

**Board of Selectmen's Meeting  
March 8, 2012, 6:00 PM  
Town Administrator's Conference Room  
155 Village Street**

**Present: Chairman John Foresto, Selectman Andrew Espinosa, Selectman Dennis Crowley, Selectman Glenn Trindade (6:06 PM) and Town Administrator Suzanne Kennedy. Selectman Richard Dunne was absent.**

Also Present: Melanie Phillips, Treasurer-Collector; Carol Pratt, Town Accountant; Allen Tingley, Police Chief; Tom Holder, Director, Department of Public Services; David D'Amico, Deputy Director, Department of Public Services; Tina Wright, Open Space Committee.

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At 6:00 PM Chairman Foresto called the meeting to order and led the Board in the Pledge of Allegiance.

**Public Comments:**

At this time Mr. Bruce Hamblin approached the Board about the possibility of creating canoe launch points on two Town-owned properties, specifically, Village Street slightly west of Walker Street, and the other right below the amphitheater. He theorized that fishing might be allowed pending a determination by the Department of Fisheries and Wildlife. Brief discussion followed on construction and maintenance costs, use of Norfolk County Engineers, public access to the launches, and a site walk. Tina Wright, Open Space Committee, stated she would walk the site on Wednesday, March 28, at 6 PM and will work with Tom Holder on aspects of the proposal.

**Executive Session:**

**At 6:08 PM Selectman Trindade moved that the Board go into Executive Session 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 (Exemption 6): Briggs Property; 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 6:23 PM Chairman Foresto reconvened the public session.

**Deed Acceptances:**

*The Board reviewed the following information: (1) Deed for Iarussi Way, and (2) Deed for Evergreen Meadows Parcel A.*

It was noted that all necessary procedures have been completed and that this deed has already been accepted by Town Meeting vote. This vote is to accept the deed, conveying the road, and will serve as a template for similar situations to follow.

**Selectman Trindade moved to accept deed for Iarussi way as presented to the Board; Selectman Crowley seconded. No further discussion. VOTE: 4-0-0.**

**Selectman Trindade moved that the Board vote to accept the deed to Evergreen Meadow Subdivision “Parcel A” and “Open Space” as presented to the Board and that oversight of this land be granted to the Conservation Commission; Selectman Crowley seconded. No discussion. VOTE: 4-0-0.**

Chairman Foresto stated he would like to meet with all the boards and committees in Town in a “visioning” workshop. He believes it is the Board’s job to develop a strategic plan. After brief discussion, it was decided that he and Ms. Kennedy will spearhead the effort.

**Authorization of Chairman to Execute Contract with Architectural Consulting Group, LLC for Owners Project Manager Services for Thayer Project -- \$80,460:**

*The Board reviewed a proposed contract, dated February 23, 2012.*

Chairman Foresto clarified that this vote is approving the ability to spend money to advance to the next phase of the project. He added that the contract is written in such a way that no funds can be spent on design services without Town Meeting approval. Brief discussion followed.

**Selectman Trindade moved that the Board authorize the Chairman to execute a contract with Architectural Consulting Group, LLC for owner’s project manager services for the Thayer project in an amount not to exceed \$80,460 conditioned upon approval as to form by Town Counsel and availability of funds by the Town Accountant; Selectman Crowley seconded. No further discussion. VOTE: 4-0-0.**

**Continued Discussion -- FY2013 Budget Discussion:**

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

Police Department: Allen Tingley, Police Chief, distributed a history of departmental activity for years 2003-2011, a report categorized by type of crime, statistics, etc. Chief Tingley stated crime investigation is a big hit on manpower, pulling officers off street patrol for investigation tasks. A great deal of officer time is being spent appearing in court almost five days a week. He emphasized that an additional staff member would help spread out the duties without leaving the patrol staff shortchanged.

Chief Tingley also shared a listing of department staffing, the volume of calls for service, and the town’s population. Brief discussion followed. Selectman Espinosa asked for counts of various crimes that directly support the proposed additional position. Chairman Foresto recommended amending the handouts to include more identifiable information that would be easy for residents to understand, i.e., totals of particular crimes in a year.

The salary range for such a position is \$62,000 - \$78,000, including benefits. Chief Tingley stated it is often difficult to cover some shifts due to officers holding other jobs, parental responsibilities, or the way the union contract is written. Some officers would rather have the extra shift for overtime wages rather than switch shifts. Discussion followed.

The Board asked Ms. Kennedy to assist Chief Tingley to reorganize the information in a format that will be more meaningful to residents. The Board may meet at 7 AM on Monday, March 12, in order to wrap up the budget work.

Animal Control: There was a request to increase weekend hours for the Animal Control Officer. It is believed that, in the past four years, the officer may have personally borne the costs of weekend calls. Brief discussion followed.

**Selectman Trindade moved to approve additional funding for the Animal Control Officer in an amount to be specified by the Town Administrator; Selectman Crowley seconded. No discussion. VOTE: 4-0-0.**

Department of Public Services: Tom Holder and David D'Amico were present for this discussion. A summary sheet for the department was included in the budget book. It featured historical comparisons on uses of general funds for all programs. It was noted that capital project funding helps to support salaries as they spread their time over those projects.

There has been an increase in leased space. An additional bay next to current space on Broad Street has become available and the department will use it to store equipment.

Mr. Holder explained that he wants to stagger revenues over the next couple of years in order to get into a routine. Responding to a question from Selectman Trindade, he confirmed there will be no new hires or promotions. Selectman Crowley expressed interest in seeing how various positions are budgeted.

Chairman Foresto noticed that the amount for Contracted Services is reduced. Mr. Holder responded those services are typically for electrical services or plumbing because current staff does not have the appropriate licenses. Mr. D'Amico clarified that small jobs can be funded out of their budget, but larger ones will have to go to the Capital Improvements Planning Committee, such as adding an extra line of electrical outlets because there are more computers.

It was noted that a new budget line was added for Rentals and Leases, figures that used to come out of Contracted Services. Some line items are higher than budgeted, others lower, and they need to balance out over time.

Selectman Espinosa asked why there was an \$8,000 increase in library custodial work. Mr. Holder stated last year this was moved from the library budget in order to keep their budget steady.

With regard to Snow and Ice, the Board questioned the \$60,000 amount for maintenance. Mr. Holder stated the staff has to repair and replace parts. Last year's winter was especially difficult on the equipment.

It was noted that costs for Hurricane Irene was charged to this budget, though the reimbursement should be coming in. Mr. Holder stated there is a lot of salt left over for next year, and anticipates the surplus to result in free cash. Discussion followed on things that could be funded out of that free cash.

Responding to a query on the nature of DPS Road Work, Mr. D'Amico stated \$80,000 is for drainage and catch basin cleaning contract work.

Referring to Parks Salaries, Mr. Holder explained there are seasonal workers, typically students, reflected in this line item. He said this labor is well worth the investment. With the Medway 300 celebration coming up, he suggested added salary for two more students, if possible. He indicated the

biggest challenge was getting the workers to the place they needed to be as they usually did not have driver's licenses or vehicles.

Selectman Trindade noticed that Field Maintenance and Capital Improvements divided salary costs. It was noted that the Parks Department makes the spending decisions, sometimes from revolving accounts. The \$30,000 amount reflects contracted supplies. Selectman Trindade asked for an accounting of how it is spent. Brief discussion on soccer fields followed, i.e., reserving space, permits, maintenance, etc.

Responding to a question from Selectman Crowley, Mr. Holder stated there is \$40,000 in the revolving account representing all sports. Mr. D'Amico will prepare a breakdown of those funds.

With regard to salaries, Selectman Crowley expressed concern that too much salary expense is pushed off onto enterprise accounts and not reflected in the actual budget. Mr. Holder stated some of the salary expense comes from the enterprise account as well as the general fund budget. He supported this position by stating staff time is spread over different projects, and their salaries are similarly attributed. Discussion followed.

The Board engaged in general discussion on DPS overtime, electricity and gas expenses, beeper coverage, and tree work. It was noted that the department is getting requests to do tree work on the open space areas as well as for conservation lands. The costs incurred to grind up tree debris from Hurricane Irene were included in the reimbursement expense submission. P45 DPS overtime is for the staff in the field. Chairman Foresto noted that much of the debris should be the responsibility of the homeowner.

It was noted that Contracted Services includes expenses for surveillance work, electrical work, Dig Safe, and similar services.

There was brief discussion on road repairs after the water main replacement project has been completed. Mr. Holder stated the contractor maintains the "patch" for a year while the road settles; then a more permanent patch is done. Selectman Trindade expressed concern that potholes will crop up soon on the patched area and that there is no money for repair beyond the patch.

Selectman Espinosa asked about part-time wages. Mr. Holder stated the actual costs will continue to rise, but acknowledged that no specific projects are budgeted. Accounts that are not fully utilized are drawn on for other projects, as needed.

The Board asked for a copy of expenses for both Sewer and Water Departments to date.

There was general discussion on Rentals, Consulting, Water Expenses, Water Revenues, and Debt Service for 2012. Since staff is not reading meters due to meter replacement, they are performing valve maintenance and hydrant replacement duties. A section of sewer line will need to be repaired, specifically, 7,000 feet of the Chicken Brook interceptor. While the pipe itself is in fairly good condition, there are pipe joints and manholes that need attention.

Selectman Espinosa asked about the line item for Legal Expenses. Ms. Kennedy stated this was her recommendation.

Selectman Crowley asked for a master list of projects, showing how each project is funded, along with a priority list.

Mr. Holder reported that the CIPC was planning to replace the flatbed truck. However, he would like to swap the truck for a backhoe for \$140,000. Specific information will come from CIPC; Mr. Holder submitted his information this morning.

Mr. Holder stated drainage improvements for Lovering Street are being included in the sidewalk project. Mr. D'Amico stated the engineer will be contacted to assess catch basin replacement or repair needs.

Referring to Article 14 and the lease of roadway equipment, Mr. Holder clarified that involved the hook lift truck, on a lease-to-own program. Right after their capital requests were processed, their existing backhoe (circa 1996) fell apart, and the department is using a rented backhoe. The rental money will be applied to the purchase price, if the article passes.

The Board turned its attention to the Unclassified section of the budget book. There was general discussion on debt service, insurance, retirement, workers compensation, unemployment, health insurance and other benefits.

With regard to the Library, Chairman Foresto stated he reworked the numbers from Wendy Rowe into a more user-friendly format. It was noted that additional computers should come out of the Information Technology budget, not the Library budget. He stated that the Library Trustees have developed a budget plan along with a list of future items they would like to secure. These would be nonrecurring items that would not be included in an annual budget, but instead paid via warrant article or from free cash. Ms. Kennedy recommended that any increase go into a warrant article with the stipulation that it be paid from free cash. Discussion followed.

With regard to four acres of available land on Adams Street, it was noted that an RFP would be necessary to determine the value of the land. Ms. Kennedy stated the matter was on the Board's agenda for its March 19 meeting. An appraisal has been completed.

It was announced that free cash will be in excess of \$2,000,000 this year; \$1.4 million is already earmarked with a remaining \$600,000 unallocated. Ms. Kennedy suggested creating another stabilization fund, this one for capital improvements. She noted the auditor expressed concern about excessive use of free cash. Ms. Phillips suggested putting some money into the OPEB Trust, which would indicate the Town is committed to the program. Brief discussion followed. Ms. Phillips will work on a proposal for splitting dividing money into the OPEB Trust and Capital Improvements Stabilization Fund which would be created from operational reserve and free cash.

**At 9:52 PM Selectman Trindade moved to adjourn; Selectman Crowley seconded. No discussion. VOTE: 4-0-0.**

Respectfully submitted,

Jeanette Galliardt  
Night Board Secretary