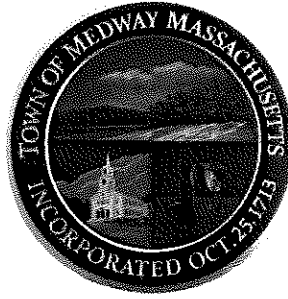


## **Board of Selectmen**

*Dennis P. Crowley, Chair*  
*John A. Foresto, Vice-Chair*  
*Richard A. D'Innocenzo, Clerk*  
*Glenn D. Trindade*  
*Maryjane White*



Medway Town Hall  
155 Village Street  
Medway, MA 02053  
Phone (508) 533-3264  
Fax (508) 321-4988

# **TOWN OF MEDWAY**

## **COMMONWEALTH OF MASSACHUSETTS**

### **Board of Selectmen's Meeting**

**September 22, 2014, 6:45 PM**

**Sanford Hall, Town Hall**

**155 Village Street**

### **Agenda**

6:45 PM

- Call to order; Recitation of the Pledge of Allegiance
- Executive Session – Exemption 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body [Mayer property]

#### **Other Business**

1. Public Hearing (7:00 PM) – Laying Out Azalea Drive as a Public Way
2. Vote – Intent to Lay Out Morningside Drive as a Public Way
3. Update – Governor's Appointment to Redevelopment Authority
4. Introduction – Shared Energy Manager – Robert Weiss
5. Discussion – Other Post Employment Benefits – The USI Consulting Group
6. Approval – Community Innovation Challenge Grant – Resource Guide on Septic System, Community Water Supply and Private Well Development for Mixed-Income, Multi-Unit and Single-Family Home Development
7. Status Report – Zoning Bylaw Recodification
8. Authorization of Chairman to Execute Third Amendment to Contract for Owner Project Manager Services – Architectural Consulting Group - \$687
9. Approval – One-Day Liquor License – Taste of Medway – October 4, 2014
10. Approval – One-Day Liquor License – Lisa Hsieh/Mia's Militia – October 17, 2014
11. Approval – Public Event Application – Revelation Family Enrichment Center – October 25, 2014
12. Appointments – Medway Cable Advisory Committee – Richard Boucher, John Foresto, Robert O'Neill, Glenn Trindade and Shelley Wieler
13. Discussion/Vote - Support for HB 1840 Seniors and Retired Volunteers Act of 2013

14. Discussion/Closing of 2014 Fall Town Meeting Warrant
15. Action Items from Previous Meeting
16. Approval of Warrants
17. Approval of Minutes
18. Town Administrator's Report
19. Selectmen's Reports

---

Upcoming Meetings, Agenda and Reminders

October 6, 2014 ---- Regular Meeting

October 20, 2014 ---- Regular Meeting

# Executive Session

**Proposed Motion:** I move that the Board enter into executive session under Exemption 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body [Mayer], and to return to open session thereafter.

*No associated back up materials.*

# **AGENDA**

## **ITEM #1**

### **(7:00PM) Public Hearing – Laying Out Azalea Drive as a Public Way**

*Associated back up materials attached.*

- Public Hearing notice dated August 25, 2014
- Memorandum from Susy Affleck-Childs, Planning Coordinator, dated September 17, 2014
- Associated maps prepared by Precision Land Surveying, Inc. dated 5/13/14

**Proposed motions:**

1. I move that the Board open a public hearing on the matter of Laying out Azalea Drive as a Public Way.
2. I move that the Board close the public hearing.

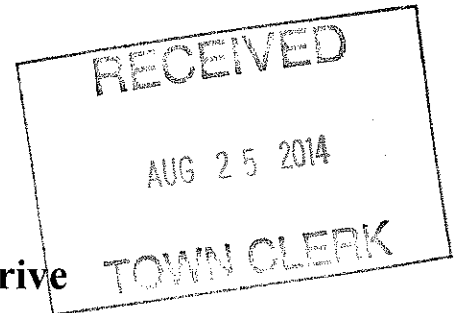


Town of Medway

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

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

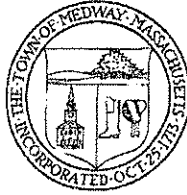
August 25, 2014



**Public Hearing Notice**  
**Roadway Lay Out for Azalea Drive**  
**Medway, MA**

The Medway Board of Selectmen will conduct a public hearing on Monday, September 22, 2014 at 7:00 p.m. regarding the proposed laying out as a public way of Azalea Drive from Station 0+00 beginning at its intersection with Dogwood Lane running easterly, then northerly, then westerly through to its end at Station 24+87.19 and Azalea Drive from Station 0+00 beginning at Summer Street and running westerly to the end of that segment at Station 2+47.76, both as shown on the *Azalea Drive Street Acceptance Plan* dated 5/13/2014 prepared by Precision Land Surveying of Southborough, MA and Tetra Tech of Framingham, MA, a copy of which is on file with the Medway Planning and Economic Development office; and the potential acquisition of land and/or easements for said way and related snow, drainage and utility easements by eminent domain. The hearing will take place in Sanford Hall at Medway Town Hall, 155 Village Street.

*Dennis P. Crowley, Chairman*

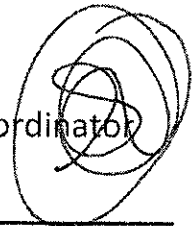


**TOWN OF MEDWAY**  
**Planning & Economic Development**  
155 Village Street  
Medway, Massachusetts 02053

**MEMORANDUM**

September 17, 2014

TO: Medway Board of Selectmen  
FROM: Susy Affleck-Childs, Planning and Economic Development Coordinator  
RE: Roadway layout for Azalea Drive



---

The Planning and Economic Development Board has reviewed the proposed layout as a public way of Azalea Drive in the Green Acres/Willow Green subdivision.

The Planning and Economic Development Board discussed this matter at its September 16, 2014 meeting. The Board voted unanimously to recommend that the Board of Selectmen approve the layout of Azalea Drive as a public way from Station 0+00 beginning at its intersection with Dogwood Lane running easterly, then northerly, then westerly through to its end at Station 24+87.19 and Azalea Drive from Station 0+00 beginning at Summer Street and running westerly to the end of that segment at Station 2+47.76, as shown on the *Azalea Drive Street Acceptance Plan dated 5/13/2014 prepared by Precision Land Surveying of Southborough, MA and Tetra Tech of Framingham, MA*. A copy of that plan is provided.

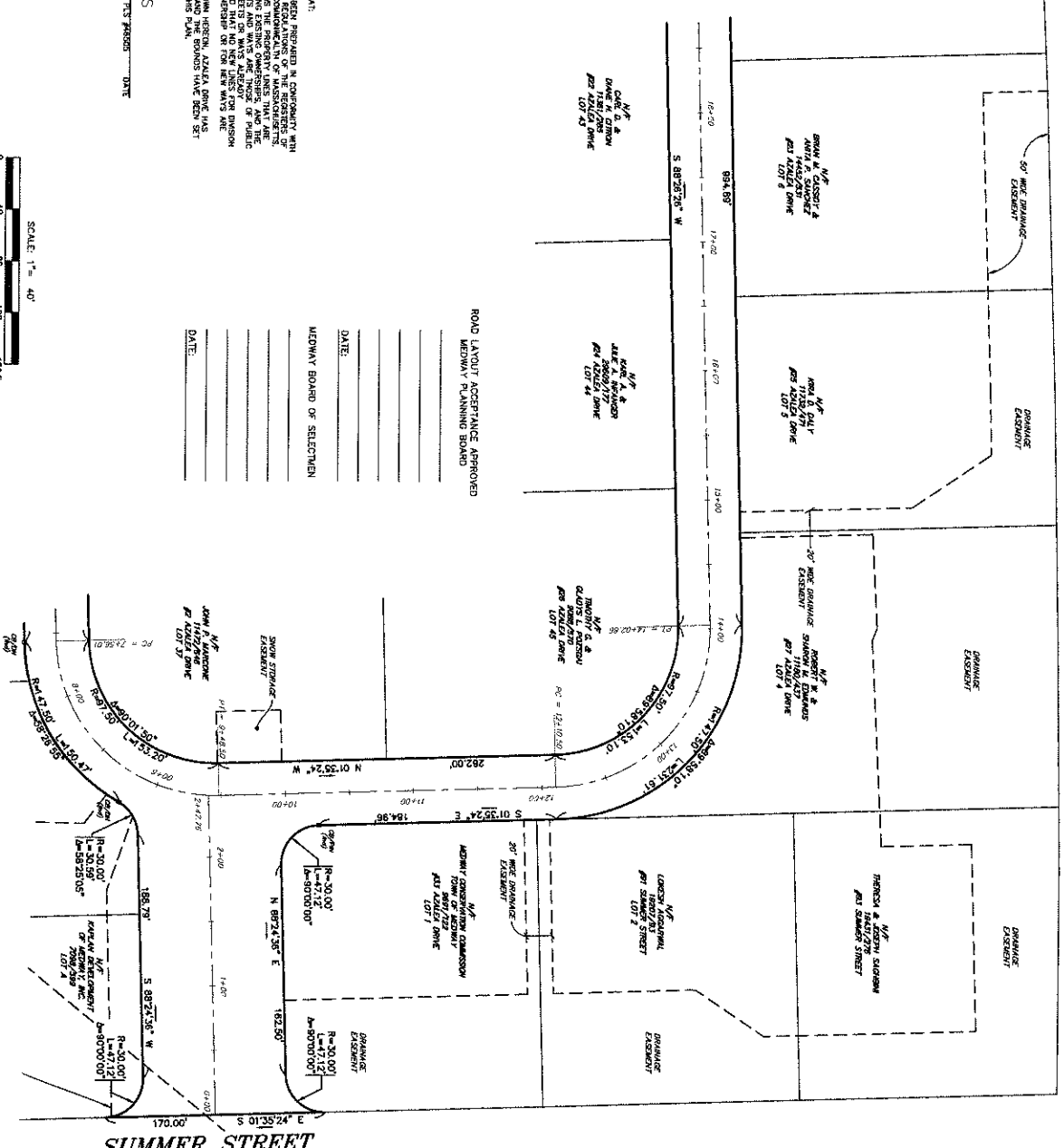
The next step in the process is for the Board of Selectmen to hold a public hearing on this matter. That public hearing has been scheduled to take place during the September 22, 2014 BOS meeting. Notification to abutters has occurred and a legal advertisement ran in the Milford Daily News on September 15, 2014. At the conclusion of the public hearing, the BOS should take a formal vote to lay out Azalea Drive as specified above. Subsequent to that vote, I can work with the BOS/TA staff to prepare a warrant article for street acceptance for the fall town meeting and to file the BOS vote and the noted street acceptance plan with the Town Clerk.



- 1) HERBERT CENTER TRAIL;
- 1) THIS PLAN HAS BEEN PREPARED IN CONFORMANCE WITH THE PROVISIONS OF CHAPTER 24A OF THE REGISTRY OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS.
  - 2) THIS PLAN SHOWS THE PROPERTY LINES THAT ARE THE BASIS OF THE CONSTRUCTION OF MASSACHUSETTS STATE PLANE COORDINATE SYSTEM (MANNING PROJ) FOR THE LOTS OF THIS STREET AND WAYS AND TRACES OF PUBLIC HIGHWAYS AND THAT NO NEW LOTS OR PARCELS ARE ESTABLISHED AND THAT NO NEW ALLEYS OR DIVISIONS OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN ON THIS PLAN.
  - 3) THE STREET SHOWS HERBERT, AZALEA DRIVE HAS BEEN SHOWN ON THE PLAN. BORDERS HAVE BEEN SET

**PROGRESS**

PROJECT: HERBERT CENTER TRAIL DATE: \_\_\_\_\_



ROAD LAYOUT ACCEPTANCE APPROVED  
MEDWAY PLANNING BOARD

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

MEDWAY BOARD OF SELECTMEN

DATE: \_\_\_\_\_

**SUMMER STREET**  
(ROUTE 128 - 1947 COUNTY LAYOUT)  
(PUBLIC - 60' WIDE)

NOTES: THIS PLAN AND THE SURVEY ON WHICH IT WAS BASED WERE PREPARED WITHOUT THE BENEFIT OF A TITLE SEARCH, AND ARE SUBJECT TO THE FINDINGS OF A TITLE SEARCH.

PLAN REFERENCED:  
REGISTRY OF DEEDS  
PLAN 1082 OF 1889 (PLAN BOOK 373)  
PLAN 254 OF 1982 (PLAN BOOK 405)  
PLAN 724 OF 1992 (PLAN BOOK 405)

REGISTRY USE ONLY

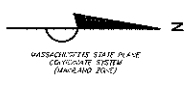
PROJECT NO.	DATE OF THIS PLAN
DRAWN BY	CHECKED BY
DATE	

TOWN OF MEDWAY  
AZALEA DRIVE  
MEDWAY, MASSACHUSETTS  
STREET ACCEPTANCE PLAN

MARK	DATE	DESCRIPTION

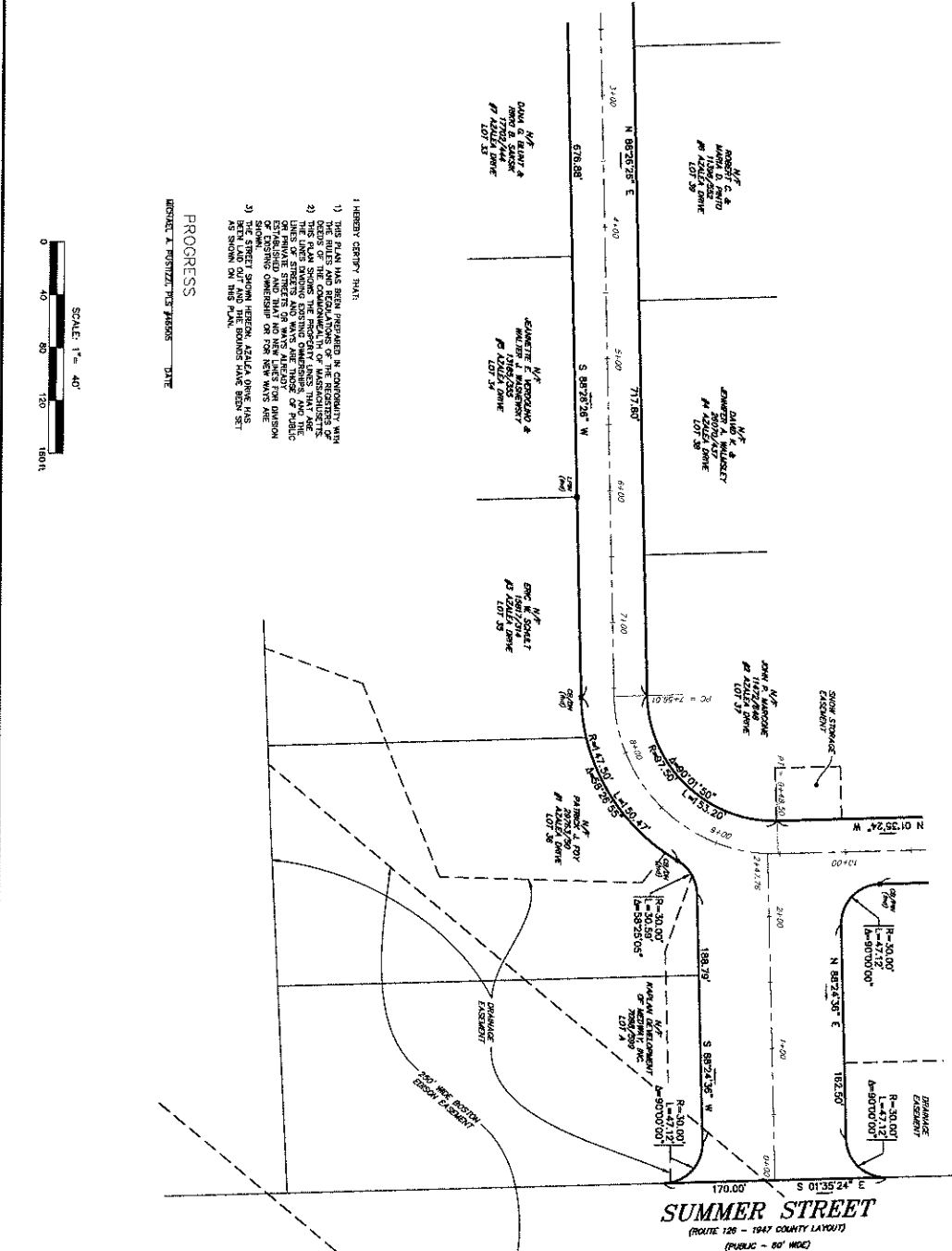
Precision Land Surveying, Inc.  
32 Temple Road  
Southborough, Massachusetts 01772  
TEL NO. (508) 480-1788 FAX NO. (508) 870-0066  
4210PL1.DWG

**TETRA TECH**  
www.tetra.com  
1000 North 17th Street  
Framingham, MA 01701  
Phone: (508) 855-3000 Fax: (508) 855-2001



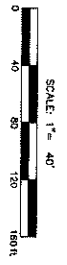
PLAN REFERENCES  
 NORFOLK COUNTY REGISTRY OF DEEDS  
 PLAN 264 OF 1992 (PLAN BOOK 403)  
 PLAN 724 OF 1992 (PLAN BOOK 409)

NOTES:  
 1) THIS PLAN AND THE SURVEY ON WHICH IT WAS BASED WERE PREPARED WITHOUT THE BENEFIT OF A TITLE SEARCH AND ARE SUBJECT TO THE FINDINGS FROM A REASON ABN SEARCH.



- I HEREBY CERTIFY THAT:
- 1) THIS PLAN WAS PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTERED PROFESSIONAL SURVEYORS OF MASSACHUSETTS.
  - 2) THE DATA SHOWING EXISTING CONDITIONS AND THE PROPOSED CHANGES TO THE EXISTING CONDITIONS AND THE PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW LINES FOR DUBIOUS OR UNRELIABLE DATA OR NEW LINES FOR WHICH THE SURVEYOR HAS NO PERSONAL KNOWLEDGE OR REASONABLE BELIEF AS SHOWN ON THIS PLAN.

PROGRESS  
 MICHAEL X. FORTIN, PLS JABERS DATE



**SUMMER STREET**  
 (ROUTE 126 - 1947 COUNTY LAYOUT)  
 (PUBLIC - 60' WIDE)

ROAD LAYOUT ACCEPTANCE APPROVED  
 MEDWAY PLANNING BOARD

DATE: \_\_\_\_\_  
 MEDWAY BOARD OF SELECTMEN: \_\_\_\_\_  
 DATE: \_\_\_\_\_

REGISTER USE ONLY

TOWN OF MEDWAY  
 AZALEA BRIVE  
 MEDWAY, MASSACHUSETTS  
 STREET ACCEPTANCE PLAN

MARK	DATE	DESCRIPTION	BY

Precision Land Surveying, Inc.  
 32 Temple Road  
 Southborough, Massachusetts 01772  
 TEL: 508 (508) 460-1789 FAX: 508 (508) 570-0088  
 4210PL.DWG

**TETRA TECH**  
 www.tetra-tech.com  
 One Crest Street  
 Framingham, MA 01717  
 Phone (508) 852-2000 Fax (508) 852-2021





# AGENDA

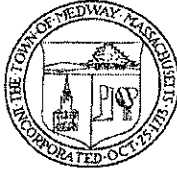
## ITEM #2

### **Vote – Intent to Lay Out Morningside Drive as a Public Way**

*Associated back up materials attached.*

- Memorandum from Susy Affleck-Childs, Planning Coordinator, dated September 17, 2014
- *Road Acceptance Plan* prepared by Outback Engineering Inc. dated September 2, 2014

**Proposed motion:** I move that the Board of Selectmen express its intent to lay out as a public way Morningside Drive in its entirety from Station 0+00 beginning at its intersection with Holliston Street to its end at Station 5+27.55 as shown on the Roadway Acceptance Plan for Morningside Drive in Medway, MA dated 9/2/14, prepared by Outback Engineering of Middleborough, MA and to refer this matter to the Planning and Economic Development Board for a report and recommendation.



**TOWN OF MEDWAY**  
**Planning & Economic Development**  
155 Village Street  
Medway, Massachusetts 02053

**MEMORANDUM**

September 17, 2014

TO: Medway Board of Selectmen  
FROM: Susy Affleck-Childs, Planning and Economic Development Coordinator  
RE: Roadway Layout for Morningside Drive



The Planning and Economic Development Board is working with the developer of the Fox Run Farm subdivision toward street acceptance for Morningside Drive. This is the single road in the Fox Run Farm subdivision which is off the east side of Holliston Street, across from the VFW. The developer is presently working on the punch list items. A street acceptance plan has been prepared and title work has been ordered.

At its September 16, 2014 meeting, the Planning and Economic Development Board voted to request that the Board of Selectmen initiate the roadway lay out process by voting its intent to lay out Morningside Drive as a public way and to refer the matter to the Planning and Economic Development Board for a report and recommendation. The PEDB asks that you consider this matter at the 9/22/14 BOS meeting.

The roadway lay out currently under consideration is shown on the *Roadway Acceptance Plan for Morningside Drive in Medway, MA* dated 9/2/2014, prepared by Outback Engineering of Middleborough, MA. A copy of this plan is provided.

***Recommended Motion:*** *I move that the Board of Selectmen express its intent to lay out as a public way Morningside Drive in its entirety from Station 0+00 beginning at its intersection with Holliston Street to its end at Station 5+27.55 as shown on the Roadway Acceptance Plan for Morningside Drive in Medway, MA dated 9/2/2014, prepared by Outback Engineering of Middleborough, MA and to refer this matter to the Planning and Economic Development Board for a report and recommendation.*

Below is a *Synopsis of Roadway Layout/Street Acceptance Process* that was established in 2007 with the assistance of Town Counsel Barbara Saint Andre. The BOS' vote of intent and referral to the Planning and Economic Development Board is the required first step to begin the process. The recommended dates for action for Morningside Drive are included.

1. The BOS, by its own action, or upon request of the PEDB, or by petition by one or more inhabitants, initiates the process to lay out a road as a public way. At a BOS meeting (*September 22, 2014*), the BOS will be asked by the PEDB to vote that it "*intends to lay out Morningside Drive as a public way*" and refer the matter to the PEDB for a report and recommendation.
2. The PEDB has 45 days to consider the matter, vote on it at a duly posted public meeting (*October 7, 2014*), and provide a report and its recommendation back to the BOS. By early October, the PEDB will know whether the developer has fully addressed the punch list items.
3. The BOS holds a public hearing (*tentative - October 20, 2014*) to lay out Morningside Drive. Abutting property owners are notified. The BOS vote should reference the Morningside Drive street acceptance plan.
4. The BOS vote and the street acceptance plan showing the roadway layout must be filed with the Town Clerk at least seven (7) days prior to the date that Town Meeting votes to accept the road as a public way. (*Fall Town Meeting is November 10, 2014; Annual Town Meeting is mid-May, 2015*)
5. Town Meeting votes to accept the road as laid out by the BOS as a public way.
6. BOS votes to accept the conveyance of the road deed from the developer. The BOS and PEDB sign the Street Acceptance Plan.
7. Deed, acceptance of deed, and Street Acceptance Plan are recorded at Norfolk County Registry of Deeds.



# **AGENDA ITEM #3**

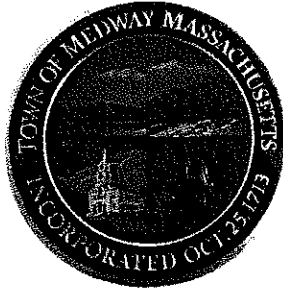
## **Update – Governor’s Appointment to Redevelopment Authority**

*Associated back up materials attached.*

- Letter to Governor Deval Patrick from the Medway Board of Selectmen dated September 15, 2014

**Board of Selectmen**

*Dennis P. Crowley, Chair  
John A. Foresto, Vice-Chair  
Richard A. D'Innocenzo, Clerk  
Glenn D. Trindade  
Maryjane White*



Medway Town Hall  
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Medway, MA 02053  
Phone (508) 533-3264  
Fax (508) 321-4988

**TOWN OF MEDWAY**  
**COMMONWEALTH OF MASSACHUSETTS**

September 15, 2014

The Honorable Governor Deval Patrick  
Commonwealth of Massachusetts  
State House Room 105  
Boston, MA 02133

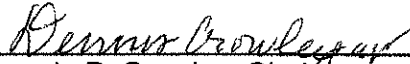
**Re: Medway Redevelopment Authority Appointment**

Dear Governor Patrick,

We are writing to you on behalf of the Town of Medway regarding the recent Department of Housing and Community Development appointment of Paul Yorkis to the Medway Redevelopment Authority (the "Authority"). The Medway Board of Selectmen wish to express our disappointment that our unanimous vote and recommendation for the State appointee to the Authority appears to have been disregarded in your decision making process. Our elected Board had what it thought to be a reasonable expectation that the State would appreciate the input of Medway's constituents for this appointment. Clearly our expectations of a fair and open process by your office and your staff were set too high, and we do not understand why we at no time were contacted to be made aware that a second candidate was being considered. Mr. Richard Parrella, the Board's recommendation, was the only individual to express interest in the appointment here locally. Additionally, your appointee did not display an interest in membership on the Redevelopment Authority during the local election process yet was selected over an individual who has supported the efforts of the Authority since its inception. Please be assured that this Board believes Mr. Parrella has the appropriate qualifications to be an asset to the Authority, and his service thereon would without question be in the best interest of our Community. Your lack of regard to our recommendation and appointment here without the diligent review of the history and background of our process is at most disrespectful.


The Town of Medway is very pleased to have formed the Authority, and we look forward to accomplishing an urban redevelopment plan for a significant parcel proximate to Interstate 495 over the next five to ten years. The Medway Board of Selectmen continues to believe and stresses that Mr. Parrella will be a most effective member of the Medway Redevelopment Authority, and we hereby request that you reconsider your appointment and appropriately allow Mr. Parrella to serve as the State appointee. For the benefit of our Community, the Authority, and most importantly to restore the integrity of the State appointment process, we ask that you respect the unanimous wishes of our Board.

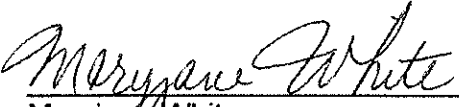
Respectfully,

  
\_\_\_\_\_  
Dennis P. Crowley, Chair

  
\_\_\_\_\_  
John A. Foresto, Vice-Chair

  
\_\_\_\_\_  
Richard A. D'Innocenzo, Clerk

  
\_\_\_\_\_  
Glenn D. Trindade

  
\_\_\_\_\_  
Maryjane White

cc: Senator Karen Spilka  
Representative John Fernandes  
Representative Jeffery Roy



# **AGENDA**

## **ITEM #4**

**Introduction –  
Shared Energy Manager –  
Robert Weiss**

*No associated back up materials*

# AGENDA

## ITEM #5

### Discussion – Other Post Employment Benefits – The USI Consulting Group

*Associated back up materials attached.*

- Correspondence to Town Accountant Carol Pratt from USI Vice President and Actuary Robert Webb dated July 31, 2014
- *Other Postemployment Benefits GASB 45 Actuarial Valuation as of July 1, 2014 for: Town of Medway* prepared by The USI Consulting Group



USI Consulting Group  
95 Glastonbury Boulevard, Suite 102  
Glastonbury, CT 06033-6503  
www.usi.biz  
Phone: 860.633.5283  
Fax: 860.368.2112

July 31, 2014

Carol Pratt  
Town Accountant  
Town of Medway  
155 Village Street  
Medway, MA 02053

**RE: July 1, 2013 Actuarial Valuation of Other Postemployment Benefits**

Dear Carol,

Enclosed are two copies of the report covering the July 1, 2013 valuation of postretirement benefits offered to current and future retirees of the Town of Medway, MA.

The financial results of the actuarial valuation are summarized in the report. The Executive Summary highlights the results of the valuation. Additional information summarizing census information, actuarial assumptions, and the methodology for developing them, as well as a glossary of selected terms used in this study, is also included in the report.

All calculations are made in accordance with our understanding of the provisions of the Statement of Governmental Accounting Standards Board Number 45 (GASB 45).

Please call me if you have any questions.

Sincerely,

**USI CONSULTING GROUP**

A handwritten signature in cursive script, appearing to read "R. Webb".

Robert W. Webb, FSA, EA, MAAA  
Vice President and Actuary

Enclosures



**Other Postemployment Benefits  
GASB 45 Actuarial Valuation  
As of July 1, 2013**

For:

**Town of Medway, MA**

Prepared by:  
The USI Consulting Group

July 31, 2014



July 31, 2014

Town of Medway  
155 Village Street  
Medway, MA 02053

**RE: July 1, 2013 Actuarial Valuation of Other Postemployment Benefits**

We enclose the report covering the actuarial valuation of postemployment benefits other than Pension provided to the employees of the Town of Medway, MA as of July 1, 2013. The numbers presented in this report reflect the compliance by the Town of Medway, MA with the Statement of Governmental Accounting Standard No. 45 (GASB 45).

The financial results of the actuarial valuation are summarized in the report. The Executive Summary highlights the results of the valuation, including the calculation of the Annual OPEB Cost (expense) for the fiscal year beginning July 1, 2013. This valuation provides financial information that may be used to meet the requirements of GASB 45 for fiscal years ending June 30, 2014 and June 30, 2015.

Additional information summarizing census information, actuarial assumptions, and the methodology for developing them, as well as a glossary of selected terms used in this study, are also included in the report.

All calculations are made in accordance with our understanding of the provisions of the Statement of Governmental Accounting Standards Board Number 45 (GASB 45). We believe this report provides all of the information your auditor requires. We would appreciate a copy of the footnote to your financial statement related to the postretirement benefits.

Respectfully submitted,

**USI Consulting Group**

Handwritten signature of Robert W. Webb in black ink.

Robert W. Webb, FSA, EA, MAAA  
Vice President and Actuary

**USI Consulting Group**

Handwritten signature of Denise Reed in black ink.

Denise Reed  
Actuarial Consultant



## TABLE OF CONTENTS

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II. Census Information	7
III. Financial Statement Disclosure	10
IV. Actuarial Assumptions And Methodology	13
V. Appendices	19

## Section I

# Executive Summary

The section presents the results of the July 1, 2013 valuation. The first part of this section provides a brief summary of key valuation results, and includes the actuarial certification.

The Executive Summary Detail provides a detailed development of the expenses and liabilities. Items I through IV show the development of the Annual Required Contribution (ARC). Items V through VIII show the calculation of the Annual OPEB Cost. Item IX shows the expected benefits payable to retirees during the fiscal year.

## EXECUTIVE SUMMARY

### Introduction

This report details the development of the Annual OPEB Costs for the Fiscal Year ending June 30, 2014. Estimated June 30, 2014 and June 30, 2015 disclosures are included in Section III.

The liabilities developed in this report are only valid for purposes of meeting employer accounting requirements as required by Statement of Governmental Accounting Standards Number 45 (GASB 45). Liabilities developed for other purposes could be significantly different than those shown in this report.

### Summary of Results

The Actuarial Accrued Liability and Normal Cost are calculated as of the valuation date. The Annual OPEB Cost and Expected Benefit Payments are for the year beginning on the valuation date. Additional detail is developed in the exhibits included in this actuarial valuation report.

#### Fiscal Year Ending June 30, 2014

<i>Beginning of Year Net OPEB Obligation (NOO)</i>	\$15,097,892
<i>Actuarial Accrued Liability (AAL)</i>	\$38,407,572
<i>Actuarial Value of Assets</i>	\$50,489
<i>Unfunded Actuarial Accrued Liability (UAAL)</i>	\$38,357,083
<i>Annual Required Contribution (30 year amortization)</i>	\$4,271,291
<i>Annual OPEB Cost</i>	\$3,940,458
<i>Expected Benefit Payments</i>	\$925,505

#### Fiscal Year Ending June 30, 2015

<i>Beginning of Year Net OPEB Obligation (NOO)</i>	\$18,062,845
<i>Actuarial Accrued Liability (AAL)</i>	\$40,863,877
<i>Actuarial Value of Assets</i>	\$100,588
<i>Unfunded Actuarial Accrued Liability (UAAL)</i>	\$40,763,289
<i>Annual Required Contribution (30 year amortization)</i>	\$4,513,444
<i>Annual OPEB Cost</i>	\$4,096,263
<i>Expected Benefit Payments</i>	\$1,072,732

### Economic Assumptions

The employer, with the approval of the auditor, is responsible for selecting the economic assumptions as of the disclosure date. The following table details the selected economic assumptions for the current fiscal year:

<u>Assumption Selection Date</u>	<u>July 1, 2013</u>
<i>Funding Interest Rate*</i>	4.00%
<i>2013 Medical Trend Rates</i>	8.00%
<i>Ultimate Medical Trend Rate</i>	5.00%
<i>Year Ultimate Trend Rates Reached</i>	2019
<i>Annual Payroll Increase</i>	2.50%

\* Reflects current funding policy (assumes no funding).



## **EXECUTIVE SUMMARY (cont.)**

### **Experience Gains and Losses**

The plan had an accumulated loss over the past two years, primarily due to demographic experience. The impact of the loss on the actuarial accrued liability is provided in Appendix II

### **Changes included in current valuation**

The assumption for the annual trend in the increase in health costs was reset at 8.0% for 2013, grading down 0.5% per annum to an ultimate trend rate of 5.0% for years 2019 and later. The mortality table was updated to the RP-2000 Combined Male and Female Fully Generational Mortality Table with projection scale AA. The discount rate was updated to 4.0% and the annual payroll increase was updated to 2.5%. The impact on plan liabilities is shown in Appendix II in Section V.

The new Health Care Reform Law is not expected to have a significant impact on the plan costs other than the provision for a "High Cost Plan Excise Tax", which is effective in 2018. This provision of the law is described in more detail in Section IV. The impact on plan liabilities is shown in Appendix II in Section V.

### **Accounting for Postretirement Benefits**

Government Accounting Standard No. 45 (GAS 45) addresses the accounting and financial reporting requirements by Employers for Postemployment Benefits Other than Pensions (OPEB). Employers that are required to follow Government Accounting Standards are subject to this standard. The statement does not require that the benefits be pre-funded, however, it defines a financial framework for assessing the costs, design, and sustainability of OPEBs offered by employers.

This report presents the annual expense required to be recognized by the plan sponsor for purposes of complying with the accounting requirements of Governmental Accounting Standards Board Statement No. 45. This report also provides the information needed to prepare the footnote in your financial statements related to your postretirement benefit plans.

The Annual Required Contribution (ARC) and Annual OPEB Cost are developed in the Executive Summary Detail included in this section. Section III presents the disclosure information, including the development of the Net OPEB obligation based on expected contributions / benefits to be paid during the fiscal year.

### **Actuarial Certification**

The financial results of the actuarial valuation are summarized in this report. The valuation has been prepared as of July 1, 2013. The detail charts included in this Executive Summary highlight the results of the valuation. Additional information summarizing the census, actuarial assumptions, plan provisions, and a glossary of selected terms used in this study are also included in this report.

The valuation is based on the July 1, 2013 plan information and census data as provided by the employer. We have reviewed both the census and financial data for reasonableness, but have not completed an independent audit of the information.

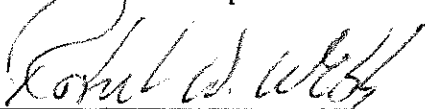
**EXECUTIVE SUMMARY (cont.)**

**Actuarial Certification (cont.)**

All costs, liabilities, and other factors under the plan were determined in accordance with generally accepted actuarial principles and procedures. The calculations are consistent and undertaken with our understanding of Statement of Governmental Accounting Standards Number 45 (GAS 45). In our opinion, the actuarial assumptions are reasonable, taking in account the experience of the plan and reasonable expectations and, individually represent our best estimate of the anticipated experience under the plan.

I have no relationship with the employer or the plan that would objectively impair, or appear to impair, my ability to perform the work detailed in this report.

I certify that I am a member of the American Academy of Actuaries and meet its Qualification Standards to provide an actuarial opinion in accordance with GASB 45.



Robert W. Webb, FSA, EA, MAAA  
Vice President and Actuary



Adeniyi Olaya, ASA, MAAA  
Associate Vice President and Actuary

**EXECUTIVE SUMMARY DETAIL - A**  
**GASB 45 LIABILITIES, ANNUAL REQUIRED CONTRIBUTION AND ANNUAL OPEB COST**  
**JULY 1, 2013 RESULTS BY GROUP**

	<i>Teachers</i>	<i>Non-Teachers</i>	<i>Town</i>	<i>Solid Waste</i>	<i>Sewer</i>	<i>Water</i>	<i>EMS</i>	<i>Retiree School</i>	<i>Retiree Town</i>	<i>Total</i>
<b>I. Present value of Future benefits</b>										
A. Retirees/Disableds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,708,153	\$2,499,693	\$15,207,846
B. Active Employees	\$22,079,323	\$9,462,268	\$8,312,025	\$464,954	\$298,569	\$704,511	\$474,741	\$0	\$0	\$41,796,391
C. Total	\$22,079,323	\$9,462,268	\$8,312,025	\$464,954	\$298,569	\$704,511	\$474,741	\$12,708,153	\$2,499,693	\$57,004,237
<b>II. Actuarial Accrued Liability</b>										
A. Retirees/Disableds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,708,153	\$2,499,693	\$15,207,846
B. Active Employees	\$12,227,568	\$5,408,705	\$4,587,440	\$276,780	\$163,704	\$328,969	\$206,560	\$0	\$0	\$23,199,726
C. Total	\$12,227,568	\$5,408,705	\$4,587,440	\$276,780	\$163,704	\$328,969	\$206,560	\$12,708,153	\$2,499,693	\$38,407,572
<b>III. Actuarial Assets</b>	\$16,074	\$7,110	\$6,030	\$364	\$215	\$432	\$272	\$16,706	\$3,286	\$50,489
<b>IV. Unfunded Actuarial Accrued Liability (U.A.A.L.)</b>	\$12,211,494	\$5,401,595	\$4,581,410	\$276,416	\$163,489	\$328,537	\$206,288	\$12,691,447	\$2,496,407	\$38,357,083
<b>V. Annual Required Contribution (ARC)</b>										
A. Normal Cost	\$1,024,006	\$432,565	\$292,955	\$20,218	\$15,848	\$40,191	\$15,580	\$0	\$0	\$1,841,363
B. Supplemental Cost	\$726,966	\$321,564	\$272,738	\$16,455	\$9,732	\$19,558	\$12,281	\$755,538	\$148,614	\$2,283,446
C. Compound Interest to Year End	\$67,896	\$29,464	\$22,477	\$1,448	\$1,023	\$2,389	\$1,114	\$17,823	\$2,848	\$146,482
D. Annual Required Contribution	\$1,818,868	\$783,593	\$588,170	\$38,121	\$26,603	\$62,138	\$28,975	\$773,361	\$151,462	\$4,271,291
	<i>[A. + B. + C.]</i>									
<b>VI. Net OPEB Obligation</b>	\$4,806,617	\$2,126,144	\$1,803,308	\$108,801	\$64,352	\$129,317	\$81,198	\$4,995,534	\$982,621	\$15,097,892
<b>VII. Interest on net OPEB Obligation</b>	\$192,265	\$85,046	\$72,132	\$4,352	\$2,574	\$5,173	\$3,248	\$199,821	\$39,305	\$603,916
<b>VIII. Adjustment to ARC</b>	(\$297,590)	(\$131,635)	(\$111,647)	(\$6,736)	(\$3,984)	(\$8,006)	(\$5,027)	(\$309,287)	(\$60,837)	(\$934,749)
<b>IX. Annual OPEB Cost (Expense)</b>	\$1,713,543	\$737,004	\$548,655	\$35,737	\$25,193	\$59,305	\$27,196	\$663,895	\$129,930	\$3,940,458
	<i>[V.D. + VII. + VIII.]</i>									
<b>X. Expected Benefit Payments</b>										
A. Retirees/Disableds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$619,929	\$154,851	\$774,780
B. Active Employees	\$107,092	\$35,046	\$7,540	\$966	\$17	\$60	\$4	\$0	\$0	\$150,725
C. Total	\$107,092	\$35,046	\$7,540	\$966	\$17	\$60	\$4	\$619,929	\$154,851	\$925,505

**EXECUTIVE SUMMARY DETAIL - B**  
**GASB 45 LIABILITIES, ANNUAL REQUIRED CONTRIBUTION AND ANNUAL OPEB COST**  
**JULY 1, 2014 RESULTS BY GROUP**

	<u>Teachers</u>	<u>Non-Teachers</u>	<u>Town</u>	<u>Solid Waste</u>	<u>Sewer</u>	<u>Water</u>	<u>EMS</u>	<u>Retiree School</u>	<u>Retiree Town</u>	<u>Total</u>
<b>I. Present value of Future benefits</b>										
A. Retirees/Disableds	\$1,431,899	\$531,555	\$199,762	\$18,911	\$747	\$1,930	\$571	\$12,584,273	\$2,441,764	\$17,211,412
B. Active Employees	\$23,222,058	\$9,958,310	\$8,537,829	\$463,654	\$309,746	\$789,328	\$493,155	\$0	\$0	\$43,774,080
C. Total	\$24,653,957	\$10,489,865	\$8,737,591	\$482,565	\$310,493	\$791,258	\$493,726	\$12,584,273	\$2,441,764	\$60,985,492
<b>II. Actuarial Accrued Liability</b>										
A. Retirees/Disableds	\$1,431,899	\$531,555	\$199,762	\$18,911	\$747	\$1,930	\$571	\$12,584,273	\$2,441,764	\$17,211,412
B. Active Employees	\$12,207,309	\$5,500,423	\$4,858,696	\$288,613	\$185,751	\$381,497	\$230,176	\$0	\$0	\$23,652,465
C. Total	\$13,639,208	\$6,031,978	\$5,058,458	\$307,524	\$186,498	\$383,427	\$230,747	\$12,584,273	\$2,441,764	\$40,863,877
<b>III. Actuarial Assets</b>	\$32,023	\$14,165	\$12,014	\$725	\$429	\$862	\$541	\$33,282	\$6,547	\$100,588
<b>IV. Unfunded Actuarial Accrued Liability (UAAL)</b>	\$13,607,185	\$6,017,813	\$5,046,444	\$306,799	\$186,069	\$382,565	\$230,206	\$12,550,991	\$2,435,217	\$40,763,289
<b>V. Annual Required Contribution (ARC)</b>										
A. Normal Cost	\$1,049,606	\$443,379	\$300,279	\$20,723	\$16,244	\$41,196	\$15,970	\$0	\$0	\$1,887,397
B. Supplemental Cost	\$813,046	\$359,593	\$302,640	\$18,354	\$11,043	\$22,547	\$13,749	\$780,046	\$152,064	\$2,473,082
C. Compound Interest to Year End	\$70,560	\$30,625	\$23,716	\$1,538	\$1,081	\$2,536	\$1,182	\$18,926	\$2,794	\$152,965
D. Annual Required Contribution	\$1,933,212	\$833,597	\$626,635	\$40,615	\$28,368	\$66,279	\$30,908	\$798,972	\$154,858	\$4,513,444
[A. + B. + C.]										
<b>VI. Net OPEB Obligation</b>	\$6,397,218	\$2,821,047	\$2,338,439	\$143,211	\$89,314	\$188,132	\$108,121	\$5,022,924	\$954,439	\$18,062,845
<b>VII. Interest on net OPEB Obligation</b>	\$255,888	\$112,842	\$93,538	\$5,728	\$3,573	\$7,525	\$4,325	\$200,917	\$38,178	\$722,514
<b>VIII. Adjustment to ARC</b>	(\$403,636)	(\$177,997)	(\$147,547)	(\$9,037)	(\$5,636)	(\$11,871)	(\$6,822)	(\$316,928)	(\$60,221)	(\$1,139,695)
<b>IX. Annual OPEB Cost (Expense)</b> [V.D. + VII. + VIII.]	\$1,785,464	\$768,442	\$572,626	\$37,306	\$26,305	\$61,933	\$28,411	\$682,961	\$132,815	\$4,096,263
<b>X. Expected Benefit Payments</b>										
A. Retirees/Disableds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$613,802	\$164,446	\$778,248
B. Active Employees	\$197,297	\$74,694	\$20,053	\$1,239	\$502	\$689	\$10	\$0	\$0	\$294,484
C. Total	\$197,297	\$74,694	\$20,053	\$1,239	\$502	\$689	\$10	\$613,802	\$164,446	\$1,072,732

## Section II

# Census Information

This section details statistics related to the participants in the postretirement benefit plan.

**CENSUS INFORMATION – A.**

**EMPLOYEE COUNTS**

*As of July 1, 2013*

	<u>Actives</u>	<u>Retirees*</u>	<u>Total</u>
Male	94	57	151
Female	216	95	311
Total	310	152	462

**COUNTS BY AGE AND ELIGIBILITY STATUS**

**ACTIVE EMPLOYEES :**

<u>Age</u>	<u>Currently Eligible to Retire</u>	<u>Not Currently Eligible to Retire</u>	<u>Total</u>
29 and under	0	34	34
30 - 34	0	33	33
35 - 39	0	17	17
40 - 44	0	31	31
45 - 49	2	39	41
50 - 54	4	44	48
55 - 59	48	9	57
60 - 64	33	7	40
65 and over	7	2	9
Total	94	216	310

**CURRENT RETIREES:**

<u>Age</u>	<u>Retirees*</u>	<u>Spouses</u>	<u>Total</u>
54 and under	0	1	1
55-59	3	3	6
60-64	25	7	32
65-69	51	22	73
70-74	33	14	47
75-79	19	8	27
80-84	8	7	15
85-89	8	2	10
90 and over	5	1	6
Total	152	65	217

*\*Retirees includes Surviving Spouses*

CENSUS INFORMATION – B.

AVERAGE AGE AND SERVICE

As of July 1, 2013

ACTIVE EMPLOYEES:

A. Average Age at Hire

Males	32.7
Females	38.5
Total	36.8

B. Average Service

Males	11.0
Females	11.1
Total	11.1

C. Average Current Age

Males	43.7
Females	49.6
Total	47.8

CURRENT RETIREES

D. Average Current Age

Males	71.1
Females	71.8
Total	71.5

### Section III

## Financial Statement Disclosure

**This section provides the required information and notes to the Financial Statement Disclosure.**



**FINANCIAL STATEMENT DISCLOSURE**

The GASB standard on accounting for postretirement benefits other than pensions requires the following disclosures in the financial statements with regard to the retiree benefit liability:

**1.) A BRIEF DESCRIPTION OF THE RETIREE MEDICAL INSURANCE PLANS:**

- a. Plan Types:** Medical  
 Fully insured with the following plan choice: HMO Basic, PPO Value, POS Harvard Pilgrim, Medicare Preferred PDP2 and Medicare Preferred HMO Rx Plus.
- b. Eligibility:** Group 1 (including Teachers):  
 Retirees with at least 10 years of creditable service are eligible at age 55;  
 Retirees with at least 20 years of creditable service are eligible at any age.  
Group 4:  
 Retirees with at least 10 years of creditable service are eligible at age 45;  
 Retirees with at least 20 years of creditable service are eligible at any age.
- c. Benefit/Cost Sharing:** The retiree contributes 50% towards the cost of their medical premium.
- d. Spouse Benefit:** Yes.
- e. Surviving Spouse Benefit:** Yes.
- f. Annual Medical Premiums:** *Effective July 1, 2012 through June 30, 2013*

<u>Plan</u>	<u>Individual</u>	<u>Family</u>
HMO Basic	\$7,657.68	\$19,619.28
PPO Value	\$14,917.44	\$37,332.00
POS HP	\$8,126.52	
Medicare Preferred PDP2	\$3,864.00	
Medicare Preferred Rx Plus	\$3,282.00	

**FINANCIAL STATEMENT DISCLOSURE (cont.)**

**2.) GASB 45 DISCLOSURE REQUIREMENTS – ESTIMATED**

A. Annual OPEB Cost and Net OPEB Obligation	<u>7/1/2013 - 6/30/2014</u>	<u>7/1/2014 - 6/30/2015</u>
1. Annual Required Contribution (ARC)	\$4,271,291	\$4,513,444
2. Interest on net OPEB Obligation	\$603,916	\$722,514
3. Adjustment to ARC	<u>(\$934,749)</u>	<u>(\$1,139,695)</u>
4. Annual OPEB Cost (Expense)	\$3,940,458	\$4,096,263
5. Contribution made (assumed middle of year) *	<u>(\$975,505)</u>	<u>(\$1,072,732)</u>
6. Increase in net OPEB Obligation	\$2,964,953	\$3,023,531
7. Net OPEB Obligation - beginning of year	<u>\$15,097,892</u>	<u>\$18,062,845</u>
8. Net OPEB Obligation - end of year	\$18,062,845	\$21,086,376

\* Contribution made was assumed to equal Expected Benefit Payments plus a contribution of \$50,000 to the trust in FYE 2014

The annual OPEB Cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for fiscal years ending 2014 / 2015 are as follows:

Fiscal Year Ending	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation	Covered Payroll	OPEB Cost % of Pay
6/30/2014	\$3,940,458	24.8%	\$18,062,845	\$18,282,384	21.6%
6/30/2015	\$4,096,263	26.2%	\$21,086,376	\$18,739,444	21.9%

**B. Funded Status and Funding Progress**

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b - a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll (AAL) ((b - a) / c)
7/1/2009	\$ -	\$29,616,372	\$29,616,372	0.0%	N/A	N/A
7/1/2011	\$ -	\$31,351,424	\$31,351,424	0.0%	N/A	N/A
7/1/2013	\$ 50,489	\$38,407,572	\$38,357,083	0.1%	\$18,282,384	210.1%

**C. Methods and Assumptions**

- Interest Rate	4.00%
- 2013 Medical Trend Rates	8.00%
- Ultimate Medical Trend Rate	5.00%
- Year Ultimate Trend Rates Reached	2019
- Actuarial Cost Method	Entry Age Normal
- The remaining amortization period at 06/30/2014	18.13
- Annual Payroll Increase	2.50%

Section IV

Actuarial Assumptions And Methodology

**ACTUARIAL ASSUMPTIONS AND METHODOLOGY**

1. **Funding Interest Rate:** An interest rate of 4.00% was used.
2. **Mortality:** Healthy participants: Mortality rates are from the RP-2000 combined fully generational mortality table with projection scale AA.  
 Disabled participants: Mortality rates are from the RP-2000 combined mortality table, set forward 2 years for Non-Teachers and set forward 3 years for Teachers.

3. **Retirement Rates:** **Group 1 (Not police or firefighters)**

<u>Age</u>	<u>Male</u>	<u>Female</u>
45-49	0.0%	0.0%
50-51	1.0%	1.5%
52	1.0%	2.0%
53	1.0%	2.5%
54	2.0%	2.5%
55	2.0%	5.5%
56-57	2.5%	6.5%
58	5.0%	6.5%
59	6.5%	6.5%
60	12.0%	5.0%
61	20.0%	13.0%
62	30.0%	15.0%
63	25.0%	12.5%
64	22.0%	18.0%
65	40.0%	15.0%
66-67	25.0%	20.0%
68	30.0%	25.0%
69	30.0%	20.0%
70+	100.0%	100.0%

**Group 4 (Police or Firefighters)**

<u>Age</u>	<u>Rate</u>
45-49	1.0%
50-52	2.0%
53	5.0%
54	7.5%
55	15.0%
56-58	10.0%
59	15.0%
60-61	20.0%
62-63	25.0%
64	30.0%
65+	100.0%

**ACTUARIAL ASSUMPTIONS AND METHODOLOGY (cont.)**

**3. Retirement Rates (cont.):      Teachers - Males/ Females**

<u>Age</u>	<u>Years of Service</u>		
	<u>0-19</u>	<u>20-29</u>	<u>30+</u>
50-54	0% / 0%	1% / 1.5%	2% / 2%
55	3% / 2%	3% / 3%	6% / 6%
56	8% / 2%	5% / 3%	20% / 15%
57	15% / 8%	8% / 7%	35% / 30%
58	15% / 10%	10% / 7%	50% / 35%
59	20% / 15%	20% / 11%	50% / 35%
60	15% / 20%	20% / 16%	50% / 35%
61	30% / 20%	25% / 20%	50% / 35%
62	20% / 25%	30% / 30%	40% / 35%
63	30% / 24%	30% / 30%	40% / 40%
64	40% / 20%	30% / 30%	50% / 30%
65	40% / 30%	40% / 30%	50% / 35%
66-67	40% / 30%	30% / 30%	50% / 35%
68-69	40% / 30%	30% / 30%	50% / 30%
70+	100% / 100%	100% / 100%	100% / 100%

**4. Disability Rates:      Group 1 (Not police or firefighters)**

<u>Age</u>	<u>Rate</u>
20	0.01%
25	0.02%
30	0.03%
35	0.07%
40	0.10%
45	0.15%
50	0.19%
55	0.24%
60+	0.28%

**Group 4 (Police or Firefighters)**

<u>Age</u>	<u>Rate</u>
20	0.01%
25	0.02%
30	0.03%
35	0.17%
40	0.30%
45	0.78%
50	1.25%
55	1.20%
60+	0.85%

**ACTUARIAL ASSUMPTIONS AND METHODOLOGY (cont.)**

4. **Disability Rates (cont.): Teachers**

<u>Age</u>	<u>Rate</u>
20	0.00%
25	0.01%
30	0.01%
35	0.01%
40	0.01%
45	0.03%
50	0.05%
55	0.08%
60+	0.10%

5. **Termination Rates: Group 1 (Not police or firefighters)**

<u>Years of Service</u>	<u>Rate</u>
0	15.0%
1	12.0%
2	10.0%
3	9.0%
4	8.0%
5	7.6%
6	7.5%
7	6.7%
8	6.3%
9	5.9%
10	5.4%
11	5.0%
12	4.6%
13	4.1%
14	3.7%
15	3.3%
16-20	2.0%
21-29	1.0%
30+	0.0%

**Group 4 (Police or firefighters)**

<u>Years of Service</u>	<u>Rate</u>
0-10	1.5%
11+	0.0%

**Teachers - Males/ Females**

<u>Age</u>	<u>Years of Service</u>		
	<u>0-4</u>	<u>5-9</u>	<u>10+</u>
20	12.0% / 10.0 %	4.5% / 9.0%	1.0% / 5.0%
30	11.4% / 12.0%	4.5% / 9.0%	1.0% / 5.0%
40	9.7% / 11.0%	5.4% / 6.5%	1.7% / 2.9%
50	10.0% / 8.2%	4.8% / 4.2%	2.2% / 2.1%

**ACTUARIAL ASSUMPTIONS AND METHODOLOGY (cont.)**

6. **Health Care Trend Rates:** It was assumed that health care costs would increase in accordance with the trend rates in the following table:

<u>Year</u>	<u>Medical Rates</u>
2013	8.0%
2014	7.5%
2015	7.0%
2016	6.5%
2017	6.0%
2018	5.5%
2019+	5.0%

7. **Participation Rate:** It was assumed that 100% of current active employees would enroll in retiree medical insurance coverage.

8. **Percent Married:** It was assumed that 65% of the employees who elect retiree health care coverage for themselves would also elect coverage for their spouse upon retirement. It was assumed that male spouses are three years older than their wives and female spouses are three years younger than the retiree. For current retirees, actual census information was used.

9. **Per Capita Claims Cost:** Per Capita Claim Costs were developed by applying morbidity aging factors to the average premium rates reflecting the demographic characteristics of the insured group. Below are sample annual per capita claim costs used:

<u>Age</u>	<u>Male</u>	<u>Female</u>
40	\$5,651	\$7,912
45	\$6,706	\$8,419
50	\$8,051	\$9,287
55	\$9,776	\$10,144
60	\$11,790	\$11,302
65	\$3,524	\$2,995
70	\$4,084	\$3,227
75	\$4,401	\$3,474
80	\$4,739	\$3,745
85	\$5,093	\$4,029
90	\$5,473	\$4,335

10. **Administrative expenses:** Included in premiums used.

11. **Participant Salary Increases:** 3.0% annually

**ACTUARIAL ASSUMPTIONS AND METHODOLOGY (cont.)**

12. **Payroll Growth Rate:** 2.5% annually

13. **High Cost Plan Excise Tax:**

Effective in 2018. The law apply a 40% tax to the cost of plan benefits in excess of statutory thresholds, which are \$10,200 for single coverage and \$27,500 for family coverage for Medicare eligible retirees, and \$11,850 for single coverage and \$30,950 for family coverage for retirees who are between ages 55 and 65. We assume the thresholds will start to increase in 2018 at the rate of 3.4%. The plan costs for pre 65 and post 65 benefits are based on the plans' premium costs adjusted for aging and trended at the health care trend rates shown above.

**ACTUARIAL COST METHOD**

An Actuarial Cost Method develops an orderly allocation of the actuarial present value of benefits payments over the working lifetime of the participants in the plan. The actuarial present value of benefits allocated to a particular fiscal year is called the Normal Cost. The actuarial present value of benefits allocated to all periods prior to a valuation date is called the Actuarial Accrued Liability. The Unfunded Actuarial Accrued Liability is amortized over future years in accordance with the employer's established accounting policy.

The Entry Age Actuarial Cost Method is used in this valuation. Under this method, the Actuarial Present Value of Projected Benefits of each individual included in the Actuarial Valuation is allocated on a level basis over future earnings of the individual between entry age and assumed exit age(s). The portion of this Actuarial Present Value allocated to a valuation year is called the Normal Cost. The portion of this Actuarial Present Value not provided for at a valuation date by the Actuarial Present Value of future Normal Costs is called the Actuarial Accrued Liability.

The amortization of the unfunded actuarial accrued liability may be determined in level dollar amounts or as a level percentage of projected payroll of active plan members. The total unfunded actuarial accrued liability may be amortized as one amount, or components of the total may be separately amortized. The equivalent single amortization period for all components combined may not exceed the maximum acceptable period of 30 years.

**ADDITIONAL COMMENTS**

The values in this GASB 45 valuation represent a closed group and do not reflect new entrants after the census collection date.

Medical premiums were adjusted to an annual basis and trended forward to the valuation date.



Section V  
Appendices

APPENDIX - I.

ACTIVE EMPLOYEE BY AGE AND SERVICE

AS OF JULY 1, 2013

<u>Age</u>	<u>0 - 4</u>	<u>5 - 9</u>	<u>10 - 14</u>	<u>15 - 19</u>	<u>20 - 24</u>	<u>25 - 29</u>	<u>30 - 34</u>	<u>35 - 39</u>	<u>40+</u>	<u>Total</u>
0 - 19	0	0	0	0	0	0	0	0	0	0
20 - 24	2	0	0	0	0	0	0	0	0	2
25 - 29	29	3	0	0	0	0	0	0	0	32
30 - 34	12	13	8	0	0	0	0	0	0	33
35 - 39	7	4	4	2	0	0	0	0	0	17
40 - 44	13	3	6	9	0	0	0	0	0	31
45 - 49	10	15	7	7	0	2	0	0	0	41
50 - 54	8	12	19	5	2	1	1	0	0	48
55 - 59	1	8	23	17	5	1	0	2	0	57
60 - 64	1	6	12	11	4	1	0	1	4	40
65 - 69	1	1	1	2	0	0	0	1	1	7
70 - 74	0	0	2	0	0	0	0	0	0	2
75 - 79	0	0	0	0	0	0	0	0	0	0
80 - 84	0	0	0	0	0	0	0	0	0	0
85 and Over	0	0	0	0	0	0	0	0	0	0
<u>Total</u>	<u>84</u>	<u>65</u>	<u>82</u>	<u>53</u>	<u>11</u>	<u>5</u>	<u>1</u>	<u>4</u>	<u>5</u>	<u>310</u>

APPENDIX - II

RECONCILIATION OF ACTUARIAL ACCRUED LIABILITY

a. 7/1/2011 Actuarial Accrued Liability	\$31,351,424
b. 2011 Normal Cost	\$1,342,197
c. Interest Rate	4.50%
d. Interest on (a. + b.)	\$1,471,213
e. 2011 Expected Benefit Payments	(\$773,270)
f. Interest on e.	(\$17,398)
g. 7/1/2012 Expected Actuarial Accrued Liability (a. + b. + d. + e. + f.)	\$33,374,166
h. 2012 Normal Cost	\$1,409,307
i. Interest Rate	4.50%
j. Interest on (g. + h.)	\$1,565,256
k. 2012 Expected Benefit Payments	(\$899,177)
l. Interest on k.	(\$20,231)
m. 7/1/2013 Expected Actuarial Accrued Liability ( g. + h. + j. + k. + l.)	\$35,429,321
n. Change in Actuarial Accrued Liability due to	
i. Demographic and plan cost changes	\$4,320
ii. Change in Actuarial Assumptions	\$2,748,945
iii. High Cost Plan Excise Tax	\$224,986
iv. Total	\$2,978,251
o. 7/1/2013 Actuarial Accrued Liability (m. + n. iv.)	\$38,407,572

**APPENDIX - III**

**DEVELOPMENT OF AMORTIZATION PAYMENT**

**A. Prior Bases**

1. Amortization Base Balance as of 7/1/2011	\$31,351,424
2. 2011 Amortization Payment	(\$1,841,829)
3. Interest	4.50%
4. Interest on (1) + (2)	<u>\$1,327,932</u>
5. Amortization Base Balance as of 7/1/2012 (1) + (2) + (4)	\$30,837,527
6. 2012 Amortization Payment	(\$1,959,207)
7. Interest	4.50%
8. Interest on (5) + (6)	<u>\$1,299,524</u>
9. Amortization Base Balance as of 7/1/2013 (5) + (6) + (8)	\$30,177,844
10. Remaining Amortization Period	17.39
11. Valuation Interest rate	4.00%
12. Assumed payroll growth	2.50%
13. 2013 Adjusted Amortization Amount	\$1,949,520

**B. New Amortization Base**

1. Experience (Gain)/Loss	\$4,320
2. Assumption Changes	\$2,748,945
4. High Cost Plan Excise Tax	\$224,986
5. Loss due to Funding timing	<u>\$5,200,988</u>
6. Total (1) + (2) + (3) + (4) + (5)	\$8,179,239
7. Remaining Amortization Period	30
8. Valuation Interest rate	4.00%
9. Assumed payroll growth	2.50%
10. Amortization Amount	\$333,926

**C. Combined Bases**

1. Amortization Base Balance as of 7/1/2013 (A.9. + B.6.)	\$38,357,083
2. 2013 Preliminary Total Amortization Amount (A.13. + B.10.)	\$2,283,446
3. 2013 Minimum Total Amortization Amount (30 year)	\$1,565,970
4. 2013 Total Amortization Amount (greater of 2. and 3.)	\$2,283,446

APPENDIX – IV

RECONCILIATION OF ACTUARIAL ASSETS

a. 7/1/2012 Actuarial Assets	\$24,958
b. Contributions	\$924,708
c. Expected Investment Return	\$1,123
d. Expected Benefit Payments	(\$899,177)
e. Expenses	<u>\$0</u>
f. 7/1/2013 Actuarial Assets	\$51,612
(a. + b. + c. + d. + e. )	
g. Contributions	\$975,505
h. Expected Investment Return	\$2,323
i. Expected Benefit Payments	(\$925,505)
j. Expenses	<u>\$0</u>
k. 7/1/2014 Actuarial Assets	\$103,935
(f. + g. + h. + j. + k.)	
l. 7/1/2014 Actual Assets	\$100,588
m. Asset Gain/(Loss) (l. - k.)	(\$3,347)

APPENDIX - V  
 PROJECTED BENEFIT PAYMENTS

Year	Amount	Accumulated	Year	Amount	Accumulated	Year	Amount	Accumulated
2013	\$ 925,505	\$ 925,505	2047	\$ 3,798,725	\$ 96,139,159	2081	\$ 672,101	\$ 168,577,455
2014	\$ 1,072,732	\$ 1,998,237	2048	\$ 3,587,297	\$ 99,726,456	2082	\$ 572,784	\$ 169,150,239
2015	\$ 1,196,908	\$ 3,195,145	2049	\$ 3,430,936	\$ 103,157,392	2083	\$ 482,859	\$ 169,633,098
2016	\$ 1,346,218	\$ 4,541,363	2050	\$ 3,256,186	\$ 106,413,578	2084	\$ 401,791	\$ 170,034,889
2017	\$ 1,488,337	\$ 6,029,700	2051	\$ 2,978,830	\$ 109,392,408	2085	\$ 330,712	\$ 170,365,601
2018	\$ 1,579,327	\$ 7,609,027	2052	\$ 2,883,742	\$ 112,276,150	2086	\$ 269,254	\$ 170,634,855
2019	\$ 1,660,070	\$ 9,269,097	2053	\$ 2,765,692	\$ 115,041,842	2087	\$ 216,909	\$ 170,851,764
2020	\$ 1,770,428	\$ 11,039,525	2054	\$ 2,677,324	\$ 117,719,166	2088	\$ 172,341	\$ 171,024,105
2021	\$ 1,899,084	\$ 12,938,609	2055	\$ 2,629,530	\$ 120,348,696	2089	\$ 135,610	\$ 171,159,715
2022	\$ 1,973,441	\$ 14,912,050	2056	\$ 2,588,810	\$ 122,937,506	2090	\$ 105,373	\$ 171,265,088
2023	\$ 2,153,967	\$ 17,066,017	2057	\$ 2,546,538	\$ 125,484,044	2091	\$ 80,880	\$ 171,345,968
2024	\$ 2,283,931	\$ 19,349,948	2058	\$ 2,518,923	\$ 128,002,967	2092	\$ 61,337	\$ 171,407,305
2025	\$ 2,414,519	\$ 21,764,467	2059	\$ 2,489,639	\$ 130,492,606	2093	\$ 45,896	\$ 171,453,201
2026	\$ 2,604,861	\$ 24,369,328	2060	\$ 2,457,099	\$ 132,949,705	2094	\$ 33,829	\$ 171,487,030
2027	\$ 2,720,537	\$ 27,089,865	2061	\$ 2,420,584	\$ 135,370,289	2095	\$ 24,577	\$ 171,511,607
2028	\$ 2,793,844	\$ 29,883,709	2062	\$ 2,381,545	\$ 137,751,834	2096	\$ 17,579	\$ 171,529,186
2029	\$ 2,934,679	\$ 32,818,388	2063	\$ 2,338,896	\$ 140,090,730	2097	\$ 12,374	\$ 171,541,560
2030	\$ 2,955,098	\$ 35,773,486	2064	\$ 2,291,413	\$ 142,382,143	2098	\$ 8,552	\$ 171,550,112
2031	\$ 3,060,155	\$ 38,833,641	2065	\$ 2,239,750	\$ 144,621,893	2099	\$ 5,810	\$ 171,555,922
2032	\$ 3,154,912	\$ 41,988,553	2066	\$ 2,182,869	\$ 146,804,762	2100	\$ 3,888	\$ 171,559,810
2033	\$ 3,166,104	\$ 45,154,657	2067	\$ 2,120,681	\$ 148,925,443	2101	\$ 2,565	\$ 171,562,375
2034	\$ 3,255,705	\$ 48,410,362	2068	\$ 2,052,427	\$ 150,977,870	2102	\$ 1,660	\$ 171,564,035
2035	\$ 3,331,091	\$ 51,741,453	2069	\$ 1,977,538	\$ 152,955,408	2103	\$ 1,063	\$ 171,565,098
2036	\$ 3,360,712	\$ 55,102,165	2070	\$ 1,896,335	\$ 154,851,743	2104	\$ 666	\$ 171,565,764
2037	\$ 3,446,194	\$ 58,548,359	2071	\$ 1,807,106	\$ 156,658,849	2105	\$ 404	\$ 171,566,168
2038	\$ 3,504,651	\$ 62,053,010	2072	\$ 1,709,352	\$ 158,368,201	2106	\$ 242	\$ 171,566,410
2039	\$ 3,577,621	\$ 65,630,631	2073	\$ 1,605,061	\$ 159,973,262	2107	\$ 126	\$ 171,566,536
2040	\$ 3,621,161	\$ 69,251,792	2074	\$ 1,491,489	\$ 161,464,751	2108	\$ 75	\$ 171,566,611
2041	\$ 3,686,974	\$ 72,938,766	2075	\$ 1,374,572	\$ 162,839,323	2109	\$ 39	\$ 171,566,650
2042	\$ 3,857,321	\$ 76,796,087	2076	\$ 1,253,137	\$ 164,092,460	2110	\$ 19	\$ 171,566,669
2043	\$ 3,834,987	\$ 80,631,074	2077	\$ 1,131,271	\$ 165,223,731	2111	\$ 9	\$ 171,566,678
2044	\$ 3,905,727	\$ 84,536,801	2078	\$ 1,010,508	\$ 166,234,239	2112	\$ 3	\$ 171,566,681
2045	\$ 3,950,986	\$ 88,487,787	2079	\$ 892,505	\$ 167,126,744	2113	\$ -	\$ 171,566,681
2046	\$ 3,852,647	\$ 92,340,434	2080	\$ 778,610	\$ 167,905,354	2114	\$ -	\$ 171,566,681

APPENDIX – VI

GLOSSARY

**Actuarial Accrued Liability.** The portion, as determined by a particular Actuarial Cost Method, of the present value of benefits which is not provided for by future Normal Costs.

**Actuarial Cost Method.** A procedure for determining the Actuarial Present Value of Total Projected Benefits and for developing an actuarially equivalent allocation of such value to time periods, usually in the form of a Normal Cost and an Actuarial Accrued Liability.

**Actuarially Equivalent.** Of equal Actuarial Present Value, determined as of a given date with each value based on the same set of Actuarial Assumptions.

**Actuarial Present Value of Total Projected Benefits.** The present value, as of the valuation date, of the cost of future benefits to be paid to employees, retirees, and covered dependents, discounted to reflect the expected effects of the time value (present value) of money and the probabilities of payment. It is the amount that would have to be invested on the valuation date so that the amount invested plus investment earnings will provide sufficient assets to pay total projected benefits when due.

**Annual OPEB Cost.** The accrual-basis measure of the periodic cost of an employer's participation in a defined benefit OPEB Plan.

**Annual Required Contributions of the Employer (ARC).** The employer's periodic required contributions to a defined benefit OPEB plan, calculated in accordance with the parameters defined in GAS 45.

**Investment Return Assumption (Discount Rate).** The rate used to adjust a series of future benefit payments to reflect the time value of money.

**Healthcare Cost Trend Rate.** The rate of change in per capita health claims costs over time as a result of factors such as medical inflation, utilization of healthcare services and technological developments.

**Net OPEB Obligation.** The cumulative difference since the effective date of GAS 45 between the annual OPEB cost and the employer's contributions to the plan.

**Normal Cost.** The portion of the Actuarial Present Value of plan benefits which is allocated to a valuation year by the Actuarial Cost Method.

**OPEB.** Postemployment benefits other than pension benefits.

**Pay-As-You-Go.** The amount of the benefits paid out to plan participants during the year.

**Per Capita Claims Cost.** The current average annual cost of providing postretirement health care benefits per individual.

**Supplemental Cost.** The amount of the Annual Required Contribution attributable to the amortization of the unfunded Actuarial Accrued Liability.

# AGENDA

## ITEM #6

Approval –

**Community Innovation Challenge Grant – Resource Guide on Septic System, Community Water Supply and Private Well Development for mixed-income, multi-unit and single-family home development**

*Associated back up materials attached.*

- August 19, 2014 memo outlining proposed *Community Innovation Challenge Grant* application
- *FY15 Community Innovation Challenge Grant Application*

**Proposed motion:** I move that the Board approve the FY15 Community Innovation Challenge Grant application as presented.



August 19, 2014

**Summary: Community Innovation Challenge Grant Application** – to develop a Resource Guide on Septic System, Community Water Supply and Private Well Development for Mixed-Income, multi-unit and single-family home development

Potential applicants: Carlisle, Easton, Medway, Mendon, Boxborough, Acton, Dunstable, (Groton and Westford to be invited)

**Proposed Grant:** To be used for the development of a much-needed informational Resource Guide prepared for non-technical readers, e.g., local board members, Town staff; housing developers, etc., which would include information regarding available septic system, community water supply and private well technologies appropriate for multi-unit and single family developments (particularly for mixed-income developments); indicative cost estimates for these technologies; permitting process; and ongoing maintenance and costs.

Currently no such document is available (see Resource Inventory attached). This Resource Guide would be extremely helpful in facilitating local affordable housing development and planning, it also would have the potential to be used as an outreach/educational tool to affordable housing homebuyers, developers and lenders.

**Work Scope:** Consultant would conduct research on available technologies for mixed-income, multi-unit and single family developments; cost estimates, including: acreage required for a MassDEP Zone One and Zone Two Community Water Supply area; local, state and federal permits required, application process and timeframe; ongoing/required maintenance and associated costs for septic system, community water supply and private well technologies used by. Consultant would attend initial meeting and minimally three working meetings with participating communities. Consultant would develop draft for review, necessary graphics and make presentation to representatives of participating communities. Consultant would incorporate final comments and produce final product.

**Community Benefit:** The Resource Guide would centralize information with the potential to streamline the development process of mixed-income housing, particularly affordable housing, in the communities applying for this grant, all of which lack either public sewage and/or water infrastructure (in all or part of their communities). The Resource Guide also would be an invaluable asset for potential affordable homebuyers, who might be hesitant to purchase a home with a septic system and/or private well. The Resource Guide also would provide information on ongoing maintenance and costs which would allow for budgeting.

**Cost Benefits:** Provide an educational opportunity as well as reduce staff time for individual communities as well as for potential affordable housing developers and lenders. Allow affordable housing buyers the opportunity for longer-term financial management and home maintenance.

No new costs for communities, other than assigned staff time.

**Statewide:** This Resource Guide also would be of use to any community in the Commonwealth, with the similar public sewage and water infrastructure limitations, for the development of mixed-income/affordable housing.

**Cost:** \$25,000

# **FY15 Community Innovation Challenge Grant**

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## **APPLICATION**

**Application deadline: October 10, 2014**

**Submission Instructions:** This application form and all supporting documents must be submitted via email by October 10, 2014 to:  
**CICgrants@state.ma.us**

Please read the Grant Guidelines before completing this application. Applications will not be considered complete unless all requested information is provided. Signoff by participating entities must be included (see form at end of application). Applications received after the deadline will not be considered.

**For more information, contact:**

**Tim Dodd**

CIC Grant Program Manager

Executive Office for Administration and Finance

**Email: [CICgrants@state.ma.us](mailto:CICgrants@state.ma.us)**

**Phone: 617-727-2040 ext. 35405**

# FY15 Community Innovation Challenge Grant

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## APPLICATION

**Project title: Resource Guide on Septic System, Community Water Supply and Private Well Development for Mixed-income, multi-unit and single family home development**

**Amount requested: \$25,000**

**Identify the lead applicant entity: Town of Carlisle.**

*If applying for internal efficiency grant: the single local government entity*

*If applying for regionalization grant: a lead municipality chosen from among municipalities participating in initiative; a lead school district among school districts considering forming a regional school district, a lead school district among school districts considering regionalizing services, a regional planning agency or council of governments, or a regional planning agency or council of governments serving as the administrative/fiscal agent on behalf of municipalities.*

**Lead applicant primary contact:**

Elizabeth D. Barnett, Housing Coordinator:

Town of Carlisle:

978-371-6694:

[ebarnett@carlisle.mec.edu](mailto:ebarnett@carlisle.mec.edu):

**Lead applicant secondary contact:**

Timothy Goddard, Town Administrator:

Town of Carlisle:

978-371-6694:

[tgoddard@carlisle.mec.edu](mailto:tgoddard@carlisle.mec.edu):

**Check type of participating entities:**

# FY15 Community Innovation Challenge Grant

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## APPLICATION

- Two or more municipalities seeking to collaborate
- Regional school(s)
- School districts considering forming a regional school district or regionalizing services
- Regional planning agency or council of government
- Local government entity and non-profit seeking to collaborate
- Single municipality (for internal efficiency grant proposal)

### List all participating entities:

Town of Boxborough

Town of Carlisle

Town of Dunstable

Town of Easton

### Purpose of the grant:

*The Executive Office for Administration and Finance is soliciting thoughtful plans and proposals for innovative initiatives. Describe proposed initiative in detail, including exact purpose of the grant funds, objectives, problems trying to address, any efforts or steps already taken to address the problem, any obstacles encountered to date and plans to resolve those challenges, the manner in which economies of scale or efficiencies would be achieved, change in service delivery, what entity would be responsible for service delivery, how participating entities would retain oversight/responsibility of service, and how the population would continue to be served, and how any new service costs will continue to be funded once service is established and grant project completed.*

*In addition to providing a general description of the proposal here, applicants should also complete the sections below:*

**Proposed Grant:** to develop a Resource Guide on Septic System, Community Water Supply and Private Well Development for Mixed-Income, multi-unit and single-family home development

Participating entities: Boxborough, Carlisle, Dunstable and Easton

This grant was is to be used for the development of a much-needed informational Resource Guide prepared for non-technical readers, e.g., local board members, Town staff; housing developers, etc., which would include information regarding available septic system, community water supply and private well technologies appropriate for multi-unit and single family developments (particularly for mixed-income developments); indicative cost estimates for these technologies; permitting process; and ongoing maintenance and costs. The document would be available in both paper and an electronic format.

# FY15 Community Innovation Challenge Grant

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## APPLICATION

Currently no such document is available (see Resource Inventory below). This Resource Guide would be extremely helpful in facilitating local affordable housing development and planning, it also would have the potential to be used as an outreach/educational tool to affordable housing homebuyers, developers and lenders.

### **Resource Inventory**

#### **MassDEP**

##### **Title 5/Septic Systems/Treatment Plants**

MassDEP Septic Systems/ Title V:

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/septic-systems-title-5.html>

Caring for Your Septic System: A Reference Guide for Homeowners

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/caring-for-septic-system-reference-guide-for-homeowner.html>

How Often Should I Pump Out My Septic Tank:

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/how-often-should-i-pump-out-my-septic-tank.html>

Save Money By Maintaining Your Septic System

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/save-money-by-maintaining-your-septic-system.html>

How as a System Owner Do I Properly Care for My Septic System?

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/system-owner-properly-care-for-my-septic-system.html>

Buying or Selling Property with a Septic System

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/buying-or-selling-property-with-a-septic-system.html>

Septic System Inspections

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/septic-system-inspections.html>

Grants and Financial Assistance Septic Systems and Treatment Plants

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/grants-and-financial-assistance-septic-systems-and-treatme.html>

Title 5/Septic Systems Financial Assistance Opportunities for System Owners

<http://www.mass.gov/eea/agencies/massdep/water/grants/title-5-septic-systems.html>

# FY15 Community Innovation Challenge Grant

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## APPLICATION

New Construction of a Septic System

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/new-construction-of-a-septic-system.html>

### Private Wells

Private Wells

<http://www.mass.gov/eea/agencies/massdep/water/drinking/private-wells.html>

Protect Your Family a Guide to Water Quality Testing

<http://www.mass.gov/eea/agencies/massdep/water/drinking/protect-your-family-a-guide-to-water-quality-testing-f.html>

Well Driller Program – Search Well

<http://www.mass.gov/eea/agencies/massdep/water/drinking/well-driller-program-searchwell.html>

### Commonwealth of Massachusetts Department of Revenue

Residential Property Tax Credits (including septic system)

<http://www.mass.gov/dor/individuals/filing-and-payment-information/guide-to-personal-income-tax/credits/residential-property-credits.html>

MassHousing Septic System Repair Program

[https://www.masshousing.com/portal/server.pt/community/home\\_owner\\_loans/228/septic\\_repair\\_loans](https://www.masshousing.com/portal/server.pt/community/home_owner_loans/228/septic_repair_loans)

### US Environmental Protection Agency

Private Well Owners

[http://www.epa.gov/region1/eco/drinkwater/private\\_well\\_owners.html](http://www.epa.gov/region1/eco/drinkwater/private_well_owners.html)

Your Septic System is Your Responsibility

[http://www.nawt.org/resources/homeowner\\_guide\\_short.pdf](http://www.nawt.org/resources/homeowner_guide_short.pdf)

A Homeowner's Guide to Septic Systems

[http://www.epa.gov/owm/septic/pubs/homeowner\\_guide\\_long.pdf](http://www.epa.gov/owm/septic/pubs/homeowner_guide_long.pdf)

### US Department of Agriculture

Water and Waste grants for communities and individual households

[http://www.rurdev.usda.gov/UWEP\\_HomePage.html](http://www.rurdev.usda.gov/UWEP_HomePage.html)

### Hunterdon County, New Jersey

# FY15 Community Innovation Challenge Grant

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## APPLICATION

Well and Septic System Care in Hunterdon County, New Jersey: A Homeowner's Guide  
<http://www.co.hunterdon.nj.us/health/wellguide.htm#10>

### Josephine County, Oregon

*Septic Systems: A Buyers and Sellers Guide, 2006.* First American Title Insurance Company of Oregon.  
Posted on Josephine County, Oregon website:  
[http://www.co.josephine.or.us/files/septic\\_systems.pdf](http://www.co.josephine.or.us/files/septic_systems.pdf)

### Work Scope:

- 1) Consultant procurement.
- 2) Selected Consultant would conduct research on available technologies for mixed-income, multi-unit and single family developments; cost estimates, including: acreage required for a MassDEP Zone One and Zone Two Community Water Supply area; local, state and federal permits required, application process and timeframe; ongoing/required maintenance and associated costs for septic system, community water supply and private well technologies used by. Consultant would attend initial meeting and minimally three working meetings with participating communities. Consultant would develop draft for review, necessary graphics and make presentation to representatives of participating communities. Consultant would incorporate final comments and produce final product.

### Benefits:

*Identify cost savings and benefits for each participating entity.*

*Identify cost savings and how such savings will be achieved, including any removal of redundancies, reductions in personnel or unfilled positions eliminated.*

*Identify other benefits. Other benefits may include enhanced level of service, improvements to organization or management structure, improved public access to local government services, a more efficient level of service that still meets the population's needs, improvements in qualifications or efficiency of staff, increased hours of operation, new online availability, or reduction in capital facilities to maintain.*

*Identify need for funding such that the initiative would not happen or would not achieve the identified benefits without the funds provided by this grant program.*

The Resource Guide would centralize information with the potential to streamline the development process of mixed-income housing, particularly affordable housing, in the communities applying for this grant, all of which lack either public sewage and/or water infrastructure (in all or part of their

# FY15 Community Innovation Challenge Grant

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## APPLICATION

communities). The Resource Guide also would be an invaluable asset for potential affordable homebuyers, who might be hesitant to purchase a home with a septic system and/or private well. The Resource Guide also would provide information on ongoing maintenance and costs which would allow for budgeting.

The development of this guide would provide an educational opportunity as well as reduce staff time for individual communities as well as for potential affordable housing developers and lenders. Allow affordable housing buyers the opportunity to have access to this information for longer-term financial management and home maintenance.

**Cost impact:** Assigned staff time to assist in consultant selection and to review drafts. Ongoing cost would be reproducing copies of the report.

*For each participating entity, identify any new costs that will be incurred and how the costs will be paid for or offset. Describe how new initiative will be made financially viable for the long-term once established.*

### Measures of success:

*Propose approach to evaluating and measuring the success of the initiative, both the success of implementing the proposed project and the success of the initiative or reform going forward once implemented. Include expected measurable improvements in service delivery or efficiency.*

The production of the Resource Guide on Septic System, Community Water Supply and Private Well Development for Mixed-Income, multi-unit and single-family home development, and ongoing community outreach/education efforts.

### Project budget for requested amount:

*Provide a detailed and realistic project budget estimate. Include breakdown of amount requested by activity/task and type of cost. If other sources of funds have been sought for this project, please identify other sources and whether those funds have been applied for (provide copy of application) or secured (provide evidence).*

*Note if project budget is attached as separate document.*

\$25,000 Total

\$400 – Procurement costs, notice in the Central Register and local paper, etc.



# FY15 Community Innovation Challenge Grant

---

## APPLICATION

\$24,600 for Resource Guide development and printing

### Project timeline:

*Projects must be completed before or by December 31, 2014. However, special consideration may be given to extended timelines for extraordinary projects. Note if project timeline is attached as separate document.*

October 2014 RFP Resource Guide released

November 2014 – Consultant selected

December 2014: Resource Guide completed

### Identify innovative aspects of proposal:

*...including changes in the way local government does business*

- Producing the Resource Guide will be a collaborative initiative between communities with similar public water and sewage infrastructure challenges to provide education and outreach for much needed information on septic systems, community water supplies and private wells.
- Resource Guide will be a valuable resource for homeowners, particularly first time homeowners and affordable homeowners
- Resource Guide will be a resource for affordable housing board and committee members as well as other non-technical entities (Town staff) who want to learn more about developing affordable housing. Also may be used by affordable housing developers.
- Resource Guide will promote sustainability and green technology and best practices

### Potential applicability to other local governments:

*Projects will be evaluated in part on potential for applicability to other local governments and/or potential for expansion. Describe how proposed project meets this requirement of serving as a viable prototype for other local government entities. Describe how this project can be expanded.*

**Statewide:** This Resource Guide also would be of use to any community in the Commonwealth, with the similar public sewage and water infrastructure limitations, for the development of mixed-income/affordable housing

# FY15 Community Innovation Challenge Grant

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## APPLICATION

### **Evidence of commitment among applicants/participants:**

*As evidence of commitment to the proposed project, applicants must submit documentation of signoff from each participating entity: if a city by the mayor or city manager, if a town by the board of selectmen, if a town with a town council by the town manager or administrator, if a school district by the school committee, if a district by the prudential committee.*

*Complete the form provided on the next page of this application.*

APPLICATION

# FY15 Community Innovation Challenge Grant

## APPLICATION

### LOCAL SUPPORT DOCUMENTATION FORM

**Project Title:** Resource Guide on Septic System, Community Water Supply and Private Well Development for Mixed-income, multi-unit and single family home development

**Lead applicant primary contact:**

Elizabeth D. Barnett:

Town of Carlisle

978-371-6694:

ebarnett@carlisle.mec.edu:

**List all participating entities:**

Town of Boxborough

Town of Carlisle

Town of Dunstable

Town of Easton

**Sign on behalf of the Applicants:**

Applicants must submit documentation of demonstrated support for the proposed initiative and grant application from each participating entity through the local support documentation form at the end of the application. Please refer to the chart below to determine who should sign your application.

Town with a Board of Selectmen	Board of Selectmen (The chair or Town Manager may sign for the Board, provided that evidence shows that the Board authorized the Town Manager or chair to sign on behalf of the Board).
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# FY15 Community Innovation Challenge Grant

## APPLICATION

Town with a Town Council	Town Manager/ Administrator
Cities	Mayor, unless charter designates some other local office to be chief administrative or executive officer (i.e. City Manager). M.G.L. Ch. 4 Sec. 7
Regional school district	School Committee (The chair or superintendent may sign for the committee, provided that evidence shows that the committee authorized the chair or superintendent to sign on behalf of the committee)
Regional planning agencies and councils of governments	Executive Director
Special municipal districts	Directors or equivalent
Counties	Commissioners

Signature	Entity
Print Name	Title
Signature	Entity
Print Name	Title
Signature	Entity
Print Name	Title

**FY15 Community Innovation Challenge Grant**

**APPLICATION**

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Signature

Entity

---

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Print Name

Title

---

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Signature

Entity

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Print Name

Title

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Signature

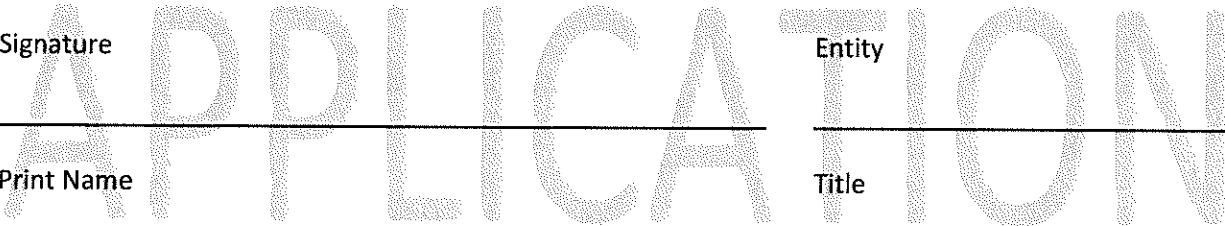
Entity

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Print Name

Title



*Duplicate this page if space needed for additional signatories*

# **AGENDA ITEM #7**

**Status Report –  
Zoning Bylaw Recodification**

*No associated back up materials.*

# AGENDA

## ITEM #8

**Authorization of the Chairman to Execute Third Amendment to Contract for Owner Project Manager Services – Architectural Consulting Group - \$687**

*Associated back up materials attached.*

- Third Amendment between Town of Medway and Architectural Consulting Group dated June 20, 2014

**Proposed motion:** I move that the Board authorize the Chair to execute the Third Amendment to the Contract with Architectural Consulting Group for owner project manager services for an amount of \$687.

**THIRD AMENDMENT TO AGREEMENT BETWEEN  
THE TOWN OF MEDWAY AND ARCHITECTURAL CONSULTING GROUP, LLC  
(OPM) OWNER PROJECT MANAGER SERVICES**

The Town of Medway, in the County of Norfolk and the Commonwealth of Massachusetts (hereinafter referred to as "Town"), and Architectural Consulting Group (hereinafter "Consultant"), an OPM firm incorporated in the Commonwealth of Massachusetts with its principal place of business at 822 Mt. Pleasant Street, New Bedford, MA 02745, hereby agree this 20<sup>th</sup> day of June, 2014, to this Third Amendment to the Agreement dated February 23, 2012 regarding the performance and furnishing of certain professional OPM services by Consultant pursuant to G.L. c. 149, § 44A ½ with regard to the Town-approved renovation with sympathetic addition for the Thayer Homestead, located at 2B Oak Street, Medway, MA (hereinafter referred to as the "project").

The Agreement is hereby amended as follows:

**1.0 CONTRACT DOCUMENTS**

Add Consultant's Proposed Amendment No. 4 dated June 17, 2014 as Exhibit H.

**2.0 CONSULTANT'S SERVICES**

Change to read as follows:

The full execution of the Agreement, the Second Amendment dated June 2, 2014 and this Third Amendment by the Town and Consultant constitutes the Town's written authorization for Consultant to proceed with the professional services described in the Consultant's proposals dated February 9, 2012 (Exhibit B to the Agreement), April 4, 2013 (Exhibit F to the Agreement) and May 16, 2014 (Exhibit G to the Agreement)(hereinafter referred to as "OPM Services").

**6.0 PAYMENT BY THE TOWN FOR OPM SERVICES**

Change the first paragraph of Section 6.0 to read as follows:

The Town shall pay the Consultant for the performance of this Agreement the not to exceed sum of **\$181,257 (one hundred eighty-one thousand two hundred fifty-seven dollars)**. **Of this amount the Town will pay Consultant the not-to-exceed sum of \$26,150 for Phase I of the project (pre-design, design and pre-construction phase, including the re-bid OPM services set forth in Exhibit F), and the Town will pay Consultant the not-to-exceed sum of \$155,107 for Phase II of the project (including the clerk of works and post-construction phase OPM services set forth in Exhibit F & Exhibit G, Exhibit H), for a total not to exceed the \$181,257.** Phase II is subject to Town Meeting approval and Consultant shall not be paid for any services related to Phase II without such approval and without notice to proceed on Phase II from the Town.

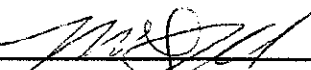



**IN WITNESS WHEREOF** the parties hereto have executed copies of this First Amendment to the Agreement the day and year first above written.\*

\*If a Corporation, attach to each signed copy of this Agreement an attested copy of the vote of the Corporation authorizing the said signing and sealing.


**OPM: Architectural Consulting Group, LLC**

**TOWN OF MEDWAY**

By:   
Title: 

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CORPORATE SEAL:**

  
Town Accountant


\_\_\_\_\_  
Chief Procurement Officer  
Dated: \_\_\_\_\_

Dated: 8/25/14

**Funding Source:**

Account: 30606302 5324

**Approved As To Form**

  
Town Counsel

Dated: 8/19/14

**AMENDMENT NO. #4**

**TO THE AGREEMENT BETWEEN TOWN OF MEDWAY AND ARCHITECTURAL  
CONSULTING GROUP, LLC, INC., DATED FEBRUARY 23, 2013 FOR EXTRA SERVICE AT  
THE THAYER HOMESTEAD PROJECT.**

This Amendment, dated June 17, 2014, supplements and amends the above referenced Agreement, dated February 23, 2012 and Amendment #2, dated April 4, 2013 for 45 weeks of construction phase services concluding on March 5, 2014 between the Town of Medway and the Architectural Consulting Group, LLC, Inc. as amended and supplemented herein, the Agreement remains in effect in accordance with its terms.

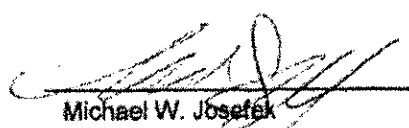
The Agreement is amended and supplemented as follows:

1. During the execution of the contract and amendments by the Parties, ACG was asked by the Building Committee to contact Northeast Pro-Con Solutions, LLC of Fairhaven, to do some immediate perimeter treatment of the Thayer Homestead and Barn Project, so that the construction phase could continue without delay. ACG did contact Northeast Pro-con and authorized them to start immediately with the Boards approval. ACG was invoiced for services and paid the Northeast Pro-con Solutions, LLC, a sum of \$687.00 for their services. ACG submitted the copy of the paid invoice for reimbursement to the Town of Medway on July 1, 2013 with Invoice #MT-11.

TOWN OF MEDWAY

ARCHITECTURAL CONSULTING  
GROUP, LLC, INC.

  
Daniel Hooper  
Thayer House Committee Chairman

  
Michael W. Josefek  
President

Dated: 8/26/14

Dated: \_\_\_\_\_

# AGENDA

## ITEM #9

**Approval –  
One-Day Liquor License –  
*Taste of Medway - October 4, 2014***

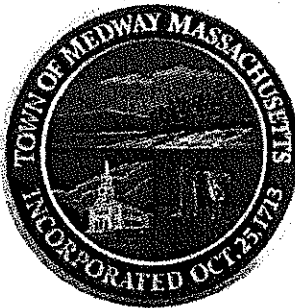
***Associated back up materials attached.***

- Application for Special One-Day Liquor License – Medway 300 – *Taste of Medway* event
- Memorandum from Police Chief Tingley dated September 12, 2014

**Proposed Motion:** I move that the Board approve a Special One-Day Liquor license for the *Taste of Medway* event scheduled for October 4, 2014 with the proviso that all conditions set forth in Chief Tingley's memorandum dated September 12, 2014 are met.

Board of Selectmen

Dennis P. Crowley, Chair  
John A. Foresto, Vice-Chair  
Richard A. D'Innocenzo, Clerk  
Glenn D. Trindade  
Maryjane White



TOWN OF MEDWAY

APPLICATION FOR SPECIAL ONE-DAY LIQUOR LICENSE

MGL c.138, §14

Application for the purpose of selling or dispensing the following beverages permitted by law. A Section 12 license holder may not also be granted a Section 14 (one-day) license unless event is held at a separate location. A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. Purchase must be made from a licensed wholesaler/importer, manufacturer, farmer-winery/brewery, or special permit holder.

For Profit Businesses are eligible for wine and malt license only.

Application must be submitted at least two weeks prior to event.

Fee: \$50 (May be waived at Board of Selectmen's discretion)

All Alcohol \_\_\_\_\_ Wine and Malt X

Event Taste of Medway 2014

Name of Organization/Applicant Town of Medway / Medway 300

Address \_\_\_\_\_

SS# or FID# \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Email \_\_\_\_\_

Non-Profit Organization Y \_\_\_\_\_ N \_\_\_\_\_  
Attach non-profit certificate of exemption

Event Location Thayer

Event Date 10/4/14

Event Hours (No later than 1:00 AM; Last call 12:30 AM) 3pm to 6pm

Is event open to the general public? Y X N \_\_\_\_\_

Estimated attendance 400

Will there be an age restriction? Y \_\_\_\_\_ N X  
Minimum age allowed:

How, where and by whom will ID's be checked? Identification will be  
Checked upon entry.

Is there a charge for the beverages? Y \_\_\_\_\_ N X  
Price structure:

This is a beer, wine and food tasting event

Alcohol server(s)

Attach Proof of Alcohol Server Training

Mickey Cassidy will be the safe serve person in attendance

Provisions for Security, Detail Officer intend to have a police detail present

Does the applicant have knowledge of State liquor laws? Y X N \_\_\_\_\_

Experience This is the third year of this event. Have a copy of laws

The following may be required:

Police Dept. – Detail; Fire Dept. – Detail; Board of Health – Food Permit; Building Dept. – Tent Permit

Date of Application 9/12/14

Applicant's Signature Wendy Harrington

Applicant's Name Wendy Harrington - chair

Address 4 Crestview Av Medway

Phone (98) 533 0242 Fax ( ) \_\_\_\_\_ Email HARRY6242@gmail.com

The Board of Selectmen's Office will forward this application to the Police, Fire, and Building Departments and the Board of Health for approval and recommendations.

Police Department \_\_\_\_\_  
315 Village St \_\_\_\_\_ Date \_\_\_\_\_

Fire Department \_\_\_\_\_  
44 Milford St \_\_\_\_\_ Date \_\_\_\_\_

Board of Health \_\_\_\_\_  
Town Hall, 2<sup>nd</sup> Fl \_\_\_\_\_ Date \_\_\_\_\_

Building Department \_\_\_\_\_  
Town Hall, 1<sup>st</sup> Fl \_\_\_\_\_ Date \_\_\_\_\_



# Medway Police Department

315 Village Street  
Medway, MA 02053

Phone: 508-533-3212  
FAX: 508-533-3216  
Emergency: 911

Allen M. Tingley  
Chief of Police

September 12, 2014

To: Michael Boynton  
Town Administrator

From: Allen M. Tingley  
Chief of Police

Re: Taste of Medway - One day liquor License

I have reviewed the application for the Medway 300<sup>TH</sup>, one day liquor license request for their "Taste of Medway" fundraiser scheduled for October 4, 2014 starting at 3:00 PM and ending at 6:00 PM.

I approve of the issuing of the permits with the following condition.

There will be no on-street parking on either side of Oak Street or Mechanic Street.

Two detail officers with a marked police cruiser will be hired for this event for traffic and event security.

The serving of the beer and wine will comply with the standards set forth in the Town of Medway's liquor policy for a one day alcoholic beverage license (At the Boards discretion a TIPS certified server should be on the premises), and the Alcoholic Beverage Control Commissions rule concerning one day licenses (Special licensees cannot purchase alcoholic beverages from a package store and cannot accept donations of alcoholic beverages from anyone).

Respectfully Submitted

Allen M. Tingley  
Chief of Police

# AGENDA

## ITEM #10

**Approval –  
One-Day Liquor License –  
Lisa Hsieh/Mia's Militia Fundraiser –  
October 17, 2014**

*Associated back up materials attached.*

- Application for Special One-Day Liquor License – Lisa Hsieh – Mia's Militia Fundraiser and associated paperwork
- Memorandum from Police Chief Tingley dated September 17, 2014

**Proposed Motion:** I move that the Board approve a Special One-Day Liquor license for the Lisa Hsieh/Mia's Militia event scheduled for October 17, 2014 with the proviso that all conditions set forth in Chief Tingley's memorandum dated September 17, 2014 are met.

**Board of Selectmen**

Dennis P. Crowley, Chair  
John A. Foresto, Vice-Chair  
Richard A. D'Innocenzo, Clerk  
Glenn D. Trindade  
Maryjane White



Medway Town Hall  
155 Village Street  
Medway, MA 02053  
Phone (508) 533-3264  
Fax (508) 321-4988

**TOWN OF MEDWAY**  
**COMMONWEALTH OF MASSACHUSETTS**

**APPLICATION FOR SPECIAL ONE-DAY LIQUOR LICENSE**

MGL c.138, §14

Application for the purpose of selling or dispensing the following beverages permitted by law. A Section 12 license holder may not also be granted a Section 14 (one-day) license unless event is held at a separate location. A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. Purchase must be made from a licensed wholesaler/importer, manufacturer, farmer-winery/brewery, or special permit holder.

For Profit Businesses are eligible for wine and malt license only.

Application must be submitted at least two weeks prior to event.

Fee: \$50 (May be waived at Board of Selectmen's discretion)

All Alcohol \_\_\_\_\_ Wine and Malt <sup>(maybe)</sup> X

Event Type 1 Diabetes Fundraiser (JDRF) - Team "Mia's Militi"

Name of Organization/Applicant Lisa Hsieh

Address 8 Crestview Ave. Medway

SS# or FID# [REDACTED]

Phone (617) 697-1143 Fax ( ) Email lhsieh1@verizon.net

Non-Profit Organization Y X N \_\_\_\_\_

Attach non-profit certificate of exemption

Event Location Thayer House

Event Date Oct. 17, 2014

Event Hours (No later than 1:00 AM; Last call 12:30 AM) 7-10pm

Is event open to the general public? Y X N \_\_\_\_\_

Estimated attendance 150



Will there be an age restriction? Y  N

Minimum age allowed: 21 as pertains to alcohol service

How, where and by whom will ID's be checked? Bartender Susan Gillis (Medway VFW) and Ann Williams from Pour Richards

Is there a charge for the beverages? Y  N

Price structure: ~ 4.00 wine

Alcohol server(s)

Attach Proof of Alcohol Server Training

Susan Gillis + Ann Williams

Provisions for Security, Detail Officer N/A

Does the applicant have knowledge of State liquor laws? Y  N

Experience \_\_\_\_\_

The following may be required:

Police Dept. – Detail; Fire Dept. – Detail; Board of Health – Food Permit; Building Dept. – Tent Permit

Date of Application 9/12/2014

Applicant's Signature [Signature]

Applicant's Name Lisa Restle Hsieh

Address 8 Crestview Ave Medway MA

Phone (508) 697-1143 Fax ( ) Email LHSIEH1@verizon.net

The Board of Selectmen's Office will forward this application to the Police, Fire, and Building Departments and the Board of Health for approval and recommendations.

Police Department \_\_\_\_\_  
315 Village St \_\_\_\_\_ Date \_\_\_\_\_

Fire Department \_\_\_\_\_  
44 Milford St \_\_\_\_\_ Date \_\_\_\_\_

Board of Health \_\_\_\_\_  
Town Hall, 2<sup>nd</sup> Fl \_\_\_\_\_ Date \_\_\_\_\_

Building Department \_\_\_\_\_  
Town Hall, 1<sup>st</sup> Fl \_\_\_\_\_ Date \_\_\_\_\_



New England Chapter  
60 Walnut Street  
Wellesley Hills, MA 02481  
t: 781-431-0700 f: 781-431-8836  
[www.newengland.jdrf.org](http://www.newengland.jdrf.org)

August, 2014

Dear Friends:

On behalf of the JDRF New England Chapter, I would like to acknowledge and thank the Mia's Militia Walk Team for their participation in the JDRF One Walk Boston on Saturday, September 27, 2014 at the DCR Hatch Shell in Boston, MA. The proceeds raised from their fundraising event will be donated to JDRF to help further our mission to find a cure for diabetes and its complications through the support of research.

JDRF is the leading funder and advocate of type 1 diabetes (T1D) research. JDRF-funded research encompasses T1D at every life-stage: stopping or slowing its progression in people who are newly diagnosed; reversing it in those who have lived with the disease for years; avoiding or reversing complications; and preventing the disease in people at risk and in future generations. In an average year, 80% of JDRF's expenditures directly support research and research-related education. Through the ongoing support of our volunteers, donors, and partners, JDRF was able to commit \$116 million in research funding in 2013 and has been able to fund more than \$1.6 billion in diabetes research worldwide since our inception in 1970.

T1D affects as many as three million people in the U.S. alone and every year, more than 30,000 new cases of T1D are diagnosed annually. While JDRF focuses on T1D research, the most serious form of the disease, it also supports research relating to complications that are common to both type 1 and type 2 diabetes. Nearly 26 million people in the United States and 363,000 Massachusetts residents have some form of diabetes.

JDRF was created—and is still led—by people with a personal connection to T1D. That gives us an unrelenting passion and commitment to find better treatments, and ultimately a cure, for people with this disease. Thank you for supporting the Mia's Militia JDRF Walk Team's efforts to raise funds for JDRF. For more information, please feel free to contact me at (781) 431-0700 or [jjones@jdrf.org](mailto:jjones@jdrf.org), or visit our web site at [www.newengland.jdrf.org](http://www.newengland.jdrf.org).

Sincerely,

A handwritten signature in black ink, appearing to read "Jessica Jones", written in a cursive style.

Jessica Jones  
Development Coordinator

JDRF's tax identification number is 23-1907729.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
9/4/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Charles River Ins. Brokerage, Inc. 5 Whittier Street 4th Floor Framingham MA 01701	<b>CONTACT NAME:</b> Charles River Ins. Brkg., Inc. <b>PHONE (A/C No. Ext):</b> (508) 656-1400 <b>FAX (A/C No.):</b> (508) 656-1499 <b>E-MAIL ADDRESS:</b> sschroder@charlesriverinsurance.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Safety Indemnity</td> <td>33618</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Safety Indemnity	33618	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER B:														
INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
<b>INSURED</b> Lisa Hsieh Clement Hsieh 8 CRESTVIEW AVE MEDWAY MA 02053														

**COVERAGES**      **CERTIFICATE NUMBER:** CL149411208      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> 3, Special Form GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	BMA0376345	10/4/2014	10/4/2015	EACH OCCURRENCE \$ 50000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$					
	MED EXP (Any one person) \$ 1000					
	PERSONAL & ADV INJURY \$					
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATUTORY LIMITS    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 " For the benefit of liability extended to Mia's Militia at the Thayer House in Medway."

<b>CERTIFICATE HOLDER</b> Poor Richards 14 Grove Street Franklin, MA 02038-3228	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Thomas Vocatura/SS
--	--

**LICENSE  
ALCOHOLIC BEVERAGES**  
THE LICENSING BOARD OF

The Town of Franklin  
MASSACHUSETTS  
HEREBY GRANTS A

**Retail Package Goods Store**

**License to Expose, Keep for Sale, and to Sell  
All Kinds of Alcoholic Beverages**

**Not To Be Consumed On the Premises**

To NDO Enterprises LLC, dba. Four Richards's Wine and Spirits, 14 GROVE ST,  
Manager: Ann Williams

on the following described premises:

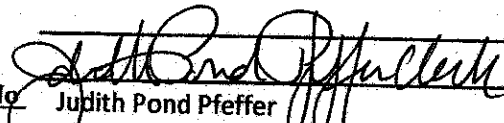
Single Story warehouse building with front entrances and rear access to loading  
dock. Two rest rooms, office and a break room.

This license is granted and accepted upon the express condition that the license shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires on Wednesday, December 31, 2014 unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures on Sunday, December 01, 2013

The Hours during which Alcoholic Beverages may be sold are

Mon-Sat: 8:00 am to 11:00 pm. Sunday: No sales Prior to noon, after 11pm or 11:30 pm on Sunday immediately preceding a legal holiday.

  
Judith Pond Pfeffer  
Clerk, Franklin Town Council

LICENSING BOARD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

I.

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**IMPORTANT:** Keep a copy of this card for your records. Write down your certification number because you will need it when contacting TIPS. For assistance or additional information, contact Health Communications, Inc. by using the information provided on the reverse side of your certification card. There is a minimal charge for a replacement card if your original card becomes lost, damaged or stolen.

	On Premise	SSN:	XXX-XX-XXXX
Issued:	11/12/2013	Expires:	11/4/2016
ID#:	3606545	D.O.B.:	XX/XX/XXXX
<b>BEVERLY ANN WILLIAMS</b> 14 Grove St Franklin, MA 02038-3228			
For service visit us online at <a href="http://www.gettips.com">www.gettips.com</a> Michael Marcantonio, 64			



National Restaurant Association  
EDUCATIONAL FOUNDATION

**Designated Server**

Date 11/30/2000

No. 2485541

MA

Id Number 1640127

SUSAN GILLIS

As a Bar Code® professional, I am trained in  
safe and responsible beverage alcohol service.

President *Ashual Hayes*



EXAM FORM NO. 4502

CERTIFICATE NO. 6728813

# ServSafe® Certification

TO WINIFRED A MOREAU

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

10/21/2009

DATE OF EXAMINATION

10/21/2014

DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.

David Gilbert  
Chief Operating Officer, National Restaurant Association  
Executive Director, National Restaurant Association Solutions



**Servs**  
National Restaurant

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**ServSafe**  
National Restaurant Association

**ServSa**  
CERTIFICATI

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Foundation for the ServSa  
Date of Examinati  
Date of Expiration  
Local laws apply. Check w  
©2012 National Restaura  
ServSafe is a registered tr

EXAM FORM NO. 4801  
CERTIFICATE NO. 9715523

# ServSafe® CERTIFICATION

TO **DAWN BERTHELETTE**

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination,  
which is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

01/22/2013

DATE OF EXAMINATION

01/22/2018

DATE OF EXPIRATION

Local laws apply. Check website for recertification requirements.

National Restaurant Association



#0655

©2012 National Restaurant Association Solutions, LLC. The logo above is a registered trademark of the NRAEF, used under license by National Restaurant Association Solutions, LLC.





# Medway Police Department

315 Village Street  
Medway, MA 02053

Phone: 508-533-3212  
FAX: 508-533-3216  
Emergency: 911

Allen M. Tingley  
Chief of Police

September 17, 2014

To: Michael Boynton  
Town Administrator

From: Allen M. Tingley  
Chief of Police

Re: Type 1 Diabetes Fundraiser - One day liquor License

I have reviewed the application for the <sup>one</sup> day liquor license request for the Type 1 Diabetes fundraiser scheduled for October 17, 2014 starting at 6:00 PM and ending at 10:00 PM.

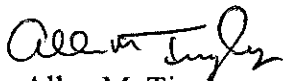
I approve of the issuing of the permits with the following condition.

There will be no on-street parking on either side of Oak Street or Mechanic Street.

Two detail officers with a marked police cruiser will be hired for this event for traffic and event security.

The serving of the beer and wine will comply with the standards set forth in the Town of Medway's liquor policy for a one day alcoholic beverage license (At the Boards discretion a TIPS certified server should be on the premises), and the Alcoholic Beverage Control Commissions rule concerning one day licenses (Special licensees cannot purchase alcoholic beverages from a package store and cannot accept donations of alcoholic beverages from anyone).

Respectfully Submitted

  
Allen M. Tingley  
Chief of Police

# AGENDA

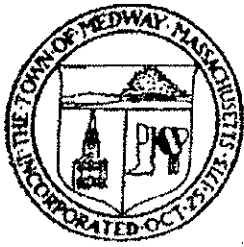
# ITEM #11

**Approval –  
Public Events Application –  
Revelation Family Enrichment Center  
[R.I.S.E. Outlet]/ October Festival –  
October 25, 2014**

*Associated back up materials attached.*

- Public Event Application from R.I.S.E. Outlet
- Correspondence from Tyechia James of Revelation Family Enrichment Center dated September 12, 2014
- Landlord approval letter dated October 18, 2014 (sic)
- Memorandum from Police Chief Tingley dated XXX

**Proposed Motion:** I move that the Board approve the Public Events Application for Revelation Family Enrichment Center's proposed October festival scheduled for October 25, 2014 with the proviso that any conditions which might be placed by Police Chief Tingley and/or Fire Chief Lynch be met.



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

**PUBLIC EVENT APPLICATION**  
**(PARADE, ROAD RACE, PERFORMANCE OR ASSEMBLY)**

Today's Date: 9/15/14

Applicant Name: Tyechia James

Applicant's Organization: RISE OUTLET

Contact Name: Tyechia James

Address: 6 Main Street Suite D

Telephone # 508 533 5700 Email: Ty.james@email.com

Event Date and Hours: October 25, 2014 12-6pm

Location of Event: (Must provide written permission of property owner)  
6 main street Rear

For Parades, Marches, Road Races: Assembly Location, Route, Dispersal Location:

[Attach map of route]

Description of Event and Proposed Activities:

October Festival, ~~and~~ Vendor Tables, Games with prizes, Food, entertainment

Expected Number and Type of Participants (persons, animals, vehicles):

15 vendors, local dancers

Audience/Spectator Estimate: 50

Describe all crowd control, traffic control, or other safety measures:

20 volunteers To help assist with parking, Event flow & safety of children & their family

Insurance Information: Policy # ODN-A401796-00

Issuing Company: Hanover Insurance Company

Public Liability Coverage Limit: \_\_\_\_\_

**Requirements:**

You are required to provide the Town of Medway with Certificate of Insurance evidencing minimum public liability coverage of \$1,000,000/\$3,000,000 for the event and listing the Town of Medway as an additional insured.

You may be required to obtain a police detail or other additional municipal services. Costs for these are the responsibility of the applicant and prepayment, a deposit, or surety for payment may be required.

**NOTE:** Approval of permit is based upon Board of Selectmen's determination that event will not pose a substantial risk of endangering public health, safety or welfare, based upon its application of public safety criteria.

**If fundraising:**

Provide evidence of non-profit status

Estimated expenses: \$ 1,500

Estimated profit: \$ 1,000

**Describe how proceeds will be expended:**

All proceeds will be used for the operation of R.I.S.E Outlet & the programs it supports

Applicant, By: Tyechia James  
Signature

Tyechia James, Executive Director  
Print Name, Title

**Food Permits - Contact Board of Health for requirements 508- 533-3206**

**Fire Details-Permits - Contact Fire Department for required permits 508-533-3213**

**Tents-Wiring-Signage - Contact Building Department for required permits 508-533-3253**

**Police Details - Contact Police Department - Safety Officer - 508-533-3212**

**Workers Compensation Affidavit & Information Page from the Workers Comp. Policy must be submitted before license is issued.**

**PUBLIC EVENT APPLICATION**  
**(PARADE, ROAD RACE, PERFORMANCE OR ASSEMBLY)**

Applicant: RISE Outlet

Date: \_\_\_\_\_

**COMMENTS: FOR TOWN USE ONLY**

Police/Safety Officer: \_\_\_\_\_

BOH Stephen Bacon

Fire: \_\_\_\_\_

Inspection: \_\_\_\_\_

Approval: Yes No

Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PUBLIC EVENT APPLICATION**  
**(PARADE, ROAD RACE, PERFORMANCE OR ASSEMBLY)**

Applicant: RISE Outlet

Date: \_\_\_\_\_

**COMMENTS: FOR TOWN USE ONLY**

Police/Safety Officer: \_\_\_\_\_

BOH \_\_\_\_\_

Fire:  \_\_\_\_\_

Inspection: \_\_\_\_\_

Approval:  Yes  No

Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# REVELATION FAMILY ENRICHMENT CENTER

September 12, 2014

To Who It May Concern,

I am writing this letter to ask permission to have an October festival here at 6 Main Street where I conduct business. I have spoken with my landlord about this event and he has given permission for this event to take place on his property. He is also the owner of the property next to 6 Main Street which is the 4 Main Street location. We would have access for the community to park on that location in the back and front of that property.

This event will consist of us inviting the community to participate in a fun day for the kids and parents. We will have a kid's corner that will have face painting, games with prizes, costume contest and bounce house. Food would be offered at this event, served by a Serv Safe Certified person. This food would consist of hamburgers, hot dogs & maybe pizza along with drinks and chip. 15-20 local businesses would have a 10x10 space to present their product or service to the public. All of these events would take place in the back of the property located at 6 Main Street. We will also invite local dance studios and singers to perform.

We have scheduled the date for this event on Saturday, October 25, 2014, 12:00 – 6:00. This event would be open to the public. We appreciate your consideration for this event and look forward to working with you to make this event successful. Thank you in advance for your time and consideration.

Sincerely,



Tyechia James

Revelation Family Enrichment Center

**DBA R.I.S.E Outlet**

6 Main Street Suite D

Medway, Ma 02053

508-533-5700

781-953-9712

COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF REVENUE  
PO BOX 7010  
BOSTON, MA 02204



403C  
REVELATION FAMILY ENRICHMENT CEN  
TER INC  
141 MEMORIAL PKWY # 2  
RANDOLPH MA 02368-4511

Notice Date: 12/03/10  
Taxpayer ID Number: ~~432 083 631~~

Dear Taxpayer,

Below please find your Certificate of Exemption (Form ST-2). Please cut along the dotted line and display at your place of business.

Sincerely,

Massachusetts Dept. of Revenue



Form ST-2  
Certificate of Exemption

Massachusetts  
Department of  
Revenue

Certification is hereby made that the organization herein is an exempt purchaser under General Laws, Chapter 64H, section 6(d) or (e). All purchases of tangible personal property by this organization are exempt from taxation under said chapter to the extent that such property is used in the conduct of the business of the purchaser. Any abuse or misuse of this certificate by any tax-exempt organization or any unauthorized use of this certificate by any individual constitutes a serious violation and will lead to revocation. Willful misuse of this Certification of Exemption is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines. (See reverse side.)

REVELATION FAMILY ENRICHMENT CEN  
TER INC  
REVELATION FAMILY ENRICHMENT  
CENTER  
141 MEMORIAL PARKWAY # 2  
RANDOLPH MA 02368

EXEMPTION NUMBER  
432 083 631  
ISSUE DATE  
11/26/10  
CERTIFICATE EXPIRES ON  
11/26/20

NOT ASSIGNABLE OR TRANSFERABLE

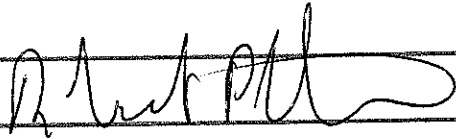
COMMISSIONER OF REVENUE



Oct 18, 2014

To Whom it may concern

I hereby give permission to B.I.S.E  
outlet to have ANY October Fest on Oct 25 2014  
This will be conducted from 1:00 P.M to 6:00 P.M.



508 648 7450

Robertpotheau@AOL.COM



# Medway Police Department

315 Village Street  
Medway, MA 02053

Phone: 508-533-3212  
FAX: 508-533-3216  
Emergency: 911

Allen M. Tingley  
Chief of Police

September 18, 2014

To: Michael Boynton  
Town Administrator

From: Allen M. Tingley  
Chief of Police

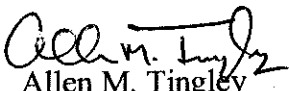
Re: RISE Outlet - October Festival

I have reviewed the application for RISE Outlets October Festival, scheduled for October 25, 2014, starting at 12:00 PM and ending at 6:00 PM.

I approve of the issuing of the permit with the following condition.

There will be no on-street parking on either side of Main Street and Oakland Street

Respectfully Submitted

  
Allen M. Tingley  
Chief of Police

# **AGENDA ITEM #12**

**Appointments –  
Medway Cable Advisory Committee –  
Richard Boucher, John Foresto, Robert  
O’Neill, Glenn Trindade, Shelley Wieler**

*No associated back up materials.*

**Proposed motion:** I move that the Board appoint Richard Boucher, John Foresto, Robert O’Neill, Glenn Trindade and Shelley Wieler to the Medway Cable Advisory Committee for one-year terms to expire on June 30, 2015.

# AGENDA

# ITEM #13

## Discussion – Support for HB1840 Seniors and Retired Volunteers Act of 2013

*Associated back up materials attached.*

- Memorandum dated August 28, 2014 from Dick Skinner, resident of Mendon, MA
- Copy correspondence from Mendon Board of Selectmen to Congressman James McGovern dated July 9, 2014.
- Copy H.R. 1840 – To amend the Internal Revenue Code of 1986 to exclude from income and employment taxes real property tax abatements for seniors and disabled individual in exchange for services

August 28, 2014

Ashland BOS	<a href="mailto:boardofselectman@ashlandma.com">boardofselectman@ashlandma.com</a>
Bellingham BOS	<a href="mailto:selectman@bellinghamma.org">selectman@bellinghamma.org</a>
Blackstone BOS	15 Saint Paul Street, Blackstone, MA 01504
Douglas BOS	<a href="mailto:skane@douglasma.org">skane@douglasma.org</a>
Franklin Town Council	<a href="mailto:jnutting@franklin.ma.us">jnutting@franklin.ma.us</a>
Grafton BOS	Town of Grafton, c/o BOS Office, 30 Providence Road, Grafton, MA 01519
Holliston BOS	<a href="mailto:lebeaup@holliston.k12.ma.us">lebeaup@holliston.k12.ma.us</a>
Hopedale BOS	<a href="mailto:sbrouwer@hopedale-ma.gov">sbrouwer@hopedale-ma.gov</a>
Hopkinton BOS	<a href="mailto:mpittman@hopkintonma.gov">mpittman@hopkintonma.gov</a>
Medway BOS	<a href="mailto:bos@townofmedway.org">bos@townofmedway.org</a>
Milford BOS	<a href="mailto:rvillani@milfordma.com">rvillani@milfordma.com</a>
Millville BOS	<a href="mailto:execsec@millvillema.org">execsec@millvillema.org</a>
Northbridge BOS	<a href="mailto:ssusienka@northbridgemass.org">ssusienka@northbridgemass.org</a>
Sutton BOS	<a href="mailto:d.jaques@town.sutton.ma.us">d.jaques@town.sutton.ma.us</a>
Upton BOS	<a href="mailto:brobinson@uptonma.gov">brobinson@uptonma.gov</a>
Uxbridge BOS	<a href="mailto:tante@uxbridge-ma.gov">tante@uxbridge-ma.gov</a>

I am writing this memo in the hope that you too will support US House of Representatives HB 1840 by writing to your US House Representative and indicating your support.

The background. Mendon has a tax abatement program that is designed to encourage seniors to volunteer their time, energy and wealth of experience in support of Town needs such as office coverage for 1 person offices during vacations, sick days or peak workloads, providing help for library, landscaping, painting, food pantry at Senior Center, website work, teaching computer courses, work at schools – office and classroom, and / or recording and broadcasting cable TV coverage of meetings, etc., in return for a partial abatement of their taxes. We know that many other towns have similar programs.

Unfortunately, the IRS has said that this tax abatement is equivalent to income and is taxing this as “equivalent income.” We feel that seniors are being unjustly taxed for helping the Town and by being taxed are in fact being discouraged from providing all the volunteer support the Town needs. As an interesting note, the State of Massachusetts does not agree with the Federal Government and is not taxing this “equivalent income.”

If you have a similar tax abatement program, we invite you to support US House bill HB 1840 “Seniors and Retired Volunteers Act of 2013 – Amends the Internal Revenue Code to allow individuals who have attained age 60 or are disabled an exemption from income and employment taxes for real property tax abatements received under a state or local program in which such individuals have provided services in exchange for such abatements.”

I am very interested in gaining support for and passing this piece of legislation because I feel that our seniors and our towns deserve our support. Will you please tell me what action you take, if any. And, please feel free to encourage other towns to support this piece of legislation also.

Dick Skinner  
Mendon

Attached: Letter from the Mendon BOS to Representative McGovern supporting HB 1840



## TOWN OF MENDON

Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
Telephone: (508) 473-2312  
Fax: (508) 478-8241  
BOS@mendonma.gov

Board of Selectmen:  
Michael Goddard, Chair  
Mark Reil  
Rich Schofield

Honorable Representative McGovern  
12 East Worcester Street, Suite 1  
Worcester, MA 01604

July 9, 2014

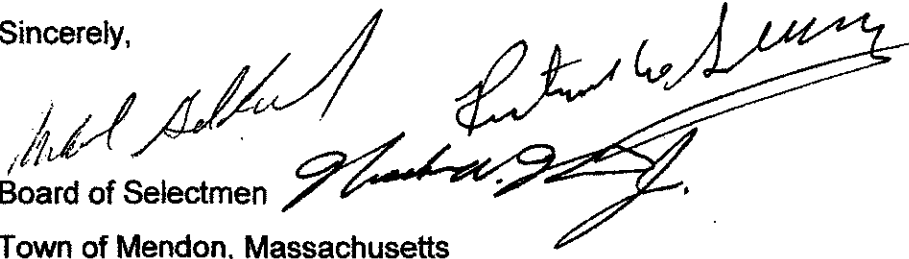
Dear Representative McGovern:

Currently, Massachusetts state law permits towns to opt to absolve up to \$1,000 in property taxes for senior citizens who work a certain number of community service hours. However, the Internal Revenue Service counts this benefit as taxable income, requiring seniors to pay for helping out in their community. Towns are then required to go through a lengthy paperwork process and as a result it makes it a costly decision for us to participate.

As a town in Massachusetts that participates in the Mass work-off abatement program for senior volunteers we write to ask for your support for H.B. 1840, the Senior and Retired Volunteers Act. This bill would waive the property tax benefit from counting for federal tax purposes, providing tax relief for seniors who want to give back to their communities. Additionally, it would relieve towns from staff hours and the burdens of unnecessary paperwork.

We thank you for your consideration on this important bill.

Sincerely,

  
Board of Selectmen  
Town of Mendon, Massachusetts

113TH CONGRESS  
1ST SESSION

# H. R. 1840

To amend the Internal Revenue Code of 1986 to exclude from income and employment taxes real property tax abatements for seniors and disabled individuals in exchange for services.

---

## IN THE HOUSE OF REPRESENTATIVES

MAY 6, 2013

Ms. TSONGAS (for herself and Mr. NEAL) introduced the following bill; which was referred to the Committee on Ways and Means

---

## A BILL

To amend the Internal Revenue Code of 1986 to exclude from income and employment taxes real property tax abatements for seniors and disabled individuals in exchange for services.

1 *Be it enacted by the Senate and House of Representa-*  
2 *tives of the United States of America in Congress assembled,*

3 **SECTION 1. SHORT TITLE.**

4 This Act may be cited as the “Senior and Retired  
5 Volunteers Act of 2013”.

1 **SEC. 2. EXCLUSION FROM INCOME AND EMPLOYMENT**  
 2 **TAXES FOR REAL PROPERTY TAX ABATE-**  
 3 **MENTS IN EXCHANGE FOR SERVICES.**

4 (a) INCOME TAXES.—

5 (1) IN GENERAL.—Part III of subchapter B of  
 6 chapter 1 of the Internal Revenue Code of 1986 (re-  
 7 lating to items specifically excluded from gross in-  
 8 come) is amended by inserting after section 139D the  
 9 following new section:

10 **“SEC. 139E. REAL PROPERTY TAX ABATEMENTS IN EX-**  
 11 **CHANGE FOR SERVICES.**

12 “(a) IN GENERAL.—In the case of a qualified indi-  
 13 vidual, gross income shall not include any real property  
 14 tax abatement received under a State program, or a local  
 15 program under specific authority of State law, in which  
 16 the taxpayer receives such abatement in exchange for serv-  
 17 ices.

18 “(b) QUALIFIED INDIVIDUAL.—For purposes of sub-  
 19 section (a), the term ‘qualified individual’ means any indi-  
 20 vidual who—

21 “(1) has attained age 60, or

22 “(2) is disabled (within the meaning of section  
 23 72(m)(7)).”.

24 (2) CLERICAL AMENDMENT.—The table of sec-  
 25 tions for part III of subchapter B of chapter 1 of



1 such Code is amended by inserting after the item re-  
2 relating to section 139D the following new item:

“Sec. 139E. Real property tax abatements in exchange for services.”.

3 (b) EMPLOYMENT TAXES.—

4 (1) IN GENERAL.—Paragraph (7) of section  
5 3121(b) of such Code is amended by striking “or”  
6 at the end of subparagraph (E), by inserting “or”  
7 at the end of subparagraph (F), and by inserting  
8 after subparagraph (F) the following:

9 “(G) service under a State program in  
10 which the taxpayer in exchange for services re-  
11 ceives an abatement of real property taxes  
12 which is excluded from income under section  
13 139E;”.

14 (2) CONFORMING AMENDMENTS TO SOCIAL SE-  
15 CURITY ACT.—Section 210(a)(7) of the Social Secu-  
16 rity Act (42 U.S.C. 410(a)(7)) is amended by strik-  
17 ing “or” at the end of subparagraph (E), by striking  
18 the period at the end of subparagraph (F) and in-  
19 serting “, or”, and by inserting after subparagraph  
20 (F) the following:

21 “(G) service under a State program in  
22 which the taxpayer in exchange for services re-  
23 ceives an abatement of real property taxes  
24 which is excluded from income under section  
25 139E of the Internal Revenue Code of 1986.”.

1 (c) EFFECTIVE DATES.—

2 (1) The amendments made by subsection (a)  
3 shall apply to taxable years beginning after Decem-  
4 ber 31, 2013.

5 (2) The amendments made by subsection (b)  
6 shall apply to service performed after December 31,  
7 2013.

○

# **AGENDA**

# **ITEM #14**

## **Closing of Fall Town Meeting Warrant**

*Associated back up materials attached.*

- 2014 Fall Town Meeting Calendar
- Proposed 2014 Fall Town Meeting Warrant draft

## 2014 Fall Town Meeting Calendar

Activity	Date
Board of Selectmen (BOS) Adopts Warrant	October 6, 2014
Fall Town Meeting (FTM)	November 10, 2014

Date	Activity	Responsibility
Sep 2-22	Opening/Closing of FTM Warrant	BOS & Town Admin.
Sep 23	Compilation of Draft Warrant	Town Admin.
Sep 24-30	Legal Review and Approval of Warrant	Town Counsel
Oct 6	Review and Approval of Warrant, Adopt Recommendations	BOS
Oct 7	Transmittal of Warrant to Finance Committee (FinCom)	BOS
Oct 7-23	Review of Warrant by FinCom	FinCom
Oct 24	Warrant Posted per Charter	BOS
<b>14 days before FinCom Public Hearing*</b>	<b>Post Date of FinCom Public Hearing in:</b> <b>1. Milford Daily News (must be provided 3-4 days prior to date you want published)</b> <b>2. FinCom Website Page</b> <b>3. Town Clerk to Post</b>	FinCom
<b>Week of Oct 20*</b>	<b>FinCom Public Hearing</b>	FinCom
Oct 22**	Adoption of FinCom Warrant Recommendations	FinCom
Nov 10	Fall Town Meeting	BOS, FinCom, Town Clerk, Moderator

Activity	Date
<b>Constable Posts Warrant</b>	<b>Oct 24, 2014</b>

- \* 1. Recommended date of Public Hearing Wed., Oct. 22, 2014
- 2. Notify Community News. Co. of public hearing notice to be placed in *Milford Daily News*. CNC needs three to four business days advance notice to place a legal ad; CNC's phone#: 800-624-7355, email:legals@wickedlocal.com.
- \*\* Charter reference (7-5-2) The finance committee shall report its recommendations, in writing, on the articles for which it held public hearings in accordance with the board of selectmen's budgeting calendar for the annual town meeting, and at least 10 days before any other town meeting.

**TOWN OF MEDWAY  
WARRANT FOR 2014  
FALL TOWN MEETING**

**NORFOLK ss:**

To either of the Constables of the Town of Medway

**GREETING:**

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in Town affairs to meet at the Medway High School Auditorium, 88 Summer Street, on Monday, November 10, 2014 at 7:00 PM, then and there to act on the following articles:

**ARTICLE 1:** (Land Acquisition: Oakland St)

To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise and to accept the deed to the Town of a fee simple interest in all or a portion of a parcel of land located at R Oakland Street, Assessors Map 42, Parcel 59, upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, the land to be used for purposes allowed by the so-called Community Preservation Act, Massachusetts General Laws Chapter 44B, to be under the management and control of Board of Selectmen, and, further, to see if the Town will vote: a) to appropriate a sum of money, to pay costs of purchasing the property and for the payment of all other costs incidental and related thereto, and to determine whether this appropriation shall be raised by taxation, transfer from available funds, including amounts in the Community Preservation Fund, borrowing or otherwise provided; b) authorize the Board of Selectmen to convey a permanent deed restriction with respect to this property in accordance with General Laws Chapter 44B, Section 12 and General Laws Chapter 184, Sections 31-33; and c) authorize the Board of Selectmen and Town officers to take all related actions necessary or appropriate to carry out this acquisition, including the submission, on behalf of the Town, of any and all applications deemed necessary for grants and/or reimbursements from any state or federal programs and to receive and accept such grants or reimbursements for this purpose, and/or any other purposes in any way connected with the scope of this Article, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 2:** (Budget Transfer)

To see if the Town will vote to raise and appropriate and/or transfer a sum of money from available funds for the purposes of funding Fiscal Year 2015 departmental and incidental expenses, or to act in any manner relating thereto.

**BOARD OF SELECTMEN**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 3:** (Appropriation: OPEB Trust Account)

To see if the Town will transfer the sum of \$ (Amount) from (Source) to the Other Post-Employment Benefits (OPEB) Trust Account, or to act in any manner relating thereto.

**BOARD OF SELECTMEN**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 4:** (Rescind Borrowing: Deficit Financing)

To see if the Town will vote to rescind \$1,000,000 unissued balance of the \$3,000,000 authorized by vote of the Town under Article 2 of the March 20, 2006 Special Town Meeting and further authorized by the Commonwealth of Massachusetts by Special Legislation Chapter 70 of the Acts of 2006 for deficit financing, or to take any other action relative thereto.

**FINANCE DIRECTOR/TREASURER**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 5:** (Rescind Borrowing: Middle School Project)

To see if the Town will vote to rescind the \$9,600,000 unissued balance of the \$22,100,000 authorized by vote of the Town under Article 8 of the November 15, 2010 Fall Town Meeting, or to take any other action relative thereto.

**FINANCE DIRECTOR/TREASURER**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 6:** (Middle School Project: Transfer Funds to Site Improvements)  
To see if the Town will vote to re-allocate funds originally authorized to be borrowed under Article 8 of the Warrant of the Fall Town Meeting held on at the November 15, 2010 to pay costs of making various repairs to the Middle School, which funds are no longer needed to pay costs of the project for which they were initially borrowed, to apply such funds, in the amount of (approximately \$12k) to pay costs of making various site improvements to the Middle School property, including re-paving, drainage improvements, exterior lighting improvements and other associated work, or to act in any manner related thereto.

**BOARD OF SELECTMEN**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 7:** (Free Cash Appropriation: Police Dept. Training)  
To see whether the Town will vote to transfer the sum of \$27,000 from Certified Free Cash for the purpose of funding mandatory training of Police Department staff; or to act in any manner relating thereto.

**BOARD OF SELECTMEN**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 8:** (Free Cash Appropriation: Fire Dept. Training)  
To see if the Town will vote to transfer the sum of \$X from Certified Free Cash for the purpose of funding additional Fire Training in Fiscal Year 2015, or to act in any manner relating thereto.

**FIRE DEPARTMENT**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINCOM RECOMMENDATION:**

**ARTICLE 9:** (Free Cash Appropriation: Choate Park Building Maintenance Repairs)  
To see if the Town will vote to transfer the sum of \$35,000 from Certified Free Cash to supplement the \$50,000 appropriation authorized under Article 7 of the May 14, 2014 Annual Town Meeting to complete the repair of the Choate Park Building, or to act in any manner relating thereto.

**BOARD OF SELECTMEN**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 10:**

(Free Cash Appropriation: Medway Design Guidelines)

To see if the Town will vote to transfer the sum of \$X from Certified Free Cash for a review and revision of the Medway Design Guidelines, or to act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 11:**

(Free Cash Appropriation: Urban Renewal Plan for Oak Grove)

To see if the Town will vote to transfer the sum of \$80,000 from Certified Free Cash for the purpose of funding the preparation of an Urban Renewal Plan consistent with the requirements of MGL 121B for the Oak Grove Park area (containing approximately 45 +/- acres), aka Oak Grove bottle cap lots, or to act in any manner relating thereto.

An alternate, more specific description of the project area would read:

To see if the Town will vote to transfer the sum of \$80,000 from Certified Free Cash for the purpose of funding the preparation of an Urban Renewal Plan consistent with the requirements of Massachusetts General Law Chapter 121B for the Oak Grove Park area depicted on Assessor's Map 99, Oak Grove Insert Map, or to act in any manner relating thereto.

**BOARD OF SELECTMEN**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 12:**

(RT 109 Project Funding: Real Property)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money for the purpose of acquiring the fee or other interest in real property necessary for the RT 109 Reconstruction Project and related expenses as authorized by Article 29 of the May 12, 2014 Annual Town Meeting vote, or to act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**



**ARTICLE 13:** (RT 109 Project Funding: Design)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of \$70,000 for the purpose of funding additional design work associated with the RT 109 Reconstruction Project, or to act in any manner relating thereto.

**DEPT. OF PUBLIC SERVICES**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 14:** (Purchase Chlorinators)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of \$165,000 for the purpose of purchasing and installing chlorinators in the Town's water tanks, or to act in any manner relating thereto.

**DEPT. OF PUBLIC SERVICES**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 15:** (Fund Streetlight Conversion to LED)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of \$20,000 to support the costs associated with the Town's streetlight conversion to LED, and would be matching funds for a Mass. Dept. of Energy Resources grant received by the Town, or to act in any manner relating thereto.

**DEPT. OF PUBLIC SERVICES**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 16:** (Prior Year Bills)

To see if the Town will vote to transfer from X Account the sum of \$X for the purpose of paying unpaid bills of prior years of the Town, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 17:** (CPA Fund Transfer: Amphitheater)

To see if the Town will vote to transfer the sum of \$X from Community Preservation Act Fund Open Space Reserves to the Open Space Committee for the purpose of establishing handicap accessibility to the Amphitheater, or to act in any manner relating thereto.

**COMMUNITY PRESERVATION COMMITTEE**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 18:** (CPA Fund Transfer: Housing Production Plan)

To see if the Town will vote to transfer the sum of \$6,800 from Community Preservation Act Fund Community Housing Reserves to the Affordable Housing Trust for the purpose of funding an update to the 2010 Medway Housing Production Plan in order to comply with May, 2013 Guidelines, or act in any manner relating thereto.

**COMMUNITY PRESERVATION COMMITTEE**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 19:** (Adjustment: Community Preservation Fund Statutory Set-Aside)

To see if the Town will vote to authorize the Town Accountant, with the approval of the Community Preservation Committee, to adjust the set-aside balances from prior fiscal years within the Community Preservation Fund account to comply with the statutory requirement to set aside for later spending not less than ten percent of the Community Preservation Fund annual revenues for each fiscal year in open space, for historic resources, and for community housing respectively, as required by Chapter 44B, section 6 of the Massachusetts General Laws, or to act in any manner relating thereto.

**COMMUNITY PRESERVATION COMMITTEE**

<b>CPA Transfer from Retained Earnings to Reserve Accounts</b>	
Community Housing	\$X
Open Space	\$X
Historical Preservation	\$X
Total	\$XX

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 20:** (Zoning Recodification)

To see if the Town will vote to adopt a comprehensive recodification of the Medway Zoning Bylaw as presented in a proposed version on file with the Medway Town Clerk, or act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 21:** (Street Acceptance: Azalea Drive)

To see if the Town will vote to accept as a public way, the following street as laid out by the Board of Selectmen and as shown on a plan on file in the Office of the Town Clerk:

**Azalea Drive** in its entirety from Station 0+00 beginning at its intersection with Dogwood Lane running easterly, then northerly, then westerly through to its end at Station 24+87.19 and Azalea Drive from Station 0+00 beginning at Summer Street and running westerly to the end of that segment at Station 2+47.76, both as shown on the Azalea Drive Street Acceptance Plan dated 5/13/2014 prepared by Precision Land Surveying of Southborough, MA and Tetra Tech of Framingham, MA.

And further to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, and to accept the deed or deeds to the Town of a fee simple interest or easements in said streets and any associated drainage, utility or other easements for said streets, and for any trail or public access easements and to appropriate a sum of money for this purpose and any related expenses;

And further to authorize the Board of Selectmen and town officers to take any and all related actions necessary or appropriate to carry out the purposes of this article;

Or to act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 22:** (Zoning Map Revision: Portions of ARII to Commercial V)  
To see if the Town of Medway will vote to rezone the following parcels from Agricultural Residential II district zoning to Commercial V district zoning as shown on a map on file with the Town Clerk and to amend the Medway Zoning Map accordingly.

- 1.38 acre parcel at 32 Summer Street (Berry's Greenhouse) - Medway Assessor's parcel 56-041
- 0.09 acre parcel at 37 Summer Street (Alexander) - Medway Assessor's parcel 56-017
- 0.67 acre parcel at 35 Summer Street (Alexander) - Medway Assessor's parcel 56-018
- 0.42 acre parcel at 33 Summer Street (Notturmo) - Medway Assessor's parcel 56-019
- 0.34 acre parcel at 31 Summer Street (PMAM Group LLC) - Medway Assessor's parcel 56-020
- 0.52 acre parcel at 37 Milford Street (Bain) - Medway Assessor's parcel 56-036

Or to act in any manner relating thereto.

### **PLANNING AND ECONOMIC DEVELOPMENT BOARD**

#### **BOARD OF SELECTMEN RECOMMENDATION:**

#### **FINANCE COMMITTEE RECOMMENDATION:**

#### **ARTICLE 23:**

To see if the Town of Medway will vote to amend the Medway Zoning Bylaw by deleting Sub-Section G. Commercial District I in SECTION V. USE REGULATIONS and replacing it as follows:

#### ***G. COMMERCIAL DISTRICT I***

1. Purpose: To encourage the development and redevelopment of the district in a manner that represents the qualities, functions, and architectural features of a traditional New England town center as guided by the *Medway Design Review Guidelines*. Such features and functions include mixed business, service, civic, institutional and/or residential uses which are arranged in a compact pattern that is conducive to pedestrian access and use.
2. Buildings, structures and premises may be used for any of the following purposes and uses customarily accessory thereto but no others, subject to the regulations and conditions enumerated herein:
  - a) Municipal use
  - b) Retail Sales
  - c) Offices for business or professional use

- d) Salesroom for motor vehicles, trailers, boats, farm implements or machinery with repair services and storage permitted but not including auto body, welding or soldering shops
- e) Undertaking establishment or funeral home
- f) Restaurant or other establishment providing food and beverage within a building. Outdoor dining may be permitted by the Building Inspector upon a determination that the location of the seating does not represent a safety hazard
- g) Bank or other financial institution
- h) Personal care services such as but not limited to barber shops, beauty parlors, and nail salons
- i) Services such as but not limited to health care and other miscellaneous business and social/human services
- j) Repair shops for small electronic equipment, appliances and tools
- k) Schools
- l) Any of the following uses if authorized by special permit:
  - 1) Live entertainment within a building.
  - 2) Motel or hotel
  - 3) Commercial indoor amusement or recreation place or place of assembly
  - 4) Vehicle Fuel Station
  - 5) Automotive car wash
  - 6) Shopping center.
  - 7) Drive-thru facility
  - 8) Kennel
  - 9) Vehicle Repair
  - 10) Assisted living residence facility as defined by M.G.L, chapter 19D.
  - 11) Mixed Use Development – A combination of multi-family dwelling units with any of the by right and/or special permit uses specified herein.

3. Coordination of Special Permit and Site Plan Review - In order to facilitate a streamlined permitting process, when the scope of the development project necessitates major or minor site plan review pursuant to SECTION V. USE REGULATIONS, Sub-Section C. Site Plan Review and Approval of the Medway Zoning Bylaw, the special permit granting authority shall be the Planning and Economic Development Board so that the special permit and site plan reviews can be consolidated and conducted concurrently. Otherwise, the special permit granting authority shall be the Zoning Board of Appeals.

4. By-right uses shall comply with the following dimensional regulations:

- a) Minimum lot size: 20,000 sq. ft.
  - b) Maximum lot coverage, including accessory buildings: 30%
  - c) Minimum continuous frontage: 100 ft.
  - d) Minimum front-yard setback: 50 ft. of which the first 10 ft. nearest the street line shall not be used for the parking or storage of vehicles and shall be suitably landscaped
  - e) Minimum side-yard and rear-yard setback: 25 ft. of which the first 10 ft. nearest each lot line, if the adjacent use is residential in whole or in part, shall not be used for the parking or storage of vehicles and shall be suitably landscaped
  - f) Maximum building height: 40 ft.
5. Special Permit Regulations – The following provisions shall apply to Special Permit Uses and are also available to applicants for “By Right” uses who wish to seek a Special Permit to achieve flexible site design.
- a) Dimensional Requirements
    - 1) Minimum lot size: 10,000 sq. ft.
    - 2) Minimum continuous frontage: 50 ft.
    - 3) Minimum front-yard setback: Principle buildings shall be set back a minimum of 10 feet from the front lot line. Architectural features such as bay windows, porches, balconies, porticos, canopies, etc. shall not be subject to the 10-foot minimum setback.
    - 4) Minimum side-yard and rear-yard setback: For lot lines abutting a residential zoning district, 25 ft. of which the first 10 ft. nearest each lot line shall not be used for the parking or storage of vehicles and shall be suitably landscaped. There is no side-yard or rear-yard setback for properties abutting other properties within the C1 district.
    - 5) Maximum building height: 60 ft.
  - b) Residential Uses in a Mixed Use Development
    - 1) Except for assisted living residence facilities, a building comprised of 100% multi-family dwelling units shall not be permitted.

- 2) In a 3 story building, no more than 67% of the gross floor area shall be comprised of multi-family dwelling units. In a 2 story building, no more than 50% of the gross floor area shall be comprised of multi-family dwelling units.
  - 3) Multi-family dwelling units may not be located on the ground floor of a mixed-use building or development unless:
    - a. the building with the multi-family dwelling units is set behind another building which has business uses on the ground floor and a front façade that faces a public way or primary access drive; or
    - b. the residential portion of the ground floor is set behind the business uses within the same building which has a front façade that faces a public way or primary access drive.
  - 4) No more than 10% of the total number of a mixed-use development's residential dwelling units shall have more than 2 bedrooms.
- c) A minimum of 15% of the site shall function as landscaped and/or public space. The landscaped and/or public space shall be architecturally integral to the site and/or, as appropriate and practical, to abutting sites. No space that is used for vehicular parking or circulation, or loading shall be included as landscaped and/or public space.
- d) Special Permit Review Criteria
- 1) Special permits granted under this sub-section are not subject to the special permit criteria specified in SECTION III. Sub-Section J of this Bylaw.
  - 2) Before granting a special permit for the specified special permit uses or for flexible site design of by-right uses in the Commercial I zoning district, the special permit granting authority shall find that in its judgment, all of the following criteria for granting the special permit are met:
    - a. The proposed site design represents the qualities of a traditional New England town center.
    - b. The proposed site design is environmentally sustainable, Economically viable and is readily accessible to and useable by pedestrians.
    - c. The design of buildings is consistent or compatible with traditional New England architectural styles as described in the *Medway Design Review Guidelines*.
    - d. The proposed site design reflects and advances the goals and objectives of the Medway Master Plan as updated.
    - e. Adequate pedestrian and (where applicable) vehicular linkages within the site and connecting to abutting properties are provided.

- f. Streets, driveways, sidewalks, landscaped areas and public services are laid out in a safe, economical, and efficient manner.
- g. Any detrimental impacts of the site design on abutting properties and/or residential neighborhoods have been adequately mitigated.
- h. The development project incorporates site design and building construction features that minimize energy consumption and reduce environmental impacts.
- i. The site design incorporates the site's existing topography and protects natural features to the maximum extent possible.

6. Design Requirements

- a) All facades of a building that are visible from a public way or an internal pedestrian or vehicular way shall be designed in accordance with the current *Medway Design Review Guidelines* and the Design Principles and Standards included in the *Site Plan Rules and Regulations*.
- b) All sites shall include pedestrian connections to abutting commercial properties and, where appropriate, to abutting residential neighborhoods. The pedestrian connections shall be well-defined and of a design and quality that will encourage significant use.
- c) Vehicular connections to abutting sites shall be provided where practical as determined by the Planning and Economic Development Board as part of the review process.
- d) Buildings and developments shall be made pedestrian friendly by use of amenities such as wide sidewalks/pathways, outdoor seating, and patios or courtyards. All structures, parking, pathways and other pedestrian amenities shall be designed to maximize ease of pedestrian access.

7. Sustainability – New buildings constructed in the Commercial I district after the passage of this bylaw are encouraged to promote sustainability by being environmentally responsible and resource-efficient throughout a building's life-cycle from siting to design, construction, operation, maintenance, renovation and deconstruction. This may be accomplished by incorporating sustainable materials in the construction (e.g., reused, recycled-content, or made from renewable resources); create healthy indoor environments with minimum pollutants (e.g., reduced product emissions); and/or feature landscaping that reduces water usage (e.g., by using native plants that survive without extra watering). The criteria in the current Leadership in Energy and Environmental Design (LEED), Institute for Sustainable Infrastructure (ISI), and EPA's Green Building program offer examples of measures that will help accomplish this goal.

AND to amend the Sub-Section H. Parking Regulations of SECTION V. USE REGULATIONS by adding the following to the Parking Requirements Schedule in Paragraph 4.

Multi-Family Dwelling in Commercial I – 1.5 spaces per dwelling unit.

Or to act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**BOARD OF SELECTMEN RECOMMENDATION:**



**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 24:**

To see if the Town of Medway will vote to amend the Medway Zoning Bylaw, SECTION V. USE REGULATIONS, Sub-Section U. Adult Retirement Community Planned Unit Development (ARCPUD), 4. c) ARCPUD General Standards, item 4) to read as follows (new wording is underlined and wording that is being deleted is ~~stricken~~ through):

4. c) 4) Upon approval by the Planning and Economic Development Board, an ARCPUD also may include any combination of the following accessory uses:

- a. Local Convenience Retail;
- b. Medical Offices or Clinics; and
- c. Adult Day Care;

~~use of no more than 7,500 square feet of gross building area. If located within an ARCPUD development, by definition, provided that the total amount of building area occupied by Local Convenience Retail uses shall not exceed 4,500 square feet and the total of all such accessory uses shall not exceed five percent (5%) of the ARCPUD's total gross building area. or 7,500 square feet, whichever is greater.~~

AND to amend Sub-Section U. Adult Retirement Community Planned Unit Development (ARCPUD), Paragraph 4. c) ARCPUD General Standards, item 6) as follows (new wording is underlined and wording that is being deleted is ~~stricken~~ through):

4. c) 6) The maximum number of permitted housing units in an ARCPUD shall be determined by multiplying the gross acreage of the ARCPUD site by a factor of three (3.0). A housing unit shall be defined as equal to:

- a. A home site in an ARCPUD Residential Subdivision, a dwelling unit in an ARCPUD Independent Living Residence Facility, a townhouse, or a dwelling unit as defined in the Bylaw;
- b. Two (2) dwellings or rooms in an ARCPUD Assisted Living Residence Facility or an ARCPUD Congregate Living Residence Facility, ~~provided such dwellings do not meet the definition of a dwelling unit;~~
- c. Three (3) dwellings or rooms in an ARCPUD Long-Term Care Facility.

AND to amend Sub-Section U. 4. c) ARCPUD General Standards, by deleting item 9) in its entirety as follows (wording that is being deleted is ~~stricken~~ through):

4. c) 9) ~~Affordability—At least 10% of the total number of ARCPUD residential dwelling units, rounded up to the next higher integer, shall be designated and made available as Affordable Dwelling Units as defined in this Zoning Bylaw.~~

AND to amend SECTION II. DEFINITIONS by inserting the following definitions in alphabetical order (new wording is underlined):

Medical Office or Clinic – An establishment primarily engaged in furnishing medical, surgical, psychiatric or other health-related services to individuals, including the offices of physicians, dentists and other health practitioners, medical and dental laboratories, out-patient care facilities, and sale or rental of medical supplies.

Adult Day Care -- Also commonly known as adult day services, is a non-residential facility that supports the health, nutritional, social support, and daily living needs of adults in professionally staffed, group settings. Services may include transitional care and short-term rehabilitation following hospital discharge.

AND to amend SECTION V. USE REGULATIONS, Sub-Section X Affordable Housing, Paragraph 3. Applicability, a) by renumbering the current item 5) to become item 6) and by inserting a new item 5) as follows (new wording is underlined):

3. a) 5) Sub-Section U. Adult Retirement Community Planned Unit Development (ARCPUD) of SECTION V. USE REGULATIONS of the Medway Zoning Bylaw

AND in Paragraph 3. Applicability, c) by revising item 2) to read as follows (new wording is underlined and wording that is being deleted is ~~stricken~~ through):

3. c) 2) Adult Retirement Community ARCPUD Assisted Living Residence Facility, ARCPUD Congregate Living Facility, and an ARCPUD Long Term Care Facility approved pursuant to an ARCPUD Special Permit under SECTION V. USE REGULATIONS, Sub-Section U. Adult Retirement Community Planned Unit Development (ARCPUD)

Or to act in any manner relating thereto.

## **PLANNING AND ECONOMIC DEVELOPMENT BOARD**

### **BOARD OF SELECTMEN RECOMMENDATION:**

### **FINANCE COMMITTEE RECOMMENDATION**

**ARTICLE 25:** (Zoning Bylaw Amendment: Temporary Special Event Signs)  
To see if the Town will vote to amend the Medway Zoning Bylaw, SECTION V. USE REGULATIONS, Sub-Section R. Sign Regulations, Paragraph 7 Sign Standards – All Zoning Districts, item s) as follows (new text is underlined and deleted text is ~~stricken~~ through);

7. s) Temporary special event signs advertising civic/community functions extended over a public right-of-way may be permitted upon prior approval of the Board of Selectmen. Such signs shall not require a sign permit. ~~but shall be reviewed by the Design Review Committee and a recommendation provided to the Board of Selectmen prior to approval.~~ The Board of Selectmen may adopt a Banner Display Policy governing such signs. The Board of Selectmen may designate the Town Administrator to approve signs under this subsection and may specify the terms and circumstances under which the Town Administrator may approve such signs, and may revoke such designation at any time.

**BOARD OF SELECTMEN**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

And you are hereby directed to serve this warrant by posting printed attested copies thereof at two (2) locations in each precinct at least FOURTEEN (14) days before the day of said meeting. Hereof fail not and make due return of this warrant with your doings thereon to the Clerk of said Town at or before the time of said meeting.

Given under our hands in Medway, this 20<sup>th</sup> day of October 2014.

**A TRUE COPY:**

**SELECTMEN OF THE TOWN OF MEDWAY**

\_\_\_\_\_  
Dennis Crowley, Chairman

\_\_\_\_\_  
John Foresto, Vice-Chairman

\_\_\_\_\_  
Richard D’Innocenzo, Clerk

\_\_\_\_\_  
Glenn Trindade, Member

\_\_\_\_\_  
Maryjane White, Member

***TOWN OF MEDWAY***

***CONSTABLE'S RETURN OF SERVICE***

I, ***Paul Trufant***, a duly qualified Constable of the Town of Medway, Massachusetts affirm and certify that I posted attested copies of the November 18, 2013 Fall Town Meeting Warrant dated October 21, 2013, in at least eight (8) places in Town, consisting of at least two (2) places in each precinct of the Town, in addition to posting an attested copy of said warrant on the principal bulletin board in the Town Hall.

Dated at Medway: \_\_\_\_\_

\_\_\_\_\_  
Paul Trufant, Constable

# **AGENDA**

# **ITEM #15**

## **Action Items from Previous Meetings**

*Associated back up 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	T. Holder/M. Boynton	Ongoing
3	2/4/2013	Brentwood Project	DPS	Ongoing
4	4/1/2013	Speak with owner of Oakland St property re: possible park extension; 2014 Fall TM Article	G. Trindade/M. Boynt	In process
5	2/3/2014	Cable license renewal process (commences 36 mos. ahead of license exp.)	BOS	begin no later than 9/16/14
6	2/24/2014	Report on unaccounted for water	T. Holder	Last report 8/11/14
7	7/22/2014	Net-metering Agreement	J. Foresto	Ongoing
8	7/28/2014	Policy - Responsibility for implementation School construction projects	BOS	October
9	7/28/2014	Zoning Bylaw recodification	SAC/Judi Barrett	2014 Fall Town Meeting
10	7/28/2014	DPS Facility Study	G. Trindade	1st Mtg - Sep 25
11	8/11/2014	McGovern School windows project (final design)	School Dept.	March or April 2015
12	8/11/2014	Discussion with CRPCD Reps	BOS	October 2014
13	8/11/2014	Banner Display Policy - Zoning Bylaw Amendment	TA's Office	2014 Fall Town Meeting

# **AGENDA**

## **ITEM #16**

### **Approval of Warrants**

*Warrants to be provided at meeting.*



# **AGENDA**

# **ITEM #17**

## **Approval of Minutes**

- Board of Selectmen Meeting April 7, 2014
- Board of Selectmen Meeting June 2, 2014
- Board of Selectmen Meeting August 11, 2014

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**TOWN OF MEDWAY  
BOARD OF SELECTMEN'S MEETING  
Monday, April 7, 2014 – 6:30 PM  
Sanford Hall  
155 Village Street**

**Present: Selectman Glenn Trindade, Chair (6:35 PM); Selectman Dennis Crowley, Vice-Chair;  
Selectman Richard D’Innocenzo, Clerk; Selectman John Foresto, and Selectman Maryjane White.**

Also Present: Suzanne Kennedy, Town Administrator; Barbara Saint André, Town Counsel; Missy Dzikczek, Director, Council on Aging; Police Chief Allen Tingley; Tom Holder, Director, Department of Public Services; Sue Ellis, Director, Human Resources; Susy Affleck-Childs, Planning and Economic Development Coordinator.

\*\*\*\*\*

At 6:32 PM Vice-Chair Crowley called the meeting to order and led the Pledge of Allegiance.

**At 6:33 PM Selectman Foresto moved that the Board enter executive session under Exemption 3 to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares [Green Acres] and Exemption 6: to consider the purchase, exchange, lease or value of real property if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares [Wickett Property]. Vice-Chair Crowley did so declare. Selectman D’Innocenzo seconded the motion. No discussion. Roll call Vote: 4-0-0 – Crowley, aye; D’Innocenzo, aye; Foresto, aye; White, aye.**

\*\*\*\*\*

At 7:06 PM Chairman Trindade reconvened public session.

**Public Comments:** None.

**Authorization – Submittal of Grant Application to Mass Department of Energy Resources – Green Communities 2014:**

*The Board reviewed the following information: (1) Memo, dated April 3, 2014, from Susan Affleck-Childs; and (2) Grant application.*

Ms. Susy Affleck-Childs briefly explained that projects totaling \$215,000 could cover the costs of an energy management system for the Memorial School, air conditioning condensing units for the police station and conversion of streetlights on selected streets to LED. She noted that rebates totaling \$30,756 is anticipated, adding that the Town would have to contribute \$15,056 toward the streetlights. The matching funds could come out of unused FY14 funds if the grand award is made prior to the end of the fiscal year. She stated there is a lot of competition for these grant funds and urged the Board to grant permission to move forward.

1 Selectman Foresto reported that the Energy Committee is in complete support of this application.  
2 Selectman Crowley suggested soliciting support from elected representatives. Ms. Kennedy stated her  
3 office will notify them.

4  
5 Brief discussion followed on application fees, timing of applications, and compatibility of new equipment  
6 with existing equipment. It was noted that all original Green Community grant funds have been expended.

7  
8 **Selectman Foresto moved that the Board authorize the submission of the Green Communities grant  
9 application to the DOER as presented; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

10  
11 **Authorization to Expend Grant Funds –Massachusetts Council on Aging and National Council on Aging  
12 - The Aging Master Program - \$4,100:**

13 *The Board reviewed the following information: (1) Grant Expenditure Authorization Form; and (2) Grant  
14 attachments.*

15  
16 Ms. Missy Dzikczek, Director, Council on Aging, stated they learned of this grant, submitted an application  
17 and was able to get the funds. Medway will be one of fourteen senior centers in the country to offer  
18 this program. She noted that the program is incentive-driven with phase modules and a point system.

19  
20 **Selectman Foresto moved that the Board authorize the expenditure of the Council on Aging grant  
21 funds in the amount of \$4,100 for the purposes stated; Selectman White seconded. No discussion.  
22 VOTE: 5-0-0.**

23  
24 **Authorization of Chairman to Execute Contract with Gorman Construction, Inc. for Water Department  
25 Building Roof Installation and Associated Carpentry - \$18,500:**

26 *The Board reviewed the following information: (1) Contract; and (2) Email regarding contract, dated  
27 April 7, 2014.*

28  
29 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Gorman  
30 Construction, Inc. for the replacement of the Water Department roof in an amount not to exceed  
31 \$18,500; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

32  
33 **Authorization of Chairman to Execute Contract with Lorusso Corp. for Town-wide Paving – Not to  
34 exceed \$700,000 (Two-year contract):**

35 *The Board reviewed the following information: (1) Contract; and (2) Email regarding contract, dated  
36 April 7, 2014.*

37  
38 Mr. Holder explained that this paving project is part of the annual sidewalk and roadway construction.  
39 Brief discussion followed.

40  
41 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Lorusso  
42 Corporation for town-wide paving, not to exceed \$700,000, and subject to available funding in fiscal  
43 year 2016; Selectman White seconded. No discussion. VOTE: 5-0-0.**

44  
45 **Authorization of Chairman to Execute Contract with Carlo Molinari, Inc. for Asphalt and Concrete  
46 Repair, Catch Basin and Manhole Structures – Not to Exceed \$50,000:**

47 *The Board reviewed the following information: (1) Contract; and (2) Email regarding contract, dated  
48 April 7, 2014.*

1  
2 Mr. Holder explained that the Department of Public Services typically hires an outside group to handle  
3 all the repairs in a single day.  
4

5 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Carlo**  
6 **Molinari, Inc. in an amount not to exceed \$50,000 for the work stated; Selectman White seconded.**  
7 **VOTE: 5-0-0.**  
8

9 **Authorization of Chairman to Execute Contract with Murray Paving & Reclamation, Inc. for Pavement**  
10 **Grind, Grade and Roll Reclaim and Berm Mix Installation – Not to Exceed \$50,000:**

11 *The Board reviewed the following information: (1) Memorandum, dated April 7, 2014, from the DPS*  
12 *Director; and (2) Contract.*  
13

14 Mr. Holder stated this work will be full-depth reclamation down to the surface. If the amount exceeds  
15 the \$50,000, the Department of Public Services will come back to the Board with a change order.  
16

17 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Murray**  
18 **Paving & Reclamation, Inc. in an amount not to exceed \$50,000 for the purposes stated; Selectman**  
19 **D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**  
20

21 **Authorization of Chairman to Execute Change Order for Gale Associates– Design and Engineering**  
22 **Oversight of Hanlon Field Improvements - \$19,770:**

23 *The Board reviewed a change order proposal from Gale Associates.*  
24

25 Mr. Holder stated that this will be part of the athletic field rehabilitation and construction as the  
26 “carpet” needs to be replaced. It has been discovered that the anchor berm needs to be replaced.  
27 While this work is being done, the field will be relined. The proposed cost includes the design and  
28 oversight of the installation of berm and carpet. This money will come from the existing account, and  
29 the language of the original warrant article allows for it. Brief discussion followed on use of CPC funds  
30 for this field, which was not included in the 2013 Fall Town Meeting vote on field improvements.  
31

32 **Selectman Foresto moved that the Board authorize the execution of change order number two with**  
33 **Gale Associates for design and engineering oversight of Hanlon Field improvements in an amount not**  
34 **to exceed \$19,770, and further, if the Community Preservation Committee does not concur with this**  
35 **decision, the expense will be paid from the Hanlon Field account or from the Warrant Article**  
36 **approved at 2013 Fall Town Meeting; Selectman D’Innocenzo seconded. No further discussion.**  
37 **VOTE: 5-0-0.**  
38

39 **Presentation – Insurance Advisory Committee Approved Fiscal Year 2015 Health Insurance Rates:**

40 *The Board reviewed a handout featuring health insurance rates.*  
41

42 Present: Ken Lombardi, Insurance Advisory Committee; Sue Ellis, Director, Human Resources.  
43

44 Mr. Ken Lombardi stated that, while a zero percent increase is always the target, he was pleased to  
45 report there was only a 2% adjustment in rates for FY15. He noted that 1.5% of this increase is due to  
46 the Affordable Care Act and associated fees that were built into the funding formula. Mr. Lombardi  
47 suggested that it is in the Town’s best interest to institute the 2% now and guarantee it for 12 months.  
48 Brief discussion followed. Many communities are facing increases above 8% so this is very good.

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**Presentation - ICMA Finance Performance Indicators:**

This presentation was postponed.

**Discussion – Amendment of Alcohol Policy (One-Day Licenses):**

*The Board reviewed the following information: (1) Excerpt from the Selectmen’s Alcohol Policy regarding a one-day license; and (2) MIIA recommendation regarding coverages and liability.*

Ms. Allison Potter, Assistant to the Town Administrator, reminded the Board of its interest in amending the Alcohol Policy with respect to informal gatherings at the Thayer property. She reported that Police Chief Tingley contacted the ABCC, who noted that the statute covering one-day licenses does not stipulate that a certified server is required. The recommendation is that the Board not require but “highly recommend” certified servers as most situations would likely warrant one. The example used was that a wedding is a much different kind of function than a baby shower. However, the Board is the permitting authority granting the one-day licenses so the requirement of a certified bartender could be added depending upon the function.

Selectman Crowley suggested that the Oversight Committee may establish a separate policy for its own functions, likely based on the number of attendees. For example, a function utilizing a cash bar may require a professional bartender, and similar situations.

After brief discussion, it was decided that Selectman Foresto and Selectman Crowley would work with the Town Administrator and Town Counsel to craft new language that the Board will consider at its next meeting. Chief Tingley will be consulted for additional input.

**Approval – Special One-Day Liquor License – Thayer Property – June 22, 2014:**

*The Board reviewed the following information: (1) Application submitted by Walter and Lisa Johnson; (2) Insurance Certificate; (3) Recommended Coverages; and (4) Police Department recommendation.*

**Selectman Foresto moved that the Board approve a one-day liquor license for the Johnsons’ June 22 event at the Thayer Homestead; Selectman White seconded. No discussion. VOTE: 5-0-0.**

**Approvals – Bicycle Ride for Food – Sept. 21, 2014; CF Cycle for Life Tour – Oct. 11, 2014;**

**Christina Clarke Genco Foundation Mother’s Day Memorial Ride – May 11, 2014:**

*The Board reviewed the following information: (1) Ride for Food request and Police Department recommendation; (2) Cystic Fibrosis Foundation request and Police Department recommendation; and (3) Christine Clarke Genco Foundation request and Police Department recommendation.*

Chief Tingley stated that he spoke with all the parties, and they know what they need. He has no changes to the recommendations submitted.

**Selectman Foresto moved that the Board approve the requests as presented with the condition that each organization comply with the Police Department recommendations with respect to the hiring of detail officers for their events; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

At this time Chairman Trindade turned the gavel over to Vice-Chair Crowley and exited the room.

**Authorization to Expend Wetlands Protection Funds to Supplement Conservation Agent’s**

1 **Fiscal Year 2015 Salary Budget - \$10,920:**

2 *The Board reviewed the Conservation Commission vote approving the expenditure of funds.*

3  
4 It was noted that the Conservation Commission must authorize the expenditure of these funds before it  
5 comes to the Board for approval. Both groups are complying with the statute by doing so.

6  
7 **Selectman Foresto moved that the Board approve the expenditure of \$10,920 of Wetlands Protection**  
8 **Funds to supplement the Fiscal Year 2015 Conservation Agent salary budget for the purpose of**  
9 **administering and enforcing the Mass. Wetlands Protection Act; Selectman D’Innocenzo seconded.**  
10 **No discussion. VOTE: 4-0-0. Chairman Trindade was out of the room at the time of the vote.**

11  
12 **Authorization of Chairman to Execute Contract Amendment – Collins Center – Performance**  
13 **Management Consulting Services - \$3,000:**

14 *The Board reviewed the following information: (1) Amendment to service agreement; (2) Town Counsel’s*  
15 *approval as to form; and (3) Original agreement.*

16  
17 It was noted that this extends the original agreement to the end of June. The funds will come out of the  
18 training line item in the budget.

19  
20 **Selectman Foresto moved that the Board authorize the Chairman to execute an amendment to the**  
21 **Collins Center service agreement for professional services related to performance management in an**  
22 **amount not to exceed \$3,000; Chairman Trindade seconded. No discussion. VOTE: 5-0-0. It is noted**  
23 **that Chairman Trindade re-entered the room during the discussion prior to the vote.**

24  
25 At this time, Vice-Chair Crowley returned the gavel to Chairman Trindade.

26  
27 **Authorization to Expend Donated Funds – Clean Sweep - \$1,000:**

28 *The Board reviewed a donation expenditure authorization form.*

29  
30 Ms. Allison Potter reported that the Medway Lions Club donated \$500, and the Medway Cable Access  
31 Board donated \$500. These funds will help offset the cost of a banner advertising the event and  
32 supplies.

33  
34 **Selectman Foresto moved that the Board authorize the expenditure of donations to Clean Sweep to**  
35 **support expenses related to sponsoring this event on April 12, 2014; Selectman White seconded. No**  
36 **discussion. VOTE: 5-0-0.**

37  
38 Ms. Potter announced there are many places in town that need attention and shared several ways  
39 residents can participate, i.e., register on the website or just show up at one of the locations. All  
40 participants will be treated to a cookout consisting of hot dogs and hamburgers.

41  
42 **Re-opening and Closing of May 12, 2014 Special Town Meeting Warrant to Add Unpaid, Prior Year Bill**  
43 **to Article 11 (Unpaid, Prior Year Bills):**

44 *The Board reviewed the Special Town Meeting warrant with addition of reference to unpaid bill.*

45  
46 **Selectman Foresto moved that the Board re-open the May 12, 2014 Special Town Meeting warrant for**  
47 **the purpose adding an unpaid, prior year bill to Article 11 as well as an Open Space article; Selectman**  
48 **D’Innocenzo seconded. No discussion on the motion. VOTE: 5-0-0.**

1  
2 It was noted that an additional sum of money has been added to the article. **Selectman Foresto read**  
3 **the new article aloud and moved that the Board approve the article as read; Selectman White**  
4 **seconded. No further discussion. VOTE: 5-0-0.**

5  
6 **Chairman Trindade moved that the Board add the following article to the Special Town Meeting**  
7 **warrant and read it aloud as follows:**

8  
9 *To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase or otherwise*  
10 *and to accept the deed to the Town of a fee simple interest in all or a portion of the parcel described*  
11 *below, now owned by X upon such terms and conditions as the Board of Selectmen shall determine to*  
12 *be appropriate, the land to be used for purposes allowed by the so-called Community Preservation Act,*  
13 *Massachusetts General Laws Chapter 44B, to be under the management and control of Board of*  
14 *Selectmen said parcel of land being described as follows:*

15  
16 *The land located on . . . more or less.*

17  
18 *And, further, to see if the Town will vote: a) to appropriate from the Community Preservation Fund a*  
19 *sum of money for the purchase of the property and up to \$10,000 for any expenses related thereto,*  
20 *including legal fees; b) authorize the Board of Selectmen to convey a permanent deed restriction in*  
21 *accordance with General Laws chapter 44B, section 12 and General Laws chapter 184, sections 31 – 33;*  
22 *and c) authorize the Board of Selectmen and Town officers to take all related actions necessary or*  
23 *appropriate to carry out this acquisition, including the submission, on behalf of the town, of any and all*  
24 *applications deemed necessary for grants and/or reimbursements from any state or federal programs*  
25 *and to receive and accept such grants or reimbursements for this purpose, and/or any other purposes*  
26 *in any way connected with the scope of this Article, or act in any manner relating thereto.*

27  
28 **Selectman D’Innocenzo seconded the motion. Brief discussion followed on the wording of the motion.**  
29 **VOTE: 5-0-0.**

30  
31 Brief discussion followed on another Open Space article. It was noted that the costs for signs for Open  
32 Space parcels whose purchase was funded by the Community Preservation Committee will be paid out  
33 of CPC funds in their budget.

34  
35 **Selectman Foresto moved that the Board close the May 12, 2014 Special Town Meeting warrant;**  
36 **Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

37  
38 **Re-opening and Closing of May 12, 2014 Annual Town Meeting Warrant to Include Open**  
39 **Space Related Article(s)**

40 Based on the previous discussion and vote, this action was unnecessary.

41  
42 **Action Items from Previous Meetings**

43 It was noted that the Route 109 Design Project has been moved from 2016 up to 2015.

44  
45 **Approval of Minutes**

46 *The Board reviewed draft minutes from October 7, 2013 and December 2, 2013.*  
47

1 **Selectman Crowley moved that the Board approve the minutes of October 7, 2013, as amended;**  
2 **Selectman White seconded. No further discussion. VOTE: 5-0-0.**

3  
4 **Selectman Crowley moved that the Board approve the minutes of December 2, 2013, as drafted;**  
5 **Selectman White seconded. No discussion. VOTE: 5-0-0.**

6  
7 **Approval of Warrants:**

8 *The Board reviewed Warrant 14-41.*

9  
10 Selectman D’Innocenzo, Clerk, read aloud Warrant 14-41, dated 4/10/14, presented for approval.

11  
12 **Selectman Foresto moved that the Board approve Warrant 14-41 as read; Selectman White seconded.**  
13 **No discussion. VOTE: 5-0-0.**

14  
15 **Town Administrator’s Report:**

16 Ms. Kennedy stated that Governor Patrick’s office has reported \$402,000 in Chapter 90 funds for this  
17 year’s appropriation.

18  
19 Medway will be participating in a regional transportation survey to see if there is a way to deploy GATRA  
20 vehicles more efficiently to get more services.

21  
22 Ms. Kennedy reported there will be another study at the intersection of Route 109 and Trotter Drive as  
23 it is a bad intersection and the accident history warrants the study.

24  
25 **Selectmen’s Reports:**

26 Selectman White reported that she participated in Fire Department training, noting that it was very eye-  
27 opening. She briefly described suiting up, adding that it was frightening to go into a smoke-filled building.  
28 She was amazed at the equipment and personnel needed to fight a fire. The most enlightening piece of  
29 the experience was that a fire is not as depicted on television or in the movies.

30  
31 Selectman D’Innocenzo agreed that the training was amazing; he too was impressed with the magnitude  
32 of skills, equipment and planning that goes into firefighting.

33  
34 Selectman Crowley provided an update on the Thayer Homestead. He reported that there are six  
35 bookings for June, noting July and August were not as booked. He contacted Lakeside Pavilion to let  
36 them know the Thayer property is now open and can take bookings Lakeside cannot accommodate.

37  
38  
39 **At 8:16 PM Selectman Foresto moved to adjourn; Selectman White seconded. No discussion.**  
40 **VOTE: 5-0-0.**

41  
42  
43 Respectfully submitted,  
44 Jeanette Galliardt  
45 Night Board Secretary



1 **Board of Selectmen's Meeting**  
2 **Monday, June 2, 2014 – 6:30 PM**  
3 **Sanford Hall, Town Hall**  
4 **15 Village Street**  
5  
6  
7

8 **Present: Glenn Trindade, Chairman; Dennis Crowley, Vice-Chair; Richard D'Innocenzo, Clerk; John**  
9 **Foresto and Maryjane White.**

10  
11 Also Present: Sue Ellis, Human Resources Director; Tom Holder, Director, Department of Public Services  
12  
13

14 \*\*\*\*\*

15  
16 At 6:51 PM Chairman Trindade called the meeting to order and led the Pledge of Allegiance.  
17

18 **Interview – Town Administrator Candidate, Michael Boynton:**

19 As this interview is neither a hearing nor discussion item and is occurring this evening only due to the  
20 convenience of the Board, minutes were not taken. The interview concluded at 8:10 PM.  
21

22 **Executive Session:**

23 **At 8:17 PM Chairman Trindade moved that the Board enter into executive session under Exemption 3**  
24 **to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the**  
25 **litigating position of the public body and the chair so declared [topic: Ralph Costello, Applegate**  
26 **Subdivision] and to return to open session thereafter; Selectman Foresto seconded. The chair did so**  
27 **declare. No discussion. Roll Call Vote: 5-0-0 – Crowley, aye; D'Innocenzo, aye; Foresto, aye; Trindade,**  
28 **aye; White, aye.**  
29

30 \*\*\*\*\*

31  
32 At 8:36 PM Chairman Trindade reconvened public session.  
33

34 **Public Comments:** None.  
35

36 **Approval – Proposed Middlesex Savings Bank Donation of Electronic Scoreboard for New Athletic**  
37 **Field to Be Constructed on Land Adjacent to Medway High School:**

38 *The Board reviewed a draft letter proposed by Middlesex Bank attesting to Town's ability to allow the*  
39 *advertisement of the bank on a donated scoreboard.*  
40

41 Present: Middlesex Savings Bank -- Carol Bernstein, Senior Vice President and Controller; Mark Diebus,  
42 Marketing and Business Development.  
43

44 Ms. Bernstein and Mr. Diebus both explained their roles at Middlesex Savings Bank as well as their  
45 community involvement (Carol – School Committee; Mark – EPFRAC and Parks) as residents in Medway.  
46 Chairman Trindade explained for viewers that the scoreboard has been donated and it will be  
47 constructed on Town property. He pointed out that representatives from Middlesex Savings Bank are  
48 present tonight as advertisement for the bank will be featured on the sign. The bank logo will be

1 featured on both sides of the sign. The size of the sign meets the sign bylaw but, as it is not attached to  
2 a building and the bank is not otherwise affiliated with this location, a special permit from the Zoning  
3 Board of Appeals is required.

4  
5 Ms. Barbara Saint André, Town Counsel, stated that the Board's action tonight is an initial approval, and  
6 then it goes to the bank. Later a formal vote by the Board will be required to accept the gift to the  
7 Town. Chairman Trindade shared the draft letter, suggesting that the approval be referenced as being  
8 conditioned on the approval of the Zoning Board of Appeals.

9  
10 **Chairman Trindade moved that the Board approve (1) the process to accept the donation of a**  
11 **scoreboard from Middlesex Savings Bank, and (2) the sending of a letter confirming that the Board**  
12 **approves but that the approval is conditional that the sign meet all requirements of permitting**  
13 **processes of the Town; Selectman D'Innocenzo seconded. Brief discussion followed. VOTE: 5-0-0.**

14  
15 **Authorization of Chairman to Execute Contract Amendment with Kleinfelder, Master Services**  
16 **Agreement:**

17 *The Board reviewed the following information: (1) Proposed Amendment; (2) Email from Town Counsel*  
18 *with respect to contract term; and (3) Original contract with cover memo. It is noted that the Town is*  
19 *awaiting receipt of new signed tax compliance form as requested by Town Counsel as form submitted by*  
20 *vendor was not current form.*

21  
22 Mr. Tom Holder reported that this is a master service agreement which gives the Town the ability to  
23 request work as necessary. This particular contract is primarily for water, sewer and roadway work. He  
24 briefly explained how expenses will be paid, noting that much of the funding for this agreement was  
25 already built into the departmental budget.

26  
27 **Chairman Trindade moved that the Board authorize the Chairman to execute the Kleinfelder contract**  
28 **amendment extending the term of the contract two years, pending the approval of Town Counsel;**  
29 **Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

30  
31 **Authorization of Chairman to Execute Contract Amendment #4 with LLB Architects – Thayer Project,**  
32 **\$6,000:**

33 *The Board reviewed a document presenting Amendment #4. It is noted that the amendment has been*  
34 *reviewed by Town Counsel, and the Town is awaiting receipt of signed amendment from the vendor*  
35 *(mailed 5/29/14).*

36  
37 Selectman Foresto explained that this pays for the additional architectural services.

38  
39 **Chairman Trindade moved that the Board authorize the Chairman to execute contract amendment #4**  
40 **with LLB Architects in the amount of \$6,000 pending the approval of Town Counsel and the Town**  
41 **Accountant; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.**

42  
43 **Authorization of Chairman to Execute Contract Amendment #2 with Architectural Consulting Group –**  
44 **Thayer Project, \$5,200:**

45 *The Board reviewed a document presenting Contract Amendment #2. It is noted that the contract*  
46 *amendment was prepared by Town Counsel, and the Town is awaiting receipt of the signed document*  
47 *from the vendor (mailed 5/29/14).*

1 Selectman Foresto explained that this references three additional weeks of time by the Clerk of the  
2 Works.

3  
4 **Selectman Crowley moved that the Board authorize the Chairman to execute contract amendment #2  
5 with Architectural Consulting Group in the amount of \$5,200 pending the approval of Town Counsel  
6 and the Town Accountant; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

7  
8 **Approval – One-Day Alcohol Licenses: Charles River Bank – June 17, 2014; John Foresto, June 12, 2014:**

9 *The Board reviewed the following information: (1) Request from Charles River Bank; and (2) Police  
10 Department recommendation; (A) Request from John Foresto; and (B) Police Department recommendation.  
11 It is noted that the Board’s policy allows waiving of the one-day license fee at its discretion. Both Charles  
12 River Bank and Mr. Foresto have requested such a waiver of fee.*

13  
14 **Chairman Trindade moved that the Board approve the one-day alcohol license requests of Charles  
15 River Bank for June 17, 2014 and John Foresto for June 12, 2014, noting the recommendations of the  
16 Police Department, and that the Board waives the associated fee in both cases; Selectman  
17 D’Innocenzo seconded. No discussion. VOTE: 4-0-1 – Foresto abstained.**

18  
19 **Approval – Shining Stars Nursery School 1<sup>st</sup> Annual 5K Walk/Run, October 4, 2014:**

20 *The Board reviewed the following information: (1) Request, dated 5/20/14, including safety plan; and  
21 (2) Recommendation from the Police Department.*

22  
23 Ms. Allison Potter reported that the Police Chief has no issues other than the provision of detail officers  
24 and use of the safety plan.

25  
26 **Chairman Trindade moved that the Board approve Shining Stars Nursery’s request to hold a 5K  
27 Walk/Run on October 4, 2014 with the condition that the organization hire two detail officers to  
28 assure the safety of the participants and the movement of traffic during the event; Selectman  
29 D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

30  
31 **Action Items from Previous Meetings:**

32 *The Board reviewed an updated list of Action Items.*

33  
34 Review of Action Items was postponed.

35  
36 **Approval of Warrants:**

37 *The Board reviewed Warrant 14-49S/SP.*

38  
39 Selectman D’Innocenzo, Clerk, read aloud Warrant 14-49S/SP, dated 6/5/2014, presented for approval:

41	14-47P	Town Payroll	\$ 288,500.18
42	14-47O	Town Payroll	576.92
43	14-47SP	School Payroll	<u>801,820.39</u>
44		TOTAL	\$1,090,897.49

45  
46 **Selectman Foresto moved that the Board approve the Warrant as read; Selectman White seconded.  
47 No discussion. VOTE: 5-0-0.**

1 **Town Administrator's Report:**

2 On Monday, Ms. Kennedy will be presenting an inter-municipal agreement for an Energy Coordinator.

3  
4 Ms. Kennedy reported she attended her last MMA meeting at which there was a seminar presenting  
5 innovative methods of approaching difficult projects and will forward the handouts to the Board. She  
6 suggested it might prove useful in the development of the Oak Grove area.

7  
8 Ms. Kennedy expressed hope that she will learn by June 30 whether the Town has received the  
9 \$250,000 grant from the Mass. Dept. of Energy Resources.

10  
11 **Selectmen's Reports:**

12 No reports were presented by Selectman White, Selectman D'Innocenzo and Chairman Trindade.

13  
14 Selectman Crowley announced an upcoming band concert sponsored by the VFW; the VFW would like to  
15 hang a banner across the street. He suggested approval but moving forward with a consistent policy for  
16 these types of advertisement.

17  
18 **Chairman Trindade moved that the Board approve the banner across Route 109 provided it meets the**  
19 **approval of the Town Administrator's office as to quality and that the Town provide the installation of**  
20 **the banner. Brief discussion followed with an amendment by Selectman Crowley that the VFW pays**  
21 **the expense of the installation; Chairman Trindade accepted the amendment. Selectman White**  
22 **seconded Chairman Trindade's motion and amendment. VOTE: 5-0-0.**

23  
24  
25 **Reorganization of the Board (Chair, Vice-Chair, Clerk):**

26 *There were no back-up materials.*

27  
28 **Chairman Trindade nominated Selectman Crowley as Chair; Selectman White seconded. No**  
29 **discussion. VOTE: 5-0-0.**

30  
31 At this time, Selectman Trindade turned the gavel over to Chairman Crowley.

32  
33 **Selectman Trindade nominated Selectman Foresto as Vice-Chair; Selectman D'Innocenzo seconded.**  
34 **No discussion. VOTE: 5-0-0.**

35  
36 **Selectman Foresto nominated Selectman D'Innocenzo as Clerk; Selectman White seconded. No**  
37 **discussion. VOTE: 5-0-0.**

38  
39  
40 **At 9:09 PM Selectman Trindade moved to adjourn; Selectman Foresto seconded. No discussion.**  
41 **VOTE: 5-0-0.**

42  
43  
44 Respectfully submitted,  
45 Jeanette Galliard  
46 Night Board Secretary

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

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

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

14 \*\*\*\*\*

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

18 **Public Comments:** None.  
19

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

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

23 Present: Melanie Phillips, Finance Director.  
24

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

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

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

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

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

45 **Selectman Foresto moved that the Board approve the fiscal year 2015 indirect cost agreement for Town**  
46 **enterprise funds are presented; Selectman White seconded. No discussion. VOTE: 3-0-0.**  
47  
48

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

3 *There were no background materials.*  
4

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

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

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

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

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

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

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

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

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

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

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

21  
22 High School Field Drainage issues -- Mr. Boynton asked the Board to consider authorizing expenses for project  
23 changes in an amount up to \$25,000 as long as the recap sheet on the project references the changes. Brief  
24 discussion followed.

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

34  
35 Brief discussion followed on current roadway improvements in the community.

36  
37 **Appointment – Representative to Charles River Pollution Control District:**

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

40  
41 **Selectman White moved that the Board appoint Paul DeSimone as Representative to the Charles River  
42 Pollution Control District for a three-year term; the motion was not seconded. The motion was withdrawn.**

43  
44 **Selectman Trindade moved that the Board appoint Paul DeSimone as Representative to the Charles River  
45 Pollution Control District for a one-year term; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

46  
47 **Authorization for Chairman to Execute Contract for Consulting Services for Tri Valley Commons Projects –**  
48 **Greenman-Pedersen, Inc., \$9,700:**

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

3  
4 Present: Susy Affleck-Childs, Planning and Economic Development Coordinator.

5  
6 Ms. Affleck-Childs reported that, as part of the Tri Valley Commons site plan application, a traffic study was  
7 provided and the Planning Board retained a consultant to review it. In the past, Tetra Tech was used for this,  
8 but, in this case, the Planning Board opted to use this firm as it has been involved with the Route 109 design  
9 work. Invoices will come to the Town, and then forwarded to the developer for payment. Discussion  
10 followed.

11  
12 **Selectman Trindade moved that the Board authorize the Chairman to execute the contract with Greenman-**  
13 **Pedersen, Inc. in an amount not to exceed \$9,700 pending the approvals of Town Counsel and the Town**  
14 **Accountant; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

15  
16 **Appointment – Town Administrator, MetroWest Veterans’ Services District Board:**

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

21  
22 **Selectman Foresto moved that the Board authorize the Chairman to designate Town Administrator Michael**  
23 **Boynton to represent Medway on the MetroWest Veterans’ Services District Board of Directors; Selectman**  
24 **Trindade seconded. There was a brief explanation on the function of the MetroWest Veterans’ Services**  
25 **District Board of Directors. No further discussion. VOTE: 5-0-0.**

26  
27 **Discussion – Draft Banner Policy:**

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

31  
32 Chairman Crowley commented that the Planning Coordinator has indicated that the present zoning bylaw  
33 requires review of proposed banners by the Design Review Committee, which can be a lengthy process when  
34 a group is holding a fund raiser or other event. It was suggested that a bylaw change could be presented at  
35 Fall Town Meeting. Selectman White reminded the Board there will be two banners for upcoming elections.  
36 Brief discussion followed. Chairman Crowley asked that this be added to the Action Item list.

37  
38 **Action Items from Previous Meeting:**

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

40  
41 Selectman Foresto asked about the cable renewal license. Brief discussion followed on the Cable Advisory  
42 Committee getting started on the license renewal process. It was suggested to begin sooner rather than later  
43 and not wait for the provider to contact the Town.

44  
45 Regarding the net metering agreement, Selectman Foresto suggested a few key people meet with  
46 Mr. Boynton to move the process along.

47  
48 Selectman Foresto asked that a discussion of a Meals Tax be added to the Action Item List for September.



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

**Approval of Warrants:**

*The Board reviewed Warrant 15-7S.*

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

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

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

**Approval of Minutes:**

*The Board reviewed draft minutes from Selectmen meetings held on May 5, May13, June 16, June 30, and July 7, 2014.*

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

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

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

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

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

**Town Administrator’s Report:**

Mr. Boynton reported on the following topics:

- o McGovern School Windows Project
- o Zoning Rewrite Project
- o Charles River Pollution Control Discharge Permit
- o The new Energy Manager should begin on or about August 25.
- o Building Commissioner – John Emidy is retiring October 1. A search for replacement will begin soon.

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

9  
10 Mr. Boynton concluded his remarks by reporting he will be out of the office on vacation from August 28  
11 through September 5.

12  
13 **Selectmen's Reports:**

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

20  
21 Selectman Trindade reported that athletic fields will be ready for use for the fall soccer season.

22  
23 Chairman Crowley expressed concern that the Town's website needs to stay updated at all times. Mr.  
24 Boynton reported that a new webmaster was just hired. He will connect with the IT Director to set up a  
25 meeting with the Board in the near future.

26  
27  
28 **At 8:39 PM Selectman Trindade moved to adjourn; Selectman White seconded. No discussion.**  
29 **VOTE: 5-0-0.**

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31  
32 Respectfully submitted,  
33 Jeanette Galliardt  
34 Night Board Secretary

# **AGENDA**

# **ITEM #18**

**Town Administrator's Report**

# **AGENDA**

# **ITEM #19**

**Selectmen's Reports**