

1 **Board of Selectmen's Meeting**
2 **Tuesday, April 22, 2014 – 6:00 PM**
3 **Sanford Hall**
4 **155 Village Street**
5
6

7 **Present: Selectman Glenn Trindade, Chair; Selectman Dennis Crowley, Vice-Chair; Selectman Richard**
8 **D’Innocenzo, Clerk (6:23 PM); and Selectman John Foresto.**
9

10 Absent: Selectman Maryjane White.
11

12 Also Present: Suzanne Kennedy, Town Administrator; Barbara Saint André, Town Counsel; Tom Holder,
13 Director, Department of Public Services.
14

15 *****

16
17 At 6:00 PM Chairman Trindade called the meeting to order and led the Pledge of Allegiance.
18

19 **Executive Session:**

20 **At 6:01 PM Chairman Trindade moved that the Board enter executive session under Exemption 3 to**
21 **discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the**
22 **litigating position of the public body and the chair so declares [Woodside Condominiums] and**
23 **Exemption 6 to consider the purchase, exchange, lease or value of real property if the chair declares**
24 **than an open meeting may have a detrimental effect on the negotiating position of the public body**
25 **[American Legion, Mayer Property] with the intent to return to public session; Selectman Foresto**
26 **seconded. In both cases, the chair did so declare. Roll call vote: 3-0-0 – Crowley, aye; Foresto, aye;**
27 **Trindade, aye.**
28

29 *****

30
31 At 6:32 PM Chairman Trindade reconvened public session.
32

33 **Public Comments:** None.
34

35 **Authorization of Chairman to Execute Contract for Sewer Jet Cleaning and Sewer Camera Inspections,**
36 **Clogbusters Underground Technology, Inc., \$10,000:**

37 *The Board reviewed the following information: (1) Scope of work memo, dated April 22, 2014, from Tom*
38 *Holder, DPS Director.*
39

40 Mr. Tom Holder reported that this contract is for two years. The vendor was the low bidder and has
41 worked in Medway before. He indicated they are very responsive and reliable.
42

43 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with**
44 **Clogbusters Underground Technology, Inc. to perform sewer jet cleaning and sewer camera**
45 **inspections in an amount not to exceed \$10,000; Selectman D’Innocenzo seconded. No discussion.**
46 **VOTE: 4-0-0.**
47
48

1 **Authorization of Chairman to Execute Contract for Pavement Milling, Garrity Asphalt Reclaiming, Inc.,**
2 **\$30,000:**

3 *The Board reviewed the following information: (1) Scope of work memo, dated April 22, 2014, from Tom*
4 *Holder, DPS Director; and (2) Contract.*

5
6 Mr. Tom Holder reported that this is the third part of three components of the roadway restoration
7 program, and this vendor will work in collaboration with the paving company. He noted that the vendor
8 was the low bidder in the bid process, and that they have worked in Medway for a number of years. It is
9 also a two-year contract.

10
11 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Garrity**
12 **Asphalt Reclaiming, Inc. to perform pavement millage in an amount not to exceed \$30,000; Selectman**
13 **D’Innocenzo seconded. No discussion. VOTE: 4-0-0.**

14
15 **Authorization of Chairman to Execute Contract for Solid Waste and Recycling Collection, Waste**
16 **Management, \$600,000:**

17 *The Board reviewed the following information: (1) Scope of work memo, dated April 22, 2014, from Tom*
18 *Holder, DPS Director; and (2) Contract.*

19
20 Mr. Tom Holder reported that this contract is for single-stream recycling, noting that it was a hard
21 contract to put together and includes a lot of protections and details. He stated he is pleased with the
22 pricing and the scope of services. This contract includes the program for the recycling carts. After this
23 vote/approval, the Department of Public Services will execute a purchase order for the carts and begin
24 public outreach. This reduces the budget by \$150,000, and there is also a grant for \$58,000 to offset the
25 cost of the recycling carts. Regarding public outreach, he intends to utilize the cable television access
26 channel, the Town website, and mailings to reach as many households as possible. He is looking into
27 use of the school email program to provide information, as well.

28
29 Selectman Foresto wanted to know how to add the Thayer House to the list of municipal properties that
30 will be serviced. Mr. Holder responded that they will first see how much recycling is generated from
31 that property and then provide the appropriate size cart. The program’s cost is dependent on how often
32 containers are emptied so it is better to be emptied less frequently.

33
34 Responding to a question from Selectman D’Innocenzo, Mr. Holder stated residents can get a second
35 recycling cart if they have more than the original one will contain. The second one can be provided at a
36 cost of \$65. This is only if they exceed the amount collected/emptied in two weeks. Brief discussion
37 followed on use of smaller carts. Mr. Holder stated he would like to consider smaller carts based on
38 physical need and the inability to handle the larger cart.

39
40 Per Selectman Crowley’s request, Mr. Holder will provide the Board with a cost breakdown of collection
41 every week versus every other week. He did not have those figures with him tonight.

42
43 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Waste**
44 **Management to perform solid waste and recycling collection in an amount not to exceed \$600,000;**
45 **Selectman D’Innocenzo seconded. It is noted that the pricing is a unit pricing contract estimate. No**
46 **further discussion. VOTE: 4-0-0.**

47
48 **Discussion – Legislative Earmark, Vietnam Moving Wall:**

1 *The Board reviewed an email, dated April 15, 2014, from Sarah Soan, Budget Analyst, Department of*
2 *Veterans Services.*

3
4 Ms. Kennedy reported the email came to Selectman Crowley, and it is possible there may have been an
5 earmark for the Town of Medway that was not utilized. It will be a check for \$15,000. The VFW is
6 collecting the invoices (they are sponsoring it), and the reimbursement has to come through the Town.

7
8 Ms. Kennedy will call Ms. Soan tomorrow and work out the details. It was noted that Senator Karen
9 Spilka spearheaded the effort.

10
11 **Re-opening and Closing of May 12 Special Town Meeting Warrant – Land Acquisition, Article 13:**
12 *The Board reviewed the revised Special Town Meeting Warrant.*

13
14 **Selectman Foresto moved that the Board re-open the May 12 Special Town Meeting warrant;**
15 **Selectman D’Innocenzo seconded. No discussion. VOTE: 4-0-0.**

16
17 Ms. Kennedy briefly reported on proposed Article 13 (Land Acquisition), noting that the method of
18 acquiring the property has been identified (eminent domain). Brief discussion followed.

19
20 **Selectman Foresto moved to accept Article 13 (Land Acquisition), as presented; Selectman**
21 **D’Innocenzo seconded. No discussion. VOTE: 4-0-0.**

22
23 **Selectman Foresto moved that the Board close the May 12 Special Town Meeting Warrant; Selectman**
24 **D’Innocenzo seconded. No discussion. VOTE: 4-0-0.**

25
26 **Annual Town Meeting Warrant**

27 **Selectman Foresto moved that the Board re-open the 2014 Annual Town Meeting Warrant; Selectman**
28 **D’Innocenzo seconded. No discussion. VOTE: 4-0-0.**

29
30 Ms. Kennedy stated that the new Article 18 is to repurpose funds designated for the Middle School
31 improvements in order to use the money for repairs to the parking lot. The dollar amount noted in the
32 article may or may not be sufficient, and Town Moderator Mark Cerel suggested re-opening and closing
33 the warrant to increase the dollar figure rather than relying on the Town Meeting motion to do so.

34
35 Selectman Crowley noted that the \$550,000 is the engineer’s estimate of the parking lot repairs. He
36 suggested that the dollar amount be increased to \$575,000 to be certain the actual amount will be
37 covered. Ms. Kennedy stated that any unused amount from a Town Meeting article has to be
38 repurposed at a subsequent Town Meeting. Brief discussion followed.

39
40 **Selectman Foresto moved that the Board revised the dollar amount in Article 18 to \$575,000;**
41 **Selectman D’Innocenzo seconded. No discussion. VOTE: 4-0-0.**

42
43 **Selectman Foresto moved that the Board close the 2014 Annual Town Meeting Warrant; Selectman**
44 **D’Innocenzo seconded. No discussion. VOTE: 4-0-0.**

45
46 **Action Items from Previous Meetings:**

47 *The Board reviewed a revised Action Items list.*
48

1 Ms. Kennedy reported the Water and Sewer report will be available next week. It will be sent to the
2 Water & Sewer Commission, and she will ask that the Board of Selectmen be included on the report
3 distribution.
4

5 **Town Administrator Selection Committee:**

6 Responding to Selectman Crowley's question, Ms. Kennedy stated that six individuals have been invited in
7 for interviews next week, after which the pool of candidates will be narrowed down to three. Selectman
8 Crowley asked if he could meet with each candidate on a one-on-one basis. Brief discussion followed. Ms.
9 Kennedy will check with Town Counsel and the Collins Center as to procedure.
10

11 **Approval of Minutes:**

12 *The Board reviewed draft minutes from meetings held on December 16, 2013; January 6, 2014 and*
13 *January 11, 2014.*
14

15 **Selectman Foresto moved that the Board approve the minutes of December 16, 2013, as drafted;**
16 **Selectman D'Innocenzo seconded. No discussion. VOTE: 3-0-1 Crowley abstained.**
17

18 **Selectman Foresto moved that the Board approve the minutes of January 6, 2014, as drafted;**
19 **Selectman D'Innocenzo seconded. No discussion. VOTE: 3-0-1 Crowley abstained.**
20

21 **Selectman Foresto moved that the Board approve the minutes of January 11, 2014, as drafted;**
22 **Selectman D'Innocenzo seconded. No discussion. VOTE: 3-0-1 Crowley abstained.**
23

24 **7:00 PM – Public Hearing on Wine & Malt License Transfer – JANL Corp. d/b/a The Little Store, Vivaan,**
25 **LLC d/b/a One Stop Convenience; Vote on Alcohol License Transfer:**

26 *The Board reviewed an ABCC application with supporting documentation.*
27

28 **At 7:00 PM Chairman Trindade moved that the Board open a public hearing on the proposed wine &**
29 **malt alcohol license transfer from JANL Corporation d/b/a The Little Store to Vivaan, LLC d/b/a One**
30 **Stop Convenience, to be located at 76 Holliston Street; Selectman Foresto seconded. No discussion.**
31 **VOTE: 4-0-0.**
32

33 Present: Henry S. Levin, Attorney for the applicant; Habib Patel, applicant.
34

35 Mr. Henry Levin stated the purchase is for both the real estate and the business. The entity buying the
36 property is White Pearl, LLC. Mr. Patel briefly reviewed his background in this kind of business, noting
37 he will be the manager and is the sole member of the LLC. Financing will be provided by the bank,
38 subject to the transfer of the license. Some renovation will occur in the building but Mr. Patel wanted to
39 make sure the license transfer would go through first.
40

41 Responding to a question from Selectman Crowley, Mr. Patel elaborated that this is his first business
42 where he is the owner, adding that he has been working in family businesses for some time. He has
43 been working with a cousin's family managing a liquor store in Oxford. Selectman Crowley asked if
44 there were plans to do something else with the large piece of land behind the business other than the
45 U-Haul business. Mr. Patel responded that, for now, it will be just the liquor business.
46

47 It was noted that this is a convenience store set-up with only beer and wine, along with milk, bread, and
48 basic groceries and will be renamed One Stop Convenience.

1
2 Ms. Karen Kisty reported that separate background checks were not done as ABBC will do those at their
3 end. She reminded the Board that the entire application consists of 331 pages.

4
5 **At 7:05 PM Chairman Trindade moved to close the public hearing; Selectman Foresto seconded. No**
6 **discussion. VOTE: 4-0-0.**

7
8 **Chairman Trindade moved that the Board approve the transfer of the wine & malt alcohol license**
9 **from JANL Corporation d/b/a The Little Store to Vivaan, LLC d/b/a One Stop Convenience to be**
10 **located at 76 Holliston Street; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.**

11
12 **Presentation – Novus Agenda, Integrated Meeting and Agenda Management Software:**

13 *The Board reviewed Novus Solutions “NovusAGENDA” Meeting Management solution proposal*
14 *materials.*

15
16 Ms. Kennedy stated this was one of the topics of discussion at a recent regional meeting focusing on
17 how to more effectively communicate with staff as well as handle meeting minutes and scheduling. It
18 would provide uniformity in meeting minutes and excellent tools for the whole process.

19
20 It is noted that the presenter, Mr. Byron Gillin, participated remotely from his Florida home.

21
22 After introductions, Mr. Gillin explained that this program has been around for 14 years. All of their
23 business is with municipalities and automating business processes. As a “dynamic” program, it can be
24 utilized with any device without special programming and includes the following features:

- 25 ➤ Ability to do research on a particular topic
- 26 ➤ It can go right to a particular agenda item,
- 27 ➤ Items can be shared with other departments and groups,
- 28 ➤ Attendees can take notes on the agenda item, and
- 29 ➤ The program will retain them.

30
31 Responding to a question from Selectmen Foresto regarding data storage, Mr. Gillin stated the
32 information can be stored on either the Town’s server or theirs, and noted that most clients keep it on
33 the vendor’s server. Continuing, he stated that documents can be loaded from previous years,
34 cautioning that some of the program’s features will not work on old PDF documents. HTML is the
35 preferred format.

36
37 Selectman Crowley asked if there is any difference in the time it takes to load a document into the
38 system than the way we currently use it. Mr. Gillin responded that staff can utilize last year’s document,
39 and easily update it instead of revising an existing one. Brief discussion followed on earmarking
40 frequently used documents as well as streaming; Mr. Gillin clarified that streaming and indexing are an
41 extra fee, as are in-meeting tools such as voting.

42
43 **Approval of Warrants:**

44 *The Board reviewed Warrant 14-43, dated 4/24/14.*

45
46 Selectman Richard D’Innocenzo, Clerk, read aloud Warrant 14-43, dated 4/24/14, presented for
47 approval:

1	School Bills	\$ 414,954.47
2	Town Payroll	251,368.71
3	School Payroll	<u>795,258.02</u>
4	TOTAL	\$1,461,581.20

5
6 **Selectman Foresto moved that the Board approve Warrant 14-43 as read; Selectman Crowley**
7 **seconded. No discussion. VOTE: 4-0-0.**

8
9 **Town Administrator's Report:**

10 Ms. Kennedy reported there will be a meeting this week regarding a possible traffic light at the
11 intersection of Route 109 and Trotter Drive. Data will be collected for a report to be issued this
12 summer. If it is determined that there should be a traffic light there, the project could go on the MPO
13 list. The Town would have to come up with 25% of the design fees, or approximately \$150,000.

14
15 Ms. Kennedy announced that \$600,000 of pothole money has to be spent by September 30, and the
16 plan for it has to be developed by June 30.

17
18 **Selectmen's Reports:**

19 There were no reports.

20
21
22 **At 7:28 PM Selectman Foresto moved to adjourn; Selectman D'Innocenzo seconded. No discussion.**
23 **VOTE: 4-0-0.**

24
25
26 Respectfully submitted,
27 Jeanette Galliardt
28 Night Board Secretary