

**Select Board Meeting  
May 3, 2021 – 7:00 PM  
Sanford Hall  
155 Village Street**

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

**Staff Present:** Michael Boynton, Town Manager; Allison Potter, Assistant Town Manager; Sandy Johnston, Communications Director.

**Participated Remotely:** Courtney Riley, Director, Council on Aging; Dave D’Amico, Department of Public Works (DPW) Director, Peter Pelletier, DPW Deputy Director.

**Others Participated Remotely:** Paul Galante, Director, Mahan Circle Food Pantry; Lisa Adelman, attorney, Ocean State Job Lot (OSJL); Gregory Demakis, attorney Keystone Liquors; Karen Phipps, Nancy Kramer, Kevin Morse, Medway Mustang statue; Susan Dietrich, School Committee Chair; Investment Advisory Committee: Frank Rossi, Chris Lagan.

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

**Public Comments:** Tracy Stewart of 21 Lovering Street stated after reviewing the agenda, she sent questions to Ms. Potter on Friday about terms indicating action that are used on the agenda and requested that if any discussions result in actions to be taken by the Board that these move forward to the next Select Board meeting agenda to allow for public participation.

**Recognition Unsung Hero Paul Galante**

*The Board reviewed the February 26<sup>th</sup> Medway Facebook page.*

Mr. Trindade commended Mr. Galante on his efforts and contribution to the community including his tremendous time and effort at the Mahan Circle Food Pantry. Since COVID-19, the pantry is serving 174% more people. Mr. Trindade noted Mr. Galante manages the volunteers, food vendors, and does all he can to provide the broadest spectrum of food available. Mr. Galante, Director, Mahan Circle Food Pantry, stated that 74% of the clients are from Medway, they are open are Tuesday through Thursday from 9am to 11am, and noted that anyone from Massachusetts can participate. Participants receive 75-100 pounds of food three times per month. Since COVID, distribution is all done outside. He stated that they accept donations 24 hours per day noting their major contributors include Shaw’s, Market Basket, the Muffin House, and Stop & Shop. He thanked the Lions and Medway government for their assistance. Mr. Trindade reported that the campaign Medway Bags Hunger is this month. Bags are dropped off to homes, filled by residents and pick-up by Lion’s members and brought to Mahan Circle. Mr. Boynton commended Mr. Galante on his efforts, selflessness, and dedication especially during COVID. Mr. Crowley noted that Mr. Galante is also an active member of the Medway Lions serving the community in that role, as well. He stated the bags will be dropped off May 15<sup>th</sup> and possibly 16<sup>th</sup> depending on weather for the Medway Bags Hunger campaign. The rest of the Board thanked Mr. Galante. Mr. Crowley asked how many average hours per week he works. Mr. Galante stated 50 hours per week. Mr. Boynton asked that if residents know of any others like Mr. Galante to inform Ms. Johnston so they can be recognized by the Board.

**Approval of Minutes: April 20, and 23, 2021**

*The Board reviewed the draft minutes of April 20, and 23, 2021.*

**Mr. Foresto moved that the Board approve the minutes of April 20, 2021. Ms. White seconded.**

Discussion: Mr. Crowley referenced the last page and requested that the fact that the girls' volleyball team after winning the small division tournament, then won the large division tournament as well beating Ashland 3-0, be added to the minutes. **No discussion. VOTE: 5-0-0.**

**Mr. Foresto moved that the Board approve the minutes of April 23, 2021. Ms. White seconded. No discussion. VOTE: 5-0-0.**

**Discussion/Vote: New Application for Wine and Malt Package Store License – OSJL Spirits LLC, D/B/A Ocean State Job Lot, 114 Main Street**

*The Board reviewed the Alcoholic Beverages Control Commission (ABCC) Local Licensing Authority submission form.*

Mr. Boynton stated following the last discussion, the Ocean State and Keystone attorneys and owners were to discuss next steps. Mr. Crowley stated he had been concerned about these discussions but has spoken with the Keystone owner who indicated he is satisfied following these discussions and is in favor of this license. Mr. Demakis stated the agreement is as long as his client, Keystone, is in that location Ocean State will agree that they will not seek to increase the space where alcohol is sold. Ms. Adelman confirmed this as well.

**Mr. Foresto moved that the Board approve the license as discussed. Dr. D'Innocenzo seconded. No discussion. VOTE: 5-0-0.**

**Authorization to Expend Grant Funds: Fiscal Year (FY) 2021 Formula Grant for Senior Center Programs and Staff - \$24,036**

*The Board reviewed the (1) grant expenditure authorization form, and (2) memo from Courtney Riley.*

Ms. Riley stated this is a yearly grant through the State Department of Elder Affairs and noted that spending can start once the State signs the contract. She reported that she has \$6,000 left to be spent this Fiscal Year. The grant amount is based on the number of seniors in town as of the 2010 census noting that we have 2,003 seniors and are given \$12 per senior. She stated this can be used for salaries and to subsidize programs.

**Mr. Foresto moved that the Board authorize the expenditure of the FY21 Formula grant as presented. Ms. White seconded. No discussion. VOTE: 5-0-0.**

**Report from the Investment Advisory Committee (IAC)**

*The Board reviewed the (1) e-mail from Joanne Russo regarding committee's recent activities, and (2) investment tracking spreadsheet.*

Mr. Trindade explained the rationale for creating this committee and commended the committee on their efforts. Mr. Boynton stated the committee members include Treasurer Collector Joanne Russo, Mr. Rossi, and Mr. Lagan, noting the unfunded Other Post-Employment Benefits (OPEB) liability has been reduced due to their efforts. Mr. Rossi explained the committee was formed in the summer of 2016 to explore investing both OPEB and stabilization accounts. OPEB is a long-term money investment, and the stabilizations account is a short-term investment. After evaluation of vendors who manage

municipal monies, Rockland Trust was selected to assist with the investment funds management. He stated that the initial funding in December 2018 was \$857,000 and that amount was a slow and steady build that took seven to eight years to get there, as we started at \$25,000. He noted that \$300,00 per year is earmarked for the OPEB trust fund via Town Meeting. He reported that Odyssey was the actuarial firm that ran our OPEB numbers noting our unfunded liability was north of \$35 million when we began. He explained what the actuarial firm looks at to come to that number, which includes how the money is invested. They assign a rate of growth to the investment called a discount rate. We started at \$857,000 and in June 2020, one and a half years later, OPEB is worth \$1.3 million which translates to a growth rate/discount rate of 6.5, which decreased our unfunded liability from \$35million to \$23 million. In June of 2020 we were at \$1.3 million and as of March 2021 we are at \$1.9 million. He stated that includes the \$300,000 we invest yearly along with the growth via working with Rockland Trust. He noted that as long-term funds, the IAC directed Rockland Trust to invest at 80% in the equity side, which is stock, and 20% on fixed income, which results in the substantial growth. He explained the performance calculations which look at the money coming in as well as the growth returns and reported that the annualized rate of return from December 1, 2018 to March 1, 2021 is 13.5%. The total return from June 2020 to March 31, 2021 is 18.5%. Mr. Lagan stated the stabilization fund remains in very short-term liquid investments for short-term needs as they arise. Mr. Rossi noted that stabilization money needs to be in short-term liquid investment vehicles and therefore we are accepting the lower rate for the safety of the investments. The Board commended them on this effort. Mr. Crowley noted that the \$300,000 annual OPEB contribution was based on a decision by the Select Board to invest this amount from the yearly Exelon revenue. He asked about the impact of this on our bond rating. Mr. Rossi stated it is critical to the bond rating agency as they look at both the unfunded liability in OPEB and stabilization account and that is what drives our AAA rating. He stated that only fifteen towns in the state have a AAA rating out of 347 with Medway being one of the fifteen. He noted that only Wellesley has a fully funded OPEB account. Mr. Lagan noted that Medway is in better shape than our peers as well as most towns in the state. Mr. Boynton noted that Wellesley was able to fully fund their liability via an override. Mr. Boynton noted that it is challenging to do this without an override, and we believe that we have a solution in place to address OPEB. He noted that once the Norfolk County pension is fully funded, a portion of that can then go almost instantly towards closing the gap on unfunded OPEB liability. He noted that both the Select Board and IAC Committee has provided the Town with the support to achieve this without raising taxes or taking a hit in our bond rating.

**Approval: Contract with P. J. Albert, Inc. for Various Asphalt Sidewalks - \$241,532**

*The Board reviewed the (1) memo from Dave D'Amico, (2) bid results, and (3) contract.*

Mr. Pelletier stated P. J. Albert, Inc. was the low bidder for this work slated for this summer. Mr. Trindade asked if this is for new sidewalks or repairs to existing sidewalks. Mr. Pelletier stated existing sidewalk repairs. Mr. Trindade asked if this will be asphalt sidewalks and berms. Mr. Pelletier confirmed most are asphalt. Mr. Boynton stated if there is granite, it will be replaced with granite. He stated that we need to complete the existing Brentwood sidewalks with Highland Street to Cumberland Farms being next, which are new sidewalks. Ms. White asked if we have past experience with this vendor. Mr. Pelletier confirmed, and Mr. D'Amico stated they are currently our milling contractor. Mr. Crowley asked when the work will begin. Mr. D'Amico stated in June. Mr. Crowley requested this information be put out on the website. Mr. Crowley stated that we estimated \$300,000 and the bid came in at \$241,000, which didn't include the asphalt, and asked if the asphalt cost will be included in the \$300,000. Mr. D'Amico stated the total was estimated at \$600,000. Mr. Crowley asked if this will be under budget. Mr. D'Amico confirmed. Tracy Stewart noted that on both Winthrop and Highland Streets, there is cement curbing that disintegrated. Mr. Boynton stated that is a separate project and will be addressed.

**Mr. Foresto moved that the Board approve the contract with P.J. Albert, Inc. in the amount of \$241,532 as presented. Dr. D’Innocenzo seconded. No discussion. VOTE: 5-0-0.**

**Authorization: Department of Public Works Facility Spending for Additional Needs**

*The Board reviewed DPW Facility financing spreadsheets.*

Mr. Boynton stated back in November of last year an update was provided to the Select Board showing immediate projects needed at a cost of \$170,000 noting that \$214,000 funds were available. Mr. Crowley asked that we not use the \$214,000 funds before discussing the use with the Board. Mr. Boynton stated these additional needs should not hit the \$214,000 total. Mr. D’Amico explained where the items to be addressed arose. Mr. Trindade asked if there is fencing around the back of the property. Mr. D’Amico stated not yet. He said this will be a larger expense and explained the requirements. Mr. Trindade noted that this is a safety issue and is not included in this list. Mr. D’Amico stated the cemetery retaining wall and anticlimbing device was included in this list. Mr. Crowley requested that for the fencing project, pricing be obtained, and this be addressed at the November Town Meeting. The Board agreed. Mr. D’Amico stated, due to the cost, they will need to get bids on the project.

**Dr. D’Innocenzo moved that the Board authorize spending for the additional requirements for the DPW Facility as discussed. Ms. White seconded. No discussion. VOTE: 5-0-0.**

Mr. Crowley stated he had the unfortunate experience of driving down Coffee Street, which is in very poor condition. He stated that we intend to start work on this street on May 10<sup>th</sup>, and the work includes Coffee Street, Holliston Street to Ellis Street, and the Brentwood area. He noted that those streets that still require water main work will not be completed until that work is completed. Mr. Boynton reminded all that we needed to wait until the trenches settled from the watermain work before we could address the street paving. Mr. D’Amico stated the asphalt paving will be done at the end of June or beginning of July. Mr. Boynton stated that multiple contractors are involved with scheduling challenges and explained the specific steps needed to redo Coffee Street with the goal to be finished by mid-July. Mr. Crowley asked when the ones with the overlay will start. Mr. D’Amico stated that will be based on the project. Mr. Crowley asked when the final asphalt will be complete. Mr. D’Amico stated the end of July. Mr. Boynton explained the rationale for when the streets will be done noting the project will start on May 10<sup>th</sup>. Mr. D’Amico noted that the reason it took time is we wanted to deal with the roads correctly so that they would last. Mr. Crowley asked what information went out to the residents. Ms. Johnston stated a general overview went out and specifics will be put out as soon as they are known.

**Discussion: Medway Mustang Statue**

*The Board reviewed the (1) photo of the proposed statue, and (2) text from Dennis Crowley.*

Mr. Boynton stated this is a privately fund-raised statue in honor of Bill Phipps for his work with the youth of Medway over the years. Karen Phipps of Holliston, Nancy Kramer of Bellingham, and Kevin Morse of Douglas were present to address the Select Board. Mr. Morse stated Karen had done a fund-raising effort on behalf of Bill Phipps, which in addition to the statue includes a plaque noting Mr. Phipps’ achievements as an athletic director, coach, and teacher. Mr. Morse noted that he himself was a graduate of Medway High School and is currently Chair of the Douglas Select Board. The group initially looked into donating this to Medway High School, however, the School Committee determined that their naming conventions rules did not embody the intent of this project, so the group is asking that this be installed on Town property noting there is zero cost to the Town. Mr. Trindade asked how tall the statue would be. Ms. Phipps stated nine feet. Mr. Trindade asked what color it would be. Ms. Phipps stated it will be made from aluminum with an antique bronze finish. Mr. Crowley stated this group is

recommending it be placed outside of the main Fire Station noting the Fire Chief and Town Manager agreed to its location. The specific planned location was discussed. Mr. Crowley did not want to get into the details about the discussion with the school and asked if the school would have any issue with installing this at the Fire Station. Ms. Dietrich, School Committee Chair, stated that the decision is up to the Town. Ms. White asked if the School Committee wanted it at the school. Ms. Dietrich stated they would like it at the school and referred the Select Board to the February 25, 2021 School Committee minutes where this was discussed, noting that the issue was the naming convention. Mr. Trindade asked Ms. Stewart what her issue was as she asked that the Board take no action on this agenda item tonight. Ms. Stewart stated she believes this would be more appropriate at the school. Mr. Crowley asked the name of the foundation. Mr. Morse stated the donation is from Friends and Family of Bill Phipps via a go fund me page.

**Mr. Crowley moved that we accept the Mustang statue and plaque to be installed at the main Fire Department pending the final approval of the Fire Chief and Department of Public Works.** Discussion: Ms. White asked if the base would be included. Mr. Morse confirmed. **Ms. White seconded. VOTE: 5-0-0.** Mr. Crowley asked for the anticipated timeline. Mr. Morse stated they were waiting on approval prior to making the purchase and then the timeline would be based on Fire and DPW approval. Ms. Phipps stated it could be ready as early as four weeks.

#### **One-Day Liquor License Applications:**

- **Margaret Manning – Thayer Homestead – 6/6/2021**
- **Tia Capobianco – Thayer Homestead – 6/10/2021**
- **Lisa Astorino – Thayer Homestead – 6/12/2021**
- **Karen Granville – Thayer Homestead – 6/13/2021**
- **Amy Brady – Thayer Homestead – 6/26/2021**
- **Julie St. Andre – Thayer Homestead – 6/29/2021**

*The Board reviewed the Police Lieutenant's recommendations for Margaret Manning, Tia Capobianco, Lisa Astorino, Karen Granville, Amy Brady, and Julie St. Andre.*

**Mr. Foresto moved that the Board approve the one-day liquor applications as presented subject to the Police Lieutenant's recommendations and proof of appropriate insurance coverage. Dr. D'Innocenzo seconded. No discussion. VOTE: 5-0-0.**

#### **Action Items from Previous Meeting**

*The Board reviewed the action items dated April 20, 2021.*

Status on Grant Funding for Solar at New DPW Facility: Mr. Boynton stated the grant was approved and there was an amendment submitted and he will get an update to the Board. Mr. Crowley was under the impression that we would receive a large check, but this is actually a credit on the electricity. Mr. Boynton stated the utility company is currently addressing the meters which will track this and determine the amount of the credit. Mr. Crowley stated this is a net zero building and asked where additional funds go and what is the anticipated amount. Mr. Boynton stated we certified for Group 2, which meant we would receive \$1.4 to \$1.6 million back over twenty years and translates to \$80,000 per year. He stated it is dependent on sunlight noting the building is 100% electric so will generate energy in the daytime. He stated it is too early to give any actual numbers. Mr. Crowley asked if we would receive a return on investment on the solar panels. Mr. Boynton confirmed.

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

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

COVID Update: Mr. Boynton stated he has no updated numbers for Medway noting numbers are decreasing. A number of changes are occurring daily, including today with the closing of some of the mass vaccination sites. He reported that we still have some vaccines to be distributed.

- Evaluating New Opening Plans – Awaiting State Updates – Mr. Boynton stated we are waiting on updates to determine the impact on open meetings, gatherings, events, etc. The target is August 1<sup>st</sup> for full opening, but some businesses will still be impacted.
- American Recovery Plan (ARP) Guidance Expected – First Funds by May 11<sup>th</sup> – Mr. Boynton stated there are a number of items that we have not received final guidance on. He reported that Norfolk County has been provided funds based on per capita for the county. If we get these funds, there could be a potential that Medway could receive \$3 million. We need to receive the final guidance and determine what actual funds we will receive before we can determine a plan. Mr. Foresto asked about the funding for schools for summer programs. Mr. Boynton stated school districts will be prioritized based on COVID incidence and the impacts on student learning. He commended Representative Auchincloss regarding his work for potential funds from federal programs for the Town's water projects.

Town Meeting Planning: Mr. Boynton stated Town Meeting is next Monday and he anticipates utilizing the same process as last year with outside check-in, ushering residents to socially distanced seating, and an area available for overflow.

Hiring Processes Updated – Police & Fire: Mr. Boynton stated this is an interesting time to hire noting we have four openings on the Fire Department, two new and two existing, which we have offered to four candidates pending physical abilities testing results and background checks. We have two vacancies for the Police Department, one current and one anticipated with the retirement of John Rojee. We submitted a request to civil service which provided twenty-seven individuals and only one person signed the list. Many communities are having issues with finding those interested in a police position. We plan to reach out to civil service again for an expanded list.

Salmon Health Facility – Nearing Occupancy: Mr. Boynton stated they are nearing an occupancy permit for the first building by the end of this month and are still looking for a medical partner in the medical building.

Groundbreaking 39 Main Street Friday 9AM: Mr. Boynton reminded all about the 9am groundbreaking at 39 Main Street.

Town Manager Out of the Office: Mr. Boynton stated he is out of the office as follows:

- May 19 – May 28 - Vacation.

NEXT Regular Select Board Meeting – Monday, May 17, 2021.

Special Board Meeting – 6:30pm prior to Town Meeting.

### **Select Board's Reports**

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

Ms. White asked if someone is assessing the viability of the new trees on Route 109. Mr. Boynton stated Mr. Carew is checking these.

Dr. D'Innocenzo requested that residents come to Town Meeting.

Mr. Crowley reminded all about the live Democratic and Republican forum tomorrow night here in Sanford Hall that will be streamed live on Medway Cable Access.

Mr. Foresto reminded all about the webinar this Wednesday night about battery storage and use. He reported this Wednesday night is also the first meeting of the Inclusion, Diversity, and Equity Advisory Committee. He asked Mr. Boynton about the plans for Memorial Day. Mr. Boynton stated there will be a ceremony and no parade like last year. Mr. Foresto reported that Medfield received four bids from \$8.1 to \$9.1 million for their water treatment facility but that does not include a garage or the potential to deal with perfluoroalkyl and polyfluoroalkyl substances (PFAS) in the future.

Mr. Trindade stated that Representative Roy was instrumental in coordinating the webinar for this Wednesday night to address the battery storage concerns. He explained who would be participating and that battery storage is a key in the State's plan to reduce greenhouse gasses. He requested that the information for this webinar be sent to all Town Board and Committee members. Lastly, he noted that the Town has started the planning process of the Medway Master Plan and is sponsoring a forum on May 24<sup>th</sup> at 7pm. The forum provides the opportunity to learn about the process and comment on the vision for the Town in the next ten years. He encouraged all residents to participate.

**At 8:36 PM, Mr. Foresto moved to adjourn. Ms. White seconded. VOTE: 5-0-0.**

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

**Approved: May 17, 2021**  
**Amended: June 7, 2021**