

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

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

**Staff Present:** Allison Potter, Assistant Town Manager; Stephanie Ohannesian, Incoming Town Clerk; Richard Boucher, Director, Information Services.

**Participated Remotely:** Michael Boynton, Town Manager; Dave D’Amico, Director, Department of Public Works (DPW); Peter Pelletier, Deputy Director, DPW; Barry Smith, Water Superintendent; Bridget Graziano, Conservation Agent; Susy Affleck-Childs, Planning and Economic Development Coordinator; Jack Mee, Building Inspector; Lieutenant Matt Reardon; Julie Harrington, Director, Parks and Recreation.

**Others Participated Remotely:** Matt LeBlanc, Resident; DJ Chagnon, CBA Architects; Dave Travalini, Chair, Conservation Commission; Tara Kripowicz, candidate for Conservation Commission; Preston Gales, Vice-Chair, Medway Youth Softball; Glenn Ratcliffe, Medway Youth Softball.

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

**Public Comments:** There were none.

Town Manager Boynton reported that Maryjane White will be retiring from her position as the Town Clerk after nearly thirty years effective March 1<sup>st</sup>. He explained the screening process and team that reviewed the candidates and that five candidates were interviewed for this position. He reported that following a unanimous decision by the screening team, Stefany Ohannesian was offered and accepted the position. He noted that she is currently an employee of the Town in the Community and Economic Development Department. Ms. Ohannesian thanked the Selectmen noting her excitement on moving on to this new role. Selectman White noted that as part of the selection committee, she was impressed with Stefany and, having worked with her, is aware of all of the positive qualities she will bring to this role, and is confident in her future success. Selectman Crowley asked when she will begin. Ms. White stated February 17<sup>th</sup>.

**Recognition – Unsung Hero Matthew LeBlanc**

Mr. Boynton explained as COVID hit last year, Selectmen Crowley and Foresto informed him that Mr. LeBlanc expressed his interest in giving back to the Town through the restoration of the Town-line signs. Mr. Boynton commended him on his restoration work to these signs and extended our thanks for his efforts. Mr. LeBlanc reviewed his work, shared pictures of this restoration, and talked about those who assisted him in this endeavor. He noted there is one more to be completed. The Selectmen thanked him and recognized him for his efforts.

Selectman Crowley asked Town Manager Boynton for his COVID update at this point in the meeting. Mr. Boynton stated we have 85 active cases noting the number continues to fluctuate between 60 – 120 noting we are back in the red zone. He noted the biggest question relates to vaccines stating public

safety and school health personnel are in the process of receiving the first round of the vaccine. He noted that due to the potential side effects of the second vaccine, it was decided to not vaccinate everyone at the same time and stagger this portion of the rollout. He explained the specific vaccination process noting that we do not have next steps determined due to lack of information from the State at this time. He reviewed the composition of the team working on this rollout, the specific groups to be included in the next group to be vaccinated, and the plans to address each group. Selectman Crowley asked if there was any update from the State other than what was reported. Mr. Boynton stated he gave the most recent information he has to date. Selectman Crowley noted that there are 850 seniors over 75 and asked if they will be communicated with in the next two weeks and, if yes, what will be the means of that communication. Mr. Boynton stated the Medway Senior Center staff will contact everyone on the list directly by phone hopefully within the next week. We would like to have the information on where, how, and when they can get the vaccine prior to reaching out to these seniors directly.

#### **Authorization to Submit MassTrails Grant**

*The Board reviewed the memo from Bridget Graziano, Conservation Agent, and Susy Affleck-Childs, Planning and Economic Development Coordinator.*

Ms. Affleck-Childs stated they have been working with DPW and the Open Space Committee to complete this grant application to develop an ADA accessible trail in Town which is due February 1st. Being proposed is a quarter mile trail at the Adams Street conservation area which was identified from our Open Space and Recreation Plan as well as the Open Space Committee. She then reviewed the costs and work items associated with this project for a total anticipated cost of \$166,749 noting this is a matching grant program and they will be requesting \$96,308 from the State. She stated that DPW has agreed to do the work on the trail and parking area. Ms. Graziano explained the history of this project working with the Conway School who developed the plan back in 2016 along with the Conservation Commission and the Open Space Committee. Selectman Crowley asked about the access via the parking area and if there would still be enough for the residents. Sufficient parking was confirmed. Selectman Crowley asked about level of the cost of the 20% of the Town portion in the letter provided to the Board. Ms. Affleck-Childs stated that the higher match from the Town would provide the Town with a better chance of receiving this grant funding according to the consultant. Selectman Trindade asked about the ADA compliance of the slope from the parking lot to the trail and if additional work will be required. Ms. Graziano stated we would have ADA compliance from the two parking spaces into the loop trail. Selectman Trindade asked if these spaces would be out of the existing parking. This was confirmed. Selectman Crowley asked about the anticipated response time for this grant since the Town will need to come up with over \$70,000 and may need to address this funding need at May Town Meeting. Ms. Affleck-Childs stated the grant is due February 1<sup>st</sup> with a July decision date so there would need to be an article on the May Town Meeting warrant as this is a reimbursement grant program.

**Selectman Foresto moved the Board authorize the submission of a MassTrails grant application to the Massachusetts Department of Conservation and Recreation and authorize the Chair to sign the letter of support, as requested. Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

#### **Discussion: Unaccounted for Water Loss Report and Methodology**

*The Board reviewed the (1) presentation, and (2) December 2020 Unaccounted for Water Loss Report.*

Mr. Smith reviewed the major improvements over the past decade by project, cost, and year. Selectman Trindade explained the need to track, identify, and minimize unaccounted for water loss. Mr. Smith then reviewed the leak detection and impact on water loss with their resolution. He then

reviewed the historical unaccounted-for water loss from 2012 to date noting that since 2018 we are at or below the 10% Department of Environmental Protection goal. He noted that the 5.2 % for 2020 is still in flux as they are still analyzing data. He then reviewed other factors that the department is working on to impact water usage including conservation and well supply redundancy. He then reviewed a graph of average daily demand since 2011 compared to what we are permitted for usage by the State noting that with the new projects like 39 Main Street we will still be well within our permitted amount. He then reviewed the comparison of surrounding towns of Gallons/Day/Capita, noting the State goal is 65 per person, we are running at 49, and unaccounted for water loss percentages from 2017 to date. He then reviewed the numbers for 2020. Selectman Foresto stated his appreciation for his efforts. Selectman Crowley stated that water main flushing was at 3 million gallons last year however there was none in 2020 and his concern with the impact of this in 2021. Mr. Smith stated that we usually complete this twice a year but due to COVID, we did not want to impact the Town in any negative way, so this was put off. There was further discussion on the impact of unaccounted for water loss from future hydrant flushing. Mr. Smith stated that this should not impact that percentage as it is included in the calculation. Selectman Crowley asked about the gallons/day/capita currently at 49, and when looking at the sewer discharge, how much is discharged. Mr. D'Amico stated 300 gallons per day. Selectman Crowley asked if we could use this data to note that we are being overcharged on the unmetered homes. Mr. D'Amico explained that we attempted to note this, but this is also impacted by inflow and infiltration, so we were not successful. Selectman Crowley will follow up outside of this meeting about this subject. There was further discussion on the impact of water loss and sewer leaks and the impact on costs.

**Approval: Change Order No. 1 for Holliston St and Brentwood Water Main Improvements, Contract 1 - Gravity Construction, Inc. - \$128,011.46**

*The Board reviewed Change Order No. 1 from Gravity Construction.*

Mr. Boynton explained that when the contract went out to bid there was a deep limitation or non-existence for certain types of trench patching which is one of the larger components of this change order. There are additional technical items included as well noting this is all still within the project budget. Mr. Pelletier explained there was additional work due to the age of the existing water main's pitch point. Selectman Trindade asked if this work will be done now or in the spring. Mr. Pelletier stated this work has already been completed. Selectman Crowley stated we have a contingency of \$496,000 and this is the first item to hit that so we will have about \$350,000 left. He asked about the costs of the Police details. Mr. Pelletier stated we are at \$180,000. Selectman Crowley noted that \$496,000 was budgeted so we should not be short on that project cost.

**Selectman Foresto moved the Board approve Gravity Construction change order #1 and authorize the Town Manager to execute it. Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.**

**Discussion: Searchable Digital Repository of Town Records**

*The Board reviewed the Topic Outline Prepared by Rich Boucher, IT Director.*

Selectman Trindade explained the rationale for this subject which would allow for further transparency and accessibility to Town records. Mr. Boucher reviewed the functionality of the current Town website and how it addresses this issue with scannable .pdf files as well as search capabilities and a request for public records capability. He also reported on the status of scanned documents via Treena and the ease of access and searchability for both the Human Resources and Assessing Departments. The Treeno system also has a web component available as well that he would like to implement in the future. He is investigating the ability to minimize the impact of manual entry for this endeavor. Selectman Crowley asked for the next step. Mr. Boucher stated to implement expansion of the Treeno system, specifically

within the Assessing Department and connecting this with GIS data and maps. The major effort is determining the actual documents to be included and the process and effort to get that into the Treeno system. He explained the barcode feature and ease of use for scanning directly to the appropriate folder based on the barcode. Selectman Foresto asked if the next step is manpower, expense, and/or new software. Mr. Boucher stated there is a small expense, under \$1,000, to implement the web interface but he does not have the information on manpower requirements. He reported that we spent \$20-25,000 for Human Resources data to be scanned and \$15,000 for half of the Assessors data. Selectman Crowley requested that Mr. Boucher work with the Town Manager and develop a roadmap of priority data along with estimated costs for each. Mr. Boucher asked what other information the Selectmen would like on the website. Selectman Foresto agrees that the Town Manager should meet with Department heads to determine data inclusion based on resident questions and informational requests. Selectman Crowley asked if it is currently possible and easy for a resident to search all Selectmen discussions relative to Choate Park. Mr. Boucher confirmed that this is currently and easily available within the current platform. Selectman Trindade noted that information on the website only goes back six years and explained the difficulty to obtain historical data on specific projects like Thayer Homestead, etc. There was further discussion on the need and efficacy of scanning all historical data to be accessible in one location. Mr. Boucher noted there would be a need to identify this data and then we can determine the cost, manpower, and a project timeline.

**Grant Expenditure Authorization: State 911 Grant for 911 Dispatch Training - \$9,827**

*The Board reviewed the (1) Grant Expenditure Authorization Form, and (2) Grant Notice.*

Lieutenant Reardon stated this is a State 911 training grant which will be used for the purchase of two additional pieces of software that will assist the prioritization of dispatch call information along with the training requirements for its use, further mandatory training for existing staff, and hiring of additional part-time staff. This program will provide the dispatchers with specific guided questions to ask the caller based on the nature of the call. He noted that this grant is available yearly however we have not consistently applied for it in the past. Selectman Trindade explained the existing process for grant applications at the departmental level.

**Selectman D’Innocenzo moved the Board vote to authorize the expenditure of the State 911 grant for dispatch training as presented. Selectman White seconded. No discussion. VOTE: 5-0-0.**

**Presentation: Small Parks Improvements Projects (Pickleball Court, Additional Softball Field at Middle School and Center St Field Drainage) – CBA Landscape Architects**

*The Board reviewed the (1) Pickleball Analysis, (2) Softball Field Plan, (3) Softball Field Cost Estimate, (4) Center Street Drainage Plan, Option 1, (5) Center Street Drainage Plan, Option 2, and (6) Center Street Drainage Cost Estimates.*

Selectman Trindade noted how to access the information to be presented from the Town website. Mr. Chagnon explained the three facets of the scope of this project including: (1) proposal and analysis of sites for the use of pickleball courts, (2) addressing drainage issues at the Center Street field, and (3) feasibility, early schematic design, and rough cost estimates for a softball field at the Middle School. He then reviewed the pickleball courts portion of the project including the proposed locations and how they were ranked relative to the number of potential courts, ease of parking, construction costs and accessibility, conflicting uses, lighting potential, and location suitability within the Town. The locations were ranked. Also included were the results of an on-line survey with over one-hundred thirty responses. He then reviewed in detail the results of the analysis of each of the specific evaluated sites noting that in-depth feasibility analysis was not completed until a specific site is selected which would

be the next step. He reviewed the results of the ranking of important factors from the survey from most to least important including potential number of courts, cost of construction, ADA access, parking, conflicting uses, and lighting. He then reviewed the formula and numerical ranking of all locations from best to worst for each of the assessed factors noting that the final choice of location would be based on which of these factors are more important to the Town. Based on the analysis of these factors, Idylbrook and School Street would seem to be the two most likely locations for these courts. Selectman Crowley asked why a price was not provided for the pickleball courts but was for both the other two portions of this project. Mr. Chagnon stated that it did not make sense from a cost perspective to complete an in-depth schematic and assessment for a site until one was selected including the number of courts, parking, lighting, etc. Selectman Trindade stated that both he and Selectman D'Innocenzo walked each of the sites and he spoke to a group of pickleballers who looked at this information and felt that Idylbrook would be the best location. There was discussion about the conflict when in use by baseball and soccer and it was noted that most of the pickleball usage would be during the day so would not conflict. There was further discussion about the efficacy of the School Street location and the issue of parking and location relative to residential homes. Selectman Crowley stated he met with a State contractor who could complete the project without the need to go to bid who evaluated both locations and his recommendation was also Idylbrook. He stated if School Street was used, the basketball court would need to be removed, the courts would be close to the residential homes so any future lighting may be an issue, and the ADA compliance would be more costly than at Idylbrook. There was further discussion about efficacy of the Idylbrook location. Selectman Trindade requested that a discussion on the location for these courts between Idylbrook and School Street be added to the next Selectmen's meeting agenda including costs and soliciting the participation of those residents interested in this project.

Mr. Chagnon then reviewed the potential to add a softball field at the Middle School. He noted the softball group would prefer some separation between the two fields. He then reviewed the specific location that would be most feasible noting there could be potential overlap of the outfields of the baseball field and this new field. It was noted that baseball and softball rarely occur simultaneously so this would not be an issue. Ms. Harrington stated this could also be addressed by scheduling. There was discussion about the location of field hockey to ensure that also does not conflict. It was confirmed that this would not be an issue. Mr. Chagnon discussed the need to include ADA access and the specific access location noting that this would also assist with getting ADA access to the baseball field. He then reviewed the schematic estimated cost for this project of \$215,000 noting he feels that the construction cost is on the high side. Selectman Crowley asked if we would want to invest this amount of money in the softball field at the VFW instead. Selectman Trindade stated there were some concerns with using the VFW including the close location of the bar serving alcohol to these young children as well as the need to have fields located at the same site for ease of tournaments resulting in revenue generation. Mr. Preston Gales, of 14 Slocumb Place, vice-president of Medway Youth Softball, who has three daughters currently participating, stated they currently have 100 participants and anticipate 120 next season. He stated they currently only have the one field at the Middle School that is reliable and with seven teams, it is very difficult to schedule games, so they have had to use fields in Bellingham. The current situation with the Center Street field drainage and lack of fields hinders their ability to grow the program. He confirmed the major concern with the VFW field was the proximity to a bar as well as that field generates revenue for the Town. He also stated that the Middle School will eventually have a softball team so it would benefit all to add a field to that location. Selectman Crowley asked if this project was to move forward, would this be funded via Community Preservation Act funds or bonding via a warrant article. Mr. Boynton stated it would be a warrant article for the purpose of bonding. Selectman Crowley asked who controls this field. Mr. Boynton stated the Town which works closely with the school. Selectman Crowley asked if we have approached the school with this. Mr. Boynton

stated no as this is the first discussion of this project. Selectman Trindade asked when this field would be able to be utilized. Mr. Chagnon stated it depends on how much construction is needed for the outfield and, if this is minimal, it would be ready by the next fall if construction is done this summer/fall. There was discussion about any further work needed on the existing fields. Mr. Gales stated the existing field is in good condition.

Mr. Chagnon then reviewed the Center Street drainage project. He stated there are two options, the first to just address the drainage along the third-base line which would involve half of the existing field or to address the entire infield area. He noted the difficulty of knowing the cause of the drainage issue until they actually dig down into the area. He stated that if half of the field needs to be addressed, it is efficacious from a cost perspective to address the entire field. He reviewed the steps that would be required noting the total cost estimate of approximately \$20,00 for half of the field and \$30,000 for the entire field. There was a question if the soggy outfield would be improved if the infield is redone. Mr. Chagnon stated there would probably only be marginal improvement as the entire outfield would need to be redone to address this. Selectman Trindade asked if there is a larger drainage issue with this area. Mr. D'Amico confirmed. Selectman Crowley asked if addressing the third base line drainage would provide enough resolution for field usage. Mr. Chagnon stated that if we are rebuilding the entire infield and extend it a bit toward the outfield, he believes that would satisfactorily address the immediate issues and allow for future work on the outfield. Selectman Crowley asked if this needs to address immediately, could this funding be addressed via the Finance Committee reserve fund. Mr. Gales stated the season is March through November and when it rains the field cannot be used at all. There was further discussion on the timeline of project completion at four weeks for construction and longer for the sod to take. It was determined that the best time to take this field off-line would be the summer. It was decided that this funding would be included in the Town Meeting warrant. Glenn Ratcliffe stated he is a field maintenance manager and confirmed that all the drainage issues discussed are correct. He stated in the big picture, adding that field at the Middle School would be the biggest impact but the drainage also needs to be addressed at Center Street. Selectman Crowley asked what the additional cost would be to address all of the drainage issues in addition to the infield. Mr. Chagnon stated it is difficult to put a number on a cost for that project without further assessment data. Selectman Foresto noted that we should discuss utilizing Community Preservation Act funds as well. Selectman Trindade set the expectation on the timeline to achieve these projects to be completed. Mr. Gales stated a local landscaper has committed to complete much of the landscaping.

#### **Appointment Consideration: Tara Kripowicz – Conservation Commission**

*The Board reviewed the (1) memo from Conservation Agent, and (2) Tara Kripowicz resume.*

Selectman Trindade reported that he saw her interview at the last Conservation Commission meeting, feels she is an excellent candidate for this role, and she received a unanimous vote of support for her candidacy from the Conservation Commission. Ms. Kripowicz reviewed her background and interest in the Commission noting that she used to serve on Franklin's and Leicester's Conservation Commissions, has a background in ecology and environmental science, worked at Mass Audubon on conservation restrictions, worked on an ADA trail at Stoney Brook, and is looking forward to contributing here in Medway. Mr. Travalini stated the Commission lost two members to resignations and one to a move to Franklin.

**Selectman Foresto moved the Board appoint Tara Kripowicz to the Conservation Commission for a term expiring June 30, 2022. Selectman D'Innocenzo seconded. No discussion. VOTE: 5-0-0.**

**Action Items from Previous Meeting**

*The Board reviewed the (1) action items dated December 21, 2020, and (2) status of Water Treatment Facility Project.*

This agenda item was not discussed.

**Town Manager's Report**

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

Facility Study Workshop, Saturday, January 23<sup>rd</sup> 9am: Town Manager Boynton reminded all of this workshop this Saturday.

Evergreen Cemetery: Town Manager Boynton stated the Town does not manage any cemeteries as they are all privately owned and managed. We do not have an active Cemetery Commission due to this fact. There is a very old historical section of the Evergreen Cemetery that is not considered part of that complex that we have been maintaining as far as grass cutting. We do not have any type of cemetery management in the Town. The rest of the cemetery is soon going to be unmanaged. George Lee has been managing it for the past two decades and can no longer continue and no one has stepped up to take this over. He has been in discussion with Mr. D'Amico on this issue. He would like to see this remain in private management as it has worked well for many years. He noted that the Town will have to address this.

NEXT Regular Selectmen's Meeting – Monday, February 1, 2021.

**Selectmen's Reports**

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

Selectman White stated papers are now available for the annual election scheduled for May 18<sup>th</sup> noting that available offices are posted on the website.

Selectman Foresto stated five proposals were received last week for the water treatment facility design.

**At 9:40 PM, Selectman D'Innocenzo moved to adjourn. Selectman White seconded. VOTE: 5-0-0.**

Respectfully submitted,  
Liz Langley  
Executive Assistant  
Town Manager's Office