

Meeting Minutes

January 21, 2020, 7:00 PM

Minutes

Chenery Meeting Room

PRESENT

Selectmen Murby, Peterson, Marcucci; Town Administrator Trierweiler; Assistant Town Administrator Milano; Town Counsel Cerel; Administrative Assistant Clarke

Chairman Murby called the meeting to order at 7:00PM and announced this meeting is being recorded.

He asked for a moment of appreciation for our Troops protecting our country across the globe.

Chairman Murby said that he wants to share publicly information that was shared from Chief Carrico this past week. He did not go into the full details about an incident but the Town of Medfield was providing mutual aid to Dover. It involved a six year old girl who had a serious accident in her kitchen and Firefighter Paramedic Eric Littman, Firefighter EMT Thomas Cronin and Lieutenant Michael Harmon responded. The treatment they provided on the spot to her serious injuries greatly reduced this very bad situation. The prognosis is that this little girl will have a full recovery is due to their actions. I think sometimes things like this happen in our community, we don't expect them and don't hear about them. We should not take for granted the people who risk their lives across the world, but we also shouldn't take for granted the people who develop the skills to save lives in our community. I just wanted to include this story to take a minute to express our appreciation for all of them.

Appointment

Council on Aging; Director Roberta Lynch, Board Chair Robert Heald, Heidi Robinson member

Discuss the need to build a garage at the CENTER at Medfield

Mr. Heald remarked that back in 2012 the COA received drawings and pricing for a three-bay garage. As the price of \$281,000 was out of our reach the garage was tabled. However, since the COA needed more space for our programs we went to Town Meeting with an article to build an addition. The article failed at that time.

In November of 2018 we turned our attention again to the much needed garage and received a quote of \$125,300 for a garage that is without the bells and whistles. We met with the Permanent Building Committee; they told us to hire an architect for drawings/proposal which we did. The architect, Jeff Gnarly wanted money up front. So we went to Town Hall and Kristine suggested that before you spend the money on the architect that you go the Selectmen for permission to build the garage and so here we are.

Why do we need a garage; we have three buses and would like to not only protect them from the winter elements but it is also difficult to get the snow off the roof. We need additional storage space; the 2nd floor of the building is full. Mr. Heald continued saying that FOSI has raised money towards our garage. We want to make it clear that we are not asking for any Town money to build this garage.

Ms. Lynch said that we have an outside shed that contains all of our medical equipment that we loan out and also have the voting booths that takes up a lot of room. This winter so far has been very light, but the winter of 2015 was really a lot of work for me and my staff shoveling out the buses. The big bus is quite high, very hard to get the snow off the roof. It is illegal to drive a vehicle on the road with snow

on the roof, so we had to do it. We have been talking about a garage for a very long time, since 2011. Ms. Lynch did request that DPW do some of the site work for the garage.

Town Counsel Mark Cerel said that nothing is easy when you talk public construction. This is a relatively small project; so maybe or maybe not you will have to comply with a design selection or feasibility study, it is all based on the pricing. Probably have to at least comply with general laws 30-39 which is for small construction or full blown chapter 149 if that's triggered. Ms. Lynch said we would like to go ahead with the architect so we could draw up the plan and get the pricing. We would like to use \$5,000 of FOSI money for this purpose.

Selectman Marcucci said that I think I'm happy to have you spend the \$5,000 for the design, but I'm not sure this is something you should build. About 10 years ago we spent about 10 million to build a nice COA so I would like to see what other options are being considered for the busses. You spend the money today and five years from now we will have another emergency situation that we could have saved for. He stated that he would have to be persuaded that this is a good use of the money. He continued that from his perspective this will be it for building for the COA for the foreseeable future. I am not against a garage; we have a lot of priorities in Town that need to be considered to be built first.

Mr. Peterson wants to know if there is room at the Public Safety Building or the Town garage for the buses. He said that he didn't think about the tent at the Transfer Station. DPW Director was recognized. Moe Goulet said that each garage is filled with our vehicles and equipment so it is difficult to accommodate other vehicles. We would have to move our trucks outside before a storm putting the plows on and everything else that needs to be done because we do put our plows on the inside the building. If we offer to one then we have to offer to others, the schools, park and rec. But if it is the decision of the Board we will have to do whatever we need to do but I'd rather not use the garage for different purposes at this time.

Mr. Murby said that I think we built the garage for the needs of the DPW and didn't add extra bays for growth and that's also because of the wetlands. We built the building the way it is so that we did not have to have any DPW vehicles out in the snow and rain. So he is not categorically ruling it out, he is just saying let's not lose sight of why we built the Town Garage in the first place. If it's a smart way to use it that's fine otherwise let's not go there. Mr. Murby continued saying that he had a softer position on where you, the COA is coming from. He believes what you are requesting is you need our endorsement of being able to go out and get some preliminary engineering done for about \$5,000. So we will take a vote as I have not heard violent objections. Mr. Marcucci said that I'm not opposed to this I just would rather see the money go towards other programs and things at the COA than a garage. He questioned if it is the best use of the money. Mr. Murby said that when people donate money he thinks many of them feel they have benefitted from something in the program and they appreciate the value.

The discussion continued with other points being made such as will the Town be responsible for maintenance, heat, electricity. Kristine pointed out statements were made that this won't cost the town anything and she doesn't believe that is true, as the Town would be building another asset and the associated costs that go with that. Also brought up is that the COA parking lot is perfect for a solar array and parking the buses under the canopy. This could be a project that is no cost to the COA. Chairman Murby called for a vote regarding the monetary request.

VOTE: On a motion made and seconded, it was voted unanimously to allow the Council on Aging to spend up to \$5,000 for preliminary studies to build a garage

Historic District Commission, Michael Taylor Chair

Mr. Taylor said that he was here to present good news regarding the Clark Tavern on Main Street. In 2003 the HDC proposed creating the historic district along East Main Street; however the neighbors were not supportive. Recently we discovered that the Tavern was up for sale so we decided to try again to create the historic district. We held a meeting and the residents who did attend were not in favor of the district. He continued that the good news now is that the HDC have heard from Dave and Rob McCready that they have a signed purchase and sale agreement with the current owner of the Tavern. They plan to move the Tavern closer to the road which will allow them to add three units in the back and two in the building.

Mr. Taylor continued that the Mr. McCready will need ZBA approval of the plan but before beginning the process they want to make certain that they first have approval from both the Historic District and Historical Commissions. Those groups held a joint meeting and both commissions and voted unanimously to support the conceptual design as presented. The Selectmen agree that is good news and the Town will be happy to learn that the Clark Tavern will be preserved. The Board thanked everyone for tonight's information.

Friends of the Medfield Rail Trail; attending Christian Donner

Mr. Donner remarked that he is here this evening to request permission to apply for the 2020 MASS Trails Grant on behalf of the Town and also request the Selectmen vote to sign a letter of support for the grant... As you can see we incorporated the feedback that we received from Amanda Louise last year that was mainly around Town connections to other trails and we think we have a better proposal this year. He reported that the Rail Trail raised another \$40,000 to add to the \$100,000 grant that we received prior. Mr. Murby asked if last year's request was hurt by the fact that we haven't signed the lease nor is it tied to a lease. Mr. Donner replied that I don't think so. Chairman Murby called for a motion.

Vote: On a motion made and seconded it was voted unanimously to authorize the Friends of the Medfield Rail Trail to apply for the 2020 Mass Trails Grant and further voted unanimously for Town Administrator Kristine Trierweiler to sign the letter of support for the grant

Action Items

The Board agreed to hold for a future meeting to sign the contract with Commonwealth Electrical and as requested by Facilities Director Amy Colleran.

New Street Signs

DPW Director Maurice Goulet presented photos of two proposed signs; one has a green background with the present Medfield Seal and the second is a blue background with a different layout of the Medfield Seal. Mr. Goulet said that the cost to replace the signs will be about \$35,000 spread over a two-three year timeframe. He continued saying that Town Administrator contacted Richard DeSorgher, Town Historian, to discuss which proposed sign would be appropriate. Mr. DeSorgher recommended the blue sign using the update Town Seal. Chairman Murby called for a motion

Vote: On a motion made and seconded it was voted unanimously to install new street signs using a blue background with the updated Town Seal and as recommended by Town Historian Richard DeSorgher

Council on Aging Appointment

Vote: On a motion made and seconded it was voted unanimously to appoint Heidi Groff to the Council on Aging Board, term ending June 2022 and as recommended by the Council on Aging Board

MSBA Contract – Arrow Street Architects

Michael Quinlan, Chair of the Dale Street School Building Committee advised the Board that the Committee has come to an agreement for architectural services with Arrow Street at this time. Committee will continue to work through a series of supplemental services and related costs. Mr. Murby said that it appears there are three different proposals incorporated here. Quinlan said that they are not incorporated yet. What we are asking tonight is approvable of the base service contract. He continued that the supplemental services would be something like hazmat surveys, traffic studies when needed; site surveys to possibly do some borings depending on the site. Mr. Quinlan said that we are not asking you to execute those right now. Mr. Murby called for a vote.

Vote: On a motion made and seconded it was voted unanimously to authorize Chairman Murby to execute the Arrow Street Architects contract for base fee architectural services

Committee Appointment

Selectman Marcucci offered to give some background to the request of appointing Dr. Marsden and Anna Mae O'Shea Brooke to the Dale Street Committee. He stated that as School Committee Representative Leo Brehm's work schedule has gotten complicated over the last six months he has had a hard time attending all of the meetings. The School Committee wants to make sure there is a participating, voting member at all committee meetings. So the School Committee asked Anna Mae be a voting representative in addition to Leo. That brought the number serving to eight. Mr. Marcucci said that in the highly, highly unlikely event that there is an divided vote, we need another member. As Dr. Marsden attends all the meetings, it is logical to appoint him as a voting member.

Resident Chris Potts was recognized. She has done some research regarding a non-resident having voting privileges while serving on a committee. Mr. Murby said that he appreciates Ms. Potts concern that if a person is in a position to make decisions that has to do with taxes, the committee member should be a resident. He also appreciates Ms. Potts' diligence in digging into these things. At the end of a lengthy discussion Mr. Murby said that I think I understand what you have said Ms. Potts, however in this particular instance we can configure the committee as stated. Mr. Quinlan added that the composition of the building committee does go on to the MSBA.

Vote: On a motion made and seconded it was voted unanimously to appoint Dr. Jeffery Marsden, School Superintendent and School Committee Chairman Anna Mae O'Shea Brooke to the Dale Street Building Committee as voting members

2020 Census / Boundary Validation Program

Chairman Murby noted that the Town received information requesting us to authorize the initial Boundary Validation Program that relates to the 2020 Census; signed form to be submitted by March 1, 2020. This includes boundaries and an annexation survey. He facetiously continued that if anyone out

there has a particular area of land that is contiguous to Medfield that we should consider annexing, let us know by March 1. Chairman Murby called for a motion.

Vote: On a motion made and seconded it was voted unanimously to authorize Chairman Murby to sign the Boundary Validation Program form to be submitted by March 1, 2020

FY2021 Budget

Town Administrator Trierweiler remarked that she wants to give an update on the process for the budgets the financial team has been following. The department heads submitted their budgets directly to the team beginning in August then Nick and Kristine then met with all department heads through September and October. The team has been able to start to implement some of the changes that we have been talking about. For example administrative assistants that were historically paid through the Town Administrator budget, will be funded in the actual departments in which they work. Kristine is also developing a plan to move all facility costs, heating, electricity, etc. to the Facilities budget as it makes more sense for Amy Collieran to monitor the costs.

Ms. Trierweiler continued saying that some of the changes are still in progress. One of the ones we are working through is separating water and sewer enterprise budget from the operating budget to make the budget more transparent. She cautioned that when you read through your packet tonight, it is a preliminary budget as we are redesigning how we will show the budgets to you. They will look very different than they have in the past. These are preliminary budget numbers and do not include actual numbers for our health insurance which is one of our biggest budgets. Property and liability and the police budget are still being worked on. The Town has received estimates from our insurance carriers and we should have some positive results in the next month or so. This budget does not include collective bargaining agreements with the police and fire, those are in process. It does not include a COLA or merit for any of our non-union personnel. It assumes a 4% increase in the school department budget.

The principal and interest budget can't be finalized until decisions are made on how we are going to do our capital items and borrowing for this year. This budget utilizes \$500,000 in free cash but we are still looking at a \$700,000 deficit. The BOS will need to have policy discussions as we move forward as this budget as presented does not meet the budget policy that was adopted in 2018.

If you recall this past summer, Moody's issued the Town a stern warning, that it is imperative that we continue to meet the budget policy. The warning was based on our prior year's use of free cash to balance the budget and our declining reserves. Kristine pointed out that Nick has done a great job gathering a lot of historical information in one place to make it easier to understand how we are proceeding. Kristine stated the most important thing the BOS needs to consider is how we are going to move forward with the capital budget and stabilization fund.

Town Administrator went on saying that one of the recommendations is that we fund the debt service for the two fire trucks out of the capital stabilization fund. Some people thought that was not allowable, however, we had a good discussion with the deputy director of DOR who was not only supportive of this fund but thought it was a very creative way as this is an example of one of the reasons why they created the Municipal Modernization Act. It does make us more accountable to voters to do funding in this manner. However, DOR advised that we talk with Bond Counsel as they may have concerns. We did

have a telephone conversation with them and they cautioned us about some IRS regulations and restrictions that may have an impact. But we are not discouraged in any way and plan to move forward.

Selectman Marcucci offered some ideas about a separate bond issue for the fire trucks. One is to create the Stabilization Fund but not have a separate bond issue for the fire trucks. If we have a separate bond issue, pay that with a 20 year bond starting with putting \$80,000 away the first year. When we were working on building the stabilization fund we had to do a roof project in a few years. So I think in the last iteration of the capital plan, we found you can't do that out of stabilization fund or actually going back to the taxpayers, so it is the same concept with the fire trucks. Mr. Peterson said that this all makes sense to me.

Selectman Murby said he liked the simple picture of the capital stabilization fund which should be an accurate picture of our capital needs. The Challenge is we don't have a fund amount but I am thinking 1 million we currently have other budget obligations, so at a 50,000 foot level we are asking taxpayers to fund over 2.5 and using zero's for salaries and budgets is not going to cover for that. Ms. Trierweiler stated if the Selectmen are supportive she would like an indication so they can start planning and preparing to explain the fund to taxpayers.

Mr. Murby went on to say that he liked what we are trying to do which is become more proactive around our capital spending. He stated that this has been talked about before, that we look at a level that we can actually set. If we can actually find the leverage or some stable balance he is on board even recognizing there would be an override and what we were talking about was trying to find other places in the operating budget to pull out to use for contributions. Ms. Trierweiler said that this budget does not include talking about plan B for a capital as there is no room in the operating budget. She was concerned about a second year of no capital funding.

Mr. Marcucci said that overall what you end up with is spending the money now and pretend that there are a bunch of other expenses that aren't there and those expenses have to be removed from the school. But then we say we have this roof project; don't spend the money on other stuff because the Town will vote to put a roof over the heads of the kids. Continuing Mr. Marcucci said that remember the surprise situation a few years ago about the football field. The new administration came in and realized there was no planning for it and no more surplus money. So it raises an issue.

Selectman Murby said that he agreed with the whole concept; that when we do this we move all kinds of spending categories out of the discretionary stew that we have in the past where you could choose to ease the pain of operating budgets. So we are going down a path which I also agree with, that is isolating the operating budgets and putting the microscope on growth and true operating costs. I am not suggesting that pain has to be imposed in a single year but I do think that what we are going to find is there will be pain to some degree. But we have to worry about the operating side within reasonable affordability growth. This will make it harder to mask. Mr. Murby said that I think people have heard enough from us about the capital budget. Let's move on.

Mr. Murby made note that the Development Committee is scheduled to meet on Monday January 27th at 6:00 PM. A notice should be going out to recruit new members.

Town Administrator Update

Ms. Trierweiler reported that she has been in contact with the Town Clerk's Association as well as our legislative delegation and we are not the only Town to be experiencing this as there are several Town Clerks decide not to run for re-election. Interim town clerks are in high demand. However, everybody

that she has talked to recommended a former clerk from Milton. Kristine will interview him tomorrow at 3:30 PM. She knows that he has served in towns anywhere from three weeks to 18 months as an interim so a year would not be something difficult. Your recommendation was for me to find out if any employee may be interested in being appointed assistant town clerks. I have two names, Marion Bonoldi and Dolores Connors and recommend they be appointed assistant town clerks.

Chairman Murby recognized resident Nathan Bazinet. Mr. Bazinet said that he has been volunteering in the clerk's offices since last year and everyday the past several weeks. He is in favor of appointing the two assistant town clerks. As we know this will be a very busy election year from March elections right through to November. He would like to say that residents and business owners that come to the town clerk's counter will expect the continuation of good service. Town Clerk Carol Mayer is leaving on February 14, only three and a half weeks out so it would be a good thing to have them kind of hitting the ground running before she leaves. The clerk's office is subject to state and federal regulations which the Town has very little leeway with and again the high expectations of voters I think it will work out. I want to thank the Board, Town Administrator, and town staff for their sense of urgency.

Selectman Murby said thank you for that statement. He continued saying that he would like to publicly thank Nate for the effort you have been putting in helping out the Town. Ms. Trierweiler then mentioned to the Board that she would like to expand the hours of the Town Clerk's office to be open the same hours as Town Hall. Chairman Murby called for a vote;

Vote: On a motion made by Selectman Peterson to appoint Marion Bonoldi and Dolores Connors Assistant Town Clerks, seconded by Selectman Marcucci the vote was unanimous.

Ms. Trierweiler also provided an update on Park and Recreation program coordinator Eric Kevorkian who has left for a new position. The position has been posted and interviews will begin next week. Also, very sad to announce that Georgeanne Gerlach, administrative assistant at the police department has announced her retirement and will be leaving in two weeks.

Licenses and Permits (consent calendar)

Granted as noted by the Chair:

Medfield High School Theatre Society permission to post signs February 28 to March 15 advertising their production of **Into The Woods**

Permission to hold the **5th Annual Hunter's Run** on April 5, 2020 beginning and ending at the Kingsbury Club, Ice House Road

Permission granted to Mark Walter to hold a fundraising bicycle ride through a part of Medfield Saturday September 26, 2020 to benefit The Michael Carter Lisnow Respite Center, Hopkinton

Grant COA one-day wine and malt beverage permits for events: March 18 Saint Patrick's Dinner, 4-7PM; April 22 Supper Club 4-7PM; TBD date of April 1 or 15, Chico's Fashion Show 4-6:30PM; May 20 Supper Club 4-7PM

Permission to Medfield Youth Hockey to post signs advertising fundraising event Saturday February 1, 2020 at the German Club, Walpole

Approval of Meeting Minutes

Vote: On a motion made and seconded, it was voted unanimously to accept the June 4th minutes as amended; the May 14th minutes as amended; and the November 18, 2019 minutes as presented.

Next Meeting Dates

Ms. Trierweiler announced that the Warrant Committee will meet on January 27; Board of Selectmen on February 4; ZBA will meet on February 12 to discuss the Chapel Hill modification. She queried the Board if they want to meet February 18 as this second date falls under school vacation. Selectmen agree to meet on February 18.

Selectmen Report

Mr. Marcucci said that AHT did not receive any responses for the senior housing RFP on the Hinkley property. It will be revised and reissued. He continued that discussions are ongoing regarding the efforts to develop a group home. An informal meeting will be held on Monday January 27th, 8 PM at the Town Garage. Discussion will revolve around some of the details that will go into the group home RFP.

Mr. Peterson reported that the Coalition for Suicide Prevention is planning a walk on Sunday May 3rd at the high school track. He reported that the Medfield Foundation will not have their annual appreciation event this year. Mr. Peterson went on to say that the Medfield Energy Committee continues to work on the hospital's development to lower the carbon footprint impact. The committee is proposing to submit three articles for the warrant.

Mr. Murby mentioned that when he reviewed the Energy Committee's annual report and he was impressed as to how many things they are working on and how most of their initiatives that they already completed were zero or low cost to the Town. Mr. Murby continued saying that January 30th is the night that Representative Garlick will present her annual report to the community that will be held at the Public Safety Building. It's also the evening that the school budget hearing will be held at the high school auditorium and will look forward to attending both. Mr. Murby will present an OPEB report in the near future.

Informational Items

Representative Garlick will present her Annual Report to the Community Thursday January 30, 2020 7:15 to 8:30PM at the Public Safety Building in the training room.

Representative Shawn Dooley will hold office hour February 6, 2020 11:30 to 12:30 PM in Town Hall, Warrant Room first floor.

Town will receive \$41,000 in Chapter 90 funds

Mr. Murby announced that all three Selectmen are planning to attend the Annual MMA Meeting at the end of this week.

Adjournment

Selectmen Peterson made a motion to adjourn the meeting at approximately 8:35PM seconded by Selectman Marcucci and the vote was unanimous.

Respectfully submitted,

Evelyn Clarke