

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

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

Absent: Todd Alessandri, Clerk.

Staff Present: Michael Boynton, Town Manager; Allison Potter, Assistant Town Manager; Rich Boucher, Information Services Director; Peter Pelletier, Department of Public Works (DPW) Director; Nolan Lynch, DPW Highway Superintendent; Carol Pratt, Finance Director; Sandra Johnston, Communications Director.

Others Present: Kawaii Development Inc.: Ka-yung Wong, Esq., Thomas Chan, Manager; Capital Improvement Planning Committee: Sarah Raposa Vice-Chair, Emre Guzelsu, candidate, Keith Goddard, candidate.

At 7:00 PM, Mr. Trindade called the meeting to order, led the Pledge of Allegiance, and reminded all to remember the number 19 representing the number of Medway residents who died in service to our country.

Public Comments: There were none.

Public Hearing (7PM): New Application for On-Premises All Alcohol License -- Kawaii Development, Inc., DBA Kawaii Sushi, Asian Fusion & Lounge Bar and Approval of Common Victualler and Entertainment Licenses

The Board reviewed a portion of the application.

Mr. Rossi moved that the Board open the public hearing. Ms. White seconded. No discussion. VOTE: 4-0-0.

Mr. Wong stated he is the attorney representing the licensee and noted the specific licenses that were being applied for and introduced Thomas Chan, one of the owners and the proposed manager. Mr. Wong explained the renovations made at the location and owners' intent to be in town for many years to come. Mr. Rossi asked about the set-up of the restaurant, and it was explained by Mr. Wong. Mr. Crowley welcomed them to Medway and asked about page five of their application, specifically the date of birth, address, etc. as well as the management entity information. Ms. Langley noted that the information Mr. Crowley referenced was redacted and that the management entity was not applicable. Mr. Rossi asked when they plan to open. Mr. Wong stated they hope to open once all the inspections are completed in hopefully one week. The rest of the Board welcomed them, as well. Mr. Trindade asked if there were any public comments. There were none.

Mr. Rossi moved that the Board close the public hearing. Ms. White seconded. No discussion. VOTE: 4-0-0.

Mr. Rossi moved that the Board approve the application for the on-premises all alcohol license and common victualler and entertainment licenses conditioned upon departmental approvals, as discussed. Ms. White seconded. No discussion. VOTE: 4-0-0.

Approval of Minutes: September 5, 2023

The Board reviewed the draft minutes of September 5, 2023.

Ms. White moved that the Board approve the minutes of September 5, 2023. Mr. Rossi seconded.

Discussion: Mr. Rossi requested on page 3, that “principal and” be added in front of “interest” on line 115, that “Norfolk County Retirement” be added in front of “pension” on line 128 and that “we will stay at an eleven percent return” be stricken and replaced with “We have averaged an eleven percent return since the inception of these funds back in 2019” on lines 135 to 136. He requested on page 4, that “say”, and “we” be switched on line 162. Mr. Crowley requested on page 3, that “and” be changed to “of which” on line 144, and on page 4 that “approximately” be added prior to “\$1.1” on line 149. **VOTE: 4-0-0.**

Appointment Considerations: Capital Improvement Planning Committee (CIPC) (2) – Emre Guzelsu and Keith Goddard

The Board reviewed the (1) candidate Guzelsu’s e-mail of interest, (2) candidate Goddard’s resume, and (3) CIPC’s recommendation of appointment for both candidates.

Ms. Raposa stated that the CIPC voted at their last meeting to recommend the appointment of both candidates. She noted that they both bring professional skills that will add value to the committee. They both attended their most recent meeting where they reviewed their process and assigned departments to each member. Ms. White asked if they know what they are getting into. They both confirmed. Mr. Rossi asked who resigned. Ms. Raposa stated they had two resignations over the summer noting one was due to capacity issues and one was due to their appointment to the Finance Committee. Mr. Crowley asked what departments they were assigned. Mr. Goddard stated Police and Fire and Mr. Guzelsu stated the Council on Aging and Library. Mr. Crowley asked why Mr. Guzelsu came to Medway. He stated that they fell in love with the house, the quality of the school system, and the community connection. Mr. Rossi asked about Mr. Goddard’s interest. He stated he had lived on the Medway line, met his wife who lived on Meryl Street, was on the Board of Directors for Medway Football and Cheer and likes to get involved in the town. Mr. Trindade explained the importance of the CIPC which allows us to create a road map of where we want to go with our capital spending. There was discussion about the facility needs for both Police and Fire.

Mr. Rossi moved that the Board appoint Mr. Guzelsu and Mr. Goddard to the CIPC for three-year terms. Ms. White seconded. No discussion. VOTE: 4-0-0.

Authorization to Expend Grant Funds: MIIA Cyber Security Grant - \$8,500

The Board reviewed the (1) notice of grant award form, (2) grant application, (3) grant statement, and (4) quote from IntraSystems.

Mr. Boynton stated this is through our insurer noting we qualify for risk management funds on an annual basis and determine where we can obtain our biggest impact. Mr. Boucher stated he worked with MIIA to secure this grant which will help support e-mail filtering security. He noted over 6,000 threats were avoided.

Ms. White asked if the cameras around Town are checked to ensure that they are functioning properly. Mr. Boucher stated that they do their best to check that they are functioning. It has been contracted out now due to limited staffing resources. Mr. Trindade asked about the quality of the images, as in the past they were grainy. Mr. Boucher noted that Choate has been redone adding four cameras as well as improved image quality to allow for better viewing of license plates. Mr. Boynton noted that last November the accident in front of Shaw's Plaza was caught on video clearly. Mr. Crowley noted that there are future costs for years two and three. Mr. Boucher stated we applied for \$10,000 but they only provided \$8,500 for the first year so his operating budget will be funding years two and three.

Mr. Rossi moved that the Board authorize the expenditure of the MIIA grant as discussed. Ms. White seconded. No discussion. VOTE: 4-0-0.

Discussion: Department of Public Works (DPW) Projects Update

The Board reviewed the DPW projects list.

Mr. Boynton noted that the Board has requested that we bring departments in to update the Board. Mr. Pelletier referenced the list of road and sidewalk projects provided to the Board noting a lot of these were done before July 4th. We received a \$500,000 grant for the West Street sidewalk project. Mr. Lynch reported that he was able to get six poles and one anchor relocated by Eversource and Verizon. Mr. Pelletier noted the project included an improved intersection with removal of the pole in the middle of the road and implementation of stormwater improvements. Mr. Lynch noted that 2,200 linear feet of new roadway and sidewalk were added, twenty-two new drainage structures, 1,600 linear feet of new pipe, two new rain gardens, and improved culverts were included in the West Street project. The collaboration with Eversource allowed both Eversource and the Town to complete the projects timely noting we came in four dollars under budget. Mr. Pelletier reported on the improved sidewalk across from 39 Main Street which was done within budget, as well as the improved streetlight brightness. Mr. Lynch noted that we added handicapped ramps, three leaching stormwater improvements, granite curbing, a rapid flash crosswalk light for safety, and the new concrete sidewalk. Mr. Pelletier reported that ten miles of roadwork was completed this year. He noted that the Holliston Street sidewalk was upgraded as well. Mr. Lynch stated the project was delayed for two reasons: (1) the amount of time assessing the efficacy of the use of the safe street to schools' program, which was determined to not be efficacious, and (2) to schedule the contractor who came in two weeks after the Town made the request. Mr. Pelletier noted the rainy weather was also an issue. Mr. Boynton noted two work items lost in this discussion are the amount of coordination required noting Mr. Lynch did an incredible job, and the amount of communication required noting that Mr. Lynch reported daily to Police, Fire, the Town Manager, and all others who needed to be in the loop. Mr. Boynton noted that, in addition, DPW must complete brush cutting, line painting, obtain the proper number of snowplow contractors, keep the infrastructure functioning, etc. He commended DPW on these efforts noting there is an ownership by all DPW staff. There was a discussion of drainage issues on Fisher Street, just before the Willows on Village Street, on Sanford Street, and others that we are dealing with. Ms. White stated the residents feeling that they are being heard is very important. Mr. Boynton noted that when there are fixes we can implement, we will implement them. Mr. Pelletier stated Parks has four full time staff and should have eight. Mr. Crowley asked if it would be difficult to provide for each of the listed road projects if they came in over or under budget. Mr. Pelletier will gather that information. Mr. Crowley noted that they are on a calendar year relative to reporting roads and sidewalks and after speaking with Mr. Pelletier, he anticipates \$500,000 will be left over from this year's budget, and if you add the amount provided by CIPC, Exelon, and the state Chapter 90 funding, then \$2.3 million should be what is available. Mr. Crowley would like to know if that total \$2.3 million is a different number once budgeting is completed.

Action Items from Previous Meeting

The Board reviewed the action items dated September 5, 2023.

This agenda item was not discussed.

Select Board's Reports

There were no items for the Board to review.

Mr. Rossi reported that he attended the Town and School Leadership meeting last Monday in Mr. Trindade's stead, noting these are monthly meetings between the Select Board Chair, School Committee Chair, Superintendent, Town Manager, and Town and School Finance Directors. What struck him most was the list of capital projects noting the initial estimates for the Memorial roof at \$3.5 million, the Burke roof at \$2.7 million, and the Burke windows at \$1.2 million, all three of which are needed soon at a total of almost \$8 million. Mr. Crowley asked about the timeline for these. Mr. Rossi stated that they need to do the Memorial roof fairly quickly. He noted that the Town Manager made a good point that Memorial and Burke are right next to each other so suggested completing both roofs at the same time. They will be working on their FY25 budget soon and they had slightly more students, eighty, than projected. He asked the School Finance Director for a five-year budget projection and noted she said she will be able to provide that.

Mr. Crowley asked about the meeting to address the high school culvert. Mr. Pelletier noted that is tomorrow at 2pm and Mr. Lynch and Mr. Boynton will be attending as well. Mr. Crowley noted the Lions Club had their 40th anniversary celebration at Thayer and has donated \$400,000 from the can money to the Town and over \$1 million to other state charities. He requested that the Board think about the bottlecap lots as we have been spinning our wheels for over ten years and have a substantial amount of money tied up in our bonding capacity. He stated it maybe time that the Town pulls the plug on the bottlecap lots as we are making no progress with certain landowners and may want to discuss this at May Town Meeting.

Approval: Massachusetts Strategic Health Group (MSHG) Agreement

The Board reviewed the agreement.

Mr. Boynton stated Medway joined MSHG in 2022, which was originally three members: Douglas, Webster, and the Dudley-Charlton Regional School District. They formed this consortium due to anticipated double digit health care cost increases. He explained joint purchase agreements (JPAs) noting they are traditionally regional, self-insured, and gave specific examples. He noted that MSHG is a hybrid as normally the communities pool their resources with one fund balance, all receipts go back to that one fund balance, and all the rates are set across the participating communities. MSHG is a hybrid with Gallagher as the third-party manager and the communities are pooled for stop-loss coverage, the high-cost claims reimbursements. He then explained what other communities were added and for what specific coverage. Medway joined along with four other communities: Franklin, Oxford, Abington, and Northbridge. This resulted in MSHG being not just a small regional entity but provided the ability to start to compete with some of the larger entities. Medway came in when MIIA quoted a 17% increase from FY22 to FY23, and Harvard-Pilgrim was at a 9.5% increase. We were able to go into this with a zero percent increase and subsequently with a three percent renewal increase because we are doing exceptionally well. He stated that because this joint purchase is different from all the others, Medway's increase is based on only its experience, as is each of the other communities, but we partner in the stop-loss. We are looking at our experience and are getting credited the difference in the stop-loss. Since this is not like a joint purchase group as such, the agreement needed to be modified to reflect how our

group works. A working group reviewed it, it was reviewed by legal counsel, and now each community must ratify the agreement.

Mr. Rossi moved that the Board vote to authorize the Town Manager to execute the MSHG agreement on behalf of the Town of Medway as presented. Ms. White seconded. Discussion: Mr. Rossi asked how the Board is constituted. Mr. Boynton stated it is the town managers with assistant town managers as back up. He noted that our Human Resources Coordinator has also participated. Mr. Rossi asked how communities are added. Mr. Boynton stated a new community's experience would be assessed and based on its experience, it may be added or assessed a percentage of additional cost to join. **VOTE: 4-0-0.**

Vote: Fiscal Year (FY) 25 Budget Calendar
The Board reviewed the FY25 budget calendar.

Mr. Boynton stated there are not any changes from prior years.

Mr. Rossi moved that the Board approve the FY25 budget calendar as presented. Ms. White seconded. No discussion. VOTE: 4-0-0.

Vote: Close November 13, 2023, Fall Town Meeting Warrant and Refer the Zoning Articles to the Planning and Economic Development Board
The Board reviewed the draft warrant.

Mr. Boynton stated that this is pro-forma, noted the addition of a citizens' petition article, and the draft that is presented will have a lot of changes.

Mr. Crowley stated that, as he may not be at next meeting, he wanted to discuss some specific warrant articles.

ARTICLE 2: (Free Cash Transfer to Facility Stabilization Fund): Mr. Crowley noted until free cash is certified by the Department of Revenue, we cannot confirm this amount.

ARTICLE 3: (CPA Funds: 158 Main Street Repair Design Work): Mr. Crowley requested the final cost of renovating the Ide House. Ms. Potter reported that she received submissions for the design work, which had a not to exceed fee and, since we don't know how much it will cost, we estimated \$75,000. She spoke with the number one ranked firm which has indicated they would struggle to complete design work for \$75,000. Mr. Crowley wants to know what we think the total cost would be. Mr. Boynton stated he would guess approximately \$250,000 and explained the immediate needs relative to securing the barn wall and replacing the barn floor. Ms. Potter stated that we were hoping that the Community Preservation Committee (CPC) would fund this.

ARTICLE 5: (Free Cash Transfer: Opioid Settlement Abatement Funding): Mr. Boynton stated we received \$85,000 from this program. It came in as a general receipt and needs to be appropriated back out. It will be for eligible services and programs noting it cannot be spent until it is allocated out. Ms. Pratt stated that this would be a monetary article that would allow the Board of Health to implement some programs they have been investigating. Mr. Crowley asked who decides how these funds are spent. Ms. Pratt stated the school and Health Director.

ARTICLE 6: (Free Cash Transfer: Capital Items): Mr. Boynton noted will be adding the school vans to this article. Mr. Crowley stated that it takes one year and eight months to break even on the vans. Mr. Rossi asked if they are backlogged. Mr. Crowley reported that the school negotiated a price along with a three-to-four-month delivery.

ARTICLE 9: (Establish Special Education Reserve Account, Transfer Free Cash to New Account): Mr. Boynton confirmed that this will be coming off the warrant.

ARTICLE 11: (Repurpose Water Enterprise Borrowing): Mr. Pelletier stated that we are going from Census meters to Neptune meters as Census is not working with us. Mr. Crowley asked for the total cost for replacement. Mr. Pelletier did not have that total number. Mr. Crowley requested that he report back with the full budget and the rollout timeline.

ARTICLE 12: (Repurpose DPW Facility and Parks Projects Borrowings): Mr. Crowley stated that we will repurpose \$300,000 for Cassidy and the projected cost is \$600,000 but we have a bid of \$474,000. He asked if this is enough to complete the Cassidy parking lot. Mr. Pelletier stated that, if not, they will use funds from the road and sidewalks budget. Mr. Crowley asked how much. Mr. Pelletier stated \$60,000. Mr. Lynch explained the specific sidewalk work to be completed. Mr. Boynton stated that we will need to rebid this in the spring and will probably need to request more funding. Mr. Crowley wants to take this off and move it to the to spring so we will have the total cost to allow us to request the total amount needed at one time.

ARTICLE 13: (Repurpose Monetary Articles – Town): Mr. Crowley asked about the discrepancies in what was appropriated and the actual cost for the Kubota tracker and 2005 International. Mr. Boynton stated we were unable to obtain a good estimate in the vehicle market at that time.

ARTICLE 14: (Repurpose Monetary Articles – School): Mr. Crowley stated that this looks like another repurposing moving the funds to the Memorial and Burke roofs and Burke window projects. He would rather see the \$110,000 moved to the Memorial roof replacement project alone. He noted that Burke is being leased and no students are housed there. He suggested the school to do an analysis of if we add 300 to 400 more students in the next five to ten years, can we use existing schools. If we are not using Burke for students, he asked why we would spend funds on the Burke roof and windows. Mr. Trindade stated there are three operations currently leasing the Burke property including Head Start, a day care center, and the extended day program. He asked if we don't fix Burke then where do these Medway working parents' kids go. Mr. Crowley wants to know the revenue generated and if it is worth doing the renovation to Burke. Mr. Trindade stated that he would take Mr. Crowley to tour the three operations at Burke. Mr. Boynton reported that he is waiting on the schools to provide the costs. Mr. Crowley does not like to have to go back to Town Meeting for another bite of the apple for funding any project. Mr. Boynton noted that this is a request from the school to repurpose these left-over project funds for the design of these projects. The school will make up the difference from their reserve funds.

Mr. Rossi moved that the Board close the November 13, 2023, Fall Town Meeting Warrant and refer the Zoning Articles to the Planning and Economic Development Board. Ms. White seconded. No discussion. VOTE: 4-0-0.

Town Manager's Report

There were no items for the Board to review.

Main Street Development Update – Plans Submitted Today: Mr. Boynton stated we received the plan for the Main Street project today. The interdepartmental meeting will hopefully be scheduled for next week.

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

- Tuesday September 19 – MassDOT Worcester – High School Culvert Discussion
- Wednesday September 20 – Personal Time (AM) Norfolk County Managers (PM)
- Wednesday September 27 – Tri-County High School (AM)
- Thursday September 28 – Out of Office (Tentative)
- September 30th – October 4th – ICMA Conference, Austin, TX – Chief Kingsbury Acting Town Manager
- Friday, October 6 – Personal Day

NEXT Select Board Meeting – October 10, 2023 – Regular Meeting

At 8:36, Mr. Rossi moved to adjourn. Ms. White seconded. No discussion. VOTE: 4-0-0.

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