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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 4, 2013 7:00 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 7:01 p.m., Chairman Trindade called the meeting to order and led in the Pledge of Allegiance.

Medway 300th Proclamation: Senator Karen Spilka, Representative John Fernandes, and Representative Jeffrey Roy attended the meeting to commend the Town on its 300th anniversary. They also recognized the members of the Medway 300th Committee for their hard work over the past year. Senator Spilka said it has been a pleasure getting to know the residents over the years and congratulated the Town on its financial turnaround. Representative Fernandes, who grew up in Milford, added that all of the events over the past year were fantastic and really celebrated Medway. Representative Roy said the events allowed him to get to know the Town and its residents. Representative Roy read the official proclamation. Chairman Trindade thanked Senator Spilka and Representatives Fernandes and Roy for attending the meeting.

Public Comments: Former Selectman Mary O’Leary of Mahan Circle thanked the Medway 300th Committee for its hard work over the past year and said the residents truly appreciated it. She said it was far more personal than the 250th celebration due to the fact that it was organized by Medway residents. She also commended the Board on its work over the past several years especially considering the financial struggles Medway has faced.

Approval of Minutes:

Selectman Foresto moved that the Board of Selectmen approve the May 13, 2013 minutes; Selectman Crowley second; No discussion; All ayes 5-0-0.

Selectman Foresto moved that the Board of Selectmen approve the May 20, 2013 minutes; Selectman D’Innocenzo second; No discussion; All ayes 5-0-0.

Selectman Foresto moved that the Board of Selectmen approve the June 3, 2013 minutes; Selectman Crowley second; No discussion; All ayes 5-0-0.

Town Administrator Search: Director of Human Services Sue Ellis attended the meeting to discuss the search for a new Town Administrator. Administrator Kennedy will be retiring at the end of her current contract. Chairman Trindade reported that he spoke with a Selectman from Framingham who said they also used the Collins Center at UMass for their search.

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1 **Selectman Crowley moved that the Board authorize Sue Ellis to prepare and negotiate a**
2 **contract with the Collins Center and bring a final recommendation to the Board for their**
3 **approval; Selectman D’Innocenzo second; No discussion; All ayes 5-0-0.**

4
5 Ms. Ellis said she would also follow-up with Town Counsel on this matter.

6
7 **Approval of Community Innovation Challenge (CIC) Grant Application:** Planning & Economic
8 Development Coordinator Susy Affleck-Childs explained that the Southwest Advisory Planning
9 Committee (SWAP) conducted a Regional Transit Feasibility Study. The study analyzed the
10 existing public transit network in the SWAP communities, which include Medway, Bellingham,
11 Dover, Franklin, Hopkinton, Milford, Millis, Norfolk, Sherborn and Wrentham. The study looked
12 at what currently exists and what is needed. Ms. Affleck-Childs said they are hoping to use the
13 grant to focus on the Council on Aging services that are offered in nearby towns and if
14 opportunities to regionalize and cost share exist. The grant would cover the study and GPS
15 equipment that is necessary for the analysis. Ms. Affleck-Childs said the exact amount of the
16 grant is unknown at this point but would be available in February 2014. There is a second grant
17 possibly available that the Town also plans to apply for to cover some of the expenses that this
18 grant would not.

19
20 **Selectman Crowley moved that the Board approve the CIC grant application related to the**
21 **SWAP Regional Public Transit Feasibility Study dated October 3, 2013; Selectman Foresto**
22 **second; No discussion; All ayes 5-0-0.**

23
24 **Authorization of Chairman to Execute Memorandum of Understanding Between Town of**
25 **Medway and Town of Arlington Regarding Orthoimagery project:** Medway, along with at least
26 15 other towns, is taking part in a project to procure sophisticated aerial photography. The
27 images will provide the Town with far greater detail and will capture stop signs, catch basins,
28 and wetlands. The information will tie into the Town’s Geographic Information System (GIS)
29 system. The cost to Medway will be \$8,587.00, which is significantly lower than previously
30 quoted. The cost for each town is the same, \$781 per square mile.

31
32 **Selectman Foresto moved that the Board authorize the Chairman to execute the**
33 **Memorandum of Understanding between the Town, the Massachusetts Orthoimagery**
34 **Consortium (MassOrtho), and the Town of Arlington (fiscal agent for MassOrtho) for the**
35 **orthoimagery project as outlined; Selectman D’Innocenzo second; No discussion; All ayes 5-0-**
36 **0.**

37
38 **Approval of Interfund Borrowing for Mixing System Installation for Lovering Street Water**
39 **Tank and Authorization of Chairman to Execute Contract with Utility Service Co., Inc.**
40 **Regarding Lovering Street Water Tank Mixing System Installation:** DPS Director Tom Holder
41 said the Department of Environmental Protection (DEP) requires that a mixing system be
42 installed in the Lovering tank. The new mixing system will ensure proper circulation and
43 eliminate stratification, which is essential to ensure a high water quality. The work will be done
44 during the winter months when the tank can be drained.

45
46 Treasurer/Collector Melanie Phillips said the Town is not going out to bond until the spring so
47 they are going to borrow from the Town for this project. They will be borrowing \$100,000 from
48 Article 10 that was approved at the May 2013 Annual Town Meeting. The mixing system costs

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1 approximately \$82,000 and the remaining \$18,000 will be sufficient to pay the engineering fees
2 associated with the project. Administrator Kennedy asked Mr. Holder to make sure the contract
3 contains the correct dates. Mr. Holder also confirmed that a signed Notice of Award exists,
4 which is standard.

5
6 **Selectman Foresto moved that the Board approve the interfund borrowing of \$100,000**
7 **needed for the installation of a mixing system for the Lovering Street water tank and for**
8 **associated engineering fees; Selectman Crowley second; No discussion; All ayes 5-0-0.**

9
10 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with**
11 **Utility Service Co., in an amount not to exceed \$82,780 for the installation of a mixing system**
12 **at the Lovering Street water tank but that the contract be held pending receipt of Town**
13 **Counsel approval as to form and corrected certificate of insurance; Selectman Crowley**
14 **second; No discussion; All ayes 5-0-0.**

15
16 **Approval of Letter to MassDOT Regarding Route 109 and Choate Park:** The Board sent a letter
17 to the Massachusetts Department of Transportation (MassDOT) in August regarding this matter
18 but MassDOT requires additional language. The revised letter contains language that was
19 provided by MassDOT. Director of DPS Tom Holder said the Parks Department has already
20 signed a similar letter containing the additional language.

21
22 **Selectman Foresto moved that the Board approve the letter to MassDOT relative to the Route**
23 **109 Project and Choate Park as presented; Selectman D’Innocenzo second; No discussion; All**
24 **ayes 5-0-0.**

25
26 **Appointments to the Route 109 Design Advisory Committee and Thayer Property Governance**
27 **Committee and Designation of Special Municipal Employees:** The Board decided to defer its
28 vote on the appointments to the Route 109 Design Advisory Committee until their November 18
29 meeting. Chairman Trindade said that he does not believe that one of the residents has fully
30 disclosed potential conflicts. Chairman Trindade said he will speak with Administrator Kennedy
31 about his specific concerns and have Administrator Kennedy follow-up up with Town Counsel.

32
33 The Thayer Property Governance Committee will be tasked with putting the governance
34 structure together. Selectman Foresto said that he will circulate the presentation on the scope
35 of work that was previously presented. The Board would like the committee to report back to
36 the Board no later than December 15, 2013 with a defined objective and scope.

37
38 **Selectman D’Innocenzo moved that the Board approve the appointments of John Boardman,**
39 **Carl Rice, and Dennis Crowley to the Thayer Property Governance Committee and that all**
40 **individuals will be designated as Special Municipal Employees; Selectman White second; No**
41 **discussion; All ayes 5-0-0.**

42
43 **Approval of Underground Storage Tank Installation Fee:** This discussion is the result of last
44 month’s public hearing where Cumberland Farms applied for a 20,000 gallon underground
45 storage tank. The Board reviewed surrounding towns’ underground storage tank fees. Medway
46 currently has an annual renewal fee but it does not have an initial license fee like many of the
47 surrounding towns. Some of the towns charge a flat fee while others have an incremental fee

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1 depending on the size of the tank. The Board decided to go with a flat fee for an initial license
2 fee because the amount of paperwork is the same regardless of the size of the tank.

3
4 **Selectman Foresto moved that the Board approve an initial license fee of \$100 for**
5 **underground storage tanks with an annual renewal fee of \$50; Selectman White second; No**
6 **discussion; All ayes 5-0-0.**

7
8 **Action Items from Previous Meeting:**

- 9 • Congressman Kennedy’s office is waiting to hear from FEMA. The Brentwood project is
10 on his office’s radar.
- 11 • An appraisal exists for the Oakland Street property and will be discussed in Executive
12 Session at the November 18 meeting.
- 13 • Administrator Kennedy said she would send the Board the Chapter 90 information and
14 discuss at the November 25 meeting.

15
16 **Approval of Warrants:**

17 Warrant 14-19
18 Town Payroll \$299,532.46
19 School Payroll \$873,672.33
20 Total \$1,173,204.79

21
22 **Selectman Crowley moved that the Board approve the warrant as read; Selectman Foresto**
23 **second; No discussion; All ayes 5-0-0.**

24
25 **Town Administrator’s Report:**

- 26 • Two reports have been issued relative to the proposed casino in Milford. The first said
27 that the demand for water will exceed the availability and the second said traffic will be
28 impacted even more than originally expected. Ms. Kennedy reported that Medway has
29 been designated as a surrounding community. If Milford approves the casino they will
30 need agreements from the surrounding towns. The towns won’t be able to stop the
31 project, only negotiate for mitigation funds.
- 32 • The Town is finalizing the hire of a Town Assessor.
- 33 • The Board would like Mr. Holder to have the recycling carts at the Fall Town Meeting for
34 residents to view. They plan to hold a public hearing on this matter in early December.
35 They would like additional information including what happens if the cart breaks. They
36 also asked Mr. Holder to look at towns that have pay to throw versus those that don’t.
37 They said they believe the savings go to the Waste Management companies and not the
38 towns.

39
40 **Selectmen’s Reports:**

41 Foresto

- 42 • There will be a Veterans Day celebration at the VFW on November 11.
- 43 • He thanked the Board for the proclamation presentation at the beginning of the
44 meeting.
- 45 • There will be a discussion of the Town seal at the Village Church at 7:00 p.m. on
46 November 6.

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- 1 • The article on the warrant for Verizon should be dismissed because the work has been
2 completed.

3

4 Trindade

- 5 • The Community Preservation Committee voted to approve funds for the study of the
6 athletic fields on Monday night.

7

8 **At 8:25 p.m. Selectman Foresto moved to adjourn; Selectman White second; No discussion; All**
9 **eyes 5-0-0.**

10

11

12 Respectfully submitted,

13 Michelle Reed