

**Board of Selectmen's Meeting
October 16, 2017 -- 7:00 PM
Sanford Hall, Town Hall
155 Village Street**

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

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Carol Pratt, Finance Director; Dave D'Amico, Director, Department of Public Services (DPS); Susy Affleck-Childs, Planning and Economic Development Coordinator; Richard Boucher, Director, Information Technology; Jack Mee, Building Commissioner; Jeff Lynch, Fire Chief; Mary Becotte, Communications Director; Stephanie Mercandetti, Director of Community and Economic Development; Allen Tingley, Police Chief.

Others Present: Frank Rossi, Finance Committee Chair; Armand Pires, Superintendent.

Design Review Committee (DRC): Matt Buckley, Chair; Dan Connolly; Tom Gay, Planning Board Representative; Seth Kendall; Alex Kevork; Rachel Walsh, Vice Chair.

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

Public Comments:

None

Presentation – Design Review Committee (DRC) – LED Signs (Choate Park)

The Board reviewed the October 10, 2017 Report by the Design Review Committee.

Present: Tom Gay, Planning Board Representative to the DRC

Tom Gay reviewed the original charge from the Board of Selectmen in January of 2016 and approach the DRC implemented. Much research was required including understanding the technology, locating subject matter experts, investigating possible locations, evaluating if the current sign by-law addressed the technology and design guidelines including, structure/size, resolution/brightness, definition and administration of content. The final recommendations are provided by these topic areas: technology, location, visibility and installation requirements.

The DRC investigated the following areas in order to provide the final recommendations: the need for consistent and controlled communication including accessibility for updating and maintenance; potential locations including the impact on surrounding areas (3 locations will be recommended); current by-law and design guidelines support of the structure/size; resolution/brightness and color including readable/usefulness in different situations, i.e. pedestrian versus street traffic and speed, night versus day, and content including current municipality's usage, intent for utilization and central administration within the Town's current structure.

The DRCs recommendations were then presented including the overall advantages which include: scalability, as they are modular allowing for the right size for right location and central administration with on-line and blue-tooth capability allowing for ad hoc changes and central servicing of multiple locations. The specific recommendations follow:

Electronic Paper Display: Programmable sunlight to darkness visibility regardless of time of day was recommended.

Structure & Size: It was noted that the Town will need to apply for a permit based on size and type;

- Recommended Structure: indigenous stone and black metal hardware, appropriately branded as “Town of Medway”, human scale, in line with DRC Guidelines and current/future sign by-law. They suggested tying size and structure to specific location and it be professionally designed to reflect the area with the need to be sympathetic to installed location.
- Recommended Size: This reflects the size of technology, recommending a minimum of 3 feet high by 5 feet wide and a maximum 4 feet high by 7 feet wide, noting the larger size allows for wider, clearer and more sight lines.

Resolution, Brightness, Color:

- Resolution: The location dictates the need for accommodating both vehicle & pedestrian traffic; a 12mm minimum for pedestrians was suggested but the DRC felt 10mm was more appropriate for pedestrian traffic. Traffic pattern impact may result with multiple locations requiring different resolutions. The cost of resolution is decreasing and the highest possible resolution was recommended allowing for a longer product life with better return on investment. The lower the resolution number the better the display quality.
- Brightness: Programmability for day/time/weather was recommended and should be dimmable to a minimum of 350 NITs (unit of measure of light specifically applied to a LCD or LED which is progression from candlepower to NIT)
- Color: Full spectrum of color was recommended and pictures should be in full color and text at selected colors only.

Content: Use only by and for Town of Medway messages and notifications, community organization events, municipal activities, and other Town organizations with no Commercial advertising permitted was recommended.

Location: The preferred recommended location was Choate Park along with the largest size with the highest resolution as this is the most central location in Town. The two other recommended locations were the Medway Police Station, replacing current changeable letter sign noting this could be smaller with lower resolution and allows for multiple messages at one time since this is a high traffic area in the middle of Village Street and the Medway Middle School as this is centrally located going North/South and halfway between Village and Main Streets. These locations also do not impact busy intersections and yet are heavily traveled.

The Board thanked the DRC and commended their efforts and well documented process and recommendations. Selectman Foresto requested three questions/concerns be discussed. (1) What is the possibility of hacking since this would be Bluetooth compatible? The response was they are recommending it be hard-wired. (2) What are the operational and maintenance requirements and associated costs? The response was the software has built in warranties, guarantees and the option for purchase of maintenance contracts. Their research found the cost to maintain and run was minimal. (3) The concern for potential commercial use/overuse with the need for clear and specific definition of and for municipal use only. The DRC stated the by-law change is in process noting that the technology will continue to evolve and be different and preferences may change over time.

Next steps were then discussed. All Selectmen were in agreement with the recommended locations. The Board requested the DRC take on implementation of their recommendations including the tasks of design, performance, and operationalization. Chairman Matthew Buckley and the present committee members agreed to take on this project. The goal is to have the Choate Park sign up at the end of the Route 109 project. The Selectmen requested the proposal, inclusive of the budget, be ready for 2018 Fall Town Meeting thus allowing for spring of 2019 installation. Mr. Gay stated once the design is completed, installation time is short as the components are modular. The Board asked if the Choate location has already been evaluated and DPS Director David D'Amico shared the specific planned location. Town Administrator Boynton requested that Information Technology Director Boucher be included in the project as the Town will need to determine how to build this into the annual operating budget and the implementation of central administration. Mr. Boynton requested two items to be added as part of this project. First, investigation of the efficacy of adding Medway High School as a fourth location due to the number of activities and functions which occur at that location. Second, based on the cost, determine if these should be installed over time or all at once. Selectman Crowley requested the DRC focus on the Choate sign first and determine an implementation plan from there. The Board requested the DRC report the recommended implementation plan back to the Board in 3-4 months.

Approval – Fiscal Year (FY) 2018 Indirect Cost Allocation Agreements for Enterprise Funds

The Board reviewed the Fiscal Year 2018 Indirect Cost Allocation Agreements for Enterprise Funds.

Town Administrator Boynton explained this is an annual auditor required process and is consistent with prior years. Selectman Crowley stated the Selectmen need to look at these allocations closer than in past years during the budget process moving forward.

Selectman Crowley moved that the Board authorize the Chair to execute the Fiscal Year 2018 Indirect Cost Allocation Agreement for the Town of Medway Enterprise Funds. Seconded by Selectman Trindade. Discussion: The Board asked Finance Director Pratt if our process is acceptable to the Department of Revenue (DOR). Ms. Pratt stated the DOR has reviewed and approved this model and shared the Town of Medway model with other communities. This is how overhead is represented. Town Administrator Boynton stated this is a value decision by the Board allowing for clear and direct Board oversight. FY19 changes will be reviewed as part of the upcoming budget process. Selectman Foresto requested rational for any changes for FY19 be provided to the Board. **VOTE: 5-0-0.**

Approval – Contract with Hatch Asphalt Management for Saddle Hill Road Sidewalk - \$68,000

The Board reviewed the memo, bid and contract.

Town Administrator stated this was not addressed at the October 2nd meeting due to a protest from a non-selected bidder. Town Counsel stated the bid was appropriately processed and the Town could move forward. The urgency to move forward with this project was noted or this paving would need to be put off until next spring.

Selectman Trindade moved that the Board authorize the Chair to execute the contract with Hatch Asphalt Management for the Saddle Hill Road Sidewalk for \$68,000. Seconded by Selectman Foresto. No Discussion. VOTE: 5-0-0.

Discussion – Water Treatment Options

Town Administrator Boynton notified the Board that Haley and Ward recently delivered a draft review which will require review by himself and DPS Director D'Amico before a presentation can be made to the Board. This will be addressed at November 20th Board meeting as Mr. Boynton will not be present at the November 6th meeting.

Discussion – Road and Sidewalk Plan

The Board reviewed the e-mail from Town Administrator Boynton dated October 11, 2017 and the Spreadsheet detailing the six year plan; 2019-2024.

Present: DPS Director, Dave D'Amico

Town Administrator Boynton remarked this was a major undertaking by Mr. D'Amico and the DPS staff providing an opportunity to map out a plan focusing on mission critical areas with potential expansion in certain others. The approach considered conditions, numerical calculations, project management, and cost containment by geo-basing areas as much as feasible. Eighty percent will be addressed based on this 6-8 year plan with consistent funding across the plan years. Mr. D'Amico explained the analysis also included yearly chip seal and crack seal. Selectmen Trindade inquired about specific curbing or rebuilding/repaving plans for Oakland Street between Route 109 and the Senior Center. Mr. D'Amico stated high curbing is recommended for the high traffic areas with a more gradual curbing for lower traffic areas. The plan does not include addressing sidewalks past the Senior Center due to major engineering issues. Highland Street sidewalks were also cost prohibitive due to easement costs, large and multiple trees, etc. Selectman Crowley inquired if any members of the Board would have an issue with posting this plan on the Town Website. All Board members approved of posting this plan on the Town of Medway's Website and the specific points that the Town Administrator e-mailed to the Board.

Discussion on project funding proceeded including potential changes in specific year plans due to possible costs changes over time caused by multiple uncontrollable factors, for example the price of oil and the weather, which may extend the life of the overall project. Selectman Crowley pointed out the cost of inflation is not built in and asked if five percent should be added to determine the resultant impact. Mr. D'Amico stated the Department of Energy publishes energy costs inflation but due to the historical inaccuracy of this information, they do not include this when estimating project funding requirements. Town Administrator Boynton agreed to add inflation costs into the projected plan with the caveat of dependency on certain specific variables in the year. He cited one other important aspect to investigate would be utilizing some of the revenue for engineering, i.e. the section of Route 109 by Walgreens, which allows for the potential insertion of some work items into a larger project. Mr. Boynton noted some roads are not on the plan due to future projects to change the water main system. Selectman Crowley supported spending a portion of funds for engineering as funding for small projects could be part of a state funded Transportation Improvement Project (TIP). This would need to potentially be added to the May Town Meeting Warrant. Selectman Trindade suggested straightening out Holliston Street onto Village Street, due to the significant safety issue, as a potential TIP project option. Selectman Crowley suggested that Holliston Street toward Lovering Street area be added as well due to safety issues. ACTION ITEM Mr. D'Amico: Recalculate the plan based on the addition of inflation costs. ACTION ITEM Ms. Becotte: Post the plan and e-mail points to the Town Website.

Vote – Fall Town Meeting Warrant Article Recommendations

The Board reviewed the Fall Town Meeting Warrant, November 13, 2017.

Article 1: Town Administrator Boynton explained the Town, by law, is not allowed to pay a past Fiscal Year bill in the current Fiscal Year. These funds will come from existing budget line items. The Board requested the specific costs be added.

Selectman Trindade moved that the Board approve Article 1 with the addition of not to exceed \$6172.32. Selectman Foresto Seconded. No Discussion. Vote: 5-0-0

Article 2: Town Administrator Boynton explained this will allow an extension of time for expending funds for these projects.

Selectman Trindade moved that the Board approve Article 2. Selectman Foresto Seconded. No Discussion. Vote: 5-0-0.

Article 3: Town Administrator Boynton explained this allows for the Town to fund our share of the Fire Department Federal Grant.

Selectman Foresto moved that the Board approve Article 3. Selectman Trindade Seconded. No Discussion. Vote: 5-0-0.

Article 4: Town Administrator Boynton explained this allows the Town to repurpose funds not utilized and apply these funds to the specific projects.

Selectman Foresto moved that the Board approve Article 4. Selectman Trindade Seconded. No Discussion. Vote: 5-0-0.

Article 5: Town Administrator Boynton explained the need to rescind the unused funds borrowed for this project and the negative impact if this action is not taken.

Selectman Trindade moved that the Board approve Article 5. Selectman Foresto Seconded. No Discussion. Vote: 5-0-0.

Article 6: Town Administrator Boynton explained the need to rescind the unused funds borrowed for this project and the negative impact if this action is not taken.

Selectman Foresto moved that the Board approve Article 6. Selectman Trindade Seconded. No Discussion. Vote: 5-0-0.

Article 7: Town Administrator Boynton explained the intent of the Article to fund future replacement of the turf fields. Discussion on this Article followed. The Board requested a strategic and fiscal policy plan be in place before moving forward. The current balance and yearly expenses from this account were reviewed noting DPS was provided the authority to spend field maintenance funds at the last Town Meeting. The major utilization of these fields is by the School, who does not fund field maintenance. Finance Committee Chair Frank Rossi stated his committee requested the Parks come back to their committee with a plan. Selectmen Crowley and Foresto also noted these fields are being leased to outside private sports groups bringing in a lot more funding but resulting in lack of accessibility for our own Town sports programs. Mr. D'Amico stated rates and time allotted is also an issue. There is a need for direction and collaboration from the Selectman and Parks Commission regarding the target of funds for field replacement. Town Administrator Boynton explained how Finance Director Pratt and Mr.

D'Amico rebuilt the accounting system allowing for accurate expense tracking and ability to project revenue based on past data.

Selectmen Foresto moved that the Board recommend to make Article 7 a TBD. Selectman Trindade Seconded Trindade. No Discussion. Vote: 5-0-0.

Article 8: Town Administrator Boynton explained this is the Metro West Collaborative Development project known as Glen Brook Way. The Article language was prepared by Town Counsel and will be explained on the night of Town Meeting. These are Community Preservation funds specifically designated for affordable housing, not General Funds.

Selectman Trindade moved that the Board approve Article 8. Selectman Foresto Seconded. No Discussion. Vote: 5-0-0.

Article 9: Town Administrator Boynton explained this is for the purchase of 158 Main Street due to its historical significance and the bordering of Town recreational property.

Selectman Trindade moved that the Board approve Article 9. Selectman Foresto Seconded.

Discussion: The Board requested specific operating costs be provided. Mr. Boynton stated the costs were estimated at thirty-five percent of the value and were much lower than what the resident provided. Minimal costs for maintenance are anticipated as the resident just completed major repairs. He also noted the property was appraised at less than the selling price and the resident accepted this lower price. The Historical Society intends to lease the property and the Town will use the same model RFP as the Community Farm. Mr. D'Amico stated Mr. Womack still intends to build the wall needed resulting from the Route 109 project. It was noted that 189 Main Street was not purchased by the Town due to the high appraised value. The Builder/Buyer was able to pay more than the Town is allowed to by law. **Vote: 5-0-0.**

Article 10: Town Administrator Boynton explained this is for the purchase of the VFW at 123 Holliston Street and the funding of this purchase is in part by a borrowing of \$500,000 to be paid over 4 years. The funding from the General Fund allows for a future sale or use as a Town facility. It will be re-leased to the VFW for period of time still to be determined. He noted the following four advantages: (1) provides additional field space; (2) no longer available for potential development with a negative impact on Schools; (3) overall cost will be below the appraisal and low taking into consideration the purchase price and rental fees noting the Fire and Building Departments along with the Conservation Commission have all inspected the property; (4) in addition, \$250,000 will be used to establish a grant/scholarship for Medway High School students from proceeds of the sale. Selectman Crowley stated three benefits of this purchase; (1) the VFW approached the Board about this sale due to decreased membership and this allows them to stay active as a VFW post; (2) this allows access to 18 acres of open space that has been land locked; (3) the VFW would have to sell if the Town does not purchase, and there was concern this may result in another 40B development.

Selectman Trindade moved that the Board approve Article 10. Selectman Foresto Seconded. No Discussion. Vote: 5-0-0.

Articles 11 & 12: Town Administrator Boynton explained these are for the Parks Project. Article 11 is the General Fund piece, which does not have a specific number as we are awaiting the bids scheduled to open on October 25th, which occurs after the timeframe allowable to post the warrant. Estimated costs

are \$4 million which will be split; Community Preservation (CPC) funding \$2 million and the General Fund funding \$2 million noting many costs were not eligible for CPC funds. This has already been approved by Planning and Economic Development Board. Underground wiring at Oakland was determined to be a necessity, the cost of which is still pending.

Selectman Trindade moved that the Board approve Article 11. Selectman Foresto Seconded.

Discussion: The plan has already been vetted by the Board hence there is no need to review again.

Vote: 5-0-0.

Selectman Trindade moved that the Board approve Article 12. Selectman Foresto Seconded.

Discussion: The plan has already been vetted by the Board hence there is no need to review again.

Vote: 5-0-0.

Article 13: Town Administrator Boynton stated that the dollar figure needs work relative to Cassidy Field lighting. The original cost benefit analysis for one field was determined to be prohibitive hence it was removed from the original parks project and priced separately to obtain more at less cost. There are two options; (1) \$379,400 for the entire complex, not LED, or (2) \$424,000 full LED for the entire complex and back area. The original \$312,000 estimate does not meet the updated plan costs. Selectman Foresto stated concerns regarding the significant changes in pricing quotes, if it was publically reviewed and if residents living near the field are aware of the potential impact of the lighting changes. Selectman Trindade pointed out that Medway Youth baseball utilizes much of its own funds for improvement to these fields unlike other Town youth sports groups. Selectman Crowley confirmed these changes were publically reviewed at EPFRAC. Mr. Boynton stated this still needs ZBA Board approval and just puts the funds into play. It was noted there is no contingency in place and we still could go out to bid.

Selectman Trindade moved that the Board approve Article 13 at a funding figure of \$400,000.

Selectman D’Innocenzo Seconded. Selectman Foresto voted against. Discussion: The Board requested a discussion/dialog with Medway Youth Baseball respective to agreement to fund any potential overage costs due to lack of a contingency. **Vote: 4-1-0.**

Article 14: Town Administrator Boynton explained the current Permitting Software, People GIS, is failing both the Building and DPS departments with the immediate need to move forward with a different permitting company. Selectman Foresto stated the Town obtained a \$200,000 grant to fund People GIS and this is the 3rd Permitting Software in 10 years. Information Technology Director Boucher stated when Munis was originally implemented, it was known that it did not work with the Town’s permitting workflow so People GIS was brought in to meet this need. Mr. D’Amico stated at the time of Munis implementation, the crucial need for the Accounting functionality Munis could provide superseded the Permitting needs of other Departments. He stated DPS still requires People GIS for DPS Work-Orders but is failing DPS permitting requirement. Mr. Boucher stated Citizen Serve is more robust noting there is no system that works well for both DPS and Building processing requirements. Citizen Serve does not suffice for DPS. The \$18,000 requested covers 50% of the migration, training, conversion of data, and start up to get through this Fiscal Year. The second half of the costs will be addressed through the budgeting process for next Fiscal Year. The yearly maintenance costs per year moving forward are \$22,500.

Selectman Trindade moved that the Board approve Article 14. Selectman Foresto Seconded. No

Discussion. Vote: 5-0-0.

Article 15:— Town Administrator Boynton explained this changes the responsibility when applying for a demolition via the permit process to include a required review by the Historical Commission, changes the years from a 100 to 75 year structure, extends the timeline from 9 months to 1 year and has a new notification for abutters. Director of Community and Economic Development Mercandetti noted the 75 year structure is common in other communities.

Selectman Trindade moved that the Board approve Article 15. Selectman Foresto Seconded. No Discussion. Vote: 5-0-0.

Article 16:—Director of Community and Economic Development Mercandetti confirmed this just updates the names of the zoning districts.

Selectman Trindade moved that the Board approve Article 16. Selectman Foresto Seconded. No Discussion. Vote: 5-0-0

Article 17: -Town Administrator Boynton explained this modifies the definition of service establishments by taking those things listed in the table of uses and putting them into the actual definition thereby cleaning up the table of uses and clarifying the overall definitions.

Selectman Trindade moved that the Board approve Article 17. Selectman Foresto Seconded. No Discussion. Vote: 5-0-0

Article 18: Director of Community and Economic Development Mercandetti stated this addresses parcels split in two different zones; is an AR1 and AR2 clean-up issue and all owners have been notified. The Planning Board public hearing is tomorrow. Selectman Crowley stated this impacts parcels on Lovering Street where ½ acre lots would be converted to 1 acre lots with the current owner losing the ability to sell ½ lots. Understanding the issue is to clean up AR1 & AR2 but this puts a burden on the owner. The Board asked if there were any other articles with issues like this that impact zoning. Ms. Mercandetti stated a few residents have made inquiries on this change but only the Wilsons have come forward with specific concerns and they will be addressed at the Planning Board hearing.

Selectman Trindade moved that the Board approve Article 18 as TBD. Selectman Foresto Seconded. No Discussion. Vote: 5-0-0

Article 19: Town Administrator Boynton explained this replaces the wireless tower communication by-law with a new more modern by-law. Ms. Mercandetti explained it addresses the Zoning Board review of special permits, creates design standards, addresses compliance issues, and sets up a by-right provision, setting up three tiers in the by-law when special permitting issues arise.

Selectman Foresto moved that the Board approve Article 19. Selectman Trindade Seconded. No Discussion. Vote: 5-0-0.

Article 20: Town Administrator Boynton explained that in May Town Meeting, funding was approved for the acquisition of properties and this corrects that language to give the appropriate authority, specifically the Redevelopment Authority, the ability to begin expending these funds.

Selectman Trindade moved that the Board approve Article 20. Selectman Foresto Seconded. No Discussion. Vote: 5-0-0.

Discussion – Free Cash

The Board reviewed the Free Cash Analysis – FY2017 Document.

Town Administrator Boynton explained how the Town achieved \$3.1 million in Free Cash and would like discussion and direction from the Board on the plans for using these funds. One option is the concept Selectman Crowley presented at the last meeting of potentially providing additional tax relief to the community. The current plan is paying down the debt exclusion via utilization of the one-time permit money from Exelon. Finance Director Pratt explained the process and calculations used to get to the numbers in this document noting the only significant change from the past year was the deficit balance was much less in FY17. Selectman Crowley noted in addition to the deficit balance impacting this number, the expected grant money of \$500,000 for FY16 never came in until FY17 and, if we take these out, we would be back down to where we were last year. The intent was not purposefully increasing the free cash number. He requested the Board notify him if there are any additional agenda items to bring before the CIPC in the next two to three months as they are evaluating what to do with free cash.

Discussion – Exelon Revenue

The Board reviewed the updated Exelon Revenue Usage Projections.

Town Administrator Boynton stated he was ready to just hand out the changes discussed at the last Selectman's meeting but after meeting with Finance Director Pratt and Selectman Crowley, this updated document reflects an additional option for consideration by the Board. Selectman Crowley reviewed the updates to the document: Column 1: Mr. Boynton's original proposal; Column 2: changes to the original proposal based on the last Selectman's meeting; Column 3: new proposal including some type of tax relief. He also noted the residents in the audience that need to address the Board following this discussion.

Selectman Crowley reiterated the importance of the revenue from the Exelon one-time permitting fees falling to free cash for transfer into stabilization allowing the Town to draw on those funds to pay down the debt exclusion over the next four years, noting this action will also provide tax relief to the residents. He pointed out the amount of tax relief is not a huge sum using, for example, a home valued at \$400,000 house might save \$175-\$225. We cannot know the exact dollar figure as we do have a formula to calculate that, but are hoping to get one from the DOR. He then reviewed the specific line item changes in this new proposal. He pointed out that we cannot sustain the loss in the Solid Waste Enterprise Fund of \$100,000 yearly being paid out of retained earnings, as those funds will run out in four years. He then asked the Board for questions. Discussion about the Solid Waste budget ensued, including the difference in the Town of Medway structure versus other communities and the need for a fee increase to sustain this budget line if no action is taken. The suggestion was made to potentially increase the trash-bag fees over time. There was further discussion of tax relief and the net result over time. Mr. Boynton explained using the rough number of \$200 tax relief in year one sustained over the next 5 years would be \$1000 in total savings. Selectman Foresto pointed out the expanding commercial tax base should also have some impact on residential taxes. Selectman Crowley then explained the historical funding of the schools for level service and the potential impact over years of Exelon funding. It was noted that this is only a recommendation by the Board and the final recommendation will go to Town Meeting where residents will vote and have the opportunity to suggest changes. Mr. Boynton will be making a presentation at Town Meeting of the Board's final recommendation.

The Board invited the residents to come forward at this time for comment.

Public Comments: Stephanie Prentice, Lindsey Barker

Ms. Prentice and Ms. Barker requested the Town revisit offering free full day kindergarten. The Board directed them to the School Committee, which would determine the feasibility. The residents shared the tuition based full day kindergarten; April 2014 < \$1000; currently \$2475 along with anecdotal reports from Realtors who stated loss of prospects due to unavailability to free full day kindergarten. The Board suggested they reach out to School Committee during budget and also to the Finance Committee (FinCom), however noting the best option is negotiation with the School Committee. Superintendent Pires shared the current costs of \$380,000/year for full day kindergarten; noting the school's operating budget is already covering \$100,000 of that cost with anticipation of a 2.5 percent increase next year.

Superintendent Pires stated the additional \$500,000 from Exelon revenue may not get the Schools to level service. The Board inquired as to causative factors that the \$1.1 million would result in just a budgetary hold. Dr. Pires stated partially due to step/lane increases, some additional services, and this being a Collective Bargaining Agreement year. He noted providing the Board with specifics on Exelon revenue usage is difficult as this is very early in the budget planning process for next year; the closer and further in the budget planning will increase the accuracy. He also noted, unlike the Town, the School does not budget with anticipated left over funding. Town Administrator Boynton reviewed the Town's share of School Department revenues, the new revenue coming into the budget each year adding that money left on the table is designed for some level of tax relief but primarily to support the next Fiscal Year capital projects budget. He stated if all the dollars are utilized, there is no capacity the following year. He reviewed the challenge for the School Department budgeting from Fiscal Year to Fiscal Year, and the revenue/funding sources with the goal of funding annually some number that closely resembles what the true level service is or year to year growth allowing the schools to potentially provide full day kindergarten and/or other services knowing the half million does not get us there. Looking at the FY19 budget, that number may be different. Mr. Boynton wanted to point out (1) the Town and School have a well-established partnership and working relationship for budget planning (2) whatever specific points residents/schools feel are needs, this discussion needs to occur within the School Committee. The \$3.8 million in Exelon revenues does not cover all the needs of the Town and School. The three boards, Selectmen, School and FinCom will come up with an appropriate plan for Exelon revenue utilization. He noted the School Committee as the appropriate forum for Ms. Prentice and Ms. Barker to discuss their concerns.

Selectman Crowley requested the Board provide Town Administrator Boynton direction on the presentation of the Exelon revenue usage at Fall Town Meeting. Selectman Foresto felt it should be a higher level broad approach, noting this is what is under consideration and these are preliminary numbers only. The Board stated the onus is on the Town Administrator to explain the rationale or "whys", at Fall Town Meeting. Mr. Boynton felt all potential usages have been considered and requested the Board finalize the content by November 6th so discussion of any proposed changes can be discussed at the November 6th Selectmen's meeting agenda; noting he will not be at this meeting.

Chairman White requested a motion to extend the meeting past 10pm.

Selectman Trindade moved that the Board vote to extend tonight's meeting past 10pm. Selectman Foresto seconded. No discussion. Vote: 5-0-0

Authorization to Expend Exelon Funds for the Energy Conservation Awareness Program (\$20,000) and Emergency Preparedness Program (\$15,000)

The Board reviewed the Notice of Donation Fund/Authorization to Spend document.

Selectman Trindade moved that the Board authorize the expenditure of Exelon Funds for the Energy Conservation Awareness Program in the amount of \$20,000 and the Emergency Preparedness Program in the amount of \$15,000. Seconded by Selectman Foresto. Discussion: Town Administrator Boynton informed the Board that the funds are here but not accessible until the Board authorizes the expenditures. The current plans for the Emergency Preparedness program include Fire Department Training and a Table Top Exercise to test the Town's Emergency Management Plan. There are no current plans for the Energy Conservation Awareness Program, however, once authorized, the funds would be available. **VOTE: 5-0-0.**

Vote – Boston Metropolitan Planning Organization (MPO) Ballot

The Board reviewed the MPO Letter dated October 5, 2017 and the 2017 MPO Absentee Ballot.

Town Administrator Boynton informed the Board the Medway seat is up for re-election.

Selectman Trindade moved that the Board authorize a designee to the Chief Elected Official to cast the absentee ballot for the Town of Medway for the Boston Region Metropolitan Planning Organization seat. Seconded by Selectman D'Innocenzo. No Discussion. VOTE: 5-0-0.

Support Letter for Massachusetts Department of Environmental Protection (DEP) Administration of National Pollutant Discharge Elimination System (NPDES) Permit Program

The Board reviewed the proposed letter from Town of Medway to Massachusetts DEP.

There was no discussion on this agenda item.

Selectman Trindade moved that the Board vote to authorize the Chair to sign the support letter for MassDEP administration of the NPDES permit program. Seconded by Selectman D'Innocenzo. No Discussion. VOTE: 5-0-0.

One-Day Liquor License Request:

The Board reviewed the Police Chief Recommendations for the following events to be held at the Thayer Homestead: Medway Lions – October 23, 2017; Jennifer Davitt – November 16, 2017; Patrick Soares – December 2, 2017; Mary Londono – December 16, 2017 and Marie VanSaun – December 22, 2017

Selectman Trindade moved that the Board approve one-day liquor licenses for the Medway Lions, Jennifer Davitt, Patrick Soares, Mary Londono and Marie VanSaun for the events to be held at the Thayer Homestead on October 23, November 16, December 2, December 16 and December 22, 2017 respectively, subject to Police Chief's recommendations and proof of appropriate insurance coverage. Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Approval – One Day Auctioneer's License – Joseph and Jeffrey Luggen at Cybex - 10/25/2017

The Board reviewed the applications, state licenses and approval letter from Cybex.

Selectman Trindade moved that the Board approve the one-day auctioneer's license for Joseph and Jeffrey Luggen to be held at Cybex on October 25, 2017. Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Approval of Minutes: April 18, 2017; May 1, 2017; May 15, 2017; May 30, 2017; June 6, 2017; June 26, 2017; July 26, 2017; and August 2, 2017

Selectman Trindade moved that the Board approve the minutes for April 18, 2017. Selectman Foresto seconded. Selectman D'Innocenzo abstained. Discussion: Selectman White questioned if T.C. Scoops provided all of the required documentation. There was confirmation that all required documentation was provided. **Vote: 4-0-1**

Selectman Trindade moved that the Board approve the minutes for May, 1, 2017. There was no vote on this motion. Discussion: Selectmen D'Innocenzo requested that line 4 on page 14 be amended to reflect him posing the question "Why did people needed extra carts?" **Selectman Trindade withdrew the original motion.**

Selectman Foresto moved that the Board approve the amended minutes for May 1, 2017 reflecting the changes discussed. Selectman White seconded. **Vote: 5-0-0**

Selectman Trindade moved that the Board approve the minutes for May 15, 2017. Selectman D'Innocenzo seconded. No Discussion: **Vote: 5-0-0**

Selectman Trindade moved that the Board approve the minutes for May 30, 2017. There was no vote on this motion. Discussion: Selectman White requested Page 1, line 40 be amended to reflect "Gray Squirrel Circle". Selectman Crowley questioned Page 2, Line 16 "auction sale". Town Administration Boynton stated the minutes should be amended to read "bid sale" not "auction sale". Selectman Crowley requested Page 4, line 17 be amended to reflect that Selectmen Crowley made that comment.

Selectman Trindade moved that the Board approve the amended minutes for May 30, 2017 reflecting the discussed changes. Selectman Foresto seconded. Selectman D'Innocenzo abstained. **Vote: 4-0-1**

Selectman Trindade moved that the Board approve the minutes for June 6, 2017. Selectman D'Innocenzo seconded. No Discussion: **Vote: 5-0-0**

Selectman Trindade moved that the Board approve the minutes for June 26, 2017. Selectman Foresto seconded. No Discussion: **Vote: 5-0-0**

Selectman Trindade moved that the Board approve the minutes for July 26, 2017. Selectman Foresto seconded. Selectman D'Innocenzo abstained. **Vote: 4-0-1**

Selectman Trindade moved that the Board approve the minutes for August 2, 2017. Selectmen Foresto seconded. Selectman D'Innocenzo abstained. **Vote: 4-0-1**

Action Items from Previous Meeting:

The Board reviewed the Action Items List.

There was no discussion on this agenda item.

Town Administrator's Report:

Route 109 Gas Line Issue: Mr. Boynton has a meeting with the President of Columbia Gas, Mass DOT, and the contractor, Amorello, regarding the issue of gas line depth. Columbia Gas is contemplating replacing the line from Holliston to Lincoln Streets beginning tomorrow.

Open Meeting Law Changes: The Office of the Attorney General approved the updated change resulting in the following impacts:

- Recognizing the Town's Website as an official posting platform. The Board stated the need for a sign at the Town Hall entrance directing residents to the Town web-site.
- Minutes approved mandate where minutes must be approved within 30 days of the meeting or 3 consecutive meetings whatever is later. Mr. Boynton would like to institute a Town Policy and expectation that minutes be available at the next meeting for approval in order to get all Boards current. The Board felt the Night Board Secretaries may need additional training. It was noted that minutes should not be verbatim of a meeting but provide a flavor/synopsis of discussions. The Statute does not require posting of minutes. ACTION ITEM—Assistant Town Administrator Potter will forward KP Law's e-mail detailing these changes to the Board.

Town Administrator Out of Office Dates: These were reviewed with the Board noting Assistant Town Administrator Potter will be the Acting Town Administrator the weeks of October 21-28 and November 1-7.

Selectmen's Reports:

Selectman Trindade reminded the group of the need for three proclamations for the retiring staff members; Fred Sibley, Detective Grimes, and Lieutenant Boultenhouse. This Saturday evening is the retirement event for the Police. Selectman White will be attending and present the proclamations. November 2nd is the event for Mr. Sibley and Selectmen Foresto, Trindade and White will be in attendance with Selectman White presenting the proclamation.

Selectman White will be presenting the Veterans Day proclamation on Saturday, November 11, 2017.

Town Administrator Boynton informed the Board that Executive Session will not be required as updated documents were just received for 123 Holliston Street.

At 10:21 PM Selectman Trindade moved to adjourn. Selectman D'Innocenzo seconded. No Discussion. VOTE: 5-0-0.

Respectfully submitted,
Liz Langley
Administrative Assistant
Town Administrator's Office