

Board of Selectmen's Meeting

December 5, 2011, 6:30 PM

Sanford Hall, Town Hall

155 Village Street

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

Also Present: Melanie Phillips, Treasurer-Collector; Carol Pratt, Town Accountant.

At 6:36 PM Chairman Foresto called the meeting to order and led the Board in the Pledge of Allegiance.

Executive Session:

At 6:33 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 of the bargaining or litigating position of the public body (Exemption 3): Sewer Easement Litigation – Medway Trotter; and to return to public session immediately following executive session; Selectman Espinosa seconded. Roll call vote – All ayes, 4-0: Chairman Foresto, aye; Selectman Espinosa, aye; Selectman Crowley, aye; Selectman Trindade, aye.

At 7:05 PM Vice Chairman Foresto reconvened the public session.

Public Comments: None.

Discussion – Policy Governing Use of Blackboard Communication System:

The Board reviewed a document entitled, "Town of Medway Connect-CTY/Mass Notification System Policy and Procedure", adopted 2/1/10.

Present: Allen Tingley, Police Chief; Safety Officer Grimes; Rich Boucher, Director of Information Technology.

Town Administrator Kennedy briefly reviewed the currently policy and use of the Blackboard system. Ideally, its use was to be for announcing emergency situations, but it could also be used to improve general communications. She noted that the schools are using Constant Contact system, which may be more user-friendly. This system would provide approximately 1,900 names for connecting with families in town.

Chairman Foresto wondered why the Town would limit itself to a database with only 1,900 households. Mr. Rich Boucher emphasized that the Town could utilize its ability to email residents, as that part of the system is already set up. With the Superintendent's approval, the Town was able to add an additional list of email addresses. This way only one list needs to be managed, and hopefully the Town can use Constant

Contact when the new website goes active. It is an opt-out system; if people do not want to participate, they can unsubscribe.

Selectman Espinosa asked how residents get on the Constant Contact list, and if there are any issues with privacy concerns. Mr. Boucher responded that residents sign up for it and messages are only sent out after Town Administrator approval. A letter would be sent home to parents telling them what email group to select, or, how to opt out altogether. The system allows people to choose the specific list they want to join. Discussion followed.

Chairman Foresto asked if Constant Contact is as robust as Blackboard. Mr. Boucher responded the system was built primarily for advertising use, but it has been modified with a template to make it easier for the Town to use.

Responding to a question from Chairman Foresto regarding costs, Mr. Boucher stated that the next level of service comes at 2,500 names, but the cost is not much more.

Selectman Trindade asked if messages can be received as text to a mobile device. Mr. Boucher responded that option is available. Chief Tingley stated that option is available through Blackboard, as well. Chairman Foresto stated the key is to educate residents and let them know how things are changing.

Officer Grimes stated parental information is protected, but emails and secondary contact info is input via data entry. Mr. Boucher commented that the lists may have to be repopulated as he is not sure existing lists can be imported into the system.

Ms. Kennedy pointed out that this discussion is for informational purposes and to keep the Board of Selectmen informed. Selectman Trindade stated he would like to see a system where a weekly email announcing Town events/meetings of the week could go out. Mr. Boucher stated that part of what they are constructing is a similar structure, where people can sign up by board or department.

Budget Policy:

The Board reviewed a Draft FY13 Budget Policy.

Present – Carol Pratt, Town Accountant; Melanie Phillips, Treasurer-Collector.

Ms. Kennedy stated the Town Charter requires the Board approve a Budget Policy annually. She stated she, together with Ms. Pratt and Ms. Phillips, would like to take a conservative approach this year, which means facing some challenging issues in budget preparation. She would like to make the policy more equitable, and implement a new way of allocating revenue in the future. Primarily predicated on making revenue projections provided earlier in a 5-year forecast, the process would begin with a level funded budget. No matter what the rate of consumption of the fixed costs, they must be paid and disaggregated from the projected revenues. What remains is the true budget number for Town and School, which is then subjected to a split: Town roughly 22.9%, Schools 77.1%. Any incremental revenues would also be split that way. This

seems to be a fair way to allocate revenue. This particular model is used in Millis and Lexington, as well as at least 15-20 other communities in the MetroWest area. Ms. Kennedy said she is open to suggestions.

Chairman Foresto stated he would like to include the requirement that all budgets will be submitted via the MUNIS system. Ms. Kennedy responded that, following Leadership meeting, she conferred with Ms. Pratt and it would be to Level 3.

Referring to the last paragraph on Table 1, Selectman Trindade stated the verbiage above the picture is a little off, and should instead refer to the fact that the budget put forth at Town Meeting will be voted on by residents in attendance.

Selectman Crowley wondered if this policy would require the Schools to prepare a budget based on the numbers quoted in this policy. He stated he likes the Lexington model, but wants to take more time to look at the revenue numbers before declaring a number. Discussion followed.

Ms. Kennedy stated there is a note that stipulates that the expectation is a level funded budget, but additional information can be added in a separate document that would match up with any additional revenues that might come in via state aid or grant funds.

Ms. Melanie Phillips, Treasurer-Collector, stated the revenue projection is on target within a variance of 1%. Selectman Crowley stated the Board needs to have a discussion on revenue numbers before a specific policy is determined.

Ms. Kennedy stated the average rate of annual revenue increase is 2-3%, not more. Budgets will go up or down based on state revenues, and this is a starting point.

Selectman Espinosa suggested instead of starting low, perhaps they could project an amount they could get, say 2% above this one; then, if it comes in short, they cut from that point. It will help to demonstrate to the Schools that the Town is willing to work with them. Then, if the revenues don't come in, the cuts will be better received.

Ms. Kennedy stated a number had been presented that is deemed sufficient. Timing is critical, and the budgets need to be prepared. Selectman Espinosa theorized that once a policy document is revised, it is no longer a policy, but merely a document. Ms. Pratt stated they have a projection number that allows 2% increase in state aid, currently at \$225,000. Ms. Kennedy stated the budget policy is predicated on the fact that it is level funded, noting that once the governor's numbers are received, it can be adjusted. Discussion followed.

Ms. Kennedy stated she will send budget information out to staff and briefly reviewed the budget calendar. The Board agreed to meet at 5:30 PM on Thursday, December 8, to discuss budget strategy.

School Committee:

No report.

Approval -- One Day Liquor License – Medway Lions at Episcopal Church on December 8:

The Board reviewed the following information: (1) Application for one-day special license, dated November 29, 2011; and (2) Police Chief's Recommendation, dated December 2, 2011.

Selectman Trindade moved that the Board approve a one-day alcohol license for the Medway Lions to host a food benefit concert and wine tasting event at the Episcopal Church on December 8, 2011; Selectman Espinosa seconded. No discussion. Split Vote: 3-0-1 – Crowley, abstain.

License renewals:

The Board reviewed a list of renewing licenses.

Selectman Trindade moved that the Board approve the renewal of 2012 Board of Selectman issued licenses subject to the condition that individual licenses are not issued until all renewal requirements are met; Selectman Espinosa seconded. No discussion. All ayes, 4-0.

Selectman Trindade clarified for viewers that if a license holder has not paid taxes or fees, their license will be held until all outstanding bills are resolved.

Energy Committee:

Ms. Kennedy reported to the Board that the Energy Committee has requested term limits, even though they are an ad hoc committee. The original recommendation from Town Counsel was based on a 7-member committee, not 9 members. It was noted that it is not common to define term lengths for an ad hoc committee associated with a specific project. Typically, assigned terms are associated with statutory committees.

Chairman Foresto stated he spoke with Frank Faist, Energy Committee Chair, that one member is resigning, leaving six members. He is comfortable with a 7-member committee, and thinks it would be a good idea to add a member from the School Committee. Mr. Faist had also indicated he was happy with the way the committee was put together.

Selectman Trindade moved the Board accept the committee composition and terms as prepared by Town Counsel for the Town Wide Energy Committee; Selectman Crowley seconded. No discussion. All ayes, 4-0.

Discussion – Calendar for February Special Town Meeting:

The Board reviewed a Draft Calendar for February 13, 2012 Special Town Meeting.

Selectman Crowley stated he could see no reason for hold a Special Town Meeting in February. Town Administrator Kennedy confirmed there are no outstanding issues.

Action Items:

Route 109 Design Committee – Ms. Kennedy stated she had received notification from Arthur Frost, Director of Region 4, stating that the \$400,000 earmarked design money can be requested to be accessed.

American Legion Building – Selectman Trindade indicated he is still working on this.

Regarding the Power Plant revaluation , there is a meeting tomorrow.

Ms. Kennedy stated she has not heard anything regarding the Kearsage proposal.

Approval of Warrants:

Selectman Crowley, Clerk, read aloud Warrant #12-23, dated 12/8/11, submitted for approval:
\$1,393,141.70

12-23S	School Bills	\$386,542.41
12-23P	Gross Payroll Town	\$273,723.47
12-23SP	Gross Payroll School	\$732,875.82
	TOTAL	\$1,393,141.70

Selectman Trindade moved the Board approve Warrant #12-23 as read; Selectman Espinosa seconded. No discussion. All ayes, 4-0.

Town Administrator’s Report:

Ms. Kennedy announced that staff member Bob Malmberg died suddenly while working at the Recycling Center on Saturday and expressed condolences to the family. Calling hours will be Wednesday from 2-4Pm and 7-9 PM. The funeral service will be held on Thursday, December 8, 2011 at 11 AM at the Crowley Funeral Home. The burial will be at Evergreen Cemetery in West Medway.

Ms. Kennedy announced that she has been working with staff to develop a brochure of local assistance programs to help residents who may be dealing with life challenges. The brochure will be inserted into the next tax bill which is going out next week.

A mockup of the front page of the new Town website was presented.

Ms. Kennedy announced she had received a copy of a letter addressed to Selectman Dunne from new State Representative John Fernandes. She encouraged the Board to invite him to the Legislative Breakfast scheduled for January 6, 2012.

Selectmen's Reports:

Selectman Espinosa had no report.

Selectman Trindade announced that 600 young people are playing basketball in various programs in the community.

Selectman Crowley expressed thoughts on the passing of Robert Malmberg, noting that Bob enjoyed the Town of Medway and his job immensely. He was a very dedicated individual, a military veteran and a true gentleman. The community will miss him. Selectman Crowley added that Mr. Malmberg was very active in the VFW, even at age 81.

Chairman Foresto had no report.

Approval – Minutes:

The Board reviewed draft minutes of the meeting held on November 21, 2011.

The Board opted to postpone this matter until the next meeting.

**At 8:07 PM Selectman Trindade moved to adjourn; Chairman Foresto seconded. No discussion.
All ayes, 4-0.**

Respectfully submitted,

Jeanette Galliard
Night Board Secretary