

**Select Board Meeting  
February 5, 2024 – 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; Peter Pelletier, Department of Public Works (DPW); Sandra Johnston, Communications Director.

**Others Present:** Planning and Economic Development Board (PEDB): Andy Rodenhiser, Chair, Sarah Raposa, Vice Chair, Timothy Harris, Clerk, John Parlee, Member; Sasha Vinton, PEDB Candidate; Adam Kaufman, Zoning Board of Appeals (ZBA) Candidate; TEC, Inc: Sam Gregorio, Consultant.

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At 7:01 PM, Mr. Rossi called the meeting to order and led the Pledge of Allegiance.

**Public Comments:** Steven Brody of 39 West Street came to show the photo of Glen Brook Way and the impact of the parking lot lights on his back yard. He noted that this could happen to anyone's back yard as this building was designated as a residential building and all the bylaws that protect you are no longer valid. He stated that the building was not designed properly. Ms. White asked about the bylaw. Mr. Brody explained the specific bylaw. He further stated that they must leave the lights on all night per their insurer. Ms. White asked who enforces this. It was noted the Building Commissioner is the Zoning Enforcement Officer. Mr. Crowley asked if this issue is due to this being a 40B. Mr. Boynton stated no. He said that Mr. Brody filed an appeal of the Building Commissioner's decision noting that he has also sent this to the state Housing Appeals Committee (HAC). It was noted that this appeal is going before the ZBA this Wednesday. Mr. Crowley asked if they are exceeding the lighting bylaws. Mr. Boynton stated that the Building Commissioner stated that this meets existing bylaws. Mr. Brody stated that that is not correct as the Building Commissioner's decision was based on this being a residential building abutting a residential building. It was noted that Glen Brook is applying for a waiver to the bylaw relative to lighting. There was discussion on who and how measurements of the lighting were done. Mr. Crowley asked who is on the HAC. Mr. Boynton answered that is a state organization.

**Joint Appointment Consideration: Planning and Economic Development Board (PEDB) Associate Member – Sasha Vinton**

*The Board reviewed the candidate's resume.*

Mr. Rodenhiser called the PEDB meeting to order at 7:16pm. He stated that Ms. Vinton expressed an interest in this position and had spoken with Ms. Raposa. He reviewed her background noting that her perspective based on her background would be beneficial and that the PEDB supports her appointment. Mr. Rossi asked what the role of the Associate Member is. Mr. Rodenhiser stated that the Associate Member can vote on special permits if there is not a quorum of full members. Ms. Vinton stated she has lived in Town for six years on Village Street and reviewed her background noting she would like to volunteer for the Town.

**Mr. Alessandri moved that the Board appoint Sasha Vinton to the PEDB as an Associate Member for a two-year term. Ms. White seconded.** Discussion: Ms. Raposa stated that she has already added value at the meeting she attended. Mr. Crowley asked who is up for re-election. Mr. Rodenhiser stated Ms. Chabot who is not interested in running again. Mr. Crowley asked if Ms. Vinton would be interested in running. Ms. Vinton confirmed. Mr. Rodenhiser stated that it is an issue of bandwidth for Ms. Chabot.

**It was voted by roll call:**

**Select Board: Alessandri aye; Crowley aye; Rossi aye; White aye. VOTE: 4-0-0**

**PEDB: Harris aye; Parlee aye; Raposa aye; Rodenhiser aye. VOTE: 4-0-0**

**At 7:21 PM Ms. Raposa moved to adjourn the PEDB meeting. Mr. Parlee seconded. No discussion. VOTE: 4-0-0.**

**Approval of Minutes: January 16, 2024**

*The Board reviewed the draft minutes of January 16, 2024.*

**Mr. Alessandri moved that the Board approve the minutes of January 16, 2024. Ms. White seconded. No discussion. VOTE: 4-0-0.**

**Appointment Consideration: Zoning Board of Appeals (ZBA) Associate Member – Adam Kaufman**

*The Board reviewed the candidate's resume.*

Mr. Kaufman stated he has been a resident his whole life, both his children went through Medway Public Schools, he has time on his hands, ZBA members reached out to him, he works for TJX, and would like to donate some time back to the Town. Mr. Rossi felt he was extremely qualified. The Board thanked him for volunteering in this capacity.

**Mr. Alessandri moved that the Board appoint Adam Kaufman to the ZBA as an Associate Member for a three-year term. Ms. White seconded. No discussion. VOTE: 4-0-0.**

**Authorization to Expend Grant Funds: Massachusetts Electric Vehicle Incentive Program (MasseVIP) Public Access Charging (PAC) Grant - \$9,440**

*The Board reviewed the (1) Notice of Grant Award Form, (2) memo from Stephanie Carlisle, (3) award notification letter, and (4) agreement*

Mr. Pelletier stated this is for a charging station at the police station. They have a hybrid vehicle and a plug-in electric vehicle. Ms. White asked if this will be accessible to the public. Mr. Boynton confirmed. Mr. Alessandri asked if this amount covers the entire project. Mr. Pelletier confirmed.

**Mr. Alessandri moved that the Board authorize the expenditure of the MasseVIP PAC grant and authorize the Vice-Chair to execute the agreement as presented. Ms. White seconded.** Discussion: Mr. Crowley asked for confirmation that the amount of \$9,440 is with two ports. Mr. Pelletier stated it is one station with two ports. **VOTE: 4-0-0.**

**Approval: Water Treatment Plant Contract Change Order Number 11 for Ductbank Rerouting - \$92,308.17**

*The Board reviewed change order number 11.*

Mr. Pelletier stated this was the change order discussed at the prior Select Board meeting. Mr. Rossi thought that it was around \$80,000. Mr. Boynton explained the process that occurred to arrive at this

cost. Mr. Crowley noted that the actual cost was more, but we had a credit. Mr. Rossi asked what was left in the contingency. Mr. Boynton stated \$700,000 and change. Mr. Rossi asked how far along the project is at this time. Mr. Pelletier stated seventy percent. Mr. Boynton explained the outstanding water projects noting we are targeting Spring Town Meeting for funding. He stated that it will be a repurposing of funds for these projects. He noted that we will then be done until the state decides how Per- and Polyfluoroalkyl Substances (PFAS) will be managed. He noted that the Lovering Street tank is the next project, and then water main work at the Sunset Drive and Florence Circle area. Mr. Boynton stated that in addition to the discussion of the status of the water project, the Board should review the five-to-ten-year upcoming projects. Mr. Rossi asked if we have any idea about the timeline on the PFAS decision. Mr. Pelletier stated in the next month or so. Mr. Rossi asked about the cost relative to add this treatment. Mr. Boynton stated it depends on the final decision by the state. Mr. Pelletier stated that a testing process will need to be done first to determine the required equipment and the size of the equipment.

**Mr. Alessandri moved that the Board approve and authorize the Vice-Chair to execute the water treatment plant change order number 11 as discussed. Ms. White seconded. No discussion. VOTE: 4-0-0.**

**Approval: Contract with Trademark Plumbing & Heating, Inc. for Plumbing Services – Not to Exceed \$60,000**

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

Mr. Pelletier stated this is for on-call plumbing services for Town buildings. They were the only bidder, their references were very good, and we have had good experience working with them in the past. Mr. Alessandri asked if the \$60,000 was budgeted. Mr. Pelletier confirmed.

**Mr. Alessandri moved that the Board approve and authorize the Vice-Chair to execute the contract with Trademark Plumbing & Heating, Inc., as presented. Ms. White seconded. No discussion. VOTE: 4-0-0.**

**Presentation/Discussion: Complete Streets Prioritization Plan**

*The Board reviewed the (1) PowerPoint presentation, (2) prioritization plan, and (3) map.*

Mr. Pelletier stated we hired TEC to assist with this process noting this was grant money from the Massachusetts Department of Transportation (MassDOT). Mr. Pelletier stated that he is working on the policy which is Tier 1. Mr. Gregorio stated the prioritization plan is the second part of Complete Streets. Tier 3 is providing a project to MassDOT for funding consideration. He noted that we try to keep the cost at \$500,000 as that is the maximum amount provided for a project. Mr. Crowley asked if we need to do the engineering and design first before submitting the plan. Mr. Gregorio stated that was not necessary, just the project plan is submitted. He explained how the grant funding would work. It is a reimbursable grant where the Town expends the funds and then receives reimbursement. Mr. Gregorio noted that there is a high probability that the Town would receive the grant. He noted that the state is looking for where the biggest bang for the buck is for the Town, i.e., new sidewalks, etc. Mr. Boynton noted that Milford Street would be a priority based on flooding and accident data, but this would cost \$15 million. Mr. Gregorio noted that there is a current list of twenty projects, and this is a living/working document. Mr. Rossi asked if we are bound by these twenty projects based on the February 29<sup>th</sup> due date for submission. Mr. Gregorio stated no. Mr. Crowley stated that the Select Board has not had a chance to look at this. It was noted that Tier 1, the policy, and Tier 2, the prioritization plan, are both being submitted at the same time. MassDOT has a thirty-day review period to make a decision. Mr.

Gregorio stated that the Select Board should review the plan and note if there is anything that should be added. Prioritization is based on how each project would most benefit the Town regardless of the project cost. There was discussion on the best process for Select Board feedback. It was noted that the list provided to the Board at this meeting was not prioritized. Mr. Gregorio stated the prioritized list will be sent to the Select Board tomorrow morning. Mr. Rossi stated that once the prioritized list is sent to the Select Board, they can review it and then provide feedback. Mr. Boynton requested to list the projects by priorities for projects that cost under \$500,000 and those that cost above \$500,000. Mr. Rossi requested when the prioritized list goes out to include instructions to rank their top five and any additional projects. Mr. Rossi asked if this was part of the Master Plan. Mr. Boynton confirmed.

**Discussion/Vote: VFW Lease – Decrease Rent from \$2,500 to \$1 and End Lease on December 31, 2024**  
*The Board reviewed the lease.*

Mr. Boynton stated that this is what the Board previously discussed in Executive Session noting there was a meeting with the VFW. We received an e-mail late today from the VFW that stated that the state must sign it. He noted that the lease was reviewed by Town Counsel. Ms. White asked what happens to those leasing the VFW now. Mr. Boynton stated the VFW is dealing with them directly. It was noted that the VFW is responsible for payment of all utilities. Mr. Boynton stated that he will contact the state for clarification on who is responsible to sign the lease. It was noted that they can continue to book events until November 30, 2024. Mr. Crowley noted that Town functions are available for free.

**Mr. Alessandri moved that the Board approve and authorize the Vice-Chair to execute the VFW lease as discussed. Ms. White seconded. No discussion. VOTE: 4-0-0.**

Mr. Crowley noted that the Facilities Committee will be meeting this Wednesday to discuss how to move forward with this property.

**Action Items from Previous Meeting**  
*The Board reviewed the action items dated January 16, 2024.*

Unaccounted for water loss status report & CRPCD Volume Report: This was moved to the first Select Board meeting in March.

Medway Plaza Redevelopment: Mr. Crowley asked if this has been resolved. Mr. Boynton stated it will go back to the PEDB to redo the site plan based on the agreed upon changes. Mr. Crowley asked to have an update once this has been completed. Mr. Boynton stated that he will ask Ms. Saint Andre to present this to the Select Board once completed by the PEDB.

**Town Manager's Report**  
*There were no items for the Board to review.*

**FY25 Budget Update:** Mr. Boynton reported we are close to a final budget noting we are still waiting on meeting with Millis to discuss the Animal Control budget, i.e., vehicle replacement, as well as looking at providing additional funding to Camp Sunshine. He reported that two of the three collective bargaining agreements have been approved and the third should be approved this week. He noted that we will need a special meeting of the Select Board this Friday morning in Executive Session to review these agreements.

Snow & Ice Update: Mr. Boynton shared the updated snow and ice budget noting \$246,000 has been spent and we have under \$300,000 available for the rest of the year.

Memorial Roof Estimates: Mr. Boynton stated the Memorial School roof is \$1million over what was anticipated. It was noted that the facility stabilization fund would be utilized.

Hanlon Track & Turf – Out to Bid: Mr. Boynton stated the bids will be opened in two weeks. Mr. Crowley asked about the planned funding. Mr. Boynton stated that this would be a borrowing. Mr. Crowley asked why not use the capital reserves and borrow on the next project. Mr. Boynton noted that this would be considered.

Cassidy Parking Lot – Mr. Pelletier stated there were four bidders for this project, noting the lowest bidder came in at \$450,000.

Medway Energy Center – Commencing Host Community Agreement (HCA) Discussions: Mr. Boynton stated the second battery storage project is interested in beginning HCA discussions. The first meeting is scheduled for Monday, February 12, and he is requesting that Mr. Crowley and Mr. Trindade participate.

Town Pool: Mr. Boynton stated that there is a meeting next Tuesday to talk about this concept with the residents that presented this. Mr. Crowley asked to think about including him as he is a potential member of the facility committee.

Presidents Day Holiday – Monday, February 19 – Town Offices Closed: Mr. Boynton stated that Town offices will be closed for this holiday.

Mr. Boynton stated that we may need an additional meeting in February possibly the last week.

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

- Town Manager Vacation – February 21 – February 23

NEXT Select Board Meeting – To be determined.

### **Select Board's Reports**

*There were no items for the Board to review.*

Mr. Alessandri gave a shout out to indoor track, noting there are four or five new school records, one in women's shot-put, one in men's shot put, and he noted that the women's indoor track team is undefeated.

Mr. Crowley reported on the meeting with the school regarding their budget, noting they are working on the five-year projection and Mr. Rossi asked for more back-up information, which will be provided. He stated that they were very accommodating. He noted that both he and Mr. Rossi agreed with most items. It was noted that they will be able to balance the budget for Fiscal Year 2025. Mr. Rossi noted that they are stating that Fiscal Year 2026 will be a challenge.

Mr. Rossi stated that the pay to ride transportation program was approved by the School Committee. Mr. Crowley stated they will be using \$178,000 from pay to ride to balance their budget. Mr. Rossi stated that the \$178,000 is an estimate and they are not sure how it will actually work out. Mr. Rossi stated the costs are \$250 for the first student, \$150 for each additional student with total family cost of

not more than \$550. Mr. Crowley stated that the radius increased from 1 mile to 2 miles noting that all students, grades 7 to 12, must pay.

Mr. Crowley asked Mr. Boynton to find out the status of solar panels on the McGovern School roof.

Mr. Boynton stated there are two legislative breakfasts scheduled. One will take place at the Library on March 9<sup>th</sup> or 10<sup>th</sup>. The following week is a Southwest Advisory Planning Committee (SWAP) breakfast. He noted that we do not have one set up as has been customary because he was informed the legislators could instead come to a regularly scheduled Select Board meeting. Mr. Crowley stated he prefers that. There was discussion about state funding.

**At 8:52PM, Mr. Alessandri moved that Board enter Executive Session to vote to approve and release Executive Session minutes for Reason Exemption 6: To consider the purchase, exchange, taking, lease, or value of real property if such discussion may have a detrimental effect on the negotiating position of the governmental body and the vice-chair so declares with no intention of returning to open session. Ms. White seconded. It was voted by roll call: Alessandri aye; Crowley aye; Rossi aye; White aye. VOTE: 4-0-0.**

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