

**Board of Selectmen's Meeting
February 19, 2019 – 7:00 PM
Sanford Hall
155 Village Street**

Present: Dennis Crowley Chair; John Foresto, Vice Chair; Richard D'Innocenzo (at 7:03), Clerk; Glenn Trindade, Member; Maryjane White, Member.

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Barbara Saint Andre, Director, Community and Economic Development; Sandy Johnston, Communications Director.

Others Present: Capital Improvement Planning Committee: Kelly O'Rourke, Chair; Tracy Malcolm, Member; Jennifer Reddington, CPA, Melanson Heath; Paul Atwood, Chair, Agricultural Committee.

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

Selectman Crowley introduced the Milford Daily News Reporter, Lauren Young. He then commended the Medway High School Cheerleading Team who came in first place at the Blackstone Valley Technical competition and were the Grand Champion at the Tournament in Chicopee. He wished them luck in their upcoming tournaments.

Public Comments: None

Approval of Minutes: February 4, 2019

The Board reviewed the draft minutes of February 4, 2019.

Selectman Trindade moved that the Board approve the minutes of February 4, 2019. Selectman White seconded. Discussion. Selectman Crowley requested clarification be provided to the Board related to the functionality of the battery storage of energy from the potential installation of the solar panels at the New DPS Facility. **VOTE: 5-0-0.**

Consideration: Class II License Application - NWG Automotive Repairs, Inc.

The Board reviewed the Class II Application.

Selectman White asked if Mr. Green had this type of license in the past. He confirmed. Selectmen Crowley noted that he did not check of what type of cars he would be selling. Mr. Green confirmed used cars. Selectman Crowley asked what the "S" meant on application related to the days of the week he would be selling cars. Mr. Green confirmed it would be Monday through Sunday.

Selectman Foresto moved that the Board that the Board approve a Class II auto dealer's license for NWG Automotive Repairs, Inc. to be located at 71 Main Street subject to departmental approvals and no more than six autos on display in the marked parking spaces on the easterly side of the property. Selectman Trindade seconded. Discussion. Selectman Crowley asked if six was an acceptable number of vehicles. Mr. Green confirmed. **5-0-0.**

Presentation: Capital Budget Recommendations - Capital Improvement Planning Committee (CIPC)

The Board reviewed the (1) Proposed Capital Plan for Fiscal Year(FY) 2020 Spreadsheet, (2) CIPC Recommendations Spreadsheet, and (2) Projects not Funded Spreadsheet

Ms. O'Rourke explained that the CIPC is just a recommending body further reporting that each member is responsible for a specific group of departments which they meet with, tour their sites and bring that information back to the committee for deliberation and recommendation. Ms. O'Rourke directed the Board to the recommendations spreadsheet for review and discussion. Selectman Crowley asked if the amounts from the proposed capital plan for FY20 spreadsheet carry over to the recommendations spreadsheet. Mr. Boynton noted the difference in total funding between the two spreadsheets. Ms. O'Rourke stated there were a few specific projects that the committee felt strongly should be funded. She noted the \$150,000 for funding of the master plan noting that we no longer have volunteers to work on this project. Therefore, the committee felt this was a good number for fully funding a consultant to complete the project. Selectman Crowley asked if the prior funding of \$100,000 has been spent. Finance Director Pratt stated no. Selectman Crowley asked if this would be the final funding piece for this project. Ms. O'Rourke confirmed noting the Planning and Economic Development Board (PEDB) is now ready to begin creating the committee and start the project, and the CIPC would like to see it fully funded. She stated that all project funding that we are prioritizing is based on the Master Plan and the path that plan dictates. The next project the committee would like to see funded is the sprinkler system for the Fire Station stating it feels scary to have millions of dollars of equipment and not have it protected. The next project would be the improvements to the basketball court and lights at Oakland Park to completely finish the upgrade to that area. She noted these projects were combined and the amount requested was decreased from what was originally requested at \$40,000 for each to \$55,000 total. Selectman Crowley requested a breakdown of the costs. Ms. O'Rourke stated \$40,000 for the basketball courts and \$10,000 for the lights. Selectman Crowley asked where the additional \$50,000 funding for the Fire Station Sprinklers will be found since this is not in the total for funded projects. Ms. O'Rourke stated the plan at this point in time is from the snow and ice budget.

Selectman Foresto asked if the funding for the road improvements meets the amounts of the plan that was presented at Town meeting. Mr. Boynton stated yes and then explained how that total number was calculated. Selectman D'Innocenzo asked if we do not use all of the Chapter 90 funds, what happens to those funds. Mr. Boynton stated the funds remain but we have historically spent all of this allocated funding noting July 1st will be the beginning of year two of the road and sidewalk plan. Selectman Crowley requested that Mr. D'Amico provide the Board with the Chapter 90 funding spent to date. Selectman Foresto asked if the funding for the facility review project will be a warrant article or will be funded from free cash. Mr. Boynton stated that it is currently in the capital planning warrant article but it could be a separate warrant article if the Board prefers. Selectman Trindade pointed out that this project is for all municipal and school buildings. Selectman Crowley asked how this number was determined. Mr. Boynton stated it is a preliminary estimate based on information provided by consultants. Selectman Foresto asked what IT Director Boucher specifically plans to upgrade in the network at the high school. Ms. O'Rourke stated to increase network capacity. Selectman White asked if we are looking to purchase a new electric car. Mr. Boynton stated yes, specifically for Town Hall use as there is currently one vehicle utilized by many departments and is often not available when needed. There was further discussion about the efficacy of the purchase of electronic versus gas powered vehicles. Selectman White asked about the funding for the Oakland trail being different than that was discussed at a previous meeting. Mr. Boynton stated the contractor came back with a large number that we felt was too high and this current funding includes the Town completing a portion of the work. He noted that the walking trail along with the basketball court and lights will be a closeout of the prior project and not new project. Ms. Malcolm stated the CIPC felt the same way noting the inclusion of the Choate Park concession roof project as well and then both Parks projects would be fully completed. Mr.

Boynton reported he met with IT Director Boucher and the high school network upgrade along with the technology upgrade will be combined in one itemized project line item. Selectman White then asked about the rationale regarding the reduction in funding for 158 main street from \$65,000 to \$25,000. Ms. O'Rourke stated this was to balance the budget noting the intent of the funding is to upgrade the bathroom as this location will be utilized for Town employee administration. Mr. Boynton stated the property cannot be utilized for meeting space or for public access due to the lack of accessibility noting his reluctance to make major repairs without a completed historical survey. Selectman Crowley requested that the Board be informed how the money is intended to be spent before any funds are spent on the property. Selectman White asked specifically what the fire command vehicle is. Mr. Boynton stated this is a replacement for the Deputy Fire Chief's vehicle. Selectman Crowley asked about the reason for the increase from \$10,000 to \$30,000 for the Library. Mr. Boynton stated it is a requirement for additional exterior work needed to fix the sewer issue reported to him by Mr. D'Amico. Selectman Crowley requested that the Board be provided with the estimate for this project. Selectman Crowley asked about the reason for the reduction for the School Auditorium projector from \$25,000 down to \$10,000. Mr. Boynton stated it was determine the lighting should come from the school budget. Selectman Crowley asked for an itemized list of what encompasses the \$200,000 for technology equipment. Selectman Crowley asked for confirmation that numbers highlighted in yellow are those that have been changed. Ms. O'Rourke confirmed.

Ms. O'Rourke then reviewed the final spreadsheet of those projects that were pushed out to a later date and the reasons noting that the first spreadsheet should be ignored as it was not reconciled with what the Town Administrator provided and was not how they wanted the information to be presented. She will update the spreadsheet to include a comparison between the CIPC and Town Administrator's information and forward to the Board.

Selectman Crowley asked if the school was planning on going to the Massachusetts School Building Authority (MSBA) for the funding for the roof replacements as this is a total of \$3.5 million noting they have in the past to have a placeholder with the MSBA specifically on the Middle School project. Mr. Boynton stated the number one recommendation of both himself and the CIPC is to complete the facility analysis in order to have the back-up data necessary to apply to the MSBA for funding this project. There was further discussion on the efficacy of applying to the MSBA for funding prior to a completed facility study. Selectman Crowley requested that we follow up in April regarding the value of submitting an application to the MSBA for this project. Selectman Crowley thanked the CIPC for all of their efforts.

Presentation: Fiscal Year (FY) 2018 Audit Report – Melanson Heath

The Board reviewed the (1) letter to Town Administrator Boynton dated December 7, 2018, (2) letter to the Board of Selectmen dated December 7, 2018, and (3) Fiscal Year 2018 Annual Financial Statements.

Ms. Reddington walked through the financial statements for FY2018 noting it was a very positive year. The independent auditors report included a clean opinion which is the best that can be achieved. She then noted the section of the report, pages 4-11 that are an overview of the operations for the year. She stated page 12 consolidates the prior information using accrual accounting pointing out specifically that long term liabilities and assets is where the Other Post Employee Benefits (OPEB) liability is found noting we are under Governmental Accounting Standards Board (GASB) 75. She noted the OPEB Trust fund has been a work in progress and one of comments on the Standard & Poor's report was to focus on funding OPEB and now that we have two sources of funding going into OPEB and have also put the funds in an investment account, this is a big step in the right direction. This will impact the Town's valuation next year, specifically the discount rate will increase which will decrease the OPEB liability.

Selectman Crowley asked if the bonding companies look at the fact that OPEB was at \$39 million last year and dropped to \$36 million. Ms. Reddington stated yes but noted that it also decreased because GASB changed from GASB45 to GASB75. Crowley asked if OPEB changed due to the GASB change or because we are putting more funds into OPEB. Ms. Reddington stated both were contributory factors to the change. She noted the net pension liability at 63% funded is about average. Town Administrator Boynton stated that at a recent Norfolk County Retirement Board meeting it was stated that the pension fund is anticipated to be fully funded by FY2029-2030. Once fully funded, the recommended Town pension contribution of \$2.5 million per year will go down to \$400,000 and he recommends using that decrease to then fund OPEB. Selectman Crowley requested that we discuss this topic at another meeting and to additionally note that in 10 years we need to address this to be sure the funds are reallocated accordingly. Ms. Reddington then directed the Board to page 14 noting the consistency in the General Fund along with the impact on the General Fund, free cash and the cash balance at end of year of the first influx of Exelon revenue. She further noted that the unassigned fund balance, where the free cash number starts, increased as well as the free cash trend being at its highest since 2009. Mr. Boynton noted that this is an anomaly due to the cash influx related to the Exelon permitting fees. Selectman Crowley asked Ms. Reddington if the excess of revenues on page 16 of \$18,488 is the profit of all government funds. She confirmed. She then directed the Board to page 16 which reflects the budget versus actual revenues and expenses noting again that the variance of \$3,680,843 was due to the Exelon payment. She further noted that the turn-backs (total expenditures) of \$1,118,342 show that all departments did well this year noting that the total excess of \$4,749,185 was the amount that the Town beat the budget this year. The use of free cash expenditures of \$2,786,104 were all on one time purchases, which is what bond rating agencies want to see, as this shows the implementation of good management practices. Selectman Crowley reminded all that the tax reduction resulting from the Exelon funds will be impacting FY19 which is this current year and this audit is FY2018, last year. Ms. Reddington stated that in conclusion, the Town is in a very strong financial position with a strong free cash balance with the ability to recoup everything spent. She further thanked the Town's financial team for their efforts.

Ms. Reddington noted there was no management letter only a side letter which means there were no material issues. Selectman Crowley asked on page 32 for how the calculation of the allowance for doubtful accounts was determined as they are fluctuating. Ms. Reddington stated the percentage is the same but it is calculated by levy year for each individual receivable which results in the fluctuation. Selectman Crowley requested that the Tax Title Taskforce reconvene and report to the Board on the results of the implementation of their initial action plan and their anticipated future action plans. He asked what the cost was for the audit. Ms. Pratt stated \$30,000. Selectman Crowley asked if they saw anything that would impact the Town's current AAA bond rating. Ms. Reddington stated no.

Discussion: Year to Date Revenues

The Board reviewed the Fiscal Year (FY) 2019 Quarterly Financial Report, December 31, 2018.

Ms. Pratt reviewed the FY2019 quarterly financial report question from the Board on page 10 which reflect the previous and current year revenues. She noted the personal and real estate taxes on line one year to date as of December 31st for the current fiscal year that 44.6% has been collected compared to last year where there was 51.4% collected. What that reflects is that we have the Exelon tax payment this year of \$3,920,000, which is not due to the Town until this month. It was also not collected quarterly like it will be in the future. Selectman Crowley asked for confirmation that there are two more outstanding payments. Ms. Pratt stated that no, Exelon will be paying the entire amount in February. She stated, moving forward, Exelon will be paying quarterly so we will not have this anomaly in the future, noting that this is a timing of payment issue. Mr. Pratt stated the other question was related to

other departmental revenue where we have a large number noting this is due to the lateness of a couple of the net metering payments that were received in this fiscal year but were actually due last fiscal year noting we are still running at the same level as it has been. This report also includes the status of the tax title as well as OPEB and she stated the hope is to recover the losses due to the stock market volatility in December. Selectman Crowley requested Ms. Pratt provide the Board with the end of January OPEB information. The OPEB reports are received monthly by Treasurer/Collector Russo but Ms. Pratt will continue to include them quarterly in this report to the Board. Selectman Crowley asked Ms. Pratt to explain the debt service number reflected on page 9. Ms. Pratt explained it is due to when the payments are due, as they do not fall equivalently time-wise. Selectman Crowley asked the opinion of the other Board members about informing the Board immediately when a departmental level budget of \$50,000 or greater is anticipated to go over budget. Town Administrator Boynton stated this is currently in practice.

Discussion: Social Media Campaign Analysis

The Board reviewed the summary of Social Media Analytics document.

Ms. Johnston reviewed the impact of her department's social media campaign and compared the data from nine months prior to the beginning of the campaign and nine months following its implementation. Initially, only Facebook and Twitter were implemented. In addition, we now have Instagram and YouTube. The goal of the campaign is to provide accurate and timely information easily accessible to the residents. Ms. Johnston then explained the terminology definitions for the Facebook data including impressions (scrolling only), engagement (actively taking an action i.e. liking, commenting, etc.) and link clicks (clicking on an actual link within the Facebook content). She reported that to increase traffic on the Town of Medway website, she has been linking website content to the social media posts. She reported the following increase in activity from before and after the implementation of the social media campaign: (1) impressions increased from 1.9 million to 2.7 million, (2) engagements almost doubled, and (3) links almost tripled. Her department has also implemented additional activities to increase the departmental goal with "Sandy's Snipits", Ultimate Gift Baskets, and monthly highlights on small businesses. She reviewed the current total Twitter and Instagram followers, 869 and 83 respectively noting that highest population of followers for all platforms are women between the ages of 35-44. These efforts have resulted in the following impacts on the activity of the Town of Medway website: (1) 66,000 new visitors, (2) a bounce rate of 44% (those who get right off) relative to 26-40% which is considered an excellent rating, and (3) an average session duration of just over two minutes. The departments receiving the most viewers include the Assessors, Thayer Homestead, and the Department of Public Services Trash and Recycling. Ms. Johnston reported to keep the activity at appropriate levels the following is recommended daily: (1) 3-4 Facebook posts, (2) 8-10 Twitter Tweets, and (3) 3 Instagram posts. Ms. Johnston stated the most engaged Facebook posts included high school graduation and the Fire Department posts. Selectman Foresto asked if there is a cost for Google Analytics. Ms. Johnston stated no. Selectman Trindade asked if there are other tools we should be looking at that would enhance the analytics or look at other things we should be doing. Ms. Johnston stated that she has "cross pollinated" these social media platforms as well. Selectman White commended Ms. Johnston on her efforts. Selectman Crowley requested yearly updates to the Board on this data. Town Administrator Boynton noted that Ms. Johnston has taken the department to another level noting that the Town of Wellesley is modeling their position after Medway. Selectman D'Innocenzo noted that communication was an issue in the past but has improved to where we want to be. Selectman Crowley asked that Ms. Johnston investigate the efficacy of an informational insert into the billing envelopes, as not all residents are technologically fluent on social media platforms.

Vote: Grant Permanent Utility Easement to Verizon New England, Inc. and Boston Edison Company for Installation and Maintenance of Overhead System on Oakland Street

The Board reviewed the permanent utility easement for Oakland Street.

Selectman Trindade moved that the Board grant a permanent utility easement to Verizon New England, Inc. and Boston Edison Company for installation and maintenance of the overhead system on Oakland Street as presented. Selectman White seconded. Discussion. Selectman D’Innocenzo asked for the purpose of the easement. Mr. Boynton stated it was to install the new poles at the Senior Center noting the work has already been completed. **VOTE: 5-0-0.**

Approval: Mutual Aide Agreement for Animal Control Services with Norfolk, MA and Millis, MA

The Board reviewed the mutual aid agreement.

Selectman Trindade moved that the Board authorize the Chair to execute the mutual aid agreement for animal control services with Norfolk and Millis, Massachusetts as presented. Selectman D’Innocenzo seconded. Discussion. Selectman Crowley asked for confirmation that if Norfolk is unavailable to respond to a call, then our Animal Control Officer would be required to respond if requested, stating his concern about time incurred to cover these other communities. Town Administrator Boynton confirmed that we would respond noting that this also provides our Animal Control Officer with backup including those instances where more than one officer is needed to safely respond to an incident. **VOTE: 5-0-0.**

Vote to Reopen and to Close the March 11, 2019 Special Town Meeting Warrant; Vote Article Recommendations

The Board reviewed the March 11, 2019 Special Town Meeting Warrant.

Selectman Trindade moved that the Board vote to reopen the March 11, 2019 Special Town Meeting Warrant. Selectman D’Innocenzo seconded. Discussion. Town Administrator Boynton stated Article 2 was added to allow the acceptance of gifts of deeds to Oak Grove parcels. Selectman Crowley asked if there should be funds associated with the article for legal costs. Ms. Saint Andre stated no, noting that this provides a mechanism to accept these land gifts so that we do not have to go to Town meeting each time to accept them. Selectman Crowley asked where the funds will come from if we receive a large number of these gifts. Both Ms. Saint Andre and Mr. Boynton stated the Medway Redevelopment Authority will fund these expenses if incurred. **VOTE: 5-0-0.**

Selectman Trindade moved that the Board vote to Close the March 11, 2019 Special Town Meeting Warrant. Selectmen White seconded. No Discussion. VOTE: 5-0-0.

ARTICLE 2: (Authorization to Accept Gifts of Deeds to Oak Grove Parcels)

ARTICLE 3: (Community Preservation Funds for Elem. Playgrounds)

ARTICLE 4: (Repurpose Parks Improvements Project Funds to Elem. Playgrounds)

Selectman Trindade moved to approve Articles 2, 3 & 4 of the Special Town Meeting Warrant as presented. Selectman Foresto seconded. No Discussion. VOTE: 5-0-0.

Town Administrator Boynton reported that the Finance Committee will be holding their public hearing on the warrant next Wednesday.

Special Event Permit Application: Medway Youth Baseball Parade – April 28, 2019

The Board reviewed the (1) Medway Youth Baseball special event permit application with parade route, and (2) Police Chief's recommendation.

Selectman Trindade moved that the Board approve the Special Event Permit Application for the Medway Youth Baseball Parade to be held on April 28, 2019, subject to the Police Chief's recommendation and proof of appropriate insurance coverage. Selectman Foresto seconded. No Discussion. VOTE: 5-0-0.

One-day Liquor License Applications

The Board reviewed the Police Chief's recommendations for Holliston Lions, Mary O'Connor Boles, Medway High Lacrosse Boosters, Diane Graci, Laurie Pirrello, Steve Whitaker, and Kristen Collatos.

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 January 7, 2019.

DPS Facility Building Project: Mr. Boynton stated bids will go out next week noting a delay of one week at the request of the Owners Project Manager (OPM) as they wanted additional quality analysis completed on the bid package. He reported there has also been further discussion on the size of the generator required for the building. The sub bids will be pushed back one week as well, but the general contractor bid date is not changing. Selectman Crowley stated further discussion on the solar panels will be necessary once the bids come in. Mr. Boynton reported that we are looking into a power purchase plan for the solar panels.

Medway Plaza Redevelopment: Selectman Crowley reported that the attorney cancelled the scheduled meeting for this week and we are waiting to hear back about his availability to reschedule this meeting to next Tuesday.

Town Administrator's Report

There were no items for the Board to review.

Recycling Collection Issue – Being Addressed: Town Administrator Boynton stated pickup will be made tomorrow for that group that was affected today requesting that Ms. Johnston notify residents via social media.

Selectman Trindade asked about the continuing incoming calls issue. Mr. Boynton stated this is a state wide sporadic Verizon issue that is outside of our control noting the Fire station phone has been forwarded to the Police as they are outside of the Verizon system.

NC Retirement & OPEB Connection: Town Administrator Boynton stated this will be documented to be addressed in 10 years per Selectman Crowley's request.

Snow & Ice Budget: Town Administrator Boynton reported that we are at \$243,000 in expenditures which is one-half way through the budget and we anticipate the cost to be \$50,000 for yesterday's storm noting the total budget is \$475,000. Selectman Crowley requested that the report posted on the Town website be reviewed to confirm the total budget amount is correct.

Legislative Breakfast – Saturday 8:30am – Sanford Hall: Town Administrator Boynton reminded the Board of this meeting this Saturday.

Budget Workshop – Next Saturday, March 2 – 8:30am: Town Administrator Boynton reminded the Board of this meeting the Saturday following the legislative breakfast.

Town Administrator Out of Office: Town Administrator Boynton stated he has nothing scheduled.

NEXT Regular Selectmen's Meeting – Monday, March 4, 2019, Holiday Week

Selectmen's Reports

There were no items for the Board to review.

Selectman Trindade requested that the appropriate staff meet in March or early April prior to the commencement of the road and sidewalks project to ensure a communication plan to the residents is developed and implemented. The Board requested an updated version of the Road and Sidewalk plan and schedule.

Selectman Crowley requested that the new Athletic Director for the Medway Schools be invited to the next Selectmen's meeting.

At 8:40 PM Selectman Trindade moved to adjourn. Selectman Foresto seconded. VOTE: 5-0-0.

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