

**Board of Selectmen's Meeting
November 5, 2012 – 6:00 PM
Sanford Hall
155 Village Street**

Present: Selectman Andrew Espinosa, Chair; Selectman Glenn Trindade, Vice-Chair; Selectman John Foresto, Clerk; Selectman Dennis Crowley, Selectman Richard D'Innocenzo, and Suzanne Kennedy, Town Administrator.

Also Present: Carol Pratt, Town Accountant; Melanie Phillips, Treasurer-Collector and Finance Director; Will Naser, Principal Assessor; Tom Holder, Director, Department of Public Services; David D'Amico, Deputy Director, Department of Public Services; Deb Trindade, School Committee; Claire O'Neill, Housing Specialist; Susy Affleck-Childs, Planning and Economic Development Coordinator.

At 6:00 Chairman Espinosa called the meeting to order and led in the Pledge of Allegiance.

Public Comments: None

Update -- Claire O'Neill, Economic Development Specialist:

Claire O'Neill gave a brief update to the Board on economic development activities that have taken place over her first month with the Town of Medway. Ms. O'Neill has introduced herself to Town departments and continues to learn about the town. She informed them that she had met with some of the Medway's larger manufacturers as well as several small businesses and that her outreach was ongoing. The EDC met on October 17 and discussed website enhancements and additions, business outreach and recommendations for bylaw changes. In addition to business outreach, Ms. O'Neill has met with several property owners in town as part of the industrial/commercial property survey. She is in discussion with Doug Havens about a joint mailing to businesses. She thanked Town staff for their helpfulness.

Brief discussion followed on upcoming workshops that may be of interest to Ms. O'Neill, as well as working on a budget that will be in line with Board of Selectmen goals.

Appointments – Affordable Housing Trust – Judi LaPan, John Maguire, Karen Soter; Metropolitan Area Planning Council Representative – Andrew Rodenhiser:

The Board reviewed the following information: (1) Email from Doug Havens, Community Housing Coordinator regarding Affordable Housing Trust appointments: (2) Letter of interest (LaPan) and (3) Resumes for Maguire and Soter. It was noted that a vacancy for the position of MAPC Representative occurred with the resignation of Chan Rogers in June 2012; Andrew Rodenhiser has volunteered to be the representative, should the Board of Selectmen approve.

Mr. Doug Havens, Affordable Housing Coordinator, briefly reviewed the potential appointments, noting that all candidates are qualified and bring very valuable experience with them.

Selectman Trindade moved that the Board appoint Judi LaPan, John Maguire and Karen Soter to the Affordable Housing Trust, and, further, appoint Andrew Rodenhiser as Medway's representative to the Metropolitan Area Planning Council; Selectman Foresto seconded. It was noted that Ms. LaPan and Ms. Soter were in attendance. VOTE: 4-0-1 -- Crowley abstained.

Approval – Amendment to Contract with Marsh, Moriarty, Ontell and Golder, P.C. – Oak Grove Title Research -- \$10,000:

The Board reviewed a contract amendment, dated October 25, 2012, and signed by The Town Accountant and Town Counsel.

Ms. Susy Affleck-Childs, Planning and Economic Development Coordinator, reported this amendment covers work that was being finished up, noting this would enable Mr. Marsh to get through a major chunk of the required research. Mr. Will Naser, Principal Assessor, added that this work completed a review of every single title, making Phase 1 complete.

Selectman Foresto moved that the Board authorize the Chairman to execute the contract amendment as submitted in the packet for an amount not to exceed \$10,000; Selectman Trindade seconded. Town Administrator Kennedy indicated they will be meeting with Town Counsel soon to discuss the gray areas. Brief discussion followed on budget allocations for this type of work. VOTE: 5-0-0.

Approval – Medway Lions Club Annual Charity Christmas Tree Sale:

The Board reviewed a letter from the Medway Lions Club.

Selectman Trindade moved that the Town issue a permit for the Medway Lions Club Annual Charity Christmas Tree Sale in accordance with the conditions submitted in its request; Selectman Forest seconded. No discussion. VOTE: 3-0-2 – Crowley and D'Innocenzo abstained as they are members of the Medway Lions Club.

Authorization of the Chairman to Execute Budget Revision Request #4 for Middle School Renovation Project – \$99,508:

The Board reviewed a Budget Revision Request, dated October 15, 2012, for the Middle School Renovation Project.

Selectman Trindade moved that the Board authorize the Chairman to executive Budget Revision Request #4 as submitted in the packet; Selectman D'Innocenzo seconded. It was noted that the construction will not be closed out in December even though the Certificate of Occupancy will be issued in November. Punch lists have been created as each section was finished; the contract will likely finish up in February or March of 2013. VOTE: 5-0-0.

Fourth Reading -- Proposed Revised Alcohol Policy

The Board reviewed the following information: (1) Memo regarding the fourth reading of the policy; and (2) Draft 4 of the proposed Revised Alcohol Policy.

Ms. Allison Potter, Assistant to the Town Administrator, briefly outlined changes made since the last draft, noting that the BYOB policy has been revised per the Board's suggestions. Selectman Trindade emphasized that all restaurants should have this as an option, but they should have to apply for a permit to do so just like the ones with liquor licenses. Brief discussion followed.

Selectman Crowley stated he had not had time to read the Town of Ashland's full policy, noting that the BYOB section was 20 pages. Ms. Potter reported that Town Counsel advised to separate it from the general alcohol policy as the governance is not the same. It can be mentioned in the alcohol policy, but the policy should be separate. Regarding training, Ms. Potter stated there is limited liability to the Town, noting there is no statute regulating BYOB.

With regard to changes, Ms. Potter noted that a fee for all one-day licenses is \$50, which can be waived at the Board's discretion. She asked that Board members submit input on the description of frequency in the one-day license section.

Another review of the revised policy will come back to the Board in the near future.

Discussion – Fall Town Meeting Article Numbers 15, 18, 21, and 22 – TBD Status:

At this time, the Board considered those Fall Town Meeting Articles that still needed recommendation.

Article 15 – Transfer: Main Street Water Main Replacement Project – Selectman Crowley commented that, if the additional scope was added after the base contract was negotiated, the Board needed to be aware of it. Mr. Holder stated the project was put together several years ago – designed, bid and awarded. The only things that changed in the scope were associated with the change orders that the Board of Selectmen has seen. The funds will be spent on police details (increase is expected), series of change orders, additional crew added, lease of hydraulic equipment to remove ledge, customer service support for changes, internal visits, etc. Minor increases can be absorbed in the regular DPS budget or out of the Water Enterprise Fund.

Selectman Trindade moved that the Board recommend Article 15 as written in the Fall Town Meeting Warrant; Selectman Foresto seconded. No further discussion. VOTE: 5-0-0.

Article 18 – Appropriation: Athletic Field Maintenance – Mr. Tom Holder, Director, Department of Public Services, and Ms. Deb Trindade, School Committee, were present for this discussion. It was noted that, through a series of emails, a reasonable scope of expectations was developed. Selectman Trindade expressed concern for how the allocation would be noted in the budget, as it might look like new money but it is not. Ms. Kennedy stated this is supplemental money not included in the original budget. Selectman Trindade theorized that the split between schools and Town is not fair with regard to this money. Chairman Espinosa suggested doing it this way for this year, and determining a regular budgetary process going forward. Discussion followed. It was agreed that the Board will postpone its decision on Article 18 until the pre-town meeting prior to Fall Town Meeting.

Article 21 – Borrowing: Thayer Property Renovation -- It was noted that there is a meeting of the Community Preservation Committee tonight, and it will be determined whether or not to proceed. The bid opening will be Thursday. After brief discussion, it was decided to postpone a decision on Article 21 until the pre-town meeting prior to Fall Town Meeting. It was noted that if things are not in line with what might be necessary, the matter can be postponed until 2013 Annual Town Meeting.

Article 22 – Free Cash Transfer: Parks and Recreation Study – Selectman D'Innocenzo stated the group was supposed to meet on October 29 but did not because of the hurricane. The committee is now scheduled to meet on November 6 to see presentations, then open bids in the days following. Selectman Crowley suggested the Town Administrator be notified when the bids are opened. The Board

of Selectmen meeting prior to Town Meeting on Tuesday, November 13, was moved up to 5:30 PM. At that time, the Board will determine its recommendation on Article 22.

Discussion – Five Year Forecast:

The Board reviewed forecasted financial information prepared by the Town Accountant and Finance Director.

Ms. Kennedy directed the Board’s attention to the final page of the forecast which specifies the assumptions used in making the forecast. Chairman Espinosa asked if the forecast could be a little more accurate on some of the things that are already known. Ms. Kennedy clarified that this is an operating budget, noting that if the Board is interested in particular things, those would become clearer at a strategic planning session. The Finance Director and Town Accountant would also need to know what those things are to plan for them on the expenditure side.

Regarding areas where it is believed the Town is understaffed, the specifics of that scenario are unknown and therefore could not be included. Selectman Crowley stated that while the Board knows that the DPS and Fire Department need more staff, that fact was not actually communicated to the Town Administrator for this forecasting process. Selectman Foresto suggested additional lines be added in for future use. Discussion followed. Ms. Kennedy will forward all pertinent materials to the Finance Committee.

Discussion – FY14 Budget Policy Statement:

In the interest of time, the budget policy discussion was postponed.

Action Items from Previous Meeting:

Discussion of Action Items was also postponed.

Approval of Warrants:

Selectman Foresto, Clerk, read aloud Warrant 13-19, dated 11/8/12, submitted for approval:

School Bills	\$ 105,377.24
Gross Payroll – Town	\$ 296,652.57
Gross Payroll – Schools	\$ 771,070.80
TOTAL	\$ 1,067,723.37

Selectman Trindade moved that the Board approve the Warrant as read; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Town Administrator’s Report:

Ms. Kennedy asked the Board to consider if it wanted to keep the regularly scheduled meeting on Monday, November 19, which is Thanksgiving week. She noted that the Town needs to have a tax classification hearing soon after Fall Town Meeting. Some of the Fall Town Meeting actions will have an impact on that hearing. After brief discussion, it was agreed to keep the November 19 meeting.

Referring to Hurricane Sandy, Ms. Kennedy stated the community weathered the storm fairly well. She noted that FEMA reimbursement for expenses incurred may be available; affected communities are being asked to determine total costs involved.

Ms. Kennedy concluded by drawing everyone's attention to the historical photo collage that is now mounted on the wall of Sanford Hall. The photographs depict historic scenes of Medway's former mills.

Selectman's Reports:

Selectmen reports were postponed so interested members could attend the Community Preservation Committee meeting at the high school library. The main topic of discussion will focus on the Thayer Property.

At 7:19 PM Chairman Espinosa adjourned the meeting in order to attend the meeting of the Community Preservation Committee in the library at Medway High School.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary