

**Board of Selectmen's Meeting
May 20, 2019 – 7:00 PM
Sanford Hall
155 Village Street**

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

Absent: Richard D'Innocenzo, Clerk; Glenn Trindade, Member.

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Carol Pratt, Finance Director; Dave D'Amico, Director, Department of Public Services (DPS); Sandy Johnston, Communications Director.

Others Present: Dave Travalini, Chair, Conservation Commission.

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

Public Comments: None

Approval of Minutes: May 6th, and 13th, 2019

The Board reviewed the draft minutes of May 6th, and 13th, 2019.

Selectman Foresto moved that the Board approve the minutes of May 6, 2019. Selectman White seconded. Discussion: Selectman White noted on page 2, line 56 she requested that all members be able to name a designee. **VOTE: 3-0-0.**

Selectman Foresto moved that the Board approve the minutes of May 13, 2019. Selectman White seconded. Discussion: Selectman Crowley noted on page 2 that he requested that Mary Crowley and Kathy Foresto be added to this working group. **VOTE: 3-0-0**

Appointment Considerations: Agricultural Committee – Michael Lobisser; Medway Cultural Council – Phil Giangarra; Conservation Commission – Keith Downing

The Board reviewed the (1) e-mail of interest from Michael Lobisser dated May 5, 2019 and letter of recommendation dated May 13, 2019 from Agricultural Committee Chair, Paul Atwood, (2) e-mail of interest from Phil Giangarra dated May 3, 2019 and recommendation dated May 6, 2019 from Medway Cultural Council Chair, Carla Cataldo, (3) letter of recommendation for Keith Downing dated May 16, 2019 from Bridget Graziano, Conservation Agent, (4) resume for Keith Downing, and (5) letter of interest and resume for William Goodwin.

Mr. Lobisser reviewed his background and experience as a resident of Medway since birth, a total of 52 years, and his interest in working on this committee to support the farms in Medway and to help residents understand the role of agriculture in Medway. Agricultural Chair Atwood reported that Mr. Lobisser has attended their meetings and provided very positive input.

Selectman Foresto moved that the Board appoint Michael Lobisser to the Agricultural Committee for a term expiring on June 30, 2022. Selectman White seconded. No Discussion. VOTE: 3-0-0.

Chair Atwood thanked Selectman Glenn Trindade and Town Administrator Boynton for their assistance with the Right to Farm by-law that was passed at the May 13, 2019 Annual Town Meeting.

Mr. Giangarra reviewed his background and experience on the Finance Committee from 2001 – 2007, during which time he met Carla Cataldo, who was the chair of the committee then. He stated she had told him she needed members on the Cultural Council and, as a musician, he would like to contribute to this committee.

Selectman Foresto moved that the Board appoint Phil Giangarra to the Medway Cultural Council for a term expiring on June 30, 2022. Selectman White seconded. Discussion: Selectman Crowley made Mr. Giangarra aware of the Town Meeting article that would fund a match of a state grant, should the grant be awarded. **VOTE: 3-0-0.**

Chair Travalini reported that the Conservation Commission interviewed both candidates noting that Mr. Downing, although just beginning in the field, has a lot of enthusiasm. He stated that during the interview with Mr. Goodwin, he decided the time commitment was not in alignment with his new job and therefore requested to become an associate member.

Selectman Foresto moved that the Board appoint Keith Downing to the Conservation Commission for a term expiring on June 30, 2020. Selectman White seconded. Discussion: Selectman Crowley asked if an associate member needs to be appointed by the Board and if they have voting privileges. Mr. Boynton answered no to both questions. Selectman Crowley asked if the Conservation Commission voted to approve this member. Chair Travalini confirmed. **VOTE: 3-0-0.**

Approval: Contract with Colantonio, Inc. for the New Department of Public Works Facility - \$13,198,714

The Board reviewed the (1) notice of award to Colantonio, Inc. dated May 14, 2019, and (2) short form agreement.

Town Administrator Boynton detailed the total project funding of \$14,600,000 from all sources including (1) the Town Meeting appropriation, (2) transfers funds from the DPS stabilization fund, and (3) the State funding. He reviewed the additional costs for design, engineering, soft costs (furniture, etc.), administrative costs, and building costs. He stated we are not anticipating spending the entire \$14,600,000 further noting the length of the project as 12-14 months. The goal is to have the salt shed completed before the winter. There is a kick-off meeting scheduled for tomorrow at 2pm with the Owner's Project Manager (OPM) and Colantonio. He noted the aggressive approach to get the project to this stage.

Selectman Foresto moved that the Board authorize the Chair to execute the contract with Colantonio, Inc. for the new Department of Public Works facility in the amount of \$13,198,714 as presented and, further, authorize the Town Administrator to approve individual change orders of up to \$25,000. Selectman White seconded. Discussion: Selectman Foresto asked about the status of the interconnect agreement and if this is being handled by the electrical contractor. Mr. Boynton stated it is currently not addressed to the extent that we would want and confirmed that the electrical contractor is responsible for this project item. Mr. D'Amico reported there is a meeting with Eversource tomorrow. Selectman Crowley asked if we notified the architect regarding the decision to purchase the solar panels. Mr. Boynton stated the intent is to have as minimal additional costs as possible. Selectmen Crowley and Foresto want to ensure the paperwork for the interconnect agreement is moved forward quickly. Mr. Boynton reminded the Board of the anticipated reimbursements based on a group 8 rating, which is

dependent on who else is submitting agreements. Selectman Crowley requested that Mr. D'Amico create a report listing twelve project related work items to be provided to the Board every three months detailing project time-lines to ensure the project remains on-time. Mr. Boynton stated he will update the Board on a weekly basis. Selectman Crowley requested that Mr. D'Amico ensure we have proper documentation should the project be delayed so that the Town is not put in a bad position regarding responsibility. Selectman Crowley requested the exact amount of the contingency and that the Board receive reporting on change orders in relation to this contingency amount. Mr. Boynton will report this to the Board in the same way as he did with the Parks Improvements Project. Selectman Crowley requested this information at the next Selectmen's meeting on June 3rd. Mr. D'Amico expressed his and his staff's thanks to Mr. Boynton and the Board for bringing this project to fruition, as this has been in the pipeline for an extended period. Mr. Boynton thanked the DPW Building Committee for its efforts as well. Mr. Giangarra asked what specific choices needed to be made, referring to Town Administrator Boynton's remarks about cost issues. Mr. Boynton stated keeping the DPS Administrative offices at middle school was only item unable to be included due to cost noting this will be a solid working facility. Selectman Crowley noted that we have been working on this for the past 6-7 years and stated the intent from the beginning was that this would be done without having an override. We will be able to build a \$16 million building without an override. He commended all involved. **VOTE: 3-0-0.**

Authorization to Borrow: Bond Anticipation Note in the amount of \$600,000 with Hometown Bank for the Urban Renewal Plan-Purchase of 15 Trotter Drive

The Board reviewed the (1) memo dated May 20, 2019 from Joanne Russo, Treasurer/Collector, and (2) bond anticipation note.

Selectman Foresto moved that the Board approve the May 29, 2019 borrowing of \$600,000 from Hometown Bank at a rate of 2.10% for the purchase of 15 Trotter Drive as presented. Selectman White seconded. Discussion: Selectman White asked why Hometown Bank was selected versus Unibank as they both were at the same rate. Finance Director Pratt stated that Hometown Bank submitted their response earlier than Unibank. Selectman Crowley asked for clarification on the Certificate of the Town Clerk that states payable to Hometown Bank and payable at Unibank. Ms. Pratt responded that Unibank is our vendor that reviews all of the Town's borrowings. Ms. Pratt reported that this borrowing will be closed out in the fall and included in a larger long term borrowing. She looked at long term borrowings for other AAA rated communities noting that Newburyport came in at 3% and Stowe at 2.8%. Selectman Crowley ask why we are borrowing now versus waiting until the fall. Ms. Pratt reported that long term borrowing takes more time as the process is more intensive and since we already purchased the property, we needed this funding prior to June 30th. Town Administrator Boynton voiced his concerns about the total amount of the permanent borrowing planned in the fall and the need to have further discussions on this topic in the future. **VOTE: 3-0-0.**

Acceptance and Authorization to Expend Donation Funds: School Playgrounds and High School Athletic Training Room - \$100,000 from SLV Medway I, LLC

The Board reviewed the Notice of Donation/ Authorization to Spend form.

Selectman Crowley noted that SLV Medway I, LLC is the 40B developer at 39 Main Street who agreed to provide funding for these projects as a gift to the Town. Town Administrator Boynton stated funding is contingent upon the company successfully obtaining the necessary permits.

Selectman Foresto moved that the Board accept and authorize the expenditure of the \$100,000 donation from SLV Medway I, LLC for the construction and rehabilitation of school playgrounds and the High School athletic training room. Selectman White seconded. Discussion: Selectman Foresto

asked when they are spending the money for this project. Mr. Boynton stated now. Selectman Crowley requested that when Ms. Johnston is promoting this project, that she make sure residents know this is being funded by the 40B developer at 39 Main Street. **VOTE: 3-0-0.**

Consideration Municipal Facility Taskforce

The Board reviewed the scope of taskforce.

Town Administrator Boynton stated that \$250,000 for the facility analysis included in the capital budget was approved at Town Meeting. This project will include an assessment of building conditions and space needs for various operations. He requested the Board approve the establishment of this taskforce to provide some oversight of this process and also designate a member to participate.

Selectman Foresto moved that the Board establish the Municipal Facility Taskforce as discussed.

Selectman White seconded. Discussion: Selectman Foresto asked who is writing the Request For Qualifications (RFQ). Mr. Boynton stated Ms. Potter is working with Jim Kane and he would like both the Board and the taskforce to review the RFQ. **VOTE: 3-0-0.**

Selectman Foresto moved that the Board appoint Dennis Crowley as the representative to the Taskforce. Selectman White seconded. Discussion: Selectman Crowley stated his willingness to accept as he will be stepping down as Chairman. Selectman White stated he is the perfect choice as he is knowledgeable in this area. **VOTE: 3-0-0.**

Consideration Public Event Applications: Bikes Not Bombs – June 9, 2019 and Medway Turkey Trot – November 28, 2019

The Board reviewed the (1) Bikes Not Bombs Public Event Application, (2) Medway Turkey Trot Public Event Application, and (3) Police Chief's recommendations for Bikes Not Bombs and Medway Turkey Trot.

Selectman Foresto moved that the Board approve the public event applications for Bikes Not Bombs to be held on June 9, 2019 and the Medway Turkey Trot to be held on November 28, 2019 as presented subject to the Police Chief's recommendations and proof of appropriate insurance coverage. Selectman White seconded. Discussion: Selectman Crowley noted the stated route is incorrect on the Bike Not Bombs application. The re-enter Medway on Adams Street and left onto Summer Street should be switched and changed to re-enter Medway on Summer Street and left onto Adams Street.

Selectman Crowley moved that the Board amend the previous motion to include the changes to the route for Bikes Not Bombs as discussed. Selectman White seconded. No Discussion. VOTE: 3-0-0.

Selectman Foresto moved to approve the original motion as amended. Selectman White seconded. No Discussion. VOTE: 3-0-0.

One-day Liquor License Applications

The Board reviewed the Police Chief's recommendations for the Dedham Midway Corporation, Barbara Glover, Cindy DiGiosa, Carl Rice, Sheilah Johnson, Donna Cassidy, and Lisa Johnson.

Selectman Foresto moved that the Board approve the one-day liquor licenses as presented subject to the Police Chief's recommendation and proof of appropriate insurance coverage. Selectman White seconded. No Discussion. VOTE: 3-0-0.

Action Items from Previous Meeting

The Board reviewed the Action Items dated April 16, 2019.

Medway Plaza Redevelopment: Town Administrator Boynton stated there were comments on Facebook that the Town is responsible for restriping the parking lot and noted that is not the responsibility of the Town, but that of the Plaza. He reported the most recent Plaza meeting was with the attorneys to address the stormwater issue, noting they are preparing a compliance plan. Ms. Saint Andre and the Building Inspector had an on-site meeting regarding the site layout. He noted there has been an additional challenge with the fact there have been three to four different property managers over the course of the Route 109 project. He noted there have been positive discussions about their obligations and responsibilities and that they may need to come up with an updated site plan that will need to go before the Planning Board. He reported the continuing dialog of over two years with this group and Selectmen Crowley and Trindade, as well, regarding the issues of a redesign of the site, stormwater, traffic, fire lanes, and fire alarms, noting the latter items needed to be addressed more urgently than a redesign of the entire site. Selectman Foresto asked what type of responsibility the Town has related to State/Town projects that impact their site. Mr. Boynton reported that since we have a stormwater by-law and they are connected to the Town's stormwater system, the Town's state MS4 permit is impacted and the Town is responsible for what is coming into the Town's system from this location. He further reported that there were promises made five years ago specifically related to the new signs that have not been addressed. Selectman Crowley stated that the Town has been aware of the stormwater issue, but since they were negotiating with the owner of the Plaza for site improvements, they were not pushing the issue. There was not much sense in having the stormwater matter taken care of prior to the site redevelopment. He reported that the set of lights were moved down in front of the plaza instead of at the Shell station based on negotiations with the Plaza owner. He requested that the safety officer look at the marked parking as soon as you enter at the traffic lights and send a letter to the owner, as there have been numerous complaints.

OPEB Impact by a Fully Funded Norfolk County Retirement Plan DPS Facility Building Project: Town Administrator Boynton stated we do not have a funding plan for OPEB other than what we are currently doing. He reiterated that the solution for OPEB is not until we are fully funded in the Norfolk County Retirement Plan, which is in 2029. Of the \$2.1 million we pay to Norfolk County Retirement Plan, \$1.8 million goes away at that point in time, which can then be used to address OPEB. The Board was in agreement to remove this from the action item list.

Follow up on Dog Policy/By-law update re: Allowing on Trails if on leash: Town Administrator Boynton noted that this is the same as number 9: Present Draft Dog Policy for Parks and Trails to Board, and requested that they be combined. The Board was in agreement.

Town Administrator's Report

There were no items for the Board to review.

PhytoTherapy Host Community Agreement (HCA) Update: Town Administrator Boynton reminded the Board that this HCA was approved one year ago as the second growth facility in Town. They are now only just ready to submit their site-plan, however, their agreement states the first payment is due in August and have therefore have requested to amend the agreement to reflect this delay. There will be a change in language to address the concerns with the gift payments based on the feedback from the Department of Revenue that arose from the most recent HCA with NEO Manufacturing, LLC and the recommendations of the Cannabis Control Commission.

Medway Emergency Preparedness Training – June 3: Town Administrator Boynton stated the department heads and additional staff will be taking part in this program at the Thayer Homestead at 9am. This is a table top exercise for all Town Departments to understand their responsibility in an active shooter situation.

Possible Sewer Capacity Acquisition – Franklin Process & Cost: Town Administrator Boynton directed the Board to the letter from the Town of Franklin noting the original contract included an unmetered rate of 300 gallons per day which is in reality close to 200 gallon per day. The change of 30,000 gallons translates to \$80,000 and he noted the need to pursue the change. He requested that the Board agree to Selectman Crowley continuing to work with Mr. Boynton to address this issue. He stated there is a meeting tomorrow to discuss the specific impacts of this issue noting that we will need further engineering assistance as well. Selectman Crowley requested the capacity numbers from last year as well as the current year.

Town Administrator Out of Office: Town Administrator Boynton reported he will be out of the office as follows:

- May 22-May 31 - Vacation
- June 5-6 – ICMA Virginia
- June 7 – Personal Day

NEXT Selectmen’s Meeting – June 3, 2019

Selectmen’s Reports

There were no items for the Board to review.

Selectman White reminded all that tomorrow is the annual Town Election with polls open from 7am - 8pm at the Middle School. She noted that we have 9,000 voters and last year only 800 voted. She requested that voters turn out to vote.

Selectman Foresto asked about the vacancy for the appointment to the Charles River Pollution Control District. Selectman Crowley stated that Michael Callahan has stated his interest.

Selectman Crowley requested a meeting be scheduled with himself and Selectman Foresto to look at feathering out the water/sewer rates in Fiscal Year 2021 and beyond. He commended Ms. Langley on her timely completion of the meeting minutes.

At 8:05PM Selectman Foresto moved to adjourn. Selectman White seconded. VOTE: 3-0-0.

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