

**Board of Selectmen's Meeting
February 28, 2012, 6:00 PM**

**Town Administrator's Conference Room, Town Hall
155 Village Street**

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

Also Present: Carol Pratt, Town Accountant; Sue Ellis, Director, Human Resources; Melanie Phillips, Finance Director; Allen Tingley, Police Chief; Paul Trufant, Fire Chief; Susy Affleck-Childs, Planning and Economic Development Coordinator; Rich Boucher, Director, Information Technology.

There being a quorum present, Chairman John Foresto called the meeting to order at 6:07 PM and led the group in the Pledge of Allegiance.

Public comment: None

FY2013 Budget Discussion:

The Board has been reviewing budget information from all Town Departments and meeting with departments as necessary.

Planning Department:

Present: Susy Affleck-Childs, Planning and Economic Development Coordinator.

Directing the Board's attention to line item 5002, Ms. Kennedy stated the change is for the economic development initiative that was discussed at the joint planning meeting. A full proposal for \$59,000 included a staff person. Discussion followed on use of the \$20,000 not for a person, but instead for assistance with marketing materials, website help, etc. so that Ms. Affleck-Childs could be more hands-on with economic development activities.

Selectman Crowley asked what the current market was for this type of consulting service. Ms. Kennedy stated she had previously calculated the approximate cost of part-time services. Ms. Affleck-Childs added that she has approach a couple of firms but has not discussed money as yet. Selectman Espinosa questioned the need for this amount. He suggested tabling it until the Board meets with the Planning and Economic Development Board. Ms. Affleck-Childs responded that they felt the original proposal was an attempt to get some positive steps forward, adding that they would be happy to meet with the Selectmen. She offered to prepare a proposal specifically defining what they could do with the \$20,000.

Referring to the Planning Board full time salary figure, Selectman Crowley asked about the step increase and rate. Ms. Carol Pratt, Town Accountant, reported that the retroactive amounts for FY11 are included in the FY12 budget.

Considering line item 5383 Contract Services, the Board wanted to know why the budgeted amount jumped from \$6,000 to \$10,000 when only \$600 was used this year. Ms. Kennedy responded that figure covers the Design Review Committee, Open Space Committee, and the Planning Board, adding that \$1,300 was spent in that line item. Those funds are targeted for graphic illustrations in Design Review guidelines, work with the Open Space Committee on a brochure, for an engineering firm to pay for work they've done, and a workshop. There are also things coming up in fourth quarter FY12. Chairman Foresto stated he would like to keep this item open for a while.

Information Services Department:

Present: Rich Boucher, Director, Information Technology.

Chairman Foresto asked for a description of Novatime. Mr. Boucher responded that it is a time management system for the Department of Public Services. During Phase 2, all of Town Hall will be included in a web-based time clock system, recording time and attendance. Ms. Phillips stated that DPS staff punches in, the system creates the report, and her office will import it into the payroll system. Ms. Kennedy stated she hopes to get all departments onto the system so that the payroll can be downloaded easily. Ms. Ellis expressed concern that it could be a delicate union issue with the Police Department.

On a related topic, Mr. Boucher mentioned PeopleGIS offers a fairly robust system for creating a DPS ticketing system. The program is currently under development within the GIS family of products, and the Town already pays a fee to GIS. Ms. Kennedy stated she thought the Town was considering a program called School Dude for such an application. Mr. Boucher responded that was the first he had heard of that proposal. Selectman Espinosa asked if PeopleGIS would be more municipally compatible as School Dude is geared toward schools. Mr. Boucher indicated the Town would not have to pay for School Dude as it is already paying for it under the school umbrella.

Selectman Espinosa acknowledged that buying computers is easy, but that maintenance, staff and upgrades are a different thing. With 25 servers, over 1,000 desktop computers and only three people to handle it all, he asked if Mr. Boucher had considered outsourcing some tasks. Mr. Boucher responded that he considered adding a position for desktop support this year, but opted instead to use those funds for some other things. Part of the capital request is to automate a lot of desktop components, disaster recovery and other functions. Similarly, part of the virtualization plan is to help automate some things. Discussion followed.

Mr. Boucher emphasized that the IT Department will need another desktop support person. Once staff members are given more kinds of software, they need to be trained on how to use it and keep it running. If another person is out of the question for this year, he would definitely like one for next year. Chairman Foresto supported Mr. Boucher's intention, noting that the industry standard for the ratio between desktops and technicians is 40 computers to one technician. Here it's much higher. Mr. Boucher noted that the school contains computer labs with multiple computers that can be upgraded as a unit. Responding to a question from Selectman Espinosa about outsourcing, he stated some things could be, but he has not considered it at that level yet.

Ms. Kennedy stated typically when a resource (staff person) is shared, that salary is shared by both entities. The Town is paying the lion's share of Mr. Boucher's salary, and she suggested that perhaps that should be shifted more to the school as they are getting more of his time and services. It seems

disproportionate. Chairman Foresto stated he was willing to bring this issue up at the next meeting with the Superintendent.

Mr. Boucher noted that Mr. Sean Peplinski's time is split 90% Town and 10% School, adding that he would like to see him use the IT staff at the school for more routine tasks, such as connecting printers.

Selectman Espinosa noted that people are making decisions on technology without considering the impact on the Town or the budget, and suggested a strategic overview. Ms. Kennedy stated a lot of Mr. Boucher's time is put toward implementing software at the schools. Discussion followed on town-wide systems, fiber optics, internet access, and the information loop. Ms. Melanie Phillips, Finance Director, theorized that everyone looks at making their individual offices and departments more efficient, independently of others. An operational overview might be useful.

Selectman Crowley asked Mr. Boucher for his thoughts on how he would use free cash. Mr. Boucher responded that he has submitted two warrant articles – one for the virtualization of servers, and the other for virtualization support, interactive equipment, and upgrade of desktops. Selectman Crowley wondered why computer replacement is not included in every annual budget so that the price tag is a little softer instead of a big hit once every five years. Mr. Boucher explained the virtualization project, noting it benefits both the Town and the schools. Server farms are at the high school and middle school due to their climate control abilities. The plan was developed two years ago, and he is updating the plan. He added that he is trying to get it to the Capital Improvement Planning Committee with revised numbers.

On another topic, Selectman Crowley wondered why white boards are being purchased out of Town funds (free cash) and not out of the school budget. Brief discussion followed. Selectman Crowley asked Mr. Boucher to ask Mr. Verdolino if the computer expense of \$400,000 was included in reports sent to DESE.

Regarding salaries, it was noted that the \$157,000 does include retroactive adjustments. Ms. Kennedy noted a network engineer got a step increase at six months. Similar positions in other towns are \$20,000 higher.

Mr. Boucher suggested transitioning maintenance costs to an operating budget for technology, noting that replacement of technology equipment is more operational than a capital expense as it occurs every year.

Police Department and Police/Fire Communications Department:

Present: Allen Tingley, Police Chief.

Regarding heat and electricity, the Board noticed that three-fourths of the year has passed but not much of those funds have been used. Chief Tingley stated he is hesitant to move some of those funds for those other things as the winter is not over yet. Ms. Kennedy stated those figures would be revisited at the end of March.

The holiday day budget of \$58,000 is already gone, yet next year's budget request is only \$59,000.

The increase in the Firearms allotment is due to costs incurred to certify people, not to purchase new weapons.

Regarding the request for a police vehicle, Chief Tingley stated two were requested last year and the department received one. Selectman Crowley suggested that since this year the request is for three it made more sense to take the cost of two out of free cash so that the department could consistently get one each year going forward. Ms. Kennedy cautioned that she cannot always guarantee there will be adequate free cash each year. Chief Tingley clarified the department really needs two each year, and they rotate them at approximately 80,000 miles. At levels higher than that transmission problems and other issues come into play. Ms. Pratt clarified that vehicles cannot be a capital expenditure because the Town cannot depreciate it. Chief Tingley suggested it could be a line item each year once the number of vehicles is caught up. He stated he would revise the document, and return it to Ms. Kennedy.

Selectman Espinosa asked for justification for an additional officer outside of needing a lieutenant to investigate. Chief Tingley clarified he is seeking a detective, as calls for serving are increasing, as is the manpower on various investigations. This past month there have been several sexual assault cases, which take a lot of time and leg work investigating. To do that, an officer comes off the schedule, and then the pay comes out of overtime. Discussion followed on scheduling. There are house and car break-ins and, if the cost of gasoline goes very high, people will start stealing gas out of vehicle tanks. Chief Tingley continued, stating the added training is a huge part of it, specifically on computer theft, child pornography, and sexual assault, to name a few. Selectman Espinosa asked if this budget would be sufficient were it to be level funded next year. Chief Tingley said he would love three additional staff members but knows it cannot be done right now.

Chief Tingley stated his request for a detective was included in the impact statement, but not in the actual budget. Chairman Foresto asked about the specific costs of hiring a detective. Chief Tingley clarified that he would hire a new officer, a regular patrolman, and promote someone from the ranks to detective at a salary of roughly \$80,000. This would save approximately \$5,000 in overtime costs.

Chairman Foresto stated there are little pockets of money all across the budget that could be combined to create the money for a detective. School enrollment is dropping yet the school budget is not. They are adding positions. They should look at this seriously as it affects the entire town.

Selectman Crowley asked Chief Tingley to provide population figures as compared to the officers on staff during various years, expressing interest in seeing if there are trends on either side. The report should include crime rates, statistics, number of cases, time in court, etc. This will help the Selectmen defend any addition to the budget. Discussion followed. Chief Tingley stated there were 22 officers in 2004. He added that School Resource Officer duties take a lot out of the schedule too.

There was brief discussion on officers attending court. Sometimes the court cases are continued without notification coming to the department. Officers go to court only to find it isn't happening. This costs the department in shift coverage, and it is unclear how to resolve the problem.

Chairman Foresto asked about police details for the Medway 300 activities next year and whether some funds should be added to cover those details. Ms. Pratt stated money contributed from event sponsors should cover those costs. Chairman Foresto expressed concern that some events, such as fireworks, will attract people from other communities, and the impact is unknown. Selectman Crowley asked if auxiliary officers could donate their time; Ms. Kennedy stated that would create a huge problem with the union.

Regarding Police/Fire dispatch, it was noted the budgeted amount of \$6,472 was for police/fire communications training on a continuous basis. This particular line item reflects costs when they go out with the patrolmen, though a 911 grant covers the regular training

Ms. Kennedy asked Chief Tingley to have updated information to her within ten days as she would like to get the budget to the Finance Committee on March 19.

Fire Department:

Present: Paul Trufant, Fire Chief.

Chairman Foresto asked Chief Trufant to update the Board on the ladder truck. Chief Trufant explained that such as truck is priced at approximately \$860,000 on a state bid list. All fire trucks, ladder trucks, and rescue units are on a Commonwealth of Massachusetts bid list. Ms. Kennedy suggested the Board consider bonding the purchase as it is a large price tag to pay with cash. Ms. Melanie Phillips clarified that a bond would be no more than 10 years. Chief Trufant estimated the ladder truck's useful life to be 25 years. Chairman Foresto noted the Capital Improvement Planning Committee recommended bonding it. Ms. Kennedy stated the warrant article specifies \$900,000.

Responding to a question from Selectman Espinosa about the next vehicle that might be needed, Chief Trufant responded that would be a command vehicle which also might be on a bid list. This vehicle carries all the emergency supplies required by FEMA and MEMA, in case the chief is the first person on the scene. The vehicle is \$50,000, a good sized SUV that not only carries equipment but can be used off road as well.

Referring to the ambulance service, Selectman Crowley asked how the new billing process was working out. Chief Trufant replied it was working out well, as the staff is getting accustomed to the computers. Ms. Phillips noted that last year's revenue was \$315,000. To date, \$261,000 has been collected, and the collection figure could be up to around \$400,000 by the end of the year.

Chief Trufant reported that he would be retiring from the Fire Department on June 21.

Medway Public Library:

Selectman Espinosa expressed concern that every year they are funded at a certain level with the Board's anticipation of consolidating and strategically making the library a viable entity. He reminded the Board of last year's article to change the Charter, which was withdrawn prior to Annual Town Meeting; instead a nonbinding ballot question was posed. Chairman Foresto noted there is a broad range of options between leaving things as they are and changing the Charter.

Selectman Crowley stated he spoke with Ms. Carol Brown last night who indicated the Trustees were finalizing their submission to the Board, intimating there was a priority list.

Chairman Foresto expressed concern that the Board hasn't told the Trustees what framework to work with making the expectation of hearing something definitive from the Trustees somewhat unrealistic. Selectman Espinosa stated capital expenditures need to be reviewed. Perhaps they could free up money in the library budget to hire a director. Chairman Foresto emphasized that the Board owes them the courtesy of telling them what the Town's funding vision for the library is so they can develop their plans around that. Discussion followed.

A straw poll was conducted: Chairman Foresto does not support a full-time Director for next year. Selectman Espinosa agreed. Selectman Crowley suggested the Board needs to have a separate discussion about this.

Ms. Kennedy encouraged the Board to take time during the week of March 5 to review outstanding issues, as well as initial review of warrant articles that may be ready. Discussion followed.

Approval of Warrants:

Selectman Crowley, Clerk, read aloud Warrant 12-35, dated 3/1/12, submitted for approval:

12-35SP	Gross Payroll School	\$745,032.34
12-35P	Gross Payroll Town	\$205,451.28
	TOTAL	\$950,483.62

Selectman Espinosa moved that the Board approve the Warrant as read; Chairman Foresto seconded. No discussion. VOTE: 3-0-0.

Search Process – New Fire Chief:

RSelectman Espinosa asked about the process to hire a new chief. Ms. Kennedy replied that she hopes to hire someone to come on board effective July 1.

Selectman Espinosa mentioned there was a meeting several years ago where a job description and search process was determined for the position of Fire Chief, as well as general reorganization of the Fire Department. Ms. Sue Ellis, Human Resources Director, stated thus far 46 applications have come in. Discussion followed on developing the job description and criteria for the position, present staff vs. out-of-town applicants, etc. Ms. Ellis stated she did a comparative analysis of various kinds of communities that had openings in their Fire Departments, and looked over their job descriptions, required certifications, and other criteria. It was noted that this could be a good tool to use in the search/interview process.

Miscellaneous:

It was decided that the Board would review remaining budget sections such as Unclassified and Department of Public Services (including Enterprise) at the March 8 meeting, but hold off on the Library for the time being.

Ms. Kennedy reported that Mr. Bill Fisher, Health Agent, would be retiring on April 3, though she is trying to convince him to stay until the end of FY12 to conduct inspections.

Regarding funding for Animal Control, the recommendation was to budget \$6,800 more to cover extra duty on weekends. It was noted that Mr. Aspinwall has been spending additional funds for various expenses. Chairman Foresto requested justification, such as proof of those expenses, statistics on calls, etc.

Ms. Kennedy stated the Board will look at the fuel budget at the end of March when more heat and electricity data is available.

Ms. Kennedy suggested increasing the budget for the Sunshine group a little; it is presently level funded.

Referring to Norfolk Agricultural Technical High School, Ms. Kennedy stated the school's budget went down because enrollment went down. The Business Manager will give her an estimated enrollment number as of March 31.

Ms. Kennedy encouraged the Board to begin looking at the Annual Town Meeting Warrant during the week of March 19. Further, she recommended that the Claybrook article be omitted, at least for now.

Returning briefly to the earlier discussion of a police detective, Selectman Espinosa suggested that, if the Board can find half of that salary in the budget, perhaps the Town Administrator can find the other half. Chairman Foresto concurred, noting that \$20,000 could be put toward a detective instead of economic development. Discussion followed.

**At 8:50 PM Chairman Foresto moved to adjourn; Selectman Espinosa seconded. No discussion.
VOTE: 3-0-0.**

Respectfully submitted,

Jeanette Galliardt
Night Board Secretary