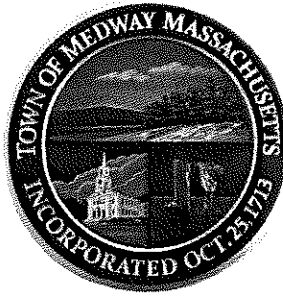


## **Board of Selectmen**

*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**

**December 4, 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. Approval of Minutes: November 20, 2017
2. Expenditure Authorization – 911 Grant for Dispatcher Training - \$30,194
3. Expenditure Authorization – Fiscal Year 2018 Traffic Enforcement & Equipment - \$1,961.73\*
4. Report from the Tri County School Committee Representative
5. Report from the Council on Aging
6. Authorization of Chair to Execute 2017 Green Communities Annual Report
7. Approval – Contract Amendment #2 – CBA Landscape Architects - \$115,500
8. Approval – Extension of Alcohol License Hours, December 24, 2017 – Off-Premises Licensees Only
9. Discussion – School Committee Vacancy Process
10. One-day liquor License Applications:
  - a. Lorie Brownell – Thayer Homestead – 1/1/2018
  - b. Lisa Gravallesse – Thayer Homestead – 1/11/2018
  - c. Jamie Van Buren – Thayer Homestead – 1/14/2018
  - d. Joanna Chester/Kaitlin Nowicki – Thayer Homestead – 1/28/2018
11. Approval – 2018 License Renewals: See List Below
12. Action Items from Previous Meeting
13. Town Administrator's Report
14. Selectmen's Reports
15. 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 [Glen Brook Way]
  - Agenda Item Amount Revision

For more information on agenda items, please visit the Board of Selectmen's page at  
[www.townofmedway.org](http://www.townofmedway.org)

Upcoming Meetings, Agenda and Reminders

December 18, 2017 ---- Regular Meeting

January 2, 2018 ---- Regular Meeting

SUPREME PIZZA (CTMD, LLC)	WINE & MALT - REST.
MEDWAY MART (Sri Sataram Enterprises, LLC)	WINE & MALT - PKG
ONE STOP CONVENIENCE (Vivaan LLC)	WINE & MALT - PKG
KEYSTONE LIQUORS (Medway Beverages, Inc.)	ALL ALCOHOL - PKG
LIQUOR WORLD (Dharma Bhakti Corp.)	ALL ALCOHOL - PKG
WEST MEDWAY LIQUORS (PragatHari LLC)	ALL ALCOHOL - PKG
HANG TAI TOO (Hang Tai Enterprises, Inc.)	ALL ALCOHOL - REST.
MEDWAY CAFÉ (Medway Café Inc.)	ALL ALCOHOL - REST.
MEDWAY LOTUS (Ye Chan, Inc)	ALL ALCOHOL - REST.
MEDWAY POST 1526 VFW (Medway Veterans Building Association Inc.)	ALL ALCOHOL - REST.
MEDWAY SZECHUAN (Medway Szechuan Garden Inc.)	ALL ALCOHOL - REST.
MICKEY CASSIDY'S (E.I.R.E., Inc)	ALL ALCOHOL - REST.
PJ'S SMOKE N' GRILL (Paul Rogers, Jr.)	ALL ALCOHOL - REST.
RESTAURANT 45 (Night N' Day Inc.)	ALL ALCOHOL - REST.
TC SCOOPS (TC Scoops LLC)	ALL ALCOHOL - REST.
YAMA FUJI (Yama Fuji Inc.)	ALL ALCOHOL - REST.
COYLE'S AUCTION GALLERY (Elizabeth (Michael) Coyle)	AUCTIONEER
MEDWAY LOTUS (Ye Chan, Inc.)	AUTOMATIC AMUSEMENT
MEDWAY POST 1526 VFW (Medway Veterans Building Association Inc.)	AUTOMATIC AMUSEMENT
PAPA GINO'S (Papa Gino's Inc.)	AUTOMATIC AMUSEMENT
AOUDE'S GAS & REPAIR SERVICE (Nabin H. Aoude)	CLASS II
AUTO EXCHANGE (Brad and Sean Currivan)	CLASS II
BOSTON CLASSIC CARS (Cheryl Hollander)	CLASS II
G.A.W Corporation (G.A.W. Financial)	CLASS II
HAVEN'S AUTO BODY (Premiere Collision Inc.)	CLASS II
JONATHAN HENRY LLC (Jonathan Demont)	CLASS II
LATE MODEL CARS, LTD (Late Model Cars, LTD, LLC)	CLASS II
MEDWAY IMPORTS (Bluestone Management Corporation)	CLASS II
MEDWAY MOBIL (TJ Gas)	CLASS II
NEIGHBORHOOD WRENCH (Neighborhood Wrench Inc.)	CLASS II
SELECT USED CARS, CORPORATION (Brad Anthony)	CLASS II
WILLIAMS CLASSIC RESTORATION & SALES (Richard W. Williams)	CLASS II
G.A.W Corporation (G.A.W. Financial)	CLASS III

BURGER KING #3839 (Northeast Foods LLC)	COMMON VICTUALLER
CUMBERLAND FARMS #6740	COMMON VICTUALLER
DOLCE DOLCE BAKERY (Angelo Crocetta)	COMMON VICTUALLER
DOMINO'S (Dufficy Enterprises, Inc.)	COMMON VICTUALLER
DUNKIN DONUTS(Main Street)(East Bay Donuts Inc.)	COMMON VICTUALLER
DUNKIN DONUTS(Summer St)(Summit Donuts Inc.)	COMMON VICTUALLER
GALANTE'S DELI & LUNCHEONETTE(Galante Restaurant Corporation)	COMMON VICTUALLER
GOLDEN BAMBOO (Huiqin Liu)	COMMON VICTUALLER
HANG TAI TOO (Hang Tai Enterprises, Inc.)	COMMON VICTUALLER
MCDONALDS (Sellia Corp.)	COMMON VICTUALLER
MEDWAY CAFÉ (Medway Café Inc.)	COMMON VICTUALLER
MEDWAY FAMOUS PIZZA (Medway Famous Pizza, Inc.)	COMMON VICTUALLER
MEDWAY LOTUS (Ye Chan, Inc.)	COMMON VICTUALLER
MEDWAY POST 1526 VFW (Medway Veterans Building Association Inc.)	COMMON VICTUALLER
MEDWAY RESTAURANT (Sipridula Pagiatakis)	COMMON VICTUALLER
MEDWAY SUBWAY (Veerjala, Inc.)	COMMON VICTUALLER
MEDWAY SZECHUAN (Medway Szechuan Garden Inc.)	COMMON VICTUALLER
MEDWAY VILLAGE PIZZA (Faltaos Inc)	COMMON VICTUALLER
MICKEY CASSIDY'S (E.I.R.E., Inc)	COMMON VICTUALLER
(THE) MUFFIN HOUSE CAFÉ (The Muffin House Café Inc.)	COMMON VICTUALLER
PAPA GINO'S (Papa Gino's Inc.)	COMMON VICTUALLER
PJ'S SMOKE N' GRILL (Paul Rogers, Jr.)	COMMON VICTUALLER
RESTAURANT 45 (Night 'N Day Inc.)	COMMON VICTUALLER
STARBUCKS COFFEE (Starbucks Coffee Company)	COMMON VICTUALLER
SUPREME PIZZA (CTMD, LLC)	COMMON VICTUALLER
TC SCOOPS (TC Scoops LLC)	COMMON VICTUALLER
TINGLEY'S (Paul Tingley)	COMMON VICTUALLER
YAMA FUJI (Yama Fuji, Inc.)	COMMON VICTUALLER

HANG TAI TOO (Hang Tai Enterprises, Inc.)	LIVE ENTERTAINMENT
MEDWAY CAFÉ (Medway Café Inc.)	LIVE ENTERTAINMENT
MEDWAY LOTUS (Ye Chan, Inc.)	LIVE ENTERTAINMENT
MEDWAY POST 1526 VFW (Medway Veterans Building Association Inc.)	LIVE ENTERTAINMENT
MICKEY CASSIDY'S (E.I.R.E., Inc)	LIVE ENTERTAINMENT
TC SCOOPS (T.C. Scoops, LLS)	LIVE ENTERTAINMENT

MEDWAY LOTUS (Ye Chan, Inc.)	BILLIARDS
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# AGENDA ITEM

## #1

### Approval of Minutes

*Associated back up materials attached:*

- *November 20, 2017*

1 **Board of Selectmen's Meeting**  
2 **November 20, 2017 -- 7:00 PM**  
3 **Sanford Hall, Town Hall**  
4 **155 Village Street**

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

8  
9 **Absent:** Dennis Crowley, Clerk

10  
11 **Staff Present:** Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator;  
12 Stephanie Mercandetti, Director, Community and Economic Development; Carol Pratt, Finance Director;  
13 Mary Becotte, Communications Director; Joanne Russo, Treasurer/Collector.

14  
15 **Others Present:** Historical Committee: Jeanne Johnson, Chair; Paul Russell, Vice-Chair, Gene Liscombe,  
16 Treasurer; Redevelopment Authority: Andy Rodenhiser, Chair, Michael Griffin, Vice-Chair, Douglas  
17 Downing, Treasurer, Rori Stumpf, Paul Yorkis.

18  
19 \*\*\*\*\*

20  
21 At 7:01 PM Selectman White called the meeting to order and led the Pledge of Allegiance.

22  
23 **Public Comments:** None

24  
25 Town Administrator Boynton congratulated the Medway High School girls' soccer team on a great  
26 season.

27  
28 **Public Hearing: Tax Classification**

29 *The Board Reviewed the Tax Classification Presentation.*

30  
31 Present: Carol Pratt

32  
33 Town Administrator Boynton stated that Selectman Crowley requested the formal presentation be  
34 postponed until he is present at the next Selectmen's Meeting. Finance Director Pratt noted that the  
35 Board still needed to vote the Tax Classification at this meeting, noting the single residential tax rate of  
36 \$17.66 of a typical single family home value of \$406,200, which is a 3.7% increase over last year.

37  
38 **Selectman Trindade moved that the Board approve the single tax rate for 2018 and there be no**  
39 **residential or commercial exemption. Selectman D'Innocenzo seconded.** Discussion: Mr. Boynton  
40 stated that the Board needed to vote to open and close the public hearing prior to a vote on the tax  
41 classification allowing for public comment. **Selectman Trindade moved to rescind the original motion.**  
42 **Selectman Foresto seconded. Vote: 4-0-0**

43  
44 **Selectmen Trindade moved to open the Fiscal Year 2018 Tax Classification Public Hearing. Selectman**  
45 **Foresto seconded. Vote: 4-0-0**

46  
47 Mr. Boynton explained that if the tax rate is split, there is minimal savings to residents but a substantial  
48 impact on commercial businesses. This would hinder our ability to increase commercial business.

1 Public comments: None

2

3 **Selectman Trindade moved to close the Fiscal Year 2018 Tax Classification Public Hearing. Selectman**  
4 **Foresto seconded. Vote:-4-0-0.**

5

6 **Selectman Trindade moved that the Board approve the single tax rate for Fiscal Year 2018 and there**  
7 **be no residential or commercial exemption. Selectman D’Innocenzo seconded. No Discussion. Vote:**  
8 **4-0-0.**

9

10 **Approval of Minutes: October 16, 2017, October 30, 2017, November 6, 2017, and November 13, 2017**  
11 *The Board reviewed the draft minutes of October 16, 2017, October 30, 2017, November 6, 2017, and*  
12 *November 13, 2017.*

13

14 **Selectman Foresto moved that the Board approve the minutes for October 16, 2017. Selectman**  
15 **Trindade seconded. No Discussion. Vote: 4-0-0**

16

17 **Selectman Foresto moved that the Board approve the minutes for October 30, 2017. Selectman**  
18 **Trindade seconded. No Discussion. Vote: 4-0-0**

19

20 **Selectman Foresto moved that the Board approve the minutes for November 6, 2017. Selectman**  
21 **Trindade seconded. No Discussion. Vote: 4-0-0**

22

23 **Selectman Foresto moved that the Board approve the minutes for November 13, 2017. Selectman**  
24 **Trindade seconded. No Discussion. Vote: 4-0-0**

25

26

27 **Report from the Historical Commission**

28

29 Present: Jeanne Johnson, Chair; Paul Russell, Vice-Chair; Gene Liscombe, Treasurer

30

31 Ms. Johnson presented a three part discussion: (1) accomplishments, (2) current action items, and (3)  
32 pending action items.

33

34 Ms. Johnson noted multiple accomplishments over the past twelve months some of which included: (1)  
35 identification and marking of a mass burial site at Oakland Cemetery. Mr. Russell explained the process  
36 and details of how this was accomplished noting the markers will be installed in the spring. (2)  
37 recognition of the GAR site across from the police station as historically significant; (3) revision of the  
38 historical properties by-law at the November 13, 2017 fall town meeting; and (4) review of multiple  
39 historical sites inclusive of public hearings and delays of demolition, i.e. 158 Main Street, 5 Highland  
40 Street, etc.

41

42 Ms. Johnson discussed the current action items which included: (1) Evergreen Cemetery placement on  
43 the national historical listing; Mr. Russell explained the next steps and requirements. (2) Creation of a  
44 spreadsheet of Medway residents located in other cemeteries which will then be provided to the Town  
45 Clerk; (3) Creation of a model of the original Town Hall that would rotate being displayed at various  
46 town locations; it was noted that the original Town Hall was located where the existing Town Hall sits.  
47 Mr. Russell will be working with an architectural student from Boston University on this project. (4)  
48 Clean-up of the site of the first house in the Town of Medway, the Guernsey House, located near the

1 dog park. Mr. Russell is in contact with the Archeology department at Boston University. (5) Obtaining a  
2 Boston Post Cane replica noting the CPC provided funding for this object; (6) Defining a process for the  
3 design and implementation of historical house plaques; Ms. Johnson noted they would like to have  
4 some "official" designation on each as approved by Historic Commission. (7) Digitizing the  
5 comprehensive survey of the historic properties listing; (9) Revision of the definition of a historic  
6 property based on the new by-law passed at fall town meeting; and lastly (10) Organization of the files  
7 in the Town Hall basement.

8  
9 Ms. Johnson stated the Historical Commission meets the first Wednesday of every month. Selectman  
10 White thanked Ms. Johnson and the committee for all their efforts.

11  
12 **Report from the Redevelopment Authority – Status of Urban Renewal Plan**

13  
14 Present: Andy Rodenhiser, Chair; Michael Griffin, Vice-Chair

15  
16 Mr. Rodenhiser stated after many public meetings, they are getting ready to send letters to the  
17 property/parcel owners to seek a land-pooling effort. Once the property owners consent, the property  
18 will be pooled and they will then go to a developer for planning. Zoning changes would then be  
19 required once the group is established and a developer is selected. The plan would be for a lifestyle  
20 center including housing, shops, hotel, restaurants and specific endeavors that would support the  
21 residents and businesses in the area. One potential example discussed was a brew pub located in the  
22 Cybex area. They have been working with the Treasurer/Collector to get delinquent properties signed  
23 over. They have also been working with DPS for signage on Trotter Drive and have a capital request in  
24 to the Massachusetts Department of Transportation (MassDOT) for signaling Trotter Drive to help with  
25 traffic mitigation. This would also contribute to reducing developer costs if MassDOT will provide the  
26 funding. Mr. Rodenhiser stated he is optimistic they will receive MassDOT funding.

27  
28 Mr. Rodenhiser stated that since Dick Williams has passed and this was very important to him, they are  
29 hoping to get this wrapped up. Ms. Mercandetti has been working with a couple of developers and Mr.  
30 Yorkis has been reaching out to the greater Boston Realty Board who per Mr. Yorkis has agreed to  
31 package and sell at no cost.

32  
33 Mr. Rodenhiser requested that the Board officially vote to approve the Medway Lions annual Christmas  
34 tree sale at the Plaza.

35  
36 **Selectman Trindade moved that the Board approve the Medway Lions annual Christmas tree sale at  
37 the Plaza. Selectman D’Innocenzo seconded. No discussion. Vote: 4-0-0.**

38  
39 **Authorization to Spend Massachusetts Department of Environmental Protection (MassDEP)  
40 Sustainable Materials Recovery Program Funds for Recycling Programs - \$5,400**

41 *The Board reviewed the Notice of Donation Fund/Authorization to Spend Form dated November 15,  
42 2017.*

43  
44 **Selectman Foresto moved that the Board authorize the expenditure of Massachusetts Department of  
45 Environmental Protection (MassDEP) Sustainable Materials Recovery Program Funds for recycling  
46 programs in the amount of \$5,400. Selectman Trindade seconded. No Discussion. Vote: 4-0-0.**

1 **Discussion – Water Treatment Options**

2 *The Board reviewed the Report on Water System Integrity, November 2, 2017 from Haley & Ward.*

3  
4 This item will be addressed at the next Selectmen’s Meeting. Selectman Foresto stated that we have  
5 both a quantity and a quality issue. The Board will need a recommendation from the Water and Sewer  
6 Commission for pricing to be placed on the Annual Town Meeting warrant for May 2018.

7  
8 Town Administrator Boynton stated this is a centralized treatment option with two difference processes  
9 tied together, more on the quality side, noting that both quantity and quality will have a substantial  
10 impact requiring MassDEP permission. MassDEP will need to say that we have ability to draw more  
11 water and that we have the capability and mechanisms in place that will not negatively impact/affect  
12 the environment, specifically the Charles River. We will need to plan for future expansion with the cost  
13 in the double digit millions. Those residents and groups most concerned with long-term water quality  
14 need to work with us on this project. Selectman Foresto pointed out that if the Town loses one well  
15 during the summer, the result would be serious shortage issues. Selectman Trindade would encourage  
16 the Water and Sewer Commission to reach out to community. Selectman Foresto stated that this issue  
17 does not affect all of the town’s residents; there are a substantial number of residents with private  
18 wells. Mr. Boynton stated we would need state assistance from the MassDEP and the Massachusetts  
19 Water Pollution Trust. He suggested a special joint meeting with the Water and Sewer Commission be  
20 scheduled.

21  
22 **Approval – Contract with Greater Attleboro-Taunton Regional Transit Authority for Transit Services**

23 *The Board reviewed the memo dated November 15, 2017 from Courtney Riley and the GATRA contract.*

24  
25 **Selectman Trindade moved that the Board authorize the Chair to execute the Fiscal Year 2018 contract**  
26 **with the Greater Attleboro-Taunton Regional Transit Authority for transit services. Selectman**  
27 **D’Innocenzo seconded. No Discussion. Vote: 4-0-0.**

28  
29 **Approval – Contract with Katherine Tonelli for Nursing Services for the Council on Aging not to exceed**  
30 **\$7000**

31 *The Board reviewed the memo dated November 15, 2017 from Courtney Riley and the contract with*  
32 *Katherine Tonelli.*

33  
34 **Selectman Foresto moved that the Board authorize the Chair to execute the contract with Katherine**  
35 **Tonelli for Nursing Services for the Council on Aging not to exceed the amount of \$7,000 for Fiscal**  
36 **Year 2018 subject to receipt of the Certificate of Massachusetts State Tax Compliance, Certificate of**  
37 **Non-Collusion and proof of appropriate liability coverage. Selectman Trindade seconded. No**  
38 **Discussion. Vote: 4-0-0.**

39  
40 **Approval of the Advance of Funds in Lieu of Borrowing - 123 Holliston Street - \$510,000 and Parks**  
41 **Improvement Project - \$2,450,000**

42 *The Board reviewed the Advance of Funds in Lieu of Borrowing Report for 123 Holliston Street Form and*  
43 *the Advance of Funds in Lieu of Borrowing Report for Parks Improvement Project Form.*

44  
45 Present: Carol Pratt, Joanne Russo

46  
47 Finance Director Pratt explained that both of these approvals result from Fall Town Meeting approving  
48 the purchase of 123 Holliston Street and the Parks Improvement Projects. These approvals resulted in



1 the need for these funds in lieu of borrowing to provide funding for the first payment per the  
2 contractual agreement for 123 Holliston Street and the \$2,450,000 for the Parks improvement project  
3 based on State's commitment to provide \$350,000. Ms. Pratt explained the temporary and permanent  
4 funding plans for these two items to ensure the Town obtains the most favorable interest rates.

5  
6 Town Administrator Boynton stated, if it looks like we will have the capacity from Free Cash, we may  
7 BAN it longer. He also noted the Massachusetts Municipal Association stated that under the new House  
8 federal tax plan, some of the public/private bonds may lose their exempt status.

9  
10 **Selectman Foresto moved that the Board vote to approve the advance of funds in lieu of borrowing in**  
11 **the amount of \$510,000 for the initial payment for the purchase of 123 Holliston Street. Selectman**  
12 **Trindade seconded. No Discussion. Vote: 4-0-0.**

13  
14 **Selectman Trindade moved that the Board vote to approve the advance of funds in lieu of borrowing**  
15 **in the amount of \$2,450,000 for the Parks Improvement Project. Selectman D'Innocenzo seconded.**  
16 **No Discussion. Vote: 4-0-0.**

17  
18 **Vote – Approve Sale of Tax Title Liens - Based on the Recommendation of the Tax Title Review**  
19 **Taskforce**

20  
21 Present: Carol Pratt, Joanne Russo

22  
23 Ms. Pratt stated the committee met multiple times noting two types of properties, those the Taskforce  
24 feels comfortable selling and those the Town wanted to hold onto. The first notification went out two  
25 weeks ago to those properties in tax title and the plan is to go to auction in January. Ms. Russo stated  
26 most contact was very positive. She stated most have tried to set up payment plans or work through  
27 how to have the taxes paid off in December. Ms. Pratt stated the committee will meet again in January,  
28 look at the updated listing and determine the final list for auction.

29  
30 Selectman Foresto asked who was on the committee. Ms. Pratt stated it was a nicely rounded  
31 committee including the Community and Economic Development Department along with the Board of  
32 Health and Conservation Commission who both completed a thorough property review. Ms.  
33 Mercandetti also provided photos of the properties. Ms. Pratt stated it resulted in a very informed  
34 decision.

35  
36 **Selectman Trindade moved that the Board vote to approve the sale of the Tax Title Liens as discussed**  
37 **and recommended by the Tax Title Review Taskforce. Selectman Foresto seconded. No Discussion.**  
38 **Vote: 4-0-0.**

39  
40 Town Administrator Boynton commended and congratulated Ms. Russo who recently received her  
41 certification as a Municipal Treasurer/Collector.

42  
43 **Discussion/Vote – Fiscal Year 19 Budget Policy**

44 *The Board reviewed the Fiscal Year 19 Budget Policy memo Dated November 20, 2017.*

45  
46 Present: Carol Pratt

1 Town Administrator Boynton stated the policy is similar to the past year with exception of the Exelon  
2 funds.

3  
4 **Selectman Trindade moved that the Board vote to approve the FY19 Budget Policy as documented in  
5 the memo dated November 20, 2017. Selectman D’Innocenzo seconded. No Discussion. Vote: 4-0-0.**

6  
7 **Presentation – Five Year Revenue and Expense Forecast**

8 *The Board reviewed the FY19-FY23 Budget Projections Spreadsheets dated November 15, 2017.*

9  
10 Present: Carol Pratt

11  
12 Town Administrator Boynton stated we always show a deficit at this point in the budgeting process. The  
13 health insurance rates are the issue as to why we are showing a deficit. Our health claims experience  
14 post July will determine how our experience will impact our rates with the hope that they would  
15 decrease. The budget for next year’s health insurance is increased 10% and we continue to work on this  
16 line item as we do not want to go back to the employees to make adjustments. Mr. Boynton noted this  
17 is super early in process but wants to get the budget instructions out to the department heads to allow  
18 them to work on this.

19  
20 Finance Director Pratt reviewed the revenue assumptions noting specifically the Exelon pilot payment  
21 and stabilization transfer of \$450,000 as agreed upon from the \$1.7 million of Exelon permitting fees  
22 with the intent to relieve the taxpayers.

23  
24 Ms. Pratt then reviewed the expenditure assumptions noting they are based on the past Exelon funding  
25 discussions. Although, the budget is showing a deficit, she is confident this will be resolved by the end  
26 of the budgeting process.

27  
28 **Discussion/Vote – 2018 Annual Town Meeting**

29  
30 Assistant Town Administrator Potter stated that per the Town Charter, annual town meeting cannot be  
31 earlier than what is set in the Charter, but can be moved forward. The Town Charter Town states the  
32 Annual Town Meeting is the second Monday in May and the Annual Town Election is the third Tuesday  
33 in May. For 2018, this results in the election being one day following the Annual Town Meeting.

34  
35 **Selectman Foresto moved that the Board vote to approve the date of May 21, 2018 for the 2018  
36 Annual Town Meeting. Selectman Trindade seconded. No Discussion. Vote: 4-0-0.**

37  
38 **One-Day Liquor License Request:**

39 *The Board reviewed the Police Chiefs Recommendation for Leanne Harris/The Republican Town  
40 Committee’s event to be held at the Thayer Homestead on December 7, 2017.*

41  
42 **Selectman Trindade moved that the Board approve the one-day liquor license for Leanne Harris/The  
43 Republican Town Committee’s event to be held at the Thayer Homestead December 7, 2017 subject to  
44 the Police Chief’s recommendations and proof of appropriate insurance coverage. Selectman Foresto  
45 seconded. No discussion. VOTE: 4-0-0**

46  
47 **Action Items from Previous Meeting:**

48 *The Board reviewed the Action Items list dated October 3, 2017.*

1 Town Administrator Boynton stated the OPEB trust/investment advisory committee has been referred  
2 to the Charter Committee. They will need to come to the Board with specific recommendations. He  
3 would like to remove Action Items five through eight; Recreational Facility Improvements, Urban  
4 Renewal Plan submission to State, CH90 funds expenditure policy {roads and sidewalks}, OPEB trust  
5 management; and number eleven; Tax Title-identify parcels for auction, and keep nine; Unaccounted  
6 for Water Loss Report, and ten; Water Treatment Options; separate. Action Item: Obtain from DPS a  
7 comparison of water usage of the current year and the last year.

8  
9 Cable License Renewal (Comcast): Selectman Foresto stated finalization of this renewal is approximately  
10 eight to nine months away.

11  
12 DPS Facility Building Project: Mr. Boynton stated the Form A is being completed to present to the  
13 Planning Board.

14  
15 Route 109 Project: Mr. Boynton stated the MassDOT plans to continue on the project as long as they  
16 can based on the weather. The gas company is working independently on two areas: (1) Pond Street to  
17 Medway Block and (2) Dunkin Donuts to Holliston Street. They will continue through the winter. He  
18 anticipates Amorello will cease work in the next thirty days and resume in April. They plan to do  
19 Holliston and Main Street and Franklin and Main Street but will not do both at same time. Mr. Boynton  
20 stated it is mission critical for the gas company to complete their work.

21  
22 **Town Administrator's Report:**

23  
24 Municipal Aggregation Update – 6-Month Rate: The Eversource new rate as of January 1<sup>st</sup> is 13.1 cents  
25 per kilowatt hour, which is up from ten cents. The Energy Committee recommended a 100% wind  
26 product at 11.7 cents per kilowatt hour. The twelve month rate has only a less than one cent difference  
27 and could be higher so we chose to go with the six month rate. We will need to observe what  
28 Eversource does with the pass through capacity when the summer rates come out. We will then go back  
29 out again in April/May for the next six months in order to obtain the best rates.

30  
31 School Committee Vacancy – Filling Process: At the School/Town Leadership meeting today, there was  
32 confirmation of the letter of resignation from Rich Eustis. This vacancy will be filled by a joint vote with  
33 the Board of Selectmen and the School Committee. The School requested that they post the vacancy  
34 and request letters of interest to be submitted to the School Committee. Depending on the response,  
35 we may need a sub-committee to review the applicants first. The School is looking to fill the vacancy by  
36 December. Selectmen Foresto and Trindade agreed to be on the sub-committee if needed.

37  
38 Route 109 Project – Correction on 3 Driveways: Three commercial driveways were determined to be  
39 too small and needed adjustment. Mr. Boynton signed the paperwork with MassDOT today. The cost  
40 back to the Town was \$1500 per driveway. Selectman Crowley was directly involved with the resolution  
41 of this issue.

42  
43 Town Meeting Follow-Up: Mr. Boynton reviewed all Articles and determined the next steps along with  
44 Assistant Town Administrator Potter. He noted that the closing on the purchase of 158 Main Street will  
45 be in April 2018. He stated that the date of the initial payment for the purchase of 123 Holliston Street  
46 needed to be adjusted. He noted there will be no executive session on Glen Brook Way as Town  
47 Counsel found some technical changes that needed to occur in the agreement along with some  
48 adjustments to the Affordable Housing Trust sections. Ms. Potter is working with CBA to ready the

1 contracts for the playground projects noting there are three separate contracts plus the contract with  
2 CBA for project oversight. Mr. Boynton stated he had positive discussions with Eversource related to  
3 the Oakland Park project. The plan is for above the ground wiring for the Senior Center and reduced  
4 scale underground wiring for the park to reduce the underground conduit and cost. Mr. Boynton  
5 reported the four full-time Firefighter positions have been posted.

6  
7 Veterans District Update & State Funding Request: Mr. Boynton reported meeting with them today and  
8 he would like to have the new Director and part-time Veterans agent update the Board in February. He  
9 noted that Veterans not eligible for one of the state/federal programs are running up against significant  
10 financial issues, noting we have a limited base to provide support. He would like to work with the Metro  
11 West Veterans District to provide seed money noting the idea is very conceptual at this point in time.

12  
13 Christmas Parade & Fireworks – Saturday, November 25<sup>th</sup>: Mr. Boynton stated the parade will begin at  
14 5:30pm and will be followed by the fireworks. He tipped his cap to the committee for all of their efforts  
15 on this event.

16  
17 Thanksgiving Holiday Schedule: Mr. Boynton noted Town Hall will be closing on Wednesday, November  
18 22<sup>nd</sup> at 12:30pm and will be closed on both Thursday and Friday per contractual agreements. Mr.  
19 Boynton thanked each member of the Board and wished the Board and all Medway residents a happy  
20 Thanksgiving.

21  
22 **Selectmen’s Reports:**

23  
24 Selectmen Foresto stated he received very positive feedback from town meeting. Residents stated their  
25 appreciation for looking forward and talking about the future. It was noted the attendance was 240  
26 residents.

27  
28 Selectman D’Innocenzo wanted to commend the Medway High School girls’ and boys’ soccer teams and  
29 all of the athletic teams. He reminded all of the Turkey Trot scheduled for Thanksgiving Day noting this  
30 is a good fundraiser for high school uniforms. He wished all a Happy Thanksgiving. Mr. Boynton  
31 requested that the residents not park on the wet grass and noted that DPS will be putting up no parking  
32 signs where appropriate and have swept the route.

33  
34 Selectman Trindade commended the work by DPS stating they have really been on top of issues that he  
35 has seen while out walking his dog.

36  
37 Town Administrator Boynton reported that Steve Carew will be replacing Fred Sibley and Daryl Blethen  
38 will be filling Steve Carew’s position. He also noted the Compliance Officer position has been filled.

39  
40 Selectman White stated the dedication of Chicken Brook Bridge was well attended.

41  
42 Town Administrator Boynton noted there are plans for a bonfire for Wednesday night back by the  
43 baseball field weather permitting.

44  
45  
46 **8:25 PM Selectman Trindade moved to adjourn. Selectman Foresto seconded. No discussion. VOTE:**  
47 **4-0-0.**  
48

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

# AGENDA ITEM

## #2

**Authorization to Expend 911 Support and Incentive Grant Funds (\$30,194) for 911 training programs.**

*Associated back up materials attached.*

- *Notice of Grant Award*
- *Letter dated November 15, 2017 from the State 911 Department*
- *Contract with State 911 Department*

**Proposed motion:**

I move that the Board authorize the expenditure of the 911 Support and Incentive Grant Funds for 911 training programs in the amount of \$30,194.

**TOWN OF MEDWAY  
NOTICE OF GRANT AWARD**

DEPARTMENT: Police and Fire Communications      DATE: 11/16/2017

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Chief Allen M. Tingley/LT David McSweeney

NAME OF GRANT: 911 Support and Incentive Grant

GRANTOR: State 911

GRANT AMOUNT: 30,194.00

GRANT PERIOD: 11/15/2017 - 6/30/2018

SCOPE OF GRANT/  
ITEMS FUNDED Salary reimbursement for 911 certified dispatchers  
for required training classes, Continuing education classes, EMD Training,  
First aid and CPR Training

IS A POSITION BEING  
CREATED: No

IF YES: CAN FRINGE BENEFITS BE PAID FROM GRANT? \_\_\_\_\_

ARE MATCHING TOWN  
FUNDS REQUIRED? No

IF MATCHING IS NON-MONETARY (MAN HOURS, ETC.) PLEASE SPECIFY:  
No

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

ANY OTHER EXPOSURE TO TOWN?  
No

IS THERE A DEADLINE FOR BOARD OF SELECTMEN APPROVAL: As soon as possible

APPROVAL SIGNATURES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_

**DEPARTMENT HEAD MUST SUBMIT THIS FORM, A COPY OF THE GRANT APPROVAL, AND A COVER  
LETTER TO THE SELECTMEN'S OFFICE FOR APPROVAL OF DEPARTMENT TO EXPEND  
THE FUNDS RECEIVED FOR THE PURPOSE OF THE GRANT**

**ONCE APPROVED - ORIGINAL TO TOWN ACCOUNTANT**



The Commonwealth of Massachusetts  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
STATE 911 DEPARTMENT  
151 Campanelli Drive, Suite A - Middleborough, MA 02346  
Tel: 508-828-2911 ~ TTY: 508-828-4572 ~ Fax: 508-828-2585  
[www.mass.gov/e911](http://www.mass.gov/e911)



**CHARLES D. BAKER**  
Governor

**KARYN E. POLITO**  
Lieutenant Governor

**DANIEL BENNETT**  
Secretary of Public Safety  
and Security

**FRANK POZNIAK**  
Executive Director

November 15, 2017

Lieutenant David J. McSweeney  
Medway Police Department  
315 Village Street  
Medway, MA 02053

Dear Lieutenant McSweeney:

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the **FY 2018 State 911 Department Support and Incentive Grant** program.

For your files, attached please find a copy of the executed contract and the final approved Appendix A: Personnel List for your grant. Please note your contract start date is **November 15, 2017** and will run through June 30, 2018. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services **MUST** be received on or before June 30, 2018.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. We have made the request for payment forms available on our website [www.mass.gov/E911](http://www.mass.gov/E911). For any questions related to this process, please contact Michelle Hallahan at 508-821-7216. Please note that funding of reimbursement requests received more than three (3) months after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, and/or the budget worksheet, please e-mail those proposed changes to [911DeptGrants@state.ma.us](mailto:911DeptGrants@state.ma.us). Grantees are strongly encouraged to submit final, year-end budget modification requests on or before March 31, 2018.

Sincerely,

Frank P. Pozniak  
Executive Director

cc: FY 2018 Support and Incentive Grant File



**COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM**



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at [www.mass.gov/osc](http://www.mass.gov/osc) under Guidance For Vendors - Forms or [www.mass.gov/osc](http://www.mass.gov/osc) under OSD Forms.

<b>CONTRACTOR LEGAL NAME:</b> Town of Medway (and d/b/a): Medway Police Department	<b>COMMONWEALTH DEPARTMENT NAME:</b> State 911 Department MMARS Department Code: EPS
<b>Legal Address: (W-9, W-4, T&amp;C):</b> 55 Village St. Medway, Ma 02053	<b>Business Mailing Address:</b> 151 Campanelli Drive, Suite A, Middleborough, MA 02346
<b>Contract Manager:</b> Allen Tingley Chief of Police	<b>Billing Address (if different):</b>
<b>E-Mail:</b> amtingley@medwaypolice.com	<b>Contract Manager:</b> Cindy Reynolds
<b>Phone:</b> 508-533-3212 <b>Fax:</b> 508-533-3216	<b>E-Mail:</b> 911DeptGrants@state.ma.us
<b>Contractor Vendor Code:</b> VC 6000191877	<b>Phone:</b> 508-821-7299 <b>Fax:</b> 508-828-2585
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD001 (Note: The Address ID Must be set up for EFT payments.)	<b>MMARS Doc ID(s):</b> CT SUPG
	<b>RFR/Procurement or Other ID Number:</b> FY2018 SUPG

<input checked="" type="checkbox"/> <b>NEW CONTRACT</b>	<input type="checkbox"/> <b>CONTRACT AMENDMENT</b>
<b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)	Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</b> <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)

The following **COMMONWEALTH TERMS AND CONDITIONS (T&C)** has been executed, filed with CTR and is incorporated by reference into this Contract.  
 Commonwealth Terms and Conditions  Commonwealth Terms and Conditions For Human and Social Services

**COMPENSATION:** (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.  
 Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)  
 Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). \$ 30,194.00

**PROMPT PAYMENT DISCOUNTS (PPD):** Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days \_\_\_% PPD; Payment issued within 15 days \_\_\_% PPD; Payment issued within 20 days \_\_\_% PPD; Payment issued within 30 days \_\_\_% PPD. If PPD percentages are left blank, identify reason:  agree to standard 45 day cycle  statutory/legal or Ready Payments (G.L. c. 29, § 23A);  only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy)

**BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:** (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) For the reimbursement / disbursement of funds under the State 911 Department FY 2018 PSAP and Regional Emergency Communication Center Support and Incentive Grant as authorized and awarded in compliance with program guidelines and grantee's approved application.

**ANTICIPATED START DATE:** (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:  
 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.  
 2. may be incurred as of \_\_\_\_\_, 20\_\_\_\_, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.  
 3. were incurred as of \_\_\_\_\_, 20\_\_\_\_, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

**CONTRACT END DATE:** Contract performance shall terminate as of June 30, 2018, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

**CERTIFICATIONS:** Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form including the Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

**AUTHORIZING SIGNATURE FOR THE CONTRACTOR:**  
 x: Allen M. Tingley Date: 10-11-17  
 (Signature and Date Must Be Handwritten At Time of Signature)

Print Name: Allen M. Tingley  
 Print Title: Chief of Police

**AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:**  
 x: Frank Pozniak Date: 11/15/17  
 (Signature and Date Must Be Handwritten At Time of Signature)

Print Name: Frank Pozniak  
 Print Title: Executive Director

# AGENDA ITEM

## #3

### **Authorization to Expend Fiscal Year 2018 Traffic Enforcement & Equipment Funds (\$1,961.73) for Traffic Enforcement & Equipment**

*Associated back up materials attached.*

- *Notice of Grant Award*
- *E-mail dated November 30, 2017 from the State Executive Office of Public Safety*
- *Contract with State Executive Office of Public Safety*

**Proposed motion:**

I move that the Board authorize the expenditure of the Fiscal Year 2018 Traffic Enforcement & Equipment Grant funds for traffic enforcement and equipment in the amount of \$1,961.73.

**TOWN OF MEDWAY  
NOTICE OF GRANT AWARD**

DEPARTMENT: Police Department DATE: 11/30/2017

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Chief Allen M. Tingley

NAME OF GRANT: FY 18 Traffic Enforcement and Equipment Grant

GRANTOR: Executive Office Of Public Safety Grant

GRANT AMOUNT: 1,961.73

GRANT PERIOD: 11/30/17 - 11/30/18

SCOPE OF GRANT/  
ITEMS FUNDED Required to participate in Drive Sober or Get Pulled Over campaign (8) (12/8/17)  
Click it or ticket campaign (8) 5/4/2018  
Drive Sober or get pulled over (8) 98/10/2018)  
radar enforcement

IS A POSITION BEING  
CREATED: No

IF YES: CAN FRINGE BENEFITS BE PAID FROM GRANT? \_\_\_\_\_

ARE MATCHING TOWN  
FUNDS REQUIRED? No

IF MATCHING IS NON-MONETARY (MAN HOURS, ETC.) PLEASE SPECIFY:  
No

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

ANY OTHER EXPOSURE TO TOWN?  
No

IS THERE A DEADLINE FOR BOARD OF SELECTMEN APPROVAL: As soon as possible

APPROVAL SIGNATURES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_

**DEPARTMENT HEAD MUST SUBMIT THIS FORM, A COPY OF THE GRANT APPROVAL, AND A COVER  
LETTER TO THE SELECTMEN'S OFFICE FOR APPROVAL OF DEPARTMENT TO EXPEND  
THE FUNDS RECEIVED FOR THE PURPOSE OF THE GRANT**

**ONCE APPROVED - ORIGINAL TO TOWN ACCOUNTANT**

## Chief Allen M. Tingley

---

**From:** Leduc, Alisa (EPS) <alisa.leduc@state.ma.us>  
**Sent:** Thursday, November 30, 2017 1:12 PM  
**To:** Chief Allen M. Tingley  
**Subject:** Medway FFY 18 Traffic Enforcement Authorization  
**Attachments:** Medway\_Signed.pdf

Good Afternoon,

On behalf of the Executive Office of Public Safety and Security/Office of Grants and Research/Highway Safety Division, please accept this email **as authorization** to proceed with the FFY 2018 Traffic Enforcement and Equipment Program, effective the date of the attached executed contract as signed by the Executive Director of Grants and Research Angela F.F. Davis. The forthcoming award letters will indicate the total dollar amount requested in your application, **your approved funding amount at this time is \$1,961.73** Contingent upon the availability of federal funding, you will be notified by email if additional funding is to be allocated to your Department.

Your department must participate in a minimum of 8 enforcement hours during the Drive Sober or Get Pulled Over (DSOGPO) campaign Dec. 8 – 31, 2017, in order to qualify for equipment purchase through this grant program. The remainder of your approved funding award may be utilized any time during the grant period.

NOTE: You will not be reimbursed for any costs incurred in advance of the contract effective date nor any costs incurred after September 30, 2018 or for any costs exceeding your present approved budget.

Please keep a copy of this email in your files as proof of authorization to begin your planned enforcement.

A sample Press Release will be available for your use. It will be posted on the Highway Safety Division website by December 7, 2017 <http://www.mass.gov/eopss/agencies/hsd/>

Monthly reporting forms will be due by the 15<sup>th</sup> of January and each month thereafter. Reporting forms will be sent to you in early January.

Please contact me with any questions.

## ALI LEDUC

Executive Office of Public Safety and Security  
Office of Grants and Research  
Highway Safety Division  
10 Park Plaza, Suite 3720  
Boston, MA 02116

Tel 617-725-3367

[Alisa.leduc@state.ma.us](mailto:alisa.leduc@state.ma.us)

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at [www.mass.gov/osc](http://www.mass.gov/osc) under Guidance For Vendors - Forms or [www.mass.gov/osd](http://www.mass.gov/osd) under OSD Forms.

<b>CONTRACTOR LEGAL NAME:</b> Town of Medway, Police Department (and d/b/a):	<b>COMMONWEALTH DEPARTMENT NAME:</b> Executive Office of Public Safety & Security <b>MMARS Department Code:</b> EPS
<b>Legal Address:</b> (W-9, W-4,T&C): 155 Village Street, Medway, MA 02053	<b>Business Mailing Address:</b> 10 Park Plaza, Suite 3720, Boston, MA 02116
<b>Contract Manager:</b> Allen Tingley	<b>Billing Address (if different):</b>
<b>E-Mail:</b> <a href="mailto:amtingley@medwaypolice.com">amtingley@medwaypolice.com</a>	<b>Contract Manager:</b> Diane Perrier
<b>Phone:</b> 508-533-3212 <b>Fax:</b> 508-533-9044	<b>E-Mail:</b> <a href="mailto:Diane.Perrier@state.ma.us">Diane.Perrier@state.ma.us</a>
<b>Contractor Vendor Code:</b> VC6000191877	<b>Phone:</b> 617-725-3301 <b>Fax:</b> 617-725-0260
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD001 (Note: The Address ID must be set up for EFT payments.)	<b>MMARS Doc ID(s):</b> 2018OTENF2022XXXXXX <b>RF/Procurement or Other ID Number:</b> Grant Application
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b> <b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department) <input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <b>Department Procurement</b> (Includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach <u>Employment Status Form</u> , scope, budget) <input type="checkbox"/> <b>Legislative/Legal or Other:</b> (Attach authorizing language/justification, scope and budget)	<input type="checkbox"/> <b>CONTRACT AMENDMENT</b> Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</b> <input type="checkbox"/> <b>Amendment to Scope or Budget</b> (Attach updated scope and budget) <input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget) <input type="checkbox"/> <b>Legislative/Legal or Other:</b> (Attach authorizing language/justification and updated scope and budget)
The following <b>COMMONWEALTH TERMS AND CONDITIONS (T&amp;C)</b> has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services	
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input checked="" type="checkbox"/> <b>Rate Contract</b> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input type="checkbox"/> <b>Maximum Obligation Contract</b> Enter Total Maximum Obligation for total duration of this Contract (or <u>new</u> Total if Contract is being amended). \$ _____	
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L. c. 29, § 23A); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)	
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) FFY2018 - FFY2022 Traffic Enforcement and Equipment Program. Award amounts to be identified annually as funding allows during the 5 year Program Period.	
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 3. were incurred as of _____, 20____, a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.	
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>09/30</u> , 2022, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.	
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.	
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: <u>Allen M. Tingley</u> Date: <u>11-18-2017</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Allen M. Tingley</u> Print Title: <u>Chief of Police</u>	<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: <u>Angela F. Davis</u> Date: <u>11-27-17</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Angela F. Davis</u> Print Title: <u>Executive Director, Office of Grants &amp; Research</u>

NOV 27 2017

# AGENDA ITEM

## #4

### Report from the Tri County School Committee Representative

*No associated back up materials.*

# AGENDA ITEM

## #5

### Report from the Council on Aging

*No associated back up materials.*

# AGENDA ITEM

## #6

### Authorization of Chair to Execute 2017 Green Communities Annual Report

*No Associated back up materials*

**Proposed motion:**

I move that the Board authorize the chair to execute the 2017 Green Communities Annual Report.



# AGENDA ITEM

## #7

### **Approval – Contract Amendment #2 – CBA Landscape Architects for Contract Administration - \$115,500**

*Associated back up materials attached:*

- *Contract Amendment #2 with CBA Architects for Contract Administration - \$115,500*

**Proposed motion:**

I move that the Board authorize the chair to execute contract amendment #2 with CBA Architects for contract administration in the amount of \$115,500.

CONTRACT AMENDMENT  
TOWN OF MEDWAY  
AND  
CBA LANDSCAPE ARCHITECTS LLC

AMENDMENT NO. 2

This Amendment No. 2 (the "Amendment") is made and entered into this \_\_\_ day of December, 2017, by and between the Town of Medway, hereinafter referred to as the "Town", and CBA Landscape Architects LLC, hereinafter referred to as the "Consultant".

**WITNESSETH**

WHEREAS, on November 21, 2016 the Town and the Consultant entered into an agreement for professional services for the Town's Parks and Playgrounds Improvements Project (the "Agreement"); and

WHEREAS, the parties wish to amend the Agreement to provide for additional services thereunder and compensation therefor.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto mutually agree as follows:

1. Amendment to Scope of Services and Compensation

Pursuant to clause 6.0 of the Agreement, PAYMENT BY THE TOWN FOR DESIGN SERVICES, the Town hereby agrees to pay the Consultant for performance of Request for Qualifications (RFQ) Task 6, a total sum not to exceed \$115,500 (one hundred fifteen thousand five hundred dollars).

The Consultant's Proposed Fee for RFQ Task 6 is attached hereto.


2. Schedule for Completion

All work to be conducted in association with this Amendment shall be completed within a period of twelve months from the effective date of this Amendment. Any additional work shall be subject to further contract amendment approved by the parties hereto.

3. All other terms and conditions of the contract remain in force and effect.

4. This Second Amendment, together with the other components of the Agreement documents, constitutes the entire agreement between the parties, and no other agreements other than those incorporated herein shall be effective as to the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the day and year first above written.

Town of Medway	CBA Landscape Architects LLC
Board of Selectmen Chairman	Clara C. Batchelor, Principal
	
Date:	Date: November 27, 2017

580387/MEDW/0299



Town Accountant

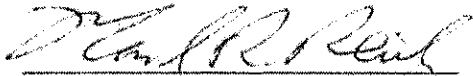
Dated: 11/28/17

Funding Source:

Key Org: 30186502 5383

Account: \_\_\_\_\_

Approved As To Form



Town Counsel

Dated: 11-28-17

### Medway Parks - Proposed Fee for Construction Administration (Task 6)

Choate/Cassidy                      Oakland                      Middle School  
(Assumes no Alternates accepted, as per discussion with the Town)

**TASK 6:**

Construction Admin - CBA	\$ 48,575	\$ 39,775	\$ 14,250
Electrical Engineering CA:	\$ 1,000	\$ 2,300	-
Civil Engineering CA:	\$ 4,800	\$ 4,800	-

<b>Fee per park, C.A. Task:</b>	<b>\$ 54,375</b>	<b>\$ 46,875</b>	<b>\$14,250</b>
---------------------------------	------------------	------------------	-----------------

**Total Fee for CA, Task 6:            \$115,500.**

As CBA has received a detailed proposal from the Electrical Engineers reflecting the increased scope of services at Oakland, we have separated out the Construction Administration for that scope of work from CBA's overall fee; the revised CA numbers reflect the added complexity at Oakland.

Please note that this proposal assumes that construction of each site begins in spring 2018 as currently planned; if construction of one or more portions of the project is delayed until a future start we reserve the right to renegotiate our fee at that time.

Please also note that based on the current discussions, this does not include any Construction Administration for the Alternates included in Choate Park or the Middle School's scope – should the Town award any of the Alternates to the Contractors, we will revise the proposal according to which alternates are awarded and the expected complexity involved.

Respectfully submitted -

  
Clara C. Batchelor            and  
for CBA Landscape Architects, LLC

  
D.J. Chagnon





CBALAND-01

DATTRIDGE

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/27/2017

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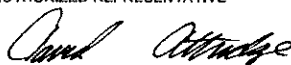
<b>PRODUCER</b> Deland, Gibson Insurance Associates, Inc. 36 Washington Street Wellesley Hills, MA 02481	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(781) 237-1515</b>		FAX (A/C, No): <b>(781) 237-1805</b>
	<b>E-MAIL ADDRESS:</b> info@delandgibson.com		
<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b>
<b>INSURER A : Twin City Fire Insurance Company</b>			<b>29459</b>
<b>INSURED</b>  <b>CBA Landscape Architects LLC</b> <b>24 Thorndike, 4th Floor</b> <b>Cambridge, MA 02141</b>	<b>INSURER B :</b>		
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
	<b>INSURER F :</b>		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input checked="" type="checkbox"/> N    N / A		<b>08WECIE3867</b>	<b>07/09/2017</b>	<b>07/09/2018</b>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>

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

<b>CERTIFICATE HOLDER</b>  Town of Medway 155 Village Street Medway, MA 02053	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/27/2017

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

<b>PRODUCER</b> <b>Ames &amp; Gough</b> 859 Willard Street Suite 320 Quincy, MA 02169	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(617) 328-6555</b>		FAX (A/C, No): <b>(617) 328-6888</b>
	<b>E-MAIL ADDRESS:</b> <b>boston@amesgough.com</b>		
<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b>
<b>INSURER A : Travelers Casualty &amp; Surety Co. of America A++, XV</b>			<b>31194</b>
<b>INSURED</b> <b>CBA Landscape Architects LLC</b> 24 Thorndike 4th Floor Cambridge, MA 02141	<b>INSURER B :</b>		
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
	<b>INSURER F :</b>		

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

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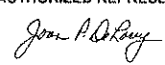
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> Hired AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Prof Liability</b>			<b>105403485</b>	<b>02/11/2017</b>	<b>02/11/2018</b>	<b>Per Claim Limit 1,000,000</b>
A				<b>105403485</b>	<b>02/11/2017</b>	<b>02/11/2018</b>	<b>Aggregate Limit 2,000,000</b>

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

All Coverages are in accordance with the policy terms and conditions.

RE: Parks and Playgrounds Improvements Project

**CERTIFICATE HOLDER**                      **CANCELLATION**

<b>Town of Medway</b> Medway Town Hall 155 Village Street Medway, MA 02053	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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11/27/17

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<b>PRODUCER</b> Ambrose & Grant Insurance Agen 1500 Providence Highway Norwood, MA 02062	<b>CONTACT NAME:</b> PHONE (A/C No Ext): (781) 762-2300		FAX (A/C No): (781) 762-5844
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> CBA Landscape Architects LLC Clara C Batchelor 24 Thorndike 4th Flr Cambridge, MA 02141	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Commerce Insurance Company		
	<b>INSURER B:</b> Mapfre Insurance		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			8008030011428	12/16/17	12/16/18	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 100,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	<b>AUTOMOBILE LIABILITY</b> ANY AUTO ALL OWNED AUTOS HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS			BCJQCQ	12/16/17	12/16/18	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

\*\*Town of Medway listed as additional insured\*\*

PROJECT: Parks and Playground Improvement Project

**CERTIFICATE HOLDER****CANCELLATION**

Town of Medway Medway Town Hall 155 Village Street Medway, MA 02053	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  GEORGE F GRANT

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ACORD 25 (2010/05)

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Phone:

Fax:

E-Mail:



# AGENDA ITEM

## #8

### Approval – Extension of Alcohol License Hours, December 24, 2017 – Off-Premises Licenses Only

#### *Associated back up materials attached:*

- *Alcoholic Beverage Control Commission Calendar Year 2017 Legal Holidays and Dates of Observance*
- *Massachusetts General Law 138 Section 15: Opening times the day before a legal holiday.*

#### **Proposed motion:**

I move that the Board approve the extension of Alcohol License hours for December 24, 2017 for Off-Premises Licenses only in accordance with Massachusetts General Law 138, Section 15.



Commonwealth of Massachusetts  
 Department of the State Treasurer  
 Alcoholic Beverages Control Commission  
 239 Causeway Street  
 Boston, MA 02114  
 Telephone: (617) 727-3040  
 Fax: (617) 727-1510

Deborah B. Goldberg  
 Treasurer and Receiver General

Kim S. Gainsboro, Esq.  
 Chairman

**CALENDAR YEAR 2017 LEGAL HOLIDAYS AND DATES OF OBSERVANCE**

1. ALL LICENSEES MAY sell or deliver alcoholic beverages on the following holidays:

<b>New Year's Day</b>	<b>Sunday, January 1</b>
<b>Martin Luther King, Jr. Day</b>	<b>Monday, January 16</b>
<b>Presidents' Day</b>	<b>Monday, February 20</b>
<b>Evacuation Day</b>	<b>Friday, March 17</b>
<b>Patriots' Day</b>	<b>Monday, April 17</b>
<b>Bunker Hill Day</b>	<b>Saturday, June 17</b>
<b>Independence Day</b>	<b>Tuesday, July 4</b>
<b>Labor Day</b>	<b>Monday, September 4</b>
<b>Columbus Day</b>	<b>Monday, October 9</b>
<b>Veterans' Day</b>	<b>Saturday, November 11</b>

2. OFF-PREMISES LICENSEES (M.G.L. c. 138, §15) MAY remain open until 11:30 p.m. the day BEFORE all holidays.

3. OFF-PREMISES LICENSEE (M.G.L. c. 138, §15) MAY NOT sell or deliver alcoholic beverages on the following holidays:

<b>Thanksgiving Day</b>	<b>Thursday, November 23</b>
<b>Christmas Day</b>	<b>Monday, December 25</b>

4. OFF-PREMISES LICENSEES (M.G.L. c. 138, §15) MAY NOT sell alcoholic beverages until 12:00 noon on the following holiday:

<b>Memorial Day</b>	<b>Monday, May 29</b>
---------------------	-----------------------

5. ON-PREMISES LICENSEES (M.G.L. c. 138, §12) MAY NOT sell alcoholic beverages until 12:00 noon\* on the following holidays:

<b>Memorial Day</b>	<b>Monday, May 29</b>
<b>Christmas Day</b>	<b>Monday, December 25</b>

6. MANUFACTURERS\* and WHOLESALERS MAY NOT sell or deliver alcoholic beverages on the following holidays:

<b>Thanksgiving Day</b>	<b>Thursday, November 23</b>
<b>Christmas Day</b>	<b>Monday, December 25</b>

\*Except to §14 licensees (Wholesalers only)

7. MANUFACTURERS\* and WHOLESALERS MAY NOT sell or deliver alcoholic beverages until 12:00 noon on the following holiday:

<b>Memorial Day</b>	<b>Monday, May 29</b>
---------------------	-----------------------

(Issued date October 18, 2016)

## Massachusetts General Law 138 Section 15

Opening times the day before a legal holiday.

Any holder of a license under this section shall be permitted to make sales in accordance with the terms of his license at any time between eight o'clock ante meridian and eleven o'clock post meridian, or between eight o'clock ante meridian and half past eleven o'clock post meridian on any day immediately preceding a legal holiday, except when prohibited by section thirty-three.

# AGENDA ITEM

# #9

## Discussion - School Committee Vacancy Process

*Associated back up materials attached:*

- *Draft School Committee Timeline/Process for Appointment*

DRAFT

School Committee Vacancy  
Timeline/Process for Appointment

November 27, December 1	Advertisement of Vacancy	Blackboard (School) Facebook (Town) Twitter (both) Website: Home page of school and school committee page Town website
November 27 - December 7	Applications Accepted (letter of interest with relevant experience included, copy of resume)	Applications should be forwarded to Secretary to Medway School Committee (Ellen Quinn)
12/11/17	Screening of Applicants	Sub-Committee of SC Sub-Committee of Board of Selectmen
12/14/17	Interview of Candidates Vote to Appoint	School Committee Board of Selectmen

Text to Community

Vacancy on Medway School Committee

The Medway School Committee has a vacancy due to the resignation of Richard Eustis. Per the town charter and Massachusetts law, the remaining members of the School Committee and the Board of Selectmen shall select a replacement for this open seat at a joint meeting. The term of this appointment shall be through May 15, 2018. A new committee member shall be elected to complete the remainder of the term (May 2019) at the annual town election to be held on May 15, 2018.

Any interested resident may apply for this position. Please submit a letter of interest and a resume highlighting relevant experience to the secretary of the Medway School Committee, Ellen Quinn, at [equinn@medwayschools.org](mailto:equinn@medwayschools.org) or Ellen Quinn, Medway School Committee, 45 Holliston Street, Medway, MA 02053. All materials must be submitted by 12:00 p.m. on Thursday, December 7, 2017. A subcommittee will review the applications and a slate of finalists shall be interviewed at a joint meeting of the School Committee and Board of Selectmen on December 14, 2017 at 7 pm in the Middle School Presentation Room.

# AGENDA ITEM

## #10

### Approval of One-Day Liquor License Applications

- Lorie Brownell – Thayer Homestead – 1/1/2018
- Lisa Gravallese – Thayer Homestead – 1/11/2018
- Jamie Van Buren – Thayer Homestead – 1/14/2018
- Joanna Chester & Kaitlin Nowicki – Thayer Homestead – 1/28/2018

*Associated back up materials attached.*

- *Police Chief's recommendations for Lorie Brownell, Lisa Gravallese, Jamie Van Buren, and Joanna Chester and Kaitlin Nowicki*

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

#### **Proposed motion:**

I move that the Board approve the one-day liquor licenses for Lorie Brownell, Lisa Gravallese, Jamie Van Buren, and Joanna Chester and Kaitlin Nowicki for the events to be held at the Thayer Homestead on January 1<sup>st</sup>, 11<sup>th</sup>, 14<sup>th</sup>, and 28<sup>th</sup>, 2018 respectively, subject to the Police Chief's recommendations and proof of appropriate insurance coverage.



# Medway Police Department

315 Village Street  
Medway, MA 02053

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

Allen M. Tingley  
Chief of Police

November 21, 2017

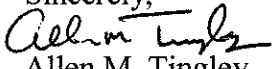
To: Michael Boynton  
Town Administrator

From: Allen M. Tingley  
Chief of Police

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

I have reviewed the request from Lorie Brownell for a one day wine and malt license for a party, to be held at the Thayer House, 2B Oak Street, on January 1, 2018. I approve of the issuance of this one day wine and malt license with the stipulation that the wine and beer will be purchased from a licensed alcohol wholesale distributor, as indicated on the license application and the Town of Medway's Alcohol Policy. There will be no on-street parking on Mechanic Street and Oak Street and that a responsible adult with some knowledge of Mass liquor laws will be checking ID's of individuals being served alcohol at the party

Sincerely,

  
Allen M. Tingley  
Chief of Police



# Medway Police Department

315 Village Street  
Medway, MA 02053

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

Allen M. Tingley  
Chief of Police

November 16, 2017

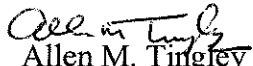
To: Michael Boynton  
Town Administrator

From: Allen M. Tingley  
Chief of Police

Re: One day liquor license- Thayer Property- Medium Night, Little Red School House

I have reviewed the request from Lisa Gravallesse for a one day beer and wine license for a fundraiser for the Little Red School House, to be held at the Thayer House, January 11, 2018. I approve of the issuance of this one day alcohol license with the stipulation that there will be no on-street parking on Mechanic Street and Oak Street. A responsible adult, with some knowledge of Mass. liquor laws from the organization will be checking ID's of individuals served beer or wine at this event

Sincerely,

  
Allen M. Tingley  
Chief of Police





# Medway Police Department

315 Village Street  
Medway, MA 02053

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

Allen M. Tingley  
Chief of Police

November 21, 2017

To: Michael Boynton  
Town Administrator

From: Allen M. Tingley  
Chief of Police

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

I have reviewed the request from Jamie Van Buren for a one day alcohol license for a baby shower, to be held at the Thayer House, January 14, 2018. I approve of the issuance of this one day alcohol license with the stipulation that the alcohol will be purchased from a licensed alcohol wholesale distributor, as indicated on the license application and the Town of Medway's Alcohol Policy. A responsible adult with some knowledge of Mass Liquor Laws will be checking ID's of individuals who are served alcohol at the baby shower. There will be no on-street parking on Mechanic Street and Oak Street.

Sincerely,

Allen M. Tingley  
Chief of Police



# Medway Police Department

315 Village Street  
Medway, MA 02053

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

Allen M. Tingley  
Chief of Police

November 14, 2017

To: Michael Boynton  
Town Administrator

From: Allen M. Tingley  
Chief of Police

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

I have reviewed the request from Joanna Chester for a one day alcohol license for a baby shower, to be held at the Thayer House, January 28, 2018. I approve of the issuance of this one day alcohol license with the stipulation that there will be no on-street parking on Mechanic Street and Oak Street. Special Occasions Servers will handle the checking of ID'S along with the pouring of alcoholic beverages for this event

Sincerely,

*Allen M. Tingley*  
Allen M. Tingley  
Chief of Police

# AGENDA ITEM

## #11

### Annual License Renewals

*Associated back up materials attached:*

- *List of Existing Licensees with Approval Status*

**Proposed Motion:**

I move that the Board approve the license renewals for the businesses provided in the Board's packet conditioned upon the receipt of all necessary documentation, payment and departmental approvals required for renewal of the specific licenses.

LICENSEE NAME	LICENSE TYPE	STATUS as of 12/4/2017
Aoude Gas & Repairs	Class II	Approve
Auto Exchange	Class II	Approve
Boston Classic Cars (Cheryl Hollander)	Class II	Approve
Burger King	Com Vic	Pending: Paperwork, payment & fire/building inspections
Coyle's Auction Gallery	Auctioneer	Approve
Cumberland Farms	Com Vic	Approve
Doice Doice Bakery	Com Vic	Pending: Payment of Personal Property Taxes & fire/building inspections
Domino's	Com Vic	Approve
Dunkin Donute-42 Summer	Com Vic	Approve
Dunkin Donute-81A Main	Com Vic	Approve
Galante's	Com Vic	Approve
GAW Financial Corp.	Class II	Approve
GAW Financial Corp.	Class III	Approve
Golden Bamboo (Huiqin Liu)	Com Vic	Approve
Hang Tai Too	Alcohol	Approve
Hang Tai Too	Com Vic	Approve
Hang Tai Too	Entertainment	Approve
Haven's Auto Body	Class II	Pending: Paperwork & payment
Jonathan Henry LLC	Class II	Pending: Paperwork & payment
Keystone Liquors	Alcohol	Approve
Late Model Cars, Inc.	Class II	Approve
Liquor World	Alcohol	Approve
McDonalds/Sellia Corp.	Com Vic	Approve
McDonalds/Sellia Corp.	Live Entertainment	Approve
Medway Café	Alcohol	Approve
Medway Café	Com Vic	Approve
Medway Café	Entertainment	Approve
Medway Famous Pizza	Com Vic	Approve
Medway Imports (Bluestone Management Corp. )	Class II	Approve
Medway Lotus (Ye Chan Inc.)	Alcohol	Approve
Medway Lotus (Ye Chan Inc.)	Automatic Amusement	Approve
Medway Lotus (Ye Chan Inc.)	Billiards	Approve
Medway Lotus (Ye Chan Inc.)	Com Vic	Approve
Medway Lotus (Ye Chan Inc.)	Entertainment	Approve
Medway Mart	Alcohol	Approve
Medway Mobile (TJ Gas)	Class II	Approve
Medway Post 1526 VFW	Alcohol	Approve
Medway Post 1526 VFW	Automatic Amusement	Approve
Medway Post 1526 VFW	Com Vic	Approve
Medway Post 1526 VFW	Entertainment	Approve
Medway Restaurant	Com Vic	Approve
Medway Szechuan Garden Inc.	Alcohol	Approve
Medway Szechuan Garden Inc.	Com Vic	Approve
Medway Subway (Veerjala, Inc.)	Com Vic	Approve
Medway Village Pizza	Com Vic	Approve
Mickey Cassidy's	Alcohol	Approve
Mickey Cassidy's	Com Vic	Approve
Mickey Cassidy's	Entertainment	Approve
Muffin House	Com Vic	Approve
Neighborhood Wrench	Class II	Approve
One Stop Convenience	Alcohol	Approve
Papa Ginos	Automatic Amusement	Approve
Papa Ginos	Com Vic	Approve
PJ's Smoke N' Grill (Paul Rogers, Jr.)	Alcohol	Approve
PJ's Smoke N' Grill (Paul Rogers, Jr.)	Com Vic	Approve
Restautant 45 (Night n' Day Inc.)	Alcohol	Approve
Restautant 45 (Night n' Day Inc.)	Com Vic	Approve
Select Used Cars Corp	Class II	Approve
Starbucks	Com Vic	Approve
Supreme Pizza (CTMD, LLC)	Alcohol	Approve
Supreme Pizza (CTMD, LLC)	Com Vic	Approve
TC Scoops, LLC	Alcohol	Pending: Payment of License Fees
TC Scoops, LLC	Com Vic	Pending: Payment of License Fees
Tingley's	Com Vic	Approve
West Medway Liquors (Pragathari LLC)	Alcohol	Approve
Williams Classic Restoration	Class II	Approve
Yama Fuji	Alcohol	Pending: fire/building inspections
Yama Fuji	Com Vic	Pending: fire/building inspections

# AGENDA ITEM

# #12

## Action Items from Previous Meeting

*Associated back up materials attached.*

- *Action Item list dated 11/20/17*

	DATE	ACTION ITEMS BOS	WHO	DUE - COMPLETED
1	7/6/2010	Street acceptance progress	S. Affleck-Childs	Ongoing
2	9/20/2010	Route 109 Project	DPS	Ongoing
3	2/3/2014	Cable license renewal (Comcast)	TA/CAC	Dec 2017
4	7/28/2014	DPS Facility Building Project	DPS/TA/Committee	Ongoing
5	IWRMP Task Force Mtg	Unaccounted for water loss status report	DPS	Oct 2017 BOS Mtg
6	7/17/2017	Centralized v Individual Well Water Treatment Options	DPS	Oct 2017 BOS Mtg

# AGENDA ITEM

## #13

### **Town Administrator's Report**

*No associated back up materials.*

# AGENDA ITEM

## #14

### Selectmen's Report

*No associated back up materials.*