

**Select Board Meeting  
June 22, 2022 – 7:00 PM  
Sanford Hall  
155 Village Street**

**Present:** Maryjane White, Chair; Dennis Crowley, Vice-Chair; Frank Rossi, Clerk; Glenn Trindade, Member; Todd Alessandri, Member.

**Staff Present:** Michael Boynton, Town Manager; Allison Potter, Assistant Town Manager; Carol Pratt, Finance Director; Pete Pelletier, Department of Public Works (DPW) Director; Julie Harrington, Parks and Recreation Director, Barbara Saint Andre, Community & Economic Development Director; Sandra Johnston, Communications Director.

**Other Participants:** Deb Rossi, Parks Commission Chair; James Sullivan, Finance Committee (FinCom) Vice-Chair; Cindy Sullivan, School Committee.

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

The Select Board reorganized as follows:

**Mr. Trindade moved that Mr. Crowley hold the position of Select Board Chair. Mr. Rossi seconded. No Discussion. VOTE: 5-0-0.**

**Mr. Crowley moved that Mr. Trindade hold the position of Select Board Vice-Chair. Ms. White seconded. No Discussion. VOTE: 5-0-0.**

**Mr. Crowley moved that Mr. Rossi hold the position of Select Board Clerk. Mr. Trindade seconded. No Discussion. VOTE: 5-0-0.**

**Public Comments:** There were none.

Maryjane White exited the meeting at 7:02pm. Mr. Crowley requested a moment of silence for Ms. White's mother who passed away last Sunday.

Mr. Crowley stated that, as Chair, he will open every meeting with remember the number 19, which is the number of Medway residents who died serving our county.

Mr. Crowley reported that he intends to invite a department head or committee to each meeting to provide an update to the Select Board. He would like the Medway Redevelopment Authority to have a quick overview of where we are going at the next meeting.

Mr. Crowley congratulated Ms. White and Mr. Alessandri on winning their Select Board seats and all of those who pulled papers and ran for a position.

**Public Hearing (7:00PM): Discussion/Vote: Fiscal Year (FY) 2023 Water and Sewer Rates**

*The Board reviewed the memo from Pete Pelletier regarding Water and Sewer Advisory Board's Recommended FY23 Water and Sewer Rates.*

**Mr. Rossi moved that the Board open the public hearing on the FY23 water and sewer rates. Mr. Trindade seconded. No discussion. VOTE: 4-0-0.**

Mr. Pelletier explained these are the FY23 water and sewer rates recommended by the Water and Sewer Advisory Committee noting they are similar to what was projected last year at a 12.9% overall increase. Sewer rates stay the same with no increase with the same amount of projected retained earnings. Mr. Trindade explained there is no major work planned on the sewer infrastructure, but there are plans for the water infrastructure. Mr. Pelletier stated they are continuing to complete sewer repairs, as well as trying to decrease inflow and infiltration. Mr. Alessandri asked for the estimate for FY24. Mr. Crowley requested that the rate chart be updated following the cost analysis completed by Ms. Pratt. Ms. Pratt stated we now have the actual numbers noting interest rates are higher than anticipated. However, debt costs will not be as high as we have pushed the principal payment out one year allowing us to build our retained earnings, so hopefully we will not have as steep an incline in rates. Mr. Boynton stated over the next couple of years we will have to discuss what we want our retained earnings balance to be at noting this will be a policy level conversation. Mr. Crowley stated the rate increase next year may be the same at 12.9% as this year. The construction of the water treatment plant costs \$30 million and we received \$5 million in grants. The \$25 million burden will be spread over a 30 year period and will impact the 3,760 resident water users. This will result in a rough estimated increase of \$150 to \$450 more per year on their water bill. The water treatment plant should be completed 22-24 months from now. Mr. Boynton noted that this increase was expected for this fiscal year and was discussed with the residents at Town Meeting. Mr. Trindade stressed this will address the water quality issues experienced to date. Mr. Alessandri asked if the FY24 rate calculation includes the Timber Crest and 39 Main Street projected revenue. Mr. Pelletier stated it does not entirely include those but that will also help with our retained earnings. Mr. Crowley stated that revenue projections for 2023 are at \$3.9 million noting we are at \$3.6 million this year with \$4.4 million of projected revenue for the following year. He noted that Ms. Pratt did include those projected impacts of that revenue on the rates. Mr. Boynton wanted residents to understand the rates only go up one time at the beginning of the fiscal year, as of July 1. If bills seem to be higher than anticipated is it related to water use and residents can contact DPW to check their meter and, if that is not satisfactory, we can do a bench test. He noted that 80% of the time the meters are running slower than they should. Mr. Crowley stated that when Mr. Trindade came onto the Select Board 20 years ago and Mr. Crowley 18 years ago, Medway had the second lowest water rates in the state. The goal was to keep rates as low as possible and they did not do any infrastructure updates in order to keep the rates low.

Mr. Trindade asked if there were any public comments. There were none.

**Mr. Alessandri moved that the Board close the public hearing on the FY23 water and sewer rates. Mr. Trindade seconded. No discussion. VOTE: 4-0-0.**

**Mr. Trindade moved that the Board approve the FY23 water rates as discussed. Mr. Rossi seconded. No discussion. VOTE: 4-0-0.**

**Mr. Trindade moved that the Board approve the FY23 sewer rates as discussed. Mr. Rossi seconded. No discussion. VOTE: 4-0-0.**

**Approval of Minutes: June 6, 2022**

*The Board reviewed the draft minutes of June 6, 2022.*

**Mr. Trindade moved that the Board approve the minutes of June 6, 2022. Mr. Alessandri seconded.** Discussion: Mr. Rossi requested on page 2, that line 56 be changed from “that was set aside” to “of approximately \$35 million”. **VOTE: 3-0-1. Mr. Crowley abstained as he was not at the meeting.**

**Appointment Considerations:**

- **Medway Pride Day – Kristen Salera**
- **Native American & Indigenous Peoples National Heritage Commemoration Day Steering Committee- Citizen At Large (4) – Liam McDermott, Michael Regan, Jo-Ann Phillips, Rebecca Purcell, and Valerie Shinas**

*The Board reviewed the (1) candidates e-mails of interest, and (2) Medway Pride Day Chair’s recommendation.*

Ms. Salera of 33 West Street , Unit 201, discussed her background and interest in serving on the Medway Pride Day Committee as follows: she came to Medway in 2018 with her son who is in the Medway schools, has volunteered in various roles, is on the Medway Business Council, has helped out with the Cub Scouts, and unofficially worked with Sarah Stone on this year’s Pride Day as well as working on the parade.

**Mr. Rossi moved that the Board appoint Kristen Salera to the Medway Pride Day Committee for a one-year term. Mr. Trindade seconded. No discussion. VOTE: 4-0-0.**

The Board was informed that Ms. Shinas withdrew her name for consideration for one of the citizen-at-large positions on the NAIP National Heritage Commemoration Day Steering Committee.

Ms. Purcell of 4 Karen Avenue discussed her background and interest in serving on the NAIP National Heritage Commemoration Day Steering Committee as follows: she has lived and grown up here since she was two - for thirty-four years, has children in the schools, works as an Emergency Room (ER) Nurse, has an interest in history including native peoples of the area, and has more time to become involved. She is an ER nurse at Newton Wellesley Hospital and Boston City Hospital and worked in Framingham Union Hospital in the past.

**Mr. Crowley moved that the Board appoint Liam McDermott, Rebecca Purcell, Michael Regan, and Jo-Ann Phillips to the NAIP National Heritage Commemoration Day Steering Committee for a two-year term. Mr. Trindade seconded. No discussion. VOTE: 4-0-0.**

**Approval: Early Voting Hours for September 6 and November 8, 2022 Elections**

*The Board reviewed the memo from Stefany Ohannesian of the proposed dates/times for early voting.*

Ms. Ohannesian thanked the Select Board, Representative Roy, and Mr. Boynton for their support and efforts to remove the sub-precinct. She noted that the House and Senate has not fully voted on the early voting for these elections but anticipates that this will be what will soon be passed by both. She explained how the early voting hours would be held for both elections to meet the anticipated requirements.

**Mr. Trindade moved that the Board approve the dates and times for early voting for the September 6 and November 8, 2022, elections as discussed. Mr. Alessandri seconded.** Discussion: Mr. Trindade asked how much this would cost. Ms. Ohannesian stated we would receive funding from the State, and she plans to use senior workers. Mr. Crowley asked if this is her recommendation and if she is satisfied with it. Ms. Ohannesian confirmed. **VOTE: 4-0-0.**

Mr. Crowley asked for a list of the senior worker hours for the past fiscal year. Mr. Boynton noted that we are at the maximum hourly rate allowed by statute which determines the number of allowable hours.

**Discussion/Vote: Proposed Parks Commission Policy for Park Pavilion Usage**

*The Board reviewed the Proposed Parks Commission policy for Park Pavilion usage.*

Ms. Rossi stated the Parks Commission could not come to an agreement on many items in the policy including: (1) determining the trigger that would cause the need to make a reservation – both the number of attendees and event timeframe, (2) the administrative reservation process and time associated with managing that, (3) insurance requirements, and (4) rental costs to name a few. Mr. Crowley recommended that, since the policy is six pages long, the Board discuss this at the planned meeting next Wednesday on June 29<sup>th</sup> at 8:30am. Mr. Rossi noted this is a modification to what currently exists. Mr. Crowley requested that Mr. Alessandri send his comments on this policy as he cannot attend the meeting next Wednesday. Mr. Rossi asked if anyone has ever been fined under the existing policy. Ms. Harrington stated only warnings have been issued. Mr. Rossi stated vehicles are currently restricted in the Medway Middle School circle and requested that we add parking restrictions to the access roads at the High School and Lamson Field. Mr. Boynton noted that he can deal with this with Sergeant Jeff Watson and Dr. Pires. He noted that what is before the Select Board is not a vote on the content of the policy but if the Board supports the Parks intention to permit pavilion use. The Board stated they had supported this effort in the past. Mr. Alessandri suggested the goal be for larger groups to have the option for rental noting resident's fees should be lower than non-resident fees. Mr. Trindade asked for the frequency of requests. Ms. Harrington stated she gets about five per pay for birthday parties of 10-25 attendees. Mr. Trindade asked if there is enough volume to have a need to address this. There was further discussion on how this would be managed at the location at the time of the event. Mr. Boynton stated he does not have staff to address/enforce this policy seven days a week. Mr. Crowley stated that he would like two policies, one for the fields and one for the pavilions and cannot see the need for providing insurance certificates for parties of 10-15 people. He suggested having a marquis to note who has reserved the area. There was discussion about when the new Parks and Recreation position will be filled and if they could take on this responsibility. Mr. Alessandri asked how other Towns are dealing with this. Ms. Rossi stated she has spoken to other Towns and reviewed their policies. Mr. Crowley requested that the Select Board members review the policy and be prepared to provide feedback at their meeting scheduled for next Wednesday morning.

**Approval: Contract with Carlisle Engineering, Inc. for Library Sprinkler Repair - \$46,620**

*The Board reviewed the (1) memo from Pete Pelletier, (2) bid results, (3) sketch of repair plan, and (4) contract.*

**Mr. Trindade moved that the Board authorize the Chair to execute the contract with Carlisle Engineering, Inc. as presented. Mr. Rossi seconded.** Discussion: The sprinklers in the library broke and this vendor was the lowest bidder. Mr. Rossi asked if they have used this contractor in the past. Mr. Pelletier stated no but they had good references. **VOTE: 4-0-0.**

Mr. Crowley asked when the work on Maple Street will begin. Mr. Pelletier stated July 5<sup>th</sup>. Mr. Crowley asked if notices went out to residents. Mr. Pelletier confirmed noting road work will begin next week. Mr. Crowley asked about the Milford Street sidewalk project scope and start and completion dates. Mr. Pelletier stated the contract will be ready for Select Board approval at next Wednesday's meeting. They plan to have this work started this summer and completed by the fall. It includes the new boardwalk. Mr. Crowley asked what side they will be on and what will happen with the old sidewalks. Mr. Pelletier

stated they will be on the left side if you are heading towards Milford and the old sidewalks will be removed and loamed.

**Evaluation: Continued Use of Drawstring Trash Bag for Curbside Solid Waste Collection**

*There were no materials for the Board to review.*

Mr. Pelletier stated part of the problem is that the trash bags are being overloaded. He stated that Lawrence Waste has not noticed any difference/issues with ripping during collection. Mr. Crowley asked about the difference in thickness of the older and newer bags. Mr. Pelletier stated the older bags were at 1.6 and the new bags are at 1.4. Mr. Crowley asked if in Mr. Pelletier's opinion, there is difference between 1.4 and 1.6. Mr. Pelletier stated no. Mr. Crowley asked for a cost estimate to go back to the 1.6 thickness from the current 1.4. Mr. Trindade asked if other Towns use this vendor. Mr. Pelletier stated that other Towns do not have the same complaints with this vendor's product.

**Discussion/Vote: 39 Main Street Request to Approve Increase in Initial Rents for Affordable Units**

*The Board reviewed the (1) e-mail from SEB Housing that was forwarded via e-mail to Select Board on 5/18/2022, (2) memo from SEB Housing, (3) memos from Barbara Saint Andre dated May 6, and February 9, 2022, (4) 39 Main Street Department of Housing and Community Development (DHCD) 2021 rental rates document, (5) U.S. Department of Housing and Urban Development South Middlesex Opportunity Council utility allowance schedule, and (6) U.S. Department of Housing and Urban Development Walpole utility allowance schedule.*

Ms. Saint Andre stated she was here one and one half months ago, the Board then had questions, the answers of which were sent to the Board. She noted every year the United States Department of Housing and Urban Development (HUD) revises affordable rents and 39 Main Street has requested that they raise theirs to reflect the newest rate increases from HUD. She noted they have not started accepting applications or renting out the affordable units. Mr. Trindade stated a lot of this rental cost is not paid by the renters but by Section 8 of the Housing Act of 1937. Ms. Saint Andre reported that due to the pandemic, DHCD did not increase rents for two years but have now approved increases. Mr. Rossi asked if they trying to catch up. Ms. Saint Andre confirmed. Mr. Rossi questioned the data that are incomes going up. Ms. Saint Andre stated HUD comes up with the average median income and 80% of that amount is what is allowed. Mr. Rossi stated he does not believe income has increased. Ms. Saint Andre reported that every April, HUD will look at these numbers to determine income and it has gone up. Mr. Boynton stated under the statute they are allowed to ask for this increase. Mr. Alessandri noted this increase will result in a 25% increase since the original amount was approved. Mr. Crowley explained that the problem is that Medway is included in the Boston area, so income levels in Boston, Brookline, Newton, and Quincy are figured into the calculations for Medway. Ms. Saint Andre confirmed this noting that this is based on income, not the cost of rent. Mr. Crowley explained the difference between low-income housing versus affordable housing noting that the Glen Brook income rates are at 60% of the median income but 39 Main Street rates are at 80% of the median income. Mr. Crowley referenced the income levels for these units based on the specific income levels determined by HUD. Mr. Crowley reminded all that 39 Main Street is a 40B development, that the Town cannot control as 40B rules are determined at the State level. Mr. Rossi asked if the Board needs to vote on this. Ms. Saint Andre confirmed. Mr. Rossi noted that without 39 Main Street we would have needed to add 1,200 single family homes to meet our 40B requirement. Mr. Crowley noted that 39 Main Street also brought us up to the 10% of affordable housing that allows us to say no to any future 40Bs. Mr. Crowley stated that residents have indicated there is not enough affordable housing for seniors. He noted that 70% of the affordable units, 34 units, at Glen Brook were set aside for Medway residents but only 14 got filled by Medway residents.

**Mr. Trindade moved that the Board vote to approve the request to increase in initial rents for affordable units at 39 Main Street as discussed. Mr. Alessandri seconded. No Discussion. Vote: 4-0-0.**

**Discussion/Vote: Housing Production Plan Identification of Additional Designated Comprehensive Permit Sites (3) – 150 Village Street (Assessors' parcel 60-228), 8 Broad Street (Assessors' parcel 60-229), and 155 Village Street (Assessors' parcel 60-121)**

*The Board reviewed the (1) e-mail from the Department of Housing and Community Development (DHCD), and (2) map of proposed parcels.*

Ms. Saint Andre stated the Housing Production Plan requires that we designate areas of Town for comprehensive permits and reviewed the parcels identified. Since we are over 10% of affordable housing units, if there were any comprehensive permits, we could control this up to 2030 when they reset these numbers with the next federal census. She stated we will need to be cognizant about maintaining our 10%. Mr. Crowley asked if the Willows figures into this number. Ms. Saint Andre stated some would count towards that number.

**Mr. Rossi moved that the Board approve the Housing Production Plans additional designated comprehensive permit sites as discussed. Mr. Trindade seconded. No discussion. VOTE: 4-0-0.**

**Select Board Fiscal Year (FY) 2023 Liaison Positions**

*The Board reviewed the proposed FY23 liaison positions.*

Mr. Crowley stated that this has been the same for some time and requested that each Board member submit their top three choices that they want to keep and submit any additional ones that they are interested in and provide that list to Ms. Langley. He also wanted two Select Board Liaisons for FinCom and the Capital Improvement Planning Committee. He requested that this requested information be forwarded to Ms. White.

**Select Board Meeting Requirement: Water Facility Borrowing – Week of July 25<sup>th</sup>**

*There were no materials for the Board to review.*

Mr. Boynton explained that we need to submit the borrowing for the Water Treatment Facility the last week of July so we will need to schedule a Select Board meeting that week.

**Action Items from Previous Meeting**

*The Board reviewed the action items dated May 2, 2022.*

This agenda item was not discussed.

**Town Manager's Report**

*There were no items for the Board to review.*

**Subprecinct & Charter Legislation Updates:** Mr. Boynton stated the subprecinct Home Rule Petition was signed by the Governor, so we are back to four precincts. He gave a tip of the cap to Representative Roy for his efforts. He reported that the Governor has also signed the Home Rule Petition for the Charter change so we will now officially be referring to the Board as the Select Board.

Norfolk County ARPA Update: Mr. Boynton stated he was notified this morning that Norfolk County was deciding about the \$2.4 million of American Rescue Plan Act (ARPA) funding for Medway noting this was supported and the check will be forwarded to the Town.

Town Manager Vacation Carry-Over: Mr. Boynton asked Board to approve the carryover of thirty hours of his vacation time. The Board approved.

**Mr. Rossi moved that the Board approve the carryover of thirty hours of vacation time for Mr. Boynton. Mr. Alessandri seconded. No Discussion. VOTE: 4-0-0.**

Police Chief Swearing In Ceremony – July 5<sup>th</sup> 8:30AM – Front of Town Hall (or Thayer): Mr. Boynton reminded all of the ceremony noting that it will be held in Thayer if it rains.

Fire Department Swearing In – July 1<sup>st</sup> – 8:00AM – Headquarters: Mr. Boynton stated this will be a small ceremony at Fire Headquarters.

Medway Grid – Agenda Item Scheduled for Next Meeting – July 11<sup>th</sup> – Energy Facility Siting Board (EFSB) 7/13: Mr. Boynton stated he is placing this on July 11<sup>th</sup> Select Board agenda for an update on the Medway Grid project. There is a zoom meeting for the community on July 13<sup>th</sup>. This will allow public input to the Select Board prior to the zoom meeting.

Town Manager Out of Office: Mr. Boynton stated he will be out of the office as follows:

- June 17-28 – Vacation (Continuing)

NEXT Select Board Meeting –Monday, July 11, 2022, 7pm.

### **Select Board's Reports**

*There were no items for the Board to review.*

Mr. Alessandri stated people do not always like to come to Select Board meetings to provide their input and would like to reinstitute the quarterly Coffee with a Select Board member meetings. Mr. Alessandri gave a shout out to the school on their efforts to deal with the impacts of COVID, as today was last day of school.

Mr. Rossi reported the lacrosse girls team lost 11-10 in their game, the boys beat both Hull and Rockland, but lost in the elite 8 to Cohasset in Cohasset.

Mr. Trindade stated the Medway Youth Soccer 5<sup>th</sup> grade A boys team had a record of 8-2, with seven shut outs, allowed only six goals with a plus 27 goal differential noting both losses were to Millis, but they beat Millis in the standings.

Mr. Crowley reminded the Board of the discussion two months ago about painting utility boxes and the recommendation to involve the Design Review Committee, but this has not gone anyplace at this point. He recommended a Select Board member contact a Cultural Council member, Amy Rochford and a Historical Commission member, Rich Eustis to bring them together to move this forward. Mr. Crowley volunteered to facilitate this process. Mr. Crowley noted that Celebrate Medway Day is on July 16<sup>th</sup> and wanted to recommend a coordinator for this, as there is Town funding related to this celebration. He recommended Carole Bernstein be the coordinator. Mr. Crowley reported he had discussion with the Medway/Millis Paper to post the Select Board minutes and they asked if they can be cut down. They

stated they would include the abbreviated minutes at no charge. He has taken the liberty of cutting the most recent minutes down and will do this monthly moving forward. It will be noted that the full minutes are available on the Town website. Mr. Crowley asked Mr. Pelletier that, since school is out, to make sure both the gates in Middle School are open so those using a van do not have to drive around. Mr. Pelletier confirmed they are both open.

**At 8:17PM, Mr. Rossi moved that the Board enter Executive Session for Reason Exemption 6: to consider the purchase, exchange, taking, lease, or value of real property if such discussion may have a detrimental effect on the negotiating position of the governmental body and the Chair so declares [Main Street, Central Business District], with no intent to return to open session. Mr. Alessandri seconded. It was voted by roll call: Alessandri aye; Crowley aye; Rossi aye. VOTE: 3-0-0.**

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