

Board of Selectmen's Meeting
Monday, December 7, 2015 – 7:00 PM
Sanford Hall
155 Village Street

Present: John Foresto, Chair; Maryjane White, Vice Chair; Dennis Crowley, Member; Glenn Trindade, Member.

Absent: Richard D'Innocenzo, Clerk.

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Carol Pratt, Finance Director; Tom Holder, Director, Department of Public Services; Susy Affleck-Childs, Planning and Economic Development Coordinator; Stephanie Mercandetti, Director, Community and Economic Development.

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

At 7:01 PM Selectman Trindade moved that the Board enter 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 [4-5 Kingson Ln]; Selectman White seconded. The chair did so declare. No discussion. Roll call vote: 4-0-0 (Crowley, aye; Foresto, aye; Trindade, aye; White, aye).

At 7:16 Chairman Foresto reconvened Public Session.

Public Comments:

There were none.

Vote – Assignment of Right to Purchase 4-5 Kingson Ln to Affordable Housing Trust

The Board reviewed a document entitled CHAPA notification RE: Town's 30-day right of first refusal.

Chairman Foresto reported that the Board discussed this in executive session this evening, briefly reviewing the highlights of the discussion. He noted further that the Board voted as follows:

To assign the right of first refusal to purchase contained in the rider of the deed for Unit 4-5 Kingson Lane, Medway, recorded with the Norfolk District Registry of Deeds in Book 16760, Page 205, to the Trustees of the Town of Medway's Affordable Housing Trust. Motion passed unanimously.

Authorization of Chairman to Execute Contract with Beals and Thomas for Trail Design and Engineering Services - \$35,000

The Board reviewed a Proposed Contract.

Present: Susy Affleck-Childs, Planning and Economic Development Coordinator; Jim Wieler; Michael Murphy (neighborhood representative).

Ms. Affleck-Childs stated that this group will do a segment of the trail. While the Town did not have to go through a formal bid process, it solicited bids from six different firms. This particular one has a great reputation for trail design. She is asking for authorization to execute the contract at this time.

Mr. Michael Murphy stated he is serving as the Iarussi Way neighborhood representative on the task force, noting his ten years of history with this area. He stated that he hopes the engineering study can provide information on the best placement, most usability, least cost, etc.

Selectman Crowley asked about the other abutters and their representation. Mr. Wieler responded that there are not any other abutters, adding that the intent of the task force is to assure that the work associated with the contract stays on track.

Selectman Crowley asked if the dollar amount includes costs for plans, design, maps, etc. Ms. Affleck-Childs responded that it does, noting that a lot of the physical work will be done by volunteers while some of the more specialized work will be contracted out. A bid process for some work will be used. Mr. Wieler added that they are also applying for some grant funds.

Brief discussion followed on whether bikes will be using this trail and it was clarified that it will be a natural trail and stone dust will not be part of the design. Selectman Crowley asked about public meetings. Ms. Affleck-Childs responded that none are specifically listed in this contract, but they do public outreach at the appropriate times. She stated that they felt the best use of this individual's time was in the design work. Mr. Wieler noted that Item 6 in the contract references an outreach to Iarussi Way residents. Discussion followed.

Selectman Trindade moved that the Board authorize the Chairman to execute a contract in the amount of \$30,500 with Beals and Thomas as presented; Selectman White seconded. No discussion. VOTE: 4-0-0.

Change of Manager Request – Medway Veterans Building Assoc., Inc. d/b/a Medway Post 1526 VFW:
The Board reviewed application materials required by the Alcohol Beverages Control Commission (ABCC).

Present: John Larney, proposed Manager.

It was noted that any change in Manager for an establishment with a liquor license must be approved by the Board of Selectmen.

Selectman Trindade moved that the Board approve a change of manager for Medway Post #1526 VFW from Lawrence Landry to John Larney, as proposed; Selectman White seconded. No discussion. VOTE: 4-0-0.

Approval – Purchase of 54R Adams St:

The Board reviewed the following information: (1) Amended P&S signed by the Lees; and (2) Quitclaim deed signed by the Lees.

Mr. Boynton stated the documents had to be amended due to an incorrect parcel reference, emphasizing that the actual property is the same. Discussion followed on whether a hazardous waste survey needed to be done. A site walk revealed that there was little concern for hazardous waste as the land is mostly “wet”, though there is an abandoned vehicle. It was a fairly inactive farming site.

Selectman Trindade moved that the Board of Selectmen vote to ratify and execute the Amended Purchase and Sale Agreement between the Town of Medway and George F. Lee and Charlotte A. Lee dated October 15, 2015, and amended December 7, 2015, to purchase the land situated at 54R Adams Street, Medway, Norfolk County, MA and to accept the deed from George F. Lee and Charlotte A. Lee to the Town as authorized by, and pursuant to, the terms of the vote under Article 7 of the November 16, 2015 Fall Town Meeting; Selectman White seconded. No discussion. VOTE: 3-0-1 (Crowley abstain).

Authorization to Expend Grant Funds – Sustainable Materials Recovery Program Grant - \$16,000:
The Board reviewed the following information: (1) Grant correspondence; and (2) Grant expenditure authorization form.

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

Mr. Holder reported that the grant funds are from Mass DEP and are intended to augment costs incurred in recycling mattresses. They will be collected in a separate container. Responding to a question from the Board, Mr. Holder clarified that the department receives the funds only as a reimbursement after invoices are submitted and processed.

Selectman Trindade moved that the Board accept and authorize grant funds from Mass DEP as a Sustainable Materials Recovery Program Grant in the amount of \$16,000; Selectman White seconded. It was clarified that this was only for mattresses. No further discussion. VOTE: 4-0-0.

Mr. Holder announced that Medway was being recognized by Mass Recycling for its recycling efforts.

Authorization of Chairman to Execute Contract for Urban Renewal Plan – BSC Group - \$78,400:
The Board reviewed the following information: (1) Proposed contract; (2) RFP – electronic packet only; and (3) BCS’s proposal – electronic packet only.

Present: Stephanie Mercandetti, Director, Community and Economic Development.

Ms. Mercandetti stated a Request for Proposals was issued with lots of interest but only three bids. Interviews were held, and Redevelopment Authority voted to recommend award of the contract to BSC Group.

Selectman Trindade moved that the Board authorize the Chairman to execute a contract in the amount of \$78,400 with BSC Group for the development of an urban renewal plan following the approval as to form by Town Counsel and the acknowledgement of sufficient funds by the Town Accountant; Selectman White seconded. Brief discussion followed on the progress of determining property owners in the Oak Grove area and why the Redevelopment Authority was created. VOTE: 4-0-0.

Change of Sunday Hours Request – Medway Beverages d/b/a Keystone Liquors:
The Board reviewed the following information: (1) ABCC Retail Alcoholic Beverages License Application; and (2) Corporate Vote.

Selectman Trindade moved that the Board approve a change of Sunday opening time for Keystone Liquors to 10 AM; Selectman White seconded. No discussion. VOTE: 4-0-0.

Presentation – Five Year Budget Forecast:
The Board reviewed Five-Year Budget information.

Present: Carol Pratt, Finance Director.

Mr. Boynton reported that, while this forecast does not include any revenues from Exelon, the budget situation looks pretty good. What is needed this evening is the go-ahead to distribute the policy to department heads. Brief discussion followed.

Discussion/Vote – Board of Selectmen Fiscal Year 2017 Budget Policy

The Board reviewed a document entitled “Board of Selectmen Fiscal Year 2017 Budget Policy” (draft).

Selectman Trindade moved that the Board approve the Fiscal Year 2017 budget policy as presented; Selectman White seconded. Chairman Foresto noted that this is a fresh way of presenting this information. Briefly discussion followed. VOTE: 4-0-0.

Mr. Boynton stated the target for the first draft of the budget is mid-January. The Governor’s budget comes out about the third week of January.

Approval – Continuation of Membership in MetroWest Veterans’ District and Appointment Of Representative to Board of Directors:

The Board reviewed the following information: (1) Proposed statement by Medway re: its continuation with the MetroWest Veterans’ District; and (2) FY2014 Amendment to District Agreement, including amendments, 2011 District Agreement.

Selectman Trindade moved that Medway continue its membership in the MetroWest Veterans’ Services District and that Michael Boynton remain the Board of Selectmen’s representative on the District’s Board of Directors; Selectman White seconded. No discussion. VOTE: 4-0-0.

Approval – One-Day Liquor License Applications:

The Board received the following applications for One-Day Liquor Licenses to be exercised at the Thayer Homestead on the following dates: (1) James Centola, 12/19/15; (2) Teresa Rice, 12/27/15; (3) Allison Warren and Katherine Fleck, 1/3/16; and (4) Jeanne O’Byrne, 1/9/16. The Police Chief submitted recommendations for all applications.

Selectman Trindade moved that the Board approve one-day liquor licenses for James Centola, Teresa Rise, Allison Warren and Katherine Fleck, and Jeanne O’Byrne for their events at the Thayer Homestead on the dates requested subject to fulfillment of the Police Chief’s recommendations and evidence of appropriate insurance coverage; Selectman White seconded. No discussion. VOTE: 4-0-0.

Annual License Renewals [see list following agenda items]

The Board reviewed a list of Annual License Renewals with approval status as presented on the agenda. The list will be attached to these minutes.

Selectman Trindade moved that the Board approve license renewals for the establishments provided in the Board’s packet conditioned upon the receipt of all necessary documentation, departmental approvals and payments to renew the specific licenses; Selectman White seconded. No discussion. VOTE: 4-0-0.

Action Items from Previous Meeting:

The Board reviewed the Action Items List.

Mr. Boynton announced that the new communications director would start next week. Additionally, he anticipates an update from the DPS Facility Building Project in a few weeks. Brief discussion followed on other items.

Approval of Warrants:

The Board reviewed Warrants 16-24 and 16-24S.

Substituting for the Clerk, Selectman Trindade read aloud Warrants 16-24 and 16-24S presented for approval:

16-24	Town Expenses	\$307,297.62
16-24S	School Expenses	<u>\$215,639.93</u>
	TOTAL:	\$522,937.55

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

Town Administrator’s Report:

Mr. Boynton began his report by updating the Board on the Exelon hearings with the Siting Board, noting that there is a proposed amendment to the Host Community Agreement which provides additional details and information to Section 12, part d, and Medway-V-3 as follows:

Generally, it is expected that natural screenings, plantings, berms, and fencing as required/desired will be utilized. Final screening plans should be included in the Planning Board site plan process.

Selectman Trindade moved that the Board approve the additional language for Section 12, part d and Medway –V-3 of the Host Community Agreement between Exelon and the Town of Medway, as proposed; Selectman White seconded. No further discussion. VOTE: 4-0-0.

Mr. Boynton updated the Board on the Middle School Renovation Project. At this time, he requested authorization to approve change orders that may come up instead of coming to the Board each time. Brief discussion followed. Mr. Crowley clarified that the School Dept. would be paying for the most recent change order, as it relates to the renovations in the Administration’s area, not the area that will be occupied by the Dept. of Public Services.

Selectman Trindade moved that the Board authorize the Town Administrator to approve any change order for the Middle School project in amounts up to \$10,000 with reporting provided to the Board at the end of the project; Selectman White seconded. No discussion. VOTE: 4-0-0. It was clarified that the result of a change order cannot exceed the amount appropriated at Town Meeting.

Mr. Boynton announced that Health Agent, Stephanie Bacon, will be leaving Medway for a position with the Town of Northborough. The job will be much closer to home for Ms. Bacon.

Next, he updated the Board on a number of appointments:

- New Communications Director, Mary Becotte, starts on Monday, December 14;
- Joanne Russo will be promoted to Treasurer/Collector;
- Michael Fasolino will be coming in as Assistant Fire Chief on January 4;
- New Police Officers William Freitas and Anthony Nigro start on January 1.

At this time, Mr. Boynton stated that he has worked with different boards for over 20 years. He expressed appreciation for the Board members, noting that they all bring something unique to the Board. "Respect is something that is waning these days. This Board has gone above and beyond to do what's right for Medway, and it's clear how much you all love this community."

Selectmen's Reports:

Selectman Crowley asked if CIPC could come in to present an overview in order to provide some direction for the Board. After brief discussion, it was agreed to see if they can come on Dec. 21.

Chairman Foresto reported that he attended a Leadership meeting with the school superintendent. He stated that the number of students opting for vocational school has increased with over 50 students participating. The Town pays an amount per student to the vocational school.

Chairman Foresto expressed appreciation for the excellent Christmas Parade. He announced that it was put together without the benefit of Town funds. The entire parade was done with donations.

**At 8:20 PM Selectman Trindade moved to adjourn; Selectman White seconded. No discussion.
VOTE: 4-0-0.**

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary