

**Select Board Meeting
February 3, 2025 – 7:00 PM
Sanford Hall
155 Village Street**

Present: Frank Rossi, Chair; Dennis Crowley, Clerk; Maryjane White, Member.

Absent: Todd Alessandri, Vice-Chair; Glenn Trindade, Member.

Staff Present: Michael Boynton, Town Manager; Allison Potter, Assistant Town Manager; Stefany Ohannesian, Town Clerk; Deputy Fire Chief Michael Fasolino; Richard Boucher, Information Services Director; Peter Pelletier, Department of Public Works (DPW) Director; Nolan Lynch, DPW Deputy Director.

Others Present: Karen Nowicki, Chair, Capital Improvement Planning Committee (CIPC); Sarah Raposa, Vice-Chair, CIPC; Liam McDermott, Chair, Trash and Recycling Program Review Committee.

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

Mr. Rossi read the proclamation to honor the memory of Richard Puelo. Mr. Crowley read the proclamation to honor the memory of Betty Wickis. Mr. Boynton noted what makes Medway stand out is the amount of resident volunteerism and Betty and Jim Wickis are examples of that. Mr. Wickis commended the many residents who volunteer, commended the Town staff, and thanked all.

Public Comments: There were none.

Approval of Minutes: January 21, 2025

The Board reviewed the January 21, 2025, draft minutes.

Ms. White moved that the Board approve the minutes for January 21, 2025. Mr. Crowley seconded.

Discussion: Mr. Crowley asked on page 2, line 128, “there” be changed to “Ocean State” and on page 3, line 155, “Mr. Crowley noted this is a state-mandated change.” be added. **VOTE: 3-0-0.**

Public Hearing: Vote to Opt-Out of Vote by Mail for the May 20, 2025, Town Election

The Board reviewed the memo from Town Clerk Stefanie Ohannesian.

Ms. White moved to open the public hearing. Mr. Crowley seconded. No discussion. Vote: 3-0-0.

Ms. Ohannesian requested the Board vote to opt-out of vote by mail noting absentee ballots are still available to residents. She explained for the last four years, we have opted-out of vote by mail for Town Elections. Ms. Ohannesian stated for the last two years, there have only been 600 voters at the Town Election.

Mr. Rossi asked for public comments. There were none.

Mr. Crowley moved to close the public hearing. Ms. White seconded. No discussion. VOTE: 3-0-0.

Mr. Crowley moved that the Board approve the request to opt-out of vote by mail for the May 20, 2025, Town Election as discussed. Ms. White seconded. No discussion. VOTE: 3-0-0.

Approval: Police Details for May 20, 2025, Town Election

The Board reviewed the memo from Town Clerk Stefanie Ohannesian

Ms. Ohannesian explained the specific numbers, timeframe, and locations of her requested police details. Mr. Crowley noted there is school drop-off at the same time as the election and asked if they could have the police detail assist with the traffic. Mr. Boucher suggested this occur at 2 pm when school lets out as well.

Mr. Crowley moved that the Board approve the police details for the May 20, 2025, Town Election as requested. Ms. White seconded. No discussion. VOTE: 3-0-0.

Presentation: Capital Plan Recommendation by the Capital Improvement Planning Committee

The Board reviewed the Fiscal Year 2026 free cash projection and proposed capital improvement plan.

Ms. Nowicki stated the last two years have been very stable relative to committee members, noting this year went very smoothly. She explained the process the committee utilized to determine their final recommendations. Ms. Raposa stated the Department Heads are always very available noting they prioritize their requests for the committee. She reported the total requested amount was \$4.5 million representing 46 total items. Mr. Boynton explained his certified free cash document showing \$2,619,000 of free cash available. He noted this amount allows funding for items 1 to 21 on the CIPC list. He explained costs have doubled for some items over the past two years and the impact of our inability to keep up with inflation. He stated the capital improvement plan is as critical as the operating budget. Mr. Rossi asked about line item 24. Ms. Nowicki stated it is the taser replacements. Mr. Rossi asked about the specifics of the Community Farm item. Ms. Raposa stated this is for the pavilion. Ms. Nowicki stated they focus on health and safety when prioritizing requests. Mr. Rossi asked if those not making the cut this year will come back next year. Ms. Raposa stated the Department Heads will determine that. Mr. Crowley asked about the other three yeses on the list. Mr. Boynton stated that yes on those means CIPC and the Town Manager agreed. Ms. Nowicki referenced item 14 for the replacement of the International truck for DPW which may be impacted by potential changes to the state emissions law relative to diesel fuel. Mr. Crowley stated we were lucky to have this amount of free cash to fund these projects. He noted if the development in Town slows down, the free cash will decrease. Mr. Crowley asked about the Richard Street flooding item. Mr. Boynton stated this is an engineering issue and may be a drainage issue versus a road improvement issue. This will require a hydro analysis study. Mr. Crowley asked if that was a hard number. This was confirmed. Mr. Crowley asked if there was only one item for the Senior Center. This was confirmed. He then asked about number 33 costing \$575,000. Ms. Nowicki noted this was just for the McGovern School. Mr. Crowley stated the list previously included items with other funding sources. Ms. Nowicki stated she would forward that information to the Board. Ms. White asked about number 35 for the cemetery and if we could function without that item. Mr. Pelletier confirmed. Ms. White asked why the mural for the library is still on this list. Ms. Nowicki stated they combined that with the item above it. Ms. Raposa explained the changes to the rules for inclusion on the capital plan list. Mr. Crowley asked about the \$225,000 for new turnout gear and how long ago that was funded. Deputy Chief Fasolino stated the gear has a ten-year lifespan. Mr. Boynton explained the staggering of every five years for this purchase. Mr. Boynton noted no vote was needed at this meeting and explained the process moving forward.

Authorization to Expend Grant Funds:

- a. **Fiscal Year 2025 Firefighter Safety Equipment Grant - \$18,989**
- b. **Municipal Local Cybersecurity Grant - \$15,800**
- c. **MassWorks Infrastructure Program Grant for Village Street Stormwater Improvements - \$92,000**
 - i. **Authorization for Town Manager to Execute State Contract and Woodard and Curran Task Order FY25-3**
- d. **MassWorks Infrastructure Program Grant for Milford Street Improvement Project - \$1,450,000**
 - i. **Authorization for Town Manager to Execute State Contract**

The Board reviewed the notice of grant award forms, notifications of awarded grants, MassWorks state contracts, memo from Peter Pelletier regarding Woodard and Curran Task Order number FY25-3, and Woodard and Curran Task Order number FY25-3.

Deputy Fire Chief Fasolino explained this is a yearly grant and the specific safety equipment they plan to purchase utilizing these grant funds. Mr. Boynton and the Board commended him on his efforts. Mr. Crowley asked about the amount provided last year. Deputy Fire Chief Fasolino stated the amount is around the same each year.

Mr. Crowley moved that the Board authorize the expenditure of the Fiscal Year 2025 Firefighter Safety Equipment grant as discussed. Ms. White seconded. No discussion. VOTE: 3-0-0.

Mr. Boucher explained this funding is in addition to a grant we have already received as well as the specific plans he will implement to improve our cybersecurity by utilizing these grant funds. He noted the funding took six to seven months to obtain and expires in June, so he is hoping they extend the expiration date. Mr. Boynton commended Mr. Boucher's efforts.

Mr. Crowley moved that the Board authorize the expenditure of the Municipal Local Cybersecurity grant as discussed. Ms. White seconded. No discussion. VOTE: 3-0-0.

Mr. Rossi asked when the new website will be up. Mr. Boucher stated the go-live date is in the hands of the Communications Director. Mr. Boynton stated he decided to hold off as the website did not have all the agreed-upon functionality.

Mr. Pelletier explained this was a dual effort along with Ms. Saint Andre and the plans for improvement of the management of the stormwater on Village Street utilizing these grant funds. He stated the culvert needs to be expanded. Mr. Boynton stated there has been a significant change in the water flow over the past five years in this area. He commended both Mr. Pelletier and Ms. Saint Andre on their efforts. Mr. Boynton stated all the grants on this agenda required the Town to be compliant with MBTA zoning. Ms. White stated there has been a lot of work in this area for many years and hopes this will finally fix the issues. It was noted this area is near the Willows. Mr. Boynton stated the next big project is the area near Julian Oil. Mr. Crowley asked where the flooding was occurring. Mr. Pelletier stated it is backing up into the woods and to the door of a resident's home. Mr. Crowley said this project would cost \$800,000 to \$1 million and asked when the project would hit the budget. Mr. Boynton stated in three years.

Mr. Crowley moved that the Board authorize the expenditure of the MassWorks Infrastructure Program grant for Village Street Stormwater Improvements and the Town Manager to execute the state contract and task order as discussed. Ms. White seconded. No discussion. VOTE: 3-0-0.

Mr. Pelletier explained this was also a dual effort along with Ms. Saint Andre explaining the specifics for the improvements on Milford Street. He stated they have \$ 275,000 in existing grant funding from the

state. This would allow us to enter the state Transportation Improvement Program (TIP) program. Mr. Crowley stated it will take years to be funded by the TIP program. Mr. Pelletier stated twenty-five percent of the project design needs to be funded to get on the TIP program for funding consideration. Mr. Crowley noted the Route 109 project took eight to ten years to get on the TIP program. There was further discussion to determine the complete cost and amount of funding for the project from the Town and the TIP program. Mr. Rossi stated this grant would not have been provided if the Town was not compliant with the MBTA zoning.

Mr. Crowley moved that the Board authorize the expenditure of the MassWorks Infrastructure Program grant for Milford Street Improvements and the Town Manager to execute the state contract as discussed. Ms. White seconded. No discussion. VOTE: 3-0-0.

Approval: Contract with TEC, Inc. for Engineering and Design Services for the Village and Holliston Street Intersection Reconstruction Project- \$145,000

The Board reviewed the memo from Peter Pelletier, the concept drawing, and the contract.

Mr. Pelletier stated we received \$500,000 from Complete Streets to do the construction. This project will be funded through our road and sidewalk budget. Mr. Rossi asked if \$500,000 would fully fund the project. Mr. Pelletier stated TEC estimates the total construction will be \$750,000 but feels it may come in for less. Mr. Rossi explained the specifics of the reconstruction plan. Mr. Pelletier explained the safety improvements. Mr. Crowley asked about the project costs. Mr. Pelletier stated that \$145,000 will come from the road and sidewalk budget and potentially \$250,000 more may be needed from Town funds. It was noted there are not a lot of accidents at this intersection. Mr. Boynton noted the increased traffic on Village Street due to drivers avoiding Route 109. Mr. Rossi asked who was deciding on the design. Mr. Boynton stated DPW will reach out to the Memorial Committee and others for design input. Mr. Crowley asked about the specifics of the road changes and if there would be a need to change Matondi Square. Mr. Boynton explained the large tree will remain, but the smaller tree will need to be removed to allow for street widening.

Mr. Crowley moved that the Board authorize the Chair to execute the contract with TEC, Inc. as presented. Mr. White seconded. No discussion. VOTE: 3-0-0.

Discussion/Vote: Landfill and Recycling Center Changes

The Board reviewed the memo from Peter Pelletier and the Department of Environmental Protection (DEP) Regulations.

Mr. Boynton stated there are two parts to this discussion: (1) the landfill, and (2) the recycling center. He explained the landfill was capped in 1982, the number of components used, and the depth of each layer. He noted neither the Town nor the DEP can find the documentation that the DEP approved the process used to cap the landfill in 1982. At this point, the Town just needs to search for documents about the landfill capping post-closure use plan. Mr. Boynton explained a recycling center is exempt from a site assignment process, but a transfer station is not exempt from the process. The Town's recycling center operates as a transfer station, i.e. accepting bulk items, accepting yellow bags, and the swap area. The state came last fall and asked about various processes and accepted items. The DEP stated certain activities at the recycling center need to change, noting we will request time for a proper notification period for the residents. Mr. Boynton stated until we receive approval from the state, we need to halt certain activities: (1) no yellow bags, (2) no bulk items, and (3) no swap area. Mr. Boynton noted we have been functioning on that site since the 1980s and not until 2024 have been told we have issues. Mr. McDermott further explained the difference between a recycling center and a transfer

station. Ms. White asked if there was any employee who knew about the capping. Mr. Boynton explained DEP stated since we could not find the paperwork, they assume it was not capped properly. DEP has agreed to work with us on when and how the cap was done. Then we test an area, DEP monitors the test, and we come up with a plan to fix it back to the 1982 standards. Ms. White asked if the Town Clerk's files were checked as a lot of documents from the 1980s were filed with her. Mr. Crowley stated he and Ms. White would look at the Town Clerk's files in the basement to look for the proper documentation. It was stated separate from the landfill issue, the Town cannot run a transfer station. Mr. Crowley noted the onus is on Mr. Boynton and Mr. Pelletier to discuss this with DEP. He noted accepting the yellow bags will have to stop soon. Ms. White asked about the swap shop. It was noted most of what is in the swap shop ends up in the bulk disposal. There was further discussion about what would be allowed following the DEP visit. Mr. Crowley stated when Lawrence Waste picks up bulk items, they put them at the recycling center so this will no longer be allowed. Mr. Boynton stated we must report to DEP on tonight's discussion and will request a resident notification timeframe. Mr. Boynton stated we must discuss with Lawrence Waste where they can take the bulk items rather than the recycling center. Mr. Boynton stated we will update the Board at the next meeting but if we find out tomorrow what our restrictions will be, we will notify the Board and residents immediately. Mr. Boynton stated we did not anticipate this, and it is timely that we created the Trash and Recycling Program Review Committee. Mr. Boynton noted we continue to request clarification on what is and what is not allowed at the recycling center. Mr. Boynton explained the specific steps relative to the landfill and his discussion with the Police Chief about the usage of the landfill area as a training center. Mr. Crowley noted we had built reserve funds to address the potential need to address the cap. We have been using these reserves to prevent increasing the costs to the residents, so we no longer have the reserves available. Mr. Crowley asked about the total cost if we need to address the cap. Mr. Boynton stated his rough guess to recap the landfill would be \$8 to \$9 million. He explained the Town assumes the landfill was properly capped based on the regulations in 1982. He reported the monitoring wells have not leached at a level to impact any Town water supplies. Mr. Boynton stated if we find the letter from 1982 or 1983 from DEP, we hope to minimize any work and funds needed. Mr. McDermott stated the need to immediately inform Lawrence Waste as well as the residents.

Action Items from Previous Meeting

The Board reviewed the action items from January 6, 2025.

This agenda item was not discussed.

Town Manager's Report

There were no items for the Board to review.

Mr. Boynton gave a shout-out to Mr. Pelletier and Mr. Lynch since they are at every meeting.

FY'2026 Budget Update: Mr. Boynton stated he received an e-mail from Senator Spilka's office stating local aid to the Town may not be as robust as proposed by the Governor. He noted he is using the Governor's number and hopes the legislators will work to support the Governor's number. He requested a letter from the Board to the legislators regarding supporting the Governor's local aid amount. Mr. Boynton will draft a letter for discussion and vote at the next meeting. Mr. Crowley asked if he had any information about a meals tax increase of 1% and an excise tax increase of 5%. Mr. Boynton stated he did not. He noted we received positive news on health insurance. He said he hopes to get the budget to the Board by the end of next week. Mr. Crowley commended Mr. Boynton and Ms. Potter on their efforts on the health insurance.

State Earmarks Request: Mr. Boynton referenced the e-mail from Senator Spilka's office noting he is hesitant to ask for any earmarks since they are saying they are not sure about the local aid amount. We appreciate the request for earmarks, but he would like the legislators to focus on the operations and maintenance budget items. Mr. Crowley stated it would be very challenging for the legislators not to do earmarks, as this is where they get their PR. Mr. Boynton feels his budget addresses the school's needs based on both the school's and resident's requests at the Tri-Board meeting. It was noted the state earmarks request is due at the end of the month.

Medway Energy Center (MEC) Host Community Agreement (HCA) Update: Mr. Boynton stated the HCA was effective last month, thirty days post the effective date, payment should be forthcoming. We received a check, today, for \$320,000. The amount does not align with what is in the HCA. He will contact them tomorrow to discuss the discrepancy. Mr. Crowley asked if Medway Grid was on time. Mr. Boynton confirmed. He discussed the PILOT and the timing of the \$2.3 million with them. Chris Park and Carol Pratt are still working with the Department of Revenue (DOR) on how we book that revenue. Mr. Crowley asked for an update on the MEC timeline. Mr. Boynton stated he would get an update from them during his discussion planned for tomorrow.

Snow & Ice Update: Mr. Boynton stated we have spent \$228,000 out of our total budgeted amount of \$535,000.

Town Offices Closed – Monday, February 17th – Presidents Day: Mr. Boynton reminded all Town Offices will be closed for the Presidents Day holiday.

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

- Wednesday, February 12th through Friday, February 14th

NEXT Select Board Meeting – February 18, 2025

Select Board's Reports

There were no items for the Board to review.

Mr. Crowley asked to add an MEC timeline related to revenue to the action items.

Ms. White stated the high school boys' basketball team beat Medfield Friday, and their next game is with Dover-Sherborn.

Mr. Rossi told Mr. Crowley the Select Board reports are not a question-and-answer period but a time for information sharing.

At 9:15 PM, Ms. White moved to adjourn. Mr. Crowley seconded. No discussion. VOTE: 3-0-0.

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