

**Board of Selectmen's Meeting
September 3, 2019 – 7:00 PM
Sanford Hall
155 Village Street**

Present: John Foresto, Chair; Glenn Trindade, Vice Chair; Dennis Crowley, Clerk; Richard D'Innocenzo, Member (8:29PM); Maryjane White, Member.

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Carol Pratt, Finance Director; Joanne Russo, Treasurer/Collector; Barbara Saint Andre, Director, Community and Economic Development; Dave D'Amico, Director, Department of Public Works (DPW).

Others Present: Agricultural Committee: Paul Atwood, Chair, Margaret Perkins, Member, Alison Dempsey, Member; The Sunshine Group: Jessica Peck, Director, Mark San Clemente, Assistant Director; Banner Committee: Mary Crowley; Sean Murphy, Parks Commission; Tina Wright, Chair, Open Space Committee.

At 7:03 PM, Selectman Foresto called the meeting to order and led the Pledge of Allegiance.

Selectman Foresto requested a moment of silence in honor of Colonel Matondi.

Approval of Minutes

The Board reviewed the draft minutes of August 12, 2019.

Selectman Trindade moved that the Board approve the minutes of August 12, 2019. Selectman White seconded. No Discussion. VOTE: 4-0-0.

Public Comments: Ms. Wright discussed her meeting with Town Administrator Boynton related to the Children's Memorial Peace Garden at the basketball court at Choate Park. They have been fundraising and need an in-kind topographical survey for the walkway. The walkway will be donated by Phil Cassidy and Paul Atwood will complete the topographical survey. Selectman Crowley asked how much funding was needed. Ms. Wright stated the estimated costs would be \$50,000-\$70,000. Selectman Crowley asked how much of an area is needed. Ms. Wright stated it will be the basketball court footprint and will include a paved path where the children's names will be included along with grasses and later benches with additional grasses. She further noted the goal of removing the un-used backboard. Selectman Trindade asked about using the volleyball court for other purposes. Ms. Wright stated they are not looking to use that area noting the drawings are in the process of revision so are unavailable tonight. The Board requested the drawings once they are in final form.

Discussion: Joint Farm Awareness Event; Right to Farm Signage

There were no materials for the Board to review.

Mr. Atwood stated they are looking to have a farm day event next year similar to what Holliston and several other communities are doing. The farms would be open to the public to show how operations are run, provide education, show where their food is coming from, and increase awareness of the agriculture areas in Medway. They would like to use the Town website and other Town social media platforms to publicize the event. The Board suggested they also include a map.

Mr. Atwood shared Holliston's agricultural community sign stating he would like to implement something like this in Medway noting this is a right to farm Town. He noted that since the notification of abutters was removed from the Town by-law, this sign would help provide the information to current and potential residents.

Selectman Foresto agreed that the community event is a great idea noting that we can use the Town's marketing tools to publicize the event. Ms. Dempsey stated they are aiming for September of 2020. Selectman Foresto stated he is not a fan of more signage. Ms. White asked if this would be a free standing sign. Ms. Dempsey stated the signs would be fixed on existing sign posts located at the entry points into Town. Selectman Crowley said the Board would lean towards agreeing to the signs if they were on existing sign posts. He requested they come back before the Board with recommendations of locations and three options of sign styles. Selectman Foresto requested an addition to the action item listing of assessment of the efficacy of existing signs in Town. Ms. Johnston volunteered to coordinate that effort.

Discussion/Approval: Plaque to Honor Barbara Ohanian at Oakland Park

The Board reviewed the photo of plaque.

Ms. Peck stated she would like to propose putting up a plaque at Oakland Park commemorating Ms. Ohanian's time as an integral part of The Sunshine Group. The proposed location is the park's concession building, to the left side of the concession window between the window and the door. Selectman Trindade explained the purpose of The Sunshine Group, noting there were over 110 attendees this summer. Selectman Trindade read the proclamation from the Board of Selectmen in honor of Ms. Ohanian.

Selectman Trindade moved that the Board vote to approve the placement of a plaque at Oakland Park in honor of Barbara Ohanian's long-term service to the Town as The Sunshine Group Director as discussed. Selectman White seconded. No Discussion. VOTE: 4-0-0. Selectman Crowley stated he first met Barbara 12 years ago noting she then had a budget of \$48,000 to run the group and this year the budget was \$50,000. He was amazed by what she accomplished on such a limited budget. He commended her and her efforts.

Approval: Contract with PGC Associates for On-Call Professional Planning Services

The Board reviewed the (1) memo dated August 26, 2019 from Susy Affleck-Childs, and (2) contract.

Ms. Saint Andre stated this is the consulting contract with PGC Associates for planning services on an on-call basis noting they also provide plan development services to contractors.

Selectman Trindade moved that the Board authorize the Chair to execute the contract with the PGC Associates for on-call professional planning services as presented. Selectman White seconded.

Discussion: Selectman Crowley asked how much the rate increased. Ms. Saint Andre stated \$5/hour.

VOTE: 4-0-0.

Vote to Adopt Amended Continuing Disclosure Procedures and Authorization to Borrow \$15,185,000 for the Urban Renewal Plan Purchase of 15 Trotter Drive, VFW Land Acquisition, Water Infrastructure Projects, Public Works Facility, and Parks Project

The Board reviewed the (1) memo dated September 3, 2019 from Joanne Russo, (2) vote of the Board for Clerk's Signature, and (3) bond anticipation note.

Ms. Pratt stated Unibank as our fiscal advisor went out to bid for this borrowing. She reported the Town received 11 responses and got a tremendously low rate of 1.98% noting the rate included a premium break. Selectman Trindade asked if our AAA bond rating impacted the number of responses. Ms. Pratt confirmed noting the positive bond market also had an impact. She stated there is amended language to the continuing disclosure procedures that will also need the Board's approval. Town Administrator Boynton asked Ms. Pratt to explain the table on page one of the procedural document. Ms. Pratt explained that the different project rates are due to each of these borrowings occurring over a different period of time and paid back accordingly. Selectman Crowley noted that we went out to bid for over \$16 million and yet we only have to pay back \$15 million. Ms. Pratt stated that we received a premium of \$1.6 million. Selectman Foresto asked for the impact on the budget. Ms. Pratt explained that we will have debt capacity in Fiscal Year (FY) 20 and the ability to pay these in FY21. Town Administrator Boynton stated that our free cash was lower this year as we utilized \$700,000 to pay for the design of the DPW facility.

Selectman Trindade moved that the Board vote to adopt the amended continuing disclosure procedures as presented and to approve the borrowing of \$15,185,000 from SWBC Investment Services, LLC at a rate of 1.98% for the Urban Renewal Plan Purchase of 15 Trotter Drive, VFW Land Acquisition, Water Infrastructure Projects, Public Works Facility, and Parks Project as presented. Selectman White seconded. No Discussion. VOTE: 4-0-0.

Selectman Crowley referred to the FY fourth quarter financial report provided by Ms. Pratt and asked the Chair if he could have twenty minutes to ask questions or would he prefer that he set up a meeting outside of tonight's Board meeting. Selectman Foresto asked that this be put on the next Selectmen's meeting agenda. Selectman Crowley referred to the free cash report at \$2 million and the uncollected taxes at \$900,000 noting that if every resident paid their taxes, the free cash number would be higher. Ms. Russo noted that 97%-98% of taxes are collected each year.

Discussion: Main Street Banner Options

The Board reviewed the PowerPoint Presentation.

Ms. Saint Andre stated that the Route 109 project will soon be coming to a close and the new street lights have poles allowing banner placement. She reported that she was asked to put together potential banner suggestions and shared the constitution of the group that worked on these potential options. She showed the existing banners at Medway High School and then reviewed samples from Franklin, which has two different ones that alternate, Milford, and Sherborn. She showed ones on Route 109 that are blocked by trees noting that we will need to decide what and if we will need to do anything about those. She stated that most of their group agreed there should be a Welcome to Medway banner and then reviewed other options including "shop, dine, play," and "#shopmedway" and potential seasonal banners noting they did not want to add a lot of additional work for DPW. She noted that: (1) there are 64 light poles with the brackets, (2) 32 Welcome to Medway banners would be the main banner, which would alternate with 20 seasonal banners, and the 12 Shop, Dine, Play, banners with the plan to order a few extra. The estimated costs for all the banners would be \$5,000 - \$7,000 and all banners would be double sided.

Selectman Crowley asked who makes final decision. Town Administrator Boynton stated the Board. Selectman Crowley then shared his packet of potential alternatives to what was presented including: (1) Welcome Medway, (2) A Green Community, (3) Shop, Dine, Discover or Explore, (4) Sunflower, (5) Snowflake, and (6) Explore. He stated he does not like the excess of blue in those that were presented. Selectman Foresto stated the Board will make a decision at their next meeting. Ms. St. Andre suggested

adding “to” to the Welcome Medway banner and noted that being a Green Community is no longer unique. Selectman White stated the banners should reflect what Medway is, like a Green Community, or an Agricultural Community, etc.

Approval: Contract Amendment No. 1 and Change Order No. 1 with Helene Karl Architects, Inc. for Designer Services for the New DPW Facility

The Board reviewed (1) contract amendment number 1, (2) change order number 1, (3) project financing spreadsheet, and (4) project expenditure spreadsheet.

Selectman Trindade moved that the Board authorize the Chair to execute contract amendment number 1 and the Town Administrator to execute the associated change order number 1 with Helene Karl Architects for design services for the New DPW Facility for a new contract value of \$729,544 as presented. Selectman White seconded. Discussion: Selectman Crowley asked for clarification about the difference between the change order and the expenditure spreadsheet. Town Administrator Boynton explained the numbers on the change order and the expenditure spreadsheet and where these numbers were derived from. Mr. D’Amico explained that the unreserved number changes based on expenditures to date. **VOTE: 3-1-0. Selectman Crowley opposed due to the format of provided information.**

Approval: Contract with Eagle Enterprises, Inc. for the Choate Park Roof Project - \$11,000

The Board reviewed the (1) memo dated September 3, 2019 from Dave D’Amico, (2) bid results, and (3) contract.

Selectman Trindade moved that the Board authorize the Chair to execute the contract with Eagle Enterprises, Inc. for the Choate Park Roof Project in the amount of \$11,000 pending the updated insurance certificate as presented. Selectman White seconded. Discussion. Selectman Foresto asked if we have ever worked with this vendor. Mr. D’Amico confirmed they have worked on the senior center in the past. Selectman Trindade asked if the roof tiles will be the same as the pavilion. Mr. D’Amico confirmed the color will be the same but they may not be the exact same style. **VOTE: 4-0-0.**

Approval: Contract with Vermont Recreational Surfacing & Fencing, Inc. for the Oakland Basketball Project - \$39,722

The Board reviewed the (1) memo dated September 3, 2019 from Dave D’Amico, (2) bid results, and (3) contract.

Selectman Trindade moved that the Board authorize the Chair to execute the contract with Vermont Recreational Surfacing & Fencing, Inc. for the Oakland Basketball Project in the amount of \$39,722 pending receipt of the payment and performance bonds as presented. Selectman White seconded. Discussion: Selectman Trindade stated they did a great job on prior projects with the Town. Selectman Crowley asked if they are replacing the backboards and rims and, if not, for Mr. D’Amico to assess if these need to be replaced. Mr. D’Amico noted lights are not included in the project but they will be addressed, likely simply changing out the heads. Selectman Foresto asked if this was within the budgeted amount. Mr. D’Amico confirmed. Town Administrator Boynton noted the trail still needs to be completed and the plan is for the Town to do the work. **VOTE: 3-1-0. Selectman Crowley opposed due to the lack of the insurance certificate and performance and payment bonds.**

Approval: Inter-municipal Agreement with the Town of Millis for Animal Control Services

The Board reviewed the (1) Inter-municipal agreement.

Selectman Trindade moved that the Board authorize the Chair to execute the Inter-municipal Agreement with the Town of Millis for Animal Control Services as presented. Selectman White seconded. Discussion: Selectman White asked if this the same as last year. Town Administrator Boynton confirmed. **VOTE: 4-0-0.**

Appointment Considerations: Zoning Board of Appeals (ZBA) (2) – Carol Gould to Associate Member; Tom Emero to Member

The Board reviewed the resignation as full member and interest of appointment as associate member from Carol Gould dated August 21, 2019.

Selectman Foresto asked if the Chair of the ZBA is recommending and supports these appointments. Selectman Trindade confirmed.

Selectman Trindade moved that the Board appoint Carol Gould to the Zoning Board of Appeals as an Associate Member for a three year term expiring on June 30, 2022. Selectman White seconded. No Discussion. VOTE: 4-0-0. Selectman Trindade thanked Carol Gould for her efforts.

Selectman Trindade moved that the Board appoint Tom Emero to the Zoning Board of Appeals as a member for a three year term expiring on June 30, 2022. Selectman White seconded. No Discussion. VOTE: 4-0-0.

One-day Liquor License Applications

The Board reviewed the Police Chief's recommendations for Landscape America, Inc., Janet Bessette Ashley DeRoy, Stephanie DaSilva, Stephanie Schmalenberger, Taryn Malcolm, Barbara Tiller, Amy Supernor-Seidl & Mikel Seidl, Corey Prince, Mike Martin, Jessica Hays, Chris & Lisa Swan, Kelley Marchand, and Ashley DeCiccio.

Selectman Trindade 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: 4-0-0.

Vote: Open Fall Town Meeting Warrant

The Board reviewed the November 18, 2019 Fall Town Meeting warrant.

Selectman Trindade moved that the Board vote to open the November 18, 2019 Fall Town Meeting warrant. Selectman White seconded. No Discussion. VOTE: 4-0-0.

Approval: Fern Path and Howe Street Block Party – September 7, 2019

The Board reviewed the (1) e-mail request from Faini Pishchik-Shapiro dated August 28, 2019 and (2) Lieutenant Kingsbury's recommendations.

Selectman Trindade moved that the Board approve the Fern Path and Howe Street Block Party to be held on September 7, 2019 as presented subject to the Police Lieutenant's recommendations. Selectman White seconded. No Discussion. VOTE: 4-0-0.

Action Items from Previous Meeting

The Board reviewed the Action Items dated August 12, 2019.

Status on Grant Funding for Solar at New DPW Facility: Town Administrator Boynton stated the application steps are completed, the application has been submitted to the state, and it looks like we can move into Group 2, which was the goal. Pending State approval, we can anticipate \$1.3 million in reimbursement. Selectman Crowley asked how that is paid. Town Administrator Boynton stated over 20 years. He noted the canopy and roof reimbursement rates and applications are separate.

Town Administrator's Report

There were no items for the Board to review.

Hurricane Dorian – Watching Track: Town Administrator Boynton stated we are paying attention to what is occurring and hopefully it follows a track out to sea. He noted preparations were discussed today in his department manager meeting.

Paving Schedule: Town Administrator Boynton stated: (1) a letter will be hand delivered to all on the route, (2) the timeframe for paving is 8pm to 6am starting Monday, September 9th, (3) the duration is roughly four nights, (4) they will start on Holliston Street, and (5) there will be road closures and detours. He stated residents can contact his office with questions. He noted that this schedule is weather dependent.

Route 109 “Ribbon cutting” – October 16th 10AM: Town Administrator Boynton stated the Route 109 ribbon cutting ceremony is scheduled for Wednesday, October 16th at 10am noting who was invited to attend. There will be a tent set up for a reception following the ribbon cutting as Thayer Homestead was already booked.

Police Sergeant Promotion – Derek Harrington: Town Administrator Boynton reported on the promotion of Derek Harrington effective September first.

Well Done DPW & Others – Opening of Schools: Town Administrator Boynton commended DPW, Fire, IT, and Building Inspection on their efforts to complete all the necessary work to prepare for the opening day of school along with the Police Department for its efforts on day one.

School Playgrounds Ribbon Cuttings – September 17 & 19: Town Administrator Boynton stated September 17th and 19th are the scheduled ribbon cutting ceremonies for the school playgrounds.

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

- Wednesday, September 4 – Dr. Appointment
- Thursday, September 5 – MMMA Meeting – Littleton (PM)
- Tuesday, September 17 – Winchester Assessment Center
- Thursday, September 19 – MMMA Meeting – Devens
- October 19-23 – ICMA Nashville – Carol Acting TA

NEXT Selectmen's Meeting – Monday, September 16, 2019

Selectmen's Reports

There were no items for the Board to review.

Selectman Crowley asked for the tax impact on Oak Grove that was requested at the last meeting. Selectman Foresto stated this was already sent to the Board. Selectman Crowley requested a report of the status of the overlay account. Town Administrator Boynton stated there are no changes.

Selectman Trindade reported that he watched Connor Gilmore and the group install the batting cage up behind the middle school and commended all the work done by DPW to facilitate this project. He encouraged residents to see the results, as well as to utilize it. He asked if the Cassidy field concession stand went out to bid. Ms. Potter stated an RFP was advertised and proposals were due last Friday. Town Administrator Boynton stated we are following the same procedure that we did with the Coakley concession stand at the high school to ensure there is an agreement between the Board and whoever will be running the stand. There is no cost to the vendor and it is a three year contract.

Selectman Foresto reported that he had his first meeting with the school noting they will need \$7.1 million to do the three roofs in the next ten years with a possible 51% reimbursement rate.

Selectman Crowley asked if the end of the year adjustments to the school budget will balance their 1.2% overage and if any additional funds will fall to free cash. Ms. Pratt stated they are using every dollar to cover outstanding bills noting they are right on budget. Selectman Crowley asked if the entire \$280,000 will be spent. Ms. Pratt confirmed.

At 8:32 PM, Selectman Trindade moved that the Board enter Executive Session Under Exemption 6: To consider the purchase, exchange, taking, lease, or value of real property if such discussion may have a detrimental effect on the negotiating position of the governmental body and the Chair so declares [topic: Discussion of Possible Acquisition of Real Property – Lovering Street] with the no intention of returning to open session. The Chair so declared. Selectman White seconded, and it was so voted by roll call: 5-0-0 (Crowley - aye; D’Innocenzo – aye; Foresto - aye; Trindade - aye; White - aye).

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