

Board of Selectmen

John A. Foresto, Chair

RyJane White, Vice-Chair

Richard A. D'Innocenzo, Clerk

Dennis 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

August 31, 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. Acceptance of Land – Trail Drive (Norwood Acres)
2. Authorization of Chairman to Execute Change Order for Cassidy Field Complex – Gravity Construction - \$44,600
3. Authorization of Chairman to Execute Change Order for Route 109 Engineering – Greenman Pederson, Inc. - \$238,822.69
4. Approval – Amended Compensation Values for Route 109 Takings
5. Approval – Change of Hours – Sri Sitaram LLC d/b/a Medway Mart
6. Approval – One-Day Liquor License Applications
 - a. Rose, Thayer Homestead - September 5, 2015
 - b. Beksha-Bravo, Thayer Homestead – September 6, 2015
 - c. Milford Chamber of Commerce, Thayer Homestead – September 9, 2015
 - d. Premier Bar Service, Thayer Homestead – September 20, 2015
 - e. McLaughlin, Thayer Homestead – October 25, 2015
 - f. Rose, Thayer Homestead – November 7, 2015
 - g. Buchanan/Ostrout, Thayer Homestead – June 25, 2016
7. Action Items from Previous Meeting
8. Approval of Warrants
9. Approval of Minutes

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

10. Town Administrator's Report

11. Selectmen's Reports

12. 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 – Draft Host Community and PILOT Agreements]

Upcoming Meetings, Agenda and Reminders

September 14, 2015 ---- Regular Meeting

October 5, 2015 ---- Regular Meeting

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

AGENDA

ITEM #1

Acceptance of Land – Trail Drive [Norwood Acres]

Associated back up materials attached.

- Memorandum from Susy Affleck-Childs, Planning and Economic Development Coordinator, dated August 24, 2015
- Associated subdivision plan and map
- Deed documents

Proposed motion:

I move that the Board of Selectmen accept the deed from Andrew and Matthew Marshall to convey to the Town of Medway, parcel A-1 as shown on the Norwood Acres Definitive Subdivision Plan, also known as 4 Trail Drive, Parcel 46-010, for the purposes of open space/conservation, passive recreation, and the promotion and development of the Town's natural resources.

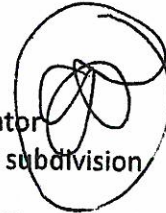


TOWN OF MEDWAY
Planning & Economic Development
155 Village Street
Medway, Massachusetts 02053

MEMORANDUM

August 24, 2015

TO: Board of Selectmen
FROM: Susy Affleck-Childs, Planning and Economic Development Coordinator
RE: Acceptance of conveyance of open space parcel at Norwood Acres subdivision



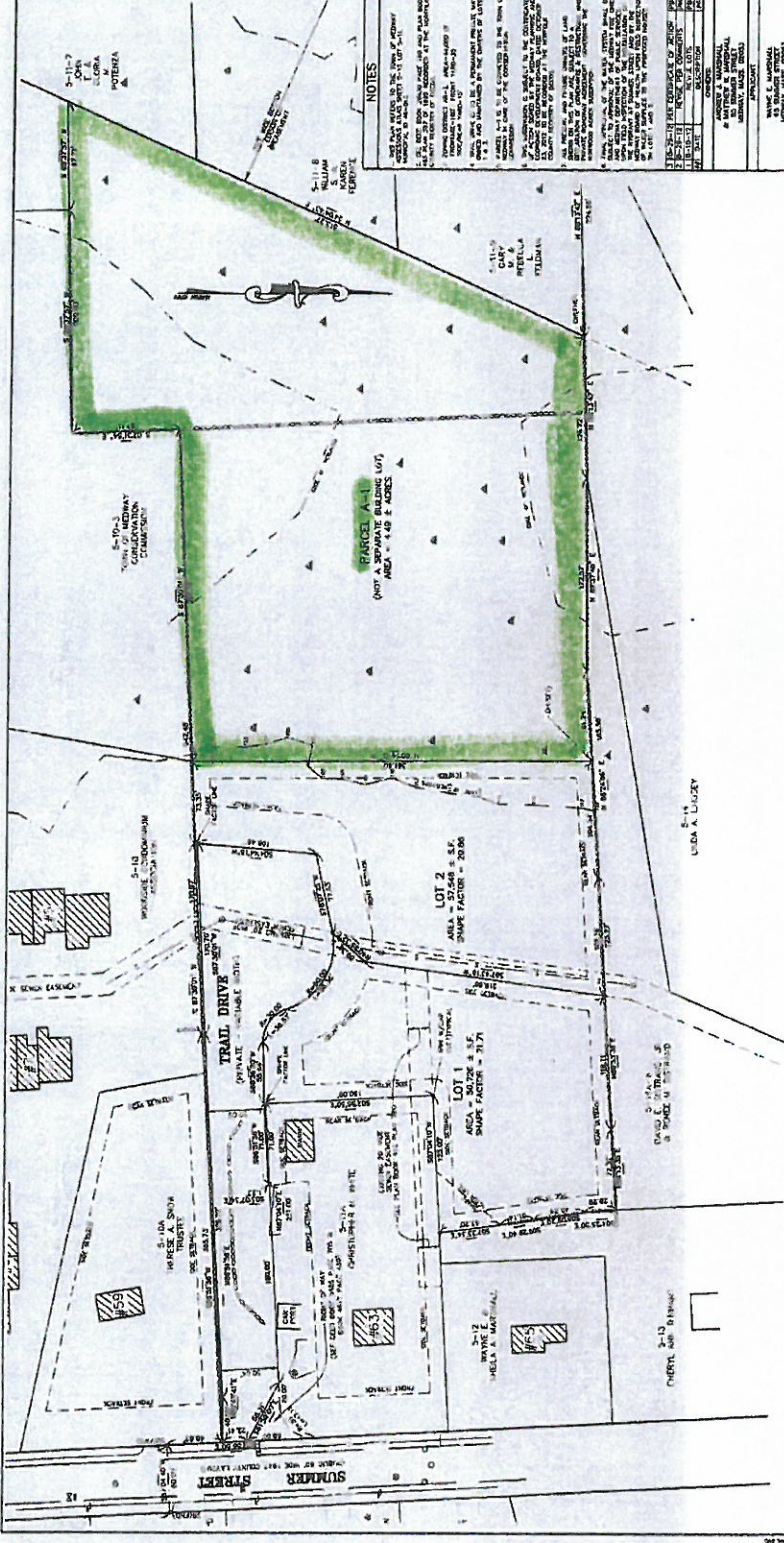
BACKGROUND – In October 2012, the Planning and Economic Development Board issued a decision approving the development of a 2 lot, permanent private way subdivision known as Norwood Acres. The site was 61 Summer Street, off of the west side of Summer Street, north of the Kingson Lane condo development. The site is 7.78 acres. The new subdivision street is Trail Drive. The plan showed two house lots plus a 4.49 acre open space parcel (4 Trail Drive, Parcel 46-010). *See attached Sheet of the endorsed subdivision plan.* The developer was Wayne and Sheila Marshall along with their sons Andrew and Matthew Marshall of Medway.

As part of the plan review and approval process, the applicant had proposed and the Conservation Commission agreed in principle to accept the conveyance of the above noted open space parcel. The Commission was interested in this property because it directly abuts a 9.69 acre open space parcel the Town already owns to the south which is under the jurisdiction of the Conservation Commission (48 Milford Street, Parcel 46-016). *See attached Assessor's Map.*

CURRENT STATUS – As part of the subdivision close-out process, we need to finalize the conveyance of the open space parcel. At its July 23, 2015 meeting, the Conservation Commission voted to accept the property. The next step is for the Board of Selectmen to vote to accept the conveyance. *A copy of the deed is provided.*

RECOMMENDATION

1. **MOTION** – I move that the Board of Selectmen accept the deed from Andrew and Matthew Marshall to convey to the Town of Medway, parcel A-1 as shown on the Norwood Acres Definitive Subdivision Plan, also known as 4 Trail Drive, Parcel 46-010, for the purposes of open space/conservation, passive recreation, and the promotion and development of the Town's natural resources.
2. **SIGN ACCEPTANCE OF DEED document.** *See attached.*



NOTES

1. THIS PLAN IS THE PROPERTY OF QUERRIERE HAINON, INC. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF QUERRIERE HAINON, INC.
2. THE BOUNDARIES OF THE LOTS ARE BASED ON THE SURVEY OF THE TRAIL DRIVE AND THE ADJACENT LOTS, AND ARE SUBJECT TO THE SURVEY OF THE TRAIL DRIVE AND THE ADJACENT LOTS.
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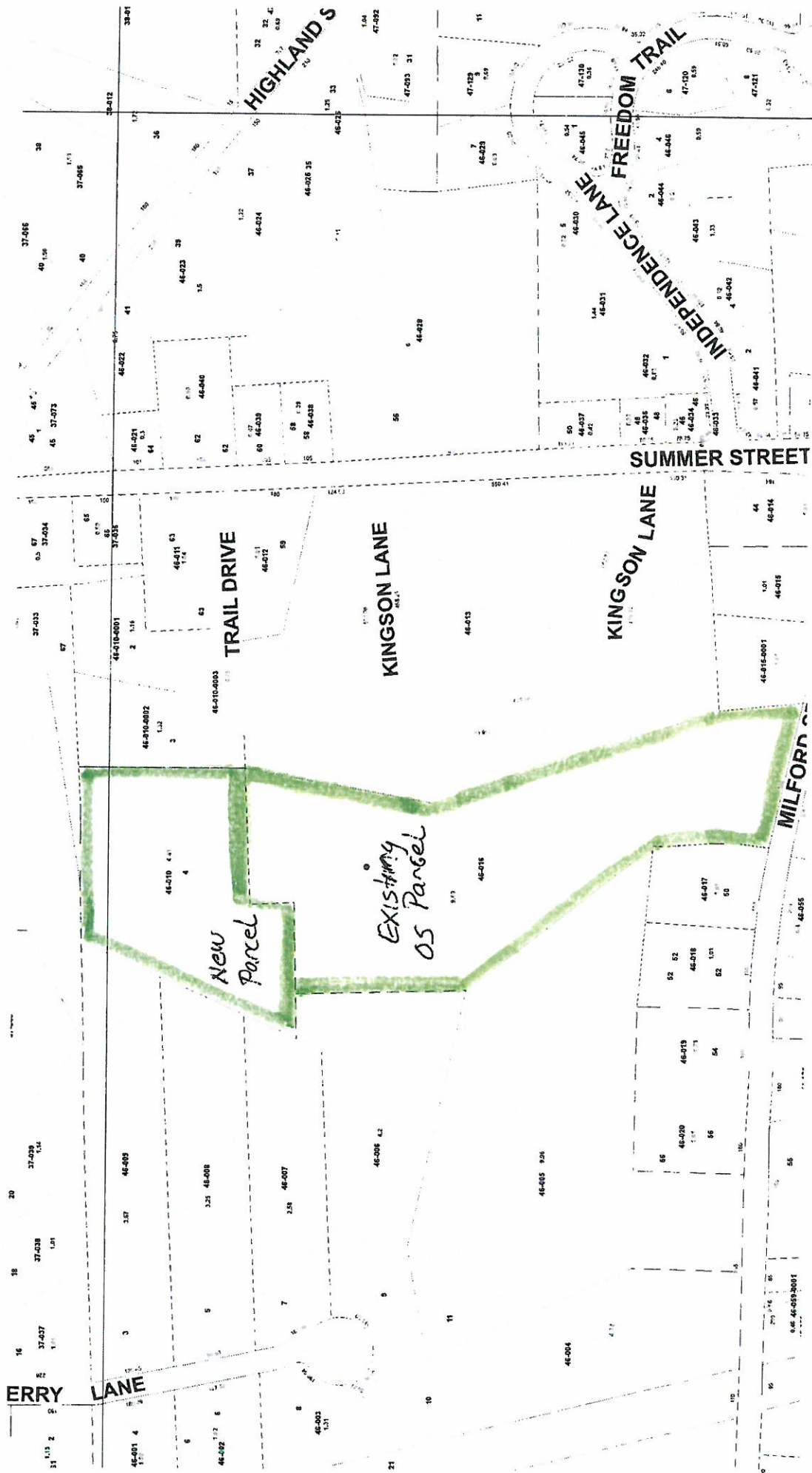
APPROXIMATE AREA	
LOT 1	0.15 ACRES
LOT 2	0.15 ACRES
PARCEL A-1	4.48 ACRES
TOTAL	4.78 ACRES

APPROXIMATE AREA - 4.78 ACRES
 QUERRIERE HAINON, INC.
 1000 WASHINGTON STREET
 MEDWAY, MASSACHUSETTS 01948
 PHONE: 508-538-1111
 FAX: 508-538-1112

STATE OF MASSACHUSETTS
 DEPARTMENT OF REVENUE
 REGISTRY OF DEEDS
 REGISTERED
 10/15/2001
 10/15/2001

THIS PLAN IS THE PROPERTY OF QUERRIERE HAINON, INC. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF QUERRIERE HAINON, INC.

FOR CIRCULAR USE ONLY



New Parcel

Existing Parcel 05

CONFIRMATORY DEED

We, Andrew J. Marshall and Matthew W. Marshall of 65 Summer Street, Medway, Norfolk County, Massachusetts, for consideration of one dollar and other good and sufficient consideration, the receipt and sufficiency of which is hereby acknowledged, grant to the Town of Medway, acting by and through its Conservation Commission, pursuant to Massachusetts General Laws, Chapter 40, Section 8C, and for the purposes of open space/conservation, passive recreation, and the promotion and development of natural resources of the Town, and will substantially remain in its natural condition, to be managed and controlled by the said Conservation Commission:

WITH QUITCLAIM COVENANTS

A certain parcel of land situated on Summer Street in Medway, Norfolk County, Massachusetts being shown as Parcel A-1 on a plan entitled "Norwood Acres Definitive Subdivision Permanent Private Way in Medway, Massachusetts", owners: Andrew J. Marshall and Matthew W. Marshall dated 14 August 2012, which plan is recorded with the Norfolk Registry of Deeds as Plan Book 622, Pages 57 - 63, and to which plan reference is made for a more complete description of said Parcel A-1.

Said Parcel A-1 contains 195,584 square feet (4.49 acres) of land, more or less, according to said plan.

Being a portion of the premises conveyed to Grantors by Deed of Wayne E. Marshall and Sheila A. Marshall to Andrew J. Marshall and Matthew W. Marshall dated December 17, 2010 and recorded in the Norfolk County Registry of Deeds on December 22, 2012 in Book 28430, Page 190.

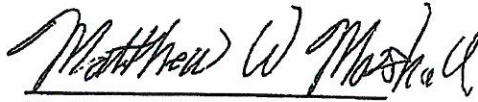
Said premises are conveyed subject to and with the benefit of easements, rights, restrictions and agreements of record, if any there be, insofar as the same are now in force and applicable.

This confirmatory deed is to correct the deed previously recorded at Book 33016 Page 556 which was recorded prematurely prior to acceptance by the Conservation Commission and the approval of The Board of Selectmen.

Witness our hands and seals this 21st day of August, 2015.



Andrew J. Marshall



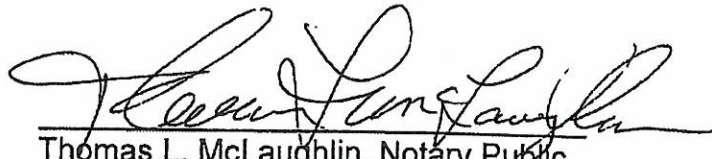
Matthew W. Marshall

COMMONWEALTH OF MASSACHUSETTS

NORFOLK, SS.

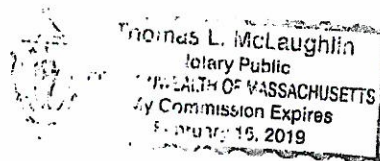
August 21, 2015

On this 21st day of August, 2015 before me, the undersigned notary public, personally appeared Andrew J. Marshall and Matthew W. Marshall and acknowledged the foregoing instrument to be their free act and deed, and provided to me through satisfactory evidence of identification, which was a Massachusetts Driver's License to be the persons whose names are signed on the preceding or attached document in my presence and for its stated purpose.



Thomas L. McLaughlin, Notary Public

My Commission Expires: 2/15/2019



ACCEPTANCE OF DEED

Acceptance of the foregoing deed was approved by the Town of Medway Board of Selectmen pursuant to the vote of the Board of Selectmen on _____, 2015.

John Foresto, Chairman

Glenn Trindade

Maryjane White

Dennis Crowley

Richard D'Innocenzo

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss

On this ____ day of _____, 2015, before me, the undersigned notary public, personally appeared the members of the Board of Selectmen for the Town of Medway proved to me through satisfactory evidence of identification, which was personal knowledge, to be the persons whose names are signed on the preceding document, and acknowledged to me that they signed it voluntarily for its stated purpose in their capacity as members of the Town of Medway Board of Selectmen.

Notary Public

My commission expires: _____

AGENDA

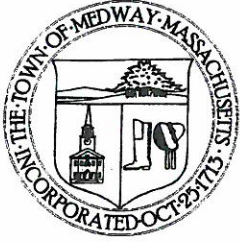
ITEM #2

Authorization of Chairman to Execute Change Order for Cassidy Field Complex – Gravity Construction - \$44,600

Associated back up materials attached.

- Memorandum from Tom Holder, DPS Director, dated August 25, 2015
- Change order

Proposed motion: I move that the Board authorize the Chairman to execute the change order relative to the Cassidy Field complex contract with Gravity Construction in the amount of \$44,600.




TOWN OF MEDWAY
DEPARTMENT OF PUBLIC SERVICES
MEDWAY, MASSACHUSETTS

*Entrusted To
Manage The
Public
Infrastructure*

THOMAS M. HOLDER
DIRECTOR

DAVID D'AMICO
DEPUTY DIRECTOR

MEMORANDUM

To: Board of Selectmen
Copy: Michael Boynton, Town Administrator
From: Thomas Holder, DPS Director 
Date: August 25, 2015
RE: **Change Order No. 1 – \$44,600
Gravity Construction**

The water service from Winthrop Street to the Cassidy complex recently experienced a leak. Upon investigation, it was determined that the service was not made with standard materials, but rather made with irrigation hose connected with hose clamps. It was also determined that due to property constraints and obstacles, the service cannot be replaced in its current location. It will now be located on the northern edge of the Winthrop Street access driveway to the complex.

The attached Change Order No. 1 is for the proper installation of an appropriately sized 4" ductile iron service pipe, 4" "Yard Hydrant" and copper extension to the new bathroom facility and existing concessions building. This work will be performed by Gravity Construction and is scheduled to commence in September.

The funding source for this change order is the Water System Repair, Maintenance and Improvements Account (66009232 5200) within the Water Enterprise Fund. The current balance in this account is \$158,984.06. This account was established for the purpose of providing for unforeseen water infrastructure needs.

Beginning Contract Value:	\$1,510,119.60
Change Order 1 Value:	\$ 44,600.00
Amended Contract Value:	\$1,554,719.60

HIGHWAY - WATER - SEWER - FLEET - PARKS - FACILITIES - SOLID WASTE

TOWN OFFICES | 155 VILLAGE STREET | MEDWAY, MASSACHUSETTS 02053 | TEL 508-533-3275

CHANGE ORDER FORM

SRF Number	DWSRF 3768
Public Entity	Town of Medway
Contract Number	15-1
Change Order Number	1

<u>Contract Amount (As Bid)</u>	\$ 1,510,119.60
<u>Net Change in Contract Price (this change order)</u>	\$ 44,600.00
Total Adjusted Contract Price (including this and all other change orders)	\$ 1,554,719.60

This change order extends the time to complete the work by 0 calendar days.

The extended completion date is N/A

This change order checked by Cynthia Blonin 8/25/15
(Chief) Resident Engineer Date

This change order is requested by: Town of Medway

This change order is recommended by: Weston & Sampson Engineers, Inc.

[Signature] 50675 8/20/2015
Consultant Engineer P.E. Number Date

The undersigned agree to the terms of the change order.

[Signature] 8/25/15
Contractor Date

Owner Date

Certification of Appropriation under M.G.L. c.44, §31C: Adequate funding in an amount sufficient to cover the total cost of this change order is available.

By: [Signature] 8/25/15
Certification Officer (Auditor, accountant, treasurer) Date

Do not write below: this space reserved for STATE AGENCY APPROVAL

DEP/DMS

CHANGE ORDER FORM (Continued)

Public Entity Town of Medway
SRF No: DWSRF 3768 Contract No. 15-1 Change Order No. 1
Contract Title: Water Main Replacement FY15
Owner's Name: Town of Medway
Owner's Address: 155 Village Street, Medway MA 02053
Contractor's Name: Gravity Construction, Inc.
Contractor's Address: PO Box 193, Walpole MA 02071

Description of Change

Replacement of approximately 400-feet of existing water service pipe serving the Town's Cassidy Field sports facilities.

Reason for Change

During replacement of the water main in Winthrop Street it was noted that the existing water service to Cassidy Field (Town of Medway baseball field) had multiple leaks and was significantly undersized. In order to re-establish an adequate water service connection from the new water main in Winthrop Street to facilities in Cassidy Field, it was determined that the only practical solution was to replace the entire service line. The new line has been sized to accommodate the facilities and provide for proper water quality servicing.

AGENDA

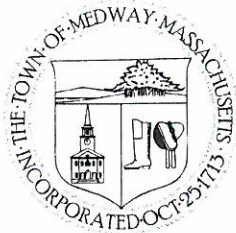
ITEM #3

Authorization of Chairman to Execute Change Order for Route 109 Engineering – Greenman Pedersen, Inc. - \$238,822.69

Associated back up materials attached.

- Memorandum from Tom Holder, DPS Director, dated August 26, 2015
- Change order

Proposed motion: I move that the Board authorize the Chairman to execute the change order relative to Route 109 engineering contract with Greenman-Pedersen, Inc. in the amount of \$238,822.69.



TOWN OF MEDWAY
DEPARTMENT OF PUBLIC SERVICES
MEDWAY, MASSACHUSETTS

*Entrusted To
Manage The
Public
Infrastructure*

THOMAS M. HOLDER
DIRECTOR

DAVID D'AMICO
DEPUTY DIRECTOR

To: Board of Selectmen
From: Thomas Holder, Director | Department of Public Services
Date: August 26, 2015
**RE: Greenman-Pedersen, Inc.- Change Order 1
RT 109 Reconstruction Project Design Services**

Please find attached three (3) copies of a **Change Order 1** to revise the amount of the Greenman-Pedersen (GPI) contract for design and engineering services related to the RT 109 Reconstruction project. Discussions with GPI have been on-going for a number of months related work requirements from both the Town of Medway and MassDOT beyond the original scope of work. The RT 109 Design Review Committee and the Town Administrator's office have been working with us to reach an agreement.

Several sheets are attached which outline the additional services rendered. Pages 1-4 of the Project Description detail the specifics. In summary, additional work was required for the following:

- Multiple meetings with various Boards, Committees, residents, and businesses to establish the design.
- Several iterations of the new Choate Park Entrance.
- Added and changed traffic signal locations.
- New right-of-way requirements from MassDOT.
- Expanded utility coordination required by MassDOT.
- Coordination with the Medway Shopping Center.
- New design documents required by MassDOT.
- Relocation of wetland replication areas.
- Extended Conservation Commission process due to the new Choate Pond Access Drive.
- Added geotechnical engineering required by MassDOT.
- Added general overhead expenses associated with the above.

Funding:

Original Contract Amount:	\$ 689,354.52	State & Federal Grant
Change Order Amount:	\$ 238,822.69	State Ch. 90 Funding
New Contract Amount:	\$ 928,177.21	
Spent to Date:	\$ 629,016.57	

We greatly appreciate your consideration of this issue.

HIGHWAY - WATER - SEWER - FLEET - PARKS - FACILITIES - SOLID WASTE



TOWN OF MEDWAY

155 Village Street
Medway, Massachusetts 02053

(508) 533-3264 (508) 533-3281 FAX

Michael E. Boynton
Town Administrator

Change Order

Change Order Number:

1

Change Order Date:

25-Aug-15

Project Name:

RT 109 Reconstruction Design Services

Contract Date:

28-Mar-11

Original Contract Amount:

\$689,354.52

Change Order Amount:

\$238,822.69

New Contract Amount incl. ALL Change Orders

\$928,177.21

Funding Account Number:

00134222-5482

Vendor

Company Name:

Greenman-Pedersen, Inc.

Address Line 1:

181 Ballardvale Street

Contact Name:

Geoffrey Howie

Address Line 2:

Suite 202

Telephone Number:

(978) 570-2958

Address Line 3:

Fax Number:

(978) 658-3044

City:

Wilmington

E-Mail Address:

ghowie@gpinet.com

State:

MA

Postal Code:

01887

Approved By:

John Forrester, Chairman, Medway Board of Selectmen

Carol Pratt, Town Accountant, Town of Medway

Christer Ericsson, Sr. Vice President, Greenman-Pedersen, Inc.

Thomas Holder, Director, Department of Public Services

Change Requested:

Provide funding for additional tasks as required by the Town and MassDOT for project design.

Reason For Change:

Detailed in package from Geoffrey Howie, GPI to Thomas Holder, Town of Medway dated August 25, 2015 subject "Medway - Route 109 - Design Amendment."

PROJECT DESCRIPTION

The following describes a number of tasks that were not included in the original Scope of Services that is part of the Contract between GPI and the Town of Medway for Preliminary Design (entered into with the town in March 2011) and Final Design (entered into with the town in January 2013). These issues are summarized in Items 1 thru 11 below. Each item should be considered out of the original scope of the project and includes a description of the additional work along with the Section where the hours have been included in the attached Scope of Services and accompanying Workhour Estimate Form.

The following items are not part of the original Scope of Work and therefore should warrant additional compensation:

- 1. Meetings** – the project has required GPI to prepare for and attend a number of meetings that were never anticipated in the original Contract. The majority of these meetings are with the Route 109 Design Committee where decisions are made regarding the project, but other meetings have included Public Information Meetings, Abutter Meetings, and General Coordination Meetings to discuss subjects such as Right of Way, Utilities, and design elements such as the Choate Park Access Drive (see Item 2 below). This includes the effort to prepare for the meeting including developing Plans and other material for discussion and coordinating with any town representatives as well as the effort to follow up after the meeting on the various discussion items. The description and additional hours for this effort have been included in **Sections 300 and 400** on the accompanying Workhour Estimate Form for this Amendment under the appropriate personnel.
- 2. Choate Park Access Drive** – as the project progressed, access to the park became an important issue with the Design Committee as well as the town. GPI was tasked with developing Alternatives for the new Access Drive, presenting these Alternatives at a number of meetings, and eventually designing the roadway and incorporating it into the Preliminary and Final Design Documents. The new Access Drive was also coordinated closely with both the Landscape Architect and Environmental Subconsultants on the Project Team to address issues with the Riverfront and Floodplain areas as well as to incorporate aesthetic features such as retaining walls and plantings into the design. The description and additional hours for this effort have been included in **Sections 300, 400 and 450** on the accompanying Workhour Estimate Form for this Amendment under the appropriate personnel.
- 3. Additional Traffic Signals** – the original Scope of Work included reconstructed traffic signals at the intersections of Main Street with Milford Street and Franklin Street at the western limit of the project and Holliston Street at the eastern limit of the project. During the design, it was determined that a traffic signal was warranted at the intersection of Main Street and Winthrop Street. Also, the desired Alternative to address access concerns in the Commercial Area was to include two (2) additional traffic signals – one at the westerly end in the vicinity of the Ocean State Job Lot and the Post Office and one at the easterly end in the vicinity of Gould's Plaza and Long Distance Tire. This design was advanced beyond the 25% Design Stage when MassDOT expressed concern over whether the traffic signals were actually warranted. It was at this time that the Tri Valley Commons Development was introduced, which eventually resulted

in the two (2) aforementioned traffic signals being reduced to one (1) traffic signal at the center of the Medway Shopping Center. Following coordination with the Consultant for the Shopping Center (see Item 6 below), it was this design that is being advanced to the Final Design Stage. The description and additional hours for this effort have been included in **Sections 300, 400 and 450** on the accompanying Workhour Estimate Form for this Amendment under the appropriate personnel.

4. Right of Way – the effort required to revise the Preliminary Right of Way Plans and coordinate them with the appropriate MassDOT and Town of Medway representatives as well as the effort to assist the Town’s Appraiser in their effort to coordinate with the various project abutters and prepare the necessary documentation required for the eventual approval of the Right of Way. The Preliminary Right of Way documents were initially prepared and submitted as part of the 25% Design Package showing Public Utility Easements (PUEs) for each relocated utility pole and/or guy wire and pole that impacted private property. This was discussed with the various project representatives and agreed upon. However, following the 25% Submission, Verizon decided to handle the easements for their work separately, thus eliminating the need for PUEs. The Plans were modified accordingly. It was then decided that the town would take the necessary easements for the relocated utility poles and/or guy wires and poles and eventually grant easements to the utility to gain access to these facilities, thus requiring yet another change to the Right of Way documents. Also, during the first half of 2014, the town’s Appraiser required an extensive amount of assistance from GPI in coordinating and eventually finalizing the Appraisal Package that would eventually be used by the town to appropriate the necessary funds. Finally, GPI prepared the Alteration Plans for the Board of Selectmen Vote and the recording of them at the Registry. The description and additional hours for this effort have been included in **Sections 300, 400 and 500** on the accompanying Workhour Estimate Form for this Amendment under the appropriate personnel.

5. Utility Coordination – the effort required to coordinate mainly with Verizon as well as some of the other utilities and incorporate this information into the design. MassDOT’s policy regarding utilities and how they are handled during construction, which was adopted following the 25% Design for this project, now requires a substantial amount of coordination with the various utilities to make sure the information is included in the design. This effort involved communicating the utility pole and guy wire and pole layout with Verizon, discussing the design, and addressing their numerous comments on the layout of their facilities. This effort also involved coordinating with Hager Geosciences, Inc. (HGI) in order to have them locate the existing Verizon ductbank within the project limits through the use of ground penetrating radar. Although the town contracted directly with HGI on this work, GPI was responsible to provide HGI with plans of the areas and coordinate the schedule for this work. The description and additional hours for this effort have been included in **Sections 300, 400, 450 and 800** on the accompanying Workhour Estimate Form for this Amendment under the appropriate personnel.

6. Medway Shopping Center Coordination – the effort required to coordinate with the Medway Shopping Center’s Consultant on the layout of the latest traffic signal and driveway configuration for the Shopping Center. This effort included the preparation of Plans for their review, the preparation for and attendance at Coordination Meetings, and the review of information from them concerning the design. The description and additional hours for this

effort have been included in **Sections 300, 400 and 450** on the accompanying Workhour Estimate Form for this Amendment under the appropriate personnel.

7. Design Exception Report – although not initially required when the Contract was developed, the preparation of a Design Exception Report (DER) became necessary following MassDOT's review of the 25% and 75% Design Plans. Since this project was considered to be a 3R (Resurfacing, Restoration and Rehabilitation) type project, MassDOT agreed that a DER would not be required. However, during the design development and eventual review by MassDOT during both the 25% and 75% Design Stages, it was determined that a DER would be needed. GPI began preparing the document for a substandard horizontal curve, substandard vertical curves and the fact that appurtenances are located closer than the allowable minimal lateral offset of 18" from the roadway. At around the time of the 100% Design Submission, it was finally decided that a Design Exception was not required. Unfortunately, GPI had already prepared the majority of this document. The description and additional hours for this effort have been included in **Section 220** on the accompanying Workhour Estimate Form for this Amendment under the appropriate personnel.

8. Wetland Replication – the effort required to flag, survey, and incorporate an offsite area into the Notice of Intent (NOI) for the project. Initially, the wetland replication was taking place at the location of the wetland impacts – the Charles River Bank property. However, it was eventually decided that because this wetland replication would need to take place on private property, the town suggested that replication should be moved to an offsite location that was owned by the town. The site selected was the John D. McGovern School which is located north of the project. GPI and our Subconsultant Nover-Armstrong, Inc. was required to review the site, coordinate with the Conservation Commission, including attending a Coordination Meeting, flag the wetlands, survey and map the wetlands, and finally prepare the NOI for review by MassDOT before filing the document. The description and additional hours for this effort have been included in **Section 150** on the accompanying Workhour Estimate Form for this Amendment under the appropriate personnel. It should be noted that GPI's time is included in Section 150 while Nover-Armstrong's time is included as a Direct Expense with their backup provided.

9. Notice of Intent – Both GPI and Nover-Armstrong were required to attend four (4) separate hearings with the Medway Conservation Commission mainly to justify to the Commission the overriding safety need for the Choate Park Access Drive at the location where it was proposed. Documentation was also prepared for these meetings to present and discuss with the Commission concerning this work. The description and additional hours for this effort have been included in **Section 150** on the accompanying Workhour Estimate Form for this Amendment under the appropriate personnel. It should be noted that GPI's time is included in Section 150 while Nover-Armstrong's time is included as a Direct Expense with their backup provided.

10. Geotechnical Report – As a result of the extensive 100% Review Comments from the MassDOT Geotechnical Section on the project, GPI was responsible to coordinate with Nobis Engineering Inc. (Nobis) on the preparation of a Geotechnical Report for the proposed Modular Block Retaining Wall located along the north side of Main Street in the vicinity of the Charles River Bank. Although the town contracted directly with Nobis for this work, GPI was

responsible to provide Nobis with the various calculations and design documents that were developed during the earlier stages of the project and to coordinate with Nobis on the report and eventually review it prior to submitting the PS&E Package in July 2015. The description and additional hours for this effort have been included in **Section 600** on the accompanying Workhour Estimate Form for this Amendment under the appropriate personnel.

11. Miscellaneous Direct Expenses – additional Direct Expenses, many of which are necessary due to the aforementioned tasks, have become necessary as the project has progressed. These Expenses include Traffic Signal Borings (for the additional traffic signal locations – See Item 3 above), Mileage (for the additional meetings – see Item 1 above), the preparation of a Construction Time Duration which is a recent MassDOT requirement (this shall be handled by a Subconsultant GPI has used in the recent past), and other miscellaneous expenses.

Descriptions of the tasks applicable to this Contract Amendment are as follows:

SECTION 150 ENVIRONMENTAL

176 Wetland Resource Area Delineation

Conduct wetland resource area delineation in accordance with the Massachusetts Wetlands Protection Act (WPA), the Federal Clean Water Act, the *Corps of Engineers Wetlands Delineation Manual (1987 edition)*, and guidance in *Clarification and Interpretation of the 1987 Manual*, dated March 6, 1992. Include all field time associated with delineating the wetland boundaries and time attending local, state, and federal site meetings to review and verify wetland boundary lines. If applicable, documentation must be provided on state Appendix G Wetland Delineation Forms or US Army Corps Wetland Determination Forms for submittal to regulatory agencies.

179 WPA Notice of Intent (NOI)

Prepare and submit an NOI to the local conservation commission in accordance with the WPA. Tasks include preparation of all associated forms and backup documentation; permit plans, coordination during review, site walks, and attending conservation commission hearings. Both GPI and Nover-Armstrong were required to attend four (4) separate Conservation Commission Hearings mainly to justify to the Commission the overriding safety need for the Choate Park Access Drive at the location where it was proposed. Documentation was also prepared for these meetings to present and discuss with the Commission concerning this work.

SECTION 220 - DESIGN EXCEPTION REPORT

221 Evaluate the 13 Controlling Criteria

Compare the recommended values of the 13 controlling criteria of Chapter 2 of the Guidebook to the proposed values. Revisit those features requiring a design exception and work toward developing a design that is consistent with current recommended design standards.

222 Perform Incremental Evaluation

For each of the controlling criteria that do not meet the current recommended design criteria, prepare a summary of impacts resulting from implementing the desirable, minimum and the proposed designs. Also include a summary of impacts of designs in the range between the minimum and the proposed designs. Include right of way impacts, impacts to trees, walls, wetland resource areas, constructions costs and other impacts which influence the selected design.

223 Prepare Narrative/Report

Prepare a Design Exception Report including a narrative, traffic analysis, typical sections, photographs, and summary of impacts.

SECTION 300 25% HIGHWAY DESIGN SUBMISSION

302 Utility Coordination

Contact utility companies to verify locations of existing utilities and to assess impacts to those facilities. Ensure that the proposed design addresses impacts associated with accommodating both existing and proposed utilities. Provide a list of utility companies that may be affected by the proposed work, as part of the 25% submission.

307 Meetings and Liaison

Attend coordination meetings, as scoped with MassDOT, the community, utility-owners, local commissions and others. Prepare and distribute minutes of the meeting.

309 Preliminary Horizontal Geometry

Develop horizontal geometry based on the proposed cross section, horizontal clearances, the proposed design speed and functional classification. Develop horizontal roadway geometry at intersections.

310 Preliminary Vertical Geometry

Develop vertical geometry based on the proposed design speed giving consideration to drainage, vertical clearances, construction cost and the interfacing with the proposed horizontal geometry.

311 Cross Section Studies

Conduct iterative horizontal and vertical geometry refinements for critical cross sections based on the interface with the proposed roadway cross-section and existing features.

312 Prepare Cross Sections

Prepare cross sections to determine the tops and bottoms of slope. Evaluate the impacts to resource areas, the need for retaining walls and determine the limits of work at driveways.

313 Plot Proposed Layout and Easements

Plot proposed alterations to existing layouts and proposed permanent or temporary easements and rights of entry, based on the limits of work determined by the cross sections.

320 Traffic Signals

Prepare signal plans depicting signal head type, quantity, and location. and include the sequence and timing chart and preferential phasing diagram. Additional guidance regarding the Traffic related details required for the 25% Design Submission is described in the Traffic and Safety Engineering 25% Design Submission Guidelines.

SECTION 400 75% HIGHWAY DESIGN SUBMISSION

403 Meetings Liaison and Coordination

Attend meetings and provide the liaison necessary to advance the design of a project. Coordinate and attend meetings with MassDOT's Boston and District Offices, community representatives, planning agencies, as determined in the project scoping process. Provide MassDOT with minutes of the meetings.

404 Utility Coordination

Contact utility companies affected by the proposed work. Discuss project impacts and note the locations of relocated utilities (poles, pipes, etc.) on the plans. Include estimate and special provisions for publicly owned utility work that is to be performed by the construction contractor.

405 Final Horizontal Design Geometrics

Adjust the horizontal geometry based on the 25% review comments and comments stemming from the Design Public Hearing. Plans must clearly show all aspects of the horizontal geometry, including curve components such as Point of Curvature (PC), Radius (R), DELTA, Length of Curve (L), Tangent (T) and Point of Tangency (PT) along with a description of roadway widths, station equations and horizontal offsets between survey baseline and design centerline.

406 Final Vertical Design Geometrics

Adjust vertical geometry based on 25% review comments and comments stemming from the Design Public Hearing. Plans must clearly show all pertinent aspects of the vertical geometry including Stopping Sight Distance (SSD), Passing Sight Distance (PSD), Grade 1 (G1), Grade 2 (G2), Length of Vertical Curve (L), K (factor), station and elevation of Point of Vertical Curvature (PVC), Point of Vertical Tangency (PVT) and Point of Vertical Intersection (PVI). Profiles are to be prepared in accordance with the Guidebook.

409 Plot Cross Sections

Adjust cross sections to ensure that the slope limits and treatments of each cross section are crafted to suit the specific site locations. Individual cross sections should be evaluated regarding guardrail locations, gravel box detail, pay limits, and the need for subdrains and retaining walls.

410 Plot Proposed Layout and Easements

Adjust the plans based on the limits establish by the final cross sections to ensure that adequate right of way is available to perform the work. Existing layout lines, proposed alterations and any temporary or permanent easements must be clearly labeled.

411 Construction Plans

Prepare the Construction Plans in accordance with the Guidebook. Each item of work within the project limits must be clearly labeled. Drawings must be formatted as described in the Guidebook.

413 Drainage and Water Supply Details

Clearly show all existing and proposed drainage and water supply installations. The drainage and water supply design must address all work required to accommodate the proposed roadway improvements.

During the Project's design development, the plan presentation of proposed drainage facilities will show rim and invert elevations. These will be included in a separate CADD layer, so that they can be frozen off in the PS&E documents. These elevations shall not be shown on the final plans.

414 Traffic Signs

Identify locations for all warning, regulatory and route marker signs. Indicate on the construction plans the status of existing sign structures.

416 Traffic Signals and Plan Preparation

Include designs for traffic signal installations, supports, and foundations. Develop traffic signal specifications. Finalize phasing details and prepare the traffic signal plans.

417 Pavement Markings and Plan Preparation

Design and layout the roadway pavement markings, stop lines, cross walks, gore markings, etc. Prepare pavement marking plans.

423 Quantity & Cost Estimate (Weighted Average Bid Application)

Prepare a detailed estimate using MassDOT's Weighted Average Bid Application (WABA). Also prepare a calculation book based on the latest edition of the Standard Nomenclature. Check that every item of work shown on the plans has a pay item.

Provide tracking of significant changes (greater than 10%) since the 25% estimate.

424 Special Provisions

Prepare draft special provisions based on the latest edition of the Standard Specifications for Highways and Bridges and Supplemental Specifications, and verify that every item in the estimate that is listed in the Standard Nomenclature with an asterisk (*) has a special provision. Ensure that special provisions are drafted only when absolutely necessary to describe a specific or unique activity to be performed by the contractor.

SECTION 450 100% HIGHWAY DESIGN SUBMISSION

452 Finalize Plans

Prepare a set of plans addressing all comments received from the 75% review. Ensure that the plans are clear and are prepared in accordance with Chapter 2 of the Guidebook.

453 Finalize Special Provisions

Review the special provisions to ensure that the special provisions do not duplicate those with respect to Division I of the Standard Specifications. Review the Method of Measurement and Basis of Payment for every item in order to ensure that the special provisions are clearly defined and not ambiguous.

454 Finalize Quantity and Cost Estimate (W.A.B.A. & Calculation Book)

Prepare Detail Sheets, Quantity Sheets, and a Cost Summary Sheet. Finalize calculation book in accordance with Chapter 18 of the Guidebook. Prepare calculations for all items of work that have a pay item. Identify any non-participating work. The estimate submitted shall be prepared using MassDOT's Weighted Average Bid Application (WABA).

Provide tracking of significant changes (greater than 10%) since the 75% estimate.

458 Construction Contract Time Determination

Refer to Standard Task Description 428 (Construction Contract Time Determination) which details the effort involved in this task for the 75%, 100% and PS&E Submissions.

SECTION 500 - RIGHT OF WAY

501 Preliminary Right of Way Plans

Review the relationship between the limits of work necessary to satisfactorily construct the proposed improvements and the existing layout. Determine appropriate limits of alterations to existing layouts, takings, permanent easements, temporary easements, etc. Prepare Preliminary Right of Way Plans in accordance with Chapter 18 of the Guidebook. The Right of Way Plans

include Title Sheet, Typical Sections, Parcel Summary Sheet, Location Maps and Property Plan Sheets.

502 Layout Plans and Order of Taking

Prepare Layout Plans based on the approved Preliminary Right of Way Plans. Show lengths and bearings of all lines and calculate areas. The Layout Plans shall be prepared in accordance with Chapter 18 of the Guidebook and shall include the proposed layout lines, property lines, corner markers, names of property owners, parcels to be taken, access and non-access points and the locations of all bounds. The preparation of a Decree Plan shall be included, if required.

SECTION 600 - GEOTECHNICAL DESIGN

606 Geotechnical Report

Prepare and edit the Geotechnical Report in accordance with the Bridge Manual and other guidelines. Correlate the contents of the report with the project construction plans.

607 Meetings, Reviews and Liaisons

Coordinate and meet with MassDOT for reviews, revisions, and advancement of project submittals.

SECTION 800 - PS&E SUBMISSION

802 Finalize Plans, Specifications and Estimate

Ensure that all comments from 100% review are addressed and reflected in the contract documents.

MassDOT - HIGHWAY DIVISION

SCOPING WORKBOOK Form 1.3 Work Hour Estimate

City/Town	Medway	Contract No.:						
Location:	Main Street (Route 109)	Assignment No.:						
Revisions Effective:		605657	ProjInfo No.:				605657	
SECTION 100								
PROJECT DEVELOPMENT ENGINEERING								
		PIC	PM	SE	Eng	AE	ET	TOTAL
101	Project Concept Preparation (Development of Purpose and Need)							
102	Preliminary Project Area Analysis							
103	Reasonable Alternative(s) Identification							
104	Alternatives Analysis & Report Preparation							
105	Project Design Schedule Development and Monthly Updates							
SUBTOTAL								
SECTION 150								
ENVIRONMENTAL								
		PIC	PM	SE	Eng	AE	ET	TOTAL
151	Early Environmental Coordination Design Submission Checklist							
152	Hist./Arch. - Federal Section 106 and State Chapter 254							
153	Reserved							
154	Hazardous Materials Research/Review							
155	Project Development Meetings and Hearings							
156	NEPA/MEPA Determination							
157	NEPA - Categorical Exclusion (CE)							
158	NEPA - Environmental Assessment (EA)							
159	NEPA - Draft Environmental Impact Statement (EIS)							
160	NEPA - Final Environmental Impact Statement (EIS)							
161	NEPA - Supplemental Environmental Impact Statement (EIS)							
162	NEPA - Reevaluation							
163	MEPA - Environmental Notification Form (ENF)							
164	MEPA - Draft Environmental Impact Report (DEIR)							
165	MEPA - Final Environmental Impact Report (FEIR)							
166	MEPA - Notice of Project Change (NOPC)							
167	MEPA - Supplemental Environmental Impact Report (SEIR)							
168	Reserved							
169	Reserved							
170	USACE Section 404 General Permit (PGP)							
171	USACE Individual Section 404 Permit							
172	U.S. Coast Guard Bridge Permit							
173	Programmatic Section 4(f) Evaluation							
174	Draft Individual Section 4(f) Evaluation							
175	Final Individual Section 4(f) Evaluation							
176	Wetland Resource Area Delineation							
177	WPA Abbr. Notice of Resource Area Determination (ANRAD)		2	2	4	4	20	32
178	WPA Request for Determination of Applicability (RDA)							
179	WPA Notice of Intent (NOI)		8	16		16		40
180	WPA Variance							
181	Chapter 91 License/Permit Application							
182	Water Quality Certification							
183	Coastal Zone Management Consistency Review							
184	Wildlife/Rare Species Assessment							
185	Essential Fish Habitat Assessment							
186	Reserved							
187	Impaired Waterbody Assessment and Water Quality Data Form							
SUBTOTAL			10	18	4	20	20	72

SCOPING WORKBOOK Form 1.3 Work Hour Estimate

City/Town	Medway	Contract No.:	
Location:	Main Street (Route 109)	Assignment No.:	
Revisions Effective		605657	ProjInfo No.:
			605657
SECTION 200			
FUNCTIONAL DESIGN REPORT (FDR)			
		PIC	PM
		SE	Eng
		AE	ET
			TOTAL
201	Establish Purpose and Need		
202	Public and Agency Outreach		
203	Evaluate Existing Conditions / Context		
204	Prepare Traffic Volumes		
205	Conduct Safety Analysis		
206	Evaluate Signal Warrants		
207	Operational Analysis for Existing Conditions		
208	Establishment of Basic Design Controls and Evaluation Criteria		
209	Development of Alternatives		
210	Operational Analysis for Future Conditions		
211	Preferred Alternative		
212	Complete Streets		
213	GreenDOT		
214	Traffic Management		
215	Construction Cost		
216	Conclusion and Recommendation		
217	Report Preparation		
SUBTOTAL:			
SECTION 220			
DESIGN EXCEPTION REPORT			
		PIC	PM
		SE	Eng
		AE	ET
			TOTAL
221	Evaluate 13 Controlling Criteria		2
			16
			4
			22
222	Perform Incremental Evaluation		4
			24
			4
			32
223	Prepare Narrative/Report		2
			16
			4
			22
SUBTOTAL:			8
			56
			12
			76
SECTION 230			
INTERCHANGE JUSTIFICATION / MODIFICATION REPORT (IJR / IMR)			
		PIC	PM
		SE	Eng
		AE	ET
			TOTAL
231	Prepare an IJR/IMR		
SUBTOTAL:			
SECTION 300			
25% HIGHWAY DESIGN SUBMISSION			
		PIC	PM
		SE	Eng
		AE	ET
			TOTAL
301	Project Initiation and Data Compilation		
302	Utility Coordination		4
			4
			2
			8
			18
303	Survey Coordination and Controls		
304	Base Plans, Profiles and Typical Sections		
305	Field Reconnaissance		
306	Plot Existing Layout Lines		
307	Meetings and Liaison		40
			40
			16
			12
			108
308	Determine Roadway Cross Section		
309	Preliminary Horizontal Geometry		2
			2
			4
			8
310	Preliminary Vertical Geometry		2
			2
			4
			8
311	Cross Section Studies		2
			2
			4
			8
312	Prepare Cross Sections		2
			2
			4
			8
313	Plot Proposed Layout and Easements		2
			4
			8
			14

SCOPING WORKBOOK Form 1.3 Work Hour Estimate

City/Town	Medway	Contract No.:						
Location:	Main Street (Route 109)	Assignment No.:						
Revisions Effective:		605657	ProjInfo No.: 605657					
SECTION 300 (Cont'd)								
25% HIGHWAY DESIGN SUBMISSION								
		PIC	PM	SE	Eng	AE	ET	TOTAL
314	Pavement Design							
315	Typical Sections							
316	Construction Details							
317	Hydrological Studies and Hydraulics Report							
318	Preliminary Drainage and Utility Studies							
319	Lane Configurations							
320	Traffic Signals		4	24	24	16		68
321	Signs and Pavement Markings							
322	Traffic Management							
323	Reserved							
324	Constructability Review							
325	Quality Control (QC) Review							
326	Preliminary Construction Estimate							
327	Submission Checklists							
328	Modifications and Revisions							
329	Value Engineering (VE)							
330	Construction Contract Time Determination							
331	Incentives/Disincentives							
SUBTOTAL			58	68	54	60		240
SECTION 350								
DESIGN PUBLIC HEARING								
		PIC	PM	SE	Eng	AE	ET	TOTAL
352	Hearing Preparation							
353	Design Public Hearing							
SUBTOTAL								
SECTION 400								
75% HIGHWAY DESIGN SUBMISSION								
		PIC	PM	SE	Eng	AE	ET	TOTAL
401	Response to 25% Comments							
402	Field Reconnaissance							
403	Meetings, Liaison and Coordination		80	48	40	40		208
404	Utility Coordination		24	12	24	40	8	108
405	Final Horizontal Design Geometrics		2	4	4	24		34
406	Final Vertical Design Geometrics		2	4	4	24		34
407	Pavement Design							
408	Typical Cross Sections							
409	Plot Cross Section			4	8	24		36
410	Plot Proposed Layout and Easements		8	24	8	24		64
411	Construction Plans		2	2	8	24	8	44
412	Grading and Tie Plans							
413	Drainage and Water Supply Details		2	8		32		42
414	Traffic Signs			4	6			10
415	Guide Sign Design & Overhead Directional (OD) Elevations							
416	Traffic Signals and Plan Preparation		8	32	40	24		104
417	Pavement Markings and Plan Preparation		2	4	12			18
418	Traffic Management							
419	Highway Lighting Plans and Details							
420	Landscaping and Plan Preparation							

SCOPING WORKBOOK Form 1.3 Work Hour Estimate

City/Town	Medway	Contract No.:						
Location:	Main Street (Route 109)	Assignment No.:						
Revisions Effective:		ProjInfo No.:	605657					
SECTION 400 (Cont'd)								
75% HIGHWAY DESIGN SUBMISSION								
		PIC	PM	SE	Eng	AE	ET	TOTAL
421	Erosion Control							
422	Miscellaneous Contract Plans							
423	Quantity & Cost Estimate (Weighted Average Bid Application)		2	8		8		18
424	Special Provisions		4	4				8
425	Constructability and Quality Control (QC) Review							
426	Submission Checklist							
427	Bottom Up Estimate and Reconciliation (if required)							
428	Construction Contract Time Determination							
429	Incentives/Disincentives with Road User Calculation							
SUBTOTAL			136	158	154	264	16	728
SECTION 450								
100% HIGHWAY DESIGN SUBMISSION								
		PIC	PM	SE	Eng	AE	ET	TOTAL
451	Respond to 75% Comments							
452	Finalize Plans		24	32	40	40	60	196
453	Finalize Special Provisions		4	8				12
454	Finalize Quantity and Cost Estimate (W.A.B.A. & Calculation Book)		4	4	8	12		28
455	Quality Control (QC) Review							
456	Submission Checklist							
457	Bottom Up Estimate and Reconciliation (if required)							
458	Construction Contract Time Determination		4	2		8		14
459	Incentives/Disincentives							
SUBTOTAL			36	46	48	60	60	250
SECTION 500								
RIGHT OF WAY								
		PIC	PM	SE	Eng	AE	ET	TOTAL
501	Preliminary Right of Way Plans		32	32	24	120	60	268
502	Layout Plans and Order of Taking		16			40	16	72
503	Written Instrument							
504	Final Right of Way Plans							
SUBTOTAL			48	32	24	160	76	340
SECTION 600								
GEOTECHNICAL DESIGN								
		PIC	PM	SE	Eng	AE	ET	TOTAL
601	Research Available Subsurface Data							
602	Field Reconnaissance							
603	Subsurface Investigation Plan							
604	Subsurface Investigation Inspection							
605	Office Studies, Analysis and Testing							
606	Geotechnical Report		2	2	4			8
607	Meetings, Reviews and Liaison		2	4	8			14
608	Final Plans, Specifications and Estimates							
SUBTOTAL			4	6	12			22

SCOPING WORKBOOK Form 1.3 Work Hour Estimate

City/Town	Medway	Contract No.:					
Location:	Main Street (Route 109)	Assignment No.:					
Revisions Effective:		605657	ProjInfo No.: 605657				
SECTION 700							
PROJECT DEVELOPMENT - STRUCTURAL							
	PIC	PM	SE	Eng	AE	ET	TOTAL
701	Field Investigation						
702	Determine Bridge Configurations						
703	Preliminary Structural Analysis						
704	Comparative Design and Cost Analyses						
705	Preliminary Structures Report Preparation						
706	Bridge Type Selection Worksheet Preparation						
707	Meetings and Liaison						
708	Hydraulics Study and Report (Bridges over Water)						
SUBTOTAL							
SECTION 710							
SKETCH PLANS							
	PIC	PM	SE	Eng	AE	ET	TOTAL
711	Establish Boring Locations						
712	Reserved						
713	Sketch Plan Development						
714	Meetings, Coordination and Liaison						
715	Constructability Review						
716	Submission Checklist						
SUBTOTAL							
SECTION 750							
FINAL BRIDGE DESIGN							
	PIC	PM	SE	Eng	AE	ET	TOTAL
751	Structural Design - Superstructure						
752	Structural Design - Substructure						
753	Bridge Layout Geometries						
754	Contract Drawings						
755	First Review Submission						
756	Quantity Cost Estimates						
757	Special Provisions						
758	Second Review Submission						
759	FHWA Reviews						
760	Meetings and Liaison						
761	Constructability and Quality Control (QC) Review						
762	Submission Check List						
SUBTOTAL							
SECTION 800							
PS&E SUBMISSION							
	PIC	PM	SE	Eng	AE	ET	TOTAL
801	Respond to 100% Comments						
802	Finalize Plans, Specifications and Estimate		4	16	16		36
803	Prepare Detail Sheets						
804	Combine Highway and Bridge						
805	Quality Control (QC) Review						
806	Finalize Bottom Up Estimate and Estimate Reconciliation (if required)						
807	Finalize Construction Contract Time Determination						
808	Finalize Incentives/Disincentives						
SUBTOTAL			4	16	16		36

SCOPING WORKBOOK Form 1.3 Work Hour Estimate

City/Town	Medway	Contract No.:						
Location:	Main Street (Route 109)	Assignment No.:						
Revisions Effective		605657	ProjInfo No.: 605657					
SECTION 900								
CONSTRUCTION ENGINEERING								
		PIC	PM	SE	Eng	AE	ET	TOTAL
901	Pre-Bid Services							
902	Pre-Construction Conference							
903	Highway Shop Drawings and Signal Permit							
904	Bridge and Wall Shop Drawings							
905	Bridge Construction Procedures							
906	Furnishing Advice and Field Visits							
907	Geotechnical Construction Evaluation							
908	Bridge Rating and Photographs							
SUBTOTAL								

SCOPING WORKBOOK Form 1.4 Summary Table

City/Town	Medway	Contract No.:	0						
Location:	Main Street (Route 109)	Assignment No.:	0						
	0	Projinfo No.:	605657						
Effective Date	November 2013		605657						
HOURLY RATE SUMMARY									
	GPI		3						
		PIC	PM	SE	Eng	AE	ET		
DIRECT HOURLY RATE (\$) (Design)		\$51.00	\$51.00	\$50.91	\$40.37	\$29.73	\$26.32		
DIRECT HOURLY RATE (\$) (Construction)		\$51.00	\$51.00	\$51.00	\$43.47	\$32.01	\$28.34		
HOURLY RATE (\$) (Design)		\$51.00	\$51.00	\$50.91	\$40.37	\$29.73	\$26.32		
HOURLY RATE (\$) (Construction)		\$51.00	\$51.00	\$51.00	\$43.47	\$32.01	\$28.34		
WORK HOUR AND FEE SUMMARY									
	TASK DESCRIPTION	PIC	PM	SE	Eng	AE	ET	Task Hour	Task Fee
100	PROJECT DEVELOPMENT ENGINEERING	0	0	0	0	0	0	0	\$ -
150	ENVIRONMENTAL	0	10	18	4	20	20	72	\$ 2,708.86
200	FUNCTIONAL DESIGN REPORT	0	0	0	0	0	0	0	\$ -
220	DESIGN EXCEPTION REPORT	0	8	0	56	12	0	76	\$ 3,025.48
230	INTERCHANGE JUSTIF./MODIF. REPORT	0	0	0	0	0	0	0	\$ -
300	25% HIGHWAY DESIGN SUBMISSION	0	58	68	54	60	0	240	\$ 10,383.66
350	DESIGN PUBLIC HEARING	0	0	0	0	0	0	0	\$ -
400	75% HIGHWAY DESIGN SUBMISSION	0	136	158	154	264	16	728	\$ 29,466.60
450	100% HIGHWAY DESIGN SUBMISSION	0	36	46	48	60	60	250	\$ 9,478.62
500	RIGHT OF WAY	0	48	32	24	160	76	340	\$ 11,803.12
600	GEOTECHNICAL DESIGN	0	4	6	12	0	0	22	\$ 993.90
700	PROJECT DEVELOPMENT - STRUCTURAL	0	0	0	0	0	0	0	\$ -
710	SKETCH PLANS	0	0	0	0	0	0	0	\$ -
750	FINAL BRIDGE DESIGN	0	0	0	0	0	0	0	\$ -
800	PS&E SUBMISSION	0	4	16	0	16	0	36	\$ 1,494.24
900	CONSTRUCTION ENGINEERING	0	0	0	0	0	0	0	\$ -
TOTAL WORK-HOURS		0	304	344	352	592	172	1764	
								TOTAL FEE:	\$ 69,354.48
ACTUAL PERCENTAGES		0	17	20	20	34	10		
(TYPICAL PERCENTAGES)		1-3%	10-15%	15-25%	25-35%	10-15%	10-15%		
DESIGN CONSTRUCTION TOTALS									
(a) Salary Costs			\$ 69,354.48	\$ -	\$ 69,354.48				
(b) Indirect Costs (%)	155.00%		\$ 107,499.44	\$ -	\$ 107,499.44				
(c) Net Fee (%)	11.80%		\$ 20,868.76	\$ -	\$ 20,868.76				
TOTAL LIMITING FEE			\$ 197,722.69	\$ -	\$ 197,722.69				
(d) Direct Expenses			\$ 41,100.00	\$ -	\$ 41,100.00				
MAXIMUM PAYMENT AMOUNT			\$ 238,822.69	\$ -	\$ 238,822.69				
MAXIMUM OBLIGATION					\$ 238,822.69				
								SAY	\$ 238,900.00

MassDOT - HIGHWAY DIVISION

SCOPING WORKBOOK

Medway				
Main Street (Route 109)				
Revisions Effective November 2013				605657
GPI	EXHIBIT B BUDGET - COST PLUS			3
0				
		PRELIMINARY ENGINEERING	CONSTRUCTION ENGINEERING	TOTALS
(a) Salary Costs		\$69,354.48	\$0.00	\$69,354.48
(b) Indirect Costs	155.00%	\$107,499.44	\$0.00	\$107,499.44
(c) Net Fee	11.80%	\$20,868.76	\$0.00	\$20,868.76
TOTAL LIMITING FEE		\$197,722.69	\$0.00	\$197,722.69
(d) Direct Costs		\$41,100.00	\$0.00	\$41,100.00
MAX PAYMENT AMOUNT		\$238,822.69	\$0.00	\$238,822.69
MAXIMUM OBLIGATION				\$238,822.69
GPI Expense Summary - Design				
	Travel	\$	1,500.00	
	Printing and Reproductions	\$	1,500.00	
	Borings (Signals, Walls and Signs)	\$	10,000.00	
	Construction Time Duration	\$	10,000.00	
	Other	\$	1,000.00	
		\$	24,000.00	
Nover-Armstrong Associates, Inc. - Design				
	Total Limiting Fee	\$	12,600.00	
	Total Direct Expenses	\$	1,000.00	
	MAXIMUM OBLIGATION	\$	13,600.00	
Power Engineers, Inc. - Design				
	Total Limiting Fee	\$	3,500.00	
	Total Direct Expenses	\$	-	
	MAXIMUM OBLIGATION	\$	3,500.00	
	GPI Direct Expenses	\$	24,000.00	
	Nover-Armstrong Associates, Inc.	\$	13,600.00	
	Power Engineers, Inc.	\$	3,500.00	
	TOTAL DIRECT EXPENSES	\$	41,100.00	

AGENDA

ITEM #4

Approval – Amended Compensation Values for Route 109 Takings

Associated back up materials attached.

- *Revised Order of Taking Value for RT 109 Project*

Proposed motion: I move that the Board approve the amended compensation values associated with the Route 109 takings as outlined.

Revised Order of Taking Value for RT 109 Project

The engineers made some last minute changes to areas needed for temporary easements. All of the areas listed on the Order of Taking were correct. All of the compensation values were corrected prior to the Order of Taking except for two easements on one parcel shown below. Appraised values per square foot should have been used to raise the value of compensation based on the new area. That correction is shown below.

Original value on the Order of Taking is \$8,612. It should be amended to \$9,146.

	Easement No.	Order of Taking 8/17/15 Value	Appraised Area	\$ per sq. ft	Order of Taking 8/17/15 Area	Revised Value
P&A REALTY TRUST 82 Holliston Street	PUE-15	\$ 5,670	1,340	\$ 4.23	1,340	\$ 5,670
	TE-122	\$ 1,614	372	\$ 4.34	372	\$ 1,614
	TE-123	\$ 755	174	\$ 4.34	238	\$ 1,033
	TE-156	\$ 573	132	\$ 4.34	191	\$ 829
Total:		\$ 8,612	2,018		2,141	\$ 9,146

AGENDA

ITEM #5

Approval – Change of Hours – Sri Sitaram Enterprises LLC d/b/a Medway Mart

Associated back up materials attached.

- Alcoholic Beverages Control Commission *Monetary Transmittal Form*
- ABCC Form 43
- *Change of Hours Checklist*
- Certificate of LLC Vote

Proposed motion: I move that the Board approve a change of hours of operation for Sri Sitaram Enterprises LLC d/b/a Medway Mart to the following: Sunday 10AM-10PM, Monday through Saturday 8AM-10PM.

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

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

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

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

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

LICENSEE NAME: SRI SITARAM ENTERPRISES L.L.C DBA MEDWAY MART

ADDRESS: 141, VILLAGE ST

CITY/TOWN: MEDWAY

STATE MA

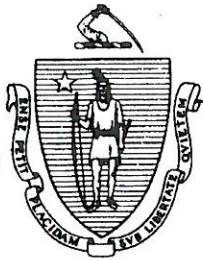
ZIP CODE 02053

TRANSACTION TYPE (Please check all relevant transactions):

- Change of Hours
 Change of DBA
 Charity Wine License

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

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



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

For Reconsideration

FORM 43
 MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

068400019	Medway	08/31/2015
ABCC License Number	City/Town	Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

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

Name of Licensee	Sri Sitaram Enterprises, LLC	EIN of Licensee	205778789
D/B/A	Medway Mart	Manager	Piyush Patel
ADDRESS:	141 Village Street	CITY/TOWN:	Medway
		STATE	MA
		ZIP CODE	02053

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

Complete Description of Licensed Premises:

1700 sq. ft. of retail space in strip mall; with two rear doors for deliveries, front entrance, one restroom and basement for use as storage area.

Application Filed:	Aug 21, 2015	Advertised:		Abutters Notified:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Date & Time		Date & Attach Publication		

Licensee Contact Person for Transaction	Piyush Patel	Phone:	508-533-4437
ADDRESS:	141 Village Street	CITY/TOWN:	Medway
		STATE	MA
		ZIP CODE	02053

Remarks: Change of operating hours - open 8AM/close 10PM [Monday through Saturday]; open 10AM/close 10PM [Sunday]

The Local Licensing Authorities By: _____

Alcoholic Beverages Control Commission
 Ralph Sacramone
 Executive Director

ABCC Remarks: _____

Change of Hours Checklist

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

- Vote of Corporate Board or LLC

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

CERTIFICATE OF LLC VOTE

This is to certify that at a special meeting of the Sri Sitaram Enterprises LLC members, held at the office of the Sri Sitaram Enterprises LLC located at 38 Upland Road, Ashland, MA 01721 on August 19th, 2015, at 1:00 P.M., all the members being present and voting, it is unanimously voted to extend the Beer and Wine sales on:

Sunday from 10:00 A.M. to 10:00 P.M.

Monday – Friday from 8:00 A.M. to 10:00 P.M.

Saturday from 8:00 A.M. to 10:00 P.M.

per Town of Medway and State of Massachusetts alcoholic beverage sales rules and regulations.

A TRUE COPY

ATTEST: Piyush Patel

Piyush Patel
LLC Manager/Member

AGENDA

ITEM #6

Approval – One-Day Liquor License Applications

- a. Jason Rose, Thayer Homestead – September 5, 2015
- b. Lisa [Beksha] Bravo, Thayer Homestead – September 6, 2015
- c. Milford Area Chamber of Commerce, Thayer Homestead – September 9, 2015
- d. Premier Bartending, Thayer Homestead – September 20, 2015
- e. Laura McLaughlin, Thayer Homestead – October 25, 2015
- f. Tiffany Rose, Thayer Homestead – November 7, 2015
- g. Scott Buchanan/Melissa Ostrout – Thayer Homestead – June 25, 2016

Associated back up materials attached.

- Applications
- Police Chief's recommendations

Proposed motion: I move that the Board approve one-day alcohol licenses for Jason Rose, Lisa [Beksha] Bravo, Milford Area Chamber of Commerce, Premier Bartending, Laura McLaughlin, Tiffany Rose and Scott Buchanan/Melissa Ostrout as outlined subject to fulfillment of the Police Chief's recommendations and receipt of all insurance documentation.



Board of Selectmen

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 Wedding

Name of Organization/Applicant Jason Rose

Address 40 Progress Street, Hopkinton Ma 01747

SS# or FID# _____

Phone (508) 328-0473 Fax () _____ Email ajrosies@hotmail.com

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

Event Location Thayer Homestead

Event Date 9/5/2015

Event Hours (No later than 1:00 AM; Last call 12:30 AM) 4-11pm.

Is event open to the general public? Y N

Estimated attendance 130

Will there be an age restriction? Y N

Minimum age allowed: 21

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

Is there a charge for the beverages? Y N

Price structure:

Alcohol server(s)

Attach Proof of Alcohol Server Training

Kristina Creante

Provisions for Security, Detail Officer NA

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

Experience Bartender, 5+ years

The following may be required:

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

Date of Application 8/10/2015

Applicant's Signature [Signature]

Applicant's Name Jason Rose

Address 40 Progress St. Hopedale Ma 01747

Phone 508-328-0423 Fax [Blank] Email ATROSIE@Hotmail.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 _____



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

August 11, 2015

To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

Re: One-Day Liquor request – Thayer House – Rose Wedding Reception

I have reviewed the application for the ^{one} day liquor license request for the Rose wedding reception scheduled for September 5, 2015 at the Thayer House.

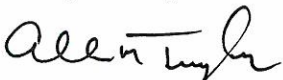
I approve of the issuing of the permits with the following condition.

There will be no on-street parking on either side of Oak Street or Mechanic Street. Additional parking may be found at the Choate Park complex and in the rear parking lot off of Winthrop Street.

All alcohol, beer and wine for this event shall be purchased from a licensed alcohol wholesale distributor, as indicated on the license application and the Town of Medway's Alcohol Policy

Alcohol service will be provided by Kristina M. Creonte a bartender and certified alcohol awareness server.

Respectfully Submitted


Allen M. Tingley
Chief of Police

This card certifies satisfactory completion of training
in the S.T.O.P. Alcohol Awareness Server Program.

Issued: 12/05/2012

Code: 11-510

Name

Kristina M. Creonte

35 Cedar Farm Road

Medway, MA 02053

PREMISE Expiration Date: 12/05/2015

Frank J. Fauber, 401-943-5454





Certificate of Insurance

This is to certify that JASON ROSE is insured for the coverage and Name of Policyholder (s)

provisions of a CONDO policy under H62-212-479272-40 (Type of Policy) (Policy Number)

Section II Liability Coverages is hereby extended to the following location:

THAYER HOMESTEAD 2B OAK ST. MIDWAY, MA 02053 (Name and/or Address of Location)

for the following specific period of time 09/05/2015 and is subject to all terms, exclusions and conditions of the above policy. (Date of Event)

Personal Liability Limit \$ 300,000

Medical Payments to Others Limit \$ 1,000

Mail address if different from property address.

JASON C ROSE 40 PROGRESS ST HOPEDALE MA 01747-1021

This certification or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate or verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

Dexter R. Foy SECRETARY

David M. Foy PRESIDENT

Date 08/17/2015

Countersigned by: [Signature] Authorized Representative

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 The Beksha-Bravo wedding

Name of Organization/Applicant Lisa (Beksha) Bravo

Address 123 Cottage St. Franklin MA 02038

SS# or FID# _____

Phone (508) 404-8805 Fax () _____ Email Bekshabravo@gmail.com

Non-Profit Organization Y N

Attach non-profit certificate of exemption

Event Location The Thayer Homestead

Event Date 9/6/2015

Event Hours (No later than 1:00 AM; Last call 12:30 AM) (4:00 ceremony)

Is event open to the general public? Y N

Estimated attendance 125

All invited Guests ^{are} 21+

Will there be an age restriction? Y N

Minimum age allowed:

How, where and by whom will ID's be checked? by bartender at bar,
(All adults over 21) ~~at the bar~~

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

Alcohol server(s) _____
Attach Proof of Alcohol Server Training
TIPS Certified - Jessica Johnston

Provisions for Security, Detail Officer none

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 8/21/15

Applicant's Signature [Signature]

Applicant's Name Lisa Bravo

Address 123 Cottage St. Franklin, MA 02038

Phone (508) 404-8805 Fax () _____ Email Bekshabravo@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 _____



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

August 25, 2015

To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

Re: One-Day Liquor request – Thayer House – Beksha-Bravo Wedding

I have reviewed the application for the ^{one} day liquor license request for the Beksha – Bravo wedding and reception scheduled for September 6, 2015 at the Thayer House.

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

There will be no on-street parking on either side of Oak Street or Mechanic Street. Additional parking may be found at the Choate Park complex and in the rear parking lot off of Winthrop Street.

The serving of the beer, wine and alcohol will comply with the standards set forth in the Town of Medway's liquor policy for a one day alcoholic beverage license. The beer, wine and alcohol should be purchased from a licensed alcohol wholesale distributor as stipulated on the application and under the town's alcohol policy. Alcohol service will be provided by Jessica L. Johnson a certified T.I.P.S bartender.

Respectfully Submitted

Allen M. Tingley
Chief of Police

[Previous Screen](#)

Review Participant Information

[Help!](#)

Personal Information

- [Click here to update your own contact information](#)

Participant Id: 4065062

Name: Jessica L Johnston

Job Title:

Job Status:

Gender:

Language:

Personal Address Information:

Address: 103 Washington St

City: Franklin

State: MA **Postal/Zip Code:** 02038-3031

Country: USA

Other Contact Information:

Allow emails: Yes **Email Address:** [Send an email message](#)

Allow calls: No **Work Phone #:** [508-369-2784](#)

Certification Information:

- Click on the **Sess/Reg #** (if applicable) to see the other people trained in that session, or the related registration record.
- If there is an incompletd survey, click on **Take the class survey** to take that survey. You may also [see a list of surveys available to be taken](#)

For web-based courses, the certification score is given along with a score for all the interactions within the course in addition to the Certification Exam. The interactions score (Inter: X%) is not included as part of the certification score.

Program	Reg #	Part. #	Date	Method Type	Passed	Num Right	Score	Exp. Date	Credits	State
Web Based eTIPS On Premise 2.0	606341	4065062	08/24/2015	Web Based	Y	39	85% (Inter:0%)	08/24/2018 See Card	1	MA

You are currently certified. [Click to Order a Replacement Participant Card](#) for the current certification.

This individual may have attended classes other than the ones that you can see that affect their certification status. You can verify this by [Reviewing their public training records](#)



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 Business After Hours

Name of Organization/Applicant Milford Area Chamber

Address 258 Main St, Suite 306, Milford ma

FID# _____

Phone 508-473-6700 Fax 508-473-8467 Email sjohnson@milfordchamber.com

Non-Profit Organization Y N

Attach non-profit certificate of exemption

Event Location Thayer-Hammond

Event Date 9-9-95

Event Hours (No later than 1:00 AM; Last call 12:30 AM) 5-7:00 P.M.

Is event open to the general public? Y N

Estimated attendance 40

Will there be an age restriction? Y N

Minimum age allowed:

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

Is there a charge for the beverages? Y _____ N

Price structure: _____

Alcohol server(s) _____

Attach Proof of Alcohol Server Training

J+L Catering staff

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 8-21-15

Applicant's Signature Steliana M. Boluosa

Applicant's Name Milford Area Chamber of Commerce

Address 258 Main St. Milford Ma

Phone () _____ Fax () _____ Email _____

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

Police Department _____
315 Village St _____ Date

Fire Department _____
44 Milford St _____ Date

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

Building Department _____
Town Hall, 1st Fl _____ Date



Medway Police Department

315 Village Street
Medway, MA 02053

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

Allen M. Tingley
Chief of Police

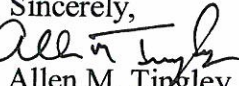
August 24, 2015

To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

Re: One day liquor license- Thayer Property- Milford Area Chamber – Business after hours

I have reviewed the request from the Milford Area Chamber for a one day liquor license for their business after hours meeting to be held at the Thayer House, 2B Oak Street, on September 9, 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. The alcohol service will be provided by J+L Catering and they will be using T.I.P.S certified bartenders to serve the beer and wine. There will be no on street parking on Oak and Mechanic Street.

Sincerely,

Allen M. Tingley
Chief of Police



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/24/2015

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

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


PRODUCER Bright Agency, Inc. 6 Congress St. P.O. Box 424 Milford MA 01757	CONTACT NAME: Kourtney Powers PHONE (A/C, No. Ext): (508) 473-0556 FAX (A/C, No): (508) 478-6709	
	E-MAIL ADDRESS: 	
INSURED Milford Area Chamber of Commerce PO Box 621 Milford MA 01757-2507	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Foremost Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

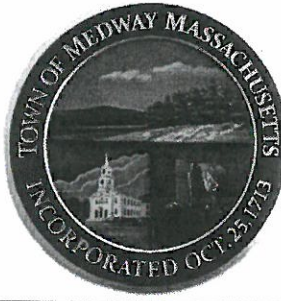
COVERAGES **CERTIFICATE NUMBER:** CL1582406903 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		PAS003579259	4/10/2015	4/10/2016	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
						MED EXP (Any one person)	\$ 10,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMP/OP AGG	\$ 2,000,000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATUTORY LIMITS	OTHER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
A	Liquor Liability		PAS003579259	4/10/2015	4/10/2016		1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Town of Medway is listed as additional insured.

CERTIFICATE HOLDER Town of Medway 155 Village St Medway, MA 02053	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Steven Ellis/KOURT 



Board of Selectmen

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 X

Event WEDDING RECEPTION - KATHI CRAIGUE

Name of Organization/Applicant PREMIER BARTENDING / ED GARLAND

Address 28 SAUNDERS ST. WEYMOUTH, MA 02191

SS# or FID# _____

Phone (781) 223-5001 Fax () _____ Email EGARLAND@PREMIERBARSERVICE.COM

Non-Profit Organization Y X N _____

Attach non-profit certificate of exemption

Event Location THAYER HOMESTEAD

Event Date SUNDAY SEPTEMBER 20TH, 2015

Event Hours (No later than 1:00 AM; Last call 12:30 AM) 5PM-11PM

Is event open to the general public? Y _____ N X

Estimated attendance 100

Will there be an age restriction? Y _____ N X

Minimum age allowed: _____

How, where and by whom will ID's be checked? T.I.P.S certified

BARTENDERS, AT THE BAR

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

Price structure: _____

Alcohol server(s) _____

Attach Proof of Alcohol Server Training

Attached For ED GARLAND + CHRIS MAGNER

Provisions for Security, Detail Officer Client to provide

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

Experience T.I.P.S certified trainer for 11 years

The following may be required:

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

Date of Application 8/10/15

Applicant's Signature [Signature]

Applicant's Name ED GARLAND

Address 28 SAUNDERS ST. WEYMOUTH, MA 02191

Phone (781) 223-5001 Fax () _____ Email EGARLAND@PREMIUMBARSERVICE.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 _____



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

August 17, 2015

To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

Re: One-Day Liquor request – Thayer House – Premier Bar Service- Wedding Reception

I have reviewed the application for the ^{one} day liquor license request from Premier Bar Service for a wedding reception scheduled for September 20th, 2015 at the Thayer House.

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

There will be no on-street parking on either side of Oak Street or Mechanic Street. Additional parking may be found at the Choate Park complex and in the rear parking lot off of Winthrop Street.

The serving of the beer, wine and alcohol will comply with the standards set forth in the Town of Medway's liquor policy for a one day alcoholic beverage license. Bar service will be provided by employees of Premier Bar Service. The two bartenders are both T.I.P.S certified and have been certified for the past 11 years.

Respectfully Submitted

Allen M. Tingley
Chief of Police

TIPS[®]

Issued: 12/1/2014
ID#: 38942

Expires: 12/1/2015
Trainer Year: 11

Edward R Garland, Jr.
28 Saunders St
North Weymouth, MA 02191-1014

Trainer Certification Card



On Premise
Issued: 1/23/2014
ID#: 3645083

SSN: XXX-XX-XXXX
Expires: 1/12/2017
D.O.B.: XX/XX/XXXX

CHRISTOPHER D MAGNER
Po Box 586
Milton, MA 02186-0007

For service visit us online at www.gettips.com
Robert Reynolds, 49266



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/17/2015

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

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

PRODUCER Roblin Insurance Agency 144 Gould Street Suite 100 Needham, MA 02494	CONTACT NAME: PHONE (A/C, No, Ext): (781) 455-0700		FAX (A/C, No): (781) 449-8976
	E-MAIL ADDRESS: mail@roblininsurance.com		
INSURED Premier Bartending & Beverage Service, Inc. PO Box 310 Waltham, MA 02451	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Travelers Insurance Co		
	INSURER B : Torus Specialty Insurance Co.		
	INSURER C :		
	INSURER D :		
	INSURER E :		

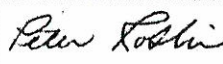
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			680-4B652113-15-42	03/11/2015	03/11/2016	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input checked="" type="checkbox"/> Liquor Liability						MED EXP (Any one person)	\$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 3,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$ 3,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS		<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS		<input type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			8915C153ALI	03/11/2015	03/11/2016	EACH OCCURRENCE	\$ 9,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$ 9,000,000
	DED RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Town of Medway is additional insured with regard to liability of the named insured and extends liquor liability to an event planned at the Thayer Homestead, Medway, MA on September 20, 2015

CERTIFICATE HOLDER **CANCELLATION**

Town of Medway Medway, MA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



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 [checked]

Event BABY SHOWER

Name of Organization/Applicant LAURA McLAUGHLIN

Address 16 Hopedale St Mendon MA 01756

FID#

Phone (508) 686-6060 Fax () Email dye4u2@yahoo.com

Non-Profit Organization Y N

Attach non-profit certificate of exemption

Event Location THAYER HOMESTEAD 2 BOAK ST MEDWAY

Event Date Sunday October 25, 2015

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

11:30 - 3:30

Is event open to the general public? Y N [checked]

Estimated attendance 50

Will there be an age restriction? Y N [checked]

Minimum age allowed: Adults and 4-5 toddlers

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

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

N

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 8.13.15

Applicant's Signature Laura McLaughlin

Applicant's name LAURA McLAUGHLIN

Address 16 Hopedale St Mendon MA

PHONE 508, 686-6060 OR 508 435-3609 EMAIL DYE402@yahoo.com

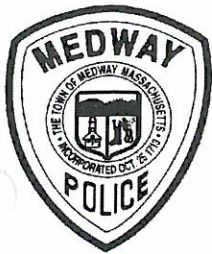
The Board of Selectmen's Office will forward this application to the Police, Fire, and Building Departments and the Board of Health for approval and recommendations.

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



Medway Police Department

315 Hillage Street
Medway, MA 02053

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

Allen M. Tingley
Chief of Police

August 24, 2015

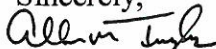
To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

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

I have reviewed the request from Laura McLaughlin for a one day liquor license for a baby shower, to be held at the Thayer House, 2B Oak Street, on October 25, 2015. I approve of the issuance of this one day liquor license with the stipulation that the wine and beer will be purchased from a licensed alcohol wholesale distributor, as indicated on the license application and the Town of Medway's Alcohol Policy and that a responsible adult with some knowledge of Mass Liquor Laws will be checking ID's of individuals being served alcohol at the shower. There will be no on-street parking on Mechanic Street and Oak Street.

Sincerely,


Allen M. Tingley
Chief of Police

Board of Selectmen

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



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

TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS

APPLICATION FOR SPECIAL ONE-DAY LIQUOR LICENSE

MGL c.138, §14

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

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

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

There is no fee for this license.

All Alcohol Wine and Malt

Event wedding

Name of Organization/Applicant Tiffany Rose

Address 26 Franklin St. Medway, MA 02053

SS# or FID# _____

Phone (774) 277-7148 Fax () _____ Email tiffanydrose81@hotmail.com

Non-Profit Organization Y N

Attach non-profit certificate of exemption

Event Location Thayer Homestead

Event Date 11/7/15

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

Is event open to the general public? Y N

Estimated attendance 40-50

Will there be an age restriction? Y _____ N

Minimum age allowed: _____

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

Is there a charge for the beverages? Y _____ N

Price structure: _____

Alcohol server(s) _____

Attach Proof of Alcohol Server Training _____

Provisions for Security, Detail Officer _____

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

Experience _____

The following may be required:

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

Date of Application 8/15/2015

Applicant's Signature Tiffany Rose

Applicant's Name Tiffany Rose

Address 26 Franklin St. Medway, MA 02053

Phone (774) 277-7148 Fax () _____ Email Tiffanydrose81@hotmail.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 _____



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

August 22, 2015

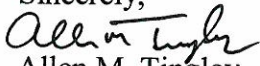
To: Michael Boynton
Town Administrator

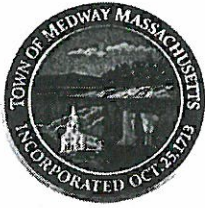
From: Allen M. Tingley
Chief of Police

Re: One day liquor license- Thayer Property - Rose Wedding Reception

I have reviewed the request from Tiffany Rose for a one day liquor license for a wedding reception, to be held at the Thayer House, 2B Oak Street, on November 17, 2015. I approve of the issuance of this one day liquor license with the stipulation that the wine/beer and alcohol will 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 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 reception.

Sincerely,


Allen M. Tingley
Chief of Police



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: \$0

All Alcohol Wine and Malt

Event Wedding (Buchanan & Ostrout)

Name of Organization/Applicant N. Scott Buchanan & Melissa Ostrout

Address 36 Richardson Street, Leominster, MA 01453

FID# _____

Phone (978)-534-4734 Fax () _____ Email Hamesbest@gmail.com

Non-Profit Organization Y N

Attach non-profit certificate of exemption

Event Location Thayer Homestead

Event Date June 25, 2016

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

Is event open to the general public? Y N

Estimated attendance 80 people

Will there be an age restriction? Y N

Minimum age allowed:

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

We are all family and friends, only a couple people under 21 year old are invited and they are children (> 12 yrs old) and will not be drinking alcohol.

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

Price structure:

We will not be charging for beverages at the wedding.

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 We understand the state liquor laws from a layman's stand point, i.e: nobody under 21 years of age drinking, not letting people getting overly intoxicated, and people who are driving should not be under the influence of alcohol.

The following may be required:

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

Date of Application August 10, 2015

Applicant's Signature 

Applicant's Name Norman Scott Buchanan

Address 36 Richardson Street, Leominster, MA 01453

Phone (978) 534-4734 Fax () Email Hamesbest@gmail.com

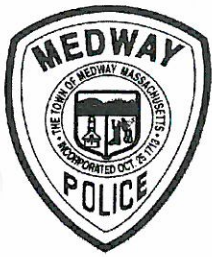
The Board of Selectmen's Office will forward this application to the Police, Fire, and Building Departments and the Board of Health for approval and recommendations.

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 _____



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

August 22, 2015

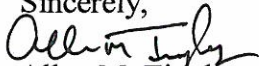
To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

Re: One day liquor license- Thayer Property- Buchanan – Ostrout Wedding

I have reviewed the request from N. Scott Buchanan and Melissa Ostrout for a one day liquor license for a wedding reception, to be held at the Thayer House, 2B Oak Street, on June 25, 2016. I approve of the issuance of this one day liquor license with the stipulation that the wine/beer and alcohol will 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 reception.

Sincerely,


Allen M. Tingley
Chief of Police

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

We are all family and friends, only a couple people under 21 year old are invited and they are children (> 12 yrs old) and will not be drinking alcohol.

Is there a charge for the beverages? Y _____ N

Price structure:

We will not be charging for beverages at the wedding.

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 N _____

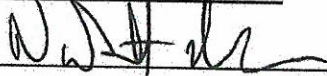
Experience We understand the state liquor laws from a layman's stand point, i.e: nobody under 21 years of age drinking, not letting people getting overly intoxicated, and people who are driving should not be under the influence of alcohol.

The following may be required:

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

Date of Application August 10, 2015

Applicant's Signature



Applicant's Name

Norman Scott Buchanan

Address

36 Richardson Street, Leominster, MA 01453

Phone

978-534-4734

Fax

()

Email

Hamesbest@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

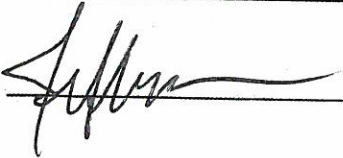
Town Hall, 2nd Fl

Date

Building Department

Town Hall, 1st Fl

Date



8/12/15

Wedding (Buchanan & Estroff) Jun 25, 2016

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 _____

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

We are all family and friends, only a couple people under 21 year old are invited and they are children (> 12 yrs old) and will not be drinking alcohol.

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

Price structure:

We will not be charging for beverages at the wedding.

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 _____

We understand the state liquor laws from a layman's stand point, i.e: nobody under 21 years of age drinking, not letting people getting overly intoxicated, and people who are driving should not be under the influence of alcohol.

Experience _____

The following may be required:

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

Date of Application August 10, 2015

Applicant's Signature 

Applicant's Name Norman Scott Buchanan

Address 36 Richardson Street, Leominster, MA 01453

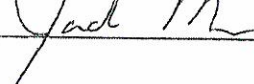
Phone 978-534-4734 Fax () _____ Email Hamesbest@gmail.com

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  8/11/2015
Town Hall, 1st Fl _____ Date _____

AGENDA

ITEM #7

Action Items from Previous Meeting

Associated 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	DPS	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; further action Fall 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; Choate Improvements; prepare technical proposal for state funding in FY17	TA/BOS	August 2015
8	2/28/2015	Database of searchable minutes/Update Town Website	TA/IS	Fall 2015
9	2/28/2015	Recommendation for proposed ALS program for EMS; Cost-benefit analysis	TA/Fire Chief	November 2015
10	4/21/2015	Review Master Plan	J.Weiler/D. Kaeli	September 2015
11	6/1/2015	Road and Sidewalk Repair and Construction Strategy; including plan for Village St vis a vis Rt 109 construction; Village/Holliston intersection redesign?	DPS	Winter 2016
12	6/15/2015	Update on marketing/communications plan	Julie Dennehy	September 2015
13	8/17/2015	Solid waste/recycling survey results	DPS	September 2015

AGENDA

ITEM #8

Approval of Warrants

Warrants to be provided at meeting.

AGENDA

ITEM #9

Approval of Minutes

Associated backup material attached.

- Draft Minutes – April 21, 2015
- Draft Minutes – June 1, 2015
- Draft Minutes – August 27, 2015

Proposed motion: I move that the Board approve the draft minutes of the April 21, 2015; June 1, 2015; and August 27, 2015 Board of Selectmen meetings.

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**Board of Selectmen's Meeting
April 21, 2015 – 7:00 PM
Sanford Hall, Town Hall
155 Village Street**

Present: Dennis Crowley, Chair; John Foresto, Vice Chair; Richard D'Innocenzo (7:06 PM), Clerk; Glenn Trindade and Maryjane White, Members.

Others Present: Michael Boynton, Town Administrator; Tom Holder, Director, Department of Public Services.

At 7:01 PM Chairman Crowley called the meeting to order and led the Pledge of Allegiance.

Recognition of Department of Public Services: Postponed

Recognition of Public Safety Officers:

Mr. Boynton stated that the Town of Medway has a high level of service from the public safety officers, in this case the Fire Department in saving a life. At an event at the Medway Middle School on January 25, an individual fell to floor with a medical emergency. Civilians at the event rendered assistance until the EMTs arrived. This is truly a success story as the individual survived and is presently in good health.

Mr. Boynton acknowledged the following individuals:

Fire Department: Lt. Matthew Anzivino, Firefighter/EMT Michael Fasolino, Firefighter/EMT Kevin Moreau; Firefighter Timothy Rafferty, and Lt. Brian Tracy.

Police Department: Officer Joseph MacDougall and Officer Stephen Mitchell.

Civilians: John Harrahy of Medway, John McEnery of Medway, Hans Morrison or Franklin and Ryan Ocampo of Medway.

Chairman Crowley extended kudos to the public safety staff, adding that the Board appreciates the civilian assistance as that early intervention was crucial in saving this person's life. Board members expressed their appreciation and thanks for all they do. Chairman Crowley noted that on-call firefighters often get called out in the middle of the night and then go to work the next day.

Public Comments:

Mr. Jim Wieler, 62 Adams Street, reported that it was time to review the status of the Action Items relative to the Master Plan Update. A committee will look at them, sort them, and then meet with boards and committees as to their progress on accomplishing the items that had been relegated to them. The committee will start meeting with groups in mid-May. He noted that 199 actions have been completed since 1999. Chairman Crowley asked for a checklist of items so that it would be easy to see which ones have been done and which ones remain to be completed. Chairman Crowley asked that this matter be added to the Board's Action Items list for September.

Appointments to Affordable Housing Committee:

1 *The Board reviewed the following information: (1) Letter of interest, dated April 1, 2015, from Judi*
2 *LaPan; (2) Letter of interest, dated April 2, 2015, plus resume from Michael Leone; (3) Letter of*
3 *interest, dated April 6, 2015, plus resume from John Parlee; and (4) Letter of interest, dated March 1,*
4 *2015, from Susan Rorke, plus endorsement from the Affordable Housing Committee.*

5
6 Present: Judi LaPan, John Parlee, and Susan Rorke.
7

8 As this was his first time meeting the Board, Mr. John Parlee stated he grew up in Massachusetts,
9 went on to West Point and the U.S. Army, then returning to Massachusetts after a tour in Itaq. He has
10 enjoyed a lot of activities in Medway and wants to get involved, and serving on this committee is a
11 good way to get started.
12

13 Chairman Crowley stated that the current committee size is five (5) members and suggested
14 increasing the size so that all four can be appointed.
15

16 **Selectman Foresto moved that the Board increase the size of the Affordable Housing Committee**
17 **to seven (7) members; Selectman Trindade seconded. No further discussion. VOTE: 5-0-0.**
18

19 **Selectman Trindade moved that the Board of Selectmen appoint Judi LaPan, Michael Leone,**
20 **John Parlee and Susan Rorke to the Affordable Housing Committee, each for a two-year term**
21 **expiring June 30, 2017; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**
22

23 Selectman White, speaking as Town Clerk, stated she would attend the next meeting of the
24 Affordable Housing Committee in order to swear in anyone who had not yet been sworn in.
25

26 **Update on Water System Operations:**

27 *There were no background materials.*
28

29 Present: Tom Holder, Director, Department of Public Services.
30

31 Mr. Boynton briefly explained the leak detection process, noting that there are related tasks that are
32 being worked on regularly.
33

34 Chairman Crowley asked Mr. Holder to limit his discussion to the recent concerns about chlorine,
35 strong odor, etc. Mr. Holder reported that, in 2007-2008, there was an E coli outbreak in the water
36 system, and until that time, there was no disinfectant in the water. Now one [disinfectant] is injected at
37 the well sites as the water is pumped into the system. Chlorine is necessary. Iron deposits form on the
38 inside of the pipe and a thin film of bacteria will build up on those deposits. The Town tests for
39 chloroform bacteria every 18 months. The amount of 1.0 mg/l chlorine is added at the tank site, but it
40 dilutes significantly by the time it is pumped through the system, eventually dropping down to a level of
41 0.36. This is nowhere near the level of chlorine in swimming pool water which has a level of 4-5.0
42 mg/l. Mr. Holder noted that the bacterium becomes more prevalent as temperatures get warmer. These
43 chlorine levels are recommended by DEP. Discussion followed.
44

45 Other options include using different chemicals with similar results. Ozone is very expensive,
46 generally used for larger producers of water, and the operation is very expensive. It would require its
47 own treatment plant at a cost of millions of dollars. Eighteen (18) locations are tested monthly,
48 complying with significant regulation. Every June each household gets an annual report from the
49 Water Department which lists all the initiatives and test results. Discussion followed on the
50 feasibility of an ozone treatment plant.
51

1 Mr. Holder reported the department tracks calls about all kinds of things, including complaints about
2 chlorine. They will test water at homes where people have complained, or obtain a test sample from
3 the closest available spot. The water usually tests within acceptable limits. He reported that the
4 department typically receives only a couple of calls about chlorine a month.
5

6 Responding to a question from the Board, Mr. Holder stated that, even if all the water pipes in town
7 were replaced, there would still be a need for chlorine as a disinfectant to keep the water safe for
8 consumption. The Town will always have to meet the required 0.2 level at the distribution point.
9

10 Discussion followed on previous practices and DEP involvement in related activities.
11

12 Mr. Holder concluded by stating that, over the next three years, there will continue to be water main
13 replacement beginning with the water line on Highland Street, followed by Winthrop Street from
14 Main to Lovering. The streets containing the water mains replaced last year will be paved this year
15 after giving the area a year to settle.
16

17 **Vote – Establishment of DPS Facility Building Committee and Committee Charge:**

18 *The Board reviewed a draft document entitled “Department of Public Services Facility Project –*
19 *Establishment of a Project Building Committee”.*
20

21 Mr. Boynton clarified that there is a “study” committee right now, but the project needs an official
22 committee that can have funding. He suggested carrying the existing membership forward to the new
23 committee. He added that, due to it being a new committee, all members have to be sworn in.
24

25 **Selectman Foresto moved that the Board of Selectmen vote to establish a DPS Facility Building**
26 **Committee and to approve the draft document as presented; Selectman Trindade seconded.**
27 **No discussion. VOTE: 5-0-0.**
28

29 **Home Rule Petition – Oak Grove, Amendment Request:**

30 *The Board reviewed Special Act, Revised 4/16/15 [Original Section 5 deleted]*
31

32 Mr. Boynton stated that Town Counsel has reported that the Legislature does not want to see Section
33 5 so it has been deleted. Brief discussion followed.
34

35 **Selectman Trindade moved that the Board of Selectmen approve the amended Home Rule**
36 **Petition as prepared by Town Counsel and to forward same to our legislative delegation for**
37 **action; Selectman Foresto seconded. It was noted that this was approved at the Special Town**
38 **Meeting in March 2015. VOTE: 5-0-0.**
39

40 **Authorization of the Chairman to Execute Massachusetts School Building Authority Project**
41 **Funding Agreement, McGovern Window/Door Project:**

42 *The Board reviewed the following information: (1) Massachusetts School Building Authority (MSBA)*
43 *Accelerated Repair Program Project Funding Agreement; (2) Certification of Legal Counsel; and (3)*
44 *Exhibit J – Banking Information Template.*
45

46 Mr. Boynton reported that the agreement has been reviewed by MSBA and they are just awaiting
47 signature. Chairman Crowley will have the opportunity to review the exhibits in the file before
48 signing.
49

1 **Selectman Trindade moved that the Board authorize the Chairman to execute the MSBA**
2 **Project Funding Agreement for the McGovern School window/door project, as presented;**
3 **Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**
4

5 **Approval – One-Day Liquor License Application: Monique Mello, Thayer Homestead,**
6 **May 10, 2015:**

7 *The Board reviewed the following information: (1) One-Day license application; and (2) Police*
8 *Department recommendation.*
9

10 **Selectman Foresto moved that the Board approve a one-day wine and malt license for Ms.**
11 **Monique Mello for a May 10, 2015 event at the Thayer Homestead with the proviso that all**
12 **conditions set forth in Police Chief Tingley’s approval letter of April 10, 2015 are met and**
13 **certificate of insurance received; Selectman Trindade seconded. No discussion. VOTE: 5-0-0.**
14

15 **Approval – Public Event Permits:**

16 *The Board reviewed an application and Police Department recommendation for (1) Ride for Food,*
17 *September 20, 2015; (2) Medway Youth Football and Cheer, October 31, 2015; and (3) BRAKING*
18 *AIDS Charity Bike Ride, September 25, 2015*
19

20 **Selectman Trindade moved that the Board approve event permits for the fundraising events as**
21 **presented, conditioned upon the fulfillment of the Police Department’s recommendations with**
22 **respect to detail officers; Selectman White seconded. No discussion. VOTE: 5-0-0.**
23

24 **Approval – Article 20 (CPC Appropriation), May 11, 2015 Annual Town Meeting Warrant:**

25 *The Board reviewed Article 20 from the May 11, 2015 Annual Town Meeting Warrant, excerpted.*
26

27 Mr. Boynton reported that the budget is from Community Preservation Committee.
28

29 **Selectman Trindade moved that the Board approve Article 20, which seeks to appropriate, or**
30 **reserve for later appropriations, monies from the CPC reserves or funds for administrative**
31 **expenses, annual transfers and other community preservation projects; Selectman White**
32 **seconded. Brief discussion followed on funding for the amphitheater. VOTE: 5-0-0.**
33

34 **Action Items from Previous Meeting:**

35 *The Board reviewed the Action Items List.*
36

37 #2 – Route 109 – Chairman Crowley reported the project will soon go out to bid.

38 #10 --Playground concepts – Selectman Trindade stated that the Community Preservation Committee
39 has requested a more thorough plan for Fall Town Meeting

40 #11 --Thayer house close out – As this project has been completed, it can come off the list.

41 #12 – Design and engineering project at Choate Park – Mr. Boynton reported that a summary on this
42 is being prepared.

43 #15 – Status on ALS program for EMS – Mr. Boynton reported he will be able to update the Board
44 later in the calendar year.
45

46 **Approval of Warrants:**

47 *The Board reviewed Warrants 15-43, 15-43P and 15-43SP.*
48

49 Selectman D’Innocenzo, Clerk, read aloud Warrants 15-43, 15-43P and 15-43SP, dated 4/23/15,
50 presented for approval:
51

1	15-43	School Bills	\$ 409,776.46
2	15-43P	Town Payroll	\$ 260,460.70
3	15-43SP	School Payroll	<u>\$ 788,203.16</u>
4		TOTAL	\$1,458,440.32

5
6 **Selectman Trindade moved that the Board approve the Warrants as read; Selectman White**
7 **seconded. No discussion. VOTE: 5-0-0.**
8

9 **Approval of Minutes:**

10 *The Board reviewed draft minutes from public sessions held on January 5, 2015; February 17, 2015;*
11 *February 24, 2015; and March 5, 2015.*
12

13 **Selectman Trindade moved that the Board approve the public session minutes of January 5,**
14 **2015, as presented; Selectman White seconded. No discussion. VOTE: 5-0-0.**
15

16 **Selectman Trindade moved that the Board approve the public session minutes of February 17,**
17 **2015, as presented; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**
18

19 **Selectman Trindade moved that the Board approve the public session minutes of February 24,**
20 **2015, as amended; Selectman Foresto seconded. No further discussion. VOTE: 5-0-0.**
21

22 **Selectman Trindade moved that the Board approve the public session minutes of March 5,**
23 **2015, as presented; Selectman White seconded. No discussion. VOTE: 5-0-0.**
24

25 **Town Administrator's Report:**

26 Mr. Boynton directed the Board's attention to minor changes to Warrant Articles 1, 2, and 8 relative
27 to the transfer of funds from Certified Free Cash rather than the previous wording referencing a
28 specific year. This was after review by Town Counsel.
29

30 **Selectman Trindade moved that the Board approve and sign the Special Town Meeting**
31 **Warrant for May 11 with changes (Articles 1 and 2) noted by the Town Administrator;**
32 **Selectman Foresto seconded. No further discussion. VOTE: 5-0-0.**
33

34 **Selectman Trindade moved that the Board approve and sign the Annual Town Meeting**
35 **Warrant for May 11 with change (Article 8) as noted by the Town Administrator; Selectman**
36 **D'Innocenzo seconded. No discussion. VOTE: 5-0-0.**
37

38 Mr. Boynton then proceeded with his list, covering topics of Snow & Ice "final" numbers, Cassidy
39 Field improvements [new transformer], a paving & roadwork update, field project update, and
40 congratulating participants on a very successful Clean Sweep.
41

42 **Selectmen's Reports:**

43 Chairman Crowley asked if flags would be installed along Route 109 for Memorial Day. Mr.
44 Boynton reported that street flags have been ordered and should be delivered within the next two
45 weeks.
46

47 There were no other reports.
48

49 **At 8:20 PM, Selectman Trindade moved to adjourn; Selectman Foresto seconded. No**
50 **discussion. VOTE: 5-0-0.**
51

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Respectfully submitted,
Jeanette Galliard
Night Board Secretary

Board of Selectmen's Meeting
June 1, 2015 -- 7:00 PM
Sanford Hall, Town Hall
155 Village Street

Present: Dennis Crowley, Chair; John Foresto, Vice-Chair; Richard D'Innocenzo, Clerk (7:03 PM); Glenn Trindade and Maryjane White.

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant to the Town Administrator; Stephanie Mercandetti, Director, Community and Economic Development; David D'Amico, Deputy Director, Department of Public Services.

Others Present: Doug Havens, Affordable Housing Trust.

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

Public Comments: None.

Reorganization of the Board – Chair, Vice Chair, Clerk:

There were no background materials.

Chairman Crowley took this opportunity to thank the current Board members, noting that most people have little idea how much time it involves to be on the Board, usually meetings on two or three nights each week. "Maryjane is a source of information that reflects what the public shares with her in the Town Clerk's office. Glenn and John, you are out every night with me, and I greatly appreciate your efforts."

Addressing his last comment to Mr. Boynton, Chairman Crowley stated that he "wanted to make sure that the transition between Town Administrators would go well, and it did. To date, you have been an outstanding Town Administrator. You have done an excellent job, and the more open Town Administrator Office gives residents a chance to come in and talk with you."

At this time, Selectman Trindade nominated Selectman Foresto as Chair; Selectman White seconded. There were no further nominations. Selectman Foresto agreed to serve. VOTE: 4-0-1 – Selectman Foresto abstained from the vote.

Selectman Trindade nominated Selectman White as Vice-Chair; Selectman D'Innocenzo seconded. There were no further nominations. Selectman White agreed to serve. VOTE: 5-0-0.

Selectman White nominated Selectman D'Innocenzo as Clerk; Selectman Trindade seconded. There were no further nominations. Selectman D'Innocenzo agreed to serve. VOTE: 4-0-1 – Selectman D'Innocenzo abstained from the vote.

At this time, Selectman Crowley turned the gavel over to Chairman Foresto.

Chairman Foresto stated that he did not think anyone can appreciate the amount of time Selectman Crowley puts in, both locally and at the state level. Brief discussion followed.

1 **Appointment – Eric Arbeene – Zoning Board of Appeals:**

2 *The Board reviewed the following information: (1) Letter of interest, dated May 17, 2015; and*
3 *(2) Resume from Eric Arbeene.*

4
5 Present: Eric Arbeene.

6
7 Mr. Arbeene stated that he approached Ms. Mercandetti about an opening on the Economic Development
8 Committee, and she informed him of the opening on the Zoning Board of Appeals. He noted that he is
9 currently working as a community planner and has a lot of experience working with municipal
10 government including time on the Medway Finance Committee.

11
12 Selectman Trindade stated he was glad to see Mr. Arbeene interested in serving the Town again, noting
13 that he has terrific experience as well as knowledge of the Town.

14
15 **Selectman Trindade moved that the Board appoint Eric Arbeene to the Zoning Board of Appeals**
16 **for a three-year term to expire on June 30, 2018; Selectman White seconded. No discussion.**
17 **VOTE: 5-0-0.**

18
19 **Annual Committee Appointments: List Follows Agenda:**

20 *The Board reviewed the following information: (1) List of FY16 openings; and (2) Letters of interest in*
21 *reappointment. It is noted that, if there is not a letter of interest in reappointment, the intent was stated*
22 *verbally.*

23
24 Brief discussion followed on varying term lengths, during which it was noted that sometimes the term is
25 defined by statute and other times it is desired that a couple of members rotate off each year instead of all
26 members. For this reason, when a new committee is formed, the initial terms may be of varying lengths.

27
28 **Selectman Trindade moved that the Board reappoint the incumbent board and committee**
29 **members as listed on the summary sheet for the customary terms associated with their respective**
30 **boards and committees and that Ms. Mercandetti be appointed as the Town’s representative to the**
31 **MAPC; Selectman White seconded. No discussion. VOTE: 5-0-0.**

32
33 **Update – Paving Schedule:**

34 *The Board reviewed an updated schedule of paving projects.*

35
36 Present: David D’Amico, Deputy Director, Department of Public Services.

37
38 Mr. Boynton reported that state funds have brought \$600,000 to the Town, though \$200,000 is not
39 available immediately. Brief discussion followed.

40
41 Selectman Crowley informed residents that the Board is aware that there are streets and sidewalks that
42 need to be done, but that funding is simply not available. The Board hopes to have funding available
43 within six months or a year, and asked that residents continue to be patient.

44
45 Selectman Trindade asked Mr. D’Amico if there was some kind of guideline on what it costs to replace a
46 sidewalk, i.e., dollars per foot. Mr. D’Amico responded that the type of construction (curbing) can vary
47 which changes the costs, drainage, ponding vs. puddling, etc. It is often a case-by-case assessment.
48 Chairman Foresto added that handicapped accessibility is also a consideration. Selectmen Crowley stated
49 that \$10 million would handle most, but not all, sidewalks that need to be repaired or replaced. Mr.
50 Boynton stressed the importance of connecting this kind of work to a larger project. For the benefit of
51 viewers, Selectman Crowley emphasized that any proposed funding solutions would NOT include debt

1 exclusions or budget overrides. Discussion followed on varying kinds of construction and curbing,
2 estimates, limited resources, Village Street and the Route 109, and subdivision roads that will need
3 routine maintenance as they reach 30 years of age.
4

5 **Approval – Amendment #1 to Paving Contract – Lorusso Corp.:**

6 *The Board reviewed the following information: (1) Amendment #1; and (2) Original contract. It is noted*
7 *that this amendment changes the contract language to accurately reflect unit pricing, as bid, rather than*
8 *a total sum.*
9

10 Mr. Boynton explained that, in review of the invoices, it was discovered that the contract language did not
11 correlate with the invoices, i.e., ceiling amount vs. unit pricing. He noted that the proposed language
12 came from Town Counsel. Brief discussion followed.
13

14 **Selectman Trindade moved that the Board authorize the Chairman to execute Amendment #1 to**
15 **the Town’s paving contract with Lorusso Corporation, as presented; Selectman White seconded.**
16 **No discussion. VOTE: 5-0-0.**
17

18 **Change Order – Gravity Construction Contract for Village and Adams Streets Water Main**
19 **Replacement - \$11,610.52:**

20 *The Board reviewed a Change Order, dated 3-29-15. It is noted that the change order will be signed by*
21 *the Town Accountant prior to the Selectmen’s meeting.*
22

23 Mr. D’Amico explained that some items have come up that were not included in the contract and need to
24 be done. He added that other items need to be removed, resulting in the finished price being lower than
25 the original contracted price.
26

27 **Selectman Trindade moved that the Board approve the change order for Gravity Construction in**
28 **the amount of \$11,610.52, as presented; Selectman White seconded. No discussion. VOTE: 4-1-0 –**
29 **Selectman Crowley opposed, citing the lack of a recap sheet on this contract. Selectman Crowley**
30 **reminded the Board he had asked for budget/contract information whenever a change order is**
31 **presented.**
32

33 **Review Municipal Comment Letter to MassHousing – Proposed Timber Crest LLC Affordable**
34 **Housing Development:**

35 *The Board reviewed a Draft comment letter, last revised 6-1-15.*
36

37 Present: Stephanie Mercandetti, Director, Community and Economic Development; Paul Cusson,
38 Delphic Associates; Mounir Tayara, Timber Crest, LLC; Paul DeSimone, Colonial Engineering; Jim
39 Pavlik, Outback Engineering.
40

41 Mr. Boynton stated Ms. Mercandetti has been working hard on this, collecting comments from Town
42 officials and integrating those comments as necessary. He briefly explained the process of the comment
43 period as well as the Town submitting comments relative to the suitability of the site and related matters.
44 Among issues not included are community impact, school impact, and other things.
45

46 Ms. Mercandetti briefly reviewed the timeline beginning with the receipt of the ANRAD (Abbreviated
47 Notice Request for Area Delineation) of the proposed site. She emphasized that there is no formal
48 application for the project at this time. She stated she reached out to Town Departments and relevant
49 boards and committees for their comments thus far. MassHousing will contact the Town if it requires
50 further information on any items. The Conservation Commission has not completed its process yet.
51

1 Ms. Mercandetti informed the Board that documents are posted online so that residents can stay informed
2 of the progress.

3
4 For the benefit of viewers, Ms. Mercandetti listed some of the general topic areas that were considered,
5 Residents have the ability to write to MassHousing to voice their concerns and opinions relative to the site
6 suitability and the application. Residents may contact Ms. Mercandetti for more information.

7
8 Selectman Crowley expressed concern that the Town does not have a complete set of drawings, and
9 without that, the Town does not have the ability to completely evaluate the proposal. Ms. Mercandetti
10 responded that the Town has included a comment which indicated that project information is “sorely
11 lacking”. Brief discussion followed. Ms. Mercandetti noted that this comment submission is the first
12 step, which, if approved by MassHousing, would be followed by the Comprehensive Permit application.
13 The Comprehensive Permit application would need to include complete plans. MassHousing has to
14 approve the plan if, and when, the Comprehensive Permit is granted.

15
16 Selectman Crowley expressed concern about the lack of a pump station as defined by Town Bylaw and
17 the fact that this project is proposed on a force main. Ms. Mercandetti responded she will look into it.

18
19 Brief discussion followed on the Comprehensive Permit process, appeals to Housing Appeals Court if the
20 permit is denied, and other matters. Mr. Boynton stated that a meeting with Town Departments would
21 have been advantageous prior to the receipt of the ANRAD application, action that begins a tight timeline
22 that does not allow that kind of cohesive meeting.

23
24 Responding to a question from Selectman Trindade, Ms. Mercandetti stated a purchase and sale
25 agreement is included as part of the application.

26
27 At this time, Chairman Foresto asked if there was public comment.

28
29 A Fairway Lane resident thanked Ms. Mercandetti for her work on this project. He wanted to know if
30 there is any history on this developer such as what type of work he has done, his track record, etc. Ms.
31 Mercandetti this project involves Delphi Associates along with their partner, Stonebridge Homes. The
32 most recent project is in Bellingham. She noted that there are several projects in various stages of
33 construction or in the permitting process. Brief discussion followed on the sale of affordable units,
34 stormwater runoff, and concerns about the surveyor associated with this project. It has been alleged that
35 the man that did the surveying may not be a licensed surveyor and presenting plans stamped by another
36 individual. Selectman Crowley responded that it was discussed with Town Counsel and suggested the
37 residents write something themselves. It was asked if a single petition with many signatures would be
38 better than individual letters from a dozen residents.

39
40 Mr. Kurt Schaefer, Fairway Lane, noted that the developer had to pay for drainage issues that arose back
41 in the 1990s. He expressed concern for wetland areas and that stormwater runoff will come down toward
42 Fairway Lane. Ms. Mercandetti responded that the Conservation Commission will review wetlands
43 issues, and the Zoning Board of Appeals will retain control of the stormwater issues.

44
45 Another Fairway Lane resident also expressed concern about the developer and reclaimed wetlands, as
46 well as concern for the number of entities listed in the application. She indicated it is hard to find a track
47 record, or how previous units are selling. Can these concerns be addressed in queries to MassHousing?
48 She feels that this applicant approached the project in a somewhat disingenuous manner and she does not
49 trust them. Brief discussion followed. Lastly, she asked about the existing dwelling that may be
50 considered historical and therefore needs protection.

1 Selectman Crowley emphasized that the Board is not against 40B projects, but agrees that 192 units on
2 this property is too many.

3
4 **Mr. Boynton asked if the Board would entertain a motion to approve the letter with the two**
5 **proposed changes and authorize the letter, as amended, to put forward to the Board for signature.**
6 **Selectman Trindade offered that motion; Selectman Crowley seconded. No further discussion.**
7 **VOTE: 5-0-0.**

8
9 **Approval – One-Day Liquor License Applications:**

10 *The Board reviewed applications and recommendations from the Police Chief for the following events:*

- 11 *a. Lisa Johnson – Thayer Homestead – June 14, 2015*
- 12 *b. Nancy Sheppard – Thayer Homestead – June 28, 2015*
- 13 *c. Jenny Kangis – Thayer Homestead – August 2, 2015*
- 14 *d. Jacqui Olsen – Thayer Homestead – August 8, 2015*
- 15 *e. Phyllis Dunn – Thayer Homestead – August 9, 2015*

16
17 **Selectman Trindade moved that the Board approve one-day liquor licenses for Lisa Johnson,**
18 **Nancy Sheppard, Jenny Kangis, Jaqueline Olsen and Phyllis Dunn for the dates requested**
19 **conditioned upon fulfillment of the Police Chief’s recommendations for each respective event;**
20 **Selectman White seconded. It was recommended that large events have police details to monitor**
21 **parking. VOTE: 5-0-0.**

22
23 **Approval –Cystic Fibrosis Foundation Cycle for Life Bicycle Tour – Oct. 3, 2015:**

24 *The Board reviewed the following information: (1) Request, dated May 11, 2015, from the Cystic Fibrosis*
25 *Foundation; and (2) Memorandum, dated May 18, 2015, from the Police Chief.*

26
27 **Selectman Trindade moved that the Board approve the Cystic Fibrosis Foundation’s Cycle for Life**
28 **Bicycle Tour on October 3, 2015 conditioned upon the organization’s hiring of two detail officers to**
29 **assure the safety of the riders and the movement of traffic during the event; Selectman White**
30 **seconded. No discussion. VOTE: 5-0-0.**

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

33 *The Board reviewed the Action Items List.*

- 34
- 35 #5 – Net Metering: Mr. Boynton provided a brief report.
- 36 #6 – School constructions project: Mr. Boynton stated there is a good working relationship between
- 37 Town and schools. Mr. Holder and Mr. D’Amico are working closely with school staff on renovations.
- 38 #7—Zoning Bylaw Recodification: This was accomplished at Annual Town Meeting and can come off.
- 39 #8 – DPS Facility study: This should be relabeled as DPS Building Project.
- 40 #9 – Playground Concepts – Selectman Trindade anticipates having an article for Fall Town Meeting.
- 41 #11 – Searchable minutes: It was noted that this may require an overhaul of the Town’s website.
- 42 #12 – Police access to school surveillance: Mr. Boynton reported this will happen in the near future.
- 43 #13 – ALS Program: This training is still on target for a September report.
- 44 #15 – Toxic Use Reduction Institute grant application: There is discussion of a possible pilot program for
- 45 a small section of athletic field to help train staff on these techniques.

46
47 **Approval of Warrants:**

48 *The Warrant was not available for review.*

49
50 **Town Administrator’s Report:**

1 Mr. Boynton reported that he is monitoring developments with Eversource (NStar); their union workers
2 will go on strike at midnight.

3
4 Mr. Boynton congratulated Fire Chief Lynch for a significant reimbursement for ambulance
5 recertification services. He noted these funds will be deposited into the Ambulance Enterprise Account.

6
7 At this time, Mr. Boynton presented the rest of his report.

8
9 **Selectmen's Reports:**

10 Selectman Crowley congratulated Colonel Matondi and the Memorial Day Committee for an outstanding
11 Memorial Day program.

12
13 Selectman Crowley asked for a quick update on the Route 109 project. It was noted that letters will be
14 going out to businesses soon.

15
16 Selectman White reported that 777 voters participated in recent election, noting that there are over 8,000
17 registered voters in Medway. There were two important races (School Committee and Parks
18 Commission) so the low voter turnout was a little disappointing.

19
20 Chairman Foresto thanked Selectman Crowley for his efforts as Chairman and his very moving speech on
21 Memorial Day.

22
23
24 **At 9:05PM Selectman D'Innocenzo moved to adjourn; Selectman White seconded. No discussion.**
25 **VOTE: 5-0-0.**

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

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AGENDA

ITEM #10

Town Administrator's Report

AGENDA

ITEM #11

Selectmen's Reports