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MEDWAY BOARD OF SELECTMEN
155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
(508) 533-3264 • FAX: (508) 533-3281

Glenn Trindade, Chairman
Dennis Crowley, Vice Chairman
Richard D'Innocenzo, Clerk
John Foresto, Member
Mary Jane White, Member

Board of Selectmen's Meeting Minutes

March 15, 2014 at 7:30 a.m.

Sanford Hall

Town Hall, 155 Village Street

Present: Chairman Glenn Trindade; Selectmen John Foresto, Dennis Crowley, and Maryjane White; and Town Administrator Suzanne Kennedy

Also in attendance: Collector/Treasurer Melanie Phillips.

At 7:00 a.m., Chairman Trindade called the meeting to order and led in the Pledge of Allegiance.

Public Comments: None

Meals Tax Discussion: The Board discussed implementing a .75% meals tax and using the revenue as a funding stream for the Other Post-Employment Benefits (OPEB) trust. Treasurer/Collector Melanie Phillips said she would work on projections and look at how other towns are handling this matter. They also discussed using the revenue to fund the sidewalk stabilization account. Selectman Crowley asked if it would be better to use the funds to support the new DPS facility because it is more visible. Selectman Foresto said that the OPEB trust is an enormous issue for the Town and needs to be addressed. He said it is critical for residents to understand what the trust is and how it will negatively affect the Town if it is not addressed. Initially, bond rating agencies were looking to see if Towns had a trust but now they want the Town to have a trust with a dedicated funding stream. This issue would need to be added to the warrant for a vote. It is not likely that it could be added to the Annual Town Meeting warrant in May but it could be on the Fall Town Meeting warrant. This is an issue for a lot of Towns and it is unclear if and when the State will step in and help.

Appointment to Town Administrator Screening Committee:

Chairman Trindade moved that the Board of Selectman appoint Bob Parella to the Town Administrator Screening Committee; Selectman Foresto second; No discussion; All ayes 4-0-0.

Discussion of the Proposed FY15 Operating Budget:

The Board reviewed and discussed the proposed FY15 operating budget summary that Administrator Kennedy provided.

- Revenue – Administrator Kennedy said that the tax collection rate in Medway is outstanding. She cautioned the Board about increasing revenue estimates because

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1 a large source of funding in FY12 and FY13 was miscellaneous non-recurring,
2 mostly tax title, that is not expected to continue in the future. The Board briefly
3 discussed the increase in the Building Department's budget which could lead to
4 additional revenue.

- 5 • Expenses – Administrator Kennedy said the Tri-County Vocational Tech figure is
6 accurate and the Norfolk County Agricultural number could increase by \$10,000-
7 \$20,000 due to the increased assessment per student. The total education
8 expenses for Medway are \$24,586,816. Based on the Board's Budget Policy, the
9 School Department should receive 75.6% of the Town's revenue. The
10 \$24,586,816 exceeds 75.6% split by about \$11,000. The Board discussed how the
11 75.6% split was determined and the need to revisit the formula. Selectman
12 Foresto said that since 2006 the school population has decreased 14% and
13 Medway's population has increased 5% but the formula has remained the same.

14
15 Selectman Crowley reported that at the last School Committee meeting there was
16 a lengthy discussion about funding the Full Day Kindergarten program. He
17 reminded the Board that there was an agreement to fund the school's \$183,000
18 technology request out of free cash. As a result, the Town would keep any
19 additional Chapter 70 funds that Medway received, which would help offset the
20 cost of the technology. Medway was expecting approximately \$60,000 in
21 additional funds. He said at the School Committee meeting they talked about
22 using 75.6% of the additional Chapter 70 funds to help fund the Full Day
23 Kindergarten program instead of funding new technology equipment. The Board
24 will follow-up with the School Committee on this matter.

25
26 In addition, the Board would like to examine the amount of money being spent on
27 consultant fees related to the Planning & Economic Development Board. They
28 also need make sure the responsibilities of the Planning & Economic
29 Development Board and the Design Review Committee are balanced.

30
31 Administrator Kennedy explained that she removed the \$3,000 that was requested
32 by the Energy Committee. She said that the only committees that receive budgets
33 are those that are statutorily required. Selectman Foresto said he encouraged the
34 Energy Committee to request funds but also told them that they needed to be
35 specific in their request, which they were not. The Board agreed that it is
36 important for the committee to have some funds and asked Administrator
37 Kennedy to add \$800 to Energy Committee's budget, which is the same amount
38 as the previous year.

39
40 The Board asked Administrator Kennedy to provide them with information on
41 how DPS Director Tom Holder reallocated his expenses.

42
43 The Board reviewed the department's line item budgets. The following items were
44 discussed.

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- 1 ○ Annual Town Report – Administrator Kennedy clarified that the \$750 is
- 2 for the bound annual report books.
- 3 ○ Assessors – There is a budget increase because it is a revaluation year.
- 4 ○ Building Department – The salary increase is due to a step increase. The
- 5 department has also seen a dramatic increase in permitting. Treasurer/
- 6 Collector Melanie Phillips said that fee schedules should be reviewed
- 7 annually. The Board asked for an analysis on other Town’s fee schedules.
- 8 Administrator Kennedy said that the possible inspections related to the
- 9 Charles River project have not been factored into the budget.

10
11 The Board will follow up with the Chairman of the Planning & Economic

12 Development Board on the proposed zoning bylaw changes. The Board

13 does not want any zoning articles on the warrant until the bylaw

14 reorganization is complete.

- 15 ○ Conservation Commission – Administrator Kennedy said that the budget
- 16 presumes that the Board of Selectmen will approve using a portion of the
- 17 MA Wetlands Protection Act funds to support the Conservation Agent’s
- 18 salary. The Conservation Commission has approved this use but the
- 19 Board of Selectmen must also approve it for it to move forward. The
- 20 Conservation Commission plans to increase its fees. The Conservation
- 21 Commission requested \$5,000 to hire a consultant to create a master plan
- 22 for the approximate 322 acres that the Commission oversees. The \$5,000
- 23 was not included in the budget. Administrator Kennedy is going to see if
- 24 the Master Plan could be funded through the Conservation Trust Fund.
- 25 ○ Handicap Commission – The Board asked Administrator Kennedy to add
- 26 \$500 to this budget.
- 27 ○ The Board clarified that they would like the amount remaining in the
- 28 FY14 Thayer House budget moved to the Thayer House revolving account
- 29 and an additional \$20,000 added to the Thayer House revolving account.
- 30 The warrant article will need to be revised to reflect this. The Board asked
- 31 Administrator Kennedy to add the additional \$20,000 to the wish list. The
- 32 funding source of the additional \$20,000 needs to be identified.
- 33 ○ Economic Development Committee – There is \$79,000 available from the
- 34 FY14 budget and Administrator Kennedy is recommending another
- 35 \$28,000. The Board needs to discuss the need for a Community
- 36 Development Director further. The Community Development Director
- 37 would oversee the Planning & Economic Development Board, Board of
- 38 Health, and Conservation Commission and would focus on economic
- 39 development. There is no money in the budget for a full-time
- 40 administrative assistant to support this department. Administrator
- 41 Kennedy agrees that there is a need for this position and it would cost
- 42 approximately \$40,000. Administrator Kennedy said it is possible to
- 43 move some of the funds that are used for consultants into the Economic
- 44 Development budget for this purpose. Administrator Kennedy will work
- 45 with Judi Barrett to create a plan for the Board’s review.

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- 1 ○ Energy Management – The Town has applied for a grant to support this
2 position. If Medway does not receive this grant, this will not move
3 forward and the item will be removed from the budget.
- 4 ○ Health Department – The Board discussed why the FY14 actual figure for
5 health professional technical is missing. Administrator Kennedy
6 explained that the Town contracts with a private company to provide flu
7 clinics. The Town is working with a new company because the previous
8 company stopped offering this service. The company has been providing
9 services but the Town has not paid them to date because the contract has
10 not been executed. Town Counsel is working with the company to resolve
11 the issues. This item is on a future agenda for the Board to discuss.
- 12 ○ Human Resources – The salary increase is due to a step increase. The
13 \$7,000 Cafeteria Plan Annual Fee was moved from the Treasurer/
14 Collector’s budget to the Human Resource budget. This fee is for the
15 administration of the FSA accounts.
- 16 ○ IT – The increase in software annual maintenance is due to licensing fee
17 increases. Administrator Kennedy will look into whether Dave Verdolino
18 includes IT Director Rich Boucher’s salary in the Massachusetts
19 Department of Elementary and Secondary Education (DESE) report. The
20 Board agreed that if technology is added to the operating budget the
21 account will remain on the Town side.
- 22 ○ Legal – Administrator Kennedy is a little concerned about the legal budget
23 because next year is a renegotiation year.
- 24 ○ Planning & Economic Development Board – FY14 funds of \$20,000 will
25 be repurposed through an article on the Annual Town Meeting warrant in
26 May. The FY14 budget for street acceptances was \$20,000 but was not
27 spent. Administrator Kennedy may suggest moving the \$10,000 for
28 Planning Contracted Services to the Community Development budget.
- 29 ○ Sunshine Group – The schools have created their own program and no
30 longer share the cost of this program.
- 31 ○ Town Administrator – Administrator Kennedy reduced the Part-Time
32 Salary line item. Only statutorily required boards/committees will have
33 paid secretaries going forward. The Board asked Administrator Kennedy
34 to add this to the wish list.
- 35 ○ Medway 300 – The remaining funds need to be spent by June 30, 2014.
36 The Board will follow-up with Town Accountant Carol Pratt on this
37 matter. They would like to see if the funds can be repurposed.
- 38 ○ Debt Service – The Board would like a break down on the debt service.
- 39 ○ Pension – The Board asked what drove the increase in the pension figure.
40 The Board would like to know how they can provide input into this
41 process.
- 42 ○ Unemployment – The school was included in this process and there will
43 be another meeting in May.

44
45 The budgets for DPS, Fire, Police, Library and Enterprise will be discussed at the next
46 meeting.

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2 The Board said it makes sense to compare the cost of leasing Town vehicles to buying
3 them. Administrator Kennedy said she would forward Chairman Trindade the Town's
4 vehicle inventory for this purpose.

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6 The Board also talked about whether the General Fund can support the debt service for
7 the DPS facility project. Treasurer/Collector Phillips and Administrator Kennedy said
8 they looked at several scenarios and determined that the General Fund could not support
9 the debt service by itself and will need to be subsidized. The balance of the Operational
10 Reserve account is about \$800,000. The Board discussed moving \$500,000 from the
11 Operational Reserve account to a DPS Stabilization account. In addition, they would like
12 to move \$100,000 from the Operational Reserve to the General Stabilization account.
13 Administrator Kennedy will draft a warrant article for this item.

14

15 **At 10:03 a.m., Selectman Trindade moved to adjourn; Selectman Foresto second;**
16 **No discussion; All ayes 4-0-0.**

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19 Respectfully submitted,
20 Michelle Reed