

Board of Selectmen's Meeting
January 6, 2014 – 7:00 PM
Sanford Hall
155 Village Street

Present: Glenn Trindade, Chair; Dennis Crowley, Vice-Chair; Richard D’Innocenzo, Clerk; Selectman John Foresto, and Selectman Maryjane White.

Also Present: Suzanne Kennedy, Town Administrator.

At 7:00 PM Chairman Trindade called the meeting to order and led the Pledge of Allegiance.

Public Comments: None.

Appointment to Medway Cultural Council – Heather Scott:

The Board reviewed the following information: (1) Letter of interest and resume submitted by Heather Scott, December 12, 2013; and (2) Endorsement notice from Medway Cultural Council Chair, Audrey Ritter, dated December 14, 2013.

Ms. Heather Scott briefly described her years of service to Medway boards and committees, specifically, Open Space, Community Preservation Community, Community Farm Board of Directors, as well as the Community Organic Farm Board of Directors in Natick. Chairman Trindade acknowledged Ms. Scott’s contributions to getting the Medway Community Farm up and running.

Selectman Foresto moved that the Board appoint Heather Scott to the Medway Cultural Council for an adjusted “three-year” term through June 30, 2017; Selectman D’Innocenzo seconded. It was noted that this appointment has the endorsement of the Chair of the Medway Cultural Council. No further discussion. VOTE: 5-0-0.

Appointment – Memorial Committee – Francis Saunders, Jr.:

The Board reviewed a letter of interest, dated December 18, 2013, from Francis Saunders, Jr.

Chairman Trindade explained the purpose of the Memorial Committee which is predominantly to keep an eye on the memorials around the community and assessing needs for repair or replacement. There is now an opening on the committee. He added that Colonel Matondi, Chairman of the Memorial Committee, has verbally approved this appointment.

Mr. Saunders stated he has attended meetings of the Memorial Committee and is familiar with its work. He added that he got involved with Medway 300 activities, as well. His experience includes 23 years in the military as well as time with the Massachusetts State Police (retired).

Selectman Foresto moved that the Board appoint Francis Saunders, Jr. to the Medway Memorial Committee for an adjusted “one-year” term through June 30, 2015; Selectman White seconded. No discussion. VOTE: 5-0-0.

Approval – Class II License – Al’s Export Co.:

The Board reviewed an agreement between Ali Hodroj (Al’s Export Co.) and John Jabour (Medway Mobil) dated December 16, 2013.

Selectman Crowley asked if there is currently a restriction that no vehicles are to be stored on the lot nor sold off the lot. Mr. Ali Hodroj responded that was true, noting that the current owner understands this. He explained that he buys cars and sells them to his brother overseas. Ms. Kennedy clarified that there are two corporations at the same address doing business as two separate entities.

Selectman Foresto moved that the Board approve the 2014 Class II license renewal for Al’s Export Co.; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Approval – Authorization to Finance Director to Submit for DOR Approval – Borrowing - \$605,000:

The Board reviewed the following information: (1) Letter, dated January 6, 2014, from Finance Director, Melanie Phillips to DOR Commissioner; and (2) Town of Medway BAN Issue document.

Chairman Trindade explained for viewers that the Town is in year seven of a 10-year agreement with the Massachusetts Department of Revenue, stemming from a poor financial situation at the time. When the Town wants to do any borrowing, the transaction must be approved by the Department of Revenue. He assured viewers that the Town’s finances are in good shape now, and the Town has never been denied to borrow. Brief discussion followed.

Selectman Foresto moved that the Board of Selectmen authorize the Treasurer to petition the Massachusetts Department of revenue for permission to borrow \$605,000 as a Bond Anticipation Note; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Action Items from Previous Meeting:

Brentwood Project – Ms. Kennedy reported she received an approval letter from FEMA on this project. The project has been extended to April 25, 2015, and the scope of changes proposed by the Department of Public Services has been approved. Chairman Trindade stated he would like to send a thank you letter to Congressman Kennedy’s office for its assistance in advancing this project. He explained that the funds are from a grant the Town Administrator was able to acquire through FEMA to help fix drainage problems in the Brentwood subdivision.

Street Acceptance Program – The streets under consideration are portions of Howe Street, Fern Path, Field Road and Bramble Road in the Mayland Woods subdivision and Azalea Drive in the Green Acres/Willow Green subdivision. One of the streets may not be ready for Town Meeting as the developer wants to do the work himself. It was noted that Azalea Drive is still unresolved as the bank is reticent to release the bond to the Town in order to complete the road. Ms. Kennedy indicated she will ask Town Counsel to look into it. Chairman Trindade explained the street acceptance process for viewers.

Thayer Governance Structure Committee – Brief discussion followed on adding members to this committee. Members already appointed include John Boardman, Carl Rice and Selectman Dennis Crowley.

Chairman Trindade moved that the Board appoint Eileen Aviza and Rick Childs to the Thayer Governance Structure Committee; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Approval of Minutes:

The Board reviewed draft minutes from Board of Selectmen meetings held on September 26, October 7, October 15, November 4, November 18, and November 25, 2013.

Selectman Foresto moved that the Board approve the minutes of September 26, 2013, as drafted; Selectman White seconded. No discussion. VOTE: 5-0-0.

Selectman Foresto moved that the Board approve the minutes of October 7, 2013, as drafted; Selectman White seconded. Selectman Crowley wanted clarification of some information regarding the change in manager for Hang Tai. Selectman Foresto withdrew his motion. The broadcast tape will be reviewed and the minutes will be considered at a future meeting.

Selectman Foresto moved that the Board approve the minutes of October 15, 2013, as drafted; Selectman White seconded. Brief discussion followed on the Gale Report recommendation for development of athletic fields at a cost of \$10 million. That cost includes associated expenses in addition to the field development costs. Chairman Trindade moved that the minutes be corrected to state that the full cost of the Gale Report recommendation is \$10 million, specifically page 2, lines 42 and 43; Selectman D’Innocenzo seconded. VOTE on the amendment: 5-0-0. No further discussion. VOTE on the approval of the amended minutes: 5-0-0.

Selectman Crowley moved that the Board approve the minutes of November 4, 2013, as drafted; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Selectman Foresto moved that the Board approve the minutes of November 18, 2013, as drafted; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Selectman Foresto moved that the Board approve the minutes of November 25, 2013, as drafted; Selectman White seconded. No discussion. VOTE: 4-0-1 – Crowley abstained as he had not had time to review them.

Approval of Warrants:

The Board reviewed Warrant 14-28 presented for approval.

Selectman D’Innocenzo, Clerk, read aloud Warrant 14-28, dated 1/9/14, as follows:

School Bills	\$408,822.26
Town Bills	\$406,132.17
TOTAL	\$814,954.43

Selectman Foresto moved that the Board approve Warrant 14-28 as read; Selectman White seconded. No discussion. VOTE: 5-0-0.

Town Administrator’s Report:

Ms. Kennedy reported she has received a request from Superintendent Evans to sign off on the final close-out material for the Middle School Repair Project. The signature page requires the signature of

1 the CEO or, in this case, the Town Administrator, but it would be appropriate to distribute the report
2 before authorizing any sign-off. She asked the Board if it wanted the opportunity to read it beforehand.
3 Chairman Trindade suggested that the School Building Committee should also have the opportunity to
4 review it. It was noted that the sign-off must occur within ten days.

5
6 Ms. Kennedy stated she and Selectman Foresto had a meeting with a group representing municipal
7 aggregation. She indicated that she would like to consider it, noting the Town would be considered “the
8 supplier” if it did so. Brief discussion followed on a new Department of Public Utilities ruling.

9
10 **Selectmen’s Reports:**

11 Selectman White reminded the Board that she is preparing paperwork for the Annual Town Election.

12
13 Chairman Trindade and Selectman D’Innocenzo had no report.

14
15 Selectman Foresto reported there were frozen water pipes at Thayer House.

16
17 Selectman Crowley expressed concern that inquiries are already coming in regarding leasing space at the
18 Thayer House and that those calls should be returned in a timely manner. After brief discussion, it was
19 decided that all calls regarding the Thayer House will be forwarded to the Town Administrator’s office.

20
21
22 **At 7:40 PM Selectman Foresto moved to adjourn; Selectman White seconded. No discussion.**

23 **VOTE: 5-0-0.**

24
25
26
27 Respectfully submitted,
28 Jeanette Galliardt
29 Night Board Secretary

- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 0
- 1
- 2
- 3
- 4

Glenn Trindade, Chairman
Dennis Crowley, Vice Chairman
Richard D’Innocenzo, Clerk
John Foresto, Member
Mary Jane White, Member

5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4

6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4

7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4

9
0
1
2
3
4
5
6
7
8
9
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

6
7
8
9
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

9
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

DRAFT

1 Representative Roy said he, Senator Spilka, and Representative Fernandes will be hosting
2 a Manufacturing Round Table on Friday, Jan 24, 2014 at Tri-County Regional Vocational
3 Technical High School in Franklin, MA. Local manufacturers, Treasurer Grossman, and
4 local officials will meet to discuss the need for advanced manufacturing education in this
5 area.

6
7 The School Committee thanked Senator Spilka and Representatives Fernandes and Roy
8 for attending. They also thanked their offices for forwarding information on available
9 grants and events.

10
11 Chairman Trindade asked about the status of the water infrastructure bill. Senator Spilka
12 said hearings are being held on this bill. She added that the Senate President said last
13 January that water infrastructure would be a priority. They acknowledged that this is a
14 major effort and it is moving slowly. DPS Director Tom Holder said that a workshop
15 will be held at the Omni Parker House in February and the Environmental Protection
16 Agency's (EPA) anticipated regulations will be discussed among other water related
17 topics. It was noted that the EPA's thinking has evolved over the last few years and they
18 understand there will be a tremendous expense to creating the infrastructure.

19
20 DPS Director Tom Holder also reported that Medway has applied again for the
21 Sustainable Water Management Initiative Grant. Last year Medway received \$100,000.
22 He said Medway is looking at water accountability. Currently, Medway is producing
23 more water than it is selling and is in the process of trying to identify the source of the
24 increase. This year Medway is hoping to receive a \$50,000 grant. Representative Roy
25 said he recently met with a start-up that has an analytics tool that can help with this issue
26 and he will forward the information.

27
28 Superintendent Judy Evans asked if there is information on additional revenue per
29 student. At this point, they are planning on level funding but will have a better idea in
30 April when the House releases their budget. There was also discussion about possible
31 additional revenues that might be available for Early Childhood Education, specifically
32 full-day Kindergarten.

33
34 Fire Chief Lynch highlighted the impact insurance companies direct reimbursement to
35 the patient will have on revenues. He also said hospitals are no longer allowing
36 ambulances to restock their supplies. He said if revenues decline the department will not
37 be able to provide services that they are now providing. Chairman Trindade provided an
38 example of how this system is working in New York. He said he has been told that it is a
39 nightmare. Senator Spilka and Representatives Fernandes and Roy said they agree that
40 the reimbursement should go directly to the vendor.

41
42 Chief Tingley discussed the need to update Police and Fire radio infrastructure as a public
43 safety issue. Medway's current radio system is about 15-20 years old. It will cost
44 approximately \$270,000-280,000 to upgrade the system; the current infrastructure is not
45 able to handle the new technology. Senator Spilka said some communities have received
46 grants to offset the cost of the new systems. She said she is not sure if the grants are still

DRAFT

1 available but her office contacted Representative Kennedy's office and Federal
2 Emergency Management Agency (FEMA) to inquire. Chief Tingley also highlighted the
3 need for grants to help with required police training.
4

5 Administrator Kennedy said that Medway has recently executed a net metering contract.
6 Medway will save approximately \$4.4 million over the next twenty years as a result of
7 this project. She also reported that the School Committee is considering installing solar
8 panels on the Burke and McGovern schools. She said solar energy has had an enormous
9 positive financial impact on Medway. The Town's future savings hinge on how SREC's
10 are treated under the new regulations. They are hoping under the SREC-II program that
11 net metering credits that support municipalities will be increased to match the capacity.
12 Senator Spilka asked Administrator Kennedy to forward any feedback or comments on
13 the proposed legislation to their offices so they can follow-up with their respective Chairs
14 to support Medway's position. In addition, they discussed the Department of Revenue's
15 (DOR) recommendation to retroactively tax Broadway Electric on the installed solar
16 panels. There was a question as to whether it was in fact a DOR recommendation or
17 mandate. The Board will look at this issue further to clarify this question.
18

19 Selectman Trindade said he is the Board of Selectmen's liaison to Medway's Affordable
20 Housing Trust. He said they are extremely frustrated because Medway has a number of
21 projects but they cannot find people to apply for the program or participate in a lottery.
22 He said part of the issue is they need a person to meet the program's requirements and
23 also qualify for a mortgage. Senator Spilka and Representatives Fernandes and Roy
24 asked for additional information on this issue. They wondered if the criterion needs to be
25 changed slightly.
26

27 Additionally, Senator Spilka asked for any input on the Transportation Bond bill. She
28 asked for specific projects that would be important for Medway. Representative
29 Fernandes stressed that the projects must have regional significance.
30

31 Senator Spilka and Representatives Fernandes and Roy all said that it has been a pleasure
32 working together and representing Medway.
33

Authorization of Chairman to Execute Contract with Gale Associates for Athletic 34 Field Design and Engineering Services: 35

36 The plan is to build two new turf fields with lights. The project will be funded primarily
37 with Community Preservation Act (CPA) funds. The project has the unanimous support
38 of Medway's Community Preservation Committee (CPC). Chairman Trindade said they
39 hope the design and engineering services will be completed in time for this to be on the
40 May 2014 Annual Town Meeting warrant.
41

42 **Selectman D'Innocenzo moved that the Board authorize the Chairman to execute a**
43 **contract with Gale Associates for athletic field design and engineering services in an**
44 **amount not to exceed \$82,120 pending review and approval by Town Counsel and**
45 **the Town Accountant; Selectman Trindade second; Selectman Foresto said he**
46 **believes work cannot be started before there is an agreement with the schools per**

DRAFT

1 the warrant article. Chairman Trindade stressed that there is a very tight timeline
2 for this project. Selectman Foresto and Selectman White said they would like the
3 agreement with the schools to be executed before this is approved. The Board said
4 they would have the agreement executed and meet the following week to vote on this
5 matter. Selectman D’Innocenzo withdrew his motion.

6
7 At 11:30 a.m. Selectman Foresto moved to adjourn; Selectman White second; No
8 discussion; All ayes 4-0-0.

9
10
11 Respectfully submitted,
12 Michelle Reed

**Board of Selectmen's Meeting
January 15, 2014, 7:00PM
Town Administrator's Conference Room
Town Hall, 155 Village Street**

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

There being a quorum present, Chairman Trindade called the meeting to order at 7:00 PM.

The Chair led the Board in the pledge of allegiance.

Public Comments: None.

Discussion/Approval – Agreement with School Dept. for Access to Fields on School Property by Non-School Dept., Town-Based Sports Organizations

The Board reviewed the draft agreement.

Mr. Trindade asked if the Board had seen the email from the Parks Commission Chair. Ms. Kennedy indicated she would forward that to the Board.

Mr. Trindade stated the agreement would secure access to the field by the Town and to rent it out.

Ms. White asked that the document be signed by Town and School representatives.

Mr. Crowley asked about field maintenance. Mr. Trindade replied the School Dept. wants to turn over this task to the Parks Commission. Tom Holder, DPS Dir., said there is a service level agreement circulating now.

Mr. Crowley said the Middle School may want to include a turf replacement for its field. Mr. Trindade said this has been discussed at a Leadership meeting.

Mr. Trindade gave a summary of the discussions with the School Dept. and Town sports organizations to get this agreement.

Selectman Foresto moved, seconded by Selectman D'Innocenzo that the Board accept the agreement as written and authorize the Chairman to execute it on behalf of the Selectmen. VOTE: 5-0-0.

Mr. Crowley asked a few of clarifying questions about who has priority for the lower field.

Review/Approval – Middle School Project Final Audit Report

The Board reviewed the Final Audit documents.

Ms. Kennedy stated the Treasurer and the Accountant have reviewed the documents and signed off on them. Ms. Pratt also completed the use of funds form for the Building Committee. She recommended the Board authorize the Chairman to sign the document.

Mr. Foresto asked if the School Building Committee has reviewed the documents. Mr. Crowley answered that the committee met last night and approved the audit documents.

Selectman Foresto moved that the Board authorize the appropriate Town personnel, including the Treasurer, Accountant and Chair of the Board of Selectmen, to indicate the Town's acceptance of the audit report by signing the necessary forms. Selectman White seconded. VOTE: 5-0-0.

Gale Assoc. Contract for Field Design and Engineering Services

Mr. Trindade asked the Board to take action on the Gale contract for the design and engineering of the athletic fields at the High School.

Ms. Kennedy stated that Town Counsel has approved the contract. She recommended approval contingent upon receiving all of the applicable attachment and signatures.

Mr. Foresto moved that the Board authorize the chairman to execute the contract between Gale Assoc. and the Town of Medway upon receipt of the attachments and signatures. Ms. White seconded. VOTE: 5-0-0.

Middle School Project Discussion (cont)

Mr. Trindade asked about disagreement about a cash number the Town Accountant has with respect to the Middle School project. Mr. Crowley said there is a small difference in her number compared to the number the OPM has, but it is not an issue.

Mr. Crowley provided the Board with an update of the intended use of the remaining funds, approximately \$650,000. They would like to pay outstanding invoices, chemically treat cracks in brick walls, and do landscaping. There would then be \$568,000 remaining. Of that, they would like to use \$60,000 to engage the Town's engineering firm to develop the specifications and documents to pave the three lots and add lighting. He said drainage and traffic flow will be addressed, as well. They would like a hard number for Town Meeting. He noted the School Dept. wants to use any remaining funds following the parking lot project for furniture at the school, which would be an article on the warrant.

Mr. Foresto asked that the CIPC be informed of the intended use of the funds.

Chapter 90 Letter

Ms. Kennedy said she would forward the Board the draft Chapter 90 letter to the Governor for review and comments. She passed out copies of the same. Mr. Trindade asked that this letter be copied to the candidates for Governor, as well. He said he would like as many signatures as possible on the letter (e.g. Finance Committee, School Committee). Ms. Kennedy said she would have a signature page for the Board on Tuesday.

The Board commented that the Christmas trees are finally picked up.

Mr. Crowley asked for information about the implementation of the new single stream recycling program, including the distribution and timeline.

Mr. Crowley said there are a lot of calls about renting the Thayer property. He would like to convene the governance committee to move this forward. Mr. Trindade said Mr. Crowley could take the lead. The candidates he had for the committee are too busy with basketball. He said The Glen manager would provide them with information regardless.

At 7:25 PM, Mr. Foresto motioned to adjourn. Ms. White seconded. Vote: 5-0-0.

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

January 21, 6:30 p.m.

Sanford Hall, 155 Village Street

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

At 6:40 p.m., Chairman Trindade called the meeting to order and led in the Pledge of Allegiance.

Chairman Trindade moved that the Board enter into Executive Session under Exemption 6 to consider the purchase, exchange, lease, or value of real property, specifically Brentwood Drainage, 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; Chairman Trindade declared that an open meeting may have a detrimental effect on the negotiating position of the public body; Selectman Foresto second; No discussion; Roll call vote: White, aye; Foresto, aye; Trindade, aye.

The Board returned to public session at 7:00 p.m.

Public Comments: None

Authorization of Chairman to Execute License Agreement with Julian, Inc. in the Amount of \$18,000:

Director of DPS Tom Holder explained that the department needs to lease additional space to store larger vehicles and equipment. Julian, Inc., which is located at 305 Village Street, can accommodate the size of the equipment. This is a one year license agreement in the amount of \$18,000. Mr. Holder said that the Town is also renting two additional locations on Broad Street to store other vehicles and equipment because the DPS garage is not sufficient to store all of the equipment. The Town is currently spending approximately \$5,000 per month on rental space for DPS vehicles and equipment. Mr. Holder explained that it is necessary to store the vehicles and equipment inside away from the elements, particularly the newer vehicles and equipment that the Town has purchased over the last few years.

Selectman Foresto moved that the Board approve a one-year license agreement with Julian, Inc., in an amount not to exceed \$18,000; Selectman White second; No discussion; All ayes 3-0-0.

Net Metering Sales Credit Agreement – Efinity SPV Holdings, Inc.:

Chad Laurent of Meister Consultants Group and Joseph Fitzpatrick of Efinity SPV Holdings, Inc., joined the meeting via phone to discuss the proposed 20 year net metering sales credit agreement with Efinity SPV Holdings, Inc. Administrator Kennedy said that the Town has been working on this project for over a year and a half. This will allow the Town to buy energy at a reduced rate from a solar farm in Plympton. The agreement has been reviewed and approved by Town Counsel. Administrator Kennedy said that this project will save the Town at least \$4.4 million in energy costs over the next twenty years. The savings may be higher but are dependent upon Solar Renewable Energy Credit (SREC) values. Mr. Laurent and Mr. Fitzpatrick provided the Board with a brief overview of the project. They said they anticipate executing the interconnectivity agreement with NStar in the near future. Selectman Foresto said he has been involved in the process and recommends that the Board move forward and execute the agreement.

Selectman Foresto moved that the Board authorize the Chairman to execute the net metering sales credit agreement with Efinity SPV Holdings, Inc., for a twenty year term, as presented; Selectman White second; No discussion; All ayes 3-0-0.

Presentation of Medway's FY13 Financial Statements – Melanson Heath:

Frank Biron and Jennifer Reddington of Melanson Heath joined the meeting to review and discuss the Town's FY13 financial statements. Melanson Heath is hired annually by the Town to prepare an Independent Auditors' Report. Overall they reported that Medway is in good financial shape. Mr. Biron said the Town has experienced an amazing turnaround from five years ago. He said the Town's reserves are better than most and the stabilization funds and free cash are really good. Mr. Biron explained that it is important to spend free cash carefully because it is not guaranteed in future years. Ms. Reddington was happy to report that the Town did not receive a formal management letter. Chairman Trindade said the Town's financial stability is a testament to the hard work of Town Administrator Suzanne Kennedy and Town Accountant Carol Pratt.

Authorization of Chairman to Execute Contract for Zoning Bylaw Review with RKG Associates:

Administrator Kennedy explained that the purpose of this is to review and organize the Town's current bylaws and deal with any inconsistencies. They are not expecting any bylaw changes to come out of this process. Selectman Trindade said he spoke with neighboring towns who went through this process and worked with RKG Associates and they were pleased with the results.

Selectman Foresto moved that the Board of Selectmen authorize the Chairman to execute the agreement with RKG Associates as presented; Selectman White second; No discussion; All ayes 3-0-0.

Discussion on Energy Committee Composition Requested by Energy Committee:

The Energy Committee asked the Board of Selectmen to clarify whether the three liaison positions are voting members of the committee. The Energy Committee has six members

and three liaison positions, which represent the School Committee, the Board of Selectmen, and the Planning and Economic Development Board. If the total number of members is nine, the Committee is having a hard time reaching quorum. The Board agreed that there are six voting members and the liaisons will only vote in the event of a tie.

Selectman Foresto moved that the Board of Selectmen change the voting composition of the Energy Committee to six appointed members. The three liaisons positions - School Committee, Board of Selectmen, and Planning and Economic Development Committee will only vote in the event of a tie; Selectman White second; No discussion; All ayes 3-0-0.

Approval – Amendment to Veterans’ District Agreement:

Several years ago Medway, Holliston, Hopkinton, and Ashland came together and created the Metrowest Veterans’ District. This centralized department assists veterans in the four towns. The Board needs to review the Veterans’ District Agreement annually. This year there are two changes but neither are substantive per Administrator Kennedy. Amendment A changed the appointment term of the Director of Veterans’ Services from one year to up to two. Amendment B is the FY14 district budget.

Selectman Foresto moved that the Board of Selectmen approve the amendments to the agreement as proposed; Selectman White second; No discussion; All ayes 3-0-0.

Approval – March 15, 2014 Shamrock Shuffle (5K):

The Medway Elementary PTO is requesting approval to hold their 3rd annual Shamrock Shuffle 5k.

Selectman Foresto moved that the Board of Selectmen approve the PTO’s Shamrock Shuffle to be held March 15, 2014 subject to the hiring of three detail officers for the event to be paid for by the Medway Elementary PTO; Selectman White second; No discussion; All ayes 3-0-0.

Action Items:

This was deferred to the next meeting.

Approval of Warrants:

Warrant 14-30 1/23/2014
School Bills \$592,556.47
Town Bills \$494,240.93
Total \$1,086,797.40

Selectman Foresto moved that the Board approve the warrant as read; Selectman White second; No discussion; All ayes 3-0-0.

Town Administrator's Report:

- Administrator Kennedy thanked the Board for their help with the net metering agreement.
- Administrator Kennedy also reminded residents that storm information and updates will be posted on the Town website. She said a message would be sent via Blackboard in the event of power outages.

Selectmen's Reports:

Foresto

- Selectman Foresto reported that they do not believe the Owner's Project Manager (OPM) will complete the Thayer project on time and as a result they are issuing a formal notice to the OPM, which is standard practice.

At 7:43 p.m. Selectman Foresto moved to adjourn; Selectman White second; No discussion; All ayes 3-0-0.

Respectfully submitted,
Michelle Reed

**Board of Selectmen's Meeting
February 3, 2014, 6:30 PM
Sanford Hall
155 Village Street**

**Present: Glenn Trindade, Chair; Dennis Crowley, Vice-Chair; Richard D'Innocenzo, Clerk (6:44 PM);
Selectman John Foresto, and Selectman Maryjane White.**

Also Present: Suzanne Kennedy, Town Administrator; Barbara Saint Andre, Town Counsel; Robert Hubbard, Economic Development Specialist; Melanie Phillips, Finance Director; Tom Holder, Director, Department of Public Services; Susy Affleck-Childs, Director, Planning and Economic Development; David D'Amico, Deputy Director, Department of Public Services; Joanne Russo, Assistant Town Collector; Capital Improvement Planning Committee -- Peter Sigrist, Chair; James Gillingham.

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

Executive session:

At 6:31 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 [Oak Grove] with the intent to return to open session; Selectman Foresto seconded. The Chair did so declare. No discussion. Roll Call Vote: 4-0-0 – Crowley, aye; Foresto, aye; Trindade, aye; White, aye.

Chairman Trindade reconvened public session at 7:01 PM.

Public Comments: None.

Presentation of Capital Improvement Plan:

The Board reviewed a summary of FY15 Requests and Recommended Projects.

Present: Capital Improvement Planning Committee -- Peter Sigrist, Chair; James Gillingham.

Mr. Peter Sigrist briefly explained that the first page of the handout is a listing of the total number of projects that have been suggested, and the second page is the list that the committee has prioritized. There are several large questions involved, such as amount of money available. The list is a starting point. Due to recent storms, the committee has been unable to meet.

Chairman Trindade explained the process for viewers, noting that this committee reviews large capital improvement expenditures and determines which ones are the most important at the moment. The amount of free cash available is instrumental in providing some items that are not otherwise available through the regular budget.

Brief discussion followed on the proposed projects of the Department of Public Services. Responding to a question from the Board, Mr. Sigrist theorized that approximately \$25 million could be bonded but it would cover only six projects.

Responding to a question from the Board on the technology equipment list, Mr. Sigrist stated there has been no indication that this figure is in addition to the \$170,000 the schools have allocated for technology as it was not mentioned in discussions. Ms. Kennedy stated there is also a “wish list” for items through the schools that may not be included in any of the existing totals and suggested Mr. Sigrist explore the matter further. Mr. Gillingham theorized it is to replace a number of desktop computers that are over five years old, and that the \$110,000 is to replace 220 desktop computers. The question remained on whether this amount has been included in the school budget.

Regarding the bridge, Mr. Holder, Department of Public Services, stated the department may have to set up a bridge program so that there is a scheduled repair effort going forward.

Selectman Crowley asked if the Parks Department had indicated they would like to move the tennis courts from where they are to open up the front area more. Mr. Sigrist cautioned that such a project would be very expensive. Discussion followed on remote access to the bathrooms with regard to security so they could be open during daytime hours. Upgrades to the facilities were also suggested. Mr. Sigrist stated a similar request has been made that is farther down on the list (close to the bottom).

Brief discussion followed on parking lots at the middle school, new athletic fields, the proposed DPS facility and vehicle needs. Mr. Sigrist reminded the Board that, due to the new energy efficient rules regarding vehicles, police cruisers cannot be passed down to other departments. He added that he would like to set up a rotating system of vehicle replacement. Ms. Kennedy theorized that such a schedule could also be developed for DPS vehicles.

Selectman Crowley suggested the Board’s liaison to the CIPC meet with them and then come back to the Board with a report. Mr. Sigrist responded that there will be a CIPC meeting sometime in the next couple of weeks, and he would copy the Board on the invitation/notice. Chairman Trindade stated he would reach out to the Parks Department regarding the tennis courts.

Authorization – Submittal of Application to Mass Department of Energy Resources – Energy Manager Grant Program:

The Board reviewed the following information: (1) Memo from Susy Affleck-Childs; and (2) Grant application attachments including work plan for Energy Manager, budget and application certification form.

Present: Susy Affleck-Childs, Planning and Economic Development; David D’Amico, Department of Public Services and Larry Ellsworth, Energy Committee.

Ms. Kennedy stated that MAPC prepared a very comprehensive energy plan for the Town, noting that Mr. D’Amico has been serving as point person regarding the Green Community program to monitor energy utilization, which is often a tedious effort. She would like to establish a collaborative program with the School Department, which is a requirement of this particular grant. Additionally, the implementation of the energy plan is a good indication of the Board’s intent to move forward with additional energy savings.

Ms. Affleck-Childs explained that the new Energy Manager Grant program is designed to provide seed funding for municipalities to establish Energy Manager positions and would require a minimum 10% local match. She stated the program would begin in July 2014 and reviewed other aspects of the program. Applications are due to DOER by February 14, 2014. She indicated that making the position full-time would attract a wider selection of applicants. Brief discussion followed on the budget where it was clarified that Millis and Medway would share this individual on an equal basis. It is difficult for present staff in both communities to find time to monitor energy activities.

Mr. Larry Ellsworth pointed out that an Energy Manager would devote time specifically to these activities; it is important that someone “own” this activity, as a manager would. Selectman Foresto concurred, noting that the net metering initiative would have taken only a year if this person had been available, instead of the three years it actually took, reducing the savings by two years. He added that education and public benefit will be part of the program.

Selectman Foresto moved that the Board authorize the submission of the energy manager grant application as proposed; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Vote – Maximum Useful Life of Fire Department Tank Truck (Borrowing authorized at 2013 Annual Town Meeting:

The Board reviewed language for the required vote relative to borrowing authorized at 2013 Annual Town Meeting action, Article 9.

Present: Melanie Phillips, Treasurer/Collector; Joanne Russo, Assistant Town Collector.

At this time, Chairman Trindade left the room; Vice-Chair Crowley took the gavel for this item.

Ms. Phillips briefly explained the need for this agenda item. For a useful life of longer than five years, a vote of the Board of Selectmen is required so that borrowing can be for a longer period of time. She noted she would like to be able to increase the life to ten years.

Selectman Foresto moved that the Board vote the maximum useful life of the Fire Tank Truck, which is to be financed with the proceeds of the \$270,000 borrowing authorized by the vote of the Town passed May 13, 2013 (Article 9), is hereby determined to be ten (10) years; Selectman White seconded. No discussion. VOTE: 4-0-0. (It is noted that Chairman Trindade was out of the room during this discussion and vote.)

Approval – Submittal to Department of Revenue for Approval to Borrow -- \$2,843,000 – SRF Loan for Water Main Project:

The Board reviewed the following information: (1) SRF loan information; and (2) Letter to the Department of Revenue.

Present: Tom Holder, Director, Department of Public Services.

Vice-Chair Crowley returned the gavel to Chairman Trindade.

Selectman Crowley wanted to know what would happen if the loan is approved and then the money is not used/spent. He expressed concern that, if the approval is voted tonight, the Town is responsible for the money either way. Discussion followed. The area in question is along Village Street from Franklin

Street to Main Street, as well as Adams Street to connect to the high school. Chairman Trindade asked if this amount of money included costs associated with resurfacing the road. Mr. Holder responded that there is an appropriation for the design which has already been completed. He added that he is ready to advertise the project and start construction in May.

Discussion followed on potential increases in water rates and other concerns. Chairman Trindade suggested there should be a presentation at the next meeting that would answer all the Board's questions. Water rate information should be available then. It was suggested to go forward with the vote this evening with the understanding that the process can be halted if the Board chooses to do so.

Selectman Foresto moved that the Board of Selectmen authorize the Treasurer to petition the Massachusetts Department of Revenue for permission to borrow \$2,842,000 SRF (State Revolving Fund) Loan for water main replacement and to authorize the Treasurer to accept the loan commitment from MWPAT on behalf of the Town of Medway; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.

Discussion – DPS Facility Funding:

Chairman Trindade briefly explained that it is a major infrastructure issue. The current DPS facility, which consists of office space, repair bays, and storage space for equipment, needs to be replaced. He and Selectman Crowley went to look at Medfield's, and the best practice is to have all heavy equipment stored indoors to lengthen their useful life. It is believed that a debt exclusion article would not be well received by Medway residents.

Selectman Crowley explained that this particular funding scenario would involve setting up a reserve now, putting money into it to build up a substantial amount of money for the construction. There could be a number of other proposals for this, with tweaks as necessary to work toward the goal. Utilizing a PowerPoint presentation, pertinent factors were reviewed such as Why Do We Need It, potential scenario to subsidize the new DPS Facility Debt Service, Debt Service Recap, Projected Annual Debt Service with & without Subsidy and an estimated project timeline.

Concern was expressed for putting into place a program that future town leaders would need to continue. Mr. David D'Amico emphasized the importance of getting the committee working on identifying needs in order to develop a rudimentary design. Chairman Trindade asked Ms. Kennedy to block at least half an hour on the next agenda for the water rate discussion and this discussion.

Mr. Jeff O'Neill, Finance Committee, expressed concern that the Board may be creating a budgetary line item instead of relying on free cash. Selectman Crowley clarified that the deposits would be determined on a year-by-year basis. Brief discussion followed.

Authorization of Chairman to Execute Contract for Appraisal Services – Guidry & Platt Real Estate Analysts -- \$46,937:

The Board reviewed the following information: (1) Memo from David D'Amico, Department of Public Services; (2) Contract; and (3) Indication of approvals from Town Counsel and Town Accountant.

Ms. Kennedy deferred this discussion to Mr. Holder and Mr. D'Amico who were available to answer the Board's questions. Chairman Trindade explained for viewers that the Route 109 design project will require easements for various parcels along the route. Mr. Holder stated they received proposals from

two firms, and both firms have been interviewed. This particular firm is prepared to start soon, and the work will be done in the next couple of months. Selectman Crowley clarified that the funds will come out of Chapter 90 money and not the general fund.

Selectman Foresto moved that the Board of Selectmen authorize the Chairman to execute a contract with Guidry & Platt Real Estate Analysts for appraisal services related to the Route 109 project in an amount not to exceed \$46,937, pending the sign-off of Town Counsel and the Town Accountant; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Approval – School Department’s Submission of Statement of Interest to Mass. School Building Authority for McGovern School Renovations:

The Board reviewed the following information: (1) Request from School Department; (2) Vote of School Committee; (3) SOI Information; and (4) Backup materials for 2013 submission (approved by the Board of Selectman on April 2, 2013).

Ms. Kennedy reported that this information was received on Thursday and Friday so not all was included in the meeting package. She stated that this keeps the project on the list, but does not represent a commitment. She suggested that the Board approve the submission based on the assumption that it is just for the windows. Brief discussion followed.

Selectman Foresto moved that the Board of Selectmen support the School Department’s Statement of Interest for the McGovern Elementary School renovation project to be submitted to the Massachusetts School Building Authority, acknowledging that this application does not guarantee acceptance or approval of the application, the award of a grant or other funding from the MSBA, nor commits the Town to file an application for funding with the MSBA; Selectman White seconded. After brief discussion, Selectman Foresto amended the motion to state the Board’s desire to limit the renovations to replacement windows as specified in a communication from Superintendent Evans on February 3, 2014, with the caveat that if additional items are necessary, the Board will convene a special meeting to review the additional items prior to the February 12 deadline; Selectman White seconded the amendment. No further discussion. VOTE: 5-0-0.

Approval – Town Administrator Profile Prepared by Collins Center:

The Board reviewed a draft Town Administrator profile prepared by the Collins Center.

Selectman Foresto moved that the Board of Selectmen accept the Town Administrator profile prepared by the Collins Center for the Town Administrator recruitment; Selectman White seconded. No discussion. VOTE: 5-0-0.

Approval – Project Alex 6th Annual 5K Walk/Run – September 13, 2014:

The Board reviewed the following information: (1) Request from Ann Handy of Project Alex; (2) Memo, dated January 29, 2014, from Police Chief Tingley, and (3) Supporting information on the 5K event.

Selectman Foresto moved that the Board of Selectmen approve the Alexander Handy Memorial Foundation 6th Annual 5K Walk/Run to be held on Saturday, September 13, 2014, conditioned upon the hiring of two detail officers for the event to be paid for by the foundation; Selectman Crowley seconded. No discussion. VOTE: 5-0-0.

Action Items from Previous Meetings:

Brentwood – Ms. Kennedy reported she is preparing communications relative to this project, noting that the communications are being reviewed by Town Counsel and should be ready for signature soon.

Approval of Minutes:

The Board reviewed draft minutes from January 21, 2014.

Selectman Foresto moved that the Board approve the minutes of January 21, 2014, as drafted; Selectman White seconded. No discussion. VOTE: 3-0-2 – Crowley and D’Innocenzo abstained.

Approval of Warrants:

The Board reviewed Warrant 14-32, dated 2/6/14.

Selectman D’Innocenzo, Clerk, read aloud Warrant 14-32, dated 2/6/14, presented for approval:

Town Bills	\$1,482,108.28
TOTAL:	\$1,482,108.28

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

Town Administrator’s Report:

Ms. Kennedy reported that today’s mail brought a check from Holliston for nearly \$17,000, which is Medway’s remaining balance from the MetroWest Anti-Casino Coalition.

Today was the last day of employment for the Conservation Agent. Ms. Kennedy reported that someone would be starting tomorrow for ten hours per week on an interim basis.

Ms. Kennedy announced that the Town received a \$50,000 grant from the Department of Environmental Protection to perform water audits, expressing concern that if the audits are not performed, the Town’s water management permit may be in jeopardy.

Selectmen’s Reports:

Selectman White wondered when the search committee for the Town Administrator Search would be put together. Brief discussion followed.

Regarding the Redevelopment Authority, Selectman Crowley indicated he would like to get this group appointed within the next month. Chairman Trindade asked Board members to submit names for both the Redevelopment Authority (four appointed and one name submitted to Governor Patrick), as well as the Town Administrator Search Committee (five members and two Selectmen).

Chairman Trindade stated he would like to invite the Board of Health to a meeting as it has expressed some concerns publicly.

At 9:22 PM Selectman Foresto moved to adjourn; Selectman White 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

*Glenn Trindade, Chairman
Dennis Crowley, Vice Chairman
Richard D'Innocenzo, Clerk
John Foresto, Member
Mary Jane White, Member*

Board of Selectmen's Meeting Minutes

February 24, 2014 at 7:00 p.m.

Sanford Hall, 155 Village Street

Present: Chairman Glenn Trindade; Selectmen John Foresto, Dennis Crowley, Rick 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

Board of Health Discussion: The Board of Selectmen invited Board of Health Chairman Michael Heavey and members Jack Mill and Jordan Warnick to the meeting to discuss their concerns that were detailed in a recent newspaper article. Chairman Heavey said the Board of Health's concerns include their office space, the elimination of a full-time administrative assistant and the reduction in the Health Agent's hours. He said a Night Board Secretary cannot provide adequate administrative support. Chairman Heavey said the Board of Health has raised these concerns several times over the past two years. Chairman Heavey said he was not prepared to offer specific examples on how the department and its work are being negatively impacted. He said the Board of Health forwarded a specific list of their concerns to Judi Barrett, the consultant the Town hired to look at the efficiency and effectiveness of all municipal departments. Administrator Kennedy said Health Agent Stephanie Bacon has not approached her to date to discuss these matters. Selectman White said that she can attest to the demands on Ms. Bacon's time because she also works at the Town Hall. She said residents often call the Town Clerk's office when they are unable to reach Ms. Bacon.

The Board of Selectmen acknowledged the need for more regular communication between the Board of Selectmen and the Board of Health and encouraged the Board of Health to come to them directly with any issues going forward. They also encouraged Ms. Bacon to reach out to Administrator Kennedy with concerns as they arise. Selectman Crowley asked IT Director Rich Boucher to ensure that Ms. Bacon is receiving emails to notify her of voicemails. Chairman Trindade asked the Board of Health to consider meeting in the School Committee Room at the Middle School so their meetings can be taped and viewed by residents on the local cable channels. Selectman Crowley added that the Board of Selectmen has never received any complaints from the residents about the Board of Health. The Board said they will have more information when they receive Ms. Barrett's report. They reiterated the necessity of concrete examples when requesting additional funds and resources.

Water/Sewer Rates Discussion: DPS Director Tom Holder and Water & Sewer Commissioners Chan Rogers and Bob Wilson attended the meeting to discuss the Town's water and sewer rates. The Water & Sewer Commission provided the Board with a rate analysis through FY16. The Board of Selectmen wanted to confirm that the proposed water and sewer projects, including the extensive water main replacement project, have been incorporated into the rate analysis. Director Holder reported that over the past several years the Highland Street water tank, water meters, and the Main Street water main have been funded and replaced but there are constant updates and changes that need to be made. The Board asked DPS Director Holder and the Commissioners to prepare a five year projection, including the impact the new DPS facility will have on rates. The Board plans to hold a joint meeting with the Commission to discuss this matter more in depth.

Approval of License to Store Flammable and Combustible Liquids, Flammable Gasses, and Solids at 38 Summer Street: Attorney Peter Paulousky attended the meeting on behalf of Cumberland Farms, Inc. to request the Board's approval for a license to store flammables and combustibles, flammable gasses, and solids at 38 Summer Street. Fire Chief Jeff Lynch reported that he has reviewed and approved the plans. He also said that the Department of Public Services, Police, and Fire met with Cumberland Farms, Inc. to address some outstanding issues. The Board asked for clarification on who is considered an abutter. Attorney Paulousky reviewed the actions Cumberland Farms, Inc. has agreed to take in relation to abutters. Attorney Paulousky said he would forward the information regarding the pre-blast survey to the Town Administrator's office so that it would be posted on the Town website. The Board wanted to ensure that the families that live closest to the property will receive adequate notice about the blasting.

Selectman Foresto moved that the Board of Selectmen approve a license to store flammables and combustibles, flammable gasses, and solids to Cumberland Farms, Inc. for the property located at 38 Summer Street; Selectman D'Innocenzo second; No discussion; All ayes 5-0-0.

Approval of ALS TDI Tri-State Trek on June 27, 2014: The ALS Therapy Development Institute is requesting permission for cyclists to travel through Medway on June 27, 2014 for their annual event. Chief Tingley has reviewed and approved the route.

Selectman Foresto moved that the Board of Selectmen approve the request by the ALS TDI Tri-State Trek to allow cyclists to travel through Medway on June 27, 2014 with the proviso that the organization hire one detail officer as outlined in Chief Tingley's correspondence; Selectman White second; No discussion; All ayes 5-0-0.

Approval of Medway Youth Baseball Parade on April 27, 2014: This is a request to hold the annual baseball parade on April 27, 2014. Chief Tingley has reviewed and approved the route.

Selectman Foresto moved that the Board of Selectmen approve the request by Medway Youth Baseball to hold its annual parade on April 27, 2014 with the proviso that the organization hire two detail officers as outlined in Chief Tingley's correspondence; Selectman D'Innocenzo second; No discussion; All ayes 5-0-0.

Approval of CORI Policy: HR Director Sue Ellis attended the meeting to discuss the Town's updated CORI policy. The Town requires a Criminal Offender Record Information (CORI) check on all employees who have contact with minors and the elderly. She said this mostly pertains to DPS employees who work in the parks and summer camp interns; however, a determination is made on a case by case basis depending on the position. Ms. Ellis said that CORI checks are required for all school personnel. In addition, an applicant will not be disqualified from a position if the background check reveals a criminal offense. The department will review each case individually and take into consideration many factors, including the nature of the offense and the age of the offender at the time of the offense. Ms. Ellis emphasized that this policy needs to be fairly and equitably enforced.

Selectman Foresto moved that the Board of Selectmen adopt the CORI Policy as presented and authorize the Chair to execute the same on its behalf; Selectman White second; No discussion; All ayes 5-0-0.

Approval of SWMI Grant: DPS Director Holder reported that Medway received a Sustainable Water Management Initiative (SWMI) grant from the Department of Environmental Protection (DEP) in the amount of \$35,420 to evaluate and investigate Medway's water accountability. This is the second year Medway has received this grant. Director Holder reported that Medway is producing more water than it is selling. He reported that there will always be a certain percentage of water that is unaccounted for but typically 10% is the ceiling. Medway is currently at 30%. He said over the last 6-8 months there has been an increase in electricity use at the well sites. He said he is confident they will find the source and hopes to have an answer in the next couple of months. The grant needs to be spent by June 30, 2014. The Board plans to follow-up with Director Holder on this matter in June. The Board asked Director Holder if he thought he needed additional funds to address this issue. Director Holder said he is comfortable with the approach they are taking and does not anticipate needing additional funds.

Selectman Foresto moved that the Board of Selectmen approve the MA DEP Sustainable Water Management Initiative Grant in the amount of \$35,420 for the purpose of evaluating and investigating water accountability; Selectman White second; No discussion; All ayes 5-0-0.

Approval for Spending in Excess of Budget Allocation Relative to Snow and Ice

Removal: DPS Director Tom Holder reported that the Town has exceeded its snow and ice removal budget by \$147,000 this year and there are still about five weeks left in the season. Administrator Kennedy said the budget is based on a 5 year average and they are not inclined to increase the budget just because we have experienced a particularly bad winter.

DPS Director Holder said there is salt available at no charge to residents at the Recycling Center during normal business hours. Residents need to bring their own container and a shovel.

Selectman Foresto moved that the Board of Selectmen authorize incurring liability and making expenditures in excess of the available fiscal year 2014 appropriation for snow and ice removal as provided for in MGL Chapter 44, Section 31D; Selectman D’Innocenzo second’ No discussion; All ayes 5-0-0.

Authorization of Chairman to Execute Contract for Managed Print Services with Printer Pro Solutions, Inc.:

IT Director Rich Boucher explained that the department conducted an audit about a year ago relative to the Town’s printing capabilities and related costs. He said the schools have aging printers that are costly to fix. The managed printer services contract will result in approximately \$1,000 annual savings but the biggest advantage will be the support and repair services that are included. He said the company has a 4-8 hour turnaround time so repairs could be performed on the same day. The Town currently uses a similar model with its copier machines.

Selectman Foresto moved that Board of Selectmen authorize the Chair to execute the contract between the Town and Print Pro Solutions, Inc. as presented; Selectman D’Innocenzo second; No discussion; All ayes 5-0-0.

Consideration of Reappointments to the Redevelopment Authority: This item was deferred to the next meeting.

Review and Approval of the Special and Annual Town Meeting Warrants: Karen Kisty will work with the Board to schedule a meeting over the next week to discuss and review the warrants.

Administrator Kennedy reported that the Board of Health would like a non-binding referendum regarding the new tobacco regulations to be added to the ballot in May. The referendum will ask whether the legal age to purchase tobacco should be increased from 18 to 21. Administrator Kennedy said the Board of Selectmen can vote to add this to the ballot as opposed to adding it to the warrant this year and voting the following year. The Board will review the materials associated with this issue at the next meeting and vote. The Board asked whether there would be a cost associated with raising the legal age. It was determined that there will be no additional costs and the Health Agent will continue to enforce this regulation. Selectman Crowley asked that the referendum explicitly state that there will be no cost associated with making this change.

Action Items: This item was deferred to the next meeting.

Approval of Warrants:

Warrant 14-35 2/27/2014

Town Payroll \$282,083.38

School Payroll \$784,444.23

Total \$1,066,527.61

Selectman Foresto moved that the Board approve the warrant as read; Selectman White second; No discussion; All ayes 5-0-0.

Town Administrator's Report:

- Administrator Kennedy reported that street acceptances would not be ready for the May Town Meeting warrant. The streets that were chosen have issues that were unanticipated. She said there will be an article on the May Town Meeting warrant to use the unexpended funds in the Planning and Development budget to address these issues. They will not begin working on any other streets until these are taken care of.

Selectmen's Reports:

Crowley

- He asked that the remainder of the unexpended budget items be brought to the Board at the next meeting for their review.

Foresto

- In the next week or so the Thayer project will be substantially completed. The project is on budget. There will be deep discounts for rentals in June and July.

D'Innocenzo

- Gale will deliver the preliminary report shortly and EPFRAC will hold a public meeting to discuss the information.

White

- A Town Administrator search committee needs to be appointed. Chairman Trindade will bring forward a list of recommendations.

At 8:37 p.m. Selectman Foresto moved to adjourn; Selectman D'Innocenzo second; No discussion; All ayes 5-0-0.

Respectfully submitted,

Michelle Reed

155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
(508) 533-3264 • FAX: (508) 533-3281

Board of Selectmen's Meeting Minutes

March 4, 2014 at 7:00 p.m.

Town Administrator's Conference Room, 155 Village Street

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

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

Public Comments: None

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

Special Town Meeting Warrant Discussion:

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

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

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

DRAFT

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

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

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

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

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

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

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

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

Annual Town Meeting Warrant Discussion:

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

DRAFT

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

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

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

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

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

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

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

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

DRAFT

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

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

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

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

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

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

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

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

DRAFT

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

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

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

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

DRAFT

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

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

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

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

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

Appointments to the Town Administrator's Search Committee:

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

Approval of Warrants:

DRAFT

1 3/6/2014

2

3 School Bills \$695,914.34

4 Town Bills \$355,575.49

5 Total \$1,051,489.83

6

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

9

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

12

13 Respectfully submitted,

14 Michelle Reed

155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
(508) 533-3264 • FAX: (508) 533-3281

Board of Selectmen's Meeting Minutes

Sanford Hall

- Revenue – Administrator Kennedy said that the tax collection rate in Medway is outstanding. She cautioned the Board about increasing revenue estimates because

DRAFT

1 a large source of funding in FY12 and FY13 was miscellaneous non-recurring,
2 mostly tax title, that is not expected to continue in the future. The Board briefly
3 discussed the increase in the Building Department's budget which could lead to
4 additional revenue.

- 5 • Expenses – Administrator Kennedy said the Tri-County Vocational Tech figure is
6 accurate and the Norfolk County Agricultural number could increase by \$10,000-
7 \$20,000 due to the increased assessment per student. The total education
8 expenses for Medway are \$24,586,816. Based on the Board's Budget Policy, the
9 School Department should receive 75.6% of the Town's revenue. The
10 \$24,586,816 exceeds 75.6% split by about \$11,000. The Board discussed how the
11 75.6% split was determined and the need to revisit the formula. Selectman
12 Foresto said that since 2006 the school population has decreased 14% and
13 Medway's population has increased 5% but the formula has remained the same.

14
15 Selectman Crowley reported that at the last School Committee meeting there was
16 a lengthy discussion about funding the Full Day Kindergarten program. He
17 reminded the Board that there was an agreement to fund the school's \$183,000
18 technology request out of free cash. As a result, the Town would keep any
19 additional Chapter 70 funds that Medway received, which would help offset the
20 cost of the technology. Medway was expecting approximately \$60,000 in
21 additional funds. He said at the School Committee meeting they talked about
22 using 75.6% of the additional Chapter 70 funds to help fund the Full Day
23 Kindergarten program instead of funding new technology equipment. The Board
24 will follow-up with the School Committee on this matter.

25
26 In addition, the Board would like to examine the amount of money being spent on
27 consultant fees related to the Planning & Economic Development Board. They
28 also need make sure the responsibilities of the Planning & Economic
29 Development Board and the Design Review Committee are balanced.

30
31 Administrator Kennedy explained that she removed the \$3,000 that was requested
32 by the Energy Committee. She said that the only committees that receive budgets
33 are those that are statutorily required. Selectman Foresto said he encouraged the
34 Energy Committee to request funds but also told them that they needed to be
35 specific in their request, which they were not. The Board agreed that it is
36 important for the committee to have some funds and asked Administrator
37 Kennedy to add \$800 to Energy Committee's budget, which is the same amount
38 as the previous year.

39
40 The Board asked Administrator Kennedy to provide them with information on
41 how DPS Director Tom Holder reallocated his expenses.

42
43 The Board reviewed the department's line item budgets. The following items were
44 discussed.

DRAFT

- Annual Town Report – Administrator Kennedy clarified that the \$750 is for the bound annual report books.
- Assessors – There is a budget increase because it is a revaluation year.
- Building Department – The salary increase is due to a step increase. The department has also seen a dramatic increase in permitting. Treasurer/Collector Melanie Phillips said that fee schedules should be reviewed annually. The Board asked for an analysis on other Town's fee schedules. Administrator Kennedy said that the possible inspections related to the Charles River project have not been factored into the budget.

The Board will follow up with the Chairman of the Planning & Economic Development Board on the proposed zoning bylaw changes. The Board does not want any zoning articles on the warrant until the bylaw reorganization is complete.

- Conservation Commission – Administrator Kennedy said that the budget presumes that the Board of Selectmen will approve using a portion of the MA Wetlands Protection Act funds to support the Conservation Agent's salary. The Conservation Commission has approved this use but the Board of Selectmen must also approve it for it to move forward. The Conservation Commission plans to increase its fees. The Conservation Commission requested \$5,000 to hire a consultant to create a master plan for the approximate 322 acres that the Commission oversees. The \$5,000 was not included in the budget. Administrator Kennedy is going to see if the Master Plan could be funded through the Conservation Trust Fund.
- Handicap Commission – The Board asked Administrator Kennedy to add \$500 to this budget.
- The Board clarified that they would like the amount remaining in the FY14 Thayer House budget moved to the Thayer House revolving account and an additional \$20,000 added to the Thayer House revolving account. The warrant article will need to be revised to reflect this. The Board asked Administrator Kennedy to add the additional \$20,000 to the wish list. The funding source of the additional \$20,000 needs to be identified.
- Economic Development Committee – There is \$79,000 available from the FY14 budget and Administrator Kennedy is recommending another \$28,000. The Board needs to discuss the need for a Community Development Director further. The Community Development Director would oversee the Planning & Economic Development Board, Board of Health, and Conservation Commission and would focus on economic development. There is no money in the budget for a full-time administrative assistant to support this department. Administrator Kennedy agrees that there is a need for this position and it would cost approximately \$40,000. Administrator Kennedy said it is possible to move some of the funds that are used for consultants into the Economic Development budget for this purpose. Administrator Kennedy will work with Judi Barrett to create a plan for the Board's review.

DRAFT

- Energy Management – The Town has applied for a grant to support this position. If Medway does not receive this grant, this will not move forward and the item will be removed from the budget.
- Health Department – The Board discussed why the FY14 actual figure for health professional technical is missing. Administrator Kennedy explained that the Town contracts with a private company to provide flu clinics. The Town is working with a new company because the previous company stopped offering this service. The company has been providing services but the Town has not paid them to date because the contract has not been executed. Town Counsel is working with the company to resolve the issues. This item is on a future agenda for the Board to discuss.
- Human Resources – The salary increase is due to a step increase. The \$7,000 Cafeteria Plan Annual Fee was moved from the Treasurer/Collector's budget to the Human Resource budget. This fee is for the administration of the FSA accounts.
- IT – The increase in software annual maintenance is due to licensing fee increases. Administrator Kennedy will look into whether Dave Verdolino includes IT Director Rich Boucher's salary in the Massachusetts Department of Elementary and Secondary Education (DESE) report. The Board agreed that if technology is added to the operating budget the account will remain on the Town side.
- Legal – Administrator Kennedy is a little concerned about the legal budget because next year is a renegotiation year.
- Planning & Economic Development Board – FY14 funds of \$20,000 will be repurposed through an article on the Annual Town Meeting warrant in May. The FY14 budget for street acceptances was \$20,000 but was not spent. Administrator Kennedy may suggest moving the \$10,000 for Planning Contracted Services to the Community Development budget.
- Sunshine Group – The schools have created their own program and no longer share the cost of this program.
- Town Administrator – Administrator Kennedy reduced the Part-Time Salary line item. Only statutorily required boards/committees will have paid secretaries going forward. The Board asked Administrator Kennedy to add this to the wish list.
- Medway 300 – The remaining funds need to be spent by June 30, 2014. The Board will follow-up with Town Accountant Carol Pratt on this matter. They would like to see if the funds can be repurposed.
- Debt Service – The Board would like a break down on the debt service.
- Pension – The Board asked what drove the increase in the pension figure. The Board would like to know how they can provide input into this process.
- Unemployment – The school was included in this process and there will be another meeting in May.

The budgets for DPS, Fire, Police, Library and Enterprise will be discussed at the next meeting.

DRAFT

1
2 The Board said it makes sense to compare the cost of leasing Town vehicles to buying
3 them. Administrator Kennedy said she would forward Chairman Trindade the Town's
4 vehicle inventory for this purpose.

5
6 The Board also talked about whether the General Fund can support the debt service for
7 the DPS facility project. Treasurer/Collector Phillips and Administrator Kennedy said
8 they looked at several scenarios and determined that the General Fund could not support
9 the debt service by itself and will need to be subsidized. The balance of the Operational
10 Reserve account is about \$800,000. The Board discussed moving \$500,000 from the
11 Operational Reserve account to a DPS Stabilization account. In addition, they would like
12 to move \$100,000 from the Operational Reserve to the General Stabilization account.
13 Administrator Kennedy will draft a warrant article for this item.

14
15 **At 10:03 a.m., Selectman Trindade moved to adjourn; Selectman Foresto second;**
16 **No discussion; All ayes 4-0-0.**

17
18
19 Respectfully submitted,
20 Michelle Reed

costs, sharing of services such as a veterans' agent, sealer of weights and measures, tree warden, etc. This could include combining two part-time positions into one full-time one which may attract individuals who are better qualified.

Mr. DeSorgher suggested that each participating community appoint one representative. The goal is to have someone appointed before summer starts and to share information with others in the group.

Chairman Trindade stated this is a terrific idea, and that the Board has tried it. For some of the smaller things, it is definitely worth a try. Some things were not as successful, but the Board learned from it. The attempt to regionalize library services was not successful either-- one community was in favor, the other very much against it.

Selectman White agreed that all towns need to look into it, noting that Medway does it with an Animal Control Officer shared with the Town of Millis.

Selectman Foresto reminded the Board that a similar committee was formed about four years ago. The group met once and then could not manage to get together again. Sharing information is important as all communities are dealing with the same issues.

Selectman Crowley stated that this is the first time a selectman from another community has come forward to meet with the Board. Information on various topics, such as trash collection, would be invaluable.

It was noted that the communities would include Medfield, Millis, Dover, Sherborn, Norfolk, and Walpole, in addition to Medway. Mr. DeSorgher will be visiting the Selectmen in other towns in the coming weeks. He clarified that his attendance this evening was the result of being unanimously voted that he be the official representative. He urged the Board to choose its representative so that the group could hopefully get together before the summer break.

Brief discussion followed on Medfield's DPW barn. Mr. DeSorgher reported that the Town of Medfield accomplished it with a \$9.5 million override.

Discussion – Proposed Amendment to Conservation Commission Bylaw:

The Board reviewed a memorandum dated March 7, 2014 from Interim Conservation Agent, Bridget Graziano.

Present: David Travalini, Chair, Conservation Commission.

Mr. Travalini reported that, in talking with the past two agents, the Conservation Commission was made aware that the Town charges little for conservation services as compared to other area communities. The Commission is proposing to amend the bylaw to allow that the fee structure is included as part of the rules and regulations. When the fees need to be changed, it is a less cumbersome process to change them via regulations rather than change the bylaw, i.e., holding a public hearing instead of going to Town Meeting. This would put Medway in line with most of the other towns in the area as well as help recoup some of the funds that are now targeted for the Conservation Agent salary. He added that the previous agent had created a spreadsheet comparing the area fees.

1 The Board expressed appreciation for the explanation; the consensus of the Board was that it was in
2 favor of this action. Mr. Travalini stated he will be present at Town Meeting if anyone has questions.

3
4 Brief discussion followed on use of funds in the Conservation Commission revolving account for
5 supporting the Agent's salary as well as other expenses.

6
7 **Authorization of the Chairman to Execute Contract for OPEB Valuation Services Contract – USI**
8 **Consulting Group, Inc., \$7,900:**

9 *The Board reviewed a draft contract between the Town and USI Consulting Group, Inc.*

10
11 Present: Carol Pratt, Town Accountant.

12
13 Ms. Pratt stated a contract for these services is required every other year, noting that she received three
14 responses from the Request for Proposal and that she is comfortable with this vendor. Responding to
15 Selectman Crowley's question, she confirmed that this money is within her budget at this time.

16
17 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with USI**
18 **Consulting Group, Inc. for OPEB valuation services in an amount not to exceed \$7,900; Selectman**
19 **White seconded. No discussion. Vote: 4-0-0.**

20
21 **Approval – Non-binding Referendum Question, Minimum Purchase Age for Tobacco Products:**

22 *The Board reviewed the following information: (1) Email from Town Counsel dated February 24, 2014;*
23 *and (2) Proposed Annual Town Meeting Warrant Article.*

24
25 Present: Stephanie Bacon, Health Agent.

26
27 Ms. Bacon confirmed that an approval from the Board ensures that the non-binding question is on the
28 ballot in May.

29
30 **Selectman Foresto moved that the Board vote to place the following non-binding referendum**
31 **question on the ballot for the next annual town election scheduled for May 20, 2014: "Should the**
32 **Board of Health vote to approve a new regulation that would change the minimum purchase age of**
33 **tobacco products from age 18 to age 21?"; Selectman White seconded. No discussion. VOTE: 4-0-0.**

34
35 **Authorization of the Chairman to Execute Contract for Visiting Nursing Services, Salmon Health Care,**
36 **\$14,150.00:**

37 *The Board reviewed a contract between the Town of Medway and Salmon Home Care LLC.*

38
39 Present: Stephanie Bacon, Health Agent.

40
41 Ms. Bacon reported that this contract replaces the one with the Milford Visiting Nurses Association. She
42 briefly explained the roles and responsibilities of this health care provider.

43
44 Selectman Crowley expressed disappointment that the contract had been "in place" before the Board
45 was able to consider it.

1 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Salmon**
2 **Home Care LLC to provide public health nursing services to the Town in an amount not to exceed**
3 **\$14,150; Selectman White seconded. No discussion. VOTE: 4-0-0.**

4
5 **Discussion – Vehicle Safety, Lovering Street:**

6 *The Board reviewed a memorandum from Police Chief Tingley and Safety Officer Watson dated*
7 *March 10, 2014.*

8
9 Present: Allen Tingley, Police Chief.

10
11 Chief Tingley briefly explained what he had done following a serious car accident at this intersection. He
12 reviewed some of the recommendations from the state that might help alleviate some of the problems.
13 The available assistance is geared toward intersections that have had numerous accidents in a couple of
14 years. He indicated most of the accidents occurred in dry clear weather and during the daytime,
15 suggesting that drivers are otherwise distracted. Some motorists are blowing through the stop sign
16 which is clearly posted and prefaced with a “Stop Ahead” sign.

17
18 Selectman Crowley suggested Stop signs with the edges which would be illuminated at night. He added
19 that there may be some free cash available to support an expense of \$5,000. Addressing Mr. Jeff
20 O’Neill, Chairman Trindade asked if the Finance Committee would consider an Emergency Fund Transfer
21 suggested by Ms. Melanie Phillips, Finance Director. Mr. O’Neill could not answer for the Finance
22 Committee but stated its next meeting is on April 9.

23
24 **Discussion – Capital Improvement Planning Committee Recommendations, FY15 Budget:**

25 *The Board reviewed a document entitled “Projects for FY15”, revised as of 3/5/14.*

26
27 Present: Peter Sigrist, Michelle Reed.

28
29 Mr. Sigrist noted that the current list has changed slightly from the one previously submitted to the
30 Board. Chairman Trindade explained the “free cash” concept for viewers, pointing out that it is money
31 allocated to Town departments that will not be used this year so it “falls to free cash”. Out of this
32 money, many other projects, including purchase of equipment and services, can be funded. The Capital
33 Improvement Planning Committee is in charge of gathering information from departments about their
34 requests, exercising fairness in spreading it around to as many departments as possible.

35
36 Mr. Sigrist reported some of the quoted prices are not exact but are close. Ms. Michelle Reed explained
37 how each department creates its list of requested items and determines a priority for those items.

38
39 Selectman Crowley noted that \$200,000 has to be put forward for FY15 and \$250,000 for snow and ice
40 for this year. Chairman Trindade explained that, at the McGovern School, once buzzed in, a visitor does
41 not have to stop by the office before entering the main part of the school. There is a request for
42 \$10,000 for the design of a security upgrade. Ms. Reed wondered if the request is truly for security or a
43 redesign for accessibility. Mr. Sigrist will try to get more information.

44
45 Brief discussion followed on the proposed engineering study for the bridge repair, the bathrooms at
46 Cassidy Field, Town-wide facilities improvement and energy improvements, road repairs and paving at
47 the middle school. It was noted that there are no bonding issues for fire trucks or large equipment.

The Board commended the CIPC on a nice job.

Appointment – Thayer Property Governance Committee, John Foresto:

There were no supporting materials. It was noted that terms for existing committee members, Crowley and Rice, expire on June 30, 2014. The motion on this appointment can be made so that the appointment is coterminous with others, or have the appointment expire on June 30, 2015.

Chairman Trindade moved that the Board appoint John Foresto to the Thayer Property Governance Committee for a term to expire on June 30, 2014; Selectman White seconded. Brief discussion followed on whether to stagger the terms; the motion was left as stated. VOTE: 4-0-0.

Review of 2014 Special Town Meeting Warrant and 2014 Annual Town Meeting Warrant:

The Board reviewed the following information: (1) Proposed 2014 Special Town Meeting Warrant, revised 3/17/14; and (2) Proposed 2014 Annual Town Meeting Warrant, revised 3/17/14.

Ms. Kennedy informed the Board the Warrants had been revised with new information.

Special Town Meeting Warrant:

Article 1 – Appropriation: Snow and Ice Deficit – An amount of \$250,000 was added to the article.

Selectman Foresto moved that the Board approve Article 1 as written; Selectman White seconded. No discussion. VOTE: 4-0-0.

Article 2 – Appropriation: OPEB Trust Account – An amount of \$50,000 was added to this article.

Selectman Foresto explained to Jeff O'Neill, Finance Committee Chair, that the auditor suggested finding a regular funding source for this expense every year, hence, a transfer of \$50,000 each year. **Selectman Foresto moved that the Board approve Article 2 as written; Selectman White seconded. No discussion. VOTE: 4-0-0.**

Article 3 – Transfers to Street Acceptance Account – Dollar amounts of \$21,000 and \$2,751 were inserted into the wording of the article. Ms. Kennedy advised that the Board could retain the article as is with a Town Meeting motion specifying a lesser amount or wait until more information is available. After brief discussion, the Board opted to keep this article as TBD (To Be Determined).

Article 4 – Budget Transfer: Economic Development – Ms. Kennedy reported the numbers will be available tomorrow. The Board opted to leave this article as TBD.

Article 5 – Budget Transfer: Consulting Services-Permitting – **Selectman Foresto moved that the Board approve Article 5 as written; Selectman White seconded. No discussion. VOTE: 4-0-0.**

Article 6 – Budget Transfer to Thayer Homestead Revolving Account – The dollar figure of \$19,400 was inserted into the article, which establishes the account and transfers money into it. Selectman Foresto **Selectman Foresto moved that the Board approve Article 6 as written; Selectman White seconded. The Board acknowledged that the dollar amount may change before Town Meeting. VOTE: 4-0-0.**

Article 7 – Budget Transfer: Legal Services – After brief discussion, the Board opted to leave this article as TBD.

1
2 Article 8 – Budget Transfer: Redevelopment Authority – After brief discussion, the Board opted to leave
3 this article as TBD.

4
5 Article 9 – Repurpose Monetary Articles: Cassidy Field Bathroom – Ms. Kennedy reported that, at
6 present, it was her understanding that the bathrooms had been priced at \$59,000, and the paving is
7 more than anticipated. Brief discussion followed on the proposed modular building, which comes from
8 the manufacturer in pieces and is mounted on a platform with the utilities in place. Youth Baseball is to
9 do the site work and the utility connection. The Board opted to leave this article as TBD.

10
11 Article 10 – Repurpose Monetary Article: Senior Center Sidewalks – **Selectman Foresto moved that the**
12 **Board approve Article 10 as presented; Selectman White seconded. No discussion. VOTE: 4-0-0.**

13
14 Article 11 – Repurpose Monetary Article: Fire Department Training – It was noted that the person
15 assigned for academy training cannot do so due to illness which impacted the staffing pattern. In order
16 to continue with training, it was decided to repurpose the funds to carry them over to FY15. If this
17 person cannot continue, another person will be assigned. Brief discussion followed. The Board opted to
18 leave this article as TBD.

19
20 Article 12 – Prior Year Bills -- **Selectman Foresto moved that the Board approve Article 12 as written;**
21 **Selectman White seconded. No discussion. VOTE: 3-0-1 – Crowley abstain.**

22
23 Annual Town Meeting Warrant:

24 At this time, Chairman Trindade turned the gavel over to Vice-Chair Crowley and left the room briefly.
25 The Board opted to either approve each article or hold it as a TBD while awaiting further information.

26
27 Article 1 – ESCO Stabilization Reserve Transfer: FY15 Operating Budget – **Selectman Foresto moved that**
28 **the Board approve Article 1 as written; Selectman White seconded. No discussion. VOTE: 3-0-1 –**
29 **Trindade abstain.**

30
31 Article 2 – Appropriation: FY15 Operating Budget – **Selectman Foresto moved that the Board approve**
32 **Article 2 as written; Selectman White seconded. No discussion. VOTE: 3-0-1 – Trindade abstain.**

33
34 Article 3 – Appropriation: FY15 Water Enterprise Fund – TBD.

35 Article 4 – Appropriation: FY15 Sewer Enterprise Fund – TBD.

36 Article 5 – Appropriation: FY15 Solid Waste Enterprise Fund – TBD.

37 Article 6 – Appropriation: FY15 Ambulance Enterprise Fund – TBD.

38 Article 7 – Free Cash Appropriation: Capital Items – TBD.

39
40 Article 8 – Establish DPS Facility Capital Improvement Stabilization Fund; Transfer from Operational
41 Stabilization Fund – Ms. Kennedy reported that this is a new article. After brief discussion, the Board
42 agreed to remove the words “Capital Improvement” from the title of the article. **Chairman Trindade**
43 **moved that the Board approve Article 8 as written; Selectman White seconded. No discussion.**
44 **VOTE: 4-0-0.**

45
46 Article 9 – Transfer to General Stabilization Fund – **Chairman Trindade moved that the Board approve**
47 **Article 9 as written; Selectman White seconded. No discussion. VOTE: 4-0-0.**

Article 10 – Capital Project: Construct Athletic Fields – CPC Funds – TBD.

Article 11 – Capital Project: Construct Athletic Fields/Turf – General Funds – TBD.

Article 12 – Appropriation – Water Enterprise – **Chairman Trindade moved that the Board approve Article 12 as written; Selectman White seconded. No discussion. VOTE: 4-0-0.**

Article 13 – Appropriation: Sewer Enterprise – **Selectman Foresto moved that the Board approve Article 13 as written; Selectman White seconded. No discussion. VOTE: 4-0-0.**

Article 14 – Repurpose Capital Funds: Middle School Improvements – Chairman Trindade moved that the Board approve Article 14 as written; Selectman White seconded. Chairman Crowley did not agree that the dollar figure of \$625,899.40 should be included in the article at this time as that figure could change before Town Meeting. The motion was withdrawn. **Selectman Foresto moved that the Board approve Article 14 with the exception of the dollar figure; Selectman White seconded. No further discussion. VOTE: 4-0-0.**

Article 15 – Repurpose Monetary Articles: DPS Facility Study -- **Selectman Foresto moved that the Board approve Article 15 as written with the words “feasibility study” deleted from the wording of the article; Selectman White seconded. No discussion. VOTE: 4-0-0.**

Article 16 – Repurpose Monetary Article: Town Hall Renovation -- TBD.

Article 17 – Repurpose Monetary Article: Fire Apparatus – The words “for casino impact research” have been added to the wording. **Chairman Trindade moved that the Board approve Article 17 as written; Selectman White seconded. No discussion. VOTE: 4-0-0.**

Article 18 – Appropriation: Zoning Bylaw Review and Revision – TBD.

Article 19 – Appropriation: GATRA Revolving Fund -- **Chairman Trindade moved that the Board approve Article 19 as written; Selectman White seconded. No discussion. VOTE: 4-0-0.**

Article 20 – Revolving Accounts: Annual Authorization -- **Chairman Trindade moved that the Board approve Article 20 as written; Selectman White seconded. No discussion. VOTE: 4-0-0.**

Article 21 – Appropriation: Community Preservation Committee – TBD.

Article 22 – Rescind Unissued Balance Article 14 of 2009 Annual Town Meeting -- **Chairman Trindade moved that the Board approve Article 22 as written; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.**

Article 23 – Rescind Unissued Balance Article 19 of 1996 Special Town Meeting -- **Chairman Trindade moved that the Board approve Article 23 as written; Selectman White seconded. No discussion. VOTE: 4-0-0.**

Article 24 – Rescind Unissued Balance Article 11 of 2007 Fall Town Meeting -- **Chairman Trindade moved that the Board approve Article 24 as written; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.**

Article 25 – Eminent Domain: Route 109 Reconstruction Project -- **Chairman Trindade moved that the Board approve Article 25 as written; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.**

Article 26 – Amend Wetlands Bylaw: Fees -- **Chairman Trindade moved that the Board approve Article 26 as written; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.**

Article 27 – Amend Dog Bylaw -- **Chairman Trindade moved that the Board approve Article 27 as written; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.**

Article 28 – Amend Zoning Bylaw: Commercial District I – Chairman Trindade stated he would like to remove this article because the Board had requested that all zoning articles be held until the Fall Town Meeting. Somehow it was referenced on a ListServe without authorization. A corrected email will need to go out. **Chairman Trindade moved that the Board delete Article 28 from the Annual Town Meeting Warrant; Selectman White seconded. No discussion. VOTE: 4-0-0.**

Approval – American Legion Road Race, June 28, 2014:

The Board reviewed the following information: (1) Email thread between Allison Potter, Town Administrator's Office, and Douglas Wahl dated February 21, 2014 through February 25, 2014; and (2) Correspondence from Chief Allen Tingley dated February 26, 2014.

Present: Ken Wahl, American Legion, Town of Medway; David Labonte, American Legion, Town of Franklin.

Mr. Wahl submitted a flyer describing the road race along with the proposed route. He stated the event is intended to raise money for scholarship funds, the state trooper program (ride-along), and the Boys State and Girls State programs. Selectman White asked if there was still an American Legion unit in Medway. Mr. Wahl responded the unit meets at the church and still sponsors a Boy Scout troop in town.

Mr. Labonte stated both American Legion units sponsor the event equally on a 50/50 basis. He noted that he is offering his assistance as he has helped with many similar races in the past.

Selectman Foresto moved that the Board approve the American Legion road race to be held on June 28, 2014 with the proviso that three detail officers be hired and traffic cones be placed per the recommendation of Police Chief Tingley; Selectman White seconded. No discussion. VOTE: 4-0-0.

Action Items from Previous Meetings:

Action Items were postponed until a future meeting.

Approval of Warrants:

The Board reviewed Warrant 14-38.

In the absence of the Clerk, Selectman Crowley read aloud Warrant 14-38, dated 3/20/2014, submitted for approval:

Town Bills \$761,604.15
TOTAL \$761,604.15

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

Town Administrator's Report:

In the interest of time, Ms. Kennedy deferred her report until the next meeting.

Selectmen's Reports:

Selectman Foresto reported that the punch list for the Thayer project has been prepared as the renovation is nearing the end of the project.

Selectman Crowley asked the Board if there should be a non-binding question on full-day kindergarten program. Chairman Trindade noted it is a controversial issue, and residents are questioning whether there was a need for it. Discussion followed.

At 8:56 PM Chairman Trindade moved to adjourn; Selectman White seconded. No discussion. VOTE: 4-0-0.

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

March 18, 2014 at 7:00 p.m.

Sanford Hall

Town Hall, 155 Village Street

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

Also in Attendance: Collector/Treasurer Melanie Phillips; Town Accountant Carol Pratt; DPS Director Tom Holder; Deputy DPS Director Dave D'Amico; Fire Chief Jeff Lynch, Police Chief Alan Tingley; and Library Director Margaret Perkins.

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

Public Comments: None

Discussion of the Proposed FY15 Operating Budget:

The Board reviewed the line item budgets for the Library, DPS, Fire, and Police. The following items were discussed.

- **Library** – Administrator Kennedy said that she had to make reductions in the several budgets, including the Library, to meet the Board’s budget policy. The Library’s budget does not include \$5,000 for the evening steward position and \$20,000 for materials. The lower level of the library is open from 7:45-9:45 p.m. Monday through Thursday when the main level is closed. The evening steward is there as a security measure and also to assist residents who are using the public computers. Many Town committees and community groups meet at the library in the evening. Chairman Trindade said that Town committees need to find alternative meeting space. He said the School Committee Room at the Middle School is available and meetings can be recorded. Library Director Margaret Perkins said that there are approximately 400 evening meetings scheduled for the remainder of the fiscal year at the Library. She said it is important to provide this service to the community and also necessary to have an employee present because of the equipment and computers that are accessible. In addition, the Library is required by the Massachusetts Board of Library Commissioners (MBLC) to spend 16% of its budget on materials, which is about \$47,000 in FY15. In the past, the Library has relied heavily on donations and state aid for this item. Last year, the Library received \$17,000 from the Friends of the Medway Library. Selectman Foresto said it is important to look at this budget because this is a recurring item and free cash should not be used. Ms. Perkins stressed that the Library is required

DRAFT

1 to spend this money and risks losing its accreditation if it does not comply. The
2 Board asked Administrator Kennedy to add the \$20,000 materials item to the wish
3 list. They also discussed making a mid-year adjustment to the budget.

- 4 • **DPS** – Administrator Kennedy reiterated that reductions were made to meet the
5 Board’s policy. The Board asked DPS Director Tom Holder for a breakdown on
6 the personnel reallocations that were made relative to the enterprise funds. They
7 asked him to review the allocations to make sure they are an accurate. Town
8 Accountant Carol Pratt said that it is common practice for towns to use revenue
9 from its enterprise funds to pay for a portion of salaries. She said that the
10 Department of Revenue (DOR) has guidelines but not a specific methodology.
11 Mr. Holder said that the department currently leases three additional locations to
12 house equipment and he does not anticipate needing any more at this point. In
13 addition, the Board asked for a status on the agreement with the Schools to take
14 over maintenance of the fields. Deputy DPS Director Dave D’Amico stated that
15 some of the responsibilities have been transferred but not all. The Town started to
16 take over the some of the maintenance of the fields several years ago because they
17 were in poor condition. At that time, the Schools estimated they were spending
18 approximately \$30,000 annually to maintain the fields. The Board asked Town
19 Accountant Carol Pratt to pull information from MUNIS to see if the \$30,000
20 figure is accurate. The Gale Report should also have maintenance cost by field.
21 The Town and Schools need to sit down and discuss expectations relative to field
22 maintenance in the near future. Per Deputy Director Dave D’Amico, the Town
23 will be able to maintain the fields but they do not have the resources to maintain
24 them to the levels recommended by the Master Plan.

- 25 • **Fire** – Fire Chief Lynch made a brief presentation to the Board, which included
26 2013 department statistics, department structure, salaries, and expenses.
27 Administrator Kennedy said cuts were made to this budget to meet the Board’s
28 policy. Chief Lynch said that his budget does not include funds for additional
29 personnel; however, he believes additional personnel are necessary. Chief Lynch
30 is requesting that the department’s administrative assistant move from part-time to
31 full-time. He said the current administrative assistant is paid at the top of the
32 salary range due to her experience and said she is doing a tremendous job.
33 Selectman Crowley wondered if it is prudent to have 5 officers out of a staff of 9.
34 Administrator Kennedy explained that she reduced the fire overtime budget by
35 \$5,000 after doing a run rate analysis. Chief Lynch also explained that the
36 electricity budget increased because the station is now staffed 24/7. He said
37 without the installation of the solar panels this figure would have been higher.
38 Chief Lynch said the department is having enormous difficulty retaining on-call
39 firefighters. He said last July he hired 14 on-call firefighters and at this point they
40 are down to 7. He said he was very clear about expectations when he made the
41 hires. He said this is not just an issue facing Medway and he has asked his
42 officers to explore possible incentives that could be offered to retain on-call
43 employees. The Board also discussed the department’s plan to pursue Advanced
44 Life Support (ALS) certification. He said two paramedics are currently enrolled
45 in classes but it will be at least 18 months before they have completed the
46 program’s requirements and can answer ALS calls. Chief Lynch said that the

DRAFT

department's fees are low but consistent with other towns. He said Massachusetts is looking at adopting the National Fire Code, which would be a significant change and create a significant amount of additional work.

- **Police** – Administrator Kennedy said that she made reductions to the budget and forwarded her recommendations to Chief Tingley. Reductions were made to police overtime and police vehicles. Chief Tingley and Administrator Kennedy will review the state bid list again to see if the vehicles that are needed can be purchased with the amount Administrator Kennedy is proposing. Chief Tingley said he has some suggestions on where cuts can be made so that the vehicle line item does not need to be reduced. He will forward his recommendations to Administrator Kennedy. Chief Tingley said his department is requesting an electronic palm scanner through the capital budget because the equipment that was purchased in 2008 will not be supported in 2015. Lt. Boultenhouse said that his biggest concern was the reduction made in the police fire communications training line item because this budget is already limited.

Selectman Crowley reported that he went to the most recent School Committee meeting where the Budget Sub-Committee discussed several funding options for the Full Day Kindergarten program. Selectman Crowley said they discussed using a portion of the additional Chapter 70 funds as well as the reserve fund. Chairman Trindade said he would request the 4 year budget summary. Selectman Crowley reiterated his concern that they are contemplating using non-recurring revenue for a recurring item. Several Board members plan to attend the School Committee meeting on Thursday, March 20, 2014.

The Board also agreed to look at leasing Town vehicles instead of buying them. Administrator Kennedy will forward the Town's vehicle inventory to Selectman Trindade. Administrator Kennedy and Treasurer/Collector Melanie Phillips will plan to sit down with the consultant over the next 2-3 weeks and create an initial analysis.

The Board will meet Monday, March 24, 2014 at 6:00 p.m. to discuss the enterprise accounts, FY15 proposed modifications, budget gap, and warrants. The Board asked Administrator Kennedy for a summary of the enterprise accounts revenue and expenses to date.

Approval of Change Order for Gale Associates:

Several residents who live on Adams Street have expressed concern about the potential traffic that may be created once the new turf field is complete. The scope of the project is going to be expanded to include a traffic study. This was not anticipated or included in the original proposal. Gale is sub-contracting with R.D. Vanasse for this study. As of right now, the entrance for the new turf field will be on Adams Street. They are going to look at the potential impact this may have and if it is possible to route the traffic through the High School.

Chairman Trindade moved that the Board of Selectman approve the Gale Associates change order as presented and in an amount not to exceed \$13,975; Selectman White; No discussion; all ayes 4-0-0.

DRAFT

1
2 **At 9:25 p.m., Selectman Trindade moved to adjourn; Selectman White second; No**
3 **discussion; All ayes 4-0-0.**
4
5 Respectfully submitted,
6 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

March 24, 2014 at 6:00 p.m.

Sanford Hall

Town Hall, 155 Village Street

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

At 6:00 p.m., Chairman Trindade called the meeting to order and led in the Pledge of Allegiance.

Public Comments: None

Approval of BAN Award in the amount of \$605,000:

Treasurer/Collector Melanie Phillips and Assistant Treasurer/Collector Joanne Russo asked the Board to approve a Bond Anticipation Note (BAN) in the amount of \$605,000 from Eastern Bank with a .55% interest rate. Treasurer/Collector Phillips said they received three bids and this was the lowest. The purpose is to fund the Lovering Street tank mixer, water main projects, the Fire Department tanker truck, and sewer system improvements. She said they did not permanently bond because of the relatively low dollar amount. There is a significant cost associated with going out to bond. They plan to go out at a later date and include additional projects.

Selectman Foresto moved that the Board award the BAN in the amount of \$605,000 with an issue date of April 1, 2014 to Eastern Bank with a .55% interest rate; Selectman White second; No discussion; All ayes 5-0-0.

2015 Operating Budget:

The Board discussed the Town’s Enterprise Funds. There are four Enterprise Funds, which include water, sewer, solid waste, and ambulance. The taxpayers who use these services pay for the services. If a resident has private sewer and water they do not pay into the Water and Sewer Enterprise Funds. Administrator Kennedy provided the Board with a summary of costs, including indirect, for all DPS functions for 2014 and 2015. She said there is about a \$60,000 increase year over year. She explained that she did not make many adjustments to these budgets other than reducing legal fees slightly. DPS Director Tom Holder said they have spent approximately \$600,000 on snow and ice removal this year and he is hopeful that they will not spend much more.

- **Solid Waste** – The revenues to date are 57%. This is in part due to the change from semi-annual billing to quarterly billing that was implemented this fiscal

DRAFT

1 year. Mr. Holder said this is just a temporary issue and will not occur every fiscal
2 year. In addition, the trash bag revenue is not included in the figure. Billing is
3 done periodically and will be done soon. Shaw's has an outstanding bill of about
4 \$85,000. The Town spends about \$70,000 annually on the bags and it generates
5 approximately \$300,000 in revenue. It is possible that the Solid Waste Enterprise
6 account will end the fiscal year with a deficit because of these issues but there are
7 reserves available. The Board was assured that the reserves would be replenished.
8 Administrator Kennedy reported that the indirect costs have increased 8.7%,
9 which is due primarily to health insurance. Town Accountant Carol Pratt will
10 provide the Board with a summary on how the indirect costs are determined,
11 including the cost rate structure. Mr. Holder said he expects the new single
12 stream recycling program to begin July 1, 2014. He will begin rolling the
13 program out to the public in May.

- 14
15 • **Sewer** – Mr. Holder reported that he just learned that Medway's operational and
16 maintenance assessment for 2015 from the Charles River Pollution Control
17 District has increased by \$196,000. Mr. Holder explained that the assessment is
18 based on the amount of flow and the industrial strength. Medway's industrial
19 strength was recorded at much higher levels than previous years, which resulted
20 in the increased assessment. He added that the assessment was only based on the
21 Chicken Brook Interceptor, which only accounts for two thirds of Medway's
22 flow. It is possible that the figure could increase once they start to measure the
23 Black Swamp Interceptor. DPS is looking into this issue and taking samples to
24 see if they can explain the increase. Medway's capital assessment for 2016 is
25 about \$275,000. The Board is very concerned about the dramatic cost increases
26 and how it will affect residents. They would like to schedule a joint meeting with
27 Medway's representatives to the Charles River Pollution Control District, Doug
28 Downing and Paul DeSimone. Selectman Foresto said he is frustrated because
29 the costs continue to rise and the Town has not received an explanation. The
30 Town has approached them about net metering, which would help offset the costs
31 significantly, but they have been unresponsive. Selectman Crowley asked Town
32 Accountant Carol Pratt to provide the Board with an explanation on why the 2014
33 sewer budget figures do not reconcile.

- 34
35 • **Water** – The debt service related to the water main projects has not been factored
36 into the water rates. It will impact the water rates in the next several years. Mr.
37 Holder said they plan to begin the work on Village Street in June and will then
38 move to Adams Street. The roads will be paved after the water main work is
39 completed. The Board asked for a status on the water rate analysis. Mr. Holder
40 and Leo O'Rourke said they plan to have an analysis ready for the April 17, 2014
41 Water & Sewer Commission meeting. The Board asked that the analysis go
42 through 2020 and include the impact of the proposed DPS facility. The Board
43 said it understands that the analysis is based on assumptions and that the forecast
44 gets less precise the further out it goes, but it is an important starting point.

DRAFT

- **Ambulance** – Chief Lynch provided the Board with a fee comparison. Some of Medway's fees are similar to other towns but some need to be adjusted. Chief Lynch will make recommendations to the Board on how the fees should be changed. Administrator Kennedy will look into the process for changing the fees. The Board also discussed the amount of money that is needed from the General Fund to subsidize the Ambulance Enterprise Account. Administrator Kennedy said she decreased it from \$216,000 to \$196,000. Selectman Crowley asked if it was possible to decrease it further to avoid having unexpended funds fall to the Ambulance reserve account. The Board decided to transfer \$176,000 from the General Fund and take \$20,000 from retained earnings for a total subsidy of \$196,000. Administrator Kennedy will revise the article language related to this matter to reflect this change.

Selectman Crowley moved that the Board reduce the General Fund transfer to the Ambulance Enterprise Fund by \$20,000 and take \$20,000 from the Ambulance Enterprise Fund retained earnings and apply them to the budget for FY 2015; Selectman D'Innocenzo second; No discussion; All ayes 5-0-0.

Chairman Trindade asked for a revenue breakdown. He would like to know what percentage is attributed to Medicare, Medicaid, private insurance, and self-pay. Chief Lynch explained that the salary increase over the last two months is due to a percentage of his salary and his administrative assistant's salary being allocated to the Ambulance Enterprise Fund. He explained that he just realized this wasn't being done and it should have been. Chief Lynch clarified that the overtime line item pertains only to full-time personnel. Selectman Crowley asked for clarification on whether the percentage of the base budget that goes to overtime is normal. In addition, Chief Lynch reported that two members of the Medway Fire Department are pursuing their Advanced Life Support (ALS) certification but it will be several years before Medway can start answering and billing for ALS services. Finally, Chief Lynch said that a member of the Fire Department who was supposed to attend the Fire Academy is unable to. He asked to carry over the unexpended balance so that it is available next year. He will have more information on this matter soon.

Review and Approval of the May 12, 2014 Special Town Meeting Warrant:

Article 3: Transfer to Street Acceptance Account

Administrator Kennedy said she decreased the amount from \$20,000 to \$6,000. There will be approximately \$8,700 available in the Street Acceptance Account. Planning and Economic Development Coordinator Susy Affleck-Childs is developing a strategy for moving forward, including cost estimates and possible obstacles associated with specific streets.

Chairman Trindade moved that the Board approve Article 3 of the May 12, 2014 Special Town Meeting warrant; Selectman Foresto second; No discussion; All ayes 5-0-0.

DRAFT

Article 4: Budget Transfer-Economic Development

Administrator Kennedy confirmed that \$59,327 would be transferred.

Chairman Trindade moved that the Board approve Article 4 of the May 12, 2014 Special Town Meeting warrant; Selectman Foresto second; No discussion; All ayes 5-0-0.

Article 7: Budget Transfer-Legal Services

Administrator Kennedy said that there is \$39,500 available. The initial appraisal for a piece of property related to Economic Development will cost \$15,000. The Board agreed to use \$15,000 for the appraisal and use the remaining amount, \$24,000, for legal services related to the potential appellate tax court cases.

Selectman Foresto moved that the Board approve Article 7 of the May 12, 2014 Special Town Meeting warrant to transfer \$24,000 from the Fiscal Year 2014 Legal Expense Account to fund legal services associated with appellate tax court cases; Selectman D’Innocenzo second; No discussion; All ayes 5-0-0.

Article 8: Budget Transfer-Redevelopment Authority

Selectman Foresto moved that the Board dismiss Article 8 of the May 12, 2014 Special Town Meeting warrant; Selectman D’Innocenzo second; No discussion; All ayes 5-0-0.

Article 11: Repurpose Monetary Article-Fire Department Training

Selectman Foresto moved that the Board approve Article 11 as written; Selectman D’Innocenzo second; No discussion; All ayes 5-0-0.

Selectman Foresto moved that the Board close the May 12, 2014 Special Town Meeting warrant; Selectman D’Innocenzo second; No discussion; All ayes 5-0-0.

Review and Approval of the May 12, 2014 Town Meeting Warrant:

Selectman Foresto moved that the Board give direction to the Town Administrator to populate Article 3, Article 4, Article 5, and Article 6 with the figures that were just approved by the Board related to the Enterprise Funds and that the Board approve Article 3, Article 4, Article 5, and Article 6; Selectman D’Innocenzo second; No discussion; All ayes 5-0-0.

Article 7: Free Cash Appropriation-Capital Items

Administrator Kennedy confirmed that there is still \$58,000 of Certified Free Cash available. The Board agreed to add \$8,000 to the Cassidy Field Bathroom Project. They also agreed that \$12,000 would be used to refurbish the Choate tennis courts and remaining \$50,000 will be used to make as many improvements to the Choate Park Building as possible. In addition, they said it is necessary for Chief Tingley to go to the Finance Committee for funds for the Lovering/Holliston Street signs.

DRAFT

Article 10: Capital Project: Construct Athletic Fields – CPC Funds

Administrator Kennedy said that parcel number information was added to the language.

Article 11: Capital Project: Construct Athletic Fields/Turf – General Funds

The Board will send an email to the schools about the use of the Hanlon Field Revolving account.

Article 14: Repurpose Capital Funds: Middle School Improvements

Selectman Crowley said they do not want to use the entire amount of unexpended funds and suggested putting \$525,000 in as a place holder. Certain features of the project, including a new exit, are still being discussed.

Selectman Foresto moved that the Board allocate \$525,000 to the monetary portion of the article and approve Article 14 of the May 12, 2014 Town Meeting warrant; Selectman D’Innocenzo second; No discussion; All ayes 5-0-0.

Article 16: Repurpose Monetary Article-Town Hall Renovation

The Board needs to discuss this matter further.

Article 20: Revolving Accounts: Annual Authorization

Selectman Foresto moved that the Board designate the Town Administrator as the Authority to Spend for the Thayer Homestead; Selectman D’Innocenzo second; No discussion; All ayes 5-0-0.

Chairman Trindade said he would get the figures from the Community Preservation Committee (CPC). He said he will also follow-up with the Planning Board relative to commercial rezoning articles.

The Board reviewed the budget gap summary provided by Administrator Kennedy. The summary included items for the Board to discuss and possibly fund and also possible revenue sources. The Board agreed to use Certified Free Cash for the following items:

- Thayer Homestead Revolving Account (\$20,000)
- Bylaw Review (\$22,250)
- Town Hall Renovations (\$8,000)
- Library for night watch service and materials (\$20,000)

Selectman Foresto moved that the Board add a monetary article for \$20,000 to fund the Library’s night watch services and books; Selectman White second; No discussion; All ayes 5-0-0.

Selectman Foresto moved that the Board allow the Town Administrator to incorporate the changes to Article 7 as discussed and add a warrant article for the purpose of the library night watch services and books; Selectman Crowley second; No discussion; All ayes 5-0-0.

DRAFT

1 Administrator Kennedy reported that the additional State Aid funds in the amount
2 \$88,068 cover the remaining budget gap of \$86,000.

3
4 **Selectman Foresto moved that the Board recognize the additional State Aid in the**
5 **amount of \$88,068 as additional revenue to be incorporated into the FY 2015**
6 **budget; Selectman White second; No discussion; All ayes 5-0-0.**

7
8 Administrator Kennedy asked the Board if they would like to have a strategic planning
9 initiative with the new Town Administrator in the fall. Administrator Kennedy said the
10 session will cost approximately \$6,000. The Board agreed that it would be beneficial and
11 asked that any leftover funds, including the remaining \$2,000 in Certified Free Cash, be
12 moved to the Town Administrator's budget for the purpose of funding the strategic
13 planning initiative.

14
15 Finally, Administrator Kennedy said she is proposing that Chief Tingley use the
16 unexpended balance at the end of the fiscal year to purchase one of the two requested
17 police vehicles. Administrator Kennedy said she is also recommending that any funds
18 remaining in the vehicle line item after the second vehicle is purchased is added to the
19 overtime line item. The Board asked that Chief Tingley review this proposal and let the
20 Board know if he is in agreement.

21 22 Approval of Warrants:

23 # 14-39S 3/27/2014

24
25 School Bills \$457,154.13
26 Town Payroll \$251,434.56
27 School Payroll \$797,987.19
28 Total \$2,555,997.63

29
30 **Selectman D'Innocenzo moved that the Board approve the warrant as read;**
31 **Selectman White second; No discussion; All ayes 5-0-0.**

32
33 **At 8:11 p.m., Selectman Crowley moved to adjourn; Selectman Foresto second; No**
34 **discussion; All ayes 5-0-0.**

35
36 Respectfully submitted,
37 Michelle Reed

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 **April 15, 2014 at 6:30 p.m.**

7 **Sanford Hall**

8 **Town Hall, 155 Village Street**
9

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

12
13 At 6:34 p.m., Vice Chair Crowley called the meeting to order and led in the Pledge of
14 Allegiance.

15
16 **Public Comments:** None
17

18 **Re-open and Close May 12, 2014 Special Town Meeting Warrant:**
19 **Chairman Trindade moved that the Board of Selectmen re-open the May 12, 2014**
20 **Special Town Meeting warrant; Selectman D’Innocenzo second; No discussion; All**
21 **ayes 4-0-0.**
22

23 **Article 1: Appropriation: Snow and Ice Deficit –**
24 Administrator Kennedy recommended that the Board reduce the snow and ice free cash
25 appropriation from \$250,000 to \$210,000 in Article 1 of the May 12, 2014 Special Town
26 Meeting warrant. She is recommending that the remaining \$40,000 in free cash be
27 allocated to the Assessor’s Revaluation Article on the Annual Town Meeting warrant.
28 The funds will be used for the triennial revaluation and recertification that is required by
29 the Department of Revenue (DOR).
30

31 **Selectman Foresto moved that the Board reduce the free cash appropriation to the**
32 **snow and ice deficit from \$250,000 to \$210,000 in Article 1 of the May 12, 2014**
33 **Special Town Meeting warrant; Selectman D’Innocenzo second; No discussion; All**
34 **ayes 4-0-0.**
35

36 **Selectman Crowley moved that the Board add the Assessor’s Revaluation Article to**
37 **the May 12, 2014 Annual Town Meeting warrant and approve the \$40,000 free cash**
38 **appropriation for said article; Selectman Foresto second; No discussion; All ayes 4-**
39 **0-0.**
40

41 **Article 6: Budget Transfer to Thayer Homestead Revolving Account –**
42 Administrator Kennedy explained that Town Counsel advised that the Thayer Homestead
43 Revolving Account should not be funded through a FY2014 budget transfer revenue
44 source. The current Article 6 should be dismissed and broken into two separate articles.
45 The first article will transfer the remaining balance of the FY2014 Thayer House budget

DRAFT

1 to a monetary article and the second will establish the Thayer Homestead Revolving
2 Account. The Board reviewed the two new proposed articles. The Town Administrator
3 explained that any rental fees that are collected in the current fiscal year will be added to
4 the Thayer Homestead Revolving Account for operations and maintenance. Any
5 monetary support for this fiscal year and next fiscal year will go into the revolving
6 account and administered by the Town Administrator. Any remaining funds from the
7 FY14 budget will stay with the warrant article. Administrator Kennedy confirmed that
8 the funds will be used for operations and maintenance and there are not any restrictions.

9
10 **Selectman Foresto moved that the Board dismiss the current Article 6 of the May**
11 **12, 2014 Special Town Meeting; Selectman Trindade second; No discussion; All ayes**
12 **4-0-0.**

13
14 **Selectman Foresto moved that the Board add the new Article 6 of the May 12, 2014**
15 **Special Town Meeting warrant as proposed; Selectman Trindade second; No**
16 **discussion; All ayes 4-0-0.**

17
18 **Selectman Foresto moved that the Board add the new Article 7 of the May 12, 2014**
19 **Special Town Meeting warrant as proposed; Selectman Trindade second; No**
20 **discussion; All ayes 4-0-0.**

21
22 **Selectman Foresto moved that the Board close the May 12, 2014 Special Town**
23 **Meeting warrant; Selectman Crowley second; No discussion; All ayes 4-0-0.**

24
25 **Re-open and Close the May 12, 2014 Annual Town Meeting Warrant:**

26 **Selectman Foresto moved that the Board of Selectmen re-open the May 12, 2014**
27 **Annual Town Meeting warrant; Selectman D’Innocenzo second; No discussion; All**
28 **ayes 4-0-0.**

29
30 **Article 8: Free Cash Appropriation - Thayer Property Operations and**
31 **Article 10: Special Appropriation - Library**

32 Per Town Counsel, a revolving account can only be funded through new revenue sources
33 or raised and appropriated. The current Article 8 has the Thayer Homestead Revolving
34 Account being funded with free cash, which is not allowed. Administrator Kennedy is
35 recommending switching the funding sources for the Thayer Property Operations (Article
36 8) and the Special Appropriation to the Library (Article 10) to meet this requirement.
37 The funds for the Thayer Property Operations (Article 8) will now be raised and
38 appropriated and the Special Appropriation to the Library (Article 10) will be funded
39 with certified free cash.

40
41 **Selectman Foresto moved that the Board dismiss current Articles 8 and 10 on the**
42 **May 12, 2014 Annual Town Meeting warrant and add the new Articles 8 and 10 as**
43 **proposed; Selectman Crowley second; No discussion; All ayes 4-0-0.**

DRAFT

Article 14: Capital Project – Construct Athletic Fields/Turf

The Board asked Administrator Kennedy to revise Article 14 to only include the fields at Medway High School (parcel #38-339) and the land adjacent to Medway High School (parcel #29-020). A new Article 15 will be added for the turf and structural improvements at Hanlon Field.

Selectman Crowley moved that the Board revise Article 15 on the May 12, 2014 Annual Town Meeting warrant to only include the fields at Medway High School (parcel #38-339) and the land adjacent to Medway High School (parcel #29-020); Selectman D’Innocenzo second; No discussion; All ayes 4-0-0.

Selectman Crowley moved that the Board add a new Article 15 to the May 12, 2014 Annual Town Meeting warrant to see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a sum of money for the purpose of funding the purchase of synthetic turf and structural improvements at Hanlon Field; Selectman D’Innocenzo second; No discussion; All ayes 4-0-0.

Selectman Foresto moved that the Board close the May 12, 2014 Annual Town Meeting warrant; Selectman Crowley second; No discussion; All ayes 4-0-0.

Recommendation – Governor’s Appointment to the Medway Redevelopment

Authority:

Selectman Foresto moved that the Board recommend Richard Parrella to the Governor for the Medway Redevelopment Authority; Selectman Crowley second; No discussion; All ayes 4-0-0.

Approval of Warrants:

14-42 4/17/2014

Town Bills \$429,077.28

Total \$429,077.28

Selectman Foresto moved that the Board approve the warrant as read; Selectman Crowley second; No discussion; All ayes 4-0-0.

At 7:02 p.m., Selectman Crowley moved to adjourn; Selectman Foresto second; No discussion; All ayes 4-0-0.

Respectfully submitted,
Michelle Reed

Authorization of Chairman to Execute Contract for Pavement Milling, Garrity Asphalt Reclaiming, Inc., \$30,000:

The Board reviewed the following information: (1) Scope of work memo, dated April 22, 2014, from Tom Holder, DPS Director; and (2) Contract.

Mr. Tom Holder reported that this is the third part of three components of the roadway restoration program, and this vendor will work in collaboration with the paving company. He noted that the vendor was the low bidder in the bid process, and that they have worked in Medway for a number of years. It is also a two-year contract.

Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Garrity Asphalt Reclaiming, Inc. to perform pavement millage in an amount not to exceed \$30,000; Selectman D’Innocenzo seconded. No discussion. VOTE: 4-0-0.

Authorization of Chairman to Execute Contract for Solid Waste and Recycling Collection, Waste Management, \$600,000:

The Board reviewed the following information: (1) Scope of work memo, dated April 22, 2014, from Tom Holder, DPS Director; and (2) Contract.

Mr. Tom Holder reported that this contract is for single-stream recycling, noting that it was a hard contract to put together and includes a lot of protections and details. He stated he is pleased with the pricing and the scope of services. This contract includes the program for the recycling carts. After this vote/approval, the Department of Public Services will execute a purchase order for the carts and begin public outreach. This reduces the budget by \$150,000, and there is also a grant for \$58,000 to offset the cost of the recycling carts. Regarding public outreach, he intends to utilize the cable television access channel, the Town website, and mailings to reach as many households as possible. He is looking into use of the school email program to provide information, as well.

Selectman Foresto wanted to know how to add the Thayer House to the list of municipal properties that will be serviced. Mr. Holder responded that they will first see how much recycling is generated from that property and then provide the appropriate size cart. The program’s cost is dependent on how often containers are emptied so it is better to be emptied less frequently.

Responding to a question from Selectman D’Innocenzo, Mr. Holder stated residents can get a second recycling cart if they have more than the original one will contain. The second one can be provided at a cost of \$65. This is only if they exceed the amount collected/emptied in two weeks. Brief discussion followed on use of smaller carts. Mr. Holder stated he would like to consider smaller carts based on physical need and the inability to handle the larger cart.

Per Selectman Crowley’s request, Mr. Holder will provide the Board with a cost breakdown of collection every week versus every other week. He did not have those figures with him tonight.

Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Waste Management to perform solid waste and recycling collection in an amount not to exceed \$600,000; Selectman D’Innocenzo seconded. It is noted that the pricing is a unit pricing contract estimate. No further discussion. VOTE: 4-0-0.

Discussion – Legislative Earmark, Vietnam Moving Wall:

1 *The Board reviewed an email, dated April 15, 2014, from Sarah Soan, Budget Analyst, Department of*
2 *Veterans Services.*

3
4 Ms. Kennedy reported the email came to Selectman Crowley, and it is possible there may have been an
5 earmark for the Town of Medway that was not utilized. It will be a check for \$15,000. The VFW is
6 collecting the invoices (they are sponsoring it), and the reimbursement has to come through the Town.

7
8 Ms. Kennedy will call Ms. Soan tomorrow and work out the details. It was noted that Senator Karen
9 Spilka spearheaded the effort.

10
11 **Re-opening and Closing of May 12 Special Town Meeting Warrant – Land Acquisition, Article 13:**
12 *The Board reviewed the revised Special Town Meeting Warrant.*

13
14 **Selectman Foresto moved that the Board re-open the May 12 Special Town Meeting warrant;**
15 **Selectman D’Innocenzo seconded. No discussion. VOTE: 4-0-0.**

16
17 Ms. Kennedy briefly reported on proposed Article 13 (Land Acquisition), noting that the method of
18 acquiring the property has been identified (eminent domain). Brief discussion followed.

19
20 **Selectman Foresto moved to accept Article 13 (Land Acquisition), as presented; Selectman**
21 **D’Innocenzo seconded. No discussion. VOTE: 4-0-0.**

22
23 **Selectman Foresto moved that the Board close the May 12 Special Town Meeting Warrant; Selectman**
24 **D’Innocenzo seconded. No discussion. VOTE: 4-0-0.**

25
26 **Annual Town Meeting Warrant**

27 **Selectman Foresto moved that the Board re-open the 2014 Annual Town Meeting Warrant; Selectman**
28 **D’Innocenzo seconded. No discussion. VOTE: 4-0-0.**

29
30 Ms. Kennedy stated that the new Article 18 is to repurpose funds designated for the Middle School
31 improvements in order to use the money for repairs to the parking lot. The dollar amount noted in the
32 article may or may not be sufficient, and Town Moderator Mark Cerel suggested re-opening and closing
33 the warrant to increase the dollar figure rather than relying on the Town Meeting motion to do so.

34
35 Selectman Crowley noted that the \$550,000 is the engineer’s estimate of the parking lot repairs. He
36 suggested that the dollar amount be increased to \$575,000 to be certain the actual amount will be
37 covered. Ms. Kennedy stated that any unused amount from a Town Meeting article has to be
38 repurposed at a subsequent Town Meeting. Brief discussion followed.

39
40 **Selectman Foresto moved that the Board revised the dollar amount in Article 18 to \$575,000;**
41 **Selectman D’Innocenzo seconded. No discussion. VOTE: 4-0-0.**

42
43 **Selectman Foresto moved that the Board close the 2014 Annual Town Meeting Warrant; Selectman**
44 **D’Innocenzo seconded. No discussion. VOTE: 4-0-0.**

45
46 **Action Items from Previous Meetings:**

47 *The Board reviewed a revised Action Items list.*
48

Ms. Kennedy reported the Water and Sewer report will be available next week. It will be sent to the Water & Sewer Commission, and she will ask that the Board of Selectmen be included on the report distribution.

Town Administrator Selection Committee:

Responding to Selectman Crowley's question, Ms. Kennedy stated that six individuals have been invited in for interviews next week, after which the pool of candidates will be narrowed down to three. Selectman Crowley asked if he could meet with each candidate on a one-on-one basis. Brief discussion followed. Ms. Kennedy will check with Town Counsel and the Collins Center as to procedure.

Approval of Minutes:

The Board reviewed draft minutes from meetings held on December 16, 2013; January 6, 2014 and January 11, 2014.

Selectman Foresto moved that the Board approve the minutes of December 16, 2013, as drafted; Selectman D'Innocenzo seconded. No discussion. VOTE: 3-0-1 Crowley abstained.

Selectman Foresto moved that the Board approve the minutes of January 6, 2014, as drafted; Selectman D'Innocenzo seconded. No discussion. VOTE: 3-0-1 Crowley abstained.

Selectman Foresto moved that the Board approve the minutes of January 11, 2014, as drafted; Selectman D'Innocenzo seconded. No discussion. VOTE: 3-0-1 Crowley abstained.

7:00 PM – Public Hearing on Wine & Malt License Transfer – JANL Corp. d/b/a The Little Store, Vivaan, LLC d/b/a One Stop Convenience; Vote on Alcohol License Transfer:

The Board reviewed an ABCC application with supporting documentation.

At 7:00 PM Chairman Trindade moved that the Board open a public hearing on the proposed wine & malt alcohol license transfer from JANL Corporation d/b/a The Little Store to Vivaan, LLC d/b/a One Stop Convenience, to be located at 76 Holliston Street; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.

Present: Henry S. Levin, Attorney for the applicant; Habib Patel, applicant.

Mr. Henry Levin stated the purchase is for both the real estate and the business. The entity buying the property is White Pearl, LLC. Mr. Patel briefly reviewed his background in this kind of business, noting he will be the manager and is the sole member of the LLC. Financing will be provided by the bank, subject to the transfer of the license. Some renovation will occur in the building but Mr. Patel wanted to make sure the license transfer would go through first.

Responding to a question from Selectman Crowley, Mr. Patel elaborated that this is his first business where he is the owner, adding that he has been working in family businesses for some time. He has been working with a cousin's family managing a liquor store in Oxford. Selectman Crowley asked if there were plans to do something else with the large piece of land behind the business other than the U-Haul business. Mr. Patel responded that, for now, it will be just the liquor business.

It was noted that this is a convenience store set-up with only beer and wine, along with milk, bread, and basic groceries and will be renamed One Stop Convenience.

Ms. Karen Kisty reported that separate background checks were not done as ABBC will do those at their end. She reminded the Board that the entire application consists of 331 pages.

At 7:05 PM Chairman Trindade moved to close the public hearing; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.

Chairman Trindade moved that the Board approve the transfer of the wine & malt alcohol license from JANL Corporation d/b/a The Little Store to Vivaan, LLC d/b/a One Stop Convenience to be located at 76 Holliston Street; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.

Presentation – Novus Agenda, Integrated Meeting and Agenda Management Software:

The Board reviewed Novus Solutions “NovusAGENDA” Meeting Management solution proposal materials.

Ms. Kennedy stated this was one of the topics of discussion at a recent regional meeting focusing on how to more effectively communicate with staff as well as handle meeting minutes and scheduling. It would provide uniformity in meeting minutes and excellent tools for the whole process.

It is noted that the presenter, Mr. Byron Gillin, participated remotely from his Florida home.

After introductions, Mr. Gillin explained that this program has been around for 14 years. All of their business is with municipalities and automating business processes. As a “dynamic” program, it can be utilized with any device without special programming and includes the following features:

- Ability to do research on a particular topic
- It can go right to a particular agenda item,
- Items can be shared with other departments and groups,
- Attendees can take notes on the agenda item, and
- The program will retain them.

Responding to a question from Selectmen Foresto regarding data storage, Mr. Gillin stated the information can be stored on either the Town’s server or theirs, and noted that most clients keep it on the vendor’s server. Continuing, he stated that documents can be loaded from previous years, cautioning that some of the program’s features will not work on old PDF documents. HTML is the preferred format.

Selectman Crowley asked if there is any difference in the time it takes to load a document into the system than the way we currently use it. Mr. Gillin responded that staff can utilize last year’s document, and easily update it instead of revising an existing one. Brief discussion followed on earmarking frequently used documents as well as streaming; Mr. Gillin clarified that streaming and indexing are an extra fee, as are in-meeting tools such as voting.

Approval of Warrants:

The Board reviewed Warrant 14-43, dated 4/24/14.

Selectman Richard D’Innocenzo, Clerk, read aloud Warrant 14-43, dated 4/24/14, presented for approval:

School Bills	\$ 414,954.47
Town Payroll	251,368.71
School Payroll	<u>795,258.02</u>
TOTAL	\$1,461,581.20

Selectman Foresto moved that the Board approve Warrant 14-43 as read; Selectman Crowley seconded. No discussion. VOTE: 4-0-0.

Town Administrator's Report:

Ms. Kennedy reported there will be a meeting this week regarding a possible traffic light at the intersection of Route 109 and Trotter Drive. Data will be collected for a report to be issued this summer. If it is determined that there should be a traffic light there, the project could go on the MPO list. The Town would have to come up with 25% of the design fees, or approximately \$150,000.

Ms. Kennedy announced that \$600,000 of pothole money has to be spent by September 30, and the plan for it has to be developed by June 30.

Selectmen's Reports:

There were no reports.

At 7:28 PM Selectman Foresto moved to adjourn; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

TOWN OF MEDWAY
BOARD OF SELECTMEN'S MEETING
Monday, April 7, 2014 – 6:30 PM
Sanford Hall
155 Village Street

Present: Selectman Glenn Trindade, Chair (6:35 PM); Selectman Dennis Crowley, Vice-Chair; Selectman Richard D'Innocenzo, Clerk; Selectman John Foresto, and Selectman Maryjane White.

Also Present: Suzanne Kennedy, Town Administrator; Barbara Saint André, Town Counsel; Missy Dzikczek, Director, Council on Aging; Police Chief Allen Tingley; Tom Holder, Director, Department of Public Services; Sue Ellis, Director, Human Resources; Susy Affleck-Childs, Planning and Economic Development Coordinator.

At 6:32 PM Vice-Chair Crowley called the meeting to order and led the Pledge of Allegiance.

At 6:33 PM Selectman Foresto moved that the Board enter executive session under Exemption 3 to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares [Green Acres] and Exemption 6: to consider the purchase, exchange, lease or value of real property if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares [Wickett Property]. Vice-Chair Crowley did so declare. Selectman D'Innocenzo seconded the motion. No discussion. Roll call Vote: 4-0-0 – Crowley, aye; D'Innocenzo, aye; Foresto, aye; White, aye.

At 7:06 PM Chairman Trindade reconvened public session.

Public Comments: None.

Authorization – Submittal of Grant Application to Mass Department of Energy Resources – Green Communities 2014:

The Board reviewed the following information: (1) Memo, dated April 3, 2014, from Susan Affleck-Childs; and (2) Grant application.

Ms. Susy Affleck-Childs briefly explained that projects totaling \$215,000 could cover the costs of an energy management system for the Memorial School, air conditioning condensing units for the police station and conversion of streetlights on selected streets to LED. She noted that rebates totaling \$30,756 is anticipated, adding that the Town would have to contribute \$15,056 toward the streetlights. The matching funds could come out of unused FY14 funds if the grant award is made prior to the end of the fiscal year. She stated there is a lot of competition for these grant funds and urged the Board to grant permission to move forward.

1 Selectman Foresto reported that the Energy Committee is in complete support of this application.
2 Selectman Crowley suggested soliciting support from elected representatives. Ms. Kennedy stated her
3 office will notify them.

4
5 Brief discussion followed on application fees, timing of applications, and compatibility of new equipment
6 with existing equipment. It was noted that all original Green Community grant funds have been expended.

7
8 **Selectman Foresto moved that the Board authorize the submission of the Green Communities grant**
9 **application to the DOER as presented; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

10
11 **Authorization to Expend Grant Funds –Massachusetts Council on Aging and National Council on Aging**
12 **- The Aging Master Program - \$4,100:**

13 *The Board reviewed the following information: (1) Grant Expenditure Authorization Form; and (2) Grant*
14 *attachments.*

15
16 Ms. Missy Dzikczek, Director, Council on Aging, stated they learned of this grant, submitted an application
17 and was able to get the funds. Medway will be one of fourteen senior centers in the country to offer
18 this program. She noted that the program is incentive-driven with phase modules and a point system.

19
20 **Selectman Foresto moved that the Board authorize the expenditure of the Council on Aging grant**
21 **funds in the amount of \$4,100 for the purposes stated; Selectman White seconded. No discussion.**
22 **VOTE: 5-0-0.**

23
24 **Authorization of Chairman to Execute Contract with Gorman Construction, Inc. for Water Department**
25 **Building Roof Installation and Associated Carpentry - \$18,500:**

26 *The Board reviewed the following information: (1) Contract; and (2) Email regarding contract, dated*
27 *April 7, 2014.*

28
29 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Gorman**
30 **Construction, Inc. for the replacement of the Water Department roof in an amount not to exceed**
31 **\$18,500; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

32
33 **Authorization of Chairman to Execute Contract with Lorusso Corp. for Town-wide Paving – Not to**
34 **exceed \$700,000 (Two-year contract):**

35 *The Board reviewed the following information: (1) Contract; and (2) Email regarding contract, dated*
36 *April 7, 2014.*

37
38 Mr. Holder explained that this paving project is part of the annual sidewalk and roadway construction.
39 Brief discussion followed.

40
41 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Lorusso**
42 **Corporation for town-wide paving, not to exceed \$700,000, and subject to available funding in fiscal**
43 **year 2016; Selectman White seconded. No discussion. VOTE: 5-0-0.**

44
45 **Authorization of Chairman to Execute Contract with Carlo Molinari, Inc. for Asphalt and Concrete**
46 **Repair, Catch Basin and Manhole Structures – Not to Exceed \$50,000:**

47 *The Board reviewed the following information: (1) Contract; and (2) Email regarding contract, dated*
48 *April 7, 2014.*

Mr. Holder explained that the Department of Public Services typically hires an outside group to handle all the repairs in a single day.

Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Carlo Molinari, Inc. in an amount not to exceed \$50,000 for the work stated; Selectman White seconded. VOTE: 5-0-0.

Authorization of Chairman to Execute Contract with Murray Paving & Reclamation, Inc. for Pavement Grind, Grade and Roll Reclaim and Berm Mix Installation – Not to Exceed \$50,000:

The Board reviewed the following information: (1) Memorandum, dated April 7, 2014, from the DPS Director; and (2) Contract.

Mr. Holder stated this work will be full-depth reclamation down to the surface. If the amount exceeds the \$50,000, the Department of Public Services will come back to the Board with a change order.

Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Murray Paving & Reclamation, Inc. in an amount not to exceed \$50,000 for the purposes stated; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Authorization of Chairman to Execute Change Order for Gale Associates– Design and Engineering Oversight of Hanlon Field Improvements - \$19,770:

The Board reviewed a change order proposal from Gale Associates.

Mr. Holder stated that this will be part of the athletic field rehabilitation and construction as the “carpet” needs to be replaced. It has been discovered that the anchor berm needs to be replaced. While this work is being done, the field will be relined. The proposed cost includes the design and oversight of the installation of berm and carpet. This money will come from the existing account, and the language of the original warrant article allows for it. Brief discussion followed on use of CPC funds for this field, which was not included in the 2013 Fall Town Meeting vote on field improvements.

Selectman Foresto moved that the Board authorize the execution of change order number two with Gale Associates for design and engineering oversight of Hanlon Field improvements in an amount not to exceed \$19,770, and further, if the Community Preservation Committee does not concur with this decision, the expense will be paid from the Hanlon Field account or from the Warrant Article approved at 2013 Fall Town Meeting; Selectman D’Innocenzo seconded. No further discussion. VOTE: 5-0-0.

Presentation – Insurance Advisory Committee Approved Fiscal Year 2015 Health Insurance Rates:

The Board reviewed a handout featuring health insurance rates.

Present: Ken Lombardi, Insurance Advisory Committee; Sue Ellis, Director, Human Resources.

Mr. Ken Lombardi stated that, while a zero percent increase is always the target, he was pleased to report there was only a 2% adjustment in rates for FY15. He noted that 1.5% of this increase (\$81,000) is due to the Affordable Care Act and associated fees that were built into the funding formula. Mr. Lombardi suggested that it is in the Town’s best interest to institute the 2% now and guarantee it for 12

months. Brief discussion followed. Many communities are facing increases above 8% so this is very good.

Presentation - ICMA Finance Performance Indicators:

This presentation was postponed.

Discussion – Amendment of Alcohol Policy (One-Day Licenses):

The Board reviewed the following information: (1) Excerpt from the Selectmen’s Alcohol Policy regarding a one-day license; and (2) MIIA recommendation regarding coverages and liability.

Ms. Allison Potter, Assistant to the Town Administrator, reminded the Board of its interest in amending the Alcohol Policy with respect to informal gatherings at the Thayer property. She reported that Police Chief Tingley contacted the ABCC, who noted that the statute covering one-day licenses does not stipulate that a certified server is required. The recommendation is that the Board not require but “highly recommend” certified servers as most situations would likely warrant one. The example used was that a wedding is a much different kind of function than a baby shower. However, the Board is the permitting authority granting the one-day licenses so the requirement of a certified bartender could be added depending upon the function.

Selectman Crowley suggested that the Oversight Committee may establish a separate policy for its own functions, likely based on the number of attendees. For example, a function utilizing a cash bar may require a professional bartender, and similar situations.

After brief discussion, it was decided that Selectman Foresto and Selectman Crowley would work with the Town Administrator and Town Counsel to craft new language that the Board will consider at its next meeting. Chief Tingley will be consulted for additional input.

Approval – Special One-Day Liquor License – Thayer Property – June 22, 2014:

The Board reviewed the following information: (1) Application submitted by Walter and Lisa Johnson; (2) Insurance Certificate; (3) Recommended Coverages; and (4) Police Department recommendation.

Selectman Foresto moved that the Board approve a one-day liquor license for the Johnsons’ June 22 event at the Thayer Homestead; Selectman White seconded. No discussion. VOTE: 5-0-0.

Approvals – Bicycle Ride for Food – Sept. 21, 2014; CF Cycle for Life Tour – Oct. 11, 2014;

Christina Clarke Genco Foundation Mother’s Day Memorial Ride – May 11, 2014:

The Board reviewed the following information: (1) Ride for Food request and Police Department recommendation; (2) Cystic Fibrosis Foundation request and Police Department recommendation; and (3) Christine Clarke Genco Foundation request and Police Department recommendation.

Chief Tingley stated that he spoke with all the parties, and they know what they need. He has no changes to the recommendations submitted.

Selectman Foresto moved that the Board approve the requests as presented with the condition that each organization comply with the Police Department recommendations with respect to the hiring of detail officers for their events; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

At this time Chairman Trindade turned the gavel over to Vice-Chair Crowley and exited the room.

Authorization to Expend Wetlands Protection Funds to Supplement Conservation Agent's Fiscal Year 2015 Salary Budget - \$10,920:

The Board reviewed the Conservation Commission vote approving the expenditure of funds.

It was noted that the Conservation Commission must authorize the expenditure of these funds before it comes to the Board for approval. Both groups are complying with the statute by doing so.

Selectman Foresto moved that the Board approve the expenditure of \$10,920 of Wetlands Protection Funds to supplement the Fiscal Year 2015 Conservation Agent salary budget for the purpose of administering and enforcing the Mass. Wetlands Protection Act; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0. Chairman Trindade was out of the room at the time of the vote.

Authorization of Chairman to Execute Contract Amendment – Collins Center – Performance Management Consulting Services - \$3,000:

The Board reviewed the following information: (1) Amendment to service agreement; (2) Town Counsel's approval as to form; and (3) Original agreement.

It was noted that this extends the original agreement to the end of June. The funds will come out of the training line item in the budget.

Selectman Foresto moved that the Board authorize the Chairman to execute an amendment to the Collins Center service agreement for professional services related to performance management in an amount not to exceed \$3,000; Chairman Trindade seconded. No discussion. VOTE: 5-0-0. It is noted that Chairman Trindade re-entered the room during the discussion prior to the vote.

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

Authorization to Expend Donated Funds – Clean Sweep - \$1,000:

The Board reviewed a donation expenditure authorization form.

Ms. Allison Potter reported that the Medway Lions Club donated \$500, and the Medway Cable Access Board donated \$500. These funds will help offset the cost of a banner advertising the event and supplies.

Selectman Foresto moved that the Board authorize the expenditure of donations to Clean Sweep to support expenses related to sponsoring this event on April 12, 2014; Selectman White seconded. No discussion. VOTE: 5-0-0.

Ms. Potter announced there are many places in town that need attention and shared several ways residents can participate, i.e., register on the website or just show up at one of the locations. All participants will be treated to a cookout consisting of hot dogs and hamburgers.

Re-opening and Closing of May 12, 2014 Special Town Meeting Warrant to Add Unpaid, Prior Year Bill to Article 11 (Unpaid, Prior Year Bills):

The Board reviewed the Special Town Meeting warrant with addition of reference to unpaid bill.

1 Selectman Foresto moved that the Board re-open the May 12, 2014 Special Town Meeting warrant for
2 the purpose adding an unpaid, prior year bill to Article 11 as well as an Open Space article; Selectman
3 D’Innocenzo seconded. No discussion on the motion. VOTE: 5-0-0.

4
5 It was noted that an additional sum of money has been added to the article. Selectman Foresto read
6 the new article aloud and moved that the Board approve the article as read; Selectman White
7 seconded. No further discussion. VOTE: 5-0-0.

8
9 Chairman Trindade moved that the Board add the following article to the Special Town Meeting
10 warrant and read it aloud as follows:

11
12 *To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase or otherwise
13 and to accept the deed to the Town of a fee simple interest in all or a portion of the parcel described
14 below, now owned by X upon such terms and conditions as the Board of Selectmen shall determine to
15 be appropriate, the land to be used for purposes allowed by the so-called Community Preservation Act,
16 Massachusetts General Laws Chapter 44B, to be under the management and control of Board of
17 Selectmen said parcel of land being described as follows:*

18
19 *The land located on . . . more or less.*

20
21 *And, further, to see if the Town will vote: a) to appropriate from the Community Preservation Fund a
22 sum of money for the purchase of the property and up to \$10,000 for any expenses related thereto,
23 including legal fees; b) authorize the Board of Selectmen to convey a permanent deed restriction in
24 accordance with General Laws chapter 44B, section 12 and General Laws chapter 184, sections 31 – 33;
25 and c) authorize the Board of Selectmen and Town officers to take all related actions necessary or
26 appropriate to carry out this acquisition, including the submission, on behalf of the town, of any and all
27 applications deemed necessary for grants and/or reimbursements from any state or federal programs
28 and to receive and accept such grants or reimbursements for this purpose, and/or any other purposes
29 in any way connected with the scope of this Article, or act in any manner relating thereto.*

30
31 Selectman D’Innocenzo seconded the motion. Brief discussion followed on the wording of the motion.
32 VOTE: 5-0-0.

33
34 Brief discussion followed on another Open Space article. It was noted that the costs for signs for Open
35 Space parcels whose purchase was funded by the Community Preservation Committee will be paid out
36 of CPC funds in their budget.

37
38 Selectman Foresto moved that the Board close the May 12, 2014 Special Town Meeting warrant;
39 Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

40
41 Re-opening and Closing of May 12, 2014 Annual Town Meeting Warrant to Include Open
42 Space Related Article(s)

43 Based on the previous discussion and vote, this action was unnecessary.

44
45 Action Items from Previous Meetings

46 It was noted that the Route 109 Design Project has been moved from 2016 up to 2015.

47
48 Approval of Minutes

1 *The Board reviewed draft minutes from October 7, 2013 and December 2, 2013.*

2
3 **Selectman Crowley moved that the Board approve the minutes of October 7, 2013, as amended;**
4 **Selectman White seconded. No further discussion. VOTE: 5-0-0.**

5
6 **Selectman Crowley moved that the Board approve the minutes of December 2, 2013, as drafted;**
7 **Selectman White seconded. No discussion. VOTE: 5-0-0.**

8
9 **Approval of Warrants:**

10 *The Board reviewed Warrant 14-41.*

11
12 Selectman D’Innocenzo, Clerk, read aloud Warrant 14-41, dated 4/10/14, presented for approval.

13
14 **Selectman Foresto moved that the Board approve Warrant 14-41 as read; Selectman White seconded.**
15 **No discussion. VOTE: 5-0-0.**

16
17 **Town Administrator’s Report:**

18 Ms. Kennedy stated that Governor Patrick’s office has reported \$402,000 in Chapter 90 funds for this
19 year’s appropriation.

20
21 Medway will be participating in a regional transportation survey to see if there is a way to deploy GATRA
22 vehicles more efficiently to get more services.

23
24 Ms. Kennedy reported there will be another study at the intersection of Route 109 and Trotter Drive as
25 it is a bad intersection and the accident history warrants the study.

26
27 **Selectmen’s Reports:**

28 Selectman White reported that she participated in Fire Department training, noting that it was very eye-
29 opening. She briefly described suiting up, adding that it was frightening to go into a smoke-filled building.
30 She was amazed at the equipment and personnel needed to fight a fire. The most enlightening piece of
31 the experience was that a fire is not as depicted on television or in the movies.

32
33 Selectman D’Innocenzo agreed that the training was amazing; he too was impressed with the magnitude
34 of skills, equipment and planning that goes into firefighting.

35
36 Selectman Crowley provided an update on the Thayer Homestead. He reported that there are six
37 bookings for June, noting July and August were not as booked. He contacted Lakeside Pavilion to let
38 them know the Thayer property is now open and can take bookings Lakeside cannot accommodate.

39
40
41 **At 8:16 PM Selectman Foresto moved to adjourn; Selectman White seconded. No discussion.**

42 **VOTE: 5-0-0.**

43
44
45 Respectfully submitted,
46 Jeanette Galliardt
47 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 **May 12, 2014, 6:15 PM**

7 **Medway High School**

8 **88 Summer Street**
9

10 **Present: Chairman Glenn Trindade (6:30 PM); Selectmen Dennis Crowley, Richard**
11 **D’Innocenzo (6:33 PM), John Foresto and Maryjane White; and Town Administrator**
12 **Suzanne Kennedy.**
13

14 Also in Attendance: Finance Director, Collector, Treasurer Melanie Phillips, Town
15 Accountant Carol Pratt, Human Resources Director E. Susan Ellis, Deputy Director of
16 Public Services David D’Amico, and Town Counsel Barbara Saint André.
17

18 At 6:20 PM, Vice-Chairman Crowley called the meeting to order and led in the Pledge of
19 Allegiance.
20

21 **Public Comments:** None
22

23 **Approval of Warrants** (taken out of order)

24 Warrant 14-46, dated 5/15/2014, was Town Bills in the amount of: \$338,414.75.
25

26 **Mr. Foresto moved the warrants as read, Ms. White seconded, and it was**
27 **unanimously voted (3-0-0).**
28

29 **Discussion – Special Town Meeting Article 13 – Land Acquisition**

30 It was noted that no action is going to be taken on this article. The land in question is
31 known as the Wickett property.
32

33 **Mr. Foresto moved to dismiss Article 13, seconded by Ms. White, and it was**
34 **unanimously voted (3-0-0).**
35

36 **Discussion – Annual Town Meeting Articles 13-15 – Construction of Athletic Fields**

37 Ms. Phillips reviewed the costs associated with the three field articles and indicated that a
38 fifteen percent contingency was added to the bid amount associated with Article 13. The
39 total cost of the fields would be \$4,227,550.
40

41 Chairman Trindade arrived from the Community Preservation Committee (CPC)
42 meeting. He stated the CPC voted unanimously to support the athletic field projects.
43

44 Dr. D’Innocenzo arrived.
45

DRAFT

1 Mr. Crowley asked for the contingency amounts for each article. Ms. Phillips provided
2 these. The bid for Article 13 was \$2,428,960 with \$428,640 in contingency added. The
3 bid associated with Article 14 was \$693,263 with a 5% contingency of \$36,487 added.
4 The bid associated with Article 15 was \$608,190 with a 5% contingency of \$32,010
5 added.

6
7 Mr. Crowley asked why the cost of Hanlon Field (Art. 15) seemed high. Mr. Trindade
8 explained that the project involves more than the turf replacement. Drainage work, repair
9 of the retaining system, re-spraying the track and netting are also included. Mr. Crowley
10 stated that the Gale report only estimated \$500,000 for this work. Mr. Trindade replied
11 that it is likely being done at a premium due to the fact the work must be completed
12 before football practice starts in August. Dr. D’Innocenzo added that the re-spraying of
13 the track is driving up the cost, and that this is a maintenance expense that should occur
14 every seven years.

15
16 There was discussion about who would address the athletic field articles. Mr. Trindade
17 offered to do so. It was mentioned that Ross Rackliff of the Evaluation of Parks, Fields
18 and Recreational Areas Committee would be giving a brief presentation. Dr.
19 D’Innocenzo stated that Mr. Rackliff would show a slide of the proposed field locations.

20
21 **Mr. Crowley moved to approve Article 13 as written, seconded by Ms. White, and**
22 **unanimously voted (5-0-0).**

23
24 **Mr. Crowley moved to approve Article 14 as written, seconded by Mr. Trindade,**
25 **and unanimously voted (5-0-0).**

26
27 **Mr. Crowley moved to approve Article 15 as written, seconded by Ms. White, and**
28 **unanimously voted (5-0-0).**

29
30 **Report – Town Administrator Screening Committee**

31 Ms. White, who is also a member of the Town Administrator Screening Committee,
32 announced the Town Administrator finalists:

33
34 Leon Gaumond, West Boylston Town Administrator
35 Frederic Turkington, former Wayland Town Administrator
36 Michael Boynton, Walpole Town Administrator
37 Allison Potter, Medway Asst. to the Town Administrator
38

39 There was discussion about scheduling interviews and the process that would be
40 followed. There was a request to receive the materials, including resumes, references and
41 interview questions, ahead of the interviews so that they could be reviewed by the
42 Selectmen. The Collins Center would handle it. Saturday, May 31, was identified as a
43 prospective interview date.

44
45 **At 7:47 PM, Ms. White moved to adjourn; Dr. D’Innocenzo seconded, and it was**
46 **unanimously voted (5-0-0).**

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

May 13, 2014, 7:00 AM

Sanford Hall

Town Hall, 155 Village Street

Present: Chairman Glenn Trindade (7:37AM); Selectmen Dennis Crowley, John Foresto and Maryjane White; and Town Administrator Suzanne Kennedy.

Also in Attendance: Collector/Treasurer Melanie Phillips.

At 7:20 AM, Vice-Chairman Crowley called the meeting to order and led in the Pledge of Allegiance.

Public Comments: None

Presentation – ICMA Performance Indicators – Melanie Phillips, Finance Director:

Ms. Kennedy introduced the presentation by stating that work on it was initially undertaken two years ago as a project for an intern to complete. It is an ICMA template of financial indicators.

Ms. Phillips said that the template uses data that is also used by ratings agencies. She noted that because Massachusetts has Proposition 2 ½ in place, some of the data is not as relevant, but still worth looking at.

Slide 1 – Sources of Revenue – FY14 (as budgeted)

There was discussion about how much levy capacity was available. Ms. Phillips stated that there is approximately \$300,000 and this can be fully picked up in any year. Ms. Kennedy stated that the excess capacity will be around \$500,000 in fiscal year 2015. Mr. Crowley said he would like to phase in use of the excess capacity.

Mr. Foresto suggested gaining additional revenue through the local surcharge on the meals tax. Ms. Phillips recommended some of that revenue source be allocated to the Town's OPEB liability.

Slide 2 – Current Expenditures – FY14

Slide 3 – Property Tax Revenue

Ms. Phillips again stated the limited validity of this due data to Prop 2 ½. She also stated that her reference source for this information was the Dept. of Revenue website. She wanted to get all of the information from the same source for consistency.

Mr. Foresto asked about the inflation factor. Ms. Phillips replied it is based on Consumer Price Index.

Slide 4 – Uncollected Property Taxes – 2006-2013

Ms. Phillips noted that the uncollected taxes in 2006 were due in large part to the lateness of the tax billing. For that reason, she did not include this in the trend analysis and stated that the trend was favorable. She also noted that there still would have been a deficit in 2006 even if the tax bills were mailed on time.

Slide 5 – State Aid in Constant Dollars

Ms. Phillips noted the Town is losing ground in constant dollars. Mr. Foresto would like the impact of state mandated expenditures reflected in the local budget, at least those with the largest costs.

Slide 6 – State Aid as a Percentage of Operating Revenue

This is a relatively constant percentage. The trend is favorable. Mr. Foresto asked if this was looked at more globally, for instance as compared to GNP. Ms. Phillips responded that the debt exclusions impact the property taxes, which skews this a bit.

Mr. Trindade arrived at 7:37 AM.

Mr. Crowley noticed that the state aid was about the same in 2009 as it was in 2013. Ms. Kennedy responded that the state is keeping dollars to fund increases in Medicaid and other similar state programs. Mr. Crowley stated he would like to get educate the public about the flat state aid numbers.

Slide 7 – Revenues Related to Economic Growth

Ms. Phillips stated this is declining and it is an unfavorable trend.

Slide 8 – Revenue per Capita – 2003-2013

Ms. Phillips noted that 80% of debt in Medway was debt excluded when she first came to Medway; it is now 64%. Declining revenue is an issue. Ms. Kennedy stated flat state aid is also an issue.

Mr. Foresto asked about the large increases in tax per capita. Ms. Phillips commented that the debt exclusions would impact it and removing these would normalize the per capita numbers.

Slide 9 – Revenue per Capita – Constant Dollars

Decreasing revenues per capita is a warning. The trend is favorable/marginal.

Slide 10 – Operating Expenditures per Capita

In constant dollars, this has been steady since 2005. The trend is favorable. The Town is offering the same services for constant dollars.

Slide 11 – Expenditure Growth by Category – Actual

The trend is favorable. The expenditures are constant from 2006 to 2012.

Slide 11B – Relative Growth by Expenditures

Education is the largest increase. The trend is favorable.

Slide 12 – Expenditure Growth by Category – Constant Dollars

The biggest increase is in debt service and fixed costs. Ms. Phillips reviewed the projects contributing to the debt service. She stated the second biggest increase is in education. Ms. Kennedy pointed out that the Town is still within the recommended range of debt. Ms. Phillips said expenses have been held in check and the largest expenditures are going to education and capital investment.

Slide 13 – Debt Service

The charts show debt service as percentage of general fund revenue and per capita/per household. Ms. Phillips noted there is a small period in which the Town exceeds ten percent, but otherwise the Town is under and on track. The trend is favorable.

Mr. Foresto asked where bonding agencies get their data. Ms. Phillips responded that the municipality provides the data, which if followed up with a phone conversation to answer any additional questions.

Ms. Kennedy said this can be an annual report to the Board.

Slide 14 – Long-term Debt

This slide shows the debt as a percentage of assessed valuation or per capita. The trend is favorable.

Slide 14A – Long-term Debt – Excluded Debt as a Percentage of Tax Levy

Slide 15 – Revenue Per Capita – Actual v Constant Dollars

Ms. Phillips noted this is similar to other slides already presented. The trend is favorable/marginal. She stated that even without Prop 2 ½, the Town is conservative. She noted state aid is flat and there is a lack of new growth in local receipts.

Slide 16 – Reserves and Fund Balance

Ms. Phillips stated 2004-2006 was a challenge and this period was discounted for this trend analysis. The trend is very favorable. There are strong free cash reserves, which is important to the rating agencies.

Ms. Kennedy asked if Ms. Phillips would share this with the rating agencies and Ms. Phillips responded that she would not due to the trend in growth revenues. She stated that the positive financial situation for the Town is a direct result from the 2007 fiscal policies adopted by the Selectmen.

Mr. Foresto asked if the Board should make it a policy to increase the reserves on an annual basis. Ms. Kennedy replied that some money should be put aside each year. She

recommended not using all of the free cash each year, even for capital projects. Some should be saved. Ms. Phillips reminded the Board of the OPEB liability. Ms. Kennedy said the meal tax could support this. A policy that directs a percentage of a specific revenue source to fund the liability should be established. That should satisfy the rating agencies as long as a minimum of \$75,000 to \$100,000 is set aside annually.

Mr. Trindade thought that the various funds should be renamed to better indicate their purpose and to clearly identify the stabilization fund as not to be touched.

Answering a question about enterprise fund debt, Ms. Phillips stated that the rating agencies assume these funds to be self-supporting and do not consider the debt. That is not the case for Community Preservation Act funds due to the fact the state reimburses the Town a portion and the percentages are variable.

Mr. Crowley asked where the state gets the funds it distributes to the CPA communities. Ms. Kennedy speculated it is through the deeds excise. The Board asked for that to be confirmed.

There was a brief break in the presentation to discuss the Special and Annual Town Meetings on May 12.

Slide 17 – Rates by Purpose

This slide was a tax, water and sewer rate analysis for 2014. This is not part of the ICMA template. Ms. Phillips developed it to show how the money is allocated. It would be an informative slide for the State of the Town.

Mr. Foresto asked to see this data for a five-year period.

Slide 18 – 2014 Tax Rate

This showed the allocation of the tax rate by budget appropriation.

Slide 19 – Debt Service for Debt Exclusions

This slide showed that of the \$1.09 of the tax rate dedicated to this debt service, \$0.99 was for school projects. The other categories were library and sewer projects.

Slide 20 – 2014 Water Rate (\$5.61) Cost Analysis

Debt service for water mains is the largest portion of the associated costs for water. Mr. Crowley asked for a five-year analysis.

Slide 21 – 2014 Sewer Rate (\$3.53) Cost Analysis

The Charles River Pollution Control District receives 43.9% of the rate, and this cost will be rising.

Mr. Trindade asked that this presentation be given to the Finance Committee.

Mr. Foresto asked what the process for implementing the local option meals tax is. Ms. Phillips responded that it would require a vote of town meeting. Mr. Foresto asked if there is any data on anticipated revenues. Ms. Phillips stated that when the local option was first introduced estimates were provided. She recalled it being approximately \$150,000. Mr. Foresto asked who is more impacted by it, the residents or those from out of town. There was a discussion about how it is collected and distributed. Mr. Crowley asked for information about towns that have implemented it.

Ms. Phillips concluded by summarizing that new growth revenues are the biggest concern. Mr. Crowley added that the Town cannot rely on standard new growth to build up the tax base. Ms. Phillips remarked that the Town will ultimately be facing cuts without substantial new growth. The Board asked for a projection of how soon this situation will become critical assuming the town maintains level services.

Mr. Foresto stated that this should be communicated to Town Meeting. Mr. Trindade agreed that now is the time to begin educating the community about the situation.

The Board returned to its discussion about Town Meeting. It felt that communication on major projects was done well. They were concerned that some were unaware of the Registered Marijuana Dispensary zoning. There was discussion about how to reach more of the Town. Ideas included social media and newsletters inserted with trash or water bills.

Ms. Kennedy recommended the Board consider creating an enterprise account for the new turf athletic fields. She said Ashland had special legislation enacted to allow for this.

Mr. Crowley thought there should be more work done to explain the warrant articles for Town Meeting attendees.

At 8:35 AM, Mr. Foresto moved to adjourn, seconded by Ms. White, and it was unanimously voted (3-0-0; Mr. Trindade departed prior to the vote).

155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
(508) 533-3264 • FAX: (508) 533-3281

Board of Selectmen's Meeting Minutes

May 19, 2014 at 6:30 p.m.

Sanford Hall

Town Hall, 155 Village Street

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

At 6:34 p.m., Vice Chairman Crowley called the meeting to order and led in the Pledge of Allegiance.

Public Comments: None

Joint Meeting with the Water and Sewer Commission to Discuss Water and Sewer Rates:

The Board of Selectmen was joined by Water and Sewer Commissioners Chan Rogers and Bob Wilson, DPS Director Tom Holder, and Treasurer/Collector Melanie Phillips.

Treasurer/Collector Melanie Phillips and DPS Director Tom Holder reviewed the water and sewer 5 year forecasts with the Board. Treasurer/Collector Phillips said they worked with the Town Accountant's office to prepare the forecasts using the template from previous years. The Water and Sewer Commissioners have reviewed and approved the proposed increases. Overall, there will be an average increase of 4% to the water rates and an average increase of 20% to sewer rates.

The main driver behind the increased sewer rates are the assessments from the Charles River Pollution Control District. The Town currently pays a capital assessment and planned for an increased assessment over the next several years. The Charles River Pollution Control District is currently in Phase 3 of a \$24 million capital project. DPS Director Holder said the project is necessary and the improvements are long overdue. He said regulations are more far more stringent now than when the facility was built in the 1970's and the equipment is inadequate. All communities that utilize the Charles River Pollution Control District are responsible for their portion of the project's debt service. Mr. Holder said the average household will see a \$44 increase annually to their sewer bill. Treasurer/Collector Phillips said she compared Medway's sewer rates to neighboring communities and Medway's are still the lowest even with the increase. Treasurer/Collector Phillips confirmed that the new debt service line item includes the proposed capital improvements and new DPS facility.

In addition, DPS Director Holder explained that the Town only recently learned of an increased operational and maintenance assessment. This assessment is based on the

DRAFT

1 amount and industrial strength of the flows Medway contributes. In 2013, there was an
2 increase in Medway's industrial strength. Mr. Holder said they have not been able to
3 explain the increase but are in the process of investigating it and hope to have answers in
4 the next several months. He said due to the Inflow and Infiltration (I & I) work the
5 department has been performing over the last several years the amount of flow has
6 actually decreased. Selectman Foresto asked the Water and Sewer Commissioners to
7 follow-up with Medway's representatives to the Charles River Pollution Control District
8 to find out what is being done to reduce and control future costs. He said he and
9 Administrator Kennedy met with the Charles River Pollution Control District recently to
10 discuss taking advantage of SREC's and possibly reducing their electricity bill by 50%
11 but they were not interested.

12
13 Treasurer/Collector Phillips confirmed that the debt service line item under the water
14 rates forecast includes the water main projects and the new DPS facility. Mr. Holder
15 added that they are making a strategic reduction of the retained earnings to provide rate
16 relief for residents. The Town plans to bring the retained earnings to 20%, which is
17 standard practice. The forecast also takes the reduction in consumption over the last
18 couple years into consideration.

19
20 Also, Mr. Holder explained that Medway received a \$99,000 grant to study unaccounted-
21 for water. Medway is currently around 30%, which is about 200,000 gallons per day.
22 The goal is to be around 10%. Mr. Holder is confident they will find the source and
23 confident in their approach. He said at this point it does not look like it is due to a leak or
24 leaks. He thinks it is most likely due to connections that the Town is unaware of. The
25 next step will be to evaluate several hundred commercial properties and look for illicit
26 connections.

27
28 Selectman Crowley asked Treasurer/Collector Phillips to provide the Board with the
29 information in the previous format that was easier to read. In addition, the Board
30 discussed why the tiers were revised and asked Treasurer/Collector to review the changes
31 to see if it created additional revenue. The Board also asked for the average dollar
32 amount increase that each tier will experience.

33
34 **Public Hearing Transfer of All Alcohol License from Conway Liquors, Inc. d/b/a**
35 **West Medway Liquors to PragatHari, LLC d/b/a West Medway Liquors:**

36 **Selectman Foresto moved that the Board open the Public Hearing on the proposed**
37 **All Alcohol License transfer from Conway Liquors, Inc. d/b/a/ West Medway**
38 **Liquors to PragatHari, LLC d/b/a West Medway Liquors to be located at 175 Main**
39 **Street; Selectman White second; No discussion; All ayes 4-0-0.**
40

41 Mr. Kunal Patel represented PragatHari, LLC and explained that they are buying West
42 Medway Liquors and requested that the Board transfer the All Alcohol License. They
43 also own Fields' Wine and Spirits in Bellingham. Mr. Patel said the name of West
44 Medway Liquors will not change and they are not planning any changes to the structure
45 at this point. Mr. Patel confirmed that he has had no issues with the Alcoholic Beverages
46 Control Commission (ABCC).

DRAFT

1 Selectman Foresto moved that the Board close the Public Hearing on the proposed
2 All Alcohol License transfer from Conway Liquors, Inc. d/b/a/ West Medway
3 Liquors to PragatHari, LLC d/b/a West Medway Liquors to be located at 175 Main
4 Street; Selectman D’Innocenzo second; No discussion; All ayes 4-0-0.

5
6 Selectman Foresto moved that the Board approve the transfer of the All Alcohol
7 License and the transfer of stock from Conway Liquors, Inc. d/b/a/ West Medway
8 Liquors to PragatHari, LLC d/b/a West Medway Liquors contingent upon the
9 receipt of the DOR Certificate of Good Standing; Selectman White second; No
10 discussion; All ayes 4-0-0.

Authorization of Chairman to Execute Contract with All States Asphalt, Inc.:

11
12 DPS Director Tom Holder reported that All States Asphalt, Inc. was the only bidder for
13 this contract. He explained that liquid asphalt/rubberized chip seal will be applied on top
14 of the cracked seal. Other towns are having success with this product and seeing the life
15 of the roads extended. They will reevaluate whether to continue this practice at the end
16 of the two year contract.
17

18
19 Selectman Foresto moved that the Board authorize the Chairman to execute the
20 contract for pavement resurface treatment between the Town and All States
21 Asphalt, Inc., in an amount not to exceed \$50,000; Selectman D’Innocenzo second;
22 No discussion; All ayes 4-0-0.

Approval of Minutes:

23
24 Selectman Foresto moved that the Board approve the meeting minutes from
25 January 15, 2014 as written; Selectman White second; The Board discussed whether
26 line 34 on page 1 should be changed to the High School but decided it should not;
27 All ayes 4-0-0.
28

29
30 Selectman Foresto moved that the Board approve the meeting minutes from
31 February 3, 2014 as written; Selectman White second; No discussion; All ayes 4-0-0.
32

33 Selectman Foresto moved that the Board approve the meeting minutes from
34 February 24, 2014 as written; Selectman White second; No discussion; All ayes
35 4-0-0.

Approval of Warrants:

36
37 # 14-47S 5/22/2014
38

39
40 School Bills \$319,612.94
41 Town Payroll \$257,134.75
42 School Payroll \$789,657.94
43 Total \$1,366,405.63
44

45 Selectman Foresto moved that the Board approve the warrant as read; Selectman
46 White second; No discussion; All ayes 4-0-0.

DRAFT

Town Administrator Report:

- The Metropolitan Area Planning Council (MAPC) is looking at whether towns can join forces to secure contracts with the electric companies. She does not think this will happen in the near future.
- She reported that the Senate is looking at the State budget. In 2014, approximately \$25 million in Community Preservation funds were distributed to towns and cities throughout Massachusetts, including Medway. Administrator Kennedy will follow-up with Senator Spilka's office to lobby for language to be added for 2015.

Selectmen's Reports:

Selectman White

- Town Administrator interviews – HR Director Sue Ellis is targeting May 31, 2014 for the interviews. Administrator Kennedy's office will follow-up with the Board for another date. The Board would like to go ahead with May 31, 2014 for those candidates that are available. The Board will receive the resumes ahead of time. They also asked for the candidates references.
- Resident Sue Cooper would like to donate two portraits to the Town. The portraits will be displayed at the Thayer House. The Board said they would like to have the portraits presented at the Thayer House Open House, if one is held.
- Town Election will be held tomorrow. The polls will be open from 7:00 a.m. to 8:00 p.m. at the Middle School.

Selectman D'Innocenzo

- Medway Pride Day was a success.
- He reminded residents to get out and vote tomorrow.
- He also noted that there were approximately 300 residents in attendance at the Annual Town Meeting.

Selectman Crowley

- Medway continues to retain its 2015 position for state funding for the Rt. 109 project.
- He reported bids are going out for the Middle School parking lot project, which will include upgrades to lighting. The project is expected to be completed by the end of August.

At 7:43 p.m., Selectman Foresto moved to adjourn; Selectman White second; No Discussion; All ayes 4-0-0.

Respectfully submitted,

Michelle Reed

**Board of Selectmen's Meeting
Monday, May 5, 2014 – 6:30 PM
Sanford Hall
155 Village Street**

Present: Selectman Glenn Trindade, Chair; Selectman Dennis Crowley, Vice-Chair; Selectman Richard D'Innocenzo (6:37 PM), Clerk' Selectman John Foresto; and Selectman Maryjane White.

Also Present: Suzanne Kennedy, Town Administrator; Barbara Saint André, Town Counsel; David D'Amico, Deputy Director, Department of Public Services; Robert Hubbard, Economic Development Specialist.

At 6:32 PM Chairman Trindade called the meeting to order and led the Pledge of Allegiance.

At 6:33 PM Chairman Trindade moved that the Board enter executive session under Exemption 3 to discuss strategy with respect to 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 [Azalea Drive] with the intent to return to public session; Selectman Foresto seconded. The chair did so declare. No discussion. Roll Call Drive: 4-0-0 – Crowley, aye; Foresto, aye; Trindade, aye; White, aye.

At 6:44PM Chairman Trindade reconvened public session.

Public Comments: None.

Presentation - ICMA Finance Performance Indicators:

This presentation was postponed until a future meeting.

Town Counsel Reappointment Request – Petrini & Associates, P.C.:

The Board reviewed correspondence from Town Counsel requesting reappointment.

Ms. Barbara Saint André, Town Counsel, briefly reviewed the firm's interaction with the Town since 2007. She indicated they have enjoyed working with Ms. Kennedy and other town officials, noting the firm has provided the Town with a retainer account for basic Town Counsel services. The savings to the Town in that regard has been over \$148,000 because individual fees have been paid through the retainer. Other specific services involving litigation have produced additional costs which have been kept under control.

Ms. Saint André respectfully asked the Board for another three-year appointment for Petrini and Associates as Town Counsel. Ms. Kennedy stated she appreciates all the work provided, quick response to questions, and could not say enough about how well it has worked out. The Board echoed these sentiments.

Chairman Trindade moved that the Board reappoint Petrini & Associates as Town Counsel for the Town of Medway for a three-year term; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Approval – Sewer Easement – 70 Oakland Street:

The Board reviewed an Easement Deed relative to 70 Oakland Street.

Ms. Barbara Saint André, Town Counsel, explained this action is for the Town to grant a sewer easement so that an abutter to the Senior Center can tie into Town Sewer. Brief discussion followed. The Board asked that the abutter return the land to its former condition, i.e., loam and seed the disturbed area after the work is done.

Mr. D’Amico suggested that the deed be recorded at the Norfolk County Registry of Deeds before the building permit is issued, and a copy of the recording be submitted with the permit application. The Board concurred.

Selectman Foresto moved that the Board approve the sewer easement for 70 Oakland Street as presented and that proof of recording be provided before the issuance of a permit for the work; Selectman Crowley seconded. No discussion. VOTE: 5-0-0.

Authorization of Chairman to Execute Contract with L. J. Boudreau Associates for Real Estate Appraisal Services - \$14,900:

The Board reviewed the following information: (1) Contract; and (2) Original proposal.

Present: Robert Hubbard, Economic Development Specialist.

Mr. Hubbard stated that a limited use appraisal establishes a value for the land assembling. A full appraisal will likely be required at a later date if the Town moves forward with developing the property. As for permitting issues, consideration needs to be given to availability of water and sewer. Without those, few types of projects would work there, one of which would be a solar project.

Selectman Crowley asked for a checklist of what kinds of tasks are necessary. Ms. Kennedy stated that one has been prepared by the Planning and Economic Development Board, and she will send it to the Board.

Selectman Foresto moved that the Board authorize the Chairman to execute a contract with L. J. Boudreau Associates for real estate appraisal services related to the Oak Grove Title Work Plan in an amount not to exceed \$14,900 pending the approval of the Town Accountant with respect to available funds; Selectman White seconded. No discussion. VOTE: 5-0-0.

Authorization of the Chairman to Execute Contract for Catch Basin Cleaning – Truax Corporation -- \$80,000:

The Board reviewed the following information: (1) Memo, dated May 5, 2014, regarding contract; and (2) Contract.

Mr. David D’Amico stated this process is performed on an annual basis. This company came in with the lowest bid, and they have worked with the Town before. Mr. D’Amico stated this particular company uses a “clam shell” piece of equipment that removes the bulk of the debris at a much lower cost than other companies with larger equipment.

Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Truax Corporation for catch basin cleaning services in an amount not to exceed \$80,000; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Authorization of the Chairman to Execute Contract for Household Hazardous Waste Collection Services (May 17, 2014) – Clean Harbors Environmental Services, Inc. - \$10,000:

The Board reviewed the following information: (1) Memo, dated May 5, 2014, regarding contract; and (2) Contract.

Mr. David D’Amico stated this is the annual collection of hazardous waste items. He noted that approximately 130 households participated in the collection.

Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Clean Harbors Environmental Services, Inc. for household hazardous waste collection services in an amount not to exceed \$10,000; D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Authorization of the Chairman to Execute Contract for Tree Maintenance Service – Stumpy’s Tree Service, Inc. - \$20,000:

The Board reviewed the following information: (1) Memo, dated May 5, 2014, regarding contract; and (2) Contract.

Mr. David D’Amico stated the Department of Public Services has used this company in the past. This particular contract is on a “per tree” basis when there are specific trees that need to be taken down.

Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Stumpy’s Tree Service for tree removal services in an amount not to exceed \$20,000; Selectman White seconded. No discussion. VOTE: 5-0-0.

Authorization to Expend Grant Funds – MassDEP Recycling Cart Grant - \$60,667:

The Board reviewed the following information: (1) Grant Expenditure Authorization Form; (2) Notice of grant award, and (3) Grant agreement.

Selectman Foresto moved that the Board authorize the expenditure of the MassDEP recycling cart grant in the amount of \$60,667; Selectman White seconded. No discussion. VOTE: 5-0-0.

Acknowledgement – Letter from Medway Shopping Center Regarding Proposed Traffic Signal – Route 109 Redevelopment:

The Board reviewed a letter, dated April 9, 2014, from Bethany Bartlett, Sherin Lodgen.

Ms. Kennedy briefly reviewed the letter which asked the Board to sign off that additional plans will be made available before moving forward. Selectman Crowley explained how the traffic flow through the mall is a major concern to the Route 109 Design Committee and more information was requested.

Approval – Petition for Change of License – Richard’s Casino Bar & Grill, Inc. from d/b/a Zio Paolo’s Trattoria to d/b/a Derek’s Steak & Seafood:

The Board reviewed required ABCC (Alcoholic Beverages Control Commission) application forms.

Present: Paul Winshman, business owner.

Mr. Winshman explained that this is just a name change, and Derek is his son who will be working on the renewed restaurant project. He briefly described the change as a Southern inspired menu with all recipes from the gulf coast, specifically, the Louisiana to Pensacola area. The ethnicity of the food is unique and not found anywhere in the area. The new menu will likely take over within a couple of weeks after Mother's Day.

Ms. Allison Potter, Assistant to the Town Administrator, stated there were no issues from the perspective of Police Chief Tingley.

Selectman Foresto moved that the Board approve the d/b/a name change of the restaurant to Derek's Steak and Seafood as requested; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.

Approval – Common Victualler License Request – The Muffin House Café, Inc., 116 Main Street:
The Board reviewed application documents.

Present: Mary Crowley, President, The Muffin House Café, Inc.

It is noted that as Ms. Crowley is his wife, Selectman Crowley has an interest in this business and therefore recused himself from discussion and vote.

Ms. Mary Crowley stated that this is a long-time business that was sold to a new owner with a new concept. The new menu will feature muffins, breakfast pastries, fresh bread, and sandwiches with non-processed meat. Gluten-free items will be available.

Selectman Foresto moved that the Board approve a Common Victualler license for The Muffin House Café, Inc. to be located at 116 Main Street, Suite 1, which is the location of the former Coffee Sensations, pending the receipt of any outstanding required documentation to complete the application and all associated departmental approvals; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-1 – Crowley abstained from discussion and vote.

Approval – Braking Aids Ride – September 12, 2014:
The Board reviewed the following information: (1) Request, dated March 19, 2014; and (2) Police Chief's recommendation, dated April 24, 2014.

Ms. Allison Potter reported that Police Chief Tingley had no issues but did recommend the assignment of a detail officer.

Chairman Trindade moved that the Board approve the Braking Aids Ride through Medway on September 12, 2014 provided that the organization arrange for a detail officer to be at the intersection of Hill and Holliston Streets as recommended by the Police Chief; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.

Discussion – Amendment to Board of Selectmen's Alcohol License Policy – Special, One-Day Licenses Section:

*The Board reviewed a revised draft of the one-day license section of the Board's Alcohol License Policy with deletions shown as strikethroughs and new language shown in **bold**.*

Present: Allison Potter, Assistant to Town Administrator; Police Chief Allen Tingley.

Ms. Potter explained that the Board had indicated an interest in revising this section of the policy to feature a waiver of a requirement for a certified server. The ABCC does not require one for a one-day license. As the policy stands now, the applicant would have to come to the Board for a waiver if they did not have a certified server.

Ms. Potter noted that the Board's decision may rest on whether there is a cash bar at any event. Chairman Crowley reminded the Board that its position was that a cash bar at an event implies that the bar is designed to make a profit and thus a certified server would be appropriate.

Selectman Foresto moved that the Board approve the revised policy with respect to the verbiage on the requirement for a certified server as presented; Selectman White seconded. No further discussion.
VOTE: 5-0-0.

Approval of Warrants:

The Board reviewed Warrant 14-45S presented for approval.

Selectman D'Innocenzo, Clerk, read aloud Warrant 14-45S, dated 5/8/14, as follows:

School Bills	\$ 81,015.01
Town Payroll	\$ 254,925.98
School Payroll	<u>\$ 766,371.78</u>
TOTAL	\$1,102,312.77

Selectman Foresto moved that the Board approve Warrant 14-45S as read; Selectman White seconded. No discussion. VOTE: 5-0-0.

Town Administrator's Report:

Representative Jeff Roy notified Ms. Kennedy of a \$22,000 earmark in connection with a hydraulic study of Choate Park. Ms. Kennedy noted that this action has not been passed by neither the State Senate nor the governor.

Ms. Kennedy presented an update to components of the LEAP (Local Energy Action Plan) designed to increase communication and education.

Regarding the Redevelopment Authority, Mr. Parella is the suggested gubernatorial appointee. There was a brief review of budget funding for Mr. Hubbard's salary, noting that, once the original line item amount is depleted, there will need to be a funds transfer.

Brief discussion followed on whether the Board wanted to have the ICMA presentation on May 19. It was decided to have that presentation at 6:30 AM on May 13 in order to accommodate member schedules.

Selectmen's Reports:

Selectman White, Selectman D'Innocenzo and Chairman Trindade presented no report.

Selectman Foresto stated he would like to discuss an upcoming appointment to the Charles River Pollution District at the next full meeting.

Selectman Crowley briefly reported that there are ten (10) requests for renting the Thayer House, identifying three of the requests as Town functions, and the rest as Medway businesses or residents.

Regarding water and sewer rates, Selectman Crowley stated he would like to schedule some time for Mr. Holder and other DPS staff to come in for a discussion. Ms. Kennedy reported that the Water and Sewer Commission has asked for a joint meeting. On a related topic, Selectman Crowley asked if the Finance Director could update the Board on the associated debt service.

Lastly, Selectman Crowley asked for a report from the Town Administrator Search Committee. Selectman White stated that the committee will meet before Town Meeting. She noted that background checks are being conducted right now, and then the short list will be determined.

**At 7:33 PM Chairman Trindade moved to adjourn; Selectman White seconded. No discussion.
VOTE: 5-0-0.**

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

**Board of Selectmen's Meeting
June 16, 2014 – 6:30 PM
Sanford Hall, Town Hall
155 Village Street**

Present: Dennis Crowley, Chair; John Foresto, Vice-Chair; Richard D'Innocenzo, Clerk (6:58 PM); Glenn Trindade and Maryjane White.

Also Present: Town Administrator Suzanne Kennedy; Carol Pratt, Town Accountant; Melanie Phillips, Finance Director; Tom Holder, Director, Department of Public Services; David D'Amico, Deputy Director, Department of Public Services; Sue Ellis, Human Resources Director; Susy Affleck-Childs, Planning and Economic Development Coordinator; Stephanie Bacon, Health Agent; Donna Greenwood, Principal Assessor.

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

Public Comments: None.

Appointment – William Kennedy, Zoning Board of Appeals:

The Board reviewed the following information: (1) Resume from William J. Kennedy; and (2) Email, dated May 1, 2014, from David Cole, Chair of Zoning Board of Appeals.

Mr. William Kennedy introduced himself, noting that he moved to Medway in September, has a real estate business and was interested in volunteering in the community.

Selectman Trindade moved that the Board approve the appointment of William J. Kennedy to the Zoning Board of Appeals for a three-year term to expire on June 30, 2017; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.

Appointment – Peter Monego, Medway Cultural Council:

The Board reviewed the following information: (1) Letter of interest and resume from Peter Monego; and (2) Email, dated May 19, 2014, from Audrey Ritter, Chair of Medway Cultural Council.

Mr. Peter Monego, 165 Holliston Street, stated he has a bachelor's degree in economics and master's degree in public policy and wanted to get involved in community affairs. He also plays a guitar and believes his combination of interest and experience will benefit the Town.

Selectman Trindade moved that the Board approve the appointment of Peter Monego to the Medway Cultural Council for a three-year term to expire on June 30, 2017; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.

Approval – State Revolving Fund Loan (MWPAT), \$3,690,000:

There were no back-up materials.

Ms. Melanie Phillips stated that this is the first approval in the process. The interim loan is for 1.5%, but the full amount has to be approved by the Board. Chairman Crowley confirmed that there is opportunity to reassess financing for future projects in this group.

Selectman Trindade moved that the Board of Selectmen approve the issuance of a bond or bonds in an aggregate principal not to exceed \$3,690,000 pursuant to Chapters 29C and 44 of the General Laws and a vote of Town Meeting passed May 13, 2013 as Article 11 for a drinking water project identified in such vote; that in anticipation of the issuance of the Bond, the Treasurer is hereby authorized to issue an interim loan note or notes in an aggregate amount not to exceed \$3,690,000. Selectman Trindade moved that each Bond or Note is to be issued as a single registered security and sold to the Massachusetts Water Pollution Abatement Trust and the Treasurer is authorized to determine the date, the form, the maximum interest rate and the principal maturities of each Note or Bond and is authorized to execute a Financing Agreement(s) with the Trust with respect to the sale of the Bonds and Notes, such date, form and maturities and the specific interest rate of the Bonds and Notes to be approved by a majority of the Board of Selectmen and the Treasurer and evidenced by their execution of the Bonds or Notes. Selectman Trindade further moved that all action taken to date by the Town and its officers and agents to carry out the Project and its financing, including the execution of any loan commitment or agreement by the Treasurer and the other appropriate Town officials are each hereby authorized to take any and all actions necessary and convenient to carry out the provisions of this vote, including execution and delivery of the Financing Agreement (s) and the Project Regulatory Agreement relating to the project. Selectman Foresto seconded the sequence of motions. At the request of the Board, Ms. Phillips briefly reviewed the interest rates. Mr. Holder briefly described the project. VOTE: 4-0-0.

Authorization of Chairman to Execute Contract – Gravity Construction Co., Adams Street and Village Street Water Main Replacement, \$1,093,401.50:

The Board reviewed the following information: (1) Scope of Work memorandum, dated June 16, 2014, from Tom Holder, DPS Director; and (2) Contract excerpt. It is noted that the full contract document was available at the meeting.

Mr. Tom Holder stated that the work is scheduled to commence once school is dismissed for the summer, beginning with Adams Street and then to Village Street. Brief discussion followed, noting that work on the nearby athletic fields will be done simultaneously. Mr. Foresto inquired about the comparison bids. Mr. Holder stated that this information had been provided at a prior meeting. He added that although he had not worked with Gravity before, the references obtained were all good and, further, that the project came in under budget.

Selectman Trindade moved that the Board authorize the Chairman to execute the contract with Gravity Construction Co. for water main replacement project on Adam and Village Streets in an amount not to exceed \$1,093,401.50; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.

Authorization of Chairman to Execute Contract – Weston & Sampson, Construction Engineering Services Water Main Replacement Project, \$148,600:

The Board reviewed the following information: (1) Scope of Work memorandum, dated June 16, 2014, from Tom Holder, DPS Director; and (2) Contract.

Mr. Tom Holder stated that this contract is for the work as oversight relative to Adams Street and Village Street projects. Chairman Crowley expressed concern that the fee of approximately 14% of the total

contract amount seemed excessive; however, Mr. Holder explained that such a fee was quite common. Brief discussion followed.

Selectman Trindade moved that the Board authorize the Chairman to execute the contract with Weston & Sampson for construction engineering services related to the FY14 water main replacement project in the amount of \$148,600; Selectman Foresto seconded. No discussion. VOTE: 3-1-0 – Crowley opposed.

Authorization of Chairman to Execute Change Order – Gale and Associates, \$58,000:

The Board reviewed Change Order #3 – Additional Site Presence Services.

Mr. Holder explained that there was a desire to have much more site presence by the engineer, 40 hours per week, during the refurbishment of the athletic field as well as installation of new synthetic turf. Discussion followed. The Board asked that Mr. Holder provide the background information on the specific appropriations and Town Meeting action relative to projects and contracts submitted for approval in the future.

Selectman Trindade moved that the Board authorize the Chairman to execute the contract with Gale Associates, Inc. for the provision of an engineering design professional on site in an amount not to exceed \$57,600; Selectman Foresto seconded. Brief discussion followed. VOTE: 5-0-0.

Town Administrator Recognitions:

At this time, Ms. Kennedy expressed her appreciation to several staff members for excellence in service. She noted that such recognition often is bestowed on department heads, but instead opted to recognize other individuals who went “above and beyond” in the performance of their duties:

Melanie Phillips, Finance Director, and Carol Pratt, Town Accountant – Ms. Phillips was one of the best hires in Ms. Kennedy’s professional career. Ms. Pratt was hired as Assistant Town Accountant but took over as Town Accountant after two years. Both women have been instrumental in taking the Town from junk bond days to a rating of A+ in a period of ten years.

Fred Sibley – Mr. Sibley started his career in Chicago and later in Manhattan. He has a masters’ degree in landscape architecture. He has worked for the Town for 37 years, and is currently the operations manager for environmental services for the Department of Public Services. A recent project involved the construction of walking trails and plantings near Choate Park.

Sue Ellis and Jeff Roach – The labor relations environment was not good when Ms. Kennedy came to Medway, but Ms. Ellis and Mr. Jeff Roach have helped make that a much smoother operation. The work with the union is now harmonious and productive.

David D’Amico – Mr. D’Amico is an invaluable assistant to the DPS Director and equally invaluable to Ms. Kennedy. Each year during budget development process, he is on target with energy consumption, Energy Team, net metering, as well as development of the Town’s Capital Plan.

Michael Fasolino, Craig Vinton, and Tom Irwin – Officer Fasolino has been instrumental in the development of training and curriculum. Officers Vinton and Irwin have been attending training to become paramedics, often on their own time. All three spend significant time responding to calls when off duty.

School Resource Officer Grimes has been a senior police officer for 33 years, 14 of them served as resource officer for the schools. Detective Matthew Reardon has been involved in many high profile investigations, often overseeing department IT operations keeping departmental records and email systems functioning. Officer Paul McLaughlin is a highly-motivated motorcycle officer and has participated in numerous investigations and arrests. He has served as part of the Metro motorcycle response unit for funerals, dignitary escort, and security details including the search for the marathon bomber and the visit of President Obama after the bombing.

Lastly, staffers in Ms. Kennedy's office – Ms. Allison Potter who recently completed a masters' degree in public administration and Ms. Karen Kisty who attended the Suffolk Center for Public Management, a program designed for prospective Town Administrators. They will be excellent support for the next Town Administrator.

Authorization of Chairman to Execute Contract with Sansoucy for Appraisal Services, \$20,202:

The Board reviewed the following information: (1) Memorandum from Donna Greenwood, Assessor, regarding the scope of work; and (2) Contract.

Present: Ms. Melanie Phillips, Finance Director; and Ms. Donna Greenwood, Principal Assessor.

Ms. Phillips reported that this work is necessary to update utility values and confirmed for the Chair that funding for same was in the approved budget. It was noted that Town Counsel has approved the contract. Brief discussion followed.

Selectman Trindade moved that the Board authorize the Chairman to execute the contract with George E. Sansoucy, P.E., Inc. for engineering consulting and valuation services in an amount not to exceed \$20,202 contingent upon receipt of acceptable certificate of insurance; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Authorization of Chairman to Execute Contract with RKG Associates, Inc. for Zoning Bylaw Revisions, \$20,250:

The Board reviewed the following information: (1) Letter, dated February 28, 2014, from Judi Barrett (RKG Associates) regarding proposed zoning bylaw revisions as a result of zoning diagnostic; (2) Email, dated March 3, 201, from Judi Barrett regarding contract for zoning revisions; (3) Contract and (4) Letter, dated April 1, 2014 regarding results of zoning diagnostic.

Selectman Trindade moved that the Board authorize the Chairman to execute the contract with RKG Associates, Inc. for revisions to the zoning bylaws in an amount not to exceed \$20,202; Selectman White seconded. It was noted that the funds were approved by Town Meeting in May but cannot be spent until after July 1. Ms. Barrett intends to do a complete reorganization of the bylaw. Her presence at the hearing and any subsequent work is part of the original contract. VOTE: 5-0-0.

Approval – Conservation Restriction, Parcel A/Williamsburg Condominium Development:

The Board reviewed the following information: (1) Memorandum, dated June 10, 2014, from Susy Affleck-Childs, Planning and Economic Development Coordinator; (2) Related correspondence from Town Counsel dated April 2, 2014; and (3) Conservation Restriction documents.

Ms. Susy Affleck-Childs stated the Williamsburg Condominium Development was approved by the Planning Board in 2009 as an open space residential development. Parcel A is one of the open space parcels closest to the street. The Condominium Association owns the property but the Conservation Restriction will be under the jurisdiction of the Town and the Conservation Commission. It was noted that Town Counsel reviewed the Conservation Restriction as well as the Conservation Commission.

Selectman Trindade moved that the Board approve and accept the Conservation Restriction relative to the Williamsburg Condominium development as presented; Selectman White seconded. No discussion. VOTE: 5-0-0.

Approval – Inter-Municipal Agreement Medway/Millis for Shared Energy Manager, Associated State Contract and Associated Grant Award, \$50,000:

The Board reviewed the following information: (1) Intermunicipal agreement between the towns of Medway and Millis relative to shared energy manager; (2) Notice of Grant Award from the Department of Energy Resources, \$50,000; and (3) State Contract.

Present: Ms. Susy Affleck-Childs, Planning and Economic Development Coordinator; and Ms. Carey Bergeron, Chair, Energy Commission.

Ms. Affleck-Childs explained that Medway is one of 30 communities who received the grant. The Board must complete three actions in the process: (1) Accept the grant award; (2) Authorize the Chairman to execute the state contract and (3) Agree to execute the agreement with the Town of Millis for the shared position. She further confirmed that the cost to Medway, \$18,700, had been approved at TM and includes funds for incidentals as well as salary. In response to Chairman Crowley's inquiry as to the scope of work for this position, Selectman Foresto explained that an initial baseline would be performed relative to each building's consumption; next the individual would work with department heads to determine energy-saving goals and opportunities. He/she would also oversee the solar contract. The focus will not only be on reducing energy costs but also on changing the habits of the community. Brief discussion followed. It was noted that the grant is good for one year and includes education and outreach. There will be an office in each community.

Selectman Trindade moved that the Board accept the grant award of \$50,000 from the Massachusetts Department of Energy Resources for purposes of hiring an Energy Manager to be shared by the towns of Medway and Millis, and, further, to authorize the Chairman to execute the Memorandum of Agreement with the Town of Millis for the shared energy manager position and to execute the required State contract with the Massachusetts Department of Energy Resources; Selectman Foresto seconded. VOTE: 5-0-0.

Approval – One-Day Entertainment License Request, VFW Auxiliary; July 12, 2014:

The Board reviewed the following information: (1) Notice of Grand Award; and (2) Email, dated April 23, 2014, from Sarah Soan, Budget Analyst – Department of Veterans' Services.

Selectman Trindade moved that the Board approved a grant from the Massachusetts Department of Veterans' Services related to the Vietnam War Moving Wall project in an amount of \$15,000; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.

Approval – Medway Community Farm 5K Fundraiser; June 21, 2014:

The Board reviewed the following information: (1) Application for Public Event; and (2) Memorandum, dated June 9, 2014, from Police Chief Tingley.

Selectman Foresto moved that the Board approve the 5K Fundraiser for the Medway Community Farm scheduled for June 21, 2014 with the proviso that all the conditions set forth in Police Chief Tingley's memorandum of June 9, 2014 are met; Selectman Trindade seconded. No discussion.

VOTE: 5-0-0.

Discussion – Food Truck Operation, Choate Park:

The Board reviewed the following information: (1) Approval letter granted by Parks & Recreation Commissioners to William and Michelle DaCruz; (2) Email, dated June 11, 2014, from David D'Amico; (3) Email, dated June 12, 2014, from Town Counsel; and (4) Related photographs.

Present: David D'Amico, Deputy Director, Department of Public Services; Stephanie Bacon, Health Agent; Robert Reagan, Parks Commissioner.

Chairman Crowley explained that a resident asked him about the truck and he knew nothing about it. Mr. Reagan reported that the vendor came to him after visiting the Board of Health, and the Parks Commission thought the truck would enhance use of the park by offering refreshments and food. Mr. D'Amico stated they wanted to reach out to the Friends of Choate Park and various camp groups who use the park. No one thought it was a bad idea. At the meeting, the Park and Recreation approved it, and both Selectman Trindade and Selectman D'Innocenzo were present at that meeting. The vendor agreed that he would not be in the park when there were events at the Thayer House, as well as competing with other vendors at the park. Mr. Reagan added that the vendor was also given a three-month trial period.

Selectman Foresto expressed concern that the Town is paying for the electricity that the vendor uses. He also expressed concern about procurement procedures that would allow other vendors an opportunity to also situate their business in the park area. His third concern is liability. Because the vendor is on Town property, the Town is likely at risk. Mr. D'Amico responded that the vendor has all necessary insurances and the police department did a background check. He submitted copies of the insurance forms.

Ms. Kennedy stated that Town Counsel research discovered that this situation falls under a Hawkers and Peddlers License section, which is not under the jurisdiction of the Board of Selectmen. Even though the vendor has a state license, the business still needs to have appropriate permits from the local permitting authority which, in this case, is the Parks Commission.

Selectman White expressed concern for CORI checks on the vendor and any staff, given that he is situated in a park frequented by children and families. She also wondered if the visible propane tank would be an attraction to vandals. She reported that a recent sign advertising free coffee caused congestion on that road.

Selectman Trindade suggested that the three-month trial period presents an opportunity to see how it works out and the matter can be revisited then.

Selectman Crowley summarized that the Board does not have a say at this point, but it would like to be informed of future efforts. Permission had not been granted for the sign. Ms. Kennedy stated that she will ask Town Counsel to review the insurance paperwork.

Fiscal Year 2015 Board/Commission/Committee (Re) Appointment:

The Board reviewed the FY2015 Appointment Spreadsheet.

Board members were encouraged to submit new names or corrections to the Town Administrator, and the resulting list will be reviewed at the next Board meeting.

Fiscal Year 2015 Board of Selectmen Liaison Designations:

The Board reviewed the FY2014 liaison designation list.

Brief discussion followed on the existing assignments. Only two changes were made – Selectman Trindade and Chairman Crowley swapped Town Counsel and Water & Sewer Commission slots. The final list is as follows:

Board of Selectmen
Liaison Positions
FY 2015

Affordable Housing Commission	Glenn Trindade
Affordable Housing Trust	Glenn Trindade
Board of Assessors	Dennis Crowley
Board of Health	Richard D’Innocenzo
Board of Library Trustees	John Foresto
Cable Advisory Committee	John Foresto
Capital Improvement Planning Committee	Dennis Crowley
Community Preservation Committee	Maryjane White
Conservation Commission	Glenn Trindade
Constables	John Foresto
DPS Facility Study Committee	Glenn Trindade
Economic Development Board	Maryjane White
Finance Committee	Dennis Crowley
GATRA	Maryjane White
Housing Authority	Richard D’Innocenzo
MBTA Advisory Board	Richard D’Innocenzo
Medway Community Farm	Glenn Trindade
Medway School Building Committee	Dennis Crowley
Norfolk County Advisory Board	Maryjane White
Open Space	Glenn Trindade
Park Commission	Richard D’Innocenzo
Planning and Economic Development Board	Glenn Trindade
School Committee Rep	Dennis Crowley
	Richard D’Innocenzo
SWAP	Glenn Trindade
Town Clerk	Maryjane White
Town Counsel	Dennis Crowley
Town Moderator	Glenn Trindade
Town Wide Energy Committee	John Foresto
Tri County Vocational School	Glenn Trindade

Selectman Trindade moved that the Board approve the FY15 liaison list, as amended; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Action Items from Previous Meetings:

The Board reviewed a list of ongoing Action Items.

Chairman Crowley stated that, going forward, not every item on the list will be reviewed at each meeting, but encouraged members to speak up on particular items when a progress report was important.

Approval of Warrants:

The Board reviewed Warrant 14-51.

Selectman D’Innocenzo, Clerk, read aloud Warrant 14-51, dated 6/19/2014 as follows:

Town Payroll	\$ 305,698.71
School Payroll	<u>\$ 868,034.66</u>
TOTAL	\$1,173,733.37

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

Approval of Minutes:

The Board reviewed draft minutes from the following Selectmen meetings: 2014 – March 4, March 15, March 17, March 18, March 24, April 15, May 12, and May 19.

Review of the minutes was postponed until another meeting.

Town Administrator’s Report:

Ms. Kennedy stated there will be another contract in connection with Mr. Sansoucy for a tri-annual valuation. The assessor will want to complete that project in early September. This amount has been budgeted, and the contract is being prepared. She asked the Board to have a short meeting to approve that contract, possibly by the end of June.

The Board reviewed a mockup of the suggested banner for the VFW, and due to its size and content, it will not work as designed. Following brief discussion, **Selectman Foresto moved that the Board authorize the Chair to negotiate the banner content for the VFW; Selectman Trindade seconded. No further discussion. VOTE: 5-0-0.**

Lastly, Ms. Kennedy reported that money to be appropriated for unexpended balances for continuing Community Preservation Act appropriations is somewhere between \$10 and \$20 million dollars.

Selectmen Reports:

No report from Selectman D’Innocenzo, Selectman Trindade or Selectman White.

Chairman Crowley stated the contract for the parking lot project at the middle school did not include the lighting; the contract needs to be executed now so that the work can be completed before school begins in the fall. The lighting work may come in as a change order. He asked if Town Counsel could review the contract in time for the Board to consider it at a meeting on Friday, June 20, at 7:30 AM.

Both Human Resources and Town Counsel have reviewed the contract for the new Town Administrator with only minor changes. Chairman Crowley will call Mr. Michael Boynton to arrange a meeting to sign the contract with a suggested start date of July 28, 2014.

Approval – Pledge of License and Proposed Manager – VIVAAN LLC d/b/a One Stop Convenience, 76 Holliston Street (Liquor license transfer from The Little Store):

The Board reviewed supplemental information to the original liquor license transfer application, specifically, a vote of Corporate Board Authorizing License Pledge, and the Manager Application.

It was noted that the supplemental documentation was to correct an error in the original paperwork.

Selectman Trindade moved that the Board approve the pledge of liquor license request associated with the liquor license transfer from JANL Corp. doing business as The Little Store, 76 Holliston Street, to VIVAAN LLC, doing business as One Stop Convenience, same location, which was approved by the Board following a public hearing on April 22, 2014; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Selectman Trindade moved that the Board approve Hardik B. Patel as the manager of VIVAAN LLC d/b/a One Stop Convenience, 76 Holliston Street; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Next Meeting:

The next regular meeting of the Board of Selectmen will be Monday, July 7 at 6:30 PM.

At 8:19 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
Monday, June 2, 2014 – 6:30 PM
Sanford Hall, Town Hall
15 Village Street**

Present: Glenn Trindade, Chairman; Dennis Crowley, Vice-Chair; Richard D’Innocenzo, Clerk; John Foresto and Maryjane White.

Also Present: Sue Ellis, Human Resources Director; Tom Holder, Director, Department of Public Services

At 6:51 PM Chairman Trindade called the meeting to order and led the Pledge of Allegiance.

Interview – Town Administrator Candidate, Michael Boynton:

As this interview is neither a hearing nor discussion item and is occurring this evening only due to the convenience of the Board, minutes were not taken. The interview concluded at 8:10 PM.

Executive Session:

At 8:17 PM Chairman Trindade moved that the Board enter into executive session under Exemption 3 to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declared [topic: Ralph Costello, Applegate Subdivision] and to return to open session thereafter; Selectman Foresto seconded. The chair did so declare. No discussion. Roll Call Vote: 5-0-0 – Crowley, aye; D’Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye.

At 8:36 PM Chairman Trindade reconvened public session.

Public Comments: None.

Approval -- Proposed Middlesex Savings Bank Donation of Electronic Scoreboard for New Athletic Field to Be Constructed on Land Adjacent to Medway High School:

The Board reviewed a draft letter proposed by Middlesex Bank attesting to Town's ability to allow the advertisement of the bank on a donated scoreboard.

Present: Middlesex Savings Bank -- Carol Bernstein, Senior Vice President and Controller; Mark Diebus, Marketing and Business Development.

Ms. Bernstein and Mr. Diebus both explained their roles at Middlesex Savings Bank as well as their community involvement (Carol – School Committee; Mark – EPFRAC and Parks) as residents in Medway. Chairman Trindade explained for viewers that the scoreboard has been donated and it will be constructed on Town property. He pointed out that representatives from Middlesex Savings Bank are present tonight as advertisement for the bank will be featured on the sign. The bank logo will be

1 featured on both sides of the sign. The size of the sign meets the sign bylaw but, as it is not attached to
2 a building and the bank is not otherwise affiliated with this location, a special permit from the Zoning
3 Board of Appeals is required.

4
5 Ms. Barbara Saint André, Town Counsel, stated that the Board's action tonight is an initial approval, and
6 then it goes to the bank. Later a formal vote by the Board will be required to accept the gift to the
7 Town. Chairman Trindade shared the draft letter, suggesting that the approval be referenced as being
8 conditioned on the approval of the Zoning Board of Appeals.

9
10 **Chairman Trindade moved that the Board approve (1) the process to accept the donation of a**
11 **scoreboard from Middlesex Savings Bank, and (2) the sending of a letter confirming that the Board**
12 **approves but that the approval is conditional that the sign meet all requirements of permitting**
13 **processes of the Town; Selectman D'Innocenzo seconded. Brief discussion followed. VOTE: 5-0-0.**

14
15 **Authorization of Chairman to Execute Contract Amendment with Kleinfelder, Master Services**
16 **Agreement:**

17 *The Board reviewed the following information: (1) Proposed Amendment; (2) Email from Town Counsel*
18 *with respect to contract term; and (3) Original contract with cover memo. It is noted that the Town is*
19 *awaiting receipt of new signed tax compliance form as requested by Town Counsel as form submitted by*
20 *vendor was not current form.*

21
22 Mr. Tom Holder reported that this is a master service agreement which gives the Town the ability to
23 request work as necessary. This particular contract is primarily for water, sewer and roadway work. He
24 briefly explained how expenses will be paid, noting that much of the funding for this agreement was
25 already built into the departmental budget.

26
27 **Chairman Trindade moved that the Board authorize the Chairman to execute the Kleinfelder contract**
28 **amendment extending the term of the contract two years, pending the approval of Town Counsel;**
29 **Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

30
31 **Authorization of Chairman to Execute Contract Amendment #4 with LLB Architects – Thayer Project,**
32 **\$6,000:**

33 *The Board reviewed a document presenting Amendment #4. It is noted that the amendment has been*
34 *reviewed by Town Counsel, and the Town is awaiting receipt of signed amendment from the vendor*
35 *(mailed 5/29/14).*

36
37 Selectman Foresto explained that this pays for the additional architectural services.

38
39 **Chairman Trindade moved that the Board authorize the Chairman to execute contract amendment #4**
40 **with LLB Architects in the amount of \$6,000 pending the approval of Town Counsel and the Town**
41 **Accountant; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.**

42
43 **Authorization of Chairman to Execute Contract Amendment #2 with Architectural Consulting Group –**
44 **Thayer Project, \$5,200:**

45 *The Board reviewed a document presenting Contract Amendment #2. It is noted that the contract*
46 *amendment was prepared by Town Counsel, and the Town is awaiting receipt of the signed document*
47 *from the vendor (mailed 5/29/14).*

Selectman Foresto explained that this references three additional weeks of time by the Clerk of the Works.

Selectman Crowley moved that the Board authorize the Chairman to execute contract amendment #2 with Architectural Consulting Group in the amount of \$5,200 pending the approval of Town Counsel and the Town Accountant; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Approval – One-Day Alcohol Licenses: Charles River Bank – June 17, 2014; John Foresto, June 12, 2014:

The Board reviewed the following information: (1) Request from Charles River Bank; and (2) Police Department recommendation; (A) Request from John Foresto; and (B) Police Department recommendation. It is noted that the Board’s policy allows waiving of the one-day license fee at its discretion. Both Charles River Bank and Mr. Foresto have requested such a waiver of fee.

Chairman Trindade moved that the Board approve the one-day alcohol license requests of Charles River Bank for June 17, 2014 and John Foresto for June 12, 2014, noting the recommendations of the Police Department, and that the Board waives the associated fee in both cases; Selectman D’Innocenzo seconded. No discussion. VOTE: 4-0-1 – Foresto abstained.

Approval – Shining Stars Nursery School 1st Annual 5K Walk/Run, October 4, 2014:

The Board reviewed the following information: (1) Request, dated 5/20/14, including safety plan; and (2) Recommendation from the Police Department.

Ms. Allison Potter reported that the Police Chief has no issues other than the provision of detail officers and use of the safety plan.

Chairman Trindade moved that the Board approve Shining Stars Nursery’s request to hold a 5K Walk/Run on October 4, 2014 with the condition that the organization hire two detail officers to assure the safety of the participants and the movement of traffic during the event; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Action Items from Previous Meetings:

The Board reviewed an updated list of Action Items.

Review of Action Items was postponed.

Approval of Warrants:

The Board reviewed Warrant 14-49S/SP.

Selectman D’Innocenzo, Clerk, read aloud Warrant 14-49S/SP, dated 6/5/2014, presented for approval:

14-47P	Town Payroll	\$ 288,500.18
14-47O	Town Payroll	576.92
14-47SP	School Payroll	801,820.39
	TOTAL	\$1,090,897.49

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

Town Administrator's Report:

On Monday, Ms. Kennedy will be presenting an inter-municipal agreement for an Energy Coordinator.

Ms. Kennedy reported she attended her last MMA meeting at which there was a seminar presenting innovative methods of approaching difficult projects and will forward the handouts to the Board. She suggested it might prove useful in the development of the Oak Grove area.

Ms. Kennedy expressed hope that she will learn by June 30 whether the Town has received the \$250,000 grant from the Mass. Dept. of Energy Resources.

Selectmen's Reports:

No reports were presented by Selectman White, Selectman D'Innocenzo and Chairman Trindade.

Selectman Crowley announced an upcoming band concert sponsored by the VFW; the VFW would like to hang a banner across the street. He suggested approval but moving forward with a consistent policy for these types of advertisement.

Chairman Trindade moved that the Board approve the banner across Route 109 provided it meets the approval of the Town Administrator's office as to quality and that the Town provide the installation of the banner. Brief discussion followed with an amendment by Selectman Crowley that the VFW pays the expense of the installation; Chairman Trindade accepted the amendment. Selectman White seconded Chairman Trindade's motion and amendment. VOTE: 5-0-0.

Reorganization of the Board (Chair, Vice-Chair, Clerk):

There were no back-up materials.

Chairman Trindade nominated Selectman Crowley as Chair; Selectman White seconded. No discussion. VOTE: 5-0-0.

At this time, Selectman Trindade turned the gavel over to Chairman Crowley.

Selectman Trindade nominated Selectman Foresto as Vice-Chair; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.

Selectman Foresto nominated Selectman D'Innocenzo as Clerk; Selectman White seconded. No discussion. VOTE: 5-0-0.

At 9:09 PM Selectman Trindade moved to adjourn; Selectman Foresto 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

*Dennis Crowley, Chairman
John Foresto, Vice Chairman
Richard D'Innocenzo, Clerk
Glenn Trindade, Member
Mary Jane White, Member*

Board of Selectmen's Meeting Minutes

June 24, 2014, 7:30 AM

Sanford Hall

Town Hall, 155 Village Street

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

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

Public Comments: None

Authorization of Chairman to Execute Contract for Middle School Parking Lot Improvements – J. H. Lynch & Sons, Inc. - \$450,450

Mr. Foresto moved that the Board authorize the Chairman to execute the contract with J. H. Lynch for Middle School parking lot improvements in the amount of \$450,450, seconded by Ms. White, and it was unanimously voted (3-0-0).

There was brief discussion about managing these types of contracts. Mr. Crowley would like them managed by the Town. Ms. Kennedy suggested the Board consider facilities maintenance consolidation as a way to accomplish that. Some planning would be needed.

It was noted that Mr. Larry Muench was also to be a signatory to the J. H. Lynch contract. Ms. Kennedy asked that Mr. Crowley facilitate this so that the contractor can mobilize as scheduled.

At 7:40 AM, Mr. Foresto moved to adjourn, seconded by Ms. White, and it was unanimously voted (3-0-0).

MEDWAY BOARD OF SELECTMEN

155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
(508) 533-3264 • FAX: (508) 533-3281

*Dennis Crowley, Chairman
John Foresto, Vice Chairman
Richard D'Innocenzo, Clerk
Glenn Trindade, Member
Mary Jane White, Member*

Board of Selectmen's Meeting Minutes

June 30, 2014, 7:30 AM

Sanford Hall

Town Hall, 155 Village Street

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

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

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

Public Comments: None

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

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

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

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

Approval – FY15 Indirect Cost Agreement for Town Enterprise Funds

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

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

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

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

The Board had the proposed contract for its review.

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

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

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

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

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

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

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

The Board had the proposed contract for its review.

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

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

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

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

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

Approval – Amendment to Town Administrator’s Contract

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Board of Selectmen's Meeting
Wednesday, June 4, 2014 – 6:00 PM
Sanford Hall, Town Hall
155 Village Street**

Present: Dennis Crowley, Chair; John Foresto, Vice-Chair; Richard D'Innocenzo, Clerk; Glenn Trindade and Maryjane White.

Also Present: Sue Ellis, Human Resources Director.

At 6:09 PM Chairman Crowley called the meeting to order and led the Pledge of Allegiance.

Discussion – Town Administrator Appointment:

For the benefit of viewers, Chairman Crowley stated that there were approximately thirty applicants for the position of Town Administrator, and the search committee narrowed it down to four finalists: Allison Potter, Assistant to the Medway Town Administrator; former Wayland Town Administrator Frederic Turkington, Jr.; Michael Boynton, Walpole Town Administrator; and Leon Guamond, Jr., West Boylston Town Administrator.

The search committee was comprised of Selectman Trindade, Selectman White, Superintendent Judith Evans, Kristen Diebus, Jeff DeVolder, Jeff O'Neill, and Bob Parrella. The committee held several meetings and interviewed a number of candidates. The Collins Center was instrumental in coordinating the search process.

With the approval of the Board, Chairman Crowley suggested doing an initial written ballot to see where the Board stands on a choice to begin a process of narrowing down the field of candidates. He stated that if there is a unanimous vote, no further discussion is necessary. If the vote is split, Board members may speak to the qualifications of the candidate they prefer. Second, third and fourth ballots will be taken as necessary. The Board expressed no objection to this process.

The Board offered no comments on candidates at this time, and Chairman Crowley proceeded with the first ballot. Mr. Michael Boynton was the preferred choice of Chairman Crowley, Selectman D'Innocenzo, Selectman Foresto and Selectman White. Selectmen Trindade selected Mr. Frederic Turkington, Jr.

Selectman Trindade explained that his decision was based on the difficult situation Mr. Turkington was in while working in the Town of Wayland, and that, given a much weaker Town Administrator position as it related to the rest of the municipal staff, he was still able to thrive in that difficult situation for eight years. Having said that, however, Selectman Trindade stated he had no objection to changing his vote to Mr. Boynton for a 5-0-0 vote in favor of the appointment.

At this time, Selectman Trindade moved that the Board appoint Mr. Michael Boynton as Town Administrator for the Town of Medway based on successful negotiation of a contract; Selectman Foresto seconded. Selectman D'Innocenzo stated that it was an excellent selection process and how difficult it is to arrive at one candidate, and applauded the committee for bringing forward such a

good selection of candidates. Chairman Crowley stated he spent much of the afternoon checking references, and found high praise for all four finalists. No further discussion. VOTE: 5-0-0.

Chairman Crowley stated he would contact all finalists and share the Board's vote.

Chairman Crowley stated he would like to open a dialogue with Mr. Boynton as soon as possible toward the negotiation of a contract. Additionally, he asked for another set of eyes to review the contract with him in addition to Human Resources. Selectman Foresto volunteered to do this.

Selectman Trindade moved that the Board approve Selectman Foresto to assist Chairman Crowley in contract negotiations and review; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.

Responding to a question from Ms. Ellis, Chairman Crowley stated he would contact labor counsel tomorrow, adding that he did not anticipate their involvement until further into the contract negotiation process.

Brief discussion followed on extending Ms. Kennedy's service until such time as Mr. Boynton can begin employment. Ms. Ellis will draft an agreement outlining the extension.

Selectman Foresto suggested setting up a meeting with Human Resources and Chairman Crowley to review contract elements in order to begin preparations. Brief discussion followed.

Lastly, Chairman Crowley stated he may consolidate summer meetings on an as-needed basis. Brief discussion followed.

At 6:24 PM Selectman Trindade moved to adjourn; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

Ms. Affleck-Childs reported she is pleased about the grant award with the funds slated to be used for an energy management system for the McGovern School as well as LED street light conversions. She indicated the Town has until April 2016 to spend the funds, noting that there are already several projects waiting. She clarified that the Town needs to acknowledge the receipt of the grant funding which will be disbursed as the money is spent. There will be a match of funds from the Fiscal 2016 budget resulting from a town-wide energy-efficient article at Annual Town Meeting.

Selectman Foresto pointed out that this was the Town's second grant award and that the funds are actually more when the rebates are considered.

Selectman Trindade moved that the Board approve the grant awarded by the Department of Energy Resources (DOER) Green Communities Division in the amount of \$205,925, execute the associated Notice of Grant Award and authorize the Chair to execute the associated contract; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Regarding the new position of Energy Manager, the first round of interviews were conducted last week, and a second round will be scheduled on July 30th.

Ms. Affleck-Childs reported that Gino Carlucci and David D'Amico both worked on the grant application. She stressed the importance of maintaining the Town's "Green Community" Designation, which makes the Town eligible for grant programs such as this. Chairman Foresto wanted the residents made aware that, had Medway not become a Green Community, it would have lost out on approximately \$500,000 in grant funds thus far.

Brief discussion followed on energy and construction projects at the schools.

Approval – Memorandum of Understanding, Ralph Costello/Applegate Subdivision:

The Board reviewed relevant materials in Executive Session.

Chairman Crowley informed viewers that an understanding has been reached between Mr. Costello and the Town relative to drainage issues in the Applegate Subdivision.

Re-open Public Comment

At this time, Chairman Crowley reopened the Public Comment period to allow a resident to speak. Ms. Carrie David, 6 Kimberly Drive, expressed concerns about the recently-updated recycling collection program, asking that it be changed to a weekly collection. Many families in her neighborhood are experiencing overflowing recycling carts, and some of those residents are putting recyclable items into their trash because their recycling carts are full. Ms. David acknowledged that having a second recycling cart is a nice idea but people may not have adequate space to store them. It was noted that recyclable items have to be separated if they are taken to the recycling center.

Selectman Trindade suggested taking photographs of the overfilling bins so there is a record. Chairman Crowley stated the Board can ask the DPS to look into it. It was suggested that, while there may be an additional charge for a second cart, that cart may be available at no extra cost. Chairman Crowley pointed out that he has seen recycling carts with cardboard boxes that have not been broken down and urged residents to compact the recyclable items as much as possible. There have not been a lot of complaints from residents yet regarding the schedule or any other part of the program. He also pointed

out that the Town saves over \$100,000 with current bi-weekly collection, and there would likely be a sizeable penalty if the contract is broken.

Authorization to Expend Grant Funds – Executive Office of Elder Affairs Grant, Council on Aging, \$16,024:

The Board reviewed the following information: (1) Notice of Grant Award; and (2) Information from the Executive Office of Elder Affairs – FY2015 Formula Grant/Allocation Authorization and COA Formula Grant Preliminary Budget.

Ms. Missy Diczek reported this is an annual grant based on number of seniors, noting there are presently over 2,000 senior citizens in Medway.

Selectman Foresto moved that the Board accept the grant offered by the Executive Office of Elder Affairs in the amount of \$16,024 and authorize the Chair to execute the FY15 Grant/Allocation – Statement of Authority; Selectman Trindade seconded. No discussion. VOTE: 5-0-0.

Ms. Diczek informed the Board of the annual birthday party for Medway residents 90 years of age and older on Thursday, July 31, at noon. There are currently 45 residents who have reached that milestone.

Approval – One Day Liquor License, Stephen Lawton, August 10, 2014:

The Board reviewed the following information: (1) Application submitted by Stephen Lawton; (2) Insurance Certificate and email from Karen Kisty, Operations Manager, dated July 17, 2014; and (3) Recommendation from Police Chief Tingley, dated July 15, 2014.

It was noted that this event is a baby shower at the Thayer House.

Selectman Foresto moved that the Board approve a Special One-Day Liquor License for Stephen Lawton for an August 10, 2014 event to be held at the Thayer Homestead with the proviso that the requirements set forth in Police Chief Tingley’s memorandum are met and the proper Certificate of Insurance is received; Selectman Trindade seconded. No discussion. VOTE: 5-0-0.

Approval – One Day Liquor License, Medway Community Farm Farm to Fork Event, August 23, 2014:

The Board reviewed the following information: (1) Application submitted by Medway Community Farm; (2) Recommendation, dated July 15, 2014, from Police Chief Tingley; and (3) Email, dated July 17, 2014, from Karen Kisty, Operations Manager, and copy of BOS Alcohol License Policy/One-Day or Special License Section.

Selectman Trindade moved that the Board approve a Special One-Day Liquor License for the Medway Community Farm’s Farm to Fork event on August 23, 2014 with the proviso that the requirements set forth in Police Chief Tingley’s memorandum are met and the proper Certificate of Insurance is received; Selectman Foresto seconded. No discussion. VOTE: 5-0-0. The Board will hold approval documents until the insurance certificate listing the Town as additional insured is received.

Approval – Entertainment License, Medway Community Farm Farm to Fork Event, August 23, 2014:

The Board reviewed a request, dated July 28, 2014, with supporting information.

Selectman Foresto moved that the Board approve an Entertainment License for the Medway Community Farm’s Farm to Fork Event to be held on August 23, 2014; Selectman Trindade seconded. No discussion. VOTE: 5-0-0.

Approval – FY15 Board/Commission/Committee Appointments and (Re)Appointments:*The Board reviewed the FY2015 Matrix.*

There was brief discussion regarding appointments to the Charles River Pollution Control District and SWAP. Selectman Trindade volunteered to work with the Charles River Pollution Control District. Selectman Trindade was also added as a full member of the Department of Public Facility Study Committee.

Selectman Trindade moved to approve the reappointments to the various boards, commissions and committees as set forth in the FY2015 Matrix; Selectman D’Innocenzo seconded. Chairman Crowley offered a friendly amendment that the Board delay the appointments to the Charles River Pollution Control District and SWAP. Selectman Trindade accepted the amendment; Selectman D’Innocenzo seconded the amended motion. Brief discussion followed on the vacancy on Board of Assessors. No further discussion on the motion. VOTE: 5-0-0.

Action Items

Oakland Street property – Selectman Trindade reported there is an agreement with the owner that will involve action at Fall Town Meeting.

Unaccounted for water –The Board will ask Mr. Holder to provide an update.

Brentwood drainage – The Board will ask Mr. Holder to provide an update.

Net Metering Contract – Selectman Foresto provided some information; brief discussion followed.

Approval of Warrants*The Board reviewed Warrant 15-5.*

Selectman D’Innocenzo read aloud Warrant 15-5, dated July 31, 2014, presented for approval:

15-5S	School Bills	\$ 159,731.33
15-5P	Town Payroll	302,014.80
15-5SP	School Payroll	144,924.98
E1-14SP	School Payroll	<u>413,928.00</u>
	TOTAL	\$1,020,599.11

Selectman Trindade moved to approve the Warrant as read, Selectman White seconded. No discussion. VOTE: 5-0-0.

Approval of Minutes

The Board reviewed draft minutes from March 4, March 15, March 17, March 18, March 24, April 15, May 12, May 19, June 4, and June 24, 2014.

Selectman Foresto moved that the Board approve the minutes of March 4, 2014, as amended; Selectman D’Innocenzo seconded. No further discussion. VOTE: 5-0-0.

1 Selectman Foresto moved that the Board approve the minutes of March 15, 2014, as drafted; Selectman
2 White seconded. Brief discussion followed. Selectman Foresto withdrew his motion. Chairman Crowley
3 moved that the Board approve the minutes of March 15, 2014, as amended; Selectman White seconded.
4 No further discussion. VOTE: 4-0-1 – D’Innocenzo abstained as he was absent from the meeting.

5
6 Selectman Foresto moved that the Board approve the minutes of March 17, 2014, as drafted;
7 Selectman White seconded. No discussion. VOTE: 5-0-0

8
9 Selectman Foresto moved that the Board approve the minutes of March 18, 2014, as drafted;
10 Selectman White seconded. No discussion. VOTE: 5-0-0

11
12 Selectman Foresto moved that the Board approve the minutes of March 24, 2014, as drafted;
13 Selectman White seconded. No discussion. VOTE: 5-0-0.

14
15 Selectman Foresto moved that the Board approve the minutes of April 15, 2014; as drafted; Selectman
16 White seconded. No discussion. VOTE: 5-0-0.

17
18 Selectman Foresto moved that the Board approve the minutes of May 12, 2014, as amended;
19 Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

20
21 Selectman Foresto moved that the Board approve the minutes of May 19, 2014, as drafted; Selectman
22 D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

23
24 Selectman Foresto moved that the Board approve the minutes of June 4, 2014, as drafted; Selectman
25 White seconded. No discussion. VOTE: 5-0-0.

26
27 Selectman Foresto moved that the Board approve the minutes of June 24, 2014, as drafted; Selectman
28 White seconded. No discussion. VOTE: 5-0-0.

29
30 **Re-open Public Comment**

31 Ms. Susan Robinson, 6 Shaw Street, indicated that some townspeople are not happy about bi-weekly
32 collection of recyclable items and only having one recycling cart. She reported that her recycling cart
33 was full the first week and requested a second one. She expressed concern that, if her family is away,
34 they miss the collection which is very inconvenient. Ms. Robinson reported that she also drives a school
35 bus in Medway and expressed concern that the carts will be in the road in the winter months. She asked
36 the Board to please reconsider the frequency of collection. Discussion followed. Residents were
37 encouraged to let the Board know their thoughts and comments on the program.

38
39 **Town Administrator’s Report**

40 Mr. Michael Boynton stated that it will take a little time to get up to speed. He briefly reported on the
41 following matters: energy manager interview process, cable television license renewal, Sansoucy utility
42 valuation project and a new position in Community Development. He noted that filling this position is a
43 priority, and acknowledged that he needs to learn more about how the position was created, how it will
44 be funded, and related facts. He believed it would be a minimum of 45 days to a maximum of 3 months
45 before the position is filled.

46
47 **Selectmen’s Reports**

DRAFT

1 Selectman White reported that Medway residents Sue and Peter Cooper made a gift to the Town in the
2 form of portraits of Mr. Sanford and his wife. These will be on display at the Thayer Homestead.
3 Additionally, she announced that there is a new Garden Club in Medway, and their efforts can be seen
4 at the Fire Station, the Police Station and the Medway Public Library.

5
6 Selectman D’Innocenzo stated that Medway Day was terrific and complimented the efforts as being a
7 great job and nice fireworks. He reported that the Hanlon field project is moving along and should be
8 finished in early September. Chairman Crowley clarified for viewers that no funds from the Town
9 budget were used for either Medway Day or the Medway 300 celebration.

10
11 No reports from Selectman Trindade and Selectman Foresto.

12
13 Chairman Crowley discussed the following topics:

- 14 ➤ Snow and ice budget – are there any supplemental funds that might be available this year? Mr.
15 Boynton responded there were none thus far.
- 16 ➤ Status of zoning bylaw reorganization to be on Fall Town Meeting warrant -- Could there be an
17 update on Action Items list at the next meeting. Mr. Boynton stated he will be meeting with
18 Susy Affleck-Childs and Judi Barrett this week.
- 19 ➤ DPS Facility Committee – Selectman Trindade reported that the group has not met yet. Now
20 that Mr. Boynton is here, he will put the meeting together.
- 21 ➤ Tobacco21 – this was on the May ballot and the Board of Health is enacting the necessary
22 changes to regulations.
- 23 ➤ Looking for update of FY14 budget with the final numbers.
- 24 ➤ Looking for Charles River Pollution Control to provide update on its project, financing, etc.
- 25 ➤ Need to discuss date for strategic planning initiative.

26
27 **At 8:06 PM Selectman D’Innocenzo moved to adjourn; Selectman White seconded. No discussion.**
28 **VOTE: 5-0-0.**

29
30
31
32 Respectfully submitted,
33 Jeanette Galliardt
34 Night Board Secretary

MEDWAY BOARD OF SELECTMEN
155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
(508) 533-3264 • FAX: (508) 533-3281

*Dennis Crowley, Chairman
John Foresto, Vice Chairman
Richard D'Innocenzo, Clerk
Glenn Trindade, Member
Mary Jane White, Member*

Board of Selectmen's Meeting Minutes

July 7, 2014, 7:30 AM

Sanford Hall

Town Hall, 155 Village Street

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

Also attending: Melanie Phillips, Finance Director; Thomas Holder, Director - Department of Public Services

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

Public Comments: None

Authorization of Chairman to Execute Contract for Construction of Athletic Fields – RAD Corporation - \$3,804,000

Dr. D'Innocenzo moved that the Board authorize the Chairman to execute the contract with RAD Corporation for the construction of athletic fields in the amount of \$3,804,000, seconded by Mr. Trindade; after the following discussion, it was unanimously voted (4-0-0).

Chairman Crowley asked for a breakdown of the project. Selectman D'Innocenzo explained that the contract encompassed upgrades to the track and field and resurfacing of the Hanlon Field, as well as construction of two proposed athletic fields. Selectman Foresto asked for confirmation that contract covered all 3 projects as set forth in Town Meeting warrants – yes. Chairman Crowley then inquired as to the associated warranty which was explained by both Selectman D'Innocenzo and DPS Director Holder as a warranty for 8 years with an additional insurance policy which would assume warranty coverage were the contractor to go out of business. Mr. Holder added that Gale Associates would be conducting a 6 month, 12 month and 18 month review of field conditions which should pick up on any potential issues early on. Chairman Crowley countered that the RAD contract's insurance provision specified a 1 year period only; Mr. Holder explained this was typical for all construction contracts. Town Administrator Kennedy asked in whose possession the copy of the additional insurance policy be held to which Selectman D'Innocenzo responded that said copy had been included in the bid submittal.

Mr. Holder assured the Board that Town Counsel had reviewed the contract.

Mr. Holder reported that the intent was for RAD Corporation to commence preparations on this date upon notification that contract had been executed. Selectman Trindade then noted that the contract called for "Field Turf" which had been reviewed by the Evaluation of Parks, Fields, and Recreation Areas Committee at a recent visit to Gillette Stadium; however, RAD has proposed an alternate brand which, although the consultant Gale Associates deemed met the Town's technical specifications, didn't look or feel comparable. Mr. Holder reported that the Attorney General's Office rendered an opinion that the proposed substitute material could be rejected for "look and feel". Further, Mr. Holder indicated he would notify the contractor in writing that the Town, having been clear that "Field Turf" was its preferred material, it would not accept the proposed substitution. He reminded the Board that there would be a minimum of 21 days between order placement and delivery about which everyone needed to be mindful in consideration of target project completion by Labor Day. He confirmed that the alternate proposed was not a sub-par material and that Rob Pearl, Athletic Director for the Schools, had indicated he would be satisfied with the equivalent turf material.

After much discussion involving strategy surrounding who would have leverage were the Board to hold off signing the contract as planned at this meeting; confirmation of the Attorney General's opinion; whether or not RAD Corporation might have based its bid on the proposed equivalent rather than "Field Turf" and what, if any, additional cost may be incurred for "Field Turf"; confirmation that both the 8 year warranty and the supplemental warrant policy held for each option; Mr. Holder provided the Board with samples of both of the turf materials in question. He reiterated his opinion that the Town would have no leverage over the contractor without a signed contract and that scheduling was a real concern given the time constraints to have everything completed in 149 days, as required.

Town Administrator Kennedy asked whether or not RAD Corporation was aware of this potential issue; Mr. Holder replied that they certainly know that "Field Turf" was the specified material. He raised the related issue that, were the Town to begin negotiating with RAD with respect to the product, as well as any potential price difference, the others who had bid would likely file a bid protest. Discussion followed as to the contingency contained in the budget (\$140,000) versus the potential price difference for "Field Turf" which could run \$40,000 per field.

Mr. Holder was advised to review the situation with Town Counsel, discuss matter with Gale Associates, and then contact RAD.

Approval – Interfund Borrowing For Athletic Fields Project - \$2,300,000

Mr. Foresto moved that the Board approve the interfund borrowing for the athletic fields in the amount of \$2,300,000, seconded by Mr. Trindade; after the following discussion, it was unanimously voted (4-0-0).

Ms. Phillips explained that the Town is permitted to borrow the greater of the total of the Stabilization Fund, Free Cash or 1% of the budget. Chairman Crowley asked if this was a short-term borrowing; Ms. Phillips stated that it was not, but was instead the Town borrowing from itself.

Discussion – Groundbreaking for Athletic Fields

Selectman Trindade reported that he had requested this item be added to the agenda to ensure that a proper groundbreaking ceremony be held to kick-off this project. It was discussed that invitations to attend would be extended to the press; representatives from the Evaluation of Parks, Fields and Recreation Area Committee; Parks Commission; School Committee; Community Preservation Committee; and legislative delegation.

Authorization of Chairman to Execute Contract for Public Health Nursing Services with Salmon Home Care, LLC - \$14,150

Ms. Kennedy explained that this was an annual contract which provided for flu clinic administration as well as public health intervention and educational programs. She confirmed for Chairman Crowley that funding was provided for in the approved budget and that no grant funding had been received in the past when these services had previously been provided by the Milford VNA.

Mr. Foresto moved, seconded by Mr. Trindade, to authorize the Chairman to execute a contract amendment with Salmon Home Care, LLC for continued public health nursing services in the amount of \$14,150; it was unanimously voted (4-0-0).

Thayer House Caretaker

Ms. Kennedy reported that she would not be moving forward with the hire of the current caretaker candidate but would, instead, be advising Human Resources to re-advertise to fill the position. Both Labor Counsel and the incoming Town Administrator had been consulted on the matter, and a signed agreement with the current candidate already provided for his vacating of the property.

At 8:20 AM, Mr. Trindade made a motion to adjourn; second by Mr. D’Innocenzo; unanimously voted (4-0-0).

Board of Selectmen's Meeting
August 11, 2014, 6:30 PM
Sanford Hall, Town Hall
155 Village Street

Present: Dennis Crowley, Chair; John Foresto, Vice-Chair; Richard D'Innocenzo, Clerk (6:55 PM); Glenn Trindade (6:45 PM) and Maryjane White.

Also Present: Michael Boynton, Town Administrator; Tom Holder, Director, Department of Public Services; Susy Affleck-Childs, Planning and Economic Development Coordinator; Melanie Phillips, Finance Director; Carol Pratt, Town Accountant.

At 6:34 PM Chairman Crowley called the meeting to order and led the Pledge of Allegiance.

Public Comments: None.

Release of State Obligations – Deficit Financing:

The Board reviewed correspondence from the Massachusetts Department of Revenue.

Present: Melanie Phillips, Finance Director.

Ms. Phillips reported the Town has been "paroled" by the Department of Revenue as the Town's deficit financing was paid off two years early. This means the Town is no longer under the scrutiny imposed with deficit financing in 2006. The Town will submit regular reporting documentation going forward. Ms. Phillips indicated she is not sure whether there will be an immediate impact to the Town's bond rating, but there will be one in 2015 when a new BAN will be issued.

Ms. Phillips thanked the Board members, past and present, for their support and diligence in keeping an eye on Town finances. For the benefit of viewers, Chairman Crowley explained how the situation came about, and how it was resolved. He complimented Ms. Suzanne Kennedy (former Town Administrator), Ms. Phillips and Ms. Durand for their hard work. Mr. Michael Boynton, Town Administrator, emphasized that it was a collective effort and assured the Board that this kind of situation will not happen again because staff has ensured procedures are in place to responsibly manage the Town's finances.

Approval – FY15 Indirect Cost Agreement for Town Enterprise Funds:

The Board reviewed Enterprise fund information and proposed agreement.

Chairman Crowley offered a brief explanation to viewers. Ms. Carol Pratt reported that the Water and Sewer Commission has approved the rates. Chairman Crowley asked that a more detailed discussion on this matter be held in January during budget development.

Selectman Foresto moved that the Board approve the fiscal year 2015 indirect cost agreement for Town enterprise funds are presented; Selectman White seconded. No discussion. VOTE: 3-0-0.

Update – Recycling Program, Unaccounted for Water, and Brentwood Drainage – Director of Public Services:

There were no background materials.

Present: Tom Holder, Director, Department of Public Services.

Recycling – Mr. Holder briefly reviewed the recent changes in the program, predominantly the switch to the single stream curbside collection. Nearly 4,200 carts have been distributed. The program is into the third or fourth round of recycling which is picked up every two weeks. He noted that he has received inquiries from approximately 110 households requesting a second cart. This is a good thing as it means people are recycling more. Based on a number of financial and logistic reasons, recycling is picked up every other week as Medway shares the recycling truck with another community. It would be very costly to renegotiate the contract in order to do weekly pickup. Selectman Foresto noted the Recycling Center is also open three times a week if residents have an abundance of items to recycle.

To provide collection opportunity for residents who have more recycling than their carts will hold, a container will be placed at the Recycling Center for single-stream recycling drop-off. Once in a while it will be picked up as part of a regular stop at the schools. If the concept is well received, the Center can convert an existing container for single-stream drop-off.

Approximately 20 smaller carts have been distributed for those residents who have requested one due to physical needs. He indicated that the program may be expanded to allow residents over a particular age to get a smaller container. There are presently three sizes: 96-gallon, 65-gallon container, and a much smaller one that is 35-gallon. The Town has not purchased any of the smallest size. Brief discussion followed. Selectman Trindade suggested Mr. Holder touch base with the Director of the Senior Center to get a better sense of what older citizens might need.

Selectman White asked about a senior citizen discount. Mr. Holder explained it is extremely difficult for his department to track age of residents relative to a potential discount. It has instead been changed to benefit those who are in financial need. Those originally in the program were grandfathered in when the program changed, however. This finance-based program was opened up to also include water and sewer fee discounts.

Mr. Boynton stated that the amount of rubbish generated by citizens over a certain age is likely going to be significantly reduced. The difficulty is determining how many people would be affected and how to track it. Chairman Crowley asked that it be put on the Action Items list to revisit in a couple of months, i.e., what age at which to implement, associated cost, etc.

Unaccounted For Water – Mr. Holder reported he had done both television and radio interviews today about this today. Unaccounted for water is reported at 24% this year; the standard is 10%. There are a number of things that can be causing it such as unmetered connections, faulty meters, overflowing tanks, etc. Data integrity can also be a factor, and those errors can be discovered through their audit process. He believes it will be a combination of things. Every year leaks are found, and then repaired. In calendar 2013, 7% was discovered to occur due to leaks. Mr. Holder reminded the Board the DPS has replaced every single meter over the last couple of years. He also explained various uses of water that is accounted for such as water used in Fire Department training and similar uses. Water production meters are checked annually. The billing system is set up to flag high consumption. Discussion followed.

1 Selectman Trindade suggested the department hire additional help to help get this under control. There was
2 brief discussion about where funds would come from to cover this cost.

3
4 Water and Sewer Commission members Chan Rogers and Leo O'Rourke were present for this discussion. Mr.
5 Rogers commended Mr. Holder for his hard work and motivation to find the answers.

6
7 Brief discussion followed on how many gallons per day the unaccounted for water might be. Selectman
8 Trindade asked if there was any possibility that it could be a leak that is draining into a sewer pipe. Mr.
9 Holder responded that such a leak would go completely unnoticed and could not be heard during leak check.

10
11 Brentwood Drainage – Mr. Holder stated that this was targeted approximately four years ago for some
12 drainage work to alleviate erosion and flooding. Annual Town Meeting appropriated \$300,000, and there
13 were also grant funds available. A fair amount of drain pipe in the neighborhood lies on private property, and
14 unfortunately, utility easements were never recorded. The project was divided into three phases. In order to
15 perform the work, rights needed to be secured from property owners, and DPS was unable to get the support
16 of the majority of property owners in granting the easements necessary for the Phase 2 segment. This meant
17 that grant funds for that portion of the project had to be released. By working on the public street drainage
18 areas, some improvement can be made. Brief discussion followed. It is hoped that they can break ground in
19 the spring of 2015 to finish the portions of the project that remain – moving ahead with Phases 1 and 3 only,
20 provided an extension of the time period to complete will be granted by MEMA. Selectman Trindade
21 suggested that DPS keep Senator Kennedy's office in the loop.

22
23 High School Field Drainage issues -- Mr. Boynton asked the Board to consider authorizing expenses for project
24 changes in an amount up to \$25,000 as long as the recap sheet on the project references the changes. Brief
25 discussion followed.

26
27 **Selectman Trindade moved that the Board authorize the Town Administrator to work in conjunction with**
28 **the Department of Public Services to approve and execute field changes for unanticipated work at the high**
29 **school athletic fields at an amount of no greater than \$25,000 per incident/change for a maximum of**
30 **\$100,000 with the caveat that the cap can be increased if necessary. Chairman Crowley offered a friendly**
31 **amendment that the Town Administrator and DPS will provide a detailed report to the Board before the**
32 **end of the project. Selectman White seconded the amended motion. No further discussion. VOTE: 5-0-0.**
33 **Selectman D'Innocenzo reported that approximately \$450,000 was built into the project cost for this**
34 **purpose.**

35
36 Brief discussion followed on current roadway improvements in the community.

37
38 **Appointment – Representative to Charles River Pollution Control District:**

39 *There were no background materials; however, it is noted that Paul DeSimone's three-year term expired on*
40 *June 30, 2014.*

41
42 **Selectman White moved that the Board appoint Paul DeSimone as Representative to the Charles River**
43 **Pollution Control District for a three-year term; the motion was not seconded. The motion was withdrawn.**

44
45 **Selectman Trindade moved that the Board appoint Paul DeSimone as Representative to the Charles River**
46 **Pollution Control District for a one-year term; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**
47

Authorization for Chairman to Execute Contract for Consulting Services for Tri Valley Commons Projects – Greenman-Pedersen, Inc., \$9,700:

The Board reviewed a proposed contract between the Town and Greenman-Pedersen, Inc. relative to the Tri Valley Commons Projects.

Present: Susy Affleck-Childs, Planning and Economic Development Coordinator.

Ms. Affleck-Childs reported that, as part of the Tri Valley Commons site plan application, a traffic study was provided and the Planning Board retained a consultant to review it. In the past, Tetra Tech was used for this, but, in this case, the Planning Board opted to use this firm as it has been involved with the Route 109 design work. Invoices will come to the Town, and then forwarded to the developer for payment. Discussion followed.

Selectman Trindade moved that the Board authorize the Chairman to execute the contract with Greenman-Pedersen, Inc. in an amount not to exceed \$9,700 pending the approvals of Town Counsel and the Town Accountant; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Appointment – Town Administrator, MetroWest Veterans’ Services District Board:

There were no background materials. It is noted that the district bylaws state that the Board of Selectmen Chairmen of the participating communities comprise the Board of Directors. However, when the bylaws and agreement among the district’s towns were approved, the Board Chairmen designated the Town Administrators to represent them on the Board, as allowed per MGL c. 115, sec. 11.

Selectman Foresto moved that the Board authorize the Chairman to designate Town Administrator Michael Boynton to represent Medway on the MetroWest Veterans’ Services District Board of Directors; Selectman Trindade seconded. There was a brief explanation on the function of the MetroWest Veterans’ Services District Board of Directors. No further discussion. VOTE: 5-0-0.

Discussion – Draft Banner Policy:

The Board reviewed the following information: (1) Draft banner display policy; (2) Draft request form; and (3) Email from Planning and Economic Development Coordinator RE zoning bylaw affecting temporary signs over a public right of way.

Chairman Crowley commented that the Planning Coordinator has indicated that the present zoning bylaw requires review of proposed banners by the Design Review Committee, which can be a lengthy process when a group is holding a fund raiser or other event. It was suggested that a bylaw change could be presented at Fall Town Meeting. Selectman White reminded the Board there will be two banners for upcoming elections. Brief discussion followed. Chairman Crowley asked that this be added to the Action Item list.

Action Items from Previous Meeting:

The Board reviewed a list of ongoing Action Items.

Selectman Foresto asked about the cable renewal license. Brief discussion followed on the Cable Advisory Committee getting started on the license renewal process. It was suggested to begin sooner rather than later and not wait for the provider to contact the Town.

Regarding the net metering agreement, Selectman Foresto suggested a few key people meet with Mr. Boynton to move the process along.

Selectman Foresto asked that a discussion of a Meals Tax be added to the Action Item List for September.

Chairman Crowley asked that the DPS Facility Study Committee begin its work. Selectman White, speaking as Town Clerk, indicated that the committee members have been coming into the Town Clerk's office to be sworn in.

Approval of Warrants:

The Board reviewed Warrant 15-7S.

Selectman D'Innocenzo, Clerk, read aloud Warrant 15-7S, dated 8/14/2014, as follows:

15-7S	School Bills	\$ 238,423.60
15-7P	Town Payroll	\$ 312,518.21
15-7SP	School Payroll	\$ 136,780.97
E2-14SP	School Payroll	<u>\$ 409,221.12</u>
	Total	\$1,096,943.90

Selectman Trindade moved that the Board approve Warrant 15-7S as read; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Approval of Minutes:

The Board reviewed draft minutes from Selectmen meetings held on May 5, May13, June 16, June 30, and July 7, 2014.

Selectman Trindade moved that the Board approve the minutes of May 5, 2014, as drafted; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Selectman Trindade moved that the Board approve the minutes of May 13, 2014, as drafted; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Selectman Trindade moved that the Board approve the minutes of June 16, 2014, as amended; Selectman Foresto seconded. No further discussion. VOTE: 5-0-0.

Selectman Trindade moved that the Board approve the minutes of June 30, 2014, as drafted; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Selectman Trindade moved that the Board approve the minutes of July 7, 2014, as amended; Selectman White seconded. No discussion. VOTE: 5-0-0.

Town Administrator's Report:

Mr. Boynton reported on the following topics:

- McGovern School Windows Project
- Zoning Rewrite Project
- Charles River Pollution Control Discharge Permit
- The new Energy Manager should begin on or about August 25.

- Building Commissioner – John Emidy is retiring October 1. A search for replacement will begin soon.
- Staffing Configuration Changes in the DPS Office – Mr. Boynton is working with Mr. Holder and Human Resources to handle.
- Fuel Efficient Vehicle Purchase Options – The Town still has a couple of Crown Victorias in the fleet, which will be replaced with Ford Focus that get a fuel consumption rate of 30 MPG
- Office Configuration Changes – Mr. Boynton wants to increase his availability to the public and will have the second doorway to his office re-established.
- General Observations and Updates Re: community development, Town Hall space, and relationship with the School Dept.

Mr. Boynton concluded his remarks by reporting he will be out of the office on vacation from August 28 through September 5.

Selectmen's Reports:

Selectman White reported she received a phone call from the Historical Commission expressing concern for the oldest part of Evergreen Cemetery, which dates back to the Revolutionary War period. Mr. Wilcox can no longer do it, and no one else is available. There has been no mowing in this area. Selectman Trindade responded the old area of the cemetery is private property and asked Mr. Boynton if legal counsel could be retained to research the owner. Brief discussion followed. It was suggested that CPA Funds might be used to cover the maintenance expenses for the old section of the cemetery.

Selectman Trindade reported that athletic fields will be ready for use for the fall soccer season.

Chairman Crowley expressed concern that the Town's website needs to stay updated at all times. Mr. Boynton reported that a new webmaster was just hired. He will connect with the IT Director to set up a meeting with the Board in the near future.

**At 8:39 PM Selectman Trindade moved to adjourn; Selectman White seconded. No discussion.
VOTE: 5-0-0.**

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

**Board of Selectmen's Meeting
Tuesday, September 2, 2014 – 7:00 PM
Sanford Hall, Town Hall
155 Village Street**

Present: John Foresto, Vice-Chair; Richard D'Innocenzo, Clerk (7:32 PM); Glenn Trindade and Maryjane White.

Absent: Dennis Crowley, Chair.

Also Present: Missy Dziczek, Director, Council on Aging; Allison Potter, Assistant to the Town Administrator; Susy Affleck-Childs, Planning and Economic Development Coordinator; Richard Boucher, Director, Information Services.

At 7:00 PM Vice-Chair Foresto called the meeting to order and led the Pledge of Allegiance.

Public Comments: None.

Authorization of Chairman to Execute Contract with Greater Attleboro-Taunton Regional Transit Authority (GATRA):

The Board reviewed the following information: (1) Correspondence from Town Counsel; and (2) Draft contract.

Ms. Missy Dziczek explained that the handwritten changes should be approved in the near future. Selectman Trindade explained for viewers that this is for transportation.

Selectman Trindade moved that the Board authorize the Chairman (or, in the absence of the Chairman, the Vice-Chairman) to execute the GATRA contract as presented, as well as initial the changes made by Town Counsel; Selectman White seconded. No discussion. VOTE: 3-0-0.

Vote – Intent to Lay Out Azalea Drive as a Public Way:

The Board reviewed the following information: (1) Memorandum, dated August 15, 2014, from Susy Affleck-Childs; and (2) Lay out plan.

Ms. Susy Affleck-Childs stated that the first step is for the Board of Selectmen to lay out its intent. Then the matter is referred to the Planning Board for a recommendation, and later there is a public hearing. Selectman Trindade explained for viewers that the corporation building the development went bankrupt before the Town could accept the street. This is problematic because the Town is not responsible for repairs or maintenance until the street is accepted. Brief discussion followed.

Selectman Trindade moved that the Board of Selectmen express its intent to lay out as a public way Azalea Drive from Station 0+00 beginning at its intersection with Dogwood Lane running easterly, then northerly, then westerly through to its end at Station 24+87.19 and Azalea Drive from Station 0+00 beginning at Summer Street and running westerly to the end of that segment at Station 2+47.76, both as shown on the Azalea Drive Street Acceptance Plan dated 5/13/14 prepared by Precision Land

Surveying of Southborough, MA and Tetra Tech of Framingham, MA and to refer this matter to the Planning and Economic Development Board for a report and recommendation; Selectman White seconded. No discussion. VOTE: 3-0-0.

Report – Town Website and Social Media Plans, Rich Boucher, Director, Information Services:

There were no background materials.

Mr. Rich Boucher, Director, Information Technology, stated there is a concerted effort to keep the website current and to increase social media services via the website. The schools and the Town are on the same site but on different platforms. A technician has been hired on the schools' payroll but he will be working both platforms. Drupal is the schools' site and the Town is on First Class. With regard to social media, there are not a lot of Facebook followers on the Town's site, while the schools have more. Brief discussion followed. Being able to provide readable content in a social media format is a challenge; NovusAgenda may provide some solutions.

Selectman Trindade stated that he believes people should become accustomed to accessing the Town's website rather than relying on social media for specific updates. He acknowledged that there are dead links on the site as well as departments that have not posted anything recently. Mr. Boucher indicated the technician is working on analyzing those dead links to connect them up again.

Discussion followed on electronic transmission of meeting agendas, functionality of scanned documents and search parameters within the website. Responding to a question from Vice-Chair Foresto, Mr. Boucher stated the average life of a website is two to three years.

Public Hearing – Medway Oil, Underground Storage Tank License:

The Board reviewed the following information: (1) Public Hearing Notice; and (2) Application.

Present: Jeffrey Mushnick, and Troy Phillips.

At 7:27 PM Selectman Trindade moved that the Board open a public hearing on the matter of Medway Oil's request to amend its license for use of land for storage of flammable and combustible liquids, solids and gases; Selectman White seconded. No discussion. VOTE: 3-0-0.

Mr. Mushnick explained that propene gas has become more popular but he does not have the storage space to remain competitive. He already has a permit, but wants to install underground tanks to increase storage capacity.

Selectman Trindade asked if there are environmental or health concerns. Mr. Troy Phillips responded that propene gas has no impact on water or soil, though it is highly flammable.

At 7:30 PM Selectman Trindade moved that the Board close the public hearing; Selectman White seconded. No discussion. VOTE: 3-0-0.

After discussion, Selectman Trindade moved that the Board approve an amendment to Medway Oil's license for 37 Broad Street to increase the maximum underground storage of LP-Gas to 60,000 gallons and 1,000 gallons above ground; Selectman White seconded. No discussion. VOTE: 3-0-0.

Approval – Common Victualler License Application, Cumberland Farms, Summer Street:

The Board reviewed the application, dated August 26, 2014. No one was present.

Ms. Allison Potter, Assistant to the Town Administrator, explained that there are picnic tables for eating, which require the establishment to obtain this license. Cumberland Farms wanted to make sure they were in compliance as their grand opening is approaching.

Selectman Trindade moved that the Board approve the common victualler license submitted by Cumberland Farms for its location at 38 Summer Street; Selectman White seconded. No discussion. VOTE: 4-0-0. [Selectman D’Innocenzo entered the meeting at 7:32 PM.]

Appointment – Representative to Regionalization Task Force:

The Board reviewed an excerpt from the Selectmen’s meeting minutes on this topic. [It is noted that Medfield Selectman Richard DeSorgher would like to convene the first Regionalization Task Force meeting in September and has asked for Medway to designate a Selectman to it. Mr. DeSorgher attended the March 17, 2014 Selectmen’s meeting to speak about this topic.]

Vice-Chair Foresto briefly updated viewers on the initial meeting with Mr. DeSorgher in March. At the time, Selectman Trindade had expressed his willingness to represent Medway.

Vice-Chair Foresto moved that the Board designate Selectman Glenn Trindade to represent Medway on the Regionalization Task Force; Selectman White seconded. No discussion. VOTE: 4-0-0.

Appointments – School Building Committee, Michael Boynton, Town Administrator, and James MacLean, Facilities Director:

The Board reviewed a draft of the revised committee composition.

Selectman Trindade moved that the Board appoint Michael Boynton to the School Building Committee to replace Suzanne Kennedy, and, further, to appoint James Maclean to replace David Verdolino; Selectman D’Innocenzo seconded. No discussion. VOTE: 4-0-0.

Approval – One-Day Wine & Malt License, Medway Business Council, September 17, 2014:

The Board reviewed the following information: (1) Application; and (2) Recommendation from Police Chief, dated August 27, 2014.

Ms. Potter reported that all required documentation has been submitted minus the \$50 fee. She reminded the Board that it has the authority to waive a fee if it so chooses.

Selectman Trindade reported that this particular event is the Medway Business Council introducing Town Administrator Michael Boynton to the business community.

Selectman Trindade moved that the Board approve the Medway Business Council’s Request for a one-day wine and malt license for the Thayer Homestead at 2B Oak Street on September 17, 2014, with the stipulation that the wine and beer be purchased from a licensed alcohol wholesale distributor; for this one event the board will waive the \$50 for this license. Selectman White seconded. No discussion. VOTE: 4-0-0.

Approval – Action for Jackson Motorcycle Ride, September 20, 2014:

The Board reviewed the application accompanied by letter from Children’s Hospital

Selectman Trindade moved that the Board approve the Action for Jackson Motorcycle Ride to benefit the Down Syndrome Program Clinic at Boston Children's Hospital to be held on September 20, 2014 conditioned upon the recommendation of the Police Department; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.

Vote – Consent to Petrini & Associates' Representation of the Affordable Housing Trust in the Matter of 6 Cutler Street (Former Location of the American Legion):

The Board reviewed correspondence from Town Counsel.

[Consent may be withdrawn if the Board determines later than the representation does adversely affect or materially limit its representation of the Town.]

Vice-Chair Foresto indicated that, while Petrini & Associates is Town Counsel for the Town, it is also representing the Affordable Housing Trust as a separate entity.

Selectman Trindade moved that the Board determine, pursuant to Supreme Judicial Court Rule 3:07, PR 1.7(a) and (b), that Petrini & Associates' representation of the Town of Medway's Affordable Housing Trust (AHT) will not materially limit its responsibilities to the Town of Medway in matters related or not related to the potential purchase of 6 Cutler Street and that the Medway Board of Selectmen consent to Petrini & Associates' representation of the AHT; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.

Discussion – Governor's Appointment to the Medway Redevelopment Authority:

There are no background materials.

Vice-Chair Foresto reviewed the composition of the Redevelopment Authority and the fact that one appointment was to be made by the Governor. The Board's recommendation was ignored and a different individual was appointed.

Selectman White stated she is very disappointed in how this happened. The appointed person (not recommended by the Board) had every opportunity to be under consideration, but chose not to. It appears that he directly approached other entities to gain the appointment. The name of Richard Parrella put forward by the Board. He was interested in serving and had attended meetings, but was disregarded for the appointment.

Selectman D'Innocenzo commented that Governor Patrick has the right to make any appointment he chooses, but asked if there was any reason not to choose the individual who was recommended. To the Board's knowledge, there has been no feedback so to why its recommendation was ignored.

Selectman Trindade emphasized that this project, to fully develop the industrial park, has been of paramount concern for Medway for a number of years. An Economic Development consultant, Claire O'Neill, recommended the creation of a Redevelopment Authority to make progress in the development of the industrial park, as well as other areas in Town. One person on the Economic Development Committee who argued against the creation of this group is the same person who has now been appointed. Selectman Trindade urged that the Board send a letter to the Governor voicing its disappointment and indignation that its recommendation was ignored. Compounding the situation is the fact that Mr. Yorkis could have pursued the nomination by pulling papers to be on the ballot for

election but chose not to follow this route. It should be pointed out that there were a number of steps taken in the process of determining the Board's recommendation.

Vice-Chair Foresto stated he was also disappointed that the Governor did not reach out for the Board's thoughts before making such a decision. Mr. Yorkis could have used other ways to express his interest instead of circumventing the Board to secure the nomination.

At this time, Vice-Chair Foresto read into the record a letter from Richard Parrella as follows:

Dear Board Members,

I have been recently advised that Gov. Deval Patrick has appointed another individual to serve on the Medway Redevelopment Authority.

While I am neither shocked nor surprised at the workings of politics and the ethics or lack thereof involved, I am saddened that our Governor has chosen to override your board's recommendation and nomination.

I strongly believe I have always placed the concerns of the community first. As a resident of Medway first and a business owner second my independence has allowed me to address the issues above all else and to serve the best interest of Medway.

I wish to extend my most sincere appreciation and gratitude to the Medway Board of Selectmen for their nomination. Your unanimous support and trust in naming me as your nominee is held in high regards. Also, that of Representatives John Fernandes, originally Representative Jeffrey Roy and Senator Karen Spilka.

I wish the MRA good fortune in correcting a problem that has been present for 45 years; since the Industrial zone was created.

*Sincerely,
Richard A. Parrella*

Opening of Fall Town Meeting Warrant (Warrant Closing September 22, 2014):

The Board reviewed the Fall Town Meeting calendar.

Selectman Trindade moved that the Board open the Fall Town Meeting Warrant; Selectman White seconded. Ms. Potter stated department heads will be notified of the calendar which can also be posted on the Town website. No further discussion. VOTE: 4-0-0.

Action Items from Previous Meetings:

The Board reviewed the Action Items list. There were no updates.

Approval of Warrants:

The Board reviewed Warrant 15-10.

Selectman D'Innocenzo, Clerk, read aloud Warrant 15-10, dated 9/4/2014, submitted for approval:

15-10-S	School Bills	\$ 384,542.36
15-10	Town Bill	<u>\$1,155,702.79</u>
	Total	\$1,540,245.15

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

Selectmen Reports:

Selectman White – no report.

Selectman Trindade reported that posts on the Facebook page of the Friends of Medway have indicated a number of concerns about brown water. This generally means high levels of manganese and iron are in the water, but the recent water main work is the cause of some of the discoloration. Annual maintenance procedures have been put into place to decrease this occurrence. Residents who are experiencing difficulties should contact the Town. Residents should not use this water for laundry, and avoid use of bleach during these periods. Selectman Trindade also explained that the concentration of treatment chemicals is highest closest to the Town wells.

Selectman D’Innocenzo reported that the new synthetic turf at Hanlon Field is down and has been tested. The track is being worked on now and should be done within a couple of days. Work continues on the south field, and the trees have been cleared from the north field. It was noted that it may be set up so that the Turkey Trot on Thanksgiving Day may begin from the fields. Brief discussion followed.

Vice Chair Foresto announced that the new Energy Manager, Mr. Bob Weiss, started last week. His office is at the Middle School. The Board asked that he come to the next Board meeting to introduce himself.

**At 7:58 PM Selectman Trindade 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

*Dennis Crowley, Chairman
John Foresto, Vice Chairman
Richard D'Innocenzo, Clerk
Glenn Trindade, Member
Mary Jane White, Member*

Board of Selectmen's Meeting Minutes

October 7, 2014 at 7:00 p.m.

Senior Center

76 Oakland Street

Present: Chairman Dennis Crowley; Selectmen John Foresto, Richard D'Innocenzo, Mary Jane White, and Glenn Trindade; and Town Administrator Michael Boynton.

At 7:05 p.m., Chairman Crowley called the meeting to order and led in the Pledge of Allegiance.

Public Comments: None

2014 Fall Town Meeting Warrant Discussion:

Article 17- Community Preservation Act Fund Transfer: Housing Production Plan
Selectman Trindade moved that the Board approve Article 17 as written; Selectman D'Innocenzo second; No discussion; All ayes 5-0-0

Community Housing Coordinator Doug Havens provided the Board with a quick update on the affordable housing units that are planned for the American Legion property on Cutler Street. He said there is enough money in the Affordable Housing Trust for the Town's portion of the project. They plan to hold a neighborhood forum to discuss the project in the near future. He said the existing structure will remain and there will be 10 apartments consisting of 1, 2, and 3 bedroom units.

Excess Levy Capacity Discussion:

This item was taken out of order on the agenda due to the fact decisions about this impacted several articles on the Fall Town Meeting warrant.

The Board reviewed and discussed the Fiscal Year 2015 Budget Review summary provided by Town Administrator Michael Boynton, including the FY15 required adjustments and FY15 service needs requests. The Board discussed whether they should levy the excess capacity and to what extent in FY15, or wait until FY16 to make the adjustments. Levying the capacity in FY15 would increase residents' tax bills more than what they would otherwise experience. Residents will already see a \$194 increase in their tax bills for third and fourth quarters.

The Board reviewed each item individually to determine whether they would like to fund it. They then discussed how the \$229,943 in additional requests will affect residents' tax bills recognizing the tax burden that they are already facing. Chairman Crowley asked

the Board to consider using the funds in the Operational Stabilization Account to fund these items. Board members said they are hesitant to use these funds because there are other issues, including the OPEB trust and DPS facility that need to be funded. Also, the Operational Stabilization Account was created with one-time funds and all of the items on the list for the Board's consideration are recurring expenses. Additionally, Finance Director Melanie Phillips said that the Town needs to keep their stabilization funds at 10% of their operating budget to maintain their favorable bond rating. Finance Director Melanie Phillips confirmed that the average household will see an additional \$50 increase in their third and fourth quarter tax bills to fund the \$229,943 in additional requests if they raise it through the levy. Finance Committee Chairman Frank Rossi said the \$194 regular increase plus the additional \$50 increase will be an issue for residents. The following items were discussed:

- FY15 Required Adjustments

- Police Department – The request is for \$31,000 for the FY15 anticipated shortfall. Overtime, court time, and vehicle acquisition line items were cut in the Police Department's original FY15 budget. One officer has suffered an extended illness that has impacted the overtime budget. The Board said a patrolman was added several years ago to help with overtime issues but it appears this issue is ongoing. Chairman Crowley said he fully supports how Chief Tingley handled the officer's extended illness. This item is funded at \$31,000.
- Community Development – The request is for \$38,332 to supplement the amount that was already budgeted in FY15 to create two Community Development positions. The plan is to hire a full-time Director position at \$91,000 and an Administrative Assistant position at \$35,000. The positions were not fully funded in FY15 because they were not filled. The Board discussed in length using excess levy capacity to fund this item. They discussed the benefits and drawbacks of adding \$38,332 to this line item knowing that most likely there will be unexpended funds at the end of the fiscal year that will fall to Certified Free Cash. The Board chose not to fund this item. The Board instructed Administrator Boynton to move forward with the hiring process and said they would fully fund this next year.
- Building Department – The request is for \$12,500. Building Inspector John Emidy is retiring and the Town needs to make a vacation payout at the time of his departure. In addition, the new Building Inspector is being hired at a higher salary. This item is funded at \$12,500.

- FY15 Service Needs Requests

- Parks Department – This request is for \$76,295, which will fund two full-time positions. DPS currently maintains parks, fields, and areas around the municipal buildings. DPS Deputy Director Dave D'Amico said that they are

working on a Service Level Agreement (SLA) with the schools that will allow DPS to also maintain the school grounds. There will likely be unexpended funds at the end of the fiscal year because the positions will not be filled for the entire year. Mr. D'Amico said if the SLA is not executed they will not move forward with the hiring. Administrator Boynton said he plans to fill these positions by March 2015. Selectman Crowley said he would support partially funding this item knowing that the positions won't be filled for several more months. Selectman Trindade asked Treasurer/Tax Collector Melanie Phillips to provide the Board with the MUNIS reports related to the maintenance that the schools have provided to the school grounds and fields. This item is funded at \$76,295.

- Library – The request is for \$25,000. The goal is to open the Library every day at 10:00 a.m. As a result, the Library will be open 8 additional hours per week. Any remaining funds will be used to purchase books and periodicals. This item has not been fully funded since 2005. In addition, Selectman Trindade asked Administrator Boynton to follow-up with Library Director Margaret Perkins on the extended evening hours. This item is funded at \$25,000.
- Police Department – The request is for \$27,000 for additional training. Each officer is required to have 40 in-service training hours. Last year this was funded out of Certified Free Cash. The Board said this was presented as a one-time expense last year but it is actually an annual expense. The expectation is that next year this item will be funded at the new amount of \$47,000. The Board would like to know why some of the trainings were not included in Chief Tingley's initial FY15 budget and if they are mandated. This item is funded at \$27,000.
- Fire Department – The request is for \$20,000 for additional training. Chief Lynch said that they hope to bring on more call firefighters. Last year they had 14 call firefighters but are down to 4. They need to train and outfit each new recruit. He also said that when he joined the Medway Fire Department he recognized that the training budget was grossly underfunded. The Fire Department's FY15 budget originally included \$10,000 for training and he is asking for another \$20,000. The Board discussed the challenge in approving the additional \$20,000 and needing to level fund the budget next year. The Board said they need to look more carefully at retaining call firefighters and also asked Chief Lynch to provide them with a training plan that details which trainings will be completed over the next several years. This item is funded at \$20,000.
- Parks – The request is for \$38,148 to hire an employee to assist Rob Pearl with scheduling all of the Town's fields and recreational areas. The position would be within DPS but would be located at the High School with Rob Pearl.

The goal is to have the person take over scheduling and hopefully recruit more teams to use the fields and increase revenue. This item is funded at \$38,148.

Selectman Trindade moved that the Board approve \$229,943 in additional requests and raise it in the levy; Selectman Forest second; No discussion; 4-1-0; Selectman Crowley voted no.

2014 Fall Town Meeting Warrant Discussion (cont):

Article 1- Budget Transfer

Selectman Trindade moved to see if the Town will raise and appropriate and/or transfer the following:

Police Department	\$ 58,000
Building Department	\$ 12,500
Parks Department	\$114,443
Library	\$ 25,000
Fire	<u>\$ 20,000</u>
Total	\$229,943

from available funds for the purposes of funding Fiscal Year 2015 departmental and incidental expenses, or to act in any manner relating thereto; Selectman Foresto second; No discussion; 4-1-0 (Crowley nay)

Article 2 – Appropriation: OPEB Trust Account

Treasurer/Tax Collector Melanie Phillips said that the Other Post-Employment Benefits (OPEB) Trust Account needs to be funded or the Town risks losing its favorable bond rating. There is currently \$100,000 in the account and she is asking for another \$150,000 to be added. The Board agreed to use Certified Free Cash to fund this item.

Selectman Foresto moved to see if the Town will transfer \$150,000 from Certified Free Cash to the Other-Post Employment Benefits (OPEB) Trust Account, or to act in any manner relating thereto; Selectman Trindade second; No discussion; All ayes 5-0-0

Article 5 – Middle School Project: Transfer Funds to Site Improvements

Town Accountant Carol Pratt does not have a firm number for this article yet.

Chairman Crowley moved that the Board remove Article 5 from the Fall Town Meeting Warrant; Selectman Trindade second; No discussion; All ayes 5-0-0

Article 6 – Free Cash Appropriation: Police Department Training

Selectman Foresto moved that the Board remove Article 6 from the Fall Town Meeting Warrant; Selectman Trindade second; No discussion; All ayes 5-0-0

Article 7 – Free Cash Appropriation: Fire Department Training

Selectman Trindade moved that the Board remove Article 7 from the Fall Town Meeting Warrant; Selectman White second; No discussion; All ayes 5-0-0

Article 8 – Free Cash Appropriation: Choate Park Building Maintenance

Selectman Foresto visited the Choate Park Building with Bobby McGee to review the project's progress. He explained that there were some unexpected problems and expenses that came up as they renovated the building. It makes sense to do the additional repairs while they are renovating the building. Selectman Foresto said the budgeted \$10,000 contingency will be sufficient.

Selectman Trindade moved to see if the Town will vote to transfer the sum of \$35,000 from Certified Free Cash to supplement the \$50,000 appropriation authorized under Article 7 of the May 14, 2014 Annual Town Meeting to complete the repair of the Choate Park Building, or to act in any manner relating thereto; Selectman D'Innocenzo second; No discussion; All ayes 5-0-0

Article 11 & 12 – Route 109 Project Funding: Real Property & Design

The project requires \$360,000 to acquire the fee or other interests in real property and \$190,000 to fund additional design work. The Board discussed using Certified Free Cash, stabilization account funds, and Chapter 90 funds. The Board said they are hesitant to use Certified Free Cash because it will leave very little for FY16 capital projects. Treasurer/Tax Collector Melanie Phillips said it is critical that the value of the Town's stabilization accounts are at least 10% of the Town's operating budget to maintain its favorable bond rating. DPS Deputy Director Dave D'Amico said there is about \$500,000 in Chapter 90 funds available. There are funds from last year that were approved through the capital budget that can be used in the spring for road repairs. Mr. D'Amico said the Town may receive another \$400,000 in Chapter 90 funds but they have not received final confirmation from the Governor's office. The Board agreed to use the available Chapter 90 funds. If additional funds are required, they will use a portion of the funds that were set aside last year through the capital budget.

Selectman Trindade moved that the Board remove Article 11 & 12 from the Fall Town Meeting Warrant; Selectman White second; No discussion; All ayes 5-0-0

Article 16 – Community Preservation Act Fund Transfer: Amphitheater

The Community Preservation Commission (CPC) has not yet voted on this matter. They plan to discuss and vote on it at their November meeting. The Chairman of the Open Space Committee Tina Wright asked the Board to keep this article on the warrant until they have additional information. The plan is to construct a trail that will connect the Village Street parking and the Amphitheater. The Board agreed that they need to make sure that anything that is constructed meets all applicable Americans with Disabilities Act (ADA) guidelines. The Board is concerned that the design costs are about \$20,000, which means the project will cost approximately \$150,000.

Selectman Trindade moved that the Board leave Article 16 on the Fall Town Meeting Warrant as To Be Determined (TBD); Selectman White second;

All ayes 5-0-0

Article 20 – Street, Drainage Parcel, and Infrastructure Acceptance: Morningside Drive
The Planning and Economic Development Board still needs to hold the Public Hearing relative to this matter.

Selectman Trindade moved that the Board leave Article 20 on the Fall Town Meeting Warrant as To Be Determined (TBD); Selectman Foresto second; No discussion; All ayes 5-0-0

Authorization of the Chairman to Execute Contract Amendment for Water Main Replacement Design – Weston & Sampson:

DPS Deputy Director Dave D’Amico explained that this is a request for \$41,400 for design work related to water main replacement on Winthrop Street. DPS planned to replace the water main in a future year but it needs to be done sooner because of a development that is being built on Winthrop Street. They are going to hold off on doing water main work on Maple Street for now. They need to check the original article related to water main replacement to make sure Winthrop Street is listed. If not, they need to go back to Town Meeting for a vote.

Selectman Trindade moved that Board authorize the Chair to execute a contract amendment for water main replacement design with Weston & Sampson in the amount of \$41,400. The authorization is conditional upon the determination as to whether action at Town Meeting is needed; Selectman Foresto second; The Board asked for a breakdown by contract, including value, scope, and what roads are included; All ayes 5-0-0

Approval One Day Alcohol License – Medway Pop Warner Adult Social:

Selectman Trindade moved that the Board approve a One-Day Alcohol License for Medway Pop Warner for its Adult Social at the Thayer Homestead on October 24, 2014 with the proviso that the conditions outlined in Chief Tingley’s October 7, 2014 email are met, and that the Board vote to waive the \$50 application fee; Selectman White second; All ayes 5-0-0

At 9:33 p.m., Selectman Trindade moved to adjourn; Selectman Foresto second; No Discussion; All ayes 5-0-0.

Respectfully submitted,

Michelle Reed

MEDWAY BOARD OF SELECTMEN
155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
(508) 533-3264 • FAX: (508) 533-3281

*Dennis Crowley, Chairman
John Foresto, Vice Chairman
Richard D'Innocenzo, Clerk
Glenn Trindade, Member
Mary Jane White, Member*

Board of Selectmen's Meeting Minutes

October 21, 2014 at 7:00 p.m.

Presentation Room, Middle School

45 Holliston Street

Present: Chairman Dennis Crowley; Selectmen John Foresto, Rick D'Innocenzo, Maryjane White, and Glenn Trindade; and Town Administrator Michael Boynton.

At 7:01 p.m., Chairman Crowley called the meeting to order and led in the Pledge of Allegiance.

Authorization of Chairman to Execute Contract for Council on Aging Nursing Services:

The Director of the Council on Aging Missy Dziczek said the contract is for \$7,000 and will allow the Town to keep Linda Hastings on staff for 5 hours per week. Ms. Hastings has been in this position for several years. This position has been funded through a grant for the last four years. Ms. Dziczek said Ms. Hastings is very knowledgeable and they are very happy with the collaboration. Some of Ms. Hastings duties include leading classes, doing occasional home visits, and performing blood pressure and blood sugar checks.

Selectman Trindade moved that the Board authorize the Chairman to execute the contract for the Council on Aging Nursing Services as presented; Selectman White second; Resident Jonathan Minnaert of Summer Hill Road asked why these services were not provided by the Visiting Nurses Association (VNA). Ms. Dziczek said the Board of Health has a contract with the VNA but the services provided under this contract are not provided by the VNA. Ms. Hastings provides most of the services at the Senior Center although she is available for the occasional home visit; All ayes 5-0-0.

Public Comments:

Chairman Crowley acknowledged that some residents were in attendance to discuss their concerns about the new turf fields and the use of crumb rubber fill. Chairman Crowley invited residents to speak but reminded everyone that it is not a Public Hearing and the Board has regular business that they need to attend to as well. He also emphasized that Board members are always available to discuss residents' concerns and all of the Board of Selectmen's meetings are open to the public.

Steven Lee of Lovering Street said the concern is the use of crumb rubber fill and not the project in general. He said he would like the project stopped so that alternatives can be explored. He agreed that there is no conclusive evidence to show that crumb rubber fill

causes cancer. Mr. Lee said that Hanlon Field is almost complete but he thinks the Town should look at the alternatives for the other two turf fields that are not complete.

Alan White of Skyline Drive spoke as a concerned parent. He said he was initially excited for the project but became worried after seeing the NBC News report and doing some research. Mr. White said several factors should be considered, including the age of the children playing on the fields and how temperature may affect the product. He said it is possible that additional chemicals may be released on hot days. Also, the fill may degrade over time releasing carcinogens. Mr. White would like the safety concerns addressed before moving forward.

Andrea Kerr of Waterview Drive reiterated that the CDC has not made any conclusive findings but said it is odd that they have declined to comment on the subject. She said the NBC News report is continuing and wanted to know what will be done to remediate the situation if a link between crumb rubber fill and cancer is discovered.

Kirk Souza of Juniper Drive said he supports using an alternative fill even at a higher cost. He would also support replacing the crumb rubber fill at Hanlon Field. He said it is not likely that there would be answers to their questions soon and it is possible that people may not want to use the fields if crumb fill gets enough negative press.

Tracy Stewart of Lovering Street said she recently learned of a cork product that is 100% natural and can be used as a fill. Ms. Stewart said she believes people are just beginning to hear about this issue. She said she would like residents to have an opportunity to speak with Gale Associates. Ms. Stewart said she would like the Board of Selectmen to find a safe alternative.

Jonathan Minnaert of Summer Hill Road said he thinks it is important for the Town to consider an alternative fill from a legal standpoint. He said there could be lawsuits in the future if a link is found. Town Administrator Michael Boynton said the Town has some protection, including the Tort Claims Act and their contracts with Gale Associates and RAD Sports. The Town hired both firms to provide expertise. In addition, he thinks it would be very difficult to find that Medway did not use due diligence.

Medway resident and High School Athletic Director Rob Pearl said crumb fill has been used since the mid 1970's on fields and playgrounds and the above mentioned study is inconclusive. He said cork requires moisture, which can create potential mold issues, and none of the other alternatives has been tested. He said using fertilizer on grass fields is a big concern especially considering the fields' proximity to wetlands.

DPS Director Tom Holder provided an update on the progress of the fields. He said Hanlon Field is complete and the crumb rubber fill is installed. He said they anticipate that the entire project, including the parking lot and trails, will be complete by Thanksgiving. Mr. Holder said that synthetic turf fields can be used during the winter months but they will not be prepared to use these fields this winter. Athletic Director Rob Pearl said some groups have already expressed an interest in using the fields during the winter months for tournaments. The plan is to start using the fields in March 2015.

Selectman D’Innocenzo said that alternative materials are a good idea but there isn’t a lot of research on those products or their possible toxicity. He said crumb rubber has been around since the 1970’s and used on fields since the 1990’s. He said the concern is using an alternative fill that has not been researched and could cause injury. Selectman D’Innocenzo thanked resident Alan White for forwarding studies and research. Mr. Minnaert said it is important not to consider something safe just because it has been around for decades.

Selectman Trindade said this was not a callous decision and a committee worked for two years on this project. The goal was to create a quality and safe surface for the children of Medway to play on. He said one of the most important considerations was cushion. He said the committee looked at all of the research carefully and went with the best option. He assured residents that if a link between crumb rubber and cancer was found the Town would change the fields immediately. He noted that there are 11,000 turf fields in the U.S. He said grass fields have their own issues because they require the use of pesticides and fertilizers. Selectman Trindade said he believes the fields are safe and the right option. He reiterated that no testing has been performed on the alternative fill options. Selectman D’Innocenzo added that the existing grass fields will still be used so children will not play solely on the turf fields. In addition, the children will play on turf fields when they play in neighboring towns.

Ms. Stewart reported that the EPA has retracted turf safety assurances because Public Employees for Environmental Responsibility (PEER) filed suit. She provided photos of injuries that female professional soccer players have sustained from playing on turf. She added that the fumes from the rubber may cause neurological damage as well and urged the Board to delay putting down the crumb rubber. Selectmen Trindade said that the Board reads all the material that is forwarded to it and takes the issue very seriously. He said the article Ms. Stewart referred to was not about the danger of playing on turf but about the injustice of men playing on grass and women playing on turf for the World Cup.

Selectman White said she appreciates and respects the amount of work that has gone into this project, but she has concerns. She said it is worrisome that there are no answers to the questions that have been raised.

Discussion followed about delaying the project and using the winter months to further explore alternatives. Chairman Crowley reiterated the fact that there is no proof that there is a link between crumb rubber and cancer. In addition, a delay would impact the Town’s financial obligations. Selectman Trindade added that the committee and Board looked at all of the information and made the best choice.

Ms. Stewart asked if this topic could be discussed further at a future Board of Selectmen’s meeting. Chairman Crowley said the Board has a limited amount of time during meetings to deal with many issues but encouraged residents to set up informal meetings with members of the Board, limited to two because of the Open Meeting Law, to discuss this matter further.

Chairman Crowley thanked everyone for attending the meeting and participating in the discussion.

Approval of 2014 Fall Town Meeting Warrant Article Additions:

Article 17: (Utility Easement Grants: Route 109 Project) – This article would allow the Board of Selectmen to grant easements to the utility companies relative to the Route 109 project. Some of the utility poles will be located on Town property.

Selectman Trindade moved that the Board add an article to the Fall Town Meeting warrant to authorize utility easement grants associated with the Route 109 project; Selectman White second; No discussion; All ayes 4-0-0. (Selectman D’Innocenzo was not present for this vote.)

Article 21: (Amend Zoning Bylaw: Commercial District I) and Article 22: (Amend Zoning Bylaw: Adult Retirement Community Planned Unit Development) - Town Counsel recommended changes to the language of Article 21 and Article 22.

Selectman Trindade moved that the Board authorize language changes recommended by Town Counsel to zoning bylaw Article 21 - Commercial District 1 - and Article 22 - Adult Retired Community Planned Unit Development - should the Planning and Economic Development Board adopt these changes at its meeting on October 21, 2014; Selectman White second; No discussion; All ayes 4-0-0 (Selectman D’Innocenzo was not present for this vote).

Selectman Trindade moved that the Board recommend for approval Article 10 - Prior Year Bills - and Article 17 - Route 109 Utility Easement Grants; Selectman White second; No discussion; All ayes 5-0-0.

Article 1: (Fiscal Year 2015 Budget Appropriation) – The Board initially approved \$229,000 under this article to supplement the FY15 budget at their meeting several weeks ago. Since that meeting there has been significant discussion about this article. As a result, the Board made cuts to each line item and the total amount was reduced to \$113,500. The Board also discussed the variety of funding options including the levy, free cash, and the Finance Committee Reserve Account. In the end, the Board agreed to use funds from the Operational Stabilization Account. The balance of this account is \$196,000.

Money was set aside in this account several years ago in case the economy slowed and salaries needed to be supplemented. Selectman Foresto said the Board always intended to draw this account down to zero once it was not needed. Last year \$600,000 was transferred from this account to a reserve account for the new DPS Facility. Administrator Boynton said using these funds will not bring the total of the stabilization funds below 10% of the operating budget, which will be important in April when they go out to bond.

Frank Rossi and Chris Lagan, members of the Finance Committee, were in attendance and agreed that the reduced amount was a good compromise. Chris Lagan asked if free cash could be used to fund these items. The Board said the free cash is needed for road work because Chapter 90 funds are being used for work related to the Route 109 project.

Administrator Boynton said his preference is to fund the items in total at \$229,000 but he understands the Board's reluctance to raise the levy. The Board recognized that the items they are funding are recurring items that will need to be added to the FY16 budget. Everyone agreed that next year's budget will be tight. The Board asked that Article 1's language be revised to show that the funds will be transferred from the Operational Stabilization Account.

Selectman Trindade moved that the Board approve the new language for Article 1 as read by the Town Administrator; Selectman D'Innocenzo second; No discussion; All ayes 5-0-0.

Vote to Close Fall Town Meeting Warrant and Post:

Selectman Trindade moved that the Board close the 2014 Fall Town Meeting Warrant; Selectman White second; No Discussion; All Ayes 5-0-0.

The Board will be notified when the warrant is posted. Copies of the warrant will be available at Town Hall, the Police Station, the Library, and on the Town's website. A copy of the revised warrant will be sent to the Finance Committee for discussion at its meeting Wednesday night.

Authorization of Chairman to Approve Invoices Related to Middle School Renovation Project and the Middle School Site Improvement Project:

The Middle School Building Committee disbanded and voted to give the Board of Selectmen control over the remaining funds and pay invoices related to the project.

Selectmen Trindade moved that the Board authorize the Chairman to approve invoices related to the Middle School Renovation Project and Site Improvement Project; Selectman White second; No discussion; All ayes 5-0-0.

Approval – One-Day Alcohol License – William & Sue Shelley – Thayer Homestead – October 25, 2014:

Selectman Foresto moved that the Board authorize the issuance of a one-day alcohol license to the Shelleys for their October 25, 2014 event contingent upon submission of appropriate liability coverage and the Police Department's recommendation and to waive the \$50 fee; Selectman Trindade second; Chairman Crowley asked Allison Potter to make sure the applicants know liability coverage is absolutely necessary. Ms. Potter said she is working on this with the Shelleys; All Ayes 5-0-0.

Minutes:

Selectman Trindade moved that the Board approve the September 2, 2014 meeting minutes as written; Selectman Foresto second; No discussion; All ayes 5-0-0.

Selectman Trindade moved that the Board approve the October 7, 2014 minutes as amended; Selectman Foresto second; Chairman Crowley asked that the word agreed be removed from the bullets on page 2. Only the amounts should be listed; All ayes 5-0-0.

Action Items:

- Selectman Foresto asked the Board to review the fee related to the one-day alcohol license policy.
- Chairman Crowley said they are about to begin the leak detection process related to unaccounted for water. He said there may be some private funding available for this project. The Town will be examining the southwest corner of Medway.
- The Service Level Agreement with the schools needs to be finalized shortly after the Fall Town Meeting and the Board needs to have an understanding of the responsibilities prior to the meeting.

Town Administrator Report:

- The Community & Economic Development Director position has been filled.
- Today there was a retirement celebration for John Emidy. Administrator Boynton thanked Mr. Emidy for his hard work. He reported that the new Building Commissioner begins on October 27. He also thanked all of the department heads for their help during his transition this summer.
- A Red Cross Shelter Training will be held on October 28, 2014 at the Thayer Homestead.
- The Board of Health is holding a flu shot clinic on Monday, October 27, 2014 at the Senior Center from 3:00-5:00 p.m. The vaccination is free.

Selectmen Reports:

- Chairman Crowley spoke with Senator Spilka this morning. She said there are funds available to Medway for Open Space projects. Administrator Boynton will follow-up with Senator Spilka's office for more information, including when Medway needs to submit a letter of interest. The Board will discuss this further at its next meeting.
- The Board needs to adopt its budget policy in November.
- Chairman Crowley said he was happy with how the discussion on the turf fields went tonight. He said it is important for the Board to listen to all residents' concerns whether they agree with them or not. He thanked Selectman D'Innocenzo and Selectman Trindade for their work on this project.

At 8:58 p.m., Selectman Trindade moved to adjourn; Selectman White second; No discussion; All ayes 5-0-0.

Respectfully submitted,
Michelle Reed

**Board of Selectmen's Meeting
November 3, 2014 -- 7:00 PM
Sanford Hall, Town Hall
155 Village Street**

Present: Dennis Crowley, Chair (7:02 PM); John Foresto, Vice Chair; Richard D’Innocenzo, Clerk; Glenn Trindade, Member; Maryjane White, Member.

Staff Present: Michael Boynton, Town Administrator; Jack Mee, Building Commissioner; Allen Tingley, Police Chief; Melanie Phillips, Finance Director;

At 7:00 PM Vice-Chair Foresto called the meeting to order and led the Pledge of Allegiance.

Public Comments:

A resident reported that there is a window of opportunity relative to property located at 72 Main Street, and perhaps the Town might be interested in acquiring the property, as satellite Town offices or maybe a park. Adaptive uses are possible on the rear of the property. Traffic studies have already been done and reviewed several times. Brief discussion followed.

Introduction of Building Commissioner:

Mr. Boynton briefly summarized how he met Mr. Jack Mee, then the building commissioner in Walpole, where Mr. Boynton recently worked. Mr. Mee gave a brief summary of his experience, noting that he has a degree in construction from Wentworth Institute.

Overview of Exelon Project:

There were no advance background materials. A descriptive handout about the proposed West Medway Peaking Facility was distributed at the meeting.

Present: Representatives from Exelon as follows: Salvador Gonzalez, Director of Business Development; Jack Hughes, Operations Manager of West Medway plant; Tammy Sanford, Principal Environmental Project Manager (permitting); and Kevin Thornton, Regional Communications Manager (Public Relations).

Mr. Gonzalez stated that this is a project that could carry substantial benefits for Medway. Exelon is the largest competitive energy company in the United States, headquartered in Chicago and doing business all over the country. Over 34 million homes are served by Exelon facilities. He added that the company has owned and operated both small and large generators in the Boston area, including the Medway plant which has been in operation since 2002.

At this time, Mr. Gonzalez introduced the rest of the Exelon representatives Jack Hughes, Tammy Sanford, and Kevin Thornton.

Exelon is considering expansion of the existing facility with the installation of new equipment and wants to make the Town aware of this. Exelon will need the Town’s assistance and support to make it a success moving forward. The expansion will incorporate new, very highly efficient dual-fuel equipment at the existing 65-acre site on Summer Street, which is anticipated to be used mostly on very cold days or very hot summer days with the use of a secondary fuel. The proposed units are the most efficient available on the market today. All equipment will comply with state and federal regulations, as well as any local guidelines.

The community benefits include meeting electricity demands in peak hours as well as 200 jobs during construction and 4-6 full-time employees once construction is complete. It is anticipated that construction will last 12 months. Exelon hopes to be able to file for the necessary permits in September 2015 at which time the equipment would be ordered. Construction may not commence until mid-2016 with the intent to be operational mid-2017. The expansion will create roughly \$2 million per year in tax revenue. This equipment also makes possible the ability to utilize renewable energy. In the spirit of community outreach, tonight they are providing an introduction of the assessments and considerations the company has in mind.

Selectman White asked about their water needs. It depends on the use (capacity factor) or how long the equipment will be in use. It was noted that in the winter time during very cold weather, the equipment will need to operate 24 hours a day. Roughly 95,000 gallons of water a day was the estimate. Selectman D’Innocenzo asked if the water is circulated to be used again. No, once it is used, it is gone.

It was noted that the new equipment will not impact the conservation buffer as it will be placed on existing open space on the site.

The consensus of the Board was that many factors have to come together to move forward, i.e., capacity of the market and the need for this kind of energy. Selectman Foresto asked if there was a particular reason (trigger) that the company is considering this now. Mr. Gonzalez responded that they believe that they will be in a better position to more accurately define the project in the first quarter of 2015. Mr. Hughes stated the Exelon sells all their energy to ISO New England. Exelon bids to them for the daily prices. Because the existing units are old and inefficient, the numbers are too high to get into the market well. There is a major auction coming up, and that’s what Exelon is trying to be able to assess. Ideally Exelon would like to file for the necessary state permits in December of this year and obtain those permits in the next 18 months.

Selectman Trindade stated that the Board would like to tour the plant and asked the representatives to submit their contact information. Specific topics of interest include an explanation of the technology, an explanation of the business model and how Exelon interacts with the energy grid.

Chairman Crowley emphasized that the Board wants to make sure the abutters are well-informed about the process.

Mr. Boynton suggested the development of an informational website that might include a video and other information. For example, what sounds are emitted when the facility is up and running? Discussion followed.

Authorization of Chairman to Execute Special Conditions to Provider Agreement Between the Commonwealth of Massachusetts Executive Office of Health and Human Services/Office of Medicaid and Town of Medway for Additional Medicaid Reimbursements

The Board reviewed the following information: (1) Document entitled Special Conditions to Provider Agreement between the Commonwealth, Executive office of Health and Human Services, Office of Medicaid and the Town of Medway; and (2) Email, dated October 30, 2014, from Town Counsel.

Selectman Trindade moved that the Board authorize the Chair to execute the Special Conditions to the Provider Agreement between the Commonwealth of Massachusetts, Executive Office of Health and Human Services - Office of Medicaid and Town of Medway for additional Medicaid Reimbursement opportunities; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Approval/Authorization of Chairman to Approve NSTAR Athletic Field License Agreement:

The Board reviewed a License Agreement between NSTAR and the Town of Medway.

Selectman Foresto moved that the Board authorize the Chairman to execute the license agreement with NSTAR relative to the athletic fields, as presented; Selectman Trindade seconded. No discussion. VOTE: 5-0-0.

Approval - Executive Office of Public Safety and Security State 911 - 911 Support Grant - \$30,194:

The Board reviewed the following information: (1) Notice of Grant Award form; (2) Correspondence, dated October 24, 2014, from Frank Pozniak, Executive Director of the Office of Public Safety & Security; (3) Contract between Commonwealth of Massachusetts and the Town of Medway; and (4) Email, dated October 24, 2014, from Marilyn Godfrey, Grant Specialist, State 911 Department.

Selectman Trindade moved that the Board approve the 911 Support Grant offered by the Executive Office of Public Safety and Security State 911 in the amount of \$30,194; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Approval - FY13-14 EMPG Grant - \$5,955:

The Board reviewed the following information: (1) Notice of Grant Award form; (2) Contract between Commonwealth of Massachusetts and the Town of Medway; and (3) Email, dated October 2, 2014, from Kathleen Estridge, Project Manager/Office Coordinator, MEMA.

Chief Tingley stated this grant will be used to purchase hydrogen cyanide gas detectors which helps firefighters determine when the air is safe to breathe and can take off their masks.

Selectman Trindade moved that the Board approve the FY13-14 EMPG Grant offered by MEMA in the amount of \$5,955 for the purchase of hydrogen cyanide gas detectors and associated calibration equipment; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Discussion/Vote - Elderly Disabled Fund Appointments:

The Board reviewed Massachusetts General Law - Chapter 60, Section 3d.

Melanie Phillips stated that this was voted in the fall of 2009 at Town Meeting, and a committee has never been appointed. She suggested that Miss Dzikczek, Director, Council on Aging, be appointed. This fund is completely donation-driven with no monies from the Town. The committee should be comprised of three citizens-at large, and two more. The work will not require a large time commitment. Brief discussion followed.

Selectman Trindade moved that the Board appoint the Chairman of the Board of Assessors and the Treasurer to the taxation aid committee associated with the Elderly and Disabled Tax Fund and later identify and submit names for consideration as appointments for the three positions which, by statute, must be filled by Town residents; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Discussion - One-Day Liquor License Policy (Fee):

The Board reviewed Pages 2-4 of Alcohol Policy (adopted 12/3/12; amended 5/5/14)

Selectman Foresto briefly summarized that the present policy regarding a fee rests with the Board who, up until now, has waived the \$50 fee. It is now being suggested that the fee be eliminated.

Selectman Trindade moved that the Board of Selectmen revise the Alcohol Policy adopted 12/3/12 and amended 5/5/14 by removing the License Application Fee of \$50 associated with One-Day licenses; Selectman Foresto seconded. It was confirmed that this elimination of fee would apply to all applicants. VOTE: 5-0-0.

Action Items from Previous Meeting:

The Board reviewed the Action Items List.

Topics with significant comment were as follows:

#14 – If a meals tax is approved at Town Meeting, collection would begin at the start of the next quarter. This would allow the Town to address the obligation to begin funding OPEB.

#6 -- Discussion on unaccounted for water. Mr. Boynton stated he hopes to have an answer by end December.

#11 – Update on McGovern School replacement windows. It was noted that the School Committee has moved forward with the application to get into the state application cycle for Jan. – Feb. The project could cost around \$1 million, and the Town's portion could be roughly half of that. It was noted that the reimbursable amount is restricted to the costs associated with the replacement windows.

Approval of Warrants:

The Board reviewed Warrant 15-19.

Selectman D'Innocenzo, Clerk, read aloud Warrant 15-19, dated 11/7/2014, presented for approval;

Town Payroll	\$ 313,980.69
School Payroll	<u>785,455.65</u>
Total	\$1,099,436.34

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

Town Administrator's Report:

Mr. Boynton briefly summarized concerns about artificial turf fields. Information and research has been reviewed. Chairman Crowley posted a letter on the website and included a link to an informational packet.

Brief discussion followed on conversations with the Finance Director about the Town's ability to finance a new DPS facility, noting that a lot of research has been done on determining the right kind of facility that will meet all the Town's needs. Discussion followed on the approximate cost of a new facility which has been estimated as high as \$24 million. Chairman Crowley suggested giving the DPS Facility Committee input on an approximate cost of around \$9 - \$12 million as a starting point.

Selectman Trindade moved that the Board inform the DPS Facility Committee that the budget for this facility will be between \$10 million and \$12 million; Selectman Foresto seconded. Chairman Crowley noted that the Town's bonding capacity allows flexibility for other projects in the next five years, if necessary. No further discussion. VOTE: 5-0-0.

Other announcements included a Town Meeting reminder (November 10); Veterans Day Events; Town Offices will be closed on Veterans Day; and the Michele Gay School Safety Program at Medway Middle School on November 12. Mr. Boynton added that he will be attending the MMA Conference in Amherst on November 13 and 14 and will not be in the office.

Selectmen's Reports:

Selectman White, speaking as Town Clerk, reminded residents of the State Election and that polls will be open from 7 AM – 8 PM.

Selectman Trindade reported a conversation with Doug Downing to take a tour of the Charles River Pollution Control plant. November 22 or December 13 are potential dates. Both are Saturdays, but they will work with the Board's availability.

Chairman Crowley congratulated high school athletics on their recent accomplishments.

Chairman Crowley reported a conversation with Senator Spilka about affordable housing. He would like to have a meeting with the state about how difficult it is to fill affordable housing units, eligibility requirements, etc. Ms. Kisty reported that this particular topic is on the agenda for the meeting on November 17.

Chairman Crowley reported that he received a donation from the Vietnam Moving Wall group to purchase American flags. Brief discussion followed on the number of flags and locations.

Next Meeting:

The next meeting of the Board of Selectmen will be Monday, November 10, at Medway High School.

At 8:26 PM Selectman Trindade moved to adjourn; Selectman D'Innocenzo 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

*Dennis Crowley, Chairman
John Foresto, Vice Chairman
Richard D'Innocenzo, Clerk
Glenn Trindade, Member
Maryjane White, Member*

Board of Selectmen's Meeting Minutes

November 10, 2014 at 6:15 p.m.

Room 111, Medway High School

88 Summer Street

Present: Chairman Dennis Crowley; Selectmen John Foresto, Rick D'Innocenzo (6:28 p.m.), Maryjane White, and Glenn Trindade.

At 6:25 p.m., Chairman Crowley called the meeting to order and led in the Pledge of Allegiance.

Public Comments:

There was none.

Discussion – 2014 Fall Town Meeting Warrant Articles 1 (Reserve Transfer) and 11 (Amphitheater):

The Board referred to its copy of the Fall Town Meeting warrant.

There was no discussion on Article 1.

The Board was informed that Article 11 was likely be postponed until the 2015 Annual Town Meeting due to the fact it was not written as intended by the Open Space Committee. The Community Preservation Committee was meeting ahead of Town Meeting to make a decision about this article.

Mr. Trindade moved, seconded by Mr. Foresto, to support the recommendation of the Community Preservation Committee. It was unanimously voted: 5-0-0.

Discussion – State of the Town Presentation:

The Board referred to its copy of the PowerPoint presentation.

There was no discussion about this topic.

Donation Acceptance – Exelon Corp. - \$40,000:

The Board referred to a copy of the \$40,000 check from Exelon Generation.

Mr. Trindade moved, seconded by Mr. Foresto, to accept the Exelon donation of \$40,000 and to authorize the Town Administrator to expend the funds for water leak investigation. It was unanimously voted: 5-0-0.

Approval of Warrants:

Dr. D’Innocenzo read the warrant dated 15-20:

Town Bills	\$603,035.05
Town Payroll	<u>1,258.24</u>
Total	\$604,293.29

Mr. Trindade moved that the Board approve the warrants as read; Mr. Foresto seconded; it was unanimously voted: 5-0-0.

Letter of Support for Historical Society Grant Application:

Mr. Foresto stated the Historical Society has requested a letter of support from the Board for a grant application it will be submitting this month. He has a prepared letter he would like the Board to sign this evening.

Mr. Trindade moved that the Board sign the letter; Ms. White seconded; it was unanimously voted: 5-0-0.

At 6:33 p.m., Mr. Trindade moved to adjourn; Mr. Foresto seconded: it was unanimously voted: 5-0-0.