

**Board of Selectmen's Meeting
April 6, 2020 – 7:00 PM
Sanford Hall
155 Village Street**

Present: Glenn Trindade, Vice Chair; Dennis Crowley, Clerk; Maryjane White, Member.

Participated Remotely: John Foresto, Chair. Richard D'Innocenzo, 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 Participated Remotely: Carol Pratt, Finance Director; Bridget Graziano, Conservation Agent; Dave D'Amico, Director, Department of Public Works (DPW); Jim Poirier, License and Lease Administrator, Papa Gino's; Helen Gordon and Paul Millett, Environmental Partners.

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

Public Comments: There were none. (Building closed due to COVID-19.)

Public Hearing: New Liquor License (On-Premises-Wine & Malt) Request – New England Authentic Eats, LLC, db., Papa Gino's – 74 Main Street

The Board reviewed the (1) license application, and (2) departmental approvals.

Selectman Crowley moved that the Board open the public hearing for a new on-premises wine and malt license for Papa Gino's at 74 Main Street. Selectman White seconded. It was so voted by roll call: 5-0-0 (Crowley, aye; D'Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).

Mr. Poirier stated they are applying for a Beer and Wine license in hopes to increase their sales here in Medway. They had a good experience here in the past, but the prior owner allowed the license to expire. Town Administrator Boynton stated there were no concerns voiced about this request. It was confirmed that the abutters were notified with no comments/concerns received. Selectman Crowley asked how many licenses were left. Ms. Potter stated three for wine and malt on premises and four all alcohol on premises. Selectman Trindade, noting that a lot of their clients are younger, asked how the consumption will be monitored as there is no busing of tables and the seating area is blocked by the soda dispensing machine and refrigerated drink cabinet. Mr. Poirier stated the cooler housing the beer and wine is on the counter and only accessible to staff behind the counter. He stated they have a tablet that scans the purchaser's license and will note whether it is valid or invalid. Selectman Trindade asked for confirmation that the beer and wine will be in bottles and cans with no draft service available. Mr. Poirier confirmed only twelve-ounce bottles and cans will be served. Selectman Trindade asked if they would need to come back for a revision of their license if they decide to serve draft in the future. Mr. Boynton stated no unless the Board wanted to put that specific condition on the license if they had a specific concern, noting this is not typically done. There were no concerns voiced by the Board. Mr. Boynton stated you could add a condition at the time of renewal in November as well.

Selectman Crowley moved that the Board close the public hearing for a new on-premises wine and malt license for Papa Gino's at 74 Main Street. Selectman White seconded. It was so voted by roll call: 5-0-0 (Crowley, aye; D'Innocenzo aye; Foresto aye; Trindade, aye; White, aye).

Selectman Foresto moved that the Board approve the on-premises wine and malt license for Papa Gino's at 74 Main Street. Selectman White seconded. It was so voted by roll call: 5-0-0 (Crowley, aye; D'Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).

Selectman Trindade asked for any public comments. There were none.

Approval of Minutes

The Board reviewed the draft minutes of March 12 and 16, 2020.

Selectman Trindade moved that the Board approve the minutes of March 12, 2020. Selectman D'Innocenzo seconded. No Discussion. It was so voted by roll call: 5-0-0 (Crowley, aye; D'Innocenzo aye; Foresto aye; Trindade aye; White, aye).

Selectman Trindade moved that the Board approve the minutes of March 16, 2020. Selectman D'Innocenzo seconded. No Discussion. It was so voted by roll call: 5-0-0 (Crowley, aye; D'Innocenzo, aye; Foresto aye; Trindade, aye; White, aye).

Update COVID-19

There were no materials for the Board to review.

Town Administrator Boynton provided a general operations update noting the Town is operating on as close to a full schedule as possible with staff rotating through specific departments. Health, safety, and DPW are at full staffing and practicing social distancing and sanitary practices, for example there is only one staff allowed per vehicle. He recognized the concern of the workers and their families in this current situation noting that time was spent; (1) understanding the new state laws, (2) discussion of the new laws with our labor attorney, and (3) discussions with our health officials to ensure if any changes need to be made, they are implemented on a timely basis. The Town has incurred \$50,000 in additional costs as of today, the largest being the Information Technology cost of \$39,000 for 16 Dell laptops at \$12,000 and 260 chrome books at \$27,000. The School Department has had approximately \$8,000 in additional costs primarily for additional cleaning services. The Fire Department is at \$3,000, the Police is at \$1,000, and DPW is at \$4,300 of additional COVID-19 related costs. He stated there will be additional costs. He stated for added safety split Fire crews were implemented with two at the station behind Town Hall and two at the main station which results in an overtime cost. He commended Finance Director Pratt and the department heads on tracking these costs and will provide these to the Board moving forward noting the potential for federal reimbursement. He commended Senator Spilka and Representatives Murray and Roy on their work to get the municipal relief package approved by the State. He explained certain specifics such as: (1) we have stopped the clock on permitting deadlines for new and existing permits and (2) Fire personnel no longer must go into homes to complete fire and carbon monoxide inspections. The two items that the Board will have to decide on are the dates of Town Meeting and the Town Election as well as how to handle the property tax deadline. We are still twenty-eight days away from the reset date of the stay at home and non-essential business closure date set by the State. He is hopeful to be able to move forward with these as planned in May. After speaking with Selectman Foresto, the goal is to hold off on a decision on both until the next Selectmen's meeting on April 21st. We are looking at June 8th or June 22nd as potential dates. The other option is to have the Moderator extend Town Meeting on May 11th. He stated that there are no businesses available to

publish the Town Meeting Warrant book so that will need to be done in-house and can be posted to the Town website which provides us with an additional week. The warrants must be posted fourteen days before Town Meeting, which would be April 28th, noting we should have a decision on how to move forward before that date. Mr. Boynton stated the personal property/real estate tax deadline needs to be addressed by the Board noting that they have been mailed with a current due date of May 1st. The Board could vote to delay that due date for thirty days until June 1st.

He stated we continue to monitor cases in Town via our Health Agent and Public Health Nurse. To date, we have seventeen confirmed cases in Medway, three have been cleared out of quarantine and we now have fourteen active cases. The Police and Fire departments are aware of the addresses in order to take appropriate precautionary measures should they need to go to those locations. He reminded all that every patient is receiving a mask whether they are COVID confirmed or not. He noted that the preference is that those who call the Fire or Police don a mask before they even arrive on scene. This is to slow the spread of the disease. He reported there has been over 1,200 cases in Norfolk County with 1,300 new cases statewide as of today. The numbers will continue to go up and peak over the next ten to fourteen days. He is hoping to be able to put an exit plan in place by the end of the month.

Lastly, Mr. Boynton reported that we are having a problem with the fields noting both Oakland and Choate have already been closed. We have allowed the Middle and High School tracks to remain open. Our health team has told us that we need to take additional steps, specifically, at Idylbrook. He is recommending closing both entrances from Wards Lane and Diane Drive for the next two weeks and then reevaluate the need to continue the closures. He would like to let DPW know of the decision tomorrow morning. Selectman Foresto asked for specific locations that are being asked to be closed. Mr. Boynton stated Idylbrook. Selectman D’Innocenzo asked what specifically was occurring. Mr. Boynton stated socialization in the parking lot as well as pick-up soccer and baseball games. He understands the desire to be outside in the good weather, but the proximity is not in accordance with appropriate social distancing to contain the spread of COVID. Selectman White reported that a resident sent her a photo today of ten cars parked in a circle with people standing too close together. Selectman Foresto noted that the state opened the parks and trails and this goes against that. Selectman Crowley wanted to make clear to the residents that the reason we are doing this is that these residents are in violation with the Governor’s social distancing mandate of no more than ten people and maintaining a distance of six feet apart. Mr. Boynton stated that the Town of Medway is an owner of the fields and has the right and responsibility to have this activity cease. He stated that we cannot enforce gatherings at private homes or on public ways, but we can on Town owned property. He reiterated that this is to prevent the spread of COVID as a public safety measure.

Selectman Crowley wanted to address the extension of the due date for taxes and the dollar amount that specifically comes from mortgage companies. Mr. Boynton noted there are two reasons to look at the tax bill due date including cash flow noting that \$9 million is expected to be received. He stated we have \$20.8 million available to the Town. We would need an estimated \$8 million to pay vendors in the month of April. He reported that Ms. Pratt projected if we had a 100% delay and we only collected 97%, the estimated quarterly total would still be at \$9,360,000 which is slightly off the total anticipated revenue. Selectman Crowley asked Ms. Pratt if we would be at any risk of the mortgage companies holding onto the monies until June first. She stated that most mortgage companies are huge and did not believe they would even be aware that we extended the payment deadline to June 1st and that we will receive payment from all those companies in the month of April. If they were not to pay, we still believe that we would bring in \$9.3 million. Mr. Boynton stated the projection is that we will have 97% percent payment for this year noting we had projected 98% payment which means we are off slightly for the current fiscal year. He stated that if the tax bill is not paid, the Town would lien the property at a

daily interest rate of 14%. The State has not waived this action. We are not anticipating a negative impact on the Town by delaying payment until June 1st. Selectman Crowley asked Ms. Pratt if we are wrong and our collection rate is only at 80%, if the Town would still be able to cover our bills until June 1st. Ms. Pratt confirmed. Mr. Boynton stated we would need the Board to make a motion to authorize the Treasurer/Collector to change the real estate and personal property tax deadline from May 1st to June 1st. Selectman Trindade asked if the Board agreed. Selectman Crowley stated his agreement if the Finance Director is comfortable that there is no negative impact on the Town. Selectman Trindade asked if it is possible to just leave it as it is and if an individual has difficulty paying, then to handle this on a case by case basis. Mr. Boynton stated this option would not be possible. Selectman Crowley asked if there are additional water, sewer, and trash bills that will be sent out. Ms. Pratt stated those have not been delayed. Selectman Crowley suggested that we hold off on deciding about a delay on the water, sewer, and trash bills. Mr. Boynton stated the Board does not have the authority to delay those bills, the only ones allowed by this new legislation are real estate and personal property taxes.

Selectman Trindade moved that the Board vote to extend the deadline for payment of real estate and personal property taxes from May 1st to June 1st. Selectman White seconded. No Discussion. It was so voted by roll call: 5-0-0 (Crowley, aye; D’Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).

Selectman Crowley requested that this be posted to the Town website by the Communications Director.

Discussion/Vote: Acceptance of the Deed Restriction for Conservation Parcel and Access Easement through Parcel M for a Conservation Parcel at Timber Crest Estates

The Board reviewed the (1) memo dated March 30, 2020 from Bridget Graziano, (2) deed restriction, and (3) easement.

Ms. Graziano noted she is representing the Conservation Commission and, at their March 2, 2020 meeting, they voted to accept the deed restriction for a conservation parcel at Timber Crest Estates and to accept an access easement through Parcel M on the plan attached to the memo she provided to the Board dated, March 30, 2020. She reported that the Conservation Commission spent a year and a half reviewing the Timber Crest project for 147 units. During the review process, in October 2018, the Conservation Commission was uncomfortable with the number of units that were surrounding two vernal pools as certified by the State, specifically vernal pool #1540 and #7839. During the public hearing process at the end of 2018, the Commission spoke to the applicant expressing this concern and stated that this did not meet the guidelines within the State Wetlands Protection Act. The Commission came to an agreement with the applicant that they would put a conservation restriction on a parcel, noting it is being called a general conservation restriction parcel on the approved plan. The access easement through parcel M, a stormwater drainage parcel, is because the conservation parcel is land locked through parcels M and L. The easiest way to accomplish this access was through parcel M. During the public hearing process, the applicant was uncomfortable with the time process entailed to obtain a conservation restriction for the parcel through the State. Therefore, working with the Town and applicant’s attorneys, the solution was to enact a deed restriction pre-construction to get that restriction in place as well as doing the access easement. During construction, the applicant is required to draw up the conservation restriction and send that for State approval. Once the State approves it, the conservation commission and subsequently the Board of Selectman will remove the deed restriction from the title and the conservation restriction will remain in place. She stated it is not an ideal process noting this is condition number 28 of the order of conditions of the permit by the Conservation Commission as presented in the memo to the Board. She noted she has gone through all the conditions for condition number 28 and reviewed each of those specific steps with the Board. She reported that this has been reviewed and approved by both the Town and applicant’s attorneys and the applicant.

The final step is acceptance by the Board of Selectman. Selectman Crowley asked for the size of the property included in the conservation restriction. Ms. Graziano stated 9.66 acres. Selectman Crowley asked what the loss of tax revenue would be if we take this. Ms. Graziano stated she does not know the original number of allotted parcels but believes six or seven noting that the Commission was not going to approve those units anyway. As the Commission was leaning toward denying those units initially, it was her opinion the Town is not losing any tax revenue. Selectman Crowley asked if there was a swap off for this conservation restriction in lieu of them not building these units. Ms. Graziano confirmed as the Conservation Commission was uncomfortable with the number of units and they could not meet the performance standards under the state law, so the applicant agreed to make that parcel a conservation parcel. Selectman Crowley stated he has many issues with this. First, item number seven would require the Town to obtain permission from the grantee to put trails through there as eventually this will be taken over by the Homeowners Association who will not want trails through there and the associated traffic. He has the same issue with signage related to Homeowners Association approval. Selectman Crowley asked why this is being done now as they have eighteen years to build this out and, to his knowledge, they have no intention of building at this location for the next four to five years. Ms. Graziano stated it is a condition of the order that needs to be put in place prior to construction. The deed restriction is not in perpetuity, it is a thirty-year deed restriction. Selectman Crowley asked if this is tabled, could they start construction on Winthrop Street. Ms. Graziano stated no, they could not start construction on Winthrop Street. Ms. Saint Andre stated that prior to the pre-construction meeting and prior to the commencement of work the applicant must submit a deed restriction approved by the Commission and Town Counsel, which they have completed. If the Selectmen do not want it, then we do not get the benefit of the restriction. She noted that this is where we are going to put the trail. The applicant has submitted what they were required to submit to the Town. Selectman Crowley requested that section seven be removed so that we do not need to seek approval. Ms. Saint Andre stated the grantee is the Town. Selectman Trindade stated he did not understand that to be the case just like Selectman Crowley and asked if there will be any parking on Parcel M. Ms. Graziano stated there will be no parking. Selectman Trindade asked if this trail will only be for the residents who live there. Ms. Saint Andre stated it will be for any resident of the Town who is walking in the area. Selectman Trindade states that without the parking, this takes away the ability for residents who do not live there to use the trail as they would have to park on the street. Selectman Trindade and Crowley asked why we do not leave this parcel for the management and maintenance of the developer and then the Homeowners Association. Ms. Saint Andre stated all the Board is being asked of today is to accept the deed restriction. The Board is not being asked to take ownership of this property. It is a deed restriction and a restriction on the owner that they will not be allowed to develop this portion of the property. It will be kept as open space with a trail on it. Mr. Boynton stated it is a protection to the Town. Selectman Crowley asked for confirmation that the Town would not own this property. It was confirmed. Mr. Boynton stated the loss in tax revenue is minimal as it is undevelopable land and not part of the approved comprehensive permit to develop this area. The Town is not assuming ownership or maintenance of this area ever. If this is not addressed, there is nothing that prevents the developer from requesting a modification to the comprehensive permit in the future related to this parcel. If the Board accepts this, that parcel is permanently locked from development. Selectman Crowley asked for the size of the buildable lots. Ms. Graziano stated 10-11,000 square feet. There was further discussion on the size of Parcel M and the drainage easement. Selectman Crowley asked for confirmation that the stormwater management would be the responsibility of the Homeowners Association. This was confirmed. Selectman Crowley asked for confirmation that there was no liability to the Town at all related to this parcel. This was confirmed. Ms. Graziano clarified that this parcel is not being protected just for open space and a future trail but also for flood protection/control, wildlife habitat, pollution prevention, and stormwater protection.

Selectman White moved that the Board approve and accept the Timber Crest Estates deed restriction and access easement as presented. Selectman Foresto seconded. No Discussion. It was so voted by roll call: 5-0-0 (Crowley, aye; D’Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).

Approval: Contract with Environmental Partners for Owner’s Project Management Services (OPM) for New Water Treatment Facility - \$800,000

The Board reviewed the contract.

Town Administrator Boynton stated we are moving towards beginning the water treatment facility project at a projected cost of \$10.5 million that includes all the design and engineering. We have negotiated with Environment Partners for OPM services. The OPM team would be doing more than what you might expect for a vertical building, as there is a lot of up-front work needed. The quality of the OPM allows the Town to specifically define our needs and hire an appropriate architect. Mr. Boynton reviewed all the specifics included in the water project, i.e. satellite wells, this facility, connection to this facility, etc. at a total cost of \$16.6 million. He noted this was discussed at Town Meeting two years ago and we want to move this forward as the longer we wait, the higher the costs. Mr. D’Amico noted the original price estimate was provided by Haley and Ward. Selectmen Foresto and Crowley asked how the \$800,000 fits into the entire project. Mr. Boynton stated that includes the pre-engineering phase, conceptual layouts of the facility, etc. He reported that with the experience from DPW with the new water line from Village Street to Walker Street and the satellite well work, we are coming in under the original estimates. Of the \$1,224,000 allocated for these two projects in the Fall of 2018, we have spent to date \$884,663. Mr. D’Amico stated the estimated cost upon completion will be at the \$1,224,000 allocation. Selectman Crowley asked for the bid numbers and what is left to be spent. Mr. D’Amico stated \$884,663 has been spent to date and \$322,691 is contracted to be spent, leaving a balance of \$12,646. Selectman Trindade explained to those residents watching the meeting that this is the next large critical project the Town is undertaking to ensure the quality of the Town’s water supply. Mr. Boynton stated that the water main replacement project is also key to ensuring the water quality. Selectman Crowley stated his concern about the engineering number but since they are a higher-level firm, some of the architectural work will be done before we hire an architect. His concern is that if the treatment plant comes in at \$9million, the architectural fee will be around 10-12% of that. Do we think this is going to be a cookie cutter kind of a plant where the architectural fee will be less than that range? He realized this is a hypothetical question but is looking for this information for budgetary purposes. Mr. Millett stated one of their first steps is to get their arms around the total budgetary costs and do a reality check on the numbers just mentioned. He reviewed the potential building types. The cookie cutter cheapest approach would be the pre-engineered building with less architectural features and is easier to design. One of the first steps will be to determine the size of the building both for the treatment and administrative areas noting the administrative space will be designed for from eight to fourteen staff. The negotiation of the fee with the chosen architect is determined by the size of the building and included features. Selectman Crowley asked for confirmation that 8%-12% architectural fee is accurate. Mr. Millett stated it is a wide range but a fair range to use right now. He stated the biggest unknown are the construction costs due to the COVID-19 impact as the construction is one- and one-half years out. Ms. Gordon stated many communities want to move forward with the design portion of their projects. She stated the design period is scheduled over ten months noting it is tight, but she feels they can meet that schedule and by the end of the design period, they will have a handle on the contractors who typically bid on these projects. Selectman Crowley is concerned with the October 2021 shovel in the ground date. He asked Town Administrator Boynton how quickly the billing will begin once the Board executes this contract as the engineering funds are dependent on the Town Meeting article being passed. Mr. Boynton stated these funds, \$2,330,000, were passed at the Annual Town Meeting last year. Selectman Trindade asked if the design of the building will include the type of

filtering technology used. Ms. Gordon and Mr. Millett confirmed. Selectman Trindade asked how this decision is made. Ms. Gordon stated that part of the requirements is the completion of a pilot plant analysis noting they are looking at piloting the green plant option. They will also have to test for any new constituents required by the State including perfluoroalkyl and polyfluoroalkyl substances (PFAS) and will determine what type of technology will be used in the pilot plant and then identifying the design criteria. Mr. Boynton stated that upon completion of the pilot plant, we will need to regroup noting that, currently, the state is not requiring the removal of PFAS. However, this should be addressed in the design as well as anything else on the horizon that may become a future State requirement. The plan will be brought back before the Board and the Water Advisory Commission to make the final decisions. Ms. Gordon stated they will be designed with the hydraulics to address future requirements allowing them to be implemented at a lesser cost. Selectman Crowley requested feedback from them on any impact from the stimulus package and noted for the Board that the debt service Ms. Pratt documented matched with their schedule. Selectman Trindade requested confirmation that they will be the representative of the Town and looking out for the Town's best interest. Mr. Trindade referred to other projects where change orders were a problem for the Town. He asked if they will be looking closely at the contracts to ensure the Town is protected. Mr. Millett explained construction change orders can result from a design error, something missed in the design, or something that was totally unforeseen. He noted they would negotiate a reasonable and fair price for the latter scenario. He stated for the other two scenarios, they would put the onus on the designer to cover those costs since that was their error. He stated their job is to defend the interest of the Town and ensure the project comes in within budget. Selectman Crowley stated we do not like seeing the OPM getting to friendly with the contractor. Mr. Millett stated his agreement.

Selectman White moved that the Board authorize the vice-chair to execute a contract with Environmental Partners for OPM services as presented. Selectman D'Innocenzo seconded. No Discussion. It was so voted by roll call: 5-0-0 (Crowley, aye; D'Innocenzo, aye; Foresto, aye; Trindade aye; White, aye).

Mr. Boynton shared his positive experience working with Ms. Gordon when he was the Sutton Town Administrator.

Approval: Contract with SumCo Eco-Contracting for Milford Street Boardwalk - \$120,566

The Board reviewed the (1) memo from Dave D'Amico dated April 6, 2020, (2) bid results, (3) contract.

Mr. D'Amico stated this is part of the road and sidewalk plan and includes the area on Milford Street between the Highland Street intersection up Summer Street to the Restaurant 45 area. Selectman Trindade asked for confirmation that if heading west, this would be on the left-hand side. Mr. D'Amico confirmed. He explained the area where a culvert exists is not wide enough to accommodate a sidewalk, therefore, the options were to widen the road at a high cost of up to \$1million or to create a boardwalk crossing at a much lower cost. The estimated cost for the boardwalk piece of this project was \$150,000 noting the bids ranged from \$120,566 from SumCo up to \$221,456. He is recommending SumCo as they have completed other work for the Town with a positive outcome. Selectman Trindade asked what other projects they have done in Town. Mr. D'Amico stated the rain garden behind the Memorial School along with some work with a developer working with the Conservation Commission. Mr. Boynton asked for confirmation that this is within the road and sidewalk budget for this year. Mr. D'Amico confirmed. Selectman Trindade asked when this work would begin based on the current conditions due to COVID-19. Mr. D'Amico stated the goal for project completion is mid-October of this year. Selectman Trindade asked if this work will happen at the same time as the sidewalk work. Mr. D'Amico confirmed. Selectman Crowley asked for clarification on the location of this

sidewalk/boardwalk. Selectman Trindade clarified. Selectman Crowley asked Mr. D'Amico for confirmation that the performance bond was waived. Mr. D'Amico did not know. Selectman Crowley noted it was not included in the Board's package nor noted in the contract and asked if there was a policy for waiving of a performance bond based on contract size. Mr. Boynton stated we do not have a policy. Selectman Crowley requested that one be implemented. Selectman Trindade explained the purpose of a performance bond. Mr. Boynton requested direction from Selectman Crowley. Selectman Crowley stated the dollar number is based on the complexity of the project along with the value of the contract. There was further discussion on how to determine this policy.

Selectman Foresto moved that the Board authorize the vice-chair to execute a contract with SumCo Eco-Contracting for the Milford St boardwalk subject to Town Counsel's approval as to form. Selectman White seconded. No Discussion. It was so voted by roll call: 5-0-0 (Crowley, aye; D'Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).

Vote: Intent to Lay Out Forest Road as a Public Way

The Board reviewed the associated 2020 Annual Town Meeting Article.

Ms. Saint Andre stated this is on the Annual Town Meeting warrant noting there are several steps to lay out a road as a public way, this being the initial step. This step is voting the Board's intent to lay out the road as a public way at a future meeting and refer this matter to the Planning and Economic Development Board (PEDB) for a report and recommendation. Selectman Trindade asked for confirmation that this is currently a private road, the residents would like it to be a public way, and the PEDB will ensure all requirements and standards are met. Ms. Saint Andre confirmed. Mr. Crowley noted that the Board asked Mr. D'Amico at their last meeting if the road met the Town standards and he confirmed.

Selectman White moved that the Board of Selectmen express its intent to lay out as a public way Forest Road in its entirety from its intersection with Brigham Street to its end, as shown on "Subdivision Plan of Land in Medway", dated October 2, 1988, by DeSimone Surveying Services, Inc., as approved by the Land Court and filed in the Land Registration Office as Plan Number 6209E, and to refer this matter to the Planning and Economic Development Board for a report and recommendation. Selectman Crowley seconded. Discussion: Selectman White asked if this has always been the process. Ms. Saint Andre confirmed. It was so voted by roll call: 5-0-0 (Crowley, aye; D'Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).

Discussion/Vote Recommendation: May 11, 2020 Special Town Meeting Warrant Article #8 – Funding for COVID-19 Impacts

The Board reviewed the article number 8 of the May 11, 2020 Special Town Meeting Warrant.

Selectman Trindade noted that Town Administrator Boynton explained the costs to date earlier in this meeting. Mr. Boynton explained the rationale to develop and add this article, including the funding, to the Special Town Meeting warrant. He stated he does not know what the amount of funds is at this point in time noting this is specifically for FY20. Selectman Foresto stated this is a prudent action. All Board members voiced agreement.

Selectman Foresto moved that the Board vote to recommend approval of Article 8. Selectman White seconded. No Discussion. It was so voted by roll call: 5-0-0 (Crowley, aye; D'Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).

Approval: May Ballot Question for Board of Selectmen Name Change

The Board reviewed the proposed ballot question.

Town Administrator Boynton explained the background for the development of the language for this ballot including the feedback from Town Counsel noting the Supervisor of Elections at the State does not like multiple choice questions. Mr. Boynton read aloud the content of the ballot question. Selectman White stated she will validate whether the instructions to the voters can be on the ballot. The instructions will be put out to the voters by the Communications Director and be taped inside of the voter booths. Selectman Foresto asked for the deadline of having this ready. Selectman White stated the ballots are going to print on April 18th as they must be ready three to four weeks ahead for absentee voters. Selectman Crowley requested two modifications; (1) change on line three adding “non-binding” prior to “vote”, and (2) remove “each question” from line three. Selectman Trindade explained the reason for having this ballot question is to consider a gender neutral name for the Board. Selectman Trindade noted that of the sixty to seventy towns that have changed their name, ninety percent have made the change to Select Board. Selectman Crowley asked if Mr. Boynton was aware of any other Town where residents were asked to offer a name change. Mr. Boynton stated he did not know. Selectman Crowley asked that we ask the Massachusetts Municipal Association for that information.

Selectman Foresto moved that the Board vote to approve the Board of Selectmen name change ballot question as discussed. Selectman White seconded. No Discussion. It was so voted by roll call: 5-0-0 (Crowley, aye; D’Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).

Consideration: Postponement of May 11, 2020 Annual Town Meeting and May 19, 2020 Annual Election

The Board reviewed legislation allowing the postponement of local elections.

Town Administrator Boynton stated this was previously discussed at this meeting noting the decision was to address this at the next Selectmen’s meeting. Mr. Boynton stated both June dates have been booked with the school by Ms. Potter should the Board decide to postpone. Mr. Boynton reminded all that the number one issue with postponing the election is the need for a twenty-day notice.

One-day Liquor License Applications

The Board reviewed the Police Chief’s recommendations for Margaret Centile, Janice Snow, Dawna Downing, Mary Rubino, Shanleigh Reardon, Dan Strachan, and Maureen Neureuter.

Selectman White 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 Foresto seconded. No Discussion. It was so voted by roll call: 5-0-0 (Crowley, aye; D’Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).

Action Items from Previous Meeting

The Board reviewed the Action Items dated March 16, 2020.

DPS Facility Building Project: Town Administrator Boynton stated this project has been moving along and the contractor was notified on Friday that the carpenter’s union was pulling their workforce off the project noting this will have an impact on the project. Mr. Boynton has a conference call scheduled with Town Counsel to discuss this as this project was deemed as essential.

Medway Plaza Redevelopment: Selectman Crowley asked for any updates. Town Administrator Boynton stated there has been a delay in mediation.

Status on Grant Funding for Solar at New DPW Facility: Town Administrator Boynton reported the solar panels are on site and will be ready for installation upon roof completion. He stated we are delayed one week with Eversource and are looking to extend the State grant.

Town Administrator's Report

There were no items for the Board to review.

Solid Waste Collection Change Update: Town Administrator Boynton stated at the request of a Board member he had a discussion with Keith Lawrence of Lawrence Waste Services to ensure they are all set to go on July 1st. They confirmed they are on schedule. Mr. Lawrence has a conference call scheduled with DPW this Thursday to review the logistics of the transition. Selectman Crowley asked what DPW has implemented to make residents aware of the transition and the change to weekly recycling. Mr. D'Amico stated nothing to date but a few Facebook posts noting the intent is to notify the residents around mid-May once all the details have been determined. Ms. Johnston has a plan working with Mr. Lawrence to also do informational videos. Selectman Crowley requested this be added to the action item list so the Board can review the content. He also requested that the water/sewer rates information flyer be placed on the action item list for Board review prior to release to the public.

Route 109 Landscaping: Town Administrator Boynton stated a crew began this work today noting this is an \$1,800 per day project. He does not believe all the loam and seeding must be replaced. Selectman Crowley asked Mr. D'Amico about the condition of the plantings where the Lions used to place their Christmas trees as they are all brown. Selectman White stated they will turn green later in the season. Mr. Boynton stated that Steve Carew is on top of this project noting the Town will take care of the grass but the plantings, including the trees, are under warranty. Mr. D'Amico noted that there is no irrigation so that will have an impact. Selectman Trindade asked Mr. D'Amico if DPW could water this area with a water tank truck. Mr. Boynton stated this is on our list.

Banners and Flags Update: Town Administrator Boynton stated prior to COVID-19, we were targeting April 1st, however, this is not essential. He noted that we do have the banners and hope to have them up by month's end as he does not want them damaged due to the landscaping work in progress.

FinCom Budget Hearing – Wednesday 7:00PM: Town Administrator Boynton reminded the Board of the FinCom budget hearing this Wednesday at 7pm.

Patriots Day Holiday: Town Administrator Boynton noted it is two weeks from today and will be a very strange holiday. He recognized all Town employees who are pitching in on work that they do not normally do along with the work they normally do. He commended Ms. Riley and the Council on Aging related to their increase support of residents and programs related to COVID-19. He stated our goals include: (1) keep all healthy, (2) keep the Town offices running as close to normal as possible, and (3) have an exit plan back to normalcy as quickly as possible.

Town Administrator Out of the Office: Town Administrator Boynton stated he has nothing scheduled at this time.

NEXT Regular Selectmen's Meeting – Tuesday, April 21, 2020

Selectmen's Reports

There were no items for the Board to review.

Selectman D'Innocenzo stated he had nothing except for all to stay safe.

Selectman Crowley stated he had a phone call from David Cassidy today and he is looking for permission to put his cows on the Wilson property that the Town now owns. He stated Ms. Saint Andre will be creating a one-page agreement for this purpose. Selectman Trindade explained this is the property off Lovering Street that the Town recently purchased for open space and has been used for haying and grazing by several groups for over thirty years.

Selectman Trindade commended the Fairway Lane residents, Ms. Harrington, and others for coming up with innovative ways to stay connected.

At 8:00 PM, Selectman White moved to adjourn. Selectman Crowley seconded. 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
Executive Assistant
Town Administrator's Office