

Board of Selectmen's Meeting Minutes

February 21, 2012, 6:30 p.m.

Senior Center, 76 Oakland Street

Present: Chairman John Foresto; Selectmen Glenn Trindade, Andrew Espinosa, and Dennis Crowley; and Town Administrator Suzanne Kennedy.

The meeting was called to order at 6:35 p.m.

Selectman Trindade moved that the Board go into Executive Session under 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, with the intent to return to public session; Selectman Espinosa second; Town Counsel Barbara Saint Andre recommended that they also include Exemption 3 which is to discuss strategy with respect to litigation if the Chair declares that an open meeting may have a detrimental effect on the litigating position of the public body; All ayes 4-0.

Public comment: None

Authorization to Expend 911 Grant Funds:

Police Chief Allen Tingley explained that the police department has received this grant annually but that it is not guaranteed and the department is not dependent upon it. The money will be used for communication center upgrades including electrical, lighting and furniture, as well as training.

Selectman Trindade moved that the Board authorize the expenditure of the 911 grant funds in the amount of \$30,194; Selectman Espinosa second; Selectman Crowley requested that a small portion of the grant be used for community policing; All ayes 4-0.

Approval of 2nd Annual Medway Turkey Trot:

Police Chief Allen Tingley said that last year's event was a huge success with about 650 participants and they are hoping to get 1,000 participants this year. The proceeds go towards equipment purchases for the Town's athletic teams. This year's race will take place prior to the Medway/Millis football game on Thanksgiving morning. The Board approved the request for the coming year and plans to discuss any issues that arise from holding the event prior to the football game with Chief Tingley before they approve this as an annual event.

Selectman Trindade moved that the Board approve the request to host the 2nd annual Turkey Trot on November 22, 2012 with the condition that two detail officers be hired by the organization to manage the safety of the runners and flow of traffic during the race; Selectman Espinosa second; No discussion; All ayes 4-0.

Closing of Annual Town Meeting Warrant:

Administrator Kennedy reported that there is an outstanding IT bill in the amount of \$37.24 that needs to be included in the 2012 Special Town Meeting warrant. She provided the Board with a draft article for their review.

Selectman Crowley moved that the Board include the article as presented by the IT department in the amount of \$37.24; Selectman Trindade second; No discussion; All ayes 4-0.

The Board discussed the possibility that they may need to meet prior to the March 19, 2012 Board of Selectmen's meeting to deal with the Special Town Meeting warrant. They will transfer the budget to the Finance Committee by March 19, 2012, but may need a little more time before they transfer the warrant. The Board also discussed the large number of proposed Planning and Economic Development Board articles. They will review the summary that Administrator Kennedy requested from the Planning & Economic Development Board Coordinator. They discussed meeting with the Planning & Economic Development Board to see if any of the articles can wait until the Fall Town Meeting or next year's Annual Town Meeting.

Selectman Trindade moved that the Board close the 2012 Annual Town Meeting warrant; Selectman Crowley second; No discussion; All ayes 4-0.

Approval of Warrants:

Warrant 34 - 2/23/2012
Town Bills \$1,186,720.00
School Bills \$223,620.32
Total \$1,410,340.32

Selectman Trindade moved that the Board approve the warrant as read; Selectman Espinosa second; No discussion; All ayes 4-0.

Action Items:

- Street acceptance progress – The Board would like to confirm that the Meadows are included. Administrator Kennedy said Town Counsel is looking into the constitutionality of an expedited street acceptance process, which would be less costly for the Town.
- Route 109 project - Selectman Espinosa is meeting with the Route 109 Committee tomorrow and will provide the Board with an update at the next Selectmen's meeting. The Board would also like an update on the \$400,000 federal grant and when the Town can expect to receive it.
- Stormwater Resource Management plan - The Board would like this added to the DPS Project Status list. They would like to add DPS Director Tom Holder to a future agenda to discuss the allocation of the cost of this project, how this will affect the sewer enterprise fund, and to provide additional detail on the sewer degradation issue.
- Strategic planning session - The Board would like to schedule this for after the Town election so the new Board member can participate. Administrator Kennedy will find a consultant to facilitate the session. The Board raised several issues they would like to discuss including community preservation, open space, management of historical buildings in Medway, and economic development.
- Kearsarge proposal - Town Counsel is reviewing the pro forma contract and Administrator Kennedy expects to hear back from her in the next couple of weeks.
- Energy Committee configuration - Add approval of the revised configuration to the next agenda.

- Exploratory committee for DPS facility - The Selectmen will put this group together after they complete the FY13 budget.
- Village Street sidewalk reconstruction - The design is complete and DPS plans to begin construction this summer. The Board would like DPS Director Tom Holder to provide them with more information on this project when he comes in to discuss the Stormwater Resource Management plan.
- Sewer extension betterments - Administrator Kennedy said that this process is governed by a statute and is quite lengthy. She anticipates having final bills January 2013.
- Selectman Crowley asked that the following items be added to the action item list:
 - Report from Assessor on status of overlay account
 - Updated list of outstanding bonds from Treasurer/Collector
 - Provide the Board with the balance of the sewer legal account after the final claim is paid
 - Funds held in abeyance from High School construction project
 - Update on free cash items that were approved at last year's Annual Town Meeting and provide status on each
 - Report from DPS on which roads and sidewalks were improved with last fiscal year's capital funds and provide the account balance
 - Ask DPS to create list of community projects that Eagle Scouts could help with
 - Discuss whether the Community Farm can use the 4 acre parcel on Adams Street. Need to clarify whether the Board of Selectmen has the authority to give the approval and what was authorized in original RFP. Follow-up with Conservation Commission to make sure this is an allowable use.

FY13 Operating Budget Discussion:

The Board reviewed the FY13 operating budget and identified areas where they need further clarification. The Board asked Administrator Kennedy to review the budget and make sure the budgeted amounts are accurate. They want to make sure that there is not an unnecessary cushion built into the budgets.

The Board reviewed the following accounts with the Town Administrator and agreed that they have no further questions:

- Annual Town Report
- Assessor
- Capital Improvement Planning Committee
- Council on Aging
- Disability Commission
- Education - Other
- Energy Committee
- Finance Committee
- Finance Committee Reserve
- Health
- Historical Commission
- Human Resources
- Memorial Committee
- Sunshine

- Town Accountant
- Veterans Services
- Zoning Board of Appeals
- Legal

They had discussion on the following:

- Animal Control - There is a possibility that this may change. Administrator Kennedy is waiting to hear back from the Millis Town Administrator.
- Assessor's Department - \$6,000 was added to the budget for assessing software that was not budgeted for and for another software product that will allow the department to use the GIS more efficiently.
- Building Department - \$15,000 was added to the budget for the demolition of a building on West Street. The Board requested additional information on the building inspector's salary.
- Conservation Commission – The Board discussed the fact that only half of the amount budgeted has been spent. They wanted to make sure that residents' requests are being responded to in a timely manner. Administrator Kennedy said she is not aware of any complaints.
- Department of Public Services – The Board requested budget to actual for all enterprise revenue accounts.
- Health Department - \$1,200 was added to the budget for a sharps disposal program. The Board would like clarification about permits to keep farm animals and also which line item the sharps program should be added to.
- Town Administrator – Clarified that the part-time salary is for the night Board secretaries. Administrator Kennedy said she is going to recruit secretaries for the Open Space Committee and the Affordable Housing Authority.
- Town Clerk – The Board would like clarification on the \$6,300 for salary increases and line item 5730.
- Treasurer/Collector – The Board would like clarification on why there was an increase of \$13,800 for a part-time salary and a decrease of \$17,000 for another salary.

They Board will meet on Tuesday, February 28, 2012 at 6:00 p.m. to discuss the budgets for Fire, Police, Police/Fire Dispatch, Planning and Economic Development Board, Library, Human Resources and IT. They will also meet on Thursday, March 8, 2012 at 6:00 p.m. to discuss the DPS budget and enterprise accounts. The Board would like to review the enterprise account budgets for the last several years as well as the revenue collected to date.

Public Hearing for Supreme Pizza LLC Alcohol License:

Selectman Trindade moved that the Board open the Public Hearing at 8:03 p.m. on the application for an alcohol license by Supreme Pizza LLC; Selectman Espinosa second; No discussion; All ayes 4-0.

Owner John Spiliakos explained that he applied for a license last year but his attorney failed to file the required paperwork and the application was deemed incomplete by the Alcoholic Beverages Control Commission. Consequently, the license was forfeited. He retained a new

attorney and resubmitted his application. The Board confirmed that the Town has received all of the required paperwork including an abutter's list.

Selectman Trindade moved that the Board grant a wine and malt restaurant license to Supreme Pizza LLC at 67C Main Street and approve John Spiliakos as manager; Selectman Espinosa second; No discussion; All ayes 4-0.

Selectman Trindade moved that the Board close the Public Hearing; Selectman Espinosa second; No discussion; All ayes 4-0.

Town Administrator's Report:

Administrator Kennedy reported that the Town will be participating in a performance measurement program through the International City/County Management Association (ICMA). There are currently 200 communities around the country who are participating in this program. She also reported that the Town has decided to postpone its participation in a thermal imaging study through Sagewell. They still have some questions that they would like answered before they commit to the program. Administrator Kennedy said that she spoke with Medfield's Town Administrator and he said the program has been a huge success in Medfield.

Selectmen's Reports:

- Selectman Espinosa did not have a report.
- Selectman Crowley did not have a report.
- Selectman Trindade requested a proclamation for the Eagle Scout. He also requested a revised one page format for the DPS project list.
- Chairman Foresto reported that he had met with the schools to discuss the payback for the ESCO but that there needs to be further discussion on this matter. He also reported that he met with Bob O'Neill from Medway Cable and Medway's Director of IT Rich Boucher at the library to discuss setting up video broadcasting from several of the library's meeting spaces. The Board also discussed the need to discuss and create a long-term plan and vision for the library. They are waiting to receive the library's prioritized list.

At 8:40 p.m., Selectman Trindade moved to adjourn. Selectman Espinosa seconded. No discussion. All ayes, 4-0.

Respectfully submitted,
Michelle Reed