

Board of Selectmen

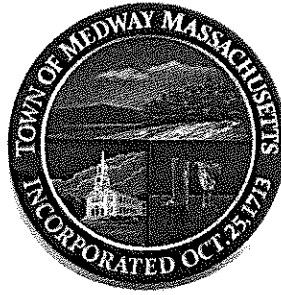
Maryjane White, Chair

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

Board of Selectmen's Meeting

November 6, 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. Appointment Consideration – Water & Sewer Commission
2. Update/Vote – Municipal Aggregation Next Steps
3. Report from the Affordable Housing Committee
4. Report from the Affordable Housing Trust
5. Approval – Exelon Revenue Utilization Plan
6. Discussion – PJ's Smoke 'N Grill Keno License Application
7. Discussion – Naming of Chicken Brook Bridge
8. Discussion – Parks Playground Project Bid Results & Future Steps
9. Discussion – Fall Town Meeting Articles Needing Recommendation: Article 7, Article 11, Article 12, and Article 18
10. Approval of Minutes: July 17, 2017, August 21, 2017, September 11, 2017, September 19, 2017, October 2, 2017, October 16, and October 30, 2017
11. Selectmen's Reports
12. Executive Session, Exemption 6: To consider the purchase, exchange, taking, lease, or value of real property if such discussion may have a detrimental effect on the negotiating position of the governmental body and the Chair so declares [123 Holliston St]

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

Upcoming Meetings, Agenda and Reminders

November 13, 2017 ---- Fall Town Meeting

November 20, 2017 ---- Regular Meeting

AGENDA ITEM

#1

Appointment Consideration – Water & Sewer Commission

Associated back up materials attached:

- *Letter of Interest dated October 31, 2017 from Barry Zide*

*Note: Steven Burke, who was on the May 2017 election ballot as a Water & Sewer Commission candidate, has been invited to the meeting to speak to his interest in appointment to the Commission, as well.

Proposed motion:

I move that the Board appoint by a roll call vote Mr. _____ to the Water & Sewer Commission to serve until the next annual election.

Barry M. Zide
Medway, MA 02053

RECEIVED
OCT 31 2017

MEDWAY
TOWN ADMINISTRATOR

Mr. Michael E. Boynton, Town Administrator

Town of Medway Board of Selectmen:

Mr. Glen Trindade
Ms. Maryjane White
Mr. Richard D'Innocenzo
Mr. Dennis Crowley
Mr. John Foresto

October 31, 2017

Dear Mr. Boynton and Board Members,

The purpose of this letter is to express my interest in seeking appointment as a commissioner on the Town of Medway Water Commission due to the recent vacancy.

I in the process of retiring from Tokyo Electron Limited having served as Global Director of Sales for the past 21 years. In that capacity, I am responsible for the sale of semiconductor processing equipment in The US, Europe and Asia. I oversee a large sales staff in all three regions and am responsible for developing new business, providing detailed market analysis, penetration strategies as well as direct P&L responsibility.

Prior to my work at Tokyo Electron I was President of the American Electroplating Company and in that capacity I dealt regularly with the DEP and the MWRA and was responsible for meeting strict wastewater permit parameters. I maintained a very strong relationship with the regulatory agencies largely due to my commitment to being a good corporate citizen and being dedicated to meeting or exceeding their requirements both for wastewater and clean air regulations.

I have served as Vice-President of the Master Metal Finishers Association of New England as well as President of the Franklin Country Club where I oversaw a board of 16 Governors and maintained a strong working relationship with the Town Council of Franklin as well as the Conservation Commissions of Franklin and Wrentham.

On a personal level, I feel it is time to give back to the town that has given so much to me and the four generations of my family that have their roots in Medway. My wife Ruth and I live at _____ and I am very much looking forward to the opportunity to serve.

I look forward to hearing from you regarding to this communication. Thank you for your time and consideration.

Sincerely,


Barry M. Zide

AGENDA ITEM

#2

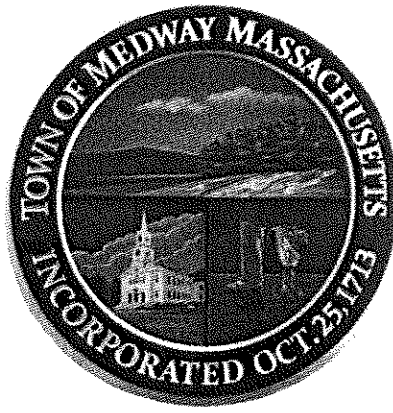
Update/Vote – Municipal Aggregation Next Steps

Associated back up materials attached:

- Town of Medway Municipal Aggregation Procurement and Outreach document

Proposed motion:

I move that the Board vote to authorize the Town Administrator to accept or reject the municipal aggregation pricing received this month on behalf of the Board of Selectmen.



Town of Medway Municipal Aggregation Procurement and Outreach

- Supply Bidding
 - CPG Meeting with Town regarding program options
 - RFP developed and distributed by CPG
 - CPG provides Town with indicative pricing
 - Bids received and reviewed with the Town
 - Town chooses supplier, or rejects bids
- Procurement Schedule
 - Eversource EMA Basic Service RFP – Final Pricing 11/7
 - **Town's Program – Indicative & Final Pricing 11/13 & 11/20**
- Public Information/Customer Notification
 - Statutory customer notification letters sent by CPG to all Basic Service accounts
 - CPG provided press release issued upon Town approval
 - Informational meetings
 - Local cable programs, if any
 - Social Media content, if applicable, provided by CPG
- Implementation
 - CPG manages opt-out process and all public requests for information and questions
- Ongoing Service
 - CPG manages future opt-outs and opt-ins
 - CPG files required reports
 - CPG manages ongoing requests for information
 - CPG conducts regular meeting with Town as required/
requested

AGENDA ITEM

#3

Report from the Affordable Housing Committee

Associated back up materials attached:

- *Memo dated November 2, 2017 from Doug Havens*



Medway Community Housing Coordinator

Date: November 2, 2017
To: Liz & Allison
From: J. Douglas Havens
RE: AHC/AHT Activities

Here's a quick snapshot of FY 2017 activities for the 11/6 Selectmen's meeting and the Annual Meeting. Thanks for your flexibility on deadline...

FY 2017 AFFORDABLE HOUSING COMMITTEE & TRUST

Medway's Affordable Housing Trust (AHT) and Affordable Housing Committee (AHC) continued their cooperative efforts to fulfill the mandates of the Town's 2016 Housing Production Plan. Principally:

- Development of affordable housing to meet the ever-increasing demand for rental units:
 - Glen Brook Way – A 48 Rental Unit Development: AHT/AHC worked with the non-profit Metro West Collaborative Development to:
 - qualify for AHT preliminary grant & secure funding for project start-up costs;
 - obtain site approval by the Department of Housing & Community Development;
 - navigate successfully through the Town's review Boards and Committees;
 - receive ZBA permit as a "Friendly 40B" project;
 - SUPPORT CPA FUNDING ARTICLES IN 2017 ANNUAL MEETING WARRANT.
 - American Legion Hall/Cutler Street: issued RFP for development as a rental property and reviewed single response to proposal balancing economic viability with neighborhood concerns.
- Preservation of existing affordable housing:
 - Monitored and intervened in bankruptcy filing to preserve a unit's price restriction;
 - Purchased, updated and marketed an abandoned unit.

The AHT/AHC also reviewed and commented on various current and proposed local zoning bylaws and permitting applications, as well as state regulations and policies.

AGENDA ITEM

#4

Report from the Affordable Housing Trust

Associated back up materials attached:

- *See Agenda Item #3 back-up Memo dated November 2, 2017 from Doug Havens*

AGENDA ITEM

#5

Approval – Exelon Revenue Utilization Plan

Associated back up materials attached.

- Exelon Revenue Document Reviewed at October 16, 2017 Selectmen's Meeting

Proposed motion:

I move that the Board vote to approve the Exelon Revenue Utilization plan as discussed.

Exelon West Medway II, LLC

Revenue Usage Projections

FY'19 - Year One of Pilot Agreement		\$3,830,400.00	\$3,830,400.00	\$3,830,400.00
<i>Available for use in FY19 if included in the FY19 Estimated Real Estate Tax projections</i>				
		<i>TA Proposal</i>	<i>BOS Discussion Changes??</i>	<i>Selectman Crowley Proposal</i>
Potential Uses:				
Roads & Sidewalks		\$1,000,000.00	\$1,000,000.00	\$800,000.00
OPEB Increase	(Annual Total \$300k)	\$200,000.00	\$200,000.00	\$200,000.00
School Department Budget Increase		\$500,000.00	\$500,000.00	\$500,000.00
Snow & Ice Expenses Increase		\$200,000.00	\$100,000.00	\$50,000.00
Combined Facilities Management		\$100,000.00	\$100,000.00	\$0.00
Stormwater Management		\$200,000.00	\$100,000.00	\$100,000.00
Debt Budget - DPS Facility Debt		\$900,000.00	\$1,100,000.00	\$950,000.00
Police - Detective & Traffic	2 FTE w/benefits	\$132,000.00	\$132,000.00	\$132,000.00
Firefighter-Paramedics	4 FTE's w/benefits	\$302,000.00	\$302,000.00	\$302,000.00
Solid Waste Budget - FT Salary Shift to GF		\$295,000.00	\$295,000.00	\$295,000.00
ANNUAL TAX RELIEF				\$500,000.00
TOTAL PROJECTED		\$3,829,000.00	\$3,829,000.00	\$3,829,000.00
SURPLUS/(Deficit)		\$1,400.00	\$1,400.00	\$1,400.00

AGENDA ITEM

#6

Discussion – PJ's Smoke N' Grill Keno License Application

Associated back up materials attached:

- Notification letter dated October 20, 2017 from the Massachusetts State Lottery Commission of receipt of the Keno license application from PJ's Smoke N' Grill

*Note: If the Board has no objections to the Keno license application, no action by the Board is needed.



Massachusetts State Lottery Commission

DEBORAH B. GOLDBERG
Treasurer and Receiver General

MICHAEL R. SWEENEY
Executive Director

October 20, 2017

Medway Board of Selectmen
155 Village Street
Medway, MA 02053

RECEIVED
OCT 25 2017

MEDWAY
TOWN ADMINISTRATOR

Dear Sir/Madam:

In accordance with Massachusetts General Laws, chapter 10, section 27A, (as amended on 5/20/96), you are hereby notified that an application for a Keno license has been received by the Massachusetts State Lottery Commission, (MSLC) from:

PJ's Smoke & Grill
112 B Main St.
Medway

If the city/town objects to the issuance of the Keno license, it must claim its right to a Hearing before the MSLC within twenty-one (21) days of receipt of this notice.

In accordance with section 27A(b), the objection of the city/town must be "as a result of an official action" taken by said city or town regarding the Keno applicant. In order to be fair and apply the same criteria to all cities, towns, and applicants, the MSLC defines an "official action" to be one in which the applicant appeared, or was given the opportunity to appear, before the licensing authority to discuss the issue at the local level in an open hearing or meeting prior to the Hearing at the MSLC.

Please address your written objection to Carol-Ann Fraser, General Counsel, Legal Department, Massachusetts State Lottery Commission, 60 Columbian Street, Braintree, MA 02184.

Very truly yours,

Arthur Buckley
Manager, New Agent Licensing

Certified Mail-Return
Receipt Requested: 7001 2510 0004 3227 3397



Supporting the 351 Cities and Towns of Massachusetts

AGENDA ITEM

#7

Discussion – Naming of Chicken Brook Bridge

No associated back up materials.

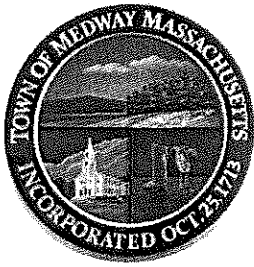
AGENDA ITEM

#8

Discussion – Parks Playground Project – Bid Results and Next Steps

Associated back up materials attached:

- Memo from Assistant Town Administrator Potter dated November 2, 2017



TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS

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

Town Administrator
Michael E. Boynton

To: Board of Selectmen
From: Allison Potter, Asst. Town Administrator
Date: November 2, 2017
Re: Parks Improvements Project Cost

The Town received bids for the parks improvements project on Friday, October 27. The low bids were as follows:

Choate	\$1,922,000
Oakland	\$1,304,000
Middle School	<u>\$ 302,419</u>
	\$3,528,419

Additional project costs include the following:

Equipment and site furnishings	\$ 925,000
Contingency (10%)	\$ 352,842
Construction administration	<u>\$ 115,500</u>
	\$1,393,342

If we add these costs together, the project as currently designed will cost \$4,921,761.

As you know, the Board and the Community Preservation Committee preliminarily agreed in February 2017 to fund up to a total of \$4,000,000 for this project. Due to the project cost exceeding what was anticipated, direction from the Board is requested as to how to proceed at Fall Town Meeting. Articles 11 and 12 on the Town Meeting warrant request the project funding.

AGENDA ITEM

#9

Discussion –

Fall Town Meeting Warrant:

Articles Needing Recommendation:

**Article 7, Article 11, Article 12 and
Article 18**

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 the sum of \$5,832.95 from the Fiscal Year 2018 Health Insurance Account, \$219.00 from the Fiscal Year 2018 Human Resources Drug and Alcohol Testing Account, \$67.47 from the Department of Public Services Contracted Services Account and \$52.90 from the Town Administrator's Advertising Account 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: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

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: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

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 act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

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 act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

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 act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 6: (Rescind Borrowing -- Highway Facility Study)

To see if the Town will vote to rescind the authorized borrowing for a Highway Facility 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 act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

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: To Be Determined

FINANCE COMMITTEE RECOMMENDATION: Approve

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 act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

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: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

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 General Laws 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: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

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 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 General Laws 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: Approve

FINANCE COMMITTEE RECOMMENDATION: To Be Determined

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: Approve

FINANCE COMMITTEE RECOMMENDATION: To Be Determined

ARTICLE 13: (Purchase Cassidy Field Lights)

To see if the Town will vote to transfer from Certified Free Cash the sum of \$400,000 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 act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

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 act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

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: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

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 act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

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: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

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 17, 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 rezoned 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	30-031	.162	Carl Rice

Address	Medway Assessor's Parcel ID #	Parcel Size	Current Owner
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
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 & Kelly Yuen
7 Howe Street	14-009	1.842	Richard & Megan Grady
OR 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 II district, so that the entire parcel is rezoned to Agricultural 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 rezoned 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 O'Brien Trustee

Address	Medway Assessor's Parcel ID #	Parcel Size	Current Owner
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 B			
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
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

Address	Medway Assessor's Parcel ID #	Parcel Size	Current Owner
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 act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION: To Be Determined

FINANCE COMMITTEE RECOMMENDATION: To Be Determined

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 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 device 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. The maximum allowed height for a WCF shall be 120 feet.
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.
7. The Board may adjust height and setback requirements by a four-fifth vote if the Board finds that such adjustments will result in:
 - a. A more desirable design of the development or provide enhanced buffering for adjacent residential properties;
 - b. Improved transmission for wireless telecommunication services, signals, and long distance communications; and/or
 - c. Improved public safety.

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 shall be located, erected, or modified nearer to any building or structure than one times the vertical height of the facility (inclusive of any appurtenant buildings/structures).
5. 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.
6. 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.

1. 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.
2. 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).

3. Existing on-site vegetation shall be preserved. The Board may require additional buffering and screening if it finds that the existing vegetation is insufficient.
4. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.

1. 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.
6. 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: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

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 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 act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

AGENDA ITEM

#10

Approval of Minutes

Associated back up materials attached:

- July 17, 2017
- August 21, 2017
- September 11, 2017
- September 19, 2017
- October 2, 2017
- October 16, 2017
- October 30, 2017

Board of Selectmen's Meeting
July 17, 2017 – 7:00 PM
Sanford Hall, Town Hall
155 Village Street

Present: Maryjane White, Chair; Richard D'Innocenzo, Vice Chair (arrived 7:08 PM); Glenn Trindade, Clerk; John Foresto, Member.

Absent: Dennis Crowley, Member.

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Donna Greenwood, Principal Assessor; Barry Smith, Deputy Director, Department of Public Services; Susy Affleck-Childs, Director, Community and Economic Development

Others Present: Carla Cataldo, Chair, Cultural Council.

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

Public Comments: None.

Approval – Contract with Goliath Tech – Chicken Brook Boardwalk, \$104,900:

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

Present: Jim Wieler.

Mr. Wieler stated that this project is a critical step in what was originally known as the Chicken Brook Corridor. We are now talking with the Millstone developer to figure out a way to get the route through that development. There were two bidders on this project. The work is anticipated to begin in mid-August. Our budget was \$100,000 and the additional cost is to purchase a pre-stained boardwalk material. That particular funding is coming from the Department of Public Services Budget, the Education line item. Brief discussion followed.

Selectman Trindade moved that the Board authorize the Chair to execute a contract with Goliath Tech for an amount not to exceed \$104,900, as presented; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.

Approval – Contract with Conservation Works, LLC – Open Space and Recreation Plan Update Consulting Services, \$21,056:

The Board reviewed the following information: (1) Memorandum from the Planning & Economic Development Coordinator; (2) Contract; (3) Request for Proposals; and (4) Conservation Works Proposal.

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

Ms. Affleck-Childs reported that a Request for Proposals was issued and six proposals were received. The Open Space and Recreation Plan Update Task Force reviewed them and invited three companies in

1 for interviews. We opted for a small firm whose overhead is naturally lower, and their bid came in lower
2 as well. We are very pleased with our choice, and this firm comes with great credentials.

3
4 This task force is comprised of representatives from Conservation, Planning Board, Board of Selectmen,
5 as well as a member at large and staff members including David D'Amico and herself.

6
7 **Selectman Trindade moved that the Board authorize the Chair to execute a contract with**
8 **Conservation Works LLC for consulting services in an amount not to exceed \$21,056, subject to the**
9 **submission of required insurance coverage; Selectman D'Innocenzo seconded. No discussion.**
10 **VOTE: 4-0-0. Ms. Affleck-Childs reported that the insurance certificate came in today.**

11
12 **Appointment Consideration – Board of Assessors, Carol Niedbala:**

13 *The Board reviewed an Email dated June 26, 2017 from Carol Niedbala. It is noted that the vacancy*
14 *was created by a resignation with remainder of term to expire on June 30, 2018.*

15
16 Present: Donna Greenwood, Principal Assessor; Carol Niedbala, applicant.

17
18 Ms. Greenwood reported that Ms. Niedbala was the Assessor in Natick before she retired, and was
19 originally here in Medway as the Assessor twenty years ago.

20
21 **Selectman Trindade moved that the Board appoint Ms. Carol Niedbala to the Board of Assessors**
22 **for the remainder of a term expiring on June 30, 2018, as proposed; Selectman Foresto seconded.**
23 **No discussion. VOTE: 4-0-0.**

24
25 **Appointment Consideration – Evaluation of Parks, Fields and Recreational Areas Committee**
26 **(EPFRAC), Youth Sports Representative (1) – Cheryl Richardson and Phil Fougere:**

27 *The Board reviewed the following information: (1) Email from Phil Fougere; and (2) Letter of*
28 *Recommendation from Paul Mahoney, Parks Commission, for Cheryl Richardson.*

29
30 Present: Cheryl Richardson, applicant.

31
32 Selectman Trindade explained that the group needed a Youth Sports Representative. That particular
33 individual did not want to continue so the group reached out for new volunteers by nomination. He
34 continued, noting that Mr. Fougere has withdrawn his name in favor of the other applicant.

35
36 It was noted that most of the work has been done, but there is still work to do, especially if there are
37 changes in design or funding.

38
39 **Selectman Trindade moved that the Board appoint Cheryl Richardson to EPFRAC as the Youth**
40 **Sports Representative; Selectman D'Innocenzo seconded. No discussion. VOTE: 4-0-0.**

41
42 **Appointment Consideration – Agricultural Committee (2) – Michael Kassel and Alison Dempsey:**

43 *The Board reviewed the following information: (1) Resume from Michael Kassel; and (2) Letter of*
44 *Interest and resume from Alison Dempsey. It is noted that both candidates have attended Agricultural*
45 *Committee meetings and the Agricultural Committee has voted unanimously to recommend both*
46 *candidates for appointment.*

47
48 Present: Alison Dempsey and Michael Kassel, applicants.

49
50 Ms. Allison Potter explained that appointment of these two candidates will bring the membership of the
51 committee up to five members.

1
2 Ms. Alison Dempsey stated she moved to Medway six years ago as she wanted a place to raise chickens
3 and bees, and learned about the Community Farm.
4

5 Mr. Michael Kassel stated he moved to Medway in 2004, raised chicken and supports the Community
6 Farm. He noted he is an advocate of the total nature of Medway and wants it to continue, loving that
7 there are still cows in town.
8

9 **Selectman Trindade moved that the Board appoint Michael Kassel to the Agricultural Committee**
10 **for a term to expire on June 30, 2019 and appoint Alison Dempsey to the Agricultural Committee**
11 **for a term to expire on June 30, 2020; Selectman Foresto seconded. No discussion. VOTE: 4-0-0.**
12

13 **Appointment Consideration – Historical Commission – Cher Hamilton:**

14 *The Board reviewed the following information: (1) Email from Jeanne Johnson, Historical Commission*
15 *Chair; and (2) Letter of Interest from Cher Hamilton. It is noted that there are currently two vacancies*
16 *on the commission.*
17

18 Present. Cher Hamilton, applicant.
19

20 Ms. Hamilton stated she moved to Massachusetts a while ago and moved to Medway a year ago purchasing
21 a historical home. Since moving here, she has done a lot of research for the Historical Society. Chairman
22 White reported that the Chair of the Historical Commission indicated Ms. Hamilton has been a lot of help.
23

24 **Selectman Trindade moved that the Board appoint Cher Hamilton to the Historical Commission for**
25 **a term to expire on June 30, 2020; Selectman D’Innocenzo seconded. No discussion. VOTE: 4-0-0.**
26

27 **Appointment Consideration – Zoning Board of Appeals (2) – Rori Stumpf, Bridgette Lex Kelly:**

28 *The Board reviewed an Email dated July 6, 2017 from the Community and Economic Development*
29 *Director.*
30

31 Mr. Boynton stated that both candidates would serve as alternates, and their appointment would bring the
32 Zoning Board of Appeals up to full membership.
33

34 **Selectman Trindade moved that the Board appoint Rori Stumpf and Bridgette Lex Kelley as full**
35 **members of the Zoning Board of Appeals each for a term to expire on June 30, 2020; Selectman**
36 **Foresto seconded. No discussion. VOTE: 4-0-0.**
37

38 **Discussion – Medway Cultural Council:**

39 *There were no background materials. It is noted that there are currently a number of vacancies on the*
40 *council.*
41

42 Ms. Carla Cataldo, Chair of the Cultural Council, noted that the council’s membership is highly regulated
43 by the Massachusetts Cultural Council. The people whose appointments expired in June will roll off.
44 We currently have three members and need 5. She explained that the purpose of the council is to
45 determine art and cultural programs/projects that will contribute to economic vitality of the community.
46 She noted that the council has to have a minimum of 5 members, but can have up to 22 as deemed by the
47 State. Each member can serve two consecutive terms and then off. Additionally, each member has to
48 take a tutorial of the Mass Cultural Council online.
49

50 Continuing, Ms. Cataldo listed council activities to include distribution of grant money to artists and
51 organizations, art advocacy, festivals and related activities. We distribute roughly \$5,000 a year that

1 comes from the State. Last year 11 different organizations were awarded grant funds for activities
2 encompassing all age groups. The group has up to one year to spend the grant award.

3
4 Ms. Cataldo reported she has recruited a new member which would bring the total to four. She expressed
5 dismay that the Cultural Council page on the Town's website is very outdated. We distributed flyers at
6 Family Day this weekend, and will leave them at various places around town such as the public library.
7 They will also update the Facebook page and post pictures of some of the activities and performances that
8 have been funded by the Medway Cultural Council.

9
10 Brief discussion followed during which Ms. Cataldo indicated she would like to coordinate more with
11 other boards on activities that might be related.

12
13 Grant deadlines will be approaching in the fall. In early September the Council will publicize the
14 availability of the grant money and hold a grant writing session for interested parties. Applications are
15 due October 15, and the awards are made in November. In January they will have a community hearing
16 during which the public can offer input; this type of hearing occurs every three years.

17
18 Selectman Foresto stated he was glad to hear that the Council is interested in coordinating with other
19 groups, adding that the Board had previously met with the former chair with little result. He admitted that
20 they Council cannot do much with only \$5,000 so want to make sure it goes as far as possible. Profits
21 from Taste of Medway are used to fund the Monday night concerts in the park. It was noted that the
22 vacancies will be posted online.

23
24 **Annual Committee Appointments (list of committees and incumbent candidates attached):**

25 *The Board reviewed the following information: (1) List of incumbents seeking reappointment; and (2)*
26 *Attendance records received as of July 14, 2017 for the following boards or committees: Affordable*
27 *Housing Committee, Agricultural Committee, Board of Assessors, Cable Advisory Committee,*
28 *Conservation Commission, Council on Aging, and Thayer Governance Commission. It is noted that*
29 *Medway Pride Day Committee has only one appointed member so technically it cannot meet. A report*
30 *from the Christmas Parade Committee was submitted at the meeting.*

31
32 The Board engaged in general discussion on individuals seeking appointment to committees other than
33 those who were being reappointed.

34
35 Selectman Crowley was particularly interested in the appointment process, the Board opted to postpone
36 this until the next meeting when he will be present. It was noted that, according to the Town Charter,
37 current appointees may continue to serve in their positions until they are either replaced or reappointed.

38
39 **One-Day Liquor License Applications:**

40 *The Board reviewed applications and Police Chief recommendations for the following events to be held at*
41 *the Thayer Homestead: (1) Pierre Cote and Laura Barone, August 19, 2017; and (2) Leah Crisostamo*
42 *and Jamie Rosetti September 9, 2017,*

43
44 **Selectman Foresto moved that the Board approve one-day liquor licenses for the requested events**
45 **subject to the Police Chief's recommended conditions and evidence of appropriate insurance**
46 **coverage; Selectman D'Innocenzo seconded. No discussion. VOTE: 3-0-0 (Selectman Trindade**
47 **was out of the room at the time of the vote.)**

48
49 **Action Items from Previous Meeting:**

50 *The Board reviewed the Action Items List.*

51

1 Mr. Boynton reported that work continues on Street Acceptance Process.

2
3 Mr. Boynton updated the Board on the Route 109 project, noting that it is being held up by Comcast in
4 several locations. The full-depth excavation will begin next week. When the project shuts down for the
5 construction season at the end of November, the first “binder” should be on the roadway. Some areas will
6 not be done until in the spring. Delays are going to be from the weather or utilities. Otherwise, the
7 project is relatively on schedule. Brief discussion followed.

8
9 Regarding the benches, there was a meeting with the chiefs, and various types of benches are being
10 considered.

11
12 There will be some temporary sidewalk patching on Lincoln Street at the request of the resident.
13 Typically, there needs to be coordination of sidewalk construction or repair with roadway work,
14 especially in areas where there is currently no curbing.

15
16 The engineering firm Haley and Ward is coming in October to address water issues.

17
18 Finance Director Carol Pratt will attend an August meeting to update the Board on the status of OPEB
19 account as well as the current tax title process.

20
21 **Approval of Minutes:**

22 *The Board reviewed draft minutes from March 30, 2017.*

23
24 Due to Selectman Crowley’s absence, the Board opted to postpone review of the minutes.

25
26 **Town Administrator’s Report:**

27 Mr. Boynton reported that Bob Wilson moving out of Medway and will step down from the Water and
28 Sewer Commission.

29
30 Referring to the transition at the recycling center, Mr. Boynton reported that the blue sticker program is
31 moving along. There have been a couple of instances where people gave away their stickers, and that has
32 been resolved. MJ and John – there were no signs or anyone waiving people around who already had
33 stickers, they waited in line when they needed to know.

34
35 Medway Family Day was a great success due to amazing work by everyone involved. Mr. Boynton
36 acknowledged that staff gets paid to take part, but he emphasized that the volunteers were truly
37 outstanding. It was truly an incredible effort by everyone. Selectman Foresto credited Carl Wright for
38 his expertise in helping motorists get out of parking spaces. The fellas at the Booster Club booth cooked
39 hamburgers for hours. Cable Access was there all day, and music was live streamed all day. As the
40 fireworks display was videotaped, the music will be merged with it later for rebroadcast. Instead of
41 leaving the cleanup until after the day was over, this year cleaning efforts were going on as we went
42 along. Chief Tingley adapted his staffing as the day went on, responding to needs as they became
43 known. The Town gives \$9,000 toward the expenses of the event, and the total cost was \$28,000.
44 Selectman Trindade noted that a mother and son ran the ice cream concession and worked both days.
45 Lastly, it was noted that Senator Karen Spilka judged the watermelon eating contest.

46
47 **Selectmen Reports:**

48 Selectman Foresto reported that negotiations with Comcast on the renewal of their license will begin next
49 week. He cautioned that the license renewal does not address the prices charged to customers, but will
50 include discussion on delivery of services.

1 There is expectation that a draft decision on the proposed Exelon expansion will be released on August 4, a
2 week later than the anticipated date of July 27. There will be a meeting to determine the final outcome.
3 Brief discussion followed.

4
5

6 **At 7:57 PM Selectman Trindade moved to adjourn; Selectmen Foresto seconded. No discussion.**
7 **VOTE: 4-0-0.**

8
9

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

Board of Selectmen's Meeting
August 21, 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; Susy Affleck-Childs, Planning and Economic Development Coordinator; Carol Pratt, Finance Director; Joanne Russo, Treasurer/Collector; Jeffrey Lynch, Fire Chief.

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

Public Comments: None

Appointment Consideration – Cultural Council – Winnie Nayak:

The Board reviewed an email letter of interest from Winnie Nayak. It is noted that an email from Cultural Council Chair Carla Cataldo confirming recommendation is on file in the Town Administrator's Office.

Selectman Trindade moved that the Board appoint Ms. Nayak to the Cultural Council for a three-year term; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

Introduction – Metropolitan Area Planning Council (MAPC), SouthWest Advisory Planning Committee (SWAP) Coordinator, Kasia Hart:

The Board reviewed the following information: (1) Memorandum dated 8/16/17 from the Planning & Economic Development Coordinator; and (2) PowerPoint presentation at meeting.

Present: Susy Affleck-Childs, Planning and Economic Development Coordinator; Kasia Hart, SWAP Coordinator; Annis Sengupta, Arts & Culture Planner.

Ms. Hart explained that there are monthly meetings covering a wide variety of topics including housing, GIS, resources, regional cultural and economic development. These meetings often involved outside speakers with professional expertise.

Utilizing a PowerPoint presentation, Ms. Sengupta stated that the primary goal of the Arts and Culture Division is to establish arts and culture as a core competency for planners in the Metropolitan Boston region and outlined the contents of the Arts and Cultural Planning Toolkit. Potential topics of focus include Landline Collaborative Sculptures, Sheep and Fiber Arts, Upstream/Downstream, Stormwater Filtration Art and Floating Wetlands. Brief discussion followed.

Ms. Affleck-Childs suggested that some brainstorming sessions with the Cultural Council may be fruitful as well as investigating what other organizations in the community might benefit such as underground artist groups. We are also getting ready to update the Master Plan, and the section on cultural arts is usually the most underdeveloped one. MassDevelopment also has a new program for performing arts, sculpture, and other activities.

1 Selectman Foresto suggested things that could possibly be done with youth groups, but the challenge is to
2 keep activities going. He added that there were some youth activities a few years back. Ms. Affleck-Childs
3 noted that the Cultural Council could host an event and the MAPC contingent could actively participate.
4 Selectman Foresto asked what other towns are doing. Where do they find the leadership piece?
5

6 Selectman Crowley directed everyone's attention to the SWAP portion of tonight's discussion, introducing
7 himself as the Medway SWAP representative on the MPO. There was recently a discussion on how the
8 MPO re-evaluates the scoring of the TIP program to aid in some of the outlying areas sharing in the
9 funding. There is \$5 million in funding out there, but some areas get small percentages because we are
10 farther away from major arteries. Additionally, the towns don't want to pay for the engineering but a
11 project does not get on the TIP list without having the engineering piece done. Brief discussion followed.
12

13 Ms. Affleck-Childs will coordinate the Arts and Cultural Initiative with the Cultural Council.
14

15 **Discussion – Potential Fiscal Year 2018 Tax Title Auction:**

16 *The Board reviewed the following information: (1) PowerPoint Presentation including map of listed*
17 *parcels; and (2) Tax Title List as of 8/15/17.*
18

19 Present: Carol Pratt, Finance Director; Joanne Russo, Treasurer/Collector.
20

21 Mr. Boynton reminded the Board Ms. Pratt made a presentation to the Board on the money outstanding in
22 the tax title program. He briefly explained how the tax title program works, beginning with putting the
23 property in and trying to work something out with the property owner with regard to payment plans or
24 some other means to get the outstanding taxes paid to the Town. At that time a winning-bid third-party
25 vendor was discussed who would be in charge of securing the payment on the Town's behalf. The
26 collected funds would come into the Town as free cash, and utilizing this method allows for the collection
27 to occur quicker. Not all parcels would be offered on bid. We have now provided you with a updated
28 property list along with a map.
29

30 Selectman Foresto expressed interest in the listed owners of record, noting that many appear to be realty
31 trusts who may have gone into bankruptcy and no longer exist. Who should the Town go after? Mr.
32 Boynton responded that there is value in the land, even if no one is interested in whatever structures might
33 be present. If a bidder pays the taxes, the Town is out of it and the vendor will then try to locate the
34 owner or go into litigation to acquire the land so it can be resold at a profit. Selectman Trindade added
35 that he attempted to locate some of these trusts online without success. Ms. Russo clarified that the listed
36 address is the last known one.
37

38 Selectman Crowley asked what they were seeking from the Board. Mr. Boynton responded the Board had
39 asked for an update, noting he will get more copies of the map prepared. He noted that he needs to know
40 which parcels the Board wishes to withhold approval on so that they are not offered for bid. We need to
41 know which properties the Board wants to keep control of at this time. Mr. Boynton emphasized that if
42 any Board member was truly opposed to going into this bidding process, he needed to know now before
43 any further steps are taken.
44

45 Selectman Foresto pointed out that there are people on other elected boards who have much more
46 knowledge on these parcels and they should weigh in on this. Selectman Crowley concurred, stating that
47 knowing their opinion why it should or should not be offered for bid would be helpful information for the
48 Board. He and Selectmen Trindade will work on it.
49

50 Selectman Crowley expressed concern that there are real reasons why taxes have not been paid and
51 suggested that the first letter be a softer than "it's going into tax title". Selectman Trindade disagreed,

1 noting that these property owners have been approached numerous times and they have been ignoring the
2 notices. Ms. Russo pointed out that anyone can come in to meet with us to work something out. Until we
3 know their story, we keep billing for the taxes. Brief discussion followed.
4

5 Selectman Crowley suggested breaking the list into two or three portions based on anticipation of success,
6 i.e., low hanging fruit, etc. Mr. Boynton responded that the Town needs to find a way to clear up the land
7 of low value with unknown owners which would be those properties with a value of only several hundred
8 dollars. Could the eminent domain process be utilized here? We will investigate them further, and there
9 may be warrant articles for the Fall Town Meeting or the Annual Town Meeting. He clarified that this
10 would not apply to any lots that fall into the bottle cap group in Oak Grove.
11

12 This will be placed on the Action Items List for a future meeting.
13

14 **Report – Other Post-Employment Benefits (OPEB) Trust Fund Management:**

15 *The Board reviewed the following information: (1) Proposed OPEB Investment Policy Statement; and (2)*
16 *OPEB Declaration of Trust approved by BOS 5/30/2017.*
17

18 Present: Carol Pratt, Finance Director; Joanne Russo, Treasurer/Collector.
19

20 Ms. Pratt reported that the account has approximately \$500,000 in it now and we need to investigate ways
21 to invest those funds to help them grow.
22

23 Selectman Foresto asked who would establish the criteria for the portfolio to establish the risk. Ms.
24 Russo responded that this would be an investment advisor who deals strictly with OPEB funding, funds
25 we don't want to touch for other purposes. Selectman Crowley suggested that the Board should be able to
26 have some input into where these funds will go, or have a group meet with the investment advisor to
27 determine it. Ms. Pratt responded that the group would consist of Ms. Russo, Mr. Boynton and herself as
28 outlined in the investment policy. Selectman Crowley stated that he believes there is a lot of talent in the
29 community, adding that there should be some professional oversight in addition to the advisor.
30

31 Mr. Boynton reported that there was a Trust Fund Commission in Walpole. If that is of interest, one
32 could be developed for this and other trust fund management. If the three of us will comprise the group,
33 we will be conservative. If the Board wants a more aggressive stance, we need additional expertise. With
34 a good investment return, we may, at some point in time, be able to deposit OPEB funds back into the
35 annual budget via appropriation back into the OPEB account in order to pay retirement health insurance
36 costs to meet current needs. This might involve legal research, advice from someone in the banking
37 community, or a finance person.
38

39 After discussion, it was decided that Ms. Pratt, Ms. Russo and Mr. Boynton will collectively work on
40 developing a Trust Fund Commission with the intent to present something at the Annual Town Meeting.
41

42 **Grant Expenditure Authorizations:**

43 **Exelon Foam Appliance Vehicle & Training Donation – \$650,000**

44 *The Board reviewed the Donation Expenditure Authorization Form.*
45

46 Mr. Boynton reported that the Town has received the check. He explained that the Board needs to vote to
47 accept the check and identify its purpose as specified in the agreement.
48

49 **Selectmen Trindade moved that the Board approve the receipt of the Exelon donation for the Foam**
50 **Appliance Vehicle & Training in the amount of \$650,000. Selectman D’Innocenzo seconded. No**
51 **discussion. VOTE: 5-0-0.**

1
2 MIIA Flex Grant - \$1700

3 *The Board reviewed the Notice of Grant Award and Application.*

4
5 Mr. Boynton reported that this is a grant award from the insurance company and also needs to be accepted
6 by a vote of the Board.

7
8 **Selectman Trindade moved that the Board approve the receipt and expenditure of the MIIA Flex**
9 **Grant in the amount of \$1,700. Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

10
11 Commcan, Inc. Donation - \$65,000

12 *The Board reviewed the following information: (1) Donation Expenditure Authorization Form; and*
13 *(2) Excerpt from COMMCAN HCA.*

14
15 Present: Jeffrey Lynch, Fire Chief.

16
17 Mr. Boynton reported that this is a four-year lease, and this is an annual amount. The equipment was
18 authorized at Town Meeting.

19
20 Responding to a question from the Board, Chief Lynch stated the department will purchase 30 apparatus.
21 Some have thermal imaging devices built into them which is cutting edge technology. Responding to a
22 question from Selectmen Crowley, Chief Lynch reported that the old ones were falling apart, some
23 electronics were not working, etc. Mr. Boynton reported there has been some discussion with another
24 community to use some of the parts for repair of their units.

25
26 Brief discussion followed on other uses of funds under the COMMCAN Inc. agreement.

27
28 **Selectman Trindade moved that the Board approve the receipt and expenditure of the COMMCAN,**
29 **INC. donation of the breathing apparatus devices in the amount of \$65,800. Selectman Foresto**
30 **seconded. No discussion. VOTE: 5-0-0.**

31
32 **Approval – Contract with Bulldog Fire Apparatus for new Fire Truck - \$638,841:**

33 *The Board reviewed the following information: (1) Bulldog Fire Apparatus, Inc. Contract; and (2) Draft*
34 *letter to KME Fire Apparatus Inc. regarding the purchase of new the Fire Truck.*

35
36 Present: Jeffrey Lynch, Fire Chief.

37
38 Chief Lynch provided a brief description of the existing fire truck, and the need for a new one.

39
40 **Selectman Trindade moved that the Board of Selectmen award a contract for the purchase of a new**
41 **KME Severe Service foam and structural firefighting vehicle as proposed and specified to Bulldog**
42 **Fire Apparatus, Inc. of Woodville, MA in the amount of \$638,841, and, further authorize the Chair**
43 **of the Board of Selectman and Town Administrator to sign the contract on behalf of the Town.**
44 **Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

45
46 Mr. Boynton reported that there will be some training necessary as well as some new equipment. The
47 truck will be a replacement of an existing truck and not an additional one for the fleet. There is no space
48 to house an additional vehicle. The only true value is in scrap value but it still has life in it. We would
49 like to offer the truck to another community/region that may have use for this truck but limited resources.

1 **Selectman Trindade moved that the Board authorize the Town Administrator and Fire Chief to**
2 **take all appropriate steps to dispose of the 1990 Pemfab/FMC fire engine, Engine #4, at a time in a**
3 **manner that they determine best serves the Town of Medway which may include offering the**
4 **vehicle to other Fire Departments who may have an interest in utilizing this vehicle as an active**
5 **appliance in their community. Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**
6

7 **Approval – Contract with MAPC for Hazard Mitigation Plan Update - \$21,000:**

8 *The Board reviewed the MAPC Contract.*
9

10 Mr. Boynton reported that funds were approved at Town Meeting to work on the Hazard Mitigation Plan.
11

12 **Selectman Trindade moved that the Board approve a contract with the MAPC in the amount of**
13 **\$21,000 for the Hazard Mitigation Plan update subject to Town Counsel and Town Accountant**
14 **approval. Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**
15

16 **Route 109 Project – Town Funding Responsibility and Change Order:**

17 *The Board reviewed a Change Order for fiber wiring from Comm-Tract Corp.*
18

19 Mr. Boynton reported that Town Meeting authorized the borrowing for certain things, but not others. In
20 this case, how do we fund items such as fiber optics on the signalization? He reported that Selectman
21 Crowley had indicated that the Board should approve the change order.
22

23 **Selectman Trindade moved that the Board authorize the Town Administrator to execute a change**
24 **order with Comm-Tract Corporation in the amount of \$29,700 for the Route 109 Fiber Optic**
25 **Municipal Area Network. Selectman D’Innocenzo seconded. No discussion. VOTE: 4-1-0 Crowley**
26 **opposed. Selectman Crowley stated that his opposing vote was more of a principle thing, noting that**
27 **he has always asked for the details of change orders be presented at the same time as the current level**
28 **of expenses. Mr. Boynton responded that a change order is typically connected to a contract, and**
29 **there is no contract in this scenario. It is a MassDOT project.**
30

31 Selectman Crowley continued, noting that there are a lot of projects in the works and there could be a lot of
32 change orders associated with those projects. He suggested giving the Town Administrator authority to
33 approve a change order up to \$20,000, and report it to the Board at its next meeting. In this case a change
34 order would require authorization to execute updates from the original Town Meeting authorization. This
35 will be placed on next meeting warrant.
36

37 **Opening of November 13, 2017 Fall Town Meeting Warrant:**

38 *The Board reviewed the 2017 Fall Town Meeting Calendar.*
39

40 **Selectman Trindade moved that the Board open the November 13, 2017 Fall Town Meeting**
41 **Warrant. Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**
42

43 Brief discussion followed on potential articles.
44

45 **Annual Appointments:**

46 *The Board reviewed the following information: (1) List of incumbents who have requested reappointment;*
47 *and (2) Attendance Records received as of 7/14/17 for Affordable Housing, Agricultural Committee,*
48 *Capital Improvement Planning Committee, Christmas Parade Committee, Memorial Committee,*
49 *Community Preservation Committee, Conservation Commission, Council on Aging, EPFRAC and Thayer*
50 *Governance Committee. It is noted that the Historical Commission representative to EPFRAC is not*
51 *interested in being reappointed; he also has not attended any EPFRAC meetings. The Medway Pride*

1 *Day Committee has only one appointed member so it technically cannot meet; there is no attendance*
2 *record to provide.*

3
4 It was noted that Selectman Crowley had expressed interest in seeing the attendance reports from the
5 various boards before voting on appointments. Chairman White stated that the Board will be voting only
6 on the ones listed here.

7
8 **Selectman Trindade moved that the Board appoint the incumbent board and committee members**
9 **as listed on the meeting agenda; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

10
11 **One-day liquor License Applications:**

12 *The Board reviewed the following applications and Police Chief Recommendations for the following events to*
13 *be held at the Thayer Homestead: (1) DeSorbo, 8/25/17; (2) Lambert, 8/26/2017; (3) Joannette, 9/1/2017; (4)*
14 *Tracy/Harrison, 9/2/17; (5) Lumala, 9/16/17; (6) Balajan/Doherty, 9/17/17; (7) Collier, 9/23/17; (8) Williams,*
15 *9/30/17; (9) Roney/Hakim, 10/15/17; and (10) Pillard, 12/10/17. It is noted that the submitted applications*
16 *are on file in the Selectmen's Office.*

17
18 At this time, Ms. Potter directed the Board's attention to the revised agenda which included the
19 Tracy/Harrison event.

20
21 **Selectman Foresto moved that the Board approve one-day liquor licenses for the requested events,**
22 **subject to the Police Chief's recommended conditions and evidence of appropriate insurance**
23 **coverage; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.**

24
25 **Action Items from Previous Meeting:**

26 *The Board reviewed the Action Items List.*

27
28 Chapter 90 Funds Expenditure Policy – Mr. Boynton reported that he expects it in October, noting that a
29 list of roads and sidewalk recommendations will also be presented to the Board in October.

30
31 Unaccounted for Water Loss Status Report - Work on researching status of unaccounted for water is
32 ongoing.

33
34 Urban Renewal Plan – The Town has received MEPA clearance and the plan is presently at the state level.

35
36 Recreational Facility Improvements – The applications are in; Planning Board hearings for the site plans
37 will begin this week.

38
39 **Approval of Minutes:**

40 *The Board reviewed draft minutes from public sessions held on February 6, 2017; March 6, 2017; and*
41 *March 20, 2017.*

42
43 **Selectman Trindade moved that the Board approve the minutes of February 6, 2017 as presented;**
44 **Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

45
46 **Selectman Trindade moved that the Board approve the minutes of March 6, 2017 as presented;**
47 **Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

48
49 **Selectman Trindade moved that the Board approve the minutes of March 20, 2017 as presented;**
50 **Selectman Foresto seconded. No discussion. VOTE: 4-0-1 D'Innocenzo abstained.**

1 **Town Administrator's Report:**

2 Mr. Boynton reported that the outages in the telephone system have been isolated to Windstream; a new
3 part is expected tomorrow.
4

5 Stormwater Update – DPS and Kleinfelder are moving forward with the Town's Integrated Water
6 Resources Management Plan. The portion on assessing future needs is 100% done, while the section on
7 alternative solutions is in progress. It is anticipated to have the costs determined February-March with a
8 plan presented to the Board in March or April. A public workshop is tentatively earmarked to take place
9 in May. Brief discussion followed.

10
11 Main Street & West Street Intersection Construction – A plan has been developed by the Town of
12 Bellingham to finish its work on the Milford end of West Street. It will involve some drainage work and
13 result in a T-intersection.
14

15 Exelon Update – Mr. Boynton provided a brief update on the Construction, Offsite improvements and
16 Revenue & Expenditure Projections. He is putting together a list of recommendations that will be
17 submitted to the Board in the near future, noting that the Board may want a presentation to Town Meeting
18 in November as to the status of the funds and potential uses.
19

20 **Selectmen's Reports:**

21 Selectman Crowley expressed concern about the traffic lights near the new Shaw's supermarket on Route
22 109, reporting that he met with the Town Administrator and Mr. D'Amico of DPS about the lights not
23 syncing up. It was noted that the equipment was struck by lightning. It is still in the process of being
24 repaired.
25

26 There were no other reports.
27

28 **Executive Session:**

29 **At 8:58 PM Selectman Trindade moved that the Board go into Executive Session under Exemption**
30 **3: To discuss strategy with respect to collective bargaining or litigation of an open meeting may**
31 **have a detrimental effect on the government's bargaining or litigating position and the Chair so**
32 **declares [Collective Bargaining] and Exemption 6: To consider the purchase, exchange, taking,**
33 **lease, or value of real property if such discussion may have a detrimental effect on the negotiating**
34 **position of the governmental body and the Chair so declares [123 Holliston St, 158 Main St];**
35 **Selectman Foresto seconded. Chairman White did so declare. No discussion. Roll Call Vote: 5-0-0**
36 **(Crowley, aye; D'Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye). Selectman Trindade**
37 **added to the motion "without the intent to return to public session"; Selectman Foresto seconded**
38 **the amended motion. No discussion on the motion. Roll Call Vote: 5-0-0 (Crowley, aye;**
39 **D'Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye)**
40
41

42 Respectfully submitted,
43 Jeanette Galliardt
44 Night Board Secretary

1 **Board of Selectmen's Meeting**
2 **September 11, 2017 -- 7:00 PM**
3 **Sanford Hall, Town Hall**
4 **155 Village Street**
5
6

7 **Present:** Maryjane White, Chair (7:03pm); Richard D'Innocenzo, Vice Chair; Dennis Crowley, Clerk;
8 Glenn Trindade (7:03pm) Member; John Foresto, Member
9

10 **Staff Present:** Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator;
11 Mary Becotte, Communications Director, and David D'Amico, Director, Department of Public Services
12

13 *****

14
15 At 7:00 PM Selectman D'Innocenzo called the meeting to order and led the Pledge of Allegiance.
16

17 Town Administrator Boynton held a moment of silence in remembrance for all those lost in the
18 September 11th terrorist attacks in New York, Washington DC and Shanksville, Pennsylvania and also for
19 all others who lost their lives since in the fight for the preservation of life, liberty and the American value
20 system. He stated, "The Town of Medway salutes all those fine men and women in our armed forces
21 who defend us on a daily basis and we especially salute on this day all of our public safety officials and
22 remember those who were lost; 343 New York City Firefighters, and the countless New York City Police
23 Officers and New York and New Jersey Transit Officers who lost their lives on September 11, 2001 and
24 may their souls forever rest in peace."
25

26 **Public Comments:**

27 Mr. Jordan Warnick, secretary for the Board of the SAFE Coalition spoke to the Board regarding
28 placement of #2069 Signs and Narcan Training. He reviewed the history of the SAFE Coalition and their
29 recent educational programs.
30

31 **#2069 Sign Placement**

32 Mr. Warnick requested approval from the Board for placement of approximately eight to ten signs in
33 prominent public areas around town explaining these represent the total number of individual lives lost
34 to opioid overdose in the state of Massachusetts. The signs purpose are to bring awareness to the
35 problem and stimulate conversation.
36

37 The Board suggested putting up the signs one week prior to the information being placed on the Town
38 of Medway website requesting they be removed no later than two to three days after the October 28th
39 final programming at Wrentham Commons.
40

41 Mary Becotte, Communications Director requested specific background information from Mr. Warnick
42 for communications and posting to the Town of Medway website.
43

44 Town Administrator Boynton, along with the Board stated the locations and number of signs planned
45 were acceptable and requested placement not obstruct/impede a driver's view of traffic.
46

47 **Selectman White moved that the Board approve the placement of eight to ten #2069 signs on town**
48 **property. Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

1 Narcan Training Program

2 Mr. Warnick requested approval to hold a Narcan training program at no cost to the town perhaps in
3 conjunction with the Town of Mills noting the successful completion of this training this past spring in
4 the Town of Franklin where each trainee left with 2 Narcan Injectors. He noted his contact with the
5 Medway Board of Health providing the support line phone number along with informational pamphlets.

6
7 All Selectmen were in agreement with the proposed training. ACTION ITEM Mr. Boynton: Coordination
8 of implementation of Narcan training with the Fire and Police Chiefs.

9
10 **Selectman White moved that the Board approve the Narcan Training program. Selectman**
11 **D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

12
13 Appointment Considerations

14 *The Board reviewed correspondence from Jeanne Johnson, Cemetery Committee Chair and e-mail*
15 *correspondence from candidate Rebecca Atwood confirming interest; e-mail correspondence from Mary*
16 *Lou Stables, Council on Aging Chair and correspondence from both candidates confirming interest; e-mail*
17 *correspondence from Carla Cataldo, Cultural Council Chair and candidate confirming interest; GATRA by-*
18 *laws; e-mail correspondence from Jeanne Johnson, Historical Commission Chair and e-mail*
19 *correspondence from candidate Craig Reynolds along with his letter of interest; e-mail correspondence*
20 *from Sarah Stone, Medway Pride Day Chair and e-mail correspondence from Shannon Hodge confirming*
21 *interest.*

22
23 Present: Cemetery Commission: Rebecca Atwood; Council on Aging: Ron Lane

24
25 Ms. Becky Atwood came forward at the request of Selectman White to review her interest in the
26 Cemetery Commission. Ms. Atwood shared her history in the town and interest in specifically
27 restoration efforts. The Selectmen requested she work with the Community Preservation Commission
28 to investigate potential restoration efforts.

29
30 Mr. Ron Lane came forward at the request of Selectman White who stated that Ms. Charlene Tingley
31 was traveling and unable to attend. Mr. Lane shared his interest in becoming a member of the Council
32 on Aging and his history in the town. His main focus would be public relation efforts.

33
34 Karyl Wong came forward at the request of Selectman White sharing her interest in the Cultural Council
35 and history in the town. She would like to focus her efforts on the projects provided grant money by the
36 Council.

37
38 Town Administrator Boynton explained that the GATRA appointment is a one year appointment and
39 Courtney Riley has been ill so is unable to attend this meeting.

40
41 Selectman White stated that Mr. Craig Reynolds has been attending meetings of the Historical
42 Commission. He is unable to attend tonight as he has returned to college and had a scheduling conflict.

43
44 **Selectman Trindade moved that the Board appoint Ms. Atwood to the Cemetery Commission for a**
45 **one-year term. Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

46
47 **Selectman Trindade moved that the Board appoint Mr. Lane and Ms. Tingley to the Council on Aging**
48 **for three-year terms. Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

1 **Selectman Trindade moved that the Board appoint Ms. Wong to the Cultural Council for a three-year**
2 **term. Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

3
4 **Selectman Trindade moved that the Board reappoint Ms. Riley as the Representative to the Greater**
5 **Attleboro Taunton Regional Transit Authority for a one-year term. Selectman D’Innocenzo seconded.**
6 **No discussion. VOTE: 5-0-0.**

7
8 **Selectman Trindade moved that the Board appoint Mr. Reynolds to the Historical Commission for a**
9 **three-year term. Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

10
11 **Selectman Trindade moved that the Board appoint Ms. Hodge to the Medway Pride Day Committee**
12 **for a one-year term. Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

13
14 **Selectman Trindade moved that the Board reappoint Ms. Mercandetti as the Representative to the**
15 **Metropolitan Area Planning Council for a one-year term. Selectman D’Innocenzo seconded. No**
16 **discussion. VOTE: 5-0-0.**

17
18 **Approval – Contract with Barbato Construction Company Inc., for High School Storage Shed -\$71,000**
19 *The Board reviewed the contract.*

20
21 Present: David D’Amico, Director, Department of Public Services

22
23 Town Administrator Boynton explained the funding for this item is repurposed unutilized funding that
24 was part of the field project from the November 2015 Fall Town Meeting Articles 5 & 6. The purpose is
25 replacement of the temporary storage trailers currently in use at the High School with a permanent
26 structure.

27
28 Mr. D’Amico explained this funding includes the foundation and the building and is intended for High
29 School sports equipment storage only. The scope of work is to provide the same functionality with no
30 functional capabilities. The Board reviewed the location and specific structural plans. There was
31 discussion regarding the efficacy of installation of a security system. ACTION ITEM Mr. D’Amico:
32 Investigate the cost to tap into existing electrical conduits for potential security camera installation.

33
34 **Selectman Forest moved that the Board authorize the Chair to execute a contract with Barbato**
35 **Construction Company Inc. in the amount of \$71,000 for the construction of a storage shed at**
36 **Medway High School. Seconded by Selectman Trindade. No Discussion. VOTE: 5-0-0.**

37
38 **Authorization for Route 109 Project Expenditures – Town Administrator**
39 *The Board reviewed the list of non-participating monetary items.*

40
41 Town Administrator Boynton provided an update of accounting to date of the \$500,000 approved at the
42 Annual Town Meeting on May 15th of those non-participating project expenditures for the Route 109
43 project.

44
45 There was further discussion related to the type of signage including the ability to access the site for
46 installation and the need to include the Design Review Committee in these plans.

1 **Selectman Foresto moved that the Board authorize the Town Administrator to approve expenditures**
2 **not to exceed \$15,000 individually, and that each expenditure made be reported to the Board with a**
3 **budgetary update of the \$500,000 appropriation approved by Town Meeting, and, further, that any**
4 **expenditure exceeding \$15,000 shall first be presented to the Board of Selectmen for approval.**

5 **Seconded by Selectmen Trindade: Vote: 5-0-0.**

6
7 The Selectmen requested a status update from Mr. D'Amico on the water filtration plan. The plan is
8 anticipated to be available at the end of October. Town Administrator Boynton stated the street report
9 will be available sooner than the end of October.

10
11 There was discussion regarding the format of the street reporting. The town will be divided into five
12 sectors listed by priority based on severity of need with anticipated costs by fiscal year.

13
14 **Vote to close the November 13, 2017 Town Meeting Warrant on September 18, 2017**

15
16 Town Administrator Boynton reviewed the content of the draft warrant; approximately fourteen
17 articles; five to six for zoning; others related to the property acquisitions the Board is debating in
18 Executive Sessions; two for the parks program; one to be funded from the Community Preservation
19 Commission and the other through the general fund; the unpaid bills article, and the matching funds for
20 the Fire Safer grant. The Board requested a copy be provided prior to their next meeting. Town
21 Administrator Boynton explained that the Department managers were given one more week to finalize
22 their articles, hence the need to keep the warrant open until September 18, 2017.

23
24 **Selectman Foresto moved that the Board close the November 13, 2017 Fall Town Meeting Warrant on**
25 **September 18, 2017. Seconded by Selectman Trindade. No discussion. VOTE: 5-0-0.**

26
27 **One-Day Liquor License Requests:**

28 *The Board reviewed the Police Chief Recommendations for the following events to be held at the Thayer*
29 *Homestead: Sweta Girgenrath – September 20, 2017; Caitlin Piona – September 22, 2017; Heather*
30 *Baressi & Joanne Garry – September 24, 2017; Heidi Baker & Bill Iuliano – October 14, 2017; Kristin*
31 *DiMatteo- November 11, 2017; Victoria Dykens – November 26, 2017; and Jessica Vallely – December 23,*
32 *2017.*

33
34 **Selectman Trindade moved that the Board approve one-day liquor licenses for Caitlin Piona, Heather**
35 **Baressi and Joanne Garry, Heidi Baker and Bill Iuliano, Kristin DiMatteo, Victoria Dykens and Jessica**
36 **Vallely for events to be held at the Thayer Homestead on September 22, September 24, October 14,**
37 **November 11, November 26 and December 23, 2017 respectively subject to Police Chief's**
38 **recommendations and proof of appropriate insurance coverage; Seconded by Selectman Foresto.**

39 Discussion: There was discussion about the information provided to the Selectman previously that was
40 not available for this meeting. Selectman Crowley requested the actual applications continue to be
41 provided moving forward. **(Selectman Crowley voted nay as the actual license applications were not**
42 **provided.)**

43 **VOTE: 4-1-0.**

44
45 Selectman Foresto requested information about any issues held at the Thayer House property from
46 Chief Tingley. ACTION ITEM Ms. Potter: Request feedback from Chief Tingley regarding any incidents at
47 Thayer House events.

1 **Action Items from Previous Meeting:**

2 *The Board reviewed the Action Items List.*

3
4 Selectman Crowley requested a status of the outstanding action items and an increase in frequency of
5 these updates. Town Administrator Boynton provided updates as follows:

6
7 **#4 DPS Facility Building Project:** The one order of taking should be ready for presentation at the next
8 Selectmen's meeting. The completed survey plan has been under review by the Cemetery Board for the
9 past week.

10
11 **#3 Cable license Renewal:** The Verizon renewal is completed and the contract with Comcast is being
12 finalized.

13
14 **#2 Route 109 Project:** This was discussed at this meeting. As an ongoing project, it will remain on the
15 action item list until project completion.

16
17 **#6 Benches:** If they are not currently done, they should be done in the next 2 weeks. The Selectmen
18 requested the history/story be communicated out to the residents.

19
20 **#7 Urban Renewal Plan:** The plan has been submitted and approved by the state. The Selectmen
21 requested the Redevelopment Authority present the status and next steps to the Board within the next
22 month. **ACTION ITEM Town Administrator's Office:** Arrange for this presentation at an upcoming
23 Selectmen's Meeting.

24
25 **#8 Chapter 90:** Mr. D'Amico provided an update at this meeting.

26
27 **#9 OPEB Trust Management:** The draft was provided to the Board who determined this action will need
28 to be addressed via the town charter with the additional need to set up a trust fund committee.
29 Selectman Foresto stated he would be in contact with the committee. The Selectmen will give
30 recommendations on charter changes.

31
32 **#10 Water Loss:** Due to a leak located and repaired at the High School; further reporting is awaiting the
33 impact of this repair on the water loss.

34
35 **#11 Centralized Water Treatment Options:** Mr. D'Amico provided an update at this meeting, the report
36 will be provided by the end of October.

37
38 **#12 Tax title Taskforce:** Town Administrator Boynton stated this has been established.

39
40 **Approval of Minutes:**

41 *The Board reviewed draft minutes from August 15, 2016, December 19, 2016 and January 3, 2017.*

42
43 **Selectman Trindade moved that the Board approve the minutes of August 15, 2016 as presented.**
44 **Seconded by Selectman Foresto. No discussion. VOTE: 5-0-0.**

45
46 **Selectman Trindade moved that the Board approve the minutes of December 19, 2016 as presented.**
47 **Seconded by Selectman Foresto. No discussion. VOTE: 5-0-0.**

1 **Selectman Trindade moved that the Board approve the minutes of January 3, 2017, as presented.**
2 **Seconded by Selectman Foresto. No discussion. VOTE: 5-0-0.**

3
4 **Town Administrator's Report:**

5 **Police Department Promotions:** Town Administrator Boynton acknowledged and congratulated the recent
6 promotions of Lieutenant David McSweeney and Sergeant John Meincke. Lieutenant McSweeney will
7 serve as the lieutenant in charge of administration and the Police & Fire Communication Center. Sergeant
8 Meincke will serve as a shift supervisor on the 11-7 and 3-11 shifts. Mr. Boynton acknowledged Office Rick
9 Simard's retirement and will be working with Chief Tingley on his replacement.

10
11 **The Route 109 Paving Project:** Today's significant delay and Route 109 traffic backup was caused by the
12 state's rejection of the first load of asphalt but since the road had been final graded and compacted this
13 work needed to be completed today. There was discussion and concern for the timeline of removal of the
14 Verizon street poles at Route 109 and Holliston Street. ACTION ITEM Mr. Boynton: Contact DPS to
15 determine timeline for removal by Verizon.

16
17 **EPFRAC Process:** The first public hearing with the Planning Board was held with the resultant plan to go to
18 bid at end of the month with the intent to include the bid in the Fall Town Meeting. There was discussion
19 regarding the inclusion and cost of project oversight in to the current project plan and the potential need
20 to request additional funds at the Fall Town Meeting. The Board requested this information to determine
21 if project oversight is adequately funded. ACTION ITEM Ms. Potter: Provide the project funding oversight
22 number.

23
24 **Emergency Preparedness:** Town Administrator Boynton discussed the enormity of this issue twenty-four
25 hours per day/seven days per week/fifty-two weeks per year especially in light of what is currently
26 occurring throughout the country noting we are actively watching Hurricane Jose. A meeting with
27 Eversource on September twenty-eighth is scheduled to review their plans.

28
29 Town Administrator Boynton commended Chief Tingley, Sergeant's Reardon and Brennan and the rest of
30 the Medway Police personnel related to the incident on Goldenrod Drive stating they handled the incident
31 very professionally and tactfully and acknowledged there was some inconvenience to all however the
32 main goal was ensuring public safety. The Board agreed there is a certain protocol on sharing of
33 information and handling this type of situation and commended the Police Department's actions.

34
35 Town Administrator Boynton announced the retirement of Fred Sibley in October after forty years of
36 service to the Town.

37
38 Town Administrator Boynton reviewed with the Board the dates he would be out of the office through
39 early November noting that Ms. Potter will be acting Town Administrator during that time.

40
41 **Selectmen's Reports:**

42 Selectman Crowley and the Board discussed the lack of the presence of other Board and Committee
43 Liaisons at Selectmen's meetings. The Selectmen agreed Liaisons should be invited to update the
44 Selectmen at meetings outside of budgetary specific meetings. ACTION ITEM Town Administrator's Office:
45 Implement request for Board and Committee updates. The inability to hear audience questions and
46 others at various meetings via Medway Cable was also discussed. ACTION ITEM Town Administrator's
47 Office: Follow up with Medway Cable on this issue. Selectman Crowley requested that the Town
48 Administrator look back to see if there are any dollars left over from any Town Meeting articles that can

1 be re-appropriated for future spending needs. ACTION ITEM Town Administrator's Office: Determine if
2 there is any funding available from past Town Meeting Articles.

3
4 Selectman Trindade reported the MABA basketball 2017-2018 season opened with travel-team try-outs
5 occurring over the next week to week and one half. He requested Board participation in the retirement
6 planning efforts for Fred Sibley. He requested the scheduling of an All Boards meeting in show of
7 appreciation for all their efforts. ACTION ITEM Town Administrator's Office: Schedule All Boards meeting.

8
9 Selectmen Foresto and Trindade requested a joint meeting with the School and Finance Committees. This
10 is in process as part of the FY19 budget planning process. ACTION ITEM Town Administrator's Office:
11 Schedule joint meeting with Finance Committee and School Committee.

12
13 Town Administrator Boynton stated the need for an Executive Session at the next meeting to review the
14 Purchase and Sale of 158 Main Street. The meeting was scheduled to be part of the Tuesday, September
15 19, 2017 Workshop.

16
17 **At 8:10 PM Selectman Trindade moved to adjourn; Selectman Foresto seconded. No discussion.**
18 **VOTE: 5-0-0.**

19
20
21 Respectfully submitted,
22 Liz Langley
23 Administrative Assistant
24 Town Administrator's Office

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**Board of Selectmen's Meeting
September 19, 2017 -- 7:00 PM
Sanford Hall, Town Hall
155 Village Street**

Present: Maryjane White, Chair; Richard D'Innocenzo (7:02), Vice Chair; Dennis Crowley, Clerk; Glenn Trindade; Member; John Foresto, Member

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Carol Pratt, Finance Director

Others Present: Don Alcardi, Director of Finance, Schools; Dianne Borgatti, Chair, School Committee; Armand Pires, Superintendent of Schools; Frank Rossi, Chair, Finance Committee

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

Public Comments:

None

Discussion – Exelon Revenue

The Board reviewed the revenue projections spreadsheet and the Exelon Revenue & Prioritizing PowerPoint presented at the meeting.

Town Administrator Boynton explained the need to plan and prioritize the anticipated Exelon revenue and the impact for the Town of Medway. He reviewed the history of the approved Exelon expansion. He explained this includes increased tax revenue and Community Preservation Act (CPA) funding noting with modification to the pilot agreement, the first payment will be due in February of 2019 versus February of 2018. This results in \$3.8 million and change more revenue on the tax side for the next Fiscal Year (FY) for budgeting. Mr. Boynton then reviewed the twenty year impact on revenue projections noting the \$73 million of total anticipated revenue over the twenty years.

Mr. Boynton reviewed the tax levy impact noting this is the only piece containing new guaranteed revenue year to year. Local receipts are expected to and historically go up year to year but is not guaranteed revenue. The FY18 through FY20 property tax base growth was reviewed, explaining debt inclusions authorized by the tax payers for specific projects, including debt and interest, may provide opportunity for tax relief to the community. Mr. Boynton pointed out that since this Board has been active and progressive in not increasing taxes, they have been able to lower the overall tax rate with our consistent approach to tax growth in the community. He noted the budget impact of the \$3.8 million of Exelon funds noting some confusion this \$3.8 million is yearly new revenue however it is built into the base. In FY20, new growth goes back to the nominal \$250,000. The only significant impact year over year is in 2 ½% levy growth. He noted it is crucial to keep this in mind as we only have one opportunity to make the \$3.8 million investment into community.

Town Administrator Boynton then discussed the possible uses of General Fund budget funds, stating that to use these fund for across the board tax relief would only be advisable if the town does not have

1 any issues to be addressed, i.e. we had perfect roads, schools, public safety and we had no growing
2 needs. However, the current infrastructure status and needs analysis precludes that action. He then
3 reviewed details of the recommendations.

4
5 Town Administrator Boynton shared one more suggestion not yet addressed; use of these one-time
6 funds for financial relief which the Board requested be investigated; specifically using these funds for tax
7 relief. Mr. Boynton discussed next steps of prioritization via deliberation by the Board of Selectmen,
8 Finance and School Committee with the intent is to be as judicious and prudent as possible, making
9 investments in the town's infrastructure; trying to provide some kind of tax relief; making investments in
10 public safety and education and allowing us to still operate day to day and deal with those unexpected
11 items that come up from year to year. Mr. Boynton then requested questions from the Board.

12
13 There was discussion by all of the \$1.75 million in fees not in the existing base that will fall to free cash
14 in November which will not be available and certified until Fall Town Meeting next year. The impact of
15 paying off debt was then discussed. ACTION ITEM for Ms. Pratt: The Selectmen requested a report of
16 current debt being paying off to ensure appropriate items are included. The impact of not investing in
17 these items with the impact on taxes, trash fees etc. was reviewed by the Board. The Board then
18 discussed residents' inquiries on the direct impact of influx of these funds and the need for the Board to
19 have a prepared presentation for preliminary planned allocation of these funds for Fall Town Meeting.

20
21 Review and discussion of the potential specific funding options proceeded.

22
23 Roads-Sidewalks/\$1million: The Board discussed existing funding voicing concern in management of a
24 \$2 million program and the patience of residents dealing with more major road projects post the Route
25 109 project. The Board asked if a detailed plan was in place. The plan will be presented in next 30 days
26 to Board. After further discussion, the Board was in of this need. The issue of taxes increasing more
27 caused by the increase in property values in the town was reviewed and requested to be discussed as
28 well. Other items such as the Water Treatment Plant, not listed, should also be reviewed. Other non-
29 Exelon revenue sources were discussed, specifically, the Salmon Health Facility and Millstone projects.
30 This potential review was not built into the budget projections being reviewed.

31
32 OPEB Increase/\$200,000: Town Administrator Boynton explained what constituted OPEB funds, the
33 initial funding, and contributions to this funds' impact on our bond rating, noting the Town's AAA bond
34 rating resulting from the set up this fund. The Selectmen asked for an impact on the risk and bond rating
35 of not appropriately funding this account. Town Accountant Pratt stated it would negatively impact our
36 bond rating. All Selectmen supported funding this item as presented.

37
38 Funding of stabilization was then reviewed with the Selectmen requesting the impact on the town's
39 bond rating should we not maintain the 5-7% in this account. The Selectmen requested the specific year
40 to year funding requirement to maintain our AAA rating at the goal of 5-7%. ACTION ITEM: Town
41 Accountant Pratt Report back to the Board the funding requirements.

42
43 School Department Budget Increase/\$500,000: Town Administrator Boynton reminded all that each of
44 these items is a one-time FY19 funding bump only to the base; normal growth follows each subsequent
45 FY. The Board requested information on the effect of this one-time bump for future year to year
46 revenue commitments including the specific intentions for utilization of these funds; operating expense
47 only or operating expense plus capital expense to know how to build their models. The Selectman
48 would like to ensure whatever is funded be sustainable going out 5-7 years and would need to work

1 with the School Department to develop a sustainable plan. The Selectmen requested a spreadsheet
2 from Town Accountant Pratt that would allow the ability to analyze the effects and impacts in costs for
3 each additional position and to be provided information demonstrating the sustainability. ACTION ITEM
4 Ms. Pratt: Provide a tool for use and funding requirements over 5-7 years back to the Board. All
5 Selectmen agreed there will need to be further discussion with the school.

6
7 Snow & Ice Expenses Increase/\$200,000: The Selectmen agreed to decrease this item to \$100,000 after
8 reviewing the actual spending over the past five years, noting remaining funds fall to free cash
9 therefore, deficits could be paid from free cash. The historical free cash amounts also resulted in our
10 AAA bond rating. All Selectmen were in agreement to move this number to \$100,000 versus the
11 proposed \$200,000 but wanted to review the rest of the items before a final decision is made on actual
12 funded amounts.

13
14 Combined Facilities Management/\$100,000: This would be seed money as it would not fully fund this
15 project and the plan is not yet fully developed representing hiring one Director of Facilities for the Town
16 and School with joint responsibility to the Town Administrator/Superintendent of Schools. This position
17 would manage the overall infrastructure of both school and town facilities. It was noted, this amount is
18 insufficient to cover both salary and benefits with the intention of not adding additional personnel
19 resulting in some potential savings for the school. The Selectman's requirements to move forward
20 include one job description with an agreement between the Board of Selectmen and School Committee.
21 This would require a Town Charter discussion as a Charter change would be necessary as it specifically
22 states the School is in charge of their own facilities. The Charter will be voted on in May coinciding with
23 the overall budget process. If the Charter changes do not pass, an alternative means of implementing
24 this role would need to be determined.

25
26 Storm Water Management/\$200,000: This is not added personnel but allowing the town to meet state
27 mandated obligations. All the Selectmen stated their support of moving this number down to \$100,000.
28 Mr. Boynton suggested moving the \$100,000 to the Debt Budget – DPS Facility project.

29
30 Debt Budget – DPS Facility/\$900,000: These are slightly outdated figures that should be at \$1.1 million.
31 This would be a very basic 40,000 square foot building of package type construction intended for
32 storage and functional work space only. There was discussion regarding putting additional capacity into
33 debt year after year since whether spent or not, funds will fall into free cash building the ability for
34 funding unexpected projects. Selectman Trindade requested Mr. Boynton to reach out to Norwood to
35 allow the Selectmen to tour their new storage facility to how see the operations over next month or so.
36 ACTION ITEM Mr. Boynton: Schedule tour for Selectmen of Norwood's DPS storage facility. Walpole is
37 building the same type of construction as Medway; a 10 - 12,000 square foot vehicle maintenance
38 building addition at their DPW facility at the cost of roughly \$1.9 million.

39
40 Police – Detective & Traffic; 2 FTE with benefits/\$132,000: Town Administrator Boynton noted both
41 Chiefs Tingley and Lynch doing a yeomen's work with their current staff levels. This would allow for
42 higher traffic enforcement with a dedicated position and more aggressive investigation of town crimes
43 providing for enhancement & bolstering of current resources with quicker case turn over. Selectman
44 White stated there have been many requests from residents for radar and police presence on their
45 streets with many complaints about speeding and traffic. The Selectmen requested staffing
46 requirements data from Chief Tingley inclusive of the Federal standards based upon population and
47 road surface and where Medway falls. ACTION ITEM Chief Tingley: Provide to the Board staffing
48 statistics and state standards-recommendations based on population and road surface.

1
2 Firefighter-Paramedics; 4 FTE with benefits/\$302,000: This builds budget capacity proactively so in
3 three years when the federal grant funding ceases, adequate funding exists for staffing. Selectman
4 Trindade requested long term budget projections post the three year grant. The Board reviewed
5 outsourcing costs versus in-house provision of mandated twenty-four hour ALS service noting the
6 additional revenue source if this is kept in-house. The town would be unable to meet the state mandate
7 without the addition of these four positions. ALL new hires must maintain a paramedic ALS license to be
8 employed by the Town and current staff will all be trained over time. Four call firefighters are currently
9 enrolled in paramedic training; a benefit as we look towards the next four hires.

10
11 Solid Waste Budget – FT Salary Shift to General Fund/\$295,000: This shifts \$295,000 full-time allocated
12 salaries, not individuals, the ratio of eleven percent of the current full-time staff salaries to the general
13 fund. The Board inquired if the town auditor would have issue with this; the response was negative.
14 The trash fees have not changed for over twenty years and would need to be increased if this is not
15 implemented. Usage of available services and paying for services residents do not elect to utilize was
16 discussed. This item also provides flexibility relative to the DPS facility project cost. Part of the DPS
17 construction project is to avoid trash fee increases.

18
19 The increase in the debt number up to \$1.1 million would reflect \$100,000 coming from the Storm
20 Water line item and the other \$100,000 from Snow and Ice line item. The Selectmen noted the
21 intention of this meeting was not voting anything at this time but discussing options. Further discussion
22 on stabilization funding since not all of these items will hit year one was reviewed. The
23 recommendation was made for funding falling into free cash, especially from the debt budget, going
24 into the stabilization fund and not further expenditures. The Selectmen requested the number the
25 bonding agency would look very favorably on for this stabilization account. ACTION ITEM Carol Pratt:
26 Report this number back to the Board.

27
28 Further discussion regarding the roads and sidewalks related costs followed noting this is our
29 opportunity to impact this now. The need for providing a direct impact on the residents obtaining
30 specific resident feedback was reiterated. All Selectmen agreed, this is a one-time opportunity with the
31 need to make the best investments possible with these funds. Since it is September, these items need
32 to be discussed between now and May for the next town meeting with the Board needing resident
33 feedback. Further discussion of the impact on property taxes noted that these numbers cannot be
34 determined until budget finalization.

35
36 Selectman White requested audience feedback. The Board recognized, Mr. Frank Rossi, Finance
37 Committee Chair who restated Selectman Crowley's point; he would like taxes to stay level and not go
38 up. He believes this plan is a good way to achieve that. Mr. Rossi requested minimization of any tax
39 increase not related to an increase in property values. The Selectmen reiterated if an opportunity to cut
40 back presents itself, all effort should be made but only if a reasonable decision would not result in loss
41 of any town services. Mr. Rossi stated that if small increases can be anticipated over the next few years,
42 he believes that would go a long way with the residents.

43
44 Town Administrator Boynton commended Town Accountant, Carol Pratt for her efforts in putting all of
45 this information together noting very few departments are represented by this list. The ability to
46 address the number of continuing needs for various departments will be attempted as part of the
47 annual budget cycle. The recommendations reviewed tonight are based upon the overall expectations
48 on the future needs of the town.

1 Further review of when these funds would be certified and built into the budget cycle for FY2019 and
2 next steps to presenting these recommendations were discussed. The Selectmen requested projections
3 three to four years out of potential Salmon revenue estimates. ACTION ITEM Ms. Pratt: Add Salmon
4 revenue projections into the spreadsheet of information to the Board.

5
6 Town Administrator Boynton suggested the next steps as follows: the Board digest the information
7 presented tonight and obtain feedback from other Boards and schedule a separate meeting in October
8 with the Finance and School Committees.

9
10 **Approval – Contract with Salmon Home Care, LLC, for Communicable Disease Investigations -\$14,500**

11 *The Board reviewed the following information: Memo from Board of Health Director and Contract.*

12
13 Selectman Trindade inquired about past practices. The town fills this need in absence of a Public Health
14 Nurse. The Board noted there will be two flu clinics held in the Town of Medway open to all residents as
15 follows: Thursday, October 5th; 3-5pm at Medway High School and Friday, October 6th; 10-11:30am at
16 the Medway Senior Center.

17
18 **Selectman Trindade moved that the Board authorize the Chair to execute a contract with Salmon
19 Home Care, LLC in the amount of \$14,500 for Communicable Disease Investigations. Seconded by
20 Selectman Foresto. No Discussion. VOTE: 5-0-0.**

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

23 *The Board reviewed the License Application and Police Chief Recommendations for the following event to
24 be held at the Thayer Homestead: Sarah McGilvray – October 1, 2017*

25
26 **Selectman Trindade moved that the Board approve one-day liquor license for Sarah McGilvray for the
27 event to be held at the Thayer Homestead on October 1, 2017 subject to Police Chief's
28 recommendations and proof of appropriate insurance coverage; Selectman Foresto seconded. No
29 discussion. VOTE: 5-0-0.**

30
31 Selectman Foresto stated the need for the Board to look into restricting the size of events at the Thayer
32 Homestead due to lack of parking. Large events result in safety issues related to access and are taxing
33 on town resources.

34
35 **Live Entertainment License Request:**

36 *The Board reviewed the Live Entertainment License Application for the Medway Community Farm for the
37 event to be held at the Medway Community Farm: October 1, 2017*

38
39 **Selectman Trindade moved that the Board approve the live entertainment license for the Medway
40 Community Farm for the event to be held at the Medway Community Farm on October 1, 2017
41 subject to the Board of Health, Building Department, Fire Chief and Police Chief's recommendations
42 and proof of appropriate insurance coverage. Selectman Foresto seconded. No discussion. VOTE: 5-
43 0-0.**

44
45 **At 8:46 PM Selectman Trindade moved that the Selectmen move into Executive Session for
46 Exemption 6: To consider the purchase, exchange, taking, lease, or value of real property if such
47 discussion may have a detrimental effect on the negotiating position of the governmental body and
48 the Chair so declares [158 Main St]. Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**

- 1 Respectfully submitted,
- 2 Liz Langley
- 3 Administrative Assistant
- 4 Town Administrator's Office

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

7 **Present:** Maryjane White, Chair; Richard D'Innocenzo (7:02), Vice Chair; Glenn Trindade; Member
8

9 **Absent:** Dennis Crowley, Clerk; John Foresto, Member
10

11 **Staff Present:** Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator;
12 Barry Smith, Deputy Director, DPS
13

14 *****

15
16 At 7:00 PM Selectman White called the meeting to order and led the Pledge of Allegiance. A moment of
17 silence was held for the horror that occurred in Las Vegas.
18

19 **Public Comments:**

20 None
21

22 **Appointment Consideration – Capital Improvement Planning Committee – Sarah Raposa; Medway**
23 **Pride Day – Susan Alessandri**

24 *The Board reviewed the E-mail from Sarah Raposa including letter of interest and resume and the E-mail*
25 *from chair, Kelly O'Rourke recommending appointment and; E-mail from Susan Alessandri and chair,*
26 *Sarah Stone recommending appointment.*
27

28 Ms. Raposa is the Town Planner for Medfield and therefore very familiar with the municipal
29 environment and the Capital Improvement Committee.
30

31 Ms. Alessandri has been active on the Medway Pride Day Committee for the past few years inclusive of
32 chairing the committee. The Selectmen requested a change to the term of this committee from one to
33 three years and adding this item to the agenda of a future meeting.
34

35 **Selectman Trindade moved that the Board appoint Ms. Sarah Raposa to the Capital Improvement**
36 **Planning Committee for a four-year term. Selectman D'Innocenzo seconded. No discussion. VOTE: 3-**
37 **0-0.**
38

39 **Selectman Trindade moved that the Board appoint Ms. Alessandri to the Medway Pride Day**
40 **Committee for a one-year term. Selectman D'Innocenzo seconded. No discussion. VOTE: 3-0-0.**
41

42 **Approval – Fiscal Year 2018 Indirect Cost Allocation Agreements for Enterprise Funds**

43 *The Board reviewed the Enterprise Funds Agreement.*
44

45 This agenda item was moved to the October 16, 2017 Selectmen's Meeting until full the Board is
46 present.
47

48 **Approval – Fall Town Meeting Warrant, November 13, 2017**

1 *The Board reviewed the Fall Town Meeting Warrant, November 13, 2017.*

2
3 Town Administrator Boynton reviewed the changes made to the warrant noting the need to approve the
4 warrant at this meeting to meet the fourteen day posting requirement stating technical changes may
5 still be made.

6
7 **Selectman Trindade moved that the Board approve the Fall Town Meeting Warrant, November 13,**
8 **2017. Selectman D’Innocenzo seconded. No discussion. VOTE: 3-0-0.**

9
10 **Approval – Contract with Hatch Asphalt Management for Saddle Hill Road Sidewalk - \$68,000**

11 *The Board reviewed the following: (1) Memo from Dave D’Amico dated October 2, 2017; (2) Bid*
12 *document (3) Contract*

13
14 This agenda item was put on hold due to a bid protest. The need to resolve this protest may result in
15 the sidewalk project being postponed until the spring. The Selectmen requested an explanation be
16 placed on the Town’s Facebook page should the project be delayed until the spring.

17
18 **Approval – Contract with Hatch Asphalt Management for Sanford Street Sidewalk - \$21,000**

19 *The Board reviewed the following: (1) Memo from Dave D’Amico dated October 2, 2017; (2) Bid*
20 *document (3) Contract*

21
22 There was no discussion of this agenda item.

23
24 **Selectman Trindade moved that the Board authorize the Chair to execute the contract with Hatch**
25 **Asphalt Management in the amount of \$21,000 for the Sanford Street Sidewalk construction project**
26 **subject to receipt of the Bond and proof of appropriate insurance coverage. Selectman D’Innocenzo**
27 **seconded. No discussion. VOTE: 3-0-0.**

28
29 **One-Day Liquor License Requests:**

30 *The Board reviewed Police Chief Recommendations for the following events to be held at the Thayer*
31 *Homestead: Laina Kaplan (Class of 1987 Reunion) October 28, 2017 and Jeff Hammond – November 1,*
32 *2017.*

33
34 There was no discussion of this agenda item.

35
36 **Selectman Trindade moved that the Board approve the one-day liquor licenses for Laina Kaplan and**
37 **Jeff Hammond for the events to be held at the Thayer Homestead on October 28 and November 1,**
38 **2017 respectively, subject to Police Chief’s recommendations and proof of appropriate insurance**
39 **coverage. Selectman D’Innocenzo seconded. No discussion. VOTE: 3-0-0.**

40
41 **Action Items from Previous Meeting:**

42 *The Board reviewed the Action Items List.*

43
44 There was no discussion of this agenda item.

45
46 **Town Administrator’s Report:**

1 Council on Aging Kitchen Renovation-Senior Center: A meeting is scheduled for tomorrow regarding
2 next steps. Selectman Trindade voiced concern regarding building accessibility the prior evening. A
3 review of the security system's auto-locking mechanism is scheduled for tomorrow. There was a
4 question if video surveillance is part of the current security system. The response was negative.

5
6 Building Permits: The numbers to date are off as follows: dollars collected are down approximately
7 \$50,000 but total permits are similar to past years noting that Exelon is not included in these data.

8
9 Free Cash: Numbers looks very good for this year and are under review by the Department of Revenue.

10
11 Affordable Housing Safe Harbor Status: The state has designated the Town with Safe Harbor Status.
12 The addition of Millstone and Salmon brings us over 7%.

13
14 Route 109 Paving: Overnight paving is scheduled for this Wednesday night and is expected to be the last
15 overnight paving of the calendar year but not the last of project. In early spring of 2019, the final paving
16 will be overnight. The issue with Columbia gas was discussed with the potential impact on the project
17 timeline. The Selectmen requested Mr. Boynton address the issue of sub-contractors and public utilities
18 impact on these state run projects to the potential detriment to the town be addressed at his next
19 meeting with Senator Spilka.

20
21 Health Insurance Process: We continue to monitor the 7.9% increase this year and will be meeting with
22 our brokerage team to ensure we go out to bid at the appropriate time to obtain the most favorable
23 rates.

24
25 DPS Facility Project: This project is moving forward related to the two properties; 13R Chestnut Street
26 and Zero Crooks Street. After approval of our plan design, we can go forward with a Form A hearing
27 with the Planning Board and the development of the P&S can proceed. The Committee will then be
28 reconvened to select a designer. ACTION ITEM-Reach out to Town of Norwood for site visit.

29
30 **Selectmen's Reports:**

31
32 Selectmen D'Innocenzo: The Open Space Committee is meeting tomorrow at 7pm at Thayer House.
33 The fall sports teams are doing well and requested resident support of our local sports teams.

34
35
36 **At 7:28 PM Selectman Trindade moved to adjourn; Selectman D'Innocenzo seconded. No discussion.**
37 **VOTE: 3-0-0.**

38
39
40 Respectfully submitted,
41 Liz Langley
42 Administrative Assistant
43 Town Administrator's Office

1 **Board of Selectmen's Meeting**
2 **October 16, 2017 -- 7:00 PM**
3 **Sanford Hall, Town Hall**
4 **155 Village Street**
5

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

9 **Staff Present:** Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator;
10 Carol Pratt, Finance Director; Dave D'Amico, Director, Department of Public Services (DPS); Susy Affleck-
11 Childs, Planning and Economic Development Coordinator; Richard Boucher, Director, Information
12 Technology; Jack Mee, Building Commissioner; Jeff Lynch, Fire Chief; Mary Becotte, Communications
13 Director; Stephanie Mercandetti, Director of Community and Economic Development; Allen Tingley,
14 Police Chief.
15

16 **Others Present:** Frank Rossi, Finance Committee Chair; Armand Pires, Superintendent;
17

18 **Design Review Committee (DRC):** Matt Buckley, Chair; Dan Connolly; Tom Gay, Planning Board
19 Representative; Seth Kendall; Alex Kevork; Rachel Walsh, Vice Chair
20

21 *****

22
23 At 7:00 PM Selectman White called the meeting to order and led the Pledge of Allegiance.
24

25 **Public Comments:**

26 None
27

28 **Presentation – Design Review Committee (DRC) – LED Signs (Choate Park)**

29 *The Board reviewed the October 10, 2017 Report by the Design Review Committee.*
30

31 Present: Tom Gay, Planning Board Representative to the DRC
32

33 Tom Gay reviewed the original charge from the Board of Selectmen in January of 2016 and approach the
34 DRC implemented. Much research was required including; understanding the technology, locating
35 subject matter experts, investigating possible locations, evaluating if the current sign by-law addressed
36 the technology and design guidelines including; structure/size, resolution/brightness, definition and
37 administration of content. The final recommendations are provided by these topic areas; technology,
38 location, visibility and installation requirements.
39

40 The DRC investigated the following areas in order to provide the final recommendations; the need for
41 consistent and controlled communication including accessibility for updating and maintenance;
42 potential locations including the impact on surrounding areas (3 locations will be recommended);
43 current by-law and design guidelines support of the structure/size; resolution/brightness and color
44 including readable/usefulness in different situations, i.e. pedestrian versus street traffic and speed, night
45 versus day, and content including current municipalities usage, intent for utilization and central
46 administration within the Town's current structure.
47

1 The DRCs recommendations were then presented including the overall advantages which include;
2 scalability as they are modular allowing for the right size for right location and central administration
3 with on-line and blue-tooth capability allowing for ad hoc changes and central servicing of multiple
4 locations. The specific recommendations follow:

5 Electron Paper Display: Programmable sunlight to darkness visibility regardless of time of day was
6 recommended.

7 Structure & Size: It was noted that the Town will need to apply for a permit based on size and type;

- 8 • Recommended Structure: indigenous stone and black metal hardware, appropriately branded
9 as "Town of Medway", human scale-in line with DRC Guidelines and current/future sign by-law.
10 They suggested tying size and structure to specific location and it be professionally designed to
11 reflect the area with the need to be sympathetic to installed location.
- 12 • Recommended Size: This reflects the size of technology, recommending a minimum of 3 feet
13 high by 5 feet wide and a maximum 4 feet high by 7 feet wide, noting the larger size allows for
14 wider, clearer and more sight lines.

15 Resolution, Brightness, Color:

- 16 • Resolution: The location dictates the need for accommodating both vehicle & pedestrian traffic;
17 a 12mm minimum for pedestrians was suggested but the DRC felt 10mm was more appropriate
18 for pedestrian traffic. Traffic pattern impact may result with multiple locations requiring
19 different resolutions. The cost of resolution is decreasing and the highest possible resolution
20 was recommended allowing for a longer product life with better return on investment. The
21 lower the resolution number the better the display quality.
- 22 • Brightness: Programmability for day/time/weather was recommended and should be dimmable
23 to a minimum of 350 NITs (unit of measure of light specifically applied to a LCD or LED which is
24 progression from candlepower to NIT)
- 25 • Color: Full spectrum of color was recommended and pictures should be in full color and text at
26 selected colors only.

27 Content: Use only by and for Town of Medway messages and notifications, community organization
28 events, municipal activities, and other Town organizations with no Commercial advertising permitted
29 was recommended.

30 Location: The preferred recommended location was Choate Park along with the largest size with the
31 highest resolution as this is the most central location in Town. The two other recommended locations
32 were the Medway Police Station, replacing current changeable letter sign noting this could be smaller
33 with lower resolution and allows for multiple messages as one time since this is a high traffic area in the
34 middle of Village Street and the Medway Middle School as this is centrally located going North/South
35 and halfway between Village and Main Streets. These locations also do not impact busy intersections
36 and yet are heavily traveled.

37
38 The Board thanked the DRC and commended their efforts and well documented process and
39 recommendations. Selectman Foresto requested three questions/concerns be discussed. (1) What is
40 the possibility of hacking since this would be Bluetooth compatible? The response was they are
41 recommending it be hard-wired. (2) What is the operational and maintenance requirements and
42 associated costs? The response was the software has built in warranties, guarantees and the option for
43 purchase of maintenance contracts. Their research found the cost to maintain and run was minimal. (3)
44 The concern for potential commercial use/overuse with the need for clear and specific definition of and
45 for municipal use only. The DRC stated the by-law change is in process noting that the technology will
46 continue to evolve and be different and preferences may change over time.

47

1 Next steps were then discussed. All Selectmen were in agreement with the recommended locations.
2 The Board requested the DRC take on implementation of their recommendations including the tasks of
3 design, performance, and operationalization. Chairman Matthew Buckley and the present committee
4 members agreed to take on this project. The goal is to have the Choate Park sign up at the end of the
5 Route 109 project. The Selectmen requested the proposal, inclusive of the budget, be ready for 2018
6 Fall Town Meeting thus allowing for spring of 2019 installation. Mr. Gay stated once the design is
7 completed, installation time is short as the components are modular. The Board asked if the Choate
8 location has already been evaluated and DPS Director, David D'Amico shared the specific planned
9 location. Town Administrator Boynton requested that Information Technology Director Boucher be
10 included in the project as the Town will need to determine how to build this into the annual operating
11 budget and the implementation of central administration. Mr. Boynton requested two items to be
12 added as part as part of this project. First, investigation of the efficacy of adding Medway High School as
13 a fourth location due to the number of activities and functions which occur at that location. Second,
14 based on the cost, determine if these should be installed over time or all at once. Selectman Crowley
15 requested the DRC focus on the Choate sign first and determine an implementation plan from there.
16 The Board requested the DRC report the recommended implementation plan back to the Board in 3-4
17 months.

18
19 **Approval – Fiscal Year (FY) 2018 Indirect Cost Allocation Agreements for Enterprise Funds**

20 *The Board reviewed the Fiscal Year 2018 Indirect Cost Allocation Agreements for Enterprise Funds.*

21
22 Town Administrator Boynton explained this is an annual auditor required process and is consistent with
23 prior years. Selectman Crowley stated the Selectmen need to look at these allocations closer than in
24 past years during the budget process moving forward.

25
26 **Selectman Crowley moved that the Board authorize the Chair to execute the Fiscal Year 2018 Indirect**
27 **Cost Allocation Agreement for the Town of Medway Enterprise Funds. Seconded by Selectman**
28 **Trindade.** Discussion: The Board asked Finance Director Pratt if our process is acceptable to the
29 Department of Revenue (DOR). Ms. Pratt stated the DOR has reviewed and approved this model and
30 shared the Town of Medway model with other communities. This is how overhead is represented.
31 Town Administrator Boynton stated this is a value decision by the Board allowing for clear and direct
32 Board oversight. FY19 changes will be reviewed as part of the upcoming budget process. Selectman
33 Foresto requested rational for any changes for FY19 be provided to the Board. **VOTE: 5-0-0.**

34
35 **Approval – Contract with Hatch Asphalt Management for Saddle Hill Road Sidewalk - \$68,000**

36 *The Board reviewed the memo, bid and contract.*

37
38 Town Administrator stated this was not addressed at the October 2nd meeting due to a protest from a
39 non-selected bidder. Town Counsel stated the bid was appropriately processed and the Town could
40 move forward. The urgency to move forward with this project was noted or this paving would need to
41 be put off until next spring.

42
43 **Selectman Trindade moved that the Board authorize the Chair to execute the contract with Hatch**
44 **Asphalt Management for the Saddle Hill Road Sidewalk for \$68,000. Seconded by Selectman Foresto.**
45 **No Discussion. VOTE: 5-0-0.**

46
47 **Discussion – Water Treatment Options**

48

1 Town Administrator Boynton notified the Board that Haley and Ward recently delivered a draft review
2 which will require review by himself and DPS Director D'Amico before a presentation can be made to
3 the Board. This will be addressed at November 20th Board meeting as Mr. Boynton will not be present at
4 the November 6th meeting.

5
6 **Discussion – Road and Sidewalk Plan**

7 *The Board reviewed the e-mail from Town Administrator Boynton dated October 11, 2017 and the*
8 *Spreadsheet detailing the six year plan; 2019-2024.*

9
10 Present: DPS Director, Dave D'Amico

11
12 Town Administrator Boynton remarked this was a major undertaking by Mr. D'Amico and the DPS staff
13 providing an opportunity to map out a plan focusing on mission critical areas with potential expansion in
14 certain others. The approach considered conditions, numerical calculations, project management, and
15 cost containment by geo-basing areas as much as feasible. Eighty percent will be addressed based on
16 this 6-8 year plan with consistent funding across the plan years. Mr. D'Amico explained the analysis also
17 included yearly chip seal and crack seal. Selectmen Trindade inquired about specific curbing or
18 rebuilding/repaving plans for Oakland Street between Route 109 the Senior Center. Mr. D'Amico stated
19 high curbing is recommended for the high traffic areas with a more gradual curbing for lower traffic
20 areas. The plan does not include addressing sidewalks past the Senior Center due to major engineering
21 issues. Highland Street sidewalks were also cost prohibitive due to easement costs, large and multiple
22 trees, etc. Selectman Crowley inquired if any members of the Board would have issue with posting this
23 plan on Town Website. All Board members approved of posting this plan on the Town of Medway's
24 Website and the specific points e-mailed to Board included in the posting.

25
26 Discussion on project funding proceeded including potential changes in specific year plans due to
27 possible costs changes over time caused by multiple uncontrollable factors for example the price of oil
28 and the weather which may extend the life of the overall project. Selectman Crowley pointed out the
29 cost of inflation is not built in and asked if five percent should be added determining the resultant
30 impact. Mr. D'Amico stated the Department of Energy publishes energy costs inflation but historical
31 accuracy is prohibitive to the predictable impact on project funding. Town Administrator Boynton
32 agreed to add inflation costs into the projected plan with the caveat of dependency on certain specific
33 variables in the year. He cited one other important aspect to investigate would be utilizing some of the
34 revenue for engineering, i.e. Walgreens, which allows for the potential insertion of some work items
35 into a larger project. Mr. Boynton noted some roads are not on the plan due to future projects to
36 change the water pipe system. Selectman Crowley supported spending a portion of funds for
37 engineering as funding for small projects could be part of a state funded Transportation Improvement
38 Project (TIP). This would need to potentially be added to the May Town Meeting Warrant. Selectman
39 Trindade suggested straightening out Holliston Street onto Village Street due to the high safety issue as
40 a potential TIP project option. Selectman Crowley suggested the Holliston Street toward Lovering Street
41 area as well due to safety issues. ACTION ITEM Mr. D'Amico: Recalculate plan based on addition of
42 inflation costs. ACTION ITEM Ms. Becotte: Post plan and e-mail points to Town Website.

43
44 **Vote – Fall Town Meeting Warrant Article Recommendations**

45 *The Board reviewed the Fall Town Meeting Warrant, November 13, 2017.*

1 Article 1: Town Administrator Boynton explained the Town by law is not allowed to pay a past FY bill in
2 the current FY. These funds will come from existing budget line items. The Board requested the specific
3 costs be added.
4

5 **Selectman Trindade moved that the Board Approve Article 1 with the addition of not to exceed**
6 **\$6172.32. Selectman Foresto Seconded. No Discussion. Vote: 5-0-0**
7

8 Article 2: Town Administrator Boynton explained this will allow an extension of time for expending
9 funds for these projects.
10

11 **Selectman Trindade moved that the Board Approve Article 2. Selectman Foresto Seconded. No**
12 **Discussion. Vote: 5-0-0.**
13

14 Article 3: Town Administrator Boynton explained this allows for the Town to fund our share of the Fire
15 Department Federal Grant.
16

17 **Selectman Foresto moved that the Board Approve Article 3. Selectman Trindade Seconded. No**
18 **Discussion. Vote: 5-0-0.**
19

20 Article 4: Town Administrator Boynton explained this allows the Town to repurpose funds not utilized
21 and apply these funds to the specific projects.
22

23 **Selectman Foresto moved that the Board Approve Article 4. Selectman Trindade Seconded. No**
24 **Discussion. Vote: 5-0-0.**
25

26 Article 5: Town Administrator Boynton explained the need to rescind the unused funds borrowed for
27 this project and the negative impact if this action is not taken.
28

29 **Selectman Trindade moved that the Board approve Article 5. Selectman Foresto Seconded. No**
30 **Discussion. Vote: 5-0-0.**
31

32 Article 6: Town Administrator Boynton explained the need to rescind the unused funds borrowed for
33 this project and the negative impact if this action is not taken.
34

35 **Selectman Foresto moved that the Board Approve Article 6. Selectman Trindade Seconded. No**
36 **Discussion. Vote: 5-0-0.**
37

38 Article 7: Town Administrator Boynton explained the intent of the Article to fund future replacement of
39 the turf fields. Discussion on this Article followed. The Board requested a strategic and fiscal policy plan
40 be in place before moving forward. The Parks Commission, an elected Board, is responsible for Fiscal
41 Policy per Town Counsel. The current balance and yearly expenses from this account were reviewed
42 noting DPS was provided the authority to spend these funds for field's maintenance at the last Town
43 Meeting. The major utilization of these fields is by the School, who does not fund field maintenance.
44 Finance Committee Chair, Frank Rossi stated his committee requested the Parks come back to their
45 committee with a plan. Selectman Crowley and Foresto also noted these fields are being leased to
46 outside private sports groups bringing in a lot more funding but resulting in lack of accessibility for our
47 own Town sports programs. Mr. D'Amico stated rates and time allotted is also an issue. There is a need
48 for direction and collaboration from the Selectman and Parks Commission regarding the target of funds

1 for field replacement. Town Administrator Boynton explained how Finance Director Pratt and Mr.
2 D'Amico rebuilt the accounting system allowing for accurate expense tracking and ability to project
3 revenue based on past data.
4

5 **Selectmen Foresto moved that the Board recommend to make Article 7 a TBD. Selectman Trindade**
6 **Seconded Trindade. No Discussion. Vote: 5-0-0.**
7

8 Article 8: Town Administrator Boynton explained this is the Metro West Collaborative Development of
9 Glenn Brook Way, the specific details in the Article were prepared by Town Counsel and will be
10 explained on the night of Town Meeting. These are Community Preservation funds specifically
11 designated for affordable housing, not General Funds.
12

13 **Selectman Trindade moved that the Board approve Article 8. Selectman Foresto Seconded. No**
14 **Discussion. Vote: 5-0-0.**
15

16 Article 9: Town Administrator Boynton explained this is for the purchase of 158 Main Street due to its
17 historical significance and the bordering of Town recreational property noting the appraisal was lower
18 than what was originally done.
19

20 **Selectman Trindade moved that the Board approve Article 9. Selectman Foresto Seconded.**

21 Discussion: The Board requested specific operating costs be provided. Mr. Boynton stated the costs
22 were estimated at thirty-five percent of the value and were much lower than resident provided.
23 Minimal costs for maintenance are anticipated as the resident just completed major repairs. He also
24 noted the property was appraised at less than the selling price and the resident accepted this lower
25 price. The Historical Commission intends to bid on the property and will use the same model as the
26 Community Farm. Mr. D'Amico stated Mr. Womack still intends to build the wall needed resulting from
27 the Route 109 project. It was noted that 189 Main Street was not purchased by the Town due to the
28 high appraised value. The Builder/Buyer was able to pay more than the Town is allowed to by law.
29 **Vote: 5-0-0.**
30

31 Article 10: Town Administrator Boynton explained this is for the purchase of the VFW at 123 Holliston
32 Street and the funding of this purchase is in part by a borrowing of \$500,000 to be paid over 4 years.
33 The funding from the General Fund allows for a future sale or use as a Town facility. It will be released
34 to the VFW for period of time still to be determined. He noted the following four advantages; (1)
35 provides additional field space; (2) no longer available for potential development with a negative impact
36 on Schools; (3) overall cost will be below the appraisal and low taking into consideration the purchase
37 price and rental fees noting the Fire and Building Departments along with the Conservation Commission
38 have all inspected the property; (4) In addition, \$250,000 will be used to establish a grant/scholarship
39 for Medway High School students from proceeds of the sale. Selectman Crowley stated three benefits
40 of this purchase; (1) the VFW approached the Board due to decreased membership and this allows them
41 to stay active as a VFW post; (2) this allows access to 18 acres of open space that has been land locked;
42 (3) the V.F.W. would have to sell if the Town does not purchase, and there was concern this may result
43 in another 40B development.
44

45 **Selectman Trindade moved that the Board approve Article 10. Selectman Foresto Seconded. No**
46 **Discussion. Vote: 5-0-0.**
47

1 Articles 11 & 12: - Town Administrator Boynton explained these are for the Parks Project. Article 11 is
2 the General Fund piece which does not have a specific number as we are awaiting the bid scheduled to
3 open on October 25th which occurs after the timeframe allowable to post the warrant. Estimated costs
4 are \$400,000 which will be split; Community Preservation (CPC) funding \$200,000 and the General Fund
5 funding \$200,000, noting many costs were not eligible for CPC funds. This has already been approved by
6 Planning and Economic Development Board. Underground wiring at Oakland was determined to be a
7 necessity, the cost of which is still pending. All the benchmarks to EPFRAC have been met noting it is a
8 very comprehensive plan meeting a number of needs including handicap access.

9
10 **Selectman Trindade moved that the Board approve Article 11. Selectman Foresto Seconded.**

11 Discussion: The plan has already been vetted by the Board hence there is no need to review again.

12 **Vote: 5-0-0.**

13
14 **Selectman Trindade moved that the Board approve Article 12. Selectman Foresto Seconded.**

15 Discussion: The plan has already been vetted by the Board hence there is no need to review again.

16 **Vote: 5-0-0.**

17
18 Article 13: —Town Administrator Boynton stated that the dollar figure needs work relative to Cassidy
19 Field lighting. The original cost benefit analysis for one field was determined to be prohibitive hence it
20 was removed from the original plan and priced separately to obtain more at less cost. There are two
21 options; (1) \$379,400 for the entire complex not LED or (2) \$424,000 full LED for the entire complex and
22 back area. The original \$312,000 does not meet the updated plan costs. A site plan update is needed via
23 the Planning Board. Selectman Foresto stated concerns regarding the significant changes in pricing
24 quotes, if it was publically reviewed and if residents living near the field are aware of the potential
25 impact of the lighting changes. Selectman Trindade pointed out that Medway Youth baseball utilizes
26 much of its own funds for improvement back into these fields unlike other Town youth sports groups.
27 Selectman Crowley confirmed these changes were publically reviewed at EPFRAC. Mr. Boynton stated
28 this still needs ZBA Board approval and just puts the funds into play. It was noted there is no
29 contingency in place and we still could go out to bid.

30
31 **Selectman Trindade moved that the Board approve Article 13 at a funding figure of \$400,000.**

32 **Selectman D’Innocenzo Seconded. Selectman Foresto voted against.** Discussion: The Board requested
33 a discussion/dialog with Medway Youth Baseball respective to agreement to fund any potential overage
34 costs due to lack of a contingency. **Vote: 4-1-0.**

35
36 Article 14: Town Administrator Boynton explained the current Permitting Software People GIS is failing
37 both the Building and DPS departments with the immediate need to move forward with a different
38 permitting company. Selectman Foresto stated we obtained a \$200,000 grant to fund People GIS and
39 this is the 3rd Permitting Software in 10 years. Information Technology Director Boucher stated when
40 Munis was originally implemented; it was known that it did not work with the Town’s permitting
41 workflow so People GIS was brought in to meet this need. Mr. D’Amico stated at the time of Munis
42 implementation, the crucial need for the Accounting functionality Munis could provide superseded the
43 Permitting needs of other Departments. He stated DPS still requires People GIS for DPS Work-Orders but
44 is failing DPS permitting requirement. Mr. Boucher stated Citizen Serve is more robust noting is no
45 system that works well for both DPS and Building processing requirements. Citizen Serve does not
46 suffice for DPS. The \$18,000 requested covers 50% of the migration, training, conversion of data, and
47 start up to get through this FY. The second half costs will be addressed through the budgeting process
48 for next FY. The yearly maintenance costs per year moving forward are \$22,500.

1
2 **Selectman Trindade moved that the Board approve Article 14. Selectman Foresto Seconded. No**
3 **Discussion. Vote: 5-0-0.**
4

5 Article 15:— Town Administrator Boynton explained this changes the responsibility when applying for a
6 demolition via the permit process including a required review by the Historical Commission, changes the
7 years from a 100 to 75 year structure, extends the timeline from 9 months to 1 year and has a new
8 notification for abutters. Director of Community and Economic Mercandetti noted the 75 year structure
9 is common in other communities.

10
11 **Selectman Trindade moved that the Board approve Article 15. Selectman Foresto Seconded. No**
12 **Discussion. Vote: 5-0-0.**
13

14 Article 16:—Director of Community and Economic Mercandetti confirmed this just updates the names of
15 the zoning districts.
16

17 **Selectman Trindade moved that the Board approve Article 16. Selectman Foresto Seconded. No**
18 **Discussion. Vote: 5-0-0**
19

20 Article 17: -Town Administrator Boynton explained this modifies the definition of service establishments
21 by taking those things listed in the table of uses and putting them into the actual definition thereby
22 cleaning up the table of uses and clarifying the overall definitions.
23

24 **Selectman Trindade moved that the Board approve Article 17. Selectman Foresto Seconded. No**
25 **Discussion. Vote: 5-0-0**
26

27 Article 18: Director of Community and Economic Mercandetti stated this addresses parcels split in two
28 different zones; is an AR1 and AR2 clean-up issue and all owners have been notified. The Planning Board
29 public hearing is tomorrow. Selectman Crowley stated this impacts parcels on Lovering Street where ½
30 acre lots would be converted to 1 acre lots with the current owner losing the ability to sell ½ lots to 1
31 acre lots. Understanding the issue is to clean up AR1 & AR2 but this puts a burden on the owner. The
32 Board asked if there were any other articles with issues like this that impact zoning. Ms. Mercandetti
33 stated a few residents have made inquiries on this change but only the Wilson's have come forward with
34 specific concerns and they will be addressed at the Planning Board hearing.
35

36 **Selectman Trindade moved that the Board approve Article 18 as TBD. Selectman Foresto Seconded.**
37 **No Discussion. Vote: 5-0-0**
38
39

40 Article 19: Town Administrator Boynton explained this replaces the wireless tower communication by-
41 law with a new more modern by-law. Ms. Mercandetti explained it addresses with the Zoning Board
42 reviews special permits, creates design standards, addresses compliance issues, and sets up a by-right
43 provision; setting up three tiers in the by-law when special permitting issues arise.
44

45 **Selectman Foresto moved that the Board approve Article 19. Selectman Trindade Seconded. No**
46 **Discussion. Vote: 5-0-0.**
47

1 Article 20: Town Administrator Boynton explained in May Town Meeting, funding was approved for the
2 acquisition of properties and this corrects that language to the appropriate authority, specifically the
3 Redevelopment Authority, in order for them to begin expending these funds.
4

5 **Selectman Trindade moved that the Board approve Article 20. Selectman Foresto Seconded. No**
6 **Discussion. Vote: 5-0-0.**

7
8 **Discussion – Free Cash**

9 *The Board reviewed the Free Cash Analysis – FY2017 Document.*
10

11 Town Administrator Boynton explained how the Town achieved \$3.1 million in Free Cash and would like
12 discussion and direction from the Board on the plans for using these funds. One option is the concept
13 Selectman Crowley presented at the last meeting of potentially providing additional tax relief to the
14 community. The current plan is paying down the debt exclusion via utilization of the one-time permit
15 money from Exelon. Finance Director Pratt explained the process and calculations used to get to the
16 numbers in this document noting the only significant change from the past year was the deficit balance
17 was much less in FY17. Selectman Crowley noted in addition to the deficit balance impacting this
18 number, the expected grant money of \$500,000 for FY16 never came in until FY17 and if we take these
19 out, we would be back down to where we were last year. The intent was not purposefully increasing the
20 free cash number. He requested the Board notify him if there are any additional agenda items to bring
21 before the CIPC in the next two – three months as they are evaluating what to do with free cash.
22

23 **Discussion – Exelon Revenue**

24 *The Board reviewed the updated Exelon Revenue Usage Projections.*
25

26 Town Administrator Boynton stated he was ready to just hand out the changes discussed at the last
27 Selectman’s meeting but after meeting with Finance Director Pratt and Selectman Crowley, this updated
28 document reflects an additional option for consideration by the Board. Selectman Crowley reviewed the
29 updates to the document: Column 1: Mr. Boynton’s original proposal; Column 2: changes to original
30 the original proposal based on the last Selectman’s meeting; Column 3: new proposal including some
31 type of tax relief. He also noted the residents in the audience that need to address the Board following
32 this discussion.
33

34 Selectman Crowley reiterated the importance of the revenue from the Exelon one-time permitting fees
35 falling to free cash for transfer into stabilization allowing the Town to draw on those funds to pay down
36 the debt exclusion over the next four years noting this action will also provide tax relief to the residents.
37 He pointed out the amount of tax relief is not a huge sum using for example a home valued at \$400,000
38 house might save \$175-\$225. We cannot know the exact dollar figure as we do have the formula that
39 needs to be submitted to the DOR for approval. He then reviewed the specific line item changes in this
40 new proposal. He pointed out that we cannot sustain the loss in the Solid Waste of \$100,000 yearly
41 being paid out of retained earnings as those funds will run out in four years. He then asked the Board
42 for questions. Discussion about the Solid Waste budget ensued including the difference in the Town of
43 Medway structure versus other communities and the need for a fee increase to sustain this budget line
44 if no current action is taken. The suggestion was made to potentially increase the trash-bag fees over
45 time. There was further discussion of tax relief on the net result over time. Mr. Boynton explained using
46 the rough number of \$200 tax relief in year one sustained over the next 5 years would be \$1000 in total
47 savings. Selectman Foresto pointed out the expanding commercial tax base should also have some
48 impact on residential taxes. Selectman Crowley then explained the historical funding of the schools for

1 level service and the potential impact over years of Exelon funding. It was noted that this is only a
2 recommendation by the Board and the final recommendation will go to Town Meeting where residents
3 will vote and have the opportunity to suggest changes. Mr. Boynton will be making a presentation at
4 Town Meeting of the Boards' final recommendation.

5
6 The Board invited the residents to come forward at this time for comment.

7
8 Public Comments: Stephanie Prentice, Lindsey Barker

9
10 Ms. Prentice and Barker requested the Town revisit offering free full day kindergarten. The Board
11 directed them to the School Committee which would determine the feasibility. The residents shared the
12 cost increase for half-day kindergarten; April 2014 < \$1000; currently \$2475 along with anecdotal
13 reports from Realtors who stated loss of prospects due to unavailability to free full day kindergarten.
14 The Board suggested they reach out to School Committee during budget discussions noting another
15 opportunity of reaching out to the Finance Committee (FinCom) however noting the best option is
16 negotiation with the School Committee. Superintendent Pires shared the current costs of
17 \$380,000/year for full day kindergarten; noting the school's operating budget is already covering
18 \$100,000 of that cost with anticipation of a 2.5 percent increase next year.

19
20 Superintendent Pires stated the additional \$500,000 from Exelon revenue may not get the Schools to
21 level service. The Board inquired as to causative factors that the \$1.1 million would result in just a
22 budgetary hold. Mr. Pires stated partially due to steps/lanes increases, some additional services, and
23 this being a Collective Bargaining Agreement year. He noted providing the Board with specifics on
24 Exelon revenue usage is difficult as this is very early in the budget planning process for next year; the
25 closer and further in the budget planning will increase the accuracy. He also noted unlike the Town, the
26 School does not budget with anticipated left over funding. Town Administrator Boynton reviewed the
27 Town's share of School Department revenue, the new revenue coming into the budget each year and
28 that money left on the table is designed for some level of tax relief but primarily to support the next FY
29 budget stating if all dollars are utilized there is no capacity the following year. He reviewed the
30 challenge for the School Department budgeting from FY to FY, and the revenue funding sources with the
31 goal of funding annually some number that closely resembles what the true level service is or year to
32 year growth allowing the schools to potentially provide full day kindergarten and/or other services
33 knowing the half million does not get us there. Looking at the FY19 budget, that number may be
34 different. Mr. Boynton wanted to point out (1) the Town and School have a well-established partnership
35 and working relationship for budget planning (2) whatever specific points residents/schools feel are
36 needs, this discussion needs to occur within the school committee. The \$3.8 million in Exelon revenues
37 does not cover all the needs of the Town and School. The three boards, Selectmen, School and FinCom
38 will come up with an appropriate plan for Exelon revenue utilization. He noted the School Committee as
39 the appropriate forum for Ms. Prentice and Ms. Barker to discuss their concerns.

40
41 Selectman Crowley requested the Board provide Town Administrator Boynton direction on the
42 presentation of the Exelon revenue usage at Fall Town Meeting. Selectman Foresto felt it should be a
43 higher level broad approach, noting this is what is under consideration and these are preliminary
44 numbers only. The Board stated the onus is on the Town Administrator to explain the rationale, "whys",
45 at Fall Town Meeting. The Board pointed out these numbers will be impacted pending the base Town
46 budget. Mr. Boynton felt all potential usages have been considered and requested the Board finalize the
47 content by November 6th so discussion of any proposed changes can be discussed at the November 6th
48 Selectmen's meeting agenda; noting he will not be at this meeting.

1
2 Chairman White requested a motion to extend the meeting past 10pm.

3
4 **Selectman Trindade moved that the Board vote to extend tonight's meeting past 10pm. Selectman**
5 **Foresto seconded. No discussion. Vote: 5-0-0**

6
7 **Authorization to Expend Exelon Funds for the Energy Conservation Awareness Program (\$20,000) and**
8 **Emergency Preparedness Program (\$15,000)**

9 *The Board reviewed the Notice of Donation Fund/Authorization to Spend document.*

10
11 **Selectman Trindade moved that the Board authorize the expenditure of Exelon Funds for the Energy**
12 **Conservation Awareness Program in the amount of \$20,000 and the Emergency Preparedness**
13 **Program in the amount of \$15,000. Seconded by Selectman Foresto.** Discussion: Town Administrator
14 Boynton informed the Board that the funds are here but not accessible until the Board authorizes the
15 expenditures. The current plans for the Emergency Preparedness program include Fire Department
16 Training and a Table Top Exercise to test the Town's Emergency Management Plan. There are no
17 current plans for the Energy Conservation Awareness Program, however once authorized, the funds
18 would remain available. **VOTE: 5-0-0.**

19
20 **Vote – Boston Metropolitan Planning Organization (MPO) Ballot**

21 *The Board reviewed the MPO Letter dated October 5, 2017 and the 2017 MPO Absentee Ballot.*

22
23 Town Administrator Boynton informed the Board the Medway seat is up for re-election.

24
25 **Selectman Trindade moved that the Board authorize a designee to the Chief Elected Official to cast**
26 **the absentee ballot for the Town of Medway for the Boston Region Metropolitan Planning**
27 **Organization seat. Seconded by Selectman D'Innocenzo. No Discussion. VOTE: 5-0-0.**

28
29
30 **Support Letter for Massachusetts Department of Environmental Protection (DEP) Administration of**
31 **National Pollutant Discharge Elimination System (NPDES) Permit Program**

32 *The Board reviewed the proposed letter from Town of Medway to Massachusetts DEP.*

33
34 There was no discussion on this agenda item.

35
36 **Selectman Trindade moved that the Board vote to authorize the Chair to sign the support letter for**
37 **MassDEP administration of the NPDES permit program. Seconded by Selectman D'Innocenzo. No**
38 **Discussion. VOTE: 5-0-0.**

39
40 **One-Day Liquor License Request:**

41 *The Board reviewed the Police Chief Recommendations for the following events to be held at the Thayer*
42 *Homestead: Medway Lions – October 23, 2017; Jennifer Davitt – November 16, 2017; Patrick Soares –*
43 *December 2, 2017; Mary Londono – December 16, 2017 and Marie VanSaun – December 22, 2017*

44
45 **Selectman Trindade moved that the Board approve one-day liquor licenses for the Medway Lions,**
46 **Jennifer Davitt, Patrick Soares, Mary Londono and Marie VanSaun for the events to be held at the**
47 **Thayer Homestead on October 23, November 16, December 2, December 16 and December 22, 2017**

1 respectively subject to Police Chief's recommendations and proof of appropriate insurance coverage.
2 Selectman Foresto seconded. No discussion. VOTE: 5-0-0.

3
4 **Approval – One Day Auctioneer's License – Joseph and Jeffrey Luggen at Cybex - 10/25/2017**

5 *The Board reviewed the applications, state licenses and approval letter from Cybex.*

6
7 **Selectman Trindade moved that the Board approve the one-day auctioneer's license for Joseph and**
8 **Jeffrey Luggen to be held at Cybex on October 25, 2017. Selectman Foresto seconded. No discussion.**
9 **VOTE: 5-0-0.**

10
11 **Approval of Minutes: April 18, 2017; May 1, 2017; May 15, 2017; May 30, 2017; June 6, 2017; June 26,**
12 **2017; July 26, 2017; and August 2, 2017**

13
14
15 **Selectman Trindade moved that the Board approve the minutes for April 18, 2017. Selectmen Foresto**
16 **seconded. Selectman D'Innocenzo abstained.** Discussion: Selectman White questioned if T.C. Scoops
17 provided all of the required documentation. There was confirmation of all required documentation
18 provided. **Vote: 4-0-1**

19
20 **Selectman Trindade moved that the Board approve the minutes for May 1, 2017. There was no vote**
21 **on this motion.** Discussion: Selectmen D'Innocenzo requested that line 4 on page 14 be amended to
22 reflect him posing the question "Why did people needed extra carts?" **Selectman Trindade withdrew**
23 **the original motion.**

24
25 **Selectman Foresto moved that the Board approve the amended minutes for May 1, 2017 reflecting**
26 **the changes discussed. Selectman White seconded. Vote: 5-0-0**

27
28 **Selectman Trindade moved that the Board approve the minutes for May 15, 2017. Selectman**
29 **D'Innocenzo seconded. No Discussion: Vote: 5-0-0**

30
31 **Selectman Trindade moved that the Board approve the minutes for May 30, 2017. There was no vote**
32 **on this motion.** Discussion: Selectman White requested Page 1, line 40 be amended to reflect "Gray
33 Squirrel Circle". Selectman Crowley questioned Page 2, Line 16 "auction sale". Town Administration
34 Boynton stated the minutes should be amended to read "bid sale" not "auction sale". Selectman
35 Crowley requested Page 4, line 17 be amended to reflect that Selectmen Crowley made that comment.

36
37 **Selectman Trindade moved that the Board approve the amended minutes for May 30, 2017 reflecting**
38 **the discussed changes. Selectman Foresto seconded. Selectman D'Innocenzo abstained. Vote: 4-0-1**

39
40 **Selectman Trindade moved that the Board approve the minutes for June 6, 2017. Selectman**
41 **D'Innocenzo seconded. No Discussion: Vote: 5-0-0**

42
43 **Selectman Trindade moved that the Board approve the minutes for June 26, 2017. Selectmen Foresto**
44 **seconded. No Discussion: Vote: 5-0-0**

45
46 **Selectman Trindade moved that the Board approve the minutes for July 26, 2017. Selectmen Foresto**
47 **seconded. Selectman D'Innocenzo abstained. Vote: 4-0-1**

1 **Selectman Trindade moved that the Board approve the minutes for August 2, 2017. Selectmen**
2 **Foresto seconded. Selectman D’Innocenzo abstained. Vote: 4-0-1**

3
4 **Action Items from Previous Meeting:**

5 *The Board reviewed the Action Items List.*

6
7 There was no discussion on this agenda item.

8
9 **Town Administrator’s Report:**

10
11 **Route 109 Gas Line Issue:** Mr. Boynton has a meeting with the President of Columbia Gas, Mass DOT,
12 and the contractor, Amorello regarding the issue of Gas line depth. Columbia Gas is contemplating
13 replacing the line from Holliston to Lincoln Streets beginning tomorrow.

14
15 **Open Meeting Law Changes:** The Office of the Attorney General approved the updated changes;
16 resulting in the following impacts:

- 17 • Recognizing the Town’s Website as an official posting platform. The Board stated the need for a
18 sign at the Town Hall entrance directing residents to the Town web-site.
- 19 • Minutes approved mandate where minutes must be approved within 30 days of the meeting or
20 3 consecutive meetings whatever is later. Mr. Boynton would like to institute a Town Policy and
21 expectation that minutes be available at the next meeting for approval in order to get all Boards
22 current. The Board felt the Night Board Secretaries may need additional training. It was noted
23 that minutes should not be verbatim of a meeting but provide a flavor/synopsis of discussions.
24 The Statute does require posting of minutes. ACTION ITEM—Assistant Town Administrator
25 Potter will forward KP Law’s e-mail detailing these changes to the Board.

26
27 **Town Administrator Out of Office Dates:** These were reviewed with the Board noting Assistant Town
28 Administrator Potter will be the Acting Town Administrator the weeks of October 21-28 and November
29 1-7.

30
31 **Selectmen’s Reports:**

32
33 Selectman Trindade reminded the group of the need for three Proclamations for the retiring staff
34 members; Fred Sibley, Detective Grimes, and Lieutenant Boultenhouse. This Saturday evening is the
35 retirement event for the Police. Selectman White will be attending and present the proclamations.
36 November 2nd is the event for Mr. Sibley and Selectmen Foresto, Trindade and White will be in
37 attendance with Selectman White presenting the proclamation.

38
39 Selectman White will be presenting the Veteran’s Day proclamation on Saturday, November 11, 2017.

40
41 Town Administrator Boynton informed the Board that Executive Session will not be required as updated
42 documents were just received for 123 Holliston Street.

43
44
45 **At 10:21 PM Selectman Trindade moved to adjourn. Selectman D’Innocenzo seconded. No**
46 **Discussion. VOTE: 5-0-0.**

- 1 Respectfully submitted,
- 2 Liz Langley
- 3 Administrative Assistant
- 4 Town Administrator's Office

1 **Board of Selectmen's Meeting**
2 **October 30, 2017 -- 7:00 PM**
3 **Medway Middle School**
4 **45 Holliston Street**

5
6 **Present:** Maryjane White, Chair; Richard D'Innocenzo, Vice Chair; Dennis Crowley, Clerk; Glenn
7 Trindade; Member; John Foresto, Member

8
9 **Staff Present:** Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator;
10 Carol Pratt, Finance Director

11
12 **Other's Present:** Armand Pires, Superintendent; Gabrielle Abrams, Assistant Superintendent; Don
13 Aicardi, Director Finance & Operations; School Committee—Diana Borgatti-Chair, Susan Dietrich, Rich
14 Eustis (until 7:20pm), Ahn Le, Jeff Segarra; Finance Committee—Frank Rossi-Chair, Todd Alessandri,
15 Rohith Ashok, Ellen Hillery, Dan Doherty, Jeffrey O'Neill, Susan Segarra, James Sullivan

16
17 *****

18
19 At 7:00 PM Selectman White called the meeting to order and led the Pledge of Allegiance.

20
21 **Public Comments:**

22 None

23
24 **Discussion – Exelon Revenue**

25 *The Board reviewed the Exelon document discussed at the October 16, 2017 Selectman's Meeting and*
26 *the Proposed Budget FY2019 document from Finance Director, Carol Pratt.*

27
28 Town Administrator Boynton handed out the Exelon Revenue Usage Projections document that was
29 discussed at the October 16, 2017 Selectmen's meeting pointing out the first payment will be received
30 by February 1, 2019. He noted the \$3.8 million increase to the base budget is a one-time addition only
31 for Fiscal Year (FY) 2019. Mr. Boynton remarked how far the \$3.8 million does not go when there are
32 major infrastructure issues to be addressed. He stated the Board of Selectmen requested a funding
33 scenario allowing the town and school to benefit without a fiscal dilemma in year two. Mr. Boynton
34 then reviewed each of the items listed in the document and the impact on the Town and School if these
35 items were not addressed including: Roads and Sidewalks being one of the biggest issues; OPEB to
36 maintain our AAA bond rating; Snow & Ice historical funding deficits; Combined Facilities Management
37 a major benefit to the school but still requiring definition with the Town Administrator and
38 Superintendent; Storm Water Management-MS4 permit to meet state obligations; Debt Budget-DPS
39 Facility replacement without negative impact on the tax payer; Police traffic safety and case load
40 impacts; Fire licensed to provide ALS services and the Solid Waste budget approaching unsustainability
41 in 3 years resulting in need for substantial fees increase.

42
43 Mr. Boynton stated the goal of Town and School collaboration with municipal funding allowing as close
44 as possible to a level service School budget. The proposal is a one-time \$500,000 influx in funds. He
45 noted the need of the Town and Boards to understand the School Department's requirements year to
46 year and try to find a way to meet that need. He pointed out the third column of the document
47 proposing the ability for resident tax relief. He noted the potential to look at usage of the \$1.7 Exelon
48 permitting fees to provide some additional relief to community.

1 Selectman Crowley pointed out the second handout showing the tax impact using Exelon funds and
2 permitting fees. Mr. Boynton quantified the impact using the example of a \$400,000 household
3 potentially saving \$200 over 7-9 year period resulting in approximately \$3000. Selectman Crowley
4 noted this would not be a one year allocation but year to year allocation. There was a one-half percent
5 yearly decrease negotiated with Exelon where originally it was a three percent.

6
7 School Committee Chair Borgatti thanked the Board and Mr. Boynton for negotiating this influx in
8 revenue. She also thanked the Department of Public Services work on the roads allowing Schools to
9 open after the storm last evening. She stated the School Committee recognizes the difficulty looking at
10 all the needs and appreciated the School being included. She noted these budget numbers included
11 looking at projections and the states' new initiatives and directives relative to curricula and meeting the
12 social-emotional needs of students. She stated the School Committee needs to educate all on the
13 multitude of requirements they are expected to meet as directed by the State.

14
15 **Discussion with the School Committee and the Finance Committee on Budget Planning**

16
17 Superintendent Pires walked through the School's typical budgeting process and timeframe, November
18 through March, noting the request for information now is 6-8 weeks earlier than they are comfortable
19 recognizing the Town has struggled with this timing as well. He pointed out these projections are based
20 on what is known right now, wanting to continue with transparency on costs. He noted the big caveat;
21 these numbers will change due to the following unknowns; (1) contracting costs, (2) number of
22 retirements, and (3) enrollment numbers. He expects that by January, these numbers will change. He
23 stated the one important item in the handout provided for discussion is the potential for full-day
24 kindergarten.

25
26 Finance Committee Chair, Frank Rossi requested that all attendees introduce themselves. Introductions
27 of the three groups proceeded.

28
29 School Finance Director Aicardi reviewed the Balances document noting the proportion of School Choice
30 continues to grow and the impact of summer programs to the Community Education revolving fund. He
31 then asked for questions. Selectman Crowley noted the FY18 estimated reserve amount of \$895,684
32 and inquired as to his past experience with this number. Mr. Aicardi pointed out that Medway has the
33 highest in reserves based on the other districts where he was employed in the past. Selectman Crowley
34 reminded all about the past request from the Board of Selectmen for the School's need to have lower
35 reserves. Superintendent Pires stated the use of the reserves should be reviewed noting each account
36 does something positive for the schools stating the two accounts both boards historically discuss include
37 School Choice and Circuit Breaker.

38
39 Mr. Aicardi then reviewed the School Choice document noting the amount already authorized by the
40 School Committee in the FY17 budget and committed in the FY18 budget pointing out FY18 is a
41 combination of the School Choice base of \$260,000 and \$207,522 expenses authorized by the School
42 Committee in late spring. He further noted the Director of Wellness salary will conclude in FY18 and if
43 continued, will need to be part of the FY19 budget.

44
45 Selectman Crowley requested clarification on the fluctuation of School Choice funding noting that
46 Finance Director Pratt in looking at past years did not note fluctuation. Ms. Borgatti stated School
47 Choice revenue fluctuates year to year until the School Committee votes the final number as during that
48 time enrollments fluctuate. There was further discussion and questions specific to School Choice.

1 Superintendent Pires noted acceptance is based on limiting class size and which classes can absorb the
2 influx. He stated initial requests came in for classes without capacity. The per student cost of
3 approximately \$10-12,000 with only \$5000 State revenue per student was noted. Ms. Borgatti also
4 noted these are "blind admissions" with no vetting process and once accepted, the student belongs to
5 the Medway Schools for the rest of their school career so if they require higher needs, the school must
6 provide those services.

7
8 Selectman Foresto requested clarification of the FY18 committed budget number. Mr. Pires clarified
9 this includes (1) new remediation efforts at the High School; (2) Middle School After-School Programs;
10 (3) the Assistant Principle position at Memorial School and (4) Math Interventionist positions. The
11 School funds \$100,000 of full-day kindergarten out of this number as well. Selectman Foresto noted the
12 issue being it was the School Committee's choice to put these positions into School Choice and now they
13 want to move these into their budget, i.e. the Wellness position and he is not saying this was a wrong
14 decision and more than likely the right one but now this needs to be built into the budget line. Mr. Pires
15 pointed out the obligation of the School Committee budget to meet the educational needs of the
16 community and these positions were desperately needed noting School Choice needs to provide a
17 benefit.

18
19 Mr. Boynton noted the purpose of this meeting was to really go through the FY19 School Preliminary
20 Budget noting the huge distinction of the \$500,000 proposed Exelon revenue to the School versus what
21 the school truly needs based on the details of the documents provided.

22
23 There was further inquiry and discussion regarding the Selectmen's concern of reserves amounts in
24 other towns compared to Medway. Selectman Crowley stated he is not saying what the right number is
25 but wanted to see what they will be at the end of the discussion. Selectman Trindade referred to the
26 past number of \$1.4 million noting most school systems don't have anything close to that number. It
27 was noted that just like the Town, the Selectmen believe the School should have some reserve funds but
28 are unsure what that number should be. Mr. Aicardi noted what jumped-out/concerned him was the
29 downward trend of balances in reserves with the intent to be sober when using and his specific concern
30 of going below \$1 million. The Finance Committee inquired as to which specific funds should be of
31 concern. Mr. Aicardi noted Circuit Breaker as different due to being contingent on the state's fiscal
32 stability and the one place he goes to make the budget whole. In April/May, if the State tax revenue
33 budget is not hit, this negatively impacts the Circuit Breaker account. The rate of reserve utilization is
34 also concerning.

35
36 Town Administrator Boynton focused the discussion back to Exelon as an opportunity to replace some of
37 these funds. Further discussion on reserves ensued with all agreeing the "correct" number is not known
38 and cautioned the comparison of Medway to other Towns at random as this most likely will not be
39 comparing "apples to apples". It was noted that those towns that use all allotted School Choice funding
40 historically need to go to the Town to fund budget deficits. It was noted again the earliness in the
41 normal School Budget process with more accurate numbers available in January.

42
43 Mr. Aicardi then reviewed the Schools FY19 Preliminary Budget Draft and the specific documented
44 assumptions including (1) stipends/salaries for existing staff noting FY19 is a collective bargaining year
45 therefore numbers are a GROSS Estimate; (2) migrating teaching positions to the operating budget from
46 the revolving fund (3) if kindergarten becomes free, pre-kindergarten is historically not self-sustaining
47 with kindergarten and pre-kindergarten in the same fund noting kindergarten historically funds pre-
48 kindergarten (4) reduction in FTEs at the Middle School by 2; (5) three retirements requiring

1 replacement which costs \$31,000 with an 11 month time-frame to process completion; and (6) FY19
2 Vacancy Factor, the savings of which are taken off the top not allowing the funding of reserves. Mr.
3 Aicardi then reviewed all other items built into this forecast. Mr. Sullivan reminded all of the newer
4 professionals' steps and lanes increase budget impact and asked if these are projected out. Mr. Pires
5 stated 50% of current staff are at the top step. Selectman Crowley noted the Vacancy Factor slows as a
6 new teacher move up steps and lanes.

7
8 Town Administrator Boynton noted the intent to not micromanage the School Department Budget.
9 Selectman Crowley asked for validation of the level service budget number with School Choice taken
10 out; the level service budget is \$1,275,000. Mr. Aicardi confirmed this number. Selectman Foresto
11 stated that the \$500,000 of Exelon funds could potentially expand programs but not level fund the
12 budget. Superintendent Pires stated the School "borrowed ahead" in anticipation of Exelon funds
13 noting the Exelon funding source allows for discussion of free full day kindergarten. Selectman Crowley
14 inquired into adding School Choice in the budget so reserves will be built up as historically School Choice
15 was always used as a funding source. Superintendent Pires stated they do anticipate that some portion
16 of School Choice revenues would be inserted and it was never the intent to back School Choice out.
17 Town Administrator Boynton noted this is combining apples and oranges; level service means FY to FY
18 nothing is added to the budget noting the \$1.275 level service is not sustainable year to year. Selectman
19 Trindade questioned the lack of agreement on the Combined Facilities position. It was noted this was
20 not a lack of agreement but that the School Committee had not had the opportunity to meet to discuss
21 the topic and now agree with this position. Superintendent Pires stated this is "putting cart before
22 horse in the budgeting process" with the need to ensure added value. Mr. Ashok of the FinCom noted
23 the Exelon funds would fully fund full day kindergarten. Mr. Sullivan of the FinCom pointed out the
24 need to make sure our schools bring value noting; (1) student pools are growing resulting in added
25 costs; (2) knowledge that School Choice will be reduced based on state aide; and (3) energy and health
26 care costs will be increasing therefore inquired if we should be conservative.

27
28 Selectman Foresto reminded all that this is preliminary knowing the group will be reviewing these
29 numbers three to four more times noting it is the responsibility of the Selectmen to ask these questions.
30 Selectman Crowley noted the need to go back and work together to find number that works for all three
31 committees. Ms. Dietrich of the School Committee stated her appreciation to look at the school budget
32 without School Choice allowing all to look at it strategically.

33
34 Superintendent Pires then reviewed the traditional budgeting process and timing noting it is exciting to
35 be considering free kindergarten and the positive impact on the town. He stated they take transparency
36 in the school budgeting process seriously and want to ensure clarity on how the numbers are developed
37 and decided even if there is lack of agreement. Mr. Alessandri reiterated (1) the need to compare
38 "apples to apples" when determining appropriate reserve levels; (2) the level service budget to include
39 free full day kindergarten plus School Choice; and (3) stated his concern that the Circuit Breaker reserve
40 is down from one-half a million to \$188,000 noting that is equal to one salary. That is one number that
41 needs to be considered moving forward. Mr. Ashok of the FinCom agreed that the Circuit Breaker
42 reserving dropping when the economy is good is concerning. Mr. Aicardi noted the need to be
43 thoughtful about what resources are being used from Circuit Breaker.

44
45 Selectman Crowley asked Mr. Sullivan why he thinks School Choice will be going down. Mr. Sullivan
46 noted this was per the Worcester Telegram and pointed out Worcester numbers are going down and
47 revenue can't be sustained. In addition the anticipation of less revenue to the States from the Federal
48 government in the current political environment.

1 **At 8:52 PM Selectman Trindade moved to adjourn; Selectman White seconded. No discussion. VOTE:**
2 **5-0-0.**

3
4 Respectfully submitted,
5 Liz Langley
6 Administrative Assistant
7 Town Administrator's Office

AGENDA ITEM

#11

Selectmen's Reports

No Associated back up materials.