

**Board of Selectmen's Meeting  
May 6, 2019 – 7:00 PM  
Sanford Hall  
155 Village Street**

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

**Staff Present:** Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Peter Pelletier, Deputy Director, DPS; Barbara Saint Andre, Director, Community and Economic Development; Susy Affleck-Childs, Planning and Economic Development Coordinator; Courtney Riley, Director, Senior Center; Sandy Johnston, Communications Director.

\*\*\*\*\*

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

**Public Comments:** None

**Approval: Contract Amendment Theodore Brovitz d/b/a Brovitz Community Planning and Design for Consulting/Planning Services to Prepare Zoning Bylaw Amendments for the Oak Grove Urban Renewal Area**

*The Board reviewed the (1) memo dated April 29, 2019 from Barbara Saint Andre, and (2) contract amendment.*

Ms. Saint Andre stated they continue working on the new zoning requirements for the proposed Oak Grove Redevelopment which will not be ready until the fall. This is just a request for a contract extension.

**Selectman Foresto moved that the Board authorize the Chair to execute the contract amendment with Brovitz Community Planning and Design for consulting and planning services as presented. Selectman Trindade seconded. No Discussion. VOTE: 5-0-0.**

**Appointment Consideration: Council on Aging – Jan Mitchell**

*The Board reviewed the (1) letter of interest from Jan Mitchell dated April 9, 2019, and (2) e-mail recommendation dated April 9, 2019 from Council on Aging Chair Mary Lou Staples.*

Ms. Mitchell, 279 Village St, reviewed her background as a resident of Medway for over fifty years stating she was asked by the Council on Aging if she would like to become a member.

**Selectman Foresto moved that the Board appoint Jan Mitchell to the Council on Aging for a term expiring on June 30, 2021. Selectman Trindade seconded. No Discussion. VOTE: 5-0-0.**

**Discussion/Vote: Street Naming Policy**

*The Board reviewed the (1) memo dated April 26, 2019 from Susy Affleck-Childs, and (2) Street Naming Policy.*

Ms. Affleck-Childs stated there has been an informal street naming team for a good number of years originally constituted by Selectman White which includes the Fire and Police Chiefs, herself, GIS

Coordinator Hutton Lee, Principle Assessor Greenwood and Medway citizen Judy Notturmo. This group thought it would be helpful to formalize the past practices. She reported that Town Administrator Boynton has reviewed the policy and his edits have been incorporated.

**Selectman Foresto moved that the Board approve the Street Naming Policy as discussed. Selectman D’Innocenzo seconded.** Discussion: Selectman White asked if this committee has followed Open Meeting Law and if a change can be made to state the all members or their designee. Ms. Affleck-Childs confirmed the committee has followed Open Meeting Law and will include Selectman White’s requested edits. Selectman Crowley asked if this committee has the final authorization for the street name. Ms. Affleck-Childs confirmed. Selectman Crowley asked if the Board accepted the content of this policy inclusive of Selectman White’s edits. All members of the Board confirmed. **VOTE: 5-0-0.**

**Discussion/Vote: Easements: Mechanic Street – Acceptance of Sidewalk Easement and Bunny Lane – Acceptance of Stormwater Drainage Easement**

*The Board reviewed the (1) Mechanic Street memo dated April 29, 2019 from Susy Affleck-Childs, (2) Mechanic Street easement documents, (3) Bunny Lane memo dated May 1, 2019 from Susy Affleck-Childs, and (4) Bunny Lane easement documents.*

Ms. Affleck-Childs reviewed the Mechanic Street easement memo and plan provided to the Board noting this is a 560 square foot sidewalk easement granted by the developer.

**Selectman Foresto moved that the Board vote to accept the sidewalk easement from Courtland Pines, LLC for the property at 176-178 Main Street a/k/a 175 Main Street and 2 Mechanic Street as presented. Selectman Trindade seconded.** Discussion. Selectman Crowley noted that Ms. Affleck-Childs memo should state November 2018 not 2019. **VOTE: 5-0-0.**

Ms. Affleck-Childs reviewed the easement memo and plan provided to the Board noting the developer is granting this easement to the Town to allow drainage from Populatic Street to go over this property. She reminded the Board that Town Meeting approval is not needed for this type of easement resulting from approval of an article at Fall Meeting stating certain types of easements do not have to go to Town Meeting for prior approval.

**Selectman Foresto moved that the Board vote to accept the stormwater drainage easement as shown on the Town Line Estate Definitive Subdivision Plan as presented. Seconded by Selectman Trindade. No Discussion. VOTE: 5-0-0.**

**Gift Acceptance: Birch Tree and Bench at Choate Park – The Osborne Family**

*The Board reviewed the (1) e-mail correspondence dated April 9, 2019, and (2) photographs of location of proposed placement.*

Ms. Osborne stated she and Adrienne Ross reside at 3 Meryl Street. Ms. Ross stated they came before the Board to offer the gift of a bench and birch tree in honor of her father Joel, a long-time Medway resident and lover of birch trees who died from early onset Alzheimer’s. Selectman Crowley noted the Osborne family has done a lot for the Town of Medway. Selectman Foresto noted the family asked where on the property it could be placed and he agrees with the placement in the area in the back of the Thayer Homestead noting it will overlook the planned peace garden. Selectman Crowley asked if the bench will be engraved and placed underneath the tree. Ms. Ross stated yes, with her father’s name, dates, and a quote about birch trees that she shared with the Board. Selectman Crowley thanked

them for this donation. Selectman Trindade reported Adrienne runs a yearly fundraiser for Alzheimer's research and offered his condolences to her family.

**Selectman Foresto moved that the Board vote to accept the gift of a birch tree and bench from the Osborne family to be placed at Choate Park as presented. Selectman Trindade seconded.** Discussion: Selectman Crowley asked when the planting is anticipated. Ms. Osborne stated in the next few weeks. **VOTE: 5-0-0.**

**Gift Acceptance: Bench at Walkway from Oakland Parking Lot to Senior Center – Eagle Scout Cole Fennyery**

*The Board reviewed the (1) e-mail correspondence dated April 23rd and April 24th, 2019, and (2) photograph of location of proposed placement.*

Eagle Scout Fennyery stated he came before the Board for approval for his Eagle Scout project previously presented to Ms. Riley, who noted the need for a bench from the Oakland Park parking lot to the Senior Center especially for those on oxygen. He provided the Board with the project action plan.

**Selectman Foresto moved that the Board vote to accept the gift of a bench from Eagle Scout Cole Fennyery to be placed at the walkway connecting the Oakland Park parking lot and the Senior Center as presented. Selectman Trindade seconded.** Discussion: Selectman Foresto commended the Eagle Scouts on all of their projects that have benefited the Town. Selectman Crowley asked about the project funding. Eagle Scout Fennyery stated he is asking for funds from local businesses and the Council on Aging. Selectman Crowley asked when the project is anticipated to start. Eagle Scout Fennyery stated in the next few weeks. Selectman Crowley thanked the Scouts for all their efforts. **VOTE: 5-0-0.**

**Eagle Scout Project Donation – Expenditure Authorization – Connor Gilmore**

*The Board reviewed the quote dated April 16, 2019 from On Deck Sports.*

Eagle Scout Connor Gilmore provided the Board with handouts related to his project for the batting cage at the Medway Middle School. He reported he has raised all the required funds via go fund me, letters to local businesses, and door to door solicitation. He reported 35 local Medway businesses account for one half of the donations and 87 individuals and families account for the rest. He then explained the specifications of the batting cage along with other specific items to be included: (1) a home plate, (2) a back stop, and (3) turf. He began this project last August initially approaching Athletic Director Pearl, then Superintendent Pires and finally the Board of Selectman. Selectman Trindade noted that all three members of the Parks Commission approved of the placement location noting that Medway Youth Baseball was also included. Selectman Trindade stated that once the weather dries out, the Town will clear the area for the group to begin the installation. Eagle Scout Gilmore asked where the equipment should be shipped. Selectman Crowley requested he coordinate this aspect of the project. Selectman D'Innocenzo asked for the specific location that this will be located. Eagle Scout Gilmore directed the Board to page four of his handout that details the specific location which is directly behind the backstop.

**Selectman Trindade moved that the Board accept Connor Gilmore's \$6,547.31 donation to the Town for the purpose of purchasing a batting cage to be installed at the Medway Middle School. Selectman D'Innocenzo seconded.** Discussion: Selectman Crowley asked if he plays baseball. Eagle Scout Gilmore stated he used to in the past but is now involved in track. Selectman Crowley asked if he went to each of these businesses. Eagle Scout Gilmore stated he sent letters to those that had no solicitation rules but otherwise went to all the other business. Selectman Crowley asked what was the most difficult

about this project to date. Eagle Scout Gilmore stated the beginning, specifically to get approval by all involved parties and also the beginning of the fundraising. **VOTE: 5-0-0.**

#### **Approval of Minutes**

*The Board reviewed the draft minutes of April 9th, and 16th, 2019.*

**Selectman Foresto moved that the Board approve the minutes of April 9, 2019. Selectman Trindade seconded.** Discussion: Selectman Foresto noted that school needed to be made plural on lines 69 and 70 on page 2. **VOTE: 5-0-0.**

**Selectman Foresto moved that the Board approve the minutes of April 16, 2019. Selectman White seconded.** Discussion: Town Administrator Boynton informed the Board that after conferring with Town Counsel, the Dog Policy and any related regulations are best handled by the Parks Commission. **VOTE: 5-0-0.**

#### **Contract with Lorusso Corporation for Roadway Material Services - \$100,000**

*The Board reviewed the (1) memo dated May 6, 2019 from Dave D'Amico, (2) Bid summary results, and (3) contract.*

Town Administrator Boynton stated we have used this vendor for many years and are very comfortable with their services.

**Selectman Foresto moved that the Board authorize the Chair to execute the contract with Lorusso Corporation for roadway materials and related services in an amount not to exceed \$100,000 annually and subject to funding in future fiscal years. Selectman Trindade seconded.** Discussion: Selectman Crowley commended DPS on the improved presentation and format of contracts to the Board. **VOTE: 5-0-0.**

#### **Approval: Contract with Kidd-Luukko Corporation for the Senior Center Roof Project - \$47,950**

*The Board reviewed the (1) memo dated May 6, 2019 from Dave D'Amico, (2) Bid summary results, and (3) contract.*

**Selectman Foresto moved that the Board authorize the Chair to execute the contract with Kidd-Luukko Corporation for the Senior Center roof project in the amount of \$47,950 as presented. Selectman White seconded.** Discussion: Selectman Crowley asked what original budgeted amount was and requested that Ms. Riley make the Board of aware of any additional needs at the Senior Center since the contracted amount came in \$20,000 under the budgeted amount. **VOTE: 5-0-0.**

#### **One-day Liquor License Applications**

*The Board reviewed the Police Chief's recommendations for Stephanie McMullin, Ryan Quigley, Rachel Jewett, Mike Flanagan, Medway Youth Baseball/Tiffany Duguay, Tina Simone Hourihan, Rebecca Heney, Jeanette Spencer and Virginia Dale, Lisa Messina, and Steven Linnell.*

**Selectman Foresto moved that the Board approve the one-day liquor licenses as presented subject to the Police Chief's recommendation and proof of appropriate insurance coverage. Selectman Trindade seconded. No Discussion. VOTE: 5-0-0.**

#### **Action Items from Previous Meeting**

*The Board reviewed the Action Items dated April 16, 2019.*

Medway Plaza Redevelopment: Town Administrator Boynton reported a meeting is scheduled with their legal team this Wednesday afternoon regarding the stormwater issues.

Conservation Restrictions for Town Owned Land: Town Administrator Boynton stated the due date needs to be pushed out and requested it be changed to December.

OPEB Impact by a Fully Funded Norfolk County Retirement Plan DPS Facility Building Project: Town Administrator Boynton stated we should be able to address this at the end of this fiscal year and requested the due date be moved to July.

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

*There were no items for the Board to review.*

Medway Road & Sidewalk Plan: Town Administrator Boynton stated Mr. D'Amico and himself have revisited the plan specifically related to future costs and keeping the budget at the planned levels with the goal to complete as much work as possible. He stated they are looking for an 80% upgrade of roadway service conditions when this project is done. He referred the Board to years six and seven of the plan noting the movement year to year on these projects. He reported we are looking at speed and traffic calming efforts on Village Street noting 2022 is the earliest the project would occur. He noted this is a living document that addresses a number of streets and will continue to require adjustments moving forward due to winter weather impacts. He would like to publish this ahead of Town Meeting to allow residents the opportunity to review and understand the plan. Selectman Crowley agreed with publishing the document but requested a notation that this is revision one with today's date and to so track the future revisions moving forward. He noted that Hill Street is scheduled for the next fiscal year and requested that we coordinate this street work with the Town of Holliston.

**Selectman Foresto moved that the Board approve and post the plan as presented with the change of the added revision number and date. Trindade seconded. No Discussion. VOTE: 5-0-0.**

Town Meeting – Monday, May 13<sup>th</sup>: Town Administrator Boynton reminded all about the Annual and Special Town Meetings next Monday, May 13<sup>th</sup>.

### **Town Election – Tuesday, May 21<sup>st</sup>**

Town Administrator Boynton reminded all about the Town Election, Tuesday, May 21<sup>st</sup> and encouraged residents to come out and vote.

Town Administrator Out of Office: Town Administrator Boynton reported he will be out of the office as follows:

- Wednesday, May 8<sup>th</sup> (AM) - Tentative
- Friday, May 17<sup>th</sup> - Personal
- May 22<sup>nd</sup> – May 31<sup>st</sup> – Vacation Days
- June 5<sup>th</sup> – 6<sup>th</sup> – ICMA Virginia

NEXT Regular Selectmen's Meeting – May 20, 2019

### **Selectmen's Reports**

*There were no items for the Board to review.*

Selectman Foresto thanked all who participated in Clean Sweep including Assistant Town Administrator Potter and Ms. Langley noting that the amount of trash picked up has decreased year to year, which is a good thing.

Selectman Crowley asked for confirmation that adding \$50,000 to the Stumpy's contract did not impact the bid process. Ms. Potter confirmed. He requested a meeting be scheduled with himself and Selectman Foresto to feather out the water and sewer rates. He asked if Article 30 in the Annual Town Meeting warrant is still needed. Town Administrator Boynton confirmed and explained the plan for addressing this \$350,000. Selectmen Crowley and Foresto requested that Mr. Boynton prepare an explanation of this plan for the residents at Town Meeting due to its complexity. Selectman Crowley reiterated that the election is two weeks from tomorrow with the one contested race being for School Committee. He stated we usually get only seven to eight hundred voters at these off year elections and is requesting the residents come out to vote with the goal of 1,000 voters at this election. Town Administrator Boynton stated this information is on the message boards along with Medway Pride Day and Household Hazardous Waste Day. Both Selectmen Crowley and Trindade confirmed they will be attending Medway Pride Day. Ms. Potter confirmed the table has been requested and will also put in a request for a canopy.

**At 7:50 PM Selectman Trindade moved to adjourn. Selectman White seconded. VOTE: 5-0-0.**

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