

**Board of Selectmen's Meeting  
April 21, 2020 – 7:00 PM  
Sanford Hall  
155 Village Street**

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

**Participated Remotely:** John Foresto, Chair; Susy Affleck-Childs, Coordinator, Planning and Economic Development Board (PEDB); Stephanie Carlisle, Compliance Coordinator; Barry Smith, Water Superintendent; Dave D’Amico, Director, Department of Public Works (DPW); Pete Pelletier, Deputy Director, DPW.

**Staff Present:** Michael Boynton, Town Manager; Allison Potter, Assistant Town Manager; Carol Pratt, Finance Director; Barbara Saint Andre, Director, Community and Economic Development; Sandy Johnston, Communications Director.

**Others Participated Remotely:** Jen Reddington, Melanson Heath.

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

**Public Comments:** There were no public comments.

**Public Hearing: Lay Out Forest Road as a Public Way**

*The Board reviewed the (1) memo from Susy Affleck-Childs, (2) bond estimate, and (3) plan document.*

**Selectman White moved that the Board open the public hearing for the laying out of Forest Road as a public way. Selectman D’Innocenzo seconded. It was so voted by roll call: 5-0-0 (Crowley, aye; D’Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).**

Ms. Sainte Andre stated there is a warrant article on the Annual Town Meeting warrant to accept this road as a public way. The process requires the Board to vote to lay out the road as a public way. Selectman Crowley asked about specific content in the April 15<sup>th</sup> letter provided in the Board packet that stated in 2015 the PEDB declined to refund the performance security as Mr. Rivard had not supplied the requested street acceptance plan and deed to convey the road to the Town. He asked if that has changed. Ms. Affleck-Childs stated it has not. Selectman Crowley asked why the Board would move forward with this if there are issues the PEDB has still not resolved. Ms. Affleck-Childs stated the PEDB will be meeting to secure the funds and the developer will continue to not resolve these issues, hence we should move forward to accept the road. Selectman Crowley noted that Mr. D’Amico stated in a prior meeting that the road was acceptable for the Board to move forward. Mr. Boynton stated most of the costs are related to preparing the deed to accept the road, further noting it is not the same situation as Applegate and that he is not aware of any major road defects. Selectman Crowley asked if there would be any negative impacts to wait on this vote until the issues are resolved by the PEDB. Mr. Boynton stated what is outstanding is the legal process to get the road accepted and the remaining bond money will be used for the legal work. Ms. Affleck-Childs stated an updated punch list will be done by Tetra Tech. Ms. Saint Andre stated if Town meeting is still scheduled for May 11<sup>th</sup>, today was the last date for the Board to vote this process step to meet the requirement to file with the Town Clerk.

There was further discussion about the need to move forward at this time and Selectman Crowley voiced his concern that there are unanswered questions still to be addressed by the PEDB. Mr. Boynton noted the developer finished up the project and did not provide the Town with the legal paperwork required and this is a technical piece to make this road a public way and any work required will be addressed by the road and sidewalk plan. Selectman Crowley asked why the PEDB would spend money requesting their consultant to prepare a punch list of outstanding work but then ask the Selectman to accept the road prior to seeing the results of the punch list. Ms. Saint Andre stated that is a required step by state law when planning to take the rest of the security. Mr. Boynton reminded the Board that, even if we accept the road, it does not force the Town to complete any work directly after acceptance. Ms. Affleck-Childs noted the PEDB voted to take the security and that it can only be spent specifically on Forest Road. Selectman Trindade asked why we would spend the bond money for legal work versus the road work itself. Ms. Sainte Andre noted the legal work would not cost anywhere close to the \$7,000. Mr. Boynton stated there is no obligation to vote tonight, we could vote at next meeting.

Selectman Trindade asked for any public comments at this time. Ms. Laurie McCarthy of 5 Forest Road stated she met with Ms. Affleck-Childs several times and went to several PEDB board meetings. She noted this road was built in the late 80s, the developer lived in town until 10 years ago, and she is not sure why the Board wants to push this vote out. Selectman Crowley explained the reason he is suggesting that the vote be pushed off until the PEDB provides the Board with their approval noting if they resolve their outstanding issues, then he is fine. Ms. Affleck-Childs reported that the PEDB recommended to the Board lay out the road. Ms. McCarthy asked that if this is not voted tonight will it have to wait until a later Town Meeting. Selectman Trindade stated that since we will be moving the date of Town Meeting forward, it would only be pushed out to the next Selectmen's meeting in two weeks. Val Ferrin asked who the developer was. Selectman Trindade stated Paul Rivard. Selectman Crowley stated if the other Board members agree, he would like to add to the motion "per the PEDB letter dated April 15, 2020". Ms. Saint Andre stated you cannot make the vote conditional. There was further discussion about the timing of the vote and the impact of when the work on the road will be incorporated into the existing road and sidewalk plan.

**Selectman D'Innocenzo moved that the Board close the public hearing for the laying out of Forest Road as a public way. Selectman White seconded. It was so voted by roll call: 5-0-0 (Crowley, aye; D'Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).**

**Selectman D'Innocenzo moved that the Board of Selectmen lay out as a public way Forest Road in its entirety from its intersection with Brigham Street to its end, as shown on "Subdivision Plan of Land in Medway", dated October 2, 1988, by DeSimone Surveying Services, Inc., as approved by the Land Court and filed in the Land Registration Office as Plan Number 6209E, and to file the layout with the Town Clerk. Selectman White seconded. No Discussion. It was so voted by roll call: 5-0-0 (Crowley, aye; D'Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).**

Selectman Crowley stated he voted in the affirmative based on the letter dated April 15, 2020 noting the letter states the PEDB recommended the Selectmen vote to approve the laying out of Forest Road as a public way.

#### **Approval of Minutes**

*The Board reviewed the draft minutes of March 30 and April 6, 2020.*

**Selectman D'Innocenzo moved that the Board approve the minutes of March 30, 2020. Selectman White seconded.** Discussion: Selectman Crowley asked that on page 4, line 182, "and four" be added

after year three. **It was so voted by roll call: 5-0-0 (Crowley, aye; D’Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).**

**Selectman D’Innocenzo moved that the Board approve the minutes of April 6, 2020. Selectman White seconded. No Discussion. It was so voted by roll call: 5-0-0 (Crowley, aye; D’Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).**

**Presentation: Fiscal Year (FY) 2019 Financial Statements by Melanson Heath**

*The Board reviewed the (1) January 2020 audit results letter from Melanson Heath, (2) FY19 financial statements, and (3) December 2019 recommended financial efficiencies letter from Melanson Heath.*

Ms. Reddington referred to the independent auditor’s report noting the Town received a clean opinion which is the best that can be received in an independent audit. She referenced page 4, the Management’s Discussion and Analysis, noting that this is the financial discussion and analysis that explains each of the financial statements. She then referred to page 10, noting that this reconciles the General Fund change for the year showing excess revenue over budget which was \$887,906 for FY19 and explained how this number was achieved. Selectman Crowley asked about page 9, the governmental funds section, specifically if the total showing a negative of \$1,606,516 was due to the influx of Exelon funds. Ms. Reddington confirmed noting this was also due to funds spent on capital projects that included projects that have bonds with short-term debt. She then referred to page 12, the entity wide presentation of the financial statement, and explained the specifics included here noting the enterprise funds are further broken out in detail on page 19. On page 12, she noted that long term assets and debt is included here, and this is the only place that this is shown in the report. She referred to the noncurrent assets, specifically, bonds payable, noting that although this looks like a large number, the Town will be paying off 48% of this in the next five years. The Town’s capital plan for debt service is doing well. She then reviewed the next largest liability, net pension liability, Norfolk County Retirement, which was 58% funded at the last valuation. She noted that this is impacted by the current state of the market. She then reviewed the OPEB liability noting it decreased by \$6 million due to service costs and the discount rate change. Selectman Crowley noted that two years ago this discount number was at \$37 million, then last year at \$35 million and now at \$32 million. Mr. Boynton noted the current market issues will impact this as well. Selectman Trindade explained the steps the Town has taken to improve the OPEB funds over the past years. He noted that we now have a committee, the constituency of which are people with a lot of financial planning and investing experience, who are actively managing this money to ensure we have the best returns. Ms. Reddington stated that once OPEB is fully funded, some towns have talked about allocating that money to the net pension fund noting this is something for the Town to consider in the future. She then referenced page 14 noting this is the foundation financials and how the Town tracks the books. She referred to the unassigned fund balance noting the \$8 million is down \$2 million from last year due the expenditures in free cash and is closer to the historical trend of the Town. She stated the Town’s percentages are where they should be for positive bond rating with the General Fund at 8.7% and stabilization at 5.9% of the total budget, noting the Town has a strong financial position in the General Fund. She then referred to page 18 which depicts budget versus actual numbers. Selectman Crowley referenced page 13 showing that the sewer enterprise account lost money and asked if Ms. Pratt was aware of this and if we have a report showing this loss. Ms. Pratt confirmed noting that this was anticipated. Ms. Reddington noted on page 18 that the last column are the totals and referenced total revenue at \$1,084,029, which is down from last year due to the additional Exelon funds in last year’s budget. However, this is still a good turnback and more consistent with prior years. She then referenced total expenditures of \$1,232,874 noting that was what the departments returned from their budgets. The total at the bottom of the page of \$2,528,517 was the total that the Town’s surplus of revenues versus expenses. She referred to the uses of free cash

categories noting most was spent on stabilization and capital projects. This is excellent and helps with the Town's bond rating. Selectman Trindade stated that this clearly shows that the departments do not spend all monies budgeted. Mr. Boynton referenced that the \$225,967 Public Safety turnback was due to having fully funded the Fire Department operating budget knowing that a large portion was still being funded through a federal grant. He noted that will fall back as we will not have that grant funding in subsequent years. Ms. Reddington then referenced page 19, which includes the enterprise fund specifics, noting the free cash numbers were very similar to prior years. She stated that included in the water and sewer funds are the enterprise, capital project, and stabilization funds. Solid waste does not include the same but includes capital assets and long-term debt. Ms. Reddington then referred to page 20, which details the income statements for the enterprise funds noting, on the cash basis, the numbers are slightly different because of what they need to include in these line items that will be on the Town's books. In conclusion, she stated it was another good year of managing the budget by all departments. The Town is in a good financial position. Free cash is strong at \$2.1 million, like past years. She thanked the Town's entire financial team. She noted there is no management letter this year, just a small letter to inform the Town what will be coming up in the future related to Government Accounting Standards Board (GASB) requirements and there are no findings in that report. Selectman Crowley referred to the side letter recommending that the Town develop a long-term investment strategy for the OPEB trust fund and asked why this was in there since we now have that in place. Ms. Reddington noted that this will come off on the next letter.

**Approval: Enterprise Funds Fiscal Year 2021 Indirect Cost Allocation**

*The Board reviewed the (1) memo from Carol Pratt, and (2) FY21 Enterprise Funds Indirect Cost Allocation Agreement*

Selectman Trindade explained the enterprise funds noting that money that goes into these funds are only allowed to be spent on the funds' related activities and that the Department of Revenue provides a specific calculation for indirect cost allocation for these funds.

Ms. Pratt reminded the Board that each year an indirect cost allocation calculation is determined for the upcoming fiscal year and this agreement goes before the water and sewer commission and the Board of Selectmen for approval. The agreement explains what the enterprise funds are and what types of administrative funds are allocated. The spreadsheets explain the allocation methodology. Ms. Pratt explained the specific departments and departmental personnel included in this calculation methodology, including the percentages allocated to each of these funds. She noted that \$600,073 will be the total indirect costs allocated to all funds for FY21.

**Selectman D'Innocenzo moved that the Board approve the Fiscal Year 2021 Enterprise Funds indirect cost allocation as discussed. Selectman White seconded. No Discussion. It was so voted by roll call: 5-0-0 (Crowley, aye; D'Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).**

**Electronic Vehicle Charging Station Cost Recovery Report**

*The Board reviewed the (1) memo from Stephanie Carlisle, and (2) proposed electric vehicle charging station cost recovery policy.*

Town Manager Boynton stated this was a follow-up requested by the Board from a prior presentation. The matter before the Board is should we recover the costs that the Town is spending noting there is additional software that would need to be purchased. Selectman White asked for the monthly costs at both the library and Town Hall. Ms. Carlisle stated \$150-\$200 at the library and \$100-\$125 at Town Hall. Selectman Foresto asked what percent of this is Town usage. Ms. Carlisle stated 5%, noting she does

not know the demographic of users, if they are Medway residents or not. Selectman Foresto reminded the Board that we asked for this information as there were users parking their cars the entire weekend at the library. Ms. Carlisle stated that one person parked at the library for an extended period and connected to the station noting most users only charge for three hours total. Selectman Crowley noted there are two decisions before the Board: (1) do we want to charge, and (2) if yes, what do we want to charge. Ms. Carlisle stated there are three items that make up the cost to the Town which include: (1) the cost of electricity, (2) the cost to maintain the network license, and (3) the 10% service fee cost of the flex billing noting that charging \$.30 per kwh of use addresses all those three costs. Mr. D'Amico noted that we can charge for the electricity usage or for the connection time or a combination of both. Selectman Crowley asked for the total cost to run both locations for the entire year. Ms. Carlisle noted that these went into service in January of 2019 and to date the cost is \$3,000. Selectman Foresto noted the costs have been increasing since the service began. Selectman Crowley asked if the Board wants to start charging for this service. All of the Board members agreed. Selectman Crowley asked what the rate should be. It was noted that it costs less to charge a car than to fill up the tank with gas. There was further discussion on the cost to fill up a tank with gas versus charging a car. Mr. Boynton pointed out the cost is still less to charge the car fully versus filling a tank at the gas station and he feels this policy is a good starting point. Ms. Carlisle noted a full battery charge takes eight hours, but the average usage time is three hours or less.

**Selectman Crowley moved that the Board approve the electric vehicle charging station cost recovery policy as discussed and presented. Selectman White seconded. No Discussion. It was so voted by roll call: 5-0-0 (Crowley, aye; D'Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).**

#### **Update on Unaccounted for Water Loss**

*The Board reviewed the unaccounted for water loss spreadsheet.*

Mr. Boynton stated when he started working for the Town, we were at 30%, and when Mr. Smith became Water Superintendent, this was his number one priority. Selectman Trindade stated that all towns have unaccounted for water loss and asked what the average is for communities. Mr. Smith stated between 12-15%, but the range is anywhere from 5% to 40%. Mr. Smith stated the largest impact on the reduction in Town is the leak detection work which has brought us down to 7.75%, and he is hoping to continue decreasing this number. Mr. D'Amico stated the Massachusetts Department of Environmental Protection's goal is 55 gallons/day/person, which is where we are at, noting our residents and businesses are doing a good job conserving water. Selectman Crowley asked about the water main construction numbers. Mr. Smith explained the areas in town where they drained all the water mains to update the valves along with the Village Street water meter project, which caused that number to be up this year. Selectman Crowley asked if residents' usage decreased from 213 million to 209 million. Mr. Smith confirmed. Selectman Crowley asked what the plans are for the sewer system. Mr. Smith stated that, to date, 10.5 miles of sewer main and 2 miles of laterals have been investigated and this will continue. Selectman Crowley asked about the sewer problem causing a 20 gallons per minute water loss. Mr. Smith explained the details of this issue on Evergreen Street, noting they were able to find a broken concrete slab over a manhole and in that was a 6 inch sewer pipe with ground water pouring into it at an estimated 20 gallons per minute, which is about 28,000 gallons per day. Selectman Crowley commended Mr. Smith's work. There was a question from a resident about the increase in flow testing. Mr. Smith explained those are all from hydrant related new development fire systems testing requirements. The Water Department staff go on-site to assist the engineer to ensure there is enough water pressure to service this need. Selectman Trindade asked if we charge for this. Mr. Smith stated not at this time. Selectman Trindade asked what the best practice is. Mr. Smith stated some communities do charge a fee and that most will charge an operator/service fee. Selectman Foresto

asked the specific costs to the Town. Mr. Smith stated there are two staff members in a truck along with the water costs. The Board requested that DPW investigate charging a fee for this service. Selectman Crowley asked how far the water line goes down Holliston Street and the need to increase the size due to the impact from Timber Crest. Mr. D'Amico stated it goes the entire way and Timber Crest will have to increase the size on the line in their development; the water line on Holliston Street not have to be increased. Mr. Boynton reported the bids came in for the Brentwood project noting the amount originally targeted, \$5.5 million, will be sufficient, and that this does not include any curb to curb paving, noting this was not part of the original plan.

**Approval: Purchase and Sale Agreement – 13 and 15R Populatic Street**

*The Board reviewed the purchase and sale agreement.*

Mr. Boynton stated this is great news as it impacts the water treatment facility and thanked Ms. Saint Andre for her efforts. He noted the document for the Board's signature has one new change which is only the address of the seller. Mr. Boynton explained this is close to 4.5 acres, where the specific property is located, the added protective space for the well, and space to move the treatment facility layout if needed. Selectman Crowley stated his concern about the house on the property, noting that by the time the facility is built in three years, he would recommend selling that specific property or renting it, so it is not left vacant. The Board requested that this be added to the action item listing to be addressed after the treatment facility is completed.

**Selectman D'Innocenzo moved that the Board approve and authorize the vice-chair to execute the purchase and sale agreement for 13 and 15R Populatic Street and authorize the chair or vice-chair to execute other closing documents. Selectman White seconded. No Discussion. It was so voted by roll call: 5-0-0 (Crowley, aye; D'Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).**

**Authorization to Expend Donation Funds: Donation from Timber Crest LLC for Emergency Backup Water Supply Well - \$25,000**

*The Board reviewed the notice of donation.*

Ms. Saint Andre stated part of the negotiations of their comprehensive permit was to donate \$25,000 to help defray the cost for an emergency backup water supply. Mr. D'Amico stated the focus will be to get an interconnect to another town.

**Selectman D'Innocenzo moved that the Board accept and authorize the expenditure of the donation from Timber Crest LLC in the amount of \$25,000 for use by the DPW as presented. Selectman White seconded.** Discussion: Selectman Foresto asked if this amount will cover the full cost. Mr. D'Amico stated it would not but would cover the engineering plans costs. Selectman Crowley asked for the amount of the connect fee for each home for water and sewer. Mr. D'Amico noted that these were the old rates and will provide the Board with those rates. **It was so voted by roll call: 5-0-0 (Crowley, aye; D'Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).**

**Consideration: Postponement of May 11, 2020 Special and Annual Town Meetings and May 19, 2020 Annual Election**

*The Board reviewed legislation allowing the postponement of local elections.*

Town Manager Boynton stated he does not believe we will be released from the social distancing guidelines soon and recommends scheduling both the Special and Annual Town Meetings on June 8 and the election on June 16. The only other option would be moving the date of the Town Meetings to June

22, but he prefers they not be pushed out that far. Selectman Trindade asked if that will be enough time and what happens if we must push these beyond July 1. Mr. Boynton stated he does not know the answer to that question due to the lack of direction from the state. Selectman Trindade asked if we can obtain face masks for those who attend Town Meeting who do not have any to use.

**Selectman D’Innocenzo moved that the Board vote to postpone the Special and Annual Town Meetings to Monday, June 8, 2020. Selectman White seconded. No Discussion. It was so voted by roll call: 5-0-0 (Crowley, aye; D’Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).**

**Selectman D’Innocenzo moved that the Board vote to postpone the Annual Town Election to Tuesday, June 16, 2020. Selectman White seconded.** Discussion: Selectman White stated that the State has allowed the following adjustments related to the election: (1) reduced hours, (2) reduced staff, (3) requirement that masks be worn, (4) encouragement of absentee voting, and (5) availability of early voting, which can only be done by mail. Selectman Crowley would like to hold off on the guidelines about the wearing of the masks, but include all the other information to be provided to the residents as soon as possible. Selectman Crowley asked if there was any impact on the due date for nomination papers. Selectman White stated no, noting the only deadline impacted is the last day to register to vote. **It was so voted by roll call: 5-0-0 (Crowley, aye; D’Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).**

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

*The Board reviewed (1) STM Articles 1, 2, and 8, and (2) ATM Articles 11, 16, 18, and 22.*

This agenda item was moved to the May 4<sup>th</sup> Selectmen’s meeting. Mr. Boynton reported that we will have one unpaid bill from Tufts Health Plan in the amount of \$6,313.58.

**Authorization to Expend Grant Funds: COVID-19 Emergency Assistance for Local Public Health - \$12,000**

*The Board reviewed the (1) notice of grant award, and (2) the Central Massachusetts Regional Planning Commission (MCRPC) agreements number 1 and 2.*

**Selectman D’Innocenzo moved that the Board authorize the expenditure of the COVID-19 emergency assistance for local public health grant in the amount of \$12,000 as presented. Selectman White seconded.** Discussion: Mr. Boynton stated that these funds will be utilized for vaccine distribution when that time comes. **It was so voted by roll call: 5-0-0 (Crowley, aye; D’Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).**

**Appointment Consideration: Board of Registrars – Christine Lorenzen**

*The Board reviewed the e-mail recommendation from Maryjane White.*

Selectman White stated that Ms. Lorenzen has been a Registrar for 25 years, has done a good job and is interested to continue to serve in this role.

**Selectman White moved that the Board reappoint Christine Lorenzen to the Board of Registrars for a three-year term. Selectman D’Innocenzo seconded. No Discussion. It was so voted by roll call: 5-0-0 (Crowley, aye; D’Innocenzo, aye; Foresto, aye; Trindade, aye; White, aye).**

**Action Items from Previous Meeting**

*The Board reviewed the Action Items dated April 6, 2020.*

This agenda item was not discussed.

### **Town Manager's Report**

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

#### **COVID-19 Update:** Town Manager Boynton stated:

- Medway Case #s — Mr. Boynton stated that a total of 34 positive cases have been reported, 12 have cleared protocol and we are still working with remaining residents in the various stages of recovery.
- Costs Summary — Mr. Boynton reviewed the additional costs to date including: (1) IT at \$49,576 for Chromebooks purchases and Zoom licensing, (2) Fire Department at \$10,655 for overtime costs and costs for setting up Station 2 for 24 hour coverage, (3) Police Department at \$1,176 for associated costs for cleanings, (4) DPW at \$4,978 for associated costs for cleanings, and (5) School Department at \$10,978. He stated there is no budget in immediate danger of being in the red, but he would still like to transfer funds in the Special Town Meeting to cover additional costs.
- Governor's Decision on Schools — Layoffs, Buses, etc. — Mr. Boynton stated that the closing of schools for the rest of the year leads to many discussions. He has had discussions with Chief Tingley and Superintendent Pires. He noted that we need a decision on the school bus contract, crossing guards, etc. He noted that laying someone off is not a huge cost savings as these are part-time employees with no benefits. Selectman Crowley asked to determine if the bus company or other companies have applied for federal loans under the Payroll Protection Program (PPP) as employees and overhead costs will be covered under the PPP. Selectman Trindade would prefer to continue paying the crossing guards. There was further discussion about the cost/benefit of this action. Selectman Crowley asked if just the crossing guards are affected. Mr. Boynton stated he needs to discuss this with Superintendent Pires.
- Fiscal Year 2020 — Lost Revenue (Local & State?) — Mr. Boynton stated there will be some level of lost revenue, specifically in the meals tax, and he is not sure if state will have a reduction in local aid. For FY21, there will be between \$2-6 billion less in revenue at the state level noting this does not include any additional expenses. There was discussion on the potential impact if there was a decrease in local aid.
- Fiscal Year 2021 Planning — Road Projects Delay — Mr. Boynton provided a spreadsheet recommending delaying \$800,000 in spending noting that the funds will remain in that line item and the projects would just be delayed. Mr. Boynton explained where these funds would be appropriated at Town Meeting, into roads and sidewalks, and if we get to September and have a revenue gap, we will have the ability to transfer this \$800,000 to deal with the revenue gap. Selectman Crowley asked if the transfer would require a Town Meeting vote. Mr. Boynton confirmed and believes this could be done at Fall Town Meeting. He commended the Board on the direction provided for utilization of the Exelon funding. There was further discussion on the potential impact to revenues and the funding of this impact.
- Town Fields & Spring and Summer Programs — Mr. Boynton noted that we are losing all the Parks funds as there are no programs taking place. We believe there will still be a positive balance. There will not be any transfer of funds to the fields stabilization funds and we may have to look at fees for next year.
- Recycling Center Hours Extension — Wednesdays — Mr. Boynton reported that extended hours will start tomorrow.



- Employee Policy Updates – Vacation Time Carry Over – Mr. Boynton stated that all employees will be allowed to carry over five extra days as a lot of people have had to cancel vacation.
- Kudos to Town Staff—Mr. Boynton stated he cannot say enough positive things about the staff. He commended Ms. Harrington, Ms. Johnston, and Ms. Riley on their efforts and innovative programs. He noted we all miss the public in the building.
- Fire Station Sprinklers – Mr. Boynton reported that these went out to bid and the bid amounts came in much higher than anticipated. He stated that the Chief will be working with FEMA to hopefully reallocate these funds. One of the major issues was they are not able to get enough water pressure in the building.

DPW Garage Project Update-Solar Panels: Town Manager Boynton stated the carpenters' union was due back on site today. He reported that the wrong solar panels arrived on site and he made his displeasure known to the project manager. He stated that, if these were used, then that would change the application with the state. The project manager was told to obtain the correct ones. Selectman Crowley asked how long it will take to get correct ones delivered. Mr. Boynton stated he does not know at this time.

Route 109 Landscaping Update: Town Manager Boynton stated he was hoping this would only be a two-week project, however, only one side was completed in that timeframe. Therefore, the other side will need to be completed. He stated that he may use some stormwater funds to complete this work. Mr. D'Amico confirmed that the contractor is working at a daily rate cost basis. Mr. Boynton noted that the state is paying for the police details.

Main Street at the Bellingham line: Town Manager Boynton stated that Bellingham has not gone out to bid yet. He has spoken with the Bellingham Town Manager and will continue to work with him on this project.

Timber Crest Project Update: Town Manager Boynton stated this project has started noting that he met with the contractor on-site. He reported that they are designated as an essential business. He also spoke with the developer and requested that he provide each homeowner his contact information and provide them with the project timeline.

Exelon Call with Residents: Town Manager Boynton stated he had a Zoom conference with residents regarding the letter from Exelon. Exelon was given four items to respond to. The first was construction noise at night, and, as there are only two plant operators on site at that time, it was speculated that this could be part of the New England Power or National Grid projects in the area. Two residents were concerned with noise after hours and Exelon was requested to contact the residents. One did not want to be contacted by Exelon. There was a request that when Exelon plans noise testing that we get thirty days prior notice, which they agreed to provide. Mr. Boynton noted that we have special counsel assisting the Town with this process. Selectman Crowley reported that all the Board members received a letter and asked what action Mr. Boynton has taken. Mr. Boynton stated that he has not responded to the letter as the letter was a demand that the Energy Facilities Siting Board (EFSB) take into consideration air and water quality. He stated that the EFSB issue relates solely to noise testing, noting that the 6am to 6pm simultaneous running was what was allowed and that no noise could be greater than 10 decibels. Exelon had requested to increase their simultaneous run time to 11pm. They tested 6-9pm, which indicated less than 10 decibels. However, 9pm to 11pm was higher than that so they were only seeking to be allowed simultaneous run time until 9pm. Selectman Crowley asked if the Town's special counsel looked at this and provided the Town with specific direction. Mr. Boynton

confirmed. Selectman Crowley requested that a letter be obtained from special counsel and it be kept on file.

Tennis Courts Repairs – On Hold: Town Manager Boynton stated this is several thousand dollars of repair that we do not have at this time and, given where we currently are with COVID related expenses, this is not a high propriety.

Charter Update & By-Laws Review: Town Manager Boynton stated the Charter was approved and thanked Representatives Roy and Murray and Senator Spilka for their efforts. He noted that we now have additional committee charges and the Board is now the water and sewer rate setting authority. Ms. Johnston has already posted the new parchment on the website. He is reviewing the current by-laws to assist the by-law committee and will be providing recommendations to the committee.

Town Manager Out of the Office:

- Nothing Scheduled (Cancelling Vacation Days Next Week)

NEXT Regular Selectmen's Meeting – Monday, May 4, 2020

**Selectmen's Reports**

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

Selectman Crowley reported that both food pantries in the town are at their limits and requested that anyone who can please donate food or money. Selectman Trindade stated he spoke with Lorraine Cottone, who rallied a very successful food drive last year, and the Health Agent about having a drop off site for food, noting the issue is food sorting with many other logistical challenges. They are looking into how this can be done safely. Ms. Johnston will provide the pantries' address information along with who to make out a check to.

**At 9:31 PM, Selectman D'Innocenzo moved to adjourn. Selectman White seconded. 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  
Executive Assistant  
Town Manager's Office