

**Select Board Meeting
May 20, 2024 – 7:00 PM
Sanford Hall
155 Village Street**

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

Absent: Dennis Crowley, Member.

Staff Present: Allison Potter, Assistant Town Manager; Peter Pelletier, Department of Public Works (DPW) Director; Stephanie Carlisle, Sustainability Coordinator.

Others Present: Ishmael Coffee Bench: Paul Yorkis; Inclusion, Diversity, and Equity Advisory (IDEA) Committee: Dawn Budde, Chair, Lindsey Colelli, Member, Susan Dietrich, Member, Dan Kerls, Member; Saint Joseph's Eucharistic Procession: Lizabeth Antonuccio, Parish Secretary, Justin Hurley, Parish Council Member.

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

Public Comments: There were none.

Approval of Minutes: February 12, May 6 and 13, 2024

The Board reviewed the draft minutes of February 12, May 6 and 13, 2024.

Mr. Alessandri moved that the Board approve the minutes of February 12, 2024. Ms. White seconded. No discussion. VOTE: 4-0-0.

Mr. Alessandri moved that the Board approve the minutes of May 6, 2024. Ms. White seconded. No discussion. VOTE: 4-0-0.

Mr. Alessandri moved that the Board approve the minutes of May 13, 2024. Ms. White seconded. No discussion. VOTE: 4-0-0.

Contract Approvals:

- a. **Century Paving & Construction Corporation for the Library Paving and Concrete Sidewalks - \$54,700**
- b. **Ramco Survey Stake Company for the Cassidy Field Parking Improvements - \$459,350**
- c. **Voltrek, LLC for Site Work and Installation of an Electric Vehicle (EV) Charging Station at the Police Station - \$18,910**
- d. **Eversource Site Host Agreement for the Make Ready Program for Electric Vehicle (EV) Charging Station Preparation**

The Board reviewed the (1) memos from Peter Pelletier and Stephanie Carlisle, (2) bid results, and (3) contracts and Site Host Agreement

Mr. Pelletier explained the specific areas that will be included in the project. Mr. Rossi asked if they have been used before. Mr. Pelletier stated no but they had good references.

Mr. Alessandri moved that the Board approve and authorize the Chair to execute the contract with Century Paving & Construction Corporation as presented. Ms. White seconded. Discussion: Mr. Rossi asked what budget line this is coming out of. Mr. Pelletier stated this is from the capital plan. **VOTE: 4-0-0.**

Mr. Pelletier stated we have been trying to get this project done for a couple of years and had to go out to bid three times. He explained the specifics that will be included in the project. Ms. White asked when the project is planned. Mr. Pelletier stated in August. Mr. Rossi asked if the Town has worked with this contractor before. Mr. Pelletier stated no but they also had good references.

Mr. Alessandri moved that the Board approve and authorize the Chair to execute the contract with Ramco Survey Stake Company as presented. Ms. White seconded. No discussion. VOTE: 4-0-0.

Ms. Carlisle explained the specifics that will be included and how the project cost will be funded from grants, Eversource incentives, and an emergency transfer from the Finance Committee. Mr. Trindade asked about the location. Ms. Carlisle stated on the left side where there is visitor parking noting that both spots will be EV only and must be ADA accessible. Mr. Trindade asked about the level of the charging. Ms. Carlisle stated that it will be a step 2. Mr. Rossi asked if these can be relocated if the Police Station is relocated. Ms. Carlisle stated that it must be in place for five years to meet the requirements of the Eversource Make Ready Program.

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

Ms. Carlisle stated this is all of the infrastructure to support the charging station. Mr. Alessandri asked for the timeframe. Ms. Carlisle stated as soon as possible as it must be completed by August 8th.

Mr. Alessandri moved that the Board approve and authorize the Chair to execute the site host agreement with Eversource as presented. Ms. White seconded. No discussion. VOTE: 4-0-0.

Discussion: Electric Vehicle (EV) Charging Station Usage Update

The Board reviewed the PowerPoint presentation.

Ms. Carlisle explained the history of the installation of the existing charging stations as well as the pricing structure. She stated over 42,000 kwh were avoided translating to 28 tons of greenhouse gases. Total costs for all stations are \$14,850 to date noting that 95% of the usage is from the public and not Town vehicles. She reviewed the next steps including adding a second charging station at Town Hall, as this location is EV ready. She stated during new construction, all sites should be prepped for EV charging. Mr. Alessandri stated that \$14,850 is the Town funding public use. Ms. Carlisle confirmed. Mr. Trindade asked who pays for that amount. Ms. Carlisle stated the DPW budget. Mr. Rossi asked if Mass EVIP covers the total cost of an added station. Ms. Carlisle stated everything except the network license.

Discussion: Solid Waste Program Update

The Board reviewed the PowerPoint presentation.

Ms. Carlisle reviewed the map of 2022 from MassDEP showing how much each Town throws away noting that Medway is in the top three for Pay as Your Throw (PAYT) communities. Per household, Medway throws 800 pounds more than the average PAYT community. She then reviewed the possible reasons Medway is higher than other towns including low cost of trash bags, one weekly free bulk item, four free special items per year, and the low cost to residents of bulk disposal at the Recycling Center. She noted that it costs Medway \$132,000 more per year than if we were closer to the average PAYT community. She noted that a lot of residents bring the yellow bags to the Recycling Center sharing the amount and cost. There was discussion about the lack of a market for recycling. She stated that, per year, residents utilize 94 small bags or 54 large bags per household. It was noted that Lawrence Waste was picking up trash bags in bins that were not Town bags and that has been addressed. Trash that is not in a Medway trash bag will not be picked up. Mr. Rossi noted that we will soon be losing money on this program as we have been tapping the retained earnings over the past several years. It was noted that Lawrence Waste sends pictures of the non-compliant households relative to yellow bags and recycling and, since March, 100 letters have been sent to those non-compliant residents. It was noted that the Lawrence Waste contract expires in Fiscal Year 2025 and the Wheelabrator contract expires in Fiscal Year 2027 which is at a current cost of \$78 per ton. It was noted that we are at the fourth and second lowest cost per large bag

and small bag respectively per the 86 PAYT communities. It was noted that average household cost for Town trash is \$361 and private is \$624. The Select Board asked for when the best time to meet to discuss how to address this would be. It was agreed that this would be discussed at their first meeting in August.

Status Update: Ishmael Coffee Pocket Park

The Board reviewed the (1) bench photo, and (2) sign photo.

Mr. Yorkis noted that the Select Board received the sign and bench photos noting the sign content was developed with Cher Hamilton of the Historical Commission. He noted what specific items were donated and by whom. It was noted that the sign is 18x24 and will be placed on the opposite side of where the Welcome to Medway sign is and matches all of the other historical signs that the Historical Commission has had installed. It was noted that DPW will be installing the pavers and then the bench can be installed. The Board requested that Ms. Johnston video the installation and that an event should be planned to recognize this. It was requested that the Assistant Town Manager work with DPW to get this installed.

Mr. Alessandri moved that the Board approve the Ishmael Coffee sign as presented. Ms. White seconded. No discussion. VOTE: 4-0-0.

Report from the Inclusion, Diversity, and Equity Advisory (IDEA) Committee

The Board reviewed the (1) PowerPoint presentation, and (2) proposed survey.

Ms. Dietrich noted they have seven members, and this was made a permanent committee last year in May of 2023. She shared the mission of the committee. She reviewed their definition of inclusion, diversity, and equity. She reviewed the top items that they focused on over the past year that came from the 2022 focus group. She noted the specific concerns were accessibility (language/translation, transportation, and public services), and information sharing (communication, education of residents, “social capital” gap – knowing how things are done). Ms. Budde then reviewed their progress to date on their seven action items and the rationale based on the Master Plan. She then reviewed their next steps.

Discussion/Vote: Request for Usage of Community Events Budget Line for Inclusion, Diversity, and Equity Advisory (IDEA) Committee Survey

The Board reviewed the e-mail from the IDEA Committee Chair.

Ms. Dietrich stated their request for the Town to pay for the \$1,000 for their survey vendor noting this would be available for Town-wide use. Ms. Potter noted that there is \$2,500 is available in the Community Events budget. It was noted that the Memorial Committee has requested funds from that budget line for the Memorial Day event. Ms. Potter stated that the Town Manager’s budget may be able to support this request. It was noted that Mr. Boucher should confirm if the new Town website could support this effort. Ms. Budde noted that the frequency of the survey is every two years. There was discussion about going to the Finance Committee for an emergency transfer request. Both Mr. Alessandri and Mr. Rossi felt this met the criteria. It was decided that the Town Manager’s office and Select Board will support this effort. Ms. Potter stated that this funding would be allowed based on the existing policy and that she would move forward and contact the Finance Committee regarding the emergency transfer request.

Mr. Rossi moved the Board approve \$1,000 to fund the IDEA survey from the balance of the Community Events Budget and the Town Manager’s Budget subject to approval of the Town Finance Director. Mr. Alessandri seconded. VOTE: 4-0-0.

It was noted that they received 264 responses from their first survey.

Vote: Inclusion, Diversity, and Equity Advisory (IDEA) Committee, Indigenous Peoples’ Committee, and Taxation Aid Committee Members as Special Municipal Employees

The Board reviewed the (1) Select Board Designation of Special Municipal Employees policy adopted on February 11, 2002, and (2) list of current Special Municipal Employees.

Ms. Potter stated the purpose of this is to comply with the state's conflict-of-interest law.

Mr. Rossi moved that the Board designate the Inclusion, Diversity, and Equity Advisory (IDEA) Committee, Indigenous Peoples' Committee, and Taxation Aid Committee Members as Special Municipal Employees as discussed. Mr. Alessandri seconded. No discussion. VOTE: 4-0-0.

Consideration of Public Event Permit Application: Saint Joseph Parish Eucharistic Procession – June 29, 2024

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

Jonahan Hurley

Lizabeth Antonuccio, Parish Secretary, and Justin Hurley, Parish Council Member, stated they would like to have a Eucharistic Procession after the 4pm mass on June 29, at approximately 5pm. They would walk from Saint Joseph's Church to the Parish Center noting most would be walking, but those with limited mobility would be driving. Ms. White asked about the need to close the street. Ms. Langley stated that Chief Kingsbury noted the need to contact the Police Department to arrange the appropriate traffic safety plan and that the insurance is also pending.

Mr. Alessandri moved that the Board approve the Saint Joseph Parish Eucharistic Procession subject to the Police Chief's recommendations and proof of appropriate insurance coverage. Ms. White seconded. No discussion. VOTE: 4-0-0.

Bid Cancellation: Hanlon Track and Field Replacement Project

There were no materials for the Board to review.

Ms. Potter explained the need to cancel this bid since this project was not approved at Town Meeting and the Select Board had voted its intent to award the contract to the qualifying bidder.

Mr. Alessandri moved that the Board vote to cancel the bid for the Hanlon Track and Field Replacement Project. Ms. White seconded. No discussion. VOTE: 4-0-0.

Action Items from Previous Meeting

The Board reviewed the action items dated May 6, 2024.

Report to BOS usage of Electronic Vehicle Charging Stations and Revisit EV Charging Stations post Install of 2 new to determine any need for rate adjustments: The new due date was determined to be May 2025.

Assistant Town Manager's Report

There were no items for the Board to review.

Medway Pride Day: Ms. Potter thanked all who participated in Medway Pride Day.

Memorial Parade: Ms. Potter reminded all of the Memorial Day Parade on May 27th at 10am.

Pride Flag Raising: Ms. Potter stated that the Pride Flags will be raised on May 31st.

Town Election: Ms. Potter reminded all that the Town Election is tomorrow.

NEXT Select Board Meeting – June 3, 2024

Select Board's Reports

There were no items for the Board to review.

Mr. Trindade reported that the coordinators of the Pride Day received calls with complaints about Pride Day noting that these two women are volunteers who spend a great deal of time and effort to coordinate the event. The Board thanked them both for their efforts.

Mr. Rossi stated the Medway Community Farm held their 1st Annual Golf Tournament noting over 100 golfers participated, including a number of Town employees and businesses.

Mr. Alessandri reminded all about the Memorial Parade, that voting is tomorrow, and encouraged residents to attend/vote.

Ms. White gave a shout out to “Harvey” who lives at the Willows and had recognized her from TV at the Select Board meetings.

At 8:40PM, Mr. Alessandri moved to adjourn. Ms. White seconded. No discussion. VOTE: 4-0-0.

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