

**MEDWAY BOARD OF SELECTMEN**  
155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053  
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*Glenn Trindade, Chairman  
Maryjane White, Vice Chairman  
Richard D'Innocenzo, Clerk  
John Foresto, Member  
Dennis Crowley, Member*

**Board of Selectmen's Meeting Minutes**

**October 4, 2016 at 7:00 p.m.**

**Sanford Hall, 155 Village Street**

**Present:** Chairman Trindade; Selectmen Maryjane White and Rick D'Innocenzo; and Administrator Michael Boynton.

At 7:11 p.m., Chairman Trindade called the meeting to order and led in the Pledge of Allegiance.

**Public Comments:** None

**Public Hearing –Vote on Potential Revocation of Class II Dealers License –Michael Doyle:**

*The Board reviewed the following information: (1) Notice of Bond Cancellation – CNA Surety; and (2) Correspondence.*

Assistant Town Administrator Allison Potter provided the Board with background on this matter. She said that Mr. Doyle has been licensed since 2000. Proof of bond is required by law as part of the Class II Dealers License. The Town received notice from CNA Surety that Mr. Doyle's bond was cancelled. The Town sent correspondence to Mr. Doyle that he must provide proof of alternative bond or his license may be revoked. The Town followed up with Mr. Doyle several times but has not received a response or proof of bond. According to state law his license needs to be revoked.

**Selectman D'Innocenzo moved that the Board open the hearing on the potential revocation of the Class II Dealers License currently held by Michael Doyle; Selectman White second; No discussion; All ayes 3-0-0.**

Town Administrator Boynton said if Mr. Doyle continues to sell after the revocation of his license the police department will be notified. Assistant Town Administrator Potter said the Registry of Motor Vehicles will also be notified. In July, the BOS was notified by CNA Surety that Mr. Doyle's bond was cancelled. The Town requested that Mr. Doyle supply proof of new bond several times. Via hand delivered correspondence on August 24, 2016, Mr. Doyle was informed that he had 10 days to comply or a hearing would be held on the revocation of his license. Chairman Trindade read the letter sent from CNA Surety to Mr. Doyle. He also read the letter from Town Administrator Boynton to Mr. Doyle. There has not been any communication from Mr. Doyle. A letter was hand delivered to Mr. Doyle's residence notifying him that the hearing was rescheduled from October 3, 2016 to October 4, 2016.

**Selectman D’Innocenzo moved that the Board close the hearing; Selectman White second; No discussion; All ayes 3-0-0.**

**Selectman D’Innocenzo moved that the Board revoke the Class II Dealers License currently held by Michael Doyle for non-compliance of the bond requirements per MA General Law Chapter 140, Section 58; Selectman White second; No discussion; All ayes 3-0-0.**

**Contract Approval - Nursing Services for Council on Aging – Katherine Tonelli - \$7,000:**

*The Board reviewed the following information: (1) Contract.*

The Director of the Council on Aging Courtney Riley said that this contract was in place prior to her hiring but was left vacant. She conducted interviews and believes Ms. Tonelli is the best person for the position. Ms. Tonelli will be available 4 hours per week to answer basic questions and take blood pressure and blood sugar readings.

**Selectman D’Innocenzo moved that the Board authorize the Chairman to execute a contract with Katherine Tonelli to provide nursing services for the Council on Aging in an amount not to exceed \$7,000 annually; Selectman White; No discussion; All ayes 3-0-0.**

**Contract Approval - Lorusso Corporation for School Street Sidewalk Reconstruction - \$91,486:**

*The Board reviewed the following information: (1) Memo – Thomas Holder, DPS Director; and (2) Contract.*

DPS Director Tom Holder said the sidewalks on School Street have been on capital improvement plan for a long time. They plan to begin work next week. He said this is needed and will be a dramatic improvement for this neighborhood.

**Selectman D’Innocenzo moved that the Board authorize the Chairman to execute a contract with Lorusso Corporation for reconstruction of sidewalks on School Street in an amount not to exceed \$91,486; Selectman White; No discussion; All ayes 3-0-0.**

**Contract Approval - Precision Industrial Maintenance, Inc. for Winthrop Street Culvert Repairs - \$84,000:**

*The Board reviewed the following information: (1) Memo – Thomas Holder, DPS Director; and (2) Contract.*

DPS Director Tom Holder said this project has also been on capital improvement plan list for several years and needs to be completed before the winter. He said there will be a minimal impact to the road. This bid was significantly lower than the other bids. Mr. Holder said he is confident that this company can complete the work.

**Selectman D’Innocenzo moved that the Board authorize the Chairman to execute a contract with Precision Industrial Maintenance for Winthrop Street Culvert repairs in an amount not to exceed \$84,000; Selectman White; No discussion; All ayes 3-0-0.**

**Grant Acceptance – Mass DEP Recycling Dividends - \$5,400:**

*The Board reviewed the following information: (1) Correspondence - Martin Suuberg, DEP Commissioner; and (2) Notice of Grant Award.*

DPS Director Tom Holder said this is the 3<sup>rd</sup> year Medway has received this grant. The Town gets credit for the recycling initiatives that are in place. These funds help provide compost bins, public outreach, and rain barrels. The funds will be used in the next calendar year.

**Selectman D’Innocenzo moved that the Board authorize the expenditure of the Mass DEP Recycling Dividends Grant in the amount of \$5,400 as presented; Selectman White second; No discussion; All ayes 3-0-0.**

Town Administrator Boynton said they have been looking at last 4 years of the solid waste budget. He reported that revenue has decreased. One factor is that the cost of recycling disposal has increased. Also the cost of producing the bags is going up. He said there has not been a fee increase in recent years. They are looking into this in greater detail to try to better understand what is going on.

DPS Director Tom Holder and Town Administrator Boynton wanted to let the BOS know that the reclamation of Oak Street may be delayed. They don’t want to start the project unless they can finish prior to the winter. Next week’s potential storm may impact this project and cause it to be delayed.

**Approval – Community Septic Management Program Interim Loan -\$200,000:**

*The Board reviewed the following information: (1) Memo - Joanne Russo, Treasurer; and (2) Loan Note.*

This is a program that is run through Board of Health. Funds are set aside for residents who need assistance financing the repair or replacement of their septic systems. Residents are eligible for a 2% loan over 20 years. Town Accountant Carol Pratt said 9 or 10 projects were completed over the last 2 years under this program. Collection has not been an issue as it goes on to the resident’s tax bill.

**I, the Chairman of the Board of Selectmen of the Town of Medway, Massachusetts, certify that at a meeting of the board held October 4, 2016, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was passed, all of which appears upon the official record of the board in my custody:**

**VOTED**

**(1) that the Town shall issue a bond or bonds in an aggregate principal**

**amount not to exceed \$200,000(the “Bonds”) pursuant to Chapters 29C and 111 of the General Laws and a vote of the Town passed May 9, 2016 (Article 13), which authorized a total borrowing of \$200,000, for a community septic management loan program (the “Project”);**

**(2) that in anticipation of the issuance of the Bonds the Treasurer is authorized to issue an interim loan note or notes (the “Notes”) from time to time in an aggregate principal amount not to exceed \$200,000;**

**(3) that each Bond or Note shall be issued as a single registered security, and sold to the Massachusetts Clean Water Trust (the “Trust”) at a price determined pursuant to the Financing Agreement;**

**(4) that the Treasurer is authorized to determine the date, the form, the maximum interest rate and the principal maturities of each Bond and Note, and to execute a Financing Agreement or Agreements with the Trust with respect to the sale of the Bonds and Notes, such date, form and maturities and the specific interest rate or rates 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;**

**(5) 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 agreement by the Treasurer, are hereby ratified, approved and confirmed; and**

**(6) that the Treasurer and the other appropriate Town officials are each hereby authorized to take any and all actions necessary or convenient to carry out the provisions of this vote, including execution and delivery of the Financing Agreement or Agreements and the Project Approval Certificate and Regulatory Agreement or Agreements relating to the Project.**

**I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth -2- in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds or Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.**

**Selectman D’Innocenzo second; No discussion; All ayes 3-0-0.**

**Approval – Indirect Cost Allocation Agreement for Enterprise Funds:**

*The Board reviewed the following information: (1) Agreement.*

Town Accountant and Finance Director Carol Pratt explained that the Department of Revenue (DOR) allows the Town to allocate certain expenses that are held in the budget of the General Fund to the Enterprise Funds for support that is being provided. Eligible expenses include administrative support for the Office of the Town Administrator, Accounting Office, Treasurer/Collector, and Human Resources. Ms. Pratt explained that a percentage of their cost (salaries, benefits, and expenses) are allocated back to the Enterprise Funds. There is also an allocation for IT support. The same formula has been used for many years to determine the allocations. The auditors review the allocation annually. The Department of Revenue supports this methodology. Town Administrator Boynton relayed Selectman Crowley's concern that this process not result in a higher fee to taxpayers. Chairman Trindade wanted to make sure residents understand that the Enterprise funds are not being used to sure up the General Fund.

**Selectman D'Innocenzo moved that the Board approve the FY17 indirect cost allocation agreement for Town enterprise funds as presented; Selectman White second; No discussion; All ayes 3-0-0.**

**Approval – Contract with Salmon Home Care for Public Health Nursing Services - \$14,150:**

*The Board reviewed the following information: (1) Memo – Beth Hallal, Health Director; and (2) Contract.*

Town Administrator Boynton said the Town is obligated to offer in-home nursing services. Salmon Home Care will provide home visits as needed and will work with the Town when communicable diseases occur. This agenda item was not part of the posted agenda as it just came to the attention of the Board today. Chairman Trindade said the Board felt it was important that they address it tonight. Administrator Boynton explained that this service is in place of a Public Health Nurse.

**Selectman D'Innocenzo moved that the Board authorize the Chairman to execute a contract with Salmon Home Care for public health nursing services in an amount not to exceed \$14,150; Selectman White second; No discussion; All ayes 3-0-0.**

**Banner Display Request – Medway Turkey Trot:**

*The Board reviewed the following information: (1) Banner display request form.*

**Selectman D'Innocenzo moved that the Board approve a banner display request for the Medway Turkey Trot 5k race; Selectman White second; No discussion; All ayes 3-0-0.**

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

**a. Nancy Antonino – Thayer Homestead – October 22, 2016**

**b. Kelly Bennett – Thayer Homestead – November 13, 2016**

- c. **Mark Kelley – Thayer Homestead – November 23, 2016**  
d. **Shirley Ann Bliss – Thayer Homestead – January 7, 2017**

*The Board reviewed the following information: (1) Applications; and (2) Police Chief's recommendations.*

**Selectman White moved that the Board approve one-day liquor licenses for Nancy Antonino, Kelley Bennett, Mark Kelley and Shirley Bliss respectively, for their events to be held at the Thayer Homestead October 22, November 13, November 23, 2016 and January 7, 2017 subject to Police Chief's recommendations and proof of appropriate insurance coverage; Selectman D'Innocenzo second; No discussion; All ayes 3-0-0.**

**Approval of Warrant:**

#17-15SP

School Payroll                \$834,683.83

#17-15P

Town Payroll                \$346,887.44

**TOTAL                \$1,181,571.27**

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

**Town Administrator's Report:**

- Town continues to work with neighboring towns to address a advanced life support (ALS) service provision. Met with 5 companies in last 2 weeks. Received 2 proposals. Price is a major issue. Dedicated ALS unit will cost about \$500,000. Community Ambulance is our primary ALS provided now. Brewster has a truck locally as well. This topic requires a lot more discussion. Chairman Trindade asked for a breakdown on rates.

**Selectmen's Reports:**

- Selectman White reminded residents that there will be early voting available.

**At 8:00 p.m., Selectman D'Innocenzo moved to adjourn; Selectman White second; No discussion; All ayes 3-0-0.**

Respectfully submitted,

Michelle Reed