

**Select Board Meeting  
February 7, 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:** Allison Potter, Assistant Town Manager; Carol Pratt, Finance Director; Stefany Ohannesian, Town Clerk; Barbara Saint Andre, Community and Economic Development Director.

**Other Participants:** Tri-County Vocational Technical High School: Karen Maguire, Superintendent; Daniel Haynes, School Business Administrator; Kathy Gaudreau, Medway Representative; Todd Alessandri, Finance Committee Chair.

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

**Public Comments:** There were none.

**Approval of Minutes: January 18, 2022**

*The Board reviewed the draft minutes of January 18, 2022.*

**Mr. Trindade moved that the Board approve the minutes of January 18, 2022. Mr. Foresto seconded.** Mr. Crowley requested that on page five, line 159, the statement be added that no existing property owners would be required to implement this new zoning. **VOTE: 5-0-0**

**Discussion/Vote: Discontinue Use of Existing Voting Machines and Approval of Use of New Voting Machines**

*The Board reviewed the (1) memo from Stefany Ohannesian, and (2) proposed letter to the State Elections Division.*

Ms. Ohannesian stated she is here to request approval for the use of the new and discontinuance of the old voting machines. Ms. White asked if they were already purchased. Ms. Ohannesian stated they are due to arrive tomorrow noting that they have more scanning capabilities. Ms. White asked if the additional one can be leased instead of buying the additional machine needed for the new sub-precinct. Ms. Ohannesian stated she will reach out to the vendor tomorrow to inquire about the leasing option. Mr. Crowley asked for the total cost. Ms. Ohannesian stated the cost is \$26,000 for all five and \$25,000 was approved at Town Meeting. Mr. Crowley asked for the cost of one voting machine. Ms. Ohannesian stated the cost of one is \$5,700. Mr. Trindade stated his company tests these types of machines and asked if they are Wi-Fi enabled or network enabled. Ms. Ohannesian stated they are not. Mr. Trindade asked Ms. Ohannesian to ensure these are tested prior to use. Ms. Ohannesian stated she will obtain this information and report back to Ms. Potter.

**Mr. Foresto moved that the Board vote to accept the ImageCast Precinct Tabulators for use at all future local, State and Federal preliminaries, primaries and general elections held in the Town of Medway and discontinue use of the Accuvote Optical Scan Tabulators. Mr. Trindade seconded. VOTE: 5-0-0.**

### **Discussion/Introduction: Tri-County Vocational High School Superintendent and School Building Project**

*The Board reviewed the School Building Project presentation.*

Superintendent Maguire was introduced to the Select Board. She explained her background of 25 years of experience in technical school administration. She reviewed their website exclusive to the school building project that contains all the meeting minutes and other project related information. She explained that they are at the beginning of the project. She noted the Blue Hills building project is the most like Tri-County, which was a rehab project, and is what they are hoping to do. Their architect is currently doing a feasibility study to determine if rehab is possible. She then reviewed key project dates, identifying the Owner's Project Manager (OPM), etc. She noted that the meeting scheduled last Friday with the OPM, architect, and School Administration to identify goals and project objectives was cancelled and has been rescheduled for next Tuesday. She noted the next step would be to go back to the Massachusetts School Building Authority (MSBA) and then ask for community approval. She stated the cost is not known at this time. She then explained the community approval process where all 11 communities would have an official vote that has to be within 120 days of MSBA approval anticipating this to be in December 2024. She then explained the rest of the project process. Mr. Rossi asked if every community votes on the same date. Ms. Maguire confirmed stating it is a combined popular vote. Ms. White asked if the ballot question language is known. Mr. Haynes stated the wording would be the same for each community and each community can also add a separate question for example noting that if approved it could be a debt exclusion. Mr. Rossi asked how the portion of cost per community is determined. Ms. Maguire stated it is the percentage of enrolled students in attendance. Mr. Crowley stated hypothetically based on a 30-year bond this could roughly cost \$400,000 per year and asked if the cost will be known when the vote happens. Ms. Maguire stated no. Mr. Crowley stated his concern that we will be voting on a project with an estimated cost. Mr. Crowley stated funds are currently being spent on the OPM and architect and asked for the cost to complete the feasibility study and estimated project cost. Mr. Haynes stated \$1 million to complete the feasibility study noting that it was funded from their non-community student funds. Mr. Crowley asked how complete the feasibility schematic would be. Mr. Haynes stated there would be drawings that are complete enough to take to the MSBA. Ms. Maguire stated there are three options: rehab of existing building, building new, and rehab with an addition. There was further discussion on the increase in future cost as experienced by Medway with the planning of the Water Treatment Facility. It was noted that it is a joint responsibility for Tri-County and the Select Board to provide the residents with adequate information. Mr. Rossi asked how this works from a procedural perspective for the Town to establish the funding method. Ms. Potter stated the Select Board would vote to put this on a ballot. Ms. Maguire stated she is working with the legislators regarding increasing their MSBA reimbursement rate. Mr. Trindade asked if the equipment is included in the building project costs. Mr. Haynes stated they purchase equipment yearly but confirmed there may be furniture and equipment included. Ms. Maguire reiterated that the equipment is kept up to date so students are trained at industry standards. Mr. Crowley stated the architect should come as close as possible to the project cost and he assumes the communities will have input into the ballot question as each Town can determine how they will fund the project. This was confirmed. There was further discussion on the ability to have an accurate project cost before the ballot question is posed to the voters. Mr. Trindade asked what the addition would include. Ms. Maguire stated they are not expanding capacity but dealing with ADA compliance issues, etc. There was discussion about rehabbing the school with students on site and how that would be accommodated.

### **Approval: American Rescue Plan Act (ARPA) Grant Agreement**

*The Board reviewed the (1) grant application and (2) grant agreement.*

Ms. Pratt reviewed the ARPA funding noting that \$3.9 million was awarded to Medway which will be used for the water treatment facility. We will receive \$1.4 million directly and received \$750,000 in July. The \$2.5 million remaining runs through Norfolk County and they will charge 3% for their administrative efforts and pass the balance to Medway. Ms. Potter noted that Norfolk County must hire an accountant to manage the distribution of these funds. Ms. Pratt stated this is the application to allow us to draw the money from Norfolk County, noting that this will need to go before Town Meeting.

**Mr. Trindade moved that the Board vote to execute the ARPA grant agreement as presented. Mr. Rossi seconded.** Mr. Crowley noted that Mr. Boynton's name is spelled incorrectly under #6 on the certification page of the application. **VOTE: 5-0-0.**

**Approval: Comment Letter on the Department of Housing and Community Development (DHCD) Guidelines for MTBA Communities**

*The Board reviewed the proposed letter.*

Mr. Crowley commended Ms. Saint Andre's efforts on this letter. Ms. Saint Andre stated these guidelines were discussed with the Select Board at a prior meeting and she was asked to draft this comment letter. Ms. Saint Andre stated we have until March 31st to submit our comments. The Planning and Economic Development Board (PEDB) is meeting tomorrow to review this and may have changes, and other issues may arise from other communities' review. She stated we may want to pick our battles and put forward only a few of the issues outlined in the letter. She explained the overarching force behind the guidelines was to encourage more multifamily housing around commuter rail stations. Trying to apply the guidelines to adjacent communities does not necessarily make sense. Mr. Rossi stated he would not want to exclude anything. Mr. Trindade stated it will take many communities to respond to this to effect change. Mr. Crowley stated he thought this document was spot on and asked the Board if we could stamp draft on it and send this to surrounding Towns. Ms. Potter stated Mr. Boynton requested that this be sent to the Norfolk County managers tomorrow. Mr. Crowley requested that this also be sent to the chair of the Select Boards of those surrounding communities impacted like Medway. Ms. Saint Andre stated that Bellingham, Holliston, Millis, and Norfolk are also MBTA adjacent communities. The Select Board agreed and decided to wait on signing the letter.

**Authorization to Expend Grant Funds: Fiscal Year 2022 Local Cultural Council Grant - \$7,500**

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

**Mr. Foresto moved that the Board authorize the expenditure of the Fiscal Year 2022 Local Cultural Council grant as presented. Mr. Trindade seconded. No Discussion. VOTE: 5-0-0**

**Approval: Amendment to Host Community Agreement (HCA) with Neo Manufacturing MA, LLC**

*The Board reviewed the (1) HCA, and (2) Amended HCA.*

Ms. Potter stated last week Neo Manufacturing came into the Town Manager's office to meet regarding the timing of their operations. They anticipate receiving licensing in the summer with the first harvest in the Fall so asked to have the timing in the HCA be changed to be reflective of this schedule.

**Mr. Foresto moved that the Board authorize the Chair to execute the amendment to the Host Community Agreement with Neo Manufacturing MA, LLC as presented. Mr. Trindade seconded. No Discussion. VOTE: 5-0-0**

**Discussion: Inclusion, Diversity, and Equity Advisory (IDEA) Committee Feedback Form**

*The Board reviewed the IDEA Committee feedback form request to all Boards/Committees.*

Ms. Potter shared the actual form with the Select Board. Mr. Trindade asked if they will be presenting to the Select Board. Mr. Foresto stated all their meetings are televised but the focus groups are not. Mr. Crowley asked what the intent is at this meeting regarding this form. Mr. Foresto stated the intent is to publicize the existence of the form. Mr. Crowley stated his concern about the ability to complete this form anonymously as anyone not from Medway could submit a response and cause a problem within the Town. Mr. Rossi asked about the purpose of the form. Mr. Foresto stated it is to make the committee aware of the issues in Town noting that one committee member is reviewing these, and they are not discussed at the meetings as then they would be subject to Open Meeting Law and no longer be anonymous. There was further discussion about the potential issue for anonymous responses and the need to allow this. Mr. Rossi suggested the committee member reviewing them report back to the Select Board. Mr. Foresto stated the committee has not decided if this information will be reported back in any form. Mr. Crowley asked if the responses will all be negative. Mr. Foresto stated most people who respond are those who have had negative experiences. Mr. Foresto stated the form has been available for three months with five responses to date, only two of which are anonymous. Mr. Alessandri stated that, speaking as a resident and not the Finance Committee Chair, it would be helpful to explain on the website what process will happen once these responses are received. The Select Board agreed.

**Action Items from Previous Meeting**

*The Board reviewed the action items dated December 6, 2021*

This agenda item was not discussed.

**Town Manager's Report**

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

Ms. Potter reported that the Snow & Ice expenditures to date are \$346,000 with the total budget at \$475,000 noting that there is free cash available should we exceed the budget. Our health insurance increase will not be as dire as anticipated, Harvard Community Health Plan (HCHP) quoted under 10%, and there is an option with Mass Strategic Health Group (MSHG) at a zero percent increase. The proposal needs to go to the Insurance Advisory Committee and then before the Select Board. Ms. Potter explained MSHG is a joint purchasing group that utilizes HCHP and is also nationwide. The towns are individually rated with a \$125,000 stop loss and noted they have a good pharmacy plan that helps keep costs down. She reported the Legislative delegation would like to see the Select Board in April and asked if the Select Board wanted this at a scheduled Select Board meeting or on a Saturday. The Select Board agreed on a Saturday. Ms. Potter stated that Zack DiGregorio, a Medway resident, and an Olympian in luge will be racing in the doubles on Wednesday at 7:00 a.m. and in the relay on Thursday at 8:30 p.m.

**Select Board's Reports**

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

Mr. Foresto stated Clean Sweep is scheduled for April 9<sup>th</sup> noting we like to have neighborhood groups participating. He commended the Department of Public Works on their efforts to keep Medway looking great. Mr. Rossi stated many student athletes also participate in Clean Sweep. Mr. Foresto stated that Medway Day is happening this year as well. He reported that the design for the Water Treatment

Facility is ninety percent complete noting pricing has not changed at \$21 million with a 10% contingency. He stated the OPM and designer have prequalified bidders and sub-contractors and noted this is still planned for inclusion in the warrant for Annual Town Meeting. He stated they have met with abutters twice including once with the PEDB.

Mr. Rossi reviewed school enrollment data he received from Ellen Quinn noting that it seems to be increasing and requested this be sent to the Master Plan Committee to include in their report.

Mr. Crowley wanted to clarify that he did not realize that the IDEA form has been out for three months with only five responses and so he is not as concerned as previously stated. He requested the Director Hayley Fetrow talk to the Select Board about funding relative to the discussion of senior living and affordable housing with the Master Plan consultant as there is a significant amount of money that needs to be spent up front. Mr. Crowley asked for a breakdown of costs relative to the new sub-precinct and need for an additional voting machine. Ms. Langley will forward this information to the Select Board.

Mr. Trindade stated there had been discussion about changing Columbus Day to Indigenous People Day. This idea has been presented to the School Committee. He noted that they should be recognized. He asked if this could be recognized the Saturday of Columbus Day weekend and that we make an effort to address our history. He requested this be added to the next Select Board meeting agenda for discussion. He suggested the Cultural Council be provided funds to sponsor related events and programming. The Select Board agreed. He noted there was also a discussion to add Native American Heritage Day around the Thanksgiving Holiday, noting this is a federal holiday, and requested this also be added to the next Select Board meeting agenda. He stated that a member of the Cultural Council reached out about having an artist paint the electrical box outside of Choate Park. Mr. Foresto stated his concern about the efforts we made cleaning up Main Street and making it look nice noting this was already voted on by the Select Board to not allow this. Mr. Trindade stated that the Select Board should at least invite them in to present this to the Select Board. Mr. Foresto stated we offered the side of the building at Choate for this as an alternative and they were not interested.

**At 8:33PM, Mr. Foresto moved to adjourn. Mr. Trindade seconded. VOTE: 5-0-0**

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