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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 4, 2014 at 7:00 p.m.

Town Administrator’s Conference Room, 155 Village Street

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

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

Public Comments: None

Special & Annual Town Meeting Warrants Review & Discussion: The Board discussed the timeline for finalizing the warrants. Administrator Kennedy reported that the warrants need to be sent out for printing the week of April 11th. The Board needs to submit its final approvals by March 23, 2014 so that the Finance Committee has time to review them before its Public Hearing on April 2, 2014. The Board also discussed the possibility of needing to use operational reserve account funds to cover the budget policy gap. There is approximately a \$43,000 deficit. The Board reviewed and discussed the articles for the Special and Annual Town Meeting warrants.

Special Town Meeting Warrant Discussion:

Article 1 (Appropriation: Snow & Ice Deficit) – DPS Director Tom Holder estimates that the Town will exceed its snow and ice removal budget by about \$250,000.

Article 2 (Appropriation: OPEB Trust Account) – There is approximately \$50,000 in the Other Post-Employment Benefits (OPEB) trust account. Bond rating agencies pay very close attention to the status of this account. The auditor advised the Town to improve the status of this account. It was strongly recommended that the Board of Selectmen create a policy identifying a dedicated funding stream. Administrator Kennedy added that the Town of Franklin contributes 10% of its free cash annually to its OPEB trust account.

Chairman Trindade moved that the Board of Selectmen establish a policy where the Town will contribute \$50,000 of free cash annually to the Other Post-Employment Benefits (OPEB) trust account; Selectman Foresto second; Discussion: Selectman Crowley disagreed that the funding stream should be limited to free cash because the free cash amount fluctuates from year to year. Selectman Crowley prefers that this be added as a line item in the operational budget. The Board agreed to use free cash this year and review the policy next year; 4-1-0 (Crowley nay).

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1
2 Article 3 (Budget Transfer to Street Acceptance Account) – Administrator Kennedy
3 explained that the street acceptance work will not be completed in time for the Annual
4 Town Meeting. They are hoping to put it on the Fall Town Meeting warrant. They
5 believe they have enough money to address the issues with Azalea Drive.

6
7 Article 4 (Budget Transfer: Economic Development) – Administrator Kennedy reported
8 that there is approximately \$79,000 remaining in the FY14 Economic Development
9 budget. The FY15 budget includes \$100,000 for this item, which will cover salary,
10 supplies, and consulting services.

11
12 Article 5 (Budget Transfer: Consulting Services-Permitting) - \$5,000 remains in the
13 Health Department’s Professional Technical Services account. These funds were going
14 to be used to fund a regional nurse position but this project did not move forward. The
15 funds will be used to purchase electronic permitting and mapping software.

16
17 Article 6 (Budget Transfer to Thayer Homestead Revolving Account) – There is about
18 \$20,000 remaining in the FY14 Thayer Homestead budget. A Thayer Homestead
19 Revolving Account will be established and the surplus will be transferred into it. Town
20 Counsel has reviewed and approved the article language.

21
22 Article 7 (Budget Transfer: Legal Services) – Three utility companies have applied for
23 tax abatements, including NStar and Columbia Gas. The funds will be used for legal
24 services related to potential appellate tax cases. This year’s period to file an abatement
25 has ended. Exelon has not filed an abatement to date.

26
27 Article 8 (Budget Transfer: Redevelopment Authority) – The Board needs to make
28 appointments to the Redevelopment Authority. There is legal work that needs to be done
29 involving potential takings.

30
31 Article 9 (Prior Year Bills) – This is a travel reimbursement request from a Board
32 member for \$210.

33
34 Administrator Kennedy noted that funds to address the zoning bylaw reorganization have
35 not been figured into the budget. She anticipates the cost to be about \$20,000. The
36 consultant that was hired to address this matter is recommending that no bylaw changes
37 are brought forward until the reorganization is complete. Administrator Kennedy will
38 forward the consultant’s proposal to the Board for their review.

39 40 **Annual Town Meeting Warrant Discussion:**

41
42 Article 1 (ESCO Stabilization Reserve Transfer: FY15 Operating Budget) – Town
43 Accountant Carol Pratt said they are drawing down the account. The amount of \$48,846
44 was incorporated into the FY15 budget. The Board asked for the balance of the ESCO
45 Stabilization Fund.

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1 Article 4 (Sewer Stabilization Transfer to Sewer Enterprise Fund) – Town Accountant
2 Carol Pratt said that the Town will not need to make this transfer because additional
3 residents have paid off their sewer betterment assessments. The article can be removed
4 from the warrant.

5
6 Article 7 (Appropriation: Department of Public Services Facility Feasibility Study) –
7 DPS Director Tom Holder explained that the \$40,000 would be used to update the DPS
8 Facility Feasibility Study that was completed several years ago. The Board said they
9 would instead like the money be made available to the DPS Facility Committee so they
10 can retain professional services as questions arise. Everyone agreed that it is important
11 for DPS and the committee to collaborate on this project. The Board said this item needs
12 to be discussed further and the article language needs to be revised so that it is clear the
13 funds are to be used to support the DPS facility project and not the study.

14
15 Article 8 (Appropriation: FY15 Ambulance Enterprise Fund) – Treasurer/Collector
16 Melanie Phillips said revenue is 11% higher than this time last year but 7.6% behind
17 where they would like to be. Last year \$167,000 was transferred into this account. This
18 year approximately \$216,000 is being transferred. She said there will be a point in the
19 future where the expenses exceed the revenue.

20
21 Article 10 (Free Cash Appropriation: Capital Improvement Stabilization Fund) – They
22 are contemplating adding \$400,000 of free cash into this fund. The funds may be used to
23 partially fund the DPS facility project. The Board needs to review the DPS facility
24 funding scenarios in greater detail. It is possible that the general fund can support the
25 debt service. Administrator Kennedy said that she would recommend putting free cash
26 into the Capital Improvement Stabilization Fund even if it is not needed to support the
27 DPS facility.

28
29 Article 11 (Capital Project: Construct Athletic Fields – CPC Funds) – The language
30 needs to be revised to include “appropriate, borrow, or transfer.” The Board said they
31 will need a firm number for the Annual Town Meeting.

32
33 Article 13 (Borrowing: Capital Projects – Water Enterprise) – There is appropriate money
34 in retained earnings in the water enterprise fund. They are planning to purchase a gate
35 valve vacuum box in the amount of \$15,411 that will allow them to do system
36 maintenance. It was decided that the funds will be taken out of retained earnings instead
37 of borrowed.

38
39 Article 14 (Capital Item: Sewer Enterprise) – Approximately \$200,000 will be used to
40 implement the findings from the Inflow and Infiltration (I & I) Study that was performed
41 last year relative to the Black Swamp. Mr. Holder reported that there has been a decrease
42 in I & I at the Chicken Brook interceptor as a result of the work that was done there
43 several years ago.

44 The Board said they would like to meet with the Charles River Pollution Control District
45 in the near future. Mr. Holder reported that he will be meeting with them on March 19
46 and March 26. He will forward the meeting information to the Board.

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1
2 Article 15 (Repurpose Unissued Balance Art. 19 of December 2, 1996 Town Meeting) –
3 The Board asked if the \$40,000 being rescinded could be added to the \$200,000 in
4 Article 14.

5
6 Article 16 (Appropriation for Middle School Improvements: Unexpended Balances of
7 Monetary Articles) – The Town will reprogram the unexpended balance from the Middle
8 School renovation project. There is approximately \$450,000 and it will be used to repair
9 the Middle School parking lot. Bond Counsel has submitted revised article language.

10
11 Article 17 (Appropriation for Town Hall Renovation: Unexpended Balance of Monetary
12 Article) – Town Hall staff have requested funds to change some of the office
13 configurations and make improvements. The Board asked for additional details,
14 including cost.

15
16 Article 18 (Appropriation for Fire Apparatus: Unexpended Balance of
17 Monetary Article) – Fire Chief Lynch explained that the air compressor at Fire Station 1
18 that is used to fill the air tanks is broken. The compressor was bought in 1990 when the
19 fire station was built. Chief Lynch got quotes to repair it and it is at least \$5,000 but the
20 compressor is almost 25 years old and has exceeded its useful life. Chief Lynch included
21 this item in his capital requests for FY16. There is approximately \$31,000 of unexpended
22 balance from Article 8 of the May 13, 2013 Special Town Meeting, which would be put
23 towards the purchase of a new compressor. The cost of a new compressor is about
24 \$40,000. They will need to find another source for the remaining amount. The tanks are
25 used at all fires and for training. The Milford Fire Department filled Medway Fire
26 Department's air tanks at the scene of the last fire.

27
28 Article 19 (Appropriation for Choate Park Improvements: Unexpended Balances of
29 Monetary Articles) – These funds need to be used for work performed relative to the dam
30 at Choate Park.

31
32 Article 20 (Appropriation: GATRA Revolving Fund) – Director of the Council on Aging
33 Missy Dziczek reported that commuters who use the bus are asked to donate \$1 per ride.
34 They transport approximately 1,200 riders per month, which include commuters and the
35 elderly. They collect approximately \$900 so the fund is running at a deficit. Providing
36 this service to commuters and the elderly will cost the Town approximately \$4,000 in
37 FY15. The Board agreed that this is an important service that the Town offers, especially
38 to its elderly residents.

39
40 Article 21 (Revolving Accounts: Annual Authorization) – The Board needs to identify
41 the spending authority for the Thayer Homestead revolving account. The Board would
42 like all expenses relative to the Thayer Homestead to go through the Town
43 Administrator's office. The Board needs to look at best practices relative to this matter.

44
45 Article 25 (Eminent Domain: Route 109 Reconstruction Project) - There is
46 approximately \$70,000 available in Chapter 90 funds for this item. The Board asked that

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1 the last two lines of the article be removed. The Board does not need the Town's
2 approval to spend Chapter 90 funds.

3
4 Article 26 (Amend Wetlands Bylaw: Fees) – The Board asked that the Conservation
5 Commission be invited to the Board of Selectmen's meeting on March 17, 2014 to
6 discuss this item.

7
8 Article 9 (Free Cash Appropriation: Capital Items) - The Board reviewed the Capital
9 Improvement Planning Committee's (CIPC) recommendations for FY15. Selectman
10 Crowley asked that \$200,000 of free cash be set aside for carryover to FY15 and
11 \$250,000 for snow and ice removal.

- 12
- 13 • Chief Lynch spoke about the need for a new set of Jaws of Life. The Fire
14 Department used its existing set the other day and experienced some trouble with
15 it. He also explained that the body of Brush 2 is rotted and needs to be repaired.
- 16 • The Board asked that the word "study" be added to the McGovern Lobby
17 Redesign line item. The schools would like to redesign the lobby for safety and
18 accessibility reasons. The study will determine scope and cost.
- 19 • The last two recycled police cars will be auctioned and the Town will purchase
20 two new Ford Focus' to comply with its Green Community status.
- 21 • The sidewalk at the Memorial School needs to be repaved. DPS Director Tom
22 Holder will assess the area to determine the condition and confirm the scope and
23 cost of the project.
- 24 • Last year an Assistant Operation Manager position was created in the Parks
25 Department. The job's duties require a vehicle. This employee is currently
26 sharing a vehicle with another employee, which is inefficient.
27 Chairman Trindade asked Mr. Holder to provide him with the amount of acreage
28 that the Town mows, including parks, athletic fields, and open space.
- 29 • The Town is requesting funds to implement the recommendations from the
30 energy audit that was performed by TNT. The CIPC suggested \$50,000 for
31 FY15. Selectman Foresto, who is BOS liaison to the Energy Committee, said
32 \$50,000 is a reasonable amount and the committee will most likely recommend
33 investing in an energy management system.
- 34 • The Shaw Street Bridge is in need of repairs. The \$40,000 will cover the cost of
35 the engineering study, which will determine the scope and cost of the project.
36 Similar to the Sanford Street bridge project, Medway and Franklin will share the
37 cost of this project.
- 38 • The Choate Park building is in need of repairs and upgrades. The Board would
39 like to make the building and restrooms more accessible to the public. They are
40 considering installing remote control locks and security cameras so the restrooms
41 can be used during the day. The building also needs to be insulated. Mr. Holder
42 is going to view the building and get back to the Board on the priorities and
43 approximate cost, including whether a new roof is needed.
- 44 • The schools have requested an additional \$183,000 for technology equipment.
45 The Board discussed whether this is a capital item or if it should be incorporated
46 into the school's operating budget. Selectman Crowley said the Board asked the

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1 schools to remove these items from their budget and go through the CIPC's
2 annual process so that all technology purchases were consolidated and consistent.
3 Selectman Crowley said the Town will most likely receive approximately
4 \$60,000 in Chapter 70 funds that would offset the cost of this request.

- 5 • Selectman Trindade is getting a hard quote for the cost of the self-contained
6 bathroom unit at Cassidy Field. Youth Baseball originally said they would
7 fundraise for the bathroom if the Town brought in the sewer line but they did not
8 realize the actual cost of the unit. Youth Baseball is installing new lights and
9 dugouts at the field. There is approximately \$20,000 that can be repurposed and
10 put toward the bathroom unit.
- 11 • The small town-wide facility projects have been reviewed and approved by the
12 Town Administrator. Deputy Director of DPS Dave D'Amico said the list of
13 small projects is a compilation of requests he has received over the last few years.
14 Chairman Trindade asked that a commercial dishwasher for the Senior Center be
15 added to this list.
- 16 • The Town is going to repurpose funds that were set aside for the possible casino
17 litigation for the Fire Department's air compressor. The remaining \$10,000 will
18 come from free cash.
- 19 • The Board requested more information on the Police Department's request for a
20 palm scanner.

21
22 The remaining articles concern zoning bylaw amendments. The Board said they will not
23 accept the articles due to the zoning bylaw reorganization that is underway. The Board
24 asked that an article be added to the warrant as a placeholder for the Zoning Bylaw
25 reorganization. Selectman Crowley also asked that an article be created as a placeholder
26 for the Hanlon Field turf in addition to the existing article for the turf for the two new
27 fields.

28
29 **Consideration of Appointments to the Redevelopment Authority:** Chairman
30 Trindade recommended that Andy Rodenhiser and Mike Griffin be appointed to the
31 Redevelopment Authority. Bob Parella was also recommended but the Board needs to
32 make sure that he is not an abutter to the project. The Board needs to appoint another
33 member and a fifth member needs to be elected.

34
35 **Chairman Trindade moved that the Board of Selectmen appoint Andy Rodenhiser**
36 **and Mike Griffin to the Redevelopment Authority; Selectman Foresto second; No**
37 **discussion; 4-0-0.**

38
39 **Appointments to the Town Administrator's Search Committee:**
40 **Chairman Trindade moved that the Board of Selectmen appoint Kristen Diebus,**
41 **Jeff DeVolder, Eleanor Morlin, Jeff O'Neill, Judy Evans, Glenn Trindade, and**
42 **Mary Jane White to the Town Administrator's Search Committee; Selectman**
43 **Crowley second; No discussion; 4-0-0.**

44
45
46 **Approval of Warrants:**

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1 3/6/2014

2

3 School Bills \$695,914.34

4 Town Bills \$355,575.49

5 Total \$1,051,489.83

6

7 **Selectman Trindade moved that the Board approve the warrant as read; Selectman**
8 **White second; No discussion; All ayes 4-0-0.**

9

10 **At 9:28 p.m. Selectman Trindade moved to adjourn; Selectman Foresto second; No**
11 **discussion; All ayes 5-0-0.**

12

13 Respectfully submitted,

14 Michelle Reed