

**Board of Selectmen's Meeting
January 4 – 7:00 PM
Sanford Hall
155 Village Street**

Present: Glenn Trindade, Chair; Maryjane White Vice-Chair; John Foresto, Member.

Absent: Richard D'Innocenzo, Clerk.

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

Participated Remotely: Dennis Crowley, Selectman; Bridget Graziano, Conservation Agent; Lieutenant Matt Reardon; Lieutenant William Kingsbury.

Others Participated Remotely: Jason Wallin, Director of Culinary; Paul Kenney, Attorney; WP Medway OPCP, LLC; Paul Atwood, Chair, Agricultural Committee; Tiffany Henault, candidate, Agricultural Committee.

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

Public Comments: There were none.

7:00 PM: Public Hearing: New On-Premises All Alcohol License Application – WP Medway OPCP, LLC (The Willows)

The Board reviewed the license application.

Selectman Foresto moved to open the public hearing on the all-alcohol license application of WP Medway OPCP, LLC doing business as The Willows of Medway. Selectman White seconded. No discussion. It was so voted by roll call: Crowley aye; Foresto aye; Trindade aye; White aye. VOTE: 4-0-0.

Mr. Boynton explained where The Willows will be located, that there are common dining areas within these types of facilities, and the results of our investigation with the Alcoholic Beverages Control Commission (ABCC) identified the need for an alcohol license. Mr. Wallin explained his role in the company as Culinary Director of eight locations, that there are nine Salmon Health and Retirement skilled nursing and independent living facilities, and the family ownership and business structure of the company. He explained the purpose of applying for the alcohol license is to be able to offer alcoholic beverages to the residents of the facility, the locations of the two dining rooms where it will be served, and that all servers will be TIPS certified. Selectman White stated that abutting residents have asked if any outdoor functions will occur that will include the serving of alcohol. Mr. Wallin stated there is no outdoor venue for any events and alcohol will only be served in the two indoor dining rooms. Mr. Boynton stated the serving location would be limited by the description of premises in the license application which only includes the two dining room areas. This was confirmed by Mr. Wallin. Selectman Foresto asked how many of the nine facilities have liquor licenses. Mr. Wallin stated he has opened two dozen other facilities, and this is the first time that he has had to obtain a liquor license. Selectman Trindade asked if they are serving alcohol in these other facilities. Mr. Wallin confirmed

noting that it is very limited, and the other Towns informed them that they did not require a liquor license. Selectman Crowley asked how many liquor licenses we have left. Ms. Potter stated we have ten, this would be eleven, and we can have up to fourteen. Selectman Crowley asked if the dining would be open to the public as well. Mr. Wallin stated only if a non-resident came to dine with a resident, then they would be able to be served alcohol as well, but the dining would not be open to the general public. Selectman Crowley asked if there is any cash involved. Mr. Wallin stated there is no cash involved, a guest can have one drink and any additional drinks would be billed to the resident's account. Selectman Crowley asked if the residents will be allowed to have any of their own alcohol or will all alcohol be under the control of the facility. Mr. Wallin confirmed that all alcohol be under the control of the facility. Mr. Tim Choate stated in a past Planning Board meeting, it was noted that an alcohol license was not needed but now one is and would like to know what changed. Mr. Wallin stated that upon further investigation with the ABCC and Town, it was determined that a license was needed. Mr. Choate asked if alcohol would be served in the community center over the bridge from the main building. Mr. Wallin stated they would obtain a one-day alcohol license from the Town if they ever plan to serve alcohol in the community center. Mr. Choate referred to page 125 of 126 of Town zoning by-laws regarding uses of an ARCPUD development noting there is no mention of serving alcohol and stated that ARCPUD is an overlay in AR1 and AR2 and referred to page 40 referencing restaurants and bars that states that this is not permitted. Mr. Boynton stated this is not a restaurant or a bar, but a facility allowed and regulated by zoning and per the direction of the ABCC there is the need for this license and the Town does not believe this is a violation of the Town by-laws. There was a further discussion on the process for a resident to appeal the determination relative to a Town by-law violation and the ability to contact the ABCC directly with any concerns. Mr. Choate then reviewed the abutters' past experience with this development. Ms. Kathy Hooper stated her concern as a close abutter regarding service of alcohol on their outdoor patio and feels the one-day alcohol license addresses this concern.

Selectman Foresto moved to close the public hearing on this alcohol license application. Selectman White seconded. It was so called by roll call: Crowley aye; Foresto aye; Trindade aye; White aye. VOTE: 4-0-0.

Selectman Foresto moved that the Board approve the license application as presented. Selectman White seconded. Discussion: Selectman Crowley asked if the patio faces the Hooper's property. The specific location of the patio was discussed. **It was so voted by roll call: Crowley aye; Foresto aye; Trindade aye; White aye. VOTE: 4-0-0.**

Approval of Minutes: December 21, 2020

The Board reviewed the draft minutes of December 21, 2020.

Selectman Foresto moved that the Board approve the minutes of December 21, 2020. Selectman White seconded. Discussion: Selectman Crowley referenced page 4, line 156, regarding the VFW building noting his concern was with both the building and the land and requested that be clarified. Selectman Crowley referenced the next sentence where Selectman Foresto stated this will be addressed during the facility study discussion but believes only buildings will be discussed not land. He further noted that the committee will not be addressing land use. **It was so voted by roll call: Crowley aye; Foresto aye; Trindade aye; White aye. VOTE: 4-0-0.**

Discussion/Vote: Conservation Restriction for Timber Crest, LLC – 9.66 Acres Off Woodland Road

The Board reviewed the (1) conservation restriction, (2) plan (showing conservation restriction), and (3) approval letter from the Executive Office of Energy and Environmental Affairs.

Selectman Trindade explained the location of this development and the inclusion of the portion of open space. Ms. Graziano provided the two-year historical background of the Conservation Commission's goal to protect the seven vernal pools on this property, provide for educational opportunities to residents, allow an access easement to this location, and obtain a deed restriction. Ms. Graziano noted that the State, applicant, Conservation Commission, and Town Counsel have all reviewed and accepted the document before the Selectmen for approval. Selectman Trindade requested clarification that residents can access this area. Ms. Graziano confirmed. There were no public comments from those abutting this area. Selectman Crowley asked if all of the land in white on the plan is upland and not wetland. Ms. Graziano confirmed that if the area is not designated as wetlands and is white, then it is upland. Selectman Crowley asked for confirmation that the 9.66 acres is both and what portion is actually upland. Ms. Graziano confirmed noting that approximately 5 acres is walkable upland.

Selectman White moved that the Board accept the conservation restriction for Timber Crest, LLC as presented. Selectman Foresto seconded. No discussion. It was so voted by roll call: Crowley aye; Foresto aye; Trindade aye; White aye. VOTE: 4-0-0.

Authorization to Expend Grant Funds:

- **911 Support & Incentive Grant - \$42,694**
- **Municipal Road Safety Grant - \$20,000**

The Board reviewed the (1) grant expenditure authorization forms, and (2) grant documents.

Lieutenant Reardon stated this is the annual State 911 support and incentive grant to assist and supplement operational costs for dispatch centers noting the amount increased slightly from the previous year as we now directly take wireless 911 calls. He explained the mechanism for routing wireless 911 calls and the impact on the increase in these calls to the dispatch center.

Selectman Foresto moved that the Board vote to authorize the expenditure of the State 911 grant as presented. Selectman White seconded. No Discussion. It was so voted by roll call: Crowley aye; Foresto aye; Trindade aye; White aye. VOTE: 4-0-0.

Lieutenant Kingsbury stated this is a new grant, the first year it has been instituted, and is a competitive grant. We were awarded the top available amount per our population. It is split across five implementation periods and ends in September, running the course of the federal fiscal year. This grant focuses on impaired driving, speeding, and seatbelt usage. It was noted these funds cannot be used for distracted driving unless to augment existing programs. Selectman White confirmed that this grant replaces two grants. Lieutenant Kingsbury stated this replaces the traffic enforcement grant and the bicycle safety grant both of which are no longer offered as the state is attempting to expand the grant funds provided from the federal government to increase local involvement. Selectman White asked if this is equal to past grant funding. Lieutenant Kingsbury stated this is an increase in what was received in the past noting last year combined we received \$12,000.

Selectman Foresto moved that the Board vote to authorize the expenditure of the Municipal Road Safety grant as presented. Selectman White seconded. No Discussion. It was so voted by roll call: Crowley aye; Foresto aye; Trindade aye; White aye. VOTE: 4-0-0.

Appointment Consideration: Agricultural Committee – Tiffany Henault

The Board reviewed the recommendation of Paul Atwood, Agricultural Committee Chair.

Ms. Henault reviewed her background and interest in serving on this committee. Specifically, she has a small urban farm and business in Medway, Simply Simple Farm, supporting many small local farms and businesses, attends many local farmer's markets, and is interested in expanding Medway's farmer's market. Selectman White asked about the ability to obtain a quorum at these meetings. Selectman Trindade asked about her intent to consistently participate. She stated she has attended the past few meetings and intends to participate in each monthly meeting.

Selectman Foresto moved that the Board vote to appoint Ms. Henault to the Agricultural Committee for a term expiring June 30, 2021. Selectman White seconded. No Discussion. It was so voted by roll call: Crowley aye; Foresto aye; Trindade aye; White aye. VOTE: 4-0-0.

Vote to Open May 10, 2021 Annual and Special Town Meeting Warrants

The Board reviewed the Fiscal Year 2022 Budget and 2021 Town Meeting Calendars.

Selectman Foresto moved that the Board vote to open the May 10, 2021 Special and Annual Town Meeting warrants. Selectman White seconded. Discussion: Selectman Trindade explained this process. **It was so voted by roll call: Crowley aye; Foresto aye; Trindade aye; White aye. VOTE: 4-0-0.**

Selectman Crowley stated his concern about the budget calendar and the timing of the school submitting their budget on Friday, February 26th and the Selectman are supposed to vote on it the following Monday, March 1st. He requested that time frame be expanded to accommodate appropriate consideration of the budget. Mr. Boynton stated he would try to accommodate this request noting that this would compress the Finance Committee's budget review. Mr. Boynton stated that we typically review the budget on a Saturday, which would be March 6th. This timeframe was agreeable by the Selectmen and the dates will be changed to reflect this discussion.

Action Items from Previous Meeting

The Board reviewed the (1) action items dated December 21, 2020, and (2) status of Water Treatment Facility Project.

Selectman Trindade deferred this agenda item until all Selectmen were present.

Assess Efficacy of Signage throughout Medway: Town Manager Boynton reported that the Department of Public Works (DPW) has begun reviewing signage and has identified over forty signs on the main roads that need to be replaced, relocated, or removed. DPW is working along with the Safety Officer to determine which signs must stay and which can be removed. Mr. Boynton commended Nolan Lynch on his efforts.

Town Manager's Report

There were no items for the Board to review.

COVID Update:

- 86 Active Cases -Town Manager Boynton stated there are 86 active cases in Medway. This number has been fluctuating quite a bit. The Town has been downgraded to yellow from red as of last week.
- Vaccine – Town Manager Boynton stated there are a lot of questions related to the vaccine rollout. Next Monday is the first round for our public safety personnel. He identified the members of the team in place working on this rollout. Medway, Millis, Bellingham, Franklin, and

Milford public safety personnel will be partnering together for this portion of the vaccine rollout, which will take place in Franklin.

- Senior Center - Town Manager Boynton stated as a precautionary and proactive measure, the Senior Center will close the doors to walk-ins for the next couple of weeks. Curbside meal service will continue and if there is a need to meet with any staff in person, that will be done by appointment, as needed.
- Spending - Town Manager Boynton stated we continue to track expenses noting that the newest stimulus package did not include additional funds but extended the deadline for submission for reimbursement of expenditures one year. Selectman Crowley asked if there is funding for the schools in the new stimulus bill. Mr. Boynton confirmed noting we are not sure of the process or disbursement of these funds at this time. He stated that the State will need additional assistance from the federal government.

Fire Department Staffing Update: Town Manager Boynton stated we had two vacancies due to departures, one of which has been filled and we are reviewing resumes for the second vacancy. Taylor Warren started today as our first female full-time firefighter-paramedic. The additional positions approved in May are being timed out based on when the Salmon facility will come on-line and preparing the Fiscal Year 2022 budget. Selectman Trindade asked for an explanation on the process used to find the female candidate. Mr. Boynton stated that we use all of the appropriate resources available for recruitment similar to other towns. We continue to look at our entire workforce to ensure we have the most qualified candidates but also look to include as a diverse workforce as much as possible.

Snow & Ice Budget: Town Manager Boynton stated we have spent approximately \$135,000 and will be recommending adding funds to this budget line.

Fiscal Year (FY) 2022 Budget: Town Manager Boynton stated all departments have submitted their budgets with the exception of the schools. The Finance team is preparing the budget documents and Mr. Boynton and the Finance Director will review these with the department heads the week after next. He stated one of the biggest challenges is assumptions of State aid noting these are guestimates at this time at best. The Governor usually submits his budget requests to the legislature the third week of January but FY2021 was just submitted so he is not sure FY2022 will be submitted on time. He reviewed the anomaly that occurred with the FY2021 budget and tax rate process and he does not believe that we will be able to artificially cut another \$1 million from the State aid deficit and fast forward to November of 2021 and have the same process moving forward. He anticipates we will have to use the budget number from the Governor's office and may then need adjustment locally. There are many moving parts on what will impact the FY2022 budget including health insurance rates.

Facilities Study Meeting – Saturday, January 23rd: Town Manager Boynton reminded all of this meeting date and time.

Martin Luther King Day – Monday, January 18th: Town Manager Boynton stated Town Hall will be closed on this holiday.

Town Manager Out of the Office: Town Manager Boynton stated he has nothing scheduled.

NEXT Regular Selectmen's Meeting – Monday, January 19, 2021.

Selectmen's Reports

There were no items for the Board to review.

Selectman Crowley stated the athletic programs are ramping up this week. He had a discussion with the Athletic Director on having real-time video of the actual games on Medway Cable. He only has partial information as they have a contract with a company which costs \$10 per month for residents to sign-up to watch the games. He has asked the Athletic Director to call the company to see what a global license agreement would cost so individual residents would not have to incur this cost and perhaps the Town and School could share the cost. No one can attend the games at this point in time. He also does not know if the residents are aware of their ability to sign-up for this program and suggests that we put this information out to the residents. Ms. Johnston, Communications Director, stated that she has a high school student athlete playing and was not aware of this program and will contact the Athletic Director and publicize this information on social media.

Selectman Trindade stated he will be adding to the next Selectmen's agenda a discussion with Information Services Director Rich Boucher regarding the creation of a central searchable repository for all documents.

At 8:07 PM, Selectman Foresto moved to adjourn. Selectman White seconded. It was so voted by roll call: Crowley aye; Foresto aye; Trindade aye; White aye. VOTE: 4-0-0.

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