

Board of Selectmen's Meeting
July 11, 2016 -- 7:00 PM
Sanford Hall, Town Hall
155 Village Street

Present: Glenn Trindade, Chair; Maryjane White, Vice-Chair; Richard A. D'Innocenzo, Clerk; Dennis Crowley, Member; John Foresto, Member.

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Allen Tingley, Police Chief; David D'Amico, Deputy Director, Department of Public Services; Carol Pratt, Finance Director; Joanne Russo, Treasurer/Collector.

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

Public Comments: None.

Approval – Inter-fund Borrowings for Ambulance- \$140,000, Septic Betterment Loan - \$200,000, and Brentwood Drainage Project - \$55,000:

The Board reviewed the following information: (1) Memorandum dated July 7, 2016 from the Finance Director; (2) DLS Advance of Funds in Lieu of Borrowing Forms for Each Project; and (3) Brentwood Project Spending Report.

Present: Carol Pratt, Finance Director; Joanne Russo, Treasurer/Collector.

Ms. Pratt reported that the plan is to have the Board execute the borrowings tonight, and authorize two additional ones for a total of \$2.9 million. "Inter-Fund" means that the Town has the funds on hand to cover the borrowing. These actions will allow the specified departments to move forward with projects while awaiting the funds to be replaced in the fall. Responding to a question from the Board, Ms. Russo stated the funds will generally come from the Stabilization Fund and General Fund. Discussion followed on interest rates and current account balances.

Selectman Foresto moved that the Board vote to approve the Advance of Funds in Lieu of Borrowing Authorizations for the projects and in the amounts requested; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.

Approval – Contract with Tetra Tech for Engineering & Consulting Services:

The Board reviewed the following information: (1) Memorandum dated July 7, 2016 from the Planning and Economic Development Coordinator; and (2) Contract.

Mr. Boynton stated that this is a general services "blanket" contract with Tetra Tech. Most reviews are paid for out of a separate fund when the work is for the Planning Board. This contract is for other field work performed for the Town. There is a slight increase in the hourly fees from the previous contract, yet the rates are below what is considered "market" rate.

Selectman Foresto asked if this contract is in lieu of having professional engineer on staff. How much was spent last year? Mr. Boynton responded FY16's expense relative to this contract was \$110,000 and \$75,000 of it was spent on Planning Board services. This is a two-year contract.

Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Tetra Tech for Consulting & Engineering Services, as presented; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Approval – Contract with Sansoucy P.E. LLC for Utility Valuation Services - \$6,000:

The Board reviewed the following information: (1) Memorandum dated July 6, 2016 from the Assessors; and (2) Contract.

Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Sansoucy for utility valuation services in an amount not to exceed \$6,000; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Approval - Kleinfelder Northeast, Inc. Master Service Contract Extension:

The Board reviewed the following information: (1) Memorandum dated June 16, 2016 from the Director of the Department of Public Services; (2) Kleinfelder Fee Schedule; (3) 2012 Master Service Contract; and (4) Proposed Contract Amendment.

Present: David D’Amico, Deputy Director, Department of Public Services.

Mr. D’Amico stated this contract is for work centered on changes in regulations. \$39,000 was spent this year on storm related work. \$82,000 will be spent on work relative to the study that is coming up.

Selectman Foresto moved that the Board authorize the Chairman to execute a contract amendment with Kleinfelder Northeast, Inc. as presented; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Approval – Contract with Giombetti Electric, Inc. for Installation of Generator Key Interlock System at High School - \$24,039:

The Board reviewed the following information: (1) Memorandum dated July 11, 2016 from the Director of the Department of Public Services; and (2) Contract.

Mr. D’Amico stated the department was looking for an emergency shelter. The generator at the high school is not powerful enough if there were a significant number of people being housed there. The installation identified in this contract gives us the infrastructure to support a sizable generator that would power the school.

Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Giombetti Electric, Inc. for the installation of a generator system in an amount not to exceed \$24,039, as presented; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Approval – Contract with TASCOC Construction, Inc. for Culvert Repair & New Drainage - \$143,000:

The Board reviewed the following information: (1) Memorandum dated July 11, 2016 from the Director of the Department of Public Services; and (2) Contract.

Mr. D’Amico reported that a culvert collapsed on Village Street, and we need to repair the culvert and then repave the road. This has been on the wait list for some time.

Selectman D’Innocenzo moved that the Board authorize the Chairman to execute a contract with TASCO Construction for culvert repairs and new drainage in an amount not to exceed \$143,000; Selectman White seconded. No discussion. VOTE: 5-0-0.

Approval – Location of a Swimming Pool within Drainage Easement - 15 Tulip Way:

The Board reviewed the following information: (1) Quitclaim Deed; (2) As-built Plan; and (3) Map showing easement and placement of pool.

Selectman Crowley explained that a resident was installing a pool and learned that there was an easement in that location. DPS staff investigated and found that the easement could be moved approximately 20 feet away from the pool location and still accommodate the Town’s drainage needs. Town Counsel advises that the Town cannot grant a permanent easement now, but can grant a temporary easement and put the matter on the Fall Town Meeting warrant. Selectman Crowley asked that the Department of Public Services issue a letter stating that there is no impact on the use of the drainage easement if it is shifted to the side. Discussion followed.

Selectman Foresto moved that the Board grant temporary authorization for the location of a swimming pool by the owner within the Town’s drainage easement at 15 Tulip Way. Said location shall not interfere with the function and purpose of the drainage easement and shall be approved by the Medway Department of Public Services prior to installation of the swimming pool. Further, the owner shall provide on or before September 1, 2016 a survey plan prepared by a Registered Surveyor detailing proposed revised easement boundaries that exclude the new swimming pool location, with the understanding that the owner proceeds at his own risk and that this matter will be presented to Town Meeting which must approve any actual easement relocation; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Grant Expenditure Authorization – Green Communities Competitive Grant - \$216,577:

The Board reviewed the following information: (1) Letter/Grant Award; and (2) Grant Proposal, voted by the Board at its March 21, 2016 meeting.

Mr. Boynton explained the specific amounts noted within the grant award letter, as follows:

\$89,988 -- Various Streets in Town, Streetlights Conversion to LEDs;
\$87,495 -- Medway Police Department Headquarters, Install an Energy Management System;
\$12,386 -- Medway Fire Station #1, Retrofit Lights with LEDs and Install New Sensors; and
\$26,708 -- Medway Library, Retrofit Lights with LEDs and Install New Sensors

Selectman D’Innocenzo moved that the Board authorize the expenditure of the Green Communities Competitive Grant in the amount of \$216,577; Selectman White seconded. No discussion. VOTE: 5-0-0.

Discussion/Vote – Chapter 70 Resolution – Medway School Committee:

The Board reviewed the following information: (1) Correspondence, Medway School Committee; and (2) Chapter 70 Resolution.

Mr. Boynton provided a brief explanation of the Foundation Budget Review Committee initiative to secure increased education funding. Selectman Crowley asked where the money will come from. Mr. Boynton responded that he will ask the School Committee to meet with the Board to explain it.

The Board opted to take no action on this matter. Mr. Boynton will try to schedule the School Committee to come in on August 1.

Approval – One-Day Liquor License Requests:

The Board reviewed Applications and Police Chief Recommendations for the following Thayer Homestead events: (1) Suzanne Giangarra -- July 24, 2016; (2) Laurie Insel – August 6, 2016; (3) Tricia Sharpe – August 7, 2016; (4) Matt Zajac – August 19, 2016; (5) Judi Notturmo – August 21, 2016; (6) Martha White – September 1, 2016; and (7) Peter & Kristin Sigrist – September 5, 2016.

Selectman Foresto moved that the Board authorize one-day liquor licenses for Suzanne Giangarra, Laurie Insel, Tricia Sharpe, Matt Zajac, Judith Notturmo, Martha White and Kristen & Peter Sigrist for their events at the Thayer Homestead on July 24, August 6, August 7, August 19, August 21, September 1 & September 5, 2015 respectively, subject to the Police Chief's recommendations and proof of appropriate insurance coverage; Selectman D'Innocenzo seconded. It was noted that Chief Tingley says there have been no issues with the events held at this venue. No further discussion. VOTE: 5-0-0.

Action Items from Previous Meeting:

The Board reviewed the Action Item List.

Mr. Boynton reported that the Route 109 project has been given a green light. Signage will go up to announce that the project will be starting. Public meetings will be held in the next couple of weeks to update businesses and residents.

Mr. Boynton noted that work on the DPS Facility has been on hiatus since original cost estimates came in, adding that the market has changed substantially since planning began. He indicated he would like to resurrect this as the Town's financial status will be clarified in the coming weeks. Discussion followed.

Regarding Recreational Facility Improvements, Mr. Boynton stated that correspondence has gone out to various committees and boards that will play a role in this project. The EPFRAC committee is already in existence, and they have asked for representatives from the Historic District Commission, Finance Committee and Friends of Choate. Those names should be submitted to the Town Administrator's office as soon as possible. Selectman Crowley expressed concern that a group of 20 members might have a difficult time getting anything accomplished. Chairman Trindade emphasized that all participating groups have to be present so that a quorum is available at every meeting, and let those people know that there will be an accelerated meeting schedule. Discussion followed on whether a member should be removed from the committee if they miss two consecutive meetings. Selectman D'Innocenzo, EPFRAC Chair, suggested that each member designate an alternate who can attend the meeting in their place and submit that name to the Town Administrator. Lastly, Chairman Trindade expressed concern that the group's activities might vary somewhat from the scope of the article and suggested a discussion with Town Counsel. Mr. Boynton did not think the group's activities would be a problem.

Approval of Warrants:

There was no Warrant to approve.

Approval of Minutes:

The Board reviewed draft minutes from public sessions held on March 21, 2016; April 4, 2016 and May 9, 2016.

Selectman Crowley moved that the Board approve the public session minutes from March 21, 2016, as presented; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Selectman Crowley asked for clarification of a section of the April 4, 2016 minutes. The Board opted to hold review of these for the time being.

Selectman Foresto moved that the Board approve the public session minutes from May 9, 2016, as presented; Selectman White seconded. No discussion. VOTE: 5-0-0.

Town Administrator's Report:

Mr. Boynton expressed appreciation to the Fire Department for their efforts last week battling a recent house fire and a stables fire. He reported that all the horses were saved, mostly due to the water wall. Ms. Brenda Hamblin, Animal Control Officer, was instrumental in keeping the animals calm and safe. The barn was also saved. Other communities provided assistance, and there was no serious injury to firefighters.

Mr. Boynton also provided brief updates on road and sidewalk improvements and the State budget. He reported that the FY2016 final amount collected under the Meals Tax was \$138,000.

Selectmen's Report:

Selectman Crowley asked for an update on the proposed assisted living complex. Mr. Boynton stated that the facility will be purchasing a radio box fire alarm system for the Town. The real estate closing on the property is scheduled for this fall. It is anticipated that construction will begin shortly thereafter or early 2017.

Selectman Crowley asked Mr. Boynton to request that Ms. Stephanie Mercandetti provide an update on the Redevelopment Authority. It will likely be in September.

Selectman Foresto reminded residents of Medway Day taking place this Saturday, July 16, beginning at 2 pm. There will be lots of activities ending with fireworks.

At 8:26 PM Selectman Foresto moved to adjourn; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.

Respectfully submitted,
Jeanette Galliardt