

**Select Board Meeting
April 4, 2022 – 7:00 PM
Sanford Hall
155 Village Street**

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

Staff Present: Michael Boynton, Town Manager; Allison Potter, Assistant Town Manager; Carol Pratt, Finance Director; Stephanie Carlisle, Compliance Coordinator; Pete Pelletier, Department of Public Works (DPW) Director; Sean Harrington, DPW Deputy Director; Barry Smith, Water Superintendent; Barbara Saint Andre, Community and Economic Development Director; Sandra Johnston, Communications Director.

Other Participants: Todd Alessandri, Finance Committee Chair; Committee Appointment Candidates: Kathy Bergmann, Nicholas Fair, Wallace Long, Crystal Buckley, Cindy Ellis, Amna Saeed-Kothe; Alison Dempsey, Agricultural Committee Chair; Martin Dietrich, Energy and Sustainability Committee Vice-Chair; Gail Hachenburg and Jordan Warnick, Cultural Council co-chairs; William Buckley, Assistant County Director, Norfolk County.

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

Mr. Buckley introduced himself to the Select Board, noting the Norfolk County American Rescue Plan Act (ARPA) plan is active, he is working closely with the Town Manager, and the \$2.6 million is available. He reported he is also the Director of Regional Services and plans to continue to drop in to make sure there is an available nexus for regional collaboration to generate cost savings, ideas, programs, etc. He noted that one collaborative effort to be planned is CDL license training. Mr. Crowley requested that Mr. Buckley thank the Commissioners on behalf of the Select Board.

Public Comments: There were none.

Discussion: Pride Month

There were no materials for the Board to review.

Cyndy Ellis of 14 Sanford Street and Andrea Moores of 36 Cottage Street introduced themselves to the Board. Ms. Ellis stated they would like to make a request to the Board related to June as Pride Month noting they are parents of children who identify with this community. They then shared statistics relative to this community, some of which include: (1) Massachusetts has the 2nd largest out LGBT community, (2) this community falls victim to assaults, etc. at a higher rate, and (3) teens are four times more likely to commit suicide with 42% contemplating attempting suicide. She provided many other statistics relative to this community. She stated that Pride Month is a way for them to celebrate joy and obtain support. They humbly ask that eight flags fly on the flagpoles outside of Choate Park for one week during Pride Month. Ms. Moores provided an overview document to the Select Board relative to the specific flags. They are requesting these be placed from the corner of Lincoln Street to Evergreen Street on the flagpoles, and that the Progress Pride flag be used. She shared specifics about the flag noting the flags cost of \$15 and the poles cost of \$45 and requested that this cost of \$500 be covered. They are hoping this project could grow each year. They would like to have an event at the Pavilion at

Choate when the flags go up. Ms. Moores stated that she runs a support group for parents and allies of LGBT youth from surrounding towns. She thanked the Board for listening to their request tonight and meeting with them ahead of time.

Mr. Foresto moved that the Board approve the placement of 8 flags on the flagpoles in front of Choate Park from June 4th to June 10th. Mr. Trindade seconded. Discussion: Mr. Rossi asked if they will be on both sides of the road. Ms. Moores confirmed there will be four on each side of Main Street. Mr. Crowley asked if there is a permit requirement for putting up the flags and asked the Board if one should be developed. Mr. Rossi suggested a policy. Mr. Boynton stated the preference of a policy that would state any flag placed would be at the discretion of the Select Board. Mr. Crowley asked about the potential for the Parks to fund this. Mr. Boynton stated the Town can fund this project. Mr. Crowley commended Ms. Ellis and Moores on the process of how they handled this by explaining their position ahead of time and providing the time for the Board to speak and think about this project ahead of time. Mr. Rossi asked Mr. Boynton if the Pavilion needs to be reserved. Mr. Boynton confirmed that the Pavilion is booked through the Parks. It was requested that Director Harrington place this on the Parks meeting agenda and work with this group to schedule this event. Mr. Rossi reported he went to one of their support groups and commended them on the work they are doing. Mr. Boynton commended them on their efforts as well. **Mr. Foresto amended the motion to add funding this project at \$500. Mr. Trindade seconded. VOTE: 5-0-0.** Mr. Crowley recommended they contact Mr. Pelletier relative to the types of flagpoles to be utilized with the flags.

Approval of Minutes: March 21, 2022

The Board reviewed the draft minutes of March 21, 2022.

Mr. Trindade moved that the Board approve the minutes of March 21, 2022. Mr. Foresto seconded. Mr. Rossi requested on page 3, line 143 the following be added after OPEB “unfunded liability”, on page 4, line 147 that “lower” be changed to “higher”, and page 4, lines 189-191 to remove from “because through the need to fund less”. Mr. Crowley requested on page 5, line 221 that services be changed to “expenses” and on page 12, line 575 that “basketball” be changed to “hockey”. **VOTE: 5-0-0.**

Appointment Considerations:

- **Agricultural Committee – Kathy Bergmann**
- **Energy and Sustainability Committee (2) – Nicholas Fair and Wallace Long**
- **Medway Cultural Council (3) – Crystal Buckley, Cyndy Ellis, and Amna Saeed-Kothe**

The Board reviewed the (1) candidate’s e-mail requests for appointment, and (2) committee chairs letters of support.

Ms. Bergmann stated her background and interest relative to this committee as follows: she has lived on Fisher Street in one of oldest houses in Town for forty-one years, is currently working at Medway Gardens, worked at another garden store prior to this current position, and was head of education at Elm Bank. She is a Massachusetts certified horticulturist, has helped out at the Community Farm, noting the need obtain a certain number of points every year to maintain this certification. She has reached out to the Master Gardeners in Medway and surrounding towns to work at the Farm to obtain these points. Mr. Rossi asked the charge of this committee. Chair Dempsey stated their mission is to support the local the community especially farmers, including education regarding the Town’s farm history, as well as putting on a few yearly events, including the harvest hop, they attend Medway Pride Day, with their biggest accomplishment being the right to farm by-law.

Mr. Foresto moved that the Board appoint Kathy Bergmann to the Agricultural Committee for a three-year term. Mr. Trindade seconded. No discussion. VOTE: 5-0-0.

Mr. Long stated his background and interest relative to this committee as follows: he has lived in Town for eleven years, he has two sons, one in McGovern School and one in Burke-Memorial School. He recently moved in Medway from one house to another where the current home has a pellet stove and has experienced a huge decrease in his electric bill. He would like to assist and guide the Town to make it a greener community.

Mr. Fair stated his background and interest relative to this committee as follows: he is a resident of Howe Street, has lived in Medway for four years, has two children in Medway schools, one in Memorial School and one in McGovern School, is a certified electrical engineer so lives this every day and feels his background would provide support to this committee.

Mr. Foresto moved that the Board appoint Nicholas Fair to the Energy and Sustainability Committee for a four-year term. Mr. Trindade seconded. No discussion. VOTE: 5-0-0.

Mr. Foresto moved that the Board appoint Wallace Long to the Energy and Sustainability Committee for a four-year term. Mr. Trindade seconded. No discussion. VOTE: 5-0-0.

Ms. Ellis stated her background and interest relative to this committee as follows: she is a resident of 14 Sanford Street, is a physical therapist, is very interested in promoting culture and art in the community and has an artistic daughter.

Ms. Saeed-Kothe stated her background and interest relative to this committee as follows: she is a resident of 136 Main Street, has a 3rd grader at Memorial School and a 6th grader at the Middle School. She is a scientist by training and obtained her master's degree training in Antarctica and has a PhD in protein engineering and explained the connection between science and the arts. She has a multicultural family with a blended household and would like to bring multicultural art to the Town.

Ms. Buckley stated her background and interest relative to this committee as follows: she is a resident of 48 Highland Street, has two children, a sophomore at the High School and a sophomore at Syracuse, is an Art and History Teacher, which she feels lends to the mission of Cultural Council. She has done work with Medway Marches leading to community art projects with children and was the creator of the Kinara to celebrate Kwanza that was displayed for the first time this year by the Town.

Mr. Rossi asked how many members are on the Council. Mr. Warnick stated eleven currently, but they can have up to twenty-two. Mr. Rossi asked how often they meet. Mr. Warnick stated two times per month. Mr. Rossi asked if they receive some funding from the state. This was confirmed and noted that funding is also received from the Town. Mr. Warnick stated they requested \$16,500 in grant funding from the state but received \$7,000 and had \$2,500 available for a total of \$9,500. They were able to fund fourteen grants but there were twelve they could not fund so are looking for additional funding. Ms. Hachenburg stated that each community has a Cultural Council, and each is given state funding based on need. They plan to meet with the head of the state Cultural Council to investigate further funding opportunities. Ms. Hachenburg stated they funded grants which would be helpful to our community and some grants were denied as those were not located in Medway. Mr. Rossi asked for examples of the funded grants. Ms. Hachenburg provided examples including nature walks on trails as well as through the Audubon, artist pastel night via Zoom, various plays that are upcoming, a steel drum band coming to the High School, a pixie festival at Choate, art at Choate, and support of robotics, noting

they try to do multigenerational programming. Mr. Warnick stated they run events at senior housing providing materials to them to create art and have it displayed. Mr. Crowley asked if anyone put in an application to become a member of the Council has been denied. Mr. Warnick stated they have never rejected anyone to date and have brought all before the Board. Mr. Trindade stated this committee is one that needs those on it to drive it noting current members have rejuvenated the Council.

Mr. Foresto moved that the Board appoint Cyndy Ellis, Crystal Buckley, and Amna Saeed-Kothe to the Cultural Council for a three-year term. Mr. Trindade seconded. No discussion. VOTE: 5-0-0.

Discussion: Electronic Vehicle Charging Station Usage Update

The Board reviewed the memo from Stephanie Carlisle.

Ms. Carlisle stated we currently have four, one at the library and Town Hall since 2019, one new at Choate, and one new at Oakland. Based on the Cost Recovery Policy and the new stations being on-line since October, the total cost for all was \$2,200 and we received \$1,600 through the Cost Recovery Policy. It is a net loss of \$600 for past 6 months but usage has increased. She recommended keeping the fees at \$1.20 plus \$.30 per kilowatt hours to plug in and a \$5 per hour parking fee if a vehicle is parked longer than 8 hours. Mr. Foresto asked if there is a feature to shut it down after so many hours. Ms. Carlisle confirmed. Mr. Foresto asked if we have the opportunity to get more. Ms. Carlisle confirmed noting that the grant funding pays for equipment and installation but not the network license. Mr. Foresto suggested we look to add these at other municipal properties including the schools and suggested she reach out to schools. Mr. Crowley asked if the Town is making or losing money on the ones at Choate and Oakland Parks. Ms. Carlisle stated the Choate cost was \$66 with \$151 recovered and the Oakland cost was \$86 with \$235 recovered. Mr. Crowley agreed with moving forward to add more locations.

Approval: Contract with Prism Energy Services for Energy Efficiency Projects at the Middle School, Burke-Memorial School, and McGovern Elementary School - \$108,469

The Board reviewed the (1) memo from Stephanie Carlisle, and (2) contract.

Ms. Carlisle stated this is to approve the contract with Prism who we have worked with for the past four years on past green community projects. She explained the breakdown of who is paying for specific portions of the project costs.

Mr. Trindade moved that the Board authorize the Chair to execute the contract with Prism Energy Services in the amount of \$108,469 as presented. Mr. Rossi seconded. Mr. Crowley asked if this is a specific program for a Green Community noting it will take fifteen and a half years before the Town breaks even on this investment. He asked if there are other projects with a better return on investment. He asked how much grant funding Ms. Carlisle has obtained for the Town to date. Ms. Carlisle stated \$1 million. **VOTE: 5-0-0.**

Discussion: Unaccounted for Water Loss and Charles River Pollution Control District (CRPCD) Volume Update

The Board reviewed the unaccounted for water loss and CRPCD volume data.

Mr. Smith stated through the middle of March we are at 6.8 percent noting these numbers will fluctuate and go down as he obtains more data. He reported more camera investigation is planned for May. Mr. Boynton stated this also reflects the update in infrastructure of water main replacement. Mr. Smith stated we were at 34 percent when he first started working for the Town and are now hovering

between four and six percent noting the Department of Environmental Protection (DEP) wants you under ten percent. Mr. Crowley stated he wanted to remake a point to the Board regarding usage and allowed capacity. Looking at these presented numbers, our permitted amount is 960,00 gallons per day and based upon the 2021 numbers, our usage is at 616,000 gallons per day. If we added more usage and brought it up to 700,000 gallons per day that translates to \$250,000 in added revenue to the water enterprise account. Mr. Crowley would like to see if this analysis is correct and to investigate ways to provide additional revenue. Ms. White asked about the anticipated usage with the new building projects. Mr. Smith stated Salmon is using 5,000 gallons per day and are at forty percent capacity noting Timber Crest and two additional growing facilities will impact future usage as well. Mr. Crowley stated if this increased usage would decrease water rates, he would like to do this. Mr. Foresto stated he continues to disagree noting that the unaccounted for water is down twenty percent and asked what the real demand number is in Town. Mr. Boynton noted that outside watering should be monitored annually as it relates to capacity, demand is down as there are a lot of low flow devices in use in the community and does not think encouraging increased usage will result in decreasing rates. It was noted that we are commissioning Tighe and Bond to do a full analysis including how we compare to our peers. He further stated that rates are typically driven by usage and does not know if we will have an answer that will satisfy everyone. He stated we are driving up annual costs due to capital funding. We would also need to look at what the DEP is saying about restrictions and what is going on relative to the drought factor. There was further discussion about increasing usage and how it would be monitored. Mr. Crowley stated we are using sixty-eight percent of our permitted capacity and if we add 100,000 more gallons per day would be using seventy-one percent of that capacity. Mr. Boynton stated we can look at the factors. Mr. Foresto asked how we would shut it down if we were reaching capacity. There was further discussion about ways to potentially increase usage and revenue. Mr. Boynton stated the only way to increase revenue is to increase the rate or to increase consumption. Mr. Rossi asked if people are using more, how that will lead to lower rates. Mr. Boynton reminded all that we are playing catch up on the water rates based on past practice and that the Water/Sewer and Select Boards have been able to maintain and manage budgets while costs are increasing due to COVID impacts.

Mr. Smith stated the CRPCD numbers are provided quarterly but not available until late April and he won't be available to present them to the Board at that time. He spoke with CRPCD regarding the area in Charles River Road as there is an issue in this area and is being investigated. Mr. Boynton updated the Board about purchasing sewer capacity from Franking noting a draft proposal was sent and we do not have timetable on how long it will take for them to get back to us. Mr. Smith reported there are eight identified manholes on the list for repair scheduled for the third week of April according to the contractor noting one on Holliston Street by Appleton Way is losing 15 gallons per minute.

Authorization to Expend Grant Funds: Workplace Education and Safety Grant - \$16,000

The Board reviewed the (1) notice of grant award, and (2) grant award letter.

Mr. Harrington stated this grant is a workplace safety grant and will be used for Occupational Safety and Health Administration (OSHA) training for DWP for those who do not have an OSHA card. It is a reimbursement grant and we have identified the funding mechanism. Mr. Crowley asked if the funding is sufficient. Mr. Harrington confirmed.

Mr. Foresto moved that the Board authorize the expenditure of the Workplace Education and Safety Grant as presented. Mr. Trindade seconded. No discussion. VOTE: 5-0-0.

Approval: Contract with North-Eastern Tree Services, Inc. for the Pesticide Application Project – Not to Exceed \$24,000

The Board reviewed the (1) memo from Pete Pelletier, (2) bid results, and (3) contract.

Mr. Pelletier stated we used this vendor last year for vegetation management and this is for controlled treatment to invasives.

Mr. Trindade moved that the Board authorize the Chair to execute the contract with North-Eastern Tree Services, Inc. in an amount not to exceed \$24,000 as presented. Mr. Crowley seconded. Mr. Foresto asked if abutters are notified since it is pesticides. Mr. Pelletier confirmed. VOTE: 5-0-0.

Approval: Contract with Stumpy's Tree Service for Tree Maintenance Services – Not to Exceed \$100,000 per Year

The Board reviewed the (1) memo from Pete Pelletier, (2) bid results, and (3) contract.

Mr. Pelletier stated this is for street trees and we have used this vendor ever since he has been working here.

Mr. Trindade moved that the Board authorize the Chair to execute the contract with Stumpy's Tree Services in an amount not to exceed \$100,000 per year as presented. Mr. Foresto seconded. Mr. Crowley asked if this is next year's budget. Mr. Pelletier confirmed. VOTE: 5-0-0.

Discussion: May 9, 2022 Special and Annual Town Meeting Warrants

The Board reviewed the May 9, 2022, Special and Annual Town Meeting warrants.

Special Town Meeting Warrant

Article 1: Mr. Boynton stated he has changes on the snow and ice number as we are just under \$80,000 at the moment, and it is looking like we will be at \$95,000 noting this number will be in the motion. Mr. Crowley would like to have the numbers in the warrant articles not just the motions.

Article 2: Mr. Boynton stated we received two bills for food during snow and ice management at a total of \$360.

Article 3: Mr. Boynton stated there was no change.

Article 4: Mr. Boynton stated we have added the cost for the appraisals for the potential acquisition of one or two parcels as we know we need funds for appraisals and site evaluations.

Mr. Foresto moved to approve Article 4. Mr. Rossi seconded. No discussion. Vote 5-0-0.

Article 5: Mr. Boynton stated there was no change.

Article 6: Mr. Boynton stated that we need to confirm the number for snow and ice as that impacts this number.

Article 7: Mr. Boynton stated the school requested this today as they need to repurpose these unused funds for a drainage issue near the Memorial School noting they plan to use the entire \$55,000.

Mr. Rossi moved to approve Article 7. Mr. Trindade seconded. No discussion. VOTE:5-0-0.

Annual Town Meeting Warrant

Mr. Boynton noted at the recommendation of the Finance Committee at their last meeting, since Medway Day and Native American and Indigenous Peoples Day will be annual events, we created a new budget line item under Culture and Recreation for \$10,000 and \$5000 respectively with an additional \$5,000 for miscellaneous committee funding requests. The \$5,000, miscellaneous funds was funded from the projected amount from Tri-County. Those two articles would then be removed from warrant. For the capital article, we confirmed with the school the use of \$35,000 for basketball courts at both Burke-Memorial and McGovern Schools. Mr. Crowley noted that Medway Day has always been funded at \$15,000 and wants to ensure that next year, this is still fully funded at \$15,000. He stated his concern about discussion of this miscellaneous committee funding of \$5,000 at Town Meeting and would like to have a policy and procedure defined as to how this \$5,000 should be spent so questions can be appropriately addressed at Town Meeting. Both Ms. Pratt and Mr. Boynton will reach out to their peers for existing policies of this nature. It was noted that any expenditures of those funds should be approved by the Select Board. Mr. Crowley suggested funding matching funds be included in the policy. Mr. Alessandri asked if we want the Select Board to be in charge of that or to appoint a committee. The Board stated that we are creating too many committees noting they may potentially have the Town Manager as a decision maker as well.

Ms. Saint Andre noted Article 21 are the changes to the by-law requested by the Historical Commission. She stated that the issue raised by Mr. Crowley at a previous Select Board meeting was addressed via a change in section 17.4 which specifically removed the last sentence that was his concern. Specifically, that someone would have to sell their house noting this change was approved by the Historical Commission. Mr. Foresto asked about the digitizing of the Town of Medway historical book. Ms. Saint Andre stated the Historical Commission will be discussing this at the Community Preservation Committee meeting tonight. She explained there are many errors when it was scanned, and this would allow someone to create a version to correct all these errors. Mr. Crowley commended her on her efforts.

Mr. Trindade moved to approve Article 21. Mr. Rossi seconded. No discussion. VOTE: 5-0-0.

Mr. Boynton requested that the Board vote to approve Article 3 as the budget changed based on the earlier discussion.

Mr. Trindade voted to approve Article 3. Mr. Rossi seconded. No discussion. VOTE-5-0-0.

Action Items from Previous Meeting

The Board reviewed the action items dated February 22, 2022.

Report to BOS usage of Electronic Vehicle Charging Station: Mr. Crowley requested another report in April of 2023.

Revisit EV Charging Stations post Install of 2 new to determine any need for rate adjustments: Mr. Crowley requested a report back in April of 2023.

Town Manager's Report

There were no items for the Board to review.

Police Academy Graduation – Medway High – Wednesday 5pm: Mr. Boynton stated we have four officers graduating and this is the first time that we are hosting. Mr. Trindade requested a calendar reminder be sent to the Board.

FinCom Public Hearing – Wednesday 7PM: Mr. Boynton stated this is tomorrow evening. Mr. Crowley asked Mr. Alessandri if he was aware of any issues. Mr. Alessandri stated the determination of how the \$5,000 of funding for various committees would be addressed, which was previously discussed, as well as an issue with one of the Planning Board articles.

Holliston Dispatch Update: Mr. Boynton stated as of Friday we switched back and Holliston is doing its own dispatch again.

Patriots Day Holiday – Monday April 18 – Town Offices Closed: Mr. Boynton stated due to this holiday with Town Hall closed, the next Select Board meeting will be on Tuesday, April 19.

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

- Thursday & Friday April 14 and 15 - Vacation

NEXT Select Board Meeting –Tuesday, April 19, 2022, regularly scheduled meeting.

Select Board's Reports

There were no items for the Board to review.

Mr. Foresto stated Clean Sweep is this weekend noting this has not been done for the past two years due to COVID. Mr. Crowley asked about Medway Lions shredding. Ms. Potter stated it is scheduled in May.

Mr. Rossi reported he has been coaching lacrosse at Medway High School for ten years, noting the program began in 2003-2004 so is eighteen years old. They have never beaten Dover-Sherborn until last Friday noting they are the defending State Champs. They beat Holliston tonight with a score of 12-9 so now have a 2-0 record. He shared information about the Ryan Harvey Foundation event which was run with five other Towns at Medway as a round robin scrimmage. This foundation is in honor of the head coach's son who lost his battle with a brain tumor at the age of eleven.

At 8:17PM, Mr. Trindade 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 [Oak Grove Urban Renewal Plan and Main Street Business District], with no intent to return to open session. Mr. Foresto 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