

**MEDWAY BOARD OF SELECTMEN**  
155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053  
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*Dennis Crowley, Chairman  
John Foresto, Vice Chairman  
Richard D'Innocenzo, Clerk  
Glenn Trindade, Member  
Mary Jane White, Member*

**Board of Selectmen's Meeting Minutes**

**October 7, 2014 at 7:00 p.m.**

**Senior Center**

**76 Oakland Street**

**Present:** Chairman Dennis Crowley; Selectmen John Foresto, Richard D'Innocenzo, Mary Jane White, and Glenn Trindade; and Town Administrator Michael Boynton.

At 7:05 p.m., Chairman Crowley called the meeting to order and led in the Pledge of Allegiance.

**Public Comments:** None

**2014 Fall Town Meeting Warrant Discussion:**

*Article 17- Community Preservation Act Fund Transfer: Housing Production Plan*  
**Selectman Trindade moved that the Board approve Article 17 as written; Selectman D'Innocenzo second; No discussion; All ayes 5-0-0**

Community Housing Coordinator Doug Havens provided the Board with a quick update on the affordable housing units that are planned for the American Legion property on Cutler Street. He said there is enough money in the Affordable Housing Trust for the Town's portion of the project. They plan to hold a neighborhood forum to discuss the project in the near future. He said the existing structure will remain and there will be 10 apartments consisting of 1, 2, and 3 bedroom units.

**Excess Levy Capacity Discussion:**

This item was taken out of order on the agenda due to the fact decisions about this impacted several articles on the Fall Town Meeting warrant.

The Board reviewed and discussed the Fiscal Year 2015 Budget Review summary provided by Town Administrator Michael Boynton, including the FY15 required adjustments and FY15 service needs requests. The Board discussed whether they should levy the excess capacity and to what extent in FY15, or wait until FY16 to make the adjustments. Levying the capacity in FY15 would increase residents' tax bills more than what they would otherwise experience. Residents will already see a \$194 increase in their tax bills for third and fourth quarters.

The Board reviewed each item individually to determine whether they would like to fund it. They then discussed how the \$229,943 in additional requests will affect residents' tax bills recognizing the tax burden that they are already facing. Chairman Crowley asked

the Board to consider using the funds in the Operational Stabilization Account to fund these items. Board members said they are hesitant to use these funds because there are other issues, including the OPEB trust and DPS facility that need to be funded. Also, the Operational Stabilization Account was created with one-time funds and all of the items on the list for the Board's consideration are recurring expenses. Additionally, Finance Director Melanie Phillips said that the Town needs to keep their stabilization funds at 10% of their operating budget to maintain their favorable bond rating. Finance Director Melanie Phillips confirmed that the average household will see an additional \$50 increase in their third and fourth quarter tax bills to fund the \$229,943 in additional requests if they raise it through the levy. Finance Committee Chairman Frank Rossi said the \$194 regular increase plus the additional \$50 increase will be an issue for residents. The following items were discussed:

- FY15 Required Adjustments

- Police Department – The request is for \$31,000 for the FY15 anticipated shortfall. Overtime, court time, and vehicle acquisition line items were cut in the Police Department's original FY15 budget. One officer has suffered an extended illness that has impacted the overtime budget. The Board said a patrolman was added several years ago to help with overtime issues but it appears this issue is ongoing. Chairman Crowley said he fully supports how Chief Tingley handled the officer's extended illness. This item is funded at \$31,000.
- Community Development – The request is for \$38,332 to supplement the amount that was already budgeted in FY15 to create two Community Development positions. The plan is to hire a full-time Director position at \$91,000 and an Administrative Assistant position at \$35,000. The positions were not fully funded in FY15 because they were not filled. The Board discussed in length using excess levy capacity to fund this item. They discussed the benefits and drawbacks of adding \$38,332 to this line item knowing that most likely there will be unexpended funds at the end of the fiscal year that will fall to Certified Free Cash. The Board chose not to fund this item. The Board instructed Administrator Boynton to move forward with the hiring process and said they would fully fund this next year.
- Building Department – The request is for \$12,500. Building Inspector John Emidy is retiring and the Town needs to make a vacation payout at the time of his departure. In addition, the new Building Inspector is being hired at a higher salary. This item is funded at \$12,500.

- FY15 Service Needs Requests

- Parks Department – This request is for \$76,295, which will fund two full-time positions. DPS currently maintains parks, fields, and areas around the municipal buildings. DPS Deputy Director Dave D'Amico said that they are

working on a Service Level Agreement (SLA) with the schools that will allow DPS to also maintain the school grounds. There will likely be unexpended funds at the end of the fiscal year because the positions will not be filled for the entire year. Mr. D'Amico said if the SLA is not executed they will not move forward with the hiring. Administrator Boynton said he plans to fill these positions by March 2015. Selectman Crowley said he would support partially funding this item knowing that the positions won't be filled for several more months. Selectman Trindade asked Treasurer/Tax Collector Melanie Phillips to provide the Board with the MUNIS reports related to the maintenance that the schools have provided to the school grounds and fields. This item is funded at \$76,295.

- Library – The request is for \$25,000. The goal is to open the Library every day at 10:00 a.m. As a result, the Library will be open 8 additional hours per week. Any remaining funds will be used to purchase books and periodicals. This item has not been fully funded since 2005. In addition, Selectman Trindade asked Administrator Boynton to follow-up with Library Director Margaret Perkins on the extended evening hours. This item is funded at \$25,000.
- Police Department – The request is for \$27,000 for additional training. Each officer is required to have 40 in-service training hours. Last year this was funded out of Certified Free Cash. The Board said this was presented as a one-time expense last year but it is actually an annual expense. The expectation is that next year this item will be funded at the new amount of \$47,000. The Board would like to know why some of the trainings were not included in Chief Tingley's initial FY15 budget and if they are mandated. This item is funded at \$27,000.
- Fire Department – The request is for \$20,000 for additional training. Chief Lynch said that they hope to bring on more call firefighters. Last year they had 14 call firefighters but are down to 4. They need to train and outfit each new recruit. He also said that when he joined the Medway Fire Department he recognized that the training budget was grossly underfunded. The Fire Department's FY15 budget originally included \$10,000 for training and he is asking for another \$20,000. The Board discussed the challenge in approving the additional \$20,000 and needing to level fund the budget next year. The Board said they need to look more carefully at retaining call firefighters and also asked Chief Lynch to provide them with a training plan that details which trainings will be completed over the next several years. This item is funded at \$20,000.
- Parks – The request is for \$38,148 to hire an employee to assist Rob Pearl with scheduling all of the Town's fields and recreational areas. The position would be within DPS but would be located at the High School with Rob Pearl.

The goal is to have the person take over scheduling and hopefully recruit more teams to use the fields and increase revenue. This item is funded at \$38,148.

**Selectman Trindade moved that the Board approve \$229,943 in additional requests and raise it in the levy; Selectman Foresto second; No discussion; 4-1-0; Selectman Crowley voted no.**

**2014 Fall Town Meeting Warrant Discussion (cont):**

*Article 1- Budget Transfer*

**Selectman Trindade moved to see if the Town will raise and appropriate and/or transfer the following:**

<b>Police Department</b>	<b>\$ 58,000</b>
<b>Building Department</b>	<b>\$ 12,500</b>
<b>Parks Department</b>	<b>\$114,443</b>
<b>Library</b>	<b>\$ 25,000</b>
<b>Fire</b>	<b><u>\$ 20,000</u></b>
<b>Total</b>	<b>\$229,943</b>

**from available funds for the purposes of funding Fiscal Year 2015 departmental and incidental expenses, or to act in any manner relating thereto; Selectman Foresto second; No discussion; 4-1-0 (Crowley nay)**

*Article 2 – Appropriation: OPEB Trust Account*

Treasurer/Tax Collector Melanie Phillips said that the Other Post-Employment Benefits (OPEB) Trust Account needs to be funded or the Town risks losing its favorable bond rating. There is currently \$100,000 in the account and she is asking for another \$150,000 to be added. The Board agreed to use Certified Free Cash to fund this item.

**Selectman Foresto moved to see if the Town will transfer \$150,000 from Certified Free Cash to the Other-Post Employment Benefits (OPEB) Trust Account, or to act in any manner relating thereto; Selectman Trindade second; No discussion; All ayes 5-0-0**

*Article 5 – Middle School Project: Transfer Funds to Site Improvements*

Town Accountant Carol Pratt does not have a firm number for this article yet.

**Chairman Crowley moved that the Board remove Article 5 from the Fall Town Meeting Warrant; Selectman Trindade second; No discussion; All ayes 5-0-0**

*Article 6 – Free Cash Appropriation: Police Department Training*

**Selectman Foresto moved that the Board remove Article 6 from the Fall Town Meeting Warrant; Selectman Trindade second; No discussion; All ayes 5-0-0**

*Article 7 – Free Cash Appropriation: Fire Department Training*

**Selectman Trindade moved that the Board remove Article 7 from the Fall Town Meeting Warrant; Selectman White second; No discussion; All ayes 5-0-0**

*Article 8 – Free Cash Appropriation: Choate Park Building Maintenance*

Selectman Foresto visited the Choate Park Building with Bobby McGee to review the project's progress. He explained that there were some unexpected problems and expenses that came up as they renovated the building. It makes sense to do the additional repairs while they are renovating the building. Selectman Foresto said the budgeted \$10,000 contingency will be sufficient.

**Selectman Trindade moved to see if the Town will vote to transfer the sum of \$35,000 from Certified Free Cash to supplement the \$50,000 appropriation authorized under Article 7 of the May 14, 2014 Annual Town Meeting to complete the repair of the Choate Park Building, or to act in any manner relating thereto; Selectman D'Innocenzo second; No discussion; All ayes 5-0-0**

*Article 11 & 12 – Route 109 Project Funding: Real Property & Design*

The project requires \$360,000 to acquire the fee or other interests in real property and \$190,000 to fund additional design work. The Board discussed using Certified Free Cash, stabilization account funds, and Chapter 90 funds. The Board said they are hesitant to use Certified Free Cash because it will leave very little for FY16 capital projects. Treasurer/Tax Collector Melanie Phillips said it is critical that the value of the Town's stabilization accounts are at least 10% of the Town's operating budget to maintain its favorable bond rating. DPS Deputy Director Dave D'Amico said there is about \$500,000 in Chapter 90 funds available. There are funds from last year that were approved through the capital budget that can be used in the spring for road repairs. Mr. D'Amico said the Town may receive another \$400,000 in Chapter 90 funds but they have not received final confirmation from the Governor's office. The Board agreed to use the available Chapter 90 funds. If additional funds are required, they will use a portion of the funds that were set aside last year through the capital budget.

**Selectman Trindade moved that the Board remove Article 11 & 12 from the Fall Town Meeting Warrant; Selectman White second; No discussion; All ayes 5-0-0**

*Article 16 – Community Preservation Act Fund Transfer: Amphitheater*

The Community Preservation Commission (CPC) has not yet voted on this matter. They plan to discuss and vote on it at their November meeting. The Chairman of the Open Space Committee Tina Wright asked the Board to keep this article on the warrant until they have additional information. The plan is to construct a trail that will connect the Village Street parking and the Amphitheater. The Board agreed that they need to make sure that anything that is constructed meets all applicable Americans with Disabilities Act (ADA) guidelines. The Board is concerned that the design costs are about \$20,000, which means the project will cost approximately \$150,000.

**Selectman Trindade moved that the Board leave Article 16 on the Fall Town Meeting Warrant as To Be Determined (TBD); Selectman White second;**

**All ayes 5-0-0**

*Article 20 – Street, Drainage Parcel, and Infrastructure Acceptance: Morningside Drive*  
The Planning and Economic Development Board still needs to hold the Public Hearing relative to this matter.

**Selectman Trindade moved that the Board leave Article 20 on the Fall Town Meeting Warrant as To Be Determined (TBD); Selectman Foresto second; No discussion; All ayes 5-0-0**

**Authorization of the Chairman to Execute Contract Amendment for Water Main Replacement Design – Weston & Sampson:**

DPS Deputy Director Dave D’Amico explained that this is a request for \$41,400 for design work related to water main replacement on Winthrop Street. DPS planned to replace the water main in a future year but it needs to be done sooner because of a development that is being built on Winthrop Street. They are going to hold off on doing water main work on Maple Street for now. They need to check the original article related to water main replacement to make sure Winthrop Street is listed. If not, they need to go back to Town Meeting for a vote.

**Selectman Trindade moved that Board authorize the Chair to execute a contract amendment for water main replacement design with Weston & Sampson in the amount of \$41,400. The authorization is conditional upon the determination as to whether action at Town Meeting is needed; Selectman Foresto second; The Board asked for a breakdown by contract, including value, scope, and what roads are included; All ayes 5-0-0**

**Approval One Day Alcohol License – Medway Pop Warner Adult Social:**

**Selectman Trindade moved that the Board approve a One-Day Alcohol License for Medway Pop Warner for its Adult Social at the Thayer Homestead on October 24, 2014 with the proviso that the conditions outlined in Chief Tingley’s October 7, 2014 email are met, and that the Board vote to waive the \$50 application fee; Selectman White second; All ayes 5-0-0**

**At 9:33 p.m., Selectman Trindade moved to adjourn; Selectman Foresto second; No Discussion; All ayes 5-0-0.**

Respectfully submitted,

Michelle Reed