

**Select Board Meeting
February 17, 2026, 7:00 PM
Sanford Hall, Town Hall
155 Village Street**

Present: Todd Alessandri, Chair; Frank Rossi, Member; Glenn Trindade, Member.

Members Absent: Dennis Crowley, Vice Chair; Maryjane White, Clerk.

Staff Present: Michael Boynton, Town Manager; Allison Potter, Assistant Town Manager; Nolan Lynch, Deputy Director of Department of Public Works; Joyce Sheehan, Human Resources Manager; Derek Kwok, Health Director; Barbara Saint Andre, Director of Community and Economic Development; William Kingsbury, Chief of Police

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

Public Comments

Pam Cobb, 14 Kimberly Drive, addressed the Select Board to request a review of the Town's current policy regarding reimbursement for mailboxes destroyed by Town snowplows. Ms. Cobb noted that the policy was originally established in 2001 and was last reviewed in 2018. She stated that the current reimbursement amount of \$50.00 is no longer adequate given the rising costs of labor and materials. Mr. Rossi suggested investigating the matter further and adding it as an agenda item to a later meeting. Mr. Boynton said he will review the policy and do an analysis comparing present-day costs.

Mr. Boynton introduced Joyce Sheehan as the Town's new Human Resources Manager. Ms. Sheehan shared that she brings 10 years of human resources experience to the position and expressed her appreciation for the opportunity to work for the Town of Medway, a community in which she has lived for nearly 30 years.

Approval: Inter-municipal Agreement with Millis for Public Health Nurse

The Board Reviewed the memo from the Board of Health Director and the Inter-municipal Agreement

Derek Kwok, Health Director, presented an Inter-Municipal Agreement with the Town of Millis to share public health services, specifically for a public health nurse position. Under the agreement, the nurse would be employed by the Town of Millis, with Medway responsible for 50% of the employees' hours and associated costs. Kwok explained that Millis initiated the discussion after experiencing difficulty recruiting applicants for a part-time public health nurse position, which currently offers only 10–15 hours per week. By partnering with Medway, this position could be increased to approximately 30 hours per week, with the employee's time divided between the two municipalities. Mr. Kwok noted that the agreement has been reviewed by legal counsel and that funding has been accounted for in the budget. He stated that Millis has an established pay scale based on the previous public health nurse position, ranging from \$37.47 to \$46.85 per hour, including benefits. At the highest rate, the annual cost would be approximately \$50,256, while the lower end would be approximately \$42,939. Mr. Alessandri asked when the position would begin. Mr. Kwok responded that recruitment would begin in July, with the position included in the FY27 budget. Mr. Alessandri also asked whether 30 hours per week would meet the Town's needs. Mr. Kwok replied that the arrangement would enhance the level of service currently

available. Rossi asked what responsibilities the public health nurse would have. Mr. Kwok explained that the nurse would assist with monitoring communicable diseases through a state-run reporting system, support vaccination efforts in the fall, and provide services at the Senior Center, including conducting home visits for residents in that community.

Mr. Rossi moved the Board approve the inter-municipal agreement with the Town of Millis for a public health nurse as discussed and authorize the Chair to execute it, seconded by Mr. Trindade. VOTE: 3-0-0.

Approval: Right of Way Permit for Hoag Woods Sign at 116 Winthrop Street

The Board reviewed the two layout sketches, proposed sign, and the Wenakeening Woods sign example

Paul Atwood, treasurer of the Upper Charles Conservation Land Trust, is leading this project through this organization. He introduces his application of a free-standing sign for the Hoag Woods trail located at 116 Winthrop St. This is an entrance sign to publicize the public access trail; he wants it to be visible from either side of traffic. The Zoning Bylaw does not allow a free-standing sign within 10 feet from the edge of the right of way. He adds that Winthrop Street is 60 feet wide, with 20 feet of the right of way beginning on this property, meaning his sign would have to be almost 30 feet into the property. For the sign to be visible from the roadway, he asks the Select Board for permission for the sign to be constructed in the right of way. The UCCLT have used similar signs in Holliston on major property the Trust controls. The sign height is at 8 feet, so it is visible in both directions of the road and at large distances. He is taking his application to the Zoning Board of Appeals because the Zoning Bylaw prohibits the sign being greater than 6 feet in height. He has already gone in front of the DRC, and they approved the sign design, adding they thought it was fitting for AR-1 district. Mr. Rossi asks how many acres are on this property. Mr. Atwood responds that there are 15.5 acres including the pond, but it has mostly woods. He plans on removing the old tennis court that is partially on property. Other than that there are no pre-existing structures. He adds that kiosks will be adjacent to the parking lot, and they will hold maps showing the trails and ponds located at this site. Mr. Rossi asks if there were trails put on the property, Mr. Atwood says he did add some trails onto this property previously. He has not needed any boardwalks or bridges for going over wetlands – but this was his main project before signage for this property. Mr. Trindade mentions that this land was donated by the Hoag family, and it was always their mission to donate the land to the town for this exact purpose of adding trails in Medway.

Mr. Rossi moved that the Board approve the right of way permit for a Hoag Woods Sign to be placed at 116 Winthrop Street as requested, seconded by Mr. Trindade. VOTE: 3-0-0.

Approval: Two Affordable Housing Local Action Units, 56 Summer St

The Board reviewed the memo and local action unit application

Barbara Saint Andre, Director of Community and Economic Development, explains that the Town of Medway has an inclusionary Zoning Bylaw. She explains when developing a multi-family housing complex of six units or more, you are required to contribute to affordable housing. There is a formula that decides how many units need to be affordable units in a development. Fifty-six Summer Street, also known as Mockingbird Lane, has sixteen units total, two of which need to be affordable housing units. In the local inclusionary Zoning Bylaw, these units are known as Local Action Units (LAU), not a 40 B unit. Under the Local Initiative Program (LIP), the LAU application comes from the Town and must be approved by the Affordable Housing Trust and the Select Board. If it gets approved by the Trust and Board, it can then be forwarded to the Executive Office of Housing and Livable Communities for

approval. Once the approval process is completed, the developers will construct the housing and there will be a regulatory agreement between EOHLC, the Town and the Developer. When the units are sold by the developer, the affordable units will be priced according to the agreement and only after they have been marketed according to the fair marketing plan to eligible buyers. There is a deed rider attached to the affordable unit deed, and once everything has been recorded, the Town can apply to the state to get the LAU approved for our subsidized housing inventory. This inventory is the listing the state keeps to determine whether the town is over or under the 10% affordable housing index. This percentage, if 10% or over, helps the town avoid more unfavorable 40B housing being developed. The Affordable Housing Trust has already approved these units at a prior meeting, so it is now before the Select Board to be approved. Mr. Rossi asks about the development – 6 units are duplexes; 4 units are multi-family housing. Ms. Saint Andre clarifies that there is one quadplex, and the rest are duplexes. Mr. Rossi asks out of the 16 units, is it 25% that is the restricted for affordable housing. Ms. Saint Andre states that for a comprehensive permit it is 25%, but under the Town's inclusionary Bylaw, it is a sliding scale, so the higher number of units also increases the percentage of affordable units. For example, 12 units need 10% affordable housing units while 17 units need 12% of the units to be affordable housing units. The way the formula works for Mockingbird Lane is to have two affordable units. Mr. Rossi asks if the buyers of these units must produce their income in order to have the lower cost of the units, and if they are allowed to stay in the affordable unit if change to their income arises, such as getting married or a higher paying job. Ms. Saint Andre answers that there is a process for income verification for these units, and since they are ownership units, the buyers do not have to produce their new income to stay in the affordable unit. Instead, when the unit gets sold the amount you can sell it for is controlled by a formula, and the unit can be bought as an affordable unit again by another eligible buyer. Mr. Rossi asks if it is typical to see a lower fee on the affordable units found in condos, Ms. Saint Andre answers that it is typical, but the rate depends on the development. Mr. Boynton adds that this is typical to see, but it is not resolvable because it is a part of the affordable housing structure; it becomes an equity issue due to the comparison of other units in the same development. Mr. Trindade contributes that there were similar issues with previous 40B developments, where when eligible buyers first bought affordable units, over the years got out of financial hardship and while they continued to pay the affordable unit price, their neighbors who pay full price think they should have to pay the higher unit pricing. He clarifies that these are state rules, and the Town cannot change these laws surrounding eligible buyers.

**Mr. Trindade moved that the Board approve the local action unit application for two affordable housing units to be created as part of the Mockingbird Lane 16 - unit multi-family housing development at 56 Summer Street and authorize the Chair to execute it. Seconded by Mr. Rossi
VOTE: 3-0.**

Close the 5/11/2026 Special and Annual Town Meeting Warrants; Refer Zoning Articles to the Planning and Economic development Board; Review Proposed Article for Police Dept Civil Fingerprinting Bylaw.

The Board reviewed the draft special and annual Town Meeting Warrants and the proposed Fingerprinting Bylaw

Mr. Boynton states one of the new warrant articles is about exceeding height restrictions in the central business district for municipal purposes. The proposed design of the new Fire Station shows a training tower that is taller than the current Bylaw allows. Another issue that came up in the design process is a provision in the Zoning Bylaw that relates to buildings in the Central Business district abutting a residential zone. The new municipal complex proposes a structure that is within the 75' buffer to abutting neighbors. He wants to absolve that building from the dimensional tables in the Zoning Bylaw. The

Planning Board is ready to schedule the Public Hearing; he asks for the Select Board to refer this article to the Planning Board to consider it as part of their public hearing process.

Mr. Trindade moved that the Board add the municipal buildings and uses article to the May Annual Town Meeting warrant and forward it to the Planning and Economic Development Board for their review and recommendation, seconded by Mr. Rossi. VOTE 3-0-0.

Chief Willam Kingsbury introduces the new Civil Fingerprinting Bylaw. He informs the Board that the Criminal Justice Information Board, which is run by the Department of Justice and the FBI, has changed its regulations and the Town has to meet them. The Police Department was audited last year and one of the changes to be made is to follow Mass General Law, Chapter 6, Section 172B 1/2, which is to charge for fingerprints for civil licenses. This fee is \$30.00, and it goes to the state. The civil licenses this Bylaw refers to are managers of alcohol and beverage licenses, dealers of secondhand articles, pawn dealers, ice cream truck vendors, and motor vehicle dealers. Mr. Alessandri asks why they require ice cream truck vendors to be fingerprinted but not other food truck vendors. Chief Kingsbury responds that that is what the state requires, but they can ask Mr. Kwok about writing in the Town Bylaw, that other food vendors need to be included to operate, and the Board can choose if they want to add other regulations to the Bylaw. Mr. Alessandri recommends that they should make the change before they vote on the motion to approve this Bylaw. Mr. Boynton recommends closing the warrants so the pre-existing articles can go to Town Counsel to be reviewed for accuracy. Mr. Alessandri wants to revisit this article when Ms. White and Mr. Crowley are present.

Mr. Rossi moved that the Board close the May 11, 2026, Special and Annual Town Meeting warrants and refer the zoning articles to the Planning and Economic Development Board for review and recommendation, seconded by Mr. Trindade. VOTE: 3-0-0.

Discussion: Senior Cost Saving Programs, including Tax Work Off Program

Mr. Boynton said folks in town have been asking what is going on with senior cost saving programs. He had the opportunity to sit in on a Council on Aging meeting where this was discussed. There was concern about ability to get hours with departments they currently work in. He adds that the Select Board will have to work with the COA and other boards looking for some relief. He adds that they work well with the volunteers for the program and the Town has about 80 seniors participating, with a waiting list of about 10 people to become part of the program. He asked the COA to come up with different ways to involve seniors with tasks that can benefit the community. One idea that was brought up was the “Are You Okay Program”, where seniors check in on other seniors around town. Participants can be located at the senior center for more convenience to those who would benefit from this program. He wanted the Board to know that, based on his conversations with COA members, he is serious about helping seniors find meaningful and beneficial ways to be more involved. He wants to understand the cost and the need for more programs that seniors can benefit from and to identify the problem to find a way to resolve it. The senior work off program is under the jurisdiction of the Select Board, and they can set the limits of work, and the opportunity presents itself now. Mr. Boynton plans to meet with Charlie Myers to talk more about these ideas. He wanted to bring this in front of the Board now so they can familiarize themselves with the ideas. Mr. Trindade says he agrees that this is a good plan to reevaluate how the seniors can get more involved. He explains that seniors can voluntarily enroll in the program, and the opportunity to earn \$1,500 for completing 100 hours of work is appealing to many in the community. However, there is no guarantee that participants will complete all 100 hours. When seniors do not fulfill their full commitment, they are paid only for the hours they work, meaning the total allocated funds are not fully used. Mr. Alessandri points out that this creates a challenge, when some participants do not complete their hours, it limits opportunities for other seniors who are interested in joining the program. Mr. Boynton agrees and

says that is why he is raising the issue now—to evaluate whether the program is delivering its full intended benefit. The current program budget is capped at \$120,000, which would support 80 seniors working 100 hours each. However, in Fiscal Year 2025, only \$86,000 was spent. Mr. Boynton had a conversation with the Town Clerk’s office about what they can do to offer more hours to the seniors. In the past, the seniors helped with filing paperwork and helping with licensing, but there recently there is a lack of actual paperwork, and a lot of the licensing is computerized. Mr. Trindade says he loves the idea of seniors checking on seniors, he adds that the tax burden can be hard for people on a fixed income, so any way to benefit this community he is in support of. Mr. Rossi clarifies that the Board is looking for more opportunities for seniors to be able to work and to start looking at departments to come up with ideas. Mr. Boynton says that, at the moment, this was brought to the Board as a citizen petition to be at Town Meeting, but, respectfully, the petition does not fall under Town Meeting’s jurisdiction. Mr. Rossi asks Mr. Trindade if working at the Community Farm counts towards the work off program. Mr. Trindade responds that he does not believe so because the program is only for municipal functions, but if it was allowed, the farm board would find ways for seniors to participate. Mr. Alessandri says that they are looking for places with potential opportunities and they need to make sure what the cost would be so there is not a deficit to the Town. He would like a sense of where they would be today and if they make the changes, what would the impact be. Ultimately, he is in support of expanding the program. Mr. Rossi suggests putting it aside for a future agenda item. Mr. Alessandri asks if Mr. Boynton has a timeline of when he can get the financial impacts and feedback from the departments as opportunities. Mr. Boynton responds he hopes to put it as an agenda item for the March 2, 2026, Select Board meeting. He will send the four articles to Town Counsel to discuss any issues. He suggests that there might need to be a special meeting to make sure it makes it to the warrant. The board does not want to rush these articles if they are put on for the March 2nd meeting. A special meeting on March 30th was suggested.

Approval: January 20, 2026 and February 2, 2026 Draft Minutes

The Board reviewed the January 20, 2026, and February 2, 2026, Draft Minutes

Mr. Trindade moved the Board approve the amended minutes of January 20, 2026

Vote: 3-0-0.

The Board continued the February 2, 2026, Draft Minutes to the March 2, 2026, meeting.

Action Items from Previous Meeting

The Board reviewed December 1, 2025, Action Item List

Town Manager’s Report

There were no back up materials for the Board to review.

Mr. Boynton informed the Board that the School Department requested repairing of the Memorial-Burke School rear parking lot. However, Mr. Lynch was asked to do an assessment of the Schools’ current parking lots and he found that the McGovern School was in worse shape and in need of an immediate repair of the entrance lot. Mr. Lynch tells the Board that the initial foundation at the McGovern School is a clay base and is causing detrimental impacts to the entire parking area, while the Memorial-Burke School only needs resurface work. Mr. Boynton said he needs to speak with the Superintendent of Schools to move the McGovern School repaving higher on the priority list. There is a price difference between the two schools. Memorial-Burke was going to be less expensive, but the McGovern School

needs more intense work. Mr. Boynton says that they will be able to work with the estimates they have received, without having to increase the capital spending.

Mr. Boynton stated that he expects to have the Tri-County tuition prices before the February 28, 2026, Budget Meeting and that the Health Insurance prices will not be finalized until March, but he is confident that the numbers that are predicted for Fiscal Year 2027 are sufficient. Mr. Boynton adds that after the Town's last storm, the snow and ice budget is in a deficit. He has funding identified before it goes into the capital spend. There is around \$250,000 in ice and snow hold back and around \$200,000 in carry over if needed in free cash. He adds that the salt shed costs more than \$45,000 to fill up and can become depleted after constant salting of the roads. Mr. Alessandri asked how many times they have refilled the salt shed, to which Mr. Boynton replied 3 times this year. Mr. Rossi asked Mr. Lynch about the salt market, Mr. Lynch responded that there are only three vendors in the State of Massachusetts that every town uses. Mr. Boynton adds that, with this time of year, salt vendors are ordering less salt because they do not want excess if there is no more demand for salt with less frequent storms. Mr. Rossi asks if they should work more money into the Snow and Ice budget for future years, but the only issue is that once you increase it you cannot reduce it – Mr. Trindade adds that if it is not used, it falls to free cash. Mr. Boynton says that if it was increased in previous years, there would be a substantial amount falling back into the Town, and since the weather is unpredictable every year, there are better places to store that money for the Town to use.

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

There were no back up materials for the Board to review.

There was no discussion under this agenda item.

Select Board Reports

There were no back up materials for the Board to review.

Mr. Rossi suggests that Zack Digreggio should be invited to a future Select Board meeting when back from competing in the Winter Olympics.

Mr. Rossi motion to move that the Board enter Executive Session, with no intent to return to public session, pursuant to MGL Chapter 30A, Section 21(6), to discuss strategy with respect to collective bargaining if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, seconded by Mr. Trindade. Vote by Roll call. Mr. Rossi – Aye, Mr. Alessandri – Aye, Mr. Trindade – Aye. VOTE: 3-0-0.

Respectfully submitted,
Sophie Boucher
Executive Assistant
Town Manager's Office