

**Board of Selectmen
December 17, 2012 – 6:00 PM
Sanford Hall
155 Village Street**

Present: Selectman Andrew Espinosa, Chairman; Selectman Glenn Trindade, Vice-Chair; Selectman John Foresto, Clerk; Selectman Dennis Crowley; Selectman Richard D’Innocenzo, and Suzanne Kennedy, Town Administrator.

Also Present: Carol Pratt, Town Accountant; Barbara Saint André, Town Counsel; Tom Holder, Director, Department of Public Services

At 6:02 PM Chairman Espinosa called the meeting to order and led the Pledge of Allegiance.

At 6:03 PM Selectman Trindade moved that the Board enter into executive session under Exemption 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel and Exemption 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body [namely, Oak Grove], with the intent to return to public session; Selectman Foresto seconded. The chair so declared. No discussion. Roll Call Vote: 5-0-0 – Crowley, aye; D’Innocenzo, aye; Espinosa, aye; Foresto, aye; Trindade, aye.

At 7:20 PM Chairman Espinosa reconvened public session.

Public Comments: None

Discussion – Evaluation of Parks, Fields and Recreation Areas Committee (EPFRAC) Composition:

The Board reviewed the following information: (1) Email, dated December 6, 2012, from Tina Wright, Open Space Committee Chair; and (2) Email, dated December 6, 2012, from Selectman Richard D’Innocenzo.

Present: Michael Francis.

After discussion, Selectman Foresto moved that the Board appoint Mike Francis to the Evaluation of Parks, Fields and Recreation Areas Committee (EPFRAC); Selectman Trindade seconded. No discussion. VOTE: 5-0-0.

Mr. Francis was advised he will need to be sworn in by the Town Clerk. The next meeting is Thursday, December 20 at 6:30 PM at the Senior Center. At 4 PM there is a meeting at the High School regarding field maintenance.

Employee Recognition – Novatime (Employee Time Record System) Implementation – Richard Boucher, Paige Eppolito, Sarah Pawluczonek, Sean Peplinsky, and Melanie Phillips:

Present: Richard Boucher, Paige Eppolito, Sarah Pawluczonek, Sean Peplinsky, Melanie Phillips.

Ms. Kennedy introduced all participants to the Board. She briefly reviewed the project that began approximately 2 years ago. After some research, they discovered a program that was superior to the industry standard Cronos at the time, and for half the cost. The team did a tremendous amount of beta testing to make sure that it would be suitable for Medway. It is more than a time recording system, as it has the ability to download into payroll.

Mr. Richard Boucher, Director, Information Technology, gave a short presentation showing how an employee would request time off using the software, how it records the request, how it sends a message to the supervisor who can approve it via the program, and that a message of approval is sent back to the employee. The program is tethered to MUNIS and costs \$120 per month to support. Brief discussion followed on the time currently spent processing both Town and School payrolls.

Ms. Kennedy expressed her appreciation for and pride in the work these people have accomplished. The Board thanked them all for their hard work.

Approval – Change Order West Street Water Main Project – Weston & Sampson, \$20,000:

The Board reviewed the following information: (1) Memorandum, dated December 17, 2012 from DPS Director Tom Holder; and (2) Change Order Document.

Mr. Tom Holder reported that, in order to extend the work period, there was a cost associated with that extension. This amount will cover the little things that will remain. Brief discussion followed.

Selectman Trindade moved that the Board authorize the Chair to execute the change order from Weston & Sampson relative to unanticipated additional oversight for the West Street Water Main Project in an amount not to exceed \$20,000; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Discussion/Appointments – DPS Facility Task Force (2) – At-Large and Board of Selectmen Representatives:

There was brief discussion on whether this group would be a task force or committee. Deciding that it would be a committee, a list of potential members was considered.

Selectman Foresto moved that the Board appoint the following individuals to the Department of Public Services Facility Committee: Jack Robinson, Bob Tucker, Pete Manning, Larry Ellsworth, Steve Bevilaqua, Marc Diebus, Jeff DeVolder, and Glenn Trindade; Selectman D’Innocenzo seconded. No further discussion. VOTE: 5-0-0.

Discussion – Choate Park Beautification:

There was brief discussion on residents who volunteered to do beautification work at Choate Park. Those individuals should contact Tom Holder for information.

Discussion – Task Force to Review Future Election Location(s):

Chairman Espinosa briefly explained the initial interest in getting the elections back to the Middle School, noting that a task force would be charged with the mission of examining available polling venues. Now that the gym floor at the Middle School has been refinished, there is concern that using it as a polling place will damage the floor. He indicated he has spoken with the Town Clerk about the formation of a group.

Selectman Trindade wondered about offering early voting, and whether some conditions are under the control of the Town Clerk or if they are state-mandated. It is noted that the committee members will be selected by the next Board of Selectmen meeting.

Discussion – Town/School Facility Consolidation:

Chairman Espinosa briefly reviewed the history of this matter, exploring whether a consolidation would work, pros and cons, etc. Independently, the schools arranged for a consultant to come in and look at it from their perspective. Chairman Espinosa asked the School Committee to bring the presentation to the Board as well so it could decide how best to proceed. Brief discussion followed. It was decided that the Town Administrator would work toward arranging the joint meeting between the School Committee and Board of Selectmen, and place this presentation on that agenda. This matter will also be added to the Action Items list.

Action Items from Previous Meeting:

Street Acceptance Process – At this time one street is being considered for presentation at Annual Town Meeting.

Route 109 – Mr. Tom Holder reported that the DPS staff did a mailing to all the abutters to come to the Senior Center to learn more about the project with sessions in both the late afternoon and early evening. Questions and concerns were noted and incorporated into the committee’s meeting minutes. The Route 109 Design Committee feels better prepared for the 25% design hearing.

Town Cleanup Initiative – Ms. Kennedy briefly updated the Board on contacting many groups and will hold a meeting for potential sponsors in January. Selectman Foresto has contacted school groups, community groups and church groups.

Miscellaneous Discussion – Grant Proposal – Sustainable Water Resource Program:

Mr. Tom Holder, Director, Department of Public Works, reported that grant funds are available through MassDEP in conjunction with the Sustainable Watershed Management initiative and will help the Town work toward required goals. A number of endorsements were secured to accompany the grant application, including the Charles River Water Pollution Control District, Route 495 Partnership, and the Planning and Economic Development Board. The endorsements total approximately \$100,000, an amount that will help cover costs of various water-related items, but does not commit the Town to any particular project.

Approval of Warrants:

Selectman Foresto, Clerk, read aloud Warrant 13-25, presented for approval as follows:

13-25P	Gross Payroll Town	\$ 236,405.38
13-25SP	Gross Payroll Schools	<u>785, 898.99</u>

TOTAL \$1,022,304.37

Selectman Trindade moved the Board approve Warrant 13-25 as read; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Town Administrator’s Report:

Ms. Kennedy announced that Town Hall’s hours of operation will be changed for the holidays. On December 24, offices will be open until 1:30 PM; on December 31, offices will close at 3:00 PM. This announcement has been put on the Town’s website.

For the Board’s strategic planning session, the emphasis will be on communication. Ms. Kennedy asked if the Board would like to create a survey to all taxpayers or to random households. She offered to give the Board a draft copy which is similar to a report card of “How Are We Doing?” She also has a sample of a community newsletter from the Town of Westwood.

In conclusion, Ms. Kennedy reported that numerous staff members have approached her about making some adjustments in regular Town Hall hours. Offices have reported that no one comes to Town Hall to conduct business after 6:00 PM even though the hours on Mondays run until 7:30PM. She will gather more data before bringing a report to the Board.

Selectmen’s Reports:

Selectman D’Innocenzo reported the EPFRAC committee has been created and appointed. Surveys have gone out to High School and youth groups who will be meeting with consultants on Thursday. More information on the other groups who use the parks will be gathered.

Selectman Trindade had no report at this time.

Selectman Foresto reported the Thayer Development Group has met a few times, reducing the scale of some things on the project, and now has gone out to bid again. Items totally \$160,000 was removed from the project.

Selectman Crowley asked for a discussion on fire department issues that were brought up during the Board’s recent strategic planning session. After brief discussion, a meeting was scheduled for Thursday, January 3, 2012, at 7:00 AM.

Selectman Crowley would also like to see a presentation from the Middle School Building Committee relative to the Middle School Repair Project in January.

Chairman Espinosa reported that, in a recent Leadership meeting, traffic issues were discussed. The schools will put the numbers together before presenting to the Board of Selectmen. It is possible that the amount of associated costs will exceed parameters that would be acceptable to CIPC.

At this time, Chairman Espinosa extended the Board’s condolences to the families in Newtown, Connecticut, and extended his sympathies to family of Fred Tingley. Chairman Espinosa will write a letter to the governing authority in Newtown extending condolences and reaching out to the community and families.

Approval of Minutes:

The Board reviewed draft minutes from meetings held on September 17, October 1, October 15, and November 5, 2012.

Selectman Trindade moved the Board approve the minutes of September 27, 2012, as amended; Selectman Foresto seconded. No further discussion. VOTE: 5-0-0.

Selectman Trindade moved the Board approve the minutes of October 2, 2012, as amended; Chairman Espinosa seconded. No further discussion. VOTE: 5-0-0.

Selectman Trindade moved the Board approve the minutes of October 15, 2012, as drafted; Selectman Crowley seconded. No discussion. VOTE: 5-0-0.

Selectman Trindade moved the Board approve the minutes of November 5, 2012, as drafted; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

There being no further business to come before the Board, the meeting was adjourned at 8:35 PM.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary