

1 **Board of Selectmen's Meeting**  
2 **August 11, 2014, 6:30 PM**  
3 **Sanford Hall, Town Hall**  
4 **155 Village Street**  
5  
6

7 **Present: Dennis Crowley, Chair; John Foresto, Vice-Chair; Richard D'Innocenzo, Clerk (6:55 PM); Glenn**  
8 **Trindade (6:45 PM) and Maryjane White.**  
9

10 Also Present: Michael Boynton, Town Administrator; Tom Holder, Director, Department of Public Services;  
11 Susy Affleck-Childs, Planning and Economic Development Coordinator; Melanie Phillips, Finance Director;  
12 Carol Pratt, Town Accountant.  
13

14 \*\*\*\*\*

15  
16 At 6:34 PM Chairman Crowley called the meeting to order and led the Pledge of Allegiance.  
17

18 **Public Comments:** None.  
19

20 **Release of State Obligations – Deficit Financing:**

21 *The Board reviewed correspondence from the Massachusetts Department of Revenue.*  
22

23 Present: Melanie Phillips, Finance Director.  
24

25 Ms. Phillips reported the Town has been "paroled" by the Department of Revenue as the Town's deficit  
26 financing was paid off two years early. This means the Town is no longer under the scrutiny imposed with  
27 deficit financing in 2006. The Town will submit regular reporting documentation going forward. Ms. Phillips  
28 indicated she is not sure whether there will be an immediate impact to the Town's bond rating, but there will  
29 be one in 2015 when a new BAN will be issued.  
30

31 Ms. Phillips thanked the Board members, past and present, for their support and diligence in keeping an eye on  
32 Town finances. For the benefit of viewers, Chairman Crowley explained how the situation came about, and how  
33 it was resolved. He complimented Ms. Suzanne Kennedy (former Town Administrator), Ms. Phillips and Ms.  
34 Durand for their hard work. Mr. Michael Boynton, Town Administrator, emphasized that it was a collective  
35 effort and assured the Board that this kind of situation will not happen again because staff has ensured  
36 procedures are in place to responsibly manage the Town's finances.  
37

38 **Approval – FY15 Indirect Cost Agreement for Town Enterprise Funds:**

39 *The Board reviewed Enterprise fund information and proposed agreement.*  
40

41 Chairman Crowley offered a brief explanation to viewers. Ms. Carol Pratt reported that the Water and Sewer  
42 Commission has approved the rates. Chairman Crowley asked that a more detailed discussion on this matter  
43 be held in January during budget development.  
44

45 **Selectman Foresto moved that the Board approve the fiscal year 2015 indirect cost agreement for Town**  
46 **enterprise funds are presented; Selectman White seconded. No discussion. VOTE: 3-0-0.**  
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48

1 **Update – Recycling Program, Unaccounted for Water, and Brentwood Drainage – Director of Public**  
2 **Services:**

3 *There were no background materials.*  
4

5 Present: Tom Holder, Director, Department of Public Services.  
6

7 Recycling – Mr. Holder briefly reviewed the recent changes in the program, predominantly the switch to the  
8 single stream curbside collection. Nearly 4,200 carts have been distributed. The program is into the third or  
9 fourth round of recycling which is picked up every two weeks. He noted that he has received inquiries from  
10 approximately 110 households requesting a second cart. This is a good thing as it means people are recycling  
11 more. Based on a number of financial and logistic reasons, recycling is picked up every other week as  
12 Medway shares the recycling truck with another community. It would be very costly to renegotiate the  
13 contract in order to do weekly pickup. Selectman Foresto noted the Recycling Center is also open three times  
14 a week if residents have an abundance of items to recycle.  
15

16 To provide collection opportunity for residents who have more recycling than their carts will hold, a container  
17 will be placed at the Recycling Center for single-stream recycling drop-off. Once in a while it will be picked up  
18 as part of a regular stop at the schools. If the concept is well received, the Center can convert an existing  
19 container for single-stream drop-off.  
20

21 Approximately 20 smaller carts have been distributed for those residents who have requested one due to  
22 physical needs. He indicated that the program may be expanded to allow residents over a particular age to  
23 get a smaller container. There are presently three sizes: 96-gallon, 65-gallon container, and a much smaller  
24 one that is 35-gallon. The Town has not purchased any of the smallest size. Brief discussion followed.  
25 Selectman Trindade suggested Mr. Holder touch base with the Director of the Senior Center to get a better  
26 sense of what older citizens might need.  
27

28 Selectman White asked about a senior citizen discount. Mr. Holder explained it is extremely difficult for his  
29 department to track age of residents relative to a potential discount. It has instead been changed to benefit  
30 those who are in financial need. Those originally in the program were grandfathered in when the program  
31 changed, however. This finance-based program was opened up to also include water and sewer fee discounts.  
32

33 Mr. Boynton stated that the amount of rubbish generated by citizens over a certain age is likely going to be  
34 significantly reduced. The difficulty is determining how many people would be affected and how to track it.  
35 Chairman Crowley asked that it be put on the Action Items list to revisit in a couple of months, i.e., what age  
36 at which to implement, associated cost, etc.  
37

38 Unaccounted For Water – Mr. Holder reported he had done both television and radio interviews today about  
39 this today. Unaccounted for water is reported at 24% this year; the standard is 10%. There are a number of  
40 things that can be causing it such as unmetered connections, faulty meters, overflowing tanks, etc. Data  
41 integrity can also be a factor, and those errors can be discovered through their audit process. He believes it  
42 will be a combination of things. Every year leaks are found, and then repaired. In calendar 2013, 7% was  
43 discovered to occur due to leaks. Mr. Holder reminded the Board the DPS has replaced every single meter  
44 over the last couple of years. He also explained various uses of water that is accounted for such as water  
45 used in Fire Department training and similar uses. Water production meters are checked annually. The  
46 billing system is set up to flag high consumption. Discussion followed.  
47

1 Selectman Trindade suggested the department hire additional help to help get this under control. There was  
2 brief discussion about where funds would come from to cover this cost.

3  
4 Water and Sewer Commission members Chan Rogers and Leo O'Rourke were present for this discussion. Mr.  
5 Rogers commended Mr. Holder for his hard work and motivation to find the answers.

6  
7 Brief discussion followed on how many gallons per day the unaccounted for water might be. Selectman  
8 Trindade asked if there was any possibility that it could be a leak that is draining into a sewer pipe. Mr.  
9 Holder responded that such a leak would go completely unnoticed and could not be heard during leak check.

10  
11 Brentwood Drainage – Mr. Holder stated that this was targeted approximately four years ago for some  
12 drainage work to alleviate erosion and flooding. Annual Town Meeting appropriated \$300,000, and there  
13 were also grant funds available. A fair amount of drain pipe in the neighborhood lies on private property, and  
14 unfortunately, utility easements were never recorded. The project was divided into three phases. In order to  
15 perform the work, rights needed to be secured from property owners, and DPS was unable to get the support  
16 of the majority of property owners in granting the easements necessary for the Phase 2 segment. This meant  
17 that grant funds for that portion of the project had to be released. By working on the public street drainage  
18 areas, some improvement can be made. Brief discussion followed. It is hoped that they can break ground in  
19 the spring of 2015 to finish the portions of the project that remain – moving ahead with Phases 1 and 3 only,  
20 provided an extension of the time period to complete will be granted by MEMA. Selectman Trindade  
21 suggested that DPS keep Senator Kennedy's office in the loop.

22  
23 High School Field Drainage issues -- Mr. Boynton asked the Board to consider authorizing expenses for project  
24 changes in an amount up to \$25,000 as long as the recap sheet on the project references the changes. Brief  
25 discussion followed.

26  
27 **Selectman Trindade moved that the Board authorize the Town Administrator to work in conjunction with**  
28 **the Department of Public Services to approve and execute field changes for unanticipated work at the high**  
29 **school athletic fields at an amount of no greater than \$25,000 per incident/change for a maximum of**  
30 **\$100,000 with the caveat that the cap can be increased if necessary. Chairman Crowley offered a friendly**  
31 **amendment that the Town Administrator and DPS will provide a detailed report to the Board before the**  
32 **end of the project. Selectman White seconded the amended motion. No further discussion. VOTE: 5-0-0.**  
33 **Selectman D'Innocenzo reported that approximately \$450,000 was built into the project cost for this**  
34 **purpose.**

35  
36 Brief discussion followed on current roadway improvements in the community.

37  
38 **Appointment – Representative to Charles River Pollution Control District:**

39 *There were no background materials; however, it is noted that Paul DeSimone's three-year term expired on*  
40 *June 30, 2014.*

41  
42 **Selectman White moved that the Board appoint Paul DeSimone as Representative to the Charles River**  
43 **Pollution Control District for a three-year term; the motion was not seconded. The motion was withdrawn.**

44  
45 **Selectman Trindade moved that the Board appoint Paul DeSimone as Representative to the Charles River**  
46 **Pollution Control District for a one-year term; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**  
47

1 **Authorization for Chairman to Execute Contract for Consulting Services for Tri Valley Commons Projects –**  
2 **Greenman-Pedersen, Inc., \$9,700:**

3 *The Board reviewed a proposed contract between the Town and Greenman-Pedersen, Inc. relative to the Tri*  
4 *Valley Commons Projects.*

5  
6 Present: Susy Affleck-Childs, Planning and Economic Development Coordinator.

7  
8 Ms. Affleck-Childs reported that, as part of the Tri Valley Commons site plan application, a traffic study was  
9 provided and the Planning Board retained a consultant to review it. In the past, Tetra Tech was used for this,  
10 but, in this case, the Planning Board opted to use this firm as it has been involved with the Route 109 design  
11 work. Invoices will come to the Town, and then forwarded to the developer for payment. Discussion  
12 followed.

13  
14 **Selectman Trindade moved that the Board authorize the Chairman to execute the contract with Greenman-**  
15 **Pedersen, Inc. in an amount not to exceed \$9,700 pending the approvals of Town Counsel and the Town**  
16 **Accountant; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

17  
18 **Appointment – Town Administrator, MetroWest Veterans’ Services District Board:**

19 *There were no background materials. It is noted that the district bylaws state that the Board of Selectmen*  
20 *Chairmen of the participating communities comprise the Board of Directors. However, when the bylaws and*  
21 *agreement among the district’s towns were approved, the Board Chairmen designated the Town*  
22 *Administrators to represent them on the Board, as allowed per MGL c. 115, sec. 11.*

23  
24 **Selectman Foresto moved that the Board authorize the Chairman to designate Town Administrator Michael**  
25 **Boynton to represent Medway on the MetroWest Veterans’ Services District Board of Directors; Selectman**  
26 **Trindade seconded. There was a brief explanation on the function of the MetroWest Veterans’ Services**  
27 **District Board of Directors. No further discussion. VOTE: 5-0-0.**

28  
29 **Discussion – Draft Banner Policy:**

30 *The Board reviewed the following information: (1) Draft banner display policy; (2) Draft request form; and (3)*  
31 *Email from Planning and Economic Development Coordinator RE zoning bylaw affecting temporary signs over*  
32 *a public right of way.*

33  
34 Chairman Crowley commented that the Planning Coordinator has indicated that the present zoning bylaw  
35 requires review of proposed banners by the Design Review Committee, which can be a lengthy process when  
36 a group is holding a fund raiser or other event. It was suggested that a bylaw change could be presented at  
37 Fall Town Meeting. Selectman White reminded the Board there will be two banners for upcoming elections.  
38 Brief discussion followed. Chairman Crowley asked that this be added to the Action Item list.

39  
40 **Action Items from Previous Meeting:**

41 *The Board reviewed a list of ongoing Action Items.*

42  
43 Selectman Foresto asked about the cable renewal license. Brief discussion followed on the Cable Advisory  
44 Committee getting started on the license renewal process. It was suggested to begin sooner rather than later  
45 and not wait for the provider to contact the Town.

46  
47 Regarding the net metering agreement, Selectman Foresto suggested a few key people meet with  
48 Mr. Boynton to move the process along.

1  
2 Selectman Foresto asked that a discussion of a Meals Tax be added to the Action Item List for September.

3  
4 Chairman Crowley asked that the DPS Facility Study Committee begin its work. Selectman White, speaking as  
5 Town Clerk, indicated that the committee members have been coming into the Town Clerk's office to be  
6 sworn in.

7  
8 **Approval of Warrants:**

9 *The Board reviewed Warrant 15-7S.*

10  
11 Selectman D'Innocenzo, Clerk, read aloud Warrant 15-7S, dated 8/14/2014, as follows:

12  
13

15-7S	School Bills	\$	238,423.60
15-7P	Town Payroll	\$	312,518.21
15-7SP	School Payroll	\$	136,780.97
E2-14SP	School Payroll	\$	<u>409,221.12</u>
	Total		\$1,096,943.90

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19 **Selectman Trindade moved that the Board approve Warrant 15-7S as read; Selectman Foresto seconded.**  
20 **No discussion. VOTE: 5-0-0.**

21  
22 **Approval of Minutes:**

23 *The Board reviewed draft minutes from Selectmen meetings held on May 5, May 13, June 16, June 30, and July*  
24 *7, 2014.*

25  
26 **Selectman Trindade moved that the Board approve the minutes of May 5, 2014, as drafted; Selectman**  
27 **Foresto seconded. No discussion. VOTE: 5-0-0.**

28  
29 **Selectman Trindade moved that the Board approve the minutes of May 13, 2014, as drafted; Selectman**  
30 **Foresto seconded. No discussion. VOTE: 5-0-0.**

31  
32 **Selectman Trindade moved that the Board approve the minutes of June 16, 2014, as amended; Selectman**  
33 **Foresto seconded. No further discussion. VOTE: 5-0-0.**

34  
35 **Selectman Trindade moved that the Board approve the minutes of June 30, 2014, as drafted; Selectman**  
36 **Foresto seconded. No discussion. VOTE: 5-0-0.**

37  
38 **Selectman Trindade moved that the Board approve the minutes of July 7, 2014, as amended; Selectman**  
39 **White seconded. No discussion. VOTE: 5-0-0.**

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42 **Town Administrator's Report:**

43 Mr. Boynton reported on the following topics:

- 44           ○ McGovern School Windows Project  
45           ○ Zoning Rewrite Project  
46           ○ Charles River Pollution Control Discharge Permit  
47           ○ The new Energy Manager should begin on or about August 25.

- 1           ○ Building Commissioner – John Emidy is retiring October 1. A search for replacement will
- 2           begin soon.
- 3           ○ Staffing Configuration Changes in the DPS Office – Mr. Boynton is working with Mr. Holder
- 4           and Human Resources to handle.
- 5           ○ Fuel Efficient Vehicle Purchase Options – The Town still has a couple of Crown Victorias in the
- 6           fleet, which will be replaced with Ford Focus that get a fuel consumption rate of 30 MPG
- 7           ○ Office Configuration Changes – Mr. Boynton wants to increase his availability to the public
- 8           and will have the second doorway to his office re-established.
- 9           ○ General Observations and Updates Re: community development, Town Hall space, and
- 10          relationship with the School Dept.

11

12 Mr. Boynton concluded his remarks by reporting he will be out of the office on vacation from August 28  
13 through September 5.

14

15 **Selectmen's Reports:**

16 Selectman White reported she received a phone call from the Historical Commission expressing concern for  
17 the oldest part of Evergreen Cemetery, which dates back to the Revolutionary War period. Mr. Wilcox can no  
18 longer do it, and no one else is available. There has been no mowing in this area. Selectman Trindade  
19 responded the old area of the cemetery is private property and asked Mr. Boynton if legal counsel could be  
20 retained to research the owner. Brief discussion followed. It was suggested that CPA Funds might be used to  
21 cover the maintenance expenses for the old section of the cemetery.

22

23 Selectman Trindade reported that athletic fields will be ready for use for the fall soccer season.

24

25 Chairman Crowley expressed concern that the Town's website needs to stay updated at all times. Mr.  
26 Boynton reported that a new webmaster was just hired. He will connect with the IT Director to set up a  
27 meeting with the Board in the near future.

28

29

30 **At 8:39 PM Selectman Trindade moved to adjourn; Selectman White seconded. No discussion.**

31 **VOTE: 5-0-0.**

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33

34 Respectfully submitted,

35 Jeanette Galliardt

36 Night Board Secretary