

**Board of Selectmen's Meeting
April 17, 2012, 7:00 PM
Sanford Hall, Town Hall
155 Village Street**

Present: John Foresto, Chairman; Selectmen: Andrew Espinosa, and Glenn Trindade. Selectman Dennis Crowley and Selectman Richard Dunne were absent.

Also Present: Rich Boucher, Director, Information Technology; Sue Ellis, Director, Human Resources; Tom Holder, Director, Department of Public Services; Missy Dzikczek, Director, Council on Aging; Joanne Rousseau, Assistant Treasurer.

There being a quorum, Chairman Foresto called the meeting to order at 7:02 PM. He then led the assembly in the Pledge of Allegiance.

Public Comment: The Board welcomed Ryan Lawton of Scout Troop 367. He is observing tonight's meeting as part of his Eagle Scout requirements.

Discussion – Health Insurance Costs, EBS Foran Insurance and Advisory Services, Inc.:
There were no associated materials.

Present: Kenneth Lombardi and Edward W. Byrnes, Jr., EBS Foran Insurance.

Mr. Kenneth Lombardi briefly stated that the Town's health insurance program renews July 1, while the senior program renews in January. All programs are provided by Tufts, and he was pleased to report that his agency was able to negotiate a rate hold so there is no increased cost to employees. During the last couple of renewals the Insurance Advisory Committee has been very helpful in assisting them to help get the costs down. The initial proposal from Tufts contained an increase of 5.8%. His colleague, Mr. Edward Byrnes, was able to research some supportive historical information relative to Medway's claims that helped eliminate the increase. New legislation also allows them to help communities implement specific modifications to their health care plans, for example, increase the co-pays which would decrease the Town's share of the costs. The plan could also be moved into the Group Insurance Commission (GIC) where there can be potential savings over several years' time. Discussion followed.

Responding to a question from Chairman Foresto, Mr. Lombardi stated they contacted Harvard Pilgrim regarding the claims they would have been processing for several months after the end date of coverage. This provided important information to Tufts for its trend analysis, and resulted in a better plan formula for Medway. He said plans are typically changed by increasing the deductible amounts or the co-pays in order to reduce municipal costs. Mr. Byrnes added that some communities are large enough that their rates are set according to their claims experience.

The Board thanked Mr. Lombardi and Mr. Brynes for coming in, and expressed thanks to the Human Resources Director, the Town Administrator and the Insurance Advisory Committee for their help in this matter.

Presentation – New Website, Information Services Department:

Utilizing a PowerPoint presentation, Mr. Rich Boucher, Director, Information Technology, briefly reviewed the proposed changes to the new website utilizing Virtual Town Hall. Photographic images change from screen to screen in the main section, but disappear in the individual department areas, freeing up more space for information. Overall, there will be numerous new pieces of information, and public access to a lot of information including GIS and other technological advancements. Residents will be able to pay their municipal bills online, as well as sign up for news from specific departments via email (similar to Constant Contact).

Responding to a question from Selectman Espinosa regarding content management, Mr. Boucher stated each department has access to their portion of the site, and they will be in charge of monitoring their own areas.

Selectman Trindade suggested placing reminders on each page that would encourage residents to sign up for specific groups, i.e., they will automatically get that group's agenda or minutes when the information is posted. He also asked if the local sports groups could put their information on the site. Mr. Boucher responded that he would have to check the Town's web policy to find out what flexibility there is relative to linking with other groups.

Mr. Boucher indicated the initial cost of the program was \$7,500 to get started, then a fee of \$3,300 each year. If schools are added, the Town would have to pay additional costs to pull them in.

Mr. Tim Lawton, Scoutmaster, Troop 367, asked if there was any plan to integrate community groups like the Scouts. Mr. Boucher stated he would have to check the web policy. Mr. Lawton suggested that, for the benefit of people moving into the community, it would be nice to have that kind of information on the Town's website, perhaps linking to a section on community groups.

Mr. Boucher stated he hopes to have the website up and running after this weekend, once all the information from departments is updated.

Authorization – Contract for Transit Service to the Elderly/Disabled and Operation of Shuttle Service to Norfolk Commuter Rail Station, Greater Attleboro-Taunton Regional Transit Authority --\$96,000:

The Board reviewed the following information: (1) Email, dated April 2, 2012, from Town Counsel; (2) Letter, dated April 10, 2012, from Town Counsel; (3) Contract Summary Memo from M. Dziczek; and (4) Contract, effective July 1, 2012, between Greater Attleboro-Taunton Regional Transit.

Ms. Missy Dziczek stated the GATRA contract, effective July 1, finally came in. Several things in the contract were adjusted a while ago, and it took this long for it to come back to the Town. Ms. Kennedy stated the GATRA folks were reticent to take the advice of Town Counsel. In time, a different vendor may become necessary. It is a popular service, and the bus is full most of the time.

Ms. Dziczek stated their quarterly meeting is coming up in May. Ms. Kennedy stated the Town received some funds from SWAP to conduct a study to see if an inter-regional collaborative would be feasible for Medway.

Selectman Trindade moved that the board authorize the Chairman to execute a contract with Greater Attleboro-Taunton Regional Transit Authority for transit service to the elderly and disabled and

operation of a shuttle service to the Norfolk Commuter Rail Station in an amount not to exceed \$96,000; Selectman Espinosa seconded. No discussion. VOTE: 3-0-0.

Approval – Massachusetts Water Pollution Abatement Trust Interim Loan, Stormwater Management - \$500,000:

The Board reviewed the following information: (1) Town of Medway Bond Issue document, Loan Amount of \$500,000; (2) Vote of the Board of Selectmen certification; (3) Town of Medway Interim Loan Note, dated April 15, 2012; and (4) Town of Medway \$500,000 Interim Loan Note Certificate.

Ms. Kennedy stated the Board originally approved this contract subject to review by Town Counsel. She noted that research revealed that a specific motion had to be utilized in order to move forward.

Selectman Trindade moved that the Board of Selectmen approve the issuance of a bond or bonds in an aggregate principal not to exceed \$500,000 pursuant to Chapters 29C and 44 of the General Laws and a vote of Town Meeting passed June 13, 2011 as Article 6 for an integrated water resource management plan; that in anticipation of the issuance of the Bond, the Treasurer is hereby authorized to issue an interim loan note or notes in an aggregate amount not to exceed \$500,000. He moved that each Bond or Note is to be issues as a single registered security and sold to the Massachusetts Water Pollution Abatement Trust and the Treasurer is authorized to determine the date, the form, the maximum interest rate and the principal maturities of each Note or Bond and is authorized to execute a Loan Agreement with the Trust with respect to the sale of the Bonds and Notes, such date, form and maturities and the specific interest rate of the Bonds and Notes to be approved by a majority of the Board of Selectmen and the Treasurer and evidence by their execution of the Bonds and Notes. He further moved that all action taken to date by the Town and its officers and agents to carry out the Project and its financing, including the execution of any loan commitment or agreement by the Treasurer, are hereby ratified, approved and confirmed and that the Treasurer and the other appropriate Town officials are each hereby authorized to take any and all actions necessary and convenient to carry out the provisions of this vote, including execution and delivery of the Loan Agreement and the Project Regulatory Agreement relating to the project; Chairman Foresto seconded. No discussion. VOTE: 2-1-0 – Selectman Espinosa oppose.

For benefit of the viewers, Mr. Tom Holder, Director, Department of Public Services, explained the funds would be used for stormwater management, specifically, to evaluate the Town's stormwater and look at the overall wastewater system, relative to the stormwater permit issued by the EPA.

Approval – Contract for Main and West Street Water Main Installation, Oliviera Construction, Inc. -- \$1,934,950.83:

The Board reviewed the following information: (1) Memo, dated April 12, 2012, from Tom Holder, summarizing the contract; and (2) Contract document, project completion date November 2012.

Mr. Tom Holder briefly reviewed the bid process for the water main replacement project. It went out to bid, with bids opened on March 15, 2012. The low bid was from Oliviera Construction.

Mr. Holder explained how the DPS would handle traffic detours during construction. On a weekly basis there will be updates on the project schedule and status posted on the website. Each Friday he will post a schedule for the following week. Once the contract is signed, the contractor will get a Notice to Proceed followed by several housekeeping tasks including notifications to the public. Temporary bypass pipes will be installed in order to keep water flowing. Each segment of new pipe must be disinfected,

and water must be tested by a lab for possible contaminants. Once the results are in and the water is clean, then the connection will be activated. It is most practical to perform this type of work at night to avoid huge traffic impact. Signage will be utilized to close entrances or exits to businesses where work is being done, and direct them toward the alternate entrances or exits.

Selectman Espinosa expressed concern that this project might be confused with the Route 109 redesign project. He would like it made known that it is not, but the Town could not afford to wait until that project to do the water main replacement. Mr. Holder clarified that the water main dates from approximately 1921, and the Route 109 project needed a commitment on the water main replacement in order to move forward, so the two projects are connected.

Selectman Trindade moved that the Board execute a contract with Oliviera Construction Inc. relative to the installation of new water mains, service lines to curbs and hydrants along sections of Main and West Streets in an amount not to exceed \$1,934,950.83; Selectman Espinosa seconded. No discussion. VOTE: 3-0-0.

Approval – Bituminous Paving, D&R General Contracting, Inc. -- \$500,000:

The Board reviewed the following information: (1) Memo, dated April 12, 2012, from Tom Holder, summarizing contents of contract; and (2) Agreement between D&R General Contracting, Inc. and the Town of Medway, along with associated documents.

Mr. Tom Holder stated the Department of Public Services puts out general maintenance contracts. This company did some work in Medway a decade ago, and they have done work with the Turnpike Authority. He indicated he is pretty confident the Town will be pleased with their work.

Ms. Kennedy suggested the Board approve the contract subject to appropriation, just for protection.

Selectman Trindade moved that the Board execute a contract with D&R General Contracting, Inc. for the road preparation and repaving of various municipal roadways in an amount not to exceed \$500,000, subject to appropriation; Selectman Espinosa seconded. No discussion. VOTE: 3-0-0.

Approval – Catch Basin Cleaning Services, R.J. Gabriel Construction Company, Inc. -- \$80,000:

The Board reviewed the following information: (1) Memo, dated April 12, 2012, from Tom Holder, summarizing contents of contract; and (2) Agreement between R.J. Gabriel Construction Company, Inc. and the Town of Medway, project conclusion on February 28, 2014.

Mr. Tom Holder stated this contract will run into 2014. Responding to a question from the Board, he stated the “stuff” that is collected during the cleaning process is considered hazardous and will be disposed of appropriately.

Selectman Trindade moved that the Board execute a contract with R.J. Gabriel Construction Company, Inc. for catch basin cleaning services in an amount not to exceed \$80,000; Selectman Espinosa seconded. Friendly amendment was suggested and approved, to add the words “subject to appropriation” to the motion. No further discussion. VOTE: 3-0-0.

Action Items from Previous Meeting:

1 --Street Acceptance Process -- Ms. Kennedy stated the present policy is to accept one a year, indicating it would be Meadow Road this year.

2 -- Route 109 Project – Chairman Foresto and Ms. Kennedy will be attending a meeting tomorrow where they hope to get the project on the TIP list. There is rumor that the list may be altered which may work in the Town’s favor. Selectman Espinosa encouraged them to let the MPO know the water mains will be installed, and see if the news of that impending project helps to get the road design project moved forward.

9 -- Medway Community Farm – It was confirmed that the lease will be before Board of Selectmen at its meeting on May 7, and that farmers are only preparing the soil right now.

5 -- Strategic Planning Session – It was suggested to hold this after Town Election so that the session will be with the new Board of Selectmen.

7 -- DPS Facility – Brief discussion followed on the concept of a joint DPS facility with the Towns of Holliston and Millis.

There were no other updates.

Approval of Warrants:

Due to Selectman Crowley’s absence as Clerk, Chairman Foresto read aloud Warrant #12-42, dated 4/19/12, presented for approval.

12-42	Town Bills	\$791,101.36
	Total	\$791,101.36

Selectman Trindade moved to approve Warrant #12-42 as presented; Selectman Espinosa seconded. No discussion. VOTE: 3-0-0.

Town Administrator’s Report:

Ms. Kennedy stated she attended the Energy Committee’s meeting. The Board will be receiving a letter proposing to the Board that it recommend that there be a target reduction in energy consumption that would be included in performance evaluations with department heads. She indicated it is a complex proposal, and more information would be forthcoming. Regarding the Bellingham solar farm, she reported a consultant recommended going out to RFP on this matter. The Energy Committee will be sending a letter to this effect. It is believed that the Town can get a rate of \$0.07.

Selectmen’s Reports:

Selectman Trindade suggested there be a farewell gathering for Selectman Dunne as he will be leaving the Board of Selectmen. As Selectman Dunne is working in Long Island, New York, any event would work best over a weekend or on a Monday.

Selectman Espinosa reported that there have been many rumors that Medway Pride Day would be cancelled. Chairman Foresto responded that it will go on as planned on Saturday, May 19. He emphasized there was a strong response to the request for volunteers. He noted, however, that there is no rain date.

Chairman Foresto reported people have asked him if there was some sort of beautification process sponsored by the Town in preparation for the Medway 300 celebration. He asked Ms. Kennedy to assign it to a staff member for coordination. Mr. Tim Lawton stated he would be happy to organize participation from the Scouts.

Regarding Pond Street improvements, Ms. Kennedy stated she would find out the anticipated schedule for completion.

Approval of Minutes:

The Board reviewed draft minutes of meetings held on November, 14, 2011; November 15, 2011 (morning); November 15, 2011 (evening); December 5, 2011; December 8, 2011; and December 19, 2011.

Due to Selectman Crowley's absence, the Board postponed its review of the minutes.

**At 8:14 PM Selectman Trindade moved to adjourn; Selectman Espinosa seconded. No discussion.
VOTE: 3-0-0.**

Respectfully submitted,

Jeanette Galliardt
Night Board Secretary