

**Medway Board of Selectmen  
Medway Senior Center  
Oakland Street  
Medway, MA 02053**

**February 19, 2013  
Meeting Minutes**

**BOARD OF SELECTMEN MEMBERS PRESENT: Chairman Andrew Espinosa, Vice Chairman Glenn Trindade, Clerk John Foresto, Dennis Crowley, and Richard D’Innocenzo. Town Administrator Suzanne Kennedy also present.**

The Chairman opened the meeting at 7:00 pm.

**Board of Health Appointment:**

**On motion made by Glen Trindade, and seconded by John Foresto, the Board of Selectmen voted unanimously to appoint Jordan Warnick to the Board of Health to fulfill the remainder of the term.**

**Solarize Mass Program Application Submittal:**

Susy Affleck-Childs, Planning and Economic Development Coordinator, was present at the meeting to inform the Board of Selectmen that she will be submitting an application for the 2013 Solarize Mass Program. There will be eight communities selected. Simultaneously with soliciting applications from communities, the group is also collecting quotes from vendors for evaluation. The concept of the program is to provide a way for residential and commercial property owners to do small scale solar projects at a tiered pricing cost. Medway’s application is 90% completed. The application asks for a solar coach who needs to be a volunteer; Dan Hooper has stepped up to help. This is consistent with the Local Energy Action Plan (LEAP). The energy committee recommended that the Town pursue this effort. The comments from Town Counsel will be referenced in the cover letter. This is not an authorization to enter into a contract. Should Medway not be successful in being selected, it could apply again in the fall. Selectman Foresto indicated that some neighboring communities such as Hopkinton and Mendon have participated.

**On a motion made by Mr. Foresto and seconded by Mr. Trindade, the Board of Selectmen vote unanimously to support the application submittal for the 2013 solar mass program.**

The Board of Selectmen signed the application.

**Contract GIS permitting module:**

Susy Affleck-Childs explained that GIS is looking to have the Board of Selectmen authorize the contract with PeopleGIS. This is the last step for the permitting work relative to the 43B grant. One of the goals of PeopleGIS was to develop a mechanism for the building and planning departments to allow applicants to apply online for permits. There was a recent meeting with PeopleGIS, Rich Boucher, IT Director, and a couple members of the Board of Selectmen. Research and several demonstrations had been conducted, and it was concluded that this is the best system to have for the Town. It is consistent with the Town system. Chairman Espinosa indicated that this is not a full-fledged tested product; Town Administrator Kennedy cited several communities such as Weston that were currently working with or setting up this

system. The cost of the program will be \$29,000. The majority of the cost will be covered by a grant with the Planning Department funding \$3,000 from its budget.

**On a motion made by Glenn Trindade and seconded by Andrew Espinosa, the Board of Selectmen vote unanimously to execute and sign the contract for GIS.**

**Introduction of Regional Health Coordinator:**

Health Agent Stephanie Bacon was present at the meeting, along with the Regional Health Coordinator, Alyssa Kaiser. The Coordinator is serving Hopkinton, Ashland and Medway. The goal of the regional health coordinator is to add another level of service delivery as one portion of the regional Boards of Health initiative.

One of the goals of the health care coordinator is to focus on elder care health issues which include nutrition and food safety. There have already been two public service announcements on flu prevention and medication adherence, and there will be two additional being filmed on head concussions and nutrition. The coordinator is partnering with the Franklin YMCA to get some programs in the schools. Some of these programs are concerned with how to read nutrition labels, making healthy food choices, mental health awareness and bullying. The Health Coordinator is currently working 25 shared hours between Medway, Hopkinton and Ashland and is funded through a grant that expires at the end of fiscal 2013. The Town is trying to petition for an extension.

**Sharps Collection.**

The Health Agent explained that there is a contract which needs to be signed for the sharps collection. The Town has been informed that as of July 1, 2013, the disposal rules for sharps will change. A kiosk will be housed at the police station, and the pick-up and delivery cost negotiated with Waste Management will be \$65.00 every other month.

**On a motion made by Glenn Trindade and seconded by John Foresto, the Board of Selectmen vote unanimously to execute and sign the contract for the sharps disposal program.**

**Special Town Meeting for May 13, 2013.**

**On a motion made by John Foresto and seconded by Dennis Crowley, the Board of Selectmen voted unanimously to open the May 13, 2013 Town Meeting warrant.**

**Special Town Meeting Warrant:**

Article 2 – Relates to insurance funds for the replacement of the malfunctioning fire panel at the Burke-Memorial School. Town Administrator Kennedy reported that almost 100% of the costs will be reimbursed from insurance funds. She will report to the Board as to where the balance, if any, will be charged.

Article 4 – Approved by the Board

**Annual Town Meeting Warrant:**

The Animal Control Officer was present to speak about the amendment to the dog bylaw. Ms. Hamelin explained that the Governor passed new dog laws that went into effect on August 1, 2012. These laws fall under Chapter 140. There are new regulations and criteria for hearing procedures and requirements according to certain “dangerousness” classifications. The Town Meeting article recommends monetary

changes to both fines and license exemptions. Fees and late fees would be increased, and the amended bylaw will also allow for a free license for seniors who spay or neuter their dogs. The state law supersedes the bylaw. The proposed changes would align Medway's policy with that of the State and have been reviewed by Town Counsel.

Brenda explained that she is responsible for reporting any dogs taken in. This information needs to be submitted to the Town Clerk and Town Administrator on a monthly basis. She is also providing quarterly reports to the Board of Selectmen with a tally of the calls. This is part of the new statute.

It was suggested that the Board of Selectmen review the warrant articles and provide to the Town Administrator with any questions or comments and that can be discussed at another meeting.

There may be an additional article added regarding a potential open space acquisition.

The Board of Selectmen would like to have their next meeting to discuss the warrant articles on Saturday, March 2, 2013 at 11:30 a.m. at the Town Hall. The Town Administrator would like to have the questions by Tuesday February 26, 2013.

Susy Affleck-Childs will provide a sheet with the information relative to the planning and zoning warrant articles. The two articles submitted by the Planning and Economic Development Board are regarding the parking bylaws and a change to the Village Residential classification. These particular bylaws are still in draft form.

The warrant article for a moratorium on marijuana dispensaries is in final form. The language of this was provided by Kopelman and Paige.

**Snow and Ice Policy:**

DPW Director, Tom Holder was present to speak about a proposed change in policy to include the maintaining of additional sidewalks as part of the snow and ice policy. A packet was provided to the Board of Selectmen with a narrative to explain the reasoning behind this policy change. With recently purchased equipment, DPS can now maintain the sidewalks on Summer St.

Chairman Espinosa questioned Mr. Holder as to whether or not discussions related to this policy had been held with the Schools; Mr. Holder has spoken with Rob Pearl and has learned that, in light of some future reconfiguring of the schools, the list of primary and secondary sidewalks may need to be revised. The school buildings will still be part of the primary list.

There was a question if the current allocation will be able to support this policy change. Tom Holder did indicate that this will increase the labor part of this budget, but it is not a dramatic increase and would depend, of course, on the extent of any snow season. Tom Holder communicated that this budget is sufficient for an average winter.

Another item which will be increased is the allotment for mailbox repairs. The current reimbursement policy for a damaged mailbox of \$25.00 needs to be increased. The damages were not all from the snow plows, but a good majority was the weight of the snow and slush pushing against the pressure treated wood. Mr. Holder will be reviewing this matter to develop an adjustment for next season which more accurately reflects the replacement cost including the caveat that an applicant would need to clearly demonstrate that the mailbox had been directly damaged due to action by the DPS.

**On a motion made by Glenn Trindade and seconded by Dennis Crowley, the Board of Selectmen vote unanimously to accept the Snow and Ice Policy as presented by the DPS Director.**

The Board of Selectmen mentioned that during the last storm, there were several streets that still had slush on them when the streets in Millis were dry. Mr. Holder communicated that he thinks Millis may use a calcium mix, and he would look into the cost of that. He also indicated that he believes that the budget for snow and ice will run over budget by the next storm. He will provide up to date numbers at the next meeting (estimated \$375K of the \$425K budgeted may have already been spent). Mr. Holder intends to make application for MEMA reimbursement, whenever possible.

**Baseball Parade:**

**On a motion made by John Foresto and seconded by Glenn Trindade, the Board of Selectmen vote unanimously to allow the baseball parade scheduled for April 21, 2013.**

**Route 109:**

Tom Holder communicated that the public hearing for the Route 109 Committee will take place in April based on having achieved the 25% design phase. Selectman Crowley requested an updated chart illustrating the process from 25% to 75% completion. Mr. Holder believes the Town will be well positioned to receive 2016 MPO funds; Selectman Crowley wants all in place should an early opportunity arise in 2015.

**Street Acceptance:**

The Board of Selectmen will be reviewing the information relative to street acceptances and setting up a meeting with the Planning Board to discuss this information further. Chairman Espinosa wondered, with the recent changes in the laws, whether more street acceptances can be considered.

**Town Clean-Up:**

The Town Clean up Initiative is currently on track.

**Approval of Warrants:**

The Board of Selectmen was made aware that there were no warrants to sign due to a problem with Munis.

**Town Administrator's Report**

In response to a question raised by Selectman Trindade concerning the naming of fields, Town Administrator Kennedy reported that Town Counsel had indicated that, in the absence of a by-law to address the matter specifically, the naming of a field would fall to the group under whose jurisdiction the property falls.

**Selectmen's Reports**

Selectman D'Innocenzo reported that the proposed Parks/Recreation survey would remain on the Town website for another week, and that the information was important to the development of the report by Gale Associates. Within the first 24 hours of posting, 316 residents had responded.

Chairman Espinosa inquired as to the status of the press release concerning Administrator Kennedy's reappointment.

There will be a Community Preservation Committee meeting on February 20, 2012.

**Adjourn:**

**On a motion made by Glenn Trindade, and seconded by Dennis Crowley, the Board of Selectmen voted unanimously to adjourn their meeting at 8:45 pm.**

Respectfully Submitted,

Amy Sutherland  
Recording Secretary