

**Board of Selectmen's Meeting
July 6, 2020 – 7:00 PM
Sanford Hall
155 Village Street**

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

Absent: Dennis Crowley, Clerk.

Participated Remotely; Dave D’Amico, Director, Department of Public Works (DPW); Stephanie Carlisle, Compliance Coordinator; Joanne Russo, Treasurer/Collector.

Staff Present: Michael Boynton, Town Manager; Allison Potter, Assistant Town Manager; Barbara Saint Andre, Director, Community and Economic Development; Carol Pratt, Finance Director; Police Lieutenant Bill Kingsbury; Sandy Johnston, Communications Director.

Others Participated Remotely: Carey Bergeron, Chair, Energy & Sustainability Committee; Julie Wood, Deputy Director, Charles River Watershed Association.

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

Reorganization of the Board: Chair, Vice-Chair, and Clerk

There were no materials for the Board to review.

Selectman Foresto thanked Mr. Boynton and his team and commended him on his efforts during this difficult time.

Selectman White made a motion to nominate Selectman Trindade as Chair. Selectman D’Innocenzo seconded. No Discussion. Vote: 4-0-0.

Selectman Trindade stated there is a tremendous amount of effort and commitment required as Chair of the Board of Selectmen and commended and thanked Selectman Foresto for his efforts.

Selectman Trindade made a motion to nominate Selectman White as Vice Chair. Selectman D’Innocenzo seconded. No Discussion. Vote: 4-0-0.

Selectman Trindade made a motion to nominate Selectman D’Innocenzo as Clerk. Selectman White seconded. No Discussion. Vote: 4-0-0.

Public Comments: There were none.

Public Hearing/Vote: Fiscal Year (FY) 2021 Water and Sewer Rates

The Board reviewed the (1) proposed water and sewer rates and (2) five-year water rate spreadsheet.

Selectman Foresto moved that the Board open the public hearing for the Fiscal Year 2021 water and sewer rates. Selectman White Seconded. No Discussion. VOTE: 4-0-0.

Mr. Boynton stated this is a new process for the Selectmen due to the Charter change noting the Water and Sewer Advisory Board presents these rates for their consideration. He noted that these rates have been previously discussed and presented to the Selectmen and there are no changes.

Mr. D'Amico confirmed that nothing has changed from the past discussions with the Selectmen noting that both the sewer rates and trash fees have not changed, only the water rate was increased. This water rate increase is related to the planned infrastructure improvement projects, specifically the water treatment plant, allowing the maintenance of 15% of reserves for that fund, which is the lowest that these reserves should be maintained.

Selectman Foresto asked if these were the same numbers presented at Town Meeting. Mr. Boynton confirmed and asked if anyone who was participating via ZOOM wanted to comment directing them to activate the chat feature. There were no public comments. Selectmen D'Innocenzo asked if any other projects were coming up. Mr. Boynton stated nothing in addition to the Brentwood water main and the water treatment plant projects is anticipated over the next six years. He noted that upon completion, the water treatment plan will need a rehabilitation every ten years and the design will either include Per- and Polyfluoroalkyl Substances (PFAS) treatment as part of the design or the design will include accommodation of a future PFAS upgrade that would not require a major plant upgrade. He further noted that the water mains on Adams and Village Streets will need to be addressed in another six years and that we will need to look at our long-term master plan for any other required infrastructure updates. Mr. D'Amico reported that the initial PFAS sampling has come back favorable noting we will build capacity should we need to initially implement PFAS treatment.

Selectman Foresto moved that the Board close the public hearing for the Fiscal Year 2021 water and Sewer rates. Selectman White Seconded. No Discussion. VOTE: 4-0-0.

Selectman D'Innocenzo moved that the Board approve the FY21 water and sewer rates as discussed. Selectman White Seconded. No Discussion. VOTE: 4-0-0.

COVID-19 Update – Town Manager

There were no materials for the Board to review.

Town Manager Boynton stated there is not much new to report with total COVID related expenditures just over \$108,000 noting that we have not applied for any of the CARES Act funding, as we were able to get through FY20 with our existing budget. He noted that those funds need to get us through FY21 as well and is concerned about the financial impact on the Schools. He reported we have received a \$13,000 grant from Federal Health and Human Services, as well as \$12,000 from a Public Health Grant. He stated we have a total of two active cases not including the Medway Country Manor as they are working directly with state Department of Public Health but encouraged continued vigilance. He noted that Phase 3 began today noting his concern that Phase 4 cannot begin until there is either a vaccine or breakthrough treatment. He reported several specifics not included in Phase 3 for example the splash pad and noted that we are not fully operational but as close as we can be based on the guidelines to date.

Approval of Minutes

The Board reviewed the draft minutes of June 12, June 15, June 17, and June 26, 2020.

Selectman Foresto moved that the Board approve the minutes of June 12, 2020. Selectman D'Innocenzo seconded. No Discussion. VOTE: 4-0-0.

Selectman Trindade moved that the Board approve the minutes of June 15, 2020. Selectman D’Innocenzo seconded. Discussion: Selectman White requested to correct the spelling of Tim Fageron’s name on page1, line 17. **VOTE: 4-0-0.**

Selectman Foresto moved that the Board approve the minutes of June 17, 2020. Selectman White seconded. No Discussion. VOTE: 4-0-0.

Selectman Foresto moved that the Board approve the minutes of June 26, 2020. Selectman White seconded. No Discussion. VOTE: 4-0-0.

Selectman Foresto noted that three of the meetings were just a few minutes in duration and were held to approve temporary outdoor seating applications.

Authorization to Expend Grant Funds: Fiscal Year (FY) 2020 Pedestrian and Bicycle Safety Grant - \$8,000

The Board reviewed the (1) notice of grant award, (2) grant award notification, and (3) contract.

Mr. Boynton reported that Lieutenant Kingsbury is covering for Chief Tingley while he is out, noting this is an annual grant and that we may get a little less than the \$8,000. Selectman White asked what the grant funds are used for. Lieutenant Kingsbury explained the funds will be used for pedestrian and bicycle safety enforcement on Main Street, Village Street, Village Square and various school bus stops and school zones.

Selectman Foresto moved that the Board authorize the expenditure of the FY 2020 Pedestrian and Bicycle Safety Grant in the amount of \$8,000 as presented. Selectman D’Innocenzo seconded. No Discussion. VOTE: 4-0-0.

Mr. Boynton reported that we have two officers in the police academy. Once the first officer graduates, planning will begin regarding increasing the number of detectives, noting that we have added one more. He further noted that we plan to increase traffic enforcement as well noting that Medway has a zero tolerance for distracted driving. Selectman Trindade asked who filed for the grant. Lieutenant Kingsbury stated the Police Department. Selectman Trindade noted that the department is very aggressive when applying for grant funding. Mr. Boynton reported that we are also monitoring police reform at the State level. He noted that this Friday is the last day on the job for Lieutenant David McSweeney.

Discussion: Water Management Act Grant Findings

The Board reviewed the memo from Stephanie Carlisle.

Mr. Boynton reminded the Selectmen that we received a \$30,500 grant due to the efforts of Ms. Carlisle and commended the work she has been doing with compliance relative to drinking water, stormwater and wastewater, as well as energy management for the Town.

Ms. Carlisle introduced Julie Wood, Deputy Director of the Charles River Watershed Association (CRWA), noting the goal of this project was to assess the Town’s properties’ ability to allow for stormwater infiltration and ground water recharge and our ability to meet some of our MS4 requirements. The project scope included site analysis, soil assessments, and concept designs for five Town properties. Ms. Wood explained the role of CRWA. She noted that we are rainfall rich in Massachusetts and, as a result,

residents question the need for water bans. She noted that although a lot of water is falling, it is not accessible to the public water supplies due to the volume of rain coming down at once and the many dry periods. She explained the project drivers being the need of groundwater for the drinking water supply along with the new state stormwater requirements, as well as the climate concerns of an adequate water supply and flooding identified from a prior Town climate study project. The project looked at 120 Town owned parcels for factors such as available space, soil conditions, and impervious cover, which were ranked and scored allowing the Town to prioritize these sites. Five sites were selected to develop concept designs as to where to place an infiltration system and what it would look like. Ninety-seven of the 128 parcels were identified as possible infiltration opportunities with 19 identified as priority sites. CRWA conducted site visits of the 19 priority sites prior to selecting five for the site work. She noted that the implementation of infiltration systems at 25 parcels would provide 54 million gallons of annual recharge supplying two months of water use for the entire Town. Ms. Wood then described infiltration basins as like a rain garden. She then reviewed the five sites as follows: (1) Town Hall with one infiltration based proposed for the back of the building providing 1/2 million gallons per year and .76 pounds of phosphorus removed per year, (2) High School providing 2 million gallons per year and 3 pounds of phosphorus removed per year, (3) Middle school providing 2.2 million gallons per year and , 3.2 pounds of phosphorus removed per year, (4) VFW providing 1.7 million gallons per year and 2.4 pounds of phosphorus removed per year, and (5) McGovern Elementary providing 1 million gallons per year and 1 pound of phosphorus removed per year. Selectman Foresto asked for a review of next steps for the Town and funding opportunities. Ms. Carlisle stated the goal of this project was to determine feasibility and then to select one location of the five identified priority sites and apply for grant funding. She noted it would be the same grant that the Town obtained to implement the Burke-Memorial rain garden. Ms. Wood stated there are a few grants from the state as well as federal money through the state for engineering design and construction. Selectman White asked if the rain garden has been completed. Selectman Trindade confirmed. Ms. Carlisle stated the water and phosphorus impact at Burke-Memorial is comparable to what was reviewed for McGovern Elementary. Selectman Foresto asked if the grant did not fully fund this project where the rest of the funding would come from. Mr. Boynton stated most likely from the general fund stormwater account.

Appointment Considerations:

- **Community Preservation Committee – Dan Hooper**
- **Energy and Sustainability Committee -Martin Dietrich**
- **Medway Christmas Parade Committee – Paul Trufant**

The Board reviewed the (1) e-mail recommendation and of interest from Dan Hooper, (2) e-mail recommendation and of interest from Martin Dietrich, (3) the resume of Martin Dietrich, and (4) e-mail recommendation from Richard Parrella for Paul Trufant.

It was noted that all three candidates are well known to the Selectmen.

Selectman Foresto moved that the Board appoint Dan Hooper to the Community Preservation Committee for the at-large position for a three-year term. Selectman D’Innocenzo seconded. No Discussion. VOTE: 4-0-0.

Selectman Foresto moved that the Board appoint Martin Dietrich to the Energy and Sustainability Committee for a four-year term. Selectman White seconded. No Discussion. VOTE: 4-0-0.

Selectman White moved that the Board appoint Paul Trufant to the Medway Christmas Parade Committee for a three-year term. Selectman D’Innocenzo seconded. No Discussion. VOTE: 4-0-0.

Selectman Trindade congratulated all the candidates reminding them to contact the Town Clerk to be officially sworn in.

Discussion/Vote: Land Donation – 70 Summer Street

The Board reviewed the (1) December 6, 2016 letter to attorney Maciolek, and (2) Assessor’s property record card.

Mr. Boynton stated this a piece of property adjacent from the high school owned by Richardson family and discussions related to this goes all the way back to 2016. Ms. Saint Andre stated, if the Board is interested, we would then discuss this with the Richardson family, and the donation would need to be approved at Fall Town Meeting. Mr. Boynton stated that although a large part is wet, it provides the Town the opportunity to access the land and provides a buffer to the high school. Cheryl Richardson stated her family would love to donate the land to the Town hoping that it would be useful in some way, and she is happy to work with Ms. Saint Andre to accomplish this.

Selectman Foresto moved that the Board move forward with the intention to accept the land donation of 70 Summer Street as discussed. Selectman D’Innocenzo seconded. No Discussion. VOTE: 4-0-0.

Approval: Glen Brook Way Apartments, LLC Phase 1 Financing Documents

The Board reviewed the (1) June 29th e-mail from Town Counsel, Sherrin Everett, (2) Affordable Housing Restriction, and (3) Master Intercreditor Agreement.

Ms. Saint Andre stated this is a complex financing arrangement with Eastern Bank as the primary lender along with many others and the subordination document sets forth the lenders. She stated that because of the Selectmen’s meeting schedule, the Selectmen are the first to approve this document, so the motion allows for any tweaks to this document between now and July 31th be approved through the Town Manager, Town Counsel and herself. Selectman Trindade noted that this ensures that all those apartments will remain as affordable housing in perpetuity.

Selectman D’Innocenzo moved that the Board, pursuant to the CPA Funding Agreement dated August 12, 2019, approve and accept the Affordable Housing Restriction to be granted to the Town by Glen Brook Way Apartments, LLC on properties located at 1 Glen Brook Way, 3 Glen Brook Way, and 33 West Street, and the Master Subordination Agreement to be entered into with project lenders, as the same may be amended to include non-substantive changes acceptable to the Town Manager and Town Counsel, and to authorize the chair and/or Town Manager Boynton to execute, on behalf of the Board of Selectmen, the Affordable Housing Restriction, the Master Subordination Agreement, and any other related documents and agreements to effectuate the transactions contemplated under the Funding Agreement. Selectman Foresto seconded. VOTE: 4-0-0.

Approval: Budget Transfer Request

- **\$25,000 for Net Metering**
- **\$10,000 for Unemployment Expenses**

The Board reviewed the (1) memos from Carol Pratt and (2) Budget Transfer Requests.

Mr. Boynton stated this is an end of the year process. He explained the unemployment process noting that, even if a part-time employee was laid off from another job, the Town of Medway is responsible, as this is a to pay as you go system since the Town does not pay into unemployment. Ms. Pratt stated the issue with net metering was due to a change in the ownership of the company in FY19 resulting in only

11 payments made so in FY20 we need to make a 13th payment to get us up to date. Selectman Trindade asked what we will save. Ms. Pratt stated that we will save \$231,000 and explained how the net metering plan works.

Selectman Foresto moved that the Board approve the budget transfer request of \$25,000 for net metering and \$10,000 for employment expenses as discussed. Selectman D’Innocenzo seconded. No Discussion. VOTE: 4-0-0.

Mr. Boynton explained that this will now go before the Finance Committee for approval at their meeting this Wednesday. Selectman Trindade explained this approval process.

Approval: Advance In Lieu of Funds Borrowing – Purchase of 13 & 15R Populatic Street - \$400,000

The Board reviewed the (1) memo from Joanne Russo, and (2) Advance of Funds in Lieu of Borrowing Report.

Mr. Boynton stated this allows us to pay the cost of closing through cash flow noting the borrowing will happen in September.

Selectman D’Innocenzo moved that the Board authorize the Chairman or Vice-Chairman to accept a deed on behalf of the Board of Selectmen to complete the purchase of property at 13 Populatic Street, identified as Assessors’ parcel 61-052, and 15R Populatic Street, identified as Assessors’ parcels 71-025 and 71-026, and, further, to execute all other documents and agreements related to such purchase as deemed advisable by Town Counsel. Selectman White seconded. No Discussion. VOTE: 4-0-0.

Selectman D’Innocenzo moved that the Board approve an Advance of Funds In Lieu of Borrowing in the amount of \$400,000 for the purchase of 13 & 15R Populatic Street as presented. Selectman White seconded. No Discussion. VOTE: 4-0-0.

Discussion/Vote: MetroWest Veterans District - Membership Renewal and Designation of Representative

The Board reviewed the proposed letter to Director Bateman.

Mr. Boynton stated this is the two-year renewal that we complete with the District and commended District Director Sarah Bateman on her efforts to date. He noted that the District includes Ashland, Holliston, Hopkinton, and Medway.

Selectman Foresto moved that the Board vote to renew the membership to and designate Town Manager Boynton as the Board of Directors’ representative to the MetroWest Veterans District. Selectman D’Innocenzo seconded. No Discussion. VOTE: 4-0-0.

Selectman Foresto asked how we are doing with the reimbursements from the State. Mr. Boynton answered that we have been consistent with the State’s reimbursement. Ms. Pratt stated the State is one year behind in reimbursements and noted that Director Bateman is very active in managing this process.

Discussion/Vote: FY20 Senior Work-Off Program Compensation

The Board reviewed the Board of Assessors June 30, 2020 vote.

Mr. Boynton stated we have had multiple conversations since March about this issue. We have not had any of the senior workers in the building in order to comply with COVID-19 protocols and to provide for their safety, so they were unable to complete the number of hours they might otherwise. He stated there was a discussion to allow the seniors to not lose out and utilize what they did last year noting the Board of Assessors is recommending this compensation plan. Selectman Foresto asked for the program cost. Mr. Boynton stated \$85,000 per year noting it has been included in the budget and we will also need to decide how to address this moving forward assuming restrictions remain in place.

Selectman Foresto moved that the Board approve compensating seniors involved in the senior work-off program in FY20 the greater number of hours worked from last year or this year as recommended by the Board of Assessors. Selectman D’Innocenzo seconded. No Discussion. VOTE: 4-0-0.

Discussion: Naming North Street Playground for Harry (Buz) Johnson

There were no materials for the Board’s review.

Jim Coyle of 20 Lovering Heights and Tim Harris of 14 Kings Lane addressed the Selectmen on this topic. Mr. Coyle explained the rationale for naming the park for Mr. Johnson noting the playground was named for the elementary school where Mr. Johnson attended and the church where he attended is across the street. He noted that Mr. Johnson served over 20 years in the military and was very active in Town, serving for one term as a Selectman and was on the Board of Assessors for many years. Selectman Trindade reviewed his past discussions with Mr. Harris and Mr. Coyle noting the need to work with and obtain approval from the Memorial Committee regarding the memorial presented as well as the Parks & Recreation Commission relative to the naming of the park. Mr. Harris thanked both the Selectmen and Mr. Boynton for their time with all of these discussions reiterating Mr. Johnson’s contribution to both the country and Town. He noted the first step is to ask if we can go forward to name the park in honor of Mr. Johnson. Selectman White asked if the Board of Selectmen has this authority. Selectman Foresto reiterated the need for this to be discussed with the Parks Commission. Mr. Coyle explained the plan to raise the funds to fully fund these endeavors without any Town funding and noted they cannot move forward with fundraising efforts as the bank stated the process cannot begin until they receive Town approval. There was further discussion about how the approval process should proceed with Mr. Boynton asking if the Board wants a meeting of the full Board of Selectmen to decide on support and then the group would go before both the Memorial Committee and Parks and Recreation Commission with support of the Selectmen. It was decided that Mr. Harris and Mr. Coyle would go before the Parks and Recreation Commission at their next meeting at the end of the month with support of the Selectmen, some of whom would attend with this meeting them.

Selectman Foresto moved that the Board vote to support the naming of the North Street Playground for Buz Johnson as discussed. Selectman D’Innocenzo seconded. No Discussion. VOTE: 4-0-0.

One-Day Liquor License Application

The Board reviewed the Police Chief’s recommendation for Erin Donovan.

Selectman D’Innocenzo moved that the Board approve the one-day liquor license as presented subject to the Police Chief’s recommendations and proof of appropriate insurance coverage. Selectman Foresto seconded. No Discussion. VOTE: 4-0-0.

Action Items from Previous Meeting

The Board reviewed the Action Items dated June 15, 2020.

DPS Facility Building Project: Town Manager Boynton stated there has been no crisis this week. Selectman Trindade noted they are making good progress and provided an update on the status.

Town Manager's Report

There were no items for the Board to review.

Mr. Boynton congratulated Matt Reardon on his promotion to Lieutenant and Matt Fasolino on his promotion to Sergeant noting there will be further shifting of internal positions within the Police Department. He reported an opening in the Fire Department for a Firefighter/Paramedic position as Austin Boyt has joined the Foxborough Fire Department.

Fire Alarm Boxes Transition Update: Town Manager Boynton stated that we have reached the six-month deadline to move from the Town's antiquated fire alarm system with a high failure rate noting all new businesses have moved to the wireless system. He stated the challenge is to get existing businesses/property owners to move from the hard-wired system noting the deadline is Dec 31st and a letter will be going out this week. He stated the cost is \$7,500-\$8,500 per connection for the wireless system for each property owner and explained the high failure rate of the existing antiquated system as the reason for this change. He noted he has been in discussion with the Fire Chief regarding what steps will be implemented for non-compliance. It was noted that this is not an opportune time for additional costs to be incurred by businesses due to COVID-19 related revenue losses.

Roadway Projects Underway: Town Manager Boynton stated the Main Street sidewalk work will continue noting the need to halt was due to the milling work on Main Street.

Norwood Hospital Impact: Town Manager Boynton stated that Norwood Hospital is shut down which impacts residents who had medical care providers located there noting there will be increased ambulance transports to Milford Hospital as a result. He stated we are monitoring that impact on Milford. Selectman Foresto asked why we are running an ambulance with a fire engine. Mr. Boynton stated it is dependent upon the specific medical need as this provides for a safer transport and utilization of resources in the event of a second call.

Mr. Boynton commended Ms. Pratt and the Finance Team for their efforts towards closing out Fiscal Year 2020 and Ms. Johnston with her communication efforts relative to COVID-19.

Town Manager Out of the Office:

- Nothing Scheduled

NEXT Regular Selectmen's Meeting – Monday, August 3, 2020

Selectmen's Reports

There were no items for the Board to review.

Selectman White stated the pews from the Community Church are being stored in the Ide House in the loft should a future pastor wish to reinstall them.

Selectman Foresto asked if the net metering funds that go into the general funds will fall to free cash next year. Ms. Pratt answered that it is part of the Town's receipts every year.

At 8:30 PM, Selectman D’Innocenzo moved to adjourn. Selectman White seconded. VOTE: 4-0-0.

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