

**Select Board Meeting
April 18, 2023 – 7:00 PM
Sanford Hall
155 Village Street**

Present: Dennis Crowley, Chair; Glenn Trindade, Vice-Chair (via phone at 7:38pm); Frank Rossi, Clerk; Maryjane White, Member.

Absent: Todd Alessandri, Member.

Staff Present: Michael Boynton, Town Manager; Allison Potter, Assistant Town Manager; Police Chief Kingsbury; Fire Chief Lynch; Joanne Russo, Treasurer-Collector; Peter Pelletier, Department of Public Works (DPW) Director; Stephanie Carlisle, Sustainability Coordinator; Bridget Graziano, Conservation Agent; Barbara Saint Andre, Community and Economic Development Director; Julie Harrington, Parks and Recreation Director; Sandra Johnston, Communications Director.

Others Present: Parks Commission: Deb Rossi, Chair; Police Dispatchers: Hannah Furno, Supervisor, William Tagliaferri, Kerri Bishop, Emily Clark, Eva Cann.

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.

Mr. Crowley acknowledged Susy Affleck-Childs who will be retiring after twenty-three years of service to the Town as the Planning and Economic Development Board (PEDB) Coordinator. The Board thanked her for her efforts over the years.

Recognition of Julie Harrington's Selection as 2023 Community Professional of the Year

There were no materials for the Board to review.

Mr. Crowley reported that Julie Harrington was selected as the 2023 Community Professional of the Year by her peers and commended her on her efforts in her role and her service to the residents of Medway. Ms. Rossi noted that Julie was nominated by the Medfield Parks and Recreation Director and is also on the State Parks and Recreation Board. She stated how fortunate we are to have her. Ms. White stated that before Julie, there was nothing, and commended her on her amazing efforts during COVID, stated she is amazing and does an extraordinary job. Mr. Rossi reiterated Ms. White's statements. Mr. Boynton stated that everything happened overnight, flawlessly, noting the full story is that she is out at the VFW on a Saturday night when someone left the lights on, she is out at all hours if someone is on the fields and should not be, and she is out at all times supporting the children of the town. Mr. Crowley noted the impact she has had on people sharing that his daughter who has a two-year old and a four-year-old lives in Westwood and they did not have these types of programs, so she then got involved in their Parks and Recreation Board.

Recognition & Appreciation of Medway Public Safety Dispatchers – National Telecommunicators Week

There were no materials for the Board to review.

Chief Kingsbury noted that last week was designated National Telecommunicators Week and therefore recognized the contributions and efforts of the Medway Public Safety Dispatchers and requested that the Select Board recognize them as well. He stated that they are our front line of defense and exhibit remarkable professionalism and knowledge. He then introduced those present and noted that Nick Cabral was unable to attend. He spoke about the difference between the work that he did as a dispatcher in the past and what they do today. Chief Lynch stated this role used to be more of a steppingstone to be a police officer when he started and now this is a career. He emphasized the level of professionalism and quality of information they provide. Mr. Boynton noted that when the Police Station opened in 1990, they had a desktop radio, a typewriter, and a teletype machine; now it looks like NASA. He stated that he is very proud of the work they do. Ms. White noted how important the dispatchers are and thanked them for their efforts. Mr. Rossi reiterated Ms. White's remarks. Mr. Crowley congratulated all present.

Approval of Minutes: April 3, 2023

The Board reviewed the draft minutes of April 3, 2023.

Mr. Rossi moved that the Board approve the minutes of April 3, 2023. Ms. White seconded.

Discussion: Mr. Crowley requested clarification of the definition of multifamily on page 9, line 414.

VOTE: 3-0-0.

Appointment Consideration: Reappointment of Christine Lorenzen – Board of Registrars

There were no materials for the Board to review.

Ms. Ohannesian stated Ms. Lorenzen has been an asset for a long time in this role.

Mr. Rossi moved that the Board appoint Ms. Lorenzen to the Board of Registrars for a term expiring on March 31, 2026. Ms. White seconded. No discussion. VOTE: 3-0-0.

Discussion: Implementation of Electronic Voting at Town Meeting

The Board reviewed the memo from Stefany Ohannesian.

Ms. Ohannesian reviewed the planned clicker implementation process for Town Meeting voting noting the clickers are not connected to the internet. She then reviewed the three buttons for yes, no, and abstain and what will be presented on the screen at Town Meeting. Mr. Crowley asked if the clickers will be used at the Special Town Meeting (STM). This was confirmed. He asked about the process for when STM ends and Annual Town Meeting (ATM) begins, as many people exit after STM. Ms. Ohannesian stated they will need to pass them back in when they exit and retrieve new ones when they reenter for ATM. Ms. Mullen noted she will remind residents to leave through the back so that the clickers can be collected. Mr. Crowley asked how long a period of time voting will be allowed. Ms. Mullen stated she will keep track of the total votes compared to the total clickers given out, remind residents to vote, and notify them when planning to close the voting. Mr. Crowley asked if you could vote before the vote is called. It was noted that the clickers will be activated only once the vote is called for. Mr. Crowley asked if total votes will be seen during the voting process. Ms. Mullen referenced the grid view noting it will show the number of the clicker that voted or did not vote and the total votes but no tallies of yes and no will be seen until the vote is closed. Mr. Crowley asked about the process for a standing vote. Ms. Mullen stated seven voters need to challenge the initial vote noting the standing vote would be the resultant vote. Mr. Crowley asked if seven voters wanted to go with the total electronic votes versus the standing vote, which would take precedence. Ms. Mullen stated the standing vote. Ms. White noted that there is still one hour after the final vote that a vote can be

requested for reconsideration. Ms. White asked if you must vote. Ms. Ohannesian stated she will ask the company. Ms. Mullen stated this is all anonymous. Mr. Crowley asked what other Towns use this and if this has been well received. Ms. Ohannesian stated it has been well received in Bellingham, Mendon, Uxbridge, Dedham, Blackstone, and Westwood. Sudbury will implement these with their next Town Meeting. Mr. Rossi asked what happens if one is not returned. Ms. Ohannesian stated it would be deactivated. Ms. White asked if this will be used for every article. Ms. Mullen confirmed. Mr. Trindade asked if this is easy and if there will be an opportunity for questions. Ms. Mullen stated they plan to allow for practice before Town Meeting, there is a video that is live showing how to use them, and that she will be at the Medway library on two dates to assist residents with any questions.

Approval: Contract with Sum Co Eco-Contracting LLC for Adams Street Observation Platform Construction - \$51,000

The Board reviewed the contract.

Ms. Graziano stated this is related to the Adams Street Americans with Disabilities Act (ADA) trail and reviewed the specific funding for this project. The total project cost is \$224,000. She noted the first time she came before the Board was to approve the expenditure of the grant funding, the second time was for approval of the engineering contract, and this is for the construction. She stated that this company also did the Hoag platform. She stated the costs for in-kind services labor is \$35,330 and the cost to run the machinery is \$40,000. She stated that the Town is required to meet twenty percent of the project costs but is currently at thirty-six percent. The project should be completed by December 2023, but she would like the viewing platform and trail to be completed by July 2023. Mr. Crowley asked for a description of the project. Ms. Graziano stated this is at 0 Adams Street, which was not developed as part of the athletic fields project, so the PEDB wanted to create an accessible field. She explained the exact location of the platform noting the position of the platform allows for more visibility of the wetlands and field.

Mr. Rossi moved that the Board authorize the Chair to execute the contract with Sum Co Eco-Contracting LLC as presented. Ms. White seconded. No discussion. It was voted by roll call: Crowley aye; Rossi aye; Trindade aye; White aye. VOTE: 4-0-0.

Authorization to Borrow: Bond Anticipation Note in the amount of \$5,530,000 with SWBC Investment Services, LLC for the following:

- **Acquisition of 120 Main Street; authorized amount \$4,515,000 - Article 2, Fall Town Meeting November 14th, 2022**
- **Acquisition of 72B Main Street; authorized amount \$405,000 - Article 3, Fall Town Meeting November 14th, 2022**
- **New Centralized Water Treatment Plant; authorized amount \$610,000 - Article 11, Fall Town Meeting November 14th, 2022**

The Board reviewed the (1) memo from Joanne Russo and (2) bond anticipation note vote of the Select Board.

Mr. Rossi moved to approve the borrowing by reading the bond anticipation note vote of the Select Board (attached at end of minutes). Ms. White seconded. Discussion: Mr. Crowley explained each of the borrowings and associated costs. Ms. Russo explained that the bid went out on April twelfth, there were seven very close bidders noting the winning bid was 3.2191 and the second bidder was at 3.2193. She stated that we received a \$584,000 premium, which brought the borrowing down. Mr. Crowley explained why a AAA rating is important as it results in the Town getting a lower borrowing rate, as well as a premium. He explained that based on the rate we had anticipated, we will save \$230,000. Mr.

Rossi noted that rates have come down recently. **This was voted by roll call: Crowley aye; Rossi aye; Trindade aye; White aye. VOTE: 4-0-0.**

Mr. Crowley explained why the historical wraps for utility boxes was removed from the agenda.

Discussion: Municipal Separate Storm Sewer System (MS4) Compliance

The Board reviewed the PowerPoint presentation.

Ms. Carlisle explained what is included in stormwater and each of the components of the MS4 compliance program. She stated they are currently focusing on the phosphorus control plan noting phosphorous causes toxic algae blooms. She explained how phosphorus gets into our stormwater. She noted this is a twenty-year program and Medway is required to remove 882 pounds annually by the end of that period. She explained how phosphorus is removed from non-structural and structural controls and what these specific remediation efforts include. She explained the gap analysis is now being completed. The goal is 882 pounds, and we can claim twenty-nine pounds which represents 3.3%. By 2028, we need to be at 25% of our goal and 2038 at 100%. She explained the specific non-structural control actions that need to be implemented to increase the removal of phosphorus and the amount that could be removed noting our existing is credit 13.76 pounds per year and our potential credit would be 45.63 pounds per year. She then explained the structural control actions that need to be implemented noting our existing credit of 15.68 pounds per year and the potential gaps at year eight of 114.69 pounds and year ten at 158.69 pounds per year. She stated the Town was identified for federal earmark funds to address this issue. She noted that we do not currently have a program in place to address existing non-Town owned structures. She reviewed some of the projects identified to address this and then reviewed the costs of the non-structural and structural controls. Mr. Boynton commended Mr. Pelletier and Ms. Carlisle on their efforts to date. He stated that this is insane that someone has quantified 882 pounds for Medway to prevent from entering the Charles River. He said it is not financially feasible to get to that 882 goal which would cost the Town \$88 million noting the rules from Washington, D.C. change based on who is in the White House. He stated he is not sure of the solution as we will not get to that 882 goal. Ms. Carlisle stated this 882 goal is based on 2005 land data and it is scientifically data based. Once she updates this number based on current our land usage, this number will increase. There was further discussion on how this could be addressed and how other towns are addressing this. Ms. White asked if any new construction must mediate this on their own. Ms. Carlisle confirmed that they cannot connect to our MS4. Mr. Crowley stated this is another unfunded federal mandate like per- and polyfluoroalkyl substances (PFAS) where they expect the Town and residents to pay for this. Mr. Crowley asked for the amount that was put in the Fiscal Year (FY)24 budget for stormwater. Mr. Boynton stated \$240,000. Mr. Pelletier stated we need a lot of engineering design to get a handle on how to address this. Mr. Crowley stated we would have to raise taxes or cut services to fund this. Mr. Boynton said, in the past, the communities took the Environmental Protection Agency (EPA) to court and at that time they decided to attempt to work with the towns. He suggested that we continue to do what we have been doing, and to increase our catch basin cleaning and street sweeping. There was further discussion about the ability to address this from a financial perspective, specific implementation measures, and the ability to meet the 882 goal set for Medway.

Discussion/Vote: Proposed Increase in Charges to the Curbside Trash and Recycling Program

The Board reviewed the PowerPoint presentation.

Mr. Pelletier stated the pay as you throw (PAYT) program started in 1999, the annual fee is \$250 per year, recycling service was increased to weekly, and the Recycling Center is operating at a loss. Solid waste disposal costs are increasing, recycling used to us earn money but now costs us money,

mattresses are banned with costs increasing and fuel and hauling costs are increasing, too. He then reviewed the proposal to increase the annual fee to \$280 per year and increase the bulk fee to \$20 per yard or stop accepting construction debris, increase the mattress fee, and add electronics and freon removal fees as we do not currently charge for those. He noted these proposed increases will not close the entire gap in costs. He reported that we do not have a recycling contamination issue. He stated we are having issues with people picking out of the bins and he would like to institute a rule or fine to stop this from occurring as it is a safety issue. Mr. Crowley stated he agrees that added revenue is needed but is not sure how much added revenue is needed so would prefer to hold off on increasing fees for another year. He does agree with increasing the bulk fees. There was discussion about the prohibition of construction debris. Mr. Crowley suggested holding off until we get more data about the numbers from the Finance Director. Mr. Rossi noted the large difference in the recycling costs as it is now costing us. Mr. Boynton asked if the Board would agree to increase all the fees for bulk items, mattresses, electronics, and freon. The Board agreed to push out the increase of the annual fee and have more time to decide about the other items to the May 1st meeting. Ms. Carlisle will investigate the cost for private companies to take wallboard versus Town costs. There was further discussion about not allowing residents to pick out of the bins. Mr. Boynton stated the first offense will be a verbal warning, the second offense will be a letter of disinvite to the Recycling Center, and anything beyond that we will get the Police involved. Mr. Myers, 9 Curtis Lane, suggested looking at increasing the yellow bag fee versus the yearly fee in consideration of seniors in Town and the PAYT program.

Discussion: Electric Vehicle (EV) Charging Station Usage Update

The Board reviewed the PowerPoint presentation.

Ms. Carlisle reviewed when charging stations were added, the cost recovery implemented, and costs/revenue statistics per location of the stations. She noted that we are operating at a loss. Mr. Myers suggested to avoid the demand charge issue at Town Hall, consider the installation of a small battery unit. It was noted five percent of the usage is by the Town.

Approval: Contract with Beta Group, Inc. for the Purchase and Setup of Asset Management Software for Catch Basin Cleaning – Not to Exceed \$8,850

The Board reviewed the contract.

Mr. Pelletier stated this is to better deal with catch basins and relates to the Town's MS4 permit.

Mr. Rossi moved that the Board authorize the Chair to execute the contract with Beta Group, Inc. as presented. Ms. White seconded. No discussion. It was voted by roll call: Crowley aye; Rossi aye; Trindade aye; White aye. VOTE: 4-0-0.

Approval: Intent to Award Bid for the Oakland Street Well Replacement to Denis L. Maher, a Division of Weston and Sampson, Inc. - \$115,272

The Board reviewed the letter from Haley and Ward with intent to award bid document.

Mr. Pelletier stated this is for the Oakland Street well replacement noting this was the lowest of the two bids received and we have worked with them successfully in the past.

Mr. Rossi moved that the Board authorize the Chair to execute the intent to award bid document as presented. Ms. White seconded. Discussion: Mr. Crowley asked where this is paid from. Mr. Boynton stated from the water budget. Mr. Crowley asked if this was approved at Town Meeting. Mr. Boynton

confirmed it was at the November Town Meeting. **It was voted by roll call: Crowley aye; Rossi aye; Trindade aye; White aye. VOTE: 4-0-0.**

Consideration of Public Event Permit Application: Cystic Fibrosis Cycle for Life – 9/30/2023

The Board reviewed the (1) application, and (3) departmental approvals.

Mr. Rossi 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. Ms. White seconded. No discussion. It was voted by roll call: Crowley aye; Rossi aye; Trindade aye; White aye. VOTE: 4-0-0.

Discussion/Vote: Acceptance of Citizens' Petition to Change Columbus Day to Indigenous Peoples' Day for Inclusion in the Annual Town Meeting Warrant

The Board reviewed the Citizens' Petition with Town Clerk's memo noting the certification of the signatures and proper number of signatures.

Mr. Boynton noted that we received a citizens' petition. This was certified by the Town Clerk and the Board must vote to open the Annual Town Meeting warrant, vote to include this petition in the warrant, indicate where to place it in warrant, and then vote to close the warrant.

Mr. Rossi moved to open the Annual Town Meeting warrant. Ms. White seconded. No discussion. It was voted by roll call: Crowley aye; Rossi aye; Trindade aye; White aye. VOTE: 4-0-0.

Mr. Rossi moved to that the Board vote to accept the Citizens' Petition as presented for inclusion in the Annual Town Meeting warrant. Ms. White seconded. Discussion: Mr. Crowley asked if all citizens' petitions must go on the warrant as written. Mr. Boynton confirmed. Mr. Boynton stated this always goes in the order of how it was received so this will be Article number 38, as the prior Article number 38 was removed. **It was voted by roll call: Crowley aye; Rossi aye; Trindade aye; White aye. VOTE: 4-0-0.**

Mr. Rossi moved to close the Annual Town Meeting warrant. Ms. White seconded. No discussion. It was voted by roll call: Crowley aye; Rossi aye; Trindade aye; White aye. VOTE: 4-0-0.

Discussion/Vote Recommendations: May 8, 2023, Special Town Meeting (STM) Warrant Article 1 and Annual Town Meeting (ATM) Warrant Articles 7, 11, 24, 38

The Board reviewed the (1) draft STM warrant article 1 and ATM warrant articles 7, 11, 24 and 38, and (2) memo from Bridget Graziano.

Special Town Meeting Warrant

ARTICLE 1: (Prior Year Bills)

Mr. Boynton noted the prior year bills totaling \$2,314.21.

Mr. Rossi moved to approve Article 1. Ms. White seconded. No discussion. It was voted by roll call: Crowley aye; Rossi aye; Trindade aye; White aye. VOTE: 4-0-0.

Annual Town Meeting Warrant

Mr. Boynton stated that we all need to understand the amount of work and effort on the warrant undertaken by the Select Board and commended their efforts, Mr. Crowley specifically. He thanked all Board members for their efforts.

ARTICLE 38: (Amend General Bylaws: Add New Tree Preservation Bylaw)

Mr. Boynton stated this article will be removed and the plan is to bring it to Fall Town Meeting.

ARTICLE 7: (Free Cash Appropriation: Capital and Other Items)

Mr. Boynton reviewed the changes made including increasing roads and sidewalks to \$750,000, adding \$24,000 for musical equipment, and fully funding the McGovern School tile project.

Mr. Rossi moved to approve Article 7. Ms. White seconded. Discussion: Mr. Crowley noted this has already been reviewed many times by the Board. **It was voted by roll call: Crowley aye; Rossi aye; Trindade aye; White aye. VOTE: 4-0-0.**

ARTICLE 11: (Capital Stabilization Transfer: McGovern School Roof Replacement)

Mr. Boynton stated we need to leave this as TBD as we do not have bids in yet. He noted we may be able to vote this at the May 1st meeting.

ARTICLE 24: (Amend Zoning Bylaws: Home Based Businesses)

Mr. Boynton stated there were questions on this from the Board. There was clarification that this is for a home-based business.

Mr. Rossi moved to approve Article 24. Ms. White seconded. No discussion. It was voted by roll call: Crowley aye; Rossi aye; Trindade aye; White aye. VOTE: 4-0-0.

ARTICLE 38: (Citizens' Petition: Change Columbus Day to Indigenous Peoples' Day)

Mr. Boynton stated if the Select Board and Finance Committee do not support this, then the lead petitioner can make a motion on Town Meeting floor. Mr. Crowley indicated his desire the Board take a position on this article. Mr. Boynton noted the Board normally has an opinion. Ms. White stated this is a federal holiday, so she does not understand why they are coming to the Town to change it. It was noted that this group of citizens stated they did go to state representatives and were told to go back to the cities and towns. Mr. Trindade stated this is more of a symbolic gesture. There was further discussion about the citizens' intent. Mr. Crowley stated President Obama designated November as Indigenous Peoples' month and President Bush further designated a specific day in November and did not remove Columbus Day. Mr. Rossi noted that Columbus Day is celebrated by Italian immigrants, and his grandfather, who has a plaque in his name at Ellis Island, was a very proud Italian American so he would vote to not approve this.

Mr. Rossi moved to disapprove Article 38. Ms. White seconded. Discussion: Ms. White stated it was her intention to abstain but based on Mr. Rossi's comments she has rethought her stance. Mr. Crowley applauds this group of citizens for their efforts. **VOTE: Trindade nay; Rossi aye; White aye; Crowley aye. 3-1-0.**

Action Items from Previous Meeting

The Board reviewed the action items dated March 20, 2023.

Unaccounted for water loss status report & CRPCD Volume Report: Ms. Langley stated this will be addressed at the May 1st meeting.

Report to BOS usage of Electronic Vehicle Charging Stations and Revisit EV Charging Stations post Install of two new to determine any need for rate adjustments: These were combined, and the date was moved to April 2024.

Begin Planning Use of 123 Holliston Street: This was moved to September 2023.

Town Manager's Report

There were no items for the Board to review.

ASHER Training: Mr. Boynton reminded all that this training will occur tomorrow at the high school and that Adams Street will be closed from Winthrop Street to Summer Street.

Traffic Rules and Regulations Update: Mr. Boynton stated they are working on a major overhaul of these rules and regulations and commended Chief Kingsbury and Ms. Ohannesian on their efforts. This will result in a new bylaw for handicapped parking and other bylaws to enforce these rules and regulations. He noted these changes will be brought before the Select Board in phases as they are completed.

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

- April 21-25 - Vacation

NEXT Select Board Meeting – May 1, 2023 - Regular Meeting

Select Board's Reports

There were no items for the Board to review.

Mr. Crowley reported he had a discussion with the Medway/Millis paper as he has concerns that we have no local paper, so information is not getting out to the residents. He spoke to them about printing a condensed version of the Select Board minutes and plans to work with the Communications Director to pare the minutes down noting the paper will do it at no cost. Mr. Trindade agreed. Mr. Rossi asked if you are allowed to change approved minutes. Mr. Boynton stated, with due respect, the minutes are on-line and are available directly after the next meeting. He also felt this could be seen as potential bias. Mr. Rossi agreed with Mr. Boynton. Ms. Johnston stated she could take the minutes and push bullet points out via social media.

Mr. Crowley moved to extend the meeting beyond 10pm. Ms. White seconded. No discussion. It was voted by roll call: Crowley aye; Rossi aye; Trindade aye; White aye. VOTE: 4-0-0.

The Board asked that Ms. Johnston put out a synopsis of tonight's meeting and assess that process.

At 10:07, Mr. Rossi moved to adjourn. Ms. White seconded. No discussion. It was voted by roll call: Crowley aye; Rossi aye; Trindade aye; White aye. VOTE: 4-0-0.

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