

**Select Board Meeting
January 16, 2024 – 7:00 PM
Sanford Hall
155 Village Street**

Present: Glenn Trindade, Chair; Frank Rossi, Vice-Chair; Todd Alessandri, Clerk; Dennis Crowley, Member; Maryjane White, Member.

Staff Present: Michael Boynton, Town Manager; Allison Potter, Assistant Town Manager; Peter Pelletier, Department of Public Works (DPW) Director; Carol Pratt, Finance Director; Sandra Johnston, Communications Director.

Others Present Capital Improvement Planning Committee: Karen Nowicki, Chair; Sarah Raposa, Vice-Chair, Keith Goddard, Member.

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

Public Comments: There were none.

Appointment Consideration: Cultural Council Youth Member – Palak Yadav

The Board reviewed the (1) Cultural Council Chair’s recommendation for Palak Yadav, (2) Cultural Council Youth Member description with application requirements, (3) candidate’s resume, and (4) candidate’s statement.

This agenda item was not addressed as the participants were unable to attend due to illness.

Approval of Minutes: January 2, 2024

The Board reviewed the draft minutes of January 2, 2024.

Mr. Alessandri moved that the Board approve the minutes of January 2, 2024. Ms. White seconded.

Discussion: Mr. Rossi asked for the following changes (1) on page 4 “interest” be changed to “discount” on lines 148, 151, and 154, (2) on line 150 that “as of July 1, 2023” be added to the end of the sentence, (3) that “decrease” be changed to “increase” on lines 157 and 193, and (4) the sentence at the end of line 195 be stricken. **VOTE: 5-0-0.**

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

The Board reviewed the CIPC’s capital budget recommendations.

Mr. Trindade explained the use of free cash for capital improvements and the CIPC’s role in this process. Ms. Nowicki thanked all involved in the process. She noted that even with two new members, their rankings were closely in sync. Ms. Raposa stated \$2.5 million of free cash was their assignment noting that the first thirty items listed are what they are recommending. The blue items are the Town Manager’s recommendations. She stated that most of those made the CIPC’s ranking. She noted the differences, highlighted in red, based on discussions with the Town Manager and department heads. She stated that this year, they included a description of each item to provide context to the Board. Mr. Boynton commended the CIPC’s efforts. Ms. Raposa stated that we need to do a better job on having a five-year plan moving forward. Mr. Crowley asked about the items funded by the parks revolving

account. Mr. Boynton stated that those were his recommendations noting the Parks Commission must still approve the funding for these items. Mr. Trindade asked what departments had an extraordinary need. Ms. Raposa stated they have not seen the vibroscreen request before noting DPW currently rents this equipment, but this would allow for more efficiency in their operations. Mr. Boynton noted the dispatch console is reaching its end of life, which is also a large expense item. Mr. Boynton stated the two ambulances are in due to the length of time to obtain them. Mr. Crowley asked about the rationale for cutting the Burke cafeteria air conditioning request to \$150,000. Ms. Raposa stated they did not yet have quotes and, if they used mini splits, that would be sufficient to address the issue. Mr. Crowley asked if this was approved by the school. Mr. Boynton stated all of the school items were discussed and approved by Dr. Pires. Mr. Rossi asked who drives the F250 truck. Mr. Boynton stated they plow with that. Mr. Crowley asked if Number 14 is all school or partially town. Ms. Nowicki stated all school. Mr. Crowley asked if they ever determine the total amount that goes towards the Town, and which goes towards the school and if these costs are included in the school's cost per student formula. Mr. Trindade stated that over the past ten years the school has received thirty-eight percent and change yearly. Mr. Alessandri stated the total for the school is \$550,000 this year. Mr. Crowley asked if the Board has further questions, can the CIPC come before the Select Board again. They agreed. Mr. Crowley stated that this format is the best that he has seen. Mr. Rossi stated that the important thing is that we have free cash every year noting we need to endeavor to keep that streak alive. Mr. Alessandri asked about number six at \$75,000 relative to how much is school versus non-school. Ms. Raposa stated that most is the schools for Chromebooks. Mr. Alessandri asked about expenses related to cyber security. Mr. Boynton stated that comes from the operating budget. Mr. Crowley asked about the Lovering Street water tank and when that will need to come out of the water borrowing. Mr. Boynton stated that closely following a five- and ten-year plan for the water department is critical due to the capital expenditure requirements. Mr. Alessandri asked about the Ide House capital request and if Community Preservation Act funds can be utilized. Mr. Boynton confirmed stating that was a placeholder.

Discussion: Unaccounted for Water Loss and Charles River Pollution Control District (CRPCD) Volume Update

The Board reviewed the unaccounted for water loss data.

Mr. Pelletier stated this number is still preliminary, reported that we currently are at 10%, and noted last year we were at 9%. He reported a large leak was recently found and repaired one week ago where we were losing 100,000 gallons per day. There was further discussion about the specifics of this leak. He stated that on the sewer side, we are working with a company to address water flooding going into the sewer, which impacts our CRPCD volume. Mr. Boynton stated we know we will see an increase in CRPCD volume due to the number of storms and amount of water from those storms from August to date. Mr. Crowley requested that Mr. Smith come before the Select Board at the second February meeting and update the Board. There was further discussion about the next sewer specific projects. It was noted that we are lower than what we are permitted for at CRPCD.

Discussion: Water Projects Status Update

The Board reviewed the memo from Peter Pelletier.

Mr. Boynton stated these projects include the water treatment plant, waterline main replacement and extension for the water treatment plant, pump houses at both Oakland and Village Street wells, and satellite well replacement at Village Street. Mr. Pelletier noted that the Oakland transmission line project is completed except for paving, which will be done in the spring. Mr. Crowley stated that he had a lot of questions and would like the opportunity to speak with Mr. Pelletier and move this forward to a future Select Board meeting.

Approval: Water Treatment Plant Contract Change Orders

- **Number 8 for Card Reader Changes and Overflow Pipe Adjustments Package - \$24,024.26**
- **Number 9 for Overhead Door Lintel Modifications and Electrical Modifications - \$18,287.86**
- **Number 10 for Bollards and Canopy Subgrade and Paving - \$74,355.98**

The Board reviewed the (1) memo from Peter Pelletier, (2) contract summary, and (3) changes orders.

Mr. Pelletier explained the specific work related to each of the change orders. Mr. Boynton stated there is another large change order relative to electrical work that will be coming to the Board at a cost of \$84,000. Mr. Trindade stated that the landscaping may also be a large ticket item. It was noted that there may be \$500,000 of funds left at the end of the project. Mr. Trindade would like the Select Board, Finance Committee, and CIPC to have a walkthrough of the facility. Mr. Trindade stated that Mr. Harris and Mr. Foresto are working on a video to educate the residents. Mr. Crowley asked about the timeframe for when this goes live. Mr. Boynton stated hopefully August with testing beginning in June.

Mr. Alessandri moved that the Board authorize the Chair to execute the change orders as discussed. Ms. White seconded. No discussion. VOTE: 5-0-0.

Mr. Trindade commended DPW on their efforts on the storm cleanup efforts.

Action Items from Previous Meeting

The Board reviewed the action items dated January 2, 2024.

This agenda item was not addressed.

Town Manager's Report

There were no items for the Board to review.

FY25 Budget Update: Mr. Boynton reported that most departments have been reviewed noting some changes were made, health insurance numbers are still pending, and we anticipate state aid numbers at the end of next week.

Notification from Milford Regional Medical Center (MRMC): Mr. Boynton received notification today that MRMC is entering into an agreement with UMass Healthcare noting there is a lot that must happen before this goes into effect. The plan is to open this spring.

VFW Lease – Next Agenda: Mr. Boynton explained we have met with the VFW in effort to try to work with and assist the veterans, as well as those who had events scheduled there, and thanked Mr. Crowley and Mr. Trindade. It looked like they would need to close at the end of March if they continued paying rent. At the next Select Board meeting, the Board will need to vote to decrease the rent from \$2,500 to \$0 and shorten the lease to the end of 2024 instead of 2025. Mr. Trindade stated they will still exist as a paper post and the Town will still provide them with meeting space. Mr. Crowley said he had asked the superintendent of schools to find out how much scholarship money they have distributed to date out of the \$250,000 that they were given, and the total amount was \$9,100. Mr. Boynton stated that we are working with VFW state officials, as well. It was noted the two tenants there will cover the utilities. Mr. Rossi stated that we still need to have a long-term plan for this property.

Municipal Facilities Planning – Discussion on Next Steps Needed: Mr. Boynton noted that we will have the feasibility study for 120 Main Street soon and, due to the large increase in costs, the consultant stated that we should still plan on 10% of the facility cost for design cost and 4% of the facility cost for

an Owner's Project Manager (OPM) cost. He noted that he has an issue with spending the funds for design and an OPM when we do not have a funding plan for the project. We are at a cost \$60-\$70 million to complete this project. The cost to complete the first part of this project is so large that he feels we are not there yet to move forward. He noted historically we complete the design and designate an OPM, go out to bid, and complete the project. He stated we may need to move forward with this project in a different way than we have in the past and noted the need for a future agenda item to discuss how to move this project forward.

Town Manager Out of Office: Mr. Boynton stated he will be out of the office as follows:

- Wednesday, January 17 – Norfolk County Managers Meeting – Needham (AM/Early PM)
- Town Manager Vacation – January 24 – January 31 – Allison Acting Town Manager

NEXT Select Board Meeting – February 5, 2024

Select Board's Reports

There were no items for the Board to review.

Mr. Crowley stated he listened to the school transportation costs webinar. He reported that from grade 7 through 12 there will be a fee to take the bus. Currently, anyone beyond 1.5 miles must pay a fee but moving forward everyone needs to pay a fee. The fee is \$300 per student with a maximum of \$600 per family. Residents stated concern about extending the walking distance as there were no sidewalks. He asked how much revenue they will generate. They stated between \$225,000 to \$275,000. Mr. Crowley requested that we ask the Superintendent to send the Select Board a copy of the presentation. He reported the total transportation cost at \$1,900,075 for buses and out of district students. If families are on the food program, their fee is waived.

Mr. Rossi stated Mr. Crowley and he have a meeting scheduled with the School Budget Advisory Committee next Thursday, January 25th. He was invited to the Historical Society event at Thayer noting they are anxious to find out the plan for the Ide House. He said he reminded them how long it took to get the Thayer Homestead to where it is today.

Mr. Alessandri stated he and Mr. Trindade are on the Medway Amateur Basketball Association (MABA) Board, and they plan to have MABA nights where the kids will do something during halftime. Tonight was cancelled and moved to tomorrow night, with a Best Buddies' challenge at half time.

At 8:08PM, Mr. Alessandri moved to adjourn. Ms. White seconded. No discussion. VOTE: 5-0-0.

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