

Board of Selectmen

John A. Foresto, Chair

Maryjane 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

April 19, 2016, 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 – Exelon PILOT Questions
- Public Comments

Other Business

1. Public Hearing – Alteration of Alcohol Licensed Premises - Medway Veterans Building Assoc. Inc., 123 Holliston St.
2. Presentation – Trash and Recycling Program Comparison
3. Approval – 40B Technical Assistance – MA Housing Partnership
4. Approval – Gale Associates Change Order No. 8– Baseball Field/Storage Building Athletic Facility Improvements - \$37,900
5. Discussion - Recreational Areas Program –Proposed Scope Task List
6. Approval – One-Day Liquor License Applications
 - a. Medway Veterans – Medway VFW – May 4-June 2 , 2016
 - b. Barbara Strachan – Thayer Homestead – May 22, 2016
 - c. Leslie Guyette – Thayer Homestead – June 19, 2016
7. Approval – Special Event Permit Applications
 - a. Christina Clarke Genco Foundation INC. Fundraiser Ride – May 8, 2016
 - b. 6th Annual Turkey Trot 5k – November 24, 2016
8. Action Items From Previous Meeting
9. Approval of Warrants
10. Approval of Minutes
11. Town Administrator's Report
12. Selectmen's Reports

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.

13. Executive Session – Exemption 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government’s bargaining or litigating position. & Exemption 6: To consider the purchase, exchange, taking, lease, or value of real property if such discussion may have a detrimental effect on the negotiating position of the governmental body.[COMMCAN, INC.] & [Review of 6/15/15, 7/6/15, 7/20/15 & 8/17/15 Exec. Session Minutes and Vote on Their Release]

For more information on agenda items, please visit the Board of Selectmen's page at
www.townofmedway.org

Upcoming Meetings, Agenda and Reminders

May 2, 2016 ---- Regular Meeting (Mon. holiday)

May 9, 2016 ---- Annual Town 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

Public Hearing – Alteration of Alcohol Licensed Premises - Medway Veterans Building Assoc. Inc., 123 Holliston St.

Associated backup materials attached:

- Documentation for Change Request
- Letter – Kenneth McGovern, President of Medway VFW
- Sketch of Proposed Additional Premises
- Abutter Notification Letter

Proposed Motions:

1. I move that the Board open the public hearing on the Medway Veterans Building Association extension of premises request.
2. I move that the Board close the hearing.
3. I move that the Board approve the extension of premises request for the Medway Veterans Association building to include the outside pavilion as proposed.

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

PETITION FOR CHANGE OF LICENSE

068400003

ABCC License Number

Medway

City/Town

The licensee **Medway Veterans Building Association Inc.** respectfully petitions the Licensing Authorities to approve the following transactions:

- Change of Manager
- Pledge of License/Stock
- Change of Corporate Name/DBA
- Change of License Type (\$12 ONLY, e.g. "club" to "restaurant")
- Alteration of Premises
- Cordial & Liqueurs
- Change of Location

Change of Manager Last-Approved Manager:

Requested New Manager:

Pledge of License /Stock Loan Principal Amount: \$ Interest Rate:

Payment Term: Lender:

Change of Corporate Name/DBA Last-Approved Corporate Name/DBA:

Requested New Corporate Name/DBA:

Change of License Type Last-Approved License Type:

Requested New License Type:

Alteration of Premises: (must fill out financial information form)

Description of Alteration:
Include outside pavilion as part of license.

Change of Location: (must fill out financial information form)

Last-Approved Location:

Requested New Location:

Signature of Licensee

(If a Corporation/LLC, by its authorized representative)

Date Signed

3/31/16

Financial Information:

Costs Associated with License

1. Real Property:	\$ 0
2. Business Purchase:	\$ 0
3. Renovations/Construction:	\$ 2,000
4. Start up/Operating Capital:	\$ 0
5. Inventory:	\$ 0
6. Goodwill:	\$ 0
7. Furniture:	\$ 600
8. TOTAL COST:	\$ 2,600
9. TOTAL CASH:	\$ 2,600
10. TOTAL FINANCED:	\$ 0

The amounts in items 9 and 10 must total the amount reflected in item 8. **IMPORTANT:** Submit any and all records, documents and affidavits including loan agreements that explain the sources of money for this transaction.

Additional Space

Please note which question you are using this space for.

Petition for Change of License/Description of Alteration:

The areas to be designed for outdoor use are (i) the existing pavilion located to the rear of the licensed premises; and (ii) the open space shown on the attached sketch.

MEDWAY VETERANS BUILDING ASSN. INC.

123 HOLLISTON STREET
MEDWAY, MASSACHUSETTS 02053

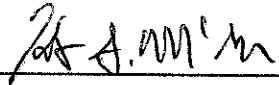
To Whom It May Concern:

February 23, 2016

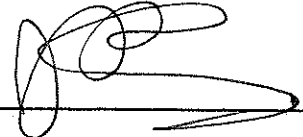
The Board of Directors met on this date and voted to instruct the Treasurer to file with the ABCC to include the outside pavilion and surrounding area in our license to serve alcoholic.

It was further stated to engage the services of an attorney familiar with the process.

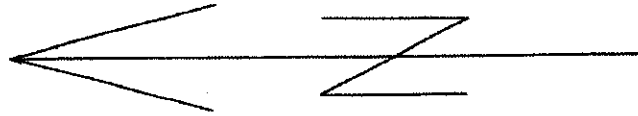
The vote was unanimous.



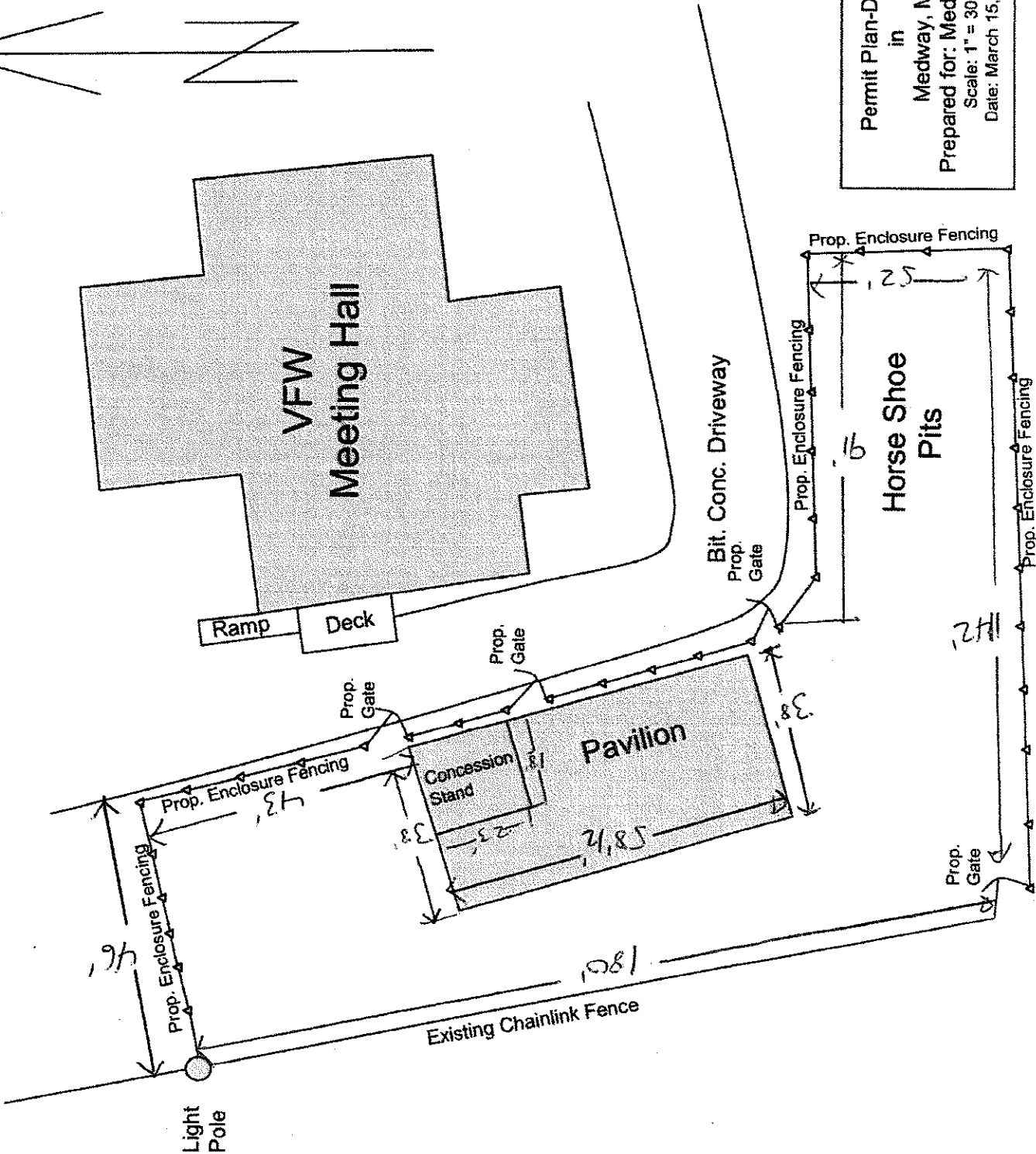
Kenneth McGovern, President



John Larney, Treasurer



Permit Plan-Detail
in
Medway, MA
Prepared for: Medway VFW
Scale: 1" = 30' +/-
Date: March 15, 2016



Softball
Field

Board of Selectmen

John A. Foresto, Chair

Maryjane White, Vice-Chair

Richard A. D'Innocenzo, Clerk

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

TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS

April 4, 2016

**Re: Abutter Notification - Public Hearing for Alteration of Alcohol Licensed Premises –
Medway Veterans Building Assoc. Inc., d/b/a Medway Post 1526 VFW, 123 Holliston St**

Dear Sir or Madam:

The purpose of this correspondence is to notify you that the Medway Board of Selectmen will be holding a public hearing, pursuant to Mass. General Laws Chapter 138, on the application by the Medway Veterans Building Association Inc., doing business as Medway Post 1526 VFW, 123 Holliston St, on **April 19, 2016 at 7:00 PM** in **Sanford Hall, Town Hall**, at 155 Village Street. The applicant is seeking an alteration of licensed premises, specifically to extend the premises in which it may serve alcohol to an outside pavilion.

If you wish to be heard on the petition, please be present at the above date and time.

Sincerely,

The Medway Board of Selectmen

AGENDA

ITEM #2

Presentation – Trash and Recycling Program Comparison

Associated backup materials attached:

- Local Community Comparison Chart

Medway Trash and Recycling Program Comparison to Other Local Communities

	Medway	Ashland	Bellingham	Franklin	Holliston	Hopkinton	Milford
Solid Waste Pickup Frequency	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Does solid waste have to be in bins for pickup?	No	No	Yes, 65 gal toter	Yes	No	No	No
Recycling Pickup Frequency	Bi-Weekly	Weekly	Bi-Weekly	Weekly	Weekly	Bi-Weekly	Bi-Weekly
Recycle Truck Staff (1 man, 2 man?)	1 man	1 man	1 man	1 man	1 man		1 man
What size recycling bin do you use?	96 gallon	14 gallon (town provided). Anything larger, resident obtains on their own.	96 gallon	65 gallon	Any, just needs a recycle label	Residents can use any type of bin	18 Gallon
Do you offer more than one size of bin?	Yes	No	Smaller sizes are available for seniors	yes	No, but residents can use anything as a bin if labeled.	N/A	No
If "YES", How much do you charge for each size?	Free	\$5	We have a senior discount rate which is about 40% of the full rate.	less \$20 for 35g	Free	N/A	N/A
Do You Charge For Additional Recycling Bins/Carts?	No	Yes	We have a two family and three family rate. If you want an extra bin you pay the higher rate.	Yes	No	N/A	Yes
If "YES", How Much?	N/A	\$5	See above.	\$75/yr residential, \$100/yr commercial	N/A	N/A	\$7.00

	Medway	Ashland	Bellingham	Franklin	Holliston	Hopkinton	Milford
Recycling Rate FY15 (Curbside Only)	32.30%	31%		33.50%	47.02% (with compost)		32%
Recycling Rate FY16 (Curbside Only)	33.27%	32%		38.00%	47.36% (with compost)		TBD
Pay-as-you-throw Program?	Yes, yellow bags	Yes, orange bags	No	No	Yes	No, but two 39-gal barrel limit	No, but 4 item limit (bag or barrel <35 gal)
If "YES", how much per bag?	\$1.50/30gal, \$0.75/15gal	\$1.80/33gal, \$1.05/14gal	N/A	N/A	1st free, then \$2.00 a sticker per bag or barrel	N/A	N/A
Single Stream Automated?	Yes	Single Stream/Semi-automated	Yes	Yes	No	No	No
Recycle Center Hours	Summer Hours -Wed. 4-7, Sat & Sun 8-3, Winter Hours - Wed 12-3, Sat & Sun 8-3.	No Recycle Center, but limited Hazardous Waste collection the 1st Saturday of month - 9a-12noon	Summer Hours - Sat. 8-4, Sun 8-2, Winter Hours - Sat. 8-4.	Summer Hours - Tue. 12-3, Fri & Sat 8-3, Sun 9-1, Winter Hours - Fri & Sat 8-3, Sun 9-1.	Sat 8-3 (year round)	Sat 7:30-3 (year round)	Summer Hours - Thu. 10-4, Fri & Sat 8-4, Sun 10-4, Winter Hours - Sat - 8-4, Sun 10-4.
Recycle Center Amenities	Free disposal of (Single Stream, Rigid Plastic, Styrofoam, Scrap Metal, Yard Waste, Tires, Mercury, Batteries, Clothes)	Free disposal of motor-oil, oil-based paints/stains, contained Mercury, fluorescent tubes & CFLs, rechargeable/button batteries	Free disposal of White Goods, Batteries, Scrap Metal, Yard Waste, Tires, Paint, Mercury.	Free Disposal of Commingle, Cardboard, Scrap Metal, Yard Waste, Electronics, Oil, Auto Coolant, Bulbs, Mercury, Styrofoam, Bulk, Haz Waste, Rigid Plastic, Ink Cartridges, Xmas Lights, Clothes. \$20 per Bulk Item (large indoor furniture). \$30 per White Good.	Scrap Metal, Cardboard, Yard Waste, CRT's, bulbs.	Free Disposal of Commingle, Paper/Cardboard, car & boat Batteries, Clothing, Yard Waste. (Once a month White Metal drop off at Highway Garage). NO Freon items accepted.	Yard Waste, Bulbs, Paint

	Medway	Ashland	Bellingham	Franklin	Holliston	Hopkinton	Milford
Curbside Amenities	Free Disposal of Bulk Item (1 per week) and Special Item (metal/electronic, unlimited every Tuesday)	Free Disposal of Bulk and White Goods	Free disposal of one bulk item (mattresses, sofa's etc.) per week and white goods.	NOT FREE tv/appliance/mattresses/wood furniture \$20 per item.	Free disposal of bulk (furniture, mattresses, appliances, doors, water heaters and tires). \$2 per bundle carpet or clean wood.	Free disposal of one bulk item per week; scheduling pickup is recommended	Free disposal of one bulk item per week (couch, chair, desk, mattress, box spring)
Annual Charge/Fees	\$250/yr	\$148/yr	\$340	\$216/yr plus \$25 Recycle Center Sticker	\$0 (First year with no fee, previously it was \$75 year)	\$0	Transfer Station \$20 1st vehicle, then \$10 each addtl.
Last Year Fees Were Increased	Never	2011	no	no	N/A	unsure	No
Are Fee Increases Done Annually?	No	No	Reviewed annually but haven't been increased since 2010	changes are sometimes they go down	N/A	N/A	No
Do You Offer Senior/Elder Discounts? (If "YES", what age?)	Yes and No, grandfathered discontinued program, but new financial based lifeline program 25% discount	Yes, \$78, age 65	Age 65, approximately 40% of the full rate	No, but offer a Lifeline program financially based, 25% discount.	Yes, 6 free stickers per fiscal year owner occupied	No	No
Annual Solid Waster Budget FY15	\$1,344,708.00	\$1,157,524.00	\$1,605,080	\$2,014,424.08	\$1,063,762.00	\$1,056,460.00	\$1,667,565.00
Annual Solid Waster Budget FY16	\$1,486,554.00	\$1,162,650.00	\$1,606,702.00	\$2,053,093.00	\$1,048,269.00	\$1,004,460.00	\$1,577,410.00

	Medway	Ashland	Bellingham	Franklin	Holliston	Hopkinton	Milford
FY16 Salaries Only	\$326,048.00	\$25,375.00 (One 50% admin salary and one part time transfer station employee)	\$34,300.00	\$115,778.00	\$0.00 (No Salaries allocated, town admin dept runs program.)	\$8,000.00	\$62,000.00 (Six part time salaries)
Enterprise Fund or General Fund?	Enterprise	Enterprise	Enterprise	Enterprise	General	General	General
If Enterprise Fund, is any part of your program subsidized by the General Fund? Amount in FY16?	No	No	Yes, \$265,000.	Yes, \$134,565	N/A	N/A	N/A
If Enterprise Fund, current retained earnings (June 30, 2015 certified)?	\$1,172,894.00	\$487,613.00	-\$13,485.00	\$396,933	N/A	N/A	N/A
Population 2016	13,333	17,312	16,770	32,065	14,388	16,311	28,439
Cost of FY16 Solid Waste Mgmt per capita	\$111.49	\$67.16	\$95.81	\$64.03	\$72.86	\$61.58	\$55.47

	Medway	Ashland	Bellingham	Franklin	Holliston	Hopkinton	Milford
Is Your Landfill Capped?	No	Yes	yes	Yes	yes	N/A	Yes
Do You Pick Up Yard Waste Curbside?	No	Yes	Yes	Yes	Once a year in the fall	No	No
Do you have any educational programs with the schools on recycling?	Yes, green club, composting.	No	yes	not sure	Yes – Environmental Club at H.S. and M.S. Green team	No	No

AGENDA

ITEM #3

Approval – 40B Technical Assistance – MA Housing Partnership

Associated backup materials attached:

- Memo from Stephanie Mercandetti
- Agreement with MA Housing Partnership

Proposed Motion: I move that the Board authorize the Chairman to sign the award letter from the MA Housing Partnership for consulting services from Ezra Glenn from PPRI, INC on the Timber Crest Estates project as requested.

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



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

TOWN OF MEDWAY

Date: April 13, 2016

To: Board of Selectmen

From: Stephanie Mercandetti, Director, Community & Economic Development 

Re: 40B Technical Assistance

At your last meeting, I informed the Board that we had received verbal notification of being awarded consulting services through the Massachusetts Housing Partnership's 40B Technical Assistance Grant program and selected Ezra Glenn of PPRI, Inc. to assist the Zoning Board of Appeals in the review of the proposed Timber Crest Estates project.

Enclosed is the formal letter of acceptance for the technical assistance services which requires both Chairmen of the Board of Selectmen and Zoning Board of Appeals to sign.

I request that the Board authorize the Chairman to sign the acceptance letter at your meeting to be held on April 19th.

As the letter came in following the last meeting of the Zoning Board of Appeals, it will be on their agenda for Wednesday, April 20th for action. The Board of Appeals is also well aware of this assistance and the Chairman is expected to sign on April 20th.



Massachusetts
Housing
Partnership

April 1, 2016

David Cole
Chair, ZBA
Town of Medway
155 Village Street
Medway, MA

John Foresto
Chair, Board of Selectmen
Town of Medway
155 Village Street
Medway, MA

160 Federal Street
Boston, Massachusetts 02110
Tel: 617-330-9955
Fax: 617-330-1919

462 Main Street
Amherst, Massachusetts 01002
Tel: 413-253-7379
Fax: 413-253-3002

PROJECT NAME: Timber Crest Estates, LLC

Dear Mr. Cole and Mr. Foresto:

I am pleased to inform you that the Massachusetts Housing Partnership ("MHP") has approved the application of the Town of Medway for up to **\$15,000** under the 40B Technical Assistance Grant program. This award is provided to the Zoning Boards of Appeal and will be used to pay for the consulting services of **Ezra Glenn of PPRI, Inc.** to assist with the review of **Timber Crest Estates**.

www.mhp.net

MHP's 40B Technical Assistance Grant program supports Zoning Boards of Appeal in reviewing applications for Chapter 40B Comprehensive Permits. Technical assistance is provided by qualified third-party professionals who are pre-approved by MHP. Consultants are hired to advise the ZBA and review technical reports submitted as part of a comprehensive permit application. The Ch. 40B technical assistance award is available for **12 months** from the date of this letter. Repayment of these funds is not expected.

MHP is not able to provide technical assistance to communities that have met their local housing need as described in the 40B statute. MHP will pay for services rendered through the date of such certifications.

As part of 40B Technical Assistance Grant program, an MHP evaluation form will be mailed to the municipality at the time the ZBA issues a decision for the project. It is the municipality's responsibility to notify MHP in a timely manner of the issuance of the decision.

MHP is pleased to offer support to this proposal. **Please indicate your acceptance of this technical assistance by signing the enclosed original copies of the supplement attached and returning one to Laura Shufelt at 160 Federal Street, 2nd Floor, Boston, MA 02110.**

Sincerely,

Susan Connelly
Director
Community Housing Initiatives



ATTACHMENT A: Award Letter Supplement
PROJECT NAME: Timber Crest Estates, Medway

MHP provides the following supplement to Zoning Boards of Appeal for use of the 40B Technical Assistance funds. If you should have questions please don't hesitate to contact MHP staff about your award, disbursement procedures or your consultant's technical assistance scope.

Use of Technical Assistance (TA) Funds

TA funds are to be used only for the engagement of an MHP 40B consultant to assist the ZBA in responding to the proposed project. MHP's technical assistance funds may not be used for services that are typically the financial responsibility of the developer, such as Peer Review of engineering, traffic, architecture and other technical issues. Legal costs for municipal counsel and mediation are not within the scope of our services.

Scope of Services for MHP 40B Consultants

Ideally consultants are engaged early enough in the review process to provide a training and education session to ZBA members, city boards and other interested citizens about the Ch. 40B process and proposal review.

Responding to the Developer's Proposal

Consultant services may include, but are not limited to the following:

- 1) Educating the Town boards about the comprehensive permit process as needed;
- 2) In conjunction with the Town, reviewing the comprehensive permit application for completeness and appropriateness, with specific attention to specific issues depending on the Town needs and consultant expertise
- 3) Assisting the Town and local ZBA to identify local concerns and issues that might require outside consultants and/or additional impact studies;
- 4) Facilitating productive discussion between the Town and the developer about the proposed development. Assisting the Town with negotiations as appropriate;
- 5) Advising Zoning Board of Appeals as needed.

Municipality's Responsibilities

Responsibilities of the municipality include:

- 1) Keeping MHP informed of any unusual delays in the decision schedule.
- 2) Notifying MHP, in a timely manner, of final decisions and/or permit issuance.

Billing Procedure

MHP prepares the contract for 40B technical assistance. MHP pays the consultant directly upon verbal or written authorization from the applicant for each invoice submitted.

AGREED AND ACCEPTED BY:

By: _____
 Chief Elected Official

By _____
 ZBA Chair

Date: _____
 Hereunto duly authorized

Date _____
 Hereunto duly authorized

AGENDA

ITEM #4

**Approval – Gale Associates Change Order No. 8–
Baseball Field/Storage Building Athletic Facility
Improvements - \$37,900**

Associated backup materials included:

- Memo from Tom Holder
- Proposal – Gale Associates

Proposed Motion: I move that the Board authorize the Chairman to execute change order number 8 with Gale Associates for services related to the High School Baseball field improvements in an amount not to exceed \$37,900.



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
Michael Boynton | Town Administrator

From: Tom Holder | DPS Director

Date: 4/19/16

**RE: Gale Associates – Change Order
Baseball Field/Building Improvements**

The attached Change Order is for engineering support associated with identified improvements to the High School Baseball Field as well as the addition of an equipment storage building also located at the High School.

During Fall Town Meeting 2015, surplus funds from the Synthetic Turf Field design and construction appropriations were repurposed to allow for additional athletic improvements at the High School Complex. A total of \$200,379.03 were repurposed for this endeavor.

In collaboration with EPFRAC, Medway Athletic Director Rob Pearl along with members of the Medway baseball community prioritized an itemized list of desired improvements and decided upon work that includes the needed backstop replacement, addition of cantilevered dugouts and an equipment storage building.

The attached scope of services provides a detail of the work to be performed. This Change Order to the Town's existing contract with Gale Associates has the following values:

Original Contract Amount: \$82,120.00
Total of Change Orders: \$124,183.50
Current Contract Amount: \$206,303.00

This Change Order: \$37,900.00
New Contract Amount: \$244,203.00

The value of this Change Order is included in the budget to perform these improvements and is within the amount repurposed at Fall Town Meeting 2015.

Thank you for your consideration.

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



TOWN OF MEDWAY

Town Administrator

Medway Town Hall
155 Village Street
Medway, MA 02053

CHANGE ORDER # 8

CHANGE ORDER AMOUNT #

CONTRACTOR

Current Date:

4/19/2016

Company Name:

Gale Associates

Address:

163 Libbey Parkway
Weymouth, MA 02189

Project Description:

High School Baseball / Building Improvements

Town Meeting Approved Borrowing Amount:

\$200,379.03 Repurpose FTM 2015

Period of Performance:

Calendar Year 2016

Un-Reserved Project Funds:

Original Contract Amount:

\$82,120.00

Funding Source (number & description):

\$200,379.03 Repurpose FTM 2015

Change Orders to Date (list individually):

1. Traffic Study - \$13,975.00 - 2. Hanlon Field \$19,770.00 - 3. Additional Site Presence \$57,600.00 - 4. Electrical Services \$747.50 - 5. Water/Sewer Services \$4,200.00 - 6. Additional Site Presence \$17,495.00 - Reimbursable Expenses \$10,396.00

Change Order Number and Date:

Change Order #8 4/19/16

Amount of new Change Order:

\$37,900.00

Contract Expenditures to Date

\$ 205,535.57 * Paid from various accounts

New Contract Amount incl. ALL Change Orders:

\$244,203.00 244,203.50

Remaining Balance (before current change order):

\$ 200,379.03

APPROVED BY:

Michael Boynton, Town Administrator, Town of Medway

Vendor Authorized Officer, Title, Company Name

Carol Pratt 4/13/16

Carol Pratt, Town Accountant, Town of Medway

Department Head/Project Manager, Town of Medway

Change Requested:

Addition of Engineering Services toward the High School Baseball/Building Improvements

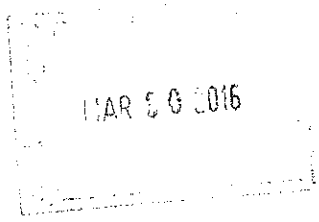
Reason For Change/Other Pending Expenditures:

Additional Work to be performed - Approved FTM 2015



Gale Associates, Inc.

163 Libbey Parkway | P.O. Box 890189 | Weymouth, MA 02189-0004
P 781.335.6465 F 781.335.6467
www.galeassociates.com



March 25, 2016

Mr. Thomas Holder
Director - Department of Public Services
Town of Medway
155 Village Street
Medway, MA 02053

Re: Change Order No. ⁸8 -- Baseball Field Improvements & Storage Building
Athletic Facility Improvements at Medway High School
Medway, MA
Gale JN 715821

Dear Mr. Holder:

Gale Associates, Inc. (Gale) is pleased to have the opportunity to provide additional services to assist the Town of Medway with site evaluation, design and construction period services for improvements related to the baseball field and the addition of a storage building at Medway High School. A Scope of Services is provided as Enclosure 1.

Gale's compensation for the additional Scope of Services is detailed as follows:

Phase 1 - Background Evaluation, Facility Assessment & Survey	\$ 3,500.00
Phase 2 - Program Development, Schematic Design & Cost Estimate	\$ 2,800.00
Phase 3 - Design Development & Preparation of Contract Documents	\$12,000.00
Phase 4 - Construction Period Services	<u>\$ 9,600.00</u>
TOTAL:	\$27,900.00

Geotechnical Services Budget	\$ 5,500.00
Electrical Services (Priced Owner Option – Not Included In Base Scope)	\$ 4,500.00

The compensation noted above does not include project related miscellaneous reimbursable expenses, which are estimated at \$750.00. Such items will be itemized and billed separately, per our current Schedule of Fees.

Gale's services will be provided in accordance with the terms and conditions of our existing contract for the above referenced project, and billed per our current Schedule of Fees rates, dated January 2016, attached as Enclosure 2.

If this proposal is acceptable, please sign below and return a copy of this document to the undersigned. Receipt of an executed document will constitute a notice to proceed and contract authorization of the additional services under the terms of our existing contract.

Should there be any questions, please feel free to contact the undersigned.

CELEBRATING 50 YEARS



Very truly yours,

GALE ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Sean T. Boyd".

Sean T. Boyd, P.E.
Project Engineer

A handwritten signature in black ink, appearing to read "Jenn M. Perry".

Jenn M. Perry, P.E.
Sr. Project Manager

STB/cmh

Enclosures:

- Scope of Services
- Schedule of Fees

Accepted for:
TOWN OF MEDWAY

The Undersigned represents that he/she is an officer/principal of the Town of Medway and is duly authorized to execute this contract on behalf of the Town of Medway.

Services Authorized (Indicate Base Scope/
Geotech/Electrical, etc.)

Signature

Print Name and Title

Date



SCOPE OF SERVICES

**ATHLETIC FACILITY IMPROVEMENTS PROJECT
MEDWAY HIGH SCHOOL
MEDWAY, MA**

ADDITIONAL SERVICES - BASEBALL FIELD IMPROVEMENTS & STORAGE BUILDING

BACKGROUND

Gale Associates, Inc. (Gale) has been working with the Town of Medway (Town) on the design, permitting and construction period services for the Athletic Facility Improvements Project at Medway High School. The services to date include the following:

- Re-coating and re-stripping the existing running track and field events.
- Three all-weather, multi-purpose, infilled, synthetic turf athletic fields.
- Various site improvements (fencing, signage, pavilion, etc.).
- New athletic lighting.
- New drainage and utility connections.
- New sixty-eight space parking lot.

Gale has been requested to provide additional services related to the above referenced project, consisting of additional background evaluation, design and construction period services for improvements related to the baseball field and the installation of a pre-engineered metal building. We understand that the scope of additional services will include the following:

- New chain link fence baseball backstop.
- Baseball dugout canopies.
- 20' x 40' pre-engineered metal storage building.

For purposes of this proposal, it is our understanding that the storage building will be "unconditioned" and will not be designed or constructed with heat, electricity, plumbing or other amenities. As a separate Priced Owner Option, we have provided a fee estimate for an electrical sub-consultant to design power to the building for lights and GFI outlets.

We propose to provide the following Scope of Services.

PHASE 1 - BACKGROUND EVALUATION, FACILITY ASSESSMENT AND SURVEY

Task 1.1 - Survey/Base Plan Development. Gale will perform a topographic survey of the existing site conditions. We will prepare a plan depicting 1-foot contours and applicable spot grades.

A property line survey will not be completed. The use of the Geographic Information System (GIS) and existing plan information will be adequate to represent property lines.



Task 1.2 - Geotechnical Evaluation. Gale's will retain the services of Nobis Engineering (Nobis) to complete two to three (2-3) geotechnical borings, estimated to take one (1) day, at key project locations to characterize the underlying geotechnical strata and establish the design parameters for the pre-engineered building, backstop and dugout canopy foundations. The geotechnical sub-consultant will retrieve samples and complete laboratory testing to characterize the soils. The fee for the geotechnical consultant has been estimated for this Scope of Services, and includes a drill rig and related laboratory fees. Gale will request a proposal from Nobis for the Town's consideration, should this proposal be accepted.

PHASE 2 - PROGRAM DEVELOPMENT, SCHEMATIC DESIGN AND COST ESTIMATE

Task 2.1 - Program Development. Gale will meet with school officials and athletic personnel to establish functional requirements, needs, priorities and budget. We want to understand the Town's development vision and summarize a strategy to achieve the baseball and storage program needs.

Task 2.2 - Schematic Design. With the constraints map and design program in hand, Gale will develop a schematic layout plan for the proposed improvements and meet with the Town to review its contents. The schematic plan will be sufficiently detailed to allow for the preparation of a preliminary budget estimate of the constructed cost. We will provide the preliminary budget estimated cost, based on our findings from Phase 1.

PHASE 3 - DESIGN DEVELOPMENT AND PREPARATION OF CONTRACT DOCUMENTS

Task 3.1 - Design Development. Following review of the Phase 2 documents and approval by the Town to proceed, Gale will complete the design development and preparation of construction documents for the project. The construction plan set will generally include:

- Cover Sheet
- Existing Conditions Plan
- Demolition, Erosion and Sedimentation Control Plan
- Layout and Materials Plans
- Structural Foundation Plans and Details
- Miscellaneous Site Details

For the pre-engineered metal building, Gale will prepare a performance-based specifications, as well as foundation plans and details. Gale will require that stamped shop drawings for the building structure be provided by the contractor from the selected building manufacturer.

At the 90% level of design development, Gale will submit a plan set and meet with the Town to review these documents. We will incorporate the project's technical specifications within the plan sheets.



PHASE 4 - CONSTRUCTION PERIOD SERVICES

Task 4.1 - Construction Period Services. During construction, we will provide limited construction period services. We will provide six (6) site visits for civil/structural (combined) services to observe the progress of construction. Site visits will be coordinated to coincide with critical construction tasks. Field memos will be provided for each visit.

Gale will review contractor shop drawings and material submittals for general compliance with contract requirements. Gale will review contractor requests for payment and make recommendations to the Town regarding them. We will provide reviews of contractor proposed change orders (if any) and assist in addressing technical issues, should they arise.

Task 4.2 - Project Close-Out. We will conduct a pre-final site visit to observe completed work, and prepare a punch list to be resolved by the contractor. We will provide final review of selected as-built drawings and assess the project's general design compliance. We will stipulate that warranties and operations manuals are part of the project close-out package. Additionally, the contractor will be responsible for the provision of certified as-built drawings prior to the release of final payment.

SERVICES NOT INCLUDED

The following services are not anticipated to be required at this time and are not included in this proposal

- Property line survey.
- Services related to potential site contamination.
- Services related to historical or archeological issues.
- Services related to wetland or resource area delineation.
- Permitting.
- Architectural design.
- Mechanical, electrical or plumbing services.
- Structural engineering of the modular building.

Should services be required in these areas, or areas not previously described, Gale will prepare a proposal or amendment, at the Town's request, that contains the scope of services, fee and schedule required to perform the additional services.

PRICED OWNER OPTION – ELECTRICAL SERVICES

As a separate Priced Owner Option, an electrical sub-consultant will review on-site power and availability, and design power to the storage building for lights and GFI outlets.



LIMITATIONS AND PROJECT PARAMETERS

- For the purposes of this proposal, we understand that the project will be directly negotiated with R.A.D. Corp. as a change order to the current construction contract.
- Gale's deliverables will not include technical specifications; only product specifications will be included on the plan sheets.
- Gale's review of contractor shop drawings and materials submittals is not for the purpose of determining the accuracy and completeness of other information, such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. Gale's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by Gale, of any construction means, methods, techniques, sequences or procedures. Gale's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- The correction of issues noted by Gale during the construction phase is the responsibility of the contractor, as is documentation of the correction. Gale bears no liability for further or additional inspection of issues identified. Lists generated by Gale are not considered to be all inclusive and represent only those issues actually observed and noted by Gale personnel while on-site. Gale has been tasked to observe specific construction elements only, and the absence of notations with respect to any other construction elements neither creates any liability on Gale's part, nor alters the contractor's responsibility to complete all work in accordance with the contract documents.

G:\715821\Contract\Change Order No 9 - Baseball and Storage Building 2016 0325.doc



GALE ASSOCIATES, INC.

**163 Libbey Parkway, P.O. Box 890189
Weymouth, Massachusetts 02189-0004
781-335-6465**

SCHEDULE OF FEES

JANUARY 2016

Fees for services are based on the time worked on the project by staff personnel in accordance with the following schedule:

Principal	\$225/hr
Senior Associate	\$210/hr
Associate	\$195/hr
Sr. Project Manager/Sr. Structural Engineer	\$185/hr
Project Manager	\$170/hr
Sr. Engineer/Architect/Planner	\$160/hr
Project Engineer/Designer/Planner/Architect	\$150/hr
Landscape Architect	\$140/hr
Sr. Staff Engineer/Designer	\$135/hr
Staff Engineer/Staff Designer	\$125/hr
Sr. Technician/CAD Designer	\$125/hr
Technician/CAD Drafter	\$110/hr
Administrative Professional	\$110/hr
Clerk/Word Processor/Admin Assistant	\$90/hr

Fees for expert testimony at pre-trial conference, deposition, hearing, trial, or any other legal proceeding, including preparation time for any such testimony, will be billed at 1.5 times the hourly rate.

Fees for expedited services will be billed at 1.3 times the hourly rate.

Overtime will be charged for services for more than 8 hours per day, including travel, and all services on holidays, Saturdays, and Sundays. Overtime is charged at a rate of 1.5 times the regular hourly rate.

In the event onsite construction observation services are provided, the minimum charge for an onsite visit will be 4 hours.

This Schedule of Fees will be utilized for a period of six months from the date of submission unless otherwise provided in the Agreement and is subject to revisions at six-month intervals unless otherwise stipulated in the Agreement.

Reimbursable Expenses

Automobile expenses for personal or company vehicles will be charged at \$0.50 per mile, plus toll charges for travel from Gale's office to the project and return and for travel required in the conduct of work.

The following items of direct non-salary expenses shall be billed at Gale's cost plus 15%.

1. Transportation and living expenses incurred for out-of-town projects.
2. Long distance telephone calls, facsimiles, telegrams and cables.
3. Delivery charges for samples, field testing equipment, etc.
4. Laboratory equipment and instrumentation directly identifiable to the project and specifically noted in Gale's proposal.
5. Purchase of specialized equipment and rental of equipment from outside vendors.
6. Photographs for project records and reproduction of drawings and reports.
7. Computer services provided by outside vendors.
8. Drafting and word processing services and other labor provided by outside contract personnel.
9. Use of rental vehicles.
10. Contractor and sub-consultant services.

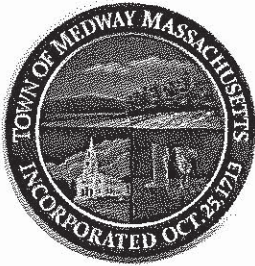
AGENDA

ITEM #5

**Discussion – Recreational Area Program –
Proposed Scope & Task List**

Associated backup materials attached:

- Memo from Town Administrator, Michael Boynton



TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS

Medway Town Hall
155 Village Street
Medway, MA 02053
Phone (508) 533-3264
Fax (508) 321-4988
Email: mboynton@townofmedway.org

Town Administrator
Michael E. Boynton

MEMORANDUM

To: Board of Selectmen

From: Michael E. Boynton, *MEB*
Town Administrator

Date: April 13, 2016

Re: Parks Project Scope & Task Plan

Following the CPC meeting and discussion on Monday evening, it is clear that the proposed project to provide improvements & enhancements to our various parks and playgrounds will require a wide level of input to ultimately achieve a successful outcome. Specifically, each "stakeholder" group in the process appears to desire participation in the process, and in the case of CPC they wish to be involved throughout the process. That being said, I offer the following suggestions on setting up this project going forward.

STEERING COMMITTEE

This one is simple. We should request EPFRAC to take the lead here. The current Chair, Ross Raliff, was present at the CPC meeting Monday night and agreed to this premise. As EPFRAC is currently constituted with a membership representing the Board of Selectmen, Parks Commissioners, CPC, Open Space Committee, Medway Schools, and Medway Youth Sports, their ability to bring the varied constituencies to the table at once is highly beneficial. However, to that I would suggest expanding their membership to include representatives from the Conservation Commission, Historical Committee, Finance Committee, and Friends of Choate Park as well. That will certainly provide for significant input throughout the design piece, and each Committee will have the needed input.

PROPOSED TASK LIST

- 1) Selectmen votes to task EPFRAC with project coordination, and further increases the membership to add FinCom, ConCom, Historical Commission, and FOCP representatives.
- 2) EPFRAC has initial meeting with BOS and CPC to discuss essential project components and to ensure compliance with original intent of Open Space Bond Bill. Additional meeting with State EOEEA as required.
- 3) EPFRAC meets to decide on design RFP criteria; works with Administration on technical compilation of RFP document.
- 4) EPFRAC to serve as evaluating committee for RFP submissions. Ranks respondents for eventual contract negotiations.

- 5) Upon successful negotiations, EPFRAC and TA recommend consulting design firm to BOS for approval.
- 6) EPFRAC has initial meeting(s) with design firm to establish goals and time line.
- 7) Initial public forum is held to receive input from the community at large. Facilitated by design consultant.
- 8) Pre-design meetings held (in joint session, with all Committee stakeholders. Additional discussions with BOS and department managers.
- 9) EPFRAC monitors progress of initial "conceptual" design with ongoing meetings with consultant. Consultant to utilize services of estimator to itemize projected costs, preferably on a "unit basis".
- 10) Preliminary drawings are presented to Committee stakeholders for input and comment. Specific meetings are held with BOS, CPC and ConCom.
- 11) Second public forum is held to present draft plans & drawings.
- 12) Following input, final plans are prepared and submitted to the various committees via EPFRAC.
- 13) Assuming support of plan at the Committee level, funding requests are requested for overall project. Town meeting action is sought.
- 14) If project is approved, design consultant prepares bid documents. Project is underway.

This is a very rough outline of possible project steps. However, I believe that it captures the preferences of those groups that have weighed in to date. Please certainly feel free to make any edits or suggested changes. Once approved by your Board, we can provide the program plan to CPC and EPFRAC for their review.

Thank you!

AGENDA

ITEM #6

Approval – One-Day Liquor License Applications

- a. Medway Veterans Association – 30 One-day licenses to take place May 4, 2016 through June 2, 2016
- b. Barbara Strachan – Thayer Homestead – May 22, 2016
- c. Leslie Guyette – Thayer Homestead – June 19, 2016

Associated backup materials attached:

- One-day License Applications
- Police Chief's Recommendations

Proposed Motion: I move that the Board approve 30 one-day licenses for the Medway Veterans Association for various events to take place at the Medway Veterans building from May 4, 2016 through June 2, 2016, and for Barbara Strachan and Leslie Guyette for their events to be held at the Thayer Homestead on May 22 and June 19, 2016 as requested.



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 Concession stand for softball and events

Name of Organization/Applicant Medway Veterans (VFW)

Address 123 Holliston Street, Medway, MA

FID# _____

Phone 508) 533 2575 Fax () _____

Non-Profit Organization Y N

Attach non-profit certificate of exemption

Event Location 123 Holliston Street, Medway

Event Date May 4 thru July 4, 2016 - SEE ATTACHED LETTER
June 2, 2016

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

Is event open to the general public? Y N

Estimated attendance under 100

Will there be an age restriction? Y N

Minimum age allowed:

21

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

By the bartender

Is there a charge for the beverages? Y N

Price structure: _____

Alcohol server(s) _____
Attach Proof of Alcohol Server Training
on record

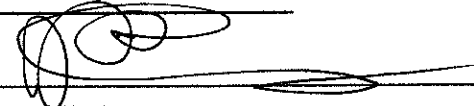
Provisions for Security, Detail Officer **No**

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

Experience **40 years experience**

The following may be required:
Police Dept. – Detail; Fire Dept. – Detail; Board of Health – Food Permit; Building Dept. – Tent Permit

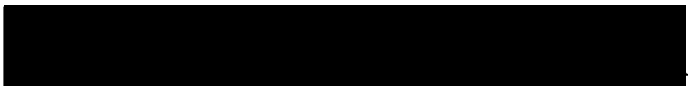
Date of Application **April 5, 2016**

Applicant's Signature 

Applicant's Name **John P Larney**

Address **123 Holliston St, Medway**

Phone **508 533 2575** Fax () _____ E 



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 VETERANS BUILDING ASSN. INC.

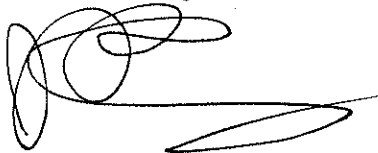
123 HOLLISTON STREET
MEDWAY, MASSACHUSETTS 02053

Medway Board of Selectman
Town of Medway
155 Village Street
Medway, MA 02053

April 5, 2016

The Medway Veterans Building Association has applied for a change to the liquor license for our premises. We are not sure how long the ABCC takes in these matters and so we are applying for a series of one-day liquor licenses to insure we can operate while we are waiting for their response.

Thank you very much for your understanding,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

John Larney
Quartermaster and Treasurer



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

April 15, 2016

To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

Re: Blanket One Day Liquor Licenses for the Medway VFW Pavilion May 4, 2016 thru June 2, 2016

I approve of the request for the blanket one day liquor license for the Medway VFW pavilion located at 123 Holliston Street with the following stipulations.

1. All bartenders will be employees of the Medway VFW and TIPS certified
2. The 'last call' for all alcohol sales or service shall be no later than 12:30 AM and all functions shall conclude at 1:00 AM.
3. No alcohol beverages shall be consumed outside the enclosed pavilion area, IE: softball field area, spectator's areas and the parking lot
4. No alcoholic beverages shall be served or sold to any individual under 21 years of age or any individual that the server knows or has reason to believe is intoxicated.
5. No outside alcohol beverages shall be brought in or consumed within the pavilion area or any other outside restricted areas
6. No server or bartender shall offer or deliver any free alcoholic beverages to any individuals.
7. No server or bartender shall deliver no more than two drinks to one person at one time.

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

All Alcohol _____ Wine and Malt

Event Baby Shower

Name of Organization/Applicant Barbara Strachan

Address 11 Fairway Lane Medway MA 02053

Non-Profit Organization Y _____ N

Attach non-profit certificate of exemption

Event Location Yayer Hall

Event Date 5-22-16

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

Is event open to the general public? Y _____ N

Estimated attendance 80

Will there be an age restriction? Y _____ N

Minimum age allowed:

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

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 2-16-16

Applicant's Signature Barbara Strachan

Applicant's Name Barbara Strachan



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

Police Department _____
315 Village St _____ Date

Fire Department _____
44 Milford St _____ Date

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

Building Department _____
Town Hall, 1st Fl _____ Date



Medway Police Department

315 Village Street
Medway, MA 02053

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

Allen M. Tingley
Chief of Police

February 17, 2016

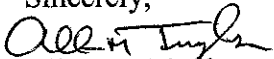
To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

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

I have reviewed the request from Barbara Strachan for a one day liquor license for a baby shower, to be held at the Thayer House, 2B Oak Street, on May 22, 2016. I approve of the issuance of this one day liquor license with the stipulation that the alcohol 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



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 X

Event Graduation Party (High School)

Name of Organization/Applicant Heslie A. Guyette

Address 3 Pine Ridge Drive, Unit 3 Medway

FID# _____

Non-Profit Organization Y _____ N X

Attach non-profit certificate of exemption

Event Location Thayer House

Event Date 6/9/16

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

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

Estimated attendance 80

Will there be an age restriction? Y _____ N X

Minimum age allowed:

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

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

Alcohol server(s) _____
Attach Proof of Alcohol Server Training _____

Provisions for Security, Detail Officer N/A

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

Experience _____

The following may be required:
Police Dept. – Detail; Fire Dept. – Detail; Board of Health – Food Permit; Building Dept. – Tent Permit

Date of Application 3/31/16
Applicant's Signature [Signature]
Applicant's Name _____
Address _____

Phone () _____ Fax () _____ Email _____

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

Police Department _____
315 Village St _____ Date _____

Fire Department _____
44 Milford St _____ Date _____

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

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



Medway Police Department

315 Village Street
Medway, MA 02053

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

Allen M. Tingley
Chief of Police

April 15, 2016

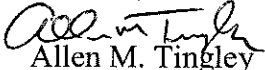
To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

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

I have reviewed the request from Leslie Guyette for a one day wine and malt license for a graduation party, to be held at the Thayer House, 2B Oak Street, on June 19, 2016. I approve of the issuance of this one day wine and malt license with the stipulation that there will be no on-street parking on Mechanic and Oak Street. The alcohol service for the event will be handled by Special Occasion Servers.

Sincerely,


Allen M. Tingley
Chief of Police

AGENDA

ITEM #7

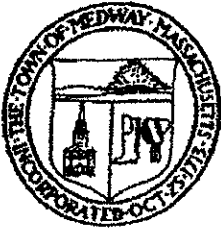
Approval – Special Event Permit Applications

- a. Christina Clarke Genco Foundation INC. Fundraiser Ride – May 8, 2016
- b. 6th Annual Turkey Trot 5k – November 24, 2016

Associated backup materials attached:

- Public Event Application – Caroline Genco
- Email – David Consigli, Medway Turkey Trot 5k

Proposed Motion: I move that the Board approve special event permits for the Christina Clarke Genco Foundation INC. fundraiser ride on May 8, 2016 and the 6th Annual Turkey Trot 5k on November 24, 2016 subject to the Police Chief's recommendations.



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

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

Today's Date: 4/2/2016

Applicant Name: Caroline Genco

Applicant's Organization: Christina Clarke Genco Foundation INC

Contact Name: Caroline Genco

Address: 54 Lakewood Road, Newton MA 02461



Event Date and Hours: May 8 (Sunday) 7:30 AM-3:30 PM

Location of Event: (Must provide written permission of property owner)
City Hall –City of Newton, 1000 Commonwealth Ave- Start and Finish

For Parades, Marches, Road Races: Assembly Location, Route, Dispersal Location:
Complete Route for Ride is found on our website ccgfoundation.org

[Attach map of route] See attached Fact sheet

Description of Event and Proposed Activities:

Bicycle Ride- through portions of Medway

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

300 Total for 4 Routes

Audience/Spectator Estimate: Volunteers in Medway on the Bicycle Route- 4-6

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

Police have been notified as in previous years

Insurance Information: RL Tennant Insurance Agency, 1149 Washington St, Newton MA 02460 617-969-1300

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

Applicant: The Christina Clarke Genco Foundation

Date: 4/2/16

COMMENTS: FOR TOWN USE ONLY

Police/Safety Officer: _____

BOH _____

Fire: _____

Inspection: _____

Approval: Yes No

Conditions: _____

**The Christina Clarke Genco Mother's Day Memorial Ride
Sunday, May 8, 2016**

The 5th annual Christina Clarke Genco Mother's Day Memorial Ride will be held on May 8, 2016 to support the Christina Clarke Genco Foundation. The memorial ride will commemorate Christina Genco's life and raise funds for the CCF Foundation. Christina was the Group Leader and was on her second service trip with Bike & Build, riding her bicycle across the U.S. to raise funds and awareness for affordable housing, when a tragic accident took her life at the age of 22. Christina's short journey through life was driven by her passion for helping others. She will always be remembered for her gentle spirit, athleticism, creativity, and commitment to making a difference in the world at such a young age.

About the CCG Foundation

CCGF serves the community through three targeted programs:

Affordable Housing Program: CCGF provides volunteer and financial support to local, national, and international, affordable housing organizations for the construction of homes for those in need. Funds, along with the time of CCG staff are donated in partnership with the cross-country cycling organization Bike & Build.

Athletic Scholarship Program: CCGF provides financial support to young athletes who demonstrate the values that Christina embraced. Our Scholarship recipients receive an award to cover costs for participation in team sports and in return make a commitment to pursue volunteer activities in service to their community.

Safe Bicycling Program: CCGF provides bicycle safety education and awareness initiatives for drivers and cyclists, at the local and national levels. Our Greater Boston Safe Bicycling Program works in partnership with local organizations to advance their outreach efforts. These efforts included outfitting of hundreds of bicycles with modern safety lights and lectures on safe bicycling at schools throughout Greater Boston. Our National Outreach Program seeks to identify and support organizations improving safety at the national level. CCGF has supported the Washington [D.C.] Area Bicyclist Association (WABA) to continue their research focusing on data and policy analysis of bicycle accident data.

Through the work of our friends at the Massachusetts Institute of Technology's (MIT) Media Lab we were awarded a grant in 2015 through the MIT Community Service Fund to further support our Bike Light Handout program. This fall we outfitted more than 300 bicycles with front and rear light sets, making Boston safer for bikers and those who share the roads with them. With this push we plan to grow our bike light handout program such that it will be a core aspect of our bike safety initiative in 2016.

About the Ride

The 2012, 2013, 2014, and 2015 Mother's Day Memorial Rides were a huge fundraising success with hundreds of cyclists and volunteers coming together for a day of family fun, filled with food, live music, prizes, and the joy of giving back to the community. The majority of funds raised in previous Rides went to support affordable housing projects in partnership with Bike & Build and Habitat for Humanity. The 2016 Mother's Day Memorial Ride will continue in this tradition and will offer routes of varying distances to appeal to riders of different abilities. The distances of the routes reflect the number 34 in honor of Christina's lacrosse jersey number and include the following rides with staggered start times listed below:

68-mile ride: 7:30 AM

34-mile ride: 9:00 AM

17-mile ride: 10:00 AM

Family ride: 11:00 AM

For the 68, 34, and mile rides the registration fee is \$45 per person. In addition to the registration fee, although not required, we encourage riders to set a personal fundraising goal. The registration fee for the Family ride is per \$35 per family and children under 16 ride free. The Mother's Day Ride will begin and end at Newton City Hall. Landry's will provide overall logistical support. All funds raised in the 5th Annual Ride will support the CCG Foundation Safe Bicycling Program.



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

April 15, 2016

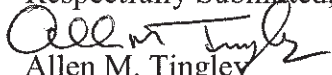
To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

Re: CCG Foundation Mothers Day Memorial Ride

I have reviewed the bicycle route mapped out for the CCGF Mothers Day Memorial Ride, scheduled for May 8, 2016. I would approve of the issuing of the permit for this bicycle ride with the stipulation that two detail officers be hired by the organization, to assure the safety of the runners and the movement of traffic during the bicycle ride. The two detail officers would be stationed at the intersections of Main and Evergreen Street and Lovering and Holliston Street, to assist the bicycle riders through these two heavily traveled intersections.

Respectfully Submitted,


Allen M. Tingley
Chief of Police

Lindsey Rockwood

To: Allison Potter
Subject: RE: Request for approval

Dear Allison,

This e-mail is to request approval from the town of Medway to hold a the sixth annual Medway Turkey Trot 5K (3.1 mile) road race on Thanksgiving morning, Thursday November 24, 2016.

The organizers are very proud to have built a well-received community event these past several years, and look forward to continuing the tradition. A recap of last years' race follows:

- Just over 1,200 runners and volunteers participated, over 50% of which were from Medway
- The race began promptly at 7:30, and the premises were vacated by 9:00 am. The majority of participants were off the high school property by 8:30. In prior years, we have transitioned smoothly to incoming parking for the Thanksgiving game.
- Parking lot was well staffed with volunteers and traffic flow was good beginning and end. Some runners did utilize the adjoining neighborhood for parking.
- The school gym was utilized for registration and warm-ups, and will be utilized going forward.

Other background and details are as follows:

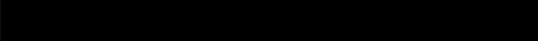
- The sponsoring organization, Medway Turkey Trot, is a "Community Organization" and is a 501 (c) 3 status. The organization members are listed below.
- The next race will be held Thursday November 24th, 2016. Start time is 7:30am, and time allotted including set-up and cleanup will be 5:45am to approximately 9:15am, with runners - and all but a few vehicles - vacating by 8:30.
- The race will begin and end on Adams Street behind Medway High School. The parking lot will be utilized for runner and volunteer parking, and registration will be held in the gym. Runners will access the course through the Adams Street access road.
- The course will be the same. Runners will begin on Adams and proceed to Winthrop, go left to Lovering, left onto Longmeadow, left onto Summer and left on Adams back to the HS access road. All turns were manned by police detail and/or volunteers and the course was well marked with temporary signage.
- In addition to morning of registration, we will hold pre-race registration and number pick up the weekend prior to the race at the High School.

- Participation will be weather dependent, but expectations are again for a range of 1,200 participants including volunteers.

Thank you for your assistance and your consideration.

Respectfully Submitted,

David Consigli

Charles Dwyer: 

Steve Houde

David Lorenzen

Charles Wright

Chuck Dwyer



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

April 15, 2016

To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

Re: Medway Turkey Trot

I have reviewed the running route, mapped out for the Medway Turkey Trot 5K road race scheduled for November 24, 2016. I would approve of the issuing of the permit with the stipulation that four detail officers be hired by the organization, to assure the safety of the runners and the movement of traffic during the race. The four detail officers would be used to control the traffic in front of the runners and behind the runners during the race, along with briefly closing down sections of Winthrop Street and Lovering Street, due to the large number of runners.

Respectfully Submitted,

Allen M. Tingley
Chief of Police

AGENDA

ITEM #8

Action Items from Previous Meeting

Associated backup materials attached:

- Action Items List

	DATE	ACTION ITEMS BOS	WHO	COMPLETED
1	7/6/2010	Street acceptance progress	S. Affleck-Childs	Ongoing
2	9/20/2010	Route 109 Project	DPS	Ongoing
3	2/4/2013	Brentwood Project	DPS	Ongoing
4	2/3/2014	Cable license renewals ; Mtg of Cable Advisory Com; Ascertainment Process	TA/CAC	Ongoing
5	7/28/2014	DPS Facility Building Project	DPS/TA/Committee	On hold
6	2/28/2015	Database of searchable minutes/Update Town Website	TA/IS	Ongoing
7	10/13/2015	Land Acceptances - BOS v ConCom	BOS/ PEBD	Pending
8	11/2/2015	Discussion - solid waste and recycling fees	BOS/DPS	April 2016
9	4/4/2016	Recreational Facility Improvements	BOS	ATM; Ongoing

AGENDA

ITEM #9

Approval of Warrants

Warrants to be provided at meeting

AGENDA

ITEM #10

Approval of Minutes

Associated backup materials attached:

- 2/1/16 Draft Minutes
- 2/5/16 Draft Minutes
- 2/16/16 Draft Minutes

Board of Selectmen's Meeting
Tuesday, February 1, 2016 – 7:00 PM
Sanford Hall
155 Village Street

Present: John Foresto, Chair; Maryjane White, Vice Chair; Richard D'Innocenzo, Clerk.

Absent: Dennis Crowley, Member; and Glenn Trindade, Member.

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Carol Pratt, Finance Director; Bob Weiss, Energy Manager; Susy Affleck-Childs, Planning and Economic Development Coordinator; Stephanie Mercandetti, Director, Community and Economic Development; Tom Holder, Director, Department of Public Services.

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

Announcement:

Mr. Boynton reported on two separate incidents. First, he extended thanks and appreciation to the staff in Public Services for handling of what turned out to be unexpectedly higher than anticipated snowfall two weeks ago. The snow came earlier than expected and the teams were mobilized quickly. Second, he announced that Officer Matt Reardon was instrumental in breaking up long-time criminal activity, the result of which was an arrest. This was an outstanding effort by Police Department.

Public Comments: None.

Presentation – Medway Community Farm, Board of Directors:

The Board reviewed the following information: (1) Introduction Letter; and (2) Annual Report.

Present: Kathleen Yorkis, President, Medway Community Farm, Board of Directors;

Ms. Yorkis stated their desire is to increase the visibility of the Community Farm and our presence in the community, noting that they had a very successful discussion with Mr. Boynton, Ms. Potter and Ms. Mercandetti. She briefly described what the farm is all about, producing food through shares, Fall Festival, activities in the schools and community education. At this time, she introduced the rest of her group as Kevin Overshiner, Farm Manager; Devon Reed; Marcia Coakley, Clerk; and Carol Collord, Treasurer.

Continuing, Ms. Yorkis stated that they are all proud to be member of the Medway Community Farm in a Green community, and an important goal of ours is to explore the possibility of a long-term lease. A long-term lease would allow some long-range objectives such as construction of a barn.

Mr. Reed provided highlights of the annual report, noting that he joined the Board of Directors in August. From a farming perspective, it is a very productive farm, with over 6 acres to work with. It supplies food to approximately 250 members of the community through crop shares utilizing three different fields. A new greenhouse is under construction. The farm donates about \$4500 worth of groceries to First Medway Church for the food pantry. There are new Board members as well as an increase in volunteers.

1 Ms. Collord presented a brief financial overview. This is another year with a positive net income. We
2 have a couple of investments and paid the last payment on a loan in December. The money we make
3 going forward can be invested back into the farm. We have been able to invest in some safety measures
4 such as the rollover bar on the tractor. The net income this past year was \$14,000.

5
6 Ms. Coakley reported that she gets to meet the members on the pick-up days and can discuss how they are
7 using the food products, recipes, etc. Moreover, it is inspiring to see all the children involved. Our strategic
8 planning is to improve the farm so that it can be expanded to handle more people and be more efficient.

9
10 Mr. Kevin Overshiner, Farm Manager, stated that Brittany, his wife, was the one who started the farm and
11 is moving on to another opportunity. The farm is based on a strong CSA program for members who pay in
12 advance then pick up their produce weekly. We want to build up and improve the Farmers Market that has
13 been going on for a couple of years as well as be able to donate to the Boston Food Bank. He emphasized
14 that smart environmental stewardship of land is an important contribution to the community as a whole.

15
16 Responding to a question from Selectmen D’Innocenzo, Mr. Overshiner stated that shares are available
17 now to members, and later to the general public. Due to a waiting list, it could take a year or two to clear
18 that wait list before getting in.

19
20 Chairman Foresto thanked them for their hard work, emphasizing that they are putting in this effort as
21 volunteers. He added that it is great to see people step up to fill important roles such as this. Ms. Yorkis
22 responded that some senior citizens have indicated this is the way they contribute to the community as
23 they do not have children in the schools.

24
25 Mr. Boynton stated he would confer with Town Counsel to see what options are available on the lease.

26
27 **Grant Expenditure Authorization – Greater Boston Real Estate Board Grant, \$2,300:**

28 *The Board reviewed the Notice of Grant Award, dated January 20, 2016.*

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

31
32 Mr. Holder reported that TC Scoops donated \$1000 and Jeff Bailey donated masonry services to do a lot
33 of the stone work. Medway Gardens donated some of the trees, while Home Depot in Bellingham
34 donated mulch and some trees. Realtors donated \$2,300. Additional work was donated by Fasolino
35 Landscaping.

36
37 Mr. Holder also reported that the department has identified two additional pocket parks long Route 109 in
38 the area that will be up for reconstruction this year.

39
40 **Selectman D’Innocenzo moved that the Board authorize the expenditure of the Greater Boston**
41 **Real Estate Board Grant in the amount of \$2,300 for improvements to the Mechanic Street Pocket**
42 **Park; Selectman White seconded. No discussion. VOTE: 3-0-0.**

43
44 **Grant Expenditure Authorization – EMPG Grant, \$3,220:**

45 *The Board reviewed the following information: (1) Notice of Grant Award, dated January 14, 2016;*
46 *(2) Contract form; (3) Invoice for wireless software & Tablets; and (4) Grant explanation.*

47
48 Mr. Boynton explained that the purpose of the grant request is to purchase electronic equipment that
49 would enhance the department’s capabilities to track various storms or disaster-related incidents that
50 occur in Medway. Computer software is part of this request. Utilizing a tablet that would be interfaced
51 with the departmental computer network would assist them in maintaining full control of incidents such

1 as road closures and road openings, downed wires, electrical issues, and locations of flooded areas, to
2 name a few. Mr. Boynton asked the Board to authorize the grant for the emergency operations center
3 and the associated work at the fire station.
4

5 **Selectman D’Innocenzo moved that the Board authorize the expenditure of the Emergency**
6 **Management Performance Grant in the amount of \$3,220, as presented; Selectman White**
7 **seconded. No discussion. VOTE: 3-0-0.**
8

9 **Closing of May 9, 2016 Annual and Special Town Meeting Warrants:**

10 *The Board reviewed FY17 Budget and 2016 Town Meeting Calendars.*
11

12 Mr. Boynton explained that there are not many articles other than general housekeeping articles on the
13 Special Town Meeting Warrant. Once you close the Annual Town Meeting Warrant, the citizen petition
14 phase is also closed. However, the Board can reopen the warrant if something comes up before the
15 warrant is posted publicly. Mr. Boynton added that language has been proposed for an article specifying
16 no hunting on Town-owned property.
17

18 **Selectman D’Innocenzo moved that the Board close the May 9, 2016 Special Town Meeting**
19 **Warrant on February 5, 2016; Selectman White seconded. No discussion. VOTE: 3-0-0.**
20

21 **Selectman D’Innocenzo moved that the Board close the May 9, 2016 Annual Town Meeting**
22 **Warrant on February 5, 2016; Selectman White seconded. No discussion. VOTE: 3-0-0.**
23

24 **Update – Net Metering Program**

25 *There were no background materials. A document entitled “Medway’s Power Purchase Agreement” was*
26 *distributed at the meeting.*
27

28 Present: Bob Weiss, Energy Manager; Carol Pratt, Stephanie Mercandetti.
29

30 Mr. Boynton provided a brief update. Borrego Solar has gone live in a program in Carver that the Town
31 of Medway has partnered with. The potential savings to the Town is substantial. The problem is that
32 there is a provision in the statute which allows Eversource to issue the credits in the form of a check
33 instead of energy credits. There are budgetary implications due to the credits coming in dollars which
34 must be considered revenue.
35

36 Ms. Carol Pratt, Finance Director, reported that it was originally thought that the credit would appear on
37 our regular invoices. Instead, it has come as a check and we are prohibited from applying the money to
38 the bills. We have to consider it as revenue and deposit it into the General Fund. This may require some
39 adjustment to the FY17 budget, as well as a potential Annual Town Meeting article to remedy the
40 situation for this year. Discussion followed. Ms. Pratt noted that the Town will continue to work with
41 Eversource to get the credit against our bill or in some other way other than a check. Mr. Boynton noted
42 that anything other than a check is difficult if not impossible as the Town would have to figure out what
43 accounts to apply it to. The full payment will go to NRG who will then distribute the money to the Town.
44

45 **Selectman D’Innocenzo moved that the Board authorize the Chair to sign a letter to Eversource to**
46 **declare Federal Road Solar 1, LLC as the ‘Designation of Representative for Host Customer’ to**
47 **enable Federal Road Solar to receive and to make the disbursements of the monthly net metering**
48 **credits sent by Eversource on behalf of the Town of Medway; Selectman White seconded. No**
49 **discussion. VOTE: 3-0-0.**
50
51

Approval – Public Event Permits:

The Board reviewed the following information: (1) American Legion email request with Police Chief's recommendations; and (2) Melinda Currul's email request and Police Chief's recommendations.

The public events requested are the American Legion Scholarship Road Race on June 25, 2016 and the 5th Annual Shamrock Shuffle 5K on March 12, 2016.

Selectman D'Innocenzo moved that the Board approve special event permits for the American Legion and Melinda Currul to host road races on June 25, 2016 and March 12, 2016, respectively, subject to fulfillment of the Police Chief's recommendations; Selectman White seconded. No discussion. VOTE: 3-0-0.

Approval – One-Day Liquor License Applications:

The Board reviewed the following information: (1) Application from Kate Davis with Police Chief's recommendations; (2) Application from Jeff Ingals with Police Chief's recommendations; and (3) Application from Cheryl Downey with Police Chief's recommendations.

The dates requested for use of the Thayer Homestead include February 14, 2015 (Kate Davis); April 2, 2016 (Jeff Ingals); and April 10, 2016 (Cheryl Downey).

Selectman D'Innocenzo moved that the Board approve one-day liquor licenses for Kate Davis, Jeff Ingals and Cheryl Downey for their events at the Thayer Homestead on February 14, 2016; April 2, 2016; and April 20, 2016 subject to fulfillment of the Police Chief's recommendations and evidence of appropriate insurance coverage; Selectman White seconded. No discussion. VOTE: 3-0-0.

Action Items from Previous Meeting:

The Board reviewed the Action Items list.

There were no updates at this time.

Approval of Warrants:

The Board reviewed Warrant 16-32.

Selectman D'Innocenzo, Clerk, read aloud Warrant 16-32, dated 2/4/16, presented for approval:

Town Expense	<u>\$1,382,199.31</u>
TOTAL:	\$1,382,199.31

Selectman D'Innocenzo moved that the Board approve the Warrant as read; Selectman White seconded. No discussion. VOTE: 3-0-0.

Approval of Minutes:

The Board reviewed draft minutes from October 13, 2015; October 19, 2015 (amended); and November 23, 2015.

Due to the absence of Selectmen Crowley and Trindade, the Board opted to postpone review of the minutes.

Town Administrator's Report:

Mr. Boynton reported that a member of the Tri-County School Committee needs to be reappointed as her term expires on June 30, and the reappointment has to be a joint effort. Chairman Foresto will connect with Linda Reynolds to learn if she wants to continue.

1
2 The Redevelopment Authority will have it kick-off tomorrow. Stephanie Mercandetti is hosting.

3
4 There will be an executive session on the 29th to discuss school security. We will hold it at the end of the
5 meeting instead of before.

6
7 Mr. Boynton provided a brief FY17 budget update, noting that he believes it is a good budget with some
8 projected additional revenue from the Commonwealth. It was encouraging to hear that the Governor's
9 budget is more of a baseline budget. He will take a closer look at some departments such as Building to
10 check on permits and other revenue-generating items. He hopes to present the budget at or near the
11 meeting on February 16.

12
13 **Selectmen's Reports:**

14 Speaking as Town Clerk, Selectman White reported she is short one election worker so and will forward
15 some names for consideration.

16
17 Chairman Foresto reported briefly on the meetings he attended this week on budgets with the schools.

18
19
20 **At 8:30 PM Selectman D'Innocenzo moved to adjourn; Selectman White seconded. No discussion.**
21 **VOTE: 3-0-0.**

22
23
24 Respectfully submitted,
25 Jeanette Galliardt
26 Night Board Secretary

1 **Board of Selectmen's Meeting**
2 **February 5, 2016, 8:00 AM**
3 **Town Administrator's Conference Room**
4 **Town Hall, 155 Village Street**
5
6

7 **Present: John Foresto, Chair; Maryjane White, Vice Chair; Glenn Trindade, Member.**

8
9 Absent: Richard D'Innocenzo, Clerk; Dennis Crowley, Member.

10
11 Also Present: Allison Potter, Assistant Town Administrator.

12 *****

13
14 At 8:00 AM, Mr. Foresto called the meeting to order.

15
16 **Approval – One-Day Liquor License Application – Robert O'Neill, Medway Firefighters Assoc. – Thayer**
17 **Homestead – February 7, 2016**

18 *The Board reviewed a one-day liquor license application submitted by Robert O'Neill and a Memorandum*
19 *from the Police Chief dated February 3, 2016.*
20

21 **Mr. Trindade moved, seconded by Ms. White, that the Board approve a one-day liquor license for**
22 **Robert O'Neill's event at the Thayer Homestead on February 7, 2016, subject to the fulfillment of the**
23 **Police Chief's recommendations and evidence of appropriate insurance coverage. No discussion.**
24 **VOTE: 3-0-0.**

25
26 **At 8:02 AM, Mr. Trindade moved to adjourn; Ms. White seconded. No discussion. VOTE: 3-0-0.**

**Board of Selectmen’s Meeting
February 16, 2016 --7:00 PM
Sanford Hall, Town Hall
155 Village Street**

Present: John Foresto, Chair; Maryjane White, Vice Chair; Richard D’Innocenzo, Clerk; Dennis Crowley, Member; Glenn Trindade, Member.

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator;

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Margaret Perkins, Director, Medway Public Library; David D’Amico, Deputy Director, Department of Public Services; Mary Becotte, Communications Director;

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

Public Comments: None.

Appointments – Agricultural Committee

The Board reviewed Letter of Interests and Resumes from Margaret Perkins, Paul Atwood and Bruce Hamblin. It was noted that specific appointment terms should be articulated for each applicant.

Present: Margaret Perkins, Paul Atwood and Bruce Hamblin.

Selectman Trindade moved that the Board approve the appointment of Margaret Perkins, Paul Atwood and Bruce Hamblin to the Agricultural Committee for staggered terms of one year, two years and three years respectively; Selectman White seconded. No discussion. VOTE: 5-0-0.

Chairman Foresto directed the new members to discuss what the charge for the Agricultural Committee should be and report back to the Board. Selectman Trindade suggested that they could reach out to Tina Wright about Open Space and ways to assist the farmers in town.

Appointment – Medway Pride Committee – Andrea Crow

The Board reviewed a Committee Volunteer Form from Andrea Crow.

Present. Andrea Crow.

Ms. Crow briefly spoke about Medway Pride Day and asked if the Town could possibly help out with the purchase of the banner. She noted that, in conversations with residents, people think it is just for children, but the day is really for people of all ages. The focus is to draw attention to the business community.

Selectman Trindade moved that the Board approve the appointment of Andrea Crow to the Medway Pride Day Committee for a one-year term; Selectman White seconded. No discussion. VOTE: 5-0-0.

Appointment – Board of Election Registrars - Judith L. Lane

The Board reviewed a Letter from the Democratic Town Committee.

1 Present: Judith Lane.
2

3 Ms. Lane stated she has been an election worker for several years. Selectman White added that Ms. Lane
4 and another election worker set up shop at the high school to help register voters this year.
5

6 **Selectman Trindade moved that the Board appoint Judith L. Lane to the Board of Registrars for a
7 term ending on March 31, 2018; Selectman Crowley seconded. No discussion. VOTE: 5-0-0.**
8

9 **Approval – Agreement to Provide HVAC Work at Library – Ace Temperature Control, Inc. -**
10 **\$12,500**

11 *The Board reviewed the following information: (1) Memorandum from Tom Holder, Director,*
12 *Department of Public Services; (2) Bid results; and (3) Contract.*
13

14 Present: David D’Amico, Deputy Director, Department of Public Services.
15

16 The Board expressed some concern over the broad range of bids. Mr. D’Amico responded that this is
17 fairly common with HVAC. Chairman Foresto asked if some of the work on this job is being done by
18 DPS staff. Mr. D’Amico responded that the electrical, HVAC, alarm work and some plumbing is being
19 bid out.
20

21 **Selectman Trindade moved that the Board execute a contract with Ace Temperature Control Inc.
22 for HVAC work to be done in the “maker space” at Medway Public Library in an amount not to
23 exceed \$12,500; Selectman White seconded. No discussion. VOTE: 5-0-0.**
24

25 **Approval – Agreement for Land Management Plan – The Conway School - \$6,500**

26 *The Board reviewed the following information: (1) Memorandum dated February 11, 2016 from Bridget*
27 *Graziano, Conservation Agent; and (2) Proposed Contract with Conway School of Landscape Design.*
28

29 Mr. Boynton reported that this appropriation was approved at Fall Town Meeting.
30

31 **Selectman Trindade moved that the Board execute a contract with The Conway School for a land
32 management plan in an amount not to exceed \$6,500 conditioned upon the approvals of both the
33 Town Accountant and Town Counsel; Selectman White seconded. No discussion. VOTE: 5-0-0.**
34

35 **Review and Approval – May 9 Special and Annual Town Meeting Warrants**

36 *The Board reviewed the following information:*
37

38 Mr. Boynton clarified that these are drafts and the Board could postpone approval until the next meeting.
39

40 At this time, the Board reviewed the Warrants with general discussion. Substantive comments are
41 referenced below:
42

43 Special Town Meeting Warrant

44 Article 2 – This article is a transfer of funds to cover the expense of a repair.

45 Article 3 –Mr. Boynton clarified that a temporary repair was previously done. The Town of Franklin
46 needs to do some work; this represents an extension of time.

47 Article 4 – The Board ask why the money was being taken out of these particular accounts. Brief discussion
48 followed on financial procedure, specifying that the Town has to pay the bill first and then get a credit.
49

50 Annual Town Meeting

AGENDA

ITEM #11

Town Administrator's Report

AGENDA

ITEM #12

Selectmen's Reports