

MINUTES OF THE SELECTMEN'S MEETING
JANUARY 17, 2006

Present: Selectmen Kent Scott, James Galligan, Joseph Dziczek, and Raphaela Rozanski, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Glenn Trindade arrived late (7:21 p.m.)

7:04 p.m. – Chairman Scott 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 Rozanski moved that the Board approve and sign warrant number twenty-nine (29) for fiscal year '06 as read by Chairman Scott in the total amount of \$810,971.60; Selectman Galligan seconded; all ayes 4-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy, stated that the Accounting Consulting has finished with the Town Accountant side of the data reconstructed needed to commence the audit. Administrator Kennedy reported that there is a problem with the Treasurer/Collector cash reconciliations as a result from staff not being properly trained but will be addressed soon. Administrator Kennedy further stated that Marge has had to reconstruct over five (5) years of data due to the conversion exercise that should have been performed well over a year and one half ago. Administrator Kennedy reported that the problem with the receivables continues also as a result of the conversion not being dealt with properly from inception. Administrator Kennedy stated that the current staff also was not properly trained and that similar problems exist with tax title and tax receivables as well as excise tax. Administrator Kennedy is hopeful that proper training of current staff will commence and get the Treasurer Collector Office back up to speed and open more hours to the public within the next few months.
- Administrator Kennedy stated that she has reviewed some projected 2006 financial data and presently does not want to quote specific financials until 2005 has been completely settled and 2006 is brought up to date and settled. Selectman Dziczek commented that the Town has experienced similar issues in past years and inquired if the errors have been corrected or if the errors have continued into 2006. Administrator Kennedy stated that she is not one hundred percent confident that 2006 is error free as staff has never been properly trained and that the consultants now know what needs to be reviewed. Administrator Kennedy stated that training of staff is expected shortly and she will be able to present more accurate financial data to the Selectmen within the next few weeks. Administrator Kennedy stated that there will be significant issues to deal with for 2006.
- Administrator Kennedy reported that she has been working with Director D'Amico on the snow removal policy and they will be ready to present the police proposal to the Selectmen within the next few weeks. Administrator Kennedy stated that the Director may create a power point presentation for the Town website.

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Board Business:

- Selectman Rozanski moved that the Board approve the overspending of the Snow and Ice Budget; seconded by Selectman Dziczek; all aye 5-0-0 (voted).
- Selectman Rozanski moved that the Board approve the Emergency Transfer request of nine thousand dollars (\$9,000.00) for consulting services as submitted by Administrator Kennedy; seconded by Selectman Trindade. all ayes 5-0-0 (voted).
- Selectman Rozanski moved that the Board approve the appointment of Charles Myers to the Cable Advisory Committee until the completion of tasks has been occurred; seconded by Selectman Trindade; all ayes 5-0-0 (voted).
- Chairman Scott commented that he read the newspaper article relative to cable negotiations to commence and encourage individuals interested in volunteering services to the committee to contact Selectman Rozanski or the Board of Selectmen's office.

Reports of the Selectmen

- Selectman Rozanski thanked the Town Administrator and Administrative Services Assistant for their assistance with researching information and reproduction of documents relative to the upcoming cable negotiations. Selectman Rozanski announced that she has a copy of the Bluestone report to share with members of the Board and other interested parties. Selectman Rozanski stated that anyone wishing a copy of the report to contact her. Chairman Scott also urged interested parties and board members to access the MMA website for reports as well.
- Selectman Galligan reported that the Audit Committee rescheduled their meeting for next week.
- Selectman Trindade stated that the IDC has begun a marketing campaign via regular mail and e-mail relative to the sewer extension project and will update the Board as warranted. Selectman Trindade also stated that he has met with the Assessors regarding uploading the assessor data on the town website and that the Board of Assessors will be presenting a proposal to the Selectmen shortly. Selectman Trindade highly supports this idea as it will relieve the Treasurer Collector and Assessors staff of many inquiries. Selectman Trindade also stated that he has some volunteers to assist with the Town website upgrade. In closing, Selectman Trindade stated that he has very deep concerns relative to the treatment of Town Hall staff and would like the Board to address the matter.

The Board entered into a discussion regarding the matter and commented as follows:

- Selectman Dziczek supports addressing the abusive, unprofessional behavior of individuals publicly.

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- Administrator Kennedy fears that such behavior will become worse as taxpayers begin to experience the increase to taxes and decrease of services.
- Selectman Rozanski commented that the Selectmen are making an appeal for civility and that Town officials need to educate the residents regarding the town's financial status and how services will and can be impacted by such.
- Chairman Scott commented that he has been made aware of such vitriolic behavior and he is very concerned. Chairman took the opportunity to thank the many residents who show their appreciation and kindness to staff. Chairman Scott urged residents to contact the Board directly during the public comment portion of their meetings and to please not abuse the staff, as current staff is not at fault for the present financial crisis. He stated that the Board should consider a series of public forums to inform the residents of updated financial status as it becomes available.

The Board continued with the Selectmen's reports as follows:

- Selectman Dziczek reported that he visited the Evergreen Cemetery and noted that the large pine tree that fell as a result of the microburst was cleared away and wanted to publicly thank those who were responsible for the clean up.

Report of the Chairman.

- Chairman Scott announced that the Community Preservation Committee will be ready to present an update to the Selectmen shortly and instructed the Administrative Services Assistant to schedule an appointment on the agenda when the request is made.
- .Chairman Scott urged the Board to review receipt of correspondence from Senator Spilka and thanked Representatives Vallee and Loscocco for their continued advocacy on behalf of Medway.

8:25 p.m. There being no further business to discuss, Selectman Galligan moved that the meeting be adjourned; Selectman Rozanski seconded; All ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE SELECTMEN'S MEETING

January 30, 2006

Present: Selectmen Kent Scott, James Galligan, Glenn Trindade, Joseph Dziczek, and Raphaela Rozanski, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

7:04 p.m. – Chairman Scott 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 Trindade moved that the Board approve and sign warrant number thirty-one (31) for fiscal year '06 as read in the total amount of \$1,459,416.63; Selectman Rozanski seconded; All ayes 5-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy voiced her condolences to the Sanford Family for the passing of Marjorie Sanford's mother in law.
- Administrator Kennedy stated that she and the DPS Director have been working on the snow removal policy and procedures with hopes of placing the matter for discussion at an upcoming Selectmen's workshop.
- Administrator Kennedy stated that Tax Time is approaching which happens to be a very busy time for the Treasurer/Collector's office and would appreciate residents double checking home records prior to requesting information from the Treasurer Collector to help ease the workload for the staff. Administrator Kennedy also stated that she hopes to be able to have such data loaded on the website soon.

Reports of the Selectmen

- Selectman Galligan reported that the Audit Committee is schedule to meet on Wednesday February 1, 2006 to discuss the preliminary closeout of the Audit projected for mid to late February. The next scheduled Audit Committee is scheduled for March 1, 2006.
- Selectman Rozanski reported that three more individuals have expressed an interest in serving on the Cable Advisory Committee. Selectman Rozanski moved that the Selectmen move to appoint Andy Rodenhiser, Alfred Loran and Cranston Rogers to the Cable Advisory Committee; seconded by Selectman Dziczek; all aye 5-0-0 (voted).
- Selectman Dziczek and Trindade did not have reports this week.

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Report of the Chairman

- Chairman Scott reported that residents have questioned him regarding setting the tax rate and status of the Town's financial condition. Chairman Scott stated that the Board and other town officials will be conducting a series of open forums to report and allow public participation as reportable information becomes available. Chairman Scott thanked the residents for their continued support and patience and reminded all that it will take time to get the financial data in order and to please understand that the financial offices have suffered a decrease in staff. Chairman Scott stated that the Town Administrator and all staff are working diligently to get these matters in order.

Authorization of RAN Notes

- Administrator Kennedy stated that Acting Treasurer Masnik will be submitting RAN (Revenue Anticipation Notes) totaling \$3,500,000 for Selectmen review and approval. Administrator Kennedy noted that the RAN's notes are dated February 7, 2006 and will mature on May 18, 2006 with a net interest cost of 3.49 percent. The Revenue Anticipation Notes will cost the Town \$33,000 of interest. Administrator Kennedy stated that the Town's fiscal advisor, Lisa Dickinson of UniBank has done an outstanding job assisting the Town.
- Selectman Clerk Trindade moved that the Board vote to approve the borrowing of \$3,500,000 in Revenue Anticipation Notes of the Town of Medway to be dated February 7, 2006 and maturing on May 18, 2006 to TD Banknorth at a net interest cost of 3.49 percent; seconded by Selectman Galligan; all ayes 5-0-0 (voted).

Consideration of Approval of Assessors Software Licensing

- Pace Willisson, Member of the Board of Assessors came forward to explain the Assessor's proposal for software licensing and web hosting agreement. Assessor Willisson stated that the Town Administrator had spearheaded getting assessment data loaded on the Town website and after completing all the necessary due diligence associated with such, the Assessors have agreed to cover the yearly cost of \$1,800 associated with the web service purchase. The service is currently used by several other Massachusetts town and can be installed within a few weeks after the order is placed and will benefit the Treasurer/Collector's office as well.
- Selectman Rozanski thanked Administrator Kennedy and the Assessors for their efforts and support getting the assessment data loaded on the website and available to the public.
- Selectman Dziczek inquired about the amount of time office personnel spend trying to answer public inquiries. Assessor Willisson stated that approximately ten calls on a given day from realtors and appraisers are received which can last as long as thirty minutes as well as the many real estate agents and appraisers who also stop in the offices for information.

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- There being no other discussion or questions regarding the Assessors proposal, Selectman Rozanski moved that the Board approve the Software Licensing and Web Hosting Agreement submitted by the Board of Assessors; Selectman Dziczek seconded; all ayes 5-0-0 (voted) .

Website Discussion:

- Town Administrator Kennedy stated that the Website Committee has been meeting to discuss updating the Town website. Eric Willisson and Lauren Rafal have offered their assistance and volunteered some time to assist with bringing a new look to the website. Administrator Kennedy stated that the student volunteers have written a new program that may be ready to run by the end of February and would like the Board's approval to move forward with the project.
- Chairman Scott thanked both volunteers for assisting with updating the town website.
- Selectman Rozanski voiced her appreciation of the work being done by the volunteers and feels that the students should perhaps come on board as interns and should have established specific agreed terms of responsibility.
- Eric Willisson stated that he would like to meet with the individual department heads to get data and ideas for their respective departmental website. He would also like the names of contact people at Town Hall.
- Administrator Kennedy stated that she will need to get a group of Town Hall staff as well as a staff member from the Police Department to discuss ideas for the website improvement. After completing that task she would then like to work with the Department Heads and the two webmaster volunteers to begin with the website changes.
- Selectman Trindade stated that he would like to stay involved with this project and assist with any of the tasks as warranted.
- Director of Public Services, Mr. Damico stated that he would like to begin with updates to the homepage and links to various department sites.
- Lauren Rafal stated that she has been investigating links and colors for potential choices to update which will add a new look to the existing website.
- Selectman Galligan suggested that the webmaster volunteers track a "wish list" of some equipment which may be needed in order to accomplish this task.
- There being no further discussion, it was agreed by the Board that the website committee and two webmaster volunteers move forward with the website project.

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Community Preservation Committee—Update of 2B Oak Street

- Members of the Community Preservation Committee (CPC) were present to give an update on the 2B Oak Street property. Chairman Mark Cerel introduced members Dave Kaeli, Rob Pomponio, Matt Hayes, Bob Dubovsky and Secretary, Shirley Bliss. Chairman Cerel stated that since the last meeting with the Selectmen, the CPC have been discussing potential ideas regarding the Town's next phase relative to 2B Oak Street. Chairman Cerel stated that the CPC supports the property being subdivided into open space and restoration of the existing buildings (house and barn). The Chairman also indicated that the Town should investigate addressing insurance, maintenance and security of the premises.
- Mr. Dubovsky stated that he would also support the Town creating an affordable housing unit on the property. Chairman Cerel stated that the CPC would like to pursue affordable housing property, however, the committee feels that 2B Oak Street is not the property for an affordable housing project.
- Selectman Trindade indicated his support of the CPC's recommendations stated by Chairman Cerel.
- Selectman Rozanski noted that historical restoration may require specific rules and regulations that should be further investigated before making a commitment of going forward with definite plans.
- Selectman Dziczek voiced concerns regarding the cost of restoration versus selling the property to a party with the condition that they restore the property. Chairman Cerel indicated that action would require an RFP (request for proposal) process which may not fully recover the initial cost of the property purchase by the Town.
- Selectman Galligan noted that he would appreciate seeing a cost benefit estimate for repairs and the potential settlement of the pending legal action. Selectman Galligan also noted that perhaps some of the basic restorative work could be completed by vocational school students.
- Chairman Scott stated that he would like the CPC to submit their ideas in writing to the Board of Selectmen for future consideration.
- Chairman Cerel stated that the CPC would also sponsor a warrant article for the Annual Town Meeting if warranted and would also compile a list of recommendations for use of the 2B Oak Street property for further review of the Selectmen.

8:50 p.m. There being no further regular business to discuss, Selectman Rozanski moved that the regular meeting be adjourned and the Selectmen enter into Executive Session for reason number three "To Discuss strategy with respect to collective bargaining or litigation" not to return to public session; Selectman Trindade seconded; Roll call vote: Rozanski—aye; Dziczek—aye; Galligan—aye; Trindade—aye; Scott—aye All ayes 5-0-0 (voted).

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Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

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FEBRUARY 13, 2006

Present: Selectmen Kent Scott, James Galligan, Glenn Trindade, Joseph Dziczek, and Raphaela Rozanski, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

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

Public Comments:

- Mrs. Phyllis Petnov of 5 Center Street came forward and asked when the tax bills will reflect payments towards building of the new high school. Mrs. Petnov stated that too much of the Town's budget is spent on the school and not enough is given towards the municipal budget.
- Administrator Kennedy indicated that she will forward the specific information relative to tax bills and how tax money is allocated towards respective town services. Administrator Kennedy indicated that she is currently investigating charging back shared town services.

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant number thirty-three (33) for fiscal year '06 as read in the total amount of \$690,590.67; Selectman Rozanski seconded; All ayes 5-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy, commented that a recent newspaper article indicated that the town is facing a 1.8 million dollar budget deficit. Administrator Kennedy indicated that the reported figure will change due to recent snow storm that occurred on February 12th.
- Administrator Kennedy stated that she and staff are working diligently to prepare a three year budget forecast. Administrator Kennedy indicated that the task has been difficult for some staff but feels that the task will be completed by the February 27 State of the Town Meeting.

Reports of the Selectmen:

- Selectmen Rozanski, Dziczek, Galligan and Trindade did not have reports this week.

Report of the Chairman:

- Chairman Scott announced that the State of the Town Address will be held on Monday, February 27 at 7:00 in the high school auditorium. Guest speakers and presentors include Representatives Vallee and Loscocco, Senator Spilka, the Town Fiscal Advisor—Lisa Dickinson, DOR Director of Accounts—James Johnson;

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Town Administrator Kennedy and Chairman Scott. The Chairman indicated that the State of the Town Address will address the status of the Town's financial situation as well as potential remedies town officials will present for voter approval. Chairman Scott stated that similar forums will continue from present up until the annual town meeting in an effort to present updated financial data and to keep residents up to date as information is finalized. The Chairman indicated that a special town meeting will probably be scheduled in March followed by a special town election, the annual town election and the annual town meeting. Chairman Scott indicated that financial presentations and handouts presented at the State of the Town and public forums will be made available for public review on the Town website.

- Selectman Rozanski inquired when the Selectmen will select and vote a date to hold the Special Town Meeting. The Board entered into a brief discussion regarding the potential special town meeting date. Administrator Kennedy recommended that the Board consider holding the Special Town Meeting on March 20th. Selectman Rozanski moved that the Special Town Meeting be scheduled for March 20, 2006 at 7:00 p.m. in the High School Auditorium; Selectman Dziczek seconded; All aye 5-0-0 (voted).

Board of Assessors—Tax Classification Public Hearing:

- Selectman Trindade read the Public Hearing Notice.
- Assessor Willisson and Administrative Assessor/Appraiser Hall came forward to explain and answer questions. Assessor Willisson and Administrative Assessor Hall referred the Board to the Classification Hearing packet. Assessor Willisson explained that the Town has four tax classification categories (residential, commercial, industrial and personal property) and referred to the breakdown located on page 2 of the Classification Hearing handout. Assessor Willisson provided an overview of the Tax Classification handout and indicated that Medway has historically maintained a single tax rate. The Board and Assessors entered into a brief discussion.
- Selectman Galligan moved that the Town maintain the single tax rate as recommended by the Board of Assessors; seconded by Selectman Trindade; all aye 5-0-0 (voted). Selectman Rozanski moved to close the Public Hearing; seconded by Selectman Trindade; all aye 5-0-0 (voted).

Board of Health, update on recycling center:

- Board of Health members, Michael Heavy and Raymond Lennon; and Health Agent, William Fisher were present to provide the Selectmen with an update on the recycling center. The Board of Health anticipates installing compactors in the Spring which will increase the operating hours of the recycling center. The Board of Health members are also anticipating some savings by keeping the recycling items separated in order to sell off; however, this practice would require utilization

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of extra bins. The Board of Health members indicated that the center will accept plastic items numbered one to seven (1-7) and residents will be notified what to do.

- Selectman Rozanski inquired if the residents will be receiving another recycling bin. Mr. Heavy indicated that the extra bins will not be distributed to residents at the present time, but suggests that residents can purchase a receptacle and label it accordingly.
- Administrator Kennedy inquired if the Board of Health performed the necessary due diligence relative to the cost of the compacting stations. Mr. Heavy indicated that the Board of Health has budgeted for the additional costs associated with the stations; however, projections are not known at present and the Board of Health is also anticipating state grants.
- Selectman Galligan inquired if the compactors would be leased and if a service agreement is included in the price. Mr. Heavy indicated that the compacting units will be leased and service agreements are included in the quoted price. Mr. Heavy indicated that the Board of Health will be required to submit agreements for the Selectmen's approval at a later date.
- The Chairman thanked the Board of Health for the update.

Discussion of Railroad right-of-way property on Broad Street:

- Administrator Kennedy indicated that the Town received an inquiry regarding the railroad right of way located in the Winter and Broad Street area and that she requested assistance from Administrative Assessor Hall relative to the matter. Assessor Hall came forward and explained that he spoke with Town Counsel who indicated that the property was in fact owned by the Town and the Assessor would need to determine a fair price for the property in question. Assessor Hall indicated that the property is located in two zones; CIII (1.2 AC) and ARII (.283 AC). Assessor Hall estimated that the combined parcels are valued at approximately one hundred seventy thousand (\$170,000.00) dollars based on current land price schedules.
- The Board entered into a brief discussion regarding various uses of the property and the due diligence that would be required if the Town chose to entertain selling the property. The Board agreed to hold the matter for future discussion.

Consideration of Approval of Medway/Millis Animal Control Contract:

- Administrator Kennedy stated that the agreement and sharing of costs and services relative to Animal Control has been beneficial to the Town thus far. Administrator Kennedy suggested that the Board may want to entertain the addition of a clause "subject to the availability of funds".
- Selectman Rozanski voiced her support of the Administrator's position that sharing this particular service has been beneficial and supports the agreement.

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- It was agreed by the Board that the execution of the contract be placed on hold in order to add the language/clause recommended by the Town Administrator. The Chairman instructed the Administrative Services Assistant to place the matter on the agenda when the contract is finalized and ready for Board authorization.

Consideration of Approval of a one-day beer and wine license requested by the Marian Community Center:

- Selectman Rozanski moved to approve a one day beer and wine license requested by the Marian Community Center for Saturday, February 18 from 12:00 noon to 5:00 p.m.; Selectman Dziczek seconded; All ayes 5-0-0 (voted).

Other Business:

- Selectman Dziczek announced that the Annual Medway Pride Day is scheduled to take place on May 20 in the Middle School football field and in case of rain, the event will be held in the Middle School gym. Anyone wishing to reserve a booth should contact Jodi Karit at 508-533-2680- or 523-5890. If anyone has questions regarding Medway Pride Day they should contact Wendy Rowe at 508-533-4628.
- Chairman Scott reminded all attendees and audience listening from home that the next Selectmen's meeting is scheduled for Tuesday, February 21 due to the Presidents' Day Holiday.
- Chairman Scott also announced that he will be conducting interviews with key Town department personnel which will begin to air on the Town Cable Station over the next few months.

9:20 p.m. There being no further business to discuss, Selectman Rozanski moved that the meeting be adjourned; Selectman Dziczek seconded; All ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE SELECTMEN'S MEETING

February 21, 2006

Present: Selectmen Kent Scott, Glenn Trindade, Joseph Dziczek, and Raphaela Rozanski, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman James Galligan was not present.

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

Public Comments:

- Andy Rodenhiser, Planning Board member came forward and stated that the Planning Board has been reviewing the Town's Master Plan as well as properties (referred to as "bottle cap properties) located near the industrial park in West Medway and would like permission to discuss questions regarding development of such with Town Counsel. Mr. Rodenhiser also submitted maps of the properties and e-mail correspondence regarding the matter for the Board to review. Chairman Scott stated that a list of questions and documents submitted for review should be prepared, copied and submitted to the Town Administrator office for coordination with Town Counsel. Selectman Rozanski moved to allow Andy Rodenhiser to obtain Town Counsel's guidance and opinion regarding the properties; seconded by Selectman Trindade; ayes 4-0-0 (voted)

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant number thirty-four (34) for fiscal year '06 as read in the total amount of \$748,685.05; Selectman Dziczek seconded; Ayes 4-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy stated that the Town Accountant informed her that the school vendor payments will go on-line very soon.
- Administrator Kennedy announced that this past weekend was the first weekend that the on-line tax payment option was rolled out. It was discovered that there was an install problem on the bank's side and the problem was corrected. Administrator Kennedy reported that the Town and Bank tested the system several times prior to the rollout without a glitch and apologized for any inconveniences.
- Administrator Kennedy reported that she and Chairman Scott have meet with all three town union stewards to inform them of the town's financial condition. Administrator Kennedy stated that she has prepared a memorandum explaining same to all employees that will be attached to this week's payroll check. Administrator Kennedy also stated that she will be scheduling a few employee informational meetings in the upcoming weeks.
- Administrator Kennedy reported that she and staff are diligently preparing three-year budget projections as a result of her discussion with the DOR Director. She anticipates that the budgets will be completed in a few days. Administrator

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Kennedy stated that she will then begin working on the Special Town Meeting and will be meeting with the Town's DOR representative to discuss same. Chairman Scott praised Administrator Kennedy for meeting with Department Heads and staff in order to create and forecast a three year budget. Selectman Dziczek voiced his opinion that Administrator Kennedy is certainly taking the right course with preparing good numbers for town representatives and residents to view. Selectmen Rozanski and Trindade also voiced their support and noted the obvious hard work of Administrator Kennedy and all staff.

Reports of the Selectmen:

- Selectman Trindade encouraged Town residents to attend the upcoming scheduled town meetings and to continue to check the town website and cable channel for information as warranted. Selectman Trindade also volunteered his services with loading information on the Town's website should staff need his assistance.
- Selectman Dziczek did not have a report this week.
- Selectman Rozanski commented the Cable Advisory Committee has not held any meetings yet as they would like to meet with the Selectmen to discuss strategies before commencing.

Report of the Chairman:

- Chairman Scott indicated that he prepared a series of charts and handouts for possible review and distribution at the upcoming State of the Town Address and announced that Senator Spilka; Representatives Valle and Loscocco; Jim Johnson, Director of Accounts from DOR and Lisa Dickinson, the town's financial advisor have all committed to attend and speak at the State of the Town Address scheduled for Monday, February 27 at 7:00 in the High School auditorium.
- Chairman Scott also announced that the Medway Business Counsel has invited the Town Administrator and Board of Selectmen to attend their next meeting scheduled on Thursday, March 16th.

Medway Pride Day Committee Appointment:

- Selectman Trindade moved that the Board approve the appointment of Jodi Karit to the Medway Pride Day Committee; seconded by Selectman Rozanski; all ayes 4-0-0 (voted).

8:10 p.m. There being no further business to discuss, Selectman Rozanski moved that the meeting be adjourned; Selectman Trindade seconded; All ayes 4-0-0 (voted).

Respectfully submitted,

Celeste Hanson

Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE SELECTMEN'S MEETING

February 27, 2006

Present: Selectmen Kent Scott, James Galligan, Glenn Trindade, Joseph Dziczek, and Raphaela Rozanski, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

6:04 p.m. – Chairman Scott called the meeting to order in Room 111-1A at the Medway High School. All stood for the Pledge of Allegiance.

Public Comments: None

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant number thirty-five(35) for fiscal year '06 as read in the total amount of \$1,204,302.65; Selectman Galligan seconded; All ayes 5-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy stated that she and staff are still working and reviewing budgets and will prepare budget packets for the Finance Committee and Board of Selectmen as soon as the budgets are finalized.
- Administrator Kennedy announced that she anticipates a twelve percent increase to the health insurance costs and is currently working with consultant, Tina Wright to develop an RFP to get other health insurance quotes to review.

Reports of the Selectmen:

- Selectman Galligan and Trindade did not have reports.
- Selectman Dziczek suggested that comments and presentations for this evenings State of the Town address be kept as simple as possible.
- Selectman Rozanski commented that the Town Administrator works very hard and further appreciated the quick response and data that she provided relative to a constituent's inquiry regarding the tax impact on residents resulting from building the new school.

Report of the Chairman:

- Chairman Scott indicated that he would like to keep the questions from tonight's State of the Town very specific to the data being presented and will refer questions regarding other matters to upcoming meetings and/or other boards or committees.

Other Board Business:

- The board reviewed and entered into a discussion regarding the data being presented during the State of the Town address.

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6:47 p.m. There being no further business to discuss, Selectman Dzikczek moved that the meeting be adjourned; Selectman Galligan seconded; All ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE SELECTMEN'S MEETING

MARCH 6, 2006

Present: Selectmen Kent Scott, James Galligan, Glenn Trindade, Joseph Dziczek, and Raphaela Rozanski, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

6:01 p.m. – Chairman Scott called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Public Comments:

- Mr. Sal LaRiccia came forward as he had questions from the State of the Town address. Specifically, Mr. LaRiccia wanted to know if the proposed deficit financing option would raise town taxes and he also had a question relative to some of the slides that were presented by the Town Fiscal Advisor. Administrator Kennedy stated that deficit financing would result in taxes being raised. Administrator Kennedy also stated that there had been an error on one of the slides presented at the State of the Town Address and at present, the slide was corrected.
- At this point of Public comments, Chairman Scott announced that the board would temporarily suspend the public comment portion of the meeting in order to discuss and sign the Special Town Meeting warrant for serving by Constable Trufant prior to 7:00 p.m. deadline.

Approve/Authorization of Special Town Meeting Warrant:

- Administrator Kennedy stated that there was a slight revision to the Special Town Meeting Warrant that was included in the Selectmen's meeting packets. Administrator Kennedy explained that Article 1 of the original warrant was eliminated and the remaining warrant articles were renumbered. Administrator Kennedy also highlighted each warrant article and answered questions from the Board. There being no other questions relating to the warrant or articles; Selectmen Galligan moved that the Board move to accept the March 20th Special Town Meeting Warrant as recommended by the Town Administrator; seconded by Selectman Rozanski; all ayes 5-0-0 (voted).

(The Administrative Services Assistant was excused from the Selectmen's meeting for twenty minutes)

- The Administrative Services Assistant returned to the Selectmen's meeting as the Board was concluding a discussion requiring a minor change to the special town meeting warrant and Home Rule Legislation petition as a result of the amendment of the special town meeting warrant as previously explained by Administrator Kennedy. The Board voted to amend warrant article 2 and the legislation changes due to Article 1 being eliminated and remaining articles being renumbered.
- The Board entered into a brief discussion regarding the potential override proposal which was further explained by Administrator Kennedy for the benefit of the residents in attendance and residents watching the meeting from home. Chairman Scott took the opportunity to further emphasize that the Selectmen and other town

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officials will be continuing to discuss up to date financial information as it becomes available during public meetings as well as loading data on the town website. Chairman Scott also indicated that the Board will be discussing possible public forum dates later during the meeting.

Authorization of Bond Anticipation Notes (BANs)

- The Clerk read the following certification: I, the Clerk of the Board of Selectmen of the Town of Medway, Massachusetts, certify that at a meeting of the board held March 6, 2006, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

Voted: to approve the sale of \$19,534,283 Bond Anticipation Notes of the town dated March 17, 2006, payable November 17, 2006, at par and accrued interest plus the premiums indicated as follows: \$14,534,283 with an interest rate of 4.00% and premium rate of \$55,375.62 purchased by Mellon Financial Markets, LLC and \$5,000,000 with an interest rate of 4.25% and premium rate of \$28,033.33 purchased by Eastern Bank. The clerk further certified that the vote was taken at a meeting open to the public, that no vote was taken by secret ballot, that notice stating the place, date and time of the meeting was filed with the Town Clerk and a copy thereof posted in the office of the Town Clerk or on the principal official bulletin board of the town at least 48 hours, including Saturdays but not Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the notes were taken in executive session, and that the official record of the meeting was made available to the public promptly and remains available to the public, all in accordance with G.L. c.39, s.23B as amended.

- Selectman Rozanski moved that the Selectmen approve the vote as read by the Board Clerk; seconded by Selectman Dziczek; All ayes 5-0-0 (voted).

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant number thirty-six (36) for fiscal year '06 as read in the total amount of \$715,239.16; Selectman Rozanski seconded; All ayes 5-0-0 (voted).

Other Board Business:

- Chairman Scott announced that he would like to coordinate a series of open forum meetings similar to the State of the Town Address over the next few months. The Board reviewed the upcoming meeting schedule and entered into a brief discussion. The Chairman directed the administrative staff to schedule the open forums for Monday, March 13 which is a regular Selectmen's meeting and Monday, April 3 and to also inform the Finance Committee and School Committee of the scheduled meetings.

MINUTES OF THE SELECTMEN'S MEETING
MARCH 6, 2006

- There being no other business to discuss the Board reconvened the Public Comment portion of the meeting.
- Mr. Sal LaRiccia continued from the point he left off and stated that Town Officials need to communicate more clearly to residents the effects of deficit financing and receivership as many people have stated they still do not understand the terms. Chairman Scott indicated that those issues would be more clearly defined and explained between now and Town meeting, through public forums, community meetings etc. Mr. LaRiccia also suggested that Town Officials should investigate taking legal action against former town representatives and staff who were responsible for misrepresenting financial data to the boards and residents and consider making department heads accountable for knowingly over spending departmental budgets.
- Mr. Leo O'Roarke of Lovering Street indicated that town employees should contribute thirty percent towards their health insurance premiums. Chairman Scott indicated that the item is currently being recognized and continues to be a matter of discussion by the Town Administrator, Unions and respective Boards. Selectman Galligan stated that town employees have volunteered to allow an increase up to fifteen percent and to also allow an increase to the co-pays. Selectman Galligan further stated that as union contracts become open for negotiations, the health insurance contributions will be addressed but resolving such takes time and is not a task that can be resolved quickly.
- Mr. Richard Dunn, came forward and announced that he is a candidate in the upcoming Selectmen's election. Mr. Dunn stated that he recently attended a Homeland Security Seminar and learned that the Town could be awarded funds through many available state grants and asked if the Town has investigated such. Chairman Scott stated that currently there is not enough staff to perform the tasks necessary to write the grants. Chairman Scott stated that grant writing is something that the Town will be looking into at a later time.

7:20 p.m. There being no further business to discuss, Selectman Rozanski moved that the meeting be adjourned; Selectman Trindade seconded; All ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE SELECTMEN'S MEETING

MARCH 20, 2006

Present: Selectmen Kent Scott, James Galligan, Joseph Dziczek, and Raphaela Rozanski, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Glenn Trindade arrived late (6:20 p.m.)

6:04 p.m. – Chairman Scott called the meeting to order in Room 111-1A at the Medway High School. All stood for the Pledge of Allegiance.

Public Comments: None

Approve and sign warrant:

- Selectman Galligan moved that the Board approve and sign warrant number thirty-eight (38) for fiscal year '06 as read in the total amount of \$753,150.40; Selectman Dziczek seconded; All ayes 5-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy stated that she did not have anything to report this evening.

Reports of the Selectmen:

- Selectmen Galligan and Dziczek did not have reports this week.
- Selectman Rozanski stated that she had citations for retiring members of the police department (Sgt. Robert Rojee and Patrolman Gerry Tracy) for the Board to execute. Also, Selectman Rozanski stated that the Norfolk County Selectmen's Association Spring Meeting will be held on Wednesday, April 5th at Apollo Restaurant in Norwood. Guest speaker at the spring meeting will be Lt. Governor Kerry Healy.

Report of the Chairman:

- Chairman Scott indicated that he prepared a draft letter of recommendations for the School Committee to consider during the upcoming school contract negotiations as discussed at last weeks Selectmen's meeting. Chairman Scott requested that the Selectmen review the draft and e-mail their comments to his attention only and he will coordinate changes to the letter with the Administrative Services Assistant as warranted. Chairman Scott also indicated that the Administrative Services Assistant had included some memorandums regarding the negotiation schedule of several school department union contracts.

Other Board Business:

- The Board entered into a discussion regarding warrant articles and questions that could be presented by town meeting attendees. The Board also reviewed the

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MARCH 20, 2006

motions that were prepared by the Town Administrator for use by the Finance Committee.

- Moderator Cerel indicated that he would begin the town meeting with introductions and would review the procedures of town meeting for all attendees in order to allow for a smooth process.

6:30 p.m. There being no further business to discuss, Selectman Trindade moved that the meeting be adjourned; Selectman Galligan seconded; all ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE SELECTMEN'S MEETING

April 3, 2006

Present: Selectmen Kent Scott, James Galligan, Glenn Trindade and Raphaela Rozanski, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Joseph Dziczek, arrived late (6:40 p.m.)

6:32 p.m. – Chairman Scott called the meeting to order in Room 111-1A at the Medway High School. All stood for the Pledge of Allegiance.

Public Comments: None

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant number forty (40) for fiscal year '06 as read in the total amount of \$743,856.32; Selectman Galligan seconded; All ayes 4-0-0 (voted).

Approval of Minutes:

- Selectman Galligan moved to approve the regular meeting minutes of January 17, 2006; Selectman Trindade seconded; Ayes 4-0-0 (voted).
- Selectman Galligan moved to approve and release the executive session meeting minutes of January 30, 2006; Selectman Trindade seconded; Ayes 4-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy stated that she is in the processing of discussing departmental budgets with the Finance Committee. Administrator Kennedy stated that she has prepared two potential calendars/agendas to present to the Finance Committee for their consideration. Administrator Kennedy recommended that the Selectmen consider closing the annual town meeting warrant soon.
- Administrator Kennedy announced that she would like to have the Director of Public Services attend an upcoming Selectmen's meeting to present and discuss the new Snow and Ice Policy.

Reports of the Selectmen:

- Selectmen Galligan and Trindade did not have reports this week.
- Selectman Rozanski stated that she will attend the upcoming Norfolk County Selectmen's Association Spring Meeting on Wednesday, April 5th at Apollo Restaurant in Norwood and inquired if any other selectmen will be attending. The Administrative Services Assistant indicated that Selectman Trindade and Chairman Scott have confirmed their attendance.

MINUTES OF THE SELECTMEN'S MEETING

April 3, 2006

Report of the Chairman:

- Chairman Scott indicated that he prepared quick answers to some questions that the were e-mailed to the Selectmen's mail box and referred one inquiry relative to the 2B Oak Street property to the Community Preservation Commission and Historical Commission. Chairman Scott indicated that copies of the e-mails should have been included in the meeting packets and that he will provide copies of the answers he prepared for the Selectmen's review.

Other Board Business:

- The Board entered into a discussion regarding the purpose of the Public Forum and the role of the Selectmen. The Chairman indicated that he will act as Moderator of the forum and will direct questions that could be presented by town meeting attendees to appropriate Boards or Committees representatives who may be attending.

6:56 p.m. There being no further business to discuss, Selectman Trindade moved that the meeting be adjourned; Selectman Galligan seconded; all ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE SELECTMEN'S MEETING

April 18, 2006

Present: Selectmen Kent Scott, James Galligan, Glenn Trindade and Raphaela Rozanski, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Joseph Dziczek was absent.

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

Public Comments: None

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant number forty two (42) for fiscal year '06 as read in the total amount of \$756,930.41; Selectman Galligan seconded; All ayes 4-0-0 (voted).

Approval of Minutes:

- Selectman Rozanski moved to approve the meeting minutes of April 3, 2006; Selectman Galligan seconded; Ayes 4-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy stated that as part of the NIMS/Homeland Security Grant (National Incident Management System) that was awarded to the Town in fall all Town officials, including the Board of Selectmen, are required to attend a two—three (2-3) hours training workshop. Selectman Galligan indicated that he had already attended the training as required by his call fighter duties.
- Administrator Kennedy.

Reports of the Selectmen:

- Selectmen Galligan and Trindade did not have reports this week.
- Selectman Rozanski stated that she prepared an Award Certificate to present to retired Police Chief, David Lambirth, who is being honored as Citizen of the Year by the Medway Good Government Association. The banquet will be held on Sunday, April 23. The Town Clerk and Wendy Rowe are selling tickets for anyone who may want to attend the event.

Report of the Chairman:

- Chairman Scott indicated that he prepared quick answers to some questions that the were e-mailed to the Selectmen's mail box and referred one inquiry relative to the 2B Oak Street property to the Community Preservation Commission and Historical Commission. Chairman Scott indicated that copies of the e-mails should have been

MINUTES OF THE SELECTMEN'S MEETING

April 18, 2006

included in the meeting packets and that he will provide copies of the answers he prepared for the Selectmen's review.

Other Board Business:

- The Board entered into a discussion regarding the purpose of the Public Forum and the role of the Selectmen. The Chairman indicated that he will act as Moderator of the forum and will direct questions that could be presented by town meeting attendees to appropriate Boards or Committees representatives who may be attending.

6:56 p.m. There being no further business to discuss, Selectman Trindade moved that the meeting be adjourned; Selectman Galligan seconded; all ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

April 24, 2006

Present: Selectmen Kent Scott, Glenn Trindade, James Galligan, and Raphaela Rozanski, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Dziczek was not present.

7:08 p.m. – Chairman Scott called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Chairman Scott announced that today is the Special Election and that the polls are open until 8:00 p.m.

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant forty-three (43) for fiscal year '06 as read in the total amount of \$881,347.80; Selectman Rozanski seconded; All ayes 4-0-0 (voted).

Public Comments: None

Report of the Town Administrator:

- Administrator Kennedy, stated that the Assessors have reported that the on-line assessor database is not accessible via the Town website and that the Assessors will be available to prepare a brief presentation to the Board at a later date.
- Administrator Kennedy reported announcement notices regarding other on-line tools for taxpayers have been prepared and posted throughout Town Hall and are also on the website which may further assist taxpayers who wish to utilize the services.

Reports of the Selectmen

- Selectman Galligan did not have a report this week.
- Selectman Rozanski reported that the Good Government Banquet honoring former Police Chief David Lambirth was very nice.
- Selectman Trindade reported that he also attended the banquet and agreed that it was a great celebration. Selectman Trindade also thanked the group who cleaned up Choate Park for their efforts and stated that they did a great job.

Other Business:

Town Administrator Goals and Objectives:

- Chairman Scott requested that the Board fill out the Performance Evaluation Matrix and return to him directly as soon as possible. Chairman Scott asked Administrator Kennedy if she had any comments.

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April 24, 2006

- Administrator Kennedy stated that some of the goals/objectives have been impeded due to some of the current extenuating circumstances and that she would be willing to provide the Board with further explanation of those particular goals and objectives.
- Selectman Trindade stated that he understands the Administrator's position/comments and that he does not require an explanation nor does the Administrator need another added task.
- Chairman Scott stated that he understands Selectman Trindade's point of view; however, it is his opinion that the Administrator should make the task a simple update.
- Administrator Kennedy indicated that she would forward a quick update to the Board.

Discussion and approval of town meeting warrant articles:

- Administrator Kennedy indicated that the Board has been provided with a draft warrant which is a work in progress document. The draft warrant contains all the submitted warrant articles for Board review. Administrator Kennedy indicated that the Capital Improvement Articles total \$770,000.00 and explained the financial impact that such articles will have on the Town. Administrator Kennedy also stated that questions have been raised relative to the Council on Aging, Library and Parks revolving fund articles. Administrator Kennedy contacted Kathy Reed (the Town's representative from Department of Revenue) for clarification and is awaiting a return call. Administrator Kennedy noted that Town Counsel has not reviewed the current proposed warrant articles because she preferred the Board review and comment first.
- Selectman Galligan suggested that perhaps a chart could be created for distribution at Town Meeting that would further explain and provide a visual aid for all committees and voters. The Board discussed this idea briefly and moved on to discuss the warrant articles.
- Chairman Scott asked the Planning Board members to come forward and provide clearer explanations on a few of the submitted warrant articles (ARCPUD and Pre-Approval Process). Mrs. Affleck-Childs, Planning Board Assistant came forward and provided an explanation to support the warrants articles in question. The parties entered into a brief discussion regarding the remaining articles submitted by the Planning Board.
- Chairman Scott asked the Water/Sewer Superintendent, Mark Flaherty to come forward and answer some question regarding the Water/Sewer Department proposed warrant articles. Superintendent Flaherty provided the necessary explanations of the warrant articles. Administrator Kennedy indicated that she is proposing alternate Articles relative to the Water Operating and Enterprise

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April 24, 2006

Accounts and will be reviewing such with the Superintendent prior to finalizing the warrant article for Town Counsel review.

- The Board entered into a brief discussion with Health Agent, Bill Fisher and Assessor Pace Willisson relative to their proposed warrant articles.

Report of the Chairman.

- Chairman Scott announced the Selectmen's and Finance Committee upcoming scheduled meetings and also reminded residents that all public meetings and notices are posted with the Town Clerk.

8:25 p.m. There being no further business to discuss, Selectman Trindade moved that the regular session meeting be adjourned; Selectman Rozanski seconded; All ayes 4-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE SELECTMEN'S MEETING

May 1, 2006

Present: Selectmen Kent Scott, James Galligan, Raphaela Rozanski, Joseph Dziczek and Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Glenn Trindade arrived late (7:00 p.m.).

6:00 p.m. – Chairman Scott called the meeting to order in Sanford Hall at the Medway Town Hall. All stood for the Pledge of Allegiance.

Public Comments: None

Approve and sign warrant:

- Selectman Rozanski moved that the Board approve and sign warrant number forty four (44) for fiscal year '06 as read by Chairman Scott in the total amount of \$700,940.60; Selectman Dziczek seconded; all ayes 4-0-0 (voted).

Approval of Minutes:

- Selectman Rozanski moved to approve the regular meeting minutes of February 13, 2006; Selectman Dziczek seconded; all ayes 4-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy indicated that she had loan documents requiring execution by the Board, an interim loan note and certificate, relating to the Community Septic Management Program as previously approved at the meeting of March 27, 2006.
- Administrator Kennedy stated that she met with the Town's fiscal advisor, Lisa Dickinson from UniBank and financial consultant, Ginny Cahill earlier in the afternoon regarding the deficit financing matter and borrowing bonds as approved by the Commonwealth. Administrator Kennedy announced that the Town has officially received authorization from the Commonwealth to pursue deficit financing pursuant to the provisions under Section 8 Chapter 70 of the Acts of 2006. Administrator Kennedy explained that the Commonwealth has approved issuance of securities to the Town in Revenue Anticipation Notes (RANs) up to three million dollars (\$3,000,000.00). Administrator Kennedy also stated due to the Town's financial crisis, it is expected that the current outstanding bond rating of A3 will be lowered by Moody's Investor Services. Administrator Kennedy stated that she supports borrowing two million dollars (\$2,000,000) and not the approved three million dollars (\$3,000,000) under the Qualified Bond Act. Administrator Kennedy explained that the Qualified Bond Act will allow the Town to issue its debt with a rating that will be higher than what is expected to be the Town's stand-alone rating. The lower, qualified bonds rating of Aa3 would be expected by Moody's as a result of the Town's current financial condition. It was further explained that the use of Qualified Bond Act will help to assure potential investors that they will receive payment when the debt matures enabling the Town to benefit from a broader market for its debt issuance.

MINUTES OF THE SELECTMEN'S MEETING

May 1, 2006

- The Board entered into a brief discussion regarding borrowing under the Qualified Bond Act. Selectman Dziczek moved that the Board pursue borrowing two million dollars (\$2,000,000) under the provisions of the Qualified Bond Act as recommended by the Town Administrator and the Town Fiscal Advisor; Selectman Rozanski seconded; all aye 4-0-0 (voted).

Reports of the Selectmen and Chairman:

- Selectmen did not have reports this week.

Approval of Warrant Articles:

- The Administrator stated that Town Counsel has reviewed the draft (2) annual town meeting warrant and that the Administrative Services Assistant has made minor amendments per his recommendation. Administrator Kennedy stated that there are a few supplemental articles for insertion as well as a detailed article to pay prior fiscal year bills (samples of the proposed articles were submitted to the Board for their review). Administrator Kennedy recommended that the Board not approve the capital articles; however, she supports the article submitted by the Department of Public Services asking for fifty thousand dollars to construct an equipment wash pad at the Highway Barn in order to comply with DEP requirements. Administrator Kennedy indicated that the warrant articles concerning revolving funds submitted by the Council on Aging and Library Trustees were not necessary and therefore should be removed from the final version of the warrant draft.
- The Board reviewed and discussed the draft annual town meeting warrant. Selectman Galligan moved to remove the following articles from the warrant-- \$125,000 for renovations to the Police and Fire Station; \$100,000 for maintenance and upgrade of the School technology systems; \$45,000 for the Phase I repairs/upgrade for Middle School HVAC system; and \$125,000 for reconstruction of the McGovern School parking lot—seconded by Selectman Dziczek; all aye 5-0-0 (voted).
- There was no further discussion relative to the draft annual town meeting warrant. Selectman Rozanski moved that the Board accept the warrant as presented with corrections and supplemental warrant articles as discussed and reviewed by Town Counsel; seconded by Selectman Dziczek; all aye 5-0-0 (voted).

7:20 p.m. There being no further business to discuss, Selectman Rozanski moved that the meeting be adjourned; Selectman Dziczek seconded; all ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

MINUTES OF THE SELECTMEN'S MEETING
May 1, 2006

NOTE: APPROVED BY BOS ON

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

May 8, 2006

Present: Selectmen Kent Scott, James Galligan, Dennis Crowley, Richard Dunne, Glenn Trindade, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

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

Public Comments:

- Paul Yorkis, President of Patriot Real Estate came forward and introduced Mark Smith, owner of Restaurant 45 to the Board. Mr. Yorkis stated that they were present to briefly discuss a condition in the Site Plan Decision by the Planning Board regarding the construction of an addition to the current building. Mr. Yorkis stated that the Planning Board requires that the applicant obtain from the Selectmen a legal document allowing the use of the property for seven parking spaces and signage located in the right of way on Route 126/Summer Street. Mr. Yorkis reminded the Selectmen that previous approval was given for the sign. Mr. Yorkis stated that the Board of Selectmen can eliminate the current sign and the parking spaces at any time should the Town need use of the area. Mr. Yorkis also reviewed the current and proposed site plans.
- Chairman Scott moved that the Town Administrator seek legal counsel opinion and obtain the necessary legal document of understanding; seconded by Selectman Trindade; All ayes 5-0-0 (voted).

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant forty-five (45) for fiscal year '06 as read in the total amount of \$1,164,562.74; Selectman Galligan seconded; All ayes 5-0-0 (voted).

Approval of Minutes:

- Selectman Galligan moved to approve special meeting minutes of May 1, 2006; Selectman Trindade seconded; Ayes 3-0-2 (voted) (Selectmen Crowley and Dunne abstained).

Board of Assessors—Discussion of on-line database:

- Assessor Pace Willisson and Administrative Assessor Britt Hall were present to explain the on-line field card database service. Administrative Assessor Hall explained the due diligence performed and involved with uploading the data. Administrative Assessor Hall stated that there are some minor changes to make for accessing the data and that he has received a lot of positive feedback from users. Administrative Assessor Hall indicated that many users who are familiar with the current counter database have been able to utilize the new on-line database very easily. Assessor Willisson indicated that users can also e-mail directly to the site regarding questions, assistance, etc.. Assessor Willisson indicated that the database has been running for two weeks.
- Chairman Scott inquired if the Town would be advertising the database and how it will be accomplished. Administrator Kennedy stated that flyers called "Tools for Taxpayers" will be posted in Town Hall and will run on the Town Cable Channel and Town Website.

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

May 8, 2006

- The Assessors answered a few questions and entered into a brief discussion.

Report of the Town Administrator:

- Administrator Kennedy, reported that the meeting with the Oversight board has been tentatively scheduled and is waiting for confirmation if the meeting can be moved to an earlier date. Administrator Kennedy also stated that tax bills can not be mailed until the Town receives final approval from the Oversight board and she will keep the Board updated as warranted.
- Administrator Kennedy reported that Acting Treasurer Jean Masnik is present to have the Revenue Anticipation Notes (RANs) signed by the Board in the amount of three million five hundred thousand (\$3,500,000.00) dollars with an interest rate of 4.50 percent payable at the maturity date of June 30, 2006. The Board entered into a brief discussion. Selectman Trindade moved that the Board approve the Revenue Anticipation Notes in the amount of three million five hundred thousand (\$3,500,000.00) dollars with an interest rate of 4.50 percent payable at maturity of June 30, 2006, as submitted by Treasurer Masnik; seconded by Selectman Scott; All ayes 5-0-0 (voted).
- Lastly, Administrator Kennedy reported that Lt. Allen Tingley was present to explain the NIMS (National Incident Management System). Lt. Tingley came forward and explained that the training is a result of a bill that was signed by President Bush instructing all government agencies to conduct training for necessary employees. In the Town's case, Fire, Police, Department of Public Services, Water/Sewer Department, Board of Health, Town Administrator and Board of Selectmen will require training. This training is part of the Homeland Security Grant that the Town has applied for and received. Lt. Tingley indicated that the specified town departments will need to be trained by September 30, 2006. Lt. Tingley stated that he would contact the Administrative Services Assistant to schedule the training.

Jack Jones, Superintendent of Tri-County Regional Vocational High School:

- Dr. John "Jack" Jones, Superintendent of Tri-County Regional Vocational Technical High School came forward to discuss the Town's Tri-County Assessment. Dr. Jones congratulated the two newly elected Board members (Selectmen Richard Dunne and Dennis Crowley; he also complemented the current Board, Town Administrator and School Superintendent Grandmont for their continuous efforts and hard work through out the year and this budget season.
- Dr. Jones passed out a handout for the Board to review explaining the calculations used for the Town's current assessment. Dr. Jones stated the assessment is lower due to the new formula that the Commonwealth implemented. Dr. Jones indicated that he will be available to answer questions should the need arise until the Fall as he will be retiring.
- The Board and Town Administrator thanked Dr. Jones for his time, past services and wished him a happy retirement.

Reports of the Selectmen

- Selectman Trindade reported that residents have complained to him that there has been late evening noise at the Walgreen's and Medway Commons property caused by trash removal and street sweeping equipment. Selectman Trindade requested that staff check the site plan

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

May 8, 2006

and remind the property owners of the conditions. The Administrative Services Assistant stated that she has not received any recent complaints; however, in the past, she has informed the residents to contact the police department and file a complaint when such occurs. The Administrative Services Assistant stated that she, the Building Inspector and Lt. Tingley always follow up on the complaints and contact both property owners. The Administrative Services Assistant will contact the property owners/managers and inform them to remind the contractors of the time restriction.

- Selectmen Galligan, Dunne and Crowley did not have reports.

Report of the Chairman:

- Chairman Scott thanked the Board for the opportunity to serve as Chairman for the past year and welcomed the new board members—Selectmen Dunne and Crowley. Chairman Scott reported that for personal reasons he can not continue to serve as Chairman. Chairman Scott suggested that the Board continue to follow current protocol of operating through the Chairman; to review the Board by-laws and procedures; review the suggestions from DOR representatives and investigate a Town Charter; and establish a financial task force.

Other Business:

Board realignment:

- Selectman Trindade moved to nominate Selectman Galligan to serve as Board Chairman; seconded by Selectman Dunne. Selectman Galligan accepted the nomination to serve as Chairman; All ayes 5-0-0 (voted).
- Selectman Trindade moved to nominate Selectman Dunne to serve as Board Vice Chairman; seconded by Selectman Galligan. Selectman Dunne accepted the nomination to serve as Vice Chairman; All ayes 5-0-0 (voted).
- Selectman Trindade moved to nominate Selectman Crowley to serve as Board Clerk; seconded by Selectman Galligan. Selectman Crowley accepted the nomination to serve as Clerk; All ayes 5-0-0 (voted).

Approval of a One Day All alcohol License:

- Selectman Trindade moved that the Board approval the request for a One-Day All Alcohol License by Saint Joseph's Parish; seconded by Selectman Crowley; All aye 5-0-0 (voted).

Extension of the Solid Waste Contract with American Waste Services recommended by the Board of Health:

- Administrator Kennedy stated that the Board of Health submitted a request that the Board of Selectmen extend the solid waste contract with American Waste Services. Administrator Kennedy also suggested that Town Counsel review and sign off on the contract as well.
- The Board entered into a brief discussion. Chairman Galligan instructed staff to hold the matter until the next scheduled Selectmen's meeting and to also request that the Board of Health attend to answer questions and explain terms of the contract extension.

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

May 8, 2006

Discussion of tour/walk of property located off of Oakland and Causeway Streets:

- The Board entered into a brief discussion regarding the property located off of Oakland and Causeway Streets. Chairman Galligan asked that the Board submit dates that they would be available to tour the property with members of ConCom (preferably on Saturday). When dates are submitted the Administrative Services Assistant will coordinate the date of the land tour.

Discussion of Comcast Cable renewal:

- Charlie Myers came forward to explain the ComCast Cable renewal process. Mr. Myers indicated that the Town has reached the six-month state and that the Town needs to schedule an initial hearing which can wait until after Town Meeting. Mr. Myers suggests that the Selectmen appoint a Medway Cable Access member to serve on the CAC (Cable Advisory Committee) and also have the managers of the cable studio serve as an ad-hoc committee.
- Chairman Galligan stated that the Selectmen also need representation. Selectman Trindade nominated Selectman Scott to serve as the Selectmen's representative; seconded by Selectman Dunne. Selectman Scott accepted the nomination; All ayes 5-0-0 (voted).

9:30p.m. There being no further business to discuss, Selectman Trindade moved that the meeting be adjourned; Selectman Crowley seconded; All ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

May 22, 2006

Present: Selectmen Kent Scott, Glenn Trindade, Richard Dunne, James Galligan, and Dennis Crowley, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

7:05 p.m. – Chairman Galligan called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Public Comments:

- Sal LaRiccia, of Waterview Circle came forward and questioned Selectman Dunne relative to the comment in the newspaper supporting an override in order to keep the library open. Selectman Dunne stated that at the recent Library Trustees meeting the question of an override was discussed. Selectman Dunne stated that his comment was misinterpreted by the reporter. Selectman Dunne clarified that he stated that he would support investigating ideas that could assist with keeping the library open. Mr. LaRiccia stated that he does not support the Town pursuing an override; however, he supports cutting portions of the school budget in order to assist funding the library.

Town Official Updates:

- Town Counsel, Richard D. Maciolek was present to explain the terms for closing the Library. Town Counsel referred to the Commonwealth of Massachusetts Board of Library Commissioners Agreement dated November 4, 1999, which states that the building will remain a free public library for twenty (20) years from the date of its opening and that the Municipality and the Library shall make all good and full faith efforts to support the continued participation and qualification of the Library in programs established by or the successors to G.L. Chapter 78, Section 19 A and B. Town Counsel stated his legal opinion that as long as the building does not change its current use the State would have no recourse should the Town decide to close the library. However, should the Town decide to close the Library and sell the building, the State could petition to collect reimbursement of funds.
- Administrator Kennedy requested that Town Counsel explain the terms required regarding fundraising. Town Counsel stated that under General Law Chapter 44 Section 53A, that the Library Trustees could accept gifts of money with two restrictions: 1) that the funds be held by the Town Treasurer in a separate account and 2) that any expended funds from such an account would require the authorization from the Board of Selectmen.
- There being no further questions, the Selectmen and Town Administrator thanked Town Counsel for attending the meeting and providing explanations regarding the Library matters.

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

May 22, 2006

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant forty-seven (47) for fiscal year '06 as read by Selectman Crowley in the total amount of \$1,143,392.96; Selectman Scott seconded; All ayes 5-0-0 (voted).
- The Selectmen voted to approve the June 12, 2006 Annual Town Meeting Warrant as submitted by the Town Administrator.

Report of the Town Administrator:

- Administrator Kennedy, reported that she and Selectman Crowley would be attending the Finance Forum sponsored by DOR at Holy Cross on June 8th. Also, the New Selectmen's Orientation sponsored by the MMA will be held at the Ashland Town Hall and that the newly elected board members attending should be receiving a meeting packet shortly.

Reports of the Selectmen

- The Selectmen did not have reports this week.

Other Business:

Eagle Scout, Adam Carlson—Presentation of a Defibrillator:

- Fire Chief Vinton introduced Eagle Scout Carlson to the Board and stated that he donated a defibrillator to the Town and was present at this evening meeting to present it to the Board.
- Eagle Scout, Adam Carlson stated that he conducted a fundraising project and raised \$1,700.00 to purchase the defibrillator that he is donating to the Town. Eagle Scout Carlson also thanked all who supported his fundraiser as well as the Selectmen and Fire Chief Vinton. The Selectmen congratulated Adam for reaching the rank of Eagle Scout.
- Selectman Trindade moved that the Board accept the gift of the defibrillator as presented by Eagle Scout Carlson; seconded by Selectman Dunne; All ayes 5-0-0 (voted).

Approval of Bicycle Fundraiser requested by Tri-State Trek:

- Selectman Trindade moved that the Board approve the bicycle fundraiser to support ALS requested by Tri-State Trek on July 21, 22, and 23rd; seconded by Selectman Dunne; All ayes 5-0-0 (voted).

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

May 22, 2006

Extension of the Solid Waste Contract and Wheelabrator Waste Disposal Agreement:

- Health Agent, Bill Fisher and newly-elected Chairman, Rob Collum were present to answer questions regarding the extension of the Solid Waste Contract and the Wheelabrator Waste Disposal Agreement.

Solid Waste Contract Extension:

- Selectman Dunne inquired if the third year pricing included the same pricing terms as year one and two; if the Town was required to go out to bid and if the Town could have a five-year contract like other surrounding towns.
- The Health Agent stated that the third year includes consumer pricing only and further explained that the Town was not required to go out to bid because this is an a three-year extension contract. Town Administrator Kennedy also clarified that contracts that are five years or more may also require Town Meeting approval. It was explained that the Town could enter into a five-year extension contract but the Board of Health recommends the three-year contract as it is more cost effective and more beneficial to the Town.
- The Board members entered into a brief discussion and Selectman Trindade moved that the Selectmen table the matter until the next scheduled meeting of June 5; seconded by Selectman Dunne; All ayes 5-0-0 (voted).

Wheelabrator Waste Disposal Agreement:

- The Health Agent reviewed the terms of the Waste Disposal Agreement with the Board of Selectmen; followed by a brief discussion.
- Selectman Trindade moved that the Selectmen approve and accept the Wheelabrator Waste Disposal Agreement as recommended by the Board of Health; seconded by Selectman Scott; All ayes 5-0-0 (voted).

Library Discussion:

- Wendy Rowe, Chairman Library Trustees and Patrick Marshall, Library Director were present and thanked the Board for allowing them to attend the meeting and participate in the discussion. Chairman Rowe asked the Board and other Town Officials to reconsider the decision to not fund/close the library. She also inquired if funding from other budgets could make up the funds required to keep the Library open. Director Marshall stated that the Library budget would be saving some funds due to losing some staff and not replacing the Director position.
- Chairman Galligan inquired what amount could keep the Library at the certifiable status. Chairman Rowe indicated that the amount of the budget is not what drives the Library certification, but the hours of operation. She stated that Library certification is important as it will allow library users to utilize materials from other libraries, without the certification, library users will not be allowed to borrow

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

May 22, 2006

materials from local libraries. Chairman Galligan suggested that the Library Trustees develop an operational chart with data collected from other departments relative to available sources of funding to be coordinated through the Town Administrator. Chairman Galligan stated that he does not support an override for just one department and that the voters made it very clear that they also do not support an override at the current time.

- Administrator Kennedy suggested that the Library Trustees utilize funds being held in the Library Trust as well as coordinate and investigate fundraising ideas. Chairman Rowe stated that the Library Trustees would certainly utilize the Trust Funds but would still need additional funds.
- Selectman Crowley indicated that closure and non-funding of the Library in not a scare tactic and further stated the Town just does not have the money.

The Selectmen opened the discussion to residents attending. The main consensus of the attendees was the shock that the Library would suffer so badly as a result of the poor financial condition of the town. Many attendees thanked the Selectmen and Town Administrator for continuing to keep them informed regarding the many financial issues the town is facing and for also holding this particular open discussion. Many residents came forward to offer their services to the Town as volunteers in an effort to save funds. Many residents were very disappointed that the Library was slated to close.

- ***Report of the Chairman:***

- Chairman Galligan announced a few upcoming events and meetings: The Memorial Day Parade scheduled to start at 10:00 a.m. on May 29; The Moderator's Pre-Town Meeting in Sanford Hall at 7:00 p.m. on May 31; Dr. Grandmont's School Budget Presentation on Thursday, June 1; FinCom's Pre-Town Meeting on June 7 in Sanford Hall at 7:00 p.m. and the Annual Town Meeting on June 12 at 7:30 p.m. at the High School.
- Chairman Galligan stated that he would contact Chairman Rowe to clarify that the Library Trustees should coordinate the operational service matrix data collection through the Town Administrator.

10:00 p.m. There being no further business to discuss, Selectman Trindade moved that the regular session meeting be adjourned; Selectman Scott seconded; All ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
May 22, 2006

MINUTES OF THE SPECIAL SELECTMEN'S MEETING

JUNE 12, 2006

Present: Selectmen Kent Scott, James Galligan, Richard Dunne and Dennis Crowley, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Glenn Trindade was not present.

6:00 p.m. – Chairman Galligan called the meeting to order in Room 111-1A at the Medway High School. All stood for the Pledge of Allegiance.

Public Comments: None

Approve and sign warrant:

- Selectman Crowley moved that the Board approve and sign warrant number fifty (50) for fiscal year '06 as read in the total amount of \$5,148,796.13; Selectman Scott seconded; all ayes 4-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy reported that DOR accepted the Assessors recap sheet and approved setting of the tax rate at 12.95 percent. She expects that the Treasurer/Collector's staff will send the necessary files to the Deputy Tax Collector and tax bills will be prepared and ready for mailing by Friday, June 16th.

Reports of the Selectmen:

- Selectmen Crowley and Scott did not have reports this week.
- Selectman Dunne reported that he and Selectman Crowley have been meeting and working with the Library Trustees to investigate options for keeping the Library open. Selectmen Dunne indicated that sources of funding have been identified; however, the Library needs to secure another \$50,000 perhaps from Town funds. This scenario allows the Library to be open in a decertified status of twenty hours per week which includes the elimination of three staff positions. The Board entered into a brief discussion regarding the Library funding matter.

Report of the Chairman:

- Chairman Galligan indicated that he would be make announcements at this evening's Annual Town Meeting regarding mailing of the tax bills and establishing a group of volunteers to assist with evaluating the structure of Medway's town government (Charter Commission). Chairman Galligan also reviewed the procedures and roles of the Selectmen and Town Administrator at the upcoming Town Meeting. The Board entered into a discussion regarding warrant articles and some questions that may be presented by town meeting attendees. The Board also reviewed the motions that were prepared by the Town Administrator for use by the Finance Committee.

MINUTES OF THE SPECIAL SELECTMEN'S MEETING
JUNE 12, 2006

Other Board Business:

- The Board signed the Cable Advisory Committee Appointment Slip for John Foresto as approved at the June 5th Selectmen's Meeting.

6:22 p.m. There being no further business to discuss, Selectman Scott moved that the meeting be adjourned; Selectman Crowley seconded; all ayes 4-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

June 19, 2006

Present: Selectmen Kent Scott, Glenn Trindade, Richard Dunne, James Galligan, and Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Dennis Crowley was absent,

7:06 p.m. – Chairman Galligan called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Public Comments:

- Town Moderator, Mark Cerel came forward and passed out information to the Board regarding Town Charter Commissions. Moderator Cerel thanked the Board for their hard work and stated that he would be willing to assist members of board or answer any questions that may arise relative to Town Charter Commissions. The Board entered into a brief discussion relative to Town Charter Commission.
- Mr. Paul Revelle came forward and asked the Board members if they could assist him with obtaining clarification relative to property located on Lot 6 Map 495. Mr. Revelle stated that he has been trying to resolve and get a clarification on that particular parcel of land for many years and that he previously received assistance from the Selectmen. After a brief discussion, it was agreed that the Board would get a message to the Tax Collector and the Assessor to contact Mr. Revelle. Mr. Revelle thanked the Board and left.

Authorization of Revenue Anticipation Notes.

- Acting Treasurer Jean Masnik came forward and presented Revenue Anticipation Notes for approval and execution by the Board.
- Administrator Kennedy indicated that staff has been working furiously to get tax bills out, which were mailed on Friday (6/16). Administrator Kennedy explained that the RAN's for Board approval and signing total nine million two-hundred thousand (\$9,200,000.00) dollars with an interest rate of 5.90 percent which is much higher than what the Town previously budgeted for (4.50%) due to deficit financing. The RAN notes are due and payable on July 21. Administrator Kennedy stated that she is hoping that all taxes due will be collected in time to pay off the RAN notes. If the taxes are not collected, the Town may have to secure a bridge loan pay off the RAN notes.
- The Board entered into a brief discussion and all support the Town Administrator being prepared to secure a bridge loan due to the close deadlines and due dates.
- Selectman Dunne moved that the Board approve the Revenue Anticipation Notes issued by Eastern Bank totaling \$9,200,000.00 at the interest rate of 5.9 percent; Selectman Trindade seconded; All ayes 4-0-0 (voted).

Other Business:

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

June 19, 2006

Joint Appointment of Planning Board Vacancy:

- Andy Rodenhiser, Chairman of the Planning Board introduced Robert Tucker to the Board of Selectmen. Chairman Rodenhiser explained that the Planning Board currently has a vacancy due to the resignation of Matt Hayes. The appointment will cover the vacancy until the next Town election in May of 2007. Chairman Rodenhiser stated that the Planning Board unanimously supports the appointment of Mr. Tucker.
- Selectman Dunne stated that he supports the appointment of anyone with such an impressive background as Mr. Tucker. Selectman Trindade also agreed that Mr. Tucker would be a great addition to the Planning Board.
- Selectman Trindade moved that the Planning Board and the Selectmen jointly appoint Robert Tucker to fill the Planning Board vacancy; Selectman Dunne seconded; All ayes 4-0-0 (voted).

Approval of Board and Committee Appointments:

- Selectman Trindade moved to accept and approve the annual board and committee appointments; Selectman Scott seconded; All Ayes 4-0-0 (voted).

Approval of One-Day All Alcohol License:

- Selectman Trindade moved that the Board approve the request a one-day all alcohol license as requested by the Marian Community Center on July 9th from 1:00 p.m. to 10:00 p.m.; seconded by Selectman Dunne; All ayes 4-0-0 (voted).

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant fifty-one (51) for fiscal year '06 as read in the total amount of \$10,078,218.68; Selectman Scott seconded; All ayes 4-0-0 (voted).

Approval of Minutes:

- Selectman Scott moved to approve Special Session meeting minutes of June 12, 2006; Selectman Dunne seconded; All ayes 3-0-1 (voted).

Discussion of Town Counsel replacement:

- Administrator Kennedy stated that several candidates have expressed an interest in serving as Town Counsel and that she has secured an RFP (request for proposal) should the Selectmen decide to follow that route. Administrator Kennedy also stated that current Labor Counsel may know people who may interested in serving as Town Counsel.

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

June 19, 2006

- Moderator Cerel came forward and stated that the Massachusetts Municipal Managers Association had a check list to assist with selecting Municipal Town Counsel candidates. Moderator Cerel stated that he would also be willing to assist the Town Administrator and Board of Selectmen with such should the need arise.

Report of the Town Administrator:

- Administrator Kennedy reported that the Assessors and Finance Consultant have been working hard to complete the RECAP sheet which is due on Friday, June 22.
- Administrator Kennedy reported that she received word from Senator Spilka and Representative Valle that the Supplemental Budget has been approved and is waiting for Governor Romney's approval. The Town will be receiving an additional one million one hundred thousand (\$1,100,000.00) dollars from the State.

Reports of the Selectmen

- Selectman Dunne reported that residents are very happy that the Library will remain open with limited hours of operation.
- Selectman Trindade commended the Town Administrator for her hard work and great presentation at the Annual Town Meeting. Selectmen Scott, Galligan and Dunne agreed.

Report of the Chairman.

- Chairman Galligan reported that he has received several letters of interest for volunteers to serve on the Government Committee.
- Chairman Galligan reported that the Treasurer/Collector search committee conducted nine interviews and presented three finalist names to the Town Administrator for final interviews. Chairman Galligan stated that he was very pleased with the final three candidates and would be happy with any one of the candidates as Treasurer Collector.
- Chairman Galligan stated that he would like to cancel the July 3rd Selectmen's meeting and review the current meeting schedule. The Board entered into a brief discussion. It was moved and seconded to cancel the July 3rd meeting, schedule a regular meeting on July 17, schedule a work session on July 31 and hold regular Board meetings on the first and third Monday of each month.

9:03 p.m. There being no further business to discuss, Selectman Scot moved that the regular session meeting be adjourned and that the Selectmen enter into Executive Session not to return to open session for Reason Three "To discuss strategy with respect to collective bargaining or litigation"; Selectman Trindade seconded; Roll call vote: Selectman Dunne—aye; Selectman Trindade—aye; Selectman Scott—aye; Chairman Galligan—aye; All ayes 4-0-0 (voted).

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
June 19, 2006

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

July 17, 2006

Present: Selectmen Kent Scott, Glenn Trindade, James Galligan, and Dennis Crowley, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Richard Dunne was absent.

7:05 p.m. – Chairman Galligan called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Public Comments: None.

Consideration of Tent Sale at Medway Plaza:

- Mr. James Ritzus came forward to represent The Pool Source and stated that he would like to conduct a tent sale at the Medway Plaza. Mr. Ritzus indicated that he spoke with the Building Inspector and is well aware of permit requirements and that he will also be following up with the Safety Officer. He also indicated that his company would not be erecting any blimps and that the area would be secured during non-operation of the tent sale. If approved, the tent sale will commence with set-up on Wednesday, August 16, and ending with breakdown of the premises on Monday, August 21, 2006. The hours of operation will from 10:00 a.m. to 7:00 p.m. on Wednesday, Thursday and Friday and 9:00 a.m. to 6:00 p.m. on Sunday and Monday.
- The Board reviewed the plans submitted by Mr. Ritzus and entered into a brief discussion.
- Selectman Trindade moved to approve the request to conduct the tent sale with the condition that all necessary permits be obtained before commencing and that all debris and trash be removed from the area at conclusion of the tent sale; Selectman Scott seconded; all ayes 4-0-0 (voted).

Approve and sign warrant:

- Selectman Crowley moved that the Board approve and sign warrant fifty four (54) for fiscal year '06 as read in the total amount of \$428,876.31; Selectman Trindade seconded; All ayes 4-0-0 (voted).
- Selectman Scott moved that the Board approve and sign warrant three (3) for fiscal year '07 as read in the total amount of \$875,955.76; Selectman Trindade seconded; All ayes 4-0-0 (voted).

Approval of Minutes:

- Selectman Trindade moved to approve regular meeting minutes of May 22, 2006; Selectman Scott seconded; All ayes 4-0-0 (voted).
- Selectman Trindade moved to approve regular meeting minutes of June 19, 2006; Selectman Scott seconded; Ayes 3-0-1 Selectman Crowley abstained (voted).

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

July 17, 2006

- Selectman Scott moved to approve but not release executive session meeting minutes of June 19, 2006; Chairman Galligan seconded; Ayes 3-0-1 Selectman Trindade abstained (voted).

Town Official Updates:

DPS Director D'Amico—Road and sidewalk update:

- Administrator Kennedy stated that Director D'Amico has been working with the gas company relative to work on West Street. Administrator Kennedy stated that a question had been raised relative to the gas company requirement to obtain a performance bond. Administrator Kennedy reported that the gas company is exempt from providing such; however, the Town can charge them the regular fee of fifty (\$50.00) dollars. Director D'Amico indicated that the gas company is charged the fifty (\$50.00) dollar fee as warranted.
- Director D'Amico stated that the construction performed on West Street is temporary and that the gas company will be back to perform more work on various gas lines. After completion, the gas company will perform the final paving as required by the Town.
- Director D'Amico also addressed the AAB (Architectural Access Board) complaint regarding the Main and Holliston Street pedestrian traffic button location. The Director indicated that the intersection was constructed by Charter Realty as a condition of the Medway Commons construction project and that the intersection was constructed according to standard Massachusetts Highway Rules and Regulations. The Director also indicated that the Medway Disability Committee and the Metro West Center of Independent Living inspected the site and gave their "thumbs up". One (1) year later, the AAB filed a complaint that the intersection/pedestrian crossing is in non-compliance. The Director stated that Charter Realty will bear some of the costs to repair the area in question and will report back to the Town Administrator and Board as warranted. Director D'Amico plans to install a new mast at the turning lane and install the pedestrian traffic button at the curb. The parties entered into a brief discussion.
- Director D'Amico reviewed the 2006-2007 Roadway Work Plan with the Board of Selectmen and indicated that Route 126 project should be completed by the Spring of 2008. He indicated that this year's construction plans will be centered on the drainage portion of the project and that there will be no construction during the winter months and that next spring will commence with tearing up the road and repaving. Construction will be conducted away from the school area while school is in session. Director D'Amico will keep an updated status report of the project and future plans on the Town website and will forward such to the Town Administrator and Board of Selectmen as warranted. He will also be available to attend Selectmen's meetings to present status updates as warranted. Director D'Amico indicated that Cottage Street will undergo a complete reconstruction to include sidewalks. The Cottage Street Project has gone out to bid and was awarded to JH Lynch. A Pre-Construction meeting has been scheduled. Selectman

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

July 17, 2006

Trindade inquired if a crosswalk painting project may be considered and if it would be possible to make the crosswalks more identifiable and does the Town have the staff to perform the tasks. Director D'Amico indicated that he does not have the staff or the funds for this type of project.

- Director D'Amico also reported on the status of the Choate Pond project. Director D'Amico noted that \$172,000 was awarded per Town Meeting to perform repairs/clean up to Choate Pond. Director D'Amico stated that thus far the Town has dredged the pond; installed bio-cord filters and pumps and attempted to build a by-pass to re-route water from Chicken Brook. Director D'Amico noted that the by-pass portion of the project can not progress due to a ledge problem and that the Town is investigating alternatives and will install dry pumps to circulate the water.
- Director D'Amico also noted that he is also in the process of re-evaluating the sidewalk issues and will report back as warranted.

Report of the Town Administrator:

- Administrator Kennedy, reported that the Town was awarded \$1.1 million in State Supplemental Budget revenue to be allocated as follows: \$200,000 for restoration of 2-B Oak Street; \$200,000 for the Medway Senior Center addition; \$200,000 for reconstruction of Parks/Field; \$200,000 Choate Park Dam project; \$200,000 for construction of the new Highway Barn Salt Shed and \$100,000 for storm damage in connection with the Micro Burst. Administrator Kennedy noted that she has had discussion with staff regarding the spending of the funds received and recommends that the Town complete due diligence with the respective state agencies awarding the funds before moving forward and also inquire if there is an official "spend by" date. Chairman Galligan also noted that the Town should not begin to think of spending any supplemental funds until 2006 audit is completed and settled.
- Administrator Kennedy reported that \$9 million towards the \$11 million in tax funds have been collected to date. Administrator Kennedy indicated that she is hopeful to collect the remaining \$2 million by mid-week. Administrator Kennedy indicated that demand notices will go out on Friday (7/21) and pre-tax title letters will go out in August. Selectman Crowley inquired if Medway always followed this practice or is the Town being more aggressive. Administrator Kennedy stated that the Town is being more aggressive than in the past relative to tax collection.
- Administrator Kennedy reported that the Town will soon have a new Treasurer/Collector, Melanie Phillips and will commence her employment with the Town on August 1, 2006. Administrator Kennedy noted that Mrs. Phillips is currently serving as the Assistant Treasurer/Collector in the Town of Natick and was not involved in the current financial matter that has recently been reported in the local news. The financial matter referred to in the news involved the Office of the Comptroller. Administrator Kennedy stated that advertisements for the Town Accountant position have begun and she is hoping to make an appointment prior to Labor Day. It was also announced that the Assistant Town Accountant has given her notice to leave the Town's employ. Selectman Scott inquired if the Town

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

July 17, 2006

Administrator would follow the same process for hiring the Town Accountant as done with the Treasurer Collector. Administrator Kennedy indicated that she will utilize the same process.

- Administrator Kennedy reported that the Town Clerk salary was not properly voted on at the Annual Town Meeting and has confirmed that the Town Clerk salary increase will need to be voted at the next scheduled Special Town Meeting and will make the salary retroactive.
- Lastly, Administrator Kennedy noted that the Municipal Building Committee (MBC) is disbanding and that the Town is in danger of losing state funding without the DCAM evaluation. Administrator Kennedy indicated that the MBC is looking for the document and as soon as it is received, she will mail it to the appropriate state office. Administrator Kennedy also indicated that the Town may be at risk for potential litigation relative to subcontractor payments and hold backs which may include members of the MBC. Administrator Kennedy indicated that she has contacted the town attorney for the project and will report back as warranted. Selectman Scott stated that he will contact the MBC to find out when they will be meeting next and will provide an update to the Board as warranted.

Reports of the Selectmen

- Selectman Crowley indicated that he has nothing in particular to report but inquired if the Town Administrator knew when the third quarter tax bills would be mailed. Administrator indicated that getting the tax bills out on time is top priority. Administrator Kennedy noted that she will be putting a time table together sometime in the future.
- Selectman Scott inquired if the Town Administrator received Town Counsel's opinion relative to the Restaurant 45 matter. Administrator Kennedy noted that to date she had not received such and would follow up with Town Counsel and report back to the Board as warranted. Selectman Scott also stated that Charlie Myers will be resigning from the Cable Advisory and that the Selectmen will need to appoint a replacement. The Town will also have to schedule two (2) public hearings as part of the renewal process. Selectman Scott indicated that he will get in touch with Charlie to obtain the necessary information and will get in touch with the remaining members to get them moving on the matter and will report back to BOS as warranted.
- Selectman Trindade did not have a report this week.

Report of the Chairman.

- Chairman Galligan reported that he instructed the administrative staff to post a work session meeting for July 31, 2006, and to schedule for discussion the Government Study Committee selection status. Selectman Trindade suggested that the Board members should review the resumes and present a list of candidates for

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

July 17, 2006

the work session. Selectman Crowley supported the idea. Selectman Trindade and Crowley agreed that they would meet and review the candidates and provide a short list for the Board to consider at the next meeting.

- Chairman Galligan reported that the Board should also consider reviewing/revising the Board of Selectmen's Policies and Procedures and will further discuss the matter with the Administrator before moving forward.

Solicitors Permit approval:

- Selectman Trindade moved to approve the Solicitors Permit requested by Executive Advertising; seconded by Selectman Crowley; all aye 4-0-0 (voted)

One Day All Alcohol License:

- Selectman Trindade moved to approve the application for a one day all alcohol license requested by the Marian Community Center for Saturday, August 19, 2006 from 12:00 to 5:00 p.m.; seconded by Selectman Scott; all aye 4-0-0 (voted).

9:35 p.m. There being no further business to discuss, Selectman Trindade moved that the regular session meeting be adjourned; Selectman Scott seconded; All ayes 4-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

August 21, 2006

Present: Selectmen Kent Scott, Richard Dunne, Dennis Crowley, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Chairman James Galligan was absent. Selectman Glenn Trindade arrived late (7:40 p.m.)

7:04 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.

Report of the Town Administrator:

- Administrator Kennedy reported that she met with the Department of Public Services Director (David D'Amico) regarding the Brentwood area water problem. Director D'Amico will be preparing an RFP (Request for Proposal) for engineering/consulting services. Administrator Kennedy also indicated that she is scheduled to visit the area with Director D'Amico and will report back as warranted. Selectman Crowley inquired where the funds for this project/service would be secured from. Administrator Kennedy indicated that Chapter 90 funds would be utilized to cover the costs. Selectman Scott indicated that there has been an on-going water problem in the Brentwood area for years and is pleased to hear that the town is preparing an RFP and investigating the issue further.
- Administrator Kennedy reported that she has scheduled the 8/28 Selectmen's Workshop and confirmed that the Town's auditor, Frank Biron of Melanson and Health will be available to present an audit update. Administrator Kennedy also indicated that she has scheduled the Town's Fiscal Advisor, Lisa Dickinson to do a presentation on the Town's debt service portfolio at the October 2 Selectmen's meeting.
- Administrator Kennedy indicated that Town Accountant interviews are still being conducted and hopes make an offer soon. She also indicated that she will be making an offer for the Assistant Town Accountant position.
- Finally, Administrator Kennedy indicated that there have been a few complaints from residents relative to tax bills. Some residents have received letters of intent and another resident indicated that he paid his taxes and was upset to have been sent a demand notice. He stated that he paid his taxes utilizing his bank's on-line payment service. After researching the matter, the Town found that the tax year and amount were input incorrectly. Administrator Kennedy strongly encourages residents to utilize the Town's on-line payment service rather than their own bank on-line payment services because the Town's on-line payment service has been built to be comparable to the town's tax bills. Administrator Kennedy also indicated that Treasurer/Collector Phillips was present to give a further report.

Report of the Treasurer/Collector:

- Treasurer Phillips reported that demand notices have been prepared and forwarded to all parties who have outstanding taxes due. Treasurer Phillips explained the

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING

August 21, 2006

demand process under Massachusetts General Laws. Treasurer Phillips encourages property owners experiencing financial difficulty to contact her or stop in and see her to arrange payment plans. The Treasurer also indicated that the 2006 tax collection rate is at ninety-eight (98%) percent and the 2007 tax collection rate is at ninety-four (94%) percent.

- Selectman Crowley inquired if issuing demand notices and letters of intent is unique to Medway. Treasurer Phillips responded that all towns issue demand notices and letters of intent per Massachusetts General Laws and Medway is correct in doing so.

Library Trustees discussion regarding Library Certification Status:

- Vice Chairman Dunne indicated that Library Trustees Chairman, Wendy Rowe, was present to discuss the status of the Library Certification. Vice Chairman Dunne indicated that the Board had fifteen minutes before entering into their next scheduled business. Discussion of the Library matter would resume, if warranted, during the later part of the meeting.
- Chairman Rowe stated the Library Trustees operating budget needed to be increased by one hundred thirty-eight thousand (\$138,000) dollars instead of eight-eight thousand (\$88,000.00) dollars as originally thought, in order to keep the library open for thirty two (32) hours per week, which is eighty percent (80%) of its minimum operating hours under State guidelines to qualify for state certification by the end of September. Chairman Rowe stated that the Library Trustees would also be utilizing trust fund monies to assist with the operating expenses in addition to the \$138,000 being requested. Chairman Rowe indicated that if the Library were to be decertified, it would lose the ability to borrow materials from other libraries through the Minuteman borrowing system. Due to these facts, the Library Trustees are requesting that the Selectmen schedule a Special Town Meeting in order to obtain voter approval for the requested appropriation and also stated that if the Selectmen do not approve to schedule the Special Town Meeting that the Library Trustees will support a citizen petition, obtain two hundred signatures as required to force the town meeting with forty-five days of filing said petition.

(Board temporarily ends discussion of Library matter in order to entertain the next scheduled order of business with the intention of resuming said discussion)

Community Preservation Committee—2B Oak Street Status:

- Community Preservation Committee Chairman Cerel stated that the committee had met with the Selectmen a few months ago regarding potential uses and plans for the property located at 2B Oak Street which contains an historical farmhouse, barn and acres of open space (land). Chairman Cerel stated that several options and many ideas have been discussed including subdividing the property, separating the house and barn from the rest of the land, improving the structures, and then sell the property with historical preservation restrictions. Also discussed has been how to fund for the proposed improvements, etc. Chairman Cerel stated that since the

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Town has received funding from the State for improving the property, CPC suggests that those funds could be utilized to restore the barn, for use as a recreation facility of some sort, or to restore the house and utilize that space for town offices. Chairman Cerel does not believe that the \$200,000 the Town received from the state would cover the full expense required to fully restore the property. He suggested that the Town obtain a cost analysis before going forward with any restoration plans in order to determine how to best utilize the state funds.

- Selectman Scott suggested that the CPC host a Public Forum to discuss and entertain ideas for uses of the 2B Oak Street Property and then complete a list of costs that would be associated with restoration ideas. Selectman Scott supports utilizing the buildings for civic functions such as a youth/community center or an arts center.
- Chairman Cerel stated that many ideas have been discussed but that the house had been renovated so many times that it would be best utilized for small office space and that the Barn could be best utilized to serve as a civic-use facility.
- Administrator Kennedy also indicated that the Town many have a time limitation for use of the funds and she is waiting for clarification from the Commonwealth as to whether the Town is required to spend the funds by a certain date or if the Town is just required to commit the funds for use.

Other Business:

Approval of Board and Committee Appointments:

- The Board executed the Government Study Appointment slips for Robert Parella, Michael Ferrari, Eleanor Moreland, Frank Ravinal and Jack Robinson as previously approved.

Approval for a Special Event License:

- Selectman Trindade moved that the Board approve the request for a Special Event License as requested by the Community Church for their fair on Saturday, September 30 from 9:00 a.m. to 3:00 p.m.; seconded by Selectman Scott; All ayes 4-0-0 (voted).

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant eight (8) for fiscal year '07 as read in the total amount of \$726,972.45; Selectman Scott seconded; All ayes 4-0-0 (voted).

Reports of the Selectmen

- Selectman Scott indicated that he just returned from Guatemala where he participated in a community rehabilitation project. He noted that it was a very

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gratifying, enjoyable experience. Selectman Scott also moved that the Board approve Paul Marbel to the Cable Advisory Committee; seconded by Selectman Trindade; All ayes 4-0-0 (voted).

- Selectman Trindade commented that the Board received an invitation to attend the Eagle Scout Court of Honor banquet on Friday, August 25 at the Medway VFW for Adam Carlson. Selectman Trindade suggested that the Board follow past protocol and present Eagle Scout Carlson with a Certificate of Achievement. The Board agreed and Selectmen Trindade and the Administrative Services Assistant will coordinate preparation of the certificate.
- Selectman Crowley inquired about the Vera land walk status. Administrator Kennedy indicated that she contacted Town Counsel and is waiting for his response. Selectman Crowley stated that he recently met with Municipal Building Committee member, Tony Kalicki and School Finance Director, Dave Verdolino. Selectman Crowley indicated that Mr. Verdolino has a very good handle on the charge backs and will review such with legal counsel. Selectman Crowley indicated that the Town could sustain some financial risks. Selectman Crowley inquired as to where the funds would come from to cover such costs if it is determined that the retainage being held will not cover the outstanding costs associated with final close out. Administrator Kennedy indicated that the Town would need a vote from Town Meeting for funds allocation.
- Vice Chairman Dunne acknowledged the resignation letter submitted by Jeff Yost, Chairman of the Municipal Building Committee. Vice Chairman Dunne also announced that the Library Trustees would be meeting tomorrow and that the IDC would also be meeting at 8:00 p.m. Selectman Trindade indicated that there will be a TIF presentation at the scheduled IDC meeting. Vice Chairman Dunne also noted that copies of the memorandum were forwarded to the Municipal Building Committee relative to the Medway High School deposition subpoena notice. Administrator Kennedy noted that the memorandum was for Selectmen's information and that the matter has been resolved.
- There being no other business to discuss, Vice Chairman Dunne indicated that the Board would resume their previous discussion with Library Trustee Chairman Wendy Rowe. Chairman Rowe stated that the Library Trustees are seeking a Special Town Meeting and are prepared to petition Medway residents to support such. Chairman Rowe also indicated that she has drafted warrant articles and would like access to Town Counsel to review them before finalizing the petition. Vice Chairman Dunne reiterated earlier comments that the reason for the Library soliciting a Special Town Meeting is to get funds allocated to the Library Budget in order to get State certification. Chairman Rowe agreed. Administrator Kennedy stated that the Library will need to submit an updated budget that reflects the data as reported by the Library Trustees. Administrator Kennedy stated that she would be willing to meet with Chairman Rowe to review the data and would also suggest that the Acting Town Accountant also be available to assist with gathering data and completing the required State forms. Administrator Kennedy suggested that all the

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parties meet to discuss the matter further. It was agreed that the parties would meet on Thursday 8/24 to discuss the matter before moving forward.

- The Board entered into a brief discussion and agreed to hold voting on whether to schedule a special town meeting until Chairman Galligan returns. Vice Chairman Dunne instructed the Administrative Services Assistant to place schedule the matter for discussion on the August 28th Selectmen's Workshop Agenda.

9:03 p.m. There being no further business to discuss, Selectman Scot moved that the regular session meeting be adjourned and that the Selectmen enter into Executive Session for Reason Three "To discuss strategy with respect to collective bargaining or litigation" and reserve the right to return to open session; Selectman Trindade seconded; Roll call vote: Selectman Trindade—aye; Selectman Scott—aye; Chairman Crowley—aye; Selectman Dunne—aye; All ayes 4-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE WORK SESSION MEETING

August 28, 2006

Present: Selectmen James Galligan, Richard Dunne, Dennis Crowley, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectmen Kent Scott arrived at 6:10 p.m. and Glenn Trindade arrived at 6:25 p.m.

6:07 p.m. – Chairman Galligan called the work session to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Public Comments: None.

Approve and sign warrant:

- Selectman Dunne moved that the Board approve and sign warrant nine (9) for fiscal year '07 as read in the total amount of \$87,925.66; Selectman Scott seconded; All ayes 4-0-0 (voted).

Approval of Board and Committee Appointments:

- The Board executed the Cable Advisory Committee Certificate of Appointment slip for Paul Marble as previously approved (8/21/06).

Approval of the September 19 State Primary Warrant:

It was moved and seconded that the Board accept and approve the September 19, 2006 State Primary Warrant as requested by the Town Clerk; All aye 4-0-0 (voted). Selectman Crowley announced that the State Primary will be held at the Medway Middle School from 7:00 a.m. to 8:00 p.m.

Approval for a Special Event License:

- Selectman Trindade moved that the Board approve the request a Special Event License as requested by Community Church fair on Saturday, September 30 from 9:00 a.m. to 3:00 p.m.; seconded by Selectman Scott; All ayes 4-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy reported that she is still conducting interviews for the Town Accountant and expects to make a decision by the weekend. Administrator Kennedy reported that an offer had been made for the Assistant Town Accountant and expects the individual to begin working in mid-September.

Audit report/update of Frank Biron, Melanson & Heath

- Mr. Biron provided an explanation of the Town's 2005 financial audit. Mr. Biron indicated that the figures in the report are now almost nineteen (19) months old. Mr. Biron indicated that the Town's financial crises is primarily due to overly optimistic revenue projections and inadequate estimates of expenses. He suggested that the town should be more conservative when reporting such data in the future. Mr. Biron indicated that the Town's books were unauditable last year at this time

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but the books have drastically improved this year and are pretty much up to date. Mr. Biron reviewed each section of the financial audit and provided explanations for the categories reported as warranted. Mr. Biron explained that fund balances that are in parentheses are not good as it reflects a negative fund balance and, therefore; affects the Town's free cash position. He indicated that for the past three years, these balances have shown a negative position. This also has a negative effect on the Town's bond rating. Mr. Biron also explained final budget and actual budget positions. Mr. Biron noted that some final budgets show negatives (deficits). Overspending these budgets are illegal, departments can not and should not over expend their voted departmental budgets. The only budget that can be overspent under Massachusetts General Law is the Snow and Ice budget because of public safety issues. The departmental budget deficit balances create financial stress to the Town as the Town has the burden and responsibility of raising, borrowing money to cure each department budget deficit.

- In closing, Mr. Biron indicated his opinion that the 2006 audit should be completed within the next few months. Mr. Biron answered questions from the board members and then explained the Management Letter. Mr. Biron indicated that the Management Letter contains the results of a study and evaluation of the Town's internal accounting controls. The Management Letter contains comments and recommendations intended to assist the Town with improving operations and internal accounting controls.

Report of the Accounting Consultant:

- Mrs. Virginia Cahill, Acting Town Account was present to give an accounting update. Mrs. Cahill indicated that she is preparing to work on the special revenue ledger accounts and also expressed her concerns relative to the lack of financial staff which is impacting her ability to complete the tasks necessary in order to settle and close books for the 2006 audit.

Fall Town Meeting Discussion:

- Vice Chairman Dunne brought Chairman Galligan up to date relative to discussions that occurred at the August 21 2006 Selectmen's meeting regarding reasons to convene a possible Special Town Meeting.
- Library Trustee Chairman, Wendy Rowe explained that the Library Trustees plan to utilize trust fund monies to assist with expanding the operational hours of the library from 20 to 32 hours per week in order to maintain certification from the State. However, the library can utilize all the funds in the trust to remain open for the remainder of the fiscal year. Chairman Rowe stated that the library trustees are asking for \$138,000 in order to keep the Library staffed and certified. Without certification from the State, the Medway Library will not be able to borrow materials from other state libraries through the Minuteman library network. Chairman Rowe stated that she drafted warranted articles and is ready to start a petition in order to hold a Special Town Meeting. Chairman Rowe indicated that the Library has not replaced the Director and will not be replacing the full-time

MINUTES OF THE WORK SESSION MEETING

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Children's Librarian (Nina Hunt) who recently resigned. The Library Trustees have decided to fill vacancies with part-time staff who will not be receiving benefits in order to help defray the operational costs. Chairman Galligan stated that the Library Trustees need to submit an updated budget and necessary backup documents that support the increase in hours for review by the Town Administrator and Board of Selectmen. Chairman Rowe stated that she is also willing to arrange for the State Library Commission to meet with the Board of Selectmen to discuss the certification matter.

- Dr. Richard Grandmont, Superintendent of Schools came forward and stated that the School Committee is also sponsoring warrant articles to utilize some of the funds received from the Town's additional state aide monies to eliminate an increase of school sports activity fees (to \$200.00 dollars per student/per sport) and to also eliminate plans to institute a seventy-five (\$75.00) dollar fee for students who participate in extracurricular activities. Dr. Grandmont stated that the School Committee is also sponsoring another warrant article asking for \$125,000 to repair the McGovern School parking lot.
- Community Preservation Committee Chairman, Mark Cerel came forward and stated that the CPC is recommending that the Town pay an additional \$500,000 (utilizing CPC funds) to the Narducci's as final settlement for the 2-B Oak Street property that was taken by eminent domain two years ago. As part of settlement, the Town must forward payment to the Narducci's by October 31, 2006.
- The Board entered into a discussion regarding proposed warrant articles and holding a Special Town Meeting. Selectman Trindade moved that the board vote to approve holding a Special Town Meeting on Monday, October 23, 2006 at 7:00 p.m. and to open the Special Town Meeting warrant as of Monday, August 28, 2006 and closing the Special Town Meeting warrant at the close of business on Monday, September 11, 2006; seconded by Selectman Dunne; All ayes 5-0-0 (voted).

Other Business:

- Selectman Scott announced that the Government Study Committee will hold its first meeting on Wednesday, August 30 at 7:30 p.m. in Sanford Hall and encouraged interested parties to attend.

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

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE SELECTMEN'S SPECIAL SESSION MEETING

September 13, 2006

Present: Selectmen James Galligan, Dennis Crowley, Kent Scott, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Richard Dunne arrived at 7:25 p.m. and Glenn Trindade arrived at 7:50 p.m.

7:08 p.m. – Chairman Galligan called the work session to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Public Comments: None.

Approval of a One-Day All Alcohol License:

- Selectman Crowley moved that the Board approve the One-Day All Alcohol License as requested by the Marian Community Center, Inc. for Sunday, September 17 from 3:00 p.m. to 8:00 p.m.; seconded by Selectman Scott; All ayes 3-0-0 (voted).

Discussion/review of submitted Fall Special Town Meeting warrant articles:

- Chairman Galligan indicated that he asked the Administrative Services Assistant to schedule the discussion of warrant articles at the September 19th Selectmen's meeting.
- Administrator Kennedy suggested that the Board also invite department and board representatives sponsoring the warrant articles in order to have a more in depth discussion. Administrator Kennedy also stated that the School Committee has withdrawn recently submitted warrant articles and will reserve submission of said articles for another town meeting.
- Chairman Galligan requested that Board members submit a list of questions relative to the warrant articles to the Town Administrator in order for department/board representatives can be prepared for the warrant article discussions scheduled for September 19th meeting. Chairman Galligan also brought Selectman Dunne up to speed regarding the warrant article discussion. Selectman Dunne wanted to clarify that the \$1.1 million dollars of supplemental budget funds is not necessarily considered extra revenue, as these funds have been air-marked for dedicated spending on specific projects/issues.

Discussion of Town Administrator Goals and Objectives:

2005-2006 Goals and Objectives

- Chairman Galligan directed the Board Members to the Town Administrator Performance Evaluation for the period from July 19 2005 through July 19 2006 that was conducted by four of the five past Board Members. The dimensional categories that the evaluation covered were Business Finance, Leadership & Professional Communication, Staff & Personnel and were determined to be of highest priority and focus for Administrator Kennedy during this period. It was

MINUTES OF THE SELECTMEN'S SPECIAL SESSION MEETING

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further explained that the categories can and should be adjusted in any given year based upon the goals and objectives that are agreed to by the Board and the Administrator. Chairman Galligan explained that Selectman Scott compiled the data and comments as required under his duties of Chairman during said process. Chairman Galligan noted that the Bonus Pool is the recommended amount provided by the previous Board Chairman (Selectman Scott) and is determined according to the total points and score attained from the dimensional categories. According to the total points achieved, the recommended merit increase totals \$8830.00.

- Selectman Scott moved that the Board approve the recommended merit increase as specified by the Town Administrator contract; seconded by Selectman Dunne; all ayes 5-0-0 (voted).
- Administrator Kennedy thanked the Board and noted that she could not have accomplished the tasks without the support of the past and current board members.

2006-2007 Goals and Objectives:

- The Board also discussed the draft of fiscal year 2006-2007 Administrator's goals and objectives dated August 4, 2006.
- Administrator Kennedy stated that she has, again, focused most of the goals and objectives exclusively around financial matters.
- Selectman Dunne stated that he would like to have timely quarterly financial reports.
- Selectman Trindade stated his opinion that the Administrator should be given mid-year goals, then year-end goals as she will be faced with two new staff members and related training issues.
- Selectman Crowley stated that he appreciates the need for the Administrator to focus on the financial matters and respected the financial-based goals and objectives; however, feels that the Administrator needs to have more interpersonal contact with residents. Administrator Kennedy stated that she understands what Selectman Crowley is suggesting and that she would be willing to hold some "Meet and Greet" public sessions.
- Selectman Scott suggested that the Board review the Administrator Evaluation and corresponding matrix and update such.
- It was agreed that Chairman Galligan would coordinate with Board members to evaluate the matrix and update the Administrator's Goals and Objectives for review at a future meeting (perhaps the meeting of October 16). After a brief discussion, it was agreed that Selectman Dunne and Crowley will assist with the task and submit the final recommendations to the Chairman prior the meeting of October 16.

MINUTES OF THE SELECTMEN'S SPECIAL SESSION MEETING
September 13, 2006

Report of the Town Administrator:

- Administrator Kennedy stated that she has hired a Town Account (Barbara Durand) and Assistant Town Accountant (Nancy Forbes). Both candidates were highly recommended and both have extensive experience in the Municipal Accounting field and will be a great addition to the Town and Finance Department.
- Administrator Kennedy announced that the Administrative Assessor, Britt Hall, has resigned and will pursue another position in the City of Newton as Deputy Assessor. Administrator Kennedy noted that the absence of the Administrative Assessor will impact the issuance of tax bills. Administrator Kennedy will discuss the matter with the Board of Assessors in order to fill the vacancy as soon as possible.
- Administrator Kennedy reported on the status of tax collections. She noted that the Town has collected 95.14 percent for 2007 which reflects a \$280,000 shortfall; and 98.5 percent for 2006 which reflects a \$337,000 shortfall. Administrator Kennedy stated that Treasurer/Collector Phillips is pursuing the collections very aggressively with hopes of bringing down the respective shortfalls. She will continue to update the Board as warranted.

Reports of the Selectmen:

- Selectman Scott announced that the Government Study Committee will hold its next meeting on Wednesday, September 27 in Sanford Hall and encouraged interested parties to attend. Selectman Scott also stated that the Government Study Committee meetings are aired live and tapped as well and encouraged residents to watch for the replay on the Town Cable Channel.
- Selectmen Dunne, Trindade and Crowley did not have reports this week.

9:30 p.m. There being no further business to discuss, Selectman Trindade moved that the regular session meeting be adjourned; Selectman Dunne seconded; all ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
SEPTEMBER 18, 2006

Present: Selectmen Kent Scott, Glenn Trindade, James Galligan, and Dennis Crowley, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Richard Dunne was absent.

7:05 p.m. – Chairman Galligan called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Chairman Galligan announced that Medway Cable Access recently coordinated with the Administrative Services Assistant to install new broadcasting/taping equipment in Sanford Hall. Chairman Galligan stated that the new equipment was purchased through Medway Cable Access funds and that town funds were not utilized for the purchase of the new broadcasting equipment. The Chairman thanked the Administrative Services Assistant and Medway Cable Access for coordinating the installation of the new equipment.

Public Comments:

- Susan Connelly, School Committee Chairman came forward and stated that the McGovern School Warrant Article has been placed on hold and inquired if the warrant article was going to be placed on the Special Town Meeting Warrant or Annual Town Meeting Warrant. Chairman Galligan stated that the Foreman of the Department of Public Services (DPS) recently met with the School Facilities Superintendent to discuss the cost of repair for the McGovern School parking lot. Chairman Galligan reported that three different scenarios were discussed/reviewed and suggests that the projects of this nature should be addressed and reviewed by the Capital Improvement Committee and that the Capital Improvement Committee should then present a Capital Project Improvement Plan to the Selectmen and Finance Committee. Selectman Trindade stated his opinion that that Town should solicit three quotes and reconstruction the parking lot sooner than later as it is in deplorable condition. Administrator Kennedy commented that she met with the DPS Foreman today and he indicated that repair to the McGovern School parking lot would begin next week and would cost approximately eight thousand (\$8,000) dollars—this cost will be shared between the school and town.

Fall Special Town Meeting Warrant Article Discussion/Approval:

- Administrator Kennedy stated that several department heads were available to discuss proposed warrant articles submitted for the October 23, 2006 Special Town Meeting.
- Mark Flaherty, Water/Sewer Department Superintendent came forward to explain the warrant article submitted for consideration on the October 23 2006 Special Town Meeting warrant. Superintendent Flaherty explained that the warrant article is requesting \$1,100,000 for the design, construction and purchase of land for the replacement of the Village Street well. Superintendent Flaherty stated that the well is in desperate need of replacement. The Board and Superintendent Flaherty entered into a brief discussion. Selectman Trindade moved to place the warrant

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
SEPTEMBER 18, 2006

article submitted by the Water/Sewer Commissioners on the 10/23/06 Special Town Meeting Warrant; seconded by Selectman Crowley; all ayes 4-0-0 (voted).

- Mark Cerel, Community Preservation Committee Chairman came forward to explain the five warrant articles submitted for consideration on the October 23, 2006 Special Town Meeting warrant. The Board and Chairman Cerel entered into a brief discussion. Chairman Cerel stated that all funds required for the proposed warrant articles will be utilized through use of CPC funds and not Town General Funds. Selectman Trindade moved to place the five warrant articles submitted by the Community Preservation Committee on the 10/23/06 Special Town Meeting warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted).
- Mary Jane White, Town Clerk came forward to explain the warrant article she submitted for consideration on the October 23, 2006 Special Town Meeting warrant. The Town Clerk noted that the proposed warrant was submitted to fix the salary and compensation of her salary. Selectman Trindade moved to place the warrant article submitted by the Town Clerk on the 10/23/06 Special Town Meeting Warrant; seconded by Selectman Crowley; all ayes 4-0-0 (voted).
- Missy Dziczek, Senior Center Director came forward to answer questions relative to the warrant article submitted by the Council on Aging for consideration on the October 23, 2006 Special Town Meeting warrant. Mrs. Dziczek explained that the warrant article is seeking Town approval to enter into an inter-municipal agreement with the Town of Franklin for the purpose of hiring/sharing a Wellness Nurse. Mrs. Dziczek noted that the funds for Wellness Nurse have been secured through a State Grant Program and that the contract will begin as a one-year contract then will be converted to a three-year contract. Mrs. Dziczek and the Board entered into a brief discussion and Selectman Trindade moved to place the warrant article submitted by the Council on Aging on the 10/23/06 Special Town Meeting Warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted).
- Planning Board Chairman, Andy Rodenhiser was present to answer questions relative to the five proposed warrant articles submitted by the Planning Board. Water/Sewer Superintendent Flaherty was also present to support the ground water protection district warrant article. The Board and Chairman Rodenhiser briefly discussed the five proposed warrant articles. Selectman Trindade moved to place the five warrant article submitted by the Planning Board on the 10/23/06 Special Town Meeting Warrant; seconded by Selectman Crowley; all ayes 4-0-0 (voted).
- The Board entered into a brief discussion regarding the warrant article submitted by the School Department relative to transferring funds from Article 13 of 5/14/01 ATM to Article 13 of 6/28/04 STM in order to remove a \$26,402.50 deficit in the capital project funds account. Selectman Trindade moved to place the warrant article submitted by the School Department on the 10/23/06 Special Town Meeting Warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted).
- The Board reviewed the e-mail explanation received from Chairman Wright relative to the proposed warrant article submitted by the Industrial Development

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Committee (IDC) seeking Town approval for an easement that is required to house the pumping station in the Medway Business Park. The Selectmen briefly discussed the warrant article. Selectman Trindade moved to place the warrant article submitted by the IDC on the 10/23/06 Special Town Meeting Warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted).

- The Board also discussed the warrant article relative to the Tax Increment Financing (TIF) Agreement/Economic Development Incentive (EDI) Program for 51 Alder Street; Selectman Trindade moved to place the warrant article on the 10/23/06 Special Town Meeting Warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted).
- The Board reviewed and discussed six warrant articles submitted by the Department of Public Services Director, David D'Amico. Selectman Trindade moved to place the first five warrant articles on the 10/23/06 Special Town Meeting Warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted). The board entered in a discussion regarding the proposed storm water drainage study of the Brentwood area. Director D'Amico provided an explanation of the flooding problems of the Brentwood area. Selectman Trindade moved to place the warrant article (number six) on the 10/23/06 Special Town Meeting warrant; seconded by Selectman Crowley; all ayes 4-0-0 (voted).
- Administrator Kennedy explained the reason of the proposed warrant article requesting a \$2000 funds transfer from the Selectmen's expense budget to the Zoning Board of Appeals expense budget. Selectman Trindade moved to place the warrant article on the 10/23/06 Special Town Meeting warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted).
- Administrator Kennedy also explained the proposed warrant article requesting a \$100 funds transfer from the Selectmen's expense budget to create a Government Study Committee expense budget to assist the committee with various expenses and supplies. Selectman Trindade moved to place the warrant article on the 10/23/06 Special Town Meeting warrant seconded by Selectman Scott; all ayes 4-0-0 (voted).
- Library Trustee Chairman Rowe came forward to explain two warrant submitted by the Library Trustees. The first article seeks Town approval to transfer \$30,381 from the Health Insurance Account to the Medway Public Library Employee Health Insurance Account. Chairman Rowe and the Selectmen entered into a brief discussion. Selectman Trindade moved to place the article on the 10/23/06 Special Town Meeting warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted).
- Library Trust Chairman Rowe also answered questions and entered into a brief discussion with the Board relative to the second article submitted by the Library Trustees. The proposed article requests the Town to raise, appropriate or transfer funds in the amount of \$138,000 to defray Library costs and expenses. Trindade moved to place the warrant article submitted by the Library Trustees on the 10/23/06 Special Town Meeting Warrant; seconded by Selectman Crowley; ayes 2;

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
SEPTEMBER 18, 2006

nays 2 (motion fails). However, a citizens petition was submitted requesting same and will be placed on the 10/23/06 Special Town Meeting warrant.

- Chairman Galligan explained the last article for discussion, sponsored by the Selectmen requesting that the Town vote to refrain appropriation of or funding for any expenses not previously funded until the completion and approval of the fiscal year 2006 audit. The Board entered into a brief discussion. Selectman Trindade moved to add the article to the 10/23/06 Special Town Meeting warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted).

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant twelve (12) for fiscal year '07 as read in the total amount of \$2,256,268.18; Selectman Scott seconded; all ayes 4-0-0 (voted).

Approval of Qualified Bond Act:

- Administrator Kennedy indicated that Treasurer Phillips was present to explain the terms regarding the qualified bond act application.
- Treasurer Collector Phillips stated that the amount of the bond is eleven million five hundred twenty-three thousand dollars (\$11,523,000) for bonding purposes relative to the following school and town projects: High School (\$10,355,000); Burke School Roof (\$186,000); Middle School Roof (\$650,000); Choate Pond Restoration (\$172,000); Town Hall Remodeling (\$160,000). Treasurer Phillips explained that Qualified Bonds are authorized under MGL Chapter 44A and must be for those purposes authorized by law to borrow. She stated that Qualified Bonds have a higher bond rating than the Town currently has and issuing bonds as qualified allowed the Town to obtain a lower interest rate than the Town could secure on its own and is necessary due to the Town current financial condition. The anticipated rate range is between 4.5 and 5.0 percent and the term of the bonds will be for nineteen (19 years). The Board entered into a brief discussion regarding borrowing under the Qualified Bond Act.
- Selectman Trindade moved that the Board pursue borrowing eleven million five hundred twenty-three thousand dollars (\$11,523,000) under the provisions of the Qualified Bond Act as recommended by the Treasurer; Selectman Scott seconded; all ayes 4-0-0 (voted).

The Administrative Services Assistant left the meeting for approximately ten minutes and returned to a discussion between the Board and Charles Myers relative to the McGovern School Parking Lot. Mr. Myers was inquiring if the highway department would be making repairs as needed to the parking lot. Chairman Galligan indicated that the Town and School department had recently agreed to share the eight thousand dollar cost associated with repairs to the parking lot and that the issue will continue to be reviewed. Selectman Trindade moved not to include the warrant article to repair the McGovern School parking lot on the October 23 Special Town Meeting Warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted).

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
SEPTEMBER 18, 2006

Selectman Trindade moved to continue the Selectmen's regular session meeting to 10:30 p.m.; seconded by Selectman Scott; all ayes 4-0-0 (voted).

Other Selectmen Business:

Town Counsel RFP:

The Board entered into a brief discussion regarding the RFP for Town Counsel Services submitted by Administrator Kennedy. Administrator Kennedy informed the Board that Special Town Counsel, Richard Maciolek, has indicated that he can not extend his legal services to the Town beyond October 31, 2006.

- Selectman Trindade moved to approve the Town Counsel Request for Proposal (RFP) as submitted; seconded by Selectman Scott; all ayes 4-0-0 (voted).

One Day Beer and Wine License requested by Gallante's Restaurant:

- Selectman Trindade moved to approve the request for the one day beer and wine license; seconded by Selectman Scott; all ayes 4-0-0 (voted).

Approval of Minutes:

- Selectman Trindade moved to approve but not release the Executive Session meeting minutes of August 21, 2006; Selectman Scott seconded; Ayes 3-0-1 (voted with Chairman Galligan abstaining).
- Selectman Trindade moved to approve the Regular Session meeting minutes of August 21, 2006 with an amendment; Selectman Crowley seconded; Ayes 3-0-1 (voted with Chairman Galligan abstaining).
- Selectman Trindade moved to approve the Workshop meeting minutes of August 28, 2006; seconded by Selectman Scott; all ayes 4-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy, reported she and Selectman Crowley recently meet with School Superintendent Grandmont, David Verdolino the School Finance Director, and Susan Connelly, School Committee Chairman regarding the volume of work left to be completed on the school maintenance shed. Administrator Kennedy indicated the documentation was received from outside legal counsel who both parties agreed to and will be presented to the Board for review and approval shortly. Selectman Crowley stated that the School staff will coordinate completion of the maintenance shed and will report to the Selectman and Town Administrator as warranted. The volunteer contractor (Andy Rodenhiser) will also submit all required insurance and waivers requested by the School/Town and Jim MacLean, School Facilities Manager will act as the "Clerk of the Works". Selectman Scott inquired if the Building Inspector, Mr. Speroni was informed regarding the pending construction. Selectman Crowley stated that the Building Inspector has been informed relative to the pending construction of the maintenance shed.

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
SEPTEMBER 18, 2006

- Administrator Kennedy also indicated that included in the Board's meeting packet is a draft of the proposed Fraud Policy as a result of the Town's outside auditor's recommendation in the 2005 management letter. Administrator Kennedy stated that she will schedule an appropriate workshop date with Chairman Galligan for in depth discussion and review by the Board.

Reports of the Selectmen:

- Selectman Crowley inquired about the Zoning Boards decision relative to the Rosenfeld matter included in the Selectmen's meeting packet. The Chairman indicated that he should contact the ZBA Secretary, Arlene Doherty or Chairman Joe Musmanno for further clarification.
- Selectman Scott announced that the Friends of Choate Park will be hosting a Park Cleanup Day on September 23 with the rain date of September 24. Also the Touch-A-Truck event is scheduled for October 28 with the rain date of October 29.
- Selectman Trindade inquired if the Police Department could provide a traffic details in anticipation for the upcoming Veterans Day Celebration. The Administrative Services Assistant indicated that she would be assisting Colonel Matondi with some details and would also be contact Chief Saleski and Lieutenant Tingley regarding traffic issues/concerns.

Report of the Chairman:

- Chairman Galligan reported that the Town was the recipient of a Priority Development Fund Technical Assistance Program Grant through the Massachusetts Housing Finance Authority for fifteen thousand (\$15,000.00) dollars.
- Chairman Galligan stated that he received correspondence from the 495/Metrowest Alliance for RTA Services "Ride Here Ride Now" regarding statutory reforms allowing access to regional transit authority services and state legislation which was sponsored by Senator Spilka; a member of our legislative delegation. Chairman Galligan stated that we would provide copies to other interested board members if requested. The Administrative Services Assistant stated that a copy of such had been included in the Board members meeting packets for review.

10:30 p.m. There being no further business to discuss, Selectman Trindade moved that the meeting be adjourned; Selectman Scott seconded; all ayes 4-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
OCTOBER 2, 2006

Present: Selectmen Kent Scott, Glenn Trindade, James Galligan, and Dennis Crowley, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Richard Dunne was absent.

7:05 p.m. – Chairman Galligan called the meeting to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Public Comments: *None*

Fall Special Town Meeting Warrant Article Discussion/Approval:

- Administrator Kennedy stated that several department heads were available to discuss proposed warrant articles submitted for the October 23, 2006 Special Town Meeting.
- Mark Flaherty, Water/Sewer Department Superintendent came forward to explain the warrant article submitted for consideration on the October 23 2006 Special Town Meeting warrant. Superintendent Flaherty explained that the warrant article is requesting \$1,100,000 for the design, construction and purchase of land for the replacement of the Village Street well. Superintendent Flaherty stated that the well is in desperate need of replacement. The Board and Superintendent Flaherty entered into a brief discussion. Selectman Trindade moved to place the warrant article submitted by the Water/Sewer Commissioners on the 10/23/06 Special Town Meeting Warrant; seconded by Selectman Crowley; all ayes 4-0-0 (voted).
- Mark Cerel, Community Preservation Committee Chairman came forward to explain the five warrant articles submitted for consideration on the October 23, 2006 Special Town Meeting warrant. The Board and Chairman Cerel entered into a brief discussion. Chairman Cerel stated that all funds required for the proposed warrant articles will be utilized through use of CPC funds and not Town General Funds. Selectman Trindade moved to place the five warrant articles submitted by the Community Preservation Committee on the 10/23/06 Special Town Meeting warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted).
- Mary Jane White, Town Clerk came forward to explain the warrant article she submitted for consideration on the October 23, 2006 Special Town Meeting warrant. The Town Clerk noted that the proposed warrant was submitted to fix the salary and compensation of her salary. Selectman Trindade moved to place the warrant article submitted by the Town Clerk on the 10/23/06 Special Town Meeting Warrant; seconded by Selectman Crowley; all ayes 4-0-0 (voted).
- Missy Dzikczek, Senior Center Director came forward to answer questions relative to the warrant article submitted by the Council on Aging for consideration on the October 23, 2006 Special Town Meeting warrant. Mrs. Dzikczek explained that the warrant article is seeking Town approval to enter into an inter-municipal agreement with the Town of Franklin for the purpose of hiring/sharing a Wellness Nurse. Mrs. Dzikczek noted that the funds for Wellness Nurse have been secured through a

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
OCTOBER 2, 2006

State Grant Program and that the contract will begin as a one-year contract then will be converted to a three-year contract. Mrs. Dziczek and the Board entered into a brief discussion and Selectman Trindade moved to place the warrant article submitted by the Council on Aging on the 10/23/06 Special Town Meeting Warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted).

- Planning Board Chairman, Andy Rodenhiser was present to answer questions relative to the five proposed warrant articles submitted by the Planning Board. Water/Sewer Superintendent Flaherty was also present to support the ground water protection district warrant article. The Board and Chairman Rodenhiser briefly discussed the five proposed warrant articles. Selectman Trindade moved to place the five warrant article submitted by the Planning Board on the 10/23/06 Special Town Meeting Warrant; seconded by Selectman Crowley; all ayes 4-0-0 (voted).
- The Board entered into a brief discussion regarding the warrant article submitted by the School Department relative to transferring funds from Article 13 of 5/14/01 ATM to Article 13 of 6/28/04 STM in order to remove a \$26,402.50 deficit in the capital project funds account. Selectman Trindade moved to place the warrant article submitted by the School Department on the 10/23/06 Special Town Meeting Warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted).
- The Board reviewed the e-mail explanation received from Chairman Wright relative to the proposed warrant article submitted by the Industrial Development Committee (IDC) seeking Town approval for an easement that is required to house the pumping station in the Medway Business Park. The Selectmen briefly discussed the warrant article. Selectman Trindade moved to place the warrant article submitted by the IDC on the 10/23/06 Special Town Meeting Warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted).
- The Board also discussed the warrant article relative to the Tax Increment Financing (TIF) Agreement/Economic Development Incentive (EDI) Program for 51 Alder Street; Selectman Trindade moved to place the warrant article on the 10/23/06 Special Town Meeting Warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted).
- The Board reviewed and discussed six warrant articles submitted by the Department of Public Services Director, David D'Amico. Selectman Trindade moved to place the first five warrant articles on the 10/23/06 Special Town Meeting Warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted). The board entered in a discussion regarding the proposed storm water drainage study of the Brentwood area. Director D'Amico provided an explanation of the flooding problems of the Brentwood area. Selectman Trindade moved to place the warrant article (number six) on the 10/23/06 Special Town Meeting warrant; seconded by Selectman Crowley; all ayes 4-0-0 (voted).
- Administrator Kennedy explained the reason of the proposed warrant article requesting a \$2000 funds transfer from the Selectmen's expense budget to the Zoning Board of Appeals expense budget. Selectman Trindade moved to place the

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
OCTOBER 2, 2006

warrant article on the 10/23/06 Special Town Meeting warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted).

- Administrator Kennedy also explained the proposed warrant article requesting a \$100 funds transfer from the Selectmen's expense budget to create a Government Study Committee expense budget to assist the committee with various expenses and supplies. Selectman Trindade moved to place the warrant article on the 10/23/06 Special Town Meeting warrant seconded by Selectman Scott; all ayes 4-0-0 (voted).
- Library Trustee Chairman Rowe came forward to explain two warrant submitted by the Library Trustees. The first article seeks Town approval to transfer \$30,381 from the Health Insurance Account to the Medway Public Library Employee Health Insurance Account. Chairman Rowe and the Selectmen entered into a brief discussion. Selectman Trindade moved to place the article on the 10/23/06 Special Town Meeting warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted).
- Library Trust Chairman Rowe also answered questions and entered into a brief discussion with the Board relative to the second article submitted by the Library Trustees. The proposed article requests the Town to raise, appropriate or transfer funds in the amount of \$138,000 to defray Library costs and expenses. Trindade moved to place the warrant article submitted by the IDC on the 10/23/06 Special Town Meeting Warrant; seconded by Selectman Crowley; ayes 2; nays 2 (motion fails). However, a citizens petition was submitted requesting same and will be placed on the 10/23/06 Special Town Meeting warrant.
- Chairman Galligan explained the last article for discussion, sponsored by the Selectmen requesting that the Town vote to refrain appropriation of or funding for any expenses not previously funded until the completion and approval of the fiscal year 2006 audit. The Board entered into a brief discussion. Selectman Trindade moved to add the article to the 10/23/06 Special Town Meeting warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted).

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant twelve (12) for fiscal year '07 as read in the total amount of \$2,256,268.18; Selectman Scott seconded; all ayes 4-0-0 (voted).

Approval of Qualified Bond Act:

- Administrator Kennedy indicated that Treasurer Phillips was present to explain the terms regarding the qualified bond act application.
- Treasurer Collector Phillips stated that the amount of the bond is eleven million five hundred twenty-three thousand dollars (\$11,523,000) for bonding purposes relative to the following school and town projects: High School (\$10,355,000); Burke School Roof (\$186,000); Middle School Roof (\$650,000); Choate Pond

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
OCTOBER 2, 2006

Restoration (\$172,000); Town Hall Remodeling (\$160,000). Treasurer Phillips explained that Qualified Bonds are authorized under MGL Chapter 44A and must be for those purposes authorized by law to borrow. She stated that Qualified Bonds have a higher bond rating than the Town currently has and issuing bonds as qualified allowed the Town to obtain a lower interest rate than the Town could secure on its own and is necessary due to the Town current financial condition. The anticipated rate range is between 4.5 and 5.0 percent and the term of the bonds will be for nineteen (19 years). The Board entered into a brief discussion regarding borrowing under the Qualified Bond Act.

- Selectman Trindade moved that the Board pursue borrowing eleven million five hundred twenty-three thousand dollars (\$11,523,000) under the provisions of the Qualified Bond Act as recommended by the Treasurer; Selectman Scott seconded; all ayes 4-0-0 (voted).

The Administrative Services Assistant left the meeting for approximately ten minutes and returned to a discussion between the Board and Charles Myers relative to the McGovern School Parking Lot. Mr. Myers was inquiring if the highway department would be making repairs as needed to the parking lot. Chairman Galligan indicated that the Town and School department had recently agreed to share the eight thousand dollar cost associated with repairs to the parking lot and that the issue will continue to be reviewed. Selectman Trindade moved not to include the warrant article to repair the McGovern School parking lot on the October 23 Special Town Meeting Warrant; seconded by Selectman Scott; all ayes 4-0-0 (voted).

Selectman Trindade moved to continue the Selectmen's regular session meeting to 10:30 p.m.; seconded by Selectman Scott; all ayes 4-0-0 (voted).

Other Selectmen Business:

Town Counsel RFP:

The Board entered into a brief discussion regarding the RFP for Town Counsel Services submitted by Administrator Kennedy. Administrator Kennedy informed the Board that Special Town Counsel, Richard Maciolek, has indicated that he can not extend his legal services to the Town beyond October 31, 2006.

- Selectman Trindade moved to approve the Town Counsel Request for Proposal (RFP) as submitted; seconded by Selectman Scott; all ayes 4-0-0 (voted).

One Day Beer and Wine License requested by Gallante's Restaurant:

- Selectman Trindade moved to approve the request for the one day beer and wine license; seconded by Selectman Scott; all ayes 4-0-0 (voted).

Approval of Minutes:

- Selectman Trindade moved to approve but not release the Executive Session meeting minutes of August 21, 2006; Selectman Scott seconded; Ayes 3-0-1 (voted with Chairman Galligan abstaining).

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
OCTOBER 2, 2006

- Selectman Trindade moved to approve the Regular Session meeting minutes of August 21, 2006 with an amendment; Selectman Crowley seconded; Ayes 3-0-1 (voted with Chairman Galligan abstaining).
- Selectman Trindade moved to approve the Workshop meeting minutes of August 28, 2006; seconded by Selectman Scott; all ayes 4-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy, reported she and Selectman Crowley recently meet with School Superintendent Grandmont, David Verdolino the School Finance Director, and Susan Connelly, School Committee Chairman regarding the volume of work left to be completed on the school maintenance shed. Administrator Kennedy indicated the documentation was received from outside legal counsel who both parties agreed to and will be presented to the Board for review and approval shortly. Selectman Crowley stated that the School staff will coordinate completion of the maintenance shed and will report to the Selectman and Town Administrator as warranted. The volunteer contractor (Andy Rodenhiser) will also submit all required insurance and waivers requested by the School/Town and Jim MacLean, School Facilities Manager will act as the "Clerk of the Works". Selectman Scott inquired if the Building Inspector, Mr. Speroni was informed regarding the pending construction. Selectman Crowley stated that the Building Inspector has been informed relative to the pending construction of the maintenance shed.
- Administrator Kennedy also indicated that included in the Board's meeting packet is a draft of the proposed Fraud Policy as a result of the Town's outside auditor's recommendation in the 2005 management letter. Administrator Kennedy stated that she will schedule an appropriate workshop date with Chairman Galligan for in depth discussion and review by the Board.

Reports of the Selectmen:

- Selectman Crowley inquired about the Zoning Boards decision relative to the Rosenfeld matter included in the Selectmen's meeting packet. The Chairman indicated that he should contact the ZBA Secretary, Arlene Doherty or Chairman Joe Musmanno for further clarification.
- Selectman Scott announced that the Friends of Choate Park will be hosting a Park Cleanup Day on September 23 with the rain date of September 24. Also the Touch-A-Truck event is scheduled for October 28 with the rain date of October 29.
- Selectman Trindade inquired if the Police Department could provide a traffic details in anticipation for the upcoming Veterans Day Celebration. The Administrative Services Assistant indicated that she would be assisting Colonel Matondi with some details and would also be contact Chief Saleski and Lieutenant Tingley regarding traffic issues/concerns.

Report of the Chairman:

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
OCTOBER 2, 2006

- Chairman Galligan reported that the Town was the recipient of a Priority Development Fund Technical Assistance Program Grant through the Massachusetts Housing Finance Authority for fifteen thousand (\$15,000.00) dollars.
- Chairman Galligan stated that he received correspondence from the 495/Metrowest Alliance for RTA Services "Ride Here Ride Now" regarding statutory reforms allowing access to regional transit authority services and state legislation which was sponsored by Senator Spilka; a member of our legislative delegation. Chairman Galligan stated that we would provide copies to other interested board members if requested. The Administrative Services Assistant stated that a copy of such had been included in the Board members meeting packets for review.

10:30 p.m. There being no further business to discuss, Selectman Trindade moved that the meeting be adjourned; Selectman Scott seconded; all ayes 4-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
OCTOBER 18, 2006

Present: Selectmen Kent Scott, Richard Dunne, James Galligan, and Dennis Crowley, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Glenn Trindade, was late (7:40 p.m.).

7:02 p.m. – Chairman Galligan 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 Scott moved that the Board approve and sign warrant nineteen (19) for fiscal year '07 as read in the total amount of \$593,077.07; Selectman Dunne seconded; all ayes 4-0-0 (voted).

Approval of Minutes:

- Selectman Dunne moved to approve the Special Session meeting minutes of October 23, 2006; Selectman Crowley seconded; Ayes 3-0-1 (voted with Selectman Scott abstaining).

Approval of Common Victualler's License:

- Paul Winsham, Owner/Manager of Richard's Casino Bar and Grille d/b/a/Zio Paolo's Tratoria came forward to answer question regarding his application for a victualler's license. Mr. Winsham indicated that his business is doing so well that he is applying for licensing in order to expand his current business to include, take-out, catering and family-style services. The new business will be called Zio Paolo's Osteria and will not serve liquor. Mr. Winsham indicated that all inspections required by the Town have been completed. The Administrative Services Assistant verified same. The Board and Mr. Winsham entered into a brief discussion. Selectman Dunne moved to approve the application for a common victualler's license requested by Richard's Casino Bar and Grille d/b/a Zio Paolo's Osteria; seconded by Selectman Scott; all aye 4-0-0 (voted).

Approval of Solicitor's Permit:

Report of the Town Administrator:

- Administrator Kennedy, reported she and Selectman Crowley recently meet with School Superintendent Grandmont, David Verdolino the School Finance Director, and Susan Connelly, School Committee Chairman regarding the volume of work left to be completed on the school maintenance shed. Administrator Kennedy

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
OCTOBER 18, 2006

indicated the documentation was received from outside legal counsel who both parties agreed to and will be presented to the Board for review and approval shortly. Selectman Crowley stated that the School staff will coordinate completion of the maintenance shed and will report to the Selectman and Town Administrator as warranted. The volunteer contractor (Andy Rodenhiser) will also submit all required insurance and waivers requested by the School/Town and Jim MacLean, School Facilities Manager will act as the "Clerk of the Works". Selectman Scott inquired if the Building Inspector, Mr. Speroni was informed regarding the pending construction. Selectman Crowley stated that the Building Inspector has been informed relative to the pending construction of the maintenance shed.

- Administrator Kennedy also indicated that included in the Board's meeting packet is a draft of the proposed Fraud Policy as a result of the Town's outside auditor's recommendation in the 2005 management letter. Administrator Kennedy stated that she will schedule an appropriate workshop date with Chairman Galligan for in depth discussion and review by the Board.

Reports of the Selectmen:

- Selectman Crowley inquired about the Zoning Boards decision relative to the Rosenfeld matter included in the Selectmen's meeting packet. The Chairman indicated that he should contact the ZBA Secretary, Arlene Doherty or Chairman Joe Musmanno for further clarification.
- Selectman Scott announced that the Friends of Choate Park will be hosting a Park Cleanup Day on September 23 with the rain date of September 24. Also the Touch-A-Truck event is scheduled for October 28 with the rain date of October 29.
- Selectman Trindade inquired if the Police Department could provide a traffic details in anticipation for the upcoming Veterans Day Celebration. The Administrative Services Assistant indicated that she would be assisting Colonel Matondi with some details and would also be contact Chief Saleski and Lieutenant Tingley regarding traffic issues/concerns.

Report of the Chairman:

- Chairman Galligan reported that the Town was the recipient of a Priority Development Fund Technical Assistance Program Grant through the Massachusetts Housing Finance Authority for fifteen thousand (\$15,000.00) dollars.
- Chairman Galligan stated that he received correspondence from the 495/Metrowest Alliance for RTA Services "Ride Here Ride Now" regarding statutory reforms allowing access to regional transit authority services and state legislation which was sponsored by Senator Spilka; a member of our legislative delegation. Chairman Galligan stated that we would provide copies to other interested board members if requested. The Administrative Services Assistant stated that a copy of such had been included in the Board members meeting packets for review.

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
OCTOBER 18, 2006

10:30 p.m. There being no further business to discuss, Selectman Trindade moved that the meeting be adjourned; Selectman Scott seconded; all ayes 4-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE SELECTMEN'S SPECIAL SESSION MEETING

October 23, 2006

Present: Selectmen James Galligan, Dennis Crowley, Glenn Trindade. Richard Dunne, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Kent Scott arrived at 6:25 p.m.

6:06 p.m. – Chairman Galligan called the special session to order in Room 111A of the Medway High School. All stood for the Pledge of Allegiance.

Public Comments:

Friends of Choate Park were in attendance and questioned the Administrator's/Board of Selectmen's reasoning relative to the Indemnification Agreement which they found to be unacceptable. Mr. Mark Hofer stated that the agreement was not fair and that member Kathy Neijadlik presented another agreement they felt was more acceptable. Administrator Kennedy stated that she would be willing to meet with members tomorrow as the matter is of a managerial nature and does not require Selectmen action, as the Selectman have already approved the event. The Selectmen noted that they understand the committee's position and support the Town Administrator's review of the newly drafted Indemnification Agreement and work with the "Friends of Choate Park" to come to an agreement that is acceptable to the both parties. Administrator Kennedy asked that Mrs. Neijadlik to come by the office tomorrow. Mrs. Neijadlik became emotional and stated that she was a volunteer and had a busy schedule. Selectman Trindade explained that the Town was trying to work on an agreement that would be acceptable to both parties and that the Friends need to cooperate and work with the Town. Selectman Trindade further stated that the Town is not trying to make it difficult for the Friends to hold the event, they just want to be sure that all parties are protected as suggested by the Town's legal counsel and insurance carrier.

Approval of a One-Day All Alcohol License:

- Selectman Trindade moved that the Board approve the One-Day All Alcohol License as requested by the Saint Joseph's for Saturday, October 28 from 7:00 p.m. to Midnight; seconded by Selectman Scott; all ayes 4-0-0 (voted).

Approval of Reevaluation Services Agreement requested by the Board of Assessors:

- Selectman Trindade moved that the Board hold the matter until the next scheduled Board of Selectmen's meeting; seconded by Selectman Dunne; all aye 4-0-0 (voted).

Approval of Veterans Day Proclamation:

- Selectman Trindade moved that the Board approve the Veterans Day Proclamation as submitted; seconded by Selectman Dunne; all aye (4-0-0).

MINUTES OF THE SELECTMEN'S SPECIAL SESSION MEETING

October 23, 2006

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant seventeen (17) for fiscal year '07 as read in the total amount of \$91,210.16 and additional warrant seventeen (17-additional) in the total amount of \$1,312.31; Selectman Dunne seconded; All ayes 4-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy stated she would like to schedule a meeting next week to include an Executive Session to discuss the Fire Union Agreement.
- Administrator Kennedy also provided an update on the high school project. Administrator Kennedy noted that there appears to be approximately five hundred thousand dollars (\$500,000.00) of expenses that may not be reimbursable to the Town. Three Hundred thousand dollars (\$300,000.00) of the unreimbursable expenses are related to the Coakley building. Administrator Kennedy stated that she will be meeting with School Officials and the Town fiscal advisor and will report back to the Selectman as warranted.

Reports of the Selectmen:

- The Selectmen did not have reports this week.

Report of the Chairman:

- Chairman Galligan indicated that he had prepared a few financial reports that he would present via Power Point at this evening Special Town Meeting. Chairman Galligan indicated that the data will provide attendees with up to date financial status of the Town's finances.

6:40 p.m. There being no further business to discuss, Selectman Trindade moved that the regular session meeting be adjourned; Selectman Crowley seconded; all ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
NOVEMBER 20, 2006

Present: Selectmen Kent Scott, Glenn Trindade, and Dennis Crowley, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectmen Richard Dunne and James Galligan were absent.

7:07 p.m. – Selectman Scott chaired the meeting due to the absence of the Chairman and Vice Chairman.

Public Comments: There were no public comments.

Approval of December 4, 2006 Special Town Meeting Warrant:

- Administrator Kennedy gave background and reasoning relative to the warrant articles included on the 12/4/06 Special Town Meeting Warrant. The Administrator stated that the Board was faced with an extreme deadline to execute the warrant for serving by Constable Trufant in order to meet the statutory deadline.
- The Board entered into a discussion regarding the articles and asked Fire Chief Vinton to explain Article 13. After a brief discussion, it was concluded that the warrant article (Section 3.2.2) would be amended at the Special Town Meeting to read that Full Time fire department members should live in municipalities contiguous with the Town of Medway.
- The Board entered into a discussion with the Planning Board Chairman (Andy Rodenhiser) relative to Article 14. The Board also entered into a brief discussion with the Industrial Development Committee Chairman (Bill Wright).
- There were no other questions and Selectman Trindade moved that the Board approve and execute the 12/4/06 Special Town Meeting Warrant.; seconded by Selectman Crowley; all ayes 3-0-0 (voted).

Discussion of TIF Analysis on 51 Alder Street:

- Acting Chairman, Kent Scott asked Assessor Willisson to come forward and explain the TIF Analysis he prepared for discussion.
- Assessor Willisson stated that TIF (Tax Increment Financing) agreements are an incentive to reach new businesses and get the businesses to operate in Town. Assessor Willisson stated that the 51 Alder Street TIF agreement states that the taxpayer will invest three million dollars during fiscal 2007. The Board and Assessor Willisson entered into a brief discussion.

The Administrative Services Assistant was excused from the meeting for approximately fifteen minutes in order to coordinate serving the 12/4/06 Special Town Meeting warrant with Constable Trufant.

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
NOVEMBER 20, 2006

- Administrator Kennedy commented that Bond Counsel had reviewed the proposed TIF Agreement and that the agreement was also on file in the Town Clerk's office for review by interested parties.
- Administrator Kennedy also asked the status of the new growth numbers. Assessor Willisson stated that hopefully he will receive the data from Paul Kapinos prior to Tuesday, November 21, 2006. Selectman Scott asked how the Assessors determine the new growth data. Assessor Willisson stated that the Board of Assessors voted on the value provided by former staff member. Selectman Crowley asked how the data could be so far off. Assessor Willisson stated his opinion that late tax bills and decline of the number of building permits contributed to calculated data.
- Administrator Kennedy also asked the status of hiring the Administrative Assessor. Assessor Willisson indicated that they Board of Assessors have reviewed the resumes received thus far but have not scheduled any interviews. Administrator Kennedy indicated that she would like to participate with the interview process. Assessor Willisson indicated that the Assessors would notify her when they were ready to begin interviewing candidates.

NEASC/MCAS update:

- School Committee members, Susan Connolly and Tina Wright were present to discuss and answer questions relative to the recent NEASC report that was prepared for Medway High School. Dr. Grandmont was also available to answer any questions. Mrs. Wright indicated that a copy of the report will be given to the Town Clerk and Library for review by interested parties. Mrs. Wright also indicated that copies may be requested through the Superintendent's office and is also available on the school's website. Mrs. Wright explained that the NEASC review is an independent assessment of the high school to evaluate it if meets the qualitative standards for accreditation by the New England Association of Schools and Colleges. The review focuses on two standards (Teaching and Learning; Support of Teaching and Learning).
- Acting Chairman Scott commented that the report entails many areas of review and did want the School Committee representatives to feel pressured to prematurely report or discuss data during the Selectmen's meeting that may be reported at another scheduled presentation.
- Mrs. Wright stated that she would give a brief overview for the Selectmen and attendees of the meeting. Mrs. Wright stated that one concern addressed in the report was the lack of a curriculum coordinator.
- Selectman Trindade asked how many guidance counselors are on staff at the High School. Dr. Grandmont stated that there are three guidance counselors to serve eight hundred plus students.

MINUTES OF THE REGULAR SESSION SELECTMEN'S MEETING
NOVEMBER 20, 2006

- Mrs. Wright stated that Medway High School received accreditation. Mrs. Wright reported that in addition to the mandatory two year progress review inherent in the process, that Medway must complete a six month critical milestone review. The parties entered into a brief discussion and concluded the update.

Approval of property use in the right of way by Restaurant 45:

- Planning Board Chairman, Andy Rodenhiser, was present and explained that per the October 23, 2006 Special Town Meeting vote Restaurant 45 was given permission to utilize property in the right of way. Chairman Rodenhiser indicated that the Planning Board and Special Town Counsel have been working together on the License before the Selectmen for execution. The Selectmen executed the License prepared by Special Town Counsel and approved at the October 23, 2006 Special Town Meeting.

Approval of Agreement with Contract Nurse:

- Council on Aging Director, Missy Dziczek, was present to answer any questions relative to the Agreement with the Contract Nurse before the Board for approval. The parties entered into a brief discussion. Selectman Trindade moved that the Board accept and approve the Agreement with the Contact Nurse to be executed by the Town Administrator; seconded by Selectman Crowley; all ayes 3-0-0 (voted).

Approval of the revised Design Engineering Agreement:

- Administrator Kennedy indicated that before the Board for execution is the revised Design Engineering Agreement in relation to the Industrial Park Sewer Extension Project. Administrator Kennedy indicated that the revised agreement reflects comments and suggestions that were discussed at a previous Selectmen's meeting. Selectman Trindade moved that the Board accept and approve the revised Design Engineering Agreement submitted for Board execution; Selectman Scott seconded; all ayes 3-0-0 (voted).

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant twenty one (21) for fiscal year '07 as read in the total amount of \$1,049,140.26; Selectman Scott seconded; all ayes 3-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy, reported that Director D'Amico was present to discuss the 2006 Supplemental Budget Earmarks relative to the Highway Barn and Salt Shed. Director D'Amico came forward and explained that the engineering project scope submitted to Massachusetts Highway Department was denied and therefore, he prepared a the letter to Mass Highway from the Board to seeking permission to

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utilize the earmark funds to construct a prefabricated metal garage structure to be used for washing and winter storage of highway vehicles. Selectman Trindade moved that the Board sign the letter; Selectman Crowley seconded; all ayes 3-0-0 (voted).

- Administrator Kennedy reported that Governor Romney has placed the funding of supplemental budget earmarks on hold. Administrator Kennedy stated that she will update the Board as warranted.
- Administrator Kennedy reported that she would like to convene an Ambulance Fund Review Team and would also like to conduct a Snow and Ice Policy review which would include two members from the Board of Selectmen, Finance Committee, Town Accountant as well as the respective Department Head and a departmental representative.
- Administrator Kennedy reported that she is coordinating joint meeting of the Audit Committee and Board of Selectmen to review the 2006 Audit and will confirm the meeting date as soon as possible. She is also coordinating a brief meeting to review Town Counsel RFP's and will also confirm that date as well. The parties entered into brief discussion relative to both matters.
- Administrator Kennedy also reported that the Treasurer Collector's office has been very busy due to letters of intent being mailed. As a result, many people have come in to pay past due taxes and to set up tax-payment plans.

Reports of the Selectmen:

- Selectman Crowley did not have a report but asked the Administrator if it would be possible to get a report of sick time utilized by employees in an effort to observe if the Unlimited Sick Leave Policy is being abused. Administrator Kennedy indicated that she can not include names of employees but may be able to work with staff and develop a matrix within the next few weeks. Selectman Crowley also read the Board of Health Notice relative to plans to hold a public hearing to inform public about new charges for wood and bulk items being disposed of at the recycling center.
- Selectman Scott announced that the Annual Holiday Parade will take place on Saturday, November 25 with a rain date of Sunday, November 26. Selectman Scott also reviewed the Town's enhanced rate of Aa3 and the underlying rating of Baa1 reported by Moody's Investment Services. The report indicated that the enhanced Aa3 rating is due to the Town's General Obligation State Qualified Municipal Purpose Loan with a stable outlook. The Baa1 rating reflects the town's modestly-sized tax base with wealth levels comparable to the state median and a favorable debt position despite recent favorable changes in management's approach relative to budgeting and long-range planning, a defeated operating override also exacerbates the Town's diminished financial flexibility and reflects limited options available to improve the Town's financial position. Moody's believes that

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Medway will continue to be challenged attempting to achieve financial stability while providing services typically demanded like surrounding communities, changes in the financial management team are expected to allow the town to implement new financial policies that will improve its financial position and regain its structural balance. Future rating will depend heavily on the Town's ability to regain its structural balance while replenishing reserves.

- Selectman Trindade did not have a report.

9:30 p.m. There being no further business to discuss, Selectman Trindade moved that the meeting be adjourned; Selectman Crowley seconded; all ayes 3-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE SELECTMEN'S SPECIAL SESSION MEETING

November 27, 2006

Present: Selectmen James Galligan, Dennis Crowley, Glenn Trindade. Kent Scott, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Richard Dunne was absent.

8:45 p.m. – Chairman Galligan called the Selectmen's Special Session to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Public Comments: There were no public comments.

Discussion of Town Counsel Candidates:

- Chairman Galligan noted that the reason for this Selectmen's meeting is to discuss the six town counsel request for proposals (RFP's). Chairman Galligan noted that he needed some extra time to review the RFP's before making his final recommendation.
- Administrator Kennedy referred the Selectmen to page three of the RFP which defines the qualifications and selection criteria to meet the Town's needs. Administrator Kennedy also suggested that the Selectmen' stick to an aggressive schedule during the town counsel selection process as present town counsel made it very clear that he can not continue to provide legal counsel beyond November 30, 2006.
- Selectman Trindade stated that he reviewed all six RFP's and is ready to submit the names of three candidates (Petrini & Associates; Bracket & Lucas; Blatman, Bobrowski & Mead).
- Selectman Scott stated that five RFP's submitted were from larger law firms and that one RFP was submitted by a local attorney and that there was a broad range of firms to select from. Selectman Scott also commented that the firms are well respected. Selectman Scott indicated that he was ready to submit the names of three candidates he feels would best serve the Town (Petrini & Associates; Bracket & Lucas; Kopelman & Paige).
- Selectman Crowley indicated that he thoroughly reviewed the RFP's and is ready to submit three candidate names that he feels would best suit the town's needs (Blatman, Bobrowski & Mead; Bracket & Lucas; Petrini & Associates). Selectman Crowley supports moving through the selection process quickly.
- Chairman Galligan indicated that he favors utilizing a firm with multiple sources of support. Chairman Galligan indicated that he feels the firms of Petrini & Associates; Mirick O'Connell and Bracket & Lucas would best suit the town's needs.
- The Board discussed all the candidates selected by the Board. Selectman Trindade moved that the Board conduct interviews with the firms of Petrini & Associates; Bracket & Lucas and Mirick O'Connell as discussed and selected by the Board

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seconded by Selectman Crowley; ayes 3 with Selectman Scott abstaining (3-0-1—voted). The Board also entered into a discussion relative to the interview process and agreed that the interviews of the three candidates should be scheduled on December 8 or December 9 (Friday and Saturday); preferably all on one day. Chairman Galligan directed the Administrator to contact the candidates and schedule the interviews as soon as possible.

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant twenty-two (22) for fiscal year '07 as read in the total amount of \$787,539.33; Selectman Scott seconded; All ayes 4-0-0 (voted).

Consideration for Annual Christmas Tree Sale:

- Selectman Trindade moved that the Board approve the Annual Christmas Tree Sale requested by the Medway Lions Club; seconded by Selectman Scott; all ayes 4-0-0 (voted).

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

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE SELECTMEN'S SPECIAL SESSION MEETING

December 4, 2006

Present: Selectmen James Galligan, Dennis Crowley, Glenn Trindade. Richard Dunne, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Kent Scott arrived at 6:13 p.m.

6:01 p.m. – Chairman Galligan called the special session to order in Room 111A of the Medway High School. All stood for the Pledge of Allegiance.

Public Comments: None.

Tax Classification hearing:

- Chairman Galligan opened the Tax Classification hearing and the Clerk (Selectman Crowley) read the Public Hearing Notice. Chairman Galligan noted that the Assessor's prepared a chart and explanation of data relative to the Tax Classification Hearing.
- Chairman Willisson (Board of Assessors) indicated and explained that the chart shows the effect of various shifts on the average single family tax bill and the average commercial tax bill. Assessor Willisson noted that Medway has utilized a single tax rate since 1985 and that the relative flatness of the residential tax rate is due to the current tax base (89.4%). Assessor Willisson indicated that even if the Town elected to shift a large portion of tax burden to the commercial class there would be a small change in the residential tax bills. Assessor Willisson entertained questions from the Board and entered into a brief discussion.
- Chairman Galligan commented that if the maximum tax burden was shifted to the commercial class the town would discourage new businesses from coming to Medway.
- Chairman Galligan recommended that the Town retain a single tax rate, given that a split tax rate would provide a very limited benefit to residents, which substantially increasing the tax on local businesses, due to the Town's high proportion of residential tax base. Selectman Trindade moved that the Town retain the single tax rate; seconded by Selectman Dunne; all ayes 5-0-0 (voted). Assessor Willisson indicated that final DOR approval of the valuations was expected to be received by Thursday, December 7. The Town Moderator (Mark Cerel) recommended that the Board rescind the previous vote until such time as the DOR review was finalized. Administrator Kennedy stated that the Town's DOR representative (Kathy Reed) recommended voting on the tax rate tonight, contingent upon final approval of the valuations. The Board entered into a brief discussion.
- Selectman Crowley asked the Assessors if any of other departments of Town Hall interfered with any of the tasks involved with the Assessors preparation of local assessments or data needed in order to certify the values necessary to hold an early

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December 4, 2006

classification hearing. Assessor Willisson indicated no other department of Town Hall was responsible or interfered with the Assessor's departmental tasks.

- Selectman Trindade moved to rescind the previous vote taken by the Board; seconded by Selectman Dunne; all ayes (5-0-0) voted. Selectman Trindade moved that the Town retain the single tax rate pending certification of values from the Department of Revenue (DOR) and continue the Tax Classification Hearing to Monday, December 11, 2006, in order to ratify such vote; seconded by Selectman Scott; all ayes 5-0-0 (voted).

Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant twenty-three (23) for fiscal year '07 as read in the total amount of \$1,246,349.77; Selectman Dunne seconded; All ayes 5-0-0 (voted).

Approval 2007 Annual License:

- Selectman Trindade moved that the Board approve the list of 2007 Annual Licenses; seconded by Selectman Dunne; all ayes 5-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy did not have a report.

Reports of the Selectmen:

- The Selectmen did not have reports this week

Report of the Chairman:

- Chairman Galligan did not have a report this week.

6:40 p.m. There being no further business to discuss, Selectman Scott moved that the special session meeting be adjourned; Selectman Dunne seconded; all ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON

MINUTES OF THE SELECTMEN'S SPECIAL SESSION MEETING

December 11, 2006

Present: Selectmen James Galligan, Dennis Crowley, Glenn Trindade. Richard Dunne, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Selectman Kent Scott arrived at 6:13 p.m.

7:06 p.m. – Chairman Galligan called the special session to order in Sanford Hall of the Medway Town Hall. All stood for the Pledge of Allegiance.

Public Comments: None.

Continuation of Tax Classification Hearing:

- Chairman Galligan stated that the Board was meeting to continue the Tax Classification Hearing as voted that the December 4, 2006 Special Selectmen's meeting. The primary reason for the continuation is to ratify the selectmen's December 4, 2006 vote to accept a single tax rate now that the Department of Revenue has certified the values submitted by the Assessors and to execute the LA-5 submitted by the Assessors.
- Administrator Kennedy reported that the Assessors have verified that the data files contained on the VADAR system (the Town's financial reporting system) matches exactly and are ready to proceed with preparing the tax bills.
- Selectman Crowley also verified and reported that the Town's tax rate is currently \$13.32 per thousand.
- Selectman Scott commented that the Town is way ahead of schedule contrary to public opinion and that tax bills will be forwarded on time.
- Selectman Trindade moved that the Town retain the single tax rate; seconded by Selectman Scott; all ayes 5-0-0 (voted).
- Selectman Dunne inquired who calculates the excess levy position as reported on the LA5 that the Selectmen just executed. Administrator Kennedy indicated that the Assessors report the figure. Selectman Scott indicated that DOR does not recommend utilizing those funds until all the calculations are settled. Selectman Crowley asked if the Assessors would have been able to provide more accurate data if there was a full-time Administrative Assessor on staff. Selectman Crowley commented that the Assessors have not hired a full time Administrative Assessor to date and does not want to end up in the same position next year as this year. Administrator Kennedy indicated that the Assessors might have been able to determine the calculations earlier. Administrator Kennedy reported that the Assessors have been reviewing resumes and will hopefully begin interviewing soon.

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Approve and sign warrant:

- Selectman Trindade moved that the Board approve and sign warrant twenty-four (24) for fiscal year '07 as read in the total amount of \$1,307,931.77; Selectman Dunne seconded; All ayes 5-0-0 (voted).

Report of the Town Administrator:

- Administrator Kennedy reported that 99.7 percent of 2006 taxes have been collected and 97.3 percent of 2007 taxes have been collected to date. The Treasurer Collector has sent out letters of intent and will commence the tax title advertisements shortly.
- Administrator Kennedy stated that she compiled a list of references for each of the Town Counsel candidates for verification by the Selectmen. Selectmen Trindade and Scott offered to coordinate the reference checks on the two candidates.
- Administrator Kennedy stated that the Audit Committee will be requesting a meeting with the Selectmen soon. She also suggested that the Selectmen schedule meetings with the Board of Health and Water/Sewer Board to discuss centralized billing functions.

Reports of the Selectmen:

- Selectman Trindade did not have a report this week.
- Selectman Scott inquired if Selectman Crowley was able to follow up with Attorney Doneski relative to filing of bonding claims. Selectman Crowley indicated that Attorney Doneski represented that letters will be drafted shortly. Administrator Kennedy indicated that copies of the letters have been received and will be included in the next Selectmen's meeting packet. Selectman Scott also noted that the Cable Advisory Committee needs another member. Selectman Scott also indicated that the Committee needs more participation from the Town Cable Access Committee. Selectman Scott also indicated that public hearings need to be held sometime in January or February.
- Selectman Dunne indicated that he is awaiting information from Cingular Wireless. Selectman Dunne reported that the Ambulance Fund Review Committee has met once and is scheduled to meet on Tuesday (12/12/06) and he is looking forward to working with the committee and the Chief. Selectman Dunne also inquired if the Administrator will be able to provide departmental budget to actual expenditure reports for review by the Selectmen. Administrator Kennedy indicated that she will work with staff to provide a more detailed report as requested by the Selectmen. The Board entered into a discussion regarding the departmental expense detail and report processing.
- Selectman Crowley inquired if the Town Administrator was able to create a sick leave report. Administrator Kennedy reported that sick leave has not been tracked

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electronically and will require additional research to pull the data from paper records. Lastly, Selectman Crowley indicated that he has not been getting proper cooperation from Norfolk County Retirement System staff relative to obtaining retirement data needed for budgetary purposes and would like to go directly to the Norfolk County Commissioners. The Selectmen support going directly to the Commissioners for information.

Report of the Chairman:

- Chairman Galligan reported that the Audit Committee met last week to follow up with the management letter responses and will schedule a meeting with the Selectmen sometime in January. Chairman Galligan also reported that the Audit Committee drafted a "charter for the Audit Committee purposes" for review by the Government Study Committee.
- Chairman Galligan indicated that the regular scheduled Selectmen's meetings in January fall on Monday holidays. The board entered into a brief discussion and agreed to meet on January 8 and January 22. The Administrative Services Assistant will confirm if the School Committee Room is available for use on January 8th.
- Chairman Galligan indicated that the All Board Meeting will take place on December 18th. All departments and boards are invited to attend and participate in the discussion of upcoming budget presentations, format, etc.
- The Board entered into a discussion regarding the process and reporting of the budget data.

8:30 p.m. There being no further business to discuss, Selectman Trindade moved that the special session meeting be adjourned; Selectman Dunne seconded; all ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON