

**Select Board Meeting
December 5, 2022 – 7:00 PM
Sanford Hall
155 Village Street**

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

Staff Present: Michael Boynton, Town Manager; Allison Potter, Assistant Town Manager; Carol Pratt, Finance Director; Sean Harrington, Department of Public Works (DPW) Deputy Director; Barry Smith, Water Superintendent; Sandra Johnston, Communications Director.

Others Present: Ted Kenney, Charles River Pollution Control District Representative Candidate; Community Preservation Committee (CPC): Mark Cerel, Chair; Deb Rossi, Member; Dave Travalini, Member; Matt Hayes, Member; Sheila Dubrawski, Medway Historical Society President; Medway Redevelopment Authority (MRA): Andy Rodenhiser, Chair, and Paul Yorkis, Member.

At 7:00 PM, Mr. Crowley called the meeting to order, led the Pledge of Allegiance, and reminded all to remember the number 19.

Public Comments: There were none.

Approval of Minutes: November 21, 2022

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

Mr. Trindade moved that the Board approve the minutes of November 21, 2022. Ms. White seconded. Discussion: Mr. Rossi requested on page 3, line 142, that “deduct” be changed to “deduce”.
VOTE: 4-0-1. Mr. Crowley abstained, as he was not at the meeting.

Appointment Consideration: Charles River Pollution Control District Representative – Ted Kenney

Mr. Boynton recommended Mr. Kenney for this position. He stated Mr. Callahan stepped down after accepting a judgeship in the Commonwealth. He noted Mr. Kenney has a lot of experience including assisting us with the Water Treatment Facility. Mr. Kenney shared his background and experience as follows: he has worked the last two years with the Water Treatment Building Committee, noted the Town has charted a great future for drinking water in the community, has looked at water quality from source to tap for public health, has worked toward a centralized water treatment plant, and is proud to be involved as a third-generation resident of Medway. He noted the need to have a forward thinking look at our wastewater treatment including where Medway wants to be generations from now. Mr. Boynton stated Mr. Kenney’s appointment would be a good complement to Mr. Downing who has served in this role for several years. Mr. Alessandri and Mr. Rossi thanked him for stepping up. Mr. Trindade and Ms. White stated his background will be an advantage in this role. Mr. Crowley noted his background, talent, and expertise in this area, and thanked him for stepping up.

Mr. Alessandri moved that the Board appoint Ted Kenney as the Charles River Pollution Control District Representative for a term expiring on June 30, 2025. Mr. Trindade seconded. No discussion.
VOTE: 5-0-0.

Report on the Quarterly Unaccounted for Water Loss and Charles River Pollution Control District Volume

The Board reviewed the quarterly unaccounted for water loss and Charles River Pollution Control District (CRPCD) volume data from Barry Smith.

Mr. Crowley noted we are reviewing this quarterly. Mr. Smith stated the data presented is through mid-November and we are at 7.64% unaccounted for water loss. In 2021, we were at a total of 5.7%. He stated the difference reflects a few more service leaks this year. We have pumped more water this year at 673,000 gallons per day (gpd) noting we were at 661,000 gpd last year. Mr. Crowley asked what our pumping capacity is. Mr. Boynton stated it is not capacity, but the State permitted allowance. Mr. Smith stated we are permitted for 960,000 gpd. Mr. Boynton stated that although we are up a little from last year, in 2019 we were north of 900,000 gpd. The work by the Water and Sewer staff along with the Town's conservation efforts has helped with sewer capacity. Mr. Crowley asked what "ASR" stood for. Mr. Smith stated annual statistical report. Mr. Trindade asked for the industry average. Mr. Smith stated the Department of Environmental Protection (DEP) has a goal of 10%. Mr. Trindade asked if there are other measures that we can implement. Mr. Smith stated that we do yearly leak detection noting we found four more leaks and that some are difficult to find due to the plastic piping. Mr. Trindade asked if there is better technology that we should be using. Mr. Smith stated no. Mr. Crowley asked about the water main flushing which was at 6 million last year and nothing this year. Mr. Smith stated that we did not flush this year due to the water main work and drought. Mr. Crowley asked about the decrease in the water main construction at 3.8 million this year from 7.2 million last year. Mr. Smith stated this was due to the completion of the Brentwood water main project last year. This year the projects were much smaller and included Walker and Populatic Streets. Mr. Crowley asked about why the water main breaks doubled in 2022 to 2.3 million from 1.2 million last year. Mr. Smith explained the leaks found this year contributed to this increase. Mr. Crowley asked why the other plant sampling line item is always the same number. Mr. Smith stated that it is always set at four gallons per minute and translates to the 8.4 million per year. Mr. Crowley stated if we flush the water mains, the unaccounted for water would go up. Mr. Smith stated that since we know the flushing amounts the numbers would change, but the percentage would be same.

Mr. Smith explained there is 720,000 gpd that has been processed via CRPCD through the end of September and noted our capacity is 950,000 gpd. We are looking at inflow and infiltration (I&I), new meters to assist in pinpointing areas with issues, and camera use to impact this. Mr. Trindade ask why the first three to four months are higher. Mr. Smith stated this is due to rain and snow melt. Mr. Boynton stated that with the use of the camera system we are finding issues. He noted the larger challenge is bringing more customers onboard and reported on the encouraging meeting with Franklin who reported that they have not seen a large reduction in their capacity even with the addition of several hundred housing units. He noted that there needs to be a long-range discussion, as State policies are in direct conflict with each other; the DEP is saying that we cannot increase flow, yet the Department of Housing and Community Development (DHCD) is mandating an increase in housing in MBTA communities. Mr. Crowley asked where the 101 unmetered units are located. Mr. Smith answered at Walker and Village Streets. Mr. Crowley asked why the Salmon development was a direct connect and has no meter. Mr. Smith stated CRPCD decided that. Mr. Crowley asked if we are charging them the same as residential and retail. Mr. Smith confirmed. Mr. Crowley made the point that when he was first on the Board, we had capacity issues and were running well over the 950,000 gpd allowed. He noted that we did a lot of work to address leaks to impact this number. He noted that we are charged by the volume that goes through CRPCD. Consequently, our charges have been lower, and we have been able to avoid raising sewer rates for two years.

Joint Discussion with Community Preservation Committee (CPC) and Historical Society: Jacob Ide House – 158 Main Street

The Board reviewed the letter from Sheila Dubrawski, Medway Historical Society President, and photo of Medfield's Dwight Derby House sign.

Mr. Cerel credited Mr. Travalini with raising this issue. He reminded the group that we had a structural engineering analysis since we acquired the building approximately three years ago and asked if there is a need to take action to stabilize the building. The report noted both basement and roof issues. The basement issues included powder post beetles and rot in supports and sills noting it would take substantial work to address these. If we are making this site available to the public, we may need to invest significantly more money. The CPC consensus was that someone with construction management/financial background should look at the report and associate dollar amounts with the identified issues to determine how to move forward. Ms. Dubrawski stated the final report was provided in March of 2020. Mr. Crowley asked if CPC wants to fund this effort. Mr. Cerel stated CPC was not of a unanimous mind on this noting Tina Wright had reservations about spending funds and suggested keeping the land and disposing of the house, i.e., sell it off. Ms. White stated the house has been there for 300 years and said it takes a historical surveyor to accurately evaluate the site. Mr. Cerel stated the firm that did the historic structure report was the same firm that did the Thayer property. Mr. Crowley asked if CPC would consider funding this endeavor. Mr. Cerel stated they would need to know the cost before CPC would agree to the funding. Ms. White said the Ide House is the jewel of the area and feels to dispose of the house would be a detriment to the Town. There was further discussion about the structural analysis report noting that items were prioritized. Mr. Trindade agreed that this property should be saved noting CPC funds are for funding these types of projects. Mr. Rossi stated his agreement. Mr. Cerel deferred to administration to find a vendor to provide an estimate for performing the review and calculations to determine what the repair costs would be. The Board agreed to have the Town Manager find someone to provide a cost estimate. Mr. Boynton stated that this is more expensive than what we were originally thinking noting this is a public building and must be handicap accessible, comply with certain building code requirements, etc. We need to look at the previous survey, as well as these other associated costs. It was noted that Ms. Dubrawski recommended the creation of an Ide House Committee like what was done for Thayer to determine the future options for community use. Mr. Trindade agree that we need a long-term plan and stated his concern about the worsening of the conditions, noting some immediate remediation may be required. Mr. Cerel stated the importance of needing to know the future purpose ahead of time to accurately determine how to fix issues appropriately and their associated cost. Ms. White stated her agreement with the creation of a Thayer like committee. The Board asked that any comments be sent to Mr. Boynton. Mr. Travalini stated the purpose of this discussion was to get the Town to fish or cut bait on this property and, looking at the report, this will be a major expenditure so he would like to see a decision made. Ms. Rossi stated she wants all to be open minded about the potential of the property.

Mr. Crowley noted all Select Board members toured the home and, as the Town owns the property, should be maintaining it noting his concern about no security systems. He requested that Ms. Dubrawski note the items that need to be addressed and e-mail that list to Ms. Potter so we can request that DPW address them. Mr. Boynton stated that DPW does maintain items that are known issues noting that Ms. Harrington also makes us aware of issues. He reported on the joint effort with the Garden Club to beautify the front landscaping. Ms. Dubrawski stated that she advocates to preserve the house. Mr. Trindade noted someone needs to own this as a project. Mr. Boynton stated the first work item is to identify contractors that do this work, provide them with the structural report, and obtain an estimate of the critical structural items. The second is the creation and tasking of a committee to identify the vision for the property's future. Mr. Crowley noted that the Town supported Thayer for the

first two years of its operation and Thayer now has a positive cash flow year over year. The goal for this property was to give the Historical Society access and have it also be self-sufficient like Thayer.

Discussion: Route 109/Trotter Drive Intersection Improvements

The Board reviewed the (1) memo from Barbara Saint Andre, and (2) October 31, 2022, letter from Boston Region Metropolitan Planning Organization (MPO) to Barbara Saint Andre regarding the Community Transportation Technical Assistance (CTTA) Program.

Mr. Rodenhiser referenced the memo and report provided to the Board noting the MRA met with DPW and all concurred that option three is the best option. He noted the timing for option three should work well with the future plans for Route 109 towards the Milford line and also follows the MRA plans. The intersection suits the MRA master plan for that area. Mr. Crowley asked if there have been discussions with the MPO to extend the work done from Cumberland Farms to the Milford line. Mr. Boynton stated that we had the Transportation Improvement Program (TIP) project for Route 109 and as a Town have done improvements to continue the sidewalks down to Summer Street and on Milford Street, which was just completed. He stated that he spoke with DPW about other potential sidewalk work noting we have two potential revenue sources including \$275,000 in a bond bill authorization from a discussion with Senator Spilka, and \$300,000 from Medway Grid as part of their Host Community Agreement (HCA) for Milford Street pedestrian improvements, noting that no specific location was identified. He reported that we will need other improvements in next ten years, e.g., the culvert by Gray Squirrel, as we cannot expand beyond where culvert issues currently exist. He noted this could be a TIP project. Mr. Crowley asked how many residents live between the Fire Station and Milford town line noting this would not be one of his top priorities. Mr. Boynton asked what steps should be looked at at this point in time. Mr. Rodenhiser stated that intersection is to give relief from industrial park traffic to those area residents. Mr. Yorkis stated he has identified some funding sources. He spoke with Congressman McGovern who will be representing Medway as of January 3rd and was instrumental in getting us the funds for the Route 109 project. He stated this is the largest economic development project in our community and Congressman McGovern would like to assist Medway. Mr. Yorkis believes we are in a position relative to the Trotter Drive and 109 intersection to complete the engineering phase of the design that MPO pointed out needs to be completed. Congressman McGovern indicated there is funding that may be available in support of this project. Mr. Yorkis noted this would improve marketability and value of the MRA land, would address safety issues, and have a positive impact on area residents. Mr. Rodenhiser noted it would have a positive impact when marketing this as a developable project, as it makes it more desirable to the development community. Ms. White asked if we are looking to get just the intersection on the TIP list. Mr. Rodenhiser confirmed. Mr. Crowley estimated it will cost \$75,000 to do preliminary design, as the project is a total of \$3 million. He said the problem with TIP is you spend design funds but, based on this project size and scope and how it is scored in TIP, he believes it would not score high enough and other projects would be funded in front of this one. He also stated his concern with some of the TIP sidewalk and bicycle lane requirements. Mr. Crowley asked if the \$75,000 could be seed money. Mr. Yorkis confirmed. Mr. Trindade listed the other issues that need to be addressed prior to this project, asking where those funds would come from. Mr. Crowley stated if Mr. Yorkis can get the \$75,000 funding to do the engineering, he feels we should move on that portion. Mr. Trindade asked where the Town will obtain the \$1 million to fund this. There was further discussion on next steps for this project. Mr. Alessandri stated if we can get funding for the engineering and the Town does not need to spend any money, then he does not see any risk and we could also get on the TIP list. Mr. Rossi asked for clarification of what is being requested, if they are looking to get money granted and are asking for Select Board approval. Mr. Yorkis explained this is not a single process but a multiple step process and reviewed the past 109 project funding process. In this case, a group from Town will put a strategy together as to how much funding to request from Congressman McGovern, how much from Senator

Spilka, and how much from Representative Roy to determine the amount needed and when this goes to TIP. Mr. Boynton stated the bigger worry is when do we deal with the failed intersection at Fisher Street with a higher accident rate, the culvert at Gray Squirrel, and the geometry at West Street, also with a higher accident rate. If we are going to ask for money, we should try to get all our issues addressed. He is not suggesting we need to do same as the Route 109 project, but that we have a larger conversation with the MRA, DPW, and the Select Board. Mr. Crowley stated we may not get on the TIP list for funding without someone intervening and asked why not just do the intersection work noting he is in support of this as long as Town does not have to provide the funding. Mr. Boynton stated the intersection only is option B, but option A would be the entire project. There was further discussion about the potential of TIP funding. Mr. Rodenhiser will meet with Mr. Boynton and DPW Director Pelletier to come up with a more fleshed out strategic plan and timeline. Mr. Yorkis recommended a February to March timeframe due to the impending changes in Congress. Mr. Crowley clarified option A is the intersection only and option B would be the more expansive project. Ms. Saint Andre stated the reason they came before the Board was to see if they agreed with the MRA on option 3 in the MPO study. The Select Board agreed with the MRA on option 3.

Discussion/Vote: Fiscal Year (FY) 2024 Budget Policy

The Board reviewed the proposed FY24 budget policy.

Ms. Pratt stated the policy is a template that is updated yearly, noting this year there are two increases which were negotiated in all three union contracts on July 1st and January 1st. This will be distributed to Department Heads tomorrow. Mr. Crowley asked that we add the \$800,000 to roads and sidewalks at the top page two referencing the Exelon Payment in Lieu of Taxed (PILOT) agreement in addition to the continued \$500,000 for tax relief. Mr. Crowley asked if it is worth mentioning not taxing up to the levy limit. Ms. White said no as this is just going to Department Heads. Mr. Alessandri asked about number two under expense budgets and if we give Department Heads guidance to look at spending less and not simply level-fund line items or add line items without justification. Mr. Boynton stated yes and that this will be reviewed in the Department Head meeting tomorrow.

Mr. Trindade moved that that the Board approve the proposed Fiscal Year 2024 budget policy as presented. Ms. White seconded. No discussion. VOTE: 5-0-0.

Discussion: Five Year Budget Projection

The Board reviewed the five-year budget projection document.

Ms. Pratt stated it is in Town bylaws that the finance team must do this each year for the Board. She stated that the assumptions are outlined on the back page and noted this is only a starting point. Mr. Rossi asked if the stabilization funds on page one is interest. Ms. Pratt stated that is paydown of excluded debt. Mr. Rossi asked on page three, long term principal and interest debt service if this includes anticipated debt. Ms. Pratt confirmed. Mr. Boynton stated we are not going to recommend rolling debt off but keep capacity in the debt budget. Mr. Crowley asked why the debt increased. Ms. Pratt stated due to the addition of a school roof. Mr. Rossi asked if the Health Insurance has ever been five percent. Mr. Boynton answered the first couple years he was here. He stated we are now in the Mass Strategic Health Group and, while they are reporting that we are doing well to date, it is important to have capacity built into the budget to address a potential increase. Mr. Alessandri asked if these projections include our portion of the Tri-County building. Ms. Pratt stated no. Mr. Boynton noted that one other thing that was not included was any assumptions of revenue from the Medway Grid project. Mr. Crowley stated, to Mr. Alessandri's point, we added \$600,000 to Tri-County due to the increased enrollment while the School Department's increase over last year is \$200,000. Mr. Boynton clarified

that the school budget is expected to rise by \$900,000, which is \$200,000 higher than what we have provided in the past couple of years. The Tri-County all in estimated projected increase is a total of \$600,000, not \$600,000 more than we have given in the past. Mr. Crowley asked why Ms. Pratt went up \$200,000 in the State revenue assumption. Ms. Pratt stated it went up 2.5 percent. Mr. Crowley stated we know that we will not get 2.5 percent as we have been averaging \$38,000 over the past five years. Ms. Pratt stated revenues and expenses have been escalating each year at the same rate mirroring each other each year. Mr. Crowley asked what is dropping off in the bond revenue in 2025. Ms. Pratt will have to provide that information after this meeting. Mr. Boynton clarified that we have capacity in the debt budget and the only capacity that we cannot carry is debt exclusion capacity as there is no corresponding revenue.

Approval: 2022 License Renewals

The Board referred to the full list of licenses on page 2 of the agenda.

Mr. Crowley asked what we are doing for non-responders. Ms. Langley stated they will be receiving a letter and e-mail tomorrow noting that Szechuan Garden is the only business who has not responded. Mr. Trindade noted this is under new management. It was noted that when that change occurs, the licensee is supposed to submit that change via the State Alcoholic Beverage Control Commission (ABCC). Ms. Potter will hand deliver the letter tomorrow and speak to the manager.

Mr. Trindade moved that that the Board approve the license renewals for the businesses provided in the Board's packet conditioned upon the receipt of all necessary documentation, payment, and departmental approvals required for renewal of the specific licenses. Ms. White seconded. No discussion. VOTE: 5-0-0.

Action Items from Previous Meeting

The Board reviewed the action items dated November 7, 2022.

Medway Plaza Redevelopment: Mr. Crowley asked if there was any update. Mr. Boynton stated that there are continuing discussions with the lawyers and the courts.

Town Manager's Report

There were no items for the Board to review.

Capital Recommendations and Free Cash – DRAFT Update: Mr. Boynton provided the Select Board with a draft of his capital recommendations and free cash spreadsheet noting he will e-mail it to the Board and does not plan to discuss this tonight. This is the first take at going over capital items and doing the best to identify priorities from an operational perspective. He would like feedback from Board members and explained how to interpret the spreadsheet. He noted issues on obtaining vehicles.

Volunteer Appreciation Event – December 20th 5:30pm – Thayer: Mr. Boynton reminded the Board about the Volunteer Appreciation event to be held on December 20th at 5:30pm at the Thayer Homestead.

December 19th Select Board Meeting: Mr. Boynton asked the Board about its consensus on cancelling this meeting noting all Department Heads have confirmed that this would not be an issue. The Board agreed to cancel this meeting.

Christmas Schedule – Town Offices Closed December 23rd and December 26th: Mr. Boynton noted the days Town Offices will be closed for the Christmas holidays.

Town Manager Out of Office: Mr. Boynton stated he will be off as follows:

Thursday, December 8th – MMMA Public Safety Committee – Foxborough (PM)

Thursday, December 15th – MMA Meeting – Devens

Friday, December 16th – Out of Office

Thursday, December 22nd – Vacation

NEXT Select Board Meeting – January 3rd, 2023

Select Board's Reports

There were no items for the Board to review.

Mr. Alessandri thanked Ms. Fontecchio and Ms. Dubrawski for their efforts towards the Ide House and wished all a happy and safe holiday.

Mr. Rossi echoed Mr. Alessandri about the Ide House. He also noted Ms. Harrington's office looks out on the back where her programs occur, and which bring in a ton of revenue for Parks. He reported that Saturday is Coffee with a Select Board member at 9am at the Fire Station noting he thinks the location, etc. should change for the next one.

Ms. White commended the Christmas Parade Committee on their efforts and the Historical Society for the Ide House event.

Mr. Crowley reminded all about the meeting at Tri-County this Thursday, which is a public forum with residents and Town officials and requested that a Board member go and report back on the results. Mr. Alessandri will attend with Mr. Rossi as back-up. He stated the Legislative Breakfast is in the process of being scheduled for a Saturday in February. He reported that the lottery applications for the 48 affordable units at 39 Main Street were submitted noting there were only five. Mr. Trindade stated the issue was outreach. Mr. Boynton stated that DHCD's Secretary of Housing and Community Development will be in Medway next Wednesday, the 14th, for Housing Choice funding announcements at Thayer at 10am. Mr. Crowley stated his concern about filling the affordable units at 39 Main Street and if they don't get filled that they will get converted to the higher rate. He asked the Town Manager to find out who gets that revenue.

At 9:10PM, Mr. Trindade moved to adjourn. Mr. Rossi seconded. No discussion. VOTE: 5-0-0.

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