

**Board of Selectmen's Meeting
December 3, 2018 – 7:00 PM
Sanford Hall
155 Village Street**

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

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Stephanie Carlisle, Compliance Coordinator; Barbara Saint André, Director of Community and Economic Development; Courtney Riley, Senior Center Director; Sandy Johnston, Communications Director.

Others Present: Sheree Storey, Verizon Representative.

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

Selectman Crowley requested a moment of silence in honor and memory of George Bush. Selectman White shared that James Coyle was a member of President Bush's campaign and gave Ms. White the lapel pin she was wearing this evening.

Public Comments: None

Public Hearing: Pole Relocation on Village Street (approximately 690 feet from center of Lily Street) by Verizon and Eversource

The Board reviewed the (1) Public Hearing Notice dated November 13, 2018, (2) October 25, 2018 letter from Albert Bessette, Jr., Verizon Right of Way Manager, (3) Petition for Pole Relocation with plan, and (4) Order for Joint Pole Relocation.

Selectman Trindade moved that the Board open the Pole Petition Public Hearing. Selectman Foresto seconded.

Ms. Storey explained the relocation of the pole on Village Street was to be moved 50 feet to the east, still in front of the same parcel of land. The purpose was at the request of the property owner for a driveway installation.

Selectman Foresto moved that the Board close the Pole Petition Public Hearing. Selectman Trindade seconded.

Selectman Trindade moved that the Board vote to approve the relocation of the pole numbered T.101/E/101 and jointly owned by Verizon and Eversource to a point on the southerly side of Village Street approximately six hundred ninety feet westerly from the center line of Lily Street as presented. Selectman Foresto seconded. No Discussion. VOTE: 4-0-0

Approval of Minutes: November 5, 19 and 26, 2018

The Board reviewed the draft minutes of (1) November 5, 2018 (2) November 19, 2018 and (3) November 26, 2018.

Selectman Trindade moved that the Board approve the minutes of November 5, 2018. Selectman White seconded. No Discussion. VOTE: 4-0-0.

Selectman Foresto moved that the Board approve the minutes of November 19, 2018. Selectman White seconded. No Discussion. VOTE: 4-0-0.

Selectman Foresto moved that the Board approve the minutes of November 26, 2018. Selectman White seconded. No Discussion. VOTE: 4-0-0.

Authorization to Expend Grant Funds: Green Communities Grant - \$95,257

The Board reviewed the (1) Notice of Grant Award and (2) contract.

Town Administrator Boynton explained that the Town had received this grant a while ago but was unable to complete the contract as some funding required Town Meeting approval. The contract falls under Massachusetts General Law (MGL) Chapter 25A and therefore allows us to go through this process and he reported Town Counsel's approval.

Selectman Trindade moved that the Board authorize the expenditure of the Green Communities Grant in the amount of \$95,257 as presented. Selectman Foresto seconded. Discussion: Selectman Trindade asked what vehicle is being purchased at the cost of \$10,000. Ms. Carlisle stated they are looking at a Nissan Leaf for the library at the cost of \$26,000, \$10,000 from this grant and \$16,000 from matching Town funding. Selectman Trindade questioned the frequency of usage by the library. Mr. Boynton stated the utilization will be assessed. Selectman Crowley asked why the cost for the Senior Center was different referring to the next agenda item. Ms. Carlisle explained the additional costs required in preparation to address the project. **VOTE: 5-0-0.**

Approval: Change Order for Senior Attic Insulation – Prism Energy Services - \$50,826

The Board reviewed the (1) change order, (2) amended Exhibit A of contract approved at the October 23, 2018 Selectmen's Debt Workshop, (3) original Exhibit A of contract, (4) amended Exhibit C of contract and (5) original Exhibit C of contract.

Selectman Foresto moved that the Board authorize the Town Administrator to execute the change order in the amount of \$50,826 with Prism Energy Services for the Senior Center Attic Insulation as presented. Selectman Trindade seconded. Discussion: Town Administrator Boynton explained the challenge with this five day project is the need for the building to be vacant noting the Town will minimize the disruption as much as feasible. Selectman Crowley asked if this is the first change order and since it is greater than 25 percent of the original project budget why this is not a new contract. Mr. Boynton explained that this project is under MGL 25A and this work was stipulated in the language in the original contract and approved by Town Counsel. Selectman Crowley requested that the closure be publicized as well in advance as possible. **VOTE: 5-0-0.**

Discussion/Vote: Public Utilization of Town Electrical Vehicle Charging Stations

The Board reviewed the memo dated November 28, 2018 from Stephanie Carlisle.

Town Administrator Boynton stated we are looking for direction from the Board noting the challenge is when someone plugs in their vehicle, there is an associated cost. Mr. Boynton asked if we want to implement a cost recovery model or allow free use as a community service. Selectman Foresto suggested to run this as a community service for a year and then review the costs assessing the feasibility of charging moving forward. Selectman Crowley stated his agreement with Mr. Foresto

voicing his concern that out of Town residents could be charging their vehicles. The Board asked if there is an ability to restrict usage to only Town residents and requested information about what type of security can be implemented. Selectman Trindade asked what the timeframe is to get a full charge. Ms. Carlisle stated it could take up to seven hours. Selectman Foresto requested Ms. Carlisle to contact the service provider to find out the availability of usage documentation. Selectman Crowley requested the Board receive a report of usage after nine months and, once available, that this information be disseminated to the residents and posted to the Town Website.

Discussion/Vote: Proposed Local Initiative Program (LIP) Application Guidelines

The Board reviewed the Proposed Guidelines for LIP Applications.

Ms. Saint Andre explained that in the last few months, three developers have approached the Town regarding potential 40B developments. We are trying to take advantage of our Safe Harbor status that is in effect until August 16, 2019, to find a friendly 40B developer. In anticipation of that, a LIP application must be signed off on by the Board of Selectmen before a developer can go before the Department of Housing and Community Development (DHCD) for project eligibility.

Ms. Saint Andre then reviewed the steps of the proposed guidelines recommended for adoption which include: (1) a preliminary review where the developer meets with the interdepartmental team including the Design Review Committee, Affordable Housing Committee and Trust along with meeting with the resident neighbors to gather comments and determine project viability. Selectman Crowley asked if there were any comments received from abutters and residents related to 39 Main Street and requested the developer present to the Board and residents at their next meeting on December 17th. Ms. Saint Andre stated there were no questions received after the community meeting. Selectman Crowley stated the purpose of the discussion at this meeting is to discuss what the LIP is and vote on the proposed application guidelines. Ms. Saint Andre reviewed the second step which is the specific contents of the application noting there is a hard copy of the LIP for 39 Main Street in the Town Administrator's office and an electronic copy will be posted to the Town Website. The third step is notification to the abutters and a public hearing. She noted that there is no state law requirement for a public hearing but suggests that one be held as a best practice. One of the questions to the Board, and Ms. Saint Andre recommends, is that there be no fee to come before the Board for the application, as all the Board is doing is signing the application that then has to go to DHCD for further review. The developer still needs to complete the same comprehensive permit process that includes a substantial filing fee just like any another type of development. Selectman Crowley asked if the negotiations for 39 Main Street will be settled by the next Selectmen's meeting so the specifics can be shared with the residents. Mr. Boynton stated he believes the negotiations will be completed to the degree that the information can be shared with the residents. The next and final step would be the hearing where the applicant would provide a presentation and answer questions from the Board and residents. The Board would then vote on the application.

Selectman White asked for confirmation that by having a friendly 40B, the Town has more say in the development, along with this helping to maintain our Safe Harbor status. Ms. Saint Andre confirmed and noted the comprehensive permit for 39 Main Street would need to be approved by August 16, 2019, which would provide one more year of Safe Harbor status for the Town and would then allow the Town to deny a unfriendly 40B. Selectman Crowley noted this assumes that we don't lose any that are currently in the pipeline, specifically Timber Crest and Glen Brook Way. There was further discussion about the affordable units being provided to Medway versus non-Medway residents and the impact. Ms. Saint Andre stated the further benefit is that Medway residents can work with the Town's Housing Coordinator for assistance.

Town Administrator Boynton noted that these are guidelines only and commended Ms. Saint Andre on her efforts to put this document together. Selectman Crowley requested that Ms. Saint Andre put a draft negotiation information document together related to 39 Main Street.

Selectman Foresto moved that the Board approve the Local Initiative Program (LIP) Application Guidelines as discussed without any application fees. Selectman Trindade seconded. No Discussion. VOTE: 5-0-0.

Approval – 2019 License Renewals

The Board reviewed the list of existing licensees with approval status.

Town Administrator Boynton noted that the vast majority of licensees have completed all items reporting that no licenses would be released until all requirements are completed.

Selectman Trindade moved that the Board approve the license renewals for the businesses provided in the Board's packet conditioned upon the receipt of all necessary documentation, payment and departmental approvals required for renewal of the specific licenses. Selectman D'Innocenzo seconded. Discussion: Selectman Crowley asked what happens if the requirements are not met. Town Administrator Boynton replied that Town Counsel has stated that a non-renewal status is not sufficient to close someone down. After January 1st, we would need to begin a revocation process. Mr. Boynton stated certified letters would be sent to all those with outstanding issues this week. **VOTE: 5-0-0.**

One-day liquor License Applications

The Board reviewed the Police Chief's recommendations for Jeff & Scott Connolly, Hithendra Pothu, and Heather Bliss.

Selectman Foresto moved that the Board approve the one-day liquor licenses as presented subject to the Police Chief's recommendations and proof of appropriate insurance coverage. Selectman Trindade seconded. No Discussion. VOTE: 5-0-0.

Action Items from Previous Meeting

The Board reviewed the Action Items dated November 5, 2018.

Route 109 Project: Selectman Crowley reported the traffic lights will be activated at the Plaza in the next couple of the weeks for pedestrian safety reasons. He asked if both the old and new street lights will be on. Town Administrator Boynton confirmed stating after the project is fully complete, the Town will revisit the lights to assess any redundancies.

DPS Facility Building Project: Selectman Crowley requested an update. Town Administrator Boynton stated the architect is meeting with the DPS staff to address the internal facility layout to ensure the design is fully functional. He reported permitting is on track and moving forward. We are currently dealing with how the architect wants the bid documents to look versus how Town Counsel wants them to look. Selectman Crowley reminded Mr. Boynton that the Board wants this ready for May Town Meeting. Mr. Boynton reported no issues are anticipated with the permitting.

Unaccounted for water loss status report: Mr. Boynton reported the update based on the last quarter bills is just over 11%. He requested that Superintendent Smith look at what other communities are using for the formula to determine this calculation. As of today, there was a spike in usage at one of the

wells, which means there is a leak somewhere, but we are unable to determine the location as they do not come to the surface immediately. The staff are looking at each street to see if anything is bubbling up. Selectman Crowley asked for the cause of this percentage dropping substantially. Mr. Boynton stated this is due to the three substantial underground leaks that were found and repaired.

Medway Plaza Redevelopment: Selectman Crowley reported that they met with developer noting the design keeps changing and they were sent more information and we anticipate an updated response.

Charter Changes Update: Selectman Crowley requested an update on the status of the Charter changes. Town Administrator Boynton stated once this is received from Town Counsel, the Board will then need to vote on the changes and it will then be sent to Representative Roy as we are targeting getting the State approval in time for the May election. Selectman Crowley asked about the impact if this is not completed by the May election. Mr. Boynton stated the only impact would be with the Water and Sewer Commission.

Town Administrator's Report

There were no items for the Board to review.

Town Administrator Boynton announced that Peter Pelletier, the new DPS Deputy Director started today and reviewed his background.

All-Boards Appreciation Event – 7pm Monday – Chairman Remarks: Town Administrator Boynton reported approximately sixty members plan to attend noting there is no formal agenda with just remarks from the Board of Selectmen Chairman.

Fiscal Year 2020 Budget Process: Town Administrator Boynton reported the department heads are putting budget requests in and requested any feedback from the Board in the next couple of days. He reported good news, stating we have renewed with Tufts with only a 4% increase and he believes the senior plans are a zero a percent increase. The Board requested that the first Saturday in March be scheduled for their departmental budget meeting. They further requested that the Legislative Breakfast be held in Sanford Hall and be scheduled around Senator Spilka's availability.

Norfolk County Advisory Board Meeting – MEB to Attend – Wed. Night: Town Administrator Boynton reported he will be attending this meeting.

5-Town BOS Meeting – Thursday 7pm - Thayer: Town Administrator Boynton reminded the Board of this meeting this Thursday at 7pm at the Thayer Homestead.

Town Administrator Out of Office – Nothing Scheduled

NEXT Regular Selectmen's Meeting – December 17, 2018

Selectmen's Reports

There were no items for the Board to review.

Selectman Foresto commended the Christmas Parade participants and attendees, noting this is paid for by private donations.

Selectman Trindade reported the video of the Christmas Parade is available noting this event began twenty years ago and has always been funded by private donations. He stated MABA (basketball) started intramurals on Saturday and travel on Sunday.

Selectman Crowley wished all the winter sports teams' success along with the students taking SATs.

At 8:01 PM Selectman Trindade moved to adjourn. Selectman Foresto seconded. VOTE: 5-0-0.

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