

**Select Board Meeting
June 21, 2021 – 7:00 PM
Sanford Hall
155 Village Street**

Present: Maryjane White, Chair; Dennis Crowley, Vice-Chair (via phone); Frank Rossi, Clerk; John Foresto, Member; Glenn Trindade, Member.

Staff Present: Allison Potter, Assistant Town Manager; Carol Pratt, Finance Director; Dave D’Amico, Department of Public Works (DPW) Director; Debi Rossi, Parks Commission Chair; Julie Harrington, Parks and Recreation Director; Andy Rodenhiser, Planning and Economic Development Board Chair.

Other Participants: Richard D’Innocenzo, Parks Commission Candidate.

At 7:00 PM Ms. White called the meeting to order and led the Pledge of Allegiance.

Public Comments: Mr. Rodenhiser of 7 Dover Lane and PEDB Chair stated he knows the Select Board took a position on the Zoom meetings at their last meeting to not allow appointed Boards to continue with remote participation noting that, following that decision, the Governor extended remote participation. The PEDB has received positive feedback regarding the ease for both Board members and the public to participate remotely. He gave as an example the Medway Redevelopment Authority’s need to hold a very quick meeting to discuss and vote on one small item and feels remote participation would be more efficacious. He requested the Select Board develop a policy that allows some percentage of remote participation, for example where a large attendance at a public hearing is anticipated or when public hearings are scheduled very late in the evening. There was further discussion about the Governor’s lifting of the restrictions and the impact on remote participation. Mr. Rodenhiser stated remote participation allows for more public participation. Mr. Foresto stated at the time of the Select Board’s discussion, the Governor did not have a position clarified. His own opinion was that we need a policy noting that there is a lot of effort involved with implementing remote participation, as there is a support team in place to allow this to occur, but for those on many committees this makes it easier to participate. Mr. Trindade read the State’s announcement to the group. Mr. Crowley read the Select Board policy from the June 7th meeting minutes noting that until that is changed, all meetings must be in-person. The Select Board requested this be researched and a proposed policy developed for its consideration. Ms. White stated that will allow Mr. Boynton to present the policy and the Board to reassess this policy at their July 12th meeting.

Approval of Minutes: June 7, 2021

The Board reviewed the draft minutes of June 7, 2021.

Mr. Trindade moved that the Board approve the minutes of June 7, 2021. Mr. Rossi seconded.

Discussion: Mr. Crowley requested that Ms. Langley update the section on page 3 regarding the amount that would be in the reserves. Mr. Trindade requested that the tape of the meeting be revisited to determine the exact updates required in the minutes. The Board moved the approval of these minutes to the July 12th meeting.

Appointment Consideration: Parks Commission – Richard D’Innocenzo

There were no materials for the Board to review.

Mr. Trindade moved that the Board appoint Dr. D’Innocenzo to the Parks Commission for a term expiring on June 30, 2022. Mr. Rossi seconded. Dr. D’Innocenzo stated he is requesting appointment to this position noting that for many years his children played Medway sports, he has been a past coach, was chair of EPFRAC and a Select Board member that implemented the field upgrades, as well as the Choate and Oakland Parks revitalization. He has knowledge of what the Parks Commission is about. Ms. White stated he is clearly qualified. Ms. Rossi stated her agreement noting his knowledge and said he would be a great asset to the Commission. **It was voted by roll call: Crowley aye; Foresto aye; Rossi aye; Trindade aye; White aye. VOTE: 5-0-0.**

Approval: Local Action Unit (LAU) Application – Balsam Way

The Board reviewed the (1) memo from Ann Sherry, Affordable Housing Trust Chair, (2) Local Initiative Program (LIP) Application for Local Action Units (LAU), (3) Outreach Plan for Balsam Way, (4) LAU Application.

Mr. Trindade stated this is an affordable unit within this development and noted the letter from the Chair of Affordable Housing Trust recommending the approval of the LAU. The driveway, to be known as Balsam Way, will be a private way.

Mr. Trindade moved that the Board authorize the Chair to execute the Balsam Way Local Action Unit (LAU) application as presented. Mr. Rossi seconded. Mr. Crowley stated the proposed condo fee is \$300 and asked if that fee will be the same for all the other condos. Mr. Trindade confirmed. Mr. Crowley asked if this fee would be consistent with all the other tenants. Mr. Trindade confirmed. **It was voted by roll call: Crowley aye; Foresto aye; Rossi aye; Trindade aye; White aye. VOTE: 5-0-0.**

Approval of Contract with New England Building & Bridge Company, Inc. for West Street Bridge Repair - \$439,262.30

The Board reviewed the (1) memo from Dave D’Amico, (2) bid results, (3) contract.

Mr. D’Amico stated this project started back in 2016. The Town was awarded a \$400,000 grant which was to cover the entire project. He stated there is \$227,000 left on grant noting with Massachusetts Department of Transportation involvement the scope increased. An additional \$100,000 in funding was approved by Town Meeting. We have a total of \$327,000 for this project. He noted the deficit in the amount between the cost and available funding stating he is confident that we will have enough money from other budgetary areas to address this deficit. He noted the range in bid results. He recommended that this project move forward. He described the issue is that the guardrails are falling off and explained how this will be addressed by the placement of a slab. Mr. Trindade asked if this was the Hopping Brook area. Mr. D’Amico confirmed.

Mr. Trindade moved that the Board approve the contract with New England Building & Bridge Company for West Street Bridge Repair in the amount of \$439,262.30 as presented. Mr. Rossi seconded. No discussion. It was voted by roll call: Crowley aye; Foresto aye; Rossi aye; Trindade aye; White aye. VOTE: 5-0-0.

Discussion: Proposed Permitting Process for Parks Pavilions

The Board reviewed the memo from Deb Rossi, Parks Commission Chair.

Ms. Rossi commended Ms. Harrington on her efforts noting today was her first swim team practice. Ms. Harrington stated 40 children participated, many of which are Medway residents, noting the location is at Milford High School. Ms. Rossi stated back in November of 2018, the Parks Commission came before

the Select Board with proposed policies and procedures for use of the pavilions at Choate and Oakland Parks noting at that time the Select Board wanted them to remain open to the public. She noted that many groups contact the Parks Commission requesting the ability to have a permit for access to these pavilions. She stated she would like to have the opportunity should a group want to use the area for a longer period of time to provide a permit. She would like a process, knowing who is using the pavilion, and if any damage is involved, using the permitted funds to address any damages. She is asking the Select Board to allow the Parks Commission to review the prior policies and procedures, adjust if needed, and re-present them to the Board. Ms. White asked if they are looking to charge. Ms. Rossi confirmed. Ms. White asked if you just want to hold a birthday party for a couple of hours, would that need to be permitted. Ms. Rossi stated no. Ms. Harrington shared the number of times she receives inquiries. Mr. Foresto asked how public access would be blocked off during permitted times. Ms. Rossi explained the process her family used in the past at a different venue. She noted there are times where they would not want to block this off. Mr. Foresto stated he would be interested in how other towns manage this process and how successful they have been. Mr. Trindade agreed with Mr. Foresto noting the need for some means of closing the area off, signage, and identifying who would address any issues of non-compliance. Mr. Rossi stated he does not feel we could close it off, but that signage would be useful. Ms. Rossi stated they are experienced with this process and associated issues with the field usage. Mr. Crowley asked Ms. Harrington of any issues with any events where people have complained. Ms. Harrington stated no. Mr. Crowley stated the issue was recently one group wanted to take over the Choate Pavilion for an all-day event so perhaps the cutoff would be length of time of usage. Mr. Crowley asked who has the authority on the policy, the Parks Commission or the Select Board and does the Select Board have an opportunity to have any input. Mr. Crowley requested that we ask Town Counsel about jurisdiction. Ms. Potter reported that Town Counsel stated this is under the jurisdiction of the Parks Commission and not the Select Board. Ms. Rossi is asking to allow the Parks Commission to pursue this process. The Select Board agreed to allow the Parks Commission to proceed. Mr. Rossi stated the amount of time and amount of space would need to be considered. Ms. Rossi stated events at Thayer and Cassidy field also needs to be taken into consideration.

Approval of Fiscal Year (FY) 2022 Enterprise Indirect Cost Allocations

The Board reviewed the proposed FY22 enterprise indirect cost allocations.

Ms. Pratt stated she is asking for the approval of the Select Board for this yearly allocation noting there is a specific formula utilized. Mr. Trindade asked if the formula is approved by anyone. Ms. Pratt stated it is endorsed by the Department of Revenue and is also reviewed annually by our auditors.

Mr. Foresto moved that the Board approve the FY22 enterprise indirect costs allocations as discussed. Mr. Trindade seconded. Mr. Crowley stated if you look at indirect costs and take the top two DPW staff, 45% is charged to the enterprise accounts and he does not feel that is appropriate, but the Select Board should address this at a later date. **It was voted by roll call: Crowley aye; Foresto aye; Rossi aye; Trindade aye; White aye. VOTE: 5-0-0.**

Consideration of Public Event Application: Medway Community Church 5K Road Race – 8/28/2021

The Board reviewed the (1) public event application, and (2) Lieutenant Kingsbury's recommendation.

Mr. Trindade moved that the Board approve the Medway Community Church 5K Road Race as presented subject to the Police Lieutenant's recommendations and proof of appropriate insurance coverage. Mr. Rossi seconded. No discussion. It was voted by roll call: Crowley aye; Foresto aye; Rossi aye; Trindade aye; White aye. VOTE: 5-0-0.

One-Day Liquor License Applications:

- **James Prescott – Thayer Homestead – 7/10/2021**
- **Susan Callahan – Thayer Homestead – 7/11/2021**
- **Daniel San Clemente – Thayer Homestead – 7/24/2021**
- **Michelle Dwyer – Thayer Homestead – 8/7/2021**
- **Paula Arsenault – Thayer Homestead – 8/15/2021**
- **Meagan Angenete & Alva Wilson – Thayer Homestead – 8/21/2021**
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The Board reviewed the Police Lieutenant's recommendations for James Prescott, Susan Callahan, Daniel San Clemente, Michelle Dwyer, Paula Arsenault, and Meagan Angenete & Alva Wilson.

Mr. Trindade moved that the Board approve the one-day liquor applications as presented subject to the Police Lieutenant's recommendations and proof of appropriate insurance coverage. Mr. Rossi seconded. No discussion. It was voted by roll call: Crowley aye; Foresto aye; Rossi aye; Trindade aye; White aye. VOTE: 5-0-0.

Action Items from Previous Meeting

The Board reviewed the (1) action items dated June 7, 2021

There was no discussion on this agenda item.

Assistant Town Manager's Report

There were no items for the Board to review.

COVID Update: Ms. Potter stated 64% of Medway is fully vaccinated and we have eight active cases.

Town Hall Closed: July 5th – 4th of July Holiday Observance: Ms. Potter stated Town Hall will be closed on July 5th in observance of the July 4th holiday.

NEXT Regular Select Board Meeting – Monday, July 12, 2021.

Select Board's Reports

There were no items for the Board to review.

Mr. Rossi stated the Medway High School lacrosse team will be in the sectional final most likely against Dover-Sherborn. He stated that we beat Weston 12-9 with the sectional final scheduled for next Thursday, most likely at Dover-Sherborn.

Mr. Foresto stated the preliminary design report for the Water Treatment Facility is due this week. This is the first time that the Owner's Project Manager (OPM) and Designer who independently are putting the costs estimates together will put their work together, known as a preliminary PDR, for review for the collective cost for this undertaking. Mr. Crowley stated that the PDR is usually at thirty percent and requested that Mr. Foresto ask what percentage this PDR is calculated at. He asked that Mr. Foresto share the information provided at the Thursday meeting with the Select Board.

Mr. Crowley stated he has meeting with the contractor about the tennis courts on Thursday to begin the work as soon as possible with the goal of completion prior to the start of school. Mr. Foresto asked for the project cost. Mr. Crowley stated the preliminary cost is estimated at \$458,000 due to the drainage work that needs to be addressed. Mr. Foresto asked if the fence will be removed. Mr. Crowley stated

that will be part of the Thursday discussion. It was noted this includes the pickleball courts and the complete rehabilitation of the surface.

At 7:51 PM, Mr. Trindade moved to adjourn. Mr. Rossi seconded. It was voted by roll call: Crowley aye; Foresto aye; Rossi aye; Trindade aye; White aye. VOTE: 5-0-0.

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