

MEDWAY BOARD OF SELECTMEN
155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
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*Dennis Crowley, Chairman
Richard Dunne, Vice Chairman
John Foresto, Clerk
Glenn Trindade, Member
Andrew Espinosa, Member*

Board of Selectmen's Meeting Minutes

September 7, 2010, 6:00 p.m.

Sanford Hall, Town Hall, 155 Village Street

Present: Chairman Dennis Crowley; Selectmen Richard Dunne (7:30 PM), John Foresto, Glenn Trindade, and Andrew Espinosa; and Town Administrator Suzanne Kennedy

At 6:00 PM, Mr. Trindade moved, seconded by Mr. Espinosa, to enter into Executive Session for reasons number three and six, with the intent to return to public session for the regular meeting scheduled at 6:30 PM; No discussion; Roll call vote; Foresto – aye, Trindade-aye, Espinosa-aye, and Crowley-aye.

The Board of Selectmen returned to public session at 7:00 PM.

Public comment: None

Action Items:

- **Stretch Code:** The Medway Energy Committee is looking at this issue and speaking with other communities that have adopted the Stretch Code. The Board requested that Frank Faist, Chair of the Energy Committee, and John Emidy, Medway Building Inspector, come to the September 20 meeting and provide them with an update.
- **Roles & Responsibilities:** This will be discussed at a November meeting.
- **Outsourcing Activities:** The Chairman requested Mr. Trindade contact Mr. Holder to address his interest in both vehicle and park maintenance.
- **Planning and Economic Development Board Revolving Account:** The balance of the Plan Review Fund is approximately \$114,000 and the balance of the Construction Observation Fund is approximately \$45,000.
- **Street Acceptance:** The Town Administrator will set up a workshop on this issue with the Planning and Economic Development Board and Board of Selectmen for the first two weeks in December. A preliminary meeting may be scheduled in October. The Board would like a report from the Planning and Economic Development Board on what streets have not been accepted, why they have not been accepted, and what the legal implications are if the Town accepts them in their current condition. They also want a policy developed for addressing this issue going forward. Selectman Espinosa will follow-up with Susan Affleck-Childs on this matter.
- **Debt Service Ratio:** The Treasurer/Collector will attend the September 20 meeting and provide the Board with an update.

- Road Projects: Selectman Trindade requested a list of the road projects that have been finished to date.
- Traffic Pattern at Recycling Center: DPS Director Tom Holder provided the Board with an update on the projects that are underway at the recycling center to address this issue.
- Center Street Parking Lot: The Town has received three quotes for this project and it should be completed this year.

Update from DPS Director – Chlorination Reduction/Flushing Program:

DPS Director Tom Holder explained that the Town had an issue with bacteria in its water supply over a year ago and as a result the Department of Environmental Protection (DEP) mandated that the Town disinfect the water supply. The Town started regularly adding sodium hypochloride, which is commonly known as chlorine. Due to improved practices, this is no longer an issue and the DEP is allowing the Town to incrementally reduce the amount of chlorine in the water but not eliminate it. The Town plans to begin reducing the amount of chlorine in the water after the town-wide flushing program has been completed. The reduced level of chlorine will still provide protection to the residents but will reduce the odor that is associated with adding chlorine to the water.

DPS Director Holder reported that the Town plans to start the town-wide flushing program on October 4, 2010 and that it should take 4-6 weeks to complete. The Town plans to communicate the flushing schedule to the public via postcard like they did last year.

The contract to replace the Highland Street water tank is currently being negotiated. The plan is to install the new tank in March of next year and demolish the old tank in April. Site work will be completed in May/June of next year.

Approval of Minutes:

July 19, 2010

Selectman Trindade moved that the Board of Selectmen approve the July 19, 2010 minutes; Selectman Espinosa second; No discussion; All ayes 4-0. Selectmen Dunne abstained.

August 9, 2010

Selectman Trindade moved that the Board of Selectmen approve the August 9, 2010 minutes as amended; Selectman Espinosa second; Discussion: The Selectmen would like to amend pg. 3, line 19 to read that “there is sufficient money in the account for grant writing services, which was approved in 2009.”; All ayes 5-0.

August 20, 2010

Selectman Trindade moved that the Board of Selectmen approve the August 20, 2010 minutes; Selectman Espinosa second; No discussion; All ayes 4-0. Selectmen Dunne abstained.

Finance Committee New Appointee:

Chairman Crowley congratulated resident Kevin Dickie on his appointment to the Finance Committee.

School Committee Report from School Committee Liaison:

School Committee representative Shelley Wieler reported to the Board on the following items:

- The opening of the 2010 school year was a success.
- Medway is one of the Race to the Top winners from Massachusetts and received \$20,000. There are no plans yet for this money.
- Medway was also awarded significant funds through the Jobs grant and as a result there were no layoffs this past year. Ms. Wieler stated that the School Committee is looking into whether the remaining funds can be held over to prevent layoffs in 2012.
- Student enrollment this year is up by 85 students from last October's estimate. Ms. Wieler explained that the majority of the students are residents who returned to the public school system.
- They are looking at November 13th or 20th for the legislative breakfast. They have not heard back from Senator Spilka's office yet.
- The solar contract for the Middle School is almost complete. She expects the final details to be worked out in the next week.

Chairman Crowley said he had the pleasure of meeting with the new Middle School principal Armand Pires and congratulated the School Committee and Superintendent on a great new hire. Chairman Crowley also provided an update on the Middle School project. He stated that the Middle School Building Committee is meeting with the architects and the sub-committee is reviewing the initial cost estimate and refining the scope of the project. The Board wanted to make sure that it is clear that this project will not require an override but it is possible that it will require a debt exclusion.

Emergency Transfer-Engine Pump Fire Department:

The pump on Engine 4 is not working and as a result the engine is out of service.

Selectman Trindade moved that the Board approve an emergency transfer from the Finance Committee in the amount of \$10,000 for repairs to the pump on Engine 4; Selectman Dunne second; No discussion; All ayes 5-0.

Authorization to Expend Grant Funds – Executive Office of Elder Affairs:

Council on Aging Director Missy Dzikczek said that Medway is eligible to receive \$7 per elder. Medway has 1,478 elders. This money is available each year to all councils in Massachusetts. The funds will be used to pay for conferences, volunteer recognition, the volunteer coordinator, exercise contractors, and an annual maintenance fee for the computer system that it used.

Selectman Trindade moved that the Board expend grant funds from the Executive Office of Elder Affairs for the purpose of providing services to the elders in Medway in the amount of \$10,346.00; Selectman Dunne second; No discussion; All ayes 5-0.

Authorization of Chair to Execute Contract with People GIS:

Planning and Economic Development Coordinator Susy Affleck-Childs explained that a geographic information system (GIS) takes geographic based data and information and transfers it to maps. It will allow municipal employees and residents to see many things related to the Town of Medway, including the locations of wetlands, septic systems, wells, and water and sewer lines in Medway. The initial investment will include the system framework and a needs assessment. Selectman Trindade said he would work with Ms. Affleck-Childs and Administrator Kennedy to create a plan for how this system will be used in Medway and report back to the Board.

Selectman Trindade moved that the Board authorize the Chair to execute a contract with People GIS not to exceed \$38,000 for services pursuant to the contract; Selectman Espinosa second; No discussion; All ayes 5-0.

Authorization of Chair to Execute Contract with VNA and Hospice of Greater Milford:

Board of Health Agent Bill Fisher explained that the VNA conducts health screening clinics and also provides follow-up care to patients to ensure that they are receiving the proper care and taking their medication. He also said that at this point he anticipates Medway will receive limited doses of the seasonal flu vaccine this year.

Selectman Trindade moved that the Board authorize the Chair to execute a contract with Milford Regional Medical Center d/b/a VNA and Hospice of Greater Milford not to exceed \$14,150 for services pursuant to contract; Selectman Dunne second; No discussion; All ayes 5-0.

Approval of 10/2/2010 Cystic Fibrosis Cycle for Life Bicycle Ride:

Selectmen Trindade moved that the Board approve the request from the Cystic Fibrosis Foundation to hold the CF Cycle for Life Bicycle Ride on October 2, 2010; Selectmen Dunne second; Discussion: Police Chief Tingley reviewed the route and approves the issuing of the permit with the stipulation that the organization hire two detail officers to assure the safety of the riders and flow of traffic; All ayes 5-0.

Approval of 9/11/10 Alex Handy 5K Memorial Walk/Run:

Selectmen Trindade moved that the Board approve the request from the Alexander Handy Memorial & Scholarship Foundation to hold the 2nd Annual Alex Handy Memorial 5K Walk/Run on 9/11/2010; Selectmen Dunne second; Discussion: The route was changed due to traffic concerns. The event will require two detail officers. The organizations that hold these events need to hire the detail officers since the State eliminated the grant that allowed Medway police officers to work these details; All ayes 5-0.

Approval of 9/25/2010 AMVETS Ride for the Blind:

Selectmen Trindade moved that the Board approve the request from the Norfolk Lions Club to hold the Ride for the Blind on 9/25/2010; Selectmen Dunne second; All ayes 5-0.

Discussion of Budget & Warrant Calendar:

The Board asked Administrator Kennedy to revise the budget calendar for the next meeting and account for the school budget being received the first week in February. Administrator Kennedy said she would also have a 5 year revenue forecast prepared for the next meeting.

Administrator Kennedy said that department heads received the Capital Improvement Plan instructions several weeks ago and their requests are due to her on September 25. The requests will then be forwarded to the Capital Improvement Planning Committee (CIPC) on October 1. The Board requested a copy of the information that is sent to the CIPC on October 1. The Board would also like to have a preliminary meeting with the CIPC in November.

The Board requested preliminary closeout numbers by department, including the schools, for FY10 and the first quarter report from MUNIS. Administrator Kennedy said that she will provide this information to the Board when it is prepared but in the meantime would provide the Board with a copy of the report that was sent to the DOR.

The Board also stated that it fully intend to hold the Annual Town Meeting in May next year pursuant to the Charter. It was moved to June this year due to extraordinary circumstances related to the State budget.

Approval of Warrants:

Warrants 11-9SPA & 11-10 9/2/2010 & 9/9/2010

Town Bills \$5,926,375.31

Gross Payroll School \$2,044.46

Total \$5,928,419.77

Selectman Trindade moved that the Board approve the warrant as read; Selectman Espinosa second; Discussion: Board wanted clarification on why the amount was close to \$6 million. Selectman Foresto explained that it included the payout by the MSBA for the elementary school project; All ayes 5-0.

Town Administrator's Report:

- Administrator Kennedy said that she has not heard back from the State about the recycling grant the Town applied for, which is intended to generate businesses' participation in the recycling program. The review process at the state level has been protracted and it is unknown at this time when the Town can expect a response.
- Medway has been invited to apply for an NSTAR energy grant. Administrator Kennedy plans to work with the Medway Energy Committee on this.
- Administrator Kennedy is working with Town Counsel to revise the scope of services portion of the contract to make it more succinct.

- At the next meeting, she will update the Board on whether they can add links to local newspapers on the Town's website.
- DPS Director Tom Holder would like to meet with the Board to discuss a new DPS facility. Chairman Crowley suggested that Mr. Holder speak with Selectman Trindade as he is the liaison to the Facility Feasibility Study Committee.
- There will be an Open Meeting workshop held in October for all Town boards and committees relative to the new changes to the law effective July 1, 2010.
- The Board would like to defer a discussion on the legislative amendment relative to selling liquor at 10 a.m. on Sundays until a request is brought to the Board.

Selectmen's Reports:

- Foresto – The Thayer Property Development Committee has been meeting every week. They are planning to hold an open house at the property for residents but a date has not been set. They anticipate an article at the Fall Town Meeting relative to funding architectural and design work for this project.
- Trindade – None.
- Espinosa – None.
- Dunne – None.
- Crowley -
 - No date has been set yet for Medway's 300th Anniversary celebration. The committee is meeting at the end of the month.
 - The Board would like an update on the Route 109 project at the September 20 meeting.

Selectman Foresto moved to adjourn; Selectman Dunne second; No discussion; All ayes 5-0.

Respectfully submitted,
Michelle Reed

Approved: 10/25/10