

**Board of Selectmen's Meeting
August 22, 2013 – 7:00 PM
Sanford Hall
155 Village Street**

Present: Chairman Glenn Trindade; Selectman Richard D’Innocenzo; Selectman John Foresto; Selectman Maryjane White; and Suzanne Kennedy, Town Administrator.

Absent: Selectman Dennis Crowley.

Also Present: Missy Dziczek, Director, Council on Aging; Melanie Phillips, Finance Director; David D’Amico, Deputy Director, Department of Public Services; Stephanie Bacon, Health Agent.

At 7:00 PM Chairman Trindade called the meeting to order and led the Pledge of Allegiance.

Public Comments: None.

Approval of Minutes:

The Board reviewed draft minutes from October 4, 2012; January 22, 2013; February 4, 2013; February 6, 2013; and February 19, 2013.

Selectman Foresto moved that the Board approve the minutes from October 4, 2013, as drafted; Selectman D’Innocenzo seconded. No discussion. VOTE: 4-0-0.

Selectman D’Innocenzo moved that the Board approve the minutes of January 22, 2013, as drafted; Selectman White seconded. No discussion. VOTE: 4-0-0.

Selectman D’Innocenzo moved that the Board approve the minutes of February 4, 2013, as drafted; Selectman White seconded. No discussion. VOTE: 4-0-0.

Selectman Foresto moved that the Board approve the minutes of February 6, 2013, as drafted; Selectman D’Innocenzo seconded. No discussion. VOTE: 4-0-0.

Selectman D’Innocenzo moved that the Board approve the minutes of February 19, 2013, as drafted; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.

Authorization of Chairman to Execute Contract – Engineering, Plan Review and Construction

Inspection Services, Tetra Tech:

The Board reviewed the following information: (1) Document defining scope of work; and (2) Contract between the Town and Tetra Tech, Inc.

Ms. Kennedy stated this company has provided excellent, on call service for years, noting that it provides services to the Department of Public Services as well. Brief discussion followed.

Selectman Foresto moved that the Board authorize the Chair to execute the three-year contract with Tetra Tech, Inc. for assorted engineering, plan review and construction inspection services as presented; Selectman White seconded. No discussion. VOTE: 4-0-0.

Approval – Executive Office of Elder Affairs Formula Grant for Council on Aging, \$16,024:

The Board reviewed the following information: (1) Notice of Grant Award; and (2) FY2014 Formula Grant/Allocation – Statement of Authorization.

Ms. Missy Dziczek, Director, Council on Aging, stated this is an annual grant program, and the funds are based on the number of seniors in Town according to the census. There are a limited number of things the grant money can be used for; in this case, the Council on Aging will fund an outreach worker, transportation, computer software and an exercise coordinator.

Selectman Foresto moved that the Board approve the Office of Elder Affairs grant for the Council on Aging in the amount of \$16,024; Selectman White seconded. No discussion. VOTE: 4-0-0.

Approval – Intermunicipal Agreement for Community Transformation Grant (Mass in Motion Program):

The Board reviewed an Intermunicipal Agreement between the Towns of Ashland, Massachusetts and Medway, Massachusetts relative to the Community Transformation Grant for the Mass in Motion program.

Ms. Stephanie Bacon, Health Agent, reminded the Board it approved a grant for healthier food options at its last meeting. Work on that effort is continuing. Tonight she is here to present the Intermunicipal Agreement for signature. She reported that Town Counsel from both Medway and Ashland have reviewed and approved the agreement.

Selectman Foresto moved that the Board approve the Intermunicipal Agreement for the Community Transformation Grant relative to the Mass in Motion program; Selectman White seconded. No discussion. VOTE: 4-0-0.

Approval –Use of Procurement Cards, Bank of America:

The Board reviewed the following information: (1) Memorandum from Melanie Phillips, Finance Director, describing the program; and (2) Town of Medway Procurement Card User's Manual.

Ms. Melanie Phillips, Finance Director, explained that this program is an extension of the ePayable program, which provides a means of paying vendors through a debit card system and a percentage of the transaction amounts comes back to the Town. This program will operate much the same way except for departmental purchases. There is a level of control that can be applied to each department as necessary, and categories of vendors can be restricted. The accounts payable process will not change other than it is via an electronic payment. This can be used for online purchases to secure better prices rather than an employee use their personal credit card and then seek reimbursement. Discussion followed on the potential of the schools using this program for their purchases as well. The matter will be discussed at the next Leadership meeting.

Selectman Foresto moved that the Board authorize the Treasurer to utilize Purchase Cards and further authorize the Treasurer to take whatever action is necessary to establish P-cards for the appropriate departments; Selectman White seconded. No discussion. VOTE: 4-0-0.

Change of Hours for Town Hall:

Ms. Melanie Phillips directed the Board's attention to a memo that was distributed in meeting packets under the Town Administrator's Report section. Ms. Kennedy stated that Ms. Phillips spearheaded the effort to determine what services are most needed after 4:30 pm. For the benefit of viewers, Chairman Trindade explained that there are extended Monday evening hours to allow residents to conduct Town Hall business after work.

Ms. Phillips reported that that residents appeared to be more interested in offices being open earlier in the day rather than later. They tracked it from October – May, which included several days when excise taxes or real estate taxes were due, as well as the deadline for renewing dog licenses or filing for tax abatement. During that time period, only 874 people came in to do business, and of those, 62% came in before noontime, and 90% completed their business before 4 PM. Only two people came in between 6 and 6:30 PM. Ms. Phillips attributed the drop in walk-in business to the fact that more people are doing things online and through email, both of which are driven by the fact that both parents are working outside the home. Those parents would rather stop on the way to work than on the way home.

In conclusion, Ms. Phillips stated she would like to start the updated hours in September, opening at 7:30, closing at 5:30 on Monday, closing at 4:30 Tuesday through Thursday and closing at 12:30 on Fridays. Speaking as Medway's Town Clerk, Selectman White agreed with Ms. Phillips' suggestions, noting that she has often seen people put envelopes into the lock boxes even earlier than 7:30 AM.

The Board supported the change.

Authorization of Chairman to Execute Contract for Town Hall Generator – Consigli Electric Services, Inc., \$53,750:

The Board reviewed the following information: (1) Memo, dated August 19, 2013, defining scope of work, and (2) Contract between Town and Consigli Electric Services, Inc.

For the benefit of viewers, Chairman Trindade stated that Town Hall has a backup generator, for use in the event of a storm where there is a power outage, or after a storm when additional power is needed. Mr. David D'Amico, Deputy Director, Department of Public Services, reported that there were eight (8) bidders, ranging from \$53,750 to \$89,000. It was clarified that this particular generator services only Town Hall. Brief discussion followed on maintenance agreements.

Selectman Foresto moved that the Board authorize the Chair to execute the contract with Consigli Electric Services, Inc. relative to the Town Hall generator in an amount not to exceed \$53,750; Selectman D'Innocenzo seconded. It was clarified that the full amount of the authorization was \$70,000. No further discussion. VOTE: 4-0-0.

Authorization of Chairman to Executive Contract for Town Hall Heating System – General Mechanical Contractors, Inc., \$41,000:

The Board reviewed the following information: (1) Memo, dated August 19, 2013, defining scope of work; and (2) Contract between Town and General Mechanical Contractors, Inc.

Ms. Kennedy stated that some areas of Town Hall are freezing while others are hot. This work will balance out the zones, and create new zones for more efficient control. The bids ranged from \$41,100 to \$64,300. Mr. D'Amico stated the total authorization is for \$53,000 but he wants to hold back some

money in case there are change orders. He confirmed that IP addresses allow remote access to the controls. Brief discussion followed on the potential of electronic management of all systems, and the return on the investment. Mr. D'Amico confirmed that, while he can manage the controls from one location, all the systems are not fully integrated.

For the benefit of viewers, Chairman Trindade explained that the Town Hall building was not built as a town hall, but as a function space with stage, basketball court, etc. It has been renovated and reused as municipal offices.

Selectman Foresto moved that the Board authorize the Chair to execute the contract with General Mechanical Contractors, Inc. relative to the Town Hall heating system in an amount not to exceed \$41,000; Selectman White seconded. No discussion. VOTE: 4-0-0.

Authorization of Chairman to Execute Contract for Catch Basin Cleaning – Truax Corporation, \$40,000:

The Board reviewed the following information: (1) Memo, dated August 19, 2013, defining scope of work; and (2) Contract between the Town and Truax Corporation.

Mr. David D'Amico stated the funds will be used to clean out drains and catch basins, and test results will be reported back to the EPA. He estimated there to be approximately 1,500 catch basins in town, and they are cleaned annually.

Selectman Foresto moved that the Board authorize the Chair to execute the contract with Truax Corporation relative to the catch basin cleaning in an amount not to exceed \$40,000; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.

Authorization of Chairman to Execute Contract for Idyllbrook Irrigation System – Bourque Bros. Irrigation, Inc., \$158,000:

The Board reviewed the following information: (1) Memo, dated August 19, 2013, defining scope of work; and (2) Contract between the Town and Bourque Bros. Irrigation, Inc.

Chairman Trindade explained that this work is for both the soccer field and baseball diamond at Idyllbrook Field. The well has been dug, and there is electric service out there, but the irrigation had not been completed. Mr. D'Amico added that this includes a 20,000 gallon tank on site. It was noted that over \$100,000 is coming from the Parks revolving account which receives sports fees and activity fees. The soccer league was consulted as to their needs and playing schedule. Brief discussion followed.

Selectman Foresto moved that the Board authorize the Chair to execute the contract with Bourque Bros. Irrigation, Inc. for the Idyllbrook irrigation in an amount not to exceed \$158,000; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.

Authorization of Chairman to Execute Contract Change Order for Village Street Sidewalk Project – Capone Bros. Inc., \$71,814:

The Board reviewed a change order, dated July 29, 2013, to the contract between the Town and Capone Bros. Inc.

Mr. D'Amico reported that the money is coming from a variety of places and accounts. Selectman White wondered why the sidewalks are configured the way they area. Mr. D'Amico responded it is better to

put a buffer between the street and the sidewalk for safety purposes. This also allows space for the snow plows to push the snow and still keep some of the sidewalk open for pedestrians. Brief discussion followed.

Selectman Foresto moved that the Board authorize the Chair to execute a change order to the contract with Capone Bros. Inc. in an amount not to exceed \$71,814; Selectman White seconded. No discussion. VOTE: 4-0-0.

Approval – Notice to MassDOT, Choate Park Entrance Reconfiguration:

The Board reviewed a draft letter, dated August 19, 2013, to MassDOT.

Chairman Trindade explained why the entrance to the park from Main Street was closed off. Now with the redesign of Route 109, the entrance will be reopened and hopefully this will increase the use of the park. Mr. D'Amico noted that the money is federal funding even though MassDOT is the conduit for delivery. It was noted that Transportation funds cannot be used for parks, so the Department of Transportation wants assurance that the change to the entrance will not be detrimental to the use of the park. Brief discussion followed.

Selectman Foresto moved that the Board approve the prepared letter to MassDOT which validates that the reconfiguration of the entrance to Choate Park will have no detrimental impact on the recreational use of the parcel; Selectman White seconded. No discussion. VOTE: 4-0-0.

Authorization of Chairman to Execute Third Contract Amendment – LLB Architects, Thayer Project, \$6,640 [Note: \$2,640 expense approved at July 15, 2013 meeting.]:

The Board reviewed the following information: (1) Memorandum, dated June 20, 2013, from Architectural Consulting Group; and (2) Third Amendment to the contract between the Town and LLB Architects.

Selectman Foresto reported that the additional amount is to add a line item for paper costs such as photocopying, and other expenses related to paperwork.

Selectman Foresto moved that the Board approve the third amendment to the contract with LLB Architects in an amount not to exceed \$6,640; Selectman D'Innocenzo seconded. [Note: The Board had previously approved \$2,640 at its meeting on 7/15/13; additional \$4,000 is for reimbursables not covered in original contract scope. Total contract value, including this amendment, is \$210,440.] No discussion. VOTE: 4-0-0.

Approval – Dog Hearing Process:

The Board reviewed an excerpt from a proposed revision to the dog hearing process.

Ms. Kennedy reported that the Police Chief confirmed that he would have no problem taking on this responsibility. Chairman Trindade explained the general dog hearing process for viewers, noting that dog owners will likely be on their best behavior if they are meeting with the Police Chief.

Selectman Foresto moved that the Board vote to move responsibility for presiding over dog hearings to the Chief of Police; Selectman White seconded. No discussion. VOTE: 4-0-0.

Fiscal Year 2014 Meeting Calendar:

The Board reviewed a proposed Fiscal Year 2014 Board of Selectmen meeting calendar.

Brief discussion followed.

Action Items from Previous Meeting:

This discussion was postponed until the next meeting.

Approval of Warrants:

Selectman D’Innocenzo, Clerk, read aloud Warrant 14-8, dated 8/22/13, as follows:

14-8	Town Bills	\$ 950,424.06
14-8S	School Bills	292,208.99
	TOTAL	\$1,242,633.05

Selectman Foresto moved that the Board approve the Warrant as read; Selectman White seconded. No discussion. VOTE: 4-0-0.

Town Administrator’s Report

At this time Chairman Trindade announced that the Department of Revenue had released the final cherry sheet figures on funding from various sources that will come to the Town. Ms. Kennedy reported that the net result was an increase of \$13,836.

Ms. Kennedy reported that Mr. Will Naser, Principal Assessor, had worked his last day for the Town of Medway and would start his new job in Framingham immediately after Labor Day. Ms. Melanie Phillips, Finance Director, is in charge of that division, and has begun to meet routinely with staff. The position has been advertised, and so far only three applicants have submitted resumes. Ms. Kennedy expressed concern that this was the worst time of year to post positions as people are on vacation, adding that it is likely the position will be “open until filled”. On behalf of the Board, Chairman Trindade extended good wishes to Mr. Naser, adding that Mr. Naser did an excellent job as Principal Assessor.

Ms. Kennedy reported that a three-year contract has been signed with Emergency Medical Services.

Regarding the net metering agreement, the Town is currently attempting to get a better pricing.

Ms. Kennedy briefly updated the Board on the selection process for street acceptances for this year. Chairman Trindade explained that the Town cannot do repairs to the streets because it does not have control of them. The remaining streets require significant work before they can be suggested for acceptance.

Selectmen’s Reports:

Selectman White commented on the 42nd Infantry Band Concert and that many people expressed thanks and appreciation that evening. She added that the concert, coupled with fireworks, provided a wonderful night of entertainment.

Selectman D’Innocenzo stated that he too had a lot of people comment on the concert. On another topic, he reported that the Gale Report has been finalized, and will be up on the Town’s website soon.

Chairman Trindade has no report.

Selectman Foresto thanked Ms. Kennedy and her team for committing their Wednesday evenings to listening to the casino developer's pitch to area residents. He stated this is a very active group of professional people and the meetings are well-run. The decision about the casino will be made by the residents of Milford, not Medway, so it is important to listen and review all the materials and highlight potential issues. If there is an agreement with Foxwoods, any zoning changes must be approved by Town Meeting vote. Brief discussion followed on traffic concerns, potential increase in crime, water usage and impact on local infrastructures.

Selectman Foresto reported that there is a new Director at the Medway Public Library who has submitted comparison information on services available from surrounding communities.

Regarding the Thayer House, Selectman Foresto invited residents to take a look at the site while the work is being done.

Lastly, the route for the Medway 300 Parade will be on the Town website. Selectman Foresto stated that many volunteers are needed to help along the parade route, help with traffic management, parking, sorting out bands, etc. In addition, he thanked the Medway Lions Club for its active participation. Chairman Trindade announced that the Board of Selectmen has been invited to march in the parade. Chairman Trindade plans to walk in the parade along with Selectman White and Selectman D'Innocenzo.

**At 8:25 PM Selectman D'Innocenzo moved to adjourn; Selectman White seconded. No discussion.
VOTE: 4-0-0.**

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary