

**Select Board Meeting
August 12, 2024 – 7:00 PM
Sanford Hall
155 Village Street**

Present: Frank Rossi, Chair; Todd Alessandri, Vice-Chair; Dennis Crowley, Clerk; Glenn Trindade, Member; Maryjane White, Member.

Staff Present: Michael Boynton, Town Manager; Allison Potter, Assistant Town Manager; Police Chief William Kingsbury; Director of Public Safety Communications; Barbara Saint Andre, Community and Economic Development Director; Peter Pelletier, Department of Public Works (DPW) Director; Julie Harrington, Parks and Recreation Director; Sandra Johnston, Communications Director.

Others Present: Historical Commission: Jeanne Johnson, Co-Chair, Cher Hamilton, Co-Chair, Paul Russell, Vice-Chair, Sheila Dubrawski, Member; Inclusion, Diversity and Equity Advisory Committee: Dawn Budde, Chair, Crystal Buckley Member; Deb Rossi, Parks Commission Chair; Ann Sherry, Affordable Housing Trust Chair.

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

Recognition of Hannah Stevens and Moose for their Community Support

The Board reviewed the letter of commendation from Chief Kingsbury.

Mr. Boynton stated that Ms. Stevens is the Director of Communications and introduced Moose, her service dog. He noted that Moose and Ms. Stevens play an important role reporting that recently in Sutton a child was reported missing and there was not a good outcome. The Sutton Police and Fire reached out to Medway regarding the huge support they provided to the staff following this incident. It was noted that all that time spent in support of the Sutton staff was done on her own time. She also overhauled and revolutionized our dispatch department. One year ago, dispatch was separated from the Police Department, and she is now a department head. Chief Kingsbury stated that Ms. Stevens and Moose helped the school children a great deal during the pandemic. Ms. Stevens explained that her and Moose's training was over a period of six months, and he went through three additional certifications. He has been recertified once and is due for recertification this fall. Mr. Trindade thanked her for her efforts. Mr. Alessandri asked how old Moose was. Ms. Stevens stated four and will be turning five in December.

Public Comments: Richard Beauregard, 14 Sanford Street, Unit 61, referenced the letter sent by Mr. Boynton regarding the state of the dam and asked for any follow-up. Mr. Boynton noted that the Building Commissioner noticed issues of concern and we reached out to the Massachusetts Department of Conservation and Recreation and requested an assessment by the state. The dam was built as part of the mill over 100 years ago. As the mill was redeveloped, the dam was parceled off with a different owner. Mr. Boynton stated that we have a concern for those along the dam, as well as downstream, noting that our water treatment facility is located downstream. The state did come out to complete the assessment. The report stated that the dam is in poor condition. We requested that the state determine what the best next step would be due to the significant public safety risk. The dam is currently being used for aesthetic purposes only. We have not heard back on our request for grant funding to address the condition. Mr. Boynton noted that this is a multi-million-dollar project and that the residents of the mill have the direct benefit from the dam. Linda Donnelly, 14 Sanford Street, shared her research with the Town and noted that a company out of Bourne does the kind of work needed. Mr. Crowley noted that Medway, Franklin, and the state do not own the dam. Mr. Crowley believes that the project could be completed over a period of time and could be jointly funded with Franklin. He asked the residents to speak to our legislators. Mr. Boynton noted that the Town cannot

spend money on private property. Mr. Boynton stated that there also needs to be discussion about how the condo association should be involved.

Authorization to Expend Grant Funds:

a. 911 Support and Incentive Grant - \$64,694

b. 911 Training Grant - \$25,481

The Board reviewed the (1) grant award letters, and (2) notice of grant award forms

Ms. Stevens explained the source of funding for these annual grants and the planned salary and training to be supported by this funding. She stated the support and incentive grant is used to supplement salary noting we received \$20,000 more than last year, as we now have a clinician on staff. She explained the specific training to be addressed.

Mr. Trindade moved that the Board authorize the expenditure of the 911 Support and Incentive and 911 Training grants as discussed. Mr. Alessandri seconded. Discussion: Ms. White asked if this is new this year. Ms. Stevens stated these are yearly grants. Mr. Crowley asked if this would not be available if we do not approve MBTA zoning. This was not known and will be investigated. Mr. Alessandri asked if we don't hire will that cause issues with the funding. Ms. Stevens stated no. **VOTE: 5-0-0.**

Approval of Minutes: July 8 and 15, 2024

The Board reviewed the (1) July 8, 2024, draft minutes, and (2) July 15, 2024, draft minutes.

Mr. Trindade moved that the Board approve the minutes for July 8, 2024. Mr. Alessandri seconded. No discussion. VOTE: 5-0-0.

Mr. Trindade moved that the Board approve the minutes for July 15, 2024. Mr. Alessandri seconded.

Discussion: Mr. Crowley asked on page 2 on line 65 that "room" be changed to equipment and on page 4, line 165, that "tech rescue" be changed to technical rescue team support. **VOTE: 5-0-0.**

Discussion: Potential Establishment of Local Historic District

The Board reviewed the (1) local historic district flow chart, (2) frequently asked questions, (3) Rabbit Hill National Register historic district map, and (4) Rabbit Hill survey questionnaire.

Mr. Russell explained the benefits of a local historic district including allowing protection of historic buildings and resources. He explained the history of the state laws. He noted that the intent is not to stop growth but to promote thoughtful change. There are over 100 cities and towns who have established local historic districts. Ms. Dubrawski stated that we have two historic districts in Medway, but that does not protect those districts. The only way to have any impact is to have a local historic district. She noted that the survey would go to just one local district. Mr. Rossi asked for the composition of the committee. Mr. Russell reported that the state law requires the committee include a historian, architect, realtor, and one resident of the area. Mr. Trindade stated it is a great idea and would volunteer to serve on the committee. Mr. Alessandri agrees but would like to have a sense of resident interest. Mr. Crowley asked how the survey plans to be implemented. Mr. Russell stated that they would obtain addresses and mail a letter. Mr. Crowley asked if the questions and map would be included. Mr. Russell confirmed. Mr. Crowley suggested they add a contact should they have further questions. Ms. White stated that she lives in the Rabbit Hill district noting the home on the corner of Slocumb and Main Street was gutted from the inside and a lot of original architecture was thrown in the dumpster.

Mr. Rossi moved that the Board authorize the Historical Commission to survey the community on the establishment of Local Historic Districts in the Town of Medway. Mr. Trindade seconded. Discussion: Mr.

Trindade noted that Cher Hamilton posts all the historical photos on Friends of Medway and commended her efforts. **VOTE: 5-0-0.**

Discussion: Potentially Joining in an Intermunicipal Agreement for Shared Housing Services

The Board reviewed the (1) memo from Barbara Saint Andre, (2) Community Housing Coordinator job description, and (3) SWAP/TRIC intermunicipal agreement.

Mr. Rossi asked if this is related to a retirement. Ms. Saint Andre confirmed noting that the position was part time at 18 hours per week and in 2020 and 2021 this position was funded at \$13,000 and \$15,000 respectively. She stated that we do not have enough work to support a part-time position and also do not have the in-house expertise for certain tasks. She noted that a lot of towns form these types of consortiums. She stated that each town puts in funding, noting Hopkinton is the lead town, and they hire a consultant to track subsidized housing and other efforts. The part-time position was responsible for sending letters out to all residents in affordable housing units to confirm their compliance. She stated that we are asking the Select Board to allow us to negotiate to join this group noting that once you join, you go to the third party, inform them of the services needed, the bill goes to Hopkinton, and they disseminate the bills. She noted that any left-over funding rolls over to the next fiscal year. Mr. Rossi asked if it is pay as you go. Ms. Saint Andre confirmed.

Mr. Trindade moved that the Board authorize the Town Manager to enter negotiations with the SWAP/TRIC Shared Housing Services Office for the Town of Medway to join the SHSO intermunicipal agreement for an amount not to exceed \$10,000 for fiscal year 2025. Mr. Alessandri seconded. Discussion: Ms. White stated she felt it was a good decision and asked if a situation could come up that could cause us to go over \$10,000. Ms. Saint Andre stated only if there was an issue that required a lot of work towards resolution or if a large amount of affordable housing was being created in town. Mr. Boynton stated now that we are at ten percent of affordable housing, it is important to make sure that we are maintaining that percentage. Mr. Crowley stated that the consultant amount is \$150 per hour which translates to 180 total hours, and he feels that we could hire a part-time employee at \$30-\$40 per hour. Mr. Boynton stated that he disagrees that we could get someone at \$30-\$40 per hour and they would have to call Town Counsel at a cost of \$200 per hour. Ms. Saint Andre stated that she is keeping track of affordable housing and will continue to do so. She said that what we need is help with the monitoring noting that we will do as much as possible in-house. Mr. Rossi stated that this would only be utilized when the special experience is needed. Ms. Sherry noted that one of the things that has taken time over the years is monitoring that the affordable unit is maintained as an affordable unit. She noted that we should never assume that the real estate agent is making sure that these units stay as affordable. She also noted that these funds are coming from the Trust, or the Community Preservation funds not the Town's general fund budget. Mr. Rossi asked if there have been items that have come up since the retirement. Ms. Saint Andre stated that she is completing the subsidized housing report. Mr. Boynton pointed out that if a Local Initiative Program (LIP) came up, we do not have that kind of expertise in-house. Mr. Alessandri reiterated that we cannot assume that these units remain affordable. He said he would like to give this a try. He asked if more funding is needed does it have to go before Town Meeting. Ms. Saint Andre stated no. **VOTE: 5-0-0.**

Approval: Inclusion, Diversity, and Equity Advisory (IDEA) Committee Survey Signs on Town Property Survey Signs on Town Property and Inclusion Survey Insert in the Water/Sewer/Trash Bills

The Board reviewed the (1) proposed signs, and (2) proposed insert.

Ms. Budde stated the lawn signs and flyers are for the second round of the IDEA survey and would inform residents how to access the survey. Ms. Buckley noted that this is the second time that the Committee would send it out. Mr. Rossi noted that the first survey had 254 responses. Ms. Buckley stated there would be ten signs in total which would include Town Hall, Senior Center, Fire Station, and the Police Station. Ms. Budde stated that the inserts and flyers are in both English and Spanish.

Mr. Trindade moved that the Board approve the IDEA Committee's placement of signs on Town property and inclusion of the insert with the water/sewer/trash bills, as discussed. Mr. Alessandri seconded.

Discussion: Mr. Trindade stated that it was a good idea and hoped they would include the Community Farm. Mr. Alessandri stated that copies of the survey will also be available at Town Hall and the Senior Center. Mr. Rossi asked the timeframe for the signs. Ms. Budde stated a few months and at events. Mr. Crowley stated that he wants to know the duration and wants to know the total number of signs. Ms. Budde stated two months and ten signs in total. Mr. Crowley asked if there is a contact on the survey. This was confirmed. Ms. White asked if this opens us up for others who want to put up signs. Mr. Boynton noted that this is a Town committee. **VOTE: 5-0-0.**

Approval:

- a. Contract with Woodard and Curran for Stormwater Control Measures - \$370,000**
- b. Contract with Woodard and Curran for Phosphorus Control Plan Implementation and MS4 Permit Compliance Efforts- \$120,500**

The Board reviewed the (1) memos from Stephanie Carlisle, and (2) contracts with original agreement referencing these two tasks.

Mr. Pelletier stated the first contract is to retrofit five locations in town with the goal to decrease our phosphorus load. The construction portion will be included in an Environmental Protection Agency (EPA) grant for \$1.3 million. Mr. Trindade stated the last time the school felt the need to be involved. Mr. Pelletier stated that they plan to meet with the School Committee as one area is near the middle school. Mr. Pelletier explained the second contract allows us to stay in compliance with our MS4 permit.

Mr. Trindade moved that the Board approve and authorize the Chair to execute the contracts with Woodard and Curran as presented. Mr. Alessandri seconded. Discussion. Mr. Crowley asked how the \$370,000 will be funded. Mr. Pelletier stated via his operating budget and the capital plan. Mr. Crowley asked if the \$1.3 million will be enough. Mr. Boynton stated that we will go before Town Meeting for the \$260,000. Mr. Pelletier stated that the \$1.3 was projected a while ago so this project has been modified to support that amount. Mr. Crowley noted that this is a federal mandate, and that the Town will have to fund some of this. Mr. Crowley asked where the funding for the second contract is coming from. Mr. Pelletier stated \$50,000 will come from his drainage operating budget and \$70,000 from the capital plan. It was noted that surrounding towns charge a fee to their residents to support these efforts. Mr. Pelletier stated the fee is based on a percentage of impervious surface. **VOTE: 5-0-0.**

Discussion: Solid Waste Enterprise Fund

There were no materials for the Board to review.

Mr. Rossi stated that we need more data so he would like to table this agenda item. Mr. Boynton thanked Mr. Crowley for all his efforts noting the data points that need to be considered further. Mr. Trindade asked if we are doing a better job of enforcing the use of yellow bags. Mr. Pelletier stated that we are sending letters to those that Lawrence Waste sends photos of that are non-compliant and they will not pick it up if they are not in the bags or if one bag is put on top of the trash with multiple non-yellow bags underneath. Mr. Rossi stated that expenses are exceeding revenues, and we are tapping into the reserves, which are at a dangerously low level. Mr. Boynton stated we need to look at fees, as well as the specific program. Mr. Crowley stated that we are running \$300,000 to \$400,000 a year in a deficit. Mr. Crowley stated that they want implement changes in order to impact the next two quarters of revenue.

Discussion: 120 Main Street Cleanup and Facility Design Project

There were no materials for the Board to review.

Mr. Boynton stated we have been looking at a reuse of 120 Main Street. He said that due to the cost, we have been working on how to address Fire, Police, and Town Hall in that order. There is a conceptual plan to finance the project through the amazing efforts of Mr. Crowley. Ideally, the plan could fund the design and construction without the need of an override. He noted that we are not there yet but are working towards that goal. Two things must happen sooner rather than later: (1) we need a design contract, and (2) we need to time a phase 1 cleanup concurrently with the design of the facilities. We have a handle on the clean-up cost and feel that we could do both projects with some funding in the debt budget in November. He would like to plan to discuss this at the September 3rd meeting. Mr. Crowley reiterated that they would like to do this project without an override noting that the completion would not be until 2030. Mr. Boynton commended Ms. Potter and Mr. Ackley's efforts on this noting that Mr. Ackley has just been certified as an Owner's Project Manager (OPM). He stated that we could change Mr. Ackley's job description to include an OPM role allowing him to be the OPM on Town projects, which could save the Town a lot of funds.

Discussion: Potential Future Use of 123 Holliston Street by Parks and Recreation and Sub Leases
There were no materials for the Board to review.

Mr. Boynton stated we have the building structure analysis, have identified a municipal use, and either the Select Board or Parks Commission would need to have license agreement discussions with existing tenants prior to January 1, 2025. Mr. Boynton noted the structural summary work identified can be done with in-house staff at the cost of \$5,000. He noted that we need to finalize the estimate for the design. There are no major structural issues. He said assuming Parks and Recreation would like to utilize it, there would need to be a care and custody transition from the Select Board to the Parks Commission. The third decision is whether the existing leases can continue. Mr. Boynton stated that if we turn this over to Parks, they would decide about sub leases that would not impact the operations. Ms. Harrington stated that she is excited to have this opportunity and there is so much more that could be offered programmatically with this space. Ms. Rossi stated that if minor changes were needed, e.g., new carpeting, the Parks revolving fund could support those efforts. Ms. Rossi asked about the rest rooms. Mr. Boynton stated that DPW staff can complete the restroom renovations.

Nancy Wyman, VP of Coyle's Auction, stated that she and her brother run the business and rent an office on Main Street, noting they grew up in Medway. She explained that they have run auctions for 40 years and have been using the VFW for the past 16 years. They have monthly auctions and people come from all over the country to attend. They have an on-line presence but do not sell on-line. She stated they move in on a Sunday to set-up and unload three trucks, Monday is the preview from 9am-6pm, and Tuesday is an auction at 2:30pm with the main auction at 5pm ending usually by 9pm. They are out on Wednesday and would leave the venue as it was found. She stated that they can be very flexible. They run auctions from January to November and are off in December.

Mr. Boynton stated that it would be a challenge for Parks and Recreation to not fully utilize the venue for the entire month. Mr. Alessandri stated that if we allow usage for one, then we should allow it for all existing tenants. Mr. Crowley stated that he does not want to get into detail, supports Parks taking over the building and felt that Parks and Recreation should be the decision maker relative to the future leases. Mr. Crowley noted that the running of the building would be fully supported by Parks. Mr. Crowley asked for proof from Parks that they can fully financially support taking over the building. Mr. Crowley noted that the VFW is still looking for a place to meet. Mr. Boynton stated that the entire building needs to be ADA compliant so they would not be able to meet downstairs due to lack of that compliance. Mr. Rossi noted that Parks is a revolving fund and receives no Town funds.

Mr. Rossi read an e-mail sent to the Select Board by a resident praising Ms. Harrington and her positive impact on the Town. The Board commended her on her efforts.

Discussion: Medway Energy Center's Host Community Agreement (HCA)

There were no materials for the Board to review.

Mr. Boynton stated that a draft HCA has been handed out to the Board at this meeting and will be posted to the Town website tomorrow for resident comment. It will remain posted until September 16th. He noted that it is very similar to the Medway Grid HCA. This company has made many commitments to the community. He thanked Mr. Trindade and Mr. Crowley for their efforts. Mr. Rossi requested that the Board review the HCA and provide feedback to Mr. Boynton.

Approval: Medway Lions Bottle & Can Drive Insert with Water/Sewer/Trash Bills

There were no materials for the Board to review.

Mr. Trindade moved that the Board approve the inclusion of the Medway Lions Bottle & Can Drive insert with the Water/Sewer/Trash bills as discussed. Mr. Alessandri seconded. Discussion: Mr. Crowley stated that they have asked to do this is as they used to bring in \$32,000 per year and the revenue is dropping down to \$27,000 per year. **VOTE: 5-0-0.**

Vote: Open November 12, 2024, Fall Town Meeting Warrant

There were no materials for the Board to review.

Mr. Trindade moved that the Board vote to open the November 12, 2024, Fall Town Meeting Warrant. Mr. Alessandri seconded. No discussion. VOTE: 5-0-0.

Action Items from Previous Meeting

The Board reviewed the action items dated July 15, 2024.

Street Acceptance Progress & Performance Security: Mr. Boynton stated that we are moving forward with the Little Tree development at this point in time.

Unaccounted for water loss status report & CRPCD Volume Report: This will be reported on in September.

Medway Plaza Redevelopment: There was no update on this at this time.

Conservation Restrictions for Town Owned Land: Mr. Boynton stated that Ms. Graziano has tried numerous times to find someone without success.

13 & 13R Populatic Street--Decision on Home on Property once Treatment Plant is completed: The due date was extended as this is still in land court.

Begin Planning Use of 123 Holliston Street: The due date was changed to October of 2024.

Town Manager's Report

There were no items for the Board to review.

Medway Gril PILOT Update – September 3rd Vote: Mr. Boynton stated he is hoping to have this finalized for a vote at the next meeting. Attorney Bernstein has completed the financial analysis. Both parties need to execute it and then it goes to the state Department of Public Utilities.

Fire Department Updates – Staffing and Fleet: Mr. Boynton has facilitated the opening of the position discussed previously. We have two long term injuries, four new staff still in training, and constant overtime. We have a career firefighter paramedic who will begin August 19th. The 2012 expedition needs \$5,000 to

\$8,000 worth of work and he directed the Chief to look at getting it replaced and plans to fund this at Fall Town Meeting.

Labor Day – Monday, September 2 – TOWN OFFICES CLOSED:

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

- August 16 & 23 - Personal
- August 21 – Norfolk County Managers – Westwood
- August 28-30 - Vacation

NEXT Select Board Meeting – September 3, 2024

Select Board's Reports

There were no items for the Board to review.

Mr. Alessandri commended everyone who put Celebrate Medway Day together.

Mr. Crowley stated he had asked Mr. Pelletier to get a no cost time extension statement on the water treatment facility. He reported that Medway Café paid for two face painters and two balloon people at Celebrate Medway Day.

Ms. White reiterated that Celebrate Medway Day went well.

At 9:22PM, Mr. Crowley moved to adjourn. Mr. Trindade seconded. No discussion. VOTE: 5-0-0.

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