

**Board of Selectmen's Meeting  
September 16, 2013, 7:00 PM  
Sanford Hall  
155 Village Street**

**Present: Glenn Trindade, Chair; Dennis Crowley, Vice-Chair; Richard D'Innocenzo, Clerk; Selectman Maryjane White and Suzanne Kennedy, Town Administrator.**

Absent: Selectman John Foresto.

Also Present: Melanie Phillips, Finance Director; Allen Tingley, Police Chief; John Emidy, Building Inspector; Susy Affleck-Childs, Planning and Economic Development Coordinator; David D'Amico, Deputy Director, Department of Public Services; Sue Ellis, Human Resources Director; Rich Boucher, Information Technology Director; Sean Peplinski, Assistant Director, Information Technology.

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At 7:05 PM Chairman Trindade called the meeting to order and led the Pledge of Allegiance.

**Public Comments:** None

**Authorization of Chairman to Execute Contract with Deep River LLC d/b/a GetCrashReports.com for Online Sale of Medway Police Dept. Crash Reports, \$0:**

*The Board reviewed the following information: (1) Memo dated September 13, 2013, from Police Chief Tingley; and (2) Proposed Contract.*

Police Chief Allen Tingley stated this program will make accident reports available online to insurance companies and consumers who are seeking the information. Presently the Police Department charges a \$5 fee for this report, and, with this program, the user will pay an additional \$5 fee for the online convenience. This represents no cost to the Town.

**Selectman Crowley moved that the Board authorize the Chairman to execute a contract with Deep River LLC, d/b/a GetCrashReports.com, at no cost to the Town; Selectman White seconded. It was noted that Town Counsel had reviewed the contract. VOTE: 4-0-0.**

**Joint Appointment to Planning and Economic Development Board – Richard Di Iulio as Associate Member:**

*The Board reviewed the following information: (1) Email, dated August 29, 2013, reporting interest in vacancy; (2) Description of Associate Member role; and (3) Resume for Richard Di Iulio.*

Present: Susy Affleck-Childs, Planning and Economic Development Coordinator; Richard Di Iulio.

Chairman Trindade explained the role of Associate Member. Ms. Affleck-Childs briefly reviewed Mr. Di Iulio's past experience and attendance at Planning Board meetings. She reported that the Planning and Economic Development Board voted unanimously in favor of this appointment at its meeting held on August 27, 2013. Mr. Di Iulio briefly shared how his interest came about.

**Selectman Crowley moved that the Board appoint Richard Di Iulio to the Planning and Economic Development Board as an Associate Member for a term to end on June 30, 2015; Selectman White seconded. No discussion. VOTE: 4-0-0.**

**Appointments: Board of Assessors – Jack McKiernan; Conservation Commission – Anthony Biocchi (incumbent); Council on Aging – Paul DeSimone:**

*The Board reviewed a recommendation, dated September 10, 2013, from the Council on Aging re Paul DeSimone, as well as his resume.*

It was noted that Mr. McKiernan has offered to serve on the Board of Assessors to fill a vacancy; he has served on the Board of Assessors in the past.

It was also noted that Mr. Biocchi was contacted by phone, and he stated his interest in reappointment to the Conservation Commission.

Selectman Crowley expressed concern that appointments are being considered without knowing the attendance of proposed members. It was noted that the Town Administrator's office communicates with committee chairs about their members and attendance at meetings.

Chairman Trindade explained that, without a full Board of Assessors, the Town will not be able to set a tax rate; therefore, Mr. McKiernan is stepping up to fill the vacancy on a temporary basis until another member is able to take the required exam.

**Selectman D'Innocenzo moved that the Board appoint Mr. Anthony Biocchi to the Conservation Commission for a term to expire on June 30, 2016; Selectman White seconded. No discussion. VOTE: 3-1-0 – Selectman Crowley opposed, expressing concern that appointments are being made without attendance information and noting that his opposition had nothing to do with Mr. Biocchi's qualifications for the position.**

**Selectman Crowley moved that the Board appoint Mr. John McKiernan to the Board of Assessors on a temporary basis; Selectman D'Innocenzo seconded. No further discussion. VOTE: 4-0-0.**

**Selectman Crowley moved that the Board appoint Mr. Paul DeSimone to the Council on Aging; Selectman White seconded. No discussion. VOTE: 4-0-0.**

**Discussion – Town Administrator Search, R. Kobayashi, Collins Center:**

Present: Richard Kobayashi, Collins Center.

Mr. Kobayashi distributed sample profiles for similar positions in other communities so that the Board could get an idea of what the Center will put together for the Town Administrator position. He explained that one of the principal vehicles to identifying a successful candidate is to develop a profile for the Town, as well as the position. What will the Town need in five years? What kind of skills and management style does the Town want in its next Town Administrator?

Mr. Kobayashi briefly explained the process utilized by the Collins Center, noting that the position will be marketed in such a way that it attracts candidates who have choices in where they choose to work instead of those who simply need a job. No one wants to have to choose the best of a mediocre pool of candidates. He explained that a screening committee should be created in order to identify candidates

to recommend to the Board. Due to Open Meeting laws, any meeting of the Board of Selectmen has to be open to the public and, as such, interviews would not be confidential. Two Board members may serve on the screening committee, but no more than that. Concern was expressed for confidentiality during the meetings of the screening committee. Mr. Kobayashi suggested that Town Counsel be present at the organizational meeting for the screening committee. It is possible that all the meetings can be posted as public meetings, and the committee can go into executive session for all confidential matters, including interviews.

Responding to a question from Chairman Trindade, Mr. Kobayashi stated the Collins Center has performed this function for 25 other communities. He responded that the Center has worked with the Town of Princeton and the Town of Dracut for not only their top executive position but other top management positions as well.

Mr. Kobayashi stated his staff serves as recruiters, helping the Town identify what it is looking for, then rounds up the pool of candidates that fit those parameters. It is the job of the screening committee to cull the resumes and make a decision on how many to invite in for an interview. He anticipated that approximately a dozen applications will be worthy of consideration for interview purposes, but all the resumes will be considered in the first sort. The screening committee always has the option to interview someone the Center has not recommended. He related an example from their work in Great Barrington, MA last fall. He noted that reference checks and also criminal checks (if requested) will be handled by the Collins Center staff.

Selectman D'Innocenzo asked about the timetable after the profile is created. Mr. Kobayashi indicated that it is typically about 120 days from start to finish, noting that Medway is getting an early start. He suggested spending time on the profile in the fall, starting the recruitment process after the first of January. He pointed out that a potential candidate may have to give one or two months' notice on their existing contract, which would put the end of the process into the month of May. Brief discussion followed on the assumption that any Town Administrator or Town Manager would likely remain in their current position until after their Annual Town Meeting.

Responding to a question from Selectman Crowley, Mr. Kobayashi stated the Collins Center is a part of the university. Brief discussion followed on cost benefits to the Town from using the Center as opposed to using a private entity that could provide the same services. Mr. Kobayashi estimated that the fee charged to Medway would be in the neighborhood of \$14,000. He stated that this is a comprehensive professional fee, and that a non-typical schedule imposed due to special circumstances would not affect the cost of the services.

Lastly, Selectman Crowley asked if they will interview Board members individually for their thoughts on each candidate. The response was yes, as well as finding out what areas of emphasis the Board might deem important. Brief discussion followed.

There was brief discussion on an overlap of current and new Town Administrators. Mr. Kobayashi advised against this, noting the current one should be gone when the new one comes in. A top-notch professional will go through a couple of months of get-to-know-the-Town activity and his or her own perspective. There is value in the concept of a fresh view.

Ms. Sue Ellis, Human Resources Director, will be the contact person between the Town and the Collins Center. Brief discussion followed on contract preparation.

**Authorization of Chairman to Execute Contract for Strategic Assessment of Land Use Departments including Board of Health – RKG Associates, Inc., \$6,000:**

*The Board reviewed a proposed contract.*

Present: Judi Barrett, RKG Associates, Inc.

Ms. Kennedy explained that the focus of this contract is to evaluate and implement better customer service in the land use departments including the Board of Health. The space available to those departments is very limited. She stated that she is required to obtain three quotes for this evaluation, and noted that one vendor withdrew and the other vendor was not as well reviewed.

Ms. Barrett briefly explained that the most efficient way of doing business is not always the best way to get things done. She will talk to everyone to find out how things are going now, what works, what does not work so well, and consider the perspective of the staff actually doing the work. She will take the information and prepare a summary report for the Board.

Chairman Trindade explained that Ms. Barrett's references were checked in other communities, all of which gave glowing recommendations.

Selectman Crowley is wholeheartedly in favor of this and wanted to know more about Phase 2, referring to her letter included in her packet of information. She responded that some items listed cannot be budgeted until the Board decides the specific option it wants to pursue.

**Selectman Crowley moved that the Board authorize the Chairman to execute a contract with RKG Associates, Inc. in an amount not to exceed \$6,000; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.**

**Approval – Contract for Water Main Design, Weston & Sampson, \$157,800:**

*The Board reviewed the following information: (1) Explanatory memo dated September 16, 2013; and (2) Proposed contract.*

Present: Melanie Phillips, Finance Director; David D'Amico, Deputy Director, Department of Public Services.

Mr. David D'Amico reminded the Board that Annual Town Meeting authorized the money for water main replacement on Village Street, Highland Street, Winthrop and Adam Street. These streets have 6-inch water mains that will be replaced with 12-inch mains. The available loans do not cover the design costs, which is why this is on the agenda tonight. The deadline is in October.

Selectman Crowley asked if the Water and Sewer Commission has looked at this, noting that he believed fees were going to be a part of the program's full cost of \$3.7 million at 2% interest. Brief discussion followed on managing the fee increases over the next couple of years. Mr. D'Amico pointed out that this phase is only for the design services, and once that is ready to go, the actual costs may be more specific. The design work has begun in order to meet the October deadline for the loan, and the completion of the design work is the first quarter of 2014.

**Selectman D’Innocenzo moved that the Board authorize the Chairman to execute a contract with Weston & Sampson for water main design services in the amount of \$157,800; Selectman White seconded. No discussion. VOTE: 4-0-0.**

**Approval – Inter-fund Borrowing for Water Main Design Contract:**

*The Board reviewed the inter-fund borrowing form.*

Ms. Melanie Phillips explained that interest rates are going up now so the 2% interest rate that has been secured is very good. Under certain requirements set forth by the Department of Revenue, the Town is permitted to borrow from itself. Brief discussion followed.

**Selectman Crowley moved that the Board of Selectmen authorize the Treasurer to advance funds in lieu of borrowing in the amount of \$160,000 for funding the water main project authorized by Town Meeting as Article 11 at the Annual Town Meeting held on May 13, 2013; Selectman White seconded. No discussion. VOTE: 4-0-0.**

**Presentation – New Online Permitting System, PeopleGIS:**

Present: Susy Affleck-Childs, Planning and Economic Development Coordinator; John Emidy, Building Inspector; and Jim Esterbrook, PeopleGIS.

Ms. Kennedy briefly explained that the MUNIS program that could handle this is very inefficient. The Town is utilizing some funds left in a 43D grant to purchase PeopleGIS for its online permitting process.

Mr. Esterbrook stated that the system is presently up and running on a trial basis, and will be visible to residents in a couple of weeks. John Emidy and Fran Hutton Lee are entering information into the program on a daily basis. The staff needs to be trained on the software so that they are able to speak intelligently when residents call with questions.

Utilizing a PowerPoint presentation, Mr. Esterbrook demonstrated how the program works, noting that drop-down menus will feature a variety of choices once the street name and number have been put into the search area. Once the permit application is completed and submitted, the Building Inspector (or other appropriate staff person) receives an email notifying them that a permit application is pending for review. He noted that there are still human elements in the process, such as estimated costs of each project which need to be reviewed and sometimes revised. While not everything can be automated, the resident/applicant will be able to pay online via electronic check or credit card.

Chairman Trindade asked if there would be something like an FAQ section to help applicants figure out which permits they might need or are available to them based on what zoning district they live in and give them a place to start. Mr. Esterbrook responded that type of interaction has not been developed as yet, as there is an assumption that most applicants have a rudimentary knowledge of what they need. Brief discussion followed on the potential addition of one-day liquor licenses or other such items to streamline processes, as well as give accurate spellings of names rather than relying on handwritten applications. Selectman White, speaking as Town Clerk, stated that, by law, people applying for a marriage license have to appear before her and complete the paperwork in person. Dog license renewal information is handled by mail now.

Selectman Crowley asked what the next steps would be. Ms. Affleck-Childs responded they will need a couple of weeks to work out the bugs and tweak the program. She estimated that it may be available to

residents in October. It was noted that the original 43D grant was \$150,000, but this particular component is around \$30,000. Tech support is included in the cost.

**Discussion – Selectmen Liaison Positions:**

Chairman Trindade suggested this discussion be postponed until all Board members could be present.

**Action Items from Previous Meeting:**

Street acceptance process – this work is ongoing.

Route 109 Design – Ms. Kennedy suggested the Board may want to focus one meeting on that as there is a lot going on with it right now.

Brentwood Project – Ms. Kennedy reported she still has not heard from FEMA, and expressed concern that the delay might prolong the project and the grant may expire. She suggested that the Board contact state representatives to find out if there is anything that they can do on their end.

Oakland St. Property – Chairman Trindade reported that the Community Preservation Committee refused to move forward with the appraisal. He was advised to offer the assessed value of the property, and estimated that the cost of an appraisal would be under \$1,000. Ms. Kennedy stated she will get some prices for appraisals to see what might be available.

**Approval of Warrants:**

*The Board reviewed Warrant 14-12.*

Selectman D’Innocenzo, Clerk, read aloud Warrant 14-12, dated 9/19/13, submitted for approval.

14-12S	School Bills	\$ 377,716.81
14-12	Town Bills	<u>1,020,503.58</u>
	TOTAL	\$1,398,220.39

**Selectman Crowley moved that the Board approve Warrant 14-12 as read; Selectman White seconded. No discussion. VOTE: 4-0-0.**

**Town Administrator’s Report:**

Ms. Kennedy asked the Board to set a meeting date sometime next week to review the Fall Town Meeting Warrant. After brief discussion, it was agreed on Thursday, September 26, at 7 AM. The Board asked for a copy of the Warrant as soon as the revised draft is ready.

Town hall hours have been changed. Ms. Kennedy confirmed that a notification was sent out through the schools via its communication system.

Ms. Kennedy announced that the Casino Coalition has chosen Kleinfelder to do a review of the Milford Casino Water Report. Based on the intermunicipal agreement, the request has to be initiated by the Town of Milford. The cost will be \$14,000.

An article on the redevelopment authority appeared in the newspaper today. Ms. Kennedy stated she is working on identifying an individual who could be hired on a short-term basis to develop some constructs for the authority.

### **Selectmen's Reports:**

Selectman White reported she attended a casino meeting in Hopkinton sponsored by the MAPC. It was noted that the MAPC was hired by the casinos and their position is to represent both the municipalities who are in favor and those opposed. Brief discussion followed.

Selectman D'Innocenzo reported that the Gale Report on recreational areas is now on the Town website. The EPFRAC group will be meeting this week to review the recommendations.

Selectman Crowley asked Ms. Kennedy about the status of interviews for a new Principal Assessor. She responded that there has not been a lot of interest but estimated that a decision may be made in the next 30 days. One promising candidate withdrew from consideration due to a personal emergency. She acknowledged that the Town is able to get by for a while with the current staff and consultant helping out.

Selectman Crowley expressed concern that there may be other search companies in addition to the Collins Center and wondered if the Human Resources Director has considered other groups. He will accept whatever Ms. Ellis and Ms. Kennedy recommend; he just wants to be sure that due diligence has been performed in getting the best group available. Chairman Trindade suggested contacting the towns who have used the services of the Collins Center and find out if they considered other groups.

Selectman Crowley reminded viewers about the Medway 300 Parade on Saturday, asking everyone to please review the map on the website which lists the streets that will be closed on parade day. The Medway 300 Committee estimates 10,000 people will attend, and parking will be limited. The parade will last 2-3 hours, and viewing/seating could be three deep in some locations. He also encouraged parade enthusiasts to utilize shuttles whenever possible.

### **Approval of Minutes:**

*The Board reviewed draft minutes from meetings held on April 1, 2013; April 3, 2013; April 24, 2013; May 6, 2013; May 13, 2013; May 20, 2013; and June 3, 2013.*

**Selectman Crowley moved that the Board approve the minutes of April 1, 2013, as drafted; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.** Selectman Crowley recalled that the Board asked for a construction schedule/timetable for the Thayer property and asked if that report had been submitted.

**Selectman Crowley moved that the Board approve the minutes of April 3, 2013, as drafted; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.**

**Selectman Crowley moved that the Board approve the minutes of April 24, 2013, as drafted; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.**

Minutes from May 6, 2013; May 13, 2013; May 20, 2013; and June 3, 2013 will be considered for approval at another meeting.

**At 9:05 PM Selectman Crowley moved to adjourn; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.**

Respectfully submitted,  
Jeanette Galliard  
Night Board Secretary