

**Board of Selectmen's Meeting
June 6, 2011, 6:45 PM
Sanford Hall, Town Hall
155 Village Street**

Present: Chairman Dennis Crowley, Selectmen John Foresto, Selectman Andrew Espinosa, and Town Administrator Suzanne Kennedy. Selectman Dunne and Selectman Trindade were absent.

Also Present: Maryjane White, Town Clerk; Tom Holder, Director, Department of Public Services; David D'Amico, Deputy Director, Department of Public Services; Richard Boucher, Director, Information Technology.

At 7:01 PM Chairman Crowley called the meeting to order, and the Board recited the Pledge of Allegiance.

At 7:02 PM Selectman Foresto moved that the Board go into Executive Session to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body, Sewer Easement Litigation; and to return to public session upon adjournment; Selectman Espinosa seconded. Roll call vote: Selectman Foresto, aye; Selectman Espinosa, aye; Chairman Crowley, aye; all ayes, 3-0.

At 7:06 PM Chairman Crowley reconvened the public session.

Introduction/Brief Presentation – McGovern Elementary School students Jessica Wong and Aaron Harrahy:

McGovern Elementary School students Jessica Wong and Aaron Harrahy were invited to sit in the selectmen's chairs during their presentation and to lead in reciting the Pledge of Allegiance.

Chairman Crowley stated he visited Mrs. Ward's Grade 2 class as a guest reader. Students were asked to write a letter on civic responsibility as a class assignment. Both students read their entries aloud. First Place winner Jessica Wong suggested more libraries in Town, more places to get books. Second Place winner Aaron Harrahy suggested more outdoor recess or gym time to prevent childhood obesity. Chairman Crowley noted that Aaron's original paper was to establish an educational training center for jobs. The Board complimented the students on their efforts, as well as their entire class for their excellent suggestions.

Reorganization of Board (Chair, Vice Chair, Clerk):

Due to the absence of both Selectman Dunne and Selectman Trindade, it was agreed to reorganize the Board at a future meeting.

Public Comment: none

Action Items from Previous Meeting:

Due to the absence of both Selectman Dunne and Selectman Trindade, discussion of Action Items will be postponed.

School Committee Report from School Committee Liaison: No report.

Approval – Re-Precincting Based on 2010 Federal Census:

The Board was receipt of the following information: (1) old and proposed precinct street lists; and (2) Map showing precincts.

Ms. Maryjane White, Town Clerk, presented a map showing the new precinct configuration. She stated the new boundaries will balance voter population in each precinct and that a precinct cannot have more than 4,000 residents in it. When a precinct reaches capacity, a new precinct must be added, and shifting of voter population occurs. She stated further that the State has seen the configuration being presented and noted that the last re-precincting was done ten years ago. Once proposed lines are suggested, the state recommends using natural boundaries in addition to community delineation such as north-south or east-west streets.

Selectman Foresto moved to accept the 2011 Re-Precincting Plan for the Town of Medway as presented by the Town Clerk; Selectman Espinosa seconded. No discussion. All ayes, 3-0.

Authorization of Chairman to Execute Contract for Town Hall Roof Repair – Meadows Construction:

The Board reviewed a Contract, dated June 6, 2011, between Meadows Construction Company LLC and the Town of Medway, with all associated documents.

Present: Tom Holder, Director, Department of Public Services; and David D’Amico, Deputy Director, Department of Public Services.

Mr. Tom Holder reported that this contract is for work to repair the Town Hall roof. Responding to a question from Chairman Crowley about funding, Mr. Holder responded \$150,000 was approved at the 2010 Town Meeting. He stated the work will be done at a much lower cost of \$68,000. The next two estimates came in at \$78,000 and \$84,000, with the highest estimate being \$168,000. The work will be completed over five weeks during which time the crew will strip off existing shingles, replace gutters with external gutters and repair the hatch to the roof.

Selectman Foresto moved to authorize the Chairman to execute a contract with Meadows Construction Company LLC for an amount not to exceed \$68,000 to repair the roof of Town Hall; Selectman Espinosa seconded. It was noted that the specs were written internally. Mr. Holder also stated he is exploring the costs of upgrading the shingles to 30-year shingles. All ayes, 3-0.

Authorization to Expend Grant Funds:

The Board was in receipt of Grant Authorization Forms, dated May 12, 2011, for the following Grants:

- (1) FEMA: \$510,539 for Brentwood Drainage
- (2) MEMA: \$4,000 for Emergency Management Planning
- (3) DOER: \$158,450 for Energy Conservation Measures and Audits at Town Buildings
- (4) Mass. DEP: \$31,000 for Program to Identify and Reduce Unaccounted for Water Loss from Town's Drinking Water System

Present: Tom Holder, Director, Department of Public Services; and David D'Amico, Deputy Director, Department of Public Services.

The Board discussed each grant before voting.

Federal Emergency Management Agency (FEMA) – There has been significant flooding in households in the Brentwood area. This grant represents a 25% match, in addition to \$300,000 appropriated at a previous Town Meeting. Most of the area involved is on private property containing a great deal of ledge. Mr. Holder stated they will attempt to redesign and locate the new pipe in the right-of-way as much as possible. It will be larger in size and sloped differently. The grant has a term limit of three years so these funds will be used first. Chairman Crowley expressed concern that the amount of available money is enough to complete the project. Mr. Holder responded he will watch the scope of the project and subsequent use of funds, anticipating it may take a year for design work, and two years for construction.

Massachusetts Emergency Management Agency (MEMA) – This grant will cover much of the costs associated with the February 17 Hazardous Response Exercise held in Medway with Town boards. Ms. Kennedy stated the exercise was well organized, and that she hopes to have another one this year, as it focuses on preparedness as well as develops camaraderie among staff.

Department of Energy Resources (DOER) – This grant addresses several programs, including variable frequency drives on motors, anti-idling devices on ten municipal vehicles, replacement of fluorescent lighting in the police station and senior center, replacement windows at the water station and performance of full energy audits. This will help generate savings from NSTAR in the form of rebates. Mr. Holder stated he would like to consider solar panels for the police station if it is determined that the roof can sustain the panels. Selectman Foresto thanked the members of the Energy Committee for their hard work, noting that, without the “green” community designation, none of this would be possible. The Board acknowledged the Town Administrator's efforts in recruiting competent individuals to spearhead this effort and involve the entire community.

Massachusetts Department of Environmental Protection (DEP) – This grant will help manage the drinking water supply. Mr. Holder stated present usage is at the threshold of authorized withdrawal, and that the department is driving to increase conservation. Toward this end, he stated the water meter replacement program is almost over, public outreach is planned, and the department will continue the leak detection program using sophisticated equipment. Mr. Holder stressed that these efforts will demonstrate to DEP that the Town is serious in its efforts to conserve water. Ms. Kennedy thanked Mr. Holder and Mr. D'Amico for their efforts and noted that the department applied for this grant last year and was not successful. The funds will be deposited into water enterprise accounts.

Selectman Foresto moved that the Board authorize the expenditure of the \$510,530 FEMA grant, the \$4,000 MEMA grant, the \$158,450 DOER grant and the \$31,000 Mass. DEP grant as presented. No further discussion. All ayes, 3-0.

Announcement of Road Work:

Mr. Tom Holder announced that road work will begin on June 15 as crews prepare to repave Milford Street from Highland Street. This consists of grinding to remove old asphalt, then new paving. The Department of Public Services will work with Police and Fire Departments to create appropriate detours and will be using Blackboard Announcement System to inform residents in affected areas. This work involves approximately two miles of roadway at a cost of around \$400,000.

Discussion followed on other work being done on West Street and Route 126. Chairman Crowley asked for an update on all DPS projects for this year and next year. Selectman Espinosa asked that the update include sidewalk work. Mr. Holder responded that Village Street sidewalks will be completed before winter, from Center Street to Cottage Street.

Year End Transfers (Assessor, Fire, Human Resources, Planning and Accounting Departments):

The Board reviewed Budget Transfer Requests from the following departments: Assessors, \$5,000; Fire, \$5,000; Human Resources, \$5,000; Planning, \$5,000; and Accounting, \$5,000.

Selectman Foresto stated he, Ms. Kennedy and Rich Boucher met with Police Chief Tingley, Bob O'Neil and Matt Reardon regarding use of their communication system. Additionally, he has talked to people in Framingham and Wareham. There is strong support for the use of security cameras and surveillance in the community. The system consists of a server and storage array, monitoring security cameras at the eight sites currently identified: Choate Park, Medway Senior Center, Town Hall, Town equipment barn, three intersections and the recycling center. New cameras will be purchased as well as effecting links to the existing systems. This system can collect and store data from the eight cameras.

Ms. Kennedy stated she has identified \$25,000 in various departments to help provide initial funds, moving money from one department to another, which needs the approval of the Finance Committee. She stated there are sufficient funds at present to install cameras at Town Hall as well as at the DPS facility and the recycling center. Those areas also have funds available.

Discussion followed on grant funding for this type of project, noting that it is a good tool for the Police Department to scrutinize area break-ins. A recurring cost is software maintenance. Data is stored for thirty days; the Town may want to consider an archival policy for longer storage. Chairman Crowley expressed concern for maintenance on the pan tilt zoom cameras as there are no funds set aside for that purpose. Selectman Foresto stated his experience with pan tilt cameras has been good.

Selectman Foresto moved that the Board approve the year-end transfer requests of the Assessor, Fire, Human Resources, Planning and Accounting Departments as presented; Selectman Espinosa seconded. Chairman Crowley expressed concern for long range costs. All ayes, 3-0.

Discussion – Town Website:

Present: Richard Boucher, Director, Information Technology.

Mr. Rich Boucher updated the Board on activities in his department. He stated he would like to convert the present system for support of web services, utilizing unused salary funds. The costs would be for implementation and web design for boards and departments, as well as a yearly maintenance fee. He stated the current web host is going out of business. Town needs to relocate the website and release the current host from the responsibility for their services. He noted the cost would be \$7,500 for implementation and an annual maintenance cost of \$750.

Because the funding is available, a vote of the Board is not required. He just wanted to make the board aware of the change. He noted that the present domain structure is not good, and that a virtual Town Hall would be better, allowing incorporation of streaming video. Discussion followed.

Sandwich boards for Town Election:

Ms. Kennedy stated she will work with the Department of Public Services to determine suitable locations.

Annual Board and Committee Reappointments:

This matter will be addressed when the full Board is present.

Review and Discussion – Veterans Service District (Ashland, Holliston, Hopkinton, and Medway):

The Board reviewed a draft proposal for a Veterans Service District, dated May 2011, comprised of Ashland, Holliston, Hopkinton and Medway.

Ms. Kennedy briefly updated the Board on the proposed Veterans District and asked for its endorsement of the plan as presented. She noted that the proposed plan deviates somewhat from guidelines set up by the state. Discussion followed.

Selectman Foresto moved that the Board support the proposed Veterans Service District, which includes Ashland, Holliston, Hopkinton and Medway, as submitted in the packet and presented by the Town Administrator; Selectman Espinosa seconded. Ms. Kennedy stated that the final outcome on the proposal may not be known until July or August. She noted that a temporary Veterans Agent has been secured in the meantime. All ayes, 3-0.

Discussion – State Application for Keno License – Zio Paolo’s Trattoria:

The Board reviewed a letter, dated May 19, 2011, from the Massachusetts State Lottery Commission, notifying the Town of the application for keno license.

Ms. Kennedy advised that state statute allows the Board to call for public hearing, but has not done so in previous situations. Ms. Allison Potter, Assistant to the Town Administrator, stated a license was previously approved for the establishment in 2004. Discussion followed.

Selectman Espinosa moved the Board authorize Zio Paolo's Trattoria to have keno without a public hearing; Selectman Foresto seconded. No further discussion. All ayes, 3-0.

Approval of Warrants:

Selectman Foresto read aloud Warrant #11-49, dated 6/7/11 and 6/9/11, submitted for approval:

11-49 Town Bills	\$ 718.52
11-49S School Bills	\$ 299,612.64
11-49P Gross Payroll Town	\$ 220,924.64
11-49SP Gross Payroll School	\$ 759,218.96
TOTAL	\$1,280,474.76

Selectman Espinosa moved that the Board approve Warrant #11-49 in the amount of \$1,280,474.76; Chairman Crowley seconded. No discussion. All ayes, 3-0.

Discussion with School Building Committee Chairman Bob Tucker:

The Board was in receipt of a letter from Town Counsel, dated June 2, 2011.

Mr. Bob Tucker briefly updated the Board on his employment with Compass Project Management in another community and wondered if the Conflict of Interest law applies to him as he is Chairman of the School Building Committee. In the interest of full disclosure, he wanted to obtain the Board's written determination that he is not in violation of Conflict of Interest law. Discussion followed. The Board is first step in the process as they were the appointing agency in the Middle School Repair Project. Town Counsel's opinion has been received.

Selectman Foresto moved that Bob Tucker's disclosed financial interest in temporary employment with Compass Project Management is not so substantial as to be deemed likely to affect the integrity of the services which the Town of Medway may expect from him and that the Chairman be authorized to sign the Determination by Appointing Authority submitted by Mr. Tucker; Selectman Espinosa seconded. No further discussion. It was noted that the motion was provided by Town Counsel. All ayes, 3-0.

Town Administrator's Report:

Ms. Kennedy announced that there is a “Green” Community press conference on Thursday, June 9, and invited board members to attend.

Selectmen’s Reports:

Selectman Foresto – no report.

Selectman Espinosa stated the Route 109 Design Committee met on June 1 to discuss project status relative to funding and the design process, noting that the overall process is taking a bit longer than anticipated. There is no update on \$400,000 other than it will be released when the project reaches 25% design point. He concluded by stating there have been meetings with residents who express great concern for intersection at Franklin Street and the Community Church.

Chairman Crowley suggested the Town consider a change in bylaws to allow alcoholic beverages to be served on Town-owned property so that members of the Board of Selectmen could require a permit. He noted that this would be helpful during the Medway 300 celebration. He requested thoughts from the Board as well as opinion from Town Counsel after which the matter could be brought to Town Meeting. He asked that this matter be included in Action Items.

On another matter, Chairman Crowley thanked Colonel Matondi for an impressive Memorial Day parade. He noted that the 92-year-old Colonel marched in full uniform.

Approval of Minutes:

Approval of minutes was postponed to a later meeting.

At 8:43 PM Selectman Foresto moved to adjourn and return to executive session to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, not to return to public session; Selectman Espinosa seconded. No discussion. Roll call vote: Selectman Foresto, aye; Selectman Espinosa, aye; Chairman Crowley, aye; all ayes, 3-0.

Respectfully submitted,
Jeanette Galliardt
Board Secretary