

Board of Selectmen
June 15, 2021
Minutes

Present: Selectmen Michael Marcucci, Osler Peterson, Gus Murby, Town Administrator Kristine Trierweiler, Asst Town Administrator Nicholas Milano, Town Counsel Mark Cerel

Selectman Marcucci called the meeting to order:

Announcements

- Disclosure of Video Recording
- Moment of appreciation for our Troops serving around the globe in defense of our country

Discussion and Potential Votes

1. COVID-19 status update

Trierweiler explained that the Town is transitioning back to in-person meetings. They are working with a Board of Health agent to provide protocols for the transition. She asked Town committees to be patient as they make the transition. Some committees would still like to continue on Zoom if possible and Trierweiler indicated it is up to the committees' discretion. Cerel stated that audience participation via Zoom is permitted by boards and committees. Now, the physical quorum must be present; in this case, one selectman may join via Zoom. Trierweiler added that there is a cap at the number of meetings the Board can do remote participation.

2. Discuss the Town of Medfield's Financial Policies

Marcucci stated these policies were adopted three years ago. Marcucci believes that the policy should include the test by which to measure compliance. There is an issue with the timing at which compliance should be measured; there is a gap between Town Meeting and the certification of free cash. The Warrant Committee roughly settled on measuring compliance as of the date of the certification of free cash and projecting the numbers when doing the budget at Town Meeting. Marcucci stated that testing should be formalized in the policy and the test showing compliance (or not) should be published in the warrant report which is issued before Town Meeting. Marcucci suggested adding any of the bond covenants from existing bonds or future bonds that would be implicated by the policies as an exhibit to the policies. This would allow the Warrant Committee and the public to understand the external constraints the Town has regarding these covenants

and the effect it has on the budgets. Peterson stated that repositories for these policies are necessary and they should be on the Town's website.

Trierweiler and Milano will make language changes. She asked the Board to give them four to six weeks to make the changes. They will run a couple of different tests and will present a draft to the Board by mid August.

Chris McCue Potts asked the stance of the School Committee. Marcucci responded that when this was discussed in 2018, the School Committee did not sign onto it.

3. Town Administrator Goals for FY2022 (July 1, 2021 to June 30, 2022)

Peterson suggested that the Select Board should get regular updates from departments such as Police, Fire, and DPW. He added that Trierweiler can negotiate with the departments to create a timeline for updates, potentially monthly or quarterly, to keep the Board informed.

Murby asked Trierweiler for a draft of her goals. He would like the Town's website to be more user-friendly, intuitive, and cleaner. He stated that the Town does not have a plan for how it maintains open space; he requested coherence on maintaining open space to keep it accessible. Peterson commented that he thought this was already in the process. Trierweiler stated they discussed this in 2019, but COVID-19 hit; this is on her draft list. Murby brought up the issue that various Town departments have property, yet there are policy violations on this Town property. An example of this would be the inclusive library next to the Pfaff Center. Murby brought this up because the Town's policy does not allow for this. Bill Massaro stated it should be documented as to which department is responsible for keeping the land in good condition. Trierweiler stated that they had made changes to the Planning Department making it more of a Land Use Department and put Sarah Raposa, Town Planner, as the dept head to oversee the Conservation Agent so the department is more cohesive. She added that they will have to budget some money for a Building and Grounds Department and formalize how land will be taken care of. Peterson added that it is helpful to have people checking the Town's land; recently, Frank Perry discovered illegal hunting in Town.

Murby proposed exploring opportunities to pursue regional collaboration with other towns. Trierweiler stated that is also on her draft list. Marcucci added meeting the October deadline for completion of the Capital Budgeting process. Trierweiler will add the Board's comments and they will discuss the draft on June 29th.

4. Federal Funds update and discussion: CARES, FEMA, and American Rescue Plan Act

- a. Authorize the Town Administrator to request payment of Medfield's first allocation of the Coronavirus Local Fiscal Recovery Fund (American Rescue Plan Act)

The first payment will be within the next few weeks and the second will come within 12 months.

Vote: Selectman Murby made a motion to authorize the Town Administrator to request payment of Medfield's first allocation of the Coronavirus Local Fiscal Recovery Fund (American Rescue Plan Act), seconded by Selectman Peterson, Roll Call Vote: Marcucci, Yes, Peterson, Yes, Murby, Yes.

- b. Discuss Norfolk County's receipt of American Rescue Plan Act funding for municipalities in Norfolk County

Trierweiler was concerned that they did not see any action from the County on this. They sent a letter that their intention is to turn the money over to the Town. It is Trierweiler's understanding that they are negotiating with the state regarding whether or not they will turn the money over to the Commonwealth and the Commonwealth will distribute it, or if they will keep it themselves and bring in an auditing firm and staff to manage that money. She added they can hold off on sending an official letter now, but they will urge them to make a decision sooner rather than later for how they will distribute the money.

- c. Discuss expenditures of the Town of Medfield's allocation of the American Rescue Plan Act and potential vote of approval on American Rescue Plan Act expenses

- i. FY22 ARPA Expenditures:
 1. Capital Plan \$388,000
 2. Amount to Balance Operating Budget \$209,393
 3. Public Health Nurse \$37,500
 4. One Time COVID Stipends \$110,000

Trierweiler stated that as discussed at Town Meeting, the one time COVID stipends would be taken out of Fiscal Year 2021 available funds. This will in turn help the Town with the FY2021 free cash. She would like approval on all four items tonight, but is still working with DOR on using the \$209,393 to balance the Operating Budget and whether or not this will be allowed. In response to Marcucci's question, Trierweiler stated that the Town can fund the Public Health

Nurse based on COVID with 50% of their time spent on COVID related issues. Under the loss of revenue, the Board would be able to fund this completely. The Town is allowed to deficit spend until the money comes in, similar to CARES. Marcucci pointed out that they should look at the categories of available expenditures under ARPA once the Norfolk County money comes in. One relates to creating a rent relief fund and allocating funds to the Affordable Housing Trust. Additionally, he suggested using money for water infrastructure. Milano stated that the Town of Norwood offered federal money through the CARES Act to all households based on certain categories of income and needs. All households were eligible for up to \$4,000 in rental assistance administered through SMOC, the Southern Middlesex Opportunity Council. Medfield Outreach currently acts as an intake for SMOC.

The Board was given a spreadsheet to review, which includes other ideas in terms of a spending plan. The Board committed to hold downtown concerts. Trierweiler added that they could commit to providing \$15,000 per year for economic development for the next four years. Department heads reached out for items they have on the Capital Budget and projects that may be eligible under this. First, the Board needs Norfolk County to make a decision so they are aware of how much money they have; this will impact the projects the Board chooses. Marcucci added that if the items are not currently on the Capital Budget, they will not be added for purposes of ARPA funding.

Vote: Selectman Murby made a motion to approve the expenditures of the Town of Medfield's allocation of the American Rescue Plan Act in accordance with the allocated four categories as listed in the meeting agenda, seconded by Selectman Peterson, Roll Call Vote: Marcucci, Yes, Peterson, Yes, Murby, Yes.

Action Items

1. Approve sale of a Bond Anticipation Note in the amount of \$205,000 for the Mt. Nebo Water Tower maintenance / painting project and vote to sign the BAN documents

This will be in addition to the next bond issued with the Treatment Plant. This is a three month Note with an interest rate of 0.75%. Murby commented that when the Town issues bonds, they want to issue sizable bonds, saving money. The whole exterior of the Water Tower will be painted.

Vote: Selectman Murby made a motion to approve the sale of a Bond Anticipation Note in the amount of \$205,000 for the Mt. Nebo Water Tower maintenance / painting project and sign the BAN documents, seconded by Selectman Peterson, Roll Call Vote: Marcucci, Yes, Peterson, Yes, Murby, Yes.

2. Approve contract amendment with BETA Group Inc. to extend the contract term from June 30, 2021 to August 15, 2021 for design services for the Dale Street and North Meadows Road Intersection

Vote: Selectman Murby made a motion to approve the contract amendment with BETA Group Inc. to extend the contract term from June 30, 2021 to August 15, 2021 for design services for the Dale Street and North Meadows Road Intersection, seconded by Selectman Peterson, Roll Call Vote: Marcucci, Yes, Peterson, Yes, Murby, Yes.

3. Approve endorsement of the Approval Not Required (ANR) Application for Hinkley South incorporating the additional land authorized for disposition at the 2021 Annual Town Meeting and authorize Chairman Marcucci to sign the application

Marcucci noted that there was an Affordable Housing Trust Board Meeting on this project last week. They were unable to complete voting due to technical issues and one member had to leave the meeting. The meeting was rescheduled for this afternoon by Zoom, but it was unable to be conducted by Zoom. The Board will resume to complete the vote when possible.

Vote: Selectman Murby made a motion to approve endorsement of the Approval Not Required (ANR) Application for Hinkley South incorporating the additional land authorized for disposition at the 2021 Annual Town Meeting and authorize Chairman Marcucci to sign the application, seconded by Selectman Marcucci, Roll Call Vote: Marcucci, Yes, Murby, Yes. Peterson recused himself.

4. Approve Collective Bargaining Agreement with the Medfield Permanent Firefighters Association, Local 4478, IAFF, AFL-CIO for July 1, 2020 to June 30, 2022

Trierweiler sent a draft late today. The Board signed the MOU and she incorporated what was in the MOU into the contract. She gave the Board two weeks to read the full contract. This item was deferred to the next meeting.

5. Update regarding the Town of Medfield's Americans with Disability Act Self Evaluation/Transition Plan and next steps

Milano stated that this was a grant funded by the State office on disability. The plan has been completed in terms of evaluating Town facilities and recommending next steps on what should be addressed. Milano stated they were planning on starting a meeting with the ADA Access Review Committee and work with the Capital Budget Committee to identify which Town facilities should be prioritized.

6. Building Commissioner Gary Pelletier requests that the Board of Selectmen appoint Mike Giampietro as part time Alternate Inspector of Wires

Pelletier explained that their current staffing requires a back-up for Bill Cook, the acting wiring inspector, in case of his unavailability. Mike Giampietro is the Building Commissioner and the Inspector of Wires in the Town of Millis. He has been a Wiring Inspector for 19 years and a Building Official for over 20 years. Pelletier recommended the Board appoint Giampietro as an acting alternate to assist Bill Cook when necessary.

Vote: Selectman Murby made a motion to appoint Mike Giampietro as part time Alternate Inspector of Wires, seconded by Selectman Peterson, Roll Call Vote: Marcucci, Yes, Peterson, Yes, Murby, Yes.

Consent Agenda

1. Authorize Chair to sign the Emergency Declaration Rescission
2. Medfield Lions request one day beer/wine permit for their End of Year meeting at First Parish Church on June 16
3. Request for Block Party/Road Closure in the Hillcrest Road cul-de-sac on June 26 from 4 pm to 9 pm
4. Gazebo Players request use of Medfield State Hospital on July 24 and July 25 for *Shakespeare in Shorts* as well as permission to place sandwich board at North Street/Route 109 for two weeks
5. Vote to sign Certificate of Achievement for Natalie Ann Hagood for earning the Girl Scout Gold Award and serving our community

Vote: Selectman Murby made a motion to approve the items on the Consent Agenda, seconded by Selectman Peterson, Roll Call Vote: Marcucci, Yes, Peterson, Yes, Murby, Yes.

Meeting Minutes

- May 12, 2020
- July 28, 2020
- September 1, 2020
- January 5, 2021
- January 19, 2021
- February 2, 2021
- March 9, 2021

The approval of Meeting Minutes was deferred to the next meeting.

Town Administrator Updates

A letter from Fred Davis and Hilly Passas from the Energy Committee invited the Board to attend and participate in their June 17th meeting where they will be discussing public outreach for the Medfield Climate Action Plan Work Group.

Trierweiler offered her congratulations to Sergeant John Geary who announced his retirement from the Medfield Police Department. His last day is next Thursday June 24th. Coolidge Corner Theater will be at the Medfield State Hospital on Friday and Saturday night for a showing of Shutter Island. Both showings were sold out. Trierweiler congratulated Treasurer/Collector Georgia Colivas on her 30th work anniversary with the Town of Medfield. Trierweiler will extend the timeline for letters of interest on the Board of Selectmen name change committee to gain more interest. At the June 29th meeting, they will review the committee appointment policy before they appoint citizens.

Juneteenth is a state holiday, which is this Saturday. The Transfer Station will be open and those employees will be provided with holiday pay. The library will be closed. Next year, the holiday falls on a Sunday, which means a holiday for Town employees on a Monday. Any addition to the personnel policy in terms of holidays must be approved by Town Meeting.

Selectmen Reports

Peterson suggested that the town holding events to commemorate employee anniversaries would be nice to institutionalize. The Energy Committee met. They talked about the Sustainability Coordinator position for the new budget year. Alex Stevens is following up with Facilities Manager Amy Colleran's green community grant projects. Peterson learned about the controls for HVAC and lighting at the High and Middle schools. The MEC's Solar Work Group and Transportation Group are moving forward. They are following up with the Dale Street net zero

school. The Medfield Foundation had its June meeting where new officers were elected. The Board declared June 6th as Evan Weisenfeld day who retired as president after 10 years. Peterson witnessed the Rolling Rally and thinks the town and graduates enjoyed the event. Peterson add the Select Board got a public records request and he spent time to collect emails that he received from residents in Town regarding the Dale Street Project to satisfy the request.

Murby attended the Medfield High School Graduation. He was happy that the seniors were able to have a Prom, Senior Cruise, and Rolling Rally. Additionally, he went to the Artist Reception at the State Hospital.

Marcucci enjoyed the Rolling Rally as well. The Affordable Housing Trust Board is working on an RFP that the Board will see at some point this summer. They have \$1 million of bonding authority that they have not used in support of the affordable housing efforts. The RFP will offer money to purchase an affordability deed restriction to be able to make an investment in the conversion of an existing building into an affordable building. They hoped the success of the buildings at 67 and 71 North Street might spur additional interest. This has not happened yet; they might offer additional funds to spark interest. He attended the Community Forum at Dale Street. This was a hybrid meeting that lasted three hours.

Next Meeting Dates

- June 13, 2021 Community Forum at Dale Street
- June 29, 2021
- August 3, 2021
- August 17, 2021
- August 31, 2021

Selectman Murby made a motion to adjourn the meeting, seconded by Selectman Peterson, Roll Call Vote: Marcucci, Yes, Peterson, Yes, Murby, Yes.

Documents Reviewed at this Meeting

- a. Town of Medfield Financial Policies
- b. COVID-19 Update, RE: Coronavirus Local Fiscal Recovery Fund Payment Request Form for Non entitlement Units of Local Government
- c. Letter from County of Norfolk, RE: American Rescue Plan Act of 2021's Fiscal Recovery Aid for State and Local Governments
- d. Contract Amendment between Town of Medfield and BETA Group Inc., RE: Design Services for the Dale Street and North Meadows Road Intersection

- e. Application for Endorsement of Plan Believed not to Require Approval, RE: Hinkley South
- f. Americans with Disabilities Act, RE: Self-Evaluation and Transition Plan 2021
- g. Letter from The Gazebo Players of Medfield, RE: "Shakespeare in Shorts"

Informational

Letter from resident Mark Ehrenzeller re: crosswalk painting Planning Board Abutters Notice for 2 Ice House Road

Respectfully submitted,
Paulina Colivas