

**Board of Selectmen's Meeting  
May 18, 2020 – 7:00 PM  
Sanford Hall  
155 Village Street**

**Present:** John Foresto, Chair; Glenn Trindade, Vice Chair; Dennis Crowley, Clerk; Richard D'Innocenzo, Member; Maryjane White, Member.

**Participated Remotely:** Michael Boynton, Town Manager; Dave D'Amico, Director, Department of Public Works (DPW); Pete Pelletier, Deputy Director, DPW.

**Staff Present:** Allison Potter, Assistant Town Manager; Carol Pratt, Finance Director; Sandy Johnston, Communications Director.

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At 7:04 PM Selectman Foresto called the meeting to order and led the Pledge of Allegiance.

**Public Comments:** There were none.

**COVID-19 Update – Town Manager**

*There were no materials for the Board to review.*

Town Manager Boynton stated there has not been a substantial change in the number of cases in Medway since Friday, which remains around 55 noting we continue to work with the Public Health Nurse. He noted a spike in costs to date of \$139,000 which we continue to track. He reported that he and Finance Director Pratt participated in a Department of Revenue conference call noting the State has allocated \$1 million in COVID related costs to Medway. That number needs to get us through Fiscal Year (FY) 21, and he is not sure what the federal government will allow for cost/revenue replacements. He noted that before we put in a reimbursement request, we need to determine what the federal government will do to address revenue reimbursement. He referred to the 2008 recession and the process in place by the Federal government noting FY21 will be difficult, the level of which is yet to be seen. He then discussed the reopening plan presented by the governor noting this includes conflicting information. He referred to additional conflicting information put out by the outdoor taskforce regarding when fields can open, and youth sports can begin. He noted that Town Hall was closed to the public since mid-March, but the new guidelines will result in the need to implement many new safety measures. Parks and Recreation Director Harrington is working with Health Agent Hallal and DPW Deputy Director Pelletier on recreational activity planning. Assistant Town Manager Potter and Human Resources Coordinator Bird along with himself are working on the plan to bring back all of Town Hall staff. The target date for the return of all staff is June 1st and opening to the public by appointment only is June 8th. Our goals are to try to work with the business communities as they implement the reopening protocols. Health Agent Hallal, Building Commissioner Mee, Community and Economic Development Director Saint Andre and Fire Chief Lynch are working on these protocols. Mr. Boynton noted that to have an alteration of premises for alcohol licenses to serve outside may take weeks to months based on the existing state Alcoholic Beverages Control Commission protocol. Selectman Crowley asked how many times Mr. Boynton attempted to contact the governor's office and what the response was. Mr. Boynton reported he called in the second week of April and e-mailed on April 28<sup>th</sup> and just received an e-mail from Lieutenant Governor Polito stating she was too busy to contact him until this was all over. Selectman Crowley stated that restaurants are not allowed to do anything until

Phase 2, starting on June 6<sup>th</sup> and asked if we are doing anything before then. Mr. Boynton stated we are only working on plans to assist them noting the difficulty due to the lack of clarity around the phasing. Selectman Foresto asked if Mr. Boynton has had any conversations about graduation with Superintendent Pires. Mr. Boynton stated no but they have discussed plans for the next school year. Selectman Foresto thanked Mr. Boynton for his efforts.

#### **Approval of Minutes**

*The Board reviewed the draft minutes of May 4, 2020.*

**Selectman Trindade moved that the Board approve the minutes of May 4, 2020. Selectman White seconded.** Discussion: Selectman Crowley asked to change \$200 to \$250 on page 5, line 205. **Selectman D’Innocenzo seconded. VOTE: 5-0-0.**

#### **Approval: Contract with Tetra Tech, Inc. for On-Call Engineering, Plan Review, and Construction Inspection Services**

*The Board reviewed the (1) memo from Susy Affleck-Childs, and (2) contract.*

**Selectman Trindade moved that the Board authorize the chair to execute the contract with Tetra Tech, Inc. for on-call engineering, plan review, and construction inspection services as presented. Selectman D’Innocenzo seconded.** Discussion: Selectman Foresto stated we have used Tetra Tech for many years and have had favorable results. **VOTE: 5-0-0.**

#### **Approval: Contract with TASCOC Construction, Inc. for Asphalt Sidewalks - \$357,000**

*The Board reviewed the (1) memo from Dave D’Amico, (2) and contract.*

Mr. Pelletier stated this contract is for the sidewalks on Main Street, Franklin Street, and Wildwood Road. Selectman Foresto asked if we have used them before. Mr. Pelletier confirmed noting that on the prior project, they did not have a supervisor on site which caused issues, so they met with them to ensure a supervisor would be on site for this project. Selectman Foresto asked why the bid difference between TASCOC and Lorusso was so wide. Mr. D’Amico stated that Lorusso has larger equipment and larger crews. Selectman Trindade asked if they will be using the instrument that measures depth and compaction to ensure the quality of the finished product. Mr. Pelletier stated there will be a DPW staff member monitoring the project. Mr. D’Amico stated they will also be looking at the total tonnage used as it is costly to utilize that instrument. Selectman Crowley asked why Milford Street was eliminated. Mr. Pelletier stated due to COVID expenses. Mr. Boynton explained that due to current and anticipated COVID related costs that needed to be addressed, Milford Street was eliminated as this was a new sidewalk versus repairing of existing sidewalks. Selectman Crowley requested that Mr. D’Amico get back to him on the discrepancies on total feet for both Main Street and Franklin Street between what was originally discussed and what was put out to bid along with the cause of the cost differences in the projects provided to the Selectmen back in February. He requested that Mr. D’Amico relook at the numbers for the seven-year road and sidewalk plan. He will meet with Mr. D’Amico directly to discuss these items. Selectman Trindade asked if the berm will be granite or asphalt. Mr. Boynton confirmed asphalt.

**Selectman Trindade moved that the Board authorize the chair to execute the contract with TASCOC Construction, Inc. for asphalt sidewalks in the amount of \$357,000 as presented. Selectman D’Innocenzo seconded. No Discussion. VOTE: 5-0-0.**

#### **Discussion/Vote: Fiscal Year (FY) 2021 Budget and June 8th Town Meetings**

*The Board reviewed the (1) FY21 budget spreadsheet from Carol Pratt and (2) FY21 adjusted budget.*

Selectman Foresto asked if we got any direction about the allowed number of residents at Town Meeting. Town Manager Boynton stated no noting this is currently before the House. The Senate stated we need to schedule a public meeting to reduce the quorum and requested that this be added to the June 1<sup>st</sup> Selectmen's meeting. Mr. Boynton stated there were concerns about the ventilation capabilities reporting that Mr. Kane stated this was a non-issue and that we could successfully socially distance 100 people in the high school auditorium. He noted that we must move forward with Town meeting on June 8<sup>th</sup>. Mr. Boynton stated that the State is looking at a budget gap of \$3-\$8 billion and cutting State aide at 10% translates to \$500 million, which would be devastating for many communities. This would translate to \$1.2-1.3 million for Medway. He noted that because of the efforts of the Selectmen, we believe we have a plan to address this 10%. He noted that Selectman Trindade heard from State Representative Roy that it may be as much as 20%. There was discussion on the impact to the towns and cities across the state. Mr. Boynton stated he was comfortable decreasing the budget at 10% but not more than that.

Finance Director Pratt reviewed the FY21 budget reduction spreadsheet detailing the impacts of each budget line reduced and explained each of the specific budget reductions including removing the new positions for Information Services, Parks, and Solid Waste and the impacts to the stabilization fund, storm water budget, road and sidewalk plan, Medway Family Day as well as the State aid amounts for school choice and the library. Selectman Foresto stated that the Selectmen have already discussed this with both Mr. Boynton and Ms. Pratt. There was further discussion about when a local aid package would be addressed by both the Senate and House and the future negative impact due to COVID. Selectman Crowley noted that since the residents allowed the Selectmen to allocate the Exelon money, this has allowed us to somewhat minimize the negative impact. He noted that we are in better shape than other communities due to Exelon funds, stabilization funds, and that we have not gone to the levy limit. Mr. Boynton stated this is not just an FY21 problem but will also be an FY22 problem. He stated he will be working with Superintendent Pires to put a roadmap together should we have a greater than 10% State aid cut. Selectman Crowley asked how quickly we will need to schedule a Special Town Meeting if we don't have information from the State until after Annual Town Meeting on June 8th. Mr. Boynton stated if there is a substantial impact on State aid, we would need to have a Special Town Meeting quickly to deal with staffing reductions.

**Selectman Trindade moved the Board reduce the proposed Fiscal Year 2021 budget by \$1,248,050 as discussed. Selectman D'Innocenzo. No Discussion. VOTE: 5-0-0.**

Selectman Foresto noted the Finance Committee (Fin Com) is reviewing these budget reductions and will be voting on them on Wednesday of this week.

**Discussion/Vote: Special Town Meeting (STM) and Annual Town Meeting (ATM) Warrant Articles Pending: STM Articles 1, 2, and 8, and ATM Articles 11, 16, 18, and 22**

*The Board reviewed (1) STM Articles 1, 2, and 8, (2) ATM Articles 11, 16, 18 and 22, and (3) Brentwood Project estimates spreadsheet.*

**Special Town Meeting Warrant**

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

Town Manager Boynton stated that we are recommending no action as there will be no deficit.

**Selectman Trindade moved that Article 1 be dismissed. Selectman D’Innocenzo seconded. No Discussion. VOTE: 5-0-0.**

ARTICLE 2: (Prior Year Bills)

Finance Director Pratt stated the total prior year bills is \$7,164.08.

**Selectman Trindade moved to approve Article 2 as discussed. Selectman D’Innocenzo seconded. No Discussion. VOTE: 5-0-0.**

ARTICLE 8: Appropriation: COVID-19 Response

Town Manager Boynton stated we have identified \$105,000 from free cash to use as there was no snow and ice budget deficit. This will allow Fin Com to address any budget shortfalls that may need to be addressed.

**Selectman Trindade moved to approve Article 8. Selectman D’Innocenzo seconded. No Discussion. VOTE: 5-0-0.**

Annual Town Meeting Warrant

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

Town Manager Boynton stated this is the funding for the Brentwood water main project noting the budgeted amount was \$5,500,000 and there are \$3,300,000 of actual costs.

**Selectman Trindade moved to approve Article 11. Selectman D’Innocenzo seconded.** Discussion: Selectman Crowley asked Mr. D’Amico to provide an explanation for the 21% increase over the budget that was provided to the Selectmen in January of 2018. He noted that there will be \$853,000 left from the \$5,500,000 budgeted amount to complete the paving that has been estimated at \$1.8 million so we will need to determine how to address this shortfall. There was further discussion on the potential funding mechanism for this shortfall. Selectman Crowley asked if we need to address this in the FY22 budget. Mr. Boynton confirmed. Selectman Crowley requested Mr. D’Amico provide the detail of the total paving estimate of \$1,850,000. **VOTE: 5-0-0.**

ARTICLE 16: (Appropriation: Community Preservation Committee)

**Selectman Trindade moved to approve Article 16. Selectman D’Innocenzo seconded. No Discussion. VOTE: 5-0-0.**

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

Town Manager Boynton stated the purchase price is \$390,00 and we anticipate \$10,000 for legal expenses.

**Selectman Trindade moved to approve Article 18. Selectman D’Innocenzo seconded. No Discussion. VOTE: 5-0-0.**

ARTICLE 22: (Street Acceptance – Forest Road)

**Selectman Trindade moved to approve Article 22. Selectman D’Innocenzo seconded. No Discussion. VOTE: 5-0-0.**

Mr. Boynton noted that if we implement a quorum reduction, this would need to be deferred based on the Senate bill that only allows voting on budget and federal law related items.

**Approval: License Agreement with Hidden Acres Farm, LLC for use of 74 and 82 Lovering Street**  
*The Board reviewed the license agreement.*

**Selectman Trindade that the Board authorize the chair to execute the license agreement with Hidden Acres Farm, LLC for the use of 74 and 82 Lovering Street subject to proof of appropriate insurance coverage as presented. Selectman D’Innocenzo seconded.** Discussion. Selectman D’Innocenzo asked about what the maintenance of the property entailed. Mr. Boynton stated haying, etc. **VOTE: 5-0-0.**

**Action Items from Previous Meeting**  
*The Board reviewed the Action Items dated May 4, 2020.*

Medway Plaza Redevelopment: Town Manager Boynton stated progress on this has slowed down due to COVID and reported that ground water issues were found following testing that need to be addressed.

Follow up on Dog Policy/By-law update re: Allowing on Trails if on leash: Selectman Crowley asked that this be removed but it was noted that this is part of the By-law review to be presented at Fall Town Meeting.

Review data results from Cybersecurity State Grant: Selectman Crowley noted that this was to be presented to the Selectmen at a May meeting and requested this be put on an agenda for June.

Selectman Crowley requested a meeting tomorrow with Mr. D’Amico to review the Solid Waste resident flyer prior to distribution.

**Town Manager’s Report**  
*There were no items for the Board to review.*

Town Manager Out of the Office:

- May 21-29 - VACATION

NEXT Regular Selectmen’s Meeting – Monday, June 1, 2020

**Selectmen’s Reports**  
*There were no items for the Board to review.*

Selectman White stated she had a gentleman call her over the weekend about Gray Squirrel noting this issue has arisen again. It was reported that both the Conservation Agent and Building Commissioner will be visiting the resident.

Selectman Crowley reported that Jim Tremble came home and congratulated him on his recovery. He stated that there were 44 cars waiting at the recycling center for Household Hazardous Waste Day noting that some were only trying to get to the recycling center. There was discussion on alternative

locations and the impact of the new DPW Facility construction on the process for this year. Selectman Trindade suggested to have a DPW staff member there to direct vehicles to enter that are for recycling only. Selectman Crowley asked about the overflow of the electronic waste bins and requested that Mr. D'Amico address this issue. Mr. D'Amico stated he will speak with Lawrence Waste.

Selectman Foresto thanked the team involved that welcomed Jim Tremble home, including Fire and Police.

**At 8:15 PM, Selectman White moved to adjourn. Selectman D'Innocenzo seconded. VOTE: 5-0-0.**

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