms. Kennedy briefly explained the Lexington model, stating that it is a fair model in which no one group is held responsible if fixed costs go up. All groups are treated equally throughout the process. This particular model features a percentage breakdown of operational costs and incremental revenue at 77/22 between Town/Schools. It also utilized a level funded budget with FY11 as the basis for the model, and later adding anticipated revenues. All parties share proportionately in either costs or revenues. Selectman Trindade theorized that ultimately Town Meeting action and available money are driving factors, no matter what kind of model is used. Discussion followed.

School Committee Report from School Committee Liaison:

School Committee Liaison Cindy Sullivan briefly updated the Board on recent activities. She reported that Superintendent Evans recently went to the Republic of China, exploring the possibility of bringing Mandarin into the Medway school language program as well as establishing relationships with schools there. Ms. Sullivan stated the trip was funded by a grant, and similar grants sent approximately 400 educators from across the country to China.

Ms. Sullivan stated a new computerized program, Measures of Academic Progress (MAP), has been implemented and the scores are sent to parents. As questions are answered correctly, they become harder and harder.

Regarding the Middle School Repair Project, Ms. Sullivan stated the contractor is submitting a targeted completion date of December 2012, ten months sooner than originally expected.

The annual Turkey Trot on Thanksgiving Day will take place as planned, which funds replacement uniforms for school athletics.

Selectman Crowley asked for an update on the upgraded replacement computers. Ms. Sullivan stated she will look into it and report back.

Selectman Trindade suggested a brief presentation on all upgraded technology, wireless systems, Virtual Town Hall, etc. to showcase Medway as being on the cutting edge of technology.

Action Items from Previous Meeting:

#3 -- American Legion Building – It was suggested that, according to the original documentation for the building, the group may not understand they cannot sell it, but that it would revert back to the Town if it were no longer used for American Legion activities. Brief discussion followed.

Approval of Warrants:

Selectman Crowley, Clerk, read aloud Warrant #12-21, dated 11/23/11, submitted for approval:

12-21	Town Bills	\$ 27,500.00
12-21S	School Bills	351,276.12
12-21P	payroll town	322,795.55
12-21S	payroll school	777,518.33
TOTAL		\$1,479,090.00

Selectman Trindade moved the Board approve Warrant #12-21 as read in the amount of \$1,479,090.00; Chairman Foresto seconded. No discussion. All ayes, 3-0.

Town Administrator's Report:

As a follow-up to assessing the Town's emergency preparedness, Ms. Kennedy stated she has spoken to another individual with expertise as an Emergency Management Coordinator. Most of it deals with emergency operations capacity with regard to equipment, developing maintenance contracts so that equipment is regularly inspected and reviewed; expanding communications (utilizing ham radio operators), and identifying and equipping emergency shelters. All can be considered in budget preparation.

Selectmen's Reports:

Selectman Trindade stated the joint meeting with the School Committee went well and was beneficial. Mr. Trindade asked how the transition to Virtual Town Hall was progressing. Ms. Kennedy responded that the staff has been meeting weekly to assess progress. Presently, there is only a front page so there is not much to see, and it is a long way before it will go live. Selectman Trindade stressed the importance of the Town's website, noting it is a communications tool for residents and businesses, as well as utilized by people who are considering a move to Medway.

Chairman Foresto reported that the Energy Committee is down three members. He urged people interested in joining the Energy Committee should contact the Town Administrator's office. He added that there are openings on the Board of Assessors as well.

Regarding the role of the Energy Committee, the Board decided that a bylaw regarding review of energy issues was not appropriate at this time, but that the Board is very supportive of the work the committee does. Selectman Crowley suggested that it might be a good idea to send a note to all department heads that all energy matters should be referred to the Energy Committee, and to consider the committee an important resource.

Approval of Minutes:

The Board reviewed Draft minutes of Selectmen meetings held on October 26, October 31, and November 7, 2011.

Selectman Trindade moved the Board approve the minutes of October 26, 2011, as amended; Selectman Crowley seconded. No further discussion. All ayes, 3-0.

Selectman Trindade moved the Board approve the minutes of October 31, 2011, as drafted; Selectman Crowley seconded. No discussion. All ayes, 3-0.

Selectman Trindade moved the Board approve the minutes of November 7, 2011, as amended; Selectman Crowley seconded. No further discussion. All ayes, 3-0.

Tax Rate Classification Hearing:

The Board reviewed a document entitled "FY2012: Residential Factor/Tax Classification Hearing, November 21, 2011" prepared by the Board of Assessors.

Present: Will Naser, MAA, Principal Assessor; Board of Assessors – Pete Manning, Chairman; Jay Newton, Clerk; and Bill Oldmixon, Member.

At 7:00 PM, in accordance with the published legal notice, Chairman Foresto convened a Public Hearing for the purpose of discussing FY12 Tax Classification and determination of a Residential Factor.

Mr. Will Naser, Principal Assessor, introduced the Board of Assessors present, noting that Mr. Bill Oldmixon had just been sworn in earlier today.

Mr. Naser summarized the work the Assessors office has completed in the past year in order to prepare for this hearing, noting that FY12 is a revaluation year for the Town of Medway. Last year they made contact with the state about the plan to proceed. The work is done through the winter and summer, utilizing computer analysis coupled with physical inspections and reviews. The Town received approval on growth, home sales and tax levy growth. Utilizing a PowerPoint presentation (previously sent to the

Board electronically) he reviewed the questions regarding specific exemptions the Town has to consider when setting a tax levy, noting that there are actually four questions communities consider, and clarifying that the fourth one, the Open Space Exemption, does not apply to Medway.

Mr. Naser indicated that the financial information contained in the presentation was finalized on Friday, November 18, updated from the data in the copy the Board received. He reviewed slides featuring various tax rate options featuring a single tax rate (residential only) and three options shifting the tax burden by 5%, 10% and 15%, respectively. He continued with additional slides representing data on past and present tax levies, assessed values, comparisons to other communities, and other related statistics.

It was noted that the sale of the power plant was a major contributing factor under the heading of commercial growth. Mr. Pete Manning, Chairman, Board of Assessors, stated each section (residential, commercial, industrial, etc.) are not examined independently; instead the calculation begins with the amount of money that needs to be raised which is then divided proportionately. Town Administrator Kennedy clarified that new growth, residential or otherwise, is not related to the number of building permits issued. Mr. Naser stated he would provide a breakdown of the areas reflecting new growth. Regarding the historical information page, Mr. Naser reported that some of the land tables have been revised, and the power plant data information has been added to it.

Drawing the discussion back to the purpose of the hearing, Mr. Naser began reviewing the Questions Requiring a Vote by the Selectmen of Medway.

Question 1 – Do you choose to have a residential exemption? Mr. Naser stated the Town of Medway has not had this in the past as it is typically adopted in rental areas and summer home areas, presently 13 out of 351 communities.

Selectman Trindade moved that the Board not adopt a residential exemption; Selectman Crowley seconded. No discussion. All ayes - 3-0.

Question 2 – Do you choose to have a small commercial business exemption? Medway has not adopted this previously, currently adopted by 6 out of 351 communities.

Selectman Trindade moved that the Board not adopt a small commercial business exemption; Selectman Crowley seconded. No discussion. All ayes, 3-0.

Question 3 – Do you choose to have a single tax rate or a split tax rate? If split, what tax burden percentage is desired?

Selectman Trindade moved that the Board adopt a Single Tax Rate (factor of 1) of 17.58; Selectman Crowley seconded. No discussion. All ayes, 3-0.

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Mr. Naser stated that, based on tonight's vote, the Assessors Office will prepare the required form, Classification Tax Allocation, Form LA5, for the Board's signatures and deliver it to the Town Administrator.

The Board commended the Assessors Office and Board of Assessors for their hard work.

At 7:26 PM Selectman Trindade moved to close the public hearing and to adjourn the meeting of the Board of Selectmen; Selectman Crowley seconded. No discussion. All ayes, 3-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary