

**Board of Selectmen's Meeting
October 1, 2018 – 7:00 PM
Sanford Hall
155 Village Street**

Present: Richard D'Innocenzo, Clerk; Glenn Trindade, Member; Maryjane White, Member.

Absent: Dennis Crowley Chair; John Foresto, Vice Chair.

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Donna Greenwood, Principal Assessor; Courtney Riley, Director, Council on Aging.

Others Present: MaryLou Staples, Chair, Council on Aging.

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

Public Comments: None

Approval of Minutes: September 17 and 24, 2018

The Board reviewed the draft minutes of September 17, 2018.

This agenda item was not discussed at the meeting.

Discussion/Approval: Common Victualler License – Spiros Vrakas – Medway Famous Pizza

The Board reviewed the (1) application and (2) Departmental Sign-Offs.

Assistant Town Administrator Potter stated Mr. Vrakas purchased the business and is taking over from the current owner. Mr. Vrakas stated he used to be the owner in 1994 and since moved to Westwood, Medfield, and Framingham. He came back to Medway to be part of the Town and school community.

Selectman Trindade moved that the Board approve the Common Victualler license for Spiros Vrakas doing business as Medway Famous Pizza as presented. Selectman White seconded. No Discussion. Vote: 3-0-0.

Appointment Consideration: Historical Commission – Kathleen Hickey

The Board reviewed the (1) letter of interest dated September 11, 2018, and (2) e-mail recommendation of Historical Commission Chair Jeanne Johnson dated September 14, 2018.

Selectman White stated she spoke with Ms. Hickey today noting she is a long time Medway resident and very interested in serving the Town in this capacity.

Selectman Trindade moved that the Board appoint Kathleen Hickey to the Historical Commission for a three year term. Selectman White seconded. No Discussion. VOTE: 3-0-0.

Discussion/Vote: Senior Work-Off Program –Hourly Rate Increase

The Board reviewed the (1) memo dated October 1, 2018 from Donna Greenwood, Principal Assessor, (2) excerpt of Selectmen's Meeting Minutes of April 6, 2016, and (3) General Laws: Chapter 59, Section 5K

Ms. Greenwood shared information about the hourly wage in surrounding towns for senior tax work off programs noting they were mostly state minimum wage. The Board of Assessors would like to increase the hourly rate to \$11 to be more in line with these towns. She stated that the rate must be between the state and federal minimum wage noting the total dollar amount per senior does not increase but the hours worked would decrease. Ms. Greenwood further stated that the state minimum wage goal by 2023 is \$15. Selectman Trindade asked what the source of and total funding is for this program. Ms. Greenwood stated it is funded from the overlay account. Ms. Riley stated the total allocated is \$80,000.

Town Administrator Boynton praised the program noting it has existed for almost twenty years and stated he agreed it would make sense to mirror the state minimum wage threshold. He noted that if we want to continue with the same number of participants and mirror the state minimum wage there would be a decrease in benefit to the Town with the decrease in hours worked by the seniors. The Town may want to increase the \$1,000 threshold or the total number of participants to receive that same benefit. Selectman White asked if this will reduce the number of participants. Mr. Boynton reiterated that the number of hours will decrease and program participants will achieve the \$1,000 maximum faster. Selectman White stated this program has been a "life saver" for many departments noting departmental costs would be higher without this program. Mr. Boynton said additional funding of the overlay account could be necessary at some point, and that they would need to monitor the impact over time and address any issues moving forward.

Selectman Trindade moved that the Board approve the hourly rate increase for the senior tax work off program from \$10.00 per hour to \$11.00 per hour effective July 1, 2018 and thereafter on an annual basis mirroring the state minimum wage. Selectman White seconded. No Discussion. VOTE: 3-0-0.

Vote: Initiate Roadway Layout Process for Candlewood Drive and Island Road and Refer to the Planning and Economic Development Board for a Recommendation

The Board reviewed the (1) memo dated September 27 from Susy Affleck-Childs, (2) As-Built acceptance Plan for Candlewood Drive and (3) As-Built acceptance Plan for Island Road.

Town Administrator Boynton stated this is the first step as we go through the street acceptance process noting a public hearing will be held at the next Selectmen's meeting. He also stated takings will be required.

Selectman Trindade moved that the Board express its intent to lay out as a public way Candlewood Drive from Station 0+00 beginning at its intersection with Farm Street then running westerly, northerly, easterly and southerly to its end at Station 17+59.26 excluding from said layout the unconstructed portion of Candlewood Drive abutting lots 8, 9 and 10, as shown on "As-Built' Acceptance Plan Candlewood Drive Medway, MA", dated January 7, 1999, prepared by Engineering, Surveying, and Planning Associates, and to refer this matter to the Planning and Economic Development Board for a report and recommendation. Selectman White seconded. No Discussion. VOTE: 3-0-0.

Selectman Trindade moved that the Board express its intent to lay out as a public way Island Road in its entirety from its intersection with Village Street then running northeasterly to its end as shown on a plan entitled "Subdivision As-Built 'Island Road' Medway, MA", dated February 15, 1995, prepared

by Engineering, Surveying, and Planning Associates, and to refer this matter to the Planning and Economic Development Board for a report and recommendation. Selectman White seconded. No Discussion. VOTE: 3-0-0.

Vote: Adopt November 19, 2018 Fall Town Meeting Warrant

The Board reviewed the November 19, 2018 Fall Town Meeting warrant.

Town Administrator Boynton reviewed the changes to the warrant since the last Board review noting the need to meet at 6pm at the next Selectmen's meeting in order to accommodate KP Law Counsel Lauren Goldberg's availability to the Board for Charter specific questions. The Charter Review Committee will provide a summary of each of their articles and the residents will be provided a copy of the current Charter and one with the suggested changes. There was discussion that the Board did not support the name change for the Selectmen. Mr. Boynton stated that the Charter Review Committee wishes to move forward with all of these changes which by Town Charter must go directly to Town Meeting. Any changes can be addressed at Town Meeting.

Selectman Trindade reported he spoke with Jim Wieler relative to Article 2 (CPA Funds Trail Infrastructure) who will be at the Community Preservation Committee (CPC) meeting this evening to adjust the proposed funding amount to allow for the addition of two eight foot observation decks. The impact of this change increases the funding request from \$25,000 to \$88,000. It was noted that the warrant can be adjusted after the outcome of this evening's CPC meeting.

Town Administrator Boynton reviewed the changes to be included in free cash: (1) adding the Choate LCD sign and (2) additional external defibrillators. Selectman Trindade asked if there are any additional locations that would need the external defibrillators that are not addressed here. Town Administrator Boynton stated we could double that number but the plan is to address the rest of these needs in the capital planning process.

Selectman Trindade moved that the Board adopt the November 19, 2018 Fall Town Meeting Warrant as discussed. Selectman White seconded. No Discussion. VOTE: 3-0-0.

One-day liquor License Applications

The Board reviewed the Police Chief's recommendations for Christopher Owen, Balance & Service K9s (BASK), Christy DeProfio, Linda Spearin, and Pankaj Boruah.

Selectman Trindade 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 White seconded. No Discussion. VOTE: 3-0-0.

Action Items from Previous Meeting

The Board reviewed the Action Items dated September 17, 2018.

Route 109 Project: Town Administrator Boynton reported this project is into the heaviest and most inconvenient stage as grinding will be started on Holliston and Main Streets tomorrow noting the duration of this phase of 2.5 to 3.5 weeks including the intersection work required. He reported they are working on minimizing the impact during school commuting hours as much as possible. Once completed, they will then place the base and binder. Mr. Boynton appreciated the patience and tolerance of the residents. He noted the sidewalk work is also continuing however the access into

Choate Park along with a number of other items will be done in the spring. Mr. Boynton will determine the status of the street light activation as it is getting darker earlier. Mr. Boynton commended the State's project manager on working to minimize the impacts of the current project work. Selectman White asked for confirmation that next year is the final year of the project. Town Administrator Boynton stated the goal for completion would be by mid-July as the final asphalt was always planned for next spring and will likely be done during night time hours, the Holliston and Main Street intersection is one to one and a half months behind due to weather, and, as previously stated, the new entry into Choate along with a number of other items will also need to be done next year as these work items cannot be completed when the weather is too cold. Mr. Boynton noted if the sidewalk is framed, then it will be poured before the current season ends, but if it is not, it will not be poured until next year. The plantings will also be done next spring.

DPS Facility Building Project: Town Administrator Boynton reported he will be meeting with his staff team to review the final layouts noting the design team is impressive as they came up with a potential less expensive salt shed option. The plan is to complete the staff review and meet with the building committee on October 17th. The final design will be presented to Board before the permitting process.

Unaccounted for water loss status report: Town Administrator Boynton reported Deputy Director Smith is looking into the calculations, as the methodology may be causing us to come out to high.

Centralized v Individual Well Water Treatment Options: Town Administrator Boynton reported he will be doing the presentation at Town Meeting. He has a meeting tomorrow to begin the presentation development noting he anticipates six to seven slides explaining: (1) where we are today, (2) why the improvements are important, (3) what the proposed improvements include addressing capacity, quality, and distribution, and (4) the budget. Mr. Boynton will not be discussing rate increases noting he is looking into what can be done with state funding. He stated the borrowing authorization will be addressed at the Annual Town Meeting.

Gray Squirrel Matter: Town Administrator Boynton reported Conservation Agent Graziano is waiting on additional reports, noting no further complaints were received.

Town Administrator's Report

There were no items for the Board to review.

Oakland & Choate Updates – Timing & Utilities – Ribbon Cutting: Town Administrator Boynton reported we received the change order request for timing noting there will be no cost to the Town to extend the project deadline for substantial completion to October 26th and final completion to November 16th. The ribbon cutting ceremony will remain scheduled for November 3rd. The utilities were delayed due to weather, therefore the Senior Center will be closing this Thursday at 1pm to complete the cut over. The existing power poles will be taken out allowing the park project to continue. The flood lights will also be removed and would not be needed once all of the parking lot lights are installed. Mr. Boynton requested that Chief Tingley provide staff to that area while in darkness until the utilities become live. The driveway will be widened to 16 feet per the prior approved change order by the Board. Mr. Boynton reported that the budget: (1) is on target to spend \$4.68 million of the authorized \$4.8, (2) leaves a capacity of \$114,000, and (3) the \$350,000 state funding remains undesignated. Any additional playground work would be funded from the \$350,000 including reallocating some of the expenditures already made. This provides for approximately \$460,000 available for project expenditures moving forward.

Marijuana Cultivation Interest & Sound Update: Town Administrator Boynton reported that PhytoTherapy, Inc. is still finalizing the property acquisition with the property owner at 6 Industrial Park Road. He stated a third vendor previously interested in the property on Marc Road is again interested in that property and he has a meeting with them tomorrow. He noted there are two Host Community Agreements (HCAs) in place that the Town will do its best to honor with respect to level playing field provisions. There is push back on these in recent *Boston Globe* articles as they relate to the calculation of the 3% ratio. He stated the Cannabis Control Commission in July or August issued guidelines noting that although they will not rule on individual HCAs, they will review them as part of each licensing process. It is not clear what this means at this point in time.

COLUMBUS DAY HOLIDAY – OCTOBER 8 – TOWN OFFICES CLOSED

Town Administrator Out of Office:

- Thursday & Friday - October 4&5 – Vacation Time

NEXT Regular Selectmen's Meeting – **TUESDAY**, October 16, 2018

Selectmen's Reports

There were no items for the Board to review.

Selectman D'Innocenzo noted that the fall sports season for the High School, Middle School and youth groups is in full swing and gave a shout out to all the High School teams who are all either leading or tied for their division. He encouraged all to support these teams. Medway High School Football will be playing Dover-Sherborn this Friday.

At 7:37 PM Selectman Trindade moved to adjourn. Selectman White seconded. VOTE: 3-0-0.

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