

**Board of Selectmen's Meeting  
August 13, 2018 – 7:00 PM  
Sanford Hall  
155 Village Street**

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

**Staff Present:** Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Joanne Russo, Treasurer/Collector; Barbara Saint André, Director of Community and Economic Development; Courtney Riley, Director, Council on Aging; Susy-Affleck-Childs, Planning and Economic Development Coordinator; Dave D’Amico, Director, Department of Public Services; Rich Boucher, Information Services Director; Julie Harrington, Park and Recreation Director; Sandra Johnston, Communications Director.

**Others Present:** Matt Hayes, Chair Open Space and Recreation Plan Update Task Force; Jeffrey Segarra, Chair, Charter Review Committee; Matthew McCabe, Charter Review Committee.

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

**Public Comments:** Ernie Buonaccorsi, President of Medway Youth Lacrosse, and Tim Williamson, President, Medway Youth Soccer, inquired about the status of the Middle School fields and the possibility of adding turf fields making these fields more viable for youth sports. Selectman Crowley asked if they had specific requests and had already met with EPFRAC. Selectman Trindade stated the youth sports programs wanted to make the Selectman aware there is an issue and suggested they meet with EPFRAC and craft a plan. Selectman Crowley requested that Selectman D’Innocenzo convene an EPFRAC meeting, reach out to the youth sports teams, meet after Labor Day, and present a strategic plan to the Board in three months. There was further discussion on the growth and demand in youth sports programs, especially boys and girls JV teams and girls programs over the past ten years. Mr. Buonaccorsi reported girls programs growing at a rapid pace noting ultimate Frisbee and field hockey growing in popularity nationwide and in Medway.

Selectman Crowley encouraged the resident viewers to come before the Board with issues and concerns.

**Approval of Minutes: July 9 and July 13, 2018**

*The Board reviewed the draft Minutes of July 9 and July 13, 2018.*

**Selectman Trindade moved that the Board approve the minutes of July 9, 2018. Selectman White seconded. Discussion.** Selectmen Crowley and White pointed out two name changes required on pages 6 and 9 respectively. **VOTE: 5-0-0.**

**Selectman Trindade moved that the Board approve the minutes of July 13, 2018. Selectman D’Innocenzo seconded. No Discussion. VOTE: 3-0-2. (Crowley and White abstained as they were not in attendance.)**

**Introduction: Julie Harrington, Park and Recreation Director:**

*There were not materials for the Board to review.*

Town Administrator Boynton introduced Julie Harrington, Park and Recreation Director, who started on July 17, 2018. He noted her first priorities include developing a new scheduling process, getting acclimated to the community and existing programs, and investigating new programming. Selectman Crowley asked why she applied for the position in Medway. Ms. Harrington shared her work experience to date in Westwood and then Sudbury noting she lives in Medway and would like to give back to the community. Selectman Trindade noted the need for someone with Ms. Harrington's background and expertise who can take ownership of this department. Selectman Crowley asked for the population in Sudbury and their staffing level for this department. Ms. Harrington stated there are 16,000 residents with five full time staff in their department. He asked if Ms. Harrington reports to the Town Administrator. This was confirmed noting she is also a liaison to the Parks Commission. Selectman Crowley requested that Ms. Harrington report her assessment and action plan for the department to the Board in three months.

**Vote: Amendment to the Investment Advisory Committee (IAC) Composition to Three (3) Citizens at Large**

*The Board reviewed the July 9, 2018 Selectmen's Meeting motion establishing the IAC.*

Selectman Crowley reminded all that since there were three qualified candidates, the Board requested to increase the Citizens at Large membership to three positions.

**Selectman Trindade moved that the Board amend the composition of the Investment Advisory Committee to increase the total number of the citizens at large from two to three members.**

**Selectman Foresto seconded. No Discussion. VOTE: 5-0-0.**

**Appointment Consideration: Investment Advisory Committee (IAC) (1) – John Khoury**

*The Board reviewed the (1) E-mail of Interest and Resume from John Khoury dated June 30, 2018.*

Mr. Khoury reviewed his background as a Medway resident since 2010 and a finance advisor for many years with Charles Schwab and Fidelity respectively, noting he is halfway through his Master's Degree in financial planning. Selectman Crowley asked how he became aware of this position. Mr. Khoury stated he found the information on the Town website. Selectman Crowley requested that the committee schedule a meeting within the next month.

**Selectman Foresto moved that the Board appoint John Khoury to the Investment Advisory Committee for a three year term. Selectman Trindade seconded. No Discussion. VOTE: 5-0-0**

**Approval: Contract Amendment with Katherine Tonelli, R.N. for Nursing Services for the Council on Aging - \$8,750**

*The Board reviewed the (1) memo dated August 13<sup>th</sup> from Courtney Riley and (2) contract amendment.*

Ms. Riley reported that historically, the nurse does not work through the summer months but would like to have her continue to provide critical continuity of care through the summer to our senior residents noting these funds will come from the existing Council on Aging budget. She noted this is a free service to the seniors.

**Selectman Trindade moved that the Board authorize the Chair to execute the contract amendment with Katherine Tonelli, R.N. for nursing services for the Council on Aging in the amount of \$8,750. Selectman D’Innocenzo seconded. No Discussion. VOTE: 5-0-0.**

**Approval – Contract with Greater Attleboro-Taunton Regional Transit Authority for Transit Services**

*The Board reviewed the (1) memo dated August 8<sup>th</sup> from Courtney Riley and (2) contract.*

Ms. Riley reported this is a yearly contract that is unchanged. Selectman Crowley explained how this service is funded noting the funds, around \$85,000, do not come from the Town of Medway but from the state. Ms. Riley reported this includes the Norfolk shuttle and Dial-a-Ride.

**Selectman Trindade moved that the Board authorize the Chair to execute the Fiscal Year 2019 contract with the Greater Attleboro-Taunton Regional Transit Authority for transit services. Selectman Foresto seconded. No Discussion. VOTE: 5-0-0.**

**Discussion/Vote: Draft Open Space and Recreation Plan (OSRP) Update**

*The Board reviewed the (1) Executive Summary of the Open Space and Recreation Plan Update Document and (2) Open Space and Recreation Survey PowerPoint Presentation.*

Mr. Hayes explained the committee was instituted as a result of the May 2017 Town Meeting approval to update the 2010 plan. He reported the draft plan has been submitted to the state and is on the Town website for review and comment. Conservation Works was hired as the project consultant. The Committee met eleven times, held three public forums, and conducted a community survey last fall. The draft plan was just issued for an official 30 day comment period. The following was then presented to the Board: (1) the standard components of the plan, (2) the comparison with surrounding towns of protected and recreational land, and (3) the value of open space relative to tax revenue, jobs, wages, and decreased health care costs related to physical activity. An Analysis of Needs was completed and presented including: (1) an inventory of Town owned land, (2) an inventory of privately owned property for possible future conservation interest, and (3) an evaluation for ADA compliance of existing park and recreational areas. The criteria for evaluating privately owned land for possible future acquisitions was explained, noting the analysis also showed the need to provide baseline data on potential land purchases. The themes of the community survey included expanded trails, more fields, improved access to the Charles River, and the preservation of existing farms. The group reported there is always a need to look at zoning to support preservation of open space. A vision statement was developed along with three goals established with objectives to each noting the similarity to those in the 2010 plan. A seven year action plan was developed using the identified goals and objectives with fifty-three action items organized by five categories identifying the lead board/committee/staff, timetable, and possible funding sources for each. This committee plans to convene two times per year to monitor the progress towards the goals. On July 3, the plan was sent to the Metropolitan Area Planning Council for comment. On July 5, the plan went out for public review, and the comments were reviewed. The plan was also sent to the Division of Conservation Services within the Massachusetts Executive Office of Energy and Environmental Affairs and many of letters of support have been secured. The next steps include: (1) review of all comments and feedback, (2) secure remaining letters of support, (3) edit the draft based on the feedback, (4) convene in September to finalize the plan for submission to the state. Ms. Affleck-Childs reported that this process brought the various representatives from other committees to this one to create a common vision. She stated that this plan provides eligibility to the Town for grant funding opportunities. Mr. Hayes thanked the Task Force, consultant Ann Capra, and the Town staff for their efforts.

The Selectmen voiced their support of the plan along with their gratitude and commendation on the process and efforts of all involved, voicing the concern of keeping the commitment, involvement and process moving forward. Mr. Hayes stated the twice yearly meetings of this group moving forward will address that concern. Selectman Crowley stated his disappointment in the response rate of the survey and his interest in how the Parks Improvements Project would impact future survey results. Mackenzie Leahy was commended on her GIS system related project work. Selectman Crowley asked what the amount of total project funding from Town Meeting was and if it was sufficient to complete the project. Town Meeting approved \$25,000 and the funding will be sufficient.

**Selectman Trindade moved that the Board authorize the Chair to sign a letter on behalf of the Board supporting the draft 2018-2025 Open Space and Recreation Plan. Selectman Foresto seconded. No Discussion. VOTE: 5-0-0.**

**Authorization to Expend Grant Funds: Community Compact IT Grant for the Medway Recycling Tracking System Implementation - \$24,000**

*The Board reviewed the (1) Notice of Grant Award, (2) May 17, 2018 letter from Michael Heffernan, Secretary, Executive Office for Administration and Finance and (3) contract.*

Mr. Boucher stated this is a grant supporting technical initiatives to assist the community. The purpose of this project is the improvement of the recycling center operations. This will provide the ability to track each vehicle and the specific items including volume of those items that are brought to the recycling center. The system is easy to use and should not increase the staff time or effort. It is tablet based, allowing scanning of the bar codes on the residents' stickers with icons to select to track items and their quantity. This will allow for analytics overall, by day of week, and by address. The next phases of this project plan are to integrate improved payment and billing processes with the goal of no longer taking in cash at the recycling center. Selectman Crowley asked if the \$24,000 is enough funding to complete all phases of the project and who will be analyzing the data. Mr. Boucher stated no further funding will be required and the staff within the Department of Public Services will analyze and monitor the data. Selectmen Foresto and White asked what the: (1) end goal is, (2) the ongoing costs are, and (3) if additional staff will be needed. Mr. D'Amico stated this will be used to: (1) assess current operations in order to implement business process adjustments to improve the operation of the recycling center from both an operational and cost perspective, (2) minimize and hopefully eliminate the need to handle cash, and (3) provide improved customer service to the residents. Mr. Boucher stated the ongoing cost is \$1000 per year for the software and there will be no additional staff needed. Town Administrator Boynton stated with the changes in the recycling market, we need to understand what specifically is coming into the recycling center and the cost to handle these items to allow us the ability to adjust to the changes in the market moving forward.

Selectman Foresto requested that Mr. Boucher and D'Amico report back to the Board the impact and return on investment of the program. Selectman Crowley reminded all that data is only as good as what is entered into the system. Mr. D'Amico stated this system allows for consistency of charges and, along with the cameras in place, allows for further support of the accuracy of these charges. Selectman Crowley asked about the implementation timeline and requested advanced notification to residents. Mr. Boucher stated the goal is to implement the system by the end of October.

**Selectman Trindade moved that the Board authorize the expenditure of the Community Compact IT Grant in the amount of \$24,000 as presented. Selectman White seconded. No Discussion. VOTE: 5-0-0.**

**Approval of the Advance of Funds in Lieu of Borrowing - Water Line/Well Project- \$1,224,000 and Boilers at the McGovern and Memorial Schools - 550,000**

*The Board reviewed the (1) Memo from Joanne Russo dated August 13, 2018, and (2) Advance of Funds in Lieu of Borrowing Forms.*

Ms. Russo stated the advance of funds for the water line is for administration and engineering costs that will be needed in February noting the borrowing will not occur until May or June. The advance of funds for the boilers is needed as the borrowing will be in September but the work will be commencing in the next few weeks. Town Administrator Boynton stated the water line funds are for the engineering for the well field at the Populatic well and reported the bid for the boilers came in at \$503,000 noting there was a bid protest that has been resolved. Selectman Crowley asked where the funding came from. Mr. Boynton reported from Town Meeting. Selectman Crowley asked what would happen with any leftover funds as \$750,000 was approved at Town Meeting but we are only borrowing the \$550,000 for the boilers. Mr. Boynton stated there are no actual funds as this is a borrowing so there will be a need to rescind any unused authorization for the borrowing at Town Meeting.

**Selectman Trindade moved that the Board approve the Advance of Funds in Lieu of Borrowing for the Water Line Project in the amount of \$1,224,000 and for the McGovern and Memorial School Boilers in the amount of \$550,000 as presented. Selectman D’Innocenzo seconded. Discussion.** Selectman Crowley requested that Ms. Russo report back to the Board on the actual rate and also Finance Director Pratt’s originally projected rate. **VOTE: 5-0-0.**

**Charter Review Committee: Status Update**

*The Board reviewed the (1) Town Charter Document Updated as of August 9, 2018, (2) Board of Health Charter Change Requests, (3) Park & Recreation Commission Charter Change Requests, and (4) Charter Update Meeting Schedule*

Mr. Segarra explained the committee’s constitution and what the Charter is, noting it was first adopted in 2008, and was to be reviewed in seven years. The committee has reviewed the Charter and made suggested changes. Mr. Segarra reviewed the process for implementing Charter changes and the documents provided to the Board, specifically the key dates document moving forward with the five specific topics to be addressed. Mr. Segarra then reviewed the change topic forms for Parks and the process to be utilized to address each of the five topics. The Committee plans to have the Town Meeting articles drafted by September 1<sup>st</sup> with a final vote by September 26<sup>th</sup> on these items so that these changes will be available for Fall Town Meeting. There was further discussion on the format and timeline for the Selectmen to provide feedback to the Committee. All were in agreement that discussion and feedback should be in a public forum at the next Charter Review Committee meeting on August 27<sup>th</sup>, which the Selectmen will attend. The Board requested that Lauren Goldberg from KP Law be available at these meetings. Selectman Foresto requested that the next Charter Review Committee meeting be broadcast and taped. Mr. Segarra stated he will provide the Board with the completed change forms as these contain all the relevant information needed for review and discussion, including what other area towns are doing and best practices. Mr. Segarra then reviewed portions of the specific language changes noting the intent to change terms to gender neutral, i.e. Selectmen to Select Board, Chairman to Chair, etc. as well as Town Administrator to Town Manager and DPS to DPW. He also stated the Board can send any comments or feedback directly to the following e-mail address: charter@townofmedway.org. Selectman Crowley asked if the committee is confident this will be completed for Fall Town Meeting. Mr. Segarra stated yes and reviewed the process moving forward: (1) Charter Review Committee votes the changes, (2) residents vote at Town Meeting, which requires a

majority vote, and (3) the Charter will then be sent to the General Assembly for approval. It was noted that following each update to the Town Charter, the Town By-Laws will also then need to be reviewed. The Board of Selectmen noted the need to change the date of their next scheduled meeting on September 4<sup>th</sup>, as this is the same day as the State Primary Election. Selectman Crowley requested that a Town-By-Law Review Committee be established by December.

**Discussion/Vote: Support of Spencer Technologies Application for State Tax Incentives under the Economic Development Incentive Program (EDIP)**

*The Board reviewed the (1) Memo dated August 6, 2018 from Barbara Saint Andre, (2) Draft Letter from Chair to Economic Assistance Coordinating Council, and (3) May 18, 2018 Letter from Spencer Technologies Regarding Intent to Apply for Massachusetts EDIP*

Town Administrator Boynton explained that Spencer Technologies is looking to locate at the former Cybex building. They have reached out to the Commonwealth for possibilities for state funding. The state is looking for a letter of support from the Board for the company's location in Medway. Selectman Crowley stated this would bring two hundred jobs to Medway noting they are also looking at building an additional facility.

**Selectman Trindade moved that the Board authorize the Chair to sign a letter on behalf of the Board in support of Spencer Technologies' application for state tax incentives under the Economic Development Incentive Program. Selectman D'Innocenzo seconded. No Discussion: VOTE: 5-0-0.**

**Discussion/Vote: MetroWest Veterans' District Renewal Process**

*The Board reviewed the (1) FY19 Amendment to the MetroWest Veterans' District Agreement, (2) FY2019 District Budget Proposal #2, (3) FY14 Amendment to the MetroWest Veterans' District Agreement, and (4) November 10, 2011 Veterans' District Agreement.*

Town Administrator Boynton reported that Medway has had great success being part of the MetroWest Veterans' District and, although our Town is the smallest, our case load is the highest. The Director of the District and part-time Agent's office is based in Holliston and they have doing good work in representing our veterans.

**Selectman Trindade moved that the Board of Selectmen renew and affirm our membership in the MetroWest Veterans' District for a two year period commencing with Fiscal Year 2019, and, to further approve the FY'2019 amendment to the District Agreement regarding the location of the District Offices, biennial renewal, and the inclusion of the FY'2019 budget, all as presented to the Board on August 13, 2019, and to authorize the Chair to execute the agreement on the Board's behalf. Selectman Foresto seconded. No Discussion. VOTE: 5-0-0.**

**Appointment Consideration: Town of Medway Representative and Alternate Representative to the MetroWest Veterans' District Board of Directors**

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

**Selectman Trindade moved that the Board of Selectmen appoint Town Administrator Michael Boynton to serve as Medway's representative on the MetroWest Veterans' District Board of Directors, and further to appoint Assistant Town Administrator Allison Potter to serve as an Alternate to the Board in the absence of the Town Administrator. Selectman White seconded. No Discussion. VOTE: 5-0-0.**

**Appointment Consideration: Representative to the SouthWest Advisory Planning (SWAP) Committee (1) Richard Dilulio**

*The Board reviewed the e-mail recommendation from the Planning and Economic Development Board dated July 25, 2018.*

**Selectman Trindade moved that the Board appoint Richard Dilulio as the Representative to the SouthWest Advisory Planning Committee for a one year term. Selectman Foresto seconded. No Discussion. VOTE: 5-0-0**

**Special Event Permit Application: Medway Youth Football and Cheer Road Race – October 20, 2018**

*The Board reviewed the (1) Special Event Permit Application for the Medway Youth Football and Cheer Road Race and (2) the Police Chiefs Recommendations.*

**Selectman Trindade moved that the Board approve the Special Event Permit Application for the Medway Youth Football and Cheer Road Race to be held on October 20, 2018 subject to the Police Chief's recommendations and proof of appropriate insurance coverage. Selectman D'Innocenzo seconded. No Discussion. VOTE: 5-0-0.**

**One-day liquor License Applications**

*The Board reviewed the Police Chief's recommendations for John Foresto, Marjorie Sanford, Susan Coyne and Peter Newell, Margaret Centola and Jon Del Sesto and Kate Hanson.*

**Selectman Trindade moved that the Board approve the one-day liquor licenses as presented subject to the Police Chief's recommendations and proof of appropriate insurance coverage. Selectman White seconded. No Discussion. VOTE: 4-0-1. (Selectman Foresto abstained.)**

**Opening of the November 19, 2018 Fall Town Meeting Warrant**

*The Board reviewed the November 19, 2018 Fall Town Meeting calendar.*

**Selectman Trindade moved that the Board open the November 19, 2018 Fall Town Meeting Warrant. Selectman Foresto seconded. No Discussion. Vote: 5-0-0.**

**Action Items from Previous Meeting**

*The Board reviewed the Action Items dated June 18, 2018.*

Comcast cable license renewal (lic. exp. 7/13/18): Selectman Foresto reported that Comcast came back with a proposal with an increase in capital and expense and, as it still does not match the Verizon license renewal, negotiations continue.

**Authorization to Expend Grant Funds: Choate Park Improvements - \$350,000**

*The Board reviewed the (1) Notice of Grant Award, (2) June 25, 2018 Letter to Department of Conservation and Recreation Commissioner Leo Roy from Michael Boynton, (3) Contract and (4) Grand Funded Project Items.*

Assistant Administrator Potter stated this is the funding that came in via Senator Spilka noting they were Fiscal Year 2018 funds. Selectman Crowley asked if the funds have been received. Ms. Potter confirmed they were.

**Selectman Trindade moved that the Board authorize the expenditure of the Department of Conservation and Recreation's Grant for Choate Park Improvements in the amount of \$350,000 as presented. Selectman Foresto seconded.** Discussion. Selectman D'Innocenzo noted the initial request was for \$1 million but only \$350,000 was provided and asked if there was further discussion on the additional funds. Mr. Boynton stated there was an updated bond bill and he does not know if that replaces the prior bill. He will have a discussion in the upcoming weeks with Senator Spilka's office.  
**VOTE: 5-0-0.**

#### **Town Administrator's Report**

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

Municipal Aggregation Update: Town Administrator Boynton reported that during a conference call this afternoon with Colonial Power and Larry Ellsworth of the Energy Committee, it became apparent that the pricing status continues to worsen. They collectively determined to temporarily suspend this program as there are no guarantees that we can get better pricing than Eversource. A sample resident notification of the plan to suspend the program was reviewed. This notification is a state mandated process. As of September all who participated will be back to the default rate. Selectman Crowley asked if we are the only town in this predicament. Mr. Boynton reported that both Haverhill and Methuen also had to suspend their programs noting the way we are suspending the program will allow it to be restarted by a vote of the Board, without the need to go to Town Meeting again. Selectman Foresto stated that any individual resident can still choose to go to green energy at their discretion.

Green Communities Grant Update: Town Administrator Boynton reported we received a grant of \$95,000, which is not sufficient to cover each of the specified items included in the grant, noting he provided a funding sheet showing additional funds needed and the planned funding sources. He stated what is needed from the Board this evening is an indication that they are willing to move forward to secure the grant funds. Mr. Boynton clarified that General Funds means the Town will fund the additional funding requirements noting, if these funds cannot be found in the current budget, the plan will be to fund the difference from free cash at the Fall Town Meeting. Mr. Boynton inquired if the Board had any objection to him signing the contract with the state. There was no objection from the Board.

Water & Sewer Commission Resignations: Town Administrator Boynton reported that both Barry Zide and Ted Kenney provided their resignations from the Water and Sewer Commission and stated he would like to thank them for their efforts. He noted that we now do not have a Water & Sewer Commission since with only one member there cannot be a quorum. Therefore, the Board will need to take action on filling these vacancies. Selectman Crowley reported that he along with Selectmen Foresto, White and Trindade, spoke with both of these members noting they were assets to the Town - very knowledgeable and talented, and all are disappointed that the issues that developed on the Water & Sewer Commission could not be resolved. Selectman Crowley asked Mr. D'Amico if there was anything immediately pending that required the Commission's action. Mr. D'Amico stated no. Mr. Boynton stated we will post these vacancies and should, we be unable to fill them, the back-up plan would be to appoint two of the Selectmen to fill these until the next Town Election. He noted that all three positions will be on the May ballot. Mr. Boynton requested those interested to submit a letter of interest and resume.

Eagle Scout Project Proposal – Footbridge on Trail: Town Administrator Boynton reported he would like the Board's authorization to move forward with an Eagle Scout project to build a footbridge across the



David Hoag trail noting this Eagle Scout will be working with Jim Wieler. The Board stated its support of this project.

Police Officer Graduation and New Appointments: Town Administrator Boynton reported he wanted to congratulate Officer John Gasparrini who graduated on February 5<sup>th</sup> from the Police Academy. He also reported two new Police Officer Appointments: Meghan Casey and Ryan Kingsbury who will begin the academy in October.

Jail Diversion Grant Program: Town Administrator Boynton reported Chief Tingley and Matt Reardon, working with the Town of Franklin, will implement this three year shared program that will provide a clinician to work with the police on specific types of cases where an arrest or protective custody situation may not be necessary and it is more appropriate to utilize the services of the clinician instead. They are still determining the administrative aspects of the grant and program.

Double Poles Status Update: Town Administrator Boynton reported he has a list from Verizon and Eversource and the Fire Department will be working to get these addressed. There was discussion on the causes of the double poles and funding for replacement. Selectman Foresto stated the utility company receives a flat rate to replace them which is not sufficient to cover the replacement and transferring of wires.

Mr. Boynton noted that he provided the Board with a document updating the accounting on the Route 109 Non-Participatory Items and thanked Mr. D'Amico for his efforts. He requested the Board contact him with any feedback.

Town Administrator Out of Office:

- Thursday, August 16 – Funeral
- Monday, August 20 – Friday, August 24 – Vacation
- Friday, August 31 – Shrewsbury Equipment Meeting

Selectmen's Reports

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

Selectman Crowley discussed the LED sign implementation at Choate Park as it relates to the completion of the Choate Park Improvement and Route 109 Projects, requesting the stonework and electronic sign be in place when these projects are done. Town Administrator Boynton reported the stonework around the front of the park is being done now noting that the non-participatory items of the granite capping of the wall and the sign configuration is the Town's responsibility. The state via Amorello is doing the stonework and conduit. Mr. D'Amico stated the last cost estimate for the sign was \$30,000 and he has requested an update on this cost. Mr. Boynton reported the funding for the sign will be requested at the Fall Town Meeting.

Selectman Crowley stated that due to the movements of town administrators in the surrounding Towns, he would like to propose an extension to Mr. Boynton's current contract to assure the Town that we can provide the best administrative oversight. He noted this has not been discussed with Mr. Boynton. The Board was in agreement. Selectman Crowley asked that two Selectmen work with Mr. Boynton on a contract extension. Selectmen Foresto, Trindade and White volunteered. Selectman Crowley requested that Selectmen White and Trindade decide which of them will work with Selectman Foresto on this endeavor and report to the Board at their next meeting.

Town Administrator Boynton reported the vendor will install the acoustic blanket at CommCan tomorrow to address the sound issue from the roof. PhytoTherapy continues to have issues relative to the inside of the building but are moving forward on resolving these issues. The other potential company is having an issue with the building owner on coming to agreement on the Purchase and Sale price.

Town Administrator Boynton reported on the dialog on the internet relative to stairs on Route 109 stating he is encouraging the state to address the issue noting they will address this once a sub-contractor is identified. He further reported about the issue with the Conservation Commission meeting cancellation impacting a resident's ability to close on their home sale stating the next meeting cannot be moved up or they will not meet the legal notice requirements.

Selectman Crowley requested that the current Exelon and CommCan contributions to date be e-mailed to the Board.

Selectman Trindade requested we move the recognition of the Board and Committee members who resigned effective Fiscal Year 2018 to the next meeting.

**At 9:20 PM Selectman Trindade moved to adjourn. Selectman Foresto seconded. VOTE: 5-0-0.**

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