

Board of Selectmen's Meeting  
Monday, May 1, 2017 – 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.

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

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

**Public Comments:** None.

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

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

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

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

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

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

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

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

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

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

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

**Status Update – ClearGov Implementation:**

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

Present: Carol Pratt, Finance Director.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Selectman D’Innocenzo noted that he liked the revised sticker idea. He posed the question, “Why did people need the extra carts?” Chairman Trindade responded that people came to Selectmen meetings and testified that they did such extensive recycling that they needed the extra cart. Selectmen D’Innocenzo agreed and also stated that the recycling schedule had been changed from weekly to every other week, and thus the possible need for extra bins.

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

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

*The Board reviewed the Notice of Grant Award.*

Present: Courtney Riley, Director, Council on Aging.

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

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

*The Board reviewed a Draft Policy.*

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

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

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

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

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

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

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

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

Discussion points included:

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

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

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

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

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

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

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

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

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

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

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

**Action Items from Previous Meeting:**

*The Board reviewed the Action Items List.*

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

**Approval of Minutes**

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

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

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

**Town Administrator's Report:**

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

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

Medway Day has been scheduled for July 15 with the 16<sup>th</sup> as the rain date.

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

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

**Selectmen's Report:**

There were no reports.

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

Respectfully submitted,  
Jeanette Galliardt  
Night Board Secretary