

In Memory

Frederick Paulette Sr

Caroline Fletcher

Harry T. Johnson Jr

Janet Alice Mitchell

Mary C. O'Leary

Paul J. Desimone

Leonard C. Hill

Lawrence J. Landry

William W. Pride



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## Community Profile

### Incorporated

- 1713

### Land Area

- 11.54 square miles

### County

- Norfolk

### Population

- 13,400

### Form of Government

- Town Administrator
- Five-member Board of Selectmen
- Open Town Meeting

**FY2017 Tax Rate Per  
Thousand – \$17.92**

**2017 Average Single Home  
Value - \$391,838**

**To find out more about  
Medway's municipal services,  
please visit**

[www.townofmedway.org](http://www.townofmedway.org)

### Town Offices

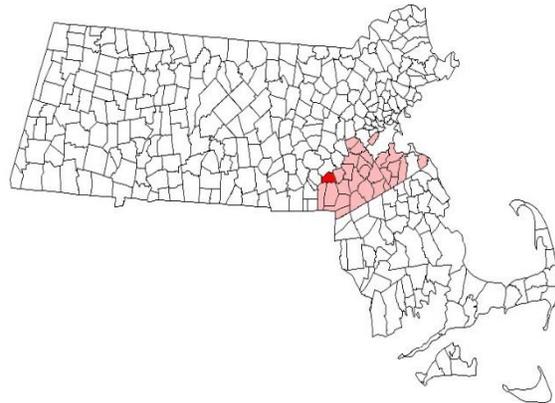
155 Village Street

Medway, MA 02053

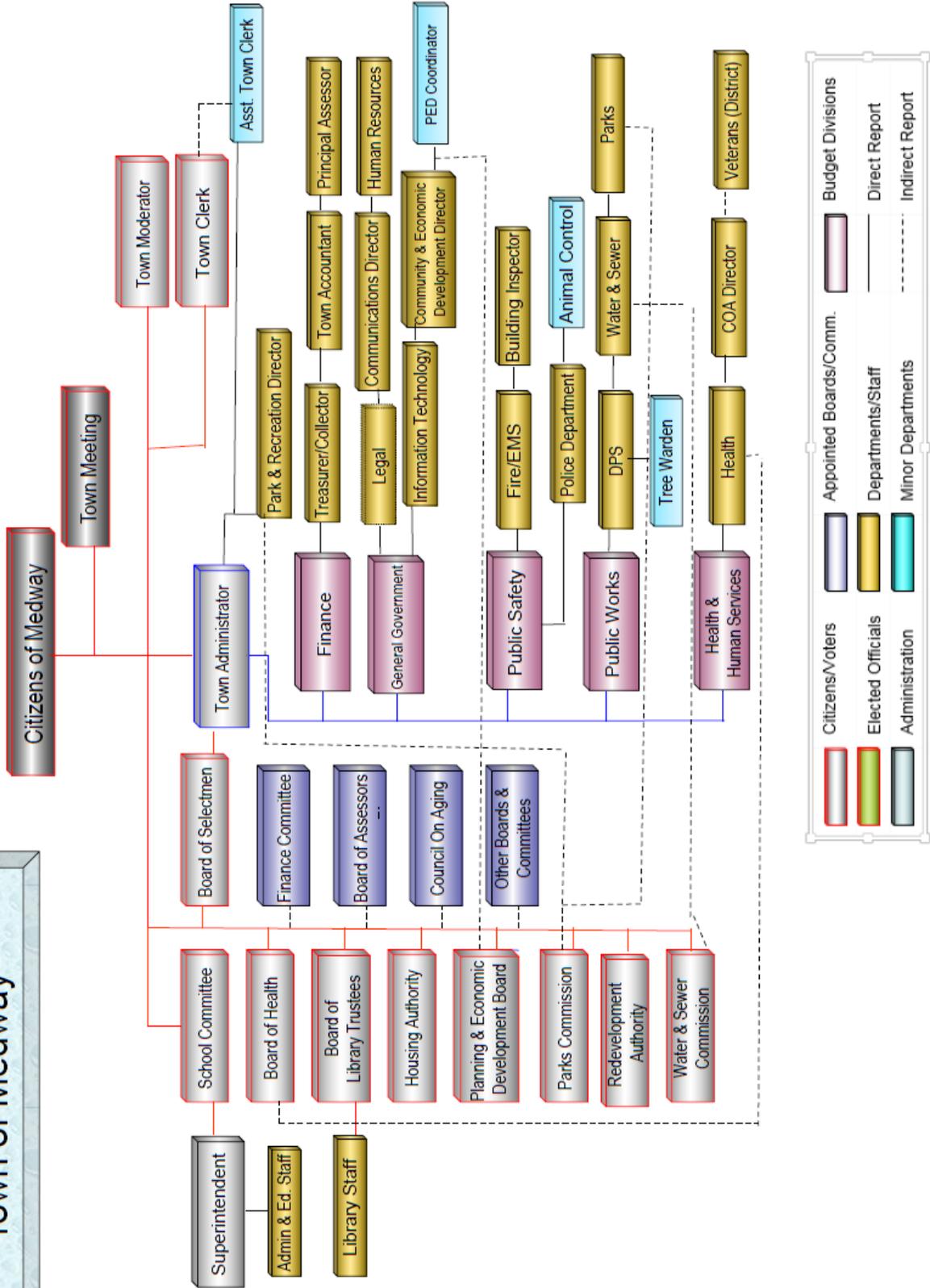
Phone – (508) 533-3264

Fax – (508) 321-4988

[ta@townofmedway.org](mailto:ta@townofmedway.org)



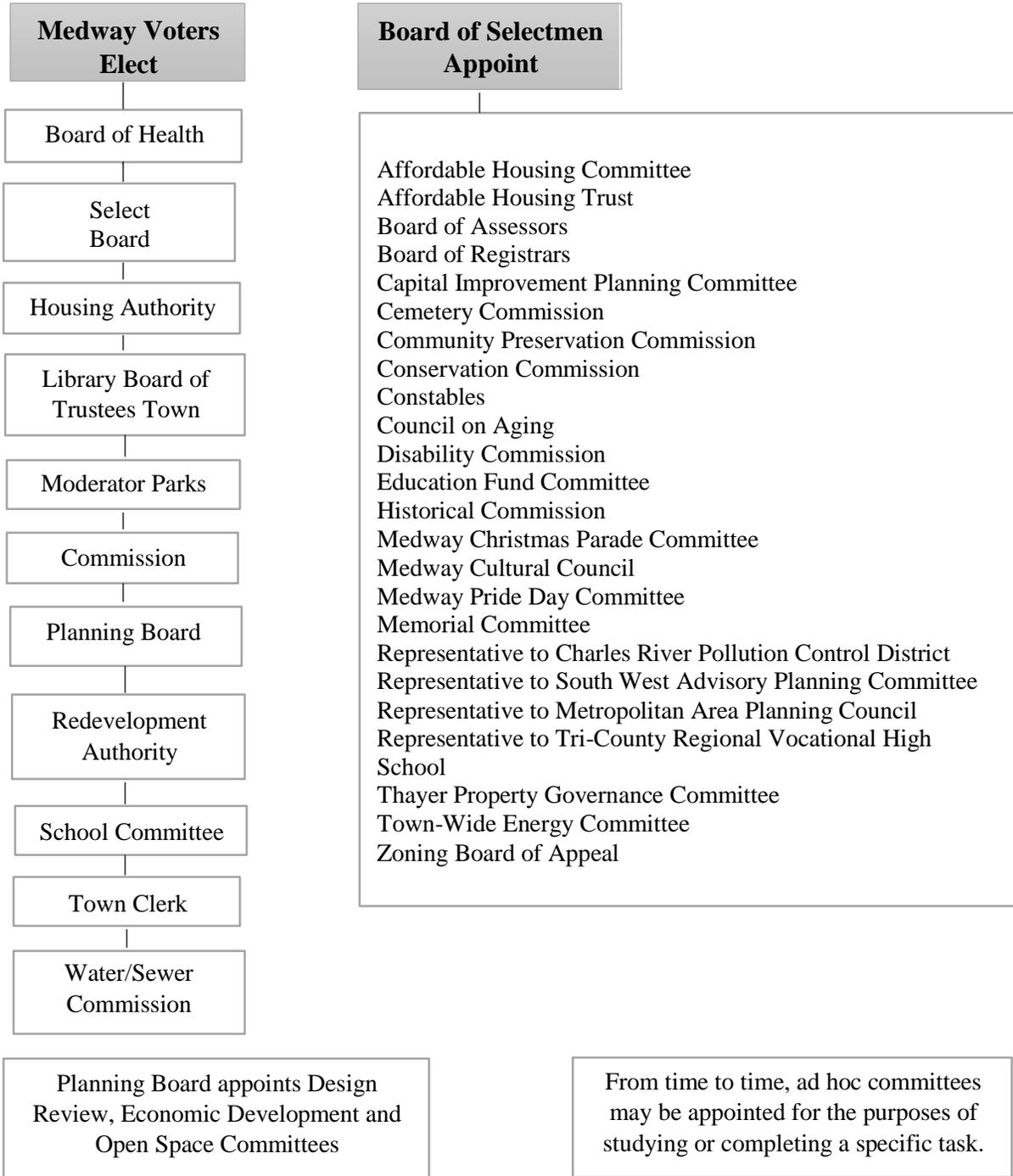
# Organizational Structure Town of Medway



	Citizens/Voters		Appointed Boards/Comm.		Budget Divisions
	Elected Officials		Departments/Staff		Direct Report
	Administration		Minor Departments		Indirect Report



## Boards, Commissions and Committees





**Officers of the  
United States of America**

**President**

Donald J. Trump

**Vice President**

Michael R. Pence

**Senators**

Edward Markey

Elizabeth Warren

**Congressman**

Joseph P. Kennedy III



**Officers of the  
Commonwealth of Massachusetts**

**Governor**

Charles Baker

**Lieutenant Governor**

Karyn Polito

**Secretary of the Commonwealth**

William F. Galvin

**Treasurer**

Deborah Goldberg

**Attorney General**

Maura Healey

**Auditor**

Suzanne M. Bump

**State Senator**

Karen E. Spilka

**State Representatives**

Brain Murray

Jeffrey Roy



## Elected Officers

### **Board of Health**

Michael Heavey  
Eric Lindstrom  
Jack Mill

### **Board of Selectmen**

Dennis Crowley  
Richard D'Innocenzo  
John Foresto  
Glenn Trindade  
Maryjane White

### **Housing Authority**

James Coyle  
Robert Ferrari  
Hayley Fetrow  
Rita Larrabee  
Michael Matondi  
Carl Rice  
Sheila Souza

### **Library Board of Trustees**

Susan Alessandri  
Diane Burkhardt  
Karen Kassel  
Chris Monahan  
John Scott Smith

### **Town Moderator**

Mark Cerel

### **Parks Commission**

Lyle Core  
John Farrell  
Sean Murphy  
Debi Rossi  
Joanne Williams

### **Planning and Economic Development Board**

Richard Di Iulio  
Thomas Gay  
Matthew Hayes  
Andy Rodenhiser  
Bob Tucker

### **Redevelopment Authority**

Douglas Downing  
Michael Griffin  
Andy Rodenhiser  
Rori Stumpf  
Paul Yorkis (Gov. appt.)

### **School Committee**

Susan Dietrich  
Jeffrey Segarra  
Cynthia Sullivan  
Lauren Nassiff  
Tim Fagerson

### **Town Clerk**

Maryjane White

### **Water/Sewer Commission**

Steven Burke  
Michael Callahan  
Leo O'Rourke



## Boards, Commissions and Committees

### **Affordable Housing Committee**

Robert Ferrari  
Judi LaPan  
Mike Leone  
John Parlee  
Sue Rorke  
Alison Slack

### **Affordable Housing Trust**

Judi LaPan  
John Parlee  
Ann Sherry  
Glenn Trindade

### **Agricultural Committee**

Paul Atwood  
Alison Dempsey  
Bruce Hamblin  
Michael Kassel  
Margaret Perkins

### **Board of Assessors**

Joshua Hazell  
Carol Niedbala  
Cristina Sauer

### **Board of Registrars**

Judith Lane  
Christine Lorenzen  
Florence Mucci

### **Cable Advisory Committee**

Richard Boucher  
John Foresto  
Robert O'Neill  
Glenn Trindade  
Shelley Wieler

### **Capital Improvement Planning Committee**

Brett Fagan  
Tracy Malcolm  
Lenny Mitchell  
Karen Nowicki  
Sarah Raposa

### **Cemetery Commission**

Rebecca Atwood  
Bruce Hamblin  
Jeanne Johnson

### **Charter Review Committee**

Matthew McCabe  
Jeff O'Neill  
John Robinson  
Jeff Segarra  
John Scott Smith

### **Community Preservation Commission**

Mark Cerel  
Tom Emero  
Matthew Hayes  
Ellen Hillery  
Gene Liscombe  
Debi Rossi  
David Travalini  
James Wieler  
Tina Wright

### **Conservation Commission**

David Blackwell  
Dayna Gill  
Ken McKay  
Margery Queenan  
Scott Salvucci  
David Travalini  
Brian Snow

### **Constables**

Gordon White  
Paul Trufant



## **Boards, Commissions and Committees (Continued)**

### **Council on Aging**

Mary Anderson  
William Caton  
John Clark  
Veronica Clark  
Paul DeSimone  
Siri Krishna Khalsa  
Judy Lane  
Ronald Lane  
Grace Rossetti  
Charlene Tingley  
Mary Lou Staples

### **Design Review Committee**

Matthew Buckley  
Jessica Chabot  
Dan Connolly  
Tom Gay  
Seth Kendall  
Rachel Wolff Lander  
Rachel Walsh

### **Economic Development Committee**

Deanna Kaiser Doughty  
Jennifer Kendall  
Zachary Knowlton  
Keith Peden  
Anthony Varrichione  
Paul Yorkis

### **Evaluation of Parks, Fields and Recreation**

#### **Areas Committee**

David Blackwell  
Lyle Core  
Richard D'Innocenzo  
Michael Francis  
Ellen Hillery  
Karin MacLeod  
Cathy Morgan  
Rob Pearl  
Debi Rossi  
Michael Schrader  
David Travalini  
Mike Tudino

### **Finance Committee**

Todd Alessandri  
Rohith Ashok  
Dan Doherty  
Ellen Hillery  
Jeff O'Neill  
Frank Rossi  
Michael Schrader  
Susan Segarra  
James Sullivan

### **Historical Commission**

Bruce Hamblin  
Cheryl Hamilton  
Kathleen Hickey  
Jeanne Johnson  
Eugene Liscombe  
Paul Russell

### **Medway Christmas Parade Committee**

Scott Guyette  
Richard Parrella  
Allen Tingley  
Susan Tingley

### **Medway Cultural Council**

Jennifer Kendall  
Jordan Warnick  
Hazel Warnick  
Gail Hachenburg  
Karyl Wong  
Phil Giangarra  
Becky Atwood  
Celeste Falcone  
Judith Moffatt  
Angelica Crosby  
Valerie Shinas  
Kim Blenkhorn  
Ancelin Wolfe  
Joanne Williams



## **Boards, Commissions and Committees (Continued)**

### **Medway Housing Authority**

James Coyle  
Robert Ferrari  
Michael Matondi  
Rita Larrabee  
Carl Rice

### **Medway Pride Day Committee**

Shannon Hodge  
Jennifer Pavlov  
Sarah Stone

### **Memorial Committee**

Peter Ciolek  
Douglas Downing  
John Larney  
Richard Parrella  
William Pride  
Robert Salesk  
Allen Tingley  
Paul Trufant  
Gordon White

### **Open Space Committee**

Brian Cowen  
Michael Francis  
Bruce Hamblin  
Denise Legee  
Charlie Ross  
James Wickis  
Joanne Williams  
Tina Wright

### **Thayer Property Governance Committee**

Dennis Crowley  
John Foresto  
Carl Rice

### **Town-Wide Energy Committee**

Carey Bergeron  
Lawrence Ellsworth  
Kristen Rice  
Alex Siekierski

### **Zoning Board of Appeals**

Tom Emero  
Carol Gould  
Christina Oster  
Gibb Phenegar  
Rori Stumpf  
Brain White

## MEETING SCHEDULE

Presidential Primary	March 3, 2020
Annual Town Meeting	June 8, 2020
Annual Town Election	June 16, 2020
State Primary	September 1, 2020
State Election	November 3, 2020
Fall Town Meeting	November 16, 2020

Affordable Housing Committee	4 <sup>th</sup> Wednesday of each month – 7:00PM/Senior Center
Affordable Housing Trust	4 <sup>th</sup> Wednesday of each month – 7:00PM/Senior Center
Agricultural Committee	Monthly – Wednesdays (dates vary) – 7:30PM/Library
Board of Assessors	Dates/Times vary – Assessor’s Office
Board of Health	2 <sup>nd</sup> and 4 <sup>th</sup> Monday of each month – 7:00PM/Library
Board of Selectmen	1 <sup>st</sup> and 3 <sup>rd</sup> Monday of each month – 7:00/Sanford Hall
Capital Improvement Planning Committee	2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday of each month – 7:00PM/Senior Center
Cemetery Commission	Dates/Times vary
Community Preservation Committee	1 <sup>st</sup> Monday of each month – 7:30PM/High School Library
Conservation Commission	2 <sup>nd</sup> and 4 <sup>th</sup> Thursday of each month – 7:30PM/Sanford Hall
Council on Aging	2 <sup>nd</sup> Tuesday of each month – 2:00PM/Senior Center
Cultural Council	1 <sup>st</sup> Tuesday every other month – 7:00PM/Library
Design Review Committee	1 <sup>st</sup> and 3 <sup>rd</sup> Monday of each month – 7:00PM/Library
Economic Development Committee	1 <sup>st</sup> Tuesday of each month – 7:00PM/Senior Center
Finance Committee	2 <sup>nd</sup> Wednesday of each month – 7:00PM/Sanford Hall
Historical Commission	1 <sup>st</sup> Wednesday of each month – 7:30PM/Senior Center
Housing Authority	As posted – Management Office, Mahan Circle
Library Board of Trustees	1 <sup>st</sup> Tuesday of each month – 7:00PM/Library
Open Space Committee	1 <sup>st</sup> Tuesday of each month – 7:00PM/Senior Center
Parks and Recreation Commission	Last Wednesday of each month – 6:30/Sanford Hall
Planning and Economic Development Board	2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday of each month – 7:00PM/Sanford Hall
School Committee	1 <sup>st</sup> and 3 <sup>rd</sup> Thursday of each month – 7:00PM/Middle School
Town-wide Energy Committee	3 <sup>rd</sup> Wednesday of each month – 7:30PM/Library
Water and Sewer Commission	Monthly - Mondays (dates vary) – 5:00PM/DPS Office
Zoning Board of Appeals	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday of each month – 7:30PM/Sanford Hall

\*\* Note these are general meeting guidelines subject to change – additional/canceled meetings, alternative times, and locations.



## Appointed Officers

### **Finance Director**

Carol Pratt

### **Town Manager**

Michael Boynton

### **Assistant Town Manager**

Allison Potter

### **Animal Control Officer**

Brenda Hamelin

### **Assessor**

Donna Greenwood

### **Communications Director**

Sandy Johnston

### **Community & Economic Development Director**

Barbara Saint André

### **Community Housing Coordinator**

J. Douglas Havens

### **Conservation Agent**

Bridget Graziano

### **Council on Aging Director**

Courtney Riley

### **Department of Public Services Director**

David D'Amico

### **Emergency Management Director**

Chief Allen M. Tingley

### **Fence Viewer**

Allen Tingley

### **Fire Chief**

Jeffrey Lynch

### **Health Agent**

Beth Hallal

### **Human Resources Coordinator**

Katherine Bird

### **Information Technology Director**

Richard Boucher

### **Inspector of Buildings/ Zoning Enforcement Officer**

John Mee

### **Labor Counsel**

Kevin Feeley, Jr

### **On-Call Building Inspector**

John Naff

### **Parks and Recreation Director**

Julie Harrington

### **Planning Coordinator**

Susan Affleck Childs

### **Plumbing/Gas Inspector**

James Coakley

### **Associate Plumbing/Associate Gas Inspector**

Gerard Smolinsky

### **Police Chief**

Allen Tingley

### **Representatives to Charles River Pollution Control District**

Douglas Downing

### **Representative to Metropolitan Area Planning Council**

Barbara Saint André

### **Representatives to SWAP**

Richard Di Iulio



## Appointed Officers (Continued)

### **Representative to Tri-County Vocational School**

Linda Reynolds

### **Sealer of Weights & Measures**

W. James Allshouse

### **Selectmen's Representative to GATRA**

Maryjane White

### **Selectmen's Representative to MBTA**

#### **Advisory Board**

Richard D'Innocenzo

### **Selectmen's Representative to Norfolk**

#### **County Advisory Board**

Michael Boynton

### **Selectmen's Representative to SWAP**

Glenn Trindade

### **Selectmen's Rep. to Tri-County Vocational School**

Glenn Trindade

### **Town Counsel**

KP Law, P.C.

### **Treasurer -Collector**

Joanne Russo

### **Tree Warden/Moth Agent**

Rolf Briggs

### **Veterans Agent**

Sarah Bateman

### **Wiring Inspector**

Jennifer Sweet

Ryan Leary

Dennis Ceruti



## Public Safety

### **Animal Control Officer**

Brenda Hamelin

### **Emergency Management Director**

Allen Tingley

### **Fire Chief**

\*Jeffrey Lynch

### **Deputy Fire Chief**

Chief Tingley

### **Deputy Fire Chief/EMT**

\*Michael Fasolino

### **Logistics Officer**

James Smith

### **Chaplain**

Richard Marcoux

### **Firefighter/EMTs/EMT-Paramedics**

Lt. Matthew Anzivino

\*Capt. Thomas Irwin

\*Capt. Craig Vinton

Lt. Robert O'Neill

\*Lt. Brian Tracy

\*Tim Benoit

\*Austin Boyt

\*Steven Brody

Jared Davis

\*Paul Donovan

\*John Eaton

\*Shawn Foster

\*James Kaufman

Kevin Kelly

\*David Leavenworth

\*Jack Lennon

Kyle Mitchell

\*Kevin Moreau

Christopher Nudd

\*Christopher Stygles

Lisa Thompson

\*Jeffrey Ward

\*Denotes full-time

### **Firefighters**

Lt. Michael Leland

Lt. Peter Trufant

John Ryder

William Scherer

Jason Vinton

### **EMTs**

Michael Heavey

### **Station One**

Capt./EMT - Thomas Irwin\*

Lt./EMT Robert O'Neill

### **Station Two**

Lt. Michael Leland

Safety Officer/EMT Joseph MacDougall

### **Emergency Medical Services**

\*David Leavenworth – Coordinator

\*Christopher Stygles – Assistant Coordinator

### **Administrative Assistant**

Natalie Lennon

### **Health Agent**

Beth Hallal

### **Inspector of Buildings/ Zoning Enforcement Officer**

John Mee

### **On-Call Building Inspector**

John Naff

### **Plumbing/Gas Inspector**

James Coakley

### **Associate Plumbing/Associate Gas Inspector**

Gerard Smolinsky

### **Wiring Inspector**

Jeffrey Hovey

**Police Chief**

Allen Tingley

**Police Lieutenants**

William Kingsbury  
David McSweeney

**Police Sergeants**

Jason Brennan  
John Meincke  
Stephen Mitchell  
Jeffrey Watson

**Detective**

Matthew Reardon

**Police Officers**

Meghan Casey  
William Freitas  
Peter Fasolino  
John Gasparrini  
Thomas Godino  
Derek Harrington  
Ryan Kahn  
Joseph MacDougall  
John McLaughlin  
Paul McLaughlin  
David McRoberts (Retired)  
Anthony Nigro  
Ryan Ober  
Robert O'Neill, Jr.  
John Rojee  
Carl Sheppard  
Richard Simard, II (Retired)  
Lauren Swarhout  
William White

**Police/Fire Communications Officers**

Nicole Connors  
Nick Saletnick  
Ryan Kahn\*  
Ryan Kingsbury  
Ben Leazott  
Kevin Ober\*

*\*Denotes part-time or as needed*

**Permanent Intermittent Police Officer**

Thomas Hamano

**Special Police Officers**

William Boultonhouse  
James Boyan  
Kevin Brennan  
Cheryl Goodspeed  
Donald Grimes  
Thomas Hammano  
Michael Heavey  
David Lambirth  
Richard Malo  
Andrew Mahan  
Frederick Paulette  
Robert Rojee  
Jerry Tracy  
Barbara Trufant

**Permanent Intermittent Police Officers**

Thomas Hamano

**School Traffic Crossing Guards**

Cheryl Goodspeed  
Deborah Lavalle  
Gale Wilcox

**Matrons**

Cheryl Goodspeed  
Judi LaPan  
Gale Wilcox

**Administrative Assistant**

Janice Hart



## Town Employees

### **Accounting**

Carol Pratt, Finance Director  
Pamela Holder, Assistant Town Accountant  
Anh Fahey, Accounting Assistant

### **Assessor**

Donna Greenwood, Principal Assessor  
Christopher Park, Assistant Assessor  
Terri DiMaggio, Administrative Assessing Asst.

### **Communications**

Sandy Johnston, Director

### **Community & Economic Development**

Doug Havens, Community Housing Coordinator

### **Conservation**

Bridget Graziano, Conservation Agent

### **Council on Aging**

Courtney Riley, Director  
Katherine Tonelli, Nurse  
Kathy Bullock, Trips/Arts& Crafts  
Kate Fennyery, Outreach  
Marcia Lombardo, Outreach  
Judy Notturmo, Driver/Volunteer Coordinator  
Kimberly Cookson, Transportation Coordinator  
Deb GrandPre, Van Driver, Ron GrandPre, Van Driver, Dave Houghton, Van Driver,  
Nancy Kramer, Bus Driver  
Barbara Vincent, Chef

### **Department of Public Services**

David D'Amico, Director  
Peter Pelletier, Deputy Director  
Jill Karakeian, Program Administrator  
Kelly Millette, Administrative Assistant  
Julie Sampson, Administrative Assistant  
Robert McGee, Project Manager  
Stephanie Carlisle, Compliance Coordinator

## **Department of Public Services (Continued)**

Jack Tucker, Highway Superintendent  
Rich Kernan, Assistant Superintendent, Highway  
Steve Carew, Parks Superintendent  
Daryl Blethen, Assistant Parks Superintendent  
Nolan Lynch, Supervisor, Parks  
Trevor Albury, Parks, Heavy Equipment Operator  
Felipe Oliveira, Parks, Heavy Equipment Operator  
Jason Miller, Parks, Heavy Equipment Operator  
Rick Nickerson, Principal Fleet Technician  
Vacant, Fleet Technician  
Jason Beksha, Parks, Heavy Equipment Operator  
David Malmberg, Highway, Heavy Equipment Operator  
Bill Scherer, Right-Of-Way Maintenance Supervisor  
Tom Blangeard, Highway, Heavy Equipment Operator  
Ken Semergian, Highway, Heavy Equipment Operator  
Ken Ogilvie, Highway, Heavy Equipment Operator  
Chad Chapin, Highway, Heavy Equipment Operator  
Barry Smith, Water/Sewer, Superintendent Jeffrey Roach, Assistant Water/Sewer Superintendent  
Ryan Fuer, Water/Sewer Systems Operator  
Mike Ellis, Water/Sewer Systems Operator Curtis Leduc, Water/Sewer Systems Operator Mark  
Leonardo, Water/Sewer Systems Operator Paul Morris, Water/Sewer Systems Operator Don Cooper,  
Water/Sewer Systems Operator  
Kyle Mee, Building Maintenance Assistant Trades Technician  
Michael Legendre, Building Maintenance Trades Technician  
Patrick Grasse, Recycling Center Operator  
Richard Dennis, Recycling Center Operator

## **Health**

Beth Hallal, Health Agent

## **Human Resources**

Katherine Bird, Coordinator

## **Information Services**

Richard Boucher, Director  
Sean Peplinski, Network Engineer  
Matthew Cerqua, Database Administrator  
Jesse Cordeiro, Technology Specialist  
Benjamin Demers, Technology Specialist  
Fran Hutton-Lee, GIS Coordinator  
Kevin Lessard, Technology Specialist

**Library**

Margaret Perkins, MLS, Director  
Lucy Anderson, Children's/Young Adult Librarian  
Katherine Buday, Technical Services Librarian  
Lorie Brownell, Library Assistant II  
Susan Allison, Library Assistant I  
Paula Labela Belanger, Library Assistant I  
Sandra Dobday, Library Assistant I  
Diane Busa, Makerspace Coordinator  
Lauren Guagenty, Substitute Library Assistant  
Laura Kurzontkowski, Substitute Library Assistant  
Eileen Yates, Substitute Library Assistant  
Wendy Rowe, Substitute Library Assistant  
Andrew Busa, Community Area Steward

**Parks & Recreation**

Julie Harrington, Director

**Planning & Economic Development**

Susan Affleck-Childs, Planning Coordinator

**Town Manager/Select Board**

Michael Boynton, Town Manager  
Allison Potter, Assistant Town Manager  
Liz Langley, Administrative Assistant

**Town Clerk**

Maryjane White, Town Clerk  
Charlene Tingley, Assistant Town Clerk

**Treasurer/Collector**

Joanne Russo, Treasurer/Collector  
Marie Shutt, Assistant Treasurer/Collector  
Doris Campagna, Assistant Collector  
Carol Hladick, Payroll Administrator

**Veterans Services**

Sarah Bateman, Veterans Director, MetroWest Veterans Services District

## REPORT OF THE BOARD OF ASSESSORS

### **GENERAL SCOPE AND FUNCTION**

The Department of the Board of Assessors is comprised of three volunteer appointed Medway citizens, and three full time staff employees: Principal Assessor, Assistant Assessor and Administrative Assessing Assistant.

The Office of the Board of Assessors is a value-based department. The Assessors are primarily responsible for determining the full and fair cash value of all real and personal property within the municipality.

Other duties of the Assessors include: administer motor vehicle excise tax, compile and submit the annual Tax Rate Recapitulation to the Department of Revenue, abate/exempt/ or defer taxes, defend established values on abatement applications and at Appellate Tax Board hearings, maintain tax assessment maps, and oversee the town's overlay reserve account (an account established to fund abatements, exemptions, and unpaid taxes for the respective fiscal year).

Tax law intends for each taxpayer to pay an equitable share of the tax burden in proportion to the value of the property or asset. This is known as *ad valorem* tax, or according to value tax. It is important to note that Assessors do not raise or lower taxes, nor do the Assessors set rate of taxation (tax rate). These determinations are made with the assistance of assessment values, but are decisions made outside of the scope of the Assessing Department.

### **FISCAL YEAR 2021 – Interim Year**

Fiscal year 2021 was an Interim year for the Town of Medway. This type of town valuation occurs for four years in between the fifth-year certification for each municipality in the Commonwealth of Massachusetts. Assessors review the market information and adjust values accordingly. The assessment date for all property in Medway was January 1, 2020 for Fiscal Year 2021. \*

\*(except properties that have current permits, the date of assessment was June 30, 2020 per locally adopted article, Chapter 653, s 40, acts of 1989)

- Residential properties are generally valued and adjusted based upon market sales that occurred in calendar year 2019.
- Commercial and industrial properties are generally valued and adjusted based upon the following: market rental income, market rental expense, market vacancy rates and area income capitalization rates.
- Personal property is generally valued and adjusted based upon asset description, condition, replacement cost new, year purchased and asset depreciation schedules.

## **TAX RATE SUMMARY**

The total amount to be raised through taxation (tax levy) is calculated after all other sources of revenue and total expenses for the town are known. The levy for fiscal year 2021 was \$43,068,793.09. Listed below is the percentage of the tax levy by property classification. The Department of Revenue approved a Tax Rate of \$17.46 per 1000 of value.

CLASSIFICATION	VALUATION	TAX DOLLARS	LEVY PERCENT
CLASS 1 - RESIDENTIAL	1,900,925,163	33,190,153.35	77%
CLASS 2 - OPEN SPACE	0	0.00	0%
CLASS 3 - COMMERCIAL	88,128,574	1,538,724.90	4%
CLASS 4 - INDUSTRIAL	289,900,023	5,061,654.40	12%
CLASS 5 - PERSONAL PROPERTY	187,758,330	3,278,260.44	8%
TOTAL	2,466,712,090	43,068,793.09	100%

Note: The total dollar amount needed to meet town spending was \$61,667,802 for FY2021. The tax levy portion is \$43,068,793.09 or 69%. The other 31% of the amount needed is obtained through state reimbursements and distributions, local receipts, free cash, and other revenue sources.

## **SUMMARY**

The real estate market in Medway for the most part, saw an increase in values. Residential values had an overall increase of 2.4% due to a couple of new homes and several large additions. Condominiums increase approximately 9.3% with new units in Millstone Village, Bedelia Lane, 362/364 Main St and a new 8-unit complex on the corner of Main and Mechanic. Commercial and industrial properties increase 7.1% with completion of 2 buildings on Trotter, a large addition on Alder and a new Daycare on Summer St. Vacancy rates continue to decline as the market conditions continue to improve.

A public hearing was held on November 2, 2020 in which the Board of Selectman chose to tax all classes of property at the same rate, also known as a single rate or a factor of one.

Property values, tax assessment maps, and FAQ's relating to various functions of the assessing department can be found on the town website ([www.townofmedway.org](http://www.townofmedway.org)) Please feel free to call, email, or visit the office if you have any questions regarding your property value or the assessment process in general.

I would like to thank the Board of Selectmen, Town Administrator, and members of the Board of Assessors for their assistance and support during fiscal year 2021.

Respectfully submitted,

Donna Greenwood, MAA  
Principal Assessor

### **REPORT OF THE TREASURER/COLLECTOR**

The annual report for the fiscal year ending June 30, 2020 is hereby submitted showing the collections and debt activity for the year.

#### **2020 COLLECTIONS**

Real estate tax collection at 98.2% of budget, motor vehicle excise tax at 116.4% of budget and penalty & Interest on Taxes was 179.6% of budget.

The real estate and property tax collections were at the normal benchmark collection rate of 98.2% for a total of \$40.7M.

In FY 2020, we had collections of \$2.1 million in MVE tax which was on par with previous fiscal years.

I would like to extend a special thank you to the staff; Marie Shutt, Assistant Treasurer/Collector, Doris Campagna, Assistant Collector and Carol Hladick, Payroll Administrator. I am beyond grateful for their support and assistance during one of the most unrepresented and trying years. They were truly dedicated to their job and the safety of the residents and employees during this past year.

Respectfully submitted,

Joanne M. Russo CCMT  
Treasurer/Collector

#### **TOWN OF MEDWAY LONG-TERM DEBT**

The Town continues to maintain a debt level of not greater than 10% in accordance with the fiscal policies adopted in Fiscal 2007 by the Board of Selectmen. Debt level is one important indicator of the Town's

fiscal management. This is one of the financial indicators that is also used by the bond rating agencies.

<b>TOWN OF MEDWAY BONDS (LONG-TERM DEBT)</b>					
<b>ISSUE DATE</b>	<b>BOND TYPE</b>	<b>MATURITY DATE</b>	<b>ORIGINAL BORROWING</b>	<b>BALANCE 6/30/2020</b>	<b>TRUE INTEREST COST</b>
09/12/19	MULTIPURPOSE GOB	9/15/1939	\$15,185,000	15,185,000	1.99%
09/12/18	MULTIPURPOSE GOB	9/15/1932	\$3,355,000	3,095,000	2.57%
09/12/18	MCWT GOB	7/15/2038	\$500,000	479,775	2.00%
02/21/18	MCWT GOB	1/15/2036	\$1,103,563	1,000,955	2.00%
04/13/17	SEPTIC REPAIRS	1/15/2037	\$200,000	170,383	0.00%
09/15/16	MULTIPURPOSE GOB	9/15/2026	\$2,920,138	1,810,000	1.21%
3/15/15	MULTIPURPOSE GOB	3/15/2029	\$5,113,950	2,965,000	2.02%
1/7/15	MCWT GOB	7/15/2035	\$1,501,102	1,184,010	2.00%
5/15/13	MULTIPURPOSE GOB	5/15/2033	\$6,250,000	4,045,000	2.22%
9/15/12	MULTIPURPOSE GOB	9/15/2032	\$5,100,000	2,930,000	1.98%
2/15/12	MULTIPURPOSE GOB	2/15/2032	\$8,118,000	4,590,000	2.02%
8/15/10	MULTIPURPOSE GOB	8/15/2029	\$7,501,093	3,205,000	2.43%
10/15/09	MULTIPURPOSE GOB	10/15/2029	\$7,328,610	2,060,000	2.92%
11/15/06	MULTIPURPOSE GOB	11/25/2025	\$11,446,000	3,570,000	4.00%
8/1/04	SEPTIC REPAIRS	8/1/2023	\$71,339	14,396	5.01%
4/15/03	MULTIPURPOSE GOB	4/15/2022	\$4,294,000	325,000	3.73%
					<b>WEIGHTED AVERAGE TIC</b>
<b>TOTAL BALANCE- Long Term Debt</b>				<b>\$ 46,629,519</b>	<b>2.25%</b>

**TREASURER REPORT**

<b>General Fund</b>	<b>28,661,271.91</b>
<b>Treasurer/Collector</b>	<b>445,813.41</b>
<b>Payroll</b>	<b>316.72</b>
<b>Vendor</b>	<b>0.00</b>
<b>CPA</b>	<b>2,982,063.45</b>
<b>Economic Redevelopment</b>	<b>23,509.53</b>
<b>Police Law Enforcement</b>	<b>9,111.57</b>
<b>Planning Review</b>	<b>69,937.99</b>
<b>Planning Observation</b>	<b>32,527.06</b>
<b>Stabilization Funds *</b>	<b>5,369,781.09</b>
<b>Scholarships</b>	<b>942,041.42</b>
<b>Performance Bonds</b>	<b>373,210.21</b>
<b>Student Activity</b>	<b>170,726.64</b>
<b>School Lunch</b>	<b>9,348.34</b>
<b>Education Fund</b>	<b>4,053.19</b>
<b>Library Trust</b>	<b>141,135.07</b>
<b>Cemetery Trust</b>	<b>11,536.84</b>
<b>Art &amp; Lottery</b>	<b>6,966.98</b>
<b>Elderly Disabled Fund</b>	<b>874.40</b>
<b>Christmas Parade</b>	<b>27,105.82</b>
<b>Affordable Housing</b>	<b>204,591.24</b>
<b>Conservation Commission</b>	<b>10,628.77</b>
<b>Conservation Fund</b>	<b>105,627.03</b>

<b>OPEB Trust</b>	<b>1,299,186.50</b>
<b>Pride Day</b>	<b>23,732.47</b>
<b>Family Day</b>	<b>829.40</b>
<b>ZBA Observation</b>	<b>46,554.40</b>
<b>Conservation Engineering</b>	<b>10,007.79</b>
<b>TOTAL CASH 06/30/2020</b>	<b>40,982,489.24</b>

**\*STABILIZATION BY ACCOUNT**

CAPITAL STABILIZATION \$351,576.59

SEWER STABILIZATION \$245,145.37

ATHLETIC STABILIZATION \$305,097.71

DEBT STABILIZATION \$872,131.14

GENERAL STABILIZATION \$3,595,830.28

**REPORT OF THE FINANCE DIRECTOR/TOWN ACCOUNTANT**

The role of the Office of the Town Accountant Office to ensure that the appropriate financial and auditing controls are maintained in an efficient, cost-effective and responsive manner. The office oversees all departmental appropriations, ensuring that departments operate within their annual budget. All receipts received by the town are reviewed as well, to ensure all funds are applied correctly. In addition, the office is responsible for maintaining all financial records, and ensuring that they are compliant with federal, state and local laws and regulations.

Sound fiscal practices and policies led the Town to its eleventh consecutive year without a Management Letter from the auditors, Melanson CPA's. This means that during the annual audit, the auditors found no reportabl\$4.1M in free cash, along with Medway's stabilization funds, combine to give Medway a healthy reserve percentage of 19.1% of the annual budget for FY2020. This exceeds the target percentage that is used to evaluate municipal financial statements.

After many years of hard work, consistently strong financial direction and leadership, the Town

received a bond rating of AAA from Standard and Poor's on May 15<sup>th</sup>, 2017. Medway is one of 74 communities in the State to have achieved this rating from S&P. S&P Global stated in their most recent press release that the rating reflects their opinion of Medway's very strong economy, strong management with good financial policies and practices, very strong budgetary performance and flexibility, very strong liquidity, and very strong debt and contingent liability position. The Medway Financial Team and the Board of Selectmen are very proud of this achievement, which has resulted in a reduction in the interest rate charged to the Town when borrowing for capital projects.

At the 2020 Annual Town Meeting, the Town voted to designate \$300k from the receipts received from the local meals tax to the OPEB (Other Post-Employment Benefits) Trust account. This demonstrates the financial commitment that the Town has made to address this liability in a responsible manner. During FY2019, the Investment Advisory Committee was formed and developed the OPEB Trust Investment Policy, the Trust and Stabilization Investment Policy and selected Rockland Trust as our Investment Management Group. In FY2019, the OPEB Trust increased in value by 10.7%. Along with the \$300,000 addition, the Trust realized a 36.85% increase in value in FY2020. The balance of the OPEB Trust Investment at the close of the fiscal year was \$1,299,186.

Included is the combined Balance Sheet for All Funds Types and Groups, and a Combined Statement of Changes in Revenues, Expenditures and Fund Balances as of June 30, 2020.

e conditions. This is a strong indication of Medway's fiscal stability and strength.

Overall revenue collections for FY 2020 were 102% of the revenue budget and expenses were 95.7% of the expense budget. These numbers point to the strong efforts made to collect revenue and to control expense. As a result, the General Fund realized \$4.1M in free cash. The

The full set of financial statement are available on the Town of Medway's website, or by requesting them from the Accounting Office.

I wish to thank the members of the Finance Team for their invaluable help throughout the year. Thank you as well to the Board of Selectmen and the citizens of Medway. It is a privilege to serve in this community.

Respectfully submitted,

Carol Pratt  
Finance Director/Town Accountant

## REPORT OF THE INFORMATION SERVICES DEPARTMENT

The Town of Medway continues to fund improvements in infrastructure, applications, and end user equipment. The continued support of these systems is critical to maintaining inter-departmental communications and efficient workflows for all departments.

A few accomplishments within Fiscal 2020 include:

- Continued support of 1:1 mobile devices to support all staff and students during pandemic.
- Lifecycle replacement of desktop computers, projection systems, and network components
- Implementation of Office 365 for town wide communication and collaboration efforts
- Increased cybersecurity awareness training for all staff
- Implementation of a visitor tracking system to the Recycling Center
- Expansion of our GIS/GPS Map Layer accuracy
- In Addition to the above, state, and federal covid relief funding helped to support the increase of mobile devices to support k-12 1:1 initiative.

Fiscal 2022 will continue to focus on our primary goals of supporting all department's efficient workflows, increasing information transparency to our community, expanding our cybersecurity training efforts, and expanding the 1:1 mobile device access to support the education of our students. The technology plan is a fluid mechanism used to provide guidance year to year and project future needs for up to five years, the total plan for FY22 is as follows:

- Continued lifecycle support for the schools 1:1 initiative.
- Maintain classroom projection systems at all schools in the district.
- Maintain and improve the video surveillance systems throughout the Town.
- Increase cybersecurity training, awareness, and preparedness.

Respectfully submitted,

Richard Boucher  
Director of Information Services

**PRESIDENTIAL PRIMARY  
3-Mar-20  
DEMOCRATIC**

PRESIDENTIAL PREFERENCE	Prec. 1	Prec2	Prec3	Prec4	Total
Deval Patrick	5	2	4	1	12
Amy Klobuchar	12	18	16	11	57
Elizabeth Warren	113	165	165	130	573
Michael Bennet	0	1	0	0	1
Michael R. Bloomberg	100	83	90	125	398
Tulsi Gabbard	2	6	5	3	16
Corey Booker	0	1	0	0	1
Julian Castro	0	0	0	0	0
Tom Steyer	3	3	11	8	25
Bernie Sanders	139	187	202	139	528
Joseph R. Biden	279	260	310	313	1162
John K. Delaney	0	0	0	0	0
Andrew Yang	0	0	0	0	0
Pete Buttigieg	11	23	30	32	96
Marianne Williamson	0	0	0	1	1
No preference	3	3	3	1	10
Write-ins	1	1	0	2	4
Blanks	1	1	0	1	3
Total	671	754	836	767	2889

**STATE COMMITTEE MAN**

Jack Patrick Lewis	483	569	601	562	0
write-ins	3	1	1	1	6
blanks	185	184	234	204	807
Total	671	754	836	767	813

**STATE COMMITTEE WOMAN**

Karen E. Spilka	520	617	664	607	2408
write-ins	4	1	2	2	9
blanks	147	136	170	158	611
Total	671	754	836	767	3841

**TOWN COMMITTEE**

Group					
Maryanne J. Padien	316	404	432	397	1549
Marvin J. Danoff	317	379	415	387	1498

Elizabeth A. Regan	336	412	477	414	1639
Linda J. Muir-Robinson	310	396	434	397	1537
John D. Havens	310	381	413	387	1491
Paul G. Yorkis	340	421	454	428	1643
David J. Blackwell	308	387	416	395	1506
Catherine M. Barone	314	399	429	413	1555
Francis J. Baronie	307	389	424	404	1524
Susan Rorke	326	416	459	418	1619
Robert D. Ferrari	308	384	440	405	1537
Lawrence W. Ellsworth	314	395	449	417	1575
Michael L. Fahey	329	420	434	400	1583
Samuel McKeown	331	395	435	405	1566
Jennifer A. Pavlov	324	407	429	396	1556
Melinda C. Tarkowski	330	389	433	405	1557
Karen L. Mazzarelli	324	390	427	394	1535
John A. Mazzarelli, Jr.	315	382	417	392	1506
Tracy J. Garber	315	388	434	403	1540
Mark Martin Lannigan	332	391	422	409	1554
Judith L. Lane	314	401	437	399	1551
Marilyn Hecht Dainoff	305	381	411	393	1490
Carla C. Cataldo	330	410	441	401	1582
Kathleen L. Yorkis	321	394	435	403	1553
David J. Tarkowski	313	383	419	398	1513
Rile Rhodes	309	376	414	384	1483
Rose Rhodes	316	379	415	389	1499
Laura Garham Mullen	317	390	430	402	1539
Tracy Stewart	4	10	0	0	14
Melissa Kelley	4	10	2	1	17
Chris Duryea	4	10	2	0	16
write-ins	11	3	27	6	47
Blanks	14531	15318	17151	11242	43374
Total	23485	26390	29257	22484	86748

**PRESIDENTIAL PRIMARY  
3-Mar-20  
REPUBLICAN**

SENATOR IN CONGRESS	Prec.1	Prec2	Prec3	Prec4	Total
William F. Weld	32	23	24	30	109
Joe Walsh	1	1	2	0	4
Donald J. Trump	137	163	147	153	600
Roque "Rocky" DeFuentes	1	1	1	0	3
Write Ins	1	4	4	0	0
Blanks	1	1	1	1	4
no preference	4	0	5	2	11
Total	177	193	184	186	740

STATE COMMITTEE MAN	Prec.1	Prec2	Prec3	Prec4	Total
Martin A. Lamb	135	140	143	148	566
write-ins	3	9	2	1	15
Blanks	39	44	39	37	159
Total	177	193	184	186	740

STATE COMMITTEE WOMAN	Prec.1	Prec2	Prec3	Prec4	Total
Janet Leombruno	77	85	70	73	305
Leda Arakelian	70	81	93	89	333
Write-ins	1	1	1	0	3
Blanks	29	26	20	24	99

TOWN COMMITTEE	Prec.1	Prec2	Prec3	Prec4	Total
Timothy Harris	66	89	68	78	301
Leanne J. Yarosz-Harris	60	77	64	71	272
Harry T. Johnson	70	84	75	89	318
Jeanne E. Johnson	63	85	73	79	300
Jean F. Gerard	58	72	68	70	268
James M. Coyle	57	79	62	80	278
Gordon N. White	69	82	67	82	300
Barbara Faron	60	63	62	55	240
Michael Faron	63	63	60	55	241
John A. Mill III	65	78	71	67	281
Inna Kellrt	59	58	61	47	225
Maryjane White	91	105	92	94	382
write-ins	7	3	1	1	12
blanks	5407	5817	5616	5642	3471
Total	6195	6755	6440	6510	6889

**TOWN OF MEDWAY  
WARRANT FOR JUNE 8, 2020  
SPECIAL TOWN MEETING**

**NORFOLK ss:**

To either of the Constables of the Town of Medway

**GREETINGS:**

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, 88 Summer Street, on Monday, June 8, 2020** at 7:00 PM, then and there to act on the following articles:

**Meeting was called to order by Mark Cerel, Moderator at 7:00 PM**

**ARTICLE 1:** (Free Cash Transfer: Snow and Ice Deficit)

To see if the Town will vote to transfer a sum of money from available funds and/or Certified Free Cash for the purpose of funding the Snow & Ice Fiscal Year 2020 appropriation deficit, or act in any manner relating thereto.

**DEPARTMENT OF PUBLIC SERVICES**

**No positive motion**

**ARTICLE 2:** (Prior Year Bills)

To see if the Town will vote to transfer a sum of money for the purpose of paying prior year, unpaid bills of the Town, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**VOTED: To transfer \$7,164.08 from the Fiscal Year 2020 Health Insurance Account for the purpose of paying prior year, unpaid bills of the Town as follows: 2015 Tufts invoice 13977111 in the amount of \$850.50, 2016 Tufts invoice 15487672 in the amount of \$288.50, 2016 Tufts invoice 15283882 in the amount of \$5,964.18, and 2017 Tufts invoice 17820698 in the amount of \$60.90**

**(Unanimous)**

**ARTICLE 3:** (Transfer to Ambulance Receipts Reserved Account)  
To see if the Town will vote to transfer \$193,919 from Ambulance Enterprise Account Retained Earnings to the Ambulance Receipts Reserved for Appropriation Fund, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**VV**

**(Unanimous)**

**ARTICLE 4:** (Repurpose Monetary Article – Police Dept)  
To see if the Town will vote to transfer the amount of \$84,600 appropriated by the vote taken under Article 7 of the May 13, 2019 Annual Town Meeting for police portable radio replacement, which amount is no longer needed for such purpose, for the purpose of purchasing furniture and undertaking electrical upgrades for the Police Department and any incidental or related costs, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**(Unanimous)**

**ARTICLE 5:** (Repurpose Monetary Article – Library)  
To see if the Town will vote to transfer the amount of \$24,174 appropriated by the vote taken under Article 7 of the May 13, 2019 Annual Town Meeting for sewer line rerouting at the library, which amount is no longer needed for such purpose, for the purpose of completing roof improvements at the library and any incidental or related costs, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**(Unanimous)**

**ARTICLE 6:** (Repurpose Monetary Article – School Dept)  
To see if the Town will vote to transfer the sum of \$30,000 from the funds appropriated for water heater replacement at the McGovern School by the vote taken under Article 7 of the May 13, 2019 Annual Town Meeting, which amount is no longer need for such purpose, to supplement the amount appropriated for the handicap ramp repair at the Memorial School also by the vote under Article 7 of the May 13, 2019 Annual Town Meeting, or act in any manner relating thereto.

**SCHOOL DEPARTMENT**

**(Unanimous)**

**ARTICLE 7:** (Authorize Five Year Contract for Electric and Utilities)

To see if the Town will vote to authorize the Board of Selectmen to enter into a contract for a term not to exceed five years for electricity and natural gas utilities supply and services, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**(Unanimous)**

**ARTICLE 8:** (Appropriation: COVID-19 Response)

To see if the Town will vote to raise and appropriate and/or transfer from available funds, including but not limited to, a transfer from the stabilization fund, a sum of money for the purpose of addressing municipal and school costs and/or revenue shortfall related to the Fiscal Year 2020 COVID-19 operations response, and further to transfer said sum to the Fiscal Year 2020 Reserve Fund, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**VOTED: To appropriate \$105,000.00 from certified free cash to the Fiscal Year 2020 Reserve Fund for the purpose and as printed in the warrant.**

**VV**

**(Unanimous)**

**Meeting adjourned at 7:21 PM**

**Voters in attendance 84**

**TOWN OF MEDWAY  
WARRANT FOR JUNE 8, 2020  
ANNUAL TOWN MEETING**

**NORFOLK ss:**

To either of the Constables of the Town of Medway

**GREETINGS:**

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, 88 Summer Street, on Monday, June 8, 2020, at 7:30 PM**, then and there to act on the following articles:

**The meeting was called to order at 7:30PM by Mark Cerel, Moderator. A quorum being present.**

**ARTICLE 9:** (Debt Stabilization Fund Transfer)

To see if the Town will vote to transfer the sum of \$341,000 from the Debt Stabilization Fund to the Fiscal Year 2021 operating budget for the purpose of offsetting a portion of debt exclusion projects, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**VV**

**(Unanimous)**

**ARTICLE 10:** (Transfer from Ambulance Receipts to General Fund)

To see if the Town will vote to transfer \$600,000 from Ambulance Receipts Reserved for Appropriation to the Fiscal Year 2021 General Fund Operating Budget, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**VV**

**(Unanimous)**

**ARTICLE 11:** (Appropriation: FY21 Operating Budget)

To see if the Town will vote to fix the salary and compensation of all elected officers of the Town, provide for a Reserve Fund, and determine what sums of money the Town will raise and appropriate, including appropriation from available funds, to defray charges and expenses of the Town including debt and interest, for the Fiscal Year ending June 30, 2021, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**VOTED: To raise and appropriate \$58,362,288.00 for the fiscal year ending June30,2021, for the specific departments and purposes designated in the Finance Committee report, and further, that the town set the Town Clerk's salary at \$93,104.00 with an additional \$1,000.00 for maintaining the annual Town Clerk's certification as provided for in General Laws chapter 41, Section 19k**

**VV**

**(unanimous)**

**Omnibus attached**

**ARTICLE 12:** (Appropriation: FY21 Water Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$3,564,134 for the maintenance of the Water Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 791,326
Expenses	664,100
Debt	1,718,165
<b>Direct Costs Total</b>	<b>\$ 3,173,591</b>

Indirect Costs

Indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

<b>Indirect Costs Total</b>	\$390,543
-----------------------------	-----------

<b>Total</b>	<b>\$3,564,134</b>
--------------	--------------------

And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$3,564,134
<b>Total</b>	<b>\$3,564,134</b>

**WATER SEWER COMMISSION**

**VV**

**(Unanimous)**

**ARTICLE 13:** (Appropriation: FY21 Sewer Enterprise Fund)  
 To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,860,315 for the maintenance of the Sewer Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 296,236
Expenses	1,077,950
Debt	325,549
<b>Direct Costs Total</b>	<b>\$1,699,735</b>

Indirect Costs

Indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

<b>Indirect Costs Total</b>	\$160,580
-----------------------------	-----------

<b>Total</b>	<b>\$1,860,315</b>
--------------	--------------------

And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$1,842,881
Sewer Betterment Stabilization	17,434
<b>Total</b>	<b>\$1,860,315</b>

**WATER SEWER COMMISSION**

**VV**

**(Unanimous)**

**ARTICLE 14:** (Appropriation: FY21 Solid Waste Enterprise Fund)  
 To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,462,135 to operate the Solid Waste/Recycling Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 159,792
Expenses	1,198,500
Debt Service	54,893
<b>Direct Costs Total</b>	<b>\$1,413,185</b>

Indirect Costs

Indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

<b>Indirect Costs Total</b>	\$ 48,950
-----------------------------	-----------

<b>Total</b>	<b>\$1,462,135</b>
--------------	--------------------

And further that the above listed appropriations be funded as follows:

Trash Recycling Fees/Bag Revenues	\$1,400,000
Retained Earnings	62,135
<b>Total</b>	<b>\$1,462,135</b>

**PUBLIC SERVICES DEPT.**

**VV**

**(Unanimous)**

**ARTICLE 15:** (Free Cash Appropriation: Capital and Other Items)  
 To see if the Town will vote to appropriate the sum of \$1,768,121 from Certified Free Cash for the purpose of funding the following capital and other items, including associated engineering, personnel, maintenance and legal service costs, or act in any manner relating thereto.

<b>Project</b>	<b>Department</b>	<b>Cost</b>
Roads & Sidewalks	DPW	\$750,000
Flail Mower/Tractor	DPW	133,000
Various Bridge Improvements	DPW	100,000
Replace 2009 Ford F350 (312-P-2)	DPW/Parks	65,000
New Econovan	DPW/Bldg. Maint.	30,000
Replace Ambulance (A-3)	Fire	157,831
Inflatable Boat	Fire	15,000
Server Upgrades	Police	13,424
Cruiser Radios/Radar Recording Counter	Police	11,226
HVAC Upgrade at Burke-Memorial School	School	90,000
Roof Preventative Maintenance	School	25,000
High School Outdoor Running Track Drainage Repair	School	50,000
Roof Schematic Design	School	40,000
Middle School Auditorium Lighting	School	25,000
Paint McGovern School Pods	School	25,000
Handicap Ramp Railing	Library	12,000
Desktops/Laptops (75)	Info. Services	90,000
Chromebooks (350)	Info. Services	110,000
Munis Payroll Software	Treasurer	25,640
<b>Free Cash Total</b>		<b>\$1,768,121</b>

**CAPITAL IMPROVEMENT  
PLANNING COMMITTEE  
(Unanimous)**

**VV**

**ARTICLE 16:** (Transfer – Ambulance Receipts Reserved for New Ambulance)

To see if the Town will vote to transfer \$193,919 from Ambulance Receipts Reserved for Appropriation to fund a portion of the purchase of a new ambulance, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**VV**

**(Unanimous)**

**ARTICLE 17:** (Raise & Appropriate: Roads & Sidewalks)

To see if the Town will vote to raise and appropriate the sum of \$800,000 for the purposes of making repairs to various roads, sidewalks, bridges and related appurtenances, and to fund, as needed, design, engineering, and construction management services, and for the payment of all other costs incidental and related thereto, or act in any manner relating thereto.

**CAPITAL IMPROVEMENT  
PLANNING COMMITTEE**

**No positive motion**

**ARTICLE 18:** (Free Cash Appropriation: Zoning Consulting Services)

To see if the Town will vote to appropriate the sum of \$15,000 from Certified Free Cash or other available funds for the purpose of funding consulting services to develop new zoning regulations for Medway's Central Business Zoning District, or to act in any manner relating thereto.

**PLANNING AND ECONOMIC  
DEVELOPMENT BOARD**

**VOTED: To appropriate \$15,000 from certified free cash for the purpose of funding consulting services to develop new zoning regulations for Medway's Central Business Zoning District**

**VV**

**(Unanimous)**

**ARTICLE 19:** (Borrowing – Water Enterprise – Brentwood Area and Wellington St)

To see if the Town will vote to raise and appropriate, borrow or transfer from available Water Enterprise funds a sum of money for the purpose of funding the permitting and construction of water infrastructure improvements in the Brentwood neighborhood area and Wellington Street, including the associated legal and technical services costs, and for the payment of all other costs incidental and related thereto, any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or act in any manner

relating thereto.

**PUBLIC SERVICES DEPT.**

**VOTED:** To borrow \$5,500,000.00 for the purpose of funding the permitting and construction of water infrastructure improvements in the Brentwood neighborhood area and Wellington Street, including the associated legal and technical services costs. And to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen is authorized to borrow said amount and for the payment of all other costs incidental and related thereto, any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**VV**

**(Unanimous)**

**ARTICLE 20:** (Free Cash Appropriation: Design – Parks and Fields Improvement Projects)  
To see if the Town will vote to appropriate the sum of \$80,000 from Certified Free Cash for the design and engineering of pickle ball courts, a softball field at Medway Middle School, and drainage improvements at Center Street field, and for the payment of all other costs incidental and related thereto, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**VV**

**(Majority)**

**ARTICLE 21:** (General Stabilization Appropriation)  
To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$100,000 to be allocated to the General Stabilization Fund, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**No Positive motion**

**ARTICLE 22:** (Appropriation: OPEB Trust)  
To see if the Town will vote to raise and appropriate the sum of \$300,000 to the Town of Medway Other Post-Employment Benefits (OPEB) Trust account, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**ARTICLE 23:** (Appropriation: Medway Day)

To see if the Town will vote to raise and appropriate the sum of \$15,000 for Medway Day, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**No positive motion**

**ARTICLE 24:** (Appropriation: Community Preservation Committee)

To see if the Town will vote to act on the report of the Community Preservation Committee for the Fiscal Year 2021 Community Preservation budget and to appropriate, or reserve for later appropriations, monies from the Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of community preservation projects and all other necessary and proper expenses for the Fiscal Year 2021, as follows:

CPC Administrative Expenses	\$15,000
CPC Salaries	5,000
CPC Debt Expense	436,625
<b>Total Direct Costs</b>	<b>\$456,625</b>

**10% of Estimated  
Reserves: Fund Revenues**

Open Space	\$120,320
Community Housing	\$120,320
Historical Preservation	\$120,320

or act in any manner relating thereto.

**COMMUNITY PRESERVATION COMMITTEE**

**VV**

**(Unanimous)**

**ARTICLE 25:** (Revolving Funds –Authorize FY21 Spending Limits)  
To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44, Section 53E1/2,  
to set Fiscal Year 2021 spending limits for revolving funds as follows:

<b>Program or Purpose</b>	<b>FY2021 Spending Limit</b>
Self-supporting parks and recreation services, including salaries and benefits	\$420,000
Dial-a-ride van service for seniors and disabled; shuttle service to Norfolk commuter rail station, and other necessary transportation services	\$130,000
Library printer, copier and fax expenses	\$3,000
Library meeting room	\$1,000
Thayer Homestead partial self-support of property, including salaries and benefits	\$70,000
Tobacco license compliance inspections	\$2,500
Self-supporting food services, including salaries and benefits	\$12,000

or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**(For the Various Departments Indicated)**

**VV**

**(Unanimous)**

**ARTICLE 26:** (Purchase Real Property – 13 and 15R Populatic St)  
To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, eminent domain, and/or purchase and to accept the deed to the Town of a fee simple interest in all or a portion of land located at 13 Populatic Street, identified as Parcel 61-052 on the Town of Medway’s Assessors’ Map and containing 4.2 acres more or less, and/or 15R Populatic Street, identified as Parcels 71-025 and 71-026 on the Town of Medway’s Assessors’ Map and containing 0.834 acres more or less, upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, said property to be under the care,

custody, management and control of the Board of Selectmen for water supply and general municipal purposes and further, to transfer from available funds or appropriate a sum of money for the acquisition of the property and up to \$10,000 for any expenses related thereto, including legal fees, and authorize the Board of Selectmen and Town officers to take all related actions necessary or appropriate to carry out this acquisition, including the submission, on behalf of the Town, of any and all applications deemed necessary for grants and/or reimbursements from any state or federal programs and to receive and accept such grants or reimbursements for this purpose, and/or any other purposes in any way connected with the scope of this Article, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**VOTED:** To authorize the Board of Selectmen to purchase and to accept the deed to the town of a fee simple interest in all or a portion of land located at 13 Populatic Street, identified as Parcel 61-052 on the Town of Medway’s Assessors’ map and containing 4.2 acres more or less, and 15R Populatic Street identified as Parcels 71-025 and 71-026 on the Town of Medway’s Assessors’ Map and containing 0.834 acres more or less, upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, said property to be under the care, custody, management and control of the Board of Selectmen for water supply and general municipal purposes, and, further, to appropriate \$390,000.00 for the acquisition of the property and up to \$10,000.00 for any expenses related thereto, including legal fees, and to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, as fully set forth in the warrant, any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and further that The Board of Selectmen and Town Officers authorized to take any all related actions necessary or appropriate to carry out the purposes of this article.

**VV**

**(Unanimous)**

**ARTICLE 27:** (Accept MGL Ch. 138, Sec. 33B – Sunday Morning Alcohol Sales by On Premise Licensees)

To see if the Town will vote accept the provisions of Massachusetts General Laws chapter 183, section 33B relative to sales of alcoholic beverages by on-premise licensees on Sundays and certain legal holidays; sales between 10:00 A.M. and 12:00 noon, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**VV**

**Unanimous)**

**ARTICLE 28:** (Amend General Bylaws – Article XII, Penal Laws, and XX, Noncriminal Disposition)

To see if the Town will vote to amend the General By-laws, Article XII, Penal Laws, Section 12.12(a) by deleting the last sentence as follows: (deleted text in ~~strikethrough~~):

“(a) No person without a permit or license from the Board of Selectmen shall store, keep or allow to remain on his premises more than one unregistered automobile, truck, or the body or chassis of a motor vehicle unless that same is stored or kept in a garage. ~~Violation of this By-law shall be subject to a fine of not more than \$50.00.~~”

And by amending the General By-laws, Article XII, Penal Laws, Section 12.15 as follows (new text in **bold**, deleted text in ~~striketrough~~):

“(a) The penalty for the violation of any ~~Penal Law~~ **Medway General By-law as to which no other fine is provided therein** shall be a fine not exceeding ~~\$100.00~~ **\$300.00** for each offense. **Each day during which any portion of a violation continues shall constitute a separate offense.** All forfeitures under any of the By-laws of the Town shall be recovered by complaint and shall inure to the use of the Town of Medway. **As an alternative, for violation of any Medway General By-law, non-criminal disposition of violations as provided for in Article XX of the Medway General By-laws may be used, in accordance with the following schedule of non-criminal penalties, unless the specific By-law otherwise provides for non-criminal penalties:**

**First offense:           warning (verbal or written)**

**Second offense:       \$100.00**

**Third offense:         \$200.00**

**Fourth and subsequent offenses: \$300.00”**

And by amending the General By-laws, Article XX, Noncriminal Disposition of Violations of By-laws, Rules and Regulations, Section 20.3, as follows (new text in bold, deleted text in ~~striketrough~~):

“Section 20.3.

(a) Any person notified to appear before the Clerk of the District Court as herein before provided, and as provided in said Chapter 90G, may so appear and confess the offense charged, either personally or through a duly authorized agent or by mailing to the clerk together with the notice such specific sum of money not exceeding ~~two~~ **three** hundred dollars as the Town may fix

as the penalty for violation of the By-law, rule or regulation. The payment to the clerk shall operate as a final disposition of the case and shall not be deemed to be a criminal proceeding.”

And by amending the General By-laws, Article XII, Penal Laws, Section 12.21(a) by changing the first sentence to read as follows (new text in **bold**, deleted text in ~~strickethrough~~):

“(a) Every outdoor swimming pool having 24 inches or more in depth or a surface area of 250 square feet or more, whether or not filled with water, shall be completely surrounded at all times by a fence or wall not less than ~~5~~ **four** feet above grade.”

**BUILDING COMMISSIONER**

**VV**

**(Majority)**

**ARTICLE 29:** (Amend General Bylaws – Stormwater Management and Land Disturbance)  
To see if the Town would vote to amend the Town’s General Bylaws, Article XXVI, Article XXVI, Stormwater Management and Land Disturbance, as follows; new text shown in **bold** and deleted text is shown as ~~stricken through~~:

Amend Section 26.3 DEFINITIONS by amending the definition of “Land Disturbance”, adding a new definition “Limit of Work”, amending the definitions of “New Development” and “Redevelopment”, and deleting the definition “Small Project” as follows:

Land Disturbance – An action to alter the existing vegetation and/or underlying soil of a site, such as **demolition**, clearing, grading, site preparation (e.g., excavating, cutting, and filling), soil compaction, **construction**, and movement and stockpiling of topsoil.

**Limit of Work** – The boundaries of the full extent of the area of land to be altered or disturbed during a construction project. The boundary beyond which no construction work will take place. Includes but is not limited to the areas where trees and other vegetation will be cleared, where the sod layer and other earth materials will be removed, where excavation and grading will occur, where buildings and infrastructure will be constructed, and areas to be used for truck parking, equipment storage, and material storage during construction. Limit of Work is also known as the area encompassed by erosion controls.

New Development – Any construction activities or land alteration resulting in total land disturbances greater than one acre (or activities that are part of a larger common plan of development disturbing greater than ~~one acre~~ **20,000 square feet**) on an area that has not previously been developed which will now include impervious cover.

Redevelopment – Any construction, land alteration, or improvement of impervious surfaces resulting in total land disturbances greater than ~~one acre~~ **20,000 square feet** (or activities that are part of a larger common plan of development disturbing greater than one acre) that does not meet the definition of New Development (see above).

~~Small Project – Any construction activities or land alteration resulting in total land disturbances greater than 20,000 square feet but less one acre whether or not such area has previously been developed to include impervious cover.~~

And by deleting Section 26.4.6:

#### Section 26.4.6. Enforcement

~~The DPW Director or the DPW Director’s designee shall enforce Section 26.4 of this Bylaw, including associated regulations, and may issue orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.—~~

##### 26.4.6.1. Non-Criminal Disposition

~~As an alternative to criminal prosecution or civil action, the Town may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, §21D and Article XX of the Town of Medway General Bylaws. The penalty for the first violation shall be a written warning. The penalty for the second violation shall be \$100. The penalty for the third and subsequent violations shall be \$200. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.—~~

##### 26.4.6.2. Criminal Penalty

~~Any person who violates any provision of this Bylaw, regulation, order or permit issued thereunder shall be punished by a fine of not more than \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.—~~

And by amending Section 26.5, LAND DISTURBANCE AND CONSTRUCTION ACTIVITY, as follows:

## SECTION 26.5 LAND DISTURBANCE AND CONSTRUCTION ACTIVITY

Section 26.5.1. Applicability. This section shall apply to all activities in which the limit of work results in disturbance of:

- a. at least 20,000 square feet **or more** ~~but less than 1 acre (for administrative review) or~~
- b. ~~one or more acres (or less if the activity is part of a larger common plan of development that exceeds one acre of land disturbance within a 5-year period) for review by the applicable permit-granting authority.~~ **Review for removal, disturbance, alteration, or addition of 10,000 square feet or more of impervious surface.**

### Section 26.5.2. Land Disturbance Permit.

#### **26.5.2.1.**

Except as authorized by the applicable board, ~~or commission, department, administrative team or its agent, as specified in Section 26.5.3 and hereafter known as the “permitting authority,”~~ no person shall perform any applicable land disturbance activity without a Land Disturbance Permit. Normal maintenance and improvement of land in agricultural or aquacultural use, as defined by the Wetlands Protection Act regulations 310 CMR 10.04, are exempt. Roadway and utilities improvement and maintenance undertaken by the Town are also exempt from permitting but such road work that involves increasing impervious surface by more than a single lane width shall comply with MS4 General Permit requirements. ~~as specified in Section 26.8.2(3)(d).~~

#### **26.5.2.2. Outside Consultants and Fees**

**In connection with Land Disturbance Permit applications involving technical, legal, or other issues as to which the permitting authority considers it necessary or desirable to engage an outside consultant or consultants, such as engineers, lawyers, planners, licensed site professionals, or other appropriate professionals, to advise the permitting authority on those issues, the permitting authority may, in its sole discretion, require that the applicant pay a reasonable review fee sufficient to enable the permitting authority to retain consultants of its choice, said fee to be deposited into a special separate account established pursuant to Mass. G.L. c. 44, Section 53G.**

### Section 26.5.3. Coordinated Permitting.

~~26.5.3.1 In the case of activities requiring an Order of Conditions from the~~ **The Conservation Commission shall be the permitting authority for Land Disturbance permits, except that, if** ~~or subdivision, site plan, or special permit approval from the Planning and Economic Development Board (“PEDB”); is required, and there are no activities subject to the Conservation Commission jurisdiction under the Wetland Protection Act or the Town’s Wetland Protection Bylaw, Land Disturbance Permits shall be reviewed and issued by the PEDB as a component of those other permits, including the fees, regulations, timing, notice and hearing requirements of those other permits. In cases where activities are subject to Conservation Commission jurisdiction under the Wetlands Protection Act for part of a site and activities on another part of the site are subject to the jurisdiction of the PEDB, the Conservation Commission shall have sole jurisdiction for issuing a Land Disturbance Permit for the entire site. For activities outside the jurisdiction of the Conservation Commission and that do not require subdivision, site plan or special permit approval from the PEDB (e.g. construction of a house and associated facilities on an existing lot), including Small Projects, a Land Disturbance Permit pursuant to Section 26.5.1 shall be required from an administrative team consisting of the Building Inspector, DPS Director, Community and Economic Development Director, Planning and Economic Development Coordinator and Conservation Commission Agent, and may include other Town staff or the designee of any of the preceding as appropriate depending on the nature of the project..~~

~~26.5.3.2 Section 26.6 specifies procedures for administrative review. Sections 26.7 through 26.14 shall be applicable in all cases.~~

#### 26.5.4. Application

A completed application for a Land Disturbance Permit shall be filed **in conjunction with any other permit application to** the applicable permitting authority as established in Section ~~25~~**26.5.3**. A permit must be obtained prior to the commencement of any applicable land disturbing activity. The Land Disturbance Permit Application package shall include:

- a. a completed **Land Disturbance** Application Form with original signatures of **applicant**, all owners
- b. ~~three (3) copies of the~~ Erosion and Sediment Control Plan as specified in ~~Section 26.7~~ **Section 26.5.6** of this Bylaw;
- c. **Drainage Calculations in compliance with the most current Massachusetts Stormwater Management Standards and the National Oceanic and Atmospheric Administration (NOAA) Atlas 14 precipitation rates as may be updated;**
- d. **Narrative on how the project meets the most current Massachusetts Stormwater Management Standards;**

- e. **Construction sequencing or phasing plan;**
- f. **Stormwater Operations and Maintenance Plan during Construction;**
- g. ~~three (3) copies of the~~ Post-Construction Stormwater Management Plan as specified in ~~Section 26.8~~ **Section 26.5.8.** of this Bylaw;
- h. ~~three (3) copies of the~~ **Long-Term** Stormwater Operations and Maintenance Plan for both ~~during construction and post construction~~ as specified in ~~Section 26.9~~ **Section 26.5.9.** of this Bylaw;
- i. **Other permits already received for the project;**
- j. **Request for Waivers from the provisions of Section 26.5 of this Bylaw if necessary;**
- k. **Application and/or filing fee when applicable;** ~~payment of the application and review fees; and~~
- ~~l. one (1) copy of the Application Form filed with the Town Clerk.~~
  - l. An electronic copy of all materials submitted.

~~SECTION 26.6 ADMINISTRATIVE REVIEW~~

~~26.6.1. Applicability. Administrative review is provided to address those land disturbance activities that fall outside the jurisdiction of any other reviewing authority as defined in Section 26.5.3.1, including Small Projects.~~

~~26.6.2. Entry. Filing an application for a permit grants the administrative team or its designee, permission to enter the site to verify the information in the application and to inspect for compliance with permit conditions.~~

~~26.6.3. Other Boards. The administrative team shall notify the Town Clerk of receipt of the application, and shall give one copy of the application package to and may seek input from the Planning and Economic Development Board, the Conservation Commission, Department of Public Services and/or other Town departments or boards as needed or appropriate.~~

~~26.6.4.—Administrative Team Meeting. The Land Disturbance Permit application shall be made available for inspection by the public at Town Hall during its normal business hours. The applicant shall be invited to a review meeting which shall be held within 14 days of the receipt of a complete application and final action shall be taken within 14 days of the review meeting unless such time is extended by agreement between the applicant and the administrative team.~~

~~26.6.5.—Information requests. The applicant shall submit all additional information requested by the administrative team in order to issue a decision on the application.~~

#### ~~26.6.6.—Waivers~~

~~26.6.6.1. The administrative team may waive strict compliance with any requirement of this by law or the rules and regulations promulgated hereunder, where:~~

- ~~a. such action is allowed by federal, state and local statutes and/or regulations;~~
- ~~b. is in the public interest, and~~
- ~~c. is not inconsistent with the purpose and intent of this by law.~~

~~26.6.6.2. Any applicant may submit a written request to be granted such a waiver. Such a request shall be accompanied by an explanation or documentation supporting the waiver request and demonstrating that strict application of the by law does not further the purposes or objectives of this Bylaw.~~

~~26.6.6.3. All waiver requests shall be discussed and voted on at the review meeting for the project.~~

~~26.6.6.4. If in the opinion of the administrative team, additional time or information is required for review of a waiver request, it may continue the review to a date certain announced at the meeting. In the event the applicant objects to a continuance, or fails to provide requested information, the waiver request shall be denied.~~

#### ~~26.6.7. Action~~

The administrative team may:

- a. ~~Approve the Land Disturbance Permit Application and issue a permit if it finds that the proposed plan will protect water resources and meets the objectives and requirements of this by law;~~
- b. ~~Approve the Land Disturbance Permit Application and issue a permit with conditions, modifications or restrictions that it determines are required to ensure that the project will protect water resources and meets the objectives and requirements of this by law;~~
- c. ~~Disapprove the Land Disturbance Permit Application and deny the permit if it finds that the proposed plan will not protect water resources or fails to meet the objectives and requirements of this by law.~~

~~26.6.8. Failure to take final action.~~ Failure of the administrative team to take final action upon an Application within the time specified above shall be deemed to be approval of said Application. Upon certification by the Town Clerk that the allowed time has passed without action, the Land Disturbance Permit shall be issued by the administrative team.

~~26.6.9. Appeals.~~ Decisions of the administrative team may be appealed to the Conservation Commission within 20 days of filing the decision with the Town Clerk. The Conservation Commission may adopt rules and regulations for hearing such appeals but shall consider the appeal at a public meeting held within 30 days of receipt.

~~26.6.10. Fee Structure.~~ Each application must be accompanied by the appropriate application fee as established by the Department of Community and Economic Development. Applicants shall pay review fees as determined by the administrative team sufficient to cover any expenses connected with the review of the Land Disturbance Permit Application before the review process commences. The administrative team is authorized to retain a Registered Professional Engineer or other professional consultant to advise it on any or all aspects of the Application.

~~26.6.11. Project Changes.~~ The permittee, or their agent, must notify the Department of Community and Economic Development in writing of any change or alteration of a land disturbing activity authorized in a Land Disturbance Permit before any change or alteration occurs. If the administrative team determines that the change or alteration is significant, based on the design requirements listed in Section 26.7.2 and accepted construction practices, the administrative team may require that an amended Land Disturbance Permit application be filed and a new review meeting be held. If any change or alteration from the Land Disturbance Permit occurs during any land disturbing activities, the administrative team may require the installation of interim erosion and sedimentation control measures before approving the change or alteration.

### Section 26.5.5. Waivers

The permitting authority may waive strict compliance with any requirement of this Bylaw or the rules and regulations promulgated hereunder, where:

- a. such action is allowed by federal, state and local statutes and/or regulations, and
- b. is in the public interest, and/or
- c. is not inconsistent with the purpose and intent of this Bylaw.

Any applicant may submit a written request to be granted such a waiver. Such a request shall be accompanied by an explanation or documentation supporting the waiver request and demonstrating that strict application of the Bylaw does not further the purposes or objectives of this Bylaw. All waiver requests shall be discussed and voted on at the public hearing for the project. If in the opinion of the permitting authority, additional time or information is required for review of a waiver request, it may continue the review to a date certain announced at the meeting. In the event the applicant objects to a continuance, or fails to provide requested information, the waiver request may be denied after thirty days.

### ~~SECTION 26.7. EROSION AND SEDIMENT CONTROL PLAN~~

#### Section 26.5.6. Erosion and Sediment Control Plan

##### 26.5.6.1. Applicability

An Erosion and Sediment Control Plan (ESCP) is required of all construction site operators performing land disturbance activities under the jurisdiction of this ~~by-law~~ **Bylaw**. The ~~Erosion and Sediment Control Plan~~ **ESCP shall be submitted with the Land Disturbance permit and shall** contain sufficient information to describe the nature and purpose of the proposed development, pertinent conditions of the site and the adjacent areas, and proposed erosion and sedimentation controls. The applicant shall submit such material as is necessary to show that the proposed development will comply with the design requirements listed in ~~Section 26.7.2.~~**Section 26.5.6.2.** below.

##### ~~26.7.2.~~ 26.5.6.2. Design Requirements

The design requirements of the Erosion and Sediment Control Plan are:

- a. Minimize total area of disturbance and protect natural resources;

- b. Sequence activities to minimize simultaneous areas of disturbance;
- c. Minimize soil erosion and control sedimentation during construction and document that proposed measures can handle **the point precipitation frequencies for rates within a twenty-four hour period for a 100-year storm as provided in the NOAA Atlas 14**, recognizing that prevention of erosion is preferred over sedimentation control;
- d. Protect slopes on the construction site;
- e. Protect all storm drain inlets and armor all newly constructed outlets;
- f. Divert uncontaminated water around disturbed areas;
- g. Install and maintain all Erosion and Sediment Control measures in accordance with the manufacturers specifications and good engineering practices;
- h. Use perimeter controls to prevent off-site transport of sediment;
- i. Stabilize construction site entrances and exits to prevent off-site vehicle tracking of sediment;
- j. Inspect and report stormwater controls at consistent intervals.
- k. Protect and manage on and off-site material storage areas (overburden and stockpiles of dirt, borrow areas, or other areas used solely by the permitted project are considered a part of the project);
- l. Comply with applicable Federal, State and local laws and regulations including waste disposal, sanitary sewer or septic system regulations, and air quality requirements, including dust control;
- m. Prevent significant alteration of habitats mapped by the Massachusetts Natural Heritage & Endangered Species Program as Endangered, Threatened or Of Special Concern, Estimated Habitats of Rare Wildlife and Certified Vernal Pools, and Priority Habitats of Rare Species from the proposed activities;
- n. Institute interim and permanent stabilization measures, which shall be instituted on a disturbed area as soon as practicable but no more than 14 days after construction activity has temporarily or permanently ceased on that portion of the site;
- o. Properly manage on-site construction and waste materials; including but not limited to, discarded

building materials, concrete truck wash out, chemicals, litter, and sanitary wastes. These wastes may not be discharged to the MS4.

~~26.7.3.~~ **26.5.6.3.** Erosion and Sedimentation Control Plan Content

The Plan shall contain the following information:

- a. Names, addresses, and telephone numbers of the owner, applicant, and person(s) or firm(s) preparing the plan;
- b. Title, date, north arrow, names of abutters, scale, legend, and locus map;
- c. Location and description of natural features including:
  - 1) Watercourses and water bodies, wetland resource areas and all floodplain information, including the 100-year flood elevation based upon the most recent Flood Insurance Rate Map, or as calculated by a professional engineer for areas not assessed on these maps;
  - 2) Existing vegetation including tree lines, canopy layer, shrub layer, and ground cover, and trees with a caliper twelve (~~12~~) inches or larger, noting specimen trees and forest communities; and
  - 3) Habitats mapped by the Massachusetts Natural Heritage & Endangered Species Program as Endangered, Threatened or of Special Concern, Estimated Habitats of Rare Wildlife and Certified Vernal Pools, and Priority Habitats of Rare Species within five hundred (~~500~~) feet of any construction activity.
- d. Lines of existing abutting streets showing drainage and driveway locations and curb cuts;
- e. Existing soils, volume and nature of imported soil materials;
- f. Topographical features including existing and proposed contours at intervals no greater than two (~~2~~) feet with spot elevations provided when needed;
- g. Surveyed property lines showing distances and monument locations, all existing and proposed easements, rights-of-way, and other encumbrances, the size of the entire parcel, and the delineation and number of square feet of the land area to be disturbed;
- h. Drainage patterns and approximate slopes anticipated after major grading activities (~~Construction~~).

~~Phase Grading Plans);~~

- i. ~~A plan showing the~~ Limit of work with a calculation indicating its area;
- j. Location and details of erosion and sediment control measures with a narrative of the construction sequence/phasing of the project, including both operation and maintenance for structural and non-structural measures, interim grading, and material stockpiling areas;
- k. Path and mechanism to divert uncontaminated water around disturbed areas, to the maximum extent practicable;
- l. Location and description of industrial discharges, including stormwater discharges from dedicated asphalt plants and dedicated concrete plants, which are covered by this permit;
- ~~m. Stormwater runoff calculations in accordance with the Department of Environmental Protection's Stormwater Management Policy;~~
- n. Location and description of and implementation schedule for temporary and permanent seeding, vegetative controls, and other stabilization measures;
- ~~o. A description of construction and waste materials expected to be stored on site. The Plan shall include a description of controls to reduce pollutants from these materials, including storage practices to minimize exposure of the materials to stormwater, and spill prevention and response;~~
- p. A description of provisions for phasing the project where ~~one acre~~ a **20,000 square foot** of area or greater is to be altered or disturbed;
- q. Timing, schedules, and sequence of development including clearing, stripping, rough grading, construction, final grading, and vegetative stabilization,
- r. A maintenance schedule for the period of construction,
- s. Plans must be stamped and certified by a qualified Professional Engineer registered in Massachusetts or a Certified Professional in Erosion and Sediment Control; and
- t. Such other relevant information as is required by the applicable permitting authority.

#### **26.5.7. Stormwater Operations and Maintenance Plan during Construction**

### **26.5.7.1. Applicability**

The applicant shall submit a narrative titled “Stormwater Operations and Maintenance Plan (O&M) during Construction,” which describes the how the project site will be managed during construction.

### **26.5.7.2. Stormwater Operations and Maintenance Plan during Construction Contents**

The narrative shall include:

- a. Good housekeeping practices, such as but not limited to, street sweeping, erosion control repairs, inspections of any pre-existing stormwater systems;
- b. Storage of materials and waste products inside or under cover;
- c. Routine inspections and maintenance of stormwater best management practices (BMPs);
- d. Spill prevention and response;
- e. Proper management of deicing chemicals and snow;
- f. Protection and stabilization of soils;
- g. Storage use and use of fertilizers, herbicides, and pesticides;
- h. Operations and maintenance of septic systems.

### **26.5.7.3. Reports**

Reports shall be submitted bi-weekly to the permitting authority and after any storm event resulting in 0.25 inches of precipitation or more within twenty-four hours.

## ~~SECTION 26.8. POST CONSTRUCTION STORMWATER MANAGEMENT PLAN~~

### **26.5.8. Post-Construction Stormwater Management Plan**

#### ~~26.8.1.~~ **26.5.8.1. Application Applicability**

The application for a Land Disturbance Permit shall include a Post-Construction Stormwater Management Plan, including a Long-Term Operations and Management Plan. This Post-Construction Stormwater Management Plan shall contain sufficient information for the applicable reviewing authority to evaluate the environmental impact, effectiveness, and acceptability of the measures proposed by the applicant for reducing adverse impacts from stormwater. The Plan shall be designed to meet the most current Massachusetts Stormwater Management Standards as set forth in ~~Section 26.8.3~~ **Section 26.5.8.3** and DEP Stormwater Management Handbook Volumes I and II.

#### ~~26.8.2~~ **26.5.8.2. Post-Construction Stormwater Management Plan Contents**

The Plan shall fully describe the project in drawings, and narrative. It shall include:

- a. A locus map,
- b. The existing zoning, and land use at the site,
- c. The proposed land use,
- d. The location(s) of existing and proposed easements,
- e. The location of existing and proposed utilities,
- f. The site's existing & proposed topography with contours at  $\pm$  two foot intervals,
- g. The existing site hydrology,
- h. A description & delineation of existing stormwater conveyances, impoundments, and wetlands on or adjacent to the site or into which stormwater flows,
- i. A delineation of 100-year flood plains, if applicable,
- j. Estimated seasonal high groundwater elevation (November to April) in areas to be used for stormwater retention, detention, or infiltration,
- k. The existing and proposed vegetation and ground surfaces with runoff coefficients for each,
- l. A drainage area map showing pre and post construction watershed boundaries, drainage area and stormwater flow paths,
- m. A description and drawings of all components of the proposed drainage system including:
  - 1) locations, cross sections, and profiles of all brooks, streams, drainage swales and their method of stabilization,
  - 2) all measures for the detention, retention or infiltration of water,
  - 3) all measures for the protection of water quality,
  - 4) the structural details for all components of the proposed drainage systems and stormwater management facilities,
  - 5) notes on drawings specifying materials to be used, construction specifications, and typicals, and
  - 6) expected hydrology with supporting calculations.
- n. Proposed improvements including location of buildings or other structures, impervious surfaces, and drainage facilities, if applicable,
- o. Timing, schedules, and procedures to ensure proper functioning and operation of the system,
- p. A maintenance schedule,
- q. Documentation of consideration of the use of low impact design and green infrastructure,
- r. A final (and for longer term projects an annual) report documenting compliance with the plan, including receipts as applicable, and
- s. Any other relevant information requested by the applicable permitting authority.

### ~~26.8.3.~~ **26.5.8.3.** Stormwater Design Requirements

Projects shall use Low Impact Development (LID) site planning and design strategies to the maximum extent feasible and shall comply with the following requirements:

- a. No new stormwater conveyances (e.g. outfalls) may discharge untreated stormwater directly to or cause erosion in wetlands or waters of the Commonwealth.
- b. For new development, stormwater management systems must be designed to:

- 1) Not allow new stormwater conveyances to discharge untreated stormwater in accordance with Massachusetts Stormwater Handbook Standard 1;
- 2) Control peak runoff rates in accordance with Massachusetts Stormwater Handbook Standard;
- 3) Recharge groundwater in accordance with Massachusetts Stormwater Handbook Standard;
- 4) Eliminate or reduce the discharge of pollutants from land uses with higher pollutant loads as defined in the Massachusetts Stormwater Handbook in accordance with Massachusetts Stormwater Handbook Standard 5;
- 5) Protect Zone II or Interim Wellhead Protection Areas of public water supplies in accordance with Massachusetts Stormwater Handbook Standard 6;
- 6) Implement long term maintenance practices in accordance with Massachusetts Stormwater Handbook Standard 9; and
- 7) Require that all stormwater management systems be designed to:
  - a) Retain the volume of runoff equivalent to, or greater than, one ~~(1.0)~~ inch multiplied by the total post-construction impervious surface area on the site AND/OR
  - b) Remove 90% of the average annual load of Total Suspended Solids (TSS) generated from the total post-construction impervious area on the site AND 60% of the average annual load of Total Phosphorus (TP) generated from the total post-construction impervious surface area on the site. Pollutant removal shall be calculated consistent with EPA Region 1's BMP Performance Extrapolation Tool or other BMP performance evaluation tool provided by EPA Region 1, where available. If EPA Region 1 tools do not address the planned or installed BMP performance any federally or State approved BMP design guidance or performance standards (e.g. State stormwater handbooks and design guidance manuals) may be used to calculate BMP performance. The required removal percentage is not required for each storm, it is the average removal over a year that is required.

c. For redevelopment sites:

- 1) Stormwater management systems on Redevelopment sites shall meet the following sections of part 2.3.6.a.ii.3 of the MS4 General Permit as most recently amended, to the maximum extent feasible:
  - a) Part 2.3.6.a.ii.3(a) (Massachusetts Stormwater Standard 1);
  - b) Part 2.3.6.a.ii.3(b) (Massachusetts Stormwater Standard 2)
  - c) Part 2.3.6.a.ii.3(c) (Massachusetts Stormwater Standard 3); and
  - d) The pretreatment and structural best management practices requirements of 2.3.6.a.ii.3(d) and 2.3.6.a.ii.3(e) (Massachusetts Stormwater Standards 5 and 6).
  
- 2) Stormwater management systems on Redevelopment sites shall also improve existing conditions by requiring that stormwater management systems be designed to:

- a) Retain the volume of runoff equivalent to, or greater than, 0.80 inch multiplied by the total post-construction impervious surface area on the site AND/OR
- b) Remove 80% of the average annual post-construction load of Total Suspended Solids (TSS) generated from the total post-construction impervious area on the site AND 50% of the average annual load of Total Phosphorus (TP) generated from the total post construction impervious surface area on the site. Pollutant removal shall be calculated consistent with EPA Region 1's BMP Performance Extrapolation Tool or other BMP performance evaluation tool provided by EPA Region 1 where available. If EPA Region 1 tools do not address the planned or installed BMP performance any federally or State approved BMP design guidance or performance standards (e.g. State stormwater handbooks and design guidance manuals) may be used to calculate BMP performance.

3) Stormwater management systems on redevelopment sites may utilize offsite mitigation within the same USGS HUC10 as the redevelopment site to meet the equivalent retention or pollutant removal requirements in part 2.3.6.a.ii.4(b) of the [MS4 General Permit](#), as most recently amended,.

4) Redevelopment activities that are exclusively limited to maintenance and improvement of existing roadways, (including widening less than a single lane, adding shoulders, correcting substandard intersections, improving existing drainage systems, and repaving projects) shall improve existing conditions where feasible and are exempt from the MS4 General Permit part 2.3.6.a.ii.4(a), part 2.3.6.a.ii.4(b) and part 2.3.6.a.ii.4(c). Roadway widening or improvements that increase the amount of impervious area on the redevelopment site by greater than or equal to a single lane width shall meet the requirements of part 2.3.6.a.ii.4(a) – (c) of MS4 General Permit as most recently amended fully.

d. All stormwater management systems must have a Long-Term Operation and Maintenance plan prepared in accordance with ~~26.8.5~~ **Section 26.5.9**. to ensure that systems function as designed.

When one or more of the Standards cannot be met, an applicant may demonstrate that an equivalent level of environmental protection will be provided.

#### ~~26.8.4.~~ **26.5.8.4.** Recording

The Post-Construction Stormwater Management Plan shall be recorded at the Registry of Deeds along with the decision of the applicable permitting authority.

26.8.5. 26.5.9. Long-Term Operation and Maintenance Plans

**26.5.9.1. Applicability**

A Long-Term Operation and Maintenance Plan (O&M Plan) is required at the time of application for all projects. The maintenance plan shall be designed to ensure compliance with the Permit, this Bylaw and the Massachusetts Stormwater Standards are met in all seasons and throughout the life of the system. The applicable permitting authority shall make the final decision of what maintenance option is appropriate in a given situation. The applicable permitting authority will consider natural features, proximity of site to water bodies and wetlands, extent of impervious surfaces, size of the site, the types of stormwater management structures, and potential need for ongoing maintenance activities when making this decision. The **Long-Term** Operation and Maintenance Plan shall remain on file with the applicable permitting authority and shall be an ongoing requirement. ~~The O&M Plan shall include:~~

26.8.5.1. 26.5.9.2. Plan Contents

**The Long-Term Operation and Maintenance Plan shall include:**

- a. The name(s) of the owner(s) for all components of the system;
  - b. Maintenance agreements that specify:
- ~~26.8.5.2. Maintenance agreements that specify:~~

1. The names and addresses of the person(s) responsible for operation and maintenance
2. The person(s) responsible for financing maintenance and emergency repairs.
3. A Maintenance Schedule for all drainage structures, including swales and ponds.
4. A list of easements to the town with the purpose and location of each.
5. The signature(s) of the owner(s).

26.8.5.3. 26.5.9.3. Stormwater Management Easement(s).

1. Stormwater management easements may be required for areas used for off-site stormwater control, unless a waiver is granted by the applicable permitting authority.
  
2. Stormwater management easements shall be provided to the Town by the property owner(s) as necessary to comply with the Post-Construction **Management Plan** and Long-Term Operation and Maintenance Plans for:
  - a. access for facility inspections and maintenance,
  
  - b. preservation of stormwater runoff conveyance, infiltration, and detention areas and facilities, including flood routes for the 100-year storm event.
  
  - c. direct maintenance access by heavy equipment to structures requiring regular cleanout.
  
3. The purpose of each easement shall be specified in the ~~maintenance~~ **Long-Term Operation and Maintenance** agreement signed by the property owner.
  
4. Easements along with a plan illustrating their location shall be recorded with the Norfolk County Registry of Deeds prior to issuance of a Certificate of Completion by the applicable permitting authority.

~~26.8.5.4.~~**26.5.9.4.** Changes to **Long-Term** Operation and Maintenance Plans

1. The owner(s) of the stormwater management system must notify the Department of Public ~~Services~~ **Works** of changes in ownership or assignment of financial responsibility.
  
2. The maintenance schedule in the Maintenance Agreement may be amended to achieve the purposes of this ~~by-law~~ **Bylaw** by mutual agreement of the Department of Public ~~Services~~ **Works** and the Responsible Parties. Proposed amendments must be in writing and signed by all Responsible Parties. Responsible Parties shall include owner(s), persons with financial responsibility, and persons with operational responsibility. Proposed amendments must be described in detail along with reasons why the Town should consider them. Amendments will not be considered until at least three years after Project Completion as defined in ~~Section 26.12.~~ **Section 26.5.12.**

3. A report shall be provided annually to the Department of Public ~~Services~~ **Works** on the anniversary date of the permit. The Report shall include documentation of compliance with the Plan, including photographs, and receipts as applicable.

#### ~~26.8.4.~~ **26.5.9.5. Recording**

**The Long-Term Operation and Maintenance Plan shall be recorded at the Registry of Deeds along with the decision of the applicable permitting authority and the Post-Construction Stormwater Management Plan.**

### ~~SECTION 26.9. INSPECTION AND SITE SUPERVISION~~

#### **Section 26.5.10. Inspection and Site Supervision**

##### ~~26.9.1.~~ **26.5.10.1. Pre-construction Meeting**

Prior to starting clearing, excavation, construction, or land disturbing activity the applicant, the applicant's technical representative, the general contractor or any other person with authority to make changes to the project, shall meet with appropriate Town staff and/or designated agents, to review the permitted plans and their implementation.

##### ~~26.9.2.~~ **26.5.10.2. Construction Inspection**

The applicable Town staff or its designated agent shall make inspections as hereinafter required and shall either approve that portion of the work completed or shall notify the permittee wherein the work fails to comply with the Land Disturbance Permit as approved. The Permit and associated plans for grading, stripping, excavating, and filling work, bearing the signature of approval of applicable permitting authority, shall be maintained at the site during the progress of the work. In order to obtain inspections, the permittee shall notify applicable permitting authority at least two (2) working days before each of the following events:

- a. Erosion and sediment control measures are in place and stabilized;
- b. Site Clearing has been substantially completed;
- c. Rough Grading has been substantially completed;
- d. Installation of physical control measures;
- e. Final Grading has been substantially completed;
- f. Close of the Construction Season; and

g. Final landscaping (permanent stabilization) and project final completion.

A written report of these inspections shall be provided to both the permittee and the applicable permitting authority. Such inspections may be combined with other inspections required under any other permits issued to authorize the project.

#### ~~26.9.3-~~**26.5.10.3.** Permittee Inspections and Reporting

The permittee or his/her agent shall conduct and document inspections of all control measures no less than weekly during construction or as specified in the permit, and prior to and following anticipated storm events. The purpose of such inspections will be to determine the overall effectiveness of the control plan, and the need for maintenance or additional control measures. The permittee or his/her agent shall submit ~~monthly~~ reports to the applicable permitting authority or designated agent ~~in a format approved by it~~ **as outlined in section 26.5.7.**

#### ~~26.9.4.~~ **26.5.10.4.** Access Permission

To the extent permitted by ~~state~~ law, or if authorized by the owner/permittee or other party in control of the property, the applicable permitting authority its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this ~~by law~~ **Bylaw** and may make or cause to be made such examinations, surveys or sampling as the applicable permitting authority deems reasonably necessary to determine compliance with the permit.

#### ~~SECTION 26.10. — SURETY~~

#### **Section 26.5.11. Surety**

~~Unless otherwise provided for through a concurrent coordinated permitting process per Section 26.5.3,~~ The applicable permitting authority ~~or administrative team~~ may require the permittee to post a performance guarantee in a form acceptable to Town Counsel and the Town Treasurer before the start of land disturbance activity. The form of the ~~bond~~ **surety** shall be in an amount deemed sufficient by the applicable permitting authority to ensure that the work will be completed in accordance with the permit. If the project is phased, the applicable permitting authority may release part of the ~~bond~~ **surety** as each phase is completed in compliance with the permit but the ~~bond~~ **surety** may not be fully released until the applicable permitting authority has received the final report as required by ~~Section 26.9~~ **Section 26.5.12.** and has issued a Certificate of Completion. The amount of the ~~bond~~ **surety** shall be sufficient to ensure that the site may be stabilized, including a minimum of ~~6~~<sup>22</sup> **six inches** of loam seeded over any disturbed area along with erosion controls plus 25% contingency.

#### ~~SECTION 26.11. — FINAL REPORTS~~

### **Section 26.5.12. Final Reports**

Upon completion of the work, the permittee shall submit to the applicable permitting authority ~~or administrative team~~ a report (including certified as-built construction plans in accordance with Section 2.3.6.a.iii of the of the MS4 General Permit, as most recently amended) from a Professional Engineer (P.E.), surveyor, or Certified Professional in Erosion and Sediment Control (CPESC), certifying that all erosion and sediment control devices, and approved changes and modifications, have been completed in accordance with the conditions of the approved permit. Any deviations should be noted in the cover letter.

### ~~SECTION 26.12. PROJECT COMPLETION~~

### **Section 26.5.13. Project Completion**

The issuing authority will issue a letter certifying completion upon receipt and approval of the final reports and/or upon otherwise determining that all work of the permit has been satisfactorily completed in conformance with this Bylaw. Such certification may be a component of Conservation Commission Certificate of Compliance or a PEDB Certificate of Completion. A copy of the letter and Final Report shall be submitted by the issuing authority to the Department of Public ~~Services~~ **Works**.

### ~~SECTION 26.13. ENFORCEMENT~~

### **SECTION 26.6. ENFORCEMENT**

#### **Section 26.6.1. Applicability**

**The Director of the Department of Public Works or his designee shall enforce Section 26.4 of this Bylaw, and the applicable permitting authority or an authorized agent shall enforce Sections 26.5 of this Bylaw, (herein the “enforcing authority”),** including associated regulations, and may issue orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.

#### ~~26.5.13.2.~~ **Section 26.6.2. Orders**

- a. The **enforcing authority** ~~applicable permitting authority or an authorized agent~~ may issue a written order to enforce the provisions of this ~~by law~~ **Bylaw** or the regulations thereunder, which may include:

- 1) a requirement to cease and desist from **any unauthorized or illicit connection, or illicit discharging to the MS4** until there is compliance with the Bylaw and provisions of the **MS4 permit**;
- 2) a requirement to cease and desist from the land-disturbing activity until there is compliance with the Bylaw and provisions of the land-disturbance permit;
- 3) Maintenance, installation or performance of additional **stormwater BMPs or** erosion and sediment control measures;
- 4) Monitoring, analyses, and reporting;
- 5) Remediation of erosion and sedimentation resulting directly or indirectly from the land-disturbing activity.

b. If the enforcing person determines that abatement or remediation of erosion and sedimentation is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Town may, at its option, undertake such work, and the property owner shall reimburse the Town expenses.

c. Within thirty days after completing all measures necessary to abate the violation or to perform remediation, the violator and the property owner shall be notified of the costs incurred by the Town. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Town Administrator within thirty ~~(30)~~ days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within thirty ~~(30)~~ days following a decision of the Town Administrator affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the costs shall become a special assessment against the property owner and shall constitute a lien on the owner's property for the amount of said costs. Interest shall begin to accrue on any unpaid costs at the statutory rate, as provided in G.L. Ch. 59, § 57, after the thirty-first day following the day on which the costs were due.

26.5.13.3. Section 26.6.3. Non-Criminal Disposition

As an alternative to criminal prosecution or civil action, the Town may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, §21D and Article XX of the Town of Medway General Bylaws, ~~in which case the authorized agent of the applicable permitting authority] shall be~~ **through the applicable** enforcing person. The penalty for the ~~1st~~ **first** violation shall be a written warning. The penalty for the ~~2nd~~ **second** violation shall be \$100. The penalty for the ~~3rd~~ **third** and subsequent violations shall be \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

26.5.13.4. Section 26.6.4. Criminal Penalty

Any person who violates any provision of this ~~by-law~~ **Bylaw**, regulation, order or permit issued there under, ~~and does not comply with any non-criminal disposition order~~, shall be punished by a fine of not more than \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

**26.5.13.5. Section 26.6.5. Appeals**

The decisions or orders of the **DPW**, **PEDB** or **Conservation Commission** shall be final. Further relief shall be to a court of competent jurisdiction. ~~Decisions of the administrative team may be appealed to the Conservation Commission.~~

**26.5.13.6. Section 26.6.6. Remedies Not Exclusive**

The remedies listed in this ~~by-law~~ **Bylaw** are not exclusive of any other remedies available under any applicable federal, state or local law.

~~SECTION 26.14. SEVERABILITY~~

**SECTION 26.7. SEVERABILITY**

If any provision, paragraph, sentence, or clause of this by-law shall be held invalid for any reason, all other provisions shall continue in full force and effect.

Or act in any manner relating thereto.

**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT**

**VV**

**Unani**

**mous)**

**ARTICLE 30:** (Street Acceptance – Forest Road)

To see if the Town will vote to accept as a public way, the following street as laid out by the Board of Selectmen and as shown on a plan or plans on file in the office of the Town Clerk:

**Forest Road** in its entirety from Brigham Street to its end as shown on “Subdivision Plan of Land in Medway”, dated October 2, 1988, by DeSimone Surveying Services, Inc., as approved by the Land Court and filed in the Land Registration Office as Plan Number 6209E.

And further to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, and to accept the deed or deeds to the Town of a fee simple interest or easements in said streets and any associated drainage, utility or other easements for said streets, and for any trail or public access easements and to appropriate a sum of money for this purpose and any related expenses.

And further to authorize the Board of Selectmen and town officers to take any and all related actions necessary or appropriate to carry out the purposes of this article.

Or to act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**VV**

**(Unanimous)**

**The meeting adjourned at 9:00PM**

And you are hereby directed to serve this warrant by posting printed attested copies thereof at two (2) locations in each precinct at least SEVEN (7) 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 30<sup>th</sup> day of March 2020.

A TRUE COPY:

SELECTMEN OF THE TOWN OF MEDWAY

---

John Foresto, Chairman

---

Glenn Trindade, Vice Chairman

---

Dennis Crowley, Clerk

---

Maryjane White, Member

---

Richard D’Innocenzo, Member

**ATTEST:** \_\_\_\_\_

Paul Trufant, Constable

Article 3	line	Dept./Account	TOTAL
	122	Town Administrator	433,644.00
	125	Human resources	147,853.00
	129	communications	84,489.00
	132	Finance Committee	101,500.00
	135	Town Accountant	285,330.00
	141	Assessors	248,796.00
	145	Treasurer/Collector	326,502.00
	151	Law	115,000.00
	155	MIS	601,486.00
	161	Town Clerk	153,160.00
	162	Elections	26,097.00
	163	Bd of Registrars	5,950.00
	171	Conservation	86,466.00
	175	planning Board	87,931.00
	176	ZBA	900.00
	177	energy management	
	178	energy committee	300.00
	182	community develop	162,526.00
	193	facility prj&impr	50,000.00
	195	Annual Town Report	850.00
	700	Municipal debt/Int	4,132,825.00
		Deficit Bond Debt	
		unclassified	10,299,461.00
		Dept of Public Services	2,004,621.00
	423	Snow & Ice	475,877.00
	425	stormwater mgmt	170,000.00
	491	Cemetery Commission	100.00
	541	COA	221,772.00
	543	Veterans Services	140,350.00
	610	Library	449,136.00
	630	Recreation	25,000.00
	654	Camp Sunshine	73,000.00
	545	Disability	500.00
	650	Park Dept	586,404.00
	695	cultural council	5,000.00
	691	Historical Comm	2,500.00
	670	Memorial Comm	4,500.00
	210	Police	3,095,602.00
	215	Police/Fire Comm.	302,760.00
	220	Fire Dept	2,305,885.00
	510	Bd of health	140,420.00
	241	Bldg Dept.	331,837.00
	292	Animal Control	52,014.00
	291	Civil Defense	0.00

300	School Dept	28,376,000.00
	Norfolk Agric	25,000.00
	Tri-County	815,000.00
	Total	56,954,344.00

Art 4	Water Enterprise Fund	3,564,134.00
Art. 5	Sewer Enterp	1,860,315.00
Art. 6	Solid Waste Enterprise Fund	1,462,135.00

**TOWN ELECTION**  
**June 16, 2021**

BOARD OF SELECTMEN	Prec.1	Prec.2	Prec. 3	Prec.4	Total
Glenn Trindade	107	125	141	175	548
Scattering	0	4	3	10	17
Blanks	10	20	21	27	78
Total	117	149	165	212	643

BOARD OF HEALTH	Prec.1	Prec.2	Prec. 3	Prec.4	Total
Michael Heavey	91	101	113	143	448
Ralph Caton	21	40	37	48	146
Scattering	1	0	0	1	2
Blanks	4	8	15	20	47
Total	117	149	165	212	643

SCHOOL COMMITTEE	Prec.1	Prec.2	Prec. 3	Prec.4	Total
Susan Dietrich	110	122	143	179	554
Jeffrey Segarra	97	123	134	168	522
Scattering	2	0	0	1	3
Blanks	25	53	53	76	207
Total	234	298	330	424	1286

PARKS AND RECREATION COMMISSION	Prec.1	Prec.2	Prec. 3	Prec.4	Total
John Farrell	107	119	143	175	544
scattering	2	2	0	0	4
blanks	8	28	22	37	95
Total	117	149	165	212	643

LIBRARY TRUSTEES (3-year term)	Prec.1	Prec.2	Prec. 3	Prec.4	Total
John Scott Smith	22	15	9	28	74
Lisa Sheehan	19	17	10	27	73
Julie MacEvoy	0	4	6	6	16
SCATTERING	11	22	38	12	83
Blanks	182	240	267	351	1040
Total	234	298	330	424	1286

LIBRARY TRUSTEES one year	Prec.1	Prec.2	Prec. 3	Prec.4	Total
Julie MacEvoy	10	13	1	27	51
Nutan Mathew	7	3	4	10	24
scattering	10	10	18	4	42
Blanks	90	123	142	171	526

Total	117	149	165	212	643
WATER/SEWER ADVISORY BOARD					
Steve Burke	107	126	128	175	536
scattering	0	0	3	0	3
blanks	10	23	34	37	104
total	117	149	165	212	634
PLANNING AND ECONOMIC DEVELOPMENT BD					
Andy Rodenhiser	106	123	139	168	536
Robert Tucker	101	127	129	176	533
scattering	0	3	2	0	5
blanks	27	45	60	80	212
Total	234	298	330	424	1286
HOUSING AUTHORITY (3-year term)					
Rita S. Larrabee	114	138	143	189	584
scattering	0	0	0	0	0
blanks	3	11	22	23	59
Total	117	149	165	212	643
HOUSING AUTHORITY (1-year term)					
Carl Rice	108	129	142	179	558
scattering	0	0	0	1	1
Blanks	9	20	23	32	84
Total	117	149	165	212	643
Question 1 non-binding					
Board of Selectmen (No change)	54	75	70	99	298
Select Board	29	19	37	31	116
Executive Board	16	14	16	19	65
Scattering	0	0	0	0	0
Blanks	18	41	42	63	164
Total	117	149	165	212	643

**STATE PRIMARY**  
**Sept. 1, 2020**  
**DEMOCRATIC**

SENATOR IN CONGRESS	Prec.1	Prec2	Prec3	Prec4	Total
Edward J. Markey	337	367	376	330	1410
Joseph P. Kennedy III	348	369	435	430	1582
write-ins	0	1	0	0	1
blanks	6	5	4	7	22
Total	691	742	815	767	3015

REPRESENTATIVE IN CONGRESS	Prec.1	Prec2	Prec3	Prec4	Total
Jake Auchincloss	140	167	188	193	688
David Franklin Cavell	10	12	17	14	53
Becky Grossman	131	129	161	164	585
Alan A Khazei	84	89	60	60	293
Ihssane Leckey	60	85	89	57	291
Natalia Linos	70	70	82	85	307
Jesse R Mermell	91	101	128	89	409
Benjamin R. Sigel	9	6	8	14	37
Christopher Z Zannetos	33	33	25	46	137
write-ins	1	1	1	1	4
blanks	62	49	56	44	211
Total	691	742	815	767	3015

COUNCILLOR	Prec.1	Prec2	Prec3	Prec4	Total
Robert L. Jubinville	517	571	629	601	2318
write-ins	1	5	3	2	11
blanks	173	166	183	164	686
Total	691	742	815	767	3015

SENATOR IN GENERAL COURT	Prec.1	Prec2	Prec3	Prec4	Total
Karen E. Spilka	575	623	697	653	2548
write-ins	5	3	1	1	10
blanks	111	116	117	113	457
Total	691	742	815	767	3015

REPRESENTATIVE IN GENERAL COURT	Prec.1	Prec2	Prec3	Prec4	Total
Jeffrey N. Roy		601	675	630	1906
write-ins		5	3	2	10
blanks		136	137	135	408

Total		742	815	767	2324
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REPRESENTATIVE IN GENERAL COURT

Brian W. Murray	529				529
write-ins	1				1
blanks	161				161
Total	691				691

**STATE PRIMARY  
SEPT.1, 2020  
REPUBLICAN**

SENATOR IN CONGRESS	prec1	prec2	prec3	prec4	total
Shiva Ayyadurai	59	62	72	48	241
Kevin J. O'Connor	117	131	118	150	516
write-ins	2	3	2	4	11
blanks	1	2	0	4	7
Total	179	198	192	206	775

REPRESENTATIVE IN CONGRESS

Julie A. Hall	108	125	117	128	478
David Rosa	61	66	69	64	260
write-ins	0	0	1	6	7
blanks	10	7	5	8	30
Total	179	198	192	206	775

COUNCILLOR

write-ins	26	24	25	27	102
blanks	153	174	167	179	673
total	179	198	192	206	775

SENATOR IN GENERAL COURT

write-ins	24	28	26	25	103
blanks	155	170	166	181	672
Total	179	198	192	206	775

REPRESENTATIVE IN GENERAL COURT

write-ins	27				27
blanks	152				152
Total	179				179

REPRESENTATIVE IN GENERAL COURT

Andrew Bissanti	12	17	21	50
write-ins	34	27	13	74
blanks	152	148	172	472
total	198	192	206	596

REGISTER OF PROBATE

write-ins	23	26	26	22	97
blanks	156	172	166	184	678
Total	179	198	192	206	775

COUNTY COMMISSIONER

write-ins	14	19	18	19	70
blanks	344	377	366	393	1480
Total	358	396	384	412	1550

COUNTY TREASURER

write-ins	14	14	15	16	59
blanks	165	184	177	190	716
Total	179	198	192	206	775

SHERIFF

Jerry P. McDermott	147	164	151	157	619
write-ins	2	2	1	3	8
blanks	30	32	40	46	148
Total	179	198	192	206	775

**State Primary  
Sept. 1, 2020  
LIBERTARIAN**

SENATOR IN CONGRESS	Prec.1	Prec2	Prec3	Prec4	Total
write-ins	1	5	4	2	12
blanks	0	0	0	0	0
Total	1	5	4	2	12

REPRESENTATIVE IN CONGRESS					
write-ins	0	4	3	2	9
blanks	1	1	1	10	3
Total	1	5	4	2	12

COUNCILLOR					
write-ins	0	3	3	2	8
blanks	1	2	1	0	4
Total	1	5	4	2	12

SENATOR IN GENERAL COURT					
write-ins	0	4	4	2	10
blanks	1	1	0	0	2
Total	1	5	4	2	112

REPRESENTATIVE IN GENERAL COURT	517	571	629	601	2318
write-ins		3	3	1	5
blanks	1	2	1	0	4
Total		5	4	0	9

REGISTER OF PROBATE					
write-ins	0	3	3	2	8
blanks	1	2	1	0	4
Total	1	5	4	2	12

COUNTY COMMISSIONER					
write-ins	0	5	4	3	12
blanks	2	5	4	1	12
Total	2	10	8	4	24

COUNTY TREASURER

write-ins	1				1
blanks	161				161
Total	691				691

REGISTER OF PROBATE

Colleen Marie Brierley	182	202	254	244	882
Noel T. Dibona	68	58	71	56	253
Kathryn E. Hubley	88	104	91	85	368
Courtney M. Maddem	34	44	40	40	167
Michael F. Walsh	180	184	190	202	756
write-ins	1	3	2	2	8
blanks	138	147	158	138	581
Total	691	742	815	767	3015

COUNTY COMMISSIONER

Joseph P. Shea	317	362	380	392	1451
Dennis J. Guilfoyle	163	190	209	208	770
Charles B. Ryan	151	145	145	126	567
Richard R. Staiti	184	181	231	198	794
write-ins	3	6	1	3	13
blanks	564	600	664	607	2435
Total	1382	1484	1630	1534	6030

COUNTY TREASURER

Michael G. Bellotti	330	393	438	423	1584
Brad L. Croall	231	203	220	204	858
write-ins	0	3	0	0	3
blanks	130	143	157	140	570
Total	691	742	815	767	3015

SHERIFF

James F. Coughlin	207	215	265	271	958
Patrick W. McDermott	199	236	244	234	913
William J. Phelan	155	157	165	139	616
write-ins	1	5	1	1	8
blanks	129	129	140	122	520
Total	691	742	815	767	3015

write-ins	0	3	2	2	7
blanks	1	2	2	0	5
Total	1	5	4	2	12

SHERIFF

write-ins	0	3	3	2	8
blanks	1	2	1	0	4
Total	1	5	4	2	12

**State Primary  
Sept. 1, 2020  
GREEN RAINBOW**

SENATOR IN CONGRESS	Prec.1	Prec2	Prec3	Prec4	Total
write-ins	2	0	0	0	2
blanks	0	0	0	0	0
Total	2	0	0	0	2

REPRESENTATIVE IN CONGRESS					
write-ins	1	0	0	0	1
blanks	1	0	0	0	1
Total	2	0	0	0	2

COUNCILLOR					
write-ins	0	0	0	0	0
blanks	2	0	0	0	2
Total	2	0	0	0	2

SENATOR IN GENERAL COURT					
write-ins	0	0	0	0	0
blanks	2	0	0	0	2
Total	2	0	0	0	2

REPRESENTATIVE IN GENERAL COURT					
write-ins	0	0	0	0	0
blanks	2	0	0	0	2
Total	2	0	0	0	2

REPRESENTATIVE 1 GENERAL COURT					
write-ins		0	0	0	0
blanks		0	0	0	0
Total		0	0	0	0

REGISTER OF PROBATE					
write-ins	0	0	0	0	0
blanks	2	0	0	0	2
Total	2	0	0	0	2

COUNTY COMMISSIONER

write-ins	0	0	0	0	0
blanks	4	0	0	0	0
Total	4	0	0	0	2

COUNTY TREASURER

write-ins	0	0	0	0	0
blanks	2	0	0	0	2
Total	2	0	0	0	2

COUNTY TREASURER

write-ins	0	0	0	0	0
blanks	2	0	0	0	2
Total	2	0	0	0	2

SHERIFF

write-ins	0	0	0	0	0
blanks	2	0	0	0	2
Total	2	0	0	0	2

**STATE ELECTION  
NOVEMBER 3, 2020**

ELECTORS OF PRESIDENT AND VICE PRESIDENT	Prec.1	Prec2	Prec3	Prec4	Total
Biden and Harris	1191	1289	1333	1336	5149
Hawkins and Whalen	10	13	13	7	43
Jorgensen and Cohen	30	33	53	39	155
Trump and Pence	731	755	724	790	3000
blanks	17	13	13	16	59
write-ins	21	16	12	9	128
Total	2000	2119	2148	2197	8464

SENATOR IN CONGRESS

Edward J. Markey	1125	1226	1266	1257	4874
Kevin J. O'Connor	822	827	802	893	3344
Dr Shiva (write-in)	10	19	14	8	51
blanks	43	24	50	37	154
wrote-ins	0	23	16	2	41
Total	2000	2119	2148	2197	8464

REPRESENTATIVE IN CONGRESS

Jake Auchincloss	1015	1154	1200	1196	4565
Julie A. Hall	866	868	859	907	3500
blanks	113	91	80	89	373
write-ins	6	6	9	5	26
blanks	2000	2119	2148	2197	8464

COUNCILLOR

Robert L. Jubinville	1318	1472	1476	1512	5778
blanks	646	615	626	648	2535
write-ins	36	32	46	37	151
Total	2000	2119	2148	2197	8464

SENATOR IN GENERAL COURT

Karen E. Spilka	1391	1515	1534	1560	6000
Blanks	564	563	566	593	2286
write-ins	45	41	48	44	178
Total	2000	2119	2148	2197	8464

REPRESENTATIVE IN GENERAL COURT

Jeffrey N. Roy		1518	1529	1549	4596
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Andrew Bissanti (write-Ins)	26	20	28	74
blanks	513	526	575	1614
write-ins	62	73	45	180
Total	2119	2148	2197	6464

REPRESENTATIVE IN GENERAL COURT

Brian W. Murray	1349			1349
Blanks	607			607
write-ins	44			44
TOTAL	2000			2000

REGISTER OF PROBATE

Colleen Marie Brierley	1336	1475	1514	1534	5859
Blanks	634	616	597	625	2472
write-ins	30	28	37	38	133
Total	2000	2119	2148	2197	8464

COUNTY COMMISSIONER

Joseph P. Shea	1002	1118	1113	1135	3368
Richard R. Staiti	495	503	577	602	2177
Heather Hamilton	673	691	724	734	2822
blanks	1821	1912	1858	1906	7497
write-ins	9	14	24	17	64
Total	4000	4238	4296	4394	15928

COUNTY TREASURER

Michael G. Bellotti	1329	1484	1517	1557	5887
blanks	646	607	594	603	2450
write-ins	25	28	37	37	127
Total	2000	2119	2148	2197	8464

SHERIFF

Jerry P. McDermott	934	974	969	983	3860
Patrick W. McDermott	892	988	1030	1050	3960
Blanks	171	152	142	161	626
write-ins	3	5	7	3	18
Total	2000	2119	2148	2197	8464

QUESTION 1 REPAIR

YES	1351	1441	1443	1492	5727
NO	597	609	654	631	2491
BLANKS	52	69	51	74	246
Total	2000	2119	2148	2197	8464

QUESTION 2 RANKED-CHOICE VOTING

YES	793	829	784	775	3181
NO	1129	1182	1272	1315	4898
BLANKS	78	108	92	107	385
	2000	2119	2148	2197	8464

**TOWN OF MEDWAY  
WARRANT FOR 2020  
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 16, 2020 at 7:00 PM, then and there to act on the following articles:

**Moderator, Mark Cerel , called the meeting to order at 7:00PM a quorum being present.**

**ARTICLE 31:** (Prior Year Bills)

To see if the Town will vote to transfer the sum of \$19,144 from the Water Repair, Maintenance and Improvement Account, \$1,195.14 from the Fiscal Year 2021 Water Enterprise copying/binding account, \$1,195.15 from the Fiscal Year 2021 Solid Waste Enterprise copying/printing account, \$1,195.14 from the Fiscal Year 2021 Sewer Enterprise printing account, \$50.00 from the Fiscal Year 2021 Police Department Telephone Expense Account, and \$175.23 from the Police Miscellaneous account for the purpose of paying prior year, unpaid bills of the Town, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**VV**

**(Unanimous)**

**ARTICLE 32:** (Accept Gift of Land: 70 Summer St)

To see if the Town will vote to authorize the Board of Selectmen to acquire by gift and to accept the deed to the Town of a fee simple interest in all or a portion of land located at 70 Summer Street, identified as Parcel 37-071 on the Town of Medway's Assessors' Map and containing 6.98 acres more or less, upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, said property to be under the care, custody, management and control of the Board of Selectmen for general municipal purposes and authorize the Board of Selectmen and Town officers to execute all agreements and instruments and take all related actions necessary or appropriate to carry out this acquisition, or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**VV**

**(Unanimous)**

**ARTICLE 33:** (Street Acceptance – Applegate Rd)

To see if the Town will vote to accept as a public way, the following street as laid out by the Board of Selectmen and as shown on a plan or plans on file in the office of the Town Clerk:

**Applegate Road** in its entirety from Station 0 + 00 at Coffee Street to its end at Station 17 + 46.52 at Ellis Street as shown on *Street Acceptance Plan - Applegate Road*, dated October 21, 2020, consisting of two sheets, prepared by GLM Engineering Consultants, Inc. of Holliston, MA, to be recorded at the Norfolk County Registry of Deeds.

And further to see if the Town will vote to accept as a gift from Cedar Trail Trust of Medfield, MA one parcel of land containing 1.11 acres, more or less, identified as Parcel A on the Amended Definitive Subdivision Plan for Applegate Farm, Medway, Massachusetts, dated February 20, 2013, last revised April 28, 2014 and endorsed October 22, 2014, prepared by GLM Engineering Consultants, Inc. of Holliston, MA, recorded at the Norfolk County Registry of Deeds in Plan Book 635, Page 26, also known as 0 Applegate Road, Medway Assessors Map 32, Parcel 16, to be used by the Town for drainage purposes.

And further to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, and to accept the deed or deeds to the Town of a fee simple interest or easements in said street and any associated drainage, utility or other easements for said street, and for any trail or public access easements.

And further to appropriate the subdivision surety funds in the amount of \$265,617 to meet the Town's costs and expenses in completing the construction of the way and installation of municipal services as specified in the approved subdivision plan, as provided in General Laws chapter 41, section 81U;

And further to authorize the Board of Selectmen and town officers to take any and all related actions necessary or appropriate to carry out the purposes of this article.

Or act in any manner relating thereto.

**BOARD OF SELECTMEN**

**VOTED: To accept Applegate Road in its entirety as a public way, to accept as a gift from Cedar Trail Trust of Medfield, Ma one parcel of land containing 1.11 acres, more or less, to be used by the Town for drainage purposes to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, and to accept the deed or deeds to the Town of a fee simple interest, or easements in said street and any associated drainage, utility or other easements for said street, and for any trail or public access easements and to appropriate the subdivision surety funds in the amount of \$265,617.00 to meet the Town’s costs and expenses in completing the construction of the way and installation of municipal services as specified in the approved subdivision plan, as provided in General Laws chapter 41, section 81U, and to authorize the Board of Selectmen and town officers to take any and all related actions necessary or appropriate to carry out the purposes of this article, as printed in the warrant**

**VV**

**(Unanimous)**

**ARTICLE 34:** (Amend Zoning Bylaw – Outdoor Lighting)

To see if the Town will vote to amend portions of Section 7.1.2 of the Zoning Bylaw, Outdoor Lighting, by adding a new Subsection G as set forth below:

G. The Planning and Economic Development Board, when acting as special permit granting authority, or when performing site plan review under Section 3.5, may grant minor relief from the provisions of this Section 7.1.2 where it finds that the relief is in the public interest and will not have a substantially detrimental effect on abutting properties.

Or take any other action relative thereto.

**BOARD OF SELECTMEN**

**CONSENT CALENDAR**

**2/3 Majority**

**ARTICLE 35:** (Amend Zoning Bylaw: Electric Power Generation, Alternative Energy and Renewal Energy)

To see if the Town will vote to amend the Zoning Bylaw, by amending Section 2, Definitions as follows (new language in **bold**, deleted language in ~~strikethrough~~):

Electric Power Generation: The process of generating electric power from other sources of primary energy such as electromechanical generators, ~~heat engines fueled by~~ chemical combustion, **and Renewable Energy** ~~kinetic energy such as flowing water and wind, and other energy sources such as solar photovoltaic and geothermal power.~~

~~Alternative Energy: Energy derived from combined heat and power; and electric and hydrogen powered vehicles and associated technologies including advanced batteries and recharging stations.~~

Renewable Energy: Energy derived from natural resources which are regenerated over time through natural processes. Such energy sources include the sun (solar); wind; moving water (hydro and wave); organic plant materials (biomass); and the earth’s heat (geothermal). Renewable energy resources may be used directly, or used indirectly to create more convenient forms of energy. Renewable Energy sources also include landfill gas, fuel cells, **battery energy storage facilities, recharging stations for electric and hydrogen powered vehicles,** and ~~advanced~~ biofuels.

And by amending the Schedule of Uses 5.4.E by amending the following:

	AR -I	AR -II	VR	CB	VC	NC	BI	EI	ER	WI	Form Based Districts		
											OG VC	OG BP	OGN
Research and development and/or manufacturing of renewable <del>or alternative</del> energy products	N	N	N	N	N	N	Y	Y	Y	Y	N	Y	N
Electric power generation, <b>which includes</b> <del>including but not limited to renewable or alternative energy generating facilities such as the</del> construction and operation of large-scale ground-mounted solar photovoltaic installations with a rated name plate capacity of 250 kW (DC)-or more <b>and other Renewable Energy sources.</b>	N	N	N	N	N	N	N	N	Y	N	N	N	N

Or act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**CONSENT CALENDAR**

**2/3 Majority**

**ARTICLE 36:** (Amend Zoning Bylaw: Schedule of Uses)

To see if the Town will vote to amend the Zoning Bylaw, Section 5.4, Table 1, Schedule of Uses,

as follows (new text in **bold**, deleted text in ~~strikethrough~~):

1. By adding a new Section G. Marijuana Related Uses, and moving the following marijuana related uses now found in Section D. Business Uses, and Section E. Industrial and Related Uses to the new **Section G. Marijuana Related Uses**, without any changes to the uses that are allowed, prohibited, or require a special permit:

	AR-I	AR-II	VR	CB	VC	N C	BI	EI	ER	W I	Form-Based Districts		
											OG VC	OG BP	OG N

**G. MARIJUANA RELATED USES**

Recreational Marijuana Establishment <i>(Added 3-19-18 and amended 5-21-18)</i>	N	N	N	N	N	N	N	PB	N	PB	N	N	N
Recreational Marijuana Retailer <i>(Added 3-19-18 and amended 5-21-18)</i>	N	N	N	N	N	N	N	N	N	N	N	N	N
Recreational Marijuana Social Consumption Establishment <i>(Added 5-21-18)</i>	N	N	N	N	N	N	N	N	N	N	N	N	N
Registered Medical Marijuana Facility (Retail) <i>(Added 5-21-18)</i>	N	N	N	N	N	N	PB	N	N	N	N	N	N
Registered Medical Marijuana Facility (Non-retail) <i>(Added 5-21-18)</i>	N	N	N	N	N	N	N	PB	N	PB	N	N	N

2. And further to amend said Table 1 by deleting the use category “Motel or hotel” and inserting two new use categories, “motel” and “hotel”, and provide for whether such uses are allowed, prohibited, or require a special permit:

	AR-I	AR-II	VR	CB	VC	N C	BI	EI	ER	W I	Form-Based Districts		
											OG VC	O GB P	OG N

<del>Motel or hotel</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>SP</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>Y</del>			
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<b>Motel</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>SP</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>Y</b>	<b>PB</b>	<b>PB</b>	<b>N</b>
<b>Hotel</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>SP</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>N</b>

	AR-I	AR-II	VR	CB	VC	N C	BI	EI	ER	W I	Form-Based Districts		
											OG VC	OG BP	OG N

3. And further to amend said Table 1 related to “Drive-through facility” to provide for whether

such uses are allowed, prohibited, or require a special permit in the Oak Grove Zoning districts:

Drive-through facility	N	N	N	N	N	PB	PB	N	N	N	PB	PB	N
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4. And further to amend said Table 1 as follows:

Indoor sales of motor vehicles, trailers, boats, farm equipment, with accessory repair services and storage, but excluding auto body, welding, or soldering shop	N	N	N	≠ N	N	N	N	N	N	N	N	PB	N
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5. And further to amend said Table 1 by deleting “Multi-family units in combination with a commercial use that is permitted or allowed by special permit, subject to Section 5.4.1” from Section C. Residential Uses and inserting “Mixed-Use Development subject to Section 5.4.1” in its place and by adding the same language in Section D. Business Uses, Other Business Uses Unclassified.

**C. RESIDENTIAL USES**

<del>Multi family units in combination with a commercial use that is permitted or allowed by special permit, subject to Section 5.4.1</del> <b>Mixed-Use Development subject to Section 5.4.1</b>	N	N	N	PB	N	N	N	N	N	N	N	Y	Y	N
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**D. BUSINESS USES**

<i>Other Business Uses: Unclassified</i> <b>Mixed-Use Development subject to Section 5.4.1</b>	N	N	N	PB	N	N	N	N	N	N	N	Y	Y	N
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6. And further to amend said Table 1 by inserting “Parking Lot” in Section D. Business Uses, Automotive Uses.

	AR-I	AR-II	VR	CB	VC	N C	BI	EI	ER	W I	Form-Based Districts		
											OG VC	OG BP	OGN

**D. BUSINESS USES**

Parking Lot	N	N	N	N	N	N	N	N	N	N	N	N	N	N
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Or act in any manner relating thereto.

**ARTICLE 37:**

(Amend Zoning Bylaw: Multi-Family Housing)

To see if the Town will vote to amend the Zoning Bylaw, Section 5.6.4 Multi-Family Housing, D. Density Regulations, as follows (new text in **bold**):

**D. Density Regulations:**

1. For lots of one acre or more:
  - a. The density of a Multi-Family Building or a Multi-Family Development without an Apartment Building shall not exceed 8 dwelling units per whole acre. For example, the maximum density of a 1.8 acre lot shall not exceed 8 dwelling units.
  - b. The density of an Apartment Building or a Multi-Family Development which includes an Apartment Building shall not exceed 12 dwelling units per whole acre.
  
2. For lots under one acre, the density of a Multi-Family Building and a Multi-Family Development shall not exceed its relative portion of an acre. For example, the maximum density of a 0.5 acre lot shall not exceed 4 dwelling units. *(Amended 11-19-18 and 11-18-19)*
  
3. **An Applicant is not entitled to the maximum possible number of dwelling units described herein. The number of dwelling units for a Multi-Family Development and/or Multi-Family Building shall be determined by the Planning and Economic Development Board in accordance with the criteria specified in Paragraph I. Decision herein.**

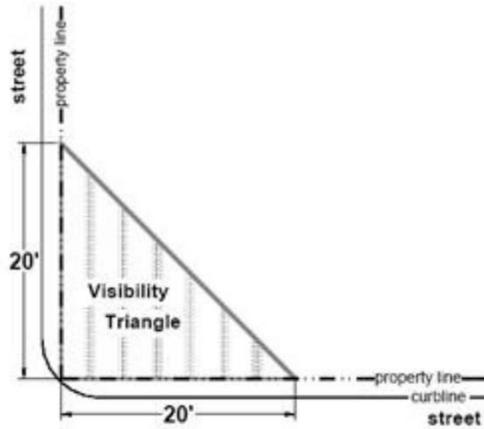
Or act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**ARTICLE 38:** (Amend Zoning Bylaw: Setbacks)

To see if the Town will vote to amend the Zoning Bylaw, Section 6.2.F, Setbacks, by adding new Section 6.2.F.4 as follows (new text in **bold**):

- 4. On a corner lot, no fence, wall, sign, landscaping or plantings shall be constructed or placed within the clear sight triangle so as to obstruct visibility at the intersection. The clear sight triangle is that area formed by the intersecting street right of way lines and a straight line joining said street lines at a point twenty feet distant from the point of intersection of street lines.**



**Clear Sight Triangle**

Or act in any manner relating thereto

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**CONSENT CALENDAR**

**2/3 Majority**

**ARTICLE 39:** (Amend Zoning Bylaws: Environmental Standards)

To see if the Town will vote to amend the Zoning Bylaws, Section 7.3. Environmental Standards, by deleting it in its entirety and replacing it as follows:

**7.3. ENVIRONMENTAL STANDARDS**

- A. Purpose.** The intent of this section is to provide standards for uses which, by their operation, may generate impacts that are potentially hazardous, harmful to the environment, disturbing, offensive or objectionable.

B. **Enforcement:** The Zoning Bylaw, § 3.1, Enforcement, Violations, and Penalties authorizes the Building Commissioner, or designee, to interpret and enforce the Bylaw. At the discretion of the Building Commissioner, a technical consultant may be engaged by the Town of Medway to investigate and document violations pursuant to this section.

C. **Definitions:** For purposes of this section of the Bylaw, the following terms shall be defined as follows:

**Ambient Noise:** The sound pressure level at a given location produced by everything else excluding the source of sound being monitored, analyzed, or evaluated. Also referred to as background noise. Ambient noise includes environmental noises from sources such as traffic, aircraft, waves, alarms, animals or noise from existing mechanical devices such as air conditioning, power supplies, or motors that are present prior to introduction of a new intrusive sound source that is being evaluated.

(Hz)Hertz: A unit of frequency of change in the cycle of a sound wave

(dB)Decibel: A unit of measurement of the intensity of sound

(dBA)A weighted decibel: An expression of the relative loudness of sound in the air as perceived by the human ear.

**Detection Threshold:** The lowest concentration or intensity of noise, odor, vibration, or other environmental hazard regulated by this bylaw that is noticeable to a reasonable person with normal sensory sensitivities.

**Disturbing, offensive or objectionable odors:** Those which are at or above the detection threshold of a person with normal olfactory sensitivity.

**Octave Band:** A frequency band where the highest frequency is twice the lowest frequency.

**Odor Plume:** The cloud of odor created when odor molecules are released from their source and are expanded through air movement.

**Sensitive Receptor:** An occupied residence or facility whose occupants are more susceptible to the adverse effects of noise and odor including but not limited to hospitals, schools, daycare facilities, elderly housing, and convalescent facilities.

D. **Standards.** The following standards shall apply to all zoning districts.

1. **Smoke, Fly Ash, Dust, Fumes, Vapors, Gases, Other Forms of Air Pollution:** All activities involving smoke, fly ash, dust, fumes, vapors, gases, other forms of air pollution, as defined in [CMR 310, § 7](#), Air Pollution Control Regulations, as amended, which can cause damage to human health, to animals or vegetation, or other forms of property, or which cause any excessive soiling at any point are prohibited.

2. **Noise Disturbance:** The Building Commissioner may determine that a noise source is subject to investigation, and if it is determined to be in violation of this bylaw, may take appropriate enforcement action, including the issuance of orders requiring the development and implementation of corrective measures, and/or imposition of fines or non-criminal penalties.

a. **Standards.** No person or persons owning, leasing, or controlling the operation of any source or sources of noise shall cause or permit a condition resulting in noise pollution. Disturbing, offensive or objectionable noises shall not be produced in any zoning district or impact any space where people live, work or assemble in a way that unreasonably interferes with the comfortable enjoyment of life or the use of property.

1) **Continuous Noise.** For the purposes of this bylaw, continuous noise restrictions apply to permanent non-residential uses and home-based businesses where noise is a by-product of business operations (such as from exhaust equipment). Maximum permissible sound pressure levels measured at the property line of the noise source shall not exceed the values specified in the table below. In addition, maximum permissible sounds levels measured at sensitive receptors located within one-thousand feet of the property line of the noise source for noise radiated continuously from the noise source shall not exceed the values specified in the table below. Daytime is defined as between the hours of 7:00 a.m. and 9:00 p.m. and Nighttime is defined as between the hours of 9:00 p.m. and 7:00 a.m.

<b>Octave Band Center Frequency (Hz)</b>	<b>Daytime (dB) 7:00 a.m. – 9:00 p.m.</b>	<b>Nighttime (dB) 9:00 p.m. – 7:00 a.m.</b>
63	72	55
125	60	48
250	53	42
500	47	39
1000	43	36
2000	40	33
4000	37	30
8000	33	27
<b>Overall Level (dBA)</b>	<b>52</b>	<b>42</b>

Compliance with all octave band limits is required. If the Building Commissioner

determines that the noise source contributes significantly to ambient noise levels at any distance from the property, sound levels may be measured in those locations beyond the source property line. Compliance is required at all property lines of the noise source and at sensitive receptors located within one-thousand feet of a property line of the noise source. Noncompliance at any property line of the noise source or at any sensitive receptor located within one-thousand feet of a property line of the noise source is a violation.

- 2) **Temporary Noise.** For the purposes of this bylaw, non-continuous noise restrictions apply to permanent non-residential installations and home-based businesses where noise is periodically produced. No person shall use or cause the use of any noise-producing equipment or tool (such as for construction, repair, or demolition operations) between the hours of 9:00 p.m. and 7:00 a.m.
- 3) **Construction Noise.** Work at construction sites and in the operation of construction equipment including start-up and movement of trucks, vehicles, and machines shall commence no earlier than 7:00 a.m. and shall cease no later than 6:00 p.m., Monday through Saturday. No construction shall take place on Sundays, federal holidays or state legal holidays without the advance written approval of the Building Commissioner.

*Advisory Note* – State regulations authorize municipal police departments, fire departments, and board of health officials to enforce noise standards that are based on certain sections of [310 Code of Massachusetts Regulations \(CMR\), § 7](#), Air Pollution Control Regulations. Such regulations are distinct and separate from the Town’s zoning regulations for noise.

- b. **Investigation.** The Building Commissioner may determine that a noise source is subject to investigation, and, if it is determined to be in violation of this bylaw, may take appropriate enforcement action, including the issuance of orders requiring the development and implementation of corrective measures, and/or imposition of fines or non-criminal penalties. If the Building Commissioner determines that an investigation is warranted, he or she or a designee, may undertake a noise study to determine if a non-compliant noise condition exists. The Building Commissioner may enlist the assistance of other Town personnel for the investigation. At the discretion of the Building Commissioner, a qualified acoustical consultant whose qualifications include Institute of Noise Control Engineering (INCE) board certification or equivalent experience may be engaged by the Town to assist in the investigation including measurements and documentation of violations. Depending on the particular site and its noise generators, the noise study shall include, at a minimum, measurements of:

- Ambient noise (Daytime and Nighttime) and
  - Operational noise levels (Daytime and Nighttime) at the facility property line and at Sensitive Receptors located within one thousand feet of the facility property line.
- c. **Noise Control Plan.** If the Building Commissioner determines that there is a violation, he or she shall order the owner or operator to come into compliance. The owner and/or operator of the noise producing use shall provide a noise control, abatement and mitigation plan to the Building Commissioner for review and approval, or otherwise bring the property into compliance with this bylaw and the order of the Building Commissioner. The plan shall address how the site will become compliant. Compliance shall be achieved through industry best practices and suitable mitigation measures. The plan shall be prepared by a qualified acoustical consultant whose qualifications include Institute of Noise Control Engineering (INCE) board certification or equivalent experience.
- d. **Corrective Measures** - Non-residential uses that produce non-compliant noise must install and maintain noise reducing equipment in accordance with the approved noise control plan to meet the requirements of this section. The Building Commissioner may require the provision of reports to document ongoing noise compliance.
3. **Vibration:** No vibration which is discernible to the human sense of feeling for three minutes or more in any hour between 7:00 a.m. and 9:00 p.m. or for thirty seconds or more in any one hour from 9:00 p.m. to 7:00 a.m. shall be permitted. No vibration at any time shall produce an acceleration of gravity of more than 0.1g or shall result in any combination of amplitude and frequencies beyond the "safe" range on the most recent edition of [Table 7, U.S. Bureau of Mines Bulletin NO. 442](#) (U.S. Department of the Interior). These requirements do not apply to blasting conducted in compliance with a blasting permit issued by an appropriate state or local agency.
4. **Odors:** The Building Commissioner may determine that an odor is disturbing, offensive or objectionable and is subject to investigation, and, if it is determined to be in violation of this bylaw, may take appropriate enforcement action, including the issuance of orders requiring the development and implementation of corrective measures, and/or the imposition of fines and non-criminal penalties.

- a. **Standards** – Disturbing, offensive or objectionable odors as defined in Paragraph C. shall not be produced in any zoning district or impact any space where people live, work or assemble in a way that unreasonably interferes with the comfortable enjoyment of life or the use of property. Failure to meet either the Reasonableness Standard or the Measurement Standard listed below shall constitute a violation of this section.
- 1) **Sensorial Reasonableness Standard** –The Building Commissioner, or designee, may determine, using only her or his sense of smell, that an odor is one which is disturbing, offensive or objectionable to a reasonable person with normal olfactory sensitivity.
  - 2) **Measurement Standards** – No disturbing, offensive or objectionable odor greater than that caused by the lowest odor detection thresholds as listed in the most recent edition of the [American Industrial Hygiene Association \(AIHA\) Odor Thresholds for Chemicals with Established Occupational Health Standards, Reported Odor Thresholds \(EG Table 6.3 in 2<sup>nd</sup> Edition\)](#) shall be permitted. Due to the potential of odorant mixtures causing more intense odors than individual odorant compounds in isolation, nothing in this Bylaw shall be interpreted as allowing for any disturbing, offensive or objectionable odors at or above the cited detection thresholds.
- b. **Investigation.** The Building Commissioner or designee shall investigate odor complaints until determined to be without merit or resolved to the satisfaction of the Building Commissioner.
- 1) **Assessment Area** – The Building Commissioner or designee shall investigate odor complaints for odors emanating from:
    - a) **Immediate Impact Zone** - Any resident, occupant, or owner of property located within 1,000 feet of the property line of the property with a source generating and emitting the disturbing, objectionable or offensive odor, as measured from property line to property line.
    - b) **Secondary Impact Zone** - A collection of complaints from five or more residents, occupants, or owners of property located within 2,500 feet of the property line of the property with a source generating and emitting the disturbing, objectionable or offensive odor as measured from property line to property line.
  - 2) The Building Commissioner or designee may investigate possible odor violations upon their own initiative or at the request of Town officials or staff and shall investigate public complaints about an odor of a suspicious or dangerous nature.

- 3) If the Building Commissioner determines that an investigation is warranted, he or she or a designee, may undertake an odor observation to determine if a disturbing, objectionable or offensive odor exists. At the discretion of the Building Commissioner, a technical odor consultant may be engaged by the Town to assist in the investigation including odor observation and documentation of violations. The odor consultant shall be trained in the practices of ASTM (American Society for Testing Materials) - E679 and meet the selection criteria of EN13725 (international olfactometry standard). As a component of such investigation, measurements may be done in the field by using:
- a) Undiluted odor field observations (i.e. sniffing) or odor sampling to be performed at a frequency, duration, and locations appropriate for the odor source under investigation and the locations of odor complaints that have been received by the Town including those beyond the source property lines. The purpose is to detect and assess the presence of recognizable odors linkable to a specific source in ambient air. This may be accomplished by:
    - i. Grid method of analysis - Odor hours for a geographic area of evaluation to establish an odor hour frequency measurement.
    - ii. Plume method of analysis – Measurement of extent of the area where an odor plume originating from a specific odor source can be perceived and recognized under specific meteorological and operating conditions.

The following other forms of measurement may be used only as supplemental methods to evaluate persistent problems or higher intensity odors as a way to determine the severity of the situation.

- b) Field Olfactometry - A method to quantify odors in ambient air by means of a portable odor detecting and measuring device known as a field olfactometer. A field olfactometer measures odor strength and persistence using a Dilution-to-Threshold (D/T) ratio. The Dilution-to-Threshold ratio is a measure of odor concentration by determining the number of carbon filtered air dilutions needed to make the odorous ambient air non-detectable. The formula for calculating D/T with a field olfactometer is:

$$D/T = \frac{\text{Volume of Carbon Filtered Air}}{\text{Volume of Odorous Air}}$$

- c) Chemical Analysis – Instrumental methods of characterizing odor involving the identification and quantification of chemical compounds in an odor sample by

means of gas chromatography coupled with mass spectrometry, analysis of hydrocarbon molecules, and analysis of single gases such as ammonia and hydrogen sulfide.

- d) Instrumental Odor Monitoring – Instruments designed to mimic human olfaction in the detection and characterization of simple or complex odors. Also referred to as electronic (E) - noses.
  - e) Any other method or best practice determined to be appropriate by the Building Commissioner.
- c. **Odor Control Plan** – If, based on the investigation, the Building Commissioner determines that there is a violation, the owner and/or operator of the odor-producing use shall be required to provide an odor control, abatement and mitigation plan to the Building Commissioner for review and approval or, otherwise bring the property into compliance with this bylaw and the order of the Building Commissioner. The plan shall address how the site will become compliant and specify suitable corrective measures. Compliance shall be achieved through industry best practices and suitable mitigation measures. The plan shall be prepared by a certified environmental engineer, certified environmental professional, or certified industrial hygienist with experience in odor management, abatement and mitigation technologies. The Building Commissioner may also require the plan to include the provision of reports of ongoing odor monitoring and compliance.
- d. **Corrective Measures** - Non-residential uses that produce non-compliant odors shall be required to install and maintain odor-eliminating equipment in accordance with the approved odor control plan to meet the requirements of this section.

## E. Exemptions

1. **Farming.** Impacts resulting from agricultural, farm-related, or forestry-related activities as defined by [G.L., c 128, Agriculture, § 1A](#), as amended, and Medway General Bylaws, ARTICLE XXXI, §2 Right to Farm, are exempt from these restrictions when such activities follow generally accepted practices. Impacts from agricultural, farm-related, or forestry-related activities that are potentially hazardous, harmful to the environment, disturbing, offensive or objectionable, or constitute a nuisance, may be subject to alternative rules, regulations, and enforcement procedures. ([G.L., c 111, §125A](#)).
2. **Residential Uses.** Impacts resulting from residential activities such as but not limited to barbecues, wood stove exhaust, driveway paving, gardening, and house painting

are exempt from these restrictions.

3. **Repair and infrequent maintenance activities.** Repair and infrequent maintenance activities such as but not limited to those for septic and sewer systems are exempt from these restrictions.
  
4. **Construction.** Impacts resulting from construction, demolition, or repair work that occurs between 7:00 a.m. and 6:00 p.m. on public improvements authorized by a governmental body or agency, utility work and repairs, and other similar work on private property pursuant to an order by a governmental body or agency for safety purposes are exempt from these restrictions.

Or act in any manner relating thereto.

#### PLANNING AND ECONOMIC DEVELOPMENT BOARD

#### NO ACTION TAKEN

**ARTICLE 40:** (Amend Zoning Bylaw: Miscellaneous Housekeeping)  
To see if the Town will vote to amend the Zoning Bylaw, SECTION 2 DEFINITIONS by adding the following definition for “Parking Lot”. New text in **bold**.

**Parking Lot: An area used for the temporary parking of motor vehicles for a fee or as the principal use but excluding accessory parking for customers and employees.**

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And amend the Zoning Bylaw, Section 4.2.A, Zoning Map, as follows (new text in **bold**, deleted text in ~~strikethrough~~):

A. Except for the Flood Plain District and Groundwater Protection District, the boundaries of these districts are defined and bounded on the map entitled, “Town of Medway Zoning Map,” dated December 4, 2014 **27, 2019**, as may be amended and revised, ~~with a list of the names of the members of the Planning and Economic Development Board~~ and filed with the Town Clerk, which map, ~~together with all explanatory matter thereon~~, is hereby incorporated in and made a part of this Zoning Bylaw.

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And amend the Zoning Bylaw, Section 8.9 Registered Medical Marijuana Facilities, specifically

Section 8.9.J.5.b.i. as follows (deleted text in ~~strikethrough~~):

**5. Procedures.**

- a. The special permit application and public hearing procedure for a RMMF shall be in accordance with Section 3.4 and G.L. c. 40A, § 9.
- b. Mandatory Findings. The Planning and Economic Development Board shall not grant a special permit for a RMMF unless it finds that:
  - i. The RMMF is designed to minimize any adverse visual or economic impacts ~~on abutters and other parties in interest, as defined in G.L. c. 40A, § 11;~~
  - ii. The RMMF demonstrates that it will meet all the permitting requirements of all applicable agencies within the Commonwealth of Massachusetts and will be in compliance with all applicable state laws and regulations; and
  - iii. The applicant has satisfied all of the conditions and requirements of this Section and Section 3.4 of this Zoning Bylaw.

And amend Section 8.9 Registered Medical Marijuana Facilities to change the words “Massachusetts Department of Public Health” to “Massachusetts Cannabis Control Commission” wherever it appears in Section 8.9.

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And amend the Zoning Bylaw, Section 6.1, TABLE 2, Dimensional and Density Regulations, to require a minimum lot frontage of 50 feet in the Central Business, Village Commercial, and Neighborhood Commercial zoning districts.

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And amend the Zoning Bylaw, SECTION 9 Oak Grove Park Districts, Table 9.4.C.1.A, by correcting the reference in Section 4.3 in the column under “Cottage” to read “See Section 9.5.B.25 for Pocket Neighborhood Development Standards”.

Or act in any manner related thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**CONSENT CALENDAR**

**2/3 Majority**

**ARTICLE 41:**

(Amend Zoning Bylaw: Adaptive Use Overlay District)

To see if the Town will vote to amend the Zoning Bylaw, Section 5.6.2 Adaptive Use Overlay District, specifically Section 5.6.2.D.2. a. through h., and Section 5.6.2.D.3. c, as follows (new text in **bold**, deleted text in ~~strikethrough~~):

- 1. Uses Allowed As of Right: All uses permitted in the underlying zoning district shall be permitted within the Adaptive Use Overlay District unless prohibited under sub-section D.3 hereof.

2. Uses Allowed by Special Permit: In approving an Adaptive Use Special Permit, the Planning and Economic Development Board may provide for the following uses or combination of uses and no others. The Adaptive Use special permit shall identify the uses that are specifically allowed, and may impose any conditions, safeguards and limitations deemed necessary by the Planning and Economic Development Board.
  - a. **Professional or business offices** ~~for business or professional uses.~~
  - b. ~~Studios for artists, photographers, interior decorators, and similar design-related uses.~~
  - c. Retail sales for handcrafted merchandise, original arts and crafts or copies thereof, antiques, second-hand goods, gifts, clothing, accessories, and decorative home furnishings. *(Amended 11-16-15)*
  - d. Food services including, but not limited to bakeries, cafes, coffee shops, delicatessens, frozen dessert shops, pastry shops, sandwich shops and other specialty food items, not to exceed 3,000 sq. ft. *(Amended 11-16-15)*
  - e. ~~Repair shops for small electronic equipment, appliances or tools.~~
  - f. Personal care services **establishments** ~~such as barber shops, beauty parlors and nail salons.~~
  - g. Florists
  - h. **Service establishments** ~~Individual consumer services including but not limited to opticians, personal fitness, tailor, shoe repair, music lessons and travel agency.~~ *(Added 11-1-15)*
  - i. Museum *(Added 11-19-18)*
  - j. The alteration of, addition to, and/or conversion of an existing building to one or two residential dwelling units and one or more business uses listed in items a-i above, provided that the appearance of the building is characteristic of a single-family dwelling.
3. Prohibited Uses: The following uses are prohibited in the Adaptive Use Overlay District:
  - a. Motor vehicle sales, repair, or sales of parts
  - b. Manufacturing
  - c. Drive-through **facilities** ~~windows of any kind~~
  - d. Exterior storage of equipment or materials

And to amend Section 5.6.2.C, Applicability, as follows (new text in **bold**, deleted text in ~~strikethrough~~):

C. Applicability. The Planning and Economic Development Board may grant an Adaptive Use Special Permit for any property with at least 50 feet of frontage on a ~~Town way~~ **street** in the Adaptive Use Overlay District, provided that each lot in the development includes at least one building constructed prior to June 28, 2004.

Or act in any manner related thereto.

## PLANNING AND ECONOMIC DEVELOPMENT BOARD

### CONSENT CALENDAR

**2/3 Majority**

**ARTICLE 42:** (Amend Zoning Bylaws: Definitions – Incidental Accessory Object)  
To see if the Town of Medway will vote to amend the Zoning Bylaw, SECTION 2 DEFINITIONS by inserting the following definition in alphabetical order: (new text in **bold**).

**Incidental Accessory Object – A visible, functional or ornamental object or a man-made site feature that is subordinate to a principal building or structure or use and is located on the same lot as the principal building or structure or use or on an adjoining lot under the same ownership and in the same zoning district.**

And to amend Paragraph H. in Section 6.3 Accessory Building and Structures as follows:

#### H. **Incidental Accessory Objects.**

1. The setback requirements specified in Table 2 DIMENSIONAL AND DENSITY REGULATIONS shall not apply to public bus stop shelters.
2. **The standard setback requirements specified in Table 2 DIMENSIONAL AND DENSITY REGULATIONS shall apply to the following Incidental Accessory Objects:**
  - a. **Animal pen**
  - b. **Athletic or sports court**
  - c. **Ground mounted solar photovoltaic panel**
  - d. **Hot tub**
  - e. **Patio**
  - f. **Outdoor fireplace or fire pit**
  - g. **Outdoor kitchen, bar or dining area**
  - h. **Outdoor play gym**
  - i. **Man-made pond or water feature**

- j. **Swimming pool**
- k. **Trash dumpster and/or enclosure**
- l. **Wind turbine**

Or act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**FAILS**

**39 in favor**

**58 opposed**

**ARTICLE 43:** (Amend Zoning Bylaw: Building Size)

To see if the Town of Medway will vote to amend the Zoning Bylaw, Section 6.2 General Provisions, by adding a new Paragraph G. Building Size.

**G. Building Size. No building for Business or Industrial and Related Uses specified in Sections D and E of Table 1 – Schedule of Uses, shall be larger than 100,000 square feet of gross floor area without a special permit from the Planning and Economic Development Board.**

Or act in any manner related thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**CONSENT CALENDAR**

**2/3 Majority**

**ARTICLE 44:** (Amend Zoning Bylaw: Central Business District Special Permits)

To see if the Town will vote to amend the Zoning Bylaw, Section 5.4.1 Special Permits in the Central Business District (new text in **bold**, deleted text in ~~striketrough~~) as follows:

#### 5.4.1 Special Permits in the Central Business District

~~In the Central Business district, the following provisions shall apply to uses allowed by special permit and are also available for applicants for uses permitted by right in order to propose a flexible site design.~~

##### **A. Purposes**

- 1. To further the goals of the Medway Master Plan**
- 2. To encourage mixed-use development in the Central Business District with a balanced and vibrant mix of compatible business uses and multi-family residential development.**
- 3. To encourage revitalization and economic investment in the Central Business District in a manner which represents the qualities of a traditional New England town center.**
- 4. To encourage greater variety of housing to meet the needs of a diverse population with respect to income, ability, household types, and stage of life.**
- 5. To improve walkability within the district and provide better access between housing, shops, services, and employment.**

##### **B. Applicability**

- 1. A Mixed-Use Development may be allowed in the Central Business District by special permit from the Planning and Economic Development Board to include a combination of uses allowed by right and uses allowed by special permit as specified in Table 1 – Schedule of Uses.**
- 2. The provisions of this Section are available by special permit from the Planning and Economic Development Board for uses permitted by right in order to achieve a flexible site design.**
- 3. All development projects considered under this Section are subject to site plan review pursuant to Section 3.5 herein and the Medway Design Review Guidelines.**

##### **C. Definitions:**

**Mixed-Use Development: See definition in SECTION 2 DEFINITIONS**

**Multi-Family Building: See definition in SECTION 2 DEFINITIONS**

**A. D. Dimensional Requirements.**

1. Minimum lot size: 10,000 square feet
2. Minimum continuous frontage: 50 feet
3. Minimum front-yard setback: Principal buildings shall be set back a minimum of 10 feet from the front lot line. Architectural features such as bay windows, porches, balconies, porticos, canopies, etc. shall not be subject to the 10-foot minimum setback.
4. Minimum side-yard and rear-yard setback: For lot lines abutting a residential zoning district, 25 feet of which the first 10 feet nearest each lot line shall not be used for the parking or storage of vehicles and shall be suitably landscaped. There is no side-yard or rear-yard setback for properties abutting other properties within the Central Business district.
5. Maximum building height: 60 feet

**B. E. Residential Uses in a Mixed-Use Development.**

1. ~~Except for assisted living residence facilities, a building comprised of multi-family dwelling units only shall not be permitted. A mixed-use building shall include multi-family residential units and retail, municipal, service, office, commercial or other business uses allowed in the zoning district (hereinafter referred to as “business uses”) in at least the minimum percentage as set forth in Subsection E.2 below.~~
2. ~~In a three-story building, no more than 67 percent of the gross floor area shall be comprised of multi-family dwelling units. In a two-story building, no more than 50 percent of the gross floor area shall be comprised of multi-family dwelling units.~~

**Except as provided in Section E.4 below, in a two-story building at least 50% of the gross floor area shall be comprised of business uses, and no more than 50% of the gross floor area shall comprise multi-family dwelling units and common areas and support facilities associated with those multi-family dwelling units. In a three-story building, at least 33% of the gross floor area shall be comprised of business uses, and no more than 67% of the gross floor area shall be comprised of multi-family dwelling units and common areas and support facilities associated with those multi-family units. In a building of four stories or more, at least 25% of the gross floor area shall be comprised of business uses, and no more than 75%**

**of the gross floor area shall be comprised of multi-family dwelling units and common areas and support facilities associated with those multi-family units. The gross floor area comprised of business uses may include hallways, lobbies, maintenance areas, security areas, closets, and other areas which serve exclusively the business uses in that building.**

3. Multi-family dwelling units may not be located on the ground floor of a mixed-use building or development unless:
  - a. The building with the multi-family dwelling units is set behind another building which has business uses on the ground floor and a front façade that faces a public way or primary access drive; or
  - b. The residential portion of the ground floor is set behind the business uses within the same building which has a front façade that faces a public way or primary access drive.
4. A mixed-use development may include a building comprised of only multi-family dwelling units and common areas and support facilities associated with those multi-family dwelling units under the following conditions:
  - a) A building comprised of only multi-family dwelling units and common areas and support facilities associated with those multi-family dwelling units shall be set back at least one hundred feet from the Main Street right-of way; and
  - b) The amount of gross floor area of the building comprised of only multi-family dwelling units and common areas and support facilities associated with those multi-family dwelling units which would otherwise be required by Section E.2 above to include business uses shall be added to the required business uses gross floor area of the other building(s) of the mixed-use development as additional business use space, so that the total amount of gross floor area for business uses in the mixed-use development will equal or exceed the total gross floor area for business uses which would result if no building were devoted solely to multi-family dwelling units.
- 4.5. No more than 10 percent of the total number of a mixed-use development's residential dwelling units shall have more than two bedrooms.
6. **The provisions of Section 8.6 Affordable Housing shall apply to Mixed-Use Developments.**

**E. F.** A minimum of 15 percent of the site shall function as landscaped or public space. The landscaped or public space shall be architecturally integral to the site or, as appropriate and practical, to abutting sites. No space that is used for vehicular parking or circulation, or loading shall be included as landscaped and/or public space.

**D.G.** Special Permit Review Criteria.

1. Special permits granted under this Section 5.4.1 are not subject to the special permit criteria under Section 3.4.
2. Before granting a special permit for a ~~special permit~~ **mixed-use development** or flexible site design of a permitted use in the Central Business district, the ~~special permit granting authority~~ **Planning and Economic Development Board** shall find that all of the following criteria are met:
  - a. The proposed uses **and site design** represent the qualities of a traditional New England town center;
  - b. The proposed site design is environmentally sound and is readily accessible to and useable by pedestrians;
  - c. The proposed site design reflects and advances the goals and objectives of the Medway Master Plan as updated;
  - d. Adequate pedestrian and (where applicable) vehicular linkages are provided within the site and connecting to abutting properties;
  - e. Streets, driveways, sidewalks, landscaped areas and public services are laid out in a safe manner;
  - f. Any detrimental impacts of the use on abutting properties and/or residential neighborhoods have been adequately mitigated; and
  - g. The site design incorporates the site's existing topography and protects natural features to the maximum extent possible.

**E. H.** Design Requirements – The Planning and Economic Development Board shall adopt Central Business District Special Permit rules and regulations to administer this Section 5.4.1 including submission requirements and procedures and Central Business District design guidelines. Such guidelines may include any or all of the following:

1. Façade design for buildings visible from public ways
2. Vehicular or pedestrian connections to abutting commercial or residential areas;
3. Provision of pedestrian amenities; and
4. Sustainability, i.e., efficient resource use throughout a building's life cycle from siting to design, construction, operation, maintenance, renovation and deconstruction.

Or act in any manner relating thereto.

## PLANNING AND ECONOMIC DEVELOPMENT

### CONSENT CALENDAR

**2/3 Majority**

**ARTICLE 45:** (Citizens' Petition: Board of Selectmen Change to Select Board)  
 To see if the Town will vote to amend the General Bylaws to rename the Board of Selectmen as the Select Board, and, for such purposes, to replace the words "Board of Selectmen" or

“Selectmen” with “Select Board” and “Selectman” with “Select Board Member”, and to authorize the Town Clerk to make non-substantive ministerial revisions to ensure that gender and number issues in related text is revised to properly reflect such change in title; or act in any manner relating thereto.

**VV**

**CITIZENS’ PETITION**

**(Majority)**

**The meeting adjourned at 8:45 PM**

**TOWN OF MEDWAY  
MARRIAGES RECORDED IN THE TOWN OF MEDWAY  
2020**

	COUPLE	RESIDENCE	LOCATION/OFFICIANT
JAN			
17	TARA Y. HENRICHON	MEDWAY	SHERBORN
	BRIAN D. KRIPOWICZ	MEDWAY	Nathan Deterno, Clergy
FEB			
27	STEVEN K. PROIA	MEDWAY	MEDWAY
	GABRIELLE T. PECHER	MEDWAY	Maryjane White, JP
28	VANESSA M FIORI	NEW YORK	TOPSFIELD
	RYAN M. WASIELEWSKI	NEW YORK	Ryan Martin, Solemnizer
MAR			
20	STEPHEN P. DIMAGGIO	FRANKLIN	MEDWAY
	TERESA M. BALABANIS	FRANKLIN	Maryjane White, JP

MAY

29 ANNELIESE E. HARRISON MEDWAY HOLLISTON  
RANSOME V. GASNER MEDWAY C. Harrison, Solemnizer

JUN

17 JOHN P. LARNEY MEDWAY MEDWAY  
PAULA A. KAIRIT BELLINGHAM Charlene Tingley, JP

JUL

04 SABRINA L. FARLEY MEDWAY WESTFIELD  
EAMONN MCHUGH-ROOHR MEDWAY Rebecca Roberts, Solemnizer

10 SARA J. ALLEN BROOKLINE MEDWAY  
KYLE A. WILLIAMS BROOKLINE Michael Manske, Solemnizer

17 MICHELLE PARRELLA MILFORD MEDWAY  
CHRISTOPHER KELLER MILFORD Scott Parrella, Solemnizer

18 JAYEL M. GERVAIS MEDWAY UXBRIDGE  
HAYDEN J. CLAPP MEDWAY Veronica Merrifield, Minister

19 TANNER A. GUARINO MEDWAY MEDWAY  
MARC S. HETNIK, JR MEDWAY C, Hauck III, Solemnizer

26 JESSICA M. NICHOLSON MEDWAY MEDWAY

	KYLE S. MITCHELL	MEDWAY	Maryjane White, JP
31	ALYSSA L. JOHNSON	BELLINGHAM	AMHERST
	JEFFREY E. KAPLAN	BELLINGHAM	Robin Diamond, JP
AUG			
20	GINA-MARIE CUMMINGS	MEDWAY	MEDWAY
	CHRISTOPHER C. JOHNSON	MEDWAY	Maryjane White, JP
22	THOMAS BOYAN	MEDWAY	BREWSTER
	DONNA LIBERTY	MEDWAY	Lucinda Graham, Clergy
24	ALORA D. MITCHELL	MEDWAY	MEDWAY
	CHRISTOPHER BOTELHO	MEDWAY	Maryjane White, JP
29	VINCENT L. YARUSH, JR	NEW HAMPSHIRE	PLYMOUTH
	CORRINA A. RIEDY	MENDON	E.I. Osborne, Jr, Clergy
SEP			
09	SUSAN M. GLENNON	MEDWAY	MASHPEE
	TREVOR A. FRANCIS	MEDWAY	Janice M. Cahill
12	DEREK J. LEARY	FRANKLIN	MENDON

	REBECCA F. DAVIS	FRANKLIN	James P. Kelly, Solemnizer
12	JILL GIOVANELLA	MEDWAY	MEDWAY
	MATTHEW HARRINGTON	FRANKLIN	Maryjane White, JP
12	ELIZABETH CENTOLA	MEDWAY	PLYMOUTH
	JAMES WHITE, III	MEDWAY	Fr. Kenneth Overbeck, Priest
12	TIFFANY A. MORRISSEY	MEDWAY	ASHLAND
	MATTHEW P. BELLANTONI	MEDWAY	Samantha Morrissey, Clergy
14	LILI LIU	NEW YORK	MEDWAY
	WEN WEN GONG	NEW YORK	Charlene Tingley, JP
19	COLBY P. ROY	MEDWAY	WESTPORT
	JENNIFER R. CURRAN	MEDWAY	Corey Volpicelli, JP
19	EMILY T. ANDERSON	MEDWAY	MEDWAY
	KRYSTOPHER R. GRASMUCK	PHILLIPSTON	Timothy Moran, Priest
24	PEDRO C. DE MELO	MEDWAY	FRAMINGHAM
	KALIE G. CARNEIRO	MEDWAY	Emily Butler, JP

OCT

03	JORDYN P. BUGLIONE	MEDWAY	SHARON
	GARRETT R. MCCREADY	MEDWAY	Sarah McCready, Solemnizer
10	KATHERINE C. ROURKE	BRIGHTON	BROOKLINE
	MICHAEL A. TRUPPI	BRIGHTON	Holly Kee, Solemnizer

DEC

12	BLAKE M. COTE	MEDWAY	MEDWAY
	CARRIE A. HEFLER	MEDWAY	Kenneth Hiscoe, III, Solemn.
18	WAGNER T. SENA	MEDWAY	WEST BRIDGEWATER
	MADISON M. CARNEY	MEDWAY	Patrick Kenney, Solemnizer
31	EMILY J. BELL	TEXAS	MEDWAY
	JEREMY L. BROWN	TEXAS	Rodrigo DeJesus, Pastor

TOWN OF MEDWAY  
DEATHS RECORDED IN THE TOWN OF MEDWAY  
2020

MONTH	NAME	RESIDENCE	AGE
JAN			
04	ERIC SHAWN MARSTON	MEDWAY	33
04	MARGARETTA H. COMPTON	FRANKLIN	101
08	LINDA S. OSMAN	MEDWAY	73
14	PATRICIA C. SPECTOR	MEDWAY	65
23	NATALIE C. BARNETT	MEDWAY	86
24	SUSAN A. CORNWELL	MEDWAY	73
24	ANGELA G. GRONCKI	MEDWAY	99
28	BARBARA M. DOW	HOLLISTON	81
FEB			
02	MAFALDA M. ZIMMERMAN	MEDWAY	95
08	JEFFREY S. WHYTE, SR.	MEDWAY	55
14	WILLIAM E. ARCHAMBAULT	MEDWAY	88
20	VIRGINIA B. KAIRIT	MEDWAY	85
23	RALPH G. BAKER	MEDWAY	95
25	HELEN M. HEBERT	MEDWAY	15

## MAR

03	SARAH D. MORRIS	MEDWAY	80
05	DAVID F. BLISS, SR.	MEDWAY	72
05	BARBARA A. AHERN	MEDWAY	82
08	LORAIN T. COSTELLO	MENDON	82
10	ELIZABETH R. TERHUNE	MEDWAY	100
13	FREDERICK H. PAULETTE, SR	MEDWAY	79
15	CHRISTOPHER M. COFFEY	MEDWAY	65
16	GARY PAUL SANTILLI	MEDWAY	53
24	WILLIAM J. DEXTER	MEDWAY	63
25	PAULINE M. MCNAMARA	NORFOLK	98
25	WILLIAM L. JOHNSON	YARMOUTH	83
29	CONSTANCE J. BAKER	MEDWAY	87
30	PATRICIA A. ROBINSON	MEDWAY	68
31	VALENTINE KHOKASIAN	BELMONT	85

## APR

01	NORMAN P. DESALVO	MEDWAY	79
02	KENT L. MCNEILLIE	MEDWAY	51
03	SELMA E. LAVERNE	MEDWAY	77
03	CAROLINE A. FLETCHER	MEDWAY	73
04	BONNIE C. WELLMAN	MEDWAY	78

06	BRYNN A. PIERCE	MEDWAY	5 DAYS
06	LEO F. KOWALIK, SR.	MEDWAY	87
07	DONALD A. STEARNS	MEDWAY	69
10	VIRGINIA J. FEGAN	MEDWAY	101
10	STEPHANIE ANN RALPH	MEDWAY	64
11	CAROL A. AUTY	MEDWAY	73
17	IDAMAE BUITTA	MEDWAY	93
17	MARGARET J. CRONAN	MEDWAY	87
18	PAUL D. COLANANNI	MEDWAY	86
19	JOHN P. MELOSKI, JR.	MEDWAY	72
20	HARRY T. JOHNSON, JR.	MEDWAY	85
22	CYNTHIA ROBATOR	HOLLISTON	68
24	JANET ALICE MITCHELL	MEDWAY	85
26	ETHEL L. CURRIE	MEDWAY	95
28	RICHARD HICKEY	BELLINGHAM	79
30	FRANCIS A. COREY	MEDWAY	73

MAY

01	EDWARD D. HENNESSY	MEDWAY	81
02	MICHAEL J. THOMAS	BOSTON	84
02	JAMES R. FIORI	MEDWAY	59
03	THOMAS J. SCHLOTTENMIER	MEDWAY	94
05	GAEL A. SHAUGHNESSY	MEDWAY	63
05	ROBERT W. MACLEOD	MEDWAY	64

07	GUNARS ANDERSONS	MEDWAY	89
07	ARTHUR J. GILBLAIR	MEDWAY	89
08	AIDA M. CUCCI	MEDWAY	91
10	MARK R. ROSSON	MEDWAY	51
10	RICHARD D. JACKSON	MEDWAY	83
10	HELEN M. GALVIN	MILFORD	93
12	JAMES A. POLITO, JR.	FOXBOROUGH	87
12	JAMES R. SPLAINE	MEDWAY	75
16	JOANNE MACDOUGALL	MEDWAY	78
18	MARY K. BOUCHER	MEDWAY	87
18	RAMON MELENDEZ	MILFORD	93
19	ROBERT A. ALLEN	WILMINGTON	81
19	MARY L. WAMBOLDT	MEDWAY	95
19	MARION C. BARREIRA	MEDWAY	99
23	ANTHONY P. MARZUOLO	FRANKLIN	87
23	LOUISE M. RODERIGUES	MEDWAY	93
28	JEANNETTE QUINONES	FRANKLIN	74
30	LOIS S. ARTHUR	MEDWAY	86
30	JOYCE M. BOUCHARD	MEDWAY	89
31	ANTHONY L. LAPORTA	MEDWAY	73

JUN

01	KEITH R. WOLFE	MEDWAY	62
21	ANTHONY J. AMENDOLA	FRANKLIN	80
22	ALICE L. CARTER	MEDWAY	91
23	JONATHAN S. KINSLEY	MEDWAY	74
29	IRENE T. HENAULT	FRANKLIN	90

JUL

02	MARA S. POTTER	MEDWAY	57
10	JUNE W. MURPHY	HOLLISTON	100
11	ANNE V. SAULEN	MEDWAY	102
15	MARY C. O'LEARY	MEDWAY	86
20	FREDERIC R. PERKINS	NORWOOD	62
26	STEPHEN R. JONES	MEDWAY	60

AUG

03	PAUL J. DESIMONE	MEDWAY	87
18	MARJORIE M. DELLO-CONO	WAREHAM	99
19	ALICE T. PATRICIAN	MEDWAY	94
22	DONALD G. MAHON, JR	MEDWAY	84

SEP

01	JOHN ANDERSON	MILFORD	73
01	CARY WATCHMAKER	MEDWAY	79
04	CHRISTINE T. PARCHESKY	MEDWAY	67
07	FRANK V. BAGLEY	FLORIDA	87
17	ARCHIE W. STODDARD	MEDWAY	91
21	AUDREY BROWN	MEDWAY	89

OCT

04	DELORES R. KIRKPATRICK	MEDWAY	83
07	LESLIE W. LEBLANC	FRANKLIN	84
09	EDWARD F. HIGGINS, JR.	MEDWAY	70
09	LEONARD C. HILL	MEDWAY	85
11	LOUIS A. HELLMUTH	HOPEDALE	84
13	LAWRENCE J. LANDRY	MEDWAY	95
26	COLLEEN M. TWOHIG	MEDWAY	59
28	LOUISE W. DOANE	MEDWAY	84
28	EMMA M. FLAHERTY	MEDWAY	85
30	JOANNE F. BOCZANOWSKI	MEDWAY	58

## NOV

02	THOMAS P. CORMIER	MEDWAY	52
05	WILLIAM W. PRIDE	MEDWAY	61
06	JEAN F. GERARD	MEDWAY	76
07	KATHY A. MORGAN	MEDWAY	63
09	VIVIAN I. MCCUSKER	MEDWAY	69
09	PAULINE M. QUINN	MEDWAY	89
11	JACQUELYN M. MAWHINNEY	MEDWAY	84
13	HELEN J. PRATT	MEDWAY	92
19	MICHAEL A. MELE	MEDWAY	63
24	LAURA E. SCHOELLKOPF	MEDWAY	82
24	LILLIAN B. LANGUIRAND	BELLINGHAM	87
29	JEROME S. MATUS	HOLLISTON	92

## DEC

04	ARTHUR L. WAGNER	MEDWAY	80
08	CHRISTOPHER P. MOTT	MEDWAY	67
12	GEORGE L. JORDAN	MEDWAY	88
16	JOSEPHINE H. CARON	MEDWAY	97
16	ANTOINE KILLIZLI	MEDWAY	87
20	DAVID K. CHODAT	MEDWAY	78
20	RICHARD J. CARPENTIER	MEDWAY	78

24	THOMAS B. DENATALE	MEDWAY	78
27	RICHARD P. GENESEO	MEDWAY	66
27	ELIZABETH S. MURRAY	MEDWAY	90
28	MARY L. DEVINE	MEDWAY	87
30	STEVEN P. KEOUGH	BELLINGHAM	60

## THE REPORT OF THE BOARD OF HEALTH

The Board of Health’s mission is to preserve and protect the public health in the community by preventing disease and assuring safety and environmental quality. This objective is carried out through routine inspections, complaint investigations, permitting, and plan reviews. The department also develops regulations and programs addressing existing and future public health issues. It is through these proactive efforts that the Board of Health Department is helping to improve the status and quality of life for all members of the community.

### Description of services include the following:

- Permitting/Licensing: for food/retail establishments, tobacco vendors, summer camps, pools/swimming areas, septic haulers/installers, solid waste haulers, septic installers/installations, private & irrigation well installations, percolation tests, tanning & body art facilities, and farm animals.
- Enforcement of state and local regulations relating to public health, safety, and the environment.
- Consultation on health and wellness services through contracted services (VNA)
- Enforcement of the State Environmental Code.
- Protection of ground water, public drinking wells, and other environmental concerns
- Participation in the Massachusetts mosquito control program (Norfolk County Mosquito Control).
- Hazardous waste collection and disposal.
- Participation in local and regional emergency preparedness.
- Conduct complaint investigations pertaining to any health concerns.
- Public health prevention program and administration by participating in grants to better the community.

### Permits/Licenses Issued for 2020

Food/Retail .....	53	Septic Repairs .....	23
Tobacco .....	12	New Septic Systems.....	1
Solid Waste Haulers .....	10	Septic Abandonments.....	14
Septic Installers .....	24	Percolation Tests .....	20
Septic Haulers.....	19	Wells.....	5
Farm Animals .....	27	Camps .....	4

Accomplishments for 2020 include:

- Continuation of the Tobacco Control Program (compliance checks)
- Renewed contract with Salmon/VNA Nursing program
- Worked with the community ensuring COVID-19 compliance as aligned with state mandatory standards.
- Attended bi-weekly webinars with DPH, receiving order updates from the Governor for COVID-19 compliance
- Worked closely with Salmon VNA regarding contact-tracing for COVID-19 positive cases and exposures.

## **REPORT OF THE BUILDING DEPARTMENT**

Although the world has seen unending effects from the Covid 19 virus, the Building Department continued to provide their services to the town. The goals of the Medway Building Department are to promote the general health, safety and welfare for the citizens of Medway. We believe the residents, business owners, and contractors deserve professional and efficient guidance in accordance with the codes and ordinances we enforce. We make all attempts to serve our community in a courteous, professional, and timely manner. Our actions reflect that of honesty, integrity, and fairness in all aspects of our department.

The Medway Building Department is responsible for enforcing codes and ordinances within State of Massachusetts, such as building, mechanical, insulation/energy, electrical, gas and plumbing. These codes and ordinances govern the construction, rehabilitation and maintenance of residential, commercial buildings and properties located within the town of Medway.

In short, the Building Department's permitting procedures are as follows; when an application has been submitted to us, it is first administratively reviewed to ensure that all mandatory documents are received and are up-to-date. Once this step is confirmed, it is then filtered to the appropriate Inspector where they will either ask the applicant for additional documents pertaining to their permit, or schedule appropriate inspections.

Additionally, this department enforces all Zoning Variances, Special Permits, and Site Plan

Approvals. On a regular basis we conduct safety inspections at places of assembly, restaurants, religious institutions, child daycare facilities, and other locations we either deem a necessary

inspection or are invited to inspect. We also field numerous complaints from the public resulting in building safety education, fines, or prosecution.

The Building Commissioner, John “Jack” Mee currently oversees the department which consists of the following employees and/or contracted employees:

- Rindo Barese, Deputy Building Inspector
- Kelly O’Brien, Administrative Assistant
- Erika Robertson, Code Enforcement Officer
- James Coakley, Plumbing/Gas Inspector
- Jennifer Sweet, Chief Electrical Inspector
- Jerry Smolinsky, Contracted Plumbing/Gas Inspector (per-diem)
- Michael Perkins, Contracted Electrical Inspector (per-diem)
- W. James Allshouse, Contracted Weights and Measures Sealer

Below is a breakdown of permits issued by the Building Department between the dates of January 1, 2020 through December 31, 2020.

2020	Miscellaneous	Commercial Building	Electrical	Gas	Mechanical	Plumbing	Residential Building	Monthly Totals
JAN	10	5	41	22	9	27	45	159
FEB	4	1	54	19	1	31	50	160
MAR	2	5	39	25	7	26	62	166
APR	0	2	26	16	4	30	65	143
MAY	0	4	33	17	4	20	86	164
JUN	0	3	59	25	4	34	89	214
JUL	2	8	59	26	10	22	99	226
AUG	5	3	53	20	8	23	79	191
SEP	4	2	59	33	6	35	107	246
OCT	5	5	75	43	6	32	136	302
NOV	13	1	54	27	3	24	120	242
DEC	12	6	52	31	6	29	71	207
<b>Permit Totals</b>	57	45	604	304	68	333	1009	<b>2,420</b>

*\*Misc includes any permit that is not consistently applied for such as; request for annual inspection, trench, periodic, tent/trailer, and certificate of occupancy.*

A few of the projects that we oversaw in 2020 include; Millstone Development (55+housing project), Exelon power plant expansion and the new Medway DPW facility  
 Projects anticipated to begin or continue in 2020 include; Salmon Health Care facility, Apartment complex at 39 Main Street, Glen Brook Way, Marzilli Landscape expansion, and Timber Crest Development.

Respectfully Submitted,

John “Jack” Mee  
 Building Inspector



# Medway Police Department Annual Report 2020



Chief of Police Allen M. Tingley

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**Mission Statement**

The mission of the Medway Police Department is to protect and improve the quality of life for all who live, work, or visit our community by delivering the highest quality of public safety and service. The men and women of the Medway Police Department are dedicated to accomplishing their mission by:

- Maintaining peace and order through fair and impartial enforcement of law and quality police service.
- Fostering an environment of cooperation and trust between the police department and the community.
- Valuing our employees as our most important resource.
- Conducting business efficiently and effectively.
- Challenging the future with a spirit of optimism and innovations in the continuous pursuit of excellence.

The Medway Police, through professionalism and integrity, dedicate ourselves to this mission.

**Vision Statement**

The Medway Police Department will create a safe and comfortable community in which people can live, work and visit. We recognize employees are the department’s most valuable resource and will strive to create a positive working atmosphere where dedication and participation are encouraged. We will serve the people of this community by striving for excellence in all we do.

To this end we will:

- Enhance the safety and livability of the community.
- Prevent crime through community involvement, education, proactive enforcement and technological advances.

- Effectively communicate with all members of the community.
- Strive for professionalism and integrity by maintaining high ethical standards.
- Be fiscally responsible.
- Promote interagency communications and cooperation.
- Recruit, train and develop quality personnel.
- We are committed to accomplishing the above through adaptability, encouraging creativity and forward thinking, honesty, integrity and holding one another accountable. Lastly, we will never settle for mediocrity or second best.

## **Description of Services**

### **PREVENTION OF CRIME**

The police department is responsible for generating understanding about the nature and extent of crime and encouraging public support for crime prevention.

### **DETERRENTS OF CRIME**

Crime can be deterred by proactive police procedures and active citizen involvement. The Police Department is responsible for deploying forces to deter crime and to inspire confidence in its ability to promote a peaceful and crime-free environment.

### **APPREHENSION OF OFFENDERS**

Once a crime has been committed, it is the duty of the Police Department to initiate the criminal justice process.

- Identify and apprehend the offender
- Obtain necessary evidence
- Assist in prosecuting the case
- Use force that is reasonable and necessary to effectively bring an incident under control.

### **RECOVERY AND RETURN OF PROPERTY**

The Police Department shall attempt to recover lost and or stolen property, to identify its owners and to ensure its prompt return.

### **TRAFFIC ENFORCEMENT**

The Police Department shall enforce traffic laws; investigate accidents, and direct safe movement of motor vehicles, bicyclists and pedestrians.

## **PUBLIC SERVICE**

The public relies upon the policies, assistance and advice of the Police Department in routine emergency situations. The Police Department shall respond for calls for service, aid or advise as necessary and or possible.

## **USE OF PERSONNEL**

The Police Department shall develop personnel capable of providing the public with professional law enforcement.

## **USE OF RESOURCES**

The Police Department shall develop objectives which make efficient and effective use of its resources and plan for future public safety needs of the community.

## **INTERDEPARTMENTAL COOPERATION**

The Police Department shall continue to seek cooperative working relationships with other town departments and outside agencies.

## **REPORT OF THE MEDWAY POLICE DEPARTMENT**

I am pleased to submit my Annual Report for the Police Department, for the calendar year ending December 31, 2020.

This past year was very challenging for everyone, including the men and women of the Medway Police Department. The start of the Covid-19 Pandemic forced us to change or modify many of our department's policies and procedures regarding call response, arrest procedures, prisoner transport, processing and lock up. We required cleaning and sanitization of our police cruisers and our building following every shift in an effort to keep our officers healthy and limit potential exposure to the Covid-19 virus. During the height of the Pandemic our building was locked to the public.

All officers were issued facial coverings, hand sanitizer, face shields and surgical gowns, if needed. Facial coverings were always required while on duty.

Additional policies were developed for officers having been exposed to the virus on or off duty. Officers were also directed not to come to work if they were not feeling well or had any of the Covid-19 symptoms. Self-temperature checks were performed by each officer at the start of

each shift and daily roll calls were held outside the building with all officers maintaining proper social distance.

Our police cruisers became the officers' office for their eight-hour shift. They were instructed not to return to the station unless they had made an arrest or they were needed for a station call, which was handled outside of the building.

We were impacted by the fact that most of the court buildings were closed and some remain closed at this time. This closure created issues with scheduled criminal trials and hearings and the transporting of arrested individuals to the court for arraignment.

I am pleased to report, as a result of the revised policies and procedures and the efforts of our officers, we have been able to keep the exposures and contraction of the Covid-19 virus to a very low number within the department. We will continue to be vigilant in working to keep our officers safe as some the State mandated restrictions begin to ease up as we move into 2021.

During the year, the department applied for, and received, a grant from the Massachusetts Statewide Emergency Telecommunications Board (911 Training) for \$42,577, along with an additional \$10,000 training grant. We also applied for and received an EMPG Grant from the Massachusetts Emergency Management Agency totaling \$3,500 to be used to purchase two portable emergency generator/lighting plants. We applied and received grant funding from the Executive Office of Public Safety and Security, for \$20,000 for various traffic enforcement initiatives.

Due to the Covid-19 Pandemic, the members of the department were unable to participate in many of our long-standing Town events such as the annual Memorial Day Parade and Ceremony, Medway Pride Day, Veteran's Day Program and the Little League Parade. I am happy to report we were able to participate in the annual Christmas Parade unfortunately without the usual fireworks or ceremony at Choate Park.

I am also very happy to report that due to the generous contributions from residents, businesses and working with the Medway Housing Authority, Medway Senior Center and Shaw's Supermarket, we were able to work through many of the Covid-19 restrictions regarding food distribution. This allowed us to continue with the Medway Holiday Fund's tradition of supplying families in need with meals on Thanksgiving and Christmas.

Officers continued to attend 40 hours of mandated in-service training. The training classes consisted of legal updates, first aid, CPR/Defib, defensive tactics, police pursuit, suicide by cop,

police survival and animal cruelty. Officers also attended various specialized training classes throughout the year. Officers qualified in-house with their duty firearms, less lethal shotguns, patrol rifles, OC and tasers.

The department underwent some significant personnel changes during the year. Lieutenant David McSweeney retired following 38 years of outstanding service to the Medway Police Department and the Town of Medway.

Detective Sergeant Matthew Reardon was promoted to the vacant Police Lieutenant's position and Officer Peter Fasolino was promoted to the open Patrol Sergeant's position.

Police and Fire Communications Officer Benjamin Leazott was promoted to permanent full-time police officer. Officer Leazott started the Boylston Police Academy February 24, 2020 and graduated on July 31, 2020.

We also appointed Christopher Bullen as a permanent full-time police officer. Officer Bullen started the Randolph Regional Police Academy on April 13, 2020 and graduated on October 22, 2020.

This year also brought great sadness to the department with the passing of retired Police Sergeant Frederick Paulette who served approximately 26 years with the Medway Police Department and the Town of Medway. 'Sgt. Fred' will be missed by all who knew him and worked with him.

Once again, throughout the year, we had several occasions to send out telephone emergency notifications to our residents using Blackboard Connect, the Town's emergency telephone notification system. I would like to encourage anyone who has not yet signed up to participate in this system to please do so. The links to sign up for this system can be found on the Medway Police Department web site ([www.medwaypolice.com](http://www.medwaypolice.com)) and the Town of Medway's web site ([www.townofmedway.org](http://www.townofmedway.org)) under *Find It Fast* and click on *Blackboard Connect Emergency Notification* and follow the instructions to sign up for this important service.

I would like to strongly encourage members of the community to take an active role in crime prevention by partnering with the Police Department. Many times, residents see suspicious activity but do not call the police, and, often these activities are actually crimes in progress. Reporting suspicious activity can help deter and reduce crime and acts of vandalism as well as keep your home, family and fellow citizens as safe as possible. Please remember, if you see or hear something that makes you feel uneasy or suspicious, call the police.

In closing, I offer my sincere thanks to Town Manager Michael Boynton, the five members of the Select Board and all appointed and elected officials, department heads and committee members, as well as the citizens of Medway, for their continued support of the Police Department.

I would also like to offer my thanks to the men and women of the Medway Police Department for a job well done.

Respectfully Submitted,

Allen M. Tingley  
Chief of Police

### **Introduction**

The Medway Police Department was established prior to the 1930s. Its current form was instituted in 1930 with Leo J. Cassidy serving as the department's first police chief from 1930-1959. The police department has grown from a handful of officers during the 1950s to a modern department of 25 sworn officers.

Medway graduated three officers from the police academy during 2020 who are now working full-time for the department as patrol officers. Each successfully completed the department's Field Training Program prior to assuming their full duties. The department consists of a patrol division made up of 5 sergeants and 13 patrol officers. Our investigations division consists of a detective sergeant, one full-time detective and one half-time patrol investigator. Medway also maintains a full-time school resource officer and a full-time court prosecutor. Most of our officers also perform specialty tasks within their assigned duties. Medway enters 2021 seeking to fill an open patrol officer position created by a December retirement.

2020 was a challenging year for the department due to the disruption of the Covid-19 Pandemic, issues related to policing and police reform, and the loss of multiple experienced officers to retirement.

**CHIEF OF POLICE**

Allen M. Tingley

**LIEUTENANTS**

William H. Kingsbury

David J. McSweeney (Ret)

Matthew D. Reardon

**PATROL SERGEANTS**

Jeffrey Watson

Jason Brennan

Stephen Mitchell (Ret)

Derek Harrington

Peter Fasolino

**DETECTIVES**

Sergeant John Meincke

Robert O'Neill

**PATROL OFFICERS**

Joseph MacDougall

John Rojee (Court)

Paul McLaughlin (SRO)

Ryan Ober

William Freitas

Anthony Nigro

William White

Thomas Godino

Carl Sheppard

Lauren Swarthout (PT Investigator)

John Gasparrini

Meghan Casey

Ryan Kahn

Benjamin Leazott

Christopher Bullen

**MENTAL HEALTH CLINICIAN**

Kallie Montagano

**ADMINISTRATIVE ASSISTANT**

Janice Hart

**POLICE & FIRE COMMUNICATIONS**

Kerri Hurley

Nicholas Saletnick

William

Tagliaferri

Nicholas Cabral

Andrew Latosek

**PERMANENT INTERMITTENT POLICE OFFICERS**

Thomas Hamano

**SPECIAL POLICE OFFICERS**

David Lambirth

Richard Malo

Robert Rojee

Kevin Brennan

Wm. Boultenhouse

Donald Grimes

Gerry Tracy

Michael Heavey

Cheryl Goodspeed

Barbara Trufant

Andrew Mahan

Daniel McGlynn

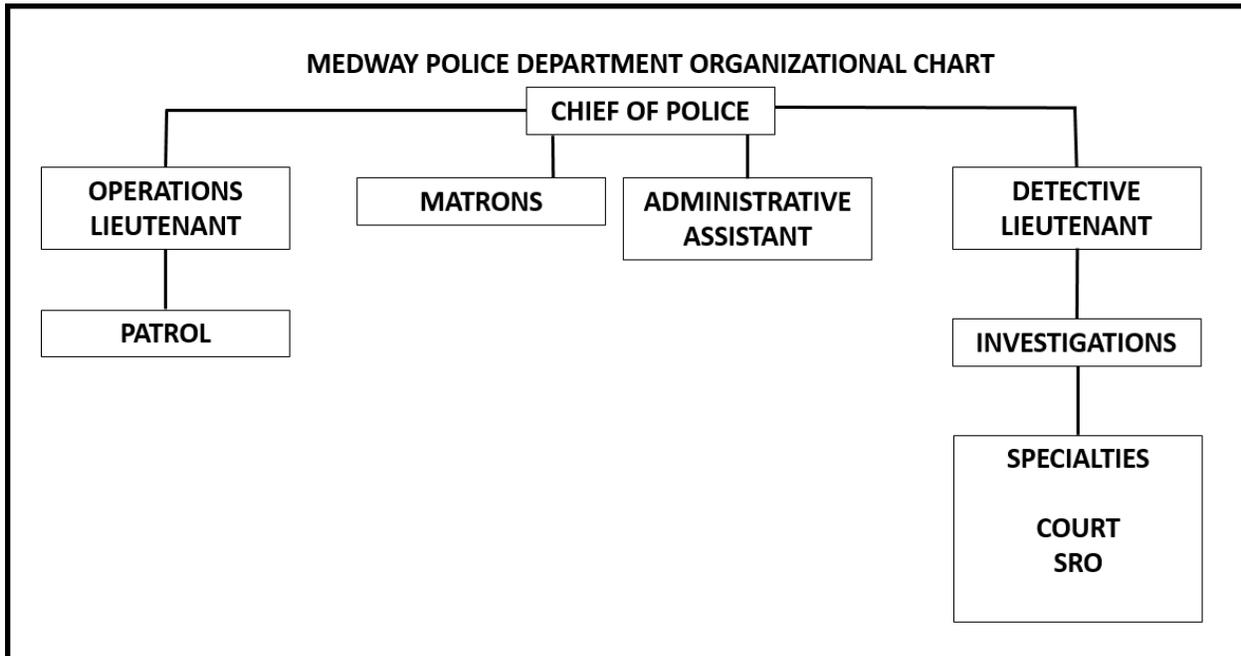
**SCHOOL TRAFFIC CROSSING GUARDS**

Cheryl Goodspeed

Deborah Lavalley

Gale Wilcox

## Organizational Chart



## Policy & Procedure

The Medway Police Department maintains a policy manual broken down into the following categories:

- Police Role & Authority
- Organization & Management
- Benefits & Discipline
- Personnel Administration
- Operations
- Support Services
- Traffic Operations
- Prisoner & Court
- Records & Communications

Policies are reviewed annually and when appropriate are amended. Most MPD policies are public records. Policies related to tactics and critical incident response are not. Officers receive

annual training on critical policies as mandated by the state and/or the department. Such policies include Use of Force, High Speed Pursuit, Response to Calls, and Domestic Violence. Critical policies are available for viewing at <https://www.townofmedway.org/police-department/pages/policies>.

### **Crime Statistics: Part 1 Offenses**

The FBI designates certain serious crimes as Part 1 Offenses for tracking purposes which are broken into violent and property crimes. The Medway Police Department submits monthly crime reports to the FBI through NIBRS (National Incident Based Reporting system). Medway PD began reporting through NIBRS in the late 1990s. NIBRS becomes mandatory for all departments in 2021. Not all crimes are reported through NIBRS. Part 1 Offenses are the most serious crimes which include:

- Murder
- Rape/Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Larceny-Theft
- Motor Vehicle Theft

#### **Murder**

Medway did not have any reported murders during 2020.

#### **Rape/Sexual Assault**

Medway PD investigated two reported rapes, sexual assaults and child sexual assaults during 2020. This was the same amount investigated during 2019. We have seen a steady decline in reported sexual assaults and rapes in recent years which may be a positive cultural change related to recent national and local awareness, outreach and education efforts such as what we've seen with the "Me Too" and the "No More" movements.

#### **Robbery**

Medway investigated two robberies during 2020. One involved an armed home invasion which resulted in the indictment of three suspects. Two suspects were charged in the second

incident.

### **Aggravated Assault**

An aggravated assault is an assault and battery which causes serious injury or was committed with a weapon of some type. There were eight aggravated assaults reported to the Medway Police Department during 2020 an increase of 2 from 2019.

### **Burglary**

There was one reported burglary during 2020 which was the same home invasion incident. Housebreaks frequently do not meet the definition of a burglary.

### **Larceny-Theft**

There were twenty-six reported larcenies during 2020 a decrease of 36%.

### **Arson**

There were no reported arsons during 2020.

### **Motor Vehicle Theft**

There were no reported Motor Vehicle Thefts during 2020.

### **Arrests**

Medway officers made sixty-four arrests during 2020 a decrease of 25% from the previous year. The primary offenses are listed below. In response to the Covid-19 Pandemic, the department changed its policies regarding arrests. Certain misdemeanors which would frequently result in arrest are now handled via the summons process. The listed charges were the most serious involved in each incident. Multiple charges are often filed on individual suspects related to the same incident.

Arrests Warrants	24
Domestic Assault & Batteries	13
Operate Under the Influence	8
209A Restraining Order Violations	7
Operate after Suspension/Revocation	3
Assault & Battery by Means of a Dangerous Weapon	3
Shoplifting	2
Stalking	1
Operate without a License	1
Larceny Over \$1200	1
Possession of a Class A Narcotic w/the intent to distribute	1

### **Criminal Complaints**

Medway officers filed 110 applications for criminal complaints during 2020 which were three more than were filed during 2019. The primary offenses are listed below:

Operate without a License	21
Operate After Suspension/Revocation	17
Operating Under the Influence	6
Larceny	6
209A Violations	5
Negligent Operation of MV	5
Operate Unregistered/Uninsured	5
Criminal Harassment	4
Assault & Battery	4
Leaving the Scene Property Accident	4
Town By-Law Violations	3
A&B by means of a Dangerous Weapon	3
Attempted Murder	3
Shoplifting	3
Fraudulent Registry Document	2
258E Violations	2
Armed Robbery	2
Breaking and Entry of Motor Vehicle	2
Domestic A&B by Dangerous Weapon	2
Receiving Stolen Property	2

94C Narcotics Violation	1
A&B on Public Employee	1
Breaking & Entry of Business	1
Destruction of Property	1
Domestic Assault & Battery	1
Domestic Assault	1
Stalking	1
Embezzlement	1
Fail to Stop for a Police Officer	1
Revoked Registration	1

*\*One individual was charged with Breaking & Entry to two residences which occurred during 2019 via direct indictment.*

**Calls for Service**

A call for service can be generated a number of different ways. Calls can come in via 911, business phone, walk-ins, the Medway Police Department tip email address, the Medway Police Department Facebook page, on view in which an officer on patrol is alerted by a citizen requesting assistance or making a report, via radio from our partner first responders, and through an individual officer’s self-initiated actions. This report will break down calls for service into non-discretionary and discretionary categories. Non-Discretionary calls for service are requests for assistance that officers are mandated to respond too. Non-Discretionary calls are self-initiated pro-active activities such as traffic enforcement and community policing activities. Some calls previously logged are now classified as administrative in nature.

MEDWAY POLICE CALLS FOR SERVICE 2020			
YEAR	TOTAL	DISCRETIONARY	NON-DISCRETIONARY
2016	10,902	8331	2571
2017	12,511	8538	3873
2018	13,191	8625	4566
2019	13,209	8292	4917
2020	13,666	7962	5698

### **Criminal and Non-Criminal Calls for Service**

A&B on Family/Household Member:	14
A&B with a Dangerous Weapon:	1
A&B Aggravated:	3
A&B Elderly or Disabled Person:	2
A&B on Elderly/Disabled Person w/Serious Injury:	0
A&B on Child w/Injury:	0
A&B on Police Officer:	1
Abuse Prevention Order Violation:	9
Alcohol from an Open Container in MV:	1
Alarms-Commercial, Residential, Bank, Municipal:	411
Ambulance Response with Police:	1,122
Ambulance Overdose:	7
Animal Control Calls:	196
Annoying/Harassing Phone Calls:	18
Arrests-Operating Under the Influence Alcohol:	11
Arrests-Operating Under the Influence Drugs:	4
Assault by Means of a Dangerous Weapon:	3
Assault or A&B:	9
Assault and Battery by Means of a Dangerous Weapon:	4
Aggravated Assault:	1
Assault on Family/Household Member:	4
Assist Elderly:	9
Assist Other Police Department:	85
Bomb Threats:	1
Breaking & Entering:	4
Breaking & Entering Daytime Put in Fear:	1
Breaking & Entering Nighttime Felony:	2
Breaking & Entry Motor Vehicle:	13
Town Bylaw Violation-Other:	3
Town Bylaw Violation-Solicitor:	1
Car Seat Inspections:	1
Child Endangerment While OUI:	1
Community Policing Activity:	184
Civil Complaints:	43
Disinvitation Letters:	6
Disorderly Persons:	2
Disturbances:	163

Domestic Strangulation:	0
Domestic Disputes:	83
Elder Affairs:	7
Fights in Progress:	2
Fire-Alarm:	279
Fire-Brush:	12
Fire-Structure:	9
Fire-Vehicle:	5
Fire-Natural Gas Leak:	12
Fireworks Complaint:	22
Follow-up Investigation:	170
Fugitive from Justice:	0
Funeral Escort:	14
General Info:	75
General Service:	58
Gun Shots Reported:	10
Harassment:	25
Identity Fraud:	280
Illegal Dumping:	3
Jail Diversion Clinician Response:	106
Keep Peace:	26
Kidnapping:	0
Larceny:	26
Larceny-Vehicle:	0
Larceny from A Building:	1
Larceny by Check:	6
Larceny by Credit Card:	1
Lockout:	72
Lost or Stolen:	41
Message Delivery:	21
Missing Child:	5
Missing Child Located:	5
Motor Vehicle Abandoned:	6
Motor Vehicle-Erratic Operation:	149
Motor Vehicle Disabled:	137
Motor Vehicle Violation:	2,045
Mutual Aid-Metro LEC:	20
Natural Gas Leak:	12

Neighbor Dispute:	12
Notice to All:	24
Officer Injured:	7
Officer Request:	189
Open Door:	18
Overdose Deaths:	1
Operation after Suspension/Revocation:	13
Operating without a License:	5
Operating Under The influence:	8
Parking Violation:	60
Power Failure:	9
Project Life Saver:	0
Property Damage-Private:	26
Property Damage-Municipal:	7
Property Received:	88
Property Released:	57
Protective Custody:	4
Radar Board:	19
Radar Requested:	37
Resisting Arrest:	2
Unarmed Robbery:	1
RUOK Alert:	7
Repossession:	15
Road Hazard:	88
Safety Hazard:	33
Safety Officer:	19
Section 12 Order:	33
Section 35 Warrant of Apprehension:	7
Security Check:	4,617
Sex Offender Registration:	4
Shoplifting:	1
SRO Activity:	38
Strangulation or Suffocation:	0
Sudden Death:	2
Suicide:	1
Suicide Attempt:	4
Suicide Threat:	13
Summons Service:	5

Surveillance by PI:	3
Suspicious Activity:	222
Suspicious Motor Vehicle:	155
Suspicious Person:	81
Threatening:	15
Traffic Control:	178
Traffic Enforcement:	786
Transportation:	38
Tree Down:	82
Truant Child:	7
Unwanted Party:	3
Vacation Check:	10
Vandalism:	30
Warrants:	48
Water Department:	22
Well Being Check:	156
Wires Down:	122
Witness Interference & Obstruction of Justice:	1
Witness Intimidation:	5
Work Law Violation:	1
209A Emergency Requests:	12
209A Modified Court Orders:	54
209A Received:	24
209A Requests:	12
209A Vacated:	9
209A Violations:	5
258E Emergency Requests:	5
258E Modified Court Orders:	6
258E Received:	11
258E Service:	9
258E Violations:	1
911 Accidental Calls:	288
911 Hang-ups:	116
911 Transfer Call to Other PD:	110
Arrests:	64
Protective Custody:	4
Property Stolen (Value in Dollars):	<b>\$92,867.44</b>
Property Recovered (Value in Dollars):	<b>\$3,349.50</b>

## **Mental Health Calls**

Medway Police officers responded to 106 incidents involving some type of mental health crisis evaluation during 2019 and increase of 50 over the previous year.

The Medway Police Department strives to ensure successful interactions between police officers and persons affected by mental illness. The International Association of Chiefs of Police One Mind Campaign has developed a four-part strategy to ensure our best opportunities to meet this goal.

- ***Strategy One: Establish a clearly defined and sustainable partnership with one or more community mental health organizations.***

Medway PD, in cooperation with the Town of Franklin Police Department, partnered with Advocates Inc. of Framingham during late 2018 to create an embedded mental health clinician Jail Diversion Program. Prior to this, Medway Police officers conducted mental health triage on the street in response to these calls. Officers would frequently resort to arrest as the primary means of dealing with some mental health affected behaviors.

The co-responder model the Medway Police Department now operates features a mental health clinician who rides with officers and responds to these calls to make a much higher-level evaluation of persons involved in these incidents. Medway shares a single mental health clinician with the Franklin Police Department. When the clinician is on-duty she responds to all mental health calls. When she is not on duty, officers conduct mental health triage as before or Riverside Mental Health services has contacted and our clinician will follow-up as needed. Our clinician also responds to non-crisis calls to evaluate, provide services, and advise.

During 2020 Medway PD's JDP Clinician conducted mental health evaluations and did non-traditional evaluations of persons in crisis. Her evaluations resulted in her issuing MGL 123 § 12 involuntary hospitalization orders, her diverting individuals from arrest to the emergency room for mental health treatment and diverting individuals who would have been involuntarily hospitalized from being so as she conducted full evaluations on-scene herself. Our clinician was also often available to assist with emotional situations outside her traditional mental health evaluation role such as in situations of sudden death, overdoses, mental health consultations with loved ones, and with ongoing domestic related situations.

During 2020 our clinician:

- Conducted 62 full Evaluations
- Issued 26 Section 12 Orders
- Conducted 144 Non-traditional Evaluations
- Conducted Evaluations which led to 10 Jail Diversions
- Conducted 23 Evaluations which led to Emergency Department Diversions

Medway PD also partners with Community Impact of Milford, a community mental health counseling practice that specializes in substance abuse and behavioral issues. There is more information regarding Community Impact in this document's section on the Opioid Crisis.

- ***Strategy Two: Develop and implement a model policy addressing police response to persons affected by mental illness.***

A model policy regarding responding to incidents involving mental illness went into effect on November 1, 2018 replacing the previous existing policy. The policy was developed by the IACP and mental health professionals adapted to the Commonwealth of Massachusetts and the Town of Medway Police Department. The policy authorizes diversion from arrest to hospitalization when appropriate as this is a necessary tool for our officers to effectively respond to these difficult calls. The policy is a public record and available for inspection at:

[https://www.townofmedway.org/sites/g/files/vyhlf866/f/pages/42k\\_handling\\_the\\_mentally\\_ill\\_2018.pdf](https://www.townofmedway.org/sites/g/files/vyhlf866/f/pages/42k_handling_the_mentally_ill_2018.pdf)

- ***Strategy Three: Train and certify 100 percent of the agency's sworn officers and selected personnel by providing Mental Health First Aid Training.***

Currently, 100% of Medway's sworn-full time officers have received Mental Health First Aid which is a skills-based training course that trains participants regarding mental health and substance abuse issues. As new officers are sworn in, each will receive this training. Currently several new communications hires are awaiting this training at which point the communications staff will also be 100% trained.

- ***Strategy Four: Provide Crisis Intervention Team (CIT) training to 20% of the department's sworn staff.***

Currently 16% of the department's sworn officers have received CIT training. The department

was previously at the goal of 20% however a retirement brought us below our goal for the time being. The department plans to continue sending officers to this training as it is offered and should meet and exceed its 20% goal within one year. Unfortunately, the Covid-19 Pandemic disrupted the department's CIT training plan. This training is imperative as the department strives to improve its response to mental health related calls for service. As training becomes available, the department will expand its base of crisis response trained officers.

Please go to the following link to read Advocates Inc.'s 2020 Annual Franklin-Medway Diversion Program Report.

[https://www.townofmedway.org/sites/g/files/vyhli866/f/pages/franklin-medway\\_2020\\_annual\\_report.pdf](https://www.townofmedway.org/sites/g/files/vyhli866/f/pages/franklin-medway_2020_annual_report.pdf)

## **Domestic Violence**

Domestic Violence is abuse of a family or household member. Household members are defined under the law as persons who are or were married to one another, persons who are or were residing together in the same household, persons who are or were related by blood or marriage, persons who have a child in common regardless of whether they have ever married or lived together, or persons who are or have been involved in a substantive dating or engagement relationship. This includes relationships involving an individual or individuals who identify as gay, lesbian, bi-sexual or transgender.

Abuse is defined as causing or attempting to cause physical harm, placing another in fear of imminent serious physical harm or causing another to engage in involuntary sexual relations by force, threat of force or duress.

Medway Police Officers responded to 83 domestic violence related incidents during 2020 which resulted in 18 individuals being charged with Domestic related offenses and a further 7 with violations of 209A Protective Orders.

During the year, Medway assisted victims with obtaining emergency restraining orders 12 times. Medway also received 24 209A orders directly from the court.

The Medway Police Department appointed a dedicated Domestic Violence Officer during 2019 who is tasked with conducting DV investigations, following up with victims, reviewing previous histories, opening new investigations on past unreported instances of domestic violence, auditing restraining orders, tracking court cases, and assisting victims at court. Any person with questions regarding domestic violence can seek information from the department at any time.

Persons who wish can set up an appointment with our Domestic Violence Officer as well via 508-533-3212.

## **Opioid Crisis**

Medway has seen a drop in reported opioid overdoses from **16** in 2018 to **11** during 2019 and **7** during 2020. Medway had one fatal overdose during 2020. Medway is a member of the Safe Coalition which is a regional coalition which provides a pathway to support, education, treatment options and coping mechanisms for those affected by substance use disorder. Medway has two appointed Drug Resource Officers who will meet with any individual seeking information regarding support and treatment options.

The Medway Police Department also partners with Community Impact of Milford, a mental health counseling practice which works with youth, adolescents, young adults and families to make positive change in their lives. Community Impact will assist persons with substance use disorder to obtain treatment. Medway Police Department has two officers dedicated to post drug overdose response. They will meet with those who've suffered an overdose and/or their families to assist with obtaining treatment through the Community Impact Program.

Medway has a three- tiered plan to combat the Opioid crisis. Education, services and enforcement. Medway officers will assist anyone who is seeking treatment and will help educate anyone as to their legal and/or treatment options with information. Medway also investigates reports of illegal narcotics distribution in an effort to disrupt the flow of dangerous drugs into our community.

Medway has long accepted the drop off of illegal drugs for destruction with no penalty to the individual(s) seeking to turn the narcotics in. If an individual seeks to dispose of illegal narcotics while simultaneously seeking assistance with treatment options they are welcome to come to the Medway Police Department and we will help identify available resources.

Medway provides a prescription drug disposal bin for 24-hour service which is located in our lobby. The goal is to give individuals the opportunity to dispose of unused prescription medications in a safe manner. We also have a needle drop off bin for safe disposal and we encourage all to make use of it rather than disposing of needles in a manner that may lead to injury to another.

## Motor Vehicle Crashes

The Medway Police Department logged 210 Motor Vehicle Crashes in 2020. This was a drop of 34.7% over 2019. This drop in numbers was the result of the Covid-19 Pandemic keeping people at home and off the roads hopefully assisted through the educational and enforcement efforts of the department. The last three months of the year showed a 36% decrease in crashes over the same three months of 2019 which we hope becomes a trend.

There were 20 crashes which resulted in injuries a drop of 35% over 2019. There was one fatal crash last year which resulted in the deaths of two individuals. There was one such fatality during 2019. Leaving the scene crashes dropped from 39 to 23. Animal crashes dropped from 30 to 19. Pedestrian crashed increased from 3 to 5, a disturbing trend we would like to see turn around.

The streets with the most crashes were Main Street with 89, Milford with 29, Village with 23, Holliston with 15, and Summer with 15. No other street had more than 6.

Our intersections with the most crashes were:

Franklin & Village	3	
Milford & Summer	9	
Holliston & Lovering/Coffee	4	(2 with Injury)

### Most Often Determined Cause

Rear End Crashes	60
Fail to Yield/Stop	33
Minor Parking Lot Collision	32

## Traffic Enforcement

Medway has worked to increase traffic enforcement efforts over the last few years in response to concerns expressed by our residents and town officials. Officers are tasked with making stops when they observe traffic violations while on patrol, with setting up traffic enforcement posts in targeted areas when workload allows, and via specialty patrols funded by grants from the Massachusetts Executive Office of Public Safety & Security.

Traffic enforcement is a discretionary activity. Officers engage in traffic enforcement when

non-discretionary calls for service are low. Stationary traffic posts increased 7% over 2019. Posts during 2020 increased 650% over 2016 showing the change in direction over the last five years. Medway assigns traffic enforcement posts based on crash rates, traffic data studies and complaints generated by residents and motorists.

<b>MEDWAY POLICE TRAFFIC ENFORCEMENT POSTS</b>			
<b>YEAR</b>	<b>NUMBER</b>	<b>% INCREASE</b>	<b>CITATIONS</b>
<b>2016</b>	<b>110</b>	<b>NA</b>	<b>671</b>
<b>2017</b>	<b>255</b>	<b>131%</b>	<b>1324</b>
<b>2018</b>	<b>449</b>	<b>76%</b>	<b>2329</b>
<b>2019</b>	<b>767</b>	<b>70%</b>	<b>2031</b>
<b>2020</b>	<b>825</b>	<b>7%</b>	<b>1206</b>

### **Training**

The Medway Police Department believes that continuous training is of the highest priority for our officers. All full-time officers are graduates of a Massachusetts Police Training Council Police Academy. Each officer receives a minimum of 40 hours in-service training each year where mandatory subjects such as Legal Updates, Domestic Violence, CPR/First Responder, Use of Force, Defensive Tactics, and Implicit Bias are updated each year.

In addition to this training, the Medway Police Department conducts in-house policy training, Use of Force training, Taser training, Less Lethal Weapons training, Firearms training and scenario training. The department typically conducts active shooter training in-house including a joint training exercise with Medway Fire/EMS each April where Active Shooter/Hostile Event Response plans are practiced in a stressful environment. This past year’s training was cancelled due to the Covid-19 Pandemic.

Medway officers also attend outside specialized training frequently to meet training gaps and identified needs. During 2020 our officers attended many trainings including:

Field Training Officer Tactical Approach Class	(6)
Advanced Detective's Class	(4)
Officer in Charge	(4)
ATV Operations Class	(4)
Advanced Use of Force Training	(3)
Civil Rights Training	(3)
Employee Discipline	(2)
Firearms Instructor Re-Certification	(2)
New Supervisor's Training	(2)
Roger Williams First Line Supervisor Course	(2)
Field Training Officer	(2)
Public Records Management	(2)
Roger Williams Mid-Manager's Class	(1)
Mandated Reporter's Class	(1)
Taser Instructor Re-Certification	(1)
Elderly Victim Centered Response	(1)
Cyber Crime Conference	(4)
Advanced IAD Training	(1)

## **Use of Force**

Medway Police officers are required to complete secondary reports for any use of force involving the use of lethal or less lethal tools, the pointing of a firearm at a suspect, and for any reported injuries or complaints of injuries. Medway Investigates all use of force which meets the reporting threshold. Medway officers filed one Use of Force report during 2020. A subject who was taken into custody for a MGL 123 § 12 Involuntary Commitment skinned their knee when taken down by officers during a suicide attempt. This was the only injury reported or observed either by any suspect or subject during the year.

Medway placed sixty-four individuals under arrest, thirty into involuntary commitment under MGL 123 § 12, four were taken into custody on warrants of apprehension issued by the courts under MGL 123 § 35, and nine were placed into protective custody. There was one reportable use of force during those one-hundred and seven custody situations. This is less than one percent and extraordinary testament to the skills and dedication of our officers. Seven percent force usage in custody situations is considered an outstanding national standard to meet. Our officers through training, education, commitment to de-escalation and proper tactics greatly exceeded that goal this past year. Additionally, our officers issued one hundred and ten criminal summons during 2020 none of which resulted in any use of force.

Medway participates in the FBI's national use of force data collection project. The project collects data related to the use of lethal force or a serious injury resulting due to the use of force. Medway PD submits reports monthly. Medway filed 12 zero reports for 2020 for the third year in a row as no use of force incident reached the minimum reporting standards.

### **BIPOC Arrest & Criminal Charge Data**

Policing had changed in many ways since 2014 illustrated by the recent passage of reforms in Massachusetts in response to well-known national impact incidents and systemic racial issues which demand a change in police accountability and transparency. Medway PD has made several changes related to the collection of racial data which will allow for analysis and response to observed issues. This information is being provided to the public as well. The notations list the reason for the arrest, the reason for police involvement, whether the individual was a resident and whether the incident was reported or on-view where an officer took pro-active discretionary enforcement action.

### **ARREST INFORMATION**

Total: 64

White: 55

Hispanic: 5

Black: 4

Asian: 0

Middle Eastern: 0

Hispanic Arrests: 1. Warrant Arrest/Home Invasion/Non-Resident/911 Call  
2. OUI Drugs/Stop Sign Violation/Non-Resident/Erratic Operator Call  
3. Possession of Class A w/Intent to Distribute/MV Stop/Non-Resident/On View  
4. Warrant Arrest/MV Stop/Non-Resident/On View  
5. Warrant Arrest/Non-Resident/Domestic Call

Black Arrests: 1. Warrant/Probation/non-Resident/Probation Request  
2. Warrant/Random Query/MV Stop/Non-Resident/On-View  
3. Warrant/Attempted Murder/Home Invasion/Non-Resident/911 Call  
4. Warrant/Home Invasion/Non-Resident/911 Call

## **CRIMINAL COMPLAINT INFORMATION**

Total:	110
White:	79
Hispanic:	19
Black:	8
Asian:	0
Middle Eastern:	2
Unknown:	2

### **Criminal Complaints Issued to Hispanic individuals:**

1. Operate without a License/Non-Resident/Lights Violation/On-view
2. Shoplifting/Non-Resident/Reported
3. Shoplifting/Non-Resident/Reported
4. Larceny of an MV 2019 Case/Non-Resident/Reported
5. Operate without a License/Crash/Non-Resident/Reported
6. Operate without a License/Speed/Non-Resident/On-view
7. Leave Scene of Property Damage Crash/Non-Resident/Reported
8. Operate without a License/Non-Resident/Crash/Reported
9. Assault & Battery Non-Resident/Reported
10. Operate without a License/Speed/Non-Resident/On-view
11. Operate without a License/Crash/Non-Resident/Reported
12. Operate After Suspension/Random Query/Resident/On-view
13. Operate without a License/Hands-free/Non-Resident/On-View
14. Operate without a License/Lights violation/Non-Resident/On-View
15. Operate without a License/Speed/Non-Resident/On-View
16. Operate without a License/Hands-free/Non-Resident/On-View
17. Home Invasion/Non-Resident/Reported (Arrest Warrant-See Above)
18. Operate After Suspension/Random Query/Non-Resident/On-View
19. Operate After Suspension/Random Query/Non-Resident/On-View

### **Criminal Complaints Issued to Black Individuals:**

1. 209A Violation/Non-Resident/Reported
2. Destruction of Property/Non-resident/On View

3. Operate After Suspension/Non-Resident/On-View (Speeding)
4. By-Law Violation/Resident/Reported
5. Attempted Murder/Home Invasion/Non-Resident/Reported (Arrest

Warrant-see above)

6. Attempted Murder/Home Invasion/Non-Resident/Reported (Arrest

Warrant-see above)

7. Operate without a License/Non-resident/speeding/On-view
8. Operate After Suspension/Non-resident/Speeding/On-view

### **Criminal Complaints Issued to Middle Eastern Individuals:**

1. Operate After Suspension/Speed/Resident/On-View
2. Operate After Suspension/Fail to Yield/Crash/Non-Resident/Reported

Two Criminal Complaints were issued to individuals who were unknown to the issuing officer.

### **BIPOC Traffic Stop Data**

A total of 1207 digital citations were issued during 2020 by Medway officers on which racial demographics were collected. These numbers do not reflect the total racial data as department members were not required to report racial, gender, age, or residential status on stops involving verbal warnings, non-motor vehicle violation stops such as investigative stops and well-being checks, nor were they required to file such information on stops where it was determined that no violation had occurred. The department began collecting such data on January 15<sup>th</sup> of 2021 as such this information will be included in next year's report. These raw numbers sometimes reflect differently than seen individually as occasionally a single individual will be issued multiple citations related to a single incident and other occasions where an initial citation may be voided and a new citation reflecting new charges may be issued. The department doesn't currently have the means to efficiently delineate such instances as such there will be some discrepancies in the raw data. The department is in the process of moving to a modern records management system over the course of this year which should help in the collection of data and provide the means to engage in more in-depth production of raw data and analytics.

## Citations Issued 2020

	<u>TOTAL</u>	<u>WHITE</u>	<u>HISPANIC</u>	<u>BLACK</u>	<u>ASIAN</u>	<u>MIDDLE EASTERN</u>	<u>AMERICAN INDIAN</u>
<u>UNKNOWN</u>							
CITATIONS: 6	1207	1096	55	30	9	10	1
ARRESTS: 0	17	14	3	0	0	0	0
CRIM APPS: 1	79	58	16	3	0	1	0
CMVIs: 0	66	59	4	0	3	0	0
WW: 5	1045	965	32	27	6	9	1

**NOTE:** *Unknown designations are reserved for cases where officers have not personally interacted with the person cited and for businesses.*

*Officers are required to make their racial determination based on their own perception. This information is not located on driver's licenses nor can the officer ask an individual their race. Not all officer's perceptions are the same and there can be conflict between racial perception and cultural perception.*

## Sex Assault Evidence Collection Kits

SAECK are collected by medical professionals from persons who have suffered a sexual assault/rape. In response to issues related to the lack of testing of SAECKs across the nation, Massachusetts enacted laws during 2019 designed to ensure that testing of kits is accomplished in an efficient manner. Medway PD has received many requests regarding the rate that the kits in our cases were tested. 100% of kits in our custody have been tested. Under the new law, Medway investigators will input kit information into an on-line tracking system which victims will be able to access to track the progress of the kits through the testing process. Medway does receive kits from anonymous victims. Under the new system, these kits will not be submitted to the crime lab for testing until a victim makes a formal report activating a criminal investigation. These kits will be stored indefinitely in MPD evidence. As per state law, Medway has appointed a SAECK Liaison who will be available to speak with anonymous victims who have had kits submitted to the Medway PD regarding their rights and the course a criminal investigation would take if an official report were filed.

## Specialty Units

Medway has one School Resource Officer who is assigned full-time to the Medway School District.

Medway maintains an eleven officer Bicycle Patrol Unit which patrols special events, the parks, plazas, walking trails, schools and other locations weather permitting.

Medway maintains a motorcycle unit which can be seen escorting funeral processions and charity events, conducting traffic enforcement and control and engaging in general patrol duties.

Medway's Crossing Guard Unit handles traffic outside all four schools.

Medway's Honor Guard leads the Memorial Day Parade each year and takes part in special events.

Medway has one officer assigned to the Metropolitan Law Enforcement Council's SWAT Team as a commander, one assigned to MetroLec's Detective Unit and one assigned to their motorcycle unit.

Medway has one officer assigned to the Randolph Police Academy as a staff instructor.

A Medway officer serves as the Firearms Training Coordinator for the Commonwealth of Massachusetts.

Medway has one certified Use of Force Instructor, three certified Tactical Medical Instructors, one certified Radar/Lidar Instructor, six certified Field Training Officers, one certified Taser Instructor, three certified Firearms Instructors, one certified Less Lethal Weapon Instructor, three certified Active Shooter ASHER instructors, one certified wellness officer.

## **REPORT OF POLICE AND FIRE COMMUNICATIONS DEPARTMENT**

It is an honor to submit my first annual town report for the Police and Fire Communications Department.

It is the Police and Fire Communications mission to provide essential services to the residents of Medway, be it in emergency situations or day to day operations. The Police and Fire Communications Department continues to enjoy a strong relationship with the Police Department, Fire Department, Department of Public Works, and the community at large.

The Police and Fire Communications Department is the first point of contact for citizens when

they request Police, Fire, or EMS services. In addition, communication personnel handle all walk in traffic at the Police station which includes but is not limited to the taking of initial reports of crime, handling any and all report requests, and referring citizens to other agencies as needed. All of these duties are handled while the communications officer is responsible for monitoring the Police and Fire radios, responding to calls for service, both through 911 and the business line, and the loading of information into the CAD record keeping system used by both Police and Fire Departments. In 2020 the Communications Department answered over 1,464 911 calls for service, 698 walk in reports, and entered 16,083 incidents into the CAD record keeping system, also being tasked with the issuing of burning permits to local residents.

The Police and Fire Communications Department also underwent several personnel changes as a result of promotions and resignations in 2020. As a result of these changes two part-time dispatchers were promoted to full time and a new dispatcher was hired on per diem basis.

It is imperative that the Police and Fire Communications Department receive continuous training to keep abreast with changes in technology. All personnel are required to attend advanced training classes funded by the Statewide Emergency Telecommunications Board. All communications officers are certified in CPR, first aid, Emergency Medical Dispatch (EMD), Next Gen 911 procedures, emergency telecommunications, suicide prevention, and other job-related training. In 2020 the Communications Department applied for and received a grant from the State 911 Department totaling \$42,694 which was used for salary and training reimbursement costs as well as equipment upgrades where needed.

The Police and Fire Communications Department looks forward to continuing to provide first rate services to both its citizens, and the community at large.

Respectfully submitted,

Matthew D. Reardon  
Lieutenant

## REPORT OF THE MEDWAY FIRE DEPARTMENT

As is the case with everyone, 2020 was an extremely trying time for the Medway Fire Department. Our response to the COVID 19 crisis was critical for both the Town and the Department. At the beginning of the pandemic the lack of availability of Personal Protective Equipment put a strain on our resources but thanks to our Health Agent, Beth Hallal, we secured enough PPE from a stock she had to hold us over until a supply of PPE became available. For that I am grateful. Our members remain diligent in protecting themselves from the virus so they do not transmit it to the people we serve. We now have a steady source for our protective equipment. At the beginning of the pandemic our calls for service dropped substantially. Several of the calls that we did receive were for COVID patients in need of treatment and transport to the hospital. Our staff took extra steps to ensure our equipment and apparatus was disinfected after each call to be sure it was a clean environment for the next call. Even though our calls dropped substantially for the beginning of the pandemic by the end of calendar year 2020 we had a 5% increase in calls over all for a total of 2,159 emergency calls for service. The department also handled 606 fire prevention activities such as inspections and fire prevention activities. The amount of fire prevention activities was down this year due to the pandemic. In January, the department hired its first female career Firefighter. We welcome Firefighter Paramedic Taylor Warren to the department.

I am delighted that I find myself in the position to again being able to thank the Town as we replaced an ageing ambulance with a new one. As our calls for service increase the wear on these vehicles is also increasing. The new ambulance is equipped with the most up to date technology and has additional safety restraint equipment to keep our patients and EMTs safer if the ambulance is involved in an accident. We also replaced the boat we use for calls involving the Charles River, Choate Pond, or any of the many other areas of water in Medway. The Department also added two more personnel to keep up with the increasing calls for service. We anticipate hiring two more personnel in October to bring our shift strength up to 5 people per shift.

Utilizing COVID protocols the department held a live fire training with our mutual aid partners. In all, 11 departments participated. We also participated in a regional live fire exercise hosted by the Millis Fire Department which included several area departments. As always, we continue to work with the Police Department to refine plans for our hostile events responses. Although we had to reduce our fire prevention actions, we continued to carry on the necessary activities to be sure businesses could continue to operate in a fire safe manner. We are still conducting inspections and reviewing more plans for proposed developments. We also continue to implement free smoke detector installation in existing homes. The department received a cache of battery- operated smoke and carbon monoxide detectors courtesy of a program

sponsored by Kidde, ABC, and The Home Depot. The department has also begun a recruitment program which will consist of internships with high school students at both the Medway High School and Tri County High School and will hopefully consist of Fire Science and Emergency Medical training. Unfortunately, this is yet another area that is affected by the pandemic. We were in the preliminary stages of developing the program when the pandemic started and will resume when it is safe to do so. We have also actively recruited additional people as On Call Firefighter/EMTs.

None of our success would have been possible without the support of the residents and business owners in the Town of Medway, thank you! I would also like to thank The Medway Select Board, Finance Committee, Capital Improvement Committee, Town Manager Michael Boynton and the Town Manager's office, Finance Director Carol Pratt and the accounting office, Joanne Russo and the treasurer's office, Human Resource Coordinator Katherine Bird, Beth Hallal the Medway Health Agent, Director of Communications Sandra Johnston, Commissioner Mee and the building department, Mary Jane White and the town clerk's office, Rich Boucher and the IT department, Barbara St. Andrade and the Community and Economic Development office, Donna Greenwood and the assessor's office, Courtney Riley and the Council on Aging, Dave D'Amico and the Department of Public Services, Dr. Armand Pires and the school department, and Chief Allen Tingley and the Medway Police Department for their continued support. Without it we could not have accomplished what we did, especially in this year of the pandemic.

I would like to take this time to acknowledge the passing of retired Medway Firefighters Bill Douglas, Fred Paulette Sr., and Doug Knotts, and remember all those who have served and passed on, you will never be forgotten. As if the pandemic was not tough enough to deal with, the Department suffered the Active-Duty Death of EMT Michael Heavey. Michael had served the department since 1976 and was still active with the department at the time of his death. Thank you to the families of our departed members for standing by them while they so diligently served the residents and visitors of Medway. We will continue to stand by you should any of you need anything.

The Medway Fire Department would also like to congratulate and thank DPW Director David D'Amico and Town Clerk Mary Jane White for their many years of service, help, and wisdom they brought to the Town. We wish you both the best of luck in your retirements. Congratulations also, to Stefany Ohannesian for her appointment as Town Clerk. Lastly, as always, I would like to take this time to thank the dedicated men and women of the Medway Fire Department. Every member of the Town of Medway government has gone above and beyond during this pandemic to provide the townspeople with the best possible service. The members of the Medway Fire Department have been in the trenches having direct patient

contact of those who required our help due to the coronavirus. Without hesitation, every member of the department has stepped up and answered those calls. The performance of these men and women exemplifies their professionalism and dedication to the great people of the Town of Medway. I could not be prouder of every one of them. We continue to strive for perfection and provide the best Fire and Emergency Medical Services possible. Without them the Department could not be as good as it is. Thank you.

Respectfully submitted,

Chief Jeffrey P. Lynch

## **REPORT OF THE DEPARTMENT OF PUBLIC WORKS**

### **Vision Statement:**

Be a source of pride for our community by embracing our obligation to the Town of Medway's infrastructure and environment.

### **Mission Statement:**

The Department of Public Works is responsible to the residents, businesses, and visitors of Medway for the maintenance management of a public infrastructure that has been constructed over the course of the Town's history. This significant infrastructure consists of more than 100 miles of residential and urban roadway containing bridges, sidewalks, curbs, traffic signals, street lighting, guardrail fencing, surface and sub-surface storm water systems, sanitary wastewater systems, public water supply systems, and public shade trees. This infrastructure along with municipal buildings, parks, vehicles, and solid waste management is the backbone of the community and contains many of the resources that all together, can well define the overall quality of life in the community.

Essentially, the Department is structured into six management programs that cover each of the major areas of accountability within the organization. Medway's DPW is a modern operation that now functions with limited staffing and budget. The Department also must function under very rigid regulatory oversight by local, state and federal agencies given primacy over the operation of right-of-ways, water, wastewater and stormwater systems, as well as, codes associated with buildings, workplace safety, solid waste disposal, and equipment operation. The Department strives to integrate technology into the operation to maximize the efficient use of these very limited resources while,

at the same time, providing ever higher levels of service and customer satisfaction.

**Department Description:**

The Department is organized into a program management structure that places a greater emphasis on accountability and planning. Each program is headed by a professional manager who is responsible to the Director of Public Works for the planning and execution of their program's goals and objectives. An organizational structure has been developed that will provide the Town with an elevated level of customer service within a Department that promotes an effective, accountable, safe and professional workplace.

The six program areas are: Administration & Finance, Engineering & Facilities, Parks, Highway, Fleet Maintenance, and Water & Sewer. The six areas are detailed below with significant accomplishments in 2019.

**Administration & Finance:**

The primary function of the staff within this division is to provide first customer contact, administrative and financial support to the numerous and varying Department programs as well as, interact and actively participate in overlying Town goals and objectives. Each operational function of the Department's activities has an extensive administrative component which must be completed in a concise and controlled manner to ensure deadlines are met and that program milestones are achieved. Many of the Department's initiatives have associated financial and regulatory reporting requirements. This Division produces or supports these activities ensuring proper management. The positions included within the Administration and Finance Division are:

- Director
- Deputy Director
- Compliance Coordinator
- Program Administrator
- Administrative Assistants

This professional staff will be engaged in numerous administrative functions that provide for the organized, timely performance of activities such as:

- Customer Service
- Communications
- Information Technology
- Budget Preparation and Maintenance

- Enterprise Accounting
- Personnel / Labor Activities
- AP and AR Functions
- Procurement (MCPPO)
- Electronic Personnel Time and Attendance Reporting
- Permit Management
- Utility Billing
- Water & Wastewater Administration
- Solid Waste & Recycling Administration
- Energy Management
- Departmental Support Needs (Insurance, Training)
- Grant Administration (Chapter 90, TIP, MAPC, MADEP, Green Community, MVP, etc)
- Emergency Management
- Legal Counsel

The following are substantial initiatives and projects performed during 2020 within the Administration & Finance Division:

- Contracted with Lawrence Waste, a local company, for solid waste curbside service
- Officially launched the design of the Town's first drinking water treatment plant
- Began Construction of a series of projects to increase the capacity of the Medway Water Supply
- Worked with other Town Departments to maintain operations during COVID-19 shutdowns
- Working to Build a GIS database of the Town's Stormwater System
- FY21 Utility Rate Study
- FY22 Capital Planning
- Public Outreach and Programs for Water Conservation, Energy, and Solid Waste/Recycle Programs
- Lifeline Program Renewals
- Central Norfolk Regional Planning Committee
- Private Trash Program Renewals
- FY21 Demand & Lien Process
- Permitting and Licensing
- Call Log/Work Order System Form Advancements & Training
- Solid Waste/Recycling Regulatory Reporting
- Novatime – Payroll & Time Tracking Upgrades
- New DPW Facility Construction, Move, & Operations Support
- Park Projects Improvements Planning with EPFRAC Committee
- Water Accountability Evaluation
- Regional Emergency Management Tabletop Exercise –Canceled due to COVID
- Roadway & Sidewalk construction and rebuild planning

- Increased monitoring of water customer accounts to provide advanced notice of service leaks and of outdoor watering violations.
- Worked with internal and external focus groups to launch a series of initiatives in water, wastewater, and stormwater to provide better overall water resource management.
- Increased focus on the Town's web site and social media to provide more timely information.



### **Engineering & Facilities:**

As a result of the Town making an active commitment toward upgrading and expanding its public infrastructure, numerous simultaneous projects are managed presently and further anticipated in the foreseeable future. The value of these projects is significant and is regularly measured in millions of dollars. The proper management of capital initiatives requires staffing resources that are charged with phased project oversight ranging from planning to beneficial use or a “cradle to grave” management approach. Dedicated staff manage these important projects to successful completion. Another significant component to this unit is the management of building and grounds maintenance for the Town’s eleven (11) public facilities. Work performed within this function area ranges from minor repairs to extensive reconstruction and rehabilitation of building structures. The positions included in the Engineering and Facilities Division are:

- Project Manager
- Trades Technician

- Assistant Trades Technician (2)

The following are the planned functions of staff within the Engineering & Facilities Division:

- Capital Projects Planning
- Administration
- Design & Construction Management
- Planning Department Development Projects
- System Impact Plan Review
- Grant Oversight
- Construction Management
- Facilities Maintenance
- Contract Development and Procurement
- Consultant Management

***The following are substantial initiatives and projects performed during 2020 within the Engineering and Facilities Division:***

- Elevator test and inspection- State requirement
- Boiler & Air Compressor inspection - State requirement
- Generator Testing - All buildings and well locations
- MIIA Insurance Inspections
- Equipment Auction
- Renovated inside of the Police station
- Installed new parking lot lighting fixtures at the Senior Center
- Senior center inside painting and installed new window blinds
- New sidewalks and handrails at Lovering Heights
- Fire Station 2 – enhanced structural support of the garage floor
- Installed new exterior lighting for Water department
- Thayer Homestead – Painted inside & repaired front stone wall
- Oakland Park – new wooden storage shed
- Library – New kitchen in Cole room, new counter tops in study room, new handrail at ramp
- High School – Painted the pavilion between North and Lamson Field
- Daily sanitizing of Town buildings



### **Parks:**

In 2020 the Parks Division continued to include the management of solid waste collection and disposal, resource recycling and reuse, the managed care and maintenance of the Town's parks and fields, as well as, grounds care and maintenance of all municipal buildings including schools. The Department maintains reliance on the Board of Health for assistance with regulatory policy setting and enforcement. Included within the Parks Division is the managed care of the Town's fifty-five (55) acres of passive and active recreational areas under the jurisdiction of the Board of Park & Recreation Commissioners. Also held within this unit is the oversight of the Town's street and shade tree program managed by the Department's statutory Tree Warden designee. The positions included within the Parks Division are:

- Operations Manager / Tree Warden
- Assistant Operations Manager
- Supervisor
- Heavy Equipment Operator (3)
- Part Time and Seasonal Staff

The following are the planned functions of staff within the Parks Division:

- Solid Waste Management
- Contract Management
- PAYT Bag Coordination
- Curbside Collection
- Hazardous Waste Disposal
- Landfill Management
- Recycling Program
- Federal & State Guidelines
- Recycling Center

- Public Outreach & Education
- Single Stream Cart Recycling
- Parks Programs
- Tree Warden (Street Trees) Maintenance
- Field Care and Maintenance
- Sidewalk Snow Removal
- Improvement Projects
- Municipal Buildings/Schools Perimeter Grounds Maintenance

Parks staff operate and maintain Town properties including:

Choate Park	Cassidy Complex	Oakland Park
Winthrop St. Park	Idylbrook Park	Senior Center grounds
North Street Playground	Garnsey Dog Park (Village St.)	Leigh Memorial
Matondi Memorial Square	Sanford Conservation Area	Medway Library grounds
High School Fields & Grounds	McGovern School Fields&Grounds	Burke/Memorial School
Field & Grounds		
Middle School Fields & Grounds	Water Division Grounds	Police Dept. Grounds
Fire Stations 1 & 2 Grounds	Thayer House	Open Space Trail
Network		
Police/Fire Memorial	Town Hall	Town Gateway Signs
Sibley Park	Recycling Center	Evergreen Cemetery
Historical Area		
Village Street Canoe Launch	Cutler Street Affordable Housing	Village Picnic Area
Jacob Ide House	Grand Army of the Republic War Memorial Park (Village St.)	
VFW Building and Field		

The following are substantial initiatives and projects performed during 2020 within the Parks Division:

- Perimeter clean-up at all parks and fields
- Rain Barrel Program
- Completed Landscaping along RT 109
- Completed Regulatory improvements along recycle center property
- Create parking lot on Lovering street for trail access
- Remove & Replace trees at Lovering Heights
- Assist Medway Community Farms with property improvements
- Major housekeeping at the Garnsey Dog Park
- Improve drainage and miscellaneous repairs at High School North & Lamson fields
- Paint Oakland Basketball Court
- Developing Tree Planting Program
- Coordinate Spring & Fall Household Hazardous Waste Days

- Added new equipment to provide more professional levels of care and speed
- Maintenance of School Perimeter Grounds including Synthetic Field Complex
- Expanded oversight of Open Spaces, Trails, Passive Recreation Areas
- Town Wide Sidewalk Snow Clearing
- Snow Clearing at Synthetic Turf Fields for added Spring Revenue



### **Highway:**

This Division is responsible for the operation and maintenance of all public ways encompassing approximately one hundred (100) miles of roadway, consisting of approximately 280 lane miles. Maintenance of this transportation network includes all portions of Town right-of-way including roadways, sidewalks, stormwater drainage systems, street lighting, signage and traffic control devices. Daily work is scheduled and assigned based upon a balance between planned projects and customer service response. A majority of the Department's heavy equipment is operated and dispatched from within this unit. As such, its activities are broad in scope and diverse in function. This division is responsible for the management of winter storm operations including the hiring of supplemental contract equipment services in accordance with the Town's snow and ice policy and budget. The positions included in the Highway Division are:

- Superintendent
- Assistant Superintendent
- Right-of-Way Maintenance Technician
- Heavy Equipment Operator (6)

The following are planned functions of the Highway Division:

- Roadway and Sidewalk Operation, Maintenance and Improvements
- Stormwater System Operation, Maintenance and Improvements
- Winter Storm Operations
- Street Sweeping and Roadside Clean-Up
- Pothole Repair
- Traffic Signals, Signs, Street Line/Crosswalk Painting, and Street Lighting

The following are substantial initiatives and projects performed during 2020 within the Highway Program:

- Mill and overlay the following roads: Upper Main, Hill, Bridle Path, Birch Bark, Franklin and Lower Village, and Reclaim Algonquin, Hillview, Pine Needle, Maple Leaf and Indian Creek, per 6 Year Road Plan - Yr 3
- Sidewalk Improvements: Lovering Heights, Wildwood Rd., Upper Main St., Franklin St., Hillview Terrace, Pine Needle Dr., Maple Leaf Ln., Indian Creek Rd.
- Installed drainage improvements at 2 Flintlocke Ln, 3 Howe St., Chestnut St. infiltration, Winter St. drainage area, 16 Green Valley, 98 Oakland St.
- Assisted Building Maintenance with removal of old Generator from Station 1
- 3 Lost Hill Rd. – New 80’ guardrail installed
- 75 Main St. Parking lot extension with sidewalk
- 16 Cassidy Ln. Parking lot extension for roadway
- Repair driveway aprons on newly paved roads
- Loam & seed along newly paved roads
- Relocate mailboxes on upper Main St. after new sidewalk installation
- Updated GIS mapping and inspections of all stormwater outfalls and associated structures
- Updated 6-year road plan - Year 4
- Catch Basin cleaning town wide
- Infrared castings & roadway repairs – 62 total
- Catch Basin and Manhole repairs - 34 total
- Trench and roadway repairs - 27 total
- Roadway Signs repaired / replaced - 45 total
- Pot holes patched - 356 total
- Crosswalk / Stop line painting town wide

- Roadside mowing and brush removal town wide
- Roadway sweeping town wide

### **Fleet Maintenance:**

Activities within the Fleet Maintenance group include service to those units assigned to the Police, Fire, Ambulance, Council on Aging and Department of Public Services. It is understood that these divisions engage in continual operations and service to the Town twenty-four hours a day. As such, it is imperative that the core equipment utilized by these divisions remain operating at all times. Work is performed in accordance with local, state and federal standards associated with emissions, fuel criteria, safety and operational protocols. Staff hold credentials allowing them to work on a full line of vehicles and equipment ranging from small engine repair, light duty equipment, medium rated vehicles to a full array of heavy equipment consisting of complex mechanical, hydraulic and electrical components. Preventive and regular maintenance is scheduled while emergency/reactive service is prioritized based upon the risk and consequence of equipment failure. Each approach is tracked and monitored utilizing a computerized workorder management system. The positions included in the Fleet Maintenance Division are:

- Principal Fleet Technician
- Fleet Technician

The following are planned functions of the Fleet Maintenance Division:

Fleet Maintenance & Small Engine repair

Personnel Supervision

Planning / Scheduling

Certifications

Full Range of Skill Sets

### **Departments – Equipment Served:**

Town Administration - 13 vehicles

Public Services - 167 pieces, vehicles and other equipment

Police - 29 pieces, vehicles and other equipment

Fire - 25 pieces, vehicles and other equipment

Council on Aging - 3 vehicles

Schools – 7 pieces, vehicles and other equipment

In addition, Fleet Maintenance provides repair services for 11 emergency generators at various Town facilities, both permanent and transportable, and numerous gas and air powered tools.

New in 2020, the Town now has added a roadside mowing tractor to better maintain the right of way town wide.

The following are substantial initiatives and projects performed during 2020 within the Fleet Maintenance Program:

Over the past year, 504 work order entries were logged. Some samples of our entries are; scheduled services, road calls, heating & cooling system repairs, changing tires, brake jobs, steering and suspension, welding and fabrication.

### **Vehicles and Equipment placed into service:**

- John Deere Flail Tractor
- DPW - One Ford F350, F-550 6-Wheel Dump, T-250 Transit Van, Used Toyota Forklift
- Assorted plows, sanders, and landscaping attachments

### **Vehicles & Equipment Decommissioned and prepared for sale or trade**

- DPW - 2000 International Heavy Dump, 2010 F350 6-Wheel dump, Vermeer Chipper, Chevy Silverado Utility, FM Generator 35 kW
- Assorted plows were also sold.

## Major work

- Inspect and repair all municipal emergency generators.
- Supplied temporary power for Town events.
- Revised graphics on DPW vehicles
- State Inspection of 94 vehicles and equipment
- Perform 25 snow contractor inspections
- Coordinated with contractors on layout and equipment for new DPW Facility.
- Coordinated moving to new Facility



## Water and Sewer:

The Water and Sewer Division is charged with the operation and maintenance of the Town's water supply, water treatment, water distribution and wastewater collection systems. This entails oversight of the system's pumping and treatment facilities located at four (4) drinking-water well sites. Being a groundwater system, the Town treats its raw water with the addition of sodium fluoride for dental health, lime for corrosion control and sodium hypochlorite for disinfection. All of these treatment processes require daily manual monitoring by certified staff as well as with the Department's Supervisory Control and Data Acquisition (SCADA) system. Drinking water is pumped to two (2) water storage tanks having a combined capacity of 2.8 million gallons.

The wastewater system is comprised of approximately forty-four miles of gravity sewer that discharges into the treatment facility operated by the Charles River Pollution

Control District. Through its recent sewer extension project, the Department now operates and maintains a sewer pump station located in the Trotter Drive Industrial Park area.

The geographic disbursement of these complex and dated systems throughout the Town's eleven square miles creates a particular challenge to the relatively small Water and Sewer Division. The general deferment of capital investment in these systems during recent decades is cause for an infrastructure which demands high levels of maintenance and attention. Fortunately, in recent years, Master Plans have been conducted which identify infrastructure needs based on the risk and consequence of failure. Through the use of advanced technology and thoughtful prepared scheduling of human and equipment resources, the Water and Sewer Division is able to meet the needs and demands of its diverse systems while providing residences and businesses with the highest level of customer service possible. The positions included in the Water and Sewer Division are:

- Superintendent
- Assistant Superintendent
- System Operator (6)

The following are the planned functions of staff within the Water and Sewer Division:

#### **Wastewater Collection**

- Pump Station Operation & Maintenance
- Sewer Repairs & Inspections
- Inflow & Infiltration Surveys
- Charles River Pollution Control District Reporting

#### **Water Supply and Distribution**

- Treatment
- Disinfection
- Corrosion Control
- Fluoride
- Sampling and Lab Analysis
- MASSDEP Reporting
- Regulations
- Disinfection Byproduct Rule
- Groundwater Rule

- Lead & Copper / Total Coliform Rules
- Consumer Confidence Report
- Annual Statistical Report
- Meter Reading and Repair
- SCADA
- Leak Detection Surveys
- Main Line and Service Pipe Repair
- Customer Service
- Valve Exercising
- Hydrant Flushing
- Hydrant Maintenance & Inspection
- Curb Box Location & Inspections
- Hydrant Painting Program
- Annual Maintenance of 4 Wells

The following are substantial initiatives and projects performed during 2020 within the Water & Sewer Division:

**Water Treatment:**

- Mass DEP Sampling – 500 + samples
- Daily Water Sampling, Testing & Maintenance
- Over 60 After hours Emergency Calls
- Disinfection – 3,300 Gallons Used for Water Treatment
- Corrosion Control – 1,800 Gallons Used to protect water distribution system piping
- Fluoride – 1,300 lbs. Used for Water Treatment
- SCADA –Software Upgrades
- SCADA Related Alarms
- 253 Million Gallons of Water Pumped & Treated

**Water Distribution:**

- Manage Water Main Transmission Main on Village Street
- Cross Connection Control Program Inspections – 257
- Storage Tank Inspections – 2 Monthly
- Zone I & Zone II Inspections – 2 Biannual
- Production Meter Test and Calibration
- Service Line Repairs, Connections & Inspections – 100+
- Customer Service Calls - 400+
- 4 Water Main Break Repairs
- 8 Curb Stop Box Repairs

- Water Quality Calls - 9
- Meter Calls – 196
- Replaced- 1 Hydrant
- 8 Hydrant Repairs
- 3 Water Main Valves Replaced
- 1,000+ Dig-Safe Inspections
- Water Ban Calls
- Motor Vehicle Accident-Related Calls
- Updating Mapping of System
- Timber Crest Water Main Installation

### **Wastewater Collection System:**

- Connection Inspections – 12+
- Lift Station Inspections – 75+
- 60 Sewer Manhole Risers and Covers Replaced
- Inflow & Infiltration Repairs – Contract Management
- NPDES – EPA Permit Appeal
- Annual Sub-System Inspections
- Sewer Line Jetting & Vacuuming
- Sewer Camera Inspections
- Sewer System inspections at Timber Crest



### **2020 ACCOMPLISHMENTS & INITIATIVES**

- Perform Annual Roadway and Sidewalk Improvement Plan - Completed Yr 3
- Continued Illicit Discharge and Detection Program as outlined in MS4 Permit including preparation of GIS maps of stormwater system.
- Completed all major construction tasks on Route 109 Reconstruction Project.
- Completed construction for DPW Facility Project
- Brentwood Water Main construction
- Upgrading water meters serving larger customers for better accuracy
- Constructed Populatic satellite well for improved water integrity.
- Identified long term sewer capacity issue and developing action plan.
- Installed a new parking area on Lovering Street for open space trail access.
- Rolled out New Workorder system and associated forms/processes
- Rolled out new Utility Customer Portal
- Utilized new camera system to locate and remove sewer I/I issues

### **2021 GOALS & INITIATIVES**

- Complete Main Street Improvements at Bellingham Town Line
- Perform Enhanced Roadway and Sidewalk Improvement Plan - Yr. 4
- Pave Brentwood water main work after construction is completed
- Advance Stormwater Inspection Program as mandated in MS4 Permit
- West St. Culvert repair / construction
- Design New Drinking Water Treatment Facility
- Design New Oakland Street Water Transmission Line
- Design Second Well and Pump House for Oakland Well Site
- Sewer Improvement Program – I/I Removal Southeast Area of Town
- Perform Annual Directional Flushing Program
- Leak Detection Survey & Increase Water Meter Accuracy
- Work with Planning & Economic Dev. Committee for Revised Low Impact Development Regulations
- Complete Essential Repairs & Improvements to Town Wide Facilities Identified in Facilities Report
- Expand GIS Mapping for Roads and Stormwater System
- Improve Inspections and Data Collection Using GIS
- Advance Water Integrity Planning & Implementation
- Continue New Recycling Center Check-In Software Improvements / Add Non-Cash Payment Options
- Host Open House for new DPW Facility for Town Residents

Respectfully Submitted,



David D'Amico | Director  
Department of Public Works

## **REPORT OF THE AFFORDABLE HOUSING COMMITTEE AND AFFORDABLE HOUSING TRUST**

The Affordable Housing Committee and the Affordable Housing Trust continued their practice of meeting in joint sessions in 2020, switching to remote participation in July after a three-month hiatus due to the COVID pandemic. During the pause, Robert Ferrari, an early and avid advocate for affordable housing retired as chair of the Committee, having served the town for well over a decade. As a group, the body continued their shared mission with the Trust separately maintaining fiduciary duties related to its CPA and developer-derived funds.

Through 2020, Medway maintained a total number of affordable homes surpassing 10% of its overall housing stock in compliance with its 2016 Housing Production Plan. Originally certified as compliant by the Department of Housing and Community Development in 2019, the town continued “safe harbor” status, sheltering its zoning bylaws from comprehensive permit overrides. The AHC and AHT participated in this accomplishment in several distinct ways.

**PRODUCTION OF NEW AFFORDABLE UNITS** – Having seed funded Metro West Collaborative Development’s Glen Brook Way project and additionally providing \$500,000 toward Phase 1, the group wholeheartedly endorsed the Commonwealth’s funding of Phase 2, designed to offer 44 affordable apartments to households with a member 55 years of age or older. In June, members of the group took part in the groundbreaking ceremony at the project’s West Street location where it was hailed by local and state officials as an exemplary achievement. With Phase 1 occupancy predicted for later in the year, open application for Phase 1 should start sometime in Spring of 2021 providing rental housing for 48 income-qualified households.

**PRESERVATION OF EXISTING AFFORDABLE UNITS** – Under the group’s oversight, a mail campaign was undertaken reminding homeowners of affordable units of the conditions contained in their deeds designed to maintain their home’s affordability upon resale. The group monitored the successful transfer of two units and attained the lender’s cooperation preserving the affordability status of a third unit in bankruptcy.

**MARKETING OF AFFORDABLE UNITS** – A notification service, established by the group, continued to attract subscribers - topping over 100 households requesting notice of affordable housing opportunities in town. Several notices were sent to list participants as well as Town staff, police and firefighters, promoting resale of a handful of existing and new offers.

**DIVESTMENT OF PROPERTY** – A new RFP was drafted to sell the Trust-owned property on Cutler Street. The property was originally purchased for conversion to affordable units but the concept

was overshadowed by the eminently better investment of funds represented by the Glen Brook Way proposal. With increased interest shown in the property, the trust expects the RFP selection and sales process to be complete by spring 2021.

Respectfully submitted,

Ann M Sherry, Chair  
Affordable Housing Trust

### **REPORT OF COMMUNITY PRESERVATION COMMITTEE**

NOTE: Due to COVID-19 and Governor's declared state of emergency, CPC has largely been inactive this past year; the following is an update of prior year's annual report.

Chapter 267 of the Legislative Acts of 2000 created a new statute, Chapter 44B of the General Laws, known as the Community Preservation Act. This local option statute authorizes a municipality which votes to accept it to impose a real estate tax surcharge to raise money for three purposes related to community preservation: open space/recreation, historic preservation, and affordable housing. In addition, the statute provides for state government's payment of matching funds to participating municipalities. All funds must be held in a special local municipal account: The Community Preservation Fund and may only be expended by the municipality for one or more of the three purposes set out in the statute. The statute further requires that a participating municipality establish a local committee, the Community Preservation Committee, to study local preservation needs and to make recommendations for allocation and expenditures to the local legislative body. The Committee's authority is limited to making recommendations; only the local legislative body, in Medway's case: Town Meeting, may actually allocate and expend funds. However, in any given year, at least ten percent of new funds must be allocated and reserved, if not expended, for each of the three statutory purposes.

The Town of Medway was one of the first communities in Massachusetts to accept the Community Preservation Act; voters did so at a Special Town Meeting in April 2001, followed by a successful ballot question. Pursuant to the statute, the Town also adopted a local bylaw creating the Medway Community Preservation Committee; the Committee presently consists of nine members: representatives from six town boards: Planning and Economic Development, Conservation, Parks, Historical, Affordable Housing and Open Space, and three citizens at large.

CPC members continue to take seriously their role as stewards of Medway's Community Preservation Fund with the result that the total fund balance is currently approximately two and

a half million dollars, after funding recent projects; a significant percentage of this amount represents matching state funds received annually since the CPA's local adoption. In making its recommendation to voters, the present CPC has tried to strike a balance between making expenditures for relatively small preservation projects and minor land acquisitions and saving the balance of funds for major projects and land acquisitions which may present themselves in the future. To this end, the CPC continues to work actively with the Open Space Committee to identify desirable parcels for acquisition.

The rehabilitation for productive reuse(s) of the historic Thayer property at 2B Oak Street in West Medway acquired by the Town with Community Preservation funds in 2004 has been an ongoing success. The project included rehabilitation of the existing house for an upstairs caretaker's apartment and downstairs small meeting space, and the construction of an addition to both support outdoor functions and activities (public bathrooms, kitchen facility) and serve as an indoor function and community meeting space. Since the project's completion, the property has been in continuous use by Town boards, organizations, and private groups.

Four years ago, the opportunity arose for the Town to acquire an historic property which also provides other public benefits. Voters at the 2017 Fall Special Town Meeting voted to authorize the Board of Selectmen to purchase, with Community Preservation funding, the Rev. Jacob Ide House located on the northerly side of Main Street, just west of its intersection with Winthrop Street; in 2018, the Town closed on the purchase. Rev. Ide, who lived in the 1800's, was the long-time pastor of the Community Church and an ardent abolitionist. His well-preserved, Federal-style home is a highly visible element of the West Medway village and in close proximity to Choate Park and the Thayer Homestead; it also abuts Little League baseball fields. The house itself presents many opportunities for public use, including a potential future home for the Medway Historical Society and their many artifacts. The Town has obtained a structural analysis and report to assist in evaluating reuse options.

Both productive reuse of the property and rehabilitation of the residence at 50 Winthrop Street continues. The Medway Community Farm completed another successful growing season and has expanded its operations to include Town land on Adams Street purchased with CPA funds.

During 2019, the Town continued to take advantage of the 2012 legislative amendment of the Community Preservation Act, which permits the expenditure from Community Preservation Fund to construct recreational facilities on existing Town-owned land. The improvement of existing public recreation facilities at Choate Park/Cassidy Fields, Middle School (tennis courts), and Oakland Street Park was completed in late 2018 and all three facilities have experienced increased use. Building on the success of this project, CPC recommended use of CPA funds to reconstruct playgrounds at two schools: Burke and McGovern. CPC based its decision upon the facts that each school is located in a residential area a significant distance from the Town's

several playgrounds and that the new school playgrounds would be available for neighborhood use.

As noted in a prior year's report, another long-time passive recreation project using Community Preservation funding has recently been completed. In December 2017, a new pedestrian trail located off Adams and Winthrop Streets was completed and dedicated. The trail includes a boardwalk over wetlands which has been named for long-time Medway resident, David Hoag who, in addition to being a noted scientist who worked on NASA space programs, was, with his wife Grace, an ardent and vocal conservationist: the Hoags placed a permanent conservation restriction on their Winthrop Street property and Dave compiled an inventory of Medway undeveloped land which the Open Space Committee continues to rely upon. Voters at 2018 Fall Special Town Meeting authorized Community Preservation Funding to extend the trail; this extension is expected to include observation platforms to permit viewing of the extensive wetlands area.

Late in 2019, the opportunity arose for the Town to acquire a portion of the former Wilson dairy farm on Lovering Street. CPC recommended that the Town acquire the property for open space and passive recreation to preserve this vestige of one of Medway's long-working farms, as well as the character of Lovering Street. Voters at the Fall Town meeting approved the purchase using CPA funds.

As noted at the outset, the third purpose for which CPA funds may be used is affordable housing. The Board of Selectmen and Medway Affordable Housing Trust Fund have been working with a non-profit affordable housing developer to develop an affordable multi-family rental project on vacant land on West Street; the CPC initially voted to recommend to voters at Annual Town Meeting to use CPA funds for this project; at 2019's ATM, CPC voted to recommend the use of additional CPC funds to permit an expansion of the project and voters approved the recommendation.

There continues to be discussion, from time to time, of reducing the current three percent CPA real estate tax surcharge. The CPA continues to strongly oppose this proposal for three reasons. First, until adoption of the CPA, Medway had done little to protect undeveloped land or historic properties due to a perceived lack of funds; by adopting the CPA at the maximum surcharge percentage, the Town has been able to accumulate, on a continuing basis, significant funds for this purpose. Second, only those communities which have adopted the maximum three percent are entitled to receive the maximum amount of state matching funds: beginning with FY 2009, the state has collected insufficient funds to provide 100% matching payments to all CPA communities. Because Medway was one of the communities to have adopted the maximum three percent, it has annually received additional distributions of state funds which have significantly increased the state match above the base distribution amount. Thirdly, since the

three percent is merely a surcharge on individual tax bills rather than on the tax rate, the individual assessment is small: in many cases, little more than one hundred dollars. As an example, on a property currently assessed at three hundred fifty thousand dollars, the annual CPA assessment is only \$130.95. ( $\$350,000$  less  $\$100,000$  CPA exemption =  $250 \times \$17.46$  per  $\$1,000$ , FY. 2021 municipal tax rate =  $\$4,365.00$  (net tax subject to surcharge) times  $.03$  (CPA surcharge) =  $\$130.95$ ). This amount is paid in four equal quarterly installments and amounts to less than \$11 per month. This small individual assessment has already permitted the Town to make some significant property acquisitions and ensures that the Town will be able to continue to do.

The Community Preservation Coalition, the CPC advocacy group to which Medway CPC belongs, multi-year effort for state legislation to increase Community Preservation Fund revenues available to municipalities which have adopted the CPA finally bore fruit during the 2019 legislative session. The General Court significantly increased the fees assessed for recording documents at the Registry of Deeds which is the principal source of State CPA funding; this increase was reflected in State funding matches beginning last fall.

We urge the residents of Medway to continue to support the Community Preservation Act as currently adopted.

Respectfully submitted,

Mark G. Cerel, Chair

## REPORT OF THE CONSERVATION COMMISSION

### **VISION STATEMENT:**

The Conservation Commission seeks to preserve the quality and quantity of open space and wetland ecosystems through the acquisition of open space and preservation of wetlands in accordance with federal, state, and local laws.

### **MISSION STATEMENT:**

The mission of the Conservation Commission is to protect all resource areas in the Town of Medway as prescribed by state and local laws.

### **DESCRIPTION:**

The Medway Conservation Commission (the “**Commission**”) is charged with protecting wetland resources located in the Town of Medway. Wetland resources play a critical role in preserving the Town’s water quantity and quality, providing flood storage and storm-water management, pollution prevention, supporting habitat for diverse plants and animals and providing recreational open space. The Commission carries out its charge by regulating construction activity and other altering projects in or near wetland resources as prescribed under the Massachusetts Wetlands Protection Act and its Regulations and the Medway General Bylaw Article XXI with its Regulations.

The Commission also manages approximately 230 acres of public conservation land and five conservation restrictions.

The Commission is comprised of a seven- volunteer members, each of whom is appointed by the Town’s Board of Selectmen. The Commission’s Agent is responsible for processing and reviewing all permit requests related to the State and town wetlands regulations and for helping Town residents understand and comply with state and local requirements related to wetlands as well as fielding general inquiries about wetlands. The Agent also works on conservation land and open space management.

During 2020, the Commission:

- received and reviewed thirty-five Requests for Determinations (“RDAs”). (Each RDA asks the Commission to determine whether the construction, land maintenance or other activities described in it are within the jurisdiction of the Commission);
- issued on Order of Resource Area Delineation;
- issued Orders of Conditions (i.e., specific conditions that help protect wetland resources) for seventeen proposed projects;

- initiated nine enforcement actions in connection with violations of state and local wetland laws;
- issued Certificates of Compliance for twelve projects; and
- granted four amendment to previously approved projects this does not include minor amendments to plans granted without a hearing.

The Conservation Agent and the Compliance Coordinator, Stephanie Carlisle construction of a rain garden at the Burke Memorial School in Medway in 2019. The final completion with new plantings was done in May of 2020.

In March, the Conservation Agent drafted and worked with Timber Crest Estates on a Conservation Restriction for a 9.33 acre parcel on the eastern side of the 136 unit development. During this time, the Commission drafted and approved a Deed Restriction for the parcel until such time as a Conservation Restriction could be approved by the State of Massachusetts.

In April, the Conservation Commission online permitting system went live. This will allow all applicants to file via the website. This will be a wonderful paper and time saver, while greatly reducing the traffic in the office during a Pandemic.

In May, the Conservation Agent and the Compliance Coordinator worked with 10 regional towns within the Charles River watershed and applied for a MVP Action Grant. The Action Grant was awarded in the amount of 250k for the study of each towns flood plain areas (Charles River) related to the changing climate and specifically precipitation. The work for this will begin in 2021.

In the Fall, the Conservation Commission worked with the Open Space Committee to re-establish an existing trail starting at 151 Lovering Street and then extending the trail north to connect with the parcel known as the Lee Parcel and Millstone Retirement Community trail system. This will allow the public to travel from Choate Park to Lovering Street on a walk through the Chicken Brook Corridor. The Open Space and Trail Committee held a socially distanced trail opening for residents to get them acquainted with the new trails. This was a very important link piece to the Chicken Brook Corridor Link Trails and the volunteers who helped to make this happen are an exceptional part Medway.

In September, Salmon Retirement Community completed the Charles River canoe launch on the Conservation Restriction under the Conservation Commission's authority. This will be a wonderful asset to the Town of Medway, as residents will be able to park here and launch canoes into the Charles River. The Commission hopes that this will be available to the public in 2021.

In the winter, the DPW garage construction was wrapping up and the Conservation Agent worked with the construction team and the Town to make sure all conditions of the Order for construction had been met. Additionally, final construction on the removal of a portion of the old DPW garage and the restoration of the buffer zone area behind the building were completed.

The Commission worked with two Scout (Eagle Scout) this year to develop a smaller connecting bridge along the Medway Link Trail System and the construction of bat houses throughout Medway's Open Space. The Bridge repair is on the High School side of the trail systems within the Eversource Power lines as you cross over Adams Street to the Boardwalk. This improvement will allow residents to easily traverse the trails. The bat houses proposed will provide excellent and much need ecological diversity to the Towns wildlife. The Town has almost completed the goal within the Open Space and Recreational Plan, to provide a connecting trail system to travel around Medway and to regional open space and trails. The goal is to complete this in 2021.

The Conservation Commission continues to work with a number of dedicated staff in revising and further developing the existing Stormwater Bylaw Article XXVI and did so at the Spring 2020 Town Meeting. In addition to this, the Commission has amended its Wetlands Regulations to incorporate stormwater requirements to mitigate during and after construction for the higher precipitation rates of storms based on NOAA Atlas 14 precipitation rates. This will ensure long term storm protection for the Towns residents.

Despite COVID -19 (global pandemic), construction remained consistent and 4 large projects began under the Commission supervision. This includes two of the permitted affordable housing developments. The new construction projects were, Timber Crest Estates, Glenn Brook, Evergreen Street, 21 Trotter Drive. It should be noted that due to the Pandemic, the Commission focused on permitting more than any other objective simply due to constraints associated with it. However, there were times when the volunteers were able to make exceptional progress on the trails within Medway.

The Commission continues, with minimal town funding and dedicated volunteers, to work with Open Space Committee to maintain the trails, open space and fields of Conservation controlled properties. The Commission expresses its deep appreciation for the efforts of all the volunteers and the Town of Medway DPW crew who are always willing to assist in managing the towns open space under the direction of the Conservation Commission.

The Commission wishes to express its deep appreciation for the efforts of all volunteers who help with its work, especially the Open Space Committee.

The Agent and members attended pertinent classes and updated their Certificates for education to provide the high customer service to the town's residents and the public.

### **2021 PROPOSED GOALS & INITIATIVES**

- Continue to implement the land maintenance based on the plans developed by the Conway School of Landscape Design and for the rest of the Town owned open space land
- Complete Baseline Documentation Surveys for Open Space lands
- Work on Town wide invasive species program for Town lands
- Apply for a Municipal Vulnerability Action Plan Grant for Medway in addition to the regional grant
- Develop and execute a plan for maintenance of all stormwater structures in the Town of Medway
- Implement invasive plant management though out the town through the development of plans and collaboration with Open Space Committee and Department of Public Works
- Apply for a Municipal Vulnerability Action Plan Grant based on our developed plan, received funding in 2020 and will complete the study in 2021
- Continue to carry out the Conservation Commission Bylaw and the Wetlands and Rivers Protection Acts
- Develop Town Land Use Regulations and Policies including a Tree Protection Bylaw

Respectfully submitted,

David Travalini, Chair

## **REPORT OF THE CAPITAL IMPROVEMENT PLANNING COMMITTEE (CIPC)**

The Capital Improvement Planning Committee's (CIPC) role is to evaluate the Town's capital needs and to recommend to the Town Manager, Select Board and Town Meeting members, the projects to be undertaken. The Committee meets with department managers annually to assess their 5-year capital plans. The Committee then evaluates the requests and determines available funding. Available funding can be in the form of free cash as certified by the state, grants, enterprise funds, or bonding. Once the level and form of funding is determined, the CIPC prepares a recommendation for the BOS.

The project requests are reviewed based on the following criteria:

1. Impact on safety of residents and employees
2. Projects required by law
3. Impact on greatest number of people
4. Projects with significant immediate need.

Projects are prioritized based on the above criteria. Recommended projects are brought before the Select Board and Town Meeting when the above criteria are met, and sufficient funding is available. To be considered a capital project, the project must cost more than \$5,000 and have a substantial useful life.

This report will cover the capital spending recommendations proposed at the May 2020 town meeting.

Approximately 55 requests were submitted totaling \$23.2 million for FY21. This level of requests is an increase of 21 over FY20 and an increase of almost \$19 million. There was \$1,768,359 in Free Cash for FY21 projects.

The following projects and requests were recommended to be funded with Certified Free Cash at the May 2020 Town Meeting:

- The Department of Public Services requested funds for various road, sidewalk and bridge projects; the replacement of vehicles (2009 Ford F350, Economy van) and the purchase of a flail mower/tractor.
- The Police Department requested funding for Police Cruiser Radios and Radar recording counter and Police server software upgrade. The Fire Department requested funds to replace Ambulance 3 and rescue inflatable boat.

- The Schools requested funds to upgrade the Burke Memorial School HVAC system, Middle School Auditorium lighting, paint the McGovern School pods, High School running track drainage repair and roof preventative maintenance program, roof schematic design (all schools).
- The Information Technology Department requested funds for technology equipment across all schools and town operated buildings.
- The Library requested funds for handicap ramp railings, and Town Hall requested funds for the new Munis Payroll System.

Respectfully submitted,

Lenny Mitchell, CIPC  
Chair

### REPORT OF THE MEDWAY COUNCIL ON AGING

#### Council on Aging Board

Mary Lou Staples, Chair  
Veronica Clark, Vice Chair  
Judy Lane, Clerk  
Pam Balabanis  
John Clark  
Ronald Lane  
Charlene Tingley

William Caton  
Siri Krishna Khalsa  
Grace Rossetti

#### Medway Friends of Elders, INC.

Karen Henneberry, President  
Edward Richard, Vice President  
Catherine Perkins, Treasurer  
Anne Bradford, Clerk  
Virginia Burnett  
Ella Ryan  
Barbara Vincent

Eileene Phillips  
Bobbie Scherer

#### Employees:

Courtney Riley, Director  
Marcia Lombardo, Outreach Worker  
Kimberly Cookson, Outreach Worker  
Kathy Bullock, Crafts and Day Trips  
Katherine Tonelli, Nurse  
Judith Notturmo, Transportation Director/ Volunteer Coordinator  
David Houghton, Driver  
Joseph Luchette, Driver  
Deborah GrandPre, Driver  
Ronald GrandPre, Driver  
Barbara Vincent, Chef

The Medway Council on Aging (Senior Center), located at 76 Oakland St, is the department of town government empowered to assess the needs of and provide services to residents age 50 and older. The mission of the Council is to advocate for improved quality of life for older adults through educational, social and recreational activities. The Center also provides advocacy and assistance to Medway Elders and their families by helping them understand the complex issues associated with the aging process. Aging in place, transportation, property tax relief, medical coverage and fuel assistance are identified as primary concerns of our elder's. This year was a much different operation due to the Covid-19 pandemic, with the building being closed starting in March 2020. This did not prevent the Council on Aging Staff from working, remotely or when allowed back into the building. We never stopped making sure the needs of our Elder population was met.

This year the Center had to re-create all programs and services. This included setting up socially distanced outdoor gathering spaces for crafts, games and exercise. The Oakland Café started curb-side lunch pick up in August on Tuesday's and Thursday's which has grown to be a great success for the community. Our staff made themselves available to meet with seniors outdoors to continue to reassure and support them making them know we were still available. For those who could not leave the house we made sure to continually call and see if they need anything delivered to their homes.

The Council on Aging Outreach Department had a transition this year. Kate Fennyery, MA, LSW left for a new position which allowed Kim Cookson to move into that roll. Kim did not miss a beat working with Marcia Lombardo and they continued to work with our Community. Their roll continued to assess elder's situations, explain community programs and benefits, assist with applications, aid elders in their search for services and act as an advocate and support for elder needs. The pandemic caused The Outreach workers roll to become even larger in supporting the community as a whole through phone calls and guidance. Both Outreach Workers continue to be certified Outreach Partners with the Department of Transitional Assistance's SNAP (Supplemental Nutrition Assistance Program) program. The Outreach Department receives referrals from many different sources including family members, police and fire, the health department, health professionals, community agencies, hospitals, nursing homes and of course elders themselves. If you have any questions, please don't hesitate to reach out to this very knowledgeable department.

The Medway Center works with the Greater Attleboro Taunton Regional Transit Authority (GATRA) to provide transportation for Medway residents. Through this program the Center offers Dial-a-Ride Service for all elders in Medway and Shuttle rides to and from the Norfolk T-Station. The Dial a ride services is offered Monday-Thursday and bring the elders to medical

appointments, activities at the Center, hair appointments, banks, post office and even the library. The pandemic forced this service to stop from March thru September. As soon restrictions were lifted, we resumed medical rides on a limited bases and the Norfolk Shuttle T service.

Jean Roy, a certified health insurance volunteer from SHINE worked tirelessly remotely to make sure the needs were met for all regarding health insurance issues. Our goal here at the Medway Center is to empower our seniors as well as others with the latest information and help to select the plan that best suits their needs and budgets. We help our clients with all facets of Medicare and Medicaid. The proof of the success of the program can be measured by the fact that the majority of new clients we see each year have been referred by others who have used the program.

Though this was different and at times a difficult year the Senior Center our staff never stopped placing the needs of our seniors first. They continued to adjust and make it work, reminding the Community this will just be temporary and the doors will be back open, the building will be filled with seniors and trips will happen again.

The Medway Council on Aging Board and the Senior Center would like to thank the Board of Selectmen and the citizens of Medway for their support. It is their continued interest and support that help the Center to meet so many needs of elder adults in our community. Please feel free to stop by or call the Center (508-330-3210) if you have any comments or suggestions on how we could continue to improve the quality of life for our seniors.

Respectfully submitted,

Courtney Riley  
Director

## REPORT OF THE MEDWAY CULTURAL COUNCIL

The mission of the Medway Cultural Council is to support and cultivate the arts in Medway. To accomplish this, we offer grant funding, program development, and educational opportunities. Our goal is to provide our community with a wide range of cultural experiences, including art, music, performance, crafts, and traditions from around the world. We support and encourage local artists and a shared sense of community through cultural appreciation.

As the local arm of the Mass Cultural Council, we aim to promote access, education, diversity and excellence in arts, humanities, and interpretive sciences, to promote the quality of life of residents of the Commonwealth, and to contribute to Medway's economic vitality.

Each local cultural council receives a yearly grant distribution from state funds to allocate to local artists. Medway Cultural Council received \$6800 for local programming this year, which, combined with grant funds carried over from the previous fiscal year, allowed us to grant a total \$9752.10. A competitive grant round is held each fall, but due to the pandemic and state budget issues, the grant application deadline was extended to December 14, 2020. The grant review meeting was held January 12, 2021.

Additionally, \$5,000 of funds from the Town of Medway was allocated through a Town meeting and was used to fund local programs and art installations including the Bridges Festival and live paintings. The latter resulted in large-scale paintings that will eventually be able to be seen by the public at the library. Activities for calendar year 2020 were as follows:

- Publicized our annual fall grant round and reviewed 19 grant submissions, awarding 14 grants for all age groups.
- Expanded our membership to 14 members.
- Created two committees - A Marketing/Media Committee and an Arts Programming Development Committee.
- Developed a mission statement.
- Engaged in outreach with other committees/boards/organizations in town.

This allowed us to help each other reach our respective goals as well as allowing us to get a full and broad view of our community assets in Medway. Taking inventory of our assets helps us to best direct funds and programming efforts. For example, the nature trails and open spaces were seen as one of our biggest assets; adding art to these assets in the form of the Bridges festival enhances its appeal.

- Advertised upcoming grant-funded activities in local media.

- Created an online Artist Spotlight series that focuses on a different Medway artist each month. These have both a written and video component (thanks to the help of Medway Cable Access).
- Created a YouTube channel to hold our Artist Spotlight videos.
- Collaborated with the Medway Library on coloring kits for pickup at the library. Four kits were designed by member Judith Moffatt.
- Maintained a vibrant and active Medway Cultural Council Facebook page.
- Engaged in acts of art advocacy through updates from MassCreative.
- Engaged in outreach with other committees/boards/organizations in town. This allowed us to help each other reach our respective goals as well as allowing us to get a full and broad view of our community assets in Medway. Taking inventory of our assets helps us to best direct funds and programming efforts. For example, the nature trails and open spaces were seen as one of our biggest assets; adding art to these assets in the form of the Bridges festival enhances its appeal.
- Collaborated with Medway Agricultural Commission on a fall photo contest.
- Collected self-produced virtual studio tours from Medway artists.
- Supported the development of the Bridges Project and will organize and design the Bridges Celebration Festival to be held (hopefully) in Fall, 2021.
- Started a blog website focused on Medway Artists to highlight our local artists and be a local, friendly source of arts/culture information and opportunities.

The new grant awardees will hold their offerings during 2021 in various town locations, such as the Library, Choate Park and the Senior Center. Of the 15 awards, two were in the Humanities, and 13 in the Visual and Performing Arts. Also, due to the pandemic, awardees from 2020 will also get a chance to complete their grants during the calendar year 2021.

Respectfully submitted,

Jennifer Kendall  
Chairwoman

## REPORT OF THE DESIGN REVIEW COMMITTEE

I am pleased to report that the Design Review Committee (DRC) reviewed seven sign proposals this year, many of which incorporated our recommended changes and produced very well-designed signs.

- Luna's Flower Shop, 324 Village Street - 01/13/2020
- Reardon Building, 89 Main Street - 02/12/2020
- Next Venture Farm, 73R Oakland Street - 04/01/2020
- Medway Community Farm, 50 Winthrop Street - 04/27/2020
- Shawn's Auto Body, 71 Main Street - 06/15/2020
- CBD ReLeaf Center, 98 Main Street - 06/15/2020
- Auto Exchange, 57 Main Street - 12/14/2020

The DRC reviewed three site plans this year which generally included several meetings during the informal, pre-application phase of site planning. We provided review letters to the Planning and Economic Development Board and the Zoning Board of Appeals as requested and participated in the public hearings where applicable.

- Landscape Plan Review for 20 Broad Street multifamily development - 2/3/2020
- William Wallace Village 274 Village Street Materials, fencing and walls - 3/30/2020
- Site and Landscaping Plan Review – Harmony Village, 218-220 Main Street - 8/3/2020

The DRC met with Conservation Commission chair, David Travalini to discuss the plant species recommended by the Commission. A list and related resources were compiled so the DRC could more readily share this information with site applicants. The DRC plans to include this information in updates to the Design Review Guidelines and within our website space.

We have retained DRC members Matthew Buckley, Rachel Walsh, Jess Chabot, Dan Connolly, Alex Siekierski and Tom Gay as representative of the Planning and Economic Development Board. The DRC bid farewell to Rachel Wolff Lander after one term. The DRC continues to seek a member representing the Medway Business Council.

Looking forward to 2021, the DRC intends to:

- Return to the process of working with the Planning and Economic Development Board to reviewing and update the current sign bylaw so its provisions align more closely with the newly established *Design Guidelines* and effectively serve the community.
- Work to update the *Design Guidelines* for new zoning in the Central Business zoning district.

- Provide more updated information through the committee's page on the Town's website.
- Continue providing design review of all signage applications to ensure they align with the *Design Guidelines*.
- Continue providing site plan application review to ensure they align with the *Design Guidelines*.

The commitment of the DRC is to assist in shaping what can be the very best built environment for Medway. Each member is motivated to employ their skills in all related aspects of the town both private and public. We continue to reach out and be available to each and every Town board, committee and department to involve the DRC where possible and to utilize our specific skill sets. The DRC attempts to encourage design that is attractive, inviting, harmonious with its surroundings, and enhances the visual experience of the community. I believe we have been successful in 2020.

Respectfully submitted,



Matthew Buckley, Chairman

### **REPORT OF THE ECONOMIC DEVELOPMENT COMMITTEE**

The Economic Development Committee (EDC) works proactively to promote, encourage, and facilitate the development of responsible and properly planned business and industrial growth within the community in order to expand and strengthen the local economy and diversify the community's tax base.

Membership is comprised of diverse individuals who either reside or work in Medway and are appointed by the Planning and Economic Development Board. Members in 2020 included: Zachary Knowlton, Chair, Khalid Abdi, Vice-Chair, Richard Di Iulio, Cassandra McKenzie, Mark Schultz, and Keith Peden (since resigned). The Committee typically meets at 7 p.m. on the third Thursday of the month. The Committee is staffed by the Director of Community & Economic Development, Barbara J. Saint Andre.

The year 2020 was a challenging year for the local business community due to the COVID-19

pandemic, which resulted in emergency orders from the Governor closing most businesses in March. While the local economy slowly reopened as the emergency orders were lifted through a phased-in reopening process, many businesses have continued to face economic headwinds. As a result, the EDC shifted its focus to providing assistance during the pandemic, including:

- Assisting local restaurants through the process of obtaining approval from the Board of Selectmen for temporary outdoor dining areas to alleviate the impact of COVID-19 indoor dining restrictions.
- Posting regular updates on the EDC webpage with the latest information regarding available COVID-19 grants and assistance programs for businesses.
- Collaborating with the Medway Business Council, local businesses, and town officials to encourage residents to support local businesses.
- Promoting responsible economic growth through EDC Member Cassandra McKenzie's representative role in the Central Business District Zoning review, in which the Town is exploring zoning amendments to facilitate business growth and prosperity in the Central Business District.

Furthermore, the EDC continuously works to:

- Grow Medway's commercial tax base.
- Eliminate bottlenecks in the permitting process to further strengthen Medway's reputation as a business-friendly community.
- Engage the community by enhancing the content on the EDC website and communicating directly with other town committees.
- Identify funding sources that can be applied to the community's economic development.

As we look toward 2021, the EDC remains intently focused on the health of the local business community and how the EDC can partner with businesses and constituents to facilitate improved economic outcomes. Our local businesses and residents are the lifeblood of Medway and we remain optimistic about the strength and resiliency of our community to not only weather the pandemic, but to come out stronger than ever.

Respectfully Submitted,

Zachary Knowlton  
Economic Development Committee Chair

## REPORT OF THE HISTORICAL COMMISSION

### ***Notices of Intent to Demolish Historic Structures***

**Delay of Demolition** expired on the properties at 260 Village Street (barn) and 21 High Street; owners may proceed with other regulations required by the Town of Medway.

**Demolished:** The house and barn at 102 Winthrop Street were demolished without the need to appear before this Commission since the property was part of a comprehensive permit not subject to local bylaws. The house at 58 Oakland Street was also demolished.

**Intent to Demolish:** The HC determined that the garage at 12 Charles River Road and the house at 35 Milford Street were not historically significant to the Town and owners could proceed to secure necessary permits for demolition.

### ***Evergreen Cemetery***

Public Archeology Lab (PAL), the research consultants hired to complete the complex documentation required to nominate Evergreen Cemetery to the National Register of Historic Places, finished the project in June, and filed their report (43 pages) with the Massachusetts Historical Commission. The MHC has accepted the cemetery as a historic Massachusetts site, and we now await its acceptance by the federal government for placement on the National Register of Historic Places, which should occur in 2021. This historic cemetery, which dates to the 1700's, has seen numerous volunteers since the 1990's working to achieve this nomination, and we owe a debt of gratitude to HC member Paul Russell for his work in the last few years bringing it to fruition.

### ***Garnsey House Foundation / Medway Dog Park***

This was the location of the first house in Medway, at Village and Cottage Streets, once belonging to settler Henry Garnsey. Part of the foundation is exposed, and several years ago an Eagle Scout, with permission from the Town, created a dog park at the property, separating the house foundation from the dog play area using a wood fence. This fence now needs to be replaced and signage describing the history of the site should be installed. The Historical Commission will request funding from CPA money to reconfigure some of the fenced area and acquire additional fencing and gates that will exclude the historic house foundation from the dog park and make it more accessible to the public. The Town will install the fencing.

### ***Jacob Ide House***

Northeast Collaborative Architects, 500 Plaza Middlesex, Middletown, CT 06457, prepared a Historic Structures Report (111 pages) on this house for the Town, which now owns the house. Work must be performed on the house before it can be opened for public use. The Animal Control and Parks Departments currently have temporary offices in the building. Antique pews from the historic Community Church, center of the Rabbit Hill Historic District, are being stored there, also, as the church removed them.

### ***Boston Post Cane***

Medway's oldest resident, Anne Saulen, who had been presented with the Boston Post Cane, passed away in 2020, and a ceremony was held at Mahan Circle in October for presentation of

the cane to the current oldest resident, Esther Fox, age 101 years. Due to restrictions pertaining to Corona virus, the ceremony was limited and was held outside.

### ***Digitizing the Comprehensive Survey of Medway Properties***

Thanks to Paul Russell and his submission of the 1998 Historical Survey of Medway to Stefany Ohannesian and Sandy Johnston at the Town Hall, the survey is now online at the Town's website in the Historical Commission's section.

### ***Plaques/Signs for Historic Buildings and Sites***

This is an ongoing project as sites need to be identified. Owners of private properties would be asked to provide plaques or signs for their homes/buildings. Many sites are on the list, including Town Hall, Anderson School, High Street School, Torrent Fire Station & Cole Library, Sanford Mill (which has a plaque inside but could have an exterior one, as well), Community Church, Episcopal Church, Middle School, Old Inn on Main Street, Village Church, Old Dry Bridge---and many other sites.

### ***Sites Important in Medway's History***

The Board of Selectmen asked the Historical Commission about the possibility of installing flag poles, using CPA funds, at important sites in Medway, including the cemeteries. With this in mind, the HC voted to add to its list of sites important to Medway's history, which already included Matondi Square and the G.A.R. building site (opposite the Police Station) the following places: Evergreen Cemetery, St. Joseph Cemetery, Oakland Cemetery, Harry T. 'Buz' Johnson Park/Lillian Hodgson Playground (site of historic schools). Funding for flag poles for these sites will be requested at Town Meeting, except for Oakland Cemetery, which already has a flagpole.

### ***Other Projects and concerns***

**Deed-Restricted Historic Properties:** The hose tower atop the old Torrent Fire House (195-197 Main Street) continues to deteriorate. Plans for its repair are unknown.

**Digitizing Photographs from Historical Commission files** in Town Hall basement: HC member Cher Hamilton is coordinating with local photographer Tim Rice to work on this project as he has the time to do it.

**Facebook Page** (Medway, Massachusetts Historical Commission): We continue to contribute to and monitor our page and invite everyone to join the page. There are now 192 members.

**Multi-family overlay district** We continue to monitor proposed building projects and zoning changes which might affect the historical character of Medway's National Historic Districts ([Rabbit Hill](#) and [Medway Village](#)).

**Student Historians** Involving Medway high school students in appropriate historical projects is an area of interest to us and contacts have been made at the high school regarding this. Paul Russell and McKenzie Ward are helping with this.

### **Future Consideration**

- Having the portrait of Sanford cleaned (currently displayed at Town Hall)
- Compiling a booklet of historic parts of Evergreen Cemetery
- Creating a book of photos from Medway's collection of about 150 glass images, which Mr. Russell has digitized, giving more people the opportunity to see them.

- Arranging for the preservation of more historic town records.

Respectfully submitted,

Jeanne Johnson, Chair

### **REPORT OF THE MEDWAY PUBLIC LIBRARY**

Medway Public Library is an indispensable part of the community, recognized as an essential and reliable partner in the delivery of information resources, education, self-advancement, and recreation for all ages.

For the fourth year, the Library offered a free Summer Lunch Program, funded entirely by donations, for all children and their parents or caregivers. The very successful Summer Lunch Program was offered three times a week. The Library served 415 lunches, socially distancing outside the Library. We are very grateful to all the organizations, businesses, Friends of the Library and individuals who donated, and the volunteers who picked up or served lunches.

The Library's Makerspace celebrated its fourth anniversary in June, 2020. A Makerspace is a communal area for people of all ages to get together to make things and to learn new skills. The Makerspace equipment, much of which was donated by Medway Cable Access, includes a 3D printer, Mac and Windows computers, computer-aided design software, video and audio editing software, VHS to DVD and 8mm and Super 8 converters, scanners for converting photographs, slides and negatives to digital format, a poster printer, a vinyl/paper cutter, a laminator and a CD/DVD buffer. The addition of a CNC machine is in progress. Patrons and businesses donated equipment for a variety of traditional crafts. The Friends of the Medway Library provide funding for supplies. Local businesses have donated new computers. Mentors, many of them volunteers, have provided patrons with training in sewing, knitting, soldering, drawing, 3D design and printing, coding and robotics. Medway Cable Access offered regular drop-in assistance through mid-March, and patrons met regularly in the Makerspace for robotics, crafting, painting, science and other programs. Since March 2020, we have offered Take-and-Make kits for children of all ages, with the assistance of Walpole Coordinated Family & Community Engagement and the Medway Cultural Council.

The Library received a grant from the Massachusetts Board of Library Commissioners for Virtual Programming for Distance Learning. This funding will cover costs for a wide array of distance learning activities, including a story walk in partnership with Medway Parks and Recreation and the Medway Lions, 3D printer filament, camera equipment, a gaming console, graphic design software and Take-and-Make kits. The Library also received a Social Infrastructure Grant with federal funds provided by the Institute of Museum and Library Services ([www.imls.gov](http://www.imls.gov)) and administered by the Massachusetts Board of Library Commissioners, which funded the purchase of books and other materials on the opioid crisis, mental health, and homelessness. The Library also offered two programs under this grant, *The Opioid Overdose Crisis*

*in Massachusetts and Mental Health during the COVID-19 Crisis.*

The Library was open 48 hours a week prior to the pandemic. Three full- and five part-time staff, as well as a pool of substitute library assistants, served the public. The downstairs community area was open until 9:30 pm Monday-Thursday, and usage continued to be strong during the winter of early 2020. Meeting rooms were used during the extended hours almost every evening that the community space was open. During the remainder of the year, the Library continued to offer programming for adults and children via Zoom and Facebook, including Yoga for Kids twice a week.

Thanks to our Library certification, Medway residents enjoy borrowing privileges for over 5.7 million physical and digital items, in person and through interlibrary loan. Physical Items not owned by Medway Library can be requested from other Massachusetts libraries, and generally arrive for pickup within a few days. Medway Library has 5,285 registered borrowers. We typically host a diverse mix of Library-sponsored programs, Scout troops, other community groups and classes, art shows, and meetings of town boards. During the pandemic, we have continued to host many programs using Zoom and Facebook.

The Library's collection contains 153,192 items, including:

- Books
- Magazines
- Audio books
- Music CDs
- DVDs
- eBooks
- Streaming and downloadable video
- Downloadable audiobooks and music
- Museum, park, winter skating rink, and zoo passes
- Hotspots
- Children's Kindle Fire for use in the Library
- 

Striving to keep our collection current and to meet our community's needs, the Library added 3,652 items, not including digital materials, to the collection during fiscal 2020. Our museum, park, and zoo passes are funded with donations from the Friends of the Medway Library, and can be reserved online for pickup at the Library.

The Library's electronic presence includes a wide range of resources and services reached from the Library's [medwaylib.org](http://medwaylib.org) website. These include access to eBooks, downloadable audio books, streaming video, and magazines provided by the Minuteman Library Network and the Medway Library. Our electronic resources continue to grow in popularity. In FY20, there were almost 18,200 checkouts of digital items.

In addition, we offer both in-library and remote access to many databases provided by Medway Library, the Massachusetts Board of Library Commissioners, and the Minuteman Library

Network. These databases include:

- Full text journal articles
- Reference resources
- Job search resources
- Genealogical resources
- Language learning resources
- Newspapers

The Library's strong technology infrastructure gives patrons access to the catalog, interlibrary loan, office software products, and databases, and connects them with other people around the world. The library catalog interface and the app provided by Minuteman offer patrons an easy way to find and reserve items, renew checked-out items, pay fines online, and manage library accounts.

The Library is equipped with a self-checkout station, a photocopier machine, black and white as well as color printers, a fax machine, a scanner, four Chromebooks, and 16 public Internet access computers, in addition to the printers, computers and other equipment in the Makerspace. Wireless technology extends services to users equipped with their own laptops and other digital devices. The video setup in the Cole Room, provided through the Medway Cable Advisory Board, has been utilized for well-attended free movies hosted by the Friends of the Library, and for presentations during programs, and business and municipal meetings.

Ninety volunteers helped with book shelving and similar tasks, running programs such as the LEGO club, oil painting and sewing classes, and beautifying the Library grounds. In addition, approximately 30 senior tax relief program participants worked at the Library. The Library continued to offer printing, faxing, and copying services during the pandemic, and loaned Chromebooks and laptops for use outside the building. During the last seven months of 2020, the Library provided patrons with outside pickup of library books and other materials, and book delivery to patrons who are not able to travel to the Library. During this period, the Library circulated an average of over 3,500 physical items a month.

We worked with the schools to promote literacy and to provide resources to students. As we do each year, we secured Medway Cultural Council grants for programs for children and families, and offered a Summer Reading Program to encourage literacy. In 2020, 231 children and young adults participated in the Library's Summer Reading Program.

We offered in person programs until mid-March:

- Baby & Toddler Story and Songs program – twice weekly
- Story hour for ages 10 months - 5 years old – twice weekly
- Monthly "Paws to Read" program, which gives children the opportunity to read to a trained therapy dog
- Yoga for Kids

- Mindful Minis
- Arduino Coding and Robotics
- Sense and Sound Robotics Team
- STEAM Thursdays: Quiz Boards, Making Observations, Wonderful World of Mathematics, Pinhole Cameras, Boat Regatta, Creative Tinkerlab
- Cursive Club - weekly
- Craft Tuesday in the Makerspace
- Kids' Acrylic Painting with Trudi
- LEGO Club (Friends of the Medway Library)
- Chess at the Library
- Teddy Bear Sewing Workshop
- Painting with Trudi - Acrylics
- Cross-stitching with Nicole
- Jelly Roll Quilt Workshop
- Apply for SNAP or Fuel Assistance (with the Council on Aging Staff)
- *Early Crops & Seed Starting Success*
- Pastel Paint "*The Miracle Flower*" with Pastelist Gregory Maichack
- *American Chestnut Restoration*
- Book Group at the Senior Center - monthly
- "Oh Shoot" Photography Club

From mid-March on, we offered programs remotely:

- Story hour for children – twice weekly
- Yoga and Mindfulness for kids - twice weekly
- Bounce Back Summer Camp
- Picture Book Book Club
- Middle Grade Book Club
- Young Adult Book Club
- Karen Land and her Sled Dog Noggin
- PLIX Space Food Workshop

- Remnants from the exploration of space with a Space Ambassador volunteer
  - Zoom session with JPL Solar System Ambassador & a former astronaut
  - Grab & Go kits for children, some in conjunction with Medway Cultural Council & Walpole
- Coordinated Family & Community Engagement
- Library Halloween
  - Storytime with a Princess
  - STEM Tuesday videos
  - Dungeons and Dragons Lite
  - Climate Change Preparedness Week
  - Friends of the Medway Library Gingerbread Festival
  - “Oh Shoot” Photography Club - Facebook
  - *Legends of New England* with Jeff Belanger
  - *No Irish Need Apply* with Christopher Daley. (Partnered with the Holliston Library)
  - *Celebrating Ireland in Story & Song*
  - *Getting Started in Homeschooling*
  - *The Opioid Overdose Crisis in Massachusetts*
  - *Mental Health during the COVID-19 Crisis*

We continue to reach out increasingly through Facebook, the Town of Medway, the Library’s Wowbrary newsletter and local news outlets to get the word out to more people about Library offerings.

Many of our programs, including the Lego Club and the Gingerbread Festival, are organized and funded by the Friends of the Library. In addition, most of our donations come from the Friends. Donations also come from individual donors, bequests, local businesses, and fundraisers. We are very grateful to everyone who has donated to the Library, and to the Medway Garden Club for beautifying the area around the Library. We are especially thankful for our dedicated staff and volunteers, and for the continued support by our patrons. Please contact the Library and tell us how we can make the Library even more useful and relevant for you.

Medway Library total collection size (FY20)	153,192
Subscriptions & Electronic Collections (FY20)	140
Number of registered borrowers (FY20)	5,285

Circulation transactions (physical items) (FY20)	70,781
Circulation transactions (digital items) (FY20)	18,191
Total circulation (FY20)	88,972
Interlibrary loans (FY20)	10,940
Attendance in library (visits)(FY20)	58,176
Number of reference transactions (FY20)	1,926
Number of children's and teen programs held (FY20)	388
Total attendance at all children and teen programs (FY20)	6789
Participation in the summer reading program	231
Total number of persons volunteering (FY20)	90
Users of public Internet computers during a typical week (FY20)	204

Respectfully submitted,

Medway Board of Library Trustees & Director

### **REPORT OF THE NORFOLK COUNTY MOQUITO CONTROL DISTRICT**

NCMCD operations apply an Integrated Pest Management (IPM) approach to mosquito control that is rational, environmentally sensitive, and cost effective.

#### **Surveillance**

NCMCD is engaged in an intensive monitoring process through weekly field collections and data analysis in collaboration with the Massachusetts Department of Public Health (MDPH) to detect for disease-vectoring mosquitoes. Virus isolations assist us in focusing our surveillance to hot zones thereby allowing us to alert nearby towns of a potential epidemic. Public requests for service alert us to high numbers of nuisance mosquitoes.

Virus Isolations in the town: 21 samples submitted, with 0 isolations in 2019

Requests for service: 435

## Water Management

Communication with residents and town/state/federal officials, site visits, monitoring, wildlife management, and land surveys while maintaining regulatory compliance is integral to the management of waterways that may contribute to mosquito breeding. Pre- to post-management documentation allows us to assess the efficacy of our work. Tire collections remove a common breeding site of mosquitoes.

Culverts cleared	48 culverts
We also shovel hydrants when needed while conducting culvert work	8 hydrants
Drainage ditches checked/hand cleaned	0 feet
Intensive hand clean/brushing*	0 feet
Mechanical water management	0 feet
Tires collected	0

\* *Combination of brush cutting and clearing of severely degraded drainage systems or streams by hand.*

## Larval Control

When mosquito larval habitat management is not possible, larval mosquito abatement is the most environmentally friendly and effective method of mosquito control. An intensive monitoring program, aides in our decision to effectively target culprit locations.

Spring aerial larvicide applications	(April)	176.2 acres
Summer aerial larvicide applications	(May – August)	0 acres
Larval control - briquette & granular applications by hand		7.7 acres
Rain basin treatments – briquettes by hand (West Nile virus control)		905 basins
Abandoned/unopened pool or other manmade structures treated		1

## Adult Control

Adult mosquito control is necessary when public health and/or quality of life is threatened either by disease agents, overwhelming populations, or both. Our surveillance program, along with service request data and state of the art GPS and computer equipment, allows us to focus our treatments to targeted areas.

Adult aerosol ultra-low volume (ULV) applications from trucks	6,569 acres
Barrier applications on municipal property	1 application, total of 30-gallon mix

Respectfully submitted,

David A. Lawson  
Director

## REPORT OF THE NORFOLK COUNTY REGISTRY OF DEEDS

2020 was an extraordinary year in all our lives. The COVID-19 pandemic impacted all of us. Certainly, some were impacted worse than others. Lives were disrupted with some losing loved ones, small businesses scaled back or in worse case scenarios closed for good. While many sectors of our economy were impacted by the pandemic, I am pleased to report the Norfolk County real estate economy was able to remain viable following the COVID-10 state of emergency declared by Governor Baker on March 10, 2020.

Since the beginning of the pandemic, I am proud to report the Norfolk County Registry of Deeds was able to remain open operationally for the recording of land documents. While the Registry of Deeds building was closed to the general public, Registry personnel were able to continue recording land documents. We utilized social distancing, split work shifts, remote access, and used our disaster recovery site to record documents. We also utilized electronic recording for our institutional users such as banks, law firms and title companies. In addition to electronic recording, users had the option to submit documents via regular mail, Federal Express or placing documents in our drop-off box located just outside our main entrance at 649 High Street, Dedham, MA.

The results of these efforts were a viable Norfolk County real estate market benefitting sellers and buyers of real estate, lending institutions, the real estate legal community and all others with

a vested interest in the local real estate economy. By keeping the Norfolk County Registry of Deeds open, recording fees collected were forwarded to the state and county helping to pay for important public initiatives including education, health care, and police and fire expenses. We are so thankful to our partners in the real estate community and most importantly the citizens of Norfolk County. Their patience with us has been critical to the Registry of Deeds being able to continue its core mission of recording land documents in a safe and secure environment.

The Registry of Deeds is the principal office for real property records in Norfolk County. Its mission is to maintain and provide for accurate, reliable and accessible land records to all residents and businesses of Norfolk County. The Registry receives and records hundreds of thousands of documents annually. It houses more than 8.5 million land documents dating back to 1793 when George Washington was President. The Registry is a primary and indispensable resource for title examiners, mortgage lenders, municipal officials, homeowners, title examiners, real estate attorneys, genealogists and others with a need for land record information.

The Registry operates under the supervision of the elected Register, William P. O'Donnell, who has held the position since 2002.

### **2020 Registry Achievements**

- The Registry of Deeds Customer Service and Copy Center continues to provide residents and businesses with quality service. These requests included the filing of Homesteads, accessing deeds, verifying recorded property documents and assisting those in need of obtaining a mortgage discharge notice. Customers can contact the Customer Service and Copy Center at 781-461-6101, Monday through Friday between the hours of 8:30AM to 4:30PM.
- In calendar year 2020, **the Registry collected approximately \$60 million in revenue.**
- The Registry of Deeds continues to address legislative issues to benefit consumers. In 2021, we will again file legislation to advocate for mortgage transparency by requiring mortgage assignments be recorded at the appropriate Registry of Deeds.
- This year saw a record number of electronic recording filers, **approximately 2,150.** The Registry is approaching 75% of its recorded land recordings being done electronically.
- Norfolk Registry of Deeds was the first registry in Massachusetts to record electronically registered land documents. This started in the Land Court section of the Registry of Deeds in 2017 and was crucial in remaining operational during the coronavirus pandemic. At the onset of the pandemic, 25% of the registered land documents recorded were done via electronic recording which has grown now to 60%.

- In 2020 we hit a record high of recording our **38,221 Registry of Deeds book**. For the sake of security and redundancy, we store our documents 3 different ways: hard copy, electronically and by microfiche.

In calendar year 2020, the Registry processed **10,970 Homestead applications**. The law Chapter 188 (M.G.L.) provides limited protection of one's primary residence against unsecured creditor claims.

- The internet library of images, accessible to the public through the Registry of Deeds' online research system at [www.norfolkdeeds.org](http://www.norfolkdeeds.org) continues to expand. Today, all documents dating back to the first ones recorded in 1793 are available for viewing.
- Our website includes a genealogy page and a section highlighting land records of notable people – United States Presidents, military heroes, noted authors and leaders in their fields of education, environment and the law
- The Registry's website [www.norfolkdeeds.org](http://www.norfolkdeeds.org) routinely updates the public on such news as real estate statistics, answers to frequently asked questions, along with detailing of our consumer programs. Additionally, we also write a monthly column for various Norfolk County newspapers and their online websites. We also distribute a weekly press release to alert residents of the latest happenings as well as to remind them of our consumer services.
- The Registry's free Consumer Notification Service allows any county resident to opt into this free notification service and be alerted when any land document – fraudulent or otherwise – is recorded against their name. For more information, please see our website at: [www.norfolkdeeds.org](http://www.norfolkdeeds.org). Currently, over 1,380 Norfolk County residents are signed up for this program.
- Due to the ongoing COVID-19 pandemic, the Registry was forced to suspend its community outreach programs. We are hopeful that in 2021 we will be able to visit each of the Norfolk County communities for office hours and renew our partnerships with Interfaith Social Services of Quincy, Father Bill's & MainSpring of Quincy, the VA Boston Healthcare System, Voluntary Service Program and InnerCity Weightlifting on our 'Suits for Success' program, and New Life Furniture Bank of MA in Walpole to assist those who are in need of household items. We also look forward to renewing our Annual Holiday Food Drive and Toys for Tots campaigns in 2021.

## REPORT OF THE MEDWAY OPEN SPACE COMMITTEE

The Open Space Committee works within the context of the Town's Open Space and Recreation Plan (which can be located at the committee's page at the Town of Medway website).

2020 saw a major accomplishment – completion of a continuous walking trail from Adams Street to Lovering Street. Part of a 20-year-old vision, this section of trail was started (from the Adams Street side) back in 2017, when the Dave Hoag Boardwalk spanned Chicken Brook. In 2019, a second boardwalk was constructed to span a wide canal northeast of the Hoag Boardwalk.

In 2020, a set of dedicated volunteers (coordinated by the Medway Trail Club) extended the trail from the new boardwalk, up to Millstone Village, then northwest back across the power-line right-of-way and west of Larussi Way up to Lovering Street. The 2020 extension required the construction of four new, small footbridges. The trail is 100% on Town of Medway property. The middle parcel, the boardwalks, and the materials for most of the footbridges were purchased using Community Preservation Act funds.

Combined with other trails, it became possible to walk from Choate Park all the way to Lovering Street. It's also possible to walk from the Idylbrook recreation area north to Wenakeening Woods in Holliston, and ultimately to the Upper Charles Rail Trail. Many Medway residents, faced with the unprecedented COVID-19 pandemic, commented that outdoor recreation, in the woods with fresh air, became more valued than ever before.

The Committee along with the Trail Club continues to work on extending and improving the trail through the Adam Street Meadow to the Boardwalk. The trail has also been completed from Summer Street connecting Summer Street to this trail network. A new boardwalk was completed allowing the trail to continue behind Millstone properties and to the meadow off of Lovering Street. Signage has been added to the trail as well.

The Open Space Committee continues to work on improving access to the Amphitheater – a four-acre meadow and woodland off of Village Street on the Charles River. This area also includes a short nature trail loop around the property. Discussions continue on providing access from Village Street. Fencing was added to the north side of the parking area. Trail options are being developed.

Community outreach continues and has increased through the Open Space Committee's Facebook page.

On-line trail maps have been updated.

The Committee continues to work with Town departments and boards, in particular DPW and the Conservation Commission. DPW has been very supportive in providing and placing picnic

tables at the front/Adams Street end and rear end of the Adams Meadow, helping to improve access and parking at the Lovering Street Trailhead, installing fencing and improving many other initiatives.

**The Medway Trail Club** is a volunteer organization that works with the Open Space Committee in developing and maintaining trails throughout town. In 2020, the Club accomplished many initiatives that increased the number of trails and the ability to enjoy the natural surroundings.

Trail Club president, Joanne Williams noted, that in addition to the above activities the Club also did:

- extensive work toward invasive plant removal, especially garlic mustard in various locations, multiflora rose, bittersweet and buckthorn near Lee Pond and the trail section between the boardwalk and Lovering Street, and at the Christmas tree meadow
- completion of Link Trail from Hoag Boardwalk through (including two forks) to Lovering Street, and clearing of land for parking lot construction
- creation of viewing area at Chicken Brook along the trail west of the old Christmas tree farm
- began new data base on club members, including volunteer interest/availability/skills/tools
- moved re-cycled concrete blocks and old bog bridge panels to create informal benches requested by walkers along several trail sections
- hosted successful COVID-safe outdoor social events, to provide healthy social and relaxation time for Medway during COVID restrictions, to increase awareness of Medway's Open Space efforts, and to gain new volunteers and supporters: Soup on the Bridge in fall had estimated 120 turn-out with 36 new sign-ups to the club.

Respectfully,

Tina Wright, Chair  
Medway Open Space Committee

## REPORT OF THE PARKS AND RECREATION COMMISSION

### Overview

The Park and Recreation Commission conducts and promotes recreation, play, sport, physical education and other programs to meet the leisure time needs of the town. The Commission works to promote, maintain and improve the various parks, playgrounds, fields, and facilities under its jurisdiction. The Commission establishes usage policies, sets rate schedules, and issues approved permits for the usage of Medway's various parks, fields, recreation areas, and related facilities. The Commission currently consists of five members, 3 of which are -elected for terms of 3 years each. New in 2020 was the addition of two members that were appointed by the Board of Selectmen. The Commission is currently comprised of:

Debi Rossi, 2021

Sean Murphy, 2022

John Farrell, 2023

Lyle Core, appointed

Joanne Williams, appointed

### Personnel

2020 turned out to be a challenging year for all. While the world shut down in March 2020, the Parks and Recreation department forged forward with Julie Harrington, Director of Parks & Recreation, at the helm. Online activities and events became a staple for the department. They hosted daily Facebook events, scavenger hunts, trivia, bingo, a drive thru zoo, a mustang challenge against Norwood Recreation Department. It looked different from what was offered in the past, but the goal was still the same and that was to bring the community together. The summer of 2020 saw successful new programs, boating nights at Choate, and the start of Choate Summer, along with our drive-in summer concerts. In the fall of 2020, we continued to offer in-person programming outdoors. We saw some great new programs such as pint-sized Picassos, treasure hikes and Wild Wednesdays grow in popularity. We were still able to run fall favorites such as pumpkin carving and trunk-or-treat with COVID adjustments.

In 2020 the Parks and Recreation Department:

- Conducted a Drive in Summer Concert Series out of Oakland Park with five concerts.
- Hosted many socially distant and COVID safe community events in 2020 – Drive thru Zoo, Teddy Bear Walk, Bunny visits, chalk your walk, The Great Medway Scavenger Hunt Parts 1 and 2. Facebook Live Trivia, Lunchtime Bingo, Virtual Fishing Derby, Summer Concerts, Boating Nights at Choate, Pumpkin Carving at the Park, Drive thru Boo, Drive thru Trunk or Treat, Snow Sculpture contest, Medway's First light fight. We also teamed up with the Medway Lions and Tim Rice for Halloween and Santa photos.
- Developed a summer camp program for ages K-5. It was extended to 6 weeks to accommodate the delay of school opening.

- Hosted Wacky and Wild Wednesdays at Choate Park for the months of July and August.

In 2020 the Parks and Recreation Commission:

- Updated the Usage Policy for Medway Parks and Recreation Fields and Facilities in regards to COVID.
- Opened the fields with new protocols and safety measures put in place.

### **Future Priorities**

As the Parks and Recreation Commission looks to the future, we will continue to focus on expanding the recreational programming opportunities for the residents of Medway. We will continue our efforts to work closely with all in-town youth organizations in their program administration. The Commission will strive to maintain both efficiency of operations and fiscal responsibility. We will focus on enhancing our fields and facilities by working closely with our dedicated Public Works team. More specifically, the Commission will look to develop a long-term improvement plan for the VFW field complex, invest in new equipment storage solutions for our in-town renters, and move forward with plans to increase the number of fields with lighting.

Respectfully Submitted,

Debi Rossi, Chair

### **REPORT OF THE MEDWAY REDEVELOPMENT AUTHORITY**

The Medway Redevelopment Authority (MRA) is an independent municipal urban renewal authority established by the Town of Medway in 2014, in accordance with Massachusetts General Laws, Chapter 121B. The Authority is governed by five members, four of whom are elected and the fifth member is appointed by the Governor. The members are as follows: Andy Rodenhiser, Chairman (term expires 2021); Michael Griffin, Vice Chairman (2023); Douglas Downing, Treasurer (2024); Rori Stumpf, Member (2022); and Paul Yorkis (State-appointed Member, 2024).

The mission of the Medway Redevelopment Authority is to encourage reinvestment by means of development of underutilized areas that will lead to job creation, added housing opportunities, a mix of commercial and industrial uses, an improved tax base, and a better quality of life for all residents of Medway. The MRA will function as a catalyst in fostering public/private partnerships.

The initial focus for the MRA is on the Oak Grove area, comprised of the “Bottle Cap lots” as well

as a portion of the adjoining “Medway 495 Business Park”, which is bordered by Milford Street to the North, Milford town line to the West, Alder Street to the South and West Street to the East. The Bottle Cap lots derive their name from a 1920’s marketing promotion by Clicquot Club, which awarded small parcels to customers with winning bottle cap lots. There were originally approximately 1,022 Bottle Cap lots with an average size of approximately 1,600 square feet and dimensions of approximately 80 feet by 20 feet. The ownership of many of the lots has been consolidated over the years, but the configuration of many small, irregularly shaped lots with multiple owners remains a significant obstacle to redevelopment of the area.

During 2016, the MRA worked with BSC Group in the development of an Urban Renewal Plan for the Oak Grove area. A vision for the area was developed early in the planning process, which reads as follows:

As a gateway to Medway, the Oak Grove Area shall have a strong identity and image while sustaining Medway’s high quality of life for residents and businesses. The development shall encourage a diverse mix of uses, including the potential for housing, business, industry and open space, in order to generate sustainable commercial and industrial employment opportunities, provide business opportunities for economic development, and deliver a net increase to Medway’s tax base. The Oak Grove Area shall leverage its access to the regional highway network and nearby regional development in a manner that supports balanced and sustainable development with consideration to minimizing environmental and social impacts.

The Urban Renewal Plan was approved by the MRA, the Board of Selectmen, the Planning and Economic Development Board, and the Commonwealth’s Department of Housing and Community Development in 2017. The MRA is now proceeding to implement the Plan, and will continue its outreach to the property owners in the Urban Renewal area. The Redevelopment Authority appointed the Oak Grove Zoning Task Force, which worked with a consultant, Ted Brovitz, to prepare a new zoning district for the Oak Grove Urban Renewal Area to accomplish the vision of the Plan. The new Oak Grove Park Zoning was adopted by the November 18, 2019 Town Meeting.

In Fiscal Year 2018, at the Fall Town Meeting 2017, the Town appropriated funds in the sum of \$74,400.00 to the Redevelopment Authority for funding initial land acquisition costs, including but not limited to any legal and technical costs associated thereto, for the purpose of implementing a redevelopment and/or Urban Renewal Plan. At Town Meetings in March and May of 2019, the Town appropriated a total of \$2,400,000.00 (by borrowing) to fund land acquisition in the Oak Grove Urban Renewal Area. The Redevelopment Authority made its first purchase of land in the Oak Grove in 2019, obtaining an important 2.815 acre parcel of vacant land at 15 Trotter Drive for \$550,000.00. In 2020, the Redevelopment Authority purchased 16 Alder Street for \$250,000.00. The Redevelopment Authority also expended funds in 2020 for

the purposes of hiring appraisers, legal fees, title reviews, and an environmental assessment with respect to the purchase of the 16 Alder Street parcel, and other parcels in the Oak Grove Urban Renewal Area.

<b>URBAN RENEWAL EXPENSES ACCOUNT</b>	
Appropriated 2017	\$ 74,400.00
Previous expenditures	\$ 32,333.00
CY 2020 spent	\$ 23,731.00
<b>Remaining</b>	<b>\$ 18,336.00</b>

<b>URBAN RENEWAL CAPITAL ACCOUNT</b>	
Appropriated 2019	\$ 2,400,000.00
Previous expenditures	\$ 582,300.00
CY 2020 spent	\$ 255,237.00
<b>Remaining</b>	<b>\$ 1,562,463.00</b>

Respectfully submitted,

Andy Rodenhiser, Chair

#### **REPORT OF THE ZONING BOARD OF APPEALS**

The Zoning Board of Appeals is authorized by Massachusetts General Laws (M.G.L.) Chapter 40A to hear and decide appeals, applications for special permits, and petitions for variances, and to make other necessary findings. Under M.G.L. Chapter 40B it is also responsible for the issuance of comprehensive permits for affordable housing proposals. The Medway Zoning Bylaw designates the Board as the special permit granting authority for certain uses. Board meetings are regularly scheduled for the first and third Wednesday of each month at 7:30 p.m., or at other times and places as determined by the Board.

The Board consists of five permanent members and two associate members, each appointed by the Board of Selectmen for a three-year term. The members are as follows:

- From July 1, 2019 to June 30, 2020: Rori Stumpf, Chair (term expires 2023); Brian White, Vice Chair (2022); Gibb Phenegar, Clerk (2023); Christina Oster, Member (2021); Tom Emero, Member (2022); Brian Cowan, Associate Member (resigned in March 2020); Carol Gould, Associate Member (2022).

The Zoning Board of Appeals is staffed by the Administrative Assistant for the Community & Economic Development Department (“CEDD”), who also serves as the Recording Secretary; currently Stefany Ohannesian.

The Board is also staffed by the Town’s Director of Community & Economic Development; currently Barbara J. Saint Andre.

Tetra Tech, based in Marlborough, serves as the Town’s engineering consultant. The Board was capably assisted during 2020 by professional engineers Sean Reardon and Steve Bouley, and other specialized Tetra Tech staff with expertise in civil and traffic engineering, wetlands, and stormwater management.

In 2020, the Board approved the final plans for the 39 Main Street Comprehensive Permit, as well as Phase I of the Glen Brook Way Comprehensive Permit. The Board also decided petitions for special permits, variances, and nonconforming structures and uses.

The Board thanks those town employees and members of Town boards and committees who have worked diligently to provide comments to the Board in their review of applications. The Board would also like to thank those applicants who have come before the Board and the residents who have attended public hearings to voice their comments and questions.

The Board recommends that those who intend to file an application for a hearing with the Board review the aforementioned chapters of the Massachusetts General Laws, as well as the Medway Zoning Bylaw. The Board encourages all who intend to file an application for a ZBA hearing to discuss with staff prior to application submission. Contact information, M.G.L. 40A and 40B, the Medway Zoning Bylaw, ZBA Application Forms, and other general information can be found on the Zoning Board of Appeals webpage on the Town website <http://www.townofmedway.org/zoning-board-appeals>.

Respectfully Submitted,

Rori Stumpf  
Chair

## REPORT OF THE SUPERINTENDENT OF SCHOOLS

The pandemic has significantly impacted all aspects of the Medway Public Schools. The school closure that began in March 2020 and persisted until the end of the 2019-2020 school year required continued changes and adjustments to our delivery of educational services to our students. The online learning model we adopted provided continued opportunities for our students to stay engaged with their teachers and classmates. Throughout the spring, the Department of Elementary and Secondary Education (DESE) continued to update expectations for learning in this new online learning environment.

As the 2019-2020 school year ended, we began planning for the 2020-2021 school year. Our plans used the guidance from the Massachusetts Department of Elementary Education and the Massachusetts Department of Public Health to ensure we were meeting required health and safety guidelines. As required, we submitted a plan to DESE that outlined learning models that included: full remote (online) learning, full in-person learning, and a hybrid model that reduced the population of our schools to address health and safety concerns.

In September school began on a delayed start. Students in PK-2 were all in school four days each week, with students in grades 3-12 in school for 2 days each week, with three days of remote instruction. During the fall we were able to identify additional classrooms and began hiring additional teachers in grades 3-5. As hiring was completed, students in these grades returned to a four, and then five in-person days each week. We were able to get all students in grades PK-5 in for five full in-person days beginning in January. At these grades, we continued to observe the CDC recommended 6' of physical distancing.

As a district we continued to identify opportunities to enhance health and safety protocols for our staff and students. In December we began a weekly staff COVID-19 testing program. In January we were able to add students in 5-12 to a weekly COVID-19 testing program, with students in grades 2-4 participating beginning in March. As the number of cases began to decline, we began planning for a return to a full in-person experience for our students in grades 6-12.

Throughout the entirety of managing the pandemic, our Strategic Plan, 2019-2024 Excellence for All: A Medway Mindset, served as an important reminder of the critical mission for the Medway Public Schools. The major components of Strategic Plan include:

Mission:

The Medway Public Schools, in partnership with the community, creates an academically challenging, safe and supportive learning environment that promotes the pursuit of excellence for all.

Vision:

Medway Public Schools, aspires to provide all students with a robust, equitable. academic program that engages, challenges, and supports all students to apply knowledge, develop talents and skills, think independently, work collaboratively, and become informed, responsible, and productive citizens of a global community.

Core Values:

- Active, continuous learning
  - Equity and empowerment
  - Relationships built on trust and mutual respect
  - Comprehensive wellness
- .....for all

Goals:

Goal #1: Improved Learning: Improve the learning of all. (This is the CENTRAL goal)

Goal #2: Social/Emotional Wellness: Foster the social, emotional, and healthy development of all.

Goal #3: Innovative Teaching and Leadership: Ensure evidence based best practices and encourage innovation in teaching and leading.

Goal#4: Positive Learning Culture: Cultivate a professional and student culture that values respect, trust, collaboration, and effective communication,

Finally, it is important to note that the partnership and collaboration between Town officials have supported the Medway Public Schools during this challenging and complicated time. The willingness to support the district made it possible for us to return our students back to a typical learning model more quickly than many districts. This has provided significant benefits to the children of Medway. This would not have been possible without the support of Town officials.

Respectfully submitted,

Armand Pires, Ph.D.  
Superintendent of Schools

## SPECIAL EDUCATION AND STUDENT SERVICES IN A PANDEMIC

Medway Student Services spent much of the 2020 school year learning how to teach, learn, and deliver specialized instructional services in a pandemic. From March 2020 through April 2020, Medway special educators and related service personnel set up developmentally appropriate grade-based folders for parent and student access of special education materials. Additionally, Medway also offered additional Board-Certified Behavior Analyst evening services for students who, while not behaviorally involved during the school year, were experiencing significant difficulties during the closure. By the end of April, Medway had developed protocols and begun offering virtual IEP annual reviews and reevaluation meetings, transition meetings, and 504 annual and initial eligibility meetings, and had Medway established 2 overarching goals:

1. To support the access to enrichment and new instruction for students with disabilities (SWDs); and
2. To provide each parent/student with a Remote Learning Service/Support Plan that was updated biweekly until the end of the school year.

We also established new protocols for audio and video conferencing for counseling and other therapeutic services, offered virtual and in-person evaluations, provided parent on-demand interpretation services, and collaborated with parents to develop service provision agreements for all students with IEPs as they began the 2020-2021 school year.



### Summer Extended Year Services

During the summer, we were able to provide an in-person learning environment for some of our youngest learners. These students struggled the most with remote learning, and staff color-coded spaces, materials, as well as jump ropes to concretely show and help young learners follow the state social distancing guidelines. Our teachers developed lessons which included bringing in students' friends (virtually) as typical peers for social skills instruction. Several of our older, Middle School students were also in person, with some students opting to attend virtually during key instructional times (i.e. reading instruction).

### Program Evaluation

Based upon an analysis of data, and discussions with speech pathologists, occupational therapists, and physical therapists, Medway engaged an outside evaluator to review the entry and exit criteria, best practices, and service delivery for these programs. This is the first audit of

these programs since 2010. Current trends seem to indicate that the bulk of services (typically greater in elementary) are now shifting to lower middle school. The reasons for the shift are important to understand and the program evaluation is designed to help us understand and provision for students in the future.

### Tiered Focus Monitoring

Student services engaged in a year's long self-evaluation and preparation for the Department of Elementary and Secondary Education's audit of processes and procedures, entitled Tiered Focus Monitoring (TFM). TFM is a comprehensive review of compliance with state and federal regulatory compliance in both special education and civil rights. Medway is in Group A, Tier 1 which includes the top 10% of districts based upon quality indicators, proportionality with discipline and disability type, and numbers of complaints received through the program resolution system. The final phase of the audit will occur in March, 2021, with a close out report anticipated prior to June, 2021.

### Individualized Education Plan Student Profiles, Services & Delivery, Methodologies, and Specialized Programs Guidebook



The department began developing a guidebook to help support new educators become oriented to the Special Education processes and programs in Medway Public Schools. The purpose of this guidebook is multifold: it provides a starting point for service delivery frequency and duration recommendations based upon the philosophy that the appropriate level of intervention is that which both challenges the student's capabilities and supports the student's growth, and it articulates the types of materials and programs readily available for the remediation of skill deficits. The guidebook is organized by disability type, and articulates the predominant characteristics of each disability, the strengths of students who tend to manifest the disability, and the intervention needs and challenges of those students. Additionally, it defines particular methodologies of instruction (such as Co-Teaching), procedures for data collection, specialized programs within Medway Public Schools, as well as availability, understanding, and interpretation of standardized assessments

## Culturally Responsive Education

Throughout the year, administrators met with representatives from community and staff groups such as the Medway Marches, Medway Youth Against Racism, the Roundtable, and the Medway Staff Diversity, Equity, and Inclusion groups. As a public school system, Medway is required to seek parent input and feedback regarding our teaching and learning practices, and to reflect on our practice through the lens of cultural proficiency. This is a DESE requirement and Medway has engaged in a parent survey annually since 2016 to meet the requirement. Additionally, our strategic plan incorporates two dimensions under Equity in Education: The first ensures that personal and social circumstances should not be an obstacle to achieving educational potential, and the second is inclusion.

To further our reflective processes, we began collaborating with recent Medway High graduates to create an open and on-going dialogue where these students can share their experiences in the Medway school system, and help us understand, from a student perspective, the areas of focus for this work. The ultimate goal is to create more equitable schools where all students feel safe and heard and can achieve to their highest potential free from intolerance and microaggressions that have been shown to impact student achievement.

As a way to frame this work so that it continues to evolve and to formally incorporate it as part of our Equity and Empowerment core value, we collaborated with an outside partner to develop a Request for Proposal (RFP), seeking a vendor to partner, lead and engage our staff in reflection, analysis and inquiry, and to identify opportunities to achieve parity across several student populations.

## Department of Wellness

The Wellness Department operates under the Center for Disease Control's Whole School, Whole Community, Whole Child model, which focuses on the child and emphasizes a school-wide approach, supported by the community, to enhance the health and wellness of students. In support of the strategic plan and the District's core values, the Wellness Department has focused much of its efforts on fostering the social, emotional, and mental health of Medway students and building and strengthening community partnerships to best support Medway's youth.



In 2020, the Wellness Department's primary focus was on creating a safe learning environment for students during the COVID-19 pandemic. During March through June, this meant staying vigilant and responsive to students' physical and emotional needs during the quarantine. These needs were addressed in numerous ways, including virtual physical education classes to

promote student movement, online school counseling sessions, and remote school meal food delivery/pick-up services. Toward the end of the 2019/2020 school year, the Wellness Department began to strategize on a safe return to in-person learning for all students.

In order to safely bring students back to school during the fall of 2020, the summer months were spent planning the return. Medway Schools were able to successfully bring back its students to in-person learning by instituting numerous risk mitigation strategies including: mask-wearing, hand sanitizing, physical distancing, maximizing air ventilation, regular cleaning, and symptom monitoring. In-person learning was maintained through 2020 by coordinating with Medway's Board of Health to implement thorough and timely contact tracing for students ill or exposed to COVID-19.

Research indicates that one of the most effective ways for children and adolescents to attain and maintain optimal mental and physical health is to attend school on a regular basis. Most years, we take the opportunity to attend school each day for granted, but this year, unlike any other, we were reminded of the impact of in-person learning on Medway's youth's healthy development.

The Wellness Department would like to thank the residents of Medway for all of the support that has been shown over the past year. We look forward to working together to best support Medway's students' health and well-being.

#### Community Education Department

The Community Education Department offered year-round learning and enrichment programs for all, including District students, Medway residents, and those in surrounding communities. Our programs supported social, academic, enrichment and physical growth. Discounts to senior citizens and active military families were offered, as well as financial assistance to students during the school year.

Seasonal Brochures were mailed to all Medway residents, each offering a wide variety of our all-time popular programs, as well as numerous and varied new programs, for all age groups. We are thankful for the continued support of both local businesses and our experienced instructors and vendors. Also, we are appreciative to all of the registrants who attended and supported our programs. Due to Covid-19, the revised Spring 2020 Brochure offered online programs only.

- Total Programs Offered: 266

Total Number of Participants: 1,393



## **Medway High School Grades 9-12**

### "A Medway Mindset"

Medway High School is an award-winning school of approximately 631 students, 84 staff members, and 3 administrators. In the fall of 2017, the school earned re-accreditation by the New England Association of Schools and Colleges (NEASC). Our school continues to cultivate our community based on our core values of active, continuous learning, equity & empowerment, relationships characterized by trust and mutual respect, and comprehensive wellness for all. However, we find ourselves with a new mission: to build a curriculum which, at its core, empowers our students with the 21st century skills necessary to compete in the modern workplace and be engaged citizens.

Our year was interrupted by the COVID-19 pandemic beginning in March of 2020. From March 16th through the end of the school year, our staff and students engaged in a full remote learning model. The transition created numerous challenges with new technology demands, a new teaching and learning structure, and impacts on the social and emotional well-being of students. It was disappointing for our entire school community to miss out on a variety of activities and traditions such as sports, music, proms, senior activities, and our June graduation. Through it all, we were most proud of our students and staff's ability to remain resilient through the closure. We identified ways to persevere through this difficult time and continue to build community and connection in truly novel ways.

Through the summer of 2020, our staff developed plans to reopen the school in a hybrid model with contingency plans for a full remote or a fully in-person return. Our hybrid model was designed for approximately half of our students to attend on Mondays and Tuesday and the other half of our students to attend on Thursday and Friday. All of our students would attend school remotely on Wednesdays. In the hybrid model, students learn from their homes and at school simultaneously. In class students would engage in a very traditional manner, while students at home would engage in the learning by accessing their assignments via Google Classroom, logging in to their classroom via Zoom or Google Meet and participate with the students at school. While it's difficult to replace traditional, in-person instruction, the hybrid model provided students an opportunity to learn in school with their peers at least two days a week. We also managed a full Virtual School for approximately 10% of our students. Students in this model attended school via zoom with a combination of Medway teachers and fully asynchronous online courses.

Our Medway Mustang student-athletes have had a successful year thus far. The COVID-19 pandemic has caused numerous changes to our schedules and seasons. This school year we will

see an unprecedented four athletic seasons in order to get all of our teams the ability to play in a safe environment. As a safety precaution, the MIAA limited roster sizes for many of our teams so our overall participation numbers are down but our winning ways continue. During the fall season our teams participated in geographic pods instead of the usual Tri-Valley League Small Division. With no state tournaments or league titles up for grabs our teams continued to do very well, highlighted by our Boys Soccer Team who finished the season undefeated. We had numerous TVL All-Stars as well as many individual honors for our student-athlete and coaches. This past winter, two teams were named TVL Small Champions: Boys Hockey and Girls Basketball. Back in a normal TVL Small alignment, all of our teams performed strong and once again we had numerous student-athletes honored for their high level of competition. A new 'wedge season' began in February with football, winter track, girls volleyball and swim/dive participating. We are looking forward to the outcome of this season and are eager to welcome back spring season student-athletes who have not competed since the spring of 2019 due to the pandemic.

The school closure in 2020 and the COVID safety guidelines established at the beginning of the 2020-2021 school year significantly limited our performing arts program. After the success of last year's show, *Once on This Island*, we were excited to see a talented group take the target to perform *Anything Goes*. Unfortunately, the timing of the show and the school closure due to the pandemic occurred at the same time and the show had to be cancelled. Throughout this school year our performance groups have been preparing for a spring Cabaret performance that can happen virtually or as an outside performance.

We also held a variety of celebrations within our school and community, many of which looked different this year. This year we honored (posthumously) Mr. Michael Bhatia as the outstanding alumni for 2020. Mr. Bhatia was a 1995 graduate who lost his life in support of US military operations in Afghanistan. We also welcomed 47 juniors and 5 seniors as inductees into the MHS chapter of the National Honor Society bringing our total to 97 members. This spring we are planning exciting events for students such as STEM Day and a Financial Literacy Fair. Graduates of the class of 2020 enjoyed the first ever August graduation on Hanlon Field. This class has finalized post-secondary plans to attend a diverse array of schools with varying degrees of selectivity across the country. With a graduating class of 188, this year our students filed 1461 applications to 280 different institutions of higher learning. Eighty-nine percent of students will continue their education beyond high school. The largest number, (81.9%), will attend 4-year colleges, with 32.9% attending 4-year public institutions and 48.9% attending 4-year private institutions. This includes 2 students attending colleges in Canada. Ten students are attending community colleges. Some of these students have noted plans to transfer after 2 years to a Massachusetts public university. The Commonwealth Compact has made this an excellent financial and educational plan for students. One student has enlisted in the military;

specifically the United States Army. Two students will report to Norwich Academy in August and one to Massachusetts Maritime Academy. Ten students are employed. In addition, 4 students attending the ACCEPT programs at Medway High School participated in our graduation ceremonies.

The current senior class is also making great strides towards a successful transition to life after MHS. In November 2020, 46 seniors in the class of 2021 were recognized as John and Abigail Adams Scholarship recipients by the Massachusetts Department of Elementary and Secondary Education for their performance on grade 10 MCAS tests. Prior to January 2021, members of this class submitted over 1231 applications to colleges and universities nationwide.

The school counseling team supports the academic, career and social-emotional development of all students through individual counseling and classroom lessons in every academic year of high school. Our partnership with Family Continuity Programs continues to provide access to therapists onsite for students in need who are unable to access outside providers. In its second year, our town and school partnership with Interface Referral System allows counselors to refer students and families for assistance with access to outside providers. Our Bridge to Youth in Transition Program, funded in part by a MetroWest Health Foundation grant, continues to support students as they reintegrate to school and classes following prolonged medical or psychiatric absences; as well as is an additional resource for students at risk.

### **Medway Middle School Grades 5-8**

Medway Middle School currently serves students in grades 5-8. Medway Middle School strives to provide students with a safe and nurturing environment that supports students' academic, social, and emotional learning. The goal of the Middle School is to support students during a formative, and often tumultuous time, in their development. In the end, the objective is to provide a strong educational experience that provides students with the requisite skills to become independent learners and conscientious citizens while also helping students feel connected to a strong school community.

The Medway Middle School Community, like all school communities, faced a variety of challenges in response to the global pandemic. Like schools throughout the Commonwealth, the Middle School closed for in person learning in March, 2020. While the building remained closed, instruction continued through remote learning experiences throughout the Spring. Students connected with teachers via online learning platforms and participated in synchronous and asynchronous learning experiences.

The Middle School faculty and staff joined together in planning for the reopening of the Middle School in Fall, 2020. Our goals were to provide a safe learning environment while continuing to support the academic and social-emotional needs of our students. Medway Middle School supported a Virtual School experience as well as an in-person hybrid learning experience for students. In the hybrid model, students experienced in person learning two days a week and learned from home three days a week. Students with significant needs were invited to learn in person four days a week. When learning from home, students participated in synchronous and asynchronous learning experiences. Throughout the reopening planning process, the goal continued to be to return students to full in person learning five days a week.

Although last Spring's MCAS assessments were cancelled, the Middle School staff continues to utilize the I-Ready (Grade 5) and IXL (Grade 6-8) assessment and learning platforms to help identify needs, as well as provide students with personalized learning plans. Both resources have provided faculty with greater information to assist in meeting the needs of Middle School students. Data was used to identify students who needed additional support and interventionists offered specialized support for these students.

In addition to supporting student learning needs, the Middle School staff also introduces students to grade level content and standards. Highlights of this year include the implementation of new mathematics curriculum resources. Big Ideas is used in Grades 6-8 and Ready Math is the curricular resource for Grade 5. Additionally, Grade 8 Math teachers have introduced a revised Accelerated Math course following a similar course change in Grade 7 last year. At both grade levels, these courses provide students an opportunity to engage in advanced content and standards in addition to those addressed at their grade level. This opportunity offers our students a chance to place up to one level ahead in high school. Our Social Studies teachers have expanded the use of the Document Based Question project to include all four grade levels to support the development of argumentative writing skills. Through this resource, students analyze primary and secondary sources and use evidence to respond to an overarching question.

Outside of the classroom, Medway Middle School provides students with a variety of opportunities to engage in activities focusing on different interests, leadership opportunities and community service projects. Despite restrictions as a result of the pandemic, students have continued to participate in activities outside the classroom. The Middle School Student Council continues to meet virtually to plan different community-building and service-learning activities. Our Where Everyone Belongs (WEB) program welcomes and supports students who are new to the Middle School. 8th Grade WEB leaders met virtually to redesign this important program to ensure that all new students felt welcomed and part of our school community. Despite not being able to physically perform as they have in the past, our Performing Arts department

produced “Willy Wonka Jr.” last May. Our students and staff have risen above to continue additional important programs, such as modified class competitions, assemblies and our morning televised announcements known as the “Mustang Message”. These programs continue to have a positive impact on our school culture and provide our students with opportunities to excel and develop leadership skills outside of the classroom.

Medway Middle School is fortunate to be well supported by the community. The faculty and staff of Medway Middle School appreciate the work of the Medway Middle School Council, the Medway Secondary Parent Teacher Organization, the Medway Foundation for Education, and the Medway community at large for their continued support.

### **Burke-Memorial School Grades 2-4**

Burke-Memorial School is home to our second, third and fourth grade students and serves 476 children. The school houses 156 students in the second grade, 149 in the third grade and 171 in the fourth grade. There are eight sections at each grade level at Burke-Memorial School.

Memorial School developed and continues to embody the motto: We C.A.R.E. at Memorial School. Each letter in C.A.R.E. stands for core values of the school: Cooperation, Acceptance, Responsibility and Effort. These values align with the district’s core values: Active, Continuous Learning, Equity and Empowerment, Relationships Characterized by Trust and Mutual Respect and Comprehensive Wellness for All. Students and staff celebrate accomplishments related to these core values throughout the school year.

Memorial School has adopted the Responsive Classroom model. The use of this philosophical approach to teaching has helped the school community employ the consistent use of prosocial skills. Teachers implement Responsive Classroom/social emotional learning lessons across the school day on a consistent, proactive basis. Aspects of Responsive Classroom include a Morning Meeting, Energizers, Chill Zone and Quiet Time. Our school counseling team develops regular grade level community meetings to focus on Social Emotional Competencies, and our school SEL team coordinates school wide celebrations.

At Memorial School, students participate in all state required content curriculum and special subject courses. English Language Arts including reading, writing, speaking and listening are taught daily. All students participate in both readers’ and writers’ workshop, through the Units of Study Curriculum. Ready Math is the core mathematics resource in the elementary grades. Social studies content is integrated into the English Language Arts curriculum and is also taught as independent subjects. The school utilizes iReady diagnostic testing three times a year to

assess student progression towards mastery and growth. Third and fourth grade students receive hands-on science/technology instruction by a science specialist. Students participate in this integrated, paperless science/technology class three times a week. Second grade students receive science instruction from their classroom teacher. Students in second grade also receive technology instruction once a week. Memorial School students all participate in the Project Lead the Way Launch Program as part of their science/technology curriculum. This program empowers students to adopt a design-thinking mindset to solve problems which relate to the world around them. All students receive weekly lessons in art, music, library, and physical education and health education. Burke-Memorial school houses a variety of electronic mobile devices including iPads and Chromebooks. Interactive projectors and document cameras are also present in each classroom. Students have also utilized green screen technology, interactive whiteboards, and display monitors.

Medway elementary teachers receive ongoing professional development in order to stay current with the state curriculum and other mandates. During the 2019-2020 school year, elementary teachers and staff engaged in professional development around the Massachusetts Curriculum Frameworks, Responsive Classroom techniques, and classroom Yoga.

Support through the Medway Elementary Parent Teacher Organization (MEPTO) is an integral piece of the learning package. MEPTO sponsors both our fourth grade Medway Community Farm Program as well as our School Based Farm Program for students in grades two and three. Additionally, through fundraising activities, MEPTO offers many extra-curricular activities for the students including in-house enrichment programs and community events. Medway's Community Education department offers additional after school programs in cooking, enrichment, newspaper writing, world languages, art, music, theatre and sports.

Parent nights at the schools include curriculum evenings, reading and math family workshops and informational sessions on curriculum related activities. Orientation events are held for students new to Medway and students transitioning to Burke-Memorial School from McGovern School.

School administration works closely with the principals of McGovern and Medway Middle School to keep lines of communication open. Teachers work collaboratively across grades and schools to ensure smooth transitions from school to school and to continuously review and update curriculum. Grade level groups also work with special education staff, Title I math staff and reading support staff to help provide students with the tools they need to do their best.

The COVID-19 global pandemic caused the closing of physical schools abruptly in March 2020. This event suddenly changed the educational experience for our school community. Memorial

School was forced to pivot to remote learning for all students and staff. The school established a school schedule through video conferencing. Families were provided with weekly learning plans with schedules and hyperlinks to remote classes. Students engaged in their classes through small group structures. An enrichment choice board was provided in afternoons with asynchronous learning experiences. Services such as special education, counseling, and occupational and physical therapies transitioned to individual and small group learning plans to ensure our most vulnerable students were being served. Extensive family reach out took place to engage learners and support families.

All schools, Medway and beyond, adjusted to a new modality of education, while families adjusted to a new way of living and working at home. The District collaborated to ensure the safety and basic needs of families were met. The year ended with our school community coming together on June 10th to mark the end of an unprecedented year. Families decorated their cars with words of thanks, as they paraded through the school driveway. It was an emotional celebration that provided a spotlight on the strength and compassion of our school community.

### **McGovern Elementary School Grades PK-1**

McGovern School is the early childhood school for the district and is home to our preschool-1st grade students. Our Integrated Preschool offers full and half day options five days per week. Last year, our preschool program had 49 students enrolled. In addition, McGovern School has eight, full-day kindergarten classes. Through the support of the Town of Medway, we are pleased that our students receive a full-day Kindergarten experience, tuition-free. The kindergarten class had an enrollment of 149 students. Finally, there are eight first grade classes serving 149 students. Last year we had a total of 347 students enrolled at the McGovern School.

Students participate in all state required content curriculum and special subject courses. English Language Arts, including reading, writing, speaking, and listening skills are taught and are integrated into the readers' and writers' workshop daily. The Ready program is the core mathematics resource for the elementary grades. This is our second year using Ready and the curriculum covers content in four domains: numbers and operations, algebra and algebraic thinking, measurement and data, and geometry. Science and social studies content is integrated into the English Language Arts curriculum and taught as independent subjects. Students also receive weekly lessons in art, music, health and physical education from

McGovern's allied arts specialists. Additionally, students have the opportunity to visit the library each week to hear a story, select a new book, and participate in STEM activities. Technology instruction is integrated into individual classrooms and students have access to our Discovery Zone, computer lab, iPads and Chromebooks. Finally, classrooms have projectors and document cameras to support classroom instruction.

In addition, we have continued to integrate the philosophical approach of Responsive Classroom into our classrooms and larger school community. Teachers implement Responsive Classroom/SEL Lessons across the school day on a consistent, proactive basis. Aspects of Responsive Classroom include a Morning Meeting, Energizers, Chill Zone and Quiet Time.

Support through the Medway Elementary Parent Teacher Organization (MEPTO) is an integral component of student support. Additionally, through fundraising activities, MEPTO offers many extra-curricular activities for the students including in-house enrichment programs and community events.

Parent nights at the school includes open house and curriculum evenings, reading and math family workshops and informational sessions on curriculum related activities. Orientation events are usually held for students transitioning to McGovern School, however, due to the Covid-19 pandemic, this did not happen last year.

The McGovern and Burke/Memorial Schools' administrators work closely together to keep lines of communication open and to ensure consistency between the elementary schools. Teachers work collaboratively across grades and schools to ensure smooth transitions from school to school and to continuously review and update curriculum. Grade level groups also work with special education staff, Title I math staff and reading support staff to help provide students with the best possible education.

The 2019-2020 school year was a year like no other! At McGovern, the school year was broken into two distinct parts: Pre-Pandemic and "Post March 13th!" There is no question that the McGovern faculty and staff did an amazing job of transitioning from teaching in person to online learning while simultaneously prioritizing making connections with students. There were many challenges related to technology, and our educators took on each new challenge with humility and grace. Grade level teams worked together to co-plan lessons and activities that students could engage in at home. Our social emotional team closely monitored attendance, reached out to families who needed support, and provided online counselling sessions for students on their caseload and newly identified students. Our special educators and related service providers worked collaboratively to create individual service plans for students and found new and creative ways to deliver specialized instruction in the remote world.

The pandemic has uncovered many challenges, but we have also found the silver linings. I am

incredibly grateful for our team, the valiant effort they put forth last year, and their willingness to keep reinventing their craft.

### **Medway High School Class of 2020**

Rachel Abrams	Kaitlyn M Calnan
Ibrahim H Akar	Alexis S Carbonaro
Jillian R Anton	Lee J Chan
Jillian N Archer	Henri O Chaudoir
Nicholas Arego	Sarah T Clark
Gregory Assad	Matthew J Coakley
Rome Banaitis	Aidan Connors
Lauren Barrett	Elisa N Cook
Dylan M Bigelow	Ethan L Core
Joel Blenkhorn	Jack P Costa
Andrew Bliss	Kathryn M Creonte
Maya Bonarrigo	Maxwell A Creonte
John Boujnane	Mason R Cronin
Kyiana Braccio	Timothy R Cusack
Amrita K Brar	Nayara daSilva
Grace M Bridges	Ryan T Davin
William R Brooks	Roman Dello
David J Burke	Olivia N Dennehy
Andrew E Burton	Emma F D'Entremont
Nicholas A Calderone	Riley E DeRosa

Alexander Y Diamond

Caroline J Dickie

Michael A DiGiosa

Emma G Doherty

Tanner J Donnelly

Tess E Donnelly

Julia E Dowling

Taylor L Doyle

Anna M Dumont

Thomas B Dwyer

Connor P Eason

Michael R Ertmann

Ethan M Fennyery

Cole Fennyery

Julia A Figueiral

Dominic J Firnges

John MFoy

Daphne I Freeman

Noah D Garofalo

Lillian C Garten

Molly Garten

Jacob A Gerard

Jason I Gerges

Tyler W Gervais

Mary Gould

Aidan E Gray

Abigail J Greeley

Sadie M Green

Kendall H Haddigan

Thomas C Hall

Joseph H Hamm

Kylie M Hansbury

Hannah J Hardin

Meghan E Harris

Jack P Hayes

Amanda R Heafey

Olivia R Heafey

Carolyn R Hernandez

Catherine E Higgins

Justin R Hollis-Zicko

Kylie M Horan

Liam P Hoye

Samuel Jacobs

Keri M Jenkins

Maggie L Johnson

Richard C Johnson

Ariana Johnson

Ryan W Johnston

Matthew Kaplan

Rory V Keating

James Kelly

Grace Killman

Daniel Labbe

Kyle P Laidlaw

Kelly R Lanoue

Hannah L LaPointe

Chase C LeSiege

Benjamin N Lind

Riley W Lobisser

Dominic S Lombardo

Brenna G Lorenzen

Samuel A Lower

Joseph N Luca

Daniel E Lynn

Nicholas A MacDonald-Moreno

Sophia R Macrina

Ethan J Magliaro

Kevin M Maloney

Tara E Martin

Matheus Martins

John E McCarthy

Megan E McCarthy

Rory C McCarthy

Abigail E McHallam

Samuel McKeown

Kristopher P Mitchell

Jacqueline Morales

Kyle P Moran

Matthew J Mueller

Caroline B Murray

Brianna I Narcisse

Anna M Narducci

Christopher K Nicklas

Drew A Nix

Lauren E Norton

John E O'Connor

Mitchell Olsen

Max Olson

Conor G O'Sullivan

Erica N Paille

John C Palos

Talia M Pantaleo

Tessa N Pantaleo

Michael J Parrinello

Sarah E Pass

Jason R Patterson

Charlie J Petersen	Alexandra C Spezzano
Kirsten N Petersen	Parker L Spies
Nikolas R Petersen	Ryan P Spillane
Matthew E Peterson	Emma K Stearns
Joseph L Pierre-Louis	Christopher P Stott
Drew R Plunkett	Colin S Stover
Erene H Poktor	Thomas R Suttill
Kiera S Poole	Kyle J Sylvester
Alyson E Rankin	Emma E Thompson
Owen D Read	David Thomsen
Peyton V Redfield	Angela G Tiernan
Bridget M Regan	William A Tobin
Kyle F Regan	Sean M Trainor
Kyle G Roberts	Daniel E Travers
Madison I Rounds	Emma K Tudino
Melanie K Rounds	Brianna E Tunney
Kenneth P Santos	Ram N Tysoe
Rocco F Santos	Sophia M VanSaun
Sean R Sauer	Aiden G Vokes
Ethan J Schwab	Anthony M Volz
Taylor F Shea	Nicholas J Volz
Nicholas B Sheehan	Andrew J Way
Tara K Shipos	Ryan S Wettengel
Olivia M Sistrand	Elizabeth L White

Nicole M Wong

Trevor M Woodard

William D Woodring

Marek J Woytaszek



Town of Medway  
**BOARD OF SELECTMEN**  
155 Village Street, Medway MA 02053  
Tel: 508-533-3264 Fax: 508-321-4988

**VOLUNTEER FORM**

Town government needs citizens who are willing to give time in the service of their community. The Board of Selectmen and the Town Administrator maintain a file as a means of compiling names of citizens who are willing to serve, on a voluntary basis, on boards, committees and as resource people.

We appreciate all our citizens and the efforts and contributions provided to the Town. Thank you for volunteering in whatever capacity.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: E- \_\_\_\_\_

MAIL: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

BACKGROUND/EXPERIENCE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COMMITTEES OF  
INTEREST: \_\_\_\_\_

\_\_\_\_\_

OTHER: \_\_\_\_\_

\_\_\_\_\_

## Important Telephone Numbers

### Public Safety

Emergency Number	911
Police Department Business Line	(508)533-3212
Police Department Dispatch Fax	(508)533-9044
Fire Department Business & Inspections Line	(508)533-3213/3211
Fire Department Station I	(508)533-3213/3211
Fire Department Station II/Dispatch	(508)533-3209
Fire Department Fax	(508)321-4851
Highway Facility	(508)533-3275
Highway Facility Fax	(508)321-4985

<u>Administrative Offices</u>	<u>Phone</u>	<u>Fax</u>
Town Administrator/Selectmen	(508)533-3264	(508)321-4988
Human Resources	(508)533-3294	(508)231-4940
Town Clerk	(508)533-3204	(508)533-3287
<u>Financial Offices</u>		
Accountant	(508)533-3202	(508)533-3201
Assessors	(508)533-3203	(508)321-4979
Treasurer/Collector	(508)533-3205	(508)533-3207
<u>Public Services</u>		
Animal Control	(508)533-3251	(508)321-4993
Building Department/ Zoning Enforcement	(508)533-3253	(508)533-3252
Community & Economic Development	(508)321-4890	(508)321-4915
Conservation Commission	(508)533-3292	(508)321-4984
Department of Public Services	(508)533-3208	(508)321-4985
Health Department	(508)533-3206	(508)321-4982
Planning Department	(508)533-3291	(508)321-4987
Housing Authority	(508)533-2434	
Senior Center	(508)533-3210	(508)533-0386
Tree Warden	(508)533-3275	(508)321-4985
Veterans Agent	(774)233-7102	
Public Library	(508)533-3217	(508)533-3219
Superintendent's Office	(508)533-2222	(508)533-3219
Operations and Finance	(508)533-3222 Ext. 3155	(508)533-3226
Athletic Director Cafeteria	(508)533-3227 Ext. 5120	
Community Education	(508)533-3227 Ext. 5126 (508)533-	
Francis J. Burke Elementary	2222 Ext. 3185/3186 (508)533-3242	
High School Office	(508)533-3227	
John D. McGovern Elementary	(508)533-3243	
Memorial School Middle	(508)533-3226	
School Office Special	(508)533-3230	
Education Office	(508)533-3222 Ext. 5178	