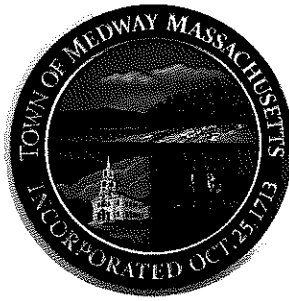


Board of Selectmen

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



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

June 15, 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. Approval – Interfund Borrowings
 - a. McGovern School Window Replacement Project - \$978,809
 - b. Water Mains Project - \$264,898
 - c. Police Cruiser Computer Replacement - \$55,000
 - d. Sidewalk Tractor Purchase - \$157,000
 - e. Renovation Middle School Space for DPS - \$150,000
 - f. Design/Project Management for New DPS Facility - \$300,000
2. Appointments –
 - a. Richard Di Iulio – Associate Member Planning & Economic Development Board
 - b. Stephanie Mercandetti – SouthWest Area Planning Committee
3. Discussion/Vote – Conservation Agent Hours
4. Discussion – Timber Crest Estates Development Team
5. Approval of Technical Assistance Grant Application for Comprehensive Permit Review of 40B Project
6. Approval – Amendment #1 to Agreement for Shared Energy Manager – Extending Term of Contract Through August 24, 2015
7. Presentation – Consulting Services for Town Communications Plan – Julie Dennehy
8. Approval – One-Day Liquor License Applications
 - a. Marybeth Chaffee – Thayer Homestead – September 19, 2015
 - b. Jaia Fraga – St. Joseph's Parish Center – June 27, 2015
9. Approval – Close out of Thayer Building Committee/Funding and Transfer of Remaining Funds to Town Administrator and Thayer Governance Committee

10. Approval – Amendment to Town Administrator’s Contract
11. Discussion – Fiscal Year 2016 Board of Selectmen Liaison Designations
12. Action Items from Previous Meeting
13. Approval of Warrants
14. Approval of Minutes
15. Town Administrator’s Report
16. Selectmen’s Reports
17. Approval – Reduction in Members – DPS Facility Building Committee
18. Executive Session: Exemption 3 – To discuss strategy with respect to litigation where an open meeting may have a detrimental effect on litigating position of the town: Exelon West Medway, LLC and Exelon West Medway II, LLC, Energy Facilities Siting Board

Upcoming Meetings, Agenda and Reminders

TBD ---- Regular Meeting

Note: Revision to add Items #17 and #18

AGENDA

ITEM #1

Approval – Interfund Borrowings –

- a. McGovern School Window Replacement Project
[\$978,809]
- b. Water Mains Project [\$264,898]
- c. Police Cruiser Computer Replacements [\$55,000]
- d. Sidewalk Tractor Purchase [\$157,000]
- e. New DPS Space Renovation [\$150,000]
- f. Design/Project Management for New DPS Facility
[\$300,000]

Associated back up materials attached.

- Massachusetts Department of Revenue/Division of Local Services
“Advance of Funds in Lieu of Borrowing Report” (6)

Proposed motion: I move that the Board of Selectmen authorize the Treasurer to advance funds in lieu of borrowing as follows:

1. \$978,809 for funding the McGovern School Window Replacement project authorized by Town Meeting as Article 1 at the Special Town Meeting held on March 9, 2015

2. \$264,898 for Water Mains project authorized by Town Meeting as Article 11 of the Annual Town Meeting held on May 13, 2013
3. \$55,000 for funding the replacement of Police Cruiser computers authorized by Town Meeting as Article 9 at the Annual Town Meeting held May 11, 2015
4. \$157,000 for funding the purchase of a Sidewalk Tractor authorized by Town Meeting as Article 9 at the Annual Town Meeting held May 11, 2015
5. \$150,000 for funding the renovation of Middle School space for DPS authorized by Town Meeting as Article 9 at the Annual Town Meeting held May 11, 2015
6. \$300,000 for funding Design and Project Management for the New DPS Facility authorized by Town Meeting as Article 16 at the Annual Town Meeting held May 11, 2015.



ADVANCE OF FUNDS IN LIEU OF BORROWING REPORT

City/Town/District of Medway

Purpose of Issue MCGOVERN SCHOOL WINDOW REPLACEMENT PROJECT

Authorization MARCH 9, 2015 STM ARTICLE 1
(Date and article of town meeting vote and M.G.L. citation)

Grant Number _____
(If applicable)

A. Amount of Loan Authorized		\$
Computation of Limit on Total of Advances:		
B. Unappropriated Free Cash	\$ 200,046	
C. Stabilization Fund	\$ 2,812,222	
D. 1% of FY _ Budg - FY 16	\$ 465,587	
E. Greatest of line B, C or D	\$ 2,812,222	
F. Other Advances Outstanding	\$ 0	
G. Remaining Limit (line E less line F)		\$ 2,812,222
H. Amount to be Advanced - This Issue <small>(not to exceed line G)</small>		\$ 978,809

Date of Advance _____

Colin J. Phelan
 Treasurer

Approved: _____

Mayor or City Manager
Majority of Selectmen or Commissioners

Please send 1st Copy to: **Accountant or Auditor**
 See IGR #92-105 for instructions and accounting procedures

Date of Repayment to General Fund: _____

 Accountant/Auditor

Please send 2nd Copy to: **Division of Local Services**
Public Finance Section
PO Box 9569
Boston MA 02114-9569

(Revised: December 2003)



ADVANCE OF FUNDS IN LIEU OF BORROWING REPORT

City/Town/District of Medway

Purpose of Issue WATER MAINS PROJECT

Authorization MAY 13, 2013 ATM ARTICLE 11
 (Date and article of town meeting vote and M.G.L. citation)

Grant Number _____
 (If applicable)

A. Amount of Loan Authorized		\$
Computation of Limit on Total of Advances:		
B. Unappropriated Free Cash	\$ 200,046	
C. Stabilization Fund	\$ 2,812,222	
D. 1% of FY _ Budg - FY 16	\$ 465,587	
E. Greatest of line B, C or D	\$ 2,812,222	
F. Other Advances Outstanding	\$ 978,809	
G. Remaining Limit (line E less line F)		\$ 1,833,413
H. Amount to be Advanced - This Issue (not to exceed line G)		\$ 264,898

Date of Advance July 1, 2015

Melanie G. Kelly
 Treasurer

Approved: _____

Mayor or City Manager
 Majority of Selectmen or Commissioners

Please send 1st Copy to: **Accountant or Auditor**
 See IGR #92-105 for instructions and accounting procedures

Date of Repayment to General Fund: _____

 Accountant/Auditor

Please send 2nd Copy to: **Division of Local Services
 Public Finance Section
 PO Box 9569
 Boston MA 02114-9569**



ADVANCE OF FUNDS IN LIEU OF BORROWING REPORT

City/Town/District of Medway

Purpose of Issue REPLACE POLICE CRUISER COMPUTERS

Authorization MAY 11, 2015 ARTICLE 9
 (Date and article of town meeting vote and M.G.L. citation)

Grant Number _____
 (If applicable)

A. Amount of Loan Authorized		\$
Computation of Limit on <u>Total</u> of Advances:		
B. Unappropriated Free Cash	\$ 200,046	
C. Stabilization Fund	\$ 2,812,222	
D. 1% of FY _ Budg -FY 16	\$ 465,587	
E. Greatest of line B, C or D	\$ 2,812,222	
F. Other Advances Outstanding	\$ 1,243,707	
G. Remaining Limit (line E less line F)		\$ 1,568,515
H. Amount to be Advanced - This Issue (not to exceed line G)		\$ 55,000

Date of Advance JULY 1, 2015

Melanie W. Phelips
 Treasurer

Approved: _____

Mayor or City Manager
 Majority of Selectmen or Commissioners

Please send 1st Copy to: **Accountant or Auditor**
 See IGR #92-105 for instructions and accounting procedures

Date of Repayment to General Fund: _____

 Accountant/Auditor

Please send 2nd Copy to: **Division of Local Services
 Public Finance Section
 PO Box 9569
 Boston MA 02114-9569**



ADVANCE OF FUNDS IN LIEU OF BORROWING REPORT

City/Town/District of Medway

Purpose of Issue Purchase of Sidewalk Tractor

Authorization May 11, 2015 ATM Article 9
 (Date and article of town meeting vote and M.G.L. citation)

Grant Number _____
 (If applicable)

A. Amount of Loan Authorized		\$
Computation of Limit on Total of Advances:		
B. Unappropriated Free Cash	\$ 200,046	
C. Stabilization Fund	\$ 2,812,222	
D. 1% of FY _ Budg	\$ 465,587	
E. Greatest of line B, C or D	\$ 2,812,222	
F. Other Advances Outstanding	\$ 1,298,707	
G. Remaining Limit (line E less line F)		\$ 1,513,515
H. Amount to be Advanced - This Issue (not to exceed line G)		\$ 157,000

Date of Advance July 1, 2015

Glenn M. Philyros
 Treasurer

Approved: _____

Mayor or City Manager
 Majority of Selectmen or Commissioners

Please send 1st Copy to: **Accountant or Auditor**
 See IGR #92-105 for instructions and accounting procedures

Date of Repayment to General Fund: _____

 Accountant/Auditor

Please send 2nd Copy to: **Division of Local Services
 Public Finance Section
 PO Box 9569
 Boston MA 02114-9569**

(Revised: December 2003)



ADVANCE OF FUNDS IN LIEU OF BORROWING REPORT

City/Town/District of Medway

Purpose of Issue NEW DPS SPACE RENOVATION

Authorization MAY 11, 2015 ATM ARTICLE 9
(Date and article of town meeting vote and M.G.L. citation)

Grant Number _____
(If applicable)

A. Amount of Loan Authorized		\$
Computation of Limit on <u>Total</u> of Advances:		
B. Unappropriated Free Cash	\$ 200,046	
C. Stabilization Fund	\$ 2,812,222	
D. 1% of FY _ Budg - FY16	\$ 465,587	
E. Greatest of line B, C or D	\$ 2,812,222	
F. Other Advances Outstanding	\$ 1,455,707	
G. Remaining Limit (line E less line F)		\$ 1,356,515
H. Amount to be Advanced - This Issue <small>(not to exceed line G)</small>		\$ 150,000

Date of Advance JULY 1, 2015

Melanie M. Phelan
 Treasurer

Approved: _____

Mayor or City Manager
Majority of Selectmen or Commissioners

Please send 1st Copy to: **Accountant or Auditor**
 See IGR #92-105 for instructions and accounting procedures

Date of Repayment to General Fund: _____

 Accountant/Auditor

Please send 2nd Copy to: **Division of Local Services**
 Public Finance Section
 PO Box 9569
 Boston MA 02114-9569



ADVANCE OF FUNDS IN LIEU OF BORROWING REPORT

City/Town/District of Medway

Purpose of Issue DESIGN/PROJECT MANAGEMENT FOR NEW DPS FACILITY

Authorization MAY 11, 2015 ATM ARTICLE 16
 (Date and article of town meeting vote and M.G.L. citation)

Grant Number _____
 (If applicable)

A. Amount of Loan Authorized		\$
Computation of Limit on Total of Advances:		
B. Unappropriated Free Cash	\$ 200,046	
C. Stabilization Fund	\$ 2,812,222	
D. 1% of FY _ Budg	\$ 465,587	
E. Greatest of line B, C or D	\$ 2,812,222	
F. Other Advances Outstanding	\$ 1,605,707	
G. Remaining Limit (line E less line F)		\$ 1,206,515
H. Amount to be Advanced - This Issue (not to exceed line G)		\$ 300,000

Date of Advance JULY 1, 2015

Phanie M. Phyllys
 Treasurer

Approved: _____

Mayor or City Manager
 Majority of Selectmen or Commissioners

Please send 1st Copy to: **Accountant or Auditor**
 See IGR #92-105 for instructions and accounting procedures

Date of Repayment to General Fund: _____

 Accountant / Auditor

Please send 2nd Copy to: **Division of Local Services
 Public Finance Section
 PO Box 9569
 Boston MA 02114-9569**

AGENDA

ITEM #2

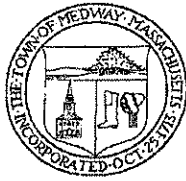
Appointments –

- a. Richard Di Iulio – Associate Member Planning and Economic Development Board
- b. Stephanie Mercandetti – SouthWest Area Planning Committee

Associated back up materials attached.

- Memorandum from Susy Affleck-Childs, PEDB Coordinator, dated June 10, 2015

Proposed motion: I move that the Board appoint Richard Di Iulio as Associate Member of the Planning & Economic Development Board and Stephanie Mercandetti to the SouthWest Area Planning Committee for terms of two years and one year, respectively.



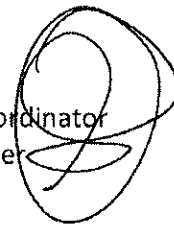
TOWN OF MEDWAY
Planning & Economic Development
155 Village Street
Medway, Massachusetts 02053

Andy Rodenhiser, Chairman
Robert K. Tucker, Vice-Chairman
Thomas A. Cuy, Clerk
Mathew J. Hayes, P.E.
Karyi Spiller-Walsh
Richard Di Iulio, Associate Member

MEMORANDUM

June 10, 2015

TO: Medway Board of Selectmen
FROM: Susy Affleck-Childs, Planning and Economic Development Coordinator
RE: Planning and Economic Development Board Associate Member
Appointment of Richard Di Iulio



At its meeting on June 9, 2015, the Planning and Economic Development Board re-appointed Richard Di Iulio to serve as the PEDB's Associate Member for a 2 year term through June 30, 2017.

The Medway Zoning Bylaw specifies that the PEDB's Associate Member shall be appointed jointly by the PEDB and the BOS. The PEDB requests and enthusiastically recommends that the BOS also appoint Rich Di Iulio to this position.

Rich has served in this capacity since September 2013. He has reliably attended PEDB meetings, actively participated in discussions, and attended training programs.

Attached is further information about the PEDB Associate Member position and the scope of involvement.

Planning & Economic Development Board Associate Member

9/8/09

The Medway Zoning Bylaw provides that the elected Planning and Economic Development Board shall have an Associate Member, to be appointed jointly by the Planning and Economic Development Board and the Board of Selectmen for a two (2) year term.

The purpose of the Associate Member position is to have someone available to sit as a member of the Planning and Economic Development Board to hear and act on *special permit applications (for which statute requires a supermajority vote for approval)* when a regularly elected Board member is not able to fully participate because of:

- more than one absence from a public hearing,
- the inability to act, or
- a conflict of interest,

or if there exists a vacancy on the Planning & Economic Development Board.

The Associate Member is not expected to attend every meeting of the Planning and Economic Development Board. However attendance is required at any meeting when a special permit is being considered. The scope of the Associate Member's participation in special permits shall be equal to that of a regularly elected Board member.

For all other aspects of the Board's business such as subdivisions, site plans, zoning bylaw amendments, rules and regulations, and planning activities, the Associate Member is not permitted to vote. The Associate may participate in Board reviews and discussions; however the scope of that involvement may be limited at the discretion of the Chairman.

At the discretion of the Board, an Associate Member may serve as the Board's liaison to other Town boards or committees.

When there is a vacancy on the Board, the Associate member may be considered for a short-term appointment to fill that vacancy. However, it should not be assumed that the Associate will automatically be appointed to fill a vacancy.

AGENDA

ITEM #3

Discussion – Conservation Agent Hours

Associated back up materials attached.

- Memorandum from Conservation Commission dated June 11, 2015

Proposed motion: I move that the Board approve the Conservation Commission's request for an increase in funding to \$18,836.12 for the position of Conservation Agent; additional cost would be covered by the Wetlands Protection Fund.



TOWN OF MEDWAY
Conservation Commission
155 Village Street
Medway, Massachusetts 02053

David Travalini, Chair
Ken McKay
Brian Snow
Scott Salvucci
Bridget R. Graziano, Agent

MEMORANDUM

To: Board of Selectmen
Michael Boynton, Town Administrator

cc: Stephanie Mercandetti, Community & Economic Development Director

From: Conservation Commission

Re: Medway Conservation Commission Agent Hours

Date: June 11, 2015

For its fiscal 2015-2016 budget (FY16), the Conservation Commission is requesting an increase in funding for the position of Conservation Agent. Specifically, experience has shown that the demands of the job require, on average, upwards of 35 hours a week, not just the 26 hours budgeted. This additional cost would be covered by the Wetlands Protection Fund and use of this fund must be approved by the Commission and the Board of Selectmen. At the June 11, 2015 meeting of the Conservation Commission, the Commission approved the use of this fund in the amount of \$16,836.12.

In the past, 5-10 years the Town has formally had staff in the form of a Conservation Agent or Secretary. In years prior to that the Commission completed this work as volunteers. It was determined that using volunteers to complete this work is slow and non-productive with the amount of work under the state and local requirements and deadlines for administration of the Act and required a more structured staff presence.

The Commission would like to express our appreciation to the Board of Selectmen for FY16 support of our request for an increase in salary and hours based upon the evolution of this position and the increased work demands and the continued support throughout the years.

Most recently, the Commission's Agent has been working approximately 26 hours a week for about one year. At the FY 16 Budget discussions, it is our understanding that funding over 26 hours a week for FY 16 would be difficult, the decision made by our Department to request only 26 hours. However, over this year, the work load has been increasing and there is more a demand on the staff for custom services for the public, increase in permitting for development, collaborations with other



TOWN OF MEDWAY
Conservation Commission
155 Village Street
Medway, Massachusetts 02053

David Travalini, Chair
Ken McKay
Brian Snow
Scott Salvucci
Bridget R. Graziano, Agent

departments on major projects, Conservation Land maintenance, development of possible grant opportunities, town projects, stormwater, and public education.

The Commission has reviewed a draft of responsibilities drafted by the Agent for the FY 16 Budget on February 6, 2015. It is described below;

1. Agent to support the Commission in all aspects of processing of wetlands-related applications
2. Attend Commission meetings provide relevant information for meeting, prepared permit with conditions as related to the MGL and Town Bylaw
3. Commission budget and completes all financial matters
4. Research wetlands and land management topics
5. Assist residents, realtors, prospective property buyers, and other visitors with accessing the Conservation files
6. Administrative and office matters
7. Conservation land management activities
8. Draft correspondence to applicants, residents, other boards and committees, etc
9. Stormwater
10. Draft/review towns wetlands bylaws provide/draft amendments, reviewing current state laws
11. Open Space and Land management
12. Town Projects
13. Research and Draft Grants

What the description cannot convey is the amount of our agent's time spent responding to residents' on assistance with permits, responding to Building Permits and Board of Health project review, answering wetland-related questions from people considering buying a home or lot in town, attendance at other boards and commission meetings, representing the commission on major town matters, open space plans, land management, stormwater review of subdivision, in the field reviewing requested made by Medway residents, compliance review, proposed town projects and on-going town projects, etc. Some of this is not reflected well through our tracking of permits because all work is not directly related to permits submitted.

Moreover, there are important but less time sensitive responsibilities that are currently receiving no attention from our agent simply due to budget limitations. Some duty that has been sorely neglected is the stewardship of town conservation properties, development of land management plans, compliance review, follow up with residents on closing out old projects, educational programs and stormwater.



TOWN OF MEDWAY
Conservation Commission
155 Village Street
Medway, Massachusetts 02053

David Travalini, Chair
Ken McKay
Brian Snow
Scott Salvucci
Bridget R. Graziano, Agent

The Commission believes that the additional costs associated with the expanded hours for the Conservation Agent should be funded through the Wetlands Protection Act Filing Fee Fund for approximately 9 additional hours. The additional 9 hours will cover administration and enforcement of the Act, as specified under the provision for this use of this fund. This Fund has special provisions for which it may be used, this is for the duties of the Commission to administer and enforce the Wetlands Protection Act and the materials associated with this duty. Please review the supplemental documents from the Department of Revenue and the Massachusetts Association of Conservation Commissioners. Both documents discuss the utilization of these funds. Additional hours under the Omnibus budget will cover all the work discussed in this memo as weekly duties. This will allow the Agent to provide additional custom services for the public, develop plans for our open space.

Again, we are grateful to your Board for taking time to hear our presentation as we make this request to you. Our goal is to raise our Agent's position to reflect the current reality of the professionalism and time required to provide crucial support to the Conservation Commission as it strives to meet the Town's statutory obligations as well as our citizen's desire to protect our wetlands and provide land management. We are prepared to work with you and other town boards to make this important change financially possible.



TOWN OF MEDWAY
Conservation Commission
155 Village Street
Medway, Massachusetts 02053

David Travalini, Chair
Ken McKay
Brian Snow
Scott Salvucci
Bridget R. Graziano, Agent

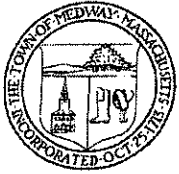
USE OF MA WETLAND PROTECTION FUND (Chapter 43 Section 218 of the
Acts of 1997) AMENDING MGL CHAPTER 131 SECTION 40

We the undersigned, being a majority of the Conservation Commission of the Town of Medway, Massachusetts, hereby certify that at a meeting duly held on June 11, 2015, the Commission voted to approve the allowable expenditure and use of up to \$16, ~~842.42~~ ^{836.12} Sixteen Thousand and eight hundred and forty two dollars and eighty two cents of the Wetlands Protection Fund Revolving Account to increase the Conservation Agent position from 26 hours to 35 hours per week for the administration and enforcement of the Massachusetts Wetlands Protection Act and its Regulations.

CONSERVATION COMMISSION

Scott Salvucci
David Travalini
[Signature]
[Signature]

We the undersigned, being a majority of the Board of Selectmen of the Town of Medway, Massachusetts, hereby certify that at a meeting duly held on June 15, 2015, the Board voted to approve the allowable expenditure and use of up to \$16, ~~842.42~~ ^{836.12} Sixteen Thousand and eight hundred and forty two dollars and eighty two cents of the Wetlands Protection Fund Revolving Account to increase the Conservation Agent position from 26 hours to 35 hours per week for the administration and enforcement of the Massachusetts Wetlands Protection Act and its Regulations.



TOWN OF MEDWAY
Conservation Commission
155 Village Street
Medway, Massachusetts 02053

David Travalini, Chair
Ken McKay
Brian Snow
Scott Salvucci
Bridget R. Graziano, Agent

BOARD OF SELECTMEN

AGENDA

ITEM #4

Discussion – Timber Crest Estates Development Team

No associated back up materials.

Note: Mass Housing Site Eligibility Application materials For Timber Crest Estates can be located on link provided on Town's Community and Economic Development department webpage - http://www.townofmedway.org/Pages/MedwayMA_CommEconDev/index.

AGENDA

ITEM #5

Approval – Technical Assistance Grant Application for Comprehensive Permit Review of 40B Project

Associated back up materials attached.

- Memorandum from Stephanie Mercandetti, Director of Community & Economic Development, dated June 10, 2015
- *Ch. 40B Technical Review Assistance Application*

Proposed motion: I move that the Board authorize the Chair to execute the Technical Assistance Grant Application for Comprehensive Permit Review of 40B Project as presented.

**Community & Economic
Development Department**
Stephanie A. Mercandetti,
Director




Medway Town Hall
155 Village Street
Medway, MA 02053
Phone: (508) 321-4918
Email:
smercandetti@townofmedway.org

TOWN OF MEDWAY

Date: June 10, 2015

To: Board of Selectmen

From: Stephanie Mercandetti 

Re: Ch. 40B Technical Assistance Grant Application

Enclosed please find an application for the Chapter 40B Technical Assistance Program available through the Massachusetts Housing Partnership (MHP).

This program provides technical assistance to local Zoning Board of Appeals during the review of Comprehensive Permit applications. The program provides awards of up to \$15,000 to municipalities to engage a third-party consultant to help expand local capacity and assist in the review of proposed projects applying for a Comprehensive Permit under MGL c. 40B. The municipality chooses a consultant from a list of qualified consultants available to this program.

The application is submitted to MHP jointly by the Board of Selectmen and Zoning Board of Appeals (ZBA). The application will be before the ZBA on Wednesday, June 17th.

As you are aware, the proposed Timber Crest Estates development is currently under review for site eligibility by MassHousing. There has yet to be any determination of project eligibility by MassHousing and a subsequent filing for a Comprehensive Permit, but due to MHP application requirements and schedules it is best to start the process now.

I will be in attendance Monday evening to discuss and answer any questions you may have.



MASSACHUSETTS HOUSING PARTNERSHIP
Community Housing Initiatives

DATE: APRIL 9, 2015

MHP STAFF CONTACT: LAURA SHUFELT

Ch. 40B Technical Review Assistance Application

**Please speak to Community Housing Initiatives staff to discuss your project before requesting an application.
Be sure to identify the contact you spoke with in the space provided above.**

CONTACT INFORMATION

MUNICIPAL CONTACT FOR APPLICATION: TITLE:	ZBA CHAIR:	CHIEF ELECTED OFFICIAL: TITLE:
STEPHANIE MERCANDETTI, DIRECTOR COMMUNITY & ECONOMIC DEVELOPMENT DEPT.	DAVID COLE CHAIRMAN, ZONING BOARD OF APPEALS	JOHN FORESTO CHAIRMAN, BOARD OF SELECTMEN
ADDRESS: TOWN OF MEDWAY 155 VILLAGE STREET	ADDRESS: TOWN OF MEDWAY 155 VILLAGE STREET	ADDRESS: TOWN OF MEDWAY 155 VILLAGE STREET
CITY/TOWN/ZIP MEDWAY, MA 02053	CITY/TOWN/ZIP MEDWAY, MA 02053	CITY/TOWN/ZIP MEDWAY, MA 02053
PHONE: FAX: (508) 321-4918	PHONE: FAX: (508) 321-4918 (508) 533-3287	PHONE: FAX: (508) 533-3264 (508) 321-4988
EMAIL: SMERCANDETTI@TOWNOFMEDWAY.ORG	EMAIL: WENDY HARRINGTON ADMINISTRATIVE BOARD SECRETARY WHARRINGTON@TOWNOFMEDWAY.ORG	EMAIL: BOS@TOWNOFMEDWAY.ORG

PROJECT INFORMATION

PROJECT NAME: TIMBER CREST ESTATES	DEVELOPER: TIMBER CREST, LLC
PRINCIPALS: MOUNIR M. TAYARA, MANAGER MUHAMMAD M. ITANI, CO-MANAGER	ATTORNEY: THOMAS FILIPEK
CONSULTANTS: DELPHIC ASSOCIATES	ENGINEER(S): OUTBACK ENGINEERING

DEVELOPMENT SITE & ZBA MEETINGS:

1. Number of Units Proposed: *Total:* 192 *Affordable:* 48
2. Project type: Rental _____ Homeownership XXX
3. What is the size of the site? 163 acres
4. Date Permit Filed with ZBA: _____
5. What are the dates and times of regularly scheduled ZBA meetings for this project? The Board typically meets the first and third Wednesdays of the month at 7:30pm.

**To speak to Community Housing Initiatives staff about your project prior to submitting this application,
call 617-330-9955 Ext. 292
160 Federal Street, 2nd Floor, Boston, MA 02110**

6. Have hearings already been held for this project? No Dates: To be determined

SITE APPROVAL/ELIGIBILITY LETTER:

7. What is the source of the site approval letter? Housing Starts Program and New England Fund "NEF"

Date of site approval letter: _____

Please include a copy of the site approval letter with your application. See attached.

8. Please describe the proposed development of the site including site description, surrounding area and adjacent uses, unique characteristics of site, design or building configuration. Feel free to attach supporting material.

The Applicant proposes to build 192 units consisting of 76 single family homes and 116 condominiums (58 buildings), of which 48 units will be affordable per Commonwealth Ch. 40B Comprehensive Permit Guidelines. The single family homes will be accessed off of Winthrop Street with secondary emergency access via Ohlson Circle. The condominiums will be accessed via a road connecting Fairway Lane to Fern Path. The property consists of nine parcels totaling approximately 163 acres and more than half of the property is wetlands. There is also a gas/electric easement that runs through the property. The area surrounding the proposed site is residential neighborhoods. Please see attached layout plan.

9. What are the main municipal concerns with the project?

- Utility Infrastructure (Sewer, water, drainage)
- Environmental (i.e. Wetlands, perennial and intermittent streams)
- Fire protection and life safety
- Density and building massing, orientation and composition

10. What specific review issues would you like assistance?

The Town requests assistance to add staff capacity in reviewing the proposed project noted above and to provide guidance to the Town through the Comprehensive Permit process. Also, the Town would like assistance in helping to facilitate negotiations between the town and developer of the proposed project as well as alleviate community and neighborhood needs and concerns. In addition, assistance in drafting any development agreements to be reviewed by Town Council would be of help.

11. Do any municipal staff or ZBA members have prior experience reviewing comprehensive permits?

Yes, some municipal staff and members of the ZBA do have prior involvement in reviewing comprehensive permit applications. However, the technical guidance that could be provided by a consultant would greatly assist the Town in increasing its capacity for a more complete review of the project.

12. Does the municipality have a Master Plan or a Housing Plan that addresses affordable housing? Yes: No:

a. Is the plan DHCD approved? Yes: No: DHCD certified? Yes: No:

*The Town's HPP has expired. The Town is in the process of updating the Plan and will be submitted to DHCD soon.

13. Has the municipality adopted Comprehensive Permit review rules? Yes: No:

The ZBA does have 40B Rules and Standards which are outdated and not in compliance with statute and regulations. We do plan to review for appropriate and necessary changes.

14. Who is the counsel for the ZBA on this project? Attorney Barbara Saint André, Petrini & Associates, P.C.

To speak to Community Housing Initiatives staff about your project prior to submitting this application,
call 617-330-9955 Ext. 292
160 Federal Street, 2nd Floor, Boston, MA 02110

What comprehensive permits have been submitted to the municipality in the last 10 years?

NAME OF PROJECT	FUNDING SOURCE	APPROVED/DENIED	DATE
Fox Run Farm	Housing Starts Program New England Fund Program	Approved Modification Approved Modification Approved	October 19, 2005 May 4, 2011 September 10, 2014
123 Main Street	Permanent Rental Financing Program of the MA Housing Partnership Fund	Approved Modification Approved (Has since expired)	January 10, 2005 January 6, 2006 (HAC Decision 1/25/07)

SIGNATURE OF CHIEF ELECTED OFFICIAL: _____ DATE: _____

SIGNATURE OF ZBA CHAIR: _____ DATE: _____

PRINT NAME, TITLE: _____

PRINT NAME: _____

To speak to Community Housing Initiatives staff about your project prior to submitting this application,
call 617-330-9955 Ext. 292
160 Federal Street, 2nd Floor, Boston, MA 02110

AGENDA

ITEM #6

Approval – Amendment #1 to Agreement for Shared Energy Manager

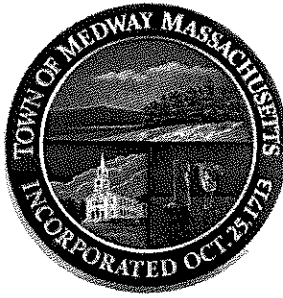
Associated back up materials attached.

- Draft correspondence to Christopher J. Smith, Board of Selectmen Chair
– Millis, MA

Proposed motion: I move that the Board authorize the Chair to execute the draft correspondence outlining Amendment #1 to the Agreement for the Shared Energy Manager which would extend the term for said agreement through August 24, 2015.

Board of Selectmen

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



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

TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS

June 15, 2015

Christopher J. Smith
Chair – Board of Selectmen
Town of Millis
900 Main Street
Millis, MA 02054

RE: Amendment #1 - Agreement for Energy Manager Services between the Town of
Medway and the Town of Millis

Dear Mr. Smith,

The Town of Medway is requesting an extension to our agreement to share the costs of Energy Manager services, dated to expire on June 30, 2015. We are requesting that the Agreement under paragraph 5 and paragraph 8 be amended to extend contract coverage through August 24, 2015. This Agreement will now coincide with the DOER grant period.

All other terms of the Agreement will remain in place.

Please return one copy of the signed letter to my attention. Please call should you have any questions or require additional information.

Sincerely,

John A Foresto
Town of Medway

John A. Foresto – Chair, Medway
Board of Selectmen

Christopher J. Smith – Chair, Millis
Board of Selectmen

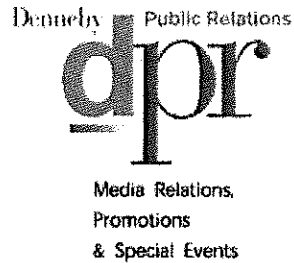
AGENDA

ITEM #7

**Presentation –
Consulting Services for Town
Communications Plan –
Julie Dennehy**

Associated back up materials attached.

- Proposal for Marketing/Communications consulting services by *dpr* [Dennehy Public Relations] dated May 15, 2015.



To: Dennis Crowley, Glenn Trindade, and Michael Boynton, Town of Medway

From: Julie Dennehy, Dennehy PR

RE: **Proposal for marketing/communications consulting services**

Date: May 15, 2015

Thank you for the opportunity to provide you with this proposal for marketing consulting services. It was pleasure to speak with you both, and Town Administrator Michael Boynton, and I hope we will be a great collaborative team.

I'm eager to get started working with you to create and execute an aggressive, creative plan of action to get the Town of Medway's communications streamlined and responsive on social media channels and via a new town newsletter, blog or consumer-facing website.

In addition to being a Medway resident and active in the community through a variety of organizations, my professional communications experience has afforded me the opportunity to work with, and understand well, Medway's diverse population – from parents and school staff, teachers and administrators, to our thriving sports team communities, area churches, our community's stable of nonprofit leaders, and of course Medway's municipal workers and town officials and elected representatives.

Our goal for this summer: With so many town issues on the table, the summer is a great time to do some informal research/communications auditing, bigger picture strategic thinking, and then a determination of the best way to ramp up the Town of Medway's increased visibility and access, and improved communications channels.

Our goal for this fall: to ensure Medway residents understand that the town is interested in quality civic engagement and communication that is transparent (when appropriate), responsive, and effective at both informing and engaging residents.

Please allow this proposal to outline a proposed scope of work, designed to help you to plan a road map and increase your level of town-wide communication by focusing on four areas:

- **OUR INFLUENCERS.** Medway is comprised of about 13,000 people, and a small portion of those are some of the most passionate, dedicated community organizers and “every day influencers”. I will talk to town leaders and create a clear outline of who our influencers are, and how they would like to receive information from the town. From there, we can begin to understand how to better inform everyone who and what is working well in Medway, creating a “halo effect” and help deter the chronic naysayers... a vocal few.
- **OUR MESSAGE:** In addition to determining who our audiences are, we can also research and determine what messages are important to each group so we can better target our communications this fall.
- **TIMING AND BUDGET:** I will work with you to be sure that what we find out and propose is in line with the town’s timeline and budget process.
- **OUR PAST – AND OUR FUTURE.** It’s important for all our communication to be respectful of the community’s rich history while keeping an eye on the town’s future. In sharp contrast to a dozen years ago, the Town of Medway is in good financial health and has strong leadership, ready to spend its dollars strategically to move the town forward.

OBJECTIVE: To improve, streamline and increase the volume of communications from the Town of Medway to its residents.

STRATEGY/TIMING:

Phase one (June 1-30): We will utilize various research tools to quickly identify where the town’s communications tools are, where there are deficiencies, and where we should be heading. Using this information and with your input, we will begin to develop some key messaging and training for town communications leaders on both social media and public relations/media relations training.

Phase two (July 1-December 1): Armed with data and information, we will kick off whatever new tools are identified as needed in phase one: most likely, a newsletter and consumer-facing website as discussed in our initial meeting, but also, perhaps, some additional social media channels.

TACTICS:

PHASE ONE – MONTH OF JUNE: In the first research phase, our strategies will focus on:

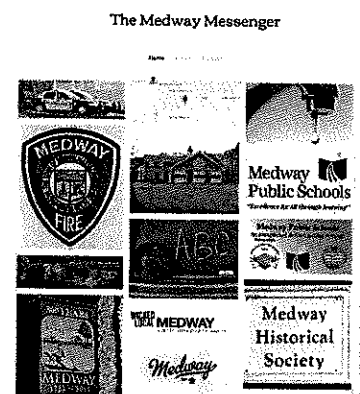
- **WEEKS ONE AND TWO: QUICK COMMUNICATIONS AUDIT:** How town leadership is conveying information currently, and how it is perceived:
 - o Review your analysis of who is voting/who is engaged in town affairs (900-person survey you mentioned in initial meeting)
 - o Clearly identify the current tools to be reviewed: town website, Facebook pages, Twitter news, Medway Cable Access content, direct mail, any paid advertising, YouTube, town meeting materials/distribution, and publicity via local media (newspapers, WMRC, MCA); and discuss legal issues for each
 - o Identify who the town's key players are for this phase – who is helping with communications both inside town leadership, and outside town hall (PTO, churches, sports, community groups, nonprofit leaders) – and what each is doing
 - o What is working – who is happy now, and who needs more access to information – talk confidentially and informally to community influencers
 - o What is not working – who is least satisfied with current communications channels, and how do they prefer to receive information – talk to a small sample of outspoken individuals to gather their input on this topic
 - o Bigger ideas and “stretch goals” – what creative ideas do residents have? What would they like to see in 2016 in terms of communications vehicles from the town? We may get some great ideas simply by “crowdsourcing” specific questions, with the understanding that we are looking for “pie in the sky” creative approaches that may not happen for a while.
- **WEEK THREE: INFORMAL FOCUS GROUP/PRIMARY RESEARCH ONE-ON-ONE:** With the information received above and organized into a draft communications plan, I would like to work with you to develop a targeted focus group taking place at Town Hall to review our plan and provide feedback before we implement the plan in phase two.
- **WEEK FOUR OR SCHEDULE FOR JULY: MEDIA TRAINING:** While this research phase is going on, I would be happy to provide the town with a June two-hour or half-day training session on “Media and Messaging” to review media relations tips (do's and don'ts), key messaging for interviews, how to handle the media once they call, and answer questions on this topic. Ideally, we can extend this training in phase two.

- **WEEK FOUR OR SCHEDULE FOR JULY: SOCIAL MEDIA TRAINING:** I would also be happy to conduct a two-hour social media training session on a topic of your choice. The seminar can cover various platforms - Facebook, LinkedIn, Twitter or blogging, to start – and how to use paid and earned media messages, and we can develop the content of the training together based on your needs. I have some “in the can” training packages for small businesses, but I would prefer that I customize some of the training to the needs of a municipality. Ideally, we can continue training in phase two.
- **ONGOING: VENDORS AND TOOLS:** Once we determine what changes and additions will be made to your communications strategy in phase two, we can begin researching best prices and tools for executing the plan in phase two.

PHASE TWO – JULY 1-DECEMBER 1, 2015:

Phase two will focus on executing the communications strategies and tools identified as most pertinent and valuable to all parties in phase one. First we will review and refine information in phase one into final communications plan with timing and budget included. Next we will execute this plan. This plan may also include two of the following three tactics:

- **BLOG:** Launching a town blog (like the SwellesleyReport.com) either officially, or via a resident/third party/community organization
- **NEWSLETTER:** Launching an online newsletter – either a PDF with live links or via Constant Contact or MailChimp - that allows better access to important resources print-friendly – can be mailed to all residents OR you may decide to only mail to those that opt-in for a mailed version of the newsletter (free subscription); frequency TBD
- **CONSUMER-FACING WEBSITE:** As discussed, we could either update the town’s existing website, or develop a new, updated consumer-friendly website that is organized by topic instead of by department:



Other phase two tactics may include:

- Creative website/blog/newsletter header (graphic treatment) – no additional charge
- Ongoing consulting on an hourly basis at \$125/hour nonprofit rate:
 - Review current keywords/SEO function on existing website and provide recommendations on how to enhance your SEO/Google rankings
 - Provide recommendations re: advertising, social media strategy and execution
 - Provide media relations assistance/counsel
 - Provide crisis communications counsel as needed
- Create an online PR toolkit for media, to include background, facts/stats, biographies, photography and videos (existing) ready for PR purposes
- Submit weekly email updates and wrap up report by end of each month listing results and media placements to date

BUDGET:

Fees:

Phase one: \$2500 project fee - no expenses expected

Phase two: \$12,000 flat project fee for July 1-December 1 – expenses TBD in phase two

Should actual billable hours consistently exceed this range, we will discuss adjustments together as a team. Fees are billed at the beginning of each month, due in 30 days or the account goes on hiatus until paid in full. Note: In general, I do not mark up expenses and prefer to pass that savings along to you; expenses for this campaign will be outlined in my plan after our planning meeting.

Thank you for the opportunity to provide you with this proposal. I'm looking forward to hearing from you and discussing next steps.

Best,



Julie Dennehy, APR, Dennehy Public Relations
45 Village Street, Medway MA 02053



Media Relations,
Promotions
& Special Events

CAPABILITIES

PR 2.0 (Traditional and nontraditional media relations, trade press, social media)

- o Strategic story idea and press material writing; press kit development
- o Creating social media strategies that ignite conversations and action on all channels
- o Maximizing existing social media channels with clients (Facebook, Twitter, Yelp!, LinkedIn)
- o Creative brainstorming and idea feasibility research for all marketing programs
- o Developing strategic marketing/media partnership programs
- o Creating news events and adding “media hooks” to existing events
- o Planning and promoting press conferences, news events, and photo opportunities
- o Creating guerrilla marketing programs and viral videos
- o Engaging local celebrities, charitable causes, and celebrity partners
- o Developing PR 2.0 toolkits and materials, and securing art/photos/videos/multimedia
- o Placing clients on radio and TV and in online news/features websites and blogs
- o Writing and placing op/ed, trade, and bylined articles (thought leadership) on news topics
- o Curating all content and reporting to you on a consistent basis using the latest tools

Promotions

- o Tapping into existing relationships to secure value-added promotions on and off/line
- o Securing radio station on-air mentions and online promotions
- o Utilizing promotional partners to develop unique on-air prize packages
- o Negotiating value-added promotions to dovetail with your existing ad buy
- o Securing media partnerships, both long- and short-term

Special Events

- o Brainstorming creative ideas and media hooks to existing events
- o Managing your team (vendors, talent, and media) and your budget
- o Providing full-service event management and public relations 2.0 expertise
- o Selecting and securing nonprofit partners to add value to event
- o Creating social media tools and engaging influencers, extending events in the social media space

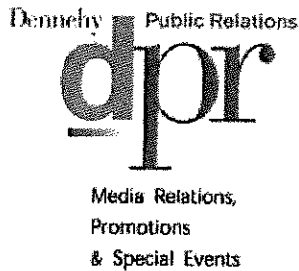
Community Relations

- o Brainstorming and researching appropriate nonprofit partners
- o Utilizing “connections” to secure involvement and manage the process
- o Adding creative elements and media hooks to existing CR programs

Crisis Communications

- o Creating a proactive crisis plan; evaluating/updating existing plans
- o Creating key messages or sample Q&As for spokespeople
- o Media training executives and spokespeople; designing process and internal/external/social messages
- o Responding to media inquiries, coordinating press conferences, tracking coverage and analyzing impact

###



BIOGRAPHY

Julie Dennehy, APR, President, Dennehy Public Relations
45 Village Street, Medway MA 02053 • 508-533-8311 •
julie@dennehypr.com, www.dennehypr.com • @dennehypr

In 1996, Julie Dennehy left Boston agency life to launch Dennehy Public Relations, specializing in connecting brands to consumers featuring personalized, nimble client service.

An aggressive and creative media hound, Dennehy provides strategic PR consulting, publicity and promotional services, social media engagement, and event management services. DPR works exclusively for consumer product/service companies, events and festivals, hotels, restaurants, franchisors, retailers, and non-profit organizations. She is known for developing award-winning campaigns resulting in positive media coverage, promotional partnerships, social media engagement, and “out of the box” PR elements exceeding client expectations. More recently, she enjoys consulting to small businesses and nonprofits to help navigate toward the best marketing/PR strategies and ideas.

DPR’s 20-year client portfolio ranges from local influencers to global thought leaders, including 7-Eleven, Blockbuster, Cold Stone Creamery, Red Mango Boston, XM Satellite Radio, P&G (various brands), Cabot Creamery, Labatt USA, The Back Bay Hotel, Capital Grille, Fire + Ice Improvisational Grille, Ruth’s Chris, Buffalo Games, The Ellie Fund’s Oscar Night Boston & WCVB-TV telecast, Macy’s/Make A Wish Believe Campaign, “Dads Make A Difference” Father’s Day event on the Boston Common, Northeast Comic Con, King Richard’s Faire, and the Bay Colony Dog Show.

Quoted by the media and profiled by PR News’ special issue “15 To Watch: Highly Valued PR Assets,” she served as president and Boston affiliate for the PRConsultants Group, a national network of 50 independent PR pros collaborating to provide brands with “National Strength. Local Power.™”

She also has served in many leadership positions, including local chapters of the Intl. Special Event Society, Boston Women Communicators, and the Public Relations Society of America’s Boston Chapter. She has received over a dozen Publicity Club Bell Ringer awards and is a veteran judge. She is also one of the founders of the Boston Independent Practitioners Network, a sub-group of PRSA’s Boston Chapter and serves on several boards and leadership teams of regional non-profits.

A former radio DJ, Julie graduated magna cum laude from Syracuse University’s Newhouse School of Public Communications is active in WJPZ-FM and Boston Orange alumni clubs. She is an avid networker and “connector” as well as public speaker, guest university lecturer, blogger, PTO and UU church volunteer, wife, and mom of two active teenagers.

###

AGENDA

ITEM #8

Approval – One-Day Liquor License Applications

- a. Jaia Fraga – St. Joseph’s Parish Center – June 27, 2015
- b. Marybeth Chafee – Thayer Homestead – September 19, 2015

Associated back up materials attached.

- Applications and Police Chief’s recommendations

Proposed motion: I move that the Board approve one-day all alcohol liquor licenses for Jaia Fraga and Marybeth Chafee for the dates requested conditioned upon fulfillment of the Police Chief’s recommendations and receipt of required insurance confirmation for their respective events.



Town of Medway

BOARD OF SELECTMEN

155 Village Street, Medway MA 02053
Ph. (508) 533-3264 Fax: (508) 321-4899

APPLICATION FOR SPECIAL ONE-DAY LIQUOR LICENSE

MGL c.138, §14

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

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

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

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

All Alcohol Wine and Malt

Event Wedding

Name of Organization/Applicant Jaja Fraga

Address 102 Lovering Street Medway

FID# _____

Phone (508) 530 1111 Fax () Email Jajafraga@gmail.com

Non-Profit Organization Y N

Attach non-profit certificate of exemption

Event Location 195 Holliston Street Parish Center

Event Date 6-27-2015

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

Is event open to the general public? Y N

Estimated attendance 135

Will there be an age restriction? Y N

Minimum age allowed:

(only 4 people under 21 ages 3, 8, 14, 16)

How, where and by whom will ID's be checked? by professional bartenders
at bar

Is there a charge for the beverages? Y N

Price structure:

2 hours open bar for beer + wine. After \$3. beer/wine
\$5 mix drink

Alcohol server(s)

Attach Proof of Alcohol Server Training

Melissa McGuinness, Nicole Bramwell

Provisions for Security, Detail Officer _____

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

Experience I am a bartender for 8 years and am Tips Certified

The following may be required:

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

Date of Application 6/5/2015

Applicant's Signature Jara Fraga

Applicant's Name Jara Fraga

Address 102 Lovering Street Medway Ma

Phone (508) 830 1111 Fax () Email JaraFraga@gmail.com

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

Police Department _____
315 Village St _____ Date _____

Fire Department _____
44 Milford St _____ Date _____

Board of Health _____
Town Hall, 2nd Fl _____ Date _____

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



On Premise

Issued: 5/30/2014

ID#: 3736422

SSN: XXX-XX-XXXX

Expires: 5/21/2017

D.O.B.: XXX/XX/XXXX

MELISSA J MCGUINNESS
700 Myles Standish Blvd
Taunton, MA 02780-7330

For service visit us online at www.gettips.com
Len Velarde, 44728

CERTIFICATION NUMBER:

76028

ALCOHOL INTERVENTION METHODS
CERTIFIES:

Nichole Bramwell

CAMPBELL TRENT
508-756-6542

EXPIRES:

FEB 27 2010



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

June 10, 2015

To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

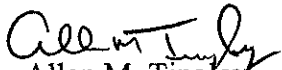
Re: One-Day Liquor request -- Saint Joseph's Parish Center

I have reviewed the application for the ^{one} day liquor license request for the Fraga wedding reception scheduled for September 27, 2015 at the Saint Joseph Parish Center.

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

The serving of the beer, wine and alcohol beverages will comply with the standards set forth in the Town of Medway's liquor policy for a one day alcoholic beverage license. Alcohol service for this event will be handled by two TIPS certified bartenders

Respectfully Submitted


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 50th Birthday Party

Name of Organization/Applicant Marybeth Chaffee

Address 12 Evergreen Dr Franklin Ma 02038

SS# or FID# [REDACTED]

Phone 508 654-2900 Fax () Email mchaffees@outlook.com

Non-Profit Organization Y N

Attach non-profit certificate of exemption

Event Location Thayer Homestead

Event Date Sept 19th

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 0 N _____
Minimum age allowed: _____

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

Is there a charge for the beverages? Y _____ N 0
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 5-31-15
Applicant's Signature Marybeth Chace
Applicant's Name Marybeth Chace
Address 12 Evergreen Dr Franken Me
Phone 603 654-8760 (Fax) _____ Email mchaces@outlook.com

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

Police Department _____ Date _____
315 Village St

Fire Department _____ Date _____
44 Milford St

Board of Health _____ Date _____
Town Hall, 2nd Fl

Building Department _____ Date _____
Town Hall, 1st Fl



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

June 5, 2015

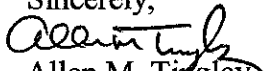
To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

Re: One day liquor license- Thayer Property- 50th Birthday Party

I have reviewed the request from Marybeth Chaffee for a one day liquor license for a 50th Birthday Party, to be held at the Thayer House, 2B Oak Street, on September 19, 2015. I approve of the issuance of this one day liquor license with the stipulation that the wine and beer 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

AGENDA

ITEM #9

Approval – Close Out of Thayer Building Committee and Transfer of Remaining Funds to Town Administrator and Thayer Governance Committee

No associated back up materials.

Proposed motion: I move that the Board of Selectmen dissolve the Thayer Building Committee and that control of any remaining funds under this Committee be transferred to the Town Administrator and Thayer Governance Committee in accordance with the vote of Town Meeting.

AGENDA

ITEM #10

Approval – Amendment to Town Administrator’s Contract

Associated back up materials attached.

- Draft amendment agreement

Proposed motion: I move that the Board of Selectmen approve the language revision to the Town Administrator’s contract relative to vehicle expense as proposed.

TOWN OF MEDWAY

An amendment is hereby made to the TERMS AND CONDITIONS OF EMPLOYMENT Agreement between the Town of Medway (hereinafter "the Town") and Michael E. Boynton, Town Administrator (hereinafter "the Administrator") to reflect the acquisition and provision of a Town-owned motor vehicle for the Administrator's use commencing in Fiscal Year 2016.

1. The second paragraph of Section 12 – General Expenses of said agreement is hereby as follows:

DELETE

The Town Administrator shall be paid a monthly sum of Three Hundred Dollars (\$300) for the use of his personal automobile during the pursuit of Town business.

INSERT

The Administrator shall be paid a monthly sum of Three Hundred Dollars (\$300) for the use of his personal automobile during the pursuit of Town business. Upon securing and providing an automobile for the Administrator's personal use and to carry out his duties this automobile expense payment shall cease. The Administrator agrees that the date of this discontinuance of vehicle reimbursement shall be July 1, 2015. In the event that Administrator shall relinquish the use of said town vehicle, this payment shall be reinstated.

IN Witness Whereof, the parties hereunto have caused this instrument to be duly subscribed and sealed this day.

Town Administrator

**Town of Medway
Board of Selectmen**

Michael E. Boynton

John Foresto, Chair

Maryjane White, Vice Chair

Richard D'Innocenzo, Clerk

Glenn Trindade

Dennis Crowley

Date: _____

AGENDA

ITEM #11

Discussion – FY16 Board of Selectmen Liaison Designations

Associated back up materials attached.

- FY15 BOS Liaison Designation list

**Board of Selectmen
Liaison Positions
FY 2015**

Affordable Housing Commission	Glenn Trindade
Affordable Housing Trust	Glenn Trindade
Board of Assessors	Dennis Crowley
Board of Health	Richard D'Innocenzo
Board of Library Trustees	John Foresto
Cable Advisory Committee	John Foresto
Capital Improvement Planning Committee	Dennis Crowley
Community Preservation Committee	Maryjane White
Conservation Commission	Glenn Trindade
Constables	John Foresto
DPS Facility Study Committee	Glenn Trindade
Economic Development Board	Maryjane White
Finance Committee	Dennis Crowley
GATRA	Maryjane White
Housing Authority	Richard D'Innocenzo
MBTA Advisory Board	Richard D'Innocenzo
Medway Community Farm	Glenn Trindade
Medway School Building Committee	Dennis Crowley
Norfolk County Advisory Board	Maryjane White
Open Space	Glenn Trindade
Park Commission	Richard D'Innocenzo
Planning and Economic Development Board	Glenn Trindade
School Committee Rep	Dennis Crowley
	Richard D'Innocenzo
SWAP	Glenn Trindade
Town Clerk	Maryjane White
Town Counsel	Dennis Crowley
Town Moderator	Glenn Trindade
Town Wide Energy Committee	John Foresto
Tri County Vocational School	Glenn Trindade
Water & Sewer Commission	Glenn Trindade
Zoning Board of Appeals	Glenn Trindade

AGENDA ITEM #12

Action Items from Previous Meeting

Associate backup material 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	7/28/2014	DPS Facility Building Project	DPS/TA/Committee	Ongoing
6	1/20/2015	Playground concepts for Idylbrook and existing locations	G. Trindade	2015 Fall Town Meeting
7	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
8	2/28/2015	Database of searchable minutes/Update Town Website	TA/IS	Summer 2015
9	2/28/2015	Police Dept real time access to School surveillance system; ID recording maintenance responsibilities	TA/Supt. of Schools	In Process
10	2/28/2015	Recommendation for proposed ALS program for EMS; Cost-benefit analysis	TA/Fire Chief	September
11	4/21/2015	Review Master Plan	J.Weiler/D. Kaeli	August
12	5/18/2015	Toxics Use Reduction Institute (TURI) grant application to pilot non-toxic natural turf management plan	DPS	June 30, 2015
13	6/1/2015	Road and Sidewalk Repair and Construction Strategy	DPS	July 2015
14	6/1/2015	Village Street Paving Plan	DPS	July 1, 2015

AGENDA ITEM #13

Approval of Warrants

Warrants to be provided at meeting.

AGENDA

ITEM #14

Approval of Minutes

Associate backup material attached.

- Draft Minutes – BOS meeting February 4, 2015
- Draft Minutes – BOS meeting May 18, 2015
- Draft Minutes – BOS meeting June 9, 2015

Proposed motion: I move that the Board approve the draft minutes of the February 4, 2015; May 18, 2015; and June 9, 2015 Board of Selectmen meetings.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

Board of Selectmen's Meeting
Wednesday, February 4, 2015 – 7:00 PM
Sanford Hall
15 Village Street

Present: Dennis Crowley, Chair; John Foresto, Vice-Chair; Richard D'Innocenzo, Clerk (7:15 PM); Glenn Trindade (7:10 PM) and Maryjane White.

Also Present: Michael Boynton, Town Administrator; Melanie Phillips, Finance Director; Tom Holder, Director, Department of Public Services; Carol Pratt, Town Accountant.

At 7:05 PM Chairman Crowley called the meeting to order and led the Pledge of Allegiance.

Public Comments: None.

Discussion/Vote – Millstone Village Regulatory Agreement, MCO Housing Services:

The Board reviewed the following information: (1) Millstone Village Budget – Percentage Interest in Common Areas – Calculation of Percentage Interest; (2) Memo from Community Housing Coordinator; and (3) Draft agreement.

Selectman Trindade moved that the Board authorize the Chairman to execute the *Regulatory Agreement* and the *Declaration of Restrictive Covenants for Ownership Project* with Millstone Village as presented; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Discussion/Vote – Service Level Agreement for School Field Maintenance:

The Board reviewed a Draft Service Level Agreement.

Mr. Holder stated that DPS involvement began as just maintaining the fields, and now it has evolved to include additional services. He indicated his staff would give it a try and see how it goes.

Selectman Trindade moved that the Board approve the Service Level Agreement for school field maintenance, as presented; Selectman White seconded. Brief discussion followed over various components of the agreement, fees, use times, and related matters. This agreement is between the school and parks departments, and the agreement can change at the request of either of those parties. VOTE: 5-0-0.

Consideration of March Special Town Meeting Warrant Articles – Chapter 90 Road Maintenance Funding to be Allocated to Route 109 Project and Bylaw Amendment for Sewer Moratorium:

The Board reviewed draft Special Town Meeting Warrant Articles.

Selectman Trindade moved that the Board re-open the March 9 Special Town Meeting Warrant; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Mr. Boynton explained that earmarking the Chapter 90 funds for the Route 109 Design Project needs to be put in place at Special Town Meeting in order to begin the process of opening dialogues with affected

1 landowners. This will help provide repaving for roads and sidewalks in addition to the roadway
2 improvements to Route 109. Brief discussion followed.

3
4 **Selectman Trindade moved that the Board add an article to allocate Chapter 90 funding to the Route
5 109 project; Selectman Foresto seconded. No further discussion. Vote: 5-0-0.**

6
7 The bylaw amendment is to enact a sewer moratorium. Chairman Crowley explained that the moratorium
8 is for sewer extensions. Ordinary sewer hook-ups will not be affected; and residents can still connect to
9 existing sewer lines. This is for a temporary halt on sewer extensions while the Town determines what its
10 overall sewer capacity is. Brief discussion followed.

11
12 **Selectman Trindade moved that the Board add an article to institute a sewer moratorium using
13 language provided by Town Counsel; Selectman White seconded. No further discussion. VOTE: 5-0-0.**

14
15 **Selectman Trindade moved that the Board closed the Special Town Meeting Warrant; Selectman
16 Foresto seconded. No discussion. VOTE: 5-0-0.**

17
18 **Vote – Recommendations on Warrant Articles for March 9, 2015 Special Town Meeting:**

19 *The Board reviewed the Draft Special Town Meeting Warrant which does not include the articles
20 referenced in Agenda Item #3 as well as the draft articles referenced in Item #3.*

21
22 **Selectman Trindade moved that the Board approve Article 1 – McGovern School Window/Door
23 Replacement, as presented; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

24
25 **Selectman Trindade moved that the Board approve Article 2 – Home Rule Petition – Redevelopment
26 Authority, as presented; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

27
28 **Selectman Trindade moved that the Board approve Article 3 – Transfer: Veterans’ Benefits, as
29 presented; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

30
31 **Selectman Trindade moved that the Board approve Article 4 –Transfer: Health Care Reimbursement
32 Account, in the amount of \$25,000; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

33
34 **Selectman Trindade moved that the Board approve Article 5 – Chapter 90 Funding Allocation to Route
35 109 Design Project, as presented; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

36
37 **Selectman Trindade moved that the Board approve Article 6 – Bylaw Amendment: Sewer Extension
38 Moratorium, as presented; Selectman White seconded. No discussion. VOTE: 5-0-0.**

39
40 **Approval – Class II Car Dealer’s License Application, Jonathan Henry LLC, 4 Main Street:**

41 *The Board reviewed a Class 2 Auto Dealer’s license application. It was noted that the applicant has all
42 appropriate Town sign-offs for the proposed business.*

43
44 Present: Robert Potheau, property owner; Jonathan Henry, applicant.

45
46 Mr. Potheau stated this site used to be Johnny Black’s years ago, the individual who developed it. He
47 indicated that he now owns everything, noting that the used cars will be moved around back and
48 pointed it out on a site plan. In case of emergency, the address is listed as 2-4-6 Main Street. At this

1 time, he introduced Mr. Henry, and stated that the only repairs that to be done at this location will be
2 on his own cars. He said Mr. Henry worked at this lot in the 80s and was the star salesman.

3
4 Chairman Crowley asked why all these used cars need to be in Medway. Mr. Potheau responded that the
5 business has been this way for 60 years and was quite an eyesore when it was a junkyard. Mr. Henry
6 explained that he is not planning to do a lot of repair due to his age and physical limitations. He
7 anticipated "retail-ready" used cars and will participate in the Adesa auto auctions only to sell, not to
8 buy.

9
10 **Selectman Trindade moved that the Board grant a Class 2 Auto Dealer License to Jonathan Henry LLC,**
11 **as proposed; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

12
13 **Vote of Support of Non-Support – Norfolk County Mosquito Control District Fiscal Year 2016 Budget:**
14 *The Board reviewed the District's budget materials.*

15
16 It was noted that there is a difference of approximately \$2,000 between the FY15 and FY16 budgets.

17
18 **Selectman Trindade moved that the Board vote to support the Norfolk County Mosquito Control**
19 **District's FY16 budget and the Town's estimated proportionate share as provided by the district;**
20 **Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

21
22 **Approval – One-Day Alcohol Licenses:**

23 Smith – Thayer House, February 15, 2015; Schiller – Thayer Homestead, February 28, 2015; Parsons –
24 Thayer House, March 7, 2015

25 *The Board reviewed respective applications accompanied by Police Chief Tingley's recommendations.*

26
27 **Selectman Trindade moved that the Board approve one-day all alcohol licenses for Debra Smith,**
28 **Joann Schiller and Jamie Parsons for events at the Thayer Homestead on February 15, February 28 and**
29 **March 7, respectively, each conditioned on fulfillment of the Police Chief's recommendations;**
30 **Selectman White seconded. No discussion. VOTE: 5-0-0.**

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

33 **DPS Facility Study – Selectman Trindade reported that someone has been hired to perform the study; it**
34 **can take up to six weeks to develop a presentation.**

35
36 **Parks – Selectman Trindade stated there have been meetings to discuss improvements to selected**
37 **playgrounds in town. Because laws have changed, any improvements will entail having to bring the**
38 **entire playground up to code. He noted that there will be tours of playgrounds in other communities**
39 **that may serve as models for the new playgrounds here.**

40
41 **Net metering – Selectman Foresto reported that the agreement with the original vendor, Enfinity, has**
42 **expired. The Energy Committee is trying to set up times for the new vendor to make a proposal.**

43
44 **Brief discussion followed on the proposed meals tax. It is anticipated that these monies will go into the**
45 **general fund, and later it can be appropriated toward deposit into the OPEB account. Ms. Carol Pratt,**
46 **Town Accountant, reported that the Commonwealth's position is that all money goes to general fund,**
47 **clarifying that it could later be built into the budget each year as a line item to eliminate the need to**
48 **appropriate the funds every year at Town Meeting.**

1

2 **Selectmen's Reports:**

3 Selectman Foresto reminded residents of the spring cleanup day, Medway Clean Sweep, and
4 emphasized that volunteers need to wear bright colors so that motorists see them.

5

6 Chairman Crowley emphasized the need for a second sidewalk plow.

7

8

9 **At 7:53 PM Selectman Trindade moved to adjourn; Selectman Foresto seconded. No discussion.**

10 **VOTE: 5-0-0.**

11

12

13 Respectfully submitted,

14 Jeanette Galliardt

1 **Board of Selectmen's Meeting**
2 **May 18, 2015 – 7:00 PM**
3 **Sanford Hall, Town Hall**
4 **155 Village Street**
5
6

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

10 Others present: Michael Boynton, Town Administrator; Tom Holder, Director, Department of Public
11 Services.
12

13 *****

14 At 7:00 PM Chairman Crowley called the meeting to order and led the Pledge of Allegiance.
15

16 **Recognition of Department of Public Services – Winter 2015 Snow Removal Operations:**

17 Mr. Boynton took this opportunity to publicly recognize Department of Public Services staff members
18 for their outstanding efforts during this record breaking winter. Many of these people were present.
19 He complimented office staff, the plow drivers, dispatchers, and others who contributed to keeping the
20 streets passable and buildings open, and later clearing sidewalks. He said it was an honor to recognize
21 the staff for their hard work and work ethic. Among those mentioned were:
22

23	Fred Sibley	32	Judi LaPan	41	Barry Smith
24	Jason Beksha	33	Tony Malmberg	42	Jim Smith
25	Daryl Blethen	34	Bobby McGee	43	Jack Tucker
26	Steve Carew	35	Rick Nickerson	44	Adrian Zufategui
27	Dave D'Amico	36	John Piccone	45	John Heinz
28	Richard Dennis	37	Jon Power	46	Nolan Lynch
29	Tom Holder	38	Daryl Ribao	47	Bill Scherer
30	Jill Karekeian	39	Jeff Roach		
31	Rich Kearnan	40	Ken Semergian		

48
49 Board members were equally complimentary, noting that it was an amazing winter that often took staff
50 members away from their families or risking injury climbing of roofs to break ice dams, just to mention a
51 couple of the tasks these folks handled in stride.
52

53 **Public Comment:**

54 Ms. Tracy Stewart, 21 Lovering Street, reported that her family suffered a house fire the morning after
55 the Super Bowl, and the Department of Public Services was a great help. Ms. Stewart also expressed
56 concern for the use of pesticides on natural turf athletic fields in Medway. She reported the availability
57 of a grant available from the Toxics Use Reduction Institute with a deadline of June 30, 2015. The funds
58 could be used for a systematic approach to use organic materials instead of pesticides. She distributed
59 some information which included a letter from a local organic farmer urging officials to consider organic
60 land care practices. Brief discussion followed.
61

62 Chairman Crowley asked that this matter be placed on the Action Item list. The Town Administrator will
63 look into it to learn what is required to apply for the grant. Selectman Trindade suggested he touch
64 base with Fred Sibley who may have already done some research into this subject.

1
2 **Approval – Water Main Replacement for Highland and Winthrop Streets:**

3 *The Board reviewed a contract, which was incorporated into the bid document, and has been signed by*
4 *Town Counsel and the Town Accountant.*

5
6 Present: Tom Holder.

7
8 Mr. Holder reported that three companies applied, and this company was the low bidder. He added
9 that this company has worked in Medway before with good results. Discussion followed on budget,
10 appropriation and other financial matters. This particular project is fully funded.

11
12 Mr. Holder stated that work will begin on Highland Street tomorrow morning, noting that the school bus
13 companies and schools have been notified. Selectman Trindade encouraged him to use all available
14 means of alerting people including the schools. Mr. Holder emphasized that residents should always call
15 the DPS office if there are issues. Mr. Boynton encouraged residents to follow the Town's Facebook
16 page to stay informed. If a problem is after hours, residents were encouraged to call the police
17 department (not via 911) who could then contact DPS staff. Discussion followed.

18
19 Regarding the replacement work, Mr. Holder stated the existing pipes are from 1921. They need to be
20 replaced because they are made of cast iron and the natural iron buildup has become a significant
21 problem over the years. The new ones are made of a polymer and more resistant to the natural iron
22 buildup due to a cement lining. This work will facilitate improved flow for residents and fire use. The
23 temporary street repair will remain over the winter with the final binder being put on next year.

24
25 **Selectman Trindade moved that the Board authorize the Chairman to execute the contract with**
26 **Gravity Construction in the amount of \$1,510,119.60 for the replacement of water main on Highland**
27 **and Winthrop Streets; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.**

28
29 **Discussion/Vote – Millstone Village Request for Affordable Unit Price Amendment:**

30 *The Board reviewed a Memorandum, dated May 14, 2015, from J. Douglas Havens, Affordable Housing*
31 *Trust. It is noted that both the Affordable Housing Trust and the Affordable Housing Committee voted to*
32 *recommend that the Board of Selectmen decline the request to amend the current agreement.*

33
34 Present: – Maureen O'Hagan, MCO Housing Services; Steve Vennicasa, Millstone Village LLC; Doug
35 Havens, Affordable Housing Trust.

36
37 Ms. O'Hagan briefly explained that the original regulatory agreement has not yet been signed so this
38 request was submitted as an amendment. The request is to increase the maximum sale price of the
39 eight (8) affordable housing units at the housing project known as Millstone Village. She reported that
40 the income levels have gone up so the increase is justified. Responding to a question from the Board,
41 she stated the income figures come from HUD.

42
43 Mr. Doug Havens, representing the Affordable Housing Trust, stated that both the Affordable Housing
44 Trust and Affordable Housing Committee request that the Board deny the application for an increase
45 due to the fact that the people buying these homes are age 55+ and they would typically be a household
46 of two people, not three, which is the basis for the referenced income figures. He noted that the
47 original pricing was higher than it should have been. Asset limits have not been increased, and after
48 their home sells, they cannot have more than \$275K. He said the Affordable Housing Trust and

1 Affordable Housing Committee do not believe the increase is necessary. Selectman Trindade stated he
2 was at the meeting and both groups were unanimous in their decision.

3
4 Chairman Crowley stated he has looked at the units and was impressed with what is being done. He
5 noted that the workmanship is good and the landscaping is going well. Mr. Vennicasa reported that the
6 first building foundation will be going in within the month. He added that all that attention to detail
7 comes at a price. He stated the builder is locked into the price and the price should go up now so that
8 some of the costs on the affordable units can be recouped.

9
10 Chairman Crowley summarized that the increase is approximately \$37K on a property valued at \$3
11 million dollars. Both groups recommend denying the application. He noted that Medway is having
12 problems selling affordable units now, and raising the prices makes it even more difficult to sell them.
13 He recommended that the Board follow the recommendation of the housing groups. Ms. O’Hagan
14 pointed out that the units are priced with a 10% window of eligibility. Discussion followed.

15
16 Answering a question from the Board, Mr. Vennicasa stated they did not meet with the Affordable
17 Housing Committee as they thought the Board of Selectmen was the governing authority. Mr. Havens
18 stated the next meeting will be held on June 4 at the Medway Senior Center.

19
20 Chairman Crowley suggested they should have the opportunity to attend that meeting and make a
21 presentation. The Board agreed to take no action at this time.

22
23 **Approval – One-Day Liquor License Applications:**

24 *The Board reviewed liquor license applications for the Thayer Homestead from the following individuals:*
25 *Shanna Hoffman (June 5, 2015), Paul Martin (June 6, 2015), Warren Davis (June 20, 2015) and Jaime*
26 *Hodges (July 12, 2015) as well as Memorandums from Police Chief Tingley on each event.*

27
28 **Selectman Foresto moved that the Board approve one-day liquor licenses for Shanna Hoffman, Paul**
29 **Martin, Warren Davis, and Jaime Hodges for the dates requested conditioned upon fulfillment of the**
30 **Police Chief’s recommendations for their respective events; Selectman Trindade seconded. No**
31 **discussion. VOTE: 5-0-0.**

32
33 **Approval – Closure of Portion of Clover Lane – May 30, 2015, 1:00 to 8:00 PM:**

34 *The Board reviewed the following information: (1) Request from Gail Kadlik, 2 Clover Lane; and (2)*
35 *Memo, dated May 11, 2015, from Police Chief Tingley.*

36
37 **Selectman Foresto moved that the Board approve the closure of a portion of Clover Lane between**
38 **Winthrop Street and Hemlock Drive on May 30, 2015, from 1 to 8PM, conditioned upon the placement**
39 **of proper temporary road closure barricades to keep the road accessible to emergency vehicles as**
40 **necessary and signage at each intersection to warn motorists of the closure; Selectman Trindade**
41 **seconded. No discussion. VOTE: 5-0-0.**

42
43 **Approval of Warrants:**

44 *The Board reviewed Warrants 15-47SP and 15-47P.*

45
46 Selectman D’Innocenzo, Clerk, read aloud Warrants 15-47SP and 15-47P presented for approval:

47
48 15-47P Town Payroll \$ 324,215.93

1	15-47SP	School Payroll	\$ 781,276.63
2	TOTAL		\$1,105,492.56

3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

Selectman Trindade moved that the Board approve Warrants 15-47SP and 15-47P, as read; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Town Administrator's Report:

Mr. Boynton reported briefly on the following topics:

- Chip Seal Program Update,
- FY16 State Budget Update,
- Paving Agenda discussion for future agenda,
- Update on Funding for Water Projects, and
- Memorial Day – Ceremony & Parade

At this time, Mr. Boynton thanked Chairman Crowley for his time as Chairman this year. The Board typically reorganizes following the Annual Town Election.

Selectmen Reports:

Selectman White reported she had some phone calls from residents on Oakview Circle about people using All Terrain Vehicles on private property behind them, often destroying landscaping and ripping up the area. She spoke with the Police Chief who indicated the Police Department will respond to calls when the activity is happening. Mr. Boynton noted that the both the Environmental Police and the Medway Police Department have ATVs to use in the wooded areas.

Selectman White reminded residents that tomorrow is the Annual Election. Chairman Crowley added that there is competition for seats on the Parks Commission and School Committee. He hoped to get 1,000 voters out to the polls.

Chairman Crowley congratulated the Medway Pride Day committee for an outstanding day.

On another topic, Mr. Crowley wanted to make Mr. Boynton aware of concerns over a proposed 40B project coming into Medway. Mr. Boynton responded that, as yet, the only activity is an ANRAD filing for the delineation of wetlands. However, if the site in question is determined to be suitable for a potential 40B development, a Comprehensive permit application will be filed with the ZBA. He noted that few local guidelines need to be followed for approval of a Comprehensive permit, as such permits adhere to state guidelines. Additionally, any conditions imposed by the ZBA are appealable. Brief discussion followed.

At 7:58 PM Selectman Trindade moved to adjourn; Selectman White seconded. No discussion. VOTE: 5-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21

Board of Selectmen's Meeting
June 9, 2015 – 8:00 AM
Town Hall
155 Village Street

Present: Vice Chairman Maryjane White; Selectmen Dennis Crowley and Glenn Trindade; and Town Administrator Michael Boynton

Vice Chairman White called the meeting to order at 8:05 AM.

Approval – One Day Alcohol License Application – Cheryl Harvey; Thayer Homestead – June 13, 2015:

Mr. Trindade moved, seconded by Mr. Cowley, to approve One Day Wine and Malt License for Cheryl Harvey for event at Thayer Homestead on June 13, 2015. It was unanimously voted: 3-0-0.

At 8:06 AM, Selectman Trindade moved to adjourn; Selectman Crowley seconded. No discussion. VOTE: 3-0-0.

AGENDA

ITEM #15

Town Administrator's Report

AGENDA

ITEM #16

Selectmen's Reports

AGENDA

ITEM #17

Approval –
Reduction in Membership of DPS
Facility Building Committee

No associated back up materials.

Proposed motion: I move that the Board vote to approve a reduction in committee membership of the DPS Facility Building Committee from 7 to 5 members.