

## **Board of Selectmen**

*Dennis P. Crowley, Chair*

*John A. Foresto, Vice-Chair*

*Richard A. D'Innocenzo, Clerk*

*Glenn D. Trindade*

*Maryjane White*



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# **TOWN OF MEDWAY**

## **COMMONWEALTH OF MASSACHUSETTS**

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

**March 2, 2015, 7:00 PM**

**Sanford Hall, Town Hall**

**155 Village Street**

### **Agenda**

7:00 PM

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

#### **Other Business**

1. Presentation – Complete Streets – Chris Kuschel, Metropolitan Area Planning Council
2. Discussion – Updated FY2016 Capital Budget Recommendations
3. Discussion – Local Meals Tax
4. Discussion/Vote – Annual Town Meeting Warrant Article Recommendations
5. Open May 11, 2015 Special Town Meeting Warrant
6. Discussion – Bid Results for McGovern School Windows/Door Project
7. Approval – One-Day Liquor License Applications
  - a. Amna Saeed-Kothe, Thayer Homestead, March 8, 2015
  - b. Good Natured Dog Production/Alecia Orsini Lebeda, Thayer Homestead, March 14, 2015
  - c. Marilyn Kohler, Thayer Homestead, March 21, 2015
8. Appointment to Medway Pride Day Committee – Rita Bedard
9. Action Items from Previous Meeting
10. Approval of Warrants
11. Approval of Minutes
12. Town Administrator's Report
13. Selectmen's Reports

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#### **Upcoming Meetings, Agenda and Reminders**

March 9, 2015 ---- Special Town Meeting (Middle School Auditorium)

March 16, 2015 ---- Regular Meeting

# **Public Comments**

# **AGENDA**

## **ITEM #1**

**Presentation – Complete Streets –  
Chris Kuschel, Metropolitan Area  
Planning Council**

*Associated back up materials attached.*

- Draft Complete Streets policy

Town of Medway <b>COMPLETE STREETS POLICY</b>	
Effective Date	TBD
Expiration Date	None
Date Last Revised	
Board of Selectmen Vote to Adopt Policy	TBD
Planning and Economic Development Board Vote to Adopt Policy	TBD

## MEDWAY COMPLETE STREETS POLICY

### Definition:

**Complete Streets** is a transportation policy and design approach to ensure that all modes of transportation are considered, designed and operated to provide safety, comfort, and accessibility for all users of a community’s streets, trails, and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles and for people of all ages, abilities, and income levels. The **Complete Streets** approach integrates people and the unique characteristics of space in the planning, design, construction, operation, and maintenance of transportation networks. Furthermore, **Complete Streets** principles contribute toward enhanced safety, health, economic viability, and quality of life in a community by improving the pedestrian and vehicular environments in order to provide, safe, accessible, and comfortable means of travel between and among home, school, work, recreation, and retail destinations. **Complete Streets** also further equity objectives by providing safe forms of travel for residents of all income levels.

Examples of **Complete Streets** initiatives:

- Bike lanes, signage and pavement markings
- Clearly designated crosswalks
- Handicapped accessible curb cuts and sidewalks
- Sidewalks
- Traffic calming measures
- Street lighting
- Benches
- Trash receptacles
- Trees/plantings
- Audible pedestrian crossing signals, warning lights and countdown clocks
- Bike racks
- Bus shelters
- Walking paths and trails to connect subdivisions

## Background:

Oregon enacted the first *Complete Streets*-like policy in the United States in 1971, requiring that new or rebuilt roads must accommodate bicycles and pedestrians, and also calling on the state and local governments to fund pedestrian and bicycle facilities in the public right-of-way. Since then, at least 26 additional state legislatures have adopted *Complete Streets* laws and a nationwide movement was launched in 2005 with the establishment of the National Complete Streets Coalition. The Coalition reports that over 650 jurisdictions at the local, regional and state level have adopted *Complete Streets* policies and executive orders or established internal policies since 2005.

In 2014, the Massachusetts Legislature approved Senate Bill 68/HB 3091 which established a Complete Streets Certification Program. The legislation also authorized \$3 - \$5 million in planning and infrastructure funding to cities and towns which achieve *Complete Streets* certification. The Massachusetts Department of Transportation is presently developing *Rules and Regulations* to implement the certification and funding program and the Metropolitan Area Planning Council (MAPC) is providing technical assistance to communities in its region to consider and develop *Complete Streets* policies. Within the metropolitan Boston region, the Towns of Littleton, Maynard, Acton, Reading, and Middleton and the cities of Salem, Somerville, and Everett have already adopted *Complete Streets* policies or bylaws.

## Vision and Purpose:

The purpose of the Town of Medway's *Complete Streets Policy*, therefore, is to make a consistent effort to consider and undertake measures to accommodate all users by creating a roadway network that meets the needs of a wide variety of individuals utilizing a variety of transportation modes. It is the intent of the Town of Medway, to the maximum extent reasonable and practical, to plan, design, operate, and maintain streets so that they are safe for users of all ages, all abilities and all income levels as a matter of routine. This *Policy* directs Medway decision-makers to consistently plan, design, construct, and maintain streets to accommodate all anticipated users including, but not limited to pedestrians, bicyclists, motorists, emergency vehicles, and freight and commercial vehicles.

Medway's *Complete Streets* policy is consistent with the Transportation Goals and Objectives outlined in the 2009 Medway Master Plan as follows:

- Increase the number of sidewalks and trails
- Increase pedestrian safety
- Create bike lanes on main thoroughfares through Medway

The Town believes that a *Complete Streets Policy* can help promote a healthier lifestyle for its residents by providing safe walking and bicycling alternatives to driving and by offering expanded opportunities for increased physical activity. *Complete Streets* embodies the progressive and forward thinking perspective and policies the Town of Medway has adopted in recent years. Implementation of the *Complete Streets Policy* will lead to a stronger sense of community as a result of enhanced connectivity between and among residents, businesses, community resources and recreational facilities.

## Core Commitment:

The Town of Medway recognizes that all users of various modes of transportation, including, but not limited to, pedestrians, cyclists, transit and school bus riders, motorists, delivery and service personnel, freight haulers, and emergency responders are all legitimate users of the Town's roadways and deserve safe facilities. "*All Users*" includes users of all ages, abilities, and income levels.

The Town recognizes that all roadway projects – including new construction, maintenance and reconstruction – are potential opportunities to apply ***Complete Streets*** design principles. The Town will, to the maximum extent reasonable and practical, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities for people of all ages and abilities.

***Complete Streets*** design recommendations shall be incorporated into all publicly and privately funded projects, as appropriate. All transportation infrastructure and street design projects requiring funding or approval by the Town of Medway, as well as projects funded by the State and Federal government, including but not limited to Chapter 90 funds, Transportation Improvement Program (TIP), the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), capital budget funding, and other state and federal funds for street and infrastructure design shall adhere to the Town of Medway ***Complete Streets Policy***. Private developments and related roadway design components shall also adhere to the ***Complete Streets*** principles. In addition, to the extent practical, state-owned roadways will comply with the ***Complete Streets*** Policy, including the design, construction, and maintenance of such roadways within Town boundaries.

Town Departments, in consultation with a ***Complete Streets*** Working Group (described below), will use best judgment regarding the desirability and feasibility of applying ***Complete Streets*** principles for routine roadway maintenance and projects, such as repaving, restriping, and so forth.

Transportation infrastructure projects, including but not limited to roadway reconstruction, roadway reconfigurations, or subdivisions may be excluded from the ***Complete Streets Policy*** upon approval by the ***Complete Streets Working Group***, where documentation and data indicate that any of the following apply:

1. Roadways where certain specific users (pedestrians, bicyclists, etc.) are prohibited by law, such as interstate freeways or pedestrian malls. An effort will be made, in these cases, for accommodations elsewhere.
2. Cost or impacts of incorporating ***Complete Streets*** principles are excessively disproportionate to the need or probable future use.
3. Other Town policies, regulations, or requirements contradict or preclude implementation of ***Complete Streets*** principles. This might include initiatives the Town must undertake to address forthcoming federal and state mandates regarding stormwater management.

## Best Practices:

The Town of Medway **Complete Streets Policy** focuses on developing a connected and integrated street network that serves all users. **Complete Streets** principles will be integrated to the maximum extent reasonable and practicable into the Town's policies, planning, and design of all types of public and private roadway projects, including new construction, reconstruction, rehabilitation, repair, and maintenance of transportation facilities on streets and redevelopment projects. As practicable, recommendations from the **Complete Streets Working Group** for incorporating **Complete Streets** elements will occur in projects' beginning stages prior to design. With new private developments, this can be accomplished through pre-application meetings with prospective developers.

**Complete Streets** principles include the development and implementation of projects in a context-sensitive manner in which project implementation is sensitive to the community's physical, economic, environmental, and social settings. There is no absolute or singular design prescription for implementing Medway's **Complete Streets Policy**. Each street is unique and must be viewed within the context of its surroundings and purpose. A **Complete Street** in Medway will look different from a **Complete Street** in Newton or a **Complete Street** in a rural area in the Berkshires. The context-sensitive approach to process and design includes a range of goals giving significant consideration to the community's values. It includes goals related to livability with greater participation of those affected in order to gain project consensus. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions.

Implementation of the Town of Medway's **Complete Streets Policy** will be carried out cooperatively within and among all relevant departments in the Town of Medway and, to the greatest extent possible, among private developers, and state, regional, and federal agencies.

The Town of Medway recognizes that **Complete Streets** may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time.

The latest design guidance, standards, and recommendations available will be used in the implementation of Medway's **Complete Streets Policy**, including but not limited to the most up-to-date versions of:

- The Massachusetts Department of Transportation Project Design and Development Guidebook
- The United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Design Controls
- The Architectural Access Board (AAB) 521CMR Rules and Regulations
- Documents and plans created for the Town of Medway, including but not limited to:
  - Medway Master Plan
  - Medway Department of Public Services Roadway/Sidewalk Improvement Plan
  - Medway Open Space and Recreation Plan
- Sustainable Neighborhood Road Design – A Guidebook for Massachusetts Cities and Towns. American Planning Association/Mass Chapter and Home Builders Association of Massachusetts

- Low Impact Development Toolkit. Metropolitan Area Planning Council (MAPC)
- Smart Growth/Smart Energy Toolkit – Low Impact Development. Massachusetts Executive Office of Energy and Environmental Affairs.

## Implementation:

The Town shall:

- make **Complete Streets** practices a routine part of the Town of Medway’s everyday operations to the maximum extent reasonable and practicable;
- approach every transportation project and program as an opportunity to improve streets and the transportation network for all users; and
- work in coordination with Town departments and other public agencies and jurisdictions to implement **Complete Streets** measures throughout the community.

A **Complete Streets** Working Group comprised of members of relevant departments and existing committees will be created to implement this initiative. Members of the **Complete Streets** Working Group shall be appointed by the Town Administrator. The **Complete Streets** Working Group will be a multidisciplinary team and members will include the following representatives or their designee:

- Board of Selectmen
- Council on Aging Director
- Department of Public Services (DPS)
- Health Department or Board of Health
- Planning Department or Board
- Director of Community and Economic Development
- Building Commissioner
- Town Administrator
- Police
- Citizen representative

A key function of the **Complete Streets Working Group** will be to increase communication and forge partnerships between and among the various stakeholders. The focus of this **Group** will be ensuring the implementation of the **Complete Streets Policy** and, where necessary, altering existing practices and overcoming barriers that may act as impediments to implementation. In addition, this **Group** will regularly update and solicit feedback on potential projects with the general public to ensure that the perspectives of the community are considered and incorporated, as appropriate.

The **Complete Streets Working Group**, in conjunction with relevant Town departments, shall integrate to the maximum extent reasonable and practicable **Complete Streets** principles in all new planning documents such as updates to the Medway Master Plan and the Open Space and Recreation Plan and into bylaws, procedures, rules and regulations, guidelines, programs, and templates. The **Group** will make recommendations for revisions to the Town’s zoning bylaw and the Planning and Economic Development Board’s subdivision and site plan rules and regulations in line with their existing timeline for updates.



The Town will seek out appropriate sources of funding and grants for implementation of its **Complete Streets Policy**. The **Complete Streets Working Group** will establish project priorities for grant funding and coordinate the preparation of grant applications for State and other funding opportunities.

The Town shall maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will highlight projects that eliminate gaps in the sidewalk and bikeway network.

The Town will evaluate projects within the Capital Improvement Plan to encourage implementation of this **Complete Streets Policy**.

The Town will secure training for pertinent Town staff and decision-makers on both the technical content of **Complete Streets** principles and best practices, as well as community engagement methods for implementing the **Complete Streets Policy**. Training may be accomplished through workshops and other appropriate means including opportunities through the Bay State Roads **Complete Streets** workshop program.

The Town will utilize inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way.

### **Evaluation of Effectiveness:**

The **Complete Streets Working Group** will develop performance measures to periodically assess the rate, success, and effectiveness of implementing Medway's **Complete Streets Policy**. The Working Group will determine the frequency of assessment and utilize appropriate metrics for analyzing the success of this policy. These metrics may include but are now limited to:

- the total distance of newly installed bicycle lanes
- the linear feet of new pedestrian accommodation
- number of retrofitted pedestrian facilities or amenities
- number of new street trees planted
- number of trail or sidewalk connections made between residential and/or commercial developments
- number of intersection improvements made to improve Level of Service (LOS) and safety for vehicles, pedestrians and bicyclists
- rate of crashes by mode
- rate of children walking or bicycling to school, and/or number of trips by mode.

These metrics will be compiled into a report by the **Working Group** and presented as needed, but no less than annually and may be included in the Town's Annual Report.

### **Evaluation of Complete Streets Policy:**

The Complete Streets Working Group will evaluate the policy on a bi-annual basis and update it as the Town's experience and State program evolves.

# **AGENDA ITEM #2**

## **Discussion – Updated FY2016 Capital Budget Recommendations**

*Associated back up materials attached.*

- FY16 free cash and capital borrowing recommendations

**Free Cash Status,  
Proposed Free Cash Usage,  
and FY16 Capital  
Borrowing**

<b>FY'2015 CERTIFIED FREE CASH</b>	<b>\$</b>	<b>1,580,046</b>
<b>FALL TOWN MEETING TRANSFERS:</b>		
- Article 2: OPEB Trust Account	\$	(150,000)
- Article 5: Design Guidelines Project	\$	(15,000)
- Article 6: Choate Park Building	\$	(35,000)
- Article 7: Urban Renewal Plan (RDA)	\$	(80,000)
- Article 9: LED Street Lights	\$	(20,000)
<b>TOTAL FALL TOWN MEETING</b>	<b>\$</b>	<b>(300,000)</b>
 <b>TOTAL FREE CASH AVAILABLE - SPRING 2015</b>	 <b>\$</b>	 <b>1,280,046</b>
 <b>Fiscal Year 2016 Reserve Amount</b>	 <b>\$</b>	 <b>(215,000.00)</b>
 <b>Estimated Snow &amp; Ice Additional Funding</b>	 <b>\$</b>	 <b>(400,000.00)</b>
 <b>TOTAL FREE CASH AVAILABLE FOR CAPITAL</b>	 <b>\$</b>	 <b>665,046.00</b>

Capital Project	Department	Cost
<b>Free Cash</b>		
Various Road/Sidewalk	DPS	\$ 400,000
Purchase ROW Maintenance Truck	DPS	\$ 52,000
New Technology for Schools (IPads and Chromebooks)	IS	\$ 85,000
McGovern School Generator	SCHOOLS	\$ 40,000
Replace Phone System	POLICE/IS	\$ 25,000
Install Solar Powered Traffic Signs	POLICE	\$ 13,000
General Town Wide Facility Improvements	DPS	\$ 50,000
<b>Free Cash Total</b>		<b>\$ 665,000</b>
<b>Bonding</b>		
Upgrade Radio Infrastructure	POLICE	\$ 273,000
Replace Police Cruiser Computers	POLICE	\$ 55,000
Partial Replacement of Library Carpet	LIBRARY	\$ 52,000
Replace Sidewalk Plow	DPS	\$ 157,000
Renovation of Middle School Wing for DPS	DPS	\$ 150,000
<b>Bond Total</b>		<b>\$ 687,000</b>
<b>Total Projects</b>		<b>\$ 1,352,000</b>

# **AGENDA**

# **ITEM #3**

## **Discussion – Local Meals Tax**

*Associated back up materials attached.*

- Information provided by Finance Director

**LOCAL OPTION MEALS EXCISE**  
**Chapter 27, §§ 60 and 156 of the Acts of 2009**  
**Adding General Laws Chapter 64L**  
**Effective for sales of restaurant meals on or after October 1, 2009**

A city or town may now impose an excise of .75% on the sales of restaurant meals originating within the municipality by accepting G.L. c. 64L, § 2(a). As with the existing local option room occupancy excise, the DOR will collect the local meals excise at the time it collects the state tax on the sale. Therefore, the local excise applies to all meals subject to the state sales tax. A community may not vary the rate or the meals subject to the excise.

The DOR will distribute the collections to the city or town on the same quarterly schedule that applies to the local room occupancy excise. G.L. c. 64L, § 2(b). The distribution schedule is found in Attachment A. A community may dispute its distribution by notifying the DOR, in writing, within one year of the distribution. G.L. 64L, § 2(b).

To assist in the administration of the excise, the DOR may provide cities and towns with certain information, including the total collections in the prior year and the identity of vendors collecting the tax locally. G.L. c. 64L, § 2(d).

**Acceptance Procedure**

Acceptance of the local option meals excise is by majority vote of the municipal legislative body, subject to local charter. To accept G.L. c. 64L, § 2(a), the following or similar language may be used:

VOTED: That the city/town of \_\_\_\_\_ accept G.L. c. 64L, § 2(a) to impose a local meals excise.

**Acceptance Effective Date**

A community's acceptance of the local meals excise becomes operative on the first day of the next calendar quarter after the vote, provided that date is at least 30 days after the vote to accept. If not, the acceptance becomes operative on the first day of the second quarter after the vote. **As a result, October 1, 2009 is the earliest an acceptance can become operative for FY10. A community must accept on or before August 31, 2009 in order for the DOR to begin collecting the excise on that date.**

For the start dates of each quarter and last date an acceptance vote will take effect for that quarter, please see the schedule in Attachment A.

A city or town may make the acceptance operative at the start of a later quarter by including the later start date in the vote ("to take effect on January/April/July/October 1, 2\_\_.")

## Notification Requirements

### **(1) Notice of Acceptance**

The city or town clerk must notify the Municipal Data Management/Technical Assistance Bureau within the DLS whenever the statute is accepted or rescinded. (Notification of Acceptance/Rescission--Meals Excise). The notice is to be submitted **within 48 hours** of the vote. **Without timely notice, the DOR cannot begin collecting the excise for the city or town.**

### **(2) List of Restaurants**

After the clerk notifies the DLS of the community's acceptance, the local licensing board or official will be asked to verify the restaurants or other establishments that serve meals in the community. The verified information will be used by the DOR to notify vendors of their obligations to collect and pay over the local excise and to ensure that sales are properly sourced to the community. More detailed instructions will be provided, but local officials should be prepared to review and verify this information on an expedited basis.

## Revenue Estimates

Within the next few weeks, the DOR expects to **release estimates** of the amounts each city or town could collect from imposing the local meals excise. At that time, we will provide further information about the use of meals excise revenue as an estimated receipt in the FY10 tax rate. **No community will be allowed to use new local meals excise revenues in the FY10 tax rate, however, unless it has accepted the statute before the rate is set.**

## LOCAL OPTION EXCISE TIMETABLE

FY QUARTER	QUARTER START DATE	ACTION DEADLINE	DISTRIBUTION DATE	REVENUE COLLECTED DURING
Q1	July 1	May 31 <sup>1</sup>	September 30	June, July, August
Q2 <sup>2</sup>	October 1	August 31	December 31	September, October, November
Q3	January 1	December 1	March 31	December, January, February
Q4	April 1	March 1	June 30	March, April, May

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<sup>1</sup> Latest date to accept or amend in order to implement for full fiscal year. In first year, community will receive collections from July – May (11 months). Community will receive full year collections thereafter.

<sup>2</sup> Earliest Quarter acceptances or amendments can become operative for FY10. If community implements in this quarter, it will receive collections from October – May (8 months) during FY10.

Medway Projected:			
	DOR CURRENT REVENUE ESTIMATE FOR YR		
Medway	147,966.76		

TOWN	ADOPTED MEALS TAX?
FRANKLIN	YES
MEDFIELD	YES
MILLIS	YES
NORFOLK	YES
WRENTHAM	YES
BELLINGHAM	YES
ASHLAND	YES
HOLLISTON	NO
SHERBORN	YES
FOXBORO	YES
MILFORD	NO
MEDWAY	NO



MEALS TAX REVENUES-ACTUALS			
	Effective Date	Fiscal Year	TOTAL REVENUES RECEIVED
FRANKLIN	10/1/2009	2010	239,644.92
		2011	347,217.25
		2012	419,219.00
		2013	461,823.00
		2014	468,515.00
		2015 YTD	122,205.00
MEDFIELD	9/1/2014	2015 YTD	7,916.00
MILLIS	1/1/2010	2010	28,046.12
		2011	62,858.05
		2012	84,441.00
		2013	92,383.00
		2014	91,759.00
		2015 YTD	24,610.00
NORFOLK	7/1/2010	2010	0.00
		2011	41,716.65
		2012	51,926.00
		2013	53,552.00
		2014	54,156.00
		2015 YTD	13,814.00
WRENTHAM	1/1/2010	2010	76,404.17
		2011	217,770.67
		2012	242,725.00
		2013	239,580.00
		2014	244,242.00
		2015 YTD	69,483.00
BELLINGHAM	12/1/2012	2013	129,418.00
		2014	280,628.00
		2015 YTD	78,693.00

# AGENDA

## ITEM #4

### Discussion/Vote – Annual Town Meeting Recommendations

*Associated back up materials attached.*

- Warrant

**\*Note:** PEDB public hearing on zoning bylaw amendments is scheduled for Tuesday, March 17.

**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
<b>Direct Costs Total</b>	<b>\$2,067,172</b>

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.

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

Fees for Service [User Fees]	\$2,303,057
	<b>\$2,303,057</b>

**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
<b>Direct Costs Total</b>	<b>\$1,467,069</b>

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.

<b>Indirect Costs Total</b>	\$91,607
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<b>Total</b>	<b>\$1,558,676</b>
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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
<b>Total</b>	<b>\$1,558,676</b>

**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
<b>Direct Costs Total</b>	<b>\$1,376,440</b>

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.

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

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

**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
<b>Direct Costs Total</b>	<b>\$597,659</b>

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.

<b>Indirect Costs Total</b>	\$122,431
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<b>Total</b>	<b>\$720,090</b>
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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
<b>Total</b>	<b>\$720,090</b>

**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 \$665,000 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:

<b>Project</b>	<b>Department</b>	<b>Cost</b>
Various Road/Sidewalk Improvements	DPS	\$400,000
Purchase Right of Way Maintenance Truck	DPS	52,000
General Town Wide Facility Improvements	DPS	50,000
New Technology for Schools (iPads and Chromebooks)	IS	85,000
Replace Phone System	POLICE/IS	25,000
Install Solar Powered Traffic Signs	POLICE	13,000
McGovern School Generator	SCHOOLS	40,000
<b>Free Cash Total</b>		<b><u>\$665,000</u></b>

**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 \$687,000 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:

<b>Project</b>	<b>Department</b>	<b>Cost</b>
Upgrade Radio Infrastructure	POLICE	\$273,000
Replace Police Cruiser Computers	POLICE	55,000
Partial Replacement of Library Carpet	LIBRARY	52,000
Replace Sidewalk Plow	DPS	157,000
Renovation of Middle School Wing for DPS	DPS	150,000
<b>Total</b>		<b>\$687,000</b>

**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:** (Borrowing: 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, construction 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:** (Borrowing: 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:** (Appropriation: Medway Family Day)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of \$9,500 to be expended under the direction of the Town Administrator for the purpose of funding Medway Family Day, with unexpended funds as of June 30, 2016 being returned to the General Fund, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 15:** (Appropriation: Memorial Committee)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of \$4,000 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 16:** (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 17:** (Borrowing: Design and Project Mgmt. Services for New DPS Facility)

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds the sum of \$1,100,000 for the purpose of funding the engineering, design and project

management services 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 18: (Borrowing: Non-Participatory Items Associated with Route 109 Project)**

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds the sum of \$500,000 for project amenities associated with the Route 109 design and construction project that the Mass. Dept. of Transportation determines to be “non-participatory” and therefore not qualifying for project reimbursement, including associated engineering, personnel, maintenance, and legal services costs, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 19: (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 20: (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:

<b>FUND</b>	<b>REVENUE SOURCE</b>	<b>AUTHORITY TO SPEND</b>	<b>USE OF FUND</b>	<b>SPENDING LIMIT</b>
Parks and Recreation	Permit Fees	Board of Parks Commissioners	Self-supporting recreation and parks services	\$150,000
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	\$114,000

			necessary transportation services	
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

**BOARD OF SELECTMEN  
(For the Various Departments Indicated)**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 21:** (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 2016 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	
CPC Salaries	
Long Term Debt – Principal	
Long Term Debt – Interest	
<b>Subtotal</b>	
Affordable Housing Trust Administrative Expenses	
<b>Direct Costs Total</b>	

Reserves

	<u>10% of Estimated Fund Revenues</u>
Open Space	
Community Housing	
Historical Preservation	

Or act in any manner relating thereto.

**COMMUNITY PRESERVATION COMMITTEE**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 22:** (Acceptance of MGL chapter 64L, § 2 Local Option Meals Tax)  
To see if the Town will vote to accept Massachusetts General Law chapter 64L § 2 to impose a local option meals tax to take effect on July 1, 2015, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 23:** (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 for Fiscal Year 2016 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 24:** (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 25:** (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 26:** (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 27:** (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 pedestrian oriented 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 utilities and services.

2. Applicability:

- a) The Planning and Economic Development Board may grant a Multifamily Housing special permit for a Multifamily Dwelling or Apartment House, and/or a Multifamily Development on a tract of land within the AR-I, AR-II, Commercial III or Commercial IV zoning districts whether on one parcel or a set of contiguous parcels, with a minimum of fifty feet of frontage on an existing street located within the Multifamily Housing Overlay District as shown on a map on file with the Medway Town Clerk. The street shall, in the opinion of the Planning and Economic Development Board, have sufficient capacity to accommodate the projected additional traffic flow from the development.
- b) Tracts of land within residential subdivisions approved and constructed under the Subdivision Control Law since September 29, 1952 or granted a special permit under the Medway Zoning Bylaw, SECTION V. USE REGULATIONS, Sub-Section T (Open Space Residential Development) or Sub-Section U (Adult Retirement Community Overlay District) shall not be eligible for a special permit under this Sub-Section.
- c) These provisions apply to the following:
  - 1) The alteration/rehabilitation and conversion/adaptive reuse of existing buildings
  - 2) Construction of new buildings or additions to existing buildings.

3. Dimensional Regulations

- a) The minimum dimensional requirements for area and setbacks shall be the same as for the underlying zoning district in which the parcel is located. However, the Planning and Economic Development Board may adjust these dimensional requirements by a four-fifths vote if, in its opinion, such adjustment will result in a more desirable design of the development or provide enhanced buffering for adjacent residential properties.
- b) Legally pre-existing nonconforming buildings shall be eligible for a Multifamily Housing special permit provided there is no increase in any dimensional nonconformity or the creation of a new nonconformity, and the applicant can demonstrate compliance with the parking and open space requirements of this section.

- c) Maximum building height: 2.5 stories or 40'
4. Density Regulations - The density of a Multifamily Dwelling or Apartment House, and a Multifamily Development shall not exceed twelve dwelling units per acre or portions thereof, except that the Planning and Economic Development Board may grant a density bonus for one or more of the following:
- a) + one unit when the project involves the rehabilitation/adaptive reuse of an existing structure at least seventy-five years of age and is completed in a manner that preserves and/or enhances the exterior architectural features of the building;
  - b) + one unit for each three thousand sq. ft. of existing interior finished space that is substantially rehabilitated in accordance with the Board's *Multifamily Housing Rules and Regulations*.
  - c) + two units when twenty-five percent of the dwelling units are designated as affordable independent of the provisions of the Medway Zoning Bylaw, SECTION V. Use Regulations, Sub-Section X. Affordable Housing.
5. Special Regulations
- a) Affordable Housing Requirement: Projects approved pursuant to this Sub-Section shall comply with:
    - 1) the Town's Affordable Housing requirements as specified in the Medway Zoning Bylaw, SECTION V. USE REGULATIONS, Sub-Section X. Affordable Housing;
    - 2) the Massachusetts Department of Housing and Community Development (DHCD)'s Local Initiative Program (LIP) Guidelines, July 1996, as may be amended; and
    - 3) the requirement that the average bedroom count of a Multifamily Dwelling or Apartment House or a Multifamily Development shall not exceed two per unit.
  - b) Open Space: There shall be an open space or yard area equal to at least fifteen percent 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.
  - c) Parking: At least one and one-half off-street parking spaces shall be provided for each dwelling unit plus one additional visitor parking space for every two dwelling units.

- d) There shall be Town water and sewer available in the street on which the Multifamily Dwelling or Apartment House or Multifamily Development has its frontage and said water and sewer lines shall have sufficient capacity to accommodate the project.
  - e) A Multifamily Dwelling or Apartment House shall not contain more than twelve dwelling units.
  - f) Any Multifamily Development shall not exceed forty dwelling units.
6. 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.
7. Development Limitation: The maximum number of Multifamily Dwelling units authorized pursuant to this sub-section shall not exceed five percent of the number of detached single-family dwellings located in the Town of Medway, as determined by the Board of Assessors.
8. 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 the Medway Zoning Bylaw, SECTION V. Use Regulations, Sub-Section C. Site Plan Review and Approval.
  - 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 the Medway Zoning Bylaw, SECTION V. USE REGULATIONS, Sub-Section C. Site Plan Review and Approval.
9. 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 the Medway Zoning Bylaw, SECTION V. USE REGULATIONS, Sub-Section C. Site Plan Review and Approval, upon finding that the Multifamily Dwelling or Apartment House, or the 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) provide for greater variety and type 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 amend SECTION IV. DISTRICTS by inserting Multifamily Overlay District to the list of overlay districts;

And to amend the Medway Zoning Map to include the Multifamily Housing Overlay District as shown on a map on file with the Medway Town Clerk;

Or to act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD  
AFFORDABLE HOUSING TRUST  
AFFORDABLE HOUSING COMMITTEE**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 28:** (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:**

#### **ARTICLE 29: (Purchase Property Off of Winthrop St)**

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise and to accept the deed to the Town of a fee simple interest in all or a

portion of the parcel described below, believed to be now owned by Henry L. Wickett, Sr., Henry L. Sr. and Henry L. Jr. Wickett, Wicket Development Co, upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, the land to be used for purposes allowed by the so-called Community Preservation Act, General Laws Chapter 44B, to be under the management and control of Board of Selectmen said parcel of land being described as follows:

The land located on Fairway Lane, and lands bordering Woodland Road and the property at 102 Winthrop Street, shown on Medway Assessors Map 08/Parcel 016, Map 08/Parcel 019, Map 08/Parcel 024, Map 09/Parcel 059, Map 14/Parcel 005, Map 014/Parcel 020, Map 15/Parcel 001, and Map 15/Parcel 019.

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

**BOARD OF SELECTMEN**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 30:** (Survey Property Off of Winthrop St)

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to authorize the Board of Selectmen to carry out survey work on the properties bounded by Fairway Lane, Winthrop Street, Ohlson Circle, Woodland Road, Lovering Street, Howe Street and Holliston Street that are now or were formerly owned by Henry L. Wickett, Henry L. Sr. & Henry L. Jr. Wickett, Wickett Development Inc. and/or Wickett Development Co.

**BOARD OF SELECTMEN**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 31:** (Citizens Petition: Purchase Wicket Property)

For the Town to purchase all Wicket properties bordering Fairway Lane, and lands bordering Redgate and Woodland Road, and 102 Wintrop St.

**CITIZENS' PETITION**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

**ARTICLE 32:** (Citizens' Petition: Survey Property Off of Winthrop St)

As concerned citizens of the Town of Medway we are requesting the Board of Selectmen investigate the accuracy of the surveying of the property off of Winthrop and Woodland Streets as represented on the Wetlands Plan of the land in Medway, MA, by Colonial Engineering dated 12/29/14 submitted to the Conservation Commission for an Abbreviated Notice of Resource Area Delineation ( ARAD), and upon which developing is proposed. We are making this request based upon historical issues related to the inaccurate surveying, by the same surveyor that affected many residents of Fairway Lane. The erroneous boundaries represented in the survey caused extreme personal hardship to affected residents, as legal action was taken against residents of Fairway Lane (for either trespassing or owning homes on land not legally belonging to them but rather to the abutter responsible for the survey). After years in court damages were awarded against title insurance companies and otherwise paid out of the pocket of residents without title insurance in place. The financial hardships resulted in no fault of the residents that purchased these homes. The residents believe that it is necessary to have the town investigate and request a new survey from an independent surveyor not associated with the erroneous surveys of the past at the expense of the owner of the properties in question.

**CITIZENS' PETITION**

**BOARD OF SELECTMEN RECOMMENDATION:**

**FINANCE COMMITTEE RECOMMENDATION:**

# **AGENDA**

## **ITEM #5**

**Open May 11, 2015 Special Town  
Meeting Warrant**

**Proposed motion:** I move that the Board open the May 11 Special Town Meeting warrant and to close it on March 13.

# **AGENDA ITEM #6**

## **Discussion – Bid Results for McGovern School Windows/Doors Project**

*Associated back up materials attached.*

- Bid results

**McGovern Elementary School  
Window and Door Replacement Project**

CONTRACTOR	DCAM ELIGIBILITY	DCAM UPDATE	ADDENDA ACKNOWLEDGED	BID BOND	FILED SUB BID RESTRICTIONS	BASE BID	Unit Price	ALT NO. 1	TOTAL BASE BID AND ALL ALTERNATES
<b>A&amp;A Windows</b>			X		N/A	\$561,886	\$40		\$561,926
<b>GVW</b>			X		N/A	\$771,619	\$250		\$771,869
<b>JJ Cardosi</b>			X		N/A	\$836,000	\$100		\$836,100
<b>Northeast Energy Controls</b>			X		N/A	\$935,000	\$750		\$935,750
									\$0
									\$0
									\$0
									\$0
									\$0
									\$0
									\$0
									\$0

# AGENDA ITEM #7

## Approval – One-Day Alcohol Licenses

- a. Amna Saeed-Kothe, Thayer Homestead, March 8, 2015
- b. Good Natured Dog Production/Alecia Orsini Lebeda, Thayer Homestead, March 14, 2015
- c. Marilyn Kohler, Thayer Homestead, March 21, 2015

*Associated back up materials attached.*

- Respective applications and Police Chief's recommendations

**Proposed motion:** I move that the Board grant one-day alcohol licenses to the applicants for their events at the Thayer Homestead, each conditioned upon fulfillment of the Police Chief's recommendations.





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

How, where and by whom will ID's be checked? This is a bridal shower with no minors attending.

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

Alcohol server(s) \_\_\_\_\_  
Attach Proof of Alcohol Server Training  
None

Provisions for Security, Detail Officer None

Does the applicant have knowledge of State liquor laws? Y X 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 2/11/2015

Applicant's Signature Amna Saeed-Kothe

Applicant's Name Amna Saeed-Kothe

Address 136 Main Street, Medway, MA 02053

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

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

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

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

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

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



# Medway Police Department

315 Village Street  
Medway, MA 02053

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

Allen M. Tingley  
Chief of Police

February 12, 2015

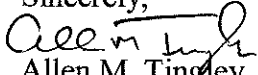
To: Michael Boynton  
Town Administrator

From: Allen M. Tingley  
Chief of Police

Re: One day liquor license- Thayer Property- Bridal Shower

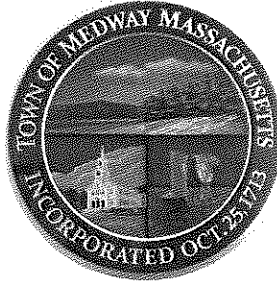
I have reviewed the request from Amna Saeed-Kothe for a one day liquor license for a Bridal Shower, to be held at the Thayer House, 2B Oak Street, on March 8, 2015. I approve of the issuance of this one day liquor license with the stipulation that the alcoholic beverages be purchased from a licensed alcohol 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 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

**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 10th Anniversary Party for GND

Name of Organization/Applicant Good Natured Dog Production / Alecia Orsini Lebeda

Address 4 Claybrook Farm Road Medway, MA 02053

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

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

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

Attach non-profit certificate of exemption

Event Location Thayer Homestead 23 Oak St. Medway, MA 02053

Event Date March 14, 2015

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

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

Estimated attendance 100

Will there be an age restriction? Y \_\_\_\_\_ N

Minimum age allowed: \_\_\_\_\_

How, where and by whom will ID's be checked? Special Occasion Servers

Is there a charge for the beverages? Y  N \_\_\_\_\_

Price structure: \_\_\_\_\_

Alcohol server(s)

Attach Proof of Alcohol Server Training

See Attached TIP Certification from Special Occasion Servers

Provisions for Security, Detail Officer \_\_\_\_\_

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

Experience other events

The following may be required:

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

Date of Application 2/24/15

Applicant's Signature [Signature]

Applicant's Name Scott M. Lebeda

Address 4 Claybrook Farm Road Medway MA 02053

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, 2<sup>nd</sup> Fl \_\_\_\_\_ Date \_\_\_\_\_

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



# Medway Police Department

315 Village Street  
Medway, MA 02053

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

Allen M. Tingley  
Chief of Police

February 26, 2015

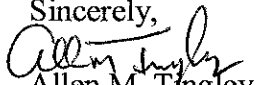
To: Michael Boynton  
Town Administrator

From: Allen M. Tingley  
Chief of Police

Re: One day liquor license- Thayer Property- 10<sup>th</sup> Anniversary Party for GND

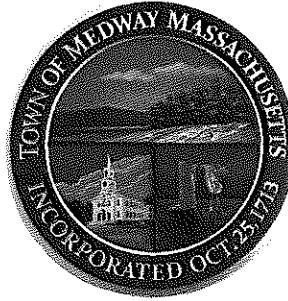
I have reviewed the request from Alecia Orsini Lebeda, 4 Claybrook Farm Rd. Medway Ma. on behalf of the Good Natured Dog Production, for a one day liquor license for a 10<sup>th</sup> anniversary Party for GND, to be held at the Thayer House, 2B Oak Street, on March 14, 2015. I approve of the issuance of this license with the stipulations there will be no on-street parking on Mechanic Street and Oak Street and all alcoholic beverages served at the event, must be purchased from a licensed wholesale distributor, as indicated on the license application and the Town of Medway's Alcohol Policy.

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 Memorial service and luncheon

Name of Organization/Applicant Marilyn Kohler

Address 519 Adams St., Holliston, MA 01746

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

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

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

Attach non-profit certificate of exemption

Event Location Thayer Homestead

Event Date March 21, 2015

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

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

Estimated attendance 40 to 50

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

How, where and by whom will ID's be checked? MARILYN KOHLER

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

Alcohol server(s) \_\_\_\_\_   
 Attach Proof of Alcohol Server Training   
 N/A

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 February 18, 2015

Applicant's Signature Marilyn Kohler

Applicant's Name Marilyn Kohler

Address 519 Adams St., Holliston, MA 01746

Phon \_\_\_\_\_ 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, 2<sup>nd</sup> Fl \_\_\_\_\_ Date \_\_\_\_\_

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





# Medway Police Department

315 Village Street  
Medway, MA 02053

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

Allen M. Tingley  
Chief of Police

February 20, 2015

To: Michael Boynton  
Town Administrator

From: Allen M. Tingley  
Chief of Police

Re: One day liquor license- Thayer Property- Memorial Service and Luncheon

I have reviewed the request from Marilyn Kohler for a one day liquor license for a Memorial service and luncheon, to be held at the Thayer House, 2B Oak Street, on March 21, 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 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 with some knowledge of Mass liquor laws will be checking ID's of individuals being served alcohol at the luncheon.

Sincerely,

Allen M. Tingley  
Chief of Police

# AGENDA

## ITEM #8

### **Appointment to Medway Pride Day Committee – Rita Bedard**

*Associated back up materials attached.*

- Letter of interest (email)

**Proposed motion:** I move that the Board appoint Rita Bedard to the Medway Pride Day Committee for a one-year term.

## Karen Kisty

---

**From:** Rita Bedard  
**Sent:** Tuesday, February 17, 2015 2:31 PM  
**To:** Karen Kisty  
**Subject:** Medway Pride Day

Karen,

I spoke with Susan Alessandri of the Medway Pride Day Committee.

I would like to volunteer to be the Treasurer of the Pride Day Committee.

Thank you.

Rita Bedard

# **AGENDA ITEM #9**

## **Action Items from Previous Meetings**

*Associated back up materials attached.*

- Action Item List

	DATE	ACTION ITEMS BOS	WHO	COMPLETED
1	7/6/2010	Street acceptance progress	S. Affleck-Childs	Ongoing
2	9/20/2010	Route 109 Project	T. Holder/M. Boynton	Ongoing
3	2/4/2013	Brentwood Project	DPS	Ongoing
4	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	Consideration of Local Meals Tax	BOS	Annual Town Meeting
10	1/20/2015	Playground concepts for Idylbrook and existing locations	G. Trindade	Annual Town Meeting
11	2/24/2015	Thayer House project close out	Thayer Bldg Com	In Process
12	2/24/2015	\$1.1 mil environmental bond bill; Allocate funds to have design and engineering of project at Choate	TA/BOS	Fall Town Meeting

# **AGENDA**

## **ITEM #10**

### **Approval of Warrants**

*Warrants to be provided at meeting.*

# **AGENDA ITEM #11**

## **Approval of Minutes**

*Associated back up materials attached.*

- December 2, 2014 Draft Minutes

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

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

**Board of Selectmen's Meeting Minutes**

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

**Sanford Hall, 155 Village Street**

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

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

**Public Comments:** None

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

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

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

**2015 License Renewals:**

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

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

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

22

23

Respectfully submitted,  
Michelle Reed

# **AGENDA ITEM #12**

**Town Administrator's Report**

# **AGENDA**

# **ITEM #13**

**Selectmen's Reports**