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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 18, 2014 at 7:00 p.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; Town Accountant Carol Pratt; DPS Director Tom Holder; Deputy DPS Director Dave D’Amico; Fire Chief Jeff Lynch, Police Chief Alan Tingley; and Library Director Margaret Perkins.

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

Public Comments: None

Discussion of the Proposed FY15 Operating Budget:

The Board reviewed the line item budgets for the Library, DPS, Fire, and Police. The following items were discussed.

- **Library** – Administrator Kennedy said that she had to make reductions in the several budgets, including the Library, to meet the Board’s budget policy. The Library’s budget does not include \$5,000 for the evening steward position and \$20,000 for materials. The lower level of the library is open from 7:45-9:45 p.m. Monday through Thursday when the main level is closed. The evening steward is there as a security measure and also to assist residents who are using the public computers. Many Town committees and community groups meet at the library in the evening. Chairman Trindade said that Town committees need to find alternative meeting space. He said the School Committee Room at the Middle School is available and meetings can be recorded. Library Director Margaret Perkins said that there are approximately 400 evening meetings scheduled for the remainder of the fiscal year at the Library. She said it is important to provide this service to the community and also necessary to have an employee present because of the equipment and computers that are accessible. In addition, the Library is required by the Massachusetts Board of Library Commissioners (MBLC) to spend 16% of its budget on materials, which is about \$47,000 in FY15. In the past, the Library has relied heavily on donations and state aid for this item. Last year, the Library received \$17,000 from the Friends of the Medway Library. Selectman Foresto said it is important to look at this budget because this is a recurring item and free cash should not be used. Ms. Perkins stressed that the Library is required

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1 to spend this money and risks losing its accreditation if it does not comply. The
2 Board asked Administrator Kennedy to add the \$20,000 materials item to the wish
3 list. They also discussed making a mid-year adjustment to the budget.

- 4 • **DPS** – Administrator Kennedy reiterated that reductions were made to meet the
5 Board’s policy. The Board asked DPS Director Tom Holder for a breakdown on
6 the personnel reallocations that were made relative to the enterprise funds. They
7 asked him to review the allocations to make sure they are an accurate. Town
8 Accountant Carol Pratt said that it is common practice for towns to use revenue
9 from its enterprise funds to pay for a portion of salaries. She said that the
10 Department of Revenue (DOR) has guidelines but not a specific methodology.
11 Mr. Holder said that the department currently leases three additional locations to
12 house equipment and he does not anticipate needing any more at this point. In
13 addition, the Board asked for a status on the agreement with the Schools to take
14 over maintenance of the fields. Deputy DPS Director Dave D’Amico stated that
15 some of the responsibilities have been transferred but not all. The Town started to
16 take over the some of the maintenance of the fields several years ago because they
17 were in poor condition. At that time, the Schools estimated they were spending
18 approximately \$30,000 annually to maintain the fields. The Board asked Town
19 Accountant Carol Pratt to pull information from MUNIS to see if the \$30,000
20 figure is accurate. The Gale Report should also have maintenance cost by field.
21 The Town and Schools need to sit down and discuss expectations relative to field
22 maintenance in the near future. Per Deputy Director Dave D’Amico, the Town
23 will be able to maintain the fields but they do not have the resources to maintain
24 them to the levels recommended by the Master Plan.
- 25 • **Fire** – Fire Chief Lynch made a brief presentation to the Board, which included
26 2013 department statistics, department structure, salaries, and expenses.
27 Administrator Kennedy said cuts were made to this budget to meet the Board’s
28 policy. Chief Lynch said that his budget does not include funds for additional
29 personnel; however, he believes additional personnel are necessary. Chief Lynch
30 is requesting that the department’s administrative assistant move from part-time to
31 full-time. He said the current administrative assistant is paid at the top of the
32 salary range due to her experience and said she is doing a tremendous job.
33 Selectman Crowley wondered if it is prudent to have 5 officers out of a staff of 9.
34 Administrator Kennedy explained that she reduced the fire overtime budget by
35 \$5,000 after doing a run rate analysis. Chief Lynch also explained that the
36 electricity budget increased because the station is now staffed 24/7. He said
37 without the installation of the solar panels this figure would have been higher.
38 Chief Lynch said the department is having enormous difficulty retaining on-call
39 firefighters. He said last July he hired 14 on-call firefighters and at this point they
40 are down to 7. He said he was very clear about expectations when he made the
41 hires. He said this is not just an issue facing Medway and he has asked his
42 officers to explore possible incentives that could be offered to retain on-call
43 employees. The Board also discussed the department’s plan to pursue Advanced
44 Life Support (ALS) certification. He said two paramedics are currently enrolled
45 in classes but it will be at least 18 months before they have completed the
46 program’s requirements and can answer ALS calls. Chief Lynch said that the

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1 department's fees are low but consistent with other towns. He said Massachusetts
2 is looking at adopting the National Fire Code, which would be a significant
3 change and create a significant amount of additional work.

- 4 • **Police** – Administrator Kennedy said that she made reductions to the budget and
5 forwarded her recommendations to Chief Tingley. Reductions were made to
6 police overtime and police vehicles. Chief Tingley and Administrator Kennedy
7 will review the state bid list again to see if the vehicles that are needed can be
8 purchased with the amount Administrator Kennedy is proposing. Chief Tingley
9 said he has some suggestions on where cuts can be made so that the vehicle line
10 item does not need to be reduced. He will forward his recommendations to
11 Administrator Kennedy. Chief Tingley said his department is requesting an
12 electronic palm scanner through the capital budget because the equipment that
13 was purchased in 2008 will not be supported in 2015. Lt. Boultenhouse said that
14 his biggest concern was the reduction made in the police fire communications
15 training line item because this budget is already limited.

16
17 Selectman Crowley reported that he went to the most recent School Committee meeting
18 where the Budget Sub-Committee discussed several funding options for the Full Day
19 Kindergarten program. Selectman Crowley said they discussed using a portion of the
20 additional Chapter 70 funds as well as the reserve fund. Chairman Trindade said he
21 would request the 4 year budget summary. Selectman Crowley reiterated his concern that
22 they are contemplating using non-recurring revenue for a recurring item. Several Board
23 members plan to attend the School Committee meeting on Thursday, March 20, 2014.

24
25 The Board also agreed to look at leasing Town vehicles instead of buying them.
26 Administrator Kennedy will forward the Town's vehicle inventory to Selectman
27 Trindade. Administrator Kennedy and Treasurer/Collector Melanie Phillips will plan to
28 sit down with the consultant over the next 2-3 weeks and create an initial analysis.

29
30 The Board will meet Monday, March 24, 2014 at 6:00 p.m. to discuss the enterprise
31 accounts, FY15 proposed modifications, budget gap, and warrants. The Board asked
32 Administrator Kennedy for a summary of the enterprise accounts revenue and expenses
33 to date.

34 35 **Approval of Change Order for Gale Associates:**

36 Several residents who live on Adams Street have expressed concern about the potential
37 traffic that may be created once the new turf field is complete. The scope of the project is
38 going to be expanded to include a traffic study. This was not anticipated or included in
39 the original proposal. Gale is sub-contracting with R.D. Vanasse for this study. As of
40 right now, the entrance for the new turf field will be on Adams Street. They are going to
41 look at the potential impact this may have and if it is possible to route the traffic through
42 the High School.

43
44 **Chairman Trindade moved that the Board of Selectman approve the Gale**
45 **Associates change order as presented and in an amount not to exceed \$13,975;**
46 **Selectman White; No discussion; all ayes 4-0-0.**

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2 **At 9:25 p.m., Selectman Trindade moved to adjourn; Selectman White second; No**
3 **discussion; All ayes 4-0-0.**

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5 Respectfully submitted,

6 Michelle Reed