Board Members
Dennis Crowley, Chair
Maryjane White, Vice-Chair
Frank Rossi, Clerk
Glenn Trindade, Member
Todd Alessandri, Member

Medway Town Hall
155 Village Street
Medway, MA 02053
Telephone (508) 533-3264
Fax (508) 321-4988

TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS

SELECT BOARD

Select Board Meeting
October 19, 2026, 7:00 PM
Sanford Hall, Town Hall
155 Village Street
Agenda

7:00 PM
- Call to order; Recitation of the Pledge of Allegiance
- Public Comments

Other Business
1. Select Board Community Announcements
2. Contract Approval:
    a. Gale Associates, Inc. – Engineering Services for School & Partridge Street Playground Renovations - $38,620
    b. Any Fence Co. LLC – Fence Service Project
3. Discussion/Vote:
    a. Request for Usage of the Community Events Budget for the Inclusion, Diversity & Equity Advisory (IDEA) Committee 2026 Survey - $2,522
    b. Automated License Plate Reader (ALPR) Draft Policy
4. Grant Expenditure Authorization:
    a. PSAP Leadership Scholarship Program Grant ($13,000), State 911 Department Training Grant ($23,387.52), & State 911 Department Support and Incentive Grant ($64,694)
    b. Sustainable Materials Recovery Program Grant ($7,800)
    c. MIIA Flex Grant for Choate Park Surfacing Repairs ($13,515) & MIIA Rewards Grant ($9,399.80)
5. Discussion: Shady Oaks Cleanup Status Update
6. Vote Recommendations: November 9, 2026, Fall Town Meeting Warrant Articles
7. Approval of Minutes: October 5, 2026
8. Action Items from Previous Meeting
9. Town Manager's Report
10. This time is being reserved for topics that the Chair did not reasonably anticipate would be discussed
11. Select Board Reports

For more information on agenda items, please visit the Select Board's page at medwayma.gov

Upcoming Meetings, Agenda and Reminders
November 2, 2026 – Regular Meeting
November 9, 2026 – Pre-Fall Town Meeting & Fall Town Meeting

Members of the public may watch the meeting on:
- Medway Cable Access - Channel 6 on Comcast Cable
- Medway Cable Access - Channel 35 on Verizon Cable
    - https://www.facebook.com/medwaycable/
    - Livestream via www.medwaycable.com

Public Comment

No associated backup materials.

AGENDA ITEM #1

Select Board Community Announcements

No associated backup materials.

AGENDA ITEM

#2

Contract Approval:

a. Gale Associates, Inc. – Engineering Services for School & Partridge Street Playground Renovations - $38,620

b. Any Fence Co. LLC – Fence Services Project

Associated backup materials are attached:

- *Memo from Nolan Lynch, DPW Deputy Director, & Contract with Gale Associates for engineering services for the School and Partridge Street playground renovations*
- *Memo from Pete Pelletier, DPW Director, and contract with Any Fence Co. for fence services*

Proposed Motions:

I move that the Board vote to approve the contract with Gale Associates, Inc. for engineering services for the School and Partridge Street playground renovations in an amount not to exceed $38,620 and authorize the chair to execute it.

I move that the Board vote to approve the contract with Any Fence Co. for the fence services project, in an amount not to exceed $100,000, and authorize the chair to execute it.

TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF PUBLIC WORKS

Medway DPW Office
45B Holliston Street
Medway, MA 02053
Phone (508) 533-3275
dpw@townofmedway.org

DPW Director
Peter Pelletier

DPW Deputy Director
Nolan Lynch

MEMORANDUM

To: Select Board

From: Nolan Lynch, Deputy Director | Department of Public Works

Date: October 19, 2026

RE: Approval to Execute Proposal for School Street and Partridge Street Playground Design

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The Department of Public Works respectfully requests the Select Board's approval to execute the attached proposal from Gale Associates, Inc. for engineering consulting services associated with the School Street Playground Renovations and the Partridge Street Playground Renovations.

Gale's proposal, dated September 29, 2026 (Revised October 1, 2026, and October 5, 2026), outlines services for Phase 1 – Background Evaluation and Schematic Design, Phase 2 – Engineering and Design, and Phase 3 – Final Design Documents. The total proposed fee for these services is $38,620.00.

These services are to be performed in accordance with the Town's Master On-Call Agreement for Professional Engineering Services, executed with Gale on July 24, 2026. The scope of this proposal conforms to the terms and conditions previously established under that agreement.

The expanded project scope now includes improvements to two playground sites:
School Street Playground – New conceptual layouts, ADA-compliant walkways, equipment coordination, grading and drainage design, and final stamped construction documents.
Partridge Street Playground (2 Partridge Street) – New playground equipment, additional parking, and schematic/conceptual layout development equivalent to the School Street process. Three conceptual layouts will be developed for each site, followed by a final selection by Medway.

DPW respectfully requests that the Select Board vote to authorize execution of the attached Gale Associates proposal for design services for the School Street and Partridge Street Playground Renovations under the existing Master On-Call Contract.

Active Contracts with Gale Associates

Project Name	Contract Amount
North & Lamson Field Design	$72,500

Gale Associates, Inc.
300 Ledgewood Place, Suite 300 | Rockland, MA 02370
P 781.335.6465 F 781.335.6467
www.galeassociates.com

September 29, 2026
Revised October 1, 2026
Revised October 5, 2026

Town of Medway
Department of Public Works
45B Holliston Street, Door 9
Medway, MA 02053

Attn: Nolan Lynch, Public Works Deputy Director
T: (508) 533-3275
E: nlynch@medwayma.gov

Re: Engineering Consulting Services
School Street Playground Renovations
Medway, MA
Gale P260669.PR

Gale Associates, Inc. (Gale) is pleased to present this **revised** proposal to provide Engineering Consulting Services to the Town of Medway Department of Public Works (Medway) regarding the renovations to the School Street Playground. At the request of Medway, bid/award and construction phase services for the project have been removed at this time. **The latest proposal revisions are reflected in bold font.**

PROJECT UNDERSTANDING

Based on an email received by Gale from Medway on September 1, 2026, it is our understanding that Medway is interested in pursuing renovations to the existing School Street Playground. In addition to new playground equipment, Medway is interested in constructing ADA accessible walkways, as well as reconstructing the existing asphalt basketball court and associated fencing.



Figure 1: Aerial of School Street site.

Based on a conversation with Medway on October 1, 2026, it is our understanding that Medway would like to include renovations to an additional playground located at 2 Partridge Street, Medway, MA. In addition to new playground equipment, Medway is interested in constructing additional parking at this site.



Figure 1: Aerial of the 2 Partridge Street site.

Based on the above project understanding, Gale will provide engineering services, as follows:

Phase 1 – Background Evaluation, Facility Assessment, and Schematic Design

- Attend a virtual "start-up" meeting with Medway to finalize the project goals, design criteria, and milestone schedule. Prepare the meeting agenda and issue related meeting minutes.

- Obtain and review local planning and zoning regulations applicable to the project **parcels**. Identify current zoning and applicable overlay districts. Identify zoning restrictions that may bear on the project (e.g., use restrictions, setback, structure height limitations, etc.).

- It is our understanding that Medway will provide a topographic survey of the existing conditions of the project **sites** and that Medway will provide the survey information to Gale in AutoCAD format. Gale will rely on this survey information and available record information provided by Medway to develop a working base plan for **each of** the project **sites**, suitable for planning purposes. As such, registered land surveyor services are not included in this proposal.

- Research available information on utility locations within the project limits. Utilities to be researched include water, sewer, storm drainage, electric, communications, and gas. Identify visible utility constraints and conflicts bearing on the proposed improvements. This utilities evaluation will be based on available record plans provided by Medway and visible above-ground appurtenances.

- **The final schematic design submission will include three (3) conceptual layout plans for the School Street Site and three (3) conceptual layout plans for the Partridge Street Site.** We will meet virtually with Medway to review the schematic plan submission. Gale will provide meeting minutes to memorialize Medway's comments and direction. **Medway will select one (1) final conceptual layout plan for each site for Gale to proceed with during Engineering and Design.**

Phase 2 - Engineering and Design

- Prepare a site grading plan for the proposed construction. The grading plan will show proposed spot grades and contours, and consider cut and fills, as well as site accessibility.

- It is Gale's understanding that Medway has used O'Brien & Sons for playground equipment elsewhere in Town. The design of the playground equipment and foundations will be specified as a delegated design by an engineer licensed in the state of Massachusetts. Gale will specify the performance criteria for the delegated design and work with O'Brien & Sons to assist in selecting the playground equipment to be included in this project.

- Design of site utilities (other than storm drainage) are not included as part of Gale's proposal for the playground renovations.

- The design development/permitting plan set will generally include:
  - Outline Technical Specifications
  - Existing Conditions Plans
  - Erosion Control and Demolition Plans
  - Layout and Materials Plans
  - Grading and Drainage Plans
  - Miscellaneous Site Details

- Make a design development progress submission at the 75% stage of completion. The submission will include plans, details, and technical specifications. A construction cost estimate will be included with the submission. Meet virtually with Medway to present and review design options. Issue meeting minutes to confirm our understanding of Medway's intent after the meeting.

- It is our understanding that the existing **playgrounds** and the anticipated improvements are not within jurisdictional buffers (wetlands, FEMA flood maps, wellhead protection, Natural Heritage, etc.). It is also our understanding that the anticipated improvements will be within the same general footprint of the existing **playgrounds** and basketball court. As such, wetlands delineation and permitting services with the Town (e.g., site plan review, conservation commission) are not anticipated and have not been included as part of this proposal. If wetlands delineation and/or permitting is/are required **for either site,** Gale will prepare a contract amendment to perform the additional services.

Phase 3 – Final Design Documents

- Following the receipt Medway's comments from the Engineering & Design Phase, we will finalize the design documents suitable for competitive public bidding. Provide Medway with a set of drawings stamped by a Registered Civil Engineer, as appropriate.

- Medway will provide the non-technical "front-end" contract requirements for the preparation of the contract documents, or Gale will provide a standard AIA 201, General Conditions of a Construction Contract front end for Medway's comment and review.

COMPENSATION

- Gale's compensation to provide the Scope of Services is detailed as follows:

		Gale Fee
Phase 1 – Background Evaluation, Facility Assessment, and Schematic Design		**$ 18,920.00**
Phase 2 – Engineering and Design		**$ 9,960.00**
Phase 3 – Final Design Documents		**$ 9,740.00**
	Total	**$38,620.00**

- Gale's compensation for the Scope of Services includes miscellaneous reimbursable expenses, such as mailing, mileage, printing, etc., associated with the project.

- Gale's services will be performed in accordance with the terms and conditions of the previously negotiated Agreement for Professional Engineering Services between Gale and the Town of Medway dated July 24, 2026, and invoiced per our current Schedule of Fees, dated June 2026, attached.

PROJECT PARAMETERS AND LIMITATIONS

- Record plans and information will be provided to Gale by Medway. Specifically, Gale will be provided with topographic plans for use on the project. Gale shall be entitled to rely on the accuracy and completeness of this information for the engineering design prepared by Gale.

- Utilities may exist at the site for which there are no records. Gale's proposal does not include research or field services to locate non-record utilities.

- Preliminary or rough order of magnitude estimates of construction costs prepared by Gale represent Gale's judgment as a design professional familiar with the construction industry. It is recognized that neither Gale nor Medway has control over the cost of labor, materials, or equipment, over the contractor's methods and means of construction, or any of the other variables involved in construction bidding. Accordingly, Gale does not

warrant or represent that construction costs will not vary from the project budget or cost estimates.

- Medway acknowledges that the proposed development is not "by right", and that Gale cannot guarantee permit approvals. The filing fees for all required permits, if not waived, will be paid by Medway. Building permits, other utility connection permits, demolition permits, and any other municipal construction permits required will be the responsibility of the general contract.

- Gale's fee does not include:
  - Bid/award or construction phase services.
  - Floodplain elevation determination studies.
  - Habitat studies or mitigation design.
  - Meetings beyond those defined/enumerated above.
  - Physical location, camera inspection, or the evaluation of condition of utilities.
  - Design of off-site utility upgrades or any required upgrade to electrical service.
  - Architectural, structural design, or other engineering services related to an amenities building (e.g., concessions, restrooms, storage, etc.).
  - Geotechnical engineering and registered land survey services.
  - Development of financial or legal analyses.
  - 3-D perspective renderings or models.
  - Permitting services.
  - SWPPP and NPDES Permit will be prepared by others.
  - Services related to a bid protest.
  - Re-work due to change in regulations.
  - Professional cost estimating.
  - Contractor services and associated equipment, including third party testing.
  - Traffic studies.
  - Services related to site contamination or hazardous materials testing (LSP services).
  - Construction as-built survey or plan preparation.
  - Wetlands replication or off-site mitigation design.
  - Services related to historical or archeological issues.
  - Mechanical, electrical, plumbing, HVAC, and fire protection services.

  Should services be required in these areas, or areas not previously described, Gale will prepare a proposal or amendment, at Medway's request, which contains the Scope of Services, fee and schedule required to complete the additional services.

REQUIRED DOCUMENTS

- If this proposal is acceptable, please indicate the phase(s) authorized and sign in the signature area provided below, and return one (1) copy to this office. Gale's receipt of an executed agreement will constitute a Notice to Proceed with the services outlined herein and contract for services.

- Receipt of this signed proposal is required prior to Gale initiating services on the project.

- Should Medway submit a contract or Purchase Order with Terms and Conditions to Gale for this project, rather than sign this proposal, the above Scope of Services and Project Parameters and Limitations must be included in such contract. Please also note that it is Gale's policy to have all contracts and Terms and Conditions reviewed by our attorney prior to execution. Accordingly, if a contract or Terms and Conditions are submitted, project start-up will be delayed while the language is reviewed and negotiated.

- Should Medway sign this proposal and issue a purchase order for this project, the purchase order must reference this proposal by project title and proposal date on the purchase order. Should the purchase order contain general terms and conditions, please strike them from the purchase order to avoid conflicts with the general terms and conditions included with this proposal.

Thank you for considering Gale for this project. Should there be any questions, please do not hesitate to contact the undersigned.

Best regards,
GALE ASSOCIATES, INC.

Peter Spanos/cmh

Peter Spanos, P.E.
Director of Athletics & Civil Engineering

CEF/PS/cmh

Enclosure:
- Schedule of Fees

CC:
- Peter Pelletier, Medway DPW – Director

Accepted for:
TOWN OF MEDWAY DEPARTMENT OF PUBLIC WORKS (MEDWAY)
The Undersigned represents that he/she is an officer/principal of Medway and is duly authorized to execute this contract on behalf of Medway.

_____
Phases Authorized (e.g., 1, 2, 3, etc.)

_____
Signature

_____
Type Name and Title

_____
Date

GALE ASSOCIATES, INC.
300 Ledgewood Place, Suite 300
Rockland, Massachusetts 02370
781-335-6465

SCHEDULE OF FEES

JUNE 2026

Fees for services are based on the time worked on the project by staff personnel in accordance with the following schedule:

Managing Principal	$330/hr
Principal	$310/hr
Associate	$270 - $290/hr
Chief Engineer/Director	$265 - $280/hr
Sr. Project Manager/Sr. Structural Engineer	$250 - $270/hr
Project Manager	$200 - $255/hr
Sr. Engineer/Architect/Planner/Designer	$180 - $200/hr
Landscape Architect	$190/hr
Project Engineer/Architect/Planner/Designer	$175 - $190/hr
Drone Pilot	$175/hr
Sr. Staff Designer	$155 - $175/hr
Staff Designer	$135 - $155/hr
Sr. Technician/CAD Designer	$135 - $145/hr
Technician/CAD Drafter	$135/hr
Administrative Professional	$135/hr
Clerk/Admin. Assistant/Intern	$115/hr

Fees for expert testimony at pre-trial conference, deposition, hearing, trial, or any other legal proceeding, including preparation time for any such testimony, will be billed at 1.5 times the hourly rate.

Fees for expedited services authorized will be billed at 1.5 times the hourly rate.

Overtime will be charged for services for more than 8 hours per day, including travel, and all services on holidays, Saturdays, and Sundays. Overtime is charged at a rate of 1.5 times the regular hourly rate.

In the event onsite construction observation services are provided, the minimum charge for an onsite visit will be 4 hours.

This Schedule of Fees will be utilized for a period of six months from the date of submission unless otherwise provided in the Agreement and is subject to revisions at six-month intervals unless otherwise stipulated in the Agreement.

Reimbursable Expenses

Automobile expenses for personal or company vehicles will be charged at $0.725 per mile, plus toll charges for travel from Gale's office to the project and return and for travel required in the conduct of work.

The following items of direct non-salary expenses shall be billed at Gale's cost plus 15%.

1. Transportation and living expenses incurred for out-of-town projects.
2. Laboratory and field equipment directly identifiable to the project and specifically noted in Gale's proposal.
3. Purchase of specialized equipment and rental of equipment from outside vendors.
4. Reproduction of specifications, drawings, reports and photographs beyond what is specifically included in Gale’s proposal.
5. Computer services provided by outside vendors.
6. Rental vehicles.
7. Contractor and sub-consultant services.
8. Federal Express and Priority Mail costs when requested by the client.

TOWN OF MEDWAY
DEPARTMENT OF PUBLIC WORKS
MEDWAY, MASSACHUSETTS 02053

PETER PELLETIER
DIRECTOR

NOLAN LYNCH
DEPUTY DIRECTOR

MEMORANDUM

To: **Select Board**

From: Peter Pelletier, Director | Department of Public Works

Date: October 19, 2026

RE: Any Fence Co. – Fence Services

Please find attached the contract for **Any Fence Co.** Contract provides for **– Fence Services.**

Perform FENCE installation, to installation, corrective service, preventative maintenance and emergency service to Repair or Supply new FENCE in all town owned properties. All TOWN Facilities and Parks.
Total Contract amount shall **not exceed $100,000**. Per year, for one year. with a second year extension period at the sole discretion of the Town

Bid opening results	**TOTAL**
Any Fence	$102 per hour
Premier Fence (Disqualified)	$92 per hour

We greatly appreciate your consideration of this issue

SECTION 00500
FENCE SERVICES AGREEMENT

THIS AGREEMENT for **FENCE SERVICES** (hereinafter referred to as the "Project"), made this _____ day of _____, in the year 2026, between **Any Fence Co. LLC,** with a usual place of business at **1485 Washington Street, Holliston, MA 01746**, hereinafter called the CONTRACTOR, and the Town of Medway, acting by its Select Board, with a usual place of business at 155 Village Street, Medway, MA 02053, hereinafter called the Town.

The CONTRACTOR and the Town, for the consideration hereinafter named, agree as follows:

TERMS OF AGREEMENT

This service agreement is effective as of the date of execution by ALL Parties and shall remain in effect until September 1, 2027, The contract term shall be for a period of one year, with a second-year extension option at the sole discretion of the Town at the same unit cost included in the Contractor's proposal

The CONTRACTOR agrees that the contract shall expire on **September 1, 2027** with a second year extension period at the sole discretion of the Town at the same unit cost included in the Contractor's proposal.

The CONTRACTOR agrees not to discriminate against or exclude any person from participation herein on grounds of race, religion, color, sex, age or national origin; and that it shall take affirmative actions to insure that applicants are employed, and that employees are treated during their employment, without regard to race, religion, color, sex, age, handicapped status, or national origin.

1. Scope of Work

The Contractor shall furnish all labor, materials, equipment and insurance to perform all work required for the project known as the **FENCE SERVICES** Project, in strict accordance with the Contract Documents and all related Drawings and Specifications. The said Documents, Specifications, Drawings and any supplemental general conditions are incorporated herein by reference and are made a part of this Agreement.

2. Contract Price

The TOWN shall pay the CONTRACTOR for the performance of this Agreement on a per unit basis per Contractor's proposal. Services to be ordered by individual release by authorized personnel only. Quantities may vary. Total Contract amount shall **not exceed $100,000**. Per year, for one year. with a second year extension period at the sole discretion of the Town at the same unit cost included in the Contractor's proposal

3. Commencement and Completion of Work

It is agreed that time is of the essence of this Agreement. The Contractor shall commence and prosecute the work under this Agreement upon execution hereof and shall complete the work on a timely manner.

A. Progress and Completion: Contractor shall commence work promptly upon execution of this Agreement and shall prosecute and complete the work regularly, diligently and

uninterruptedly at such a rate of progress as will insure Completion within the stipulated number of calendar days.

4. Performance of the Work

A. Direction of the Work: The Contractor shall supervise and direct the Work, using his best skills and attention which shall not be less than such state of skill and attention generally rendered by the contracting profession for projects similar to the Project in scope, difficulty and location. The Contractor shall maintain adequate supervisory personnel at the project site during the performance of the Work. He shall be solely responsible for all means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Agreement.

B. Responsibility for the Work: (1) The Contractor shall be responsible to the Town for the acts and omissions of his employees, Subcontractors and their agents and employees, and other persons performing any of the Work under a contract with the Contractor. This obligation shall also extend to the presence on the Site of suppliers of materials or equipment, their employees, contractors, and agents engaged in the work.

(2) The Contractor shall not be relieved from his obligations to perform the Work in accordance with the Contract Documents either by the activities or duties of the Town in its administration of the Agreement, or by inspections, tests or approvals required or performed by persons other than the Contractor.

C. Permits and Fees: Unless otherwise expressly provided, the Contractor shall secure and pay for all permits and fees, licenses and inspections necessary for the proper execution and completion of the Work which are customarily secured after execution of the Agreement. Contractors will secure permits prior to starting any work. **Contractor to give copy of Permit to Town before starting work and Final Inspection required.**

D. Notices, Compliance With Laws: (1) The Contractor shall give all notices and comply with all federal, state and local laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the Work. The Contractor shall provide the Town with reproductions of all permits, licenses and receipts for any fees paid. The Town represents that it has disclosed to the Contractor all orders and requirements known to the Town of any public authority particular to this Agreement.

(2) If the Contractor observes that any of the Contract Documents are at variance with applicable laws, statutes, codes and regulations in any respect, he shall promptly notify the Town in writing, and any necessary changes shall be accomplished by appropriate modification.

(3) If the Contractor performs any Work which he knows or should know is contrary to such laws, ordinances, rules and regulations, and without such notice to the Town, he shall assume full responsibility therefor and shall bear all costs attributable thereto.

(4) In the performance of the Work, the Contractor shall comply with all applicable federal, state and local laws and regulations including those relating to workplace and

employee safety. The Contractor shall notify the Town immediately of any conditions at the place of the work which violate said laws and regulations and shall take prompt action to correct and eliminate any such violations.

E. Project Superintendent: The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the oversee the Work at all times. The superintendent shall represent the Contractor and all communications given to the superintendent shall be as binding as if given to the Contractor. Important communications shall be confirmed in writing. Other communications shall be so confirmed on written request in each case.

F. Protection of the Work and Town's Property: The Contractor shall at all times safely guard the Town's property from injury or loss in connection with this Agreement. He shall at all times safely guard and protect his own work, and that of adjacent property from damage. The Contractor shall replace or make good any such damage, loss or injury. The Contractor shall clean the work area and restore it to its original condition upon completion of the work.

G. Quality of the Work: The Contractor shall perform the work in a good, workmanlike manner. The Contractor hereby guarantees that the entire work constructed by him under the Agreement will meet fully all requirements thereof as to quality of workmanship and materials. The Contractor hereby agrees to make at his own expense any repairs or replacements made necessary by defects in materials or workmanship supplied to him that become evident after Contractor completes the Work. The Contractor also agrees to hold the Town harmless from claims of any kind arising from damage due to said defects. The Contractor shall make all repairs and replacements promptly upon receipt of written orders for same from the Town. If the Contractor fails to make the repairs and replacements promptly, the Town may do the work and the Contractor shall be liable to the Town for the cost thereof.

H. Warranty: The Contractor guarantees to Town that all materials incorporated into the work will be new unless otherwise specified or agreed. Prior to final payment, the Contractor shall deliver to the Town all manufacturers' warranties, together with such endorsements or assignments as are necessary to ensure to the Town the full rights and benefits of such warranties.

5. Affirmative Action/Equal Employment Opportunity

The Contractor is directed to comply with all applicable State Laws, Ordinances, Bylaws, and rules and regulations regarding affirmative action/equal employment opportunity requirements. Failure of the Contractor to comply with any such law, rule or regulation shall constitute grounds for the Town to terminate the Agreement.

6. Site Information Not Guaranteed; Contractor's Investigation

All information given in the Contract Documents relating to subsurface and other conditions, natural phenomena, existing pipes, and other structures is from the best sources at present available to the Town. All such information is furnished only for the information and convenience of the Contractor and is not guaranteed.

It is agreed and understood that the Town does not warrant or guarantee that the subsurface or other conditions, natural phenomena, existing pipes, or other structures encountered during construction will be the same as those indicated in the Contract Documents.

Contractor has familiarized himself with the nature and extent of the Contract Documents, work, locality, and with all local conditions and federal, state, and local laws, rules, ordinances, and regulations that in any manner may affect costs, progress, or performance of the work. Contractor has made, or has caused to be made, examinations, investigations, and tests and studies of such reports and related data in addition to those referred to in the paragraph above as he deems necessary for the performance of the work at the Contract Price, within the Contract Time, and in accordance with the other Terms and Conditions of the Contract Documents; and no additional examinations, tests, investigations, reports, and similar data are or will be required by the Contractor for such purposes.

Contractor has correlated the results of all such observations, examinations, investigations, tests, reports, and data with the Contract Documents. Contractor has given the Town written notice of all conflicts, errors, or discrepancies that he has discovered in the Contract Documents, and the resolution thereof by the Town is acceptable to the Contractor.

It is further agreed and understood that the Contractor shall not use or be entitled to use any of the information made available to him or obtained in any examination made by him in any manner as a basis of or ground for any claim or demand against the Town,

7. Wage Rates

Prevailing Wage Rates as determined by the Commissioner of the Department of Labor and Workforce Development under the provisions of Massachusetts General Laws, Chapter 149, Section 26 to 27G, as amended, apply to this project. It is the responsibility of the Contractor to provide the Town with certified payrolls and to comply with all requirements of the above-cited statutes. The schedules of prevailing wage rates are included in the Contract Documents.

8. Payments to the Contractor

Within thirty (30) days after receipt from the Contractor of a proper and satisfactory invoice that details all Work performed during the preceding month and the applicable unit pricing:

A. The work performed during the preceding month.

B. The materials not incorporated in the Work but delivered and suitably stored at the site (or at some location agreed upon in writing) to which the Contractor has title, or to which a Subcontractor has title and has authorized the Contractor to transfer title to the Town.

C. All Permits must be closed out and Inspected by **Town Building Inspector or other Inspector** and Final Inspection shall be Complete, before any Final Payment will be processed.

9. Final Payment, Effect

The acceptance of final payment by the Contractor shall constitute a waiver of all claims by the Contractor arising under the Agreement.

10. Contract Documents

The Contract Documents consist of the following, together with this Agreement:

Invitation to Bid
Instructions to Bidders
This Contract Form
Bid Form
Labor & Materials **Payment Bond**
Non-Collusion Certificate
Tax Compliance Certificate
Clerk's Certificate of Corporate Vote
Certificate of Insurance
Supplemental Conditions
Scope of Work and Addenda
Schedule of Prevailing Wages

11. Terms Required By Law

This Agreement shall be considered to include all terms required to be included in it by the Massachusetts General Laws, and all other laws, as though such terms were set forth in full herein.

12. Indemnification

The Contractor shall indemnify and hold harmless the Town from and against any and all claims, damages, losses, and expenses, including attorney's fees, arising out of the performance of this Agreement when such claims, damages, losses, and expenses are caused, in whole or in part, by the acts, errors, or omissions of the Contractor or his employees, agents, subcontractors or representatives.

13. Insurance

The Contractor shall purchase and maintain such insurance as will protect both the Town and the Contractor from claims which may arise under the Agreement, including operations performed for the named insured by independent contractors and general inspection thereof by the named insured. In addition, the Contractor shall require its subcontractors to maintain such insurance. Coverage shall be provided for:

.1 claims under workers' or workmen's compensation, disability benefit and other applicable employee benefit acts;

.2 claims for damages because of bodily injury, occupational sickness or disease, or death of Contractor's employees;

.3 claims for damages because of bodily injury, sickness or disease, or death of any person other than Contractor's employees;

.4 claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person;

.5 claims for damages, including damages to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; and

.6 claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.

.7 claims involving contractual liability applicable to the Contractor's obligations under Article 13.

The limits of liability for coverage required under the preceding paragraph shall be as Specified in the Supplemental Conditions.

Except for Workmen's Compensation, all liability coverage shall name the Town as an additional insured and shall provide for 30 days prior written notice to the Town of any modification or termination of coverage provided thereby. The Contractor shall provide the Town with appropriate certificate(s) of insurance evidencing compliance with this provision prior to the commencement of any work under this Agreement.

14. Notice

All notices required to be given hereunder shall be in writing and delivered to, or mailed first class to, the parties' respective addresses stated above. In the event that immediate notice is required, it may be given by telephone or facsimile, but shall, to the extent possible, be followed by notice in writing in the manner set forth above.

15. Termination

A. Each party shall have the right to terminate this Agreement in the event of a failure of the other party to comply with the terms of the Agreement. Such termination shall be effective upon seven days' notice to the party in default and the failure within that time of said party to cure its default.

B. The Town shall have the right to terminate the Agreement without cause, upon ten (10) days' written notice to the Contractor. In the event that the Agreement is terminated pursuant to this subparagraph, the Contractor shall be reimbursed in accordance with the Contract Documents for all Work performed up to the termination date, and for all materials or equipment not incorporated in the Work, but delivered and suitably stored at the site. Payment for material or equipment stored at the site shall be conditioned upon submission by the Contractor of bills of sale or such other evidence as is satisfactory to Town to establish the Town's title to such material or equipment or otherwise protect the Town's interests.

16. Miscellaneous

A. Royalties and Patents: The Contractor shall pay all royalties and license fees. He shall defend all suits or claims for infringement of any patent rights and shall save the Town harmless from loss on account thereof, except that the Town shall be responsible for all such loss when a particular design, process or the product of a particular manufacturer or manufacturers is specified; but if the Contractor believes or has reason to believe that the design, process or product specified is an infringement of a patent, he shall be responsible for such loss unless he promptly gives such information to the Town, and thereafter the Town insists on the use of the design, process or products specified.

B. Assignment: The Contractor shall not assign or transfer any of its rights, duties or obligations under this Agreement without the written approval of the Town.

C. Governing Law: This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

D. By its signature hereon, the Contractor certifies, under the pains and penalties of perjury, that it has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

AGREED:

TOWN OF MEDWAY, MASSACHUSETTS
(Town)

By its Select Board Signed _____

Dennis Crowley

Date _____

CONTRACTOR:

Any Fence Co. LLC

Brian Donoghue
(Name)

(Signature)

President
(Title)

1485 Washington St
(Address)

Holliston MA 01746
(City and State)

In accordance with G.L. c.44, Section 31C, this is to certify that an appropriation in the amount of this contract is available therefor and that the Town of Medway has been authorized to execute the contract and approve all requisitions and change orders.

Approved as to Form:

By _____
(Town's Counsel)

By _____
(Town's Accountant)

various accounts
(Account Number)

CERTIFICATIONS REQUIRED BY LAW FOR PUBLIC CONSTRUCTION CONTRACTS

You must COMPLETE and SIGN the following certifications. You must also print, at the bottom of this page, the name of the contractor for whom these certifications are submitted.

TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, the undersigned, authorized signatory for the below named contractor, do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

PUBLIC CONTRACTOR DEBARMENT

The undersigned certifies under penalty of perjury that the below named contractor is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

OSHA TRAINING

Pursuant to G.L. c. 30, §39S, the Contractor hereby certifies under penalties of perjury as follows:

(1) Contractor is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work;

(2) All employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and they shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and

(3) All employees to be employed in the work subject to this contract have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration.

COMPLETE AND SIGN BELOW:

Authorized Person's Signature

9/30/26
Date

Brian Donoghue President
Print Name & Title of Signatory

AnyKeme LLC
Name of Contractor

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/28/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER FEDERATED MUTUAL INSURANCE COMPANY HOME OFFICE: P.O. BOX 328 OWATONNA, MN 55060	CONTACT NAME: CLIENT CONTACT CENTER PHONE (A/C, No, Ext): 888-333-4949 FAX (A/C, No): 507-446-4664 E-MAIL ADDRESS: CLIENTCONTACTCENTER@FEDINS.COM
INSURED ANYFENCE, LLC 1485 WASHINGTON ST HOLLISTON, MA 01746-2216	INSURERS AFFORDING COVERAGE — NAIC # INSURER A: FEDERATED MUTUAL INSURANCE COMPANY — 13935 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES — CERTIFICATE NUMBER: 145 — REVISION NUMBER: 0

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:	Y	N	1851825	02/13/2026	02/13/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS & COMP/OP AGG	$1,000,000 $100,000 EXCLUDED $1,000,000 $2,000,000 $2,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY	N	N	6140753	02/13/2026	02/13/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per Person) BODILY INJURY (Per Accident) PROPERTY DAMAGE (Per Accident)	$1,000,000
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION	N	N	6140754	02/13/2026	02/13/2027	EACH OCCURRENCE AGGREGATE	$2,000,000 $2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	1812140	02/13/2026	02/13/2027	X PER STATUTE OTHER E.L EACH ACCIDENT E.L DISEASE -EA EMPLOYEE E.L DISEASE - POLICY LIMIT	 $1,000,000 $1,000,000 $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED SUBJECT TO THE CONDITIONS OF THE ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - AUTOMATIC STATUS WHEN REQUIRED IN A WRITTEN CONSTRUCTION AGREEMENT WITH YOU ENDORSEMENT FOR GENERAL LIABILITY.

CERTIFICATE HOLDER	CANCELLATION
TOWN OF MEDWAY 45B HOLLISTON ST MEDWAY, MA 02053-1404 145 0	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Nicholas R. Zoeva

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - AUTOMATIC STATUS WHEN REQUIRED IN A WRITTEN CONSTRUCTION AGREEMENT WITH YOU

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. **Section II - Who Is An Insured** is amended to include as an additional insured any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured.

However, the insurance afforded to such additional insured:

1. Only applies to the extent permitted by law; and
2. Will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
   a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
   b. Supervisory, inspection, architectural or engineering activities.

   This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional architectural, engineering or surveying services.

© Insurance Services Office, Inc., 2018

2. "Bodily injury" or "property damage" occurring after:
   a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
   b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance:**

The most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement you have entered into with the additional insured; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

© Insurance Services Office, Inc., 2018

Bond No. GRMA76827

SECTION 00620

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: That we Anyfence, LLC

a Corporation

(Name of Contractor) (Corporation, Partnership, Joint Venture or Individual)

hereinafter called "Principal" and Granite Re, Inc. of 14401 Quailbrook Drive

(Surety)

State of Oklahoma City, Oklahoma hereinafter called the "Surety" and licensed by the State

(City and State)

Division of Insurance to do business under the laws of the Commonwealth of Massachusetts, are held and firmly bound to the Town of Medway, Massachusetts, hereinafter called "Town", in the penal sum of Fifty Thousand Dollars and No Cents Dollars

($ 50,000.00) in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that Whereas, the Principal entered into a certain contract with the Town, dated the 19th day of October, 2026, for the construction described as follows:

Fence Maintenance Service - Town of Medway, Massachusetts

NOW, THEREFORE, if the Principal shall promptly make payment to all persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the prosecution of the work provided for in such contract, and any authorized extension or modification thereof, including all amounts due for materials, lubricants, oil, gasoline, coal and coke, repairs on machinery, equipment and tools, consumed or used in connection with the construction of such work, and all insurance premiums on said work, and for all labor, performed in such work whether by subcontractor or otherwise, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed thereunder or the specifications accompanying the same shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of this contract or to the work or to the specifications.

PROVIDED, FURTHER, that no final settlement between the Town and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in three (3) counterparts, each one of which shall be deemed an original, this the 19th day of October, 2026.

ATTEST:

Anyfence, LLC

Principal

(Principal Secretary)

By

Brian Donoghue - President

1485 Washington Street

Holliston, MA 01746

(Address-Zip Code)

(SEAL)

Witness as to Principal

1485 Washington Street

Holliston, MA 01746

(Address-Zip Code)

MATTHEW GRACE
NOTARY PUBLIC
Commonwealth of Massachusetts
My Commission Expires
May 13, 2033

ATTEST:

Granite Re, Inc.

Surety

Kyle McDonald, Assistant Secretary

By

(Attorney-in-Fact)
Kenneth D. Whittington

14001 Quailbrook Drive

Oklahoma City, OK 73134

(Address-Zip Code)

(SEAL)

Witness as to Surety
Bethany J. Alred

14001 Quailbrook Drive
Oklahoma City, OK 73134

(Address-Zip Code)

NOTE: Date of Bond must not be prior to date of Contract. If Contractor is a Partnership, all partners should execute Bond.

GRANITE RE, INC.
GENERAL POWER OF ATTORNEY

Know all Men by these Presents:

That GRANITE RE, INC., a corporation organized and existing under the laws of the State of MINNESOTA and having its principal office at the City of OKLAHOMA CITY in the State of OKLAHOMA does hereby constitute and appoint:

KENNETH D. WHITTINGTON; KYLE MCDONALD its true and lawful Attorney-in-Fact(s) for the following purposes, to wit:

To sign its name as surety to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said:

KENNETH D. WHITTINGTON; KYLE MCDONALD may lawfully do in the premises by virtue of these presents.

In Witness Whereof, the said GRANITE RE, INC. has caused this instrument to be sealed with its corporate seal, duly attested by the signatures of its President and Assistant Secretary, this 31st day of July, 2023.

Kenneth D. Whittington, President

Kyle P. McDonald, Assistant Secretary

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)

On this 31st day of July, 2023, before me personally came Kenneth D. Whittington, President of the GRANITE RE, INC. Company and Kyle P. McDonald, Assistant Secretary of said Company, with both of whom I am personally acquainted, who being by me severally duly sworn, said, that they, the said Kenneth D. Whittington and Kyle P. McDonald were respectively the President and the Assistant Secretary of GRANITE RE, INC., the corporation described in and which executed the foregoing Power of Attorney; that they each knew the seal of said corporation; that the seal affixed to said Power of Attorney was such corporate seal, that it was so fixed by order of the Board of Directors of said corporation, and that they signed their name thereto by like order as President and Assistant Secretary, respectively, of the Company.

My Commission Expires:
April 21, 2027
Commission #: 11003620

Notary Public

GRANITE RE, INC.
Certificate

THE UNDERSIGNED, being the duly elected and acting Assistant Secretary of Granite Re, Inc., a Minnesota Corporation, HEREBY CERTIFIES that the following resolution is a true and correct excerpt from the July 15, 1987, minutes of the meeting of the Board of Directors of Granite Re, Inc. and that said Power of Attorney has not been revoked and is now in full force and effect.

> "RESOLVED, that the President, any Vice President, the Assistant Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking."

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this October 19, 2026.

Kyle P. McDonald, Assistant Secretary

AGENDA ITEM

#3

Discussion/Vote:

a. Request for Usage of the Community Events Budget for the Inclusion, Diversity, & Equity Advisory (IDEA) Committee 2026 Survey - $2,522

b. Automated License Plate Reader (ALPR) Draft Policy

Associated backup materials are attached:

- *IDEA Committee 2026 Survey Draft, Signage estimates, SurveyMonkey pricing,*
- *Memo from William Kingsbury, Chief of Police, and draft ALPR policies*

Proposed Motion:

I move that the Board vote to approve the expenditure of $2,522 from the community events budget to fund the 2026 IDEA Committee survey, subject to the approval of the Town Finance Director.

I move that the Board vote to approve the Automated License Plate Reader policy, incorporating the revisions and comments discussed by the Select Board.

Town of Medway
Inclusion, Diversity and Equity Survey

SECTION 1: WELCOME & INTRODUCTION

Welcome to the Medway IDEA Community Survey!

About this survey:

1) Purpose: To collect information and opinions from Medway residents, employees, and business owners about the topic of Diversity, Equity, and Inclusion

2) Length of Survey: It should take approximately 10 minutes to complete

3) Your Data: Your responses to this survey will remain 100% anonymous and will not be used to identify individuals for any reason. Should you wish to submit additional feedback to the IDEA Committee, you can do so using this form (here) or emailing to ideacommittee@medwayma.gov.

For the purposes of this survey, please consider the following terms:

Inclusion: Inclusion is fostering a community where everyone belongs

Diversity: Diversity is the presence of differences within our community

Equity: Equity is the opportunity for equal outcomes for all

SECTION 2: EXPERIENCES & OPINIONS

The following section will ask about your opinions and experiences in Medway.
We will also ask about your experiences and opinions as they relate to Diversity, Equity, and Inclusion. Please review the definitions below for each of the terms.

Q1. How satisfied or dissatisfied are you OVERALL with the town of Medway?

1. Very dissatisfied
2. Dissatisfied
3. Somewhat dissatisfied
4. Neither satisfied nor dissatisfied
5. Somewhat satisfied
6. Satisfied
7. Very satisfied

Q2. How satisfied or dissatisfied are you with INCLUSION (or inclusivity) in the town of Medway? *As a reminder, **inclusion** is fostering a community where everyone belongs.*

1. Very dissatisfied
2. Dissatisfied
3. Somewhat dissatisfied
4. Neither satisfied nor dissatisfied
5. Somewhat satisfied
6. Satisfied
7. Very satisfied

Q3. How satisfied or dissatisfied are you with DIVERSITY in the town of Medway? *As a reminder, **diversity** is the presence of differences within our community.*

1. Very dissatisfied
2. Dissatisfied
3. Somewhat dissatisfied
4. Neither satisfied nor dissatisfied
5. Somewhat satisfied
6. Satisfied
7. Very satisfied

Q4. How satisfied or dissatisfied are you with EQUITY in the town of Medway? *As a reminder, **equity** is the opportunity for equal outcomes for all.*

1. Very dissatisfied
2. Dissatisfied
3. Somewhat dissatisfied
4. Neither satisfied nor dissatisfied
5. Somewhat satisfied
6. Satisfied
7. Very satisfied

Q5. Which of the following, if any, have you experienced or seen others experience in Medway? A glossary of definitions can be found here (link)

	Experienced Personally in Medway	Seen Others Experience in Medway
Ableism		
Anti-Semitism		
Classism		
Discrimination due to religious beliefs		
Discrimination due to LGBTQ+ identity/status		
Discrimination due to gender identity		
Sexism		

Racism		
Xenophobia		
Other form of discrimination not listed above		

Q6A. How strongly do you agree or disagree with the following statements about the Medway community?

	Strongly Disagree	Disagree	Some-what Disagree	Neutral	Some-what Agree	Agree	Strongly Agree
Medway is a diverse community							
Medway is an equitable community							
Medway is an inclusive community							
Differences are welcomed and celebrated in Medway							
Medway is an attractive place to live and work for people of all backgrounds and cultures							
Medway is able to attract, hire, and retain talent of all backgrounds and cultures							

I feel comfortable expressing myself fully (including my beliefs, identity, and culture)							
Conversations in the community about diversity, equity, and inclusion are respectful and productive							
I feel comfortable talking about diversity and race in Medway in general							
I feel comfortable talking about diversity and race in Medway to town leadership, management and services							

Q6B. And how strongly do you agree or disagree with the following statements about the Town of Medway's administration, resources and events?

	Strongly Disagree	Disagree	Some-what Disagree	Neutral	Some-what Agree	Agree	Strongly Agree
When making decisions, the Town of Medway proactively considers all of its residents (including me and people like me)							
Town of Medway In-Person Resources (information, forms, support, etc.) are accessible to diverse and inclusive populations							
Town of Medway Online Resources (information, forms, support, etc.) are accessible to diverse and inclusive populations							
I know how to bring about the changes I want to see in Medway							
Event scheduling is considerate of avoiding conflicts with holidays							
There is a diversity of events that represent/ include my own cultural/religious celebrations, holidays, etc.							
Before this survey, I was aware that Medway has an Inclusion, Diversity and Equity Advisory Board that provides advice to town Government							

Q7. If you feel comfortable providing additional information, feedback or context as to why you may have selected 'disagree' or 'strongly disagree' to any of the previous statements, please do so here so that we may better understand your responses.

Q8. For the following events that were held in 2025/2026 to date, please indicate if you:

	Attended the event	Didn't attend but were aware of it	Didn't attend and were not aware of it
Celebrate Medway Day			
Choate Park Pumpkin Walk			
Christmas Parade			
Cultural Council Pixie Festival			
Diwali Festival			
Farm Fest			
Hanukkah Menorah Lighting			
Holiday Light Fight			
Juneteenth			
Kwanzaa Kinara Lighting			
Latin Dance Night			
Park & Rec's Trunk or Treat			
Pictures with Black Santa			
Porch Fest			
Pride Flag Raising			
Shamrock Shuffle			
Spring Egg Hunt			

Special thanks to the Town of Medway and Medway Parks Department, Medway Cultural Council, Medway Community Farm, MEPTO, Medway Marches, and all other groups who sponsor and make these events possible

Q9. Do you have other suggestions for cultural/religious or other types of events and celebrations for Medway to consider? If so, please list below.

Q10. How well would you rate your understanding of the following:

	Do not understand at all	Do not understand well	Somewhat understand	Understand very well
Where to go when you need information about town resources				
How to become involved in town government in Medway				
How our town government works in Medway				
Where to go when you want to be involved in town events/event planning				
Where to find the Town of Medway Guide for planning inclusive events				

Q11. Thinking about your own experiences living, working, learning, or participating in activities in Medway, what is one thing that makes you feel especially welcome, included, or connected to the community? Please be as specific as possible in your response.

Q12. What, if anything, makes it harder for you or other people in Medway to feel welcome, included, represented, or able to fully participate in the community? Please be as specific as you can.

Q13. If Medway could make one change over the next two years to help more residents feel welcome, respected, included, and able to participate fully in the community, what should it be, and why?

SECTION 3: DEMOGRAPHICS

The following section contains various demographic questions to help us better understand the experiences of different groups within Medway. *Reminder: responses are anonymous and cannot be tied directly to you.*

Q14. Which of the following best describes your ties to Medway?

I live in Medway
I work in Medway
I both live and work in Medway
Prefer not to answer
Other

Q15. If you live in Medway, how long have you lived in the town of Medway?

0-2 years
3-5 years

6-10 years
11-20 years
21+ years

Q16. If you work in Medway, how long have you worked in the town of Medway?
0-2 years
3-5 years
6-10 years
11-20 years
21+ years

Q17. What is your age?
Under 18
18-24
25-34
35-44
45-59
60-74
75 or older
Prefer not to answer

Q18. What is your gender identity?
Female
Male
Non-Binary
Transgender
Intersex
Other
Prefer not to answer

Q19. Do you identify as a member of the LGBTQIA+ community?
Yes
No
Prefer not to answer

Q20. How do you describe your racial and/or ethnic identity? (Choose as many as apply)
Black or African-American
East Asian
Hispanic or Latinx
Indigenous, American Indian or Alaskan Native
Middle Eastern or North African
Native Hawaiian or Pacific Islander
South Asian
White or Caucasian
Other/Prefer to self-identify *(please specify)*
Prefer not to answer

Q21. What is the primary language spoken at your home?

English
Spanish
Portuguese
Other (please specify)
Prefer not to answer

Q22. What is your religion?

Agnostic
Atheist
Buddhist
Christian
Hindu
Jewish
Muslim
Other (please specify)
None
Prefer not to answer

Q23. Besides yourself, which of the following currently live in your household? Please select all that apply.

Spouse or partner
Child/Children under the age of 18
Adult child/children (18 or older)
Parent(s) or in-law(s)
Other relative(s) (e.g., grandparent(s), sibling(s))
Non-relative(s)/Roommate(s)
Prefer not to answer

Q24. If you have a child/children under the age of 18, which of the following best describes the school(s) they attend?

Pre-Kindergarten/Nursery School
Medway Public School(s) K-12th grade
Public school(s) other than Medway K-12th grade
Private school K-12th grade
Other (please specify)
Prefer not to answer

Q25. What is your disability status?

I have a disability
I do not have a disability
Prefer not to answer

Q26. Are you a veteran?

Yes
No
Prefer not to answer

Q27. What is your total annual household income before taxes?

- Less than $25,000
- $25,000 to $49,999
- $50,000 to $74,999
- $75,000 to $99,999
- $100,000 to $124,999
- $125,000 to $149,999
- $150,000 to $174,999
- $175,000 to $200,000
- More than $200,000
- Prefer not to answer

Q28. Which best describes your primary residence?

- I own my house, apartment, or condo where I live
- I rent the house, apartment or condo where I live
- Other (please specify)
- Prefer not to answer

Q29. Finally, residents have different perspectives about how Medway should approach inclusion, diversity, equity, accessibility, and belonging. What do you think the Town and IDEA Committee could do differently, if anything, to make this work more useful, relevant, or effective for the community?

Thank you for your participation!

Estimate# 7722987: Lawn Signs

Specifications:

Sides printed	2 sides
Choose width and height	24in x 16in
Wire stake	Yes

Estimate# 7722987: Lawn Signs

Quantity:	10	12
Your Price:	$168.00	$194.00

NO.	ITEM	QTY.	UOM	PRICE	EXTENDED PRICE
1	DC MANUAL-INSERTS: Insert No. (MWY), 8.5x11, 1/1, Plain Uncoated White, Fold to 8.5x3.66	4400	PIECE	0.12000	528.00
2	DC MANUAL-INSERTS: Insert With Statements	4400	PIECE	0.03000	132.00

Total of $660.00

Thank you,

Jill Karakeian

Program Administrator - DPW

Town of Medway

45B Holliston Street

Medway, MA 02053

(508) 533-3275

Basic

For simple surveys, forms, and quizzes.

Free

Sign up

Standard Monthly

More features and flexibility with monthly payments.

$149 / month

Billed monthly

Sign up

Advantage Annual

Get actionable insights with robust tools.

$39 / month

$468 billed annually

Sign up

Premier Annual

Unlock deeper, richer data analysis.

$139 / month

$1,668 billed annually

Sign up

Collapse all

	Basic	Standard Monthly	Advantage Annual	Premier Annual
Recurring surveys			✓	✓
Response quotas			✓	✓
Kiosk mode, with inactivity timer and passcode lock			✓	✓
Send multilingual surveys				✓
Survey completion redirect				✓

TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS

MEDWAY POLICE DEPARTMENT

Medway Police Department
315 Village Street
Medway, MA 02053
Phone (508) 533-3212
Fax (508) 533-2116
Email:
wkingsbury@medwaypolice.com
www.townofmedway.org/police-department

Command Staff

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wkingsbury@medwaypolice.com

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jbrennan@medwaypolice.com

Operations Lieutenant
Peter Fasolino
pfasolino@medwaypolice.com

Administrative Lieutenant
John Meincke
jmeincke@medwaypolice.com

Executive Assistant
Janice Hart

October 7, 2026

William Kingsbury
Chief of Police
Medway Police Department

Dennis Crowley
Chairman
Medway Select Board

RE: Review of Police Department's ALPR Draft Policy

Dear Chairman Crowley,

Attached for your review is the proposed policy regarding Automated License Plate Readers (ALPRs).

Please review the draft and send any questions, suggestions, or requests for clarification directly to me at wkingsbury@medwaypolice.com.

Please allow 30 days for the Board to complete its review and provide any comments or recommendations.

Thank you for your time and consideration.

Respectfully,

William H. Kingsbury
Chief of Police
Medway Police Department

MEDWAY POLICE DEPARTMENT	0.0
AUTOMATED LICENSE PLATE READERS	
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: **None**	

	Issuing Authority **William H. Kingsbury** ***Chief of Police***	Effective Date: Revision: Review Date:

I. GENERAL CONSIDERATIONS

This General Order establishes uniform procedures for acquiring, deploying, accessing, using, sharing, retaining, preserving, auditing, and disclosing information obtained through the Medway Police Department's Flock Automated License Plate Reader ("ALPR") system.

The Medway Police Department recognizes that ALPR technology can provide significant public-safety benefits, including assisting in crime investigations, locating stolen vehicles, identifying vehicles associated with criminal investigations, locating missing or endangered persons, and developing investigative leads.

The Department further recognizes that ALPR technology collects location-associated information concerning vehicles traveling on public roadways and therefore shall be operated in a manner that protects constitutional rights, privacy, civil liberties, and public confidence.

This General Order establishes safeguards to ensure that ALPR technology is used for legitimate law-enforcement purposes and not for personal, discriminatory, retaliatory, harassing, or otherwise improper purposes.

II. POLICY

It is the policy of the Medway Police Department that:

1. ALPR technology shall be used only for legitimate, documented law-enforcement purposes.

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2. Access to ALPR information shall be limited to authorized and trained Department personnel.
3. An ALPR alert is an investigative lead and, standing alone, does not establish reasonable suspicion or probable cause.
4. Before taking enforcement action based upon an ALPR alert, officers shall independently verify the license plate and other relevant information.
5. ALPR information shall not be used to monitor, track, or identify persons solely because they are exercising constitutionally protected rights or because of a protected characteristic.
6. ALPR information shall be retained only for as long as authorized by this policy, applicable law, litigation requirements, or a legitimate investigative need.
7. Access and searches shall be auditable.
8. ALPR information shall not be used for personal purposes or for matters unrelated to legitimate law-enforcement duties.
9. The Department shall maintain appropriate supervisory and administrative oversight of the ALPR program.
10. The Department shall periodically review its ALPR program to ensure that its use remains lawful, necessary, proportionate, and consistent with community expectations.

III. DEFINITIONS

A. Automated License Plate Recognition (ALPR) System

A system consisting of one or more fixed or mobile cameras and associated software that automatically captures and processes images of vehicles and license plates and converts license plate numbers, vehicle characteristics, and related information into computer-readable, searchable data.

B. ALPR Data

Information collected, stored, generated, or maintained through the ALPR system, including, as applicable:

- vehicle images;
- license plate images;
- license plate numbers;
- state or jurisdiction of issuance;
- date and time of capture;
- camera or capture location;
- direction of travel;
- vehicle characteristics, including type of vehicle, make, and color;

- confidence scores and other associated metadata;
- alert and hotlist information;
- search queries and search results; and
- audit records associated with access to or use of the system.

C. ALPR Alert

A notification generated when an ALPR system determines that a license plate or vehicle characteristic matches information in an authorized database, hot list, or alert list.

D. ALPR Search

A deliberate query of historical or current ALPR data conducted by an authorized user using a license plate number, vehicle characteristic, date, time, location, or other available search criterion.

E. Hot List

A list of license plates entered into or made available through an ALPR system to generate an alert when potentially matching information is detected.

F. Search Reason

A brief description of the legitimate law-enforcement purpose for which an ALPR search is conducted.

G. Case Number

A Department or outside-agency incident number associated with a legitimate law-enforcement purpose for which an ALPR search is conducted.

H. Exigent Circumstances

Circumstances in which immediate access to ALPR information is reasonably necessary to address an imminent threat of death, serious bodily injury, abduction, or another situation in which delay would materially compromise a legitimate law-enforcement objective.

I. ALPR Manager

The employee the Chief of Police designates to administer the Department's ALPR program.

J. External ALPR Data

ALPR data collected by another agency or entity and made available to the Department through an authorized sharing network or other lawful means.

K. Data Preservation

The retention of ALPR data beyond its routine deletion for an investigative, evidentiary, or other lawful purpose.

L. Legally Protected Health-Care Activity

Health-care activity protected under Massachusetts law, including reproductive and gender-affirming health care, as defined by applicable law.

IV. PROCEDURE

A. AUTHORITY AND LEGAL FRAMEWORK

The Department shall operate its ALPR program consistent with:

1. The Fourth Amendment to the United States Constitution;
2. Article 14 of the Massachusetts Declaration of Rights;
3. Applicable Massachusetts General Laws;
4. Applicable Massachusetts appellate decisions;
5. Applicable Massachusetts POST Commission requirements;
6. Applicable CJIS/DCJIS requirements;
7. Applicable public records and records-retention requirements;
8. Applicable court orders, warrants, subpoenas, and production orders;
9. Applicable Department policies; and
10. Applicable contractual, licensing, and security requirements governed by the Department's ALPR system.
11. The Department shall continually monitor changes in Massachusetts law concerning ALPR technology.

B. Commonwealth v. McCarthy

In *Commonwealth v. McCarthy*, 484 Mass. 493 (2020), the Massachusetts Supreme Judicial Court concluded that the limited ALPR deployment involved in that case did not constitute a search under Article 14 or the Fourth Amendment.

The Court nevertheless recognized that individuals possess a constitutionally protected privacy interest in the whole of their public movements and that sufficiently widespread ALPR deployment could produce a detailed "mosaic" of an individual's movements that implicates constitutional protections.

Accordingly, Department personnel shall not interpret *McCarthy* as establishing that all ALPR searches or uses are categorically free from constitutional restrictions.

When determining whether additional legal process or supervisory authorization is appropriate, consider the scope, duration, geographic coverage, sensitivity of locations, and purpose of an ALPR inquiry.

C. ALPR PROGRAM ADMINISTRATION

The Chief of Police shall have ultimate responsibility for the Department's ALPR program.

The Chief may designate an ALPR Manager to manage the system's day-to-day operations.

The ALPR Manager shall:

1. Maintain a current list of authorized users.
2. Coordinate user access, including the prompt modification or deactivation of accounts when appropriate.
3. Ensure users receive required training.
4. Coordinate system configuration with the ALPR vendor.
5. Establish appropriate user roles and permissions.
6. Monitor system use.
7. Conduct periodic audits.
8. Review unusual or potentially improper system activity.
9. Coordinate investigations of suspected misuse.
10. Maintain documentation concerning system configuration and camera deployment.
11. Coordinate data-retention, deletion, and preservation practices.
12. Periodically review external sharing permissions and participating agencies.
13. Oversee Department-created hot lists and alert lists.
14. Coordinate the response to system malfunctions, security incidents, or suspected unauthorized access.
15. Recommend modifications to the ALPR program when necessary.
16. Report significant compliance issues to the Chief of Police.
17. Conduct an annual review of this policy and the Department’s ALPR program.
18. Monitor relevant changes in law, contractual requirements, and ALPR system capabilities.

D. AUTHORIZED USERS

Access to the Department's ALPR system shall be limited to personnel specifically authorized by the Chief of Police or ALPR Manager.

Authorized users shall:

1. Use only their individually assigned credentials.
2. Protect passwords, multifactor authentication methods, or other authentication credentials.
3. Not permit another person to access or use their account.
4. Use the system only for authorized law-enforcement purposes.
5. Complete required training.
6. Comply with applicable search-documentation requirements.
7. Protect ALPR data from unauthorized access or disclosure.
8. Promptly report suspected unauthorized access, disclosure, or misuse.
9. Comply with all Department policy and applicable law.

Shared user accounts are prohibited with the exception of dispatch and OIC phones.

The Department shall promptly modify, suspend, or disable access when a user separates from the Department, changes assignments, no longer requires access, or the Chief of Police or ALPR Manager determines the user is ineligible for access.

E.TRAINING

No employee shall be authorized to use the Department’s ALPR system until completing Department-approved training.

Training shall include, at a minimum:

1. ALPR system operation, capabilities, and limitations;
2. Authorized and prohibited uses;
3. Constitutional, privacy, and civil-rights considerations;
4. Reasonable suspicion, probable cause, and verification of ALPR alerts;
5. Search reason, case number, and audit requirements;
6. Hotlist, alert list, external data, and sharing procedures;
7. Data retention, evidence preservation, and information security; and
8. Misuse and disciplinary consequences.

Users shall also complete any vendor-provided or product-specific training the Chief of Police or ALPR Manager deems necessary.

The Department shall provide periodic refresher training and update its training when material changes occur in applicable law, Department policy, or ALPR system capabilities.

F. AUTHORIZED USES

ALPR technology may be used for legitimate law-enforcement purposes, including:

1. Investigating criminal offenses and serious motor-vehicle incidents, including hit-and-run incidents;
2. Identifying or recovering stolen vehicles and license plates;
3. Locating missing or endangered persons and investigating suspected abductions;
4. Locating vehicles associated with valid warrants, AMBER Alerts, Silver Alerts, BOLOs, or other authorized emergency notifications;
5. Identifying vehicles associated with active investigations, crime scenes, or threats to public safety and developing or verifying investigative leads, and identifying potentially exculpatory information; and
6. Other legitimate law-enforcement purposes approved by a supervisor or authorized by Department policy.

ALPR information shall be treated as an investigative lead and appropriately verified before taking enforcement action.

G. PROHIBITED USES

ALPR technology shall not be used:

1. For personal, commercial, or political purposes, out of curiosity, for private disputes, or for civil debt collection;
2. To locate or monitor a person or vehicle, including a Department employee, or to conduct a background investigation without a legitimate law-enforcement purpose;
3. To retaliate against, harass, or intimidate any person;
4. Solely because of a person's protected characteristics or to identify or monitor vehicles associated with lawful demonstrations, religious services, political events, labor activities, or other constitutionally protected activity;
5. For civil-immigration enforcement, or to investigate, prosecute, or impose liability for protected health-care activity;
6. For traffic enforcement based solely on an ALPR detection, unless specifically authorized by law and Department policy;

7. To create a personal database or conduct surveillance unrelated to a legitimate law-enforcement purpose, or otherwise act inconsistently with this policy or applicable law.

Nothing in this section prohibits an otherwise lawful investigation based on independent and articulable law-enforcement grounds merely because its subject has an immigration-related status, receives or provides health care or is engaged in constitutionally protected activity.

Requests that reasonably appear to involve a prohibited purpose shall be referred to a supervisor and, when appropriate, legal counsel.

H. SENSITIVE LOCATIONS AND PROTECTED ACTIVITIES

Employees shall exercise heightened caution when ALPR information could reveal a vehicle's association with a sensitive location or constitutionally protected activity.

Sensitive locations and activities may include private residences, places of worship, medical or reproductive-health facilities, legal service providers, political or labor organizations, educational institutions, shelters, and lawful demonstrations.

ALPR searches shall not be conducted to identify vehicles associated with sensitive locations or protected activity unless supported by an independent, articulable, legitimate law-enforcement purpose.

Before conducting a search likely to produce a detailed picture of a person's movements through vehicle-location information over an extended period or across numerous locations, personnel shall consult the Detective Sergeant or Chief of Police. When appropriate, the Department shall consult the District Attorney's Office or legal counsel regarding the need for legal process.

I. ALPR SEARCH REQUIREMENTS

Every ALPR search shall have a legitimate law-enforcement purpose.

For every search, the user shall select the most accurate applicable offense type and enter a brief and accurate search reason. Entry of a case or incident number does not replace the required search reason. When known and readily available, a Department or outside-agency case or incident number should be entered in the designated field. The absence of a case or incident number shall not delay a search when immediate action is reasonably necessary due to exigent circumstances or another time-sensitive public safety need.

When an ALPR search produces information that materially contributes to or reasonably bears upon an investigation, the user shall document the relevant information and any resulting investigative action in the appropriate Department report. Relevant ALPR information, including potentially exculpatory information, shall be preserved in accordance with Department evidence procedures and applicable discovery obligations.

User shall not select an inaccurate offense type or enter a false or misleading search reason to facilitate or conceal a search. Violations may result in disciplinary action, and when applicable, criminal investigation.

J. CASE-NUMBER DOCUMENTATION

A case or incident number is not required to conduct an ALPR search, but should be entered whenever known and reasonably available. When a Department or outside-agency case number or incident number is entered, it shall be accurate and associated with the legitimate law-enforcement purpose for the search.

Employees shall not create a fictitious case number or enter an unrelated or generic case number to conceal the purpose of a search or circumvent documentation requirements.

K. EMERGENCY SEARCHES

An employee may conduct a time-sensitive ALPR search when reasonably necessary to address an imminent threat to life or public safety, an abduction, a missing or endangered person, an active violent crime, or a fleeing violent offender. Emergency access shall not be used merely because it is more convenient than following normal search procedures.

The user shall select the appropriate offense type and enter a search reason. The absence of a case or incident number shall not delay an emergency search.

Emergency circumstances, relevant information obtained, and any resulting Department action shall be documented as soon as practicable and remain subject to supervisory review.

L. ALPR ALERTS

An ALPR alert is an investigative lead and, standing alone, does not establish reasonable suspicion or probable cause for enforcement action.

Before acting on an alert, an officer shall, to the extent circumstances permit, visually confirm the license plate, issuing jurisdiction, vehicle description, and

verify through an appropriate law-enforcement database that the underlying record remains active. The officer shall consider the possibility of an inaccurate or outdated alert and determine whether the totality of the circumstances provides a lawful basis for the action.

If the alert cannot be reasonably verified, officers shall not take enforcement action based solely upon it.

Any resulting report shall identify the ALPR alert as the source of the information, the verification conducted, and the legal basis for the enforcement action.

M. HOT LISTS AND ALERT LISTS

A license plate may be added to a Department hot list only when there is a reasonable basis to believe that an alert would assist a legitimate investigation or public safety purpose.

Each entry shall include, when available, the plate and vehicle information, the reason for inclusion, the originating case number, and the expiration or review date.

The user shall select an expiration date reasonably related to the anticipated duration of the law enforcement need. Short-term matters, such as locating a missing person, should have a shorter expiration period, while protective orders, warrants, or continuing investigations may justify a longer period. An entry may be created without an expiration date only when supported by ongoing law-enforcement need and shall remain subject to periodic review.

Department hot lists shall generally apply to Department-controlled ALPR cameras. Hotlist information may be shared with or received from another agency only through an authorized sharing agreement consistent with this policy.

All hotlists created through a Department account, including lists maintained by individual users or not shared Department-wide, are subject to administrative access, audit, review, and removal by the ALPR Manager or other authorized system administrator.

An entry shall be removed when the vehicle is recovered, the warrant is located, the underlying alert is canceled or determined to be inaccurate, the investigation concludes, or the entry otherwise no longer serves a legitimate law-enforcement purpose.

N. DATA ACCURACY

ALPR systems may produce incomplete or inaccurate information due to environmental conditions, plate condition or design, camera positioning, obstructions, or software limitations. ALPR information shall be appropriately verified before enforcement action and shall not be represented as infallible or independently conclusive.

O. HISTORICAL SEARCHES

Historical ALPR searches shall be reasonably tailored to the legitimate investigative purpose and no broader than necessary to identify relevant information, including potentially exculpatory information.

A historical search may identify locations associated with a vehicle, determine where it may regularly travel or be found, and develop information about persons connected to the vehicle.

In determining the appropriate scope, users should consider the nature and urgency of the matter, the relevance of the time period, geographic area, cameras, and vehicle criteria involved, and whether the search may reveal activity at a sensitive location.

Greater scrutiny is required when ALPR searches are repeated, ongoing, or combined across numerous cameras or external networks in a way likely to reveal a detailed travel pattern, infer a person's residence, workplace, or routine, or otherwise function as sustained surveillance. Before conducting such searches, the user shall consult a supervisor and, when appropriate, the District Attorney's Office or legal counsel to determine whether judicial authorization is required.

P.EXTERNAL ALPR DATA AND INTERAGENCY SHARING

The Department recognizes that access to and sharing of external ALPR data can assist legitimate regional and multi-jurisdictional investigations while also creating privacy and accountability concerns. Employees may access external ALPR data for a legitimate law-enforcement purpose consistent with applicable law and this policy.

Department users should limit the geographic scope of a search when reasonably practicable. Because many ALPR systems require the manual selection of individual agencies, camera networks, or geographic areas, users may select all available ALPRs when a more limited selection would be unduly burdensome, time-sensitive circumstances exist, or the vehicle's location or route is unknown. The selection of all available ALPRs shall not, by itself, render a search unnecessarily broad, provided that the search serves a

legitimate law-enforcement purpose and the remaining search parameters are reasonably tailored to that purpose.

The Chief of Police or ALPR Manager may authorize standing sharing with another law-enforcement agency after reasonably considering the agency's operational need, geographic relationship, applicable laws, and safeguards governing access, auditing, and further dissemination. Geography may be considered but shall not, by itself, determine whether sharing is authorized.

The Department may conduct an ALPR search on behalf of a law-enforcement agency that does not have access to the Department's ALPR system. The requesting agency shall provide a legitimate law-enforcement purpose and, when available, a case or incident number. The Department user shall document the requesting agency and purpose in the required search-reason field and may share relevant results through an approved secure method.

When standing sharing has not been authorized, the Department may approve case-specific temporary sharing when reasonably necessary to assist a legitimate investigation or public-safety matter. Temporary sharing shall be limited in scope and duration and removed when no longer necessary.

Requests for assisted searches, Department ALPR data, or temporary sharing shall be documented through an approved form or other Department-approved method and include:

1. The requesting agency and contact person;
2. The investigative purpose
3. The case or incident number, when available;
4. The requested scope and duration; and
5. The approving official.

The Department shall not provide access to or share ALPR data for a purpose prohibited by law or this policy, including civil immigration enforcement or investigations involving legally protected health-care activity. The Department shall use available system controls to restrict prohibited access but shall not rely solely upon automated restrictions. The Chief of Police or ALPR Manager may limit or discontinue standing sharing with agencies in jurisdictions whose laws or practices create a heightened risk of prohibited use. This shall not prevent an assisted search or case-specific sharing for a verified, legitimate law-enforcement purpose.

The Department may deny a request or refer it for additional review when its purpose, scope, source, or surrounding circumstances create a heightened risk of unlawful or improper use. Suspected misrepresentation of an investigative purpose or use of Department ALPR data for a prohibited purpose may result

in the immediate suspension or termination of sharing and further administrative or legal review.

ALPR information retained or shared shall be handled in accordance with applicable evidence-preservation and discovery requirements.

The ALPR Manager shall periodically review external sharing permissions and discontinue access that is no longer necessary or appropriate.

The ALPR Manager shall maintain a current list of agencies with standing access to Department-controlled ALPR data. Requests for these records shall be handled in accordance with Massachusetts public-records law and applicable exemptions.

Q. FIRST AMENDMENT AND CIVIL RIGHTS PROTECTIONS

ALPR technology shall not be used to identify or monitor a vehicle or person solely because of a protected characteristic, political or religious affiliation, occupation as a journalist or attorney, union membership, or participation in lawful speech, assembly, worship, press, association, or other constitutionally protected activity.

ALPR technology shall not be used to discriminate against any person or to monitor protected associations without an independent and articulable law-enforcement purpose.

Nothing in this section prohibits a legitimate investigation based on independent and articulable law-enforcement grounds merely because its subject is also engaged in protected activity.

R. DATA RETENTION

Routine, non-preserved ALPR data shall be automatically deleted thirty (30) days after collection.

The Department has selected a thirty-day retention period because crimes and other public-safety matters may not be reported or connected to a vehicle immediately, and historical ALPR data may provide relevant investigative or exculpatory information. This period also aligns with the Town of Medway's general retention period for other municipal surveillance systems while limiting the unnecessary long-term accumulation of location data.

Data preserved in accordance with the following section may be retained internally beyond the routine thirty-day period.

The ALPR Manager shall periodically verify that automated deletion is functioning as intended and review whether the retention period remains appropriate.

No employee shall manually retain or export routine ALPR information to circumvent the Department's retention period.

S.INVESTIGATIVE PRESERVATION OF ALPR DATA

ALPR data may be preserved beyond the routine retention period when reasonably necessary for:

1. An active criminal investigation or prosecution;
2. Potentially inculpatory or exculpatory evidence or another discovery obligation;
3. A missing-person investigation;
4. Litigation or anticipated litigation;
5. A court order, lawful preservation request, or public records obligation;
6. An internal investigation; or
7. Another lawful purpose approved by a supervisor.

Preserved data shall be associated with the applicable case or record. Investigative personnel shall transfer or export evidentiary ALPR information to the Department's approved records or evidence-management system when appropriate.

When a search yields no matches or information relevant to the investigation, the user shall document in the applicable incident report that the search was conducted and produced no relevant results. No separate export is required in those circumstances. Any result that may be inculpatory, exculpatory, or otherwise relevant to the investigation, including information indicating that a vehicle was elsewhere when an offense occurred, shall be exported and preserved in accordance with this section. All searches remain recorded in the organizational audit log.

Information subject to litigation, a court order, a preservation request, or another legal requirement shall be preserved as required. Because underlying ALPR data is automatically purged from the Flock platform after thirty days, information falling within any of the categories above shall be exported as soon as practicable and transferred to the Department’s approved records or evidence-management system.

The Department shall not retain routine ALPR information indefinitely merely because it might possibly become useful at some future time.

T.EVIDENCE

When ALPR information is used as evidence, is potentially exculpatory, or is reasonably anticipated to be used as evidence, the investigator shall preserve it in accordance with Department evidence procedures.

When appropriate, preserved information should include:

1. The original image and associated metadata;
2. Plate number and issuing jurisdiction;
3. Vehicle characteristics;
4. Date, time, and camera location;
5. Search parameters and associated alert information;
6. Case number and user identification;
7. The originating agency or data source, when applicable; and
8. Documentation describing how the information was obtained.

Employees shall not alter or manipulate original evidentiary information. Cropped, enhanced, or annotated copies may be created for investigative or court purposes, provided the original is preserved, and any material modifications are documented.

U. PUBLIC RECORDS

ALPR information is subject to applicable Massachusetts public-records laws, exemptions, retention schedules, court orders, and Department records policies.

Employees shall not destroy, delete, alter, or withhold ALPR information to avoid a public records obligation.

Requests for ALPR records shall be processed through the Department's established public records procedures. The Department shall consult the Town's public records officer and/or legal counsel as necessary.

V.CJIS/DCJIS INFORMATION

Employees shall comply with all applicable CJIS and DCJIS requirements governing the access, use, storage, and dissemination of ALPR information that contains, is combined with, derived from, or used in conjunction with criminal-justice information obtained from restricted databases.

An ALPR system shall not be used to circumvent CJIS/DCJIS restrictions or to access information the employee is otherwise prohibited from obtaining.

W. INFORMATION SECURITY

Employees shall:

1. Maintain secure credentials;
2. Use only Department-authorized systems and accounts;
3. Protect ALPR information from unauthorized access and disclosure;
4. Not photograph, screenshot, transmit, upload, store, or disseminate ALPR information for personal purposes or through unauthorized applications, accounts, or services; and
5. Follow applicable CJIS and Department information-security requirements.

Any suspected unauthorized access, disclosure, loss, or compromise shall be reported immediately to a supervisor and the ALPR Manager.

X. AUDITING AND OVERSIGHT

The Department shall maintain an active audit program. The ALPR Manager shall conduct a quarterly audit of an appropriate sample of ALPR system activity. The Department shall promptly review automated alerts, suspected misuse, and other significant concerns.

The quarterly audit shall review available audit information, including:

1. The user conducting the search;
2. The date, time, and type of search;
3. The networks and time period searched;
4. The documented mandatory search reason;
5. The license plate queried and relevant case number, when entered;
6. Repeated, unusual, or unexplained search activity.

Audits shall be compared with applicable Departmental records, incident reports, or case files as necessary to confirm a legitimate law-enforcement purpose and compliance with this policy.

The Department shall use available automated audit and anomaly-detection functions to supplement, not replace, supervisory review.

Y.AUDIT RESPONSE

When an audit identifies potentially improper activity, the ALPR Manager shall:

1. Preserve relevant audit records and ALPR information, when available;

2. Notify the Chief or designee and determine whether access should be temporarily suspended;
3. Review the user, purpose, scope, and circumstances of the activity;
4. Determine whether information was improperly accessed or disseminated and whether any investigation, evidence, or discovery obligation was affected;
5. Initiate an administrative investigation and notify other agencies or authorities when appropriate or required; and
6. Document the findings, outcome, and any corrective action taken.

Potential misuse shall be handled in accordance with Department internal affairs and disciplinary procedures, applicable collective bargaining requirements, and POST Commission requirements

Z. EMPLOYEE MISUSE

Unauthorized ALPR access or use may constitute:

- violation of Department policy;
- misuse of Department technology;
- unauthorized access to law-enforcement information;
- violation of privacy rights;
- conduct unbecoming an employee;
- violation of applicable law; and/or
- grounds for disciplinary action up to and including termination.

AA. CONSTITUTIONAL REVIEW OF DEPLOYMENT

Because the constitutional analysis identified in *McCarthy* may depend upon the scope and density of ALPR deployment, the Department shall periodically evaluate whether its overall camera network could create a substantially more detailed record of vehicle movements than existed in *McCarthy*.

The review should consider:

1. The number, location, and geographic distribution of cameras;
2. Coverage of major roadways and proximity to sensitive locations;
3. Data-retention periods;
4. Access to external-network data;
5. Historical-search capabilities and frequency; and
6. The system's ability to reconstruct vehicle movements.

The Department shall consult legal counsel when a material expansion or change in system capabilities may raise additional constitutional concerns.

BB. ALPR DATA AND INVESTIGATIVE REPORTS

When ALPR information materially contributes to an investigation, the investigator should state that ALPR technology was used and explain the investigative purpose, the relevant date and time period, the general geographic scope, the information obtained, any verification conducted, and any resulting investigative action. Relevant inculpatory and exculpatory information should be documented. When a search yields no relevant results, this should be documented in the applicable report.

The report should clearly identify the source of material information by distinguishing what an officer personally observed, what was captured or reported by the ALPR system, what was obtained through another database, and what represents an investigative conclusion or inference. ALPR information should not be presented as a personally observed or independently verified fact unless verification occurred.

CC. ALPR AS AN INVESTIGATIVE LEAD

ALPR information shall generally be treated as an investigative lead requiring corroboration.

Investigators shall consider:

1. Reliability of the ALPR read;
2. Age of the information;
3. Accuracy of the underlying database;
4. Vehicle description;
5. License-plate configuration;
6. Possibility of a stolen, transferred, or cloned plate;
7. Possibility of a false read;
8. Whether the vehicle may have changed ownership; and
9. Whether the underlying warrant or alert remains active.

ALPR information identifies a vehicle or license plate, not its driver or occupants. The presence of a vehicle at a location shall not, standing alone, establish that a particular person was present or involved in criminal activity.

DD. ALPR AND WARRANTS / LEGAL PROCESS

Nothing in this policy authorizes an employee to circumvent a warrant requirement.

Where applicable law or constitutional doctrine requires judicial authorization, the Department shall obtain the appropriate warrant, order, subpoena, or other legal process.

Employees shall consult a supervisor and, when appropriate, the District Attorney's Office or municipal counsel when uncertain whether legal process is required.

EE. DATA SHARING WITH PRIVATE ENTITIES

The Department shall not sell, rent, lease, or otherwise commercially exploit ALPR data or authorize a vendor or contractor to use Department ALPR data for an independent commercial purpose.

ALPR data shall not be intentionally disclosed to a private person or entity except as required by law or legal process, necessary for a legitimate law-enforcement, public-safety, technical, or contractual purpose, or otherwise approved by the Chief of Police and permitted by law.

FF. ALPR VENDOR ACCESS

An ALPR vendor’s access to Department ALPR data shall be governed by the Department's applicable contract, terms and conditions, and applicable law.

The Department shall review vendor provisions periodically and upon contract renewal or a material change in vendor practices. The review shall include data ownership and permitted uses, vendor and subcontractor access, retention and deletion, storage and security, breach notification, data sharing, and audit capabilities.

To the extent contractually and technically available, the Department shall maintain control over retention, user access, sharing and deletion settings for Department-controlled ALPR data.

GG. DATA OWNERSHIP AND CONTROL

ALPR information collected through the Department's ALPR system is Department-controlled law-enforcement information. Subject to applicable law and contractual requirements, the Department controls who may access the information, its authorized uses, its sharing, and its retention, preservation, and deletion.

The Department does not authorize unrestricted access to its ALPR information.

HH. SYSTEM ACCURACY AND MAINTENANCE

The ALPR Manager shall coordinate with the ALPR vendor regarding:

1. camera functionality;
2. software updates;
3. system performance;
4. camera alignment;
5. equipment failures;
6. cybersecurity concerns;
7. data-deletion functionality;
8. audit functionality; and
9. other material system issues.

Known technical problems that could materially affect investigative reliability or information security shall be documented and promptly communicated to affected users. During a system outage, employees may use other authorized investigative resources but shall not circumvent Department security controls to access ALPR information.

II. COMPLAINTS REGARDING ALPR USE

Members of the public may submit complaints or concerns regarding the Department's use of ALPR technology. Complaints shall be handled consistently with Department complaint and internal-affairs procedures, with allegations of unauthorized surveillance, discriminatory use, improper access, disclosure, or other misuse referred for appropriate review.

The Department shall not retaliate against any person for submitting a good-faith complaint concerning ALPR use.

JJ. TRANSPARENCY

The Department shall endeavor to maintain reasonable public transparency regarding its ALPR program. Subject to applicable law and legitimate security considerations, the Department should make available this Policy and Procedure, general information about the program and camera network, retention and sharing practices, appropriate aggregate usage information, and contact information for questions or complaints.

The Chief, or designee, shall include relevant aggregate ALPR data in the Department’s annual report.

Nothing in this section requires disclosure of information that would compromise an investigation or system security, reveal protected information, or otherwise be exempt from disclosure under applicable law.

KK. ANNUAL PROGRAM AND POLICY REVIEW

At least annually, the ALPR Manager shall prepare a program review for the Chief of Police.

The review shall include, when reasonably available:

1. The number and location of cameras and the number of authorized users;
2. Searches, alerts, or other relevant usage information;
3. Documented investigations and outcomes assisted by ALPR, including stolen vehicle recoveries and missing person investigations;
4. External searches, temporary sharing and sharing-network configuration;
5. Audit findings, suspected misuse, policy violations, and complaints;
6. Compliance with retention, preservation, and information-security requirements;
7. Significant system, legal, or constitutional developments; and
8. Recommendations for program or policy modification.

The annual review may incorporate the constitutional deployment review required by this policy and procedure.

This Policy and Procedure shall be reviewed as part of the annual program review, and sooner when a material change in law, controlling court decision, POST Commission requirement, system functionality, or Department deployment occurs, following a significant privacy or security incident, if the ALPR vendor materially violates its contract or applicable terms, or when directed by the Chief of Police. Revision shall be made as necessary to remain consistent with applicable legal, privacy, security, and operational requirements.

LL. COMPLIANCE WITH LAW

Nothing in this policy and procedure authorizes conduct prohibited by applicable federal or Massachusetts law. If any provision conflicts with statute, regulation, controlling court decision, or binding order, the controlling legal authority shall govern pending formal revision of this General Order.

MM. SUPERVISORY RESPONSIBILITIES

Supervisors shall:

1. Promote employee understanding of and compliance with ALPR requirements;
2. Review significant ALPR-related investigative activity and documentation of emergency searches;
3. Address and report apparent misuse;
4. Oversee appropriate evidence preservation and the use of legal process when necessary.
5. Refer unusual constitutional or privacy issues to command staff;
6. Confirm that enforcement action is not based solely upon an unverified ALPR alert; and
7. Participate in periodic ALPR audits as directed.

NN. EMPLOYEE RESPONSIBILITIES

Every employee authorized to access ALPR information shall:

1. Know and follow this policy and procedure, and complete required training;
2. Maintain secure credentials and protect ALPR information from unauthorized access or disclosure;
3. Conduct searches only for legitimate purposes;
4. Select the most accurate offense type, enter the required search reason, and provide a case or incident number when known and available;
5. Verify ALPR alerts before taking enforcement action;
6. Document significant ALPR use and preserve relevant inculpatory or exculpatory information;
7. Immediately report suspected misuse, unauthorized access, or disclosure; and
8. Seek supervisory guidance when uncertain whether a proposed search or use is lawful or appropriate.

AGENDA ITEM #4

Grant Expenditure Authorization:

a. **PSAP Leadership Scholarship Program Grant ($13,000), State 911 Department Training Grant ($23,387.52), & State 911 Department Support and Incentive Grant ($64,694)**

b. **Sustainable Materials Recovery Program Grant ($7,800)**

c. **MIIA Flex Grant for Choate Park Surfacing Repairs ($13,515) & MIIA Rewards Grant ($9,399.80)**

Associated backup materials are attached:

- *Letters from the Executive Office of Public Safety and Security and related grant acceptance sheets*
- *MassDEP award letter and contract, with related grant acceptance sheet*
- *Memos from Nolan Lynch, MIIA grant breakdown, and related grant acceptance sheets*

Proposed Motions on the next page:

I move that the Board vote to approve the request from the Medway Police Department to expend the PSAP Leadership Scholarship grant for $13,000, the State 911 Department Training Grant for $23,387.52, and the State 911 Department Support and Incentive Grant for $64,694.

I move that the Board vote to approve the expenditure of the Sustainable Materials Recovery Program Grant in the amount of $7,800 and authorize the Town Manager to execute it.

I move that the Board vote to approve the expenditure of the MIIA Flex Grant for Choate Park surfacing repairs in the amount of $13,515 and the MIIA Rewards Grant for various DPW safety and compliance improvements in the amount of $9,399.80.

The Commonwealth of Massachusetts
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
STATE 911 DEPARTMENT
151 Campanelli Drive, Suite A ~ Middleborough, MA 02346
Tel: 508-828-2911 ~ TTY: 508-947-1455
www.mass.gov/e911

MAURA T. HEALEY
Governor

KIMBERLEY DRISCOLL
Lieutenant Governor

GINA K. KWON
Secretary

FRANK POZNIAK
Executive Director

August 25, 2026

Chief William H. Kingsbury
Medway Police Department
315 Village Street
Medway, MA 02053

RE: FY 2027 PSAP Leadership Scholarship Program

Dear Chief Kingsbury:

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the FY 2027 State 911 Department PSAP Leadership Scholarship Program.

For your files, attached please find a copy of the executed contract. Please note your contract start date is **August 25, 2026** and will run through **October 31, 2027**. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services MUST be received on or before October 31, 2027.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. Request for payment forms will be available on our website www.mass.gov/e911. Please ensure all proper documentation is provided with the grant reimbursement submissions to avoid reductions or returns. For any questions related to this process, please contact Angela Pilling at 508-821-7305. Please note that funding of reimbursement requests received more than one (1) month after the close of the fiscal year under which costs were incurred cannot be guaranteed.

Sincerely,

Frank P. Pozniak
Executive Director

cc: FY 2027 PSAP Leadership Scholarship Program File

COMMONWEALTH OF MASSACHUSETTS | **STANDARD CONTRACT FORM**

This form is jointly issued and published by the Office of the Comptroller, the Executive Office for Administration and Finance, and the Operational Services Division as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions, the Commonwealth Terms and Conditions for Human and Social Services, or the Commonwealth IT Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access forms at macomptroller.org/forms or mass.gov/lists/osd-forms.

RECEIVED
Aug 3 2026
State 911 Department
Middleborough, MA

CONTRACTOR INFORMATION

Contractor Legal Name
Town of Medway

d/b/a
Medway Public Safety Communications

Legal Address
As entered on Form W-9 or Form W-4
155 Village Street, Medway, MA 02053

Contract Manager Name
William Kingsbury, Chief of Police

Phone 508-533-3212 | **Fax** 508-533-9044

Email
wkingsbury@medwaypolice.com

Vendor Code
VC 6000191877

Vendor Code Address ID
e.g. "AD001". AD 001

Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.

COMMONWEALTH INFORMATION

Department
State 911 Department

Mosaic Department Code
EPS

Contract Manager Name
Cindy Reynolds

Business Mailing Address
151 Campanelli Drive, Suite A, Middleborough, MA 02346

Billing Address If Different

Phone 508-821-7299 | **Fax** 508-947-1452

Email
911DeptGrants@mass.gov

Mosaic Transaction ID(s)
CT EPS GRNT FY27SCHOLARSHIPSTEVE

RFR/Procurement or Other ID Number
FY27 Training Grant

◉ NEW CONTRACT

Procurement or Exception Type (Check one option only)

☐ **Statewide Contract**
(OSD or an OSD-designated department.)

☐ **Collective Purchase**
(Attach OSD approval, scope, and budget.)

☑ **Department Procurement** - Includes all Grants 815 CMR 2.00.
(Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.)

☐ **Emergency Contract**
(Attach justification for emergency, scope, and budget.)

☐ **Contract Employee**
(Attach Employee Status Form, scope, and budget.)

☐ **Interim Contract with new Contractor**
(Attach justification for Interim Contract and updated scope/budget.)

☐ **Other Procurement Exception**
(Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope, and budget.)

○ CONTRACT AMENDMENT

Current Contract End Date *PRIOR* **to Amendment**

Amendment Amount
Or Enter "No Change"

Amendment Type
Check one option only. Attach details of amendment changes.

☐ **Amendment to Date, Scope, or Budget**
(Attach updated scope and budget.)

☐ **Interim Contract with Current Contractor**
(Attach justification for Interim Contract and updated scope/budget.)

☐ **Contract Employee**
(Attach any updates to scope or budget.)

☐ **Other Procurement Exception**
(Attach authorizing language/justification and updated scope/budget.)

TERMS AND CONDITIONS

The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding.
Check ONE option:

◉ Commonwealth Terms and Conditions ○ Commonwealth Terms and Conditions for Human and Social Services ○ Commonwealth IT Terms and Conditions

COMPENSATION

Check ONE option.

The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.

○ **Rate Contract (No Maximum Obligation).** (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)

◉ **Maximum Obligation Contract.** Total maximum obligation for total duration of this contract (or new total if contract is being amended): **$ 13,000.00**

Mosaic Transaction ID(s) **CT EPS GRNT FY27SCHOLARSHIPSTEVE**

PROMPT PAYMENT DISCOUNTS (PPD)

Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt. See Prompt Pay Discounts Policy.

Contractors requesting accelerated payments must identify a PPD as follows:

Payment issued within: **10 days** % PPD.
15 days % PPD.
20 days % PPD.
30 days % PPD.

If PPD percentages are left blank, identify reason:

☐ Statutory/legal ☐ Ready Payments (M.G.L. c. 29, § 23A) ☑ Agree to standard 45-day cycle ☐ Only initial payment

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT

Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment.
Attach all supporting documentation and justifications.

Contract is to fund eligible costs associated with participation in an approved leadership program for Hannah C. Stevens. Contract is awarded in compliance with the FY 2027 PSAP Leadership Scholarship Program as defined in the State 911 Department FY 2027 Training Grant Guidelines.

SUPPLIER DIVERSITY PROGRAM (SDP) PLAN

Does the Supplier Diversity Program apply?

◯ YES If YES, the Contractor's annual SDP commitment for this Contract is

◉ NO If NO, and the department is an Executive Department, enter the appropriate exemption: **GRANTS**

ANTICIPATED START DATE (Complete ONE option only.)

The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

◉ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

◯ 2. may be incurred as of , 20 , a date **LATER** than the Effective Date below and no obligations have been incurred prior to the Effective Date.

◯ 3. were incurred as of , 20 , a date **PRIOR** to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE

Contract performance shall terminate as of **October 31, 20 27**, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS

Notwithstanding verbal or other representations by the parties, the **"Effective Date"** of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable), and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR Signature and date must be captured at time of signature.		AUTHORIZING SIGNATURE FOR THE DEPARTMENT Signature and date must be captured at time of signature.	
Signature:	Date: 7/20/2026	Signature:	Date: 8/25/26
Print Name: William H. Kingsbury	Print Title: Chief of Police	Print Name: Frank Pozniak	Print Title: Executive Director

TOWN OF MEDWAY
NOTICE OF GRANT AWARD

DEPARTMENT: Police & Fire Communications DATE: 10/7/2026

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Director Hannah Stevens

NAME OF GRANT: PSAP Leadership Scholarship

GRANTOR: State 911 Department

GRANT AMOUNT: $13,000

GRANT PERIOD: August 25, 2026 through October 31, 2027

SCOPE OF GRANT/ ITEMS FUNDED: Funding for Certified Public Safety Executive Course through APCO

IS A POSITION BEING CREATED: No

IF YES: CAN FRINGE BENEFITS BE PAID FROM GRANT? _____

ARE MATCHING TOWN FUNDS REQUIRED? No

IF MATCHING IS NON-MONETARY (MAN HOURS, ETC.) PLEASE SPECIFY:

IF MATCHING IS MONETARY PLEASE GIVE ACCOUNT NUMBER AND DESCRIPTION OF TOWN FUNDS TO BE USED:

ANY OTHER EXPOSURE TO TOWN?

No

SELECT BOARD:

ACTION DATE _____

DEPARTMENT HEAD MUST SUBMIT THIS FORM AND A COPY OF THE GRANT APPROVAL TO THE TOWN MANAGER'S OFFICE FOR APPROVAL BY THE SB TO EXPEND THE FUNDS RECEIVED FOR THE PURPOSE OF THE GRANT ***MGL 44 S53A***

ONCE APPROVED - ORIGINAL TO TOWN ACCOUNTANT

The Commonwealth of Massachusetts
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
STATE 911 DEPARTMENT
151 Campanelli Drive, Suite A ~ Middleborough, MA 02346
Tel: 508-828-2911 ~ TTY: 508-947-1455
www.mass.gov/e911

MAURA T. HEALEY
Governor

KIMBERLEY DRISCOLL
Lieutenant Governor

GINA K. KWON
Secretary

FRANK POZNIAK
Executive Director

September 10, 2026

Hannah Stevens, Director
Medway Police Department
315 Village Street
Medway, MA 02053

Dear Ms. Stevens:

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the **FY2027 State 911 Department Training Grant Program**.

For your files, attached please find a copy of the executed contract and the final approved Personnel Cost Worksheet for your grant. Please note your contract start date is **September 10, 2026** and will run through June 30, 2027. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services MUST be received on or before June 30, 2027.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. We have made the request for payment forms available on our website www.mass.gov/e911. Please ensure all proper documentation is provided with the grant reimbursement submissions to avoid reductions or returns. For any questions related to this process, please contact Angela Pilling at 508-821-7305. Please note that funding of reimbursement requests received more than one (1) month after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, add personnel, or to request approval for trainings, please e-mail those proposed changes to 911DeptGrants@mass.gov. Grantees are strongly encouraged to submit final, year-end budget modification requests on or before March 31, 2027.

Sincerely,

Frank P. Pozniak
Executive Director

cc: FY2027 Training Grant File

COMMONWEALTH OF MASSACHUSETTS | STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller, the Executive Office for Administration and Finance, and the Operational Services Division as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions, the Commonwealth Terms and Conditions for Human and Social Services, or the Commonwealth IT Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access forms at macomptroller.org/forms or mass.gov/lists/osd-forms.

CONTRACTOR INFORMATION

Contractor Legal Name
Town of Medway

d/b/a
Medway Police Department

Legal Address
As entered on Form W-9 or Form W-4
155 Village Street, Medway, MA 02053

Contract Manager Name
Hannah Stevens, Director

Phone	Fax
508-533-3212	508-533-9044

Email
hstevens@medwaypolice.com

Vendor Code
VC 6000191877

Vendor Code Address ID
e.g. "AD001".
AD 001

Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.

COMMONWEALTH INFORMATION

Department	Mosaic Department Code
State 911 Department	EPS

Contract Manager Name
Cindy Reynolds

Business Mailing Address
151 Campanelli Drive, Suite A, Middleborough, MA 02346

Billing Address If Different

Phone	Fax
508-821-7299	508-947-1452

Email
911DeptGrants@mass.gov

Mosaic Transaction ID(s)
CT EPS GRNT

RFR/Procurement or Other ID Number
FY2027 GRNT

(●) NEW CONTRACT

Procurement or Exception Type (Check one option only)

- [ ] **Statewide Contract** (OSD or an OSD-designated department.)
- [ ] **Collective Purchase** (Attach OSD approval, scope, and budget.)
- [x] **Department Procurement** - Includes all Grants 815 CMR 2.00. (Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.)
- [ ] **Emergency Contract** (Attach justification for emergency, scope, and budget.)
- [ ] **Contract Employee** (Attach Employee Status Form, scope, and budget.)
- [ ] **Interim Contract with new Contractor** (Attach justification for Interim Contract and updated scope/budget.)
- [ ] **Other Procurement Exception** (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope, and budget.)

( ) CONTRACT AMENDMENT

Current Contract End Date *PRIOR* to Amendment	Amendment Amount Or Enter "No Change"

Amendment Type
Check one option only. Attach details of amendment changes.

- [ ] **Amendment to Date, Scope, or Budget** (Attach updated scope and budget.)
- [ ] **Interim Contract with Current Contractor** (Attach justification for Interim Contract and updated scope/budget.)
- [ ] **Contract Employee** (Attach any updates to scope or budget.)
- [ ] **Other Procurement Exception** (Attach authorizing language/justification and updated scope/budget.)

TERMS AND CONDITIONS

The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding.
Check ONE option:

(●) Commonwealth Terms and Conditions ( ) Commonwealth Terms and Conditions for Human and Social Services ( ) Commonwealth IT Terms and Conditions

COMPENSATION

Check ONE option.

The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.

( ) **Rate Contract (No Maximum Obligation).** (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)

(●) **Maximum Obligation Contract.** Total maximum obligation for total duration of this contract (or new total if contract is being amended): $ 23,387.52

Mosaic Transaction ID(s) **CT EPS GRNT**

PROMPT PAYMENT DISCOUNTS (PPD)

Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt. See Prompt Pay Discounts Policy.

Contractors requesting accelerated payments must identify a PPD as follows:

Payment issued within:		
	10 days	% PPD.
	15 days	% PPD.
	20 days	% PPD.
	30 days	% PPD.

If PPD percentages are left blank, identify reason:

☐ **Statutory/legal** ☐ **Ready Payments** (M.G.L. c. 29, § 23A) ☑ **Agree to standard 45-day cycle** ☐ **Only initial payment**

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT

Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment.
Attach all supporting documentation and justifications.

Contract is for the reimbursement of funds under the State 911 Department FY 2027 Training Grant as authorized and awarded in compliance with the grant guidelines and the grantee's approved grant application.

SUPPLIER DIVERSITY PROGRAM (SDP) PLAN

Does the Supplier Diversity Program apply?

○ **YES** If YES, the Contractor's annual SDP commitment for this Contract is

◉ **NO** If NO, and the department is an Executive Department, enter the appropriate exemption: **GRANTS**

ANTICIPATED START DATE (Complete ONE option only.)

The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

☑ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

☐ 2. may be incurred as of , **20** , a date **LATER** than the Effective Date below and **no** obligations have been incurred **prior** to the Effective Date.

☐ 3. were incurred as of , **20** , a date **PRIOR** to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE

Contract performance shall terminate as of **June 30 , 20 27** , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS

Notwithstanding verbal or other representations by the parties, the **"Effective Date"** of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable), and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR Signature and date must be captured at time of signature.		**AUTHORIZING SIGNATURE FOR THE DEPARTMENT** Signature and date must be captured at time of signature.	
Signature	**Date**	**Signature**	**Date**
	8/25/26		8/10/26
Print Name	**Print Title**	**Print Name**	**Print Title**
Hannah Stevens	Director	Frank Pozniak	Executive Director

All Cert's ✓ ✓

FY 2027 Training Grant Personnel Costs Worksheet

CERTIFIED PERSONNEL

PSAP Name: Medway

{List Personnel in Alphabetical Order by Last Name}

LAST NAME	FIRST NAME	OT Rate	Con Ed.	Travel	Total Hrs	Total Salary	Vendor Fees for 16 Hours of Training
BISHOP	KERRI	$ 47.84	16		16	$ 765.44	$ 278.60
BOYER	NICOLE	$ 47.84	16		16	$ 765.44	$ 278.60
GRENIER	GARY	$ 47.84	16		16	$ 765.44	$ 278.60
JOYCE	MARIANNE	$ 38.55	16		16	$ 616.80	$ 278.60
LUCA	JOSEPH	$ 38.25	16		16	$ 612.00	$ 278.60
MOSCILLO	GINA	$ 47.84	16		16	$ 765.44	$ 278.60
STEVENS	HANNAH	$ 49.06	16		16	$ 784.96	$ 278.60
		$ -	16		16	$ -	
		$ -	16		16	$ -	
		$ -	16		16	$ -

FY 2027 Training Grant Personnel Costs Worksheet

NEW PERSONNEL

In the Process of Obtaining Certificaiton

PSAP Name: Medway

LAST NAME	FIRST NAME	OT Rate	Training Academy	Next Gen New Hire	PST1	EMD (APCO 32)	CPR	Travel	Total Hours	Total Amount
New Hires, if applicable, need these course hours				**16**	**40**	**24 or 32**	**4**			
EXAMPLE OF TRAINING ACADEMY HOURS			**200**	**N/A**	**N/A**	**24 or 32**	**4**			
NEW	HIRE	$ 39.30		16	40	24	4		84	$ 3,301.20
NEW	HIRE	$ -		16	40	24	4		84	$ 3,301.20
NEW	HIRE	$ 39.30		16	40	24	4		84	$ 3,301.20
		$ -							0	$ -
		$ -							0	$ -
		$ -							0	$ -

FY 2027 TRAINING GRANT

RECEIVED
SEP 01 2026
State 911 Department
Middleborough, MA

Name of Eligible Entity / PSAP / RECC	Medway Public Safety Communications
Address	315 Village Street
City/Town/Zip	Medway, MA 02053
Telephone Number	508-533-3212
Fax Number	508-533-9044
Website	https://medwayma.gov/departments/police-department/
Name & Title of Authorized Signatory	Hannah Stevens, Director
Telephone Number	508-533-3212
Email Address	hstevens@medwaypolice.com
Name & Title Grant Contract Manager	Hannah Stevens, Director
Telephone Number	508-533-3212
Email Address	hstevens@medwaypolice.com

Total Grant Program Funds Requested $~~19,816.56~~ $23,387.52

Applicant meets the EMD requirements established by the State 911 Department by:

Providing EMD in-house utilizing certified emergency medical dispatchers and the following Emergency Medical Dispatch Protocol Reference System (EMDPRS):

☐ **APCO** ☑ **PowerPhone** ☐ **Priority Dispatch**

OR

Utilizing the following Certified EMD Resource: _____

CEMDR's Emergency Medical Dispatch Protocol Reference System (EMDPRS):

☐ **APCO** ☐ **PowerPhone** ☐ **Priority Dispatch**

Authorization and Certification

Through its submission of this application to the State 911 Department, the applying governmental entity and the authorized signatory of the applying governmental entity affirms and declares that all information submitted to the State 911 Department regarding the application, reimbursements, budget modifications, reporting, and any and all other submissions required throughout the duration of the grant process, its award and execution shall be true and verifiable through source documentation. The above noted documents, excluding this application, will no longer require a signature at the time of submission. Submission of this application by the applying governmental entity and authorized signatory shall be applicable to any and all transactions submitted under a contract awarded as the result of this application.

Sign below to acknowledge having read and agreed to the Authorization and Certification above and the grant conditions and reporting requirements listed in the grant guidelines.

Signed under the penalties of perjury this 20 ***day of*** August, ***20*** 26.

ORIGINAL SIGNATURE OF AUTHORIZING SIGNATORY

FY 2027 TRAINING GRANT BUDGET NARRATIVE

A. **Fees** – Fees associated with attendance at approved live online 911 training courses, including certifications/ recertification for certified Telecommunicators to include 16 hours of continued education or for those working toward certification. **Add the *Total Vendor Fees* from the *Personnel Costs Worksheet(s)* and the total Membership & Conference Fees below to get the total for Category A.**

For Membership fees, list the name and amount for each below.
Membership Fees: MCSA: $300 APCO $400 NENA $152

For Conference fees, list the name of the conference, number attending and the amount for each conference below.
Conference Fees: APCO: $525 NENA $575 Navigator Conference: $800

Total Category A $5,538.00

B. **Personnel Costs** – Straight time **or** overtime expenses for participants or replacement/backfill (who are certified telecommunicators), to cover participant class hours but not both. **Add the *Total Salary* column(s) from the {{REQUIRED}} *Personnel Costs Worksheet(s)* and enter below.**

Total Category B $17,849.52

C. **Training Materials and Other Products** – Funding may be authorized for the purchase, installation, replacement, maintenance, and/or upgrade of software and other products related to the certification and training of enhanced 911 telecommunicators, including but not limited to, call handling guide cards, call handling software, skill and ability pre-employment testing software, and additional related training materials such as books and manuals. In addition, funding not to exceed $2,500 may be authorized for the purchase of skill and ability software/programs/subscriptions utilized by a PSAP to enhance the skill set of its certified telecommunicators.

Description: Total Response Site License Training

Attach quote for this category

Total Category C $_____

D. **Lodging** – Enter the lodging expenses to include the number of people and number of nights for two (2) or more consecutive days of training (not to include the night prior to the training) and the distance of which is equal to or greater than ninety (90) miles away from where travel originates. NOTE: Lodging for conferences is not eligible.

Description:

Total Category D $_____

E. **Mileage** – Funding may be authorized for the payment of mileage when an employee utilizes his/her personal vehicle to attend eligible trainings. Mileage, where applicable, will be verified utilizing a recognized mileage guide such as Google Maps. Eligible mileage will be calculated by determining the round-trip mileage from the PSAP to the training location, rounded to the nearest mile. Other expenses associated with travel, such as tolls and parking, may also be eligible. If requesting funding under this category, applicant must provide its employment Agreement.

Description: Explain your calculation for the amount you are requesting on a separate sheet of paper.

Total Category E $_____

FY 2027 TRAINING GRANT

Credentialed TERT Team Member Training Expense Worksheet

At the time of the grant application, PSAPs that have Credentialed TERT Team Member(s) should fill out this worksheet in addition to the Personnel Costs Worksheets **AND provide with the application, the TERT Team Member Credentialed Letter(s) from the SWIC.** Credentialed TERT Team Members are required to attend five (5) 8-hour TERT trainings per year plus travel time.

Instructions: Enter your Credentialed TERT Team Member(s) last name, first name, OT rate and travel time; example highlighted in blue on the worksheet below.

✓ 3L

PSAP NAME: Walworth Public Safety Communications

	Last Name	First Name	OT Pay Rate	Hours	Travel Time	Total Hours	Salary
EX	**Smith**	**Jane**	**$ 47.00**	**40**	**20**	**60**	**$ 2,820.00**
1	GRENIER	GARY	$ 47.84	40	20	60	2870.40
2				40			
3				40			
4				40			
5				40			
6				40			
7				40			
8				40			
9				40			
10				40			
						***TOTAL**	**$ 2,870.40**

***ADD THIS TOTAL TO THE CATEGORY B: PERSONNEL COSTS TOTAL ON THE APPLICATION'S BUDGET NARRATIVE**

The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
One Ashburton Place, Room 2133
Boston, Massachusetts 02108
Tel: (617) 727-7775
TTY Tel: (617) 727-6618
Fax: (617) 727-4764
www.mass.gov/eopss

MAURA T. HEALY
Governor

KIMBERLY DRISCOLL
Lt. Governor

TERRENCE M. REIDY
Secretary

September 26, 2025

Gary P. Grenier, Telecommunicator
Medway Police Dept.
Medway, MA.

You have met all the necessary training and continuing education requirements for the position of TERT in the MA COMU.

Effective **September 26, 2025**, you are hereby re-credentialed as part of the MA COMU for the above listed position, pursuant to the current MA COMU Governance Policy approved by the Executive Office of Public Safety and Security. You are subject to all aspects and requirements of that governance.

Thank you for your service, and your willingness to participate as part of this team.

Sincerely,

Richard H. Fiske, III
Director of Public Safety Communications and Interoperability
Massachusetts Statewide Interoperability Coordinator

cc: MA COMU file
Katrina Shamshak, MA TERT Coordinator

TOTAL RESPONSE
by POWERPHONE

Total Response
5342 Clark Rd. #3113

Sarasota, FL 34233
United States

Scott Belanger
sbelanger@totalresponse.com

20260427-145000694

Medway Police Department MA - FY2027 EMD Training

Prepared for

Medway Police Department
315 Village St
Medway, MA 02053
United States

Issued
April 27, 2026
Expires
December 31, 2026

Products & Services

Products & Services	SKU	Billing Frequency	Quantity	Unit price	Price
FY2027 EMD Training Annual Plan: Site Licensed Training Renewal - SLT Education Portal Access	TRATLR	Annually	1	$2,786.00 / year	$2,786.00 / year

÷10=278.60

Products & Services	SKU	Billing Frequency	Quantity	Unit price	Price
July 1, 2026, thru June 30, 2027					
Annual subtotal					$2,786.00
Total					**$2,786.00**

Terms and Conditions

Commonwealth of Massachusetts
CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

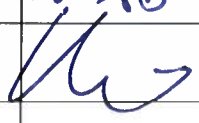
Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company (must match Form W-9 tax classification)

Contractor Legal Name	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number or Social Security Number)
Medway Public Safety Communications	

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

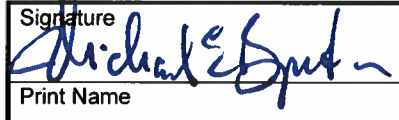
There are three types of electronic signatures that will be accepted on this form: **1) Traditional "wet signature" (ink on paper);** 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign. Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address
Hannah Stevens		Director	508-533-3212	hstevens@medwaypolice.com
William Kingsbury		Chief of Police	508-533-3212	wkingsbury@medwaypolice.com

Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

I certify that I am a responsible authorized officer of the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Please note you cannot self-certify your own signature as a single signer listed above.

Signature	Date
	8/20/2026
Print Name Michael Boynton	Phone Number 508-533-3200
Title Town Manager	Email Address mboynton@medwayma.gov

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

TOWN OF MEDWAY
NOTICE OF GRANT AWARD

DEPARTMENT: Police & Fire Communications DATE: 9/28/2026

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Director Hannah Stevens

NAME OF GRANT: 911 Training Grant

GRANTOR: State 911 Department

GRANT AMOUNT: $ 23,387.52

GRANT PERIOD: September 10, 2026 through June 30, 2027

SCOPE OF GRANT/ ITEMS FUNDED: Funding for 911 Dispatch Con Ed & New Hire Training

IS A POSITION BEING CREATED: No

IF YES: CAN FRINGE BENEFITS BE PAID FROM GRANT?

ARE MATCHING TOWN FUNDS REQUIRED? No

IF MATCHING IS NON-MONETARY (MAN HOURS, ETC.) PLEASE SPECIFY:

IF MATCHING IS MONETARY PLEASE GIVE ACCOUNT NUMBER AND DESCRIPTION OF TOWN FUNDS TO BE USED:

ANY OTHER EXPOSURE TO TOWN? No

SELECT BOARD:

ACTION DATE

DEPARTMENT HEAD MUST SUBMIT THIS FORM AND A COPY OF THE GRANT APPROVAL TO THE TOWN MANAGER'S OFFICE FOR APPROVAL BY THE SB TO EXPEND THE FUNDS RECEIVED FOR THE PURPOSE OF THE GRANT *MGL 44 S53A*

ONCE APPROVED - ORIGINAL TO TOWN ACCOUNTANT

The Commonwealth of Massachusetts
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
STATE 911 DEPARTMENT
151 Campanelli Drive, Suite A ~ Middleborough, MA 02346
Tel: 508-828-2911 ~ TTY: 508-947-1455
www.mass.gov/e911

MAURA T. HEALEY
Governor

KIMBERLEY DRISCOLL
Lieutenant Governor

GINA K. KWON
Secretary

FRANK POZNIAK
Executive Director

October 1, 2026

Hannah Stevens, Director
Medway Police Department
315 Village Street
Medway, MA 02053

Dear Ms. Stevens:

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the **FY 2027 State 911 Department Support and Incentive Grant** program.

For your files, attached please find a copy of the executed contract and the final approved Appendix A: Personnel Costs form for your grant. Please note your contract start date is **October 1, 2026** and will run through June 30, 2027. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services MUST be received on or before June 30, 2027.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. We have made the request for payment forms available on our website www.mass.gov/e911. Please ensure all proper documentation is provided with the grant reimbursement submissions to avoid reductions or returns. For any questions related to this process, please contact Angela Pilling at 508-821-7305. Please note that funding of reimbursement requests received more than one (1) month after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, and/or the budget worksheet, please e-mail those proposed changes to 911DeptGrants@mass.gov. Grantees are strongly encouraged to submit final, year-end budget modification requests on or before March 31, 2027.

Sincerely,

Frank P. Pozniak
Executive Director

cc: FY 2027 Support and Incentive Grant File

COMMONWEALTH OF MASSACHUSETTS | STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller, the Executive Office for Administration and Finance, and the Operational Services Division as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions, the Commonwealth Terms and Conditions for Human and Social Services, or the Commonwealth IT Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access forms at macomptroller.org/forms or mass.gov/lists/osd-forms.

CONTRACTOR INFORMATION

Contractor Legal Name
Town of Medway

d/b/a
Medway Public Safety Communications

Legal Address
As entered on Form W-9 or Form W-4
155 Village St, Medway, MA 02053

Contract Manager Name
Hannah Stevens, Director

Phone	Fax
508-533-3212	508-533-9044

Email
hstevens@medwaypolice.com

Vendor Code
VC 6000191877

Vendor Code Address ID
e.g. "AD001".
AD 001

Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.

COMMONWEALTH INFORMATION

Department	Mosaic Department Code
State 911 Department	EPS

Contract Manager Name
Cindy Reynolds

Business Mailing Address
151 Campanelli Drive, Suite A, Middleborough, MA 02346

Billing Address If Different

Phone	Fax
508-821-7299	508-947-1452

Email
911DeptGrants@mass.gov

Mosaic Transaction ID(s)
CT EPS SUPG

RFR/Procurement or Other ID Number
FY2027 SUPG

(●) NEW CONTRACT

Procurement or Exception Type (Check one option only)

- [ ] **Statewide Contract** (OSD or an OSD-designated department.)
- [ ] **Collective Purchase** (Attach OSD approval, scope, and budget.)
- [x] **Department Procurement** - Includes all Grants 815 CMR 2.00. (Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.)
- [ ] **Emergency Contract** (Attach justification for emergency, scope, and budget.)
- [ ] **Contract Employee** (Attach Employee Status Form, scope, and budget.)
- [ ] **Interim Contract with new Contractor** (Attach justification for Interim Contract and updated scope/budget.)
- [ ] **Other Procurement Exception** (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope, and budget.)

( ) CONTRACT AMENDMENT

Current Contract End Date *PRIOR* to Amendment	Amendment Amount Or Enter "No Change"

Amendment Type
Check one option only. Attach details of amendment changes.

- [ ] **Amendment to Date, Scope, or Budget** (Attach updated scope and budget.)
- [ ] **Interim Contract with Current Contractor** (Attach justification for Interim Contract and updated scope/budget.)
- [ ] **Contract Employee** (Attach any updates to scope or budget.)
- [ ] **Other Procurement Exception** (Attach authorizing language/justification and updated scope/budget.)

TERMS AND CONDITIONS

The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding.
Check ONE option:

(●) Commonwealth Terms and Conditions ( ) Commonwealth Terms and Conditions for Human and Social Services ( ) Commonwealth IT Terms and Conditions

COMPENSATION

Check ONE option.

The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.

( ) **Rate Contract (No Maximum Obligation).** (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)

(●) **Maximum Obligation Contract.** Total maximum obligation for total duration of this contract (or new total if contract is being amended): $ 64,694.00

Mosaic Transaction ID(s) **CT EPS SUPG**

PROMPT PAYMENT DISCOUNTS (PPD)

Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt. See Prompt Pay Discounts Policy.

Contractors requesting accelerated payments must identify a PPD as follows:

Payment issued within:
10 days % PPD.
15 days % PPD.
20 days % PPD.
30 days % PPD.

If PPD percentages are left blank, identify reason:

☐ **Statutory/legal** ☐ **Ready Payments** (M.G.L. c. 29, § 23A) ☑ **Agree to standard 45-day cycle** ☐ **Only initial payment**

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT

Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment.
Attach all supporting documentation and justifications.

Contract is for the reimbursement of funds under the State 911 Department FY 2027 Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant as authorized and awarded in compliance with the grant guidelines and the grantee's approved grant application.

SUPPLIER DIVERSITY PROGRAM (SDP) PLAN

Does the Supplier Diversity Program apply?

○ **YES** If YES, the Contractor's annual SDP commitment for this Contract is

◉ **NO** If NO, and the department is an Executive Department, enter the appropriate exemption: **GRANTS**

ANTICIPATED START DATE (Complete ONE option only.)

The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

☑ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

☐ 2. may be incurred as of , **20** , a date **LATER** than the Effective Date below and **no** obligations have been incurred **prior** to the Effective Date.

☐ 3. were incurred as of , **20** , a date **PRIOR** to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE

Contract performance shall terminate as of **June 30** , **20 27** , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS

Notwithstanding verbal or other representations by the parties, the **"Effective Date"** of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable), and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR Signature and date must be captured at time of signature.		**AUTHORIZING SIGNATURE FOR THE DEPARTMENT** Signature and date must be captured at time of signature.	
Signature	**Date**	**Signature**	**Date**
	8/20/2026		10/1/26
Print Name	**Print Title**	**Print Name**	**Print Title**
Hannah Stevens	Director	Frank Pozniak	Executive Director

FY 2027 SUPPORT AND INCENTIVE GRANT

Appendix A - Personnel Costs

(List Certified Enhanced 911Telecommunicators)

All costs ✓ SL

NAME OF PSAP: Medway

{List ALL in Alphabetical Order by LAST Name - Not by Rank or Seniority}

Last Name	First Name	Hourly Pay Rate	Overtime Pay Rate
BISHOP	KERRI	31.89	47.84
BOYER	NICOLE	31.89	47.84
GRENIER	GARY	31.89	47.84
JOYCE	MARIANNE	25.70	38.55
LUCA	JOSEPH	25.50	38.25
MOSCILLO	GINA	31.89	47.84
STEVENS	HANNAH	49.06	49.06

FY 2027 SUPPORT AND INCENTIVE GRANT

RECEIVED
SEP 2 8 2026
State 911 Department
Middleborough, MA

Type of PSAP: *(please check one)*

■ *Primary* ☐ *Regional* ☐ *Regional Secondary*
☐ *Regional Emergency Communication Center*

Name of Eligible Entity (PSAP/RECC)	**Medway Public Safety Communications**
Address	**315 Village Street**
City/Town/Zip	**Medway, MA 02053**
Telephone Number	**508-533-3212**
Fax Number	**508-533-9044**
Website	**https://medwayma.gov/departments/police-departn**
Name & Title of Authorized Signatory	**Hannah Stevens- Director**
Telephone Number	**508-533-3212**
Email Address	**hstevens@medwaypolice.com**
Name & Title of Grant Contract Manager	**Hannah Stevens- Director**
Telephone Number	**508-533-3212**
Email Address	**hstevens@medwaypolice.com**

Total Grant Program funds requested: **$ 64,694.00**

Authorization and Certification

Through its submission of this application to the State 911 Department, the applying governmental entity and the authorized signatory of the applying governmental entity affirms and declares that all information submitted to the State 911 Department regarding the application, reimbursements, budget modifications, reporting, and any and all other submissions required throughout the duration of the grant process, its award and execution shall be true and verifiable through source documentation. The above noted documents, excluding this application, will no longer require a signature at the time of submission. Submission of this application by the applying governmental entity and authorized signatory shall be applicable to any and all transactions submitted under a contract awarded as the result of this application.

Sign below to acknowledge having read and agreed to the Authorization and Certification above and the grant conditions and reporting requirements listed in the grant guidelines.

Signed under the penalties of perjury this 20 ***day of*** August, ***20*** 26.

ORIGINAL SIGNATURE OF AUTHORIZING SIGNATORY

FY 2027 SUPPORT AND INCENTIVE GRANT

BUDGET SUMMARY

Primary PSAP, Regional PSAP, Regional Secondary PSAP, & RECCs		
CATEGORY	**AMOUNT**	
A. Enhanced 911 Telecommunicator Personnel Costs	$	42,694.00
B. Heat, Ventilation, Air Conditioning, and Other Environmental Control Equipment	$	
C. Computer-Aided Dispatch Systems	$	
D. Radio Console	$	
E. Console Furniture and Dispatcher Chairs	$	
F. Fire Alarm Receiving and Alerting Equipment Associated with Providing Enhanced 911 Service	$	
G. Other Equipment	$	
REGIONAL PSAPs and RECCs ONLY H. Public Safety Radio Systems	$	
REGIONAL SECONDARY PSAP ONLY I. PSAP Customer Premises Equipment Maintenance	$	
SUBTOTAL/ FY2027 ALLOCATION	**$**	42,694.00

APPENDIX B: Mobile Behavioral Health Crisis Response Services REVIEW FOR ELIGIBILITY & ENTER AMOUNT HERE	**$**	20,000.00

APPENDIX C: Credentialed TERT Team Member REVIEW FOR ELIGIBILITY & ENTER AMOUNT HERE	**$**	2,000.00

REGIONAL PSAPs and RECCs ONLY **APPENDIX D:** Up to 60% of one (1) Annual Maintenance Contract (not to exceed $314,000)	$	

GRAND TOTAL*	**$**	**64,694.00**

FY 2027 SUPPORT AND INCENTIVE GRANT

DETAIL NARRATIVE

Please make sure that every item listed in the above Budget Summary is listed in below narrative with a detailed description including category of item, price per unit, quantity, brand, model, and any other pertinent and available information. Please include any and all quotes to support the budget narrative. For personnel costs, please complete the Appendix A – Personnel Costs Form. Please use additional pages if needed.

A. Enhanced 911 Telecommunicator Personnel Costs – to defray the costs of salary for enhanced 911 telecommunicator personnel, including enhanced 911 telecommunicators who are emergency communications dispatchers or supervisors. In order to be eligible for such funding, a grantee shall show that the personnel costs to be reimbursed: (1) cover only personnel who are trained and certified as an enhanced 911 telecommunicator in accordance with the requirements of the State 911 Department, or are in the process of obtaining such certification, in accordance with the requirements of the State 911 Department; and (2) except as otherwise approved by the State 911 Department, are solely for hours in which such personnel are working in the capacity of an enhanced 911 telecommunicator as their primary job function; and (3) except as otherwise approved by the State 911 Department, are solely for hours in which such personnel are conducting quality control/quality assurance of 911 calls. Reimbursement may be allowed for straight time costs for on the job training for new telecommunicators who are in the process of obtaining certification as an enhanced 911 telecommunicator, in accordance with the requirements of the State 911 Department. Reimbursement for personnel costs related to training may be allowed only for training courses that have been approved by the State 911 Department under the Fiscal Year 2027 State 911 Department Training Grant, or with the prior written approval of the State 911 Department. Reimbursement for personnel costs for individuals who have other primary job duties not directly related to enhanced 911 service, such as firefighters or police officers who may occasionally be assigned PSAP enhanced 911 telecommunicator duty, may be allowed only for the documented hours in which the employee is acting primarily in the capacity of an enhanced 911 telecommunicator. For example, if a police officer or firefighter is assigned to work as an enhanced 911 telecommunicator 1 day a week, funding from these grants may only be used to cover the portion of such firefighter or police officer's salary for the 1 day a week that he or she is assigned to enhanced 911 telecommunicator duty. Funding awarded through these grants shall be assigned to specific identified personnel, and the funding shall be applied to the personnel costs associated with such specific identified personnel.

All wage reimbursements authorized under this Program shall be allocated by the grantee in adherence with applicable collective bargaining agreements. However, the State 911 Department is not bound by or required to adhere to grantee collective bargaining agreements when determining allocations or reimbursements.

■ Attach Appendix A – Personnel Costs Form

Total Category A | $ **42,694.00**

B. Heat, Ventilation, Air Conditioning and Other Environmental Control Equipment – to defray costs associated with the acquisition and maintenance of heat, ventilation and air-conditioning equipment and other environmental control equipment. Such funds may only be used to purchase, install, replace, maintain, operate, and/or upgrade such equipment used in the physical space used for the provision of enhanced 911 service.

B. Heat, Ventilation, Air Conditioning and Other Environmental Control Equipment

Description:

Vendor:

☐ Attach Quote and mark with letter B

Total Category B | $

FY 2027 SUPPORT AND INCENTIVE GRANT

Appendix B: Mobile Behavioral Health Crisis Response Services

In addition to the allocation amount noted in the Appendix A of the grant guidelines, Primary PSAPs, Regional Secondary PSAPs, Regional PSAPs, and Regional Emergency Communications Centers that **dispatch** mobile behavioral health crisis response services shall receive additional Support Grant funding to be **used for allowable expenses under this grant program** as follows:

2024 911 Call Volume	Funding Amount
0 - 2,999	$15,000
3,000 – 3,999	$20,000
4,000 – 4,999	$25,000
5,000 – 9,999	$35,000
10,000 – 19,999	$45,000
20,000 – 39,999	$60,000
40,000 – 59,999	$80,000
60,000 – 99,999	$100,000
100,000 or more	$125,000

The calendar year 2025 call volume is available on our website at www.mass.gov/e911.

The following information is required:

1. Grantee's requesting this additional funding **must** include a copy of its **Call Center's policy/procedure** detailing the **dispatching** of mobile behavioral health crisis response services that clearly explains how the certified telecommunicator dispatches the Behavioral Health Clinician.
   Please note the Call Center's policy/procedure is a requirement for all requesting this funding.
   {NOT THE POLICE DEPARTMENT'S POLICY ON MENTAL HEALTH}

2. Who are you partnered with for the provision of providing the mobile behavioral health crisis response services?

   Community Impact- Milford, MA

3. In the section below, enter the amount(s) in the funding category(ies) **[A – G]** where the additional mobile behavioral health crisis response service funds are to be added. **Please note this appendix, and the Budget Summary page are where you identify the additional funding, DO NOT add these funds to the funding category(ies) in the budget narrative.**

Funding Category	Amount
A: Personnel Costs	$ 20,000.00
B: Heat, Ventilation, Air Conditioning	$
C: Computer-aided Dispatch Systems	$
D: Radio Consoles	$
E: Console Furniture & Dispatch Chairs	$
F: Fire Alarm Receiving & Alerting	$
G: Other Equipment	$
TOTAL	**$ 20,000.00**

If requesting funds in Category B – G, you must provide the vendor quote(s) AND the detailed description including quantity and the use and location of the requested item(s) below. Please use additional page(s) if needed.

Description:

Medway Public Safety Communications		
	Policy and Procedure	Mobile Behavioral Health Crisis Response
	Effective Date	5/14/2023
	Revision Date	
	Number of Pages	
	Issuing Authority	Hannah C. Stevens

1. Purpose

1.1 The purpose of this policy is to establish guidelines for activating the Mobile Behavioral Health Crisis Unit.

2. Persons Affected

2.1 All operations personnel

3. Policy

3.1 It is the policy of the Medway Public Safety Communications Center to ensure that the Mobile Behavioral Health Crisis Response Unit is activated when requested by the patrol officers on scene of the incident.

4. Responsibilities

4.1 The Director or his/her designee is responsible for ensuring compliance of this policy.

4.2 The Director is responsible for ensuring that all policies and procedures outlined in this policy are carried out by operational personnel.

4.3 All public safety telecommunicators will be responsible for following guidelines and procedures established in this policy.

4.4 All operations personnel shall be certified telecommunicators and maintain certification throughout their tenure at the Medway Public Safety Communications Department.

5. Definitions

5.1 Behavioral Health: refers to mental health and substance use disorders, life stressors and crises, and stress-related physical symptoms. It refers to the prevention, diagnosis and treatment of those conditions.

5.2 Psychiatric Emergency Services (PES): Operated by Community Impact, they are the mobile 24/7 mental health crisis team that the Medway Police Department has partnered with to cover any behavioral health emergencies.

6. Procedure

6.1 At the request of the responding officers to a behavioral health emergency, Community Impact will be called and asked to either respond to the scene or speak to the responding officer on the phone.

6.2 The dispatcher will not call Community Impact unless instructed to do so by the responding police officers.

6.3 The types of calls that a response from Community Impact would be necessary are:

- Substance Use Calls
- Suicidal Individuals (Section 12)
- Sudden deaths

6.4 Community Impact can either be called directly by the officer on scene of through the Telecommunicator on duty.

FY 2027 SUPPORT AND INCENTIVE GRANT

PSAPs with Active Credentialed TERT Team Members ONLY

Appendix C – Credentialed TERT Team Members

At time of application, PSAPs that have an <u>active</u> Credentialed TERT Team Member(s) are eligible for additional funding.

Primary PSAPs, Regional Secondary PSAPs, Regional PSAPs, and Regional Emergency Communications Centers shall receive an additional allocation of two thousand dollars ($2,000) per credentialed TERT member. Applicants that have more than one (1) active TERT member on staff may request an additional $2,000 for each TERT member.

PLEASE NOTE: This incentive is intended to cover costs associated with TERT deployments, including a mock deployment. PSAPs/RECCs may elect to use this funding for any of the cost categories noted below. Documentation of said deployments is not required by the PSAP/RECC. There shall be no additional funding available for deployments, unless otherwise approved in writing by the State 911 Department.

Name of Credentialed TERT Team Member(s):

1. Gary Grenier _____ 5. _____
2. _____ 6. _____
3. _____ 7. _____
4. _____ 8. _____

■ **Attached TERT Member's Credentialed Letter(s)**

In the section below, enter the amount in the funding category **[A – G]** and attach quotes, if applicable. **Please note this appendix, and the Budget Summary page are where you identify the additional funding, DO NOT add these funds to the funding category in the budget narrative.**

Funding Category	Amount
A: Personnel Costs	$ 2,000.00
B: Heat, Ventilation, Air Conditioning	$
C: Computer-aided Dispatch Systems	$
D: Radio Consoles	$
E: Console Furniture & Dispatch Chairs	$
F: Fire Alarm Receiving & Alerting	$
G: Other Equipment	$

The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
One Ashburton Place, Room 2133
Boston, Massachusetts 02108
Tel: (617) 727-7775
TTY Tel: (617) 727-6618
Fax: (617) 727-4764
www.mass.gov/eopss

MAURA T. HEALY
Governor

KIMBERLY DRISCOLL
Lt. Governor

TERRENCE M. REIDY
Secretary

September 26, 2025

Gary P. Grenier, Telecommunicator
Medway Police Dept.
Medway, MA.

You have met all the necessary training and continuing education requirements for the position of TERT in the MA COMU.

Effective **September 26, 2025**, you are hereby re-credentialed as part of the MA COMU for the above listed position, pursuant to the current MA COMU Governance Policy approved by the Executive Office of Public Safety and Security. You are subject to all aspects and requirements of that governance.

Thank you for your service, and your willingness to participate as part of this team.

Sincerely,

Richard H. Fiske, III
Director of Public Safety Communications and Interoperability
Massachusetts Statewide Interoperability Coordinator

cc: MA COMU file
Katrina Shamshak, MA TERT Coordinator

State 911 Department Support & Incentive Grant FY2027

Address & Parcel Mapping Update Status

Revised 8/26/2026

PSAP	ADDRESS COMPLIANCE	PARCEL COMPLIANCE
ACTON POLICE DEPARTMENT	YES	YES
ACUSHNET POLICE DEPARTMENT	YES	YES
AGAWAM POLICE DEPARTMENT	YES	YES
AMHERST COMMUNICATIONS	YES	YES
ANDOVER POLICE DEPARTMENT	YES	YES
ARLINGTON POLICE DEPARTMENT	YES	YES
ASHBURNHAM POLICE DEPARTMENT	NO	YES
ASHLAND POLICE DEPARTMENT	YES	NO
ATHOL POLICE DEPARTMENT	YES	YES
ATTLEBORO POLICE DEPARTMENT	YES	YES
AUBURN POLICE DEPARTMENT	YES	YES
AYER SHIRLEY REGIONAL EMERGENCY COMMUNICATIONS CENTER	YES	YES
BARNSTABLE COUNTY SHERIFF'S OFFICE	YES	NO
BARNSTABLE POLICE DEPARTMENT	YES	YES
BEDFORD POLICE DEPARTMENT	YES	YES
BELLINGHAM POLICE DEPARTMENT	YES	YES
BELMONT POLICE DEPARTMENT	YES	PRELIM
BERKLEY POLICE DEPARTMENT	YES	YES
BERKSHIRE COUNTY SHERIFF'S OFFICE	PRELIM	PRELIM
BEVERLY POLICE DEPARTMENT	YES	YES
BILLERICA POLICE DEPARTMENT	YES	YES
BLACKSTONE POLICE DEPARTMENT	YES	YES
BOSTON POLICE DEPARTMENT	YES	PRELIM
BOURNE POLICE DEPARTMENT	YES	NO
BOYLSTON POLICE DEPARTMENT	YES	YES
BRAINTREE POLICE DEPARTMENT	YES	YES
BRIDGEWATER POLICE DEPARTMENT	YES	YES
BROCKTON POLICE DEPARTMENT	YES	YES
BROOKLINE POLICE DEPARTMENT	YES	YES
BURLINGTON POLICE DEPARTMENT	YES	YES
CAMBRIDGE COMMUNICATIONS	YES	YES
CANTON POLICE DEPARTMENT	YES	YES
CARLISLE POLICE DEPARTMENT	YES	YES
CARVER POLICE DEPARTMENT	YES	YES
CENTRAL MASSACHUSETTS REGIONAL 911 DISTRICT	NO	YES
CHARLTON POLICE DEPARTMENT	YES	YES
CHELMSFORD POLICE DEPARTMENT	YES	YES
CHELSEA EMERGENCY COMMUNICATIONS	YES	NO
CLINTON POLICE DEPARTMENT	YES	YES
CONCORD POLICE DEPARTMENT	YES	YES
DALTON COMMUNICATIONS CENTER	YES	YES
DANVERS POLICE DEPARTMENT	YES	YES
DARTMOUTH POLICE DEPARTMENT	YES	YES
DEDHAM POLICE DEPARTMENT	YES	YES
DENNIS POLICE DEPARTMENT	YES	NO
DIGHTON POLICE DEPARTMENT	YES	YES
DOUGLAS POLICE DEPARTMENT	YES	YES
DOVER POLICE DEPARTMENT	YES	YES

DUKES COUNTY SHERIFF'S OFFICE	NO	YES
EASTHAMPTON POLICE DEPARTMENT	YES	YES
EVERETT COMMUNICATIONS CENTER	YES	NO
FALL RIVER POLICE DEPARTMENT	YES	YES
FITCHBURG POLICE DEPARTMENT	YES	YES
FRAMINGHAM POLICE DEPARTMENT	YES	YES
FREETOWN POLICE DEPARTMENT	YES	YES
GARDNER POLICE DEPARTMENT	YES	YES
GEORGETOWN POLICE DEPARTMENT	YES	YES
GLOUCESTER POLICE DEPARTMENT	YES	YES
GRAFTON POLICE DEPARTMENT	YES	YES
GRANBY POLICE DEPARTMENT	YES	YES
GREAT BARRINGTON POLICE DEPARTMENT	YES	YES
GREENFIELD POLICE DEPARTMENT	YES	YES
HADLEY POLICE DEPARTMENT	YES	YES
HANSCOM AIR FORCE BASE		
HAVERHILL POLICE DEPARTMENT	YES	YES
HOLYOKE POLICE DEPARTMENT	YES	YES
HOPKINTON POLICE DEPARTMENT	YES	YES
IPSWICH POLICE DEPARTMENT	YES	YES
KINGSTON POLICE DEPARTMENT	YES	YES
LAKEVILLE POLICE DEPARTMENT	NO	YES
LAWRENCE POLICE DEPARTMENT	YES	YES
LEOMINSTER POLICE DEPARTMENT	YES	YES
LEXINGTON POLICE DEPARTMENT	YES	YES
LINCOLN POLICE DEPARTMENT	YES	YES
LITTLETON POLICE DEPARTMENT	YES	YES
LOWELL POLICE DEPARTMENT	YES	YES
LUDLOW POLICE DEPARTMENT	YES	YES
LYNN POLICE DEPARTMENT	YES	YES
LYNNFIELD POLICE DEPARTMENT	YES	YES
MALDEN POLICE DEPARTMENT	YES	YES
MARBLEHEAD POLICE DEPARTMENT	YES	YES
MARION POLICE DEPARTMENT	YES	YES
MARLBOROUGH POLICE DEPARTMENT	YES	YES
MARSHFIELD POLICE DEPARTMENT	YES	YES
MASSACHUSETTS STATE POLICE (NEW BRAINTREE)	PRELIM	YES
MASSACHUSETTS STATE POLICE (NORTHAMPTON)	PRELIM	PRELIM
MASSACHUSETTS STATE POLICE (SHELBURNE FALLS)	PRELIM	PRELIM
MATTAPOISETT POLICE DEPARTMENT	YES	YES
MAYNARD POLICE DEPARTMENT	YES	YES
MEDFIELD POLICE DEPARTMENT	YES	YES
MEDFORD POLICE DEPARTMENT	YES	YES
MEDWAY POLICE DEPARTMENT	PRELIM	YES
MELROSE POLICE DEPARTMENT	YES	YES
MERRIMAC POLICE DEPARTMENT	YES	YES
METACOMET EMERGENCY COMMUNICATIONS CENTER	YES	YES
METHUEN POLICE DEPARTMENT	YES	YES
METRO NORTH REGIONAL EMERGENCY COMMUNICATIONS CENTER	YES	YES
MIDDLEBOROUGH POLICE DEPARTMENT	YES	YES
MILFORD POLICE DEPARTMENT	YES	YES
MILLBURY POLICE DEPARTMENT	YES	YES
MILLIS POLICE DEPARTMENT	YES	YES
MILTON POLICE DEPARTMENT	YES	YES

Commonwealth of Massachusetts
CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

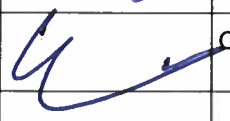
Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company (must match Form W-9 tax classification)

Contractor Legal Name	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number or Social Security Number)
Medway Public Safety Communications	

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

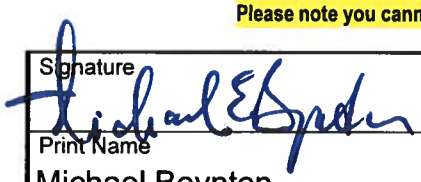
There are three types of electronic signatures that will be accepted on this form: 1) Traditional "wet signature" (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign. Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address
Hannah Stevens		Director	508-533-3212	hstevens@medwaypolice.com
William Kingsbury		Chief of Police	508-533-3212	wkingsbury@medwaypolice.com

Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

I certify that I am a responsible authorized officer of the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Please note you cannot self-certify your own signature as a single signer listed above.

Signature	Date
	8/20/2026
Print Name Michael Boynton	Phone Number 508-533-3200
Title Town Manager	Email Address mboynton@medwayma.gov

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

TOWN OF MEDWAY
NOTICE OF GRANT AWARD

DEPARTMENT: Police & Fire Communications DATE: 10/7/2026

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Director Hannah Stevens

NAME OF GRANT: 911 Support & Incentive Grant

GRANTOR: State 911 Department

GRANT AMOUNT: $64,694

GRANT PERIOD: October 1, 2026 through June 30, 2027

SCOPE OF GRANT/ ITEMS FUNDED: Funding for 911 Dispatch Personell & Training

IS A POSITION BEING CREATED: No

IF YES: CAN FRINGE BENEFITS BE PAID FROM GRANT? _____

ARE MATCHING TOWN FUNDS REQUIRED? No

IF MATCHING IS NON-MONETARY (MAN HOURS, ETC.) PLEASE SPECIFY:

IF MATCHING IS MONETARY PLEASE GIVE ACCOUNT NUMBER AND DESCRIPTION OF TOWN FUNDS TO BE USED:

ANY OTHER EXPOSURE TO TOWN?

No

SELECT BOARD:

ACTION DATE _____

DEPARTMENT HEAD MUST SUBMIT THIS FORM AND A COPY OF THE GRANT APPROVAL TO THE TOWN MANAGER'S OFFICE FOR APPROVAL BY THE SB TO EXPEND THE FUNDS RECEIVED FOR THE PURPOSE OF THE GRANT ***MGL 44 S53A***

ONCE APPROVED - ORIGINAL TO TOWN ACCOUNTANT

GRANT SCOPE OF WORK BETWEEN THE
COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION ("MassDEP")
AND THE Town of Medway ("Grantee")

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the Town of Medway ("Grantee") a Sustainable Materials Recovery Program Grant ("Grant") under the Recycling Dividends Program ("RDP"). The Municipality has earned a payment of $7,800. MassDEP and Grantee shall collectively be referred to as the Parties.

The RDP provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling, and waste reduction. Municipalities receive payments according to the number of points their program earns based on the 2026 Grant Details: Recycling Dividends Program document and number of residential households served as described below. The RDP provides an incentive for municipalities to improve their recycling programs by implementing best practices and reward communities with model recycling and waste reduction programs.

DURATION OF THE GRANT:
The term of this Scope of Work shall be in effect until the municipality has expended all RDP funds and reported to MassDEP on use of funds. Invoicing and reporting deadlines are described below.

RESPONSIBILITIES OF GRANTEE:
1. Authority: The signatory of this Scope of Work is authorized by the governing body of Grantee to enter into this Grant Scope of Work on behalf of Grantee and accept and utilize this Grant.

2. Commonwealth Terms and Conditions: Grantee shall comply with the Commonwealth Terms and Conditions and other requirements set forth in Grantee's executed Master Agreement.

3. Failure to Comply: If, in the judgment of MassDEP, Grantee fails to comply with any of its responsibilities as identified in the Grant Scope of Work, then, at the election of MassDEP, (a) Grantee may be deemed ineligible to participate for what time remains of the Grant period; and/or (b) title to all Grant materials purchased with these Grant funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find Grantee not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years; and/or (d) Grantee shall repay the Grant funds to MassDEP within 90 days. MassDEP may provide written notice to Grantee of any such failure to comply. Such notice may provide a time period and manner for Grantee to cease or remedy the failure. Such notice from MassDEP of any such failure by Grantee is not a precondition to MassDEP's right to select options (a), (b), (c) and/or (d) above. Grantee shall follow the instructions of MassDEP regarding possession of the Grant materials (e.g., collection container). The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, Grantee shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.

4. Recycling in Practice: Grantee has established paper, bottles, and cans recycling in all municipal buildings, offices and meeting spaces, including schools. Grantee shall continue such paper, bottles, and cans recycling during the term of the Grant.

5. Environmentally Preferable Products (EPP) Procurement Policy: Grantee has adopted a Sustainable Purchasing or EPP Procurement Policy. The Policy is either bylaw or ordinance enacted by the decision-making entity of the municipality and includes a commitment to purchasing products and services offered through the Operational Services Department (OSD)'s Environmentally Preferable Products and Services Program; reducing waste by prioritizing reuse and donation of goods and equipment, and purchasing products that are durable, reusable and refillable; and adherence to Federal Comprehensive Procurement Guidelines, or other established criteria, for minimal accepted recycled content levels when purchasing office supplies.

6. RDP Payment Calculation: MassDEP has calculated the RDP Payment using the table below which shows payment brackets based on the number of households served by the municipal solid waste program and the point value for each bracket. See the 2026 Grant Details: Recycling Dividends Program document.

# of Households that Receive Trash Service Provided by the Municipality	Point Value - Basic Level 1-9 pts.	Point Value - Advanced Level ≥ 10 pts. & RDP EJ Populations
0 - 4,999	$420	$600
5,000 - 7,499	$770	$1,100
7,500 - 9,499	$910	$1,300
9,500 - 12,499	$1,260	$1,800
12,500 - 16,999	$2,100	$3,000
17,000 - 24,999	$2,450	$3,500
25,000 - 31,999	$2,800	$4,000
32,000 - 99,999	$4,550	$6,500
100,000 +	$7,000	$10,000

7. Program Criteria: The Grantee, through its RDP application, certifies that all points earned are for programs that were in place between July 1, 2025 and June 30, 2026 and that these programs fully meet the performance standard set forth in the 2026 Grant Details: Recycling Dividends Program document.

8. Use of Funds: RDP Payments shall be expended on activities and programs listed on MassDEP's Approved Spending Categories for RDP & Small-Scale Initiatives Funds, to enhance the performance of the Municipality's waste reduction programs. **Use of a dedicated account is required**. Funds may be carried over to future years and accumulated to fund a larger eligible expense or project. Planned use of funds shall be noted on the annual RDP Spending Report. However, MassDEP may delay, modify, or deny future RDP payments if municipality is not expending funds.

9. Recordkeeping: The Municipality shall be responsible for keeping documentation (i.e., proof of purchase in the form of an invoice which lists the vendor's name and address, item purchased, item price, number of items purchased and shipping costs if any) by calendar year, of how RDP funds were expended and the remaining balance of RDP funds. MassDEP may conduct record audits to ensure compliance.

10. Reporting: The Grantee shall file an annual Recycling and Solid Waste survey and the RDP Spending Report by February 15, via ReTRAC, for the duration of this Grant. Failure to comply with these reporting requirements may jeopardize future grant awards.

11. Environmental Compliance: Grantee understands receipt of a grant from MassDEP does not in any way imply that Grantee is in compliance with applicable environmental regulations. This Grant Scope of Work

shall not be construed as, nor operate as, relieving Grantee or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. Grantee's facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.

12. Addendums: Should MassDEP award additional Grant funds, an addendum to the Grant Scope of Work shall be provided to Grantee. The same terms and conditions apply to the addendum.

13. RDP Award Calculation: The Grantees payment has been calculated as the Net RDP points earned multiplied by Value of each point (identified in Section 6 above).

RDP Category	RDP Points Earned as Verified by MassDEP
Bulky Items Collection	**0**
Center for Hard to Recycle Materials (Charm)	**2**
Curbside Recycling Regulations	**2**
Diversity, Equity, and Inclusion	**1**
Household Hazardous Waste (HHW)	**1**
Organics / Food Waste	**1**
Recycle Center Access	**0**
Reuse Programs	**1**
Solid Waste Reduction	**5**
Waste Prevention Outreach and Education	**0**
Total RDP Points Earned	**13**
Point Deducted Due to Late Submission of Minimum Eligibility Requirements	**0**
Net RDP Points	**13**
Value of Each Point	**$ 600**
RDP Payment Amount	**$7,800**

IN WITNESS WHEREOF, MassDEP and Grantee hereby execute this Grant Scope of Work.

COMMONWEALTH OF MASSACHUSETTS

_____ _____

John Fischer, Deputy Division Director, Solid Waste (Date)
Department of Environmental Protection

Town of Medway
Municipal Official(s) Authorized to sign: **Town Manager,DPW Director, DPW Deputy Director, Accountant, Treasurer**
VC6000191877

_____ _____

(Signature) (Date)

_____ _____

(Print Name) (Title)

Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs

Department of Environmental Protection

Address: 100 Cambridge Street, Suite 900, Boston MA 02114 | **Phone**: 617-292-5500

Maura T. Healey, Governor
Kim Driscoll, Lieutenant Governor
Rebecca Tepper, Secretary
Bonnie Heiple, Commissioner

Michael E. Boynton
Town Manager
155 Village Street
Medway, MA 02053

October 14, 2026

Dear Mr. Boynton:

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the Town of Medway Recycling Dividends Program funds under the Sustainable Materials Recovery Program. The Town of Medway has earned 13 points and will receive $7,800.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. This year, we are awarding more than $5.15 million in SMRP funding to 282 municipalities and regional groups.

Recycling programs play a vital role in limiting our dependence on landfills and incinerators, reducing greenhouse gas emissions, and supporting economic activity in the Commonwealth. SMRP funds foster investment in local programs including recycling equipment, organics diversion, outreach and education, pilot programs, school recycling, toxics reduction, and more. Please refer to the RDP & Small-Scale Approved Spending Categories for more information. MassDEP has invested in developing nationally recognized tools to assist municipalities with reducing recycling contamination and improving public awareness of smart recycling practices. We encourage you to utilize the Recycle Smart MA website and its resources, and to consult with your MassDEP Municipal Assistance Coordinator for assistance in implementing these best practices.

To accept your grant award, please sign and return the attached RDP Contract via email before **January 15, 2027**. After we receive your signed RDP contract, funds will be sent to your community.

Should you have any questions, please email Rachel Smith at Rachel.Smith@mass.gov. Thank you for your continued commitment to recycling and waste reduction in Massachusetts.

Sincerely,

Bonnie Heiple, Commissioner

TOWN OF MEDWAY
NOTICE OF GRANT AWARD

DEPARTMENT: Department of Public Works DATE: 15-Oct-26

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Peter Pelletier

NAME OF GRANT: Recycling Dividends Program

GRANTOR: MassDEP

GRANT AMOUNT: $7,800

GRANT PERIOD: n/a

SCOPE OF GRANT/ ITEMS FUNDED: This grant funds the annual Curbside Chronicle mailing and helps offset costs at the Recycling Center. We are also coordinating with the Medway Public Library to purchase some items for their "Library of Things."

IS A POSITION BEING CREATED: No.

IF YES: CAN FRINGE BENEFITS BE PAID FROM GRANT? _____

ARE MATCHING TOWN FUNDS REQUIRED? No.

IF MATCHING IS NON-MONETARY (MAN HOURS, ETC.) PLEASE SPECIFY:

IF MATCHING IS MONETARY PLEASE GIVE ACCOUNT NUMBER AND DESCRIPTION OF TOWN FUNDS TO BE USED:

ANY OTHER EXPOSURE TO TOWN?

No.

SELECT BOARD:

ACTION DATE _____

DEPARTMENT HEAD MUST SUBMIT THIS FORM AND A COPY OF THE GRANT APPROVAL TO THE TOWN MANAGER'S OFFICE FOR APPROVAL BY THE SB TO EXPEND THE FUNDS RECEIVED FOR THE PURPOSE OF THE GRANT *MGL 44 S53A*

ONCE APPROVED - ORIGINAL TO TOWN ACCOUNTANT

TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF PUBLIC WORKS

Medway DPW Office
45B Holliston Street
Medway, MA 02053
Phone (508) 533-3275
dpw@townofmedway.org

DPW Director
Peter Pelletier

DPW Deputy Director
Nolan Lynch

MEMORANDUM

To: Select Board

From: Nolan Lynch, Deputy Director | Department of Public Works

Date: October 19th, 2026

RE: Grant Acceptance – MIIA FLEX Grant for Choate Park Surfacing Repairs

---

The Department of Public Works respectfully requests the Select Board's approval to accept and expend the FY27 MIIA Rewards FLEX Grant in the amount of **$13,515** to support safety surfacing repairs at Choate Park.

As outlined in the submitted application, FLEX Grant funds will be used to remove, dispose of, and replace the top surface layer of the PlayBound Poured-in-Place rubber surfacing surrounding the Global Motion play structure (7.5-foot radius, 1-inch top course). These repairs will address worn and deteriorated surfacing conditions and restore compliance with playground safety standards. Work will be completed by a qualified vendor in accordance with local and state procurement requirements.

DPW respectfully requests a Select Board vote to accept and expend these funds pursuant to MGL c.44 §53A.

MIIA Nonprofit Locally based Member driven
Serving Massachusetts communities since 1982

MIIA Flex Grant Program Application
Fiscal Year 2027 (7/1/26 - 6/30/27)

The MIIA Risk Management Flex Grant is available to members who participate in the MIIA Rewards Program. Members earn credits for proactive risk management activities, which can then be applied in the following fiscal year. For FY26, rewards credits can be used for a FY27 Flex Grant, to pay FY27 premium, or held on account.

Members may request only ONE Rewards Flex Grant per fiscal year.
(Please note: the 1% Special Rewards Credit cannot be applied as a Flex Grant).

Eligible items for consideration under the MIIA Flex Grant:

- Building Inventory Assessment and Work Order Systems: capital planning, asset management, work order management and inventory control
- Building Maintenance: HVAC maintenance, mechanical failure/ water connection, maintenance and replacement, pipe and sprinkler freeze protection and sensor program implementation, etc.
- Building Vulnerability Testing: roof insulation and overall building envelope conditions
- Cyber Risk Protection: assessments, backup systems, multi-factor authentication, endpoint or managed detection and response, training and governance
- Diversity, Equity and Inclusion: programs and training
- Equipment: generators, automatic external defibrillators, two-way radios, GPS, tablets, street signs, etc.
- Ergonomic Equipment: desks, chairs, monitor stands, etc.
- Personal Protective Equipment: turnout gear, chaps, eye protection, gloves, hard hats, rain gear, etc.
- Program Policy Development: pavement management program, Mass Lead Containment Control Plan, Behavioral Safety De-escalation Plan, and Discrimination Prevention Plan
- Remediation/Removal: asbestos, lead, mold, underground tanks, floor drains, hazardous waste
- Repairs: roofs, gutters, walkways, stairs, lighting, playground equipment and replacement of safety surfacing
- Services: tree pruning/removal, catch basin cleaning, sewer video/cleaning, parking lot paving, sidewalk repairs
- Training: safety, liability, management and technical training
- Video Cameras: installation/expansion of video observation cameras and recurring security monitoring fees, body cameras and dash cameras

MIIA Rewards Grant Designation

Total earned FY26 MIIA Rewards credit	**$**	13,515
Amount eligible for FY27 MIIA Rewards Flex Grant	**$**	13,515

(Amount eligible for MIIA Rewards Flex Grant up to 100% of Rewards credit - excluding the New 1% Incentive Reward.)

Amount to be applied for FY27 MIIA Flex Grant	**$**	13,515

MIIA Member	Medway	**Contact**	Nolan Lynch
Job Title	Deputy Director	**Department**	DPW
Phone	5085333275	**Email**	nlynch@medwayma.gov

Purpose and Description of Grant: Summarize what you plan to do, who will do it, and when it will be done.

Rubber surfacing repair around play structure
PlayBound Poured-in-Place: Removal, disposal, and replacement of top surface (7.5 foot radius circle around Global Motion), Thickness: 1 inch top surface

Grant Amount: $ 13,515 **Submit formal vendor estimate covering cost per item/training/consultation**

If approved a check will be processed and sent to the attention of the grant contact person listed on the application. The funds should be handled in accordance with your municipality's grant handling process.

Chief Executive Officer and Chief Procurement Officer must sign the grant application attesting to the above. By signing and submitting this application, I (we) attest that all applicable state and local purchasing regulations and guidelines have been followed.

By signing and submitting this application, I (we) attest that all applicable state and local purchasing regulations and guidelines have been followed.



Chief Executive Officer Signature

Allison Potter - 9/9/2026



Chief Procurement Officer Signature

Allison Potter - 9/9/2026

TOWN OF MEDWAY
NOTICE OF GRANT AWARD

DEPARTMENT: DPW DATE: 10/19/2026

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Nolan Lynch

NAME OF GRANT: MIIA Flex Grant Program

GRANTOR: Massachusetts Interlocal Insurance Association

GRANT AMOUNT: $13,515

GRANT PERIOD: 10/2/26-6/30/27

SCOPE OF GRANT/ ITEMS FUNDED: Repairs to Choate Park playground surfacing

IS A POSITION BEING CREATED: NO

IF YES: CAN FRINGE BENEFITS BE PAID FROM GRANT? _____

ARE MATCHING TOWN FUNDS REQUIRED? _____

IF MATCHING IS NON-MONETARY (MAN HOURS, ETC.) PLEASE SPECIFY:

IF MATCHING IS MONETARY PLEASE GIVE ACCOUNT NUMBER AND DESCRIPTION OF TOWN FUNDS TO BE USED:

ANY OTHER EXPOSURE TO TOWN?

Operating Parks budget and Parks and Recreation

SELECT BOARD:

ACTION DATE _____

DEPARTMENT HEAD MUST SUBMIT THIS FORM AND A COPY OF THE GRANT APPROVAL TO THE TOWN MANAGER'S OFFICE FOR APPROVAL BY THE SB TO EXPEND THE FUNDS RECEIVED FOR THE PURPOSE OF THE GRANT ***MGL 44 S53A***

ONCE APPROVED - ORIGINAL TO TOWN ACCOUNTANT

TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF PUBLIC WORKS

Medway DPW Office
45B Holliston Street
Medway, MA 02053
Phone (508) 533-3275
dpw@townofmedway.org

DPW Director
Peter Pelletier

DPW Deputy Director
Nolan Lynch

MEMORANDUM

To: Select Board

From: Nolan Lynch, Deputy Director | Department of Public Works

Date: October 19th, 2026

RE: Grant Acceptance – MIIA Rewards Grant (Various DPW Safety & Compliance Improvements)

The Department of Public Works respectfully requests the Select Board's approval to accept and expend the FY27 MIIA Rewards Grant totaling $9,399.80 to support multiple safety, operational, and regulatory compliance initiatives across DPW divisions.

MIIA has awarded funding for the following approved purposes:

• **Certified Playground Safety Inspector (CPSI) Certification – $575.00**
Supports staff training and examination to ensure continued compliance with playground safety standards.

• **Safety Equipment – $1,934.90**
Includes manual handling tools, gas meters, detectors, and related equipment to protect Water, Sewer, and Highway personnel during excavations and confined-space operations.

• **Work Zone Safety Equipment – $4,190.00**
Funds traffic control devices, including cone-mounted signs, roll-up signs, stands, and ADA tiles used for accessibility ramp improvements. These items enhance operational safety and public visibility during roadway and sidewalk work.

• **Vehicular Intrusion Protection – $2,699.90**
Supports procurement of FHWA-approved temporary traffic control measures designed to protect municipal assets and staff from vehicular hazards.

These items directly strengthen DPW's safety program, field readiness, and compliance with state and federal standards.

DPW respectfully requests a Select Board vote to accept and expend these funds pursuant to MGL c.44 §53A.

MIIA
Nonprofit
Locally based
Member driven
Serving Massachusetts communities since 1982

MIIA Grant Statement

Medway

Grand Total:	**$9,399.80**	**$9,399.80**

Grant ID	Department	Category	Purpose	Status	Requested Amt	Awarded Amt
RM 66	DPW	Certified Playground Safety Inspector (CPSI) certification	Attend preparation class and take examination for CPSI certification	Yes	**$575.00**	**$575.00**
RM 66	DPW	Safety equipment: manual material handling devices (carts, dollies), hot sticks, hydraulic lift gates, manhole cover lifts, multi-gas meters, personal voltage detector, etc.	multi gas detector for water/sewer/highway department for excavations and confined spaces	Yes	**$1,934.90**	**$1,934.90**
RM 66	DPW	*†□ Work zone safety: trailer, cones, measuring wheel, signs, sign stands (does not include message boards) This option may be submitted every three years.	traffic cone signs, roll up signs and stands for warning devices. ADA tiles for accessibility ramp improvements	Yes	**$4,190.00**	**$4,190.00**
RM 66	DPW	Purchase barriers to protect municipal assets and persons from vehicular intrusion: jersey barriers, bollards, etc. (subject to 5k limit)	fast folding FHWA approved MUTCD compliant temporary traffic control measures	Yes	**$2,699.90**	**$2,699.90**

TOWN OF MEDWAY
NOTICE OF GRANT AWARD

DEPARTMENT: DPW DATE: 10/19/2026

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Nolan Lynch

NAME OF GRANT: MIIA Rewards Grant Program

GRANTOR: Massachusetts Interlocal Insurance Association

GRANT AMOUNT: $9,399.80

GRANT PERIOD: 10/2/26-11/29/26

SCOPE OF GRANT/ ITEMS FUNDED: DPW safety and Compliance Improvements

IS A POSITION BEING CREATED: NO

IF YES: CAN FRINGE BENEFITS BE PAID FROM GRANT? _____

ARE MATCHING TOWN FUNDS REQUIRED? _____

IF MATCHING IS NON-MONETARY (MAN HOURS, ETC.) PLEASE SPECIFY:

IF MATCHING IS MONETARY PLEASE GIVE ACCOUNT NUMBER AND DESCRIPTION OF TOWN FUNDS TO BE USED:

ANY OTHER EXPOSURE TO TOWN?

SELECT BOARD:

ACTION DATE _____

DEPARTMENT HEAD MUST SUBMIT THIS FORM AND A COPY OF THE GRANT APPROVAL TO THE TOWN MANAGER'S OFFICE FOR APPROVAL BY THE SB TO EXPEND THE FUNDS RECEIVED FOR THE PURPOSE OF THE GRANT *MGL 44 S53A*

ONCE APPROVED - ORIGINAL TO TOWN ACCOUNTANT

AGENDA ITEM #5

Discussion:
Shady Oaks Cleanup Status Update

Associated backup materials are attached:

- *Memo from Nolan Lynch and cleanup budget forecast*

TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF PUBLIC WORKS

Medway DPW Office
45B Holliston Street
Medway, MA 02053
Phone (508) 533-3275
dpw@townofmedway.org

DPW Director
Peter Pelletier

DPW Deputy Director
Nolan Lynch

MEMORANDUM

To: Medway Select Board
From: Nolan Lynch, DPW Deputy Director
Date: October 19th, 2026
Subject: Shady Oaks Cleanup Status Update

This memorandum provides a narrative update on the progress of cleanup and demolition preparation activities at the Shady Oaks property. Over the past several weeks, significant steps have been taken to advance the project toward demolition bidding and eventual site restoration.

All scrap metal that had been scattered throughout the property has now been removed, and the fence line along both 33 and 38 Winthrop Street has been fully cleaned up. In addition, DPW obtained pricing for repairs to the existing PVC fencing; however, this work will remain on hold until demolition and final site cleanup costs are confirmed to ensure that funds are allocated appropriately.

The demolition documents have been completed, allowing the Town to move forward with the formal procurement process. A bid opening has been scheduled for November 19th, with the intention of presenting the recommended contract award to the Select Board for approval at their December 7th meeting. Following the award, the contractor will be required to develop and submit a non-traditional work plan, which is expected to include bulk demolition of several structures. Once this plan is approved, the contractor will have sixty days to complete all demolition and site cleanup tasks, though the work is not anticipated to require the full timeframe.

After the demolition phase is complete, DPW staff will assess the property to identify any remaining debris and determine the most cost-effective approach to removing it using the funds still available. At that stage, fence restoration and any other outstanding improvements may move forward.

The DPW is also continuing efforts to identify qualified parties to remove the stockpiled materials on the rear parcel of 25 Winthrop Street.

Category	Amount ($)	Notes / Description
Total Budget	**770,000.00**	Approved project funding ceiling
Year-to-Date (YTD) Expenditures	**58,072**	costs incurred to date
Encumbrances (Committed Funds)	**65,000**	Contracts and purchase orders in place but not yet paid
Total Obligated to Date	**123,072**	Total of spent and committed funds
Remaining Available Balance (Current)	**770,000.00**	Per financial report
Metal cleanup of site	**10,000**	Scrap metal removal
Temp fence	**5,547**	Site security around unsafe structures
Fence line clean up	**10,000**	Tree/overgrowth removed
Fence repair	**8,452**	Fence repairs
Boundary Survey	**32,525**	Survey to define plot(s)
Engineering Assist/Bid development for demo specifications	**65,000**	Develop scope, hazardous assessment, bid documents
Abatement/Demolition (ESTIMATE)	**438,000**	Abate hazardous materials & Demolition estimates for 4 structures
Excess debris removal	**???**	Leftover site cleanup
Projected Total Obligations	**569,524**	Forecasted cost for site cleanup
Projected Remaining Balance After Approvals	**200,476**	Forecasted unallocated funds after new commitments

Budget Summary

- **Total Budget:** $770,000
- **Total Spent to Date:** $58,072
- **Total Encumbered:** $65,000

- **Total Anticipated Cost:** $569,524
- **Projected Remaining Balance:** $200,476

NOTE: projected remaining balance includes an estimated demolition/disposal price, does not include the final site cleanup of remaining debris, or if there will be any associated cost with removal of material stockpiled on the rear of 25 Winthrop St property.

AGENDA ITEM #6

Vote Recommendations:
November 9, 2026 Fall Town Meeting Warrant Articles

Associated backup materials are attached:

- *Memo from the Planning Board of recommendations for the Fall Town Meeting Articles & Draft Fall Town Meeting Warrant*

Board Members
Andy Rodenhiser, Chair
Sarah Raposa, A.I.C.P., Vice Chair
Timothy Harris, Clerk
John Parlee, Member
Janine Clifford, Member

Medway Town Hall
155 Village Street
Medway, MA 02053
Phone (508) 533-3291
Email: planningboard@fmedwayma.gov
www.medwayma.gov

TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

PLANNING AND ECONOMIC DEVELOPMENT BOARD

To: Select Board
Finance Committee
Michael Boynton, Town Manager

From: Andy Rodenhiser, Chair
Barbara J. Saint Andre
Director, Community and Economic Development

Re: November 9, 2026 Town Meeting – Proposed Zoning Bylaw Amendments

Date: October 15, 2026

The Planning and Economic Development Board (PEDB) opened its duly noticed public hearing for four proposed zoning bylaw amendments for the November 9, 2026 Town Meeting on Tuesday, October 13, 2026, and closed it that evening. The PEDB voted 4-0 at its October 13, 2026 meeting to recommend favorable action by Town Meeting on the following three articles:

ARTICLE 9 – Section 5.5 Nonconforming Uses and Structures – This proposes to make changes to Sections 5.5. subsections A, B, D, and F, and add a new subsection to Section 5.5. These amendments are to bring the Zoning Bylaw into compliance with new amendments to G.L. chapter 40A, which became effective on July 1, 2026. These include changes to protection from zoning bylaw amendments. Previously, only certain permits **issued** prior to notice of the PEDB public hearing for such zoning amendments were protected from the zoning amendments, but G.L. chapter 40A now includes protection for certain permits that are **applied for** prior to the notice of the PEDB public hearing. The amendments also extend the time period to exercise a building permit; and provide that certain legally pre-existing structures or uses may be extended by right in certain instances. Also, currently, nonconforming uses or structures are no longer protected if they are not used for two years or more; the new state law extends that time period to 4 years of non-use before a nonconforming use loses its zoning protection. Other minor amendments are included to conform to the new amendments to chapter 40A

ARTICLE 10– Trail Signs – This would amend the sign bylaw provisions, Section 7.2, to provide a definition of "Trail Sign", and establish dimensional standards for trail signs. A recent application for a trail sign made it clear that the typical requirements for commercial signs are not appropriate for a sign that simply marks a trail head.

ARTICLE 11 – Housekeeping Amendments – This would amend the definitions of "Automobile Car Wash" and "Parking, Frontage" to remove unnecessary verbiage; amend Section 3.6.5.B.(2) Consolidated Local Permits to make it consistent with the applicable final state regulations; and amend Section 9.5.H to be consistent with the town's newly adopted Design Review Guidelines.

The PEDB voted 4-0 at its October 13, 2026 meeting to recommend unfavorable action by Town Meeting on the following article:

ARTICLE 13 – Citizens' Petition - To see if the Town will vote to amend the Medway Zoning Bylaw, Section 5.2.B "Prohibited Uses," by adding a new subsection 16 to read: "16. The installation, erection, or operation of Automated License Plate Reader (ALPR) systems, cameras, or associated vehicular surveillance infrastructure by any private, commercial or non-governmental entity on any property, structure, or right-of-way."

We will be happy to provide further explanations if desired, and to respond to any questions that the Board may have.

TOWN OF MEDWAY

WARRANT FOR 2026

FALL TOWN MEETING

NORFOLK ss:

To either of the Constables of the Town of Medway

GREETING:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in Town affairs to meet at the Medway High School Auditorium, 88 Summer Street, on Monday, November 9, 2026, at 7:00 PM, then and there to act on the following articles:

ARTICLE 1: (Prior Year Bills)
To see if the Town will vote to transfer $637.41 from the Fiscal Year 2027 DPW Administration Vehicle Fuel Account, $770.07 from the DPW Administration Heating Fuel Account, and … for the purpose of paying prior year, unpaid bills of the Town, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 2: (Free Cash Transfer to Capital Stabilization Fund)
To see if the Town will vote to transfer $4,000,000 from Certified Free Cash to the Capital Stabilization Fund, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 3: (Free Cash Transfer to General Stabilization Fund)
To see if the Town will vote to transfer $100,000 from Certified Free Cash to the General Stabilization Fund, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 4: (Free Cash Transfer to Special Education Stabilization Fund)
To see if the Town will vote to transfer $64,000 from Certified Free Cash to the Special Education Stabilization Fund, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 5: (Free Cash Transfer: Various Projects)
To see if the Town will vote to appropriate the sum of $103,533 from Certified Free Cash for the purpose of funding the following capital items, including associated engineering, personnel, maintenance and legal service costs, and for the payment of all other costs incidental or related thereto:

Project	Department	Cost
Radio Communication Equipment (Grant Match)	Fire	$16,033
Housing Production Plan	CED	17,500
Senior Center Fire Panel Replacement	DPW	70,000
Total		**$103,533**

Or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 6: (Sewer Retained Earnings Transfer – Purchase of Sewer Capacity)
To see if the Town will vote to transfer $1,075,000 from Certified Sewer Enterprise Fund Retained Earnings for the purpose of purchasing 150,000 gallons-per-day of sewer capacity from the Town of Franklin pursuant to agreements with the Town of Franklin and the Charles River Pollution Control District, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 7: (Repurpose Monetary Articles: Library Projects)
To see if the Town will vote to transfer the sum of $23,106.64 from the funds authorized under the prior Town Meeting Articles as shown in Table 1 below, which amounts are no longer needed for such purposes, to the project and in the amount listed in Table 2 below, or act in any manner relating thereto.

TABLE 1			**Transfer From**
Town Meeting Date	**Article**	**Description**	**Amount**

5/13/24 Annual	7	Library Story Room Ventilation	$10,069.64
5/9/22 Annual	7	Library Ventilation	13,037.00
		Total	**$23,106.64**

TABLE 2

Town Meeting Date	Article	Description	Transfer To Amount
New		Library HVAC Repairs	$23,106.64
		Total	**$23,106.64**

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 8: (Expand Scope of CPA Funded Project: Trail Development)
To see if the Town will vote to expand the scope of the Medway Link Trail project authorized under Article 2 of the November 19, 2018, Fall Town Meeting and supplemented by Article 16 of the May 9, 2022, Annual Town Meeting, the balance of which is $17,496.78, to include all Town trail improvement and development projects, or act in any manner relating thereto.

OPEN SPACE COMMITTEE

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 9: (Amend Zoning Bylaws: Nonconforming Uses and Structures)
To see if the Town will vote to amend Section 5.5 of the Zoning Bylaw, Nonconforming Uses and Structures, to conform to recent amendments to General Laws chapter 40A, as follows, new language shown in bold, deleted language shown in strikethrough:

1. Amend Section 5.5 Subsections A, B, and D as follows:

A. **Applicability.** Except as herein after provided, this Zoning Bylaw shall not apply to structures or uses lawfully in existence or lawfully begun, or to a building permit or special permit **or other entitlement applied for under G.L. chapter 40A** ~~issued~~ before the first publication of notice of the public hearing on this Zoning Bylaw or any amendments thereto, but shall apply to any change or substantial extension of such use, to a building permit or special permit issued after the first notice of said public hearing, to any reconstruction, extension or structural change of such structure and to any alteration of a structure begun after the first notice of said public hearing to provide for its use in a substantially different purpose or for the same purpose in a substantially different manner or to a substantially greater extent except where alteration, reconstruction, extension or a structural change to a one-family or two-family residential structure does not increase the nonconforming nature of said structure.

B. **Commencement of Construction or Operation.** Construction or operations under a building permit shall conform to any subsequent amendments to this Zoning Bylaw, unless the use or construction is

commenced within a period of not more than **twenty-four** ~~twelve~~ months after the issuance of the **last** permit **necessary for construction** and, in ~~any~~ case**s** involving construction, unless such construction is continued through to completion as continuously and expeditiously as is reasonable. **The twenty-four month period shall be tolled during any time the applicant is actively seeking or obtaining other necessary permits.** Construction or operations under a special permit **issued pursuant to G.L. c. 40A, §9** or site plan approval **pursuant to this Zoning Bylaw** shall conform to any subsequent amendments to this Zoning Bylaw or of any other local land use regulations unless the use or construction is commenced within a period of 3 years after the issuance of the special permit or site plan approval and, in cases involving construction, unless such construction is continued through to completion as continuously and expeditiously as is reasonable. For the purpose of the prior sentence, construction involving the redevelopment of previously disturbed land shall be deemed to have commenced upon substantial investment in site preparation or infrastructure construction, and construction of developments intended to proceed in phases shall proceed expeditiously, but not continuously, among phases.

D. Nonconforming Uses. Legally pre-existing nonconforming uses may be extended or altered, provided, that no such extension or alteration shall be permitted unless there is a finding by the Zoning Board of Appeals as the special permit granting authority that such extension or alteration shall not be substantially more detrimental than the existing nonconforming use **or structure** to the neighborhood. The Zoning Board of Appeals may grant a special permit to change or substantially extend a nonconforming use only if it determines that such change or extension shall not be substantially more detrimental than the existing nonconforming use to the neighborhood.

2. Add a new Section 5.5.F as follows, and re-lettering the remaining subsections accordingly:

F. Notwithstanding the above provisions, legally existing pre-existing nonconforming structures or residential uses that do not conform to zoning because of lot size or shape, frontage, lot coverage or floor area ratio requirements may be extended or altered as of right, without the need for a finding by the special permit granting authority under this paragraph, if such extension or alteration complies with the current dimensional regulations regarding height, stories, and setback.

3. Amend current Section 5.5.F, Abandonment or Non-use
G. Abandonment or Non-Use. Any nonconforming use that has been abandoned, or not used for more than two years, **or more than four years effective July 1, 2026,** shall lose any protected nonconforming status, and shall be subject to all of the provisions of this Zoning Bylaw.

Or act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 10: (Amend Zoning Bylaws: Trail Signs)
To see if the Town will vote to amend the Zoning Bylaw, Section 7.2, as follows, new language shown in bold, deleted language shown in strikethrough:

Amend Section 7.2.1.C as follows:

Trail Sign: A freestanding or suspended sign denoting the access point and/or parking area for a trail network or multi-use pathway

Amend Section 7.2.2.A as follows:

27. Any trailhead identification, wayfinding, regulatory signs, or surface markers associated with a trail network or multi-use pathway

Amend Section 7.2.5 – Table 4 as follows:

Agricultural and Residential Districts I and II and Village Residential District *(Title amended 11-14-16)*					
Signs for Authorized Home Based Businesses					
	Total Maximum Sign Surface Area (square feet)	*Maximum # of Signs*	*Maximum Sign Height(feet)*	*Minimum Setback from any Street Lot Line (feet)*	*Illumination*
Projecting Sign	6 sq. ft. for a two sided sign	1 per establishment	6	10	External
Trail Signs **Signs for publicly and privately maintained trail networks and multi-use pathways, excluding those under the jurisdiction of the Department of Conservation and Recreation**					
Freestanding Sign	**40 sq. ft. for a 2 sided sign; 30 sq. ft. for a single sided sign**	**1 per parking area**	**6**	**N/A**	**External**
Projecting Sign	**6 sq. ft. for a two sided sign**	**1 per parking area**	**12**	**N/A**	**External**
Residential Development Signs					
Freestanding Sign	32 sq. ft. for a one sided sign	1 per development at primary entrance Additional residential development signs may be allowed by special permit from the Zoning Board of Appeals when a development has multiple	6	10	External

		public entrances.			
Other Signs Signs for pre-existing non-conforming establishments (examples – VFW & Medway Manor), for any municipal buildings, for non-residential establishments authorized by special permit or use variance, or for an establishment which is an exempt use (examples – public schools, private schools, municipal buildings, agriculture, religious organization/house of worship, etc.)					
Wall Sign	Building Sign Frontage x 1.0 not to exceed 30 sq. ft. per establishment	1 per establishment*	NA	NA	External
Freestanding Sign	40 sq. ft. for a 2 sided sign; 30 sq. ft. for a one sided sign	1 per lot or development	6	8	External
Projecting Sign	12 sq. ft.	1 per establishment	See 7.2.5.B.2 *(Amended 11-16-15)*	NA	External
* Unless an establishment has two or more building sign frontages. If so, See 7.2.5.B.8 *(Amended 11-16-15)*					

Or act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 11: (Amend Zoning Bylaws: Housekeeping)

To see if the Town will vote to amend the Zoning Bylaw as follows, new language shown in bold, deleted language shown in strikethrough:

1. Amend Section 2, Definitions as follows:

"~~**Automobile**~~ **Car Wash**: Any building or premises or portions thereof containing facilities for the commercial washing of automobiles and motor vehicles."

"Parking, Frontage – Off-street surface parking spaces placed between a public street and the street facing façade of a building ~~to encourage customers with their apparent convenience~~"

2. Amend Section 3.6.5.B.(2) as follows:

"If the Local Government Representative does not determine whether a Consolidated Local Permit Application is complete within thirty days of receipt, the Consolidated Local Permit Application shall be deemed to be complete and **eligible for review under 225 CMR 29.10.** ~~subject to the common conditions and requirements for constructive approval prescribed in 225 CMR 29.12.~~"

3. Amend Section 9.5.H as follows:

"In addition to the Development Tract Standards of this section, applicants for new buildings and developments in the Oak Grove Park Districts should refer to the appropriate Town of Medway Design Review Guidelines ~~for: Section 2. Commercial Zones – C. Site Improvement Guidelines; Section 3. Industrial Zones – C. Site Improvement Guidelines; and Section 4. Residential Zones – C. Site Improvement Guidelines~~. In the event of any conflict between the provisions of this bylaw and the provisions of said Guidelines, the provisions of this bylaw shall apply."

Or act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 12: (Citizens' Petition: Amend General Bylaws (Municipal ALPR Ban))
To see if the Town will vote to amend the Medway General Bylaws to prohibit the Town of Medway, including its Police Department and all other municipal agencies, from acquiring, installing, or operating Automated License Plate Reader (ALPR) systems (including Flock Safety cameras), and to prohibit the Town from contracting for or accessing ALPR data generated by third parties, or act in any manner relating thereto.

CITIZENS' PETITION

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 13: (Citizens' Petition: Amend Zoning Bylaws (Private ALPR Ban))
To see if the Town will vote to amend the Medway Zoning Bylaw, Section 5.2.B "Prohibited Uses," by adding a new subsection 16 to read: "16. The installation, erection, or operation of Automated License Plate Reader (ALPR) systems, cameras, or associated vehicular surveillance infrastructure by any private, commercial or non-governmental entity on any property, structure, or right-of-way." Or act in any manner relating thereto.

CITIZENS' PETITION

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

And you are hereby directed to serve this warrant by posting printed attested copies thereof in Town Hall, the Public Library, the Main Post Office and on the Town's website at least FOURTEEN (14) days before the day of said meeting. Hereof fail not and make due return of this warrant with your doings thereon to the Clerk of said Town at or before the time of said meeting.

Given under our hands in Medway, this 19th day of October 2026.

A TRUE COPY:

THE TOWN OF MEDWAY SELECT BOARD

_____
Dennis Crowley, Chair

_____
Maryjane White, Vice Chair

_____
Frank Rossi, Clerk

_____
Glenn Trindade, Member

_____
Todd Alessandri, Member

_____
ATTEST: Paul Trufant, Constable

AGENDA ITEM #7

Approval of Minutes:
October 5, 2026

Associated backup materials are attached:

- *Draft Minutes – October 5, 2026*

Select Board Meeting
October 5, 2026, 7:00 PM
Sanford Hall, Town Hall
155 Village Street

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

Absent: Glenn Trindade, Member

Staff Present: Michael Boynton, Town Manager; Allison Potter, Assistant Town Manager; Michael Fasolino, Fire Chief; Barbara Saint Andre, Community and Economic Development Director; Stephane Carlisle, Sustainability Coordinator; Pete Pelletier, DPW Director; Nolan Lynch, Deputy DPW Director;
****

At 7:01 PM, Mr. Crowley called the meeting to order and led the Pledge of Allegiance.

Public Comment
There are no associated backup materials

Liam McDermott, 39 Populatic Street, stated that he was removed from the active voter list after failing to complete the annual census in January, which required him to re-register on election day. He expressed concern that many other residents will face the same surprise ahead of the upcoming November Town Meeting and Special Elections. He suggested the Town communicate more for residents to check their voter status to avoid alienating voters. Mr. Crowley noted they had discussed the issue previously and asked Mr. Boynton to inform him of the steps being taken with the Town Clerk, Stefany Grungo. Mr. Boynton explained that they plan to increase communications through the General Election, Town Meeting, and the March Special Election with help from Town officials; Mr. Crowley added that they will have the communications director, Sandy Johnston, send weekly reminders and suggested contacting the Medway Mills paper for further outreach. Ms. White concluded by agreeing that people must check their voter status, since many residents who haven't voted in the past year do not realize they may have been removed.

Mr. Boynton announced that the Massachusetts Department of Fire Services notified Chief Fasolino and the Town that four firefighter/paramedics and EMTs will be recognized at the Massachusetts Firefighter of the Year ceremony on November 23rd in Worcester for their heroic, life-saving actions. Acting Lieutenant Tim Benoit, Firefighter/EMT Brian Tracy, Firefighter/Paramedic Morgan Dunn, and Firefighter/Paramedic AJ Cavaliere responded to a raging house fire in Bellingham and rescued two victims by entering the fire and pulling them out to safety. Mr. Boynton praised this as going above and beyond and confirmed that this will be the first time the Medway Fire Department has had recipients of this award. He further commended Chief Fasolino's leadership and representation of Medway, noting it as exceptional. Finally, Chief Fasolino agreed when Mr. Crowley asked if the four recipients could come to a future meeting to be recognized by the Select Board and explain the award process and their experience.

Select Board Community Announcements
There are no associated backup materials

Mr. Rossi congratulated the Historical Society on the amazing transformation of the Ide House following its grand opening on Saturday, October 3rd. He noted that there are six to seven rooms filled with photos, artifacts, and detailed cards describing everything in the home. He added that the Fire Department is

hosting an open house on October 24th, from 10 am – 1 pm, and the Police Department is hosting an open house on October 31st from 9 am – 1 pm. Lastly, he mentioned that the Parks and Recreation Department will be hosting a "trunk-or-treat" event on Saturday, October 10, from 10 am – 12 pm.

Ms. White enthusiastically echoed praise for the Ide House museum and noted that the exhibits are fascinating and ever-changing, adding that this is a great addition for the Town of Medway.

Mr. Alessandri highlighted the upcoming Medway Public Library book sale on October 16, from 6 pm- 8 pm, for Friends of the Library and October 17th, from 10 a.m.- 2 p.m., for the public.

Mr. Crowley congratulated the Christmas Parade Committee on their successful Town-Wide Yard Sale, and recommended residents visit the Ide House, stating that he was amazed at the transformation and dedication the Historical Society put into the project. He asked Chief Fasolino and Mr. Boynton for an update on the recent fire at Restaurant 45 this past Friday night. Chief Fasolino explained that the incident stemmed from an Eversource power outage and a blown transformer, which caused service lines entering Restaurant 45 to catch fire, prompting a rapid response where police and firefighters quickly recognized the fire and safely extinguished it. Eversource had to drop the circuit and shut down power across West Medway while DPW Deputy Director Nolan Lynch swapped out traffic control equipment to restore the intersection's lights. Mr. Crowley further noted that the High School football game had to be evacuated due to the power outage that left nearly 1,000 people in the dark with no battery backup or working PA system, prompting Mr. Boynton to report that they are reviewing the original high school generator and field lighting conduit for upcoming capital planning to support emergency systems.

Following a brief discussion about visiting hours for the Ide House, Ms. Fontecchio noted that they are holding a meeting this Wednesday to set regular museum hours.

Contract Approval:
Local Initiative program Regulatory Agreement & Declaration of Restrictive Covenants for 56 Summer Street with site plan; Agreement between the Town of Medway and Girard Associates, Inc. for EMS Ambulance Trip Sheet Management Program; Colliers Project Leaders Amendment#1 Add-Service Proposal Contract for additional services; Dore + Whittier Construction administration and Closeout Fee proposal; Memo from Stephanie Carlisle, Sustainability Coordinator & Environ Energy Contract for weatherization services at Medway High School

a. Regulatory Agreement and Declaration of Restrictive Covenants – 56 Summer Street

Mr. Crowley introduced the approval of this agreement as a standard process for new developments featuring affordable housing units and confirmed with Ms. Saint Andre that the 56 Summer Street development consists of condominiums. Ms. Saint Andre reminded the Board that she previously sought approval to designate these units as Local Action Units (LAU), which the Board granted before sending the approval to the state agency, the Executive Office of Housing and Livable Communities (EOHLC), for formal approval. To include these units in the Town's subsidized housing inventory, the Board must approve this regulatory agreement. Mr. Crowley expressed concern about state-mandated condominium fees and the fairness of resident eligibility, questioning why eligible buyers are allowed to occupy the units if they later experience lifestyle changes that take them out of the affordable housing eligibility. Ms. Saint Andre and Mr. Boynton confirmed that they cannot evict someone based on lifestyle changes to income, and the Board lacks legal authority to reduce these fees because they are governed by external state regulations. Mr. Crowley then shifted the discussion to pricing and unit structure, noting that of the sixteen units, two will be affordable. Ms. Saint Andre explained that these affordable options include a two-bedroom priced at $297,000 and a three-bedroom priced at $336,000, emphasizing that affordable sales prices and deed restrictions are strictly dictated by state formulas from the EOHLC rather than

market values or the condo association. When Ms. White asked whether regular unit prices are known, Ms. Saint Andre replied that they have not yet been established, though they will be higher than the affordable rates. Finally, addressing Mr. Rossi's question about deed restrictions, Ms. Saint Andre clarified that eligible buyers face state-regulated limits on how much they can sell the units for in the future.

Mr. Alessandri moved that the Board vote to approve the Regulatory Agreement and the Declaration of Restrictive Covenants for the 56 Summer Street, multi-family development, and authorize the chair to execute it. Seconded by Ms. White. VOTE 4-0-0

b. Girard & Associates, Inc. – Emergency Medical Services Ambulance Trip Sheet Audit Management Program - $28,500

Chief Fasolino explained that Girard & Associates will oversee quality assurance and quality improvement by working directly with their billing company and medical director to establish benchmarks and improve overall operations. When Mr. Crowley asked about funding, Chief Fasolino confirmed the amount is already anticipated and built into the department's operating budget. Addressing Mr. Crowley's and Mr. Alessandri's questions regarding the program's duration and benefits, Chief Fasolino noted that the Medway Fire Department has a younger staff and clarified that the year-long program improves report writing, legal compliance, and patient care, while providing constructive feedback and continuing education for firefighter paramedics and EMTs. Mr. Boynton added that while the program could enhance billing accuracy, the primary goal is to raise overall service delivery.

Mr. Alessandri moved that the Board vote to approve the agreement between the Town of Medway and Girard & Associates, Inc. for the Emergency Medical Services Ambulance Trip Sheet Audit Management Program, in an amount not to exceed $28,500, and authorize the Chair to execute it. Seconded by Ms. White. VOTE 4-0-0

c. Colliers Project Leaders, Municipal Complex Owner's Project Manager – Construction, Furniture, Fixtures and Equipment, Move and Closeout Fee Phases Proposal - $1,548,767

d. Dore + Whittier, Municipal Complex Designer – Construction Administration and Closeout Phases Fee Proposal - $2,439,400

Mr. Crowley introduced these agenda items, noting that the total price has been negotiated between the Chair of the Municipal Complex Building Committee, Tim Harris, and Mr. Boynton. Mr. Boynton praised Mr. Harris for his expertise and assistance in driving down project costs from initial estimates exceeding $4 million. He emphasized that these contracts would take effect only if the overall construction project is approved and funded by Medway voters at the March Special Town Meeting. He explained that Colliers serves as the Owner's Project Manager, coordinating budgets, schedules, architects, subcontractors, and state-mandated closeout procedures. Mr. Alessandri asked for identification of the primary project partners, prompting Mr. Boynton to outline the roles of Colliers, Dore + Whittier, the design team, and Consigli, the Construction Manager. Mr. Boynton and Mr. Crowley highlighted that having the Construction Manager at the table during design minimizes costly change orders and discrepancies. Mr. Crowley noted the numerous weekly subcommittees associated with the project, which allow volunteers to contribute expertise and suggestions that designers actively incorporate. When Mr. Rossi asked whether this contract covers moving other facilities' equipment to the new building, Mr. Boynton confirmed that they will coordinate technical transitions in advance to ensure systems are operational without service gaps, noting that the police and fire stations will still accommodate walk-ins during the transition. Finally, regarding project funding, Mr. Boynton clarified that the two contracts, totaling roughly $4 million, will be drawn from separate funding streams distinct

from the previously appropriated $7.9 million at Town Meeting and the revisited borrowing amount of $6.9 million.

Mr. Alessandri moved that the Board vote to approve the construction administration agreement with Colliers as presented, subject to successful approval of the overall project by Medway voters. Seconded by Ms. White. VOTE 4-0-0

Mr. Alessandri moved that the Board vote to approve the construction administration agreement with Dore + Whittier as presented, subject to successful approval of the overall project by Medway voters. Seconded by Mr. Rossi. VOTE 4-0-0.

e. Environ Energy – Medway High School Weatherization Project - $181,462

Ms. Carlisle introduced the contract with Environ Energy, explaining that it will allow Environ to complete weatherization measures at Medway High School. She explained that it will be funded by the $125,000 Green Communities grant, recently approved by the Board, $33,309 from Eversource as utility incentives, and $23,153 from the School Department to cover the remainder of the project cost.

Mr. Alessandri moved that the Board vote to approve the contract with Environ Energy for weatherization services at Medway High School, in an amount not to exceed $181,462. Seconded by Ms. White. VOTE 4-0-0

Grant Expenditure Authorization: Burke/Memorial Parking Lot Reconfiguration - $250,000
Memo from Nolan Lynch, DPW Deputy Director, contract from MassDOT for parking lot safety improvements, and grant expenditure acceptance sheet

Mr. Lynch explained that this grant is funded by a state earmark secured through capital planning that requires Board approval to expend next year. After Mr. Crowley asked about bidding and total cost to the Town, Mr. Lynch clarified that no new bids are needed because Sunshine Paving is already a MassDOT pre-qualified contractor with the Town and $0 will be paid out of the road and sidewalks fund. Mr. Boynton noted that funds are temporarily drawn from the DPW budget, then reimbursed when the project is completed. Following questions from Mr. Rossi regarding the timeline of the parking lot reconstruction, Mr. Lynch confirmed that the entire parking lot and remaining sidewalks behind the school will be reconstructed starting June 21st, 2027, and continue throughout the summer.

Mr. Alessandri moved that the Board vote to accept and expend the $250,000 Fair Share Supplemental Budget Earmark from MassDOT for the reconstruction of the Burke/Memorial parking lot. Seconded by Mr. Rossi. VOTE 4-0-0.

Approval of Minutes: September 21, 2026
The Board reviewed the draft minutes from September 21, 2026

Mr. Alessandri moved that the Board approve the minutes from September 21, 2026, as amended. Seconded by Mr. Rossi. Discussion: Mr. Crowley pointed out a misstatement on Page 3, Line 103, regarding the Verizon Ascertainment Phase public hearing, where he incorrectly stated that pricing was largely negotiated, instead of a percentage of gross revenue being largely negotiated. VOTE 4-0-0.

Action items from Previous Meeting
The Board reviewed the action items dated August 10, 2026

This agenda item was not discussed

Town Manager's Report

There are no associated backup materials

Mr. Boynton began by congratulating Town grant efforts, announcing two major awards: a $1.3 million non-cash award from the Department of Energy Resources and Select Energy to install a battery storage unit at the DPW garage, making the already net-zero electric-charge building into a negative-charge building. The garage can collect energy to power the building and extra that can be sold back into the grid. The second grant is a $320,657 FEMA assistance to Firefighters Grant secured by Deputy Paul Molla for firefighter paramedic portable radios with a Town cost share of only $16,000. He also updated the Board on a $1.3 million federal EPA stormwater grant for the Middle School front gravel lot to help with phosphorus reduction, which was further discussed between Mr. Pelletier and Mr. Crowley as a beneficial step with minimal Town cost.

Mr. Boynton highlighted the high school secondary generator upgrade, noting that while preliminary vendor estimates are around 1 million dollars, the Town needs a better emergency backup plan for the field. Mr. Boynton then breaks down the FY '27 certified free cash projection of $7.7 million. $4 million is allocated for the Fall Town Meeting, emphasizing that $4,167,000 is going into the facility stabilization fund to offset future debt payments for the major municipal facilities project, while also addressing rising vehicle and equipment replacement costs.

Mr. Boynton and Mr. Crowley discussed upcoming open houses for the Fire and Police departments, as well as an October 29th public forum at the Thayer Homestead, where the architectural firm for the Municipal Complex Project will present building designs, neighborhood impact mitigations, and phased financing options. Mr. Boynton detailed a series of informative videos being produced by Ms. Johnston, Mr. Harris, Gibb Phenegar, Municipal Complex Building Committee Clerk, Brian Cowan, Finance Committee Chair, Ms. Carlisle, and Dr. Armand Pires, School Superintendent. These will explain existing conditions, new facility plans, and the financing strategy, which heavily relies on a $3 million PILOT agreement with the Medway Energy Center. Mr. Crowley and Ms. White stress the importance of residents educating themselves by watching these videos and taking building tours before making an informed decision when voting at the upcoming Special Town Meeting and Special Election.

Mr. Rossi asked Mr. Boynton for clarification on the McKinney-Vento line item in the Fall Town Meeting expenditures. Mr. Boynton clarified that the $64,000 McKinney-Vento state transportation reimbursement will go into the special education stabilization fund.

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

There are no associated backup materials

Mr. Crowley opens the discussion by asking if a detailed section regarding flock cameras in the meeting minutes from September 21, 2026, can be posted separately on the Town website, leading to a brief back-and-forth with Mr. Rossi and Mr. Alessandri about whether existing online minutes and video links are already sufficient, which they deemed to be.

Mr. Crowley asked Mr. Boynton about the status of the sewer capacity agreement and funding with Franklin and Millis, prompting Mr. Boynton to explain that while the purchase agreement with Franklin is signed and locked in, they are currently working with Attorney Chris Petrini to draft an updated district agreement amendment to reflect the changed capacity numbers. Mr. Boynton informed the Board that

both the Towns of Millis and Medway must go to Town Meeting to approve the funding of the sewer capacity agreement with Franklin.

Lastly, Mr. Crowley mentioned a request from the trail committee to allow public access to the walking section of the Briggs property near Adams Street, which connects the high school and Choate Park. This sparked a debate among Board members regarding liability, remaining cleanup work, and DPW access to the road, with Mr. Boynton, Mr. Pelletier, and Mr. Lynch preferring to keep the area closed until it is fully cleared. Finally, after some back-and-forth on the condition of the path, Mr. Crowley agrees to table the matter and put it on the agenda for the next meeting.

Select Board Reports

There are no associated backup materials

Mr. Rossi inquired about why Select Board community announcements are placed at the beginning of the meeting instead of being handled under Select Board reports, leading Mr. Crowley to explain that putting the announcements first can reach more viewers, as more people leave the broadcast before the meeting is over. Additionally, it gives members a chance to circle back or add something they might have forgotten.

Ms. White invites Ms. Fontecchio to share details about the upcoming town-owned cemetery walk scheduled for Sunday, October 18th (with a rain date of October 25th) from 4:00 PM to 7:00 PM.

Mr. Alessandri moved to adjourn at 8:31 PM. Seconded by Ms. White. VOTE 4-0-0.

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

AGENDA ITEM #8

Action Items from Previous Meeting

Associated backup materials are attached:

- *Action Items dated 8-10-2026*

	DATE	ACTION ITEMS BOS	WHO	DUE - COMPLETED
1	7/6/2010	Street Acceptance Progress & Performance Security	CED	Ongoing
2	IWRMP Task Force Mtg	Unaccounted for water loss status report & CRPCD Volume Report	DPW + Water Superintendent	May 2027
3	11/5/2018	Conservation Restrictions for Town Owned Land	TM & Conservation Offices	Ongoing
4	12/3/2018 9/16/2019	Report to BOS usage of Electronic Vehicle Charging Stations and Revisit EV Charging Stations post Install of 2 new to determine any need for rate adjustments	DPW	May 2027
5	2/3/2020	Updated Road and Sidewalk plan	DPW	February 2027
6	12/5/2022	Milford Street Project	DPW	Ongoing
7	2/3/2025	Monitor Progress of MEC Relative to Revenue	TM	Ongoing
8	10/6/2025	Discuss Federal Stormwater Improvement Grant	DPW	June 2027
9	3/2/2026	Historical Society Financial Report of 158 Main Street - Ide House	Historical Society	April 2027
10	6/29/2026	Medway Community Farm Annual Report to Select Board	Medway Community Farm	April 2027

AGENDA ITEM #9

Town Manager's Report

No associated backup materials.

AGENDA ITEM #10

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

No associated backup materials.

AGENDA ITEM #11

Select Board Reports

No associated backup materials.