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MEDWAY BOARD OF SELECTMEN
155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
(508) 533-3264 • FAX: (508) 533-3281

Glenn Trindade, Chairman
Dennis Crowley, Vice Chairman
Richard D’Innocenzo, Clerk
John Foresto, Member
Mary Jane White, Member

Board of Selectmen’s Meeting Minutes

November 25, 2013 6:30 p.m.

Sanford Hall, 155 Village Street

Present: Chairman Glenn Trindade; Selectmen John Foresto, Dennis Crowley, Richard D’Innocenzo, and Mary Jane White; and Town Administrator Suzanne Kennedy.

At 6:54 p.m., Vice Chairman Crowley called the meeting to order and led in the Pledge of Allegiance.

Selectman Foresto moved that the Board enter into Executive Session under Exemption 6 to consider the purchase, exchange, lease, or value of real property, specifically the lease of 50 Winthrop Street and 40-46 Adams Street, if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, with the intent to return to open session immediately following the Executive Session; Selectman D’Innocenzo second; Roll call vote: White, aye; D’Innocenzo, aye; Foresto, aye; Crowley, aye. (Selectman Trindade joined the meeting once the Executive Session was in session.)

The Board returned to public session at 7:10 p.m.

Public Comments: None

Approval of the Medway Community Farm Lease Renewal: Executive Director of the Medway Community Farm Brittany Sidway Overshiner and President Jeanne Raffa joined the Board to discuss the farm’s lease that is up for renewal. The farm is located at 50 Winthrop Street and 40-46 Adams Street. The Town acquired the property several years ago as open space and subsequently leased the land to the Medway Community Farm. The Town previously signed a three year lease with the farm, however, the farm is now asking for a five year lease. Selectman Crowley expressed his concern that there is no language in the current contract that would allow the Town to take back the property if the farm fell into disrepair. The Board praised Ms. Overshiner for her hard work and dedication and said they couldn’t be happier with how the venture has turned out but they worry what might happen to the farm if she left to pursue other opportunities. Also, the inclusion of the language wasn’t considered in the initial contract because it was for a shorter period of time. Both the Board and Ms. Overshiner agreed that the language would need to be clear so that a future Board could not breach the contract because they no longer wanted a farm. Administrator Kennedy said she would have Town Counsel work with the farm’s attorney to work out the language. It will then be sent to Ms. Overshiner, Ms. Raffa, and the Board for their feedback and approval. The Board agreed to have a special meeting to sign the lease if the language could not be worked out by the December 2, 2013 Board of Selectmen’s meeting.

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1 Ms. Overshiner also explained that much of the property cannot be farmed due to the
2 Conservation Commission's 100 foot wetland buffer zone requirement. Ms. Overshiner said the
3 farm appealed to the Conservation Commission previously about this issue but did not get a
4 response. They are hoping to have the buffer reduced to 50 feet. The Board introduced Ms.
5 Overshiner to Medway's new Conservation Agent Patty Barry, who was attending the meeting
6 for an unrelated matter. Ms. Barry said she would be happy to sit down and discuss this issue
7 further.

8
9 Ms. Overshiner highlighted some of the farm's successes, including showing a surplus for the
10 first time and increasing farm stand revenue by 300%. She also reported that the farm donated
11 \$35,000 worth of produce to the Medway Food Pantry. In addition, the farm has collaborations
12 with the Medway Public Schools and Bentley University. Chairman Trindade encouraged Ms.
13 Overshiner to invite Medway Cable Access to the farm the next time the 4th graders visit.

14
15 **Introduction of New Staff:** The Board introduced and welcomed the new Conservation Agent
16 Patty Barry and the new Principal Assessor Donna Greenwood. Ms. Barry has more than
17 fourteen years' experience in this field and has worked for the City of Medford and the Town of
18 Needham. Ms. Greenwood previously worked for the Town of Plymouth and knows valuation
19 and appraisal. Administrator Kennedy said she is thrilled to have both of them working for the
20 Town.

21
22 **Conservation Commission Appointment:** Ms. Bosselman previously met with the Conservation
23 Commission and they unanimously voted to appoint Ms. Bosselman to the Commission. Ms.
24 Bosselman has more than twenty years' experience in environmental engineering, including
25 conducting site evaluations.

26
27 **Selectman Crowley moved that the Board appoint Jennifer Bosselman to the Conservation**
28 **Commission for a three year term; Selectman White second; No discussion; All ayes 5-0-0.**
29

30 **Conveyance of 6 Independence Lane from Granite Estates, Inc. to the Town of Medway:**
31 Administrator Kennedy reported that the Conservation Commission previously voted to accept
32 the deed for the property. Town Counsel expressed concern that there was not a full
33 committee when this vote was taken. This discussion will be deferred to the next meeting and
34 Administrator Kennedy will confirm whether the Board of Selectmen voted at a previous
35 meeting to make the Conservation Commission a five member board.

36
37 **Public Hearing-Tax Classification:** Board of Assessors Chairman Peter Manning, Town Assessor
38 Donna Greenwood, and Ellis Withington of Mayflower Valuation joined the Board to discuss
39 Medway's tax classification.

40
41 **Selectman Trindade moved that the Board open the public hearing on the Town's tax**
42 **classification; Selectman Foresto second; No discussion; All ayes.**
43

44 This is an annual process that is required by the Department of Revenue. The Board was asked
45 to vote on whether Medway will adopt a single tax rate or a split tax rate. In addition, the Board
46 needed to decide whether Medway would adopt a residential exemption and a small
47 commercial business exemption. Mr. Withington explained the Medway has always had a single
48 tax rate (factor of 1) and recommends that the Board adopt this again. Mr. Withington did not

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1 recommend that Medway adopt the residential exemption or the small commercial business
2 exemption. Mr. Manning reported that the Board of Assessors agrees with all of Mr.
3 Withington's recommendations. Selectman Crowley asked about the overlay account and when
4 the Board of Assessors would be comfortable releasing the surplus. This is dependent upon the
5 affected utilities and whether they file an abatement. The Board will discuss this matter further.
6 Selectman Crowley added that he will forward Chairman Manning the information of a resident
7 who is interested in joining the Board of Assessors.

8
9 **Selectman Trindade moved that the Board close the public hearing on the Town's tax**
10 **classification; Selectman Foresto; No discussion; All ayes 5-0-0.**

11
12 **Selectman Foresto moved that the Board not adopt a residential exemption; Selectman**
13 **D'Innocenzo second; No discussion; All ayes 5-0-0.**

14
15 **Selectman Foresto moved that the Board not adopt a small commercial business exemption;**
16 **Selectman White second; No discussion; All ayes 5-0-0.**

17
18 **Selectman Foresto moved that the Board adopt a Single Tax Rate (factor of 1); Selectman**
19 **White second; No discussion; All ayes 5-0-0.**

20
21 **Fiscal Year 2015 Budget Policy:** Town Accountant Carol Pratt and Administrator Kennedy joined
22 the Board to discuss the FY15 Budget Policy. Ms. Pratt and Administrator Kennedy explained
23 that this year's policy is similar to previous years and uses the same formula. Ms. Pratt
24 explained that they used the preliminary budget number from the schools per the Board's
25 instructions. Ms. Pratt said the projected FY15 revenues include tax, new growth, and level
26 funding. The new growth figure is larger than expected and has not been incorporated into the
27 figures. She added that the tax rates are set by the Department of Revenue and have not
28 increased by much.

29
30 **Selectman Foresto moved that the Board adopt the FY15 budget policy as presented;**
31 **Selectman D'Innocenzo second; No discussion; All ayes 5-0-0.**

32
33 **Approval of Inter-fund Borrowing for the Tanker Truck:** The Fire Department is requesting
34 \$270,000 to purchase a tanker truck. It will be used in areas that do not have sufficient hydrant
35 capacity. The borrowing was approved under Article 9 at the May 2013 Annual Town meeting.

36
37 **Selectman Foresto moved that the Board approve an inter-fund borrowing of \$270,000 for the**
38 **purchase of the tanker truck for the Fire Department; Selectman D'Innocenzo second; No**
39 **discussion; All ayes 5-0-0.**

40
41 **Authorization of Chairman to Execute Contract for Fire Tanker Truck with Four Guys Stainless**
42 **Tank & Equipment, Inc.:** The department did extensive research before selecting this company.
43 The remaining funds will be used for hoses and equipment. Chief Lynch said they got \$1,000
44 trade-in for Engine 4. The truck was in good shape but not old enough to be a collectible. He
45 approached several departments that he thought might be interested in buying it but they were
46 not. There was discussion about whether the Town could have received more money if they
47 sold the truck privately. Town Counsel has reviewed and approved the contract.

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1 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with**
2 **Four Guys Stainless Tank & Equipment, Inc. for the purchase of a fire tanker truck at a cost of**
3 **\$263, 916; Selectman White second; No discussion; 4-1-0 (Selectman Crowley opposed).**
4

5 **Authorization of Chairman to Execute a Contract for Senior Center Kitchen Cabinets &**
6 **Countertops with Theriault, LLC:** This project was approved under Article 8 at the 2013 Annual
7 Town Meeting for \$23,000. No funds have been expended to date. Selectman Trindade
8 reported that he recently met with the Council on Aging and they expressed concerns about the
9 useful life of the dishwasher. The article that was approved only included the cabinets,
10 countertops, and walkway. Any remaining money could potentially be repurposed and
11 reprogrammed at the 2014 Annual Town Meeting.
12

13 **Selectman D’Innocenzo moved that the Board authorize the Chairman to execute a contract**
14 **with Theriault, LLC in an amount not to exceed \$17,300; Selectman White second; Chairman**
15 **Trindade’s signature is contingent upon the contract complete date being amended; All ayes**
16 **5-0-0.**
17

18 **Automated Trash/Recycling Program Update:** DPS Director Tom Holder reported that a public
19 hearing has been scheduled for Monday, December 2, 2013 to discuss the automated trash
20 program. The Board asked Allison Potter to make sure an email message was sent out through
21 the schools to ensure residents were aware of the public hearing. Mr. Holder explained that all
22 recycling will be thrown in one container and will no longer need to be sorted. He said there will
23 be a cost savings to the Town that could be passed on to the residents but he urged the Board
24 to go through a full cycle before they implement any new policies to make sure the cost
25 estimates are accurate. The Board discussed the Lifeline Discount that offers qualified residents
26 reduced rates. The program used to be based on age but is now based on need. The Board
27 wanted to know when the program changed and asked that the Board be consulted in the
28 future on solid waste policies. They want to make sure that the residents who need assistance
29 are receiving it. The Board said they will not be ready to vote on this issue until the second
30 meeting in December. They asked Mr. Holder to make sure that the residents are aware of the
31 public hearing and the program. Selectman Crowley said he would put his concerns and
32 questions in writing and send them to Administrator Kennedy. Mr. Holder also reported that
33 retained earnings continue to grow. The Board discussed the retained earnings and possible
34 uses for this money. Mr. Holder said he will follow-up with the consultant on the landfill and
35 report back to the Board.
36

37 **Discussion with Open Space Committee:** The Open Space Committee met with the Board to
38 discuss its goals and current initiatives. They discussed some of the open space areas that are
39 available to residents including Idyllbrook and the Amphitheater. They explained that they have
40 identified the open space areas in Medway but going forward will need funds to maintain and
41 expand them. They are hoping to construct an entryway to the Amphitheater on Village Street.
42 The design and construction will require funds and currently the committee has no budget. The
43 Board encouraged them to create a five year plan and priority list. They urged them to meet
44 with the Capital Improvement Planning Committee and Community Preservation Committee to
45 discuss their priorities. The Board thanked them for their hard work over the last several years.
46

47 **BOS FY14 Liaison Positions:** The Board reviewed and revised the liaison list from FY13.
48 Administrator Kennedy said she would send out the updated list.

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2 **Action Items from Previous Meeting:** Selectman Foresto reiterated the importance of quickly
3 appointing a Thayer Governance Structure Committee.
4

5 **Approval of Warrants:**

6 Warrant 14-22
7 School Bills \$423,775.09
8 Town Bills \$303,785.53
9 Town Payroll \$299,532.46
10 School Payroll \$873,672.33
11 Total \$1,173,204.79
12

13 **Selectman Foresto moved that the Board approve the warrant as read; Selectman White**
14 **second; No discussion; All ayes 5-0-0.**
15

16 **Approval of Minutes:**

17 **Selectman Foresto moved that the Board of Selectmen approve the June 17, 2013 minutes**
18 **with corrections; Selectman D’Innocenzo second; Selectman D’Innocenzo asked that line 33**
19 **and 34 be revised because he does not remember making that comment. The minutes will be**
20 **revised to say “A member present”; All ayes 5-0-0.**
21

22 **Selectman Foresto moved that the Board of Selectmen approve the June 24, 2013 minutes;**
23 **Selectman D’Innocenzo second; No discussion; 4-0-1 (Selectman Crowley abstained).**
24

25 **Selectman Foresto moved that the Board of Selectmen approve the August 22, 2013 minutes;**
26 **Selectman D’Innocenzo second; No discussion; 4-0-1 (Selectman Crowley abstained).**
27

28 **Town Administrator’s Report:**

- 29 • The contract to recruit a new Town Administrator is with the Collins Center.
- 30 • Administrator Kennedy attended the final anti-casino meeting. The legal expenses for
31 the coalition totaled approximately \$32,000. Each Town contributed \$25,000 so the
32 surplus will be returned to the towns. The funds falls back to the warrant article but it
33 can be repurposed at the next Town Meeting.
- 34 • Administrator Kennedy provided the selectmen with a copy of the petition from the
35 residents who are opposed to the Cumberland Farms project.
- 36 • The contract for the redevelopment authority is on the December 2, 2013 agenda.
- 37 • The Planning and Economic Development Coordinator wrote to the developer of
38 Mayland Woods. She said the Azalea Drive bonds are available to cover the expenses.
39

40 **Selectmen’s Reports:**

41 Crowley

- 42 • The Town of Medway gateway signs have arrived and will be installed.
- 43 • The Route 109 Committee met last week and made a decision on the poles. The 75%
44 design plan needs to be submitted by December 31.

45
46 D’Innocenzo

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1 • The athletic field engineering and design study was approved at Town Meeting.
2 EPFRAC will review the bids. The Memorandum of Understanding with the schools
3 needs to be drafted.

4 • He congratulated Medway's athletic teams on their successful fall season.
5

6 Foresto

7 • The windows are installed at the Thayer house and it is weather tight for the winter.
8 The fire department donated a master box.
9

10 Trindade

11 • The annual Christmas parade will take place on Saturday, November 30. The parade is
12 funded entirely by private donations.
13

14 **At 9:28 p.m. Selectman D'Innocenzo moved to adjourn; Selectman White second; No**
15 **discussion; All ayes 5-0-0.**
16

17
18 Respectfully submitted,
19 Michelle Reed