

**Select Board Meeting
June 6, 2022 – 7:00 PM
Sanford Hall
155 Village Street**

Present: Maryjane White, Chair; Frank Rossi, Clerk; Todd Alessandri, Member; Glenn Trindade, Member.

Absent: Dennis Crowley, Vice-Chair.

Staff Present: Michael Boynton, Town Manager; Carol Pratt, Finance Director; Joanne Russo, Treasurer/Collector; Peter Pelletier, Department of Public Works (DPW) Director; Sean Harrington, DPW Deputy Director; Julie Harrington, Parks and Recreation Director.

Other Participants: Chris Lagan, Investment Advisory Committee Member; James Sullivan, Finance Committee (FinCom) Vice-Chair; Cindy Sullivan, School Committee; Philip Anza, Milway Auto LLC; Caitlin Madden, Executive Director, MetroWest Collaborative Development; Gail Hachenburg, and Jordan Warnick, Co-Chairs, Cultural Council; Mike Cannistraro, Muralist.

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

Ms. White welcomed Mr. Alessandri to the Select Board.

Public Comments: Mr. Charlie Meyers alerted the Select Board that he felt that they should add an agenda item for an upcoming meeting on how the Town handles requests that come in from the Commonwealth of Massachusetts for large scale projects that could have an impact to the Town. He suggested three options including: (1) using 100% total internal resources with no Board or Community involvement, (2) involve appropriate Boards and/or Committees notifying them of internal activities, and (3) turn the request over to the Boards and/or Committees to determine appropriate handling of the request. He gave the example of the processing of the Massachusetts Environmental Protection Agency's request to the Town to review the Environmental Notification Form (ENF) filing by Medway Grid. He stated that the Town did not review this with the Conservation Commission (ConCom) or Planning and Economic Development Board (PEDB) noting he looked through all agendas and minutes and spoke with Barbara Saint Andre to confirm this did not occur. He stated that the staff did include input and comments and did a great job. He stated not including this at a ConCom or PEDB meeting does not allow for public input. He is requesting this be on an agenda and to also be a policy moving forward. Mr. Boynton stated it is up to the Select Board. Ms. White stated this will be taken under advisement.

Report from the Investment Advisory Committee (IAC): Other Post-Employment Benefits (OPEB) Trust
There were no materials for the Board to review.

Mr. Lagan stated the OPEB Trust was established to support the post-employment employee benefits, primarily the retiree health benefits. This initially gave the Town a better bond rating and now the agenda of the IAC is to make sure that we fully fund and meet the long-term liability, which is a little over \$20 million. The IAC adopted an investment policy statement in November of 2018 with an initial funding of \$857,000 and retained Rockland Trust as the investment advisor to manage this fund. He

reported Rockland Trust has done a good job with this initial investment and the \$300,000 subsequent yearly investments. He stated through the end of May, the OPEB Trust had a value of \$2.2 million and a return on investment of 12.7% annualized since inception. The asset allocation is 80% in equity and 20% in fixed income as this is a long-term liability looking out 20 plus years. Mr. Rossi stated the Town's actuarial firm's discount rate used for projected returns is 6.5% noting in three years plus of management of these funds we are above that. He further stated that 6.5% has reduced the unfunded liability from the initial amount of approximately \$35 million. He noted that we are at \$2.2 million from that initial amount and another \$300,000 will be coming in on July 1st, as appropriated at May Town Meeting. Mr. Boynton explained this funding is appropriated at Town Meeting with \$100,000 from the Meals Tax and \$200,000 from Exelon funds for a total of \$300,000 per year. He stated that our pension liability is funded through the Norfolk County Retirement System (NCRS) and their full funding for this liability is targeted in FY29. We have talked about what happens when this is fully funded. NCRS has been using north of 7% for their discount rate noting some of the local audit teams would like to see that number reduced. He stated NCRS has been reticent to do that as the only way to reduce that number is to extend the time out for when fully funded or obtain additional funds from the Towns. He stated that in the coming years, we need to think about what sum could be applied to OPEB once NCRS is fully funded. Mr. Lagan stated we are 20 years out from fully funding OPEB noting, if we increased funding to \$500,000, it would take five-years off so we would be fully funded in 15 years. Mr. Trindade commended the IAC on their efforts to date.

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.

This agenda item was moved to the next Select Board meeting scheduled for June 21, 2022.

Approval of Minutes: May 16, 2022

The Board reviewed the draft minutes of May 16, 2022.

Mr. Trindade moved that the Board approve the minutes of May 16, 2022. Mr. Rossi seconded. No discussion. VOTE: 4-0-0.

Discussion/Vote: Class II Auto Dealers License: Philip Anza D/B/A Milway Auto LLC

The Board reviewed the (1) Class II auto dealers application, and (2) Departmental Approvals.

Mr. Anza stated this is a new building for a secondhand dealers license. Mr. Boynton stated the location is 50 Alder Street.

Mr. Trindade moved that the Board approve the Class 2 license for Milway Auto LLC as presented. Mr. Alessandri seconded. No discussion. VOTE: 4-0-0.

Approval: Glen Brook Way Funding Agreement Amendment for Phase 2 Construction Start Date

The Board reviewed the (1) memo from Caitlin Madden, Metro West Collaborative Development, (2) funding agreement amendment, (3) mortgage amendment, and (4) Note Allonge #1.

Mr. Boynton stated Phase 1 is done with Phase 2 set to go which will be a total of 40 affordable housing units. An issue arose with the bids far exceeding the original estimates. They have worked collaboratively with the Commonwealth to get additional funding. Medway is a proud partner as this brings affordable housing to Medway. The Affordable Housing Trust (AHT) provided an additional

\$200,000 in funding. We need to update the funding agreement as we are increasing the amount to \$200,000 related to the mortgage that the Town would hold and to change the Phase 2 start date. This has provided assurance to their bond company. Mr. Rossi asked Ms. Pratt for the AHT available balance. She stated that she does not have an exact number but knows there is funding to cover this. Mr. Trindade noted that we have the funds from the sale of Cutler Street. He explained if we did not fund this, there would have been cuts in the project resulting in a decrease in quality of the project. He also stated that the Town funding allowed the Department of Housing and Community Development (DHCD) to provide the additional \$2 million needed to proceed with the project. Mr. Boynton stated that missing out on future deadlines would impact our 10% affordable housing and our ability to maintain our Housing Choice status. Mr. Trindade noted the AHT voted unanimously to move forward.

Mr. Rossi move that the Board approve the Glen Brook Way Funding Agreement Amendment, Mortgage Amendment, and Note Allonge #1, and authorize the Chair to execute the necessary documents as presented. Mr. Alessandri seconded. No discussion. VOTE: 4-0-0.

Appointment Considerations: 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 candidates e-mails of interest.

Mr. McDermott of 39 Populatic Street discussed his background and interest in serving on the NAIP National Heritage Commemoration Day Steering Committee as follows: he stated that we have a lot of great events in Medway, there is a lot of Medway history, and this is an opportunity for another great event. He has experience with fundraising via kayaking yearly from Medway to Boston, is a second generation Irish citizen, and is looking to support the indigenous people. Mr. Rossi asked if he currently serves on any boards. Mr. McDermott stated he serves on the Economic Development Committee (EDC).

Mr. Regan of 10 Lovering Street discussed his background and interest in serving on the NAIP National Heritage Commemoration Day Steering Committee as follows: he stated his genuine interest to become more involved in town, is a history buff, we should always know where our roots are from, and noted the importance to understand the native settlers. Mr. Rossi asked if he currently serves on any boards. Mr. Regan stated he does not but is attempting to.

Ms. Phillips of 63 West Street discussed her background and interest in serving on the NAIP National Heritage Commemoration Day Steering Committee as follows: she is an eight-year resident with two kids in the schools, owns a small business in Medway, sees an opportunity to learn and grow and hear from indigenous people in this community, and learn through healing. She reported she participated in the event that the state committee held and learned a lot about where she lives. She is a social worker by trade and has the understanding that inclusiveness and fostering diversity is needed to build a strong community. Ms. White asked about the need to heal. Ms. Phillips stated there is a lot of pain in the indigenous community and she would like to learn more and acknowledge that. Mr. Rossi asked is this is her first volunteer opportunity. She confirmed.

Ms. Purcell of 4 Karen Avenue was unavailable to discuss her background and interest in serving on the NAIDP National Heritage Commemoration Day Steering Committee. Mr. Regan stated she was here but there was confusion about whether this was going to be on the agenda. Mr. Rossi read Ms. Purcell's letter to the Select Board that was in the meeting materials.

Ms. Shinas of 14 Winthrop Street discussed her background and interest in serving on the NAIP National Heritage Commemoration Day Steering Committee as follows: she moved to Medway right before the pandemic so made it her mission to learn about the community and to become involved, her daughter and her children live with her and her husband and noted that her dog is a flight risk. She is a member of the Cultural Council which has been a rich experience for her. She is a teacher/educator and feels this is a rare and special opportunity to educate the children on the history of Medway. She works at Lesley University where they have moved away from the Columbus Day holiday and originally called it Fall Weekend and understands why we need to know our history and culture and the harm/hurts that have been done.

Mr. Rossi 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. White seconded. VOTE: 2-2-0. Mr. Trindade and Mr. Alessandri opposed. Mr. Trindade moved to appoint Liam McDermott, Michael Regan, Joanne Phillips, and Valerie Shinas to the NAIDP National Heritage Commemoration Day Steering Committee for a two-year term. Mr. Alessandri seconded. VOTE: 2-2-0. Ms. White and Mr. Rossi opposed.

This agenda item was moved to the June 21, 2022 meeting for a vote by the full Select Board.

Discussion/Vote: Choate Park Mural

The Board reviewed (1) the memo from Debi Rossi, and (2) proposed murals.

Ms. Rossi provided an overview of the Parks Commission meeting discussion on this topic. The wall was utilized as a handball wall in the past and the cost to remove it is prohibitive and it is now a part of the Peace Garden. They initially voted 4-0 to approve the side that did not face the Peace Garden as they did not have the opportunity to talk to the families involved in the Peace Garden. Tina Wright came to their June 1st meeting and sent the other picture to the families who agreed to that proposal. The Parks Commission has approved the proposed artwork for both sides, but the issue is financing. The Parks Commission voted to not fully finance this but was willing to partially fund this effort if other funding sources could be identified. She noted the total cost would be over \$7,000. Mr. Cannistraro is the muralist, who lives on Shaw Street in Medway. He explained the preparation of the wall including washing off the mold with trisodium phosphate (TSP) and he would then need DPW to power wash it and skim coat it. Once that is complete, he can then prime it. He estimates 40 hours per side as it is 20ft by 40ft in size so utilizing a bucket lift would reduce the timeframe for completion and requested the Town to rent one as it costs \$1,500 per week. Once the painting is done, five polyacrylic clear coats would be applied to allow for any vandalism to be power washed off. Every five years, another clearcoat would be needed. This could last 20-30 years. Mr. Alessandri stated his concerns would be the cost. Mr. Cannistraro stated the cost of \$7,200 would include his time to apply the primer, paint, and a topcoat. That cost would not include the bucket lift. Ms. Leanne Harris asked about impact of the use of TSP for environmental purposes. Mr. Cannistraro stated he would drop the area to prevent any impact on the environment. Mr. Rossi noted the cost for the bucket truck for two weeks of \$1,500 per week translates to a total cost of \$10,200. Mr. Boynton asked if the Cultural Council had any supporting funding. Ms. Hachenburg stated they have the \$500 they put aside to paint the electrical box that they would be willing to put towards this effort. Mr. Boynton stated the Board, if they so choose, could decide to support the concept tonight and determine funding at a later date and we would bring this back to the Board at their next meeting if needed.

Mr. Rossi move that the Board support the painting of the two sided mural at Choate Park consistent with the recommendations of the Parks Commission and for the Town Manager to work with the

Finance Department to determine project funding. Mr. Trindade seconded. No discussion. VOTE: 4-0-0.

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

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

This agenda item was moved to the next Select Board meeting scheduled for June 21, 2022

Approval: Contract with SumCo Eco-Contracting LLC for the Milford Street Boardwalk Project - \$179,500

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

Mr. Pelletier stated this boardwalk is along the Milford Street area before Cumberland Farms noting there is a culvert there that we need to build a boardwalk over like those on the trails. This allows for a sidewalk running from Main Street up Milford Street all the way to Cumberland Farms at Summer Street. This was planned pre-COVID and the same contractor we originally had engaged rebid on this project again and was the only bidder. Mr. Alessandri asked if there were any issues with land takings and if there was any contingency. Mr. Boynton stated there are no land issues. Mr. Pelletier confirmed the contingency.

Mr. Trindade moved that the Board authorize the Chair to execute contract with SumCo Eco-Contracting LLC as presented. Mr. Rossi seconded. No discussion. VOTE: 4-0-0.

Authorization to Expend Grant Funds: Department of Environmental Protection American Rescue Plan Act (ARPA) Grant for the Water Treatment Facility - \$350,000

The Board reviewed the (1) notice of grant award, and the (2) budget and scope document.

Mr. Boynton stated that because the ARPA funds are coming under the jurisdiction of the Select Board, this needs to be authorized for expenditure. This is the \$350,000 of state funds. There is \$2.5 million coming from Norfolk County and \$1.4 million of local authorization. All those funds will be directed to the Water Treatment Facility.

Mr. Rossi moved that the Board authorize the expenditure of the ARPA grant funds as presented. Mr. Trindade seconded. No discussion. VOTE: 4-0-0.

Approval of Authorization for Town Manager to Execute Water Treatment Facility Construction Project Change Orders – Not to Exceed \$25,000 Per Change Order Request

There were no materials for the Board to review.

Mr. Trindade explained how change orders come up on projects noting that the Board has allowed Mr. Boynton to approve these in the past with the big projects to keep the project on task and on time. Mr. Boynton stated the Board will be made aware of all change orders.

Mr. Trindade moved that the Board authorize the Town Manager to execute Water Treatment Facility Construction Project Change Orders in an amount not to exceed \$25,000 per Change Order Request as discussed. Mr. Alessandri seconded. No discussion. VOTE: 4-0-0.

Approval: Change Order Number 1: New England Building & Bridges Company, Inc. for West Street Bridge Project - \$57,533.62

The Board reviewed the (1) memo from Pete Pelletier, (2) letter from Kim Armstrong, Greenman-Pedersen, Inc., and (3) Change Order Number 1.

Mr. Boynton stated this is for the West Street Bridge project funded, designed, and approved by the state. The changes needed are due to the new road layout causing runoff to those residents' properties that abut this area. We need Board to approve this so we can reinstitute the contract and resolve this issue. Mr. Pelletier stated the contractor has moved forward on ordering items, including dealing with the runoff into Hopping Brook. Mr. Trindade asked if we anticipate completion of this project by the end of summer. Mr. Pelletier confirmed. Ms. White asked if this was not anticipated. Mr. Pelletier confirmed and reported that due to the redesign of this area a newly created low area now causes drainage down a residential driveway. Mr. Rossi asked how this was being funded. Mr. Pelletier stated this is coming out of the road and sidewalk budget.

Mr. Alessandri moved that the Board authorize the Town Manager to execute change order number 1 with New England Building and Bridges Company, Inc. as presented. Mr. Trindade seconded. No discussion. VOTE: 4-0-0.

Consideration of Public Event Permit Application: Ride for Food – 10/2/2022

The Board reviewed the (1) permit application, and (2) Chief Tingley's approval.

Mr. Alessandri and Mr. Rossi requested a brief explanation. Ms. Langley stated this is a yearly event where part of the route runs through Medway. This has been reviewed and conditionally approved by the Police Chief.

Mr. Trindade moved that the Board approve the public event permit application as presented, subject to the Police Chief's recommendation and proof of appropriate insurance coverage. Mr. Rossi seconded. No discussion. VOTE: 4-0-0.

Annual Appointments

The Board reviewed the (1) list of incumbents who have requested reappointment, and (2) Fiscal Year 2022 attendance records for the Affordable Housing Committee, Affordable Housing Trust, Agricultural Committee, Board of Assessors, Board of Health, Capital Improvement Planning Committee, Community Preservation Committee, Conservation Commission, Council on Aging, Historical Commission, Medway Christmas Parade Committee, Medway Cultural Council, Medway Pride Day Committee, Memorial Committee, Parks Commission, Thayer Property Governance Committee, and Zoning Board of Appeals.

Mr. Rossi moved that the Board appoint the incumbent board and committee members as listed on the meeting agenda. Mr. Alessandri seconded. No Discussion. VOTE: 4-0-0.

Discussion: Select Board Fiscal Year (FY) 2023 Meeting Schedule

The Board reviewed the proposed FY23 meeting schedule.

Mr. Boynton stated the summer has one meeting scheduled for July and August as we have done in the past. September is confusing as the ICMA Conference impacts the meeting schedule. There is one meeting scheduled for September 12th and, if we determine the need to add an additional meeting, we can at that point in time.

Mr. Trindade moved that the Board approve F23 Select Board meeting schedule the as discussed. Mr. Alessandri seconded. No discussion. VOTE: 4-0-0.

Select Board Fiscal Year (FY) 2023 Liaison Positions

The Board reviewed the proposed FY23 liaison positions.

This agenda item was moved to the next Select Board meeting scheduled for June 21, 2022

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 Legislation Update: Mr. Boynton stated we were notified by Representative Roy and Senator Spilka that this was approved by the House and Senate and is on the Governor's desk.

Police Station Dedication Event – June 11th 10AM: Mr. Boynton reminded the Board of this dedication event for Chief David Lambirth.

Trash Policy Changes-Parks: Mr. Boynton stated the issue with trash at Choate Park is once the trash cans are full, trash is left to the side. We will be pulling trash barrels out on a trial basis, so if you bring trash in, you take it out. He has had positive experience with this in the past. He stated that a public notice went out via the Parks program, and this starts tomorrow noting we are starting with Choate Park only. It was noted there will be a sign to take any trash with you.

Deputy Fire Chief Appointment: Mr. Boynton stated today he has appointed Craig Vinton to serve as the new Deputy Fire Chief effective July 1st. Chris Stygles will be replacing Craig Vinton as Lieutenant and we had a recent promotion of Jim Kaufman. Friday morning, July 1st, there will be a brief swearing in ceremony. The details of the ceremony are in process.

Police Chief Swearing in Ceremony – July 5th 8:30AM – Front of Town Hall: Mr. Boynton stated there will be a swearing in for Bill Kingsbury in the front of Town Hall, as this was where Chief Tingley came for his first day of work.

Mr. Boynton stated he was informed that the Peace Garden dedication is this coming Monday night, June 13th at 7pm. It was noted that this conflicts with the Select Board's joint meeting with the Master Plan Committee and PEDB that begins at 6:30pm.

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

- June 17-28 Vacation

NEXT Select Board Meeting – Tuesday, June 21, 2022, 6:30pm.

Ms. Pratt said we will need a special meeting during the last week in July to approve a borrowing. It was planned to be a brief morning meeting.

Select Board's Reports

There were no items for the Board to review.

Mr. Trindade reported the Pride Celebration was very well attended and the organizers were pleased with the Town's support. The Medway Community Farm has a barbecue fundraiser this Saturday afternoon with tickets still available.

Mr. Rossi reported that the girls' softball team qualified but lost a close game in the preliminary, the boys' baseball qualified, won their preliminary round but lost today in Medfield, and the girls' and boys' lacrosse teams play back to back games this Wednesday at Hanlon Field, the girls play South Hadley at 3:30pm, and the boys play Hull at 5:45pm.

Mr. Alessandri reported that Connor Gilmore won the Division 5 State 100 meter dash, competed in the Star of Stars meet in Westfield, and will be heading to West Point. Lacey Santos did well in her event, as well. The final send off to the seniors is tomorrow night at Thayer.

Mr. Boynton stated that Sergeant Jeff Watson will fill the Police Lieutenant position and Ryan Ober will fill the Sergeant position and they will be sworn in on the same date as Bill Kingsbury.

At 8:20PM, Mr. Trindade moved to adjourn. Mr. Rossi seconded. . VOTE: 4-0-0.

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