

Board of Selectmen

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

February 6, 2017 6:30

Medway High School - Library

88 Summer Street

Agenda

6:30 - Board of Selectmen Meet Prior to Joint Meeting

- Call to order; Recitation of the Pledge of Allegiance
- Executive Session – Exemption 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; (Town Administrator's Contract) Board will return to Public Session.
- Public Comments

Other Business

1. Approval – Transfer of Entity from PGC Associates, Inc. to PGC Associates, LLC.
2. Vote – Close May 8, 2017 Annual Town Meeting Warrant
3. Discussion - New Recreational Marijuana Law
4. Approval – 6th Annual Shamrock Shuffle – March 11, 2017
5. Approval – One-Day Liquor License Requests for Events at Thayer Homestead
 - a. Daniel Benabou – February 15, 2017
 - b. Mariah Mellor – February 25, 2017
 - c. Michelle Callahan – March 5, 2017
 - d. Martine Metelus - March 18, 2017
 - e. Sweta Girgenrath - April 22, 2017
6. Action Items from Previous Meeting
7. Approval of Warrants
8. Approval of Minutes
9. Town Administrator's Report
10. Selectmen's Reports
11. **Joint Meeting with Community Preservation Committee and Evaluation of Parks, Fields and Recreational Areas Committee – Parks and Playgrounds Improvements Project**

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

Upcoming Meetings, Agenda and Reminders

February 21, 2017 --- Joint Meeting with W&S Commission - March 6, 2017 --- Regular Meeting

AGENDA

ITEM #1

Approval – Transfer of Entity from PGC Associates, Inc. to PGC Associates, LLC

Associated backup materials attached:

- Correspondence Requesting Entity Change - Gino D. Carlucci, Jr.
- EIN Confirmation from Internal Revenue Service

Proposed Motion: I move that the Board approve a change in entity currently referred to as PGC Associates, Inc. to PGC Associates, LLC as requested.

PGC ASSOCIATES, LLC

1 Toni Lane
Franklin, MA 02038-2648
508.533.8106
gino@pgcassociates.com

February 2, 2017

Michael Boynton, Town Administrator
Town of Medway
155 Village Street
Medway, MA 02053

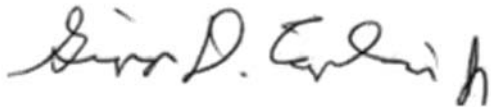
Dear Michael,

I have established a new LLC for my consulting business. Paragraph 9.2 of my contract with the Town states that the contract may not be assigned or transferred without the prior written consent of the Town, which consent shall not be unreasonably withheld. I am therefore requesting written permission to transfer the contract from PGC Associates, Inc. to PGC Associates, LLC.

The only changes necessary are to change the name of the entity and to change the Employer Identification Number (EIN). I have attached a copy of my letter from the IRS documenting the EIN for the new entity. All other terms of the contract would remain in place.

Thank you for considering this request.

Sincerely,



Gino D. Carlucci, Jr.

Cc: Susy Affleck-Childs

AGENDA

ITEM #2

**Vote – Close May 8, 2017 Annual Town Meeting
Warrant**

Associated backup materials attached:

- Fiscal Year 2018 Budget and 2017 Town Meeting Calendars

Proposed Motion: I move that the Board close the May 8th Annual Town Meeting Warrant on February 6, 2017.

Town of Medway

Fiscal Year 2018 Budget and 2017 Town Meeting Calendars

Date	Activity	Charter Ref.
Sep. 19	Town Administrator Issues Capital Improvement Plan (CIP) Instructions	5-2-6
Sept. 20	Board of Selectmen (BOS) Issues Budget Calendar	7-2-1
Oct. 3	Town Administrator/Finance Director Issue Five (5) Year Revenue and Expense Budget	7-2-3/7-4-1
Oct. 7	CIP Submitted to Town Administrator – Includes Status of Previously Approved Projects Plus Proposed New Projects	5-2-6
Oct. 10-28	Town Administrator/Finance Dir. Review CIP w/ Dept. Mgrs.	
Oct. 17	Board of Selectmen (BOS) Issues Policy Statement for FY18 Budget	7-2-4
Nov. 2	Proposed CIP and Capital Budget Submitted to Capital Improvement Planning Committee (CIPC)	
Nov. 3- Jan. 13	CIPC Reviews and Ranks Projects	
Dec. 5	Town Administrator/Finance Director Issues Budget Instructions to Dept. Heads and Committee Chairs	7-2-4
Dec. 30	Departmental Operating Budget Submissions Due to Town Admin.	7-2-5
Jan. 2 -Feb. 10	Town Administrator/Finance Director Review Department Budgets	
Jan. 9	Annual Town Meeting Warrant Opens	
Jan. 13-Feb. 3	CIPC Prepares Five Year Schedule of Capital Projects	5-2-6
Feb. 3	Capital Budget Completed by CIPC	
Feb. 5	ATM Warrant Compiled	
Feb. 6	CIPC Presents Capital Budget and Capital Plan to BOS	
Feb. 6	ATM Warrant Closes	
Feb. 7-10	Legal Review of Warrant	
Feb. 8	School Department Budget Submitted to Town Administrator and BOS	
Feb. 13	Town Administrator Submits Proposed Comprehensive Operating and Capital Budgets to BOS	7-2-6
Feb. 21 -Mar. 20	BOS Reviews Operating and Capital Budgets	
Feb. 21	BOS Reviews and Approves Warrant	
Mar. 6	BOS Adopts and Recommends Warrant to FinCom (except zoning)	7-2-9
Mar. 14	PEDB Holds Public Hearing on Proposed Zoning Bylaw Changes	
Mar. 16	PEDB Submits Public Hearing Outcome/Recommendations to BOS	
Mar. 16	FinCom Submits Public Hearing Notice to Milford Daily News (4 business days prior to advertisement in paper)	
Mar. 20	BOS Votes Recommendations on Zoning Warrant Articles	
Mar. 20	BOS Adopts and Transmits Proposed Operating and Capital Budgets to FinCom; Advises of Zoning Article Recommendations	
Mar. 22	Public Hearing Notice Appears in Milford Daily News	
Mar. 22-Apr. 5	FinCom Reviews Operating and Capital Budgets and Prepares Town Meeting Recommendations	
Apr. 5	Fincom Holds Public Hearing	2-5-2/7-2-10
Apr. 6	FinCom Recommends Final Budget and Warrant	7-2-10
Apr. 10-14	Warrant Submitted to Publisher	
Apr. 17	Warrant Posted on Web, Residents Notified	
May 8	Annual Town Meeting; Approval of Upcoming Year's Budgets	



AGENDA

ITEM #3

Discussion - New Recreational Marijuana Law

Associated backup materials attached:

- Proposed Actions

Possible Actions to Address New Recreational Marijuana Law

Action	Authority	Action Date	Deadline	Note
Zoning moratorium	Town Meeting w/ AG approval	May 8, 2017 ATM	Feb 6, 2017 ATM warrant closing	Anticipated that AG will approve a one year moratorium
Bylaw regulating time, place and manner	Town Meeting w/ AG approval	May 8, 2017, ATM or Nov 2017, FTM	Feb 6, 2017 or Oct 2, 2017	Limited to time, place and manner of marijuana establishment operations and accessories businesses
Bylaw regulating type or number	Election	May 16, 2017 (or May 2018)	Apr 3, 2017 35 days prior to election	If prohibiting 1 or more types of establishments or limiting number of retailers to fewer than 20% of alc. license quota
Non-binding ballot question	Election	May 16, 2017	Apr 3, 2017 35 days prior to election	
Allow or prohibit marijuana consumption on premises	Election (State)	Nov 2018	Aug 1, 2018 (anticipated)	Must be by petition of not fewer than 10% of # of voters that voted in the state election preceding the filed petition

AGENDA

ITEM #4

**Approval – 6th Annual Shamrock Shuffle – March
11, 2017**

Associated backup materials attached:

- Email Requesting Event
- Map of Race Route
- Police Chief's Recommendation

Proposed Motion: I move that the Board approve a special events permit for the 6th Annual Shamrock Shuffle to be held on March 11, 2017 subject to fulfillment of the Police Chief's recommendations.

Lindsey Rockwood

To: Leo Larivee
Subject: RE: Shamrock Shuffle 2017

From: Melinda [REDACTED]
Subject: Shamrock Shuffle 2017
Date: January 17, 2017 at 10:18:39 AM EST
To: "lrockwood@townofmedway.com" <lrockwood@townofmedway.com>
[REDACTED]

ATT: Board of Selectman

We would ask your permission again this year to have the 6th annual Shamrock Shuffle on Saturday, March 11, 2017 at 9am. Please let us know if it is ok to do again this year. I have also requested the police department to send officers down the morning of the race and close Adam's St. I am attaching the race route.

Thank you,

Melinda Currul
23B Fairway Lane
Medway MA 02053
[REDACTED]





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

January 19, 2017

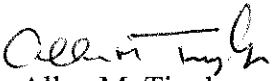
To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

Re: Shamrock Shuffle

I have reviewed the running route, mapped out for the 6th annual Shamrock Shuffle road race scheduled for March 11, 2017. I would approve of the issuing of the permit with the stipulation that three detail officers be hired by the organization, to assure the safety of the runners and the movement of traffic during the race. The three detail officers would be used to control the traffic in front of the runners and behind the runners during the race.

Respectfully Submitted,


Allen M. Tingley
Chief of Police

AGENDA

ITEM #5

Approval – One-Day Liquor License Requests for Events at Thayer Homestead

- a. Daniel Benabou – February 15, 2017
- b. Mariah Mellow – February 25, 2017
- c. Michelle Callahan – March 5, 2017
- d. Martine Metelus - March 18, 2017
- e. Sweta Girgenrath - April 22, 2017

Associated backup materials attached:

- Applications
- Police Chief's Recommendations

Proposed Motion: I move that the Board approve one day liquor licenses for Daniel Benabou, Mariah Mellow, Michelle Callahan, Martine Metelus and Sweta Girgenrath for events to be held at the Thayer Homestead on February 15, February 25, March 5, March 18, and April 22, 2017 subject to Police Chief's recommendations and proof of appropriate insurance coverage.



Town of Medway

BOARD OF SELECTMEN

155 Village Street, Medway MA 02053
Ph. (508) 533-3264 Fax: (508) 321-4899

APPLICATION FOR SPECIAL ONE-DAY LIQUOR LICENSE

MGL c.138, §14

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

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

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

Fee: \$0

All Alcohol _____ Wine and Malt

Event REMAX REALTY AWARD RECEPTION Event Date 2/15/17

Event Location THAYER HOUSE Hours 5PM - 10 - 7PM
(No later than 1:00 AM; last call 12:30 AM)

Name of Organization/Applicant CATERING & BAR SERVICES by Daniel

A
P

Non-Profit Organization? Y _____ N (If yes, attach non-profit certificate of exemption)
TAX ID# _____ (If applicable)

Is event open to the general public? Y _____ N Estimated attendance 60-70 People

Will there be an age restriction? Y N _____

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

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

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

Daniel Benabon T.E.P. Certified


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

Experience _____

Provisions for Security, Detail Officer _____

The following may be required:

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

Applicant's Signature  Date of Application 1/24/17

Applicant's Name Daniel Benabou

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

Police Department _____
315 Village St _____ Date _____

Fire Department _____
44 Milford St _____ Date _____

Board of Health _____
Town Hall, 1st Fl _____ Date _____

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



Medway Police Department

315 Village Street
Medway, MA 02053

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

Allen M. Tingley
Chief of Police

January 25, 2017

To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

Re: One-Day Liquor request – Thayer House – Remax Realty Awards Reception

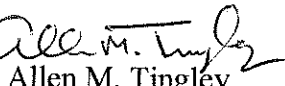
I have reviewed the application for the ^{one} day liquor license request for the Remax Realty Awards Reception scheduled for February 15, 2017 at the Thayer House.

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

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

The serving of the beer and wine will comply with the standards set forth in the Town of Medway's liquor policy for a one day alcoholic beverage license. Alcohol service will be provided by Catering and Bar Services by Daniel

Respectfully Submitted


Allen M. Tingley
Chief of Police



Town of Medway

BOARD OF SELECTMEN

155 Village Street, Medway MA 02053
Ph. (508) 533-3264 Fax: (508) 321-4899

APPLICATION FOR SPECIAL ONE-DAY LIQUOR LICENSE

MGL c.138, §14

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

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

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

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

All Alcohol Wine and Malt

Event 60th B-day party

Name of Organization/Applicant Mariah Mellor

Non-Profit Organization Y N

Attach non-profit certificate of exemption

Event Location Thayer Homestead

Event Date 2/25/17

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

Is event open to the general public? Y N

Estimated attendance 60

Will there be an age restriction? Y N

Minimum age allowed: 25

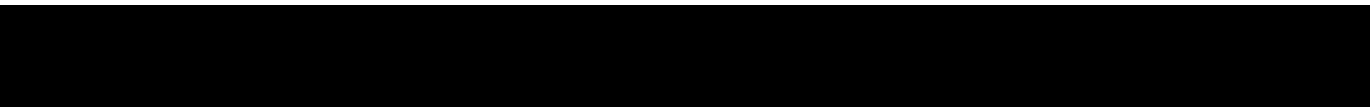
How, where and by whom will ID's be checked? Host will check ID @ door.
Everyone invited is over 21.

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

Alcohol server(s) _____
Attach Proof of Alcohol Server Training
N/A - No bartender

Provisions for Security, Detail Officer N/A

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

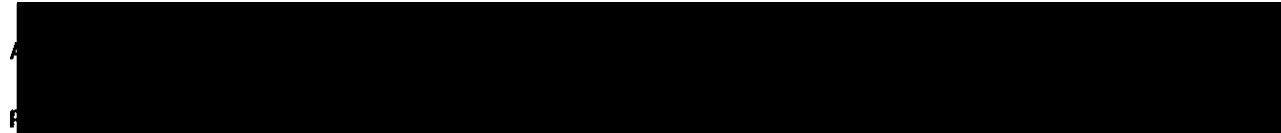


The following may be required:
Police Dept. - Detail; Fire Dept. - Detail; Board of Health - Food Permit; Building Dept. - Tent Permit

Date of Application 1/12/17

Applicant's Signature *Mariah Mellor*

Applicant's Name Mariah Mellor



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

Police Department _____
315 Village St _____ Date _____

Fire Department _____
44 Milford St _____ Date _____

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

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



Medway Police Department

315 Village Street
Medway, MA 02053

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

Allen M. Tingley
Chief of Police

January 19, 2017

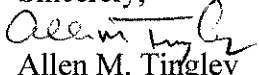
To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

Re: One day liquor license- Thayer Property- 60th Birthday Party

I have reviewed the request from Mariah Mellor for a one day alcohol license for a 60th birthday party, to be held at the Thayer House, 2B Oak Street, on February 15, 2017. I approve of the issuance of this one day alcohol license with the stipulation that the alcoholic beverages are purchased from a licensed alcohol wholesale distributor, as indicated on the license application and the Town of Medway's Alcohol Policy, there will be no on-street parking on Mechanic Street and Oak Street and that a responsible adult will be checking ID's of individuals being served alcohol at the party.

Sincerely,


Allen M. Tingley
Chief of Police



Town of Medway

BOARD OF SELECTMEN

155 Village Street, Medway MA 02053
Ph. (508) 533-3264 Fax: (508) 321-4899

APPLICATION FOR SPECIAL ONE-DAY LIQUOR LICENSE

MGL c.138, §14

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

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

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

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

All Alcohol Wine and Malt _____ * Minisosa Bar

Event Baby Shower

Name of Organization/Applicant Michelle Callahan

Address _____
FID# _____
Phone (508) _____

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

Event Location Thayer Hall

Event Date 3/5/17

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

Is event open to the general public? Y _____ N

Estimated attendance 60 people

Will there be an age restriction? Y _____ N
Minimum age allowed:

How, where and by whom will ID's be checked? family Party -
Host (Michelle Callahan) will check ID's

Is there a charge for the beverages? Y _____ N

Price structure: N/A

Alcohol server(s) _____

Attach Proof of Alcohol Server Training

Michelle Callahan

Provisions for Security, Detail Officer N/A

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

Experience TIPS Certified

The following may be required:

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

Date of Application 1/3/17

Applicant's Signature Michelle Callahan

Applicant _____
Address _____
Phone # _____

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

Police Department _____
315 Village St _____ Date

Fire Department _____
44 Milford St _____ Date

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

Building Department _____
Town Hall, 1st Fl _____ Date



Medway Police Department

315 Village Street
Medway, MA 02053

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

Allen M. Tingley
Chief of Police

January 25, 2017

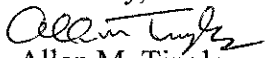
To: Michael Boynton
Town Administrator

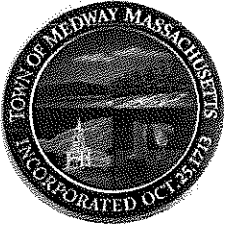
From: Allen M. Tingley
Chief of Police

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

I have reviewed the request from Michelle Callahan for a one day Alcohol license for a baby shower, to be held at the Thayer House, 2B Oak Street, on March 5, 2017. I approve of the issuance of this one day alcohol license with the stipulation that the alcohol will be purchased from a licensed alcohol wholesale distributor, as indicated on the license application and the Town of Medway's Alcohol Policy and that a responsible adult with some knowledge of Mass Liquor Laws will be checking ID's of individuals being 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



Town of Medway

BOARD OF SELECTMEN

155 Village Street, Medway MA 02053
Ph. (508) 533-3264 Fax: (508) 321-4899

APPLICATION FOR SPECIAL ONE-DAY LIQUOR LICENSE

MGL c.138, §14

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

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

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

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

All Alcohol [checked] Wine and Malt []

Event 110th Birthday Party

Name of Organization/Applicant Martine Metelus (Martine Metelus)

Address [Redacted]
FID# [Redacted]
Phone [Redacted]

Non-Profit Organization Y [] N []

Attach non-profit certificate of exemption

Event Location Thayer Homestead

Event Date March 18, 2017

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

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

Estimated attendance []

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

Minimum age allowed:

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

Is there a charge for the beverages? Y _____ N

Price structure: _____

Alcohol server(s) _____

Attach Proof of Alcohol Server Training

N/A

Provisions for Security, Detail Officer *N/A*

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

Experience _____

The following may be required:

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

Date of Application _____

Applicant's Signature *[Handwritten Signature]*

Applicant's Name *Yvonne Melo*

Address _____

Phone () _____ Fax () _____ Email _____

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

Police Department _____
315 Village St _____ Date _____

Fire Department _____
44 Milford St _____ Date _____

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

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



Medway Police Department

315 Village Street
Medway, MA 02053

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

Allen M. Tingley
Chief of Police

January 25, 2017

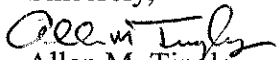
To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

Re: One day liquor license- Thayer Property- 16th Birthday Party

I have reviewed the request from Martine Metelus for a one day alcohol license for a 16th birthday party, to be held at the Thayer House, 2B Oak Street, on March 18, 2017. I approve of the issuance of this one day alcohol license with the stipulation that the alcoholic beverages are purchased from a licensed alcohol wholesale distributor, as indicated on the license application and the Town of Medway's Alcohol Policy, there will be no on-street parking on Mechanic Street and Oak Street and that a responsible adult will be checking ID's of individuals being served alcohol at the party.

Sincerely,


Allen M. Tingley
Chief of Police



Town of Medway

BOARD OF SELECTMEN

155 Village Street, Medway MA 02053
Ph. (508) 533-3264 Fax: (508) 321-4899

APPLICATION FOR SPECIAL ONE-DAY LIQUOR LICENSE

MGL c.138, §14

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

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

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

Fee: \$0

All Alcohol _____ Wine and Malt _____

Event 1st Bday Party Event Date 22nd April

Event Location Theresa Haus Hours 8-4
(No later than 1:00 AM; last call 12:30 AM)

Name of Organization/Applicant Sweet's Great Girtsenroth

Address _____

Phone _____

Non-Profit Organization? Y N (If yes, attach non-profit certificate of exemption)

TAX ID# _____ (If applicable)

Is event open to the general public? Y N Estimated attendance _____

Will there be an age restriction? Y N

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

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

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

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

Experience _____

Provisions for Security, Detail Officer _____

The following may be required:

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

Applicant's Signature  Date of Application 10th January

Applicant's Name Sweta Girgenroth

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

Police Department _____
315 Village St _____ Date

Fire Department _____
44 Milford St _____ Date

Board of Health _____
Town Hall, 1st Fl _____ Date

Building Department _____
Town Hall, 1st Fl _____ Date



Medway Police Department

315 Village Street
Medway, MA 02053

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

Allen M. Tingley
Chief of Police

January 12, 2017

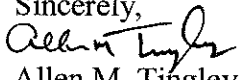
To: Michael Boynton
Town Administrator

From: Allen M. Tingley
Chief of Police

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

I have reviewed the request from Sweta Girenath for a one day alcohol license for a birthday party, to be held at the Thayer House, 2B Oak Street, on April 22, 2017. I approve of the issuance of this one day alcohol license with the stipulation that the alcoholic beverages are purchased from a licensed alcohol wholesale distributor, as indicated on the license application and the Town of Medway's Alcohol Policy, there will be no on-street parking on Mechanic Street and Oak Street and that a responsible adult will be checking ID's of individuals being served alcohol at the party.

Sincerely,


Allen M. Tingley
Chief of Police

AGENDA

ITEM #6

Action Items from Previous Meeting

	DATE	ACTION ITEMS BOS	WHO	COMPLETED
1	7/6/2010	Street acceptance progress	S. Affleck-Childs	Ongoing
2	9/20/2010	Route 109 Project	DPS	Ongoing
3	2/3/2014	Cable license renewals ; Mtg of Cable Advisory Com; Ascertainment Process	TA/CAC	Ongoing
4	7/28/2014	DPS Facility Building Project	DPS/TA/Committee	On hold
5	4/4/2016	Recreational Facility Improvements	BOS	Ongoing
6	10/17/2016	Benches at memorial park across from Police Station	TA/DPS	
7	12/5/2016	Urban Renewal Plan submission to State	Redevel. Authority	

AGENDA

ITEM #7

Approval of Warrants

Warrants to be provided at meeting

AGENDA

ITEM #8

Approval of Minutes

Associated backup materials attached:

- October 4, 2016 Draft Minutes
- October 17, 2016 Draft Minutes
- November 14, 2016 Draft Minutes
- November 21, 2016 Draft Minutes
- November 30, 2016 Draft Minutes

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

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

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

6 **October 4, 2016 at 7:00 p.m.**

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

9 **Present:** Chairman Trindade; Selectmen Maryjane White and Rick D'Innocenzo; and
10 Administrator Michael Boynton.

11
12 At 7:11 p.m., Chairman Trindade called the meeting to order and led in the Pledge of
13 Allegiance.

14
15 **Public Comments:** None
16

17 **Public Hearing –Vote on Potential Revocation of Class II Dealers License –Michael**
18 **Doyle:**

19 *The Board reviewed the following information: (1) Notice of Bond Cancellation – CNA*
20 *Surety; and (2) Correspondence.*
21

22 Assistant Town Administrator Allison Potter provided the Board with background on this
23 matter. She said that Mr. Doyle has been licensed since 2000. Proof of bond is required
24 by law as part of the Class II Dealers License. The Town received notice from CNA
25 Surety that Mr. Doyle's bond was cancelled. The Town sent correspondence to Mr.
26 Doyle that he must provide proof of alternative bond or his license may be revoked. The
27 Town followed up with Mr. Doyle several times but has not received a response or proof
28 of bond. According to state law his license needs to be revoked.
29

30 **Selectman D'Innocenzo moved that the Board open the hearing on the potential**
31 **revocation of the Class II Dealers License currently held by Michael Doyle;**
32 **Selectman White second; No discussion; All ayes 3-0-0.**
33

34 Town Administrator Boynton said if Mr. Doyle continues to sell after the revocation of
35 his license the police department will be notified. Assistant Town Administrator Potter
36 said the Registry of Motor Vehicles will also be notified. In July, the BOS was notified
37 by CNA Surety that Mr. Doyle's bond was cancelled. The Town requested that Mr.
38 Doyle supply proof of new bond several times. Via hand delivered correspondence on
39 August 24, 2016, Mr. Doyle was informed that he had 10 days to comply or a hearing
40 would be held on the revocation of his license. Chairman Trindade read the letter sent
41 from CNA Surety to Mr. Doyle. He also read the letter from Town Administrator
42 Boynton to Mr. Doyle. There has not been any communication from Mr. Doyle. A letter
43 was hand delivered to Mr. Doyle's residence notifying him that the hearing was
44 rescheduled from October 3, 2016 to October 4, 2016.
45

1 **Selectman D’Innocenzo moved that the Board close the hearing; Selectman White**
2 **second; No discussion; All ayes 3-0-0.**

3
4 **Selectman D’Innocenzo moved that the Board revoke the Class II Dealers License**
5 **currently held by Michael Doyle for non-compliance of the bond requirements per**
6 **MA General Law Chapter 140, Section 58; Selectman White second; No discussion;**
7 **All ayes 3-0-0.**

8
9 **Contract Approval - Nursing Services for Council on Aging – Katherine Tonelli -**
10 **\$7,000:**

11 *The Board reviewed the following information: (1) Contract.*

12
13 The Director of the Council on Aging Courtney Riley said that this contract was in place
14 prior to her hiring but was left vacant. She conducted interviews and believes Ms. Tonelli
15 is the best person for the position. Ms. Tonelli will be available 4 hours per week to
16 answer basic questions and take blood pressure and blood sugar readings.

17
18 **Selectman D’Innocenzo moved that the Board authorize the Chairman to execute a**
19 **contract with Katherine Tonelli to provide nursing services for the Council on**
20 **Aging in an amount not to exceed \$7,000 annually; Selectman White; No discussion;**
21 **All ayes 3-0-0.**

22
23 **Contract Approval - Lorusso Corporation for School Street Sidewalk**
24 **Reconstruction - \$91,486:**

25 *The Board reviewed the following information: (1) Memo – Thomas Holder, DPS*
26 *Director; and (2) Contract.*

27
28 DPS Director Tom Holder said the sidewalks on School Street have been on capital
29 improvement plan for a long time. They plan to begin work next week. He said this is
30 needed and will be a dramatic improvement for this neighborhood.

31
32 **Selectman D’Innocenzo moved that the Board authorize the Chairman to execute a**
33 **contract with Lorusso Corporation for reconstruction of sidewalks on School Street**
34 **in an amount not to exceed \$91,486; Selectman White; No discussion; All ayes 3-0-0.**

35
36 **Contract Approval - Precision Industrial Maintenance, Inc. for Winthrop Street**
37 **Culvert Repairs - \$84,000:**

38 *The Board reviewed the following information: (1) Memo – Thomas Holder, DPS*
39 *Director; and (2) Contract.*

40
41 DPS Director Tom Holder said this project has also been on capital improvement plan list
42 for several years and needs to be completed before the winter. He said there will be a
43 minimal impact to the road. This bid was significantly lower than the other bids. Mr.
44 Holder said he is confident that this company can complete the work.

1 **Selectman D’Innocenzo moved that the Board authorize the Chairman to execute a**
2 **contract with Precision Industrial Maintenance for Winthrop Street Culvert repairs**
3 **in an amount not to exceed \$84,000; Selectman White; No discussion; All ayes 3-0-0.**
4

5 **Grant Acceptance – Mass DEP Recycling Dividends - \$5,400:**

6 *The Board reviewed the following information: (1) Correspondence - Martin Suuberg,*
7 *DEP Commissioner; and (2) Notice of Grant Award.*
8

9 DPS Director Tom Holder said this is the 3rd year Medway has received this grant. The
10 Town gets credit for the recycling initiatives that are in place. These funds help provide
11 compost bins, public outreach, and rain barrels. The funds will be used in the next
12 calendar year.
13

14 **Selectman D’Innocenzo moved that the Board authorize the expenditure of the**
15 **Mass DEP Recycling Dividends Grant in the amount of \$5,400 as presented;**
16 **Selectman White second; No discussion; All ayes 3-0-0.**
17

18 Town Administrator Boynton said they have been looking at last 4 years of the solid
19 waste budget. He reported that revenue has decreased. One factor is that the cost of
20 recycling disposal has increased. Also the cost of producing the bags is going up. He said
21 there has not been a fee increase in recent years. They are looking into this in greater
22 detail to try to better understand what is going on.
23

24 DPS Director Tom Holder and Town Administrator Boynton wanted to let the BOS know
25 that the reclamation of Oak Street may be delayed. They don’t want to start the project
26 unless they can finish prior to the winter. Next week’s potential storm may impact this
27 project and cause it to be delayed.
28

29 **Approval – Community Septic Management Program Interim Loan -\$200,000:**

30 *The Board reviewed the following information: (1) Memo - Joanne Russo, Treasurer;*
31 *and (2) Loan Note.*
32

33 This is a program that is run through Board of Health. Funds are set aside for residents
34 who need assistance financing the repair or replacement of their septic systems.
35 Residents are eligible for a 2% loan over 20 years. Town Accountant Carol Pratt said 9 or
36 10 projects were completed over the last 2 years under this program. Collection has not
37 been an issue as it goes on to the resident’s tax bill.
38

39 **I, the Chairman of the Board of Selectmen of the Town of Medway, Massachusetts,**
40 **certify that at a meeting of the board held October 4, 2016, of which meeting all**
41 **members of the board were duly notified and at which a quorum was present, the**
42 **following vote was passed, all of which appears upon the official record of the board**
43 **in my custody:**
44

45 **VOTED**

46 **(1) that the Town shall issue a bond or bonds in an aggregate principal**

1 amount not to exceed \$200,000(the “Bonds”) pursuant to Chapters 29C
2 and 111 of the General Laws and a vote of the Town passed May 9, 2016
3 (Article 13), which authorized a total borrowing of \$200,000, for a
4 community septic management loan program (the “Project”);

5
6 (2) that in anticipation of the issuance of the Bonds the Treasurer is authorized
7 to issue an interim loan note or notes (the “Notes”) from time to time in an
8 aggregate principal amount not to exceed \$200,000;

9
10 (3) that each Bond or Note shall be issued as a single registered security, and
11 sold to the Massachusetts Clean Water Trust (the “Trust”) at a price
12 determined pursuant to the Financing Agreement;

13
14 (4) that the Treasurer is authorized to determine the date, the form, the
15 maximum interest rate and the principal maturities of each Bond and Note,
16 and to execute a Financing Agreement or Agreements with the Trust with
17 respect to the sale of the Bonds and Notes, such date, form and maturities
18 and the specific interest rate or rates of the Bonds and Notes to be
19 approved by a majority of the Board of Selectmen and the Treasurer and
20 evidenced by their execution of the Bonds or Notes;

21
22 (5) that all action taken to date by the Town and its officers and agents to
23 carry out the Project and its financing, including the execution of any loan
24 agreement by the Treasurer, are hereby ratified, approved and confirmed;
25 and

26
27 (6) that the Treasurer and the other appropriate Town officials are each hereby
28 authorized to take any and all actions necessary or convenient to carry out
29 the provisions of this vote, including execution and delivery of the
30 Financing Agreement or Agreements and the Project Approval Certificate
31 and Regulatory Agreement or Agreements relating to the Project.

32
33 I further certify that the votes were taken at a meeting open to the public, that no
34 vote was taken by secret ballot, that a notice stating the place, date, time and agenda
35 for the meeting (which agenda included the adoption of the above votes) was filed
36 with the Town Clerk and a copy thereof posted in a manner conspicuously visible to
37 the public at all hours in or on the municipal building that the office of the Town
38 Clerk is located or, if applicable, in accordance with an alternative method of notice
39 prescribed or approved by the Attorney General as set forth -2- in 940 CMR
40 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays,
41 prior to the time of the meeting and remained so posted at the time of the meeting,
42 that no deliberations or decision in connection with the sale of the Bonds or Notes
43 were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as
44 amended.

45
46 Selectman D’Innocenzo second; No discussion; All ayes 3-0-0.

1 **Approval – Indirect Cost Allocation Agreement for Enterprise Funds:**

2 *The Board reviewed the following information: (1) Agreement.*

3
4 Town Accountant and Finance Director Carol Pratt explained that the Department of
5 Revenue (DOR) allows the Town to allocate certain expenses that are held in the budget
6 of the General Fund to the Enterprise Funds for support that is being provided. Eligible
7 expenses include administrative support for the Office of the Town Administrator,
8 Accounting Office, Treasurer/Collector, and Human Resources. Ms. Pratt explained that
9 a percentage of their cost (salaries, benefits, and expenses) are allocated back to the
10 Enterprise Funds. There is also an allocation for IT support. The same formula has been
11 used for many years to determine the allocations. The auditors review the allocation
12 annually. The Department of Revenue supports this methodology. Town Administrator
13 Boynton relayed Selectman Crowley’s concern that this process not result in a higher fee
14 to taxpayers. Chairman Trindade wanted to make sure residents understand that the
15 Enterprise funds are not being used to sure up the General Fund.

16
17 **Selectman D’Innocenzo moved that the Board approve the FY17 indirect cost**
18 **allocation agreement for Town enterprise funds as presented; Selectman White**
19 **second; No discussion; All ayes 3-0-0.**

20
21 **Approval – Contract with Salmon Home Care for Public Health Nursing Services -**
22 **\$14,150:**

23 *The Board reviewed the following information: (1) Memo – Beth Hallal, Health Director;*
24 *and (2) Contract.*

25
26 Town Administrator Boynton said the Town is obligated to offer in-home nursing
27 services. Salmon Home Care will provide home visits as needed and will work with the
28 Town when communicable diseases occur. This agenda item was not part of the posted
29 agenda as it just came to the attention of the Board today. Chairman Trindade said the
30 Board felt it was important that they address it tonight. Administrator Boynton explained
31 that this service is in place of a Public Health Nurse.

32
33 **Selectman D’Innocenzo moved that the Board authorize the Chairman to execute a**
34 **contract with Salmon Home Care for public health nursing services in an amount**
35 **not to exceed \$14,150; Selectman White second; No discussion; All ayes 3-0-0.**

36
37 **Banner Display Request – Medway Turkey Trot:**

38 *The Board reviewed the following information: (1) Banner display request form.*

39
40 **Selectman D’Innocenzo moved that the Board approve a banner display request for**
41 **the Medway Turkey Trot 5k race; Selectman White second; No discussion; All ayes**
42 **3-0-0.**

43
44 **Approval – One-Day Liquor License Requests:**

45 **a. Nancy Antonino – Thayer Homestead – October 22, 2016**

46 **b. Kelly Bennett – Thayer Homestead – November 13, 2016**

- 1 **c. Mark Kelley – Thayer Homestead – November 23, 2016**
- 2 **d. Shirley Ann Bliss – Thayer Homestead – January 7, 2017**

3
 4 *The Board reviewed the following information: (1) Applications; and (2) Police Chief's*
 5 *recommendations.*

6
 7 **Selectman White moved that the Board approve one-day liquor licenses for Nancy**
 8 **Antonino, Kelley Bennett, Mark Kelley and Shirley Bliss respectively, for their**
 9 **events to be held at the Thayer Homestead October 22, November 13, November 23,**
 10 **2016 and January 7, 2017 subject to Police Chief's recommendations and proof of**
 11 **appropriate insurance coverage; Selectman D'Innocenzo second; No discussion; All**
 12 **eyes 3-0-0.**

13
 14 **Approval of Warrant:**

15 #17-15SP

16 School Payroll \$834,683.83

17
 18 #17-15P

19
 20 Town Payroll \$346,887.44

21
 22 **TOTAL \$1,181,571.27**

23
 24 **Selectman D'Innocenzo moved that the Board approve the warrant as read;**
 25 **Selectman White second; No discussion; All eyes 3-0-0.**

26
 27 **Town Administrator's Report:**

- 28 • Town continues to work with neighboring towns to address a advanced life
- 29 support (ALS) service provision. Met with 5 companies in last 2 weeks. Received
- 30 2 proposals. Price is a major issue. Dedicated ALS unit will cost about \$500,000.
- 31 Community Ambulance is our primary ALS provided now. Brewster has a truck
- 32 locally as well. This topic requires a lot more discussion. Chairman Trindade
- 33 asked for a breakdown on rates.

34
 35 **Selectmen's Reports:**

- 36 • Selectman White reminded residents that there will be early voting available.

37
 38 **At 8:00 p.m., Selectman D'Innocenzo moved to adjourn; Selectman White second;**
 39 **No discussion; All eyes 3-0-0.**

40
 41 Respectfully submitted,

42
 43 Michelle Reed

Board of Selectmen's Meeting
October 17, 2016 – 7:00 PM
Sanford Hall, Town Hall
155 Village Street

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

Absent: Michael Boynton, Town Administrator;

Staff Present: Allison Potter, Assistant Town Administrator; Carol Pratt, Finance Director; Mary Becotte, Communications Director; Susy Affleck-Childs, Planning and Economic Development Coordinator; Stephanie Mercandetti, Community Development Director; Bob Weiss, Energy Manager.

Planning & Economic Development Board: Andy Rodenhiser, Chair; Tom Gay, Jim Wieler, Bob Tucker.

Others Present: Gino Carlucci, Planning Board Consultant; Carrie Bergeron, Chair, Energy Committee;

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

Public Comments: None.

Presentation – Five Year Budget Forecast:

The Board reviewed the Five-Year Budget Forecast.

Present: Carol Pratt, Finance Director.

Ms. Pratt reviewed various components of the Budget Forecast beginning with the revenue and growth assumptions. Then she moved on to school salary increases, police salary increases relative to new hires, impacts on Norfolk County Retirement System and an potential increase in health insurance premiums of 7%. Selectman Crowley asked for a list of potential increases in head count. Ms. Pratt confirmed that the forecast includes three police officers for second year as well as four firefighters. There are no additional new hires anticipated at this time.

Ms. Pratt then reviewed the five-year debt service forecast which was followed by a discussion on the Department of Public Services Enterprise Fund debt allocation. With respect to Veterans Services, it was noted that it is very difficult to predict when veterans or spouses of veterans will request assistance.

For the benefit of new residents, Selectmen Crowley explained that the DPS Facility will be built without override or debt exclusion. It is anticipated that all costs will be paid out of the general fund as the Board has been planning for years.

Responding to a question from the Board, Ms. Pratt stated that, out of the \$140,000 collected as Meals Tax is transferred into the OPEB Trust while the other \$40K stayed in the General Fund.

General discussion followed on criteria evaluated by bond agencies when the Town offers Bond Anticipation Notes.

1
2 **Municipal Aggregation Presentation – Mark Capadonna, Colonial Power Group, Inc.:**

3 *The Board reviewed a PowerPoint presentation – Community Choice Aggregation Program.*

4
5 Present: Carrie Bergeron – Chair, Energy Committee; Bob Weiss, Energy Manager; Mark Capadonna,
6 President, Colonial Power Group, Inc.; Bernard Lynch, Community Paradigm Associates.

7
8 Ms. Bergeron provided a brief overview on the process, noting that the Energy Committee held
9 discussions with other communities and interviewed three consultants extensively in order to make
10 recommendations for this program. Colonial Power Group was the Energy Committee’s choice out of
11 the three interviewed.

12
13 If the Board is in agreement, the next steps would be to move forward with negotiating a contract with
14 Colonial Power. The intent of the program is to trying to lower the electric bill of participating residents
15 so that the distribution piece can be lowered by aggregating with a power company. Buying power in
16 bulk will lower the bill. Instead of each household, we combine all households into one large unit.

17
18 Selectman Foresto provided a brief explanation on how we got to this point, noting that many communities
19 are participating in similar programs. This is for both residential and commercial.

20
21 Mr. Bernard Lynch of Community Paradigm Associates noted that an opt-out program is required by state
22 regulation. With Colonial Power, a resident can opt out with a postcard, over the internet or with a phone
23 call. With a phone call it goes to Colonial Power directly. Implementation of a program takes several
24 months, and people forget. Information will be continually distributed so that people are aware of the
25 program. If a resident opts out, they can later opt back in if they want to. All bills to residents will be
26 paid to Eversource.

27
28 Mr. Lynch stated that he personally has 35 years of municipal government experience, adding that
29 Colonial does this for 65 communities now, ranging from very small communities to one the size of the
30 City of Lowell. The service rendered is the same no matter the size of the community.

31
32 Brief discussion followed on community aggregation during which it was noted that one of the major
33 benefits is the stability of price. Ultimately, the decision will be made by each consumer after the Town
34 signs on. As to the bid process, Mr. Capadonna explained that they will put out an RFP on behalf of the
35 Town, and large energy suppliers will then bid on it. The Town will have to decide on the length of
36 contract with the supplier that is the winning bidder. Discussion followed on various scenarios and
37 Exelon plant. There will be energy savings for consumers, economic development for small businesses
38 due to the savings, pro-consumer benefit and the benefit of Colonial’s professional expertise. Green
39 opportunities are also available based on how the individual program is structured.

40
41 The next step would be for the Board of Selectmen to vote to adopt an Aggregation Plan. Colonial would
42 prepare it and we would bring it back to the Board for review. The Plan outlines the roles and responsibilities
43 of all the parties, then the Plan is forwarded first to the state, and then to the Department of Public Utilities.
44 At that point, the Town has the ability to enter into aggregation but is not required to do so.

45
46 Brief discussion followed on whether to bring a contract forward. The contract would be with Colonial
47 who would act as the Town’s consultant in this process.

48
49 Mr. Charlie Myers asked if Colonial will consider load-shifting which is usually put on the supplier in
50 these kinds of scenarios. The financial benefits could come to the Town if load-shifting is included. Mr.
51 Myers also reported that legislation passed at the end of July dealt with energy storage.

1
2 Chairman Trindade summarized some of this discussion should go through the Energy Commission. Mr.
3 Capadonna noted that these discussion points really fall with the supplier rather than the Board. The
4 Board asked for copies of the contracts and plans that Franklin and Holliston have.

5
6 **Contract Approval – Energy Management System Installation in Police Department Headquarters –**
7 **Prism Energy Services, \$96,968:**

8 *The Board reviewed the following information: (1) Memorandum dated October 13, 2016; and*
9 *(2) Contract.*

10
11 Present: Bob Weiss, Energy Manager.

12
13 Mr. Weiss reported that this project is funded by grant funds as well as Eversource. The grant was
14 awarded in June and no money from the Town is involved. The benefit is that we will have a more
15 efficient heating and cooling operation at the police headquarters. Energy rebates have increased so the
16 actual cost of the project is less.

17
18 Selectman Crowley theorized that it is still tax money that has been paid to the state in taxes, so in theory
19 it really isn't free. It has an estimated payback period of 11.5 years.

20
21 **Selectman Foresto moved that the Board authorize the Chairman to execute a contract with Prism**
22 **Energy Services for energy management system installation at the Police Department Headquarters in**
23 **an amount not to exceed \$96,968; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.**

24
25 **(7:45 PM) Public Hearing – Retail Liquor License Request – TC Scoops:**

26 *The Board reviewed an Application for License. It is noted that all necessary documentation has been*
27 *received from the applicant. Abutters have been notified and a public hearing notice was posted in the*
28 *Milford Daily News within the appropriate time frame.*

29
30 **At 7:50 PM Chairman Trindade moved to open a public hearing for the purpose of considering the**
31 **application for a Retail Liquor License; Selectman White seconded. No discussion. VOTE: 5-0-0.**

32
33 At this time, Chairman Trindade turned the gavel over to Vice Chair White and exited the meeting room.
34 He re-entered the room at 7:55 PM and retrieved the gavel.

35
36 Ms. Potter reported that the Town Administrator's office had received an application for wine and malt
37 license. She added that there are currently three malt and wine licenses left as well as two all-alcohol
38 licenses.

39
40 Present: Tina Chemini, owner and operator.

41
42 Ms. Chemini stated she is continuing her efforts to make the parlor "a gathering place", and with the hot
43 dog offerings, she would like to offer her patrons hard cider or beer.

44
45 Selectman White asked if she would be able to get a glass of wine without ordering any food. Ms.
46 Chemini responded it would be possible. What about private parties? Brief discussion followed on TIPS
47 training programs. It was emphasized that the kitchen must be open during all hours when alcohol is
48 made available or served.

1 Selectman Foresto asked Ms. Chemini has complied with all ABCC requirements. Ms. Potter responded
2 that the Board must approve first, and then it goes to the ABCC. She added that the Police Chief is
3 pretty comfortable with allowing the license.
4

5 Mr. Andy Rodenhiser, Chair, Planning and Economic Development Board, stated he wishes to speak in
6 favor of the applicant. He noted that Ms. Chemini participates in our economic development committee
7 and is a good corporate business. She runs her business in exemplary fashion.
8

9 Selectman Crowley noted that he personally has an issue with an ice cream parlor serving alcoholic
10 beverages. Where do we draw the line for our community? That's one of the reasons the ABCC gives
11 Town Boards the flexibility as they know their own communities. He added that he could not think of
12 another ice cream parlor that serves alcohol. Lots of children go in, and he did not think it was the right
13 venue for alcoholic beverages. Ms. Chemini responded that she too has a social conscience, and will not
14 serve alcohol to someone who comes in with a lot of kids. Chairman Trindade theorized that there are
15 peak times where school age children will not be there at the parlor, such as between noon and 2 PM,
16 suggested that more alcohol sales would occur from 5 – 8 PM.
17

18 Directing his question to Ms. Chemini, Selectman Crowley asked about her lease with the property owner
19 and whether it allowed her to use the premises for alcohol service. He asked how many seats the
20 restaurant had. Ms. Potter noted that the application stated there are 95 seats. Selectman Crowley stated
21 he would like more information, noting that Ms. Chemini has indicated on her plan to renovate but the
22 Board needs to see the serving areas. The Board has to fully understand the intent of the change.
23

24 Selectman White asked Ms. Chemini is she was considering wine and paint parties. Ms. Chemini
25 responded in the affirmative, noting that was where this initiative started. She added that she also wanted
26 to have a coffeehouse kind of atmosphere.
27

28 **At 8:05 PM Selectman Trindade moved to close the public hearing; Selectmen D'Innocenzo**
29 **seconded. No discussion. VOTE: 5-0-0.**
30

31 Selectman Trindade asked the applicant to flesh out this request more, specifically what the plan will be
32 and how the updated business will be operated. The Board will revisit it two weeks from now.
33

34 **Consideration of Appointment – Community Preservation Committee—At-Large Member (1**
35 **Position) – Tom Emero, Debi Rossi, Dayna Gill, Rori Stumpf:**

36 *The Board reviewed Letters of Interest and Resumes from candidates Tom Emero, Debi Rossi, Dayna Gill*
37 *and Rori Stumpf.*
38

39 Noting that this is a very important committee, Chairman Trindade briefly described the projects that the
40 Community Preservation Committee has been involved with. As the current member, Mr. Kali, is
41 moving out of Medway, a vacancy will be created. It was decided to interview each candidate, beginning
42 with Mr. Emero.
43

44 Mr. Tom Emero stated that he is an attorney with a Masters' Degree in environmental law. He does not
45 practice law, but spend time with permitting agencies and the like. When he lived in Maine, he served on
46 the Planning Board and Zoning Board of Appeals. He has raised two children in Medway and has served
47 as President of Medway Youth Baseball for two years, developing relationships with groups in town.
48 Lastly, he declared that he is looking for additional ways to offer public service.
49

50 Responding to a question from the Board, Mr. Emero stated that he would look at the facts of a proposed
51 project, basically separating himself from any personal intent and do what's best for the Town. He

1 admitted he has attended few meetings. He added that he did not know how he would vote on a
2 referendum to reduce or eliminate the amount collected as Community Preservation Act funds.

3
4 Chairman Trindade noted that the Town has collected over five million dollars via CPA and has used it to
5 purchase open space, develop athletic fields, affordable housing, Thayer homestead and the community
6 farm, and now hopefully those funds will be used to build trails.

7
8
9 Ms. Debi Rossi stated she has been a resident for 19 years and involved with various sports. Both her
10 children were raised in Medway and her family is very supportive of Town activities. She too was
11 looking for a way to give back to the Town. Responding to the Chairman's question, Mr. Rossi stated
12 that her professional career is in investment performance analysis and would look at it from that
13 perspective, but try to do what is best for the whole community. A long term vision is also important.
14 She noted she has yet to attend a CPC meeting. As for a reduction in CPA funds collection, she would
15 be in favor of reducing it, based on what the numbers are and how much is already in the fund.

16
17 At this time, Selectman Crowley suggested that it will be tough to make a decision as there are four
18 candidates. He posed this question to all the candidates: Would you consider other openings if you are
19 not chosen for this one? Selectman White added to that: Did you choose this specifically or just to be
20 involved? All were looking for a way to be involved.

21
22 Dayna Gill stated she moved to Medway last summer, having grown up in Franklin. Her mother grew up
23 in Medway, and Ms. Gill now lives in the same neighborhood as her grandparents. She is interested in
24 becoming part of the town and volunteering her time. Ms. Gill noted that she works for her father at an
25 engineering firm, and would like to do something productive in her spare time. She added that she worked
26 with the Conservation Commission in Franklin.

27
28 How do you go about judging community benefit? Ms. Gill responded that she would have to weigh
29 costs and benefits, and the overall impact to the community. It's important to try to identify whether
30 there are potential consequences.

31
32 How do you stay purely objective and not support your personal interests? Ms. Gill stated she has no
33 sports affiliations, adding that she believes she would just do the right thing. There is a time and place for
34 all things, and sometimes things will have to wait. She noted she has not attended a CPC meeting.

35
36 If a question was put forward to reduce the CPA fund collection, how would you vote? It's an important
37 committee with benefits that are not obvious. Ms. Gill stated she would vote to reduce it, noting that
38 there are benefits for all types of people, not just those interested in athletics or walking trails. As long as
39 the Town takes care of its residents, the CPA tax is okay with her. Responding to a question from
40 Selectmen Crowley, she stated that she only has a year's experience on the Conservation Commission in
41 Franklin, adding that she would definitely look for another spot if not selected for the CPC.

42
43 Ms. Rori Stumpf stated she is currently serving as associate member of the Zoning Board of Appeals.
44 She has been a Medway resident for 14 years and has a 4-year-old daughter. As an assistant soccer coach
45 for 4-year olds, she noted they use a lot of the facilities around town including fields, playgrounds and
46 trails. This sparks a natural interest in the CPC. Ms. Stumpf stated that it is important that the CPC use
47 the dollars to make prudent investments in our community and a wise use of taxpayer dollars in ways that
48 will benefit the residents for years to come. She added that she likes what she's seen with the renovation
49 of the Thayer Homestead and the Medway Community Farm. She would like to help continue finding
50 good projects.

1 Responding to a question from the Board about decision-making, Ms. Stumpf stated that committee
2 members have to be careful to use tax dollars in a way that the public will see a benefit and not a waste of
3 their money. She noted she has not been to a meeting but has asked for meeting minutes. On reduction of
4 CPA funds collection, she believes the funds distribution changes every year, and it should be evaluated
5 each year based on what the state contribution might be.
6

7 At this time, Chairman Trindade asked the Board what it wanted to do about the appointment. Vote
8 tonight or wait two weeks? Selectman D’Innocenzo stated he would prefer to wait; Selectman Foresto
9 wanted to make the appointment this evening; Selectman White wanted to wait; and Selectman Crowley
10 also wanted to wait. This would give the Board time to process the interviews this evening. Chairman
11 Trindade informed the candidates that the matter will be on the next agenda, adding that if they were
12 unable to attend, the absence would not be considered a lack of interest.
13

14 **Consideration of Appointment -- Energy Committee, Sebastian Downs:**

15 *The Board reviewed the following information: (1) Email Correspondence from Carey Bergeron, Energy*
16 *Committee Chair; (2) Letter of Interest; and (3) Resume. It is noted that the Energy Committee is*
17 *recommending Sebastian as a voting member to fill the vacancy.*
18

19 Present: Carey Bergeron, Chair, Energy Committee; Bob Weiss, Energy Manager; Sebastian Downs,
20 Applicant.
21

22 Ms. Bergeron reported that the Energy Committee recommends the Board appoint Mr. Downs to the
23 Energy Committee, as stated in her email.
24

25 Mr. Downs stated that he is a new resident to Medway with his partner who is the assistant manager at the
26 Medway Community Farm. He works as an energy and mechanical engineer. He served with Boston
27 Public Schools doing green projects, and then moved on to engineering firms.
28

29 **Selectman D’Innocenzo moved that the Board appoint Sebastian Downs to the Energy Committee**
30 **for a four-year term; Selectman Foresto seconded. No discussion. VOTE: 5-0-0.**
31

32 **Vote Recommendations – Fall Town Meeting Warrant:**

33 *The Board reviewed the following information: (1) Draft Fall Town Meeting Warrant; (2) Supporting*
34 *Documents from the Planning and Economic Development Coordinator; and (3) Proposed Walking Trail*
35 *Maps. .*
36

37 At this time, the Board reviewed components of select Warrant articles, followed by voting its
38 recommendations on the full warrant.
39

40 **Article 8 – CPS Funds: Walking Trail** – This article is to provide funds to design and construct a crossing
41 over Chicken Brook in order to connect the trail with existing trail system. Present this evening were
42 members of the Ad Hoc Committee: Mike Murphy and Tina Wright. Ms. Wright explained that this is
43 not just the boardwalk but how it ties into the trail system. It is a key component of the Master Open
44 Space Plan.
45

46 Chairman Trindade stated that the funds in this article are to be used for this bridge. Mr. Boynton added
47 that some modified options are being explored while determination of the final location is still under
48 review. The committee is waiting to see if Eversource will agree to the easement which would provide a
49 better access to the boardwalk, and this would bring the cost down somewhat. Testing will be completed
50 next week which will determine how deep the materials have to be installed.
51

1 Selectman Crowley asked if locating the trail directly behind Iarussi Way has been completely ruled out.
2 It has not. He wanted to be sure that will not go there, not even in the future. Why don't we put the cost
3 of the bridge in with the trail itself, instead of the trail stopping at the bridge? Ms. Wright responded that
4 the boardwalk would provide access to an area that right now is inaccessible. One would be able to step
5 off the boardwalk and onto trails through wetlands and fields.
6

7 Discussion followed on potential routes. Chairman Trindade stated he would not want to see it go near
8 power lines or very close to someone's back yard. Mr. Murphy agreed, stating that it does not make
9 sense to put it behind houses. The challenge is with conservation issues, and as we walk through, there is
10 concern about the other options. In his layman's opinion, there is a trail system being built in the
11 Millstone system where one will not be close to back yards, and the elevations do not change very much.
12

13 Article 5 – Fund Structure Demolition: Ms. Potter stated this article was a new addition to the Warrant.
14 This building is located behind the Fire Station that is behind Town Hall. It is dilapidated and has been
15 condemned by the Building Commissioner. It was noted that the Lions Club currently stores cans and
16 bottles from their bottle drives there for sorting.
17

18 Article 9 – Right-of-Way Easement, 9 Marc Road: Mr. Andy Rodenhiser, Chair, Planning and
19 Economic Development Board stated that this will provide access to the back area and the County Way.
20

21 Article 10 – Zoning Bylaw Amendment: Village Residential Zoning District: Ms. Susy Affleck-Childs,
22 Community & Economic Development Coordinator directed the Board's attention to the handout with
23 maps. She reported that the community forum will be November 1 at Thayer Homestead on zoning
24 bylaw changes. Brief discussion followed on the fact that drive-thrus are being proposed for elimination
25 from the district.
26

27 The Board voted its recommendations on the Fall Town Meeting Warrant as follows:
28

29 Article 1: Adjustment: Community Preservation Fund Statutory Set-Aside: **Selectman Foresto moved**
30 **that the Board recommend Article 1 as presented; Selectman D'Innocenzo seconded. No discussion.**
31 **VOTE: 5-0-0.**
32

33 Article 2: Prior Year Bills: **Selectman Foresto moved that the Board recommend Article 2 as**
34 **presented; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.**
35

36 Article 3: Fund EMS: **Selectman Foresto moved that the Board designate Article 3 as TBD (To**
37 **Be Determined); Selectman White seconded. No discussion. VOTE: 5-0-0.**
38

39 Article 4: Fund Route 109 Project Manager: **Selectman Foresto moved that the Board recommend**
40 **Article 4 as presented; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.**
41

42 Article 5: Fund Restructure Demolition: It was noted that the subject building may contain asbestos
43 which will cost more so the amount has been increased from \$20,000 to include funds for asbestos
44 abatement. The Board would like more information. **Selectman Foresto moved that the Board place a**
45 **TBD designation on Article 5 as presented; Selectman D'Innocenzo seconded. No discussion.**
46 **VOTE: 5-0-0.**
47

48 Article 6: Supplement FY17 Memorial Committee Budget: It is believed that these funds are for a band.
49 The Board asked Ms. Potter to confirm the use of the funds. **Selectman Foresto moved that the Board**
50 **place a TBD designation on Article 6 as presented; Selectman D'Innocenzo seconded. No discussion.**
51 **VOTE: 5-0-0.**

1
2 Article 7: Abandon Portion of Drainage Easement – 15 Tulip Way: Mr. Rodenhiser noted that this will
3 allow access to drainage equipment in the back lot and that the DPS has checked it out. **Selectman**
4 **Foresto moved that the Board recommend Article 7 as presented; Selectman D’Innocenzo**
5 **seconded. No discussion. VOTE: 5-0 -0.**
6

7 Article 8: CPA Funds -- Walking Trail: An ad hoc group has been working on this concept for some
8 time. They believe it will be \$100,000 but it could be less. Much of the work will be done by volunteers,
9 and some pieces may be done as Eagle Scout projects. The bulk of the money is for the bridge. Discussion
10 followed. **Selectman Foresto moved that the Board place a designation of TBD on Article 8 as**
11 **presented; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**
12

13 Article 9: Right-Of-Way Easement – 9 Marc Road: **Selectman Foresto moved that the Board**
14 **recommend Article 9 as presented; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**
15

16 Article 10: Zoning Bylaw Amendment: Village Residential Zoning District: **Chairman Trindade**
17 **moved that the Board recommend Article 10 as presented; Selectman White seconded. No**
18 **discussion. VOTE: 4-0-1 Foresto abstained.**
19

20 Article 11: Zoning Bylaw Amendment – Village Commercial Zoning District: It was noted that the
21 boundaries of the district will be unchanged from those presented in Article 10 and reflects a name change
22 from the current bylaw. **Selectman Foresto moved that the Board recommend Article 11 as**
23 **presented; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**
24

25 Article 12: Zoning Bylaw Amendment – Central Business Zoning District: **This article also reflects a**
26 **name change but no change in the boundaries. Selectman Foresto moved that the Board**
27 **recommend Article 12 as presented; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**
28

29 Article 13: Amend Zoning Bylaw: Definitions: It was noted that this is continual cleanup of the existing
30 language. **Selectman Foresto moved that the Board recommend Article 13 as presented; Selectman**
31 **D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**
32

33 Article 14: Dimensional & Density Regulations: It was noted that this article brings pre-existing lots
34 more into conformity. **Selectman Foresto moved that the Board recommend Article 14 as**
35 **presented; Selectman White seconded. No discussion. VOTE: 5-0-0.**
36

37 Article 15: Zoning Bylaw Amendment – Schedule of Uses: **Selectman Foresto moved that the Board**
38 **recommend Article 15 as presented; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**
39

40 Article 16 – Amend Zoning Bylaw: Registered Marijuana Dispensary: It was noted that this article
41 provides for 24-hour growing. **Selectman Crowley moved that the Board recommend Article 16 as**
42 **presented; Selectman White seconded. No discussion. VOTE: 5-0-0.**
43

44 **Approval– One-Day Liquor License Requests:**

45 *The Board reviewed One-Day Liquor License Applications and Police Chief Recommendations for*
46 *Thayer Homestead events hosted by Medway Youth Football and Cheer (October 21, 2016) and*
47 *Maryjane White (December 8, 2016).*
48

49 **Selectman Foresto moved that the Board approve one-day liquor licenses for Medway Youth**
50 **Football and Cheer and Maryjane White for their events to be held at the Thayer Homestead on**

1 **October 21 and December 8, 2016 subject to Police Chief's recommendations and proof of**
2 **appropriate insurance coverage; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.**

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

5 Review of the Action Items List was postponed.

6
7 **Approval of Warrants:**

8 *The Board reviewed Warrants 17-17 and 17-17SP.*

9
10 Selectman D'Innocenzo, Clerk, read aloud Warrants 17-8 and 17-7AS, dated 10-20-16, as follows:

11	17-17	Town Payroll	\$ 374,917.83
12	17-1SP	School Payroll	<u>\$ 825,732.07</u>
13		TOTAL	\$1,200,649.90
14			
15			

16 **Selectman Foresto moved that the Board approve the Warrants as read; Selectman White**
17 **seconded. No discussion. VOTE: 5-0-0.**

18
19 **Approval of Minutes:**

20 Due to the lateness of the house, review of draft minutes from April 19, 2016; June 20, 2016; July 11,
21 2016 and August 15, 2016 was postponed.

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

24 Due to Mr. Boynton's absence, there was no Town Administrator's Report.

25
26 **Selectmen's Reports:**

27 Selectman White, speaking as Town Clerk, reminded residents that early voting for the November 8
28 election starts on October 24 for two weeks with special hours on October 28 and 29 at Town Hall.
29 Absentee ballots are also available.

30
31 Selectman White announced that a Christmas Tree has been donated. They will dig the hole and plant it
32 in front of the tennis courts in Choate Park.

33
34 Referring to the Town Administrator Evaluation Process, Chairman Trindade stated the Board needs to
35 form a subcommittee to create the evaluation materials and to begin contract renewal discussions with Mr.
36 Boynton. Selectman White and Selectman Foresto agreed to serve on this subcommittee. Chairman
37 Trindade emphasized that the Board needs to show residents that we have evaluated his performance.
38 Part of the process is to create the evaluation materials. **Chairman Trindade moved that the Board**
39 **appoint Selectman White and Selectman Foresto to the Town Administrator Evaluation and**
40 **Contract Negotiation Subcommittee; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.**

41
42
43 **At 9:42 PM Selectman Foresto moved to adjourn; Selectman White seconded. No discussion.**
44 **VOTE: 5-0-0.**

45
46
47 Respectfully submitted,
48 Jeanette Galliardt
49 Night Board Secretary

1 Board of Selectmen's Meeting
2 Monday, November 14, 2016
3 Medway High School – Room 117-1
4 88 Summer Street
5
6
7

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

10 Absent: Richard D'Innocenzo, Clerk.

11
12 Staff Present: Allison Potter, Assistant Town Administrator; Carol Pratt, Finance Director; Mark Cerel,
13 Town Meeting Moderator.
14

15 *****
16

17
18 At 6:18 PM Chairman Trindade called the meeting to order and led the Pledge of Allegiance.
19

20 **Review Fall Town Meeting Warrant and Vote Recommendations on Articles 3 (Fund EMS), 5**
21 **(Fund Structure Demolition), 6 Supplement FY17 Memorial Committee Budget and 8 (CPA Funds:**
22 **Walking Trail):**
23

24 Article 3: Fund EMS -- Ms. Potter reported that the Town does not have enough information to move
25 forward with this article, and requested that this article be dismissed.
26

27 Discussion followed. Ms. Pratt reported that, for the present, the Town is doing well with Community
28 Ambulance, but we need a long term solution. Mr. Cerel added that, without a positive motion from the
29 Finance Committee, the article will die.
30

31 **Selectman Foresto moved that the Board dismiss Article 3 as discussed; Selectman White seconded.**
32 **No discussion. VOTE: 4-0-0.**
33

34 Article 5: Fund Structure Demolition – Discussion followed on where the Lions Club will store the cans
35 and bottles collected during its bottle drives. Selectman Foresto stated they will use a location in
36 Milford, adding that they will not do the sorting as they used to but will still be collecting. Brief
37 discussion followed on potential historical value of the building as it was the original fire station.
38

39 **Selectman Foresto moved that the Board approve Article 3 with the amount of \$35,000; Selectman**
40 **White seconded. No discussion. VOTE: 3-0-1 Crowley abstained.**
41

42 Article 6: Supplement FY17 Memorial Committee Budget – Ms. Potter reminded the Board of its earlier
43 concern of what the funds would be used for, confirming that the funds are for the band to participate in
44 the Memorial Day parade. Selectman Crowley suggested getting the high school band; Selectman White
45 pointed out that they do not have uniforms. Brief discussion followed.
46

47 **Selectman Foresto moved that the Board approve Article 6 with the amount of \$2,500; Selectman**
48 **White seconded. No discussion. VOTE: 4-0-0.**
49

50 Article 8: CPA Funds: Walking Trail -- The cost of the proposed boardwalk is \$68,800 while the
51 estimate for the ramp is \$25,227. There are other little crossings that will be part of the overall project,

1 and those may be done as Eagle Scout projects. The project still needs approval from the Conservation
2 Commission. Mr. Cerel pointed out that they need to determine the worst scenario for flooding, i.e.,
3 100-year, 500-year, etc. Chairman Trindade theorized that, if the Town does not set aside the money
4 now (and wait for spring), the project won't get done until 2018. The Conservation Agent has been
5 involved since the beginning. Selectman Crowley noted that there should be no contracts signed until the
6 approval from ConCom is secured.

7
8 **Selectman Foresto moved that the Board approve Article 8 with an amount of \$100,000; Selectman**
9 **White seconded. No discussion. VOTE: 4-0-0.**

10
11 **Discussion – State of the Town Presentation:**

12 Chairman Trindade asked Board members if they had any additional comments on the draft presentation
13 that was sent out. Discussion followed on including more metrics than in previous years. He noted that
14 he wanted to include an explanation of state aid but that topic gets very complicated.

15
16 Other suggested topics include the Stabilization Fund, education, free cash, etc. Chairman Trindade
17 responded that he has background information on some of those on some of the presentation slides.

18
19 **Approval of Warrants:**

20 *The Board reviewed Warrants 17-21S and 17-21P/SP.*

21
22 In the absence of the Clerk, Chairman Trindade read aloud Warrants 17-21S and 17-21P/SP, dated
23 11/17/2016, presented for approval as follows:

24			
25	17-21S	School Expense	\$ 705,142.78
26	17-21P	Town Payroll	340,547.38
27		School Payroll	<u>920.312/32</u>
28		TOTAL \$1,9	66,002.48
29			

30 **Selectman Foresto moved that the Board approve the Warrants as read; Selectman White**
31 **seconded. No discussion. VOTE: 4-0-0.**

32
33
34 **At 6:39 PM Selectman Foresto moved to adjourn; Selectman White seconded. No discussion.**
35 **VOTE: 4-0-0.**

36
37
38 Respectfully submitted,
39 Jeanette Galliardt
40 Night Board Secretary

Board of Selectmen's Meeting
November 21, 2016 -- 7:00 PM
Sanford Hall, Town Hall
155 Village Street

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

Absent: Maryjane White, Vice Chair; Dennis Crowley, Member.

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Mary Becotte, Communications Director; Donna Greenwood, Principal Assessor; Carol Pratt, Finance Director; Bob Weiss, Energy Manager.

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

Public Comments:

Ms. Rosemary Smith, 19 Charles Street, identified herself as a former teacher, mother, grandmother and retired. She expressed concern for the safety of youth and the many activities they have that can cause injuries and fatigue. We have a responsibility for their health. Our youth need to have fun. Ms. Smith stated she would like to see something for them to look forward to such as a dance or a talent night where they can have fun and interact. These kinds of activities are part of important socialization and untapped resources are retired citizens as they are willing to help.

Ms. Smith indicated that she would like the Town to offer a swimming program for families in the summer with all levels of youth with swimming lessons. Perhaps the Town could build a pool where they could learn Red Cross Lifesaving. Kayaking and canoeing could be done at Choate Pond and the Charles River.

Additionally, she urged for the incorporation of use of the MakerSpace into high school programs.

Overall, children need to have fun growing up with face-to-face communication.

Hearing – Fiscal Year 2017 Tax Classification:

The Board reviewed the following information: PowerPoint Presentation.

Present: Donna Greenwood, Principal Assessor.

Selectman Foresto moved that the Board open a public hearing for the purpose of determining the 2017 tax classification; Selectman D'Innocenzo seconded. No discussion. VOTE: 3-0-0.

Utilizing a PowerPoint presentation (previously sent to the Board electronically), Ms. Greenwood reviewed the questions regarding specific exemptions the Town has to consider when setting a tax levy. There are four questions communities consider, and clarifying that the fourth one, the Open Space Discount, does not apply to Medway as there are no Class 2 properties in Medway. The other questions reference a residential factor, a commercial factor and single/split tax rate.

Ms. Greenwood reviewed slides featuring various tax rate options featuring a single tax rate (residential only) and four options shifting the tax burden by 0%, 5%, 10% and 15%, respectively. She continued

1 with additional slides representing data on past and present tax levies, assessed values, comparisons to
2 other communities, and other related statistics. Following the Board's vote, Ms. Greenwood will
3 complete the LA5 form as required by law. Brief discussion followed.
4

5 Chairman Trindade asked if there were any comments or questions from the public. There were none.
6

7 **At 7:16 PM Selectman Foresto moved that the Board close the public hearing; Selectman**
8 **D'Innocenzo seconded. No discussion. VOTE: 3-0-0.**
9

10 **Selectman Foresto moved that the Board not adopt a residential exemption; Selectman**
11 **D'Innocenzo seconded. No discussion. VOTE: 3-0-0.**
12

13 **Selectman Foresto moved that the Board not adopt a commercial exemption; Selectman**
14 **D'Innocenzo seconded. No discussion. VOTE: 3-0-0.**
15

16 **Selectman Foresto moved that the Board not adopt an open space discount on all Class two open**
17 **space properties; Selectman D'Innocenzo seconded. No discussion. VOTE: 3-0-0.**
18

19 **Selectman Foresto moved that the Board adopt a single tax rate of 1.0; Selectman D'Innocenzo**
20 **seconded. No discussion. VOTE: 3-0-0.**
21

22 Mr. Boynton noted that Ms. Greenwood does a fantastic job putting this information together. On behalf
23 of the Board, Chairman Trindade extended regards to the Board of Assessors as well.
24

25 **Authorization of Chairman to Execute Green Communities Annual Report:**

26 *The Board reviewed the Green Communities Annual Report.*
27

28 Present: Bob Weiss, Energy Manager.
29

30 Overall there has been a decrease in the base amount here and a big decrease from last year. New
31 windows at the schools helped a lot. Two fewer vehicles, but adding vehicles that are energy-efficient is
32 a plus. We have a lot more space that we are heating and cooling, plus addition of the MakerSpace and
33 utilization of the Thayer Homestead. Overall we are doing very well. We have been able to significantly
34 decrease greenhouse emissions by using the rooftop panels.
35

36 Selectman Foresto expressed concern that the schools are the biggest consumers of electricity and asked if
37 that has improved at all. Mr. Weiss responded that there is a lot of work to do, but it might be good to
38 look at the lighting in the schools and possibly change them. The reduction from the streetlight bulbs
39 also made a difference.
40

41 Mr. Weiss reported that the Energy Committee has reviewed and approved the report.
42

43 **Selectman Foresto moved that the Board authorize the Chairman to execute the Green**
44 **Communities Annual Report as presented; Selectmen D'Innocenzo seconded. No discussion.**
45 **VOTE: 3-0-0.**
46

47 **Authorization of Chairman to Execute Contract with CBA Landscape Architects LLC for Parks**
48 **and Playgrounds Improvements Project Design - \$121,770:**

49 *The Board reviewed the following information: (1) Request for Qualifications; and (2) Contract.*

50 Mr. Boynton reported that this contract is for the playground project design. The plans will be presented
51 to the Community Preservation Committee and the Board of Selectmen in the coming weeks. This firm

1 was the successful respondent. Out of 31 requests, three firms responded to the RFQ. Discussion
2 followed on the responding firms.

3
4 **Selectman D’Innocenzo moved that the Board authorize the Chairman to execute a contract with
5 CBA Landscape Architect LLC for parks and playgrounds improvements design in an amount not
6 to exceed \$121,770; Selectman Foresto seconded. No discussion. VOTE: 3-0-0.**

7
8 **Recognition of Generosity – R.P. Marzilli & Company:**

9 *The Board reviewed a Letter dated November 14, 2016 from the Board of Selectmen.*

10
11 Chairman Trindade stated that Mr. Marzilli has donated the Norway Spruce tree for planting in Choate
12 park. Mr. Boynton read aloud the letter of thanks which is in addition to a plaque that will be presented
13 to him.

14
15 **Approval – One-Day Liquor License Requests:**

16 *The Board reviewed applications and Police Chief’s recommendations for the following events at the
17 Thayer Homestead: (1) Thomas McKenna, November 24, 2016; (2) Rich Eustis, December 10, 2016;
18 (3) Nancy Toohey, January 22, 2017; and (4) Sue Rojee, January 29, 2017.*

19
20 Chairman Trindade explained for viewers who may be interested in renting the Thayer Homestead and
21 have liquor at their function that a one-day liquor license is required.

22
23 **Selectman D’Innocenzo moved that the Board approve one-day liquor licenses for Thomas
24 McKenna, Rich Eustis, Nancy Toohey and Sue Rojee for their events to be held at the Thayer
25 Homestead on November 24 and December 10, 2016 and January 22 and January 29, 2017, subject
26 to Police Chief’s recommendations and proof of appropriate insurance coverage; Selectman
27 Foresto seconded. No discussion. VOTE: 3-0-0.**

28
29 **Action Items from Previous Meeting:**

30 Review of Action Items was postponed until the whole Board could be present.

31
32 **Approval of Warrants:**

33 *The Board reviewed Warrant 17-22.*

34
35 Selectman D’Innocenzo, Clerk, read aloud Warrant 17-22 dated 11/23/16 as follows:

36
37 17-22 Town Expenses \$365,723.65
38 TOTAL \$365 ,723.65

39
40 **Selectman Foresto moved that the Board approve the Warrant as read; Chairman Trindade
41 seconded. No discussion. VOTE: 3-0-0.**

42
43 **Approval of Minutes:**

44 *The Board postponed review of the draft meeting minutes from April 19, 2016; June 20, 2016; July 11,
45 2016 and August 15, 2016 until the full Board could be present.*

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

48 Mr. Boynton reiterated earlier concerns that there is little secure storage for town vehicles to protect them
49 from the elements, reminding the Board that a DPS Facility is still on the drawing board. He will meet
50 with Mr. Holder to work on a plan.

51

1 The Animal Control Officer will need a new vehicle that will be shared with the Town of Millis. The cost
2 will probably be in the low \$30,000s.
3

4 Referring to the proposed Exelon expansion, Mr. Boynton reported that the Siting Board gave the final
5 approval last week. We are waiting on the air permits at this point. After that, it would go into the appeal
6 period. Construction would not start for approximately 9 months.
7

8 Mr. Boynton concluded his report by summarizing Thanksgiving Day events, the Christmas Parade, Santa
9 at the Thayer Homestead, and Thank You to the community, the staff, the Selectmen and especially Ms.
10 Potter, Assistant Town Administrator, for handling municipal matters during his absence.
11

12 **Selectmen's Reports:**

13 Selectman Foresto shared additional details on Saturday's Christmas Parade, noting that there will be
14 fireworks and refreshments.
15

16 Selectman D'Innocenzo reported that the athletic teams had great sports seasons this fall, adding that
17 many were able to qualify for state tournaments.
18

19 Chairman Trindade wished all a Happy Thanksgiving.
20

21 **At 7:42 PM Selectman Foresto moved to adjourn; Selectman D'Innocenzo seconded. No discussion.**
22 **VOTE: 3-0-0.**

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

**Board of Selectmen's Meeting
Wednesday, November 30, 2016 – 8:00 AM
Town Administrator's Conference Room
155 Village Street**

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

Absent: Glenn Trindade, Member, Richard A. D'Innocenzo

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

Others Present: Bob Weiss, Energy Manager

At 8:03 AM: Vice Chair Maryjane White called the meeting to order and led the Pledge of Allegiance.

Public Comments: None.

Approval – One-day Liquor License – Jeffrey Ward

The Board reviewed a one-day liquor license application and a recommendation letter from Chief Tingley.

Selectmen Foresto moved that the Board approve a one day liquor license for Jeffrey Ward for an event to be held at the Thayer Homestead December 3, 2016, subject to Police Chief's recommendations and proof of appropriate insurance coverage. Selectmen Crowley seconded. No discussion. VOTE: 3-0-0

Contract Approval - Contract with Siemens Industry for Installation of Energy Efficient LED Street Lighting - \$99,675

The Board reviewed the contract.

Brief discussion followed. Town Administrator Boynton said this contract was just received back from Town Counsel and needs to move forward in order to utilize the full grant amount.

Selectmen Foresto moved that the Board authorize the Chairman to execute a contract with Siemens Industry for the installation of LED street lighting in an amount not to exceed \$99,675. Selectmen Crowley seconded. VOTE: 3-0-0.

At 8:08 AM Selectmen White moved to adjourn; Selectman Foresto seconded. No discussion. VOTE: 3-0-0.

AGENDA

ITEM #9

Town Administrator's Report

AGENDA

ITEM #10

Selectmen's Reports

AGENDA

ITEM #11

Joint Meeting with Community Preservation Committee and Evaluation of Parks, Fields and Recreational Areas Committee – Parks and Playgrounds Improvements Project

No associated backup materials.