

**Board of Selectmen's Meeting  
Tuesday, January 19, 2016 – 7:00 PM  
Sanford Hall  
155 Village Street**

**Present: John Foresto, Chair; Maryjane White, Vice Chair; Richard D'Innocenzo, Clerk; and Dennis Crowley, Member.**

Absent: Glenn Trindade, Member

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; Margaret Perkins, Director, Medway Public Library; Missy Dzikczek, Director, Council on Aging; Doug Havens, Community Housing Coordinator; Rich Boucher, Director, Information Technology; Bridget Graziano, Conservation Agent; Mary Becotte, Communications Director; Members of the Medway Fire Department.

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

**Board Appreciation – Lieutenant Anzivino:**

On behalf of the Board, Mr. Boynton expressed sincere appreciation for the work that Medway's police and fire department staff do every day. Lt. Anzivino discovered an odd smell at his children's day care and evacuated the building after alerting the authorities. In doing so, he prevented several people from becoming ill. It was a carbon monoxide situation that could have turned tragic.

Fire Chief Jeffery Lynch stated he was proud of Lt. Anzivino and the job he did. Circumstances could have been very different.

The Board expressed thanks to Lt. Anzivino and all public safety personnel for everything they do to keep Medway residents and visitors safe.

**Public Comments:** None.

**Introductions – Council on Aging's Outreach Workers – Kate Fennyery & Marcia Lombardo:**

*The Board reviewed a document entitled "Chart of projected growth in Medway's Senior Population".*

Present: Missy Dzikczek, Director, Council on Aging; Kate Fennyery and Marcia Lombardo, Council on Aging Outreach Workers.

Ms. Dzikczek introduced two new outreach workers affiliated with the Senior Center. These individuals typically look into cases of fuel assistance and housing needs. She emphasized that there are a lot of young people who come to the senior center seeking assistance, and they do what they can to help.

Ms. Dzikczek noted that some assistance comes from grant money, but there is a need to increase the hours for outreach. Discussion followed on increasing numbers of residents over the age of 60 in the coming

years, as well as an increase in the number of over 55 housing communities in Medway. Ms. Dziczek announced that she will be leaving sometime this summer and there will be a new Director coming in.

Mr. Boynton emphasized that the Senior Center is not just a place to go for a meal, bingo or activities. It is the closest thing Medway has to a social services agency in the community.

**Grant Expenditure Authorization – Mass. Department of Energy Resources, \$35,000:**

*The Board reviewed the Notice of Grant Award dated 1/6/16.*

Mr. Boynton stated this is for the current fiscal year; the grant will expire in August of 2016. It is not clear whether the Town will be eligible for another round. Millis would like this program to continue beyond this fiscal year, and the grant helps fund the position.

**Selectman D’Innocenzo moved that the Board authorize the expenditure of the Energy Manager Grant in the amount of \$35,000 for the salary and expenses relating to the full-time Energy Manager position shared with the Town of Millis; Selectman White seconded. No discussion. VOTE: 4-0-0.**

**Approval – Trail Grant Application:**

*The Board reviewed the following information: (1) Document entitled “Guidelines for completing recreational trails grant”; and (2) Memorandum dated January 19, 2016 from Bridget Graziano, Conservation Agent (distributed at meeting).*

Present: Bridget Graziano, Conservation Agent.

Ms. Graziano stated that the Medway Trail Task Force is comprised of a group of entities including residents. This would connect the high school trail system with the larger trail network. They have been working on developing the network and determining costs. The Dept. of Conservation and Recreation offers a recreational trails grant each year. Fall Town Meeting partially funded the project and design was developed. This grant application, which would support the development of this trail, is due February 1. Time is of the essence, and they are asking for the Board’s support. The Town will not learn if it is awarded the grant for nine months. The \$50,000 will not cover all the costs but it will help. A 20% matching amount is required.

Selectman Crowley asked if the \$50,000 would be allocated to construction costs. Brief discussion followed. He reported that Iarussi Way residents are satisfied with the discussions on what may be developed near them.

**Chairman Foresto moved that the Board authorize preparation of the grant and to authorize the Chair to sign the application on behalf of the Town; Selectman White seconded. No discussion. VOTE: 4-0-0.**

**Approval – Agreement to Install Carpet in Library, Atkinson Carpet Installation Co., Inc., \$45,941.65:**

*The Board reviewed the following information: (1) Memorandum dated January 19, 2015 from the Director of Public Services; and (2) Agreement between Atkinson Carpet Installation Co., Inc. and the Town of Medway.*

Present: Tom Holder, Director, Department of Public Services; Margaret Perkins, Director, Medway Public Library.

Mr. Boynton reminded the Board that the Town authorized \$90,000 for this project, but through the efforts of Bobby McGee and Margaret Perkins, the bid came in at \$45,000. The final total of \$53,338 includes additional costs to move stacks of books, and additional repair work that was unanticipated initially.

Selectman White asked about the difference in costs. Ms. Perkins responded that the difference is in how they move the books. It's less expensive (takes less time) to just lift the shelving complete with the books on the shelves. Mr. Boynton added that there was also another choice of carpeting that turned out to be of similar quality but less expensive.

Selectman Crowley expressed concern that the Board has been asked to approve a base contract, yet information for the change order is not included. Mr. Holder clarified that, if the Board votes tonight, the carpet and other materials can be ordered. The additional costs include the addition of a rubber runner on the stairway and rubber matting behind the librarians' counter.

Mr. Boynton suggested that the Board could approve the base contract and then authorize the Town Administrator to approve the additional items in an amount not to exceed \$9,000 or the Board can postpone action.

**Selectman D'Innocenzo moved that the Board execute a contract with Atkinson Carpet Installation Company, Inc. to perform installation of carpeting at the Medway Public Library in an amount not to exceed \$45,941.65; Selectman White seconded. No discussion. VOTE: 4-0-0.**

**Selectman D'Innocenzo moved that the Board authorize the Chair or the Town Administrator to approve change orders in the aggregate not to exceed \$9,000; Selectman White seconded. No discussion. VOTE: 3-1-0 – Crowley opposed because there was no paperwork to review.**

**Authorization of Chairman to Execute a Contract with Odyssey Advisors for Actuarial Services:**  
*The Board reviewed a Contract between the Town of Medway and Odyssey Advisors.*

Present: Carol Pratt, Finance Director.

Ms. Pratt reported this work is performed every other year, and this year two bids were received. This group of advisors seems comparable to others with an appropriate amount of experience.

**Selectman D'Innocenzo moved that the Board authorize the Chairman to execute a contract with Odyssey Advisors for actuarial services in an amount not to exceed \$6,550.00; Selectman White seconded. No discussion. VOTE: 4-0-0.**

**Appointment – Affordable Housing Trust, John Parlee:**  
*The Board reviewed the following information: (1) Resume of John Parlee; and (2) Letter of interest.*

Present: Doug Havens, Community Housing Coordinator.

Mr. Havens stated that Mr. Parlee has been attending meetings and described him as a very astute and intelligent individual. He is replacing Karen Soter whose resignation will correspond with this appointment. The term will expire on June 30, 2016.

**Selectman D'Innocenzo moved that the Board approve the appointment of John Parlee to the Affordable Housing Trust for a term to expire on June 30, 2016; Selectman White seconded. No discussion. VOTE: 4-0-0.**

**Discussion – Town of Medway Website Update/Communications Objectives:**  
*There were no background materials.*

Present: Mary Becotte, Communications Director; Rich Boucher, Director, Information Technology.

Mr. Boynton reported that, for several months, the Town's website has been reviewed and evaluated as there had been numerous comments that the site was "too busy" and too hard to navigate. The site will be moving to a Drupal platform from the First Class platform. The schools have already been changed in order to utilize centralized posting of information.

Mr. Boucher stated he wanted to make the site easier to manage, edit, save documents and so forth. This software also allows for a mobile device application. Efforts will be made to streamline and declutter the home page, utilizing minimal text, better navigation, and adding buttons for the most popular information based on where site visitors are going now. He noted that he will be meeting with representatives from Virtual Town Hall tomorrow. He wants to set up a contract with Tim Rice, who can provide great photographs of municipal buildings and local areas.

Selectman Crowley asked how many people are accessing the website and where they are going. Mr. Boucher responded that the site gets approximately 50,000 visitors a month, and the interior links are what the Town wants to keep track of. News was the most popular item on the site. There was brief discussion on who will manage various areas of the site. Ultimately, community organizations could submit a list of meeting dates, athletic events, etc. to communications director for posting. Postings would be limited to non-profit or community groups.

Ms. Becotte theorized that the updated website will also provide a way to answer questions that have been posted on Friends of Medway Facebook page. The Town's response to questions would be visible on the Town website under Social Media button. She said they would like residents to check the Town's site for accurate information instead of Friends of Medway where information may or may not be correct or up-to-date. Mr. Boynton clarified that staff of various departments are working toward getting word out in addition to the Town Administrator's office on the Town Administrator page.

Ms. Becotte provided a brief update on communications in general. Beginning in February she will have a monthly newsletter that will be distributed to the current 250 subscribers. It will also appear on the Town website. The Superintendent of Schools will also encourage people to subscribe by mentioning it in his Friday newsletters. She indicated she is optimistic about getting the word out. Newsletter topics could be periodic updates on Route 109 project, monthly citizen spotlight, monthly local business profile, departmental highlight, and similar topics. She has met with the Medway Cable staff to get them trained. Brief discussion followed on the viability of searchable meeting minutes.

**Approval – One-Day Liquor License, Thayer Homestead, Susan Toland and Cyndy Shea:**

*The Board reviewed the following information: (1) License applications from Susan Toland and Cyndy Shea; and (2) Recommendations dated January 11, 2016 and January 19, 2016 from the Police Chief.*

**Selectman D'Innocenzo moved that the Board approve one-day wine & malt licenses for Susan Toland and Cyndy Shea for their events at the Thayer Homestead on April 17, 2016 and January 24, 2016 respectively, subject to fulfillment of the Police Chief's recommendations and evidence of appropriate insurance coverage; Selectman White seconded. No discussion. VOTE: 4-0-0.**

**Opening of May 9, 2016 Annual and Special Town Meeting Warrants:**

*There were no background materials.*

**Selectman D'Innocenzo moved that the Board vote to open the Annual and Special Town Meeting warrants set for May 9, 2016; Selectman White seconded. No discussion. VOTE: 4-0-0.**

**Action Items from Previous Meeting:**

*The Board reviewed the Action Items list.*

The Board briefly discussed the following:

- #8 – Searchable minutes in updated Town Website --It was suggested that, as Selectman Trindade was the one who added this item, we will check with him before removing it from the list.
- #7 – Environmental bond bill -- there are potential grant opportunities, however, more research is required.
- #2 -- Route 109 project – several contractors have pulled bids.

**Approval of Warrants:**

*The Board reviewed Warrant 16-30, dated 1-22-16.*

Selectman D’Innocenzo, Clerk, read aloud Warrant 16-30, presented for approval:

16-30	Town Expense	<u>\$436,184.55</u>
	TOTAL	\$436,184.55

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

**Approval of Minutes:**

*The Board reviewed draft minutes from July 6, 2015.*

**Selectman D’Innocenzo moved that the Board approve the minutes of July 6, 2015, as amended; Selectman White seconded. No discussion. VOTE: 3-0-1 Crowley abstain.**

**Town Administrator’s Report:**

Mr. Boynton briefly reviewed the following:

- The Selectmen’s Annual Town Report is due soon.
- There will be a Veterans District meeting next week. The Town of Millis is interested in joining, and the discussion will focus on cost sharing. Additionally, the Veterans Agent estimates needing \$38,000 to get through the end of the year. Discussion on auditing process to see if there are patterns developing in services sought.
- Cable television license renewals are in process.
- Regarding proposed changes to the Public Records Act, Mr. Boynton met with Senator Spilka and several municipal leaders to share thoughts and concerns.

**Selectmen’s Reports:**

Selectman Crowley suggested that he met with CIPC where Information Technology presented a report on IT requests for its five-year plan.

Chairman Foresto announced that Medway Clean Sweep will take place on April 9 and encouraged residents to take part. It will be more of a neighborhood effort this year.

Chairman Foresto stated that the Energy Committee is exploring municipal aggregation. There is a Town Meeting Warrant article authorizing the Town to approve it, and residents can opt out if they are not interested. The aggregation can be purchased in pieces. He asked whether the committee has the right to set the price for the Town. Mr. Boynton cautioned that it would be a huge commitment for the community.

Brief discussion followed on various small projects.

**At 8:49 PM Selectman White moved to adjourn; Selectman D’Innocenzo seconded. No discussion.  
VOTE: 4-0-0.**

Respectfully submitted,  
Jeanette Galliardt  
Night Board Secretary