

MINUTES OF THE SELECTMEN SESSION MEETING
JANUARY 7, 2008

Present: Selectmen Glenn Trindade, Richard Dunne, Dennis Crowley, Andrew Espinosa and John Foresto; Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

6:06 p.m. – Chairman Trindade called the Selectmen's Regular Session meeting to order in the Medway Cable Studio All stood for the Pledge of Allegiance.

Public Comments: None.

Chairman Trindade announced that the Selectmen would conduct their regular session meeting business in the Cable Studio then adjourn this session and enter into a budget discussion with the Finance and School Committee in the High School Library at 7:00 p.m.

Chairman Trindade also announced that Agenda items eleven (11) Approval of the Budget Management and Financial Management Policy, twelve (12) Approval of the Anti-Fraud Policy and thirteen (13) CIPC Appointments be placed on hold for discussion at another Selectmen's meeting. Chairman Trindade also stated that agenda items nine (9) Opening and Closing of the Special Town Meeting Warrant and item ten (10) Approval of the Special Town Meeting Warrant will also be scheduled for board action at the next regularly scheduled Selectmen's meeting.

Approval Emergency transfer of funds requested by the Town Accountant:

- Town Accountant, Barbara Durand, explained that the request for emergency transfer of funds in the amount of five thousand six hundred twenty three dollars and nine cents (\$5,623.09) is being requested in order to write off old balances for police and fire department details that must be cleared off the town's books as it continues to be an audit finding and is an outstanding management letter issue. The total was not known at the time of the last town meeting. This request for emergency funds can not wait until the next town meeting because funding may not be available.
- Chairman Trindade moved that the board approve the emergency transfer of funds in the amount of five thousand six hundred twenty three dollars and nine cents (\$5,623.09) as requested by the Town Accountant; seconded by Selectman Dunne; all ayes 5-0-0 (voted).

Approval of Warrants:

- Selectman Espinosa moved that the Selectmen approve Warrant number twenty-seven (27) as read in the total amount of \$2,322,875.58; seconded by Selectman Foresto; all ayes 5-0-0 (voted).

Approval of Minutes:

- Selectman Crowley moved that the Selectmen accept and approve the Selectmen's Regular Session Minutes of December 10, 2007; seconded by Selectman Dunne; all ayes 5-0-0 (voted).

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Report of the Town Administrator:

- Administrator Kennedy stated that she hopes to have the final Tata & Howard contract available for Selectmen's review and discussion at the January 14 or January 28 board meetings.
- Administrator Kennedy indicated that a resident forwarded a written complaint regarding speeding on Adams Street. Administrator Kennedy stated that Chief Tingley has addressed the issue with the resident who is very pleased with the Chief's recommendations. Administrator Kennedy indicated that she would report back to the board if warranted.
- Administrator Kennedy indicated that she has met with the Fire Chief regarding a potential shortfall in his department salary budget. Administrator Kennedy indicated that the salary budget is currently 54-56% expended due to overtime. Administrator Kennedy and the Town Accountant will meet with the Fire Chief to address the issue and will report back as warranted.

Report of the Selectmen:

- Selectman Crowley stated that town representatives are scheduled to meet with Cybex representatives next week and will update the board as warranted. Selectman Crowley would also like to meet with the Town Administrator to discuss the status of Keville settlement matter.
- Selectman Foresto did not have a report this week.
- Selectman Dunne stated that the Town Clerk contacted him as he is the Town Clerk liaison to voice her concerns regarding the scheduling of the next special town meeting. Selectman Dunne stated that the Town Clerk is asking that the Board schedule the town meeting the week before or the week after the election primary.
- Selectman Espinosa stated that there will be a meeting with the Water/Sewer Working Group on Wednesday (1/9/2008). One item scheduled for discussion will be future projects, schedules and timelines for the projects.

Report of the Chairman:

- Chairman Trindade did not have a report this week.

Establish Town Meeting Date:

- Chairman Trindade moved that the Selectmen schedule a Special Town Meeting on January 28, 2007; seconded by Selectman Crowley; all aye 5-0-0 (voted).

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Execution of February 5, 2008; Presidential Primary Warrant requested by the Town Clerk:

- Chairman Trindade moved that the Selectmen approve the February 5, 2008; Presidential Primary Warrant as requested by the Town Clerk; seconded by Selectman Dunne; all ayes 5-0-0 (voted).

6:30 p.m. There being no further regular business to discuss, Chairman Trindade moved that the regular session meeting be adjourned and the Selectmen enter Executive session for reason number six and to return to open session; Selectman Dunne seconded; roll call vote: Trindade—aye; Dunne—aye; Espinosa—aye; Foresto--aye; Crowley—aye; All ayes 5-0-0 (voted).

7:06 p.m. Selectmen return to open session at the Medway High School Library to commence a budget discussion with the Finance Committee and School Committee.

- Chairman Trindade stated that the purpose of this joint meeting was to get members of the board of selectmen, finance committee and school committee together as a group to discuss the budget process for the upcoming fiscal year (2009).
- Chairman Trindade asked that all people in attendance identify themselves. Attendees present at the budget discussion meeting were: Celeste Hanson, Dawn Rice Norton, Steve Dahl; Charlie Meyers, Susan Connolly, Diane Borgotti; Debra Trindade; Dr. Richard Grandmont; Rob Kenny, Frank Faist, Jan Fish, Phil Giangarra; Phyllis Cerel; Joy Smith Dahl; Paul Marble; Eric Arbeene; Ned Myers, Mark Brown, Suzanne Kennedy, John Foresto, Dennis Crowley and Rich Dunne.
- Chairman Trindade expressed his concerns regarding how potential budget cuts would impact the quality of education and services students receive through the Medway School system.
- Selectman Dunne commended Dr. Richard Grandmont for his terrific budget presentation recently.
- Chairman Connolly supported Selectman Dunne's comments regarding the effort Dr. Grandmont places into the preparation of the school budget as well as his commitment to the Medway Schools. Mrs. Connolly stated that the school currently prepares a tiered budget which is a working draft.
- Selectman Espinosa also stated that Dr. Grandmont has done a fantastic job running Medway Schools with the budget he has.
- The parties entered into a lengthy discussion regarding the type of budget scenarios the Selectmen would like submitted. The parties discussed submittal of level service budgets, level funded budgets and supplemental budgets. The parties discussed the meaning of level service budgets, level funded budgets and supplemental budgets and examples of scenarios of each budget category.

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- The parties agreed that there needs to be more open communication between the boards. They also agreed that more routine financial information needs to be communicated to Medway residents on a regular basis. It was suggested that another State of the Town address be scheduled as well as a series of financial updates and interviews with department representatives be taped and aired on the town's government cable channel. It was also suggested that updated financial reports be uploaded to the town website for resident review and comments.
- Selectman Crowley moved that all town departments submit level service budgets with level staffing including operational increases; seconded by Selectman Dunne; aye 3 (Crowley, Dunne and Foresto) nay 1 (Espinosa) abstain 1 (Trindade). Motion passes.
- Selectman Espinosa moved that all town departments submit Program Improve Budgets; seconded by Selectman Dunne; all ayes 5-0-0 (voted).

10:00 p.m. There being no further business to discuss, Chairman Trindade moved that the meeting be adjourned; seconded by Selectman Crowley; all ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

MINUTES OF THE SELECTMEN SPECIAL SESSION MEETING
JANUARY 14, 2008

Present: Selectmen Glenn Trindade, Richard Dunne, Dennis Crowley, Andrew Espinosa and John Foresto; Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

6:37 p.m. – Chairman Trindade called the Selectmen’s Regular Session meeting to order in Sanford Hall. All stood for the Pledge of Allegiance.

Public Comments: None.

Chairman Trindade also announced that Agenda items four (4) Approval of December 4, 2007 Regular Sessions minutes; item ten (10) Approval of the Budget Management and Financial Management Policy, item eleven (11) Approval of the Anti-Fraud Policy and item twelve (12) CIPC Appointments be placed on hold for discussion at the next regularly scheduled Selectmen’s meeting (February 4, 2008).

Close Special Town Meeting Warrant:

- Chairman Trindade moved to close the Special Town Meeting Warrant; seconded by Selectman Crowley; ayes-3 (Crowley, Foresto, Trindade) nays-2 (Espinosa, Dunne) 3-2-0 motion passes.

Approval of Special Town Meeting Warrant:

- The Board reviewed the January 28, 2008 Special Town Meeting Warrant. Selectman Espinosa read a prepared statement regarding his opposition of including Article 2 on the January 28, 2008, Special Town Meeting warrant. Administrator Kennedy indicated that Article 2 was included on the January 28, 2008 Special Town Meeting warrant as recommended by the Town’s financial advisor. Administrator Kennedy also stated her opinion that the Town will probably never see another free cash position of 1.8 million dollars. The Board entered into a brief discussion regarding Article 2 included on the January 28, 2008, Special Town Meeting warrant.
- Chairman Trindade moved that the Board of Selectmen accept and execute the Special Town Meeting Warrant as presented; seconded by Selectman Foresto; ayes-3 (Crowley, Foresto, Trindade) nays-2 (Espinosa, Dunne) 3-2-0 motion passes.

7:00 p.m. Chairman Trindade moved that the regular session meeting be adjourned and the Selectmen enter Executive session for reason number six “To consider the purchase, exchange, taking, lease or value of real property...” and to return to open session at approximately 7:30 p.m.; Selectman Foresto seconded; roll call vote: Trindade—aye; Dunne—aye; Espinosa—aye; Foresto—aye; Crowley—aye; All ayes 5-0-0 (voted).

8:00 p.m. *Selectmen return to open session in Sanford Hall.*

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Approval of Grant Awards:

Police Department:

- Chief Tingley came forward to answer questions regarding the Police Department grant awarded by the Statewide Emergency Telecommunications Board (SETB). The parties entered into a brief discussion. Selectman Foresto moved that the Selectmen accept and authorize the Police Department to expend the funds received under the SETB Training Grant Program awarded by the Statewide Emergency Telecommunications Board (SETB) in the amount of five thousand (\$5,000.00) dollars to be used for employee training for the new 911 system; and overtime replacement costs; seconded by Chairman Trindade; all ayes 5-0-0 (voted).

Department of Public Services:

- The Department of Public Services Director came forward and explained that the two hundred thousand dollar (\$200,000) grant award by the Department of Transportation for restoration of Thayer House (2 B Oak Street) before was accepted but not formally approved by the Board of Selectmen. This action is a house keeping item requiring a formal vote of the Board. The parties entered into a brief discussion. Selectman Espinosa moved that the Board of Selectmen accept and authorize the Director of Public Services to expend the funds received by the Department of Transportation in the amount of two hundred thousand dollars (\$200,000) to be used for the Thayer House (2B Oak Street) restoration; seconded by Selectman Foresto; all ayes 5-0-0 (voted).

Approval of Warrants:

- Selectman Espinosa moved that the Selectmen approve warrant number twenty-seven (27A) as read in the total amount of \$97,632.75; seconded by Selectman Foresto; all ayes 5-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy reported that the Water Working Group has been meeting on a regular basis. Tata and Howard are currently working on the contract proposal. Mark Flaherty is also having an outside source review the contract proposal as well and will report back to the Board when the contract is ready for execution.
- Administrator Kennedy reported that she would like to form a Snow and Ice Committee. The committee would consist of three to five people who would review the current snow and ice policy to see if the Town is working smart. Administrator Kennedy indicated that as of today \$190,000 has been spent on snow/ice removal not including today's storm.

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Report of the Selectmen:

- Selectman Crowley reported that the Water Working group has been meeting on a regular basis (every two weeks). Selectman Crowley expects to meet with representatives at Cybex on Tuesday. Selectman Crowley stated that an April town meeting may be needed in order to handle the land easements. Selectman Crowley will report back as warranted.
- Selectman Foresto stated that the Cable Advisory Committee has had discussions with Comcast. The Town attorney and the Cable Advisory Committee have a series of recommendations for Comcast to review and will report back as warranted. Selectman Foresto also indicated that he has begun the "Needs Assessment" and has interviewed three people to date and will report back as warranted.
- Selectman Dunne did not have a report
- Selectman Espinosa indicated that the Water Sewer Working Group recently has discussions with the Water/Sewer Commissioners (two were physically present at the meeting and the third member participated via telephone). The purpose of the meeting was to get an understanding of how to transition the recommendations by the Water/Sewer Working Group to the Water/Sewer Commissioners for consideration.

Report of the Chairman:

- Chairman Trindade reported that the School Committee will be forming a search committee for a new superintendent of schools. Anyone who has questions should contact Carol Villa at 533-3222. Chairman Trindade also noted the payment agreement for \$18,000 with Foxboro Transport which represents outstanding detail funds due the town.

8:25 p.m. There being no further business to discuss, Selectman Foresto moved that the regular session meeting be adjourned; seconded by Selectman Espinosa; all ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

MINUTES OF THE SELECTMEN SESSION MEETING
JANUARY 28, 2008

Present: Selectmen Glenn Trindade, Richard Dunne, Dennis Crowley, Andrew Espinosa and John Foresto; Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

6:05 p.m. – Chairman Trindade called the Selectmen's Special Session meeting to order in Room 111A at the Medway High School. All stood for the Pledge of Allegiance.

- The Board entered into a brief discussion regarding the acquisition of the Capodilupo/50 Winthrop Street property. Chairman Trindade moved that the Board endorse the acquisition of Capodilupo/50 Winthrop Street property by the Community Preservation Committee; seconded by Selectman Foresto; ayes 4-0-1 with Selectman Dunne abstaining (motion passes).

Approval of Warrants:

- Selectman Dunne moved that the Selectmen approve Warrant number thirty (30) for the total amount of \$205,736.10; seconded by Selectman Foresto; all ayes 5-0-0 (voted).

Open Annual Town Meeting Warrant:

- Chairman Trindade moved that the Selectmen approve opening the Annual Town Meeting Warrant; seconded by Selectman Espinosa; all aye 5-0-0 (voted)

Approval of Minutes:

- Selectman Crowley moved that the Selectmen accept and approve but not release the Selectmen's Executive Session Minutes of December 4, 2007; seconded by Selectman Foresto; all ayes 5-0-0 (voted).
- Selectman Crowley moved that the Selectmen accept and approve the Selectmen's Regular Session Minutes of December 4, 2007; seconded by Selectman Foresto; all ayes 5-0-0 (voted).
- Selectman Crowley moved that the Selectmen accept and approve but not release the Selectmen's Executive Session Minutes of December 10, 2007; seconded by Selectman Dunne; all ayes 5-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy stated that at the Selectmen's February 4, 2008 meeting that consideration of CIPC appointments will be placed on the agenda. Administrator Kennedy also indicated that there will be no Selectmen's meeting on February 18th due to the observance of Martin Luther King Day and suggested that the Selectmen consider meeting on February 11, 2008.

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- There was a brief discussion and all members of the Board indicated that they were available to meet on February 11. Chairman Trindade instructed the administrative services assistant to post the meeting.

Report of the Selectmen:

- Selectman Crowley did not have a report this week.
- Selectman Foresto reported that the Cable Advisory Committee cable contract negotiations with Comcast are still on going and expects that the Board will need to execute a contract at their meeting scheduled for February 11, 2008.
- Selectman Dunne reported that he has been reviewing neighboring town's water plans to compare with Medway's water plan which was last prepared in 1980. Selectman Dunne indicated that the issue is scheduled to be discussed with the Water Working Group some time in March.
- Selectman Espinosa reported that Kent Scott is scheduling a "Talk of the Town" on February 21, 2008 to discuss the town water problems. Selectman Espinosa indicated that the next Water Sewer Group meeting is scheduled for February 7, 2008.

Report of the Chairman:

- Chairman Trindade indicated that he would like to schedule another joint meeting with the Finance Committee, Board of Selectmen and School Committee to discuss the FY 2009 Local Aide Cherry Sheet data based on the Governor's budget in order to begin early discussions on potential allocation of such. The Board members entered into a brief discussion. Selectman Foresto stated that he would prefer that the Selectmen schedule a meeting in order to discuss the town budget and potential allocation of state aide before holding any joint meetings with other committees. It was agreed that the Board would review their schedules and confirm scheduling an off site meeting on February 29th.

6:45 p.m. There being no further business to discuss, Chairman Trindade moved that the regular session meeting be adjourned and the Selectmen enter Executive session for reason number three not to return to open session; Selectman Crowley seconded; roll call vote: Trindade—aye; Dunne—aye; Espinosa—aye; Foresto--aye; Crowley—aye; All ayes 5-0-0 (voted).

Respectfully submitted,
Celeste Hanson
Administrative Services Assistant

MINUTES OF THE REGULAR SELECTMEN'S MEETING
FEBRUARY 4, 2008

Present: Selectmen Dennis Crowley, Rich Dunne, Andrew Espinosa and John Foresto, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Chairman Trindade arrived at 7:20 p.m.

7:01 p.m. – Vice Chairman Dunne called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Public Comments: None.

Emergency Transfer—DPS.

- Director D'Amico stated that he is requesting a five thousand dollar emergency funds transfer for his department in order to purchase a used 4x2 pick-up truck for vehicle maintenance. Director D'Amico stated that the current vehicle maintenance truck has failed to pass inspection and has several structural and safety related problems. It was estimated to cost approximately two thousand dollars to repair these items. The truck is a 1997 Ford Ranger and it was originally planned for replacement in FY 2008, but delayed due to a lack of funding. Director D'Amico stated that he can not wait until the annual town meeting because the most demanding time for his department is April through June.
- Selectman Crowley moved to approve the five thousand dollar emergency fund transfer request submitted by the Director of Public Services for the purchase of a used 4 x 2 pick up truck; seconded by Selectman Espinosa; all ayes 4-0-0 (voted).

(Chairman Trindade arrives and Vice Chairman Dunne gives a brief meeting status to Chairman Trindade; Chairman Trindade assumes control of the meeting)

Beer and Wine Alcohol License Public Hearing for Supreme Pizza:

- Chairman Trindade announced that the Public Hearing for Supreme Pizza would be rescheduled to February 11, 2008.

Approval of Anti-Fraud Policy:

- Chairman Trindade announced that the approval of the Anti-Fraud Policy would be rescheduled to February 11, 2008.

Approval of Grant Award—Council on Aging:

- Administrator Kennedy stated that the grant before the Board for approval is an annual grant award. This year's grant award is in the amount of nine thousand six hundred and seven dollars (\$9607.00) awarded by the Executive Office of Elder Affairs and will be used to fund the salaries and expenses related to the Outreach Worker, Volunteer Coordinator, exercise programs and conferences.
- The Board entered into a brief discussion. Selectman Foresto moved that the Board approve and authorize the Council on Aging to expend the funds received under

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the grant awarded by the Executive Office of Elder Affairs in the amount of nine thousand six hundred and seven dollars (\$9607.00); seconded by Selectman Crowley; all ayes 5-0-0 (voted).

Selectmen's appointments to the CIPC:

- Chairman Trindade announced that the Board would be conducting public interviews with three candidate interested in volunteering their services to the Community Improvement Program Committee (CIPC).
- Mr. Thomas Anderson of 16 Candlewood Drive came forward and reviewed his work experience as well as other community/civic involvement with the Board. Mr. Anderson's current and prior work experience has been in the finance/accounting industries; he is a certified public accountant and possesses an MBA. Mr. Anderson is very interested in volunteering his services to the Town on the CIPC and/or the Finance Committee. The parties entered into a brief discussion.
- Mr. James Palladino of 13 Temple Street came forward and reviewed his work experience as well as other community/civic involvement with the Board. Mr. Palladino is currently a manufacturing manager and has had experience with capital equipment justification, selection, purchasing, installation, training and maintenance and is very interested in volunteering his services to the Town on the CIPC. The parties entered into a brief discussion.
- Mr. Timothy Newman of 18 Delmar Road came forward and reviewed his work experience as well as other community/civic involvement with the Board. Mr. Newman is a software support engineer and holds a Bachelor of Science degree in computer science. Mr. Newman is very interested in volunteering his services to the Town on the CIPC. The parties entered into a brief discussion.
- Selectman Dunne moved that the Board appoint all three candidates (Thomas Anderson, James Palladino and Timothy Newman) to the Capital Improvement Planning Committee (CIPC); seconded by Chairman Trindade; all ayes 5-0-0 (voted).

Selectmen & Planning Board joint vacancy appointments:

- Chairman Trindade stated that representatives from the Planning Board were present to recommend two appointments to fill vacancies on the board.
- Members from the Planning Board present were: Robert Tucker, Vice Chairman; Karyl Spiller-Walsh, Member and Chan Rogers, Clerk. Vice Chairman Tucker introduced Mr. Thomas Gay who would be replacing John Schroeder. Mr. Gay would be appointed as a member of the Planning Board. Vice Chairman Tucker introduced Mr. John Williams who would be replacing Eric Alexander. Mr. Williams would be appointed as an associate member of the Planning Board. Vice Chairman Tucker indicated that the Planning Board held a series of interviews with

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candidates and unanimously voted to recommend Messieurs Gay and Williams to the Planning Board.

- The parties entered into a brief discussion. Chairman Trindade moved that both candidates be appointed as unanimously voted and recommended by the Planning Board; seconded by Selectman Dunne; all ayes 5-0-0 (voted).

Distribution of residual funds for the Medway Public Library:

- The Board reviewed the award and correspondence from the Attorney General's Office relative the Compact Disc Antitrust Litigation Settlement and entered into a brief discussion. The cash distribution of residual funds is in connection with the 2002 settlement of the antitrust case brought by the Massachusetts Attorney General's office against certain music companies and retailers.
- Chairman Trindade moved that the Board accept and authorize the Library Trustees to expend the funds received under the Compact Disc Antitrust Settlement in the amount of three hundred dollars; seconded by Selectman Foresto; all ayes 5-0-0 (voted).

Approval of Budget Management and Financial Management Policy:

- Administrator Kennedy stated that Treasurer/Collector Phillips and Town Accountant Durand were present to answer any questions the board may have. Administrator Kennedy noted that there were several items in the policy that have been bold, red resulting from past discussions in August and September. Administrator Kennedy noted that some amendments to pages two (2) and six (6) would be necessary after passing and adopting of the Town Charter.
- The parties discussed unclassified expenses and cost allocations. Administrator Kennedy stated that it could be added to the policy.
- Selectman Espinosa inquired as to who would be auditing whether the Town is following the policy. Administrator Kennedy indicated that the Finance Team would perform such tasks as outlined in the proposed Charter.
- The parties entered into a discussion regarding the stabilization fund section of the policy. Administrator Kennedy stated that the Town's financial advisor also reviewed the policy and made recommendations that are reflected in the policy.
- All in all, the Board was pleased with the policy. Selectman Crowley moved that the Board approve the policy as presented by Administrator Kennedy with the provision that additional amendments be reviewed for approval and consideration by the Board as needed; seconded by Selectman Foresto; all ayes 5-0-0 (voted).

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Approve and sign warrant:

- Selectman Dunne moved that the Board approve and sign warrant number thirty-one (31) for fiscal year '08 as read in the total amount of \$1,944,098.41; Selectman Foresto seconded; all ayes 5-0-0 (voted).

Approval of minutes:

- Selectman Crowley moved that the Selectmen accept and approve the Selectmen's meeting minutes of December 17, 2007; seconded by Selectman Espinosa; all ayes 5-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy did not have a report this week.

Reports of the Selectmen

- Selectman Foresto reported that he anticipates the Comcast cable contract to be before the board for approval at the next Selectmen's meeting. Selectman Foresto also indicated that he, Administrator Kennedy, School Superintendent Grandmont and School Finance Director Dave Verdolino are scheduled to meet with the School Business Authority on March 7 and will report back as warranted.
- Selectman Espinosa reported that the Water Working Group will be meeting and is also scheduled to conduct a "talk of the town" session to discuss status of the Water Working Group and current water situation.
- Selectman Dunne indicated that he spoke with the Town Clerk and wants to remind everyone that tomorrow is the primary and that polls are open from 7:00 a.m. to 8:00 p.m. Selectman Dunne also noted that the Fire Chief forwarded correspondence which indicates that Medway has been given Heart Safe status.
- Selectman Crowley stated that GATRA services are increasing and have been transporting 30 plus people per day. Selectman Crowley stated that he would also like to get the Keville matter resolved soon. Selectman Crowley also stated that there are some items in the budget report that he would like to discuss with the Town Accountant; Administrator Kenney stated that she would prefer that members of Board deal with her directly rather than approaching staff directly. The parties entered into a discussion.

Report of the Chairman.

- Chairman Trindade referenced a letter of intent received from CHAPA (Citizens Housing and Planning Association) regarding the sale of an affordable housing unit located at Kingson Lane. Interested residents should contact Janelle Connolly at the CHAPPA office at 617-742-0820 with any questions or to obtain an application.

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- Chairman Trindade also announced that the Town's outside auditor will be reviewing his financial audit report to the Board at the next meeting scheduled on February 11, 2008, and encouraged residents to attend.

9:25 p.m. There being no further business to discuss, Selectman Dunne moved that the meeting be adjourned; Selectman Espinosa seconded; all ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON 4/22/2008

MINUTES OF THE SPECIAL SESSION SELECTMEN'S MEETING
FEBRUARY 11, 2008

Present: Selectmen Glenn Trindade, Richard Dunne, Dennis Crowley, Andrew Espinosa and John Foresto, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

7:03 p.m. – Chairman Trindade called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Public Comments: None.

Outside Auditor's Report:

- Mr. Frank Biron of Melanson and Heath was present to review the audit completed by his firm. Mr. Biron stated that this year's audit was completed early. Mr. Biron stated that his firm currently has 120 municipal clients and that Medway has been a client for the past twelve years. Mr. Biron reviewed sections of the Management Letter and the Annual Financial Statements with the Board and explained the purposes of the Management Letter and Annual Financial Statement Report. Mr. Biron explained that the Town has implemented many of the past recommendations which have assisted with the Town's improved financial position. Mr. Biron indicated that the Management Letter contained several follow-up items resulting from prior year issues that the Town will continue to improve upon. Mr. Biron also indicated that the Management Letter contained a few new findings and that the Town implemented appropriate response actions.
- The Board entered into a question/answer session regarding the Annual Financial Statements and Management Letter.

Anti-Fraud Policy discussion:

- The Board asked Mr. Biron for his comments regarding the new Anti-Fraud Policy which has been drafted by the Town Administrator. Mr. Biron indicated that he reviewed the policy and feels that it is satisfactory. Mr. Biron stated that he suggests that all his clients have policies of this nature.
- Selectman Foresto asked how the Administrator intends to implement the policy. Administrator Kennedy indicated that she would need to present the policy to the union representatives first, and then present it to staff via meetings.
- The board entered into a brief discussion. Selectman Dunne and Crowley raised questions concerning section E and F of the Anti-Fraud Policy. Administrator Kennedy indicated that she will review the sections with labor counsel and report back to the board as warranted.

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Board/Committee Appointments:

Tree Warden

- Administrator Kennedy indicated that she and Director D'Amico have found an interested party to act as Tree Warden since the retirement of Philip "Butchy" Smith. The Tree Warden candidate is Brutus Cantoreggi, the current Department of Public Works Superintendent for the Town of Franklin. He is also the Tree Warden for the Town of Millis and holds a license and degree. Administrator Kennedy and Director D'Amico recommend the appointment of Brutus Cantoreggi temporarily until review in June 2008. The parties entered into a brief discussion.
- Selectman Crowley moved that the Board appoint Brutus Cantoreggi as Tree Warden with a term expiration of June 30, 2008, as recommended by the Town Administrator Kennedy; seconded by Selectman Espinosa; all ayes 5-0-0 (voted).

Capital Improvement Committee Program

- The Board members acknowledged James Gillingham as a candidate for the Capital Improvement Committee Program's last vacant seat. It was confirmed that there have been no other candidates interested in volunteering for the CIPC. The Board entered into a brief discussion with Mr. Gillingham. Selectman Dunne moved that the Board appoint James Gillingham to the CIPC; seconded by Selectman Espinosa; all ayes 5-0-0 (voted).

Alcohol License Public Hearing--Supreme Pizza:

- Chairman Trindade opened the public hearing and read the public hearing notice. Chairman Trindade reminded the Board and the audience that this hearing was rescheduled from February 4th. This public hearing is relative to the application for a beer and wine alcohol license application filed by Supreme Pizza, Mr. George Papadopoulos, Manager located at 67-C Main Street in Medway, MA. The applicant is seeking a seven-day beer and wine alcohol beverage license for retail sale at said location. Chairman Trindade asked if anyone was present representing the application.
- Mr. George Papadopoulos came forward and stated that he has opened a new business at the former Primo's location. Mr. Papadopoulos stated that former business held an all-alcohol liquor license and he would prefer to sell only beer and wine; therefore, he must apply for a new liquor license. Mr. Papadopoulos stated that he has been in his new business for approximately six months.
- Chairman Trindade asked if anyone else wished to comment on the application. There were no comments from the audience. The Chairman asked the Board members if they had any questions or concerns regarding the application.
- Selectman Crowley stated that he visited the location and sees no reason not to approve the application. The Administrative Services Assistant confirmed that all required due

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diligence has been completed as warranted and also confirmed that all required applications, taxes, etc. have been completed properly as required.

- Selectman Dunne moved that the board approve the beer and wine alcohol license application filed by Supreme Pizza located at 67C Main Street; seconded by Selectman Foresto; all ayes 5-0-0.

Consideration of Comcast Cable contract approval:

- Selectman Foresto explained that the Town has a 10-year cable contract with Comcast that expired on February 22, 2008. The Town has been conducting informal contract negotiations with Comcast. To date Comcast has not matched the services that Verizon has offered the residents of Medway. Selectman Foresto noted that during contract negotiations it was discovered that Comcast has been overcharging residents thirty-four cents per month, for the last ten years, for a station manager, which the town does not have. The Cable Advisory Committee is advocating for reimbursement to all resident users for the last ten years for this overcharge. Selectman Foresto indicated that based on recent negotiation talks with and the fact that Comcast will not agree to the Town's terms; the Cable Advisory Committee recommends that the Board not approve the renewal contract with Comcast, which will cause the parties to enter into formal contract negotiations rather than informal contract negotiations. Selectman Foresto stated that current cable services will not be interrupted by the lack of a renewal contract. Selectman Foresto stated that the Town has been very reasonable with Comcast during the negotiations; however, he noted that he has never dealt with such an arrogant group of people ever in his life.
- The Board entered into a brief discussion. Selectman Foresto moved that the Board not approve the cable renewal contract with Comcast and therefore, enter into formal cable contract negotiations; seconded by Selectman Dunne; all ayes 5-0-0 (voted).

Discussion/review of proposed budget calendar:

- Administrator Kennedy referred the Board to the proposed draft of the FY 2009 Budget and Town Meeting Calendar included in the board's meeting packets. The parties entered into a brief discussion. It was agreed that the Administrator would coordinate and prepare a schedule of budget hearing discussions with respective departments.

Close ATM Warrant:

- The board entered into a brief discussion regarding the preparation of the Annual Town Meeting warrant and submission of warrant articles by respective departments, committees and boards. Selectman Dunne moved that the Annual Town Meeting warrant close at 4:30 P.M. on Friday, February 15th; seconded by Selectman Crowley; all ayes 5-0-0 (voted).

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FEBRUARY 11, 2008

- Selectman Dunne also requested copies of the submitted warrant articles to review as soon as possible. It was agreed that staff would provide copies of the submitted warrant articles for review/discussion by the Board in the next meeting packet.

One-Day Auctioneer's License:

- Chairman Trindade indicated that the Board has been requested to grant a one-day auctioneer's license to Michael J. Coyle. Chairman Trindade indicated that the applicant has held several auctions at the Medway VFW. The Board entered into a brief discussion. Selectman Espinosa moved that the Board grant approval of the one-day auctioneer's license requested by Michael J. Coyle scheduled on February 26, 2008 at the Medway VFW from 5:00 p.m. to 11:45 p.m.; seconded by Selectmen Dunne; all ayes 5-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy reported that she received a report from the Arc of Innovation prepared by the MAPC entitled Water Resource Committee Water Smart Indicators, Trends and Tools. She has requested extra copies for review by the water department, board of selectmen and any other interested parties.

Reports of the Selectmen

- Selectman Dunne, Foresto and Espinosa did not have reports this week.
- Selectman Crowley reported that he has been approached by several town volunteers regarding the coordination of the Medway Tri-Centennial Celebration in 2013. Selectman Crowley stated that coordination of such a celebration requires the assistance of many volunteers and plenty of time. Selectman Crowley also stated that he and Selectman Espinosa are scheduled to meet with representatives regarding the Industrial Park project and will continue to update the board as warranted. Selectman Crowley indicated that the May Election is scheduled for May 5, 2008 in the Medway Middle School; eleven vacancies are available and the Town needs volunteer to run for election to fill these vacancies. Selectman Crowley indicated that only three candidates have taken out papers to run in the upcoming election. Selectman Crowley encourages parties present and listening from home to volunteer their services to the town and run for election. Selectman Crowley stated that anyone interested in running for election should contact the Town Clerk at 508-533-3204 or stop by the Town Clerk's Office.

Report of the Chairman:

- Chairman Trindade reported that Medway Pride Day is scheduled for Saturday, May 17, 2008 from 10:00 a.m. to 4:00 p.m. at the Medway Middle School Edmund Charland Field, in the event of rain Medway Pride Day will be held inside the Middle School. Medway Pride Day encourages local business to show their community spirit by renting a booth, sponsoring a major child's game or activity or donation of an item or gift certificate. Chairman Trindade encourages anyone

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FEBRUARY 11, 2008

interested in volunteering services etc. to contact Jodi Kairit or Mickee Whitney, Chairpersons of Medway Pride Day.

- Chairman Trindade confirmed receipt of correspondence from David St. Germain, Program Support Specialist of the Massachusetts Employer Support of the Guard and Reserve (ESGR) requesting support of the Town by signing of the Statement of Support by the Chairman. Selectman Dunne moved that Board approve Chairman Trindade to execute the Statement of Support as requested by Massachusetts Employer Support of the Guard and Reserve (ESGR); seconded by Selectman Espinosa; all ayes 5-0-0 (voted).
- Chairman Trindade also acknowledged receipt of correspondence forward by resident Wayne Lemmler of Maple Street regarding the condition of the Town's water. Administrator Kennedy indicated that the Water Superintendent, Mark Flaherty, has been notified of the correspondence and has responded in writing to the resident. A copy of Superintendent Flaherty's response will be included in the next selectmen's meeting packet.

Approve and sign warrant:

- Selectman Dunne moved that the Board approve and sign warrant thirty two (32) for fiscal year '08 as read in the total amount of \$400,100.78; Selectman Espinosa seconded; all ayes 5-0-0 (voted).

Approval of Minutes:

- Selectman Crowley moved to approve regular meeting minutes of November 19, 2007; Selectman Foresto seconded; all ayes 5-0-0 (voted).
- Selectman Crowley moved to approve regular meeting minutes of November 26, 2007; Selectman Dunne seconded; all ayes 5-0-0 (voted).
- Selectman Crowley moved to approve and release the executive session meeting minutes of December 17, 2007; Selectman Espinosa seconded; all ayes 5-0-0 (voted).
- Selectman Crowley moved to approve regular meeting minutes of January 28, 2008; Selectman Dunne seconded; all ayes 5-0-0 (voted).
- Selectman Crowley moved to approve regular but not release the executive session meeting minutes of January 28, 2008; Selectman Dunne seconded; all ayes 5-0-0 (voted).

9:40 p.m. There being no further business to discuss, Selectman Espinosa moved that the regular session meeting be adjourned; Selectman Foresto seconded; all ayes 5-0-0 (voted).

Respectfully submitted,
Celeste Hanson, Administrative Services Assistant

MINUTES OF BOARD OF SELECTMEN BUDGET MEETING FINAL
FEBRUARY 23, 2008
SANFORD HALL

Meeting called to order at 8:00 a.m. by Chairman Trindade.

Present: Glenn Trindade, Dennis Crowley, Andrew Espinosa, John Foresto, and Town Accountant Barbara Durand

Absent: Richard Dunne

Various departments were called before the Board of Selectmen to present their departmental budget requests for FY09 and discussions held but no votes were taken on the following:

Board of Selectmen/Town Administrator- Discussion about staffing in Town Administrators office. FY09 level service budget request is for the positions of Administrative Services Assistant and a Junior Department Head. Chairman Glenn Trindade would like to see three positions funded; Assistant Town Administrator/Human Resource Director, Administrative Services Assistant and a clerical position.

Legal- Accountant Barbara Durand explained that the request for an increase from \$92,000 to \$110,000 is based the costs of core services provided by Town Counsel in FY08. Durand also explained a small transfer of funds in the amount of \$1,000 was made to Planning Dept for legal services

Assessors- Board of Assessors Pace Willison and Henry Johnson met with the board to discuss the FY09 budget request for FY09. Willison said that the new growth number may go up; won't go down. About \$50,000 may be released from overlay account by Board of Assessors

Treasurer/Collector- Treasurer Collector Melanie Phillips explained the supplemental request of \$9693 to upgrade a position in the office to a new position of Assistant Treasurer/Collector, a supplemental request of \$2705 to increase hours for a part-time position to full-time. Phillips also explained the request for funding to lease a copier and mail stuffer and create ebills.

Selectmen Crowley asked Phillips if the personnel upgrades are approved would it be possible to reduce the budget request for consultants by \$10,000. Phillips agreed.

Debt- Treasurer/Collector Melanie Phillips explained the FY09 long and short term debt payment requirements. Chairman Trindade asked if the debt exclusion includes Sewer and asked Phillips to provide the board with information on borrowing \$1 million short term debt- what would it cost?

Planning Department- Planning Board Chairman Andy Rodenheiser and Office Assistant Susy Affleck-Childs presented the FY09 budget and a discussion took place regarding the

upgrade of the Office Assistant position and the new request for a part-time 19 hours/week clerical position which would cost \$13,387 - \$14,587.

Design Review Committee- Andy Rodenheiser and Susy Affleck-Childs discussed the request for program improvement funding for this committee.

Master Plan Committee- Andy Rodenheiser and Susy Affleck-Childs discussed the request for program improvement funding for this committee.

Open Space Committee- Andy Rodenheiser and Susy Affleck-Childs discussed the request for program improvement funding for this committee.

DPS Operations- Director Dave D'Amico explained FY09 budget request for DPS Operations which includes a funding request for an additional half-time employee. D'Amico also explained heating and electric costs increased due to new Wash Bay building and energy forecasts. Increase in Supplemental requests for Tree Work due to lack of spending in this area in previous years.

Roads- DPS Director Dave D'Amico explained that latest contract bids show cost increases across the board for all road expenses. Chairman Glenn Trindade asked if it's possible to use CH90 Highway Reimbursement money be used as debt payments on road projects instead of funding the projects directly. Trindade asked Treasurer/Collector Melanie Phillips to calculate how much can be borrowed with payments from CH90 and report back to the board. D'Amico also informed the Board that although there is no FY09 budget request for Stormwater regulations this is an area that the town will need to look at soon. The State is recommending that communities establish stormwater utility enterprise funds to pay for these costs.

Snow & Ice- Director D'Amico explained that the 09 budget request is \$18,970 higher than the FY08 appropriated budget and reflects level service increases only.

Parks- Director D'Amico explained that the 09 budget requests includes an additional half time employee and expense increases are for level service costs only. In the Program Improvement requests there is an additional \$200 O&M Costs for irrigation system at High School.

Fire- Fire Chief Vinton is requesting an additional \$47,000 for pre-employment, equipment, training and legal advertisements for new on-call fire staff. Chairman Trindade said the Board should look at reducing the secretarial position to part-time and reduce the budget \$20,000. Chief Vinton said he needs \$4500 for additional stipends. Chief was asked to provide the board with detail on \$17,200 request for level service equipment and the program improvement additional request of \$11,800. Chief spoke about battery calls-BYLAW to fine. Chief was asked to provide fee collections for FY06, 07, 08 to the board.

Police- Chief Tingley presented the Police 09 budget request. Selectmen Espinosa requested that the Chief provide the Board with a list of grants. Tingley explained the request for an additional ½ officer salary, additional Crossing Guard post, request for \$16,750 in the program improvement budget for academy fees, uniforms, equipment and

medical exams. The Chief explained the program improvement request includes \$62,000 funding for 2 new police cruisers and \$16,000 for new ballistic vests.

Police/Fire Communications- Chief Tingley and Lieutenant Boultenhouse explained the request for \$3500 for cruiser training for permanent intermittent dispatchers and the request to increase office supplies \$378.

Animal Control- Animal Control Officer Brenda Hamelin submitted a level funded budget for FY09.

Town Accountant- Town Accountant Barbara Durand explained the FY09 request to increase \$10,500 for 3 individual dept audits and \$9693 upgrade the Assistant Town Accountant position to a grade 10 due to increased job responsibilities for procurement.

MIS/IT- Chairman Trindade asked Town Accountant Barbara Durand to set up a meeting with John Forresto, Andy Espinosa and John Walker (consultant). Durand explained an increase of \$11,892 for annual maintenance for new software for Planning Department, request of \$5,000 for Equipment and \$5,000 for training on Microsoft Office applications for all town employees.

Building Inspector- Inspector Bob Speroni presented his FY09 level service budget and explained that the amount is less than his FY08 request due to a reduction in the hours of the secretarial position in the office. Chairman Trindade asked how the fee revenues were to date and Speroni said that they are down 30% overall from last year. Chairman Trindade asked Speroni to check the Energov Contract for history. A discussion took place concerning whether the Conservation Commission has enough funds in their revolving account to fund a part time secretarial position. Town Accountant Durand was asked to report back to the Board with this info.

Library- Acting Director/Chairman of the Library Board of Trustees Wendy Rowe presented the FY09 library budget request and explained that in order to remain open for the same number of hours as FY08 they will need to expend trust fund principal. Selectmen Dunne asked Rowe to calculate how much more funding would be needed to open the library on Saturdays/for enough hours to qualify for certification.

Council on Aging – Director Missy Dziczek presented the 09 budget request. Van drivers are now being paid thru GATRA so there is a request to fund a part-time nurse.

Town Accountant was asked to revise summary FY09 budget sheets reflecting changes discussed and to forward to Town Administrator and Selectmen.

Meeting adjourned at 4:10 p.m.

*Approved 11/3/08

MINUTES OF BOARD OF SELECTMEN BUDGET MEETING FINAL
FEBRUARY 27, 2008
SANFORD HALL

Meeting called to order at 6:00 p.m. by Chairman Trindade.

Present: Glenn Trindade, Dennis Crowley, Richard Dunne, Andrew Espinosa, John Foresto, Town Administrator Suzanne Kennedy, Town Accountant Barbara Durand

Various departments were called before the Board of Selectmen to present their departmental budget requests for FY09 and discussions were held but no votes were taken on the following:

Board of Health/Solid Waste- Selectmen Crowley asked Board of Health Agent Bill Fisher for the FY09 estimated revenues, which he provided. Fisher then explained the FY09 budget requests for both Board of Health and the Solid Waste Enterprise Fund. Fisher explained the request for a town meeting article to fund a tractor at the landfill paid by the Solid Waste Enterprise Fund.

Water/Sewer Department – Mark Flaherty presented FY09 estimated revenues and expenditures and debt. Flaherty updated the Board on ongoing projects.

Town Clerk- Town Clerk Mary Jane White presented FY09 budget requests for the Town Clerk Office which is level funded, the Elections budget which is increased due to the presidential election in FY09, and the Board of Registrars budget which has a slight increase of \$200 for copying costs for the additional election.

Fire Dept- Chief Vinton presented information on staffing levels of on-call personnel and funding needs to increase on-call staff and stipends to on-call officers.

Meeting adjourned at 8:45 p.m.

*Approved 11/3/08

MINUTES OF THE BOARD OF SELECTMEN MEETING FINAL
MARCH 1, 2008
SANFORD HALL, TOWN HALL

Present: Selectmen Chairman Glenn Trindade, Selectmen Dennis Crowley, Richard Dunne, Andrew Espinosa and John Foresto and Town Administrator Suzanne Kennedy.

Also Present: Town Accountant Barbara Durand, Fire Chief Wayne Vinton, and Deputy Fire Chief Paul Trufant.

12:05 p.m. – The meeting was called to order for the purpose of discussing the adequacy of the proposed FY 2009 Fire Department budget and staffing plan.

A lengthy discussion ensued with respect to the Fire Department staffing plan. At the request of Chairman Trindade, Chief Vinton and Deputy Chief Trufant attempted to determine the exact number of on-call fire personnel currently on staff, which included the command staff (Deputy Chief, Assistant Fire Chiefs, Captains and Lieutenants).

Chief Vinton explained that one of the difficulties in determining the precise number of volunteer firefighters was due to the infrequent participation of three to five personnel who may or not be retained on the Fire Department personnel roster.

Mr. Trindade and Mr. Crowley expressed concern that sufficient funding be provided for personnel and attendant overtime in order to avoid a funding shortfall in FY 2009. Chief Vinton indicated that the Town bylaw requires up to forty volunteer staff. After substantive discussion with respect to the proposed personnel budget for FY 2009 with the Board, Chief Vinton proposed that 37 staff persons, including five full-time staff, comprised of four full-time fire fighters and the Chief, with 32 on-call firefighters would be sufficient to meet his staffing needs in FY 09. Chief Vinton indicated to the Board that in order to provide for 32 on-call personnel he would likely need funding for 6 additional on-call staff as well as training funds for new personnel. He then requested that the Fire Department budget be increased by \$41,325 to provide for these matters. On motion by Chairman Trindade and seconded by Dennis Crowley, it was voted unanimously to increase the Fire Department budget by \$41,325.

The Board advised Chief Vinton that he would need to determine the exact number of on-call staff that would be asked to resign from the department in order to insure the sufficiency of the proposed training budget.

Both Chief Vinton and Deputy Chief Trufant were unable to specify the exact number of on-call firefighters that were inactive and consequently would be asked to leave the fire service. Chairman Trindade stated that recruitment of existing personnel would affect the training budget, and to maximize the availability of training funds Chief Vinton should attempt to conduct training for all new personnel simultaneously, which would also include replacement staff.

In view of the uncertainty of the potential number of resignations and the consequent impact on the proposed budget, Chairman Trindade instructed Chief Vinton to prepare a memorandum outlining his staffing and training needs which would provide for the recruitment of six new personnel as well as training for new staff. Chief Vinton indicated that to meet this requirement

he would need to assess the desire of existing on-call staff to continue working with the Fire Department. Chief Vinton stipulated that he would speak with a number of staff who were not actively participating in department activities to determine the exact number of new on-call firefighters needed to bring the proposed FY 09 staffing plan to 32 on-call fire staff.

Chairman Trindade then stipulated that the Chief's memo should reflect the exact number of new personnel needed taking into account the expected number of resignations. Chairman Trindade concluded the Fire Department budget discussion by instructing Chief Vinton to work with the Town Accountant to re-cast the FY 09 personnel budget and submit his proposal to the Town Administrator by March 4, 2008.

The board next briefly discussed the proposed FY 09 Library budget. Mr. Dunne stated that while the Library requested a funding allocation sufficient to provide for State recertification, available 2009 revenues may not be sufficient to fulfill the Library's request.

Mr. Dunne also indicated that the Town should attempt to increase the 2008 budget allocation in order to avoid adversely affecting the Tachinsky Fund. Mr. Dunne told the Board that this fund's interest earnings provided for a number of items in 2008. He cautioned the Board that fund interest -earnings would not be sufficient in 2009 to provide for the funds needed in the FY 09 Library budget. Mr. Dunne also indicated that continued use of the Tachinsky Fund would deplete the fund's corpus and eventually serve to eradicate the fund. Mr. Dunne concluded his remarks by requesting that the Board consider providing an increase in Town funding of \$50,000 to supplant the Tachinsky Fund interest earnings in order to adequately fund the proposed FY 09 Library budget.

Mr. Crowley asked that the Town Accountant make available for the Board a summary of non-recurring expense items that would likely not appear in the 2010 budget.

The meeting was adjourned at 3:15 PM on a motion by Mr. Trindade and seconded by Mr. Crowley.

*Approved 11/3/08

MINUTES OF THE REGULAR SELECTMEN'S MEETING
MARCH 3, 2008

Present: Selectmen Glenn Trindade, Dennis Crowley, Richard Dunne, Andrew Espinosa and John Foresto, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

7:00 p.m. – Chairman Trindade called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Board Appointments—Constable and Charles River Pollution Control District:

- Chairman Trindade moved that the Board appoint Paul DeSimone as a representative to the Charles River Pollution Control District (CRPCD) with the term expiration of March 1, 2011; seconded by Selectman Dunne; all ayes 5-0-0 (voted).
- Chairman Trindade moved that the Board appoint Paul Yorkis as a Constable with the term expiration of June 30, 2011; seconded by Selectman Espinosa; all ayes 5-0-0 (voted).

SWAP Presentation—Paul Yorkis & Chan Rogers:

- Chairman Trindade announced that SWAP representatives Paul Yorkis and Chan Rogers are present to discuss obtaining funding for Route 109 improvements.
- Paul Yorkis came forward and explained that SWAP has placed Route 109 in Medway high on the improvement priority list. Mr. Yorkis referred to handouts provided to the Board and explained that Route 109 was first identified as a transportation corridor by SWAP in 2005 and ranked third in priority in 2006; second in 2007 and second in 2008. Mr. Yorkis stated that there are some action items that need to be addressed as follows: first, a task force needs to be formed; then a review and revision of the application; submittal of the application; following up with the respective state agencies and legislative delegation; and identifying funding for engineering services.
- David D'Amico, Director of Public Services came forward to participate in the discussion. Director D'Amico stated that he estimates the process will take seven to ten years. Director D'Amico stated his opinion that the Task Force should include representatives from the Department of Public Services; Board of Selectmen; Planning Board, Police and Fire Departments; Design Review Committee and Medway Business Council.
- The parties entered into a brief discussion. Director D'Amico was instructed to begin gathering information and potential members to serve on the Task Force and report such to the Town Administrator; then report back to the Selectmen as warranted.

MINUTES OF THE REGULAR SELECTMEN'S MEETING
MARCH 3, 2008

Public Comment:

- Sandra Bennett of 21 Lovering Street came forward and stated that in early February she submitted a public records request asking for total expenses for consultants, temporary staff and legal fees. Mrs. Bennett questioned why the Town spent approximately \$90,000 on consultants and temporary help in the accounting and treasurer office in fiscal 2008. Mrs. Bennett indicated that she was concerned and disappointed that the Town would cut services in the emergency services budget but spent over \$13,000 per month on consultant fees.
- Administrator Kennedy stated that the funds utilized are actually from prior year funds needed to assist with training of current staff.
- Mrs. Bennett also questioned the amount of funds spent on legal fees, as she never recalled the town spending so much money on legal services and asked if the legal budget will run over.
- Administrator Kennedy indicated that \$90,000 had been allocated for legal services; and that she anticipated a potential shortfall which resulted in the lay off of two staff members to keep the Selectmen's budget in line. Administrator Kennedy indicated that the amount spent on legal services is higher than usual due to labor issues/contract negotiations with three unions (police, municipal and fire); land and planning board issues.
- Chairman Trindade indicated that neither the Town Administrator nor the Board of Selectmen had made changes to the Emergency Services Department Budget, the decision on how to keep the budget in line was made by the department head which was a result of the anticipated shortage due to overtime expenses.
- Mrs. Bennett inquired if the Town expected to contract with consultants in the financial offices during the next year.
- Administrator Kennedy indicated that she did not anticipate having to hire consultants during the next year.
- Selectman Crowley and Chairman Trindade thanked Mrs. Bennett for raising questions and coming before the Board to discuss her concerns. Both encouraged others to make inquiries into matters that they do not understand.

School Budget Presentation:

- Dr. Richard Grandmont, Superintendent of Schools, David Verdolino, Director of Finance and members of the School Committee (Susan Connolly, Steve Dahl, Diane Borgatti, Dawn Rice-Norton and Debra Trindade) were present to answer questions and participate in the school budget discussion.

MINUTES OF THE REGULAR SELECTMEN'S MEETING
MARCH 3, 2008

- Dr. Grandmont indicated that since fiscal year 2005 through fiscal year 2007, the school budget has been below status quo and he fears that some of services cut may never be restored. Dr. Grandmont also identified ten priorities that he would like to see implemented next year, including textbook replacement, several teaching positions and a new language arts program for grades kindergarten through fifth grade. Dr. Grandmont indicated that next year's school budget will be \$22.2 million, an increase of 7.1 percent, if all ten priorities from the list are implemented. If none of the priorities from the list are implemented, the school budget will be \$20.7 million, an increase of 3.6 percent in order to fund salary increase and special education contracts.
- The parties entered into a discussion.
- Selectman Espinosa commended Dr. Grandmont for his accomplishments during his four year service to the Town considering the financial cuts the Town suffered.
- Chairman Trindade and the Selectmen also stated that they feel comfortable suggesting additional funding for the school in order to assist with restoration of services required for educational improvement.

Review ATM Warrant Articles:

- The Board reviewed the Draft Annual Town Meeting Warrant and warrant articles submitted for inclusion on the town meeting warrant. The Board entered into a discussion of the warrant articles.
- Chairman Trindade moved that articles nine (9) and ten (10) submitted by the Director of Public services regarding establishment of a storm water utility enterprise fund be deleted from the Annual Town Meeting warrant; seconded by Selectman Crowley; all ayes 5-0-0 (voted).
- Chairman Trindade moved that article eleven 11 remain as a place holder and to delete specific capital improvement items and amounts until all recommendations from the Capital Improvement Program Committee have been formally submitted; seconded by Selectman Dunne; all ayes 5-0-0 (voted).
- Selectmen Crowley moved that article eight (8) regarding establishment of a Sewer Enterprise Fund be deleted from the Annual Town Meeting warrant; seconded by Selectman Espinosa; all ayes 5-0-0 (voted).

Approve and sign warrant:

- Selectman Dunne moved that the Board approve and sign warrant number thirty five (35) for fiscal year '08 as read in the total amount of \$1,532,602.39; Selectman Foresto seconded; all ayes 5-0-0 (voted).

MINUTES OF THE REGULAR SELECTMEN'S MEETING
MARCH 3, 2008

Approval of minutes:

- Selectman Espinosa moved to approve the regular session meeting minutes of January 7, 1008; seconded by Selectman Dunne; all ayes 5-0-0 (voted).
- Selectman Espinosa moved to approve and release the executive session meeting minutes of January 7, 2008; seconded by Selectman Dunne; all ayes 5-0-0 (voted).

Approval of one day alcohol licenses:

- Selectman Dunne moved that the Selectmen approve the one day beer and wine alcohol license requested by Jeanne Stevens at the St. Joseph's Parish Center on Saturday, June 28, 2008 from 4:30 p.m. to 12:00 midnight; seconded by Selectman Foresto; all ayes 5-0-0 (voted).
- Selectman Dunne moved that the Selectmen approve the one day all alcohol license requested by St. Joseph's Parish for a Parish Dinner Event on Saturday, March 15, 2008, from 6:00 p.m. to 12:00 midnight; seconded by Selectman Espinosa; all ayes 5-0-0 (voted).

Consideration to hold a yard sale:

- Selectman Espinosa moved that the Selectmen approve a yard sale permit at the Medway Shopping Plaza on Saturday, June 7 (June 8 rain date) requested by the Purr-fect Cat Shelter, Inc.; seconded by Selectman Dunne; all ayes 5-0-0 (voted).

Invitation to Eagle Scout Court of Honor:

- Chairman Trindade indicated that the Board has been invited to attend the Eagle Scout Court of Honor for Matthew LaPan on Friday, March 28 at 6:30 p.m. in the St. Joseph's Parish Center. Chairman Trindade instructed the administrative staff to prepare a recognition certificate for Matthew LaPan.

Report of the Town Administrator:

- Administrator Kennedy stated that she has been asked to join the School Superintendent Search Committee. Administrator Kennedy indicated that she is looking forward to participating with the Superintendent Search Committee.

Reports of the Selectmen

- Selectman Foresto reported that he and Chairman Trindade will be meeting in Boston next week with Comcast representatives and will update the board as warranted.
- Selectman Espinosa did not have a report this week. However, he referred to correspondence included in the Selectmen's packets from the Massachusetts

MINUTES OF THE REGULAR SELECTMEN'S MEETING
MARCH 3, 2008

Department of Environmental Protection regarding a noncompliance water test. Administrator Kennedy informed the Board that the Water Department inadvertently did not conduct the sample, but has since sent in the required sample and is back in compliance.

- Selectman Dunne reported that he attended the Library Trustees meeting on Tuesday and they discussed the warrant articles submitted and the current budget position.
- Selectman Crowley stated that the Water Sewer Commissioners will be holding a public meeting on Saturday, March 8 with parties affected by the Industrial Park Sewer extension project to vote on the proposed sewer route.

Report of the Chairman.

- Chairman Trindade referred to the letter from Life Scout Nathan Borstel regarding sidewalks and crosswalks in the Town. Chairman Trindade stated that the letter was well written and thanked the writer for taking time to address the board. Chairman Trindade commented that sidewalks and crosswalks improvements need to be reviewed.
- Chairman Trindade also referred to and read the thank-you letters forwarded to Chief Vinton from the Blackstone Fire Chief and the Bellingham Fire Chief commending the efforts and assistance from Medway's Fire Department.
- Chairman Trindade also stated that the Medway Charter bill is scheduled for a third reading. Chairman Trindade and Administrator Kennedy are hopeful that the bill will be signed by the end of the week.

9:45 p.m. There being no further business to discuss, Selectman Dunne moved that the meeting be adjourned; Selectman Espinosa seconded; all ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE BOARD OF SELECTMEN MEETING FINAL
MARCH 7, 2008
SANFORD HALL, TOWN HALL

Present: Selectmen Chairman Glenn Trindade, Selectmen Dennis Crowley, Richard Dunne, Andrew Espinosa and John Foresto, Town Accountant Barbara Durand and Town Administrator Suzanne Kennedy.

4:00 p.m. – The meeting was called to order on a motion by Chairman Trindade and seconded by Mr. Crowley.

A brief discussion took place with respect to the Tachinsky Fund. Mr. Dunne again recommended that \$50,000 in Town funds be provided in the proposed FY 2009 budget in order to not impact the fund corpus.

Ms. Durand provided the Board with a summary spreadsheet outlining the Town's and School's FY 09 level service as well as program improvements budget requests.

The Board's initial review of the spreadsheet focused on a determination of the allocation of the anticipated increase of \$922,000 in State revenue. After a brief discussion, Mr. Trindade recommended that the additional revenues should be apportioned to the School and Town Departments respectively on a 70% - 30% basis.

The Board discussed at length Chairman Trindade's recommendation concerning the allocation of increased state aid. Mr. Crowley expressed concern about his belief that sufficient funds were not being allocated to the Highway budget to provide for an increase in much needed additional staff.

A motion was made by Chairman Trindade and seconded by Mr. Espinosa to allocate State aid on the recommended 70%/30% apportionment to the School and Town Departments. It was so voted. Unanimous vote.

After a brief review of the spreadsheet Mr. Trindade moved, seconded by Mr. Crowley, and it was voted to minimally provide funding to "level service" the proposed FY 09 budget. It was so voted.

The Board review of the spreadsheet then focused on the program improvement budget requests. Chairman Trindade asked the Town Administrator if Chief Vinton provided the requested memorandum updating his funding requirements for FY 2009. Ms. Kennedy indicated that the memorandum was received and signed by the Chief. Chairman Trindade speculated that perhaps the Fire Department secretarial position should be cut to half time. After a brief discussion, Chairman Trindade motioned to reduce the funding for the secretarial position to provide for 19 hours weekly. The motion was seconded by Selectmen Crowley and voted unanimously by the Board.

After a lengthy review and discussion of the spreadsheet, the following program improvement requests were added to the proposed FY 2009 budget:

DPS Operations, Tree Maintenance, \$10,664
Building Department, Add Deputy Building Commissioner, \$4,468
Fire Department, Pre-employment, Equipment, Training, Legal Ads for Six New Hires, \$29,400
Fire Department; Eliminate Full Time Secretary, (\$40,327)
Fire Department, Part Time Secretary, \$19,009
Fire Department, Stipends, \$1,550
Library, Minuteman Membership Fee, \$50,000
Master Plan Update Committee, Consulting Services, \$8,000
Master Plan Update Committee, Printing, \$2,000
Planning Department, Upgrade to Planning Coordinator, \$7,500
Police Department, Two New Police Vehicles, \$62,000
Treasure/Collector Department, Create E-Bills as a Legal Bill, \$3,000
Treasure/Collector Department, Lease a Copier, \$3,600
Treasure/Collector Department, Lease a Mail Stuffer, \$3,600
School Department, (Various – \$566,549),

Mr. Trindade moved, seconded by Mr. Crowley, and it was voted to approve the service program improvement funding requests as outlined on the spreadsheet including the Fire Department adjustments.

Mr. Trindade also stated that the approved level service and program improvement budget would be recommended to the Finance Committee based on the availability of State aid as provided for in the most recent iteration of the Cherry Sheets distributed by the Department of Revenue (DOR).

Mr. Crowley expressed to the Board that certain School and Town expenditures were non-recurring and, as such, should not be included for funding in the FY 2010 budget. He also requested a School Department funding priority list of those expenditures funded with the increased FY 09 projected State aid. Chairman Trindade responded that he felt the priority list was the prerogative of the School Department.

Chairman Trindade motioned to adopt the proposed FY 09 level service and program improvement budgets, seconded by Mr. Crowley and so voted.

7:05 p.m. - The meeting was adjourned on a motion by Mr. Crowley and seconded by Mr. Foresto. It was so voted.

*approved 11/3/08

MINUTES OF THE SELECTMEN'S SPECIAL MEETING
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5:40 p.m.: Chairman Trindade indicated that the Board would be entering into a discussion with members of the Water/Sewer Commission (Robert Heavy and Ronald Wilson) regarding the recent water rate study that was conducted by the Town's fiscal advisor. Other participants in the discussion included: Barbara Durand, Town Accountant; Melanie Phillips, Treasurer/Collector; Water Sewer Superintendent, Mark Flaherty; Lisa Dickinson and Clarke Rowell from UniBank.

- Mr. Clarke Rowell stated that representatives from the Town met on several occasions to discuss how the Water Sewer Department is run, development of a revenue study, various and anticipated projects with the main goal of maintaining a targeted fund balance.
- Mr. Rowell's presentation report included data calculations relative to debt-funded capital improvements program; current and projected debt/debt service; revenue and expenditure projections and changes in the fund balance. The draft plan study recommends regular increases to the water rates over the next ten years in order to provide reserved funds to cover costs for planned improvements of the water system. The parties reviewed and discussed the report that Mr. Rowell presented.
- The parties discussed bonding for present and future projects.
- Chairman Trindade inquired what the Water Sewer Commissioners thought's were relative to the study and the "water rate program".
- Superintendent Flaherty and Mr. Heavy indicated that the issue will be discussed at the next Water Sewer Commissioners meeting. Superintendent Flaherty indicated that a public hearing will be scheduled at the end of March and, hopefully, the new water rate increase would be effective in July.
- Administrator Kennedy indicated that the Treasurer Collector would also be available to assist with the elderly reduced-rate matter.
- Selectman Crowley indicated that he was pleased with the team work and suggested that the team work together to develop an explanation for the residents.

The Selectmen recessed and then continued with the scheduled Special Session meeting.

Present: Selectmen Glenn Trindade, Dennis Crowley, Rich Dunne, Andrew Espinosa and Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Foresto arrived late (8:20 p.m.)

7:04 p.m. – Chairman Trindade called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Public Comments: None.

MINUTES OF THE SELECTMEN'S SPECIAL MEETING
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Update on Senior Center Edition:

- The Department of Public Services Director, David D'Amico, was present to provide the Board with an update on the Senior Center addition. Director D'Amico indicated that bids were recently received indicating \$118,000 would be needed to complete the edition. Director D'Amico indicated a new boiler will be installed which will improve the heating/cooling system for the center.
- Chairman Trindade inquired if the flooring specifications were upgraded. Director D'Amico suggested that the Town keep the current floor specifications as is and consider upgrading later in the process through a change order. Director D'Amico indicated that he could ask the architect to provide an estimate in anticipation of the floor upgrade.
- Selectman Dunne clarified that finishing of the Senior Center addition would cost additional funds over the \$200,000 expended through the grant received from the Commonwealth. Selectman Dunne reminded the Board that they voted to approve the \$200,000 grant to commence construction of the Senior Center addition with the understanding that any additional funds required to complete the center would need to be raised. Selectman Dunne stated that he will not support appropriating additional funding towards completion of the Senior Center addition.

Discussion with Legislative Delegation:

- Chairman Trindade was pleased to announce that the Town's Legislative Delegation was present to discuss some of the anticipated funding that the Town may receive from the Commonwealth. Chairman Trindade thanked the legislative delegation for always being available and the constant assistance received from them and their respective staff members.
- The members of the Town's legislative delegation (State Senator Karen Spilka; Representatives Paul Loscocco and James Vallee) came forward to provide an update to the Board.
- Senator Spilka indicated that the Town can expect a combined \$960,000 in state education and lottery aide in the next fiscal year. Senator Spilka indicated that the state budget will not be approved for a few more weeks, but was certain that the amount will remain stable as the House and Senate have reached an agreement on local aid so towns will know what to expect. Senator Spilka complimented the Board for their hard work in order to better the town's financial situation.
- Representative Loscocco stated that all three legislative representatives have worked together and continue to work well together in order to assist the Town in any way possible. Representative Loscocco stated that he would be happy to advocate for additional funds to assist in the completion of the Senior Center and he commended the Senior Center for its excellent programs. Representative Loscocco stated that he remains committed to assisting Medway in any way possible.

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- Representative Vallee also commended the Board for their hard work and agrees with Representative Loscocco and Senator Spilka that the Town can count on the anticipated local aid figure. Representative Vallee also stated that he will continue to advocate for Medway in any way possible.
- The parties entered into a lengthy discussion. Some issues discussed were tax relief programs, regionalization of services and state funding for roads. Planning Board Chairman, Andy Rodenhiser, came forward to explain developing the bottle cap properties.
- The Board thanked the legislative delegation for the update and for their continued assistance.

Approve and sign warrant:

- Selectman Dunne moved that the Board approve and sign warrant number thirty six (36) for fiscal year '08 as read in the total amount of \$615,375.52; Selectman Foresto seconded; all ayes 5-0-0 (voted).

Consideration to conduct a motor cycle run:

- The board reviewed the correspondence submitted by Brenda Hamlin requesting permission to hold "The Purr-fect Ride", a motorcycle run to benefit the Purr-fect Cat Shelter on May 18, 2008, beginning at 11:00 a.m.
- The Administrative Services Assistant verified that the respective public safety officials have been notified of the event and do not have any issues with holding the motorcycle run. She also confirmed that the motorcycle run was also held last year with no issues.
- After a brief discussion, Selectman Dunne moved that the Board approve the request submitted by Brenda Hamelin to hold "The Purr-fect Ride" on May 18, 2008, beginning at 11:00 a.m. to benefit the Purr-fect Cat Shelter; seconded by Selectman Espinosa; all ayes 5-0-0 (voted).

Consideration to conduct a boot drive:

- The board reviewed the correspondence submitted by the Medway Secondary Home and School Association, Inc. requesting permission to conduct a boot drive at the Medway Commons Plaza and the Medway Plaza on Saturday, April 19 from 9:00 a.m. to 3:00 p.m. to benefit the After Prom Party.
- The Administrative Services Assistant verified that the respective public safety officials have been notified of the event and do not have any issues with holding the boot drive. She also confirmed that the "Association" has liability insurance and will provide such to the Town before commencing the event.

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- After a brief discussion, Selectman Espinosa moved that the Board approve the request to conduct a boot drive on Saturday, April 19th at the Medway Commons and Medway Plazas from 9:00 a.m. to 3:00 p.m. submitted by the Medway Secondary Home and School Association, Inc.; seconded by Selectman Dunne; all ayes 5-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy stated that she would like to form two committees after the Annual Town Meeting (the Revenue Enhancement Committee and the Snow and Ice Committee).

Reports of the Selectmen:

- Selectman Crowley reminded the audience and individuals listening from home that the last day to pull election papers is Friday, March 14th and that all nomination papers must be returned by Monday, March 17th.
- Selectman Dunne reported that the Library Trustees have been meeting to discuss library operational hours; the Trustees would like to open for thirty two hours, with some Saturday hours. Selectman Dunne stated that the next meeting of the Library Trustees is scheduled for April 1 and he will inquire about sharing library services.
- Selectman Espinosa stated that the program taping "Talk of the Town" with the Water Group took place on March 6. Selectmen Espinosa thought that the taping session went well. The session will soon be aired on the Town's Cable Channel.
- Selectman Foresto stated that he, Administrator Kennedy, Superintendent Grandmont, Dave Verdolino and Susan Connolly met with representatives of the SBA in Boston on Friday, March 7. Selectman Foresto stated that the two-hour meeting was very informative. He stated that the parties are putting a plan together and will need to perform a needs assessment and submit the plan to the SBA. Selectman Foresto stated that he will update the Board as warranted. Selectman Foresto also stated that he will be meeting with Comcast representatives soon and will provide the Board with an update as warranted.

Report of the Chairman:

- Chairman Trindade read the written commendation from Chief Tingley regarding three members of the Medway Police Department; Officer Donald "Punky" Grimes for his investigative work and arrest in connection with the threatening message written on the second floor bathroom wall at the Middle School on January 30; Officer John McLaughlin and Officer Joseph MacDougall for the outstanding performance responding to a serious motor vehicle accident on February 6 where a young mother and her six year old daughter were trapped in a vehicle, both suffering from serious life-threatening injuries. Both Officers were credited for their quick response when they arrived on the scene and found the child not breathing. The Officers freed the child from the vehicle, opened her airway and

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stabilized her injuries prior to the arrival of an ambulance which played an important role in saving the child.

- Chairman Trindade referred to the memorandum dated March 8 from the Planning Board relative to "Business Signs on Town Owned Property. Chairman Trindade instructed the Administrative Services Assistant to schedule the matter for discussion with the Planning Board at an upcoming Selectmen's meeting.

9:25 p.m. There being no further business to discuss, Selectman Crowley moved that the meeting be adjourned; Selectman Foresto seconded; all ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

MINUTES OF THE SELECTMEN'S SPECIAL MEETING
MARCH 17, 2008

Present: Selectmen Glenn Trindade, Dennis Crowley, Richard Dunne, Andrew Espinosa and John Foresto and Administrative Services Assistant, Celeste Hanson were present. Town Administrator, Suzanne Kennedy did not join the meeting until 8:50 p.m.

7:02 p.m. – Chairman Trindade called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Public Comments: None.

Approve and sign warrant:

- Selectman Foresto moved that the Board approve and sign warrant number thirty seven (37) for fiscal year '08 as read in the total amount of \$1,940,783.48; Selectman Dunne seconded; all ayes 5-0-0 (voted).

Approval of Minutes:

- Selectman Dunne moved that the Board accept and approve Selectmen's meeting minutes of January 14, 2008; seconded by Selectman Espinosa; all ayes 5-0-0 (voted).

Discussion of Annual Town Meeting Warrant Articles:

Board of Health:

- Mr. William Fisher, Health Agent was present to answer questions regarding warrant articles four (4) and five (5) submitted by the Board of Health for inclusion on the May 12, 2008 annual town meeting warrant.
- Mr. Fisher indicated that article five (5) is requesting authorization to purchase a used loader for the Solid Waste Recycling Center. The funds utilized to purchase the equipment will be from the Solid Waste Surplus Account. Mr. Fisher indicated that the current loader is actually a DPS vehicle that is in need of replacement due to mechanical issues. The parties entered into a discussion. The Selectmen stated that they would like to speak with Director D'Amico regarding replacement and sharing of the loader.
- The parties entered into a discussion regarding warrant article four (4). Mr. Fisher indicated that this article is the Solid Waste budget article. Selectman Crowley suggested that an adjustment be made to the recycling fee and bag revenue appropriations.

Water/Sewer:

- Water Sewer Superintendent, Mark Flaherty was present to answer questions regarding articles three (3), six (6) and seven (7) submitted by the Board of Water Sewer Commissioners for inclusion on the May 12, 2008 annual town meeting warrant. Superintendent Flaherty explained the purpose of the three warrant articles, the parties entered into a discussion. There were no recommended changes to the warrant articles.

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Planning Board:

- Planning Board Chairman, Andy Rodenhiser and Planning Board Assistant, Susy Affleck-Childs were present to review and discuss warrant articles sixteen (16) through twenty-nine (29) submitted for inclusion on the May 12, 2008 annual town meeting warrant. Mrs. Affleck-Childs provided the parties with a handout entitled Medway Town Meeting Warrant Articles Overview which provided a synopsis of the warrant articles. The parties reviewed the warrant articles and the "overview" handout. The Board also reviewed several proposed 43D site plans as well as the town zoning map. There were no recommended changes to the warrant articles.

Business Signs on Town Owned Property Discussion:

- Planning Board Chairman, Andy Rodenhiser and Planning Board Assistant, Susy Affleck-Childs were present to discuss the Business Signs on Town Owned Property.
- Chairman Rodenhiser stated that several months ago, several informal discussions were conducted regarding the possibility of amending the Medway Zoning Bylaw to permit the installation of business sponsorship signs in the outdoor athletic areas/fields located at the Medway High School as a means of generating revenues for the school system. Currently, there is no established policy on how to manage business signage on public property for corporate sponsors/donations to the Town. The Planning Board is recommending that the Selectmen establish a task force to include representatives from the Department of Public Services, Board of Selectmen, School Committee/Department, Planning Board, Design Review Committee and Medway Business Council.
- The parties entered into a brief discussion.
- Selectman Dunne moved that the Selectmen establish a Business Sign Task Force to include representatives from the Department of Public Services, Board of Selectmen, School Committee/Department, Planning Board, Design Review Committee and Medway Business Council as recommended by the Planning Board; seconded by Selectman Espinosa; all ayes 5-0-0 (voted).

Other Business:

- Chairman Trindade moved that Board open the May 12, 2008, Annual Town Meeting Warrant; seconded by Selectman Dunne; all ayes 5-0-0 (voted).
- Chairman Trindade moved that the Board approve and add a warrant article to raise, appropriate or transfer available funds in the amount of \$326,447 in order to operate the Ambulance Enterprise Fund, said warrant article will be numbered eight (8) on the May 12, 2008 Annual Town Meeting Warrant; seconded by Selectman Espinosa; all ayes 5-0-0 (voted).

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- Chairman Trindade moved that the Board approve and add a warrant article to raise, appropriate, borrow pursuant to any applicable statute or transfer available funds in the amount of \$5,000 under Massachusetts General Laws Chapter 44, Section 53I for the purpose of appropriating funds for the celebration of Medway's 300th anniversary of its incorporation, said warrant article will be numbered eleven (11) on the May 12, 2008 Annual Town Meeting Warrant; seconded by Selectman Dunne; all ayes 5-0-0 (voted).
- Chairman Trindade moved that the Board close the May 12, 2008, Annual Town Meeting Warrant; seconded by Selectman Crowley; all ayes 5-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy stated that she did not attend the beginning part of the Selectmen's meeting because she has been serving on the School Superintendent Search Committee. Administrator Kennedy indicated that she found the task to be very informative.
- Administrator Kennedy announced that Fire Chief, Wayne Vinton has submitted written notification of his intent to retire at the end of the fiscal year (June 30, 2008). Administrator Kennedy thanked Fire Chief Vinton for his fifteen (15) years of service to the Town. Administrator Kennedy stated that she is looking forward to working with a group to assess the department's operation.

Reports of the Selectmen:

- Selectman Crowley requested that the Town Administrator provide an up to date accounting of the CPC funds.
- Selectman Dunne, Espinosa and Foresto did not have reports.

Report of the Chairman:

- Chairman Trindade instructed the Administrative Services Assistant to schedule the selection of the Route 109 Improvement Task Force Committee at the next selectmen's meeting.
- Chairman Trindade also announced that he received news that the legislature had approved the town's proposed charter and that it is headed to the Governor for his signature.

9:10 p.m. There being no further business to discuss, Selectman Espinosa moved that the meeting be adjourned; Selectman Dunne seconded; all ayes 5-0-0 (voted).

Respectfully submitted,
Celeste Hanson
Administrative Services Assistant

MINUTES OF THE SPECIAL SESSION SELECTMEN'S MEETING
MARCH 24, 2008

Present: Selectmen Glenn Trindade, Richard Dunne, Dennis Crowley, Andrew Espinosa, John Foresto, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

7:04 p.m. – Chairman Trindade called the Special Selectmen's meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Public Comments: None.

Approve and sign warrant:

- Selectman Espinosa moved that the Board approve and sign warrant thirty eight (38) for fiscal year '08 as read in the total amount of \$439,806.90; Selectman Foresto seconded; ayes 4 (Crowley, Foresto, Espinosa Trindade); abstention 1 (Dunne) 4-0-1 (voted).

Approval of Minutes:

- Selectman Crowley moved to approve the special session meeting minutes of January 14, 2008; Selectman Espinosa seconded; all ayes 5-0-0 (voted).
- Selectman Espinosa moved to approve and release the executive session meeting minutes of January 14, 2008; Selectman Crowley seconded; all ayes 5-0-0 (voted).

Discussion with CIPC:

- CIPC members, Tom Anderson, Jim Palladino and Jim Gillingham were present to discuss their recommendations for a series of capital projects totaling \$1.4 million dollars. Funds for these projects would be bonded. Some of the projects recommended for financing through the bond were the Senior Center addition in the amount of \$180,000; implementation of new town wide financial software system in the amount of \$275,000 and \$200,000 for a new fire truck; \$100,000 for a new sidewalk plow; \$75,000 for a new elevator at the middle school and \$50,000 for a new energy management system for the school department.
- Mr. Anderson indicated that part of the committee's due diligence included a review of the Town By laws, review of all department requests; and scheduled visits to respective departments. It was reported that the CIPC performed a review process and evaluation criteria for priority items.
- The Selectmen suggested that the CIPC meet with the Department of Public Services Director to perform a road review of all town roads and rank which roads need the most work and what the cost would be. The committee agreed that they would schedule a meeting with Director D'Amico.
- The Selectmen thanked the committee members for their hard work.

MINUTES OF THE SPECIAL SESSION SELECTMEN'S MEETING
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- The Selectmen discussed and reviewed capital improvement project requests with the Senior Center Director, the DPS Director, the Town Accountant, the Police Chief, and the School Superintendent. The Selectmen indicated that they would be attending the Finance Committee meeting on Wednesday as the CIPC would be making another presentation. The Selectmen indicated that they need to discuss the capital improvement project recommendations at length before placing any items on the May 12 Annual Town Meeting warrant.

Charter/House Bill 4460 Amendment:

- Chairman Trindade explained that Section 12 of Chapter 3 of the proposed charter has a recall provision. Section 3-12-3 provides that the board of selectmen shall order a recall election to be held on a day fixed by them not less than twenty five (25) nor more than thirty five (35) days after the date of the town clerk's certification that sufficient petition has been filed. In Section 3-12-4, the proposed charter provides that a nomination of candidates to fill the position shall be in accordance with the law relating to elections. State law requires a minimum timeframe of sixty four (64) days to conduct an election for candidates as referred to in G.L. c. 41; section 10, G.L. c. 53, section 7, 10 and 11. This legislation is contradictory because the timeframe provided to hold the recall election in the charter is not in accordance with the time frame as provided for in the general laws. Therefore, the bill requires amendment to section 3-12-3 to change "twenty five (25) nor more than thirty five (35) days" to "sixty four (64) nor more than ninety (90) days" and also "occur within sixty (60) days" to "occur with one hundred (100) days."
- The Board entered into a brief discussion regarding the amendment.
- Chairman Trindade moved that the Board of Selectmen approve to accept the bill as amended in Section 3-12-3 to change "twenty five (25) nor more than thirty five (35) days" to "sixty four (64) nor more than ninety (90) days" and also "occur within sixty (60) days" to "occur within one hundred (100) days" Selectman Crowley seconded; all aye 5-0-0 (voted).

Consideration on One-Day Auctioneer License:

- The Board reviewed the application to obtain a one-day auctioneer's license requested by Michael Coyle and entered into a brief discussion.
- Selectman Dunne moved that the board approve the application for a one-day auctioneer's license submitted by Michel Coyle scheduled for March 25, 2008 at the VFW on Holliston Street; Selectman Forest seconded; all ayes 5-0-0 (voted).

Authorization of Chairman to execute contract:

- Selectman Espinosa moved that the Board approve and authorize the Chairman to execute the contract by and between the Town of Medway and Newport

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Collaborative Architects, Inc., in connection with 2B Oak Street; seconded by Selectman Foresto.

- The board entered into a brief discussion. Selectman Crowley suggested clarification of the cost and scope for services referred to in the contact before approving such.
- Selectman Espinosa rescinded his motion and moved that the board table the matter to the next scheduled Board meeting (April 7, 2008); seconded by Selectman Foresto; all ayes 5-0-0 (voted).

Route 109 Improvement Task Force Committee:

- The Board of Selectmen reviewed e-mail correspondence generated by the Department of Public Services Director, David D'Amico, regarding his recommendations/suggestions relative to forming the Route 109 Improvement Task Force Committee as discussed at the March 3, 2008, Selectmen's meeting. Director D'Amico was present to answer questions.
- The parties entered into a brief discussion.
- Chairman Trindade moved that the Route 109 Improvement Task Force Committee include Dan Hooper of the Design Review Committee as the Citizen at Large; Jim Wieler member of the Master Plan Committee; Board of Selectmen representative; Member from the Medway Business Council; Dave D'Amico, Director of the Department of Public Services; Paul Yorkis representative from SWAP; and a Planning Board representative; seconded by Selectman Dunne 5-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy referred to Town Counsel correspondence relative to the Board of Health Inter-municipal Agreement. Administrator Kennedy stated that Town Counsel's correspondence raised a few issues that require further consideration and recommended that the Selectmen appoint a board member to meet with Town Counsel and the Board of Health in order to work out the issues with the Inter-municipal agreement. Selectman Crowley stated that he was the Board of Health liaison and he would meet with the respective parties and report back as warranted.
- Administrator Kennedy suggested that the Board authorize a transfer into the salary budgets for the Selectmen (\$15,000), Town Accountant (\$5,000) and Treasurer Collector (\$5,000) from the salary reserve account in order to fund non-contractual negotiation expenses. Chairman Trindade moved to that the Board support the Town Administrator's recommendation and authorize the transfer of \$25,000 from the salary reserve account to fund the following: Selectmen (\$15,000), Town Accountant (\$5,000) and Treasurer Collector (\$5,000) in order to fund non-contractual negotiation expenses.; seconded by Selectman Espinosa; all ayes 5-0-0 (voted),

MINUTES OF THE SPECIAL SESSION SELECTMEN'S MEETING
MARCH 24, 2008

Reports of the Selectmen

- Selectman Dunne reported that he met with the Town Clerk. Selectman Dunne stated that the Town Clerk would like to opportunity to discuss increasing her salary budget. Selectman Dunne also reported that he approached the Millis Library Trustees to open a dialogue relative to regionalizing Library Services. Selectman Dunne indicated that he will be meeting with Medway Library Trustees to discuss same and will report back as warranted.
- Selectman Crowley asked the Town Administrator if she was able to obtain an accounting of the CPC fund balance; Administrator Kennedy indicated that she would ask the Town Accountant to provide the data as soon as possible.
- Selectman Espinosa reported that the Water Working Group "Talk of the Town" taping session is being aired on the Town's cable channel and encouraged residents and interested parties to view the taped session in order to get an update of the water issue.
- Selectman Foresto reported that he and Chairman Trindade recently met with Comcast representatives to discuss reimbursement for the thirty-four cent overcharge to customers. Selectman Foresto indicated that the high school i-net drop issue is still unresolved. Selectman Foresto stated that he will continue to provide updates as warranted. Selectman Foresto also indicated that he also met with Medway Cable Access members to discuss improvement to current town services. Medway Cable Access members have indicated they would like to upgrade broadcasting services from Town Hall; broadcasting from the Library and investigating a second broadcasting studio at the Middle School. Selectman Foresto indicated that Medway Cable Access would like to present an update at a future Selectmen's meeting.

Chairman Trindade moved to extend the Selectmen's meeting not to exceed 10:30 p.m.; seconded by Selectman Dunne; all aye s 5-0-0 (voted).

Report of the Chairman.

- Chairman Trindade reported that he would attending the upcoming MMA Legislative Breakfast in Franklin and encouraged other board member to attend if their schedules permitted.
- Chairman Trindade asked the Town Administrator to obtain clarification on the requirements of taping board and committee meetings. Chairman Trindade asked the Town Administrator to inquire if the Town needed to adopt a by-law for such.

MINUTES OF THE SPECIAL SESSION SELECTMEN'S MEETING
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10:15 p.m. There being no further business to discuss Chairman Trindade moved that the regular session meeting be adjourned and the Selectmen enter into Executive Session not to return to open session for reason number three "To discuss strategy with respect to collective bargaining or litigation..." Selectman Foresto seconded; Roll call vote: Dunne—aye; Crowley—aye; Espinosa—aye; Foresto—aye; Trindade—aye; all ayes 5-0-0 (voted). All ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

MINUTES OF THE SELECTMEN SESSION MEETING

April 7, 2008

Present: Selectmen Richard Dunne, Dennis Crowley, Andrew Espinosa and John Foresto; Town Administrator, Suzanne Kennedy and Board Secretary, Wendy Harrington were present. Selectman Glenn Trindade was absent.

7:00 *p.m.* – Vice-Chairman Dunne called the Selectmen’s Regular Session meeting to order in Sanford Hall, All stood for the Pledge of Allegiance.

Public Comments: None.

Selectmen’s meeting.

- **Agenda item number 3.** Selectman Foresto made a motion to accept the donation of an exercise bicycle from Cybex to be used by the Council on Aging. Seconded by Selectman Espinosa; all ayes 4-0-0 (voted) Missy Dziczek was present on behalf of the Council on Aging.
- **Agenda item number 4:** The Board of Health has been awarded a “mini grant” in the amount of \$640.00 for a compliance check on tobacco product sales within the Town of Medway. The Board of Health will hire an outside consultant to do checks to ensure the sellers are in compliance. Motion by Selectman Crowley to accept the grant for the purpose of hiring a consultant to do compliance checks of sellers of tobacco products within Medway. Seconded by Selectman Foresto; all ayes 4-0-0 (voted). Mark Fisher was present on behalf of the Board of Health.
- **Agenda item number 5:** Authorization of Chairman to execute a contract by and between the Town of Medway and David G. Roach & Sons, Inc. in connection with the Choate Pond Dam Rehabilitation. Motion by Selectman Crowley to accept and enter into a contract by and between the Town of Medway and David G. Roach & Sons, Inc. This is in connection with the Choate Pond Dam Rehabilitation in the amount of \$109,889.00 motion is to also authorize Selectmen Vice Chairman Dunne to sign on behalf of Selectmen Chairman Trindade. Seconded by Selectman Dunne. Selectman Crowley raised a question. Would the project be complete by May 1, 2008? Mr. D’Amico will try his best to complete by May 1, 2008, but if he does not complete by May 1, 2008 it is not a violation of the grant; all ayes 4-0-0 (voted).
- **Agenda item number 6:** Authorization of Chairman to execute a contract by and between the Town of Medway and Green Acres Landscape & Construction Company, Inc. This contract is in connection with the Middle School Athletic Field Irrigation project. Motion by Selectman Crowley to accept and enter into a contract by and between the Town of Medway and Green Acres Landscape &

Construction Company, Inc. This contract is for field irrigation at the Middle School in the amount of \$125,900.00. Motion is to also authorize Selectmen Vice Chairman Dunne to sign on behalf of Selectmen Chairman Trindade. Seconded by Selectman Espinosa; all ayes 4-0-0 (voted).

- **Agenda item number 7:** Update on Route (Rt.) 126 & Rt. 109 Intersection. David D'Amico DPS Director was present to discuss. Director D'Amico submitted a request to the state to add turning lanes at this intersection. The state would agree with a left-hand turn (on Rte 109 traveling East, taking a left hand turn onto 126 N), and they did justify additional expense, however if the town wants to pursue anything more than that, they could do so at their own expense. Director D'Amico doesn't think at this time, and based on the numbers it's worth the additional expense. This could be revisited in a period of time. Director D'Amico is going to go ahead with the state and update our plan.

Selectman Crowley asked where would the Town get the added land necessary to complete the project. Director D'Amico explained that the land is there and there were no takings involved.

- **Agenda item number 11:** Authorization of Chairman to execute contract by and between the Town of Medway and Newport Collaborative Architects, Inc. in connection with 2B Oak Street. Director of DPS, David D'Amico and Mark Cerel representing CPC were present to discuss. The design will be done for \$200,000 and landscaping will be included. Selectman Crowley wanted to make it duly noted in the record that \$25,000 of this \$200,000 shall be set aside for the landscaping. Motion by Selectman Crowley to accept and enter into a contract by and between the Town of Medway and Newport Collaborative Architects, Inc. This contract is in connection with 2B Oak Street and also authorizes Selectmen Vice Chairman Dunne to sign on behalf of Selectmen Chairman Trindade. Seconded by Selectman Foresto. Discussion: There is a \$200,000 grant for this project. CPC Committee will set aside \$25,000 for landscaping design; all ayes 4-0-0 (voted)
- **Agenda item number 8:** Planning Board-Street Acceptance for 2008 Annual Town Meeting. Suzi Affleck-Childs was present to discuss on behalf of the Planning Board. Suzi explained that this vote is a vote of intent to layout roads as public ways. The steps are outlined on the attached document. Once this vote of intent passes the Planning Board will come back to BOS on 4/21 to layout the roads and then to Town Meeting to officially accept. All three are needed and are not optional. It was explained that each motion be approved individually.

Motion by Selectman Dunne to move that the Board of Selectmen express its intent to lay out as a public way Broad Acres Farm Road in its entirety from Station 0+00 to its end at Station 38+35.93, as shown on the Countryview Estates Subdivision Acceptance Plan Broad Acres Farm Road and Road As-Built in

Medway, Ma, prepared by DeSimone & Associates of Medway, MA, dated March 1, 2004, last revised January 18, 2008 and to refer this matter to the Planning Board for a report and recommendation. Second by Selectman Crowley; all ayes 4-0-0 (voted)

Motion by Selectman Dunne to move that the Board of Selectmen express its intent to lay out as a public way Stable Way from Station 11+50 to Station 25+48.52, as shown on the Countryview Estates Subdivision Acceptance Plan and Road As-Built – Stable Way in Medway, MA, prepared by Colonial Engineering, Inc. of Medway, MA, dated October 12, 2007, last revised January 18, 2008 and to refer this matter to the Planning Board for a report and recommendation. Second by Selectman Crowley; all ayes 4-0-0 (voted)

Motion by Selectman Dunne to move that the board of Selectmen express its intent to lay out as public ways Stable Way from Station 0+00 to Station 3+96.84 and from Station 0+00 to Station 11+50 and Olde Surrey Lane from Station 2+62.50 to Station 3+76.48, as shown on the Broad Acres Subdivision Acceptance Plan and Road As-Built in Medway, MA, prepared by Colonial Engineering, Inc. of Medway, MA, dated November 15, 2002, last revised January 18, 2008 and to refer this matter to the Planning Board for a report and recommendation. Second by Selectman Crowley; all ayes 4-0-0 (voted)

Suzie explained that she believes these are the only roads that will make it through to Town Meeting. Selectman Crowley asked Director D'Amico how many miles of public roads are in Medway. Director D'Amico believes there are 80 miles of public roads in Medway.

- **Presentation by Brad Stoler, MAPC-Pre Disaster Mitigation Plan (Metropolitan Area Planning Council)**

Mr. Stoler's presentation qualified as an open public meeting. A copy of his presentation is attached herewith.

Selectman Dunne requested a copy of Mr. Stoler's presentation to place on the Board of Selectmen web-site.

Board of Selectmen should review and relay any changes to Mr. Stoler within one month's period of time. Mr. Stoler will then submit Medway's requested changes to the state/FEMA for review. Mr. Stoler is hopeful that the State will review before September 2008.

Participation in this plan will allow for Medway to apply for MAPC-Pre Disaster Mitigation grants next year. There are over a dozen grants that have been identified. Mr. Stoler was unaware of the length of time for the grant process but

would get back to the Selectmen with that information. The grants are competitive, grants can be awarded for a portion of a project, not necessarily for the entire project. There are many options out there to consider.

The Board of Selectmen will take under advisement and post information on the Town of Medway's web-site.

- **Agenda item number 9;** CIPC Recommendations.

CIPC FY'09 Capital Improvement Project Recommendations were discussed. A memo dated April 4, 2008 with a list of CPIC plans was submitted. (See memo attached)

Items which monetary amounts have changed are:

Software-Financial	\$275,000	to	\$225,000
Fire Engine	\$200,000	to	\$220,000
COA building add.	\$150,000	to	\$185,000
Sidewalk Plow	\$100,000	to	\$110,000
Energy Mgmt System	\$ 40,000	to	\$ 50,000
New Garage Doors	\$ 15,000	to	\$ 18,000

Software has been combined with another purchase, received additional outside funding. Reduced from \$275,000 to \$225,000 due to a permitting software grant. This allows us to combine the permitting and financial software into one package. There are 300 communities using this software and the state sets the price.

\$297,000 was the original price for financial and permitting software. The \$76,000 grant brings the price down to the \$225,000 range, assuming going with the Munis package. Munis is a system Barbara is familiar. Going with a bid for a high end program but will do an RFP anyway.

Energy Mgmt System for the school better estimate of cost, increased this item from \$40,000 to \$50,000. Another example of increase in cost with a more accurate figure is Garage Doors for the Fire Station increase from \$15,000 to \$18,000.

Police AC request was combined with the Roof Snow Rails request for a combined total amount of \$25,000 coming out of Free Cash.

A discussion took place on the removal of the tank from the school. A question was posed as to the cost for the removal. It was explained that this expense was approximately \$50,000, it has been paid for and the school has put in for a grant to pay for approximately 50% of the total cost. Selectman Crowley asked if it is not appropriate to add this \$25,000 expense to the list, for the tank removal to the CIP

or to pay for it with Free Cash. CIPC explained that \$25,000 to pay for the tank removal would not added to this proposal. We can make a separate article to pay for this tank removal, but at this point there is no exact figure on this expense.

CIPC will make their recommendations to Town Meeting. CIPC explained that individual items may be amended from the floor at Town Meeting.

\$1,393,500 is enough to cover their proposal at no cost to the town as it is leverage on existing bonding coming off. Selectman Crowley explained that there would be no money left. CIPC explained that there would be small amounts available in a few years, but nothing left until 2014 aside from debt exclusion or operating money only.

Selectmen decided to go over each individual item on the Memo dated April 4, 2008. Comments to CIPC are as follows:

Roads: Selectman Espinosa suggested adding side walks, as they are the same life span. Selectman Crowley explained \$300,000 left over from existing funds. \$250,000 is needed to finish Cottage Street, so that leaves \$50,000. Document says \$306,000 plus CIPC \$300,000. Are we committed to spending \$606,000 over the next few years to make our roads better? Director D'Amico explained he is prepared to invest \$606,000 over the next few years on our roads.

Software: Already covered

Fire Engine: CIPC discussed whether or not to remove the Fire Truck or leave \$200,000 in a reserve fund. If there was a catastrophe in town (i.e. Town Barn falls down) the money put in a reserve fund could pay to fix that instead of replacing the fire truck. If the money hasn't been borrowed specifically for the fire truck purchase it is possible to get the money out of the fund. If borrowed the money and haven't spent it yet BOS could go back to Town Meeting to re appropriate the funds. It was mentioned that a real catastrophe would be helped with the stabilization fund and possible true disasters should be insured.

Originally the fire engine expense was \$200,000. \$220,000 is a firmer number. If the engine is not ordered before January 2009 there will be a 10% increase in cost. After January 2009 the price would increase to \$250,000, the more delayed, the more increase in price. The original recommended fire truck was a custom pumper, the \$220,000 is for a commercial pumper.

Sidewalk plow: This to replace the sidewalk plow we already have. Selectman Espinosa asked the policy on who decides what gets plowed. It was explained by Director D'Amico that the list of sidewalks is on the town web-site. Route 126 area is at the bottom of the list and that the school handles the sidewalk area around the school.

Highway barn: There will be a change to the wording from New Highway Barn to Highway Barn Study. Selectman Crowley explained a few years ago there was money allocated at Town Meeting for renovation/repair of Town Hall for \$160,000. There is approximately \$40,000 left over and it would make sense to change the wording to Highway Barn/Town Hall study. Selectman Espinosa agreed that this would allow for a broadening of the study. Town Administrator Kennedy will discuss with Fiscal Advisor to decide on the best wording for this item.

Dump Truck: Selectman Crowley suggested change the dump truck wording to vehicle/lift. This may give more options of what to purchase. Selectman Espinosa asked how often is a bucket truck used. Director D'Amico explained that a lot of departments could use and it would make sense to purchase a vehicle that would benefit everyone.

File Server: OK

New Garage Doors: OK

Technology: OK

Free cash: At bottom of April 4, 2008 memo. All ok.

CIPC explained they would be presenting to the Finance Committee and would take the BOS suggestions and ideas under advisement.

Approval of Warrants:

- Selectman Espinosa moved that the Selectmen approve Warrant as read in the total amount of \$363,673; seconded by Selectman Dunne; all ayes 4-0-0 (voted).
- **Agenda item number 12:** Board Acceptance of Massachusetts State Lottery – KENO-to-go option. A letter was received from MA State Lottery Commission dated March 27, 2008 explaining the new KENO-to-go program being offered to existing non-KENO agents. Town Administrator Kennedy recommended that BOS accept in a motion no objection to the KENO-to-go in all of the premises listed on page two of the March 27, 2008 letter. Selectman Dunne motion to accept with no objection the 10 eligible/qualified agents in the KENO-to-go program, second by Selectman Espinosa; all ayes 4-0-0 (voted)

- **Agenda item number 13:** Yard Sale Fundraiser at Medway Plaza requested by Medway Gridiron. Medway Gridiron has requested to run a yard sale at Medway Plaza on Saturday May 10, 2008 from 7am to 3pm, with a rain date of May 17, 2008. Motion by Selectman Dunne to approve the request from Medway Gridiron to run a yard sale fundraiser on Saturday May 10, 2008 (rain date May 17) from 7am to 3pm, second by Selectman Espinosa. Discussion: There were no problems with this fundraiser/yard sale last year. All ayes 4-0-0 (voted)

- **Agenda item number 10:**

Acceptance of Deed and Limited Power of Attorney relative to the 50 Winthrop Street Acquisition.

The Owner of 50 Winthrop Street have requested that the Real Estate Closing/Sale of this property be postponed from April 15, 2008 to April 30, 2008. The Owner is purchasing another property and this request is perfectly reasonable and has been approved by Mr. Cerel. Motion by Selectman Crowley to extend the closing date for the sale of 50 Winthrop Street to on or before April 30, 2008, second by Selectman Dunne; all ayes 4-0-0 (voted)

A Quitclaim Deed was presented to the Board of Selectmen to transfer title from the current owner of 50 Winthrop Street to The Town of Medway in conjunction with the purchase of that property on or before April 30, 2008. Motion by Selectman Crowley to accept the Quitclaim Deed in connection with the sale of 50 Winthrop Street as provided, contingent upon the current owner signing, and as read and approved by Town Counsel second by Selectman Dunne; all ayes 4-0-0 (voted)

A Limited Power of Attorney was presented and discussed. This would authorize Chairman Glenn Trindade to sign all closing documents on behalf of the other Selectmen in the real estate transaction of purchasing 50 Winthrop Street from its current owner. Motion by Selectman Dunne to allow Chairman Glenn Trindade to serve as Limited Power of Attorney, second by Selectman Espinosa; all ayes 4-0-0 (voted)

Motion by Selectman Dunne to authorize Chairman Glenn Trindade to execute form 8283 Non Cash Charitable Contribution form on behalf of the Medway Board of Selectmen, such form must be signed by April 30, 2008, second by Selectman Crowley; Discussion: this form is necessary because the current owner has essentially gifted \$175,000 to the town in this transaction; all ayes 4-0-0 (voted)

Approval of Minutes:

- **Agenda item number 2:** Defer approval of Minutes Sessions: February 4, February 11, March 3, March 10, March 17, March 24; Executive Session of March 24. to a future meeting.
- **Agenda item number 14:** Report of Town Administrator was deferred to a future meeting.
- **Agenda item number 15:** Report of Selectmen was deferred to a future meeting.
- **Agenda item number 16:** Report of the Chairman was deferred to a future meeting.
- **Agenda item number 17:** Town Administrators Time Sheets was deferred to a future meeting.

8:45 p.m. There being no further regular business to discuss, Vice-Chairman Dunne moved that the regular session meeting be adjourned and the Selectmen enter Executive session for reason number 3 “To discuss strategy with respect to collective bargaining or litigation...” with no intent to return to open session; Selectman Foresto seconded; roll call vote:
Dunne—aye; Espinosa—aye; Foresto--aye; Crowley—aye; All ayes 4-0-0 (voted).

9:05 p.m. Executive session opened, discussion on grievatory issues ensued regarding William Donohue and Shirley Heaton.

Executive session ended at 10:10 p.m.

Respectfully submitted,
Wendy Harrington
Board of Selectman Secretary

MINUTES OF BOARD OF SELECTMEN BUDGET MEETING
WEDNESDAY, APRIL 16, 2008
TOWN ADMINISTRATOR'S CONFERENCE ROOM, TOWN HALL

Meeting called to order at 7:00 PM by Chairman Trindade.

Present: Selectmen Glenn Trindade, Dennis Crowley, Richard Dunne, Andrew Espinosa, and John Foresto; Town Administrator Suzanne Kennedy; and Town Accountant Barbara Durand.

Town Administrator Kennedy informed the Board that an article to re-authorize the revolving fund for the Council on Aging transportation services needs to be added to the warrant for the Annual Town Meeting. She explained that the Department of Revenue had recently confirmed to the Town Accountant that this re-authorization must be voted at the Annual Town Meeting and may not be voted at the Special Town Meeting. Kennedy recommended that the Board vote to open the town meeting warrant, vote on the article to re-authorize the revolving fund, and vote to close the town meeting warrant.

Motion by Chairman Trindade and seconded by John Forresto to open the Annual Town Meeting warrant. Vote unanimous.

Review of the warrant article and discussion took place among Board of Selectmen, Town Administrator and Town Accountant.

Motion by Chairman Trindade , seconded by Dennis Crowley, to include Article #30 to re-authorize a revolving fund for the Council on Aging. Vote unanimous.

Motion by Chairman Trindade, seconded by Richard Dunne, to close the Annual Town Meeting warrant. Vote unanimous.

Selectman Crowley recommended that the Board consider realigning the Selectmen's budget with the proposed FIN Com budget in an effort to illustrate collaboration between FIN COM and the Board of Selectmen. Mr. Crowley also expressed a desire to see that the yet to be published warrant book illustrate that both the FIN COM and Selectmen's recommended budget be identical.

After a brief discussion Mr. Crowley made a motion that the Board change the Selectmen's budget to match the Finance Committee budget. The motion was seconded by Mr. Foresto and was unanimously voted.

The meeting adjourned at 7:20 PM on a motion by Mr. Crowley and seconded by John Foresto. Vote unanimous

*Approved 11/17/08

FINAL MINUTES OF THE SELECTMEN SESSION MEETING
April 22, 2008

Present: Selectman Glenn Trindade, Selectmen Richard Dunne, Andrew Espinosa and John Foresto; Town Administrator, Suzanne Kennedy and Board Secretary, Wendy Harrington were present.

Absent: Dennis Crowley

7:04 *p.m.* – Chairman Trindade called the Selectmen's meeting to order in Sanford Hall, All stood for the Pledge of Allegiance.

Public Comments: None.

Selectmen's meeting.

Medway 300th Anniversary: Presentation by Ms. Pam Zelesky of Holliston Street and Col. Michael Matondi of Pine Street, Medway. The parties gave an in-depth look at what the preparations should entail to arrange for the Medway 300th Anniversary, which will be prepared for over the next five years. All leading to the actual anniversary of 10/25/2013. It was suggested that a Chairperson and a slew of other volunteers are needed to make this event possible. It was suggested that we take advantage of the cable access studio and web-sites in order to start researching and promoting. Approximately \$5,000 should be a starting point for a budget figure. Selectman Dunne read everyone Article 10 and explained that this article must be passed on the town floor to create a fund and he also suggested either naming the event Medway 300 or Medway Tri Centennial, but it was determined that the Chair and/or committee choose the name.

Agenda item number 1: Approval of Warrants: Motion by Selectman Dunne to accept the Warrants as read as Town Bills \$265,206.89, School \$406,566.16, Gross Payroll \$82,415.92, Total \$754,187.97. Seconded by Selectman Foresto; all ayes 4-0-0 (voted)

Agenda item number 5: Update on Routes 109/126 Turning Lane, Director DPS: Director D'Amico explained to the BOS the history of this project. Most recently MA Highway agreed to do a traffic flow study again in Nov. '07. Service levels are average and very good, except E on 109 to go N on 126 is starting to become poor. With a 10 yr projection, probably still average. MA Highway suggested a turn lane to go from E on 109 to N on 126. MA highway will do

more but Medway will pay the difference in cost. We can expect a revised set of plans and they are working on the roads now.

Selectman Dunne asked if there were plans to change the road going S on 126 to take a left onto Highland St. Director D'Amico wasn't sure if anything is in the plan, but will check with MA Highway.

Selectman Trindade asked why wouldn't we do the other sides of the intersection at 109 and 126 now while the roads are being worked on. Director D'Amico explained that the lights would need to be reconfigured. He explained his concern that the stone walls that were visible before construction and to short and need correcting. Director D'Amico advised that landscaping is still in the process of being worked on and per the Town Administrators request will about having the stone walls replaced to look like they did when the project started.

Director D'Amico has been in touch with a local wood carver Jessie Green who is looking for a tree stump to carve with a Medway Mustang or something similar to be displayed in town. Director D'Amico was also asked about the park commission and whether or not additional fees would be charged for use of the fields at the Middle School. He explained no additional fees, a combined \$18 per student use fee only.

Agenda item number 9: Consideration of Road Layout Recommendation for Street Acceptances for Annual Town Meeting Warrant, Planning Board: Susy Affleck-Childs presented for BOS to vote on the roadway layout. Voted intent to layout on April 7, 2008, no changes in that layout. Approving layout tonight, then back to the Planning Board for acceptance and then to Town Meeting to accept. Susy explained if these do not pass at Town Meeting they will be put out to Special Town Meeting at a later date.

Motion by Selectman Foresto: I move that the Board of Selectmen approve the roadway layout, as a public way, of **Broad Acres Farm Road** in its entirety from Station 0+00 to its end at Station 38+35.93, as shown on the **Countryview Estates Subdivision** Acceptance Plan Broad Acres Farm Road and Road As-Built in Medway, MA, prepared by DeSimone & Associates of Medway, MA, dated March 1, 2004, last revised January 18, 2008. Second by Selectman Espinosa, no discussion; all ayes 4-0 (voted)

Motion by Selectman Espinosa: I move that the Board of Selectmen approve the roadway layout, as a public way, of **Stable Way** from Station 11+50 to Station 25+48.52, as shown on the **Countryview Estates Subdivision** Acceptance Plan and Road As-Built – Stable Way in Medway, MA, prepared by Colonial Engineering, Inc.

of Medway, MA, dated October 12, 2007, last revised January 18, 2008. Second by Selectman Dunne, no discussion; all ayes 4-0 (voted)

Motion by Selectman Dunne: I move that the Board of Selectmen approve the roadway layout, as public ways, of **Stable Way** from Station 0+00 to Station 3+96.84 and from Station 0+00 to Station 11+50 and **Olde Surrey Lane** from Station 2+62.50 to Station 3+76.48, as shown on the **Broad Acres Subdivision** Acceptance Plan and Road As-Built in Medway, MA, prepared by Colonial Engineering, Inc. of Medway, MA, dated November 15, 2002, last revised January 18, 2008. Second by Selectman Espinosa, no discussion; all ayes 4-0 (voted)

Agenda item number 2: Approval of Minutes. Minutes Sessions: February 4, February 11, March 3, March 10, March 17, March 24, April 7; Executive Session of March 24. Motion to accept Minutes from meetings February 4, February 11, March 3, March 10, March 17, March 24 and Executive Session of March 24 by Selectman Dunne. Second by Selectman Espinosa, no discussion; all ayes 4-0 (voted) Motion by Selectman Foresto to accept Minutes from meeting April 7 as written. Second by Selectman Espinosa, discussion: confirmed all CIPC numbers line up and non-cash charitable gift was given to Selectman Trindade to sign; all ayes but Selectman Trindade abstained due to absence 3-0 (voted)

Agenda item number 3: Michael Coyle Auctioneer License: This item was postponed to the next meeting. Suzanne wasn't clear if this is a one day or full year license. Will put on next meeting to formally approve after clarification.

Agenda item number 4: Tri-State Trek Bicycle run fundraiser: Chief signed off that there was no issues, worthy cause. Motion to approve by Selectman Espinosa to allow this event. Second by Selectman Foresto, no discussion; all ayes 4-0 (voted)

Agenda item number 6: Fraud Policy: This policy is for all town employees, not including the school employees. Section E was discussed Selectman Dunne feels that if one is accused of fraud they should be dismissed. Town Administrator Kennedy explained that there may not be cause for termination if execute without this language. Motion by Selectman Foresto to approve Anti Fraud policy as written. Second by Selectman Espinosa, no discussion; all ayes 3-0, 1 abstained (voted)

Agenda item number 7: Consideration and possible opening of Special Town meeting (STM) Warrant: In order to hold a STM 5/12/08 all information would need to be gathered and prepared this week. The Town Administrator suggests a possible STM date of 6/16/08 (before school lets out for the summer) for the

purpose of clean up of items and end of year transfers, this will be discussed more at the next BOS meeting.

Agenda item number 8: Consideration of reimbursement from Town of Franklin for use of Medway Sewer System: Presented by Town Administrator. TA explained that Selectman Crowley, Mr. DeSimone and Bob McCray of the Charles River Control District have been looking into this issue. Selectman Crowley found that there has been no monitoring of Franklin's usage. Franklin has had a contract with Medway since 1995 for un-metered use for homes built in Franklin close to Medway. It has been confirmed by Charles River that Franklin owes the Town of Medway \$115,468.25. Additionally, SK reported that the District notified the Town January 2008 of a rebate in the amount of \$25,970 for design services in connection with certain infrastructure projects; the funds were received 4/22 and deposited into the General Fund. A proposal has been advanced by Franklin to reimburse Medway \$115,468.25 by using Franklin's design rebate amount of \$187,570 owed Franklin by the District. The Franklin funds owed Medway would be transmitted directly to the Town from the District in the amount of \$115,468.25, minus the reduced 2008 Town of Medway District assessment of 15,810, for a total payment to Medway of 99,658. (the \$250,810.00 assessment invoice received by the Town from the District was reduced by \$15,810.00.) TA recommends placing an article to transfer from the general fund to a special sewer fund to help pay for the new easements.

Selectman Dunne asked who controls the Special Sewer Fund the Town or the Water/Sewer Commission? TA explained that would be worked out in the Article.

TA explained that Selectman Crowley, Paul DeSimone and Doug Downing should be recognized, as this is a significant amount of money returned to the town.

Agenda item number 10: Discussion of Annual Committee Appointments: Town administrator explained that there are many appointments expiring 6/30/08 and wanted to discuss how BOS wanted to proceed. Selectmen Espinosa and Foresto agreed that they would like to meet the candidates face to face and would like some formality in the process. Selectman Dunne stated that most expire 6/30 and would like to defer and make no appointments until after Town Meeting. Chairman Trindade will propose a calendar, schedule candidates and will contact all that are involved now to verify their intent. TA will defer process until the 5/5/08 meeting.

Agenda item number 11: Report of the Town Administrator: It was agreed that future agenda notices from the School Committee will not be photocopied and given to BOS as all information is posted on the SC web-site. All future documents/back-up for bi-monthly BOS meetings will be emailed to BOS members to save paper, time and BOS members can print documents they so choose.

TA would like to start a Fire Department Operations Review Committee similar to the EMS review with members of BOS and FinCom. This committee would review operations, needs, and desires and should include citizens who are qualified.

TA would like to start a Snow and Ice Committee after Town Meeting and ask Mr. Peyton to be included.

TA would also request a Revenue Enhancement Committee which would be done by the staff with each department being asked to consult with their peers in the area and then meet with the committee to determine where changes are necessary.

Selectman Crowley has asked that an Earth Day recognition event be held, possibly working with the community to pick up our neighborhoods. A one-year planning is necessary for this type of event. Selectman Espinosa encouraged businesses to spruce up their landscaping, especially along 109 and would like the Medway Business Council involved in the this project.

Budget to actuals for third quarter is not in the BOS packet. Suzanne will email out to members.

Agenda item number 12: Report of the Selectmen:

Selectman Foresto requested that Comcast final contract be placed on the 5/5 agenda with the hope that the final contract will be ready for review.

Selectman Espinosa hopes for an announcement on Thursday regarding a date for a power flush to get rid of the iron sediment. He also hopes to announce the date the well will be coming online. There is a posted change is water restrictions to hand-held only located on the town web-site.

Selectman Dunne acknowledged that the trustees at the library are excited and they are confident that next year they will be up for re-certification. April 30, 2008 is the Norfolk County budget meeting to finalize the budget.

Agenda item number 13: Report of the Chairman: The most important topic is the reappointment of the TA who's three year contract ends the end of July. Chairman Trindade explained in order to work on a contract there needs to be money in the budget and he expects the TA will be with us for another three years.

The BOS is conducting salary and compensation review with surrounding towns of similar size. The BOS is negotiating fairly for the Town of Medway and the Town Administrator.

8:40 p.m. There being no further regular business to discuss, Selectman Dunne moved that the regular session meeting be adjourned and the Selectmen enter Executive session for reason number 3 "To discuss strategy with respect to collective bargaining or litigation..." with no intent to return to open session; Selectman Foresto seconded; roll call vote:

Trindade---aye; Dunne---aye; Espinosa---aye; Foresto--aye; All ayes 4-0-0 (voted). Crowley absent

Regular session ended at 8:40 p.m.
Respectfully submitted,
Wendy Harrington
Board of Selectman Secretary

***approved mins 8/4/08**

FINAL MINUTES OF THE SELECTMEN SESSION MEETING
May 5, 2008

Present: Selectman Dennis Crowley, Andrew Espinosa and John Foresto; Town Administrator, Suzanne Kennedy and Board Secretary, Wendy Harrington were present.

Chairman Glenn Trindade and Selectman Richard Dunne were absent.

7:04 *p.m.* – Selectman Crowley called the Selectmen’s meeting to order in Sanford Hall, All stood for the Pledge of Allegiance.

Public Comments: None.

Selectmen’s meeting.

Agenda item number 3: Approval of Michael Coyle Auctioneer License-Licensee to be present

This is an annual license to hold monthly auctions at Medway VFW. **Motion by Selectman Foresto to approve the annual license for Michael Coyle with the condition the a copy of his up to date State License and Certificate of Compliance with state tax laws be submitted by July 20, 2008. Second by Selectman Espinosa. Discussion: Selectman Crowley confirmed that this is a license only for auctions at the Medway VFW. All ayes 3-0-0 (voted)**

Agenda item number 4: Approval of Supreme Pizza Common Victualer License-Licensee to be present

Motion by Selectman Espinosa to approve H&C Supreme Pizza beer and wine license, upon pending approval of a Fire Certificate. Second by Selectman Foresto. No discussion, all ayes 3-0-0 (voted).

Agenda item number 5: APECS PMC Run for the Ride-Police Chief Tingley, Kristen Porell

This is a road race sponsored by APEC-S. Chief Tingley was present and explained that the group is working with him to finalize the run route and also working with the tenants of the industrial park to secure the final route. Shelley Chisholm attended on behalf of Kristen Porell. **Motion by Selectman Foresto to allow the APECS PMC Run for the Ride. Second by Selectman Espinosa. No discussion, all ayes 3-0-0 (voted)**

Agenda item number 6: Approval of TRG Soliciting for Verizon pending CORI results-(inclusion of this item pending approval)-Chief Tingley

This request is from Verizon to allow a private company to solicit residents to purchase VIOS. There are 9 steps in the permitting process. The remaining step outstanding in the process is to run CORI checks. There is currently no one in the TA's office licensed to perform CORI checks. Chief Tingley does not think it is appropriate for his office to perform this action. (During a police department audit it was stated that the police dept. should not perform CORI's for other departments, as they are not the licensing authority. The CORI clearance for the TA's office has been approved and the TA is waiting for the license to arrive via mail.) In the meantime the Senior Center is licensed to perform CORI's so they were asked to help the TA's office out. The licensee in that department is out on a family emergency with an unknown return to work date. It was decided that TA/BOS is not going to waive the process for a "for profit" company and also at the risk of our tax payers safety. Selectmen Crowley and Foresto would like to see these CORI's performed. **No motion, hold until the Senior Center can report results or the TA's license comes in the mail to perform CORI's and then will revisit the agenda item.**

Agenda item number 10: Authorization of Chairman to execute contract by and between the Town of Medway and Clean Harbors Environmental Services, Inc.-Health Agent Bill Fisher

Bill Fisher-Health Agent explained that there is a Hazardous Waste Day scheduled for May 17, 2008 9-1pm at the Medway Industrial Park. This has been posted on the town web-site under the Board of Health. Mr. Fisher gave a list of items accepted.

Motion by Selectman Espinosa to accept the household hazardous waste agreement as presented by Clean Harbors Environmental Services, Inc. Second by Selectman Foresto, no discussion, all ayes 3-0-0 (voted).

Agenda item number 9: Authorization of Chairman to execute contract by and between the Town of Medway and Bevilaqua Paving Corporation-DPS Director, Dave D'Amico

Director D'Amico explained that he had five bids for this contract with Bevilaqua Paving coming in the lowest at \$56.00 per ton for top, base and top with tack. This is a 2-year contract. **Motion by Selectman Foresto to authorize the Chairman to execute a contract by and between the Town of Medway and Bevilaqua Paving Corporation. Second by Selectman Espinosa, no discussion, all ayes 3-0-0 (voted).**

Agenda item number 11: Authorization of Chairman to execute contract by and between the Town of Medway and Keville Enterprise, Inc.

After a brief discussion it was decided to hold this item to a future meeting.

Agenda item number 1: Approval of Warrants #44: Motion by Selectman Espinosa to accept the Warrants as read as Town Bills \$1,777,125.87, School \$256,423.16, Gross Payroll \$89,210.79, Total \$2,122,759.82. Second by Selectman Foresto; no discussion, all ayes 3-0-0 (voted)

Agenda item number 2: Approval of Minutes. Minutes Sessions: April 22 This agenda item was held until the next meeting.

Agenda item number 8: Consideration of Annual BOS Appointments Process
It was decided that there would be one meeting dedicated to the interview and re-appointment process. The Town Administrator will arrange for public notice to be posted to advise residents interested in volunteering for positions how to apply.

Agenda item number 7: Consideration of Opening June Special Town Meeting Warrant.

After much discussion it was decided that the STM would be held June 16, 2008 at the High School Auditorium. Posting of this meeting must take place 14 days prior to or by 7:30pm 6/2/08. The TA's office will take care of posting the STM. **Motion by Selectman Espinosa to open the warrants for the June Special Town meeting effective May 5, 2008, with the anticipation that the STM be held on June 16, 2008. Second by Selectman Foresto, no discussion, all ayes, 3-0-0 (voted).**

Agenda item number 13: Report of the Selectmen

Selectman Foresto requested that Comcast be placed on the next agenda. The Town of Medway and Comcast are in agreement; the contract has gone to their corporate office for review.

Selectman Espinosa reported that the flushing of pipes will take place next week after the new well is up and running. The plan for flushing will be posted on the town web-site and on Medway Cable. Selectman Espinosa explained that what the residents are seeing now is a build up of sediment in the pipes, this flush should purge 70% of the build up. Upon completion of the flush and new well on-line residents should see clearer water within two to three weeks. There will be a complaint link from the town's web-site and residents are encouraged to contact the water/sewer department with any questions. The TA's office will notify the newspaper and Medway Cable to post this information.

Selectman Crowley requested that he would like the Planning Board/Andy Rodenhiser to attend the next meeting to discuss the sign ordinance. Selectman

Crowley would like to make sure that we all have the same intent/looking in the same direction.

The Sewer project is on schedule it should be out to bid by mid June with a bid awarded in August.

Agenda item number 12: Report of the Town Administrator

This agenda item was held until the next meeting.

Agenda item number 14: Report of the Chairman

This agenda item was held until the next meeting.

8:05 p.m. There being no further regular business to discuss, Selectman Crowley moved that the regular session meeting be adjourned and the Selectmen enter Executive session for reason number 3 “To discuss strategy with respect to collective bargaining or litigation...” with no intent to return to open session; roll call vote: Crowley—aye; Espinosa—aye; Foresto--aye; All ayes 3-0-0 (voted). Trindade and Dunne absent

Selectmen’s regular session ended at 8:05 p.m.

Respectfully submitted,

Wendy Harrington

Board of Selectmen Secretary

***Minutes approved 8/4/08**

FINAL MINUTES OF THE SELECTMEN SESSION MEETING
May 10, 2008

Present: Chairman Glenn Trindade, Selectman Dennis Crowley, Andrew Espinosa and John Foresto; Town Administrator, Suzanne Kennedy and Board Secretary, Wendy Harrington were present. Mark Cerel, Town Moderator was also present.

Selectman Richard Dunne was absent.

3:05 p.m. – Chairman Trindade called the Selectmen's meeting to order in Sanford Hall, All stood for the Pledge of Allegiance.

Public Comments: None.

Selectmen's meeting.

The purpose of this meeting is to determine and vote on the new date for the Annual Town Meeting. The Town of Medway did not meet the seven-day public notice window, required by law before an Annual Town Meeting takes place. The Town Moderator recommends that the Special Town Meeting and Annual Town meeting be combined and held on the same day as the Special Town Meeting on June 16, 2008.

Selectman Foresto asked if there are any financial issues that arise as a result of not having the Annual Town Meeting on the original date. Administrator Kennedy explained that financial issues would become effective on July 1, 2008. Moderator Cerel added that if the ATM is held late in June and the budget becomes unbalanced there could be an issue.

Currently Town Clerk White is out of work on sick leave and it is hopeful that she is recovered to attend on June 16, 2008. The Town Clerk is working on a contingency plan in case she is unable to attend. She has spoken to the Medfield Town Clerk to arrange for her to attend in her absence.

Agenda item number 1: Approval of Warrants

This agenda item was held until the next meeting.

Agenda item number 2: Approval of Minutes. Minutes Sessions: April 22

This agenda item was held until the next meeting.

Agenda item number 3: Consideration of Postponement of Annual Town Meeting. After much consideration it was decided to hold the Annual Town

meeting, combined with the Special Town Meeting on Monday June 2, 2008. STM being held at 7:00pm and ATM immediately following at 7:30pm. **Motion by Selectman Crowley to postpone the Annual Town Meeting as originally planned from Monday May 12, 2008 to Monday, June 2, 2008 at 7:30pm. Second by Selectman Espinosa, no discussion, all ayes 4-0-0 (voted).**

Agenda item number 4: Consideration of Rescheduling of the 2008 Annual Town Meeting. See comments above.

Motion by Chairman Trindade to reconsider prior motion and reschedule Special Town Meeting from Monday June 16, 2008 to Monday June 2, 2008 set to occur at 7pm with Annual Town meeting at 7:30pm at the High School Auditorium. Second by Selectman Espinosa, no discussion, all ayes 4-0-0 (voted).

Agenda item number 5: Authorization of the Board of Selectmen to the Treasurer/Collector for the purpose of borrowing on the deficit financing that matures 6/6/08.

This agenda item was held until the next meeting.

Agenda item number 6: Authorization of Chairman to execute contract by and between the Town of Medway and Keville Enterprise, Inc.

This agenda item was held until the next meeting.

Agenda item number 7: Review of June Special Town Meeting Articles.

This agenda item was held until the next meeting.

Agenda item number 8: Executive Session for Reason number three “To discuss strategy with respect to collective bargaining or litigation...”

This agenda item was held until the next meeting.

Other items:

Administrator Kennedy suggested that her office would arrange for flowers to be sent to Town Clerk White with a personally signed get well card from the Board of Selectmen.

Administrator Kennedy explained that there has been a temporary appointment of Police Chief Tingley as the management person for the Fire Department, Deputy Chief Paul Trufant will be handling the day to day operations of the department, but Chief Tingley will handle the budget and management functions.

3:25 p.m. There being no further regular business to discuss, Selectman Crowley moved that the regular session meeting be adjourned, second by Selectman Foresto, no discussion, all ayes 4-0-0 (voted).

Respectfully submitted,
Wendy Harrington
Board of Selectmen Secretary

***Minutes approved 8/4/08**

FINAL MINUTES OF THE SELECTMEN PRE-TOWN MEETING
SESSION MEETING
June 2, 2008

Present: Chairman Glenn Trindade, Selectman Dennis Crowley, Andrew Espinosa, Richard Dunne and John Foresto; Town Administrator, Suzanne Kennedy and Administrative Assistant, Liz Langley were present. Mark Cerel, Town Moderator, Barbara St. Andre, Town Counsel and Andy Rodenhiser, Planning Board, were also present.

6:08 p.m. – Chairman Trindade called the Selectmen's meeting to order in Room 111A of Medway High School, All stood for the Pledge of Allegiance.

Public Comments: None.

Selectmen's meeting.

Town Administrator's Report:

- Would like to recommend that the BOS have another meeting in June. It was agreed BOS will meet on June 16, 2008 7pm at Sanford Hall.
- At the June 16th meeting the Town Administrator would like to discuss the MORE (Mass Opportunity Relocation & Expansion) Jobs Capital Program and MOU (Memorandum of Understand) which is expiring 6/30/08. There needs to be an amendment request to be submitted by 6/30/08 or we will loose \$505,925. This will be put on the 6/16 agenda.
- Chairman Trindade would like to request a meeting be arranged with Town Counsel to discuss implementing the Charter. Chairman Trindade expects this meeting to be quite lengthy, thus it will be held on a weekend. The meeting was set for Saturday June 7, 2008 at 2pm Sanford Hall, and was confirmed that Selectmen would be present as well as Town Counsel Barbara St. Andre. The Town Administrator's office will arrange for this meeting to be posted.
- Chairman Trindade scheduled a meeting with the FinCom Appointment Committee, which consists of Town Moderator, Mark Cerel, Outgoing FinCom Chairman Robert Kenney and Chairman Trindade. The Town Administrator explained that the current FinCom members were notified via US Mail and were asked to notify the Town Administrator's office with a letter of interest and their resume no later than June 11, 2008. The Committee will meet on Thursday June 5, 2008 at Sanford Hall. The Town Administrator's office will arrange for this meeting to be posted.

- The next meeting of The Board of Selectmen will be Monday July 14, 2008. Selectman Dunne requested that June 30 and July 7 were very close the July 4th holiday and would prevent members from attending. Interviews for appointments will be conducted at this July 14, 2008 meeting.
- A discussion took place with the Town Moderator on how to present Article 1 of the STM warrant. Chairman Trindade thought that Town Counsel could make a general statement with the how's and why's of the process. He wants residents to be reminded that it is a certified election. The Town Moderator reminded the Selectmen that STM is not a place to discuss the situation of the elections/charter not being posted. Selectman Dunne strongly disagreed and believes that people should be allowed to discuss and get it off their chests. He thinks it is a good public relations step to allow people to speak their peace. The Town Moderator advised that he is in charge of town meeting and he would not feed into the chatter session of those that may try to make issue of the process that was not followed appropriately. He advised that he is constrained by procedures and if there is no positive motion on the Article it will not be discussed. The Moderator will reference Town Counsel's letter and why this article is to be dismissed. There is at least another two weeks before a public hearing will be had and the Town Clerk has certified that there was a valid election. The STM will start at 7pm and the ATM is to begin at 7:30pm. Per Town Moderator the ATM can not begin before 7:30pm. Zoning will go first, if the Zoning Articles are not complete by 9pm, he will go to the budget and then return to Zoning after the budget is complete.

Agenda item number 1: Approval of Warrants

Approval of Warrants #48: Motion by Selectman Espinosa to accept the Warrants as read as Town Bills \$701,152.57, Gross Payroll \$86,004.39, Total \$787,156.96. Second by Selectman Dunne; no discussion, all ayes 4-0-0 (voted).

- Planning Board has a positive motion for Article 12, and Option B on Article 19. Town Counsel was concerned with the 120 days to obtain title. Town Counsel has not obtained title yet but will push to get it taken care of. If the developer doesn't have a good title Medway will have to proceed with a taking. If the 120 window is missed there will be no penalty and will have to go back to the next Town meeting to restart the process all over again. Town Counsel will be working directly with the Developer's Attorney in this process. This expense will come out of the Selectmen's legal budget. If there is a clear title and Developer gives us the deed, there will be recording fees and approximately \$1000 expense to obtain the title, all of which Town Counsel believes the developer should pay. The Planning Board is planning to get another \$5,000 up front, in case there are added expenses.

Chairman Trindade asked Andy Rodenhiser who is going to cover the legal costs. \$80K in bond money, will hold any reductions in the bond and/or transfer to construction observation if necessary.

- **Selectmen's Reports:**

Selectman Dunne: Nothing to report

Selectman Foresto: Nothing to report

Selectman Crowley: Sewer contract is on schedule and going out to bid the week of June 15th.

Selectman Espinosa: Flushing pipes on East side is complete and successful. Lots of positive feedback and the clearest water seen in years. A tinge of orange along the streets where the hydrants were flushed is evident. Selectman Dunne questioned if the Water/Sewer Commission should continue to remain in tact or with the Charter is the operational aspect now under the Town Administrator's department. If they aren't doing their job, they shouldn't be involved.

Selectman Espinosa feels the need for caution in disbanding the group. Over the next few weeks if problems begin again, what do we do to fix the problems? Selectman Espinosa agrees that there is really no reason for the group to stay together. Town Administrator Kennedy is concerned with the industrial well going online. Chairman Trindade believes there is a process for tracking in place and collecting data, so long as that is continued there should be no problem. Selectman Dunne believes there are enough other projects that need to be worked on and there is no reason to continue babysitting this group. Selectman Crowley believes that they should run through the end of June and then wrap it up. Selectman Foresto mentioned that expectations should be made clear to this department.

Selectman Espinosa explained that the DEP suggests that proper flushing should be done twice a year going forward. There should continue to be a systematic process to the flushing process. He also hopes that meeting on the implementation of the charter will define who deals with the operations of this group going forward.

Town Administrator Kennedy believes that an operational analysis is needed in the Water/Sewer department.

- Town Counsel explained that the Town Charter takes affect as soon as it is accepted by the voters. There are transitional provisions so that the whole thing doesn't go into affect immediately.
- **Agenda item number 2: Discussion Concerning Consideration of Organic Farm for 50 Winthrop Street.** This agenda item was held until the next meeting.

The next regular session of the Board of Selectmen is due to take place on Monday June 16, 2008 7:00pm at Sanford Hall.

7:00 p.m. There being no further regular business to discuss, Selectman Foresto moved that the regular session meeting be adjourned, second by Selectman Foresto, no discussion, all ayes 4-0-0 (voted).

Respectfully submitted,
Wendy Harrington
Board of Selectmen Secretary

***Minutes approved 8/4/08**

FINAL MINUTES OF THE SELECTMEN MEETING
June 16, 2008

Present: Chairman Glenn Trindade, Selectman Dennis Crowley, Andrew Espinosa, Richard Dunne and John Foresto; Town Administrator, Suzanne Kennedy and Board Secretary, Wendy Harrington were present.

7:05 *p.m.* – Chairman Trindade called the Selectmen's meeting to order in Sanford Hall, All stood for the Pledge of Allegiance.

Public Comments: None.

Selectmen's meeting.

Medway Internship Program:

Kristen Domurad was introduced as a Clark University Graduate that will be working with the Planning and DPS departments as part of a new internship program. This 14 week program was designed to help support our town departments and students.

Agenda item #12: Board of Selectmen Authorization for Treasurer/Collector to seek DOR Approval to borrow funds

Melanie Phillips, Treasurer/Collector was present to discuss.

Motion by Mr. Espinosa: I move that the Board of Selectmen authorize the Treasurer/Collector to petition the Massachusetts Department of Revenue for permission to borrow a total of \$767,765.32 consisting of \$500,000 for the new industrial well and \$267,765.32 as a renewal Bond Anticipation Note for Burke Roof and HS projects. The Note will be dated July 25, 2008. The maturity date is not known at this time, but it will not exceed one year. Second by Selectman Dunne. Discussion: It was clarified by Melanie that the plan is to roll all bonds into one bond where borrowing costs are better and DOR will see that we are managing our debt better. All ayes 5-0-0 (voted).

Chairman Trindade requested that at the next BOS meeting Barbara Durand or Melanie Phillips be present to discuss bond rating.

Selectman Crowley asked that Mr. D'Amico and the TA review the Senior Center Bid contract and report to BOS at the next meeting.

Agenda item # 7: Consideration of Approval of Class II Auto License---Thomas Carson
Mr. Carson's hobby is to restore and sell cars he purchases at auction. A total of 2-3 cars per year are purchased and Mr. Carson does office work from his home. **Motion to approve Class II Auto License for Thomas Carson by Selectman Foresto, second by Selectman Espinosa; no discussion, all ayes 5-0-0 (voted).**

Road Work Priority List: Mr. D'Amico, DPS present

Road work is limited to the \$300,000 Ch 90 and \$300,000 voted at Town Meeting. Mr. D'Amico explained that the more the road work is coordinated the more money is saved. The following are roads that were mentioned: Stanley (should finish up first coat this week) Puddingstone, Main

(small damage repaired), Village (small damage repaired), High, Temple. Overlays will be done on Harding, Coffee, Charles and Canal. Coffee Street possibly has a development going in, an overlay will be done with the developer paying part of the cost and installing some sidewalks. Wellington and Summer are off the list because there is not enough money to fund those projects.

Crosswalks on Rte 109 need some cuts since there are no sidewalks on the East side of Rte 109. There is a need for engineering and Mr. D'Amico hopes to have completed by 9/1/08.

Selectman Crowley explained that the phases of road construction are listed on the town website for residents to view.

Update on 2B Oak Street: Mr. D'Amico, DPS present

Landscaping is being worked on. Conservation Commission has given permission to work on the pond side of the property. The next step is to bring in a small bulldozer to level off and seed. Selectman Crowley expressed his frustration that this is the wrong time of year to seed and that this is the second summer missed.

Update on Middle School Sprinkler installation: Mr. D'Amico, DPS present

On track, piping is complete, working on complete by end of June. Selectman Espinosa asked about the piers from the old bleachers. Park Superintendant is working to have them removed.

Agenda item # 6: Consideration of Emergency Transfer Requests-DPS Director, Town Accountant, Town Administrator

These transfers are for municipal building security upgrades. A request to transfer \$5,000 from Municipal Property Insurance and \$5,000 from Tax Title to Dept 192 Account 520-5241 Town Buildings/RM BldgsGrounds

Over the past few months there have been groups scheduled to meet at the Senior Center. It has become increasingly more difficult for the staff of the senior center to monitor, deal with keys, opening and closing the building late at night and the like. It is being presented that a key card system (same as at town hall and connected to town hall) be installed to allow committee chairs to have a key card for entry.

There is budget money available for the senior center but The TA wants to make sure that the budgeted money is available for the completion of the project. This added expense shouldn't be taken out of that budget.

The reader on the key card system can track those entering the building through a modem. The quote is \$5,000 and includes the installation of the modem.

The additional \$5,000 request is to install security cameras at the town barn. There has been vandalism and theft from that area.

Motion by Selectman Crowley to authorize \$5,000 from Municipal Property Insurance and \$5,000 from Tax Title to Dept 192 Account 520-5241 Town Buildings/RM Bldg Grounds, second by Selectman Dunne; no discussion, all ayes 5-0-0 (voted).

This transfer is for replacement equipment. A request to transfer \$4,000 from Municipal

Property Insurance to Dept 422 Account 520-5870 Replacement Equipment

This transfer is to replace a base radio station at the highway barn. The unit is used year round and has completely died. It is on the same ban as the police and water/sewer departments. The existing hand-held units will continue to work, but it is suggested that the Police/Fire system should be considered for replacement in the Capital plan for next year.

Motion by Selectman Dunne to authorize \$4,000 transfer from Municipal Property Insurance to Dept 422 Account 520-5870 Replacement Equipment, second by Selectman Espinosa; no discussion, all ayes 5-0-0 (voted).

This transfer is for \$5,915 to be transferred from FinCom reserve to MIS/IT Account No. 001-155-520-5300 for Dog License Software. In January the Town Clerk discovered a problem with the software. The software is old and was obtained through another municipality. Currently there is no support for that software. Software was needed immediately. The Town's consultant for IT designed and implemented the software the Clerk is using today. They did not submit the bill to Medway until much later in the year for payment.

At the time of discovery the Town Accountant believed there would be enough money in the MIS/IT budget to pay for this item. Since then many needs have arisen with MIS/IT and there now is not enough money to cover this \$5,915 expense.

There is the ability to provide dog licensing capability with the new town software but the implementation of dog licensing will not be in the very near future. Thus the expense for this \$5,915 is warranted at this time. (Permitting, payroll, financial, licensing, dog, assessor and then utility billing will be the implementation order.)

Both Selectmen Foresto and Chairman Trindade presented concerns and stressed the need to hire an IT director for the town.

Motion by Selectman Crowley to authorize \$5,915 to be transferred to pay MIS/IT Account No. 001-155-520-5300 for Dog License Software, second by Selectman Foresto. Discussion: Selectman Dunne believes that this service should have been negotiated and not performed and then paid for. Voted 4-1

Transfer request from Accounting-Prof & Tech Servs to MIS/IT Prof Tech Servs

This request is to help pay for the overage on the MIS/IT consultant's May bill. There is now a concern that there are server issues in Town Hall. Selectman Foresto explained that there is money in the budget to pay for servers and added that this is a process that cycles approximately every three years, so there should be no surprises with this issue.

Motion by Selectman Crowley to transfer \$5,000 from Dept 135 Account 520-5300 to Dept 155 Account 520-5300 MIS/IT Prof & Tech Svcs, second by Selectman Foresto. Discussion: Selectman Foresto would like the Accountant to look at what is budgeted for FY '09 to make sure that there was no miss-budget in this area. All ayes 5-0-0 (voted).

Thayer House/CPC Discussion: Dave D'Amico present.

Mark Cerel from CPC explained to the BOS that there have been numerous attempts at vandalism to the Thayer property and CPC would like to request that motion/lighting sensors be installed so that all efforts made to preserve the property are not destroyed.

Selectman Dunne asked if CPC has the money available to fund this request. CPC does have some funds available. Mr. D'Amico explained that there are lights installed but no electrical power to the building. NSTAR has been contacted but have not followed through with the completion of the project. The TA will follow-up with a letter to Spilka's office and to NSTAR and will take appropriate action.

Agenda item #8: Discussion Concerning Consideration of Organic Farm for 50 Winthrop Street-CPC Chairman, Community Farm Initiative-Heather Scott

Those present to discuss were Mark Cerel-CPC, Alison Slack-Affordable Housing, Heather Scott-Community Farm Initiative, and Carol Spiller-Walsh-Planning Board.

Heather Scott presented plans for a community farm to the Board. In this situation the town owns the land but the non-profit would maintain the property. There is no financial liability to the town, and no return on the investment. It would keep the land working, produce fresh produce, and there would be no pollution into Chicken Brook.

Selectman Crowley expressed concerns that CPC funds paid for this property but there will only be a limited number of taxpayers that will have access or able to buy shares. He's like to see all citizens' have access to the property.

Heather explained the mission is to grow food, provide volunteer experiences, offer educational programs to the school, offer internship programs and hold public events. It was also explained that only 2 acres of the 15.84 would be used for this farm.

Mark Cerel explained that this is only one model, if the BOS thinks it is a good use for the property the item would need to go to the next town meeting for authority, and then RFP.

The non-profit is not in existence at this point, would need the town's approval to set that up. Mr. Dunne believes that the town should decide what to do with the property and that it's possible there are multiple ideas available. Mr. Foresto agrees.

It was decided that Heather will put together more information and CPC will begin to conduct public hearings so that all of Medway can be involved in the process.

Selectman Dunne would like to know the balance in the CPC fund. The TA's office will get that information emailed to BOS.

Agenda item #11: Authorization of Chairman to execute Amendment #3 to Tata & Howard Contract #1934 Paul Sirois was present as well as Mark Flaherty-Water/Sewer Supervisor

Tata & Howard is seeking a contract amendment. Budget \$309,600 for engineering, have spent \$211,500. There are additional work item changes, which amount to approximately \$50,000 in redesign. Selectman Espinosa explained that in doing due diligence additional work items has arisen. These changes are to the design phasing not the construction phase and the water/sewer board has voted on all changes.

Motion by Selectman Crowley to authorize the Chairman to execute Amendment #3 to Tata & Howard Contract #1934 for \$27,200, second by Selectman Espinosa; no discussion, all ayes 5-0-0 (voted).

Mr. Sirois explained that the construction job is out to bid ends July 9, lowest qualified bidder will get the job. Job will be awarded mid July with construction commencing in August or September.

Flushing was discussed with a lot of positive feedback. There will be a complete flushing plan document available in the fall. There have been extremely isolated water issues that have been reported and Mr. Flaherty has worked on resolving.

Mr. Dunne asked if it was necessary to continue with the water/sewer commission if all problems are now resolved. Mr. Flaherty explained the group is still a working group that communicates through email and meets if necessary.

Mr. Trindade asked if there is a tracking process. Mr. Foresto has software/a customer care package that he will get to Mr. Espinosa so that they can put in place to track the calls for future concerns.

Agenda item #10: Consideration of Chairman to submit More Jobs Grant Amendment

The Town Administrator explained that there may be a need of a contract amendment and explained the delay with letter attached dated June 16, 2008. A design change has resulted in delays to the original design schedule. This delay was further compounded by a lengthier than anticipated permitting process with the applicants. TA has made every effort to contact the liaison to no avail.

Motion to authorize the Chairman to move forward to amend by Selectman Crowley, second by Selectman Foresto. Discussion: Selectman Espinosa wanted to remind that the project is scheduled for June 2008 and for the record it is in line with the amendment. Mr. Sirois explained that this in the best available information to date and he is unsure of the future. All ayes 5-0-0 (voted).

Agenda item #13: Discussion Concerning Interpretation of New Town of Medway Charter

Town Administrator explained that the Selectmen had a meeting with Town Counsel to review the charter, get her interpretation and discuss implementation of such. TA Kennedy read highlights from a letter dated June 13, 2008 from Attorney Saint Andre and her justification of her opinion. TA Kennedy explained that Boards retain statutory authority and the staff of the board's report to the TA.

Selectman Dunne explained that it is not feasible for the TA to supervise all employees, therefore middle management will oversee their employees.

An organizational chart was presented and TA will meet with Department Heads on June 14, 2008 to communicate the interpretation of Town Counsel and the organizational chart. Each

Department Head will need to come up with their own organizational chart for their department and meet with their direct reports. The goal is that all understand the process.

Selectman Espinosa would like to ensure that there is an open door policy since there is no current HR person. This will allow employees an outlet to discuss issues and concerns.

Town Counsel and BOS want to make it very clear that Boards are for policy making. The citizens voted on the changes, through the charter, and it is the job of BOS to implement. The organizational chart does not include consolidations of departments.

Agenda item # 1: Approval of Warrants

Approval of Warrants #50: **Motion by Selectman Dunne to accept the Warrants as read as Town Bills \$278,760.53, Gross Payroll \$89,562.43, Total \$368,322.98. Second by Selectman Foresto; no discussion, all ayes 5-0-0 (voted).**

Agenda item #2: Approval of Minutes

Postpone to July 14, 2008 meeting

Agenda item #3: Vote Board Liaison Appointments for FY09

Discussion and change in some liaison positions were made. Chairman Trindade would like each member to establish some kind of communication and be able to report back to BOS as to what is going on with each group. All agreed, no vote taken.

Agenda item #4: Vote FY 09 Meeting Schedule/Calendar

Meeting calendar all set and agreed upon-no vote taken.

Chairman Trindade asked that Mrs. Langley, executive assistant to the TA set up specific distribution lists and have all meeting notices sent to the chairman of each group and liaison. Would also like to have meeting invites done through Outlook.

Chairman Trindade would like to ask that Mrs. Langley email anything/everything, save paper and don't print. If members would like to print they can do so themselves and/or save on their computer for future reference. One copy will be available at BOS meetings to refer to if necessary.

Agenda item #5: Consideration of Contract Amendment for Town Counsel

This is a fixed cost for 3 years with the "outside of scope" rates outlined.

Selectman Dunne asked if it is appropriate for each department to budget their own legal costs. Tie the cost of the fee to the department that is spending the fee. TA Kennedy explained that there is a history being built for each department. Selectman Espinosa would like to have that spending watched starting now, rather than waiting until the next cycle.

Motion to approve by Selectman Dunne, second by Selectman Foresto, no discussion, all ayes 5-0-0 (voted).

Agenda item #9: Authorization of Chairman to execute contract by and between the Town of Medway and Aimola Communications Solutions.

This is a consultant fee which Selectman Espinosa believes the business owner is over qualified, but he has his own business and this will be a side job that will take a few days a week to complete. Paul Sirois likes this party as well.

Mr. Dunne has requested that the name of the business owner be identified with the company name in the contract. "Person named acting herein as Aimola Communications Solutions".

Motion to authorize Chairman to sign pursuant to Mr. Dunne's changes by Mr. Foresto, second by Mr. Espinosa, no discussion, 4-0-1 (1 abstained) (voted).

Motion by Mr. Foresto to extend meeting past 10pm, second by Mr. Dunne, all ayes 5-0-0 (voted).

Town Administrator's Report:

Town Administrator will continue to report on where the bill stands in the legislature.

Selectman Foresto Report:

Verizon will come to town to discuss any public relations issues. The HS is number one priority to get VIOS, Town Hall is second. Will not be complete until the fall.

Selectman Dunne Report:

Jim Vallee letter regarding the 109 project commencing and mentioned Medway in a Globe article.

Selectman Espinosa Report:

Nothing to report

Selectman Crowley Report:

Bylaw signs-would like to discuss with Andy Rodenhiser/Planning Board
Legal update in executive session

Chairman's Report:

11 interested citizens are interested in FinCom Appointment, 9 positions are available. Interviews are being scheduled for June 23rd and 25th. Extending period for a few more days to ensure that all resumes are sent in. Hopeful that decisions will be made by 7/1/08.

109-Representative Vallee approved \$300K in a transportation bond bill, will have to do engineering work for future reconstruction.

Port-a-potty provided for the reconstruction of the damn. Chairman Trindade would like the TA's office to work on moving the Port-a-potty to another location on the Choate park property.

Dr. Grandmont retirement party was held today.

Would like to arrange a Meet & Greet in September for all town boards and committees so that people can put a name with a face and get to know each other.

BOS newsletter-to reach out and communicate with citizens, possibly one in the fall, winter and spring. Postage is an issue but possibly post on the web-site. Selectman Foresto suggested finding an editor, possibly from the school a senior project.

List-serve- being available so that citizen's can sign up for the town and school combined to push communication through email of date changes, meeting postings.

Sanford Hall-John Foresto will deal with poor microphone and recording quality.

Tri-County Budget-Would like to meet with our rep over the summer or in early fall to allow us to give input so she will have guidance as to what we would like to see happen with the Tri-County budget.

Town Meeting Attendance-A reminder should be sent to all elected officials that the charter says they need to attend.

Town Wide Calendar-Andy will work on a calendar to post on the web-site for all town events to be placed in a calendar format, one-month view so that all can see.

Motion at 10:20pm by Selectman Dunne to commence to executive session for the purpose of legal discussion with no intent to return to open session. Roll call vote.

Trindade-aye, Crowley-aye, Espinosa-aye, Dunne-aye, Foresto-aye.

The next regular session of the Board of Selectmen is due to take place on Monday July 14, 2008 7:00pm at Sanford Hall.

Respectfully submitted,
Wendy Harrington
Board of Selectmen Secretary

***Minutes approved 8/4/08**

FINAL MINUTES OF THE SELECTMEN MEETING
July 14, 2008

Present: Chairman Glenn Trindade, Selectmen Andrew Espinosa, Richard Dunne and John Foresto; Town Administrator, Suzanne Kennedy and Board Secretary, Wendy Harrington were present.

Absent: Selectman Dennis Crowley

7:10 p.m. – Chairman Trindade called the Selectmen's meeting to order in Sanford Hall, All stood for the Pledge of Allegiance.

Public Comments: None.

Selectmen's meeting.

Introduction of Allison Potter: Alison has been hired as the Executive Assistant in the Town Administrator's office. Ms. Kennedy outlined her work experience and her plans for the reallocation of workflow in the department going forward. Wendy Harrington will continue with Selectmen functions including minutes and follow-up and Liz Langley will work with licensing and other necessary miscellaneous tasks.

Motion to enter into Executive Session by Mr. Dunne with intent to return to an open meeting, second by Mr. Foresto. Roll call vote: Trindade-aye, Dunne-aye, Espinosa-aye, Foresto-aye. All ayes 4-0-0 (voted)

Return to Regular meeting 7:30pm

Agenda item #4: Authorization of Chairman to execute lease by and between the Town of Medway and Paramount Harley-Davidson/Buell, LLC for Police Motorcycle-Chief Tingley present.

This is a standard contract that happens each summer to help with radar enforcement and community policing. A grant pays for the lease and there are 8 trained and certified officers able to use the vehicle. **Motion by Mr. Foresto to approve the lease with the condition that Town Counsel review the lease, second by Mr. Dunne, no discussion, all ayes 4-0-0 (voted).**

Agenda item #2: Approval of Warrants Mr. Foresto read the warrants.

Motion to approve town warrants by Mr. Dunne Town Bills \$1,122,691.93, School Bills \$201,713.99, Gross Payroll \$91,768.57, Total of \$1,416,174.49. Second by Mr. Espinosa, no discussion, all ayes 4-0-0 (voted).

Agenda item #8: Authorization to Accept Region 2 Health Emergency Preparedness Grant Awarded to Board of Health in the amount of \$2,398.69 (must be used by August 9, 2008)- Bill Fisher, Board of Health Agent present. Motion by Mr. Espinosa to authorize the Board of Health to accept and use the Grant awarded, second by Mr. Dunne, no discussion, all ayes 4-0-0 (voted).

Presentation from Dave D'Amico-DPS Director

Mr. D'Amico explained that Paul Yorkis and Mr. Rogers are working on the Rte 109 project and Mr. Yorkis will be drafting a letter to legislature to support the project and for political gain. The letter will be drafted and then The Board of Selectmen will sign and the TA's office will mail. This should be handled in a very short time frame.

Agenda item #6: Authorization of Chairman to execute contract by and between the Town of Medway and Stumpy's Tree Service, Inc-Dave D'Amico DPS Director present.

The Tree Warden for Medway suggests when tree work needs to take place. Stumpy's was the lowest bid and the contract is for two years. Five contractor bids were reviewed. **Motion by Mr. Dunne to authorize the chairman to sign the contract, second by Mr. Foresto, no discussion, all ayes 4-0-0 (voted).**

Agenda item #7: Authorization of Chairman to execute contract by and between the Town of Medway and P&P General Contractors-Dave D'Amico, DPS Director present.

This contract is for the interior finish contract on the senior center. The bid came in below projected amount and painting may be included. **Motion by Mr. Dunne to authorize the chairman to sign a contract with P&P Contractors, second by Mr. Espinosa, no discussion, all ayes 4-0-0 (voted).**

Energy projection discussion: Dave D'Amico, DPS Director

A discussion took place on the energy savings that would occur if Town Hall were closed one day per week. Mr. D'Amico uses a DOE Model when figuring energy expenses for facilities. He is working with Ms. Kennedy to look at the cost increases and savings opportunities available to the town. He is hopeful that energy costs were budgeted correctly for FY 2009.

Paving update: Dave D'Amico, DPS Director

Mr. D'Amico gave an update of the status of street paving throughout the town. Summer Street/109 intersection is being discussed with the state and is on target to finish that project by the fall.

Agenda item #15: Finance Committee Appointment Committee Update-Glenn Trindade, Chairman FinCom Appointment Committee present. Also in attendance Mark Cerel, Town Moderator and Robert Kenney, Former FinCom Chairman. These three gentlemen served as the FinCom Appointment Committee.

Mr. Cerel explained that the open meeting law was followed, as well as the town Charter. Applicants were highly qualified and although it was a difficult choice to fill the nine positions they reached a consensus, with Mr. Cerel recusing himself of any discussion or voting on the appointment of his wife, Phyllis Cerel a candidate for FinCom.

Terms will be staggered between one, two and three years. Members were announced as Frank Faist, Larry Ellsworth, Jan Fish, Mark Brown, Eric Arbeene, Phyllis Cerel, Phil Giangarra, Paul Marble and Jeff Devolder. Letters were mailed to each member and they are asked to be sworn in with the Town Clerk within 15 days.

Agenda item #13: Organic Farm, Heather Scott present

Heather Scott was present along with Linda Simkins (29 year member of the Community Farm in Natick). Mr. Dunne and Mr. Trindade visited a farm on July 8th to get a better understanding of the

entire project. Mr. Dunne was impressed with the educational opportunity and the organic farm aspect of the project. Ms. Scott and Ms. Simkins explained that there are many models available and Ms. Simkins explained she has volunteered to be on the board of directors in Medway if the project is approved. Ms. Scott explained the shareholder aspect and that preparing the land in late summer is key to a successful harvest in the spring of 2009.

There are grant programs available from Newman's Own, Whole Foods, Padagonia, Strata Bank and Cybex and Shelley Jutras from the N. Attleboro farm will deal with the fundraising strategies for Medway. Ms. Scott also notified the Selectmen that Mr. Paul Kenney has agreed to provide all legal work to establish the non-profit at no charge.

Chairman Trindade suggested that Eagle Scout projects could be helpful in getting the project accomplished with non-profit as the focal point.

Mr. Cerel reiterated that Town Meeting must authorize the use, then RFP process so no decisions can be made until November Town Meeting. He did suggest that the town could award a temporary license until Town Meeting, then the project could begin and the land could be prepared. Work would cease if Town Meeting did not approve this project as a good use for the land.

The selectmen agreed that it would be wise to discuss with Town Counsel and hold Open Meetings in which residents can discuss ideas. One meeting will be held before an August Selectmen's meeting and one before a September Selectmen's meeting. An open public forum will be activated on the town web-site as well.

Ms. Kennedy explained that there are complications with the purchase of 50 Winthrop Street due to the untimely death of the owner of the property. She is not sure of the timeline for the remainder of the process but Town Counsel is working on a quick resolution.

Mr. Schroeder advised the Town that there is no real value to the wood in the barn but perhaps the fire department could use it for a training exercise.

Agenda item #12: Comcast Contract

Mr. Foresto addressed the group and outlined the issues as 1. Quality of the contract, 2. Outstanding charges from the High School and 3. The discovery of the over charging for a station manager that didn't exist for the last several years. **Motion by Mr. Foresto to sign the Comcast contract, which has been reviewed by Town Counsel, second by Mr. Dunne, all ayes 4-0-0 (voted).**

Mr. Foresto explained that approximately \$150,000 is owed to the town residents. Some residents have moved, but the state has a process as to how local towns should deal with this situation. The situation has been expedited to the state level, they have said the ball is now in Medway's court to deal with Comcast in collecting the owed monies. It's possible that the money can be reimbursed by not raising the rates or a grant to the cable studio. The case is not closed, the state is not going to help, and Mr. Foresto is on top of it. The Cable Committee will stay in tact until the issue is resolved.

Agenda item #9: Consideration of Approval of One Day-Special Event Crafts Fair for non-profit Charles River Hadassah @ Medway VFW on November 16, 2008.

Motion to approve by Mr. Dunne, second by Mr. Espinosa, no discussion, all ayes 4-0-0 (voted).

Agenda item #10: Consideration of Approval of Cycle for Haylee bicycle tour for Cystic Fibrosis Foundation. Chief Tingley has reviewed the route. **Motion by Mr. Espinosa to approve the Cystic Fibrosis tour, second by Mr. Dunne, no discussion, all ayes 4-0-0 (voted).**

Agenda item #14: Discussion on Warrant Calendar

Reviewed document. Ms. Kennedy will present Annual Town Meeting Calendar at the August 4, 2008 meeting.

Selectman Foresto Report:

Looking at voice and data systems and what is available before moving forward to replace phone systems in town hall. The system is from 1988 and should be improved.

Selectman Dunne Report:

Mr. Dunne questioned the Cherry Sheet that was provided by the Town Administrator and questioned the public library line of \$17,510.00. TA Kennedy explained that is not unusual but surprised that it is that high seeing as though we are not certified. She will look into that with the state.

TA Kennedy explained that the MBTA assessment of \$64,144 goes directly to GATRA. The school is getting \$32,000 more in school choice money.

Selectman Espinosa Report:

Looking for an organizational update. The TA explained that she is working on the organizational charts with department heads and direct reports. The charts will be forwarded once they are complete.

Town Administrator's Report:

Not happy with the HR/Assistant Town Administrator resumes she is receiving, therefore the date has been put out another week. It is possible that she may just go with a HR Director at this juncture.

Balance in CPC fund as requested at the last meeting is \$2,891,211.09.

Revenue Enhancement Committee: Staff to investigate fees and the like and will then hand off to the committee to make recommendations. This will be done by budget time.

Fire Department Review Committee: This committee is fully appointed with members of BOS, FinCom and two Firemen serving.

Town Hall Consolidation Committee: Not fully manned, hope to have appointed by 7/24/08 and will then report the members of the committee.

Edgartown Land: The party chose to purchase the land on the other side of his property instead of the property owned by the Town of Medway.

Chairman's Report:

There will be a semi-pro football team playing at Hanlon Field this fall.

There have been 14 or 15 bids received on the sewer construction. The Engineering firm will review before awarding the contract in August to start after Labor Day.

Motion at 9:25pm by Selectman Dunne to end the meeting, second by Mr. Foresto, no discussion, all ayes 4-0-0 (voted)

The next regular session of the Board of Selectmen is due to take place on Monday July 28, 2008 7:00pm at Sanford Hall.

Respectfully submitted,
Wendy Harrington
Board of Selectmen Secretary

***Minutes approved 8/4/08**

FINAL MINUTES OF THE SELECTMEN MEETING

July 28, 2008

Present: Chairman Glenn Trindade, Selectmen Andrew Espinosa, Richard Dunne and Dennis Crowley; Town Administrator, Suzanne Kennedy and Board Secretary, Wendy Harrington were present.

Absent: Selectman John Foresto

7:06 p.m. – Chairman Trindade called the Selectmen's meeting to order in Sanford Hall, All stood for the Pledge of Allegiance.

Public Comments: None.

Selectmen's meeting.

Representative Vallee Presentation: Rep. Vallee was unable to attend so Chairman Trindade asked that he be put on any future agenda that works for his schedule. Town Administrator Kennedy will reschedule.

Agenda item #1: Approval of Warrants

Selectman Crowley read the warrants. **Motion by Selectman Espinosa to approve warrants # 4 for 7/31/08 gross payroll \$123,364.79, second by Mr. Dunne. No discussion, all ayes 4-0-0**

Agenda item #2: Approval of Minutes

It was decided that minutes for 4/22/08 (and executive session), 5/2/08 (and executive session), 6/2/08, 6/16/08 and 7/14/08 would be held for a future meeting. **Motion to approve and release Executive Session Minutes for June 16, 2008 by Mr. Dunne, second by Mr. Espinosa. No discussion, all ayes 4-0-0. Motion to approve and not release Executive Session Minutes for July 14, 2008 by Mr. Dunne, second by Mr. Espinosa. No discussion 3-0-1 (1 abstain due to absence).**

Agenda item #3: Consideration of Committee/Board Appointments-Appointment Candidates to attend

Metropolitan Area Planning Council/MAPC 1 appointment, 2 candidates 3 year term

Raphaella Rozanski: Requesting re-appointment. MAPC is an economic development program that is funded by the towns as an assessment on the cherry sheet. They also apply for regional grants to help with funding.

Ms Rozanski has served for approximately 3 years and has an extensive background in town government. Ms. Rozanski explained that the roadwork that Medway has seen in recent years is a result of support to the project by MAPC and SWAP. Currently they are working on Rte 109 project.

Chan Rogers: Requesting appointment to MAPC. Mr. Rogers is currently a member of the Planning Board who is a rep to SWAP.

Mr. Rogers has a 60-year career in planning and design and has been involved with some very large projects in the Metropolitan Boston area. Mr. Rogers is retired so he has a lot of time to dedicate to working on these projects by attending monthly meetings.

Mr. Rogers explained that MAPC is a federally mandated program that must approve all transportation programs that are funded with federal money.

Motion by Mr. Dunne to appoint Raphaela Rozanski because Chan Rogers is already a member through the Planning Board, second by Mr. Espinosa. Discussion: Mr. Dunne stated that Chan has 2 years left on the Planning Board, this gets more people involved in the process. Vote: 2 for 2 against (Mr. Crowley and Mr. Trindade voted against)

Mr. Crowley explained that his “no” was because in his 2 years as a Selectman he has never had a presentation by Ms. Rozanski on behalf of MAPC. He would have liked to know what was going on there and what they were accomplishing on behalf of Medway.

Mr. Trindade voted no because he believes that Mr. Rogers resume is more extensive in this field, he has lots of contacts and expertise in this area and he believes Mr. Rogers can get more accomplished for our town.

Mr. Espinosa explained that he believes that it’s really not how many meetings you attend or the number of years you are involved, it’s someone who can communicate what our town needs and the ability to influence the decisions that is important to him. The Rte 109 project is very important.

It was decided due to a 2-2 vote on this appointment that it would be held for the 8/4/08 meeting when Mr. Foresto is present. Appointees do not need to attend; Mr. Foresto will contact them with any questions prior to 8/4/08.

Southwest Area Planning Committee: SWAP 1 Appointment, 1 Candidate 1-year term

Paul Yorkis: Mr. Yorkis is seeking re-appointment. He has been serving on SWAP for approximately 15 years. Mr. Yorkis explained SWAP has multiple voices and multiple opinions but Medway gets one vote. The committee members for each town get together and agree on their vote. SWAP is the initiator and brings back information to the towns.

Motion by Mr. Crowley to appoint Paul Yorkis, second by Mr. Dunne, no discussion, all in favor 4-0-0.

Council on Aging: 7 appointments, 7 Candidates 3-year terms

MaryLou Staples, Robert Goode, William Scherer, Sr., John Wooster, Chan Rogers were present. Nanette Glenn and Vonnie Clark were absent.

Ms. Staples Chairman of COA explained that serving on the COA is a commitment in which members must attend meetings. Should you miss 3 consecutive meetings without notifying the Chair, the by-laws state that you can be voted off. Meetings take place with formal Minutes and motions.

Motion by Mr. Dunne to appoint MaryLou Staples, Robert Goode, William Scherer, Sr., John Wooster, Chan Rogers, Nanette Glenn and Vonnie Clark, second by Mr. Espinosa, no discussion, all in favor 4-0-0.

Richard Plant: Requested appointment to 1 of 3 different Committees. Mr. Plant is a Senior Clients Analyst for John Hancock and is interested in becoming involved in the town of Medway. It was decided that Mr. Plant would be appointed to the Historical Commission.

Motion to appoint Richard Plant to a 3-year term on the Historical Commission by Mr. Trindade, second by Mr. Espinosa, no discussion, all ayes 4-0-0.

Zoning Board of Appeals: 3 voting, 1 non-voting, 2 Candidates 3 year terms

Carol Gould: Ms. Gould is seeking appointment for a 3 year term with the ZBA, she has a paralegal degree with Real Estate Law as a focus and is interested in how property is going to be developed in the Town of Medway.

David Cole: Mr. Cole was not present to discuss his re-appointment.

Motion by Mr. Dunne to appoint Carol Gould and David Cole to 3-year terms on the Zoning Board of Appeals, second by Mr. Crowley. Discussion: Mr. Crowley wanted to emphasize that making Ms. Gould is making a commitment and hopes that she will honor that commitment to attend the meetings. All ayes 4-0-0.

Capital Improvement Program Committee: 1 Appointment, 1 candidate 2-year term

Brian Lajeunesse: Mr. Lajeunesse is an attorney who is interested in serving the town of Medway.

Motion to appoint Brian Lajeunesse to the CIPC by Mr. Crowley, second by Mr. Dunne, no discussion, all ayes 4-0-0.

It was decided to hold all other appointments/discussions on appointments until the 8/4 meeting as the other candidates are not present to interview/meet.

Agenda item #4: Civic Pride Proposal-Tom Shea present

Mr. Shea is a past FinCom Chairman who has lived in Medway approximately ten years. He sees that there are a lot of fun events that take place here that should be celebrated and embraced. His vision is to have banners hung from telephone poles on Rte 109 (there are 19 poles) to advertise events. Many times these fun civic events aren't advertised on the front few pages of the newspaper and we should take advantage of letting our residents know about them.

TA Kennedy is waiting for a response from Verizon about connecting signs to telephone poles. Mr. Foresto is also involved in the communications with Verizon. TA Kennedy will contact the Town of Medfield to ask their policy and how they got this task accomplished.

It is the hope that businesses (through the business council) will sponsor this project.

Mr. Trindade hopes that the advertisement of these events could also take place through the town web-site and school email list.

Forming a group of volunteers (spear headed by Mr. Shea), contacting verizon for permission, meeting with the Medway Business Council and meeting with Mr. D'Amico and Mr. Foresto for other ideas are the starting steps to this project.

Agenda item #5: Discussion of Proposed Budget, Town Meeting and Election Calendars-hold until 8/4/08 meeting

Town Administrator's Report:

MIIA: The TA explained the many benefits of working with MIIA and explained how she is working to engage the staff in participating in the many seminars that MIIA has to offer. She has

been working on getting the schools involved and MIIA is about to roll out a new health care program. Participation in workshops helps to maximize our dollars.

Records Management Vendor: The TA would like to appropriate money to help clean up our records and record retention procedures within Town Hall.

Sewer Contract: TA Kennedy would like to plan to award the bid on 8/4/08. She will work with the engineering consultant to get copies of the contract documents so they can be put in the BOS packages on Friday for the Monday 8/4/08 meeting.

Winthrop Street: TA Kennedy received an email late today from Town Counsel regarding this issue. This purchase is now going through probate. A confirmatory deed must be filed after estate taxes are paid. There will be no contesting to this transaction.

Town Counsel stated “Do not allow 3rd parties to use the property until probate is complete”.

TA Kennedy has put together a survey for use of the property and will get it to BOS to review before putting it up on the web-site.

Dennis would like to see the business plan and budget for the Natick farm that Heather promised him.

Selectman Dunne’s report: None

Selectman Espinosa’s report: None

Selectman Crowley’s report:

1. Acting Fire Chief to come in with ’09 financing and manpower allocations
2. Middle School sprinkler system update, supposed to be complete by 6/30, is it completed yet?
3. Need to appoint a 3rd member of the board of assessors by 8/4/08
4. Prelim. End of year figures? TA Kennedy sent to DOR on Thurs, will get BOS a copy 7/29.
5. Airforce Band will be at Choate on Friday night, August 1st. Anticipating 400-500 people, parking will be taken care of at Cassidy Field.

Chairman Trindade’s report: None

Motion by Chairman Trindade at 9:10pm to move to a closed Executive Session for reason of contract negotiations, with no intent to return to open session. Second by Mr. Dunne, no discussion. Roll call vote Mr. Dunne-aye, Mr. Espinosa-aye, Mr. Trindade-aye, Mr. Crowley-aye. 4-0-0

The next regular session of the Board of Selectmen is due to take place on Monday August 4, 2008 7:00pm at Sanford Hall.

Respectfully submitted,
Wendy Harrington
Board of Selectmen Secretary

***Minutes approved 8/4/08**

FINAL MINUTES OF THE SELECTMEN MEETING

August 4, 2008

Present: Chairman Glenn Trindade, Selectmen Andrew Espinosa, Richard Dunne, John Foresto and Dennis Crowley; Town Administrator, Suzanne Kennedy and Board Secretary, Wendy Harrington were present.

7:02 *p.m.* – Chairman Trindade called the Selectmen's meeting to order in Sanford Hall, All stood for the Pledge of Allegiance.

Public Comments: Raphaela Rozanski explained that she had attended the Mass Selectman's Board meeting and explained that she had good news that there is more money and revenue, there is still a shortfall, but there were no cuts in the Ch70 money.

Carolyn Dykema was present, Carolyn is seeking candidacy as representative for the Massachusetts 8th Middlesex district. This district includes part of Medway. Carolyn introduced herself and explained that fiscal challenges should unite towns and legislature.

Selectmen's meeting.

Agenda item #1: Approval of Warrants

Selectman Crowley read the warrants. **Motion by Selectman Dunne to approve warrants as read #54E2 and 5 for 6/30/08 (closeout warrant FY08) and 8/7/08 town bills \$926,945.18, gross payroll town \$96,182.59, gross payroll school \$109,323.97, gross payroll school \$300,772.51 (teachers summer payroll). Total \$1,433,224.25. Second by Mr. Foresto, no discussion. All ayes 5-0-0 (voted).**

Agenda item #2: Review of FY10 Budget Calendar

TA Kennedy presented a budget calendar that combined the charter and meeting schedule. She emphasized that we are ahead of schedule and wants BOS to review and re-release approximately September 15, 2008. Selectman Crowley asked if TA Kennedy could review further and give BOS more review time in Jan/Feb. TA Kennedy will work on revising but stressed that adhering to what the charter dictates is important as well.

Chairman Trindade asked that this calendar is placed in outlook and ALL departments/Committees be sent reminders through outlook to remind them of upcoming deadlines. Posting of the warrant shall be included with a two-week reminder. TA Kennedy will work with Chairman Trindade to change the standard BOS meeting dates to adhere to the timeline.

Agenda item #3: Approval of Minutes 4/22/08, 5/5/08, 5/10/08, 6/2/08, 6/16/08, 7/14/08, 7/28/08, 4/22/08 Exec, 5/5/08 Exec.

Motion to approve minutes 4/22/08 meeting by Selectman Espinosa, second by Mr. Foresto, no discussion, 4-0 Mr. Crowley was absent.

Motion to approve minutes 5/5/08 meeting by Selectman Crowley, second by Mr. Espinosa, no discussion, 3-0 Mr. Trindade and Mr. Dunne were absent.

Motion to approve minutes 5/10/08 meeting by Mr. Espinosa, second by Mr. Crowley, no discussion, 4-0 Mr. Dunne was absent.

Motion to approve minutes 6/2/08 meeting by Mr. Dunne, second by Mr. Foresto, no discussion, all ayes 5-0.

Motion to approve minutes 6/16/08 meeting by Mr. Espinosa, second by Mr. Dunne, no discussion, all ayes 5-0.

Motion to approve minutes 7/14/08 meeting by Mr. Foresto, second by Mr. Dunne.
Discussion: Cherry sheet and the library were a question that Mr. Dunne had 7/14/08. TA Kennedy explained the money is from general fund receipts and Medway receiving the money is not contingent upon the library being certified. 4-0, Mr. Crowley was absent.

Motion to approve minutes 7/28/08 meeting by Mr. Dunne, second by Mr. Espinosa, no discussion 4-0 Mr. Foresto was absent.

TA Kennedy discussed the opinion of Town Counsel and executive session minutes. It is the Town Counsel's opinion that any item under active discussion that is mentioned in executive session minutes shall not be released. The minutes may be approved, but approved with no permission to release until all matters discussed in the minutes are resolved.

Motion by Mr. Dunne to approve executive session minutes 4/22/08 with no intent to release to the public, second by Mr. Foresto, no discussion, 4-0, Mr. Crowley was absent.

Motion by Mr. Trindade to reconsider the minutes for 4/22/08 executive session with an editorial change that Mr. Crowley was not present. Second by Mr. Espinosa, no discussion, 4-0 Mr. Crowley was absent.

Motion by Mr. Foresto to approve executive session minutes 5/5/08 with no intent to release to the public, second by Mr. Espinosa, no discussion, 3-0 Mr. Trindade and Mr. Dunne were absent.

Mrs. Harrington will correct all minutes to "Final" and have the TA's office post on the BOS website in the next few days.

Education Fund- TA Kennedy did some research on the Education Fund and found it was started in 1993 and never staffed with a committee. There is a large sum of money in the fund that has been gathering and has been watched by the Treasurer/Collector. It may be prudent to move the money to the Scholarship Fund. A committee could be established or a transfer of the money could take place. TA Kennedy will check to see if it is feasible to transfer the money and report on 8/18/08.

Bylaw Committee- TA Kennedy has been advised by Town Counsel that it would be wise to start a Bylaw Committee to be appointed approximately 8/18/08. This will be posted on the town website to see if there are interested citizens who would be willing to serve on this committee.

Memorial Committee- The Police Chief has suggested that the Memorial Committee members be re-appointed. They will be contacted and asked to attend a swearing in ceremony.

Agenda Item #4: Continuation of Appointments

Metropolitan Area Planning Council/MAPC 1 appointment, 2 candidates 3-year term

This item was voted on at the 7/28/08 meeting and there was a 2-2 tie. This is up for a revote as 5 BOS members are present.

Raphaella Rozanski: Requesting re-appointment. MAPC is an economic development program that is funded by the towns as an assessment on the cherry sheet. They also apply for regional grants to help with funding.

Ms Rozanski has served for approximately 3 years was asked why she would be a good person for the position. Ms. Rozanski explained that she has been working with this group for a few years and has a background in healthcare and planning. She believes she can support what Medway needs by looking at the resources available and advocating for those resources.

Chan Rogers: Requesting appointment to MAPC. Mr. Rogers is currently a member of the Planning Board who is a rep to SWAP.

Mr. Rogers has a 60-year career in planning and design and has been involved with some very large projects in the Metropolitan Boston area. Mr. Rogers is retired so he has a lot of time to dedicate to working on these projects by attending monthly meetings.

Mr. Rogers believes he is technically qualified in planning and an advocate to help fill higher positions within MAPC. He believes he is dedicated and committed to serve and influence major changes and improvements in the entire region.

Mr. Espinosa expressed a concern that having Mr. Rogers involved through the Planning Board and as the appointed MAPC rep it will reduce the number of citizens involved in the process. Mr. Rogers believes he is more useful in the MAPC organization than SWAP. Mr. Espinosa suggested that the PB might consider another PB member is appointed to SWAP to get more citizens's involved.

Mr. Yorkis the rep for SWAP explained that BOS is the Appointing Authority for all 3 positions in SWAP.

Motion by Mr. Foresto to appoint Chan Rogers, second by Mr. Crowley. Discussion: Mr. Espinosa explained he is uneasy and would prefer to see another member of the Planning Board as the SWAP member. Mr. Crowley would like to see a BOS member as the appointed member of SWAP instead of a Planning Board member. Vote: 3-0 (Foresto, Trindade and Crowley ayes, Dunne no, Espinosa Abstained.

Affordable Housing Committee: 2 Appointments, 1 Candidate 3-year term

Eric Alexander: Mr. Alexander is the director of 3 affordable housing funds and believes that Medway should be able to control it's own destiny. He also believes that the Affordable Housing Committee should work closely with the Planning Board and the Board of Selectmen.

Motion by Mr. Dunne to appoint Eric Alexander for a 3-year term as Affordable Housing Committee member, second by Mr. Espinosa, no discussion, all ayes 5-0.

Cemetery Commission:

3 Appointments, 2 Candidates 3-year term

Jean Johnson: Ms. Johnson's believes the Cemetery Commission's goal is to oversee the cemetery restoration and maintenance, specifically the historical section of the Evergreen Cemetery. The cemetery commission is looking into grants but need to have the cemetery on the National Registry of Historic Places. That process has been started.

Marian Pierre-Louis: Was unable to attend due to conflicts but sent letters of interest and some background information for the board to review.

Motion by Mr. Foresto to appoint Jean Johnson and Marian Pierre-Louis to 3-year terms on the Cemetery Commission, second by Mr. Dunne, no discussion, all ayes 5-0.

Community Preservation Committee:

2 Appointment, 1 Candidate 2-year term

David Kaeli: Mr. Kaeli has been a CPC member for 3 years and a past chairman of the master plan committee.

Motion by Mr. Dunne to appoint David Kaeli, second by Mr. Espinosa, no discussion, all in favor 5-0.

Historical Commission:

2 Appointments, 1 Candidate 3-year term

Marian Pierre-Louis

Motion by Mr. Espinosa to appoint Marian Pierre-Louis to a 3-year term on the Historical Commission, second by Mr. Dunne, no discussion, all ayes 5-0.

Council on Aging:

Clarification of term was discussed. It was determined that three of the new appointments terms were inaccurately voted at the 7/28/08 meeting.

Motion by Mr. Trindade for clarification to change term length for Veronica (Vonnie) Clark to a 1-year term, Cranston (Chan) Rogers to a 1-year term and John Wooster to a 2-year term, second by Mr. Dunne, no discussion, all ayes 5-0.

Cultural Council:

2 Appointments, 1 Candidate 3-year term

Catherine Perkins: Ms. Perkins was not present to discuss her appointment, the Selectmen asked that she stop into the 8/18/08 meeting so that they may meet her.

Motion by Mr. Crowley to appoint Catherine Perkins to a 3-year term on the Cultural Council, second by Mr. Foresto. Discussion: Medway 300 is coming soon, any interested citizen in filling the other Cultural Council position should contact the TA's office. All ayes 5-0.

The Town Administrator is working to set up a group swearing in ceremony for 8/18/08. The Town Clerk will be notified, as will all of the citizen's that have been appointed during the last 2 meetings.

Agenda item #5: Sewer Extension Project Bid Award

Items reviewed were: Notice of Award, Tata & Howard Bid Review, Counsel Review of Low Bidder, Counsel Interpretation of Charter, Authority to Execute Contracts, Counsel Review of Contract Documents.

Award of bid will become part of contract document. Chairman Trindade read the notice of award to S.B. General Contracting.

Motion by Selectman Dunne to authorize the Chairman to sign the notice of award to S.B. General Contracting, Inc. of Walpole, MA, second by Mr. Crowley, no discussion, all ayes 5-0.

Mr. Crowley outlined the remaining process for the construction of the sewer process. Notice will go to the contractor, the contractor will need to provide insurance and bond and submit to Medway. Easement notifications will go out in a few weeks and then signing of the contract will commence. Once the contract is signed an official notice to proceed will go out approximately the end of August or the middle of September.

Agenda Item #6: Discussion of Sign Bylaw-Andy Rodenheiser present

In the past sponsors and businesses have wanted to promote events with signage. Bylaws didn't allow for this. Mr. Rodenheiser presented ideas on how the Planning Board will proceed with developing a town policy on corporate, donor recognition signs. The Planning board is anticipating a spring town meeting presentation. **Motion by Mr. Dunne to authorize the Planning Board to move ahead with the bylaw development, second by Mr. Crowley, all ayes 5-0.**

Mr. Rodenheiser also presented the FY'09 goals for the Planning Board.

Mr. Rodenheiser mentioned that it might be necessary for a 24 hour business bylaw review by the Planning Board and BOS. The PB will prepare a recommendation and present to BOS. TA Kennedy will check with other towns on this bylaw and forward information to Susy Affleck-Childs in the Planning Board.

Mr. Rodenheiser also suggested that the Town look into accepting a property donation bylaw, as there may be some property donations in the bottle cap area arising.

Town Administrator's Report:

Assessment Function Recertification: The TA has re-deployed the assessor's staff to work on the re-certification. The Assessors and the BOS will need to meet and submit to DOR 10/13/08. The whole process is a prelude to sending out tax bills 12/31/08. TA Kennedy would like to invite Paul Sirois/Tata & Howard to meet with BOS to make sure all ducks are in a row before DOR re-certification.

Selectman Foresto's report: 20 Year old communication (voice) system in Town Hall. Limited number of lines available and not enough for all staff employed here. Have met with parties and have received some quotes. Still working on FiOS contracts to connect Town Hall and the High School. Working on clearing the snowy picture of meeting broadcasts with Comcast, lines need to be replaced.

Selectman Dunne's report: Have met with Town Clerk but will defer to 8/18/08 meeting.

Selectman Espinosa's report: Will defer to 8/18/08 meeting

Selectman Crowley's report:

1. Thank you to Mike Matondi for his efforts on having the US Air Force Band perform at Choate Park. Approximately 925 people attended.
2. Would like an update on the Sidewalk plow, as snow season will be here before we know it.

Chairman Trindade's report: Would like an update on the crosswalks on Rte 109. This is a priority and would like an update from Dave D'Amico, September and school starting is right around the corner.

Motion by Chairman Trindade at 9:00pm to move to a closed Executive Session for reason of contract negotiations, with no intent to return to open session. Second by Mr. Dunne, no discussion. Roll call vote: Mr. Foresto-aye, Mr. Dunne-aye, Mr. Espinosa-aye, Mr. Trindade-aye, Mr. Crowley-aye. 4-0-0

The next regular session of the Board of Selectmen is due to take place on Monday August 18, 2008 7:00pm at Sanford Hall.

Respectfully submitted,
Wendy Harrington
Board of Selectmen Secretary *Minutes approved 8/18/08

FINAL MINUTES OF THE SELECTMEN MEETING

August 18, 2008

Present: Chairman Glenn Trindade, Selectmen Andrew Espinosa, Richard Dunne, John Foresto and Dennis Crowley; Town Administrator, Suzanne Kennedy and Board Secretary, Wendy Harrington were present.

7:04 p.m. – Chairman Trindade called the Selectmen's meeting to order in Sanford Hall, All stood for the Pledge of Allegiance.

Representative Jim Vallee

Rep Jim Vallee explained he has secured \$100,000 grant to help finish the construction of the senior center. Marylou Staples was present to thank Jim for all his hard work and cooperation. Rep. Vallee told the Board of Selectmen that he enjoys working with our town government, the dialog with our town officials and helping to make things happen here. Rep. Vallee says that healthcare and regionalization are being considered in the near future.

This grant will help to free up \$100,000 bonding capacity so that we can use this \$100,000 bond for other projects. Selectman Crowley asked how secure the \$300,000 Transportation Bond Funding money is for 2009. Rep. Vallee is pretty sure it is a go, he has an unwritten promise and doesn't take "NO" for an answer.

Public Comments: None.

Introduction of Catherine Perkins, Cultural Council Member

Catherine attended as she was appointed to the Cultural Council at the BOS last meeting. She has been a member of the Historical group for 25 years. She explained that the state assigns money, approximately \$4,000 last year. The Cultural Council accepts applications for groups to obtain these funds for concerts, programs and the library and school functions.

Swearing in Ceremony-Town Clerk, Maryjane White

A small swearing in ceremony took place for the following:

Cultural Council-Catherine Perkins

Council on Aging-Marylou Staples, John Wooster, Annette Glenning, Chan Rogers, Robert Goode

Memorial Committee-Allen Tingley, Fred Tingley, Robert Goode, Harry Johnson, Gordon Crosby

ZBA-Carol Gould

SWAP-Paul Yorkis

MAPC-Chan Rogers

September Election Warrant, Town Clerk, Maryjane White

The notification of State Primary has been signed by the selectmen and posted. The primary is September 16, 2008 from 7am to 8pm at the Middle School. Those who will be out of town can absentee vote until 12pm 9/15/08. Town Clerk White will post the election warrant. TA's office will put on the town web-site tomorrow. Town Clerk White took signed warrant after the meeting.

Opening of Warrant-2008 Fall Town Meeting

Official opening of Warrant 2008 Fall Town Meeting as of 8/18/08, closes 9/5/08.

Motion to open the Warrant for the 2008 Fall Town Meeting 8/18/08 by Mr. Foresto, seconded by Mr. Dunne. No discussion, all ayes 5-0 (voted).

Motion to close the Warrant for the 2008 Fall Town Meeting on 9/5/08 by Mr. Dunne, seconded by Mr. Espinosa. No discussion, all ayes 5-0 (voted).

Appointments Memorial Committee

Appointments were made for those listed above, as well as the following that were not present. Michael Matondi, Patricia Misiuk, Paul Trufant and Joseph Ebert

Assessment Process and Status of Triennial Re-certification(Paul Kapinos)

Paul Kapinos was present and the contract with Medway assessors and PK Valuation Group was discussed. Mr. Kapinos' company will handle the re-certification project. Data collection will include collecting of data from building permits, additions, assessed values, valuing of new subdivisions, commercial and personal property.

This process must be completed and submitted to DOR by 10/13/08, it will take 4-8 weeks to process, depending on the backlog at DOR. It is important to adhere to this schedule in order for tax bills to be processed and mailed.

Authorization of Chairman to Execute Contract By and Between PK Valuation Group and the Town of Medway

This contract provides a cost valuation for the power plant in accord with DOR standards. This is being done so it won't impact the schedule.

Town Administrator suggests that motion include contingent upon Town Counsel and Town Accountant's signatures to the contract.

Motion by Mr. Crowley to authorize the Chairman to Execute a Contract by and between PK Valuation Group and the Town of Medway for the revaluation of the power plant, contingent upon affixing the signatures of Town Counsel and the Town Accountant. Seconded by Mr. Dunne, no discussion, all ayes 5-0 (voted).

Discussion-Charles River Pollution Control District Appointment

Bylaw Committee Appointments, and Board of Assessor's Appointment

Paul DeSimone of CRPC has resigned, Mr. Crowley verbally confirmed, Andy Rodenheiser expressed and interest in this position at this meeting. The BOS decided to keep the position open to citizens and Mr. Rodenheiser will submit a letter of interest.

Jane Newton has submitted a letter of interest to the Board of Assessors. The TA may hire a person to do a desktop audit of operations for the Assessor's department. This will most likely be advertised in September with the intent to hire in November/December.

Authorization of Chairman to Execute Amendment to Contract By and Between Tata & Howard and the Town of Medway for Construction Administrative Services in Connection with the Medway Industrial Park Sewer Extension Project.

Amendment #4, administrative construction services \$309,600.00 cost. Town Counsel has reviewed, comments have been incorporated, approved and affixed signature. The Town

Accountant has reviewed. TA suggests that motion should include contingent upon Town Counsel and Accountant signatures.

Selectman Espinosa asked how the Town will ensure the engineering firm is acting in the Town's best interest. Mark Flaherty will spot check, resident engineer and site engineer will be on site everyday.

The Town Administrator will arrange a meeting with Tata & Howard. Project Manager Aimola will clarify the roles and responsibilities of each entity with respect to the successful completion of the sewer extension project and map out a timeline.

Motion by Selectman Foresto to authorize the chairman to execute an amendment to contract by and between Tata & Howard and the Town of Medway for Construction Administrative Services in Connection with the Medway Industrial Park Sewer Extension Project and with the condition that Town Counsel and the Town Accountant sign the amendment. Seconded by Selectman Espinosa; discussion took place explaining the importance of accountability. All in favor 5-0-0 (voted).

Presentation-Tri County Vocational School Budget, Linda Reynolds

Linda Reynolds was present to discuss the Tri County Vocational School Budget process. Linda is starting her second year as the Tri County rep and is still learning the process. She explained that the process is somewhat like this:

1. Superintendent takes all input
2. Budget Committee meets in January to discuss and considers money from the state
3. Budget Committee proposes to their School Committee in March. Each town is invited to this meeting.
4. Superintendent and Town Rep present to their Town's FinCom. The town is welcome to meet with the Superintendent to discuss before an open meeting/presentation to their town.

A majority vote of the towns can disagree on the assessment and then their School Committee must re-evaluate their budget.

Mr. Espinosa would like Ms. Reynolds to keep BOS posted and Mr. Trindade would like to see more information and understand the timeline. Mr. Foresto would like to see an "apples to apples" comparison.

Mr. Trindade has asked Ms. Reynolds to provide him with the last 10 years annual budget, if there has ever been an instance that they haven't had level service and a location on a web-site that he can research this information.

Discussion Concerning Route 109 Project Upgrade

A committee has been formed to include Mr. D'Amico, Chan Rogers (MAPC) and Paul Yorkis (SWAP), Mr. D'Amico and Mr. Rogers were present to discuss.

The committee is working on the reconstruction of Route 109 from Millis to Milford. The approximate cost is \$1,000 per foot and it is being looked at in sections. State and federal funding are available, the committee is working to procure those monies and they are meeting with MA Highway and SWAP.

Mr. Rogers and Mr. Yorkis, along with Mr. D'Amico are working on submitting the Reconstruction of Route 109 project to the State. The State Committees responsible for reviewing the project are SWAP and MAPC, these are groups that Mr. Rogers and Mr. Yorkis are currently serving on as committee members.

These gentlemen are working on completing the project application forms to submit before the October 15, 2008 deadline. It is their hope that the project will be submitted for review at the December 18, 2008 State Highway meeting. It is their belief that Medway's project will be placed on the 2013 list for completion.

An overview of the project was given and the group is currently focusing on the intersection of Franklin Street and Route 109 and the change in traffic signals, which will make all of Route 109 more efficient.

The \$300,000 from the state needs to be freed up to move forward, in parallel attempting to expedite federally funded monies so it may be possible to move the project forward from 2013 to 2010. Access to federal funding will help to expedite project placement on the State's priority list.

Mr. D'Amico believes that when we are on a good track to procuring the \$300,000 we should start to interview consultants.

An informal session with Design Consultants of Somerville will be arranged for Wednesday August 20, 2008 to discuss options and look at the work done in Millis and Milford. This is an informal/informational session only and the correct procedures for interviewing consultants will be followed if and when the project moves forward.

It has been requested that the committee return with an update at the September 15, 2008 BOS meeting.

Discussion Concerning Route 109 Crosswalks

Crosswalks are not legal and not handicap accessible. They need to be moved and easements from property owners need to be obtained. Easements have been created by the surveyor and will require meetings with two property owners. A plan of taking or request of donation needs to be prepared by Town Counsel. Bids for concrete work are due by 9/5/08 and completed by 11/1/08. A Surveyor will mark the placement of the ramps and the paint and signage will be completed.

Approval of Warrants

Selectman Crowley read the warrants. **Motion by Selectman Espinosa to approve warrants as read #54E 3 and 7 for 8/21/08 town bills \$242,776.01, school bills \$13,631.10, gross payroll town \$93,040.53, gross payroll school \$100,749.36, gross payroll school \$303,904.13 (teachers summer payroll). Total \$754,101.13. Seconded by Selectman Dunne, no discussion. All ayes 5-0-0 (voted).**

Approval of Minutes 8/4/08

Motion to approve minutes 8/4/08 meeting by Selectman Dunne, second by Mr. Foresto, no discussion, 5-0.

Town Administrator's Report:

Would like to publicly thank Colonel Matondi and acknowledge Dave D'Amico and Judi Lapan as well as, the Lions for their hard work preparing for the Air Force band concert at Choate park.

A letter has been received from the Secretary of State's office regarding the Town Hall's location within the proposed Medway Village Historic District. The Massachusetts Historical Commission is considering the district for nomination to the National Register of Historic Places. The Medway Historic Commission has worked hard on this project and there will be a meeting on 9/4/08 at the Senior Center and another in Boston on 9/10/08. Mr. Trindade has asked that the TA's office remind the BOS about these meetings.

Revenue Enhancement Study: Larry Ellsworth and Frank Faist from the Finance Committee, along with others in the community have agreed to help with this study. They will be gaging revenues with other communities and determine where we can make improvements. Mr. Crowley will be the BOS member serving on this committee.

Snow and Ice Committee: Jan Fish and Phil Giangarra from the Finance Committee, along with Mr. Crowley from BOS, Chief Tingley, Acting Chief Trufant have agreed to serve on the Snow and Ice Committee. The Town Administrator also announced efforts to secure citizen participation on the committee. The Town Administrator indicated that it would be helpful to evaluate the snow and ice operations in advance of Mr. D'Amico's meeting with the independent contractors on 9/1/08.

Selectman Foresto's report: None

Selectman Dunne's report: None

Selectman Espinosa's report: None

Selectman Crowley's report:

1. Fire Dept. Budget-Interim Fire Chief not prepared yet
2. Would like to close out the high school. It was determined that there is no need to do that at this point.
3. Appointment of an Assessor-close resumes 9/14, 9/15 selection.

Chairman Trindade's report: None

Motion by Chairman Trindade at 9:40pm to move to Executive Session under exemption #3 for the purpose of contract negotiations with non-union personnel, with no intent to return to open session. Seconded by Mr. Foresto, no discussion. Roll call vote: Mr. Foresto-aye, Mr. Dunne-aye, Mr. Espinosa-aye, Mr. Trindade-aye, Mr. Crowley-aye. 5-0-0

The next regular session of the Board of Selectmen is due to take place on Wednesday August 20, 2008 at 7:00pm at the Medway Senior Center.

Respectfully submitted,

Wendy Harrington

Board of Selectmen Secretary *minutes approved 9/15/08

FINAL MINUTES OF THE SELECTMEN MEETING

August 20, 2008

Present: Chairman Glenn Trindade, Selectmen Andrew Espinosa, Richard Dunne, John Foresto, Town Administrator, Suzanne Kennedy and Board Secretary, Wendy Harrington were present.

Absent: Dennis Crowley

7:05 p.m. – Chairman Trindade called the Selectmen's meeting to order at the Medway Senior Center.

Design Consultant's Inc, Somerville, MA-Dave Giangrande

The Route 109 Working Group recently had a presentation from the Design Consultant's Inc and thought it would be helpful to the BOS to hear a brief, informal presentation so that they can consider options in the future. The BOS will follow legal procedures in interviewing and contracting any and all companies; this was an informal presentation with no expectation that Design Consultant's Inc. will be awarded the contract for this job.

Three items were covered during the presentation.

1. project pitfalls/issues that may come up
2. funding sources
3. process from beginning to completion of construction

There are 4.5 miles from Coffee Street to the Milford townline. This should most likely be divided into two phases. The town must consider problem, need and opportunity when making its request to the state in order for this project to be considered a priority by the State.

Working on placement of the project on the Mass Highway Tip Program was discussed. The process can be expedited with earmarked funds that compliment or supplement funds this creates synergy. Mass highway likes the Municipality to participate funds. Usually there is a 10 percent contribution by the town and 90% contribution by the state. Any federal earmarked funds help to reduce the Town's 10% contribution.

Mr. Giangrande stated that it would be to Medway's benefit to identify the "Right of Way" and any land Taking early in the process and have them secured and ready to present to MA Highway. He has found that many communities have been delayed because this process is not completed by the time MA Highway is ready to start their job.

Mr. Giangrande believes the approximate cost for the two sections is \$12 million. If federal money were earmarked for the project ahead of time, there would be an aggressive attempt to complete the project within the next 3 to 4 years.

Sewer Extension Project-Authorization of Chairman to Execute Contract by and between S.B. General Contracting, Inc. and the Town of Medway.

Motion by Mr. Dunne to authorize the Chairman to execute a contract by and between S.B. General Contracting, Inc. and the Town of Medway. Seconded by Mr. Foresto. Discussion Ms. Kennedy indicated that the contract is in order and that the contractor has obtained the

appropriate bonding and insurance. Notice to proceed will be considered in approximately 3 weeks. All ayes 4-0 Mr. Crowley absent (voted).

Industrial Well Project-a.)Authorization of Chairman to execute Notice of Bid Award to Dankris Builders Corp.; b.)Authorization of Chairman to Execute Contract by and Between Dankris Builders Corp. and the Town of Medway; and c.) Authorization of Chairman to Execute Notice to Proceed with Construction to Dankris Builders Corp.

Greg Eldridge from Haley & Ward, Mark Flaherty-Medway Water Department and Dave Aimola, project Manager were present to discuss the delay in getting the well project started/completed on time. The delay is attributable to easements/takings issues and wetlands issues. There were also title examination issues that caused delays. The goal was to avoid construction in the winter months. The time-line did not take into consideration that there would be easement problems.

The community needs to be notified of the delay via the web-site and the newspaper. The BOS has requested that Mr. Flaherty have a preliminary flushing schedule (moving forward) prepared and presented at the 9/15/08 BOS meeting. The Board requested that Mr. Flaherty invite the Water Commission to the 9/15/08 BOS Meeting.

Mr. Eldridge believes the time-line is conservative and there will be a site meeting next week with the low bidder. The low bidder wants to get moving on this project. He sees things moving faster than the time-line anticipates. The Notice of intent to wetland signoffs has been obtained and should go through.

The last item that needs addressing is power from NSTAR. NSTAR is on board and we have received a feed to the town. NSTAR has submitted a contract to Medway, which has been modified by Town Counsel and returned to NSTAR. They are reviewing the modification.

Mr. Eldridge reviewed the bid process, the general bids, sub bidders, checked references, checked certifications, everything is fine in the bid package.

It was suggested by Chairman Trindade that the piping be placed on the road (instead of along side the road) so that the roadway could be repaired at the same time. Town Administrator Kennedy will look into this. A new road would be more enticing for potential businesses looking at the industrial park.

Mr. Espinosa asked Mr. Flaherty what the reaction of the Water Commission was to the delay in getting the well started. Mr. Flaherty explained that no opinion has been discussed at their meetings.

Motion by Mr. Dunne to Authorize the Chairman to execute Notice of Bid Award to Dankris Builders Corp for the Industrial Well Project, seconded by Mr. Foresto. No discussion, all ayes 4-0 (voted).

Motion by Mr. Dunne to authorize the Chairman to execute Contract by and between Dankris Builders Corp and the Town of Medway, contingent on contractor securing appropriate insurance and bonds, seconded by Mr. Foresto. No discussion, all ayes 4-0 (voted).

Motion by Mr. Dunne to Authorize the Chairman to execute notice to proceed with construction to Dankris Builders Corp, seconded by Mr. Foresto. No discussion, all ayes 4-0 (voted).

Authorization of Chairman to Execute Contract by and between Vanasse Hagen Brustlin, Inc. and the Town of Medway for Professional Engineering Services.

Andy Rodenheiser, Chairman of the Planning Board was present to discuss. Mr. Rodenheiser explained there is no cost to the town for this contract. Contract terminates in one year from now. Mr. Rodenheiser indicated the Planning Board wants VHB to continue working on certain Planning Board projects that VHB has been involved with since project inception.

Motion by Mr. Espinosa to authorize the Chairman to execute a contract by and between Vanasse Hagen Brustlin, Inc and the Town of Medway, seconded by Mr. Dunne. No discussion, all ayes 4-0 (voted).

Motion by Mr. Foresto at 8:45 to adjourn, second by Mr. Dunne, no discussion all ayes 4-0

The next regular session of the Board of Selectmen is scheduled for September 15, 2008 at 7:00pm in Sanford Hall.

Respectfully submitted,

Wendy Harrington

Board of Selectmen Secretary *minutes approved 9/15/08

FINAL MINUTES OF THE SELECTMEN MEETING

September 15, 2008

Present: Chairman Glenn Trindade, Selectmen Andrew Espinosa, Dennis Crowley, John Foresto, Town Administrator, Suzanne Kennedy and Board Secretary, Wendy Harrington were present.

Absent: Rich Dunne

7:02 p.m. – Chairman Trindade called the Selectmen's meeting to order in Sanford Hall, Medway Town Hall.

Public Comments: None.

Cable Broadcast from Town Hall:

- Chairman Trindade explained that cable infrastructure in Town Hall is owned by Comcast. The system is dated and the Town, along with the Cable Access Committee are working with them to repair the system and to ensure a better quality picture and sound. Although the committee is working to expedite these issues, the changing of equipment should be complete by the first quarter of 2009.
- Replays of meetings held in Sanford Hall will continue to be replayed on Medway Cable Channel 11 and streamline video of meetings will soon be available to view on www.medwaycable.com.

Amendment of June 16, 2008 Meeting Minutes:

- Administrator Kennedy suggested a recast of the Executive Session Minutes from the June 16, 2008 Selectmen's Meeting. The revised edition will add more substance to the discussions, which took place during Executive Session. Administrator Kennedy asked that the Board consider whether it was appropriate to release the Executive Session Minutes or hold until the pending issues (regarding personnel issues and a real estate transfer) have been resolved.

Selectman Foresto moved to amend the executive session minutes of the June 16, 2008 meeting and to redact those items that are pending litigation; Selectman Espinosa seconded; no discussion; all ayes 4-0-0 (voted).

Approval of FY 2010 Budget Calendar:

- Administrator Kennedy reviewed with the Board the FY 2010 Budget Calendar as deemed appropriate by the Charter. The Calendar should be issued, by September 15, 2008. Administrator Kennedy acknowledged some changes and challenges in the Calendar and the process of laying out the steps as dictated by the Charter.
- Administrator Kennedy advised the Board that Department Head meetings would commence in February and suggested only an electronic version of the preliminary budget be sent to FinCom prior to receiving a final paper/book version after the Board's review.
- Selectman Crowley asked the Town Accountant if a system could be developed for tracking changes and/or revisions in her system, for ease in following the revisions. Mr. Crowley also

requested that copies of documents being discussed at Board of Selectmen's, as well as other town meetings, be placed in the back of the room for attendees to view.

Five Year Revenue Forecast:

- Administrator Kennedy announced that the five-year revenue forecast would be placed on the agenda of the September 22, 2008 meeting.

Upcoming meeting changes and workshops:

- Chairman Trindade announced that there will be a Board of Selectmen meeting commencing at 5:45pm on Monday September 22, 2008 in Sanford Hall
- Chairman Trindade announced the following workshops
 - Open Meeting Law-Monday September 22, 2008 at 7pm in Sanford Hall
 - Tax Recap-Kathy Reed-DOR-Wednesday September 24, 2008 at 7pm in Sanford Hall
 - Public Records Law-Wednesday October 15, 2008 at 4pm for Town Hall employees
7pm for Boards and Committees

Fall Town Meeting Warrant:

- Chairman Trindade explained that the Fall Town Meeting would take place on November 10, 2008. The Fall Town meeting is for the purpose of disclosing the financial standing of the town and any other pertinent business.
- Articles 1,2 and 3: Barbara Durand-Town Accountant presented a summary of articles 1,2 and 3. There will be three Warrant Articles for the Fall Town Meeting pertaining to accounting procedures for the Solid Waste, Water, and EMS enterprise funds. These articles will rescind articles 3, 6 and 8 from the May 2008 Town Meeting and replace with the DOR recommended accounting presentations for these articles. The new accounting presentation for the enterprise articles will book all enterprise revenue and allocate expenses including indirect costs and reserve monies to the enterprise fund and eliminating a "double" accounting of indirect expenses. A handout, which explains the articles, will be handed out at the Fall Town Meeting to supplement the explanation of the changes to the accounting procedure.
- Article 4: Administrator Kennedy-There will be a redeployment of one staff person from the Assessor's Office to a part-time building inspector staff person/part-time planning board staff person. The extra \$4,000 is to be transferred from the Assessor's to Planning Board and Building Inspector's budgets through this article.
- Article 5: Administrator Kennedy-This article is for increases in salaries pursuant to contract negotiations. These employees are not union members but historically they follow the union contract. Employees involved work in the Town Administrator's office; Treasurer, Town Accountant and as police dispatcher.
- Article 6: Administrator Kennedy- The Article is to accept cost items of the police union, which the Board of Selectman accepted and already provided the money from the salary reserve to the police reserve.
- Article 7: Dave D'Amico-DPS Director-This article is to change the appropriation amounts for the items, which were approved by Article 9 of the Spring Town Meeting, there is no difference in the total amount to be appropriated, but the individual amounts have changed.

Fire Alarm Lift-Originally approved for \$30,000, Mr. D'Amico was able to find a late model truck, which has been fully inspected and suits all needs. Appropriated cost is \$12,000.

Sidewalk Plow/Sweeper-Originally approved for \$110,000, costs have increased considerably each year. The vehicle purchased has been investigated and the equipment requested meets all needs. Appropriated cost is now \$123,000.

Dump truck-Originally approved at \$40,000 the 2008/2009 appropriated cost is now \$45,000.

- Article 8: Dave D'Amico-DPS Director- This article will vote to authorize the BOS to acquire by gift or purchase or take by eminent domain the property necessary for construction of crosswalk ramps on Route 109; and further to raise and appropriate, borrow or transfer to complete this project. Total bid for this project is \$31,000. Letters have been sent to four businesses owner's whose property is involved. It was agreed that while Mr. D'Amico is on vacation the Town Administrator's office will proceed with contacting these businesses to move the project forward. Mr. D'Amico is hoping the businesses will gift the portion of their property to the town.

Trench permit article-Mr. D'Amico explained a new state law that the town must permit any owner digging a trench if the trench is 3 feet deep and over 3 feet long. This is to ensure the safety of all residents.

Selectman Foresto moved that the Board open the Warrant; Selectman Espinosa seconded; no discussion; all ayes 4-0-0 (voted).

Selectman Crowley moved to see if the town will vote pursuant to General Laws chapter 82A section 2 to designate the Board of Selectmen as the means by which the Town will designate the board or officer to issue trench excavation permits and carry out said statute, and further to see if the Town will enact any general bylaws relative to the implementation of said statute, or act in any manner relating thereto. Seconded by Selectman Foresto; no discussion; all ayes; 4-0-0 (voted).

- Article 9: Presented by Melanie Phillips-Treasurer/Collector-Article 9 is to vote to designate a place on the tax bill where taxpayers may voluntarily check off, donate and pledge an amount of money. This shall establish a Town Aid to the Elderly and Disabled Taxation Fund for the purpose of defraying the real estate taxes of elderly and disabled persons of low income.
- Article 10: Articles 10, 11 and 12 presented by Mark Flaherty-Water Sewer Director-Article 10 transfers unspent monies to the Water Testing Account.
- Article 11: Article 11 transfers monies to an account to pay for unexpected emergencies.
- Article 12: Article 12 votes to appropriate the remaining funds previously borrowed under Article 21 of the October 2006 Special Town Meeting for the purpose of the Industrial Well. This is to sure up finances in case of any litigation expenses. Selectman Crowley suggested a handout at Fall Town Meeting with the exact costs so the taxpayers are clear on these articles.
- Article 13: Administrator Kennedy presented- Article 13 is to appropriate a sum of money from the CPC fund account for the purpose of paying legal bills associated with the purchase of 50 Winthrop Street.
- Article 14: Administrator Kennedy presented- This article is to authorize the BOS along with CPC to solicit proposals to conduct farming and related agricultural activities on a portion of the property located at 50 Winthrop Street. Selectman Crowley was uncomfortable presenting this

to the town without a statement that says there will be no expense to the town. This Article was held for further discussion at another meeting when all Selectmen are present.

- Articles 15-25; Andy Rodenheiser-Chair of the Planning Board and Susy Affleck-Childs, Planning Board Assistant.
- Article 15, 16, 17: These articles are to establish specific authority in the Zoning Bylaw to impose conditions and mitigation measures on private developers. This puts developers on advance notice that they may have to construct off-site improvements that are needed as a result of the impacts of their development. It also strengthens the Town's ability to withstand legal challenge.
- Article 18: This article is to clarify the process for approving modifications to a previously approved site plan; to make it more user friendly for developers; to provide more direction on what constitutes a "substantial" modification.
- Article 19: The reason for Article 19 and the intent of the AUOD is to provide an economic option to encourage the use and renovation of older Main Street residences by allowing them to be used for limited commercial or mixed-use purposes.
- Article 20: The intent of the article is to reduce the number of commercial zoning districts and make consistent Medway's primary commercial/business zone.
- Article 21: The intent of this article is to make the list complete. This is a "housekeeping" article.
- Article 22: This article is solely for street acceptance. This article has been put on the September 22, 2008 Board of Selectmen's meeting agenda to discuss in more detail.
- Article 23: Through participation, priority development sites receive marketing attention by the State. This will also enable the Town to apply for grant funds to support the legal work necessary to assemble the other Oak Grove/bottle cap parcels for future economic development investment and for technical assistance services from mass Development.
- Article 24: This article has been withdrawn and replaced with Article 25. See discussion below.
- Article 25: Article 25 is to expand the supply of affordable housing in Medway; to work toward attaining the 10% target goal.

Discussion regarding 9 Walker Street, Medway

Article 24 involved property owned by the Town of Medway located at 9 Walker Street. A homeowner in the Town of Norfolk wished to donate a house to be moved to another property within the Town of Norfolk. Norfolk refused this gift. Medway Affordable Housing became interested in the house and moving it to 9 Walker Street. Article 24 involved conveying the property with the donated house to a developer to renovate and develop as affordable housing. Norfolk is now considering revisiting the proposal at their Town Meeting a week after Medway's Fall Town meeting. This would be conveyed at no cost to the Town, and due to the date of Norfolk's Town meeting after Medway's this has been removed from the Warrant.

Sign Bylaw Discussion

The Planning Board is working on many projects and they have not been able to put together a Sign bylaw for the Fall Town Meeting. There will need to be many discussions and meetings held on this subject. Mr. Rodenheiser has asked to be put on a future agenda of the Board of Selectmen to discuss.

Senior Center Update-The project is progressing towards a completion date of October 15, 2008. Chairman Trindade asked if there could be a discussion placed on the September 22, 2008 agenda to

discuss the progress, and amendment to add the purchase of gutters and paint with the Bond money and that Missy Dzikczek attend to ensure all concerns are covered.

Selectman Foresto moved that the Board accept Warrant Articles 1-23, remove 24 and allow Article 25 for inclusion; Selectman Foresto seconded; no discussion; all ayes 4-0-0 (voted).

Selectman Espinosa moved that the Board close the Warrant; Selectman Foresto seconded; no discussion; all ayes 4-0-0 (voted).

Presentation-GASB Statements 43 & 45 and other post employment benefit Reviews-Siegel Company: Kathleen Riley, Sr. Vice President and Actuary and Barbara Durand, Town Accountant were present.

- Ms Riley presented a report on the Segal Company's actuarial valuation of postemployment welfare benefits as of June 30, 2007 under GASB Statements Number 43 and 45. It establishes the liabilities of the postemployment welfare benefit plan in accordance with GASB Statements Number 43 and 45 for the fiscal year beginning July 1, 2007 and summarizes the actuarial data. This report was based on information received from the Town of Medway. The actuarial projection was based on the assumptions and methods described in Exhibit II and on the plan of benefits as summarized in Exhibit III. See attached.

Presentation by Melanie Phillips on establishing maximum useful life for capital improvement projects:

Ms. Phillips explained that she is unable to borrow for capital improvements for five year terms unless she can establish a longer useful life for particular projects.

Selectman Foresto moved that the Board approve the established maximum useful life for the list of capital improvements projects presented which starts with the fire station and ends with the dump truck. The list includes the useful life for each project. Selectman Espinosa seconded; no discussion; all ayes 4-0-0 (voted).

Ms. Phillips noted, to date, all departments have not asked for the funding for their approved projects.

Presentation by Melanie Phillips-Treasurer/Collector on Bond Anticipation Note:

Ms. Phillips explained she will be requesting a Ban issuance in October. This will be for the renewal of two previously issued bans. This process will involve rolling bans into each other until all funded projects are complete. Upon completion, the Bond balance will be \$3,508,852.00.

Selectman Crowley moved that the Board authorize the Treasurer/Collector to petition the Massachusetts Department of Revenue for permission to borrow \$3,508,852.00 as a Bond Anticipation Note as follows:

RENEWALS:	BAN-Well/Water Tank/School Projects	\$1,714,000.00
	BAN-New Well/HS	\$ 676,542.00
NEW FUNDS:	CIP Projects	\$ 818,310.00
	New Well-Additional Funds	\$ 300,000.00

The note is to be dated October 24, 2008 and mature October 23, 2009. Seconded by Selectman Espinosa; no discussion; all ayes 4-0-0 (voted).

Similar to refinancing, a 1997 Bond which began at \$11,980,000 now has a balance of \$4,940,000. This Bond will establish a new interest rate with an approximate net interest cost savings of approximately \$180,000 over the remaining life of the bond. It should be noted that interest earned on this Bond goes to the general fund.

Selectman Crowley moved that the Town of Medway authorize the Treasurer to seek permission from DOR to issue bonds or notes for the purpose of refunding all or any portion of the Town's \$11,980,000.00 Municipal Purpose Loan of 1997 Bonds originally dated as of September 15, 1997 including, if any, the payment of any premium and accrued interest associated therewith, and all other costs incidental and related thereto, under and pursuant to Chapter 44, Section 21A of the Massachusetts General Laws, or any other enabling authority. Seconded by Selectman Foresto: no discussion; all ayes 4-0-0 (voted).

Administrator Kennedy asked that Ms. Phillips manage all signatures in connection with this transaction.

Tyler Technologies

Selectman Foresto moved to authorize the Chairman to execute a contract by and between Tyler Technologies, Inc. and the Town of Medway. This contract is for the Town and School financial/payroll software. This authorization is with the understanding that the items outlined by Town Counsel, are incorporated into this contract. Seconded by Selectman Crowley. Discussion: Implementation will take place January 1, 2009, with the understanding that permitting software is included and there will be an overall reduction in the annual software expense. All ayes 4-0-0 (voted).

Authorization of Chairman to Execute Contract:

Consideration on One-Day Liquor License Requests:

This discussion was as a result of two one-day liquor license requests for fundraisers to be held at The Marian Community, Inc., One Marian Way, Medway. Event dates are September 27, 2008 7-11pm and November 8, 2008 7-11pm. All departments have reviewed and approved the request, as appropriate.

Selectman Foresto moved that the Board approve two one-day liquor license requests at the Marian Community Center on September 27, 2008 and November 8, 2008; Selectman Espinosa seconded; no discussion; all ayes 4-0-0 (voted).

Approve and sign warrant:

Selectman Espinosa moved that the Board approve and sign warrant eleven (11) dated September 18, 2008 as read in the total amount of \$1,165,874.65; Selectman Foresto seconded; no discussion; all ayes 4-0-0 (voted).

Approval of Minutes:

Selectman Foresto moved that the Board approve the minutes from August 18, 2008 as changed; Selectman Espinosa seconded; no discussion; all ayes 4-0-0 (voted).

Selectman Espinosa moved that the Board approve the minutes from August 20, 2008 as read; Selectman Foresto seconded; no discussion; all ayes 4-0-0 (voted).

Report of the Town Administrator:

Administrator Kennedy read the following statement that was posted on the town web-site.

On September 16, 2008 beginning at 8:00 a.m. engineers will be conducting a hydrant flow test throughout the Town for a hydraulic flushing model. The flow test may cause loss of pressure and/or discoloration of water for a short time. The area's being tested are Laurelwood Ln., West St. near Millbrook Rd., Milford St. near Fisher St., Bayberry Ln, Village St. near Cottage St., Broad St. near highway barn, Main St. near Post Office, Industrial Rd., end of Green Valley Rd., Winthrop St. near Colonial Rd. For additional information contact the Water Department at 508-533-3208.

Administrator Kennedy announced updates on newly formed committees:

Revenue Enhancement Committee to begin 9/16/08

Snow and Ice Committee to begin 9/24/08

DPS Consolidation discussions have begun

Fire Department Study Committee formation is ongoing

Chief Tingley is working on an alcohol policy for local businesses not in compliance

Drinking water discussion: Administrator Kennedy explained that the Highland Street tank is back on line as of September 15, 2008 at 2:30pm after a thorough disinfectant process that began on September 8, 2008. All tests have come back negative and divers were in last week to perform a preliminary examination of the tank. The Town's expectation is that the consulting firm will issue bid specs for the required work with bids returned by October 31, 2008. A discussion will take place with Tata & Howard regarding keeping the well off-line during a meeting set for September 22, 2008.

Report of the Chairman:

The Chairman had nothing to report at this time.

Report of the Selectmen:

Selectman Foresto: There is a meeting set for Thursday September 18, 2008 with Comcast to discuss the microwave site on the top of the Highland Street Tank. Currently there is no lease between Comcast and the Town/Water Sewer Department to house the microwave unit on that site and it has been there for the past twelve years with no lease.

Selectman Espinosa: A reminder that MA State Primary is being held this week at the Middle School. The hours are 7am to 8pm.

Selectman Crowley: The Water/Sewer Department is performing the takings for the sewer project on September 16, 2008. Mr. Crowley has been in touch with Dave Aimola regarding the Notice to Proceed, which should be dated October 1, 2008. Mr. Crowley would like to have the Notice to Proceed added to the agenda of the September 22, 2008 Board of Selectmen's meeting.

Mr. Crowley would like to discuss ways to utilize the \$300,000 in funds for the Choate Park Dam; he has asked that this discussion be placed on the October 6, 2008 agenda.

9:27pm There being no further business to discuss Chairman Trindade moved that the regular session meeting be adjourned and the Selectmen enter into Executive Session not to return to open session for reason number three "To discuss strategy with respect to collective bargaining or litigation..." and for reason number six "To consider the purchase, exchange, lease or value of real property...." Selectman Foresto seconded; Roll call vote: Foresto-aye; Espinosa-aye; Crowley-aye; Trindade-aye; all ayes 4-0-0 (voted)

The next regular session of the Board of Selectmen is scheduled for September 22, 2008 at 5:45pm in Sanford Hall.

Respectfully submitted,
Wendy Harrington
Board of Selectmen Secretary
*Minutes approved, as amended 10/27/08

FINAL MINUTES OF THE SELECTMEN MEETING September 22, 2008

Present: Chairman Glenn Trindade, Selectmen Andrew Espinosa, Dennis Crowley, Town Administrator, Suzanne Kennedy and Board Secretary, Wendy Harrington were present.

Absent: Selectmen Rich Dunne, John Foresto

5:50 p.m. – Chairman Trindade called the Selectmen's meeting to order in Sanford Hall, Medway Town Hall.

Public Comments: None.

Revenue and Expense 5 Year Forecast-Presented by Barbara Durand, Town Accountant

Ms. Durand presented a five year forecast with estimates that show a \$600,000 deficit for fiscal 2010 widening over the next five years to about \$3.6 million. Projections are based on state aid declining by \$180,000 for next fiscal year and then remaining stagnant going forward. By comparison, state aid grew by more than \$900,000 for this fiscal year. Ms. Durand's revenue projections increased by 2.5 percent annually in property taxes and \$100,000 of new growth, while most expenses grew by 2 percent and salaries by 2.5 percent.

Selectman Espinosa noted that there is no investment in the town considered and finds this disturbing. Ms. Durand explained there is no change to the expense amount allocated to debt but will look at this closely throughout the budget process.

Administrator Kennedy explained there are some items that have not been factored into the forecast.

- It is possible that the 2009 salt budget could possibly be \$50,000-\$60,000 over budget.
- The projected energy expense was conservative and DPS Director D'Amico's latest analysis shows that energy costs may decrease. There are many variables to consider.
- The forecast doesn't include unfunded pension liability expenses as that has not been considered to date.
- It should also be noted that the Town's insurance does have a connection with AIG.

After a discussion regarding the forecast it was decided that Ms. Durand and Administrator Kennedy will reach out to their peers in Holliston, Millis, Bellingham, Hopkinton and Medfield and verify that other communities are forecasting in the same manner.

Ms. Durand and Administrator Kennedy believe they are very proactive in what they are currently forecasting, they believe it is very early in the process but this information helps to paint a picture of the financial future of the town.

Selectman Crowley pointed out that the state may cut the Cherry sheet numbers this year and that needs to be considered. He would also like to stress that when posted on the web-site that this be clearly marked FORECAST, so as to not confuse taxpayers.

The selectmen requested that this forecast be put into spreadsheet format and emailed to the Board so that they can analyze the data. Ms. Durand will take care of processing this request. All were in agreement that there is no way this forecast works in the long term.

Board of Assessor's Appointment

Mr. Jay Newton of 16 Fairway Lane was interviewed to fill a 3 year appointment to the Board of Assessors. Mr. Newton believes in "the fairness to spread the burden equally across all Medway taxpayers". Mr. Newton admitted his knowledge of the assessor's area is minimal but is willing to learn the process and become certified. It should be noted that filling of the full time assessor's position is ongoing.

Selectman Crowley moved to appoint Jay Newton to the Board of Assessor's for a three year term; Seconded by Selectman Espinosa; no discussion; all ayes 3-0-0 (voted).

Medway Pride Day Appointments

Pride Day committee members have one year remaining in their terms, this will be revisited next year.

Bylaw Committee Appointments

The board seeks residents interested in volunteering for the Bylaw Committee. This committee is in need of five members pursuant to the Charter and looks at all existing bylaws and makes recommendations to Town Counsel on possible changes in the bylaws. Those interested should contact the Town Administrator's office or email the Board of Selectmen. Appointments will be considered at the October 6, 2008 meeting.

Fall Town Meeting Warrant-Article 22: Presented by Suzy Affleck-Childs-Planning Board

Warrant Article 22 is for street acceptance. The first step in the multi step process is to lay out the road ways. The issue being considered today is for the Board of Selectmen to vote to begin the layout process. Developments being considered are Birch Hill Acres (Ivy Lane and a portion of Hunter Lane) and Ishmael Coffee Estates (Freedom Trail and Independence Lane).

The Planning Board presented a street acceptance check list which was reviewed. This list must be thoroughly completed before the Planning Board submits/presents to Town Meeting. The Selectmen requested that the process requirements be completed months in advance of Town Meeting, to eliminate the last minute crunch. Ms. Affleck-Childs explained that it is in the developers best interest to complete the process in advance to Town Meeting as they are responsible for the their streets until they are accepted at a Town Meeting.

Selectman Espinosa moved that the Board of Selectmen express its intent to lay out as a public way Freedom Trail in its entirety from Station 0+00 to its end at Station 8+09.23 and Independence Lane in its entirety from Station 0+00 to its end at Station 12+60.85 and to refer this matter to the Planning Board for a report and recommendation. Seconded by Selectman Crowley; no discussion; all ayes 3-0-0 (voted).

Selectman Espinosa moved that the Board of Selectmen express its intent to lay out as public ways a portion of Ivy Lane from Station +00 to Station 1+90.48 and a portion of Hunter Lane from Station 10+00 to Station 15+26.83 and to refer this matter to the Planning Board for a report and recommendation. Seconded by Selectman Crowley; no discussion; all ayes 3-0-0- (voted).

Highland Street Well Update: Presented by Mark Flaherty, Water/Sewer Supervisor, Bob Heavy and Ron Wilson were also present

Mr. Flaherty discussed the current status of the Highland Street well. Chlorination is continuing as mandated by the State. The tank has been emptied this past week and will be examined on 9/23/08 to identify whether there are repairs that need to be made, if repainting is necessary or whether it makes sense to abandon the well.

Mr. Flaherty explained in 2006 coating deterioration was found and \$200,000.00 was funded at Town Meeting in May of 2007 to paint the tank. Due to complications with the Village Street Well and flushing issues the painting has been delayed. Mr. Flaherty explained the need of this tank is to provide pressure in the system and to ensure there is water available for fire protection. With this well off line in an emergency situation, Oakland Well and other wells would be pushed to full capacity and other towns would be contacted to help provide water with tankers etc. It was stressed that local towns are aware of this tank being off line, and emergency procedures have been discussed.

It is the hope of the water/sewer department that the report comes with a positive outcome and they can get Highland Street back online and continue chlorination until flushing is complete. The flushing should be completed by mid to late October. After flushing is complete Mr. Flaherty will petition DEP to reduce chlorine levels.

Selectman Crowley has requested a chlorination update as of October 31, 2008.

Selectman Crowley moved that the board authorize the Chairman to execute the Notice to Proceed with Construction of the sewer extension project to SB General Contracting, Inc., dated September 24, 2008; Seconded by Selectman Espinosa. Discussion: Mr. Sirois of Tata & Howard and Mr. Aimola of Aimola Communications Solutions agree and believe the contractor will begin September 29, 2008 or earlier. All ayes 3-0-0 (voted).

Sewer Extension and Industrial Well Project Change Order Threshold

Paul Sirois of Tata & Howard was present to discuss a change order to the contract awarded to Tata & Howard. It was agreed that any changes, not to exceed \$5000.00, can be made without Board of Selectmen approval so as to save time and money in the field. All changes must be tracked by Tata & Howard and reported to the Town within 7 days.

Selectman Crowley moved that the Board release sewer extension and industrial well project contract change order, allowing Tata & Howard to make changes up to \$5,000 for project engineering changes, without approval from the Board of Selectmen, but with approval from the project manager, Aimola. Any changes must be submitted to the town within 7 days of occurring; seconded by Selectman Espinosa; no discussion, all ayes 3-0-0 (voted).

Contract execution with AP Associates, Inc.

Selectman Crowley moved that the Board authorize the Chairman to execute a contract with AP Associates, Inc., for engineering services for the Highland Street Water Storage Tank; Seconded by Selectman Espinosa; Discussion: Selectman Crowley asked if the Water/Sewer Commission has discussed the contract. Mr. Flaherty advised that they have and they agree with the execution of the contract. All ayes 3-0-0 (voted).

Senior Center Update and execution of contract

Senior Center Update-Missy Diezcek and Mary Lou Staples-Council on Aging

Ms. Staples updated the Selectmen on the status the Senior Center project. A change order has been submitted by Dixon Salo Architects, Inc. for items that need to be included in the project bringing the project total to \$173, 000.00. There are additional needs that are being requested. These items include repairs to the walkway to the kitchen, replace some flooring, and replace a stove in the kitchen and some furnishings. It was explained that some items are not permissible under the terms of the bond.

Chairman Trindade asked why all these changes need to be submitted through the architect and/or through the contract. He suggested that DPS Director, Dave D'Amico, Ms. Staples and Ms. Diezcek manage the changes themselves to save architect fees.

Selectman Espinosa suggested they wait until construction almost complete before they spend any more money, to ensure all major items are covered. He also suggested when Mr. D'Amico returns from vacation they cost out the balance and submit a warrant article to Town Meeting to amend the bond wording.

Selectman Crowley will meet with Ms. Diezcek and the contractor and return to the Board with a recommendation as to how to proceed.

Ms. Diezcek hopes for an October 15, 2008 completion of this project. She also announced a Health and Safety Fair on October 3, 2008 from 10am to 1pm, all are invited to attend.

Selectman Crowley moved to accept Change Order #1 and to authorize the Chairman and Town Accountant to execute with P&P General Contractors, Inc. for \$7,090.00; Seconded by Selectman Espinosa; no discussions; all ayes 3-0-0 (voted).

Selectman Espinosa moved to authorize the chairman to execute a contract for nursing services by and between Medway Council on Aging and Nicole Caporizzo, Consultant, dated September 9, 2008; Seconded by Selectman Crowley; no discussion; all ayes 3-0-0 (voted).

Classification and Compensation Plan

Selectman Crowley moved that the Board authorize the Chairman to execute a contract for a Classification and Compensation plan update by and between the Medway Board of

Selectmen and MMA Inc. Seconded by Selectman Espinosa. Discussion: This bid came in at less money than was anticipated. All ayes 3-0-0 (voted).

Approve and sign warrant:

Selectman Espinosa moved that the Board approve and sign warrant twelve (12) dated September 25, 2008 as read in the total amount of \$677,323.08; Selectman Crowley seconded; no discussion; all ayes 3-0-0 (voted).

7:20pm There being no further business to discuss Chairman Trindade moved that the regular session meeting be adjourned and the Selectmen enter into Executive Session not to return to open session for reason number three "To discuss strategy with respect to collective bargaining or litigation..." Selectman Espinosa seconded; Roll call vote: Espinosa-aye; Crowley-aye; Trindade-aye; all ayes 3-0-0 (voted)

The next regular session of the Board of Selectmen is scheduled for October 6, 2008 at 7:00pm in Sanford Hall.

Respectfully submitted,

Wendy Harrington

Board of Selectmen Secretary

*Minutes approved as amended 10/27/08

FINAL MINUTES OF THE SELECTMEN MEETING

October 3, 2008

Present

Board of Selectmen: Chairman Glenn Trindade, Selectmen Andrew Espinosa, Dennis Crowley, Richard Dunne, John Foresto, Town Administrator, Suzanne Kennedy and Board Secretary, Wendy Harrington was present.

School Committee: Chairman Diane Borgatti, Debora Trindade, Carol Bernstein, Dawn Rice-Norton, Steven Dahl, Shelley Wieler, Superintendent, Dr. Judith Evans and Director of Operations and Finance David Verdolino

Guest: Richard Boucher, IT Director and Raphaela Rozanski, resident

7:10 *p.m.* – Chairman Trindade called the combined Selectmen and School Committee meeting to order in a function room at Restaurant 45, Medway.

Public Comments: None.

The meeting began with the Board of Selectman Chairman asking the School Committee Chair if there would be a dedication of the Coakley Building. This building is located at the High School turf field and serves as a ticket booth, concession stand and bathrooms. Chairman Borgatti advised the group that a sub committee, which includes Mrs. Wieler and Ms. Rice-Norton are working towards this goal with the hopes that it is completed and a ceremony to take place during the Thanksgiving Day varsity football game.

Dinner was ordered with attendees being issued individual checks by the waitress.

Approximately 8:42pm open discussions began with Dr. Evan's assessment of the town and school system, as she has recently become the Superintendent of schools. Dr. Evans explained that Medway has a solid base but is weak in areas of technology and education of students with special needs. She believes there needs to be a reallocation of existing resources and stabilization of the faculty. Thinking outside the box and a transparent budget process are necessary to continue to grow.

Selectman Chairman Trindade explained that the Board of Selectmen believes that the schools are town property and walls are not productive. He agreed that transparency is the key to a successful budget. Chairman Trindade suggested a joint School Committee, Board of Selectmen and Finance Committee Meeting in the near future.

Discussions continued throughout the evening regarding budgets, budget process and future budgets in The Town of Medway. Many members commented on the economic challenges that face our town. Members expressed concern in presenting these challenges to the taxpayers and the need to ensure that the residents are educated on available funds, budgets and budget constraints.

Personal opinions regarding teacher contract negotiations and town employee contracts were stated as the member's emphasized fairness to all employees of the town.

The evening's discussions concluded with talks on how to educate the community, the definition of level funded versus level service, and how to promote a sense of fairness when deciding the final budget.

9:35pm There being no further business to discuss Chairman Trindade moved that the regular session meeting be adjourned. Selectman Espinosa seconded; No discussion: all in favor (voted)

The next regular session of the Board of Selectmen is scheduled for October 6, 2008 at 7:00pm in Sanford Hall.

The next regular session of the School Committee is scheduled for October 16, 2008 at 7:00pm in the School Committee Room at Medway Middle School.

Respectfully submitted,

Wendy Harrington

Board of Selectmen Secretary

*Minutes approved as amended 10/27/08

FINAL MINUTES OF THE SELECTMEN MEETING
October 6, 2008

Present: Chairman Glenn Trindade, Selectmen Andrew Espinosa, Dennis Crowley, Rich Dunne and John Foresto, Town Administrator, Suzanne Kennedy and Board Secretary, Wendy Harrington was present.

Absent:

7:06 p.m. – Chairman Trindade called the Selectmen's meeting to order in Medway High School Cable Studio

Public Comments: None.

November Election Warrant: Mary Jane White, Town Clerk:

Town Clerk White presented the presidential election warrant for the selectmen to individually sign. There was no need for a motion.

Hydraulic Flushing Model: Paul Sirois, Tata & Howard:

Mr. Sirois presented a Flushing Model which is similar to a nation wide program. Zones have been mapped out and presented on a town map. Flushing will begin in the fall and continue weather permitting. The program will start again in the spring. Work will be contracted out as the needs require and Mr. Flaherty explained the possibility of value damage during the process. The expense for this process will come from money transferred into the emergency water fund. There will be a request on the Fall Town Meeting Warrant to transfer additional funds so that this will be then covered by from reserve funds.

The selectmen requested a full presentation by AP Associates be placed on the October 20, 2008 agenda. A discussion with Tata & Howard on their contract, as well as information on the rate study, budget and engineers report on Populatic Street well should also be scheduled for discussion at that meeting.

It was noted that any decisions on a new tank, replacement, etc. are the responsibility of the Board of Selectmen and DEP, with input from the employees/staff. The final decision would be through Town meeting.

Chlorination update Mark Flaherty, Water Superintendent:

Chlorination will continue throughout the fall flushing process. DEP has been contacted by Mr. Flaherty several times and DEP will determine whether chlorination will continue or decrease at the conclusion of flushing. DEP is aware that flushing will be done in segments, partially this fall and then continuing in the spring of 2009. Mr. Flaherty has not received anything in writing from DEP. The selectmen have asked that Administrator Kennedy look into this matter and obtain expectations from DEP in written form and report at the October 20, 2008 meeting.

Naming of square in town after Lt. Ian McVey: Anthony Matrianni, Veteran's Agent and Col. Michael Matondi, Medway Memorial Commission:

Initially Col. Matondi was requesting, on behalf of the Memorial Commission that a square in town be named in honor of Lt. Ian McVey, who was killed during his time of service in a motor vehicle accident. Colonel Matondi explained the criteria the Medway Memorial Commission has set for naming such a square. At this time the Memorial Commission is not moving forward in naming a square. They will most likely request to rename Monument Square to Memorial Square.

Emergency Transfer Request for Veterans Service: Anthony Mastrianni, Veteran's Agent:

Mr. Mastrianni, as Veteran's Agent, is requesting an ETR in the amount of \$7,685.00. This request is to appropriate funds to the veteran benefit program. This program helps to fund Ch 115 benefits, which was established to help veterans in need.

Selectman Dunne moved that the board approve the ETR \$7,685.00 to Veteran's Services; Selectman Espinosa seconded; no discussion, all ayes 5-0-0 (voted).

Open of fall town meeting Warrant:

Selectman Espinosa moved that the board open the fall town meeting warrant; Selectman Dunne seconded; no discussion, all ayes 5-0-0 (voted).

Addition of two articles to the fall town meeting Warrant:

Administrator Kennedy read the following article:

To see if the Town will vote to accept the provisions of Section One of Chapter 137 of the Acts of 2003, which provides that town employees in the national guard or reserve that are called to active service in the armed forces shall not lose seniority and certain other benefits, and will be entitled to the difference between his or her base salary as a town employee and the amount received from the United States as pay for military service or take any other action relative thereto.

Selectman Crowley moved that the board accept the warrant article as read and include this article in the fall town meeting warrant; Selectman Dunne seconded; no discussion all ayes 5-0-0 (voted).

Selectman Crowley moved that the following article is included in the fall town meeting warrant; *to see if the Town will vote to appropriate the remaining funds previously appropriated under Article 9 of the May 14, 2007 Annual Town Meeting, which approved borrowing for the purpose of painting the Highland Street tank, and raise, appropriate, or borrow a sum of money for the demolition and replacement of the Highland Street water tank or act in any manner relating there to*; Selectman Espinosa seconded; Discussion: Selectman Dunne doesn't like the wording; 4-1 (voted)

After a brief discussion it was agreed that this is a place holder and the final article could be worded differently and a final version will be discussed at the 10/20/08 Selectman's meeting.

Closing of fall town meeting Warrant:

Selectman Foresto moved that the board close the fall town meeting warrant as amended; Selectman Dunne seconded; no discussion; all ayes 5-0-0 (voted).

Bylaw Committee Appointments:

Hold for the October 20, 2008 meeting

Parking Clerk Appointment:

Administrator Kennedy recommended that the board appoint Kim Shorrey, Assistant Treasurer/Collector as the parking clerk.

Selectman Crowley moved that the board appoint Kim Shorrey as parking clerk; Selectman Foresto seconded; no discussion; all ayes 5-0-0 (voted).

Handicap Ramp Installation:

This contract is for the cement work to be done in order to install handicap accessible crosswalks on Route 109 and Village Street. Lines have been painted and curb cuts are now being worked. The source of funds for this project is from a fund that developers can contribute to, should they choose to not install sidewalks in residential neighborhoods.

Selectman Crowley moved that the board authorize the chairman to execute a contract for the 109 handicap ramps with Kelley Corporation; Selectman Dunne seconded; discussion: Selectman Crowley requested that future contracts include a monetary amount awarded; all ayes 5-0-0 (voted).

HOPE Worldwide Charity tollbooth fundraiser: Frank and Sharon McComb;

Mr. and Mrs. McComb have requested the authorization to hold a tollbooth fundraiser at Route 109 and Main Street on October 18, 2008. After discussions with Chief Tingley it was agreed that this location would cause safety and traffic issues.

Selectman Espinosa moved that the board allow Mr. and Mrs. McComb to run a tollbooth charity fundraiser at a “to be determined” site, with the Chief’s approval, for Hope Worldwide; Selectman Foresto seconded; no discussion; all ayes 5-0-0 (voted).

Lease of Equipment-Insertor Machine:

This is a lease for an inserter machine. Town Counsel has approved the lease of \$3,600.00 per year which was approved at Town Meeting.

Selectman Foresto moved that the board enter into a contract for a lease of an inserter machine with contract details specified in the contract; Selectman Espinosa seconded; discussion: Selectman Dunne abstained due to a business relationship with the company; all ayes 4-0 (voted).

Approve and sign warrant:

Selectman Foresto moved that the Board approve and sign warrant twelve (14) dated October 9, 2008 as read by Selectman Crowley as Town bills \$166,474.34, School bills \$240,621.99, Gross payroll town \$92,924.36, total amount of \$500,020.69; Selectman Dunne seconded; no discussion; all ayes 5-0-0 (voted).

Minutes of September 15, 2008 and September 20, 2008

Hold for discussion and approval for the October 20, 2008 meeting.

Town Administrator’s Report:

Defer to October 20, 2008 meeting

Selectmen’s Report:

Selectman Dunne- nothing to report

Selectman Espinosa- nothing to report

Selectman Foresto- nothing to report

Selectman Crowley- would like an update on the Choate park allocated funds, documents at the back of the room for guests at Selectmen's meetings and a discussion put on the October 20, 2008 agenda to discuss implementing a freeze on hiring in the town due to the current US financial situation.

Dog Hearing:

It should be noted that although the parties involved in this case were not present, Selectman Foresto was made aware that the party was unable to gain access into the cable studio for the hearing. The hearing will be continued to the October 20, 2008 agenda and put on the agenda at 7pm. Dog Officer Hamlin asked that a letter stating such be hand delivered by a Medway Police Officer. Administrator Kennedy requested that a certified letter also be sent to the party involved.

8:50pm There being no further business to discuss Chairman Trindade moved that the regular session meeting be adjourned and the Selectmen enter into Executive Session not to return to open session for reason number three "To discuss strategy with respect to collective bargaining or litigation..." Selectman Crowley seconded; Roll call vote: Espinosa-aye; Crowley-aye; Trindade-aye; Dunne-no; Foresto-aye; all ayes 4-1 (voted)

The next regular session of the Board of Selectmen is scheduled for October 20, 2008 at 7:00pm in Sanford Hall.

Respectfully submitted,
Wendy Harrington
Board of Selectmen Secretary
*Minutes approved 10/27/08

MINUTES OF THE SELECTMEN MEETING FINAL
October 20, 2008

Present: Chairman Glenn Trindade, Selectmen Andrew Espinosa, Dennis Crowley, Rich Dunne and John Foresto, Town Administrator, Suzanne Kennedy and Board Secretary, Wendy Harrington was present.

Absent:

7:05 p.m. – Chairman Trindade called the Selectmen's meeting to order in Sanford Hall

Public Comments: None

GATRA Announcement: Administrator Kennedy

Administrator Kennedy announced that there will be two shelters installed at two GATRA locations, Medway Fire Station and Medway Middle School. Superintendent Evans will be coordinating the installation with Dave D'Amico, DPS Director and will be funded by GATRA. Maintenance will be minimal and they meet Planning Board specifications.

Acknowledgement of Mrs. Maureen Leighton: Chairman Trindade

Chairman Trindade read a letter announcing the sudden passing of longtime Medway Middle School Teacher Maureen Leighton. A moment of silence took place in acknowledgement.

Approval of Warrants: Dennis Crowley, Clerk

Selectman Crowley read the warrants: Warrant number 16, dated October 16, 2008. Town Bills \$543,310.22, School Bills \$409,117.82, Gross payroll town, \$98,854.32, Total \$1,051,282.36.

Selectman Dunne moved that the board accept the warrants as read by Selectman Crowley; Seconded by Selectman Espinosa; no discussion; all ayes 5-0

Approval of Bond Anticipation Notes: Melanie Phillips, Treasurer/Collector

In September the Board voted to approve a borrowing of \$3,508,852.00 for renewal of BAN's and new money for CIPC projects. The market crashed and credit became tight right before the Town was scheduled to offer the new BAN. As a result of the economic climate and after consultation with the Fiscal Advisor, Ms. Phillips decided to go out to bid on the renewal portion only and wait for a more stable market and looser credit conditions. In the current climate, it is advantageous to have smaller issues. The result is that we split the original amount of \$3,508,852.00 into two smaller issues of \$2,390,542 and \$1,118,310 (new money portion). The town was fortunate to receive two bids which covered the full BAN. Unibank for Savings bid 3.9% on \$1,000,000 of the issue while Citizens Bank offered 3.95% on the entire issue. As a result, Ms. Phillips is requesting the Board to award the BAN to both banks; Unibank for \$1,000,000 and \$1,390,542.32 to Citizens. This provides a blended rate of 3.63% on this issue.

Selectman Dunne moved that the Board award the BAN for \$2,390,542.32 with an issue date of October 24, 2008 as follows: \$1,000,000 to Unibank for Savings at a rate of 3.19% and \$1,390,542.32 to RBS Citizens Bank, N.A. at a rate of 3.95%; Seconded by Selectman Foresto; no discussion; all ayes 5-0.

*Selectman Crowley asked Ms. Phillips to make sure that the corrected dollar amount is placed on the BAN Issue document, as \$3,508,852.

Ms. Phillips asked that the following motion be made as it pertains to Bond Anticipation notes for the sewer project.

Selectman Crowley moved that the Board authorize the Treasurer/Collector to petition the Massachusetts Department of Revenue for permission to borrow \$800,000 as a Bond Anticipation Note for the sewer project; Seconded by Selectman Foresto; discussion-Selectman Crowley confirmed that we are still under deficit financing, that's why going to DOR; all ayes 5-0.

Senior Center Grant; Melanie Phillips, Treasurer/Collector

The first impact of the financial crisis has affected Medway with respect to the grant for the Senior Center. The town has been told that as of 10/20/08 the local aid is safe, but may not be safe going forward, per Rich Dunne's discussion with Rep. Jim Vallee. \$25,000 has been received and there may not be any more money coming in for the Senior Center.

Mr. D'Amico, DPS Director is watching all earmarks closely. There are still a few invoices for projects that remain un-paid; he will keep a close eye on them.

Introduction of Interim Town Accountant Carol Pratt

Carol has been mentored by Barbara Durand.

Authorization to execute a contract with Sullivan, Rogers and Co., Inc.-Town Administrator Kennedy

Administrator Kennedy presented a request for the Board to authorize a letter of engagement for mentoring to the Interim Town Accountant between The Town of Medway and Sullivan, Rogers and Co., Inc.

Administrator Kennedy asked that this item be held to the next meeting and the Board asked that a "not to exceed value" be entered into the engagement letter.

Discussion/Appointment of Medway Christmas Parade Committee

The Medway Christmas Parade is an event in its 16th year that is 100% funded by Town businesses and of no cost to the Town. The proceeds from this event help to pay for the marching band for the Memorial Day parade. Town Counsel has agreed that this is a legal holiday and it will continue to be called a Christmas Parade.

It was agreed that a committee should be formed to avoid any liability to the town as town volunteers organize and hold this event.

Selectman Foresto moved that the Board establish a Christmas Parade Committee; Seconded by Selectman Dunne, no discussion, all ayes 5-0.

Selectman Crowley moved that the Board appoint Scott Guyette, Richard Parella and Chief Allen Tingley to the Christmas Parade Committee, Seconded by Selectman Espinosa; no discussion, all ayes 5-0.

Evergreen Cemetery Historical Preservation of Damaged Headstones;

Kai Nalenz, d/b/a Gravestone Services of New England is a specialist which provides restoration services to gravestones. The cost of this service is \$10,625.00 and the source of funding is CPC.

Selectman Foresto moved that the Board authorize the chairman to execute a contract by and between the Town of Medway and Kai Nalenz d/b/a Gravestone Services of New England for \$10,625.00 to repair damaged headstones in Evergreen Cemetery; Seconded by Selectman Espinosa; all ayes 5-0.

Fall Town Meeting Warrant Article Review and Recommendations

Historically the Board of Selectmen has accepted the articles for the placement on the Warrant without making a recommendation. However, this year, as a result of prior discussions by the Board of Selectmen, Administrator Kennedy brought forth the idea of making a recommendation on each warrant article. The Finance Committee will do the same.

Selectman Foresto moved that the Board approve and recommend Articles 1, 2 and 3 on the Fall Town Meeting Warrant, as they have no financial impact; Seconded by Selectman Dunne; no discussion; all ayes 5-0.

Selectman Dunne moved that the Board approve and recommend Article 4 which transfers money from the Board of Assessors to the Planning Board and Building Inspector; Seconded by Selectman Espinosa; no discussion; all ayes 5-0.

The Finance Committee will conduct a Public Hearing to present and vote their recommendations on the Fall Town Meeting Warrant. Once the meeting is concluded the Finance Committee will advance the motions to the Board of Selectman and the Final Warrant will be published on the Town's web-site. Warrant motions will then be written.

Selectman Espinosa moved that the board accept the amended wording of Article 7 and 11 as submitted by Town Counsel and read by the Town Administrator; Seconded by Selectmen Foresto; no discussion; all ayes 5-0.

A discussion took place regarding Article 12. Administrator Kennedy explained that Town Counsel has reviewed and changed the article and it is simply a placeholder at present.

Dog Hearing; Brenda Hamelin, Millis/Medway Dog Officer

Selectman Trindade moved that the board open the dog hearing at 8:10pm regarding Senaca Gonzalez, adult spade German Shephard, 70 A Village Street, Medway; Seconded by Selectman Foresto; no discussion; all ayes 5-0

Selectman Trindade read the official complaint.

Brenda Hamelin, Dog Officer, was sworn in.

Ms. Hamelin read the Findings of Fact and they were entered into record.

Selectman Foresto moved that the board close the dog hearing; Seconded by Selectman Dunne; no discussion, all ayes 5-0

Separate motions were made on each offense:

Selectman Trindade motioned to accept the violation of leash law dated 12/20/06; Seconded by Selectman Foresto; no discussion; all ayes 5-0

Selectman Trindade motioned to accept the violation of leash law dated 4/1/07; Seconded by Selectman Espinosa; no discussion; all ayes 5-0

Selectman Trindade motioned to accept the violation of leash law dated 10/15/07; Seconded by Selectman Espinosa; no discussion; all ayes 5-0

Selectman Trindade motioned to accept the violation of leash law, unlicensed and harm to another animal dated 7/21/08; Seconded by Selectman Espinosa; no discussion; all ayes 5-0

Selectman Trindade motioned to place Seneca Gonzalez of 70A Village Street, Medway, under MGL c 140, sec 57 on permanent restraining order by tethering, chaining, fencing, caging, or other appropriate means and when taken from the property located at 70A Village Street, Medway, MA he must be muzzled; Seconded by Selectman Foresto, no discussion; all ayes 5-0

Brenda Hamelin must deliver in hand via Medway Police and certified mail and Mr. Gonzalez can contest within 10 days in court.

50 Winthrop Street Public Hearing;

A public hearing was held to enable residents to voice their opinion as to how the property located at 50 Winthrop be used. Chairman Trindade explained that the property, although approved for purchase at the Annual Town Meeting last spring, is not owned by the Town of Medway to date. The purchase of this property is held up as the Estate of the property owner clears through the Probate Court. This process could be timely and there is no end in sight.

A review of potential uses was read by Selectman Dunne. There were a total of 119 responses to the survey that was posted on the Town website. Potential uses include:

Walking and Hiking (30), Organic Farm (29), Farm Activities (25), Community Education (27) and Dog Park (8).

Mark Cerel, Town Moderator and member of CPC reminded those in attendance that the proposed uses must fall within the Community Preservation Act and the final use must be voted on at Town Meeting.

Presentations were made by the following: (brief synopsis of their presentation is included)

Heather Scott-Community Farm proposed. Ms. Scott has founded Community Farm Initiative, which is a non-profit volunteer group with a board of directors. This program has been implemented so if the Community Farm is passed, the process is already started.

The mission is to provide locally, organic grown food, provide an educational and volunteer component and allow for open space for the public to enjoy. This organic farm will be modeled after the Newton Organic farm with mentoring by the Natick Community Farm. The majority of income will be from shares purchased by shareholders, who will in turn receive produce grown. There will be a resident farmer and 50 Winthrop has a house that the farmer could reside in, as well as house a bookshop and classrooms.

Judy Moffett, Nancy Murdock-Dog Park proposed. Both presenters belong to the Friends of Medway Dog Park and propose moving the dog park to a 2-3 acre piece of property from the current 1 acre property where there are 400 dogs registered to use the park. Working in conjunction with the organic farm would provide a water element which the dog park is in need of. They propose that the park commission continue to collect trash at the proposed dog park and volunteers will take care of the rest, with donations being accepted for wood chips and upkeep.

John Schroeder-Open Space Committee-Mr. Schroeder spoke against the dog park as he believes fences block walking and don't give the open appearance and upset the rural character. The town purchased the land with taxpayers being told it would be open space.

Eric Alexander-Mr. Alexander spoke on affordable housing as a former Planning Board member and current Affordable Housing member. He would like to see a portion of the land used for open space and another portion for a small scale affordable housing project.

John Schroeder-Open Space Committee-Mr. Schroeder emphasized the need to preserve the rural character of the property and not sure that affordable housing would mix well with open space.

Candy O'Claire- 47 Winthrop Street-Ms. O'Claire expressed her concern, as a neighbor, for traffic and would like to see the land used for open space and/or farming, she believes Mr. Capadalupe would like it to be kept as open space/farming.

Melissa Kalei, National Honor Society Vice President-Melissa conveyed that the students at MHS are really interested in the organic farm aspect. She explained that MHS is strong in core courses but is weak in electives. With the rising cost of after school activities, students would thrive on becoming involved with a non-profit that they could participate in year round. National Honor Society students would be available to help with all aspects for community service hours. She believes that this is a key project for the community and all of Medway will benefit.

Paul Marble-Mr. Marble agreed with Mr. Schroeder that open space is important and acquiring the other large tracks of land of abutters would only enhance this open space area. Mr. Marble stressed that looking at the long term plan, lease options for the long term and probably not the whole property would be suggested.

Dennis Crowley-Selectman-Mr. Crowley suggested that the organic farm be started on a smaller parcel or land and/or smaller scale to ensure that the project goes smoothly.

Jim Wieler-Master Plan Committee-Mr. Wieler's group would like to see the rural nature preserved and would like to see community pride, education and the tax payers considered in this decision.

Andy Rodenhiser-Resident (not speaking on behalf of the Planning Board)-Mr. Rodenhiser thinks there is plenty of opportunity on this site to use for an organic farm. He believes that education, pride and support are needed. He believes that if Mr. Briggs (property next door) sees positive things happening on this land that his own land could be preserved and help protect the rural character of Medway.

John Schroeder-Open Space-Land on Adams Street was suggested by Mr. Crowley as an alternate location for the organic farm. Mr. Schroeder pointed out that a farm on a side street, with no water source would not be visible and may not do as well. He did explain that there is a residence on Winthrop for a farmer to reside.

Marcy Thomas "speaking for the frogs"-Ms. Thomas thinks that the Town should be sensitive to the wet lands and the vernal pool located on the 50 Winthrop Street property. The land has good soil with which to farm and the inherent value of the wetlands.

Wes Harper-Juniper Lane-Mr. Harper has visited the Newton Community Farm and says it is revenue neutral and believes that Medway should be the same.

Mike Castle-Mr. Castle spoke to the fact that the organic farm would be share based. He explained that Tangerini Farm in Millis costs approximately \$600 per share, with 125 share holders and a waiting list of 100 people waiting to purchase shares. He explained that Ms. Scott's plan has looks for 75 share holders.

Report from AP Associates on the condition of the Highland Street Tank; Ali Parand, Project Mg

Mr. Parand explained in detail the process of inspecting the tank on Highland Street. The inspection was performed by Merithew Inc. on a dry tank on September 23, 2008 and the report presented is dated October 10, 2008. Mr. Parand reviewed the data enclosed in the report with the Selectmen. AP Associates recommended overhaul of the tank will add approximately 15 years life to this particular tank. The question was raised as to whether the tank should be repaired or replaced.

Mr. Flaherty, Water/Sewer Superintendent explained that the master plan is to build tank #5, add an additional, larger tank on Summer Street and discontinue this one. He also believes that there is no guarantee DEP will allow a 5th tank. The board was reminded that 2 years ago the cost to paint was \$200K, which wasn't done and now the cost of necessary repairs is over \$500K.

Approval of Contract Amendment with Tata & Howard for Water Storage Tank and Hydraulic Evaluation; Paul Sirois

Mr. Sirois was involved in a discussion regarding the Highland Street Tank. Two years ago it was proposed and money funded to paint the interior of the tank. After reading the report Mr. Parand prepared, Tata and Howard believe there may be other alternatives. There is a hydraulic issue that requires attention to that tank. Tata and Howard are interested in expanding their contract with the town.

After a lengthy discussion it was decided that a water supply master plan needs to be developed, which encourages development, rehabilitation of Oakland Street well, Populatic well and get the Industrial well online. The master plan should be of the entire project and/or small sections. Selectman Espinosa advised that he would like to take a step back and look at the comprehensive plan, as well as the rate study.

Selectman Dunne moved that the board extend beyond 10:00pm; Seconded by Chairman Trindade; no discussion; all ayes 5-0

It was decided that it is appropriate for the Town to let DEP know the intension so they are aware we are looking at the whole operation. Administrator Kennedy will take care of informing DEP.

Mr. Parand advised that if you maintain chlorination you will maintain water safety.

Mr. Sirois will present an outline of the Master Plan at the November 3, 2008 Board meeting.

Selectman Dunne asked Mr. Flaherty how the Water/Sewer Commission plays into this request. Mr. Flaherty agreed with the plan to determine a Master Plan so long as it doesn't take too long. He said that he may be able to take the Highland tank off line to get rid of having to chlorinate but he is concerned with the capacity if off line.

Chlorination Update; Mark Flaherty, Water Superintendent

Mr. Flaherty explained that the chlorination will continue for some time.

Discussion on Water and Sewer Management Study, Administrator Kennedy

Administrator Kennedy would like to propose that the Board agree to a “soup to nuts” review of the Water Department, its operations and procedures. What the Maintenance plan is, the DEP requirements, new containment rules, meter reading procedures etc.

Ms. Kennedy believes this should be done in tandem with a master plan of the Water/Sewer of the Town. An expense of \$8,000 to \$15,000 is likely and money is available in water surplus to cover the expense.

It was decided at the October 27, 2008 meeting, Administrator Kennedy will present a scope of work and presentation on this idea. Mr. Flaherty will be present and will be given a copy of what is being looked at with regards to his department.

Execution of Termination Agreement and Memorandum of Understanding by and between Town of Medway and Bevilacqua Paving Corporation

The documents reviewed by the board (Termination Agreement and Memorandum of Understanding) were thoroughly reviewed by Town Counsel.

Mr. Bevilacqua approached the Town and Dave D’Amico (DPS Director) with contract issues. Mr. Bevilacqua would be experiencing a substantial financial loss as a result of liquid asphalt prices skyrocketing if he continued with his contract.

Mr. D’Amico, Selectman Crowley and Selectman Foresto met with Mr. Bevilacqua. The town tried to enforce the contract and each Selectman did individually try to gather information regarding this situation to make the right decision for the town.

The town has an insurance bond in case contractors don’t follow through. Mr. Bevilacqua is claiming that the town broke the contract because they didn’t pay one invoice on time. Town Counsel believes we would have won if went to court, but after paying very high legal fees and no guarantee.

If proceeded with legal action the streets that have been started would have had to had the manholes lowered for the winter, at an expense of approximately \$16,000 and then raise them in the spring at another expense of approximately \$16,000.

Thus a compromise was agreed upon. Mr. Bevilacqua agreed to finish three roads. Stanley, Coffee and Blueberry Hill Road at the \$56 bid price, which is \$83 today. Mr. Bevilacqua will complete by November 15, 2008 and will be permitted to bid on future projects for the Town of Medway.

Jim Smith, Dave D’Amico and Suzanne Kennedy agreed, and this is in the best interest of the town.

Selectman Crowley moved that the Board authorize the Chairman to execute the termination agreement by and between the Town of Medway and Bevilacqua Paving Corporation; Seconded by Selectman Foresto; no discussion; all ayes 5-0.

Selectman Dunne moved that the board authorize the chairman to execute a memorandum of understanding by and between the Town of Medway and Bevilacqua Paving Corp for completion of paving of Coffee Street, Blueberry Hill Road and Stanley Road; Seconded by Selectman Foresto; no discussion; all ayes 5-0.

Approval of Solicitor's Permits, Verizon TRG Customer Solutions and Carolina Furniture; Police Chief Allen Tingley

This item was held until a future meeting until all CORI's have been successfully completed on the employees of Verizon and Carolina Furniture.

Approval 2008 Medway Lions Annual Charity Christmas Tree Sale

Selectman Foresto moved that the Board approve the Medway Lions Annual Charity Christmas Tree Sale permit for sales between the dates of Friday November 28, 2008 at 9:00am and approximately December 21, 2008, operating during the hours of 2pm-8pm weekdays and 9am-8pm on Saturdays and 10am-8pm on Sundays; Seconded by Chairman Trindade; no discussion; 4-0 with 1 abstention.

Adoption of Street Layout for acceptances at Fall Town Meeting; Freedom Trail and Independence Lane; Susy Affleck-Childs, Planning Board

Ms. Affleck-Childs was present to ask the Board to approve layout of roadway for Freedom Trail and Independence Lane. The Planning Board is not prepared to go forward with portions of Ivy Lane and Hunter Lane as previously anticipated.

Selectman Foresto moved that the board approve the roadway layout, as a public way, of Independence Lane in its entirety from Station 0+00 to its end at Station 12+60.85 as shown on the Independence Lane Street Acceptance and As-Built Plan for Ishmael Coffee Estates in Medway, MA (sheets 1&2), prepared by O'Driscoll Land Surveying Co, of Medway, MA and Faist Engineering, Inc. of Southbridge, MA, dated September 18, 2008, last revised October 14, 2008; Seconded by Selectman Crowley; no discussion; all ayes 5-0.

Selectman Foresto moved that the Board approve the roadway layout, as a public way, of Freedom Trail in its entirety from Station 0+00 to its end at Station 8+09.23 as shown on the Freedom Trail Street Acceptance and As-Built Plan for Ishmael Coffee Estates in Medway, MA (sheet 3), prepared by O'Driscoll Land Surveying Co. of Medway, MA and Faist Engineering, Inc. of Southbridge, MA, dated September 18, 2008, last revised October 14, 2008; Seconded by Selectman Dunne; no discussion; all ayes 5-0.

Town Administrators Report:

Administrator Kennedy discussed the Annual Statistic Report which underwent a comprehensive review by Susy Affleck-Childs and Water Superintendent Mark Flaherty. This review was performed by considering all comments and commitments and took

corrective actions and noted in the report. Ms. Affleck-Childs is working on a letter to DCR (Department of Conservation and Recreation) to summarize future growth and will be helpful in obtaining the water management permit. Administrator Kennedy supplied the Selectmen with copies of the report

Warrant Article 12;

Article 12 was originally a place holder. Town Counsel has changed the wording on the entire article.

Chairman Trindade moved that the board approve Fall Town Meeting Warrant Article 12 as amended by Town Counsel and as read; Seconded by Selectman Crowley; no discussion; all ayes 5-0.

Selectmen's Report; Nothing to report

Chairman Trindade; Nothing to report

Selectman Espinosa; Nothing to report

Selectman Dunne; Nothing to report

Selectman Crowley; Nothing to report

11:15pm There being no further business to discuss Selectman Crowley moved that the regular session meeting be adjourned; Selectman Foresto seconded; 4-1

The next regular session of the Board of Selectmen is scheduled for October 27, 2008 at 6:00pm in the Town Administrator's Conference Room.

Respectfully submitted,
Wendy Harrington
Board of Selectmen Secretary

*Approved 3/6/09

MINUTES OF THE SELECTMEN MEETING FINAL
October 27, 2008

Present: Chairman Glenn Trindade, Selectmen Andrew Espinosa, Dennis Crowley, Richard Dunne and John Foresto, Town Administrator, Suzanne Kennedy and Board Secretary, Wendy Harrington was present.

Absent:

6:15 p.m. – Chairman Trindade called the Selectmen’s meeting to order in the School Committee Room at Medway Middle School

6:16pm *Chairman Trindade moved that the regular session meeting be adjourned and the Selectmen enter into Executive Session with the intent to return to open session for reason number three “To discuss strategy with respect to collective bargaining or litigation...”*
Selectman Dunne seconded; Roll call vote: Espinosa-aye; Crowley-aye; Trindade-aye; Dunne-aye; Foresto-aye; all ayes 5-0.

7:36pm *There being no further business to discuss Selectman Foresto moved that the Executive Session adjourn and the Selectmen return to Regular Session. Selectman Dunne seconded; Roll call vote: Espinosa-aye; Crowley-aye; Trindade-aye; Dunne-aye; Foresto-aye; all ayes 5-0.*

Public Comments: None

Guests:

Authorize the Chairman to Execute Contract Amendment By and Between the Town of Medway and the Town Administrator

Chairman Trindade was pleased to announce that the Town of Medway and Town Administrator Kennedy have reached an agreement in terms of renewing Administrator Kennedy’s employment contract.

Administrator Kennedy added that since she started working for the Town of Medway, the amount of difficult financial hurdles has been great and she is looking forward to three more years to process continued change. She added that entering this position was like a “time warp” but will continue to work towards making the Board of Selectmen and the Taxpayers proud.

The contract amendment was read by Chairman Trindade which amends the Town Administrator’s contract dated July 2, 2008 amending section 2 to a term of July 18, 2008 to July 18, 2011. Also amending section 4 with a new salary of \$107,000 in the first year, \$112,000 in the second year, \$117,000 in the third year, with benefits and deferred compensation defined in the contract.

Selectman Foresto moved that the Board authorize the Chairman to execute and employment contract By and Between the Town of Medway and the Town Administrator as stated in the Employment Agreement; Seconded by Selectman Espinosa; no discussion; all ayes 5-0.

Authorization of Chairman to Execute a Contract Amendment By and Between the Town of Medway and Sullivan, Rogers and Company, LLC-Town Administrator

The Town has interview three or four assistant Town Accountants whom Interim Accountant Pratt will be training and also working on the computer conversion. A short term contract for a mentor/guide would be helpful in this transition process. The contract has been reviewed by Town Counsel and there is a possibility the Town may be saving money in this department's expenses this year.

Interim Accountant Pratt is expecting to become a certified Town Accountant and the board was made aware that this is not required and often times takes many attempts to complete.

Selectman Crowley moved that the Board authorize the Chairman to execute a Letter of Engagement by and between the Town of Medway and Sullivan, Rogers and Company, LLC; Seconded by Selectman Foresto; no discussion; all ayes 5-0

It was suggested that previous Town Accountant, Barbara Durand be sent a letter of commendation from the Town of Medway. Selectman Dunne suggested a contract be prepared for consulting services so that Ms. Durand may perform consulting on an as needed basis.

Water Management Study-Administrator Kennedy

Administrator Kennedy explained the goal of the Town is to provide safe water for residents and she would like to have an operation and management audit performed by an outside contractor to create standard operating procedures. This study will give a full picture of the operation, will work in tandem with a water/sewer master plan and will cost approximately \$8,000-\$10,000 (which will be paid from water surplus). Selectmen Espinosa and Dunne will participate with Administrator Kennedy and Mark Flaherty (who agreed this is a good idea) in the interview process, and will ensure that Selectman Crowley's request for technical proposals is met.

Water Main Issue-Greg Eldridge, Haley and Ward Mark Flaherty, Water Superintendent

It has been suggested by Haley and Ward, and in consultation with Planning Board that the Town considers replacing the 40 year old water main in the Industrial Well project from an 8" main to a 10" main from the well to Route 109. Mr. Rodenhiser, Planning Board Chair, believes that this consideration is important if looking to possible future growth of 40 acres within the next 5-10 years.

This change would cost approximately \$170,000 and the funding source for the change order to the existing contract would be from a past TM article naming \$3.3 Million for this project. There is anticipated litigation involved but both Administrator Kennedy and Selectman Crowley believe there will be \$170,000 available. Haley and Ward will appear before the Board on 11/3 with their recommendation after running the data through a water model, which will include input from the Planning Board.

Review/Recommendations-Fall Town Meeting Warrant

Article 5- This article will provide raises to certain non-union personnel who follow the union contract. The municipal contract has not been signed and the Town Administrator would like to provide raises totaling \$23,123.47 to these employees.

**Selectman Dunne moved that the Board recommend approval of Article 5;
Seconded by Selectman Espinosa; no discussion; all ayes 5-0.**

Article 6- This article transfers \$41,880.30 from salary reserve to the police department as their contract has been settled.

**Selectman Crowley moved that the Board recommend approval of Article 6;
Seconded by Selectman Crowley; no discussion; all ayes 5-0.**

Article 7- This article simply re-allocates funding on purchases of equipment with the total remaining at \$180,000.

Selectman Espinosa moved that the Board recommend approval of Article 7 as read; Seconded by Selectman Crowley; no discussion; all ayes 5-0.

Article 8- Article 8 is for acquiring property for crosswalk revamping to comply with state regulations. Administrator Kennedy advised that the motion will say “acquire by gift” and if unable to acquire will come back to ATM.

**Selectman Dunne moved that the Board recommend approval of Article 8 as read;
Seconded by Selectman Espinosa; no discussion; all ayes 5-0.**

Article 9- Article 9 requests approval to transfer monies from the water main account to water testing.

**Selectman Foresto moved that the Board recommend approval of Article 9;
Seconded by Selectmen Crowley; no discussion; all ayes 5-0.**

Article 10- Article 10 is to transfer \$20,750 to the emergency water account.

**Selectman Foresto moved that the Board recommend approval of Article 10;
Seconded by Selectman Espinosa; no discussion; all ayes 5-0.**

Article 11- Article 11 is to transfer \$554,000 which was unspent funds on the Village Street Well to the Industrial Well.

**Selectman Foresto moved that the Board recommend approval of Article 11;
Seconded by Selectman Dunne; no discussion; all ayes 5-0.**

Article 12- Article 12 is anticipating the demolition or renovation of the Highland Street Well but the Town is awaiting a study to be done by Tata & Howard.

Selectman Dunne moved that the Board hold on Article 12 and recommend on Town Meeting floor after more information is obtained; Seconded by Selectman Crowley; no discussion; all ayes 5-0.

Article 13- CPC to pay the legal bills for 50 Winthrop Street, which is held up in Probate Court, this article transfers those funds.

**Selectman Dunne moved that the Board recommend approval of Article 13;
Seconded by Selectman Crowley; no discussion; all ayes 5-0.**

Article 14- This is a no cost Article presented by the Veteran’s Agent which provides those town employees who go into active service to maintain their employment status and be compensated by the Town the difference between their US pay and their Town pay for a combined total of what they were being paid by the Town prior to their active service.

**Chairman Trindade moved that the Board recommend approval of Article 14;
Seconded by Selectman Dunne; no discussion; all ayes 5-0.**

Articles 15,16,17,18,19,20,21,23-

Selectman Crowley moved that the Board recommend approval of Article 15,16,17,19,20,21 and 23; Seconded by Selectman Dunne; Discussion: Selectman Dunne confirmed with Andy Rodenhiser, Planning Board Chair that the Planning Board wants all of these Articles on the Warrant; all ayes 5-0.

Article 22- Planning Assistant Susy Affleck-Childs was present and advised the Board that some streets on this article are not ready and recommended holding for further information.

Selectman Dunne moved that the Board hold and to recommend on Town Meeting floor; Seconded by Selectman Espinosa; no discussion; all ayes 5-0.

Article 24- This article provides residents the ability to donate to the elderly to help pay their taxes, through their tax bill. Present to discuss was Treasurer/Collector Melanie Phillips.

Selectman Dunne moved that the Board recommend approval of Article 24; Seconded by Selectman Crowley; no discussion; all ayes 5-0.

Article 25- This article provides for trench digging permits, for the safety of our residents.

Selectman Espinosa moved that the Board recommend approval of Article 25; Seconded by Selectman Foresto; no discussion; all ayes 5-0.

Article 26- This article allow the Town to solicit for information for a possible organic farm at 50 Winthrop Street.

Selectman Foresto moved that the Board recommend approval of Article 26; Seconded by Selectman Espinosa; no discussion; all ayes 4-0 (Selectman Dunne abstained as he is a board member for the Medway Community Farm, non-profit which has already been formed).

Article 27- This article provides for the town owned property at 9 Walker Street to be transferred to affordable housing, with the source of funding for any incurred expenses coming from CPC. Selectman Crowley believes that selling the property for approximately \$100,000 is a better use and put affordable housing in another location.

Chairman Trindade moved that the Board recommend approval of Article 27; Seconded by Selectman Espinosa; no discussion; Yes 2, No 3. Did not support.

Appointments-Bylaw Committee and the Board of Assessors

Hold to next meeting

Approval of Minutes

Selectman Foresto moved that the Board approve the minutes of the September 15, 2008 meeting with changes noted as discussed; Seconded by Selectman Espinosa; no discussion; all ayes 4-0 (Selectman Dunne abstained as he was absent).

Selectman Espinosa moved that the Board approve the minutes of September 22, 2008 meeting as amended; Seconded by Chairman Trindade; no discussion; all ayes 3-0 (Selectmen Foresto and Dunne were absent).

Selectman Dunne moved that the Board approve the minutes of October 3, 2008, a combined Selectman/School Committee meeting; Seconded by Selectman Espinosa; no discussion; all ayes 5-0.

Selectman Crowley moved that the Board approve the minutes of the October 6, 2008; Seconded by Selectman Dunne; no discussion; all ayes 5-0.

Minutes of September 22, 2008 Executive Session; hold for review November 3, 2008 meeting.

Administrator's Report-Town Administrator Kennedy

Administrator Kennedy announced there will be a DPS Consolidation Committee formed to look at the Water/Sewer/Solid Waste Departments. All are invited to participate.

Selectman's Reports

Selectman Crowley Selectman Crowley has asked that 2009 and 2010 budgets, as well as free cash information, be discussed at the 11/4 meeting. The Sewer contractor has started and they are starting opening the streets soon. Charles River Pollution Control/Water Treatment has proposed a \$19 Million capital improvement which will increase their operating budget and the sewer rate.

Selectman Dunne The first hatchet fell as a result of the financial crisis and the anticipated \$75,000 grant for the senior center has been reduced to \$25,000. Selectman Dunne believes this should be an eye opener for the upcoming budget season.

Selectman Espinosa Selectman Espinosa advised that there have been some unanticipated flushing issues due to all the issues that have not been addressed over the last several years. Selectman Espinosa will be sending out a memo/email to describe the flushing and reasons for the issues, he believes there has been a great deal of neglect in this area.

Selectman Foresto Nothing to report

Approval of Warrants

Warrant number 17 dated October 30, 2008 totaling \$794,185.78.

Selectman Foresto moved that the Board approve the warrants as read; Seconded by Selectman Dunne; no discussion; all ayes 5-0.

9:34pm There being no further business to discuss Selectman Crowley moved that the regular session meeting be adjourned; Selectman Foresto seconded; 5-0

The next regular session of the Board of Selectmen is scheduled for November 3, 2008 at 7:00pm in Sanford Hall.

Respectfully submitted,

Wendy Harrington

Board of Selectmen Secretary

*Approved 3/16/09

MINUTES OF THE SELECTMEN MEETING FINAL

November 10, 2008

6:00 PM

Room A111, High School, 88 Summer Street

Selectmen Present: Chairman Glenn Trindade, Andrew Espinosa, Richard Dunne, John Foresto. Absent: Dennis Crowley

Administration Present: Suzanne Kennedy, Town Administrator, Melanie Phillips, Treasurer/Collector, David D'Amico, Public Services Director, Allen Tingley, Police Chief, Paul Trufant, Acting Fire Chief, Carol Pratt, Interim Town Accountant, Allison Potter, Assistant to the Town Administrator.

Also Present: Barbara Saint Andre, Town Counsel, and Mark Cerel, Moderator.

Mr. Trindade commented that this was the first Fall Town Meeting under the new charter.

Warrants

The warrants for November 13, 2008 were read into the record.

Town Bills: \$106,878.14

School Bills: \$300,591.74

Gross Payroll – Town: \$133,298.58

Gross Payroll – School: \$748,022.33

Total: \$1,288,790.79

Selectman Dunne moved to accept the warrants as read; Seconded by Mr. Foresto; no discussion; all ayes.

Contract with Barbara Durand for Financial Software Consulting Services

Ms. Kennedy provided background on the pending implementation of the MUNIS financial software. She stated that Ms. Durand's quote was the lowest among those solicited; fifty percent less than other quotes. Ms. Kennedy stated Ms. Durand's role would be to develop the chart of accounts, which she has done before.

Selectman Dunne moved that the Board authorize the chair to execute the contract with Barbara Durand for financial software consulting services; seconded by Mr. Foresto; no discussion; all ayes.

Industrial Park Road Water Main Agreement

Ms. Kennedy stated that Haley and Ward have submitted an engineering proposal for the Industrial Park Road water main. The company would provide professional engineering services associated with permitting, designing and constructing a twelve inch water main for this road.

Mr. Dunne asked about the cost. Ms. Kennedy said it would be \$50,800. Counsel has reviewed the contract and the accountant has verified the availability of funds, which will come from the water surplus account.

Mr. Dunne asked if the project went out to bid. Ms. Kennedy stated it did not. She said this firm is working on the Industrial Well project and it is an extension of the existing contract. Mr. Trindade agreed. Mr. Dunne said it is a new contract. Ms. Pratt stated that engineering services are exempt from MGL 30B.

Selectman Foresto moved that the Board authorize the chairman to executive a contract on the Industrial Park Road Water Main Agreement, conditional upon the final preparation and approval of the Interim Town Accountant and Town Administrator; Seconded by Mr. Dunne; no discussion; all ayes.

FY 10 Budget Policy Statement

There was a brief discussion about the fiscal year 2010 budget policy statement. Ms. Kennedy stated she is preparing two versions for the Board's consideration based on the discussion at its meeting on Saturday, November 8.

Mr. Dunne asked if the statement included background information. Ms. Kennedy answered that context would included in the statement.

Fall Town Meeting Warrant

Article 12

Mr. Cerel asked if the Board agreed to dismiss Article 12. Ms. Kennedy stated that this article is obviated by the RFP for the Water Master Plan.

Articles 4, 9, 10, 12

Mr. Cerel asked if the Board agreed that Articles 4, 9, and 10, the three articles relating to transfers should be placed on the consent calendar, as well as Article 12 for dismissal. The Board agreed.

Article 3

Mr. Cerel noted the typographical error in Article 3.

He stated he conferred with Town Counsel on which articles need more than majority vote.

Article 8

Mr. Cerel addressed Article 8, relative to crosswalk construction on Route 109. Mr. Trindade asked for clarification about funding. Mr. D'Amico stated that this article allows the Town to accept easements as a gift in order to construct these crosswalks.

Article 7

Mr. Cerel addressed Article 7. He said that he exchanged emails with Mr. D'Amico about this. He said that there is no problem with adjusting the figures on the motion. The Board agreed and briefly discussed the change in allocation. Mr. D'Amico clarified that the dump truck would cost \$5,000 to \$6,000 less than the anticipated \$45,000 and that amount could be put towards the bucket truck.

Mr. Cerel asked whether the motion was going to track the article and if it was within the article's scope to alter. Mr. Espinosa asked if the amount is increasing. Mr. Cerel said it was. Mr. D'Amico stated that the total amount would remain the same. Mr. Cerel said they could make the motion from the floor; he would make sure the Finance Committee was made aware of the change. Mr. D'Amico said he would explain it to Mr. Foss.

Article 22

Mr. Cerel asked about the street acceptances. Mr. Trindade said that the Ishmael Coffee agreement still needs to be signed and that Broad Acres is unresolved. A certain parcel has not been accepted. Mr. Cerel said they could play it by ear.

Ms. Saint Andre said the Ishmael Coffee agreement has not been signed, but the Town has 120 days to get it signed, so it is safe to proceed with the vote.

Article 27

Mr. Cerel asked if the Walker property was a 3-2 vote. The Board confirmed it was. He asked about the Finance Committee's position. It was not supported. He commented that a positive vote was floating and he has prepared such a motion. Ms. Kennedy said an Affordable Housing document has been distributed.

Mr. Dunne asked about the term "convey". Mr. Cerel answered that it means to transfer and it can involve cost. Mr. Dunne asked if the intent is not to sell it. Mr. Cerel said the objective would be to have no cost associated with the conveyance. He added that the Board should be prepared to provide land for affordable housing unless it wants 40B development forced upon the Town. Mr. Dunne felt the bottle cap lots would address affordable housing. He supported profiting from the sale of the Walker Street property.

Mr. Trindade said he wants affordable housing in Town, and would like a minimum of two, and ideally three or four, units constructed on the property. He said it could give some Town employees the opportunity to live here. Mr. Cerel stated, speaking as a member of the Community Preservation Committee, that affordable housing is part of its mission and the Walker Street initiative supports this. Mr. Dunne reiterated that the bottle cap lots better addresses this need. It was noted that the Town was still at least two years away from acquiring the bottle cap land for development.

Mr. Cerel confirmed that the meeting would begin with a statement from the Selectmen concerning the budget. Mr. Trindade said he would be giving that presentation.

Selectman Espinosa moved that the Board adjourn at 6:40pm; Seconded by Mr. Foresto; no discussion; all ayes.

Respectfully submitted,
Allison Potter
Assistant to the Town Administrator
*Approved 3/16/09

BOARD OF SELECTMEN'S MEETING FINAL

November 17, 2008

Sanford Hall, Town Hall, 7:00pm

Present: Chairman Glenn Trindade, Vice Chairman Andrew Espinosa, Selectman Richard Dunne, Town Administrator, Suzanne Kennedy, Board Secretary, Wendy Harrington was present.

Absent: Selectmen Dennis Crowley and John Foresto

7:05p.m. – Chairman Trindade called the Selectmen's meeting to order in Sanford Hall

Public comments: none

Guests: Mark Terry, Labor Counsel, Susan Ellis HR Director

Introduction of the new HR Director-Administrator Kennedy

Administrator Kennedy was pleased to announce that the Town has hired Susan Ellis as the HR Director for Town side and will be collaboratively working with Superintendent Evans on combining with the School side.

Ms. Ellis is the former City of Marlborough HR Director, where she worked for the past 10 years dealing with negotiations, labor circumstances and day to day operations. Ms. Ellis has a multitude of strengths and Medway is pleased to have her on board.

7:12pm *Chairman Trindade moved that the regular session meeting be adjourned and the Selectmen enter into Executive Session with the intent to return to open session for reason number three "To discuss strategy with respect to collective bargaining or litigation..."*
Selectman Dunne seconded; Roll call vote: Espinosa-aye; Trindade-aye; Dunne-aye; all ayes 3-0.

7:45pm *There being no further business to discuss Chairman Trindade moved that the Executive Session adjourn and return to regular session. Selectman Dunne seconded; Roll call vote: Trindade-aye; Espinosa-aye; Dunne-aye; all ayes 3-0.*

Update of Master Plan and Build out Discussion-Jim Weiler, Master Plan Committee

Mr. Weiler explained that approximately every 10 years a new master plan should be prepared. The last was in 1999 and sadly, before that it was 1959 or 1961. The master plan is a roadmap for use by all town boards. Obtaining funding and qualifying for state grants has a lot to do with the fact that Medway has a master plan.

Mr. Weiler presented the data collected from a survey the Master Plan Committee sent out with the census last year. Residents were able to mail back their survey responses or submit them online. This survey was a planning document which was associated with the planning board and broadened the scope to involve other departments as well. The survey had strong signals of importance for community pride, taxes, water quality and quantity and schools. In conclusion it was agreed that there is a shared vision between all

boards. The results of the survey will be placed on the town web-site for residents to view.

Mr. Weiler presented a build out with current zoning and advised the Selectmen that the town grew by 300 people from the time of census last year to voter registration deadline.

Discussion and approval of standard contract terms for construction projects over \$25,000-Dave D'Amico, DPS Director

Mr. D'Amico presented the board with a memo and advised per Town Counsel there is a statutory requirement of 30 day payment terms and it is defined as 30 days from receipt. A discussion was had regarding the process by which incoming mail is processed throughout town hall and it was suggested that an electronic date stamp be used in place of a hand stamp.

Mr. D'Amico also advised there shall be a requirement for 100% performance bonds. **Selectman Dunne moved that the Board approve the following terms for construction contracts over \$25,000: 1. By State statute the Town is required to have 30 day payment terms in writing in our contracts. No change in current contracts recommended. 2. Any contract for \$25,000 or more shall require 100% performance bonds; Seconded by Selectman Espinosa; no discussion; all ayes 3-0.**

Update Route 109 Improvement Project-Dave D'Amico, DPS Director

Mr. D'Amico attended a District 3 highway office meeting and as suspected the driving force for the reconstruction will be safety related. The group would like to look at accident reports and Mr. D'Amico has a college student compiling the 5 years of data to present to the state. He believes that Medway will not get on the TIP list for this year but will most likely be placed on the "appendix" project of interest list. It is possible that with special legislative help our project can move up the list faster.

Mr. D'Amico would like to look at engineering firms who can represent us well to Mass Highway, who have the knowledge, are familiar with the process and have had great success in the past. Ch 90 money will be the funding source.

Route 126 update-Dave D'Amico, DPS Director

Mr. D'Amico explained that the poles that have still not been moved are Verizon Poles. He explained that under MA Law utilities are obligated to move their poles at no charge due to road construction, but no time frame is obligated.

It was suggested by Chairman Trindade that Administrator Kennedy send a letter to Verizon putting pressure on them to get the job done and a press release should be sent as well. Mr. D'Amico advised that Congressman Jim McGovern is putting pressure on Verizon as well.

Authorize the Chairman to execute contract for water management audit-Administrator Kennedy

Administrator Kennedy advised the Board that 3 companies have submitted written scope of services to perform this study. She feels that 2 are equally as good but with a wide range in cost. She feels that the Board should not only consider the cost but the company itself. Weston Sampson has no tie to the Medway Community; White Water has services several surrounding towns and has worked with Tata & Howard and; Haley & Ward has been less responsive to the scope of work.

Overall we are looking for cohesion, that they will go through a detailed analysis, have a reputation for operating including local experience and there will be cohesion with the engineering and operating company.

Selectman Espinosa moved that the Board award a contract for a water management audit to Whitewater, not to exceed \$19,500 on condition of standard review; Seconded by Chairman Trindade; no discussion; 2-0, Mr. Dunne abstained.

Appointments-Bylaw Committee, Board of Assessors

There continues to be no applicants for either committee, Chairman Trindade explained that a Bylaw review is by order of the Charter and asked any resident interested to please contact the Town Administrator's office.

Approval of Hawker/Peddler License-Friends of Choate Park

This is a license to sell light sticks, glow sticks and necklaces at the Christmas Parade celebration in Choate Park. This is separate from the Medway Christmas Parade Committee and is a fund-raiser for Friends of Choate Park. All items appear to be in order, but paper work was received late and CORI checks have not been completed. Chairman Trindade asked Administrator Kennedy to advise the Friends of Choate Park via letter that CORI checks are the law and in future years applications must be submitted in a more timely manner so that all necessary checks may taken care of.

Selectman Dunne moved that the Board approve the Hawker/Peddler License for sale of glow stick type items at Choate Park during the Medway Christmas Parade event, with the condition on CORI clearance; Seconded by Selectman Espinosa; no discussion; all ayes 3-0.

Approval of Warrants-Selectman Espinosa

Warrant #20, dated 11/20/2008, Town Bills \$575,378.17, School Bills \$270,526.92, Gross Payroll Town \$95,972.14, Total \$941,877.23.

Selectman Dunne moved to accept the warrants as read; Seconded by Chairman Trindade; no discussion; all ayes 3-0.

Approval of Minutes 4/16/08, 10/20/08, 10/27/08

It was agreed to hold 10/20 and 10/27 to the next meeting.

Selectman Dunn moved that the Board accept the minutes of April 16, 2008 as written; Seconded by Selectman Espinosa; no discussion; all ayes 3-0.

Discussion and approval FY10 Budget Policy Statement-Administrator Kennedy

Selectman Dunne read the proposed memorandum on the FY2010 Policy Statement.

Frank Faist, Finance Committee Chair was present for this discussion.

Selectman Dunne thinks this memorandum plus the definitions attached are enough to start a discussion between the Selectmen, School Committee and the Finance Committee, Mr. Faist agreed.

Administrator Kennedy will make the suggested edits and forward to the School Committee and Finance Committee so they will all have the memorandum before the scheduled meeting of the three groups on December 1, 2008.

Chairman Trindade offered his opinion that he's not seeing a positive step forward with state aid. Medway's budget will be complete by the first of May and Mass. Budget probably will not be finalized until June.

Town Administrator's Report

Administrator Kennedy has been in contact with our DEP representative, Muriel Stone and advised her that Medway is going forward with a Management and Master Plan. Administrator Kennedy has been assured as long as DEP knows Medway is moving forward with some action in the spring on the Highland Street tank, DEP is comfortable with our actions.

Tax Classification-Preliminary certification of Real Estate Values were confirmed today and Administrator Kennedy would like to schedule a Tax Classification hearing by December 15, 2008. This date is not secure at this point as one third of the Commonwealth is shooting for Tri-annual classification right now.

To clarify there was a brief discussion on the organic farm and Administrator Kennedy wanted to clarify that we are going forward with Adams or Winthrop Street. The Selectmen decided to "float" the RFP for either property.

Selectman Espinosa's Report-Nothing to report

Selectman Dunne's Report-Has spoken to Rep Vallee and he is pushing the Board of Library Commissioner's in Boston to try to get a meeting with them to discuss changing their policies.

Chairman Trindade's Report-Col. Matondi did a great job on the Veteran's Day program and Chairman Trindade commented on the moving speech by Brigadier General Steve Wickstrom.

10:05pm There being no further business to discuss Selectman Dunne moved that the Selectmen's regular session meeting adjourn for the evening. Selectman Espinosa seconded; Roll call vote: Trindade-aye; Espinosa-aye; Dunne-aye; all ayes 3-0.

* Approved 4/13/09

BOARD OF SELECTMEN'S MEETING FINAL

November 3, 2008
Sanford Hall, 7:00pm

Present: Chairman Glenn Trindade, Vice Chairman Andrew Espinosa, Selectman Dennis Crowley, Richard Dunne, John Foresto, Town Administrator, Suzanne Kennedy, Board Secretary, Wendy Harrington was present.

Absent:

7:02 p.m. – Chairman Trindade called the Selectmen's meeting to order in Sanford Hall

Public comments: none

Approval of Bond Anticipation Note-Treasurer/Collector Melanie Phillips

TC Phillips advised the Board that she had gone out to bid on a bond amount of \$1,893,310 for new money for Capital Improvement Projects. Three bids were received with the low bid being 2.99% by TD BankNorth. Any borrowing is due to deficit financing and is reviewed by DOR.

\$800,000 for sewer construction is needed for cash flow, this is the first borrowing for this project and will be paid back from betterments. Selectman Crowley asked that a rough betterment estimate be prepared for taxpayers with how they can pay and the interest rate available. Administrator Kennedy will work with the Water Superintendent on obtaining this information.

Selectman Foresto moved that the Board award the combined BAN issue for \$1,893,310 with an issue date of November 13, 2008 to TD BankNorth at 2.99% interest rate; Seconded by Selectman Espinosa; no discussion; all ayes 4-0. Selectman Dunne had not yet arrived.

7:10pm Chairman Trindade moved that the regular session meeting be adjourned and the Selectmen enter into Executive Session with the intent to return to open session for reason number six "To consider the purchase, exchange, taking, lease or value of real property if such discussions may have a detrimental effect on the negotiating position of the governmental body and a person, firm, or corporation." Selectman Espinosa seconded; Roll call vote: Crowley-aye; Trindade-aye; Espinosa-aye; Foresto-aye; all ayes 4-0. Selectman Dunne had not yet arrived.

7:36pm There being no further business to discuss Chairman Trindade moved that the Executive Session adjourn and the Selectmen return to Regular Session. Selectman Foresto seconded; Roll call vote: Crowley-aye; Trindade-aye; Espinosa-aye; Foresto-aye; all ayes 4-0 Selectman Dunne had not yet arrived.

Tata & Howard Water Master Plan Presentation-Paul Sirois

Paul Sirois presented a detail scope of service of a water master plan his company has prepared. A detailed presentation was distributed and discussed. This plan outlined items such as; general engineering services, flushing, future projects, updating models to the expected population in 2030, water quality and capital improvement plans. Mr. Sirois

believes there are a lot of areas that need assistance including regulatory issues, tank issues and procedural issues.

Selectman Espinosa highlighted what he believes are the issues at hand (operational issues, infrastructure issues, projects in the works as well as the coordination of all). He believes we are currently being reactive and would like to see the whole picture presented including Administrator Kennedy's vision.

The Selectmen asked that Administrator Kennedy prepare a one sheet outline of who's doing what, the major components of water/sewer dept, strategic plan, management, infrastructure, and a master plan.

Tata & Howard stressed that it is prudent to look at the whole picture before making any decisions on one portion of the project and the cost of a master plan preparation is approximately \$100K.

It was agreed that Tata & Howard will present a scope of services for a Master Plan and the Highland Street tank which will be specifically designed to meet the needs of Medway on Saturday November 8, 2008 at 8am in Sanford Hall.

Flushing

The flushing program began this week and the Water/Sewer Department met some unforeseen challenges as they found that the infrastructure wasn't documented. This resulted in loss of water pressure in unforeseen areas. Cooler weather is starting to restrict flushing and the project may need to reconvene in the spring.

Water Main Issue-Greg Eldridge, Haley and Ward

Greg Eldridge presented a need to extend the diameter of the water main from an 8" pipe to a 12" pipe. An analysis was prepared focusing on the future growth of the industrial park and current uses including sprinkler systems. He believes that the current hydrants and water main could fulfill the needs if a looping main or replacement to 12" pipe or a parallel 12" water main is installed. The looping is good for moving water and water quality and if there is a break the water will keep flowing through the parallel pipe. This would be of major benefit to that area. The four selectmen present (Foresto, Espinosa, Crowley and Trindade) all agreed this is the right path to follow.

Mr. Eldridge explained he has received a revised price quote from the contractor and his price has increased. He suggests this be put out to bid in the winter and layout would begin in the spring.

Selectman Crowley moved that the Board request Haley and Ward return before the Board of Monday November 10, 2008 to provide and engineering proposal for purposes of designing and building a 12" main to be prepared for bid in the spring of 2009; Selectman Foresto seconded; Discussion: funding-bond allocation of TM from building of the Industrial Street well. This would be approximately a \$50K

contract to Haley and Ward and a budget of approximately \$293K to go out to bid; all ayes 5-0 (Selectman Dunne arrive in time for this discussion and vote).

Authorization of the Chairman to execute a contract by and between the Town of Medway and Caffrey Roofing and Painting Co. for the police station roof-Dave D'Amico, DPS Director

This pertains to the Annual Town Meeting article which moves \$25,000 from free cash to installing snow rails on the police station roof. The roof is metal and therefore when the snow melts it slides down and residents/employees have been hit with falling snow above the doors. It was recommended by the Town's insurance company that this step be taken. The original bid was high at \$25,000 and came in at \$14,908.

Selectman Foresto moved that the Board authorize the Chairman to execute a contract by and between the Town of Medway and Caffrey Roofing and Painting Co. with the condition that there needs to be a contingency on the availability of funds by the Town Treasurer; Selectman Espinosa seconded; no discussion; all ayes 5-0.

Town Construction contracts and late payments-Dave D'Amico, DPS Director

In the past the Selectmen have questioned why we don't require 100% payment and performance bonds on all contracts. Per Town Counsel it is not a State requirement, but nothing precludes us from doing this if we so choose. The Town Accountant has voiced some concern that if we do this, we can expect our contract prices to climb slightly to cover the added bonding costs. A bigger concern is that we may actually hinder some bidders because of an inability to bond for small jobs. This reduced number of bidders could result in higher prices to the Town. This is something the Selectmen should consider prior to implementing a change in procurement policy.

The Selectmen have questioned we have a late payment cancellation clause. It would be in the Town's best interest to remove this from all contracts. Per Town Counsel, State law requires the Town to make payments within 30 days. Failing to do so does provide the Contractor with a breach of contract argument regardless if the clause is explicitly stated or not. We can remove it, but it remains a contractual obligation. The recommendation is to leave the standard contract as it is.

Administrator Kennedy will reach out to other communities regarding their cancellation clauses and a clarification on specific wording from Town Counsel with respect to payment due 30 days from date of invoice or date of receipt.

2010 United States Census-Chan Rogers-MAPC, Paul Yorkis-SWAP, Dave D'Amico-DPS Director

2010 US Census preparation information was handed out and the group advised the Selectmen that they would appreciate the help of the community as the census results plays a roll in the amount monies received by the schools, town and for road repair. It was suggested that the Town and School notify residents to participate and the group will prepare a timeline with key dates for the Selectmen to follow.

Update Route 109 Improvement Project-Chan Rogers-MAPC, Paul Yorkis-SWAP, Dave D'Amico-DPS Director

The group updated the board on the progress of their work. The necessary forms (which were prepared by Judi Laplan, who was a critical contributor to getting the documents prepared and submitted early) were submitted in October and a meeting that was to take place in December took place in October. Congressman Jim McGovern is very committed to this project and they have been advised that the \$300K earmark bond bill is still there and not yet released. The group will be attending a Mass Highway meeting tomorrow and will receive more information on the process. Sgt Watson has gathered necessary accident report data but the group believes between \$2,000 and \$10,000 will be necessary to contract a consultant to analyze the data. More information/specifics will be presented at a future Selectmen's meeting.

Discussion FY09 and FY10 Budgets-Administrator Kennedy

Administrator Kennedy spoke with staff three weeks ago regarding the need for budget reductions. In anticipation of unforeseen circumstances they have been asked to reduce their budgets by 5% in revenues and 2 % in expenditures.

Free Cash-Administrator Kennedy

Administrator Kennedy suggested that in the event of unforeseen circumstances free cash could be used to supplement the state aid that has been cut. It is proactive to start to plan for these reductions and policy discussions on future budgets (specifically 2010) should begin now. Expenses are holding steady and will be watched very closely in the 3rd and 4th quarter with a better snapshot being available after the proper controls are put in place.

Administrator Kennedy suggested a joint meeting with the Finance Committee take place early in December. It will be proposed to the Finance Committee and School Committee that a joint meeting be held on Monday December 1, 2008 at 7pm. Location TBA. An agenda will be prepared and level service v. level funded should be discussed and defined.

Approval of Warrants-Clerk Dennis Crowley

Warrant #18 dated November 6, 2008 totaling \$904,629.05.

Selectman Espinosa moved that the Board accept the warrants as read; Selectman Dunne seconded; no discussion; all ayes 5-0.

Approval of Minutes

Selectman Espinosa moved that the Board accept the minutes of February 23, 2008 as amended; second by Selectman Crowley; no discussion; all ayes 4-0 (Selectman Dunne abstained as he was not present at the February 23, 2008 meeting).

Selectman Dunne moved that the Board accept the minutes of February 27, 2008 as written; second by Selectman Espinosa; no discussion; all ayes 5-0.

Selectman Espinosa moved that the Board accept the minutes of March 1, 2008 as written; second by Selectman Dunne; no discussion; all ayes 5-0.

Selectman Dunne moved that the Board accept the minutes of March 7, 2008 as amended; second by Selectman Crowley; no discussion; 4-1 voted.

Selectman Crowley requested that a discussion and the release of the Assessor's Overlay account be placed on a December meeting agenda.

Town Administrator's Report Hold for future meeting

Selectman Dunne's Report-Hold for future meeting

Selectman Crowley's Report-Hold for future meeting

Selectman Foresto's Report-Hold for future meeting

Selectman Espinosa's Report-

Selectman Espinosa requested that a discussion with the Fire Chief be placed on a December meeting agenda. Items to be discussed should include staffing, financing, EMT account, Full Time Fire Chief, Interim Stage, where the department is going, emergency preparedness plans, looking to a broader picture and police chief and fire chief roles.

The Selectmen were reminded that a proclamation for Veteran's day be prepared. Administrator Kennedy's office will take care of producing this document.

9:50pm Chairman Trindade moved that the regular session meeting be adjourned and the Selectmen enter into Executive Session with the intent to return to open session for reason number three "To discuss strategy with respect to collective bargaining or litigation..."

Selectman Foresto seconded; Roll call vote: Espinosa-aye; Crowley-aye; Trindade-aye; Dunne-aye; Foresto-aye; all ayes 5-0.

Respectfully Submitted,

Wendy Harrington

Executive Assistant

*Approved 3/16/09

BOARD OF SELECTMEN'S MEETING FINAL
November 8, 2008
First Floor Conference Room, Town Hall, 8:00am

Present: Chairman Glenn Trindade (arrived late at 9am), Vice Chairman Andrew Espinosa, Selectman Dennis Crowley, Richard Dunne, John Foresto, Town Administrator, Suzanne Kennedy, Board Secretary, Wendy Harrington was present.

Absent:

8:02 *a.m.* – Vice Chairman Espinosa called the Selectmen's meeting to order in the first floor conference room of Town Hall

Public comments: none

Guests: Paul Sirois, Tata & Howard

The purpose of this meeting is to discuss water and sewer operations, the key decisions that need to be made and the strategic thinking that need to take place.

Selectman Dunne requested that the Board of Selectmen hold a joint meeting of the BOS, Water/Sewer Commission and Town Counsel to move forward and to discuss the intentions, including long term decisions and a master plan.

Lengthy discussions took place with each Selectman giving their opinions on the situations at hand and the tasks that need to be accomplished.

Administrator Kennedy explained that she has been interviewing companies along with Selectman Dunne and Espinosa and hope to make a recommendation next week.

Paul Sirois, Tata & Howard gave his opinions on the necessary steps to make the master plan being discussed a success. Paul explained that White Water, who is being considered for the Management/Operational Study would work well in parallel with Tata & Howard and that there, is already an existing relationship between the two companies.

Selectman Crowley asked that an RFP be written requesting specific scope of work for the Medway Water/Sewer project for \$100,000.

Selectman Espinosa summarized that the Board should move forward with an RFP to Haley & Ward and Tata & Howard, ask each company to sharpen their pencils, and ask them for a specific proposal for Medway's needs which include a long term strategy and a fast turn around with a scope of work being prepared so that both companies are on the same page.

The selectmen had a discussion on the Highland Street tank and discussed deciding on what to do (whether repair or replace) about it. They decided to hold off until the broader

picture can be reviewed. Mr. Sirois agreed that putting that decision on hold was necessary because there would need to be a population projection study done and looking at the whole picture first, would make more sense.

Selectman Dunne moved that the Board bring in an engineering firm to do a water management operational study, not to exceed \$15,000 and contract award by December 1, 2008; Selectman Foresto seconded; no discussion; all ayes 4-0 (Chairman Trindade had not yet arrived).

Selectman Dunne moved that the Board send out to RFP to the two existing water engineers, Tata & Howard and Haley and Ward. The RFP should ask for a master plan for the Medway Water system and award a contract as an amendment to the existing contracts, no later than December 31, 2008; Selectman Foresto seconded; no discussion; all ayes 4-0 (Chairman Trindade had not yet arrived).

The Selectmen agreed that details, as they pertain to Medway, are a necessary part of the RFP and the Selectmen would like to see a presentation by both companies.

Warrant Article for Capital purchases

Administrator Kennedy wanted to advise the Selectmen that there have been some changes in Fire Alarm Truck cost. The vehicle was purchase before June, it was said that the vehicle was in excellent working order. There now appears to be repairs necessary on the vehicle. Originally the purchase price was \$12K, it now appears that the total cost is \$19K. The Moderator has agreed to let the article be amended. \$5K will be deducted from the cost of the sidewalk plow to help pay this expense.

The Selectmen were not happy with this decision as the vehicle was purchased in 2008 for 2009 and authorized by Paul Trufant.

Chairman Trindade arrived at 9am

Budget Policy Statement

All agreed that the Policy Statement was overdue and they believe it should be prepared and distributed ASAP. This statement should be presented to the School Committee and Finance Committee prior to the December 1, 2008 combined meeting as it will require discussion between the three boards. A proposed draft will be prepared and put on the November 17, 2008 agenda for discussion.

9:25am Chairman Trindade moved that the regular session meeting be adjourned and the Selectmen enter into Executive Session with no intent to return to open session for reason number three "To discuss strategy with respect to collective bargaining or litigation..." Selectman Dunne seconded; Roll call vote: Espinosa-aye; Crowley-aye; Trindade-aye; Dunne-aye; Foresto-aye; all ayes 5-0.

Respectfully Submitted,

Wendy Harrington

Executive Assistant

*Approved 3/16/09

MINUTES OF THE SELECTMEN MEETING FINAL
December 1, 2008
School Committee Room-Medway Middle School 6:30pm

Present: Chairman Glenn Trindade, Selectmen Andrew Espinosa, Dennis Crowley, Richard Dunne and John Foresto, Town Administrator, Suzanne Kennedy and Board Secretary, Wendy Harrington was present.

Absent:

6:35 p.m. – Chairman Trindade called the Selectmen's meeting to order in the School Committee Room at Medway Middle School

Senior Center Grant Allowance-Missy Dzikczek and Mary Lou Staples

It has been suggested by Rep. Vallee that the Board of Selectmen concur with him on a suggestion to expend any remaining balance of the Senior Center Grant for non construction purposes, specifically a computer, stove, tables and a toaster. This will help to complete the Senior Center project.

The project is under budget currently and per Mary Lou Staples will finish almost close to budget. Mary Lou also advised if the project goes over budget the Friends of the Elders will make up the difference, to ensure staying under budget.

Selectman Foresto moved that the Board allow any monies left over from the grant to be spent on non construction items; Selectman Dunne seconded; Discussion: Frank Faist, FinCom Chair asked for a clarification of the amount of money spent with the grant etc. (See below) all ayes 5-0.

The cost that was bonded was \$185,000; the grant was for \$25,000. Administrator Kennedy explained that currently \$177,000 in bond and grant obligations spent. The Planning Board had a company that proposed building a large development which would fall under a special permit. As part of the deal the contractor would pay \$100,000 to the Senior Center. The development fell through, thus no \$100,000, so the Town stepped in to help. If another project comes forward requiring a special permit the money will go to the town and not to the Senior Center.

Board of Assessor's Appointment-Harry Johnson

The Board of Selectmen was presented with a resume for John McKiernan for appointment to the Board of Assessors. Mr. McKiernan reviewed his qualifications with the Board and the Selectmen reviewed his resume.

Selectman Dunne moved that the Board approve the appointment of John McKiernan; Seconded by Selectman Espinosa; no discussion; all ayes 5-0.

Authorization of Chair to Execute Contract Amendment for Additional Services by and between the Town of Medway and Tata & Howard, Inc.- Paul Sirois

It was explained that the model forecast and what was on the maps for the water lines were not accurate and there were obstacles in the roads. This results in \$10,000 more

than anticipated and Tata & Howard would like to extend the contract from 180 days to 300 days.

Administrator Kennedy explained she has been asked by DEP to submit a report on flushing and if there are chlorine residuals. DEP is interested in if there are well rounded chlorine residuals throughout the town. These extra tasks are funded by monies appropriated for the Water Master Plan.

Selectman Crowley would like to include “not to exceed” language.

Selectman Crowley moved that the Board authorize the Chairman to execute the contract amendment for additional services to Tata & Howard to extend to 300 days and increase the cost by \$10,000; Seconded by Selectman Dunne; no discussion; all ayes 5-0.

Board of Assessor’s review of Overlay Account-Harry Johnson

Administrator Kennedy and Mr. Johnson explained the Overlay Account. This account is reserved for “bad debt” which includes Abatement requests, statutory exceptions (people in need of assistance) and work programs for seniors. The amount of requests vary each year with roughly 20 per year in Medway being requested and the real estate market plays a key role.

At 7:05pm the Selectmen delayed their regular meeting to move to the scheduled combined meeting of the Selectmen, School Committee and Finance Committee.

Combined meeting ended at 9:52pm and the Selectmen returned to regular Selectmen’s Meeting

Town Administrator’s Report-Sewer Master Plan-Administrator Kennedy

Administrator Kennedy announced that she recently learned of a Sewer Master Plan that was established in 1999. In early January she would like to hold a workshop to review and she feels that it may behoove the Town to update the plan. Funding came from a \$50,000 warrant article. Melanie Phillips, Treasurer Collector advised that the money has never been borrowed. It was determined that a joint meeting with Haley & Ward should take place to see if an update is necessary. The Board may invite the Water/Sewer Commission to attend and comment.

Approval of Minutes-held for next meeting

Approval of Warrants Warrant #22 dated December 4, 2008. Town Bills \$583,740.40, Gross Payroll Town \$91,524.27, Total \$675,264.67.

Selectman Dunne moved that the Board approved the Warrants as read; Seconded by Selectman Espinosa; no discussion; all ayes 5-0.

Selectmen’s Report

Trindade- Nothing to report

Crowley- Nothing to report

Espinosa-Nothing to report

Foresto-Nothing to report

Dunne-Selectman Dunne wanted to thank the Council on Aging for hosting a wonderful open house event.

Selectman Dunne moved that the Board accept and release the executive session minutes of 9/15/08, 9/22/08 and 10/6/08, providing they are approved for release in executive session; Seconded by Selectman Espinosa; no discussion; all ayes 5-0.

10:10pm Chairman Trindade moved that the regular session meeting be adjourned and the Selectmen enter into Executive Session with no intent to return to open session for reason number three "To discuss strategy with respect to collective bargaining or litigation..." Selectman Crowley seconded; Roll call vote: Espinosa-aye; Crowley-aye; Trindade-aye; Dunne-nay; Foresto-aye; 4-1.

Respectfully submitted,

Wendy Harrington

Executive Assistant

*Approved 3/16/09

MINUTES OF THE SELECTMEN MEETING FINAL

December 15, 2008

Sanford Hall, Town Hall 7:00pm

Present: Chairman Glenn Trindade, Selectmen Andrew Espinosa, Dennis Crowley, Richard Dunne and John Foresto, Town Administrator, Suzanne Kennedy and Board Secretary, Wendy Harrington was present.

Absent:

7:03 p.m. – Chairman Trindade called the Selectmen's meeting to order in Sanford Hall, Medway Town Hall

Cultural Council Appointee-Audrey Ritter and Lauren Miller

Ms. Ritter has recently moved to Medway and served on the Town of Sunderland Cultural Council prior to moving. Chairman Trindade read a letter of reference from the Town of Sunderland. Ms. Ritter explained there have been 32 application requests for funds from the Cultural Council this year in Medway and she looks forward to helping decide which groups obtain the requested monies.

Selectman Dunne moved that the Board appoint Audrey Ritter to the Medway Cultural Council; Selectman Foresto seconded; no discussion: all ayes 5-0.

Ms. Miller arrived later in the meeting, for organizational purposes, her appointment information is entered here. Ms. Miller has been volunteering with the Cultural Council under the guidance of the Chair, Marcia Coakley and seeks appointment.

Selectman Espinosa moved that the Board appoint Lauren Miller to the Medway Cultural Council; Selectman Dunne seconded; no discussion; all ayes 5-0.

Public Comments: None

Public Hearing-Board of Assessors

Chairman Trindade opened the public hearing to set the FY 2009 Tax Classification at 7:12pm. Board of Assessors members Jay Newton, Jack McKiernan and Harry Johnson were present. This hearing takes place to approve the tax classification, which allows the Assessors to establish the tax rate and the Treasurer's office to mail the tax bills in a timely manner. This year's triennial certification caused the delay in the classification hearing.

The Assessors have recommended a single tax rate, rather than a split rate, which charges different rates for residential and commercial properties. Mr. Johnson feels changing to a split rate would make Medway uncompetitive.

The 2008 tax rate was \$14.06. If the Town decides not to tax the full levy the rate with a single classification will be \$14.96. Taxing the full levy limit would increase the rate to \$15.12, which is a difference of approximately \$60 per household annually. Mr. Johnson noted that the values of homes have decreased since the last valuation.

Melanie Phillips, Treasurer/Collector, stated that \$100k was budgeted as the new growth number, but that number came in at approximately \$325,000. This amount increases the levy limit over what had been anticipated. She said the proposal to tax to the levy limit would not increase taxes beyond the statutory 2 ½% limit. She said the Town has historically taxed the full levy limit.

Selectman Dunne suggested tapping into the CPA fund to possibly help out the tax payers.

Selectman Foresto moved that the Board approve retaining a single tax rate; Selectman Dunne seconded; no discussion; all ayes 5-0.

Administrator Kennedy explained that the Town should tax the full levy capacity in anticipation of a reduction in local receipts due to the downturn in the economy. Excess levy capacity is \$267,219. If there is a shortfall in 2009 the Town would have a cushion of \$267,219. If the Town does not experience a shortfall the \$267,219 would fall to free cash.

Selectman Crowley moved that the Board reduce revenues by \$267,219, reducing local receipts by \$267,219; Selectman Foresto seconded; initial vote 3-__ (incomplete vote). Discussion: Mr. Espinosa asked what will be the increase in the real estate tax.

Chairman Trindade offered an explanation of the reasoning behind taxing the full levy capacity. He said taxing the levy as projected would result in a \$14.96 tax rate. He said the increase in the rate over last year was due to the drop in home values. He said that adding the certified new growth to the levy would add 16 cents to the rate, or \$15.12. He said that excise tax receipts are expected to drop and adding the new growth to will help to compensate for this shortfall. A question arose regarding moving monies to the overlay account, once moved into this account this would reduce revenues.

Vote: 3-1, Espinosa-nay, Dunne-abstained

Selectman Crowley moved that the Board approved to let the excess of \$219.00 flow to the Overlay account; Selectman Espinosa seconded; no discussion; 5-0.

Selectman Crowley asked Mr. Johnson the balance of the Overlay account now. Mr. Johnson had no idea but for FY 2009 \$350,000.

The tax rate was set at \$15.12.

Public hearing ended, returned to regular session

Fire Department Discussion-Paul Trufant (Interim Fire Chief) and Allen Tingley (Assistant Fire Chief/Police Chief)

This discussion is to review the Fire Department Operations. Interim Chief Paul Trufant offered the following:

- Hired 5 new call fire fighters (one is an EMT and one is in EMT training)
- Promoted one on call Lieutenant to Captain
- Promoted one on call Fire Fighter to Lieutenant
- Added a part time secretary to replace a full time secretary
- Sent 10 members to fire class on new oil burner codes and inspections
- Held a diversity training along with the police department
- Opened a bid for new fire engine, replacing a 28 yr old vehicle which costs \$219,548.00
- Secured bids for new garage doors at Station 1
- Policy change on inspections-had 2 fire fighters going out with the ambulance, now keeping 1 at the station, sending out one in a town car. Saves approximately \$3,000-\$4,000 a year on fuel
- Hired an EMT on call staff (4 total on call EMT staff)
- Resignation of a FT Fire/EMT, replace with an on call
- 32 on call fire fighters, 6 are EMT's
- 4 Full Time fire fighters/EMT
- Training all new on call fire fighters
- Air Conditioning has been put on the back burner as consults on the A/C claim that the heating unit needs to be repaired as well.
- The state of the Department: Moral is great, changes have significantly helped. The department is in good shape, guys are happy and working to keep everyone happy.
- Interim Chief Trufant's hours vary, currently under budget by approximately \$53,000. A better look at budget should take place after six months as on call get paid twice a year and only recently arrived to full compliment of employees.

Selectman Espinosa would like to see monthly budgeted estimate of expenditures for fire.

Selectman Crowley would like to see the EMT budget totals for the next meeting.

Authorization of Chairman to Execute Contract with Greenwood Emergency Vehicles, Inc. for Fire Truck

Selectman Dunne moved that the Board authorize the Chairman to execute a contract with Greenwood Emergency Vehicles, Inc. of North Attleboro, for an E-ONE International 4 door pumper; Selectman Espinosa seconded; no discussion; all ayes 5-0.

Capital Budget Presentation-CIPC Members-Jim Pallidino, Tom Anderson, Jim Gillingham

This is a preliminary presentation and as agreed last year will only consider projects for which we have borrowing capacity.

Melanie Phillips, Treasurer/Collector advised borrowing capacity in FY2010 is difficult to give a firm number on at this point because everything is in flux. Selectman Espinosa

advised that it is important to recognize what the needs are for the residents of the town. All needs should be presented, not just those that fit the amount of borrowing capacity.

Energy Management Systems and Thermostats are possibly being funded by the school. At this point the proposal leaves those expenses in, so that if the school funding does not come through the CIPC proposal will fund them.

FY 2009 adjustments are items that did not happen. As a result \$84,000 will come back to the town at the next town meeting. This proposal does not include replacement of the water tank on Highland Street.

There is approximately \$5,000,000 in projects that the school is considering applying for grants to cover. The grant process is confusing and time consuming. The school is currently focusing on the energy system contract, which has dominated a lot of time.

CIPC is recommending 13 projects, which have been identified as the most critical by department heads and help to eliminate risks, these projects total \$370,000. See presentation attached.

The Selectmen suggested a column be added which shows reduction in operating costs or return on the investment.

The CIPC's report will be published on the Town's web-site.

The Selectmen commended CIPC on a great job, terrific, congratulations and very enlightening.

Sewer Project Update-Project Manager Dave Aimola

Dave advised the Board that the project is not on time due to unforeseen ledge on Waterview Drive, but on budget. There will be a newsletter posted on the town web-site each week, which will update residents on the progress and he has requested a town email address for residents who have questions.

Tree clearing has been completed on the easements and will be bringing in a crew when it's dry to start paving behind the work areas.

Next on the schedule is to complete the installation on Waterview, remove stumps and grading of the easements. They would like to be off the streets by 12/24 and move into the easement areas, weather permitting.

There was a consensus to keep going beyond 12/24, weather permitting. If not off of the street before snow fall, the sewer installation contractor is responsible for plowing his work area.

There is an additional cost that has arisen for staking out of the easements for surveying the drainage had to relocate the drainage and this may exceed the line item.

Issues: NSTAR routing for service line to the pump. Don't want to do aerial, would like to do buried from Trotter Drive in. This has to be negotiated.

The Selectmen commended Dave on a job well done. Additions to the project update will be end of January or February.

Route 109 Project Update-Dave D'Amico, DPS Director, Chan Rogers, Planning Board

This group continues to work with the State for possible funding of the Route 109 project. A meeting has been arranged with Congressman McGovern for tomorrow (12/16) at 2:30pm to discuss funding.

The group is currently working on compiling information on hot spots, accident areas, problem areas, and project review to submit to MA Highway. Mr. D'Amico has spoken to four consulting firms who have done work locally and who are interested in the project review work, but would need to go to bid for future work.

Ch. 90 money is available to pay the consultant but would have to propose to MA Highway to use the Ch. 90 money for this purpose; Mr. D'Amico doesn't think the proposal will be a problem.

There is a review meeting in March which is when MA Highway will decide for MPO to decide the best projects. Mr. D'Amico recommends the Town hire a consultant for preparation of traffic counts which should be done early in January, with a report prepared by the end of January, beginning of February. Dave Kailai has taken the in house accident statistics and has compiled that data, the consultant will take fresh traffic counts to present.

\$17,000 out of Ch. 90 money would pay the consultant now and the balance would need to be located and this happen only after Town Counsel clarified. This process would also need to go through 30B with a 3 quote process and it needs to move quickly.

Selectman Dunne moved that the Board approve to expend monies for consulting work on the Route 109 project, not to exceed \$17,500.00 out of Ch. 90 money; Selectman Espinosa seconded; no discussion; all ayes 5-0.

Chairman Trindade explained the meeting with Congressman McGovern has been posted for Tuesday 12/16 and 2:30 and some of the Selectmen are planning to attend.

Designation of Trench Officers

Chairman Trindade moved that the Board designate The Building Inspector, DPS Director and Fire Chief as Trench Officers; Selectman Foresto seconded; no discussion; all ayes 5-0. This is a state funded process and the state is ironing out the procedures, thus will wait on a fee decision.

Review of Budget Policy Statement

The Board of Selectmen's FY10 Budget Policy Statement is being revisited in light of recent developments. The initial statement requested departments put forward level funded (everything the exact same as last year), level service and needs based budgets after the All Boards meeting on December 1. Since then possible budget cuts have been announced by the Speaker of the House. Communities were told to expect 5-10% cuts in local aide. The Town would probably have no real indication of what to expect until the Governor's Budget is released at the end of January.

As of today, the Town has \$1.7 million in free cash (more money in excise tax than anticipated, the bulk came from projects that were not started). Selectman Dunne and Chairman Trindade agreed that free cash should not be spent until we know what the budget looks like. Generally free cash is not used for operating but due to extenuating circumstances, it may be used that way.

Selectman Crowley believes free cash should be spent wisely for FY 2010 and 2011 and should keep a reserve of free cash for 2011.

Selectman Foresto thinks the subject is off track, as this process should be a realistic view of what we see happening.

The discussion continued with the Selectman discussing the merits of developing level funded and level service budgets. Many scenarios were reviewed, comparing time tables with different budget options.

Selectman Dunne moved that the Board extend beyond 10pm; Selectman Foresto seconded; no discussion; all ayes 5-0.

It was suggested that the budget policy statement be revised at bullet #1 to be clearer. The proposal was to request a level funded and a needs budget. It was suggested that the statement be direct about what is expected.

Town Counsel will attend a FinCom Meeting to clarify that only the Selectman's budget will be presented at Town Meeting.

Selectman Espinosa said he would like to see both a level service and a level funded budget. Administrator Kennedy said she likes a level service budget prepared to serve as a barometer of what is needed to take care of the town. Selectman Crowley requested level service and level funded budgets.

Selectman Espinosa moved that the Board amend the Policy Statement to read "provide level service and level funded and are more than welcome to complete a needs based budget over and above what has been requested"; Selectman Dunne seconded; no discussion; 4-1. Chairman Trindade opposed.

Approval of 2009 License Renewals-Allison Potter-Assistant Town Administrator

Ms. Potter advised the Board that most have followed the procedures with only a few common victuallers who have not. Dunkin Donuts have not complied with license renewals to date. All steps have been followed to complete this annual process.

Chairman Trindade moved that the Board approve all common victualler licenses with the exception of the 6 who have not completed the appropriate process and will be un licensed after 12/31/08; Selectman Dunne seconded; no discussion; all ayes 5-0.

Chairman Trindade moved that the Board approve all alcohol license renewals presented by the Town Administrator's office; Selectman Espinosa seconded; no discussion; all ayes 5-0.

Chairman Trindade moved that the Board approve Medway Lotus live entertainment license renewal, as presented by the Town Administrator's Office; Selectman Crowley seconded; no discussion; all ayes 5-0.

Chairman Trindade moved that the Board approve Medway Lotus and Medway VFW amusement license renewal, as presented by the Town Administrator's Office; Selectman Dunne seconded; no discussion; all ayes 5-0.

Chairman Trindade moved that the Board approve Mickey Cassidy and Medway Lotus Billiard's license renewal, as presented by the Town Administrator's Office; Selectman Foresto seconded; no discussion; all ayes 5-0.

Chairman Trindade moved that the Board approve Auto Class II license renewals, as presented by the Town Administrator's Office; Selectman Dunne seconded; no discussion; all ayes 5-0.

Chairman Trindade moved that the Board approve Auto Class III license renewals, as presented by the Town Administrator's Office; Selectman Espinosa seconded; no discussion; all ayes 5-0.

Chairman Trindade moved that the Board approve an Auctioneer license renewal, as presented by the Town Administrator's Office; Selectman Crowley seconded; no discussion; all ayes 5-0.

Approval of Regular Session and Executive Session Minutes-held for next meeting

Approval of Warrants Warrant #24 dated December 18, 2008. Town Bills \$1,886,126.30, Gross Payroll Town \$132,212.28, Total \$2,018,338.58.

Selectman Foresto moved that the Board approved the Warrants as read; Seconded by Selectman Espinosa; no discussion; all ayes 5-0.

Town Administrator's Report

Administrator Kennedy would like to hold a workshop sometime between 1/5/09 and 1/20/09 for the purpose of reviewed the audited financial statements and a Charles River Pollution personnel discussion as they have a \$19 Million proposed capital improvement plan.

RFP for Water Management Plan came in, would like to award at the 1/5/09 meeting and have the evaluation meeting 12/22. Selectmen Espinosa and Dunne can attend.

Selectmen's Report

Trindade- Nothing to report

Crowley- Nothing to report

Espinosa- Nothing to report

Foresto- IT, MUNIS update. By mistake the town purchased permitting software but not license software. FIOS connection problems being worked on.

Dunne-RFP for Winthrop Street special appraisal done, lease for farmland.

Cost of lease, if value is under \$25,000 don't need RFP

ADA discussion, gave reasoning why, discussion on Open Meeting Law,

Medway had other options and should have invited the gentlemen to attend an open meeting to discuss.

10:50pm Selectman Crowley moved that the regular session meeting be adjourned; Selectman Foresto seconded; no discussion; all ayes 5-0.

Respectfully submitted,

Wendy Harrington

Executive Assistant

*Approved 4-6-09