

**Board of Selectmen's Meeting
March 30, 2020 – 2:00 PM
Sanford Hall
155 Village Street**

Present: Dennis Crowley, Clerk; Maryjane White, Member.

Participated Remotely: John Foresto, Chair; Richard D'Innocenzo, Member.

Absent: Glenn Trindade, Vice Chair.

Staff Present: Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Carol Pratt, Finance Director; Barbara Saint Andre, Director, Community and Economic Development; Dave D'Amico, Director, Department of Public Works (DPW); Jeffrey Lynch, Fire Chief; Michael Fasolino, Deputy Fire Chief; Sandy Johnston, Communications Director.

At 2:00 PM Selectman Crowley called the meeting to order and led the Pledge of Allegiance.

Public Comments: There were none. (Building closed to public due to COVID-19).

Update: COVID-19 Impacts and Important Operational Dates

The were no materials for the Board to review

Town Administrator Boynton stated we are going into our third week of the coronavirus pandemic. Town Hall offices have been closed to the public, skeleton crews are working in each department, public buildings are shut down, and increased safety measures are in place. He commended all Town employees and Board and Committee members on their continued work to support Town functions noting all essential functions are supported and that work is getting completed. Town Hall hours remain the same with the implementation of social distancing. The Department of Public Works employees have returned to full duty as of today and are practicing social distancing. He noted this is a critical time of the year and there is a lot of key work that needs to be completed. We are continuing to request that residents practice social distancing noting that there has been a good response from the community and reporting that the Police have had to ask some residents to leave the parks and playgrounds. He stated the tracks at the High School and Middle School are open along with the trails. However, the parks and playgrounds are closed. We are monitoring the Governor's directives and direction relative to COVID-19. He reported that the state numbers will need to decrease before any changes are made. He reported there are eleven cases in Medway noting the Fire and Police Departments are being notified of the locations of the cases so they can respond if needed with appropriate protective measures. He noted that we will not update the total cases daily. He stated that the Fire and Police have sufficient personal protective equipment (PPE) and the Massachusetts Emergency Management Agency (MEMA) notified the Police Chief that additional PPE will be delivered to Medway today for distribution. He stated that each medical emergency is being treated as if it could be a positive COVID-19 case. Chief Lynch has been in discussion with the Marian Center regarding provision of space if needed for housing Public Safety personnel and we are monitoring the availability of housing through State efforts. He commended Dr. Pires and all the school staff along with Information Services Director Boucher and his staff on the implementation of on-line learning. He noted over 150 devices were provided to families

for this purpose. He noted that we are working with the schools to ensure that all cleaning, etc. is completed so that as soon as they can open, it can happen without delay.

He reported that Finance Director Pratt has been working with the department heads to determine the financial impact. He noted that the School Committee has made funds available should the need arise. He stated the Town has not had a significant increase in cost for Public Safety noting there are increases in Building Maintenance for supplies, cleaning time, and staff. He noted there will be a revenue impact, specifically, interest income in Fiscal Year (FY) 2021. There will be an impact on Norfolk County Retirement in FY22 based on his discussions with them last week. He noted there will be a hit on the meals tax in the fourth quarter of this year and FY21. He stated the question will be how this will impact State aid moving forward. He will ask the Board to approve the warrant article to transfer \$105,000 from free cash to the Finance Committee Reserve Fund should any unforeseen costs arise to address COVID-19 this fiscal year. These funds were to be allocated to be available if needed for Snow and Ice expenses, but, as reported by Deputy Director Pelletier, these expenditures are at \$360,000 and we have \$475,000 budgeted. He stated that he is requesting that the leftover funds stay in that account to be used for additional DPW related expenses due to COVID-19. He anticipates this would cover any DPW related costs and the \$105,00 free cash transfer funds would be for other departments' costs, i.e. Public Safety, additional PPE, etc. Selectman Crowley asked about the timing of the funds transferred as this meeting will be in May. Mr. Boynton stated that by July 15th, the Town will know the total additional costs incurred for Fiscal Year 2020 due to COVID-19. He stated that we will need to monitor the impact on FY21 through the summer and early fall. Selectman Crowley asked who has the authority to transfer the \$105,000. Mr. Boynton stated that Town Meeting would transfer the funds to the Finance Committee Reserve Fund and the Finance Committee has the authority to expend those funds. Selectman Crowley asked about the impact of possibly moving Town Meeting further out. Mr. Boynton stated this is on the agenda for discussion noting that we are still waiting for direction from the State. He stated that if we had to push Town Meeting out and we needed to access funds, there will still be \$70,000 - \$100,000 in the reserve funds today that could be accessed from now until Town Meeting. The additional \$105,000 would then be available after Town Meeting and, if it is not used, would flow to free cash and can be reallocated in the fall.

Mr. Boynton requested that residents not contact the Police or 911 to report issues with social distancing noting it is not a mandate or formal order. He requested that they contact the Board of Health with any concerns. He stated the Police are monitoring these situations but should not be the point of contact. He reported the DPW Facility project continues noting that we received a notice from the contractor that additional time or costs may occur as a result of COVID-19.

Mr. Boynton again thanked Town staff, safety personnel, school staff, and the medical community for their efforts as well as the residents for their positive attitude. He reminded all that there will be a recovery period and there will not be a switch back to how it was prior to COVID-19.

Selectman Foresto asked for the deadlines for when the decision will need to be made regarding the date of Town Meeting. Selectman White stated she participated in a conference call with the State today and it was discussed that the Board of Selectman can postpone Town Meeting to a certain date as long as there is time for people to register to vote. If it is then determined that this new date is not feasible, the Board of Selectmen Chair, Moderator, and Finance Committee Chair can again postpone Town Meeting at the evening of that Town Meeting to another future date. Mr. Boynton explained the key date that drives the Town Meeting date is the date the warrant is posted, which is April 24th, noting the Board of Selectmen has the authority to move the date of Town Meeting. He suggested that we monitor the situation over the coming weeks to determine the need to move the date of Town Meeting

based on the April 24th warrant posting date. He reported the legislature has a bill from the Governor that gives the Town Moderator the authorization to continue Town Meeting beyond June 30th should there not be a quorum present. He noted that, as of now, both the Town Elections and Town Meeting must occur prior to June 30th. There was further discussion on the impact of the date of publishing the Town Meeting warrant articles and the ability to utilize the stabilization account funds if needed. Mr. Boynton stated he does not believe there will be a need to utilize stabilization account funds. Selectman Crowley voiced his concern about the impact on revenue due to the residents' ability to pay their taxes. There was further discussion about the ability, process, and amount of funds allowed to be transferred if the need arose to address unforeseen COVID-19 costs. Ms. Pratt will provide the Board with the allowable dollar amount threshold. Selectman Foresto suggested the possibility of allocating needed funds at Town Meeting from free cash. There was further discussion about the administrative logistics of implementing that specific action. There was discussion about how to address additional costs that occur related to COVID-19 after Town Meeting including pushing out the date of Town Meeting and the broad content of an additional warrant article. The Board decided to make their decision about this issue in two weeks. It was noted that the Board of Selectmen would need to schedule an additional meeting to change the date of Town Meeting and the Finance Committee would need to have an additional public hearing if an additional warrant article is added.

Selectman Crowley asked if any of the eleven COVID-19 residents have been hospitalized. Mr. Boynton stated he does not know but believes they are quarantining at home. Selectman Crowley, on behalf of the Board, thanked all the Public Safety personnel noting that both the Fire and Police Departments are fully staffed, DPW is fully staffed, and Town Hall Departments are all open for business. He also thanked all the restaurants that have remained open in service to the residents.

Approval: Resale Agreement for 7-5 Kingston Lane

The Board reviewed the (1) resale agreement, and (2) e-mail dated September 25, 2019 from Lee Smith, KP Law.

Selectman White moved that the Board authorize the chair to execute the resale agreement for 7-5 Kingston Lane as presented. Selectman Foresto seconded. Discussion: Ms. Saint Andre stated the bank had foreclosed on this unit and they agreed to put a deed rider on the property prior to putting it on the market so that it remains an affordable unit. Selectman Crowley asked if this unit is still occupied. Ms. Saint Andre stated she has no personal knowledge but believes someone is still living there. Selectman Crowley noted that the information from the attorney was back in September of last year and asked why this process has taken so long. Ms. Saint Andre stated the Board requested changes to the agreement that was provided in September, the changes were completed and sent back to the bank's attorney and it did take a bit of time for the agreement to come back from the bank's attorney. Selectman Crowley asked if the bank is ready to market the property noting that the agreement states that it cannot be put on the market if occupied. Ms. Saint Andre stated she does not have a timeline for the marketing of the property. **It was so voted by roll call: 4-0-0 (Crowley, aye; D'Innocenzo aye; Foresto aye; White, aye).**

Approval: Contract Amendment Number 5 – Compass Project Management - \$16,252

The Board reviewed the (1) contract amendment number 5 from Compass Project Management, and (2) DPW facility project financing spreadsheets.

Selectman White moved that the Board authorize the chair to execute contract amendment number 5 with Compass Project Management in the amount of \$16,252 as presented. Selectman Foresto seconded. Discussion: Selectman Crowley stated this information was compiled exactly as the Board

should receive it and thanked Finance Director Pratt for her efforts. **It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).**

Approval: Gorman Richardson Lewis Architects Contract Amendment – Time Extension

The Board reviewed the contract.

Town Administrator Boynton stated this is the facilities study that was to be completed by June 30th but due to the challenge for the vendor meeting with appropriate staff during this time, they are requesting a sixty-day extension for the end of the contract. There will be no increase in costs.

Selectman White moved that the Board authorize the chair to execute a contract amendment with GRLA to extend the contract term by 60 days as requested. Selectman D’Innocenzo seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Annunzio aye; Foresto aye; White, aye).

Discussion: Water Rates - Five Year Plan

The Board reviewed the (1) memo from Dave D’Amico, and (2) proposed water rates, two scenarios.

Town Administrator Boynton stated Finance Director Pratt working with Mr. D’Amico provided these proposed water rates and we are looking for direction from the Board. He stated that these budgets are in the warrant noting that the budget contains funds that will not be fully borrowed for the next budget cycle. He stated there will be a major increase in water rates to support the water treatment facility reminding the Board of the feathering of rate increases with substantial increases over the next three years and then slowing that down in the following years. The water rate impact scenarios before the Board are to leave the budget as is as has been discussed or scaling back the borrowing. He stated there are two factors that also impact the rates: (1) the Board’s preference for retained earnings, and (2) anticipated water usage. The community has done a fantastic job with decreasing water consumption. It was noted that the overhead still exists regardless of water consumption. Selectman Crowley asked Mr. Boynton what specific action he is asking from the Board. Mr. Boynton asked if the Board wants to move forward with the existing water and sewer budgets and approve them as presented or is there a desire for revisiting the feathering of rates. Mr. Boynton recommended that the Board approve the budget as presented allowing the extra funds to fall to retained earnings. He noted that once 39 Main Street’s permit is approved, there will be roughly \$1 million that can be allocated towards the water project. Additionally, there is the extra amount that was budgeted for debt this year that will fall to retained earnings which can be used to pay down some of the principal. Selectman Crowley stated that although he is not happy with these numbers, he has spent a lot of time reviewing them and does not see another option as we did push some debt out, but he could not find any other debt that could be moved out. He stated he would like to try to feather out the year three and four rate increases if possible as we move forward based on the retained earnings. He stated that there is a bit of an impact on some residents; 71% of the residents will have an approximately \$80 increase and the rest would have an increase of approximately \$100. He requested that when having an increase of this nature, that the first bill reflecting this increase should include an explanation of the increase. He does not believe that most residents are aware that we are spending \$5 million dollars on infrastructure in Brentwood and over \$10 million installing a water treatment facility. The rest of the Board agreed that most residents are not aware of the water projects and therefore should receive an explanation of the upcoming costs and resulting rate increases. Selectman Crowley stated that he has heard complaints from residents that their water bills are very high, but he asked in compared to what. He requested that we also include a comparison of the cost of water, sewer and trash in the surrounding towns. Mr. Boynton stated we can create a document for this purpose. Selectman Crowley asked that the Board

review the document before it is released to the residents. Mr. D'Amico reported on a positive note that the sewer rates will not be impacted this year and will remain flat.

Selectman Foresto moved that the Board approve the Fiscal Year 2021 water and sewer budgets.

Selectman White seconded. Discussion: Mr. D'Amico asked if the Board wanted to make any specific recommendations to the Water and Sewer Commission. Selectman Crowley stated he would like to go with 15% to maintain enough reserves in the water budget as long as these increases are explained to the residents. Selectman Foresto stated his agreement. **It was so voted by roll call: 4-0-0 (Crowley, aye; D'Innocenzo aye; Foresto aye; White, aye).**

Discussion: Finalize Fiscal Year 2021 Budget – Fire Department Budget

The Board reviewed the (1) e-mail from Carol Pratt providing summary of BOS budget workshop budget adjustments, (2) cost breakdown for four Paramedics, (3) updated Fiscal Year(FY) 2021 budget pages for Fire Department, Debt Service, and Health Insurance., and (4) updated summary of FY21 budget projections.

Selectman Crowley referred to the discussion at the last Selectmen's meeting regarding the impact of additional ambulance calls when the Salmon facility opens and the need to increase staffing with four more staff for the month of June to support this anticipated increase. This would translate to five staff per shift.

Town Administrator Boynton stated that following the budget discussion on March 7th, he along with Chief Lynch and Finance Director Pratt determined the budget impact which was provided to the Board. It would include hiring Paramedics in May and these costs would be supported by adding \$60,000 to the general fund budget and reducing part time salaries by \$10,000. He noted funding for these positions in FY22 would need to be determined anticipating this would be funded by additional revenues. He noted that the hiring timeline for Paramedics is a three to four-month process which would begin this December once the budget is approved. There is a desire to tie this to Salmon's occupancy. If there is a delay in the opening of the Salmon facility, then we would delay the hiring of these staff as well. Selectman Crowley explained that the ambulance fund revenue was increased from \$550,000 to \$600,000. He stated there was a question on whether that increase can be covered and noted that the revenue to date for the first eight months of this year is \$527,000. Based on ambulance call volume, he anticipates the revenues for next year to be \$750,000-\$800,000.

Selectman Crowley moved that the Board vote to support the increase in staffing for the Fire budget starting in May or June as proposed. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D'Innocenzo aye; Foresto aye; White, aye).

Vote to Open and Close the May 11, 2020 Special Town Meeting Warrant

The Board reviewed the May 11, 2020 Special Town Meeting Warrant.

Town Administrator Boynton stated this is to add article 8 to the Special Town Meeting warrant. He asked if the Board would be willing to modify to content of this article based on the earlier discussion as follows: To see if the Town will vote to raise and appropriate and/or transfer from available funds, including the stabilization fund, a sum of money for the purpose of addressing municipal and school costs or revenue loss to the Fiscal Year 2020 COVID-19 operations response. Selectman Crowley suggested that we vote the specific language at the next meeting. Mr. Boynton concurred and requested that we open the warrant, and add this article, as we can modify the language.

Selectman White moved that the Board open the May 11, 2020 Special Town Meeting Warrant adding article 8. Selectman Foresto seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

Selectman White moved that the Board close the May 11, 2020 Special Town Meeting Warrant. Selectman Foresto seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

Discussion/Vote Recommendations: May 11, 2020 Special and Annual Town Meeting Warrants

The Board reviewed May 11, 2020 Special and Annual Town Meeting Warrants.

There was discussion about the efficacy of voting the Special Town Meeting warrant articles since the language for article 8 still must be finalized. Mr. Boynton stated he preferred that the Board vote on as many warrant articles as possible on both Town Meeting warrants.

Special Town Meeting Warrant

ARTICLE 1: (Free Cash Transfer: Snow and Ice Deficit)

Town Administrator Boynton stated there will be no additional snow costs between now and the end of the fiscal year.

Selectman Foresto moved that Article 1 be voted as a TBD. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 2: (Prior Year Bills)

Town Administrator Boynton stated we do not have any currently and recommended this be voted as a TBD as well.

Selectman Foresto moved that Article 2 be voted as a TBD. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 3: (Transfer to Ambulance Receipts Reserved Account)

Town Administrator Boynton recommended a favorable action to transfer the \$193,000 to close out the old ambulance enterprise fund.

Selectman Foresto moved to approve Article 3. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 4: (Repurpose Monetary Article – Police Dept)

Town Administrator Boynton stated this is to repurpose the \$84,000 that we did not need for radios as these were funded via a State earmark. The funds will be used for systems upgrades inside the station including electric and furniture systems. Selectman Foresto asked if there was pricing on these and if

the total is over the \$84,000. Mr. Boynton confirmed the costs are not over the \$84,000 noting the furnishings are \$50,000 and the electrical upgrades are approximately \$30,000.

Selectman Foresto moved to approve Article 4. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 5: (Repurpose Monetary Article – Library)

Town Administrator Boynton recommended approval of this article noting there is \$25,000 that was not needed for the sewer line. There is roof work needed so we recommend that repurpose occur.

Selectman Foresto moved to approve Article 5. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 6: (Repurpose Monetary Article – School Dept)

Town Administrator Boynton stated this is to supplement the work to upgrade the handicap ramp at the Memorial school. There was \$30,000 appropriated for a water heater replacement that is no longer needed.

Selectman Foresto moved to approve Article 6. Selectman White seconded. Discussion: Selectman Crowley asked if this was already budgeted and this amount is an overrun on what was budgeted. Mr. Boynton confirmed. Selectman Crowley asked if we are aware of the original budget numbers. Ms. Pratt stated they originally received \$50,000 but are looking for an additional \$30,000 so the project costs closer to \$80,000. Selectman Crowley asked if we can find out the cause of the project overrun. Ms. Potter stated that Mr. Kane reported that this was prior to his arrival and the project cost was a wild guess. Selectman Crowley asked that the Board be provided with who determined the original budget and why it ran over. **It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).**

ARTICLE 7: (Authorize Five Year Contract for Electric and Utilities)

Town Administrator Boynton recommended favorable action on this article. He stated we need to be able to lock in favorable rates at this time on electric pricing noting the longer we can lock them in, the better the rate noting this is a favorable time. By law, we can only execute a three-year contract, and anything longer requires a Town Meeting vote.

Selectman Foresto moved to approve Article 7. Selectman White seconded. Discussion: Selectman Crowley commented that he does not want residents to think the Board is going over these too quickly noting that they have already discussed these two to three times already. **It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).**

Annual Town Meeting Warrant:

ARTICLE 1: (Debt Stabilization Fund Transfer)

Town Administrator Boynton stated this is the \$341,000 transfer into the Debt Stabilization Fund and recommended favorable action by the Board.

Selectman Foresto moved to approve Article 1. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 2: (Transfer from Ambulance Receipts to General Fund)

Town Administrator Boynton stated this is the \$600,000 from the Ambulance Receipts Reserved to support the General Fund.

Selectman Foresto moved to approve Article 2. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 3: (Appropriation: FY21 Operating Budget)

Town Administrator Boynton stated this is the Fiscal Year 2021 operating budget that the Board has previously seen and approved and would recommend a favorable action by the Board. This includes the funding for the additional firefighters as of May 1st.

Selectman Foresto moved to approve Article 3. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 4: (Appropriation: FY21 Water Enterprise Fund))

Town Administrator Boynton stated this is the Water Enterprise Fund previously discussed and would recommend approval of both article 4 and 5.

Selectman Foresto moved to approve Article 4. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 5: (Appropriation: FY21 Sewer Enterprise Fund)

Selectman Foresto moved to approve Article 5. Selectman White seconded. Discussion: Selectman Crowley stated the from the last warrant he reviewed, this increased \$60,000. Ms. Pratt stated it decreased by \$100,000 due to review the of the Charles River Pollution Control costs which were increased more than needed. It was decreased to \$1.8 from \$1.9 million. Selectman Crowley requested that warrant versions be dated. **It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).**

ARTICLE 6: (Appropriation: FY21 Solid Waste Enterprise Fund)

Town Administrator Boynton stated this is the Solid Waste Enterprise Fund. He reported he saw something on-line last week where there was a question related to the COVID-19 issues, specifically, would the costs of the yellow bags be increasing. He stated this budget assumes no cost increase for the yellow bags or trash rates for the next fiscal year. Selectman Crowley reminded all that the Exelon funding in this budget has resulted in no increase in costs to residents.

Selectman Foresto moved to approve Article 6. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 7: (Free Cash Appropriation: Capital and Other Items)

Town Administrator Boynton stated this is the free cash appropriation for capital.

Selectman Foresto moved to approve Article 7. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 8: (Transfer – Ambulance Receipts Reserved for New Ambulance)

Town Administrator Boynton stated in the Special Town Meeting warrant, \$193,00 was transferred into the Ambulance Receipts Reserved Account, this is taking it back out to put toward the purchase of the new ambulance and he recommended approval of the article.

Selectman Foresto moved to approve Article 8. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 9: (Raise & Appropriate: Roads & Sidewalks)

Town Administrator Boynton stated this is the \$800,000 to fund the roads and sidewalks.

Selectman Foresto moved to approve Article 9. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 10: (Free Cash Appropriation: Zoning Consulting Services)

Town Administrator Boynton stated this is the \$15,000 to allow the Planning and Economic Development Board to have a consultant complete the special zoning review for the central business district.

Selectman Foresto moved to approve Article 10. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 11: (Borrowing – Water Enterprise – Brentwood Area and Wellington Street)

Town Administrator Boynton recommended a TBD on this article for the Brentwood project as the bids are out and opening this Thursday.

Selectman Foresto moved that Article 11 be voted as a TBD. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 12: (Design – Parks and Fields Improvement Projects)

Town Administrator Boynton stated there is some consternation related to this article as there are three separate projects noting this is money for design and engineering of pickle ball courts, a softball field at Medway Middle School, and drainage improvements at Center Street field. The Finance Committee stated concern about the total cost of these projects. Mr. Boynton stated that this is a placeholder and we will try to keep the costs below this noting it is very difficult to get companies in at this time to provide quotes on the design of these projects.

Selectman Foresto moved to approve Article 12. Selectman White seconded. Discussion: Selectman Crowley asked if we have any information on what they will be doing with the softball field. Mr. Boynton stated we do not. Selectman Crowley asked if there are any construction costs in this or if it is strictly for design and engineering. Mr. Boynton confirmed it is only for design and engineering. **It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).**

ARTICLE 13: (General Stabilization Appropriation)

Town Administrator Boynton stated this is our annual stabilization appropriation of \$100,000.

Selectman Foresto moved to approve Article 13. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 14: (Appropriation: OPEB Trust)

Town Administrator Boynton stated this is the annual transfer of \$300,000 to OPEB noting if there is an issue with meals tax, this will need to be revisited for FY22.

Selectman Foresto moved to approve Article 14. Selectman White seconded. Discussion: Selectman White asked if there was concern with this funding for FY21. Mr. Boynton and Ms. Pratt stated no. Selectman Crowley reminded all present that \$200,000 is coming from Exelon funds and \$100,000 from the meals tax which runs at \$180,000. Even if we only receive half of those funds, we should be in good shape. **It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).**

ARTICLE 15: (Appropriation: Medway Day)

Town Administrator Boynton stated this is \$15,000 for Medway Day.

Selectman Foresto moved to approve Article 15. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 16: (Appropriation: Community Preservation Committee)

Town Administrator Boynton asked Ms. Potter if the CPC has voted on this. Ms. Potter reported that everything is confirmed except Mr. Cerel requested that she validate the affordable housing funds. She has reached out to Alison Slack without success to date. That would be the only number potentially in flux.

Selectman Foresto moved to vote Article 16 as TBD. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 17: (Revolving Funds –Authorize FY21 Spending Limits)

Town Administrator Boynton recommended approval of this article.

Selectman Foresto moved to approve Article 17. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 18: (Purchase Real Property – 13 and 15R Populate St)

Town Administrator Boynton recommended the Board vote a TBD on this article as we are still trying to finalize the purchase agreement.

Selectman Foresto moved to vote Article 18 as TBD. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 19: (Accept MGL Ch. 138, Sec. 33B – Sunday Morning Alcohol Sales by On-Premise Licensees)

Town Administrator Boynton recommended approval of this article and reminded the Board that Restaurant 45 came before the Board to request this action.

Selectman Foresto moved to approve Article 19. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

ARTICLE 20: (Amend General Bylaws – Article XII, Penal Laws, and XX, Noncriminal Disposition)

Town Administrator Boynton stated this article does two things; (1) increases the noncriminal disposition penalties to \$300, the maximum allowed, and cleans up the language, and (2) provides for fencing around pools to be not less than four feet high.

Selectman Foresto moved to approve Article 20. Selectman White seconded. Discussion: Selectman Crowley asked if all the Board’s feedback was incorporated. Mr. Boynton confirmed. **It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).**

ARTICLE 21: (Amend General Bylaws – Stormwater Management and Land Disturbance)

Town Administrator Boynton stated this is the second piece of the update to the stormwater management by-law updated last year at Fall Town Meeting. This final piece brings the Town into compliance with the MS4. This will be presented to the Finance Committee next week.

Selectman Foresto moved to approve Article 21. Selectman White seconded. Discussion: Selectman Crowley asked both Ms. Saint Andre and Mr. D’Amico if they were satisfied with this content. They confirmed. **It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).**

ARTICLE 22: (Street Acceptance – Forest Road)

Town Administrator Boynton stated this article has been scaled back to only include Forest Road and not Applegate. The Board was informed of the location of this road.

Selectman Foresto moved to vote Article 22 as TBD. Selectman White seconded. Discussion: Selectman Crowley asked if we are accepting a road that is up to Town standards. Ms. Saint Andre stated the Board would need to vote to layout the road and then the Town will assess the road conditions. **It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).**

Discussion/Vote: Content for May Ballot Question for Board of Selectmen Name Change

The Board reviewed the document of potential options for the name change of the Board of Selectmen.

Selectman Crowley noted that this would be a non-binding ballot question. The Board is looking for what name the residents of the Town would recommend, whether they want to keep as is or rename it to a different name. Selectman Crowley referred to the document provided with five options noting that at a prior meeting the Board voted to offer three names for the ballot question. Selectman Crowley recommended that one of the three be Board of Selectmen. All Board members agreed. Selectman Foresto recommended that Select Board be an additional option. Selectman Crowley agreed and it was noted that the Massachusetts Municipal Association has changed the name to Select Board. Selectman Crowley stated the other available options for the third ballot choice includes Executive Board, Executive Commission, Board of Governors, Board of Directors, or Board of Commissioners. The Board discussed each option for the third ballot question option. The Board agreed that the third option for the ballot question would be Executive Board.

Selectman Foresto moved that the Board request Town Counsel to develop language for the non-binding May ballot question for the Board of Selectmen name change to include the following three options: Board of Selectmen, Select Board, and Executive Board. Selectman White seconded. No Discussion. It was so voted by roll call: 4-0-0 (Crowley, aye; D’Innocenzo aye; Foresto aye; White, aye).

Consideration: Postponement of May 11, 2020 Annual Town Meeting and May 18, 2020 Annual Election

The Board reviewed the (1) MMA announcement of legislation allowing postponement of annual elections, and (2) legislation permitting postponement of Annual Election.

Town Administrator Boynton stated that this agenda item has already been discussed and the Board had decided to delay this decision for two weeks. There was discussion on the impact on the annual election and the availability of the ballots for voting. Selectman White reported that the State approved early voting.

Town Administrator’s Report

There were no items for the Board to review.

Town Administrator Boynton stated that Exelon reported completion of their noise testing process noting that all numbers are far lower than original projections. Subsequently, he received an e-mail from a resident and information from the special counsel, BCK Law, that Exelon is looking for approval to increase the time that they can run the new and old plant simultaneously. Currently, they are not allowed to run both simultaneously between 6pm and 6am per the state Energy Facilities Siting Board (EFSB). They are looking to modify the state permit to allow simultaneous operation between 6pm and 9pm, three additional hours. BCK Law asked if the Town wanted to make any type of comment. Mr. Boynton suggested that the Town go on record sending a letter to the EFSB stating that we are aware of Exelon’s petition and the Town of Medway would request that any decision made by the EFSB take into account the best interest of Medway’s residents and natural resources in terms of both noise and air quality. Selectman Crowley asked if we should have a consultant determine that there will be no negative impact versus just taking the word of the EFSB. Mr. Boynton stated he would reach out to BCK Law for direction. Mr. Boynton stated that Exelon is pursuing this as a noise issue not air quality issue. Selectman Crowley asked how much of an impact the noise would be with the additional 3 hours from 6pm to 9pm. Mr. Boynton stated Exelon’s study states there is no impact as they would still be under the impact threshold as determined by the EFSB. Selectman Crowley stated his concern was more about emissions than noise. Mr. D’Amico stated that emissions are calculated yearly so they need to ensure that number is not exceeded.

Town Administrator Boynton reported that the water treatment facility Owner's Project Manager (OPM) negotiations for the final full scope costs came in at \$800,000 which would be broken out into phases including a design phase and construction oversight phase. We are working with the lawyers on a technical review and hope to have this before the Board at the next meeting. Selectman Crowley asked if this included the underground from Oakland. Mr. Boynton stated this is strictly on the water treatment facility. Selectman Crowley asked if a different OPM is required for that. Mr. Boynton and Mr. D'Amico stated an OPM is not needed for that work. Selectman Crowley asked what was budgeted for the OPM. Mr. Boynton stated \$2.4 million for the OPM and plant design. Selectman Crowley stated they did not break this out so that means \$2.4 million minus \$800,000, is \$1.6 million on an \$8 million facility. Mr. Boynton stated the cost of the facility is \$10 million. Selectman Crowley stated 10% of that would be \$1 million so the \$800,000 sounds accurate.

Selectmen Reports

Selectman Foresto wanted to thank Mr. Boynton for the work he has done over the past week.

At 4:04 PM, Selectman Foresto moved to adjourn. Selectman White seconded. It was so voted by roll call: 4-0-0 (Crowley, aye; D'Innocenzo aye; Foresto aye; White, aye).

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