

**Board of Selectmen's Meeting
March 18, 2019 – 7:00 PM
Sanford Hall
155 Village Street**

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

Absent: Richard D'Innocenzo, Clerk.

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Carol Pratt, Finance Director; Joanne Russo, Treasurer/Collector; Peter Pelletier, Deputy Director, Department of Public Services (DPS); Barry Smith, Water Superintendent.

Others Present: Jeff Parcels, Athletic Director, Medway Schools; Kristen Ryan, Senior Project Manager, Kleinfelder; Todd Alessandri, Finance Committee.

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

Public Comments: None

Welcome and Introduction: Jeff Parcels, Athletic Director, Medway Schools
There were no materials for the Board to review.

Mr. Parcels reported on the three Tri-Valley League (TVL) championships for Medway High School winter sports teams which included: (1) boys' basketball, (2) boys' hockey, and (3) cheer. He reviewed his most recent background as the Athletic Director (AD) at Dover-Sherborn for 3.5 years, the AD in Sutton for 4 years prior to that role, as well as a guidance counselor for 9 years in Sutton prior to being the AD. He noted his excitement to be in Medway reporting that today was the first day of the spring sports season with 290 students in grades 9 through 12 being out on the fields. Selectman Crowley mentioned the girls' basketball did well, only losing in the finals.

Mr. Parcels then introduced Medway High School senior Ava Vasile who just completed the indoor track season. He noted her four year accomplishments as a member of the Indoor Track Team included: (1) 7-time TVL Champion, (2) 6-time State Champion, (3) a New England Champion, and (4) participation in six races at the National Championships. Ms. Vasile's final two events in Indoor Track resulted in a first place finish in the State Pentathlon and an 8th place finish at the New Balance National Indoor Track Championships in the 400 meter in the emerging elite division. Selectman Crowley noted that she will be attending the University of Vermont for Lacrosse even with her success in track. Ms. Vasile stated she first became involved in track to improve her Lacrosse skills. Selectman Crowley asked if there were any other Medway students who won at the nationals in the past. Ms. Vasile stated Michael Brady completed nationally in long distance running. Selectman Trindade asked how she managed to balance academics and athletics and how to make it easier for young girls to become involved. Ms. Vasile stated both Coaches Nassiff and Caten ensured that schoolwork came first while also pushing her hard in practice. Ms. Vasile stated early communication about the opportunities for track and field activities would impact earlier participation. Mr. Parcels reported that Ms. Vasile was one of the representatives for Women in Sports in Boston this year.

Approval of Minutes: March 2, 4, and 11, 2019

The Board reviewed the draft minutes of March 2nd, 4th and 11th, 2019.

Selectman Trindade moved that the Board approve the minutes of March 2, 2019. Selectman Foresto seconded. No Discussion. VOTE: 4-0-0.

Selectman Trindade moved that the Board approve the minutes of March 4, 2019. Selectman Foresto seconded. Discussion. Selectman Crowley requested clarification on page 5, line 210 that this is the third Host Community Agreement in the Industrial Park, not specifically at 4 Marc Road. He requested further clarification on page 6, line 247, to note that he specifically asked Ms. Lewis if the company is committed to following all Town of Medway by-laws related to noise and odor including the one being currently updated. There was further discussion regarding the by-law's inclusion in the Annual Town Meeting warrant and impact on NEO Alternatives' compliance with the updated by-law depending on when they receive their special permit. **VOTE: 4-0-0.**

Selectman Trindade moved that the Board approve the minutes of March 11, 2019. Selectman Foresto seconded. No Discussion. VOTE: 4-0-0.

Consideration: Entertainment License Application - PJ's Smoke 'N' Grill

The Board reviewed the Entertainment License application.

Selectman Foresto moved that the Board that the Board approve the entertainment license for PJ's Smoke 'N' Grill as presented. Selectman Trindade seconded. Discussion. Selectman Crowley requested that "restaurant" be checked off on the Workers' Compensation Affidavit and the date of the signature be updated. **VOTE: 4-0-0.**

Approval: Contract with McClure Engineering for Development and Design of Three (3) Rain Gardens - \$9,735

The Board reviewed the (1) Memo dated March 1, 2019 from Stephanie Carlisle and Bridget Graziano, (2) bid summary form dated March 1, 2019, and (3) contract.

Town Administrator Boynton reminded the Board of the prior presentation both Conservation Agent Graziano and Compliance Coordinator Carlisle provided on the \$50,000 Metropolitan Area Planning Council (MAPC) grant. This contract is for the engineering piece of project with the goal to complete the design by the time school is out.

Selectman Foresto moved that the Board authorize the Chair to execute the contract with McClure Engineering for development and design of three rain gardens in the amount of \$9,735 as presented. Selectman Trindade seconded. Discussion: Selectman Foresto asked if the final costs of the project will be developed. Mr. Boynton stated they will be developing a project budget. Selectman Crowley asked about the impact of funding should the bids come in higher than the funding that is left once the engineering is completed. Mr. Boynton stated the project scope will need to be decreased or the additional funds must be found. Selectman Crowley asked for confirmation that this is a Town project. Mr. Boynton confirmed. **VOTE: 4-0-0.**

Approval: Advance of Funds In Lieu of Borrowing: Implementation of the Urban Renewal Plan - \$600,000 and School Playground Improvements - \$300,000

The Board reviewed the (1) Memo dated March 18, 2019 from Joanne Russo, (2) Advance of Funds in Lieu of Borrowing Report dated March, 18 2019 for the purpose of Urban Renewal Plan Implementation, and (3) Advance of Funds in Lieu of Borrowing Report dated March, 18 2019 for the purpose of School Playground Improvements.

Finance Director Pratt referred the Board to the memo provided noting (1) the funding details for each advance of funds and (2) the plan to include this into a longer term borrowing in the fall.

Selectman Trindade moved that the Board of Selectmen authorize the Treasurer to advance funds in lieu of borrowing in the amount of \$600,000 for the Urban Renewal Plan Implementation authorized by Town Meeting under Article 1 at the March 11, 2019 Special Town Meeting and in the amount of \$300,000 for School Playground Improvements authorized by Town Meeting under Article 4 at the March 11, 2019 Special Town Meeting. Selectman White seconded. Discussion. Selectman Crowley asked if Ms. Pratt intends to come back for final bonding. Ms. Pratt confirmed. Selectman Crowley asked that she report back to the Board the percentage rate when we go out for bonding. He also requested a meeting of the Tax Title Taskforce. Ms. Russo reported the Tax Title Taskforce meeting was scheduled for this Wednesday but needs to be rescheduled as Selectman Foresto was unavailable.
VOTE: 4-0-0.

Discussion: Integrated Water Resources Management Plan Report (IWRMP)

The Board reviewed the (1) PowerPoint presentation prepared by Kleinfelder Northeast, (2) Draft IWRMP Executive Summary, and (3) Link to Draft IWRMP report:

https://www.townofmedway.org/sites/medwayma/files/uploads/draft_iwrmp_document_dec_2018.pdf

Town Administrator Boynton reviewed the process to date noting the IWRMP is not just a cost document plan but provides a roadmap to address clean drinking water, stormwater, and wastewater management. Selectman Crowley noted there will not be a lot of questions from the Board as we have seen the development of this plan multiple times over the past four years. Selectman Crowley noted we can fund this out of the general fund with no need to create an Enterprise Fund to fund to support the implementation. Mr. Boynton stated this will be funded from the Exelon revenue.

Ms. Ryan reminded the group that Phase 1 of the plan focused on stormwater management but went dormant until the EPA issued their final stormwater permit criteria. Phase 2 began two years ago and is a culmination of a lot of work. This presentation is to provide a brief and final update to the Board. Ms. Ryan stated Medway joins a few forward thinking communities regarding the integrated management of the infrastructure and management of drinking water, wastewater and stormwater. She stated the process of integrated planning included documenting existing conditions of both resources and infrastructure and national and state requirements along with the needs of the community, (2) assessment of the needs to develop short and long term plans, (3) evaluation of alternative solutions, (4) prioritization of these solutions and then (5) final plan implementation. Ms. Ryan then thanked each taskforce member by name. Ms. Ryan then reviewed the presentation slides that detailed the key needs of drinking water, wastewater, and stormwater management. She reviewed the dynamic needs diagram along with the ongoing/recently underway and future ranked solutions for drinking water, wastewater, and stormwater initiatives. She reminded all that this presentation, as well as the executive summary, and full draft report and are available on the Town of Medway DPS Website.

Selectman Crowley stated that if enough residents reach out with interest and questions the Board will schedule a forum. He asked if Kleinfelder prepared any applications for the grant funding. Ms. Ryan confirmed. Selectman Foresto asked what the next step is following Board approval. Ms. Ryan stated

the plan would then go to the State DEP for approval noting having the approved plan will allow Medway a higher accessibility ranking for infrastructure improvement grants.

Selectman Foresto moved that the Board vote to approve the integrated water resources management plan as presented and to forward the plan to the State Department of Environmental Protection for approval. Selectman Trindade seconded. No Discussion. VOTE: 4-0-0.

Approval: Contract with Kleinfelder Northeast, Inc. for On-Call General Engineering Services

The Board reviewed the (1) March 18, 2019 memo from David D'Amico, Director, DPS, and (2) contract.

Selectman Trindade moved that the Board authorize the Chair to execute the contract with Kleinfelder Northeast, Inc. for on-call general engineering services as presented. Selectman Foresto seconded. No Discussion. Selectman Foresto thanked Kleinfelder for their efforts to date. VOTE: 4-0-0.

Approval: Contract with TRUAX Corporation for On-Call Catch Basin & Sewer Cleaning - \$70,000

The Board reviewed the (1) Memo dated March 18, 2019 from Dave D'Amico, (2) Bid Summary Document, and (3) Contract.

Selectman Trindade moved that the Board authorize the Chair to execute the contract with TRUAX Corporation for on-call catch basin, sewer cleaning and camera inspection in an amount not to exceed \$70,000 annually and subject to funding in future fiscal years. Selectman Foresto seconded. Discussion: Selectman Crowley asked for last year's budgeted amount. Ms. Pratt stated \$45,000. Water Superintendent, Barry Smith, stated last year a different vendor was utilized for each of these services but this vendor will complete all three so the amounts have been combined. **VOTE: 4-0-0.**

Approval: Contract with Sealcoating, Inc. for Crack Sealing Services - \$50,000

The Board reviewed the (1) Memo dated March 18, 2019 from Dave D'Amico, (2) Bid Summary Document, and (3) Contract.

Selectman Foresto moved that the Board authorize the Chair to execute the contract with Sealcoating, Inc. for crack sealing services in an amount not to exceed \$50,000 annually and subject to funding in future fiscal years. Selectman Trindade seconded. Discussion: Selectman Crowley asked why there was only one bidder. Mr. Smith stated there are not many vendors who do this type of work. **VOTE: 4-0-0.**

Approval: Contract with Pavement Maintenance System for On-Call Asphalt Infrared Repair Services - \$80,000

The Board reviewed the (1) Memo dated March 18, 2019 from Dave D'Amico, (2) Bid Summary Document, and (3) Contract.

Selectman Trindade moved that the Board authorize the Chair to execute the contract with Pavement Maintenance System for on-call asphalt infrared repair services in an amount not to exceed \$80,000 annually and subject to funding in future fiscal years. Selectman White seconded. Discussion: Selectman Crowley asked for the amount spent last year. Ms. Pratt stated \$49,000 for the prior year and \$15,000 for the current year. **VOTE: 4-0-0.**

Approval: Contract with Bartlett Consolidated for On-Call Guardrail Installed Services - \$40,000

The Board reviewed the (1) Memo dated March 18, 2019 from Dave D'Amico, (2) Bid Summary Document, and (3) Contract.

Selectman Foresto moved that the Board authorize the Chair to execute the contract with Bartlett Consolidated for on-call guardrail installed services in an amount not to exceed \$40,000 annually and subject to funding in future fiscal years. Selectman Trindade seconded. Discussion: Selectman Crowley again asked why there was only one bidder. Mr. Boynton stated they are the only vendor providing these services. Selectman Crowley asked for the amount spent last year. Ms. Pratt reported \$22,000 was spent last year and \$2,000 this year. **VOTE: 4-0-0.**

Discussion: Road and Sidewalk Plan Update

The Board reviewed the (1) Six Year Road and Sidewalk Plan 2019-2024, and (2) Roadway Paving Projects Year 1 and 2

Selectman Crowley requested this discussion be moved to the next meeting so the Board can speak with Mr. D'Amico. Mr. Boynton requested that any questions be directed to him first. Selectman Trindade requested that we extensively publicize this plan to residents.

Vote to Close May 13, 2019 Special Town Meeting Warrant

The Board to reviewed the DRAFT May 13, 2019 Special Town Meeting warrant.

Town Administrator Boynton noted the updated version of the warrant provided with the addition of Article 10 requested by the Conservation Commission. He noted the most recent quote for the work related to this article was \$10,400 or \$10,500. There was discussion on whether this should be moved to the Annual Town Meeting warrant. Mr. Boynton stated if acceptable to the Board, he will move Article 10 to the Annual Town Meeting warrant but the Board would need to vote to open and then close it again. Selectmen White and Trindade stated to leave it in the Special Town Meeting warrant but requested a more complete explanation.

Selectman Foresto moved to close the May 13, 2019 Special Town Meeting warrant. Selectman Trindade seconded. No Discussion: VOTE: 4-0-0.

Action Items from Previous Meeting

The Board reviewed the Action Items dated March 4, 2019.

This item was not discussed at the meeting.

Town Administrator's Report

There were no items for the Board to review.

Town Administrator Boynton provided the Board with the Unaccounted for Water Report noting that, five years ago, we were at 34% and are now just over 11% and we continue to make improvements. He reported a water leak found off of Milford Street over 1 month ago should positively impact this percentage even further. Selectman White asked what the goal is. Mr. Boynton stated under 10%. Mr. Smith stated that would allow us to apply for State approval to increase our pumping volume. It was noted that leak detection has had the greatest impact on lowering this percentage and we are very pleased with our current vendor. Selectman Crowley asked for the amount and if we have budgeted enough for leak detection. Mr. Boynton stated \$10,000 and confirmed this is sufficient. Selectman

Crowley asked if we are purchasing cameras that would allow us to complete our own leak detection. Mr. Smith stated they are investigating potential equipment for purchase at this time.

Snow & Ice Finances & Operations Update: Town Administrator Boynton stated that the budget is looking positive with \$451,000 spent to date noting we still have outstanding invoices. He is anticipating we will be at or slightly over the total budget of \$475,000.

Safe Routes to Schools – So Far, So Good: Town Administrator Boynton stated both the Town and School are making a joint grant application. We received a notice from the Massachusetts Department of Transportation (MA DOT) that the application is moving to the funding stage. The specific areas to be addressed includes sidewalk improvements on Holliston Street potentially up to Cassidy Lane. He stated a number of steps still need to occur including letters from the Town Administrator, Board of Selectman Chair and School Superintendent. Selectman Crowley noted if we do not receive this grant, the funds will need to come from the general fund.

CRPCD Capacity Update – Met with Franklin: Town Administrator Boynton reported he met with the Charles River Pollution Control District (CRPCD) and the Town of Franklin, noting an opportunity to purchase up to 30,000 gallons of sewer capacity from Franklin. He stated that 24 years ago, we entered into an agreement with Franklin for unmetered sewer capacity at 300 gallons per day per unit. He stated that now that we can measure this and it looks like we are at 180-200 gallons per day per unit, Franklin would entertain Medway's purchase of up to the 30,000 gallons of sewer capacity. There was further discussion about the impact of reduction of the unmetered sewer capacity, addressing our inflow and infiltration issues, identification of key areas of importance, and additional metering opportunities. Mr. Boynton spoke with Mr. Downing regarding the need to discuss this with the CRPCD membership as well. Selectman Foresto asked if we are underestimating capacity. Mr. Boynton is requesting that CRPCD report back from a technical and mechanical perspective what their current capacity is as it increased in the past. Selectman Crowley asked who we need to go through to increase the capacity. Mr. Boynton stated the Federal Environmental Protection Agency and the State Department of Environmental Protection.

Main Street Construction Update – Sidewalks Too: Town Administrator Boynton stated he spoke to Julio Fontecchio, MA DOT Route 109 Project Manager, and they do not yet have a start date from Amorello due to the recent snow storms. Mr. Fontecchio is well aware of the sidewalk issue and that this is not a Town of Medway issue but one between the State and the contractor. Mr. Boynton stated they will do core samples and analysis to determine the cause and will then address the issue based on the results.

Town Administrator Out of Office: Town Administrator Boynton reported his days out of the office as follows:

- Wednesday, March 20, Norfolk County Managers – Norwood
- Friday, March 22 – Out of Office

NEXT Regular Selectmen's Meeting – Monday, April 1, 2019

Selectmen's Reports

There were no items for the Board to review.

Selectman Crowley asked for an update on Medway Plaza. Mr. Boynton reported he sent a second letter with no response. He will work internally with Town Counsel to move forward. Attorney Hailer for the Plaza has been unable to schedule a meeting with Town Administrator Boynton after numerous

attempts by Ms. Saint Andre to schedule a meeting with him. Selectman Crowley asked for an update on his request of the Energy Committee to study the impact and available grant funding for the solar panels for the DPS facility as we now have 45-50 days to decide. Mr. Boynton reported that he had a meeting with Mr. Ellsworth who along with Ms. Carlisle and Ms. Potter have been working to come up with options. Following numerous discussions with Mr. D'Amico and the Architect, he does not believe we can accept Alternative 2 and believes this will require a longer term review. He reported he is leaning toward a power purchase agreement (PPA) so the Town does not have to fund the equipment and suggested not moving forward on the \$1.4 million, but we will still take a look at the bids. He stated we do have a plan in place and this is more of a pause, as we will still have benefits in terms of rebates based on the building design regardless of the solar panel installation. Mr. Boynton reported the sub-bids open this Thursday and we will e-mail the Board with the results. Selectman Crowley asked, if in the future we are able to obtain grant funding, could we award this at that time as a change order. Mr. Boynton confirmed noting this would be a discussion between the Owner's Project Manager (OPM) Bryan Jarvis, the architect and the contractor awarded the bid. Mr. Boynton stated the question is do we really want to outlay the cash for the solar panels or do we do a PPA? There was further discussion on the efficacy of the purchase of the solar panels versus a PPA if grant funding comes in later noting analysis would be completed as needed. Mr. Boynton noted the Annual Town Meeting warrant article allows for either borrowing to purchase the solar panels or entering into a lease with a PPA. Selectman Crowley asked if the warrant allows us to keep our options open. Mr. Boynton stated the Board must select one or the other of the two options. He suggested the Board select the PPA now and, if more information becomes available, the Board can rescind the PPA at Fall Town Meeting and borrow the necessary funds for purchase of the panels as we will have the information to make an informed decision at that time. Selectman Crowley asked if the dog policy will be ready for the April Selectmen's meeting. Mr. Boynton reported the working group thinks in order to have teeth, this needs to be an amendment to the by-law versus a policy noting the Chair had requested a policy. They will be presenting this at the April 16th Selectmen's meeting.

At 8:20 PM Selectman Trindade moved to adjourn. Selectman Foresto seconded. VOTE: 4-0-0.

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