

**Board of Selectmen's Meeting
February 3, 2014, 6:30 PM
Sanford Hall
155 Village Street**

**Present: Glenn Trindade, Chair; Dennis Crowley, Vice-Chair; Richard D'Innocenzo, Clerk (6:44 PM);
Selectman John Foresto, and Selectman Maryjane White.**

Also Present: Suzanne Kennedy, Town Administrator; Barbara Saint Andre, Town Counsel; Robert Hubbard, Economic Development Specialist; Melanie Phillips, Finance Director; Tom Holder, Director, Department of Public Services; Susy Affleck-Childs, Director, Planning and Economic Development; David D'Amico, Deputy Director, Department of Public Services; Joanne Russo, Assistant Town Collector; Capital Improvement Planning Committee -- Peter Sigrist, Chair; James Gillingham.

Chairman Trindade called the meeting to order at 6:30 PM and led the Pledge of Allegiance.

Executive session:

At 6:31 PM Chairman Trindade moved that the Board enter into executive session under Exemption 6: to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body [Oak Grove] with the intent to return to open session; Selectman Foresto seconded. The Chair did so declare. No discussion. Roll Call Vote: 4-0-0 – Crowley, aye; Foresto, aye; Trindade, aye; White, aye.

Chairman Trindade reconvened public session at 7:01 PM.

Public Comments: None.

Presentation of Capital Improvement Plan:

The Board reviewed a summary of FY15 Requests and Recommended Projects.

Present: Capital Improvement Planning Committee -- Peter Sigrist, Chair; James Gillingham.

Mr. Peter Sigrist briefly explained that the first page of the handout is a listing of the total number of projects that have been suggested, and the second page is the list that the committee has prioritized. There are several large questions involved, such as amount of money available. The list is a starting point. Due to recent storms, the committee has been unable to meet.

Chairman Trindade explained the process for viewers, noting that this committee reviews large capital improvement expenditures and determines which ones are the most important at the moment. The amount of free cash available is instrumental in providing some items that are not otherwise available through the regular budget.

Brief discussion followed on the proposed projects of the Department of Public Services. Responding to a question from the Board, Mr. Sigrist theorized that approximately \$25 million could be bonded but it would cover only six projects.

Responding to a question from the Board on the technology equipment list, Mr. Sigrist stated there has been no indication that this figure is in addition to the \$170,000 the schools have allocated for technology as it was not mentioned in discussions. Ms. Kennedy stated there is also a “wish list” for items through the schools that may not be included in any of the existing totals and suggested Mr. Sigrist explore the matter further. Mr. Gillingham theorized it is to replace a number of desktop computers that are over five years old, and that the \$110,000 is to replace 220 desktop computers. The question remained on whether this amount has been included in the school budget.

Regarding the bridge, Mr. Holder, Department of Public Services, stated the department may have to set up a bridge program so that there is a scheduled repair effort going forward.

Selectman Crowley asked if the Parks Department had indicated they would like to move the tennis courts from where they are to open up the front area more. Mr. Sigrist cautioned that such a project would be very expensive. Discussion followed on remote access to the bathrooms with regard to security so they could be open during daytime hours. Upgrades to the facilities were also suggested. Mr. Sigrist stated a similar request has been made that is farther down on the list (close to the bottom).

Brief discussion followed on parking lots at the middle school, new athletic fields, the proposed DPS facility and vehicle needs. Mr. Sigrist reminded the Board that, due to the new energy efficient rules regarding vehicles, police cruisers cannot be passed down to other departments. He added that he would like to set up a rotating system of vehicle replacement. Ms. Kennedy theorized that such a schedule could also be developed for DPS vehicles.

Selectman Crowley suggested the Board’s liaison to the CIPC meet with them and then come back to the Board with a report. Mr. Sigrist responded that there will be a CIPC meeting sometime in the next couple of weeks, and he would copy the Board on the invitation/notice. Chairman Trindade stated he would reach out to the Parks Department regarding the tennis courts.

Authorization – Submittal of Application to Mass Department of Energy Resources – Energy Manager Grant Program:

The Board reviewed the following information: (1) Memo from Susy Affleck-Childs; and (2) Grant application attachments including work plan for Energy Manager, budget and application certification form.

Present: Susy Affleck-Childs, Planning and Economic Development; David D’Amico, Department of Public Services and Larry Ellsworth, Energy Committee.

Ms. Kennedy stated that MAPC prepared a very comprehensive energy plan for the Town, noting that Mr. D’Amico has been serving as point person regarding the Green Community program to monitor energy utilization, which is often a tedious effort. She would like to establish a collaborative program with the School Department, which is a requirement of this particular grant. Additionally, the implementation of the energy plan is a good indication of the Board’s intent to move forward with additional energy savings.

Ms. Affleck-Childs explained that the new Energy Manager Grant program is designed to provide seed funding for municipalities to establish Energy Manager positions and would require a minimum 10% local match. She stated the program would begin in July 2014 and reviewed other aspects of the program. Applications are due to DOER by February 14, 2014. She indicated that making the position full-time would attract a wider selection of applicants. Brief discussion followed on the budget where it was clarified that Millis and Medway would share this individual on an equal basis. It is difficult for present staff in both communities to find time to monitor energy activities.

Mr. Larry Ellsworth pointed out that an Energy Manager would devote time specifically to these activities; it is important that someone “own” this activity, as a manager would. Selectman Foresto concurred, noting that the net metering initiative would have taken only a year if this person had been available, instead of the three years it actually took, reducing the savings by two years. He added that education and public benefit will be part of the program.

Selectman Foresto moved that the Board authorize the submission of the energy manager grant application as proposed; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Vote – Maximum Useful Life of Fire Department Tank Truck (Borrowing authorized at 2013 Annual Town Meeting):

The Board reviewed language for the required vote relative to borrowing authorized at 2013 Annual Town Meeting action, Article 9.

Present: Melanie Phillips, Treasurer/Collector; Joanne Russo, Assistant Town Collector.

At this time, Chairman Trindade left the room; Vice-Chair Crowley took the gavel for this item.

Ms. Phillips briefly explained the need for this agenda item. For a useful life of longer than five years, a vote of the Board of Selectmen is required so that borrowing can be for a longer period of time. She noted she would like to be able to increase the life to ten years.

Selectman Foresto moved that the Board vote the maximum useful life of the Fire Tank Truck, which is to be financed with the proceeds of the \$270,000 borrowing authorized by the vote of the Town passed May 13, 2013 (Article 9), is hereby determined to be ten (10) years; Selectman White seconded. No discussion. VOTE: 4-0-0. (It is noted that Chairman Trindade was out of the room during this discussion and vote.)

Approval – Submittal to Department of Revenue for Approval to Borrow -- \$2,843,000 – SRF Loan for Water Main Project:

The Board reviewed the following information: (1) SRF loan information; and (2) Letter to the Department of Revenue.

Present: Tom Holder, Director, Department of Public Services.

Vice-Chair Crowley returned the gavel to Chairman Trindade.

Selectman Crowley wanted to know what would happen if the loan is approved and then the money is not used/spent. He expressed concern that, if the approval is voted tonight, the Town is responsible for the money either way. Discussion followed. The area in question is along Village Street from Franklin

Street to Main Street, as well as Adams Street to connect to the high school. Chairman Trindade asked if this amount of money included costs associated with resurfacing the road. Mr. Holder responded that there is an appropriation for the design which has already been completed. He added that he is ready to advertise the project and start construction in May.

Discussion followed on potential increases in water rates and other concerns. Chairman Trindade suggested there should be a presentation at the next meeting that would answer all the Board's questions. Water rate information should be available then. It was suggested to go forward with the vote this evening with the understanding that the process can be halted if the Board chooses to do so.

Selectman Foresto moved that the Board of Selectmen authorize the Treasurer to petition the Massachusetts Department of Revenue for permission to borrow \$2,842,000 SRF (State Revolving Fund) Loan for water main replacement and to authorize the Treasurer to accept the loan commitment from MWPAT on behalf of the Town of Medway; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.

Discussion – DPS Facility Funding:

Chairman Trindade briefly explained that it is a major infrastructure issue. The current DPS facility, which consists of office space, repair bays, and storage space for equipment, needs to be replaced. He and Selectman Crowley went to look at Medfield's, and the best practice is to have all heavy equipment stored indoors to lengthen their useful life. It is believed that a debt exclusion article would not be well received by Medway residents.

Selectman Crowley explained that this particular funding scenario would involve setting up a reserve now, putting money into it to build up a substantial amount of money for the construction. There could be a number of other proposals for this, with tweaks as necessary to work toward the goal. Utilizing a PowerPoint presentation, pertinent factors were reviewed such as Why Do We Need It, potential scenario to subsidize the new DPS Facility Debt Service, Debt Service Recap, Projected Annual Debt Service with & without Subsidy and an estimated project timeline.

Concern was expressed for putting into place a program that future town leaders would need to continue. Mr. David D'Amico emphasized the importance of getting the committee working on identifying needs in order to develop a rudimentary design. Chairman Trindade asked Ms. Kennedy to block at least half an hour on the next agenda for the water rate discussion and this discussion.

Mr. Jeff O'Neill, Finance Committee, expressed concern that the Board may be creating a budgetary line item instead of relying on free cash. Selectman Crowley clarified that the deposits would be determined on a year-by-year basis. Brief discussion followed.

Authorization of Chairman to Execute Contract for Appraisal Services – Guidry & Platt Real Estate Analysts -- \$46,937:

The Board reviewed the following information: (1) Memo from David D'Amico, Department of Public Services; (2) Contract; and (3) Indication of approvals from Town Counsel and Town Accountant.

Ms. Kennedy deferred this discussion to Mr. Holder and Mr. D'Amico who were available to answer the Board's questions. Chairman Trindade explained for viewers that the Route 109 design project will require easements for various parcels along the route. Mr. Holder stated they received proposals from

two firms, and both firms have been interviewed. This particular firm is prepared to start soon, and the work will be done in the next couple of months. Selectman Crowley clarified that the funds will come out of Chapter 90 money and not the general fund.

Selectman Foresto moved that the Board of Selectmen authorize the Chairman to execute a contract with Guidry & Platt Real Estate Analysts for appraisal services related to the Route 109 project in an amount not to exceed \$46,937, pending the sign-off of Town Counsel and the Town Accountant; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Approval – School Department’s Submission of Statement of Interest to Mass. School Building Authority for McGovern School Renovations:

The Board reviewed the following information: (1) Request from School Department; (2) Vote of School Committee; (3) SOI Information; and (4) Backup materials for 2013 submission (approved by the Board of Selectman on April 2, 2013).

Ms. Kennedy reported that this information was received on Thursday and Friday so not all was included in the meeting package. She stated that this keeps the project on the list, but does not represent a commitment. She suggested that the Board approve the submission based on the assumption that it is just for the windows. Brief discussion followed.

Selectman Foresto moved that the Board of Selectmen support the School Department’s Statement of Interest for the McGovern Elementary School renovation project to be submitted to the Massachusetts School Building Authority, acknowledging that this application does not guarantee acceptance or approval of the application, the award of a grant or other funding from the MSBA, nor commits the Town to file an application for funding with the MSBA; Selectman White seconded. After brief discussion, Selectman Foresto amended the motion to state the Board’s desire to limit the renovations to replacement windows as specified in a communication from Superintendent Evans on February 3, 2014, with the caveat that if additional items are necessary, the Board will convene a special meeting to review the additional items prior to the February 12 deadline; Selectman White seconded the amendment. No further discussion. VOTE: 5-0-0.

Approval – Town Administrator Profile Prepared by Collins Center:

The Board reviewed a draft Town Administrator profile prepared by the Collins Center.

Selectman Foresto moved that the Board of Selectmen accept the Town Administrator profile prepared by the Collins Center for the Town Administrator recruitment; Selectman White seconded. No discussion. VOTE: 5-0-0.

Approval – Project Alex 6th Annual 5K Walk/Run – September 13, 2014:

The Board reviewed the following information: (1) Request from Ann Handy of Project Alex; (2) Memo, dated January 29, 2014, from Police Chief Tingley, and (3) Supporting information on the 5K event.

Selectman Foresto moved that the Board of Selectmen approve the Alexander Handy Memorial Foundation 6th Annual 5K Walk/Run to be held on Saturday, September 13, 2014, conditioned upon the hiring of two detail officers for the event to be paid for by the foundation; Selectman Crowley seconded. No discussion. VOTE: 5-0-0.

Action Items from Previous Meetings:

Brentwood – Ms. Kennedy reported she is preparing communications relative to this project, noting that the communications are being reviewed by Town Counsel and should be ready for signature soon.

Approval of Minutes:

The Board reviewed draft minutes from January 21, 2014.

Selectman Foresto moved that the Board approve the minutes of January 21, 2014, as drafted; Selectman White seconded. No discussion. VOTE: 3-0-2 – Crowley and D’Innocenzo abstained.

Approval of Warrants:

The Board reviewed Warrant 14-32, dated 2/6/14.

Selectman D’Innocenzo, Clerk, read aloud Warrant 14-32, dated 2/6/14, presented for approval:

Town Bills	\$1,482,108.28
TOTAL:	\$1,482,108.28

Selectman Foresto moved that the Board approve the Warrant as read; Selectman White seconded. No discussion. VOTE: 5-0-0.

Town Administrator’s Report:

Ms. Kennedy reported that today’s mail brought a check from Holliston for nearly \$17,000, which is Medway’s remaining balance from the MetroWest Anti-Casino Coalition.

Today was the last day of employment for the Conservation Agent. Ms. Kennedy reported that someone would be starting tomorrow for ten hours per week on an interim basis.

Ms. Kennedy announced that the Town received a \$50,000 grant from the Department of Environmental Protection to perform water audits, expressing concern that if the audits are not performed, the Town’s water management permit may be in jeopardy.

Selectmen’s Reports:

Selectman White wondered when the search committee for the Town Administrator Search would be put together. Brief discussion followed.

Regarding the Redevelopment Authority, Selectman Crowley indicated he would like to get this group appointed within the next month. Chairman Trindade asked Board members to submit names for both the Redevelopment Authority (four appointed and one name submitted to Governor Patrick), as well as the Town Administrator Search Committee (five members and two Selectmen).

Chairman Trindade stated he would like to invite the Board of Health to a meeting as it has expressed some concerns publicly.

At 9:22 PM Selectman Foresto moved to adjourn; Selectman White seconded. No discussion. VOTE: 5-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary