

**Board of Selectmen's Meeting  
February 5, 2018 -- 7:00 PM  
Sanford Hall, Town Hall  
155 Village Street**

**Present:** Maryjane White, Chair; John Foresto, Member; Glenn Trindade; Member.

**Absent:** Richard D'Innocenzo, Vice Chair; Dennis Crowley, Clerk.

**Staff Present:** Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator.

**Others Present:** Paul Matthews of 495/MetroWest Partnership; Capital Improvement Planning Committee: Kelly O'Rourke, Chair, Leonard Mitchell, Vice-Chair, Tracy Malcolm, Sarah Raposa and Deb Rossi; Finance Committee: Susan Segarra; School Committee: Jeff Segarra; Democratic Town Committee: Brian Adams, David Blackwell.

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At 7:01 PM Selectman White called the meeting to order and led the Pledge of Allegiance.

**Public Comments:**

Brian Adams, Chair of the Medway Democratic Town Committee requested a change in venue for their February 28<sup>th</sup> Recreational Marijuana Forum currently planned in Sanford Hall to the Middle School Auditorium due to the size of the panel anticipated public participation. He reported Larry Ellsworth would be the moderator and there would be a panel of up to ten members. Panelists will be provided questions prior to the event for preparation. Mr. Adams has requested that if a panelist cites a data point, that source be provided as well. The Board directed Mr. Adams to Dr. Pires, Superintendent of Schools to request the room. The purpose of this forum is to make residents aware of what they would be voting on at the March 6<sup>th</sup> Special Election; what a yes versus no vote on the ballot means. It is not intended to debate the law but to find out where each group stands related to the law. Town Administrator Boynton requested the information be e-mailed to his office as soon as location is identified for posting. Selectman Foresto directed him to contact Medway Cable Access for posting on their carousel. Mr. Adams requested a blow up of the actual ballot be provided for the event.

**Approval of Minutes: January 16, & January 19, 2018**

*The Board reviewed the draft minutes of January 16 & 19, 2018.*

**Selectman Trindade moved that the Board approve the minutes for January 16, 2018. Selectman Foresto seconded. No Discussion: VOTE: 3-0-0.**

**Selectman Trindade moved that the Board approve the minutes for January 19, 2018. Selectman Foresto seconded. No Discussion: VOTE: 3-0-0.**

**Introduction – 495/MetroWest Partnership**

*The Board reviewed (1)Annual Report, (2) Board of Directors, (3) Regional Economic Report, Strength in Numbers, (3a) Corresponding Municipal Profile for Medway, (4)Regional Commuting Report, 495/MetroWest on the Go, (4a) Corresponding Municipal profile for Medway and (5) An Overview of the 495/MetroWest Suburban Edge Community Commission*

Present: Paul Matthews of 495/MetroWest Partnership

Mr. Matthews thanked the Town of Medway and staff for their support and involvement and offered condolences for the loss of Stephanie Mercandetti noting her many contributions. He also thanked Selectman Trindade for serving as Board Chair and making them aware of Medway issues. Selectmen Trindade noted the great work they have been doing along with Jessica Strunkin, Deputy Director, one of the experts on water/sewer issues, especially stormwater management.

Mr. Matthews described the composition of the partnership as both private and public noting they serve Medway and 34 other towns. He stated Jessica appreciates her involvement in Medway and commended Medway as visionary related to stormwater management. They work to ensure the State and Department of Environmental Protection understands the impact of stormwater in suburban communities, advocate for roadway projects both locally and statewide, work towards the advance of the 495/90 interchange improvements, and work with the MetroWest Regional Transit Authority. He briefly reviewed the documents provided to the Board in preparation for the meeting.

Mr. Matthews reported he is working with Senator Spilka and the legislature on a state commission tasked to focus on the economic development needs of small communities, noting an overview was provided in the preparatory meeting materials. Secretary Ash has been very supportive and inserted the need for a suburban as well as an urban plan.

Selectman Trindade reviewed efforts of the group related to their report comparing Medway and Sudbury, done by the UMass School of Architecture regarding the “Bottlecap lots” which resulted in the creation of the Redevelopment Authority. He noted their efforts and work have really benefitted the Town of Medway. Mr. Matthews stated this report continues to hold up as an example of how to use the information to plan for development. He noted in all meetings three consistent themes/issue arise; water, transportation and housing.

Town Administrator Boynton noted the 495 Partnership understands the needs of Medway compared to other suburban towns. For example, in the Metropolitan Area Planning Council, Medway is placed in the same group as Somerville, but is not the same relative to housing and infrastructure. He noted the state mandate of 10% affordable housing results in hitting our maximum allowable water withdrawal therefore hindering our ability to comply with this mandate. He noted the challenge to get appropriate state funding from a transportation perspective, as by the time the money becomes available, the engineering and design needs to be redone. Mr. Boynton requested that Mr. Matthews coordinate an opportunity to meet with the appropriate contacts in next few months regarding the “Bottlecap lots” and affordable housing development specifically the issue with water demands.

**Authorization to Expend Grant Funds – Fiscal Year 2018 Formula Grant for Senior Center Programs and Staff Costs - \$19,108.48**

*The Board reviewed (1) Grant Explanation dated January 2018 from Director Courtney Riley, (2) Notice of Grant Award Form, and (3) Contract*

**Selectman Trindade moved that the Board authorize the expenditure of FY2018 Formula Grant funds for Senior Center Programs and Staff Costs in the amount of \$19,108.48. Seconded by Selectman Foresto.** Discussion: Town Administrator Boynton reported this is a yearly population based grant that helps with food service and transportation. **Vote: 3-0-0.**

## **Presentation of Capital Budget Recommendations – Capital Improvement Planning Committee**

*The Board Reviewed (1) the Capital Plan and (2) the Overall Rankings spreadsheets*

Present: Kelly O'Rourke, Chair; Leonard Mitchell, Vice-Chair; Tracy Malcolm; Sarah Raposa and Deb Rossi

Town Administrator Boynton reported the five year plan was prepared with consideration of the expected service demands along with equipment and facility needs noting the free cash available may change based on the Snow & Ice budget expenditures. He stated this committee did a ton of work and highlighted that they are all volunteers.

Chair O'Rourke introduced the committee members noting the different funding scenarios, project deferrals to the fall, and a total of \$19 million in requests, \$10 million of which is attributed to the new DPS Facility. Ms. O'Rourke explained the process the committee followed to come to these final recommendations; each committee member was assigned specific departments, met with the department heads in person or via phone, toured the schools, police station and senior center noting improvements from past project approvals.

Chair O'Rourke then reviewed the specific details of the Fiscal Year 2019 recommendations spreadsheet and the major categorization of projects: not funded, funded via other sources, pushed beyond current timeline and no longer requested or no longer required. She then reviewed the final recommendations spreadsheet noting the replacement of the boilers at the schools as high on the list with the design work approved last year. She explained the color coding: green designating other funding sources identified by Town Administrator Boynton and removed and yellow designating changed after deliberation with the department heads. She noted the Senior Center kitchen and heated sidewalks allow for the work already in progress to be completed.

Prior to the solicitation of questions from the Board, Town Administrator Boynton requested to change the free cash carry over amount to \$100,000 and place the other \$100,000 into stabilization noting this is dependent on the final Snow & Ice budget. Snow & Ice is at \$303,000 as of this morning with a total available budget of \$425,000.

Selectman Foresto asked relative to the replacement of the radio box fire alarm system if we plan to charge any maintenance fees moving forward, as we have not in the past. Mr. Boynton explained the cost to switch over municipal buildings is \$6,500-\$7,500 and the charging of fees is a policy decision that needs to be discussed with the Chief and Board noting we cannot mandate who needs to go to the radio box system. Selectman Foresto noted that we spend many man hours and money to support this system but we don't charge fees. Mr. Boynton stated we will still need to maintain the old system as well during the transition period. Selectman Foresto questioned the purchase of Tasers. There are only four that are currently being shared by the police officers. Selectman Foresto questioned the purchase of the Fire Chief's command vehicle and how many are needed as when he started on the Board of Selectmen there was only one. Now there are three administrative vehicles in addition to the pick-up truck. Mr. Boynton pointed out the pick-up truck was paid for by a developer and the intent is not to add additional vehicles. Selectman Foresto stated we do not want to lose grant money related to energy conservation. Mr. Boynton stated we hope to apply for a Green Communities grant for two electric vehicles and chargers, one to be located at the Medway Library. Selectman Foresto inquired if we have a street sweeper noting we had never owned one and shared with Millis. Mr. Boynton stated we have one that cannot support the current operational needs. That one would be a spare. The

purchase of a new one is critical to deal with stormwater management issues. Selectman Foresto inquired about the funding for a new generator at the Fire station, specifically, how long the generator is running as usually this is a maintenance issue. Mr. Boynton stated there are issues with the generator when the power goes out noting it is original to the building in 1991. It has outlived the twenty year life span. Selectman Foresto would like to have a maintenance focus. Selectman Foresto reminded all of the history of the High School auditorium audio/visual system which didn't work and was removed and replaced with a lower grade system by a volunteer group that raised the funding noting this should not be allowed to occur moving forward. Selectman Foresto stated he has issues with items not being funded, specifically the new student information system as this is the first time we are seeing this item. Vice Chair Mitchell stated that with the Senior Center roof leaking and all the mechanics located up there that the item was deemed a priority over this new system. Selectman Foresto asked if any of the non-funded items can be funded in the spring. Mr. Boynton stated that would require an increase in the borrowing amount, would impact the Fiscal Year 2019 budget or would require funds taken from the roads and sidewalks plan. He will be meeting with Superintendent Pires and Finance Director Aicardi to determine if any funds in the existing budget can be utilized for this line item.

Selectman White asked why the update to the Master Plan is so expensive at \$50,000. Ms. Raposa stated this is supplemental to the expenditure approved from last year's Town Meeting and is a consulting fee; the prior master plan was done by volunteers. She reported we are finishing the Open Space and Recreation plan now and that the \$150,000 for the Master Plan is a solid number. She noted this was ranked last year as #1 as this will assist with decisions about free cash spending. Ms. Rossi noted that their committee referred to the Master Plan to determine if they were on track when planning noting that they were successful in this regard. It is a blueprint and roadmap for capital and overall Town planning. Selectman White asked about the funding of the prep sink and countertop at the Senior Center and whether this had been included in the initial plan. This will finish the project and address the Board of Health code issues. The inability to fund the vehicle for the library will hopefully be addressed with grant funding for the purchase of two green vehicles. This will be used for delivering materials to homebound residents and staff attendance to off-site meetings. Selectman White asked if a maintenance account exists to address the Senior Center water heater. Town Administrator Boynton confirmed.

Selectman Trindade stated the issue with the Schools historically is the department's requests for first time, new items are not provided well enough in advance for full understanding of their needs and therefore planning appropriately is challenging. He noted the School needs to do a better job determining and explaining their needs in the long term noting there is no plan for Burke School or upgrading technology and these items need to be placed on the plan along with support from the MSBA. The Board wants to be supportive but needs the information earlier to understand their needs.

Chair O'Rourke stated it behooves us to have a maintenance plan for all buildings, both school and town in order to understand the planning requirements. The committee also toured all the school libraries noting the School Department is adding staffing. Currently there is only one certified librarian shared across three locations with the plan to add a second certified librarian. The library information was new to the committee so they were unable to adequately plan for this item. Selectman Foresto asked if replacement of the school building roofs are on the long term plan. Chair O'Rourke reported the Middle School roof is on for 2023; the Burke-Memorial roof is on for 2023, and the McGovern roof is on for 2021, noting no design work is identified in the plan.

Selectman Trindade asked the committee if the current operational process in place works and are the departments prepared for the committee. Chair O'Rourke reported the process does work noting there is a considerable vetting process and having Susan Segarra from the Finance Committee as a liaison and also the Town Administrators vision of alternative funding sources and other information he provides has resulted in a streamlined process.

Chair O'Rourke stated if any funds need to be shifted, the committee is available to assist the Board.

**Approval – Contract Amendment No. 2 with Compass Project Management for Owner's Project Management Services for the New DPS Facility - \$544,713**

*The Board reviewed (1) Change Order#2 dated January 30, 2018, (2) Amendment No 2, (3) Original Contract with Project Management, and (4) Amendment No 1.*

Town Administrator Boynton stated we initially entered into the contract in 2015 with the expectation of immediate implementation. Since we have not to date, the fees have increased.

**Selectman Trindade moved that the Board authorize the Chair to execute Amendment No. 2 with Compass Project Management for Owner's Project Management Services for the new DPS facility in the amount of \$544,713. Selectman Foresto seconded.** Discussion: Mr. Boynton stated the cost is \$97,000 more and we are currently advertising. Hopkinton's 40,000 square foot facility cost \$14 million as did the new Millis facility. He does not expect Medway's to cost the same. **VOTE: 3-0-0.**

**Vote – Purchase and Sale Agreement – OR Crooks Street**

*There Board reviewed (1) Purchase and Sale for OR Crooks Street with Form A, (2) Quitclaim Deed, and (3) Proposed Form of Vote*

Town Administrator Boynton stated we have finalized the Purchase and Sale authorized at May Town Meeting, acquiring the property at zero cost to the Town and allowing access to the new space. The Town will do the grading and fill for the cemetery. This site along with the eminent domain taking of 13R Chestnut Street provides space for the new DPS Facility.

**Selectman Trindade moved that the Board of Selectmen vote to acquire by gift, purchase, eminent domain or otherwise, and accept the deed to the Town of a fee simple interest in "Parcel A" as shown on a plan of land entitled "Plan of Land Oakland Cemetery Medway Massachusetts, December 5, 2017, Scale 1" = 40'" prepared by Guerriere & Hanlon, Inc., being a portion of OR Crooks Street, as shown on Medway Assessors Map 50, Parcel 50-003, said Parcel A consisting of 58,284 +/- sq. ft. (1.338 acres +/-), and that in connection with such acquisition, the Board of Selectmen, or any member thereof, is authorized to execute, acknowledge, deliver, and otherwise act on behalf of the Board of Selectmen, a purchase and sale agreement, an acceptance of deed, and any and all other documents or instruments as may be necessary or appropriate in order to enter into and thereafter consummate an agreement to acquire such real property. Selectman Foresto seconded. No Discussion. Roll Call Vote: White (aye) Foresto (aye) Trindade (aye) 3-0-0.**

**Vote – March 19, 2018 Special Town Meeting Warrant Recommendations**

*The Board reviewed the March 19, 2018 Special Town Meeting Warrant.*

Article 1: Town Administrator Boynton stated this article is for engineering costs for water system improvements and to maintain those improvements as we look forward to address capacity needs. It is a transfer from retained earnings.

Article 2: Town Administrator Boynton stated this was going to be a donation of land. Town Counsel said the Redevelopment Authority can accept this on the Town's behalf. We can either remove this from the warrant or leave it in with a motion to dismiss at Town Meeting. The group decided to leave this article in the warrant and address it at Town Meeting.

Article 3: Town Administrator Boynton stated this article will prohibit non-medical marijuana sales in Medway. He explained if the ballot fails, technically this cannot go forward for vote at Town Meeting. He wants to confirm with Town Counsel if we can make the language less restrictive but not more restrictive. If the ballot fails, we can insert in place of the zoning "N's" the need for a special permit from the Planning Board.

Article 4: Town Administrator Boynton stated this is to modify the 500ft limit for cultivation facilities.

There was discussion as to postponing the vote on the recommendations until the full Board was present and when the Finance Committee needed the warrant with the Board's recommendations. There was discussion about the Board educating residents what a no versus yes vote on the ballot without being seen as influencing the vote outcome. Mr. Boynton felt a sign 150 feet away from the polls would not be effective and that the Board should not place information on Facebook. The group decided to postpone voting on the recommendations until the next meeting on February 20, 2018.

**Selectman Trindade moved that the Board approve the Special Town Meeting Warrant for 2018. Selectman Foresto Seconded. Vote 3-0-0.**

#### **Special Event Permit Applications**

*The Board reviewed (1) Shamrock Shuffle MEPTO 5K Road Race March 10, 2018 Application (2) the Iron Mom 5k Road Race May 12, 2018 Application and, (3) Police Chief's Recommendations for.*

Present: Seth Holdem

Mr. Holdem explained the purpose of the Iron 5K was to fund a 529 plan for the three children of Andrea Bosworth noting Ms. Bosworth was a large part of the triathlon community. Although not a Medway resident, he commented on the tight knit community who would like to provide support to this family after this tragedy. Selectman Trindade will provide the *Milford Daily News* contact information to Mr. Holdem for publicity for the event.

**Selectman Foresto moved that the Board approve special event permits for the Shamrock Shuffle MEPTO 5K Road Race and the Iron Mom 5k Road Race to be held on March 10<sup>th</sup> and May 12<sup>th</sup> 2018 respectively, subject to Police Chief's recommendations and proof of appropriate insurance coverage. Selectman Trindade seconded. No Discussion. VOTE: 3-0-0**

#### **One-Day Liquor License Requests:**

*The Board reviewed the Police Chiefs Recommendations for Kate Davis, Jenna Lindeman, Christie Rudolph, Amy Conlon/Janet MacRae, Erica Linnell, John Rojee and Terri Kowalik/Mike Leland for the*

*events to be held at the Thayer Homestead on February 18<sup>th</sup>, March 3<sup>rd</sup>, 4<sup>th</sup>, 10<sup>th</sup>, March 17<sup>th</sup>, 24<sup>th</sup> and 25<sup>th</sup>, 2018.*

**Selectman Foresto moved that the Board approve the one-day liquor licenses for Kate Davis, Jenna Lindeman, Christie Rudolph, Amy Conlon/Janet MacRae, Erica Linnell, John Rojee and Terri Kowalik/Mike Leland for the events to be held at the Thayer Homestead on February 18<sup>th</sup>, March 3<sup>rd</sup>, 4<sup>th</sup>, 10<sup>th</sup>, March 17<sup>th</sup>, 24<sup>th</sup> and 25<sup>th</sup>, 2018 respectively, subject to the Police Chief's recommendations and proof of appropriate insurance coverage. Selectman Trindade seconded. No discussion. VOTE: 3-0-0.**

**Action Items from Previous Meeting:**

*The Board reviewed the Action Items list dated December 28, 2017.*

There was no discussion on this agenda item.

**Town Administrator's Report:**

March 28, 2018 Town Emergency Preparedness Tabletop Session: This is a comprehensive emergency preparedness training program being planned by Jason Brennan and taking place at the Thayer Homestead. Mr. Boynton is utilizing the Exelon training funds.

Marijuana Cultivation Facility: The first set of obligatory payments were received including: \$10,000 for CDL drug testing, \$10,000 for Library youth initiatives, \$10,000 for the School and \$25,000 for municipal funding. Those departments were made aware of the funding. Mr. Boynton is not recommending spending the municipal funding of \$25,000 but allowing this to grow year to year. The Board inquired what the process was for approval of spending these funds. Mr. Boynton stated it must be a Purchase Order and comply with the purpose of the funding. He noted the first payment on the Fire Breathing Apparatus was already completed.

Health Insurance Update FY19: The Town will renew with Tufts at a 7% increase but the budget is still being built based on a 7.5% increase for unforeseen events. He reported the total cost at \$5.25 million noting the reasons for the increase as serious employee illnesses.

FY2019 Budget Process Update: The budgets are ready in draft to present to the Board and will be provided to the Board early next week. He reported it is a balanced and robust budget noting the levy holdback of \$325,000 is consistent this year as well.

Snow & Ice Spending Update – FY'2018: This was previously discussed when reviewing the capital plan. He reported we are utilizing a treated salt that affords greater melting, traction and lasts longer.

Communications & Community Development Positions Update: Final interviews of the three Communications Director candidates are scheduled for tomorrow. He thanked Selectman Crowley, Superintendent Pires, Assistant Town Administrator Potter and Human Resources Coordinator Bird for completing the initial interviews of the seven candidates. Once the posting is closed for the Community Development position, he will be asking Selectman White and Planning Board Chair Rodenhiser to complete the initial interviews noting this position was also posted with the MMA and Mass Planners.

Town Administrator Out of Office: Town Administrator Boynton reported he will be out of the office as February 7 through February 13<sup>th</sup> for vacation with Assistant Town Administrator Potter as acting Town Administrator.

**Selectmen's Reports:**

Selectman White reminded all of the Special Election on March 6<sup>th</sup> at the Middle School from 7am-8pm to vote on the marijuana question stating a yes vote on the ballot means not allowing recreational marijuana businesses and a no vote means allowing recreational marijuana businesses. Absentee ballots are available and residents may also come to the Town Clerk's office to vote. She also reported Election papers are available for the May Town election until the end of February. Fifty signatures are needed for a name to be placed on the ballot.

**8:34 PM Selectman Foresto moved to adjourn. Selectman Trindade seconded. VOTE: 3-0-0**

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