

**Town of Medway
Board of Selectmen's Meeting
January 7, 2013 – 6:30 PM
Sanford Hall
155 Village Street**

Present: Chairman Andrew Espinosa, Vice-Chair Glenn Trindade, Selectman Dennis Crowley, Selectman John Foresto, and Suzanne Kennedy, Town Administrator. Selectman Richard D'Innocenzo was absent.

Also Present: Tom Holder, Director, Department of Public Services; Maryjane White, Town Clerk; Marc Terry, Mirick O'Connell; Sue Ellis, Human Resources Director; Jeffery Lynch, Fire Chief; Carol Pratt, Town Accountant.

At 6:35 PM Chairman Espinosa called the meeting to order and led the Pledge of Allegiance.

At 6:36 PM Selectman Foresto moved that the Board enter Executive Session under Exemption 2 for the purpose of conducting strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel [Non-union negotiations] and Exemption 3 to discussion strategy with respect to collective bargaining or litigation if any open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares [police contract] with the intent to return to public session following Executive Session; Selectman Trindade seconded. No discussion. Roll Call Vote: Crowley, aye; Espinosa, aye; Foresto, aye; Trindade, aye.

At 7:23 PM Chairman Espinosa reconvened public session.

Public Comments: None

Appointments – Election Location Task Force:

The Board reviewed a suggested list of potential task force members suggested by the Town Clerk.

Ms. Maryjane White, Town Clerk, explained that she will chair this task force. The work will need to be done fairly quickly so she can get the notice into the census letters, letting voters know of any changes in their polling places. She noted that the effort may take only one or two meetings.

Brief discussion followed. Selectman Trindade volunteered to serve on the task force. Due to the fact that the group will be a task force and not a committee, the Board did not need to recommend participants nor vote on the group itself. The Board suggested Ms. White proceed as she sees fit. The suggested participants are as follows:

David Verdolino – Schools (recommended by Dr. Evans)
Richard Parrella – Resident
Nancy Vinton -- Election Worker -- Clerk of Precinct 3

Glenn Trindade, Board of Selectmen
Maryjane White, Town Clerk and Chair

Presentation -- Fiscal Year 2012 Audit, Melanson Heath & Company:

The Board reviewed an Audit Report for the Fiscal Year ended June 30, 2012.

It was agreed to divide the presentation into parts, with the basic presentation lasting only 15 minutes. If the Board has extensive questions after reviewing the report, a discussion can be placed on a future agenda. Ms. Carol Pratt, Town Accountant, distributed hard copies of the report.

Ms. Kennedy stated FY12 was a very good year for Medway, emphasizing that once again there is no management letter. This means no significant improvements or corrections are suggested.

Mr. Frank Byron, President, Melanson Heath & Company Financial Services introduced himself. He stated that the audit briefly reviews the numbers, determining that the Town's assets are protected with no material weaknesses present, and suggesting small areas of housekeeping issues in statement reconciliation. Overall, the records are in very good shape. It was noted that, compared to other communities, there are only 5% who do not get a management letter.

Ms. Jennifer Reddington, audit supervisor, has worked on the audits for a couple of years. She stated their job is to determine that records are kept in accordance with GAAP (Generally Accepted Accounting Principles) with no exceptions. "No exceptions" is the best rating one can get for an independent audit. Brief discussion followed on various funds and business activity funds. She noted that page 18 of the report features a breakout of each of the enterprise funds individually.

Mr. Byron briefly reviewed various pages within the report. Medway is not alone in being low in unfunded liabilities (post-employment benefits). He noted that Medway is in its strongest financial position in the past ten years and complimented the Town on collection of delinquent property taxes. The suggested guideline is to maintain two months of operating expenses as cash, which Medway has. Revenues were higher than the expenses, which is a very good thing.

Selectman Trindade asked if other communities build infrastructure projects into their budgets. Mr. Byron responded that most do, but added that many are not as disciplined in reserving their free cash and use it for operating expenses.

The Board requested a copy of the informal letter sent to the Town by Melanson and Heath.

Discussion – Contract for EMS Services:

Ms. Kennedy stated the Town was issued a provisional license last week due to inadequate staff cover both the 7AM to 7 PM and 7PM to 7AM shifts. Several meetings have been held on how to eliminate the provisional status, noting that the existing contract was not adequate as an operational contract, but is sufficient for billing. "Inadequate" means the Town cannot guarantee coverage, which is what OEMS, the regulatory agency, requires. There has been no change in the standards, just in the way they were applied to Medway. This particular inspector is more stringent in enforcing the existing standards.

The notion of becoming a primary provider is that there will be a designated rig assigned to Medway, which currently does not exist. The chief has suggested that several EMT personnel agree to be on-call during that 7PM to 7 AM time period. The on-call staff will be provided by full time EMT staff. This is an

attempt to meet the state standard while various other solutions are being determined and examined. Also under consideration is the possible reorganization of the Fire and EMS Departments. The revenue from any calls should help to cover the costs. Brief discussion followed. Concern was expressed for the financial implications of this kind of change as well as the impact to general staffing in the Fire Department with EMS coverage.

Selectman Crowley asked if this change can be handled by the staff. Chief Lynch responded that the staff has stepped up but the staffing is still inadequate. We have applications to hire more on-call personnel. The inspector will return shortly to review what we have designed, and he will either agree or take further action, which could be a fine or loss of the license. If the license is lost, the calls would then go to a private ambulance service. Ms. Kennedy stated the figures are being prepared. Chairman Espinosa asked about the financial impact of the short-term solution, and asked for a presentation at the next meeting. He indicated consideration should also be given for what we will do in the long run, which will be integrated into the budget cycle.

Ms. Kennedy stated her job is to work with the staff on the short term strategic initiative. This is an operational issue that jumped out before the strategic implementation could occur. The Town has forged a good relationship with the inspector, and he knows we are working hard at a solution.

Responding to a question from Selectman Trindade, Ms. Kennedy stated the Town has received billing reports for July and November. This reflects that the numbers are running slightly ahead with current staff, noting that the on-call staff does not get paid unless they are called to a scene. The possibility of building compensation into the budget for staff members that are on-call but not called to a scene was raised.

Mr. Michael Levy, who identified himself an on-call firefighter, stated that, historically, there has been a \$1 per hour stipend for hourly coverage. This stipend was discontinued a couple of years ago. Reflected in scheduling, the cost is offset by the fact that the department is now staffed to handle more calls. Brief discussion followed.

Selectman Trindade commended firefighters who fought a fire on the Saturday before New Year's during the snowstorm, encountering frozen hydrants, then having to run over half a mile of hose to get water.

Approval – Massachusetts Water Pollution Abatement Trust (MWPAT) Septic Repair Interim Loan:
The Board reviewed a Memorandum from Finance Director/Treasurer Melanie Phillips.

Ms. Kennedy reminded the Board of the Annual Town Meeting vote, noting that this is now the authorization to borrow the money. The Town will borrow the money at zero percent cost, and the Board of Health will set the interest rate for residents who will be benefiting from the use of the funds.

Selectman Trindade moved that the Board of Selectmen authorize the Treasurer to petition the Massachusetts Department of Revenue for permission to borrow \$200,000 as an Interim Loan Note for septic repair; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.

Authorization of Chair to Execute Contract with Gale Associates for a Parks, Open Space and Athletic Field Master Plan -- \$34,090:

The Board reviewed the following information: (1) Memorandum, dated January 2, 2013, from Tom Holder, DPS Director; and (2) Contract, dated December 11, 2013.

Selectman Trindade moved that the Board authorize the Chairman to execute a contract with Gale Associates for the purpose of drafting a Parks, Open Space and Athletic Field Master Plan in an amount not to exceed \$34,090; Selectman Foresto seconded. Selectman Trindade provided brief explanation for viewers. No discussion. VOTE: 4-0-0.

Authorization of Chair to Sign Thayer Property Site Plan Application for Submission to Planning and Economic Development Board:

The Board reviewed a Site Plan application, dated January 7, 2013.

Selectman Trindade moved that the Board authorize the Chairman to sign the site plan application for the Thayer property located at 2B Oak Street, Medway MA; Selectman Foresto seconded. Selectman Foresto explained the purpose of the application and associated costs. No further discussion. VOTE: 3-0-0 (Selectman Crowley was out of the room at the time of the vote.)

Approval -- Class II License, Auto Exchange:

The Board reviewed a Memorandum, dated January, 3, 2013, from Karen Kisty, Operations Manager.

Selectman Trindade moved that the Board approve the renewal of the Class II Auto Dealer's License for Auto Exchange, 57 Main Street, for 2013; Selectman Foresto seconded. No discussion. VOTE: 3-0-0 (Selectman Crowley out of the room at the time of the vote.)

Approval – Transfer of Subway Common Victualler License to Veerjala, Inc.:

The Board reviewed the following information: (1) Memorandum, dated January 4, 2013, from Karen Kisty, Operations Manager; and (2) Application for Common Victualler License, dated 12-20-12.

Selectman Crowley asked about the operating hours, noting that Subway had morning hours and wondered whether the new restaurant would also be open at 7 AM. Ms. Allison Potter stated she would look into it and report back to Selectman Crowley.

Selectman Foresto moved that the Board approve the transfer of Medway Subway's Common Victualler license to Veerjala, Inc.; Selectman Trindade seconded. No discussion. VOTE: 4-0-0.

Vote to Open the 2013 Annual Town Meeting Warrant and to Close Warrant on February 4, 2013:

The Board reviewed the following information: (1) FY14 Budget; and (2) 2013 Annual Town Meeting Calendar.

Selectman Trindade moved that the Board open the 2013 Annual Town Meeting warrant and to close it on February 4, 2013; Selectman Foresto seconded. It was noted that the date of the Annual Town Meeting is May 13. No discussion. VOTE: 4-0-0.

First Reading – BYOB Common Victualler Policy:

The Board reviewed the following information: (1) Memorandum, dated November 28, 2012, from Allison Potter, Assistant to the Town Administrator; and (2) Proposed Policy, dated 12/3/12.

Ms. Allison Potter briefly explained the process of developing the BYOB policy, which is tied to an establishment's Common Victualler license. It was noted that there was no dollar cost specified in the policy, awaiting input from the Board. Brief discussion followed on costs for the license as compared to other area communities. Ms. Kennedy recommended a fee of \$200, which is evident in several other communities.

Selectman Trindade moved that the Board \$200 fee for a BYOB Common Victualler license; Selectman Crowley seconded. No discussion. VOTE: 4-0-0.

Selectman Trindade moved that the Board adopt the BYOB Common Victualler Policy as presented; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.

Fourth Reading – Land Gifting Guidelines:

The Board reviewed the following information: (1) Memorandum, dated January 4, 2013; and (2) Revised guidelines (with Planning and Economic Development Board and Community Preservation Committee suggested revisions incorporated).

Ms. Allison Potter reminded the Board that it asked her to incorporate the recommendations from the other boards, which has been done in the draft copy they are reviewing this evening.

Selectman Trindade moved that the Board adopt the Land Gifting Guidelines as presented; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.

Action Items from Previous Meeting:

#3 -- Selectman Trindade requested previous reports on meetings on DPS facility before setting a date for a meeting.

#4 -- Selectman Foresto announced that Medway Clean Sweep meetings will be held Monday, January 14 at both 4 PM and 7 PM. He encouraged volunteers to attend one of the meetings.

#6 -- Charles River Pollution Control District Budget – this matter is slated for February 22.

Selectman Crowley asked for an update on the number of accidents at the intersection of Village Street and Franklin Street. Ms. Kennedy responded there will be a study of the whole length of Village Street with focus on that intersection. Additionally, Chief Tingley and Lt. Boultenhouse offered some suggestions for traffic safety improvements in the interim. Selectman Crowley asked that details of the study be forwarded to the Board and the matter added to the Action Items list with a response time of March/April. Brief discussion followed on use of portable cameras at select intersections in town.

Approval of Warrants:

Selectman Foresto, Clerk, read aloud Warrant 13-28, dated 1/10/2013, as follows:

13-28 Town Bills	\$ 834,517.45
13-28S School Bills	<u>300,136.16</u>
TOTAL	\$1,134,653.61

Selectman Trindade moved that the Board approve Warrant 13-28 as read; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.

Town Administrator's Report:

Ms. Kennedy stated she attended a meeting with Ms. Susan Nicholl, Executive Director of MetroWest Visitor's Bureau in an effort to secure some funding for the Veterans' Memorial that will be on display during the Medway 300 celebration. She added that there may also be some funding available from the Veterans' Administration, noting that those funds would be earmarked specifically for promotion of tourism that will have a regional impact.

Governor Patrick signed legislation submitted through local delegates for the street acceptance process in Medway. Ms. Kennedy stated that Mr. Mark Cerel, Town Meeting Moderator, originally brought this legislation to their attention. She noted that the Town will still have to hold public hearings and bring the proposed acceptances to Town Meeting, but the process will no longer involve "takings".

Lastly, Ms. Kennedy reported that Ms. Susy Affleck-Childs has been working with the MAPC to get some no-cost zoning consulting services to look at Oak Grove. The MAPC will be conducting a study to determine appropriate zoning options for this area.

Selectmen's Reports:

Selectman Trindade reported that two residents mentioned to him that a new street (Goldenrod) leading into Applegate Farms does not have stop signs. They cited safety issues, mostly due to speed and lack of caution at intersections. It was suggested to discuss the matter with the Police Chief.

Selectman Foresto had no report.

Selectman Crowley asked if the Middle School Building Committee presentation would be on the agenda for January 22. Ms. Kennedy indicated it would be, and stated that a copy of the presentation would be sent to the Board prior to the meeting.

Chairman Espinosa asked about a meeting with the Planning Department and the Planning and Economic Development Committee. Ms. Kennedy indicated the joint meeting to discuss zoning is scheduled for January 15. A formal presentation by Ms. Claire O'Neill, Economic Development Specialist, will be on January 22. Brief discussion followed.

The matter of the Capital Improvement Planning Committee presentation on capital items would be added to the Action Items list to track when that presentation will be made to the Board.

Approval of Minutes:

The Board reviewed draft minutes from its meeting held on November 13, 2012.

Selectman Trindade moved that the Board approve the minutes of November 13, 2012, as drafted; Selectman Crowley seconded. No discussion. VOTE: 4-0-0.

At 8:57 PM Selectman Trindade moved to adjourn; Selectman Crowley seconded. No discussion. VOTE: 4-0-0.

Respectfully submitted,
Jeanette Galliardt, Night Board Secretary

January 15, 2013
Medway Planning and Economic Development Board
SPECIAL MEETING with the Board of Selectmen
155 Village Street - Medway, MA 02053

PLANNING AND ECONOMIC DEVELOPMENT BOARD MEMBERS PRESENT: Andy Rodenhiser, Bob Tucker, Tom Gay, and Chan Rogers

ABSENT WITHOUT NOTICE: Karyl Spiller-Walsh

ALSO PRESENT: Susy Affleck Childs, Planning and Economic Development Coordinator
Claire O'Neill, Economic Development Coordinator
Amy Sutherland, Meeting Recording Secretary
Suzanne Kennedy, Town Administrator

BOARD OF SELECTMEN MEMBERS PRESENT: Andrew Espinosa, Glenn Trindade, Dennis Crowley, and Richard D'Innocenzo.

PEDB Chairman Andy Rodenhiser opened the meeting at 6:10 pm.

The Meadows Bond Reduction:

The Board was informed that the balance in the Meadows bond is \$37,000. The punch list was prepared by Tetra Tech and showed \$19,600.00 worth of work remaining. This work has been completed. The title research has been done and the applicant is proceeding with street acceptance. The Board discussed the fire alarm issue. It is recommended to place \$2,000 in the special Fire Department fund in lieu of the fire alarm installation. The Board reviewed an email dated January 9, 2012 from Dave Pellegri Tetra Tech which was provided. (**See Attached**)

On a motion made by Chan Rogers and seconded by Bob Tucker, the Board voted unanimously to release a total of \$20,600 from the bond account. \$2,000.00 will be directed to the fire fund and \$18,600 shall be provided to the developer.

The Chairman of the Board of Selectmen Andy Espinosa called the BOS meeting to order at 6:20 pm.

MOTIONS TO GO INTO EXECUTIVE SESSION

Board of Selectmen:

On a motion made by John Foresto and seconded by Dennis Crowley, a motion was made for the Board of Selectmen to exit out of open session to go into executive session to discuss purchase, exchange, lease or value of real estate property if the Chair declares that an open meeting will have a detrimental effect on the Town's negotiating position (Oak Grove parcels on the south side of Milford Street near alder and West Streets and Trotter Drive), and to then return to open session.

BOS Chairman Espinosa stated that an open meeting would have a detrimental effect on the Town's negotiating position.

Roll Call Vote:

Glenn Trindade	aye
John Foresto	aye
Dennis Crowley	aye
Richard D'Innocenzo	aye
Andy Espinosa	aye

The motion passed.

Planning and Economic Development Board:

On a motion made by Chan Rogers and seconded by Bob Tucker, a motion was made for the Planning and Economic Development Board to exit out of open session to go into executive session to discuss the purchase, exchange, lease or value of real estate property if the Chair declares that an open meeting will have a detrimental effect on the Town's negotiating position relative to the Oak Grove parcels on the south side of Milford Street near Alder and West Streets and Trotter Drive and to then return to open session.

PEDB Chairman Rodenhiser stated that an open meeting would have a detrimental effect on the Town's negotiating position.

Roll Call Vote:

Bob Tucker	aye
Chan Rogers	aye
Tom Gay	aye
Andy Rodenhiser	aye

The motion passed.

The open session adjourned to executive session at 6:20 pm.

The Boards reconvened in open session at 7:20 p.m.

The Economic Development Committee members were part of the discussion during the open session. Those members in attendance were Ann Sherry and Ken Bancewicz.

Zoning Ideas:

Both the Planning and Economic Development Board and the Economic Development Committee have worked on possible ideas for amendments to the Zoning Bylaws.

There was discussion about the industrial parks and bringing in manufacturing businesses.

The problem with the industrial area is that there are small fractured lots.

The group reviewed a map of the 495 Business Park. Identified on the map were the owners, addresses and users of property. The wetlands were also noted.

There was a question about the status of Cybex expanding? It was noted that there will be a meeting with the CFO of Cybex, Claire O'Neill and Suzanne Kennedy.

Susy asked the Board of Selectmen what they want to see in this area (495 Business Park).

There was a suggestion that it would be great to see big buildings with lots of people and revenue. Another idea was to see office buildings. All were in agreement that the Town must be ready from a zoning perspective to bring in potential business. It would be beneficial to designate the rest of the park as a 43D area for expedited permitting. The Town could take a proactive step in doing this. The property owners would need to agree to the designation.

Claire reported that she had reviewed the zoning in various towns and did comparisons relative to zoning uses, setbacks, allowed heights and maximum lot coverage. There was really not a big difference among the compared communities to Medway. The big difference among the compared towns is the allowed uses within the industrial zones. The community has control of uses through the Zoning Board of Appeals with special permits.

The goal would be to redefine and determine the highest and best use of this land. There was a question whether this land is worth going through the effort of meeting with the property owners.

The Town needs to figure out if they want to continue to forge ahead with the vision. It is important to let the residents know what is happening with the bottlecap lots. The Town also needs to know what the restrictions are for each lot and which lots are developable.

The Board of Selectmen would like Claire to prepare a map of wetlands and show what is actually buildable and look at the whole package.

It was reported that MAPC has selected Medway to provide zoning recommendations for the Oak Grove area.

One of the goals of the Planning and Economic Development Board is to change the permitting process from the Zoning Board of Appeals to the Planning Board for Special Permits. The special permit and site plan review processes need to be done congruently to make it a more streamlined process for applicants. All were in agreement that this is good idea. The development community would benefit from this. The report from Northeastern University noted that the town needed an expedited permitting process. The Board of Selectmen agreed that this could be included as an action item.

The challenge is how to pull this together and move forward.

The EDC and Planning and Economic Development Board have been working on parking regulations. The Zoning Board of Appeals will be asked to take part in the discussions. Some of the current parking regulations

are too restrictive for some businesses. The goal is to also look at shared parking addressing both the day and night time hours. The parking regulations may not be ready for the town meeting this spring.

The Planning and Economic Development Board mentioned it was considering changing the site plan review section of the zoning bylaw to provide for interdepartmental teams to handle some of the small site plan reviews.

There was a question about if the Town needs to direct additional resources to help speed up the process of making this happen. Some of the resources the Town uses are consultants and we get a good response from the consultants.

The discussion next moved to the Thayer Homestead site plan and how the process will be moving forward for this project.

Susy communicated that the public hearing for the Thayer Homestead will take place in February.

The Chairman communicated that the Planning and Economic Development Board will meet aggressively if needed for this process to go forward quickly.

The discussion then moved to the 109 reconstruction project. The Board of Selectmen want to make sure that the whole process is not stalled due to possible changes with the traffic light location as proposed by the forthcoming applicant Roger Calarese for Tri Valley Commons at 72 Main Street. The Town's goal is to get the 25% design phase done ASAP.

There was discussion that the developer wants to have a traffic light at Dunkin Donuts and his financing is contingent upon having that light. The Planning and Economic Development Board expects that the site plan filing will take place at the end of the week.

There will be further meetings with the Board of Selectmen to keep moving forward together with the goals of economic development.

On a motion made by Tom Gay and seconded by Chan Rogers, the Board voted unanimously to adjourn the meeting at 8:30 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary

Edited by,

Susan E. Affleck-Childs
Planning and Economic Development Coordinator

**Board of Selectmen's Meeting
January 22, 2013, 6:30 PM
Sanford Hall
155 Village Street**

Present: Chairman Andrew Espinosa, Vice-Chair Glenn Trindade, Clerk John Foresto; Selectman Dennis Crowley, Selectman Richard D'Innocenzo (6:36 PM), and Suzanne Kennedy, Town Administrator.

Also Present: Susy Affleck-Childs, Planning and Economic Development Coordinator; John Emidy, Building Commissioner; Jeffrey Lynch, Fire Chief; Allen Tingley, Police Chief; Melanie Phillips, Finance Director; Tom Anderson and Peter Sigrist, Capital Improvement Planning Committee; John Givner, Veterans' Agent; Jeff O'Neill, Chairman, Finance Committee.

At 6:30 PM Chairman Espinosa called the meeting to order and led the Pledge of Allegiance.

At 6:32 Selectman Trindade moved that the Board enter executive session under Exemption 2: To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel [Non-union negotiations], with the intent to return to open session; Selectman Foresto seconded. No discussion. Roll Call Vote: 5-0-0 – Crowley, aye; Espinosa, aye; Foresto, aye; Trindade, aye.

At 6:37 PM Chairman Espinosa reconvened public session.

Public Comments: None.

Report – Applegate Development Public Safety Matters:

The Board reviewed the following information: (1) Memorandum to developer Ralph Costello from S. Affleck-Childs, dated January 17, 2013; (2) Applegate subdivision map; and (3) Email thread between Assistant to Town Administrator, Planning and Economic Development Coordinator, and Police Chief dated January 9, 2013 through January 14, 2013.

Ms. Susy Affleck-Childs, Planning and Economic Development Coordinator, briefly updated the Board on the installation of stop signs within the subdivision. The Board thanked Chief Tingley for the swift response to their request that traffic calming measures be considered. Brief discussion followed.

Regarding the drainage situation, Ms. Affleck-Childs indicated that a mutual agreement has been reached, which will require a plan modification and a public hearing.

Ms. Kennedy asked if Ms. Affleck-Childs had received a response from Town Counsel with regard to the recent legislation and its possible application to the street acceptance process for the Town of Medway. Ms. Affleck-Childs responded that the new statute can be applied to current endeavors. Changes

streamline the process, as the conveyance portion is no longer necessary. At this time, Selectman Trindade explained the process for viewers at home.

Selectman Trindade asked if it would now be possible to add another street for consideration at 2013 Annual Town Meeting in May. Ms. Affleck-Childs stated she did not think she wants to add another one just yet, suggesting that the Board of Selectmen should have a joint meeting with the Planning and Economic Development Board (PEDB) to determine the next street to consider. The PEDB will come to a February Selectmen's meeting with recommendations.

Chief Tingley reported that Lt. William Boultenhouse is handling the work at the intersection of Village Street and Franklin Street.

Ms. Affleck-Childs announced that there will be a presentation on Oak Grove at the Medway Senior Center on February 5.

Authorization of Chairman to Execute Contract for Asbestos Remediation at 5 West Street – Economic Enviro Techs, Inc. -- \$7,900:

The Board reviewed the following information: (1) Memorandum from Building Commissioner John Emidy, dated January 16, 2013; and (2) Contract with Economic Enviro Techs, Inc.

Mr. John Emidy, Building Commissioner, stated the asbestos removal will start soon and take only a few days to complete. The contractor has one month's time to complete the job. Brief discussion followed on the general condition of the dwelling and where the asbestos has been found.

Selectman Trindade moved that the Board authorize the Chairman to execute a contract with Economic Enviro Techs, Inc. for the purpose of asbestos removal at 5 West Street in an amount not to exceed \$7,900; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Authorization of Chairman to Execute Contract for 5 West Street Demolition – Jay-Mor Enterprises, Inc. -- \$11,890:

The Board reviewed the following information: (1) Memorandum from Building Commissioner John Emidy, dated January 16, 2013; and (2) Contract with Jay-Mor Enterprises.

Mr. John Emidy, Building Commissioner, reported that the budgeted amount for this demolition was \$15,000. Brief discussion followed. In response to the request to arrange for removal of various items left on the property, Mr. Emidy agreed to contact the Town of Bellingham for the materials located over the town line.

Selectman Trindade moved that the Board authorize the Chairman to execute a contract with Jay-Mor Enterprises, Inc. for the demolition of the dwelling at 5 West Street in an amount not to exceed \$11,890; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Joint Appointment to Board of Health – Jordan Warnick:

The Board reviewed the following information: (1) Resume for Jordan Warnick; and (2) Excerpt from Town Charter, Section 3-1-6.

Mr. Jordan Warnick, 3 Pine Ridge Drive, stated he grew up in Boston, left the area, and later returned after the birth of his first grandchild. He briefly reviewed his experience and qualifications, noting that he recently retired from the University of Maryland -- School of Medicine as an Associate Dean.

Brief discussion followed as to whether a quorum of Board of Health members needed to be present for the appointment. It was suggested that the Board approve the appointment, and, if necessary, it can be repeated at a joint appointment with the Board of Health.

Selectman Trindade moved that the Board of Selectmen appoint Jordan Warnick to serve the balance of Kathleen McCarthy's term of the Board of Health set to expire on the date of the Annual Election in 2013; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Ms. Kennedy stated she will check the statute to see if a quorum of both Boards must be present for the appointment. Only the Chairman of the Board of Health was present at this time.

Discussion – FY2014 Budget Allocation:

The Board reviewed a Projected Fiscal Year 2014 budget allocation, updated 1/15/13.

Ms. Carol Pratt, Town Accountant, pointed out that the chart shows both December 3, 2012 and January 15, 2013 totals. The January update was predicated on the receipt of the school ESCO agreement. The new total also corrects a prior error.

Selectman Trindade moved that the Board approve the revised FY2014 Budget Allocation as presented in the update of 1/15/13; Selectman Foresto seconded. Selectman Crowley asked what the error was; Ms. Pratt responded that she had included one figure twice. No further discussion. VOTE: 5-0-0.

Approval – Request for Transfer from Reserve Fund – Veterans Services -- \$19,750:

The Board reviewed a Request for Transfer from the Reserve Fund submitted by John Givner, Veterans Agent.

Mr. John Givner, Veterans Agent, stated the caseload as such has not changed materially but what had changed was the type/level of assistance necessary. He distributed a handout comparing various services and benefits within the current caseload. The numbers have gone up, mostly in the type of benefits. It is noted that additional funding should be considered for the annual budget so these types of transfer requests can be avoided.

Mr. Givner explained that Massachusetts is the only state that has a Veterans Agent to represent each community, either individually or by district. He briefly reviewed the handout, noting it is difficult to predict what the future caseload might be as several recipients are elderly. Mr. Givner then offered a brief historical perspective of the Veterans benefits program; Selectman Crowley pointed out that this particular discussion was supposed to be about the transfer of funds, not the overall program.

Selectman Trindade moved that the Board approve the Request for Transfer from Reserve Funds for Veterans' Services in the amount of \$19,750; Selectman Foresto seconded. A friendly amendment was suggested to specify the transfer would be from the Finance Committee Reserve Fund; Selectman Foresto seconded the amendment. No further discussion. VOTE: 5-0-0.

Presentation – District Attorney Michael Morrissey – Hero Program:

Norfolk County District Attorney Michael Morrissey reported he has spent time with the police department and was pleased to announce that, while the average is about seven murders in ten years,

there have been no murders in Norfolk County during this time period. He noted that people are killed on highways or roads, however, and high speed and alcohol are usually factors in these fatal accidents.

The New England Patriots are one of the leaders in the Designated Driver campaign, distributing wristbands and a free soda at Patriots games. The Hero campaign was created after a Navy ensign was killed by a drunk driver. The family has been successful in the New Jersey area encouraging people to be designated drivers. It is designed for establishments that serve alcohol to voluntarily reach out to their patrons to identify a designated driver in a group and to offer coffee and/or soft drinks to those so designated. The program does not cost any money but can save lives. Participating establishments can put a sticker on their window notifying patrons of the program. Ultimately, the goal is to get people home safely.

Police departments are doing programs with the schools, various education programs and with veterans organizations. This is one of them. Its intent is not to push the position of not drinking, but to make educated, safe decisions. Usually an officer is assigned to the bars and restaurants, while another is assigned to the schools. All efforts have the goal of improving the quality of life in the county. Materials will be forwarded to Police Chief Tingley.

Chairman Espinosa asked DA Morrissey for his position on medical marijuana law. Mr. Morrissey responded that he is not particularly in favor of it at least not at this juncture. He cited the law as having a lack of appropriate controls. He noted one example being if a person has marijuana on their person and hands it off, that action is considered distribution. Brief discussion followed.

Presentation – Middle School Construction Project Status:

This matter was postponed to another meeting.

Presentation – FY2014 Capital Plan – Capital Improvement Planning Committee:

Present: Peter Sigrist, Chair; Tom Anderson.

Mr. Peter Sigrist, Chair, Capital Improvement Planning Committee, distributed a report reflecting proposed projects for 2014 for a total of \$32,824.336, as well as a listing of projects that are to be funded from free cash or from an Enterprise Account. He briefly reviewed page 1, noting the financing capacity at the bottom of the page. It was noted that the free cash figure was provided by the Town Accountant. The committee uses this figure as a guideline to determine what can be used for capital projects.

Referring to page 2 of the handout, Mr. Tom Anderson indicated the committee has been doing this for five years, and as the departments become more familiar with the process, more information is coming in. Mr. Sigrist added that more people are looking forward several years out and making their requests accordingly. It was noted that the proposed projects are in priority order.

Selectman Crowley said the Board would like to have more in-depth discussion about some of the requests. Selectman Trindade suggested questions could be sent to Ms. Kennedy so that the committee could answer them at a meeting. Chairman Espinosa stated he would like to know more about how the decisions are made. To that end, Mr. Sigrist stated each committee member has a group they work with closely; for example, he connects with Information Technology while Mr. Anderson connects with the Schools. If necessary, they might visit the facility to actually see what the impact of the request is, getting as much information as possible. Brief discussion followed. It was noted that the committee

takes into account the age of the item to be replaced, i.e., vehicles, fire equipment, etc. Mr. Anderson added that CIPC also updates its 5-year plan so there is an accumulation of information and the ability to look ahead.

Selectman Foresto asked if any projects on this list have paybacks, for instance, the energy program has reduced energy costs by 30%. Mr. Sigrist acknowledged those paybacks would be very small. Aiming a question at Ms. Kennedy, he also wondered if an aggressive road/sidewalk program would drive up operational costs and if the Town had the staff to handle it.

Selectman Crowley asked about the next level of priority, wondering what got bumped. Ms. Kennedy stated she has that information and will email it out.

Responding to a question from Selectman Crowley about the Middle School traffic study, Mr. Holder indicated the study would cost around \$10,000, noting that he does not have solid estimates yet. If the estimates come in, they would prefer to bond that project instead of paying with free cash. It might not come in in time for town meeting. The \$400,000 covers the cost of the paving but not any part of a traffic study. Selectman Trindade indicated that they should take care to ask the right questions when discussing the needs with the consultants so that the response moves the situation toward a solution. Mr. Holder responded that the question was “what do we need to do to ease the traffic”.

It was decided that a workshop format is preferable to a meeting; Ms. Kennedy will organize it as a joint effort for the Board and the CIPC.

Discussion – EMS Services:

The Board reviewed a document entitled “Short-Term Interim Solution for 7PM to 7AM Shift Coverage for Provisional License”.

Present: Fire Chief Jeffrey Lynch; Melanie Phillips, Finance Director.

Chief Lynch briefly stated that a provisional license for EMS services is in place, but that it involves a short-term solution. He stated the Town is required by statute to have a vehicle available 24/7. Neither that vehicle nor its staff has to be headquartered in Medway. Pursuant to the statute, the agreement would stipulate a first back-up vehicle and staff, as well as second back-up vehicle and staff. Chairman Espinosa asked if that is what the department does now, but without the benefit of a contract. It was noted that clarification from Mr. Mergandahl came late Friday, and that different vendors are utilized for each back-up. Medway staff would be the first level of response. An answer/**A plan of action** is due to the Office of Emergency Response/**Management Services** tomorrow, but the Town does not have the appropriate contract yet. The department will present a service zone plan, **protocol updates** and response policy, as well as an implementation date for these items.

Referring to the Short-Term Solution document, Ms. Kennedy asked that the Board consider Options 2 and 4. Scenario 2 **marries career officers with on-calls and** increases the stipends for the on-call personnel. This is a way to ensure the department has sufficient coverage. Scenario 4 adds EMTs who would also be firefighters. The Town does not want to sacrifice quality fire service in favor of emergency response.

Selectman Crowley stated the matter needs to be separated into two issues, one short-term and one long-term. He clarified that the long-term issue can wait until Chief Lynch has time to talk to staff and

work with the state. The Town is operating within the guidelines now, according to upper echelons, even if the local inspector is skeptical. The chief should have some leverage to work with when he meets with the inspector. Ms. Kennedy reiterated that a contract is the item necessary to meet the regulation.

Chief Lynch indicated he spoke with the state inspector this afternoon, noting there is a misinterpretation of the regulation to have trucks and staff available 24/7. Chief Lynch agreed with Selectman Crowley that it is a service issue, noting that he wants to be able to deliver service within a few minutes instead of 11-12 minutes from another service. If the hours were covered by Medway personnel on a schedule, full-time or on-call, a contract might not be necessary/**would still be used as back-up plan**. Currently there is a schedule but not enough staff. It is an unknown whether on-call personnel will respond to calls when there is little or no stipend for doing so. A contract would represent a service level agreement. Chairman Espinosa summarized that Medway needs and wants the contract arrangement. This is the short-term solution.

Ms. Melanie Phillips, Finance Director, stated that four scenarios were prepared for consideration and directed the Board's attention to the chart. She briefly reviewed the chart and explained each scenario.

- Scenario 1 -- Outsourcing means losing the firefighting piece, and there is no revenue.
- Scenario 2 -- On-call and career staff would be covering shifts, but the stipend incentive should motivate people into taking the shifts, assuming a 2-hour minimum. This option gives some fire coverage, and there is revenue from the calls. The estimated revenue was drafted from historical data as well as an average collection per call of \$674.
- Scenario 3 -- Four months of salary for two full-time staff, plus incentives for on-call. They are doing 100% for two months, and then reduce down to 50%. There would be revenues to help cover the costs and fire coverage would be provided.
- Scenario 4 -- This scenario features four full-time staff for four months, and the career people handle shifts until the new hires are up to speed.

The calculations assumed an hourly rate average and inclusion of health insurance costs. The stipends are for the on-call personnel. If shifts are filled with full-time staff, there would be no on-call. Stipends are temporary/**would be reduced as additional staff is hired**. Tonight's decision can have long-term budgetary impact. Ms. Kennedy noted that the ultimate goal is that every staff person will be an EMT as well as a firefighter.

Selectman Trindade wanted to know the annual monetary impact. Ms. Phillips responded that it would be roughly \$120,000 for two firefighters, including holiday pay and health insurance costs. The annual revenue is about \$80,000. Another \$120,000 comes from the EMS account. Brief discussion followed including Medicare reimbursement and ambulance cost (already in budget).

Chairman Espinosa asked what the benefits are with Scenario #3A-BEST. Chief Lynch responded that hiring two more staff right now would solve half his problem, theorizing he could get them on in a month. With the stipend incentive, he believes he would get the agreement of all staff members, at least in the short term. Chairman Espinosa expressed concern that making this short-term decision commits the Town to something of a long-term commitment.

Discussion followed on financing options, i.e., Finance Committee Reserve Account, Operational Reserve, Town Meeting appropriation/vote or Special Town Meeting appropriation/vote. It was suggested a Special Town Meeting would cost around \$2,000.

Selectman Crowley asked Chief Lynch what he would do. Chief Lynch responded that there is no way the department can run with on-call staff. They all have full time jobs and families. He believes it needs to be staffed around the clock. **What is needed is a minimum of 4 new full-time firefighter/EMTs but he realizes this is not a palatable option at the moment.** With the addition of two more staff, he believes he can get the schedule fleshed out with existing on-call staff. He added that he is very appreciative of the on-call staff and the work they do for the department.

Discussion followed on amount that can come from the Finance Committee Reserve Fund, time necessary for the hiring process, and a short-term solution. Chief Lynch stated that he believes the inspector will give him a week to work something out, but probably not two weeks. Ms. Kennedy noted that the inspector has signed off on communities that operate exactly the same way Medway does, so it is unclear why he is holding Medway to some other barometer. The plan can be communicated tomorrow.

Selectman Trindade suggested hiring two additional staff at this time. Chairman Espinosa expressed concern about how to get funding, possibly getting part of it from the Finance Committee, the ability to put a Special Town Meeting together and replenish the Finance Committee Reserve Fund when money is freed up. Ms. Kennedy will meet with the Town Clerk to secure a meeting date, as well as notify the Town Meeting Moderator.

Mr. Jeff O'Neill, Chairman, Finance Committee, reported that the Finance Committee can schedule a special meeting on a date prior to their regular meeting on February 13.

Selectman Trindade moved that the Board of Selectmen authorize the Town Administrator to work with the Fire Chief to go forward with a financial and staffing plan to eliminate the EMS staffing issues in an amount not to exceed \$80,000, \$40,000 of which is to come from the Finance Committee Reserve Fund and \$40,000 to be a Warrant article at Special Town Meeting. It was noted that a second warrant article will be created to replenish the funding taken from the Finance Committee Reserve Fund. Selectman Foresto seconded the motion. No further discussion. VOTE: 5-0-0.

Action Items:

No updates or issues were presented at this time.

Approval of Warrants:

The Board reviewed Warrant 13-30, dated 1/24/2013, presented for approval.

Selectman Foresto, Clerk, read aloud Warrant 13-30, as follows:

13-30	Town Bills	\$ 741,132.01
13-30S	School Bills	<u>\$ 276,008.24</u>
	TOTAL	\$1,017,140.25

Selectman Trindade moved that the Board approve the Warrant as read; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.

Town Administrator's Report:

Ms. Kennedy reported that she will be working with the staff to do an experiment with LED street lights in conjunction with Green Community funding. It is taking a long time to get through the **bureaucracy of the** utility company. She said she had hoped to be part of an Arlington project which never got off the ground. Today, the Town received word from Columbia Gas. It will take four to five months for the lights to arrive, once ordered. The lights will be installed on Holliston Street starting at Village Street going north. This effort should realize a substantial savings over several years (with an 8 year pay back) and provide an opportunity to introduce the concept to the residents.

At this time, Chairman Espinosa announced that the Board of Selectmen has reached a new agreement for Suzanne Kennedy to remain as Medway's Town Administrator until June 30, 2014. Ms. Kennedy responded that she appreciates the Board's consideration and support.

Ms. Kennedy reported that she, Selectman Foresto, Mr. David Verdolino and Ms. Susy Affleck-Childs recently met with a consultant to explore net metering. By doing so, the Town could save \$5 million over 20 years. She suggested that, if it is feasible, the Town should act quickly as the state limits the amount of net metering that can occur. Ms. Kennedy noted that she and Selectman Foresto would like to propose a joint meeting with the Energy Committee and the Board of Selectmen to act quickly. Selectman Foresto concurred, noting that if they do not act soon, the opportunity may disappear. These consultants already have an agreement to connect with the energy providers. It is a contractual arrangement with no capital investment.

Selectman Trindade moved that the Board authorize the Town Administrator to proceed with this project; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Selectmen Reports:

Selectman Foresto stated he attended a meeting of the Medway Public Library Trustees a couple weeks ago. He reported that it was an interesting meeting and that the Board should expect the Trustees to request a full-time Director again this budget season.

Regarding Medway Clean Sweep, Selectman Foresto stated that the Girl Scouts, Boy Scouts, and other service organizations are participating, as well as the Medway Community Farm and several churches. He asked how Board members plan to participate. He asked Selectman D'Innocenzo to connect with sports teams to see if there is any interest in participating. Selectman Foresto announced that Waste Management will provide the yellow bags for roadside pickup. Overall, it was great to see the enthusiasm and people volunteering; further, he looks forward to establishing some recurring events after the conclusion of the Medway 300 celebration.

Selectman Trindade encouraged everyone to take a drive by at what Medway Youth Baseball has done at the fields, stating the group has installed team dugouts at both fields. He noted that there are no bathroom facilities and wondered if the Town could help out with extending a sewer connection. Brief discussion followed, noting that if the Town can install the required 200-foot sewer line, Medway Youth Baseball will construct the building. Selectman Trindade volunteered to meet with the Department of Public Services and baseball representatives, as well as spearhead the fundraising effort to augment the efforts of the all-volunteer crew.

Selectman D'Innocenzo stated he will be meeting with the Open Space Committee on January 30, and will have more to report after that.

Chairman Espinosa stated he and Selectman Crowley attended the School Budget Advisory Committee meeting. There will be another meeting on January 30 to discuss additional budget items. Ms. Kennedy stated the Board may receive a copy of the proposed budget tomorrow.

**At 8:52 PM Selectman Trindade moved to adjourn; Selectman Foresto seconded. No discussion.
VOTE: 5-0-0.**

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

**Board of Selectmen's Meeting
February 4, 2013, 6:00 PM
Sanford Hall
155 Village Street**

Present: Chairman Andrew Espinosa, Vice-Chair Glenn Trindade, Clerk John Foresto; Selectman Dennis Crowley, Selectman Richard D'Innocenzo, and Suzanne Kennedy, Town Administrator.

Also Present: Susy Affleck-Childs, Planning and Economic Development Coordinator; Jeffrey Lynch, Fire Chief; Allen Tingley, Police Chief; Melanie Phillips, Finance Director and Treasurer/Collector.

At 6:02 PM Chairman Espinosa called the meeting to order and led the Pledge of Allegiance.

At 6:03 PM Selectman Trindade moved that the Board enter into executive session under Exemption 3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares [Police Union]; and Exemption 6 to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body [West Street; Wickett Property], with the intent to return to open session; Selectman D'Innocenzo seconded. Chairman Espinosa did so declare. Roll Call Vote: 5-0-0 – Crowley, aye; D'Innocenzo, aye; Espinosa, aye; Foresto, aye; Trindade, aye.

Chairman Espinosa reconvened the public session at 7:00 PM.

Public Comments: None.

Joint Appointment with Planning and Economic Development Board – Matthew Hayes, Associate Member:

The Board reviewed the following information: (1) Zoning bylaw reference regarding associate members; and (2) Resume from Matthew Hayes, 12 Canal Street.

Present: Matthew Hayes; Planning and Economic Development Board – Robert Tucker, Chan Rogers and Andrew Rodenhiser.

Upon motion by Mr. Robert Tucker, and seconded by Mr. Chan Rogers, the Planning and Economic Development Board convened a meeting for the purpose of considering an appointment to the Board which must also be considered by the Board of Selectmen. No discussion. VOTE: 3-0-0.

Brief discussion followed on the qualifications of Mr. Matthew Hayes.

Selectman Trindade moved that the Board of Selectmen, jointly with the Planning and Economic Development Board, appoint Matthew Hayes as an associate member to the Planning and Economic

Development Board for a term expiring on June 30, 2014; Selectman Foresto seconded. No discussion. VOTE: 5-0-0 (Board of Selectmen); 3-0-0 (Planning and Economic Development Board).

Mr. Andrew Rodenhiser publicly acknowledged Mr. Chan Rogers for his experience and service to the Town of Medway. Additionally, Mr. Matthew Hayes noted he plans to take out papers to run for the regular position on the Planning and Economic Development Board.

At this time, Mr. Robert Tucker moved that the meeting of the Planning and Economic Development Board adjourn as there is no further business at this time; Mr. Chan Rogers seconded. No discussion. VOTE: 3-0-0.

Brief discussion followed on how an alternate member can participate. Mr. Rodenhiser indicated they are able to use the remote participation as one member travels a lot.

Appointment to Council on Aging – Francis Saunders:

The Board reviewed a statement of interest from Francis Saunders, 59 Holliston Street. Mr. Saunders was present.

Mr. Francis Saunders stated he works out of a home office, so has a certain level of flexibility to help out.

Selectman Trindade moved that the Board of Selectmen confirm the appointment of Francis Saunders to the Council on Aging to fill a term expiring June 30, 2013; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Authorization to Expend Grant Funds: (1) 911 Support Grant -- \$30,194; (2) Massachusetts Emergency Management Agency (MEMA) Planning Grant Funds -- \$3,450; (3) LEPC Grant Funds -- \$1,362:

The Board reviewed the following information: (1) Grant expenditure authorization form and supporting documents for 911 Grant; (2) Grant expenditure authorization form for MEMA planning grant; and (3) Grant expenditure authorization form and supporting documents for LEPC grant.

It is noted that Allen Tingley, Police Chief, was present if there were questions from the Board.

Selectman Foresto moved that the Board authorize grant expenditures for the 911 support grant in the amount of \$30,194, the FY11 EMPG grant in the amount of \$3,450, and the LEPC grant in the amount of \$1,362; Selectman Trindade seconded. No discussion. VOTE: 5-0-0.

Authorization for Chairman to Execute Agreement for Emergency Medical Services, Events EMS, Inc.:

The Board reviewed an Agreement between Events EMS, Inc. and the Town of Medway for Emergency Medical Services, dated 1/23/13.

It was noted that both the Town Accountant and Town Counsel had approved this document.

Selectman Foresto moved that the Board authorize the Chairman to sign the Agreement between Events EMS and the Town of Medway for Emergency Medical Services; Selectman Trindade seconded. No discussion. VOTE: 5-0-0.

Presentation – Middle School Construction Project Status:

Present: Tom Anderson, School Building Committee Chair.

Utilizing a PowerPoint presentation (sent electronically to the Board previously), Mr. Anderson briefly reviewed the history of the project, noting it was designed to be a repair project, and some things were exempt from reimbursement from the state. There is a list of things that can be included in each level of MSBA reimbursement. The original completion date was October 2013. The project was divided into phases, which helped move the work sequentially through the school and this helped accelerate the completion. The project is just about done now, and coming under the anticipated costs. Low interest rates have helped free up more funds for non-reimbursable enhancements.

The cost to the average taxpayer is lower than anticipated. A lot of stuff that was excluded in the original project can now be included. The remaining amount of the project will be bonded and a much lower interest rate is anticipated.

Chairman Espinosa complimented the School Building Committee for its hard work, noting that without it, this project would not be coming in under budget. He also acknowledged the efforts of Mr. David Verdolino, Asst. Superintendent, for working very closely with the project manager to effect change orders efficiently and in a timely manner. He cited an example of a change order for less than \$700 to do sidewalks; the original sidewalk work was to repair only the bad parts, not replace the whole length of sidewalk.

Selectman Crowley explained that the intent of this project was to extend the life of the building, which did not account for some work that still needed to be done. He gave as examples walls that needed painting, windows that needed blinds, and parts of the ventilation system that needed to be repaired. The contingency funds were used to help cover these costs. Selectman Trindade concurred, adding that it also created an appropriate learning environment that will last another 20 years. He pointed out that Selectman Crowley has been on the building committee since the beginning, and Mr. Tom Anderson has been on the Capital Improvement Planning Committee.

It is anticipated that locker replacement will be done during the February school vacation week, as well as an outflow pipe repair if there is time. Many of the hallways have already been painted. Corridors will be finished once the lockers are installed. Some of the furniture will be replaced, as much of it is original to the school.

Brief discussion followed on linking the Middle School and the Burke-Memorial School with an access road. The project would first be in a design phase after which it would go out to bid; it is noted that the project may require bonding. None of this will be funded out of the existing contract.

Continuing with the presentation, Mr. Anderson showed “before” and “after” photos of many areas, including entrances, staircases, impact of painting on walls, and the new divider in the gymnasium. He noted there are many enhancements that cannot be seen such as electrical, plumbing, HVAC and other systems. Aesthetically, things are brightened up.

Ms. Kennedy asked if the paving project will be considered in a warrant article for Annual Town Meeting this year. Mr. Anderson responded that it depends on whether the estimated costs can be determined and whether a feasible design is available. It may have to wait until Fall Town Meeting.

It was announced that there may be another Open House sometime in April. Selectman Trindade suggested tying it into Medway Pride Day, and utilizing students as guides for tours.

Approval of Warrants:

Selectman Foresto, Clerk, read aloud Warrant 13-32, dated 2/7/2013, presented for approval:

Town Bills	\$919,387.07
TOTAL	\$919,387.07

Selectman Trindade moved that the Board approve the Warrant as read; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Opening and Closing of February 25, 2013 Special Town Meeting Warrant:

Selectman Trindade moved that the Board open the February 25, 2013 Special Town Meeting Warrant; Selectman Foresto seconded. Selectman Crowley asked for clarification of Articles 1 and 2, as well as the current balance of the Operational Stabilization Account. Referring to Article 3, he asked if the dollar amount could be added to the article. Ms. Kennedy stated the Board could amend the article, adding that the dollar amount is unknown at this time. Regarding the Thayer Homestead Development project, Selectman Crowley asked if the Planning and Economic Development Board’s site plan review of the project was complete. He indicated he wanted to be sure there are no surprises, and that enough money is appropriated for the project. Ms. Kennedy stated the warrant must be posted by February 8, noting the Board could hold another meeting this week or add it to the Board’s meeting on February 6. **After discussion, Selectmen Trindade withdrew his motion.**

Selectman Trindade moved that the Board open the February 25, 2013 Special Town Meeting Warrant, that the Board approve inclusion of the three articles as presented with a dollar amount of \$250,000 included in Article 3, and, lastly, to close the Warrant; Selectman D’Innocenzo seconded. No further discussion. VOTE: 5-0-0.

At this time, Selectman Trindade and Selectman Foresto left the meeting to attend a meeting of the Community Preservation Committee.

Action Items from Previous Meeting:

Discussion on the following items:

- 2 — Route 109 Project – The Board will invite Tom Holder to give an update at the next meeting.
- 4 -- Charles River Pollution Control District Budget – Ms. Kennedy reported the group requested that their presentation be postponed until March.

Selectman Crowley asked that the Brentwood Project be added to the Action Items list.

Town Administrator’s Report:

Ms. Kennedy stated she has been working with the MAPC to develop a town-wide energy plan. The LEAP (Local Energy Action Plan) has been presented to the Energy Committee. They want to meet with the Board of Selectmen to make a series of recommendations about adopting certain strategies, either February 19 or March 4. Ms. Kennedy reminded the Board that March 4 is when the Annual Town Meeting warrant will be approved. Referring to the report from the Energy Committee, she stated it is an excellent report and very well written. From a residential perspective, they are recommending strategies on reducing residential consumption (70% of overall energy consumption), and encouraging

solar applications. They have asked for assistance in recruiting someone to help market the program. It is a requirement of the grant that a volunteer be available to assist residents.

Regarding the Oak Grove study, Ms. Kennedy distributed an excerpt of it that she wanted to highlight.

There will be a meeting next week relative to the Clean Sweep initiative involving some of the school personnel to determine how their needs can be met, how people can help with the project, as well as publicizing the program.

Ms. Kennedy reported that there is a regional health effort underway conducted by a shared nurse who is working with the communities of Ashland, Holliston and Medway. Public service announcements will be broadcast on public access to help publicize the program. Topics will include how to avoid the flu, as well as program with the Senior Center on food safety and how senior citizens can manage their medications. Ms. Kennedy stated she would like to invite the nurse to a Selectman meeting to explain the program.

Selectmen's Reports:

Selectman D'Innocenzo reported that EPFRAC met with the Open Space Committee, where they reviewed a survey and received good feedback. The group will be putting together a survey that will be sent electronically out to the community with a two-week respond window.

Selectman Crowley asked for a report on Medway's water capacity, and at what level the community is running at now. Brief discussion followed.

Selectman Crowley asked about the status of repairs on the Sanford Street Bridge. Ms. Kennedy reported that Mr. Holder met with the Town of Franklin a week ago, learning that some of the financial aspects of the project may not be materializing and CIPC may be approached about it. She reported that Mr. Holder's concern is that there is enough funding available for the project before going forward. She will ask Mr. Holder to come in with a presentation.

Selectman Crowley asked about the status of negotiations with the schools on field maintenance going forward, specifically, the plan for FY14 and the associated cost. Ms. Kennedy stated it might come out of the EPFRAC study funding. She will ask Mr. Holder to address it at a meeting. Selectman D'Innocenzo stated that the dollar value provided by the consultant included contracted amounts for activities that were already in place. They will include the costs of field maintenance that were already being paid.

Chairman Espinosa summarized that, in order to establish the FY14 budget, by whatever method, a level service agreement is necessary, involving the public schools, Parks and Recreation and other relevant groups. Ms. Kennedy noted that the EPFRAC report will contain an analysis of costs. Selectman D'Innocenzo expressed concern that the estimated or reported costs may be affected, depending on when the report is available and potential changes to fields. Selectman Crowley noted there is no guarantee that the Town will continue with this field maintenance utilizing DPS staff. Ms. Kennedy added that the historical costs were gathered in order to prepare for the 2012 Fall Town Meeting appropriation article. Discussion followed. Selectman Crowley pointed out that the months of July, August and September were not included, and those costs need to be known.

Selectman Crowley asked if there was any result from the task force about election venues. Ms. Kennedy noted that it was her understanding that the upcoming election will be held at the middle school. Mats for the gym floor can be obtained.

Chairman Espinosa reported that the recent Legislative Breakfast was attended by the Board of Selectmen, as well as members of the Finance Committee and School Committee. The purpose of the meeting was to have a roundtable discussion on a variety of topics important to Medway. He thanked Ms. Kennedy and her staff for putting it together.

Chairman Espinosa reported he met with the Facilities Committee and the School Committee to discuss consolidation for facilities management. The schools did a study on their properties and presented their consultant's recommendation. Brief discussion followed at that meeting on whether a joint effort should be pursued, but the group instead opted to approach certain aspects in pieces (baby steps).

Approval of Minutes:

The Board reviewed draft minutes of November 19, 2013; December 3, 2013; December 12, 2013; and January 7, 2013.

Chairman Espinosa moved to accept the minutes of November 19, 2013, as amended; Selectman D'Innocenzo seconded. No further discussion. VOTE: 3-0-0.

Chairman Espinosa moved to accept the minutes of December 3, 2013, as drafted; Selectman D'Innocenzo seconded. There was discussion on a correction that needed clarification; Chairman Espinosa withdrew his motion to approve. The minutes will be considered at a future meeting.

Chairman Espinosa moved to accept the minutes of December 12, 2013, as amended; Selectman D'Innocenzo seconded. No further discussion. VOTE: 3-0-0.

Chairman Espinosa moved to approve the minutes of January 7, 2013, as drafted; Selectman D'Innocenzo seconded. No discussion. VOTE: 3-0-0.

At 8:29 PM Selectman D'Innocenzo moved to adjourn; Selectman Crowley seconded. No discussion. VOTE: 3-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

**Town of Medway
Board of Selectmen's Meeting
February 6, 2013 – 7:00 PM
Medway Senior Center
76 Oakland Street**

Present: Selectman Dennis Crowley, Selectman John Foresto, Selectman Richard D'Innocenzo and Suzanne Kennedy, Town Administrator. Chairman Espinosa and Vice-Chairman Glenn Trindade were absent.

Also Present: David D'Amico, Deputy Director of the Public Works Dept.; Susan Affleck-Childs, Planning and Economic Development Coordinator; Shelley Wieler and Charles Myers of the Energy Committee, and Consultant Joseph Fitzpatrick.

At 7:10 PM the meeting was called to order and the Pledge of Allegiance recited.

Discussion – Net Metering

Ms. Kennedy discussed the net metering research undertaken up to this point. Constraints to bringing it to Medway included the need of some prospective providers to construct a solar array and unresolved interconnectivity issues. The prospective providers that were currently able to provide services did not offer good rates of return. Mr. Foresto noted that the Town should have used a different RFP, as well, for their solicitation.

Ms. Kennedy stated Mr. Fitzpatrick of DG Clean Power (DGCP) was invited to this meeting discuss net metering with the Board and the Energy Committee. She introduced him. Mr. Fitzpatrick offered information about GC Clean Power, which has been in existence for 10 years. They are independent power developers. The company developed gas turbine stations, including the one in Bellingham. Three years ago, because of Green Communities Act and solar initiatives, the company starting developing solar facilities. The company has 10 megawatts either developed or in construction and another 8 in process. Locations include Uxbridge, Douglas and Clinton. DGCP works with a number of investors and the opportunity they have brought to the Town Administrator is unique. He said Medway could achieve interconnectivity with a distribution utility in a timely and cost effective way.

Describing how the process works, Mr. Fitzpatrick stated the solar generation facility would connect with service in street, which he noted necessarily creates limitations for a solar farm. His company perceived an opportunity in Plympton and had an interconnection study done. NSTAR had upgraded a substation nearby the Sysco facility to take more capacity. Thus, rapid interconnection was created before his company came into picture. Mr. Fitzpatrick said he is confident they have another 3 mW of capacity. Mr. Fitzpatrick noted there is "as of right" zoning in Plympton and a PILOT is already in place. Plympton has indicated interest in the solar generated electricity as well and wants to reserve 800,000 to million kW.

Mr. Fitzpatrick said this is a market unto itself. The generated electricity must be distributed within its load zone, which Medway is. He stated a net metering agreement can be developed for Medway, and he has submitted pro forma agreements for their consideration. DGCP has already signed with Milford

and Northbridge. The pricing is the same as is being offered to Medway. He said the savings for the Town would be \$160,000 in first year, and about \$6 million over 20 years.

Mr. Fitzpatrick clarified that net metering is not the sale of power. It is not like what was done in Bellingham; it is not creating electricity and flowing into a distribution company. The company is generating the solar power, selling it to the distribution company and assigning net metering credits to the municipality with which it has a contract. The credits are valued at retail, currently 13 ½ cents. The limitation is that the value can only be assigned to someone in the load zone. The entity that is creating the project can negotiate a trade. If it assigns credits to the Town, the Town in turn will repay a portion of that cost so that it can be amortized. The rate payers receive this value. What the developers do is go to a community and assign it. Mr. Fitzpatrick said that Plympton does not need the full load for its municipality, which means the credits must be marketed to another community. DGCP will negotiate a portion of the net metering benefits, in this case 9 ½ cents.

Mr. Fitzpatrick's said DGCP's escalator is 3% per year for the next 20 years. He stated the variable is the 13 ½ cents number. He believes the cost of electricity is likely to increase. He said DGCP's escalator is at a slight discount of what will happen to prices. He stated the Town will receive a monetary benefit if the annual increase in electricity prices is anything beyond 0%. He clarified that he is not asking the Town to enter into a power purchase agreement. He stated that when net metering terminates, the obligation to repay also terminates. The risk goes to the provider; there is less risk to the Town.

Mr. Fitzpatrick said that based on the first phase, they could be operating by January 2014. He stated that interconnection for all intents and purposes is done. DGCP would be applying formally in the next couple of weeks. He said the permitting process in Plympton is straightforward and there is a special bylaw to accommodate solar projects. It is a friendly environment.

Mr. Fitzpatrick said DGCP needs to have an agreement with the Town in the second quarter to satisfy investor requirements. He said large utility affiliates are the investors. Mr. Myers asked about reconciliation cycle language in the pro forma agreement: monthly power generated versus utilized. Mr. Fitzpatrick said that the credit is received immediately minus a couple of decimal points. The Town receives net metering value for so many hundreds of thousands of kW hours. The company invoices the Town following usage making it a positive float to the Town. It is not akin to Kiersarge. The company is only billing after the Town has received net metering credits on the bill.

Mr. Myers talked about the Town's interest in reducing its power consumption. He asked how that impacts the Town's agreement – e.g. they use less than what they thought they might. Mr. Fitzpatrick responded that DGCP can seek to sell that excess power elsewhere. He encouraged the Town to do more to reduce consumption. He said if a pattern develops from under-consuming, he will look for other accounts in Town or elsewhere. The agreement will say that they have right to look for other municipal consumers.

There was discussion about how aggregation might fit into the net metering. They may have more load than what is agreed. Aggregation has private customers. Mr. Fitzpatrick said the Town could then perhaps create a net metering class of customers.

Mr. Fitzpatrick stated the process is designed to keep the utility out. DGCP is in the business of selling it. Supplementation to the load zone is needed. The company is only doing a municipal grid structure. It is an easy operating cost reduction. The problem is it is a very arcane, complicated process, and

municipalities have a fear from that perspective. DGCP is trying to make this as transparent as possible. He encouraged the Town Administrator to talk to other towns that have net metering agreements. He will disclose the investors. He is a developer. The real counterpart is the owner of the project, which will sign the tax PILOT with Plympton and the net metering agreement with Medway.

Mr. Myers asked how the system going down would be accounted for. Mr. Fitzpatrick stated that everything flows into that distribution. If that happens, there is no credit and the company is not billing the Town. The Town is paying the utility in that instance. Medway would only be paying DGCP for what it is producing. He added that the owners have been in the business and are going to build viable projects and maintain their assets.

Mr. Foresto asked if there is a performance agreement between the company and the project owners. Mr. Fitzpatrick said there will be warranties of availability. The owners are online communicating with those facilities around the clock. The utility does not want to be down because that means it is not collecting.

Ms. Wieler discussed the details of the credit. Mr. Fitzpatrick said that NSTAR would credit usage and, being on the same grid, generate credit from actual production from the facility. He said they can reassign unused net metering credits (on schedule Z) to any building on the schedule and can adjust consumption once there is a history. Crediting can be carried over in the meantime.

Ms. Wieler asked if DGCP has looked at the Mass Energy Insight database. Mr. Fitzpatrick answered that they have not. They are content to take the usage directly off the bills, and are looking for a year's worth. DGCP will be generating 4 million kW hours for Medway.

Mr. D'Amico asked how they deal with seasonal variation. Mr. Fitzpatrick answered that is how net metering credits come into play, but not as much as one might think, as there will not be wide swings. He said the shoulder months will show a fall off of net metering credit to Town. He said that because it is a solar facility it will not be producing 8,760 hours. Its productivity should encompass just 1,300 hours.

Mr. Myers asked about storage ability in the future. Mr. Fitzpatrick did not feel it was relevant to the net metering agreement. The bottom line is they are trading money for money.

Ms. Wieler asked about the 4 million number. Mr. Fitzpatrick said that is what has been discussed and what the company can offer, but the company can agree to less. DGCP does want to accommodate Plympton, which will use approximately 800 kW. DGCP believes its output will be 4.8 or 4.9 million. It wants to sell the rest to Medway.

Mr. Fitzpatrick said Bellingham was a 3 megawatt AC project. Production off that will be 4.9 million kW hours. He noted that kW hours are generated of DC capacity, not AC, although AC power is what people see. Bellingham took the entire load and dedicated it to the Douglas project. The numbers are almost exact. It is the same for Milford and Northbridge, as well.

Mr. Crowley asked what the Town would be charged if it Town contracted for 4 million and used 4.5 million. Mr. Fitzpatrick answered the retail rate would apply. NSTAR will show the Town what the net metering bill looks like. Mr. Crowley asked Mr. Myers what the downside might be. Mr. Myers worried about in a few years they might be utilizing less than the four million. It was reiterated DGCP could re-

market that. Mr. D'Amico asked what happens if the energy prices do not keep going up. Mr. Fitzpatrick said that he thinks the numbers he is presenting are conservative. He thinks gas prices will normalize, adding that the gas demand is costing power generators. In high demand, they have to pay the high spot prices. As gas prices begin to recover, it will show up in the Town's schedule Z as a commodity charge.

Mr. Myers asked why more communities have not signed on if this is such a good deal. Mr. Fitzpatrick said it is related to the delay in getting transparency in the pricing. Mr. Fitzpatrick noted that the investments in projects supporting net metering will drop off due to the drop off in solar renewable energy credits (SREC). He stated that the power marketer Entegris serves load and has a mandate to purchase a percentage of the load from solar facilities and to pay a green/solar community credit to companies like DGCP. It is a state mandate. The initial value was viewed as high as 55-60 cents a kW hour and had a floor of 28 ½ cents. The market is overdeveloped from a presentation point of view. The credits have been bought up driving the price of solar renewable credits down. It is at 12 cents a kW hour now. He said he has seen a lot of data points in the 15 cent range in recent months. That value matters only to investors which have two revenue streams: net metering and solar renewable energy credits. The amount the investor willing to give up from net metering stream is driven by SREC. If they were at the floor of 28 ½ cents, the contract value offered to Medway would have been better. The design of the solar credit program developed a couple of years ago was done on the premise of developing 400 megawatts. The goal was to try to modulate the solar credit price for both a market growing too slowly or too fast. The state did not anticipate the real estate market supporting rapid growth. There is a long queue of projects totaling 1,100 megawatts. There is a gross over supply of projects, and Mr. Fitzpatrick said he did not think half of them would be built. Alternatively, the state could raise the cap, which would influence solar credit price.

Mr. Crowley asked what is next. The Town would need to review the proposed contract, then bring it to the Selectmen for approval. It is an energy purchase. The current energy agreement includes both the School Dept. and the Town. It is a twenty-year contract.

Mr. Verdolino said that in the last year of contract the Town would owe \$662,000 according to the spreadsheet. He asked what the Town pays now. Mr. Fitzpatrick responded that the Town pays \$540,000. Ms. Wieler asked if the Town is using 4 million. Mr. D'Amico responded that it uses just under 4 million. There was a question about what would happen if electricity prices go down due to new technologies or an abundance of existing sources. Mr. Fitzpatrick answered that is only half the bill. He said delivery costs will not go down. Mr. Crowley wondered if he could buy more and sell the excess. Mr. Fitzpatrick said the Town is buying credits, not power. Mr. D'Amico asked how NSTAR makes out. Mr. Fitzpatrick answered they still get the money from the rate payer. The retail payer is covering the subsidy inherent in the credit, which is a couple decimals more if not a consumer of solar energy produced power. The cost to NSTAR and National Grid for net metering is \$50 million per year.

Mr. Verdolino asked if there is a buyout option. Mr. Fitzgerald answered he believed he could give that to the Town at the end of the term. There is no problem on giving renewable after 20 years. Locking in beyond 20 years is the issue, if they are available. Mr. Verdolino said they have buy out options with their solar arrays. Mr. Fitzgerald responded that the buyout is less impactful with net metering. He is not sure that Medway would want to own it without net metering in place. Mr. Verdolino wondered if they could build a solar array in Medway. Mr. Foresto pointed out that there is limited opportunity to contract for net metering and that would foreclose on it. Mr. Verdolino asked what the value of the Plympton PILOT is. Mr. Fitzgerald replied \$16,000 per megawatt. Mr. Verdolino asked what it costs to

build the plant. Mr. Fitzgerald said \$2,500 per kW. A 4 megawatt would be \$10 million if talking about reaching the point of delivering to a fixed asset. This is lower than what it was in the past because panel prices have collapsed.

Mr. Verdolino asked why Mr. Fitzgerald said there is less risk in net metering than a power purchase agreement. Mr. Fitzgerald answered a power purchase agreement entails a fixed payment over the term. The buyer is obligated to purchase the exact amount it contracted for. With net metering, the Town receives a credit for what is used. If there is no net metering credit, the company loses, and must sell wholesale. He does not have a problem with renewals, but he does not think there is much to be gained with net metering. Mr. Myers said technology will change over time anyway. The potential to renegotiate for a lower cost agreement should new technology permit would be pursued if available.

Ms. Kennedy asked to see a contract. Mr. Myers said he would like to see it as well. Mr. Fitzgerald said he would be offering a live contract to the Town and would provide copies of its existing agreements.

Mr. D'Amico wondered when the contract would be in place. Mr. Fitzgerald anticipated the beginning of 2014. He said the interconnection study would take three months. Then the project must be permitted. DGCP should be breaking ground in the June - July time frame. It would take three months to build and another month to get NSTAR to connect the wires.

Mr. Crowley asked why he used 3% on their numbers and 4% on electric companies. Mr. Fitzgerald said the company wanted to be conservative. He said he also ran sensitivities, changing the escalator in both directions. There will be savings. Ms. Wieler pointed out that the option to calculate different escalators is possible within the spreadsheet that he provided.

At 8:40 PM, Mr. Foresto moved to adjourn. Mr. D'Innocenzo seconded. It was unanimously voted. 3-0-0

**Medway Board of Selectmen
Medway Senior Center
Oakland Street
Medway, MA 02053**

**February 19, 2013
Meeting Minutes**

BOARD OF SELECTMEN MEMBERS PRESENT: Chairman Andrew Espinosa, Vice Chairman Glenn Trindade, Clerk John Foresto, Dennis Crowley, and Richard D’Innocenzo. Town Administrator Suzanne Kennedy also present.

The Chairman opened the meeting at 7:00 pm.

Board of Health Appointment:

On motion made by Glen Trindade, and seconded by John Foresto, the Board of Selectmen voted unanimously to appoint Jordan Warnick to the Board of Health to fulfill the remainder of the term.

Solarize Mass Program Application Submittal:

Susy Affleck-Childs, Planning and Economic Development Coordinator, was present at the meeting to inform the Board of Selectmen that she will be submitting an application for the 2013 Solarize Mass Program. There will be eight communities selected. Simultaneously with soliciting applications from communities, the group is also collecting quotes from vendors for evaluation. The concept of the program is to provide a way for residential and commercial property owners to do small scale solar projects at a tiered pricing cost. Medway’s application is 90% completed. The application asks for a solar coach who needs to be a volunteer; Dan Hooper has stepped up to help. This is consistent with the Local Energy Action Plan (LEAP). The energy committee recommended that the Town pursue this effort. The comments from Town Counsel will be referenced in the cover letter. This is not an authorization to enter into a contract. Should Medway not be successful in being selected, it could apply again in the fall. Selectman Foresto indicated that some neighboring communities such as Hopkinton and Mendon have participated.

On a motion made by Mr. Foresto and seconded by Mr. Trindade, the Board of Selectmen vote unanimously to support the application submittal for the 2013 solar mass program.

The Board of Selectmen signed the application.

Contract GIS permitting module:

Susy Affleck-Childs explained that GIS is looking to have the Board of Selectmen authorize the contract with PeopleGIS. This is the last step for the permitting work relative to the 43B grant. One of the goals of PeopleGIS was to develop a mechanism for the building and planning departments to allow applicants to apply online for permits. There was a recent meeting with PeopleGIS, Rich Boucher, IT Director, and a couple members of the Board of Selectmen. Research and several demonstrations had been conducted, and it was concluded that this is the best system to have for the Town. It is consistent with the Town system. Chairman Espinosa indicated that this is not a full-fledged tested product; Town Administrator Kennedy cited several communities such as Weston that were currently working with or setting up this

system. The cost of the program will be \$29,000. The majority of the cost will be covered by a grant with the Planning Department funding \$3,000 from its budget.

On a motion made by Glenn Trindade and seconded by Andrew Espinosa, the Board of Selectmen vote unanimously to execute and sign the contract for GIS.

Introduction of Regional Health Coordinator:

Health Agent Stephanie Bacon was present at the meeting, along with the Regional Health Coordinator, Alyssa Kaiser. The Coordinator is serving Hopkinton, Ashland and Medway. The goal of the regional health coordinator is to add another level of service delivery as one portion of the regional Boards of Health initiative.

One of the goals of the health care coordinator is to focus on elder care health issues which include nutrition and food safety. There have already been two public service announcements on flu prevention and medication adherence, and there will be two additional being filmed on head concussions and nutrition. The coordinator is partnering with the Franklin YMCA to get some programs in the schools. Some of these programs are concerned with how to read nutrition labels, making healthy food choices, mental health awareness and bullying. The Health Coordinator is currently working 25 shared hours between Medway, Hopkinton and Ashland and is funded through a grant that expires at the end of fiscal 2013. The Town is trying to petition for an extension.

Sharps Collection.

The Health Agent explained that there is a contract which needs to be signed for the sharps collection. The Town has been informed that as of July 1, 2013, the disposal rules for sharps will change. A kiosk will be housed at the police station, and the pick-up and delivery cost negotiated with Waste Management will be \$65.00 every other month.

On a motion made by Glenn Trindade and seconded by John Foresto, the Board of Selectmen vote unanimously to execute and sign the contract for the sharps disposal program.

Special Town Meeting for May 13, 2013.

On a motion made by John Foresto and seconded by Dennis Crowley, the Board of Selectmen voted unanimously to open the May 13, 2013 Town Meeting warrant.

Special Town Meeting Warrant:

Article 2 – Relates to insurance funds for the replacement of the malfunctioning fire panel at the Burke-Memorial School. Town Administrator Kennedy reported that almost 100% of the costs will be reimbursed from insurance funds. She will report to the Board as to where the balance, if any, will be charged.

Article 4 – Approved by the Board

Annual Town Meeting Warrant:

The Animal Control Officer was present to speak about the amendment to the dog bylaw. Ms. Hamelin explained that the Governor passed new dog laws that went into effect on August 1, 2012. These laws fall under Chapter 140. There are new regulations and criteria for hearing procedures and requirements according to certain “dangerousness” classifications. The Town Meeting article recommends monetary

changes to both fines and license exemptions. Fees and late fees would be increased, and the amended bylaw will also allow for a free license for seniors who spay or neuter their dogs. The state law supersedes the bylaw. The proposed changes would align Medway's policy with that of the State and have been reviewed by Town Counsel.

Brenda explained that she is responsible for reporting any dogs taken in. This information needs to be submitted to the Town Clerk and Town Administrator on a monthly basis. She is also providing quarterly reports to the Board of Selectmen with a tally of the calls. This is part of the new statute.

It was suggested that the Board of Selectmen review the warrant articles and provide to the Town Administrator with any questions or comments and that can be discussed at another meeting.

There may be an additional article added regarding a potential open space acquisition.

The Board of Selectmen would like to have their next meeting to discuss the warrant articles on Saturday, March 2, 2013 at 11:30 a.m. at the Town Hall. The Town Administrator would like to have the questions by Tuesday February 26, 2013.

Susy Affleck-Childs will provide a sheet with the information relative to the planning and zoning warrant articles. The two articles submitted by the Planning and Economic Development Board are regarding the parking bylaws and a change to the Village Residential classification. These particular bylaws are still in draft form.

The warrant article for a moratorium on marijuana dispensaries is in final form. The language of this was provided by Kopelman and Paige.

Snow and Ice Policy:

DPW Director, Tom Holder was present to speak about a proposed change in policy to include the maintaining of additional sidewalks as part of the snow and ice policy. A packet was provided to the Board of Selectmen with a narrative to explain the reasoning behind this policy change. With recently purchased equipment, DPS can now maintain the sidewalks on Summer St.

Chairman Espinosa questioned Mr. Holder as to whether or not discussions related to this policy had been held with the Schools; Mr. Holder has spoken with Rob Pearl and has learned that, in light of some future reconfiguring of the schools, the list of primary and secondary sidewalks may need to be revised. The school buildings will still be part of the primary list.

There was a question if the current allocation will be able to support this policy change. Tom Holder did indicate that this will increase the labor part of this budget, but it is not a dramatic increase and would depend, of course, on the extent of any snow season. Tom Holder communicated that this budget is sufficient for an average winter.

Another item which will be increased is the allotment for mailbox repairs. The current reimbursement policy for a damaged mailbox of \$25.00 needs to be increased. The damages were not all from the snow plows, but a good majority was the weight of the snow and slush pushing against the pressure treated wood. Mr. Holder will be reviewing this matter to develop an adjustment for next season which more accurately reflects the replacement cost including the caveat that an applicant would need to clearly demonstrate that the mailbox had been directly damaged due to action by the DPS.

On a motion made by Glenn Trindade and seconded by Dennis Crowley, the Board of Selectmen vote unanimously to accept the Snow and Ice Policy as presented by the DPS Director.

The Board of Selectmen mentioned that during the last storm, there were several streets that still had slush on them when the streets in Millis were dry. Mr. Holder communicated that he thinks Millis may use a calcium mix, and he would look into the cost of that. He also indicated that he believes that the budget for snow and ice will run over budget by the next storm. He will provide up to date numbers at the next meeting (estimated \$375K of the \$425K budgeted may have already been spent). Mr. Holder intends to make application for MEMA reimbursement, whenever possible.

Baseball Parade:

On a motion made by John Foresto and seconded by Glenn Trindade, the Board of Selectmen vote unanimously to allow the baseball parade scheduled for April 21, 2013.

Route 109:

Tom Holder communicated that the public hearing for the Route 109 Committee will take place in April based on having achieved the 25% design phase. Selectman Crowley requested an updated chart illustrating the process from 25% to 75% completion. Mr. Holder believes the Town will be well positioned to receive 2016 MPO funds; Selectman Crowley wants all in place should an early opportunity arise in 2015.

Street Acceptance:

The Board of Selectmen will be reviewing the information relative to street acceptances and setting up a meeting with the Planning Board to discuss this information further. Chairman Espinosa wondered, with the recent changes in the laws, whether more street acceptances can be considered.

Town Clean-Up:

The Town Clean up Initiative is currently on track.

Approval of Warrants:

The Board of Selectmen was made aware that there were no warrants to sign due to a problem with Munis.

Town Administrator's Report

In response to a question raised by Selectman Trindade concerning the naming of fields, Town Administrator Kennedy reported that Town Counsel had indicated that, in the absence of a by-law to address the matter specifically, the naming of a field would fall to the group under whose jurisdiction the property falls.

Selectmen's Reports

Selectman D'Innocenzo reported that the proposed Parks/Recreation survey would remain on the Town website for another week, and that the information was important to the development of the report by Gale Associates. Within the first 24 hours of posting, 316 residents had responded.

Chairman Espinosa inquired as to the status of the press release concerning Administrator Kennedy's reappointment.

There will be a Community Preservation Committee meeting on February 20, 2012.

Adjourn:

On a motion made by Glenn Trindade, and seconded by Dennis Crowley, the Board of Selectmen voted unanimously to adjourn their meeting at 8:45 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary

**Board of Selectmen's Meeting
March 2, 2013, 11:30 AM
Sanford Hall
155 Village Street**

Present: Chairman Andrew Espinosa; Selectman Glenn Trindade, Vice Chair; Selectman John Foresto, Clerk; Selectman Dennis Crowley; Selectman Richard D'Innocenzo and Town Administrator Suzanne Kennedy.

Also Present: Susy Affleck-Childs, Planning and Economic Development Coordinator; David D'Amico, Deputy Director, Department of Public Services; Will Naser, Principal Assessor; Jeffery Lynch, Fire Chief; Missy Dzikczek, Director, Council on Aging; Rich Boucher, Director, Information Technology; Allen Tingley, Police Chief; Firefighters Tom Irwin and Brian Tracy.

At 11:35 AM Chairman Espinosa called the meeting to order and led the Pledge of Allegiance.

Public Comments: None.

Review of School Budget Advisory Committee's Recommendation on FY2014 School Budget:

There was brief discussion, noting that the reserve budget was being reduced down to \$1 million. Ms. Kennedy reported that, due to the lack of a quorum, the Capital Improvement Planning Committee (CIPC) could not officially meet to discuss the School Committee's capital requests. As the Governor's budget is still unknown, it is difficult to determine what monies will be coming to Medway via Chapter 70. A combined figure of \$457,593 of school choice and circuit breaker funds has been suggested for as the source of funds to reduce the School Department's general fund budget. It was noted that the Board has the final review of the recommendations from the Capital Improvement Planning Committee.

Responding to a question from Selectman Trindade, Ms. Kennedy stated there were a series of agreements relative to budgeting that were discussed at a number of Leadership meetings, and she can supply those, if necessary. Chairman Espinosa summarized that the Board will need to approve the \$1 million reserve budget amount.

Chairman Espinosa moved that the Board approve a reduction of the school budget by \$457,593, as proposed; Selectman Trindade seconded. Selectman Crowley suggested that a reserve of \$1 million is too high, and suggested further that an annual review of the School's reserves should occur going forward. Brief discussion followed, most notably that annual review should be considered as part of the Board's fiduciary responsibilities. Brief discussion followed. Selectman Crowley's suggestion was accepted as a friendly amendment; Selectman Foresto seconded. VOTE: 4-0-1. Crowley opposed.

Selectman Trindade moved that the Board express support for the schools' requests for \$40,000 for security improvement, \$20,000 for a maintenance van, and \$20,000 for door replacement; Chairman Espinosa seconded. Discussion followed, noting that such a show of support is outside the budget process and that the Board should not influence the CIPC. VOTE: 2-3-0 – Crowley, D'Innocenzo and Foresto oppose. Motion failed.

Review of Annual Town Meeting Warrant:

*The Board reviewed a draft Warrant for 2013 Annual Town Meeting, as well as supporting documentation from department heads. Answers to questions posed by Selectman Crowley are included in the specific warrant articles referenced in his questions. Fire Chief Jeffrey Lynch provided a PowerPoint presentation relative to articles specific to the Fire Department**. It is noted that, due to the length of potential discussion on articles relative to the Department of Public Services, those articles will be discussed at another meeting.*

The following articles were considered. Articles not discussed at this meeting will be discussed at another meeting.

Article 2 – Appropriation: FY14 Operating Budget: It was noted that there is \$33,415 in salary reserve. Selectman Crowley asked if any more will be spent from the account before June 30. Ms. Kennedy indicated that she does not anticipate any, unless the police union contract is settled. The Town Accountant has recommended that salary reserve for FY14 be budgeted at \$100,000 in order to fund salary increases specified within negotiated contracts. If the police union contract is settled before June 30, the remaining \$33,415 will be used and an additional \$36,000 will be needed (probably from free cash). If the contract is not finalized, the money will fall to free cash. Selectman Trindade emphasized that the police department budget should be used first to help cover costs. Discussion followed. Ms. Kennedy suggested a warrant article for STM to allow for any shortfalls.

Article 3 – Appropriation: FY14 Water Enterprise Fund: In his email, Selectman Crowley asked for current balance of this fund as well as expenses from it. This was provided in a list of all Enterprise Funds. Mr. David D’Amico, Deputy Director, Department of Public Services, stated the water and sewer rates have been fairly consistent for several years. He noted that the amount of fees collected is close to what is being spent.

Article 4 – Appropriation: FY14 Sewer Enterprise Fund: Selectman Crowley noted that there is another article requesting funds for engineering services. Ms. Kennedy reported that there is \$127,445 in retained earnings thus far, noting the Sewer Enterprise Fund is only a couple years old. Mr. D’Amico reminded the Board of a meeting last year relative to a proposed increase in fees which can be pulled from retained earnings, if necessary, to help mitigate expenses.

Article 7 –Free Cash Appropriation: Capital Items: Ms. Missy Dzikczek, Director, Council on Aging, stated the submitted estimate for the kitchen improvements at the Senior Center did not include countertops. Including them will likely increase the cost to \$24,000. Funding for the Senior Center sidewalk will not affect this. Selectman Foresto mentioned that price should include installation. The asphalt will be reduced, but the cabinets will be increased. Responding to a question from the Board, Mr. D’Amico clarified that the Department of Public Services typically does not get involved with sidewalks that go around buildings so an outside contractor will be needed. The cabinet work also has to go out to bid.

Ms. Kennedy distributed a report from Mr. Rich Boucher showing the breakdown of the proposed FY14 purchases for Information Technology at the schools. Mr. Boucher used a PowerPoint presentation to submit a breakdown of actual FY13 purchases. He indicated that Superintendent Evans asked for some specific things for this year, including a software lab, projection equipment, software for the foreign language lab, wireless systems, as well as desktop computer systems and laptop computers. The FY2013 purchase total of \$600,800 reflects only the equipment and software purchase prices. Chairman Espinosa confirmed that this purchase price does not include maintenance costs, personnel costs, etc.,

which would constitute overall cost of ownership. Mr. Boucher stated he was working on a list of projected costs through 2017, adding that the current purchase of equipment is within the existing replacement schedule. He estimated that the replacement schedule represents a cost of approximately \$200,000 per year. Discussion followed. The Board asked for a detailed breakdown on equipment provided for both the schools and municipal offices.

Selectman Crowley expressed concern that the \$250,000 for paving on West Street should have been put into the DPS budget. Mr. D'Amico noted that accounting totals showed no transfer of \$250K into the highway account. Ms. Kennedy will get additional information from the Town Accountant.

Article 9 – **Appropriation: Capital Items – Fire Department: Utilizing a PowerPoint Presentation, Fire Chief Jeffrey Lynch briefly reviewed the types of buildings in Medway which range from small scale to large homes of 6,000 square feet. Many newer homes are in wooded areas of town where there are no fire hydrants. This presents a brush fire potential that can spread to a structure, as well as the reverse. A fire involving a 6,000 sq. ft. home could require 60,000 gallons of water. Each engine (there are 4) holds only 1,000 gallons. He noted that the initial tanker provides 3,000 gallons, and it is expected that assistance from surrounding communities would provide additional tanker trucks in the form of a Tanker Task Force. It was noted that a tanker truck available locally significantly increases the potential to knock down the fire quickly; by the time an initial tanker arrives via mutual aid, the fire will be out of control.

Discussion followed on fire protection sequencing and protocols, current construction materials, limited manpower, and methods, anticipated equipment replacement, as well as differences between regular engines, tanker trucks, and portable tanks. It is noted that all equipment must comply with current regulations as set forth by the National Fire Protection Association, and the rehabbing of other types of vehicles is prohibited.

Chief Lynch continued his presentation, featuring older equipment such as hoses, nozzles, valves, extrication equipment (Jaws of Life), fire axes, generators, ladders, etc. The technology featured in old vs. new nozzles allows for greater control of water pressure and the weight of the nozzle has been improved. He clarified that the last records he could locate indicated the last hose replacement was in 2002. He noted that parts for some of the older equipment are no longer available, forcing replacement of the equipment after it fails. Additionally, the older fire hoses are undersized and cannot provide enough water flow to combat a fire fueled by current construction materials used in structures, household goods and furniture.

Discussion followed on development of a staggered replacement schedule, noting an inventory of all equipment and anticipated useful life would be most helpful. Selectman Crowley asked how much of the equipment can be replaced with the \$68,281. Chief Lynch responded that all the hoses, nozzles and valves will be covered by this amount, noting that the Jaws of Life and the generator will not be included. It was suggested that the Chief provide a comprehensive list of what will be needed overall. Chief Lynch provided a list of recent purchases over the last decade. Selectman Crowley expressed concern that previous Fire Chiefs have requested money for hoses and related equipment, wondering if the approved funds were spent for the requested items. Is it possible the equipment was not purchased and the funds fell to free cash? Ms. Kennedy will ask the Town Accountant to get budget vs. actual reports for FY10 through FY12.

Article 14 – Appropriation: Fire Station Dormitory: Unexpended Balances of Monetary Articles:

Selectman Crowley asked how the length of shifts will be affected if the dormitory is renovated. Chief Lynch noted that even on a 12-hour shift, personnel need a place to rest, not necessarily sleep. Any change in length of shift is actually a contractual issue and he cannot change those. Selectman Crowley asked why they need a place to rest if their assigned shift is their regular hours. Chief Lynch responded that staff may have four 12-hour shifts in a row, and having a place to rest will reduce the probability of illness and fatigue. Firefighter Brian Tracy stated that a lot of grants stipulate that departments must have sleeping quarters, or they do not qualify for the grant. The Board expressed interest in seeing the existing sleeping quarters to gain a better understanding of the proposed renovations.

Article 19 – Accept Mass. General Law: C: 59, c. 5. Sub-section 54 – Personal Property: Mr. Will Naser, Principal Assessor, stated this article would exempt taxation on items valued at \$5,000 or less, and would help the small business owner. Out of the current FY2013 accounts, 159 accounts fall into this range. The loss to the Town for exempting these accounts would be roughly \$32,000 or 0.1% of the tax levy. The Board of Assessors and Finance Director support this action as it alleviates collection issues and reduces postage costs. It was noted that many of the small accounts went unpaid and there is no recourse for the Town. The business owner would still have to file all required documentation. Discussion followed, noting various viewpoints regarding incentive to small business, perception by homeowners that it is unfair, cost to Town to collect it, etc. and the suggestion to reduce the exemption level to \$2,500, plus impact of such a reduction.

Chairman Espinosa moved that the Board accept Article 19 as written; Selectman Trindade seconded. No further discussion. VOTE: 2-3-0 -- Crowley, D’Innocenzo and Foresto oppose. Motion failed.

Selectman Crowley moved that the Board accept Article 19 with a revised tax exemption level of \$2,500; Selectman Trindade seconded. No discussion. VOTE: 5-0-0.

Article 24 – Zoning Map Revision: ARII to Commercial V: Utilizing PowerPoint slides, Ms. Susy Affleck-Childs reviewed a map showing relevant parcels located near the intersection of Milford and Summer Streets. She reviewed the individual parcels that have been proposed for merge into the Commercial V Zoning District. It was noted that the owners of the affected parcels have signed off on appropriate documentation. While abutter notification is not required, she stated that the Planning Board chooses to do so. Ms. Affleck-Childs reported that the Commercial V parcels in this area were all zoned ARII until several years ago. She noted that this action is a way to open up more property to potential commercial development. All updates to zoning must be addressed at a public hearing.

Article 25 – Zoning Map Revision: Commercial IV: Ms. Susy Affleck-Childs stated the section shaded bright pink on the PowerPoint slide is the area currently zoned Commercial IV but that the boundary lines do not correlate to the boundaries of the parcels. It is noted that abutters have not been notified but it will be addressed at the public hearing.

Article 28 –Amend Zoning Bylaw: Add a new Sub-Section CC. Village Zoning District – Section V. Use Regulations: Ms. Susy Affleck-Childs explained the background behind this proposal while pointing out the area on a slide. This will make the lots in this area less non-conforming and allowing multi-unit dwellings by right rather than by special permit. This will help meet a need for modest housing units. Brief discussion followed on controls for potential demolition of existing dwellings and rebuilds that would now be allowed. Additional language can be added to the article to narrow the scope of the change and to establish design to monitor the scope of projects affected by the proposed zoning By Law. Responding to a question from Selectman Trindade, Ms. Affleck-Childs theorized that this article could

be considered at next year's Town Meeting. Selectman Crowley expressed concern for increasing the available housing units in areas where the underlying infrastructure may not be sufficient to support such an increase.

Miscellaneous Discussion:

Ms. Kennedy reported that the Town has been approached by a developer to install a solar facility on open fields behind Choate Park. This property would be on property presently owned by Mr. Briggs (through the Family Trust), for which the Town has the first right of refusal if the property is under Chapter 61A Agricultural Tax Classification. Brief discussion followed.

An additional Warrant Article may be added relative to the Board granting a sewer easement over a portion of the Senior Center property to connect to existing sewer. Ms. Kennedy noted that this preliminary information comes from a request from a citizen who wants to tie into a sewer line due to a failed septic system.

At this time, Ms. Kennedy reported that the Board will be receiving preliminary budget books on Monday.

Discussion – Norfolk County Mosquito Control District Budget:

Ms. Kennedy reported she is not happy with the current situation, as they are requesting a larger budget than last year. The amounts are predicated by the governor's budget which has not yet been announced. Brief discussion followed.

**At 3:10 PM Selectman Trindade moved to adjourn; Selectman D'Innocenzo seconded. No discussion.
VOTE: 5-0-0.**

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

**Board of Selectmen's Meeting
March 4, 2013, 7:00 PM
Sanford Hall
155 Village Street**

Present: Chairman Andrew Espinosa, Selectman Glenn Trindade, Vice-Chair; Selectman Dennis Crowley, Selectman Richard D'Innocenzo, Selectman John Foresto, and Town Administrator Suzanne Kennedy.

Also Present: Susy Affleck-Childs, Planning and Economic Development Coordinator; Tom Holder, Director, Department of Public Services; David D'Amico, Deputy Director, Department of Public Services.

At 7:05 PM Chairman Espinosa called the meeting to order and led the Pledge of Allegiance.

Public Comments: None.

Presentation and Approval – Local Energy Action Plan – Erin Brandt, Metropolitan Area Planning Council (MAPC):

The Board reviewed a document entitled "Local Energy Action Plan, Part I – Medway Energy Profile, Goals & Actions", dated February 25, 2013.

Present: Erin Brandt and Ani Krishnan, Metropolitan Area Planning Council; Susy Affleck-Childs, Planning and Economic Development Coordinator.

Utilizing a PowerPoint presentation, Ms. Erin Brandt and Ms. Ani Krishnan took turns explaining the process and results. Medway was one of eight communities selected to be part of this special program, and now the Town has a good working draft of an action plan, which includes both local and regional initiatives. Ultimately, the hope is for the Board to adopt the action plan. Other communities that have adopted similar plans include Stoughton, Medford and Marlborough. The MAPC wants to help make some things happen this year to get projects and initiatives started.

Portions of the presentation included a Municipal Building Energy Overview featuring energy used in municipal buildings energy vs. energy consumption at public schools. A dramatic decrease in energy was noted at the schools while there was a huge spike in energy usage at the senior center. Other topics included solar initiatives, participation in NStar's MassSave Programs (2012), clean energy efforts and timelines, five-year energy reduction plan, the TRANE ESCO project, municipal vehicles, street lighting, traffic signals, and a brief discussion of the next steps.

While Medway has worked hard to reduce energy consumption, there are still projects that can be done. Recommended municipal energy goals and actions include:

- Establish additional municipal energy reduction goals
- Prioritize municipal efficiency projects
- Establish renewal energy goals
- Pursue renewable energy projects.
- Increase energy management and planning capacity

- Promote clean energy policies

Selectman Foresto asked what other towns are doing. Ms. Brandt responded that there are traditional ways to do outreach such as setting up a table at local events, educational programs and creative competitions through schools, as well as utilizing an event such as the Medway 300 celebration.

Selectman Foresto complimented Erin Brandt on the report, which was distributed electronically. It is a comprehensive grouping of all the energy initiatives in Medway. Ms. Brandt noted that she was unable to get commercial data from the utilities so the report is focused on residential usage.

Selectman Foresto asked if they could provide any videos that could be run on cable access station, anything in a 30-minute length. Ms. Brandt responded there are groups who have created some videos, and the Energy Committee is considering doing their own. She will send a list of communities who have done this kind of thing.

Selectman Crowley asked about the funding. Ms. Brandt noted funding came through a private foundation to do energy work, recognizing there is a lack of capacity and money to begin this type of work. She said she hopes the MAPC has shown the Town a path and how to move forward.

Selectman Foresto moved that the Board adopt the Local Energy Action Plan as presented; Selectman Trindade seconded. It was noted that the presentation will be posted on the Town website. No discussion. VOTE: 5-0-0.

Presentation – Corrective Action Plan for Fuel Efficient Vehicle Policy (Green Community Status):

The Board reviewed the following information: (1) 2010 Fuel efficient vehicle policy and fuel efficient vehicle replacement plan; and (2) Corrective action plan for non-compliance with fuel efficient vehicle policy and fuel efficient vehicle replacement plan. It is noted that although the BOS updated the policy this fall, the 2010 policy is what was in effect when the “violation” occurred that the Town is now being asked to address/explain/remedy.

Present: Susy Affleck-Childs, Planning and Economic Development Coordinator; David D’Amico, Deputy Director, Department of Public Services.

Ms. Susy Affleck-Childs stated that, as a “green community”, the Town is required to submit various reports. Last fall the Town submitted a report detailing all projects through 2012, and part of that was to include a list of fuel-efficient vehicles. Upon review of that report, two issues were identified as falling outside the Town’s fuel-efficient policy adopted in the fall of 2010. The practice of merging a couple of retired police vehicles into the Town’s fleet is not in compliance with the policy. The Town was notified that a corrective action plan is now necessary. While those vehicles are acceptable for use around Town, they do not meet the required level of miles per gallon.

Ms. Affleck-Childs continued, stating a draft of that corrective action plan is now before the Board. There are three police vehicles under consideration, which will be sold and the proceeds used to purchase fuel-efficient vehicles. Fuel-efficient vehicles do not have to be new, but they do have to meet the fuel-efficient criteria. This vehicle replacement must occur before the end of FY2013. Beginning in FY2014, vehicles that no longer comply with the fuel-efficient standards will be phased out, and each year two new fuel-efficient vehicles will be purchased.

It was noted that police, fire and other emergency vehicles are exempt from the standard. Chairman Espinosa asked if specific vehicles qualify. Ms. Affleck-Childs responded that vehicles should achieve at least 29 miles per gallon. Mr. D'Amico added that the Town had to meet five requirements to qualify as a "green community" and utilizing fuel-efficient vehicles was one.

Selectman Foresto asked if anything was at risk if the Town did not comply with the correction action plan. Ms. Affleck-Childs responded that, if this happens again, the Town will not be allowed to compete for future grant funds available to green communities. She estimated that, to date, the Town has we have received around \$150,000 toward heating and electrical improvements, as well as rebates.

Selectman Trindade expressed dismay that the miles put on cars by Town staff will be minimal, yet the Town will have to find money to purchase these types of vehicles. Discussion followed on the next round of grant proposals, noting that the Town cannot apply for another grant because previous grant money has not been depleted. LED street lights are coming from China, and may not be in the country before the March 15 grant submission deadline. Discussion followed.

Ms. Affleck-Childs confirmed that the Town has to respond to the "order" and make an effort to comply.

Selectman Foresto moved that the Board approve the corrective action plan as presented; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-1-0 -- Trindade oppose.

Approval – Medway Turkey Trot – November 28, 2013:

The Board reviewed the following information: (1) Request, dated February 1, 2013; and (2) Police Chief Allen Tingley's recommendation, dated February 12, 2013.

Selectman Trindade moved that the Board approve the third annual Medway Turkey Trot to be held on November 28, 2013, with the stipulation that four detail officers be hired by the organization to assure the safety of the runners and the movement of traffic during the race; Selectman Crowley seconded. No discussion. VOTE: 5-0-0.

Presentation - Charles River Pollution Control District – Capital Improvement Plan:

The Board reviewed the following information: (1) Presentation; and (2) Financing Plan.

Present: Doug Downing and Paul DeSimone, District Commissioners; Sherry Lawless Cousins, Liz Schreiber, Jane Madden.

Mr. Doug Downing introduced Ms. Cousins, Executive Director of the Charles River Pollution Control District (CRPCD), and a Medway High School graduate with a Master's degree in engineering. Ms. Cousins and her team utilized a PowerPoint presentation and presented discussion topics including background on the Charles River Pollution Control District, Projects and Studies, Capital Improvement Plan Phases and Status Update, Capital Cost Impact of the Capital Improvement Plan and Medway's Capital Cost Impact.

Selectman Trindade asked why the estimated costs are so much higher than anticipated a couple of years ago. The necessary work for the plant was underestimated, including the replacement and upgrade of equipment, the evolution of permits, and the increased scope of the overall project. Mr. Doug Downing theorized that the original 5-year plan for a 32-year old plant seemed foolish, and extended it to a 15-year

plan. New technology came along, and the more experienced staff advised them to invest in new equipment.

Brief discussion followed on how sewer rates will be impacted. It is anticipated that the analysis of sewer rates will be available within the next few weeks, and the rate study will include FY14, FY15 and FY16. Ms. Kennedy noted that significant increases have been built into the rates for FY13 and FY14. Tonight's presentation is aimed at FY15 and FY16. Chairman Espinosa summarized that, because the CRPCD now has to play catch up on equipment, Medway's rates will be similarly impacted. A staggered replacement program can be implemented to insure proper replacement of equipment on a regular basis, coupled with the appropriate financial management.

Responding to a question from Selectman Crowley, Mr. Downing stated the continued evolution of the DEP permits were the impetus for the changes. They knew the plant would not meet the requirements relative to the phosphorous reduction requirements. Ms. Cousens stated the plan for the Town of Milford already incorporates the approved limit so there is little chance that the 0.1 requirement will be changed. These improvements do not increase the capacity of the plant, as it is prohibited by the DEP.

Ms. Madden added that the improvements will increase the flow, but the overall capacity will not be increased. In some communities, discharge would have to go through a treatment plant and not directly into the river. Once a level is included in a permit, it will not be changed. Discussion followed on financing, borrowing, potential interest rates, and the capacity that was sold or given to Bellingham or Millis. Mr. DeSimone said that capacity was given to Millis in 1983. By doing so, Millis has assumed any improvement costs. Ms. Cousens will research the history of the capacity transfer and respond to Ms. Kennedy. Board members interested in touring the facility should call to arrange for one.

Authorization of Chairman to Execute Contract with Marsh, Moriarty, Ontell and Golder, P.C. for legal services related to probate searches for the Oak Grove lots to identify owners of record – (\$20,000):

The Board was not able to review the contract as it had not yet been received.

Selectman Trindade moved that the Board authorize the Chairman to execute a contract with Marsh, Moriarty, Ontell and Golder, P.C. in an amount not to exceed \$20,000; Selectman Crowley seconded. Selectman Crowley stated this is the last time he will vote to authorize funds for this project until there is a final report on costs to complete this project. No further discussion. VOTE: 5-0-0.

Authorization to Execute Agreements with City of Boston and SeeClickFix –Community Innovation Challenge Grant Collaboration for Smart Phone Application –(\$0.00):

The Board reviewed the following information: (1) Memo, dated January 28, 2013, from Allison Potter; (2) Municipal Grant Participant Agreement; and (3) SeeClickFix Agreement.

Selectman Trindade moved that the Board authorize the Chairman to execute the Municipal Grant Participant and SeeClickFix Agreements as submitted; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Approval of 2013 Annual Town Meeting Warrant; Adoption of Recommendations:

The Board reviewed the following information: (1) List of articles proposed after the Warrant was closed on February 4, 2013; and (2) Warrant.

The Board considered the following articles for inclusion in the 2013 Annual Town Meeting Warrant:

- Article 17 – Generic placeholder article for land acquisition,
- Article 18 – Net Metering article (at recommendation of Energy Committee),
- Article 24 – Zoning Map Revision (ARII to Commercial V), and
- Article 25 – Zoning Map Revision (Commercial IV)

Discussion followed on potential meeting dates for the Board to continue working on Annual Town Meeting matters. It was agreed to meet on Monday, March 11 at 7:00 PM.

Action Items from Previous Meeting:

It was announced that the Route 109 Design Committee will be meeting on Wednesday, March 6.

Approval of Warrants:

Selectman Foresto, Clerk, read aloud Warrant 13-36, dated 3/7/2013, submitted for approval:

13-36	Town Bills	\$537,510.23
	TOTAL	\$537,510.23

Selectman Trindade moved that the Board approve the Warrant as read; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Town Administrator's Report:

Ms. Kennedy reported that she received a communication from Dan Hooper regarding the contract for the Thayer House project. The winning bidder has to be notified within 30 days of bid opening and has been awarded. According to this communication, the contract should be executed within 30 business days of the bid opening.

Regarding the intersection of Milford, Franklin and Village Streets, Ms. Kennedy stated she visited Northeastern University to see presentations. The students will be coming in April. The goal will be to try to link some streetscape changes to traffic improvements segueing toward improving economic development. The contract will be forthcoming.

There will be a public hearing on the school budget on Thursday evening at the middle school. On the same evening there will be a tour of the last phase of the school renovation project at 6:30 PM.

Selectmen's Reports:

Selectman Crowley reminded viewers of the Medway Musical, to be performed March 14-16, a tribute put on by high school students and adults from the community, in conjunction with the Medway 300 celebration.

Selectman Foresto had no report.

Selectman Trindade reported that this is the first time in 25 years that Medway has been able to host play-off games due to the brand new gymnasiums. He suggested that this is a real advertisement for the Town.

Selectman D’Innocenzo thanked all those who participated in the recreation survey. Gale Associates has indicated that a rough draft should be available by mid-March.

Approval of Minutes:

The Board reviewed revised draft minutes of December 3, 2012.

Selectman Trindade moved to approve revised draft minutes of December 3, 2012; Selectman Foresto seconded. The motion was withdrawn.

**At 9:04 PM Selectman Trindade moved to adjourn; Selectman Foresto seconded. No discussion.
VOTE: 5-0-0.**

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

**Board of Selectman Meeting
March 11, 2013 7:00 PM
Sanford Hall, Town Hall
155 Village Street**

Board of Selectmen Present: Selectman Andrew Espinosa, Chairman; Selectman Glenn Trindade, Vice-Chair; Selectman John Foresto, Clerk; Selectman Dennis Crowley; and Selectman Richard D’Innocenzo.

Others Present: Suzanne Kennedy, Town Administrator; Tom Holder, Director, Department of Public Services; David D’Amico, Deputy Director, Department of Public Services; Fire Chief Jeffery Lynch; Police Chief Allen Tingley, Richard Boucher, IT Director; Melanie Phillips, Finance Director.

Call to Order: There being a quorum present; Chairman Espinosa called the meeting to order at 7:07 pm

Public Comment: Chairman Espinosa opened the floor for public comments, no public comment

Amendment to Funding for Middle School:

Selectman Crowley made a motion to approve the latest project funding budget for the Middle School, Selectman Foresto seconded. No discussion. Vote 4-0-0

Discussion of Town Warrant

ARTICLE 1: (ESCO Stabilization Reserve Transfer: FY14 Operating Budget)

To see if the Town will vote to transfer the sum of \$53,000 from the ESCO Stabilization Fund to the Fiscal Year 2014 Debt Service expense account for the purpose of funding ESCO related debt service, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

Selectman Trindade asked what was left in the ESCO account. The amount remaining is \$200,000. He requested a listing of the different accounts and how much is in each one. Ms. Kennedy agreed to get this. He also wanted to know the FY12 reserve balance.

A motion to approve the warrant article placement and recommend it was made by Selectman Trindade, Selectman Foresto seconded. No discussion. Vote 5-0-0

ARTICLE 2: (Appropriation: FY14 Operating Budget)

To see if the Town will vote to fix the salary and compensation of all elected officers of the Town, provide for a Reserve Fund, and determine what sums of money the Town will raise and appropriate, including appropriation from available funds, to defray charges and expenses of the Town including debt and interest, for the Fiscal Year ending June 30, 2014, or to act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

A motion to approve the warrant article placement and recommend it was made by Selectman Trindade, Selectman Foresto seconded. Discussion was held. Selectman Trindade removed his motion. Selectman Foresto made a motion for the article to be determined, Selectman Trindade seconded. No discussion. Vote 5-0-0

ARTICLE 3: (Appropriation: FY14 Water Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$XX for the maintenance of the Water Department Enterprise fund as follows, or to act in any manner relating thereto:

Direct Costs

	Amount
Salaries	\$
Expenses	
Short Tem Debt – Interest	
Long Term Debt – Principal	
Long Term Debt – Interest	
Direct Costs Total	\$

Indirect Costs

And further to raise and appropriate or transfer from available funds the sum of \$XX for indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$
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Total	\$
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And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$
	\$

WATER SEWER COMMISSION

BOARD OF SELECTMEN RECOMMENDATION:

ARTICLE 4: (Appropriation: FY14 Sewer Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$XX for the maintenance of the Sewer Department Enterprise fund as follows, or to act in any manner relating thereto:

Direct Costs

	Amount
Salaries	\$
Expenses	
Short Term Debt - Interest	
Long Term Debt – Principal	
Long Term Debt – Interest	
Direct Costs Total	\$

Indirect Costs

And further to raise and appropriate or transfer from available funds the sum of \$XX for indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$
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Total	\$
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And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$
Total	\$

WATER SEWER COMMISSION

BOARD OF SELECTMEN RECOMMENDATION:

ARTICLE 5: (Appropriation: FY14 Solid Waste Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of \$XX to operate the Solid Waste/Recycling Department Enterprise Fund as follows, or to act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$
Expenses	
Direct Costs Total	\$

Indirect Costs

And further to raise and appropriate or transfer from available funds the sum of \$XX for indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$
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Total	\$
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And further that the above listed appropriations be funded as follows:

Trash Recycling Fees/Bag Revenues	\$
Total	\$

PUBLIC SERVICES DEPT.

BOARD OF SELECTMEN RECOMMENDATION:

ARTICLE 6: (Appropriation: FY14 Ambulance Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$XX to operate the Ambulance Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$
Expenses	
Long Term Debt – Interest	
Long Term Debt – Principal	
Direct Costs Total	\$

Indirect Costs

And further to raise and appropriate or transfer from available funds the sum of \$XX for indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$
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Total	\$
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And further that the above listed appropriations be funded as follows:

Insurance and Fees for Service	\$
Total	\$

FIRE DEPARTMENT

BOARD OF SELECTMEN RECOMMENDATION:

A motion to approve the warrant article placement for articles 3, 4, 5, 6 but recommendation is to be determined was made by Selectman Trindade, Selectman Foresto seconded. No discussion. Vote 5-0-0

ARTICLE 7: (Free Cash Appropriation: Capital Items)

To see if the Town will vote to appropriate the sum of \$1,617,676 for Fiscal Year 2014 from Certified Free Cash for the purpose of funding the following capital items, including associated engineering, personnel, maintenance and legal service costs, or act in any manner relating thereto:

Project	Department	Cost
VARIOUS ROAD/BRIDGE/SIDEWALK IMPROVEMENTS	Roads	\$700,000
INSTALL LOVERING TANK MIXER EQUIPMENT	DPS	\$100,000
REPLACE BALLISTIC VEST w/ TRAUMA PLATES	POLICE	\$22,475
REPAIR LIBRARY FRONT WALKWAY	LIBRARY	\$6,000
EMERGENCY GENERATOR REPLACEMENT – MCGOVERN	SCHOOLS	\$30,150
SENIOR CENTER SIDEWALK & KITCHEN IMPROVE	CON AGING	\$20,500
RE-ROOF BUILDINGS AT WATER STREET	DPS	\$18,500
TECHNOLOGY EQUIPMENT	IT	\$250,000
TANK TRUCK (TENDER)	FIRE	\$290,000
INSTALL EMERGENCY OPS CENTER	POLICE	\$49,051
REPLACE TRUCK (P-3)	DPS	\$40,000
REPLACE EXTERIOR DOORS	SCHOOLS	\$20,000
PURCHASE WING MOWER	DPS	\$71,000
Free Cash Total		<u>\$1,617,676</u>

**CAPITAL IMPROVEMENT
PLANNING COMMITTEE****BOARD OF SELECTMEN RECOMMENDATION:**

Discussion was had whether to put on warrant. The issue is what is on this list. There is a revised FY14 CIPC list of proposed projects, but the CIPC has not voted on this yet since they did not have a quorum for that meeting. Chairman Espinosa wanted to go through each individual item to decide what should go on the list. Selectman Foresto read through the list of projects. Selectman Crowley said that the school came out with a revised figure for the emergency generator and this is now \$33,332. The Senior Center project has also changed to \$23,000. The Board will need documentation of these changes. All the items were read and the following had a hold on them to be discussed.

Hold for IT: Mr. Boucher spoke about the IT items. Selectman Espinosa wants documents to show what the recurring expenses are going to be moving forward. IT is still compiling numbers. Eighty new units are replacing existing laptops and computers from 2009 and 2010, which will cost \$105,000. There is another \$50,000 needed for new laptops, which would be 75 units. There is \$60,000 for projectors for the Memorial and Middle Schools. Copier systems for Town Hall will be \$34,000. Selectman Foresto said as more devices are added there will be a corresponding need for more money for staff to support it.

Mr. Boucher said it is not in the Town budget but in the school budget. They are adding three new positions. Selectman Espinosa stated there is probably going to be about \$30,000 in recurring costs for replacements. The 75 new laptops will be to support the school curriculum. Mr. Boucher said they want to move towards a device for each student. Mr. Boucher thinks this reoccurring expense should become an operating expense because this is what it takes to keep IT updated. Another goal is for every teacher to get a laptop.

A motion to approve the project for the free cash list was made by Selectman Trindade, Selectman Foresto seconded. No discussion. Vote 5-0-0

Hold for tank truck: Chief Lynch spoke about this item. Selectman Trindade asked how long it would take to get the truck here. Chief said about three or four months. Selectman Trindade questioned what they would do now if there was a fire. They would use existing equipment and aid from other towns. Discussion on how many gallons the engines and tank truck hold. Fire Chief noted that this is a much needed tank truck for fire protection and that about one third of Medway is without hydrant coverage. The Board questioned why this would be coming out of the free cash and not bonded. Selectman Trindade thinks that this is a lot of money to spend in one year given all the items. Chief Lynch thinks he can get the price down to anywhere between \$250,000 to \$260,000. Ms. Phillips stated that this equipment can be bonded for over 10 years so that would be about \$30,000 to \$37,000 per year. Selectman Trindade proposed the Town bond the tank truck and buy the other equipment the fire department needed. Selectman Crowley agreed that there is no need to pay for this in one year because about \$1 million is requested. Selectman Foresto reminded the Board that this is about public safety.

A motion from Selectman Foresto was made to approve the item, Selectman D’Innocenzo seconded. Discussion followed.

Selectman Trindade thought they should approve this item if it is bonded but not keep it in the free cash list. Chairman Espinosa suggested there are three options, to purchase and bond, purchase with free cash, or not to do this. Selectman Crowley suggested going over the rest of the list first before voting.

The tank truck was discussed again after discussion of the other items. Selectman Trindade said he would be in favor of purchasing fire equipment for cash if they bonded the tanker truck and moved two warrant articles, the equipment for \$68,000 and the dormitory to free cash. It was mentioned that the dormitory is being funded through balances of former monetary articles. Selectman Trindade wanted to know how many warrants articles are out there that have remaining balances.

A motion to approve purchase of tanker truck for \$270,000 in which money would be bonded was made by Selectman Foresto, Selectman Trindade seconded. No discussion. Vote 5-0-0

A motion to dismiss article 9 and move to free cash the purchasing of fire equipment was made by Selectman Foresto, seconded by Selectman Trindade. No discussion. Vote 5-0-0

Hold for Ops center: Police Chief Tingley spoke about this item. After the recent storms they made a decision to upgrade the Ops center. This will be a standby room for emergency. The items needed include new wireless systems, control systems, radio equipment, another antenna and other equipment. All the department heads would sit in the room and work together during emergencies. Life of equipment is about 5-6 years. The maintenance should cost nothing because a lot can be done in house.

A motion was made by Chairman Espinosa to spend the money to install emergency operations center and equipment. Seconded by Selectman D’Innocenzo. Discussion to follow.

Ms. Kennedy said that public safety staff has done a good job but they really need this. Selectman Foresto thinks the staff should be out in the field. Mr. Holder said they coordinate from the police department. Chairman Espinosa said they could get away with doing this in Town Hall but he thinks they need to make some progress on this. Chief Lynch said this is not just used for weather events; it can be used for any major emergency. Selectman Crowley wanted to know what could have been done better in the blizzard with this new Ops center. Chief Tingley said communication. He said they need this center and tools to effectively manage these events.

No further discussion. Vote 5-0-0

Hold for P-3 Truck: Mr. Holder spoke about this item. He said the current truck is a 1993 truck used in the parks department and it is not economical to repair it. The new truck will be a Ford F-250. This would be replacing a truck not adding to the fleet. Selectman Crowley asked if a second vehicle would be needed and Mr. Holder said the replacement should be sufficient.

A motion was made to approve this item on the free cash list by Selectman Trindade, seconded by Selectman Foresto. No discussion. Vote 5-0-0

Hold for wing mower: Mr. Holder spoke about this item. He said this new mower would be replacing a 1998 John Deer. The current mower is not reliable and not practical to keep in use.

A motion was made to approve this item on the free cash list by Selectman Trindade, seconded by Selectman Foresto. No discussion. Vote 5-0-0

Hold for Exterior Doors: Chairman Espinosa asked is this for a security system or just doors. Selectman Crowley said he spoke with Mr. Anderson and this is just for actual doors.

A motion was made to approve this item on the free cash list by Selectman Foresto, seconded by Selectman Trindade. No discussion. Vote 5-0-0

Additional revenue for School for free cash: There is \$124,000 in the school budget that could be available for capital improvements. The School Dept. wanted the CIPC to take a look at what it could do with that. The option is to reduce their budget and allocate the projects. Selectman Crowley said the items were Generator (already in free cash list \$33,322), McGovern school sidewalk entrance into the main building \$40,000, security systems \$40,500, and a new van \$20,000.

A motion was made to add these three items to the CIPC free cash list by Selectman Trindade, seconded by Selectman Crowley. Discussion to follow.

Selectman Crowley asked Ms. Phillips if they could bond this and she said no.

No further discussion. Vote 5-0-0

Other items Board considers to be added to Free Cash:

Selectman Trindade discussed playing field space. Selectman Crowley said he looked at the Gale report and thought the focus is to get fields up to shape. This is a recurring cost and there needs to be a place in the budget for it.

Selectman Trindade also discussed youth baseball and putting a restroom facility there. Selectman Crowley suggested the Board get the design done for about \$10,000. The Town would just pay for pipes and Youth Baseball will do fundraising for the rest.

A motion was made for design and bid documents to provide sewerage up to 400 feet for \$15,000 to be added to free cash list by Selectman Crowley, seconded by Selectman Trindade. No discussion. Vote 5-0-0

A motion was made to leave \$200,000 in free cash reserve rollover by Selectman Crowley, seconded by Selectman Trindade. No discussion. Vote 5-0-0

Mr. Holder discussed the deficiency in the snow and ice budget this year. They will need an additional \$100,000 for snow removal and to restock salt.

A motion was made to add \$100,000 to the snow and ice budget to the free cash list by Selectman Trindade, seconded by Selectman Foresto. No discussion. Vote 5-0-0

Selectman Crowley suggested that they close out as is for the free cash list and see what the numbers are after all these changes. This should go to the Finance Committee and CIPC. Ms. Kennedy went over the list again with all the above changes. Changes included changes of emergency generator cost to \$33,322 and Senior Center to \$23,000. Removal of tank truck of \$290,000; the amount of \$270,000 would be bonded for this item. Additional items added to free cash include: \$15,000 for baseball field sewer design, \$68,281 for fire equipment, \$20,000 for school van, \$40,000 for school parking lot, \$40,500 for school security, \$100,000 for snow/ice budget, and \$200,000 to roll over to free cash.

A motion to approve the warrant article placement and recommend it was made by Selectman Trindade, Selectman Foresto seconded. No further discussion. Vote 5-0-0

ARTICLE 8: (Appropriation: Capital Items – Dept. of Public Services)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of \$295,000 for the purpose of funding the following capital items, including associated engineering, personnel, maintenance and legal service costs, or act in any manner relating thereto:

Project	Department	Cost
LED STREETLIGHTS – PURCHASE AND INSTALLATION	DPS	\$150,000
SANFORD STREET BRIDGE – CONSTRUCTION AND REPAIR	DPS	\$145,000
		\$295,000

PUBLIC SERVICES DEPT.

BOARD OF SELECTMEN RECOMMENDATION:

Mr. Holder discussed the Sanford Street Bridge. He explained that a year ago they appropriated \$40,000 for this project. Franklin was also contributing, as the bridge is shared by Medway and Franklin. He explained that when the towns met with MassDOT, they offered support for this project which would greatly reduce the cost to the towns. The work is scheduled for this summer. He is concerned that MassDOT is not going to follow through on its promise. If they do not, Medway's share would be \$145,000 (half of the project, technically \$105k because \$40k already set aside). With this concern, he suggested that out of the \$700,000 in the free cash for "Various Road/Sidewalk Improvements". Medway could use \$105k of this and make the line item "road/sidewalk/bridge improvement". He then suggested that at the Fall Town Meeting they would have an article requesting the replenishment of the \$105k that was used for the bridge should the funds from the state come through.

Mr. D'Amico spoke about a pilot for new LED street lights. He explained they had money left over from the DOER so they decided to use this money for 40 replacement LED street lights that were going to be installed in March 2013. They would like to do the whole town which would cost about \$145k.

A motion was made to strike article 8 by Selectman Trindade, seconded by Selectman Foresto. No discussion. Vote 5-0-0

ARTICLE 9: (Appropriation: Capital Items – Fire Dept.)

To see if the Town of Medway will vote to raise and appropriate, borrow, or transfer from available funds the sum of \$68,281 for the purpose of purchasing replacement firefighting equipment that has reached the end of its useful life. This equipment will include, but not be limited to, new hoses, nozzles, valves, gas monitoring equipment, axes, forcible entry tools, etc., or act in a manner relating thereto.

FIRE DEPARTMENT

BOARD OF SELECTMEN RECOMMENDATION:

A motion was made to strike article 8 by Selectman Trindade, seconded by Selectman Foresto. No discussion. Vote 5-0-0

ARTICLE 10: (FY Capital Budget: Water Enterprise)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of \$3,690,000 for Fiscal Year 2014 from Water Enterprise Fund for the purpose of funding the following item, including associated engineering, personnel, maintenance, and legal services costs, or act in any manner relating thereto.

HIGHLAND ST WATER MAIN	WATER	\$680,000
VILLAGE ST WATER MAIN	WATER	\$1,150,000
WINTHROP ST WATER MAIN	WATER	\$1,200,000
ADAMS ST WATER MAIN	WATER	\$660,000
		\$3,690,000

PUBLIC SERVICES DEPT.

BOARD OF SELECTMEN RECOMMENDATION:

A motion was made to amend the wording for this article to include “construction” by Selectman Trindade, seconded by Selectman Foresto. No discussion. Vote 5-0-0

Mr. Holder explained that this included engineering and construction and that Medway will be receiving State Revolving Funds (SRF) for these projects. The benefit of the SRF is that it is a 2% loan for 20 years. Small increases have been factored into the water/sewer rates over the next several fiscal years to pay for these projects. Mr. Holder said the purpose of these projects is to better provide water to that side of the town, and improve water pressure.

The water and sewer rates were discussed. Chairman Espinosa asked what the impact was on rate. Mr. Holder said it is a 4/4/4% rate increase. Ms. Phillips said the increases would cover the costs. The Board said there is more to figure out. Selectman Trindade asked if these figures included replacing the streets. Mr. Holder said yes. Chairman Espinosa asked if this could be rescheduled to fall. Mr. Holder said no. The Board needs to look at sewer and water rates closer to see will happen beyond the three years of rate increases. A proposed spending schedule was passed out that showed impact on the sewer and water rates.

A motion to approve the warrant article placement but to be determined for a recommendation was made by Selectman Trindade, seconded by Selectman Foresto. No discussion. Vote 5-0-0

ARTICLE 11: (FY14 Capital Budget: Sewer Enterprise)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of \$75,000 for Fiscal Year 2014 from the Sewer Enterprise Fund for the purpose of funding the following items, including associated engineering, personnel, maintenance, and legal services costs, or act in any manner relating thereto.

SEWER COLLECTION SYSTEM IMPROVEMENTS	SEWER	\$75,000
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PUBLIC SERVICES DEPT.

BOARD OF SELECTMEN RECOMMENDATION:

A motion for placement on warrant and recommendation was made by Selectman Trindade, seconded by Selectman Foresto. Discussion followed.

Selectman Crowley asked if this could also be “to be determined”. He does not want to make a decision on this until they determine the previous article.

Selectman Trindade amended his motion to keep on warrant but leave recommendation to be determined, seconded by Selectman Crowley. No discussion. Vote 5-0-0

The Charles River Pollution Control District was brought up by Mr. Holder. They met with the Department of Public Services to discuss their capital projects and an increase to their charges to Medway following a rate study. He noted first that Medway’s effluent in 2012 has greatly increased over 2011. Additionally, it has been determined that Medway has only been charged for half of its strength.

He said that means the Town can anticipate about a \$300,000 increase in operational adjustments. Mr. Holder suggested that a Medway team sit down to determine how to prepare for this. He also suggested an outside resource look at this to verify the results of the district's rate study. The Board agreed. A peer review would take a couple of weeks. Ms. Kennedy wants to know if the rate increases could be pushed back to Fall Town Meeting. The rates will not be known before the Annual Town Meeting.

A motion is made by Selectman Trindade to extend the meeting past 10:00 pm and to take a 5 minute break, seconded by Selectman Foresto. No discussion. Vote 5-0-0

ARTICLE 12: (Appropriation: Parks/Recreation/Open Space Master Plan Implementation)
To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money to pay for costs associated with the implementation of the Parks, Recreation and Open Space Master Plan, or to act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

A motion to approve warrant article placement but leave amount and recommendation to be determined in terms of the sum of money by Selectman Trindade, seconded by Selectman Foresto Discussion to follow.

Selectman Trindade asked where the money is coming from. Ms. Kennedy said there is a monetary article for this.

No further discussion. Vote 5-0-0

ARTICLE 13: (Appropriation for Heating/HVAC: Unexpended Balances of Monetary Articles)
To see if the Town will vote to appropriate \$53,344.45, the unexpended balances of appropriations authorized by vote of the Town under Article #25 of the Warrant at the May 3, 2004 Annual Town Meeting, Articles #1 and #6 of the June 6, 2005 Annual Town Meeting, Article #9 of the June 2, 2008 Annual Town Meeting, Article #23 of the June 15, 2009 Annual Town Meeting, and Article #7 of the June 14, 2010 Special Town Meeting for the purpose of funding heating and HVAC improvements at Town Hall, or to take any other action relative thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

A motion was made by Selectman Trindade to approve for placement and recommendation, seconded by Selectman Foresto. Discussion followed.

It was asked if \$53,000 was sufficient to do this project. Ms. Kennedy said the price quote is \$48,000

No further discussion. Vote 5-0-0

ARTICLE 14: (Appropriation for Fire Station Dormitory: Unexpended Balances of Monetary Articles)

To see if the Town will vote to appropriate \$30,222.33, the unexpended balances of appropriations authorized by vote of the Town under Article 3 of the Warrant at the June 15, 2009 Annual Town Meeting and Article 7 of the November 14, 2011 Fall Town Meeting for the purpose of funding constructing a dormitory room and purchase a storage shed for Station 1, or to take any other action relative thereto.

FIRE DEPARTMENT

BOARD OF SELECTMEN RECOMMENDATION:

A motion was made by Selectman Trindade to approve placement and recommend article. Selectman D' Innocenzo seconded. Discussion followed.

Selectman Trindade does not think there is going to be enough money for this. This is not going to be a free standing shed, as originally proposed. Chief Lynch has immediate need for storage.

Selectman Trindade amended his motion to keep on warrant but leave recommendation to be determined, seconded by Selectman Crowley. No discussion. Vote 5-0-0

ARTICLE 15: (Revolving Accounts: Annual Authorization)

To see if the Town will vote to re-authorize the following revolving funds pursuant to Chapter 44, section 53E½ of the Massachusetts General Laws for Fiscal Year 2014 as follows:

FUND	REVENUE SOURCE	AUTHORITY TO SPEND	USE OF FUND	SPENDING LIMIT
Parks and Recreation	Permit Fees	Board of Parks Commissioners	Self supporting recreation and parks services	\$100,000
Council on Aging	Donations/fees paid by riders and GATRA reimbursement	Council on Aging	Pay for dial-a-ride van service for seniors and disabled; shuttle service to Norfolk commuter rail station, and other necessary transportation services	\$96,000
Library Printer/ Copier/Fax	Public printer use and copier and fax machine revenues	Board of Library Trustees	Printer, copier and fax machine expenses.	\$1,000
Library Meeting Room	Meeting room use fees	Board of Library Trustees	Meeting room maintenance, repairs and upgrades	\$1,000

**BOARD OF SELECTMEN
(For the Various Departments Indicated)**

BOARD OF SELECTMEN RECOMMENDATION:

A motion was made by Selectman Foresto to approve placement and recommend the article, seconded by Selectman Crowley. Discussion to follow.

Selectman Trindade requested a report that details the amounts that have passed through the various funds.

No further discussion. Vote 5-0-0

ARTICLE 16: (Appropriation: Community Preservation Committee)

To see if the Town will vote to act on the report of the Community Preservation Committee for the Fiscal Year 2014 Community Preservation budget and to appropriate, or reserve for later appropriations, monies from the Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation Committee, the transfer to the general fund for the payment of debt service, the undertaking of community preservation projects and all other necessary and proper expenses for the Fiscal Year 2014, or act in any manner relating thereto.

Appropriation

	Amount
Salaries	\$
Expenses	
Direct Costs Total	\$

Debt Expense Transfer

And further to transfer from available funds the sum of \$XX to the general fund for debt service.

Debt Expense Total	\$
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Total	\$
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COMMUNITY PRESERVATION COMMITTEE

BOARD OF SELECTMEN RECOMMENDATION:

A motion to approve the warrant article placement but recommendation is to be determined was made by Selectman Trindade, Selectman Foresto seconded. No discussion. Vote 5-0-0

ARTICLE 17: (Land Acquisition: X Property)

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise and to accept the deed to the Town of a fee simple interest in all or a portion of the parcel described below, now owned by X upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, the land to be used for purposes allowed by the so-called Community Preservation Act, Massachusetts General Laws Chapter 44B, to be under the management and control of Board of Selectmen said parcel of land being described as follows:

The land located on ... believed to be 8-10 acres, more or less.

And, further to see if the Town will vote: a) to appropriate from the Community Preservation Fund the sum of \$X for the purchase of the property and up to \$X for any expenses related thereto, including legal fees; b) authorize the Board of Selectmen to convey a permanent deed restriction in accordance with General Laws chapter 44B, section 12 and General Laws chapter 184, sections 31-33; and c) authorize the Board of Selectmen and Town officers to take all related actions necessary or appropriate to carry out this acquisition, including the submission, on behalf of the town, of any and all applications deemed necessary for grants and/or reimbursements from any state or federal programs and to receive and accept such grants or reimbursements for this purpose, and/or any other purposes in any way connected with the scope of this Article, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

To be discussed in executive session on Monday March 18, 2013.

ARTICLE 18: (Net-Metering Agreement)

To see if the Town will vote to authorize the Board of Selectmen to enter into a solar net metering credit sales agreement for a term not to exceed twenty years upon such terms and conditions determined by the Board of Selectmen to be in the best interests of the Town, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

A motion to approve article placement and recommend was made by Selectman Foresto, seconded by Selectman D’Innocenzo. Discussion to follow.

This is a long term purchasing agreement for power to go through a solar plant. It will end up as a credit on the electric bill. This is federally subsidized generation of solar energy. The Town has the authority to work with the prospective vendor.

No further discussion. Vote 5-0-0

ARTICLE 19: (Accept Mass. General Law: C. 59, s. 5. Sub-section 54 – Personal Property)

To see if the Town will vote to accept Massachusetts General Laws Chapter 59 s.5, sub-section 54, which provides that personal property valued at \$5,000 or less, shall be exempt from taxation, or to act in any manner relating thereto.

BOARD OF ASSESSORS AND TAX COLLECTOR

BOARD OF SELECTMEN RECOMMENDATION:

Ms. Kennedy said it was changed to \$2,500.

A motion was made to amend the amount in the article from \$5,000 to \$2,500 by Selectman Trindade, seconded by Selectman Crowley. No discussion. Vote 5-0-0

A motion to approve placement and recommend was made by Selectman Trindade, seconded by Selectman Foresto. No discussion. Vote 5-0-0

ARTICLE 20: (Create Redevelopment Authority)

To see if the Town will vote to determine there is a need for a redevelopment authority in the Town of Medway for the purpose of engaging in urban renewal projects or other work under General Laws chapter 121B and that it is in the public interest that a redevelopment authority be organized in the Town of Medway, and to vote to organize a redevelopment authority consisting of five members, four to be elected and one to be appointed by the department of housing and community development in accordance with General Laws chapter 121B section 5, or to act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

A motion to place article on the warrant and recommend it was made by Selectman Trindade, seconded by Selectman D’Innocenzo. Discussion followed.

Chairman Espinosa said they were going to create this authority and not discuss funding yet. There is no funding at this point. The Board needs to have a meeting with the Finance Committee. Selectman Foresto thought they would go to Fall Town Meeting for funding. Ms. Kennedy said the Board could appoint the members if this gets approved until such time an election can be held.

No further discussion. Vote 5-0-0

ARTICLE 21: (Sewer Easement)

To see if the Town will vote to authorize the Board of Selectmen to grant a permanent sewer easement over a portion of the Town Senior Center property at 76 Oakland Street, to the owner of abutting land known as 70 Oakland Street, as shown on a plan entitled Proposed Sewer Connection, so that the property at 70 Oakland Street may be connected to the Town sewer system, and on such terms and conditions as the Board of Selectmen shall deem to be in the best interests of the Town, and to authorize the Board of Selectmen and other Town officials to do all acts necessary to carry out the purposes of this article, or take any other action related thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

A motion was made by Selectman Trindade to approve placement but leave recommendation to be determined, seconded by Selectman Foresto. Discussion followed.

The Board wants to see this on a map and questioned whether this impacted the Senior Center either now or if an addition were to be made to the building in the future.

No further discussion. Vote 5-0-0

ARTICLE 22: (Amend Dog Bylaw)

To see if the Town will vote to amend the general bylaws Article 12, Section 12.16 as follows (new wording is underlined and wording that is being deleted is stricken through):

Section 12.16

(a) The annual fee for dog licenses, except as otherwise provided by law, shall be \$11.00 **for spayed and neutered dogs and \$16.00 for all other dogs** to be retained by the Town of Medway for the purpose of administering and enforcing the Dog Control Law, in addition to such sums of money as may be established by State Law. **Medway residents 70 years of age and older will be issued a license at no cost for spayed and neutered dogs, but shall be required to pay the fee for unaltered dogs, and shall be subject to the late penalty under Section 12.16(e)(3)(4).**

(b) No licensing fee or part thereof shall be refunded because of the subsequent death, loss, spying or removal from the Commonwealth, or other disposal of the dog., ~~nor shall any license fee or part thereof, paid by mistake, be paid or recovered back after it has been paid over to the County under Chapter 140, Section 141 of the General Laws.~~

(c) No person shall own or keep it the town any dog which by biting, excessive barking, howling, or in any manner disturb the quiet of the public.

(d) The Animal Control Officer or Police Chief may restrain or muzzle, or issue an interim order to restrain or muzzle, for a period of not to exceed fourteen (14) days, any dog for any of the following reasons:

- (1) For having bitten or threatened any person.
- (2) If found at large or un-muzzled as the case may be, while the order for the restraint of such dog is in effect.
- (3) If found in school, schoolyard, or other recreational area.
- (4) For having killed or maimed or otherwise damaged any domesticated animal.
- (5) For chasing any vehicle (including bicycles) upon any public way or way open to public travel in town.
- (6) For any violation of Section 12.16(c).

(e) Any owner or keeper of a dog who shall fail to comply with any of the provisions of the laws and By-Laws governing dogs shall be fined as follows:

- | | | |
|-----|--|----------|
| (1) | Failure to license dogs | \$150.00 |
| (2) | Dog found in schoolyard or any recreational area | \$15.00 |

- (3) Complaints such as, but not limited to, biting, barking, littering or defecating on sidewalks or private property **or any violation of Section 12.16(c) or (d):**

First Offense:

\$15.00

Second Offense:

\$25.00

Third and each subsequent offense:

\$50.00

- (4) **The license period for dog licenses shall begin January 1 of each year until December 31 of the following year.** Dog owners purchasing licenses after ~~June 15~~ March 31st annually shall be assessed a ~~late penalty~~ **late penalty** of \$150.00 for each license issued in addition to the established fee for such license. ~~This amendment to be effective April 1, 1984.~~

- (f) All **fees, penalties and** fines shall be retained by the Town of Medway.

- (g) Restraint of dogs.

(1) Any person owning or harboring a dog shall not suffer or allow it to run at large in any of the streets or public ways, or places in the Town of Medway, or upon the premises of anyone other than the owner or keeper, unless the owner or occupant of such premises grants permission.

(2) No person shall permit a dog owned or kept by him or her beyond the confines of the property of the owner or keeper unless the dog is restrained by the owner or keeper thereof on a leash, which shall not exceed ten feet.

- (h) Definitions

(1) At large means a dog which is unaccompanied by a person able to properly control its actions or unrestrained by a leash or chain.

- (i)

~~(1) No owner, or person having the care custody or control of any American Stafford shire, Stafford shire Pit Bull Terrier, or Bull Terrier shall permit it to be off his or her own premises, unless it is wearing a muzzle.~~

(2) The word "muzzle" shall mean a device constructed of strong, soft material or a metal muzzle, such as that used commercially with greyhounds. The muzzle must be made in a manner which will not cause injury to the dog or interfere with its vision or respiration, but must prevent it from biting any person or animal.

(3) Any violation of this sub-paragraph (i) shall be subject to a fine of \$50.00 for each offense.

- (j)

~~_____ (1) No person, corporation, partnership or other business entity shall sell, trade, breed or otherwise transfer ownership or possession of any American Stafford-shire, Stafford-shire Pit Bull Terrier, or Bull Terrier within the limits of the Town of Medway.~~

~~(2) Any violation of this sub-paragraph j) shall be subject to a fine of \$50.00 for each offense.~~

(k)

~~(1) No owner, or person having the care, custody or control of any American Stafford-shire, Stafford-shire Pit Bull Terrier, or Bull Terrier shall permit it to be anywhere in the Town of Medway except in or on property owned by the owner of said dog, and at all times it shall be in a secure area so that it cannot escape therefrom and/or gain access to public areas or private areas not owned by the owner of the said dog.~~

~~_____ (2) Any unregistered American Stafford-shire, Stafford-shire Pit Bull Terrier, or Bull Terrier found within the Town of Medway shall be forever banned from the Town of Medway and the owner thereof shall be fined the sum of \$50.00.~~

or take any other action relative thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

A motion was made to approve placement and recommend by Selectman Trindade, seconded by Chairman Espinosa. No discussion. Vote 5-0-0

Upcoming meetings:

Monday March 18, 2013 @ 6 pm
Thursday March 21, 2013 @ 6 pm
Saturday March 23, 2013 @ 8 am
Monday March 25, 2013 @ 6 pm
Wednesday April 3, 2013 @ 7 pm

A motion was made to adjourn at 10:55 pm by Selectman Trindade, seconded by Selectman Foresto. No discussion. Vote 5-0-0

Respectfully submitted,

Jill Morley
Night Board Secretary

**Board of Selectmen's Meeting
March 18, 2013, 6:30 PM
Sanford Hall
155 Village Street**

Present: Chairman Andrew Espinosa, Vice-Chair Glenn Trindade, Clerk John Foresto; Selectman Dennis Crowley, and Suzanne Kennedy, Town Administrator.

Absent: Selectman Richard D'Innocenzo.

Also Present: Susy Affleck-Childs, Planning and Economic Development Coordinator; Melanie Phillips, Finance Director, Treasurer, Collector; Andrew Rodenhiser, Chair, Planning and Economic Development Board

An Executive Session was scheduled for 6:00 PM, but, due to the lack of a quorum, the meeting could not take place. Informal discussion took place until it was time for public session.

At 6:28 PM Chairman Espinosa called the public session to order and led the Pledge of Allegiance. A quorum of Board members was now present.

Public Comments: None.

Authorization of Chairman to Sign Letter of Support for MetroWest Health Foundation Grant Application – Regionalized Tobacco Control Program:

The Board reviewed the following information: (1) Memorandum, dated March 11, 2013, from Stephanie Bacon, Health Agent; and (2) Letter, dated March 7, 2013, to Jim White, Natick Board of Health, re: MetroWest Tobacco Control Regional Collaborative (previously approved by Medway Board of Health Chair).

Selectman Trindade moved that the Board authorize the Chairman to sign the letter of support for the MetroWest Health Foundation Grant Application relative to a regionalized Tobacco Control Program; Selectman Foresto seconded. Ms. Kennedy stated that it was her understanding that the Health Agent was unable to attend. She clarified that Natick would receive the grant on behalf of other communities who participate on a regional basis. VOTE: 4-0-0.

At this time, Mr. Michael Heavey, Chair, Board of Health, entered the meeting. Selectman Crowley asked what could stop the Town of Natick from sharing the funds. Mr. Heavey responded that there are written agreements identifying all communities that will share in the grant. Brief discussion followed, Mr. Heavey explained the Board would be voting only to demonstrate interest in the program including preliminary steps toward applying as a group.

Presentation – Proposed Legion Place Apartments, 6 Cutler Street:

The Board reviewed the following information: (1) Letter of support from Doug Havens, Community Housing Coordinator/Michael Heineman, Chair, Affordable Housing Trust; (2) Memorandum, dated February 2013, from developer Joel D'Errico; and (3) Architectural renderings and photographs of Legion Place Apartments.

Mr. Joel D'Errico briefly described an apartment building he owns in Franklin, and through the course of building it, having the pleasure of renting it to a tenant who was living in Medway. She was a veteran in her 80s. Another man wondered when he was going to build that kind of building here in Medway. Mr. D'Errico later discovered the American Legion building was for sale and made an offer on the property, followed by working with engineers and surveyors.

Continuing to describe the property, Mr. D'Errico stated there would be no drainage issues as the land is predominantly coarse beach sand. There could be parking for 62 cars, but with this proposal, that would be reduced to 32. The proposal consists of two buildings with eight one-bedroom units in each building. Because it would be an over-55 housing complex, there would be no impact on school enrollments. This would be an affordable housing complex with a covenant. There would be motion detectors mounted at the entrances, fencing, and arborvitae planted on the boundaries of the property. He concluded by stating he has met with Doug Havens, Community Housing Coordinator, a number of times.

Responding to a question from Selectman Crowley who pointed out that the covenant calls for 80% of the units to be affordable, Mr. D'Errico stated that all the units could be considered affordable as they would be based on a monthly rate of \$1,000. Additionally, he intends to tie into Town sewer. He confirmed that test pits were dug in February, and the results revealed A+ rating. He anticipates that the land will perc for the drainage system such that 98% of all rainwater is retained on site. Discussion followed on income levels, tenant screening and the existing building in Franklin. Selectman Trindade stated it is a good site for that kind of building, and there would be no investment of Town money. The proposal secured a unanimous affirmative vote of the Affordable Housing Trust and Affordable Housing Committee.

Mr. D'Errico confirmed that he will get all the appropriate permits in place before closing on the property, adding that the financing is already in place. Ms. Susy Affleck-Childs, Planning and Economic Development Coordinator, reported that it would be proposed as a 40B project which would require a Comprehensive Permit through the Zoning Board of Appeals. The Planning Board would not be involved at all. Selectman Trindade noted that the Board of Appeals rules were set up a number of years ago and they were relevant at the time. In response to Selectman Trindade's inquiry as to whether or not Mr. D'Errico had performed any outreach to neighbors, Mr. D'Errico replied that he was prepared to do so at any upcoming public hearing. Brief discussion followed.

Mr. Doug Havens, Community Housing Coordinator, stated a formal letter of support from the Board of Selectmen and Affordable Housing Trust should accompany the application. The Board asked that copies of pertinent documents be circulated ahead of time to allow adequate time for review.

Approval – General Obligation Bond Borrowing, \$6,250,000:

The Board reviewed a Bond Issue document with a settlement date of April 15, 2013. It is noted that this borrowing may be delayed to a May issue date as Finance Director continues to work with Bond Counsel and MSBA to obtain Counsel's approval for \$3.5 million as requested by the School Building Committee. DOR approval will be pending resolution of this financial issue by Bond Counsel and MSBA.

Ms. Melanie Phillips, Finance Director, Treasurer/Collector, briefly stated she is seeking approval from the Massachusetts Department of Revenue for the borrowing which will be in May. She stated that \$3.5 million will be for the Middle School repair project, while the remainder will be for the Thayer House project. She noted that this is a good time to borrow and is taking advantage of the good rates. Selectman Foresto asked if this would be the final borrowing relative to the Middle School project; Ms. Phillips responded that she could not be certain until such time as the project audit was complete.

Selectman Trindade moved that the Board of Selectmen authorize the Treasurer to petition the Massachusetts Department of Revenue for permission to bond \$6,250,000; Selectman Foresto seconded. Brief discussion followed. VOTE: 4-0-0.

Approval – Inter-Fund Borrowing, Thayer House, \$500,000:

The Board reviewed a report entitled “Advance of Funds in Lieu of Borrowing Report” from the Massachusetts Department of Revenue/Division of Local Services.

Ms. Melanie Phillips, Finance Director, stated this is borrowing from the Town’s reserves in order to pay bills between now and May relative to the Thayer project. It’s a paper transaction that allows the Town Accountant to put the bills through.

Selectman Trindade moved that the Board of Selectmen approve the *Advance of Funds in Lieu of Borrowing Report* in the amount of \$500,000 as prepared by the Treasurer; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.

Approval – Spending in Excess of Budget Allocation, Snow Removal:

The Board reviewed the following information: (1) Memorandum, dated March 14, 2013, from Town Accountant; and (2) Massachusetts General Law Chapter 44, Section 31D.

Ms. Phillips explained that the statute allows a deficit, but the Department of Revenue asks for a letter from the Board of Selectmen noting that there will be a deficit. She added that the Finance Committee will also be asked for approval of the projected \$425,000 deficit.

Selectman Trindade moved that the Board authorize incurring liability and making expenditures in excess of the available fiscal year 2013 appropriation for snow and ice removal as provided for in MGL Chapter 44, Section 31D; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.

Continued Review of Annual Town Meeting Warrant:

The Board considered a Draft Annual Town Meeting Warrant, dated March 12, 2013.

There was brief discussion of Articles 16 and 17, both related to the Executive Session discussions earlier in the evening.

It was noted that the Board still needs to make recommendations for Article 23, 24, and 25 relative to street acceptances. Chairman Espinosa will abstain on any vote involving Article 23 as he resides on one of the streets being considered.

Selectman Trindade moved that the Board approve the addition of Article 23 and, further, that the Board recommend support of Article 23; Selectman Foresto seconded. Ms. Susy Affleck-Childs

reported that the Planning Board voted to certify the street acceptance plans, and that the public hearing is scheduled for April 1. No further discussion. VOTE: 3-0-0 – Espinosa abstain.

Selectman Trindade moved that the Board approve the addition of Article 24 and, further, that the Board recommend support of Article 24; Selectman Foresto seconded. Ms. Affleck-Childs reported that this Article will also be addressed at the April 1 public hearing. She added that these are the two neighborhoods that were selected as target neighborhoods for this fiscal year. No further discussion. VOTE: 4-0-0.

Ms. Kennedy suggested a review of other neighborhoods in order to choose the neighborhoods for FY2014.

Selectman Crowley moved that the Board approve Article 25; Selectman Trindade seconded. No discussion. VOTE: 4-0-0.

Selectman Trindade moved that the Board keep Article 26 on the Annual Town Meeting Warrant, but designate its recommendation as TBD (To Be Determined); Selectman Crowley seconded. It was noted that these residents will be notified of the public hearing which is scheduled for April 16. VOTE: 4-0-0.

At this time, the Board began its initial review of Articles 27 – 30. Ms. Affleck-Childs briefly summarized these articles and was available for questions.

Article 27 reflects a series of changes in the parking component of the Zoning Bylaw, and these changes are now formatted in a chart. The other major change is to modify how the parking standard is applied. Previous practice was based on gross feet of floor area. The article proposes a more responsible yet business-friendly approach to use a net floor area calculation based on the more active parts of the business, not including storage areas, lunch rooms, or other accessory areas. There is an updated definition of the floor area used. This article is being viewed as a way to encourage investments in existing business areas. She noted the provisions and flexible parking options.

Selectman Trindade moved that the Board approve Article 27 and, further, that the Board recommend support of Article 27; Selectman Foresto seconded. No further discussion. VOTE: 4-0-0.

Article 28 represents changes to the sign bylaw. This change would allow end units of commercial buildings to have an additional sign that can be viewed from another direction. The Design Review Committee is comfortable with it, but has not yet taken a vote of support.

Selectman Trindade moved that the Board approve Article 28 and, further, that the Board recommend support of Article 28; Selectman Foresto seconded. No further discussion. VOTE: 4-0-0.

Article 29 represents the creation of a new residential zoning district called Village Residential. It would be located in an older and denser area of town where parcels are much smaller. The modification of the frontage requirement [reduced] could lead to discussion of multi-family units, previously not allowed. Two-family structures would be by right, which now requires a Special Permit. Buildings with 3-5 units would require a Special Permit granted by the Planning Board. Ultimately this provides a more diverse set of options for the Town. Selectman Crowley expressed concern about stretching the capacity of infrastructure in this area of town and the potential impact if there was an increase in the number of units. He stated he is hesitant to pass something without knowing more about it. Chairman Espinosa

reminded the Board that current zoning requires Special Permits for 2+ unit dwellings thereby allowing more Town control. Ms. Affleck-Childs noted that a study has not been done. Mr. Andrew Rodenhiser, Chair, Planning and Economic Development Board, stated there is presently no provision for subdividing large older homes into apartments. Such practice is being done already and it is not necessarily illegal. Ms. Affleck-Childs suggested that this article needs more time.

Selectman Foresto moved that Article 29 be withdrawn from the Annual Town Meeting Warrant; Selectman Trindade seconded. No further discussion. VOTE: 4-0-0.

Article 30 proposes a temporary moratorium on the establishment of marijuana dispensing centers in Medway through June 30, 2014. This would allow time to think it through to consider acceptable locations. The Attorney General upheld a moratorium in Burlington and threw out a prohibition of centers from Wakefield.

Selectman Foresto moved that the Board approve Article 30 as submitted; Selectman Trindade seconded. No discussion. VOTE: 4-0-0.

Brief discussion followed on CIPC recommendations for free cash listing. Ms. Kennedy will contact the CIPC about their revised recommendations, if there are any.

Discussion – FY2014 Budgets (Various Departments):

The Board reviewed updated budget sheets. Ms. Kennedy briefly noted which figures indicated changes either by decreased or increased amounts. Discussion followed on local receipts (last year and this year), and the breakdown for this year so far.

Three Board members still want to tour the fire station. A tour has been scheduled for 5:30 PM on Friday; Selectman Trindade, Selectman D’Innocenzo, and Chairman Espinosa will attend.

Ms. Kennedy pointed out a request for \$5,000 for the Open Space Committee to provide signage for their parcels. Brief discussion followed on whether to include it as a budget item or use free cash. Every committee has to justify any request for funds whether it is a budget item or one-time funding. It was suggested to invite the Open Space Committee to an upcoming Board of Selectmen Budget meeting.

The Board continued its review with only minor comments. Ms. Kennedy will contact those departments who still need to submit information. Some specific comments include:

- Board of Selectmen – The entire increase represents the agreement between the Board and the Town Administrator.
- Human Resources – The increase is for the Board’s search for a new Town Administrator, increased advertising, and a provision to hire a consulting firm to help with the recruitment process.
- Unemployment – 2-3 months behind.
- Board of Health – There was a slight increase in hours as there is no longer an administrative assistant, and also a stipend for regional visiting nurse. Food inspections may be outsourced as the fees collected now might cover it and free up the Health Agent’s time.
- Veterans Services – The reimbursements are at least six months behind.
- Library – The Board would like the Library Trustees to come in for a meeting.
- Camp Sunshine – Selectman Trindade will reach out to them.

Approval – Position Statement, Casino:

The Board reviewed a draft Board of Selectmen Casino Position Statement, dated March 18, 2013.

Selectman Trindade read aloud the position statement for the benefit of viewers.

Selectman Trindade moved that the Board approve the statement as read; Selectman Foresto seconded. Selectman Crowley suggested putting it out as a news release, noting he would like to add a closing statement that is more definitive. Selectman Trindade accepted the amendment to the motion as a closing statement that read as follows: “The Board of Selectmen will continue to oppose the development of a casino in Milford and will keep the rest of Medway informed of any and all changes in status.” No further discussion. VOTE: 4-0-0.

Discussion followed on assorted communications to the State Legislature and Gaming Commission.

Action Items from Previous Meeting:

Review of Action Items was postponed until the next meeting.

Approval of Warrants:

The Board reviewed Warrant #13-38, dated 3/21/2013, in the amount of \$1,129,173.00.

Selectman Foresto, Clerk, read aloud Warrant #13-38 presented for approval:

13-38	Town Bills	\$1,129,173.00
	TOTAL	\$1,129,173.00

Selectman Trindade moved that the Board approve the Warrant as read; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.

Town Administrator’s Report:

Ms. Kennedy reported she had just received notice from DEP that the Department of Public Services had been awarded a \$99,000 grant to look at additional sewer supply development constraints. This may be used to examine the Oakland Street area which may need remediation efforts.

Chief Lynch invited her to a seminar to review The Station fire in Rhode Island. Ms. Kennedy stated it was a riveting presentation by a lawyer from the committee for the plaintiffs. The owner of the facility had no funds to help victims. It was determined that the soundproofing foam by itself was not capable of causing such quick fire, but, in addition to Styrofoam, it could. The Fire Inspector for the Town of West Warwick, coupled with a relaxation of requirements with respect to building and fire code had enormous impact on the outcome. She is considering inviting them to do a presentation in this area.

Selectmen’s Reports:

Selectman Trindade had no report.

Regarding the Thayer property, Selectman Foresto reported that the Thayer Development Group got the contract back from the general contractor today, and is in the process to get it approved. Site plan approval concludes tomorrow with approval from the Planning Board. A pre-construction meeting will be held next week.

Selectman Crowley commended the High School for their outstanding musical directed by Pat Kennedy along with the adults who participated. This musical was in conjunction with the Medway 300 celebration.

Additionally, Selectman Crowley announced that the town-wide photo will be taken on April 6. Selectman Foresto stated this has been done by other towns, and Medway 300 organizers would like to include the photo in the time capsule. The photo will be taken after the lacrosse game at the high school field on April 6.

Regarding the potential sale of the American Legion building, Selectman Crowley suggested that the Board appoint a member to sit down with the American Legion to discuss this sale. While the sale will allow the American Legion Post to pay off their outstanding note, perhaps they could consider making a contribution to some of the deserving groups in Medway. If the Town donated the building, it seems wrong that the American Legion should profit financially from its sale. Chairman Espinosa will contact Doug Wahl.

Approval of Minutes:

The Board reviewed draft minutes from December 3, 2012.

Selectman Trindade moved that the Board approve the minutes of December 3, 2012 as drafted; Selectman Crowley seconded. No discussion. VOTE: 4-0-0.

At 8:35 PM Selectman Trindade moved to adjourn; Selectman Crowley seconded. No discussion. VOTE: 4-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

**Board of Selectmen's Meeting
March 21, 2013, 6:00 PM
Senior Center
76 Oakland Street**

Present: Selectman Andrew Espinosa, Chair; Selectman Glenn Trindade, Vice-Chair (6:34); Selectman Richard D'Innocenzo (6:25); Selectman John Foresto, Clerk; Selectman Dennis Crowley and Suzanne Kennedy, Town Administrator.

Also Present: Melanie Phillips, Finance Director, Treasurer/Collector; Carol Pratt, Town Accountant; Tom Holder, Director, Department of Public Services; David D'Amico, Deputy Director, Department of Public Services; Richard Boucher, Director, Information Technology; Jeff O'Neill, Chair, Finance Committee.

At 6:07 PM Chairman Espinosa called the meeting to order and led the Pledge of Allegiance.

Public Comments: None.

FY2014 Budget Review and Discussion – Department of Public Services and Information Technology:
At the meeting, the Board received a handout describing technology equipment.

Mr. Rich Boucher, Director, Information Technology, distributed a handout which shows the age of existing equipment and how the equipment is managed. The second page shows the disbursement of technology, i.e. where it lives, noting that the high school is the largest user with 48% of the inventory. The report was divided by device, and Mr. Boucher clarified that printers are not included but overhead projectors are. Discussion followed on staggering equipment replacement as well as additional software expenses connected with MCAS preparation and MCAS online, and report formulation skills necessary for the support technician. It was suggested that staggered equipment replacement will ultimately be a recurring annual expense that should be incorporated into the annual operating budget. Ms. Carol Pratt, Town Accountant, pointed out that funding will happen for this year through a Town Meeting article.

The direct impact of increased MCAS involvement has not yet been determined. Selectman Foresto suggested contacting elected representatives to bring the matter to their attention, as the Town has no say in the decision as it is mandated by the State. This particular set of expenses cannot be submitted as a CIPC request because it is not an asset to the Town that has a life of at least five years.

Included in the 2014 budget is the Novatime payroll package, MUNIS, Virtual Town Hall and other software packages such as foreign languages that are new this year. Some of the foreign language programs were very outdated. PeopleGIS, People forms and license/permitting software are also being considered. Discussion followed on how to include various software package costs.

Selectman Crowley asked for a breakdown of the green Capital bar on the graph that would split the school section and Town section to see how they break down. Brief discussion followed, focusing on criteria such as location, percentage of use, number of people using it, etc.

Mr. Boucher stated this report is an abbreviated version of a much larger report. Chairman Espinosa asked how Medway compares to the industry standard for support personnel. Mr. Boucher responded that the larger report has that calculation, though there is no real ratio as it differs between different kinds of businesses or entities. He indicated his staff has a 48-hour turnaround, often within 8-10 hours, but this typically postpones many maintenance issues that are critical to efficient operation. The additional staff person will be able to handle those tasks on a maintenance schedule that is necessary to keep the servers running properly.

Selectman Trindade asked if the IT Department is servicing the library. Mr. Boucher indicated the department handles the library and the Police Department. There are two officers who do a lot of support on each shift, as well as an outside consultant who comes in periodically, as well. There are programs tied to the state and FBI that require that the support person be a police officer. Selectman Foresto suggested that the capital requests for police communications should be built into their operational budget.

Selectman Crowley asked if the School Department has money in its budget for hardware, to which Mr. Boucher responded it did not. Selectman Crowley wondered if School Choice funds were always used for computers or was another policy used to make that decision. Mr. Boucher theorized that there was not a specific policy, suggesting that it was just something that has evolved over time.

Chairman Espinosa emphasized that technology equipment is ultimately a recurring expense that the Board needs to recognize and think about how to shift it over to operational expense. Selectman Foresto suggested that the Board needs to let staff know in December that it wants to build it into the budget process for the coming fiscal year. The schools have to agree to participate and implement budget forecasting to accomplish it as well.

Selectman Crowley stated he has no issues with the operational portion and expressed concern about the capital requests. Chairman Espinosa suggested adding a base amount of money to the departmental budget which would reduce the dependence on free cash. If there is no free cash some year, difficult decisions might have to be made. Selectman Crowley suggested the Board go forward with this the way it has been presented for FY14, then make a policy change during the budget process for FY15. Chairman Espinosa theorized that choosing to put it into the operational budget indicates a commitment while relying on free cash is just an optimistic band aid measure. Discussion followed.

Selectman Trindade moved that the Board approve the Information Technology budget as presented with \$107,582 on the Town side of operations and a total of \$275,495 including salaries; Selectman Foresto seconded. No discussion. VOTE: 4-1-0 – Espinosa oppose.

Department of Public Services:

At the meeting, the Board received a spreadsheet of DPS expenses and revenues.

Mr. Holder briefly reviewed the departmental budget, which is a level funded one with the same head count as last year and no additional positions proposed (same FTE as FY14). Most challenges are due to lack of staffing to manage parks and field maintenance, roadside mowing, street signs, etc. He added that the department utilizes a very functional work order system using electronic dispatch via laptop computers which enables the crews to get out quickly.

Chairman Espinosa asked if the department can function well on this budget. Mr. Holder responded that he believes they are not doing enough but they are doing the best they can with what they have. Responding to a question from the Board on who defines their level of service, he stated that their own opinions as well as comments from residents and mandates from regulatory agencies combine to give them a great deal of direction. He said he wished the department could do better. DPS will provide efficiencies by making sure things don't fall into cracks, and managing and closing out work orders. Regarding productivity, aside from recent injuries sustained off site, they have a low absentee rate, and discourage vacations during winter when plowing could be necessary. There is a good balance of new and tenured employees. If DPS programs remain the same, an additional person could be very helpful with roadside mowing, parks, etc. Some work could be contracted out so DPS could focus on things like repair of benches and other tasks that often get put off.

Chairman Espinosa stated that, a few months ago, there was a discussion about consolidating field maintenance under the DPS umbrella. Mr. Holder confirmed that they would not be able to do all that additional work within the confines of this budget. Additionally, the scope of services from Gale Associates was going to come out as a recommendation to the Town. There is a draft version that has been issued that outlines each maintenance component cost including the level of staff. It would be staggered. He has asked for a level service agreement. There is still discussion on whether the work should be on high school fields or all high school programs. The \$30,000 from the schools has been included in the budget that is being presented.

Selectman Crowley suggested separating Department of Public Services and Parks, at least for discussion purposes. Chairman Espinosa stated it is difficult to do as the manpower is the same workforce who would handle both. Discussion followed.

Selectman Crowley noted that there are telephone poles with all sorts of stuff hung on them with grass up to the knees along the side of the road as well as rusting signs, and other matters of seeming neglect. He stated this makes Medway look like a lower class community. Selectman Trindade asked Mr. Holder what the extra person would do during the rest of the year as mowing is only during the summer months. He suggested putting some pressure on Verizon to do what it should be doing. Shouldn't the Zoning Enforcement Officer be the one enforcing the sign bylaw and dealing with the rusty signs? Selectman Trindade offered to contact three companies to handle the mowing. Discussion followed. Chairman Espinosa summarized that appearance boils down to money and expectations. Beautification of the community has not been made a priority of the Town.

Selectman Foresto asked if we know how Medway's best practices compare to other communities. Mr. D'Amico responded that Medway is always way below any other community when it comes to staffing. Selectman Trindade asked if, even at prevailing wage, the Town would get more productivity out of a private vendor than using town staff. Mr. Holder responded that, especially for the summer hires, the Town is bound by unemployment laws to hire for only twelve weeks, the definition of seasonal hire. If DPS can bring in six seasonal helpers for twelve weeks each, it eliminates payroll tax issues and other things.

Selectman Crowley suggested considering the regular budget before reviewing Mr. Holder's wish list. He asked that someone determine what it would cost to bring another person on full time to the department, as well as the advantages of an additional staff person. It could be considered toward the end of the budget process in a couple of weeks.

Chairman Espinosa asked if the budget was prepared by just sliding last year's requests into the new budget. Mr. Holder responded that each year is assessed separately, noting that programs change, and some of the tasks the department did last year do not have to be done each year.

Directing the Board's attention to the spreadsheet, Mr. D'Amico stated that level service funding is what it would take to continue that service as it is currently being performed. "Level fund" means analyzing how the service was delivered and adjust accordingly to available funds. Ms. Carol Pratt, Town Accountant, explained the basis of the financial forecasting each department was asked to do, noting that it is generally based on each group's revenue stream. It was noted that maintenance for electric and other items associated with the Thayer House were not included in the budget.

The Board suggested starting with level service, then considering where cuts could be made to get to that number. Road maintenance, patching of potholes, repainting stop lines and crosswalks, stop signs, are some of the items mentioned. Selectman Trindade wondered what was involved in the replacement of signs that have been hit or damaged, suggesting that traffic signs should be treated as a capital item.

Selectman Crowley moved that the Board approve the Department of Public Services budget as presented; Selectman Trindade seconded. Selectman Foresto asked Selectman Crowley if it was his intent to revise this budget in a couple of weeks. Brief discussion followed. VOTE: 4-1-0 – Espinosa oppose.

Chairman Espinosa stated he opposed the motion on the basis that the Town is increasing its budget by 5.66% and the level of service is going to go down. He could not approve this budget as it does not meet the standards of where the Town should be, meaning that money has to be pulled from other places and moved into DPS. This budget will give the Town less service. Selectman Foresto disagreed, stating that, due to system efficiencies, the level funded budget will accomplish level service.

Mr. D'Amico asked the Board to compile a list of things they would like to see happen, whether or not there is an additional staff person. Would that be town beautification or roadside mowing? Chairman Espinosa reiterated that the Board should have rejected the budget, forcing them to come back with a more definitive request that they need X amount of funds to deliver level service.

Parks Department:

Selectman Crowley pointed out that, looking at the Gale Report, \$400,000 per year is needed just to maintain the fields. If some of the fields are done, but not all, it would be around \$350,000. If funded from the Parks budget and user fees, only \$130,000 would remain for allocation within the budget. Selectman D'Innocenzo stated that it also boils down to what the schools want to do, how many programs they want to run, and so on. Mr. Holder suggested that a few items should be identified, priced and funded. Perhaps add a couple more items next year, see how it goes, and add them into the DPS budget. Selectman D'Innocenzo stated that while there are certain fields that belong in the discussion for the high school, there are other fields that also should be part of the discussion, noting that he would like to implement field rotation, which is currently not done. Mr. Holder stated those fields would be maintained as they are now. Mr. D'Amico point out that, while the discussion has focused on fields, the Parks Department also includes things like playgrounds, maintaining memorials, and other areas totaling 350 acres.

Some fields will never carry a rating of 8 or 10 because they have flaws such as little or no drainage, or poor top soil. There would be an investment amount to get them upgraded before the annual

maintenance cost can be determined. Selectman D’Innocenzo noted that the cost of those short-term upgrades is unknown. Ms. Kennedy asked if the report delineated what the \$350,000 would cover at each level. Mr. Holder indicated it did, including such things as soil sampling and other things each baseball field would need.

Mr. Holder suggested the Board give him a list of items and services for FY14. If the Board waits until July 1, by the time he hires someone it will be fall and almost too late to do the summer work. The time to do capital improvements on fields is in the fall. Brief discussion followed.

Selectman Crowley recommended that Ms. Kennedy, Mr. Holder and Mr. D’Amico meet and put something together, noting how much is needed and where it will come from, revenue sources, etc. and arrive at a number with which to begin a fruitful discussion. Selectman Foresto suggested separating the list into categories, i.e., warrant article money vs. other sources, to just identify the buckets. Is it a one-time allotment (warrant article) or from operational funds?

Selectman D’Innocenzo asked for Mr. Holder’s thoughts. Mr. Holder suggested that the list be generalized to include all high school programs, not just the fields. Focus would remain consistent with the fields that are used the most. Right now, the department does not have that information. Mr. D’Amico added that lighting is a big issue, meaning if a field has lighting it gets used more, and requires more money be put into it. Without the report, the usage is unknown.

Mr. Holder reiterated that there are projects, plus regular operation and maintenance. He wants to know what they want DPS to in FY14. He is still waiting for the schools to tell him what their maintenance needs are. Selectman Trindade pointed out that the Board members have jobs, while the DPS staff talks to the schools all the time, implying that Mr. Holder should just phone the schools. Mr. Holder responded that he has been reaching out to the schools in a variety of ways, none of which get any results. Chairman Espinosa confirmed that he has been pressing for the same information in Leadership meetings. Selectman Trindade then asked the Town Accountant to supply the amount the schools are spending on field maintenance for FY13; Selectman Crowley asked her to include the FY12 costs for comparison purposes.

Discussion followed on drainage issues at the field behind the Memorial School, noting that \$62,000 was earmarked for that field and was included as part of the Gale report.

Selectman Trindade reminded the Board that Family Day in conjunction with Medway 300 celebration is scheduled for June 23 at Choate Park. People would like a break in the stone wall so they can easily get up to the field. Selectman Foresto pointed out that there is a buffer zone around a construction area near the Thayer homestead and people will not be allowed to walk through there.

Chairman Espinosa opted to postpone any discussion on parks and recreation until Monday’s Board meeting.

Enterprise Funds:

Mr. Holder clarified that the Solid Waste Enterprise Fund includes the recycling center which is under contract for one more year with Waste Management. Fees are based on the consumer price index and costs associated with the Wheelabrator contract.

In all three funds, he is proposing quarterly billing instead of semi-annual. There will be reductions in postage and photocopying based on that action. Mr. David D'Amico indicated that it is easier for residents to pay their bills quarterly. Revenue collected at the gate at the recycling center goes to the Solid Waste Enterprise Fund. He indicated they are close to the breakeven point of revenue vs. expenses.

Discussion followed on the capped landfill and general matters.

Selectman Trindade moved that the Board approve the Solid Waste Enterprise budget as presented; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Sewer:

Mr. Holder noted that there are more contracted services reflected in the Sewer Enterprise Fund, and pointed out that one is reduced, while the other is increased. The most prominent increase is the assessment from the Charles River Pollution Control District, specifically increasing from \$363,000 to \$437,000. He plans to meet with the consultant, Abrams, and the commissioners to get an update, and hopes to have a new report by June.

Selectman Trindade moved that the Board accept the Sewer Enterprise budget as presented; Selectman Crowley seconded. No discussion. VOTE: 5-0-0.

Water:

Selectman Crowley suggested taking \$220,000 out of the reserve to maintain current rates for FY15. FY14 had an increase in rates of 4%. There was discussion about water main replacement, mainly Highland and Village Streets, and revenue projections as extrapolated by Abrams and what the Town anticipates.

Selectman Trindade moved that the Board approve the Water Enterprise Budget as presented; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

The Board expressed concern that Route 126 was not cleared well during and after the last big storm and asked if there was any truth to a rumor that contractors do not show up. Mr. Holder responded that there were a couple of contractors whose vehicles broke down and the department was down a couple of people.

Miscellaneous Discussion:

The Board would like to confirm with Claire O'Neill, Economic Development Specialist, that there will be a meeting to present her Oak Grove report to residents. It should be a joint meeting with the Board of Selectmen and Planning and Economic Development Board with Town Counsel present. April 11 has been selected as a tentative date for the meeting.

At 8:55 PM Selectman Trindade moved to adjourn; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

**Board of Selectmen's Meeting
March 23, 2013, 8:00AM
Sanford Hall
155 Village Street**

Present: Andrew Espinosa, Chair; Glenn Trindade, Vice-Chair; Selectman John Foresto, Clerk; Selectman Dennis Crowley, Selectman Richard D'Innocenzo and Suzanne Kennedy, Town Administrator.

Also Present: Melanie Phillips, Finance Director, Treasurer/Collector; Jeffery Lynch, Fire Chief; Allen Tingley, Police Chief; Jeff O'Neill, Chair, Finance Committee.

At 8:04 AM Chairman Espinosa called the meeting to order and led the Pledge of Allegiance.

Public Comments: None.

FY2014 Budget Review and Discussion – Police and Fire Departments:

Police

Regarding Blackboard services, Chief Tingley stated the department has contracted with a consultant for high level server functions, and this individual has been working with the department for 11-12 years. The fee for these services is \$290 per month. The Board questioned why the Town IT staff could not handle it. A recent situation allowed the consultant to come in to replace a server and get it running within 24 hours. Selectman Trindade suggested Chief Tingley meet with Mr. Richard Boucher of the IT department to see if these services can be centralized and see what the tradeoffs might be. Chairman Espinosa suggested a policy change that would have Town IT staff contacted first to see if they can handle the issue, and use the consultant as backup. Selectman Foresto reminded the Board that the use of the consultant was intended to be a slow migration of services as the Town IT staff could not take it over all at once.

Chairman Espinosa asked Chief Tingley if he will be able to provide the level of services that is expected with the budget he is presenting. Chief Tingley responded that he could always use more money or additional staff, noting that overtime pay is often just to handle training. The state has cut back its training, and local departments or regional groups have to augment. This includes service and firearms training, as well as CPR and First Aid. The firearms training takes place at a range in Medfield.

Selectman Crowley recalled that an additional person was added last year and asked how that has impacted services. Chief Tingley responded that the officer is in the police academy and will graduate in July so the impact has been little thus far. The extra officer was not intended to reduce the overtime budget but to free up another officer to become a full time detective. The detective position will materialize in April when the shifts change. The selected individual has been doing most of the detective work thus far and has been going to additional training. While there are no retirements this year, there could be three or four in the next few years.

Selectman Foresto moved that the Board approve the Police Department budget as presented; Selectman Trindade seconded. Chairman Espinosa suggested that, if there are any possible funds available, the Board will support funding the training. VOTE: 5-0-0.

Police and Fire Communications:

Selectman Foresto moved that the Board approve the Police and Fire Communications budget as presented; Selectman Trindade seconded. No discussion. VOTE: 5-0-0.

FIRE:

The Board expressed concern that this budget shows an increase of 82% from last year, about \$700,000, not including the tanker truck, and the Board will have to take a hard look at thing while trying to figure out how to move forward.

Chairman Espinosa stated he is not sure the Town can afford all the things put forth in this budget, at least at this time. He complimented Chief Lynch as having done a great job of identifying things that the Town should pay attention to. It's likely that things will not happen all in one year, but over a period of years.

Selectman Crowley noted that the budget is showing four more people in the Fire Department, and four more in EMS, noting the significant difference in pay scale for fire lieutenant and firefighter. He asked if there was any way this could be changed to two lieutenants and six firefighters. Chief Lynch pointed out that if he is not at the station, there is no one in authority. If there is a lieutenant on each shift, there is no problem. Additionally, they are also in charge of on-call staff as well as regular shift. Chief Lynch stated he wants to have that piece in place while the department grows.

Ms. Kennedy reported that the Chief's request mirrors the recommendation from the consultant a couple of weeks ago. The intent is to maintain the licensure. The Board asked if that requires a lieutenant on each shift to keep the license. Selectman Trindade reminded the Board that the Legislative Breakfast featured elected representatives advising that state aid is reduced or virtually non-existent. The Town will have to figure out how to fund it, not only for this year but on a long-term basis.

Mr. Jeff O'Neill, Chair, Finance Committee, noted that this budget does not even compare to public safety budgets in other communities. While the budget was good during tough times, the Town is paying for it now having to replace a lot of equipment all at the same time. Brief discussion followed on how other budgets in Town have been impacted. Selectman Trindade stated the Board is trying to maintain costs while identifying recurring revenue so there is a level income stream to fund the budget over time.

It was noted that the staff positions mentioned represent promotions and are not new hires. Chief Lynch specified that he would like a distinct chain of command for every shift. Right now there are lieutenants in place, before that there was no one available. The contract with the fire department states that there has to be a lieutenant on every shift, and there is a need for one for each of the three shifts. If the Board approves this budget, a fourth shift will be added. Chairman Espinosa theorized that this action produces a cascading effect across the budget, not only involved with salary, but equipment, training, etc. What is the impact of one person on the overall budget? Some of those expenses are one time and are not recurring. Can we identify the areas where the addition of a person could be reduced?

Discussion followed on the on-call staff. The Board wondered why these people are kept on staff if they do not respond to calls. Chief Lynch noted that the requirements for on-call personnel have changed substantially over the years in that they are required to train and take classes. Many families need two incomes, which reduces available time for on-call service. Since the 1990s this department has had difficulty staffing on-call personnel. In the four months since Chief Lynch arrived in Medway, four on-call

personal have moved out of town. Even with increased stipends, people are not taking the shifts. Having full time people will cover the shifts will help. Some of the increase in stipends (\$46,000 total for fire and EMS) reflects an attempt to hire additional people as on-call firefighters.

Ms. Melanie Phillips, Finance Director, stated there is a one-time cost to get everyone up to Firefighter 2 level, in this case, a total of \$85,000. Brief discussion of costs to hire one person revealed a cost of around \$100,000 including vacation, holiday, training, and associated costs. Ms. Phillips pointed out the bulk of the budget is personnel. Discussion followed on how to reduce some of the other expenses, modifying the stipend policy for regular and on-call personnel and possibly hiring additional staff.

Chief Lynch pointed out that, even with the two new people, there are still shifts that are not completely covered. Keep in mind that if people are on the schedule, there are overtime and pension ramifications. When on-call people do not put themselves on the schedule, full time people will fill in. Ms. Phillips suggested that the big unknown is how to get people to commit to serving on-call. If the Town hires new people, the commitment is there. The Town's certifications are at risk by not covering shifts. Chief Lynch added that, because on-call personnel have families and other jobs, they are limited to the number of hours they can be available. He clarified that he does not want anyone to believe that on-call personnel are not performing. They are not always able to leave their regular jobs when there is a call. The system itself is challenging. They will not stay with the program over time, as there is a great turnover in on-call personnel. After paying to train and outfit them, they will leave if the commitment becomes too great.

Selectman Crowley asked if all the training has to happen in the same year. Chief Lynch responded that, contractually, they have to be trained in the first year they are hired. This can reduce the amount of turn-out equipment by \$5,000 as it can be shifted from on-call to full time.

Regarding ALS personnel, Selectman Crowley asked about the cost to get personnel trained to that level of service. He noted that he had previously asked for analysis on what it would cost. Ms. Kennedy responded that they do not have access to data on revenue projections. Ms. Phillips stated it is not a worthwhile exercise without knowing the billable amount or revenue. She will work with Chief Lynch to compile the cost figures. Ms. Kennedy wondered if it was possible to combine services with another community to reduce overall costs. Brief discussion followed on stipends built into budget. The Board asked Chief Lynch to review stipend amounts relative to on-call shifts and come back to the Board's meeting on Monday night.

Selectman Crowley asked about EMS purchase services. Chief Lynch responded that increased staffing has reduced the number of calls that other providers are taking so Medway is getting more of the revenue. Selectman Crowley would like to see a revision of the indirect costs. Ms. Phillips reported that those are unknown until the budget is final.

EMS has been run as an Enterprise Account, and the reserves have been built up. If Medway goes to a new plan, the EMS will no longer make revenue for the Town. The general account is going to have to supplement the enterprise account during the time the Town is working up to the ALS level of service. Discussion followed on increasing rates to those who use the service. Ms. Kennedy confirmed that she is the one who has the authority to increase the rates. She added that Medway is the only area community running their ambulance service as an enterprise account. Medway has 53% of their clients come from Medicare and Medicaid accounts, and as the population gets older, it will increase. Selectman Trindade noted that insurance companies will cap what they will pay, and the delay in payment is the remaining balance that is billed to the patient. Discussion followed. Private companies are having a harder time collecting the balances from patients, given the economy.

Selectman Crowley theorized that, because of the arrangement the Board made with the schools, that budgeting change will occur year after year. The billing rate was increased on the recommendation from billing consultant Bill Mergandahl, and is now 200% over the Medicare bill.

Discussion followed on non-payment recourse, hardship fee-forgiveness, connecting with collection agencies, shift analysis review, cost to ALS, stipend review and indirect costs. Chairman Espinosa summarized that the Board will wait for the additional numbers and vote on the budget on Monday. At this time, he asked if anyone in the audience had comments or questions for the Board. Selectman Crowley asked for a copy of the state statute that defines the requirements of the department.

Chief Lynch stated that he understands that this is a huge increase and that the Board has to ask these questions. No matter how people in the past did their jobs, things now need attention. He pointed out that there will be some revenue coming in that will offset the costs. The Board asked Ms. Phillips to provide calculations on how that income level was defined. Chairman Espinosa thanked Chief Lynch and his staff for their hard work.

At 10:10 AM Chairman Espinosa suspended the meeting for a brief break. At 10:22 AM Chairman Espinosa reconvened the meeting.

Chairman Espinosa asked for a breakdown of local receipts. Selectman Crowley asked for an updated "year to date" report as the February one does not show excise taxes that were due. Ms. Phillips will bring both reports to Monday's meeting.

Discussion followed on percentages of staff time billed to enterprise accounts. Ms. Kennedy noted that those percentages have not changed from last year, but the dollar amount will change due to increase in salaries and variation in debt service costs. Chairman Espinosa wanted to know, strictly from a manpower basis, the percentage increase in the budget which contractually is 1.5%. He would also like the step increases identified. Some of that cost could be divided between an enterprise account and general fund.

Selectman Trindade reported he spoke with someone from the baseball league and asked if Cassidy Field be renamed, whether the baseball league can place signage at the field, who oversees signage and ultimately grants permission. Sponsor signs would be a good way to gain some revenue that could be used to support field improvements. Ms. Phillips advised that all monies would have to be paid first to the Town and then disbursed by the authority overseeing the parks.

Looking ahead to Monday's meeting, Selectman Crowley stated the Board still needs to finish the budget, but is still waiting for the Gale Report. Selectman D'Innocenzo reported he has reached out to Gale Associates for the report which is supposed to be available on Wednesday afternoon in hard copy. He hopes to get a verbal report in time for Monday's meeting. Discussion followed on the cascading effects of adding personnel.

There was brief discussion on revolving account for the parks. The variety of uses of these funds will be presented on Monday. Selectman D'Innocenzo suggested that if the fields are brought up to standards, permitted use will increase, and associated revenues will go up. He is trying to set up a meeting with school officials this week to get a fuller picture of field maintenance costs. Discussion followed on what tasks would be handled by the Town and which ones are currently outsourced and would remain so.

**At 11:00 AM Selectman Trindade moved to adjourn; Selectman D’Innocenzo seconded. No discussion.
VOTE: 5-0-0.**

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

**Board of Selectmen's Meeting
April 1, 2013 – 6:00 PM
Sanford Hall
155 Village Street**

Present: Andrew Espinosa, Chair; Glenn Trindade, Vice-Chair; John Foresto, Clerk; Dennis Crowley, Richard D’Innocenzo, and Suzanne Kennedy, Town Administrator.

Also Present: Susy Affleck-Childs, Planning and Economic Development Coordinator; Tom Holder, Director, Department of Public Services; David D’Amico, Deputy Director, Department of Public Services; Marc Terry, Mirick O’Connell; Sue Ellis, Human Resources Director; Carol Pratt, Town Accountant; Deb Trindade, School Committee; Will Naser, Principal Assessor; Jeff O’Neill, Chair, Finance Committee.

At 6:04 PM Chairman Espinosa called the meeting to order and led the Pledge of Allegiance.

At 6:05 PM Selectman Trindade moved that the Board enter into executive session under Exemption 3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect of the bargaining or litigating position of the public body and the chair so declares [Police Union]; and Exemption 6 to consider the purchase, exchange, lease or value of real property if the chair declares than an open meeting may have a detrimental effect on the negotiating position of the public body [Oakland Street property] with the intent to return to open session; Selectman Foresto seconded. Chairman Espinosa did so declare. Roll Call Vote: 5-0-0 – Crowley, aye; D’Innocenzo, aye; Espinosa, aye; Foresto, aye; Trindade, aye.

At 6:45 PM Chairman Espinosa reconvened the public session.

Public Comments: None.

Approval – Contract for War Memorial, Robert Moore Monument Co., \$18,995:

The Board reviewed a contract between the Town of Medway and the Robert Moore Monument Company.

Two members of the Memorial Committee were present. Mr. Holder reported that the Department of Public Services will install the foundation according to the manufacturer’s specifications. Brief discussion followed.

Selectman Trindade moved that the Board authorize the Chairman to execute a contract with Robert Moore Monument Company in an amount not to exceed \$18,995; Selectman D’Innocenzo seconded. Selectman Crowley expressed concern that the insurance liability coverage seemed high. VOTE: 5-0-0.

Clarification of “true-up” General Fund Report:

The Board reviewed updated budget pages.

Ms. Carol Pratt, Town Accountant, stated this report reflects changes from the meeting. Discussion followed on various changes. Ms. Pratt clarified that any outside funding for a project, i.e., bond financing, is not figured into the balance sheets until the funds actually come in. If the funds do not come in, there is nothing to fall to free cash.

Appointment – Board of Assessors, John McKiernan:

The Board reviewed an Email, dated March 22, 2013, from Will Naser, Principal Assessor.

Present: Will Naser, Principal Assessor; and John McKiernan.

Mr. Naser explained that there is an abatement situation where one member of the board is recusing himself to avoid a conflict of interest. This action creates a lack of quorum to deal with abatements. Mr. McKiernan is a retired assessor who will deal with the abatements and once those are handled, he will likely resign.

Selectman Trindade moved that the Board appoint John McKiernan to the Board of Assessors to fill a vacancy on the Board; Selectman Foresto seconded. No further discussion. VOTE: 5-0-0.

Authorization to Expend Grant Funds – Mass. DEP Sustainable Watershed Management Initiative Grant, \$99,197:

The Board reviewed the following information: (1) Grant expenditure authorization form; (2) DEP's Notice of Award; and (3) Grant application correspondence.

Mr. Tom Holder explained that the Town of Medway draws its water from the Charles River watershed and basin. A number of tasks in this initiative will complement things the Town is already doing. It will examine how the Town handles and manages its wastewater and stormwater programs through a series of workshops. The grant was to be awarded on January 15, but it did not come out until March 15. Even so, the funds must be expended by June 15. The funds will be deposited into an enterprise fund. Kleinfelder will be handling this via a Letter of Understanding. Brief discussion followed.

Ms. Kennedy stated the workshop at the 495 Partnership last week was easy to follow as it utilized a lesser degree of technical information. She asked Mr. Holder to consult Kleinfelder to see if they would come in and make a presentation to the Board, Finance Committee, and other groups.

Selectman Trindade moved that the Board authorize the expenditure of the Mass. DEP Sustainable Watershed Management Initiative Grant in the amount of \$99,197; Selectman D'Innocenzo seconded. No further discussion. VOTE: 5-0-0.

Authorization of Chairman to Execute Contract with M. O'Connor Contracting, Inc. for Thayer Construction Project, \$2,370,000:

The Board reviewed a contract. It is noted that the Scope of Services will be available at a later date.

Selectman Foresto moved that the Board authorize the Chairman to execute a contract with M. O'Connor Contracting, Inc. for the Thayer construction project in an amount not to exceed \$2,370,000; Selectman Trindade seconded. Selectman Crowley asked Selectman Foresto to get the construction schedule when it becomes available. He also asked about completion dates. Ms. Kennedy stated there is a provision in

the abbreviated contract referencing a \$1,000 per day assessment for missed deadlines. No further discussion. VOTE: 5-0-0.

Approval – Statement of Interest for School Building Project (to be submitted to the Mass. School Building Authority):

The Board reviewed the following information: (1) Statement of Interest; (2) District goal for McGovern School; and (3) MSBA required vote.

Ms. Kennedy pointed out that the last pages will document the proposal much better as the original copy was difficult to read due to excessive photocopying.

Ms. Deb Trindade, School Committee, stated this is predominantly for windows at the McGovern School. Selectman Crowley noted that no dollar amounts were mentioned and he would also like to see a presentation. He suggested that a 10-minute presentation would be helpful and could be on the agenda for the joint meeting on April 3. It was noted that this has to be voted by April 10.

Selectman Foresto moved that the Board table this matter until the joint meeting on April 3; Selectman Trindade seconded. No discussion. VOTE: 5-0-0.

Approval – Medway Community Farm 5K, May 18, 2013:

The Board reviewed the following information: (1) Request from Medway Community Farm to hold 5K; and (2) Recommendation from the Police Chief.

Selectman Trindade moved that the Board approve the Medway Community Farm 5K scheduled for May 18, 2013 with the condition that two detail officers are hired by the organization to assure the safety of the runners and movement of traffic during the race; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Approval of Warrants:

The Board reviewed Warrant 13-40, dated 4/3/2013.

Selectman Foresto, Clerk, read aloud Warrant 13-40, dated 4/3/2013, presented for approval:

Town Bills	\$1,887,769.97
TOTAL	\$1,887,769.97

Selectman Trindade moved that the Board approve the Warrant as read; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Public Hearing – 7:15 PM – Street Acceptances – The Meadows Subdivision (Goldenrod Drive and Cardinal Circle) and Claybrook II Subdivision (Wildebroke Road, First Colony Drive, portion of Summit Road, portion of Olde Surrey Lane):

The Board reviewed the following information: (1) Notice of Public Hearing; and (2) Street acceptance certification and maps.

Chairman Espinosa recused himself from this matter as he lives in one of the subdivisions. At this time he turned the gavel over to Selectman Trindade, Vice-Chair.

Selectman Foresto moved that the Board open a public hearing relative to street acceptances for the Meadows and Claybrook II subdivisions; Selectman D’Innocenzo seconded. No discussion. VOTE: 4-0-1 - Espinosa abstain.

Ms. Kennedy deferred to the Planning and Economic Development Director to answer questions. Ms. Susy Affleck-Childs stated that the Board of Selectmen is up to date on what has occurred up to now in this process, noting that the public hearing is required to move forward with street acceptance. She referred to the letter from the State on certification. Ms. Affleck-Childs continued, stating that property owners in each subdivision were notified by first class mail and the public hearing notice was published in the newspaper. A representative from the Claybrook II neighborhood was present.

For the benefit of viewers, Vice-Chair Trindade explained the street acceptance process. The Town has been attempting to complete one subdivision or group of streets each year. Until a street is accepted, the Town cannot make repairs or maintain it, even though those residents are paying property taxes just like other residents.

At this time, Vice-Chair Trindade asked for public comment. There was none.

Vice-Chair Trindade now asked if there were any comments or questions from the Board. Selectman Crowley asked if the Town had to complete any construction in order to accomplish this. There were two levels of costs – legal and engineering costs. There are funds that have been secured from the performance bond tethered to the Claybrook II subdivision. On Meadows, those performance funds have not been sought as the developer is no longer in business.

The Claybrook II neighborhood representative, residing at 1 Summit Road, stated all neighborhood residents are in favor of the street acceptance.

At 7:29 PM Selectman Foresto moved that the Board close the public hearing on Meadows and Claybrook II subdivision street acceptances; Selectman Crowley second. No discussion. VOTE: 4-0-1 -- Espinosa abstain.

Selectman Foresto moved that the Board of Selectmen approach Town Counsel to draft the street acceptance motion; Selectman D’Innocenzo seconded. No discussion. VOTE: 4-0-1 -- Espinosa abstain.

At this time, Vice-Chair Trindade returned the gavel to Chairman Espinosa.

Discussion with Planning and Economic Development Board – FY2014 Budget re: Street Acceptances:
The Board reviewed a memorandum, dated March 28, 2013, from the Planning and Economic Development Coordinator.

Ms. Susy Affleck-Childs explained that she was here to ask Board of Selectmen to set some priorities for FY2014. She briefly reviewed the updated matrix of streets, noting there is \$62,000 in bond funds collecting interest at TD Bank for Azalea Drive. Other streets under consideration are Cedar Farms, Fern Path Road and a portion of Howe. She clarified that bond funds are for only construction costs, and therefore requested some funds to aid in paying the engineering and legal expenses. It costs approximately \$7,000 per street to prepare all the information necessary to secure the bond funds.

Selectman Foresto asked if those funds were included in the departmental budget for FY14. The funds were not included. Ms. Kennedy stated her recommendation addresses this. She asked Ms. Affleck-Childs if she had consulted with the Department of Public Services and others about the nature of work that is needed to bring these streets up to standard. Discussion followed. It was noted that many of the documents for these subdivisions are not available so there is little or no reference data.

An estimate of \$21,000 for legal and engineering costs was determined. Ms. Affleck-Childs stated she could not assure the Board that it will be adequate, but it is her best estimate based on what was used for the acceptances this year. Costs for Claybrook II have come to \$17,300 with \$3,000 left. Nothing special is necessary for Meadows as that has been incorporated into the legal budget. Whatever remains from Claybrook can be repurposed toward another street acceptance project. Selectman Crowley suggested it could be put into an article for Annual Town Meeting. Ms. Kennedy pointed out the warrant will be opened and closed later this evening.

Ms. Kennedy asked what would happen if the funds are not adequate. Ms. Affleck-Childs replied that she would come back to the Board to request additional funding.

Selectman Crowley asked if the closed-out streets can be added back to the list as it would be nice to see what streets have been tended to.

Ms. Affleck-Childs stated she would work on the standard warrant article language and return to the meeting later this evening.

FY2014 Budget Discussion:

At this time, the Board continued its review and discussion of the FY14 Budget. Ms. Kennedy noted that she was finally able to get some information from the business manager at Norfolk County Agricultural, which increased their allotment from \$14,000 to \$18,000.

There was brief discussion on parks. Selectman D'Innocenzo briefly reviewed that there was some money (\$62,600) left from last year. The article was specifically for park and field improvements, Idylbrook Field irrigation and drainage as well as updates to Choate Park. Mr. Holder distributed a list of suggested Parks improvements, explaining which ones need additional money and which ones have had adjusted prices. Brief discussion followed on the bathroom for Cassidy Field. Mr. Holder added that they will be meeting with the School Department on April 2, and these items and costs could change.

Selectman Trindade asked what the field maintenance technician would do during the winter when he would not be able to work on fields. Mr. Holder responded that the fields are designed during the winter. There would be work with the athletic groups, and work on the budget as well as full engagement in winter plowing with the department. Mr. Fred Sibley will be retiring in the near future, and this person would be in a position to take over his duties in tandem with the field maintenance work. It is not clear whether an additional person would be necessary or if the combined duties could be spread out among existing staff. Selectman Foresto asked if this person would actually be out there on the field doing the work. Mr. Holder stated that he anticipates this person will have the licenses to actually perform the work, noting that he may not be able to hire for 3-4 months.

Brief discussion followed on basic field maintenance and cost of lighting. It was noted that the field tractor in question is a small farm tractor able to pull pieces of equipment. Responding to Selectman

Trindade's question on why DPS is not applying pesticides and insecticides, Mr. D'Amico stated the staff does not currently employ anyone with the appropriate licenses to do so.

Chairman Espinosa commended them on putting together this list as it clarifies intents going forward.

The wish list included funding for such items as legal work for street acceptances, police officer training, operating funds for the Thayer house, vehicles for the School Department, a field maintenance technician, field tractor, an aerator, the rebuilding of one field, sewer line at Cassidy field, soil sampling, and a right-of-way maintenance person who would be assisted by parks staff. It was noted that the hiring of both positions will likely begin as of September 1 so the amounts could be reduced.

Mr. Jeff O'Neill, Chair, Finance Committee, expressed concern that there are recurring costs in insurance and other things for the people that will be hired. Thus far, there are four additional staff recommended for the Fire Department and two for the Department of Public Services.

Discussion followed, noting that police training and outsourced field maintenance could be funded through monetary articles. Free cash expenditures could be added to the CIPC list as a single list. There are three distinct articles for some of the CIPC items, as their purposes are different. It was noted that a new organization might be necessary to be responsible for the Thayer House operating account. Brief discussion followed on revenue and accounting procedures for the Thayer House.

At this time, Chairman Espinosa informed the Board he would likely vote against the general fund allocations, just to be consistent with his approach.

Re-opening and Closing of Annual Town Meeting Warrant:

Selectman Trindade moved that the Board reopen the Annual Town Meeting Warrant; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Selectman Trindade moved that the Board add a new warrant article for police training in the amount of \$20,000; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Selectman Trindade moved that the amount of \$25,000 be included in the article for high school field maintenance; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.

Selectman Trindade moved that the Board amend the CIPC article to add the following: school vehicle \$25,000, Town vehicle \$25,000, and rebuild athletic field \$8,500; Selectman D'Innocenzo seconded. No further discussion. VOTE: 5-0-0.

Selectman Trindade moved that the Board add an article for the purchase of a field tractor using Capital Reserve Fund in the amount of \$30,000; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.

Selectman Trindade moved that the Board add an article for an aerator for \$12,000 out of the Capital Reserve Fund; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Selectman Trindade moved that the Board add an article for the installation of a sewer line extension into Cassidy Field in the amount of \$70,000 from the Capital Reserve Fund; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Selectman Trindade moved that the Board add the following amounts to the operating budget:

- \$21,000 – legal work for street acceptances
- \$4,000 Norfolk Aggie – general operating funds
- \$20,000 Thayer project – additional operating funds
- \$70,000 Parks Department
- \$8,000 Parks Department for field maintenance
- \$68,000 Right-of-way maintenance person in Department of Public Services
- \$25,000 field maintenance

Selectman Crowley seconded the motion. No discussion. VOTE: 4-1-0 – Espinosa oppose.

Selectman Trindade moved that the Board close the Annual Town Meeting Warrant; Selectman Crowley seconded. No discussion. VOTE: 5-0-0.

Opening and Closing of Special Town Meeting Warrant:

Selectman Trindade moved that the Board open the Special Town Meeting Warrant; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Selectman Trindade moved that the Board add Article 7 to the Special Town Meeting Warrant in order to transfer the sum of \$35,000 from Solid Waste Enterprise Account Retained Earnings to the FY13 Solid Waste Enterprise Expense Account; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Selectman Trindade moved that the Board close the Special Town Meeting Warrant; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Re-Opening and Closing of Annual Town Meeting Warrant:

Selectman Trindade moved that the Board reopen the Annual Town Meeting Warrant; Selectman Crowley seconded. No discussion. VOTE: 5-0-0.

Regarding Article 14 – Appropriation: Medway 300 – The Board discussed increasing this amount to \$15,000, noting that this amount is already in the operating budget. **Selectman Trindade moved that the Board amend Article 14 to reflect the change to \$15,000; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

At this time, Ms. Kennedy asked that the Board remove Article 15 -- Parks/Recreation/Open Space Master Plan Implementation. **Selectman Trindade moved that Article 15 – Appropriation: Parks/Recreation/Open Space Master Plan Implementation be deleted from the Annual Town Meeting Warrant; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

Resolving TBD designations for Annual Town Meeting Warrant:

Selectman Trindade moved that the Board support Article 2 – FY14 Operating Budget; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

At this time, the Board considered Article 7 – FY14 Ambulance Enterprise Fund – to see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$563,115 to operate the Ambulance Enterprise Account and to raise and appropriate or transfer the sum of \$101,905 for a total

of \$665,020. **Selectman Trindade moved that the Board support Article 7 – FY14 Ambulance Enterprise Fund as read; Selectman Crowley seconded. No discussion. VOTE: 5-0-0.**

Article 19 – Community Preservation Committee will stay as TBD until the numbers come in.

Article 23 – Sewer Easement – This article involves an easement over a portion of property at the Senior Center to the owner of abutting land for the purpose of connecting to the Town sewer system. A Map and Parcel number are now included. **Selectman Foresto moved that the Board support Article 23 as outlined; Chairman Espinosa seconded. No discussion. VOTE: 5-0-0.**

Article 28 – Amend Map Revision: Commercial IV – will stay TBD.

Selectman Trindade moved that the Board close the Annual Town Meeting Warrant; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Action Items from Previous Meeting:

The Board briefly discussed the Clean Sweep program and the Route 109 Design Project.

The NEU Capstone Recommendation is on the Board's agenda for April 16 at which time students and advisor will make a formal presentation on suggested changes for the intersection of Village and Franklin Streets.

Brentwood Project – The Department of Public Services is still waiting for the FEMA report on dividing the project into sections. They will reach out to property owners one more time. The project has been designed, but needs to be advertised and awarded.

Town Administrator's Report:

Ms. Kennedy reported that the Finance Committee decided to distribute the Town Meeting booklet electronically this year, and residents will be notified via postcard if they want a hard copy.

Ms. Kennedy asked if the Board was interested in supporting the Town of Brookline's interest in withdrawing from Norfolk County by taking similar action. After brief discussion, **Selectman Crowley moved to take no action regarding Brookline's secession efforts; Selectman Trindade seconded. No discussion. VOTE: 5-0-0.**

Selectmen's Reports:

Selectman D'Innocenzo reported that there will be a meeting with the schools about the athletic fields tomorrow.

Selectman Foresto reported that he and Ms. Kennedy with interested parties regarding solar development and also net metering via contract with Broadway. Brief discussion followed.

Selectman Crowley congratulated the Medway High School hockey team who made it to the semi-finals but lost in overtime. He extended congratulations to all students and coaches for a great year.

Selectman Crowley asked Ms. Kennedy about the status of an electronic Town Meeting booklet and whether hard copies would be available. Ms. Kennedy responded that several hundred hard copies will be ordered for those who want them and to have them available at Town Meeting.

Chairman Espinosa reported he received a letter from the chairman of the Hopkinton Board of Selectmen who wanted to meet with him about the proposed Milford casino to create a coalition between Hopkinton, Holliston and Medway. As he cannot attend the meeting, Selectman Foresto will go in his place. A meeting time and place are being determined.

Approval of Minutes:

Review of the draft minutes from March 2, 2013 was postponed.

**At 9:23 PM Selectman Trindade moved to adjourn; Selectman D’Innocenzo seconded. No discussion.
VOTE: 5-0-0.**

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

Board of Selectmen's Meeting
Joint Meeting with School Committee and Finance Committee
April 3, 2013, 7:00 PM
Medway High School Library
88 Summer Street

Present: Selectman Andrew Espinosa, Chair; Selectman Glenn Trindade, Vice-Chair; Selectman Dennis Crowley; Selectman Richard D'Innocenzo; Selectman John Foresto; and Suzanne Kennedy, Town Administrator.

Also Present: Members of the School Committee and Finance Committee.

At 7:07 PM Chairman Espinosa called the meeting to order and led in the Pledge of Allegiance.

Public Comments: None.

As several groups were represented at tonight's meeting, everyone introduced themselves and their affiliations.

Judy Evans, Superintendent of Schools, stated personnel contracts were not settled until very late, making the reconfigured budget later than usual in the budget process. She distributed a number of handouts featuring various aspects of the school budget.

Mr. David Verdolino distributed copies of budget information and reviewed the sheet step by step, moving from the FY2013 School Operating Budget to how the schools moved through the present school year. It was noted that the Board of Selectmen Budget Policy issued in December was revised in January. When the policy was revised, raising the allocation, the schools prioritized their capital requests instead of finding ways to just spend the extra money. An additional \$124,332 went to capital items.

Mr. Verdolino continued, stating they would have presented that budget, but then the school committee was asked to increase use of circuit breaker funding and use of the reserve. He noted that this budget reflects a 1% increase from FY13. The anticipated Annual Town Meeting appropriation is \$24,143,552. The \$25,563,813 budget would include funds from all funding sources.

Dr. Evans pointed out that the reverse side of the handout features a summary of a three-year plan of capital improvement. Some items were crossed off because they have been accomplished through various means, such as inclusion in Middle School Repair Project using leftover funds. Dr. Evans emphasized that this budget will meet the needs of both students and staff. At this time she asked those assembled if there were any questions.

Ms. Christine Devine, Finance Committee, asked if there was concern about using components of the circuit breaker and school choice funds to support energy costs or other recurring expense from reserves that will ultimately disappear. Dr. Evans responded that what the schools spend is based on enrollment and associated needs. Circuit breaker and school choice funds are sources that had

fluctuated a lot the past few years. Circuit breaker for next year is based on what was spent on special education this year. The costs can vary from approximately \$40,000 per student to over \$100,000, depending on student needs and placement. Regarding school choice, Ms. Evans added that she anticipates the committee will open 80 slots for school choice for next year. This is possible due to decreasing class sizes at present.

Selectman Trindade asked how the school choice money comes in. Dr. Evans responded that it is received on a quarterly basis. Mr. Verdolino added that the first installment is at the end of December, with subsequent installments in March and June. Dr. Evans pointed out that transportation costs for students is approximately half a million dollars with no reimbursement. Discussion followed.

Chairman Espinosa asked if \$24,143,552 was a good starting point for next year with the assumption that additional funds will come through. It was noted that it is impossible to know for sure because some of those are unknown. Chairman Espinosa clarified that reallocated budget changes will occur in the fall at the beginning of the school year. Mr. Verdolino stated the baseline is what the schools use going forward, and this year's revenue was \$24,143,552. When the other revenue sources come through, the anticipated total may be closer to \$25,563,813.

Ms. Debora Trindade, School Committee, pointed out that the initial exploration of budgeting factors in student enrollment, past expenses, student needs, transportation, costs, to name a few. The Board of Selectmen's policy is not the starting point, but the schools get there after their own investigation. Another School Committee member reminded everyone that the per-student special education costs can range from \$40,000 to \$200,000 and it is difficult to anticipate with any degree of accuracy until those individual students are identified as part of the student population. There are also transitional needs which will shift as student matriculates through a particular program or placement. Ms. Trindade added that, if the housing market should perk up, a lot of "empty nesters" with 3-bedroom homes will put their homes up for sale, and families will move into the district.

Selectman Crowley described the historical process of looking at a previous year's budget, considering steps and lanes for staff, and evaluating actual expenses for things like energy that are not based on student enrollment. The original budget was \$24,601,145 before the Board of Selectmen revised its policy. He theorized that salary increases could represent another \$500,000 due to changes in steps and lanes in addition to increased energy costs.

Mr. Jeff O'Neill, Finance Committee, noted that the Town side is increasing in staff this year, while the school has remained fairly consistent. Chairman Espinosa stated it is important to understand the way the pie is cut today may not be the way it will be cut in the coming years. It is conceivable that either the schools or the Town may have to give up something in favor of the other, if budgetary compromises cannot be achieved. Recurring expenses can be problematic if significant changes are not tracked throughout the year. Selectman Crowley theorized that circuit breaker funds are basically replaced from year to year while other sources of revenue may fluctuate more.

Discussion followed on continuing changes in technology, increased security needs, and instructional programs. Dr. Evans stated that, given the available resources, the teachers have done a fantastic job. Currently the schools are tapping into school choice money to develop some initiatives. Reasonable class sizes have been instrumental in increased academic performance, and sometimes those results are not necessarily known until years later. They start with basic needs pitted against available revenues and develop a plan. We think our programs have been adequately funded, while other area communities have

schools with larger class sizes. Ms. Deb Trindade stated that a list of those initiatives could be found on page 2 of the handout entitled Proposed Budget for FY2014.

Ms. Devine noted that special education expenses seem to increase at a much more accelerated rate than other expenses. Dr. Evans clarified that a few of the students' costs have increased due to the nature of their disability. Once a student is placed, the parent has the right to keep the student there regardless of costs. Transportation is increasing because of fuel costs and salaries for drivers. Home-based services have been reduced by about half. There is support for an educational model where more inclusion is being encouraged rather than pulling students out for services. By instituting programs for small groups of students with similar needs, those students are able to mainstream more efficiently, thereby preventing out-of-district placements.

Regarding student placements, the law states that parents have the final say on where the student is placed. There are various kinds of placements, long-term or a 45-day diagnostic placement. School phobia is one of the fastest growing areas and schools are having a hard time keeping up. Dr. Evans emphasized there is support from teachers, psychologists and paraprofessionals. Should this particular program continue to grow, it will have to be built more solidly into the budget.

Mr. Kevin Dickie, Finance Committee, noted that he is very interested in technology and keeping it up-to-date. Dr. Evans briefly reviewed the concept of a shared technology director that was proposed by the Town, and Mr. Boucher has added a level of energy and enthusiasm into the schools with the advent of updated equipment which enhances use of educational software and media. The schools would like to add another K-12 technology assistant who would not be a fix-it person but someone who understands the technology and associated educational software programs. This individual would be shared by the Town departments, though the school department would fund them. Dr. Evans added that they are also looking at various kinds of tablets or notebook computers, whether to allow students to bring their own devices, and other approaches to equipment. It is difficult to know how technology will evolve over time, and how that will impact student needs. She noted that sometimes they have to make a decision to fund equipment purchases outside of the capital programs because the need is urgent. Discussion followed.

Chairman Espinosa suggested that budgets should have a line item for recurring or staggered replacement of these kinds of items in order to fiscally accommodate for the purchases. It was noted that these kinds of purchases were often sacrificed in favor of basic educational supplies when the economy turned downward.

MSBA Statement of Interest:

Dr. Evans stated that MSBA has funded the Middle School Repair Project, and periodically MSBA gives notice that there will be a small window of opportunity where other school projects can be submitted. School districts are invited to tell the MSBA about any deficiencies in any other school in the district. For example, the McGovern School needs windows, plumbing and other improvements. The current window of opportunity for applications closes on April 10. The MSBA looks at all the submissions and determines who has the greatest need. A site visit is scheduled to assess current conditions. Then the authority considers how much money it has to allocate. The intent now is to submit for the McGovern School, which is a very old school with some basic needs. She noted that the windows have been on the CIPC wish list for a number of years.

Dr. Evans respectfully asked that the Board of Selectmen and School Committee both vote to support the submission of this application. Doing so places no one under obligation but is a placeholder for potential future projects. Discussion followed.

Selectman Crowley expressed disappointment that there had been no advance notice of this item until it was included in the BOS meeting packet for April 1. There was no indication of how it would be funded, i.e., override or other funding option. Dr. Evans responded that the application specifically states that the applicant is not to get estimates or any quotes, but rather to list the things that need attention or replacement. Dollar amounts are not to be considered for purposes of the application. MSBA will decide which of the things on the list will be funded at the standard reimbursement rate.

Selectman Foresto admitted it is difficult to refuse a project with a potential 50% reimbursement rate. He cautioned that, at Town Meeting, residents may pick and choose between projects and something like this could be defeated in favor of something else.

Selectman Trindade moved that the Board of Selectmen support the application as presented this evening; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Brief discussion followed on how the Burke School is presently being utilized.

For the benefit of the Finance Committee, Selectman Crowley reported that the Middle School Repair Project is six months ahead of schedule and under budget. He estimated that there could be \$50,000 left in the budget. The Building Committee is gathering prices with the idea of possibly paving all three parking lots with the leftover funds.

At 8:40 PM Selectman Trindade moved to adjourn; Selectman Crowley seconded. No discussion. VOTE: 5-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

MEDWAY BOARD OF SELECTMEN
155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
(508) 533-3264 • FAX: (508) 533-3281

*Andrew Espinosa, Chairman
Glenn Trindade, Vice Chairman
John Foresto, Clerk
Dennis Crowley, Member
Richard D'Innocenzo, Member*

Board of Selectmen's Meeting Minutes

April 16, 2013, 6:00 p.m.

Medway Senior Center, 76 Oakland Street

Present: Chairman Andrew Espinosa; Selectmen John Foresto, Richard D'Innocenzo, and Glenn Trindade (arrived 6:35PM); and Town Administrator Suzanne Kennedy.

The meeting was called to order at 6:08 p.m.

Selectman Foresto moved that the Board enter into Executive Session under Exemption 6 to consider the purchase, exchange, lease, or value of real property, specifically utility appraisals, if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and to return to open session immediately following the Executive Session; Selectman D'Innocenzo seconded; Chairman Espinosa recognized that an open meeting would have a detrimental effect on the negotiating position of the public body; Roll call vote: D'Innocenzo, aye; Espinosa, aye; Foresto, aye.

The Board returned to public session at 7:05 p.m.

The Meadows Subdivision Street Acceptances: Chairman Espinosa recused himself from the meeting for this agenda item due to a conflict of interest. The Board voted to accept these streets at a previous meeting but Town Counsel revised the motion to be more comprehensive and recommended the Board reaffirm its previous vote.

Selectman Foresto moved; Selectman D'Innocenzo seconded; that

WHEREAS, The General Court enacted Chapter 387 of the Acts of 2011 "An Act Relative to Municipal Acceptance of Roads within a Subdivision in the Town of Medway", (hereinafter Chapter 387), and

WHEREAS, Goldenrod Drive and Cardinal Circle in their entireties are constructed roads in a residential subdivision shown on *The Meadows Definitive Subdivision Plan*, approved by the Town of Medway Planning and Economic Development Board and recorded at the Norfolk County Registry of Deeds in Plan Book 456 as Plan #329 of 1998; and

WHEREAS, Town has fully complied with the requirements of Chapter 387 for the municipal acceptance of said roads as public ways; said compliance includes submittal of written certification and plans by the Medway Planning and Economic Development Board to the Medway Board of Selectmen and the Board of Selectmen

holding of a public hearing on April 1, 2013, after having given prior written notice thereof by first class mail, postage prepaid, to the owners of record of each property abutting the roads, as appears from the municipal records, and notice by newspaper publication,

NOW THEREFORE, BE IT VOTED THAT:

- 1. The Board of Selectmen determines that it is in the public interest to accept Goldenrod Drive and Cardinal Circle in their entirety as shown on the above-referenced definitive subdivision plan and also shown on the street acceptance plans entitled “*As Built/Street Acceptance Plan – Goldenrod Drive, Medway, Mass.*” and “*As Built/Street Acceptance Plan – Cardinal Circle, Medway, Mass.*” dated September 5, 2007, revised August 25, 2009, prepared by GLM Engineering Consultants, Inc. of Holliston, MA, to be recorded herewith, as public ways.**
- 2. In accordance with said determination, the Medway Board of Selectmen hereby accepts the following roads shown on said street acceptance plans as public ways with the fee ownership thereof to vest in Town:**

**Goldenrod Drive, for its entire length
Cardinal Circle, for its entire length**

Together with ownership of all of the easements shown on said street acceptance plans, described on said street acceptance plans as:

**30’ wide utility easement
30’ wide drainage easement
20’ wide drainage easements
15’ wide drainage easements
drainage easements (width unspecified)
20’ wide sewer easement
10’ wide trail easement**

as well as all pipes, structures and other improvements located within any roadway or easement, upon approval by Town Meeting and recordation of a true copy of the acceptance order and said street acceptance plans at Norfolk County Registry of Deeds, as provided in Chapter 387.

- 3. The Board of Selectmen has further directed that an article be placed on the warrant for the 2013 annual town meeting to accept the noted roadways.**

Discussion: No discussion; Ayes 3-0-1 (Selectman Espinosa).

Authorization of Chairman to Execute Contract with Massachusetts Clean Energy Center for Solarize Massachusetts Grant Program and Authorization to Expend

Grant Funds: Medway participated in the Local Energy Action Plan (LEAP) Program through the Massachusetts Area Planning Council (MAPC). One of the LEAP recommendations was for Medway to apply to the Solarize Massachusetts Program through the Massachusetts Clean Energy Center. The goal of the Solarize Massachusetts Program is to educate residents on the benefits of solar energy and encourage them to install solar photovoltaic (PV) systems on their homes. Those residents who are interested will then enter into a contract with an installer and receive a favorable rate. Medway was selected to participate in the Solarize Massachusetts Program along with 9 other towns and will be given a \$2,500 grant. The grant will cover the expense of marketing materials related to the program.

Selectman Trindade moved that the Board authorize the Chair to execute the MassCEC-Community Contract to allow for the Town's participation in the Solarize Massachusetts Program; Selectman Foresto second; Discussion: No discussion; All ayes 4-0-0.

Selectman Trindade moved that the Board approve the Notice of Grant Award which provides for \$2,500 from the Massachusetts Clean Energy Center for marketing costs related to Medway's participation in the 2013 Solarize Massachusetts Program; Selectman Foresto second; Discussion: The Board wanted to make sure that the Town was not under any contractual obligations to contribute additional funds. Shelley Wieler Chair of the Energy Committee assured the Board that the Town was only committing to this one project and is not required to contribute any additional funds; All Ayes 4-0-0.

Public comments: Resident Tracy Bennett Stewart presented the Board with a petition signed by Medway residents for the Town of Medway to purchase the properties at 195 & 197 Main Street, which are known as the Cole Library and Fire Station. Ms. Stewart explained that the buildings are currently for sale and are historical buildings that should be preserved and utilized by the Town. The buildings are currently being sold for \$200,000. Chairman of the Community Preservation Committee (CPC) Mark Cerel was present relative to an unrelated matter and explained that the CPC doesn't have an official position but, as a committee, they have decided that they would not purchase any additional land or buildings in Medway unless there was a clear vision. Mr. Cerel said that he has thought about the property and agrees that they have historical significance to the Town but stressed that they present challenges that could be very costly including, limited parking and ADA compliance. He stated that CPC would not be in favor of the required continued maintenance which could serve as a drain on funds. Cerel further suggested use as affordable housing with the former fire station bays serving as parking for both. Selectman Foresto added that the buildings are currently under agreement. The Board urged Ms. Stewart to form a committee and create a viable plan and strategy for

the properties. They asked her to formally present the idea to the CPC as soon as possible. This would allow the CPC to make an offer if the current agreement falls through. Selectman Trindade volunteered to walk Ms. Stewart through the process. The Board thanked Ms. Stewart for her work.

Northeastern University Capstone Project Presentation – Village Street Redesign:

The Town of Medway participated in Northeastern University's Capstone Project. The program pairs a small team of Northeastern students with an entity in the private or public sector and presents them with an issue that the entity needs help with and likely does not have the funds to address. The students work together over fourteen weeks to analyze the problem and make recommendations. This group of students was asked to redesign a 2 mile stretch of Village Street from Franklin Street to School Street. Their goal was to create distinct and attractive village areas, optimize the space, improve accessibility, and promote safety. The students focused on several dangerous intersections and recommended safety measures to improve these intersections. They also recommended creating several attractive open spaces where residents could gather. The Board commended the students on their work and thanked them for creating a vision for this area. The Board said that this is very important but they have not had the time or resources to address it. The Town will receive all of the analysis that the students gathered throughout the project which Selectman Trindade requested in electronic format. Selectman Trindade suggested the crafting of a letter for the students to include with their future resumes.

Route 109 Design Project Update: Several members of the Route 109 Design Committee provided the Board with an update on the project. They reported that there will be a Public Hearing on May 1, 2013 that residents are encouraged to attend. The project consultant will review the plans and answer any questions at that time. They said it is important for the public to attend because there have been some changes from the original proposal. The committee said they are making good progress, were close to the 25% completion threshold and are in a position to accept TIP funding in 2016. The Board thanked the committee for its work.

5 West Street Statement of Claim: On the recommendation of Town Counsel, the Town is requesting reimbursement from the owners of 5 West Street for expenses incurred in connection with the demolition of the building at 5 West Street. The Town needs to file a Statement of Claim to formally request reimbursement. Medway Building Commissioner John Emidy reported that if the owners do not reimburse the Town, it will become a lien against the property. The Board asked Commissioner Emidy to have the fallen tree removed from the property and contact his counterpart in Bellingham to ask them to remove the trailer that is on the Bellingham's portion of the property.

Selectman Trindade moved that the Board adopt the 5 West Street Statement of Claim as prepared by Town Counsel; Selectman Foresto second; No discussion; All ayes 4-0-0.

Legion Place and Local Initiative Program Discussion: Medway Community Housing Coordinator J. Douglas Havens presented the Board with information on the Local Initiative Program (LIP) permitting process. A developer is in the process of purchasing the property on Cutler Street that was the former site of the American Legion. He is proposing to build 16 1-bedroom market affordable housing units. The proposal has received initial support from Medway's Affordable Housing Trust. Mr. Havens recommended that he be included in all meetings between the Town and developer going forward so that he can stay apprised of the situation and also report back to the Board regularly.

Several residents from Cutler Street and Phillips Street attended the meeting and voiced their concerns about how the development will impact the neighborhood. They also expressed their frustration that the Town was not trying to purchase the property. Selectman Foresto said that the Town originally donated the building to the American Legion years ago. The American Legion is now asking the Town to buy it back. The laws have recently changed and the American Legion is no longer obligated to gift it back to the Town. The Board said they asked the developer to meet with residents and hear their concerns referring the abutters to watch the tape of an earlier Board of Selectmen's meeting. They assured the residents that this matter will be handled with due diligence and asked Administrator Kennedy to make sure residents in this area were aware of all public hearings related to this project.

Approval of Warrants:

Warrant - 4/18/2013

Town Bills \$448,907.58

Total \$448,907.58

Selectman Trindade moved that the Board approve the warrants as read; Selectman D'Innocenzo second; No discussion; All ayes 4-0-0.

Town Administrator's Report: Administrator Kennedy reported Holliston and Hopkinton have entered into an inter-municipal agreement to work together to oppose the proposed casino in Milford and approached Medway to see if they would like to join. The Towns would be represented by the same firm and share legal costs. Administrator Kennedy said there are legal funds available that can be repurposed if the Board is agreeable to joining Holliston and Hopkinton. Chairman Espinosa stated that the issue of being declared a "surrounding community" and the rights accompanying said designation are still somewhat confusing, but he suggested a two prong approach – one to work in opposition to the casino and another to prepare to advocate for mitigation funds should the casino be approved and move forward. Chairman Espinosa said he would like additional information on the coalition and how it would be structured and if the three towns would have equal votes. He also requested that Administrator Kennedy reach out to her counterparts in those towns and arrange a meeting for all three Boards to meet and further discuss this matter. In addition, the Board asked Administrator Kennedy to look further into the matter and make sure Medway was clear on all the details so they would be prepared on all fronts.

Opening and Closing of Special Town Meeting Warrant:

Selectman Trindade moved that the Board open the Special Town Meeting warrant for May 13, 2013; Selectman D’Innocenzo second; No discussion; All ayes 4-0-0.

Selectman Trindade moved that the Board add a warrant article appropriating \$40,000 to be used to defend the Town’s position relative to the proposed casino; Selectman D’Innocenzo second; No discussion; All ayes 4-0-0.

Selectman Trindade moved that the Board close the Special Town Meeting warrant for May 13, 2013; Selectman Foresto second; No discussion; All ayes 4-0-0.

Selectmen’s Reports:

Selectman Foresto – He reported that the Thayer House groundbreaking took place. The fences are going to be put up shortly. In addition, the Community Farm at 50 Winthrop Street is having an open house Sunday, April 21st.

Approval of Minutes: Selectman Trindade moved that the Board accept the Board of Selectmen minutes from March 2, 2013; Selectman Foresto second; No discussion; All ayes 4-0-0.

Respectfully submitted,

Michelle Reed

**Town of Medway
Board of Selectmen's Meeting
April 24, 2013 –7:30 PM
Holliston Town Hall
703 Washington Street
Selectmen's Meeting Room, #105**

Joint Meeting with Holliston and Hopkinton Boards of Selectmen

Present: Chair Andrew Espinosa, Selectman Dennis Crowley, Selectman John Foresto, and Suzanne Kennedy, Town Administrator. Vice-Chair Glenn Trindade and Selectman Richard D'Innocenzo was absent.

Also Present: Hopkinton: Benjamin Palleiko, Board of Selectmen Chair; John Mosher, Board of Selectmen Vice-Chair, Selectman Brian Kerr; Selectman Todd Cestari (8:25 PM); Town Administrator Norman Khumalo; Operations Assistant Jamie Hellen; Holliston: Joseph Marsden, Chair; John Leary, Vice-Chair; Kevin Conley; Paul LeBeau; Ashland: Selectman Joseph Magnani, Jr.; Town Administrator Anthony Schiavi.

The meeting was called to order at 7:35 PM.

Discussion – Proposed Milford Casino and Inter-municipal Agreement

Mr. Palleiko opened the discussion with a statement about the healthy micro-economies in the region and the anticipated deleterious impacts of casino development in Milford. He stated that Hopkinton has reached out to the developer twice with no response.

Mr. Magnani commented that small businesses will be greatly impacted. There would also be increased traffic and crime. He urged getting their legislative delegation involved.

It was generally agreed that the regional planning agencies did not seem inclined to lead the effort to determine impacts, rather they would look at studies to judge whether they seemed reasonable. Nor would they necessarily have the expertise the towns were seeking.

Time was mentioned to be a significant problem if the towns were to prepare to respond to the casino impacts.

Mr. Crowley asked what the cost to towns would be to form an alliance and what route it would take to address this issue. He questioned whether Milford had a good chance of being the site of the casino given its political weakness compared to Boston coupled with the fact there is no water or sewer infrastructure to handle the development.

Holliston and Hopkinton both expressed a will and an obligation to fight the proposal. Mr. Palleiko stated that the regional approach is the strongest.

Medway felt the tactic could not be an obvious "fight the battle" approach.

Mr. Khumalo stated the Gaming Commission supported town collaboration.

Mr. Espinosa asked if every town that agreed to participate would have an equal vote. Mr. Palleiko said they would. Mr. Leary stated each town must put up seed money to get started. Mr. Marsden said that they are not inventing the wheel and could look at options based on what other communities have done in the past to fight casino development.

Mr. Palleiko stated that he had spoken with Dave Nunes, who is not a party to the negotiations.

Mr. Palleiko though each town should contribute \$50,000 to the MetroWest Anti-Casino Coalition, as it is currently termed.

Mr. Leary stated that the developer's presentation was lackluster, but that something more detailed is expected within the next six weeks.

An audience member suggested the towns make the fight political, like Foxboro did. Mr. Leary stated that they have involved the local legislative delegation. Mr. Kerr suggested pursuing the argument that the applicant be disqualified based on the organizational structure change.

There was discussion about how much each town was raising to address this issue. Holliston and Hopkinton were each asking Town Meeting for \$100,000.

It was decided that they would need to find someone to represent the towns in this matter. They also would need to determine how the money would be controlled. There would be a representative from each town on the governing group, and the group would be formalized by an inter-municipal agreement.

The next step is to have each Board of Selectmen individually approve of the collaboration, form the group that will develop the agreement, and move on from there.

Mr. Schiavi asked if they would be leaving flexibility in the agreement to allow other communities to join. Mr. Palleiko replied that they could tier the membership to have associated towns.

Mr. Crowley thought that \$100,000 would be sufficient seed money. Mr. Leary said that it was important to think long-term as well.

The deadline for Board of Selectmen approval to join would be in two weeks. The town administrators could handle the coordination. Mr. Palleiko summarized the approach they would take. Phase 1 was to oppose the casino and assert the reasons why it is a bad idea. Phase 2 would entail undertaking studies and determining appropriate mitigations.

A representative from Milford informed the boards that Milford was not spending any of its own money to oppose the casino. Any activities related to this matter would be funded by monies received from the applicant.

The meeting adjourned at 8:40 PM.

**Board of Selectmen's Meeting
Monday, May 6, 2013 – 7:00 PM
Sanford Hall
155 Village Street**

Present: Chairman Andrew Espinosa, Selectman Dennis Crowley, Richard D'Innocenzo, Selectman John Foresto and Suzanne Kennedy, Town Administrator.

Absent: Selectman Glenn Trindade.

Also Present: Tom Holder, Director, Department of Public Services; Susy Affleck-Childs, Planning and Economic Development Coordinator; Carol Pratt, Town Accountant; Sue Ellis, Director, Human Resources;

At 7:04 PM Chairman Espinosa called the meeting to order and led the Pledge of Allegiance.

Public Comment: None.

Authorization of Chairman to Execute Contract for Performance Measurement – UMass/Edward J. Collins Jr. Center for Public Management -- \$12,000:

The Board reviewed a contract between the Town and UMass/Edward J. Collins, Jr. Center for Public Management.

Present: Mike Ward, Michael Perez – Edward J. Collins, Jr. Center for Public Management.

Ms. Kennedy briefly reviewed the Massachusetts Municipal Performance Management Program Funded by the Executive Office of Administration and Finance's Community Innovation Challenge Grant Program. The Town of Medway is among 19 communities hoping to establish contractual relationships with the Collins Center.

Mr. Mike Ward, Director of Municipal Services at the Collins Center (UMASS Boston), stated the Center has been around since 2008, noting that this particular program is relatively new, having begun in 2012. The goal is that each participating community share best practices within their community and with other communities in the group. New communities are added in each phase. He noted that they are trying to develop a designation similar to "Green Community" that would indicate whether a town has been "certified" as using appropriate goals and measures through this program. Although funding had been insufficient to continue as grant program, they are looking to develop as a sustainable model.

Mr. Michael Perez introduced himself and noted that he has been working with the communities of Chatham, Holliston, Wrentham and Braintree, as well as Medway. There are a lot of similarities between the communities and a number of practices can be shared. Utilizing a PowerPoint presentation, he demonstrated different types of data gathered representing a number of years and compared to note increases or decreases, or establishment of a trend that needs to be addressed. Using a police department as an example, data tracking overtime, citations, crime statistics, 911 call volume, fleet maintenance, and sick time, were analyzed. Another example was a DPW. He shared data indicating

maintenance calls, sick time, overtime, etc. Mr. Perez concluded the presentation by stating data can be very helpful for administrators to be able to make informed decisions in developing policy or making budgetary decisions. Discussion followed. It was noted that each community can determine the kind of data it wishes to gather, and those categories can change as needs change. Comparisons can be made between communities of similar size; however, Mr. Perez cautioned against comparing too closely as there are inevitable variations.

Selectman Foresto questioned the confidence in the data being collected. Mr. Perez indicated that Medway was not alone in being data deficient. However, he believed the focus of the data selected for comparison will allow for benchmarking with other comparable communities.

Selectman Foresto asked what kind of deliverable would be contracted as the scope of work included in the contract was very general and inquired as to how the final information would be delivered. Mr. Ward responded that the intent is to integrate information, build data sets, use software, etc., not necessarily to produce a report to be handed over at the end of the project. Brief discussion followed.

Selectman Crowley wondered if Medway could see the Wrentham and Holliston reports, and vice versa. For example, could Medway get a copy of the Wrentham Fire Department Report? Mr. Ward responded that they work with each municipality to set up their individual systems aimed at improving that community's performance. Each community would have to agree that their data was available for sharing with others in the group.

Selectman Crowley asked how much time staff would spend in gathering and entering this data. Mr. Perez responded it depends on the data access, as in many cases he was able to get access to the data directly. Some software systems will import data while others will not. Selectman Crowley wanted assurance that this data gathering task would not entail pushing regular tasks aside.

Selectman Foresto moved that the Board authorize the Chairman to execute the contract with UMass/Edward J. Collins, Jr. Center for Public Management in an amount not to exceed \$12,000 for performance management services; Selectman D'Innocenzo seconded. No further discussion. VOTE: 4-0-0.

Ms. Kennedy thanked Allison Potter, Carol Pratt and Karen Kisty for their work on this matter.

Update – Sustainable Watershed Management Initiative:

During the meeting, the Board received a memorandum, dated May 6, 2013, from Kristen Ryan, Project Manager, Sustainable Watershed Management Initiative.

Present: Tom Holder, Director, Department of Public Services; Kirsten Ryan, Kleinfelder.

Mr. Holder stated the first of two workshops has taken place with 495 MetroWest Partnership, attended by Chan Rogers, Richard Parrella, Susy Affleck-Childs, Bill Donahue, Doug Downing and Karon Skinner-Catrone. The workshop's focus was how watershed management would benefit and impact Medway's water resources now and in the future. He handed out a report on the update and indicated that this work would complement the Integrated Water Resources Management Program (IWRMP) and current agreement with Department of Environmental Protection (DEP).

Ms. Kirsten Ryan briefly updated the Board on the initiative itself. The Sustainable Watershed Management Initiative recognizes inter-relationships between drinking water, stormwater and other resources, striving to minimize impact on resources, while finding ways to reduce the overall impact, such as additional water conservation measures. Ms. Ryan further indicated that the State's public drinking water and stormwater regulations should be out in the fall of 2013. A second workshop is tentatively scheduled for May 29, and the final report is due to MassDEP by June 30, which will include a ranking of matrices that can be considered for future implementation. It is anticipated that another update will be presented to the Board of Selectmen on June 17. General discussion followed.

Brentwood Update:

During the meeting, the Board received a letter, dated May 2, 2013, from Haley and Ward, Inc.

Mr. Holder gave the Board a letter from Haley and Ward, Inc. addressed to MEMA requesting a modification of the Hazardous Mitigation Grant Program funding for the Brentwood Drainage project. Mr. Holder briefly reminded the Board that there have been difficulties gaining access to some properties. FEMA will not support a deferment of the center section, and encourages completion of the east and west portions. It is believed that if the side sections are completed, the water will move quickly and avoid backup in the center section.

Selectman Crowley inquired as to the number of favorable responses received to date from the 17 affected property owners; Mr. Holder replied that only 7 property owners have responded. Selectman Crowley expressed concern that the lack of an easement is an issue, and asked what the Town's position should be if there are problems in the future that require repair of pipes on those properties. Would the Town be responsible for the replacement of that pipe? Town Administrator Kennedy reminded the Board that the remaining 10 property owners have not replied in the negative to the easement matter but have instead been unresponsive. She suggested Town Counsel be contacted for advice as to whether or not notice can be served to the remaining 10 property owners which clearly states that the Town will no longer be liable for any future corrective measures. Brief discussion followed.

Public Hearing – 7:15 PM – Street Acceptances – Claybrook II Subdivision (Wildebroke Road, First Colony Drive, Portion of Summit Road, portion of Olde Surrey Lane):

The Board reviewed the following information: (1) Notice of Public Hearing; and (2) Street acceptance certification and maps.

At 7:55 PM Selectman Crowley moved that the Board convene a public hearing for the purpose of considering proposed street acceptances for the Claybrook II Subdivision; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.

Ms. Susy Affleck-Childs stated this public hearing is required in order to advance the street acceptance process for the Claybrook II subdivision. A public hearing was held for this purpose about six weeks ago, but it was later learned that all the drainage easements were not shown on the map that had been used. Therefore, the public hearing needed to be held again, and abutters were notified of the new hearing date and time.

A representative from the neighborhood association indicated that residents were in favor of the streets being accepted by the Town.

At 8:00 PM Selectman Foresto moved to close the public hearing on the Claybrook II subdivision street acceptances; Selectman D’Innocenzo seconded. No discussion. VOTE: 4-0-0.

Approval – Street Acceptances – Claybrook II Subdivision:

Selectman Crowley stated he would abstain from the vote as he was absent from the last meeting.

Selectman Foresto moved the following motion; Selectman D’Innocenzo seconded. No discussion. VOTE: 3-0-1 – Crowley abstain.

WHEREAS, The General Court enacted Chapter 387 of the Acts of 2011 "An Act Relative to Municipal Acceptance of Roads within a Subdivision in the Town of Medway", (hereinafter: Chapter 387), and

WHEREAS, Wildebrook Road and First Colony Drive in their entireties and portions of Summit Road and Olde Surrey Lane are constructed roads in a residential subdivision shown on a definitive subdivision plan entitled *Definitive Subdivision Plan of Claybrook II*, Medway, Massachusetts, approved by the Town of Medway Planning and Economic Development Board and recorded at Norfolk County Registry of Deeds in Plan Book 443 as Plan No. 725 of 1996; and

WHEREAS, the Town has fully complied with the requirements of Chapter 387 for the municipal acceptance of said roads as public ways; said compliance includes submittal of written certification and plans by the Medway Planning and Economic Development Board to the Medway Board of Selectmen and the Board of Selectmen holding of a public hearing on May 6, 2013, after having given prior written notice thereof by first class mail, postage prepaid, to the owner of record of each property abutting the roads, as appears from the municipal records, and notice by newspaper publication,

NOW THEREFORE, BE IT VOTED THAT:

1. The Board of Selectmen determines that it is in the public interest to accept Wildebrook Road and First Colony Drive in their entireties and portions of Summit Road and Olde Surrey Lane all shown on the acceptance plan entitled *Town of Medway Street Acceptance Plan Claybrook II – Wildebrook Road and First Colony Drive Street Acceptance Plan ST-1 and ST-1B, and Town of Medway Street Acceptance Plan Claybrook II – Summit Road and Olde Surrey Lane ST-2* dated 4-09-2013, prepared by Tetra Tech Rizzo, Inc. of Framingham, MA to be recorded herewith, as public ways.
2. In accordance with said determination, the Medway Board of Selectmen hereby accepts the following roads shown on said street acceptance plans as public ways with the fee ownership thereof to vest in Town:

Wildebrook Road
First Colony Drive
Portion of Summit Road
Portion of Olde Surrey Lane

Together with ownership of the following easements shown on said street acceptance plans:

20' Wide Drainage Easements
Drainage Easements (variable widths)
35' wide Drainage Easement
25' Wide Drainage Easement
Pedestrian Access Easement

as well as all pipes, structures and other improvements located within said roadways or easements as shown on the street acceptance plans, upon approval by Town Meeting and recordation of a true copy of this order and said street acceptance plans at Norfolk County Registry of Deeds, as provided in Chapter 387.

3. The Board of Selectmen has directed that an article be placed on the warrant for the 2013 annual town meeting to accept the noted roadways.

Authorization of Chairman to Execute First Amendment to Contract for Thayer Owner Project Manager Service – Architectural Consulting Group, LLC -- \$94,910:

The Board reviewed the following information: (1) First Amendment to Agreement Between the Town of Medway and Architectural Consulting Group; and (2) Original contract for references purposes.

Selectman Foresto moved that the Board authorize the Chairman to execute the first amendment to the contract with Architectural Consulting Group not to exceed \$94,910 for additional owner project manager services related to the Thayer redevelopment project; Selectman D’Innocenzo seconded. Selectman Crowley asked how this figure was determined. Ms. Kennedy explained that the figure represents two amendments. Brief discussion followed. VOTE: 4-0-0.

Authorization of Chairman to Execute Contract for Reverse Emergency Notification Services – Blackboard Inc. -- \$26,987.87:

The Board reviewed the following information: (1) Contract; and (2) Emails from Town Counsel dated March 27, 2013; February 13, 2013, and December 9, 2012.

Selectman Foresto moved that the Board authorize the Chairman to execute the contract with Blackboard Connect, Inc. in an amount not to exceed \$26,987.97 for reverse emergency notification services; Selectman D’Innocenzo seconded. It is noted that this is a three-year contract. Chairman Espinosa suggested that the program be used to announce Annual Town Meeting. Selectman Foresto stated he has never received a negative comment from residents about getting messages. Ms. Kennedy noted that the Town does not have access to many emails for residents so telephone messages are important. VOTE: 4-0-0.

Recommendation of Insurance Advisory Committee – Renewal of Tufts Health Plan and Altus Dental Contracts:

The Board reviewed correspondence, dated April 25, 2013, from the Insurance Advisory Committee.

Ms. Kennedy credited Ms. Sue Ellis, Human Resources Director, for diligent work making sure there was no increase. It was reported that some cushion had been built into the total figure to provide a contingency for possible future changes from individual to family health plans. She clarified that no official vote was necessary. This matter was placed on the agenda only to bring the renewal to the Board’s attention.

Approval – James Race 5K:

The Board reviewed the following information: (1) Public Event Application for James Race 5K; and (2) Approval letter, dated April 26, 2013, from Police Chief Tingley.

Selectman Foresto moved that the Board approve the event application for the James Race 5K proposed to be held on October 12, 2013 with the proviso that the conditions set forth in Police Chief Tingley's memo of April 26, 2013 are met; Selectman Crowley seconded. No discussion. VOTE: 4-0-0.

Approval – Alex Handy 5K Memorial Walk/Run:

The Board reviewed the following information: (1) Approval letter, dated April 12, 2013, from Police Chief Tingley; and (2) Email, dated April 11, 2013, from Vice President of The Alexander Handy Memorial & Scholarship Foundation and supporting documentation.

Selectman Foresto moved that the Board approve the event application for the 5th Annual Alex Handy 5K proposed to be held on September 7, 2013 with the proviso that the conditions set forth in Police Chief Tingley's memo dated April 12, 2013 are met; Selectman Crowley seconded. No discussion. VOTE: 4-0-0.

Approval – Tri-State Trek:

The Board reviewed the following information: (1) Correspondence, dated April 10, 2013, from David Virde, Sr. Development Manager, ALS Therapy Development Institute and supporting documentation; and (2) Approval letter, dated April 26, 2013, from Police Chief Tingley.

Selectman Foresto moved that the Board approve the event application for the Tri-State Trek proposed to be held July 19-21, 2013 with the proviso that the conditions set forth in Police Chief Tingley's memo of April 26, 2013 are met; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.

Approval – Christina Clarke Genco Mother's Day Memorial Ride:

The Board reviewed the following information: (1) Public Event Application and supporting documentation for the 2nd Annual Christina Clarke Genco Mother's Day Memorial Ride; and (2) Approval letter, dated April 26, 2013, from Police Chief Tingley.

Selectman Crowley Dennis asked if there was a master list of activities or events happening in Medway. Ms. Kennedy responded there was not. Such a listing could be maintained on the Town website or on some kind of electronic bulletin board.

Selectman Foresto moved that the Board approve the event application for the Christine Clark Genco Mother's Day Memorial Ride proposed to be held on May 12, 2013 with the proviso that the conditions set forth in Police Chief Tingley's memo, dated April 26, 2013, are met; Selectman Crowley seconded. No discussion. VOTE: 4-0-0.

Discussion – Casino Inter-municipal Agreement and Selection of Designee:

The Board reviewed the following information: (1) Correspondence, dated April 30, 2013, from Attorney Robert L. Allen Jr. re: FCX Massachusetts LLC.; and (2) Casino inter-municipal agreement.

There was brief discussion on joining the anti-casino group and the benefits of doing so. Chairman Espinosa explained for viewers that the Towns of Hopkinton, Ashland, Holliston and Medway have come

together to deal with the possibility of a casino being located in this area. This group would take a stance that the area is opposed to the casino, at least at the outset.

Brief discussion followed on the wording of a motion that would move the Town forward in this matter.

Selectman Foresto moved that the Town of Medway enter into negotiations to establish an inter-municipal agreement with the communities of Hopkinton, Ashland and Holliston relative to the proposed Milford casino; Selectman Crowley seconded. No discussion. VOTE: 4-0-0.

Selectman Crowley moved that the Board appoint Selectman John Foresto as its designee to the Metro-West Anti-Casino Coalition; Selectman D’Innocenzo seconded. No further discussion. VOTE: 4-0-0.

At this time, discussion began on the text of the agreement. Selectman Crowley expressed concern for the wording on page 2 in paragraph 2 referring to the “lead town”, specifically that if a vote of each selectman of each member town is considered, and that those communities with larger boards may have an advantage. Ms. Kennedy will also remove the reference to the Town of Holliston. It is anticipated that the Board’s designee will be the official representative and will vote the Town’s position in all related matters.

If someone wanted to leave the group as noted in Paragraph 3, it is suggested that the letter be sent to the Board of Selectmen instead of the Steering Committee. Ms. Kennedy explained that the Boards of Selectmen are the authority who enter into the agreements and would therefore be the likely recipient of a withdrawal letter. Discussion followed on how another community could get involved, that communications should go through the Steering Committee and related topics. Ms. Kennedy will send these changes out so there is time to review before the Coalition meeting on May 23. It was further suggested that a link to casino-related materials be placed on the Town’s website for the benefit of residents.

Action Items from Previous Meeting:

Chairman Espinosa reported that the public hearing for the Route 109 Proposed Design was held on May 1 and it went relatively well, moving the project one step closer to happening. Ms. Kennedy noted she heard good comments from many people. Selectman Crowley noted that Medway is still on the TIP for 2016. Brief discussion followed.

Approval of Warrants:

The Board reviewed Warrant 13-45, dated 5/9/13.

Selectman John Foresto, Clerk, read aloud Warrant 13-45, dated 5/9/13, presented for payment:

13-45S	School Bills	\$137,697.59
13-45	Gross Payroll – Town	\$268,829.48
13-45S	Gross Payroll – Schools	\$753,357.96
	TOTAL	\$1,159,885.03

Selectman Foresto moved to approve the Warrant as presented; Selectman D’Innocenzo seconded. No discussion. VOTE: 4-0-0.

Town Administrator’s Report:

Ms. Kennedy announced that the Annual Town Meeting Warrant would be available electronically on the website. Hard copies will be available at the Fire Station, Town Clerk's office, Medway Public Library and the Senior Center. Postcards were sent to 4,671 households announcing the availability of electronic copy and instructions on how to request a hard copy. Ms. Kennedy added that she will also send out a Blackboard message about Special Town Meeting and Annual Town Meeting.

Ms. Kennedy reported that she has issued letters of commendation to two Medway Police officers, Jason Brennan and John McLaughlin. Both of these individuals participated actively in the Boston Marathon situation including time during President Obama's visit through the Friday activities and apprehension of the perpetrator. She publicly praised their efforts, noting she is proud to have those two young men on staff for the Town of Medway.

Regarding the proposed casino in Milford, Ms. Kennedy reported that, in an effort to protect Town interests, she wrote twice to the Milford Applicant who designates the "surrounding communities". A response was received on April 30. The letter indicated the applicant would be presenting a plan to the Town of Milford in June. One point mentioned in the letter was that there will be significant reliance on the existing study instead of securing more information via additional studies. Funding available for communities to assess impacts will be limited. Discussion followed.

Selectmen's Reports:

Selectman D'Innocenzo reported he met with Gale Associates regarding field use and proposed designs. Additionally, he plans to meet with the Open Space Committee about trails and other items that came up in the Recreation survey. They should be close to finalizing information gathering by the end of May.

Selectman Foresto thanked Ms. Kennedy and her team for getting everyone out and organized for Medway's Clean Sweep. Over 250 people came out to participate in the effort. He noted that the group did not cover as much area as they had hoped as there was much more trash to be picked up than anticipated. The Department of Public Services and the recycling center were very helpful. The post cleanup meeting presented some ideas for next year, as well as ways to improve the effort.

Selectman Crowley announced that there are three candidates in the race for Selectman, adding that Candidates Night is tomorrow at Medway High School beginning at 7:30 PM. He noted that Medway 300 Craft Day is this weekend from 10 AM – 5 PM and encouraged viewers to check the Medway 300 Facebook page for a list of all activities.

Chairman Espinosa reported that there is a Leadership meeting tomorrow at which the Service Level Agreement (SLA) will be discussed, as well as the proposed Town solar project with Broadway Electric, status of parking area, the Health Fair, Capital Improvement Planning list, and other topics.

Chairman Espinosa wondered if residents who have to drive into Boston on Town business might be reimbursed for their parking fees, and would like the Board of Selectmen to consider some sort of program. Selectman Foresto expressed concern that it would be difficult for the Town Administrator to prioritize the importance of each attendance at each meeting. Ms. Kennedy noted that expenses such as these would need to be budgeted in order to have a fund for the reimbursements. It is possible that some receipts can be paid by the Planning Board if the meeting is relative to Planning, for example. It is a reasonable request but it has to be supported by the budget. Discussion followed.

Approval of Minutes:

The Board reviewed draft minutes from April 16, 2013.

Selectman Foresto moved to approve the minutes from April 16, 2013, as drafted; Selectman D’Innocenzo seconded. No discussion. VOTE: 3-0-1-- Selectman Crowley was not in the room at the time of the vote.

At 9:10 PM Selectman Foresto moved to adjourn; Selectman D’Innocenzo seconded. No discussion. VOTE: 4-0-0 – Selectman Crowley had returned to the room for the vote.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

1 **Board of Selectmen's Meeting**
2 **May 13, 2013 – 6:30 PM**
3 **Medway High School, Room 111-1**
4 **88 Summer Street**
5
6

7 **Present: Chairman Andrew Espinosa; Glenn Trindade, Vice-Chair (6:37 PM); Selectman Dennis**
8 **Crowley, Selectman Richard D'Innocenzo, Selectman John Foresto, and Town Administrator Suzanne**
9 **Kennedy.**

10
11 Also Present: Melanie Phillips, Finance Director; Sue Ellis, Director, Human Resources; Barbara Saint
12 André, Town Counsel; Tom Holder, Director, Department of Public Services.
13

14 *****
15

16 At 6:33 PM Chairman Espinosa called the meeting to order and led the Pledge of Allegiance.
17

18 **Public Comments:** None
19

20 **At 6:34 PM Selectman Foresto moved that the Board enter Executive Session under Exemption 3 to**
21 **discuss strategy with respect to collective bargaining or litigation if an open meeting may have a**
22 **detrimental effect on the bargaining or litigating position of the public body and the chair so declares**
23 **[Police Union Contract] with the intent to return to public session; Selectman D'Innocenzo seconded.**
24 **The chair so declared. No discussion. ROLL CALL VOTE: 4-0-0 – Crowley, aye; D'Innocenzo, aye;**
25 **Espinosa, aye; Foresto, aye.**
26

27 *****
28

29 Chairman Espinosa reconvened public session at 6:43 PM.
30

31 **Approval – General Obligation Bond -- \$6,250,000 (Middle School and Thayer Projects) – Robert W.**
32 **Baird & Co., Inc.:**

33 *The Board reviewed Bond information from the Finance Director.*
34

35 **Selectman Trindade moved that the Board of Selectmen award the General Obligation Bond for**
36 **\$6,250,000 dated May 15, 2013 to Robert Baird & Co., Inc., Red Bank, NJ with a TIC bid of 2.221337%**
37 **and a premium of \$180,72690; Selectman Foresto seconded. Ms. Phillips explained that the offer**
38 **went to bid on May 8, receiving 7 bids, two from new bidders. There were bids from Florida and New**
39 **York. Responding to a question from Selectman Crowley, \$180,000 will go to pay the borrowing costs,**
40 **and the remainder that belongs to the school project will be used to reduce the debt exclusion. VOTE:**
41 **5-0-0.**
42

43 **Authorization of Chairman to Execute Contract for Household Hazardous Waste Material Collection –**
44 **Clean Harbors, Inc. -- \$10,000:**

45 *The Board reviewed a contract between the Town of Medway and Clean Harbors Environmental Services.*
46

1 Ms. Barbara Saint André, Town Counsel, indicated that there will be a small change to the contract
2 which is why the Board is being asked to authorize the Chairman to sign once the change has been
3 made.
4

5 **Selectman Trindade moved that the Board authorize the Chairman to execute a contract with Clean**
6 **Harbors, Inc. for household hazardous waste material collection in an amount not to exceed \$10,000**
7 **and conditioned upon approval by Town Counsel and the Town Accountant; Selectman Foresto**
8 **seconded. No discussion. VOTE: 5-0-0.**
9

10 **Discussion – Town Meeting Articles:**

11 The Board briefly discussed Town Meeting articles. Ms. Kennedy reported that there have been some
12 minor changes to the wording of the motions, but no changes to any of the dollar amounts. Regarding
13 the article on net metering, there was concern that a Power Purchase Agreement might be proposed
14 instead. Ms. Kennedy cautioned that such a move could be deemed as outside the scope of the article
15 and might require another Town Meeting article/vote.
16

17 At this time, the Board took notes on who would speak to particular articles should further explanation
18 or clarification be necessary. In addition to the Board and Ms. Kennedy, suggested speakers included
19 the Fire Chief, Police Chief, Community Preservation Committee, DPS Director, Economic Development
20 Specialist, and the Planning Board.
21

22 **Upcoming Meetings:**

23 The next regularly scheduled meetings of the Board of Selectmen will be on May 20, 2013, June 3, 2013,
24 and June 17, 2013.
25
26

27 **At 6:54 PM Selectman Crowley moved to adjourn and attend Town Meeting; Selectman Trindade**
28 **seconded. No discussion. VOTE: 5-0-0.**
29
30

31 Respectfully submitted,
32 Jeanette Galliardt
33 Night Board Secretary

Town of Medway
Board of Selectmen's Meeting
May 20, 2013 – 6:00 PM
Sanford Hall
155 Village Street

Present: Chairman Andrew Espinosa, Selectman John Foresto, Selectman Richard D'Innocenzo and Suzanne Kennedy, Town Administrator. Vice-Chair Glenn Trindade and Selectman Dennis Crowley were absent.

At 6:00 PM Chairman Espinosa called the meeting to order and led the Pledge of Allegiance.

Contract for Oakland Well Cleaning – Denis L. Maher Company - \$29,268.00

The Chairman requested a motion on the contract.

Mr. Foresto moved that the Board authorize the Chairman to execute a contract with Denis L. Maher Company LLC for rehabilitation of the Oakland Street well in an amount not to exceed \$29,268. Mr. D'Innocenzo seconded and it was unanimously voted. 3-0-0

At 6:02 PM, Mr. Foresto moved to adjourn. Mr. D'Innocenzo seconded. It was unanimously voted. 4-0-0

Board of Selectmen's Meeting
June 3, 2013, 6:00 PM
Sanford Hall
155 Village Street

Present: Glenn Trindade, Vice-Chair; John Foresto, Clerk; Selectman Dennis Crowley, Selectman Richard D'Innocenzo, Selectman Maryjane White and Suzanne Kennedy, Town Administrator.

Also Present: Will Naser, Principal Assessor.

At 6:00 PM Vice-Chair Trindade called the meeting to order and led the Pledge of Allegiance.

Vice-Chair Trindade welcomed Selectman Maryjane White to the Board, reminding residents they are familiar with Ms. White as Medway's Town Clerk.

Reorganization of the Board (post Town election):

Selectman Foresto nominated Glenn Trindade for Chairman; Selectman D'Innocenzo seconded. Selectman Trindade accepted the nomination. No further discussion. VOTE: 5-0-0.

Selectman Foresto John nominated Dennis Crowley for Vice-Chair; Selectman White seconded. Selectman Foresto accepted the nomination. No further discussion. VOTE: 5-0-0.

Selectman Crowley nominated Richard D'Innocenzo for Clerk; Selectman Foresto seconded. Selectman D'Innocenzo accepted the nomination. No further discussion. VOTE: 5-0-0.

At this time Chairman Trindade announced that tonight's agenda would be shortened due to a casino meeting in Milford. For any residents interested in attending the casino meeting, it would be held at Milford High School beginning at 7 PM.

Public Comments: None.

Authorization of Chairman to Execute Contract for COA Public Nurse Services – Linda Hastings - \$7,000:

The Board reviewed the following information: (1) Memo, undated, from Missy Dziczek, Director, Council on Aging; (2) Scope of services; and (3) Proposed contract.

Ms. Kennedy noted that this is an outgrowth of an existing program grant from the MetroWest Healthcare Foundation. Both the Towns of Franklin and Medway had appropriated sufficient funds to cover this program, and each community has an individual contract with the nurse whose services they share. The funds will come from the operational budget. The nurse spends approximately 5 hours a week at the Senior Center, and, if necessary, appointments can be made.

1 Selectman Foresto moved that the Board authorize the Chairman to execute a contract in the amount
2 of \$7,000 for nurse services provided by Linda Hastings to the Council on Aging through June 30, 2014;
3 Selectman Crowley seconded. No discussion. VOTE: 5-0-0.

4
5 **Adoption – Orders of Street Acceptance for Meadows Subdivision and Claybrook II Subdivision:**
6 *The Board reviewed documents provided by Town Counsel, including proposed votes for Orders of*
7 *Acceptance.*

8
9 Ms. Kennedy stated this is the final step following the Town Meeting vote on street acceptances, noting
10 this is a formal procedure required by the state.

11
12 Chairman Trindade read aloud the **proposed motion** for vote of acceptance as follows:

13
14 ***Order of Acceptance of Wildebrook Road and First Colony Drive***
15 ***in their entirety and portions of Summit Road***
16 ***and Olde Surrey Lane as Public Ways***
17

18 ***WHEREAS, The General Court enacted Chapter 387 of the Acts of 2011 "An Act Relative to***
19 ***Municipal Acceptance of Roads within a Subdivision in the Town of Medway", (hereinafter: Chapter 387),***
20 ***and***
21

22 ***WHEREAS, Wildebrook Road and First Colony Drive in their entirety and portions of Summit***
23 ***Road and Olde Surrey Lane are constructed roads in a residential subdivision shown on a definitive***
24 ***subdivision plan entitled Definitive Subdivision Plan of Claybrook II, Medway, Massachusetts, approved***
25 ***by the Town of Medway Planning and Economic Development Board and recorded at Norfolk County***
26 ***Registry of Deeds in Plan Book 443 as Plan No. 725 of 1996; and***
27

28 ***WHEREAS, the Town of Medway has fully complied with the requirements of Chapter 387 for the***
29 ***municipal acceptance of said roads as public ways; said compliance includes submittal of written***
30 ***certification and plans by the Medway Planning and Economic Development Board to the Medway Board***
31 ***of Selectmen, and the Board of Selectmen holding of a public hearing on May 6, 2013, after having given***
32 ***prior written notice thereof by first class mail, postage prepaid, to the owners of record of each property***
33 ***abutting the roads, as appears from the municipal records, and notice by newspaper publication, and***
34 ***acceptance of said streets by vote under Article 26 of the Town of Medway May 13, 2013 Annual Town***
35 ***Meeting;***
36

37 ***NOW THEREFORE, BE IT ORDERED THAT:***
38

39 1. *The Board of Selectmen of the Town of Medway determines that it is in the*
40 *public interest to accept Wildebrook Road and First Colony Drive in their entirety and portions*
41 *of Summit Road and Olde Surrey Lane all shown on the acceptance plan entitled Town of*
42 *Medway Street Acceptance Plan Claybrook II – Wildebrook Road and First Colony Drive Street*
43 *Acceptance Plan ST-1, ST-1B, and Town of Medway Street Acceptance Plan Claybrook II –*
44 *Summit Road and Olde Surrey Lane ST-2 dated 4-09-2013, prepared by Tetra Tech Rizzo, Inc. of*
45 *Framingham, MA to be recorded herewith, as public ways.*
46

1 2. In accordance with said determination, the Medway Board of Selectmen hereby
2 accepts the following roads shown on said street acceptance plans as public ways with the fee
3 ownership thereof to vest in Town:

4
5 Wildebrook Road
6 First Colony Drive
7 Portion of Summit Road
8 Portion of Olde Surrey Lane
9

10 Together with ownership of the following easements shown on said street acceptance plans:

11
12 20' Wide Drainage Easements
13 Drainage Easements (variable widths)
14 35' wide Drainage Easement
15 25' Wide Drainage Easement
16 Pedestrian Access Easement
17

18 as well as all pipes, structures and other improvements located within said roadways or
19 easements as shown on the street acceptance plans, upon recordation of this Order of
20 Acceptance and said street acceptance plans at Norfolk County Registry of Deeds, as provided in
21 Chapter 387.
22

23 3. The Board of Selectmen directs that this Order of Acceptance, together with the
24 original above-referenced street acceptance plans, be recorded at Norfolk County Registry of
25 Deeds within 30 days of the Town Meeting vote, in accordance with the provisions of said
26 Chapter 387.
27

28 Medway Board of Selectmen
29

30 **Selectman Foresto seconded the motion as read by Chairman Trindade. No discussion. VOTE: 5-0-0.**
31

32 Selectman Foresto read aloud the **proposed motion** for vote of acceptance as follows:
33

34 **Order for Acceptance of Goldenrod Drive and Cardinal Circle as Public Ways**
35

36 **WHEREAS,** The General Court enacted Chapter 387 of the Acts of 2011 "An Act Relative to
37 Municipal Acceptance of Roads within a Subdivision in the Town of Medway", (hereinafter Chapter 387),
38 and
39

40 **WHEREAS,** Goldenrod Drive and Cardinal Circle in their entirety are constructed roads in a
41 residential subdivision shown on The Meadows Definitive Subdivision Plan, approved by the Town of
42 Medway Planning and Economic Development Board and recorded at the Norfolk County Registry of
43 Deeds in Plan Book 456 as Plan #329 of 1998; and
44

45 **WHEREAS,** Town has fully complied with the requirements of Chapter 387 for the municipal
46 acceptance of said roads as public ways; said compliance includes submittal of written certification and
47 plans by the Medway Planning and Economic Development Board to the Medway Board of Selectmen
48 and the Board of Selectmen holding of a public hearing on April 1, 2013, after having given prior written

notice thereof by first class mail, postage prepaid, to the owners of record of each property abutting the roads, as appears from the municipal records, and notice by newspaper publication, and acceptance of said streets by vote under Article 25 of the Town of Medway May 13, 2013 Annual Town Meeting;

NOW THEREFORE, BE IT VOTED THAT:

1. The Board of Selectmen determines that it is in the public interest to accept Goldenrod Drive and Cardinal Circle in their entireties as shown on the above-referenced definitive subdivision plan and also shown on the street acceptance plans entitled "As Built/Street Acceptance Plan – Goldenrod Drive, Medway, Mass." and "As Built/Street Acceptance Plan – Cardinal Circle, Medway, Mass." dated September 5, 2007, revised August 25, 2009, prepared by GLM Engineering Consultants, Inc. of Holliston, MA, to be recorded herewith, as public ways.

2. In accordance with said determination, the Medway Board of Selectmen hereby accepts the following roads shown on said street acceptance plans as public ways with the fee ownership thereof to vest in Town:

Goldenrod Drive, for its entire length
Cardinal Circle, for its entire length

Together with ownership of all of the easements shown on said street acceptance plans, described on said street acceptance plans as:

30' wide utility easement
30' wide drainage easement
20' wide drainage easements
15' wide drainage easements
drainage easements (width unspecified)
20' wide sewer easement
10' wide trail easement

as well as all pipes, structures and other improvements located within any roadway or easement, as shown on the street acceptance plans upon recordation of this Order for Acceptance and said street acceptance plans at Norfolk County Registry of Deeds, as provided in Chapter 387.

3. The Board of Selectmen directs that this Order of Acceptance, together with the original above-referenced street acceptance plans, be recorded at Norfolk County Registry of Deeds within 30 days of the Town Meeting vote, in accordance with the provisions of said Chapter 387.

Medway Board of Selectmen

Selectman D'Innocenzo seconded the motion as read by Selectman Foresto. No discussion. VOTE: 5-0-0.

Annual Report – Veterans' Services Director John Givner:

The Board was in receipt of a report, dated May 30, 2013, from John Givner, Veterans' Agent.

1 This matter was postponed until July.

2
3 **Approval - Massachusetts Water Pollution Abatement Trust (MWPAT) Interim Loan for Community**
4 **Septic Management Program:**

5 *The Board reviewed a document relative to MWPAT loan for community septic management program.*

6
7 Ms. Kennedy recalled that Annual Town Meeting authorized \$200,000 for residents to access funds to
8 assist in repairing or replacing failed septic systems. She noted that the Finance Director has approved
9 the document. Ms. Kennedy reminded the Board that the Board of Health is preparing a set of guide-
10 lines and eligibility criteria for this program, noting that a 2% interest rate will be exacted on each loan.

11
12 Selectman Crowley asked if the success of this program has any impact on the Town's ability to borrow,
13 and also stated that the Board would like to review the eligibility criteria when that information has
14 been prepared.

15
16 **Selectman Crowley moved that the Board of Selectmen approve the Town to issue a bond or bonds in**
17 **an aggregate principal amount not to exceed \$200,000 for a community septic program and that the**
18 **Treasurer be authorized to issue an interim loan note or notes in an aggregate principal amount not to**
19 **exceed \$200,000; that each note be sold to the MWPAT; that the Treasurer is authorized to determine**
20 **the date, the form, the maximum interest rate and the principal maturities of each Bond and Note and**
21 **to execute a Loan Agreement or Agreements with the MWPAT with respect to the sale of the Bonds and**
22 **Notes, such date, form and maturities and interest rates to be approved by a majority of the Board of**
23 **Selectmen and the Treasurer by their execution of the documents. He further moved that all action**
24 **take to date by the Town and its officers and agents to carry out the Project and its financing, including**
25 **the execution of any loan agreement by the Treasurer, are hereby ratified, approved and confirmed;**
26 **that the Treasurer and other appropriate Town officials are each hereby authorized to take any and all**
27 **actions necessary and convenient to carry out the provisions of this vote, including execution and**
28 **delivery of the Loan Agreement and the Project Approval Certificate and Regulatory Agreement relating**
29 **to the Project; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.**

30
31 **Discussion – Inter-municipal Agreement for Anti-Casino Coalition:**

32 *The Board reviewed a Proposed Agreement.*

33
34 Ms. Kennedy reminded the Board that it had previously received a proposed draft of the agreement
35 which was then submitted to the Steering Committee. A number of changes were suggested and
36 reflected in a revised copy. Brief discussion followed. Selectman Foresto reported that the Town of
37 Holliston will be the lead community holding any funds earmarked toward anti-casino efforts. He
38 theorized that residents will want to discuss these efforts with Board members and cautioned that any
39 and all questions should be referred to the Steering committee. It was noted that the other towns have
40 approved this agreement.

41
42 Selectman Crowley expressed concern that the document does not provide for the Town of Medway not
43 being held responsible for any bills that the Town of Hopkinton has incurred on this effort nor does it
44 address that communications should not be sent out on any individual municipal letterhead from a
45 participating community.

46
47 **Selectman Foresto moved that the Board enter into an inter-municipal agreement with the towns of**
48 **Hopkinton, Ashland and Holliston to coordinate efforts to oppose the detrimental effects of casino**

development in the MetroWest region and approve the inter-municipal agreement as submitted in the packet; Selectman D’Innocenzo seconded. No further discussion. VOTE: 4-1-0 – Crowley oppose.

Brief discussion followed.

Annual Committee Appointments:

This matter was postponed to allow the Board members to attend other meetings.

Selectman Foresto reminded the Board that a new committee will need to be created for the Thayer House and briefly listed suggested areas of expertise that would be valuable such as restaurant and management.

Appointment – Debora Trindade – School Building Committee:

The Board reviewed the following information: (1) Email, dated May 24, 2013, from Superintendent Judy Evans; (2) Committee membership list; and (3) MSBA form letter outlining membership designations.

Chairman Trindade announced that Ms. Trindade is his wife, and he would therefore recuse himself from the discussion and vote. He turned the gavel over to Selectman Crowley, Vice-Chair.

Brief discussion followed on the attributes necessary for this position, though the Middle School Renovation Project is nearly complete.

Vice-Chair Crowley moved that the Board appoint Ms. Deb Trindade to the School Building Committee as the Community Member with Architectural, Engineering or Construction Experience for the duration of the Middle School Building Project; Selectman Foresto seconded. No discussion. VOTE: 4-0-1 – Trindade abstain.

Action Items From Previous Meeting:

This matter was postponed until a future meeting.

Approval of Warrants:

Selectman D’Innocenzo, Clerk, read aloud Warrant 13-49, dated 6/6/2103, presented for approval:

13-49P	Gross Payroll Town	\$242,831.19
13-49SP	Gross Payroll School	\$854,641.76
	TOTAL	\$1,097,472.95

Selectman Foresto moved to approve Warrant 13-49 as read; Selectman White seconded. No discussion. VOTE: 5-0-0.

Town Administrator’s Report:

Ms. Kennedy stated that Ms. Affleck-Childs would like to tell the Board about the SolarizeMass project, and a contract will be proposed later this month. A free solar panel system will be available for three years, one of the inducements from the vendor selected by a large number of residents in Medway. The system is proposed to be installed on the roof of the fire station at 44 Milford Street.

Selectmen’s Reports:

1 Selectman White reminded residents of the Medway 300 House Tour scheduled for June 9, noting that
2 some homes will showcase gardens, and others will not. Tickets may be purchased ahead of time.

3
4 Selectman D’Innocenzo reported he met with Gale Associates and the Evaluation of Parks, Fields and
5 Recreational Areas Committee last Thursday, and a preliminary plan has been developed. A finalized
6 plan should be ready in the next few weeks.

7
8 Selectman Foresto had no report.

9
10 Selectman Crowley commended Fred Souza and his committee for the Moving Vietnam Wall that was in
11 Town this past weekend. An estimated 10,000 – 12,000 people visited the wall. He reminded residents
12 that Family Day is approaching. It will be held on June 22 at Choate Park. The Medway 300 Committee
13 is hoping for a turnout of 3,000 – 4,000 people.

14
15 Chairman Trindade congratulated all Medway High School graduates.

16
17 **Approval of Minutes:**

18 Approval of the 2012 draft minutes from January 3, January 17, March 12, March 19, and March 29 were
19 postponed.

20
21 **Next Meeting:**

22 The next Board of Selectmen meeting is Monday, June 17.

23
24 **Executive Session:**

25 **At 6:32 PM Chairman Trindade moved that the Board enter into executive session under Exemption 6 to**
26 **consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting**
27 **may have a detrimental effect on the negotiating position of the public body [Lombard], with no intent to**
28 **return to open session; Selectman Foresto seconded. The Chairman did so declare. No discussion. Roll**
29 **Call Vote: 5-0-0 – Crowley, aye; D’Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye.**

30
31
32 Respectfully submitted,
33 Jeanette Galliardt
34 Night Board Secretary

**Board of Selectmen's Meeting
June 17, 2013 – 6:30 PM
Sanford Hall
155 Village Street**

Present: Dennis Crowley, Vice-Chair; John Foresto, Clerk; Selectman Richard D'Innocenzo (6:33 PM), Selectman Maryjane White and Suzanne Kennedy, Town Administrator.

Absent: Glenn Trindade, Chairman.

Also Present: Melanie Phillips, Finance Director; Tom Holder, Director, Department of Public Services; David D'Amico, Deputy Director, Department of Public Services.

At 6:32 PM Vice-Chair Crowley called the meeting to order and led the Pledge of Allegiance.

At 6:31 PM Selectman Foresto moved that the Board enter into executive session under Exemption 6 to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body [155 Lovering Street, Mayer, 70 Oakland Street], with the intent to return to open session; Selectman White seconded. The Vice-Chair did so declare. No further discussion. Roll Call Vote: 3-0-0 – Crowley, aye; Foresto, aye; White, aye.

Vice-Chair Crowley reconvened the public session at 7:03 PM.

Public Comments: None.

Presentation – Sustainable Watershed Management Initiative – Final Report Draft:

The Board reviewed the following information: (1) Memorandum, dated May 6, 2013, from Kirsten Ryan, Kleinfelder Project Manager; and (2) Sustainable Water Management Initiative (SWMI) Grant Project Update & Stormwater Funding Needs Assessment Overview, dated June 17, 2013.

Present: Kirsten Ryan, Kleinfelder Project Manager; and Rich Niles, Amec Engineering.

Mr. Tom Holder, Director, Department of Public Services, briefly explained that this presentation is a progress update on Phase 1 of the Integrated Water Resources Management Program as well as the SWMI Grant Project. The work has been funded by the \$99,300 SWMI grant.

Ms. Kirsten Ryan stated that the Commonwealth is coming up with new regulations for water supply management, balancing drinking water needs with other ecological concerns for wildlife and habitat. The Town's water supply permit is up for renewal in February 2014. This grant program is designed to help communities manage the costs that will be incurred to comply with the new regulations. Utilizing a

PowerPoint presentation, Ms. Ryan reviewed a variety of topics including options for habitat protection, water conservation, water system management and stormwater management and stormwater utility.

Mr. Rich Niles, AMEC Engineering, noted that stormwater is a significant water resource, and together they are trying to look at management needs as integrated resource management. Existing practices were documented and 50+ options for improvement were evaluated. AMEC is working with Kleinfelder to provide a funding mechanism for the stormwater program. Changes in programs are often driven by changes in regulations and the establishment of a stormwater utility as a funding mechanism can help the Town move forward with the program. Now they are looking for direction from the Board on the next steps and input on future key objectives.

Continuing, Mr. Niles theorized that a lot of people do not understand stormwater and its importance. Stormwater priorities relate to aging infrastructure, affect capacity for future development, and are impacted by regulatory mandates. Referring to the costs sheets, he explained that they worked with the Department of Public Services to come up with the current costs associated with stormwater program needs. Selectman Foresto asked what percentage of the DPS Budget is reflected by this amount. Mr. Niles responded that the amount featured here is currently in the general fund, at roughly 25% of the budget.

Mr. Niles described the functions of a stormwater utility, represented as a cost/fee assigned to a parcel for services provided. It is a different way to pay for the stormwater program, similar to property taxes levied on each property, each property owner paying their fair share. It has the advantages of a use-fee type of assessment. Mr. Niles clarified that not all portions of the program have to be enacted at the same time; for example, some communities may not set up the utility but will do everything else.

At this time, Vice-Chair Crowley informed the presenters that a dog hearing had been scheduled for 7:30 PM, and asked them to remain so that the Board could ask questions.

Dog Hearing – 7:30 PM – Dog Owner: Kevin McGann; Dog: “Cal”:

The Board reviewed the following information: (1) Notice of Selectmen’s Hearing, dated May 31, 2013, with certified mail receipt; (2) Notice of Temporary Restraining Order, dated May 31, 2013; (3) Notice, dated June 3, 2013, to residents of Alder Street regarding June 17, 2013 Selectmen’s Hearing; (4) Timeline of events and supporting documentation submitted by Brenda Hamelin, Animal Control Officer; and (5) Excerpt from MGL Chapter 140, section 157 and Chapter 140, section 136A (definitions).

At 7:30 PM Vice-Chair Crowley read aloud a Notice of Selectmen’s Hearing thereby convening a public hearing for the purpose of considering testimony regarding the dog “Cal” owned by Kevin McCann, 12 Alder Street. At this time the Board of Selectmen would hear testimony from both sides and make a decision as to the disposition of the case, i.e., no action, a temporary or permanent restraining order or euthanasia.

Present: Brenda Hamelin, Animal Control Officer; Kevin McCann, dog owner; Pamela Badger, 8 Blue Ribbon Lane; Alicia Moore, 6 Blue Ribbon Lane;

At this time, Vice-Chair Crowley swore in all persons who planned to give testimony on the incident. He explained the dog hearing process, noting that each person will testify, and the Board will ask questions of all participants, including the owner and Animal Control Officer.

Ms. Brenda Hamelin, Animal Control Officer, stated she learned there was a dog named Cal living at 12 Alder Street when he was deemed missing in early April 2012. Cal went missing again on April 23, 2012. The dog is able to open the back sliding door. At that time, she shared the phone numbers for animal control offices of surrounding communities and the dog was later discovered in Milford. Ms. Hamelin reported that Cal had neither a license nor proof of vaccinations.

She continued to read from her report. Regarding the dog attack reported in January of 2013, Ms. Hamelin stated the photographs did not show it well and indicated there were severe wounds on the hind quarters of the dog that was attacked that took a long time to heal. The owner of that dog was able to describe the dog involved in the attack and was fairly sure where it lived. Ms. Hamelin reported that Mr. McGann had been unresponsive to certified letters and notices to reimburse for veterinary bills associated with the injuries which had been inflicted by Cal.

Ms. Hamelin explained that typically the attacking dog should be placed in quarantine, noting that the quarantine time had already passed and Cal was fine. She noted that Cal was still unlicensed and there was no proof of a rabies vaccination. A letter was sent to the owner in May of 2013, stating these things as well as a reminder of the leash law in Medway. Ms. Hamelin received the green return receipt card on June 6, 2013. Vice-Chair Crowley pointed out that, as Mr. McGann lives with his parents, as property owners, the parents have an interest in this proceeding.

Ms. Hamelin reported that a one-year vaccine means the dog has not been vaccinated or has been unvaccinated for a long time. Mr. McGann did not license the dog until this afternoon.

Selectman White asked Mr. McGann if he was aware of the leash law, to which he responded that he was. Responding to Ms. White's question about licensing, Mr. McGann stated he did know about it, but did not know it had to happen every year.

Referring to the dog attack, Vice-Chair Crowley asked if there were medical bills. Ms. Hamelin responded there were bills of approximately \$1,000 for the dog known as Candy, owned by Pamela Badger. Ms. Moore's dog Shadow suffered no injury. Ms. Badger has paid her bills and has been out that money since January. Ms. Hamelin confirmed that Mr. McGann was indeed legally responsible to pay the medical bills.

Vice-Chair Crowley read from the letter informing Mr. McGann of the temporary restraining order and asked Ms. Hamelin if the conditions specified were followed. She responded that she is only aware of the fact that there have been no additional complaints. Mr. McGann stated the dog has been leashed in the yard, but has not been muzzled.

At this time, Vice-Chair Crowley asked Mr. McGann if he wishes to rebut any of the testimony. Mr. McGann responded that he has left phone messages for the Animal Control Officer, basically playing phone tag. He indicated that they are both busy people. Her assistant did call and leave a message; he returned the call. He further claimed Cal had not been on Route 495 nor had he received the notices referenced. It went back and forth.

Ms. Pamela Badger, 8 Blue Ribbon Lane, described the incident involving her dog, a 40-pound, two-and-a-half year old whippet/shepherd mix, that was on a leash at the time of the incident. "When I turned towards her at the end of the cul-de-sac, I saw this little brown dog coming behind the neighboring homes, and all of a sudden, it attacked the dog, and bit her again. Both hind quarters were bitten. At

that time she pulled her head out of the leash and ran around the end of the house. The little dog was wearing a blue collar and had distinctive markings.” She indicated that the vet was concerned that the puncture wounds indicated such a vicious bite that she was encouraged to contact the police. The police officer took pictures and a statement from her. Ms. Badger reported that her dog has undergone three surgical procedures with five courses of antibiotics. She concluded by stating that her dog is a very gentle and docile dog who is terrified to go out again; this is a very traumatic experience and shocking for the owners.

Selectman D’Innocenzo asked for confirmation of the location. It was noted that Blue Ribbon runs perpendicular to Alder Street, and the attack location was almost at the end of the cul-de-sac, which is not near Alder Street at all. Responding to Selectman D’Innocenzo’s question, Ms. Badger stated the dog Cal chased her dog around the back of the house but left after she chased him away.

Vice-Chair Crowley asked about the second case. Ms. Hamelin responded this was Topper, owned by Mr. John Aviza of 2 Lost Hill Drive, whose medical bills amounted to \$140. Mr. McGann stated that he has received notice that he is responsible for the bills.

Ms. Alicia Moore, 6 Blue Ribbon Lane, stated the incident involving her dog took place on the Sunday of Memorial Day weekend around 5 pm (May 23). She was walking her standard poodle, Shadow, on a short leash and had just passed the McGann residence where she saw Mr. Kevin McGann and his father in the yard. At first she did not see the dog, but heard a shout, and saw the dog coming after them. She stated that the dog circled around, cutting her off from her dog, and went for Shadow’s face. She kicked it in the face, twice, to push it away and her husband got a hold of it. The dog broke loose from her husband’s grasp and attacked their dog. She is not clear on the details as she was paying attention to her own dog. She checked her dog for injuries, and it appeared to be okay. At that time, she heard the owner yell and the dog yelp; Mr. Kevin McGann picked the dog up by the scruff and carried it into the house while it was yelping.

Vice-Chair Crowley asked Mr. McGann if he had any questions. Mr. McGann responded that none of the statements about the kicking were accurate as none of that happened. He indicated he did run out, chased after the dog, circled the dog, but there was no kicking, and her husband did not touch his dog. He stated he grabbed Cal by the scruff and carried him into the house.

Ms. Moore stated that this incident is the second time her dog has been attacked by a McGann dog, but she did not report the earlier one as that dog accidentally got out when a garage door was opened. She noted, however, that she was traumatized by that attack, and “could not walk my dog outdoors for a year and a half. I certainly did kick the dog.”

Vice-Chair Crowley called Mr. McGann back to the meeting table. Mr. McGann stated that Mr. Aviza was the only person he witnessed with his dog, clarifying that he did not see any others. He acknowledged that he sees them walk their dogs on his property, and let their dogs “do their business” on his property. Why couldn’t this have been handled in the neighborhood? In the Aviza incident, Cal got out of his hands and ran after that dog. He ran out of there after him, and made sure there was no injury, and that both the man and dog were okay. Both were fine, and he checked out the dog. “Dogs are dogs, no problem. Dog and owner were both ok, and I told them to let me know if there are any issues.” Then he picked up the letter from the dog officer. He stated he didn’t realize there were issues until then.

Selectman White expressed surprise that he considers himself a good neighbor when he did not have the dog on a leash. Mr. McGann responded that he did not know about the leash law until months afterward. He did not receive the notices until he signed for them on June 6.

Selectman D’Innocenzo asked where the dog is typically housed. Mr. McGann stated that when Cal needs to go out, he is leashed and only walked in the yard. Regarding other dogs in the neighborhood, Mr. McGann stated he has not introduced him to the other dogs in the neighborhood, but he has friends with dogs and Cal has no issues with any of them.

Selectman Foresto commented that Mr. McGann’s lack of respect for the law is disgusting, pointing out that he does not take responsibility for the dog. “You are a dog owner, but you have not been responsible for the dog’s actions.” Mr. McGann responded that this hearing is a waste of time. Vice-Chair Crowley reminded everyone that this is a public hearing, and both sides should have respect for each other. Mr. McGann responded that he does not deny there have been issues.

Vice-Chair Crowley asked Ms. Hamelin for her recommendation. Ms. Hamelin responded that her recommendation is to apply a permanent restraining order for Cal (kept on a 3 foot or shorter leash and not allowed any access to a public way from tether), as well as a muzzle order when he is outside. She noted that the new regulations and state laws are very specific. In the finding of facts, depending on the criteria determined, different punishments are required. In this instance, Cal has been deemed a Dangerous Dog, leaving the Board with only certain options.

Ms. Hamelin added that some new options that Boards may consider include requiring that the dog be permanently identified by microchip, order the owner to obtain \$100k liability insurance, or require the dog be neutered. She reiterated her recommendation of a permanent restraining order, citing Mr. McGann’s lack of responsibility and apparent lack of concern for his neighbors.

Vice-Chair Crowley clarified that this means the dog has to be tethered or on a run of a required tensile strength. When Cal is off the property, he must be muzzled and on a leash shorter than three feet in length. Further, Cal has to be contained in such a way on their property so that he cannot access a public way. If tethered outside, he has to be supervised and muzzled. If he breaks the leash or chews through it, it is possible that he may be able to reach a public way so muzzling is important.

Selectman D’Innocenzo asked if the dog could be in a kennel run instead of being tethered. Ms. Hamelin responded that the kennel wall material has to be buried no less than two feet into the ground and the structure must be roofed. Based on the way the law is written, the dog has to be muzzled inside a locked cage. Mr. McGann asked how the dog can get to food and water if he is muzzled inside the kennel. Ms. Hamelin clarified that if he is inside a suitable kennel, he does not have to be muzzled. If he is on an outdoor run, he must be muzzled. The dog can be without a muzzle if he is contained in an approved kennel structure.

Selectman Foresto asked what happens if the dog is found on the street again. Ms. Hamelin responded that the state law says if the dog is found off the owner’s premises, the dog will be picked up and held for another hearing or if the dog bites again, Animal Control has the right to pick it up and euthanize it.

Vice-Chair Crowley asked Ms. Hamelin if Mr. McGann’s choice of remedy mattered to her. She responded it did not, and would respect whatever solution he chooses. The restraining order goes into effect immediately. He can appeal it but it is still in effect. If Mr. McGann chooses to build a kennel, the

Town would give him two weeks to build it, and keep the dog leashed in the meantime. Mr. McGann asked if the dog has to be muzzled even if he is on a leash. The response was yes.

Regarding hospital bills, there is a state law that declares that Mr. McGann (as the owner of the attacking dog) has to pay the bills. Mr. McGann stated he will reimburse the owner the amount that was paid. Vice-Chair Crowley recommended that Mr. McGann work with the Animal Control Officer to get those bills repaid.

At 8:15 PM Selectman White moved to close the public hearing; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.

Selectman Foresto moved that the Board of Selectmen recommend to the Animal Control Officer that the dog known as "Cal" has been deemed a Dangerous Dog as defined by state statute; Selectman White seconded. No discussion. VOTE: 4-0-0.

Selectman White moved that the dog be muzzled at all times when outdoors, on or off the property and that it be tethered or on a leash at all times when outdoors. Vice-Chair Crowley offered a friendly amendment that Mr. McCann be afforded the ability to kennel the dog without a muzzle, and, further, when the dog comes out of the kennel, he must be put on a 3-foot leash and muzzled. Selectman White accepted the amendment; Selectman Foresto seconded the motion. VOTE: 4-0-0.

A registered letter listing these conditions will be sent to Mr. McCann.

Continuation of Presentation: Sustainable Watershed Management Initiative:

At 8:22 PM Vice-Chair Crowley invited Ms. Ryan, Mr. Holder and Mr. Niles back to the presentation table for questions from the Board.

Selectman D'Innocenzo theorized that this number is before capital improvements have been made. Vice-Chair Crowley emphasized that this program cannot be funded out of the general fund. Mr. Holder responded that they know that the costs are going to increase. The stormwater program is built into the DPS general stormwater fund. By building the stormwater utility into the fund, the funds are set aside so that residents can see how much money is being built up by the user fees. Discussion followed. It is noted that, while taxes could be reduced, it is not likely that will occur.

Vice-Chair Crowley theorized that this is just another unfunded mandate being forced on towns. Mr. Holder responded that they do not know the answers to all questions and would like to spend more time investigating available options, as well as expand the task force. It takes years to adequately prepare for a stormwater program.

Vice-Chair Crowley estimated that the average homeowner has a one-acre parcel with a driveway of 2,000 sq. feet and asked what the associated tax for it would be. He also asked if how they will move forward once the grant funds are expended.

Mr. Holder indicated the task force may be able to put together an article for Fall Town Meeting. The Board asked Mr. Holder to put together a three phase program outline and to include associated costs. Ms. Ryan added that there is talk that there will be another grant coming out.

Mr. Niles emphasized that it is not just a matter of complying with regulations, but also recognizing that aging stormwater infrastructures need to be repaired or replaced. It is about responsible management and being able to meet future water demands. There are legitimate reasons a community should look into improvements aside from the regulations. The next issuance of the draft regulations will be toward the end of this year, effective sometime in the spring. Ms. Ryan noted that the Massachusetts draft should look very similar to the New Hampshire draft that was issued a short time ago. The EPA's struggle is with developing a scheduled which can be adhered to. Selectman D'Innocenzo summarized that the first five years of the permit requires a lot of planning and strategizing. This is the time to enhance the existing program to figure out what to do to meet those obligations.

Vice-Chair Crowley asked if the federal government might offer financial assistance or low/no interest loans to help towns with this obligation. Ms. Ryan responded that there may be some zero-interest SRF loans provided for nutrient management. Ms. Kennedy stated that, by being in position to move forward, the Town may be eligible for zero-interest loans. Vice-Chair Crowley continued, stating that the Town has problems with the sewer infrastructure, and wondered if that will be weighed against other projects that also need funding.

Ms. Kennedy asked the Board how it wished to proceed. Vice-Chair Crowley stated he would like to have Mr. Holder come back with more information. Mr. Holder responded that this program has been evaluated as a concept; now they need to get more details, begin public outreach and slowly gather information.

Selectman Foresto asked about the magnitude of the costs. Mr. Niles responded that the potential impact for a residence or business would be based on a program cost of \$900,000, housing stock, level of town services, and other factors. Mr. Holder reported that funding mechanism would also need to be determined. This matrix shows all the next steps that need to happen. Vice-Chair Crowley suggested that the matrix be broken down by residential factor or business factor in order for a resident to be able to relate to it. Discussion followed on the funding mechanism. Selectman Foresto added that the Town's job in the next six months is to educate the community in order to make an informed decision about what to do. Only five communities in Massachusetts currently have stormwater management plan. Ms. Ryan stated that the EPA will not likely back off, especially for phosphorous removal or reduction, but communities may be given a time extension for implementation. Soon analysis of soils and other deposits of phosphorous will begin. A member present suggested doing what is known as a Dow Jones analysis with a small cross-section example.

Ms. Kennedy suggested the group come back to a meeting in several weeks.

Approval – Transfer from Building and Human Resources Budgets to Elections Supplies Budget, \$1,500:
The Board reviewed a document entitled Town of Medway – Board of Selectman & Finance Committee Budget Transfer Request.

Ms. Kennedy reported that the tables presently used for elections are very heavy and cumbersome. DPS spends a lot of time setting them up and moving them from place to place. The suggested tables are lightweight and will be more efficient. The heavy tables will be repurposed to other facilities in Town. At this time, Selectman White, who also serves as Medway's Town Clerk, recused herself from the discussion and vote.

Selectman Foresto moved that the Board approve the transfer of \$750 from both the Building Inspections Supplies account (No. 01241002-5400) and the Human Resources Supplies account (No. 01125002-5400) to Elections Supplies account (No. 01161002-5400) to allow for the purchase of tables to be used during elections; Selectman D’Innocenzo seconded. No discussion. VOTE: 3-0-1 -- White abstain.

Approval to Authorize Treasurer to Seek DOR Approval for Deficit Financing BAN, \$350,000:

The Board reviewed a letter, dated June 17, 2013, to the Massachusetts Department of Revenue.

Selectman Foresto moved that the Board authorize the Treasurer-Collector to seek approval from the Massachusetts Department of Revenue relative to deficit financing Bond Authorization Note of \$350,000; Selectman D’Innocenzo seconded. No discussion. VOTE: 4-0-0.

Approval – Executive Session Minutes (June 3, 2013) and Release of Right of First Refusal, Lombard Farm:

The Board reviewed the following information: (1) Executive Session Minutes (draft), June 3, 2013: and (2) Decline of Right of First Refusal [not yet received from petitioner’s counsel]. It is noted that the Board may vote on the matter with document execution to follow.

Ms. Kennedy reminded the Board that it had made a decision in Executive Session, and it is required that the decision be announced by the Board in open session.

Selectman Foresto moved that the Board decline the Right of First Refusal for the property on Oakland Street shown as Lot #2 on the Plan entitled “Land Court Plan of Land in Medway, Massachusetts” prepared for J. Scott Lombard dated February 11, 2013 by Schofield Brothers of New England, Inc., filed with the Norfolk Registry as Plan 43332-B, and further, that the Board approve the release of meeting minutes associated with the Executive Session held on June 3, 2013; Selectman White seconded. No further discussion. VOTE: 4-0-0. It is noted that there were no corrections or changes to the minutes.

Approval – Ride for Food Benefit, Sept. 15, 2013:

The Board reviewed the following information: (1) Correspondence, dated May 8, 2013; (2) Approval memorandum, dated May 31, 2013, from Police Chief Tingley; and (3) Certificate of insurance related to Bicycle Ride Directors Association.

Selectman Foresto moved that the Board approve the Bicycle Ride for Food planned route through Medway on September 15, 2013 with the caveat that all conditions set forth in Chief Tingley’s memo of May 31, 2013, are met; Selectman D’Innocenzo seconded. No discussion. VOTE: 4-0-0.

Approval – CF Cycle for Life, Oct. 5, 2013:

The Board reviewed the following information: (1) Correspondence, dated May 23, 2013, from Theresa Waite, Sr. Director of Development for Cystic Fibrosis Association; (2) 2013 65-mile CF Cycle for Life route outline; and (3) Approval memorandum, dated May 31, 2013, from Police Chief Tingley.

Selectman D’Innocenzo moved that the Board approve the CF Cycle for Life Bicycle Ride planned route through Medway on October 5, 2013 with the caveat that all conditions set forth in Chief Tingley’s memo of May 31, 2013 are met; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.

Approval – One-Day Entertainment License for Medway 300 Family Day, June 22, 2013:

The Board reviewed the following information: (1) Application for Exhibition, Show or Amusement License – Live Entertainment, dated May 20, 2013; and (2) Email, dated May 28, 2013, from Police Chief Tingley.

Selectman White moved that the Board approve the One-Day Entertainment License for Medway 300 Family Day on June 22, 2013 with the caveat that police details (number still to be determined and approved by Police Chief Tingley) will be hired; Selectman D’Innocenzo seconded. As a friendly amendment, it was suggested that five (5) details be required for the event; amendment accepted. No further discussion. VOTE: 4-0-0.

Approval – One-day Liquor License for Medway Community Farm’s Farm to Fork Dinner, August 19, 2013:

The Board reviewed the following information: (1) Application for Special One-Day Liquor License, dated May 24, 2013; (2) Correspondence, dated June 10, 2013, from Police Chief Tingley; and (3) Additional approvals from Fire, Building and Board of Health.

Selectman Foresto moved that the Board approve the Special One-Day Liquor License for Medway Community Farm’s Farm to Fork Dinner on August 19, 2013 with the caveat that the conditions specified in Chief Tingley’s memo are met; Selectman White seconded. No discussion. VOTE: 4-0-0.

Action Items from Previous Meeting:

The Board had for its review the current Action Items List.

This matter was postponed.

Approval of Warrants:

The Board reviewed Warrant 13-51.

Selectman D’Innocenzo, Clerk, read aloud Warrant 13-51, dated 6/20/13, presented for approval as follows:

Town Bills	\$ 29,042.42
Gross Payroll Schools	\$ 282,635.65
Gross Payroll Town	\$ 876,071.12
TOTAL	\$1,187,749.19

Selectman Foresto moved that the Board approve Warrant 13-51, as read; Selectman White seconded. No discussion. VOTE: 4-0-0.

Town Administrator’s Report:

Ms. Kennedy reported that Medway was one of very few communities selected to participate in a Solarize program. Dan Hooper hosted the kick-off meeting on June 5, where 60 people attended to learn more about the program. While there are currently no active applications, an aggressive outreach effort is underway, including a dedicated website – www.solarizemedway.org. Kent Scott has been asked to host a talk, as well as staff a booth at Medway Family Day. An announcement will also go out with tax bills. A 10KW solar system is being proposed for the Fire Department Buildings, and the agreement is in process. Ms. Kennedy stated that the program hopes to get ten or twenty families interested in solar panels.

Ms. Kennedy announced that there will be another meeting of the collaborative MetroWest Coalition against the Milford Casino on June 20.

Selectmen's Reports:

Selectman White reminded everyone of the upcoming State Election on June 25 at the Middle School. Polling hours are from 7 AM to 8 PM.

Selectman Foresto invited Board members to participate in anti-casino activities, noting that the group meets every Wednesday at Milford Town hall at 6 PM. Communities can still join the other four towns, but the new members will not be voting members of the coalition.

Vice-Chair Crowley announced that Family Day in conjunction with the Medway 300 celebration is Saturday, June 22. A series of events is planned for 11 AM to 6 PM, including a racing track, climbing wall, face painting, games for kids, geocaching, and a dunk tank featuring Town officials. As there is limited parking, residents are encouraged to use the shuttles from the high school.

Review – Regulatory Agreements:

Ms. Kennedy reported that these documents were delivered late this afternoon. The proponent had worked on this agreement through his lawyer and received preliminary approval, explaining that this was a regulatory agreement relative to affordable housing units in the Williamsburg Condominium Project. It was noted that Town Counsel recommends that the proponent will want to have Certificates of Occupancy issued in order to allow sales of two units as soon as possible. Ms. Kennedy suggested that she provide the Board with a PDF copy and, if necessary, hold a special meeting to review them.

Vice-Chair Crowley stated he would like to have a sign-off from the Affordable Housing Trust and the Planning Board. Ms. Kennedy advised that, legally, there is no need for it, but they have significant experience in these matters. She asked if it would be acceptable for two representatives from each group attend that meeting. The state agencies have yet to sign off. Vice-Chair Crowley expressed his displeasure with the manner in which this process was being pushed through.

Discussion followed on vacations and the ability to meet; four members of the Board would need to be present. Vice-Chair Crowley noted that he believed there would be a presentation of some sort before receiving any documents.

Approval of Minutes:

The Board had for its review draft minutes from meetings held on January 3, 2012; January 17, 2012; March 12, 2012; March 19, 2012; and March 29, 2012.

Review of the meeting minutes was postponed.

Warrant for Special State Election

Per State Law, Vice-Chair Crowley read aloud the Warrant for the Special State Election scheduled for June 25, 2013 during which voters will choose a Senator in Congress in the Commonwealth of Massachusetts.

It was announced that an Emergency Transfer from the Finance Committee Reserve Fund was approved by the Finance Committee on June 11.

**At 9:05 PM Selectman Foresto moved to adjourn; Selectman D’Innocenzo seconded. No discussion.
VOTE: 5-0-0.**

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

**Board of Selectmen's Meeting
June 24, 2013, 7:00 PM
Sanford Hall
Town Hall, 155 Village Street**

Present: Glenn Trindade, Chairman; John Foresto, Clerk; Selectman Richard D'Innocenzo; and Selectman Maryjane White. It is noted that Suzanne Kennedy, Town Administrator, participated remotely.

Absent: Selectman Dennis Crowley.

Also Present: Melanie Phillips, Finance Director; Tom Holder, Director, Department of Public Services; David D'Amico, Deputy Director, Department of Public Services; Susy Affleck-Childs, Planning and Economic Development Coordinator.

At 7:00 PM Chairman Trindade called the meeting to order and led the Pledge of Allegiance.

Public Comments: None

Approval – Treasurer to Seek Dept. of Revenue Approval for GE Master Vehicle Lease - \$132,948:

The Board reviewed a copy of certified vote of Town Meeting and statement of authorization of Treasurer to execute lease.

Mr. Tom Holder reminded the Board that an article passed at 2012 Annual Town Meeting allowing the purchase of a vehicle by lease. The annual lease payment will be paid from Chapter 90 funds, which is acceptable as the equipment will be utilized for road maintenance. Ms. Melanie Phillips, Finance Director, explained that because it is lease financing, it is considered borrowing and needs Department of Revenue approval. Mr. Holder added that the vehicle (truck) has been approved by the Department of Transportation, as well. This is a special deal because the vehicle was built according to the department's specifications. The duration of the lease-to-own program is five (5) years.

Selectman Foresto moved that the Board authorize the Treasurer to execute and deliver the Lease Agreement and all related documents executed in connection with the lease-purchase of the equipment, but with such changes, modifications, additions or deletions therein as shall to her seem necessary, desirable or appropriate; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.

Selectman Foresto thanked Mr. Holder and the Department of Public Services for their help in making Family Day a success, noting that he checked Choate Park this morning and it was completely cleaned up.

Discussion/Approval – Local Initiative Program – Regulatory Agreement and Declaration of Restrictive Covenants for Ownership Project – Williamsburg Condominium Corporation:

The Board reviewed the regulatory agreement.

Present: Paul Yorkis; Susy Affleck-Childs, Planning and Economic Development Coordinator; John Emidy, Building Inspector.

Selectman Foresto moved that the Board authorize the Chairman to execute the Regulatory Agreement and Declaration of Restrictive Covenants pertinent to the Williamsburg Condominiums, subject to Planning and Economic Development Board approval of the modification at its meeting on June 25, 2013 and subsequent DHCD approval and recording at the Registry of Deeds. Certificates of Occupancy will be held until these conditions are met; Selectman White seconded. No discussion. VOTE: 4-0-0.

Mr. Paul Yorkis expressed concern that waiting to collect all the signatures will delay the process. Ms. Kennedy advised the Chairman to sign off this evening, and Ms. Affleck-Childs can take the documents to the Planning Board's meeting on the 25th. If approved, Mr. Yorkis will collect the documents from her on Wednesday morning to have the documents recorded at the Registry and delivered to the Department of Housing and Community Development.

After leaving the meeting, Mr. Yorkis re-entered it to report that the Building Inspector has some concerns surrounding the Certificates of Occupancy and he would like to speak with Town Counsel. After discussion with the Town Administrator, it was determined the issue should be easily rectified.

Discussion/Vote – Mass. State Lottery Commission's Granting of a KENO License to NWG Automotive Repair:

The Board reviewed a letter, dated June 12, 2013, from the Massachusetts State Lottery Commission.

Ms. Karen Kisty, Operations Manager, stated NWG Automotive Repair is in good standing with the Town. Brief discussion followed on the business and its operation. Ms. Susy Affleck-Childs, Planning and Economic Development Coordinator, stated that a convenience store has been added to the location, noting that the Building Inspector has determined that such a store was an allowable use and approval by the Planning Board was not necessary. Selectman White asked if there were other Keno locations in Town. Selectman Foresto answered that Keno is available in some restaurants and bars. It was noted that this kind of Keno game may be the kind where tickets can be purchased and later checked online after leaving the premises.

Selectman Foresto moved that the Board not respond to the letter from the Lottery Commission which indicates that "no action" will be deemed an approval; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.

Authorization of Chairman to Execute Contract with PGC Associates for Consulting Planning Services:

The Board reviewed a proposed contract.

Ms. Susy Affleck-Childs explained that the Planning and Economic Development Board and the Town Administrator would like to have a new three-year contract for grant writing services. Small increases in fees are outlined in the contract (\$90/hr to \$95/hr). She clarified that this contract is for "on call" services for several Town departments and boards, not just the Planning and Economic Development Board.

Selectman Foresto moved that the Board authorize the Chairman to execute a contract with PGC Associates for consulting planning services; Selectman White seconded. No discussion. VOTE: 4-0-0.

Authorization of Chairman to Execute Contract with Sundial/Second Generation for Solar Energy Services – System Installation at Fire Station #1 Roof:

The Board reviewed a proposed contract.

Ms. Susy Affleck-Childs explained that this is part of the SolarizeMass Program. This is a small rooftop system being donated to the Town. Several venues were considered before selecting the Fire Station. It is a licensing agreement, not a lease which would require Town Meeting approval. This solar installation is a way of demonstrating how these types of services work; it operates as a marketing tool, and the Town reaps the benefit.

Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Sundial, LLC/Second Generation for the donation of electricity services to the Town which will be generated by a solar photovoltaic system to be installed, owned, operated and maintained by Sundial at certain Medway premises; Selectman White seconded. No discussion. VOTE: 4-0-0.

At the end of the 3-year agreement, the Town will own the system.

Selectman Foresto complimented Ms. Affleck-Childs for her efforts in chairing a meeting between the Energy Commission and the Planning Board to find ways to encourage energy-saving endeavors for both the Town and residents.

Approval of Warrants:

The Board reviewed Warrant 13-52, presented for approval.

Selectman D’Innocenzo, Clerk, read aloud Warrant 13-52, dated 6/27/13, presented for approval, as follows:

13-52	Town Bills	\$477,230.24
13-52S	School Bills	\$327,694.47
	TOTAL	\$804,924.71

Selectman Foresto moved to approve the Warrant as read; Selectman White seconded. No discussion. VOTE: 4-0-0.

Authorization of Chairman to Execute Contract with Briggs Engineering and Testing for Quality Assurance Services Related to the Thayer Construction Project

This matter was deleted from the agenda prior to the meeting.

At 7:28 PM Selectman Foresto moved to adjourn; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

**Board of Selectmen's Meeting
July 15, 2013 – 6:00 PM
Sanford Hall
155 Village Street**

Present: Selectman Glenn Trindade, Chair; Selectman Dennis Crowley (6:10 PM), Vice-Chair; Selectman Richard D'Innocenzo (6:30 PM), Clerk; Selectman John Foresto, Selectman Maryjane White and Suzanne Kennedy, Town Administrator.

Also Present: Tom Holder, Director, Department of Public Services; David D'Amico, Deputy Director, Department of Public Services; Sue Ellis, Human Resources Director; John Givner, Veterans' Agent; Claire O'Neill, Economic Development Specialist.

At 6:00 PM Chairman Trindade called the meeting and led the Pledge of Allegiance.

At 6:01 PM Chairman Trindade moved that the Board enter into executive session under Exemption 6 to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body [Mayer], with the intent to return to open session; Selectman Foresto seconded. No discussion. Roll Call Vote: 3-0-0 -- Foresto, aye; Trindade, aye; White, aye.

At 6:13 PM Chairman Trindade reconvened public session.

Public Comments: None.

Discussion – Town Administrator Search:

Present: Sue Ellis, Human Resources Director.

For the benefit of viewers, Chairman Trindade explained that Ms. Kennedy will be retiring in July of 2014 and the Town needs to begin the search process for a new Town Administrator. Ms. Sue Ellis, Human Resources Director, stated she is now seeking guidance on how the Board of Selectmen would like her to proceed in this matter.

Ms. Ellis distributed a handout on the recruitment services of the Collins Center. This group has worked with the communities of Dracut, Burlington, Framingham, Chatham, Plymouth, Sherborn and South Hadley in similar recruitment endeavors. She asked the Board to consider who it wants on the search committee, the number of people and the availability of potential members. She suggested that the recruitment service can meet with the Board beforehand, noting that the handout references the work they did for the community of Topsfield when they worked with them. Mr. Richard Kobayashi has offered to come to a meeting in October.

Selectman White indicated she believes using this service is a good idea; Selectman Foresto concurred. The Board asked her to put together a general timeline of all necessary steps. Selectman Crowley suggested having the representative meet with the Board in September in case the Board decides it wants to go a different direction. He also asked if the Town Charter specifies who makes the decision in this matter. Ms. Ellis responded that a selection committee would narrow the pool of candidates down to three or four individuals and then the Board of Selectmen would make the final decision. Selectman White noted this is the same process that was followed in the past.

After brief discussion, it was decided the representative would be invited to meet with the Board in September. Chairman Trindade asked all parties to begin thinking about qualifications as well as salary range. It was noted that \$14,000 has been set aside for the search costs. Discussion followed on overlapping Ms. Kennedy and the new Town Administrator by a month and whether that salary was included in the FY14 budget.

Ms. Kennedy stated she does not think a month of overlap is necessary, having had the experience herself before. She pointed out that the Town will be choosing someone with the skills and experience to do the job, making an overlap unnecessary. Chairman Trindade stated he spoke with representatives from two communities who used the Collins Center for recruitment and recommended them. He suggested a few days of overlap could not hurt.

Chairman Trindade noted that the Board should consider how broad the search should be. Ms. Kennedy noted that salaries are competitive so that should be considered as well. Chairman Trindade summarized as follows:

- 1- September – meet with a representative from the Collins Center;
- 2- Consider who should serve on the search committee; and
- 3- Get the timeline in place

Responding to a question from the Board, Ms. Ellis stated money for advertising may be included in the cost, but she will check for certain. Chairman Trindade asked for a list of the communities served as he can touch base with them. It was noted that if additional money is necessary for the search process, it could be included at Fall Town Meeting.

Discussion – Redevelopment Authority, Claire O'Neill, Economic Development Director:

The Board reviewed the following information: (1) Memorandum, dated June 11, 2013, from Claire O'Neill, Economic Development Director; (2) Sample notice to residents; and (3) Document entitled Medway Redevelopment Authority – Sample 5 Month Plan.

Ms. Claire O'Neill directed the Board's attention to a document in the meeting packet that discussed the next steps for a redevelopment authority including identifying candidates to appoint, holding the first organizational meeting and submitting appropriate documentation to the state. She included a brief timeline with recommendations including advertising locally as soon as possible. Local advertisement would include announcements via local cable access, email blast, and other means to solicit members. Letters of interest will be reviewed by staff, some interested parties would be selected for interview and, lastly, appointments would be made. Then the Town Administrator, Town Counsel and other individuals should meet to determine procedural steps going forward.

Selectman Crowley inquired about expenses for a recording secretary. Ms. O'Neill thought staff would handle it in the beginning. Ms. Kennedy pointed out that there is nothing in her budget for secretarial support. Discussion followed.

It was noted that the state appointment may not happen quickly, and could take over a year. There is a difference between how a redevelopment authority operates in cities versus towns. In a city, the mayor makes the appointments, while a town administrator can appoint members only for the first year; after the first year, they are elected. Discussion followed on elections and appointments in general. Selectman White suggested that Ms. O'Neill check with those communities that have redevelopment authorities to learn whether there are open seats or if people are eager to be appointed.

Ms. O'Neill concluded by stating authorization was sought at Town Meeting in May, some of the setup work is being undertaken and a more defined plan could be presented at the Fall Town Meeting.

Annual Report—Veterans' Services Director John Givner:

The Board reviewed a document, dated May 30, 2013, entitled "Veterans' Director Activity Report/Portions of FY2012 and FY2013".

Ms. Kennedy reminded the Board that this matter has been rescheduled from a previous meeting, and some of the information in his report may be a little dated. Mr. John Givner, Veterans' Services Director, briefly reviewed how the Veterans District was formed, noting that the district approval expires at the end of 2014. Shortly before the expiration the District has to determine that all participating towns want to continue, and apply to serve as a district for another two years. Next he reviewed some of the projects that have taken place, including working with two interns and other people, home visits, and office hours.

Mr. Givner reported he has made 23 home visits since he came to Medway. He would like to be able to better determine widow status as that is not data captured on regular census forms. Fifty-five widows have been identified and they would be entitled to benefits. Approximately \$40,000 is paid out to recipients, and he estimates that 20-25% of it is spent locally. Chairman Trindade suggested there could be an outreach via the senior center to help determine widows.

Mr. Givner complimented the Memorial Committee in identifying as many veterans as possible for inclusion on the military memorials. He takes turns with another agent to attend parades and ceremonies for Veterans Day and Memorial Day.

Selectman Foresto wondered why Medway has a high percentage of veterans compared to its population. Mr. Givner suggested that could be because of a good informal network among veterans in the area. Discussion followed. His goal going forward is to identify more widows and to increase outreach to develop a more vibrant understanding of the services here.

Selectman Crowley theorized that a very active VFW may contribute to the increase in both area veterans and subsequent benefits. He added that Mr. Givner's report featured the most information on veteran services and benefits that he has ever seen.

Discussion – Single Stream Automated Recycling:

The Board reviewed a document entitled FY15 Projected Program Costs v. FY15 Estimated Program Costs – Automated System.

Present: Tom Holder, Director, Department of Public Services.

Mr. Holder briefly reported on recent efforts to convert the way the Medway trash program has been handled, noting that he believes it is time to transition to an automated single-stream operation. Other communities have been making the change. He has been talking to those communities to see how it is going, lessons learned, etc.

There is an initial increase in cost for the program due to the cost of the carts themselves. The program will require 4,000 each of recycling and trash carts. The proposal is for three years, with that cost amortized over the three years after which time the Town would own the carts. The Department of Public Services has applied for a grant with MassDEP on June 12, which would refund the money spent on the carts. Should a bin "disappear" from a residence, it can be located as they are outfitted with a microchip.

Selectmen Foresto asked if residents would still use the yellow bags along with the trash cart. Mr. Holder responded that once a Pay-As-You-Throw program is established in a community, it is not in the best interests of the community to relinquish it. Some associated programs require that the community be a Pay-As-You-Go community or it may not be eligible for many grants. It was noted that the truck has a camera to see whether the yellow bags are being used before the cart is dumped. A fine structure could be set up. Selectman Foresto expressed concern that this could reduce recycling. Discussion followed.

Mr. Holder stated that he anticipated that the program would start with the next budget cycle as the current contract ends June 30, 2014. By November of this year, the Town needs a commitment so that the vendor can build a truck for the Town. He suggested that additional discussions should occur.

Chairman Trindade recommended that Mr. Holder prepare a timeline, list of pertinent issues and associated steps with this program along with any other alternatives the Town might consider.

Selectman Crowley stated he would like a separate meeting for this discussion. Mr. Holder asked if he could invite a representative from a vendor.

Chairman Trindade summarized as followed:

- 1- Mr. Holder provide a potential timeline;
- 2- Schedule a meeting for further discussion, bring vendor, someone from DEP (maybe September);
- 3- Get someone from a neighboring community on how the program is working; and
- 4- Any additional documentation on available grants

Responding to a question from the Board, Mr. Holder stated that, for large bulk items to be picked up, a separate pickup would have to be scheduled. Large items will likely not be able to be picked up by the automated truck.

Mr. Holder stated he would like to reach out to the community November through June if the decision to move forward with the program is made, noting he would publicize it to the residents and develop a list of FAQ's that will answer many questions.

Authorization of Chairman to Execute Contract for Engineering and Testing Services relative to Thayer Property – Briggs Engineering and Testing Services, \$5,000:

The Board reviewed a contract between the Town and Briggs Engineering and Testing Services, a Division of PK Associates, Inc.

Selectman Foresto reported that the engineers needed to test the cement, rebar, steps and other structural components from a structural strength perspective. He noted that the required funds are in the project budget. The work has been done, and the OPM has been overseeing the process.

Selectman Foresto moved that the Board authorize the Chair to execute the contract with Briggs Engineering and Testing Services relative to the Thayer redevelopment project in an amount not to exceed \$5,000; Selectman Crowley seconded. It was noted that Town Counsel has reviewed the contract. VOTE: 5-0-0.

Authorization of Chairman to Execute Contract for Chicken Brook Sewer Rehabilitation – New England Pipe Cleaning, \$139,683.40:

The Board reviewed the following information: (1) Memorandum from Tom Holder, DPS Director, dated July 9, 2013; (2) Memorandum from Haley and Ward, Inc. dated June 21, 2013 containing bid results; and (3) Contract between the Town and New England Pipe Cleaning Co.

Mr. Tom Holder reported that there were two bidders on this project. There was \$200,000 budgeted for this. He noted that Haley and Ward will have some contracted engineering services paid out of the \$200,000 but the contract came in significantly lower than anticipated. Responding to a question from Selectman Crowley, Mr. Holder stated Town Meeting action will be necessary to repurpose any surplus that might remain in the fund at the completion of the project. Discussion followed. Mr. Holder concluded by stating that the project will take a couple of weeks to complete, estimating that if it is approved tonight, it could be done in August.

Selectman Foresto moved that the Board authorize the Chair to execute the contract with New England Pipe Cleaning relative to the Chicken Brook Sewer Rehabilitation project in an amount not to exceed \$139,683.40, subject to approval by the Town Accountant; Selectman D’Innocenzo seconded. It was noted that Town Counsel had approved the contract. VOTE: 5-0-0.

Update—Brentwood Project:

Mr. Holder reported that FEMA has to approve the procedural steps, as well as some of the work. A meeting was held with the Conservation Commission last week to finalize some conservation issues, and there are still a couple of easement issues to work out. He indicated he will need to request a time extension as the original deadline was April 2014.

Update -- Route 109 Design Project:

Mr. Holder reported good comments and questions were received at the 25% design hearing. He will be working with a Right-of-Way team at MassDOT due to large number of utility poles, stone walls and trees that will have to be addressed during the project. There will be a letter signed by the Parks Commission regarding the entrance to Choate Park and its relationship to activities there.

Discussion followed on whether motorists would use the entrance to Choate Park as a short cut to Oak Street and, if so, traffic-calming measures that could be used. It was noted that it is already used as a cut-through, and no one wants that to become more of a situation than it already is.

It was suggested that the committee should be meeting on a monthly basis. Mr. Holder cautioned that doing so may not be practical, noting that the committee's mission was theoretically over when the 25% design point was reached. Selectman Crowley noted that the Board needs to appoint someone from the Board of Selectmen as liaison on the committee. Mr. Holder noted there is value in keeping the committee together to continue with outreach and focus on the amenities such as street lighting and other things.

Selectman Foresto moved that the Board appoint Selectman Dennis Crowley as liaison to replace Andrew Espinosa on the Route 109 Design Committee; Selectman White seconded. Selectman Crowley agreed to serve on the committee. VOTE: 5-0-0.

General Update – Department of Public Services:

Selectman Crowley wanted to publicly thank the DPS staff for its help on Community Day.

At this time, Selectman Crowley asked for an updated list of street projects. Similarly, he asked if there was an update on Chapter 90 funds from the state.

Authorization of Chairman to Execute Amendment to Contract for Demand Response Services –

GATRA:

The Board reviewed an Amendment to the contract between the Town and Greater Attleboro-Taunton Regional Transit Authority, dated 7/1/2013.

Present: Missy Dziczek, Director, Council on Aging.

Ms. Dziczek briefly explained that there has been a change in the insurance coverage. The Council on Aging used to insure the vehicles, but now GATRA will handle it on their end. Brief discussion followed.

Selectman Foresto moved that the Board authorize the Chair to execute the amendment to the contract with GATRA, as outlined; Selectman D'Innocenzo seconded. Selectman Crowley expressed concern for the future of this program if the Transportation Bill does not pass as it might lock the Town into an agreement for a program that would not be funded. Discussion followed. It was noted that there is a glitch in federal funding, but this would be handled through the cherry sheet. The state budget has been approved, but not signed. VOTE: 4-1-0 -- Crowley clarified that his opposing vote was not against GATRA but against the state.

Approval – Mass in Motion Wellness Grant – MA Department of Public Health, \$10,000:

The Board reviewed the following information: (1) Memorandum to Board of Selectman from Stephanie Bacon, Health Agent, Dated July 2, 2013; (2) Notice of Grant Award, dated July 2, 2013; (3) Grant application documents, dated February 26, 2013; (4) Associated Inter-municipal Agreement between the Town of Ashland and the Town of Medway, dated June 26, 2013.

Present: Stephanie Bacon, Health Agent.

Ms. Bacon stated that, when considering a community as a whole, over 25% of school age children are considered to be obese. People who live closer to grocery stores fare better because those closer to convenience stores tend to favor snack foods. This grant would provide funding that would allow the Board of Health to approach restaurants and small food retailers to consider healthier options for their

patrons. She listed displaying a bowl of oranges next to a package of potato chips as an example of offering options.

Ms. Kennedy advised that the motion should not be the one that is suggested as Town Counsel has not yet reviewed the agreement, and asked that the Board vote on that at a later date.

Selectman Foresto John moved that the Board of Selectmen approve the Mass in Motion Wellness Grant in the amount of \$10,000; Selectman White seconded. No discussion. VOTE: 5-0-0.

[It is noted that Selectman D’Innocenzo left the meeting room at 7:55 PM and returned at 8:00 PM.]

Approval – Third Amendment to LLB Architects Contract for Thayer Property, \$6,640:

The Board reviewed the following information: (1) Memorandum from Architectural Consulting Group, LLC, dated June 20, 2013; and (2) Third Amendment to the contract between the Town and LLB Architects.

This expense is for hazardous waste removal, and the funds will come out of the contingency fund. It was noted that the amendment contains a letter from LLB Architects in which it outlines the details of the amendment, most notably the \$2,640 expense for the hazardous waste removal. This matter would wait until the August meeting to allow time for clarification. Discussion followed.

Selectman Crowley moved that the Board approve the Third Amendment to the contract with LLB Architects in an amount not to exceed \$2,640 for the hazardous materials survey and design services; Selectman D’Innocenzo seconded. No further discussion. VOTE: 5-0-0.

Approval – Braking Aids Bicycle Ride, September 27, 2013:

The Board reviewed the following information: (1) Correspondence from Jim Dreher, Logistics Coordinator for Braking AIDS Ride, dated June 17, 2013, including 65-mile CF Cycle for Life route outline; and (2) Approval memorandum with recommendation from Police Chief Tingley, dated July 9, 2013.

Chairman Trindade reminded the Board this was something that the Board had permitted in the past, noting that the Police Chief has recommended one detail officer.

Selectman Foresto moved that the Board approve the Braking AIDS Bicycle Ride planned route through Medway on September 27, 2013 with the proviso that all conditions set forth in Chief Tingley’s memo dated July 9, 2013 are met; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Discussion – Annual (Re) Appointment Process:

Chairman Trindade reported that he asked for this matter to be added to the agenda. He said that he would like to develop a formal process where people actually come to meet with the Board of Selectmen to introduce themselves or to give feedback on what they have been doing on their committee and whether they want to continue.

Selectman Foresto expressed concern that asking people to meet with the Board might make them uncomfortable and might discourage people from volunteering to serve on committees. He suggested that the chair of each committee should be in charge of keeping track of those who are actively participating. Ms. Karen Kisty, Operations Manager, stated the Town Administrator’s office asks all committee chairs to report back, noting that the majority of the chairmen reveal that they are happy with those members who are choosing to come back.

Selectman White asked why a committee member would need to come back to meet with the Board if they are doing a good job and want to be reappointed. She wondered what the Board's response would be if members come in to give feedback.

Selectman Crowley suggested setting it up so that two committees come to each meeting to give a periodic update, maybe a ten minute report. The Board could then ask the chairman how the members are doing, who is actively participating, etc.

Selectman White reported that there used to be an "All Boards" meeting once a year where people would come in and give an update. Chairman Trindade suggested this would be a good way for people to meet people on other committees.

Chairman Trindade asked the Ms. Kennedy if the Town Charter specifies that everyone on a committee is required to attend Town Meeting. He wondered if the Board could establish a policy that if a member misses two meetings of their committee, that they are dropped from the committee. Discussion followed. It was agreed to do the appointments in September, discuss Board of Selectmen liaisons to groups and consider holding an All Boards meeting which would be primarily social in nature yet informational.

Ms. Kisty pointed out that, unless reappointed, constables cannot function as constables. She stated their terms of service have expired.

Selectman Foresto moved that the Board appoint Gary Ekland, William Pride, Paul Trufant, Gordon White and Paul Yorkis as Constables for a three-year term to end on June 30, 2016; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.

Discussion – Dog Hearing Process:

The Board reviewed the following information: (1) Correspondence from Town Counsel, dated June 19, 2013, containing document entitled "Procedure for Dog Hearing"; (2) Document entitled "Dog Hearing – Animal Control Officer Confirmation to Hearing Authority"; and (3) Document entitled "Dog Hearing Authority Procedural Steps".

There are some items that have not been incorporated into the dog hearing process. The major component was the change in definition of Dangerous Dog, among others. The major changes are incorporated into the new procedures. Ms. Kennedy pointed out that the dog hearing process can be delegated to the selectmen, mayor or administrator, chief or commissioner of police, etc. She recommended that the Board designate the Police Chief to take over the hearing process for the Board of Selectmen. Her own experiences have shown that when the hearing is in front of the Police Chief, the dog owner behaves much better. Ms. Kennedy added that Chief Tingley is agreeable to taking on this process, and she has offered to participate in those hearings, as necessary.

It was decided to place the matter on the agenda for the next meeting so that the proper language can be drafted for the motion, and official action will be taken at that time.

Action Items from Previous Meeting:

It was noted that these matters were discussed at other times during tonight's meeting.

Selectman Crowley asked that the following items be added to the list: gateway signs and status of Oakland Street easement.

Approval of Warrants:

The Board reviewed Warrants 13-31SP and 14-3, dated 7/18/13.

Selectman D’Innocenzo, Clerk, read aloud Warrants 13-31SP and 14-3, dated 7/18/13, as follows:

14-3	Town Bills	\$ 1,846.07
14-3P	Gross Payroll Town	\$330,467.90
14-3SP	Gross Payroll School	\$ 58,695.28
13-E1SP	Gross Payroll School	<u>\$548,137.77</u>
	TOTAL	\$939,147.02

Selectman Crowley moved that the Board approve Warrants 13-31SP and 14-3, as read; Selectman White seconded. No discussion. VOTE: 5-0-0.

Town Administrator’s Report:

Regarding the Solarize Mass program, Ms. Kennedy reported the program received 120 inquiries, 30 site visits, and proposals submitted resulting in three signed contracts.

Ms. Kennedy reported there have been policy changes in the Solar Energy program, noting that emergency regulations were established in early June regarding participation, but the regulations will not be completed until the fall with an anticipated roll-out in early 2014. Ms. Kennedy and Selectman Foresto will be attending several meetings in the coming weeks on a variety of related issues.

Selectmen’s Reports:

Selectman White and Selectman Crowley had no reports.

Selectman D’Innocenzo reported that the Gale Study is finally coming to an end. He will be meeting with EPFRAC on Wednesday, July 24 at 6:30 PM at the Senior Center.

Selectman Foresto reported that the Medway Library Board of Trustees will be interviewing this week for the position of Library Director, noting that there are five candidates, three from out-of-state.

Regarding the Thayer House renovation project, Selectman Foresto noted there are no major issues with the construction at this time.

It was announced that Free Concerts at Choate Park start on Thursday, July 19.

Approval of Minutes:

The Board reviewed draft minutes from meetings held on January 3, 2012; January 17, 2012; March 12, 2012; March 19, 2012; and March 29, 2012.

Selectman Crowley moved that the Board approve the minutes of January 3, 2012, as drafted; Selectman Foresto seconded. No discussion. VOTE: 3-0-2 – D’Innocenzo and White abstained.

Selectman Crowley moved that the Board approve the minutes of January 17, 2012, as drafted; Selectman Foresto seconded. No discussion. VOTE: 3-0-2 -- D’Innocenzo and White abstained.

Selectman Crowley moved that the Board approve the minutes of March 12, 2012, as drafted; Selectman Foresto seconded. No discussion. VOTE: 3-0-2 -- D’Innocenzo and White abstained.

Selectman Crowley moved that the Board approve the minutes of March 19, 2012, as drafted; Selectman Foresto seconded. No discussion. VOTE: 3-0-2 -- D’Innocenzo and White abstained.

Selectman Crowley moved that the Board approve the minutes of March 29, 2012, as drafted; Selectman Foresto seconded. No discussion. VOTE: 3-0-2 -- D’Innocenzo and White abstained.

At 8:42 PM Selectman Foresto moved to adjourn; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

**Board of Selectmen's Meeting
August 22, 2013 – 7:00 PM
Sanford Hall
155 Village Street**

Present: Chairman Glenn Trindade; Selectman Richard D'Innocenzo; Selectman John Foresto; Selectman Maryjane White; and Suzanne Kennedy, Town Administrator.

Absent: Selectman Dennis Crowley.

Also Present: Missy Dziczek, Director, Council on Aging; Melanie Phillips, Finance Director; David D'Amico, Deputy Director, Department of Public Services; Stephanie Bacon, Health Agent.

At 7:00 PM Chairman Trindade called the meeting to order and led the Pledge of Allegiance.

Public Comments: None.

Approval of Minutes:

The Board reviewed draft minutes from October 4, 2012; January 22, 2013; February 4, 2013; February 6, 2013; and February 19, 2013.

Selectman Foresto moved that the Board approve the minutes from October 4, 2013, as drafted; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.

Selectman D'Innocenzo moved that the Board approve the minutes of January 22, 2013, as drafted; Selectman White seconded. No discussion. VOTE: 4-0-0.

Selectman D'Innocenzo moved that the Board approve the minutes of February 4, 2013, as drafted; Selectman White seconded. No discussion. VOTE: 4-0-0.

Selectman Foresto moved that the Board approve the minutes of February 6, 2013, as drafted; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.

Selectman D'Innocenzo moved that the Board approve the minutes of February 19, 2013, as drafted; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.

Authorization of Chairman to Execute Contract – Engineering, Plan Review and Construction

Inspection Services, Tetra Tech:

The Board reviewed the following information: (1) Document defining scope of work; and (2) Contract between the Town and Tetra Tech, Inc.

Ms. Kennedy stated this company has provided excellent, on call service for years, noting that it provides services to the Department of Public Services as well. Brief discussion followed.

Selectman Foresto moved that the Board authorize the Chair to execute the three-year contract with Tetra Tech, Inc. for assorted engineering, plan review and construction inspection services as presented; Selectman White seconded. No discussion. VOTE: 4-0-0.

Approval – Executive Office of Elder Affairs Formula Grant for Council on Aging, \$16,024:

The Board reviewed the following information: (1) Notice of Grant Award; and (2) FY2014 Formula Grant/Allocation – Statement of Authorization.

Ms. Missy Diczek, Director, Council on Aging, stated this is an annual grant program, and the funds are based on the number of seniors in Town according to the census. There are a limited number of things the grant money can be used for; in this case, the Council on Aging will fund an outreach worker, transportation, computer software and an exercise coordinator.

Selectman Foresto moved that the Board approve the Office of Elder Affairs grant for the Council on Aging in the amount of \$16,024; Selectman White seconded. No discussion. VOTE: 4-0-0.

Approval – Intermunicipal Agreement for Community Transformation Grant (Mass in Motion Program):

The Board reviewed an Intermunicipal Agreement between the Towns of Ashland, Massachusetts and Medway, Massachusetts relative to the Community Transformation Grant for the Mass in Motion program.

Ms. Stephanie Bacon, Health Agent, reminded the Board it approved a grant for healthier food options at its last meeting. Work on that effort is continuing. Tonight she is here to present the Intermunicipal Agreement for signature. She reported that Town Counsel from both Medway and Ashland have reviewed and approved the agreement.

Selectman Foresto moved that the Board approve the Intermunicipal Agreement for the Community Transformation Grant relative to the Mass in Motion program; Selectman White seconded. No discussion. VOTE: 4-0-0.

Approval –Use of Procurement Cards, Bank of America:

The Board reviewed the following information: (1) Memorandum from Melanie Phillips, Finance Director, describing the program; and (2) Town of Medway Procurement Card User's Manual.

Ms. Melanie Phillips, Finance Director, explained that this program is an extension of the ePayable program, which provides a means of paying vendors through a debit card system and a percentage of the transaction amounts comes back to the Town. This program will operate much the same way except for departmental purchases. There is a level of control that can be applied to each department as necessary, and categories of vendors can be restricted. The accounts payable process will not change other than it is via an electronic payment. This can be used for online purchases to secure better prices rather than an employee use their personal credit card and then seek reimbursement. Discussion followed on the potential of the schools using this program for their purchases as well. The matter will be discussed at the next Leadership meeting.

Selectman Foresto moved that the Board authorize the Treasurer to utilize Purchase Cards and further authorize the Treasurer to take whatever action is necessary to establish P-cards for the appropriate departments; Selectman White seconded. No discussion. VOTE: 4-0-0.

Change of Hours for Town Hall:

Ms. Melanie Phillips directed the Board's attention to a memo that was distributed in meeting packets under the Town Administrator's Report section. Ms. Kennedy stated that Ms. Phillips spearheaded the effort to determine what services are most needed after 4:30 pm. For the benefit of viewers, Chairman Trindade explained that there are extended Monday evening hours to allow residents to conduct Town Hall business after work.

Ms. Phillips reported that that residents appeared to be more interested in offices being open earlier in the day rather than later. They tracked it from October – May, which included several days when excise taxes or real estate taxes were due, as well as the deadline for renewing dog licenses or filing for tax abatement. During that time period, only 874 people came in to do business, and of those, 62% came in before noontime, and 90% completed their business before 4 PM. Only two people came in between 6 and 6:30 PM. Ms. Phillips attributed the drop in walk-in business to the fact that more people are doing things online and through email, both of which are driven by the fact that both parents are working outside the home. Those parents would rather stop on the way to work than on the way home.

In conclusion, Ms. Phillips stated she would like to start the updated hours in September, opening at 7:30, closing at 5:30 on Monday, closing at 4:30 Tuesday through Thursday and closing at 12:30 on Fridays. Speaking as Medway's Town Clerk, Selectman White agreed with Ms. Phillips' suggestions, noting that she has often seen people put envelopes into the lock boxes even earlier than 7:30 AM.

The Board supported the change.

Authorization of Chairman to Execute Contract for Town Hall Generator – Consigli Electric Services, Inc., \$53,750:

The Board reviewed the following information: (1) Memo, dated August 19, 2013, defining scope of work, and (2) Contract between Town and Consigli Electric Services, Inc.

For the benefit of viewers, Chairman Trindade stated that Town Hall has a backup generator, for use in the event of a storm where there is a power outage, or after a storm when additional power is needed. Mr. David D'Amico, Deputy Director, Department of Public Services, reported that there were eight (8) bidders, ranging from \$53,750 to \$89,000. It was clarified that this particular generator services only Town Hall. Brief discussion followed on maintenance agreements.

Selectman Foresto moved that the Board authorize the Chair to execute the contract with Consigli Electric Services, Inc. relative to the Town Hall generator in an amount not to exceed \$53,750; Selectman D'Innocenzo seconded. It was clarified that the full amount of the authorization was \$70,000. No further discussion. VOTE: 4-0-0.

Authorization of Chairman to Executive Contract for Town Hall Heating System – General Mechanical Contractors, Inc., \$41,000:

The Board reviewed the following information: (1) Memo, dated August 19, 2013, defining scope of work; and (2) Contract between Town and General Mechanical Contractors, Inc.

Ms. Kennedy stated that some areas of Town Hall are freezing while others are hot. This work will balance out the zones, and create new zones for more efficient control. The bids ranged from \$41,100 to \$64,300. Mr. D'Amico stated the total authorization is for \$53,000 but he wants to hold back some

money in case there are change orders. He confirmed that IP addresses allow remote access to the controls. Brief discussion followed on the potential of electronic management of all systems, and the return on the investment. Mr. D'Amico confirmed that, while he can manage the controls from one location, all the systems are not fully integrated.

For the benefit of viewers, Chairman Trindade explained that the Town Hall building was not built as a town hall, but as a function space with stage, basketball court, etc. It has been renovated and reused as municipal offices.

Selectman Foresto moved that the Board authorize the Chair to execute the contract with General Mechanical Contractors, Inc. relative to the Town Hall heating system in an amount not to exceed \$41,000; Selectman White seconded. No discussion. VOTE: 4-0-0.

Authorization of Chairman to Execute Contract for Catch Basin Cleaning – Truax Corporation, \$40,000:

The Board reviewed the following information: (1) Memo, dated August 19, 2013, defining scope of work; and (2) Contract between the Town and Truax Corporation.

Mr. David D'Amico stated the funds will be used to clean out drains and catch basins, and test results will be reported back to the EPA. He estimated there to be approximately 1,500 catch basins in town, and they are cleaned annually.

Selectman Foresto moved that the Board authorize the Chair to execute the contract with Truax Corporation relative to the catch basin cleaning in an amount not to exceed \$40,000; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.

Authorization of Chairman to Execute Contract for Idyllbrook Irrigation System – Bourque Bros. Irrigation, Inc., \$158,000:

The Board reviewed the following information: (1) Memo, dated August 19, 2013, defining scope of work; and (2) Contract between the Town and Bourque Bros. Irrigation, Inc.

Chairman Trindade explained that this work is for both the soccer field and baseball diamond at Idyllbrook Field. The well has been dug, and there is electric service out there, but the irrigation had not been completed. Mr. D'Amico added that this includes a 20,000 gallon tank on site. It was noted that over \$100,000 is coming from the Parks revolving account which receives sports fees and activity fees. The soccer league was consulted as to their needs and playing schedule. Brief discussion followed.

Selectman Foresto moved that the Board authorize the Chair to execute the contract with Bourque Bros. Irrigation, Inc. for the Idyllbrook irrigation in an amount not to exceed \$158,000; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.

Authorization of Chairman to Execute Contract Change Order for Village Street Sidewalk Project – Capone Bros. Inc., \$71,814:

The Board reviewed a change order, dated July 29, 2013, to the contract between the Town and Capone Bros. Inc.

Mr. D'Amico reported that the money is coming from a variety of places and accounts. Selectman White wondered why the sidewalks are configured the way they area. Mr. D'Amico responded it is better to

put a buffer between the street and the sidewalk for safety purposes. This also allows space for the snow plows to push the snow and still keep some of the sidewalk open for pedestrians. Brief discussion followed.

Selectman Foresto moved that the Board authorize the Chair to execute a change order to the contract with Capone Bros. Inc. in an amount not to exceed \$71,814; Selectman White seconded. No discussion. VOTE: 4-0-0.

Approval – Notice to MassDOT, Choate Park Entrance Reconfiguration:

The Board reviewed a draft letter, dated August 19, 2013, to MassDOT.

Chairman Trindade explained why the entrance to the park from Main Street was closed off. Now with the redesign of Route 109, the entrance will be reopened and hopefully this will increase the use of the park. Mr. D'Amico noted that the money is federal funding even though MassDOT is the conduit for delivery. It was noted that Transportation funds cannot be used for parks, so the Department of Transportation wants assurance that the change to the entrance will not be detrimental to the use of the park. Brief discussion followed.

Selectman Foresto moved that the Board approve the prepared letter to MassDOT which validates that the reconfiguration of the entrance to Choate Park will have no detrimental impact on the recreational use of the parcel; Selectman White seconded. No discussion. VOTE: 4-0-0.

Authorization of Chairman to Execute Third Contract Amendment – LLB Architects, Thayer Project, \$6,640 [Note: \$2,640 expense approved at July 15, 2013 meeting.]:

The Board reviewed the following information: (1) Memorandum, dated June 20, 2013, from Architectural Consulting Group; and (2) Third Amendment to the contract between the Town and LLB Architects.

Selectman Foresto reported that the additional amount is to add a line item for paper costs such as photocopying, and other expenses related to paperwork.

Selectman Foresto moved that the Board approve the third amendment to the contract with LLB Architects in an amount not to exceed \$6,640; Selectman D'Innocenzo seconded. [Note: The Board had previously approved \$2,640 at its meeting on 7/15/13; additional \$4,000 is for reimbursables not covered in original contract scope. Total contract value, including this amendment, is \$210,440.] No discussion. VOTE: 4-0-0.

Approval – Dog Hearing Process:

The Board reviewed an excerpt from a proposed revision to the dog hearing process.

Ms. Kennedy reported that the Police Chief confirmed that he would have no problem taking on this responsibility. Chairman Trindade explained the general dog hearing process for viewers, noting that dog owners will likely be on their best behavior if they are meeting with the Police Chief.

Selectman Foresto moved that the Board vote to move responsibility for presiding over dog hearings to the Chief of Police; Selectman White seconded. No discussion. VOTE: 4-0-0.

Fiscal Year 2014 Meeting Calendar:

The Board reviewed a proposed Fiscal Year 2014 Board of Selectmen meeting calendar.

Brief discussion followed.

Action Items from Previous Meeting:

This discussion was postponed until the next meeting.

Approval of Warrants:

Selectman D’Innocenzo, Clerk, read aloud Warrant 14-8, dated 8/22/13, as follows:

14-8	Town Bills	\$ 950,424.06
14-8S	School Bills	292,208.99
	TOTAL	\$1,242,633.05

Selectman Foresto moved that the Board approve the Warrant as read; Selectman White seconded. No discussion. VOTE: 4-0-0.

Town Administrator’s Report

At this time Chairman Trindade announced that the Department of Revenue had released the final cherry sheet figures on funding from various sources that will come to the Town. Ms. Kennedy reported that the net result was an increase of \$13,836.

Ms. Kennedy reported that Mr. Will Naser, Principal Assessor, had worked his last day for the Town of Medway and would start his new job in Framingham immediately after Labor Day. Ms. Melanie Phillips, Finance Director, is in charge of that division, and has begun to meet routinely with staff. The position has been advertised, and so far only three applicants have submitted resumes. Ms. Kennedy expressed concern that this was the worst time of year to post positions as people are on vacation, adding that it is likely the position will be “open until filled”. On behalf of the Board, Chairman Trindade extended good wishes to Mr. Naser, adding that Mr. Naser did an excellent job as Principal Assessor.

Ms. Kennedy reported that a three-year contract has been signed with Emergency Medical Services.

Regarding the net metering agreement, the Town is currently attempting to get a better pricing.

Ms. Kennedy briefly updated the Board on the selection process for street acceptances for this year. Chairman Trindade explained that the Town cannot do repairs to the streets because it does not have control of them. The remaining streets require significant work before they can be suggested for acceptance.

Selectmen’s Reports:

Selectman White commented on the 42nd Infantry Band Concert and that many people expressed thanks and appreciation that evening. She added that the concert, coupled with fireworks, provided a wonderful night of entertainment.

Selectman D’Innocenzo stated that he too had a lot of people comment on the concert. On another topic, he reported that the Gale Report has been finalized, and will be up on the Town’s website soon.

Chairman Trindade has no report.

Selectman Foresto thanked Ms. Kennedy and her team for committing their Wednesday evenings to listening to the casino developer's pitch to area residents. He stated this is a very active group of professional people and the meetings are well-run. The decision about the casino will be made by the residents of Milford, not Medway, so it is important to listen and review all the materials and highlight potential issues. If there is an agreement with Foxwoods, any zoning changes must be approved by Town Meeting vote. Brief discussion followed on traffic concerns, potential increase in crime, water usage and impact on local infrastructures.

Selectman Foresto reported that there is a new Director at the Medway Public Library who has submitted comparison information on services available from surrounding communities.

Regarding the Thayer House, Selectman Foresto invited residents to take a look at the site while the work is being done.

Lastly, the route for the Medway 300 Parade will be on the Town website. Selectman Foresto stated that many volunteers are needed to help along the parade route, help with traffic management, parking, sorting out bands, etc. In addition, he thanked the Medway Lions Club for its active participation. Chairman Trindade announced that the Board of Selectmen has been invited to march in the parade. Chairman Trindade plans to walk in the parade along with Selectman White and Selectman D'Innocenzo.

**At 8:25 PM Selectman D'Innocenzo moved to adjourn; Selectman White seconded. No discussion.
VOTE: 4-0-0.**

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

MEDWAY BOARD OF SELECTMEN

155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
(508) 533-3264 • FAX: (508) 533-3281

*Glenn Trindade, Chairman
Dennis Crowley, Vice Chairman
Richard D'Innocenzo, Clerk
John Foresto, Member
Mary Jane White, Member*

Board of Selectmen's Meeting Minutes

September 3, 2013 6:30 p.m.

Sanford Hall, 155 Village Street

Present: Chairman Glenn Trindade; Selectmen John Foresto, Richard D'Innocenzo, and Mary Jane White; and Town Administrator Suzanne Kennedy.

Absent: Vice Chairman Dennis Crowley.

The meeting was called to order at 6:31 p.m.

Selectman Trindade moved that the Board enter into Executive Session under Exemption 6 to consider the purchase, exchange, lease, or value of real property, specifically Oak Grove, if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, with the intent to return to open session immediately following the Executive Session; Selectman Foresto second; Chairman Trindade recognized that an open meeting would have a detrimental effect on the negotiating position of the public body; Roll call vote: White, aye; D'Innocenzo, aye; Trindade, aye; Foresto, aye.

The Board returned to public session at 7:00 p.m.

Annual Committee Appointments:

The Board welcomed new volunteers Eugene Liscombe, Heather Ross, Carey Bergeron, Larry Ellsworth, and Craig Olsen.

Selectman Foresto moved that the Board appoint Eugene Liscombe to the Historical Commission for a three year term; Selectwoman White second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board appoint Heather Ross to the Medway Cultural Council for a two year term; Selectman D'Innocenzo second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board appoint Carey Bergeron and Larry Ellsworth to the Energy Committee for two year terms; Selectman D'Innocenzo second; No discussion; All ayes 4-0-0.

Selectman Trindade moved that the Board designate Selectman Foresto as their representative to the Energy Committee; Selectman D'Innocenzo second; No discussion; All ayes 4-0-0.

Selectman D'Innocenzo moved that the Board appoint Craig Olsen to the Zoning Board of Appeals for a three year term; Selectwoman White second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board reappoint Andrew Rodenhiser as the Representative to the Metropolitan Area Plan Council for a one year term; Selectman D'Innocenzo second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board reappoint Alison Slack to the Affordable Housing Committee for a one year term; Selectwoman White second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board reappoint Barbara Horowitz to the Board of Registrars for a three year term; Selectwoman White second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board reappoint Peter Sigrist to the Capital Improvement Program Committee for a four year term; Selectman D'Innocenzo second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board reappoint Bruce Hamblin, Jeanne Johnson, and Marian Pierre-Louis to the Cemetery Commission for one year terms; Selectwoman White second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board reappoint Mark Cerel (At Large) to the Community Preservation Committee for a three year term; Selectwoman White second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board reappoint Gary Eklund as the Constable for a three year term; Selectman D'Innocenzo second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board reappoint Glenn Murphy to the Conservation Commission for a three year term; Selectman D'Innocenzo second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board reappoint Judy Lane, Grace Rossetti, and John Wooster to the Council on Aging for three year terms; Selectwoman White second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board reappoint Heidi Anderson to the Educational Fund Committee for a three year term; Selectwoman White second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board reappoint Mark Diebus, Richard D'Innocenzo, Michael Francis, Robert Pearl, Robert Reagan, Jr., and Ross Rackliff to the Evaluation of Parks, Fields, and Recreational Areas Committee for one year terms; Selectwoman White second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board reappoint Donna Hainey and Jeanne Johnson to the Historical Commission for three year terms; Selectwoman White second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board reappoint Carole Bernstein, Jack Robinson, Dennis Crowley, Steven Richardson and John Foresto to the Medway 300 Committee for one year terms; Selectman D'Innocenzo second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board reappoint Cynthia McLaughlin to the Medway Cultural Council for a three year term; Selectman D’Innocenzo second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board reappoint Susan Alessandri, Caroline Fletcher, and Karen Maxwell to the Medway Pride Day Committee for one year terms; Selectwoman White second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board reappoint Peter Ciolek, Douglas Downing, John Larney, Michael Matondi, Richard Parrella, Robert Saleski, Allen Tingley, Paul Trufant, and Richard Keough (honorary) to the Memorial Committee for one year terms; Selectwoman White second; No discussion; All ayes 4-0-0.

Selectman Forest moved that the Board reappoint Carol Gould to the Zoning Board of Appeals for a three year term; Selectwoman White second; No discussion; All ayes 4-0-0.

The Board will discuss the nomination of a Representative to SWAP at the next meeting. The committee would like clarification on what SWAP does and how it benefits Medway.

Allison Potter will follow-up with Anthony Biocchi regarding his interest in continuing to serve on the Conservation Commission.

Selectman Foresto reviewed the committee vacancies that still exist. Allison Potter will repost the vacancies on the Town website.

Update on Street Acceptances:

Several years ago the Board started to identify streets that had not been formally accepted by the Town of Medway. This is important because the Town cannot repair the roads unless they have been formally accepted and many of these roads are in need of repairs. Planning and Economic Development Coordinator Susy Affleck-Childs and David Pellegrini from Tetra Tech provided the Board with an update on the two subdivisions that they are currently working on, Mayland Woods and Green Acres/Willow Green. Tetra Tech has completed site visits to these areas, prepared punch lists of items that must be completed by the Town or the developer, and provided cost estimates. Ms. Affleck-Childs hopes that the streets will be on next year’s Annual Town Meeting warrant for acceptance.

Authorization to Expend Massachusetts Emergency Management Agency (MEMA) Grant Funds in the amount of \$2,790:

Selectman Foresto moved that the Board authorize the expenditure of \$2,790 of MEMA grants for the purposes stated on the form; Selectman D’Innocenzo second; No discussion; All ayes 4-0-0.

Authorization for Chairman to Execute Contract for Gateway Signs with Poyant Signs, Inc. in the amount of \$10,780:

Selectman Trindade disclosed that he may have a distant family relation to Poyant Signs, Inc. but is not aware of any. His mother’s maiden name is Poyant.

Planning & Economic Development Coordinator Susy Affleck-Childs and DPS Director Thomas Holder explained that the \$10,780 includes four signs. Three of the signs will be placed at points of entry to Medway and one will be placed in front of Town Hall. The signs will be fabricated to accommodate solar panels in the future. The Town Hall sign will replace the current concrete sign, which will be relocated.

The three gateway signs will be placed at the following locations:

- A new sign will replace the current sign that is on the Bellingham line at the intersection of Village and Main Streets.
- A new sign will replace the current sign that is on Route 109 at the intersection of West and Milford Streets at the Lee Memorial.
- A new sign will be placed at the intersection of Coffee and Main Streets on the Millis line.

The Board discussed adding a smaller version of these signs at additional locations in Medway at a later date. Ms. Affleck-Childs said that she would get a quote for the smaller version. She also reported that the sign design has been reviewed and approved by the Design Review Committee. Mr. Holder said they plan to install the signs this fall before the ground freezes.

Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Poyant Signs, Inc. in an amount not to exceed \$10,780; Selectman D’Innocenzo second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board authorize the signs be placed in the four locations that were recommended by Ms. Affleck Childs and Mr. Holder; Selectman D’Innocenzo second; No discussion; All ayes 4-0-0.

Fall Town Meeting Calendar:

The Fall Town Meeting will be held on Monday, November 18, 2013. The Board agreed to schedule an additional meeting on September 23 or 30 for the sole purpose of reviewing the warrant articles. The Board will send their availability to Ms. Potter so a date can be determined.

Opening of Fall Town Meeting Warrant:

Selectman Foresto moved that the Board open the Fall Town Meeting warrant and close it on September 13, 2013; Selectman D’Innocenzo second; No discussion; All ayes 4-0-0.

Approval of Warrants:

Warrant 14-10, dated September 5, 2013

Town Bills \$987,158.11

Total \$987,158.11

Selectman Foresto moved that the Board approve the warrants as read; Selectwoman White second; No discussion; All ayes 4-0-0.

Approval of Minutes:

Selectman Foresto moved that the Board accept the Board of Selectmen minutes from March 4, 2013; Selectman D’Innocenzo second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board accept the Board of Selectmen minutes from March 11, 2013; Selectman D’Innocenzo second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board accept the Board of Selectmen minutes from March 18, 2013; Selectwoman White second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board accept the Board of Selectmen minutes from March 21, 2013; Selectwoman White second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board accept the Board of Selectmen minutes from March 23, 2013; Selectman D’Innocenzo second; No discussion; All ayes 4-0-0.

Town Administrator’s Report:

- The Town received approval from FEMA for reimbursement for funds that were expended relative to last spring’s storm. The total expense was approximately \$144,000 and the Town will be reimbursed for approximately 75%. The money will be added to free cash.
- The CIP instructions have been issued to the departments. Administrator Kennedy needs to do a final review before she forwards the requests to the committee. She plans to have the capital requests to the committee in the next couple weeks.
- Town Hall hours have changed. Town hall will no longer be open late on Monday evenings. The Board asked Administrator Kennedy work with the schools to send an email out on this matter and also place a sign on the doors at Town Hall.
- A contract has been awarded to study the effects on traffic relative to the proposed casino. They are currently soliciting proposals to study the water supply and how it will be affected. The Board reiterated its opposition to the casino project and reported that the Town has spent funds to protect the Town’s interest on this matter.

Selectmen’s Reports:

Selectman Foresto – He reported that the Thayer project is coming along and encouraged residents to take a look.

Chairman Trindade – He reported that the Medway 300 Committee is looking for volunteers to help with traffic during the parade on September 21, 2013.

At 8:15 p.m. Selectman Foresto moved to adjourn; Selectman D’Innocenzo second; No discussion; All ayes 4-0-0.

Respectfully submitted,
Michelle Reed

**Board of Selectmen's Meeting
September 16, 2013, 7:00 PM
Sanford Hall
155 Village Street**

Present: Glenn Trindade, Chair; Dennis Crowley, Vice-Chair; Richard D'Innocenzo, Clerk; Selectman Maryjane White and Suzanne Kennedy, Town Administrator.

Absent: Selectman John Foresto.

Also Present: Melanie Phillips, Finance Director; Allen Tingley, Police Chief; John Emidy, Building Inspector; Susy Affleck-Childs, Planning and Economic Development Coordinator; David D'Amico, Deputy Director, Department of Public Services; Sue Ellis, Human Resources Director; Rich Boucher, Information Technology Director; Sean Peplinski, Assistant Director, Information Technology.

At 7:05 PM Chairman Trindade called the meeting to order and led the Pledge of Allegiance.

Public Comments: None

Authorization of Chairman to Execute Contract with Deep River LLC d/b/a GetCrashReports.com for Online Sale of Medway Police Dept. Crash Reports, \$0:

The Board reviewed the following information: (1) Memo dated September 13, 2013, from Police Chief Tingley; and (2) Proposed Contract.

Police Chief Allen Tingley stated this program will make accident reports available online to insurance companies and consumers who are seeking the information. Presently the Police Department charges a \$5 fee for this report, and, with this program, the user will pay an additional \$5 fee for the online convenience. This represents no cost to the Town.

Selectman Crowley moved that the Board authorize the Chairman to execute a contract with Deep River LLC, d/b/a GetCrashReports.com, at no cost to the Town; Selectman White seconded. It was noted that Town Counsel had reviewed the contract. VOTE: 4-0-0.

Joint Appointment to Planning and Economic Development Board – Richard Di Iulio as Associate Member:

The Board reviewed the following information: (1) Email, dated August 29, 2013, reporting interest in vacancy; (2) Description of Associate Member role; and (3) Resume for Richard Di Iulio.

Present: Susy Affleck-Childs, Planning and Economic Development Coordinator; Richard Di Iulio.

Chairman Trindade explained the role of Associate Member. Ms. Affleck-Childs briefly reviewed Mr. Di Iulio's past experience and attendance at Planning Board meetings. She reported that the Planning and Economic Development Board voted unanimously in favor of this appointment at its meeting held on August 27, 2013. Mr. Di Iulio briefly shared how his interest came about.

Selectman Crowley moved that the Board appoint Richard Di Iulio to the Planning and Economic Development Board as an Associate Member for a term to end on June 30, 2015; Selectman White seconded. No discussion. VOTE: 4-0-0.

Appointments: Board of Assessors – Jack McKiernan; Conservation Commission – Anthony Biocchi (incumbent); Council on Aging – Paul DeSimone:

The Board reviewed a recommendation, dated September 10, 2013, from the Council on Aging re Paul DeSimone, as well as his resume.

It was noted that Mr. McKiernan has offered to serve on the Board of Assessors to fill a vacancy; he has served on the Board of Assessors in the past.

It was also noted that Mr. Biocchi was contacted by phone, and he stated his interest in reappointment to the Conservation Commission.

Selectman Crowley expressed concern that appointments are being considered without knowing the attendance of proposed members. It was noted that the Town Administrator's office communicates with committee chairs about their members and attendance at meetings.

Chairman Trindade explained that, without a full Board of Assessors, the Town will not be able to set a tax rate; therefore, Mr. McKiernan is stepping up to fill the vacancy on a temporary basis until another member is able to take the required exam.

Selectman D'Innocenzo moved that the Board appoint Mr. Anthony Biocchi to the Conservation Commission for a term to expire on June 30, 2016; Selectman White seconded. No discussion. VOTE: 3-1-0 – Selectman Crowley opposed, expressing concern that appointments are being made without attendance information and noting that his opposition had nothing to do with Mr. Biocchi's qualifications for the position.

Selectman Crowley moved that the Board appoint Mr. John McKiernan to the Board of Assessors on a temporary basis; Selectman D'Innocenzo seconded. No further discussion. VOTE: 4-0-0.

Selectman Crowley moved that the Board appoint Mr. Paul DeSimone to the Council on Aging; Selectman White seconded. No discussion. VOTE: 4-0-0.

Discussion – Town Administrator Search, R. Kobayashi, Collins Center:

Present: Richard Kobayashi, Collins Center.

Mr. Kobayashi distributed sample profiles for similar positions in other communities so that the Board could get an idea of what the Center will put together for the Town Administrator position. He explained that one of the principal vehicles to identifying a successful candidate is to develop a profile for the Town, as well as the position. What will the Town need in five years? What kind of skills and management style does the Town want in its next Town Administrator?

Mr. Kobayashi briefly explained the process utilized by the Collins Center, noting that the position will be marketed in such a way that it attracts candidates who have choices in where they choose to work instead of those who simply need a job. No one wants to have to choose the best of a mediocre pool of candidates. He explained that a screening committee should be created in order to identify candidates

to recommend to the Board. Due to Open Meeting laws, any meeting of the Board of Selectmen has to be open to the public and, as such, interviews would not be confidential. Two Board members may serve on the screening committee, but no more than that. Concern was expressed for confidentiality during the meetings of the screening committee. Mr. Kobayashi suggested that Town Counsel be present at the organizational meeting for the screening committee. It is possible that all the meetings can be posted as public meetings, and the committee can go into executive session for all confidential matters, including interviews.

Responding to a question from Chairman Trindade, Mr. Kobayashi stated the Collins Center has performed this function for 25 other communities. He responded that the Center has worked with the Town of Princeton and the Town of Dracut for not only their top executive position but other top management positions as well.

Mr. Kobayashi stated his staff serves as recruiters, helping the Town identify what it is looking for, then rounds up the pool of candidates that fit those parameters. It is the job of the screening committee to cull the resumes and make a decision on how many to invite in for an interview. He anticipated that approximately a dozen applications will be worthy of consideration for interview purposes, but all the resumes will be considered in the first sort. The screening committee always has the option to interview someone the Center has not recommended. He related an example from their work in Great Barrington, MA last fall. He noted that reference checks and also criminal checks (if requested) will be handled by the Collins Center staff.

Selectman D'Innocenzo asked about the timetable after the profile is created. Mr. Kobayashi indicated that it is typically about 120 days from start to finish, noting that Medway is getting an early start. He suggested spending time on the profile in the fall, starting the recruitment process after the first of January. He pointed out that a potential candidate may have to give one or two months' notice on their existing contract, which would put the end of the process into the month of May. Brief discussion followed on the assumption that any Town Administrator or Town Manager would likely remain in their current position until after their Annual Town Meeting.

Responding to a question from Selectman Crowley, Mr. Kobayashi stated the Collins Center is a part of the university. Brief discussion followed on cost benefits to the Town from using the Center as opposed to using a private entity that could provide the same services. Mr. Kobayashi estimated that the fee charged to Medway would be in the neighborhood of \$14,000. He stated that this is a comprehensive professional fee, and that a non-typical schedule imposed due to special circumstances would not affect the cost of the services.

Lastly, Selectman Crowley asked if they will interview Board members individually for their thoughts on each candidate. The response was yes, as well as finding out what areas of emphasis the Board might deem important. Brief discussion followed.

There was brief discussion on an overlap of current and new Town Administrators. Mr. Kobayashi advised against this, noting the current one should be gone when the new one comes in. A top-notch professional will go through a couple of months of get-to-know-the-Town activity and his or her own perspective. There is value in the concept of a fresh view.

Ms. Sue Ellis, Human Resources Director, will be the contact person between the Town and the Collins Center. Brief discussion followed on contract preparation.

Authorization of Chairman to Execute Contract for Strategic Assessment of Land Use Departments including Board of Health – RKG Associates, Inc., \$6,000:

The Board reviewed a proposed contract.

Present: Judi Barrett, RKG Associates, Inc.

Ms. Kennedy explained that the focus of this contract is to evaluate and implement better customer service in the land use departments including the Board of Health. The space available to those departments is very limited. She stated that she is required to obtain three quotes for this evaluation, and noted that one vendor withdrew and the other vendor was not as well reviewed.

Ms. Barrett briefly explained that the most efficient way of doing business is not always the best way to get things done. She will talk to everyone to find out how things are going now, what works, what does not work so well, and consider the perspective of the staff actually doing the work. She will take the information and prepare a summary report for the Board.

Chairman Trindade explained that Ms. Barrett's references were checked in other communities, all of which gave glowing recommendations.

Selectman Crowley is wholeheartedly in favor of this and wanted to know more about Phase 2, referring to her letter included in her packet of information. She responded that some items listed cannot be budgeted until the Board decides the specific option it wants to pursue.

Selectman Crowley moved that the Board authorize the Chairman to execute a contract with RKG Associates, Inc. in an amount not to exceed \$6,000; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.

Approval – Contract for Water Main Design, Weston & Sampson, \$157,800:

The Board reviewed the following information: (1) Explanatory memo dated September 16, 2013; and (2) Proposed contract.

Present: Melanie Phillips, Finance Director; David D'Amico, Deputy Director, Department of Public Services.

Mr. David D'Amico reminded the Board that Annual Town Meeting authorized the money for water main replacement on Village Street, Highland Street, Winthrop and Adam Street. These streets have 6-inch water mains that will be replaced with 12-inch mains. The available loans do not cover the design costs, which is why this is on the agenda tonight. The deadline is in October.

Selectman Crowley asked if the Water and Sewer Commission has looked at this, noting that he believed fees were going to be a part of the program's full cost of \$3.7 million at 2% interest. Brief discussion followed on managing the fee increases over the next couple of years. Mr. D'Amico pointed out that this phase is only for the design services, and once that is ready to go, the actual costs may be more specific. The design work has begun in order to meet the October deadline for the loan, and the completion of the design work is the first quarter of 2014.

Selectman D’Innocenzo moved that the Board authorize the Chairman to execute a contract with Weston & Sampson for water main design services in the amount of \$157,800; Selectman White seconded. No discussion. VOTE: 4-0-0.

Approval – Inter-fund Borrowing for Water Main Design Contract:

The Board reviewed the inter-fund borrowing form.

Ms. Melanie Phillips explained that interest rates are going up now so the 2% interest rate that has been secured is very good. Under certain requirements set forth by the Department of Revenue, the Town is permitted to borrow from itself. Brief discussion followed.

Selectman Crowley moved that the Board of Selectmen authorize the Treasurer to advance funds in lieu of borrowing in the amount of \$160,000 for funding the water main project authorized by Town Meeting as Article 11 at the Annual Town Meeting held on May 13, 2013; Selectman White seconded. No discussion. VOTE: 4-0-0.

Presentation – New Online Permitting System, PeopleGIS:

Present: Susy Affleck-Childs, Planning and Economic Development Coordinator; John Emidy, Building Inspector; and Jim Esterbrook, PeopleGIS.

Ms. Kennedy briefly explained that the MUNIS program that could handle this is very inefficient. The Town is utilizing some funds left in a 43D grant to purchase PeopleGIS for its online permitting process.

Mr. Esterbrook stated that the system is presently up and running on a trial basis, and will be visible to residents in a couple of weeks. John Emidy and Fran Hutton Lee are entering information into the program on a daily basis. The staff needs to be trained on the software so that they are able to speak intelligently when residents call with questions.

Utilizing a PowerPoint presentation, Mr. Esterbrook demonstrated how the program works, noting that drop-down menus will feature a variety of choices once the street name and number have been put into the search area. Once the permit application is completed and submitted, the Building Inspector (or other appropriate staff person) receives an email notifying them that a permit application is pending for review. He noted that there are still human elements in the process, such as estimated costs of each project which need to be reviewed and sometimes revised. While not everything can be automated, the resident/applicant will be able to pay online via electronic check or credit card.

Chairman Trindade asked if there would be something like an FAQ section to help applicants figure out which permits they might need or are available to them based on what zoning district they live in and give them a place to start. Mr. Esterbrook responded that type of interaction has not been developed as yet, as there is an assumption that most applicants have a rudimentary knowledge of what they need. Brief discussion followed on the potential addition of one-day liquor licenses or other such items to streamline processes, as well as give accurate spellings of names rather than relying on handwritten applications. Selectman White, speaking as Town Clerk, stated that, by law, people applying for a marriage license have to appear before her and complete the paperwork in person. Dog license renewal information is handled by mail now.

Selectman Crowley asked what the next steps would be. Ms. Affleck-Childs responded they will need a couple of weeks to work out the bugs and tweak the program. She estimated that it may be available to

residents in October. It was noted that the original 43D grant was \$150,000, but this particular component is around \$30,000. Tech support is included in the cost.

Discussion – Selectmen Liaison Positions:

Chairman Trindade suggested this discussion be postponed until all Board members could be present.

Action Items from Previous Meeting:

Street acceptance process – this work is ongoing.

Route 109 Design – Ms. Kennedy suggested the Board may want to focus one meeting on that as there is a lot going on with it right now.

Brentwood Project – Ms. Kennedy reported she still has not heard from FEMA, and expressed concern that the delay might prolong the project and the grant may expire. She suggested that the Board contact state representatives to find out if there is anything that they can do on their end.

Oakland St. Property – Chairman Trindade reported that the Community Preservation Committee refused to move forward with the appraisal. He was advised to offer the assessed value of the property, and estimated that the cost of an appraisal would be under \$1,000. Ms. Kennedy stated she will get some prices for appraisals to see what might be available.

Approval of Warrants:

The Board reviewed Warrant 14-12.

Selectman D’Innocenzo, Clerk, read aloud Warrant 14-12, dated 9/19/13, submitted for approval.

14-12S	School Bills	\$ 377,716.81
14-12	Town Bills	<u>1,020,503.58</u>
	TOTAL	\$1,398,220.39

Selectman Crowley moved that the Board approve Warrant 14-12 as read; Selectman White seconded. No discussion. VOTE: 4-0-0.

Town Administrator’s Report:

Ms. Kennedy asked the Board to set a meeting date sometime next week to review the Fall Town Meeting Warrant. After brief discussion, it was agreed on Thursday, September 26, at 7 AM. The Board asked for a copy of the Warrant as soon as the revised draft is ready.

Town hall hours have been changed. Ms. Kennedy confirmed that a notification was sent out through the schools via its communication system.

Ms. Kennedy announced that the Casino Coalition has chosen Kleinfelder to do a review of the Milford Casino Water Report. Based on the intermunicipal agreement, the request has to be initiated by the Town of Milford. The cost will be \$14,000.

An article on the redevelopment authority appeared in the newspaper today. Ms. Kennedy stated she is working on identifying an individual who could be hired on a short-term basis to develop some constructs for the authority.

Selectmen's Reports:

Selectman White reported she attended a casino meeting in Hopkinton sponsored by the MAPC. It was noted that the MAPC was hired by the casinos and their position is to represent both the municipalities who are in favor and those opposed. Brief discussion followed.

Selectman D'Innocenzo reported that the Gale Report on recreational areas is now on the Town website. The EPFRAC group will be meeting this week to review the recommendations.

Selectman Crowley asked Ms. Kennedy about the status of interviews for a new Principal Assessor. She responded that there has not been a lot of interest but estimated that a decision may be made in the next 30 days. One promising candidate withdrew from consideration due to a personal emergency. She acknowledged that the Town is able to get by for a while with the current staff and consultant helping out.

Selectman Crowley expressed concern that there may be other search companies in addition to the Collins Center and wondered if the Human Resources Director has considered other groups. He will accept whatever Ms. Ellis and Ms. Kennedy recommend; he just wants to be sure that due diligence has been performed in getting the best group available. Chairman Trindade suggested contacting the towns who have used the services of the Collins Center and find out if they considered other groups.

Selectman Crowley reminded viewers about the Medway 300 Parade on Saturday, asking everyone to please review the map on the website which lists the streets that will be closed on parade day. The Medway 300 Committee estimates 10,000 people will attend, and parking will be limited. The parade will last 2-3 hours, and viewing/seating could be three deep in some locations. He also encouraged parade enthusiasts to utilize shuttles whenever possible.

Approval of Minutes:

The Board reviewed draft minutes from meetings held on April 1, 2013; April 3, 2013; April 24, 2013; May 6, 2013; May 13, 2013; May 20, 2013; and June 3, 2013.

Selectman Crowley moved that the Board approve the minutes of April 1, 2013, as drafted; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0. Selectman Crowley recalled that the Board asked for a construction schedule/timetable for the Thayer property and asked if that report had been submitted.

Selectman Crowley moved that the Board approve the minutes of April 3, 2013, as drafted; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.

Selectman Crowley moved that the Board approve the minutes of April 24, 2013, as drafted; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.

Minutes from May 6, 2013; May 13, 2013; May 20, 2013; and June 3, 2013 will be considered for approval at another meeting.

At 9:05 PM Selectman Crowley moved to adjourn; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

1 **MEDWAY BOARD OF SELECTMEN**

2 155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
3 (508) 533-3264 • FAX: (508) 533-3281
4

*Glenn Trindade, Chairman
Dennis Crowley, Vice Chairman
Richard D'Innocenzo, Clerk
John Foresto, Member
Mary Jane White, Member*

5 **Board of Selectmen's Meeting Minutes**

6 **September 26, 2013 7:00 p.m.**

7 **Sanford Hall, 155 Village Street**
8

9 **Present: Chairman Glenn Trindade; Selectmen John Foresto, Dennis Crowley, Richard**
10 **D'Innocenzo, and Mary Jane White; and Town Administrator Suzanne Kennedy.**

11
12 At 7:01 p.m., Chairman Trindade called the meeting to order and led in the Pledge of
13 Allegiance.

14
15 **Public Comments:** None

16
17 **Chapter 40B Discussion:**

18 Chairman Trindade said that Community Housing Coordinator Doug Havens would like to
19 organize a discussion on Chapter 40B housing.
20

21 **Review Fall Town Meeting Warrant:**

22 The Board reviewed and discussed a draft of the 2013 Fall Town Meeting Warrant.
23

24 Present: Melanie Phillips, Treasurer-Collector; Wendy Rowe, Chair of the Medway Board of
25 Library Trustees; and Margaret Perkins, Medway Library Director.
26

27 **Article 1 - Amendment Annual Authorization: Council on Aging Revolving Account:**

28 They are proposing \$110,000. The Board would like to keep this on the warrant but want Ms.
29 Kennedy to verify the amount. Selectman Crowley also requested additional information on
30 how the money will be spent. He would also like ridership statistics.
31

32 **Article 2 - Lease for Fire Station Solar Installation:**

33 This article is similar to the one that was written for the station initially. This will memorialize
34 the project. The previous contract was for 3 years. This contract will replace the previous one.
35

36 **Article 3 - Lease for McGovern School Solar Installation:**

37 The Town is still negotiating with DG Power. The schools would also like to add panels to Burke.
38 They believe a contract for Burke already exists from 2011. Selectman Crowley would like to
39 replace "or grounds" with "limit use of grounds to equipment supporting install on roof."
40 Administrator Kennedy will follow up with Town Counsel regarding this.
41

42 **Article 4 - Approval of PILOT (Payment-in-lieu-of-taxes): Broadway Renewable Strategies, LLC:**

43 This article requires further discussion with the School Dept. Administrator Kennedy will invite
44 Dave Verdolino to the October 7 meeting to discuss this matter. Administrator Kennedy said

1 that Town Counsel has looked into this and the issue is an agreement cannot be issued for a
2 period of time for \$1. The article and agreement as written will not be approved by the
3 Department of Revenue (DOR). The biggest problem is that there is no legislation on this matter
4 and a specific statute addressing this does not exist.

5
6 Article 5 - Free Cash Appropriation: Energy Committee Budget:

7 The Energy Committee is requesting \$800. The Board requested additional information on how
8 this money would be used. Administrator Kennedy added that she believes only statutory
9 committees should have budgets in the future.

10
11 Article 6 - Free Cash Appropriation: Library Items:

12 Wendy Rowe and Margaret Perkins explained that the Library is underfunded and they are
13 asking for an additional \$20,000. The library is required to spend 16% of its budget on materials
14 by the Massachusetts Board of Library Commissioners (MBLC). This year that amount would be
15 approximately \$40,000 but the library only has \$17,000 available for materials. The library also
16 has some repairs that need to be addressed. In addition, a portion of these funds will help pay
17 for the employee who comes in at night so that the library can be used as meeting space and so
18 that the downstairs computers can be used by the public. Selectman Foresto previously
19 requested that Ms. Perkins do a comparison to surrounding towns. Per Selectmen Foresto,
20 Medway's spend rate is the lowest of the 13 towns but donations are high. Also, the MBLC
21 suggests that the library be open 40 hours per week so additional hours were added. This will
22 allow the library to receive additional federal funding next year. Previously, these items were
23 paid for through a private fund. Selectman Crowley requested a line item budget for how the
24 \$20,000 would be spent.

25
26 Article 7 - Free Cash Appropriation: Economic Development Director & Article 8 - Free Cash
27 Appropriation: Redevelopment Authority:

28 The Board would like to invite the Planning & Economic Development Board to its next meeting
29 to discuss the need for an Economic Development Director, whether there is a payback, and to
30 review the status of the roadmap. Administrator Kennedy reported that there is approximately
31 \$57,500 available to support this position for the remainder of the fiscal year. The available
32 funds are in FY14 and also from an unexpended article from the 2013 budget. However, if an
33 Economic Development Director is hired this year, the position would need to be fully funded
34 next year and the amount would be significantly higher. The Board asked that the Planning &
35 Economic Development Board prepare a 1 page summary and attend the next meeting. The
36 Board also needs to appoint a redevelopment authority.

37
38 Article 9 – Free Cash Appropriation: Comprehensive Zoning Revision:

39 Administrator Kennedy explained that currently each warrant contains 10-12 zoning articles.
40 They would like to do a comprehensive review of the zoning bylaws. The diagnostic work would
41 cost approximately \$7,500 and re-codifying, if necessary, would cost approximately \$25,000-
42 \$30,000. The Board would like to speak further with the Planning & Economic Development
43 Board on this matter.

44
45 Article 10 - Free Cash Appropriation: Energy Manager:

DRAFT

1 Administrator Kennedy recommended removing this article from the warrant because Medway
2 does not have a commitment from the other Town. The Board asked Administrator Kennedy to
3 do a cost benefit analysis on this position. Selectman Foresto said this position may have been
4 very helpful to the Town five years ago when Medway was pursuing its Green Community status
5 but not sure how beneficial it would be now.

6
7 Article 11 - Salary Reserve Transfer: Police Union Contract:

8 This expense was anticipated and there is \$100,000 in reserve. The contract was completed
9 after the Annual Town Meeting.

10
11 Article 12 - Salary Reserve Transfer: Conservation Budget:

12 The Conservation Committee and candidate will meet with the Chairman. The Board wanted to
13 know if the Wetlands Protection Funds could be used to support this position.

14
15 In addition, the Board discussed the need for a new DPS facility. Selectman Crowley reported
16 that Town Treasurer Melanie Phillips is working on several hypotheticals regarding funding of
17 this project. He would like to see the Town finance the facility without having to do an override.
18 The Board is targeting 2016 for this project. The Board will discuss this matter further at a
19 future meeting and review the hypotheticals that Ms. Phillips prepares.

20
21 Article 13 - Sewer Retained Earnings Transfer: Debt Service:

22 This article is a bookkeeping item. This article is supported and recommended by the Town
23 Accountant.

24
25 The Board also discussed legislation that is being supported by Carolyn Dykema. Administrator
26 Kennedy will circulate the information to the Board so the Selectmen can comment and issue a
27 letter of support.

28
29 Article 14 - Establish Sewer Stabilization Fund:

30 This fund will be setup similar to the ESCO Stabilization Fund. The Board asked that the fund be
31 named the Sewer Betterment Stabilization Fund. Every year the Town will be asked to vote to
32 move the funds that are collected from betterments being paid in full to this fund so that they
33 can pay the debt service.

34
35 Article 15 - Repurpose Monetary Article: GPS System:

36 The funds will be used to install a GPS system in Town vehicles. This would be done as a safety
37 measure so that Town vehicles could be located at all times. Director of Information Technology
38 Rich Boucher has reviewed and priced the system.

39
40 Article 16 - Transfer Capital Borrowing: Middle School Renovation:

41 The Town Accountant and the School Building Committee Chair would like to consolidate the
42 articles relating to the renovation. This is a housekeeping article.

43
44 Article 17 - Amend By-law: CPA Tax Period:

45 This is an administrative change relative to the time period people have to request deferments.

46
47 The Board thanked the Medway 300 Committee and Bob and Pam Saleski for all their work on
48 the parade and said it was a huge success. They also thanked DPS, Fire, and the Police for their

DRAFT

1 hard work. They said the parade cost approximately \$70,000 and 90% of the cost was funded by
2 local businesses including Medway Cable, Medway Oil, the Lions, Rodenhiser, Charles River
3 Bank, and Middlesex Bank.
4

5 **At 8:24 p.m. Selectman D’Innocenzo moved to adjourn; Selectman White second; No**
6 **discussion; All ayes 5-0-0.**
7

8 Respectfully submitted,
9 Michelle Reed

155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
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Board of Selectmen's Meeting Minutes

October 15, 2013 7:00 p.m.

Sanford Hall, 155 Village Street

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

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

Public Comments: None

Authorization of the Chairman to Execute a Change Order for the Chicken Brook Sewer Rehabilitation Project with New England Pipe Cleaning for \$16,000:

Department of Public Services Director Tom Holder explained that the change order includes two alternate bid items for a total of \$16,000. Alternate Item A is for the sealing of lateral service connections and Alternate Item B is for a sewer pipe inspection camera system. Mr. Holder explained that the staff will work with the contractor to learn how to operate the camera. He reported that they are about halfway through the project and they expect the work they are doing to reduce the flow by about 50,000 gallons per day. Mr. Holder said that they are not able to speed up the inflow and infiltration work because it needs to be done during wet weather.

Chairman Trindade moved that the Board authorize the Chairman to execute a change order for Chicken Brook Sewer Rehabilitation project with New England Pipe Cleaning in an amount not to exceed \$16,000; Selectman Foresto second; No discussion; All ayes 5-0-0.

Open & Close Fall Town Meeting Warrant – Vote Recommendations:

The Board reviewed, discussed, and voted on Articles 4, 5, 6, 7, 8, 9, and 14 of the 2013 Fall Town Meeting Warrant. All other articles were approved by the Board at a previous meeting.

Present: Melanie Phillips, Treasurer/Collector; DPS Director, Thomas Holder; Chairman
Community Preservation Committee, Mark Cerel.

Article 4 – Land Acquisition - Wickett Property:

The Board needs to discuss this article in Executive Session, however, an Executive Session was not posted for this meeting. The Board will discuss this during Executive Session at the next Board of Selectmen's meeting. Treasurer/Collector Melanie Phillips reported that she initiated tax title on three of the parcels and they are in foreclosure. She said the Town will be able to charge for the legal expenses associated with the foreclosure. They will also be able to collect back taxes at the closing. Ms. Phillips will provide the Board with the amount of back taxes that are owed on the properties.

Selectman Foresto moved that Article 4 regarding the Wickett Property Land Acquisition remains on the warrant as written; Selectman D’Innocenzo second; No discussion; 4-0-1; Selectman Crowley abstained.

Selectman Foresto moved that the Board’s recommendation on Article 4 regarding the Wickett Property Land Acquisition be TBD (to be determined); Selectman D’Innocenzo second; No discussion; 4-0-1; Selectman Crowley abstained.

Article 5 - Approval of PILOT (Payment-in-lieu-of-taxes) - Broadway Renewable Strategies, LLC:

At the time the solar panels were installed on the High School, the Department of Revenue (DOR) hadn’t made a decision as to whether the panels were taxable property. As a result, Broadway Electric had no tax liability. Recently, the DOR has determined that the panels are taxable, which means Broadway owes the Town approximately \$6,000 in back taxes. The Board has decided not to pursue the lien because there is no legislative remedy and the Town will own the panels in several years.

Selectman Foresto moved that the Board remove Article 5 from the warrant; Selectman White second; No discussion; All ayes 5-0-0.

Article 6 - Free Cash Appropriation - Energy Committee Budget:

The Energy Committee is requesting \$800 for community marketing and outreach materials and education. Selectman Foresto said that the Board is not happy that this request was not submitted during the regular budget process but acknowledges that the Energy Committee has done great work throughout the Town. He recommended that the Board approve the article. He said he would follow up with the Energy Committee and make sure they know that exceptions will not be made in the future and budget requests need to be made during the regular budget process.

Administrator Kennedy also reported that the Town has received the certified free cash amount from the DOR and it is approximately \$1.99 million. She said she would submit a memo to the Board with additional information. She also reported that the Town has no management letter on file for the third year in a row.

Selectman Foresto moved that the Board approve the Energy Committee’s request for \$800 as stated; Selectman White second; No discussion; All ayes 5-0-0.

Article 8 – Construct Athletic Fields:

The Evaluation of Parks, Fields and Recreational Areas Committee (EPFRAC) has been working with the consulting firm Gale Associates over the last year to see how Town recreation fields are being used. Based on its discussion with the Town’s recreation groups and schools, Gale Associates came to the conclusion that the Town is short four rectangular fields. The cost to implement the full Gale Associates plan to upgrade the fields and recreation areas is approximately \$10 million. It is agreed that the Town cannot spend this amount but would like

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1 to begin taking steps to address this issue for the next school year. The committee is looking at
2 adding two additional fields at and adjacent to the High School. The state laws surrounding
3 Community Preservation funds have changed recently and this project is now an allowable
4 Community Preservation Committee (CPC) expense. The only exception is the artificial turf and
5 possibly the portion of the engineering study that deals with the artificial turf.

6
7 Selectman Foresto reported that he went to a CPC meeting and a Finance Committee meeting
8 last week. He reported that the CPC is uncomfortable approving the project without additional
9 information. The Board acknowledged that they need the CPC's support and approval for the
10 project to go forward. Selectman D'Innocenzo, who is also a member of EPFRAC, explained that
11 the committee only recently received the report from Gale Associates, which is why they
12 haven't been able to share more information sooner. He said they need to obtain a quality
13 engineering study with specifications and costs. CPC Chairman Mark Cerel, speaking on his own
14 behalf, said the CPC is open to discussion on this matter but they would like the committee to
15 make a presentation to the CPC.

16
17 The Board also agreed that they need to discuss the management and maintenance of the new
18 fields, especially because one of the fields will be on school property.

19
20 **Selectman Crowley moved that Article 8 remains on the warrant; Selectman White second;**
21 **Discussion: Selectman Crowley would like an amount assigned to the engineering study and**
22 **would like to make it clear that the study would be paid for with Community Preservation**
23 **funds with the possible exception of the artificial turf. The Board discussed the funding of the**
24 **project extensively and made it clear that they expect the project to be funded by the CPC and**
25 **not through the General Fund.**

26
27 **Selectman Crowley dismissed his motion.**

28
29 Selectman Trindade explained that there is a sense of urgency to this project. All of the fields
30 are used extensively during the week and on weekends. He also clarified that the new fields
31 must be lit.

32
33 **Selectman Crowley moved that the Board keep Article 8 on the warrant and change the**
34 **language so that it reads:**

35
36 **To see if the Town will vote to raise and appropriate \$280,000 from Community Preservation**
37 **Commission Funds for the purpose of funding a design and engineering study of athletic fields**
38 **at and adjacent to Medway High School located at 88 Summer Street, provided that if it is**
39 **determined that Community Preservation Commission funds cannot be used for the design**
40 **and engineering of the artificial turf portion of the design then the Town will vote to raise and**
41 **appropriate, borrow or transfer from available funds or act in any manner relating thereto;**
42 **Selectman D'Innocenzo second; No discussion; All ayes 5-0-0.**

43
44 Article 7 – Appropriation for Engineering Study – Unexpended Balance of Monetary Article:

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1 **Selectman Foresto moved that the Board dismiss Article 7; Selectman D’Innocenzo second; No**
2 **discussion; All ayes 5-0-0.**

3
4 Article 9 – Borrowing – Capital Item – Turf Field:

5 **Selectman Foresto moved that the Board dismiss Article 9; Selectman Crowley second; No**
6 **discussion; All ayes 5-0-0.**

7
8 Article 14 - Sewer Retained Earnings Transfer - Debt Service:

9 Administrator Kennedy confirmed that the sum of FY2014 Sewer Enterprise Retained Earnings is
10 \$67,087.50.

11
12 **Selectman Foresto moved that the Board approve Article 14 as presented; Selectman**
13 **D’Innocenzo second; No discussion; All ayes 5-0-0.**

14
15 **Selectman Crowley moved that the Board close the warrant for the Fall Town Meeting;**
16 **Selectman Foresto second; No discussion; All ayes 5-0-0.**

17
18 **Approval of Warrants:**

19 Warrant 14-16 - 10/17/2013

20 Town Bills \$753,053

21 Total \$753,053

22
23 **Selectman Trindade moved that the Board approve the warrant as read; Selectman Foresto**
24 **second; No discussion; All ayes 5-0-0.**

25
26 **Executive Session:**

27 The Board asked Administrator Kennedy to schedule and post an Executive Session for 6:30 p.m.
28 on Monday, October 21, 2013 prior to their scheduled Board meeting.

29
30
31 **At 8:27 p.m. Selectman Foresto moved to adjourn; Selectman Crowley second; No discussion;**
32 **All ayes 5-0-0.**

33
34
35 Respectfully submitted,
36 Michelle Reed

MEDWAY BOARD OF SELECTMEN
155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
(508) 533-3264 • FAX: (508) 533-3281

*Glenn Trindade, Chairman
Dennis Crowley, Vice Chairman
Richard D’Innocenzo, Clerk
John Foresto, Member
Mary Jane White, Member*

Board of Selectmen’s Meeting Minutes

November 4, 2013 7:00 p.m.

Sanford Hall, 155 Village Street

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

At 7:01 p.m., Chairman Trindade called the meeting to order and led in the Pledge of Allegiance.

Medway 300th Proclamation: Senator Karen Spilka, Representative John Fernandes, and Representative Jeffrey Roy attended the meeting to commend the Town on its 300th anniversary. They also recognized the members of the Medway 300th Committee for their hard work over the past year. Senator Spilka said it has been a pleasure getting to know the residents over the years and congratulated the Town on its financial turnaround. Representative Fernandes, who grew up in Milford, added that all of the events over the past year were fantastic and really celebrated Medway. Representative Roy said the events allowed him to get to know the Town and its residents. Representative Roy read the official proclamation. Chairman Trindade thanked Senator Spilka and Representatives Fernandes and Roy for attending the meeting.

Public Comments: Former Selectman Mary O’Leary of Mahan Circle thanked the Medway 300th Committee for its hard work over the past year and said the residents truly appreciated it. She said it was far more personal than the 250th celebration due to the fact that it was organized by Medway residents. She also commended the Board on its work over the past several years especially considering the financial struggles Medway has faced.

Approval of Minutes:

Selectman Foresto moved that the Board of Selectmen approve the May 13, 2013 minutes; Selectman Crowley second; No discussion; All ayes 5-0-0.

Selectman Foresto moved that the Board of Selectmen approve the May 20, 2013 minutes; Selectman D’Innocenzo second; No discussion; All ayes 5-0-0.

Selectman Foresto moved that the Board of Selectmen approve the June 3, 2013 minutes; Selectman Crowley second; No discussion; All ayes 5-0-0.

Town Administrator Search: Director of Human Services Sue Ellis attended the meeting to discuss the search for a new Town Administrator. Administrator Kennedy will be retiring at the end of her current contract. Chairman Trindade reported that he spoke with a Selectman from Framingham who said they also used the Collins Center at UMass for their search.

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1 **Selectman Crowley moved that the Board authorize Sue Ellis to prepare and negotiate a**
2 **contract with the Collins Center and bring a final recommendation to the Board for their**
3 **approval; Selectman D’Innocenzo second; No discussion; All ayes 5-0-0.**
4

5 Ms. Ellis said she would also follow-up with Town Counsel on this matter.
6

7 **Approval of Community Innovation Challenge (CIC) Grant Application:** Planning & Economic
8 Development Coordinator Susy Affleck-Childs explained that the Southwest Advisory Planning
9 Committee (SWAP) conducted a Regional Transit Feasibility Study. The study analyzed the
10 existing public transit network in the SWAP communities, which include Medway, Bellingham,
11 Dover, Franklin, Hopkinton, Milford, Millis, Norfolk, Sherborn and Wrentham. The study looked
12 at what currently exists and what is needed. Ms. Affleck-Childs said they are hoping to use the
13 grant to focus on the Council on Aging services that are offered in nearby towns and if
14 opportunities to regionalize and cost share exist. The grant would cover the study and GPS
15 equipment that is necessary for the analysis. Ms. Affleck-Childs said the exact amount of the
16 grant is unknown at this point but would be available in February 2014. There is a second grant
17 possibly available that the Town also plans to apply for to cover some of the expenses that this
18 grant would not.
19

20 **Selectman Crowley moved that the Board approve the CIC grant application related to the**
21 **SWAP Regional Public Transit Feasibility Study dated October 3, 2013; Selectman Foresto**
22 **second; No discussion; All ayes 5-0-0.**
23

24 **Authorization of Chairman to Execute Memorandum of Understanding Between Town of**
25 **Medway and Town of Arlington Regarding Orthoimagery project:** Medway, along with at least
26 15 other towns, is taking part in a project to procure sophisticated aerial photography. The
27 images will provide the Town with far greater detail and will capture stop signs, catch basins,
28 and wetlands. The information will tie into the Town’s Geographic Information System (GIS)
29 system. The cost to Medway will be \$8,587.00, which is significantly lower than previously
30 quoted. The cost for each town is the same, \$781 per square mile.
31

32 **Selectman Foresto moved that the Board authorize the Chairman to execute the**
33 **Memorandum of Understanding between the Town, the Massachusetts Orthoimagery**
34 **Consortium (MassOrtho), and the Town of Arlington (fiscal agent for MassOrtho) for the**
35 **orthoimagery project as outlined; Selectman D’Innocenzo second; No discussion; All ayes 5-0-**
36 **0.**
37

38 **Approval of Interfund Borrowing for Mixing System Installation for Lovering Street Water**
39 **Tank and Authorization of Chairman to Execute Contract with Utility Service Co., Inc.**
40 **Regarding Lovering Street Water Tank Mixing System Installation:** DPS Director Tom Holder
41 said the Department of Environmental Protection (DEP) requires that a mixing system be
42 installed in the Lovering tank. The new mixing system will ensure proper circulation and
43 eliminate stratification, which is essential to ensure a high water quality. The work will be done
44 during the winter months when the tank can be drained.
45

46 Treasurer/Collector Melanie Phillips said the Town is not going out to bond until the spring so
47 they are going to borrow from the Town for this project. They will be borrowing \$100,000 from
48 Article 10 that was approved at the May 2013 Annual Town Meeting. The mixing system costs

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1 approximately \$82,000 and the remaining \$18,000 will be sufficient to pay the engineering fees
2 associated with the project. Administrator Kennedy asked Mr. Holder to make sure the contract
3 contains the correct dates. Mr. Holder also confirmed that a signed Notice of Award exists,
4 which is standard.

5
6 **Selectman Foresto moved that the Board approve the interfund borrowing of \$100,000**
7 **needed for the installation of a mixing system for the Lovering Street water tank and for**
8 **associated engineering fees; Selectman Crowley second; No discussion; All ayes 5-0-0.**
9

10 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with**
11 **Utility Service Co., in an amount not to exceed \$82,780 for the installation of a mixing system**
12 **at the Lovering Street water tank but that the contract be held pending receipt of Town**
13 **Counsel approval as to form and corrected certificate of insurance; Selectman Crowley**
14 **second; No discussion; All ayes 5-0-0.**
15

16 **Approval of Letter to MassDOT Regarding Route 109 and Choate Park:** The Board sent a letter
17 to the Massachusetts Department of Transportation (MassDOT) in August regarding this matter
18 but MassDOT requires additional language. The revised letter contains language that was
19 provided by MassDOT. Director of DPS Tom Holder said the Parks Department has already
20 signed a similar letter containing the additional language.

21
22 **Selectman Foresto moved that the Board approve the letter to MassDOT relative to the Route**
23 **109 Project and Choate Park as presented; Selectman D’Innocenzo second; No discussion; All**
24 **ayes 5-0-0.**
25

26 **Appointments to the Route 109 Design Advisory Committee and Thayer Property Governance**
27 **Committee and Designation of Special Municipal Employees:** The Board decided to defer its
28 vote on the appointments to the Route 109 Design Advisory Committee until their November 18
29 meeting. Chairman Trindade said that he does not believe that one of the residents has fully
30 disclosed potential conflicts. Chairman Trindade said he will speak with Administrator Kennedy
31 about his specific concerns and have Administrator Kennedy follow-up up with Town Counsel.
32

33 The Thayer Property Governance Committee will be tasked with putting the governance
34 structure together. Selectman Foresto said that he will circulate the presentation on the scope
35 of work that was previously presented. The Board would like the committee to report back to
36 the Board no later than December 15, 2013 with a defined objective and scope.
37

38 **Selectman D’Innocenzo moved that the Board approve the appointments of John Boardman,**
39 **Carl Rice, and Dennis Crowley to the Thayer Property Governance Committee and that all**
40 **individuals will be designated as Special Municipal Employees; Selectman White second; No**
41 **discussion; All ayes 5-0-0.**
42

43 **Approval of Underground Storage Tank Installation Fee:** This discussion is the result of last
44 month’s public hearing where Cumberland Farms applied for a 20,000 gallon underground
45 storage tank. The Board reviewed surrounding towns’ underground storage tank fees. Medway
46 currently has an annual renewal fee but it does not have an initial license fee like many of the
47 surrounding towns. Some of the towns charge a flat fee while others have an incremental fee

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depending on the size of the tank. The Board decided to go with a flat fee for an initial license fee because the amount of paperwork is the same regardless of the size of the tank.

Selectman Foresto moved that the Board approve an initial license fee of \$100 for underground storage tanks with an annual renewal fee of \$50; Selectman White second; No discussion; All ayes 5-0-0.

Action Items from Previous Meeting:

- Congressman Kennedy's office is waiting to hear from FEMA. The Brentwood project is on his office's radar.
- An appraisal exists for the Oakland Street property and will be discussed in Executive Session at the November 18 meeting.
- Administrator Kennedy said she would send the Board the Chapter 90 information and discuss at the November 25 meeting.

Approval of Warrants:

Warrant 14-19

Town Payroll \$299,532.46

School Payroll \$873,672.33

Total \$1,173,204.79

Selectman Crowley moved that the Board approve the warrant as read; Selectman Foresto second; No discussion; All ayes 5-0-0.

Town Administrator's Report:

- Two reports have been issued relative to the proposed casino in Milford. The first said that the demand for water will exceed the availability and the second said traffic will be impacted even more than originally expected. Ms. Kennedy reported that Medway has been designated as a surrounding community. If Milford approves the casino they will need agreements from the surrounding towns. The towns won't be able to stop the project, only negotiate for mitigation funds.
- The Town is finalizing the hire of a Town Assessor.
- The Board would like Mr. Holder to have the recycling carts at the Fall Town Meeting for residents to view. They plan to hold a public hearing on this matter in early December. They would like additional information including what happens if the cart breaks. They also asked Mr. Holder to look at towns that have pay to throw versus those that don't. They said they believe the savings go to the Waste Management companies and not the towns.

Selectmen's Reports:

Foresto

- There will be a Veterans Day celebration at the VFW on November 11.
- He thanked the Board for the proclamation presentation at the beginning of the meeting.
- There will be a discussion of the Town seal at the Village Church at 7:00 p.m. on November 6.

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- The article on the warrant for Verizon should be dismissed because the work has been completed.

Trindade

- The Community Preservation Committee voted to approve funds for the study of the athletic fields on Monday night.

At 8:25 p.m. Selectman Foresto moved to adjourn; Selectman White second; No discussion; All ayes 5-0-0.

Respectfully submitted,
Michelle Reed

1 Board of Selectmen's Meeting
2 November 18, 2013, 6:00 PM
3 Medway High School, Room 111
4 88 Summer Street
5
6
7

8 **Present: Glenn Trindade, Chair; Dennis Crowley, Vice-Chair; Selectman Richard D'Innocenzo,**
9 **Selectman Maryjane White and Suzanne Kennedy, Town Administrator.**

10
11 Absent: Selectman John Foresto.

12
13 Also Present: Mark Cerel, Town Meeting Moderator.
14

15 *****

16
17 There being a quorum present, Chairman Trindade called the meeting to order at 6:00 PM.
18

19 **Public Comments:** None.
20

21 **Appointments – Route 109 Design Advisory Committee – Matt Buckley, Dan Hooper, Dennis Crowley,**
22 **Maryjane White and Paul Yorkis:**

23 *The Board reviewed disclosure statements from prospective members.*
24

25 **Selectman D'Innocenzo moved that the Board appoint Matt Buckley, Dan Hooper, Dennis Crowley,**
26 **Maryjane White and Paul Yorkis to the Route 109 Design Advisory Committee; Selectman White**
27 **seconded. Selectman D'Innocenzo amended his motion to state that the term of service will end on**
28 **June 30, 2016; Selectman White seconded the amendment. It is noted that Mr. Dan Hooper does not**
29 **live in the Route 109 area so a disclosure statement from him was not required. No further**
30 **discussion. VOTE: 4-0-0.**
31

32 **Discussion – Fall Town Meeting Warrant Articles – Vote Recommendation on Articles 4, 5, 6 and 8:**

33 **Article 4 -- Land Acquisition: Wickett Property** – It was noted that an appraisal has been received, but
34 the Board has not met to discuss it.
35

36 **Selectman D'Innocenzo moved that the Board dismiss Article 4 from the Fall Town Meeting Warrant;**
37 **Selectman White seconded. After brief discussion, Selectman D'Innocenzo rescinded his motion.**
38 **Selectman D'Innocenzo then moved that the Board lay Article 4 on the table; Selectman White**
39 **seconded. It was noted that this action would allow the matter to be taken up at a later date without**
40 **restriction. VOTE: 3-0-1 -- Crowley abstain.**
41

42 **Article 5 – Utility Easement: Thayer Property** – **Selectman D'Innocenzo moved that the Board dismiss**
43 **Article 5 from the Fall Town Meeting Warrant; Selectman White seconded. No discussion. VOTE: 4-0-0.**
44

45 **Article 6 -- Thayer Project: Expand Scope to Include Barn** – It was reported that Selectman Foresto
46 recommended dismissing this article. Brief discussion followed. **Selectman D'Innocenzo moved that**
47 **the Board dismiss Article 6 from the Fall Town Meeting Warrant; Selectman White seconded. No**
48 **discussion. VOTE: 4-0-0.**

Article 8 – Athletic Fields: Design and Engineering – **Selectman D’Innocenzo moved that the Board recommend approval of Article 8 as written; Selectman White seconded. No discussion. VOTE: 4-0-0.**

At this time, the Board engaged in a brief discussion with Mr. Mark Cerel, Town Meeting Moderator, on Town Meeting protocols.

At 6:19 PM Chairman Trindade moved that the Board enter executive session under Exemption 6: To consider the purchase, exchange, lease or value of real property if the chair declares than an open meeting may have a detrimental effect on the negotiating position of the public body [Oakland Street parcel at Oakland Street Park]; Selectman Crowley seconded. The chair did so declare. No discussion. Roll Call Vote: 4-0-0 – Crowley, aye; D’Innocenzo, aye; Trindade, aye; White, aye.

At 6:27 PM Chairman Trindade reconvened public session.

Approval of Warrants:

The Board reviewed Warrant 14-21, dated November 21, 2013, submitted for approval.

Selectman D’Innocenzo, Clerk, read aloud Warrant 14-21, dated November 21, 2013, as follows:

Town Payroll	\$ 277,646.36
School Payroll	\$ <u>803,341.03</u>
TOTAL	\$1,080,978.39

Selectman Crowley moved that the Board approve Warrant 14-21 as read; Selectman White seconded. No discussion. VOTE: 4-0-0.

At 6:28 PM Chairman Trindade moved to adjourn; Selectman White seconded. No discussion. Roll Call Vote: 4-0-0 – Crowley, aye; D’Innocenzo, aye; Trindade, aye; White, aye.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
(508) 533-3264 • FAX: (508) 533-3281

Board of Selectmen's Meeting Minutes

November 25, 2013 6:30 p.m.

Sanford Hall, 155 Village Street

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

At 6:54 p.m., Vice Chairman Crowley called the meeting to order and led in the Pledge of Allegiance.

Selectman Foresto moved that the Board enter into Executive Session under Exemption 6 to consider the purchase, exchange, lease, or value of real property, specifically the lease of 50 Winthrop Street and 40-46 Adams Street, if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, with the intent to return to open session immediately following the Executive Session; Selectman D’Innocenzo second; Roll call vote: White, aye; D’Innocenzo, aye; Foresto, aye; Crowley, aye. (Selectman Trindade joined the meeting once the Executive Session was in session.)

The Board returned to public session at 7:10 p.m.

Public Comments: None

Approval of the Medway Community Farm Lease Renewal: Executive Director of the Medway Community Farm Brittany Sidway Overshiner and President Jeanne Raffa joined the Board to discuss the farm's lease that is up for renewal. The farm is located at 50 Winthrop Street and 40-46 Adams Street. The Town acquired the property several years ago as open space and subsequently leased the land to the Medway Community Farm. The Town previously signed a three year lease with the farm, however, the farm is now asking for a five year lease. Selectman Crowley expressed his concern that there is no language in the current contract that would allow the Town to take back the property if the farm fell into disrepair. The Board praised Ms. Overshiner for her hard work and dedication and said they couldn't be happier with how the venture has turned out but they worry what might happen to the farm if she left to pursue other opportunities. Also, the inclusion of the language wasn't considered in the initial contract because it was for a shorter period of time. Both the Board and Ms. Overshiner agreed that the language would need to be clear so that a future Board could not breach the contract because they no longer wanted a farm. Administrator Kennedy said she would have Town Counsel work with the farm's attorney to work out the language. It will then be sent to Ms. Overshiner, Ms. Raffa, and the Board for their feedback and approval. The Board agreed to have a special meeting to sign the lease if the language could not be worked out by the December 2, 2013 Board of Selectmen's meeting.

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Ms. Overshiner also explained that much of the property cannot be farmed due to the Conservation Commission's 100 foot wetland buffer zone requirement. Ms. Overshiner said the farm appealed to the Conservation Commission previously about this issue but did not get a response. They are hoping to have the buffer reduced to 50 feet. The Board introduced Ms. Overshiner to Medway's new Conservation Agent Patty Barry, who was attending the meeting for an unrelated matter. Ms. Barry said she would be happy to sit down and discuss this issue further.

Ms. Overshiner highlighted some of the farm's successes, including showing a surplus for the first time and increasing farm stand revenue by 300%. She also reported that the farm donated \$35,000 worth of produce to the Medway Food Pantry. In addition, the farm has collaborations with the Medway Public Schools and Bentley University. Chairman Trindade encouraged Ms. Overshiner to invite Medway Cable Access to the farm the next time the 4th graders visit.

Introduction of New Staff: The Board introduced and welcomed the new Conservation Agent Patty Barry and the new Principal Assessor Donna Greenwood. Ms. Barry has more than fourteen years' experience in this field and has worked for the City of Medford and the Town of Needham. Ms. Greenwood previously worked for the Town of Plymouth and knows valuation and appraisal. Administrator Kennedy said she is thrilled to have both of them working for the Town.

Conservation Commission Appointment: Ms. Bosselman previously met with the Conservation Commission and they unanimously voted to appoint Ms. Bosselman to the Commission. Ms. Bosselman has more than twenty years' experience in environmental engineering, including conducting site evaluations.

Selectman Crowley moved that the Board appoint Jennifer Bosselman to the Conservation Commission for a three year term; Selectman White second; No discussion; All ayes 5-0-0.

Conveyance of 6 Independence Lane from Granite Estates, Inc. to the Town of Medway: Administrator Kennedy reported that the Conservation Commission previously voted to accept the deed for the property. Town Counsel expressed concern that there was not a full committee when this vote was taken. This discussion will be deferred to the next meeting and Administrator Kennedy will confirm whether the Board of Selectmen voted at a previous meeting to make the Conservation Commission a five member board.

Public Hearing-Tax Classification: Board of Assessors Chairman Peter Manning, Town Assessor Donna Greenwood, and Ellis Withington of Mayflower Valuation joined the Board to discuss Medway's tax classification.

Selectman Trindade moved that the Board open the public hearing on the Town's tax classification; Selectman Foresto second; No discussion; All ayes.

This is an annual process that is required by the Department of Revenue. The Board was asked to vote on whether Medway will adopt a single tax rate or a split tax rate. In addition, the Board needed to decide whether Medway would adopt a residential exemption and a small commercial business exemption. Mr. Withington explained the Medway has always had a single tax rate (factor of 1) and recommends that the Board adopt this again. Mr. Withington did not

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1 recommend that Medway adopt the residential exemption or the small commercial business
2 exemption. Mr. Manning reported that the Board of Assessors agrees with all of Mr.
3 Withington's recommendations. Selectman Crowley asked about the overlay account and when
4 the Board of Assessors would be comfortable releasing the surplus. This is dependent upon the
5 affected utilities and whether they file an abatement. The Board will discuss this matter further.
6 Selectman Crowley added that he will forward Chairman Manning the information of a resident
7 who is interested in joining the Board of Assessors.

8
9 **Selectman Trindade moved that the Board close the public hearing on the Town's tax**
10 **classification; Selectman Foresto; No discussion; All ayes 5-0-0.**

11
12 **Selectman Foresto moved that the Board not adopt a residential exemption; Selectman**
13 **D'Innocenzo second; No discussion; All ayes 5-0-0.**

14
15 **Selectman Foresto moved that the Board not adopt a small commercial business exemption;**
16 **Selectman White second; No discussion; All ayes 5-0-0.**

17
18 **Selectman Foresto moved that the Board adopt a Single Tax Rate (factor of 1); Selectman**
19 **White second; No discussion; All ayes 5-0-0.**

20
21 **Fiscal Year 2015 Budget Policy:** Town Accountant Carol Pratt and Administrator Kennedy joined
22 the Board to discuss the FY15 Budget Policy. Ms. Pratt and Administrator Kennedy explained
23 that this year's policy is similar to previous years and uses the same formula. Ms. Pratt
24 explained that they used the preliminary budget number from the schools per the Board's
25 instructions. Ms. Pratt said the projected FY15 revenues include tax, new growth, and level
26 funding. The new growth figure is larger than expected and has not been incorporated into the
27 figures. She added that the tax rates are set by the Department of Revenue and have not
28 increased by much.

29
30 **Selectman Foresto moved that the Board adopt the FY15 budget policy as presented;**
31 **Selectman D'Innocenzo second; No discussion; All ayes 5-0-0.**

32
33 **Approval of Inter-fund Borrowing for the Tanker Truck:** The Fire Department is requesting
34 \$270,000 to purchase a tanker truck. It will be used in areas that do not have sufficient hydrant
35 capacity. The borrowing was approved under Article 9 at the May 2013 Annual Town meeting.

36
37 **Selectman Foresto moved that the Board approve an inter-fund borrowing of \$270,000 for the**
38 **purchase of the tanker truck for the Fire Department; Selectman D'Innocenzo second; No**
39 **discussion; All ayes 5-0-0.**

40
41 **Authorization of Chairman to Execute Contract for Fire Tanker Truck with Four Guys Stainless**
42 **Tank & Equipment, Inc.:** The department did extensive research before selecting this company.
43 The remaining funds will be used for hoses and equipment. Chief Lynch said they got \$1,000
44 trade-in for Engine 4. The truck was in good shape but not old enough to be a collectible. He
45 approached several departments that he thought might be interested in buying it but they were
46 not. There was discussion about whether the Town could have received more money if they
47 sold the truck privately. Town Counsel has reviewed and approved the contract.

DRAFT

1 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with**
2 **Four Guys Stainless Tank & Equipment, Inc. for the purchase of a fire tanker truck at a cost of**
3 **\$263, 916; Selectman White second; No discussion; 4-1-0 (Selectman Crowley opposed).**
4

5 **Authorization of Chairman to Execute a Contract for Senior Center Kitchen Cabinets &**
6 **Countertops with Theriault, LLC:** This project was approved under Article 8 at the 2013 Annual
7 Town Meeting for \$23,000. No funds have been expended to date. Selectman Trindade
8 reported that he recently met with the Council on Aging and they expressed concerns about the
9 useful life of the dishwasher. The article that was approved only included the cabinets,
10 countertops, and walkway. Any remaining money could potentially be repurposed and
11 reprogrammed at the 2014 Annual Town Meeting.
12

13 **Selectman D’Innocenzo moved that the Board authorize the Chairman to execute a contract**
14 **with Theriault, LLC in an amount not to exceed \$17,300; Selectman White second; Chairman**
15 **Trindade’s signature is contingent upon the contract complete date being amended; All ayes**
16 **5-0-0.**
17

18 **Automated Trash/Recycling Program Update:** DPS Director Tom Holder reported that a public
19 hearing has been scheduled for Monday, December 2, 2013 to discuss the automated trash
20 program. The Board asked Allison Potter to make sure an email message was sent out through
21 the schools to ensure residents were aware of the public hearing. Mr. Holder explained that all
22 recycling will be thrown in one container and will no longer need to be sorted. He said there will
23 be a cost savings to the Town that could be passed on to the residents but he urged the Board
24 to go through a full cycle before they implement any new policies to make sure the cost
25 estimates are accurate. The Board discussed the Lifeline Discount that offers qualified residents
26 reduced rates. The program used to be based on age but is now based on need. The Board
27 wanted to know when the program changed and asked that the Board be consulted in the
28 future on solid waste policies. They want to make sure that the residents who need assistance
29 are receiving it. The Board said they will not be ready to vote on this issue until the second
30 meeting in December. They asked Mr. Holder to make sure that the residents are aware of the
31 public hearing and the program. Selectman Crowley said he would put his concerns and
32 questions in writing and send them to Administrator Kennedy. Mr. Holder also reported that
33 retained earnings continue to grow. The Board discussed the retained earnings and possible
34 uses for this money. Mr. Holder said he will follow-up with the consultant on the landfill and
35 report back to the Board.
36

37 **Discussion with Open Space Committee:** The Open Space Committee met with the Board to
38 discuss its goals and current initiatives. They discussed some of the open space areas that are
39 available to residents including Idyllbrook and the Amphitheater. They explained that they have
40 identified the open space areas in Medway but going forward will need funds to maintain and
41 expand them. They are hoping to construct an entryway to the Amphitheater on Village Street.
42 The design and construction will require funds and currently the committee has no budget. The
43 Board encouraged them to create a five year plan and priority list. They urged them to meet
44 with the Capital Improvement Planning Committee and Community Preservation Committee to
45 discuss their priorities. The Board thanked them for their hard work over the last several years.
46

47 **BOS FY14 Liaison Positions:** The Board reviewed and revised the liaison list from FY13.
48 Administrator Kennedy said she would send out the updated list.

DRAFT

Action Items from Previous Meeting: Selectman Foresto reiterated the importance of quickly appointing a Thayer Governance Structure Committee.

Approval of Warrants:

Warrant 14-22

School Bills \$423,775.09

Town Bills \$303,785.53

Town Payroll \$299,532.46

School Payroll \$873,672.33

Total \$1,173,204.79

Selectman Foresto moved that the Board approve the warrant as read; Selectman White second; No discussion; All ayes 5-0-0.

Approval of Minutes:

Selectman Foresto moved that the Board of Selectmen approve the June 17, 2013 minutes with corrections; Selectman D’Innocenzo second; Selectman D’Innocenzo asked that line 33 and 34 be revised because he does not remember making that comment. The minutes will be revised to say “A member present”; All ayes 5-0-0.

Selectman Foresto moved that the Board of Selectmen approve the June 24, 2013 minutes; Selectman D’Innocenzo second; No discussion; 4-0-1 (Selectman Crowley abstained).

Selectman Foresto moved that the Board of Selectmen approve the August 22, 2013 minutes; Selectman D’Innocenzo second; No discussion; 4-0-1 (Selectman Crowley abstained).

Town Administrator’s Report:

- The contract to recruit a new Town Administrator is with the Collins Center.
- Administrator Kennedy attended the final anti-casino meeting. The legal expenses for the coalition totaled approximately \$32,000. Each Town contributed \$25,000 so the surplus will be returned to the towns. The funds falls back to the warrant article but it can be repurposed at the next Town Meeting.
- Administrator Kennedy provided the selectmen with a copy of the petition from the residents who are opposed to the Cumberland Farms project.
- The contract for the redevelopment authority is on the December 2, 2013 agenda.
- The Planning and Economic Development Coordinator wrote to the developer of Mayland Woods. She said the Azalea Drive bonds are available to cover the expenses.

Selectmen’s Reports:

Crowley

- The Town of Medway gateway signs have arrived and will be installed.
- The Route 109 Committee met last week and made a decision on the poles. The 75% design plan needs to be submitted by December 31.

D’Innocenzo

DRAFT

- The athletic field engineering and design study was approved at Town Meeting. EPFRAC will review the bids. The Memorandum of Understanding with the schools needs to be drafted.
- He congratulated Medway's athletic teams on their successful fall season.

Foresto

- The windows are installed at the Thayer house and it is weather tight for the winter. The fire department donated a master box.

Trindade

- The annual Christmas parade will take place on Saturday, November 30. The parade is funded entirely by private donations.

At 9:28 p.m. Selectman D'Innocenzo moved to adjourn; Selectman White second; No discussion; All ayes 5-0-0.

Respectfully submitted,
Michelle Reed

1 he noted that if this application is approved, the total number of All Alcohol Licenses in Medway will
2 total nine.

3
4 Chairman Trindade asked the Town Administrator if there was any comment from either the Fire Chief
5 or Police Chief regarding the application. Ms. Allison Potter, Assistant to the Town Administrator,
6 responded that, with respect to the applicant's Rhode Island establishments, there have been no alcohol
7 violations or Board of Health issues, and feedback about both locations was positive.

8
9 The proposed hours of operation will be Monday through Friday, 11 AM to 10:30 PM. Weekend hours
10 will be from 11 AM to 11 PM.

11
12 **Chairman Trindade moved to close the public hearing; Selectman Foresto seconded. No discussion.**
13 **VOTE: 5-0-0.**

14
15 **Selectman Foresto moved that the Board approve an All Alcohol Restaurant License and a Common**
16 **Victualler License for Yama Fuji; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.**

17
18 **Appointment – Capital Improvement Planning Committee – Daniel Perkins:**

19 *The Board reviewed a letter of interest and resume from Daniel Perkins, dated December 1, 2013. It was*
20 *noted that the CIPC unanimously voted to recommend Mr. Perkins to fill the vacancy.*

21
22 Present: Daniel Perkins.

23
24 Mr. Perkins briefly stated that he has been attending CIPC meetings to become familiar with the process
25 and noted that his mother is the Director at the Medway Public Library.

26
27 **Selectman Foresto moved that the Board appoint Daniel Perkins to the Capital Improvement Planning**
28 **Committee for a term to expire on June 30, 2017; Selectman D'Innocenzo seconded. It was noted that**
29 **the CIPC unanimously voted to recommend Mr. Perkins for this vacancy. No further discussion.**
30 **VOTE: 5-0-0.**

31
32 **Approval – Excess Property Agreements – Fire Dept. -- \$0:**

33 *The Board reviewed the following information: (1) Proposed federal and Department of Defense*
34 *agreements; and (2) Town Counsel's approval.*

35
36 Present: Jeffrey Lynch, Fire Chief.

37
38 Mr. Kennedy commended the Fire Chief on his cost savings. The first agreement is a more long-term
39 service arrangement. The agreement with the Department of Defense carries a term of two years, after
40 which time the department can keep the equipment as surplus. All kinds of equipment are included in
41 the agreements.

42
43 Responding to a question from Chairman Trindade, Chief Lynch explained that he should typically
44 receive an email when there is excess property, and there may be a website that will feature a listing.
45 He reported that the authorities indicated the Town received a pickup truck this way back in the 1980s.

1 Selectman Crowley expressed concern that there could be costs involved with repairs on used
2 equipment and where the equipment would be housed. He suggested that a preliminary approval be
3 obtained through the Town Administrator before moving forward.

4
5 **Selectman Foresto moved that the Board authorize the Chairman to execute the federal and DOD**
6 **firefighting program excess personal property cooperative agreements for the use of this property in**
7 **the control of community fire protection and emergency services provided that the property received**
8 **through this program requires prior approval of the Town Administrator; Selectman Crowley**
9 **seconded. No further discussion. VOTE: 5-0-0.**

10
11 **Authorization to Expend Grant Funds – State 911 Dept. Support and Incentive Grant -- \$30,194:**
12 *The Board reviewed the following information: (1) Grant expenditure authorization form; and (2) Grant*
13 *notice and copy of contract.*

14
15 Present: Allen Tingley, Police Chief.

16
17 Chief Tingley reported the department has received a grant, one that they work hard on every year. He
18 credited Lieutenant Boultenhouse with doing the work on it. The money will be used to fund training,
19 emergency dispatch procedures, certification programs and refresher training, as well as overtime pay
20 to cover people out on training. Brief discussion followed.

21
22 **Selectman Foresto moved that the Board authorize the expenditure of the State 911 grant in the**
23 **amount of \$30,194; D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

24
25 **Authorization of Chairman to Execute Contract with Collins Center – Town Administrator Search:**
26 *The Board reviewed the following information: (1) Email from Town Counsel regarding approval as to*
27 *form; and (2) Contract.*

28
29 Present: Sue Ellis, Human Resources Director.

30
31 It was noted that the Board had a copy of the contract in their packets for review, as well as an opinion
32 from Town Counsel. Chairman Trindade clarified for viewers that this process is necessary to secure a
33 replacement for Ms. Kennedy who will be retiring in July of 2014. Brief discussion followed.

34
35 Selectman Crowley expressed concern that the search committee has not yet been formed. Ms. Sue
36 Ellis, Human Resources Director, responded that Mr. Richard Kobayashi of the Collins Center wants to
37 meet with all boards and interested parties in early January, and then put together the profile. He
38 anticipates completion of the profile by January 21, 2014. The position would then be advertised and
39 applications for the position will close by March 1. The search committee will not have anything to do
40 until March. Selectman Crowley suggested that Mr. Kobayashi meet with the committee a couple of
41 times to keep them in the loop on how the process is going before the committee begins its work.
42 Discussion followed.

43
44 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with the**
45 **Collins Center as proposed; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

46
47 **Approval – Composition of Conservation Commission:**

1 *The Board reviewed correspondence dated December 2, 2013 from the Conservation Agent regarding the*
2 *number of members on the commission.*

3
4 Present: Ms. Patty Barry, Conservation Agent.

5
6 Chairman Trindade explained for viewers that, upon recommendation from the Conservation
7 Commission, the Commission is being reduced from 7 members to 5 members. The Commission,
8 however, will not refuse anyone who expresses interest. If, at a later date, it is believed that a seven (7)
9 member commission is again preferred, the Commission will bring the matter back to the Board of
10 Selectmen.

11
12 **Selectman D’Innocenzo moved that the Conservation Commission be made up of five (5) members;**
13 **Selectman White seconded. No discussion. VOTE: 5-0-0.**

14
15 Delivering an update on conservation issues at the Medway Community Farm, Ms. Barry reported that
16 the former agent delineated the area in question. The farm would like use of the fallow field on the
17 Adams Street portion of the property. Much of the field is located in the 100-foot floodplain area. She
18 indicated she will help the farm through the application process.

19
20 **Discussion and Vote – Proposed Automated Trash and Recycling Program:**
21 *The Board reviewed a Cost Savings Spreadsheet (consolidated and roll-up).*

22
23 Mr. Tom Holder, Director, Department of Public Services, stated that this is a continuation of the
24 discussion regarding the proposed conversion of the present trash collection program to an automated
25 system. He referred to the cost savings spreadsheets distributed to the Board in their meeting packets.
26 One of those presented information on the possibility of retaining the trash collection as is, and
27 converting to automated recycling collection. This would eliminate money spent on the trash carts, and
28 a vendor would not have to build a truck to service Medway. Mr. Holder added that the \$58,000 grant
29 will be retained with the modified program.

30
31 Selectman White indicated she likes this solution, as it retains use of the yellow bags while streamlining
32 the recycling process.

33
34 Selectman D’Innocenzo asked if residents would be able to get smaller bins. Mr. Holder responded that,
35 with a bi-weekly collection, he strongly encourages using the larger ones. He would like to issue the 96-
36 gallon carts, while reserving the right to keep a number of smaller ones for those residents with
37 accommodation needs.

38
39 Chairman Trindade emphasized that if an item is too large for the bin, it cannot be left next to the cart
40 for pick-up.

41
42 Selectman Foresto stated he liked the idea of partial implementation as it continues to encourage
43 recycling while keeping the Pay-As-You-Throw component. People also appreciate having a recycling
44 center open more than one day a week.

45
46 Selectman Crowley stated he wanted it to be clear that this is not a compromise between the Board of
47 Selectmen and the Department of Public Services. Many options were reviewed and discussed, and this
48 seems to be right for Medway at this time. He indicated that most people he talked to during Christmas

1 tree sales were concerned about the yellow bags. He indicated that he explained that the yellow bags
2 provide income to support the recycling center through an enterprise account.

3
4 Selectman Crowley asked if there could be more choices on the size of container, suggesting that people
5 could choose the size they think they will need, and if it was decided later they needed a larger one,
6 they would have to pay for it.

7
8 Brief discussion followed on the spreadsheet. It was noted that, in the first year there is \$58,000 in free
9 money (grant), in FY2016 the Town would have to pay more money, and after the third year the Town
10 owns the carts.

11
12 **Selectman Foresto moved that the Board authorize the Town Administrator to move forward with the**
13 **DPS Automated Single-Stream Recycling Program as presented tonight; Selectman D’Innocenzo**
14 **seconded. Concern was expressed that if the actual numbers are vastly different, the program may**
15 **not move forward. VOTE: 5-0-0.**

16
17 **Discussion and Vote – Dissolution of Anti-Casino Coalition:**

18 *There were no review materials. Note: It is recommended that the Board vote to authorize the*
19 *dissolution of the MetroWest Anti-Casino Coalition but to keep its framework in place in the event that*
20 *the coalition should need to be reactivated.*

21
22 Chairman Trindade explained that, as the Town of Milford has voted against the casino, the issue is no
23 longer prevalent. It is suggested that the mechanism be kept intact in case it should ever be needed
24 again. “Framework” refers to the Intermunicipal Agreement and that the agreement is kept in force.

25
26 **Selectman Foresto moved that the Board authorize the dissolution of the MetroWest Anti-Casino**
27 **Coalition yet keep the framework in place in the event that the coalition should need to be**
28 **reactivated; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

29
30 Chairman Trindade commended Ms. Kennedy and Selectman Foresto on the hours of effort spent on
31 this issue by attending numerous meetings. Selectman Foresto commented that it was a really great
32 group of people to work with.

33
34 **Approval – 2013 License Renewals – Class II: Aoude’s Gas & Repair, Haven’s Auto Body, TJ Gas, Tim**
35 **Marshall; Common Victualler: Burger King, Coffee Sensations, Medway Village Pizza, Supreme Pizza;**
36 **Alcohol: Supreme Pizza:**

37 *The Board reviewed a list of approval recommendations.*

38
39 Ms. Allison Potter, Assistant to the Town Administrator, reported that these licenses were the entities
40 that had outstanding issues at the last meeting.

41
42 **Selectman Foresto moved that the Board of Selectmen approve the license renewals of the listed**
43 **establishments conditioned upon receipt of all associated renewal documentation and payment;**
44 **Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

45
46 **Approval – Medway Community Farm Lease Renewal – 50 Winthrop Street and 40-46 Adams Road:**

The Board reviewed the following information: (1) Original Lease (Winthrop Street); (2) Lease Amendment #1 (Adams Street); and (3) Town Counsel email regarding lease terms.

Present: Representatives from Medway Community Farm: Brittany Sidway Overshiner, George Vella, Jeanne Raffa, Allyson Aube, Kathleen Yorkis.

Chairman Trindade offered a brief history of the community farm. Ms. Kennedy distributed copies of an amendment to the lease agreement based on Town Counsel's opinion. There was concern over the Town's responsibilities or options should the farm default on the lease. The amendment adds a requirement for performance milestones as they relate to the five-year plan.

Selectman Crowley related a discussion with the farm's attorney regarding the amendment. The change in language was in General Conditions, Item 2, specifically, the reference to the word "maintain", which was not clear. They opted for wording that "maintain" would refer to, "operate said farm as CSA or continue to provide educational programs".

It was noted that a lot of people volunteer at the farm and it has strong support of the programs and activities. Chairman Trindade responded that the contract is important to protect all parties, and it is not to be perceived that the Board has any issues with the way the farm is being operated. The Town has had no issues with the farm, and it has vastly improved during the years it has been in operation. The amendment extends the lease for 4.5 years past the original lease date. Brief discussion followed.

Selectman Crowley moved that the Board renew the Town's lease of 50 Winthrop Street and 40-46 Adams Road to Medway Community Farm for a term commencing January 1, 2014 and terminating July 20, 2019, pending amendment to the lease terms to include the submission of a five-year operational plan and accompanying milestones to be achieved by the lessee, and further, to authorize the Chairman to execute the contract amendment with the changes as discussed tonight and agreed upon by Town Counsel. Said amendment to be reviewed and approved by the Board no later than its last meeting in February 2014; Selectman D'Innocenzo seconded. No further discussion. VOTE: 5-0-0.

Action Items from Previous Meeting:

Brentwood – Ms. Kennedy reported she is still waiting for word from Senator Kennedy's office.

Approval of Minutes:

The Board reviewed draft minutes from meetings held on July 15, 2013; September 3, 2013, and September 16, 2013.

Chairman Trindade moved that the Board approve the minutes of July 15, 2013, as drafted; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.

Chairman Trindade moved that the Board approve the minutes of September 3, 2013, as drafted; Selectman White seconded. No discussion. VOTE: 4-0-1 -- Crowley abstain.

Chairman Trindade moved that the Board approve the minutes of September 16, 2013, as drafted; Selectman D'Innocenzo seconded. Brief discussion followed on attendance sheets of committees. VOTE: 4-0-0 -- Foresto abstain.

Approval of Warrants:

The Board reviewed Warrant 14-25, dated 12/19/13.

Selectman D’Innocenzo, Clerk, read aloud Warrant 14-25, dated 12/19/13, presented for approval:

Town Bills	\$ 413,299.00
Town Payroll	255,785.27
School Payroll	780,798.94
TOTAL	\$1,449,883.21

Selectman Crowley moved that the Board approve the Warrant as read; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Town Administrator’s Report:

Ms. Kennedy reported she and Selectman Foresto would be meeting with Hampton Council of Government relative to municipal aggregation.

It was reported that there is one remaining language change in the proposed net metering agreement regarding production guarantees.

With regard to athletic fields, an agreement has been suggested between the Town and School Department specifying that after-school athletics have access to the fields until 6 PM, and then the fields are open to youth groups. Ms. Kennedy suggested Chairman Trindade have a conversation with Superintendent Evans. Regarding the RPF for the engineering, the bid cannot be awarded until this agreement has been finalized.

A shared Energy Manager program with the Town of Millis has been suggested. Anything done with such a program will require the approval of the Board of Selectmen. Brief discussion followed. Millis would benefit by being able to develop a Green Community application, and Medway can move forward with increased energy awareness programs and grant applications.

Selectmen’s Reports:

Selectman D’Innocenzo reported that a contract for work on athletic fields is about to be announced.

Selectman Foresto stated there needs to be some guidelines on how the refurbished Thayer House and grounds will be managed, leased, etc.

Selectman Crowley asked that the “Entering Medway” signs be added to the Action Items list. Ms. Kennedy reported the signs have been delivered, but the ground is getting too hard to get the sign posts in place.

Selectman Crowley stated that he anticipates an application from a new developer for the Tri-Valley Commons location, likely within the next 30-60 days. The developer has apparently purchased most of the old plans and studies that the previous developer had done with the intent to modify placement of some of the buildings and other minor changes.

Selectman Crowley stated he would like to schedule presentation on funding the DPS facility along with the Finance Director and the Town Administrator.

1
2
3
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5
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7
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9

At 8:44 PM Selectman Foresto moved to adjourn; Selectman D’Innocenzo seconded. No discussion.
VOTE: 5-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

**Board of Selectmen's Meeting
December 2, 2013, 6:30 PM
Sanford Hall
155 Village Street**

Present: Glenn Trindade, Chair; Dennis Crowley, Vice-Chair; Selectman Richard D'Innocenzo, Selectman Maryjane White and Suzanne Kennedy, Town Administrator.

Absent: Selectman John Foresto.

Also Present: Tom Holder, Director, Department of Public Services; Susy Affleck-Childs, Planning and Economic Development Coordinator; Patty Barry, Conservation Agent; Jeffrey Lynch, Fire Chief.

At 6:42 PM Chairman Trindade called the meeting to order and led the Pledge of Allegiance.

At 6:43 PM Chairman Trindade moved that the Board enter executive session under Exemption 6: to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body [Mayer property – R Oakland Street], with the intent to return to public session; Selectman D'Innocenzo seconded. The chair so declared. No discussion. Roll Call Vote: 4-0-0 – Crowley, aye; D'Innocenzo, aye; Trindade, aye; White, aye.

At 6:47 PM Chairman Trindade reconvened public session.

Public Comments: None.

Authorization of Chairman to Execute Contract for Redevelopment Authority Director – Robert Hubbard:
The Board reviewed a contract between the Town of Medway and Robert Hubbard.

Chairman Trindade reviewed the recent activity relative to the Redevelopment Authority, noting that things have stalled on this issue due to the Economic Development Specialist not renewing her contract with the Town. Mr. Hubbard is retiring from his last position and is now interested in working with the Town as a consultant.

Mr. Hubbard stated he worked for the City of Gardner as the director of Community Development and Planning. During that time, he was instrumental in cleaning up contaminated property, development of two commercial parks, loan programs, and related matters. Prior to that, he worked in international development in Africa, Solomon Islands, and other locations. While working for the Town of Ayer, he worked on the redevelopment of Fort Devens.

Selectman Crowley expressed concern about funding the Redevelopment Authority, and whether funds had been appropriated through Town Meeting action. Ms. Kennedy explained that an article in 2012

established the fund from which Redevelopment Authority expenses would be paid. Ms. Kennedy indicated that, while there was no funding in the budget specific to this position, there was a sufficient unexpended balance in the 2012 Town Meeting article for Economic Development that could cover this expense. Mr. Crowley asked what the costs to move forward would be. Chairman Trindade assured the Board that Mr. Hubbard would be putting that kind of information together.

Selectman D’Innocenzo moved that the Board authorize the Chairman to execute a contract with Robert Hubbard to provide services as a Redevelopment Authority Director for an amount not to exceed \$12,025; Selectman White seconded. No discussion. VOTE: 4-0-0.

Approval – Conveyance of 6 Independence Ln from Granite Estates, Inc. to the Town of Medway

The Board reviewed the following information: (1) Memo from Susy Affleck-Childs, dated; (2) Copy of Quitclaim Deed (7/11/13); and (3) Memo from Conservation Agent Patty Barry re: Conservation Commission’s acceptance of the deed and Copy of Deed Acceptance by Conservation Commission (11/26/13) to be presented at meeting.

On a separate matter, the Board reviewed a letter from Conservation Agent Patty Barry regarding the reorganization of the Conservation Commission to set the membership at 5 in an effort to better make quorum requirements, following consultation with the commission. After brief discussion, it was decided to place the matter on another agenda so that Selectman Foresto could participate in the discussion.

On this matter, the Conservation Commission voted in favor of accepting the deed for this property. Ms. Affleck-Childs stated it is an undevelopable piece of land with a vernal pool and a nice piece of land from a conservation perspective. Further, Ms. Affleck-Childs reported that the arrangement had been agreed upon in principle when the Ishmael Coffee subdivision had been granted. Chairman Trindade wondered why the Town should “take” it. Ms. Affleck-Childs responded that, with a vernal pool on the property, there is an element of stewardship involved.

Ms. Barry stated she will go out in the spring to check the status of the vernal pool. There have been studies to confirm the presence of wetland species. The Conservation Commission was very interested in keeping the vernal pool viable, agreeing that it needs to be protected and that it had a value for educational purposes.

Ms. Affleck-Childs briefly reviewed the process of recording the deed. Selectman Crowley questioned which entity – Board of Selectmen or Conservation Commission – would have control over the land; Ms. Affleck-Childs stated that control would fall to the Commission.

Selectman D’Innocenzo moved that the Board accept the deed to 6 Independence Lane – Parcel D at Ishmael Coffee Estates; Selectman White seconded. No discussion. VOTE: 4-0-0.

Responding to a question from Selectman Crowley, Ms. Affleck-Childs stated that the new permitting system is up and running. Mr. John Emidy, Building Inspector, sent letters to contractors today to inform them. There will be a training session for them in the new future.

Regarding Mayland Woods, Ms. Affleck-Childs reported she has been in communication with the developer who has decided to go ahead and finish up the work. The paving work will have to wait until

the spring. This subdivision will likely not be ready to bring to Town Meeting for street acceptance in the spring. Streets being considered for acceptance in the Mayland Woods subdivision include portions of Howe Street, Fern Path, Field Road and Bramble Road. The other subdivision is Green Acres/Willow Green and we are working on the Azalea Drive portion of that subdivision.

Public Hearing – Automated Trash/Recycling Program:

Ms. Kennedy announced that there have been four televised programs on this matter, as well as presentations in various meetings.

At 7:00 PM Selectman Foresto moved that the Board open the public hearing on the proposed automated trash/recycling program; Selectman D’Innocenzo seconded. No discussion. VOTE: 4-0-0.

Present: Tom Holder, Director, Department of Public Services; Cathy Merza, Massachusetts Department of Environmental Protection; numerous residents.

Chairman Trindade explained that the proposed program would make it easier to recycle by not requiring residents to sort their recycled items. In communities where this has gone into practice, the rate of recycling has increased. He explained that the Board wanted input from residents before entering into an agreement for the program.

Mr. Tom Holder stated he is proposing trash collection weekly, utilizing the 64-gallon cart. Recycling would be picked up every other week in the larger 96-gallon container utilizing the single-stream collection where all recyclable items are placed in one container. The cost of the carts will be included in the three year contract from the vendor. A grant of \$58,000 from the Department of Environmental Protection will help offset the cost of the carts. The trucks that service the single-stream collection have cleaner emissions than the regular trash collection trucks, which is better for the environment. Community aesthetics would also be improved. He noted that the current contract ends on June 30, 2013. He would like to implement the program beginning July 1, 2014.

Responding to a question from Selectman White, Mr. Holder stated residents would still have to use the yellow bags. He continued by stating four major points:

- 1) The program promotes recycling by requiring that solid waste be placed in a yellow purchased bag; the more one recycles, the less trash is generated. If the yellow bags are discontinued, the amount of trash will likely increase.
- 2) The Department of Public Services relies on the revenue from the sale of those bags. Otherwise, that revenue would have to come from somewhere else.
- 3) Right now residents are able to control their costs by reducing their trash (needing to purchase fewer bags).
- 4) The Town can gain grant eligibility leverage for many available programs. Mr. Holder clarified that not every community with a curbside program started as a Pay-As-You-Throw program. Ms. Merza added that some communities went directly from regular trash pickup to carts.

Mr. Holder stated the Town will achieve savings in operating costs. An annual fee of \$250 was established a few years ago and has never increased though the costs to operate have gone up. He recommended that a decision regarding the savings be delayed until the program has been in effect for a year, allowing time to see how the program is running. He reminded the Board that during the first three years savings would be offset by the cost of the carts, but projected that savings over a ten year period could reach \$450,000.

Regarding the discount for senior citizens, Mr. Holder responded that it was transferred to the lifeline program where a discount was developed based on need, including water and sewer. Mr. Holder indicated that those already in the savings program would be “grandfathered”, while any new applicant would be subject to review by the Assessor’s Office for utility/real estate tax relief. Selectman White expressed concern that people currently in the program may not qualify under a new program. She stated she is in favor of the program for the increase in recycling. However, if residents still have to purchase the yellow bags and the senior discount goes away, she does not see the need for change under those circumstances.

Responding to a question from Selectman D’Innocenzo, Mr. Holder stated single-stream recycling would be picked up every other week on the regular trash collection day. All yellow bags would be placed inside the trash collection bin.

Selectman Crowley expressed concern for those homes that generate very little trash each week, noting that he recently drove down a street with 22 homes, all of whom had only one bag of trash out. He asked where residents might store their carts and why there is a need for a large cart when a single bag is easier to handle. He stated that the hauling of the cart might be a burden on elderly people, especially those with long driveways. He asked if it is possible to do the recycling container without doing the trash program. Mr. Holder responded that it is possible to split the program, which means two types of vehicles in town, the conventional trash truck and the automated recycling truck. Unfortunately, this means the cost savings would disappear. Responding to Selectman Crowley’s question on the grant funds, Ms. Merza stated the grant money would likely be intact as it would still be used to purchase carts. She remarked that Medway does a good job of recycling. Selectman Crowley added that as it stands now, if a resident wants to dispose of a large item, it can just be put out. The new program will require a phone call and a specific “appointment” to arrange for the pick-up.

Concern was expressed for containers going “wild” and rolling into the street, possibly getting damaged in the process. Residents were concerned that animals will get into the carts because few people will be able to store them inside their garages or shed. It was difficult for some to understand why residents would still have to use the yellow bags.

Chairman Trindade asked about industry trends. Mr. Holder responded that the big impetus of the program is that there is one driver on the truck, which is easier and less expensive for the companies. Ms. Merza added that the “bag” communities are leaders, pointing out that there were a lot of injuries when drivers picked up trash because contents of bags are unknown. She acknowledged that PAYT is an effective means to reduce trash tonnage but that automated pick-up is where the collection process is headed. It is unknown how the two programs can be tethered together to maintain the same level of return or service for everyone.

Chairman Trindade explained that Medway’s rubbish goes to a “trash to energy” facility where it is burned. Medway does not have a landfill. Residents will either pay for bags or an increased fee for trash collection. It is likely that, in a couple of years, all trash collection companies will be advocating for automated programs. He stated that friends of his, one residing in Los Angeles and the other in Denver, have reported their communities have been doing this for years. Discussion followed. Mr. Holder stated a multi-year cost analysis has been prepared.

Ms. Kennedy suggested that residents would be able to embrace the single-stream program as fewer bags would need to be purchased, expanding on the idea that single-stream makes recycling easier and there is a resulting decrease in trash. Ms. Merza added that in Swansea, recycling has gone up

substantially and the trash collection has been reduced. Promotion and education are important. For the older resident, it is possible that they may not put their cart out every week which would also reduce the number of bags they would need to purchase.

At this time, the Board opened the discussion to public comment. A number of residents were in attendance. They raised the following concerns (available responses included):

Cost of barrels (carts). *The cost of the carts is included in the program costs from the vendor. The Town currently has the ability to secure a grant of \$58,000 to help defray those costs. After three years, all the carts will belong to the Town. If the Town does not enter into the single-stream collection program, the grant money will go away – it is specifically for the purchase of recycling and solid waste bins.*

Any increase in cost to residents? *There will be no increase in cost of trash collection fees.*

How does this program compare to similar programs in other communities (cost, services, etc.) *It is difficult to compare communities because the extent of services covered by the costs will vary from town to town. Mr. Holder reported that the \$250/yr charge has not been increased in 8 years and that the projected savings would help keep this at \$250.*

If this is to promote recycling, why are the yellow bags still required? *Continued participation in the Pay-As-You-Throw Program makes the Town eligible for many grant programs that would not otherwise be available.*

Large items may be dumped along the road to avoid the pick-up fee. *Under the new program, a resident only has to make a phone call to arrange for the pick-up for which a fee is applied; however, this service does not currently exist. It is hoped that the convenience of the service will outweigh the associated fee.*

Is there a cost to the resident if their cart is stolen? *The carts have identification tags that allow the carts to be returned to the correct residence if it rolls down a hill or otherwise is moved elsewhere. If the cart is stolen, a police report may need to be filed, and the resident may be responsible for obtaining another.*

Will this have an impact on the recycling center? *This program will have no impact on the recycling centers – the set-up and the operating hours will remain the same.*

Are smaller carts available for senior citizens or disabled persons? *Smaller 35-gallon carts are available by special request. Mr. Holder stated his interest was to make sure people start with the right size cart instead of starting small and then swapping it out for a larger one. It is also important to have a good idea of how many of each size needs to be ordered from the vendor.*

Does the lid have to be completely closed in order for the collection? *The truck does not come at the cart from the top so the lid does not have to be completely down.*

How is the revenue used? *Residents were encouraged to attend budget development meetings to learn about how various kinds of accounts are used and the restrictions imposed by the Department of Revenue on particular kinds of accounts. Enterprise accounts are designed to be self-supporting, not to*

make money. The revenue is to cover the costs of the services. It is also possible to use extra funds in the account to repair the transfer station or make other improvements.

Could competitive bids be secured on the current program before moving forward to a new program?

Can a resident have more than one recycling bin?

Can residents opt out of the program?

No room to store carts in garages or out of sight from the street.

Absence of safety latch on cart to keep animals out or to prevent illegal items from being placed inside by others.

Chairman Trindade pointed out that the Pay-As-You-Throw program allowed residents to be in control of their trash. He reminded everyone that one day there will be an expense to cap the old landfill currently estimated at \$4-5 million. The retained earnings will be available to help pay for that as retained earnings in an enterprise fund cannot be used for another program. There was discussion on how enterprise accounts work.

Selectman White theorized that her questions could be answered when the DPS budget is up for review. Each employee's time spent on solid waste, recycling, transfer station, etc. is charged to that fund. Mr. Holder charts the expenses associated with the funds annually. He reiterated that a resident will be able to call to schedule the disposal of a large item, where that feature does not currently exist.

Mr. Charlie Meyers asked if the \$58,000 is only available to use to purchase recycling carts. Mr. Holder responded that, if the Town does not move forward with this program, the money goes away. Brief discussion followed on associated costs. Mr. Meyers continued, asking how the program will benefit the Town. Many people do not have the space to store the carts and would have to leave them outdoors. He added that he would like to see competitive bids on the current program versus going to the proposed program.

A resident theorized that the trash company has a huge incentive to cut their costs, while the benefit to the Town may not be as significant. The resident added that he does not have a problem with separating his trash and recyclables. His street has a lot of families with more bags of trash. He stated he would need two recycling bins for all the recycling that his family does. He asked if the program could be set up so that people do not have to call for large items but earmark a particular day for those instead.

A North Street resident wanted an overview of comingling and what happens to the items after the truck makes the collection. Ms. Merza responded that the single-stream facilities are new to Massachusetts in the past 5-6 years. It is an efficient operation -- it can be picked up all at once, compacted, and then goes to the facility. When it gets to the facility, some hand sorting does occur, and certain things are pulled out. Magnets, blowers, and other types of sorting equipment are used. There are markets for the recyclable items in the state, elsewhere in the United States and overseas. Most will go overseas to be made into new products. Residents were encouraged to look at videos online from recycling facilities. Ms. Merza stated that many recycling facilities also provide tours of the facilities. She said Medway's recycling materials go to a facility in Avon.

Responding to a question from a resident, Mr. Holder stated there will be no changes to the transfer station, citing a desire to further improve customer service.

A resident asked if it was possible to opt out of the program, and commented that the cart will be too cumbersome to lift into a truck for those who choose transport it to the transfer station themselves.

Mr. Myers suggested the reduction in recycling collection (every other week) is a reduction in service to the residents. Mr. Holder stated the Town would be sharing the collection truck with another community so Medway will use it one week, they use it the other. He added that, with a collection every week, the containers would be only half full while a bi-weekly collection will service full containers.

It was noted that the trucks have cameras that will record cart information for bags that are not the required yellow ones, and the resident will get a warning in the mail.

It was requested that any financial comparisons or other program information be placed on the Town website for residents to view.

There being no further public input on this matter, Chairman Trindade closed the public hearing at 8:33 PM.

The Board asked Mr. Holder to pursue a bid on utilizing the yellow bags for curbside pickup along with the recycling carts.

Approval of Minutes

The Board reviewed draft minutes from September 3, 2013 and September 16, 2013.

Review of the minutes was postponed until the next meeting.

2014 License Renewals

The Board reviewed a Master Listing of Establishments for 2014 Renewals by Board of Selectmen (partial).

Fire Chief Jeffrey Lynch reported that one of the establishments (Medway Lotus) has a fire alarm system that is underperforming. He has a verbal agreement with the owner of the restaurant that it will be corrected, but a written contract for the repair does not exist. He suggested that the Board impose a condition specifying that, if the system is not installed by January 31, 2014, the licenses will not be renewed.

Chairman Trindade explained the license renewal process for residents, noting that it is a disservice to the residents of Medway to renew a license for a restaurant that does not have a fire alarm system to protect its patrons.

Chairman Trindade moved that the renewal of All Alcohol, Common Victualler, Automatic Amusement and Live Entertainment licenses for Ye Chan, Inc., d/b/a Medway Lotus is contingent upon the installation of a fire alarm system that meets the requirements of state law and the Medway Fire Chief by January 31, 2014; Selectman Crowley seconded. No discussion. VOTE: 4-0-0.

Ms. Karen Kisty, Operations Manager, clarified that there are some blanks on the list where the Town Administrator's office is awaiting the return of paperwork. If appropriate documentation has not been received, the license will simply be held until all paperwork is in order.

Selectman D'Innocenzo moved that the Board of Selectmen approve the partial list of 2014 license renewals (except for Medway Lotus) as presented in the document prepared by the Town Administrator's office with the stipulation that the column is updated as the process moves forward, and, further, contingent upon receipt of any outstanding documentation and payments; Selectman White seconded. No further discussion. VOTE: 4-0-0.

Approval – Medway Community Farm Lease Renewal for One-Year Term – 50 Winthrop St and 40-46 Adams Rd:

The Board reviewed a lease amendment to extend term through December 31, 2014.

There was concern with language in the contract about the Town's right to intervene in exigent circumstances. Selectman Crowley noted that it is not the Town's intent to take over the farm. A representative from the Community Farm was unable to attend tonight's meeting; this matter will be placed on the agenda for December 16.

Approval of Warrants

The Board reviewed Warrant 14-23, dated December 5, 2013, submitted for approval.

Selectman D'Innocenzo, Clerk, read aloud Warrant 14-23, dated December 5, 2013, as follows:

Town Payroll	\$ 247,515.67
School Payroll	<u>\$ 971,298.55</u>
TOTAL	\$1,218,814.22

Selectman Crowley moved that the Board approve Warrant 14-23 as read; Selectman White seconded. No discussion. VOTE: 4-0-0.

Action Items

No updates on Action Items.

Town Administrator's Report

Ms. Kennedy reported she had a discussion with the energy consultant regarding the net metering contract, noting she hopes to have it executed by the Board of Selectmen in January. Selectman Crowley asked for a brief presentation on the program when it comes to the Board for approval.

Selectmen's Reports

Selectman White stated that the Christmas parade on Saturday night was wonderful. Fire trucks from all around the area and fireworks created an impressive site. It was noted that the parade is entirely a private enterprise with no funds provided by the Town.

Selectman D'Innocenzo had no report.

Chairman Trindade theorized that the entrance/exit from the industrial park is problematic. He stated that he spent over an hour watching traffic, noting that a left turn is impossible, and traffic is running down West Street as an alternate route. He wondered if there could be a traffic light that is programmed to be active during peak traffic times. Selectman Crowley reported that the Town has requested the MPO consider a review of the balance of Route 109, but, this may not be possible until the 2020s. A request was made to have Dave D'Amico and Susy Affleck-Childs put together an application to the MPO, and Selectman Crowley would review it before submittal.

Chairman Trindade reminded residents about the hearings relative to the proposed gas station at the intersection of Routes 109 and 126. He suggested a Board of Selectmen workshop on zoning regulations would help to increase understanding on how these things came about. He offered to touch base with Ms. Affleck-Childs if the Board was not interested in such a workshop.

Chairman Trindade suggested the meeting packet should be posted online to give residents more information on the agenda items and might motivate them to come to meetings. Selectman Crowley expressed concern that there was not sufficient staff to respond to the questions that could come in. People with a long list of questions should be encouraged to forward their questions prior to the meeting. Ms. Kennedy reported that a particular person was offered the opportunity to come in to meet with DPS, but they claimed not to have the time to meet. Ms. Kennedy stated she referred the individual to Medway Cable Access with a list of the dates the hearings were held. Discussion followed on public hearing protocol and procedure. It was suggested that Ms. Kennedy check with other towns on their procedures and the matter would be discussed at a future meeting.

Chairman Trindade announced that Medway Youth Basketball starts this Saturday, and registrations are still being accepted for the intramural program. Interested residents were encouraged to access the www.medwaybasketball.com website for more information.

Selectman Crowley reminded the board that committee chairs should be forwarding membership tracking for their committees. Chairman Trindade added that more committees should be televising their meetings.

**At 9:14 PM Chairman Trindade moved to adjourn; Selectman White seconded. No discussion.
VOTE: 4-0-0.**

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary