

**Board of Selectmen's Meeting  
February 3, 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.

**Staff Present:** Michael Boynton, Town Administrator; Allison Potter, Assistant Town Administrator; Barbara Saint Andre, Director, Community and Economic Development; Barry Smith, Water Superintendent; Sandy Johnston, Communications Director; Allen Tingley, Police Chief.

**Others Present:** Gorman Richardson Lewis Architects (GRLA): George O'Neill, Associate, Senior Project Manager; Medway Community Farm: Carol Collord, Director of the Board, Carol Bernstein, Board Treasurer, Seth Terramane, Farm Manager; Capital Improvement Planning Committee: Tracy Malcolm, Vice-Chair.

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

**Public Comments:** None

**Approval of Minutes**

*The Board reviewed the draft minutes of January 21, 2020.*

**Selectman Trindade moved that the Board approve the minutes of January 21, 2020. Selectman White seconded.** Discussion. Selectman Foresto requested clarification that Tri-County spent \$730,000 more than was provided. Mr. Boynton confirmed this was not more than the total net spending. **VOTE: 5-0-0.**

**Norfolk County Sheriff's Office (NCSO) Update: Jerry McDermott, Norfolk County Sheriff**

*The Board reviewed (1) NCSO Year in Review, (2) Guide to Offenders Programs, (3) Work Crew Request Form, (4) Work Crew Statistics - Hours by Town, Rate and Value Provided, and (5) Work Crew Statistics - Hours by Month and Town Department.*

Sheriff McDermott reminded all present that he was appointed by Governor Baker on December 21, 2018, and has been in this position for fourteen months. He reviewed the inmate work-crew program and the type work they can provide including landscaping, weed-whacking, painting, etc. He reported that this program has saved \$290,000 for non-profits and municipalities. He would encourage the Board to reach out if there are any projects that would align with this program. He noted they have done work for Earth Day, Councils on Aging, schools, etc. Selectman Foresto shared that the Thayer barn was painted via this program reporting that they did a great job and there was a good group of people involved. He noted that there may be an opportunity at the Community Farm for a painting project. Sheriff McDermott shared that they are also happy to assist the Fire Department staff with shoveling out fire hydrants. He then reviewed the two types of tours offered, one for senior citizens and one for the schools. He noted the school tours are not just at the high school level but also include middle schools. It is an impactful tour for the students, and at the end, the students congregate in the library and a couple of inmates speak to the students about making good life decisions. He noted that 80% of the

inmates have drug or alcohol issues. They have a total of 470 inmates, two thirds are pre-sentenced with the other one third sentenced. He noted they are also called upon to assist the State Marshals and have five canine officers who are trained for drugs as well as explosives. He reported that they are occasionally called upon to assist with locating lost elderly and individuals with autism. Selectman Foresto asked when his term expires. Sheriff McDermott explained he was appointed to the position until a special election could be held to fill former Sheriff Bellotti's unexpired term, which ends in 2022. A special election will be held this fall to fill the unexpired term. He hopes to be elected to fill that term and then again for a full six-year term in 2022. Town Administrator Boynton reminded all that Sheriff McDermott presented to the Board last December. He said that once he was appointed, he immediately reached out to Medway for information on what is important to the Town, noting he is and has been very responsive. Selectman Crowley, noted that the work done for Medway was valued at over \$5,000 and took place at Lovering Heights and Mahan Circle.

**Approval: Contract Amendment with Gorman Richardson Lewis Architects (GRLA) for the Town-Wide Facility Study - \$240,000**

*The Board reviewed the (1) amended contract and (2) contract.*

Town Administrator Boynton stated this is not a change in dollars but a change in the billing schedule. George O'Neill explained the project includes the assessment of twelve buildings noting the project is divided into different phases. First is the data gathering, which then provides the data for the production of drafted CAD (computer-aided design) plans on all twelve buildings. He explained the request to adjust the billing schedule was because the original fee proposal was based on a best guess of the time required at various project points. He stated they guessed wrong on the data gathering effort and they are just requesting a reallocation of the fees from the phases. They estimated 40 hours and \$6,000 for the data gathering and it is closer to 100 hours of effort. He then reviewed the specific changes requested to the billing schedule. Selectman Crowley asked if the pre-design and planning has begun. Mr. O'Neill stated this has been completed. Selectman Crowley stated his concern that reducing the field work by 37 hours may short that phase of the project. He requested that if the field work comes in short, that Town Administrator Boynton be notified. Mr. Boynton stated that the fee is the fee and he is confident that we will have a quality end product. Selectman Crowley asked when the first draft will be available. Mr. O'Neill stated they are on schedule with the first meeting to review the draft planned to occur around March 25<sup>th</sup>. He stated the field work will be completed by the end of February noting that the space planning effort is going on in parallel. Selectman Crowley asked if there is a report out of data gathering. Mr. O'Neill stated the CAD floorplan drawings are the report from the data gathering phase.

**Selectman Trindade moved that the Board approve and authorize the chair to execute the contract amendment with Gorman Richardson Lewis Architects for the Town-Wide Facility Study as presented. Selectman D'Innocenzo seconded. No Discussion. VOTE: 5-0-0.**

**Authorization to Expend Grant/Donation Funds: a. 2019 Emergency Management Preparedness Grant (EMPG) for Emergency Preparedness Supplies - \$3,500; b. Fiscal Year (FY) 2020 Housing Choice Community Capital Grant for the West Street Sidewalk Connection Project associated with the Glen Brook Way Development - \$40,000; and c. Exelon Donation for Roadway Improvements from Village/Main Street to the Bellingham Town-line - \$40,000**

*The Board reviewed the (1) Notice of Grant/Donation Awards, (2) 2019 EMPG grant award e-mail, (3) 2019 EMPG contract, and (4) FY 20 Housing Choice Community Capital Grant award letter.*

Chief Tingley stated this is a yearly grant and will be used to buy emergency management equipment. He then reviewed the specific equipment planned for purchase and their specific purposes.

**Selectman Trindade moved that the Board authorize the expenditure of the Emergency Management Preparedness Grant funds for emergency preparedness supplies in the amount of \$3,500 as presented. Selectman D’Innocenzo seconded. No Discussion. VOTE: 5-0-0.**

Town Administrator Boynton stated that we made applications to the state for funding noting there is no sidewalk currently in place. There is work planned on other sidewalks in the area so it makes sense to tie this into the other planned work, especially as 50% of the Glen Brook Way project will be elderly housing. Selectman Foresto asked if this funding is for the engineering work only. Mr. Boynton confirmed noting that once the engineering is done, we can apply to the state for further funding. Selectman Trindade reported that it will be announced tomorrow that we will be getting state funding for the first phase of the Glen Brook project.

**Selectman Trindade moved that the Board authorize the expenditure of the Fiscal Year 2020 Housing Choice Community Capital Grant for the West Street Sidewalk Connection Project associated with the Glen Brook Way Development in the amount of \$40,000 as presented. Selectman D’Innocenzo seconded. No Discussion. VOTE: 5-0-0.**

**Selectman Trindade moved that the Board authorize the expenditure of the Exelon donation for roadway improvements from Village and Main Streets to the Bellingham town-line in the amount of \$40,000 as presented. Selectman D’Innocenzo seconded.** Discussion: Selectman Crowley asked where the 2,400 feet is specifically located. Ms. Saint Andre stated her understanding is that this is part of a larger overall project which ties into the next agenda item and is for the engineering work from West Street to Main Street. Selectman Crowley asked if there will be a sidewalk from Beech Street and where that will go noting he would like an answer about the sidewalks on Beech Street before he votes on the funding. There was further discussion on where the specific sidewalk will be placed noting it will follow West Street to Main Street. It will not address Beech Street. Mr. Boynton stated he negotiated with Exelon for funds for work to improve the street surface and sidewalk to provide mitigation to that area. He noted this will assist with the project addressed in the next agenda item as well. He thanked Exelon as this was not an obligation of their agreement. **VOTE: 4-1-0. (Crowley opposed)**

Selectman Foresto stated the Board would like to see what the specific plans are for this sidewalk project once known.

**Approval: Inter-municipal Agreement (IMA) with the Town of Bellingham for the Main Street Project**  
*The Board reviewed the inter-municipal agreement.*

Town Administrator Boynton stated that it has been 10-12 years since Bellingham replaced their culvert noting they did nothing from the culvert to the town line. He has been working with Bellingham for three years to come up with a plan to address this area. He reviewed the anticipated project costs and the plans of changing the West Street to Main Street intersection. He noted that Bellingham is less than one month away from bidding the project. The IMA states that there are payments required from both towns and Bellingham is the contracting authority. Mr. Boynton noted that any changes will be reviewed by both towns and stated that this may not be just a one year project.

**Selectman Trindade moved that the Board vote to authorize the chair to execute the Inter-municipal Agreement with the Town of Bellingham for the Main Street Project as presented. Selectman**

**D’Innocenzo seconded.** Discussion: Selectman Crowley referenced page one, item number two and asked for the amount of the maximum project budget. Mr. Boynton stated that will be available within one month. Selectman Crowley requested that this be reported back to the Board once known. He asked how we protect Medway, specifically, that we are not paying for work done in Bellingham. Mr. Boynton stated this is a unit based contract, therefore, we will know based on that what the specific unit costs are for Medway. He noted that the majority of work will take place over the town line in Bellingham. He stated once the bids come in, we will know the unit costs noting the contractor will bill Medway for Medway related costs and Bellingham for Bellingham related costs. **VOTE: 5-0-0.**

**Presentation: Medway Community Farm**

*The Board reviewed the (1) 2019 update, (2) balance sheet as of December 31, 2019, and (3) profit and loss statement – January through December 2019.*

Ms. Collord stated one of the instrumental causes of the farm improvement is a total turnover of the Board thanks to Selectman Trindade. They all understand that non-profit management relies on the public’s trust. This Board has been working weekly and diligently to ensure everything is getting accomplished and they are progressing towards solvency. The next year will be a working year to get to a positive balance. She explained the restructuring of the Board with each member responsible for key functions including marketing, education, finance, volunteering, community events, and fundraising. The Board has reviewed accomplishments to date, completed a comprehensive review of the financial situation, reviewed and revised insurance their needs, and have established fiscal expectations. She noted that volunteers have risen to the occasion to get one of their two tractors functional with the second one almost there. It is critical to ensure these are kept up and running. She reported the recruitment of two additional board members as well. She stated the significance of the site visit by Representative Kennedy resulting in increased exposure via marketing in both the paper and social media. She stated that not all residents know about the farm and wants to ensure all residents are aware of this resource. She detailed some of their past and future planned events along with their collaborative work with the Master Gardeners Association, Medway Garden Club, Boy and Girl Scouts, and corporate volunteers. She thanked the Medway Garden Center for their \$2,000 donation of planting materials along with the Lions Club, Rodenhiser, Exelon, and CommCan for their support.

Ms. Collord reported on their donation program of CSA shares to the food pantries and family shelter noting they will be implementing a more formal process for donation. She stated that Exelon donated two shares to the Village Church food pantry and a total of thirteen full shares were donated to the food pantries and the shelter. They plan to develop and design a CSA share specifically for the food pantries along with a revised crop plan. They have a robust education plan working with the elementary schools and she thanked Allison Dempsey for her efforts both at the farm and with the schools. They plan to continue with the youth programs in the summer. Mr. Terramane is working on expansion of the CSA shares including continued delivery to area gyms and expanding to the area banks. They will continue participating in the summer and winter farmer’s markets. The goal for volunteers is to get as many people involved as possible. She referred the Board to the financial statements that are in the packets should they have any questions.

Ms. Collord reiterated that this is a building year and they are hoping to break even this year. Ms. Bernstein stated the key component is the CSA shares so they are looking at marketing and boosting these sales. 2016 was the highest CSA share revenue at \$126,000 but they were down to \$40,000 this year. Mr. Terramane reported at the height in 2016, they had 100 to 150 people for a small summer share. He noted that this has significantly dropped off and not just at the Medway Community Farm. He stated they are investigating other revenue generating arenas including increasing participation in

farmer's markets in other areas and expansion of the store with the implementation of refrigeration. Ms. Bernstein stated the existing Board is networking to increase potential opportunities as well. Town Administrator Boynton stated he was present during Representative Kennedy's site visit stating that his appreciation of the work being done was apparent along with the outstanding work of the volunteers. Ms. Bernstein noted that the turnaround will take some time and the current Board is being proactive. She stated the need to get more Board members to increase their visibility. They are currently in the budgeting process for next year and are thinking about a possible corn-hole tournament and increasing school engagement at various levels.

Ms. Collord stated that they would like to paint the farm house noting the paint has been donated and a professional painter identified. Selectman Foresto stated that the Town can assist with coordinating the use of NCSO work crews to assist with the painting and noted that they do brush clearing, etc. Ms. Collord stated they would also like to add a deck to the farm stand and they are working with Tri-County Vocational High School to provide the labor. She reported that Joanne Muench is a new Board member who will be starting soon.

Selectman D'Innocenzo asked for a breakdown of the cost of the shares. Mr. Terramane explained there is one share in the spring, two sizes of summer shares, and one fall share. The spring share lasts six weeks, costs \$175 and includes a lot of greens. The summer share lasts sixteen weeks, the large share costs \$550 and includes 10 to 15 items depending on what is in season, and the small share costs \$300 and is one half to three quarters the size of the large share. The fall share lasts ten weeks, costs \$325, is picked up bi-weekly, and includes sweet potatoes, potatoes, squash, etc. There are also other shares available including coffee, meat, flowers, fruit, pick your own veggies, eggs, and he is looking to add bread and beer shares. Ms. Bernstein reported that gift cards are also available as well. She stated that the small summer share can be picked up every week or a full share every other week providing further flexibility.

Selectman Crowley stated that the Board was to receive a yearly financial report and that has not occurred. He stated he is a big supporter of the farm but is concerned with the loss of \$4,000 in 2018 and \$9,000 in 2019 and asked for the cause. He further stated that if the Medway residents do not support the farm, it may be difficult to sustain. Selectman Crowley asked that they provide payroll information to the Town Administrator so the Board can feel comfortable that the payroll is correct and also about their ability to sustain the farm operations without the \$25,000 state grant support that they have received each year for the past two years. Selectman Trindade stated that the farm is a 501(c)(3) and therefore, the payroll records, etc. are public. Ms. Bernstein and Mr. Terramane explained the farm staffing, includes the Farmer, Farm Manager, and Assistant Farm Manager. There are two to three full time staff and additionally, in the summer, summer workers include high school students. Selectman Crowley noted that Ms. Collord came off the Board two years ago, and since she has been off, they have lost money. He asked if there is any correlation. Selectman Trindade stated that there was turnover in farm management and turnover on the Board at the same time, the Board was very inexperienced, and the big drop in CSA shares. It was noted that the prior farm manager left and took some of the Medway folks with them as well.

#### **Presentation: Capital Budget Recommendations - Capital Improvement Planning Committee (CIPC)**

*The Board reviewed the CIPC capital budget recommendations spreadsheet.*

Ms. Malcolm reviewed the approach of the committee and how they come to their final recommendations; (1) they review all the requests with the priorities of public safety, town infrastructure, students, and seniors, (2) each committee member liaisons and meets with specific

departments to rank their priorities, (3) each committee member ranks the projects separately, and (4) all members come back to discuss and determine the final ranking, noting that they rank all projects with \$300,000 more than is available. She noted the yellow highlighted items identify late departmental changes that the committee has not voted on as yet. Town Administrator Boynton addressed specific line items where funds were repurposed due to state funding provided. Selectman Foresto asked for the deadline for the final project listing. Mr. Boynton stated by early March noting that all are in agreement with the CIPC listing. He explained that those projects listed above the break include the free cash expenditures, noting there is only one general fund borrowing of \$250,000 for the pickle ball courts. He then reviewed the specific items that will come out of the enterprise funds and which will be included in the town meeting warrant as articles.

Selectman Trindade asked who owns the pickle ball project reporting that he and Selectman D’Innocenzo identified a potential location on School Street. He further explained each of the other locations they reviewed and why they were deemed inappropriate. Selectman Foresto reminded all that this was initiated by a resident group and not by the Board. Selectman Crowley stated there is a group of interested citizens. Town Administrator Boynton asked for the priority of the Board of Selectmen, as we have a lot of items to fund as can be seen on the capital improvement plan. There was further discussion about the need to find a suitable location(s), EPFRAC leading this effort, and the unsuitability of using the existing tennis courts. There was consensus that EPFRAC would lead this effort. Selectman D’Innocenzo, EPFRAC Chair, stated this will be placed on their upcoming meeting agenda and requested that this be announced on social media. Selectman Crowley stated that we have spent \$9 million on the parks for the youth and that we should do something for the older residents.

Selectman Crowley requested that the CIPC provide the board with the top 15 projects for next year. Town Administrator Boynton reported that the projects requested by all department was north of \$6 million noting that we only have \$1.7 million of funding available in free cash and commended the work done by both the CIPC and the departments.

**Approval/Authorization of Chair to Sign the Letter of Support to the Department of Housing and Community Development (DHCD) for Phase II of the Glen Brook Way Project**

*The Board reviewed the draft letter to DHCD.*

Town Administrator Boynton noted that Phase 1 of the project will receive state funding tomorrow, noting that we need to request phase 2 funding to keep this process moving.

**Selectman Trindade moved that Board approve and authorize the chair to sign the letter of support to the Department of Housing and Community Development for Phase II of the Glen Brook Way Project. Selectman White seconded. No discussion. VOTE: 5-0-0.**

**Approval/Authorization of Chair to Sign the Affordable Housing Unit Compliance Certificate for 7 Williamsburg Way, Unit 7**

*The Board reviewed the (1) memo from Barbara Saint Andre, Director of Community and Economic Development dated January 28, 2020, (2) Affordable Housing Unit Compliance Certificate, (3) memo from Doug Havens, Community Housing Coordinator dated December 14, 2020, (4) letter from DHCD dated October 16, 2019, (5) Local Initiative Program Regulatory Agreement executed June 26, 2013, and (6) Unit Deed and Deed Rider of 7 Williamsburg Way, Unit 7 dated December 18, 2019.*

Ms. Sainte Andre stated we have an inclusionary zoning by-law and a certain percentage of a development is put aside for affordable housing. She reported that; (1) this unit was sold from the

original buyer to a new buyer, (2) the Town agrees to assist and sign on certain certificates, (3) the unit was sold in compliance with the deed rider, (4) DHCD has already approved and confirmed the buyer is eligible, and (5) Town Counsel has approved the compliance certificate as to form. Essentially, this will keep this unit on the affordable housing listing.

**Selectman Trindade moved that Board approve and authorize the chair to sign the Affordable Housing Unit Compliance Certificate for 7 Williamsburg Way, Unit 7 as presented. Selectman D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

**Discussion: Request to Change Board of Selectmen Name to Select Board**

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

Town Administrator Boynton stated he spoke with Town Counsel and reviewed the options of implementation of this name change noting that the Board is interested in going to a ballot, which would be a non-binding question since there would not have been a prior town meeting vote. One option is to pursue the change the same as last time via a home rule petition and a simple majority vote at town meeting. This non-binding ballot question would be placed on the May ballot and would let the Board know what the town wants to do and then this could be placed on the Fall Town Meeting warrant. The other option is to place this on the next town meeting warrant and then the ballot question would need to be on the next Town election but you would not need to go through the legislative process. Selectman Crowley stated he had asked if we could wait to think more on this subject and he changed his mind after a discussion with his son. He specifically did not and does not like the name Select Board and suggested three choices be placed on a ballot including Select Board, Executive Board, and a third option. There was further discussion on how to proceed and whether to have more than one option on the ballot question including an option to not change the name and leave it as Board of Selectmen. Selectman Foresto stated he wants a decision from the Board at tonight’s meeting. Selectman White and D’Innocenzo agreed with Selectman Crowley.

**Selectman Foresto moved that the Board vote to put on the next town wide election in May a non-binding question on whether the Town wants to make a name change from Board of Selectmen to Select Board. Selectman Trindade seconded.** Selectman White asked if the question could just be to change the name or not and then provide name options on the night of Town Meeting. Town Administrator Boynton noted that there are many areas that would need to change in the Town Charter if the name is changed to be gender neutral stating, for consistency, all other towns except Wellesley are using Select Board. **Selectman Crowley moved to substitute the prior motion with the proposed ballot to include the option of three names. Selectman White seconded.** Selectman White asked where the names would come from. Selectman D’Innocenzo asked for a friendly amendment to the motion to have an additional option of no change at all. There was further discussion on how to word the non-binding ballot question. **VOTE: 3-2-0. (Foresto and Trindade against)**

**Selectman Crowley moved that the Board vote to put on the next town wide election in May a non-binding question on whether the Town wants to make a name change from Board of Selectmen to three optional choices. Selectman White seconded. VOTE: 3-2-0. (Foresto and Trindade against)**

**One-day Liquor License Applications**

*The Board reviewed the Police Chief’s recommendations for Sarah Rafferty, Karen Niemczyk, Jessica Lengenfelder, and Kathryn Saunders.*

Selectman D’Innocenzo 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 Trindade seconded. No Discussion. VOTE: 5-0-0.

**Appointment Considerations: Medway Christmas Parade Committee (2): Julie Harrington and Tim Rice**

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

Selectman Trindade moved that the Board appoint Julie Harrington and Tim Rice to the Medway Christmas Parade Committee for three year terms. Selectman D’Innocenzo seconded. No Discussion. VOTE: 5-0-0.

**Action Items from Previous Meeting**

*The Board reviewed the Action Items dated January 21, 2020.*

Unaccounted for water loss status report: Selectman Crowley asked if this will be reviewed at the next Selectmen’s meeting on February 18th. This was confirmed.

Report to BOS usage of Electronic Vehicle Charging Station: Selectman Crowley asked if this will be reviewed at the next Selectmen’s meeting on February 18th. This was confirmed.

**Town Administrator’s Report**

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

FY21 Budget Status – DRAFT Budget Available: Town Administrator Boynton stated the draft budgets are available for the Board noting the capital plan was presented tonight. He reminded the Board of the budget workshop scheduled for Saturday, March 7<sup>th</sup>. He noted there are two new full time positions on the municipal side; (1) a parks position, and (2) a data security position in Information Technology. He reported that we are finalizing the insurance and are looking to move from Tufts to Harvard Pilgrim Healthcare. There is a meeting of the Insurance Advisory Committee scheduled for next Thursday. He noted the increase to 9.5% for the HMO and a reduction on senior plans.

Legislative Breakfast – February 29<sup>th</sup> – Agenda Items?: Town Administrator Boynton reminded all to provide Ms. Langley with agenda items.

He reported that the newest Police Officer will be graduating on Valentine’s Day at Derby High School and both he and Chief Tingley will be in attendance.

**Town Administrator Out of the Office:**

- VACATION – February 5-12 – Allison Acting TA
- Thursday, February 13 – Tri-County Meeting (AM)

NEXT Regular Selectmen’s Meeting – Tuesday, February 18, 2020

**Selectmen’s Reports**

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

Selectman Crowley requested an addition to the action item listing for a revised sidewalk and road paving plan including what was and is expected to be completed this Fiscal Year, what is left in the



budget, and what is planned for the next fiscal year. This will be reviewed at the March 16<sup>th</sup> Selectmen's meeting.

**At 9:06 PM, Selectman Trindade moved that the Board enter Executive Session for Reason 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 [Populatic Street] and the chair so declares, with no intention of returning to open session. Selectman D'Innocenzo seconded. The chair so declared. (Crowley - aye; D'Innocenzo – aye; Foresto – aye; Trindade - aye; White - aye).**

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