

**Select Board Meeting
December 4, 2023 – 7:00 PM
Sanford Hall
155 Village Street**

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

Absent: Glenn Trindade, Chair.

Staff Present: Michael Boynton, Town Manager; Allison Potter, Assistant Town Manager; Police Sergeant Anthony Nigro; Police Chief William Kingsbury; Peter Pelletier, Department of Public Works (DPW) Director; Stephanie Carlisle, Sustainability Coordinator; Sandra Johnston, Communications Director.

Others Present: Kawaii Development, Inc.: Ka-yung Wong, Esquire, David Yung, Manager; Brian O’Loughlin, Five Star Franchises Medway LLC; Colleen Howland, OSJL Spirits, LLC; Metropolitan Area Planning Council (MAPC): Martin Pillsbury, Senior Project Manager, Kat Kobylt, Project Manager.

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

Public Comments: There were none.

7:00PM Public Hearing: Verizon New England, Inc. and NSTAR Electric Company d/b/a Eversource Energy Petition for Joint Pole Installation on Main Street

The Board reviewed (1) pole petition, (2) pole petition plan.

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

Kevin Lobisser developer and owner of the new medical building next to Walgreens noted that the power is across the street so there is a need to add a pole for electricity access. He explained that Verizon and Eversource are requesting the approval of a joint pole installation on Main Street near the new Milford Regional Medical facility. Mr. Rossi asked for public comments. There were none.

Mr. Alessandri moved to close the public hearing. Ms. White seconded. No discussion. VOTE: 4-0-0.

Mr. Alessandri moved that the Board approve the placement of one (1) jointly owned pole numbered T.107A / E.107A on the southerly side of Main Street at a point approximately five hundred twenty-four (524) feet northeasterly from the center line of Holliston Street. Ms. White seconded. No discussion. VOTE: 4-0-0.

Mr. Crowley asked when the facility will open. Mr. Lobisser stated they are hoping by the end of March.

Approval of Minutes: November 20 and 28, 2023

The Board reviewed the draft minutes of November 20 and 28, 2023.

Mr. Alessandri moved that the Board approve the minutes of November 20, 2023. Ms. White seconded. Discussion: Mr. Crowley asked that on page 2, line 52, that the following be added after “information.” “He requested that the tax rate calculation for surrounding towns be added for a \$650,000 home value based on that town’s tax rate.” and that the following be changed in line 67 from “total value of the Town” to “prior tax base”. **VOTE: 4-0-0.**

Mr. Alessandri moved that the Board approve the minutes of November 28, 2023. Ms. White seconded. No discussion. VOTE: 3-0-1. Mr. Crowley abstained as he was not in attendance.

Authorization to Expend Grant Funds: Municipal Road Safety Program Grant - \$10,350

The Board reviewed the (1) notice of grant award form, and (2) grant award notification.

Chief Kingsbury stated this has been brought before the Board for the past seven years and this year was three times higher than last year. Sergeant Nigro explained that these funds are used to reimburse the officer overtime focused on speeding, distracted driving, impaired driving, and seat belt safety initiatives. Mr. Alessandri asked where the interactive safety light will go. Sergeant Nigro stated they will assess the best location. Ms. White asked how many we have now. Sergeant Nigro stated we currently have six and they are mounted to a signpost or telephone pole and are solar powered. Mr. Crowley asked how much the Town sees of a \$100 speeding ticket fine. Mr. Boynton stated that fines are usually a 50/50 split between the state and Town and these funds hit the general fund.

Mr. Alessandri moved that the Board authorize the expenditure of these grant funds as presented. Ms. White seconded. No discussion. VOTE: 4-0-0.

7:10PM Public Hearing: New Application for On-Premises All Alcohol License Kawaii Development, Inc. d/b/a Kawaii Sushi, Asian Fusion, and Lounge Bar

The board reviewed the application.

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

Mr. Boynton stated the ABCC did not approve the prior license application, so they are presenting a new application with a new proposed manager. Mr. Boynton stated that this is basically just a change in the people associated with the license. Mr. Rossi asked for public comments. There were none.

Mr. Alessandri moved to close the public hearing. Ms. White seconded. No discussion. VOTE: 4-0-0.

Mr. Alessandri moved that the Board approve the application for the on-premises all alcohol license as discussed. Ms. White seconded. No discussion. VOTE: 4-0-0.

Approval: Common Victualler License – Five Star Franchises Medway LLC d/b/a Jersey Mike’s Subs

The Board reviewed the (1) application, and (2) departmental approvals.

Mr. Rossi asked when they plan to open. Mr. O’Loughlin stated he would like to open by the end of the year. He stated that this is their ninth location, and he is hoping to eventually have outdoor seating.

Mr. Alessandri moved that the Board approve the application for the common victualler license conditioned upon the receipt of all necessary documentation, payment, and departmental approvals. Ms. White seconded. No discussion. VOTE: 4-0-0.

Mr. O'Loughlin stated that they are doing a fund raiser for the school athletic department and explained the specifics.

Approval: Change of Manager Application for Off-Premises Wine & Malt License OSJL Spirits, LLC d/b/a Ocean State Job Lot

The Board reviewed the application.

Ms. Howland stated she is the store manager. Ms. White asked if there is liquor for sale now. Ms. Howland confirmed. Mr. Crowley asked if the alcohol is located where the cashiers can see it. This was confirmed.

Mr. Alessandri moved that the Board vote to approve the change of manager application as discussed. Ms. White seconded. No discussion. VOTE: 4-0-0.

Public Meeting Workshop #2 for Medway Hazard Mitigation Plan Update with Local Planning Team and Metropolitan Area Planning Council (MAPC)

The Board reviewed the PowerPoint presentation.

Mr. Pillsbury stated we now have a draft plan completed. This is just a presentation with no Board action required. Once approved by the Federal Emergency Management Agency (FEMA), they will be back to obtain Board approval. Mr. Pillsbury explained the structure of the MAPC. He reviewed that this plan came from the Federal Disaster Mitigation Act of 2000 requiring all Towns to have this plan with the update required every five years. This is Medway's third iteration of this plan. He noted that this is not mandated but allows for eligibility for FEMA grant funding. He then reviewed the overview of hazard mitigation planning noting the purpose being to increase resiliency of communities when natural disasters occur by evaluating existing actions and future actions needed to reduce future risks, as well as climate change impacts. Mr. Pillsbury explained the techniques including planning and zoning regulations, property protection, public education via outreach, natural resource protection of wetlands and watersheds, structural projects of culverts and dams, and emergency services protection of critical facilities and infrastructure. It was confirmed that the high school culvert is part of this update. Mr. Rossi asked for the timeline for FEMA to approve this plan. Mr. Pillsbury stated in the spring. Mr. Rossi asked for surrounding towns whose plans received FEMA grant funding. Mr. Boynton stated the Brentwood project drainage project was partially funded by FEMA funds. Mr. Crowley asked if we ever applied and have been awarded a FEMA grant with the current plan. Mr. Boynton stated no as we had no projects that were applicable for these funds other than the past Brentwood project. Mr. Crowley asked about the Sanford dam. Mr. Boynton stated, based on his experience in Walpole, it would most likely not result in FEMA funding.

Ms. Kobylt explained the plan development process for Medway and where we are in the current process. She reviewed the identified hazards and critical infrastructure areas. She reviewed the specific risk assessment hazards including drought, floods, extreme temperatures, etc., both locally and at the state level, noting we have had drought in three of the last five years, and that we also look at the impact of climate change. She noted the positive response to the public engagement survey. She explained the specific planning process of prior mitigation measures. She noted seven projects from the 2018 plan were complete, twenty measures are being carried over to this new plan, and two measures were identified as no longer relevant. Mr. Crowley requested that they send the specifics of the completed projects, measures carried over, and two no longer needed to the Board. Ms. Kobylt reviewed the new mitigation measures identified by the team. It was noted that the tree bylaw was passed at Fall Town Meeting. It was noted that any comments on the draft plan are due by December

22 and then this plan will be submitted to the Massachusetts Emergency Management Agency (MEMA) and FEMA. Mr. Boynton commended the MAPC and local team members on their efforts. He noted that in the past, Medway had over sixty on-call firefighters and now we only have five, so we have limited resources to respond to natural hazard emergencies. Mr. Alessandri asked if anything major came up between this meeting and the last meeting. Ms. Kobylt stated that nothing major arose. Mr. Crowley noted that all the new recommended measures cost money so there is a need to prioritize these. He stated that Select Board has not wanted to implement a stormwater enterprise fund in the past. Mr. Boynton stated Millis, Franklin, and Bellingham have one. Mr. Crowley asked for the cost for this work. Ms. Carlisle stated it was a FEMA grant and the MACP cost was \$20,000, which is totally grant funded. She noted that there was in-kind staff time. Mr. Myers stated there is already a generator at the high school. Ms. Carlisle stated it is not sufficient to serve the entire building. It was confirmed that this is to address that need. Mr. Myers asked if we are taking steps to ensure an adequate water supply for specific drought conditions should there be a fire. Mr. Boynton stated it has not been specifically studied but the Town is in a good position and would have sufficient water to address any issue of fire at any residential home or commercial facility. Mr. Myers asked if we have sufficient resources for a cooling center, loss of energy, etc. Mr. Boynton stated this is part of our emergency management plan and not part of this hazard mitigation plan. Mr. Boynton stated the first location is the Senior Center facility and DPW brings a generator to the high school for the larger shelter facility in the town. He stated that we recommend that residents go to a regional shelter.

Approval: Contract with Gorman Richardson Lewis Architects (GRLA) for the 158 Main Street Jacob Ide House Repair Design - \$74,521

The Board reviewed the contract.

Mr. Boynton stated Fall Town Meeting approved up to \$80,000 for this work. This is the third time we have used GRLA. The firm completed the facilities study, are currently doing the Fire, Police, and Town Hall feasibility study, and are the final vendor for this work. He stated that we hope to go to Spring Town Meeting with the funding request. Mr. Crowley asked about the detailed cost estimate of the detailed design and if it includes writing the specifications and going out to bid documents. Mr. Boynton confirmed. Mr. Crowley asked if GRLA would handle the bid process. Ms. Potter stated that we are doing that internally. Mr. Alessandri stated this is the design contract, they are not doing the actual repair. Mr. Boynton confirmed that they are doing the design, and we will need to bid out the actual repair work. Mr. Crowley stated he has an issue that they are excluding the sprinkler system. Mr. Boynton stated we are working with the Massachusetts Historical Commission to classify the site as eligible for the National Historic Register listing. Once designated as historical, you are exempt from some of the building codes. Mr. Crowley noted that the electrical is excluded, HVAC is excluded, and the Historical Society needs this for their documents. Ms. Potter stated this funding is only to shore up the existing building so that it is structurally sound and up to current code so that we can use the building as we did before we vacated the building. It was noted that the Historical Society currently has meetings of approximately six people in there.

Mr. Alessandri moved that the Board vote to approve and authorize the Vice-Chair to execute the contract with GRLA as presented. Ms. White seconded. No discussion. VOTE: 4-0-0.

Approval: 2023 License Renewals

The Board reviewed the list of licenses up for renewal.

Mr. Rossi asked about Late Model Cars and One Stop that have nothing noted next to them. Ms. Langley noted that both are complete.

Mr. Alessandri moved that that the Board approve the license renewals for the businesses provided as listed on the agenda 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: 4-0-0.

Discussion/Vote: Support of Regional Service Research with the Town of Millis

There were no materials for the Board to review.

Mr. Rossi noted the meeting was last Tuesday at the Senior Center and explained who was in attendance. Mr. Boynton stated there was an interest expressed in looking at potential shared services, specifically senior services, and Millis has asked for Medway's support in the form of a vote from the Select Board. Millis has \$50,000 in funding to look at senior services and is willing to use these funds to include Medway. He noted we are doing some department head level work but have not moved this forward. The first step is to send the Medway Select Board support to the Millis Select Board to look into the potential for this technical review of services and facilities.

Mr. Alessandri moved that the Board authorize the Town Manager to work with the Town of Millis to research potential regional services. Ms. White seconded. No discussion. VOTE: 4-0-0.

Action Items from Previous Meeting

The Board reviewed the action items dated October 23, 2023.

Medway Plaza Redevelopment: Mr. Crowley asked if there is any update. Mr. Boynton noted they are still working through the details.

Town Manager's Report

There were no items for the Board to review.

Mr. Boynton reminded all about the Volunteer Appreciation event tomorrow at 5:30pm at Thayer Homestead. He noted that he is hoping to have the auditors and actuaries in at the next meeting to discuss the Town audit and Other Post Employment Benefits (OPEB) status.

NEXT Select Board Meeting – December 18, 2023

Select Board's Reports

There were no items for the Board to review.

Ms. White stated that the Historical Society had a Christmas house tour that was very successful with six residents opening their homes.

Mr. Alessandri stated there was speculation on the Friends of Medway Facebook about shared services and he wanted to make sure that all know that we are looking at senior services only at this time.

Mr. Rossi stated the Christmas parade was fantastic. Mr. Boynton reported there were forty-nine fire apparatus, ten from Medway and thirty-nine from other towns. He stated thousands of residents turned out. He commended the Christmas Parade Committee on their efforts.

Mr. Crowley gave a shout out to the residents who lit up their property for the holiday lights event. He noted that the Medway Lions bought 1,500 Christmas trees and have 325 left. He asked the Town Manager to reach out to Mr. Park for the assessment numbers requested at the last meeting.

At 8:30PM, Mr. Rossi moved to adjourn. Mr. Alessandri seconded. No discussion. VOTE: 4-0-0.

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