

**MEDWAY BOARD OF SELECTMEN**  
155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053  
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*Dennis Crowley, Chairman  
John Foresto, Vice Chairman  
Richard D'Innocenzo, Clerk  
Glenn Trindade, Member  
Mary Jane White, Member*

**Board of Selectmen's Meeting Minutes**

**February 24, 2015 at 7:00 p.m.**

**Senior Center, 76 Oakland Street**

**Present:** Chairman Dennis Crowley; Selectmen John Foresto, Rick D'Innocenzo, and Glenn Trindade; Town Administrator Michael Boynton; Town Accountant Carol Pratt; Finance Director Melanie Phillips; DPS Director Tom Holder; Police Chief Allen Tingley; and Finance Committee Chairman Frank Rossi.

At 7:04 p.m. Chairman Crowley called the meeting to order and led in the Pledge of Allegiance.

**Public Comments:** None

**May 11, 2015 Annual Town Meeting Warrant:**

**Article 1: ESCO Stabilization Reserve Transfer**

The balance of the ESCO Stabilization Fund is \$124,888. Town Accountant Carol Pratt said they are drawing the fund down according to an amortization schedule. Administrator Boynton said he would like to discuss adjusting the schedule. They will discuss this matter further with Don Aicardi.

**Selectman Trindade moved that the Board add Article 1 to the May 11, 2015 Annual Town Meeting Warrant as written; Selectman Foresto second; No discussion; All ayes 3-0-0 (Selectman D'Innocenzo not present).**

**Article 2: Appropriation: FY16 Operating Budget**

The budget is not final but the Board agreed that they did not need the final numbers to add the article to the warrant. The Board discussed whether their vote count should be added to the warrant. They ultimately decided it would create confusion.

**Selectman Trindade moved that the Board add Article 2 to the May 11, 2015 Annual Town Meeting Warrant as written; Selectman Foresto second; No discussion; All ayes 3-0-0 (Selectman D'Innocenzo not present).**

**Article 3: Appropriation: FY16 Water Enterprise Fund**

The Board asked DPS Director Tom Holder to attend the Finance Committee meeting in March to review the water projects that have been completed to date and what is in the pipeline. The Board will discuss the water rate structure at their meeting on Saturday, February 28, 2015. Director Holder reported that there are no significant changes from last year. At the request of the auditing firm, all DPS employees were asked to review and sign a letter regarding their department allocation. Administrator Boynton and Director Holder said that the Town needs to increase fire hydrant maintenance, system maintenance on the pump station and sewer system

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jetting. Two full-time positions have been added to address these issues. Their time will be split between water and sewer.

**Selectman Trindade moved that the Board add Article 3 to the May 11, 2015 Annual Town Meeting Warrant as written; Selectman Foresto second; No discussion; All ayes 3-0-0 (Selectman D’Innocenzo not present).**

Article 4: Transfer from Sewer Betterment Stabilization to Sewer Enterprise

The balance of the Sewer Betterment Stabilization Fund is \$322,003. The funds are the result of residents who have pre-paid their sewer betterment. There will be an annual transfer from this fund.

**Selectman Trindade moved that the Board add Article 4 to the May 11, 2015 Annual Town Meeting Warrant as written; Selectman Foresto second; No discussion; All ayes 3-0-0 (Selectman D’Innocenzo not present).**

Article 5: Appropriation: FY16 Sewer Enterprise Fund

Chairman Crowley requested a breakdown of the user fees totaling \$1,435,030.

**Selectman Trindade moved that the Board add Article 5 to the May 11, 2015 Annual Town Meeting Warrant as written; Selectman Foresto second; No discussion; All ayes 3-0-0 (Selectman D’Innocenzo not present).**

Article 6: Appropriation: FY16 Solid Waste Enterprise Fund

The total revenue raised for the Solid Waste Enterprise Fund is \$1,487,906. Bag revenue accounts for about \$215,000. Annual fees represent another \$1 million. Chairman Crowley requested a breakdown of the revenue, including how the excess is generated. Director Holder said that they are still trying to resolve one outstanding account with Shaw’s. Shaw’s said they have paid the outstanding balance of about \$20,000. The Town needs to do some research to see if they have proof of receipt. The Board will discuss possible increases on Saturday.

**Selectman Trindade moved that the Board add Article 6 to the May 11, 2015 Annual Town Meeting Warrant as written; Selectman Foresto second; No discussion; All ayes 3-0-0 (Selectman D’Innocenzo not present).**

Article 7: Appropriation: FY16 Ambulance Enterprise Fund

The Board deferred a vote on Article 7 until Saturday. Finance Director Melanie Phillips reported that collections are slightly ahead of projections.

Article 8: Free Cash Appropriation: Capital Items

The Board reviewed the Free Cash appropriations. The Capital Improvement Planning Committee has approved the Free Cash allocations. Administrator Boynton said that they reviewed the budget yesterday and made some adjustments. The sum of \$100,000 for desktop replacements was moved from the Capital Budget to the IT Operating Budget. Administrator

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Boynton reviewed additional adjustments that were made to the Operating Budget. Director Holder said he believes \$800,000 should be enough for snow and ice removal. After the adjustments and Free Cash allocations there is about \$15,000 of Free Cash remaining. The Board will discuss how these funds could be used. One suggestion was to use them for road acceptances.

**Selectman Trindade moved that the Board add Article 8 to the May 11, 2015 Annual Town Meeting Warrant as written; Selectman Foresto second; No discussion; All ayes 4-0-0.**

Article 9: Borrowing: Capital Projects

Chairman Crowley reported that the Capital Improvement Planning Committee (CIPC) met last night. They discussed completing the entire carpet project at the Library at one time instead of doing it in phases. The Board agreed it makes sense to do all the work at once. Director Holder said he has an updated quote for \$121,000. The Board would like to review the quote before they vote on this item.

The Board also discussed the request for a new sidewalk snow plow. Director Holder reviewed the issues with the previous sidewalk plows the Town has purchased and why a new unit is needed. The new unit that will be purchased along with the pre-owned unit that is working will be used regularly and the second pre-owned unit that the Town owns will be used for parts. This equipment is also used for roadside mowing.

The Board agreed to increase the Renovation to the Middle School Wing for DPS to \$150,000. Director Holder said he is still waiting on a quote for the electrical portion of the project.

The Board agreed to discuss Article 9 further on Saturday after they receive the carpet quote.

Article 10: Appropriation - Water Enterprise

The request is for \$30,000 from retained earnings for water production and distribution projects. Director Holder explained that these funds are used for unanticipated issues that arise during the year. The Town is currently using funds that were appropriated last year to deal with manganese issues. If the funds are not exhausted by the end of the fiscal year they stay with the article. The Board asked for an update on whether there are articles from previous years with unappropriated funds. They also asked for the balance from last year's appropriation and an update on what has been spent to date. They briefly discussed whether the money for such projects should remain in the Water Enterprise Fund instead of being transferred into another account.

**Selectman Trindade moved that the Board add Article 10 to the May 11, 2015 Annual Town Meeting Warrant as written; Selectman Foresto second; No discussion; All ayes 4-0-0.**

Article 11: Borrowing: Water Enterprise

Director Holder explained that the request is for \$200,000 to fund the design of the Brentwood neighborhood water main replacement. Holliston Street was the next priority but there have been several water main breaks in the Brentwood neighborhood. Funds will be requested next year for the construction costs related to Brentwood and the design of Holliston Street. There is a lot of ledge in the Brentwood neighborhood which makes the project more difficult and contributes to the cost. The Board would like to review the strategic plan for replacing water mains throughout

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Town. They also plan to review the water rate structure. They are concerned that the projects may cause significant water rate increases. In addition, Director Holder said that they are currently using a Master Water Plan from 2009, which will need to be updated in the near future. Chairman Crowley also requested a breakdown of revenue, expenses and retained earnings.

**Selectman Trindade moved that the Board add Article 11 to the May 11, 2015 Annual Town Meeting Warrant as written; Selectman Foresto second; No discussion; All ayes 4-0-0.**

Article 12: Appropriation: Sewer Enterprise

The request is for \$15,000 from the Sewer Enterprise Fund. The funds will be used for unanticipated issues related to the sewer system that arise during the fiscal year. Director Holder reported that Medway and other surrounding towns have recently been designated as co-permittees of the NPDES permit along with the Charles River Pollution Control District. This will require Medway to undertake additional measures related to this permit that were not anticipated. Director Holder said it is too early to know what the long-term costs will be but the \$15,000 could be used to help with some of the initial tasks. Future costs associated with these new mandates have not been figured into the sewer rates. The Board said it is important to have the Town's Water & Sewer Commissioners on the agenda regularly to address issues and concerns.

**Selectman Trindade moved that the Board add Article 12 to the May 11, 2015 Annual Town Meeting Warrant as written; Selectman Foresto second; No discussion; All ayes 4-0-0.**

Article 13: Appropriation: Sewer Enterprise

The request is for \$75,000 to begin the next Inflow & Infiltration (I & I) study. The study is done one year and the following year work is done to implement the findings from the study. Director Holder said as a result of some of the work that was done on Chicken Brook, including lining sections of pipe, intake was reduced by about 100,000 gallons from 2013 to 2014.

**Selectman Trindade moved that the Board add Article 13 to the May 11, 2015 Annual Town Meeting Warrant as written; Selectman Foresto second; No discussion; All ayes 4-0-0.**

Article 14: Appropriation: Medway Family Day

The Board asked Town Accountant Carol Pratt to add a sunset clause to this article. The Board agreed to reevaluate how this item is funded next year.

**Selectman Trindade moved that the Board add Article 14 to the May 11, 2015 Annual Town Meeting Warrant as written; Selectman D'Innocenzo second; No discussion; All ayes 4-0-0.**

Article 15: Appropriation: Memorial Committee

Police Chief Allen Tingley said the \$4,000 would be used to purchase street sign toppers that would honor fallen soldiers and to fund the band for the annual Memorial Day Parade. Town Accountant Pratt will follow-up with Town Counsel to make sure the funds can be used for this purpose. The Board asked for a more detailed breakdown of the budget. They agreed to discuss this matter further on Saturday.

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Article 16: Capital Project: Construct and Improve Playgrounds – CPC Funds

Selectmen Trindade said he is meeting with O'Brien & Sons tomorrow. He said the plan is to have full conceptual drawings prepared and hold two information sessions in mid-March for residents to provide feedback. He reported that O'Brien & Sons is on the State Bid List and Medway has bought equipment from them in the past. The playground and improvements will be funded with Community Preservation funds. The Board agreed to discuss this item further on Saturday.

Article 17: Capital Project: New DPS Facility

The Board discussed the request for \$1.1 million to fund the engineering and design of the new DPS facility. Selectmen Trindade is on the DPS Facility Committee and said they are unhappy with the Weston & Sampson drawings. They are in the process of consulting another company. There was extensive discussion as to whether the figure should be lowered from \$1.1 million. The design costs are typically 10% of the total project cost. The Board clarified that the \$1.1 million also includes the Owner Project Manager (OPM) fees and field supervision. In addition, the article authorizes \$1.1 million but the Town is not required to spend \$1.1 million. Melanie Phillips said the bond rates are still low but she will have a better idea in two weeks when she goes out to market. There are also funds available in the DPS Facility Fund and Fiscal Stability Fund. The Board needs to decide how this item will be funded before the budget is submitted to the Finance Committee. The Board also restated that the project will still need to go out to bid and the DPS Facility Committee still needs to select a designer.

**Selectman Trindade moved that the Board add Article 17 to the May 11, 2015 Annual Town Meeting Warrant as amended; Selectman Foresto second; The Article was amended to include \$1.1 million. The Board also agreed to borrow the funds at this point but this could change; All ayes 4-0-0.**

Article 18: Borrowing: Non-Participatory Items Associated with Route 109 Project

The request is to borrow \$500,000 to fund items associated with the Route 109 project that may not be allowed by the Massachusetts Department of Transportation, such as ornamental lighting and stone walls. The article authorizes the Town to borrow in the event it is needed. Finance Director Melanie Phillips will have Bond Counsel review the article and confirm whether personnel costs can be included.

**Selectman Trindade moved that the Board add Article 18 to the May 11, 2015 Annual Town Meeting Warrant as written; Selectman Foresto second; No discussion; All ayes 4-0-0.**

Article 19: Appropriation: Thayer Property Operations

Finance Director Melanie Phillips explained that the Town has 18 months from the time the money was borrowed to use it. She said she would calculate the arbitrage and get back to the Board on this matter. The Board determined that the article to transfer the balance of the Thayer project to other Thayer improvements may need to be removed from the Special Town Meeting warrant if the project cannot be closed out soon. Selectman Foresto will forward the Board the landscape design proposal for their review.

**Selectman Trindade moved that the Board add Article 19 to the May 11, 2015 Annual Town Meeting Warrant as written; Selectman D'Innocenzo second; No discussion; All ayes 4-0-0.**

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Article 20: Revolving Accounts: Annual Authorization

The Board agreed to discuss this item further on Saturday. The Board would like an update on what has been spent to date. The FY16 Parks & Recreation spending limit was increased to \$150,000 and the FY16 Council on Aging spending limit was increased to \$114,000.

Article 21: Appropriation: Community Preservation Committee

The Board agreed to defer this item until Saturday. The Board may not receive final numbers for this article until right before the Annual Town Meeting in May.

Article 22: Acceptance of MGL chapter 64L, § 2 Local Option Meals Tax

The Board agreed to discuss this item at their March 2, 2015 meeting. Finance Committee Chairman Frank Rossi said the Finance Committee is not in favor of putting 100% of the revenue collected towards the Town's Other Post-Employment Benefits (OPEB) obligation. Chairman Rossi asked if it was possible to fund the OPEB Trust Account with Free Cash. Finance Director Melanie Phillips said that the bonding agencies want to see that the account is funded through a dedicated source. The Board of Selectmen and Finance Committee need to discuss this item further.

Article 23: OPEB Trust Funding from Meals Tax

The Board will also discuss this item at their March 2, 2015 meeting.

Article 24: Accept MGL C. 90-I, Sec. 1 – Complete Streets Program

The Board will discuss this item with the Planning & Economic Development Board at their March 2, 2015 meeting. This is a grant program to help municipalities with street and sidewalk projects.

Article 25: Acceptance of Sidewalk Easement

The Board will discuss this item with the Planning & Economic Development Board at their March 2, 2015 meeting.

Article 26: Zoning Bylaw Recodification

The Board will discuss this item with the Planning & Economic Development Board at their March 2, 2015 meeting.

Article 27: Amend Zoning Bylaw: New Sub-Section for Multifamily Housing

The Board will discuss this item with the Planning & Economic Development Board at their March 2, 2015 meeting.

Article 28: Establishment of a Business Transition Zone

The Board will discuss this item with the Planning & Economic Development Board at their March 2, 2015 meeting.

Article 29: Purchase Property Off of Winthrop St

Article 29 was drafted by Town Counsel in response to the Citizens' Petition to Purchase the Wickett property.

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**Selectman Trindade moved that the Board add Article 29 to the May 11, 2015 Annual Town Meeting Warrant as written; Selectman D’Innocenzo second; No discussion; All ayes 4-0-0.**

Article 30: Survey Property Off of Winthrop St

Article 30 was drafted by Town Counsel in response to the Citizens’ Petition to Survey Property off of Winthrop Street.

**Selectman Trindade moved that the Board add Article 30 to the May 11, 2015 Annual Town Meeting Warrant as written; Selectman D’Innocenzo second; No discussion; All ayes 4-0-0.**

Article 31: Citizens Petition: Purchase Wicket Property

Per Town Counsel this article must appear on the warrant.

**Selectman Trindade moved that the Board add Article 31 to the May 11, 2015 Annual Town Meeting Warrant as written; Selectman Foresto second; No discussion; All ayes 4-0-0.**

Article 32: Citizens’ Petition: Survey Property Off of Winthrop St

Per Town Counsel this article must appear on the warrant.

**Selectman Trindade moved that the Board add Article 32 to the May 11, 2015 Annual Town Meeting Warrant as written; Selectman Foresto second; No discussion; All ayes 4-0-0.**

**Warrant:**

#15-35P/SP	2/26/15
Town Payroll	\$330,486.57
School Payroll	\$775,380.40
Town Payroll Police	\$2,270.40
Total	\$1,108,137.37

**Selectman Trindade moved that the Board approve the warrant as read; Selectman Foresto second; No discussion; All ayes 4-0-0.**

**At 9:21 p.m., Selectman Trindade moved to adjourn; Selectman Foresto second; No discussion; All ayes 4-0-0.**

Respectfully submitted,

Michelle Reed