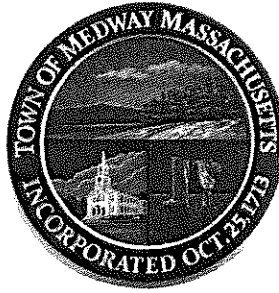


Board of Selectmen

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



Medway Town Hall
155 Village Street
Medway, MA 02053
Phone (508) 533-3264
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TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

Board of Selectmen's Meeting

October 16, 2017 7:00 PM

Sanford Hall, Town Hall

155 Village Street

Agenda

7:00 PM

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

Other Business

1. Presentation – Design Review Committee – LED Signs (Choate Park)
2. Approval – Fiscal Year 2018 Indirect Cost Allocation Agreement for Enterprise Funds
3. Approval – Contract with Hatch Asphalt Management for Saddle Hill Road Sidewalk - \$68,000
4. Discussion – Water Treatment Options
5. Discussion – Road and Sidewalk Plan
6. Vote – November 13, 2017 Fall Town Meeting Warrant Article Recommendations
7. Discussion – Free Cash
8. Discussion – Exelon Revenue
9. Authorization to Expend Exelon Funds for Energy Conservation Awareness Program (\$20,000) and Emergency Preparedness Program (\$15,000)
10. Vote – Boston Metropolitan Planning Organization (MPO) Ballot
11. Vote – Support Letter for Massachusetts Department of Environmental Protection (MassDEP) Administration of National Pollutant Discharge Elimination System (NPDES) Permit Program
12. One-day liquor License Applications:
 - a. Medway Lions-Alissa/Andy Rodenhiser– Thayer Homestead – 10/23/17
 - b. Jennifer Davitt – Thayer Homestead – 11/16/17
 - c. Patrick Soares – Thayer Homestead – 12/2/17
 - d. Mary Londono – Thayer Homestead – 12/16/17
 - e. Marie VanSaun – Thayer Homestead – 12/22/17
13. Action Items from Previous Meeting
14. Approval of Minutes: April 18, 2017, May 1, 2017, May 15, 2017, May 30, 2017, June 6, 2017 and June 26, 2017*
15. Town Administrator's Report

16. Selectmen's Reports

17. Executive Session, Exemption 6 [123 Holliston St]

* Revisions in Red Above

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

Upcoming Meetings, Agenda and Reminders

October 30, 2017 ---- Tri-Board meeting (BOS, FinCom, School)

November 6, 2017 ---- Regular Meeting

November 13, 2017 ---- Fall Town Meeting

AGENDA ITEM

#1

Presentation – Design Review Committee – LED Signs (Choate Park)

Associated back up materials attached.

- October 10, 2017 Report by the Design Review Committee

Report to The Medway Board of Selectman Changeable Message – LED Message Board Signs

October 10, 2017

Medway Design Review Committee

Matthew Buckley, Chairman

Jessica Chabot

Dan Connolly

Thomas Gay, MP&ED Representative

Seth Kendall

Alex Kevork

Rachel Walsh

EXECUTIVE SUMMARY

In January 2016, the Medway Board of Selectmen (MBOS) approached the Medway Design Review Committee (MDRC) expressing an interest in locating and installing an Electronic Messaging Board within the town. More specifically, near Choate Park and in conjunction with the Route 109 Redesign/Rebuild Project. The DRC initiated the necessary research required to not only understand the technology but to cover all the needed information needed to make informed recommendations.

While the selection and installation of this type of sign, replacing the old “black letter” sign that sat in the front of the park for many years, may seem simple, there were many areas of concern that needed to be addressed. These concerns included but were not limited to:

- Location... both requested and options
- Validity under the Sign Bylaw
- Design Guidelines
- Structure/Size
- Resolution/Brightness/Color
- Administration of Content

Each of the various items above required extensive research and discussion to ensure that each was properly addressed. Everything from proper location (both site specific and within the town), to the proper product to satisfy the need (including technology and attractive installation), to providing guidance for a new kind of sign not allowed under the current sign bylaw had to be resolved. Several other topics, including how to limit to “municipal use” (and what that means) as well as how to incorporate a constantly evolving technology into existing guidelines also had to be resolved.

With this report, the DRC feels that all the issues can be adequately addressed and, by following the recommendations included later in this report, can support installation at Choate Park as well as two or three other locations in town.

DISCUSSION

Prior to demolition of the “black letter” sign in the triangle at Choate Park, the town had only the sign in front of the park and in front of the Police Station as concrete and expected places for residents to receive notification of public events. Any other notifications had to be handled with temporary banners and/or portable, monochrome low-res, message boards. With the 109 Project now underway the options are even more limited. There was/is also the challenge of managing those various approaches, prioritizing what messages to post and satisfying a need for multiple messages/notifications at any given time. The BOS had determined that application of technology in the form of changeable message signage might provide the best way forward and employed the DRC to research/recommend the best way to realize both improvement and attractive application.

In initial discussion, there were many concerns that the technology approach was not consistent with what Medway is all about as well as the precedent of introducing the allowance of the technology. In other words, if the town can do it why can't it be used in all zoning districts by commercial, industrial and other landowners. That being stated, the applicability of the technology to the “problem” was soon realized to be beneficial and work began on the various moving parts requiring resolution.

The technology itself was the first major topic of discussion. At the same time, potential locations were examined because location can have a direct impact on the technology to be employed. After the careful researching of potential vendors, the DRC enlisted the help of Watchfire Signs, one of the pre-eminent vendors of Electronic Message Signs. In October, 2016, the DRC met with Watchfire Signs Northeast Sales Director Ben Barr discussing various options for Electronic Message Center/LED Signs such as background and LED light colors. He presented the members with an LED Sign buyer's guide and a demonstration of the technology. The discussion focused on sign resolution and millimeters (distance between the clusters of LEDs) and how that applies to location. Pictures of Watchfire signs displayed throughout the nation were also presented to the committee.

The Committee discussed with Mr. Barr the following points and considerations of an LED sign:

- Signs featuring double sided LEDs generally range in price from \$25,000 to upward of \$100,000.
- Mr. Barr can provide a list of companies that can design the sign encasement which Medway could send out for multiple bids.
- Sign for Needham was thought to be in the \$20,000-\$30,000 range. They opted for a 19mm sign because their viewing distance was from approximately 80 feet.
- Cost significantly increases as resolution increases/mm decreases.

- Things to consider when designing a sign and choosing resolution is speed of traffic and viewing distance between the sign and the targeted audience.
- Readability and quality of graphics increase considerably at higher resolutions... critical at closer distances (pedestrian)
- Brightness can be adjusted and locked. It can also be programmed to adjust for daytime and nighttime viewing as well as temperature and weather. If for example it was overcast but still during the day, the sensor would detect the difference in light adjust brightness. The sign can be programmed to turn on and off at predetermined times.
- Sign messages can be composed with various sizes of fonts and clipart or animation. Watchfire to supply some clipart and offer 15 fonts. Some special fonts such as ones with round corners and anti-aliased fonts use/require more LEDs and higher resolution.
- Medway would be able build its own templates selecting how many lines and words per page, but a good rule of thumb is no more than 7 words per page including animation or clipart.
- Recommend having someone (gatekeeper of sorts) to approve messages and animation prior to programming it into the sign.
- Wireless broadband programming of sign for \$100 per month is included for 5 years with price of sign. Software in laptop has options to program signs from multiple places. Watchfire can offer hands-on software training.
- Program is PC based now but expect to move to cloud/web based and MAC compatible by the end of the year.
- Energy consumption depends of size of sign and amount of LEDs. For example, a 3' x 7' sign with 12-19 mm resolution averages \$1 per day. 10mm consumes approximately 20-30% more. Max draw 14amps (Mr. Barr to provide more detailed electric consumption).
- Need to consider how often signs should change message/page, how many words per page and color contrast. Most animation uses 12mm because of higher resolution. 16-19mm is fine for words and basic displays.
- Cell phones and texting while driving is more dangerous than viewing LED signs (Mr. Barr to provide Texas A&M sign board study about safety).
- 5yr warranty covers repairs/replacement barring acts of GOD and incidents of vandalism. They guarantee that they will have parts available for 10 years. Not something foreign competitors can guarantee.
- Most clients will purchase an insurance policy for their signs (Mr. Barr can provide a list of vendors that can offer it).
- There was a general concern for evolving technology. Mr. Barr stated 12mm has been out for about 4 years and while Watchfire is working on a 6mm right now he stills

believes the 12mm will remain the optimum product for some time to come. Watchfire builds their signs so they can be removed from the surrounding case and have the LED panels upgraded to new technology if client so desires.

- LED signs would be changed more often than traditional signs with hand changed letters. LED signs can handle multiple messages at once with pages cycling at a specified frequency, providing more information to the community.

Equipped with knowledge of the technology, general location became the next major area of debate. Several potential sites were identified along with pros and cons of those locations. DRC ultimately identified three primary locations for the placement LED signs and determined that Choate Park, based on its position near the geographic center of town and midway point on Route 109, would be the best place. The other locations, also based on geography, cross town routes, areas where people might be accustomed to look for information and good site lines with minimum impact to residential areas include the Medway Police Station on Village Street (replacing the current letter sign) and the Medway Middle School on Holliston Street (where a letter sign once stood before being destroyed by a car accident). Everyone agreed that how many signs to purchase would be discussed at a later time and would largely be dependent on price. It was also agreed that the casing/structure of the sign would be important to the success of the installation and would need to be high end to keep with the aesthetics of Medway.

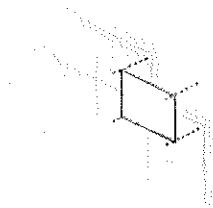
Over the last several months more specific information was discussed in detail. The problem of the sign bylaw was one that needed to be resolved and will require careful positioning. It is felt that there are parts of the bylaw, while not specifically providing for the technology (in fact not allowing it) can be used to move forward. The Town can move forward by properly applying for a sign permit, limiting its messaging to community outreach/events and using good judgement for operation as described in the recommendations.

Over the course of the project, there was significant discussion about the history, current and future policy on community message board signs in town. The process whereby town residents can reserve the existing sign for a period of one week was examined. While changeable copy signs are not allowed under zoning bylaw, the town until recently had two so some precedence exists. DRC is happy to participate in the design process and will weigh in on the appearance of these signs. The Town is anticipating improving the aesthetics and readability of the message on the sign with a software package that controls the display on the sign. There was much discussion on the legality of regulating content on these signs. There was also related discussion on updating the DRC's Design Guidelines to address municipal projects.

When all is said, and done, the DRC is happy to offer several recommendations in the next section.

RECOMMENDATIONS

Advantages



Scalable

Our intelligent hardware platform enables scalable e-paper deployment ranging from 1 to 10 or 100,000 display units that can run separately or be tiled together to provide bigger screens.



Centralised monitoring

All deployed electronic paper signs can be remotely monitored online, with any updates seamlessly happening in real-time via Wi-Fi or cellular connectivity, no matter the number or location of your signs.



Electronic paper display

An electronic paper display enables the building of digital signs that benefit of both, the features of printed paper and digital screen. The content will be visible even in direct sunlight and thereby won't use much energy.

Structure and Size

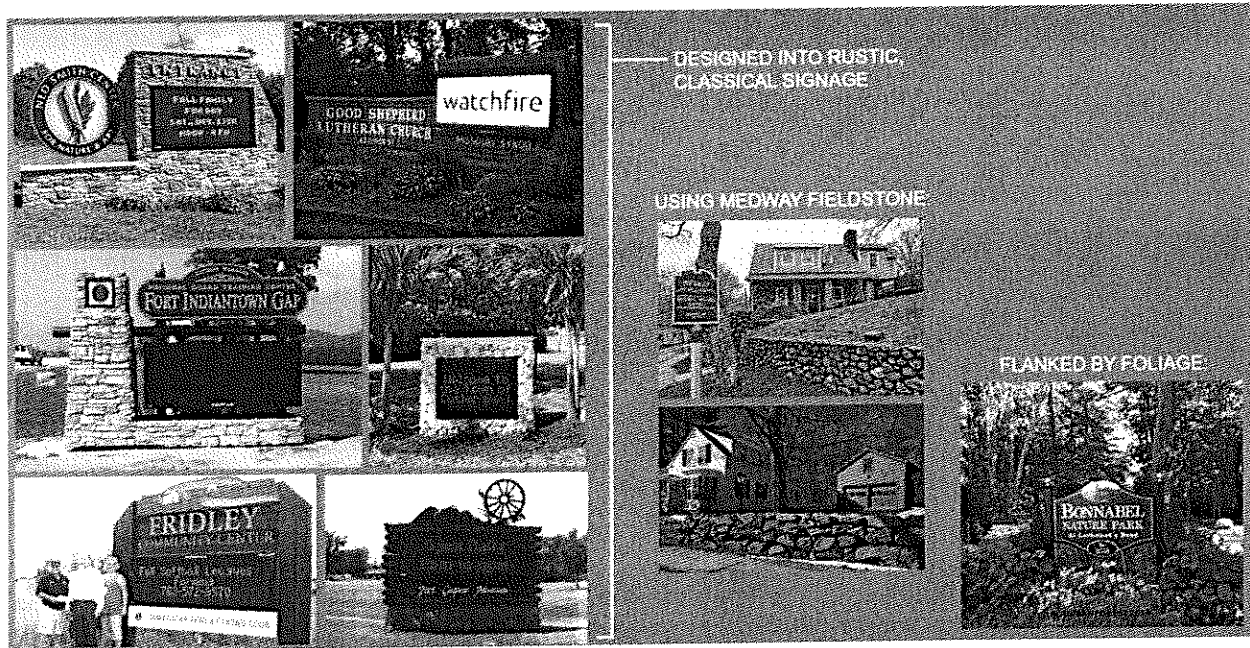
1) Structure

- a) The Recommendation is an indigenous stone appearance for the base/enclosure of the sign and black metal mountings or attachments for the actual sign board
- b) Care should be taken to appropriately brand the sign to make it recognizable as a Town of Medway sign
- c) An opportunity exists to incorporate the "Choate Park" identification into the structure
- d) A professional resource should be secured to develop consistent final designs (regardless of locations)

2) Size

- a) The LED panels are available in configurations equal to 1'x1'. Based on several examples the DRC viewed, we are recommending a minimum 3' high sign maximum 4' high sign and minimum 5' wide maximum 7' wide sign.

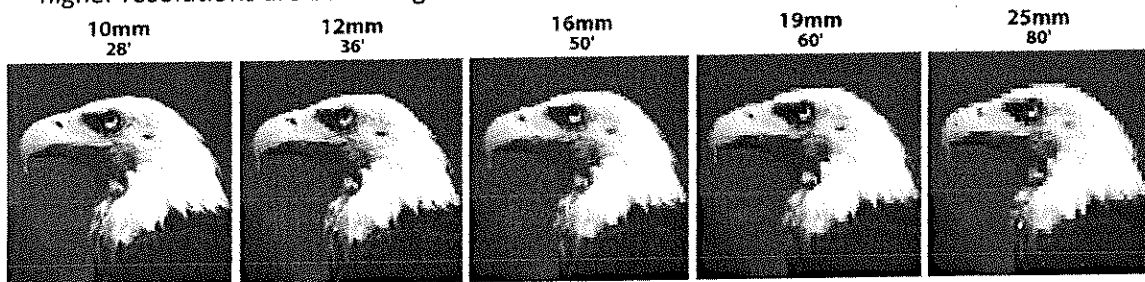
- b) Signs composed of wider aspect ratios lend themselves to clearer layouts, more readable messages and better graphics.



Resolution, Brightness, and Color

1) Resolution

- a) The current technology allows for a max resolution of 10mm. The DRC is recommending a minimum resolution for any message board signs be 12mm, but that we would ideally get the highest resolution possible at the time of purchase as the higher resolution is exponentially better (at this writing 10mm) to accommodate pedestrians. The nearer you are to the sign the better the resolution is needed.
- b) In the case of multiple locations higher resolution for Choate Park (10mm) and lower for Village Street and Holliston Street (12mm) would be ideal.
- c) The Vendor indicated that the price as it relates to the resolution is rapidly diminishing and higher resolutions are becoming more available



Sign Resolutions and Minimum Viewing Distance

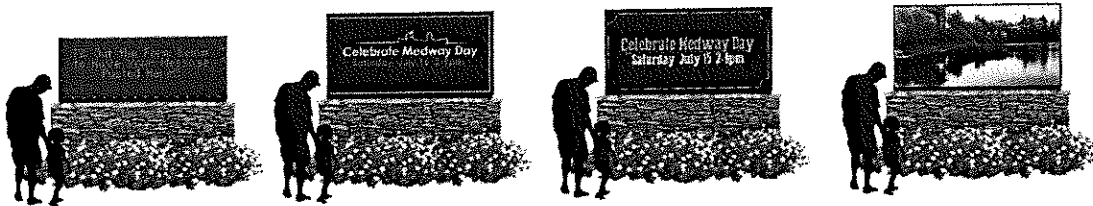
2) Brightness

- a) The programmability of the LED sign allows for different levels of brightness and can be programed to change brightness depending on the day/time. The DRC recommends that a brightness program be strictly adhered to and that in the evening the sign be automatically set

to the lowest brightness setting available. Any sign purchased should be dimmable to a min of 350 NIT's.

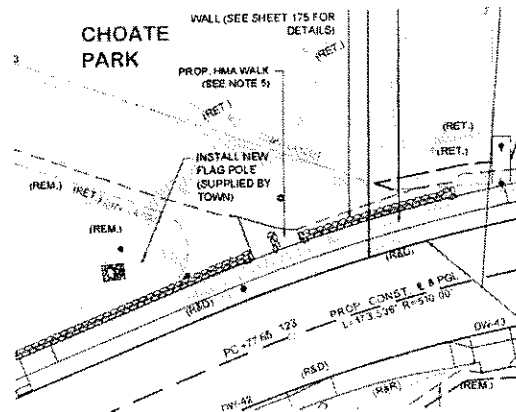
3) Color

- a) The LED signs allow for a full spectrum of color. It is recommended that any text on the LED screen be a predetermined color. The programmability of the sign will allow for pictures to be added to the screen at full color. The DRC saw some nice examples of fall foliage scenes that added to the attractiveness of the sign. There is a consideration to be made for having approved town scenes filter between town messages.



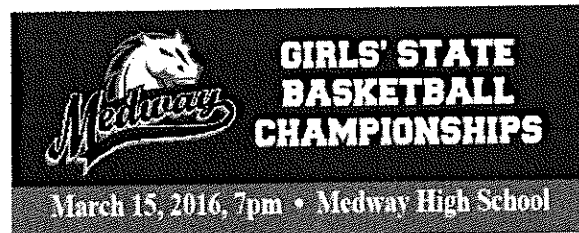
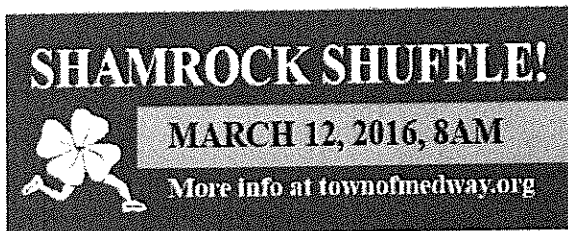
Location(s)

- 1) The DRC has discussed potential locations. The preferred location is Choate Park as this is the most heavily traveled path in Medway.
- 2) Additional locations that are viewed as viable are the Middle School and the Police Station. Public safety was considered when choosing these locations.



Content

- 1) The administration of content is the most important consideration for the sign. The recommendation is that message board be used for Town messages/notifications, community organization events and municipal activities only (no commercial advertising).



Note: Background materials, specifications, notes, site plans and pictures used in developing these recommendations are available as part of the public record or from T.Gay, Clerk – MP&EDB

AGENDA ITEM

#2

Approval – Fiscal Year 2018 Indirect Cost Allocation Agreement for Enterprise Funds

Associated back up materials attached.

- Agreement

Proposed motion:

I move that the Board authorize the Chair to execute the Fiscal Year 2018 Indirect Cost Allocation Agreement for the Town of Medway Enterprise Funds.

**TOWN OF MEDWAY
FISCAL YEAR 2018
ENTERPRISE FUNDS – INDIRECT COST ALLOCATION**

The Department of Revenue/Local Services has issued a manual on enterprise funds and the following description is taken in part from this document.

The enterprise fund statute, MGL Chapter 44 S53F1/2 was enacted in 1986 for the purpose of allowing cities and towns the flexibility to account separately for all financial activities associated with business type municipal services, such as public utilities (water, sewer, trash).

An enterprise fund establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. Revenues and expenditures of the service are segregated into a separate fund with its own financial statements.

Enterprise accounting allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy or other available funds, if any.

At year end, the performance of an enterprise fund is measured in terms of positive and negative operations. An operating surplus (the result of revenue collected in excess of estimates and appropriation turnbacks) translates into retained earnings that are maintained in the fund rather than closing to general fund. Retained earnings of an enterprise fund are certified as an available fund after the submission of a June 30th balance sheet to the Department of Revenue/Local Services. Once certified, retained earnings may be appropriated only for expenditures relating to the fund. Conversely, if during the year, the enterprise fund incurs an operating loss, the loss must be raised in the subsequent year's budget.

Establishing an enterprise does not create a separate or autonomous entity from the municipal government operation. The municipal department operating the enterprise service continues to fulfill financial and managerial reporting requirements like every other department.

The enterprise budget includes both revenue and expenditure estimates:

REVENUES: May include user charges and fees, investment income, other revenues such as grants and apportioned and unapportioned betterments, and retained earnings.

EXPENDITURES: All costs must be identified and may include direct costs and indirect costs, employee benefits, legal and borrowing costs, and capital expenditures. These costs may also include an appropriation for an emergency reserve and a budgeted surplus.

Direct Costs are those associated directly with the enterprise fund, including salaries and wages of enterprise employees, other operating expenses and contractual payments.

Indirect Costs are those costs that cannot be directly or exclusively assigned to one service. Enterprises often benefit from expenditures made by the general fund and may include employee benefits, legal and borrowing costs, capital expenditures or improvements and emergency reserve.

**TOWN OF MEDWAY
INDIRECT COST ALLOCATION AGREEMENT
CERTAIN MUNICIPAL EXPENSES**

ADMINISTRATIVE SERVICES

Administrative services include: accounting, auditing, central data processing, technology support, administrative support, central purchasing, collections, and other treasury and financial services. Expenses that may be allocated include salary and wages for professional, technical, clerical and support staff and all expenses including, but are not limited to, professional and technical services, supplies and materials, dues and subscriptions, travel expenses and other related costs.

The cost of administrative services shall be computed separately for salaries and expenses. For salaries the calculation will be the total town-wide salary budget divided by the Enterprise Fund salary budget to arrive at a percentage. This percentage will be applied to the salaries of the following administrative departments: Town Administrator; Accountant; Treasurer/Collector and Human Resources per Addendum A: Water (2.46%); Solid Waste (1.18%); EMS Ambulance (1.38%) and Sewer (.87%).

The calculation to arrive at the administrative overhead expenses will be the same. The total amount of the town-wide expense budget will be divided by the Enterprise Fund expense budgets to arrive at a percentage. This percentage will be applied to the expenses of the following administrative departments: Town Administrator, Accountant, Treasurer/Collector and Human Resources per Addendum B: Water (8.3%); Solid Waste (6.0%); EMS Ambulance (1.6%) and Sewer (6.8%).

It is agreed that the cost of salaries and expenses for the Town Clerk/Elections will not be included in the allocation of indirect costs. Also, the expenses for Town Counsel services will be directly billed to each Enterprise Fund and paid as a direct cost, not an indirect cost.

EMPLOYEE RETIREMENT PROGRAMS

Retirement costs include, but are not limited to, the cost of administering employee retirement programs; the cost of non-contributory pensions; assessments paid to the Norfolk County Retirement System, the State retirement system, or any other regional or municipal retirement system; contributions to Social Security and Medicare and other retirement plans.

The cost of retirement programs will be included in the indirect cost allocation. See Addendum "E". (Note: the retirement costs allocated as associated employee benefits were computed by taking the total number of employees participating (active, terminated but still enrolled, and retirees) in Norfolk County Retirement System and dividing that number into the Medway assessment from Norfolk County. The resulting dollar cost per participant was then multiplied by the number of participating employees in each department.)

INSURANCE PROGRAMS

Insurance includes the cost of administering insurance programs, as well as the cost of: unemployment, health, group life, workers compensation and other employee benefits paid by the town; the premiums paid for property, casualty and liability insurance; premiums for fidelity bonds, and funding of self-insurance programs.

It is agreed that the cost of administering insurance programs was calculated as part of the Administrative Services indirect cost allocation earlier in the agreement and should not be accounted for here.

The cost of insurance programs will be included in the indirect cost allocation. See Addendum "E".

OPERATIONS AND MAINTENANCE

The cost of operating and maintaining facilities, including administrative and support facilities, include custodial services, heating of buildings, utility services, maintenance of grounds, maintenance of buildings and maintenance of equipment. The costs shall include salary, wages and benefit costs for professional, technical, maintenance, clerical and support staff, and all expenses including, but are not limited to, professional and technical services, supplies and materials, dues and subscriptions, travel expenses, and other related costs for the ordinary and extraordinary maintenance. Costs for employees and resources that are shared between departments will be the (1) total cost of the identified service multiplied by (2) the percentage of square footage of the space used by the Enterprise Fund.

The DPS department moved to the Middle School building in March of 2016 and because there is no O&M cost data available, there are no operations and maintenance costs included in the indirect cost allocation for FY2018. We will work with the school department over the coming year to develop the cost data in order to calculate the appropriate allocations to the Enterprise Funds for Operations and Maintenance.

Vehicle Maintenance support is allocated to the Water, Sewer and Solid Waste Enterprise funds as direct costs. Support for the EMS Enterprise is calculated by multiplying the cost of the Vehicle Maintenance staff by the percentage of work orders attributed to EMS vehicles (5%). See Addendum "D".

DEBT

For reporting purposes, cost of debt and capital shall include the actual interest paid on revenue anticipation notes (RANS) for enterprise purposes, interest paid on grant anticipation notes (GANS) for enterprise purposes, interest charges on short term borrowing for bond anticipation notes (BANS) for enterprise purposes, and the annual principal and interest paid on bonds or loans used to finance the purchase of goods for enterprise purposes.

The debt expense will be broken-out so that principal and interest by line item can be identified. Debt expense is a direct cost expense.

OTHER EXPENSES

Although this agreement is intended to identify services and expenses that are provided to the Enterprise Fund departments and how such costs shall be allocated between the Town and these departments for reporting purposes, it is recognized and further agreed that other costs which may be incurred by the Town that are not directly appropriated to the Enterprise Fund Departments, and have been identified to be in part or entirety expended on behalf of these departments shall be allocated and reported. Such allocation will be determined and mutually agreed upon.


TOWN OF MEDWAY INDIRECT COST AGREEMENT

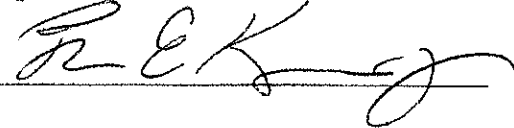
For the Town of Medway:

For the Medway Water and Sewer Enterprise Funds:

Town Board of Selectmen

(date)

Medway Water/Sewer Commissioners




9/11/17

(date)

ADDENDUM A

ADMINISTRATIVE SERVICES-SALARIES

The cost of administrative services will be computed for salaries by dividing the salaries and employee benefits of the Enterprise Funds by the salaries and employee benefits of the total budget for these items for all departments, including school.

\$ 35,586,255	Budget amount of salaries and employee benefits for All departments.		
\$ 928,851	Budget amount of salaries and employee benefits for Water Dept.		
\$ 447,253	Budget amount of salaries and employee benefits for Solid Waste Dept.		
\$ 520,672	Budget amount of salaries and employee benefits for EMS Ambulance Dept.		
\$ 330,306	Budget amount of salaries and employee benefits for Sewer Dept.		
<u>2.46%</u>	<u>Divide Water Dept salaries and benefits</u>	<u>\$ 928,851</u>	<u>by total salaries and benefits</u>
<u>1.18%</u>	<u>Divide Solid Waste Dept salaries and benefits</u>	<u>\$ 447,253</u>	<u>by total salaries and benefits</u>
<u>1.38%</u>	<u>Divide Ambulance Dept salaries and benefits</u>	<u>\$ 520,672</u>	<u>by total salaries and benefits</u>
<u>.87%</u>	<u>Divide Sewer Dept salaries and benefits</u>	<u>\$ 330,306</u>	<u>by total salaries and benefits</u>
			<u>\$37,813,337</u>
			<u>\$37,813,337</u>
			<u>\$37,813,337</u>
			<u>\$37,813,337</u>

Application of percentages to Salaries and Employee Benefits of:

Town Administrator's Office	\$ 367,462
Town Accountant's Office	\$ 216,513
Treasurer/Collector's Office	\$ 242,679
Human Resource's Office	\$ 77,609
Total	\$ 904,263

Calculation of Indirect Costs for Administrative Services- Salaries

Water	Total Admin Salaries	\$ 904,263	X	Percentage Enterprise Salaries	2.46 %	=	Indirect Cost Allocation for Administrative Services-Salaries
Solid Waste	\$ 904,263	X	1.18 %	=	\$ 10,696		
EMS/Ambulance	\$ 904,263	X	1.38 %	=	\$ 12,451		
Sewer	\$ 904,263	X	0.87 %	=	\$ 7,899		

ADDENDUM B

ADMINISTRATIVE SERVICES-EXPENSES

The cost of administrative services will be computed for expenses by dividing the expenses of the Enterprise Funds by the expenses of the total budget for these items for all departments, including school.

\$ 14,612,211	Budget amount of expenses for All departments.			
\$ 1,557,154	Budget amount of expenses for Water Dept.			
\$ 1,131,968	Budget amount of expenses for Solid Waste Dept.			
\$ 302,625	Budget amount of expenses for EMS Ambulance Dept.			
\$ 1,293,082	Budget amount of expenses for Sewer Dept.			
	8.3% Divide Water Dept expenses	\$ 1,557,154	by total expenses	\$ 18,897,040
	6.0% Divide Solid Waste Dept expenses	\$ 1,131,968	by total expenses	\$ 18,897,040
	1.6% Divide EMS Ambulance Dept expenses	\$ 302,625	by total expenses	\$ 18,897,040
	6.8% Divide Sewer Dept expenses	\$ 1,293,082	by total expenses	\$ 18,897,040

Application of percentages to Expenses of:

Town Administrator's Office	\$30,200
Town Accountant's Office	\$52,559
Treasurer/Collector's Office	\$57,700
Human Resource's Office	\$52,650
Total	\$193,109

Calculation of Indirect Costs for Administrative Services-Expenses

Water	Total Admin Expenses	X	Percentage Enterprise Expenses	=	Indirect Cost Allocation for Administrative Services-Expenses
Solid Waste	\$193,109	X	8.26%	=	\$ 15,959
EMS/Ambulance	\$193,109	X	6.01%	=	\$ 11,601
Sewer	\$193,109	X	1.61%	=	\$ 3,102
	\$193,109	X	6.86%	=	\$ 13,252

**ADDENDUM C
MIS/ IT Expense Allocation**

	<u>Water</u>	<u>Sewer</u>	<u>Solid Waste</u>	<u>Ambulance</u>
IS Salaries & Benefits	7,684	2,733	3,700	4,307
Software Annual Maintenance	7,081	6,948	6,948	6,024
Prof Technical/Supplies	1,240	1,029	901	241
Training	167	167	167	167
	16,171	10,877	11,716	10,739
Percentage of MIS/IT Expense Allocation	32.7%	22.0%	23.7%	21.7%

ADDENDUM D

Calculation of Vehicle Maintenance Expenses

<i>EMS Mechanic Support:</i>		
	Rate	Total
EMPLOYEE 1	27.53	57,262.40
EMPLOYEE 2	29.88	62,150.40
		119,412.80
Est. 5% of work orders		5,970.64

Vehicle maintenance support is directly allocated to Water, Sewer and Solid Waste Enterprise funds

ADDENDUM E

Water Enterprise Fund

FY18 Estimates:

	<u>Annual</u>
Health Insurance	\$102,010.69
Workers Compensation	\$9,798.00
Medicare	\$10,115.24
Retirement	\$86,353.74
Property/Liability	\$22,970.00
	\$231,247.67

Employee:	Health Insurance	(Gross Wages) Medicare Wages	Medicare Taxes (1.45%)
EMPLOYEE 1	\$3,966.05		-
EMPLOYEE 2	\$4,644.05		-
EMPLOYEE 3	\$1,548.02		-
EMPLOYEE 4	\$3,966.05		-
EMPLOYEE 5	\$4,249.34		-
EMPLOYEE 6	\$2,322.03		-
EMPLOYEE 7	\$11,898.15		-
EMPLOYEE 8	\$2,379.63		-
EMPLOYEE 9	\$11,898.15		-
EMPLOYEE 10	\$1,326.87		-
EMPLOYEE 11	\$619.21		-
EMPLOYEE 12	\$11,898.15		-
EMPLOYEE 13	\$3,096.04		-
EMPLOYEE 14	\$1,238.41		-
EMPLOYEE 15	\$5,552.47		-
EMPLOYEE 16	\$3,399.47		-
EMPLOYEE 17	\$995.15		-
EMPLOYEE 18	\$5,639.21		-
EMPLOYEE 19	\$2,549.60		-
EMPLOYEE 20	\$3,172.84		-
EMPLOYEE 21	\$13,484.57		-
EMPLOYEE 22	\$928.81		-
EMPLOYEE 23	\$1,238.41		-
FT Salaries		634,429.00	9,199.22
PT Salaries		7,374.00	106.92
Differentials		5,200.00	75.40
Overtime		\$50,000.00	725.00
Longevity		\$600.00	8.70
	\$102,010.69	\$697,603.00	\$10,115.24

Ambulance Enterprise Fund

FY18 Estimates:

	<u>Annual</u>
Health Insurance	\$45,852.57
Workers Compensation	\$12.00
Medicare	\$6,124.58
Retirement	\$39,596.35
Property/Liability	\$6,702.00
	<u>\$98,287.50</u>

Employee:	Health Insurance	(Gross Wages) Medicare wages	Medicare Taxes (1.45%)
EMPLOYEE 1	\$15,864.20		\$0.00
EMPLOYEE 2	\$15,864.20		\$0.00
EMPLOYEE 3	\$6,192.07		\$0.00
EMPLOYEE 4	\$7,932.10		\$0.00
FT Salaries		\$290,055.00	\$4,205.80
PT Salaries		\$25,000.00	\$362.50
Holiday		\$15,680.00	\$227.36
Overtime		\$70,000.00	\$1,015.00
Training		\$10,000.00	\$145.00
Stipends		\$11,650.00	\$168.93
	<u>\$45,852.57</u>	<u>\$422,385.00</u>	<u>\$6,124.58</u>

Solid Waste Enterprise Fund

FY18 Estimates:

	Annual
Health Insurance	\$49,513.12
Workers Compensation	\$1,094.50
Medicare	\$4,965.16
Retirement	\$44,229.97
Property/Liability	\$5,025.31
	<u>\$104,828.06</u>

Employee:	Health Insurance	(Gross Wages) Medicare Wages	Medicare Taxes (1.45%)
EMPLOYEE 1	\$1,658.59		-
EMPLOYEE 2	\$3,096.04		-
EMPLOYEE 3	\$3,172.84		-
EMPLOYEE 4	\$3,966.05		-
EMPLOYEE 5	\$3,966.05		-
EMPLOYEE 6	\$5,552.47		-
EMPLOYEE 7	\$2,322.03		-
EMPLOYEE 8	\$1,586.42		-
EMPLOYEE 9	\$1,238.41		-
EMPLOYEE 10	\$331.72		-
EMPLOYEE 11	\$619.21		-
EMPLOYEE 12	\$1,548.02		-
EMPLOYEE 13	\$619.21		-
EMPLOYEE 14	\$5,552.47		-
EMPLOYEE 15	\$1,699.74		-
EMPLOYEE 16	\$663.44		-
EMPLOYEE 17	\$1,699.74		-
EMPLOYEE 18	\$793.21		-
EMPLOYEE 19	\$8,498.68		-
EMPLOYEE 20	\$619.21		-
EMPLOYEE 21	\$309.60		-
FT Salaries		\$295,043.00	4,278.12
PT Salaries		\$34,382.00	498.54
Overtime		\$13,000.00	188.50
	<u>\$49,513.12</u>	<u>342,425.00</u>	<u>\$4,965.16</u>

Sewer Enterprise Fund

FY18 Estimates:

	<u>Annual</u>
Health Insurance	\$40,628.81
Workers Compensation	\$0.00
Medicare	\$3,631.19
Retirement	\$35,383.97
Property/Liability	\$235.00
	<u><u>\$79,878.98</u></u>

Employee:	Health Insurance	(Gross Wages) Medicare Wages	Medicare Taxes (1.45%)
EMPLOYEE 1	\$1,586.42		\$0.00
EMPLOYEE 2	\$1,548.02		\$0.00
EMPLOYEE 3	\$4,644.05		\$0.00
EMPLOYEE 4	\$1,586.42		\$0.00
EMPLOYEE 5	\$1,586.42		\$0.00
EMPLOYEE 6	\$2,549.60		\$0.00
EMPLOYEE 7	\$663.44		\$0.00
EMPLOYEE 8	\$3,966.05		\$0.00
EMPLOYEE 9	\$1,586.42		\$0.00
EMPLOYEE 10	\$3,966.05		\$0.00
EMPLOYEE 11	\$663.44		\$0.00
EMPLOYEE 12	\$309.60		\$0.00
EMPLOYEE 13	\$3,966.05		\$0.00
EMPLOYEE 14	\$1,857.62		\$0.00
EMPLOYEE 15	\$619.21		\$0.00
EMPLOYEE 16	\$1,586.42		\$0.00
EMPLOYEE 17	\$1,699.74		\$0.00
EMPLOYEE 18	\$663.44		\$0.00
EMPLOYEE 19	\$995.15		\$0.00
EMPLOYEE 20	\$1,586.42		\$0.00
EMPLOYEE 21	\$2,379.63		
EMPLOYEE 22	\$619.21		
salaries		249,427.00	\$3,616.69
Overtime		1,000.00	\$14.50
	<u>\$40,628.81</u>	<u>250,427.00</u>	<u>\$3,631.19</u>

TOTAL INDIRECT COSTS BY ENTERPRISE FUND

Addendums	Water	Solid Waste	EMS	Sewer	
A. Administrative Salaries	\$22,212	\$10,696	\$12,451	\$7,899	
B. Administrative Expenses	\$15,959	\$11,601	\$3,102	\$13,253	
C. IT Support	\$16,171	\$11,716	\$10,739	\$10,877	
D. Vehicle Maintenance	\$0	\$0	\$5,971	\$0	
E. Employee Benefits	\$231,248	\$104,828	\$98,288	\$79,879	
<i>FY16 ADJUST</i>	(17,501)	20,000	9,981	4,214	
TOTAL	\$ 268,089	\$ 158,841	\$ 140,531	\$ 116,121	\$ 683,582

AGENDA ITEM

#3

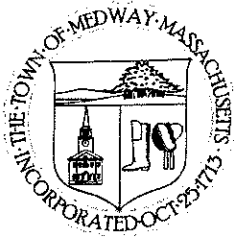
Approval – Contract with Hatch Asphalt Management for Saddle Hill Road Sidewalk - \$68,000

Associated back up materials attached.

- Memo from Dave D'Amico dated October 2, 2017
- Bid
- Contract

Proposed motion:

I move that the Board authorize the Chair to execute the contract with Hatch Asphalt Management in the amount of \$68,000 for the Saddle Hill Sidewalk construction project.



TOWN OF MEDWAY
DEPARTMENT OF PUBLIC SERVICES
MEDWAY, MASSACHUSETTS

*Entrusted To
Manage The
Public
Infrastructure*

DAVID D'AMICO
DIRECTOR

BARRY SMITH
DEPUTY DIRECTOR

MEMORANDUM

To: Board of Selectmen
From: David D'Amico, Director | Department of Public Services
Date: October 2, 2017
RE: **Hatch Asphalt Management – Saddle Hill Road Sidewalk**

Please find attached three (3) copies of a contract for **Hatch Asphalt Management – Saddle Hill Road Sidewalk**

Furnishing labor and equipment for reconstruction of 3,500 feet X 5 feet asphalt sidewalk with handicap ramps, remove and dispose of existing sidewalk materials

Bid opening results

Hatch Asphalt	\$68,000
Harshaw	\$71,500
New England	\$78,200
Century	\$98,650
Lorusso	\$113,260
I W Harding	\$178,000

We greatly appreciate your consideration of this issue.

SADDLE HILL

Saddle Hill Sidewalk Bid Opening 8/29/2017	Hatch	Harshaw	New England	Century	Lorusso	I W Harding
Bid Bond	Yes	Yes	Yes	Yes	Yes	Yes
Reference	Yes	Yes	Yes	Yes	Yes	Yes
Total Cost	\$68,000	\$71,500	\$78,200	\$98,650	\$113,260	\$178,000

Crew cost 1/2 day	7000	5000	4680	4000	4000	23000
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Crew cost 1 day	4000	7500	7800	6000	6000	23800
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EXHIBIT B

AGREEMENT BETWEEN TOWN AND CONTRACTOR

THIS AGREEMENT shall be effective as of the date it becomes fully executed by all parties hereto for (SADDLE HILL ROAD SIDEWALKS) (hereinafter referred to as the "Services"), by and between Hatch Asphalt Mgt., a corporation duly organized under the laws of the Commonwealth of Massachusetts, with a usual place of business at 217 River Road, Uxbridge, MA, (hereinafter referred to as the "CONTRACTOR"), and the Town of Medway, (hereinafter referred to as the "TOWN"). WITNESSETH that the CONTRACTOR and the TOWN, for the consideration hereinafter named, agree as follows:

ARTICLE 1: CONTRACT DOCUMENTS

The Contract Documents consist of the following, and in the event of conflicts or discrepancies among them, they shall be interpreted on the basis of the following priorities:

- 1) This agreement between town and contractor
- 2) Contractor's bid or proposal
- 3) Invitation for bids, bid specifications, request for proposals or purchase description
- 4) Copies of all required bonds, certificates of insurance and licenses required under the contract.

EACH OF WHICH IS ATTACHED HERETO. These documents form the entire Agreement between the parties and there are no other agreements between the parties. Any amendment or modification to this Agreement must be in writing and signed by an official with the authority to bind the Town.

ARTICLE 2: SCOPE OF WORK

The CONTRACTOR shall furnish all materials, labor and equipment, and perform all work shown on the Contract Documents,(Saddle Hill Road Sidewalks) and the CONTRACTOR agrees to do everything required by this Agreement and the Contract Documents.

ARTICLE 3: TERMS OF AGREEMENT

- (a) The work to be performed under this Agreement shall be commenced within TEN calendar days after the TOWN issues a written Notice to Proceed to the CONTRACTOR, and shall be entirely completed within Forty Five calendar days following commencement.
- (b) The CONTRACTOR hereby agrees that if it fails to carry on the work with reasonable speed or stops work altogether without due cause, as determined in each case by the TOWN, the TOWN may give written notice to the CONTRACTOR to proceed with the work or to carry on the work more speedily. Seven days after the presentation of such notice, if the work is not proceeding to the satisfaction of the TOWN, the CONTRACTOR shall be considered to have defaulted in the performance of this Agreement.
- (c) If the CONTRACTOR fails to complete the work by the date specified in (a) of this Article, or an extended completion date which is mutually agreed upon by the TOWN and the CONTRACTOR, the awarding authority shall recover as liquidated damages \$1000.00 (Thousand Dollars) per day for each day beyond the Contract completion date that the work is not completed

ARTICLE 4: THE CONTRACT SUM

The TOWN shall pay the CONTRACTOR for the performance of this Agreement the sum of **\$68,000** [sixty eight thousand dollars] as:

Lump Sum. If services are to be provided on a lump sum basis, the total amount of compensation due to the CONTRACTOR in consideration of the full performance of services by the CONTRACTOR is the amount set forth above. The TOWN shall pay the CONTRACTOR as services are performed by the CONTRACTOR based upon the portion of services completed.

Subject to Appropriation. The obligations of the TOWN hereunder shall be subject to appropriation on a fiscal year basis. In the absence of appropriation, this agreement shall be terminated immediately without liability of the TOWN for damages, lost profits, penalties, or other charges arising from early termination.

ARTICLE 5: PAYMENT

On a monthly basis, forty-five days after receipt by the TOWN office as stamped in by the appropriate TOWN office, of an invoice for work performed or materials supplied the previous month, the TOWN shall pay the CONTRACTOR ninety percent of the invoice. Upon satisfactory completion of the work, forty-five days after receipt of an invoice for final payment, the TOWN shall pay the CONTRACTOR all amounts due under the Agreement, including the retainage.

- (b) With any invoice, the CONTRACTOR shall submit evidence satisfactory to the TOWN that the goods or supplies have been delivered and/or that the work has been completed in accordance with this Agreement, and that all payrolls, material bills and other indebtedness connected with the work have been paid. The billings shall include, if applicable, all charges for CONTRACTOR, subcontractors, plans, equipment, models, renderings, travel, reproductions, postage and delivery, and all other expenses. There shall not be any markup for overhead, administration or profit for any of the above listed services.
- (c) Payments upon substantial completion of contracts for construction of public works shall be governed by General Laws chapter 30 section 39G.

ARTICLE 6: NON-PERFORMANCE

In the case of any default on the part of the CONTRACTOR with respect to any of the terms of this Agreement, the TOWN shall give written notice thereof, and if said default is not made good within such time as the TOWN shall specify in writing, the TOWN shall notify the CONTRACTOR in writing that there has been a breach of the Agreement, and thereafter the TOWN shall have the right to secure the completion of the work remaining to be done on such terms and in such manner as the TOWN shall determine, and the CONTRACTOR shall pay the TOWN any money that the TOWN shall pay another CONTRACTOR for the completion of the work, in excess of what the TOWN would have paid the CONTRACTOR for the completion of the work, and the CONTRACTOR shall reimburse the TOWN for all expenses incurred by reason of said breach. In case of such breach, the CONTRACTOR shall be entitled to receive payment only for work satisfactorily completed prior to said breach, less any retainage the TOWN is entitled to. The amount of any balance due the CONTRACTOR shall be determined by the TOWN and certified to the CONTRACTOR.

ARTICLE 7: TERMINATION

- (a) By executing this Agreement, the CONTRACTOR assumes the risk that the necessary funding for completion of the project will be secured. If adequate funding for the project cannot be secured after execution of this contract, the Town Accountant shall certify that fact in writing for the parties.
- (b) Notwithstanding any other provision of this Agreement, the Town reserves the right at any time to suspend or terminate this Agreement in whole or in part for its convenience or due to an unavailability of funds upon fourteen (14) days written notice to CONTRACTOR. Town shall incur no liability by reason of such termination for convenience except for the obligation to pay for work performed and accepted accruing through the date of termination less any offset or claim of Town. Such obligation shall not exceed the available appropriation. CONTRACTOR shall have no right to recover other amounts, including but not limited to amounts for lost profits, indirect, incidental or consequential damages.
- (c) If for any reason the TOWN terminates the Agreement due to lack of funding, CONTRACTOR hereby releases the TOWN and every member, agency, and agent thereof from all claims and liability to the CONTRACTOR for everything done, furnished for or relating to the work pursuant to this agreement.

ARTICLE 8: NOTICE

All notices required to be given under this Agreement shall be in writing and shall be effective upon receipt by hand delivery or certified mail to:

Town of Medway:

Town of Medway - DPS
David D'Amico, DPS Director
45B Holliston Street
Medway, MA 02053

Contractor:

Hatch Asphalt Mgt.
Jarod Hatch, President
217 River Road
Uxbridge, MA

ARTICLE 9. INSURANCE

- (a) The CONTRACTOR shall, at its own expense, obtain and maintain commercial general liability, including products-completed operations coverage, and motor vehicle liability insurance policies protecting the TOWN in connection with any operations included in this Contract, and shall have the TOWN named as an additional insured on the policies. General liability coverage shall be in the amount of at least \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury liability and property damage liability. The commercial general liability policy shall contain additional insured endorsements of ISO CG 20 37 and either ISO CG 20 33 or CG 20 10, or their equivalent. **The Contractor shall provide a copy of additional insured endorsements for all policies that require the Town to be listed as an additional insured.**
- (b) The CONTRACTOR shall, before commencing performance of this Contract, provide by insurance for the payment of compensation and the furnishing of other benefits in accordance with Mass. Gen. L. Ch. 152, as amended, to all employed under the Contract and shall continue such insurance in full force and effect during the term of the Contract.

All insurance coverage shall be in force from the time of the Agreement until six (6) years beyond the date when all work under the Contract is completed and accepted by the TOWN. **Certificates and any and all renewals substantiating that required insurance coverage is in effect shall be filed with the TOWN and shall list the TOWN as additional insured for each policy.** Since this insurance is normally written on a year-to-year basis, the CONTRACTOR shall notify the TOWN should coverage become unavailable or if its policy should change. If the insurance required by this contract is to be cancelled, whether by the insurers or the insured, such cancellation shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and to the Town at least fifteen days prior to the intended effective date thereof, which date should be expressed in said notice. Such cancellation shall not waive or excuse the Contractor's responsibility for complying with the insurance requirements of this Contract.

To the fullest extent permitted by law, the CONTRACTOR shall indemnify, defend, and save harmless the TOWN and all of the TOWN'S officers, agents and employees from and against all suits and claims of liability of every name and nature, including costs of defending any action, for or on account of any injuries to persons or damage to property of the TOWN or any person, firm, corporation or association arising out of or resulting from any act, omission, or negligence of the CONTRACTOR, subcontractors and its and their agents or employees. The foregoing provisions shall survive the termination or expiration of this Agreement and shall not be deemed to be released, waived or modified in any respect by reason of any surety or insurance provided by the CONTRACTOR under the Contract.

ARTICLE 10: SUBCONTRACTING OF WORK

The CONTRACTOR shall not subcontract any of the work that it is required to perform under this Contract to any corporation, entity or person without the prior written approval of the TOWN.

ARTICLE 11: MATERIALS AND WORKMANSHIP

Unless otherwise specified, all materials and equipment incorporated in the work under the Contract shall be new. All workmanship shall be first class and by persons qualified in the respective trades.

ARTICLE 12: PREVAILING WAGE RATES

The CONTRACTOR shall pay the prevailing wage and comply with Mass. General Laws chapter 149, sections. 26 - 27D, and a Statement of Compliance shall be included in the Contract Documents. Pursuant to Mass. General Laws chapter 149, sections 26 and 27B, the CONTRACTOR shall file weekly certified payroll records with the TOWN for all employees who have worked on the Project. The TOWN and the CONTRACTOR shall preserve said records for a period of not less than three years from the date of completion of the Agreement.

ARTICLE 13: PERFORMANCE AND PAYMENT BONDS

- (a) The CONTRACTOR shall furnish a Payment Bond from a surety company qualified to do business under the laws of the Commonwealth of Massachusetts which is satisfactory to the TOWN in the amount of (50%) of the Contract price.
- (b) Performance Bond Not Required

ARTICLE 14: GUARANTEE OF WORK

- (a) If, within any guarantee period, repairs or changes are required in connection with guaranteed work, which in the opinion of the TOWN are rendered necessary as a result of the use of materials, equipment or workmanship which are inferior, defective or not in accordance with the terms of the Agreement, the CONTRACTOR shall, promptly upon receipt of notice from the TOWN and at its own expense:
 - (1) Make goods and services conform to this Agreement;
 - (2) Make good all damage to the site, or equipment or contents thereof, which, in the opinion of the TOWN, is the result of the use of materials, equipment or workmanship which are inferior, defective, or not in accordance with the terms of the Agreement; and
 - (3) Make good any work or material, or the equipment or site, which is disturbed in fulfilling any such guarantee.

ARTICLE 15: GOVERNING LAW

The CONTRACTOR shall perform the work required under this Agreement in conformity with requirements and standards of the TOWN and all applicable laws of the Commonwealth of Massachusetts, its political subdivisions, and the Federal Government.

This Agreement and performance thereunder are governed by the laws of the Commonwealth of Massachusetts and all other applicable by-laws and administrative rules, regulations and orders.

ARTICLE 16: BINDING AGREEMENT AND ASSIGNMENT OF INTEREST

This Agreement shall be binding upon the TOWN and the CONTRACTOR and the partners, successors, heirs, executors, administrators, assigns and legal representatives of the TOWN and the CONTRACTOR. Neither the TOWN nor the CONTRACTOR shall assign, sublet or transfer any interest in this Agreement without the written consent of each other, and such consent shall not be unreasonably withheld.

ARTICLE 17: LICENSURE AND COMPLIANCE WITH MASSACHUSETTS TAX LAW

By executing this Agreement, CONTRACTOR agrees and certifies that it is licensed to perform the services required by this Agreement, and that it will secure such licensure for so long as it is bound to perform services under this Agreement. Documentation of such licensure shall be attached to this Agreement as an Exhibit. CONTRACTOR shall comply with all applicable laws, ordinances, rules or regulations or codes of the State or Town in performing the work embraced by this Agreement.

Pursuant to Mass. General Laws chapter 62C, section 49A, the CONTRACTOR certifies under the penalties of perjury that the CONTRACTOR has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

ARTICLE 18: CORPORATE CONTRACTOR

The CONTRACTOR shall endorse upon this Agreement (or attach hereto) a Clerk's Certificate certifying the authority of the party signing this Agreement for the corporation and the existence of such corporation. Such certificate shall be accompanied by a letter or other instrument stating that such authority continues in force and effect as of the date of submission. The certificate and letter will be Exhibit D to this Agreement. This Agreement shall not be enforceable against the Town unless and until the CONTRACTOR complies with this section.

ARTICLE 19: GENERAL LAWS

The following provisions of state statute apply to the work performed under this agreement, and these provisions supersede any conflicting provision of this agreement: General Laws chapter 30 §39F; chapter 30 §39G; chapter 30 §39I; chapter 30 §39M; chapter 30 §39N; chapter 30 §39O; chapter 30 §39P; chapter 30 §39R; chapter 149 §25; chapter 149 §26; chapter 149 §34; chapter 149 §34A; chapter 149 §334B; copies of these statutes are attached hereto and the applicable sections are incorporated herein by reference.

Each and every other provision of law or clause required by law to be inserted in this agreement shall be deemed to be inserted herein, and the agreement shall be read and enforced as though it were included herein and any provision contrary to such law or clause shall be deemed null and void. If through mistake or otherwise any such provision is not correctly inserted, then upon application of either party, the agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF the parties hereto have executed copies of this Agreement the day and year first above written. *

*If a Corporation, attach to each signed copy of this Agreement an attested copy of the vote of the Corporation authorizing the said signing and sealing.

CONTRACTOR: HATCH ASPHALT MGT.

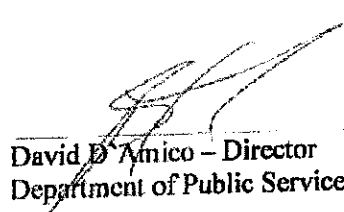
TOWN OF MEDWAY
By its Board of Selectmen

By: Jared Hatch

Title: President

Corporate Seal:

DATE Signed: _____


David D'Amico - Director
Department of Public Service

Approved As To Form

David R. Reil
Town Counsel

Town Accountant

Dated: _____

Dated: 9-28-17

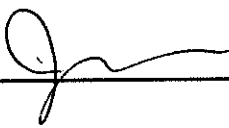
Funding Source:

Account: 0742102-5258

CERTIFICATE OF COMPLIANCE WITH MASSACHUSETTS TAX LAWS

Pursuant to Massachusetts General Law Chapter 62C, Section 49A, the undersigned acting on behalf of the Contractor*, certify under penalties of perjury that to the best knowledge and belief, the Contractor* is in compliance with all laws of the Commonwealth relating to taxes, reporting of employee and contractors, and withholding and remitting child support.

Individual

Signature  Date 9/25

Name (please print or type) Jared Hatch Social Security Number _____

Corporate

Corporate Name (please print or type) Hatch Asphalt Management

Signature of Corporate Officer Jared Hatch Date _____

Name of Corporate Officer (please print or type) Jared Hatch Title President

Taxpayer Identification Number 

* As used in this certification, the word "Contractor" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.



Town of Medway, Massachusetts 02053

CERTIFICATE OF NON-COLLUSION

REVENUE ENFORCEMENT AND PROTECTION ACT

Massachusetts General Laws, Chapter 701 of the Acts of 1983, requires that each bidder must certify as follows:

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Jared Hatch

Signature of individual submitting bid or proposal

Hatch ASPHALT MANAGEMENT

Name of Business (please type or print)

Exhibit G

PUBLIC CONTRACTOR DEBARMENT

The undersigned certifies under penalty of perjury that the below named contractor is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

OSHA TRAINING

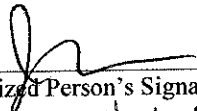
Pursuant to G.L. c. 30, §39S, the Contractor hereby certifies under penalties of perjury as follows:

Contractor is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work;

All employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and they shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and

All employees to be employed in the work subject to this contract have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration.

COMPLETE AND SIGN BELOW:



Authorized Person's Signature

9/25/10

Date

Jared Hadeh

Print Name & Title of Signatory

Hadeh Asphalt Management

Name of Contractor



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/28/2017

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 have ADDITIONAL INSURED provisions or be endorsed. 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 Shannon Insurance, LLC 420 South Washington St., Suite 4 North Attleborough, MA 02760	CONTACT NAME: Paul Shannon PHONE (A/C No. Ext): 508-643-9500 E-MAIL ADDRESS: shannon.insurance@gmail.com FAX (A/C No.): 508-643-9511													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Mesa Underwriters Specialty Insurance</td> <td></td> </tr> <tr> <td>INSURER B: Commerce Insurance</td> <td></td> </tr> <tr> <td>INSURER C: Hartford Insurance</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Mesa Underwriters Specialty Insurance		INSURER B: Commerce Insurance		INSURER C: Hartford Insurance		INSURER D:		INSURER E:		INSURER F:
INSURER(S) AFFORDING COVERAGE	NAIC #													
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INSURER C: Hartford Insurance														
INSURER D:														
INSURER E:														
INSURER F:														
INSURED Hatch Landscape & Design Inc 1420 A Main Street Millis MA 02054														

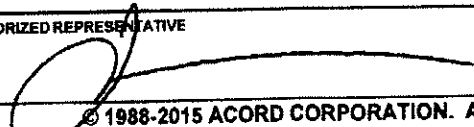
COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT 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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		MP00200005001176	9/5/2017	9/5/2018	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED ALTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X		BBYM40	2/6/2017	2/6/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 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 <input type="checkbox"/> RETENTIONS \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	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 <input type="checkbox"/>	0989326	9/22/2017	9/22/2018	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town of Medway is listed as additional insured for job on Saddle Hill Road

CERTIFICATE HOLDER 	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 



**Philadelphia Indemnity Insurance Company
Performance Bond**

KNOW ALL MEN BY THESE PRESENTS: That we **Hatch Asphalt Management, 217 River Road, Uxbridge, MA 01569** (hereinafter called **Principal**), and Philadelphia Indemnity Insurance Company, a corporation organized and existing under the laws of the State of Pennsylvania (hereinafter called **Surety**), are held and firmly bound unto **Town of Medway** (hereinafter called **Obligee**), in the penal sum amount of **Sixty eight thousand & 00/100 (\$68,000.00)** for the payment whereof **Principal** and **Surety** bind themselves, their heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the **Principal** has by written agreement dated the *2nd* day of *Oct*, *2017* entered into a Contract with the **Obligee** for the project known as **Paving-Saddle Hill Road**(hereinafter called **Project**) which contract is hereby referred to and made a part hereof.

NOW, THEREFORE, THE CONDITIONS OF THE ABOVE OBLIGATION is such that, if the **Principal** shall promptly and faithfully perform said Contract, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

PROVIDED, HOWEVER, That this bond is subject to the following conditions:

1. In the event of default by the **Principal**, **Obligee** shall deliver to **Surety** by certified mail, a written statement of the fact of such default, within thirty (30) days of the occurrence. In the event of default, the **Surety** will have the right and opportunity, at its sole discretion to promptly:
 - a. Cure the default
 - b. Assume the remainder of the Subcontract and to perform or sublet same
 - c. Tender to the **Obligee** funds sufficient to pay the cost of completion less the balance of the Subcontract price up to an amount not to exceed the penal sum of the bond.
2. No claim, action, suit or proceeding, except as hereinafter set forth, shall be had or maintained against the **Surety** on this instrument unless same be brought or instituted upon the **Surety** within one (1) year from termination or expiration of the bond term.
3. No right of action shall accrue on this bond to or for the use of any person or corporation other than the **Obligee** named herein or the heirs, executors, administrator or successors of **Obligee**.
4. The Penal Sum amount of this Bond shall not increase, absent **Surety's** written consent, regardless of any changes, alterations, or modifications to the Contract. The aggregate liability of the surety is limited to the penal sum stated herein regardless of the number or amount of claims brought against this bond and regardless of the number of years this bond remains in force.
5. It is expressly agreed and understood by all parties to this Bond that if financing, project funding, or progress payments are lost or suspended during the Project, neither the **Surety** nor **Principal** will be responsible for the completion of any remaining uncompleted contracted work or for any completed unpaid performance.
6. In no event shall the **Surety** be liable for any damages including but not limited to fines, penalties, liquidated damages, actual damages, consequential damages, or forfeitures assessed against the **Principal**.

7. Notwithstanding any terms contained in the Contract and Contract Documents, it is expressly understood and agreed that the obligations of Surety under this Bond shall exclude any and all responsibility for design or design related services, including but not limited to, any liability for costs or damages arising from any design or design related services.

8. It is expressly agreed and understood by all parties to this Bond and the underlying Subcontract and Contract Documents for the Project that this Bond will provide surety for warranty, maintenance, and workmanship issues occurring and reported to Principal and Surety within one (1) year after the date of acceptance of the Principal's work. Once the Principal's work is accepted, Surety will have no additional obligation or liability under this Bond with the exception of the warranty, maintenance, and workmanship issues discussed in the preceding sentence.

9. If any conflict or inconsistency exists between the Surety's obligations or undertakings as described in this bond and as described in the Contract, Subcontracts, Contract Documents, or any other underlying documents, then the terms of this bond shall prevail.

Signed and sealed this 29th day of September, 2017.

PRINCIPAL:

Hatch Asphalt Management (seal)

Fared Hatch

President

(Name & Title)

SURETY:

Philadelphia Indemnity Insurance Company

Susan A. Sallada

Susan A. Sallada, Attorney-in-Fact





**Philadelphia Indemnity Insurance
Company Payment Bond**

KNOW ALL MEN BY THESE PRESENTS: That we Hatch Asphalt Management (hereinafter called **Principal**), and Philadelphia Indemnity Insurance Company, a corporation organized and existing under the laws of the State of Pennsylvania (hereinafter call **Surety**), are held and firmly bound unto Town of Medway (hereinafter called **Obligee**), in the penal sum amount of Thirty four thousand & 00/100 Dollars (\$34,000.00) for the payment whereof **Principal** and **Surety** bind themselves, their heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the **Principal** has by written agreement dated the 2nd day of Oct of 2017, entered into a Contract with the **Obligee** for the project known as Paving - Saddle Hill Road (hereinafter called **Project**) which contract is hereby referred to and made a part hereof.

NOW, THEREFORE, THE CONDITIONS OF THE ABOVE OBLIGATION IS SUCH THAT, if **Principal** shall promptly make payment to all claimants as hereinafter defined, for all labor and material used or reasonably required for use in the performance of the Contract, then this obligation shall be void: otherwise it shall remain in full force and effect, subject to the following conditions:

1. A claimant is defined as an individual or entity having a direct contract with the **Principal** or with a subcontractor of the **Principal** for labor, material, or equipment for use in the performance of the Contract.
2. The **Surety** shall not be liable for the **Obligee**, **Owner**, **Claimants**, or others for obligations of the **Principal** that are unrelated to the Construction Contract.
3. With respect to the **Obligee**, this obligation shall be null and void if the **Principal**:
 - a. Promptly makes payment, directly or indirectly, for all sums due **Claimants**, and;
 - b. Defends, indemnifies and holds harmless the **Obligee** for claims, demands, liens or suits by any person or entity whose claim, demand, lien or suit is for the payment for labor, materials or equipment furnished for use in the performance of the Construction Contract, provided the **Obligee** has promptly notified the **Principal** and the **Surety** any claims, demands, liens or suits and provided there is no **Obligee** default.
 - c. It is expressly agreed and understood by all parties to this Bond that if financing is lost or suspended during the **Project**, neither the **Surety** nor **Principal** will be responsible for the completion of any remaining uncompleted contracted work.
4. With respect to the **Claimants**, this obligation shall be null and void if the **Principal**:
 - a. Promptly makes payments, directly or indirectly, for all sums due.
5. The **Surety's** total obligation shall not exceed the amount of the penal sum amount of this Bond, and the penal sum amount of this bond shall be credited for any payments made hereunder by the **Surety**, inclusive of the payment by **Surety** of mechanics' liens which may be filed of record against said improvement, whether or not claim for the amount of such lien be presented under and against this bond.
6. If any suit or action is brought by any claimant under this bond, jurisdiction shall be in the County or Political Subdivision in which the **Project** is situated.
7. By the **Principal** furnishing and the **Obligee** accepting this Bond, they agree that all funds earned by the **Principal** in the performance of the Construction Contract are dedicated to satisfy obligations of the **Principal** and the **Surety** under this bond.

8. No suit or action shall be commenced by a claimant under this Bond after the expiration of one year from the date on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction Contract.
9. If any conflict or inconsistency exists between the Surety's obligations or undertakings as described in this bond and as described in the Contract, Contract Documents, or any underlying documents, then the terms of this bond shall prevail.

Signed and sealed this 29th day of September, 2017.

PRINCIPAL:


Hatch Asphalt Management (seal)

Jared Hatch
President
(Name & Title)

SURETY:

Philadelphia Indemnity Insurance Company

Susan A. Sallada
Susan A. Sallada, Attorney-in-Fact



PHILADELPHIA INDEMNITY INSURANCE COMPANY
One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004-0930

Power of Attorney

KNOW ALL PERSONS BY THESE PRESENTS: That PHILADELPHIA INDEMNITY INSURANCE COMPANY (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint Susan A. Salda and Patricia Marjancci of Universal Service Agency, Inc., its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \$25,000,000.00.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY on the 14th of November, 2016.

RESOLVED: That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

FURTHER RESOLVED: That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

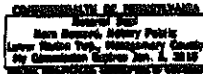
IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 14TH DAY OF NOVEMBER, 2016.



(Seal)

Robert D. O'Leary Jr., President & CEO
Philadelphia Indemnity Insurance Company

On this 14th day of November, 2016, before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the PHILADELPHIA INDEMNITY INSURANCE COMPANY; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.



(Notary Seal)

Notary Public:

residing at:

Bala Cynwyd, PA

My commission expires:

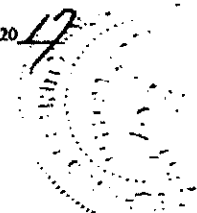
January 8, 2018

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and this Power of Attorney issued pursuant thereto on this 14th day of November, 2016 are true and correct and are still in full force and effect. I do further certify that Robert D. O'Leary Jr., who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY,

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 29 day of Sept 20 17



Edward Sayago, Corporate Secretary
PHILADELPHIA INDEMNITY INSURANCE COMPANY



AGENDA ITEM

#4

Discussion – Water Treatment Options

Associated back up materials attached.

- Document stating awaiting consultant's report.

Agenda Item #4

Discussion - Water Treatment Options

Town Administrator Boynton is awaiting a report from the consultant and will update the Board on the progress at Monday's Meeting.

AGENDA ITEM

#5

Discussion – Road and Sidewalk Plan

Associated back up materials attached.

- E-mail from Town Administrator dated October 11, 2017
- Spreadsheet detailing six year plan; 2019-2024

Liz Langley

From: Michael Boynton
Sent: Wednesday, October 11, 2017 12:57 PM
To: Glenn Trindade; Liz Langley; Allison Potter
Cc: 'Crowley Dennis'; 'D'Innocenzo Richard'; John Foresto; Mary Jane White; David Damico; Barry Smith
Subject: RE: Road Plan
Attachments: Medway Road Plan FULL 101117.xlsx

As requested, here is the full spreadsheet on all of the streets being recommended.

A few notes:

- 1) Cost assumptions are built into the program, and for nearly all are shown broken out by cost item.**
- 2) This is not a scientific plan. This is designed at bringing roads and sidewalks up to today's standards on a priority/need basis, but also coordinated geographically.**
- 3) Not every street is listed. However, some will be addressed as part of water projects, such as the Brentwood/Holliston Street area.**
- 4) Sidewalks will be handled on a "repair first" basis prior to adding new, with a few exceptions:**
 - Main Street from Franklin Street to Bellingham line**
 - Milford Street from Highland Street to Summer Street**
 - Oakland Street from Oakland Park to Main Street**
- 5) Main Street sidewalk from Walgreens to Coffee Street (approx.) will require engineering, and may be quite costly. The current projection is a reasonable approach but may be more involved. To that end, this may also qualify for future TIP consideration.**
- 6) With work done over the last four to five years, plus the proposals here, we could be looking at an overall improvement of 80% to 90% of existing surfaces in Town. That is my guesstimate based upon the plan.**
- 7) One MAJOR cost factor to keep in mind is the price of oil. A significant fluctuation upward in oil prices can substantially change the estimates here.**
- 8) If actual costs exceed the projected estimates, OR, if Town budgets face unexpected impacts (insurance spikes, loss of State aid, etc.), we would look to defer work to a subsequent season. It is not ideal, but is manageable.**
- 9) Again, this is aggressive but very workable. Much of the proposed work involves milling and resurfacing on the streets. Very little reclamation is added here. Sidewalk work can be accomplished in a timely manner each year.**

MB

From: Glenn Trindade [mailto:glenntcindade@verizon.net]
Sent: Wednesday, October 11, 2017 11:36 AM
To: Michael Boynton; Liz Langley; Allison Potter
Cc: 'Crowley Dennis'; 'D'Innocenzo Richard'; John Foresto; Mary Jane White
Subject: RE: Road Plan

Can I have the original spreadsheet please?

SIX YEAR ROAD & SIDEWALK PLAN

2019-2024

10/10/2017

Town of Medway

USE CODE	Type	STREET NAME	PVT Cond.	SW Cond.	LENGTH Ft	ROAD COST	SIDEWALK COST	TOTAL COST
YEAR 1								
CONNECTOR	ACPT	HIGH STREET	Good	Poor	1,831	\$0	\$124,537	\$124,537
SECONDARY	ACPT	HENRY STREET	Mill		1,492	\$58,685	\$0	\$58,685
SECONDARY	ACPT	WATERVIEW CIRCLE	Mill		263	\$13,088	\$0	\$13,088
SECONDARY	ACPT	WELLINGTON STREET	Good	Poor	1,991	\$0	\$135,392	\$135,392
CONNECTOR	ACPT	FRANKLIN STREET	Mill	Poor	2,076	\$105,000	\$115,645	\$220,645
SECONDARY	ACPT	WAMESIT STREET	Mill		361	\$6,970	\$0	\$6,970
SECONDARY	ACPT	CENTER STREET	Mill	Poor	1,053	\$31,472	\$53,720	\$85,192
SECONDARY	ACPT	LINCOLN STREET	Good	Poor	2,150	\$0	\$146,206	\$146,206
SECONDARY	ACPT	PHILLIPS STREET	Mill		1,000	\$31,000	\$0	\$31,000
SECONDARY	ACPT	AWL STREET	Good	Poor	657	\$0	\$26,459	\$26,459
SECONDARY	ACPT	NORTH STREET	Mill	Poor	2,290	\$96,981	\$143,086	\$240,068
SECONDARY	ACPT	KELLEY STREET	Mill		1,688	\$53,103	\$0	\$53,103
SECONDARY	ACPT	KNOWLTON STREET	Mill		242	\$8,271	\$0	\$8,271
SECONDARY	ACPT	CHURCH STREET	Mill	Poor	138	\$3,695	\$12,920	\$16,615
SECONDARY	ACPT	BARBER STREET	Mill	Poor	1,499	\$61,304	\$101,945	\$163,249
CONNECTOR		Main Street (Village St. to Bellingham Line)	Mill		745	\$59,000	\$50,000	\$109,000
BRIDGE		Walker Street Bridge				\$150,000		\$150,000
R&S TOTAL FOR YEAR						\$678,569	\$909,910	\$1,588,479
Engineering (Main St. Highland to Summer SW)								\$45,000
Engineering (Milford St. Highland to Summer SW)								\$25,000
Annual Chip Seal/Crack Seal								\$200,000
								TOTAL: \$1,858,479

YEAR 2								
CONNECTOR	ACPT	CLARK STREET	Mill		3,847	\$109,327	\$0	\$109,327
SECONDARY	ACPT	HOLBROOK STREET	Good	Poor	1,627	\$0	\$110,655	\$110,655
SECONDARY	ACPT	FISHER STREET - West to Milford	Mill		1,580	\$226,000	\$0	\$226,000
SECONDARY	ACPT	ROCKWOOD ROAD	Mill		1,264	\$59,748	\$0	\$59,748
SECONDARY	ACPT	LAURELWOOD LANE	Mill	Poor	1,115	\$51,400	\$151,691	\$203,091
CONNECTOR	ACPT	MAIN STREET-Highland to Summer	Mill		4,053	\$204,841	\$300,000	\$504,841
SECONDARY	ACPT	PADDOCK LANE	Mill		611	\$27,025	\$0	\$27,025
SECONDARY	ACPT	DAFFODIL LANE (SW one side only)	Mill	Poor	905.59	\$40,382	\$46,920	\$87,302
SECONDARY	ACPT	STALL BROOK ROAD	Mill	Poor	1254.44	\$53,369	\$85,302	\$138,671
SECONDARY	ACPT	STONE RIDGE ROAD	Mill	Poor	410.00	\$17,468	\$27,880	\$45,348
SECONDARY	ACPT	TULIP WAY	Mill		1669.52	\$62,647	\$0	\$62,647
R&S TOTAL FOR YEAR						\$852,207	\$722,448	\$1,574,654
Annual Chip Seal/Crack Seal								\$200,000
								TOTAL: \$1,774,654

SIX YEAR ROAD & SIDEWALK PLAN

2019-2024

Town of Medway

10/10/2017

USE CODE	Type	STREET NAME	PVT Cond.	SW Cond.	LENGTH Ft	ROAD COST	SIDEWALK COST	TOTAL COST
YEAR 3								
SECONDARY	ACPT	ALEXANDRIA DRIVE	Mill	Poor	998	\$44,186	\$67,874	\$112,060
CONNECTOR	ACPT	LOVERING STREET-Winthrop to Summer	Mill		4,666	\$195,000	\$0	\$195,000
CONNECTOR	ACPT	LOVERING STREET-Holliston to Maple	Mill		3,300	\$105,000	\$0	\$105,000
SECONDARY	ACPT	PARTRIDGE STREET	Mill		1,303	\$20,904	\$0	\$20,904
SECONDARY	ACPT	WARDS LANE	Reclaim		982	\$31,447	\$0	\$31,447
SECONDARY	ACPT	BROKEN TREE ROAD	Mill		3,190	\$156,365	\$0	\$156,365
SECONDARY	ACPT	ALGONQUIN AVENUE	Mill		369.56	\$16,454	\$0	\$16,454
SECONDARY	ACPT	BIRCH BARK ROAD	Mill	Poor	880.21	\$44,272	\$70,417	\$114,689
SECONDARY	ACPT	CAUSEWAY STREET	Mill		3222.31	\$86,526	\$0	\$86,526
SECONDARY	ACPT	HOMESTEAD DRIVE	Mill		922.68	\$41,084	\$0	\$41,084
SECONDARY	ACPT	MAPLE LEAF LANE	Mill	Poor	580.28	\$26,664	\$47,000	\$73,664
SECONDARY	ACPT	SUN VALLEY DRIVE	Mill	Poor	1684.38	\$79,613	\$135,000	\$214,613
SECONDARY	ACPT	WOODLAND ROAD	Mill	Poor	781.72	\$39,601	\$62,538	\$102,139
SECONDARY	ACPT	CLOVER LANE	Mill		994	\$40,889	\$0	\$40,889
SECONDARY	ACPT	MEADOW ROAD	Mill		1,550	\$85,000	\$0	\$85,000
SECONDARY	ACPT	SUNSET DRIVE	Mill		2,020	\$102,000	\$0	\$102,000
SECONDARY	ACPT	FLORENCE CIRCLE	Mill		2,500	\$135,000	\$0	\$135,000
SECONDARY	ACPT	GRACE TERRACE	Mill		516	\$45,000	\$0	\$45,000
SECONDARY	ACPT	BRIDLE PATH WAY	Mill		632	\$25,884	\$0	\$25,884
SECONDARY	ACPT	BUTTERCUP LANE	Mill		1,467	\$60,100	\$0	\$60,100
SECONDARY	ACPT	INDIAN CREEK ROAD	Mill		489	\$21,344	\$0	\$21,344
SECONDARY	ACPT	HILLVIEW TERRACE	Mill		1,017	\$48,183	\$0	\$48,183
SECONDARY	ACPT	HEMLOCK DRIVE	Mill		1,143	\$47,168	\$0	\$47,168
SECONDARY	ACPT	PINE NEEDLE DRIVE	Mill		731	\$31,419	\$0	\$31,419
SECONDARY	ACPT	HILL STREET	Mill		1,729	\$49,420	\$0	\$49,420
SECONDARY	ACPT	CIDER MILL ROAD	Mill		1,270	\$56,001	\$0	\$56,001
R&S TOTAL FOR YEAR						\$1,634,526	\$382,829	\$2,017,355
							TOTAL:	\$2,017,355

YEAR 4								
SECONDARY	ACPT	CYNTHIA CIRCLE	Good	Poor	481	\$0	\$32,721	\$32,721
SECONDARY	ACPT	FARM STREET	Reclaim		750	\$54,343	\$0	\$54,343
SECONDARY	ACPT	LAKESHORE DRIVE	Mill		756	\$38,369	\$0	\$38,369
SECONDARY	ACPT	MANSION STREET	Reclaim		521	\$28,911	\$0	\$28,911
SECONDARY	ACPT	PEACH STREET	Mill		757	\$26,451	\$0	\$26,451
SECONDARY	ACPT	POPULATIC STREET	Mill		1,760	\$61,324	\$0	\$61,324
SECONDARY	ACPT	RIVER STREET	Mill		522	\$16,749	\$0	\$16,749
SECONDARY	ACPT	SANDERSON STREET	Reclaim		549	\$30,346	\$0	\$30,346
SECONDARY	ACPT	BROAD STREET	Reclaim	Poor	2,366	\$186,453	\$106,222	\$292,675
SECONDARY	ACPT	SCHOOL STREET	Mill		903	\$48,860	\$0	\$48,860
CONNECTOR	ACPT	VILLAGE STREET-Legion to Millis	Mill		7,358	\$368,000	\$739,000	\$1,107,000
R&S TOTAL FOR YEAR						\$859,806	\$877,942	\$1,737,748
Engineering (Main St. Walgreens to Coffee SW)								\$75,000
Annual Chip Seal/Crack Seal								\$175,000
							TOTAL:	\$1,987,748

SIX YEAR ROAD & SIDEWALK PLAN

2019-2024

Town of Medway

10/10/2017

USE CODE	Type	STREET NAME	PVT Cond.	SW Cond.	LENGTH Ft	ROAD COST	SIDEWALK COST	TOTAL COST
YEAR 5								
SECONDARY	ACPT	DOGWOOD LANE	Mill	Poor	3,719	\$177,290	\$252,862	\$430,152
SECONDARY	ACPT	WILDWOOD ROAD	Mill	Poor	892	\$42,003	\$60,643	\$102,646
SECONDARY	ACPT	AZALEA DRIVE	Good	Poor	2,911	\$0	\$178,219	\$178,219
SECONDARY	ACPT	STANLEY ROAD	Good	Poor	3,143	\$0	\$213,700	\$213,700
SECONDARY	ACPT	MALLARD DRIVE	Mill	Poor	869	\$25,452	\$35,216	\$60,668
SECONDARY	ACPT	SPRING STREET	Mill	Poor	784	\$37,209	\$53,279	\$90,488
SECONDARY	ACPT	AUTUMN ROAD	Mill	Poor	2,311	\$109,884	\$157,158	\$267,042
SECONDARY	ACPT	QUAIL DRIVE	Mill	Poor	806	\$38,189	\$54,785	\$92,974
CONNECTOR	ACPT	MILFORD STREET-Summer-Highland	Good	Poor	6,016	\$0	\$451,200	\$451,200
R&S TOTAL FOR YEAR						\$430,028	\$1,457,061	\$1,887,089
Annual Chip Seal/Crack Seal								\$100,000
							TOTAL:	\$1,987,089

YEAR 6								
SECONDARY	ACPT	OAKLAND STREET (Pave All, SW Main to Senior Ctr.)	Mill	NEW	7,000	\$222,500	\$200,000	\$422,500
SECONDARY	ACPT	OAKVIEW CIRCLE	Reclaim		1,500	\$100,140	\$0	\$100,140
SECONDARY	UNAC	MARC ROAD	Mill		1,164	\$58,992	\$0	\$58,992
SECONDARY	ACPT	COFFEE STREET	Mill		3,964	\$112,901	\$0	\$112,901
CONNECTOR	ACPT	MAIN STREET (Richard to Coffee SW Richard to Lee)	Mill	Poor	2,900	\$140,000	\$350,000	\$490,000
CONNECTOR	ACPT	VILLAGE STREET (Legion to High SW Cottage to High)	Mill		6,288	\$308,000	\$67,000	\$375,000
SECONDARY		ELM STREET	Mill		1,400	\$75,000	\$0	\$75,000
SECONDARY		EVERGREEN STREET	Mill		800	\$47,000	\$0	\$47,000
R&S TOTAL FOR YEAR						\$1,064,534	\$617,000	\$1,681,534
Engineering (Maple Street SW)								\$35,000
Engineering (Oak Street Culvert & SW at Choate Park)								\$40,000
Annual Chip Seal/Crack Seal								\$200,000
							TOTAL:	\$1,956,534

AGENDA ITEM

#6

**Vote – November 13, 2017 Fall Town
Meeting Warrant Article
Recommendations**

Associated back up materials attached.

- Fall Town Meeting Warrant

**TOWN OF MEDWAY
WARRANT FOR 2017
FALL TOWN MEETING**

NORFOLK ss:

To either of the Constables of the Town of Medway

GREETING:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in Town affairs to meet at the Medway High School Auditorium, 88 Summer Street, on Monday, November 13, 2017 at 7:00 PM, then and there to act on the following articles:

ARTICLE 1: (Prior Year Bills)

To see if the Town will vote to transfer a sum of money for the purpose of paying unpaid bills of prior years of the Town, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 2: (Extend Expenditure Deadlines – May 2017 Annual Town Meeting Article 7)

To see if the Town will vote to extend the expenditure deadline for the following appropriations made under Article 7 at the May 2017 Annual Town Meeting:

Project	Department	Cost
System-wide Town Security Cameras	Info. Services	\$86,667
Facility and Systems Security Improvements	Police	\$80,800

Said appropriations to be expended by June 30, 2019 with unexpended funds as of June 30, 2019 being returned to the General Fund, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 3: (Fund Town Share Fire Dept. Federal Grant)
To see if the Town will vote to raise and appropriate the sum of \$37,574 to the Fire Department Full-Time Salaries account and the sum of \$18,500 to the Fire Department Fire Purchased Services account to pay for costs associated with funding the Town's twenty-five percent share of the Federal SAFER staffing grant for Firefighter/Paramedics, or to act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 4: (Repurpose Funds to Sewer I&I Programming)
To see if the Town will vote to repurpose \$10,000 authorized to be borrowed under Article 19 of the December 1996 Special Town Meeting for a Sewer Master Plan and \$37,333.17 authorized to be borrowed under Article 3 of the March 2006 Special Town Meeting for the Summer Street Sewer project, the funds for which are no longer needed for the projects for which they were approved, to Sewer Inflow and Infiltration Work as authorized under Article 13 of the May 2015 Annual Town Meeting, or to act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 5: (Rescind Borrowing – McGovern School Windows/Doors Project)
To see if the Town will vote to rescind the \$473,169 unissued balance of the \$978,809 authorized to be borrowed by vote of the Town under Article 1 of the March 9, 2015 Special Town Meeting for the McGovern School's windows and doors project, the funds for which are no longer needed for the project for which it was approved, or to take any other action relative thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 6: (Rescind Borrowing – Highway Facility Study)

To see if the Town will vote to rescind the authorized borrowing for a Highway/Facilities Study in the amount of \$40,000 authorized by the Town under Article 9 of the June 2, 2008 Annual Town Meeting, the funds for which are no longer needed for the project for which it was approved, or to take any other action relative hereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 7: (Transfer to Athletic Fields Stabilization Fund)

To see if the Town will vote to transfer the sum of \$100,000 from the Parks Revolving Fund to the Athletic Fields Stabilization Fund, or act in any manner relating thereto.

PARKS AND RECREATION COMMISSION

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 8: (Fund Affordable Housing Unit Creation)

To see if the Town will vote, in accordance with Massachusetts General Laws Chapter 44B, to appropriate the sum of \$500,000 from the Community Preservation Fund, the total of which shall be from Community Housing Reserves, to fund a grant to Metro West Collaborative Development, Inc. for the purpose of constructing affordable housing units in a development known as Glen Brook Way, and to authorize the Board of Selectmen to enter into a grant agreement on such terms and conditions as the Board of Selectmen shall determine to be appropriate with Metro West Collaborative Development, Inc. outlining the purposes for and the conditions upon which these funds may be expended, and, further, to authorize the Board of Selectmen or its designees to accept one or more deed restrictions for affordable housing purposes on said property meeting the requirements of Massachusetts General Laws Chapter 184, or take any other action in relation thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 9: (Purchase 158 Main Street)

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase and to accept the deed to the Town of a fee simple interest in all or a portion of 158 Main Street, Medway, identified by the Norfolk County Registry of Deeds in Book 20612, Page 387, containing 1.41 acres more or less, which land is now owned by the Trustees of the Womack Family Funding Trust, upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, the property to be used for purposes allowed by the so-called Community Preservation Act, General Laws Chapter 44B, said property to be under the care, custody, management and control of the Board of Selectmen, and, further, to see if the Town will vote: a) to appropriate from the Community Preservation Fund's Historical Reserves the sum of \$525,000 for the purchase of the property and up to \$10,000 for any expenses related thereto, including legal fees; b) authorize the Board of Selectmen to convey a permanent deed restriction in accordance with General Laws chapter 44B, section 12 and General Laws chapter 184, sections 31-33; and c) authorize the Board of Selectmen and Town officers to take all related actions necessary or appropriate to carry out this acquisition, including the submission, on behalf of the town, of any and all applications deemed necessary for grants and/or reimbursements from any state or federal programs and to receive and accept such grants or reimbursements for this purpose, and/or any other purposes in any way connected with the scope of this Article, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 10: (Purchase 123 Holliston Street)

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase and to accept the deed to the Town of a fee simple interest in all or a portion of 123 Holliston Street, Assessors Map 22, Parcel 22-067, containing 12.497 acres more or less, upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, to be under the care, custody, management and control of Board of Selectmen for general municipal purposes, and, further, to see if the Town will vote to appropriate the sum of \$1,310,000 to pay the costs of obtaining the property and for the payment of all other costs incidental and related thereto and to meet this appropriation the Treasurer with the approval of Board of Selectmen is authorized to borrow such sum under G.L. Chapter 44, section 7 or any other enabling authority, and further to authorize the Board of Selectmen and Town officers to take all related actions necessary or appropriate to carry out this acquisition, including the submission, on behalf of the Town, of any and all applications deemed necessary for grants and/or reimbursements from any state or federal programs and to receive and accept such grants or reimbursements for this purpose, and further, to authorize the Board of Selectmen after acquisition to lease said property for a period not to exceed ten years in a manner that they shall determine is in the Town's best interest, and/or to act in furtherance any other purposes in any way connected with the scope of this Article, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 11: (Capital Project: Parks Improvements – Choate, Oakland and Middle School – General Funds)

To see if the Town will vote to appropriate a sum of money for the purpose of funding the construction of park and recreation improvements, as well as the purchase of associated equipment and structures and the provision of construction management and inspection services for to Choate Park, Oakland Park and at the Medway Middle School, and for the payment of all other costs incidental and related thereto, and to meet this appropriation the Treasurer with the approval of Board of Selectmen is authorized to borrow such sum under G.L. Chapter 44, section 7 or any other enabling authority, and to authorize the Board of Selectmen and Town officers to take all related actions necessary or appropriate to carry out this article, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 12: (Capital Project: Parks Improvements – Choate, Oakland and Middle School – CPA Funds)

To see if the Town will vote to appropriate the sum of \$2,000,000 from available Community Preservation Act funds for the purpose of funding the construction of park and recreation improvements, as well as the purchase of associated equipment and structures for Choate Park, Oakland Park and the Medway Middle School, and for the payment of all other costs incidental and related thereto, and further to authorize the Board of Selectmen and Town officers to take all related actions necessary or appropriate to carry out this article, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 13: (Purchase Cassidy Field Lights)

To see if the Town will vote to transfer from Certified Free Cash the sum of \$312,000 for the purpose of purchasing and installing field lighting and associated equipment at Cassidy Field,

said appropriation to be expended by June 30, 2019, with unexpended funds as of June 30, 2019 being returned to the General Fund, or to act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 14: (Free Cash Transfer – Fund Permitting and GIS Software)
To see if the Town will vote to transfer from certified free cash the sum of \$18,250 to purchase and implement a permitting and GIS software program, or to act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 15: (General Bylaw Amendment: Historical Properties)
To see if the Town will vote to amend the Town of Medway General By-Laws, Article XVII, by replacing the language in its entirety with the following:

ARTICLE XVII

Building Demolition

Section 17.1 Intent and Purpose

This bylaw is enacted to promote the public welfare and safeguard Medway's historical, cultural and architectural heritage by protecting historical resources that make the town a more interesting, attractive and desirable place in which to live. The bylaw aims to protect "preferably-preserved historically significant buildings" within the town by encouraging their owners to seek alternatives to their demolition and by providing the town an opportunity to work with owners of such properties in identifying alternatives to their demolition.

Section 17.2 Definitions

As used in this bylaw, the following words and terms shall have the meanings set forth below, unless the context otherwise requires:

- 2.1 "APPLICANT" - any person or entity who files an application for a demolition permit.
- 2.2 "BUILDING" - any combination of materials forming a shelter for persons, animals or property.
- 2.3 "COMMISSION" - the Medway Historical Commission.

- 2.4 "DEMOLITION" - any act of destroying, pulling down, razing or removing a building or substantial portion thereof, or starting the work of any such act with the intention of completing the same.
- 2.5 "HISTORICALLY SIGNIFICANT BUILDING" - any building or portion thereof, which:
- (a) Is in whole or in part seventy-five or more years old; and
 - (b) Is listed on the National Register of Historic Places or the Massachusetts Register of Historic Places, or which is the subject of a pending application for such listing, or is eligible for such listing, or;
 - (c) Is within any historic district, or;
 - (d) Has an important association with one or more historic persons or events, or with the broad architectural, cultural, political, economic or social history of the Town or the Commonwealth, or;
 - (e) Is historically or architecturally important (in terms of period, style, method of building construction, or association with a recognized architect or builder) either by itself or in the context of a group of buildings.
- 2.6 "PREFERABLY-PRESERVED HISTORICALLY SIGNIFICANT BUILDING" - any historically significant building which the Commission determines, as provided in section 17.3.6.iii of this bylaw, is in the public interest to be preserved or rehabilitated rather than to be demolished.

Section 17.3 Procedure

- 3.1 No permit for the demolition of a building which is in whole or in part seventy-five or more years old or portion thereof shall be issued other than in conformity with the provisions of this bylaw as well as in conformity with the provisions of other laws applicable to the demolition of buildings and the issuance of permits thereof generally.
- 3.2 Application contents: Every application for a demolition shall be filed with the Building Commissioner and shall contain the following information:
- (i) The owner's name and current address (and/or the name of owner's legal representative, if applicable);
 - (ii) The applicant's name, address, and interest in such building, if different from the owner;
 - (iii) The address or location of such building;
 - (iv) Assessors' Parcel ID;
 - (v) A brief description of such building including its age;
 - (vi) An explanation of the proposed use and/or changes thereof to be made of the site of such building; and
 - (vii) 4" x 6" color photos of all sides of the building exterior and all outbuildings that are visible from the street.
- 3.3 Upon receipt of an application for a demolition permit for a building which is in whole or in part seventy-five or more years old, the Building Commissioner shall forward a copy thereof to the Commission within seven business days. No demolition permit shall be issued at that time.
- 3.4 Within forty-five days after the Commission's receipt of a complete application, the Commission shall make an initial determination on whether the building is historically significant. The applicant for the permit may make a presentation to the Commission at that time.

3.5 If the building is determined not to be historically significant, the Commission shall notify the Building Commissioner and the applicant, in writing, within seven business days of its initial determination and the Building Commissioner may issue a demolition permit.

If the Commission determines that the building is historically significant, it shall notify the Building Commissioner and the applicant, in writing, within seven business days of its initial determination; and the Commission shall, within forty-five days of its initial determination, open a public hearing to determine whether the historically significant building is preferably preserved.

(i) Publication of Notice of Public Hearing

Public notice of the time, place and purpose of the hearing shall be published in a newspaper of general circulation in the Town not less than fourteen days prior to the date of said hearing and shall be posted in a conspicuous place in town hall for a period of not less than fourteen days prior to the date of said hearing. Notice of the hearing shall also be posted online on the Town of Medway website (www.townofmedway.org) for a period of not less than fourteen days prior to the date of said hearing.

(ii) Notification of Abutters

At least fourteen days prior to the public hearing, the applicant shall send copy of said notice by mail, postage prepaid, to the owners of all abutting properties at their mailing addresses shown in the most recent applicable tax list of the assessors, including owners of land directly opposite on any public or private way and abutters to the abutters within 300 feet of the property line of the applicant. A list of those so notified shall be provided to the Commission prior to the opening of the public hearing.

All costs associated with publication of the legal notice and required mailings shall be the responsibility of the applicant. Failure to comply with any of the above will result in a delay of the public hearing.

3.6 The Commission shall make a determination of whether or not the historically-significant building is preferably preserved within thirty-one days following the close of the public hearing.

(i) If after a public hearing the Commission determines that the building should not be preferably preserved, the Commission shall notify the Building Commissioner and the applicant, in writing within seven business days after the close of the public hearing and the Building Commissioner may issue a demolition permit upon receipt of the written decision.

(ii) If after a public hearing the Commission determines that the building should be preferably preserved, the Commission shall so notify the Building Commissioner and the applicant in writing within seven business days after the close of the public hearing, and no demolition permit may be issued until twelve months after the date of the determination by the Commission.

3.7 The demolition permit shall expire after eighteen months of being issued. This means that once the above conditions have been satisfied, the owner of the property or applicant has eighteen

months to demolish the building. If the building is not taken down in that period, the owner or applicant shall submit a new demolition permit application.

- 3.8 Notwithstanding anything contained in section 17.3.6, the Building Commissioner may issue a demolition permit for a preferably-preserved historically significant building at any time after receipt of written advice from the Commission to the effect that either:
- (i) The Commission is satisfied that there is no reasonable likelihood that either the owner or some other person or group is willing to purchase, rehabilitate and restore the subject building, or
 - (ii) The Commission is satisfied that for at least twelve months the owner had made continuing, bona fide and reasonable efforts to locate a purchaser to preserve, rehabilitate and restore the subject building, and that such efforts have been unsuccessful.

Section 17.4 Responsibility of Owners

- 4.1 During the twelve month demolition delay period, the applicant shall make a good faith effort to find an alternative use for the building that will result in its preservation. Alternatives to demolition include, but are not limited to, incorporation of the building into the future development of the site; adaptive reuse of the building; utilization of financial incentives to rehabilitate the building; seeking a new owner willing to purchase and preserve, restore or rehabilitate the building; or moving or relocating the building.
- 4.2 Upon determination by the Commission that a building is a preferably preserved historically significant building, the owner shall be responsible for properly securing the building, if vacant, to the satisfaction of the Building Commissioner. Should the owner fail to so secure the building, the subsequent destruction of such building through any cause, which destruction could have been prevented by the required security measures, shall be considered a demolition in violation of this bylaw.

Section 17.5 Emergency Demolition

Nothing in this bylaw shall restrict or prevent the Building Commissioner from ordering the demolition of a historically significant building determined by the Building Commissioner pursuant to state law and/or the State Building Code to be unused, uninhabited or abandoned, and open to the weather.

If the Building Commissioner determines there is no reasonable alternative to an emergency demolition, the Building Commissioner shall prepare a written report describing the basis of that decision. A copy of that report shall be filed with the Commission.

Section 17.6 Non-Compliance

- 6.1 Any owner of a historically significant building who violates any provision of this bylaw shall be penalized by a fine of not more than three hundred (\$300.00) dollars. Each day during which any portion of a violation continues shall constitute a separate offense.

As an alternative means of enforcement, the Building Commissioner may impose noncriminal penalties pursuant to G.L. c. 40, § 21D and Article XX of the Town's General Bylaws, in accordance with the following schedule:

- (i) First offense: one hundred dollars
- (ii) Second offense: two hundred dollars
- (iii) Third and each subsequent offense per violation: three hundred dollars

6.2 The Commission and the Building Commissioner are each authorized to institute any and all proceedings in law or equity, as they deem necessary to obtain compliance with the requirements of this bylaw or to prevent a violation thereof.

6.3 No permit shall be issued with respect to any premises upon which a historically significant building has been demolished in violation of this bylaw for a period of two years after the date of the completion of such demolition. As used herein, "premises" includes all land within the property lines of said parcel of land upon which the demolished historically significant building was located.

Section 17.7 Severability

If any section, paragraph or part of this bylaw is for any reason declared invalid or unconstitutional by any court, every other section, paragraph and part shall continue in full force and effect.

Or act in any manner relating thereto.

HISTORICAL COMMISSION

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 16: (Zoning Bylaw Amendment: Names of Zoning Districts)
To see if the Town will vote to amend the Medway Zoning Bylaw, Section 4.1 Districts, to change the names of various zoning districts as follows: (Deleted text is shown with a ~~strikethrough~~ and replacement text is shown **bolded/highlighted**.)

4.1 DISTRICTS

B. Nonresidential Districts

1. Central Business (CB)
2. Village Commercial (VC)
3. ~~Commercial V (C-V)~~ **Neighborhood Commercial (NC)**
4. Business/Industrial (BI)
5. ~~Industrial I (I-I)~~ **East Industrial (EI)**
6. ~~Industrial II (I-II)~~ **Energy Resource (ER)**
7. ~~Industrial III (I-III)~~ **West Industrial (WI)**

And to delete references to Commercial V, Industrial I, Industrial II, and Industrial III throughout the Bylaw and insert the above indicated corresponding replacement names in their places, or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 17: (Amend Zoning Bylaws: Definitions)
To see if the Town will vote to amend the Zoning Bylaw, SECTION 2 DEFINITIONS, by revising the definition for Services as follows: (Deleted text is shown as a ~~strikethrough~~ and new or replacement text is shown as **bold/highlighted**.)

~~Services~~**Service Establishment** – Establishment engaged primarily in providing assistance, as opposed to products, to individuals or businesses and other enterprises, including but not limited to **such** business, social, personal and educational services **as a fitness facility, optician, dry cleaner, laundromat, shoe repair, printing/copying, tailor, music lessons, travel agency, and other similar businesses and services.**

And by amending TABLE 1: SCHEDULE OF USES by eliminating the following text under D. BUSINESS USES – ~~Consumer services such as but not limited to fitness facility, optician, dry cleaner, laundromat, shoe repair, photocopying/printing, tailor, and other similar businesses and services~~ and replacing it with the term **Service establishment**
Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 18: (Amend Zoning Bylaws: Map)
To see if the Town of Medway will vote to rezone the following parcels as shown on the following maps on file with the Town Clerk:

- “Proposed Changes to AR-I & AR-II Zoning Districts, October 5, 2017, MAP A”
- “Proposed Changes to AR-I & AR-II Zoning Districts, October 5, 2017, MAP B”
- “Proposed Changes to AR-I & AR-II Zoning Districts, October 5, 2017, MAP C”

and to amend the Zoning Map accordingly, such that:

The following split zoned parcels shall be rezoned so that the portion which is presently zoned Agricultural Residential II district shall be converted to Agricultural Residential I district, so that the entire parcel is zoned Agricultural Residential I:

Address	Medway Assessor's Parcel ID #	Parcel Size	Current Owner
MAP A			
104 Holliston Street	31-070	1.149	Susan Dunham
10 Coffee Street	32-144	1.6	Matthew & Stacy Fasolino
12 Coffee Street	32-145	1.13	Matthew & Stacy Fasolino
14 Coffee Street	32-146	1.311	Attubato Family Trust, Albert Attubato Trust
16 Coffee Street	32-147	1.011	Jeffrey & Cassandra Grenon
18 Coffee Street	32-148	1.012	Norman & Miriam Chesmore
18A Coffee Street	32-149	1.013	Patricia McKay
MAP B			
0 Memory Lane	31-031	0.162	Carl Rice
1 Memory Lane	30-067	1.01	Paul Melia
2 Memory Lane	30-066	1.01	Tina Wright
3 Memory Lane	30-065	1.013	David & Marie Marchetti
4 Memory Lane	31-033	1.739	Carl Rice
68 Lovering Street	30-064	3.88	Robert Symonds
70 Lovering Street	21-094	2.77	Medway Housing Authority
82 Lovering Street	21-093	20.3	Paul Wilson
6 Howe Street	21-088	1.048	Michael & Kara Gulla
3 Howe Street	21-084	1.702	Alan & Joann Osborne
5 Howe Street	14-010	1.710	Kenneth and Kelly Yuen
7 Howe Street	14-009	1.842	Richard & Megan Grady
0R Woodland Road	14-005	115.100	Henry Wickett & Henry Wickett Jr.
MAP C			
12 Ohlson Circle	14-059	1.02	Gary & Mary Whitaker
15 Ohlson Circle	14-019	1.145	Peter Schubert

The following parcels shall be rezoned from the present Agricultural Residential I district zoning to Agricultural Residential II district, so that the entire parcel is changed to Agricultural Residential II:

Address	Medway Assessor's Parcel ID #	Parcel Size	Current Owner
MAP A			
22 Coffee Street	32-151	.30	Chris & Nadia Sullivan
MAP C			
86 Winthrop Street	14-054	.25	Matthew Maccarrick Trust & Family Nominee Maccarrick Trust

88 Winthrop Street	14-055	.25	Kathleen & Julie Ann Fallon
90 Winthrop Street	14-056	.25	Alexander & Allison Stroshane
92 Winthrop Street	14-043	.25	Sandra St. John Life Estate, Stacy Murphy, Christine Tiemann, & David St. John
112 Lovering Street	14-053	.25	Michael & Sonya Murphy
68 Winthrop Street	21-008	.25	Alan Weiner & Pamela Tatelman-Weiner

The following split zoned parcels shall be rezoned so that the portion which is presently zoned Agricultural Residential I district shall be converted to Agricultural Residential II district, so that the entire parcel is zoned Agricultural Residential II:

Address	Medway Assessor's Parcel ID #	Parcel Size	Current Owner
MAP A			
20 Coffee Street	32-150	.541	Richard & Frances Scannell
24 Coffee Street	32-152	.49	Susan & Sergio Gomez
102 Holliston Street	31-069	.29	William & Francis Obrien Trustee
1 Gorwin Drive	31-068	.22	John Fasolino & Meghann Mckenney
3 Gorwin Drive	31-067	.27	John Wooster & Patricia Mathaisel
5 Gorwin Drive	31-066	.379	David Jones
7 Gorwin Drive	31-065	.32	George & Eileen Kornmuller
9 Gorwin Drive	31-064	.263	Daniel Williams
11 Gorwin Drive	32-170	.27	Max, Constance, & Robert Greenberg
13 Gorwin Drive	32-169	.26	Chester Mosher & Lorraine Gorwin Life Estate
15 Gorwin Drive	32-168	.25	Patricia Treanor
17 Gorwin Drive	32-167	.24	Joel & Judith Goldstein
19 Gorwin Drive	32-166	.24	Lawrence & Ellen Johnson
21 Gorwin Drive	32-165	.23	Charles & Barbara Hutt
23 Gorwin Drive	32-164	.23	Tina Sheppard
25 Gorwin Drive	32-163	.23	Denise Bartone & Kenneth Gormley
27 Gorwin Drive	32-162	.23	Michael & Teresa O'Rourke
29 Gorwin Drive	32-161	.23	Walter & Judit Baer
31 Gorwin Drive	32-160	.23	Roy Young
33 Gorwin Drive	32-159	.23	Edward Companik & Susan Rreilly
35 Gorwin Drive	32-158	.30	John & Jennifer Dougherty
37 Gorwin Drive	32-157	.30	John & Ethel Maguire
39 Gorwin Drive	32-156	.30	Jeffrey & Cheryl Foss
MAP C			
22 Ohlson Circle	14-060	.602	William & Susan Callahan
24 Ohlson Circle	14-061	.565	Michelle Diebler
28 Ohlson Circle	14-062	.565	Michael & Karen Tudino
30 Ohlson Circle	14-063	.565	Joseph Lavigne

32 Ohlson Circle	14-064	.621	Charles & Kathleen Dwyer
31 Ohlson Circle	14-046	.788	Robert & Patricia Comtois
33 Ohlson Circle	14-045	.679	Andrew & Kathleen Anderson
35 Ohlson Circle	14-044	.517	Derek & Jessica Baldassarre
108 Lovering Street	14-051	.77	Thomas & Nancy Kierce
110 Lovering Street	14-052	.25	Kenneth Lawrence
107 Lovering Street	14-030	.25	Jennifer Lindsey
70 Winthrop Street	21-007	.5	Sean Barry
72 Winthrop Street	21-006	.5	Meeri Lewandowski & Edward Lewandowski Trust
74 Winthrop Street	21-005	.5	Frank Glass & Anne Buddenhagen
76 Winthrop Street	21-004	.62	Marshall & Elizabeth Gustin
78 Winthrop Street	21-003	.853	Joseph & Mary Vadakekalam
78A Winthrop Street	21-002	.902	Anthony & Lynda Bertone
80 Winthrop Street	21-001	.722	Craig & Janice Dresser
82 Winthrop Street	14-029	1.0	Jeffrey Devine
84 Winthrop Street	14-028	.5	Romas & Niucole Banaitis
6 Hemlock Drive	21-019	.5	William & Mildred Beachman
12 Hemlock Drive	21-015	.5	Brianna & Matthew Boyce
14 Hemlock Drive	21-016	.5	William Oldmixon & Takeda Karou
16 Hemlock Drive	21-014	.5	Charlotte Porreca
18 Hemlock Drive	21-013	.5	Martin Concannon Trustee & Dawn Rose Trustee
20 Hemlock Drive	21-014	.5	Alan & Myrtle Miller
3 Clover Lane	21-009	.25	Joanne Davenport
5 Clover Lane	21-010	.25	William & Roberta Scherer

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 19: (Amend Zoning Bylaws: Wireless Communications Facilities)

To see if the Town will vote to amend the Medway Zoning Bylaw, Section 8.7., by replacing the language in its entirety with the following:

1.1. WIRELESS COMMUNICATIONS FACILITIES

A. Purpose. The purpose of this Section is to minimize adverse impacts of wireless communication facilities on adjacent properties and residential neighborhoods (including but not limited to aesthetic, public safety, and property value impacts), to limit the number and height of these facilities to only what is essential, to promote shared use of existing facilities,

to reduce the need for new facilities, and to protect the interest of the general public. This Section is promulgated under the authority of G.L. c. 40A, the Home Rule Amendment of the Massachusetts Constitution and the 1996 Telecommunications Act, 47 U.S.C. Section 332(c)(7)(A).

No Wireless Communications Facility (“WCF”) shall be constructed except in compliance with the provisions of this Section. Unless exempted in accordance with subsection 8.7.H, any WCF shall require a special permit from the Zoning Board of Appeals. An Eligible Facilities Request shall follow the procedures set forth in subsection 8.7.I.

B. Definitions. The definitions herein, especially that of a “device” and “WCF,” are intended to encompass such devices as they may evolve through technological advances.

1. **Tower:** Any structure to which a device may be attached for the purpose of transmitting or receiving wireless communications, including but not limited to water towers, steeples, flag poles, or parking lights (typical), but not including any residential, commercial or industrial building, accessory building, and/or rooftop.
 - a. **Self-Supporting Tower:** Any lattice or monopole tower to which a device may be attached for the purpose of transmitting or receiving wireless communications. Self-Supporting Towers are ground-mounted, but may include an above-grade base made of concrete or other similar material.
2. **Height:** A distance measured from the mean finished grade of the land surrounding the device to its highest point, surface or projection, in the case of free standing devices, or a distance measured from the average finished grade of the land surrounding the exterior walls to the highest point, surface or projection, in the case of devices mounted on existing buildings or structures.
3. **Device:** Any antenna, or other apparatus that performs the function of antennas, together with any telecommunications satellite dishes and other necessary equipment.
 - a. **Mounted Device:** Any device which is affixed to a Tower.
 - b. **Building Mounted Device:** Any device which is affixed to a residential, commercial, or industrial building, accessory building, and/or rooftop.
 - c. **Free Standing Device:** Any device which is affixed to a Self-Supporting Tower.
4. **Wireless Communications Facility (WCF):** Any buildings, structures, towers, and appurtenant equipment and storage that are used for the express purpose of conducting wireless telecommunication services regulated by the Federal Communications Commission (FCC) and defined as “personal wireless services” in Section 704, or other sections of the Federal Telecommunications Act of 1996 as amended. By way of example, but not limitation, “WCF” includes cellular telephone services, personal communication services, paging services, specialized mobile radio, including wireless intended for the transmission of data or internet, and also including antennas, towers, satellite dishes, or other devices or equipment for transferring wireless transmissions with or without a building to house and/or maintain such equipment.

5. **Collocation:** The mounting or installation of transmission equipment on an Eligible Facility for the purpose of transmitting and/or receiving radio frequency signals for communications purposes.
6. **Eligible Facility:** Any existing tower or base station as defined in the Spectrum Act, provided it is in existence at the time an Eligible Facilities Request is filed with the Town in accordance with the provisions of this Bylaw.
7. **Eligible Facilities Request:** Any request for modification of an existing wireless tower or base station that involves collocation of new transmission equipment; removal of transmission equipment; or replacement of transmission equipment.
8. **Spectrum Act:** The “Middle Class Tax Relief and Job Creation Act of 2012” (Public Law 112-96; codified at 47 U.S.C. §1455(a)).

C. By Right Provisions. The following devices may be constructed, erected, installed, placed and/or used within the Town subject to the issuance of a building permit by the Building Department in those instances when a building permit is required:

1. A device for customary private household use, including but not limited to, a conventional chimney-mount television antenna or home satellite dish not to exceed 3 feet in width;
2. A device (or combination of devices) installed on an existing building or other existing structure within any commercial or industrial district provided that such device or combination thereof, including its supports, is:
 - a. Finished in a manner designed to be aesthetically consistent with the exterior finish of such building or structure and otherwise in accordance with the Design Standards set forth in subsection 8.7.F; and
 - b. Mounted in such a manner that it does not:
 - i. Extend above the highest point of a building or structure by more than 10 feet;
 - ii. Obscure any window or other exterior architectural feature;
 - iii. Extend beyond the face of any wall or exterior surface by more than 18 inches;
 - iv. Extend below the top of the roof line of any single-story building or structure; or
 - v. Extend more than more than 8 feet below the roof line of any multi-story building or structure.
 - c. Not comprised of any device or devices which have a visible surface area facing surrounding streets and/or residential districts that exceeds 50 square feet in area.
3. A devices owned by and located on the property of an amateur radio operator licensed by the FCC, which device shall be installed at the minimum height necessary for the proper functioning of amateur radio communications in accordance with the licensing requirements for that location; and

4. A device installed wholly within and not protruding from the interior space of an existing building or structure (including interior space behind existing roofs or within existing mechanical penthouse space) or behind existing rooftop mechanical screens in such a manner that the device would not be visible from surrounding streets and/or residential districts only for so long as such device remains wholly within such space or behind such roofs or screens.

D. Special Permit General Requirements.

1. Lattice style towers and similar facilities requiring three or more legs and/or guy wires for support are prohibited.
2. To the greatest extent feasible, all service providers shall co-locate at existing facilities. Wireless communication facilities shall be designed to accommodate the maximum number of users as technically practical.
3. When co-location on an existing WCF is not feasible, the applicant must demonstrate that another site is required to address a substantial gap in coverage. A new WCF shall be located at one of the sites described in Section E.2 below; only if there is no feasible alternative location set forth in Section E.2 below that would address the gap in coverage may other locations be considered.
4. The height of a WCF shall be constructed at the minimum height necessary to accommodate the anticipated and future use of the facility. A WCF shall not exceed 120 feet under any circumstances.
5. A WCF shall meet all setback requirements as provided for in Section 6, Dimensional Regulations, of the Medway Zoning Bylaw.
6. Where the applicant seeks approval for a device owned or controlled by the applicant, approval of equipment shall be contingent upon the agreement of the applicant to reasonably cooperate with other wireless communications service providers in permitting the co-location of antennas on such structures, on commercially reasonable terms, unless:
 - a. There are structural or other limitations which would make it unfeasible to accommodate the proposed WCF; or
 - b. The proposed facility would interfere with the wireless communications of one or more existing occupants at the site, including the applicant.

E. Location of Wireless Communication Facilities.

1. All applications for a new WCF must demonstrate inability to co-locate at an existing WCF, and that there is a gap in coverage that the new WCF will address in whole or in part, before consideration will be given to another site.
2. Should the applicant demonstrate the requirements that there is a technical inability to co-locate and that there is a gap in coverage that the new WCF will address in whole or in part, the following locations may be allowed by special permit and should be considered

by the Applicant to the extent that any of these locations serve as a feasible location for a proposed WCF:

- a. Any land located within an electrical transmission easement; or
 - b. Any land owned by the Town of Medway on which a water tower, water tank/well, emergency service building (i.e. police or fire station), or other buildings/structures, not including schools, are located.
3. Should the applicant demonstrate that there is a need for a WCF due to a substantial gap in coverage in a location not otherwise provided for in subsections 8.7.E.1 and 2, consideration may be given for a WCF as provided for in subsection 8.7.H. Applications under subsection 8.7.H must comply with all general, design, and procedural requirements of this Section 8.7, as well as all other applicable sections of the Medway Zoning Bylaw.
 4. No WCF with a Mounted or Building Mounted Device shall be located, erected, or modified nearer to any residential dwelling than a distance equal to one and a half times the vertical height of the facility (inclusive of any appurtenant buildings/structures).
 5. No WCF with a Free Standing Device shall be located, erected, or modified nearer to any building or structure than two times the vertical height of the facility (inclusive of any appurtenant buildings/structures).
 6. No WCF shall be located on land under jurisdiction of the Conservation Commission under G.L. c. 131, Section 40, land with a Conservation Restriction, or land within a FEMA Flood Zone, except a WCF in Zone X (500-year storm) may be allowed.
 7. No WCF shall be located on land under status of G.L. c. 61A or c. 61B, as may be on record with the Assessor's Office.
 8. No WCF shall be located within a National or Local Historic District unless the Zoning Board of Appeals finds that the facility is properly concealed, meets the Design Standards set forth in subsection 8.7.F, and does not alter the character of that district, property, building, or structure where it is located. All such applications shall be referred to the Historical Commission for review within five business days of receipt, and the Historical Commission shall provide its recommendations, if any, within 45 days after said referral.

F. Design Standards.

9. Wireless facilities shall be suitably screened from abutters and residential neighborhoods. Painting, landscaping, fencing, buffering and screening, when deemed necessary by the Zoning Board of Appeals, will be required at the expense of the owner.
10. To the extent reasonably possible, devices shall be camouflaged by location and/or design to disguise them from the public view, whether by designing the device so as to disguise it as an existing or new building or structure appropriate in type and scale to its location (e.g. a parking light adjacent to a recreational area, a flagpole in a park, a silo in a field, an artificial tree monopole in a wooded area) where the WCF are hidden within or mounted on a structure to make them essentially invisible, or whether located in a place and manner

that renders the device essentially invisible (e.g. siting the device within existing trees, providing effective screening by the use of landscaped buffers which camouflage the device at the time of planting and are effective year-round).

11. Existing on-site vegetation shall be preserved to the maximum extent practicable. The Board may require additional buffering and screening if it finds that the existing vegetation is insufficient.
12. A different color scheme shall be used to blend the structure with the landscape below and above the tree or building line, as deemed necessary by the Board.
13. Fencing shall be provided to control access to the WCF and shall be compatible with the rural and scenic character of the area and of the Town. Fencing shall not be constructed of razor wire (or similar materials) or chain link.
14. There shall be no signs or advertisement signs permitted on or in the vicinity of a WCF, except for announcement signs, no trespassing signs, and a required sign, not to exceed four square feet in area for each device installation, which shall display a phone number where the person responsible for the maintenance of the WCF may be reached on a twenty-four hour basis. All other signage shall be consistent with Section 7.2, Signs, of the Zoning Bylaw.
15. Night lighting of any WCF shall be prohibited, except as required by the FCC, Federal Aviation Administration (FAA), or that needed for emergency service, security, and safety requirements. All lighting shall be consistent with Section, 7.1.2, Outdoor Lighting, of the Zoning Bylaw.
16. There shall be a minimum of one parking space for each facility, large enough for an electric utility vehicle, to be used only in connection with the maintenance of the site and not for the permanent storage of vehicles or other equipment.
17. To the extent feasible, the equipment to relay the wireless transmissions shall be located inside an existing building/structure. Otherwise, such equipment shall be located in a new, enclosed structure in a location where the visual impact to the surrounding properties and streets will be minimized. The Board may impose conditions on the siting and screening of such structure.

G. Procedures for Special Permit.

1. All applications for modification of existing or construction of new wireless communications facilities shall be submitted in accordance with the rules and regulations of the Zoning Board of Appeals, except that applications constituting Eligible Facilities Requests shall follow the procedures set forth in subsections 8.7.I and 8.7.J below.
2. Documentation must be provided for the rights to the property and/or use of buildings/structures (i.e. ownership), a portion of land and/or use of buildings/structures (i.e. a lease or rent), or other means of legal access. Applicants proposing to erect a WCF on municipally-owned land, buildings, or structures shall provide evidence of a contractual authorization by the Town to conduct wireless communication services on such properties.

3. A field inspection/site visit shall be conducted on all applications for a WCF prior to the hearing for the special permit. The results of the inspection shall become a permanent part of the applicant's file and shall bear the date of inspection and comments by the inspecting town agents. A site visit shall include, but not be limited to, the following agents as determined necessary: Building Commissioner/Zoning Enforcement Officer, Conservation Agent, Department of Public Services Staff, and Zoning Board of Appeals Staff.
4. The following information must be provided, prepared by a professional engineer, licensed in the state of Massachusetts:
 - a. A plan shall be provided showing the exact location of existing and proposed buildings, structures and Towers, as well as:
 - i. Landscaping and lighting features;
 - ii. Buffering and screening;
 - iii. Fencing and controlled entry;
 - iv. Abutting streets, residential dwellings and all buildings/structures within 300 feet of the tower base and the distance at grade from the proposed WCF to each building on the plan;
 - v. Grading and utilities at two-foot contours; and
 - vi. Zoning requirements, as well as building and structural setbacks.
 - b. Elevation plans and/or colored rendition showing details of the tower(s) and devices, as well as any buildings/structures associated with the WCF. Plans should also provide details of buffering and screening, landscaping (including species, height, and breadth of trees and shrubbery), lighting, fencing, and colors and materials for the entire project site.
 - c. Description of facility, as well as all technical, economic, and other reasons for the proposed location, height and design;
 - d. Confirmation that the facility complies with all applicable Federal and State standards;
 - e. Description of facility capacity including number of type of devices that can be accommodated and basis for calculations. For existing towers, confirmation that the WCF has the structural and technical capacity for an additional device;
 - f. Specifications for construction, lighting, and wiring in accordance with State and National building codes;
 - g. Environmental Assessment, as may be required by the FCC;
 - h. Confirmation that proposed facility complies with FAA and FCC guidelines;
 - i. Written statement demonstrating that there are no adverse impacts to residents and the general public—visual, safety, or otherwise; and

- j. A plan showing the existing WCF locations and service provider coverage in and surrounding the Town of Medway, as well as the proposed WCF location and service coverage of that facility. This plan should be provided by a certified radio frequency engineer(s) or other certified telecommunications specialist.

H. Special Provisions for Review of Application to Construct New WCF pursuant to 1996 Telecommunications Act.

18. The Board shall issue a special permit for a WCF, in accordance with the provisions of this Section, in areas where a WCF would otherwise be prohibited, if and only if the following terms and conditions are met entirely:
 - a. The Board, after public hearing and presentation of substantial evidence by the applicant, determines that a significant gap in wireless coverage exists in a portion of the town; and
 - b. There is no feasible alternative location for the proposed location of the WCF which would adequately address the gap in coverage; and
 - c. An application for a significant gap in wireless coverage determination must provide information such as mapping of existing areas of coverage, maps depicting location of wireless coverage gaps, reports, affidavits, and other supplemental narrative information, from a suitably qualified radio frequency engineer(s) or other telecommunications specialist, to clearly demonstrate that a gap in coverage exists and there are no feasible alternative locations for the proposed WCF that would address the gap in coverage.
 - d. An application for a special permit relying upon a significant gap in wireless coverage determination shall comply with all general, design, and procedural requirements of this Section 8.7, as well as all other applicable sections of the Medway Zoning Bylaw.

I. Request for Modification of Eligible Facilities.

1. Submission Requirements – Applications for an Eligible Facilities Request shall be filed with the Building Department. The Building Commissioner shall conduct an initial review of the application within 30 days of receipt to determine whether the application is complete. The Building Commissioner shall notify the applicant within thirty days of receipt of the application if the application is deemed incomplete. Such notice shall delineate all missing documents or information.
2. Review of Application – The Building Commissioner shall conduct a limited-scope review of an Eligible Facilities Request to determine if the proposed Eligible Facilities Modification will result in a substantial change to the physical dimensions of an Eligible Facility. An Eligible Facilities Request “substantially changes” the physical dimensions of an Eligible Facility if it meets any of the criteria established in the FCC Eligible Facilities Request Rules.
3. Approval – Within sixty days of the filing of a complete Eligible Facilities Request, less any time period that may be excluded pursuant to a tolling agreement between the applicant

and the Building Commissioner, the Building Commissioner shall complete his or her limited-scope site plan review and approve the application unless the Building Commissioner determines that the application does not meet the definition of an existing Eligible Facility subject to the Spectrum Act, or the proposed Eligible Facility Request proposes modifications that will substantially change the physical dimension of an Eligible Facility.

J. Construction, Maintenance, & Cessation of Use.

1. Upon receipt of a special permit from the Board, the applicant shall apply to the Building Department for a permit to construct a WCF and shall provide written evidence that all preconstruction conditions, as may be part of the special permit decision have been satisfied.
2. The owner of the facility and/or devices shall be responsible for ongoing proper maintenance of the WCF or device as allowed by Special Permit. Verification of maintenance and structural integrity by a certified structural engineer shall be required at the request of the Building Commissioner/Zoning Enforcement officer on a biennial basis.
3. If applicable, annual certification demonstrating continuing compliance with the standards of the FCC, FAA, and the American National Standards Instituted and required maintenance shall be filed with the Building Commissioner/Zoning Enforcement Officer by the special permit holder.
4. WCF devices and/or structures shall be removed within one year of cessation of use.
5. Should the owner and/or operator, or the owner of the land or structure on which the device is located, fail to remove a device within one year of cessation of use, the Town may remove the same. A performance guarantee may be required as a condition of any special permit granted under this Section, in an amount deemed sufficient to cover the Town's cost of the demolition and removal of the device in the event of cessation of use.

Or act in any manner relating thereto.

ZONING BOARD OF APPEALS

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 20: (Transfer Funds to Medway Redevelopment Authority)
To see if the Town will vote to transfer the \$74,400 appropriated by vote of the May 8, 2017 Annual Town Meeting under Article 8 to the Medway Redevelopment Authority for the purpose of funding initial land acquisition costs, including any legal or technical costs associated thereto, in connection with implementing a redevelopment and/or urban renewal plan for the so-called Oak Grove project, or to act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

And you are hereby directed to serve this warrant by posting printed attested copies thereof at two (2) locations in each precinct at least FOURTEEN (14) days before the day of said meeting. Hereof fail not and make due return of this warrant with your doings thereon to the Clerk of said Town at or before the time of said meeting.

Given under our hands in Medway, this 16th day of October 2017.

A TRUE COPY:

SELECTMEN OF THE TOWN OF MEDWAY

Maryjane White, Chairman

Richard D’Innocenzo, Vice-Chairman

Dennis Crowley, Clerk

Glenn Trindade, Member

John Foresto, Member

ATTEST: Paul Trufant, Constable

AGENDA ITEM

#7

Discussion – Free Cash

Associated back up materials attached.

- Free Cash Analysis – FY2017 Document

Free Cash Analysis - FY2017

	Certified		Certified	
	Free Cash FY17	Change From the Previous Year	Free Cash FY16	Change From the Previous Year
Undesignated Fund Balance	5,434,281	271,699	5,162,582	571,848
Outstanding Receivables	(1,913,505)	119,865	(2,033,370)	(445,893)
Outstanding refunds, other	(30,495)	7,781	(38,276)	3,162
Deficit Balances	(356,550)	489,699	(846,249)	(133,771)
Certified Amount	3,133,731	889,044	2,244,687	(4,654)

1. The FY17 Net increase, (revenues over expenses), was \$271,699
2. The reduction in outstanding receivables was \$119,865
3. The reduction in deficit balances of \$489,699 had the largest impact

AGENDA ITEM

#8

Discussion – Exelon Revenue

Associated back up materials attached.

- Updated Revenue Usage Projections

Exelon West Medway II, LLC

Revenue Usage Projections

FY'19 - Year One of Pilot Agreement

Available for use in FY19 if included in the FY19
Estimated Real Estate Tax projections

	<i>TA Proposal</i>	<i>BOS Discussion Changes??</i>
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Potential Uses:

Roads & Sidewalks	\$1,000,000.00	\$1,000,000.00
OPEB Increase	\$200,000.00	\$200,000.00
School Department Budget Increase	\$500,000.00	\$500,000.00
Snow & Ice Expenses Increase	\$200,000.00	\$100,000.00
Combined Facilities Management	\$100,000.00	\$100,000.00
Stormwater Management	\$200,000.00	\$100,000.00
Debt Budget - DPS Facility Debt	\$900,000.00	\$1,100,000.00
Police - Detective & Traffic	\$132,000.00	\$132,000.00
Firefighter-Paramedics	\$302,000.00	\$302,000.00
Solid Waste Budget - FT Salary Shift to GF	\$295,000.00	\$295,000.00
TOTAL PROJECTED	\$3,829,000.00	\$3,829,000.00
SURPLUS/(Deficit)	\$1,400.00	\$1,400.00

(Annual Total \$300k)

2 FTE w/benefits
4 FTE's w/benefits

AGENDA ITEM

#9

Authorization to Expend Exelon Funds for Energy Conservation Awareness Program (\$20,000) and Emergency Preparedness Program (\$15,000)

Associated back up materials attached.

- Notice of Donation Fund/Authorization to Spend

Proposed motion:

I move that the Board authorize the expenditure of Exelon Funds for the Energy Conservation Awareness Program in the amount of \$20,000 and for the Emergency Preparedness Program in the amount of \$15,000.

**TOWN OF MEDWAY
NOTICE OF DONATION FUND / AUTHORIZATION TO SPEND**

DEPARTMENT: Town Administrator DATE: 10/16/2017

PERSON RESPONSIBLE FOR EXPENDITURE: Town Administrator

NAME OF DONATION: Energy Conservation Awareness (1) and Emergency Preparedness (2)

SOURCE OF FUNDS: Exelon - Host Community Agreement

INITIAL AMOUNT: \$20,000 (Energy) and \$15,000 (Emergency)

DURATION: annually for term of plant's operation

DESIGNATED PURPOSE:
Energy conservation awareness programming to be expended by
Medway Public Schools, the Medway Energy Committee, and the Town
and
Fire, emergency management services, police and first responder training
on responses to the Facility and adjoining parcels

ARE MATCHING TOWN FUNDS REQUIRED? no

IF MATCHING IS NON-MONETARY (MAN HOURS, ETC.) PLEASE SPECIFY:
n/a

IF MATCHING IS MONETARY PLEASE GIVE ACCOUNT NUMBER AND DESCRIPTION OF TOWN FUNDS TO BE USED:
n/a

ANY OTHER EXPOSURE TO TOWN?
no

BOARD OF SELECTMEN:

ACTION DATE 10/16/2017

DEPARTMENT HEAD MUST SUBMIT THIS FORM AND A COPY OF THE DONATION APPROVAL TO THE TOWN ADMINISTRATOR'S OFFICE FOR APPROVAL BY THE BOS TO EXPEND THE FUNDS RECEIVED FOR THE PURPOSE OF THE DONATION *MGL 44 S53A*

ONCE APPROVED - ORIGINAL TO TOWN ACCOUNTANT

AGENDA ITEM

#10

Vote – Boston Metropolitan Planning Organization (MPO) Ballot

Associated back up materials attached.

- MPO Letter dated October 5, 2017
- 2017 MPO Absentee Ballot

Proposed motion:

I move that the Board authorize a designee to the Chief Elected Official to cast the absentee ballot for the Town of Medway for the Boston Region Metropolitan Planning Organization seat.



MBTA Advisory Board

177 Tremont Street, Boston, MA 02111

Tel: (617) 426-6054 Fax: (617) 451-2054

RECEIVED
OCT 10 2017

October 5, 2017

TO: Chief Elected Officials

MEDWAY
TOWN ADMINISTRATOR

FR: Paul Regan, Executive Director, MBTA Advisory Board
Marc Draisen, Executive Director, Metropolitan Area Planning Council

RE: Municipal Elections to the Boston Region Metropolitan Planning Organization

We are pleased to forward the 2017 MPO Ballot for the elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO).

There are four seats on the MPO up for election. The City of Everett is running unopposed for At-Large City seat. The Town of Lexington is running unopposed for the At-Large Town seat. The City of Beverly is running unopposed for the North Shore Task Force (NSTF) sub-region seat. The Town of Medway is running unopposed for the South West Advisory Planning Committee (SWAP) sub-region seat.

Key Dates and Locations:

October 24, 2017	Absentee Ballots Due 5:00 PM delivered by mail or in person (<u>No Fax or Email</u>) to: BOSTON REGION MPO ELECTIONS Metropolitan Area Planning Council <i>60 Temple Place, 6th Floor</i> <i>Boston, MA 02111</i>
October 25, 2017	MPO Municipal Election At MAPC Fall Council Meeting, 9:00AM Quincy Marriott, 1000 Marriott Drive, Quincy, MA 02169

Voting Rules:

One vote may be cast by each of the Chief Elected Officials of the 101 municipalities in the Boston region, for each open seat (there are 4 open seats). Ballots may be cast by one of the following ways:

1. By the CEO, in-person, on October 25, 2017 at MAPC Fall Council Meeting.
2. By Absentee Ballot, delivered by mail or in-person to MAPC by 5:00 PM the day before the election, October 24, 2017.
3. By a designee, in-person, on October 25, 2017 at MAPC Fall Council Meeting.

Each Chief Elected Official or their designee, regardless of which sub-region they are in, or whether they represent a city or a town, may cast one vote for each of the four open MPO seats (for a total of 4 votes cast).

Appointing Designees:

Designees shall present a signed letter or signed MPO Ballot by the CEO of the municipality they are representing, to MAPC staff prior to the election or by 9:00 AM on the day of the election. Designees may represent only one municipality in the election.

Certification of Results:

The results of the election shall be certified by the Chairman of the MPO by 12 noon on Friday October 27, 2017.

We appreciate the interest shown by the candidates in choosing to serve in these seats on the MPO and for your interest in this important matter. We look forward to your participation. Please contact Eric Bourassa at MAPC (617-933-0740) or Paul Regan, Executive Director of the MBTA Advisory Board (617-426-6054), if you have any questions concerning this election.

2017 MPO Absentee Ballot

The MPO Election will be held on Wednesday, October 25, 2017
MAPC Fall Council Meeting
Quincy Marriott
1000 Marriott Dr, Quincy, MA 02169

**Absentee ballots must be delivered by October 24, 2017
via mail or in person (No Fax or Email) by 5 PM to:
BOSTON REGION MPO ELECTIONS
Metropolitan Area Planning Council
60 Temple Place, 6th Floor
Boston, MA 02111**

Each Chief Elected Official, regardless of which sub-region they are in, or whether they represent a city or a town, may cast one vote for each of the four open MPO seats.

Chief Elected Official may:

Vote for only one from the North Shore Task Force

Beverly Michael P. Cahill, Mayor

Vote for only one from the South West Advisory Planning Committee

Medway Maryjane White, Chair Board of Selectmen

Vote for only one At-Large City

Everett Carlo DeMaria, Mayor

Vote for only one At-Large Town

Lexington Suzanne E. Barry, Chair Board of Selectmen

Municipality _____ Chief Elected Official _____
(Signature)

(Print or type name)

(see back for more information)

Fill this box out only if you (Mayor or Chair Board of Selectman) are appointing someone to vote in your place in person on October 25th at the MAPC Fall Council Meeting.

Designation of alternate (by Mayor or Chair Board of Selectman):	
I hereby authorize _____ to cast the ballot for _____	
(name)	(municipality)
_____	_____
Chief Elected Official (signature)	Date

AGENDA ITEM

#11

**Vote - Support Letter for
Massachusetts Department of
Environmental Protection (MassDEP)
Administration of National Pollutant
Discharge Elimination System
(NPDES) Permit Program**

Associated back up materials attached.

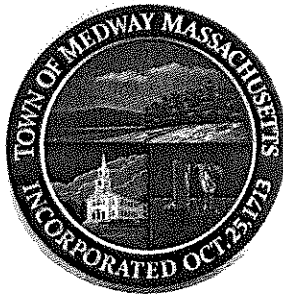
- Draft letter of support

Proposed motion:

I move that the Board vote to authorize the Chair to sign the support letter for MassDEP administration of the NPDES permit program.

Board of Selectmen

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



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

TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS

October 16, 2017

Senator Anne M. Gobi, Co-Chair
Joint Committee on Environment, Natural Resources and Agriculture
State House, Room 513
24 Beacon Street
Boston, MA 02133

Representative Smitty Pignatelli, Co-Chair
Joint Committee on Environment, Natural Resources and Agriculture
State House, Room 473F
24 Beacon Street
Boston, MA 02133

Re: Support for Mass DEP Administration of NPDES Permit

Dear Senator Gobi and Representative Pignatelli:

The Town of Medway is writing to express its support of House Bill 2777- An Act to Enable the Commonwealth's Administration of the Mass. Pollutant Discharge Elimination System. Like many other communities in the State, Medway firmly believes that the Massachusetts Department of Environmental Protection (MassDEP) is the appropriate agency to oversee the administration of the National Pollution Discharge Elimination System (NPDES) permit.

There are many benefits that come from State oversight, including a greater understanding of location specific factors that should influence decisions about how the State's pollution discharge is managed and greater regulatory protections than is required by the Environmental Protection Agency (EPA). Medway is confident that the MassDEP has the staff and resources to assume this authority. Further, we worry that the EPA will not be able to effectively steward this permit in the coming years.

Sincerely,

Maryjane White
Chair, Board of Selectmen
Town of Medway, Mass.

Liz Langley

From: Allison Potter
Sent: Thursday, October 12, 2017 7:51 AM
To: Liz Langley
Subject: FW: Don't forget to send your letter of support this week - local waters, local control!

From: Michael Boynton
Sent: Wednesday, October 11, 2017 3:43 PM
To: Allison Potter
Subject: RE: Don't forget to send your letter of support this week - local waters, local control!

Yes please. ...can you draft this for BOS consideration on Monday? It would need an agenda item.

Thank you!

----- Original message -----

From: Allison Potter <apotter@townofmedway.org>
Date: 10/11/17 2:46 PM (GMT-05:00)
To: Michael Boynton <mboynton@townofmedway.org>
Subject: FW: Don't forget to send your letter of support this week - local waters, local control!

Hi,
Do you get these emails and do you care to help?
Allison

Allison Potter
Asst. Town Administrator
Town of Medway

From: Kate Barrett [<mailto:kbarrett@reginavilla.com>]
Sent: Wednesday, October 11, 2017 2:34 PM
To: Kate Barrett
Subject: Don't forget to send your letter of support this week - local waters, local control!
Importance: High

Dear MCWRS Members,

I attended the hearing yesterday along with several MCWRS members – Josh Schimmel from Springfield Water and Sewer Commission and MCWRS Director, John Gervais from Worcester, Brutus Cantoreggi from Franklin, Alan Cathcart from Concord, and Bob Cox from Bowditch & Dewey. MWWA, MMA, NAIOP, EBC and others spoke in favor of delegation. While we had good representation in support of MassDEP assuming NPDES authority, the environmental advocates continue to hammer away at their messages, a sampling of which are below along with some thoughts on responses.

- MassDEP will not have enough staff after all the cuts over the years, even with the addition of 40 new FTE. EPA currently has about 20 permit writers for MA and MassDEP anticipates the same or more. The remaining approximately 20 new FTE would be spread across other areas to enhance services such as technical assistance, monitoring, etc. EPA's budget is not guaranteed and we are already seeing deep cuts to its funding.

- MassDEP's enforcement actions have gone down over the years. *Working collaboratively and in advance with communities during inspections helps reduce the need for enforcement. The goal is to improve water quality and prevent violations, not increase the number of enforcement actions.*
- \$4.7 million is not sufficient. *MassDEP has done due diligence and is comfortable with this number. Existing staff and resources will continue to be used and are already included in budget considerations and offsets/efficiencies are realized when integrated planning is used.*
- Water quality will suffer. *MassDEP will clear the backlog of permits that have been expired for more than a decade and commits to renewing on the 5 year permit schedule, which also helps communities plan capital improvements more responsibly. More monitoring will improve data for permits. MA standards must meet the EPA/federal minimum.*
- MassDEP will succumb to political pressure. *Collaborating is not succumbing to pressure. It's finding common ground where the goals of the parties can be attained reasonably. We need an agency we can partner with that wants to help provide the resources to prevent pollution sustainably, and that understands the unique character of local waterbodies and the importance of integrated planning and the efficiencies it will provide.*

There is no telling when JENRA will report out the bill, so please be sure to send your letter of support for MassDEP assuming NPDES authority as soon as possible this week. The attached letter from MCWRS lists our main points of support. Feel free to pick and choose a few or use them all.

Many thanks,
Kate

From: Kate Barrett
Sent: Friday, October 6, 2017 12:36 PM
To: Kate Barrett <kbarrett@reginavilla.com>
Subject: MCWRS NPDES delegation support letter

Dear MCWRS Members,

Yesterday, you should have received an email alert via MailChimp from MCWRS about the JENRA NPDES delegation hearing at 1:00 PM on Tuesday, October 10. It included a link to a template of a support letter for you to modify as appropriate to submit your own letter, or prepare oral testimony for the hearing.

I'm attaching a copy of the final letter submitted to the JENRA co-chairs and others copied on it today, for your information.

We urge you to attend the hearing to testify in support of MassDEP assuming authority for the NPDES program in MA, for the very strong reasons stated in the attached letter. The more bodies in the room supporting delegation, the more powerful the message. Providing written comments at the hearing or shortly after will reinforce your messages.

We appreciate your continued support as MCWRS works to protect communities' interests.

Best,
Kate

Kate Barrett
Vice President for Public Involvement
Regina Villa Associates, Inc.

51 Franklin Street, Suite 400
Boston, MA 02110
Office: 617-357-5772 x12
Cell: 617-999-7912
Email: kbarrett@reginavilla.com
Website: www.reginavilla.com



Please consider the environment before printing this e-mail or any associated attachments.

AGENDA ITEM

#12

Approval of One-Day Liquor License Applications

- Medway Lions-Alissa & Andy Rodenhiser– Thayer Homestead – 10/23/17
- Jennifer Davitt – Thayer Homestead – 11/16/17
- Patrick Soares – Thayer Homestead – 12/2/17
- Mary Londono – Thayer Homestead – 12/16/17
- Marie VanSaun – Thayer Homestead – 12/22/17

Associated back up materials attached.

- Police Chief Tingley's letters of recommendation for the Medway Lions, Jennifer Davitt, Patrick Soares, Mary Londono and Marie VanSaun

NOTE: One day liquor license applications are on file in the Town Administrator's Office.

Proposed motion:

I move that the Board approve the one-day liquor licenses for the Medway Lions, Jennifer Davitt, Patrick Soares, Mary Londono and Marie VanSaun for the events to be held at the Thayer Homestead on October 23rd, November 16th, December 2nd, 16th and 22nd, 2017 respectively, subject to Police Chief's recommendations and proof of appropriate insurance coverage.



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

October 5, 2017

To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

Re: One day liquor license- Medway Lions Club

I have reviewed the request from the Medway Lions Club for a one day wine and malt license for a Lions Recruiting Event, to be held at the Thayer House, 2B Oak Street, on October 23, 2017. I approve of the issuance of this one day wine and malt license with the stipulation that the wine and malt are purchased from a licensed alcohol wholesale distributor, as indicated on the license application and the Town of Medway's Alcohol Policy, there will be no on-street parking on Mechanic Street and Oak Street and that a responsible adult, with some knowledge of Mass. Liquor laws will be checking ID's of individuals being served alcohol at the party.

Sincerely,

Allen M. Tingley
Chief of Police



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315 Village Street
Medway, MA 02053

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

Allen M. Tingley
Chief of Police

October 4, 2017

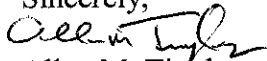
To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

Re: One day liquor license- Thayer Property- Breast Cancer Fundraiser

I have reviewed the request from Jennifer Davitt for a one day liquor license for a Breast Cancer Fundraiser, to be held at the Thayer House, November 16th, 2017. I approve of the issuance of this one day alcohol license with the stipulation that the beer, wine 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 event.

Sincerely,


Allen M. Tingley
Chief of Police



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Emergency: 911

Allen M. Tingley
Chief of Police

October 11, 2017

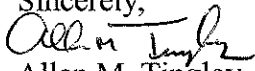
To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

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

I have reviewed the request from Patrick Soares for a one day alcohol license for a baby shower, to be held at the Thayer House, December 2, 2017. I approve of the issuance of this one day alcohol 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. A responsible adult with some knowledge of Mass Liquor Laws will be checking ID's of individuals who are served alcohol at the baby shower. There will be no on-street parking on Mechanic Street and Oak Street.

Sincerely,


Allen M. Tingley
Chief of Police



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

October 5, 2017

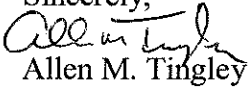
To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

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

I have reviewed the request from Mary Londono and James Centola for a one day wine and malt license for a Christmas Party, to be held at the Thayer House, 2B Oak Street, on December 16, 2017. I approve of the issuance of this one day liquor license with the stipulation that the wine and malt 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 party

Sincerely,


Allen M. Tingley
Chief of Police



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Allen M. Tingley
Chief of Police

October 5, 2017

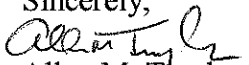
To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

Re: One day liquor license- Thayer Property- Family Holiday Party

I have reviewed the request from Mane Vansaun for a one day liquor license for a Holiday family party, to be held at the Thayer House, 2B Oak Street, on December 22, 2017. 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 party

Sincerely,


Allen M. Tingley
Chief of Police

AGENDA ITEM

#13

Action Items from Previous Meeting

Associated back up materials attached.

- Action Item list dated 10/3/17

	DATE	ACTION ITEMS BOS	WHO	DUE - COMPLETED
1	7/6/2010	Street acceptance progress	S. Affleck-Childs	Ongoing
2	9/20/2010	Route 109 Project	DPS	Ongoing
3	2/3/2014	Cable license renewal (Comcast)	TA/CAC	Dec 2017
4	7/28/2014	DPS Facility Building Project	DPS/TA/Committee	Ongoing
5	4/4/2016	Recreational Facility Improvements	BOS/CPC/EPFRAC	2017 Fall Town Mtg
6	12/5/2016	Urban Renewal Plan submission to State	Redevel. Authority	
7	5/1/2017	Ch. 90 funds expenditure policy (roads & sidewalks)	TA/BOS	Oct 2017 BOS Mtg
8	5/30/2017	OPEB trust management; create trust fund commission	Finance Director	
9	IWRMP Task Force Mtg	Unaccounted for water loss status report	DPS	Oct 2017 BOS Mtg
10	7/17/2017	Centralized v Individual Well Water Treatment Options	DPS	Oct 2017 BOS Mtg
11	8/21/2017	Tax title - identify parcels for auction	Task Force	Oct 2017 BOS Mtg

AGENDA ITEM

#14

Approval of Minutes

Associated back up materials attached.

- April 18, 2017
- May 1, 2017
- May 15, 2017
- May 30, 2017
- June 6, 2017
- June 26, 2017

Proposed motion:

I move that the Board approve the Draft minutes of the April 18th, May 1st, May 15th May 30th, June 6th and June 26th 2017 Selectmen's Meetings.

1
2
3
4 **Board of Selectmen's Meeting Minutes**
5 **April 18, 2017 -- 7:00 PM**
6 **Sanford Hall, Town Hall**
7 **155 Village Street**
8
9

For BOS
approval 9/5
Amended 4/18
minutes

10
11 **Present: Maryjane White, Vice Chair; Dennis Crowley, Member; John Foresto, Member.**

12
13 Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator;
14 David D'Amico, DPS Director, Mary Becotte, Communications Director.

15
16 *****

17
18 At 7:00 PM Acting Chair White called the meeting to order and led the Pledge of Allegiance.

19
20 **Public Comment**

21 There was none.

22
23 **Public Hearing – 155 A Village Street – Nuisance or Dangerous Structure**

24 *The Board reviewed the following information: (1) Memo from Allison Potter, Assistant Town*
25 *Administrator; (2) Notice of Hearing Letter; (3) Survey Team Correspondence; (4) Building*
26 *Commissioner Correspondence*

27
28 **Mr. Foresto moved, seconded by Mr. Crowley, to open the hearing on the declaration of a nuisance**
29 **or dangerous structure at 155A Village Street. It was so voted: 3-0-0.**

30
31 Mr. Boynton reviewed the process that has taken place to get to this point. The Board is being requested
32 to declare the structure dangerous and order its removal.

33
34 **Mr. Foresto moved, seconded by Mr. Crowley, to close the hearing. It was so voted: 3-0-0.**

35
36 **Mr. Foresto moved, seconded by Mr. Crowley that the Board declare the building located at 155A**
37 **Village Street a dangerous structure and order the building be razed as soon as possible. No**
38 **discussion. It was so voted: 3-0-0.**

39
40 **Discussion/Presentation - ClearGov**

41 This item was postponed to the next meeting.

42
43 **Approval – Entertainment License Request– T.C. Scoops – 104 Main Street**

44 *The Board reviewed the following information: (1) Entertainment License Application*

45
46 Ms. White asked what hours T.C. Scoops wants to have entertainment. The application states that the
47 request is to have entertainment during any hours that the store operates. Mr. Crowley asked where the
48 landlord's permission was and why the federal ID number was not provided, both of which are
49 application requirements. He stated that he was not mentioning this as anything against T.C. Scoops, but
50 because he wanted to make sure that the application requirements are consistently applied to all
51 prospective licensees. These would be requested from the applicant.
52

1 **Mr. Foresto moved, seconded by Mr. Crowley, that the Board approve an annual entertainment**
2 **license for T.C. Scoops subject to submission of the requested documentation and approval from**
3 **the Fire Department.**
4

5 **Discussion – 2017 Road Work Repair Plan**

6 *The Board reviewed the following information: (1) Memorandum from DPS Director David D'Amico; (2)*
7 *2017 Road Work Repair Plan*
8

9 Mr. D'Amico shared the proposed 2017 road repair plan with the Board. He stated that the new handout
10 corrects a calculation error. It was noted that some projects were moved to the next construction season
11 so as not to further complicate the temporary traffic pattern changes that will accompany the Route 109
12 construction project. Mr. D'Amico did not want to impact any east to west travel.
13

14 Mr. Crowley said he would prefer to see more sidewalks on the proposed plan. Mr. D'Amico said that he
15 tries to schedule sidewalk work to coincide with the road resurfacing. Mr. Foresto thought the top end of
16 Lovering St also needs attention. Mr. Boynton said that he and Mr. D'Amico can take another look at the
17 plan and offer some recommendations that may align more with the Board's interests. It was noted that
18 Trotter St should be milled, but will only be overlaid due to the pending Urban Renewal Plan. Mr.
19 Crowley asked for an approximate linear foot cost for sidewalks, granite versus cement and cement versus
20 asphalt.
21

22 **Discussion/Vote – Exelon HCA & PILOT Agreements**

23 *The Board reviewed the following information: (1) Memorandum of Agreement; (2) Host Community*
24 *Agreement; (3) Amended Host Community Agreement; (4) PILOT Agreement; (5) Amended PILOT*
25 *Agreement*
26

27 Mr. Boynton reviewed the various agreements presented to the Board for its review and approval. He
28 stated that Exelon has requested a certificate proceeding from the Energy Facilities Siting Board (EFSB)
29 to combine the permitting process into one approval that would be issued by the EFSB. The Town has
30 sought protections should the EFSB grant this certificate. He noted that Exelon has also sought to modify
31 its project by eliminating the need to procure water from the Town of Millis. Mr. Boynton stated that
32 there are changes in the permitting dynamic, revenue structure and project valuation that led to a
33 conversation and resulting agreements with Exelon to address these.
34

35 Mr. Boynton began with the side letter of agreement regarding Exelon's pre-construction activities. He
36 stated this ensures the Town will receive payments from Exelon according to the Host Community
37 Agreement (HCA) with the commencement of pre-construction, anticipated in May or not long thereafter.
38 He then addressed the Memorandum of Agreement (MOA), which was negotiated with Exelon to address
39 the overall certificate process. This also results in changes to the HCA and the Payment In Lieu of Taxes
40 (PILOT) Agreement, including the schedule of payments and protections should the EFSB not grant
41 Exelon permission to remove the Millis water requirement from the project. Those amendments, which
42 the Board had already seen, are also presented to the Board for approval. Mr. Boynton stated that the
43 Town would receive through the MOA a \$350,000 permit payment no later than August 1. It would
44 receive \$50,000 for legal and technical services by May 1 and two payments of \$700,000 for community
45 improvement and to otherwise address lost revenue. The PILOT amendment changes the date of the first
46 payment to February 1, 2019 and would then follow the original payment schedule. Exelon has signed
47 these documents.
48

49 **Mr. Foresto moved, seconded by Mr. Crowley to approve the Memorandum of Agreement with**
50 **Exelon regarding updates to the Host Community Agreement, PILOT and potential connections**
51 **with Millis water. It was so voted: 3-0-0.**
52

1 Mr. Crowley asked why there are two Exhibit A's. Mr. Boynton clarified that the first Exhibit A relates
2 to the Host Community Agreement. The second relates to the Memorandum of Agreement.

3
4 **Mr. Foresto moved, seconded by Mr. Crowley, to approve the first amendment to the Host
5 Community Agreement. It was so voted: 3-0-0.**

6
7 **Mr. Foresto moved, seconded by Mr. Crowley, to approve the first amendment to the PILOT, as
8 presented. It was so voted: 3-0-0.**

9
10 **Mr. Foresto moved, seconded by Mr. Crowley, to approve the side letter concerning
11 preconstruction activities, invoking the Host Community Agreement, and to authorize the Chair to
12 sign the agreement. It was so voted: 3-0-0.**

13
14 Mr. Crowley asked if the first payment of \$700,000 would be available for allocation at the November
15 2018 Fall Town Meeting, assuming free cash is approved. Mr. Boynton confirmed it would be.

16
17 Mr. Boynton briefly reviewed the Town's recent activities with respect to Exelon and the EFSB. He
18 stated he would be testifying before the EFSB on May 4 via a video phone call. He assured the Board
19 that the Town will be involved in the oversight of the construction project and stated that the EFSB is the
20 mechanism for streamlining this project. Mr. Boynton reported that the March BCK invoice is \$11,000,
21 which is a reflection of how much the Town has remained involved in this matter. He said the \$50,000
22 for legal and technical services will be used to pay legal bills. He thanked Attorney Jeff Bernstein and
23 Town staff that have been working with him to move this forward.

24
25 Mr. Boynton reviewed what will be taking place at Exelon in the near future. He said there is some work
26 going on right now to make access upgrades to the driveway. He noted that there is a separate ongoing
27 project off West St, which is the Eversource security fencing project. He stated that, assuming the EFSB
28 grants Exelon's pre-construction request, land clearing will then begin on property. Payments will be
29 triggered and the HCA provisions will be monitored. Exelon pre-construction may begin in early June
30 and actual EFSB approvals on the certificate proceeding will not happen until the summer. Major
31 construction would begin in the late summer or early fall. November 2018 is the target date for
32 completed construction.

33
34 Mr. Foresto asked about the outcome of the situation with Millis water. Mr. Boynton responded that
35 Exelon has asked the EFSB to allow them out of that requirement, but he does not think the EFSB has
36 made a decision about that yet. Exelon intends its primary water source to be an onsite well. Between
37 that and onsite storage, the company would have sufficient water. Mr. Crowley mentioned that the water
38 volume requirement has also been reduced.

39
40 **Discussion/Vote – Special Town Meeting Warrant Article 1 and Annual Town Meeting Warrant –**
41 **Articles 7, 23 and 24**

42 *The Board reviewed the following information: (1) Articles 23 and 24*

43
44 Mr. Boynton asked the Board to consider addressing Article 1 on the Special Town Meeting warrant,
45 which funds the snow and ice deficit. He stated that the request will be to transfer \$120,000 in free cash.
46 He asked the Board to approve that article.

47
48 **Mr. Foresto moved, seconded by Mr. Crowley, that the Board approve Article 1 on the Special
49 Town Meeting warrant. It was so voted: 3-0-0.**

50
51 Mr. Boynton then asked to address Article 7 on the Annual Town Meeting warrant, which is the free cash
52 article for capital items. He said that the road and sidewalk repair amount is now known due to the fact

1 the snow and ice deficit amount has been tallied. The request for the road and sidewalk repair will be
2 reduced from \$445,000 to \$325,000. He asked the Board to approve this article for a total of \$1,717,954.
3

4 **Mr. Foresto moved, seconded by Mr. Crowley, that the Board approve Article 7 on the Annual**
5 **Town Meeting warrant. It was so voted: 3-0-0.**
6

7 Mr. Boynton asked the Board to consider approving Articles 23 and 24 of the Annual Town Meeting
8 warrant. These are land acquisition articles for the new DPS Facility. He stated that he is requesting
9 \$4,500 to fund the acquisition cost associated with Article 23 and \$19,500 for Article 24. Mr. Crowley
10 asked that these amounts somehow be reflected on the warrant so that Town Meeting can be made aware
11 that the Town is not seeking large sums of money to accomplish these acquisitions. They agreed to note
12 it in the article description.
13

14 **Mr. Foresto moved, seconded by Mr. Crowley, to approve Article 23, with an amount not to exceed**
15 **\$4,500. It was so voted: 3-0-0.**
16

17 **Mr. Foresto moved, seconded by Mr. Crowley, that the Board approve Article 24, with an amount**
18 **not to exceed \$19,500. It was so voted: 3-0-0.**
19

20 Approval - Special Event Permits

21 *The Board reviewed the following information: (1) Christina Genco Mother's Day Memorial Ride – May*
22 *14, 2017 application and Police Chief's Recommendation; (2) Rooney's Trail Run 5K – June 3, 2017; (3)*
23 *Annual CF Cycle for Life Ride – October 7, 2017 and Police Chief's Recommendation.*
24

25 Mr. Crowley expressed reservation about approving the Rooney's trail run without knowing the route.
26 Mr. Boynton responded that the Chief would not give his approval without having the route identified.
27

28 **Mr. Foresto moved, seconded by Mr. Crowley, that the Board approve special event permits for the**
29 **Christina Genco Mother's Day Ride, Rooney's Trail Run and the Cycle for Life events to be held**
30 **on May 14, June 3, and October 7, 2017, subject to Police Chief's recommendations. It was so**
31 **voted: 3-0-0.**
32

33 Approval of One-day Liquor License Requests for Events to be Held at Thayer Homestead

34 *The Board reviewed the following information: (1) Wendy Krauss's application and Police Chief's*
35 *recommendation; Theresa McEachern's application and Police Chief's recommendation; (3) Jessica*
36 *Friswell's application and Police Chief's recommendation (4); Jonathan Dick's application and Police*
37 *Chief's recommendation.*
38

39 **Mr. Foresto moved, seconded by Mr. Crowley, that the Board approve one day liquor licenses for**
40 **Wendy Krauss, Theresa McEachern, Jessica Friswell and Jonathan Dick for events to be held at**
41 **Thayer Homestead on April 30, May 6, May 7, and May 13, 2017 subject to Police Chief's**
42 **recommendations and proof or appropriate insurance coverage. It was so voted: 3-0-0.**
43

44 Action Items from Previous Meeting

45 Mr. Crowley asked if the Urban Renewal Plan had been submitted to the state yet. It was not known for
46 sure and Mr. Boynton said he would confirm. Mr. Crowley also asked for cost estimates and timeline for
47 implementing the plan.
48

49 Approval of Minutes

50 This item was postponed to the next meeting.
51

52 Town Administrator's Report

53 *Solid Waste and Recycling*

1 Mr. Boynton said that the Board will be asked to approve changes to the solid waste and recycling
2 program at its meeting on May 1. There will be a change in how white goods are handled. Mr. Crowley
3 wants the Town to actively publicize the changes so that residents will not be surprised by them. Plans
4 for doing so were shared with the Board and Ms. Becotte offered to provide the Board with a copy of the
5 fact sheet she is preparing with the Dept. of Public Services.
6

7 *Temporary Signs for Route 109 Businesses*

8 Mr. Boynton addressed the need to allow for temporary signage for businesses impacted by the Route 109
9 construction project. He said that some businesses want to advertise special hours depending on whether
10 the work is directly impacting them one day and not another, etc. He would like to grant the Building
11 Commissioner the latitude to approve these temporary signs. The Board was in agreement with the need
12 to help business owners, but did not want to put the onus on the Building Commissioner as to what can
13 and what will not be approved. The Board asked for recommendations on the parameters for managing
14 the temporary signs that it could vote at its next meeting. Staff would work on this. Ms. Becotte stated
15 that the Town can work with businesses to advertise hour changes and the like through its social media
16 accounts.
17

18 **Mr. Crowley moved, seconded by Mr. Foresto, to ask the Building Commissioner to develop**
19 **guidelines for temporary signs for the Route 109 construction.**
20

21 It was asked that the Community and Economic Development Director, the Planning and Economic
22 Development Coordinator, and the Medway Business Council be involved.
23

24 *Topsfield Fire Chief Search*

25 Mr. Boynton stated he would be participating in the Community Peer Review for the Topsfield Fire Chief
26 search on April 28.
27

28 *Officer Steve Mitchell Promotion*

29 Mr. Boynton announced that Officer Steve Mitchell is being promoted to Sergeant. Once the swearing in
30 ceremony details are finalized, the Board would be extended an invitation.
31

32 *Out of Office*

33 Mr. Boynton stated he would be out of the office on April 21 (personal day), 25 (MEMA training) and 27
34 (MMMA meeting).
35

36 Selectmen's Reports

37 Mr. Crowley announced there would be a Selectmen's candidate debate on Wednesday, April 19, at 7:30
38 PM in the High School auditorium. The candidates are sharing the auditorium rental cost. It will be
39 broadcast by Medway Cable.
40

41 Ms. White announced that there would be a candidates' night sponsored by the Democratic Town
42 Committee on April 28.
43

44 **Mr. Foresto moved, seconded by Mr. Crowley, that the Board enter into executive session to discuss**
45 **strategy with respect to collective bargaining or litigation if an open meeting may have a**
46 **detrimental effect on the bargaining or litigating position of the public body and the chair so**
47 **declares; the topic is review/approve the amendment to the Fire Department contract. Ms. White**
48 **so declared. It was voted by roll call: Forest – aye; Crowley – aye and White – aye; 3-0-0.**
49

50 The Board returned to open session at 8:30 PM.
51

52 **Mr. Foresto moved to adjourn, seconded by Mr. Crowley, and voted unanimously: 3-0-0.**

1 Board of Selectmen's Meeting
2 Monday, May 1, 2017 – 7:00 PM
3 Sanford Hall, Town Hall
4 155 Village Street
5
6
7

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

10
11 Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Carol
12 Pratt, Finance Director; Mary Becotte, Communications Director; Susy Affleck-Childs, Planning and
13 Economic Development Coordinator; Sean Peplinski, Assistant Director, Information Technology; David
14 D'Amico, Director, Department of Public Services; Courtney Riley, Director, Council on Aging.

15 *****

16
17
18 At 7:00 PM Chairman Trindade called the meeting to order and led the Pledge of Allegiance.

19
20 **Public Comments:** None.

21
22 **7:00 PM Public Hearing – Liquor License Transfer Request & Change of Hours – 61 Main Street:**

23 *The Board reviewed an Application for Transfer of Liquor License. It is noted that the applicant is also*
24 *requesting to change the Sunday hours from 10:00 am – 6:00 pm to 10:00 – 9:00 pm.*

25
26 Present: Matthew Porter, Attorney for the Applicant; Kaushal B. Vyas, owner and manager.

27
28 **At 7:00 PM Selectman Foresto moved that the Board open the hearing on the request for a liquor**
29 **license transfer and change of Sunday hours; Selectman White seconded. No discussion. VOTE: 5-0-0.**

30
31 Attorney Matthew Porter introduced himself as attorney for the applicant and introduced Mr. Kaushal
32 Vyas as owner and manager. The corporation is comprised of four individuals all of whom have owned
33 liquor stores in the past and are a very experienced group of buyers. Everything has been smooth in this
34 transaction. There are no major changes to the store's structure anticipated though there may be some
35 cosmetic updates, updates to lighting, etc. Mr. Vyas added that they are requesting extended hours on
36 Sunday.

37
38 Directing his question to Ms. Potter, Selectman Foresto asked if the application documents were in
39 order. Ms. Potter responded they were, adding that if something was missing, the ABCC will contact
40 her.

41
42 As this was a public hearing, Chairman Trindade asked if there was anyone wishing to speak in favor of
43 or against the license transfer. There were no public comments.

44
45 **At 7:03 PM Selectman Foresto moved that the Board close the public hearing; Selectman White**
46 **seconded. No discussion. VOTE: 5-0-0.**

1 Selectman Foresto moved that the Board approve the transfer of the Section 1 liquor license
2 associated with Liquor World located at 61 Main Street from Joannides Enterprises to Dharma Bhakti
3 Corporation, as requested Selectman D’Innocenzo seconded. Attorney Porter asked that the Board
4 include the pledge of license in the vote. Brief discussion followed after which Selectman Foresto
5 withdrew his motion.
6

7 Selectman Foresto offered this motion: that the Board approve the transfer of the Section 15 liquor
8 license and pledge of said license associated with Liquor World located at 61 Main Street from
9 Joannides Enterprises to Dharma Bhakti Corporation, as requested; Selectman D’Innocenzo seconded.
10 No discussion. VOTE: 5-0-0.
11

12 Selectman Foresto moved that the Board approve the change of Sunday hours from 10:00am to 6:00pm
13 to 10:00am to 9:00pm, as requested; Selectman White seconded. No discussion. VOTE: 5-0-0.
14

15 **Status Update – ClearGov Implementation:**

16 *The Board reviewed the following information: (1) Press Release prepared by Mary Becotte,*
17 *Communications Director; and (2) Website demonstration.*
18

19 Present: Carol Pratt, Finance Director.
20

21 Chairman Trindade briefly reviewed how the ClearGov software works and what it does for the Town.
22 This new tool provides taxpayers an easy-to-understand, visual breakdown of Medway finances,
23 as well as insights into the Town’s demographics. The site also informs visitors as to how each
24 budget item compares to neighboring communities. The Town is part of a growing movement of
25 Massachusetts municipalities that are taking transparency to a new level on ClearGov platform, which
26 also showcases basic profiles of every municipality in the state. The Town has added detailed revenues
27 and expenditures breakdowns of its General Fund, as well as Debt.
28

29 Ms. Pratt reported the Town has been working with ClearGov for a couple of months putting in the data.
30 The purpose of the consumer-facing link on the website is to provide easy access to the information in a
31 clear and transparent manner. She demonstrated the functionality for 2015 as the data in that year is
32 more robust for comparison purposes. Responding to a question from Selectman Crowley, Ms. Pratt
33 stated that she can add commentary so that residents do not make incorrect assumptions regarding
34 expenses and revenues. She briefly spanned areas such as demographic snapshot featuring population
35 (from US Census) as well as expenses on different departments which can be compared to similar
36 departments in other communities.
37

38 Mr. Boynton summarized that this is basically a template to which pieces can be added. Ms. Pratt added
39 that they are not set up to feature Enterprise funds, however, so we are limited to general fund
40 accounts. She urged Board members to look at the site and let her know if there are any changes or
41 modifications she should make.
42

43 Responding to a question from the Board, Ms. Becotte, Communications Director, stated that the press
44 release will go out tomorrow.
45

46 **Approval – Contract with Clean Harbor for Household Hazardous Waste Disposal - \$10,000:**

47 *The Board reviewed the following information: (1) Memorandum from the Director of Public Works; and*
48 *(2) Contract.*

1
2 Mr. Boynton explained that Hazardous Waste Day provides an opportunity for residents to properly
3 dispose of materials that should not be included in the regular trash pickup. Clean Harbor is the
4 company who handles the hazardous materials collected on that day.

5
6 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Clean
7 Harbor for household hazardous waste disposal in an amount not to exceed \$10,000, subject to the
8 review and approval of both Town Counsel and the Town Accountant; Selectman D’Innocenzo
9 seconded. No discussion. VOTE: 5-0-0.**

10
11 **Approval – Extension of Contract, MassDOT Chapter 90 Grant Program:**

12 *The Board reviewed the following information: (1) Memorandum from the Director of Public Services;
13 and (2) Contract.*

14
15 Mr. Boynton explained that the contract is the standard state contract from MassDOT.

16
17 **Selectman D’Innocenzo moved that the Board authorize the Town Administrator to execute a ten-year
18 contract extension with MassDOT for Chapter 90 grant funds; Selectman Crowley seconded. No
19 discussion. VOTE: 5-0-0.**

20
21 **Discuss/Vote – Solid Waste and Recycling Service Changes:**

22 *The Board reviewed a Draft Proposal of Changes to Recycling/Waste Services.*

23
24 Present: David D’Amico, Director, Department of Public Services.

25
26 Mr. Boynton explained that this proposal focuses on the curbside “special items”. The extra cost for
27 those items is far greater in Medway than it is in other communities. Additionally, there is a \$84
28 annual fee for each bin whether or not it is emptied. With regard to televisions and computer
29 monitors, there will not be a charge for them but the resident would have to transport them to the
30 recycling center for drop off. He explained the other proposed changes including a charge for a second
31 recycling bin. If residents crush plastic jugs and break down cardboard boxes, they may not need a
32 second cart. He reported that 62 of 1,300 households had eight (8) other items per year.

33
34 Mr. Boynton stated that he to finalize the basic premise by the end of the week. At this time, he asked
35 the Board to approve the scope of changes while Selectman Crowley and Selectman White continue to
36 work with him on finalizing the language.

37
38 Selectman Foresto asked if there was a deadline by which a resident must return any unwanted carts.
39 That would be July 1. Selectman Crowley expressed concern for finalizing a contract if the number of
40 unwanted carts is unknown. Mr. D’Amico responded that most residents won’t notice the extra charge
41 until the August bills come out. We could deduct something from their bill if the extra cart comes in.

42
43 Selectman Crowley asked for clarification of stickers for the recycling center and suggesting including
44 the stickers with the bills going out to residents. Mr. D’Amico responded there are over 4,000 stickers
45 that go out, and fewer than 1,000 are in use. Others go to extended family members, likely living in
46 other communities. It’s not a burden to distribute the stickers on an as-needed basis at the point of
47 service. Selectman Foresto agreed that this makes sure that the vehicles coming into the center are

1 actually Medway residents. Mr. D'Amico added that recycling center staff must be permitted to affix
2 the stick to the inside of the windshield.

3
4 Chairman Trindade suggested continued work on this and bring it back on May 15. Selectman Crowley
5 agreed, noting that, once finished, they will submit it to the Town Administrator who will in turn
6 distribute it to the Board.

7
8 Selectman Foresto offered a motion that the Board approve the changes based on the discussion
9 tonight, allowing Selectmen Crowley and White to review and discuss with the Town Administrator, who
10 will present to the Board. Chairman Trindade expressed concern that this constitutes a subcommittee
11 who will need to post agendas and take minutes. Brief discussion followed during which Selectman
12 Foresto withdrew his motion.

13
14 Selectman D'Innocenzo noted that he liked the revised sticker idea and asked why people needed extra
15 carts. Chairman Trindade responded that people came to Selectmen meetings and testified that they
16 did such extensive recycling that they needed the extra cart.

17
18 Lastly, Mr. Boynton reported that Waste Management has the contract for next year, but Mr. D'Amico
19 was interested in breaking out the recycling portion to a local company. Waste Management is aware of
20 this and has no issues with the possibility.

21
22 **Grant Expenditure Authorization – FY2017 Formula Grant -- \$19,492:**

23 *The Board reviewed the Notice of Grant Award.*

24
25 Present: Courtney Riley, Director, Council on Aging.

26
27 **Selectman Foresto moved that the Board authorized the expenditure of the FY2017 Formula Grant to
28 provide the Senior Center with additional programs, meal preparation, supplies and exercise classes in
29 an amount to exceed \$19,492; Selectman D'Innocenzo seconded. Mr. Boynton clarified that the
30 formula is based on the population numbers from the 2010 US Census. VOTE: 5-0-0.**

31
32 **Discussion/Vote – Temporary Signs for Businesses Impacted by Route 109 Project:**

33 *The Board reviewed a Draft Policy.*

34
35 Present: Susy Affleck-Childs, Planning and Economic Development Coordinator.

36
37 Mr. Boynton stated that Ms. Affleck-Childs was present to answer any questions the Board may have.
38 Some of the businesses would be interested in making alterations to their schedules based on the
39 construction timeline, i.e., closed on Fridays but open on Sundays, etc. We want to be accommodating
40 to businesses along Route 109. Different types of signs have been discussed in an effort to get the
41 word out about any changes in days or hours of operation.

42
43 Ms. Affleck-Childs reported that, as they thought about situations that might be suitable for these signs,
44 they considered that access to each business location as well as entrance to their building might be
45 affected by the road work.

46
47 Ms. Kim Thibeault, proprietor of Medway Barber Shop, agreed that consideration of access to various
48 establishments as well as flexibility in signage would help immensely.

1
2 Ms. Affleck-Childs described two types of signs, one banner for the exterior wall of a building and the
3 other might be the lawn type sign that can be pushed into the ground. The average time for a sign to be
4 posted was 45 days, assuming that the work would move past that location in that length of time.

5
6 Ms. Thibeault noted that 45 days seems short as people come at varying intervals. She made some
7 suggestions as to the materials and text of sign that would be effective. Ms. Affleck-Childs suggested
8 that these temporary signs would not have to go to Design Review Committee. Selectman White asked
9 how long the process would take if someone came in for permission to post one of these signs. Ms.
10 Affleck-Childs responded that there is no application fee so the process might only take a couple of days.

11
12 Selectman Crowley asked if a business could have a sign if they were not changing their hours of
13 operation during the construction work. Ms. Affleck-Childs responded that signs would be permitted
14 only for those who were modifying their hours during work on Route 109. The size of the banner would
15 have to comply with what is currently allowed in the Zoning Bylaw. The total square footage allowed
16 on the non-banner sign is 8 sq. ft. which would include both sides of a sign.

17
18 Selectman Crowley asked if an exception could be made for the plaza based on the configuration of the
19 buildings and the ability to see the signs from the road. After discussion, Ms. Affleck-Childs stated she
20 will add the suggestions and bring a revised outline back to the Board for review at the meeting on May 8
21 prior to Town Meeting. She asked if the Board wanted sandwich boards for the plaza, on the sidewalk at
22 the street or in front of the stores. She agreed to consider various options to see what she can develop.
23 Discussion followed on how long the signs should be in effect, a limited time or for the whole of the
24 construction. Selectman Crowley suggested the signs be allowed to remain until the end of the calendar
25 year with the condition that when construction ceases for the winter, the signs have to come down until
26 construction starts again in the spring.

27
28 Discussion points included:

- 29 ➤ Clear up the definition as to purpose such as changes in hours of operation
- 30 ➤ Clear that it is one or the other type of sign
- 31 ➤ Increase the square footage for a two-sided sign from 8 to 10 sq. ft.
- 32 ➤ Consider a third option for signage in a parking area (not limited to the plaza)
- 33 ➤ Define length of time to the end of 2017 construction season with a new permit in the spring
- 34 ➤ Specify that a banner cannot cover the business's original sign

35
36 Selectman Crowley asked if the presence of all these signs will create "a mess", and if so, will the Town
37 have any recourse. Ms. Affleck-Childs responded that she could include something for that. Mr. Boynton
38 reminded the Board that this policy may be reviewed by the Town at such time as it becomes necessary.

39
40 **Authorization of Chairman to Execute Contract Amendment – CBA Landscape Architects LLC --**
41 **\$274,525 (Parks and Playgrounds Improvements Project):**

42 *The Board reviewed the following information: (1) Contract with CBS Landscape – Approved by BOS on*
43 *11/21/16; and (2) Amendment #1.*

44
45 Mr. Boynton explained that the amendment to the contract will allow the company to go forward with
46 the design for the project. At this time, he distributed a revised contract. Ms. Allison Potter, Assistant
47 Town Administrator, clarified that Amendment #1 modifies scope of services and specifies a six-month
48 time period.

1
2 Selectman Crowley noted that he was originally concerned with the six-month window as it seemed like
3 an insufficient amount of time to do the engineering, go out for bid and get it ready to go. He added
4 that, after discussing it with the consultant, he is now satisfied that six months is sufficient.

5
6 Addressing his question to Selectmen D’Innocenzo, Selectman Crowley asked if the scope of work
7 includes recycling the water for the splash pad. Yes, it does. Mr. David D’Amico, Director of Public
8 Services, stated that the design process may get better numbers once the engineering work gets started.
9 It is in the design right now, and we should get a firm number. Selectman Crowley stated that he is in
10 favor of the splash pad but not spending \$100,000 to recycle the water.

11
12 **Selectman D’Innocenzo moved that the Board authorize the Chairman to execute Amendment #1 with**
13 **CBA Landscape Architects LLC for parks and playgrounds improvements design in an amount not to**
14 **exceed \$274,525; Selectman Foresto seconded. No discussion. VOTE: 4-1-0 Crowley oppose because**
15 **of the expense of recycling the water.**

16
17 **Approval of One-Day Liquor License Requests for Events to be Held at Thayer Homestead:**

18 *The Board reviewed applications and Police Chief recommendations for the following Thayer Homestead*
19 *events: (1) Pierre Abdilmasih – May 28, 2017; (2) William D’Annibale – June 2, 2017; (3) Bonny Grimes –*
20 *June 10, 2017; and (4) Paul Martin – June 10, 2017.*

21
22 **Selectman Foresto moved that the Board approve one-day liquor licenses for Pierre Abdilmasih,**
23 **William D’Annibale, Bonny Grimes and Paul Martin for events to be held at Thayer Homestead on**
24 **May 28, June 2 and June 10, 2017 subject to Police Chief’s recommendations and proof of appropriate**
25 **insurance coverage; Selectman White seconded. No discussion. VOTE: 5-0-0.**

26
27 **Action Items from Previous Meeting:**

28 *The Board reviewed the Action Items List.*

29
30 Chairman Trindade asked for an update on the benches for Memorial Park across the police station.
31 Mr. Boynton responded that he is seeking input from the Memorial Committee. Ms. Potter reported
32 that this is an Eagle Scout project, and there is an effort to make sure that all the benches in Town
33 match. The scout is doing fundraising and hopes to have it completed by the end of the summer.
34 Discussion followed during which it was suggested that the scout be informed that he should be in touch
35 with the Memorial Committee if he needs assistance in meeting his goal.

36
37 **Approval of Minutes**

38 *The Board reviewed draft minutes from December 19, 2016 and January 17, 2017.*

39
40 Selectman Foresto moved that the Board approve the minutes of December 19, 2016, as presented;
41 Selectman White seconded. Selectman Crowley asked for clarification on page 5, line 17. There was
42 no vote.

43
44 **Selectman Foresto moved that the Board approve the minutes of January 17, 2017 as presented;**
45 **Selectman White seconded. It was noted that the year should be 2017. Selectman White asked if**
46 **there was an update on the Rosetti Square matter. Mr. Boynton stated the Historical Society is going**
47 **a research project on it, and trying to pick a date for a program. No further discussion. VOTE: 5-0-0.**
48

1
2 **Town Administrator's Report:**

3 Mr. Boynton stated that the Board needs to designate a member to represent the Board on the Open
4 Space & Recreation Plan Task Force. Board members will consider and revisit it on May 8.

5
6 Brief discussion followed on Medway Pride Day during which it was decided that a Selectmen's Booth
7 was not necessary.

8
9 Medway Day has been scheduled for July 15 with the 16th as the rain date.

10
11 Mr. Boynton reported he will participate in a Community Peer Review Assist in the Cotuit Fire Chief
12 Search on May 11.

13
14 At this time, Mr. Boynton distributed a handout – Per Foot Cost Comparison on sidewalks. Discussion
15 followed. It was noted that engineering costs are not included. Some streets have a lot of retaining
16 walls, trees, etc, in the right of way where the sidewalk will go. Easements from property owners are
17 also problematic as well as utility work that cuts into the sidewalk. Asphalt is better than concrete as it
18 is easier to repair the breaks.

19
20 **Selectmen's Report:**

21 There were no reports.

22
23
24 **At 8:22 PM Selectman Foresto moved to adjourn; Selectman White seconded. No discussion. VOTE:**
25 **5-0-0.**

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

Board of Selectmen's Meeting
May 15, 2017 -- 7:00 PM
Sanford Hall, Town Hall
155 Village Street
Agenda

Present: Glenn Trindade, Chair; Richard D'Innocenzo, Clerk; Dennis Crowley, Member; John Foresto, Member.

Absent: Maryjane White, Vice Chair.

Staff Present: Michael Boynton, Town Administrator; David D'Amico, Director, Department of Public Services.

At 7:02 PM Chairman Trindade called the meeting to order and led the Pledge of Allegiance.

Public Comments: None

Vote - Terminate Ascertainment for Verizon Cable License Renewal:

There were no background materials.

Mr. Boynton stated that the ascertainment period is the time that the Town took to determine whether to renew its license with Verizon. We are now closing out the process.

Selectman Foresto moved that the Board terminate ascertainment for the Verizon cable license renewal; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.

Approval – Verizon Cable Television Franchise License Renewal (2017-2024):

The Board reviewed the following information: (1) Executive Summary provided by Town Counsel; and (2) Proposed Cable License Renewal.

Present: David D'Amico, Director, Department of Public Services; John Harrington, Kirby, Harrington and Pinkard, counsel for Verizon.

Mr. Boynton reported that this is a seven-year contract which is now before the Board. He briefly explained that the industry has changed significantly in the past decade, and what we negotiated years ago is vastly different from the industry today.

Selectman Foresto added that the Town goes through these agreements for each provider and it takes months to finalize each agreement. Now it is time to renew the agreement. The companies are losing subscribers to entities who provide streaming services and other new technologies. He briefly listed some of the things included in the agreement such as financial support of the studio. Brief discussion followed.

Mr. D'Amico explained that Verizon had wanted to put in FIOS when they were doing some road work years ago, but the Department of Public Services was never able to nail down specifics. Verizon has not applied for the appropriate permits since then. It does not seem that there is no sense of urgency on getting this type of work done.

1
2 At this time, Mr. Harrington, outside counsel for Verizon, stated he will take this information back to the
3 appropriate people. Technically it is not part of the cable franchise agreement, but he offered to relay the
4 message. He thanked Town officials for working diligently and cooperatively in getting the license done.
5

6 **Selectman D’Innocenzo offered the following motion: Whereas the Town of Medway conducted**
7 **cable license ascertainment and a public ascertainment hearing, and whereas the Town negotiated**
8 **an acceptable renewal license with Verizon which meets the Town’s future community cable-related**
9 **needs; now therefore I move that the Board grant to Verizon the cable television renewal license**
10 **dated May 15, 2017; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.**
11

12 **Contract Approval – 2 Year Contract with Pacella Enterprises for Catch Basin & Manhole**
13 **Adjustments - \$30,000**

14 *The Board reviewed the following information: (1) Memorandum dated May 15, 2017 from the Director*
15 *of Public Services; (2) Bid Results; and (3) Contract.*
16

17 Present: David D’Amico, Director, Department of Public Services.
18

19 Mr. D’Amico explained that this contract is for structure adjustments in the road when road work has
20 been completed. Selectman Crowley asked about the difference in price quotes in the bid and the
21 contract. Mr. D’Amico responded that \$30,000 will be spent this year and \$30,000 next year. If the
22 work costs more, he will return to the Board with a change order. Brief discussion followed.
23

24 Selectman D’Innocenzo moved that the Board authorize the Chairman to execute a two-year contract with
25 Pacella Enterprises for catch basin and manhole adjustments in an amount not to exceed \$30,000 in year
26 one, and subject to funding in year two; Selectman Foresto seconded. Selectman Crowley objected to the
27 wording of the motion relative to year two, namely, why specify a dollar amount in the contract and not in
28 the motion. Mr. Boynton clarified that both interpretations are correct in that any funding of projects is
29 subject to available funding as determined by Town Meeting and the budget process. Discussion
30 followed. Selectman D’Innocenzo withdrew his motion.
31

32 **Chairman Trindade offered the following motion: That the Board authorize the Chairman to**
33 **execute a two-year contract with Pacella Enterprises for catch basin and manhole adjustments in**
34 **an amount not to exceed \$30,000 in year one, and subject to funding in year two in an amount not**
35 **to exceed \$30,000; Selectman Crowley seconded. No further discussion. VOTE: 4-0-0.**
36

37 **Contract Approval - Stumpy’s Tree Service for Tree Maintenance Services – \$25,470:**

38 *The Board reviewed the following information: Memorandum dated May 15, 2017 from the Director of*
39 *Public Services; (2) Bid Results; and (3) Contract.*
40

41 Present: David D’Amico, Director, Department of Public Services.
42

43 Mr. D’Amico stated this is a responsible contractor who has worked for the Town before. This is a one-
44 year contract.
45

46 Selectman Crowley expressed concern about the price breakdowns, especially for services that may be
47 performed after the initial contract amount is used up. Mr. D’Amico responded that the contractor is
48 hired at the crew rate for both the contracted work and any work that may come after. He added that the
49 bids are arranged in a standard framework so that all bidders can be compared on the same items.
50 Selectman Crowley pointed out that the standard prices on work done after the contracted time is much
51 higher than the crew rate, theorizing that the contractor may bid low knowing he will get the higher fees

1 later. Mr. Boynton explained that any work outside of the contract period would be on an emergency
2 basis. Discussion followed.

3
4 **Selectman D’Innocenzo moved that the Board authorize the Chairman to execute a contract with**
5 **Stumpy’s Tree Service for tree maintenance services in an amount not to exceed \$25,470; Selectman**
6 **Foresto seconded. No discussion. VOTE: 3-1-0 Crowley opposed on the basis on the contract**
7 **process.**

8
9 **Notice of Grant Award – Sustainable Materials Recovery Program Grant**

10 *The Board reviewed the following information: (1) Notice of Grant Award dated May 11, 2017; and*
11 *(2) Contract.*

12
13 Mr. Boynton explained that these funds are used to aid communities in technical assistance, equipment,
14 and the support of efforts in waste and toxicity reduction, air quality, climate protection/adaptation and
15 resilience as well as sustainable development, and water conservation and quality. He added that the
16 funds have previously been used for recycling carts, compost bins, and recycling program education.

17
18 **Selectman Foresto moved that the Board accept the sustainable materials recovery program grant,**
19 **authorize the Town Administrator to execute the associated grant program contract, and authorize**
20 **its expenditure in an amount not to exceed \$7,000; Selectman D’Innocenzo seconded. No discussion.**
21 **VOTE: 4-0-0.**

22
23 **Approval - Reappointment of KP Law as Town Counsel for Three Year Term: Approval - Rate**
24 **Increase**

25 *The Board reviewed a proposal letter dated April 20, 2017 from Town Counsel.*

26
27 Mr. Boynton noted that the Town has enjoyed a good relationship with Attorney Barbara Saint Andre and
28 KP Law. We have done well managing the legal budget as well.

29
30 **Selectman D’Innocenzo moved that the Board re-appoint KP Law as Town Counsel for a three-**
31 **year term, and further that the Board approve the hourly rate increase from \$195 per hour to \$200**
32 **per hour for FY18 and FY19, and from \$200 per hour to \$205 per hour for FY20 Selectman**
33 **Foresto seconded. No discussion. VOTE: 4-0-0.**

34
35 **Grant Expenditure Authorization– SAFE Grant - \$4,566**

36 *The Board reviewed the following information: (1) Letter dated January 27, 2017 from Governor Baker;*
37 *and (2) Notice of Grant Award dated April 20, 2017.*

38
39 Mr. Boynton explained that this is a State formula grant designed to fund education of students and senior
40 citizens as well as provide smoke detectors and carbon monoxide detectors for senior citizens.

41
42 **Selectman D’Innocenzo moved that the Board authorize the expenditure of the SAFE Grant to**
43 **purchase smoke detectors, carbon monoxide detectors, for associated labor costs, and for student**
44 **and senior citizen fire education in an amount not to exceed \$4,566; Selectman Foresto seconded.**
45 **No discussion. VOTE: 4-0-0.**

46
47 **Special Event Permits – Braking AIDS Ride, Monster Mash 5K and Turkey Trot:**

48 *The Board reviewed Event Requests and Police Chief Recommendations for the following events and dates:*
49 *(1) Braking AIDS Ride – September 8, 2017; (2) Monster Mash 5K – October 28, 2017; and (3) Turkey Trot*
50 *– November 23, 2017.*

1
2 **Selectman D’Innocenzo moved that the Board approve special event permits for the Braking AIDS**
3 **Ride on September 8, 2017, the Monster Mash 5K on October 28, 2017 and the Turkey Trot on**
4 **November 23, 2017 subject to Police Chief’s recommendations; Selectman Foresto seconded. No**
5 **discussion. VOTE: 4-0-0.**

6
7 **Banner Display Request – Medway Youth Football & Cheer**

8 *The Board reviewed a Banner Display Request.*

9
10 Chairman Trindade explained the process for getting permission to hang banners across the road.

11
12 **Selectman D’Innocenzo moved that the Board approve the banner display request for Medway**
13 **Youth Football & Cheer; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.**

14
15 Selectman Crowley asked if the Board would consider a waiver of the fee for non-profit groups at
16 a future meeting when the full Board is available.

17
18 **Approval of One-day Liquor License Requests for Events to be Held at Thayer Homestead**

19 *The Board reviewed Applications and Police Chief Recommendations for the following events: (1) Alexandra*
20 *Kerr – May 27, 2017; (2) Sarah Mowry – June 16, 2017; (3) Traci McKenna - June 18, 2017; (4) John &*
21 *Jennifer Carter – June 24, 2017; and (5) Jamie Finazzo – August 12, 2017*

22
23 **Selectman Foresto moved that the Board approve one day liquor licenses for Alexandra Kerr,**
24 **Sarah Mowry, Traci McKenna, John & Jennifer Carter and Jamie Finazzo for their events to be**
25 **held at Thayer Homestead on May 27, June 16, June 18, June 24, and August 12, 2017 subject to**
26 **Police Chief’s recommendations and proof of appropriate insurance coverage; Selectman**
27 **D’Innocenzo seconded. No discussion. VOTE: 4-0-0.**

28
29 **Approval of Minutes**

30 *The Board reviewed draft meeting minutes from April 3, 2017 and April 18, 2017.*

31
32 The Board postponed review of the minutes until Selectman White could be present.

33
34 **Town Administrator’s Report**

35 Mr. Boynton announced that S&P has re-evaluated Medway’s bond rating which has been set as AAA,
36 the highest attainable rating. A press release will be prepared for posting on social media.

37
38 A multi-town board meeting will be held on May 25 at the Thayer Homestead.

39
40 Mr. Boynton reported that, out of the \$50,000 from Exelon, \$29,000 has been used at the high school.
41 There are no planned expenditures at this time. Some potential ones may include a new boat trailer. The
42 can be covered.

43
44 Medway Pride Day is scheduled for July 15 with the 16th as the rain date.

45
46 Mr. Boynton concluded his report with a brief discussion on the FY17 close out, mentioning various
47 accounts including new hire salaries.

48
49 **Selectmen’s Reports:**

50 Directing his question to Mr. Boynton, Selectman Crowley asked if there has been any new from the
51 legislative delegation on the state budget. Mr. Boynton responded there has been nothing final, noting

1 that thus far the numbers are not very different from last year. He added that there is no way to know if
2 the final number would be higher or lower than previous years.

3
4 Chairman Trindade reminded viewers that tomorrow is Election Day and urged everyone to vote.

5
6
7 **At 7:48 PM Selectman Foresto moved to adjourn; Selectman D’Innocenzo seconded. No discussion.**
8 **VOTE: 4-0-0.**

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10
11 Respectfully submitted,
12 Jeanette Galliard
13 Night Board Secretary

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Board of Selectmen's Meeting
May 30, 2017 -- 7:00 PM
Sanford Hall, Town Hall
155 Village Street

Present: Glenn Trindade, Chair; Maryjane White, Vice Chair; Dennis Crowley, Member; John Foresto, Member.

Absent: Richard D'Innocenzo

Staff Present; Allison Potter, Assistant Town Administrator; Chief Lynch, Fire Department; Joanne Russo, Treasurer/Collector

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

Reorganization of the Board

No backup material provided.

Selectman Foresto nominated Maryjane White to serve as Chair to the Board of Selectmen. Selectman Crowley Seconded. No discussion. VOTE: 4-0-0.

Chairman Trindade nominated Richard D'Innocenzo to serve as Vice-Chair to the Board of Selectmen. Selectman Crowley seconded. No Discussion. VOTE: 4-0-0

Selectman Foresto nominated Dennis Crowley to serve as Clerk to the Board of Selectmen. Chairman Trindade seconded. No Discussion. VOTE: 4-0-0

Public Comments: Mrs. Mary O'Leary commended Chairman White for a well done speech at the Memorial Day Ceremony.

Presentation of Rossetti Square History:

The Board and audience viewed a PowerPoint of photos while listening to the presenters tell the story of Mr. and Mrs. Rossetti's history in the Town.

Presentation given by Kyle Stapleton, 2 Willowcrest Way and Emanuel Xavier, 14 Grace Will Circle. Both juniors at Medway High School.

After the completion of the presentation, Mr. Stapleton and Mr. Xavier presented Mrs. Rossetti with a bouquet of flowers. Selectman Crowley commended the pair on their presentation. Chairman White read a proclamation prepared for Mrs. Rossetti. Resident Nancy McCarthy came forward and read a letter she had prepared for Mrs. Rossetti and then presented her with a painting of Rossetti's Restaurant. Chairman White thanked the students who presented, Mrs. Rojee and Marcia Lombardo for their efforts in helping make this presentation possible. Mrs. Grace Rossetti spoke and thanked the Board of Selectmen, the students and school for the beautiful presentation. Paul Desimone stood up and stated that there will be a plaque mounted at the Memorial School in honor of Mr. and Mrs. Rossetti. Chairman White reminded

1 Grace Rossetti of the planned memorial plaque to be mounted on the common of the intersection of
2 Holliston and Main Street once the Route 109 project is complete.

3 **Presentation of Tax Sale/Auction – Tallage Investment Company:**

4 *Presentation given by Bill Cowin of Tallage, LLC & Joanne Russo, Treasurer/Collector. The Board*
5 *reviewed a memo prepared by Mrs. Russo, as well as a timeline and auction process from Tallage.*

6
7 Ms. Russo stated that the idea of using Tallage's services had been discussed a few meetings ago and that
8 the Town currently has several properties that have gone into tax lean totaling 2.7 Million. Mr. Cowin
9 gave a detailed description of how the Town can benefit from their services informing the Board that
10 Tallage has successfully provided said services to many surrounding Towns and Cities. Selectman
11 Trindade and Selectman Foresto asked how Tallage profits from this process. Mr. Corwin stated the profit
12 comes from the interest. Selectman Crowley asked to be walked through the process once again asking
13 for a list of properties that would be turned over to Tallage. Mr. Cowin stated that currently the Town
14 does not own any of the properties that are currently under tax lean. The Town would be selling or
15 signing over the tax liens to the highest bidder. The highest bidder now becomes the party responsible for
16 collecting the fees owed on the property, and the Town benefits by getting paid from the auction sale.
17 Selectman Crowley asked Ms. Russo how many properties totaled up to the 2.7 million. Ms. Russo stated
18 125 properties. Selectman Crowley also asked if any analysis has been done to determine how much of
19 this total is interest and penalties. Ms. Russo has this research. Mr. Cowin continued to provide examples
20 of the process to the Board. Selectman Trindade stated he is fully in favor of this process and mentioned
21 that there should be an aggressive approach to beginning the process. Selectman Crowley asked if there
22 were other companies offering this type of service and if they needed to be certified through the State.
23 Mr. Cowin stated there was no mandatory certification or license requirements; the only requirement is to
24 be a registered business or in their case an LLC. The Board thanked Mr. Cowin. Selectman Foresto
25 questioned if contact had been made to other Towns' who have utilized these services. Mrs. Russo had
26 spoken with Holliston Medfield and Millis. Millis stated they were very pleased with the outcome. The
27 Board also requested Ms. Russo to e-mail the list of the proposed properties including total dollar
28 amounts.

29
30 **Review/Approve Other Post-Employment Benefits Declaration of Trust**

31 *The Board reviewed the following information: 1) Memo from Joanne Russo, Treasurer/Collector, 2)*
32 *Draft OPEB Declaration of Trust.*

33
34 *Present: Joanne Russo, Treasurer/Collector*

35
36 Selectman Foresto asked for explanation of OPEB. Ms. Russo stated OPEB was started back in 2011
37 where a money market account was setup where funds have grown. This amendment, gives the Treasurer
38 more opportunity to invest the funds. The amendment was adopted at Town Meeting. Ms. Russo
39 answered questions regarding who would decide which trust to invest in and if the Board should be
40 included in this decision. The amendment allows Ms. Russo to set up and manage the trust. This is also
41 considered best practice by the Massachusetts Department of Revenue. Selectman Crowley stated his
42 concern that the oversight on the investments and actions of the trustee are totally in control of trust
43 without any oversight. Selectman Trindade, stated that Ms. Russo as the Trustee would be held
44 accountable by the Town Administrator, Michael Boynton who is responsible of putting the right person
45 in the position as Treasurer and Trustee to this fund. Mrs. Russo stated being Town Treasurer allows her
46 to act as custodian to every single account and that these decisions already fall within her job title.
47 Selectman Crowley stated his concern about Ms. Russo's sole accountability for fund investment
48 decisions. Selectman Foresto would like the Board of Selectmen to be included in the oversight of
49 decisions of where and amount of risk to take when investing funds. Selectman Trindade stated that his
50 already happens based on current standard operating procedures. Selectman Crowley stated his concerns
51 later in time when current Board is no longer here that Ms. Russo will be the only one to have control

1 over fund investment decisions. Chairman White asked if Chapter 32B names that the Treasurer as trust
2 manager. Ms. Russo confirmed this in affirmative. Selectman Trindade reminded all that this already
3 was approved through the Finance Committee and Town Meeting. Selectman Crowley asked if there is
4 already a defined process to move the \$500,000 from the money market into the trust. Ms. Russo stated
5 the fund is called OPEB Trust at one of the banks and the Treasurer would wire the funds from the money
6 market to the where the funds have been determined to be placed. Selectman Trindade still feels the
7 Board should move forward. Selectman Crowley asked if there is legally is a specific process on how to
8 move from money market to trust since for example, money cannot be moved from one department to
9 another within the Town budget. Assistant Town Administrator Potter stated that by approving the
10 declaration tonight will just allow the process to move forward. All agreed that Michael Boynton would
11 have oversight with Ms. Russo to for decision making on where to move funds and that the Board would
12 be involved in this process.

13
14 **Selectman Trindade moved that the Board vote to accept and sign the OPEB declaration of trust as**
15 **approved by vote at the Annual Town Meeting, May 8, 2017, under Article 15 pursuant to the**
16 **provisions of MGL Chapter 32B, Section 20. Selectman Foresto Seconded. 4-0-0 Vote.**

17
18 **Grant expenditure authorization – Rt. 109 Project fire alarm replacement - \$25,385.47**

19 *The Board viewed the following information: 1) Grant Authorization Form 2) DOT Contract*

20
21 *Present: Chief Lynch*

22
23 Selectman Foresto asked if this is in the Town budget. Selectman Crowley stated this is part of the
24 contract. All the Board is doing is authorizing the expenditure of the funds. Brief discussion ensued
25 regarding the funding for this project. Selectman Crowley informed the Board that these funds were
26 approved 2 years ago and it is a part of the route 109 project contract to spend the allowance money that
27 was put into the project bid. The amount was given to the State to put into the bid document. Town
28 Account Pratt requested the approval in this format for account tracking purposes of contract
29 expenditures. Selectman Crowley asked Assistant Town Administrator Potter to inform the Town
30 Accountant of the need to invoice the contractor for this in the bid.

31
32 **Selectman Trindade moved that the Board authorize the expenditure of the Route 109 Project Fire**
33 **Alarm funds to relocate and replace fire alarm wire to new poles along route 109, and to replace**
34 **wire, supports, hooks, junction boxes, street boxes, and tie-ins of multiple master boxes, in an**
35 **amount not to exceed \$25,385.47. Selectman Foresto seconded. 4-0-0 vote.**

36
37 **Approval – Lease/Purchase of Breathing Apparatus - \$250,828.00**

38 *The Board viewed the following documents: 1) Memo from Chief Lynch 2) Price proposal 3) Portion of*
39 *COMMCAN Agreement*

40
41 *Present: Chief Lynch*

42
43 Selectman Crowley asked for confirmation of funding. Assistant Town Administrator Allison Potter
44 confirmed that COMMCAN's agreement covers a majority of the purchase. There was a brief discussion
45 regarding the cost of the lease payments vs. what was provided in the motion. Selectman Crowley stated
46 based on lease agreement, total cost is actually \$265,440, therefore the amount in the motion needs to be
47 adjusted. Assistant Town Administrator Potter stated that Town Accountant Pratt requested the approval
48 in this format for account tracking purposes of contract expenditures. Selectman Foresto moved to amend
49 the motion to reflect the full cost with interest, \$ 270,000.

1 Selectman Foresto moved that the Board approve the agreement for the lease/purchase of self-
2 contained breathing apparatus' for the Fire Department as approved by vote of the Annual Town
3 Meeting May 8, 2017 under Article 13, in an amount not to exceed \$250,828, subject to review and
4 approval by the Town Accountant and Town Counsel. Selectman Trindade seconded. 4-0-0 vote.

5
6 Selectman Foresto moved to that the Board approve the agreement for the lease/purchase of self-
7 contained breathing apparatus' for the fire Department as approved by the Annual Town Meeting
8 May 8, 2017 under Article 13, not to exceed the amount of \$270,000. Selectman Trindade seconded.
9 4-0-0 vote.

10
11 **Discussion – Waiving Banner Display Fee for Non-Profit Organizations**

12
13 Selectman Trindade stated he is in favor of this. Selectman Foresto stated just Medway based non-profits.
14 Discussion ensued regarding the definition of being a Medway based organization. Selectman Crowley
15 asked for definition of non-profits. Selectman Trindade stated must be 501c incorporated in Medway.
16 Confusion was for example, the Medway Lions use the corporate 501c not based in Medway. Selectman
17 Forest suggested using the same language as used for Thayer Homestead Rentals. Selectman Trindade
18 asked to have research done into defining the term Medway based and prepare language to be discussed at
19 the next meeting.

20
21 **Selectman Trindade moved that the Board vote to waive the banner fee for any 5013c incorporated**
22 **in the Town of Medway. Selectman Crowley seconded. Motion was rescinded and will be held until**
23 **next meeting.**

24
25 **Vote- Charter Review Committee Designation**

26
27 Dennis recommended appointing Mr. John Robinson who wrote the Charter for appointment, saying he is
28 willing to step up and be the representative to the Board of Selectmen. Selectman Foresto asked for the
29 specific composition of the Charter Review Committee. Board of Selectmen, School Committee, Library
30 Trustee, Finance Committee and the Town Moderator shall each designate one member to this committee.
31 Selectman Crowley asked if the other groups have appointed members. Assistant Town Administrator
32 Potter stated no but the School Superintendent planned after meeting on June 1st. Selectman Crowley
33 requested that Assistant Town Administrator Potter request all groups to complete their appointments.
34 Assistant Town Administrator Potter stated she has requested all groups to complete their appointments to
35 this committee.

36
37 **Selectman Foresto moved that the Board appoint John “Jack” Robinson to be the appointed**
38 **member from the Selectman to the Charter Review Committee. Selectman Trindade seconded. 4-0-**
39 **0 Vote.**

40
41 **Authorization of Chairman to sign Public Statement of Reasons for Granting Verizon Cable**
42 **Renewal License**

43 *The Board reviewed the following documents- 1) Draft Correspondence from Town Counsel 2) Draft*
44 *correspondence to the department of telecommunications & cable.*

45
46 Selectman Foresto stated this is to notify the state they may proceed to obtain their franchise fees. The
47 contract was already approved.

48
49 **Selectman Foresto moved that the Board authorize the Chairman to execute the cable renewal**
50 **license report. Selectman Trindade seconded. 4-0-0 Vote.**

1 **Authorization to Sign Warrants in Absence of Selectman Designees Dennis Crowley (Primary) and**
2 **John Foresto (Backup)**

3
4 **Selectman Crowley moved that the Board authorize Glenn Trindade, in the absence of Selectman**
5 **Crowley and Selectman Foresto, to sign the warrants. Selectman Trindade seconded. 4-0-0 Vote.**

6
7 **Assignment of Board Liaison Designations.**

8 *The Board reviewed the following documents 1) FY17 Liaison Designations*

9
10 Selectman Crowley requested Water and Sewer Commission Liaison. Chairman White requested Housing
11 Authority Liaison. Assistant Town Administrator Potter stated she has a request from Susan Affleck-
12 Childs for a Liaison designation for the Open Space and Recreation Plan Update Taskforce

13
14 **Selectman Crowley moved that the Board appoint Selectman Trindade to the Open Space and**
15 **Recreation Plan Update Taskforce as the liaison representing the Board of Selectmen. Selectman**
16 **Trindade seconded. 4-0-0 Vote.**

17
18 **Selectman Trindade moved that the Board approve the list of liaison positions for Fiscal Year 2018**
19 **as amended with changes. Selectman Foresto seconded. 4-0-0 Vote**

20
21 **Special Event Permit – Bikes Not Bombs Ride – June 4, 2017**

22
23
24 **Selectman Trindade moved that the Board approve the Bikes Not Bombs ride to be held on June 4,**
25 **2017, subject to Police Chief's recommendations. Selectman Foresto seconded. 4-0-0 vote.**

26
27 **Approval of One-day Liquor License Requests**

28
29 Assistant Town Administrator stated that the ABCC approved the liquor license transfer for Liquor
30 World.

31
32 **Selectman Foresto moved that the Board approve one day liquor licenses for Rochelle Pouliot,**
33 **Patty Comtois, Michelle McCarthy, Sarah Bouchia and Debra Smith for events to be held at the**
34 **Thayer Homestead on June 25, July 8, July 9, August 5 and August 6 2017subject to Police Chief's**
35 **recommendations and proof of appropriate insurance coverage. Selectman Trindade seconded. 4-**
36 **0-0 vote.**

37
38 **Action Items from Previous Meeting**

39
40 Postponed until Town Administrator Boynton is available.

41
42 **Approval of Minutes**

43
44 Postponed until Jeanette Galliardt is available for Selectman Crowley's questions.

45
46 **Town Administrator's Report**

47
48 Town Administrator Boynton requested that Assistant Town Administrator Potter inform the Board that
49 due to an increased number of calls since Easter, the Fire Department will need to request \$25,000 from
50 the Finance Committee Reserve Fund in June when they meet. Selectman Crowley requested reason for
51 funding request. Assistant Town Administrator Potter stated due to overtime costs.

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Selectman's Report

Selectman Crowley stated "Great job on the Memorial Committee for putting together on a wonderful event". Selectman Trindade thanked the Chair of the Board Selectman for not putting everyone to sleep with her speech stating it was very well done. All others agreed.

Selectman Trindade moved that the Board enter into Executive Session – under Exemption 6: to consider purchase, exchange, lease or value of real property if the chair declares that an open meeting may have detrimental effect on the negotiating position of the public body. The Board will not return to public session (158 Main Street)



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

Maryjane White, Chair
Richard D'Innocenzo, Vice Chair
Dennis Crowley, Clerk
John Foresto, Member
Glenn Trindade, Member

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

6 **June 6, 2017 at 6:45 p.m.**

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

9 **Present:** Maryjane White, Chair; Richard D'Innocenzo, Vice Chair; Glenn Trindade,
10 Member.

11
12 Also Present: Town Administrator Michael Boynton; Asst. Town Administrator Allison
13 Potter.

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

17
18 **Public Comments:** None
19

20 **Appointment Consideration – Zoning Board of Appeals Associate Member –**
21 **Bridgette Kelly:**

22 *The Board reviewed Ms. Kelly's résumé.*
23

24 Ms. Kelly introduced herself to the Board of Selectmen. Ms. White noted that she has an
25 impressive résumé. Mr. Trindade asked her about her interest in the Zoning Board of
26 Appeals (ZBA). Ms. Kelly responded that as a resident with four children she has a
27 vested interest in the community. He stated the ZBA's role is not to stop development
28 but to apply the regulations to matters that come before the board. Ms. Kelly
29 acknowledged awareness of that role and was prepared to accept the responsibility. She
30 would not attend meetings unprepared.
31

32 Dr. D'Innocenzo asked how she heard of the availability of the position. Ms. Kelly said
33 she found out about it on the Friends of Medway Facebook page.
34

35 **Mr. Trindade moved that the Board appoint Ms. Kelly to the Zoning Board of**
36 **Appeals as an Associate Member; Dr. D'Innocenzo seconded the motion; No**
37 **discussion; All ayes 3-0-0.**
38

39 **At 7:08 p.m., Mr. Trindade moved to adjourn; Dr. D'Innocenzo seconded the**
40 **motion; No discussion; All ayes 3-0-0.**
41

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

Maryjane White, Chair
Richard D'Innocenzo, Vice Chair
Dennis Crowley, Clerk
John Foresto, Member
Glenn Trindade, Member

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

6 **July 26, 2017, 8:30 AM**

7 **Town Administrator's Conference Room,**
8 **Town Hall, 155 Village Street**
9

10 **Present:** Maryjane White, Chair; Glenn Trindade, Member; John Foresto, Member.
11

12 Also Present: Asst. Town Administrator Allison Potter
13

14 At 8:50 AM, Chairman White called the meeting to order.
15

16 **Approval of One-Day Liquor License Applications: a. Rovani, Thayer Homestead,**
17 **7/29/17; b. Gallagher, Thayer Homestead, 8/4/17; c. Berdos, Thayer Homestead,**
18 **8/13/17; d. Burgett, Thayer Homestead, 8/20/17; e. Khalsa, Thayer Homestead,**
19 **8/27/17; f. Gengo, Thayer Homestead, 9/8/17; g. Medway Community Farm, 50**
20 **Winthrop St, 9/9/17; h. Bain, Thayer Homestead, 9/10/17.**

21 *The Board reviewed the applications as listed above, as well as the Police Chief's*
22 *recommendations.*
23

24 **Mr. Trindade moved, seconded by Mr. Foresto, that the Board approve one-day**
25 **liquor licenses for the requested events, subject to the Police Chief's recommended**
26 **conditions and evidence of appropriate insurance coverage.**
27

28 **At 8:52 AM, Mr. Trindade moved to adjourn; Mr. Foresto seconded the motion; No**
29 **discussion; All ayes 3-0-0.**

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

Maryjane White, Chair
Richard D'Innocenzo, Vice Chair
Dennis Crowley, Clerk
John Foresto, Member
Glenn Trindade, Member

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

6 **August 2, 2017, 8:30 AM**

7 **Town Administrator's Conference Room,**
8 **Town Hall, 155 Village Street**

9
10 **Present:** Maryjane White, Chair; Dennis Crowley, Clerk; Glenn Trindade, Member;
11 John Foresto, Member.

12
13 Also Present: Town Administrator Michael Boynton; Asst. Town Administrator Allison
14 Potter; Asst. Fire Chief Michael Fasolino.

15
16 At 8:30AM, Chairman White called the meeting to order and led in the Pledge of
17 Allegiance.

18
19 **Public Comments:** None

20
21 **Vote to Accept Federal Emergency Management Agency (FEMA) Staffing for**
22 **Adequate Fire and Emergency Response Grant - \$741,443, and Authorization to**
23 **Expend:**

24 *The Board reviewed the grant expenditure authorization form, grant budget, Fire Chief's*
25 *email, and notice of grant award.*

26
27 **Mr. Foresto moved, seconded by Mr. Trindade, that the Board accept the FEMA**
28 **fire and emergency response staffing grant in the amount of \$741,443, authorize its**
29 **expenditure and also authorize the Chair to execute associate grant documents, as**
30 **necessary. Discussion followed:**

31
32 Mr. Foresto asked what the Town's obligation is for the next three years, at which time
33 the Town will be responsible for the additional personnel. Mr. Boynton responded that
34 the hiring will take place in January and the budget will need another \$40,000 this year,
35 which he intends to take from new growth at Fall Town Meeting. He will not be asking
36 to utilize excess levy capacity. Next year, he will build the salary cost into the budget,
37 and identify the grant as the source of funds. He is not worried given the anticipated
38 revenues coming into the Town in the next several years. Mr. Trindade commented that
39 this is an expense, but it improves services through staffing.

40
41 Mr. Crowley asked how the grant payments work and Mr. Boynton responded that they
42 will be paid over three calendar years and span four fiscal years. There will also be an
43 annual reporting requirement that Chief Lynch and the Finance Director will complete.
44

1 Mr. Boynton said this is a positive for the Town, as this grant has typically gone to cities.

2
3 Mr. Crowley asked which budget would receive the \$40,000, Fire or EMS. Mr. Boynton
4 said he would prefer to put it in Fire. Mr. Crowley wanted to talk about where the funds
5 would come from. He also did not think that the money should go into EMS simply
6 because the surplus at the end of the year indicates that the General Fund supplement to
7 this enterprise account is too big. Mr. Foresto said Mr. Crowley's point may be that the
8 \$40,000 will not be needed because it is already available in the EMS budget.

9
10 The Selectmen briefly discussed whether the EMS enterprise account should remain an
11 enterprise account or become a special revenue account.

12
13 Mr. Crowley commended Chief Lynch and his staff for their proactive work to secure the
14 grant. He stated that adding this personnel is more economical for the Town than
15 contract for private ALS services.

16
17 **It was so voted: 4-0-0.**

18
19 **Discussion – State Lotter Commission Notice of KENO To Go Game at Liquor**
20 **World, 67 Main St**

21 *The Board reviewed the notice from the State Lottery Commission regarding Liquor*
22 *World's Keno To Go game application.*

23
24 Mr. Boynton stated that this was added to the agenda in the event the Board had any
25 comments or concerns about the proposed KENO To Go game being added at Liquor
26 World. The Board did not have any concerns. No vote was necessary.

27
28
29 The Board briefly discussed the pending parks improvements project, the fact the
30 timeline might be in jeopardy and the merits of meeting the timeline or bidding the
31 project in the winter.

32
33 The topic of the Community Farm's request to access private property on Adams St via
34 Idyllbrook Field was brought up. Mr. Trindade is working on getting an acceptable
35 agreement negotiated.

36
37 **At 8:45 AM, Mr. Trindade moved to adjourn; Mr. Foresto seconded the motion; No**
38 **discussion; All ayes 3-0-0.**

Board of Selectmen's Meeting
June 26, 2017 -- 7:00 PM
Sanford Hall, Town Hall
155 Village Street

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

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; David D'Amico, Director, Department of Public Services.

Memorial Committee: Douglas Downing, John Larney, Richard Parrella, Robert Saleski and Paul Trufant.

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

Public Comments: None.

Presentation/Discussion – Memorial Committee – USS Arizona Flag

There were no background materials.

Present: Memorial Committee members: Douglas Downing, John Larney, Richard Parrella, Robert Saleski and Paul Trufant.

Mr. Robert Saleski, Chair of the Memorial Committee, explained that this flag was on display on Memorial Day. He introduced Major Richard Keough, a decorated war veteran and Medway citizen.

Major Keough explained that every year the Memorial Committee commemorates survivors of the Pearl Harbor attack, and this year there were four survivors present at the Memorial Day ceremony. He arranged for a flag to be flown during the hours the memorial was open on December 7. The flags are certified by the National Park Service. The Memorial Committee has donated the display case for the flag, but "we hope that it will be flown on Memorial Day and Veterans Day at the discretion of the Selectmen".

The Board thanked the committee for the flag and their work to honor veterans.

Approval – Contract with George E. Sansoucy, P.E., LLC for Valuation Services -\$8,000

The Board reviewed the following information: (1) Memorandum dated June 26, 2017 from the Board of Assessors; and (2) Contract.

Mr. Boynton explained that this is the service work that Sansoucy will do for utility valuation work which must be performed every five years.

Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Sansoucy, P.E. for updated valuation services in an amount not to exceed \$8,000; Selectman Trindade second.

No discussion. VOTE: 5-0-0.

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Appointment Consideration – Cultural Council – Melissa Kelley & Gail Hachenburg

The Board reviewed correspondence from Carla Cataldo, President, Medway Cultural Council. It is noted that four members of the Cultural Council will be resigning as of June 30, 2017 leaving vacancies. Email correspondence from both candidates confirmed interest in appointment.

Selectman Trindade moved that the Board appoint Melissa Kelley to the Cultural Council for a 3-year term; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Selectman Trindade moved that the Board appoint Gail Hachenburg to the Cultural Council for a 3-year term; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Selectman Foresto asked if the Chair of the Cultural Council could come in to update the Board on the Council’s activities.

Grant Expenditure Authorization – Hazard Mitigation Grant - \$18,000

The Board reviewed the following information: (1) Grant Authorization Form; (2) Hazard Mitigation Plan Update; (3) Correspondence from Sarah White, MEMA Hazard Mitigation Recovery Section Chief; and (4) DOT Contract, Page 1.

Mr. Boynton reported that this grant will provide funds for the Town to be able to update the plan, which will improve eligibility for other grant programs as well as reimbursement of hazard expenses. Brief discussion followed.

Selectman Trindade moved that the Board authorize the expenditure of the Hazard Mitigation Grant to update the Town’s Hazard Mitigation Plan in an amount not to exceed \$18,000; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Public Hearing (7:15pm) – Request for Transfer of Liquor License & Common Victualler License from John Spiliakos to CTMD, LLC d/b/a Supreme Pizza - 67C Main Street

The Board reviewed the following information: (1) Liquor License Application; and (2) Common Victualler License Application: It is noted that all required supportive documents have been received for both license transfer requests.

Present: Mareen Daniel, Manager and owner; Charbel Tabet, business partner.

Selectman Trindade moved that the Board open the public hearing for the request to transfer the liquor license and common victualler license associated with 67C Main Street; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Mr. Daniel introduced himself and his business partner, Charbel Tabet. He reported that there are no changes to the business. There was no public comment or input.

Selectman Foresto moved that the Board close the public hearing; Selectman Trindade seconded. NO discussion. VOTE: 5-0-0.

There being no concerns articulated by Board members, **Selectmen Trindade moved that the Board approve the transfer of the Section 12 liquor license and common victualler license associated with**

1 **Supreme Pizza located at 67C Main Street from Supreme Medway, LLC to CTMD, LLC; Selectman**
2 **D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

3
4 **Public Hearing (7:30pm) - Request for Transfer of Liquor License & Common Victualer License**
5 **from Zio Paulo’s Trattoria to Paul Rogers, Jr d/b/a PJ’s Smoke N’ Grill - 112B Main Street**

6 *The Board reviewed the following information: (1) Liquor License Application; and (2) Common Victualer*
7 *License Application. It is noted that all required supportive documents have been received for both*
8 *license transfer requests.*

9
10 Present: Paul Rogers, Jr., owner.

11
12 **Selectman Trindade moved that the Board open the public hearing for the request to transfer the**
13 **liquor license and common victualer license associated with 112B Main Street; Selectman Foresto**
14 **seconded. No discussion. VOTE: 5-0-0.**

15
16 Mr. Rogers reported that he also owns the PJ’s restaurant in Bellingham. He noted that there will be
17 some cosmetic updates such as painting, but no changes to the actual operation. Responding to a
18 question from the Board, he stated they plan to use only one side of the space. They plan to be open in
19 September.

20
21 There was no public comment or input.

22
23 **Selectman Trindade moved that the Board close the public hearing; Selectman Foresto seconded. No**
24 **discussion. VOTE: 5-0-0.**

25
26 There being no concerns articulated by Board members, **Selectman Trindade moved that the Board**
27 **approve the transfer of the Section 12 liquor license and common victualer licenses associated with**
28 **Zio Paulo’s Trattoria, 112B Main Street, from Richard’s Casino Bar and Grill to Paul Rogers, Jr d/b/a**
29 **PJ’s Smoke N’ Grill, Inc.; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

30
31 **Approval – Contract with Waste Management for Curbside Solid Waste & Recycling Collection**

32 *The Board reviewed the following information: (1) Contract Summary; (2) Annual Solid Waste Contract*
33 *Comparison; and (3) Contract.*

34
35 Present: David D’Amico, Director, Department of Public Services.

36
37 Mr. Boynton explained that in past years a single contract handled solid waste and recycling services for
38 both curbside collection and the recycling center. This year they have been split into separate contracts.
39 He briefly reviewed the changes in the proposed contract, i.e., white goods. This contract will elicit
40 savings for the overall program.

41
42 Mr. D’Amico noted it has been a long process talking to companies. Waste Management has provided
43 good service and good solution of customer service issues, and that was a large reason for keeping
44 them. They are also a local company. Other companies may be ready to offer curbside services in a
45 couple of years, but for now Waste Management is the best deal.

46
47 Selectman White asked about rejection notices. Mr. D’Amico responded that they hate to do that, and
48 if they do, it is usually something extremely in violation of the regulations. The trash company will try

1 to work with the homeowner to legally take the item, bill the pickup to the Town, and the Town would
2 bill it back to the resident.

3
4 **Selectman Trindade moved that the Board authorize the Chairman to execute a three-year contract**
5 **with Waste Management for curbside solid waste and recycling collection services subject to funding**
6 **in year 2 and year 3, and proof of appropriate insurance coverage; Selectman D’Innocenzo seconded.**
7 **Brief discussion followed on extra fees for carts. Those fees have been renegotiated so that the fee**
8 **for the additional cart could be lifted for a year. However, it is unknown whether that no-fee scenario**
9 **will continue past this contract. Responding to Selectman Crowley’s question about electronics, Mr.**
10 **D’Amico stated there is no language in the contract with regard to electronic devices. Currently those**
11 **items can be dropped at the recycling center where they are palletized and sent out. The Town pays a**
12 **fee for that disposal. Regarding extra items, the resident will have to submit a list of items to be**
13 **picked up before payment is calculated. VOTE: 5-0-0.**

14
15 **Selectman Trindade moved that the Board vote to rescind the \$50 fee for the additional cart for a**
16 **period of one year or FY18; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

17
18 **Approval – Contract with Lawrence Waste Services Company for Recycling Center Waste & Recycling**
19 **Disposal**

20 *The Board reviewed the Contract.*

21
22 Present: David D’Amico, Director, Department of Public Services.

23
24 **Selectman Trindade moved that the Board authorize the Chairman to execute a three-year contract**
25 **with Lawrence Waste Services for recycling center waste and recycling disposal services subject to**
26 **funding in year 2 and year 3, and proof of appropriate insurance coverage; Selectman D’Innocenzo**
27 **seconded. Brief discussion followed during which Mr. D’Amico reported that the highest commodity**
28 **right now is corrugated cardboard (dry). Another way for a municipality to generate revenue is to**
29 **operate its own recycling operation. Otherwise, the Town does not make money with its recycling.**
30 **VOTE: 5-0-0.**

31
32 **Affirmation of Committee Appointment – Michael Tudino– Parks and Recreation Commission**
33 **Representative on Evaluation of Parks, Fields and Recreational Areas Committee (EPFRAC)**

34 *The Board reviewed the following information: (1) Correspondence from Paul Mahoney, Parks*
35 *Commission; and (2) Excerpt from Board of Selectmen Minutes from 9/19/16.*

36
37 **Selectman Trindade moved that the Board affirm the appointment of Michael Tudino to the**
38 **Evaluation of Parks, Fields and Recreation Areas Committee as the Parks and Recreation Commission**
39 **representative for a one-year term. Foresto seconded. No discussion. VOTE: 5-0-0.**

40
41 **Annual Committee Reappointments** (List to follow agenda)

42 *The Board reviewed the List of FY18 Reappointments. Note: All members on the reappointment list have*
43 *confirmed their interest in seeking reappoint for another term.*

44
45 **Selectman Trindade suggested postponing appointment until July 17 as he would like to see attendance**
46 **records from boards and committees.**

47
48 **Discussion/Vote – Waiving Banner Display Cost for Medway Based Non-Profit Organizations**

1 *There were no background materials.*

2
3 **Selectman Trindade moved that the Board approve a waiver of the banner display application fee for**
4 **any certified non-profit organization hosting an event based in and benefitting the Town of Medway;**
5 **Selectman D’Innocenzo seconded. Brief discussion followed. Selectman Trindade amended his**
6 **motion to add that the organization must be a certified 501(3)(c) organization; Selectman D’Innocenzo**
7 **seconded the amendment. No further discussion. VOTE: 5-0-0.**

8
9 **Banner Display Request – Celebrate Medway Day**

10 *The Board reviewed a Banner Display Request – Celebrate Medway Day.*

11
12 **Selectman Trindade moved that the Board approve the banner display request for Celebrate**
13 **Medway Day as presented; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

14
15 **Entertainment License Request – Community Farm to Fork Event – September 9, 2017**

16 *The Board reviewed the Event Application.*

17
18 **Selectman Trindade moved that the Board approve a one-day entertainment license for the Medway**
19 **Community Farm’s Farm to Fork event on September 9, 2017 subject to Police Chief’s recommendations;**
20 **Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

21
22 **One-Day Liquor License Requests:**

23 *The Board reviewed Application and Police Chief Recommendations for the following events to be held at*
24 *the Thayer Homestead: (1) Meaghan Fleming – July 2, 2017; (2) b. Nirmala Thapa – July 3, 2017;*
25 *(3) Jordan Cassidy Memorial – July 30, 2017; and (4) Lindsay Snow- August 11, 2017.*

26
27 **Selectman Trindade moved that the Board approve one-day liquor licenses for Meaghan Fleming,**
28 **Nirmala Thapa, Jordan Cassidy Memorial and Lindsay Snow for events to be held at the Thayer**
29 **Homestead on July 2, July 3, July 30 and August 11, 2017 subject to Police Chief’s recommendations**
30 **and proof of appropriate insurance coverage; Selectman D’Innocenzo seconded. No discussion.**
31 **VOTE: 5-0-0.**

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

34 *The Board reviewed the Action Items List.*

35
36 **Chapter 90 Funding** – Responding to a question from Selectmen Crowley, Mr. Boynton explained the
37 process of determining a split of these funds between sidewalk and roadway projects. Brief discussion
38 followed on the composition of the sidewalks and proposed locations. Selectman Trindade suggested
39 that the Town Administrator and DPS Director explain what kinds of issues exist for various streets and
40 identify a priority list. Mr. Boynton noted that sidewalks will likely not be installed on a road that has
41 not been worked on recently as it is probably on a list of upcoming projects. It is preferable to work on
42 sidewalks when a roadway is being repaired so that the road is impacted only once. Mr. D’Amico will be
43 able to provide a list sometime in the fall, possibly mid-October. Selectman Crowley suggested the list
44 be ready in time for Fall Town Meeting. Brief discussion followed. October 16 was a suggested date.

45
46 **Benches at park across from Police Station** – It was noted that a meeting took place with Chief Tingley.
47 This matter was discussed at the last meeting of the Memorial Committee.
48

1 OPEB – Ms. Carol Pratt, Finance Director, is drafting a memorandum with a policy which will be
2 distributed to the Selectmen soon.

3
4 Tax Title Auction – This is going back on the Action Items List. Mr. Boynton will provide an update on
5 July 17.

6
7 **Approval of Minutes:**

8 *The Board reviewed revised draft minutes from April 3, 2017 and April 18, 2017 as well as draft minutes*
9 *from May 8, 2017.*

10
11 **Selectman Trindade moved that the Board approve the minutes of April 3, 2017, as revised; Selectman**
12 **Foresto seconded. No discussion. VOTE: 5-0-0.**

13
14 Selectman Trindade moved that the Board approve the minutes of April 18, 2017, as revised; Selectman
15 Foresto seconded. Selectman Crowley asked for additional clarification. Selectman Trindade withdrew
16 his motion.

17
18 **Selectman Trindade moved that the Board approve the minutes of May 8, 2017, as presented; Selectman**
19 **Foresto seconded. No discussion. VOTE: 5-0-0.**

20
21 **Town Administrator’s Report:**

22 Mr. Boynton reported that the new recycling center stickers have to be applied by center staff. This
23 prevents the stickers from “traveling to other communities”.

24
25 We use Bay State Development to get the best price for electricity and will be working on that this week.

26
27 Brief discussion followed on the intersection of Mechanic & Oak Streets. There is currently a stop sign on
28 Oak Street. Mr. Boynton reported that he spoke with the Police Chief, and he would like to have the
29 Board’s permission to place additional stop signs to make sure the intersection is clear before proceeding.
30 Area residents have complained. It is a small residential area, not a traffic throughway. Selectman
31 Crowley expressed concern that traffic flow from large events will cause each car to stop and the traffic
32 will queue up. It was noted that most large events have a police detail so that might not be an issue.
33 Chairman White suggested that additional sign can be tried and see how it goes.

34
35 **Selectman Trindade moved that the Board approve the placement of two additional stop signs at the**
36 **intersection of Mechanic & Oak Streets; Selectman D’Innocenzo seconded. Selectman Crowley**
37 **reiterated his concern that a second sign on Mechanic Street is unnecessary. No further discussion.**
38 **VOTE: 4-1-0 - Crowley opposed.**

39
40 Algonquin Project – Mr. Boynton reported that Algonquin field personnel need to access Town land in
41 order to remove transmitter from one of the turtles that migrated to Town land. **Selectman Trindade**
42 **moved that the Board grant permission for Algonquin Project personnel to access Town Land as**
43 **discussed; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

44
45 Medway Family Day will be on Saturday, July 15. An operations plan is in the works. It was noted that
46 there will be several baseball games taking place that day. Chief Tingley has submitted a draft plan. The
47 local shuttle bus will be operating again this year.

1 FY17 closeout was successful with no issues to report.

2

3 **Selectmen's Reports:**

4 Selectman Crowley asked for an update on the temporary signs for Route 109 project as he has not seen
5 any. It was noted that the barber shop is the only business that has put up a sign.

6

7 At this time, Mr. Jeff Robinson identified himself as the developer for The Willows Retirement
8 Community. He reported that everything is on track for breaking ground in September. Ms. Potter
9 explained that the Conservation Restriction was removed from the Board's agenda as it was not ready.

10 Mr. Robinson stated that they will begin construction with the main building, the site work and
11 roadways and then move on to 15 cottages. There will be a total of 69 cottages. The community will be
12 comprised of memory care, assisted living, and independent living areas but no nursing home facilities.
13 There will be 40 memory care units and 60 assisted-living units in the main building. There will be 56
14 independent living units in addition to 15 attached cottages. The construction process is approximately
15 20 months.

16

17

18 **At 8:30 PM Selectman Trindade moved to adjourn; Selectman Foresto seconded. No discussion.**

19 **VOTE: 5-0-0.**

20

21

22 Respectfully submitted,

23 Jeanette Galliardt

24 Night Board Secretary

AGENDA ITEM

#15

Town Administrator's Report

No associated back up materials.

AGENDA ITEM

#16

Selectmen's Reports

No associated back up materials.