

**Board of Selectmen's Meeting
February 1, 2021 – 7:00 PM
Sanford Hall
155 Village Street**

Present: Glenn Trindade, Chair (remotely); Maryjane White, Vice-Chair (remotely); Dennis Crowley, Member (remotely), John Foresto, Member (remotely).

Absent: Richard D’Innocenzo, Clerk.

Staff Present: Michael Boynton, Town Manager.

Staff Participating Remotely: Allison Potter, Assistant Town Manager; Peter Pelletier, Deputy Director, Department of Public Works (DPW); Julie Harrington, Director, Parks and Recreation.

Others Participating Remotely: Saad Gas and Convenience, Inc.: Rimannu Saad, Owner and General Manager; Steven Kenney, Attorney; Medway Community Farm: Carol Collord, Board President; Carole Bernstein, Treasurer; Seth Terramane, Board Member; Tina Wright, Board Member; Lauren Hofer, Board Member; Jan Gardner, Board Member; Steve Houde, Board Member; and Sue Houde, Board Member; Capital Improvement Planning Committee: Lenny Mitchell, Chair; D.J. Chagnon, CBA Architects.

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

Public Comments: There were none.

COVID Update

- 92 Active Cases – Town Manager Boynton stated there are currently 92 active cases in Medway. We have seen large fluctuations to this number over the past week. We request that residents remain vigilant with mask wearing, social distancing, and be cautious with Super Bowl celebrations.
- Vaccine Update – Town Manager Boynton stated we submitted the application requesting 2,200 doses to the State today. Our intent is to run a vaccine clinic Tuesday-Friday during February vacation. If we only get 100 doses or much less than requested, we will most likely run the clinic from the Senior Center. If we get a larger number of doses, we will use the Middle School gym where voting occurs. Our biggest message is not to wait to see what happens with the Town of Medway, and to look into other locations, [mass.gov/vaccines](https://www.mass.gov/vaccines) list the available vaccination locations. We are ready to go and just waiting on the State for the vaccines.
- Financing Update – Town Manager Boynton stated at this time we are at \$1.5 million; \$1.2 is attributed to the school department. He shared the specific grant funding the Town and School has received to date.
- Selectman Crowley asked how we will store the vaccine. Mr. Boynton stated we purchased an industrial refrigeration unit which is stored in a secure location and have the ability to properly store the vaccines.

Storm Update

Town Manager Boynton stated the trash for tomorrow has been delayed for one day and for each day for the rest of this week. He reported that the recycling truck did not get to four streets today, but they will be addressed Wednesday morning. Town Hall is scheduled to open at 9:30am tomorrow. DPW is out with all Town trucks and private contractors are out, as well. Road to sidewalk transition will begin sometime

tomorrow morning. To date, \$178,000 has been spent from the Snow and Ice budget not including today's storm.

7:00 PM: Public Hearing: New Application for Wine and Malt Package Store License – Saad Gas and Convenience, Inc., DBA Main Street Shell

The Board reviewed the license application.

Selectman Foresto moved to open the public hearing on the wine and malt package store license application of Saad Gas and Convenience, Inc. doing business as Main Street Shell. Selectman White seconded. No discussion. It was so voted by roll call: Crowley aye; Foresto aye; Trindade aye; White aye. VOTE: 4-0-0.

Mr. Boynton acknowledged Stephen Kenney, attorney for the applicant. Mr. Kenney stated Mr. Saad is seeking a beer and wine license for the convenience store which he just purchased in December of 2020. He explained the business is solely owned by Mr. Saad, the building is leased from Colbea Enterprises, LLC, Mr. Saad has had no prior alcohol license, has no criminal record, and will be on site 50-60 hours per week. He stated the funds to purchase the business were loaned from his mother at a price of \$190,000. Mr. Saad is twenty-seven, a 2017 graduate of UMass Amherst with a degree in computer systems engineering, was most recently employed by Dell, and plans this to be a long-term business. His father has been a longtime gas station owner. Mr. Saad stated he has had a very pleasant welcome into the Medway community and hopes to have a long-term relationship with the Town and its residents. He stated that he is a twenty-five-year resident of Milford and would like to be able to add alcohol sales to the current business. He noted that his father has operated a Shell station in Pawtucket for over twenty-five years, and his uncle runs a gas station in Milford. Mr. Boynton stated that we five off-premises beer and wine licenses, two are in use with three still available.

Selectman Foresto moved to close the public hearing on this alcohol license application. Selectman White seconded. It was so voted by roll call: Crowley aye; Foresto aye; Trindade aye; White aye. VOTE: 4-0-0.

Selectman Foresto moved that the Board approve the license application as presented. Selectman White seconded. No discussion. It was so voted by roll call: Crowley aye; Foresto aye; Trindade aye; White aye. VOTE: 4-0-0.

Approval of Minutes: January 4, 19, and 23, 2021

The Board reviewed the draft minutes of January 4, 19, and 23, 2021.

Selectman Foresto moved that the Board approve the minutes of January 4, 2021. Selectman White seconded. No discussion. It was so voted by roll call: Crowley aye; Foresto aye; Trindade aye; White aye. VOTE: 4-0-0.

Selectman Foresto moved that the Board approve the minutes of January 19, 2021. Selectman White seconded. Discussion: Selectman Crowley referenced page 3 line 132 which should say will not go over this budget line. It was so voted by roll call: Crowley aye; Foresto aye; Trindade aye; White aye. VOTE: 4-0-0.

Selectman Foresto moved that the Board approve the minutes of January 23, 2021. Selectman White seconded. No discussion. It was so voted by roll call: Crowley aye; Foresto aye; Trindade aye; White aye. VOTE: 4-0-0.

Appointment Consideration: Historical Commission – Richard Eustis

The Board reviewed the candidate's e-mail of interest and recommendation of the chair.

Mr. Eustis explained his background and interest in this Commission stating he saw there was an opening in this Commission and his day job prohibits him from participating in many other Town roles. He noted that the Mass Trial Court confirmed there would be no conflict of interest for him in this role. He would like to work to restore and preserve historical sites in the Town. Selectman Crowley asked if he could tell what his position is within the Mass Trial Court. Mr. Eustis stated he is a first justice of the Milford District Court.

Selectman Foresto moved that the Board appoint Mr. Eustis to the Historical Commission for a term expiring on June 30, 2021. Selectman White seconded. No discussion. It was so voted by roll call: Crowley aye; Foresto aye; Trindade aye; White aye. VOTE: 4-0-0.

Annual Report from the Medway Community Farm

The Board reviewed the (1) 2020 update, (2) comparative balance sheet – December 2019 and 2020, and (3) comparative profit and loss statement – December 2019 and 2020.

Ms. Collord stated they have started to turn the farm around noting it is a process, but we are getting there. They were able to participate in the Paycheck Protection Program (PPP) and were forgiven that loan. They also received the Economic Injury Disaster loan which has a thirty-year payback with a great rate, and both could not have been achieved without the assistance of both Sean Murphy and the Charles River Bank. They also applied for and received the COVID Farm Assistant Grant. She noted the two outstanding grants that they are awaiting on a response to their application. She reported they have reduced their loan liabilities from \$18,000 down to \$4,500. They have a positive net ordinary income of \$8,000. She then reviewed their donations noting that Exelon has been excellent partner. The farm donated \$16,000 to local food pantries and the family shelter, which equates to over 4,000 pounds of produce. They have created a vegetable garden specifically for food pantries. She hopes that the master gardeners will be able to participate fully this coming year, as their 2020 participation was impacted by COVID. Mr. Terramane then reviewed their operations noting operationally all 2020 goals were exceeded, membership increased 15%, they sold out of all available vegetable shares for 2020, exceeded expectations for seedling sales at \$10,000, pivoted on-line sales from in-store only to curbside due to COVID, exceeding sales goals, upgraded store shelving and the website, worked with the Board of Health to expand in store offerings, and expanded offerings to include meat and bread shares. He thanked the Town reporting that the Town dug a trench allowing new water and electrical lines to expand to outbuildings and to prepare for solar panel installation. Ms. Collard reported on their education efforts noting they were able to continue outdoor education for children within COVID guidelines and thanked the educators on their efforts. They are hoping to bring fourth graders back this year and are thinking about a one-day program for 5th graders since they lost their opportunity as fourth graders in 2020 due to COVID. She reported on their increased marketing efforts including using the Choate sign, the Police Station sign, installation of a new sign with funding assistance from Charles River Bank, monthly newsletter articles in the newspaper, and more food truck days. Ms. Bernstein then reviewed the finances including the annual budget process, capital expenditure process, timely filing of taxes and fees, and their relationships with Middlesex Savings Bank and Charles River Bank. She then reviewed the balance sheet, specifically line 13, cash in the bank noting this is mostly due to the loan, then lines 33-36, the capital purchases, and lastly line 63, total assets noting they are up \$50,000. She then reviewed the liability section noting a \$26,000 reduction through the loans received, line 86 increased due to the loans, and line 92, total equity, which increased by \$7,000. She then reviewed the income statement, noting the decrease in lines 6-9 but line 5, direct public support, and line 13, sales income the gross profits, are up \$41,000 as well as the line 17 increase of \$7,000 of farm store sale items. She reviewed the increases in expense, specifically lines 24, 26, 28 noting all increases reflect increased operations at the farm. She noted the net ordinary income \$1,472 but the year over year increase of \$15,000. She stated they continue to build corporate partnerships and raise funds, but noted it is a great financial story from 2019-2020. Selectman Crowley congratulated the entire Board and noted this was the most detailed financial report the Selectmen have received to date. He asked what the was value of PPP and where it was reflected. Mr. Collard stated the PPP was \$14,000 and is reflected in Profit and Loss statement under public

support. Selectman Crowley asked if they have applied for a second PPP. Ms. Collard stated they are currently looking at if they would be eligible to apply for a second PPP. Looking to future, she stated there would be a big impact if they can change to solar energy noting there is a potential for a grant application available in March. They are also looking to increase foot traffic once COVID is no longer an issue. They are excited about the greenhouse which will quadruple the current size and allow for more seedlings and microgreens and a longer growing season. They are also looking at a refrigerator, freezer, and deck around the store. There is also a potential for Mike Cannistraro to put a mural on the store. Selectman Foresto asked where he can purchase hot sauce. Mr. Terramane stated on-line. Ms. Collard reported that shares to the general public are open today.

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

The Board reviewed the CIPC Capital Budget Recommendations Spreadsheet.

Mr. Mitchell reviewed the current members of the committee. He then reviewed the CIPC recommendations spreadsheet noting the available free cash, the carryover of \$200,000 of free cash, as well as the snow and ice, and the stabilization fund amounts. He noted that after that there is \$2,025,127 available for capital projects. He then reviewed the CIPC process followed to achieve the final suggested projects noting only three projects could not be funded. He noted Road and Sidewalks is always the first priority and then safety items. He noted two corrections that came in from DPW relative to the front-end loader and the Mack Truck, noting any funds left over due to this change will be reallocated to roads and sidewalks. He reviewed the list of facility improvements that are on hold until the facility study was completed. He noted the pickleball item will be a general fund borrowing, and the turnout gear extractor and washer was removed as Chief Lynch received a grant. The High School backfield lights will be put off to a future date as requested.

Mr. Boynton commended Mr. Mitchell and his committee. Mr. Boynton noted that the water filtration system install will be funded out of water treatment facility project for next year, the replacement of truck 413 will come from water funds, and noted the funding mechanism for the Center Street field and Middle School softball field. Selectman Foresto commended the committee on their efforts. Mr. Mitchell noted that there is more detail on the second tab of the spreadsheet should the Selectmen require further information on a specific project. Selectman Crowley commended the committee on their efforts. Selectman Crowley asked how much we commit from year to year on the road and sidewalk plan. Mr. Boynton stated \$1.9-2 million, \$850,000 from Exelon, \$750,000 from free cash, and \$390,000-400,000 from Chapter 90 funds. Selectman Crowley stated we need to find a way to get it up to \$750,000 from free cash. Selectman Crowley asked for an explanation as to why free cash is at \$4 million as we usually run at \$2-2.2 million. Mr. Boynton explained: (1) we went into spending shutdown in March related to COVID, (2) the Salmon permit came in at \$400,000, (3) we did well with tax revenue this past year, and (4) the meals tax was above target. Mr. Boynton anticipates another positive free cash number for this year as we prepared for another major State budget reduction. Our normal expectation is \$2-3 million per year. Selectman Crowley asked for a brief overview as to why we are seeing municipal facilities planning stabilization funds. Mr. Boynton stated the Selectmen have been fiscally prudent and have taken a positive approach to using the extra free cash to prepare for the future noting that we have major future costs to address with our current facilities. He stated that we do not have to borrow as much if we can pay down our borrowing, but also the facility study noted immediate safety needs that must be addressed at a cost of approximately \$1 million.

Discussion: Proposed Pickleball Court Locations

There were no materials for the Board to review.

Mr. Boynton stated DJ Chagnon is available noting that Idylbrook was the number one site identified. Mr. Chagnon noted that he has no further data available but is present to answer questions. Selectman Trindade reported that last week he and Selectmen Crowley and D'Innocenzo reviewed Idylbrook and looked at three

potential locations, one that Mr. Chagnon recommended and two others. He also met with the Medway Youth Soccer Board. Mr. Chagnon then noted the specific locations of the three potential locations on the presentation he reviewed at the prior Selectmen's meeting. Selectman Trindade noted that the Soccer Board preferred the location suggested by Mr. Chagnon specifically with the potential for lighting in the future. Selectman Trindade noted that those residents interested in these courts were also in agreement with this location. Selectman Crowley stated he did not have the opportunity to meet with the Soccer Board noting his issue with the location relative to noise from the pickleball court as well as the impact of lights at later date as a distraction to neighbors and suggested we consider moving the field 80-90 yards further up. He stated the neighbors believe that in the past a promise was made to them at a prior Town Meeting that there would not be lighting at this location. Selectman Crowley requested a meeting with Selectman Trindade and the Soccer Board. Selectman Trindade stated he requested that the Town Manager investigate where this promise was made as he believes this was discussed at a Parks Commission meeting and not at a Town Meeting.

There was further discussion about looking into a potential alternative location due to noise as pickleball will be used all day long. Mr. Chagnon noted that if the location is towards the parking lot that would be equidistant to the neighbors, it could address the noise impact. Mr. Chagnon responded to Terri Mee who would like courts laid out north south and stated they would be laid out that way. Selectman Foresto requested that all look at the location and bring this back to a future Selectmen's meeting. DJ Chagnon asked if total number of courts is four. That was confirmed. Terri Mee stated that she knows parking can be tight but noted a lot of pickleball times would not be during soccer as most would be during the day during the week. She stated north south and four courts would be great as well and she thanked the Selectmen for their support. Judy, an abutter and pickleball player commented that the further away to the west side of the field the better relative to the noise impact, noting she was at the meeting where they were promised no lights. There was further discussion about lighting the courts and/or soccer fields with regards to the impact on neighbors and cost. Owen, an abutter, stated his agreement with Judy about tucking them over on the west side and to also implement some kind of noise reduction with trees, etc. He does not want the lights either. Selectman Trindade noted the next steps that both he and Selectman Crowley will meet with the Soccer Board again noting that the Town Manager is investigating when and who made the promise of no lighting.

Action Items from Previous Meeting

The Board reviewed the (1) action items dated January 4, 2021, and (2) status of Water Treatment Facility Project.

This agenda item was not addressed.

Town Manager's Report

There were no items for the Board to review.

Mr. Boynton commended Dave Scanlon and Medway Cable for all their efforts with ZOOM and the other changes required since COVID.

Select Board Name Change: Town Manager Boynton stated the Attorney General has not approved the by-law yet. Ms. Potter has reached out to Governor's office about the name change in the charter but has not heard back. Once we hear from the Governor, we will then need to reach out to our legislators.

Housing Choice Legislation – Now Law – Local Impacts – Joint Training: Town Manager Boynton stated there are sweeping changes related to the State zoning act and there will be zoning changes required by the Town. Due to the many impacts on zoning, Mr. Boynton requested a joint meeting with Zoning Board, Planning and Economic Development Board, the Selectmen, and KP Law to explain these changes and the impacts on the Town. Selectman Crowley asked if there were any public comments allowed during the process to implement this new legislation. Mr. Boynton stated that this has been going on awhile, so he assumed yes.

FY2022 Budget Update: Town Manager Boynton stated we received an update on the projected renewal increase for insurance and has a meeting scheduled for tomorrow to push back. We targeted 7% but the quote came in higher. Our experience is lower than we have seen and believes insurers are assuming costs will increase next year due to COVID and people putting off healthcare. He reminded the Selectmen about the Saturday, March 6th Budget Workshop noting that the Finance Committee (FinCom) will be meeting next week.

Presidents Day – Monday, February 15th: Town Manager Boynton stated Town Hall will be closed on this holiday.

Town Manager Out of the Office: Town Manager Boynton stated he will be out of the office on February 12th.

- Friday February 12 – Out of Office

NEXT Regular Selectmen’s Meeting – Tuesday, February 16, 2021.

Selectmen’s Reports

There were no items for the Board to review.

Selectman Crowley asked for an update on the Diversity Committee. Selectman Trindade stated not enough people have submitted a statement of interest. He asked if Selectman Trindade spoke to the Community Preservation Committee. Selectman Trindade stated no. Selectman Crowley stated his concern about funding for the water treatment facility noting that, if on track, the construction could start the end June 2022, and if things move any faster, we don’t have the funds available to begin the project. He noted the need to consider this as a potential warrant article. Mr. Boynton stated we will need another month or more to get the designer in, and then will need permitting and therefore he does not anticipate needing a Town Meeting article until next May at the earliest. Selectman Foresto noted that we could go to November Town Meeting, if needed, for funding. Selectman Crowley asked about the impact of the Governor’s budget to the Town, specifically noting that the Town received less this year. Mr. Boynton explained that the proposed new revenue is higher, but the proposed new State costs are also higher, mostly due to higher charter school costs and lower new charter school revenue. Selectman Crowley stated that the net result is that we are getting less money. Mr. Boynton confirmed.

Selectman Foresto stated the designer selection for the water treatment facility is this week.

At 8:55 PM, Selectman Foresto moved to adjourn. Selectman White seconded. No discussion. It was so voted by roll call: Crowley aye; Foresto aye; Trindade aye; White aye. VOTE: 4-0-0.

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