

1 **Board of Selectmen's Meeting**  
2 **March 5, 2011, 1:30 PM**  
3 **Sanford Hall, Town Hall**  
4 **155 Village Street**  
5

6 **Present: Chairman Dennis Crowley, Selectman John Foresto, Selectman Andrew Espinosa, Selectman**  
7 **Glenn Trindade, Selectman Dunne and Town Administrator Suzanne Kennedy.**

8 Also Present: Melanie Phillips, Finance Director/Treasurer-Collector; Carol Pratt, Town Accountant; Tom  
9 Holder, Director, Department of Public Services; David D'Amico, Deputy Director, Department of Public  
10 Services.

11 At 1:37 PM Chairman Crowley called the meeting to order, and the Board recited the Pledge of  
12 Allegiance.

13 **Public Comment:** None

14 **Discussion with Department of Public Services:**

15 *The Board was in receipt of a report containing Department of Public Services grouped accounts with*  
16 *updates as well as an updated organizational chart with position titles and employee names.*

17 Selectman Dunne stated he had a separate meeting with the Treasurer-Collector because he was out of  
18 town during the last meeting. He would like clarification of where all DPS people are located and costs  
19 associated with them.

20 Mr. D'Amico stated some things have been updated since the original budget was submitted, though,  
21 overall it is much the same. The total staff number did not change. Mr. Holder stated, that, after a year  
22 of study, personnel has been moved around to effect a more efficient operation. Mr. D'Amico noted  
23 that fuel allotments will not be correct due to the significant rise in gasoline prices.

24 Ms. Kennedy stated allocations to enterprise accounts may be different in the Selectmen's budget book,  
25 and that updates have been made.

26 At this time the Board opted to review the documents page by page.

27 Responding to a question from Selectman Foresto regarding the project manager's salary, Mr. D'Amico  
28 stated 50% of that salary was moved to the capital account. Mr. Holder stated the bulk of that  
29 individual's work is attached to specific projects. Ms. Pratt stated future projects can specify the salary  
30 for a project manager in the warrant article. Discussion followed about other fund transfers and the  
31 labor summary.

32 Regarding changes to trash and water, Mr. D'Amico stated those figures will be corrected. He noted  
33 some discretionary work was deferred, and referred the Board to the impact sheet in the budget book. It  
34 shows projects he would like to do but that are not supported by the budget. Further he stated any

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1 contractor work comes out of the DPS budget. This would cover recent work helping fire department  
2 with a variety of things, the elevator, library, police, etc.

3 It was noted that the street lights will be \$5,000.

4 With regard to Snow and Ice Removal expenses, Mr. Holder stated that as of the end of February, the  
5 cost was at \$462,000. If sanding jobs were included, that might increase the total to around \$470,000.  
6 He stated further he has not ordered any additional materials as the barn is one third full at this time.

7 Regarding expenses listed on page 41, it was noted that the biggest single expense is catch basin  
8 cleaning which is contracted out. Other money was spent on collapsed covers which comes out of  
9 budget item "repair and maintenance of roadway". Ms. Kennedy suggested breaking line items out a  
10 little more to better reflect specifically what money is spent on. Chairman Crowley asked why there was  
11 a \$5,000 increase in the Parks. Mr. Holder stated that part-time labor has been more than what was  
12 previously budgeted so he increased it for this budget. The difference depends on length of the season,  
13 and that hiring local people instead of college kids extends the time they are able to work.

14 Selectman Trindade asked about the signage expense. Mr. D'Amico responded that is a general amount  
15 that might actually go to road expenses. The blue street signs are almost done. Mr. Holder clarified that  
16 the green signs indicate "a private way" and will not be changed to blue.

17 Referring to page 42, Selectman Dunne asked about an increase, to which Mr. Holder responded that it  
18 was a reclassification of the position, going from step 8 to a step 10. It was correcting a mistake, not a  
19 salary increase. With regard to consulting, he stated that TruGreen comes in for specific jobs.

20 Discussion followed on road work. Selectman Trindade suggested it be voted at the Annual Town  
21 Meeting. Mr. D'Amico stated it can be shifted within the overall budget as needed.

22 Selectman Trindade asked how salaries referenced on page 44 were disbursed. Mr. Holder stated it  
23 went to full time salaries, i.e., project manager, and any administrative portion has been transferred to  
24 capital.

25 Selectman Espinosa remarked that there was an overall decrease. Selectman Dunne stated it is difficult  
26 to see how changes are included. Is it apples to apples? Mr. Holder responded the apples have just  
27 been put into different baskets. The head count is the same but the money has been moved into  
28 specific accounts to show where the money is being spent.

29 Chairman Crowley suggested review of the enterprise accounts be postponed until another meeting.

30 Regarding vacancies and associated salaries, Chairman Crowley expressed concern that townspeople  
31 claim Town Hall is loading up with people. Selectman Trindade asked Mr. Holder if he plans to fill those  
32 positions and whether those salaries are already built into the budget. He replied that he would like to  
33 fill the positions, and that they are not new positions. The individuals just have not been replaced. The  
34 salaries were in the FY2011 budget and have been carried over. He stated he is actively seeking people,  
35 but the positions are difficult to fill. These positions are key to the department's success.

1 Selectman Dunne stated he would rather save three teachers than hire three new people. Selectman  
2 Trindade suggested a hiring freeze, so that someone hired could not potentially be laid off, given the  
3 current economic times. Mr. Holder responded that the level of services will be dramatically impacted if  
4 these positions are not filled. The salaries are spread through different accounts, some in enterprise,  
5 solid waste, water, etc.

6 Responding to a question from Selectman Espinosa, Mr. Holder stated he and Mr. D'Amico split out  
7 different program areas. Within each are different projects and functions, and they divide them  
8 according to experience required to accomplish it. It was suggested that areas of responsibilities be  
9 added to organizational chart as a way of indicating what kinds of things are handled by whom. Mr.  
10 Holder clarified that he handled all water issues, while Mr. D'Amico is in charge of construction and  
11 roads. Selectman Espinosa acknowledged that the level of service has increased, but noted that the  
12 Board of Selectmen needs to be sure that budget growth does not outweigh the anticipated returns.  
13 Mr. Holder responded that the Department of Public Services is on the front line to remedy situations  
14 and provide good customer service. He wanted the Board to know how things will be impacted if  
15 positions are not filled.

16 Regarding the Storm Water Management Program, Chairman Crowley stated he and Selectman  
17 Trindade attended the meeting at which other communities indicated they are feeling the same  
18 financial pinch Medway is. He stated that the EPA has backed away from its initial schedule, and  
19 regulations will take effect later than expected. He announced that more area meetings are taking place  
20 on March 10, as well as a meeting on March 24 in Franklin with the Charles River Association.

21 Ms. Kennedy stated staff will update budget pages as well as budget projection sheets.

22 On another topic, Mr. D'Amico asked that the contract with Greenman Pederson be placed on the  
23 agenda for the Selectmen's meeting on Monday, March 7.

24 **Discussion with Treasurer-Collector:**

25 Selectman Dunne noted that salaries are down as well as a lower amount for supplies. Ms. Phillips  
26 responded the department no longer uses micro toner cartridges, which were costly.

27 Regarding ambulance billing, the Board wondered why it was not in the EMS account. Ms. Kennedy  
28 stated she talked with the Finance Committee who indicated that since it was a one time deal it was  
29 better not to be embedded into the budget and then lost. It is specifically aggregated as overtime,  
30 though it could really be in either place. Responding to a question from Selectman Trindade, Ms.  
31 Kennedy said she would obtain a calculation of overtime costs.

32 Regarding a line item for technical/professional, the Board wondered if any was spent. It was noted that  
33 it was put into a different account, intended for expense associated with tax billings.

34 The debt service expense is decreased by \$300,000. Ms. Phillips stated that there is nothing estimated  
35 in the budget for a new bond payment in FY12. The Town bonded in August 2010 and included all BANs  
36 outstanding. No amounts are necessary for long-term debt except known bond payments. She stated

1 the Middle School Repair Project will be ongoing with short term borrowing, probably not a bond for a  
2 while. Chairman Crowley asked for updated numbers on long- and short-term borrowing.

3 **General Discussion :**

4 Ms. Kennedy stated she met with the Insurance Advisory Committee regarding health insurance plans  
5 and that most of the bids coming in are within budget. She will continue to work on getting numbers  
6 lower than a 14% increase from last year. Discussion followed on health insurance, retirement benefits,  
7 union contributions, increased copayments, and employee contributions. Ms. Kennedy hoped to have  
8 more information by the end of March.

9 Selectman Trindade stated, on the advice of Senator Spilka, Medway should move its Annual Town  
10 Meeting back to June, as contributory events will be happening in late April. Discussion followed.

11 Chairman Crowley asked why unemployment insurance was budgeted higher. Ms. Kennedy responded  
12 that she took the current expense and stretched it through 2012, then added six people, prior to  
13 receiving information from schools. She analyzed the matter again, and added twelve more for a total  
14 of twenty-two people at roughly \$20,000 per person. Selectman Dunne suggested keeping the  
15 \$425,000 figure until the school budget is worked out.

16 **At 3:20 PM Chairman Crowley suspended the meeting for a five-minute break and then reconvened.**

17 Selectman Trindade asked what monetary articles were eliminated in order to meet budget numbers.  
18 Ms. Kennedy responded that it was a combination of monetary articles and debt service and briefly  
19 reviewed that process. Discussion followed.

20 Selectman Dunne stated that at a meeting with the Finance Committee regionalization of library services  
21 was discussed. He learned that a document created by the Acting Library Director on May 4, 2010  
22 regarding regionalization was never released nor discussed at any meetings held by the Trustees. It  
23 stated reasons why to do it, and how to accomplish it. He received this document on February 13, 2011.  
24 The Board wondered if it should approach the Trustees to see if they would be willing to give it another  
25 attempt or to step back until a more motivated group could work on it. It was noted that \$60,000 is in  
26 the regionalization fund at this time. After discussion, the Board opted to step back. Selectman Dunne  
27 suggested eliminating funding for regionalization at this time. Selectman Trindade commented the  
28 Finance Committee recommended having a joint meeting of Trustees, Finance Committee and the Board  
29 of Selectmen, then formalizing the effort with a warrant article to create a committee. Selectman  
30 Espinosa suggested a non-binding referendum (ballot question) to residents on what they would like to  
31 do as community will help the proposed committee in its efforts. Selectman Dunne pointed out that the  
32 May 4 document was eleven pages long, and contained a survey.

33 Chairman Crowley stated he liked Selectman Espinosa's suggestion. Ms. Kennedy will check with the  
34 Town Clerk to see if a ballot question can be added at this time. She will also ask Town Counsel for an  
35 opinion on whether a charter change to give the Town Administrator authority can be done. Discussion

1 followed on the Board of Library Trustees and its policies, areas needing clarification and changes that  
2 could be made.

3 Mr. D'Amico suggested the Board seek advice on how to word a referendum.

4 **School Department Budget:**

5 Ms. Kennedy is to forward a letter to Town Counsel for review, which is a letter to the School Committee  
6 about the need to adhere to Board of Selectmen policy.

7 Chairman Crowley stated approximately \$700,000 is not accounted for. Selectman Espinosa agreed,  
8 saying it was documented somewhere that their budget should start with the \$23,537,866 figure, yet  
9 the FY11 budget as reflected in the FY12 calculation comes in at \$24,024.534. What is their level service  
10 budget? Discussion followed. Ms. Pratt will verify numbers from actual accounts for Chairman  
11 Crowley. He expressed concern about a big discrepancy between budgets labeled as level service or  
12 needs-based; a needs budget should include layoffs.

13 The Board discussed the benefits of scheduling a joint meeting with the School Committee and Finance  
14 Committee.

15 The Board acknowledged that running a school system is complicated, but the School Department is not  
16 supplying any details to increase understanding. Selectman Espinosa stressed the importance of  
17 trusting in the numbers on both sides, as it matters to those with children in the school system and  
18 those who do not. Ms. Phillips stated that in order to develop an appropriation budget, the School  
19 Department would need to show all sources of funds. It was suggested that the School Committee was  
20 deliberately non-compliant. Selectman Espinosa stated he did not like feeling the wool is being pulled  
21 over his eyes.

22 Ms. Kennedy suggested meeting with the School Committee, and the Board can ask questions at that  
23 time.

24 Selectman Trindade advised holding off on hiring for the Department of Public Services position for  
25 three weeks until budget matters are settled.

26 Discussion followed on deficits associated with special education, out of district tuitions, circuit breaker  
27 and school choice, outside special education consultant, and overall educational vs. budgetary  
28 philosophy.

29 **At 4:35 PM Selectman Trindade moved to adjourn; Selectman Dunne seconded. No discussion. All**  
30 **eyes, 5-0.**

31

32 Respectfully submitted,  
33 Jeanette Galliardt  
34 Board Secretary