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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 24, 2014 at 6:00 p.m.

Sanford Hall

Town Hall, 155 Village Street

Present: Chairman Glenn Trindade; Selectmen John Foresto, Dennis Crowley, Richard D’Innocenzo and Maryjane White; and Town Administrator Suzanne Kennedy.

At 6:00 p.m., Chairman Trindade called the meeting to order and led in the Pledge of Allegiance.

Public Comments: None

Approval of BAN Award in the amount of \$605,000:

Treasurer/Collector Melanie Phillips and Assistant Treasurer/Collector Joanne Russo asked the Board to approve a Bond Anticipation Note (BAN) in the amount of \$605,000 from Eastern Bank with a .55% interest rate. Treasurer/Collector Phillips said they received three bids and this was the lowest. The purpose is to fund the Lovering Street tank mixer, water main projects, the Fire Department tanker truck, and sewer system improvements. She said they did not permanently bond because of the relatively low dollar amount. There is a significant cost associated with going out to bond. They plan to go out at a later date and include additional projects.

Selectman Foresto moved that the Board award the BAN in the amount of \$605,000 with an issue date of April 1, 2014 to Eastern Bank with a .55% interest rate; Selectman White second; No discussion; All ayes 5-0-0.

2015 Operating Budget:

The Board discussed the Town’s Enterprise Funds. There are four Enterprise Funds, which include water, sewer, solid waste, and ambulance. The taxpayers who use these services pay for the services. If a resident has private sewer and water they do not pay into the Water and Sewer Enterprise Funds. Administrator Kennedy provided the Board with a summary of costs, including indirect, for all DPS functions for 2014 and 2015. She said there is about a \$60,000 increase year over year. She explained that she did not make many adjustments to these budgets other than reducing legal fees slightly. DPS Director Tom Holder said they have spent approximately \$600,000 on snow and ice removal this year and he is hopeful that they will not spend much more.

- **Solid Waste** – The revenues to date are 57%. This is in part due to the change from semi-annual billing to quarterly billing that was implemented this fiscal

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1 year. Mr. Holder said this is just a temporary issue and will not occur every fiscal
2 year. In addition, the trash bag revenue is not included in the figure. Billing is
3 done periodically and will be done soon. Shaw's has an outstanding bill of about
4 \$85,000. The Town spends about \$70,000 annually on the bags and it generates
5 approximately \$300,000 in revenue. It is possible that the Solid Waste Enterprise
6 account will end the fiscal year with a deficit because of these issues but there are
7 reserves available. The Board was assured that the reserves would be replenished.
8 Administrator Kennedy reported that the indirect costs have increased 8.7%,
9 which is due primarily to health insurance. Town Accountant Carol Pratt will
10 provide the Board with a summary on how the indirect costs are determined,
11 including the cost rate structure. Mr. Holder said he expects the new single
12 stream recycling program to begin July 1, 2014. He will begin rolling the
13 program out to the public in May.
14

- 15 • **Sewer** – Mr. Holder reported that he just learned that Medway's operational and
16 maintenance assessment for 2015 from the Charles River Pollution Control
17 District has increased by \$196,000. Mr. Holder explained that the assessment is
18 based on the amount of flow and the industrial strength. Medway's industrial
19 strength was recorded at much higher levels than previous years, which resulted
20 in the increased assessment. He added that the assessment was only based on the
21 Chicken Brook Interceptor, which only accounts for two thirds of Medway's
22 flow. It is possible that the figure could increase once they start to measure the
23 Black Swamp Interceptor. DPS is looking into this issue and taking samples to
24 see if they can explain the increase. Medway's capital assessment for 2016 is
25 about \$275,000. The Board is very concerned about the dramatic cost increases
26 and how it will affect residents. They would like to schedule a joint meeting with
27 Medway's representatives to the Charles River Pollution Control District, Doug
28 Downing and Paul DeSimone. Selectman Foresto said he is frustrated because
29 the costs continue to rise and the Town has not received an explanation. The
30 Town has approached them about net metering, which would help offset the costs
31 significantly, but they have been unresponsive. Selectman Crowley asked Town
32 Accountant Carol Pratt to provide the Board with an explanation on why the 2014
33 sewer budget figures do not reconcile.
34
- 35 • **Water** – The debt service related to the water main projects has not been factored
36 into the water rates. It will impact the water rates in the next several years. Mr.
37 Holder said they plan to begin the work on Village Street in June and will then
38 move to Adams Street. The roads will be paved after the water main work is
39 completed. The Board asked for a status on the water rate analysis. Mr. Holder
40 and Leo O'Rourke said they plan to have an analysis ready for the April 17, 2014
41 Water & Sewer Commission meeting. The Board asked that the analysis go
42 through 2020 and include the impact of the proposed DPS facility. The Board
43 said it understands that the analysis is based on assumptions and that the forecast
44 gets less precise the further out it goes, but it is an important starting point.
45

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- 1 • **Ambulance** – Chief Lynch provided the Board with a fee comparison. Some of
2 Medway’s fees are similar to other towns but some need to be adjusted. Chief
3 Lynch will make recommendations to the Board on how the fees should be
4 changed. Administrator Kennedy will look into the process for changing the fees.
5 The Board also discussed the amount of money that is needed from the General
6 Fund to subsidize the Ambulance Enterprise Account. Administrator Kennedy
7 said she decreased it from \$216,000 to \$196,000. Selectman Crowley asked if it
8 was possible to decrease it further to avoid having unexpended funds fall to the
9 Ambulance reserve account. The Board decided to transfer \$176,000 from the
10 General Fund and take \$20,000 from retained earnings for a total subsidy of
11 \$196,000. Administrator Kennedy will revise the article language related to this
12 matter to reflect this change.
13

14 **Selectman Crowley moved that the Board reduce the General Fund transfer**
15 **to the Ambulance Enterprise Fund by \$20,000 and take \$20,000 from the**
16 **Ambulance Enterprise Fund retained earnings and apply them to the budget**
17 **for FY 2015; Selectman D’Innocenzo second; No discussion; All ayes 5-0-0.**
18

19 Chairman Trindade asked for a revenue breakdown. He would like to know what
20 percentage is attributed to Medicare, Medicaid, private insurance, and self-pay.
21 Chief Lynch explained that the salary increase over the last two months is due to a
22 percentage of his salary and his administrative assistant’s salary being allocated to
23 the Ambulance Enterprise Fund. He explained that he just realized this wasn’t
24 being done and it should have been. Chief Lynch clarified that the overtime line
25 item pertains only to full-time personnel. Selectman Crowley asked for
26 clarification on whether the percentage of the base budget that goes to overtime is
27 normal. In addition, Chief Lynch reported that two members of the Medway Fire
28 Department are pursuing their Advanced Life Support (ALS) certification but it
29 will be several years before Medway can start answering and billing for ALS
30 services. Finally, Chief Lynch said that a member of the Fire Department who
31 was supposed to attend the Fire Academy is unable to. He asked to carry over the
32 unexpended balance so that it is available next year. He will have more
33 information on this matter soon.
34

35 **Review and Approval of the May 12, 2014 Special Town Meeting Warrant:**

36 Article 3: Transfer to Street Acceptance Account

37 Administrator Kennedy said she decreased the amount from \$20,000 to \$6,000. There
38 will be approximately \$8,700 available in the Street Acceptance Account. Planning and
39 Economic Development Coordinator Susy Affleck-Childs is developing a strategy for
40 moving forward, including cost estimates and possible obstacles associated with specific
41 streets.
42

43
44 **Chairman Trindade moved that the Board approve Article 3 of the May 12, 2014**
45 **Special Town Meeting warrant; Selectman Foresto second; No discussion; All ayes**
46 **5-0-0.**

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1 Article 4: Budget Transfer-Economic Development

2 Administrator Kennedy confirmed that \$59,327 would be transferred.

3
4 **Chairman Trindade moved that the Board approve Article 4 of the May 12, 2014**
5 **Special Town Meeting warrant; Selectman Foresto second; No discussion; All ayes**
6 **5-0-0.**

7
8 Article 7: Budget Transfer-Legal Services

9 Administrator Kennedy said that there is \$39,500 available. The initial appraisal for a
10 piece of property related to Economic Development will cost \$15,000. The Board agreed
11 to use \$15,000 for the appraisal and use the remaining amount, \$24,000, for legal services
12 related to the potential appellate tax court cases.

13
14 **Selectman Foresto moved that the Board approve Article 7 of the May 12, 2014**
15 **Special Town Meeting warrant to transfer \$24,000 from the Fiscal Year 2014 Legal**
16 **Expense Account to fund legal services associated with appellate tax court cases;**
17 **Selectman D’Innocenzo second; No discussion; All ayes 5-0-0.**

18
19 Article 8: Budget Transfer-Redevelopment Authority

20
21 **Selectman Foresto moved that the Board dismiss Article 8 of the May 12, 2014**
22 **Special Town Meeting warrant; Selectman D’Innocenzo second; No discussion; All**
23 **ayes 5-0-0.**

24
25 Article 11: Repurpose Monetary Article-Fire Department Training

26 **Selectman Foresto moved that the Board approve Article 11 as written; Selectman**
27 **D’Innocenzo second; No discussion; All ayes 5-0-0.**

28
29 **Selectman Foresto moved that the Board close the May 12, 2014 Special Town**
30 **Meeting warrant; Selectman D’Innocenzo second; No discussion; All ayes 5-0-0.**

31
32 **Review and Approval of the May 12, 2014 Town Meeting Warrant:**

33
34 **Selectman Foresto moved that the Board give direction to the Town Administrator**
35 **to populate Article 3, Article 4, Article 5, and Article 6 with the figures that were**
36 **just approved by the Board related to the Enterprise Funds and that the Board**
37 **approve Article 3, Article 4, Article 5, and Article 6; Selectman D’Innocenzo**
38 **second; No discussion; All ayes 5-0-0.**

39
40 Article 7: Free Cash Appropriation-Capital Items

41 Administrator Kennedy confirmed that there is still \$58,000 of Certified Free Cash
42 available. The Board agreed to add \$8,000 to the Cassidy Field Bathroom Project. They
43 also agreed that \$12,000 would be used to refurbish the Choate tennis courts and
44 remaining \$50,000 will be used to make as many improvements to the Choate Park
45 Building as possible. In addition, they said it is necessary for Chief Tingley to go to the
46 Finance Committee for funds for the Lovering/Holliston Street signs.

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1 Article 10: Capital Project: Construct Athletic Fields – CPC Funds

2 Administrator Kennedy said that parcel number information was added to the language.

3
4 Article 11: Capital Project: Construct Athletic Fields/Turf – General Funds

5 The Board will send an email to the schools about the use of the Hanlon Field Revolving
6 account.

7
8 Article 14: Repurpose Capital Funds: Middle School Improvements

9 Selectman Crowley said they do not want to use the entire amount of unexpended funds
10 and suggested putting \$525,000 in as a place holder. Certain features of the project,
11 including a new exit, are still being discussed.

12
13 **Selectman Foresto moved that the Board allocate \$525,000 to the monetary portion**
14 **of the article and approve Article 14 of the May 12, 2014 Town Meeting warrant;**
15 **Selectman D’Innocenzo second; No discussion; All ayes 5-0-0.**

16
17 Article 16: Repurpose Monetary Article-Town Hall Renovation

18 The Board needs to discuss this matter further.

19
20 Article 20: Revolving Accounts: Annual Authorization

21 **Selectman Foresto moved that the Board designate the Town Administrator as the**
22 **Authority to Spend for the Thayer Homestead; Selectman D’Innocenzo second; No**
23 **discussion; All ayes 5-0-0.**

24
25 Chairman Trindade said he would get the figures from the Community Preservation
26 Committee (CPC). He said he will also follow-up with the Planning Board relative to
27 commercial rezoning articles.

28
29 The Board reviewed the budget gap summary provided by Administrator Kennedy. The
30 summary included items for the Board to discuss and possibly fund and also possible
31 revenue sources. The Board agreed to use Certified Free Cash for the following items:

- 32
33
- Thayer Homestead Revolving Account (\$20,000)
 - Bylaw Review (\$22,250)
 - Town Hall Renovations (\$8,000)
 - Library for night watch service and materials (\$20,000)
- 36
37

38 **Selectman Foresto moved that the Board add a monetary article for \$20,000 to fund**
39 **the Library’s night watch services and books; Selectman White second; No**
40 **discussion; All ayes 5-0-0.**

41
42 **Selectman Foresto moved that the Board allow the Town Administrator to**
43 **incorporate the changes to Article 7 as discussed and add a warrant article for the**
44 **purpose of the library night watch services and books; Selectman Crowley second;**
45 **No discussion; All ayes 5-0-0.**

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1 Administrator Kennedy reported that the additional State Aid funds in the amount
2 \$88,068 cover the remaining budget gap of \$86,000.

3
4 **Selectman Foresto moved that the Board recognize the additional State Aid in the**
5 **amount of \$88,068 as additional revenue to be incorporated into the FY 2015**
6 **budget; Selectman White second; No discussion; All ayes 5-0-0.**

7
8 Administrator Kennedy asked the Board if they would like to have a strategic planning
9 initiative with the new Town Administrator in the fall. Administrator Kennedy said the
10 session will cost approximately \$6,000. The Board agreed that it would be beneficial and
11 asked that any leftover funds, including the remaining \$2,000 in Certified Free Cash, be
12 moved to the Town Administrator's budget for the purpose of funding the strategic
13 planning initiative.

14
15 Finally, Administrator Kennedy said she is proposing that Chief Tingley use the
16 unexpended balance at the end of the fiscal year to purchase one of the two requested
17 police vehicles. Administrator Kennedy said she is also recommending that any funds
18 remaining in the vehicle line item after the second vehicle is purchased is added to the
19 overtime line item. The Board asked that Chief Tingley review this proposal and let the
20 Board know if he is in agreement.

21
22 **Approval of Warrants:**

23 # 14-39S 3/27/2014

24
25 School Bills \$457,154.13
26 Town Payroll \$251,434.56
27 School Payroll \$797,987.19
28 Total \$2,555,997.63

29
30 **Selectman D'Innocenzo moved that the Board approve the warrant as read;**
31 **Selectman White second; No discussion; All ayes 5-0-0.**

32
33 **At 8:11 p.m., Selectman Crowley moved to adjourn; Selectman Foresto second; No**
34 **discussion; All ayes 5-0-0.**

35
36 Respectfully submitted,
37 Michelle Reed