

Board of Selectmen's Meeting  
December 5, 2016 – 7:00 PM  
Sanford Hall, Town Hall  
155 Village Street

Present: Glenn Trindade, Chair (7:03 PM); Maryjane White, Vice Chair; Richard D'Innocenzo, Clerk (7:05 PM); Dennis Crowley, Member; John Foresto, Member.

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Carol Pratt, Finance Director; Bob Weiss, Energy Manager; Jim Smith, Route 109 Project Supervisor.

Others Present: Larry Ellsworth, Energy Committee; Matt Sorbo, Energy Committee.

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At 7:00 PM Vice Chair White called the meeting to order and led the Pledge of Allegiance.

**Gift Acceptance Request – Choate Park Clock, Jim Smith:**

*The Board reviewed the following information: (1) Letter from Jim Smith; and (2) Price Quote from Electric Time.*

Present: Jim Smith, Route 109 Project Supervisor.

Selectman Foresto read aloud the letter from Mr. Smith regarding a donation from the family of Cynthia Kairit Reding which will be used to purchase a clock to be installed in Choate Park. Vice Chair White stated that she knew Cindy [Ms. Reding] and that this will be a beautiful addition to the park.

Selectman Crowley asked the clock will get electric power. Mr. Smith responded it will be connected to the nearby crosswalk signal. He added that he already has the check from the family, and the Town will be purchasing the clock. It will take several months to make the clock and it will be stored at the vendor until it is ready for installation.

Mr. Boynton stated that the finance director will set up the account where the check will be deposited. Selectman Crowley remarked that, by the time this clock is installed, the cost will be close to \$20,000, including the foundation and other pieces. Brief discussion followed on the price quote and the installation.

**Selectman Foresto moved that the Board accept the memorial clock donated in memory of Cynthia Keirit Reding; Vice Chair White seconded. No discussion. VOTE: 5-0-0.**

At this time, Chairman Trindade entered the meeting room and Vice Chair White turned the gavel over.

**Public Comments:**

Mr. Fred Souza identified himself as a member of the Medway VFW, and committee chair for the Vietnam Moving Wall. He stated that a picture book of the Wall and its visit to Medway has been printed up and the VFW would like to present it to the Town. He announced that approximately 10,000 people visited the wall when it was on display for a single day in Medway. Responding to a question from the Board, he stated that there is an additional copy of the book that will go to the Medway Public Library, but no additional copies were made.

**Approval – Municipal Aggregation Consultant Contract, Colonial Power Group:**

*The Board reviewed the following information: (1) Individual Aggregation Plans from Towns of Medway, Franklin, Ashland, and Holliston with Colonial Power Group [examples]; and (2) Proposed Contract.*

Present: Bob Weiss, Energy Manager; Larry Ellsworth, and Matt Sorbo, Energy Committee

Mr. Weiss reported that he and the Energy Committee have negotiated a contract with Colonial Power, and it has been reviewed by Town Counsel. The consultant fee will be paid by the supplier, not the Town. Colonial will create the aggregation plan, working with Department of Public Utilities and coordinating the public hearings. With input from the Energy Committee, Colonial will also put together the RFP.

Responding to a question from the Board, Mr. Weiss stated that tonight's action is whether the Board votes to either sign the contract or not sign it. The contract is for the consultant services provided by Colonial Power, including management of the customer contact and customer service responsibilities along with the supplier. Discussion followed on potential savings, the RFP, the Town's role and related matters.

Selectman Crowley expressed concern that, while he respects the concept and all the time people have put into this project, he was struggling with some language on page 10 relative to entering and terminating agreements. Specifically, he was referring to the procedure for a ratepayer to opt out, noting that this is a much more restrictive process than was presented to the Board by Colonial Power. Mr. Weiss responded that this particular language is in the aggregation plan, but not the contract. We can be very specific in the contract. Mr. Ellsworth added that the Medway Aggregation Plan has not been fully developed yet. It will be written, and then reviewed extensively before it comes to the Board of Selectmen before being forwarded to the state for approval. We will have several months to review the provisions in the aggregation plan.

Mr. Boynton reminded everyone that Town Meeting approved the concept. These are sample plans for review so that the Board could see what has been done in other communities. Discussion followed on the public hearing, customer contact and plan development. Energy Committee members concurred with Selectman Crowley's concerns about the contract to the ratepayers to keep them informed.

**Selectman White moved that the Board execute a contract with Colonial Power Group for management of the Town's municipal aggregation program and energy related services; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

**Consideration of Appointment – Medway Cultural Council, Carla Cataldo:**

*The Board reviewed an Email dated December 1, 2016 from Peter Monego, Chair, Cultural Council. It is noted that Ms. Cataldo will be out of town and unable to attend the meeting.*

Chairman Trindade reported that Ms. Cataldo was away, noting that the Board had received a note from the Cultural Council that it had unanimously approved her appointment.

**Selectman Foresto moved that the Board appoint Carla Cataldo to the Cultural Council for a three-year term; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.**

**Discussion – Fiscal Year 2018 Budget Policy:**

*The Board reviewed the FY18 Budget Policy.*

Present: Carol Pratt, Finance Director.

Mr. Boynton stated a budget policy has been prepared which directs Town Departments to present a needs-based budget and specifying a deadline by which it needs to be submitted. Those departmental budgets are then combined into the Town budget by the end of December. The Town Administrator and Finance Director will work on the budget in January and February, after which time it will come to the Board of Selectmen for review. Selectman Crowley suggested that the fiscal calendar be included with the memo so everyone knows the timeline.

**Selectman Foresto moved that the Board approve the FY18 Budget Policy as presented; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

**Vote – Increase Conservation Commission Membership from Five to Seven:**

*The Board reviewed the following information: (1) Email correspondence dated August 4, 2009 from Town Counsel; (2) Meeting Minutes Excerpt --Board of Selectmen meeting held on December 21, 2009; and (3) 1961 Annual Town Meeting Warrant Article 6.*

Mr. Boynton reported that, by statute, the composition of the Conservation Commission could be seven members, and the Board had previously reduced it to five to alleviate quorum problems. Now the Conservation Agent would like to have more members for increased experience and insights.

Chairman Trindade stated that Ms. Dayna Gill has attended several meetings, and noted that she has Conservation Commission experience from the Town of Franklin. He indicated there is no associate position on the Commission where people can come to learn and take part. He expressed concern that people will lose interest if they cannot be active participants. The Board will need to officially appoint Ms. Gill, then advertise the other vacancy.

**Selectman Foresto moved that the Board increase the Conservation Commission membership from five to seven members; Selectman White seconded. No discussion. VOTE: 5-0-0.**

**Discussion – Potential Donation of Land on Summer Street:**

*There were no background materials.*

Mr. Boynton reported that this property that abuts the high school. A good portion of the property is “wet”, but it does have value to the Town because of its proximity to the school. There have been beaver issues out there and if the Town has control of the property, it can monitor that activity more closely. There is currently limited tax revenue from this property.

**Selectman Foresto moved that the Board direct the Town Administrator to send a letter to the property owner stating that the Board is interested in acquiring the property; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

**Annual License Renewals:**

*The Board reviewed the list of annual license renewals including those who have submitted all required documentation.*

There was brief discussion on the list of renewals which consisted of a list of existing licensees with approval status noted. Ms. Potter noted that all licenses are held until all required documentation is received and all licensees pass the necessary inspections.

**Selectman Foresto moved that the Board approve license renewals for the businesses provided in the Board’s packet conditioned upon the receipt of all necessary documentation, payment and**

**departmental approvals to renew the specific licenses; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

**Approval – Banner Display Request:**

*The Board reviewed a Banner Request Form dated November 15, 2016 – Medway High School Drama Club.*

The Board briefly discussed how long the banner would be mounted, and Ms. Potter reminded members that the Banner Policy specifies a time period of no longer than two weeks. The Board asked that the forms be updated to reflect this as the form states a maximum of one week. Selectman Crowley asked if the vendor would consider a discount on banners if all banners were purchased from them. Ms. Potter will look into it.

**Selectman Foresto moved that the Board approve the banner display request from the Medway High School Drama Club; Selectmen D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

**Approval – One-Day Liquor License Requests:**

*The Board reviewed Applications and Police Chief recommendations for the following events to be held at the Thayer Homestead: (1) Anne Mahaney and Jim Kenney, December 27, 2016; and Elaine Sullivan, February 19, 2017.*

**Selectman D’Innocenzo moved that the Board approve one-day liquor licenses for Anne Mahaney and Jim Kenney, and Elaine Sullivan for their events to be held at the Thayer Homestead on December 27, 2016 and February 19, 2017 subject to Police Chief’s recommendations and proof of appropriate insurance coverage; Selectman White seconded. No discussion. VOTE: 5-0-0.**

**Action Items from Previous Meeting:**

*The Board reviewed the Action Items List.*

It was noted that the public forum relative to the Recreational Facility Improvements is coming up. An additional forum will be held on December 20 with a third one to follow later. Selectman Crowley asked if the project will be ready for Annual Town Meeting. Selectman D’Innocenzo, a member of EPFRAC, assured him it would be, noting the committee is on track with the timeline.

Regarding the DPS Facility Building Project, Mr. Boynton reported he had spoken with a couple of property owners. He reminded the Board the building has to be funded within the current levy capacity. Discussion followed.

**Approval of Warrants:**

*The Board reviewed Warrants 17-24, 17-24S and 17-23SA.*

Selectman D’Innocenzo, Clerk, read aloud Warrants 17-24, 17-24S and 17-23SA, dated 12/8/2016, presented for approval:

17-24S	School Expense	\$517,401.67
17-24	Town Expense	\$333,192.99
17-2SA	School Payroll	\$ <u>2,210.22</u>
	TOTAL	\$853,804.88

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

**Approval of Minutes:**

*The Board reviewed draft public session minutes -- April 19, 2016; June 20, 2016; July 11, 2016; and August 15, 2016.*

**Selectman Foresto moved that the Board approve the public session minutes of April 19, 2016 as amended; Selectman White seconded. No discussion. VOTE: 5-0-0.**

After brief discussion, the Board asked that the video of the June 20, 2016 be reviewed to provide clarification on a contractor on page 5. These minutes will be considered at a future meeting.

**Selectmen Foresto moved that the Board approve the minutes of July 11, 2016 as presented; Selectman White seconded. No discussion. VOTE: 5-0-0.**

Regarding the public session minutes of August 15, 2016, the Board asked for clarification of the section relative to Integrated Resource Management on page 3. These minutes will be considered at a future meeting.

**Town Administrator's Report:**

Mr. Boynton reported that he has appointed 3 police officers, individuals currently serving as dispatchers. They will start attending the police academy in February. These officers will replace others who are retiring or leaving the force for other reasons.

It was announced that Sue Ellis, Human Resources Director, will be leaving Medway. Mr. Boynton theorized that the Town may be able to streamline and consolidate its HR services along with those from the School Department. Chairman Trindade noted Ms. Ellis was the first Human Resources Director after the new Town Charter was adopted. This role could also have been with the Town Administrator, but the Town opted to create a specific position for these responsibilities.

Mr. Boynton reported that prices and rates for solid waste disposal are being researched. He wants to get the best possible deal so wants to see what else is available. Recycling costs are also going up so he will look at the whole industry.

**Selectmen's Report:**

Selectman Crowley asked how the assisted living complex was progressing. Mr. Boynton responded that the developer closed on the property last week, noting that this was reported to the Planning office. It is anticipated that the project will break ground in the spring.

**At 8:27 PM Selectman White moved to adjourn; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.**

Respectfully submitted,  
Jeanette Galliardt