

**Select Board Meeting
September 2, 2025, 7:00 PM
Sanford Hall, Town Hall
155 Village Street**

Present: Todd Alessandri, Chair; Maryjane White, Clerk; Frank Rossi, Member; Glenn Trindade, Member

Absent: Dennis Crowley, Vice-Chair

Staff Present: Michael Boynton, Town Manager; Allison Potter, Assistant Town Manager; Peter Pelletier, Department of Public Works (DPW) Director; Nolan Lynch, Assistant DPW Director; Barbara Saint Andre, Community and Economic Development Coordinator; Julie Harrington, Director of the Parks and Recreation; Sandra Johnston, Communications Director; Susan Dietrich, Medway Village Food Pantry Director; Paul Galante, Mahan Food Pantry Director.

Others Present: Medway, Millis & Holliston Swim Team Members and their parents.

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

Recognition of Medway, Millis & Holliston Swim Team

The Board reviewed the Memo

The Board opened its meeting with a recognition of the Medway, Millis, and Holliston Swim Team, celebrating both its impressive growth and recent achievements. Julie Harrington, Director of Parks and Recreation, introduced the team and explained that the program, which began five years ago with only 25 swimmers, has expanded to 85 athletes who show tremendous commitment by attending 7 a.m. practices throughout the summer and competing in evening meets twice a week. She proudly noted that after several early years without a win, the team reached new heights this season by winning five of their meets and earning their highest-ever finish at regionals. Mr. Alessandri and Mr. Rossi commended the athletes for their determination while also stressing the importance of recognizing the parents and coaches who volunteer countless hours to support the program. Coaches Denise Bernardi, Jeff Stackpole, and Robyn McCullough each shared their experiences, reflecting on how meaningful it was to mentor the swimmers, pass along their love of the sport, and watch the children grow in both skill and confidence. Several swimmers stepped forward to introduce themselves, proudly noting the number of years they had been on the team and the grades they were entering. Kristen Peterson Halus, parent of two swimmers, spoke about the way every swimmer, regardless of placement, is celebrated by their peers. She credited Julie Harrington as the true heart of the program, building not only athletes but also resilient, kind, and supportive young people. Mr. Trindade and Mr. Boynton echoed these sentiments, praising the swimmers' discipline, teamwork, and sportsmanship, and encouraging them to continue pursuing the sport with pride. The recognition concluded with warm congratulations to the athletes, coaches, and parents, and particular gratitude to Julie Harrington for her leadership and vision in creating a program that has become a source of pride for Medway and a model of community spirit.

Recognition of Hunger Action Month

The Board reviewed the Proclamation

The Board observed September as Hunger Action Month with a formal proclamation read by Mr. Trindade. The proclamation highlighted the serious issue of hunger and poverty, recognizing that more than 882,000 residents in the Commonwealth rely on food provided by local food banks each month. Following the reading, Mr. Alessandri offered thanks to Susan Dietrich and Paul Galante for their leadership of the Town's two food pantries and their ongoing efforts to address food insecurity in the community.

Public Comments

There were none.

Acceptance: Easements and Signing of Street Layout Plan for Little Tree Road and Rustic Road

The Board reviewed the Memo & Easements

Barbara Saint Andre, Director of Community and Economic Development, explained that following the Town Meeting's vote to accept the streets, the final step required was securing the necessary easements—one for the roadway itself and seven drainage easements from individual landowners. She noted that the process had taken nearly a year due to the need for mortgage company approvals, which are often located out of state, but confirmed that all required signatures had been obtained. Ms. Saint Andre thanked the Department of Public Works for their assistance in completing the process. Mr. Rossi asked for clarification regarding the mortgage company approvals, and Ms. Saint Andre confirmed that not all parcels had mortgages but those that did were secured. Mr. Alessandri further clarified that the easements would remain in place and transfer automatically with any property sales, eliminating the need to repeat the process in the future, which Ms. Saint Andre confirmed.

Mr. Trindade moved that the Board vote to accept the drainage easements and street easement in connection with the acceptance of Little Tree Road and Rustic Road as public ways, and to endorse the street layout plan seconded by Ms. White. VOTE: 4-0-0

Acceptance: Modified Drainage Easement for 39 Alder Street

The Board reviewed the Memo & Modification of Drainage Easement

Ms. Saint Andre, Director of Community and Economic Development, explained that when the Town completed roadway improvements on Alder Street in 1999, it recorded several easements, including a drainage easement on the property. However, when the current owner later applied to the Planning Board to develop the site, a survey revealed that part of the drainage system had been installed just outside the recorded easement area. To resolve this, the Town and the property owner agreed to modify the easement so that it properly reflects the location of the existing drainage structure, without changing its overall size. When asked by Mr. Rossi how such a discrepancy had occurred, Ms. Saint Andre noted that in her experience this is not unusual, as construction sometimes ends up being a few feet off from the original recorded easement. She further clarified that the property is owned by Lawrence Waste, which is already developing the site.

Mr. Trindade moved that the Board vote to accept the modified drainage easement for 39 Alder Street, seconded by Ms. White. VOTE: 4-0-0.

Recognition: Medway as Housing Choice Community

The Board reviewed the Housing Choice Community Letter

Ms. Saint Andre reported that Medway was once again recognized as a Housing Choice Community, a designation the Town must reapply for every five years. She explained that this recognition is awarded to municipalities that meet state thresholds ensuring they do not create barriers to new housing development and that they actively issue building permits for housing. Achieving this status makes the town eligible for a variety of state grants. Over the years, Medway has benefited significantly, receiving \$250,000 in fiscal year 2021–2022 to fund new sidewalks on West Street, \$50,000 to hire a consultant to assist with MBTA zoning, and most recently, \$75,000 to update the Town’s design review guidelines. Ms. Saint Andre emphasized that this recognition, granted to only about 43 communities across the state, has proven valuable in securing resources that directly benefit Medway. Following her update, Mr. Boynton commended Ms. Saint Andre, her team, and numerous boards, committees, and volunteers—including the Affordable Housing Trust, Affordable Housing Committee, Select Board, Planning Board, and Zoning Board—for their collaborative effort in achieving this recognition. He noted that being designated a Housing Choice Community not only provides access to significant grant opportunities but also strengthens the Town’s applications for other state programs, including the One Stop initiative. Mr. Rossi added that Medway’s compliance with the MBTA Communities Act is essential to maintaining this eligibility. Ms. White expressed appreciation for everyone’s hard work, and Ms. Saint Andre concluded by thanking all involved in making this recognition possible.

Approval: Woodard & Curran Task Order FY26-1 for technical support with the Phosphorus Control Plan implementation & continued compliance with MS4 Permit requirements - Not to exceed \$220,250

The Board reviewed the Memo and Woodard & Curran Task Order

The contract, not to exceed \$220,250, was explained by Mr. Pelletier, who noted that the work is essential for maintaining compliance with the MS4 permit and advancing the Town’s long-term phosphorus reduction goals, particularly as the Town approaches the year ten benchmarks of the program. Mr. Lynch added that while some of the work involves repeat items from last year, this phase builds upon previous efforts by identifying areas for improvement and retrofitting older drainage systems to modern standards using minimally invasive and cost-effective methods. He explained that the current plan evaluates approximately 28 sites, with some training already completed in-house to help offset costs. Mr. Rossi clarified that the overall stormwater budget is \$295,000, meaning this task order will nearly exhaust the funds, leaving about \$40,458 for the remainder of the fiscal year. Mr. Pelletier and Mr. Lynch emphasized that this allocation is appropriate, as emergency drainage needs are limited, and the Town must prioritize phosphorus reduction efforts to remain in compliance and earn the necessary credits. They further highlighted that progress has already been made on retrofit designs and drainage upgrades in several areas, with more planned in the coming year.

Mr. Rossi moved that the Board approve the Woodard & Curran Task Order FY26-1 for technical support with the Phosphorus Control Plan implementation & continued compliance with MS4 Permit requirements and authorize the Chair to execute it, seconded by Mr. Trindade. VOTE: 4-0-0.

Approval: Letter of Engagement with Roselli, Clark & Associates, CPA for the Audit and Preparation of the Financial Statements for Fiscal Year 2025 - \$42,000

The Board reviewed the Letter of Engagement with Roselli, Clark & Associates

Allison Potter explained that this letter formalizes the annual engagement to conduct the audit, noting that the firm had already visited the Town offices the previous week to review all relevant documents. Mr. Alessandri inquired about the proposed fee of \$42,000, and Ms. Potter confirmed that this amount is consistent with prior years, reflecting only modest increases over the past two decades, when the fee was approximately \$25,000. The engagement will ensure the Town's financial records are reviewed and reported in accordance with standard audit practices.

Mr. Trindade moved that the Board approve the Letter of Engagement with Roselli, Clark & Associates, CPA for the Audit and Preparation of the Financial Statements for Fiscal Year 2025 in the amount of \$42,000 and authorize the Chair to execute it, seconded by Mr. Rossi. VOTE: 4-0-0.

Approval of Minutes: August 11, 2025

The Board reviewed the August 11, 2025, draft minutes

On page 8, Mr. Alessandri asked to insert the total borrowing number on line 341.

Mr. Trindade moved to approve the August 11, 2025, minutes as amended, seconded by Ms. White. VOTE: 4-0-0

Action Items from Previous Meeting

The Board reviewed the Action Items dated 8/11/2025

Item number 7 was briefly mentioned, with no change to the date of October 2025 which is currently on the Action Items list.

Town Manager's Report

There were no materials for the Board to review.

Mr. Boynton began by recognizing the first day of school, commending the DPW team—particularly the Parks Department—for their preparation of school facilities, as well as Mr. Pelletier and Mr. Lynch for coordinating with other ongoing projects, including the high school parking lot work. Mr. Boynton also acknowledged the Fire and Police Departments for welcoming students, noting that Chief Kingsbury reported it was the smoothest school opening he had seen in years. He then provided several project updates: the culvert project has been completed on schedule and within budget, with only minor punch list items remaining, highlighting Nolan's exceptional coordination, even while traveling to a conference. The Hanlon Field project is progressing well, with weekend work approved to accelerate non-disruptive tasks such as painting and installations at no additional cost to the Town. The Cassidy Pavilion work began this morning, with installation scheduled for October 1 and project completion before the winter months- returning in the spring to finish final details. Additionally, roadwork is nearing completion, including paving on First Colony, Wildebrook, and Canal Street. Mr. Boynton also discussed the soil boring project for the landfill, noting regulatory challenges due to conflicting requirements between the

DEP and the Conservation Commission, which may extend the permitting process. He reminded the Board of upcoming events, including a special meeting on Monday morning at 8am to approve borrowings, and the Medway Fire Department change of command ceremony on Tuesday at 10am, which will involve temporary road closures and a reception for Chief Lynch to follow. He mentioned being out of Town for a fire assessment in Hyannis, MA September 23rd to the 25th and the ICMA Conference in Tampa, FL October 24th to the 29th. Looking ahead to the September 15th meeting, he noted two Executive Session items concerning 68 Main Street and Shady Oaks properties, as well as discussions on contracts, finalizing the Matondi Square design, and reviewing the Fire Department's staffing and per diem program in preparation for fall Town Meeting. Mr. Boynton and the Board also discussed the Hanlon Field project, including the timeline for turf installation and curing, multi-sport field striping considerations, and the coordination of bleacher deliveries. Mr. Boynton, along with Board Members complimented the Town staff for their extensive coordination and management of multiple large-scale projects simultaneously, emphasizing the efficiency, precision, and community impact of the work completed.

This time is being reserved for topics that the Chair did not reasonably anticipate would be discussed.

There were no materials for the Board to review.

This agenda item was not discussed.

Select Board Reports

There were no materials for the Board to review.

Mr. Rossi began by sharing that Standard & Poor's had assigned the Town a triple-A bond rating following recent market activity, emphasizing the significance of this achievement for residents and investors alike. He read portions of the S&P report, noting that the rating reflects Medway's strong tax base, forward-looking financial management practices, robust reserves (approximately 37% of general fund revenue), and a proactive management team focused on long-term planning and conservative budget assumptions. Mr. Boynton acknowledged that the rating is a testament to the teamwork and dedication of staff who manage the Town's operations daily. Ms. White praised the pride and attention to detail exhibited by Town staff, particularly in preparing for the school year. She noted DPW staff trimming trees and sweeping streets on weekends to ensure school areas were ready for students. Ms. White also recognized resident Tim Rice for installing a plaque to a historic beech tree at the Thayer Homestead to encourage respect and prevent damage from children climbing its branches. Mr. Rossi and Mr. Trindade echoed her appreciation, suggesting that a broader public awareness campaign could help protect the Town's limited number of beech trees and encourage planting of additional trees for future generations. The discussion also included concerns about dogs off-leash in public spaces, with Ms. White and Mr. Trindade emphasizing responsible ownership and use of the dog park for dogs to run safely. Mr. Alessandri reiterated the significance of the triple-A bond rating and praised staff for their dedication in preparing schools for the new year, noting the visible care taken in grounds maintenance. He also commended the completion of multiple Town projects over the summer, highlighting that they were finished on time and within budget. Finally, he expressed regret that he could not attend the Medway Fire Department's change of command ceremony to honor Chief Lynch and welcome Chief Fasolino, offering his congratulations to both. Other Board members, including Ms. White and Mr. Rossi, also shared congratulations and appreciation for the event.

At 8:07pm Mr. Trindade motioned to adjourn, seconded by Ms. White. VOTE: 4-0-0.

Respectfully submitted,
Natalie Lennon
Executive Assistant
Town Manager's Office