

MEDWAY BOARD OF SELECTMEN
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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

June 30, 2014, 7:30 AM

Sanford Hall

Town Hall, 155 Village Street

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

Also attending: Melanie Phillips, Finance Director, Treasurer, Collector; Donna Greenwood, Principal Assessor.

At 7:30 AM, Chairman Crowley called the meeting to order and led in the Pledge of Allegiance.

Public Comments: None

Approval – Ambulance Enterprise Accounts Receivable Write-Off - \$610,477.30

The Board had a document prepared by the Town Accountant detailing the outstanding receivables.

Ms. Phillips said that due diligence was performed to collect these receivables but only approximately 10% was collected. The rest is uncollectable. The Board asked questions about why more collections could not be made and whether other collection agencies were contacted to pursue the outstanding receivables. Ms. Phillips explained the steps the Town took. She noted that even the Town's current vendor would not pursue these receivables, some of them dating back to the early 2000s. She assured them that billing is done correctly now and that such a large write-off would not be necessary again. The current collection rate is 94%. Mr. Crowley felt the more recent receivables should be pursued through a collection agency.

Mr. Foresto moved that the Board authorize writing-off ambulance enterprise account receivables in the amount of \$160,477.30, as presented, seconded by Ms. White, and it was unanimously voted (3-0-0).

Approval – FY15 Indirect Cost Agreement for Town Enterprise Funds

The Board had the proposed agreement and supporting documentation of the allocations.

Ms. Kennedy stated that this is a memorialization of the calculations used by the Town Accountant. The auditors had suggested the enterprise fund allocations be approved annually by the Board of Selectmen and Water/Sewer Commission, as appropriate.

There was brief discussion among the Board members about the accuracy of the actual allocations. There was a request to postpone action on this item until more review could take place.

Authorization of Chairman to Execute Contract for Appraisal Services – Sansoucy - \$44,000

The Board had the proposed contract for its review.

Mr. Foresto moved, seconded by Ms. White, to authorize the Chairman to execute a contract with Sansoucy for appraisal services in the amount of \$44,000; after the following discussion, it was unanimously voted (3-0-0).

The Board asked questions about the appraisal services to be undertaken. Ms. Greenwood answered that it was for utilities and easements. Ms. Phillips added that it was necessary to submit this to the Dept. of Revenue for certification purposes. Ms. Greenwood said the Sansoucy proposal was significantly less than the other vendor that submitted a proposal. Sansoucy will be starting from scratch to perform the assessments, doing field work to add and delete assets for the utilities. Mr. Crowley asked if it would result in additional tax revenue. Ms. Greenwood answered that it would.

Authorization of Chairman to Execute Contract Amendment with Robert Hubbard for Continued Redevelopment Authority Services

The Board had the proposed amendment and original contract for its review.

Ms. Kennedy said that Mr. Hubbard is available to work another three months as the Redevelopment Authority Director, at which time he should be able to hand the project off to the new Community Development Director.

Mr. Foresto moved, seconded by Ms. White, to authorize the Chairman to execute a contract amendment with Robert Hubbard for continued redevelopment authority director services through September 30, 2014; it was unanimously voted (3-0-0).

Authorization of Chairman to Execute Contract with Petrini & Associates, P.C. for Town Counsel Services for a Three-Year Term

The Board had the proposed contract for its review.

Mr. Foresto moved, seconded by Ms. White, to authorize the Chairman to execute a contract with Petrini & Associates for Town Counsel services for a three-year term; it was unanimously voted (3-0-0).

Approval – End of Year Budget Transfer Request – Council on Aging

Ms. Kennedy explained that due to the charge back of the taxes associated with the senior tax work-off program and higher than budgeted heating costs, there is a shortfall in the current year Council on Aging budget. The request is to transfer \$3,000 from the Town Accountant's budget to the Council on Aging budget. Ms. Kennedy commented that this should have been picked up by the Director sooner and she had every expectation this

would not recur next year. She also mentioned they are looking into whether the Finance Committee also needs to approve the transfer.

Mr. Foresto moved, seconded by Ms. White, to authorize the transfer from Dept. 135 to Dept. 541 to cover overruns in the Fiscal Year 2014 budget; it was unanimously voted (3-0-0).

Approval – Amendment to Town Administrator’s Contract

Ms. Kennedy stated the Board should have copies of the proposed amendment, which would extend her contract through July 25. The new Town Administrator, Michael Boynton, will start July 28. Ms. Kennedy stated the terms provide her with the same salary and deferred compensation Mr. Boynton will be receiving. Town Counsel has reviewed the amendment.

Mr. Foresto moved to authorize the Chairman to sign the contract amendment to extend the employment of the Town Administrator through July 25; Ms. White seconded; Mr. Crowley made a friendly amendment that clarified that the amendment to the contract was approved by Town Counsel; it was unanimously voted (3-0-0).

Approval – Mass. School Building Authority Initial Compliance Certification for McGovern School Project – Accelerated Repair Program

Ms. Kennedy advised the Board that part of the Mass. School Building Authority (MSBA) requirements for its Accelerated Repair Program for the McGovern School project include submission of an Initial Compliance Certification, which must be signed by the Superintendent of Schools, Chair of the School Committee and Chair of the Board of Selectmen. Ms. Kennedy provided the Board with the form, which has been signed by the Dr. Evans and Ms. Borgatti. Ms. Kennedy stated it is a \$1 million project to replace the windows. The MSBA reimbursement would be approximately 50%. The Town must indicate it has the funding to do the initial feasibility study and design, the cost of which will be transferred to the grant, but paid initially out of School Choice funds. The estimate is \$35,000 to do the study. Ms. Kennedy said the School must also provide the MSBA with its routine and capital maintenance plan. The Board indicated it would like to see this plan. Mr. Foresto thought it might be an opportune time to resurrect the combined facilities maintenance concept and asked that the new Town Administrator be apprised of this matter.

There was brief discussion about the school budget and the declining school enrollment.

Mr. Foresto moved to authorize the Chairman to execute the agreement with the MSBA to allow for the School Department to qualify for the Accelerated Repair Program; seconded by Ms. White, and unanimously voted (3-0-0).

Mr. Crowley asked why Bill Pride’s constable appointment form was unsigned by the Selectmen and asked that it get signed by the Board members. It was noted that none of the constables submit an income report to the Town Clerk or turn in a percentage of their

fees to the Treasurer as required by Mass. General Law (MGL). Mr. Crowley stated that the constables should receive a letter notifying them that they will not be reappointed if they do not comply with the MGL requirement.

Ms. White asked that the Town provide a letter to the Coopers for the portrait donations to the Town for tax write-off purposes. She said she would provide the necessary information to draft the letter. Mr. Foresto also asked for such a letter for Dan Hooper, who donated a screen to be used at the Thayer Homestead, approximate value \$400.

The Board changed its next meeting date from July 7 to July 14. Mr. Crowley also wanted to note that the reason for the a.m. meeting was due to the fact he was traveling to the Cape for vacation today.

Ms. Kennedy stated that replacements would be needed on the School Building Committee. She would be replaced by the new Town Administrator and Jim MacLean would replace Dave Verdolino.

Mr. Crowley asked if the Board needs to approve the amendment to the contract for the lighting component of the Middle School parking lot improvements. Ms. Kennedy said it was unnecessary for the Board to execute these contracts, as Counsel has stated that the Building Committee has the authority to execute them. However, since the Board approved the contract with J.H. Lynch, it should probably approve the amendment.

Ms. Kennedy said that she would be releasing the report on the consolidation of the land use departments and boards to the press. There was brief discussion about the change in staffing pattern that would result. Ms. Kennedy stated the Building Commissioner, Health Agent and Conservation Agent and an administrative assistant would remain in Town Hall and that the Community Development Director, Planning Administrator and an administrative assistant would be housed in the office at the Middle School. Mr. Crowley asked Ms. Kennedy to let the Superintendent know that there would now be three people in that office instead of the two that were previously anticipated.

At 8:40 AM, Mr. Foresto made a motion to adjourn; second by Ms. White; unanimously voted (3-0-0).