

Town of Medway

BOARD OF SELECTMEN
155 Village Street, Medway MA 02053
(508) 533-3264 • FAX: (508) 321-4988

Glenn Trindade, Chairman
Dennis Crowley, Vice Chairman
Richard D'Innocenzo, Clerk
John Foresto, Member
Maryjane White, Member

Board of Selectmen's Meeting

January 6, 2014, 7:00 PM

Sanford Hall

155 Village Street

Agenda

7:00 PM

- Call to order; Recitation of the Pledge of Allegiance
- Public Comments

Other Business

1. Appointment to Medway Cultural Council – Heather Scott
2. Appointment – Memorial Committee – Francis Saunders, Jr.
3. Approval – Class II License – Al's Export Co.
4. Approval – Authorization to Finance Director to Submit for DOR Approval – Borrowing - \$605,000
5. Action Items from Previous Meeting
6. Approval of Minutes
7. Approval of Warrants
8. Town Administrator's Report
9. Selectmen's Reports

Upcoming Meetings, Agenda and Reminders

January 21, 2014 ---- Regular Meeting (holiday week)

February 3, 2014-----Regular Meeting

The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

AGENDA

ITEM #1

Appointment – Medway Cultural Council – Heather Scott

Associated back up materials attached.

- Letter of interest and resume submitted by Heather Scott dated December 12, 2013
- Endorsement notice from Medway Cultural Council Chair, Audrey Ritter, dated December 14, 2013

Proposed Motion:

I move that the Board appoint Heather Scott to the Medway Cultural Council for an adjusted “three-year” term through June 30, 2017.

RECEIVED
DEC 16 2013

MEDWAY
TOWN ADMINISTRATOR

December 12, 2013

Heather Scott
4 Highland Street
Medway, MA 02053

Town of Medway Selectmen
155 Village Street
Medway, MA 02053

Dear Town of Medway Selectmen,

Please find attached my resume for consideration to sit on the Medway Cultural Council.

I have lived in Medway with my family for over (10) years and it has been exciting to identify Medway as a town that celebrates community and culture.

My past community involvement includes sitting on the **Medway Open Space Committee - (4) years; Medway Community Preservation Community - (3) years; Natick Community Organic Farm Board of Directors - (5) years; Medway Community Farm Board of Directors - (5) years.**

I would be delighted to be a part of a team that is committed to making Medway a vibrant community known for embracing the arts as well as cultural and educational experiences.

I look forward to hearing from you.

Sincerely,



Heather Scott

hks130@hotmail.com

508-533-5150

Heather Scott
4 Highland Street
Medway, MA 02053
heatherkimballscott@gmail.com
508-533-5150

2012-Present

Advisory Board

Medway Community Farm

Provide community farm consulting for start-up projects; Transitioned incoming Board President.

2007-2011

Founder & President

Medway Community Farm

P.O. Box 239

Medway, MA

Spearheaded community farm effort; Researched concept; Presented to town boards; Engaged the community; Established 501c3; Hand selected (7) Board Members and (5) Advisory Board Members; Worked as a Board to develop strategic business plan; Interviewed (12) Farm Manager candidates; Hired Farm Manager; Oversaw fundraising efforts which included financial donations, in kind donations, grants, annual appeal, seasonal events; Managed Board of Directors and team of (4) Committees and (100) volunteers to execute the mission of growing food, fostering community spirit and providing education.

Panelist

Community Farm Speaking Engagements

- 2011 Southeastern Massachusetts Conference on the Community Preservation Act
- 2009 Massachusetts Northeast Organic Farm Association Summer Conference
- 2009 Massachusetts Northeast Organic Farm Association Winter Conference

2002-2006

Northeast Paralegal

The Nature Conservancy

Eastern Resource Office

11 Avenue de Lafayette

Boston, MA

Worked on over 300 land conservation projects in the six New England states and islands; worked with (3) attorneys and (10) land protection staff; participated in the due diligence process for each conservation real estate transaction that included reviewing project packages, land surveys, environmental hazard reports, conservation easement reports, closing statements & wired funds.

1999-2002

Real Estate Development Assistant

Gatehouse Group

Mansfield, MA

Supported Vice President of Development & Development Associate on affordable housing real estate

transactions. Assisted in the due diligence process that included Purchase and Sales Agreements, Phase One Reports, Traffic Engineering Studies, Marketing Reports, Grant Applications, wired funds.

1996-1998

Sales Assistant Team Leader; Sales Assistant

HRP// New World Sales and Marketing //Fox Television Sales

525 Madison Avenue

New York, NY

Worked with Television Sales Managers and Advertising Buyers to sell television spot air time, input orders, negotiated make-good transactions, trained newly hired sales assistants, held weekly sales assistant meetings to build comradeship and to ensure desk were running efficiently.

.....

Volunteer Experience(s)

Massachusetts Audubon- Broadmoor Wildlife Sanctuary

Weekend/Admissions

2002-2006 & 2010-2011

Natick Community Organic Farm

2003-2005 Board Member

2006-2010 Advisory Board Member

Medway Community Preservation Committee

Voting Member

2001-2003

Medway Open Space Committee

Voting Member

2000-2003

Appalachian Mountain Club

AMC Information Hut Volunteer

2000-2003

.....

Education

1992-1996

Susquehanna University

BA Public Relations / Biology

Computer Skills: Microsoft Word, Excel, Power Point, Constant Contact, Web Design



Medway Cultural Council

155 Village Street
Medway, MA 02053



December 14, 2013

Selectmen
Town of Medway
155 Village Street
Medway MA 02053

Dear Sirs:

The Medway Cultural Council has received the credentials of Heather Scott, examined them, and unanimously agree that she is an excellent choice for membership in our Council. Her past work with the Community Farm demonstrated her leadership & managerial skills, and her involvement there has certainly given her a good insight into our community.

We also held a "Meet 'n Greet" session at the library for Heather to which almost the entire council came. Heather was able to ask questions & we to ask in return.

In the new year we hope she will be approved for our Council.

Sincerely,

Audrey Ritter
Chair, Medway Cultural Council

AGENDA ITEM #2

Appointment – Medway Memorial Committee – Francis Saunders, Jr.

Associated back up materials attached.

- Letter of interest from Francis Saunders, Jr.

*Note: Colonel Matondi has provided his verbal approval.

Proposed Motion: I move that the Board appoint Daniel Perkins to the Medway Memorial Committee for an adjusted “one-year” term through June 30, 2015.

RECEIVED
DEC 18 2013

MEDWAY
TOWN ADMINISTRATOR

December 18, 2013

Suzanne Kennedy, Town Administrator
155 Village Street
Medway, MA 02053-1415

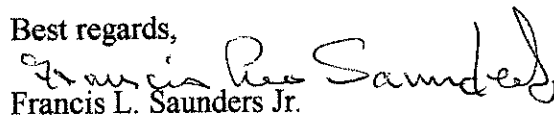
I am writing this letter requesting appointment to the Medway Memorial Committee.

I am retired from 23 years of military service serving on active duty as well as the reserves with the U.S Navy. I am also retired from law enforcement after thirty years of service, having served with the Massachusetts State Police, Capitol and Holliston Police Departments. I am currently employed with Health Integrity LLC conducting Medicare fraud investigations for the Center of Medicare and Medicaid Services (CMS) and currently hold a position on the Medway Council on Aging.

If I can answer any additional questions of if you need additional information, please do not hesitate to contact me at (508) 942-3301 or at saunz@verizon.net.

Thank you in advance for your time and consideration in this matter.

Best regards,


Francis L. Saunders Jr.

AGENDA

ITEM #3

**Approval –
Class II License Renewal –
Al's Export Co.**

Associated back up materials attached.

- Agreement between Ali Hodroj (Al's Export Co.) and John Jabour (Medway Mobil) dated December 16, 2013.

Proposed Motion: I move that the Board approve the 2014 Class II license renewal for Al's Export Co.

MEDWAY MOBIL
107 MAIN ST.
MEDWAY, MA. 02053


TO WHOM IT MAY CONCERN:

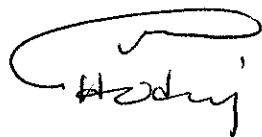
I ALI HODROJ AND JOHN JABOUR OF MEDWAY MOBIL VERIFY THAT WE HAVE AGREEMENT


THAT AL'S EXPORT CO. STILL DO BUSINESS OUT OF THE BACK OFFICE AND NEVER LEFT SINCE

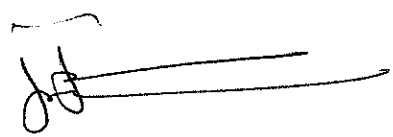
HE SOLD THE OTHER BUSINESS TO T J GAS INC. AND AS YOU ALL KNOW AL'S EXPORT LICESEN

IS TO BUY AND SHIP CARS NOT TO STORE AND SELL LOCAL.

COMMONWEALTH OF MASSACHUSETTS
Ali A. Hodroj
personally appeared before me, the undersigned notary public, and proved to me his/her identity through satisfactory evidence, which were valid ma license to be the person whose name is signed on the preceding or attached document in my presence on this 10 day of APR 2013
 Jennifer C. Hurst
JENNIFER C. HURST, Notary Public
My Commission Expires June 13, 2014



COMMONWEALTH OF MASSACHUSETTS
John T. Jabour
personally appeared before me, the undersigned notary public, and proved to me his/her identity through satisfactory evidence, which were valid ma license to be the person whose name is signed on the preceding or attached document in my presence on this 10 day of APR 2013
 Jennifer C. Hurst
JENNIFER C. HURST, Notary Public
My Commission Expires June 13, 2014



AGENDA ITEM #4

**Approval –
Borrowing Related to Fire Dept.
Tanker, Lovering St. Tank Mixer,
Water Main Project, Sewer System
Improvements - \$605,000**

Associated back up materials attached:

- Letter to DOR Commissioner dated January 6, 2014 from Finance Director, Melanie Phillips
- Town of Medway *BAN Issue* document

Proposed motion: I move that the Board of Selectmen authorize the Treasurer to petition the Massachusetts Department of Revenue for permission to borrow \$605,000 as a Bond Anticipation Note.



TOWN OF MEDWAY
TREASURER/ COLLECTOR
155 VILLAGE STREET
MEDWAY, MASSACHUSETTS 02053

TELEPHONE: (508) 533-3205
FAX: (508) 533-3207

January 6, 2014

Ms. Amy Pitter, Commissioner
Commonwealth of Massachusetts
Department of Revenue
PO Box 9569
Boston, MA 02114-9569

Dear Ms. Pitter:

Pursuant to the provisions of Section 8 of Chapter 70 of the Acts of 2006, the Town of Medway respectfully requests **approval by the Department of Revenue to borrow \$605,000.00** as a Bond Anticipation Note for the following:

<u>Amount</u>	<u>Purpose</u>	<u>Statutory</u>	<u>Annual Town Meeting 5/13/2013</u>
100,000	Lovering St. Tank Mixer	44:8(7c)	Article 10
160,000	Water Main Project	44:8(5)	Article 11
270,000	Fire Depart Tanker Truck	44:7(9)	Article 9
75,000	Sewer System Improvement	44:8(15)	Article 12

If you have any questions, please feel free to contact our Fiscal Advisor, Lynne Foster, at (508) 234-8112 or our Treasurer/Collector at (508) 533-3205 or the Chairman of our Board of Selectmen at (508) 533-3264.

Sincerely,

Glenn Trindade, Chairman
Board of Selectmen

Melanie M. Phillips
Finance Director/Treasurer/Collector

**Town of Medway
BAN Issue**

Settlement Date: April 1, 2014
New BAN Amount: \$605,000.00

Bid Date: March 18, 2014
Maturity Date: April 1, 2015

Purposes:

The BAN will be comprised of new money for the following projects for which we approved at the May 13, 2013 Annual Town Meeting:

<u>PROJECT:</u>	<u>AMOUNT:</u>	<u>ARTICLE:</u>
Loving St. Tank Mixer	100,000	Article 10
Water Main Project	160,000	Article 11
Fire Depart Tanker Truck	270,000	Article 9
Sewer System Improvement	75,000	Article 12

The borrowing is comprised entirely of new money.

The Commonwealth of Massachusetts requires the Town of Medway to seek approval from the Department of Revenue for any borrowing as a condition of the deficit financing. The Board of Selectmen must vote to authorize the Treasurer to seek said DOR approval to bond. That is the vote I seek tonight.

Respectfully submitted by

Melanie M. Phillips, Finance Director/Treasurer/Collector

MOTION:

I move that the Board of Selectmen authorize the Treasurer to petition the Massachusetts Department of Revenue for permission to BAN \$605,000.

AGENDA

ITEM #5

Action Items from Previous Meetings

Associated materials attached.

- Action Item List

DATE	ACTION ITEMS	BOS	WHO	COMPLETED
1	7/6/2010	Street acceptance progress	S. Affleck-Childs	Ongoing
2	9/20/2010	Route 109 Project - Status Update; fall 2013 meeting to be scheduled	T. Holder/S. Kennedy	10/21/13
3	2/4/2013	Brentwood Project	DPS	Ongoing
4	4/1/2013	Speak with owner of Oakland St property re: possible park extension	G. Trindade	In process
5	11/25/2013	Commence Thayer Governance Structure Committee meetings	BOS	

AGENDA

ITEM #6

Approval of Minutes

Associated materials attached.

- Draft September 26, 2013 Minutes
- Draft October 7, 2013 Minutes
- Draft October 15, 2013 Minutes
- Draft November 4, 2013 Minutes
- Draft November 18, 2013 Minutes
- Draft November 25, 2013 Minutes

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MEDWAY BOARD OF SELECTMEN
155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
(508) 533-3264 • FAX: (508) 533-3281

*Glenn Trindade, Chairman
Dennis Crowley, Vice Chairman
Richard D'Innocenzo, Clerk
John Foresto, Member
Mary Jane White, Member*

Board of Selectmen's Meeting Minutes

September 26, 2013 7:00 p.m.

Sanford Hall, 155 Village Street

Present: Chairman Glenn Trindade; Selectmen John Foresto, Dennis Crowley, Richard D'Innocenzo, and Mary Jane White; and Town Administrator Suzanne Kennedy.

At 7:01 p.m., Chairman Trindade called the meeting to order and led in the Pledge of Allegiance.

Public Comments: None

Chapter 40B Discussion:

Chairman Trindade said that Community Housing Coordinator Doug Havens would like to organize a discussion on Chapter 40B housing.

Review Fall Town Meeting Warrant:

The Board reviewed and discussed a draft of the 2013 Fall Town Meeting Warrant.

Present: Melanie Phillips, Treasurer-Collector; Wendy Rowe, Chair of the Medway Board of Library Trustees; and Margaret Perkins, Medway Library Director.

Article 1 - Amendment Annual Authorization: Council on Aging Revolving Account:

They are proposing \$110,000. The Board would like to keep this on the warrant but want Ms. Kennedy to verify the amount. Selectman Crowley also requested additional information on how the money will be spent. He would also like ridership statistics.

Article 2 - Lease for Fire Station Solar Installation:

This article is similar to the one that was written for the station initially. This will memorialize the project. The previous contract was for 3 years. This contract will replace the previous one.

Article 3 - Lease for McGovern School Solar Installation:

The Town is still negotiating with DG Power. The schools would also like to add panels to Burke. They believe a contract for Burke already exists from 2011. Selectman Crowley would like to replace "or grounds" with "limit use of grounds to equipment supporting install on roof." Administrator Kennedy will follow up with Town Counsel regarding this.

Article 4 - Approval of PILOT (Payment-in-lieu-of-taxes): Broadway Renewable Strategies, LLC:

This article requires further discussion with the School Dept. Administrator Kennedy will invite Dave Verdolino to the October 7 meeting to discuss this matter. Administrator Kennedy said

1 that Town Counsel has looked into this and the issue is an agreement cannot be issued for a
2 period of time for \$1. The article and agreement as written will not be approved by the
3 Department of Revenue (DOR). The biggest problem is that there is no legislation on this matter
4 and a specific statute addressing this does not exist.

5
6 Article 5 - Free Cash Appropriation: Energy Committee Budget:

7 The Energy Committee is requesting \$800. The Board requested additional information on how
8 this money would be used. Administrator Kennedy added that she believes only statutory
9 committees should have budgets in the future.

10
11 Article 6 - Free Cash Appropriation: Library Items:

12 Wendy Rowe and Margaret Perkins explained that the Library is underfunded and they are
13 asking for an additional \$20,000. The library is required to spend 16% of its budget on materials
14 by the Massachusetts Board of Library Commissioners (MBLC). This year that amount would be
15 approximately \$40,000 but the library only has \$17,000 available for materials. The library also
16 has some repairs that need to be addressed. In addition, a portion of these funds will help pay
17 for the employee who comes in at night so that the library can be used as meeting space and so
18 that the downstairs computers can be used by the public. Selectman Foresto previously
19 requested that Ms. Perkins do a comparison to surrounding towns. Per Selectmen Foresto,
20 Medway's spend rate is the lowest of the 13 towns but donations are high. Also, the MBLC
21 suggests that the library be open 40 hours per week so additional hours were added. This will
22 allow the library to receive additional federal funding next year. Previously, these items were
23 paid for through a private fund. Selectman Crowley requested a line item budget for how the
24 \$20,000 would be spent.

25
26 Article 7 - Free Cash Appropriation: Economic Development Director & Article 8 - Free Cash
27 Appropriation: Redevelopment Authority:

28 The Board would like to invite the Planning & Economic Development Board to its next meeting
29 to discuss the need for an Economic Development Director, whether there is a payback, and to
30 review the status of the roadmap. Administrator Kennedy reported that there is approximately
31 \$57,500 available to support this position for the remainder of the fiscal year. The available
32 funds are in FY14 and also from an unexpended article from the 2013 budget. However, if an
33 Economic Development Director is hired this year, the position would need to be fully funded
34 next year and the amount would be significantly higher. The Board asked that the Planning &
35 Economic Development Board prepare a 1 page summary and attend the next meeting. The
36 Board also needs to appoint a redevelopment authority.

37
38 Article 9 – Free Cash Appropriation: Comprehensive Zoning Revision:

39 Administrator Kennedy explained that currently each warrant contains 10-12 zoning articles.
40 They would like to do a comprehensive review of the zoning bylaws. The diagnostic work would
41 cost approximately \$7,500 and re-codifying, if necessary, would cost approximately \$25,000-
42 \$30,000. The Board would like to speak further with the Planning & Economic Development
43 Board on this matter.

44
45 Article 10 - Free Cash Appropriation: Energy Manager:

1 Administrator Kennedy recommended removing this article from the warrant because Medway
2 does not have a commitment from the other Town. The Board asked Administrator Kennedy to
3 do a cost benefit analysis on this position. Selectman Foresto said this position may have been
4 very helpful to the Town five years ago when Medway was pursuing its Green Community status
5 but not sure how beneficial it would be now.

6
7 Article 11 - Salary Reserve Transfer: Police Union Contract:

8 This expense was anticipated and there is \$100,000 in reserve. The contract was completed
9 after the Annual Town Meeting.

10
11 Article 12 - Salary Reserve Transfer: Conservation Budget:

12 The Conservation Committee and candidate will meet with the Chairman. The Board wanted to
13 know if the Wetlands Protection Funds could be used to support this position.

14
15 In addition, the Board discussed the need for a new DPS facility. Selectman Crowley reported
16 that Town Treasurer Melanie Phillips is working on several hypotheticals regarding funding of
17 this project. He would like to see the Town finance the facility without having to do an override.
18 The Board is targeting 2016 for this project. The Board will discuss this matter further at a
19 future meeting and review the hypotheticals that Ms. Phillips prepares.

20
21 Article 13 - Sewer Retained Earnings Transfer: Debt Service:

22 This article is a bookkeeping item. This article is supported and recommended by the Town
23 Accountant.

24
25 The Board also discussed legislation that is being supported by Carolyn Dykema. Administrator
26 Kennedy will circulate the information to the Board so the Selectmen can comment and issue a
27 letter of support.

28
29 Article 14 - Establish Sewer Stabilization Fund:

30 This fund will be setup similar to the ESCO Stabilization Fund. The Board asked that the fund be
31 named the Sewer Betterment Stabilization Fund. Every year the Town will be asked to vote to
32 move the funds that are collected from betterments being paid in full to this fund so that they
33 can pay the debt service.

34
35 Article 15 - Repurpose Monetary Article: GPS System:

36 The funds will be used to install a GPS system in Town vehicles. This would be done as a safety
37 measure so that Town vehicles could be located at all times. Director of Information Technology
38 Rich Boucher has reviewed and priced the system.

39
40 Article 16 - Transfer Capital Borrowing: Middle School Renovation:

41 The Town Accountant and the School Building Committee Chair would like to consolidate the
42 articles relating to the renovation. This is a housekeeping article.

43
44 Article 17 - Amend By-law: CPA Tax Period:

45 This is an administrative change relative to the time period people have to request deferments.

46
47 The Board thanked the Medway 300 Committee and Bob and Pam Saleski for all their work on
48 the parade and said it was a huge success. They also thanked DPS, Fire, and the Police for their

DRAFT

1 hard work. They said the parade cost approximately \$70,000 and 90% of the cost was funded by
2 local businesses including Medway Cable, Medway Oil, the Lions, Rodenhiser, Charles River
3 Bank, and Middlesex Bank.

4

5 **At 8:24 p.m. Selectman D'Innocenzo moved to adjourn; Selectman White second; No**
6 **discussion; All ayes 5-0-0.**

7

8 Respectfully submitted,

9 Michelle Reed

1 **Board of Selectmen's Meeting**
2 **October 7, 2013 – 7:00 PM**
3 **Sanford Hall**
4 **155 Village Street**
5
6
7

8 **Present: Dennis Crowley, Vice-Chair; Selectman John Foresto and Selectman Maryjane White.**

9
10 Absent: Glenn Trindade, Chair; Richard D'Innocenzo, Clerk.

11
12 Also Present: Suzanne Kennedy, Town Administrator; Tom Holder, Director, Department of Public
13 Services; Andy Rodenhiser, Planning and Economic Development Board.
14

15 *****
16

17 At 7:00 PM Vice-Chair Crowley called the meeting to order and led the Pledge of Allegiance. He
18 explained the Chairman Trindade and Selectman D'Innocenzo were out of town on business matters.
19

20 **Public Comments:**

21 Ms. Andrea Kerr, 37 Waterview Drive, stated she was speaking on behalf of 133 residents who have
22 signed a petition opposing the Cumberland Farms project proposed for the intersection of Route 109
23 and Route 126. She asked that the Town deny any waivers from stormwater regulations 205-4 A-F and
24 205-4 C, not allow any connections to the municipal stormwater system, obtain an independent traffic
25 study, enforce all zoning bylaws including building height and sign illumination and deny any waivers to
26 such; and provide residents with information of commercial property income vs. projected costs for
27 traffic and law enforcement services that will be incurred.
28

29 Mr. Sean Montana, 13 Slocum Place, theorized that the traffic study does not seem to reflect reality,
30 noting that it is difficult to get out of his street. Area traffic will get worse if the Town allows a structure
31 that will attract people. He noted that he drives an hour to work every day, mostly on Route 109. Any
32 new buildings along a road will always add traffic. The fact that it is a convenience store does not make
33 it primarily a "drive by" building as noted in the traffic study.
34

35 Ms. Kerr emphasized that the residents want the requests for waivers to be seriously considered,
36 particularly those for signage and stormwater. She added that as this particular site is on ledge and
37 asked how the gasoline tanks will be installed. She also asked what the positive impact on the
38 community might be and if there is a tax revenue benefit. Ms. Kerr noted that there are already several
39 24-hour gas stations along the corridor.
40

41 Mr. Montana asked if the Town has done a cost benefit analysis. Will there be additional police officers
42 to help with any issues that might come up? Will the other Cumberland Farms location close if this one
43 opens? The benefits to Cumberland Farms are apparent, but the benefit to the Town is not as clear.
44

45 The Board asked Ms. Kerr for a hard copy of her comments and any supporting documentation she
46 might have.
47

1 Vice-Chair Crowley reminded everyone that a public hearing on this matter would be held tomorrow
2 evening in Sanford Hall at 155 Village Street. He added that the Board of Selectmen has very little input
3 on the process of approving this or any project, noting that most of it falls to the Planning Board and the
4 Zoning Board of Appeals. The bylaws are set up so that the appropriate board or commission has the
5 authority to hear and make decisions on it.
6

7 Mr. Andy Rodenhiser, Planning Board, explained that this matter is a Special Permit process so the
8 Planning Board has the authority to limit hours of operation and impose any other special conditions
9 that will be defined in the Special Permit decision.
10

11 Vice-Chair Crowley thanked everyone for coming out to voice their concerns.
12

13 Ms. Kerr stated that she is not from Medway, but remarked that the method of communicating with the
14 Town is very limited. She asked the Board to come up with a better way of communicating with residents
15 aside from signs on posts or notices in the newspaper, noting there are many ways to reach out to the
16 community. Vice-Chair Crowley responded that residents can sign up for Town notifications, similar to
17 what is done through the public schools. Additionally, all meetings of boards and committees are posted
18 on the Town website. Public hearings are posted on the website and advertised in the newspaper, and,
19 when required by law, abutters to projects are also notified. Lastly, he encouraged Ms. Kerr to offer
20 suggestions on how these procedures can be improved.
21

22 **Approval of Minutes:**

23 *The Board reviewed draft minutes from May 6, May 13, May 20, and June 3, 2013.*
24

25 **Selectman Foresto moved that the Board postpone review of the minutes until the full Board is**
26 **available; Selectman White seconded. No discussion. VOTE: 3-0-0.**
27

28 **Update – Automated Trash/Recycling Program:**

29 *The Board reviewed the following information: (1) Memorandum dated October 1, 2013 from Tom Holder,*
30 *Director, Department of Public Services; (2) Notification samples prepared by Waste Management; and (3)*
31 *FY15 Projected Program Costs/FY15 Estimated Program Costs – Automated System.*
32

33 Ms. Kennedy stated that a visit by the Department of Environmental Protection has been postponed,
34 noting that Mr. Holder was present for a brief overview of the proposed program. The full presentation
35 will be made at the October 21 meeting.
36

37 Mr. Holder briefly reviewed the proposed cart system for trash and recycling collection. In two weeks a
38 DEP rep as well as someone from a community already participating in the program will be here to take
39 part in a more detailed discussion. The bins are available for people to look at, but there is no public
40 hearing/meeting planned. He stated he would like the Board's approval to move forward and then work
41 over the next few months to get the program in place.
42

43 Selectman White asked if the yellow bags would no longer be required. Mr. Holder responded that that
44 once the Pay-As-You-Throw program is established, it is wise to retain it. Having that program is helpful
45 in securing grants for funding. He added that the program has been proven to increase recycling. It is
46 also a significant revenue stream for the Town, and the Town would have to find another way to recoup
47 that revenue. The revenue of the bags is used to help pay for the trash collection program. Brief
48 discussion followed.

1
2 Selectman Foresto expressed concern for a few things: (a) that older residents or disabled individuals
3 might have trouble moving the large bins; (b) visual impact as people tend to leave them outside of
4 garages instead of inside; and (c) what is impact to Waste Management, i.e., staff reduction, fewer
5 trucks, etc.
6

7 Selectman Crowley stated he would like to see a cost benefit analysis indicating how the revenue stream
8 would potentially be affected by this program. The projected costs seem to be \$60,000 a year more
9 than the present program; Mr. Holder responded that the cost of the carts is built into the program
10 expenses for three years. After that time, the Town will own the carts.
11

12 Selectman Crowley remarked that white goods are currently picked up at no cost and wondered if that
13 piece of the program will remain. Mr. Holder stated it will, but residents will have to make an
14 appointment for the collection. That way the program operates more efficiently if a truck can make
15 those kinds of collections on the same day.
16

17 Concern was expressed for visual blight as other communities with the carts often have carts rolling into
18 the street on a windy day, and because Medway does not use them, that kind of visual impact is not here.
19

20 **Authorization of Chairman to Execute Contract for Cassidy Field Sewer, Millennium Construction**
21 **Group, Inc., \$28,520:**

22 *The Board reviewed the following information: (1) Memorandum from Tom Holder, DPS Director, dated*
23 *October 7, 2013; (2) Cassidy Field Sewer preliminary bid sheet; and (3) Contract between Town of*
24 *Medway and Millennium Construction Group, Inc.*
25

26 Mr. Tom Holder reminded the Board an appropriation was made at Annual Town Meeting for this
27 expense. It is anticipated that the work will be completed within the next four weeks. Brief discussion
28 followed on the credentials of the contractor, details of the project, and testing procedures for
29 determining the water line location. Vice-Chair Crowley stated it was his understanding that the water
30 line would be run from the concession stand, but the line will not come from Winthrop Street. Mr.
31 Holder responded that it is assumed that the youth sports group will absorb the cost of the water line
32 installation along with the construction costs of the bathroom facility. It is approximately a 20-foot
33 distance from one location to the other.
34

35 Ms. Kennedy noted that it is possible any unspent funds from the article can be repurposed.
36

37 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with**
38 **Millenium Construction Group, Inc. for Cassidy Field sewer at a cost not to exceed \$28,250; Selectman**
39 **White seconded. No discussion. VOTE: 3-0-0**
40

41 **Authorization of Chairman to Execute Change Order to Contract for Town Hall HVAC, General**
42 **Mechanical Contractors, Inc., \$9,500:**

43 *The Board reviewed the following information: (1) Memorandum from Tom Holder, DPS Director, dated*
44 *October 7, 2013; (2) Change Order to Contract between Town of Medway and General Mechanical*
45 *Contractors, Inc.; and (3) Back-up information balance contract and change order total form original*
46 *appropriation.*
47

1 Mr. Holder reported that the initial intent was to repair the existing boiler which was less than ten years
2 old. The mechanical contractor deemed it more money to repair than to purchase a new one. Also, the
3 new boiler allows for a rebate from NStar. The new total is well within the allowable amounts.
4

5 Ms. Kennedy stated that, after the new boiler is installed, there will still be approximately \$3,500 left in
6 the article that originally appropriated the funds. There will be temperature controls in each office, and
7 the controls can be remotely accessed.
8

9 **Selectman Foresto moved that the Board authorize the Chairman to execute a change order to the**
10 **contract with General Mechanical Contractors, Inc. in the amount of \$9,500 for additional Town Hall**
11 **HVAC work; Selectman White seconded. No discussion. VOTE: 3-0-0.**
12

13 **Authorization of Chairman to Execute Change Order to Contract for Town Hall Generator, Consigli**
14 **Electric Services, Inc., \$4,747.13:**

15 *The Board reviewed the following information: (1) Memorandum dated October 7, 2013 from Tom*
16 *Holder, Director, Department of Public Services; (2) Change Order to Contract between Town of Medway*
17 *and Consigli Electric Services, Inc.; and (3) Back-up information balance contract and change order total*
18 *from original appropriation.*
19

20 Mr. Holder reported that the Town is required to install a physical “disconnect” switch even though the
21 system is automated and can shut off remotely. The cost of this switch is the main component of the
22 change order.
23

24 **Selectman Foresto moved that the Board authorize the Chairman to execute a change order to the**
25 **contract with Consigli Electric Services, Inc. in the amount of \$4,747.13 for the addition of a shutoff**
26 **panel on the Town Hall Generator as required by NSTAR; Selectman White seconded. No discussion.**
27 **VOTE: 3-0-0.**
28

29 At this time, Vice-Chair Crowley asked for an update on Chapter 90 projects, i.e., roads that have been
30 done, what needs to be done now, and what will be done in the spring. Brief discussion followed on DPS
31 staffing, street acceptances, and related topics.
32

33 **Approval – Change of Manager Request, Hang Tai, Alcohol License:**

34 *The Board reviewed the following information: (1) Matrix for Applicants/Licensees (revised 6/30/2011);*
35 *(2) Email correspondence from Town Counsel dated September 25, 2013; (3) Petition for Change in*
36 *License/Change in Manager and associated documents; and (4) Memorandum from Police Chief Tingley*
37 *dated October 3, 2013.*
38

39 Present: Charles McLean, attorney, representing, Hang Tai; Mei Yee N. Chan.
40

41 Mr. Charles McLean explained that the license was suspended in 2010 until a new manager could be
42 approved, and there was a checklist of things that had to be done before the license could be reinstated.
43 Ms. Chan briefly reviewed her expertise and experience in the restaurant industry.
44

45 Ms. Kennedy reported that this requirement is set forth by the ABCC and Town Counsel has stated that
46 the action is appropriate.
47

1 Responding to a question from Selectman Foresto, Ms. Chan stated she has flexible hours at EMC and is
2 usually out by 2:30 PM. She added that she has the ability to work from home or anywhere with an
3 internet connection. She noted that she is presently helping at the restaurant in Franklin as assistant
4 manager when they need help. Ms. Chan theorized that this is a good way to extend her management
5 skills.

6
7 At this time Vice Chair Crowley asked for public input on the change in management. There was none.

8
9 **Selectman Foresto moved that the Board approve the request by Hang Tai Enterprise, LLC d/b/a Hang
10 Tai Too for a change in manager from De Xiang Chen to Mei Yee N. Chan; Selectman White seconded.
11 No discussion. VOTE: 3-0-0.**

12
13 **Open and Close Fall Town Meeting Warrant:**

14 *The Board reviewed a proposed Fall Town Meeting Warrant. It was noted there have been some changes
15 based on a meeting held on September 26, 2013.*

16
17 Ms. Kennedy reported that there are some issues around the article on constructing athletic fields,
18 noting the cost ranges from \$1.6 million to \$3.1 million. It was noted that a recommendation from the
19 Evaluation of Parks, Fields and Recreational Areas Committee was forthcoming. She advised that the
20 Board will need to meet on either the October 15 or 16 to review it.

21
22 Vice-Chair Crowley expressed concern that the full Board is not available to make recommendations on
23 the Warrant this evening. Ms. Kennedy responded that the Finance Committee was hoping to get the
24 warrant on Wednesday with the Board of Selectmen recommendations. After brief discussion, it was
25 decided to review each article, leaving blank those articles that the Board wished to discuss with
26 Chairman Trindade and Selectman D'Innocenzo before making a recommendation.

27
28 **Article 1 – Amendment Annual Authorization: Council on Aging Revolving Account – Selectman Foresto
29 moved that the Board recommend approval of Article 1; Selectman White seconded. No discussion.
30 VOTE: 3-0-0.**

31
32 **Article 2 – Lease for Fire Station Solar Installation – Selectman Foresto moved that the Board
33 recommend approval of Article 2; Selectman White seconded. No discussion. VOTE: 3-0-0.**

34
35 **Article 3- Lease for McGovern School Solar Installation – It was noted that the Town is getting close to
36 executing a contract for net metering. Ms. Kennedy suggested approval after determining that the roof
37 is appropriate to support the installation. It was noted that each stand-alone installation does not
38 impact the efficiency or feasibility of other existing or potential installations. It was noted that Town
39 Counsel has approved the wording referring to use of grounds. **Selectman Foresto moved that the
40 Board HOLD its recommendation on Article 3 for the time being; Selectman White seconded. No
41 discussion. VOTE: 3-0-0.****

42
43 **Article 4 – Land Acquisition: Wickett Property – It was noted that the appraisal is still outstanding. Ms. Karen
44 Kisty reported that the appraiser has not sent in the appraisal report, and that there has been no answer to
45 emails or phone messages. **Selectman Foresto moved that the Board HOLD its recommendation on Article
46 4 for the time being; Selectman White seconded. No discussion. VOTE: 3-0-0.****

1 Article 5 – Approval of PILOT: Broadway Renewable Strategies, LLC – Ms. Kennedy stated there was
2 some concern that the PILOT agreement is not legal and that the Department of Revenue might reject it.
3 **Selectman Foresto moved that the Board HOLD its recommendation on Article 5 for the time being;**
4 **Selectman White seconded. No discussion. VOTE: 3-0-0.**

5
6 Article 6 – Free Cash Appropriation: Energy Committee Budget – Ms. Kennedy explained that the
7 Energy Committee did not utilize budget instructions and would now like \$800 for a marketing program.
8 Selectman Foresto reported that they have put together bulletin boards and other educational
9 materials. **Selectman Foresto moved that the Board HOLD its recommendation on Article 6 for the**
10 **time being; Selectman White seconded. No discussion. VOTE: 3-0-0.**

11
12 Article 7 – Appropriation: Engineering Study – Ms. Kennedy advised that this article should be deferred,
13 noting that Mr. Holder would like to purchase a device that cleans synthetic turf. Toward that end, she
14 will transfer the cost of that equipment from the Cassidy Field article. She added that she has to check
15 with the Finance Director to see if that is possible, given the useful life requirements of appropriations.
16 It was noted that the new acquisition is a companion article to the one that is for installation of new
17 fields (Article 8 – Construct Athletic Fields). **Selectman Foresto moved that the Board HOLD its**
18 **recommendation on Article 7 and Article 8 for the time being; Selectman White seconded. No**
19 **discussion. VOTE: 3-0-0.**

20
21 Vice-Chair Crowley suggested that the people supporting these two articles meet with EPFRAC and the
22 Community Preservation Committee (CPC) prior to the Board of Selectmen meeting on October 15.
23 Brief discussion followed on whether equipment can be purchased with CPC funds.

24
25 Article 9 – Free Cash Appropriation: Library Items – This is to provide for a staff person to monitor
26 evening use of meeting rooms, resident use of computers, maintenance, repairs and the purchase of
27 library materials. **Selectman Foresto moved that the Board recommend approval of Article 9;**
28 **Selectman White seconded. No discussion. VOTE: 3-0-0.**

29
30 Article 10 – Free Cash Appropriation: Comprehensive Zoning Review – Ms. Kennedy explained that the
31 word “revision” was changed to “review”. Brief discussion followed on the appropriation amount which
32 may be in the neighborhood of \$7,500 - \$10,000. Mr. Rodenhiser theorized that the benefit of Judi
33 Barrett’s contract is significant, and the Town can instill better customer service through her work.
34 **Selectman Foresto moved that the Board recommend approval of Article 10 in the amount of \$10,000;**
35 **Selectman White seconded. No discussion. VOTE: 3-0-0.**

36
37 Article 11 – Salary Reserve Transfer: Police Union Contract – **Selectman Foresto moved that the Board**
38 **recommend approval of Article 11; Selectman White seconded. No discussion. VOTE: 3-0-0.**

39
40 Article 12 – Salary Reserve Transfer: Conservation Budget – Vice-Chair Crowley explained to viewers
41 that this money has been set aside for situations like this, i.e., accommodating salary increases that
42 were previously unforeseen and unbudgeted. **Selectman Foresto moved that the Board recommend**
43 **approval of Article 12; Selectman White seconded. No discussion. VOTE: 3-0-0.**

44
45 Article 13 – Sewer Retained Earnings Transfer: Debt Service – Ms. Kennedy reported the retained
46 earnings as \$67,087.50, acknowledging that the number would likely change by Town Meeting.
47 **Selectman Foresto moved that the Board HOLD its recommendation of Article 13; Selectman White**
48 **seconded. No discussion. VOTE: 3-0-0.**

1
2 **Article 14 – Establish Sewer Betterment Stabilization Fund** -- This money has been raised through
3 collection of betterment fees, and a separate account needs to be established. **Selectman Foresto**
4 **moved that the Board recommend approval of Article 14 as read; Selectman White seconded. No**
5 **discussion. VOTE: 3-0-0.**

6
7 **Article 15 – Repurpose Monetary Article: GPS System** -- The Board asked for more information on this
8 article and requested that Information Technology staff be present at the upcoming Finance Committee
9 meeting to answer questions. **Selectman Foresto moved that the Board HOLD its recommendation of**
10 **Article 15; Selectman White seconded. No discussion. VOTE: 3-0-0.**

11
12 **Article 16 – Transfer Capital Borrowing: Middle School Renovation** -- **Selectman Foresto moved that the**
13 **Board recommend approval of Article 16; Selectman White seconded. No discussion. VOTE: 3-0-0.**

14
15 **Article 17 – Amend By-Law: CPA Tax Period** -- **Selectman Foresto moved that the Board recommend**
16 **approval of Article 17; Selectman White seconded. No discussion. VOTE: 3-0-0.**

17
18 **Approval – Taste of Medway Event at Thayer Property, October 12, 2013:**
19 *The Board reviewed the following information: (1) Application for Special One-Day Liquor License;*
20 *(2) Application for Live Entertainment License; and (3) Assorted supporting documentation.*

21
22 **Selectman Foresto moved that the Board approve the requested applications for a Special One-Day**
23 **Liquor and Live Entertainment Licenses; Selectman White seconded. No discussion. VOTE: 3-0-0.**

24
25 **Approval – Medway Lions Annual Christmas Tree Sale:**
26 *The Board reviewed correspondence from Carl Rice and Michael Griffin.*

27
28 **Selectman Foresto moved that the Board approve the request from Medway Lions to conduct its**
29 **annual charity Christmas tree sale as outlined in the correspondence from Messrs. Rice and Griffin**
30 **contingent upon receipt of written approval of the property owner; Selectman White seconded. No**
31 **discussion. VOTE: 3-0-0.**

32
33 **Approval of Warrants:**
34 In the absence of Selectman D’Innocenzo, Clerk, Selectman Foresto read Warrant 14-15, dated
35 10/10/2013, presented for approval:

36
37

14-15S	School Bills	\$ 431,926.94
14-15P	Town Payroll	\$ 257,528.20
14-15SP	School Payroll	\$ 789,574.93
	TOTAL	\$1,047,203.13

40

41
42 **Vice-Chair Crowley moved that the Board approve Warrant 14-15 as read; Selectman White seconded.**
43 **No discussion. VOTE: 3-0-0.**

44
45 **Action Items from Previous Meeting:**
46 Vice-Chair Crowley asked for a hard copy of water rate projections that look ahead for the next few
47 years.
48

1 **Town Administrator's Report:**

2 Ms. Kennedy reported that she and Chief Tingley attended a police seminar in Boston for a full-day
3 conference. One item discussed at length was staffing, focusing on the workload rather than a ratio of
4 two officers allocated per a certain number of residents. She stated she would like to hire consultant to
5 analyze existing staff and whether shared services can be improved.
6

7 The regard to net metering, Ms. Kennedy reported the project is nearing contract.
8

9 Referring to the proposed casino in Milford, Ms. Kennedy stated opponents are now reaching out to the
10 communities in Connecticut that interviewing residents in Norwich. This is one way to promote the
11 Town's position that a casino in this area is not in the best interests of the region. If the stories about
12 addiction, loss of home value, increase in DUI, and so on can be circulated, it may prove useful. Brief
13 discussion followed.
14

15 Tonight's meeting was to have a FY14 fiscal forecast, but Ms. Kennedy stated she opted to delay it until
16 the meeting on the 21st. She added that she has also completed a second draft of the State of the Town
17 for Fall Town Meeting, as well as a budget policy.
18

19 **Selectmen's Reports:**

20 Selectman White commented that the Medway 300 event, the re-enactment, was wonderful. It was
21 very informative and the participants were very willing to explain things.
22

23 Selectman Foresto reminded viewers that Taste of Medway was being held on Saturday at the Thayer
24 House. He noted that this event would also provide an opportunity to see how the renovation project is
25 going.
26

27 Additionally, Selectman Foresto reported that the cable access studio has a new manager who will be
28 invited to meet the Board in the near future.
29

30 Vice-Chair Crowley noted that the Taste of Medway event will also be one of the last opportunities to
31 purchase Medway 300 memorabilia. October 10 is the last day to submit a pottery orders. Tickets are
32 still available for the closeout ball which will be held at Luciano's on October 26th. The Adirondack chair
33 will be raffled off at that time.
34

35 At this time, Vice-Chair Crowley stated he would like to sit down with the Finance Director to review the
36 report on free cash.
37

38
39 There being no further business to come before the Board, the meeting was adjourned at 8:47 PM.
40
41

42 Respectfully submitted,
43 Jeanette Galliardt
44 Night Board Secretary

1 **MEDWAY BOARD OF SELECTMEN**

2 155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
3 (508) 533-3264 • FAX: (508) 533-3281
4

*Glenn Trindade, Chairman
Dennis Crowley, Vice Chairman
Richard D'Innocenzo, Clerk
John Foresto, Member
Mary Jane White, Member*

5 **Board of Selectmen's Meeting Minutes**

6 **October 15, 2013 7:00 p.m.**

7 **Sanford Hall, 155 Village Street**
8

9 **Present: Chairman Glenn Trindade; Selectmen John Foresto, Dennis Crowley, Richard
10 D'Innocenzo, and Mary Jane White; and Town Administrator Suzanne Kennedy.**

11
12 At 7:00 p.m., Chairman Trindade called the meeting to order and led in the Pledge of
13 Allegiance.
14

15 **Public Comments: None**
16

17 **Authorization of the Chairman to Execute a Change Order for the Chicken Brook Sewer
18 Rehabilitation Project with New England Pipe Cleaning for \$16,000:**

19 Department of Public Services Director Tom Holder explained that the change order includes
20 two alternate bid items for a total of \$16,000. Alternate Item A is for the sealing of lateral
21 service connections and Alternate Item B is for a sewer pipe inspection camera system. Mr.
22 Holder explained that the staff will work with the contractor to learn how to operate the
23 camera. He reported that they are about halfway through the project and they expect the work
24 they are doing to reduce the flow by about 50,000 gallons per day. Mr. Holder said that they are
25 not able to speed up the inflow and infiltration work because it needs to be done during wet
26 weather.
27

28 **Chairman Trindade moved that the Board authorize the Chairman to execute a change order
29 for Chicken Brook Sewer Rehabilitation project with New England Pipe Cleaning in an amount
30 not to exceed \$16,000; Selectman Foresto second; No discussion; All ayes 5-0-0.**
31

32 **Open & Close Fall Town Meeting Warrant – Vote Recommendations:**

33 The Board reviewed, discussed, and voted on Articles 4, 5, 6, 7, 8, 9, and 14 of the 2013 Fall
34 Town Meeting Warrant. All other articles were approved by the Board at a previous meeting.
35

36 Present: Melanie Phillips, Treasurer/Collector; DPS Director, Thomas Holder; Chairman
37 Community Preservation Committee, Mark Cerel.
38

39 **Article 4 – Land Acquisition - Wickett Property:**

40 The Board needs to discuss this article in Executive Session, however, an Executive Session was
41 not posted for this meeting. The Board will discuss this during Executive Session at the next
42 Board of Selectmen's meeting. Treasurer/Collector Melanie Phillips reported that she initiated
43 tax title on three of the parcels and they are in foreclosure. She said the Town will be able to
44 charge for the legal expenses associated with the foreclosure. They will also be able to collect
45 back taxes at the closing. Ms. Phillips will provide the Board with the amount of back taxes that
46 are owed on the properties.

1
2 **Selectman Foresto moved that Article 4 regarding the Wickett Property Land Acquisition**
3 **remains on the warrant as written; Selectman D’Innocenzo second; No discussion; 4-0-1;**
4 **Selectman Crowley abstained.**

5
6 **Selectman Foresto moved that the Board’s recommendation on Article 4 regarding the**
7 **Wickett Property Land Acquisition be TBD (to be determined); Selectman D’Innocenzo second;**
8 **No discussion; 4-0-1; Selectman Crowley abstained.**

9
10 Article 5 - Approval of PILOT (Payment-in-lieu-of-taxes) - Broadway Renewable Strategies, LLC:

11 At the time the solar panels were installed on the High School, the Department of Revenue
12 (DOR) hadn’t made a decision as to whether the panels were taxable property. As a result,
13 Broadway Electric had no tax liability. Recently, the DOR has determined that the panels are
14 taxable, which means Broadway owes the Town approximately \$6,000 in back taxes. The Board
15 has decided not to pursue the lien because there is no legislative remedy and the Town will own
16 the panels in several years.

17
18 **Selectman Foresto moved that the Board remove Article 5 from the warrant; Selectman White**
19 **second; No discussion; All ayes 5-0-0.**

20
21 Article 6 - Free Cash Appropriation - Energy Committee Budget:

22 The Energy Committee is requesting \$800 for community marketing and outreach materials and
23 education. Selectman Foresto said that the Board is not happy that this request was not
24 submitted during the regular budget process but acknowledges that the Energy Committee has
25 done great work throughout the Town. He recommended that the Board approve the article.
26 He said he would follow up with the Energy Committee and make sure they know that
27 exceptions will not be made in the future and budget requests need to be made during the
28 regular budget process.

29
30 Administrator Kennedy also reported that the Town has received the certified free cash amount
31 from the DOR and it is approximately \$1.99 million. She said she would submit a memo to the
32 Board with additional information. She also reported that the Town has no management letter
33 on file for the third year in a row.

34
35 **Selectman Foresto moved that the Board approve the Energy Committee’s request for \$800 as**
36 **stated; Selectman White second; No discussion; All ayes 5-0-0.**

37
38 Article 8 – Construct Athletic Fields:

39 The Evaluation of Parks, Fields and Recreational Areas Committee (EPFRAC) has been working
40 with the consulting firm Gale Associates over the last year to see how Town recreation fields are
41 being used. Based on its discussion with the Town’s recreation groups and schools, Gale
42 Associates came to the conclusion that the Town is short four rectangular fields. The cost of
43 building four fields is approximately \$10 million. It is agreed that the Town cannot spend this
44 amount but would like to begin taking steps to address this issue for the next school year. The

1 committee is looking at adding two additional fields at and adjacent to the High School. The
2 state laws surrounding Community Preservation funds have changed recently and this project is
3 now an allowable Community Preservation Committee (CPC) expense. The only exception is the
4 artificial turf and possibly the portion of the engineering study that deals with the artificial turf.

5
6 Selectman Foresto reported that he went to a CPC meeting and a Finance Committee meeting
7 last week. He reported that the CPC is uncomfortable approving the project without additional
8 information. The Board acknowledged that they need the CPC's support and approval for the
9 project to go forward. Selectman D'Innocenzo, who is also a member of EPFRAC, explained that
10 the committee only recently received the report from Gale Associates, which is why they
11 haven't been able to share more information sooner. He said they need to obtain a quality
12 engineering study with specifications and costs. CPC Chairman Mark Cerel, speaking on his own
13 behalf, said the CPC is open to discussion on this matter but they would like the committee to
14 make a presentation to the CPC.

15
16 The Board also agreed that they need to discuss the management and maintenance of the new
17 fields, especially because one of the fields will be on school property.

18
19 **Selectman Crowley moved that Article 8 remains on the warrant; Selectman White second;**
20 **Discussion: Selectman Crowley would like an amount assigned to the engineering study and**
21 **would like to make it clear that the study would be paid for with Community Preservation**
22 **funds with the possible exception of the artificial turf. The Board discussed the funding of the**
23 **project extensively and made it clear that they expect the project to be funded by the CPC and**
24 **not through the General Fund.**

25
26 **Selectman Crowley dismissed his motion.**

27
28 Selectman Trindade explained that there is a sense of urgency to this project. All of the fields
29 are used extensively during the week and on weekends. He also clarified that the new fields
30 must be lit.

31
32 **Selectman Crowley moved that the Board keep Article 8 on the warrant and change the**
33 **language so that it reads:**

34
35 **To see if the Town will vote to raise and appropriate \$280,000 from Community Preservation**
36 **Commission Funds for the purpose of funding a design and engineering study of athletic fields**
37 **at and adjacent to Medway High School located at 88 Summer Street, provided that if it is**
38 **determined that Community Preservation Commission funds cannot be used for the design**
39 **and engineering of the artificial turf portion of the design then the Town will vote to raise and**
40 **appropriate, borrow or transfer from available funds or act in any manner relating thereto;**
41 **Selectman D'Innocenzo second; No discussion; All ayes 5-0-0.**

42
43 Article 7 – Appropriation for Engineering Study – Unexpended Balance of Monetary Article:

44 **Selectman Foresto moved that the Board dismiss Article 7; Selectman D'Innocenzo second; No**
45 **discussion; All ayes 5-0-0.**

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Article 9 – Borrowing – Capital Item – Turf Field:

Selectman Foresto moved that the Board dismiss Article 9; Selectman Crowley second; No discussion; All ayes 5-0-0.

Article 14 - Sewer Retained Earnings Transfer - Debt Service:

Administrator Kennedy confirmed that the sum of FY2014 Sewer Enterprise Retained Earnings is \$67,087.50.

Selectman Foresto moved that the Board approve Article 14 as presented; Selectman D’Innocenzo second; No discussion; All ayes 5-0-0.

Selectman Crowley moved that the Board close the warrant for the Fall Town Meeting; Selectman Foresto second; No discussion; All ayes 5-0-0.

Approval of Warrants:

Warrant 14-16 - 10/17/2013
Town Bills \$753,053
Total \$753,053

Selectman Trindade moved that the Board approve the warrant as read; Selectman Foresto second; No discussion; All ayes 5-0-0.

Executive Session:

The Board asked Administrator Kennedy to schedule and post an Executive Session for 6:30 p.m. on Monday, October 21, 2013 prior to their scheduled Board meeting.

At 8:27 p.m. Selectman Foresto moved to adjourn; Selectman Crowley second; No discussion; All ayes 5-0-0.

Respectfully submitted,
Michelle Reed

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MEDWAY BOARD OF SELECTMEN
155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
(508) 533-3264 • FAX: (508) 533-3281

Glenn Trindade, Chairman
Dennis Crowley, Vice Chairman
Richard D'Innocenzo, Clerk
John Foresto, Member
Mary Jane White, Member

Board of Selectmen's Meeting Minutes

November 4, 2013 7:00 p.m.

Sanford Hall, 155 Village Street

Present: Chairman Glenn Trindade; Selectmen John Foresto, Dennis Crowley, Richard D'Innocenzo, and Mary Jane White; and Town Administrator Suzanne Kennedy.

At 7:01 p.m., Chairman Trindade called the meeting to order and led in the Pledge of Allegiance.

Medway 300th Proclamation: Senator Karen Spilka, Representative John Fernandes, and Representative Jeffrey Roy attended the meeting to commend the Town on its 300th anniversary. They also recognized the members of the Medway 300th Committee for their hard work over the past year. Senator Spilka said it has been a pleasure getting to know the residents over the years and congratulated the Town on its financial turnaround. Representative Fernandes, who grew up in Milford, added that all of the events over the past year were fantastic and really celebrated Medway. Representative Roy said the events allowed him to get to know the Town and its residents. Representative Roy read the official proclamation. Chairman Trindade thanked Senator Spilka and Representatives Fernandes and Roy for attending the meeting.

Public Comments: Former Selectman Mary O'Leary of Mahan Circle thanked the Medway 300th Committee for its hard work over the past year and said the residents truly appreciated it. She said it was far more personal than the 250th celebration due to the fact that it was organized by Medway residents. She also commended the Board on its work over the past several years especially considering the financial struggles Medway has faced.

Approval of Minutes:

Selectman Foresto moved that the Board of Selectmen approve the May 13, 2013 minutes; Selectman Crowley second; No discussion; All ayes 5-0-0.

Selectman Foresto moved that the Board of Selectmen approve the May 20, 2013 minutes; Selectman D'Innocenzo second; No discussion; All ayes 5-0-0.

Selectman Foresto moved that the Board of Selectmen approve the June 3, 2013 minutes; Selectman Crowley second; No discussion; All ayes 5-0-0.

Town Administrator Search: Director of Human Services Sue Ellis attended the meeting to discuss the search for a new Town Administrator. Administrator Kennedy will be retiring at the end of her current contract. Chairman Trindade reported that he spoke with a Selectman from Framingham who said they also used the Collins Center at UMass for their search.

1 **Selectman Crowley moved that the Board authorize Sue Ellis to prepare and negotiate a**
2 **contract with the Collins Center and bring a final recommendation to the Board for their**
3 **approval; Selectman D’Innocenzo second; No discussion; All ayes 5-0-0.**
4

5 Ms. Ellis said she would also follow-up with Town Counsel on this matter.
6

7 **Approval of Community Innovation Challenge (CIC) Grant Application:** Planning & Economic
8 Development Coordinator Susy Affleck-Childs explained that the Southwest Advisory Planning
9 Committee (SWAP) conducted a Regional Transit Feasibility Study. The study analyzed the
10 existing public transit network in the SWAP communities, which include Medway, Bellingham,
11 Dover, Franklin, Hopkinton, Milford, Millis, Norfolk, Sherborn and Wrentham. The study looked
12 at what currently exists and what is needed. Ms. Affleck-Childs said they are hoping to use the
13 grant to focus on the Council on Aging services that are offered in nearby towns and if
14 opportunities to regionalize and cost share exist. The grant would cover the study and GPS
15 equipment that is necessary for the analysis. Ms. Affleck-Childs said the exact amount of the
16 grant is unknown at this point but would be available in February 2014. There is a second grant
17 possibly available that the Town also plans to apply for to cover some of the expenses that this
18 grant would not.
19

20 **Selectman Crowley moved that the Board approve the CIC grant application related to the**
21 **SWAP Regional Public Transit Feasibility Study dated October 3, 2013; Selectman Foresto**
22 **second; No discussion; All ayes 5-0-0.**
23

24 **Authorization of Chairman to Execute Memorandum of Understanding Between Town of**
25 **Medway and Town of Arlington Regarding Orthoimagery project:** Medway, along with at least
26 15 other towns, is taking part in a project to procure sophisticated aerial photography. The
27 images will provide the Town with far greater detail and will capture stop signs, catch basins,
28 and wetlands. The information will tie into the Town’s Geographic Information System (GIS)
29 system. The cost to Medway will be \$8,587.00, which is significantly lower than previously
30 quoted. The cost for each town is the same, \$781 per square mile.
31

32 **Selectman Foresto moved that the Board authorize the Chairman to execute the**
33 **Memorandum of Understanding between the Town, the Massachusetts Orthoimagery**
34 **Consortium (MassOrtho), and the Town of Arlington (fiscal agent for MassOrtho) for the**
35 **orthoimagery project as outlined; Selectman D’Innocenzo second; No discussion; All ayes 5-0-**
36 **0.**
37

38 **Approval of Interfund Borrowing for Mixing System Installation for Lovering Street Water**
39 **Tank and Authorization of Chairman to Execute Contract with Utility Service Co., Inc.**
40 **Regarding Lovering Street Water Tank Mixing System Installation:** DPS Director Tom Holder
41 said the Department of Environmental Protection (DEP) requires that a mixing system be
42 installed in the Lovering tank. The new mixing system will ensure proper circulation and
43 eliminate stratification, which is essential to ensure a high water quality. The work will be done
44 during the winter months when the tank can be drained.
45

46 Treasurer/Collector Melanie Phillips said the Town is not going out to bond until the spring so
47 they are going to borrow from the Town for this project. They will be borrowing \$100,000 from
48 Article 10 that was approved at the May 2013 Annual Town Meeting. The mixing system costs

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1 approximately \$82,000 and the remaining \$18,000 will be sufficient to pay the engineering fees
2 associated with the project. Administrator Kennedy asked Mr. Holder to make sure the contract
3 contains the correct dates. Mr. Holder also confirmed that a signed Notice of Award exists,
4 which is standard.

5
6 **Selectman Foresto moved that the Board approve the interfund borrowing of \$100,000
7 needed for the installation of a mixing system for the Lovering Street water tank and for
8 associated engineering fees; Selectman Crowley second; No discussion; All ayes 5-0-0.**

9
10 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with
11 Utility Service Co., in an amount not to exceed \$82,780 for the installation of a mixing system
12 at the Lovering Street water tank but that the contract be held pending receipt of Town
13 Counsel approval as to form and corrected certificate of insurance; Selectman Crowley
14 second; No discussion; All ayes 5-0-0.**

15
16 **Approval of Letter to MassDOT Regarding Route 109 and Choate Park:** The Board sent a letter
17 to the Massachusetts Department of Transportation (MassDOT) in August regarding this matter
18 but MassDOT requires additional language. The revised letter contains language that was
19 provided by MassDOT. Director of DPS Tom Holder said the Parks Department has already
20 signed a similar letter containing the additional language.

21
22 **Selectman Foresto moved that the Board approve the letter to MassDOT relative to the Route
23 109 Project and Choate Park as presented; Selectman D’Innocenzo second; No discussion; All
24 ayes 5-0-0.**

25
26 **Appointments to the Route 109 Design Advisory Committee and Thayer Property Governance
27 Committee and Designation of Special Municipal Employees:** The Board decided to defer its
28 vote on the appointments to the Route 109 Design Advisory Committee until their November 18
29 meeting. Chairman Trindade said that he does not believe that one of the residents has fully
30 disclosed potential conflicts. Chairman Trindade said he will speak with Administrator Kennedy
31 about his specific concerns and have Administrator Kennedy follow-up up with Town Counsel.

32
33 The Thayer Property Governance Committee will be tasked with putting the governance
34 structure together. Selectman Foresto said that he will circulate the presentation on the scope
35 of work that was previously presented. The Board would like the committee to report back to
36 the Board no later than December 15, 2013 with a defined objective and scope.

37
38 **Selectman D’Innocenzo moved that the Board approve the appointments of John Boardman,
39 Carl Rice, and Dennis Crowley to the Thayer Property Governance Committee and that all
40 individuals will be designated as Special Municipal Employees; Selectman White second; No
41 discussion; All ayes 5-0-0.**

42
43 **Approval of Underground Storage Tank Installation Fee:** This discussion is the result of last
44 month’s public hearing where Cumberland Farms applied for a 20,000 gallon underground
45 storage tank. The Board reviewed surrounding towns’ underground storage tank fees. Medway
46 currently has an annual renewal fee but it does not have an initial license fee like many of the
47 surrounding towns. Some of the towns charge a flat fee while others have an incremental fee

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1 depending on the size of the tank. The Board decided to go with a flat fee for an initial license
2 fee because the amount of paperwork is the same regardless of the size of the tank.
3

4 **Selectman Foresto moved that the Board approve an initial license fee of \$100 for**
5 **underground storage tanks with an annual renewal fee of \$50; Selectman White second; No**
6 **discussion; All ayes 5-0-0.**
7

8 **Action Items from Previous Meeting:**

- 9
- 10 • Congressman Kennedy's office is waiting to hear from FEMA. The Brentwood project is
11 on his office's radar.
 - 12 • An appraisal exists for the Oakland Street property and will be discussed in Executive
13 Session at the November 18 meeting.
 - 14 • Administrator Kennedy said she would send the Board the Chapter 90 information and
15 discuss at the November 25 meeting.

16 **Approval of Warrants:**

17 Warrant 14-19
18 Town Payroll \$299,532.46
19 School Payroll \$873,672.33
20 Total \$1,173,204.79
21

22 **Selectman Crowley moved that the Board approve the warrant as read; Selectman Foresto**
23 **second; No discussion; All ayes 5-0-0.**
24

25 **Town Administrator's Report:**

- 26
- 27 • Two reports have been issued relative to the proposed casino in Milford. The first said
28 that the demand for water will exceed the availability and the second said traffic will be
29 impacted even more than originally expected. Ms. Kennedy reported that Medway has
30 been designated as a surrounding community. If Milford approves the casino they will
31 need agreements from the surrounding towns. The towns won't be able to stop the
32 project, only negotiate for mitigation funds.
 - 33 • The Town is finalizing the hire of a Town Assessor.
 - 34 • The Board would like Mr. Holder to have the recycling carts at the Fall Town Meeting for
35 residents to view. They plan to hold a public hearing on this matter in early December.
36 They would like additional information including what happens if the cart breaks. They
37 also asked Mr. Holder to look at towns that have pay to throw versus those that don't.
38 They said they believe the savings go to the Waste Management companies and not the
39 towns.

40 **Selectmen's Reports:**

41 Foresto

- 42
- 43 • There will be a Veterans Day celebration at the VFW on November 11.
 - 44 • He thanked the Board for the proclamation presentation at the beginning of the
45 meeting.
 - 46 • There will be a discussion of the Town seal at the Village Church at 7:00 p.m. on
November 6.

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- 1 • The article on the warrant for Verizon should be dismissed because the work has been
2 completed.
3

4 Trindade

- 5 • The Community Preservation Committee voted to approve funds for the study of the
6 athletic fields on Monday night.
7

8 **At 8:25 p.m. Selectman Foresto moved to adjourn; Selectman White second; No discussion; All**
9 **eyes 5-0-0.**

10
11
12 Respectfully submitted,
13 Michelle Reed

1 **Board of Selectmen's Meeting**
2 **November 18, 2013, 6:00 PM**
3 **Medway High School, Room 111**
4 **88 Summer Street**

5
6
7
8 **Present: Glenn Trindade, Chair; Dennis Crowley, Vice-Chair; Selectman Richard D'Innocenzo,**
9 **Selectman Maryjane White and Suzanne Kennedy, Town Administrator.**

10
11 **Absent: Selectman John Foresto.**

12
13 **Also Present: Mark Cerel, Town Meeting Moderator.**

14
15 *****

16
17 **There being a quorum present, Chairman Trindade called the meeting to order at 6:00 PM.**

18
19 **Public Comments: None.**

20
21 **Appointments – Route 109 Design Advisory Committee – Matt Buckley, Dan Hooper, Dennis Crowley,**
22 **Maryjane White and Paul Yorkis:**

23 *The Board reviewed disclosure statements from prospective members.*

24
25 **Selectman D'Innocenzo moved that the Board appoint Matt Buckley, Dan Hooper, Dennis Crowley,**
26 **Maryjane White and Paul Yorkis to the Route 109 Design Advisory Committee; Selectman White**
27 **seconded. Selectman D'Innocenzo amended his motion to state that the term of service will end on**
28 **June 30, 2016; Selectman White seconded the amendment. It is noted that Mr. Dan Hooper does not**
29 **live in the Route 109 area so a disclosure statement from him was not required. No further**
30 **discussion. VOTE: 4-0-0.**

31
32 **Discussion – Fall Town Meeting Warrant Articles – Vote Recommendation on Articles 4, 5, 6 and 8:**
33 **Article 4 – Land Acquisition: Wickett Property – It was noted that an appraisal has been received, but**
34 **the Board has not met to discuss it.**

35
36 **Selectman D'Innocenzo moved that the Board dismiss Article 4 from the Fall Town Meeting Warrant;**
37 **Selectman White seconded. After brief discussion, Selectman D'Innocenzo rescinded his motion.**
38 **Selectman D'Innocenzo then moved that the Board lay Article 4 on the table; Selectman White**
39 **seconded. It was noted that this action would allow the matter to be taken up at a later date without**
40 **restriction. VOTE: 3-0-1 -- Crowley abstain.**

41
42 **Article 5 – Utility Easement: Thayer Property – Selectman D'Innocenzo moved that the Board dismiss**
43 **Article 5 from the Fall Town Meeting Warrant; Selectman White seconded. No discussion. VOTE: 4-0-0.**

44
45 **Article 6 – Thayer Project: Expand Scope to Include Barn – It was reported that Selectman Foresto**
46 **recommended dismissing this article. Brief discussion followed. Selectman D'Innocenzo moved that**
47 **the Board dismiss Article 6 from the Fall Town Meeting Warrant; Selectman White seconded. No**
48 **discussion. VOTE: 4-0-0.**

1
2 **Article 8 – Athletic Fields: Design and Engineering – Selectman D’Innocenzo moved that the Board**
3 **recommend approval of Article 8 as written; Selectman White seconded. No discussion. VOTE: 4-0-0.**
4

5 At this time, the Board engaged in a brief discussion with Mr. Mark Cerel, Town Meeting Moderator, on
6 Town Meeting protocols.
7

8
9 **At 6:19 PM Chairman Trindade moved that the Board enter executive session under Exemption 6: To**
10 **consider the purchase, exchange, lease or value of real property if the chair declares than an open**
11 **meeting may have a detrimental effect on the negotiating position of the public body [Oakland Street**
12 **parcel at Oakland Street Park]; Selectman Crowley seconded. The chair did so declare. No discussion.**
13 **Roll Call Vote: 4-0-0 – Crowley, aye; D’Innocenzo, aye; Trindade, aye; White, aye.**
14

15 *****

16
17 At 6:27 PM Chairman Trindade reconvened public session.
18

19 **Approval of Warrants:**

20 *The Board reviewed Warrant 14-21, dated November 21, 2013, submitted for approval.*
21

22 Selectman D’Innocenzo, Clerk, read aloud Warrant 14-21, dated November 21, 2013, as follows:
23

24	Town Payroll	\$ 277,646.36
25	School Payroll	\$ <u>803,341.03</u>
26	TOTAL	\$1,080,978.39

27
28 **Selectman Crowley moved that the Board approve Warrant 14-21 as read; Selectman White**
29 **seconded. No discussion. VOTE: 4-0-0.**
30

31
32 **At 6:28 PM Chairman Trindade moved to adjourn; Selectman White seconded. No discussion. Roll**
33 **Call Vote: 4-0-0 – Crowley, aye; D’Innocenzo, aye; Trindade, aye; White, aye.**
34

35
36 Respectfully submitted,
37 Jeanette Galliardt
38 Night Board Secretary

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MEDWAY BOARD OF SELECTMEN
155 VILLAGE STREET • MEDWAY, MASSACHUSETTS 02053
(508) 533-3264 • FAX: (508) 533-3281

Glenn Trindade, Chairman
Dennis Crowley, Vice Chairman
Richard D'Innocenzo, Clerk
John Foresto, Member
Mary Jane White, Member

Board of Selectmen's Meeting Minutes

November 25, 2013 6:30 p.m.

Sanford Hall, 155 Village Street

Present: Chairman Glenn Trindade; Selectmen John Foresto, Dennis Crowley, Richard D'Innocenzo, and Mary Jane White; and Town Administrator Suzanne Kennedy.

At 6:54 p.m., Vice Chairman Crowley called the meeting to order and led in the Pledge of Allegiance.

Selectman Foresto moved that the Board enter into Executive Session under Exemption 6 to consider the purchase, exchange, lease, or value of real property, specifically the lease of 50 Winthrop Street and 40-46 Adams Street, if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, with the intent to return to open session immediately following the Executive Session; Selectman D'Innocenzo second; Roll call vote: White, aye; D'Innocenzo, aye; Foresto, aye; Crowley, aye. (Selectman Trindade joined the meeting once the Executive Session was in session.)

The Board returned to public session at 7:10 p.m.

Public Comments: None

Approval of the Medway Community Farm Lease Renewal: Executive Director of the Medway Community Farm Brittany Sidway Overshiner and President Jeanne Raffa joined the Board to discuss the farm's lease that is up for renewal. The farm is located at 50 Winthrop Street and 40-46 Adams Street. The Town acquired the property several years ago as open space and subsequently leased the land to the Medway Community Farm. The Town previously signed a three year lease with the farm, however, the farm is now asking for a five year lease. Selectman Crowley expressed his concern that there is no language in the current contract that would allow the Town to take back the property if the farm fell into disrepair. The Board praised Ms. Overshiner for her hard work and dedication and said they couldn't be happier with how the venture has turned out but they worry what might happen to the farm if she left to pursue other opportunities. Also, the inclusion of the language wasn't considered in the initial contract because it was for a shorter period of time. Both the Board and Ms. Overshiner agreed that the language would need to be clear so that a future Board could not breach the contract because they no longer wanted a farm. Administrator Kennedy said she would have Town Counsel work with the farm's attorney to work out the language. It will then be sent to Ms. Overshiner, Ms. Raffa, and the Board for their feedback and approval. The Board agreed to have a special meeting to sign the lease if the language could not be worked out by the December 2, 2013 Board of Selectmen's meeting.

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1 Ms. Overshiner also explained that much of the property cannot be farmed due to the
2 Conservation Commission's 100 foot wetland buffer zone requirement. Ms. Overshiner said the
3 farm appealed to the Conservation Commission previously about this issue but did not get a
4 response. They are hoping to have the buffer reduced to 50 feet. The Board introduced Ms.
5 Overshiner to Medway's new Conservation Agent Patty Barry, who was attending the meeting
6 for an unrelated matter. Ms. Barry said she would be happy to sit down and discuss this issue
7 further.

8
9 Ms. Overshiner highlighted some of the farm's successes, including showing a surplus for the
10 first time and increasing farm stand revenue by 300%. She also reported that the farm donated
11 \$35,000 worth of produce to the Medway Food Pantry. In addition, the farm has collaborations
12 with the Medway Public Schools and Bentley University. Chairman Trindade encouraged Ms.
13 Overshiner to invite Medway Cable Access to the farm the next time the 4th graders visit.

14
15 **Introduction of New Staff:** The Board introduced and welcomed the new Conservation Agent
16 Patty Barry and the new Principal Assessor Donna Greenwood. Ms. Barry has more than
17 fourteen years' experience in this field and has worked for the City of Medford and the Town of
18 Needham. Ms. Greenwood previously worked for the Town of Plymouth and knows valuation
19 and appraisal. Administrator Kennedy said she is thrilled to have both of them working for the
20 Town.

21
22 **Conservation Commission Appointment:** Ms. Bosselman previously met with the Conservation
23 Commission and they unanimously voted to appoint Ms. Bosselman to the Commission. Ms.
24 Bosselman has more than twenty years' experience in environmental engineering, including
25 conducting site evaluations.

26
27 **Selectman Crowley moved that the Board appoint Jennifer Bosselman to the Conservation
28 Commission for a three year term; Selectman White second; No discussion; All ayes 5-0-0.**

29
30 **Conveyance of 6 Independence Lane from Granite Estates, Inc. to the Town of Medway:**
31 Administrator Kennedy reported that the Conservation Commission previously voted to accept
32 the deed for the property. Town Counsel expressed concern that there was not a full
33 committee when this vote was taken. This discussion will be deferred to the next meeting and
34 Administrator Kennedy will confirm whether the Board of Selectmen voted at a previous
35 meeting to make the Conservation Commission a five member board.

36
37 **Public Hearing-Tax Classification:** Board of Assessors Chairman Peter Manning, Town Assessor
38 Donna Greenwood, and Ellis Withington of Mayflower Valuation joined the Board to discuss
39 Medway's tax classification.

40
41 **Selectman Trindade moved that the Board open the public hearing on the Town's tax
42 classification; Selectman Foresto second; No discussion; All ayes.**

43
44 This is an annual process that is required by the Department of Revenue. The Board was asked
45 to vote on whether Medway will adopt a single tax rate or a split tax rate. In addition, the Board
46 needed to decide whether Medway would adopt a residential exemption and a small
47 commercial business exemption. Mr. Withington explained the Medway has always had a single
48 tax rate (factor of 1) and recommends that the Board adopt this again. Mr. Withington did not

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1 recommend that Medway adopt the residential exemption or the small commercial business
2 exemption. Mr. Manning reported that the Board of Assessors agrees with all of Mr.
3 Withington's recommendations. Selectman Crowley asked about the overlay account and when
4 the Board of Assessors would be comfortable releasing the surplus. This is dependent upon the
5 affected utilities and whether they file an abatement. The Board will discuss this matter further.
6 Selectman Crowley added that he will forward Chairman Manning the information of a resident
7 who is interested in joining the Board of Assessors.

8
9 **Selectman Trindade moved that the Board close the public hearing on the Town's tax
10 classification; Selectman Foresto; No discussion; All ayes 5-0-0.**

11
12 **Selectman Foresto moved that the Board not adopt a residential exemption; Selectman
13 D'Innocenzo second; No discussion; All ayes 5-0-0.**

14
15 **Selectman Foresto moved that the Board not adopt a small commercial business exemption;
16 Selectman White second; No discussion; All ayes 5-0-0.**

17
18 **Selectman Foresto moved that the Board adopt a Single Tax Rate (factor of 1); Selectman
19 White second; No discussion; All ayes 5-0-0.**

20
21 **Fiscal Year 2015 Budget Policy:** Town Accountant Carol Pratt and Administrator Kennedy joined
22 the Board to discuss the FY15 Budget Policy. Ms. Pratt and Administrator Kennedy explained
23 that this year's policy is similar to previous years and uses the same formula. Ms. Pratt
24 explained that they used the preliminary budget number from the schools per the Board's
25 instructions. Ms. Pratt said the projected FY15 revenues include tax, new growth, and level
26 funding. The new growth figure is larger than expected and has not been incorporated into the
27 figures. She added that the tax rates are set by the Department of Revenue and have not
28 increased by much.

29
30 **Selectman Foresto moved that the Board adopt the FY15 budget policy as presented;
31 Selectman D'Innocenzo second; No discussion; All ayes 5-0-0.**

32
33 **Approval of Inter-fund Borrowing for the Tanker Truck:** The Fire Department is requesting
34 \$270,000 to purchase a tanker truck. It will be used in areas that do not have sufficient hydrant
35 capacity. The borrowing was approved under Article 9 at the May 2013 Annual Town meeting.

36
37 **Selectman Foresto moved that the Board approve an inter-fund borrowing of \$270,000 for the
38 purchase of the tanker truck for the Fire Department; Selectman D'Innocenzo second; No
39 discussion; All ayes 5-0-0.**

40
41 **Authorization of Chairman to Execute Contract for Fire Tanker Truck with Four Guys Stainless
42 Tank & Equipment, Inc.:** The department did extensive research before selecting this company.
43 The remaining funds will be used for hoses and equipment. Chief Lynch said they got \$1,000
44 trade-in for Engine 4. The truck was in good shape but not old enough to be a collectible. He
45 approached several departments that he thought might be interested in buying it but they were
46 not. There was discussion about whether the Town could have received more money if they
47 sold the truck privately. Town Counsel has reviewed and approved the contract.

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1 Selectman Foresto moved that the Board authorize the Chairman to execute a contract with
2 Four Guys Stainless Tank & Equipment, Inc. for the purchase of a fire tanker truck at a cost of
3 \$263, 916; Selectman White second; No discussion; 4-1-0 (Selectman Crowley opposed).
4

5 **Authorization of Chairman to Execute a Contract for Senior Center Kitchen Cabinets &**
6 **Countertops with Theriault, LLC:** This project was approved under Article 8 at the 2013 Annual
7 Town Meeting for \$23,000. No funds have been expended to date. Selectman Trindade
8 reported that he recently met with the Council on Aging and they expressed concerns about the
9 useful life of the dishwasher. The article that was approved only included the cabinets,
10 countertops, and walkway. Any remaining money could potentially be repurposed and
11 reprogrammed at the 2014 Annual Town Meeting.
12

13 Selectman D’Innocenzo moved that the Board authorize the Chairman to execute a contract
14 with Theriault, LLC in an amount not to exceed \$17,300; Selectman White second; Chairman
15 Trindade’s signature is contingent upon the contract complete date being amended; All ayes
16 5-0-0.
17

18 **Automated Trash/Recycling Program Update:** DPS Director Tom Holder reported that a public
19 hearing has been scheduled for Monday, December 2, 2013 to discuss the automated trash
20 program. The Board asked Allison Potter to make sure an email message was sent out through
21 the schools to ensure residents were aware of the public hearing. Mr. Holder explained that all
22 recycling will be thrown in one container and will no longer need to be sorted. He said there will
23 be a cost savings to the Town that could be passed on to the residents but he urged the Board
24 to go through a full cycle before they implement any new policies to make sure the cost
25 estimates are accurate. The Board discussed the Lifeline Discount that offers qualified residents
26 reduced rates. The program used to be based on age but is now based on need. The Board
27 wanted to know when the program changed and asked that the Board be consulted in the
28 future on solid waste policies. They want to make sure that the residents who need assistance
29 are receiving it. The Board said they will not be ready to vote on this issue until the second
30 meeting in December. They asked Mr. Holder to make sure that the residents are aware of the
31 public hearing and the program. Selectman Crowley said he would put his concerns and
32 questions in writing and send them to Administrator Kennedy. Mr. Holder also reported that
33 retained earnings continue to grow. The Board discussed the retained earnings and possible
34 uses for this money. Mr. Holder said he will follow-up with the consultant on the landfill and
35 report back to the Board.
36

37 **Discussion with Open Space Committee:** The Open Space Committee met with the Board to
38 discuss its goals and current initiatives. They discussed some of the open space areas that are
39 available to residents including Idyllbrook and the Amphitheater. They explained that they have
40 identified the open space areas in Medway but going forward will need funds to maintain and
41 expand them. They are hoping to construct an entryway to the Amphitheater on Village Street.
42 The design and construction will require funds and currently the committee has no budget. The
43 Board encouraged them to create a five year plan and priority list. They urged them to meet
44 with the Capital Improvement Planning Committee and Community Preservation Committee to
45 discuss their priorities. The Board thanked them for their hard work over the last several years.
46

47 **BOS FY14 Liaison Positions:** The Board reviewed and revised the liaison list from FY13.
48 Administrator Kennedy said she would send out the updated list.

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1
2 **Action Items from Previous Meeting:** Selectman Foresto reiterated the importance of quickly
3 appointing a Thayer Governance Structure Committee.

4
5 **Approval of Warrants:**

6 Warrant 14-22
7 School Bills \$423,775.09
8 Town Bills \$303,785.53
9 Town Payroll \$299,532.46
10 School Payroll \$873,672.33
11 Total \$1,173,204.79

12
13 **Selectman Foresto moved that the Board approve the warrant as read; Selectman White**
14 **second; No discussion; All ayes 5-0-0.**

15
16 **Approval of Minutes:**

17 **Selectman Foresto moved that the Board of Selectmen approve the June 17, 2013 minutes**
18 **with corrections; Selectman D’Innocenzo second; Selectman D’Innocenzo asked that line 33**
19 **and 34 be revised because he does not remember making that comment. The minutes will be**
20 **revised to say “A member present”; All ayes 5-0-0.**

21
22 **Selectman Foresto moved that the Board of Selectmen approve the June 24, 2013 minutes;**
23 **Selectman D’Innocenzo second; No discussion; 4-0-1 (Selectman Crowley abstained).**

24
25 **Selectman Foresto moved that the Board of Selectmen approve the August 22, 2013 minutes;**
26 **Selectman D’Innocenzo second; No discussion; 4-0-1 (Selectman Crowley abstained).**

27
28 **Town Administrator’s Report:**

- 29
- 30 • The contract to recruit a new Town Administrator is with the Collins Center.
 - 31 • Administrator Kennedy attended the final anti-casino meeting. The legal expenses for
32 the coalition totaled approximately \$32,000. Each Town contributed \$25,000 so the
33 surplus will be returned to the towns. The funds falls back to the warrant article but it
34 can be repurposed at the next Town Meeting.
 - 35 • Administrator Kennedy provided the selectmen with a copy of the petition from the
36 residents who are opposed to the Cumberland Farms project.
 - 37 • The contract for the redevelopment authority is on the December 2, 2013 agenda.
 - 38 • The Planning and Economic Development Coordinator wrote to the developer of
39 Mayland Woods. She said the Azalea Drive bonds are available to cover the expenses.

40 **Selectmen’s Reports:**

41 Crowley

- 42 • The Town of Medway gateway signs have arrived and will be installed.
- 43 • The Route 109 Committee met last week and made a decision on the poles. The 75%
44 design plan needs to be submitted by December 31.

45
46 D’Innocenzo

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- 1 • The athletic field engineering and design study was approved at Town Meeting.
2 EPFRAC will review the bids. The Memorandum of Understanding with the schools
3 needs to be drafted.
4 • He congratulated Medway's athletic teams on their successful fall season.
5

6 Foresto

- 7 • The windows are installed at the Thayer house and it is weather tight for the winter.
8 The fire department donated a master box.
9

10 Trindade

- 11 • The annual Christmas parade will take place on Saturday, November 30. The parade is
12 funded entirely by private donations.
13

14 **At 9:28 p.m. Selectman D'Innocenzo moved to adjourn; Selectman White second; No**
15 **discussion; All ayes 5-0-0.**
16

17
18 Respectfully submitted,
19 Michelle Reed

AGENDA

ITEM #7

Approval of Warrants

Warrants to be provided at meeting.

AGENDA

ITEM #8

Town Administrator's Report

AGENDA

ITEM #9

Selectmen's Reports