

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

February 17, 2015, 7:00 PM

Sanford Hall, Town Hall

155 Village Street

Agenda - Revised

7:00 PM

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

Other Business

1. Appointment to Conservation Commission – Scott Salvucci
2. Update and Discussion – Wastewater and Stormwater Planning Activities
3. Discussion – 2015 Roadway/Sidewalk Plan
4. Approval – Spending in Excess of Budget Allocation – Snow & Ice Removal
5. Approval – Change of Hours – Vivaan LLC d/b/a One Stop Convenience
6. Approval – Waiver of Building Permit Fees for Work Associated with McGovern School Door/Window Replacement Project
7. Review and Approval of Annual Town Meeting Warrant
8. Citizens' Petition for March 9, 2015 Special Town Meeting Warrant
9. Discussion – Flags Along Route 109
10. Approval – Special One-Day Liquor Licenses
 - a. Team Rice – February 27, 2015
 - b. Silverman – March 1, 2015
 - c. Dubrawski – April 18, 2015
11. Discussion - FY2016 Budget
12. Action Items from Previous Meeting
13. Approval of Warrants
14. Approval of Minutes
15. Town Administrator's Report
16. Selectmen's Reports

Upcoming Meetings, Agenda and Reminders

March 2, 2015 ---- Regular Meeting

March 16, 2015 ---- Regular Meeting

Public Comments

AGENDA ITEM #1

Appointment to Conservation Commission – Scott Salvucci

Associated back up materials attached.

- Resume of Scott Salvucci, PE
- Endorsement from Conservation Commission

Proposed motion: I move that the Board appoint Scott Salvucci to the Conservation Commission for a three year term through 6/30/18.

17 Broad St.
Medway MA, 02053

Phone 978-505-0379
E-mail scott3142@gmail.com

Scott Salvucci, PE

Education

September 2002 to May 2006

University of New Hampshire, Durham, NH

B.S., Civil Engineering, May 2006

- Magna Cum Laude

Certifications

- Registered Professional Engineer – New Hampshire
- 40-Hour Hazardous Waste Operations and Emergency Response Training
- OSHA 10 Hour Construction Industry Outreach Training Program

Technical Skills

AutoCAD, Autodesk Storm and Sanitary Analysis, HydroCAD, ArcMap GIS, HEC-RAS, StablPro, Surveying, Excel, Word, Adobe Acrobat

Experience

September 2006 - Present

- Comprehensive Environmental, Inc.

Project Engineer

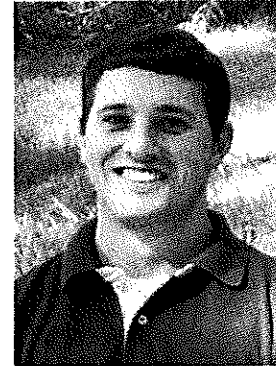
- Design of culvert replacement and repairs in compliance with state and federal stream crossing standards, with associated streambank restoration.
- Permitting of projects impacting resource areas, including: local NOI and RDA, Army Corp of Engineers, DEP Water Quality Certification.
- Design of stormwater management systems, stormwater BMPs and associated drainage piping networks.
- Site Plan reviews for clients, including: site design, stormwater management design, zoning and bylaw compliance.
- Project cost estimating, bid services and contract document production including technical specifications and construction plans.
- Construction oversight and site inspections, including: culvert installation, water main installation, subdivision development & grading, stormwater BMP construction, drainage system upgrades, erosion and sedimentation controls.
- Shop drawing reviews, including: precast concrete culverts, water treatment system Operation & Maintenance manuals, erosion and sedimentation control specifications.

Scott Salvucci, P.E.

Project Engineer



Mr. Salvucci is a Professional Engineer and CEI Project Review Engineer with experience in the area of stormwater review and design, drainage and culvert assessment, watershed planning, field investigation, GIS data collection and AutoCAD design. He has worked on dozens of peer review and stormwater engineering related projects at CEI. He has experience in the design and engineering of water quality BMPs to improve the water quality of lakes and ponds and is knowledgeable in the area of Low Impact Development (LID) techniques. He has worked as project engineer on a number of projects involving drainage design and flood management as well as culvert assessment, cost estimation and construction oversight and inspection services. He is a skilled field engineer in the areas of survey, multi-media sampling, field assessment and QA/QC. Mr. Salvucci has a Bachelor's Degree in Civil Engineering.



Selected Project Experience

- **Project Review Engineer** – Various peer review projects for municipal planning boards, conservation commissions and ZBA's throughout New Hampshire and Massachusetts. Tasks have included drainage review based on local and state regulations/bylaws, subdivision review requirements, LID recommendations and O&M review. Review projects have included:
 - o Milford, NH – Colburn Trust Subdivision
 - o Peterborough, NH – Divine Mercy Church & Wilson Farm Condos
 - o Hanover, MA – Planet Subaru Auto Dealership
 - o Hanover, MA – South Shore Vocational Technical High School
 - o Hanover, MA – YMCA Arts Center
 - o Hanover, MA – Hanover High School
 - o Hanover, MA – King Street Athletic Field
 - o Hanover, MA –Senior Center
 - o Andover, MA – YMCA
 - o Williamstown, MA – Clark Museum
 - o Seekonk, MA – Fall River Ave.
 - o Seekonk, MA – Greenwood Farms
 - o Milford, MA – Quarry Pond Village
 - o Westwood, MA – Sandy Valley Road
 - o Lancaster, MA – Golf Center
 - o Scituate, MA – The Glen Residential Development
 - o Swansea, MA – Swansea Commons
- **Project Engineer – Stormwater BMP Site Identification, Design & Cost Estimation for Watershed Restoration – Neponset River Watershed Association and Town of Sharon, Stoughton, Walpole and Canton.** Worked with NepRWA in the Towns of Canton, Walpole, Sharon and Stoughton to identify possible stormwater BMP locations and providing conceptual designs for future funding.
- **Project Engineer – Stream Crossing Culvert Design.** Has worked on multiple stream crossing replacement projects in Massachusetts and New Hampshire. Aspects of this work included design, engineering and permitting for embedded box culverts and open-bottom arch culverts.

Education
Bachelor of Science
Civil Engineering
University of New Hampshire

Professional Registrations and Service
Professional Engineer - LID
American Society of Civil Engineers

Scott Salvucci, P.E.
Project Engineer



Design in compliance with FHWA design standards and state stream crossing standards. These communities included:

- Lexington, MA
- Hadley, MA
- Charlestown, NH

- **Project Engineer, MassDOT Stormwater Engineering and Environmental On-Call Services.** Currently assisting MassDOT with the design, engineering and permitting for stormwater BMP being funded through the MassDOT Impaired Waters Assessment Program including those in:
 - Templeton, MA
 - Grafton, MA
 - Oxford, MA
 - Revere, MA
- **Field Engineer – MassDOT IDDE Investigations.** Worked with the MassDOT to conduct field inspections of approximately 5% of their stormwater system for illicit discharges (approximately 120 miles) under its Illicit Discharge Detection and Elimination program.
 - Implementation of stormwater BMPs for MassDOT roadways near Greenwood Pond in Templeton, MA.
 - Design and permitting for stormwater BMPs to treat MassDOT runoff within the French River watershed in Leicester and Oxford, MA
- **Project Engineer/Construction Inspection – Manchaug Pond Stormwater Improvements, Sutton/Douglas, MA.** Designed multiple stormwater BMPs and Low Impact Development (LID) elements for the Towns of Douglas and Sutton, MA to improve the water quality of Manchaug Pond. Provided cost estimation, construction inspection, permitting and pollutant removal modeling calculations for this s.319 Nonpoint Source Pollution Grant funded watershed improvement project.
- **Project Engineer – Stormwater BMP/LID Design & Training, Town of Bedford, MA.** As part of a s.319 Nonpoint Source Pollution Grant Project, CEI worked with the Town of Bedford to develop and implement a number of stormwater BMPs including the design of multiple raingardens/bioretenion areas in several cul-de-sacs throughout town. CEI worked with town staff to train them in developing LID designs for the construction of additional raingardens in the future.
- **Staff Engineer – Stormwater BMP Retrofit Designs, Millis, MA.** Provided engineering and inspectional services for the design and construction of stormwater BMP retrofit project at Millis Town Hall.
- **Staff Engineer: Stormwater BMP Retrofit, Designs Franklin, MA.** Provided engineering and construction services for the development of plans and construction specifications for the construction of stormwater BMP retrofits. Funded as part of the s.319 Nonpoint Source Pollution Grant Program.
- **Staff Engineer – Comprehensive review of Stormwater Pollution Prevention Plans (SWPPP) for various municipal departments.**
- **Field Engineer – Town-wide drainage and outfall structure mapping and assessment for compliance with NPDES Phase II Stormwater compliance.**
- **Staff Engineer – Development and review of municipal NPDES Phase II Stormwater Annual Reports for EPA Phase II stormwater compliance.**

From: David Travalini [mailto:dtravalini@meditech.com]
Sent: Friday, February 13, 2015 7:05 AM
To: Karen Kisty
Subject: Re: Remote Participation by Bridget for tonight's ConCom meeting

Karen,

The Conservation Commission met with Scott Salvucci last night and unanimously endorsed him as a Commission member.

David

AGENDA

ITEM #2

**Update and Discussion –
Wastewater and Stormwater
Planning Activities**

No associated back up materials.

AGENDA

ITEM #3

Discussion – 2015 Roadway/Sidewalk Plan

Associated back up materials attached.

- *Roadway Paving Projects plan provided by DPS*

ROADWAY PAVING PROJECTS

FY2015 Roadway Funds

		<u>Article Funds</u>		<u>Ch. 90 Funds</u>
Carryover	\$	656,919	\$	258,682
Chapter 90 Pending FY'15			\$	603,507
Articles:	\$	650,000		
Village Street Water Funds	\$	168,707		
Adams Street Water Funds:	\$	155,725		
Chapter 90 Winter Recovery			\$	60,342
Total Available Budget:	\$	1,631,351	\$	922,531

Projects Completed/In Process

Chapter 90 Winter Recovery			\$	60,342
West Street	\$	685,600		
Virginia Rd Drainage	\$	12,500		
Kenney Drive	\$	41,300		
Walker St	\$	9,400		
Large Patch Repairs-Var. Main Roads	\$	127,600		
Holliston/Wildbrook Crackseal	\$	13,400		
Sidewalk-Oakland/Main/Design	\$	4,400		
Adams St.	\$	42,500		
Spent:	\$	936,700	\$	60,342
Available:	\$	694,651	\$	862,189

Proposed 2015 (Updated 1/29/15, still under review)

Village St - reclaim Main to Cottage	\$	510,000		
Village St - mill Cottage to Millis Line	\$	687,000		
Adams St - reclaim	\$	468,000		
Various Patch Repairs*	\$	50,000		
Brundages Corner Drainage/Repair	\$	268,000		
Oakland/Main Sidewalk	\$	450,000		
Equipment			\$	29,000
RT 109 Design			\$	200,000
RT 109 Appraisal/ROW Acquisition			\$	400,000
Total Proposed:	\$	2,433,000	\$	629,000
Grand Total Proposed:	\$	3,062,000		

* Seasonal work will be adjusted to not overspend.

FY2016 Roadway Funds

Carryover:	\$	694,651	\$	862,189
Estimated Chapter 90 FY'16			\$	603,507
Proposed Articles	\$	700,000		
Total Available Budget:	\$	1,394,651	\$	1,465,696
Grand Total Potential Budget:	\$	2,860,347		

Streets listed have a pavement condition index of 50 or lower as of spring 2014. All roads need to be reassessed before final plans are made. With certainty, roads will be added and removed from this list.

Several roads are being evaluated for future water main replacement. Resurfacing should be delayed until final plans are made.

Projects Proposed

Funding Source

ALGONQUIN AVENUE	TBD
AZALEA DRIVE	TBD
BROKEN TREE ROAD	TBD
CAROL LANE	Water Mains Future
CIDER MILL ROAD	TBD
CLARK STREET	TBD
COFFEE STREET	TBD
COLE AVENUE	TBD
DOGWOOD LANE	TBD
GORWIN DRIVE	Water Mains Future
HIGHLAND STREET	Water Mains Future
HILL STREET	TBD
INDIAN CREEK ROAD	TBD
KAREN AVENUE	Water Mains Future
LEE LANE	Water Mains Future
LONGMEADOW LANE	TBD
LOVERING STREET	TBD
MAIN STREET	State Project Partial
MALLARD DRIVE	TBD
MANSION STREET	TBD
MAPLE STREET	Water Mains Future
MEMORY LANE	TBD
MERYL STREET	Water Mains Future
OAK STREET	TBD
PADDOCK LANE	TBD
PINE NEEDLE DRIVE	TBD
ROBIN CIRCLE	Water Mains Future
SADDLE HILL ROAD	TBD
SANFORD STREET	TBD
VIRGINIA ROAD	Water Mains Future
WARDS LANE	TBD
WILDWOOD ROAD	TBD
CLAYBROOK FARMS II	P&EDB BOND
CRESTVIEW AVENUE	***
GABLE WAY	***
HOLLISTON STREET	***

*** Possible Rubber Chip Seal Treatment

Other Work

Sidewalk Design		\$	20,000
Sidewalk Construction-Oakland St.	(Not estimated yet)	\$	120,000
Sidewalk Construction-North St.	(Not estimated yet)	\$	80,000

AGENDA

ITEM #4

Approval – Spending in Excess of Budget Allocation- Snow and Ice Removal

Associated back up materials attached.

- Massachusetts General Law Chapter 44, Section 31D

Proposed motion: I move that the Board authorize incurring liability and making expenditures in excess of the available fiscal year 2015 appropriation for snow and ice removal as provided for in MGL Chapter 44, Section 31D.



THE 189TH GENERAL COURT OF
THE COMMONWEALTH OF MASSACHUSETTS

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PART I ADMINISTRATION OF THE GOVERNMENT

TITLE VII CITIES, TOWNS AND DISTRICTS

CHAPTER 44 MUNICIPAL FINANCE

Section 31D Snow and ice removal; emergency expenditures; reporting requirements

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Section 31D. Any city or town may incur liability and make expenditures in any fiscal year in excess of available appropriations for snow and ice removal, provided that such expenditures are approved by the town manager and the finance or advisory committee in a town having a town manager, by the selectmen and the finance or advisory committee in any other town, by the city manager and the city council in a city having a city manager or by the mayor and city council in any other city; provided, however, that the appropriation for such purposes in said fiscal year equaled or exceeded the appropriation for said purposes in the prior fiscal year. Expenditures made under authority of this section shall be certified to the board of assessors and included in the next annual tax rate.

Every city or town shall annually, not later than September fifteenth, report to the division of local services of the department of revenue the total amounts appropriated and expended, including any funding or reimbursements received from the commonwealth, for snow and ice removal in the fiscal year ending on the preceding June thirtieth.

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AGENDA

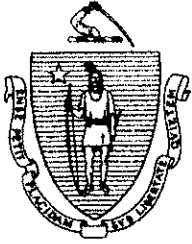
ITEM #5

Approval – Change of Operating Hours – Vivaan LLC d/b/a One Stop Convenience

Associated back up materials attached.

- Alcoholic Beverages Control Commission [ABCC] *Form 43*
- *ABCC Retail Alcoholic Beverages License Application*
- Vivaan LLC corporate vote

Proposed motion: I move that the Board approve a change in hours of operation for Vivaan LLC d/b/a One Stop Convenience to allow for Sunday opening at 10AM and Sunday closing at 9PM.



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
 www.mass.gov/abcc

For Reconsideration

FORM 43
MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

068400009
 ABCC License Number

Medway
 City/Town

02/17/2015
 Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

- New License
- Transfer of License
- Change of Manager
- Cordials/Liqueurs Permit
- 6-Day to 7-Day License
- New Officer/Director
- Change of Location
- Alteration of Licensed Premises
- Issuance of Stock
- Management/Operating Agreement
- Pledge of License
- Pledge of Stock
- Transfer of Stock
- New Stockholder
- Wine & Malt to All Alcohol
- Change Corporate Name
- Seasonal to Annual
- Change of License Type
- Other Change of Hours

Name of Licensee: Vivaan LLC EIN of Licensee: [REDACTED]

D/B/A: One Stop Convenience Manager: Hardik Patel

ADDRESS: 76 Holliston Street CITY/TOWN: Medway STATE: MA ZIP CODE: 02053

Annual Wine & Malt Package
 Annual or Seasonal Category: (All Alcohol- Wine & Malt, Wine, Malt & Cordials) Type: (Restaurant, Club, Package Store, General On Premises, Etc.)

Complete Description of Licensed Premises:
2160 sq. ft. of retail space, consisting of two walk-in coolers, shelving for merchandise, additional counter space; front and back door egress.

Application Filed: Feb 5, 2015 Advertised: Abutters Notified: Yes No
 Date & Time Date & Attach Publication

Licensee Contact Person for Transaction: Hardik Patel Phone: [REDACTED]

ADDRESS: 490 Washington Street CITY/TOWN: Norwood STATE: MA ZIP CODE: 02062

Remarks: Change of Sunday operating hours - open 10AM/close 9PM

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
 Ralph Sacramone
 Executive Director

ABCC Remarks:

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

068400009

LICENSEE NAME:

VIVAAN LLC (DBA: ONE STOP CONVENIENCE)

ADDRESS:

76 HOLLISTON ST

CITY/TOWN:

MEDWAY

STATE MA

ZIP CODE

02053

TRANSACTION TYPE (Please check all relevant transactions):

- Change of Hours
 Change of DBA
 Charity Wine License

RECEIVED
FEB 5 2015

MEDWAY
TOWN ADMINISTRATOR

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396**

Change of Hours Checklist

This application will be returned if the following documentation is not submitted:

- Vote of Corporate Board or LLC

Note: No fee is required for this transaction as formal ABCC approval is not necessary

VIVAAN LLC.

DBA: ONE STOP CONVENIENCE

1411 Phillips Road, New Bedford MA 02745

Vote Of The Corporate Board

Upon motion, duly made and seconded, It was thereupon by an affirmative vote of a majority of all members present and voting agreed upon that:

Voted: The Corporation of Vivaan LLC. requested a change in store hours for DBA one stop convenience, Manager of record Hardik Patel, Located at 76 holliston street, midway ,MA 02053. Presently the hours for Alcohol sale are Monday to Saturday 8 am to 11 pm, Sunday 12 to 6 pm. We requested to be open Sunday on 10am- 9pm, rest days be unchanged.



Hardik Patel

President

Vivaan LLC.

I further Certify that since said meeting the aforesaid vote has not been revoked or amended, and that it remains in full force and effect at this date.

Dated: 02/02/2015

AGENDA

ITEM #6

Approval – Waiver of Building Permit Fees for Work Associated with McGovern School Door/Window Replacement Project

No associated back up materials.

Proposed motion: I move that the Board approve the waiver of all building permit fees for work associated with the McGovern School door/window replacement project.

AGENDA

ITEM #7

Review and Approval of Annual Town Meeting Warrant

Associated back up materials attached.

- Proposed Annual Town Meeting Warrant

Proposed motion: I move that the Board approve the proposed May 11, 2015 Annual Town Meeting warrant.

TOWN OF MEDWAY
WARRANT FOR MAY 11, 2015
ANNUAL TOWN MEETING

NORFOLK ss:

To either of the Constables of the Town of Medway

GREETINGS:

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, 88 Summer Street, on Monday, May 11, 2015** at 7:30 PM, then and there to act on the following articles:

ARTICLE 1: (ESCO Stabilization Reserve Transfer)

To see if the Town will vote to transfer the sum of \$43,684 from the ESCO Stabilization Fund to the Fiscal Year 2016 Debt Service expense account for the purpose of funding ESCO related debt service, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 2: (Appropriation: FY16 Operating Budget)

To see if the Town will vote to fix the salary and compensation of all elected officers of the Town, provide for a Reserve Fund, and determine what sums of money the Town will raise and appropriate, including appropriation from available funds, to defray charges and expenses of the Town including debt and interest, for the Fiscal Year ending June 30, 2016, or to act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 3: (Appropriation: FY16 Water Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$2,303,057 for the maintenance of the Water Department Enterprise Fund as follows, or to act in any manner relating thereto:

Direct Costs

	Amount
Salaries	\$ 628,111
Expenses	\$ 544,096
Long Term Debt – Principal	\$ 652,121
Long Term Debt – Interest	\$ 222,844
Short Term Debt – Interest	\$ 20,000
Direct Costs Total	\$2,067,172

Indirect Costs

And further to raise and appropriate or transfer from available funds the sum of \$235,885 for indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$235,885
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Total	\$2,303,057
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And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$2,303,057
	\$2,303,057

WATER SEWER COMMISSION

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 4: (Transfer from Sewer Betterment Stabilization to Sewer Enterprise)
To see if the Town will vote to transfer \$17,386 from the Sewer Betterment Stabilization Fund to the Fiscal Year 2016 Sewer Enterprise operating budget, or to act in any manner relating thereto.

WATER SEWER COMMISSION

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 5: (Appropriation: FY16 Sewer Enterprise Fund)
To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,558,676 for the maintenance of the Sewer Department Enterprise Fund as follows, or to act in any manner relating thereto:

Direct Costs

	Amount
Salaries	\$ 215,201
Expenses	\$ 950,006
Long Term Debt – Principal	\$ 212,000
Long Term Debt - Interest	\$ 84,862
Short Term Debt – Interest	\$ 5,000
Direct Costs Total	\$1,467,069

Indirect Costs

And further to raise and appropriate or transfer from available funds the sum of \$91,607 for indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$91,607
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Total	\$1,558,676
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And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$1,435,030
Sewer Retained Earnings	\$ 106,260
Sewer Betterment Transfer	\$ 17,386
Total	\$1,558,676

WATER SEWER COMMISSION

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 6: (Appropriation: FY16 Solid Waste Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of \$1,487,906 to operate the Solid Waste/Recycling Department Enterprise Fund as follows, or to act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 319,902
Expenses	\$1,056,538
Direct Costs Total	\$1,376,440

Indirect Costs

And further to raise and appropriate or transfer from available funds the sum of \$111,466 for indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$111,466
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Total	\$1,487,906
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And further that the above listed appropriations be funded as follows:

Trash Recycling Fees/Bag Revenues	\$1,487,906
Total	\$1,487,906

PUBLIC SERVICES DEPT.

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 7: (Appropriation: FY16 Ambulance Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$720,090 to operate the Ambulance Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$391,459
Expenses	\$172,000
Long Term Debt – Principal	\$ 30,000
Long Term Debt – Interest	\$ 4,200
Direct Costs Total	\$597,659

Indirect Costs

And further to raise and appropriate or transfer from available funds the sum of \$122,431 for indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$122,431
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Total	\$720,090
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And further that the above listed appropriations be funded as follows:

General Fund Appropriation	\$150,000
Ambulance Retained Earnings	\$ 60,000
Insurance and Fees for Service	\$510,090
Total	\$720,090

FIRE DEPARTMENT

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 8: (Free Cash Appropriation: Capital Items)

To see if the Town will vote to appropriate the sum of \$1,118,000 for Fiscal Year 2016 from Certified Free Cash for the purpose of funding the following capital items, including associated engineering, personnel, maintenance and legal service costs; said appropriations to be expended by June 30, 2016, with unexpended funds as of June 30, 2016 being returned to the General Fund, or act in any manner relating thereto:

Project	Department	Cost
Various Road/Sidewalk Improvements	DPS	\$500,000
Technology Replacement (Desktops)	IS	115,000
New Technology for Schools (IPads and Chromebooks)	IS	85,000
McGovern School Generator	SCHOOLS	30,000
Radio Box Fire Alarm System	FIRE	141,000
Replace Phone System	POLICE/IS	25,000
Replace Police Cruiser Computers	POLICE/IS	55,000
Partial Replacement of Library Carpet	LIBRARY	52,000
Install Solar Powered Traffic Signs	POLICE	13,000
General Town Wide Facility Improvements	DPS	50,000
Purchase Right of Way Maintenance Truck	DPS	52,000
Free Cash Total		\$1,118,000

**CAPITAL IMPROVEMENT
PLANNING COMMITTEE**

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 9: (Borrowing: Capital Projects)

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds the sum of \$797,000 for Fiscal Year 2016 for the purpose of funding the following capital items, including associated engineering, personnel, maintenance and legal service costs, or act in any manner relating thereto:

Project	Department	Cost
Upgrade Radio Infrastructure	POLICE	\$273,000
McGovern Parking Lot	SCHOOLS	367,000
Replace Sidewalk Plow	DPS	157,000
Total		\$797,000

**CAPITAL IMPROVEMENT
PLANNING COMMITTEE**

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 10: (Appropriation - Water Enterprise)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of \$30,000 for Fiscal Year 2016 from the Water Enterprise Fund for the purpose of funding various water distribution and water production projects, including associated engineering, personnel, maintenance, and legal services costs, or act in any manner relating thereto.

PUBLIC SERVICES DEPT.

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 11: (Appropriation - Water Enterprise)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds for Fiscal Year 2016 from the Water Enterprise Fund the sum of \$200,000 for the purpose of funding the replacement of water main in the Brentwood neighborhood, including associated engineering, personnel, maintenance, and legal services costs, or act in any manner relating thereto.

PUBLIC SERVICES DEPT.

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 12: (Appropriation: Sewer Enterprise)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of \$15,000 for Fiscal Year 2016 from the Sewer Enterprise Fund for the purpose of funding sewer collection improvements, including associated engineering, personnel, maintenance, and legal services costs, or act in any manner relating thereto.

PUBLIC SERVICES DEPT.

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 13: (Appropriation: Sewer Enterprise)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of \$75,000 for Fiscal Year 2016 from the Sewer Enterprise Fund for the purpose of funding an inflow and infiltration study, including associated engineering, personnel, maintenance, and legal services costs, or act in any manner relating thereto.

PUBLIC SERVICES DEPT.

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 14: (Free Cash Appropriation: Memorial Committee)

To see if the Town will vote to appropriate the sum of \$4,000 from Certified Free Cash for the purpose of funding projects and activities of the Memorial Committee, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 15: (Capital Project: Construct and Improve Playgrounds – CPC Funds)

To see if the Town will vote to raise and appropriate, borrow, or transfer from Community Preservation Funds a sum of money for the purpose of funding the design and construction of a playground at Idylbrook Field and to design and construct improvements to other Town playgrounds or otherwise make repairs and for the payment of all other costs incidental and related thereto, and to authorize the Board of Selectmen and Town officers to take all related actions necessary or appropriate to carry out this article, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 16: (Capital Project: New DPS Facility)

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 funding the engineering, design and construction of a new Department of Public Services Facility and for the payment of all other costs incidental and related thereto, and to authorize the Board of Selectmen and Town officers to take all related actions necessary or appropriate to carry out this article, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 17: (Appropriation: Retrofit Space at Middle School for DPS Administration)
To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds the sum of \$175,000 for the purpose of funding the design and retrofitting of space at Medway Middle School for the Department of Public Services Administrative Offices and for the payment of all other costs incidental and related thereto, and to authorize the Board of Selectmen and Town officers to take all related actions necessary or appropriate to carry out this article, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 18: (Appropriation: Thayer Property Operations)
To see if the Town will vote to raise and appropriate the sum of \$20,000 to be added to the Thayer Homestead Revolving Account, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 19: (Revolving Accounts: Annual Authorization)
To see if the Town will vote to authorize the following revolving funds pursuant to Chapter 44, section 53E½ of the Massachusetts General Laws for Fiscal Year 2016 as follows:

FUND	REVENUE SOURCE	AUTHORITY TO SPEND	USE OF FUND	SPENDING LIMIT
Parks and Recreation	Permit Fees	Board of Parks Commissioners	Self-supporting recreation and parks services	\$60,000
Council on Aging	Donations/fees paid by riders and GATRA reimbursement	Council on Aging	Pay for dial-a-ride van service for seniors and disabled; shuttle service to Norfolk commuter rail station, and other necessary transportation services	\$96,000
Library Printer/Copier/Fax	Public printer use and copier and fax machine revenues	Board of Library Trustees	Printer, copier and fax machine expenses.	\$2,000
Library Meeting Room	Meeting room use fees	Board of Library Trustees	Meeting room maintenance, repairs and upgrades	\$1,000

Thayer Homestead	Facility use fees	Town Administrator	Partial self-support of property	\$50,000
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**BOARD OF SELECTMEN
(For the Various Departments Indicated)**

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 20: (Appropriation: Community Preservation Committee)

To see if the Town will vote to act on the report of the Community Preservation Committee for the Fiscal Year 2015 Community Preservation budget and to appropriate, or reserve for later appropriations, monies from the Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation Committee, the transfer to the Affordable Housing Trust, the undertaking of community preservation projects and all other necessary and proper expenses for the Fiscal Year 2016, as follows:

Appropriation

2014 ATM #'s

	Amount
CPC Administrative Expenses	\$ 15,000
CPC Salaries	5,000
Long Term Debt – Principal	140,000
Long Term Debt – Interest	61,650
Subtotal	221,650
Affordable Housing Trust Administrative Expenses	32,500
Direct Costs Total	\$254,150

Reserves

	<u>10% of Estimated Fund Revenues</u>
Open Space	\$68,135
Community Housing	\$60,635
Historical Preservation	\$93,135

Or act in any manner relating thereto.

COMMUNITY PRESERVATION COMMITTEE

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 21: (Acceptance of MGL chapter 64L, § 2(a) Local Option Meals Tax)

To see if the Town will vote to accept Massachusetts General Law chapter 64L § 2(a) to impose a local option meals tax to take effect on _____, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 22: (OPEB Trust Funding from Meals Tax)

To see if the Town will vote to allocate the sum of all local meals tax revenue collected under MGL chapter 64L § 2(a) for FY 2015 to the Town of Medway OPEB Trust account, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 23: (Accept MGL C. 90-I, Sec. 1 – Complete Streets Program)

To see if the Town of Medway will vote to accept the provisions of Massachusetts General Law, Chapter 90-I, Section 1, as amended, the Complete Streets Program, to allow the Town to participate in, apply for, and receive funding pursuant to said section and Section 6121-1318 of the Session Laws, Chapter 79 of the Acts of 2014, or to act in any manner relating thereto.

PLANNING & ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 24: (Acceptance of Sidewalk Easement)

To see if the Town of Medway will agree to accept from Onilleva Realty, LLC of Medway, MA, two permanent sidewalk easements on property located on the southerly side of Milford Street (Route 109) Medway Parcel 56-039 (34 Summer Street) containing a combined total of three hundred forty-six (346 ± sq. ft.) square feet of land, more or less, as shown on a plan entitled “Sidewalk Easement Plan in Medway, MA” prepared by Civil Design Group, LLC of North Andover, MA, dated March 18, 2014 for the purpose of providing pedestrian access on the southerly side of Milford Street 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 25: (Zoning Bylaw 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 and with the office of the Planning and Economic Development Board and also posted at the Planning and Economic Development Board page at the Town of Medway web site.

The proposed recodification includes but is not limited to:

- A. re-organizing, re-positioning, re-captioning and re-numbering of the Zoning Bylaw;
- B. creating a Table of Uses which generally reflects the current use provisions;
- C. adding definitions to define various uses in the Table of Uses;
- D. creating a Table of Dimensional and Density Regulations which generally reflects the current provisions;
- E. making revisions to the nonconformities language to bring it into conformance with current law;
- F. eliminating redundant or unnecessary provisions regarding content of applications, review procedures, and enforcement;
- G. making housekeeping amendments such as eliminating numbers in parentheses that are already spelled out; correcting spelling, typographical and grammatical errors; eliminating or updating outdated statutory or other references; and deleting wording that repeats provisions of state law;
- H. revising the section on fines and enforcement; and
- I. making other needed amendments for clarification and consistency.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 26: (Amend Zoning Bylaw: New Sub-Section for Multifamily Housing)

To see if the Town will vote to amend the Medway Zoning Bylaw by adding a new Sub-Section DD. Multifamily Housing to SECTION V. USE REGULATIONS as follows:

DD. Multifamily Housing

1. Purpose: The purpose of this sub-section is to further the goals of the Medway Master Plan and the Medway Housing Production Plan to encourage the provision of a diversity of housing types, to promote compact development, and to increase the number of affordable housing units by establishing a special permit option to allow for the development of Multifamily Dwellings or Apartment Houses, and Multifamily Developments within the capacities of existing Town services. (Perhaps we should specify water and sewer.)

2. Applicability: The Planning and Economic Development Board may grant a special permit for a Multifamily Dwelling or Apartment House, and a Multifamily Development as follows:

a) On a tract of land within the AR-I or AR-II zoning district whether on one parcel or a set of contiguous parcels, with a minimum of 50 feet of primary pedestrian access frontage on an existing public way and located within 3000 feet (or ½ mile) of a Commercial/business zoning district. The public way shall, in the opinion of the Planning and Economic Development Board, have sufficient capacity to accommodate the projected additional traffic flow from the development.

The maximum size of parcel(s) for a Multifamily Development shall not exceed acres.

[Note: This language limits eligible parcels to those being near commercial facilities in order to encourage pedestrian-friendly development and ready access to consumer services. Not sure we want to encourage apartments far off in outer parts of the AR-I district. Limiting this special permit to the AR-II district almost accomplishes the same thing, but the 3000-foot limit would allow for multi-family dwellings in AR-I properties on the edge of AR-II and close to a commercial district]

b) These provisions apply to the following:
1) The alteration/conversion of existing buildings *(such as Castronics at Village & Walker Streets and the American Legion building)*

2) Construction of new buildings or additions to existing buildings

3. Density and Dimensional Regulations

a) The minimum dimensional requirements shall be the same as for the zoning district in which the parcel is located unless the Planning and Economic Development Board ~~varies~~ adjusts the dimensional requirements if, in its opinion, such ~~change~~ adjustment will result in a more desirable design of the development. ~~than could otherwise be achieved without variation of the district's standard dimensional requirements.~~

b) Legally pre-existing nonconforming parcels not in common ownership with abutting parcels and legally, pre-existing nonconforming buildings shall be eligible for a multifamily housing special permit provided they do not increase any nonconformity and can demonstrate compliance with the parking and open space requirements of this section.

c) The overall density of a Multifamily Development shall not exceed ~~20~~ 12 dwelling units per acre, except that the Planning and Economic Development Board may increase the density when the Multifamily Development involves the adaptive reuse of an existing structure at least 75 years of age or provides 25% of the dwelling units as affordable. (MORE NEEDED HERE ON WHAT THE DENSITY BONUS WOULD BE. Gino is working on that.)

[Note: This conforms to the state's minimum 40R requirement for townhouses. If the American Legion/Cutler Street project has 10 units on the .65 acre site, that's about 15.4 units per acre. Keep in mind that the site is adjacent to a cemetery so it feels like it has more space.]

d) The shortest distance between buildings within a Multifamily Development shall not be less than feet. *[Note: Perhaps this should be in Rules and Regs in order to allow some flexibility.]*

e) Maximum building height: 2.5 stories or 40' . . *[These are just pretty standard requirements for residential areas].*

f) Maximum building length: 125' on its longest side with offsets of at least 3' provided at intervals of at least 50' more or less. *[Note: Perhaps this should be in Rules and Regs in order to allow some flexibility.]*

4. Special Regulations

a) Affordable Housing Requirement: Projects approved pursuant to this Sub-Section shall comply with the Town's Affordable Housing requirements as specified in Section V. X of the Zoning Bylaw. ~~A minimum of % of units within a Multifamily Development of six or more dwelling units must be Affordable Housing Units.~~

b) Notwithstanding any requirements of the Massachusetts Department of Housing and Community Development for inclusion of affordable housing units on the Chapter 40B Subsidized Housing inventory, the average bedroom count of a Multifamily Dwelling or Apartment House or a Multifamily Development shall not exceed 2 per unit.

c) Open Space: There shall be an open space area equal to at least 15% of the parcel(s) total area. This area shall be unpaved and may be landscaped or left natural, with the balance being

trees, shrubs and grass suitable for the site. This area shall not be built upon but may include a play area.

d) **Parking:** At least 1.5 off-street parking spaces shall be provided for each dwelling unit plus 1 additional visitor parking space for every 2 dwelling units.

e) There shall be Town water and sewer available in the public way on which the development has its frontage and said water and sewer lines shall have sufficient capacity to accommodate the project.

f) A multifamily building shall not contain more than 12 dwelling units.

g) Any Multifamily Development shall not exceed 40 dwelling units.

5. **Rules and Regulations:** The Planning and Economic Development Board shall adopt *Multifamily Housing Rules and Regulations* which shall include application submittal requirements, public hearing and review procedures, and site development and design standards including but not limited to landscaping, buffering, lighting, building style, pedestrian access, off-street parking, utilities and waste disposal.

6. **Development Limitation:** The maximum number of Multifamily Dwelling units authorized pursuant to this section shall not exceed 40.5 percent of the number of detached single-family dwellings located in the Town of Medway, as determined by the Board of Assessors. (Note – The Assessor’s office reports that Medway has 3,686 single family detached housing units as of 1-1-15. 5% of that = 184 multifamily dwelling units.)

7. **Special Permit Procedures:**

a) The special permit application, public hearing, and decision procedures shall be in accordance with this Sub-Section, the Planning and Economic Development Board’s *Multifamily Housing Rules and Regulations*, and Section V. C. of this Zoning Bylaw.

b) **Application Requirements.** The Applicant shall submit a Multifamily Housing special permit application together with the size, form, number, and contents of the required plans and any supplemental information as required in the Planning and Economic Development Board’s *Multifamily Housing Rules and Regulations*.

c) The special permit review of Multifamily Dwelling or Apartment Houses, and Multifamily Developments shall incorporate site plan review pursuant to Section V. C. of this Zoning Bylaw.

8. **Decision:** The Planning and Economic Development Board may grant a Multifamily Housing special permit with any conditions, safeguards, and limitations necessary to mitigate the project’s impact on the surrounding area and to ensure compliance with this Sub-Section and Section V. C. of the Zoning Bylaw upon finding that the Multifamily Dwelling or Multifamily Development will:

a) meet the purposes and requirements of this Sub-Section, and the Planning and Economic Development Board’s *Multifamily Housing Rules and Regulations* and *Site Plan Rules and Regulations*;

b) is consistent with the goals of the Medway Master Plan and the Medway Housing Production Plan;

- c) not have a detrimental impact on abutting properties and adjacent neighborhoods or such impacts are adequately mitigated;
- d) allow for greater variety and types of housing stock.

And to amend SECTION II Definitions by inserting the following definition in alphabetical order:
Multifamily Development – A residential development of more than one building comprised of multifamily dwellings and which may also include one single family house and one or more two-family houses.

And to authorize the Town Clerk to retitle/renumber this sub-section, if approved, to be incorporated into a recodified Zoning Bylaw (Article ___) if approved by Town Meeting.

Or to act in any manner relating thereto:

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 27: (Establishment of a Business Transition Zone)

To see if the Town of Medway will amend the Medway Zoning Bylaw by adding a new Sub-Section CC. Business Transition to SECTION V. USE REGULATIONS as follows:

CC. Business Transition District

1. Purpose: The purpose of this section is to further the goal of the Medway Master Plan to update zoning to increase the land available for economic development, and to provide opportunities for small-scale and minimally intensive business uses adjacent to residential neighborhoods.
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 enumerated herein.
 - a) Municipal use
 - b) Offices for business or professional use including medical offices
 - c) Personal care services such as but not limited to barber shops, hair salons, and nail salons.
 - d) Consumer services such as but not limited to health care, optician, dry cleaner, florist, laundry, florist, shoe repair, photocopying/printing, bakery, photography studio, tailor, and other similar businesses and services
3. Dimensional Regulations - Permitted and allowable uses pertaining to this district shall comply with the following dimensional regulations:
 - a) Minimum lot size: 12,000 sq. ft.
 - b) Maximum lot coverage, including accessory building: 30%
 - c) Minimum continuous frontage: 100 ft. [Note: This works for all but one of the identified parcels and two mini vacant parcels.]
 - d) Minimum front yard setback from street line for any building or structure hereafter erected: 10 ft. [Note: This certainly helps encourage parking to the rear and keeps buildings further away from residences. Will people will be comfortable with this?]
 - e) Minimum side and rear yard setbacks: 15 ft.
 - f) Maximum building height: 40 ft.
4. Special Regulations
 - a) Parking – To the maximum extent possible, parking shall be located to the rear of the building. Motor vehicle parking located between the building and street is permitted only if no

other reasonable alternative is available to site limitations. Parking and storage of vehicles may not be located within the setback from residentially-zoned parcels.

b. Buffers – The side or rear setback area of parcels which abut residentially used property shall be substantially landscaped so as to provide a suitable visual and sound buffer between the business and residential uses. Additional buffering measures including fencing may be required.

And to amend the Medway Zoning Map by rezoning the following parcels from Agricultural Residential II zoning to Business Transition zoning as shown on a map on file with the Town Clerk:

1.38 acre parcel at 32 Summer Street (Berry's Greenhouse) - Medway Assessor's parcel 56-041

.09 acre parcel at 37 Summer Street (Alexander) - Medway Assessor's parcel 56-017

.67 acre parcel at 35 Summer Street (Alexander) - Medway Assessor's parcel 56-018

.42 acre parcel at 33 Summer Street (Notturmo) - Medway Assessor's parcel 56-019

.34 acre parcel at 31 Summer Street (PMAM Group LLC) - Medway Assessor's parcel 56-020

NOTE - More parcels may be added.

And to authorize the Town Clerk to retitle/renumber this sub-section, if approved, to be incorporated into a recodified Zoning Bylaw (Article ___) if approved by Town Meeting.

And to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

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 SEVEN (7) 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 22nd day of April 2015.

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

ATTEST: _____
Paul Trufant, Constable

AGENDA

ITEM #8

Citizens' Petition for March 9, 2015 Special Town Meeting Warrant

Associated back up materials attached.

- *January 2015 Citizens Petition*

January 2015 Citizens' Petition proposed Special Town Meeting Warrant article: For the town to purchase all Wickett [sic] Properties bordering Fairway Lane, and lands bordering Redgate and Woodland Road and the property at 102 Wintrop [sic] Street.

1. **Proposed motion:** I move that the Board re-open the March 9 Special Town Meeting warrant.
2. I move that the Board place the following article on the warrant:
 - a. The purchase of all Wickett Properties bordering Fairway Lane, and lands bordering Redgate and Woodland Road and the property at 102 Winthrop Street.
3. I move that the Board close the March 9 Special Town Meeting warrant.

**JANUARY 2015 CITIZENS PETITION
TOWN OF MEDWAY, MASSACHUSETTS**

**UNDERSIGNED VOTERS OF MEDWAY REQUEST AN ARTICLE TO BE PUT ON THE SPECIAL TOWN
MARCH 2015.**

**THE ARTICLE IS AS FOLLOWS: For the town to purchase all Wicket properties bordering Fairway Lane,
and lands bordering Redgate and Woodland Road and the property at 102 Wintrop Street.**

RECEIVED
FEB 10 2015
****Registered Voters only****
TOWN CLERK

PRINT NAME	ADDRESS	SIGNATURE	DATE
Kurt Schaefer	13 Fairway Lane	<i>Kurt Schaefer</i>	1/9/2015
Ellen Schaefer	13 Fairway Lane	<i>Ellen Schaefer</i>	1/10/2015
Stephen Price	17 Fairway Lane	<i>Stephen Price</i>	1/11/2015
JOHN JAY NEWTON	16 Fairway Lane	<i>John Jay Newton</i>	1/11/2015
Carolin Newton	16 Fairway Lane	<i>Carolin Newton</i>	1/11/2015
Maryann Corbett	15 Fairway Lane	<i>Maryann Corbett</i>	1/11/2015
Scott Coats	15 FAIRWAY LANE	<i>Scott Coats</i>	1/11/2015
Andrew Hamilton	7 FAIRWAY LN	<i>Andrew Hamilton</i>	1/9/2015
Randi Chapman	7 FAIRWAY LN	<i>Randi Chapman</i>	1/11/2015
Catherine Spazio	19 Fairway Lane	<i>Catherine Spazio</i>	1/11/2015
Nancy Toohy	23 Skyline Drive	<i>Nancy Toohy</i>	1/11/15
GEORGE E TOOHY JR	23 Skyline Drive	<i>George E Toohy Jr</i>	1/11/15
Shelby Toohy	23 Skyline Drive	<i>Shelby Toohy</i>	1/11/15
ADEMILSON BARBOSA	22 FAIRWAY LANE-MEDWAY	<i>Ademilson Barbosa</i>	1-11-2015
Paula Barbosa	22 Fairway Ln	<i>Paula Barbosa</i>	1-11-15
KEVIN COX	2 Fairway Ln medway	<i>Kevin Cox</i>	1-11-15
Mitchell	12 Fairway Ln	<i>Mitchell</i>	1-11-15
Debbie Cox	2 Fairway Ln	<i>Debbie Cox</i>	1/11/15
Shannon Delaney	4 Fairway Lane	<i>Shannon Delaney</i>	1/11/15
BERNARD L CASSY JR	2 FISHER TERRACE	<i>Bernard L Cassy Jr</i>	1/16/15
Richard Pfeiffer	2 Stony Ridge Rd	<i>Richard Pfeiffer</i>	1/16/15
FREDERICK SOUZA	20 MEYER ST.	<i>Frederick Souza</i>	1/16/15
Frank B. Whiting	30 Carseway St	<i>Frank B. Whiting</i>	1/16/15
Jose Dziczek	98 Village St	<i>Jose Dziczek</i>	1/16/15
CYRIL MAJUMDAR	14 FAIRWAY LN.	<i>Cyril Majumdar</i>	1/16/15
Sharon Baldwin	24 Alexandria Dr	<i>Sharon R. Baldwin</i>	1/17/15
DAVID B. BALDWIN	24 ALEXSANDRIA DR	<i>David B. Baldwin</i>	1/17/15
Greg Baldwin	24 Alexandria Dr.	<i>Greg Baldwin</i>	1/17/15

JF Sig

**JANUARY 2015 CITIZENS PETITION
TOWN OF MEDWAY, MASSACHUSETTS**

THE UNDERSIGNED VOTERS OF MEDWAY REQUEST AN ARTICLE TO BE PUT ON THE SPECIAL TOWN IN MARCH 2015.

THE ARTICLE IS AS FOLLOWS: For the town to purchase all Wicket properties bordering Fairway Lane, and lands bordering Redgate and Woodland Road and the property at 102 Wintrop Street.

****Registered Voters only****

PRINT NAME	ADDRESS	SIGNATURE	DATE
✓ Dan D'Amico	8 Larussi Way	<i>[Signature]</i>	1/15/15
✓ Jeffrey D'Amico	8 Larussi Way	<i>[Signature]</i>	1/15/15
✓ DAVID McDONALD	21 GRANITE ST	<i>[Signature]</i>	1/17/15
✓ Maureen Haddigan	4 Ledgewood Rd	<i>[Signature]</i>	1/17/15
✓ John McCarty	72 Fisher St	<i>[Signature]</i>	1/17/15
✓ Andrea McCarty	72 Fisher St	<i>[Signature]</i>	1/17/15
✓ David Haddigan	4 Ledgewood Rd	<i>[Signature]</i>	1/17/15
✓ Jennifer McKeown	9 Barber St	<i>[Signature]</i>	1/17/15
✓ MICHAEL McKeown	9 BARBER ST.	<i>[Signature]</i>	1/17/2015
✓ Gertrude Fagerson	120 Wintrop St.	<i>[Signature]</i>	01/17/2015
✓ Jeff Converse	17 Field Rd	<i>[Signature]</i>	1/17/2015
✓ Kathie Olsen	26 Fairway Ln	<i>[Signature]</i>	1/17/15
✓ Dan Olson	26 Fairway Lane	<i>[Signature]</i>	1/17/15
✓ CHERIE KAMEL	27 FAIRWAY LANE	<i>[Signature]</i>	1/17/15
✓ Carol McCorkindale	27 Fairway Lane	<i>[Signature]</i>	1/17/15
✓ James Krawczynski	37 Fairway Lane	<i>[Signature]</i>	1/18/15
✓ Rebecca Krawczynski	37 Fairway Lane	<i>[Signature]</i>	1-18-15
✓ Jodi Eller	23B Fairway Lane	<i>[Signature]</i>	1/18/15
✓ RICHARD CARLSON	9 CIDER MILL RD	<i>[Signature]</i>	1/19/15
✓ DIANE CARLSON	9 CIDER MILL RD	<i>[Signature]</i>	1/19/15
✓ Kris Farkas	30 Onison	<i>[Signature]</i>	1/19/15
✓ Mike Buz	30 Onison	<i>[Signature]</i>	1/19/15
✓ Susan Laidlaw	6 Fairway Ln	<i>[Signature]</i>	1/20/15
✓ DAVID DAHLTEIMER	21 FAIRWAY LN	<i>[Signature]</i>	1/20/15
✓ ESCANDAR SADEGHI	33 FAIRWAY LN	<i>[Signature]</i>	1/20/15
✓ CARYN SADEGHI	33 FAIRWAY LANE	<i>[Signature]</i>	1/20/2015
✓ Sara Sheehan	7 Woodland Rd	<i>[Signature]</i>	1/20/15
✓ Christopher Sheehan	7 Woodland Rd	<i>[Signature]</i>	1/20/15

[Handwritten Signature]

[Handwritten Signature]

**JANUARY 2015 CITIZENS PETITION
TOWN OF MEDWAY, MASSACHUSETTS**

**THE UNDERSIGNED VOTERS OF MEDWAY REQUEST AN ARTICLE TO BE PUT ON THE SPECIAL TOWN
MARCH 2015.**

**THE ARTICLE IS AS FOLLOWS: For the town to purchase all Wicket properties bordering Fairway Lane,
and lands bordering Redgate and Woodland Road and the property at 102 Wintrop Street.**

****Registered Voters only****

PRINT NAME	ADDRESS	SIGNATURE	DATE
✓ Tonia Magliaro	13 Puddingstone Lane Medway	<i>Tonia Magliaro</i>	1/10/15
✓ Andrea White	6 Sun Valley Dr. Medway	<i>Andrea White</i>	1/10/15
✓ WILLIAM DOWLING	8 FAIRWAY LN MEDWAY	<i>William Dowling</i>	1/10/15
✓ DAVID BABICZ	11 Broken Tree Rd Medway	<i>David Babicz</i>	1/10/15
✓ Christine Torjansen	6 Wildebrook Rd Med.	<i>Christine Torjansen</i>	1-10-15
✓ Bert S. Oppenhe	3 Drybridge Rd	<i>Bert Oppenhe</i>	1-10-15
✓ DAN STRACHAN	11 FAIRWAY LANE Medway	<i>Dan Strachan</i>	1-10-15
✓ Chris Magliaro	15 Puddingstone Ln.	<i>Chris Magliaro</i>	1/10/15
✓ Karen Maxwell	13 Buttercup Ln.	<i>Karen Maxwell</i>	1/10/15
✓ David MACIARO	13 Puddingstone Ln.	<i>David MaciARO</i>	1/10/15
✓ Baham Strachan	11 Fairway Lane	<i>Baham Strachan</i>	1/10/15
✓ Gay Eason	14 Tarussing way	<i>Gay Eason</i>	1/10/15
✓ Joel Guine	11 Deer St	<i>Joel Guine</i>	1/10/15
✓ John Annun	25 Fairway Lane	<i>John Annun</i>	1/10/15
✓ BREAN RAVELLA	15 FIELD RD	<i>Brean Ravelle</i>	1/10/15
✓ Cathy Longval	7 Hillview Terr	<i>Cathy Longval</i>	1/10/15
✓ MARCIA PEREIRA	127 Summer St.	<i>Marcia Pereira</i>	1/10/15
✓ Jennifer Moran	3 Kimberly Dr.	<i>Jennifer Moran</i>	1/10/15
✓ ED WYKASZEC	127 Summer St.	<i>Ed Wykaszec</i>	1/10/15
✓ Tiffany Magliaro	15 Puddingstone Ln. Medway	<i>Tiffany Magliaro</i>	1/10/15
✓ Christine Goddard	24 Meryl St Medway	<i>Christine Goddard</i>	1/10/15
✓ Jen Ravelle	15 Field rd Medway	<i>Jen Ravelle</i>	1/10/15
✓ Carolyn Regan	15 Carriage House Way	<i>Carolyn Regan</i>	1/10/15
✓ Richard Laidlaw	6 Fairway Ln	<i>Richard Laidlaw</i>	1/10/15
✓ Seth Shulman	2 Westview Drive	<i>Seth Shulman</i>	1/10/15
✓ BRIAN KLOUFF	10 Carriage House Way	<i>Brian Klouff</i>	1/10/15
✓ SIVÉ MALINIAK	14 FAIRWAY LN	<i>Sive Maliniak</i>	1/10/15
✓ Angela Price	17 FAIRWAY LN	<i>Angela Price</i>	1/10/15

JAS

**JANUARY 2015 CITIZENS PETITION
TOWN OF MEDWAY, MASSACHUSETTS**

THE UNDERSIGNED VOTERS OF MEDWAY REQUEST AN ARTICLE TO BE PUT ON THE SPECIAL TOWN V MARCH 2015.

THE ARTICLE IS AS FOLLOWS: For the town to purchase all Wicket properties bordering Fairway Lane, and lands bordering Redgate and Woodland Road and the property at 102 Wintrop Street.

****Registered Voters only****

PRINT NAME	ADDRESS	SIGNATURE	DATE
✓ MARYJANE PRICE	17 FAIRWAY LN. MEDWAY	Mary Jane Price	1/10/15
✓ BILL PRICE	" "	Bill Price	1/10/15
✓ MAIRA KEATING	15 TRIANE DR. MEDWAY	M Keating	1/12/15
✓ EILEEN KALUKIN	5 LOST HILL DR MEDWAY	Eileen Kalukin	1/12/15
✓ JEFF KALUKIN	" "	Jeff Kalukin	1/12/15
✓ BOB HAKE	Medway	Bob Hake	1/12/15
✓ LINDA HOGGIN	24 HEBBURN RD	Linda Hoggin	1/10/15
✓ KYLE FIGUERAL	9 WOODLAND ROAD	Kyle Figueral	1-20-15
✓ KATHY FIGUERAL	9 WOODLAND ROAD	Kathy Figueral	1/20/15
✓ LAURA TRUONO	28 ONISEN CIRCU	Laura Truono	1/20/15
✓ SEAN O'LAFFERTY	2 WOODLAND RD	Sean O'Laflerty	1/20/15
✓ DEBRA BRODERICK	98 WINTHROP ST	Debra Broderick	1/20/15
✓ DENNIS BRODERICK	98 WINTHROP ST.	Dennis Broderick	1-20-15
✓ SEAN MAC EVOY	31 FAIRWAY LN	Sean MacEvoy	1/20/15
✓ JULIE MAC EVOY	31 FAIRWAY LANE	Julie MacEvoy	1-20-15
✓ KATHY GUTTADAMIA	10 FAIRWAY LANE	Kathy Guttadama	1/20/15
✓ KAREN ERTMANN	25 FAIRWAY LANE	Karen Ertmann	1/20/15

K. D. Giff

**JANUARY 2015 CITIZENS PETITION
TOWN OF MEDWAY, MASSACHUSETTS**

**THE UNDERSIGNED VOTERS OF MEDWAY REQUEST AN ARTICLE TO BE PUT ON THE SPECIAL TOWN
V MARCH 2015.**

**THE ARTICLE IS AS FOLLOWS: For the town to purchase all Wicket properties bordering Fairway Lane,
and lands bordering Redgate and Woodland Road and the property at 102 Wintrop Street.**

****Registered Voters only****

PRINT NAME	ADDRESS	SIGNATURE	DATE
Ellen Karli	9 Fairway Lane	Ellen Karli	1/22/15
Kerth Karli	9 Fairway Lane	K. Karli	1/22/15
Sarah Dantheimer	21 Fairway Lane	Sarah Dantheimer	1/22/15
Tom Wall	9 Ohlson	Tom Wall	
Janet Fish	5 Fisher Terrace	Janet Fish	2/10/15
<p>100 Certified Signatures</p>			

AGENDA

ITEM #9

**Discussion –
Flags Along Route 109**

No associated back up materials.

AGENDA

ITEM #10

Approval – One-Day Alcohol Licenses

- a. Team Rice – Thayer Homestead – 2/27/15
- b. Silverman – Thayer Homestead – 3/1/15
- c. Dubrawski – Thayer Homestead – 4/18/15

Associated back up materials attached.

- Respective applications and Police Chief's recommendations

Proposed motion: I move that the Board approve one-day all alcohol licenses for Team Rice, Jill Silverman, Sheila Dubrawski for events at the Thayer Homestead on February 27, March 1 and April 18 respectively, each conditioned upon fulfillment of the Police Chief's recommendations and receipt of all insurance certificates.

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.

There is no fee for this license.

All Alcohol _____ Wine and Malt

Event Appreciation Night

Name of Organization/Applicant Team Rice / Carl Rice

Address 4 Memory Ln, Medway, MA 02053

SS# or FID# [REDACTED]

Phone (508) 330-4535 Fax () _____ Email carl@rice@verizon.net

Non-Profit Organization Y _____ N

Attach non-profit certificate of exemption

Event Location Thayer Homestead, 28 Oak St, Medway

Event Date February 27, 2015

Event Hours (No later than 1:00 AM; Last call 12:30 AM) 6-10pm

Is event open to the general public? Y _____ N

Estimated attendance 50-60 people

Will there be an age restriction? Y N

Minimum age allowed: 21

How, where and by whom will ID's be checked? All guests who

are invited are over 21 years old.

Is there a charge for the beverages? Y N

Price structure:

Alcohol server(s)

Attach Proof of Alcohol Server Training

Provisions for Security, Detail Officer _____

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 January 29, 2015

Applicant's Signature _____

Applicant's Name Carl Rice

Address 4 Memory Lane, Medway, MA

Phone (508) 330-4535 Fax () _____ Email carlrice@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, 2nd Fl _____ Date

Building Department _____

Town Hall, 1st 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

February 5, 2015

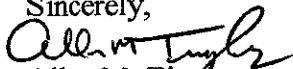
To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

Re: One day liquor license- Thayer Property- Team Rice Appreciation Night

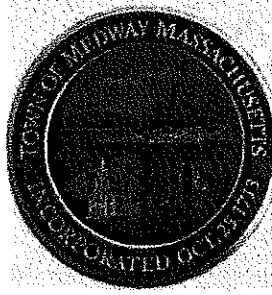
I have reviewed the request from Carl Rice for a one day liquor license for an appreciation night, to be held at the Thayer House, 2B Oak Street, on February 27, 2015. I approve of the issuance of this one day liquor license with the stipulation that the alcoholic beverages are purchased from a licensed alcohol wholesale distributor, as indicated on the license application and the Town of Medway's Alcohol Policy, there will be no on-street parking on Mechanic Street and Oak Street and that a responsible adult will be checking ID's of individuals being served alcohol at the party.

Sincerely,


Allen M. Tingley
Chief of Police

Board of Selectmen

Dennis P. Crowley, Chair
John A. Foresto, Vice-Chair
Richard A. D'Innocenzo, Clerk
Glenn D. Trindade
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Medway Town Hall
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**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.

There is no fee for this license.

All Alcohol _____ Wine and Malt _____

Event Baby Shower

Name of Organization/Applicant Jill Silverman

Address 11 Autumn Rd. Medway

SS# or FID# _____

Phone (508) 533-5805 Fax () _____ Email jsilverman@dean.edu

Non-Profit Organization Y _____ N _____

Attach non-profit certificate of exemption

Event Location Thayer Homestead

Event Date March 1, Sunday

Event Hours (No later than 1:00 AM; Last call 12:30 AM) 11:00 - 3:30

Is event open to the general public? Y _____ N No

Estimated attendance 40-50 women

Will there be an age restriction? Y _____ N No

Minimum age allowed: _____

How, where and by whom will ID's be checked? bar tender

Caterer - Bon Fete - Clare - 508-429-6068

Is there a charge for the beverages? Y _____ N No

Price structure: _____

Alcohol server(s) _____

Attach Proof of Alcohol Server Training

just wine

Provisions for Security, Detail Officer _____

Does the applicant have knowledge of State liquor laws? Y es 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 _____

Applicant's Signature Jill Silverman

Applicant's Name Jill Silverman

Address 11 Autumn Rd

Phone 508 533-5805 Fax () _____ Email jsilverman@dean.edu

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, 2nd Fl _____ Date _____

Building Department _____
Town Hall, 1st Fl _____ Date _____

The Commerce Insurance Company
Citation Insurance Company
211 Main Street, Webster, MA 01570 | 508.943.9000

Homeowners

Renewal Certificate

ISSUED BY CITATION INSURANCE COMPANY

POLICY NUMBER	FROM	POLICY PERIOD TO	EFFECTIVE TIME	AGENCY
H BDBLGY	10/05/14	10/05/15	12:01 AM STANDARD TIME	416

NAMED INSURED AND ADDRESS	AGENT
WILLIAM GROSS JILL SILVERMAN-GROSS 11 AUTUMN RD MEDWAY MA 020532153	FITTS INSURANCE AGENCY, INC. P.O. BOX 565 FRAMINGHAM MA 01704

BASIC PREMIUM	ENDORSEMENTS PREMIUM	SCHEDULED PROPERTY PREMIUM	TOTAL PREMIUM	ADDITIONAL/RETURN PREMIUM
\$1,709.00	\$549.00-		\$1,160.00	

THE RESIDENCE PREMISES COVERED BY THIS POLICY IS LOCATED AT THE ABOVE ADDRESS UNLESS OTHERWISE STATED.

-----SECTION I-----

-----SECTION II-----

COVERAGE A DWELLING	COVERAGE B OTHER STRUCTURES	COVERAGE C PERSONAL PROPERTY	COVERAGE D LOSS OF USE	COVERAGE E PERSONAL LIABILITY	COVERAGE F MEDICAL PAYMENTS TO OTHERS
\$507,000	\$101,400	\$354,900	\$202,800	\$1,000,000	\$1,000

POLICY DED	FORM	TOWN/ROW	CONST	NO FAM	CONSTR YR	PROT CODE	TERR	NO APT
\$1,000	3		FR	1	1985	05	J37	

IN CASE OF LOSS UNDER SECTION I,
WE COVER ONLY THAT PART OF THE LOSS OVER THE DEDUCTIBLE AMOUNT.

MORTGAGEE

1 LOAN # 0291911329
WELLS FARGO HOME INSURANCE
INS DEPT
PO BOX 11758
NEWARK NJ 071014758

ENDORSEMENTS ATTACHED	LIMIT	PREMIUM
HO-0003 04-91 Special Form		(INCL.)
HO-0120 10-99 Special Provisions		(INCL.)
HO-0496 04-91 No Day Care Coverage		(INCL.)
CIC-907 04-96 Policyholder Notification		(INCL.)
HO-0523 07-97 Amendatory Nonrenewal End		(INCL.)
ACCT-CR 05-08 Account Credit 20%		\$331.00-
CIC-2063 05-10 Amend. Seepage/Mold Endt		(INCL.)
Sect. I	\$10,000	
Sect. II	\$50,000	

The Commerce Insurance Company
Citation Insurance Company
211 Main Street, Webster, MA 01570 | 508.943.9000

Homeowners

Renewal Certificate

ISSUED BY CITATION INSURANCE COMPANY

POLICY NUMBER	FROM	POLICY PERIOD	TO	EFFECTIVE TIME	AGENCY
H BDBLGY	10/05/14	10/05/15		12:01 AM STANDARD TIME	416
NAMED INSURED AND ADDRESS				AGENT	
WILLIAM GROSS JILL SILVERMAN-GROSS 11 AUTUMN RD MEDWAY MA 020532153				FITTS INSURANCE AGENCY, INC. P.O. BOX 565 FRAMINGHAM MA 01704	

ENDORSEMENTS ATTACHED (CONTINUED)	LIMIT	PREMIUM
*CIC-2090 05-11 ID Fraud Resolution Serv		
*CIC-2092 01-14 Advantage Elite		\$248.00
CIC-2154 05-10 Water Exclusion Endorsmnt		
*CIC-2225 01-14 Consumer Advisory Notice		
*CIC-2227 01-14 Value Added Pers Prop Svc		(INCL.)
*CIC-2237 05-14 Retail Benefits Program		
DED AMT Deductible Amount		\$248.00-
HO-0416 04-91 Protective Device Credit 2 PERCENT CREDIT		\$33.00-
HO-2441 11-94 Lead Poisoning Exclusion		
MHC 12-91 Mature Homeowner Credit		\$124.00-
INWL CR 08-92 Renewal Credit		\$61.00-

AGENCY AT FRAMINGHAM

MA

FITTS INSURANCE AGENCY, INC.
BY 
AUTHORIZED SIGNATURE
AUTHORIZED COUNTERSIGNATURE

DATE 8/26/14



EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
02/04/2015

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

PHONE (A/C, No., Ext): 508-620-6200 Fitts Insurance - Union 40 Union Ave. Framingham, MA 01702 Fitts Insurance Agency	COMPANY Citation Insurance Company
FAX (A/C, No.): 508-620-0227 E-MAIL ADDRESS:	
CODE: 416 AGENCY CUSTOMER ID #: GROSU11 SUB CODE:	
INSURED William F. Gross, Jr. Jill Silverman-Gross 11 Autumn Rd Medway, MA 02053-2153	LOAN NUMBER POLICY NUMBER BDBLGY
	EFFECTIVE DATE: 10/05/14 EXPIRATION DATE: 10/05/15 CONTINUED UNTIL TERMINATED IF CHECKED <input type="checkbox"/>
	THIS REPLACES PRIOR EVIDENCE DATED:

PROPERTY INFORMATION

LOCATION/DESCRIPTION 11 Autumn Rd Medway, MA 02053-2153

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 EVIDENCE OF PROPERTY INSURANCE 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.

COVERAGE INFORMATION

COVERAGE / PERILS / FORMS	AMOUNT OF INSURANCE	DEDUCTIBLE
HL Form: 03 A. Dwelling Amount B. Other Structures Amount C. Personal Property Amount D. Loss of Use Amount E. Per Liab Ea Occ Amount F. Med Pay Ea Per Amount	507000 101400 354900 202800 1000000 1000	1000


REMARKS (Including Special Conditions)

March 1, 2015
Baby Shower
Trayer HomeStead

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

NAME AND ADDRESS WELLS FARGO HOME INSURANCE INS Po Box 11758 Newark, NJ 07101-4758	<input checked="" type="checkbox"/> MORTGAGEE	<input type="checkbox"/> ADDITIONAL INSURED
	<input type="checkbox"/> LOSS PAYEE	
	LOAN #	
	AUTHORIZED REPRESENTATIVE 	



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

February 6, 2015

To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

Re: One day liquor license- Thayer Property- Silverman Baby Shower

I have reviewed the request from Jill Silverman for a one day liquor license for a baby shower, to be held at the Thayer House, 2B Oak Street, on March 1, 2015. I approve of the issuance of this one day liquor license with the stipulation that the wine will be purchased from a licensed alcohol wholesale distributor, as indicated on the license application and the Town of Medway's Alcohol Policy and there will be no on-street parking on Mechanic Street and Oak Street.

Sincerely,

Allen M. Tingley
Chief of Police

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.

There is no fee for this license.

All Alcohol Wine and Malt

Event ENGAGEMENT PARTY - KELLY DUBRAWski + WILLIAM KENNEDY

Name of Organization/Applicant SHEILA DUBRAWski

Address 42 WINTHROP ST MEDWAY

SS# or FID# [REDACTED]

Phone 508 254-3995 Fax Email sdubrawski@aol.com

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

Event Location THAYER HOMESTEAD

Event Date SAT APRIL 18, 2015

Event Hours (No later than 1:00 AM; Last call 12:30 AM) 1:30 PM - 8 PM

Is event open to the general public? Y N

Estimated attendance 75

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

How, where and by whom will ID's be checked? AGES OF GUESTS
KNOWN

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

Alcohol server(s) _____
Attach Proof of Alcohol Server Training
NO SERVERS - BRING OWN

Provisions for Security, Detail Officer _____

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 _____

Applicant's Signature _____

Applicant's Name _____

Address _____

Phone () _____ Fax () _____ Email _____

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, 2nd Fl _____ Date

Building Department _____
Town Hall, 1st 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

February 9, 2015

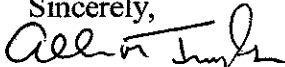
To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

Re: One day liquor license- Thayer Property- Engagement Party

I have reviewed the request from Sheila Dubrawski for a one day liquor license for an engagement party, to be held at the Thayer House, 2B Oak Street, on April 18, 2015. I approve of the issuance of this one day liquor license with the stipulation that the alcoholic beverages be purchased from a licensed alcohol wholesaler distributor, as indicated on the license application and the Town of Medway's Alcohol Policy, there will be no on-street parking on Mechanic Street and Oak Street and that a responsible adult with some knowledge of Mass liquor laws will be checking ID's of individuals being served alcohol at the party.

Sincerely,


Allen M. Tingley
Chief of Police

AGENDA ITEM #11

Discussion – FY2016 Budget

Associated back up materials attached.

- CIPC recommendations draft dated February 4, 2015

DRAFT as of 2/4/15

Projects for FY16

Below is the list of recommended projects for FY2016 broken down by the CIPC's recommended funding method (Bonding, Enterprise account, Free Cash)

Project	Department	Cost	Funding Option
Various Road/Sidewalk	DPS	500000	Free Cash
Technology Replacement (Desktops)	IS	115000	Free Cash
New Technology for Schools (IPads and Chromebooks)	IS	85000	Free Cash
McGovern School Generator	SCHOOLS	30000	Free Cash
Radio Box Fire Alarm System	FIRE	141000	Free Cash
Replace Phone System	POLICE/IS	25000	Free Cash
Replace Police Cruiser Computers	POLICE/IS	55000	Free Cash
Partial Replacement of Library Carpet	LIBRARY	52000	Free Cash
Install Solar Powered Traffic Signs	POLICE	13000	Free Cash
General Town Wide Facility Improvements	DPS	50000	Free Cash
Purchase Right of Way Maintenance Truck	DPS	52000	Free Cash
Free Cash Total		1,118,000	
Upgrade Radio Infrastructure	POLICE	273000	Bond
McGovern Parking Lot	SCHOOLS	367000	Bond
Replace Sidewalk Plow	DPS	157000	Bond
Bond Total		797000	
Inflow & Infiltration Study	SEWER	75000	Enterprise
Various Sewer Collection Projects	SEWER	15000	
Various Water Distribution Projects	WATER	15000	
Various Water Production Projects	WATER	15000	
Replace Water Main – Brentwood Neighborhood	Water	200000	
Enterprise/Bond Fund Project Total		\$320,000	
Total Projects			

- **Certified Free Cash = \$1,030,000**
- **Are we moving ahead with McGovern parking lot?**
- **Need generator quote for McGovern. \$60k available to transfer. Need to figure out what the balance needed is.**
- **Tom and Dave presenting to BOS on February 17 about roads and funds avail.**
- **Need quotes for:**
 - **Police radio infrastructure**

AGENDA

ITEM #12

Action Items from Previous Meetings

Associated back up materials attached.

- Action Item List

	DATE	ACTION ITEMS BOS	WHO	COMPLETED
	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	2/3/2014	Cable license renewal process (commences 36 mos. ahead of license exp.); Mtg of Cable Advisory Com	BOS	Verizon notice received; Adv Com to meet in spring 2015
5	7/22/2014	Net-metering Agreement	J.Foresto/S.Mercande	Ongoing
6	7/28/2014	Policy - Responsibility for implementation School construction projects	BOS	October
7	7/28/2014	Zoning Bylaw recodification	SAC/Judi Barrett	Annual Town Meeting
8	7/28/2014	DPS Facility Study	G. Trindade	Ongoing
9	8/11/2014	McGovern School windows project (final design)	School Dept.	3/9/15 Special Town Meeting
10	8/11/2014	Consideration of Local Meals Tax	BOS	Annual Town Meeting
11	1/20/2015	Playground concepts for Idylbrook and existing locations	G. Trindade	Annual Town Meeting

AGENDA

ITEM #13

Approval of Warrants

Warrants to be provided at meeting.

AGENDA

ITEM #14

Approval of Minutes

Associated back up materials attached.

- Minutes from 9/22/14 Meeting
- Minutes from 12/2/14 Meeting
- Minutes from 1/20/15 Meeting

Proposed motion: I move that the Board approve the meeting minutes from 9/22/14, 12/2/14 and 1/20/15 as presented.

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**Board of Selectmen's Meeting
September 22, 2014 – 6:45 PM
Sanford Hall, Town Hall
155 Village Street**

Present: Dennis Crowley, Chair; John Foresto, Vice Chair; Richard D'Innocenzo, Clerk (6:53); Glenn Trindade (6:47), Maryjane White.

Staff Present: Michael Boynton, Town Administrator; Tom Holder, Director, Department of Public Services; Susy Affleck-Childs, Planning and Economic Development Coordinator; Carol Pratt, Town Accountant; Police Chief Allen Tingley; Fire Chief Jeff Lynch; Melanie Phillips, Finance Director; Robert Weiss, Energy Manager.

At 6:45 PM Chairman Crowley called the meeting to order and led the Pledge of Allegiance.

At 6:46 PM Chairman Crowley declared that a public discussion of the Mayer property may have a detrimental effect on the negotiating position of the Town and therefore requested a motion to go into executive session under Exemption 6 and to return to public session after executive session is concluded. The motion was made by Selectman Foresto and seconded by Selectman White. The Board voted by roll call -- 3-0-0: Crowley, aye; Foresto, aye; White, aye.

At 7:00 PM Chairman Crowley reconvened public session.

Public Comments: At this time, Selectman Foresto reported that former Selectman Joe Hoban had passed away and expressed condolences to the family.

Public Hearing – Laying out Azalea Drive as a Public Way:

The Board reviewed the following information: (1) Public Hearing Notice, dated August 25, 2014; (2) Memorandum, dated September 17, 2014, from Susy Affleck-Childs, Planning Coordinator; and (3) Associated maps, dated 5/13/14, prepared by Precision Land Surveying, Inc.

At 7:02 PM Selectman Trindade moved that the Board open a public hearing on the matter of Laying out Azalea Drive as a Public Way; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.

Present: Susy Affleck-Childs, Planning Coordinator; Tom Holder, DPS Director.

Ms. Affleck-Childs stated the purpose of this hearing was so that the Board could formally lay out Azalea Drive as a public way. She briefly reviewed the documents in the meeting packet, her memo, the roadway layout, and the notice to abutters, adding that bond funds are available having been released by TD Bank North. She noted that this is a required step in the street acceptance process. An article has been submitted for Fall Town Meeting to accept the street.

Chairman Crowley asked for public input or questions from those assembled. There were none.

1
2 Responding to a question from Selectman White, Ms. Affleck-Childs stated the Town will have to
3 complete the remaining work which was developed by Tetra Tech and DPW engineers. The work will
4 pretty much be covered by the available funds.
5

6 For the benefit of viewers, Selectman Trindade stated this development was completed in the 1980s
7 except for the acceptance of the road, as the developer went bankrupt. Property owners have been
8 paying real estate taxes. The road will need some repairs, and now the repairs can be made once the
9 street is accepted. Over the years, the Town has been plowing the road even though it has no
10 responsibility to do so. Brief discussion followed on the potential for costs exceeding funds.
11

12 **At 7:06 PM Selectman Trindade moved that the Board close the public hearing; Selectman**
13 **D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**
14

15 Chairman Crowley asked what the Board is committing itself to if it votes to lay out the street. Ms.
16 Affleck-Childs responded that the matter then goes to Fall Town Meeting as a Warrant Article.
17 Discussion followed. He expressed concern for having sufficient funds for the work and suggested
18 conditioning the vote on the dollar amount. The estimated cost to complete is \$66,062. The bond
19 seizure is about \$10K less. Ms. Affleck-Childs noted that a 25% contingency factor is built into the
20 estimate.
21

22 **Chairman Crowley moved that the Board formally lay out Azalea Drive as a Public Way with a cost to**
23 **complete not to exceed \$56,000; Selectman Trindade seconded. Mr. Holder stated the punch list is**
24 **laid out and agreed that a cap on the funds was a good idea. Some of the proposed work is already**
25 **included in work that is under contract with other projects. Selectman Foresto requested a complete**
26 **cost break down from DPS on work completed under general contract. Ms. Affleck-Childs added that**
27 **the plan preparation cost is about \$10,000, leaving approximately \$45,000 left for the actual work.**
28 **No further discussion. VOTE: 5-0-0.**
29

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

31 *The Board reviewed the following information: (1) Memorandum, dated September 17, 2014, from Susy*
32 *Affleck-Childs, Planning Coordinator; and (2) Road Acceptance Plan, dated September 2, 2014, prepared*
33 *by Outback Engineering, Inc.*
34

35 Present: Susy Affleck-Childs, Planning Coordinator; Tom Holder, DPS Director.
36

37 Ms. Affleck-Childs stated that this is the first step in the street acceptance process, a statement of intent
38 to initiate the roadway process. If it moves forward, the public hearing could be held mid-October.
39 There is \$43K bond money available. She briefly described working with the developer. Brief discussion
40 followed. Chairman Crowley asked for an update on the number of roadways remaining on the list for
41 street acceptance; Ms. Affleck-Childs responded that there were 10-12. Town Administrator Boynton
42 suggested consideration might be given to alter the Town’s process to ensure, going forward, that street
43 acceptances are held until the roadway under consideration goes through one full winter cycle.
44

45 **Selectman Trindade moved that the Board of Selectmen express its intent to lay out as a public way**
46 **Morningside Drive in its entirety from Station 0+00 beginning at its intersection with Holliston Street**
47 **to its end at Station 5+27.55, as shown on the Roadway Acceptance Plan for Morningside Drive in**
48 **Medway, MA dated 9/2/14, prepared by Outback Engineering of Middleborough, MA and to refer this**

1 matter to the Planning and Economic Development Board for a report and recommendation;
2 Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

3
4 **Update – Governor’s Appointment to Redevelopment Authority:**

5 *The Board reviewed a letter to Governor Deval Patrick from the Medway Board of Selectmen, dated*
6 *September 15, 2014.*

7
8 Chairman Crowley asked the Town Administrator if there had been any feedback to the Board’s letter.
9 Mr. Boynton responded there had not, and there had not been an acknowledgement of the letter being
10 received. Chairman Crowley suggested the Board file a Freedom of Information Act records request, if
11 the Town does not hear anything soon. Discussion followed. It was suggested that, if the Board hears
12 nothing by September 30, the Board direct the Town Administrator to compose a letter requesting
13 documentation, and the Board will sign off on it.

14
15 **Introduction – Shared Energy Manager – Robert Weiss:**

16 *There was no background material.*

17
18 At this time, Mr. Boynton introduced Mr. Robert Weiss, the Town’s new Energy Manager, who will be
19 shared with the Town of Millis. It was noted that 50% of the salary is paid by the Commonwealth of
20 Massachusetts. Selectman Trindade pointed out that the hiring of Mr. Weiss was another step in the
21 Town’s Green Communities efforts to save energy.

22
23 Mr. Weiss thanked the Board for the opportunity. He stated he already has a couple of grant
24 opportunities in process and briefly described them. Brief discussion followed. Mr. Weiss explained
25 that he started his career as a city planner in Newton, built community organizations around
26 sustainability and environmental issues, directed solar retrofit projects, and also managed real estate
27 projects for Energy Star homes and office space. Brief discussion followed on tracking projects, both
28 those that are completed and those that are anticipated. Chairman Crowley, although acknowledging
29 some benefits would not be measured in dollars, requested a “measurable” report to justify paying for
30 this position at the conclusion of the two-year grant cycle. Selectman Foresto noted that Dave D’Amico
31 had completed a substantial amount of work in setting up the energy baseline information.

32
33 **Discussion – Other Post-Employment Benefits – The USI Consulting Group:**

34
35 *The Board reviewed the following information: (1) Correspondence to Town Accountant Carol Pratt from*
36 *USI Vice President and Actuary Robert Webb dated July 31, 2014; and (2) Document entitled “Other*
37 *Postemployment Benefits GASB 45 Actuarial Valuation as of July 1, 2014 for: Town of Medway”*
38 *prepared by The USI Consulting Group.*

39
40 Present: Carol Pratt, Town Accountant; Robert Webb, USI Consulting Group.

41
42 Ms. Pratt stated USI won the competitive bid to do the OPEB analysis. It is a requirement to do a survey
43 every other year.

44
45 Mr. Webb briefly highlighted some components of the report, which projects payouts for all those
46 employed by the Town as of 7/31/13. Basically, the expected cash flow is determined, followed by a
47 plan to generate funds to replace those funds in the account as the benefits are being paid out. He
48 clarified that “pay as you go” is the Town paying benefits as they are due [currently \$1.8M needed for

1 annual payouts]. Ideally, every community should have an account on deposit earning interest so that it
2 is continually growing while some funds are paid out annually. The Town is beginning to put funds into a
3 trust to help build up an account from which to pull those benefit costs in the future. Current liability
4 totals \$41,000,000. Selectman Foresto clarified for residents that OPEB covers "health" benefits in
5 retirement; employees themselves pay into "pension" fund. Discussion followed.

6
7 Mr. Boynton confirmed that the pension plans for new employees are part of the Norfolk Retirement
8 System, and noted that 401K programs are not available for employees at this time nor are they
9 available in proposed pension reform measures. He cautioned that the bond rating of a community
10 could be adversely affected if it does not begin to address OPEB funding resulting in increased expense
11 for borrowing and future liability growing exponentially. Chairman Crowley responded that this is more
12 a matter of where the money will come from. Selectman Trindade pointed out that the Town is also
13 dealing with the Department of Environmental Protection requiring certain actions at a cost of \$25
14 million or more. Ms. Tina Wright reported that appropriate attention had not been given to this issue
15 and now that inaction will come at a cost. Chairman Crowley theorized that the only way to fund this is
16 to cut departmental and school budgets.

17
18 Chairman Crowley asked Mr. Boynton to work with his management team to identify for the Board what
19 they feel is a reasonable way to fund this.

20
21 **Approval – Community Innovation Challenge Grant – Resource Guide on Septic System, Community**
22 **Water Supply and private Well Development for Mixed-Income, Multi-Unit and Single-Family Home**
23 **Development:**

24 *The Board reviewed the following information: (1) August 19, 2014 memo outlining proposed*
25 *Community Innovation Challenge Grant application; and (2) FY15 Community Innovation Challenge*
26 *Grant Application.*

27
28 Present: Doug Havens.

29
30 Mr. Havens reported that the Town will be co-authoring a grant with the Town of Carlisle. The funds will
31 be used for three consulting sessions. The Town of Carlisle will actually be submitting the grant
32 application; there is no need for Town funds.

33
34 **Selectman Trindade moved that the Board approve the FY15 Community Innovation Challenge Grant,**
35 **as presented, and, further, authorize the Town Manager to sign on behalf of the Board and Town;**
36 **Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

37
38 **Status Report – Zoning Bylaw Recodification:**

39 *There was no background material.*

40
41 Present: Andy Rodenhiser, Chair, Planning and Economic Development Board.

42
43 Mr. Rodenhiser reported the Planning Board has been working with Judi Barrett for recodification of the
44 Zoning Bylaw, expressing concern that the timeframe in which to submit a Warrant Article to the
45 Selectmen for the Fall Town Meeting may be very tight, given the rate of progress. Chairman Crowley
46 asked if there were a section or two that could be pulled out to move forward to Fall Town Meeting.
47 Mr. Rodenhiser responded that they need to have time to have Town Counsel weigh in before moving
48 forward. Discussion followed. He noted that it is important to stay within the limitations of the scope of

1 work for which the expenditure was authorized, and the concern is to avoid making changes just to
2 make the changes, but rather have a more thoughtful approach. The preference would be to put it all
3 together and bring it forward at the 2015 Annual Town Meeting. Mr. Rodenhiser clarified that the work
4 will be done well before the Annual Town Meeting.

5
6 Chairman Crowley asked if developers interested in projects should wait. Mr. Rodenhiser responded
7 they should move forward in order to get those projects up and running. It will bring revenue to the
8 Town that would otherwise have to wait several months or a couple of years.

9
10 For the benefit of viewers, Selectman Trindade explained that the update is quite complicated due to
11 the number of definitions. There are currently sections that reference airports, for example. Much of
12 the work involves reorganization of the categories and formatting.

13
14 Chairman Crowley stated he would like someone from the Planning Board to come to the October 6
15 Selectmen's meeting to speak to changes proposed in warrant articles.

16
17 **Authorization of Chairman to Execute Third Amendment to Contract for Owner Project Manager**
18 **Services – Architectural Consulting Group, \$687:**

19 *The Board reviewed a document entitled "Third Amendment between the Town of Medway and*
20 *Architectural Consulting Group", dated June 20, 2014.*

21
22 **Selectman Trindade moved that the Board authorize the Chair to execute the Third Amendment to**
23 **the Contract with Architectural Consulting Group for owner project manager services for an amount**
24 **of \$687; Selectman Foresto seconded. No discussion. VOTE: 4-1-0 – Crowley opposed. Chairman**
25 **Crowley stated he opposed the motion because he has yet to see an update on how this project is**
26 **progressing, and how previous change orders have added to the cost of the project. He noted that he**
27 **will continue to vote against any change order that comes forward for any project that is not**
28 **adequately documented.**

29
30 **Approval – One-Day Liquor License – Taste of Medway, October 4, 2014:**

31 *The Board reviewed the following information: (1) Application for Special One-Day Liquor License –*
32 *Medway 300 – Taste of Medway event; and (2) Memorandum, dated September 12, 2014, from Police*
33 *Chief Tingley.*

34
35 **Selectman Trindade moved that the Board approval a Special One-Day Liquor license for the Taste of**
36 **Medway event scheduled for October 4, 2014 with the proviso that all conditions set forth in Chief**
37 **Tingley's memorandum of September 12, 2014 are met; Selectman D'Innocenzo seconded. No**
38 **discussion. VOTE: 5-0-0.**

39
40 **Approval – One Day Liquor License – Lisa Hsieh/Mia's Militia, October 17, 2014:**

41 *The Board reviewed the following information: (1) Application for Special One-Day Liquor License – Lisa*
42 *Hsieh – Mia's Militia Fundraiser, along with associated documentation; and (2) Memorandum, dated*
43 *September 17, 2014, from Police Chief Tingley.*

44
45 **Selectman Trindade moved that the Board approve a Special One-Day Liquor license for the Lisa**
46 **Hsieh/Mia's Militia event scheduled for October 17, 2014 with the proviso that all conditions set forth**
47 **in Chief Tingley's memorandum of September 17, 2014 are met; Selectman Foresto seconded. No**

1 discussion. VOTE: 5-0-0. Selectman Foresto reported that this is a group raising funds for diabetes
2 research and this is a major fundraising event.

3
4 Chief Tingley reported that the standard police detail is comprised of two officers. People typically
5 come and go throughout the event, utilizing the parking lots and area back roads.

6
7 **Approval – Public Event Application, Revelation Family Enrichment Center, October 25, 2014:**

8 *The Board reviewed the following information: (1) Public Event Application from R.I.S.E. Outlet;*
9 *(2) Correspondence, dated September 12, 2014, from Tyechia James of Revelation Family Enrichment*
10 *Center; (3) Landlord approval letter dated October 18, 2014 [sic]; and (4) Memorandum from Police Chief*
11 *Tingley dated September 18, 2014.*

12
13 Selectman Trindade moved that the Board approve the Public Events Application for Revelation
14 Family Enrichment Center's proposed October Festival scheduled for October 25, 2014 with the
15 proviso that any conditions which might be placed by Police Chief Tingley and/or Fire Chief Lynch be
16 met; Selectman Foresto seconded. Ms. Kisty reported that the insurance certificate is still outstanding
17 and she will withhold the approval document until their proof of liability insurance is received. No
18 further discussion. VOTE: 5-0-0.

19
20 **Appointments – Medway Cable Advisory Committee – Richard Boucher, John Foresto, Robert O'Neill,**
21 **Glenn Trindade and Shelley Wieler:**

22 *There were no background materials.*

23
24 Selectman Trindade moved that the Board appoint Richard Boucher, John Foresto, Robert O'Neill, Glenn
25 Trindade and Shelley Wieler to the Medway Cable Advisory Committee for one-year terms to expire on
26 June 30, 2015; Selectman Foresto seconded. Responding to a question from the Board on why the term
27 was a single year, Ms. Kisty responded she merely followed the model set by previous appointments.
28 Selectman Trindade amended his motion to reflect three-year terms to expire on June 30, 2017; the
29 amended motion was seconded by Selectman Foresto. There was no further discussion. VOTE: 5-0-0.

30
31 **Discussion/Vote – Support for HB 1840 Seniors and Retired Volunteers Act of 2013:**

32 *The Board reviewed the following information: (1) Memorandum, dated August 28, 2014, from Dick*
33 *Skinner, resident of Mendon, MA; (2) Copy of Correspondence from Mendon Board of Selectmen to*
34 *Congressman James McGovern dated July 9, 2014; and (3) Copy of H.R. 1840: To amend the Internal*
35 *Revenue Code of 1986 to exclude from income and employment taxes real property tax abatements for*
36 *seniors and disabled individuals in exchange for services.*

37
38 Mr. Boynton reported this was a request from a resident which can be handled as a recommendation to
39 Congressman McGovern and later to Senator Kennedy. At this time, the people participating in Senior
40 Work-off program have to pay income tax for the amount of their benefit. Currently, the state does not
41 consider it as income but the federal government does. Brief discussion followed.

42
43 Selectman Trindade moved that the Board express support for HB 1840: Seniors and Retired
44 Volunteers Act of 2013, as discussed; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

45
46 **Discussion/Closing of 2014 Fall Town Meeting Warrant:**

47 *The Board reviewed the following information: (1) 2014 Fall Town Meeting Calendar; and (2) Proposed*
48 *2014 Fall Town Meeting Warrant (draft).*

1
2 The Board was not prepared to review Warrant Articles tonight; Chairman Crowley suggested review be
3 handled on October 6 or a special meeting for that purpose. After discussion, it was decided to tether
4 the discussion to the strategic visioning meeting scheduled for Monday, September 29. This meeting
5 will be held at 6:30 PM at the Thayer Homestead.
6

7 At this time, Selectman Trindade left the meeting.
8

9 **Action Items from Previous Meeting:**

10 *The Board reviewed the Action Items list.*

11
12 Unaccounted for Water will be covered in the Town Administrator's report. It was announced that the
13 DPS Facility Committee will be meeting on Thursday night.
14

15 **Approval of Warrants:**

16 *The Board reviewed Warrant 15-13.*

17
18 Selectman D'Innocenzo, Clerk, read aloud Warrant 15-13, dated 9/25/14, presented for approval:
19

20	School Bills	\$ 202,767.02
21	Town Payroll	\$ 291,029.59
22	School Payroll	\$ <u>791,864.06</u>
23	TOTAL	\$1,285,660.67

24

25 **Selectman Foresto moved that the Board approve the Warrant as read; Selectman White seconded.**
26 **No discussion. VOTE: 5-0-0.**
27

28 **Approval of Minutes:**

29 *The Board reviewed draft meeting minutes from April 7, 2014; June 2, 2014; and August 11, 2014.*
30

31 **Selectman Foresto moved that the Board approve the public session minutes of April 7, 2014, as**
32 **amended; Selectmen D'Innocenzo seconded. No further discussion. VOTE: 4-0-0.**
33

34 **Selectman Foresto moved that the Board approve the public session minutes of June 2, 2014, as**
35 **presented; Selectmen D'Innocenzo seconded. No discussion. VOTE: 4-0-0.**
36

37 **Selectman Foresto moved that the Board approve the public session minutes of August 11, 2014, as**
38 **amended; Selectman D'Innocenzo seconded. No further discussion. VOTE: 4-0-0.**
39

40 **Town Administrator's Report:**

41 Mr. Boynton reported that leak detection continued evenings and overnight this week. He attended a
42 meeting of the Water and Sewer Commissioners earlier tonight. Discussion followed.
43

44 Regarding the position of Building Commissioner, a conditional offer has been extended, but he cannot
45 reveal the individual's name. He thanked the search committee who provided him with two excellent
46 candidates. He is awaiting results of both the background check and physical examination. If all goes
47 well, Mr. Boynton anticipates an October 27 start date. John Emidy, retiring Building Commissioner, will
48 stay on to overlap a short period of time with the new person.

1
2 Mr. Boynton continued with brief reports on Community Development, staffing analyses by individual
3 department heads, general observations and updates. He distributed a list of items that will be included
4 in the upcoming strategic planning session.

5
6 **Selectmen's Reports:**

7 Selectman White reported that costs for inspecting the handicap lift at the VFW have increased
8 significantly. What used to be \$1,000 every four years has morphed into \$1,000 every year. The state is
9 assessing the VFW a fine of \$5,000 for missing the deadline to have the inspection performed. She met
10 with Representative Roy who will contact someone at the state to look into it.

11
12 Chairman Crowley stated he has received a lot of nice comments about the new athletic fields. He also
13 asked that the topic of signage at the schools be included for discussion at the Leadership Meeting.

14
15 Selectmen Foresto had no formal report, but reminded residents that the Third Annual Town-Wide Yard
16 Sale is the annual fundraising event for the annual Christmas parade.

17
18 Referring to Tri-Valley Commons, it was announced that the Town would like to fund a traffic study, and
19 the cost will be reimbursed by the developer. Brief discussion followed.

20
21
22
23 **At 9:03 PM Selectmen Foresto moved to adjourn; Selectman D'Innocenzo seconded. No discussion.**
24 **VOTE: 4-0-0.**

25
26
27 Respectfully submitted,
28 Jeanette Galliardt
29 Night Board Secretary

1 **MEDWAY BOARD OF SELECTMEN**

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

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

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

6 **December 2, 2014 at 7:00 p.m.**

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

9 **Present:** Chairman Dennis Crowley; Selectmen John Foresto, Rick D'Innocenzo, Mary
10 Jane White, and Glenn Trindade; Town Administrator Michael Boynton; Town
11 Accountant Carol Pratt; and Finance Director Melanie Phillips.
12

13 At 7:00 p.m. Chairman Crowley called the meeting to order and led in the Pledge of
14 Allegiance.
15

16 **Public Comments:** None
17

18 **Introduction of the New Director of Economic Development:**

19 Town Administrator Boynton introduced Stephanie Mercandetti, the new Director of
20 Economic Development. Ms. Mercandetti said her previous role in the Town of Walpole
21 was very similar. In Walpole, she worked with local businesses and developers, as well
22 as commercial brokers and lenders to promote the town and attract new business. This is
23 a new position for the Town of Medway. Ms. Mercandetti will oversee Planning and
24 Economic Development, Conservation, and Energy and will work with the Community
25 Preservation Committee, Redevelopment Authority and Design Review Committee. She
26 said she had met with the Executive Board of the Medway Business Council the night
27 prior.
28

29 In addition, Administrator Boynton announced that the John Emidy and Rob Hubbard
30 both passed away suddenly last week. The Board observed a moment of silence in their
31 honor and extended their deepest condolences to their families.
32

33 **2015 License Renewals:**

34 Operations Manager Karen Kisty reported that Bruce Bartolini d/b/a Bartolini Motor
35 Sales and Tim Marshall do not want to renew their licenses. She said she is still
36 collecting renewal documents but expects all to be submitted in the very near future. She
37 asked the Board to approve the license renewals with the proviso that they will not be
38 distributed until all paperwork and payments are received. Chairman Crowley asked Ms.
39 Kisty to provide the Board with a year-end update on this matter.
40

41 **Selectman Trindade moved that the Board approve the 2015 license renewals as**
42 **presented with exception of Tim Marshall and Bruce Bartolini with the proviso that**
43 **payment in full and all required documentation is received in proper order before**
44 **individual licenses are distributed; Selectman Foresto second; No discussion; All**
45 **eyes 5-0-0.**

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Public Hearing:

The Public Hearing regarding the utility pole relocations on Winthrop Street was rescheduled to December 15, 2014 at 7:30 p.m. The Public Hearing will need to be reposted and the abutters again notified via certified mail as the location of one pole has been changed and the second pole originally proposed for relocation will not be necessary. Administrator Boynton said the Town is going to bill the petitioner for the costs associated with posting the hearing and notifying the abutters as the delay was due to its mistake.

One-Day Alcohol License – Matthew & Nadine Bullock - Thayer Homestead:
Selectman Foresto moved that the Board approve a One-Day Alcohol License for Matthew & Nadine Bullock for an event scheduled at the Thayer Homestead on January 31, 2015 with the proviso that all requirements outlined in Police Chief Tingley’s approval letter are met and that the proper Certificate of Insurance is received; Selectman Trindade second; No discussion; All ayes 5-0-0.

Chairman Crowley asked Administrator Boynton to provide him with the Town’s insurance requirements related to alcohol licensing. He said some insurance companies are reluctant to name the Town of Medway as an insured.

Approval – Annual Charity Christmas Tree Sale – Medway Lions Club:
Selectman Trindade moved that the Board approve the request of the Medway Lions Club to conduct its annual charity Christmas tree sale at the Medway Shopping Plaza as outlined; Selectman Foresto second; No discussion; 4-0-1 (Chairman Crowley abstained).

FY2016 Budget Policy:

Administrator Boynton recognized Finance Director Melanie Phillips and Town Accountant Carol Pratt for their work on the FY16 Budget Policy. He said that this is a new process for him but it is consistent with what has been done in the past. He reiterated that the figures are based on best assumptions available to the Finance team at this point. Chairman Crowley said he met with Town Accountant Carol Pratt and Finance Director Melanie Phillips and they made some modifications. He said he is confident that this is the best option at this point. The Board is required by the Charter to adopt its Budget Policy in November.

Administrator Boynton said the FY16 Budget Policy is based on very conservative revenue assumptions. He said there are significant challenges at the State level and cuts have been announced that will affect Medway. The Group Insurance Commission (GIC) has a \$100 million shortfall and it is possible that non-participating communities like Medway may receive a surcharge to help offset the costs.

Selectman Foresto moved that the Board accept the FY16 Budget Policy as presented; Selectman Trindade second; Discussion included the increase in health insurance due to a rate increase and headcount increase, local aid remaining flat,

1 **and the reduction in Free Cash in future years and the impact it will have on the**
2 **Town; All ayes 5-0-0.**
3

4 Administrator Boynton said that each department's budget is due by January 7, 2015.
5 They will be reviewed internally and then recommendations will be made to the Board of
6 Selectmen and Finance Committee. Administrator Boynton said he would forward the
7 FY16 Budget Policy to the Finance Committee, Superintendent Evans, and Director of
8 Finance and Operations Don Aicardi.
9

10 **Local Meals Tax:**

11 The Board needs to add an article to the May 2015 Annual Town Meeting warrant if they
12 would like to implement a local meals tax. The revenue that would be generated is
13 estimated at \$148k. Administrator Boynton reported that most neighboring communities
14 have already implemented the local meals tax with the exception of Milford and
15 Holliston. Selectman Foresto requested confirmation that this additional revenue can be
16 excluded from the established split between Town and Schools. The Board discussed
17 possibly using the revenue to fund the Other Post Employment Benefit (OPEB) Trust or
18 roadway repairs. The Board will discuss this matter further in January. Chris Lagan said
19 the Finance Committee will add this item to its next agenda. The Board asked
20 Administrator Boynton to draft an article relative to the local meals tax for the next Town
21 Meeting warrant.
22

23 **Action items:**

- 24 • Two areas have been identified as potential sources of the unaccounted for water.
25 One is a possible broken pipe at Lovering Street and Memory Lane. The other is
26 a possible leak in the pipe that goes to the Charles River District Pollution Control
27 plant. Administrator Boynton said they are hoping to dig the area near the plant
28 tomorrow. They also plan to take additional readings at the water tanks.
29 Administrator Boynton said he will keep the Board updated.
- 30 • Selectman Crowley requested confirmation that the Zoning Bylaw reclassification
31 is on track.
- 32 • The DPS Facility Committee is exploring the option of a design-build project
33 which would save both time and Owner Project Manager (OPM) costs. The cost
34 of the project would need to be under \$5 million. Selectman Trindade suggested
35 the project might be completed in two phases in order to stay below the \$5 million
36 threshold; however, Selectman Foresto cautioned citing concerns about Planning
37 and Economic Development Board approvals and legal requirements.
38 Administrator Boynton will follow-up with Town Counsel on the design-build
39 rules and regulations. The committee has also discussed doing a major renovation
40 to the existing building. Administrator Boynton will send the Board information
41 on the test borings which will provide engineering data on whether or not the
42 current building is sinking. He would also like to invite Tri-Valley to an
43 upcoming meeting.
- 44 • Chairman Crowley reported that he spoke with Superintendent Evans and the cost
45 of the McGovern window replacement project is about \$800K. This does not
46 include design. They plan to move ahead for the January MSBA meeting. Town

1 Administrator Boynton indicated that a Special Town Meeting may be necessary
2 to approve the appropriation for the project in order to meet both State deadlines
3 as well as to ensure the project is completed before the start of school in the fall.
4

5 **Warrant:**

6 #15-23S	12/4/2014
7	
8 School Bills	\$381,140.72
9 Town Payroll	\$272,891.75
10 School Payroll	\$1,015,415.38
11 Total	\$1,669,447.85
12	

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

15
16 **Town Administrator's Report:**

- 17 • Administrator Boynton said the annual Christmas Parade was spectacular and
18 thanked everyone for their hard work.
- 19 • Administrator Boynton provided the Board with an update on the turf field
20 projects. He reviewed the projects' change order logs and updated budget figures
21 with the Board. He reported that the structures are complete but some elements
22 will not be finished until the spring. Administrator Boynton will follow-up with
23 the contractor on when the fields need to be ready in the spring so that there isn't
24 a conflict.
- 25 • Administrator Boynton recognized Lieutenant Brian Tracy and David
26 Leavenworth for their work saving a resident this morning.
- 27 • There was a water main break on Ellis Street near Holliston. In addition, a main
28 sewer line on Main Street near Cottage backed up; Selectman Trindade referenced
29 past issue with back-up on Cottage. Medway does not have the equipment to
30 maintain the sewer system, so the Town either needs to purchase the equipment or
31 increase the sewer maintenance budget for use of outside contractors.
- 32 • Town Counsel has approved the Wheelabrator contract, and it will be on the next
33 agenda.
- 34 • Going forward, Administrator Boynton plans to trade-in older vehicles instead of
35 sending them to auction.
- 36 • Building permits have increased. The Town is \$35k ahead of where it was last
37 year at this time.

38
39 **Selectmen's Reports:**

40 **Selectman Foresto**

- 41 • Library Director Margaret Perkins was very happy about the additional funding
42 the Library received. The Medway Board of Library Trustees is meeting tonight
43 and discussing how the funds should be used.
- 44 • The Energy Committee is short two members and has interviewed two candidates
45 who, most likely, will be submitted to the Board for appointment approval.
46

DRAFT

1 Selectman Trindade

- 2 • The Turkey Trot was a huge success with about 1,200 runners.
3 • The fields for the football game were able to be cleared because they are artificial
4 turf.
5

6 Chairman Crowley

- 7 • The Executive Office of Housing and Development is holding a meeting on
8 December 18 at 10:30 a.m. to discuss affordable housing. The Board of
9 Selectmen is invited. Administrator Boynton will notify the Chairman of the
10 Affordable Housing Trust. He invited Stephanie Mercandetti and Susy Affleck-
11 Childs.
12 • Chairman Crowley asked Administrator Boynton to make sure residents on Ellis
13 Street are aware of the sidewalk project. DPS Director Holder will review with
14 Stephanie Mercandetti and Planning Coordinator Susy Affleck-Childs to ensure
15 that approved site plan is followed.
16 • Chairman Crowley requested EMS revenue reports.
17

18 **At 8:02 p.m., Selectman Trindade moved to adjourn; Selectman Foresto second; No**
19 **discussion; All ayes 5-0-0.**
20

21 Respectfully submitted,
22

23
24 Michelle Reed

Tuesday, January 20, 2015
Board of Selectmen Meeting
155 Village Street
Medway, MA 02053

PRESENT:

Dennis Crowley, Chairman
John Foresto, Vice Chairman
Richard D’Innocenzo, Member
Glenn Trindade, Member
Mary Jane White, Member
Michael Boynton, Town Administrator
Amy Sutherland, Recording Secretary

The Chairman opened the meeting at 7:04 pm and led the Pledge of Allegiance:

The Chairman asked for a moment of silent for the long-time resident David Hoag who recently passed away. He served on many committees in Medway.

Public Comment:

There were no public comments.

Appointment to Board of Assessors – Anne Marie Lynch:

Ms. Lynch was present for the appointment. Ms. Lynch explained that she has lived in Medway 20 years and has recently obtained her Real Estate License.

Selectmen Foresto moved to appoint Ann Marie Lynch to the Board of Assessors to fill a vacancy through a term expiring June 30, 2016, Selectmen Trindade seconded the motion. No Discussion. (5 to 0 vote).

Presentation FY-14 Financial Statements Melanson & Heath:

Frank Byron from Melanson and Heath provided an overview of the FY 2014 Financial Statements. The Financial Statements review began with the Independent Audit Report which indicated that the Town is in full compliance with Governmental Accounting Standards and that there were no audit findings. The Town received a “Clean Opinion”, which is the best that a community can receive. The members then reviewed the Statement of Net Position and the Statement of Activities.

Mr. Byron stated that the Town’s bond rating is favorable at AA+ and that there is a good management team in place. The Bond rating will be reevaluated in two years.

There was a question about implementing the meals tax option to fund the Town’s OPEB liability and if this is not done, how it would affect the Town’s bond rating. Ms. Pratt responded that if the bond rating were to be lowered, the estimated impact would be approximately 75 basis points, which equates to an additional \$650,000 in interest on an \$8 million borrowing. The meal tax item will be discussed further at another meeting.

There was an inquiry as to where in the financials the Community Preservation bond is reflected.

The motor vehicle excise went up by \$400,000 in FY14. The free cash for the year was \$1.5 million. There was a suggestion to submit the Chapter 90 reimbursements earlier. The Board of Selectmen would like to get the Enterprise year end fund balances.

The school's Special Education Program qualified as a Special Audit. Special Audits are done on federal grant programs greater than \$500k. The school spending of Federal funds for the Special Education program will be provided over the next few weeks.

The Town did not receive a management letter and continues to be in a good position for bonding. The staff was commended for their work.

Action Items:

- Review the accounting method for the Ambulance Fund (enterprise v special revenue account).
- Check where the Department of Revenue made adjustments.
- Check where the bond for Community Preservation was committed.
- Book Chapter 90 money expenditures timely.

Funding Recommendation –Fiscal Year 2016 Capital Projects-Capital Improvement Planning Committee:

The following members of the Capital Improvement Planning Committee were present: Chairman Peter Sigrist, Vice Chairman Michelle Reed and members James Gillingham and Kelly O'Rourke

The Board of Selectmen were provided with a sheet and priority order of possible Capital Improvement projects.

Proposed Capital Items:

Various Road and Sidewalk repairs: Requested \$750,000, Recommended \$500,000.

IT Replacement: Requested \$115,000, Recommended \$85,000.

Generator McGovern School: Requested \$75,000, (check to see if previously allocated)

It was explained that there already is a generator at the McGovern School, but it is not working as well as it should. There was a suggestion to see if this current generator can be refurbished. The service company recommended it be replaced.

Radio Box Fire Alarm System:

The intent would be to replace the current system. Chief Lynch was present and explained that this is would be a binary system and could self-test. The units inside the building would be replaced over a three year period with a total of 90 boxes. The quote provided is from the state contract. The current equipment is from 1999 and is at the end of its life. The new system would allow for 98% coverage throughout town.

Administrator Boynton explained that this could be a public/private partnership which would help alleviate the burden to the Town to convert to the new system.

Replace Police Telephone System: Requested \$25,000, Recommended \$25,000

Replace Police Cruiser Computers Requested \$90,000, Recommended \$45,000
The Department is currently running a version of Windows which is at least 8 to 10 years old. The Department is looking to go with tablets. The quotes will be provided to the Board of Selectmen for review.

Library Carpet Replacement: Requested \$90,000, Recommended \$45,000
There was a quote to replace for the carpet for 90,000, which entailed replacing all carpet. It was recommended to do this in phases and target the more worn sections first.

Solar Powered Traffic Signs: Requested \$13,000, Recommended \$13,000

Town-wide Facility Improvements: Requested \$50,000, Recommended \$25,000

The Selectmen would like follow up with the Senior Center about the purchasing of the industrial dishwasher. Money was put aside for this.

Station Alert System: Requested: \$43,000, Recommended: \$0

Replace Acid Neutralizer Tanks(Schools): Requested \$30,000, Recommended (revisit this number)

It was communicated that the stormwater improvements can be deferred for a year. This will need to be added to the FY17 budget.

Fuel Efficient Vehicle: Requested \$36,000, Recommended: \$36,000

Replace Street Sweeper (sidewalk Tractor) Requested \$183,000, Recommended: \$120,000

Right of Way Maintenance Truck: Requested: \$50,000, Recommended: \$50,000

The options regarding any road work will be discussed further at the February 2, 2015 meeting.

The Board of Selectmen would like to have another meeting to discuss the CIPC items. The next CIPC meeting will be February 4, 2015.

Comments:

It was brought up that on the Friends of Medway Facebook page there were comments made about chlorine in the water being strong. The DPS Director responded that all calls are tracked and followed-up on. He further stated that the Town must maintain a specific chlorine level throughout the entire system to ensure water quality standards are met. The Town submits reports of these levels to the DEP, which keeps track of them. Annually, residents are mailed the consumer confidence report and it details how samples are tested. This is also provided on the website. There was a question if the town could use another option instead of chlorine. The DPS Director responded that 95% of the towns use chlorine. There are other options, but this would cost significantly more.

Playground Concepts for Idylbrook and other playgrounds un town

Selectmen Trindade presented the Board of Selectmen with concepts for improving the Town's playgrounds. He met with the Chairman of the CIPC and that committee will be looking for details. The enhancements recommended for the current playgrounds would bring them up to code. This would cost between \$85,000 - \$100,000, not including Idylbrook. The playground at Idylbrook would be a multiuse playground. This would cost \$200,000. It could be similar to the EMC park at Hopkinton.

Mr. Trindade said he has not met with the Parks Commission, which would be a next step.

The following are noted issues with the current playgrounds:

Oakland Playground:

- Old equipment with broken brackets which will need to be replaced. New law requires 20 ft. clearance between equipment.

School Street:

- No signage. This park is primarily used for infants and toddlers.

Choate Park:

- Restricted by space.

Burke School:

- The Head Start program is there and there is a need for playground equipment. The park bench needs to be fixed.

The Board of Selectmen agreed that this is a great idea, but would like the current issues at the various parks fixed first. It was also recommended to get the Parks Commission involved along with parent groups and volunteers to help assess the type of equipment needed.

Adoption of Order of Taking – Azalea Drive:

- **Selectmen Trindade moved that the Board adopt the order of taking for Azalea Drive and that the Board determines that no person has sustained damage by reason of this taking and makes no award therefore, Selectmen Foresto seconded the motion. (Vote 5 to 0).**
- **Selectmen Trindade moved that the Board authorize the Chairman to sign notices of taking and Offers of Pro Tanto payment following the recording of the Order of Taking at the registry of deeds, Selectmen Foresto seconded the motion. (Vote 5 to 0).**
- **Selectmen Trindade moved that the Board, accept the deed from Apex Builders, Inc., which conveys portions of Azalea Dr. to the Town, Selectmen Foresto seconded the motion. (Vote 5 to 0).**

The members will sign the plans.

Vote – Local Meals Tax:

The Board did not vote on the local meals tax, but would have further discussion on this. It was recommended to put this on the agenda for the next meeting. The Board would like some further feedback from the Finance Committee.

Vote to reopen March 9, 2015 Special Town Meeting Warrant:

- **Selectmen Trindade moved that the Board reopen the March 9, 2015 Special Town Meeting warrant, Selectmen White seconded the motion. (Vote 5 to 0).**
- **Selectmen Trindade moved that the Board place the following articles on the warrant:**
 - a) **A Home Rule Petition relative to Redevelopment Authority eminent domain acquisitions.**
 - b) **The transfer of \$30,000 for FY 15 Veterans' Services budget.**
 - c) **\$25,000 from FY2016 health care appropriation for the Health Care Reimbursement Account.**

Selectmen White seconded the motion. (Vote 5 to 0).

- **Selectmen Trindade moved that the Board to close the March 2015 Special Town Meeting warrant, Selectmen D'Innocenzo seconded the motion. (Vote 5 to 0).**

In regards to Article One, McGovern School, it is anticipated that there will be a hard number included in the motion, but this still needs to go out to bid. The estimate is \$1.3 million.

Vote to open May 11, 2015 Annual Town Meeting Warrant:

- **Selectmen Trindade moved that the Board to open the May11, 2015 Annual Town Meeting Warrant, Selectmen White seconded the motion. (Vote 5 to 0).**

Approval One-Day Alcohol License Requests:

- **Selectmen Trindade moved that the Board approve one-day wine and malt licenses for Donald Ralph and Kate Davis for events at the Thayer Homestead on January 28 and February 22, respectively, conditioned upon the Police Chief's recommendation, Selectmen D'Innocenzo seconded the motion. (Vote 5 to 0).**

Banner Policy:

Selectmen Trindade moved that the Board to approve the banner policy as amended, Selectmen D'Innocenzo seconded the motion. (Vote 5 to 0).

There will be a \$60.00 charge to put up and take down the signs.

Warrants:

Selectmen D'Innocenzo presented the warrant 1530.

- **Selectmen Trindade moved that the Board accept and sign warrant, Selectmen White seconded the motion. (Vote 5 to 0).**

Action Items from Previous Meeting:

Unaccounted Water:

The unaccounted water item will be taken off the list of action items. This has been resolved.

DPW Facility:

DPS Director Tom Holder indicated that there will be a cost of \$5,000 to draw up conceptual plans for the Department of Public Services facility. The committee met with a firm from Tri-County who specializes in metal buildings.

Banners:

This item can be taken off the list.

Minutes:

Selectmen Trindade moved that the Board to approve the minutes from September 22, 2014 as presented, Selectmen Foresto seconded the motion. (Vote 5 to 0).

Town Administrators Update:

FY 2016 Budget Process Timeline:

The Board of Selectmen were presented with a timeline for the budget process. The financial team has met with the various departments. The Town Administrator would like to have this to the members before March 2, 2015.

Selectmen Crowley will be gone March 16-29, 2015, and would like sufficient time to review the budget prior to that.

Middle School & DPS Administration:

There was a site visit at the Middle School. The front wing has a significant amount of space. There would need to be security added to keep the DPS administration separate from the school. The benefit of having the DPS administration there would be the freeing up of space at Town Hall for a combined area for the land use departments. There is also room for expansion. This would need to be a town meeting article. It was recommended that Ms. Phillips be consulted about bonding for \$175,000.

Police and Fire Accident Police Coverage Reviews:

There will be a meeting January 21, 2015 to review the insurance and policy cost. There is a \$45,000 premium increase and coverage for claims. Ms. Potter has been working on this project. Cost increases are partially attributed to the additions of Thayer, fields and playgrounds to policy.

Town Administrator Out of Office:

- Friday January 23, 2015 – MMS Annual Meeting – Boston
- Friday January 30, 2015 – Metrowest Breakfast – Westborough
- February 5-February 12, 2015 – Vacation – Allison Potter Acting Town Administrator.

ADJOURN

At 9:20 PM, on a motion made by Selectmen Trindade, and seconded by Selectmen White, the Board of Selectmen voted unanimously to adjourn the meeting. (Vote 5 to 0).

Respectfully Submitted,
Amy Sutherland
Recording Secretary

1/20/15 BOS Mtg.

AGENDA ITEM #15

Town Administrator's Report

AGENDA ITEM #16

Selectmen's Reports