

**Board of Selectmen's Meeting
December 4, 2017 -- 7:00 PM
Sanford Hall, Town Hall
155 Village Street**

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

Staff Present: Michael Boynton, Town Administrator; Chief Allen Tingley; Courtney Riley, Director, Council on Aging; Mary Becotte, Communications Director.

Others Present: MaryLou Staples, Chair, Council on Aging; Andy Rodenhiser, Chair, Planning Board; Jeff Segarra, School Committee Member.

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

Public Comments:

Jeff Segarra stated he was present as a resource regarding the School Committee vacancy timeline/process for appointment agenda item.

Approval of Minutes: November 20, 2017

The Board reviewed the draft minutes of November 20, 2017.

Selectman Trindade moved that the Board approve the minutes for November 20, 2017. Selectman Foresto seconded. Discussion: Selectmen D'Innocenzo requested a change to page 5 line 8 switching tax and their. Selectman White requested a change on page 2 line 48 of "Guernsey" to "Garnsey". Selectman Crowley requested clarification on the Town Election and Town Meeting dates which were provided by Town Administrator Boynton. Selectman Crowley requested clarification on Eversource rates and what happens after the first six months expires relative to the Municipal Aggregation should a resident opt-in. Mr. Boynton confirmed the final approved Eversource rates were received and were included in the mailing to residents for comparison. Mr. Boynton stated residents will receive another mailing with new rates every six months as the plan is to renegotiate rates every six months to mirror Eversource rates. He stated we will need to determine if we want to continue with this process moving forward. Mr. Boynton and Selectman White stated they fielded many questions from concerned and confused residents throughout the day. Mr. Boynton stated there will be two forums for residents with questions/concerns: (1) Wednesday, December 13th at 1pm at the Senior Center and (2) Tuesday, December 19th at 7pm in Sanford Hall noting the December 19th session will be available for live viewing. It was noted that most residents will save \$6-8/month. **Selectman Trindade withdrew the original motion.**

Selectman Trindade moved that the Board approve the amended minutes for November 20, 2017 reflecting the changes discussed. Selectman Foresto seconded. Vote: 5-0-0

Expenditure Authorization- 911 Grant for Dispatcher Training - \$30,194

The Board reviewed (1) the Notice of Grant Award. (2) Letter dated November 15, 2017 from the State 911 Department, (3) Contract with State 911 Department.

Present: Chief Tingley

Selectman Trindade moved that the Board authorize the expenditure of the 911 Support and Incentive Grant funds for 911 training programs in the amount of \$30,194. Selectman D’Innocenzo seconded.

Discussion: Chief Tingley explained this is an annual grant applied for and received over the past 20 years. Selectman Crowley asked if the amount had increased from the prior Fiscal Year. Chief Tingley stated it has remained the same. **Vote: 5-0-0.**

Expenditure Authorization- Fiscal Year 2018 Traffic Enforcement & Equipment - \$1,961.73

The Board reviewed (1) the Notice of Grant Award. (2) E-mail dated November 30, 2017 from the State Executive Office of Public Safety (3) Contract with State Executive Office of Public Safety.

Present: Chief Tingley

Selectman Trindade moved 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. Selectman Foresto seconded. Discussion: Chief Tingley stated this is fairly new. There are three events the Department are required to staff for a minimum of eight hours in order to obtain the funds including: (1) December 8th dealing with drunk driving; (2) May 4th the Click It or Ticket program and (3) October’s drive sober campaign. He noted if they fulfill the participatory requirements, the department can apply for additional funding for radar guns. Selectman Foresto stated his observation of increased traffic enforcement which Chief Tingley confirmed. Mr. Boynton reiterated the Police will be-- focusing more on this as discussed at Fall Town Meeting. There was discussion regarding the West Street/126 intersection with the potential for placement of Jersey Barriers. Mr. Boynton stated he is looking to make this a 90 degree turn requirement and since this is also part of the Town of Bellingham there will need to be a coordinated effort. **Vote: 5-0-0.**

Report from the Tri County School Committee Representative

Ms. Reynolds was unable to attend the meeting and will be rescheduled to present at a future Selectmen’s meeting.

Report from the Council on Aging

Present: MaryLou Staples, Chair; Courtney Riley, Director

Ms. Staples reviewed the multiple work items focused on by the Council on Aging on while working closely with Director Riley including: (1) Upgrading existing programs inclusive of the health and wellness programs; (2) upgrading the kitchen facilities where lunch is provided 3 days per week and breakfast every Thursday. This update is being funded by a generous donation from Bill Christopherson noting a plaque will be installed in recognition of his generosity. (3) The two Outreach workers home visits include assistance with applications for heating assistance, MassHealth, food stamps, and referrals to multiple agencies such as Tri-Valley, WIC, New Hope Domestic Violence Advocates and the RSVP program assisting Veterans with transportation. They have also worked closely with the Board of Health and Police Department to assist with cases of homelessness and domestic violence concerns.

Ms. Staples shared the statistics from Fiscal Year 2017 which included: (1) 36 home consults, (2) 153 office consults, (3) 146 phone consults. The Shine volunteer has been very busy this month assisting residents with health insurance needs during Medicare open enrollment. Ms. Staples noted the numerous exercise programming available including yoga, Tai Chi, Zumba, aerobic chair exercise and dance. There will be safety and self-defense classes for women the first and third Sunday of each month beginning in January. Art classes are also offered featuring watercolor and acrylic painting. Help is also available to assist with technology such as smartphones, iPads, etc. Many travel opportunities are also organized including day, overnight, and longer trips. They also offer transportation to appointments such as medical and beauty care and local banks, post offices, the library and grocery shopping. They support many other programs including: (1) intergenerational veterans' projects where high school volunteer students interview veterans and (2) a yearly 90th birthday party for all residents 90 and older that includes a sit down meal with birthday cake.

Ms. Staples encouraged all to access their monthly Newsletter that is free and available at town hall, the library and on the Town of Medway Website.

The Board asked Director Riley for an update on the kitchen upgrades. She stated it was gutted as of today with the goal of a grand opening in January.

Selectman Crowley asked Ms. Staples to provide feedback on the following: (1) a monthly meeting with a Selectman to answer questions the seniors may have. Ms. Staples agreed. The Town Administrator's Office will coordinate implementation. (2) The CIPC is planning for capital needs so what is the one thing they would ask for. Selectman Trindade stated he is aware of the need for painting, assessment of the infrastructure and the new entry way. Selectman Crowley encouraged Ms. Staples to be sure to attend CIPC meetings and contact them directly regarding their needs.

Authorization of Chair to Execute 2017 Green Communities Annual Report

Selectman Trindade moved that the Board authorize the chair to execute the 2017 Green Communities Annual Report. Discussion: Town Administrator Boynton stated this report is in process with Dave D'Amico and the new Compliance Officer assigned to this task now and moving forward. The deadline for submission is prior to the next Selectmen's meeting and Mr. Boynton requested that Selectman Foresto review the final draft prior submission. Selectman Foresto stated the importance of submitting this report as the town has received over \$600,000 in funding.

Selectman Trindade withdrew the original motion. Selectman Trindade moved that the Board authorize the chair to execute the 2017 Green Communities Annual Report after conferring with Selectmen Foresto for its completeness. Selectman Foresto seconded. Vote: 5-0-0.

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

The Board reviewed Contract Amendment #2 with CBA Architects for Contract Administration - \$115,500.

Selectman Trindade moved that the Board authorize the Chair to execute contract amendment #2 with CBA Architects for contract administration in the amount of \$115,500. Selectman D'Innocenzo seconded. Discussion: Town Administrator Boynton noted this is for project management and CBA will serve as clerk of the works. The Department of Public Services (DPS) will work with CBA. Selectman Crowley asked if this is a flat fee or hourly rate stating his concern with the contract language where CBA as of the date of signing has the right after 12 months to renegotiate. He inquired since the work will not begin until March, why not wait until February to sign so the 12 month clock starts then. Mr.

Boynton stated CBA wants confirmation of their involvement in the project. Selectman Crowley requested a change to the 12 month renegotiation clause. Selectman D’Innocenzo had this same question regarding this clause as well wanting to ensure the project starts in the spring of 2018. The Town Administrator will ensure the contract is amended as requested. **Selectman Trindade withdrew the original motion. Selectman Trindade moved that the Board authorize the Chair to execute contract amendment #2 with CBA Architects for contract administration in the amount of \$115,500 once amended with the changes requested. Selectman D’Innocenzo seconded. Vote: 5-0-0.**

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

The Board reviewed (1) Alcoholic Beverage Control Commission Calendar Year 2017 Legal Holidays and Dates of Observance and (2) Massachusetts General Law 138 Section 15: Opening times the day before a legal holiday.

Selectman White asked if Off-Premises were liquor stores. Mr. Boynton confirmed yes.

Selectman Trindade moved 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. Selectman Foresto seconded. No Discussion. Vote: 5-0-0.

Discussion – School Committee Vacancy Process

The Board reviewed the Draft School Committee Timeline/Process for Appointment document.

Present: Jeff Segarra, School Committee Member

Town Administrator Boynton referred to the timeline document that was discussed at the last Selectmen’s meeting and solicited questions from the Board as to their expectations for the December 14th date. He noted that as of today, there were three applicants. It was previously decided that if there were greater than five applicants a screening committee comprised of both School Committee members and Selectmen would review the applications and make its recommendation. Mr. Boynton noted that per the Town Charter this is a joint roll call vote and the term is served until the next town election. There was discussion regarding interviewing and appointing of a candidate on the same night, as a majority of the Board would like time to discuss the interview results prior to the official appointment. A majority of the Board requested to interview all applicants on Monday, December 11th and then on Thursday, December 14th, appoint the candidate.

Jeff Segarra stated he would need to ensure the School Committee members and candidates are available. The Board noted that the interviews would be taped by Medway Cable and available. Mr. Segarra was in agreement with the plan as long as the interview session is taped and available for review prior to the December 14th appointment.

Action Item Town Administrator’s Office: Contact Superintendent’s Office regarding planned changes to process.

One-Day Liquor License Requests:

The Board reviewed the Police Chiefs Recommendations for Lorie Brownell, Lisa Gravalles, Jamie Van Buren, and Joanna Chester and Kaitlin Nowicki for the events to be held at the Thayer Homestead on January 1st, 11th, 14th, and 28th, 2018.

Selectman Trindade moved 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 1st, 11th, 14th, and 28th, 2018 respectively, subject to the Police Chief's recommendations and proof of appropriate insurance coverage. Selectman Foresto seconded. No discussion. VOTE: 5-0-0

Approval – 2018 License Renewals

The Board reviewed the list of existing licensees with approval status.

Present: Andy Rodenhiser, Chair, Planning Board

Selectman Trindade moved 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. Selectman D'Innocenzo seconded. Discussion: Mr. Rosenhiser requested the Board defer voting on the license renewals in order to provide the Building Inspector with the time and opportunity to obtain zoning compliance from all licensees. He noted there are some long standing zoning compliance issues that have not been addressed and that some locations are not aware they are out of compliance. He would like the Building Inspector be provided with the resources to resolve these non-compliance zoning issues. Town Administrator Boynton noted the motion specifically states pending departmental approvals so there is no need to amend the motion. Mr. Boynton will meet with Mr. Rosenhiser and the Building Inspector regarding zoning compliance. The Board requested an updated list of the status of all licensees at their next meeting with zoning compliance to be included. VOTE: 5-0-0

Action Items from Previous Meeting:

The Board reviewed the Action Items list dated November 20, 2017.

Cable License Renewal: Selectman Foresto stated the completion date should be September of 2018.

DPS Facility: Mr. Boynton reported he received the final ANR draft, which will be reviewed by the Planning board before the end of the month. He reviewed the new dimensions of parcel A noting the site dimensions should be finalized in January. Town Counsel continues to address the resolution of the issues with the taking of 13R Chestnut Street. The DPS Building Committee should plan to meet after the first of the year. Selectman Crowley asked if the committee appointments are up to date for the DPS Building Committee along with the contract. Action Item Town Administrator's Office: Confirm committee and contract is current.

Water Treatment Options: This was removed from the December 18th agenda but will be put back on if there is no need for School Committee Candidate interviews.

Town Administrator's Report:

Municipal Aggregation Update – Eversource Rate Confirmation: This was previously discussed.

Main Street Sidewalks – Plowing Issues: Mr. Boynton reported the continuation of actively pouring sidewalks on the south side of Main Street but is not sure if they will all be completed prior to project shut down for the winter. He anticipates issues with the northerly/Plaza side with the need for caution with sidewalk plowing. He stated the Town will not be plowing sidewalks on the Plaza side and will work

with the School Department with any concerns. There was further discussion by the Board regarding the most efficient means to ensure sidewalk safety for the residents and ensuring the residents are aware of the need for caution this winter when snow is covering these sidewalk areas.

Mr. Boynton stated DPS is actively trying to find plowing contractors and loaders for snow removal noting this is an issue in Franklin as well. He stated a contributing factor for the lack of available plowing contractors is in part due to the fact that the commercial businesses with large parking lots pay the contractor's a stipend regardless of whether it snows and additional funds for actual plowing where we only pay if it snows.

Permit Revenue Tracking: We continue to be off approximately \$100,000 and to closely monitor this revenue line item.

Health Insurance Process Update: We have an Insurance Advisory Committee meeting scheduled for tomorrow. We will continue to be watching trends hoping our July and August numbers are better but anticipate we will still be looking at a double digit health increase due to high claims experience. We need one more month of data hoping our trends improve thereby allowing us to get the best rates when we send out the RFP.

Selectmen's Reports:

Selectman White stated she was contacted by Lisa Lekas, coordinator of the High School Day of Giving scheduled for Monday, January 15th at the Memorial School Cafeteria requesting the Board to have a table at the event. The types of tables in the past include one for the food pantry, diapers, etc. The Board requested Selectman White to contact them directly and they will work on the specifics of who will attend and what type of table they will support.

8:15 PM Selectman Trindade moved that the Board move into Executive Session Under 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 [topic: Glen Brook Way] with no intention of returning to open session. Selectman Foresto seconded and it was so voted by roll call: 5-0-0 (Crowley, aye; D'Innocenzo aye Foresto, aye; Trindade aye; White, aye).

Respectfully submitted,
Liz Langley
Administrative Assistant
Town Administrator's Office