

**Board of Selectmen's Meeting
December 21, 2015, 7:00 PM
Sanford Hall, Town Hall
155 Village Street**

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

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Carol Pratt, Finance Director; Susy Affleck-Childs, Planning and Economic Development Coordinator; Donna Greenwood, Principal Assessor; Jeffery Lynch, Fire Chief; Michael Fasolino, Assistant Fire Chief; Mary Becotte, Communications Director; Missy Dziczek, Director, Council on Aging.

Others Present: Lauren Goldberg, Kopelman & Paige PC; Peter Sigrist and Kelly O'Rourke, Capital Improvement Planning Committee; Bruce Hamblin, Agricultural Committee; Tom Gay and Matt Buckley, Design Review Committee.

At 7:00 PM Chairman Foresto called the meeting to order and led the Pledge of Allegiance. At this time, he announced that the Executive Session would be moved to the end of the meeting for the convenience of staff and residents attending tonight's Public Session.

Public Comments: None.

Town Counsel Appointment:

The Board reviewed the following information: (1) Correspondence from Petrini & Associates; and (2) Kopelman & Paige proposal.

Present: Lauren Goldberg, Kopelman & Paige PC.

Mr. Boynton briefly reviewed Barbara Saint Andre's work and expertise, noting that he received notification that she was returning to Kopelman & Paige (K&P). Ms. Goldberg introduced herself, briefly speaking about Kopelman & Paige and her position as lead attorney. She understands the intricacies of running a firm and supplying services to municipalities. K&P has a model of services serving as either primary counsel or consulting with other attorneys at the firm. She directed the Board's attention to the proposal, which is slightly different from that offered by Petrini & Associates but in line with it. Any work done during transition from one firm to another will be completed at no charge as we get up to speed on current matters.

Mr. Boynton stated he has worked with Kopelman & Page for many years in various communities, and as Ms. Saint Andre's work is excellent, he saw no need to discontinue working with her.

Brief discussion followed. The proposal is meant to be a starting place and we will work out details as we go along. Ms. Saint Andre knows the full extent of what services might entail.

Selectman Trindade moved that the Board appoint Kopelman & Paige PC as Town Counsel effective January 11, 2016, as proposed with an hourly rate of \$185; Selectman White seconded. No discussion. VOTE: 5-0-0.

Appointment – Board of Assessors – Kathryn Regan:

The Board reviewed an email from Kathryn Regan.

Present: Donna Greenwood, Kathryn Regan.

Mr. Boynton noted that the Board of Assessors plays an integral role in the preparation of the budget as the tax billing process is central to it. We need at least two signatures on the tax bills. He announced that Bill Oldmixon has just stepped down.

Ms. Regan stated that she has lived in Medway for many years, owning three homes as well as other properties.

Selectman Trindade moved that the Board appoint Ms. Kathryn Regan to the Board of Assessors for a term to expire on June 30, 2018; Selectman White seconded. No discussion. VOTE: 5-0-0.

Introductions –Communications Director Mary Becotte; Treasurer/Collector Joanne Russo; Assistant Fire Chief Michael Fasolino:

There were no background materials.

Present: Mary Becotte, Communications Director; Joanne Russo, Treasurer/Collector; and Michael Fasolino, Assistant Fire Chief.

Mr. Boynton stated that Melanie Phillips retired and someone from the department was promoted. Joanne Russo was the Assistant Treasurer/Collector. Additionally, there are two new positions of Assistant Fire Chief and Communications Director. He introduced all three individuals, Joanne Russo, Michael Fasolino and Mary Becotte. Board members thanked them for their service and willingness to accept new responsibilities including Ms. Becotte who is a new employee.

Authorization to Expend Mass. Council on Aging Grant - \$600:

The Board reviewed the following information: (1) Grant Expenditure Authorization Form; and (2) Grant.

Present: Missy Dziczek, Director, Council on Aging.

Ms. Dziczek stated they recently learned we had an opportunity to apply for these grants. This will allow us to hire some people to come in and offer some new programs/workshops.

Selectman D’Innocenzo moved that the Board authorize the expenditure of this grant in the amount of \$600; Selectman Trindade seconded. No discussion. VOTE: 5-0-0.

Authorization to Expend State 911 Grant - \$30,194:

The Board reviewed the following information: (1) Grant Expenditure Authorization Form; (2) Grant Correspondence; and (3) Page 1 of contract.

Present: Allen Tingley, Police Chief.

Chief Tingley reported that Lt. Boultenhouse put together the grant application. The funds are used for training, primarily for dispatchers. Training for this position involved emergency training, and other tasks besides answering the phones.

Selectman Trindade moved that the Board authorize the expenditure of the State 911 grant in the amount of \$30,194; Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.

Approval – State (MassDOT) Contract to Move Fire Alarm Cable and Master Boxes for Fire Dept. - \$25,386:
The Board reviewed a copy of the Contract.

Present: Jeffrey Lynch, Fire Chief; Michael Fasolini, Assistant Fire Chief.

Chief Lynch reported that the whole alarm system needs to be replaced, including all new lines. The work is being done by some staff in conjunction with the contractor. Discussion followed. It was clarified that, over time, all the master boxes will be switched out and this is just the first phase. Mr. Boynton described the order in which the utilities install their equipment on the pole.

Selectman Trindade moved that the Board authorize the Chairman to execute the Mass. Department of Transportation contract in the amount of \$25,386 as presented; Selectman White seconded. No discussion. VOTE: 5-0-0.

Presentation – New Design Review Guidelines:

The Board reviewed the following information: (1) Memorandum from Design Review Committee; and (2) Revised Design Review Guidelines.

Present: Matt Buckley, Tom Gay – Design Review Committee.

Utilizing a PowerPoint presentation, Mr. Gay reviewed the proposed new Design Review Guidelines. He stated that there has been good feedback as to the ease of utilizing these guidelines and transparency of the process.

Other members of the Design Review Committee introduced themselves. Chairman Foresto thanked the committee for its effort, noting that sometimes these are thankless jobs. Selectman Trindade added that the Town needs to be easy to work with, and this is a huge step up.

Discussion followed on factors that trigger design review, and an update to the sign bylaw to accommodate electronic signage.

Discussion – Agricultural Committee (General Bylaws Art. II)

The Board reviewed a copy of the Bylaw, approved by 2010 Annual Town Meeting.

Present: Bruce Hamblin.

Mr. Hamblin stated that he wanted to revisit this matter and get the Agricultural Committee up and running. It was clarified that positions on the committee have been advertised but there were no applications as yet.

Mr. Boynton reported that the Communications Director, Mary Becotte, has been doing some outreach with an application deadline of the end of January. The vacancies will also be included in a newsletter going out to rate payers.

Selectman Trindade suggested contacting the owners of the parcels under Chapter 61A classification as there are not very many in Medway.

Mr. Boynton summarized that they will advertise it, put it in the newsletter, solicit volunteers, and contact the listed property owners. It was noted that we need to get going on this in order to get it ready for Annual Town Meeting. The first newsletter from Mary will be going out February 1, and she can provide a blurb that can be shared with the website as well as personal communications directly.

Discussion with Capital Improvement Planning Com. – Fiscal Year 2017-2021 Capital Plan

The Board reviewed the following information: (1) Summary of FY17 requests; and (2) Summary of FY17-21 requests.

Present: Peter Sigrist, Kelly O'Rourke – Capital Improvement Planning Committee.

Mr. Sigrist explained that this summary represents the committee's first pass at the list, noting that the requests are in no particular order. We are looking for guidance from the Board. For example, next year we will not be able to fund sidewalks and similar projects due to roadwork on Route 109.

Ms. O'Rourke stated the committee has met with many groups thus far, and will be meeting with the Department of Public Services tomorrow. Mr. Boynton noted that there is some borrowing capacity, but cautioned that there may not be as much as might be preferred.

Chairman Foresto stated that the Board's vision of the future is that we would be utilizing facilities management under the Town Administrator's umbrella. Selectman Crowley commented that the schools utilize school choice or circuit breaker funds to cover costs of some things, and they should not have to come to Town Administrator to do it. Discussion followed on small projects that are short money but do not make the list according to our guidelines.

The first pass at the list was for a total \$1.56 million in free cash. The Board briefly reviewed the list. It was suggested to funnel all questions to the Town Administrator so that the group has something to work with. There are things we know that are ongoing but are not on the list, and we are concerned about them. For example, surveillance at the schools is not on this list. Brief discussion followed on prioritizing those projects when funding may become available.

Chairman Foresto suggested that the committee continue to do its work, take a look at the funds again, and then get together again. Selectman Trindade pointed out that the Board needs real numbers and it might be too early to have that. Selectman Crowley theorized that there will be about six different versions of this before it's done. Does anyone have a project for the group to consider? One suggestion was to repair or replace the tennis courts at the middle school. Also, could there be a second outside basketball court at the Oakland Field? How about paving the middle school parking lot with enough funds to complete the project? Discussion followed on possible funding sources.

Chairman Foresto stated he would like to see the list broken down by the have-to-fund, then the ones that we would like to do. Mr. Sigrist expressed concern that, if we do that, things like a new refrigerator at the

senior center never makes the list. Then when the frig breaks down, they need emergency money to replace it.

Mr. Sigrist reported they will meet with Tom Holder, Department of Public Services, tomorrow and work on the list again in January. Ms. O'Rourke suggested that interested Board members attend their meeting on January 12 and will send an official invitation.

Discussion – Five-Year Revenue and Expense Forecast:

The Board reviewed the following information: (1) Five Year Revenue and Expense Forecast; and (2) Budget and Annual Town Meeting Timeline.

Present: Carol Pratt, Finance Director.

Discussion followed on various components of the proposed budget and the budget/Town Meeting timeline. Ms. Pratt stated that the premium gained on the sale of the bond must come out of the amount billed to taxpayer, which shows up as a revenue source elsewhere in the budget. Selectman Trindade asked for updated figures on funding for the tech school.

Approval – One-Day Liquor License Applications

The Board reviewed information on the following Thayer Homestead events: (1) Application from Hithendra Pothu, 12/31/15; and (2) Application from Linda Spiller, 7/30/16, and Police Chief Recommendation.

Selectman Trindade moved that the Board approve one-day liquor licenses for Hithendra Pothu and Linda Spiller for their events at the Thayer Homestead on December 31, 2015 and July 30, 2016 respectively subject to fulfillment of the Police Chief's recommendations and evidence of appropriate insurance coverage; Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.

Approval of Warrants

The Board reviewed Warrants 16-26S and 16-26.

Selectman D'Innocenzo, Clerk, read aloud Warrants 16-26S and 16-26, dated 12/24/15, presented for approval:

16-26S	School Bills	\$ 807,496.25
16-26	Town Bills	<u>544,376.03</u>
	TOTAL	\$1,351,872.28

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

Approval of Minutes:

The Board reviewed draft minutes from December 7, 2015.

Brief discussion followed during which several changes were made to the minutes regarding change orders for school projects. **Selectman Trindade moved that the Board approve the minutes, as amended; Selectman White seconded. No further discussion. VOTE: 4-0-1 – D'Innocenzo abstain.**

Town Administrator's Report

Mr. Boynton reported that the Town received a grant in the amount of \$35,000 which was earmarked for an emergency service vehicle. **Selectman Trindade moved to authorize the expenditure of the funds for the purchase of an All-Terrain Vehicle (ATV) for the Fire Department; Selectman White seconded. No discussion. VOTE: 5-0-0.**

The Town of Carver has expressed interest in the pole at the fire station. We will work something out with them, and see what it would cost to make the structure safe after the pole is removed.

Selectmen's Reports

Selectman White stated that a resident came in to report that a sign at the Edmund Charland Field had been taken down and later replaced with a sign with the name misspelled. Mr. Boynton added that the sign has been corrected and the family is thrilled.

Selectman Crowley expressed concern that construction workers directing traffic in the dark are wearing dark clothes without reflective elements. This is a dangerous situation. Directing his comment to Chief Tingley, Selectman Crowley asked him to urge the workers to get their work completed during regular daytime hours.

At 9:06 PM Selectman Trindade moved that the Board enter into executive session under Exemption 3: to discuss strategy with respect to litigation [Maritime Housing Fund LLC versus Planning Board and versus Zoning Board; 8/31/15 executive session minutes] if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, and to return to open session thereafter; Selectman White seconded. No discussion. Roll call vote: 5-0-0 (Crowley, aye; D'Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).

At 9:36 PM Selectman Trindade moved to adjourn Public Session; Selectman White seconded. No discussion. VOTE: 5-0-0.

Respectfully submitted,
Jeanette Galliardt
Night Board Secretary