

TOWN OF MEDWAY, MASSACHUSETTS 2019 ANNUAL TOWN REPORT



BOARD OF SELECTMEN

John Foresto, Chairman
Glenn Trindade, Vice Chairman
Richard D’Innocenzo, Clerk
Dennis Crowley
Maryjane White

TOWN ADMINISTRATOR

Michael Boynton



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Community Profile

Incorporated

- 1713

Land Area

- 11.54 square miles

County

- Norfolk

Population

- 13,400

Form of Government

- Town Administrator
- Five-member Board of Selectmen
- Open Town Meeting

**FY2017 Tax Rate Per
Thousand – \$17.92**

**2017 Average Single Home
Value - \$391,838**

**To find out more about
Medway's municipal services,
please visit**

www.townofmedway.org

Town Offices

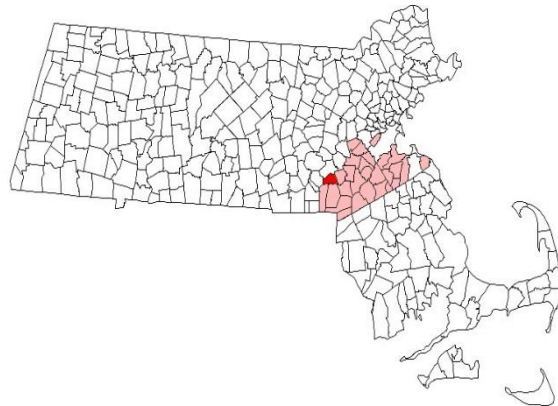
155 Village Street

Medway, MA 02053

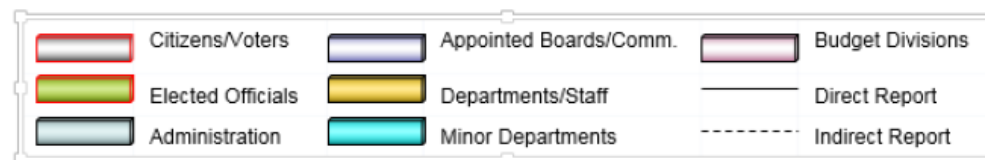
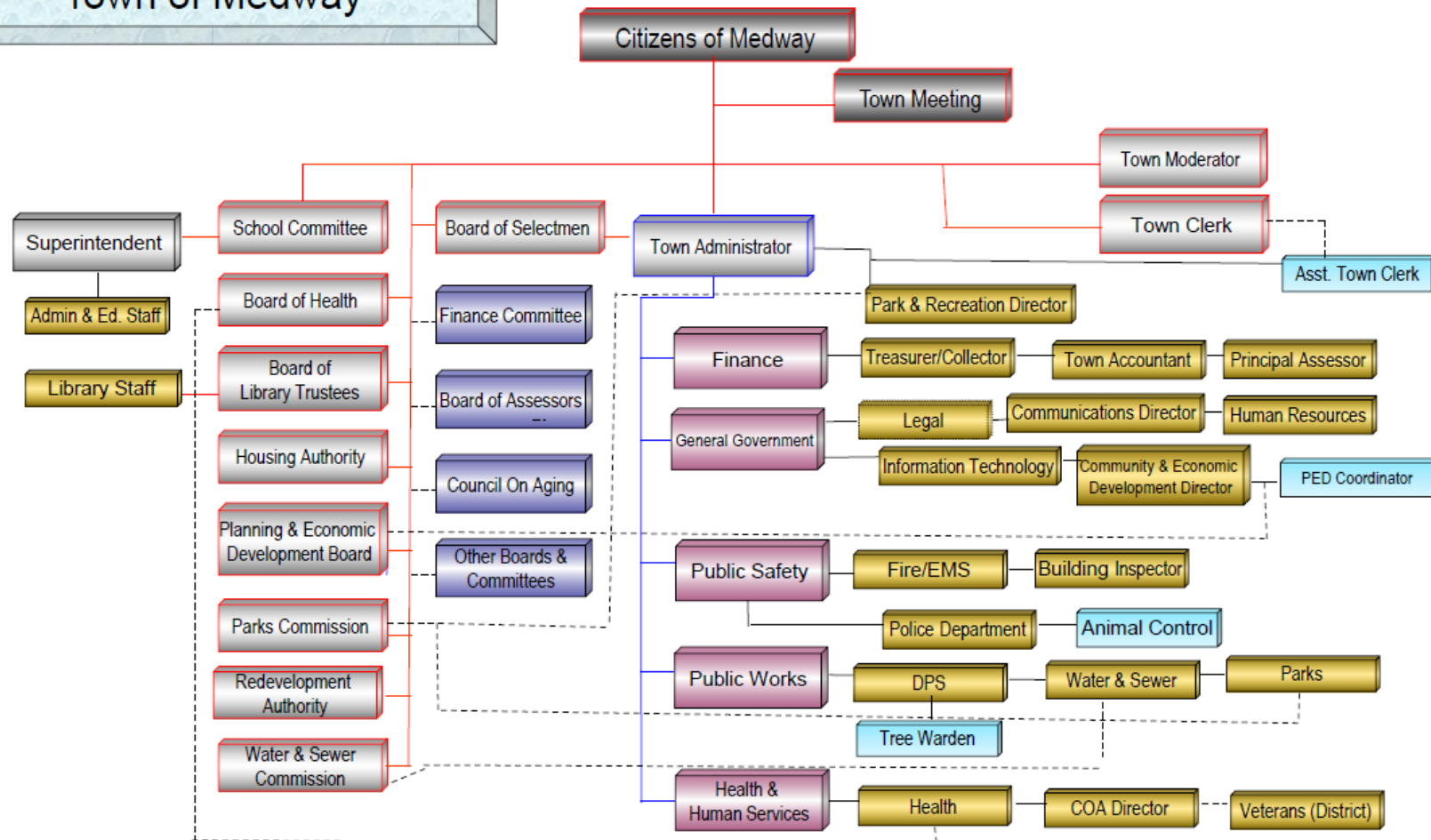
Phone – (508) 533-3264

Fax – (508) 321-4988

ta@townofmedway.org

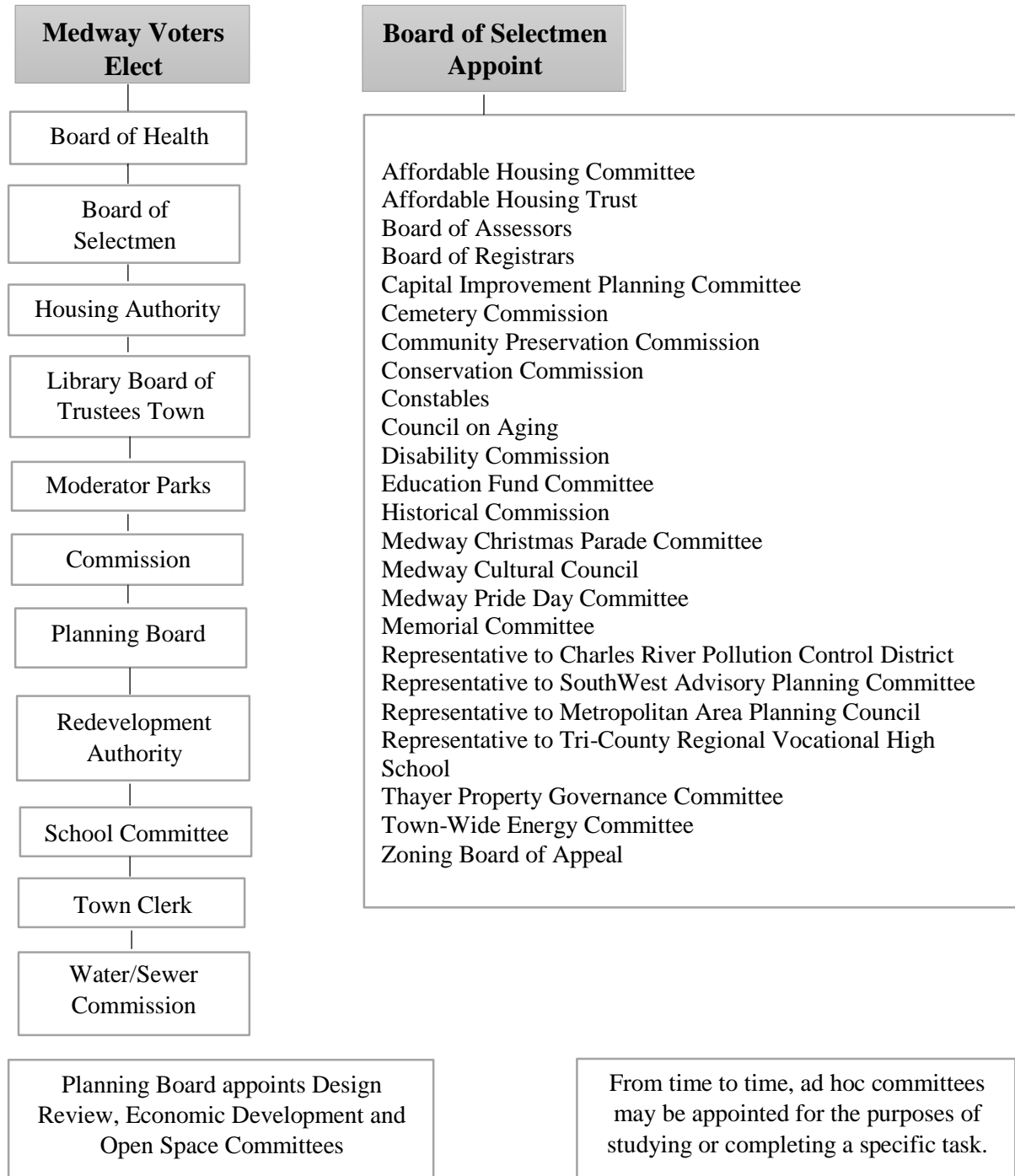


Organizational Structure Town of Medway





Boards, Commissions and Committees





**Officers of the
United States of America**

President

Donald J. Trump

Vice President

Michael R. Pence

Senators

Edward Markey

Elizabeth Warren

Congressman

Joseph P. Kennedy III



**Officers of the
Commonwealth of Massachusetts**

Governor

Charles Baker

Lieutenant Governor

Karyn Polito

Secretary of the Commonwealth

William F. Galvin

Treasurer

Deborah Goldberg

Attorney General

Maura Healey

Auditor

Suzanne M. Bump

State Senator

Karen E. Spilka

State Representatives

Brain Murray

Jeffrey Roy



Elected Officers

Board of Health

Michael Heavey
Eric Lindstrom
Jack Mill

Board of Selectmen

Dennis Crowley
Richard D’Innocenzo
John Foresto
Glenn Trindade
Maryjane White

Housing Authority

James Coyle
Robert Ferrari
Hayley Fetrow
Rita Larrabee
Michael Matondi
Carl Rice
Sheila Souza

Library Board of Trustees

Susan Alessandri
Diane Burkhardt
Karen Kassel
Chris Monahan
John Scott Smith

Town Moderator

Mark Cerel

Parks Commission

Sean Murphy
Debi Rossi
Michael Tudino

Planning and Economic Development Board

Richard Di Iulio
Thomas Gay
Matthew Hayes
Andy Rodenhiser
Bob Tucker

Redevelopment Authority

Douglas Downing
Michael Griffin
Andy Rodenhiser
Rori Stumpf
Paul Yorkis (Gov. appt.)

School Committee

Diane Borgatti
Susan Dietrich
Jeffrey Segarra
Cynthia Sullivan
Lauren Nassiff

Town Clerk

Maryjane White

Water/Sewer Commission

Steven Burke
Michael Callahan
Leo O’Rourke



Boards, Commissions and Committees

Affordable Housing Committee

Robert Ferrari
Judi LaPan
Mike Leone
John Parlee
Sue Rorke
Alison Slack

Affordable Housing Trust

Judi LaPan
John Parlee
Ann Sherry
Glenn Trindade

Agricultural Committee

Paul Atwood
Alison Dempsey
Bruce Hamblin
Michael Kassel
Margaret Perkins

Board of Assessors

Joshua Hazell
Carol Niedbala
Cristina Sauer

Board of Registrars

Judith Lane
Christine Lorenzen
Florence Mucci

Cable Advisory Committee

Richard Boucher
John Foresto
Robert O'Neill
Glenn Trindade
Shelley Wieler

Capital Improvement Planning Committee

Amanda DelConte
Tracy Malcolm
Lenny Mitchell
Kelly O'Rourke
Sarah Raposa

Cemetery Commission

Rebecca Atwood
Bruce Hamblin
Jeanne Johnson

Charter Review Committee

Matthew McCabe
Jeff O'Neill
John Robinson
Jeff Segarra
John Scott Smith

Community Preservation Commission

Mark Cerel
Tom Emero
Matthew Hayes
Ellen Hillery
Gene Liscombe
Debi Rossi
David Travalini
James Wieler
Tina Wright

Conservation Commission

David Blackwell
Dayna Gill
Ken McKay
Margery Queenan
Scott Salvucci
David Travalini
Brian Snow

Constables Gary

Eklund
William Pride
Paul Trufant



Boards, Commissions and Committees (Continued)

Council on Aging

Mary Anderson
William Caton
John Clark
Veronica Clark
Paul DeSimone
Siri Krishna Khalsa
Judy Lane
Ronald Lane
Grace Rossetti
Charlene Tingley
Mary Lou Staples

Design Review Committee

Matthew Buckley
Jessica Chabot
Dan Connolly
Tom Gay
Seth Kendall
Rachel Wolff Lander
Rachel Walsh

Economic Development Committee

Deanna Kaiser Doughty
Jennifer Kendall
Zachary Knowlton
Keith Peden
Anthony Varrichione
Paul Yorkis

Evaluation of Parks, Fields and Recreation Areas Committee

David Blackwell
Lyle Core
Richard D’Innocenzo
Michael Francis
Ellen Hillery
Karin MacLeod
Cathy Morgan
Rob Pearl
Debi Rossi
Michael Schrader
David Travalini
Mike Tudino

Finance Committee

Todd Alessandri
Rohith Ashok
Dan Doherty
Ellen Hillery
Jeff O’Neill
Frank Rossi
Michael Schrader
Susan Segarra
James Sullivan

Historical Commission

Bruce Hamblin
Cheryl Hamilton
Kathleen Hickey
Jeanne Johnson
Eugene Liscombe
Paul Russell

Medway Christmas Parade Committee

Scott Guyette
Richard Parrella
Allen Tingley
Susan Tingley

Medway Cultural Council

Carla Cataldo
Gail Hachenberg
Melissa Kelley
Jennifer Kendall
Winnie Nayak
Karyl Wong



Boards, Commissions and Committees (Continued)

Medway Housing Authority

James Coyle
Robert Ferrari
Michael Matondi
Rita Larrabee
Carl Rice

Medway Pride Day Committee

Shannon Hodge
Jennifer Pavlov
Sarah Stone

Memorial Committee

Peter Ciolek
Douglas Downing
John Larney
Michael Matondi
Richard Parrella
William Pride
Robert Salesk
Allen Tingley
Paul Trufant
Gordon White

Open Space Committee

Brian Cowen
Michael Francis
Bruce Hamblin
Denise Legee
Charlie Ross
James Wickis
Joanne Williams
Tina Wright

Route 109 Advisory Committee

Matthew Buckley
Dennis Crowley
Dan Hooper
Maryjane White
Paul Yorkis

Thayer Property Governance Committee

Dennis Crowley
John Foresto
Carl Rice

Town-Wide Energy Committee

Carey Bergeron
Lawrence Ellsworth
Kristen Rice
Alex Siekierski

Zoning Board of Appeals

Carol Gould
Christina Oster
Gibb Phenegar
Rori Stumpf
Brain White

MEETING SCHEDULE

Annual Town Meeting	May 13, 2019
Annual Town Election	May 21, 2019
Fall Town Meeting	November 18, 2019

Affordable Housing Committee	4 th Wednesday of each month – 7:00PM/Senior Center
Affordable Housing Trust	4 th Wednesday of each month – 7:00PM/Senior Center
Agricultural Committee	Monthly – Wednesdays (dates vary) – 7:30PM/Library
Board of Assessors	Dates/Times vary – Assessors Office
Board of Health	2 nd and 4 th Monday of each month – 7:00PM/Library
Board of Selectmen	1 st and 3 rd Monday of each month – 7:00/Sanford Hall
Capital Improvement Planning Committee	2 nd and 4 th Tuesday of each month – 7:00PM/Senior Center
Cemetery Commission	Dates/Times vary
Community Preservation Committee	1 st Monday of each month – 7:30PM/High School Library
Conservation Commission	2 nd and 4 th Thursday of each month – 7:30PM/Sanford Hall
Council on Aging	2 nd Tuesday of each month – 2:00PM/Senior Center
Cultural Council	1 st Tuesday every other month – 7:00PM/Library
Design Review Committee	1 st and 3 rd Monday of each month – 7:00PM/Library
Economic Development Committee	1 st Tuesday of each month – 7:00PM/Senior Center
Finance Committee	2 nd Wednesday of each month – 7:00PM/Sanford Hall
Historical Commission	1 st Wednesday of each month – 7:30PM/Senior Center
Housing Authority	As posted – Management Office, Mahan Circle
Library Board of Trustees	1 st Tuesday of each month – 7:00PM/Library
Open Space Committee	1 st Tuesday of each month – 7:00PM/Senior Center
Parks and Recreation Commission	Last Wednesday of each month – 6:30/Sanford Hall
Planning and Economic Development Board	2 nd and 4 th Tuesday of each month – 7:00PM/Sanford Hall
School Committee	1 st and 3 rd Thursday of each month – 7:00PM/Middle School
Town-wide Energy Committee	3 rd Wednesday of each month – 7:30PM/Library
Water and Sewer Commission	Monthly - Mondays (dates vary) – 5:00PM/DPS Office
Zoning Board of Appeals	1 st and 3 rd Wednesday of each month – 7:30PM/Sanford Hall

** Note these are general meeting guidelines subject to change – additional/canceled meetings, alternative times and locations.



Appointed Officers

Finance Director

Carol Pratt

Town Administrator

Michael Boynton

Assistant Town Administrator

Allison Potter

Animal Control Officer

Brenda Hamelin

Assessor

Donna Greenwood

Communications Director

Sandy Johnston

**Community & Economic Development
Director**

Barbara Saint André

Community Housing Coordinator

J. Douglas Havens

Conservation Agent

Bridget Graziano

Council on Aging Director

Courtney Riley

Department of Public Services Director

David D'Amico

Emergency Management Director

Chief Allen M. Tingley

Fence Viewer

Allen Tingley

Fire Chief

Jeffrey Lynch

Health Agent

Beth Hallal

Human Resources Coordinator

Katherine Bird

Information Technology Director

Richard Boucher

**Inspector of Buildings/
Zoning Enforcement Officer**

John Mee

Labor Counsel

Kevin Feeley, Jr

On-Call Building Inspector

John Naff

Parks and Recreation Director

Julie Harrington

Planning Coordinator

Susan Affleck Childs

Plumbing/Gas Inspector

James Coakley

**Associate Plumbing/Associate Gas
Inspector**

Gerard Smolinsky

Police Chief

Allen Tingley

**Representatives to Charles River Pollution
Control District**

Douglas Downing

**Representative to Metropolitan Area
Planning Council**

Barbara Saint André

Representatives to SWAP

Richard Di Iulio



Appointed Officers (Continued)

Representative to Tri-County Vocational School

Linda Reynolds

Sealer of Weights & Measures

W. James Allshouse

Selectmen's Representative to GATRA

Maryjane White

Selectmen's Representative to MBTA

Advisory Board

Richard D'Innocenzo

Selectmen's Representative to Norfolk

County Advisory Board

Michael Boynton

Selectmen's Representative to SWAP

Glenn Trindade

Selectmen's Rep. to Tri-County Vocational School

Glenn Trindade

Town Counsel

KP Law, P.C.

Treasurer -Collector

Joanne Russo

Tree Warden/Moth Agent

Rolf Briggs

Veterans Agent

Sarah Bateman

Wiring Inspector

Jennifer Sweet

Ryan Leary

Dennis Ceruti



Public Safety

Animal Control Officer

Brenda Hamelin

Emergency Management Director

Allen Tingley

Fire Chief

*Jeffrey Lynch

Deputy Fire Chief

Chief Tingley

Deputy Fire Chief/EMT

*Michael Fasolino

Logistics Officer

James Smith

Chaplain

Richard Marcoux

Firefighter/EMTs/EMT-Paramedics

Lt. Matthew Anzivino

*Capt. Thomas Irwin

*Capt. Craig Vinton

Lt. Robert O'Neill

*Lt. Brian Tracy

*Tim Benoit

*Austin Boyt

*Steven Brody

Jared Davis

*Paul Donovan

*John Eaton

*Shawn Foster

*James Kaufman

Kevin Kelly

*David Leavenworth

*Jack Lennon

Kyle Mitchell

*Kevin Moreau

Christopher Nudd

*Christopher Stygles

Lisa Thompson

*Jeffrey Ward

**Denotes full-time*

Firefighters

Lt. Michael Leland

Lt. Peter Trufant

John Ryder

William Scherer

Jason Vinton

EMTs

Michael Heavey

Station One

Capt./EMT - Thomas Irwin*

Lt./EMT Robert O'Neill

Station Two

Lt. Michael Leland

Safety Officer/EMT Joseph MacDougall

Emergency Medical Services

*David Leavenworth – Coordinator

*Christopher Stygles – Assistant Coordinator

Administrative Assistant

Natalie Lennon

Health Agent

Beth Hallal

Inspector of Buildings/ Zoning Enforcement Officer

John Mee

On-Call Building Inspector

John Naff

Plumbing/Gas Inspector

James Coakley

Associate Plumbing/Associate Gas Inspector

Gerard Smolinsky

Wiring Inspector

Jeffrey Hovey

Police Chief

Allen Tingley

Police Lieutenants

William Kingsbury
David McSweeney

Police Sergeants

Jason Brennan
John Meincke
Stephen Mitchell
Jeffrey Watson

Detective

Matthew Reardon

Police Officers

Meghan Casey
William Freitas
Peter Fasolino
John Fasparrini
Thomas Godino
Derek Harrington
Ryan Kahn
Joseph MacDougall
John McLaughlin
Paul McLaughlin
David McRoberts (Retired)
Anthony Nigro
Ryan Ober
Robert O'Neill, Jr.
John Rojee
Carl Sheppard
Richard Simard, II (Retired)
Lauren Swarthout
William White

Police/Fire Communications Officers

Nicole Connors
Nick Saletnick
Ryan Kahn*
Ryan Kingsbury
Ben Leazott
Kevin Ober*

**Denotes part-time or as needed*

Permanent Intermittent Police Officer

Thomas Hamano

Special Police Officers

William Boultonhouse
James Boyan
Kevin Brennan
Cheryl Goodspeed
Donald Grimes
Thomas Hammano
Michael Heavey
David Lambirth
Richard Malo
Andrew Mahan
Frederick Paulette
Robert Rojee
Jerry Tracy
Barbara Trufant

Permanent Intermittent Police Officers

Thomas Hamano

School Traffic Crossing Guards

Cheryl Goodspeed
Deborah Lavalley
Gale Wilcox

Matrons

Cheryl Goodspeed
Judi LaPan
Gale Wilcox

Administrative Assistant

Janice Hart



Town Employees

Accounting

Carol Pratt, Finance Director
Pamela Champagne, Assistant Town Accountant
Natalie Tocco, Accounting Assistant

Assessor

Donna Greenwood, Principal Assessor
Jill Karakeian, Assistant Assessor
Terri Balabanis, Administrative Assessing Asst.

Communications

Sandy Johnston, Director

Community & Economic Development Doug Havens, Community Housing Coordinator

Conservation

Bridget Graziano, Conservation Agent

Council on Aging

Courtney Riley, Director
Katherine Tonelli, Nurse
Kathy Bullock, Trips/Arts& Crafts
Kate Fennyery, Outreach
Marcia Lombardo, Outreach
Judy Notturmo, Driver/Volunteer Coordinator
Kimberly Cookson, Transportation Coordinator
Deb GrandPre, Van Driver, Ron GrandPre, Van Driver, Dave Houghton, Van Driver,
Nancy Kramer, Bus Driver
Barbara Vincent, Chef

Department of Public Services

David D'Amico, Director
Peter Pelletier, Deputy Director
Judi LaPan, Program Administrator
Kelly Millette, Administrative Assistant
Julie Sampson, Administrative Assistant
Robert McGee, Project Manager
Stephanie Carlisle, Compliance Coordinator

Department of Public Services (Continued)

Jack Tucker, Highway Superintendent
Rich Kernan, Assistant Superintendent, Highway
Steve Carew, Parks Superintendent
Daryl Blethen, Assistant Parks Superintendent
Nolan Lynch, Supervisor, Parks
Jason Beksha, Parks, Heavy Equipment Operator
Trevor Albury, Parks, Heavy Equipment Operator
Felipe Oliveira, Parks, Heavy Equipment Operator
Jason Miller, Parks, Heavy Equipment Operator
Rick Nickerson, Principal Fleet Technician
Vacant, Fleet Technician
David Malmberg, Highway, Heavy Equipment Operator
Bill Scherer, Right-Of-Way Maintenance Supervisor
Tom Blangeard, Highway, Heavy Equipment Operator
Ken Semergian, Highway, Heavy Equipment Operator
Ken Ogilvie, Highway, Heavy Equipment Operator
Chad Chapin, Highway, Heavy Equipment Operator
Barry Smith, Water/Sewer, Superintendent Jeffrey Roach, Assistant Water/Sewer Superintendent
Ryan Fuer, Water/Sewer Systems Operator
Mike Ellis, Water/Sewer Systems Operator Curtis Leduc, Water/Sewer Systems Operator Mark
Leonardo, Water/Sewer Systems Operator Paul Morris, Water/Sewer Systems Operator Don Cooper,
Water/Sewer Systems Operator
Kyle Mee, Building Maintenance Assistant Trades Technician
Michael Legendre, Building Maintenance Trades Technician
Patrick Grassey, Recycling Center Operator
Richard Dennis, Recycling Center Operator

Health

Beth Hallal, Health Agent

Human Resources

Katherine Bird, Coordinator

Information Services

Richard Boucher, Director
Sean Peplinski, Network Engineer
Matthew Cerqua, Database Administrator
Jesse Cordeiro, Technology Specialist
Benjamin Demers, Technology Specialist
Fran Hutton-Lee, GIS Coordinator
Kevin Lessard, Technology Specialist

Library

Margaret Perkins, MLS, Director
Lucy Anderson, Children's/Young Adult Librarian
Katherine Buday, Technical Services Librarian
Lorie Brownell, Library Assistant II
Susan Allison, Library Assistant I
Paula Labella Belanger, Library Assistant I
Sandra Dobday, Library Assistant I
Diane Busa, Makerspace Coordinator
Lauren Guagenty, Substitute Library Assistant
Laura Kurzontkowski, Substitute Library Assistant
Eileen Yates, Substitute Library Assistant
Wendy Rowe, Substitute Library Assistant
Andrew Busa, Community Area Steward

Parks & Recreation

Julie Harrington, Director

Planning & Economic Development

Susan Affleck-Childs, Planning Coordinator

Town Administrator/Selectmen

Michael Boynton, Town Administrator
Allison Potter, Assistant Town Administrator
Liz Langley, Administrative Assistant

Town Clerk

Maryjane White, Town Clerk
Charlene Tingley, Assistant Town Clerk

Treasurer/Collector

Joanne Russo, Treasurer/Collector
Marie Shutt, Assistant Treasurer/Collector
Doris Campagna, Assistant Collector
Carol Hladick, Payroll Administrator

Veterans Services

Sarah Bateman, Veterans Director, MetroWest Veterans Services District

REPORT OF THE BOARD OF ASSESSORS

GENERAL SCOPE AND FUNCTION

The Department of the Board of Assessors is comprised of three volunteer appointed Medway citizens, and three full time staff employees: Principal Assessor, Field Assessor and Administrative Assessing Assistant.

The Office of the Board of Assessors is a value-based department. The Assessors are primarily responsible for determining the full and fair cash value of all real and personal property within the municipality.

Other duties of the Assessors include: administer motor vehicle excise tax, compile and submit the annual Tax Rate Recapitulation to the Department of Revenue, abate/exempt/ or defer taxes, defend established values on abatement applications and at Appellate Tax Board hearings, maintain tax assessment maps, and oversee the town's overlay reserve account (an account established to fund abatements, exemptions, and unpaid taxes for the respective fiscal year).

Tax law intends for each taxpayer to pay an equitable share of the tax burden in proportion to the value of the property or asset. This is known as *ad valorem* tax, or according to value tax. It is important to note that Assessors do not raise or lower taxes, nor do the Assessors set rate of taxation (tax rate). These determinations are made with the assistance of assessment values, but are decisions made outside of the scope of the Assessing Department.

FISCAL YEAR 2020 – Interim Year

Fiscal year 2020 was an Interim year for the Town of Medway. This type of town valuation occurs for four years in between the fifth year certification for each municipality in the Commonwealth of Massachusetts. Assessors review the market information and adjust values accordingly. The assessment date for all property in Medway was January 1, 2019 for Fiscal Year 2020.*

*(with the exception of properties that have current permits, the date of assessment was June 30, 2019 per locally adopted article, Chapter 653, s 40, acts of 1989)

- Residential properties are generally valued and adjusted based upon market sales that occurred in calendar year 2018.
- Commercial and industrial properties are generally valued and adjusted based upon the following: market rental income, market rental expense, market vacancy rates and area income capitalization rates.
- Personal property is generally valued and adjusted based upon: asset description, condition, replacement cost new, year purchased and asset depreciation schedules.

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- Personal property is generally valued and adjusted based upon; asset description, condition, replacement cost new, year purchased and asset depreciation schedules.

TAX RATE SUMMARY

The total amount to be raised through taxation (tax levy) is calculated after all other sources of revenue and total expenses for the town are known. The levy for fiscal year 2020 was \$39,481,964.33. Listed below is the percentage of the tax levy by property classification. The Department of Revenue approved a Tax Rate of \$17.50 per 1000 of value.

CLASSIFICATION	VALUATION	TAX DOLLARS	LEVY PERCENT
CLASS 1 - RESIDENTIAL	\$1,809,172,137	\$31,660,512.40	76.23%
CLASS 2 - OPEN SPACE	0	0.00	0%
CLASS 3 - COMMERCIAL	85,362,242	1,493,839.24	3.60%
CLASS 4 - - INDUSTRIAL	291,946,000	5,109,055.00	12.30%
CLASS 5 PERSONAL PROPERTY	186,683,520	3,266,961.60	7.87%
TOTAL	2,373,163,899	41,530,368.23	100.00%

Note: The total dollar amount needed to meet town spending was \$67,530,578.33 for FY2020. The tax levy portion is \$41,530,368.23 or 58%. The other 42% of the amount needed is obtained through state reimbursements and distributions, local receipts, free cash, and other revenue sources.

SUMMARY

The real estate market in Medway for the most part, saw an increase in values. Residential values had an overall increase of 2.4% due to a couple of new homes and several large additions. Condominiums increase approximately 9.3% with new units in Millstone Village, Bedelia Lane, 362/364 Main St and a new 8-unit complex on the corner of Main and Mechanic. Commercial and industrial properties increase 7.1% with completion of 2 buildings on Trotter, a large addition on Alder and a new Daycare on Summer St. Vacancy rates continue to decline as the market conditions continue to improve.

A public hearing was held on November 25, 2019 in which the Board of Selectman chose to tax all classes of property at the same rate, also known as a single rate or a factor of one.

Property values, tax assessment maps, and FAQ's relating to various functions of the assessing department can be found on the town website (www.townofmedway.org) Please feel free to call, email, or visit the office if you have any questions regarding your property value or the assessment process in general.

I would like to thank the Board of Selectmen, Town Administrator, and members of the Board of Assessors for their assistance and support during fiscal year 2020.

Respectfully submitted,

Donna Greenwood, MAA
Principal Assessor

REPORT OF THE TREASURER/COLLECTOR

The annual report for the fiscal year ending June 30, 2019 is hereby submitted showing the collections and debt activity for the year.

2019 COLLECTIONS

Real estate tax collection at 97.8 of budget, motor vehicle excise tax at 124.4% of budget and penalty & Interest on Taxes was 98.3% of budget.

The real estate and property tax collections were at the normal benchmark collection rate of 97.8% for a total of \$38.6M.

In FY 2019, we had collections of \$2.1 million in MVE tax which was on par with previous fiscal years.

I would like to extend a special thank you to the staff; Marie Shutt, who was promoted to Assistant Treasurer/Collector, Carol Hladick, Payroll Administrator and welcome Doris Campagna to our team as the new Assistant Collector. I am grateful for the support and assistance they have given to the residents and employees over this past year.

Respectfully submitted,

Joanne M. Russo CCMT
Treasurer/Collector

LONG-TERM DEBT

The Town continues to maintain a debt level of not greater than 10% in accordance with the fiscal policies adopted in Fiscal 2007 by the Board of Selectmen. Debt level is one important indicator of the Town's fiscal management. This is one of the financial indicators that is also used by the bond rating agencies.

TOWN OF MEDWAY BONDS (LONG-TERM DEBT)				
DATE BORROWED	PURPOSE OF BORROWING	MATURITY DATE	BALANCE AS OF 6/30/19	INTEREST COST
09/12/18	MULTIPURPOSE GOB	9/15/2032	3,355,000	2.57%
09/12/18	MCWT GOB	7/18/2038	500,000	2.00%
02/21/18	MCWT GOB	1/15/2036	1,052,811	2.00%
04/13/17	SEPTIC REPAIRS	1/15/2037	180,271	0.00%
09/15/16	MULTIPURPOSE GOB	9/15/2026	2,175,000	1.21%
3/15/15	MULTIPURPOSE GOB	3/15/2029	2,225,000	2.02%
1/7/15	MCWT GOB	7/15/2035	1,250,184	2.00%
5/15/13	MULTIPURPOSE GOB	5/15/2033	4,360,000	2.22%
9/15/12	MULTIPURPOSE GOB	9/15/2032	3,240,000	1.98%
2/15/12	MULTIPURPOSE GOB	2/15/2032	4,985,000	2.02%
8/15/10	MULTIPURPOSE GOB	8/15/2029	3,550,000	2.43%
10/15/09	MULTIPURPOSE GOB	10/15/2029	2,400,000	2.92%
11/15/06	MULTIPURPOSE GOB	11/25/2025	4,175,000	4.00%
8/1/04	SEPTIC REPAIRS	8/1/2023	17,995	5.01%
4/15/03	MULTIPURPOSE GOB	4/15/2022	500,000	3.73%
				WEIGHTED AVERAGE RATE
TOTAL LONG TERM DEBT			\$35,076,261	2.2%

TREASURER REPORT

General Fund	18,308,513.85
Treasurer/Collector	386,454.14
MMDT Trust	60,344.82
Payroll	0.00
Vendor	0.00
CPA	3,895,892.71
Economic Redevelopment	57,787.07
Police Law Enforcement	89,116.24
Planning Review	16,300.01
Planning Observation	97,644.87
Stabilization Funds *	6,015,157.75
Scholarships	949,070.75
Performance Bonds	341,658.15
Student Activity	188,905.95
School Lunch	88,762.53
Education Fund	4,016.63
Library Trust	139,037.09
Cemetery Trust	11,343.96
Art & Lottery	4,792.83
Elderly Disabled Fund	810.25
Christmas Parade	22,362.13
Affordable Housing	60,980.58
Conservation Commission	5,746.60
Conservation Fund	104,698.23
OPEB Trust	949,320.75
Pride Day	22,631.99
Family Day	13,174.40
	31,834,524.28

***STABILIZATION BY ACCOUNT**

CAPITAL STABILIZATION	\$348,576.67
SEWER STABILIZATION	\$260,323.35
DPS STABILIZATION	\$514,190.56
ATHLETIC STABILIZATION	\$229,190.93
DEBT STABILIZATION	\$1,256,592.86
GENERAL STABILIZATION	\$3,406,283.38

REPORT OF THE FINANCE DIRECTOR/TOWN ACCOUNTANT

The role of the Office of the Town Accountant Office to ensure that the appropriate financial and auditing controls are maintained in an efficient, cost-effective and responsive manner. The office oversees all departmental appropriations, ensuring that departments operate within their annual budget. All receipts received by the town are reviewed as well, to ensure all funds are applied correctly. In addition, the office is responsible for maintaining all financial records, and ensuring that they are compliant with federal, state and local laws and regulations.

Sound fiscal practices and policies led the Town to its ninth consecutive year without a Management Letter from the auditors, Melanson Heath. This means that during the annual audit, the auditors found no reportable conditions. This is a strong indication of Medway's fiscal stability and strength.

Overall revenue collections for FY 2019 were 100.5% of the revenue budget and expenses were 97.5% of the expense budget. These numbers point to the strong efforts made to collect revenue and to control expense. As a result, the General Fund realized \$2.1M in free cash. The \$2.1M in free cash, along with Medway's stabilization funds, combine to give Medway a healthy reserve percentage of 15.3% of the annual budget for FY2019. This exceeds the target percentage that is used to evaluate municipal financial statements.

After many years of hard work, consistently strong financial direction and leadership, the Town received a bond rating of AAA from Standard and Poor's on May 15th, 2017. Medway is one of 61 communities in the State to have achieved this rating from S&P. S&P Global stated in their most recent press release that the rating reflects their opinion of Medway's very strong economy, strong management with good financial policies and practices, very strong budgetary performance and flexibility, very strong liquidity, and very strong debt and contingent liability position. The Medway Financial Team and the Board of Selectmen are very proud of this achievement, which will result in a reduction in the interest rate charged to the Town when borrowing for capital projects.

At the 2019 Annual Town Meeting, the Town voted to designate \$300k from the receipts received from the local meals tax to the OPEB (Other Post-Employment Benefits) Trust account. This demonstrates the financial commitment that the Town has made to address this liability in a responsible manner. During FY2019, the Investment Advisory Committee was formed. This committee was charged with the development of an OPEB Trust Investment Policy, a Trust and Stabilization Investment Policy and in evaluating and selecting an Investment Management Group. Rockland Trust was selected in December of 2018 and as of June 30th of 2019, the OPEB Trust investments realized in increase in value of 10.7%. The balance of the OPEB Trust Investment at the close of the fiscal year was \$949,321.

Included is the combined Balance Sheet for All Funds Types and Groups, and a Combined Statement of Changes in Revenues, Expenditures and Fund Balances as of June 30, 2019.

The full set of financial statement are available on the Town of Medway's website, or by requesting them from the Accounting Office.

I wish to thank the members of the Finance Team for their invaluable help throughout the year. Thank you as well to the Board of Selectmen and the citizens of Medway. It is a privilege to serve in this community.

Respectfully submitted,

Carol Pratt
Finance Director/Town Accountant

Town of Medway, Massachusetts
GOVERNMENTAL FUNDS - BALANCE SHEET
FOR FISCAL YEAR END JUNE 30, 2019

	<u>General</u>	<u>Community Preservation</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS				
Cash and short-term investments	\$13,046,875	\$3,896,200	\$5,675,010	\$22,618,085
Investments	\$3,406,283			\$3,406,283
Receivables:				

Property taxes	3,714,971			\$3,714,971
Excises	202,024			\$202,024
Departmental and other	4,701	6,243	102,449	\$113,393
Intergovernmental	24,000		187,614	\$211,614
<hr/>				
TOTAL ASSETS	\$20,398,854	\$3,902,443	\$5,965,073	\$30,266,370
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LIABILITIES AND FUND BALANCES

Liabilities:

Warrants payable	\$686,504		\$306,366	\$992,870
Accrued liabilities	422,934		63,713	\$486,647
Notes payable			1,533,000	\$1,533,000
Other liabilities	352,224			\$352,224
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TOTAL LIABILITIES	1,461,662	-	1,903,079	3,364,741
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DEFERRED INFLOWS of RESOURCES

Unavailable revenues	3,822,956	6,242	102,447	3,931,645
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Fund Balances:

Non-spendable			110,869	\$110,869
Restricted			4,515,625	\$4,515,625
Committed	3,067,805	3,896,201		\$6,964,006
Assigned	3,613,629			\$3,613,629
Unassigned	8,432,802		(666,947)	\$7,765,855
<hr/>				

TOTAL FUND BALANCES	15,114,236	3,896,201	3,959,547	22,969,984
<hr/>				

TOTAL LIABILITIES AND FUND BALANCES	20,398,854	3,902,443	5,965,073	30,266,370
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Town of Medway, Massachusetts

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FOR FISCAL YEAR END JUNE 30, 2019

	<u>General</u>	<u>Community Preservation</u>	<u>Nonmajor Goven Funds</u>	<u>Total Govern Funds</u>
REVENUES				
Property taxes	\$38,698,904	\$867,236		\$39,566,140
Excises	2,114,998			\$2,114,998
Penalties, interest and other taxes	331,960			\$331,960
Charges for services			2,867,851	\$2,867,851
Intergovernmental	15,089,380	195,949	3,744,920	\$19,030,249
Licenses and permits	552,067			\$552,067
Fines and forfeitures	27,043			\$27,043
Investment income	346,889	49,338	7,456	\$403,683
Miscellaneous	562,378		562,302	1,124,680
TOTAL REVENUES	57,723,619	1,112,523	7,182,529	66,018,671

EXPENDITURES				
Current:				
General government	3,490,036		966,217	4,456,253
Public safety	4,853,547		1,230,468	6,084,015
Education	30,967,130		5,287,551	36,254,681
Public works	5,273,495		1,709,697	6,983,192
Health and human services	463,460		183,728	647,188
Culture and recreation	543,599	186,829	3,679,205	4,409,633
Employee benefits	8,593,238			8,593,238
Debt service	2,884,239	454,525	20,367	3,359,131
Intergovernmental	812,334			812,334
TOTAL EXPENDITURES	57,881,078	641,354	13,077,233	71,599,665

Excess (deficiency) of revenues

over expenditures	(157,459)	471,169	(5,894,704)	(5,580,994)
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OTHER FINANCING SOURCES (USES)

Issuance of bonds			3,355,000	3,355,000
Transfers in	1,782,906		1,823,525	3,606,431
Transfers out	(2,513,353)	(183,500)	(290,100)	(2,986,953)
TOTAL OTHER FINANCING SOURCES	(730,447)	(183,500)	4,888,425	3,974,478

Excess (deficiency) of revenues and other

sources over expenditures and other uses	(887,906)	287,669	(1,006,279)	(1,606,516)
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FUND EQUITY, at Beginning of Year	16,002,142	3,608,532	4,965,826	24,576,500
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FUND EQUITY, at End of Year	15,114,236	3,896,201	3,959,547	22,969,984
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REPORT OF THE INFORMATION SERVICES DEPARTMENT

The Town of Medway continues to fund improvements in infrastructure, applications, and end user equipment. The continued support of these systems is critical to maintaining inter-departmental communications and efficient workflows for all departments.

A few accomplishments within Fiscal 2019 include:

- Continued support of 1:1 mobile devices for 8th to 12th grade to curriculum goals
- Lifecycle replacement of desktop computers, projection systems, and network components
- Implementation of Office 365 for town wide communication and collaboration efforts
- Increased cybersecurity Awareness training for all staff
- Implementation of a visitor tracking system to the Recycling Center
- Expansion of our GIS/GPS Map Layer accuracy

Fiscal 2021 will continue to focus on our primary goals of supporting all department's efficient workflows, increasing information transparency to our community, and expanding the 1:1 mobile

device access to support the education of our students. The technology plan is a fluid mechanism used to provide guidance year to year and project future needs for up to five years, the total plan for FY21 is as follows:

- Support the Chromebook Initiative in all schools (\$140k)
- Replace approx. 100 desktop/laptop units over 5+ years old (break fix upgrade) (\$70k)
- Replace Existing Projection systems in the MS/Mem schools (\$240k)
 - Replacement will be handled on a break/fix schedule
- Upgrade MS Auditorium Projection System (\$25k)
- Maintain and improve the video surveillance systems throughout the town
- Increase Cyber Security maintenance, review, and awareness

Respectfully submitted

Richard Boucher
Director of Information Services

**TOWN OF MEDWAY
WARRANT FOR MARCH 11, 2019
SPECIAL TOWN MEETING**

NORFOLK ss:

To either of the Constables of the Town of Medway

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in Town affairs to meet at the Medway High School Auditorium, 88 Summer Street, on Monday, March 11, 2019 at 7:00 PM, then and there to act on the following articles:

The meeting was called to order at 7:00PM by Mark Cerel, Moderator A quorum being present.

ARTICLE 1: (Provide Funds for Urban Renewal Plan Implementation)

To see if the Town will vote to appropriate \$600,000 to be expended by the Medway Redevelopment Authority for the purpose of implementation of the Town's Urban Renewal Plan; said appropriation to be expended by the Medway Redevelopment Authority pursuant to an agreement the terms of which shall be determined by the Board of Selectmen to be in the best interest of the Town; and that to meet this appropriation, the Treasurer with the approval of Board of Selectmen is authorized to borrow such sum under Massachusetts General Laws

Chapter 44, Section 7, 8, or 20, and/or General Laws Chapter 121B, Section 20, or any other enabling authority, and issue bonds and notes of the Town therefor; and further that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and to authorize the Board of Selectmen to enter into any agreements and execute any documents necessary to effectuate the purpose of this article; or act in any manner relating thereto.

BOARD OF SELECTMEN

VV

2/3 Majority

ARTICLE 2: (Authorization to Accept Gifts of Deeds to Oak Grove Parcels)
To see if the Town will vote to authorize the Board of Selectmen to acquire by gift and to accept the deed or deeds to the Town of a fee simple interest in all or a portion of any and all parcels of land located within the Oak Grove Urban Renewal Plan Area, said plan as on file in the Office of Community and Economic Development and available on the Town of Medway's website, upon such terms and conditions as the Board of Selectmen shall determine to be in the best interest of the Town, said parcels to be held for general municipal purposes, and to authorize the Board of Selectmen to enter into any agreements and execute any documents necessary to effectuate the purpose of this article; or act in any manner relating thereto.

BOARD OF SELECTMEN

VV

Unanimous

ARTICLE 3: (Community Preservation Funds for Elem. Playgrounds)
To see if the Town will vote to appropriate \$150,000 from the Community Preservation Act General Unreserved Funds for the restoration and rehabilitation of land for recreational use, consisting of completing playground improvements at the McGovern and Burke-Memorial Elementary Schools, including site preparation, equipping, and all related and incidental costs, such funds to be expended by the Medway Public Schools, or act in any manner relating thereto.

SCHOOL DEPARTMENT

VV

Unanimous

ARTICLE 4: (Repurpose Parks Improvements Project Funds to Elem. Playgrounds)
To see if the Town will vote to reallocate funds originally authorized to be borrowed for parks and recreation improvements at Choate and Oakland Parks and the Medway Middle School by the vote taken under Article 11 of the November 11, 2017 Fall Town Meeting, which funds are no longer needed to pay costs of the project for which they were initially borrowed and for

which no costs are outstanding, and to apply such funds, in the amount of \$300,000, to playground improvements at the McGovern and Burke-Memorial Elementary Schools, or to act in any manner relating thereto.

VV

Meeting adjourned at 7:52PM

**SCHOOL DEPARTMENT
Unanimous**

And you are hereby directed to serve this warrant by posting printed attested copies thereof at two (2) locations in each precinct at least FOURTEEN (14) days before the day of said meeting. Hereof fail not and make-due return of this warrant with your doings thereon to the Clerk of said Town at or before the time of said meeting.

Given under our hands in Medway, this 19th day of February 2019.

A TRUE COPY:

SELECTMEN OF THE TOWN OF MEDWAY

Dennis Crowley, Chairman
John Foresto, Vice-Chairman
Richard D’Innocenzo, Clerk
Glenn Trindade, Member
Maryjane White, Member

ATTEST: Paul Trufant, Constable

**TOWN OF MEDWAY
WARRANT FOR MAY 13, 2019
ANNUAL TOWN MEETING**

NORFOLK ss:

To either of the Constables of the Town of Medway

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in Town affairs to meet at the **Medway High School, 88 Summer Street, on Monday, May 13, 2019, at 7:30 PM, then and there to act on the following articles:**

The meeting was called to order at 7:30PM by Mark Cerel, Moderator A quorum being present

ARTICLE 1: (Debt Stabilization Fund Transfer)

To see if the Town will vote to transfer the sum of \$392,000 from the Debt Stabilization Fund to the Fiscal Year 2020 operating budget for the purpose of offsetting a portion of debt exclusion projects, or act in any manner relating thereto.

VV

**BOARD OF SELECTMEN
(Unanimous)**

ARTICLE 2: (Transfers – Ambulance Receipts Reserved and Ambulance Enterprise)

To see if the Town will vote to transfer \$500,000 from the Ambulance Receipts Reserved for Appropriation Fund to the Fiscal Year 2020 operating budget, or act in any manner relating thereto.

VV

**BOARD OF SELECTMEN
(Unanimous)**

ARTICLE 3: (Appropriation: FY20 Operating Budget)

To see if the Town will vote to fix the salary and compensation of all elected officers of the Town, provide for a Reserve Fund, and determine what sums of money the Town will raise and appropriate, including appropriation from available funds, to defray charges and expenses of the Town including debt and interest, for the Fiscal Year ending June 30, 2020, or act in any manner relating thereto.

**VOTED: To raise and appropriate \$57,704,629.00 for the fiscal year ending June 30, 2020, for the specific departments and purposes designated in the Finance Committee report, and further, that the Town set the Town Clerk's salary at \$91,637.00, with an additional \$1,000.00 for maintaining the annual Town Clerk certification as provided for in General Laws Chapter 41, Section 19K
Omnibus budget attached**

VV

(Unanimous)

ARTICLE 4: (Appropriation: FY20 Water Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$3,102,333 for the maintenance of the Water Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 779,142

Expenses	632,750
Debt	1,335,488
Direct Costs Total	\$ 2,747,380

Indirect Costs

Indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$354,953
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Total	\$3,102,333
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And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$3,102,333
Total	\$3,102,333

WATER SEWER COMMISSION

VV

(Unanimous)

ARTICLE 5: (Appropriation: FY20 Sewer Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,900,891 for the maintenance of the Sewer Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 286,528
Expenses	1,129,950
Debt	345,212
Direct Costs Total	\$1,761,690

Indirect Costs

Indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$139,201
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Total	\$1,900,891
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And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$1,883,617
Sewer Betterment Stabilization	17,274
Total	\$1,900,891

WATER SEWER COMMISSION

VV

(Unanimous)

ARTICLE 6: (Appropriation: FY20 Solid Waste Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,270,261 to operate the Solid Waste/Recycling Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 44,587
Expenses	1,142,750
Debt Service	59,375
Direct Costs Total	\$1,246,712

Indirect Costs

Indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$ 23,549
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Total	\$1,270,261
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And further that the above listed appropriations be funded as follows:

Trash Recycling Fees/Bag Revenues	\$1,270,261
Total	\$1,270,261

PUBLIC SERVICES DEPT.

VV

(Unanimous)

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

To see if the Town will vote to appropriate the sum of \$2,723,173 from Certified Free Cash for the purpose of funding the following capital and other items, including associated engineering, personnel, maintenance and legal service costs, or act in any manner relating thereto.

Project	Department	Cost
Various Road and Sidewalk Repair	DPW	\$750,000
Replace 2008 Ford F350	DPW	55,000
Replace Choate Building Roof	DPW	12,000
Replace 2006 Ford F150	DPW	55,000
Replace 2010 Ford F350	DPW	60,000
Walking Trail at Oakland Park	DPW	25,000
Replace Dump Truck	DPW	175,000
Replace Plow	DPW	17,850
Replace 2003 Ford Ranger	DPW	40,000
Purchase Electric Vehicle	DPW	27,000
Replace 2008 Mercury Sable	DPW	35,000
Oakland Basketball Court Improvements	DPW	55,000
Replace Chipper	DPW	75,000
158 Main St Site Improvements	DPW	25,908
Hazardous Tree Removal	DPW	50,000
Repair/Rebuild Handicap Ramp at Memorial School	School	50,000
Network Upgrade at High School	School	38,000
Replace Water Heater at McGovern School	School	40,000
Replace Snow Removal Tractor	School	60,000
Auditorium Projection at Middle School	School	10,000
Resurfacing of Blacktop Recess Area at Burke School	School	150,000
Elementary School Playground Improvements	School	25,000
Traffic Enforcement Equipment	Police	11,390
Police Portable Radio Replacement	Police	84,600
Ballistic Equipment	Police	12,425
Sewer Line Rerouting	Library	30,000
Study Carrell Ceiling Insulation	Library	8,000
Add 200 AMP Panel	Library	8,000
Replace Brush Truck #1	Fire	105,000
Replace Command Vehicle #2	Fire	55,000
Sprinkler System, Station #1	Fire	50,000
Replace Broken Siding	Senior Center	8,000
Single Filter Water Cooler	Senior Center	5,000
Zoning Bylaw Update, Environmental Standards	Planning	15,000
Update Medway Master Plan	Planning	50,000
Technology Equipment	Info Services	200,000
Building Condition Assessment and Feasibility Study	Town Admin.	250,000
Free Cash Total		<u>\$2,723,173</u>

CAPITAL IMPROVEMENT

VV

(Unanimous)

ARTICLE 8: (Raise & Appropriate: Roads & Sidewalks)

To see if the Town will vote to raise and appropriate the sum of \$800,000 for the purposes of making repairs to various roads, sidewalks, bridges and related appurtenances, and to fund, as needed, design, engineering, and construction management services, and for the payment of all other costs incidental and related thereto, or act in any manner relating thereto.

**CAPITAL IMPROVEMENT
PLANNING COMMITTEE**

VV

(Unanimous)

ARTICLE 9: (Borrowing – Water Enterprise – Engineering and Design)

To see if the Town will vote to raise and appropriate, borrow or transfer from available Water Enterprise funds the sum of \$2,330,900 for the purpose of funding engineering, design, and permitting for the provision of Water System quality and capacity improvements and expansions, including the associated legal and technical services costs, and for the payment of all other costs incidental and related thereto, any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or act in any manner relating thereto.

PUBLIC SERVICES DEPT.

VV

(Unanimous)

ARTICLE 10: (Borrowing – New DPW Facility)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of \$14,040,000 for the purpose of funding the construction, equipping and furnishing of a new Public Works facility at 46 Broad St, including engineering, design and project management services, site preparation, and for the payment of all other costs incidental and related thereto, and further that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or act in any manner relating thereto.

BOARD OF SELECTMEN

VV

(Unanimous)

ARTICLE 11: (Lease Authorization – Solar Array at New DPW Facility)

To see if the Town will vote to transfer the care, custody, management, and control of the property located at 46 Broad Street to the Board of Selectmen for the purpose for which it is currently held and for the purpose of leasing and the granting of easements on, over, or under such property for the installation of renewable energy facilities and the support thereof; and further authorize the Board of Selectmen to enter into one or more lease agreements for a period of not more than 20 years of all or a portion of the new Department of Public Works (DPW) Facility roof and parking canopy to be constructed at 46 Broad St for the purpose of installing, operating, and maintaining solar power electric generation facilities, and further to authorize the Board of Selectmen to lease additional space within the new DPW Facility and/or the facility grounds for the installation, operation and maintenance of utility lines, cables, conduits, transformers, wires, meters, monitoring equipment and other necessary equipment and appurtenances for said solar power electric generation arrays, upon such terms and conditions as the Board of Selectmen deems in the best interests of the Town; and to authorize the Board of Selectmen take all actions and execute all documents as may be necessary on behalf of the Town to undertake the purpose of this article; or to take any other action relative thereto.

BOARD OF SELECTMEN

No positive motion

ARTICLE 12: (PILOT Authorization – Solar Array at New DPW Facility)

To see if the Town will vote to authorize the Board of Selectmen to (i) enter into a PILOT (Payment in Lieu of Taxes) agreement with the successful proposer and owner of a solar array to be located on the premises at the new DPW Facility at 46 Broad Street for a term of up to 20 years, and (ii) take any actions and execute any other documents or ancillary agreements necessary, convenient, or appropriate to accomplish the foregoing and to implement and administer the PILOT agreement, which agreement and documents shall be on such terms and conditions and for such consideration as the Board of Selectmen deems in the best interests of the Town, or act in any manner relating thereto.

BOARD OF SELECTMEN

No positive motion

ARTICLE 13: (DPW Stabilization Transfer to DPW Facility Project)

To see if the Town will vote to transfer \$512,890 from the DPW Debt Stabilization Fund for the purpose of funding the construction equipping and furnishing of a new Public Works facility at 46 Broad St, including engineering, design and project management services, and for the payment of all other costs incidental and related thereto, or act in any manner relating thereto.

BOARD OF SELECTMEN

VV

(Unanimous)

ARTICLE 14: (General Stabilization Appropriation)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$100,000 to be allocated to the General Stabilization Fund, or act in any manner relating thereto.

BOARD OF SELECTMEN

VV

(Unanimous)

ARTICLE 15: (Appropriation: OPEB Trust)

To see if the Town will vote to raise and appropriate the sum of \$300,000 to the Town of Medway Other Post-Employment Benefits (OPEB) Trust account, or act in any manner relating thereto.

BOARD OF SELECTMEN

VV

(Unanimous)

ARTICLE 16: (Appropriation: Medway Day)

To see if the Town will vote to raise and appropriate the sum of \$9,500 for Medway Day, or act in any manner relating thereto.

BOARD OF SELECTMEN

VV

(Unanimous)

ARTICLE 17: (Free Cash Transfer: Cultural Council)

To see if the Town will vote to transfer \$25,000 from Certified Free Cash for the purpose of providing matching grant funds to the Medway Cultural Council, or act in any manner relating thereto.

BOARD OF SELECTMEN

VV

(Unanimous)

ARTICLE 18: (Appropriation: Community Preservation Committee)

To see if the Town will vote to act on the report of the Community Preservation Committee for the Fiscal Year 2020 Community Preservation budget and to appropriate, or reserve for later appropriations, monies from the Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of community preservation projects and all other necessary and proper expenses for the Fiscal Year 2020, as follows:

CPC Administrative Expenses	\$15,000
CPC Salaries	5,000
CPC Debt Expense	445,575
Ide House Historical Study	20,000
<u>Transfer To Affordable Housing Trust:</u> Affordable Housing Trust Administrative and Legal Contingency Fees	10,000
Total Direct Costs	\$495,575

Reserves:

**10% of Estimated
Fund Revenues**

Open Space	102,995
Community Housing	92,995
Historical Preservation	82,995

or act in any manner relating thereto.

COMMUNITY PRESERVATION COMMITTEE

VV

(Unanimous)

ARTICLE 19: (Fund Affordable Housing Unit Creation)

To see if the Town will vote, in accordance with Massachusetts General Laws Chapter 44B, to appropriate the sum of \$1,000,000 from the Community Preservation Fund to fund a grant to Metro West Collaborative Development, Inc. for the purpose of constructing affordable housing units in a development known as Glen Brook Way, and to authorize the Board of Selectmen to enter into a grant agreement on such terms and conditions as the Board of Selectmen shall determine to be appropriate with Metro West Collaborative Development, Inc. outlining the purposes for and the conditions upon which these funds may be expended, and, further, to authorize the Board of Selectmen or its designees to accept one or more deed restrictions for affordable housing purposes on said property meeting the requirements of Massachusetts General Laws Chapter 184, or act in any manner relating thereto.

BOARD OF SELECTMEN

VV

(Unanimous)

ARTICLE 20: (Revolving Funds –Authorize FY20 Spending Limits)

To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44, Section

53E1/2,

to set Fiscal Year 2020 spending limits for revolving funds as follows:

Program or Purpose	FY2020 Spending Limit
Self-supporting parks and recreation services, including salaries and benefits	\$350,000
Dial-a-ride van service for seniors and disabled; shuttle service to Norfolk commuter rail station, and other necessary transportation services	\$120,000
Library printer, copier and fax expenses	\$ 3,000
Library meeting room	\$ 1,000
Thayer Homestead partial self-support of property, including salaries and benefits	\$ 70,000
Tobacco license compliance inspections	\$ 2,500
Self-supporting food services, including salaries and benefits	\$ 12,000

or act in any manner relating thereto.

BOARD OF SELECTMEN
(For the Various Departments Indicated)

VV

(Unanimous)

ARTICLE 21: (Amend General Bylaws: Delete Development Review Coordinating Council)

To see if the Town will vote to delete Section 2.16 of the Town's General Bylaws (Development Review Coordinating Council) in its entirety, or act in any manner relating thereto.

BOARD OF SELECTMEN

VV

(Unanimous)

ARTICLE 22: (Zoning Bylaw Amendments: Misc. Housekeeping)

To see if the Town will vote to amend the Zoning Bylaw as follows; unless otherwise noted, new text is shown in **bold** and deleted text is shown as stricken through:

Section 1.7: Delete the last sentence, so that the section shall read as follows:

The Planning and Economic Development Coordinator, under the auspices of the Planning and Economic Development Board, is authorized to edit this Zoning Bylaw for format only through the use of bold, italics, underscores, bullets, font style, font size, spacing and other similar editing measures to improve the Bylaw's readability and ease of use without changing the text, section and heading titles, numbering, or content in any manner; and to clearly denote those terms throughout the Bylaw that are officially defined within SECTION 2 of this Bylaw. ~~This Section 1.7 will expire on May 9, 2018.~~

Section 2 Definitions: Amend the definition of buffer area as follows:

Buffer area: Natural, wooded, **and/or** vegetated, open areas, earthen berms, or earthen mounds, **or** landscaped areas, or any combination thereof, **which may include** including fences and walls, used to physically separate or screen one use or property from another use or property or provide a visual or sound barrier between adjacent properties by shielding or reducing noise, lights or other intrusions.

Delete the definition of "Building Inspector" in its entirety and amend all applicable sections of the Bylaw by changing the words "Building Inspector" and "Inspector of Buildings" to "**Building Commissioner**" wherever they appear in the Zoning Bylaw.

Add the following new definitions:

Building Commissioner - Where used in this bylaw, the term "Building Commissioner" shall be interpreted to mean "Building Commissioner and/or his designee".

Bus Stop Shelter – A small, roofed structure, usually having three walls and at least one open side, designed primarily for the protection and convenience of bus passengers.

Section 5.5: Add a new subsection: "**H. Special Permits. Special permits granted under Section 5.5.C are not subject to the special permit criteria under Section 3.4.**"

Section 6.2.D: Amend to read as follows:

Buildable Lot. No ~~dwelling structure~~ **may be erected on any lot unless that does not include contiguous upland area of** at least 50 percent of the required minimum lot area for the **zoning district is contiguous upland.** The upland shall be land that is not subject to protection under the Wetlands Protection Act, G.L. c. 131, § 40. The upland shall not include wetland replication areas that may be required by the Conservation Commission. Or act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD
(Unanimous)**

VV

ARTICLE 23: (Amend Zoning Bylaw: Medical Marijuana)

To see if the Town will vote to amend the Zoning Bylaw as follows; unless otherwise noted, new text is shown in **bold** and deleted text is shown as stricken through:

Section 8.9 REGISTERED MEDICAL MARIJUANA FACILITIES: Amend Sections 8.9.D., 8.9.E., and 8.9.J. as follows:

D. Eligible Locations for Registered Medical Marijuana Facilities. Registered Medical Marijuana Facilities, ~~other than agricultural operations meeting exemption standards under G.L.c. 40A § 3,~~ may be allowed by special permit from the Planning and Economic Development Board in the following zoning districts, provided the facility meets the requirements of this Section:

Retail RMMF	Non-Retail RMMF
Business Industrial (BI)	East Industrial (EI) West Industrial (WI)

E. General Requirements and Conditions for all Registered Marijuana Dispensaries

1. All ~~non-exempt~~ RMMFs shall be contained within a permanent building or structure. No RMMF shall be located inside a building containing residential units or inside a movable or mobile structure such as a van, trailer, cargo container or truck.

J. Special Permit Requirements

4. The RMMF special permit application shall include the following:

- i. **A comprehensive noise mitigation plan prepared by a qualified acoustical consultant (whose qualifications include Institute of Noise Control Engineering (INCE) board certification or equivalent experience)**
- j. **A comprehensive odor control, abatement and mitigation plan prepared by a certified environmental engineer or certified environmental professional with demonstrated experience in the area of marijuana odor mitigation.**

6. Conditions

These conditions, limitations, and safeguards may address but are not limited to:

- d. Hours of operation
- e. Landscaping and site amenities
- f. **Requirements for noise and odor mitigation measures and monitoring**

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

VV

(Unanimous)

ARTICLE 24: (Zoning Bylaw Amendment: Recreational Marijuana)

To see if the Town will vote to amend the Zoning Bylaw as follows; unless otherwise noted, new text is shown in **bold** and deleted text is shown as stricken through:

Section 8.10 RECREATIONAL MARIJUANA: Amend Sections 8.10.E.1 and 8.10.J. as follows:

E. General Requirements and Conditions for all Recreational Marijuana Establishments

1. All ~~non-exempt~~ RMEs shall be contained within a permanent building or structure. No RME shall be located inside a building containing residential units or inside a movable or mobile structure such as a van, trailer, cargo container or truck.

J. Special Permit Requirements

5. The RME special permit application shall include the following:

h. **A comprehensive noise mitigation plan prepared by a qualified acoustical consultant (whose qualifications include Institute of Noise Control Engineering (INCE) board certification or equivalent experience**

i. **A comprehensive odor control, abatement and mitigation plan prepared by a certified environmental engineer or certified environmental professional with demonstrated experience in the area of marijuana odor mitigation.**

7. Conditions

These conditions, limitations, and safeguards may address but are not limited to:

d. Hours of operation

e. Landscaping and site amenities

f. **Requirements for noise and odor mitigation measures and monitoring**

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

VV

(Unanimous)

ARTICLE 25: (Amend Zoning Bylaws: Site Plan Review)

To see if the Town will vote to amend portions of Section 3.5 of the Zoning Bylaw, Site Plan Review, as set forth below; unless otherwise noted, new text is shown in **bold** and deleted text is shown as stricken through:

Amend Section 3.5.3. Applicability as follows:

A. Site plan review shall apply to the following:

3. Administrative Site Plan Review - New construction or any alteration, reconstruction, renovation or change in use of any multi-family, commercial, industrial, institutional or municipal building or use which is not subject to Major or Minor Site Plan Review but which involves one or more of the following:

a. The addition of less than 1,000 square feet of gross floor area, ~~or~~

b. Exterior alteration ~~/ or~~ renovation of an existing building or premises, visible from a public or private street or way which includes any of the following:

i) installation or replacement of awnings

ii) change in a building's exterior surface material

iii) rearrangement or addition of windows or doors

iv) façade reconstruction ~~/ or~~ replacement

v) roofing if the Building ~~Inspector~~ **Commissioner** determines the roof to be a distinctive architectural feature of the building

c. The redesign, alteration, expansion or modification of an existing parking area ~~or the creation of a new parking area~~

d. **The creation of a new parking area involving the addition of one to nine parking spaces**

- d.e. The redesign of the layout/configuration of an existing parking area of ten to nineteen parking spaces
- e.f. A change in curb cuts ~~/ or~~ vehicular access to a site from a public way
- f.g. Installation or alteration of sidewalks and other pedestrian access improvements
- g.h. Removal of hedges, living shrubs, and trees greater than four inches in caliper
- h.i. Installation of fencing or retaining walls
- i.j. Outdoor placement of cargo containers, sheds, membrane structures, equipment and materials
- j.k. Removal, ~~/ disturbance, / or~~ alteration of 5,000 – 10,000 square feet of impervious surface
- k.l. The conversion of a residential use to a permitted non-residential or mixed-use
- l.m. Installation of a wireless communication facility as defined in this *Zoning Bylaw*
- 4. ~~Consideration of activities subject to administrative site plan review may be advanced to minor or major site plan review status at the determination of the Building Inspector or the Board when the collective scope and/or quantity of the proposed activities is substantial enough to merit review by the Board at a public meeting.~~
- 5. 4. Relationship to Other Permits and Approvals.
 - d. **Site plan projects may also be subject to other Town bylaws and/or permit requirements including but not limited to a Stormwater Management and Land Disturbance Permit, Scenic Road Work Permit, Order of Conditions, water and sewer connection permits, and a Street Opening/Roadway Access Permit.**

Amend Section 3.5.4. Procedures for Site Plan Review as follows:

- F. **The Building Commissioner shall review major and minor site plan applications and all associated submittals for compliance with the *Zoning Bylaw* and provide written communication to the Board, prior to the first public hearing date. The report shall identify any current zoning violations existing at the site which may be addressed through the site plan review process.**
- ~~F.~~ G. The Board shall review and act upon applications for major and minor site plan review, requiring such conditions as necessary to satisfy the Site Plan Review Standards under Section 3.5.5 B. below, and notify the applicant of its decision. The decision shall be by majority vote of the membership, shall be made in writing and shall be filed with the Town Clerk within ninety days of the date of application for Major Site Plan Review, or sixty days of the application date for Minor Site Plan Review. The applicant may request, and the Board may grant by majority vote of the membership, an extension of the time limit set forth herein.
- ~~G.~~ H. The Board may approve a major and minor site plan or approve it with conditions, limitations, safeguards and mitigation measures or deny a site plan only if the plan does not include adequate information as required by the Site Plan Rules and Regulations, or if the plan depicts a use or structure so contrary to health, safety and welfare of the public that no set of conditions would render the project tenable.

- I. In its site plan decision, the Board may require reasonable mitigation measures to offset adverse impacts of the development on the community, including:
 - a. Requirements for off-site improvements up to a maximum value of six percent of the total development cost of the proposed project to improve the capacity and safety of roads, intersections, bridges, pedestrian access, water, sewer, drainage, and other public facilities and infrastructure including traffic signals/ and controls, or municipal services, sufficient to service the development project. The total development cost shall mean the total of the cost or value of land and all development related improvements and shall be determined on the basis of standard building or construction costs published in the *Engineering News Record* or other source acceptable to the Board for the relevant type of structure(s) and use (s).
 - b. Donation and/or dedication of land for right-of-way to provide for roadway and/or intersection widening or improvements.
 - c. Unless the Board determines that adequate means of pedestrian travel is already provided to the site, sidewalks shall be provided along the entire frontage of the subject property along existing public ways, including the frontage of any lots held in common ownership with the parcel(s) within five years prior to the submission of the application for site plan review and approval. In those instances where the Board determines that sidewalk construction is not feasible or practical, the Applicant will fund sidewalk construction elsewhere in the community. This may be accomplished either by constructing an equivalent length of sidewalk elsewhere in the community as authorized by the Department of Public Works or making a payment in lieu of sidewalk construction to the Town, or a combination of both.

H. J. Procedures for Administrative Site Plan Review

- a. The Board's ~~designee~~ **may designate one person or an Administrative Site Plan Review Team, which** shall review and act on applications for administrative site plan review and may require conditions as necessary to satisfy the Administrative Site Plan Review Standards.
- b. **Applications for Administrative Site Plan Review shall be provided to the Board.**
- c. **Consideration of activities subject to administrative site plan review may be advanced to minor or major site plan review status at the determination of the Building Inspector Commissioner, or the Board, or the Administrative Site Plan Review Team when the collective scope and/or quantity of the proposed activities is substantial enough to merit review by the Board.**

Amend Section 3.5.6. Appeal as follows:

- B. Any person aggrieved by an administrative site plan decision may appeal to the Planning and Economic Development Board **within twenty days of the date the decision is filed with the Town Clerk.**

Add a new Section 3.5.7 Lapse as follows:

3.5.7 Lapse

Site plan approval shall lapse within two years, which shall not include such time required to pursue or await the determination of an appeal under G.L. c. 40A, § 17 or this bylaw, from the grant thereof, if a substantial use of the permit thereof has not sooner commenced except for good cause, or, in the case of a site plan approval for construction, if construction has not begun by such date except for good cause.

Or act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

VV

(Unanimous)

ARTICLE 26: (Amend Zoning Bylaw: Accessory Buildings)

To see if the Town of Medway will vote to amend the Zoning Bylaw, Section 6.3 Accessory Building or Structures by adding Paragraphs F., G., and H. as follows:

F. Any detached accessory building or structure less than two hundred square feet in area and less than fifteen feet in height shall have a minimum setback of five feet from the rear and side lot lines. Any detached accessory building or structure that exceeds these limits shall conform to the otherwise applicable yard setback regulations as specified in TABLE 2 in Section 6.1 Schedule of Dimensional and Density Regulations.

G. No accessory building or structure shall be constructed and occupied, nor an accessory use started on any lot prior to the time construction begins on the principal building or structure or use to which it is accessory. Conversely, no accessory building or structure shall continue to be used or occupied after a principal building or structure has been vacated or removed from the lot.

H. The setback requirements specified in TABLE 2 DIMENSIONAL AND DENSITY REGULATIONS shall not apply to public bus stop shelters.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

VV

(Unanimous)

ARTICLE 27: (Amend Zoning Bylaw: Off-Street Parking and Loading)

To see if the Town will vote to amend portions of Section 7.1.1 of the Zoning Bylaw, Off-Street Parking and Loading, as set forth below; unless otherwise noted, new text is shown in **bold** and deleted text is shown a stricken through.

7.1.1. Off-Street Parking and Loading

A. Purposes. ~~The purposes of this Section 7.1 are to ensure the availability of safe and convenient vehicular parking areas; to encourage economic development; to promote safety for pedestrians, bicyclists, motor vehicle occupants, and property and business owners; to reduce impervious surfaces; and to protect adjoining lots and the general public from nuisances and hazards associated with off-street parking areas.~~ **The purposes of this Section 7.1.1 are as follows:**

- 1. To ensure the availability of safe and convenient vehicular parking areas for existing and new development.**
- 2. To minimize excessive and inefficient off-street parking lots that result in unneeded paved impervious surfaces and lost opportunities to develop new buildings that expand the tax base.**
- 3. To promote safety for pedestrians, bicyclists, motor vehicle occupants, and property and business owners.**
- 4. To protect adjoining lots and the general public from nuisances and hazards associated with off-street parking areas.**
- 5. To encourage the use of public transportation, bicycling, and walking in lieu of motor vehicle use when a choice of travel mode exists.**
- 6. To minimize the impact of sidewalk interruptions and conflict points on the walkability of the public realm.**

J. Reduced Parking. The number of parking spaces required pursuant to Table 3 may be reduced by special permit from the Planning and Economic Development Board, subject to the provisions herein. Where the Board of Appeals is the special permit granting authority for the proposed use, the Board of Appeals shall have the authority to administer this Section.

1. The reduction shall not exceed 30 percent of the minimum number of spaces required under Table 3.
2. The applicant shall demonstrate to the Board's satisfaction that a reduction is warranted due to circumstances such as but not limited to:
 - a. **Potential for Shared Parking** - Peak parking needs generated by the proposed uses occur at different times.
 - b. Demographic or other characteristics of site users.
 - c. For a nonresidential development, the applicant agrees to participate in a transportation demand management program.
 - d. The extent to which the applicant's proposal accommodates other means of transportation to or circulation within the site, such as sidewalks or bicycle racks, or safe and convenient pedestrian walkways between buildings in a multi-building development.

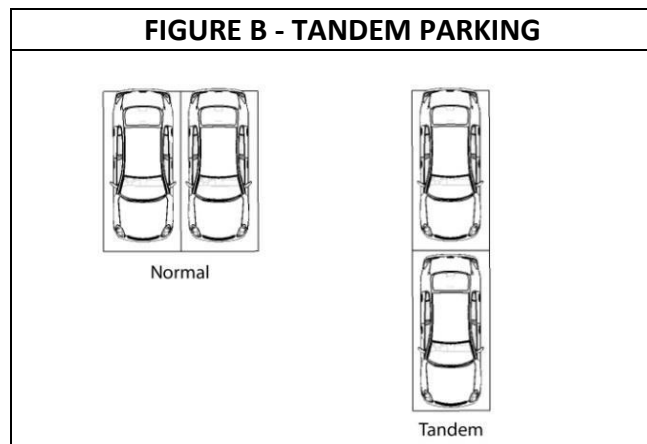
- e. Safe, convenient forms of pedestrian access between the proposed development and nearby residential uses.
 - f. The presence of a public or private parking lot within 400 feet of the proposed use.
 - g. The availability of legal on-street parking.
 - h. The availability in a residential or mixed-use development project of an active car-sharing program for residents and/or employees where cars for the car-share program are available on the site or within a 700-foot walking distance of the site.**
3. The Board may grant a special permit for reduced parking only upon finding that:
- ~~h.~~**a.** The reduced number of parking spaces is consistent with the general purposes of this Section 7.1.1.
 - ~~i.~~**b.** The proposed number of parking spaces will be sufficient for the proposed uses.
 - ~~j.~~**c.** The decrease in required off-street parking is supported by a parking analysis prepared by a registered professional engineer. Such analysis shall consider existing and proposed uses on the site; rate of parking turnover for various uses; expected peak traffic and parking loads for various uses based on customary hours of operation; availability of public transportation; industry parking standards for various uses; and other factors.
3. In granting a special permit for reduced parking, the Board may impose reasonable conditions including but not limited to requiring additional parking should uses change over time, or requirements to designate green space for reserve parking.

K. Special Parking Types and Standards.

1. **Valet Parking.** By special permit, the Board may allow valet parking if the building to which the parking relates is pre-existing, the use is for food or entertainment, and where there is no physical means of providing the required number of parking spaces on the lot where the building and use are located. The required number of minimum or maximum spaces continue to apply for valet parking but parking spaces do not require individual striping and may be permitted on-site or off-site as a means of satisfying the applicable off-street parking requirements where:
 - a. A lease, recorded covenant, or other comparable legal instrument, executed and filed with the Town of Medway and Norfolk County Registry of Deeds, guaranteeing long term use of the off-site accessory parking area is provided to the Board.
 - b. An attendant is present at all times when the lot is in operation.
 - c. An equivalent number of valet spaces are available to replace the number of required off-street parking spaces.
 - d. The design of the valet parking area will not cause queuing in a vehicular travel lane.
 - e. The valet parking lot is not located in a residential zoning district.
2. **Tandem Parking.** By special permit, the Board may allow tandem parking

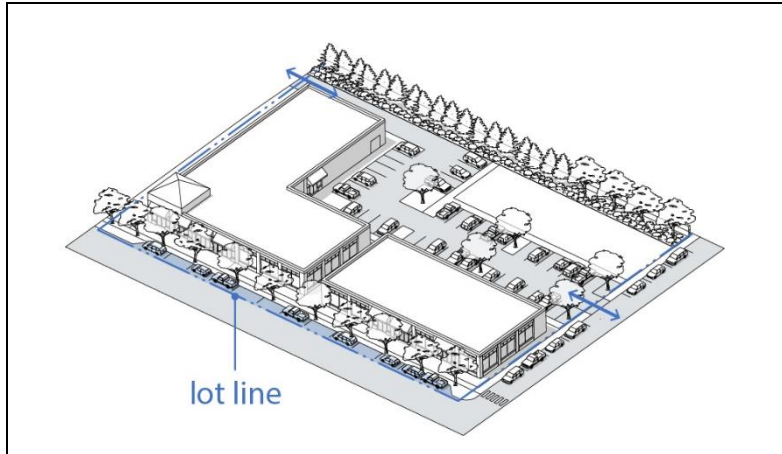
under the following conditions:

- a. To be used to meet parking requirements for residential units only. Tandem parking means two vehicles only.
- b. Tandem spaces shall be assigned to the same dwelling unit.
- c. Tandem parking shall not be used to provide guest parking.
- d. Two parking spaces in tandem shall have a combined minimum dimension of 9 feet in width by 30 feet in length.
- f. Up to 75% of the total off-street parking spaces provided may incorporate tandem parking.

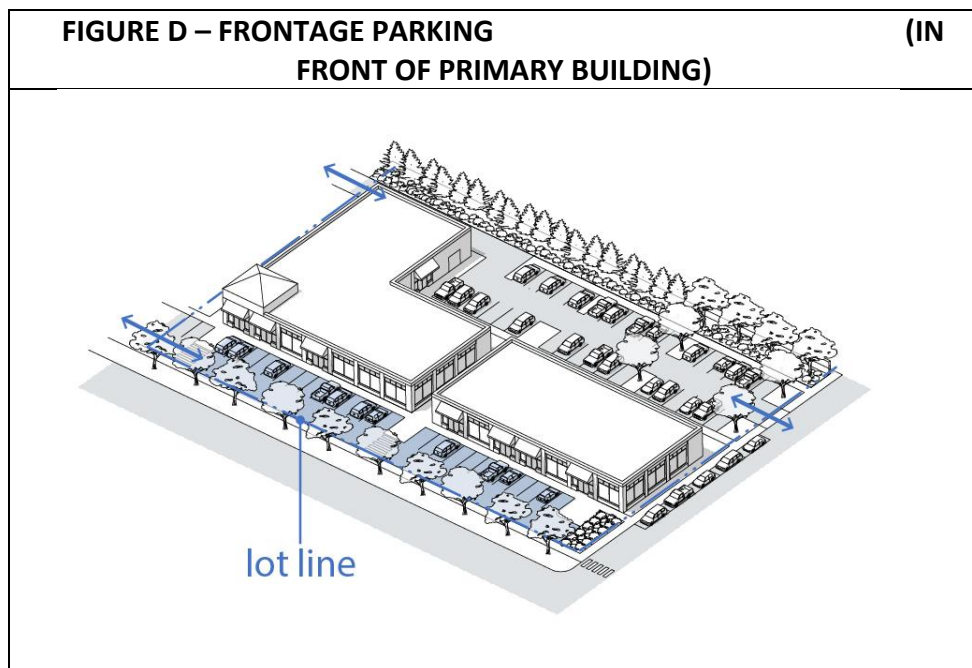


3. **Street Side Parking.** By special permit, the Board may allow parallel or angled parking provided on a privately-owned lot directly adjacent to the public street right-of-way in combination with a minimum five foot wide planting strip with street trees planted 40 feet on center, and a five foot minimum concrete sidewalk connecting to public sidewalks on abutting lots and to the primary building on-site. These parking spaces shall be privately owned but accessible to the public. These parking spaces effectively function as on-street parking.

**FIGURE C - STREET SIDE PARKING
(ON FRONT PROPERTY LINE)**



4. **Frontage parking.** By special permit, the Board may allow a limited amount of off-street surface parking to be placed between a public street and the street facing façade of a primary building. Where this is permitted by the Board, the parking area will be setback a minimum of twenty feet from the street line and streetscape treatments including street trees, landscaping, and a minimum 5-foot sidewalk will be placed adjacent to the street line. The sidewalk shall also be connected to the front door of the primary building by a dedicated pedestrian connection. The portion of the parking lot located in front of the primary building shall be limited to one double row of vehicles and associated parking aisle.



5. **Structured Parking.** By special permit, the Board may allow structured parking.
 - a. **Permitted Types.** Off-street parking structures may include a private garage or carport, an above-ground parking structure, or an underground parking structure.

- b. **Access.** Pedestrian access to structured parking must lead directly to a public sidewalk and to the primary building. Structured parking may also be attached directly to the primary building allowing pedestrians to enter directly into the building.
- c. **Design and Construction.** The street facing facade of any story of a building occupied by motor vehicle parking must be designed as follows:
 - 1) Fenestration and facade openings must be vertically and horizontally aligned and all floors fronting on the facade must be level (not inclined).
 - 2) The facade must include windows of transparent or translucent, but non-reflective, glass or openings designed to appear as windows for between twenty percent and fifty percent of the wall area of each floor.
 - 3) Windows must be back-lit during evening hours and internal light sources must be concealed from view from public sidewalks.
 - 4) The facade area masking the floors occupied by motor vehicle parking must be seamlessly integrated into the architectural design of the building's facade.

And to add the following definitions in alphabetical order to Section II DEFINITIONS:

Parking, Shared – The joint use of a parking area or facility for more than one use at different times.

Parking, Structured - A building or structure consisting of more than one level and used for the temporary parking of motor vehicles.

Parking, Tandem - A parking space that is located after or behind another in a lengthwise fashion. The space is accessed only by passing through another parking space from a street, lane, drive aisle or driveway.

Parking, Frontage – Off-street surface parking spaces placed between a public street and the street facing façade of a building to encourage customers with their apparent convenience.

Parking, Valet - A service offered by a business whereby an attendant, parks and retrieves patrons' vehicles.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

VV

(Unanimous)

ARTICLE 28: (Amend General Bylaws: Add Right to Farm Bylaw)

To see if the Town will vote to amend the General Bylaws by adding a new section XXXI, Right to Farm Bylaw, as follows, or act in any manner relating thereto.

Section 1 Legislative Purpose and Intent

The purpose and intent of this Bylaw is to state with emphasis the Right to Farm accorded to all citizens of the Commonwealth under Article 97, of the Constitution, and all state statutes and regulations thereunder including but not limited to Massachusetts General Laws Chapter 40A, Section 3, Paragraph 1; Chapter 90, Section 9, Chapter 111, Section 125A and Chapter 128 Section 1A, subject to strict compliance with all state and local laws, rules and regulations, including but not limited to the Medway Zoning and General Bylaws, Medway Board of Health regulations, and subdivision rules and regulations of the Medway Planning and Economic Development Board, and any Rules and Regulations of any Medway board, committee, department or agency. We the citizens of Medway restate and republish these rights pursuant to the Town's authority conferred by Article 89 of the Articles of Amendment of the Massachusetts Constitution, ("Home Rule Amendment").

This General Bylaw encourages the pursuit of agriculture, promotes agriculture-based economic opportunities, and protects farmlands within the Town of Medway by allowing agricultural uses and related activities to function with minimal conflict with abutters and Town agencies.

Section 2 Definitions

The word "farm" shall include any parcel or contiguous parcels of land, or water bodies used for the primary purpose of commercial agriculture, or accessory thereto.

The words "farming" or "agriculture" or their derivatives shall include, but not be limited to, the following, but in no circumstances shall they be used in any manner to change, alter or create a deviation from any other parts of the Medway General Bylaws, Zoning Bylaws, or Rules and Regulations of any Medway board, committee, department or agency:

- farming in all its branches and the cultivation and tillage of the soil;
- dairying;
- production, cultivation, growing, and harvesting of any agricultural, aquacultural, floricultural, viticultural, or horticultural commodities;
- growing and harvesting of forest products upon forest land, and any other forestry or lumbering operations;
- raising of livestock including horses;
- keeping of horses as a commercial enterprise; and
- keeping and raising of poultry, cattle, ratites (such as emus, ostriches and rheas) and camelids (such as llamas and camels), and other domesticated animals for food and other agricultural purposes, including bees.

"Farming" shall encompass activities including, but not limited to, the following:

- operation and transportation of slow-moving farm equipment over roads within the Town;
- control of pests, including, but not limited to, insects, weeds, predators and disease organism of plants and animals;
- application of manure, fertilizers and pesticides; conducting agriculture-related educational and farm-based recreational activities, including agri-tourism, provided that

- the activities are related to marketing the agricultural output or services of the farm;
- processing and packaging of the agricultural output of the farm and the operation of a farmer's market or farm stand including signage thereto;
- maintenance, repair, or storage of seasonal equipment, or apparatus owned or leased by the farm owner or manager used expressly for the purpose of propagation, processing, management, or sale of the agricultural products; and
- on-farm relocation of earth and the clearing of ground for farming operations.

Section 3 Right-to-Farm Declaration

The Right to Farm is hereby recognized to exist within the Town of Medway. The above-described agricultural activities may occur on holidays, weekdays, and weekends by night or day and shall include the attendant incidental noise, odors, dust, and fumes associated with normally accepted agricultural practices. It is hereby determined that whatever impact may be caused to others through the normal practice of agriculture is more than offset by the benefits of farming to the neighborhood, community, and society in general. The benefits and protections of this Bylaw are intended to apply exclusively to those agricultural and farming operations and activities conducted in accordance with generally accepted agricultural practices and in full compliance with the Medway General Bylaws, Zoning Bylaws, and all rules and regulations of any Medway board, committee, department or agency. Moreover, nothing in this Right To Farm Bylaw shall be deemed as acquiring any interest in land, or as imposing any land use regulation, which is properly the subject of state statute, regulation, or local zoning law.

Section 4 Resolution of Disputes

The provision of this Bylaw shall not apply whenever an impact results from willful negligence or reckless misconduct in the operation of any such agricultural or farming operation, place, establishment or facility, or any of its appurtenances.

Any person who seeks to complain about the operation of a farm may, notwithstanding pursuing any other available remedy, file a grievance with the Zoning Board of Appeals, Conservation Commission, or the Board of Health, depending upon the nature of the grievance. The filing of the grievance does not suspend the time within which to pursue any other available remedies that the aggrieved may have. The Zoning Board of Appeals, Conservation Commission or Board of Health may forward a copy of the grievance to the Agricultural Commission or its agent which shall review the grievance and report its recommendations to the referring Town authority within an agreed upon time frame. The voted resolution of the grievance by the Zoning Board of Appeals, Conservation Commission or Board of Health, which may include an order to cease a particular activity or activities, shall be final.

Section 5 Severability Clause

If any part of this Bylaw is for any reason held to be unconstitutional or invalid, such decision shall not affect the remainder of this Bylaw. The Town of Medway hereby declares the provisions of this Bylaw to be severable.

AGRICULTURAL COMMITTEE

VV

(Unanimous)

ARTICLE 29: (Provide Funds for Urban Renewal Plan Implementation)

To see if the Town will vote to appropriate \$1,800,000 to be expended by the Medway Redevelopment Authority for the purpose of implementation of the Town's Urban Renewal Plan; said appropriation to be expended by the Medway Redevelopment Authority pursuant to an agreement the terms of which shall be determined by the Board of Selectmen to be in the best interest of the Town; and that to meet this appropriation, the Treasurer with the approval of Board of Selectmen is authorized to borrow such sum under Massachusetts General Laws Chapter 44, Section 7, 8, or 20, and/or General Laws Chapter 121B, Section 20, or any other enabling authority, and issue bonds and notes of the Town therefor; and further that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and to authorize the Board of Selectmen to enter into any agreements and execute any documents necessary to effectuate the purpose of this article; or act in any manner relating thereto.

BOARD OF SELECTMEN

VV

(2/3 Majority)

ARTICLE 30: (Borrowing – Parks Improvement Project and Elementary School Playgrounds)

To see if the Town will vote to appropriate \$50,000 for the purpose of funding the construction of park and recreation improvements, as well as the purchase of associated equipment and structures and the provision of construction management and inspection services to complete the Choate Park, Oakland Park and Medway Middle School parks improvement project voted at the November 13, 2017, Fall Town Meeting under Article 11, and for the payment of all other costs incidental and related thereto, and \$300,000 for the purpose of funding the construction of playground improvements at the McGovern and Burke-Memorial Elementary Schools, as well as the purchase of associated equipment and structures and the provision of construction management and inspection services, and for the payment of all other costs incidental and related thereto, and to meet these appropriations the Treasurer with the approval of Board of Selectmen is authorized to borrow such sum under General Laws Chapter 44, section 7 or any other enabling authority, any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, and, further, to authorize the Board of Selectmen

and Town officers to take all related actions necessary or appropriate to carry out this article, or act in any manner relating thereto.

BOARD OF SELECTMEN

Voted: (Borrowing – Parks Improvement Project and Elementary School Playgrounds)

The Finance Committee recommends, that the Town appropriate \$50,000 for the purpose of funding the construction of park and recreation improvements, as well as the purchase of associated equipment and structures and the provision of construction management and inspection services to complete the Choate Park, Oakland Park and Medway Middle School parks improvement project, and \$300,000 for the purpose of funding the construction of playground improvements at the McGovern and Burke-Memorial Elementary Schools, as well as the purchase of associated equipment and structures and the provision of construction management and inspection services, and for the payment of all other costs incidental and related thereto, and to meet these appropriations the Treasurer with the approval of Board of Selectmen is authorized to borrow such sum under General Laws Chapter 44, section 7 or any other enabling authority, any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, and, further, to authorize the Board of Selectmen and Town officers to take all related actions necessary or appropriate to carry out this article; and further that the Town rescind \$350,000 of the \$2,800,000 bond authorization for the Parks Improvement Project approved by a vote taken under Article 11 of the November 13, 2017 Fall Town Meeting as such amount was funded through a state reimbursement grant and so is no longer available to be borrowed for these projects, and to rescind the action taken under Article 4 of the March 11, 2019 Special Town Meeting repurposing those project funds.

VV

(Unanimous)

Meeting was adjourned on motion at 8:44PM

Voters in attendance 102

And you are hereby directed to serve this warrant by posting printed attested copies thereof at two (2) locations in each precinct at least SEVEN (7) days before the day of said meeting. Hereof fail not and make- due return of this warrant with your doings thereon to the Clerk of said Town at or before the time of said meeting.

Given under our hands in Medway, this 16th day of April 2019.

A TRUE COPY:

SELECTMEN OF THE TOWN OF MEDWAY

Dennis Crowley, Chairman
John Foresto, Vice Chairman
Richard D’Innocenzo, Clerk
Maryjane White, Member
Glenn Trindade, Member

ATTEST: Paul Trufant, Constable

**TOWN OF MEDWAY
WARRANT FOR MAY 13, 2019
SPECIAL TOWN MEETING**

NORFOLK ss:

To either of the Constables of the Town of Medway

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in Town affairs to meet at the **Medway High School, 88 Summer Street, on Monday, May 13, 2019** at 7:00 PM, then and there to act on the following articles:

The meeting was called to order by Mark Cerel, Moderator at 7:00PM A quorum was present

ARTICLE 1: (Free Cash Transfer: Snow and Ice Deficit)

To see if the Town will vote to transfer a sum of money from available funds and/or Certified Free Cash for the purpose of funding the Snow & Ice Fiscal Year 2019 appropriation deficit, or act in any manner relating thereto.

**DEPARTMENT OF PUBLIC SERVICES
(Unanimous)**

VV

ARTICLE 2: (Prior Year Bills)

To see if the Town will vote to transfer the sum of \$180.23 from the Fiscal Year 2019 Town Administrator’s Other Purchased Services account for the purpose of paying prior year, unpaid bills of the Town, or act in any manner relating thereto.

**BOARD OF SELECTMEN
(Unanimous)**

VV

ARTICLE 3: (Transfer to Revaluation Account)

To see if the Town will vote to transfer the sum of \$3,800 from the Fiscal Year 2019 Assessors' Professional Technical Account to the Assessors' Revaluation Account, or act in any manner relating thereto.

BOARD OF ASSESSORS

VV

(Unanimous)

ARTICLE 4: (Transfer from Debt Service to DPS Facility)

To see if the Town will vote to transfer \$359,000 from the Fiscal Year 2019 Debt Service budget, \$4,000 from the Fiscal Year 2019 Sewer Enterprise Debt budget, and \$4,000 from the Fiscal Year 2019 Water Enterprise Debt budget, to fund the design, construction, equipping, and furnishing of the New DPW Facility Project, including all related and incidental costs, or act in any manner relating thereto.

BOARD OF SELECTMEN

VV

(Unanimous)

ARTICLE 5: (Rescind EMS Enterprise Account)

To see if the Town will vote to revoke its acceptance of Massachusetts General Laws Chapter 44, Section 53F1/2 establishing the EMS Enterprise Fund Account, such revocation to be effective on June 30, 2019, or act in any manner relating thereto.

BOARD OF SELECTMEN

VV

(Unanimous)

ARTICLE 6: (Transfer to Ambulance Receipts Reserved Account)

To see if the Town will vote to transfer \$99,000 from Ambulance Enterprise Account Retained Earnings and \$54,048 from the Fiscal Year 2019 Fire Department operating budget to the Ambulance Receipts Reserved for Appropriation Fund, or act in any manner relating thereto.

BOARD OF SELECTMEN

VV

(Unanimous)

ARTICLE 7: (Re-purpose Funds to Tax Title Legal Expenses)

To see if the Town will vote to transfer the sum of \$14,000 from the amount borrowed under Article 8 of the May 12, 2014 Special Town Meeting (Appellate Tax Board legal expenses), where such funds are no longer needed, for the purpose of funding Tax Title legal expenses, or act in any manner relating thereto.

BOARD OF SELECTMEN

VV

(Unanimous)

ARTICLE 8: (Extend Expenditure Deadlines – Prior Town Meeting Articles)

To see if the Town will vote to extend the expenditure deadline for the following appropriation:

Project	Department	Cost	Town Meeting Date and Article
Master Plan Update	Planning	\$50,000	2018 ATM, Art. 8

Said appropriation to be expended by June 30, 2022 with unexpended funds as of June 30, 2022 being returned to the General Fund, or act in any manner relating thereto.

BOARD OF SELECTMEN

VV

(Unanimous)

ARTICLE 9: (Grant Utility Easement: Town Hall and Library)

To see if the Town will vote to authorize the Board of Selectmen to grant to NSTAR Electric Company a permanent utility easement over a portion of 155 Village Street and 26 High Street for underground lines for distribution of electricity, and lines for control, relay and communication to the extent necessary for the purposes of the Electric Vehicle Made Ready Program on such terms and conditions as the Board of Selectmen shall deem to be in the best interests of the Town, and to authorize the Board of Selectmen and other Town officials to take any and all related actions and execute all documents necessary or appropriate to carry out the purposes of this article, or act in any manner relating thereto.

BOARD OF SELECTMEN

VV

(Unanimous)

The meeting adjourned at 7:17PM

Voters in attendance 93

And you are hereby directed to serve this warrant by posting printed attested copies thereof at two (2) locations in each precinct at least FOURTEEN (14) days before the day of said meeting. Hereof fail not and make- due return of this warrant with your doings thereon to the Clerk of said Town at or before the time of said meeting.

Given under our hands in Medway, this 1st day of April 2019.

A TRUE COPY:

SELECTMEN OF THE TOWN OF MEDWAY

Dennis Crowley, Chairman
John Foresto, Vice Chairman
Richard D’Innocenzo, Clerk
Maryjane White, Member
Glenn Trindade, Member

ATTEST: Paul Trufant, Constable

**TOWN OF MEDWAY
WARRANT FOR 2019
FALL TOWN MEETING**

NORFOLK ss:

To either of the Constables of the Town of Medway

GREETING:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in Town affairs to meet at the Medway High School Auditorium, 88 Summer Street, on Monday, November 18, 2019 at 7:00 PM, then and there to act on the following articles:

Moderator, Mark Cerel called the meeting to order at 7:00 PM, a quorum being present.

Chairman of the Board of Selectmen, John Foresto, presented the state of the town.

ARTICLE 1: (Prior Year Bills)

To see if the Town will vote to transfer the sum of \$80.24 from the Fiscal Year 2020 Information Services Department’s Other Charges/Expenses Account for the purpose of paying prior, unpaid bills of the Town, or act in any manner relating thereto.

BOARD OF SELECTMEN

VOTED: to transfer the sum of \$80.24 from the Fiscal Year 2020 Information Services Department’s Other Charges/Expenses Account for the purpose of paying prior, unpaid bills of the Town.

VV

(Unanimous)

ARTICLE 2: (Rescind Borrowing – Memorial and McGovern School Boilers)

To see if the Town will vote to rescind the \$155,000 unissued balance of the \$705,000 authorized to be borrowed by vote of the Town under Article 13 of the May 21, 2018 Annual Town Meeting for the Memorial and McGovern Elementary School boilers, the funds for which are no longer needed for the project for which it was approved, or act in any manner relating thereto.

BOARD OF SELECTMEN

VOTED: to rescind the \$155,000 unissued balance of the \$705,000 authorized to be borrowed by vote of the Town under Article 13 of the May 21, 2018 Annual Town Meeting for the Memorial and McGovern Elementary School boilers, the funds for which are no longer needed for the project for which it was approved

VV

(Unanimous)

ARTICLE 3: (Transfer to Athletic Fields Stabilization Fund)

To see if the Town will vote to transfer the sum of \$75,000 from the Parks Revolving Fund to the Athletic Fields Stabilization Fund, or act in any manner relating thereto.

PARKS AND RECREATION COMMISSION

VOTED: to transfer the sum of \$75,000 from the Parks Revolving Fund to the Athletic Fields Stabilization Fund

VV

(Unanimous)

ARTICLE 4: (Purchase 74 and 82 Lovering Street – CPA Funds)

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase and to accept the deed to the Town of a fee simple interest in all or a portion of 74 Lovering Street, Medway, identified as Parcel 21-095 on the Town of Medway's Assessors' Map and containing 0.683 acres more or less, and 82 Lovering Street, identified as Parcel 21-093 on the Town of Medway's Assessors' Map and containing 20.3 acres more or less, which land is now owned by Lenore B. Wilson and Stephen C. Pisini, Trustees of the Paul R. Wilson Revocable Insurance Trust dated August 22, 1995, upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, the property to be used for open space and/or including recreational purposes as allowed by the so-called Community Preservation Act, General Laws chapter 44B, said property to be under the care, custody, management and control of the Board of Selectmen, and, further, to see if the Town will vote: a) to appropriate from the Community Preservation Committee funds the sum of \$1,375,000 for the purchase of the property and up to \$10,000 for any expenses related thereto, including legal fees; b) authorize the Board of Selectmen to bind such property by a permanent deed restriction in accordance with General Laws chapter 44B, section 12 and General Laws chapter 184, sections 31-33; and c) authorize the Board of Selectmen and Town officers to take all related actions necessary or appropriate to carry out this acquisition, including the submission, on behalf of the Town, of any and all applications deemed necessary for grants and/or reimbursements from any state or

federal programs and to receive and accept such grants or reimbursements for this purpose, and/or any other purposes in any way connected with the scope of this Article, or act in any manner relating thereto.

BOARD OF SELECTMEN

VOTED: to authorize the Board of Selectmen to acquire by purchase and to accept the deed to the Town of a fee simple interest in all or a portion of 74 Lovering Street, Medway, identified as Parcel 21-095 on the Town of Medway's Assessors' Map and containing 0.683 acres more or less, and 82 Lovering Street, identified as Parcel 21-093 on the Town of Medway's Assessors' Map and containing 20.3 acres more or less, which land is now owned by Lenore B. Wilson and Stephen C. Pisini, Trustees of the Paul R. Wilson Revocable Insurance Trust dated August 22, 1995, upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, the property to be used for open space and/or including recreational purposes as allowed by the so-called Community Preservation Act, General Laws chapter 44B, said property to be under the care, custody, management and control of the Board of Selectmen, and, further, to see if the Town will vote: a) to appropriate from the Community Preservation Committee funds the sum of \$1,375,000 for the purchase of the property and up to \$10,000 for any expenses related thereto, including legal fees; b) authorize the Board of Selectmen to bind such property by a permanent deed restriction in accordance with General Laws chapter 44B, section 12 and General Laws chapter 184, sections 31-33; and c) authorize the Board of Selectmen and Town officers to take all related actions necessary or appropriate to carry out this acquisition, including the submission, on behalf of the Town, of any and all applications deemed necessary for grants and/or reimbursements from any state or federal programs and to receive and accept such grants or reimbursements for this purpose, and/or any other purposes in any way connected with the scope of this Article

VV

(Unanimous)

ARTICLE 5: (Amend General Bylaws: New Bylaw – Plastic Bag Reduction)
To see if the Town will vote to amend the General Bylaws by adding a new Article XXXII Plastic Bag Reduction as follows:

Article XXXII Plastic Bag Reduction

32.1 Findings and Purpose.

The production and use of thin-film single-use plastic checkout bags have significant impacts on the environment, including, but not limited to: harming marine and terrestrial animals through ingestion and entanglement; polluting and degrading the terrestrial and marine environments; creating a burden to solid waste collection and recycling facilities; clogging storm drainage systems; and requiring the use of non-renewable fossil fuel in their manufacture and composition.

The purpose of this bylaw is to protect the Town's unique natural beauty and irreplaceable

natural resources by eliminating the usage of thin-film single-use plastic checkout bags by all establishments in the Town of Medway.

32.2 Definitions.

CHECKOUT BAG: Any bag that is provided at the point of sale to a customer of an Establishment for use to transport or carry away purchases, such as merchandise, goods or food, except as otherwise exempted under this bylaw.

ESTABLISHMENT: Any business selling goods, articles, food or personal services to the public, including public eating establishments and take-out restaurants.

PRODUCT BAG: A bag integrated into the packaging of the product.

RECYCLABLE PAPER BAGS: Paper bags with or without handles provided at the point of sale to a customer of an Establishment for use to transport or carry away purchases, such as merchandise, goods or food, etc. and that (1) are one hundred percent (100%) recyclable, and (2) contain a minimum of forty percent (40%) postconsumer recycled paper content.

REUSABLE [CHECKOUT] BAG: A bag, with stitched handles, that is 4.0 mils or thicker, is specifically designed for multiple uses and is made of cloth, fabric, or other durable, washable materials.

THIN-FILM SINGLE-USE BAGS: Plastic bags, typically with handles, with a thickness less than 4.0 mils which are intended for single-use transport of purchased products.

32.3 Use Regulations.

- A. Thin-film single-use plastic bags shall not be distributed, used, or sold for checkout or other purposes at any Establishment within the Town of Medway.
- B. Establishments may provide or sell checkout bags to customers, and the bags must be one of the following: Recyclable paper bags or reusable checkout bags at no charge or a reasonable charge to be kept by the Establishment. Establishments are further encouraged to educate their staff to promote Reusable Bags and post signs encouraging customers to use washable Reusable Bags.
- C. Customers are encouraged to bring their own reusable or biodegradable shopping bags to Establishments.

32.4 Exemptions and Alternatives.

- A. The following are exempt and not subject to the provisions of this chapter:
 - (1) Thin plastic bags used to protect newspapers upon delivery;
 - (2) Laundry or dry-cleaning bags;
 - (3) Thin film bags, typically without handles, used to contain produce, meat, or fish
 - (4) Bags sold in packages containing multiple bags intended to be used for home food storage, garbage, waste, pet waste or yard waste;
 - (5) Product bags;
 - (6) Town Pay-As-You-Throw trash bags;
- B. Nothing in this chapter prohibits customers from using bags of any type that they bring into an Establishment themselves or from carrying away goods that are not placed in a bag.

Customers are encouraged to bring their own reusable bags to the aforesaid Establishments.

32.5 Inspections and Enforcement.

- A. This bylaw shall be enforced by any Town police officer, enforcement officer or agent of the Board of Health.
- B. This bylaw may be enforced through any lawful means in law or in equity, including, but not limited to, non-criminal disposition pursuant to G.L. c. 40, §21D and Article XX of the Town's General Bylaws. If non-criminal disposition is elected, then any Establishment which violates any provision of this bylaw shall be subject to the following penalties:

First Offense:	Warning
Second Offense:	\$50 fine
Third and Subsequent Offenses:	\$200 fine each offense

Each day or portion thereof shall constitute a separate offense. If more than one, each condition violated shall constitute a separate offense.
- C. Non-payment of fines may result in the suspension, revocation, or denial of other Town issued license(s) or permits in accordance with G.L. c. 40, § 57.

32.6 Severability and Effective Date.

- A. If any provision of this bylaw shall be held to be invalid by a court of competent jurisdiction, then such provision shall be considered separately and apart from the remaining provisions of this bylaw, which shall remain in full force and effect.
- B. This bylaw shall take effect six (6) months following approval of the bylaw by the Attorney General or on July 1, 2020, whichever is later. This will allow time for Establishments to use their existing inventory of thin-film plastic checkout bags and to convert to alternative packaging materials.
- C. Upon application of the owner of an Establishment or the owner's representative, the Board of Health may exempt an Establishment from the requirements of this section for a period of up to six (6) months upon a finding by the Board of Health that (1) the requirements of this section would cause undue hardship; or (2) a retail store requires additional time in order to draw down an existing inventory of checkout bags.

ENERGY AND SUSTAINABILITY COMMITTEE

VV

(2/3 Majority)

ARTICLE 6: (Amend General Bylaws: Stormwater)

To see if the Town would vote to amend the Town's General Bylaws, Article XXVI, Stormwater Management and Land Disturbance, Sections 26.1 through 26.4, as follows; new text shown in **bold** and deleted text is shown as ~~stricken through~~:

SECTION 26.1 AUTHORITY

This bylaw is adopted in accordance with the authority granted by M.G.L. Chapter 43B, Section 13.

SECTION 26.2 PURPOSE

The purpose and intent of this Bylaw is to fulfill the Town's obligations under the Clean Water Act (33 U.S.C 1251 & seq.) (the "Act") and under the Town's National Pollution Discharge Elimination System ("NPDES") permit. More specifically, its purpose is the following:

1. To protect the waters of the U.S. as defined in the Act and implementing regulations from uncontrolled Discharges of Storm Water or discharges of contaminated water which have a negative impact on the receiving waters by changing the physical, biological and chemical composition of those waters resulting in an unhealthy environment for aquatic organisms, wildlife and people;
2. To establish a comprehensive and fair system of regulation of discharges to the Town's Municipal Separate Storm Sewer System (MS4);
3. To **identify, and authorize or eliminate direct or indirect connections to the MS4**; ~~prohibit illicit connections and unauthorized discharges to the MS4;~~
4. To require the removal of all ~~such~~ illicit discharges **to MS4**;
5. To comply with Town, state and federal regulations related to storm water discharges, including but not limited to point sources, construction or industrial activities, and post-construction runoff by establishing provisions for the long-term responsibility for and maintenance of ~~structural~~ stormwater control facilities; and
6. To establish legal authority to ensure compliance with the provisions of this Bylaw through inspection, monitoring and enforcement.

SECTION 26.3 DEFINITIONS

Except as listed below, words, all terms, abbreviations and acronyms that appear in this Bylaw and are also defined in Appendix A of the Final 2016 Massachusetts Small MS4 General Permit ("Appendix A") signed April 4, 2016 with an effective date of July 1, ~~2017~~**2018**, (MS4 General Permit) or as most recently amended, shall be construed to have the meaning presented in Appendix A.

Common Plan of Development - A ~~"larger common plan of development or sale"~~ is a contiguous area where multiple separate and distinct construction activities may be taking place at different times on different schedules under one plan. This Bylaw shall apply to land or parcels of land that are held in common ownership (including ownership by related or jointly controlled persons or entities) as of the effective date of this Bylaw. A development shall not be segmented or phased in a manner to avoid compliance with this Bylaw. For example, if a developer buys a ~~20~~**twenty**-acre lot and builds roads, installs pipes, and runs electricity with the intention of constructing homes or other structures sometime in the future, this would be considered a larger common plan of development or sale. If the land is parceled off or sold, and

construction occurs on plots that are less than one acre by separate, independent builders, this activity still would be subject to stormwater permitting requirements if the smaller plots were included on the original site plan.

Direct Connection – A discharge that is connected to the MS4 through a pipe.

Indirect Connection – A flow generated outside the MS4 that enters through storm drain inlets or by infiltrating through the joints of the pipe.

Discharge – When used without qualifications, means the “discharge of a pollutant.”

Discharge of a pollutant – Any addition of any pollutant or combination of pollutants to waters of the United States from any point source. This includes additions of pollutants into waters of the United States from surface runoff which is collected and channeled by man; or discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works.

Illicit Connection – A ~~direct or indirect connectionsurface or subsurface drain or conveyance,~~ which allows an illicit discharge into the ~~MS4municipal storm drain system,~~ including without limitation sewage, process wastewater, or wash water and any connections from indoor drains, sinks, or toilets, regardless of whether said connection was previously allowed or approved before the effective date of this Bylaw.

Illicit Discharge – Any discharge to a MS4 that is not composed entirely of stormwater except discharges pursuant to a NPDES permit (other than NPDES permit for discharges from the MS4) and discharges from firefighting activities.

Illicit Discharge Detection and Elimination Program (IDDE) – The Town’s systematic procedure for locating and removing illicit discharges via catchment investigations and dry and wet weather outfall screening and sampling as administered and enforced by the Town’s Department of Public Works (DPW).

Impervious Surface – Any surface that prevents or significantly impedes the infiltration of water into the underlying soil. This can include but is not limited to: roads, driveways, parking areas and other areas created using non porous material; buildings, rooftops, structures, artificial turf and compacted gravel or soil.

Land Disturbance – An action to alter the existing vegetation and/or underlying soil of a site, such as clearing, grading, site preparation (e.g., excavating, cutting and filling), soil compaction, and movement and stockpiling of top- soil.

Municipal Separate Storm Sewer System (MS4) – A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains):

- a) Owned and operated by the Town that discharges to waters of the United States
- b) Designated or used for collection or conveyance stormwater
- c) Which is not a combined sewer; and
- d) Which is not part of Publically Owned Treatment Works (POTW) is as defined at 40 CFR 122.2.

New Development – Any construction activities or land alteration resulting in total ~~earth~~**land** disturbances greater than ~~1~~**one** acre (or activities that are part of a larger common plan of development disturbing greater than ~~1~~**one** acre) on an area that has not previously been developed **which will now** ~~to~~ include impervious cover.

Outfall – A point source where the MS4 discharges to waters of the United States.

Outfall Catchment – The land area draining to a single outfall or interconnection. The extent of an outfall’s catchment is determined not only by localized topography and impervious cover but also by the location of drainage structures and the connectivity of MS4 pipes.

Point Source – Any discernible, confined and discrete conveyance, including but not limited to any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel, or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agriculture stormwater runoff.

Pollutant – Dredged spoil, solid waste, incineration residue, filter backwash, sewage, garbage, sewer sludge, munitions, chemical wastes, biological materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, and industrial, municipal and agriculture waste discharged into water.

Redevelopment – Any construction, land alteration, or improvement of impervious surfaces resulting in total ~~earth~~**land** disturbances greater than ~~1~~**one** acre (or activities that are part of a larger common plan of development disturbing greater than ~~1~~**one** acre) that does not meet the definition of New Development (see above).

Small Project – Any construction activities or land alteration resulting in total ~~earth~~**land** disturbances greater than 20,000 square feet but less than ~~1~~**one** acre whether or not such area has previously been developed to include impervious cover.

Stormwater – Stormwater runoff, snow melt runoff, and surface runoff and drainage.

Total Suspended Solids (TSS) – The entire amount of organic and inorganic particles dispersed in water. TSS is a water quality metric used to assess the quality of a water sample.

Town – Town of Medway

Unauthorized Connection – A connection that discharges to the Towns MS4 without written permit from the Town.

SECTION 26.4 ~~ILLICIT DISCHARGES~~DISCHARGES TO THE MS4

Section 26.4.1. Prohibited Activities:

- a. ~~Illicit Discharges~~— No person shall dump, discharge, cause or allow to be discharged any pollutant, unauthorized water from a point source, ~~or stormwater or non-stormwater,~~ **prohibited non-stormwater, or any other illicit** discharge into the ~~municipal separate storm sewer system (MS4)~~ and/or Town right-of-way.
- b. ~~Illicit Connections~~— No person shall construct, use, allow, maintain or continue any illicit connection **or unauthorized connection** to the ~~municipal separate storm sewer system~~**MS4**, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.
- c. ~~Obstruction of MS4~~— No person shall obstruct or interfere with the normal flow of stormwater into or out of the MS4 without prior written approval from the Enforcement Authority.
- d. ~~Yard Wastes~~— No person shall dump or dispose of yard waste (leaves, grass clippings, etc.) into the MS4, or into catch basins, retention/detention basins or any other component of a stormwater management system which discharges to the MS4.

Section 26.4.2. Pre-existing ~~Illicit~~ Discharges.

- a) Illicit discharges, **illicit connections, and unauthorized connections** in existence prior to the adoption of this Bylaw shall be ~~discontinued~~**addressed** in compliance with the Town's Illicit Discharge Detection and Elimination ("IDDE") program.
- b) **Unauthorized connections that discharge only stormwater to the Town MS4 may be allowed to continue only with a MS4 Permit from the DPW following an examination of potential alternatives and a finding by the DPW that there is no viable alternative. In such a case, the owner of the property has the burden of demonstrating that there is no viable alternative. The owner of the property will be required to mitigate any stormwater discharge by on-site management to the maximum extent practicable, and by treatment of any stormwater prior to discharge to the Town's MS4 system to remove any pollutants and a minimum of 80% of TSS.**

Section 26.4.3. Non-Stormwater Discharges

26.4.3.1. Allowable Non-Stormwater Discharges

The following categories of non-stormwater discharges are allowed unless the Town, the United States Environmental Protection Agency ("EPA"), or the Massachusetts Department of Environmental Protection ("MassDEP") identifies any category or individual discharge of non-stormwater discharge as a significant contributor of

pollutants to the MS4. Then that category or individual discharge is not allowed but rather shall be deemed an “illicit discharge” and the Town shall address that category or individual discharge as part of its IDDE Program:

- a. Water line flushing
- ~~b. Landscape irrigation~~
- ~~c. Diverted stream flows~~
- ~~d. Discharge from potable water sources~~
- ~~e. Air conditioning condensation~~
- ~~f. Irrigation water, springs~~
- ~~g. Lawn watering~~
- ~~h. f.~~ Individual resident car washing **without detergents or chemicals**
- ~~i. g.~~ Flows from riparian habitats and wetlands
- ~~j. h.~~ Street wash waters
- ~~k. i.~~ Residential building wash waters without detergents
- ~~l. j.~~ Fire-fighting activities

26.4.3.2. Non-Stormwater Discharges Requiring a MS4 Connection and Discharge (CD)

Permits~~Section 26.4.4. Permitted Non-Stormwater Discharges~~

A limited category of non-stormwater discharges are only allowed with a permit from the Department of Public ~~Works Services~~ (“**DPWS**”). Such permits may be granted only following an examination of potential alternatives and a finding by **DPWS** that there is no viable alternative **and no detriment to the public good**. These categories are:

- a) Uncontaminated pumped ground water
- b) Foundation drains
- c) Water from crawl space pumps
- d) Footing drains

~~Section 26.4.5. Prohibited Non-Stormwater Discharges~~

26.4.3.3. Prohibited Non-Stormwater Discharges

The following non-stormwater discharges are strictly prohibited:

- a) ~~De-chlorinated~~**Chlorinated** swimming pool discharges
- b) Landscape irrigation**
- c) Lawn watering**
- d) Discharging ~~water from any source into the street~~**anything other than stormwater or non-stormwater allowed under section 26.4.3.1. and 26.4.3.2. into the street.**

Section 26.4.6. Section 26.4.4. Notification of Spills

Notwithstanding other requirements of local, state or federal law, as soon as a person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of or suspects a release of materials at that facility or operation resulting in or which may result in discharge of pollutants to the ~~municipal drainage system~~

MS4 or waters of the Commonwealth, the person shall take all necessary steps to ensure containment, and cleanup of the release. In the event of a release of oil or hazardous materials, the person shall immediately notify the Fire Department and the Department of Public ~~Works~~**Services (DPWS)**. In the event of a release of non-hazardous material, the reporting person shall notify **DPWS** no later than the next business day. The reporting person shall provide to **DPWS** written confirmation of all telephone, electronic or in-person notifications within three business days thereafter. If the discharge of prohibited materials is from a commercial or industrial facility, the facility owner or operator of the facility shall retain on-site a written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

Section 26.4.5. Municipal Separate Storm Sewer System (MS4) Permit Application

26.4.5.1. Applicability

The MS4 Permit shall apply to

- a) Unauthorized connections described in section 26.4.2.b. of this Bylaw.
- b) Unauthorized non-stormwater discharges as described in section 26.4.3.2. of this Bylaw.

26.4.5.2. MS4 Rules and Regulations

The Department of Public Works shall promulgate MS4 Rules and Regulations to carry out the purpose and intent of Section 26.4 Discharges to the MS4, including but not limited to application requirements for MS4 permits; procedures for submission and review of applications; performance standards; waivers; decision criteria; construction monitoring; reporting; and enforcement.

~~Section 26.4.7. Enforcement — The Department of Public Services or an authorized agent of DPS shall enforce Section 26.4 of this by-law, including associated regulations, and may issue orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.~~

Section 26.4.6. Enforcement

The DPW Director or the DPW Director's designee shall enforce Section 26.4 of this Bylaw, including associated regulations, and may issue orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.

26.4.6.1. Non-Criminal Disposition

As an alternative to criminal prosecution or civil action, the Town may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, §21D and Article XX of the Town of Medway General Bylaws. The penalty for the first violation shall be a written warning. The penalty for the second violation shall be \$100. The penalty for the third and subsequent violations shall be \$200. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

26.4.6.2. Criminal Penalty

Any person who violates any provision of this Bylaw, regulation, order or permit issued there under shall be punished by a fine of not more than \$300. Each day or part

thereof that such violation occurs or continues shall constitute a separate offense.

Or act in any manner relating thereto.

PUBLIC WORKS DEPARTMENT

VV

(2/3 Majority)

ARTICLE 7: (Amend Zoning Bylaw: Multi-Family Housing)

To see if the Town will vote to amend the Medway Zoning Bylaw regarding Multi-Family Housing as follows. Proposed language is indicated by **bold text**. Deleted language is depicted by ~~strikethrough~~.

By revising the following definitions in SECTION 2 DEFINITIONS.

~~Multi-Family Dwelling or Apartment House~~ – A **building containing three or more dwelling units**, intended and designed to be occupied by ~~more than two~~ **three or more families** living independently in separate dwelling units.

~~Multi-Family Development~~ – A residential development of more than one building comprised of ~~at least one~~ **Multi-Family Dwelling Building or Apartment Building** and which may also include ~~one existing single family house~~ **residential buildings** and one or more two-family houses/duplexes.

And by adding a definition for Apartment Building as follows:

Apartment Building – A Multi-Family Building with access to the dwelling units provided from a common entrance and hallway.

And by revising Table 1 – Schedule of Uses in Section 5.4 Schedule of Uses to reduce confusion about where Multi-Family Buildings and Multi-Family Developments are allowed.

Existing Language

	AR-I	AR-II	VR	CB	VC	NC	BI	EI	ER	WI
Multifamily dwellings and multifamily developments subject to Section 5.6.2 E and Section 5.6.4 (<i>Added 11-16-15</i>)	PB	PB	PB	N	PB	N	N	N	N	N

Proposed

Multi-Family Dwelling Building, Multi-Family Development Multi-Family Dwelling Building, Apartment Building, and Multi-Family Developments	Allowed by special permit from the Planning and Economic Development Board in the Multi-Family Overlay District (See
---	---

~~subject to Section 5.6.2 E and
Section 5.6.4 (Added 11-16-15)~~

**Section 5.6.4) and the Medway Mill Conversion Subdistrict (See
Section 5.6.2 E)**

And by changing the term “Multifamily Dwelling” to “**Multi-Family Building**” and by removing the phrases “or Apartment House” and “or Apartment Houses” wherever they appear in Section 5.6.4 Multi-Family Housing.

And by revising Section 5.6.4. Multi-Family Housing, B. Applicability, as follows:

B. Applicability

- ~~1. The Planning and Economic Development Board may grant a Multifamily Housing special permit for a Multifamily Dwelling or Apartment House, and/or a Multifamily Development on a tract of land within the AR-I, AR-II, Village Residential, or Village Commercial zoning districts whether on one parcel or a set of contiguous parcels, with a minimum of fifty feet of frontage on an existing street located within the Multifamily Housing Overlay District as shown on a map on file with the Medway Town Clerk.~~

The Planning and Economic Development Board shall be the special permit granting authority for Multi-Family Buildings, Apartment Buildings, and Multi-Family Developments. Multi-Family Buildings, Apartment Buildings, and Multi-Family Developments are allowed by special permit on tracts of land in the AR-I, AR-II, Village Residential, or Village Commercial zoning districts which have a minimum of fifty feet of frontage on an existing street located within the Multi-Family Housing Overlay District as shown on a map on file with the Medway Town Clerk. The tract of land may be one parcel or a set of contiguous parcels. The street that provides frontage shall, in the opinion of the Planning and Economic Development Board, have sufficient capacity to accommodate the projected additional traffic flow from the development.

2. Tracts of land within residential subdivisions approved and constructed under the Subdivision Control Law since September 29, 1953 or granted a special permit under the Medway Zoning Bylaw shall not be eligible for a special permit under this sub-section.
3. These provisions apply to the following:
 - a. The alteration, rehabilitation, conversion or adaptive reuse of existing buildings
 - b. Construction of new buildings or additions to existing buildings.

And by revising Section 5.6.4 Multi-Family Housing, C. Dimensional Regulations by adding a new item 4 as follows. **New text shown in bold.**

C. Dimensional Regulations:

1. The minimum dimensional requirements as specified in Table 2 shall be the same as for the underlying zoning district in which the parcel is located. However, the Planning and Economic Development Board may adjust these dimensional requirements by a four-

fifths vote if, in its opinion, such adjustment will result in a more desirable design of the development or provide enhanced buffering for adjacent residential properties.

2. Legally pre-existing nonconforming buildings shall be eligible for a Multifamily Housing special permit provided there is no increase in any dimensional nonconformity or the creation of a new nonconformity, and the applicant can demonstrate compliance with the parking and open space requirements of this sub-section.
3. Maximum building height: 40' except that the maximum building height for a property located within the Medway Village or Rabbit Hill Historic Districts shall not exceed 35'.
4. **The minimum lot size for an Apartment Building shall be one acre.**

And by revising Section 5.6.4. Multi-Family Housing, D, Density Regulations as follows:

D. Density Regulations

1. For lots of one acre or more:
 - a. The density of a Multi-Family ~~Building Dwelling or Apartment House~~, or a Multi-Family Development **without an Apartment Building** shall not exceed ~~12~~ **8** dwelling units per whole acre. **For example, the maximum density of a 1.8 acre lot shall not exceed 8 dwelling units.**
 - b. **The density of an Apartment Building or a Multi-Family Development which includes an Apartment Building shall not exceed 12 dwelling units per whole acre.**
2. For lots under one acre ~~as of November 19, 2018~~, the density of a Multi-Family ~~Dwelling Building or Apartment House~~, and a Multi-Family Development shall not exceed its relative portion of an acre. For example, the maximum density of a ~~.6 acre lot shall not exceed 7 dwelling units~~ **.5 acre lot shall not exceed 4 dwelling units.**

And by revising Section 5.6.4. Multi-Family Housing, E, Special Regulations as follows. Deleted text is shown with a strikethrough. **New text is shown in bold.**

E. Special Regulations

1. Affordable Housing Requirement: Projects approved pursuant to this sub-section shall comply with the Town's Affordable Housing requirements as specified in Section 8.6 Affordable Housing.
2. Open Space: There shall be an open space or yard area equal to at least fifteen percent of the parcel's total area. This area shall be unpaved and may be landscaped or left natural, with the balance being trees, shrubs and grass suitable for the site. This area shall not be built upon but may include a play area.
3. Parking: At least one and one-half off-street parking spaces shall be provided for each dwelling unit plus one additional visitor parking space for every two dwelling units.

4. There shall be Town water and sewer available in the street on which the Multifamily Dwelling or Apartment House or Multifamily Development has its frontage and said water and sewer lines shall have sufficient capacity to accommodate the project.
5. ~~A Multifamily Dwelling or Apartment House~~ **Multi-Family Building or Apartment Building** shall not contain more than twelve dwelling units per building.
6. Any Multi-Family Development shall not exceed forty dwelling units.
7. Historic Properties – Any property proposed for a Multi-Family **Building, Dwelling or Apartment House, and/or Apartment Building** and/or a Multi-Family Development pursuant to this sub-section which includes a building that is 75 years of age or older shall be reviewed by the Medway Historical Commission to determine if it is an “historically significant building” **and if it is a “preferably-preserved historically significant building”** in accordance with the criteria specified in Medway General Bylaws Article 17 Historical Properties. If so determined **to be a preferably preserved historically significant building**, the property shall comply with the following additional requirements **for a special permit pursuant to this sub-section**.
 - a. A **preferably preserved** historically significant building shall not be demolished unless:
 - 1) The Building Commissioner has determined that it is unused, uninhabited or abandoned, and open to the weather; or
 - 2) The Board of Selectmen or the Board of Health has determined it to be a nuisance or dangerous pursuant to applicable state laws and/or the State Building Code;
 - b. Renovation of ~~an~~ historically significant building shall be completed in a manner that preserves and/or enhances the building’s historic exterior architecture and features;
 - c. The project may include new construction which shall be designed to be consistent with the historic nature of the property, its primary building, and the surrounding neighborhood including buildings which characterize historic homes, carriage houses, barns, sheds, garages, agricultural buildings, other similar out buildings, and historic forms of house additions traditionally undertaken in the neighborhood.
 - d. **Any property proposed for a Multi-Family Building and/or a Multi-Family Development and/or an Apartment Building pursuant to this sub-section which had a building that was 75 years of age or older located on it, which building has been demolished, shall not be eligible to apply for a Multi-Family Building or Multi-Family Development or Apartment Building special permit until at least three years after the date that the demolition of said building was completed.**

And by adding a new Section 5.6.4. Multi-Family Housing J. Effective Date as follows:

J. Effective Date: The amendments to this sub-section 5.6.4 adopted on November 18, 2019 shall not apply to any application for a special permit pursuant to this sub-section which was submitted to and accepted as complete by the Planning and Economic Development Board prior to November 18, 2019, unless the applicant waives the protection of this sub-section 5.6.4.J in the same manner provided in the last paragraph of General Laws chapter 40A, section 6, and elects to proceed under the amended by-law.

And to change the word “multifamily” to “Multi-Family” wherever it appears in the Medway Zoning Bylaw.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

VV

(2/3 Majority)

ARTICLE 8: (Amend Zoning Bylaw: Site Plan Review)

To see if the Town will vote to amend the Zoning Bylaw, Section 3.5 Site Plan Review and SECTION 2. DEFINITIONS as follows. Proposed new language is shown as **bold** text. Proposed language to be deleted is shown as ~~striketrough~~.

In sub-section 3.5.3 Site Plan Review, A. Applicability, 2. Minor Site Plan Review

2. Minor Site Plan Review:

- a. New construction or any alteration, reconstruction, renovation, and/or change in use of any multi-family, commercial, industrial, institutional, or municipal building-use, which is not subject to Major Site Plan Review, but which involves one or more of the following:
 - i. the addition of 1,000 to 2,499 square feet of gross floor area; or
 - ii. the addition of ten or more but less than twenty new parking spaces
- b. The redesign, alteration, expansion or modification of an existing parking area involving the addition of ten or more but less than twenty new parking spaces; or
- c. The redesign of the layout/configuration of an existing parking area of twenty to thirty-nine parking spaces
- d. Any use or structure or expansion thereof exempt under Massachusetts G.L. c. 40A, § 3. only to the extent allowed by law.
- e. Removal, disturbance, and/or alteration of 10,000 to 19,999 square feet of impervious surface.
- f. Installation of a wireless communication facility as defined in Section 8.7 of this Zoning Bylaw**

And in sub-section 3.5.3. Site Plan Review, A. Applicability, 3. Administrative Site Plan Review as follows:

3. Administrative Site Plan Review - New construction or any alteration, reconstruction, and renovation or change in use of any multi-family, commercial, industrial, institutional, or municipal building or use which is not subject to Major or Minor Site Plan Review but which involves one or more of the following:
 - a. The addition of less than 1,000 square feet of gross floor area, or
 - b. Exterior alteration or renovation of an existing building or premises, visible from a public or private street or way which includes any of the following:
 - i) installation or replacement of awnings
 - ii) change in a building's exterior surface material
 - iii) rearrangement or addition of windows or doors
 - iv) façade reconstruction or replacement
 - v) roofing if the Building Commissioner determines the roof to be a distinctive architectural feature of the building
 - c. The redesign, alteration, expansion or modification of an existing parking area involving the addition of up to nine new parking spaces
 - d. The creation of a new parking area involving the addition of up to nine new parking spaces
 - e. The redesign of the layout/configuration of an existing parking area of ten to nineteen parking spaces
 - f. A change in curb cuts/vehicular access to a site from a public way
 - g. Installation or alteration of sidewalks and other pedestrian access improvements
 - h. Removal of hedges, living shrubs, and trees greater than **four 18 (or 24) inches in caliper diameter at four feet above grade.**
 - i. Installation of fencing or retaining walls
 - j. Outdoor placement of cargo containers, sheds, membrane structures, equipment and materials
 - k. Removal/disturbance/alteration of 5,000 – 10,000 square feet of impervious surface
 - l. The conversion of a residential use to a permitted non-residential or mixed-use
 - ~~m. Installation of a wireless communication facility as defined in this Zoning Bylaw~~
 - m. Reduction in the number of parking spaces**
 - n. Installation of donation box**

And in sub-section 3.5.3 Site Plan Review, J. Procedures for Administrative Site Plan Review as follows:

- a. The Board may designate one person or an Administrative Site Plan Review Team which shall review and act on applications for administrative site plan review and may require conditions as necessary to satisfy the Administrative Site Plan Review Standards.
- b. Applications for Administrative Site Plan Review shall be provided to the Board.
- c. Consideration of activities subject to administrative site plan review may be advanced to minor or major site plan review status at the determination of the Building Commissioner, the Board, or the Administrative Site Plan Review Team

when the collective scope and/or quantity of the proposed activities is substantial enough to merit review by the Board.

- d. **If a proposed activity or use requires administrative site plan review and one or more special permits, the Planning and Economic Development Board shall serve as the permit granting authority for all.**

And to add the following definition to SECTION 2 DEFINITIONS:

Donation Box - A receptacle or container located outside of an enclosed building and designed, intended, or used for the collection and temporary storage of donated items or materials including but not limited to clothing, shoes, books, toys, household materials and/or other goods or materials, which is accessible to and allows the public to deposit goods without assistance. Also known as a donation or drop-off collection bin or box or any combination thereof.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

VV

(2/3 Majority)

ARTICLE 9: (Amend Zoning Bylaw: Parking – Electrical Vehicle Parking Spaces)
To see if the Town will vote to amend the Zoning Bylaw by adding the following definition to SECTION 2. DEFINITIONS

Electric Vehicle Charging Station – A physical device that connects an electric vehicle to a source of electricity to transfer electric energy to a battery or other energy storage device in an electric or hybrid vehicle.

And by adding a new item 4. to Section 7.1.1 Off-Street Parking and Loading, E. General Parking Requirements as follows: (**Added text indicated in bold**)

E. General Parking Requirements Except as may be determined pursuant to sub-section J. herein, the following parking requirements shall be met:

1. Computation of Required Parking Spaces.
 - a. The minimum number of parking spaces shall be the largest whole number obtained after calculating the parking requirements in accordance with Table 3. Any fractional parking space shall be rounded up to the next whole number.
 - b. For a parcel with two or more uses, the minimum number of parking spaces shall be the sum of the minimum number of spaces required for each use, determined in accordance with Table 3, except as may be authorized pursuant to sub-section

J herein.

- c. No existing off-street parking spaces shall be eliminated if their removal would cause the total number of spaces provided on a site to be less than the number required in Table 3.
 - d. For purposes of determining compliance with this Section 7.1.1, parking spaces that serve as loading or unloading areas shall not be credited toward the minimum required number of off-street parking spaces in Table 3.
2. Location of Parking Areas. All required off-street parking spaces shall be located on the same premises as the uses they serve except as provided in sub-section J below.
3. Dimensional Standards. Off-street parking spaces shall be laid out as a rectangle in compliance with the following standards:
 - a. Standard Parking Space: Nine feet wide by eighteen feet long, exclusive of maneuvering and driving lanes.
 - b. Small Vehicle Parking Space: Eight feet wide by fifteen feet long, exclusive of maneuvering and driving lanes.
 - c. Parallel/Curbside Parking Space: Eight feet wide by twenty-two feet long.
 - d. Motorcycle Parking Space: Four feet wide by eight feet long.
 - e. Standard, Small, and Motorcycle Spaces. In off-street parking facilities with more than forty parking spaces, up to 30 percent of the minimum required number of spaces may be designed for small vehicles and an additional 3 percent of the minimum required number of spaces may be designed for motorcycle use.
Parking spaces for small vehicles or motorcycles shall be grouped in one or more locations within a parking area and shall be designated by clearly visible signs.
4. **Electric Vehicle Parking – Industrial, commercial, and multifamily housing developments with fifteen or more parking spaces shall include parking spaces with electric vehicle charging stations for employee, customer and resident use. The quantity of such parking spaces shall be as follows:**

Total # of Parking Spaces	# of Electric Vehicle Parking Spaces
15 – 25	1
26 – 50	2
51 - 75	3
76 - 100	4
101 - 150	5
151 - 200	6
201 – 300	7

301 - 400	8
401 - 500	9
over 500	2% of total

The required number of electric vehicle parking spaces is to be included within the total number of required parking spaces computed pursuant to section 7.1.1.E.1.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

VV

2/3 Majority

ARTICLE 10: (Amend Zoning Bylaw: Special Permits and Site Plan)
To amend the Zoning Bylaw, Section 3.4 Special Permits by adding a new item H. as follows.
New text is indicated in bold.

3.4 SPECIAL PERMITS

-
- A. Procedures. Application for a special permit shall be filed in accordance with the rules and regulations of the applicable special permit granting authority and G.L. c. 40A.
 - B. Public Hearing. The special permit granting authority shall hold a public hearing within sixty-five days of receipt of a special permit application and shall issue a decision no later than ninety days from the close of the public hearing. Notification requirements for a public hearing shall be in accordance with G.L. c. 40A, § 11.
 - C. Decision Criteria. Unless otherwise specified herein, special permits shall be granted by the special permit granting authority only upon its written determination that the adverse effects of the proposed use will not outweigh its beneficial impacts to the town or the neighborhood, in view of the particular characteristics of the site, and of the proposal in relation to that site. In making its determination, the special permit granting authority, in addition to any specific factors that may be set forth in other sections of the Zoning Bylaw, shall make findings on all of the applicable criteria specified below:
 - 1. The proposed site is an appropriate location for the proposed use.
 - 2. Adequate and appropriate facilities will be provided for the operation of the proposed use.
 - 3. The proposed use as developed will not create a hazard to abutters, vehicles, pedestrians or the environment.
 - 4. The proposed use will not cause undue traffic congestion or conflicts in the immediate area.

5. The proposed use will not be detrimental to the adjoining properties due to lighting, flooding, odors, dust, noise, vibration, refuse materials, or other undesirable visual, site or operational attributes of the proposed use.
 6. The proposed use as developed will not adversely affect the surrounding neighborhood or significantly alter the character of the zoning district.
 7. The proposed use is in harmony with the general purpose and intent of this Zoning Bylaw.
 8. The proposed use is consistent with the goals of the Medway Master Plan
 9. The proposed use will not be detrimental to the public good.
- D. Conditions. Special permits may be granted with such reasonable conditions, safeguards, or limitations on time or use, including performance guarantees, as the special permit granting authority may deem necessary to serve the purposes of this Zoning Bylaw. Such conditions may include but shall not be limited to the following:
1. Deadline to commence construction.
 2. Dimensional standards more restrictive than those set forth in Section 6 of this Zoning Bylaw.
 3. Limitations on signage, number of vehicles or parking spaces, noise, or hours of operation of construction equipment.
 4. Limitation of size, method or hours of operation, extent of facilities, or other operating characteristics of a use.
 5. Requirements pertaining to integrated emergency or alarm systems, maintenance, landscaping, dust control, wastewater disposal or water supply, bond or other performance guarantee.
 6. Requirements for independent monitoring, at the expense of the applicant, and reporting to the Building Commissioner, if necessary, to ensure continuing compliance with the conditions of a special permit or of this Zoning Bylaw.
 7. Term for years with or without automatic renewals, to the extent allowed by law.
 8. The date of when the special permit shall commence.
 9. On-site and off-site mitigation measures to ensure that the petitioner properly alleviates the development's impacts on the neighborhood and/or community.
 10. Other limitations as may be reasonably related to reducing any adverse impact on, or increasing the compatibility of the proposed use, structure or activity with, the surrounding area.
- E. Lapse. Special permits shall lapse within two years, which shall not include such time required to pursue or await the determination of an appeal under G.L. c. 40A, § 17, from the grant thereof, if a substantial use thereof has not sooner commenced except for good cause, or, in the case of a special permit for construction, if construction has not begun by such date except for good cause.

- F. Special permits shall not take effect until recorded with the Registry of Deeds or Registry District of the Land Court, as applicable, as provided in G.L. c. 40A, § 11. Proof of recording shall be presented to the Building Commissioner.
- G. Use of Outside Consultants. Any special permit granting authority may hire professional consultants at the applicant's expense pursuant to G.L. c. 44, § 53G to assist with review of a special permit application, provided that the procedures for hiring outside consultants are set forth in the applicable board's rules and regulations.
- H. **Coordinated Permitting**
1. **If a proposed activity or use requires major or minor site plan review pursuant to Section 3.5 Site Plan Review and one or more special permits, the Planning and Economic Development Board shall serve as the special permit granting authority. The Planning and Economic Development Board shall review and conduct the public hearing concurrently and may issue a single decision.**
 2. **If a proposed activity or use requires administrative site plan review pursuant to Section 3.5 Site Plan Review and one or more special permits, the Planning and Economic Development Board shall serve as the permit granting authority for all.**

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

VV

2/3 Majority

ARTICLE 11: (Amend Zoning Bylaws: Outdoor Storage for Business and Industrial Uses)

To see if the Town will vote to amend the Zoning Bylaw by revising the definition of Outdoor Storage in SECTION 2 DEFINITIONS as follows: Added language is **bolded**.

Outdoor Storage – The outside storage or display, as an accessory use, of materials, **supplies**, goods or manufactured products, **equipment, machinery, vehicles, and pallets**, produced or used by the principal use of the property, for more than a twenty-four-hour period. **Also includes cargo storage containers and membrane structures which are located on the premises.**

And by adding the following definitions in SECTION 2 DEFINITIONS as follows:

Cargo Storage Container – A standardized container that is:

- **Designed for or used in the packing, shipping, movement or transportation of freight, articles, goods or commodities; or**
- **Designed for or capable of being mounted or moved on a rail car; or**
- **Designed for or capable of being mounted on a chassis for movement by a truck trailer or loaded on a ship and is used for outside storage accessory to and in support of the**

principal use on the site. Also known as a shipping container or POD (portable on demand) storage system.

Bulk Storage - Exposed outside storage of sand, lumber, coal, mulch, gravel, stone, soil, aggregate, wood chips, earth materials, or other bulk materials, and bulk storage of liquids in tanks, which is not within the definition of “Outdoor Storage”.

Construction Trailer – A modular or portable structure located on the premises of a construction project and used primarily to accommodate temporary offices for developers and contractors during a construction project. May include eating facilities and meeting space. Construction trailers may not be occupied overnight by employees or security personnel and may not be utilized as a construction equipment storage container.

Dumpster - Any container (other than a conventional trash barrel) intended for the temporary storage of rubbish, garbage, trash, or refuse of any sort and designed to be hoisted and emptied into a truck for removal.

And to add a new sub-section 7.1.3 Outdoor Storage in Section 7.1 Site Development Standards as follows:

7.1.3 Outdoor Storage

- A. Purposes** – The purposes of this Sub-Section 7.1.3 are to protect the health, safety, and welfare of the Town’s residents, to provide for the appropriate location and design of outdoor storage areas in certain business and industrial zoning districts, to ensure that outdoor storage areas are suitably screened from view for residential abutters and the travelling public, and to establish limitations to mitigate any adverse impacts that outdoor storage may have on adjacent properties and rights-of-way.
- B. Applicability**
 - 1. Outdoor storage is allowed as an accessory use for business uses in the Business-Industrial and Energy Resource districts and for industrial uses in the Business-Industrial, Energy Resource, East Industrial, and West Industrial zoning districts, subject to the regulations herein.
 - 2. Outdoor storage and bulk storage are not permitted as a principal use anywhere in the Town of Medway.
 - 3. These regulations do not apply to temporary outdoor storage of construction materials at construction sites with an active building or development permit issued by an agency of the Town of Medway, construction trailers, and dumpsters as defined in the Zoning Bylaw.
- C. Requirements**
 - 1. Outdoor storage is allowed as an accessory use only when located on the same lot as and accessory to a principal use which includes a building from which the principal use conducts its business.
 - 2. The ground area devoted to outdoor storage shall not exceed 30% of the lot area. Any outdoor storage area or combination of areas which when combined exceeds 30%

- of the site requires a special permit from the Zoning Board of Appeals.
3. Outdoor storage areas on commercial or industrial properties which abut residentially used properties shall be fully screened from the abutting residential properties with fencing and/or densely planted landscaping or buffer area at least six feet high. Higher screening may be required if what is stored is greater than six feet in height.
 4. Outdoor storage areas on commercial or industrial properties which are visible from a public or private way or from publicly accessible areas shall include fencing (or walls) and/or densely planted landscaping or a buffer area at least six feet high. Higher screening may be required if what is stored is greater than six feet in height.
 5. The accumulated height of the contents of an outdoor storage area shall not exceed 12' feet. Anything higher than 12' requires a special permit from the Zoning Board of Appeals. However, in no case shall the height of outdoor storage exceed the maximum allowed building height for the particular zoning district.
 6. Outdoor storage areas shall not be permitted within any drive aisles, fire lanes, parking spaces, zoning setback areas, floodways, resource areas under the jurisdiction of the Medway Conservation Commission, or on steep slopes of 15% or greater.
 7. Outdoor storage areas shall be comprised only of items that are produced or used by a business operating in a building on the premises.
 8. Outdoor storage areas on property located within the Groundwater Protection District are also subject to the provisions of Section 5.6.3 herein.
- D. Temporary Use of Cargo Storage Containers and Membrane Structures are allowed as follows:
1. During construction of a building for a period of one hundred and eighty days or less.
 2. For any other purpose so long as the temporary cargo storage container or membrane structure remains on site for no longer than one hundred eighty days per year, fits on the driveway or hard surface, does not protrude into the right-of-way, is not positioned within the zoning setback area, and does not impede sight distance.
 3. Any use of a cargo storage container or membrane structure as temporary outdoor storage for a period longer than one hundred eighty days requires a special permit from the Zoning Board of Appeals.
- E. Outdoor Storage Requirements for Vehicle Sales
1. All vehicles shall be parked on asphalt or concrete or enclosed within a building. They may not be parked on gravel, grass or any other pervious surfaces.
 2. All parked vehicles, vehicle parking services, and vehicle displays shall meet the zoning district's setback requirements.
 3. All parked vehicles shall not be parked in the right-of-way nor block or impede site access, sidewalks or driving aisles.

And to add item 15. "Bulk Storage" as a prohibited use in Section 5.2 USE REGULATIONS - PROHIBITED USES, B. as follows. **Added text is noted in bold.**

5.2 PROHIBITED USES

-
- A. Any use not listed in Section 5.4, Schedule of Uses, or otherwise **not** allowable under the provisions of this Zoning Bylaw is prohibited.
 - B. All uses that pose a present or potential hazard to human health, safety, welfare, or the

environment through emission of smoke, particulate matter, noise or vibration, or through fire or explosive hazard, or glare are expressly prohibited in all zoning districts. In addition, the following uses are expressly prohibited in all zoning districts.

1. Abattoir and commercial slaughtering;
2. Manufacturing and storage of corrosive, poisonous or malodorous acids and chemicals;
3. Cement, lime, gypsum and plaster-of-Paris manufacture;
4. Fertilizer manufacture or fat rendering in manufacture of tallow, grease, and oils;
5. Glue, size and gelatin manufacture;
6. Petroleum and kerosene refining or distillation and derivation of by-products;
7. Manufacture, use, storage, transport or treatment, disposal and/or processing of explosive, toxic or hazardous materials;
8. Smelting and reduction of metals or ores;
9. Asphalt plants;
10. Concrete batch plants;
11. Reclamation and reprocessing of asphalt and/or concrete;
12. Lumber mills;
- 13.
14. Any other use that produces disturbing or offensive noise, vibration, smoke, gas, fumes, odors, dust or other objectionable or hazardous features;
15. **Bulk Storage**

No use variance shall be granted for any prohibited use set forth in this sub-section within any district in the Town of Medway.

- C. Mobile homes are prohibited, except that pursuant to Massachusetts G.L. c. 40A, Section 3, a mobile home or temporary manufactured home may be placed on the site of a residence destroyed by fire or natural disaster, for a period not to exceed twelve months while the residence is being rebuilt.

And to amend TABLE 1 Schedule of Uses in Section 5.4 SCHEDULE OF USES to add “Bulk Storage” as a prohibited use in all zoning districts.

And to add “Subject to Section 7.1.3 of the Zoning Bylaw” to those portions of TABLE 1 Schedule of Uses where “Outdoor Storage” is listed as an accessory use.

Or act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

VV

2/3 Majority

ARTICLE 12: (Amend Zoning Bylaw: Oak Grove)

To see if the Town will vote to amend the Zoning Bylaw and Zoning Map as follows.

Amend Section 4.1. DISTRICTS by adding a new Subsection D:

“D. Form-Based Districts

1. Oak Grove Park (OGP)”

Amend the Zoning Map by re-zoning portions of the West Industrial zone and Agricultural-Residential II zone to Oak Grove Village Center, Oak Grove Business Park, and Oak Grove Neighborhood zones, and establishing Transitional Buffer zones within those zoning districts, as shown on the Oak Grove Park Zoning Plan dated October 16, 2019, which is on file in the Town Clerk’s office.

Amend TABLE 1: Schedule of Uses in Section 5.4 SCHEDULE OF USES to add columns for Oak Grove Village Center (OGVC), Oak Grove Business Park (OGBP), and Oak Grove Neighborhood (OGN) and to denote permitted uses by right and special permit, and prohibited uses in each district, as set forth in the document entitled “Amended Table of Uses” dated July 3, 2019, which is on file in the Town Clerk’s office.

Insert the following under Section 5.4, SCHEDULE OF USES, and Table 1 Legend:

“See SECTION 9 for additional use regulations applicable to the Oak Grove Park Zoning Districts.”

Add a new SECTION 9 “Oak Grove Park Districts” to the Zoning Bylaw as set forth in the document entitled “Oak Grove Park Zoning Amendments” dated September 30, 2019, which is on file with the Town Clerk’s office. The new SECTION 9 adds design, development, dimensional and density standards, and establishes requirements for building types, allowed uses, parking, landscaping, outdoor amenity spaces, signs and special permit criteria for uses within the Oak Grove Village Center, Oak Grove Business Park and Oak Grove Neighborhood sub-districts, the full text of which is on file in the office of the Town Clerk.

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

VV

2/3 Majority

The meeting adjourned on motion at 8:16 PM

**TOWN OF MEDWAY
MARRIAGES RECORDED IN THE TOWN OF MEDWAY
2019**

	COUPLE	RESIDENCE	LOCATION/OFFICIANT
FEB			
08	RAY SOLOMON LI YI-LING FAN	MEDWAY MEDWAY	MEDWAY Maryjane White, JP
22	NICOLA L. WONG JOSEPH M. HOLLENBECK	MEDWAY MEDWAY	MILFORD Karyl Lew, Solemnizer
MAR			
04	LAURIE E. COLLINS PATRICK R. GUILFOIL	MEDWAY NATICK	MEDWAY Charlene Tingley, JP
30	STACEY L. TURNER RICHARD J. O'BRIEN	MEDWAY MEDWAY	HOLLISTON Rev. Mark Coiro, Priest
APR			
01	BRIAN J. MICHAELS JENNIFER M. HURTEAU	HARRISVILLE, RI HARRISVILLE, RI	MEDWAY Maryjane White, JP
14	PAUL G. MCCARTHY SONILDA M. DE OLIVEIRA	MEDWAY MEDWAY	MILFORD Rose Miranda, JP
20	ALEXANDRA M. LOMBARDI NICHOLAS S. BEVILACQUA	MEDWAY MEDWAY	MEDWAY Susan B. Green, JP
26	ANTHONY O. BERTOLINO KRISTEN P. AYERS	MEDWAY MEDWAY	GROTON Stoddard Melhado, JP
MAY			
18	JAY J. PEYSER AMY M. STEINBERG	MEDWAY MEDWAY	BROOKLINE Rev. J. Gaspar, Priest

JUN

07	SAMANTHA R. WESSLING ALLEN N. HODGDON	MEDWAY MEDWAY	SHARON Brittany Scully, Solemnizer
21	CHARLES W. BISHOFF, III STEPHANIE M. HOUDE	MEDWAY MEDWAY	BELLINGHAM Peter Ginolfi, Solemnizer
22	LINDSEY M. STOBIE JEFFREY F. GRENON, JR	MEDWAY MEDWAY	MENDON Wayne Kendall, Clergy

AUG

10	SHANNON M. MELE STEVEN M. GRZYB	MEDWAY MEDWAY	MEDWAY Robbi Packard, Reverend
25	NICOLE M. LEBRUN ALFRED J. RICHARD	MEDWAY MEDWAY	BELLINGHAM Demetra Edwards, JP
29	THERESA M. BRASIER CHRISTOPHER C. FRAGALE	MEDWAY MEDWAY	MEDWAY Maryjane White, JP
31	SHARON DUPICHE-CARLISTA DENIS N. BOGERE	MEDWAY MEDWAY	MEDWAY Travis J. Bond, Clergy

SEP

07	ZACHARY T. LINDSEY MEGAN E. ANTONIAZZI	MEDWAY MILLIS	ASHLAND Stephen Loiacono, Solemn.
07	PERRIN D. DUMAR FREDERICK J. OPPERMAN	MEDWAY MEDWAY	SHERBORN Rev. Paul Kolbet, Priest
11	TODD M. HOULE MICHELLE S. EARLE	MEDWAY MEDWAY	MEDWAY Charlene Tingley, JP
14	TREVOR R. MOODY ALEXANDRA M. C. SMITH	MILLIS MILLIS	HOLLISTON Martin Joyce Jr, Solemnizer
19	DAVID E. WEBB SAMANTHA L. PARKER	MEDWAY MEDWAY	MEDWAY John F. Sugden Jr, JP
21	JOHN E. RINN ERIN M. HALLISSEY	MEDWAY MEDWAY	HOLYOKE Sean Cosgrove, Solemnizer

21	FELICIA N. HORAN CHARLES W. LEAHY, JR	MEDWAY MEDWAY	MIDDLEBOROUGH Damien Bailey, Solemnizer
21	RACHEL M. LYONS MICHAEL F. REECE	MEDWAY MEDWAY	UXBRIDGE Steven Burke, Solemnizer
23	SHANNON FOX DANIEL J. RIGUEIRO	MEDWAY MEDWAY	HOLLISTON Susan B. Green, JP
28	THOMAS D. REBULA KIMBERLY L. MCGILL	MEDWAY MEDWAY	WELLESLEY Rev. Robert Blaney, Priest
29	NICOLE C. DOUCETTE GIOVANNI R. DEGAETANO	MEDWAY MEDWAY	KINGSTON Travis J. Bond, Clergy
OCT			
11	TARA M. SARAF SHAWN M. LUCE	MEDWAY MEDWAY	WEST BRIDGEWATER Nicholas Saraf, Solemnizer
17	ERIC J. HENDERSHOTT MARCILIA R. DA COSTA	MEDWAY PLYMOUTH	MEDWAY Maryjane White, JP
25	MICHAEL J. CARCHEDI KELLY A. JENCUNAS	MEDWAY MEDWAY	GROTON Patrick Jencunas, Solemnizer
26	CHRISTIANNA E. MURRAY NICHOLAS W. MILL	CLAIRTON,PA MEDWAY	MENDON Peter J. Mill, Solemnizer
26	LORI A. CHAREST MATTHEW T. SAYERS	MEDWAY MEDWAY	NATICK Eileen Davis, JP
NOV			
09	CHELSEA A. ORIFICE CONNOR M. SWAN	MILFORD MILFORD	MEDWAY Timothy J. Moran, Priest
10	ANTHONY D. VARRICHIONE TORI L. NELSON	MEDWAY MEDWAY	BREWSTER Deacon R. Martino, Clergy
10	DAVID J. MAISON MALLORY E. STOVER	MEDWAY MEDWAY	TOPSFIELD Brenner Morel, Solemnizer

DEC

04	ALBERT J. WARDWELL KATRINA N. TUCCI	MEDWAY MEDWAY	MEDWAY Charlene Tingley, JP
23	ROGER W. DECKER LISA A. CARAVAGGIO	FRANKLIN FRANKLIN	MEDWAY Charlene Tingley, JP
27	BRIAN W. BOULTENHOUSE KATIE-LYNN M. ROBERTS	MEDWAY MEDWAY	BELLINGHAM Maryjane White, JP
29	DARRYL P. GOODE ASHLEY M. THIBAUT	MEDWAY MEDWAY	EAST BRIDGEWATER Linnea Prefontaine, Clergy

**TOWN OF MEDWAY
DEATH RECORDED IN THE TOWN OF MEDWAY
2019**

MONTH	NAME	RESIDENCE	AGE
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JAN

01	BARBARA E. GATELY	MEDWAY	84
05	WALTER E. ARNOLD	MEDWAY	91
06	MARY THERESA LEBLANC	HOLLISTON	93
09	HELEN VICTORIA WILCOX	MEDWAY	90
11	JOHN M. BOCZANOWSKI, JR.	MEDWAY	70
12	SUSAN ADELE RACICOT	HULL	67
17	BARBARA HOROWITZ	MEDWAY	88
19	TERRI G. KAROL	MEDWAY	66
19	WARREN A. LAMASTER	MEDWAY	85
28	FRANCIS VINCENT MURPHY, JR.	MEDWAY	85

FEB

01	MARGARET C. BENNISON	MEDWAY	70
02	EILEEN M. CARNEY	MEDWAY	70
06	GORDON H. RHODES	MEDWAY	83
10	STEPHEN HALBING	MILLIS	72
11	EVELYN C. FRACCASTORO	MEDWAY	89

12	DIANNE C. MCGOWAN	MEDWAY	62
15	YVETTE B. VALIQUETTE	FRANKLIN	99
20	WILFRED J. CHARTRAND	FRANKLIN	92
20	BARBARA MAE SALVETTI	FRANKLIN	77
27	JAMES WILLIAM RICHARDSON, SR.	MEDWAY	68

MAR

04	BARBARA ANN RUSSELL	MENDON	97
06	JOAN F. WILLGOHS	MEDWAY	86
11	ETHAN R. HUCKINS	MEDWAY	23
12	PAMELA DAVIS WIGGINS	MEDWAY	71
17	MARIE ANN ANZUONI	MEDWAY	63
19	HECTOR CORCHADO-GONZALEZ	MEDWAY	81
20	THOMAS CHARLES SEROCKI	MEDWAY	28
21	THERESA JAYNE MURCKO	HOPKINTON	90
24	LORAIN F. DEJOIE	MEDWAY	85
26	NANCY L. TANCK	MEDWAY	64
28	MURIEL ANNE BURKE	MEDWAY	86
28	IRENE ELIZABETH TORCHIA	MEDWAY	94
30	JOSEPH HELD	MEDWAY	88
30	BETTYE C. REARDON	MEDWAY	91

APR

02	JOYCE KOSHIVAS	MEDWAY	73
03	MICHAEL A. PORTANOVA, JR.	MENDON	68
07	MARK JOSEPH KRAUSS	MILLIS	56
16	AMALIA VIVIAN ACQUAFRESCA	MEDWAY	93
16	FRANCIS BERNARD DAVIS	MEDWAY	76
18	CRAIG R. HUFFAM	MEDWAY	63
21	ELVIRA T. CARDINAL	MEDWAY	84
22	DONALD FISLER	MEDWAY	55
22	MARJORIE TERESA HAMPTON	MEDFIELD	90
22	EILEEN GLORIA CASSIDY	MEDWAY	96
24	SOPHIE SHARKOVITZ	MEDWAY	98
24	ROSE MARIE GINSBERG	MEDWAY	68
25	SCOTT W. MCGRANE	MEDWAY	59

MAY

03	BARBARA ELIZABETH CREAMER	MEDWAY	74
05	BARBARA K. EBE	MEDWAY	65
06	GERALD A. DALEY	MEDWAY	79

07	MARY-JANE WARD	MEDWAY	76
09	STANLEY M. KULBOK	MEDWAY	57
13	SUSAN MARIE GARRY	MEDWAY	67
15	PATRICIA DOROTHY SPEIGHT	MEDWAY	80
20	JOYCE C. GOODWIN	MEDWAY	66
22	SYDNEY EDWARD LAMPKE	MEDWAY	85
24	CATHERINE J. GAGNON	MEDWAY	89
27	EGIDIO A. ROVEDO	MEDWAY	93
28	CHARLES THOMAS WARREN, JR.	MEDFIELD	88
30	FREDERICK ANTHONY SOUZA	MEDWAY	72

JUN

12	MIRIAM LYONS	PLAINVILLE	72
15	JOHN G. PERRY	CHELMSFORD	80
16	AUDREY V. FERGUSON	MEDWAY	82
21	JAMES KREBS	MEDWAY	86
25	STANLEY J. URBAN	MEDWAY	70
28	REBECCA JANE WHITE	MEDWAY	42

JUL

01	RUSTY MARTIN ROGERS	MEDWAY	43
09	ROBERT WILLIAM CASEY	MEDWAY	70
10	PETER D. BUTLER	MEDWAY	74
20	SOPHIE ANN YOUNG	MEDWAY	95
21	RICHARD ANTHONY D'ALESSANDRO	MEDWAY	71
25	OSWYN KENRIC HAMMOND	MEDWAY	94
25	EINAR R. SAMUELSON	MEDWAY	94
26	FAY JUNE MORTON	MEDWAY	92
27	MARY JOSEPHINE LEE	MEDWAY	93
28	DENISE A. GOSSELIN	MEDWAY	65

AUG

03	LAWRENCE MICHAEL SPECTOR	MEDWAY	66
05	THERESA HELEN GROLEAU	MEDWAY	83
11	MURIEL DEE BULMAN	MEDWAY	73
20	MICHAEL F. MATONDI	MEDWAY	99
20	EILEEN PATRICIA MCLAUGHLIN	MEDWAY	87
23	ELSIE M. SIMPSON	MILLIS	94
25	SANDRA E. PRINZ	MEDWAY	73
26	ELIZABETH G. REID	MEDWAY	92

SEP

02	PAULO V. RONDON DESOUZA MELLO	MEDWAY	61
08	NANCY LEE BARLOW	MEDWAY	94
12	BARBARA LOUIS KEWRIGA	MEDWAY	90
12	TERESA M. LEBLANC	MEDWAY	88
16	ELENA COLELLA	DEDHAM	93
27	KATHERINE A. NIEDBALA	MEDWAY	96
29	DEAN SHEARER FISH	FRANKLIN	86

OCT

02	ESTHER EUNICE HANLON	MEDWAY	87
02	DAVID JOSEPH MCWHINNIE	MEDWAY	67
04	ELIZABETH H. BIGGINS	BELLINGHAM	94
04	KATHLEEN M. HANNON	FRANKLIN	69
05	ALICE MAY HJULSTROM	MEDWAY	90
07	FRANCES MILDRED MCDONALD	HOLLISTON	84
08	VINCENT P. MULCAHEY	MEDWAY	77
09	LUCILLE EILEEN SWAN	MEDWAY	89
14	ELIZABETH D. KYNE	MEDWAY	86
14	JOSEPH THOMAS MCLAUGHLIN	MEDWAY	95
17	ANDREW JAMES MAWN, JR.	MEDWAY	87
23	RICHARD P. WASNEWSKI	MEDWAY	92
24	JOANNE MARIE HORCHY	MEDWAY	77
25	JOAN B. BIGELOW	MILLIS	99
27	MARY E. MELE	MEDWAY	62
31	ROBERT FRANCIS LABRECQUE	MEDWAY	85
31	BRUCE MICHAEL TAYLOR	MEDWAY	78

NOV

05	RALPH ALAN BURNS	BELLINGHAM	59
08	MERLE EUGENE RAY	MEDWAY	89
15	DENNIS JAMES BIRCH	MEDWAY	67
18	LORNA A. BEKSHA	MEDWAY	67
20	ROBERT E. MACKAY	MEDWAY	85
20	MARY PATRICIA CANTIN	MEDWAY	61
21	ANTHONY J. PADULA	MEDWAY	99
21	JEAN MUNSON WILKINS	MEDWAY	90
22	CATHERINE A. TORREY	MEDWAY	69
27	MARTIN D. FRENCH	MEDWAY	61
30	ANNE MARY SHYNE	MEDWAY	91

DEC

01	KEVIN WILLIAM PATTERSON	MEDWAY	61
02	ALYN DALE MILLER	MEDWAY	88
02	EDWARD A. RUSSO	HOLLISTON	88
05	RAYMOND FRANCIS KELLEY	MEDWAY	83
05	STEWART FRASER ROSS	MEDWAY	71
07	PAULINE T. DELGENIO	MEDWAY	94
09	BEATRICE ELIZABETH O'SULLIVAN	MEDWAY	88
13	JAIMINIBEN PATEL	MEDWAY	43
13	JACQUELINE R. ASPIN	MEDWAY	82
19	ARLENE FRANCES HALL	MEDWAY	84
21	ALFRED T. BOUCHARD	MEDWAY	89
21	JOSEPH DENNIS HORGAN	MEDWAY	74
22	PAULINE K. KLEIN	MEDWAY	88
22	KAREN E. SOTER	MEDWAY	61
29	VIVIAN FRANCES BROWN	MEDWAY	90

ANNUAL TOWN ELECTION
5/21/19

OFFICE	PREC.1	PREC.2	PREC.3	PREC.4	TOTAL
BOARD OF SELECTMEN Vote for two 3 yr					
John Foresto	171	162	211	252	796
Maryjane White	178	190	231	269	868
Scattering	1	0	6	2	9
blanks	82	88	106	137	413
total	432	440	554	660	2086

MODERATOR Vote for one 3yr					
Mark G. Cerel	169	167	224	246	806
scattering	0	1	1	2	4
blanks	47	52	52	82	233
total	216	220	277	330	1043

BOARD OF HEALTH Vote for one 3yr					
Eric Lindstrom	179	171	229	263	842
scattering	0	2	0	4	6
blanks	37	47	48	63	195
total	806	220	277	330	1043

SCHOOL COMMITTEE Vote for two 3yr					
Diane M. Borgatti	100	94	165	165	524
Lauren Nassiff	160	161	215	222	758
Timothy Fagerson	122	126	128	179	555
scattering	5	0	1	10	16
blanks	45	59	45	84	233
total	432	440	554	660	2086

PARK COMMISSION Vote for one 3 yr					
Sean Murphy	168	170	222	259	819
scattering	4	2	1	5	12
blanks	44	48	54	66	212
total	216	220	277	330	1043

LIBRARY TRUSTEE Vote for two 3 yr					
Susan Westcott Alessandri	166	173	227	250	816
Gertrude Steffan	163	158	213	238	772
scattering	0	0	2	4	6
blanks	103	109	112	168	492

total	432	440	554	660	2086
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BOARD OF WATER/SEWER VOTE for one 3 yr

Leo O'Rourke	170	168	209	256	803
scattering	0	0	2	2	4
blanks	46	52	66	72	236
total	216	220	277	330	1043

BOARD OF WATER/SEWER vote for one for 2yr

Michael Callahan	177	175	222	255	829
scattering	0	0	0	2	2
blanks	39	45	55	73	212
total	216	220	277	330	1043

BOARD OF WATER/SEWER vote for one for 1yr

Steve Burke	166	173	221	255	815
scattering	0	0	1	3	4
Blanks	50	47	55	72	224
Total	216	220	277	330	1043

**PLANNING AND ECONOMIC DEVELOPMENT
BOARD**

Vote for two for three yrs

Richard J. Dilulio	159	164	216	240	779
Matthew Hayes	164	167	221	247	799
Scattering	0	2	1	3	6
Blanks	109	107	116	170	502
Total	432	440	554	660	2086

HOUSING AUTHORITY Vote for one for 3yrs

Linda Donahue	166	169	225	256	816
Scattering	0	0	0	3	3
Blanks	50	51	52	71	224
Total	216	220	277	330	1043

**REDEVELOPMENT AUTHORITY Vote for one for 5
yrs**

Douglas Downing	169	174	223	260	826
Scattering	0	0	0	1	1
Blanks	47	46	54	69	216
Total	216	220	277	330	1043

ANNUAL TOWN ELECTION
5/21/19

OFFICE	PREC.1	PREC.2	PREC.3	PREC.4	TOTAL
BOARD OF SELECTMEN Vote for two 3 yr					
John Foresto	171	162	211	252	796
Maryjane White	178	190	231	269	868
Scattering	1	0	6	2	9
blanks	82	88	106	137	413
total	432	440	554	660	2086
MODERATOR Vote for one 3yr					
Mark G. Cerel	169	167	224	246	806
scattering	0	1	1	2	4
blanks	47	52	52	82	233
total	216	220	277	330	1043
BOARD OF HEALTH Vote for one 3yr					
Eric Lindstrom	179	171	229	263	842
scattering	0	2	0	4	6
blanks	37	47	48	63	195
total	806	220	277	330	1043
SCHOOL COMMITTEE Vote for two 3yr					
Diane M. Borgatti	100	94	165	165	524
Lauren Nassiff	160	161	215	222	758
Timothy Fagerson	122	126	128	179	555
scattering	5	0	1	10	16
blanks	45	59	45	84	233
total	432	440	554	660	2086
PARK COMMISSION Vote for one 3 yr					
Sean Murphy	168	170	222	259	819
scattering	4	2	1	5	12
blanks	44	48	54	66	212
total	216	220	277	330	1043
LIBRARY TRUSTEE Vote for two 3 yr					
Susan Westcott Alessandri	166	173	227	250	816
Gertrude Steffan	163	158	213	238	772
scattering	0	0	2	4	6
blanks	103	109	112	168	492
Total	432	440	554	660	2086

BOARD OF WATER/SEWER VOTE for one 3 yr

Leo O'Rourke	170	168	209	256	803
scattering	0	0	2	2	4
blanks	46	52	66	72	236
total	216	220	277	330	1043

BOARD OF WATER/SEWER vote for one for 2yr

Michael Callahan	177	175	222	255	829
scattering	0	0	0	2	2
blanks	39	45	55	73	212
total	216	220	277	330	1043

BOARD OF WATER/SEWER vote for one for 1yr

Steve Burke	166	173	221	255	815
scattering	0	0	1	3	4
Blanks	50	47	55	72	224
Total	216	220	277	330	1043

**PLANNING AND ECONOMIC DEVELOPMENT
BOARD****Vote for two for three yrs**

Richard J. Dilulio	159	164	216	240	779
Matthew Hayes	164	167	221	247	799
Scattering	0	2	1	3	6
Blanks	109	107	116	170	502
Total	432	440	554	660	2086

HOUSING AUTHORITY Vote for one for 3yrs

Linda Donahue	166	169	225	256	816
Scattering	0	0	0	3	3
Blanks	50	51	52	71	224
Total	216	220	277	330	1043

**REDEVELOPMENT AUTHORITY Vote for one for 5
yrs**

Douglas Downing	169	174	223	260	826
Scattering	0	0	0	1	1
Blanks	47	46	54	69	216
Total	216	220	277	330	1043

Report of the Board of Health

The Health Department's mission is to preserve and protect public health in the community, by preventing disease and assuring safety and environmental quality. This objective is carried out through routine inspections, complaint investigations, permitting and plan reviews. The department also develops regulations and programs to address existing and future public health issues and to promote preventative public health. It is through these proactive efforts that the Health Department is helping to improve the status and quality of life for all members of the community.

Description of services include:

- Permitting/Licensing of food/retail establishments, tobacco vendors, summer camps, pools/swimming areas, septic haulers/installers, solid waste haulers, septic installations, private & irrigation well installations, percolation tests, tanning & body art facilities, and farm animals
- Enforcement of state and local regulations relating to public health, safety and the environment.
- Consult on Health and Wellness services through the contracted Visiting Nurse Association (VNA).
- Enforce State Sanitary Code
- Enforce the State Environmental Code
- Protection of ground water and public drinking wells, and other environmental concerns.
- Participation in mosquito control Program-Norfolk County Mosquito Control.
- Hazardous waste collection and disposal.
- Participation in local and regional emergency preparedness.
- Conduct all complaint investigations as well as any other health concern.
- Public Health Prevention programs and administration, participating in grants as offered to better the community

PERMITS/LICENSES ISSUED:

Food/Retail Service	82
Tobacco	12
Solid Waste Haulers	10
Septic Installers	16
Percolation Tests	24
Septic Repairs	23
New Septic Systems	8
Septic Abandonments	8
Septic Haulers	23

Wells	13
Animal	31
Camps	5

Accomplishments for the year include:

- Conducted 1 Flu Clinic at the Senior Center
- Renewed the Salmon VNA & Hospice contract
- Continuation of Tobacco Control Program compliance checks
- Tobacco Control Program Committee formed a Vaping Steering Committee
- Continuation of the Needle/Syringe Disposal Program
- Implemented the 2013 food code

Respectfully submitted,
Beth Hallal, R. S.
Medway Health Director

Report of the Building Department

The goals of the Medway Building Department are to promote the general health, safety and welfare for the citizens of Medway. We believe the residents, business owners, and contractors deserve professional and efficient guidance in accordance with the codes and ordinances we enforce. We make all attempts to serve our community in a courteous, professional, and timely manner. Our actions reflect that of honesty, integrity, and fairness in all aspects of our department.

The Medway Building Department is responsible for enforcing codes and ordinances within State of Massachusetts, such as building, electrical, and plumbing. These codes and ordinances govern the construction, rehabilitation and maintenance of residential, commercial buildings and properties located within the town of Medway.

In short, the Building Department's permitting procedures are as follows; when an application has been submitted to us, either through our online permitting system or mailed to us, it is first administratively reviewed to ensure that all mandatory documents are received and are up to date. Once this step is confirmed, it is then filtered to the appropriate Inspector where they will either ask the applicant for additional documents pertaining to their permit, or schedule appropriate inspections.

Additionally, this department enforces all Zoning Variances, Special Permits, and Site Plan

Approvals. On a regular basis we conduct safety inspections at places of assembly, restaurants, religious institutions, child daycare facilities, and other locations we either deem a necessary inspection or are invited to inspect. We also field numerous complaints from the public resulting in building safety education, fines, or prosecution.

The Building Department Commissioner, John “Jack” Mee currently oversees the department which consists of the following employees and/or contracted employees:

- Rindo Barese, Deputy Building Inspector
- Kelly O’Brien, Administrative Assistant
- Erika Robertson, Code Enforcement Officer
- James Coakley, Plumbing/Gas Inspector
- Jennifer Sweet, Chief Electrical Inspector
- Mike Giampietro, Contracted Building Inspector (per-diem)
- Gerry Smolinski, Contracted Plumbing/Gas Inspector (per-diem)
- Michael Perkins, Contracted Electrical Inspector (per-diem)
- Brian Leary, Contracted Electrical Inspector (per-diem)
- W. James Allshouse, Contracted Weights and Measures Sealer

Below is a breakdown of permits issued by the Building Department between the dates of January 1, 2019 through December 31, 2019.

	*Miscellaneous	Commercial Building	Electrical	Gas	Mechanical	Plumbing	Residential	Monthly Totals
JAN	1	4	58	33	4	30	50	180
FEB	1	3	34	22	4	26	57	147
MAR	1	4	32	6	1	16	30	90
APR	2	8	44	25	2	19	63	163
MAY	1	3	41	22	5	20	74	166
JUN	3	5	63	20	5	26	69	191
JUL	0	5	58	27	1	28	71	190
AUG	0	6	61	19	5	31	65	187
SEP	8	6	63	22	6	36	61	202
OCT	10	9	52	33	4	27	84	219
NOV	7	5	45	20	2	21	55	155
DEC	7	5	40	36	4	32	54	178
Permit Totals 2019	41	63	591	285	43	312	733	Grand Total of Permits for 2019: 2,068

**Misc includes any permit that is not consistently applied for, such as fuel oil burning, request*

for annual inspection, trench, periodic, tent/trailer, and certificate of occupancy.

A few of the current and/or ongoing projects that were completed in 2019 include; Millstone Development (55+housing project), Exelon power plant expansion, O'Brien & sons new commercial building, Merrimack Building Supply expansion and Country Cottage Day Care.

Projects anticipated to begin or continue in 2020 include the following: Salmon Health Care facility, Apartment complex at 39 Main Street, Glen Brook Way, and Timber Crest Development.

Respectfully Submitted,

John "Jack" Mee

Report of the Medway Police Department

I am pleased to submit my Annual Report for the Police Department, for the calendar year ending December 31, 2019

During the year the Department applied for and received a grant from the Massachusetts Statewide Emergency Telecommunications Board (911 training) for \$42,557 and we also applied for and received an EMPG grant from The Massachusetts Emergency Management Agency totaling \$3,500 dollars to be used towards the purchase of heavy-duty traffic barricades, and a portable emergency generator with a lightning plant to enhance our storm and emergency response. We also received grant funding from the Executive Office of Public Safety for pedestrian/cross walk enforcement, bicycle safety enforcement and motor vehicle enforcement. We also received a generous donation of bike helmets from the Project Alex Foundation

The Medway Police Department, in conjunction with the Franklin Police Department and Advocates, Inc. of Framingham, was awarded a \$300,000, three-year grant that allowed the two Departments to take part in the Jail Diversion Program to hire a Clinical Social Worker to assist with individuals that are suffering from a mental health crisis. The Clinical Social Worker, Kallie Montagano, will work in Medway on Tuesday and Thursday afternoons.

Clinician Montagano will also be available to the department if needed on her Medway off hours, while she is assigned to Franklin P.D. on Monday, Wednesday and Friday. She will be out on patrol with our officers and available to respond and assist officers in handling any mental health emergencies or any type of calls that would require the expertise of the clinician. With Clinician Kallie Montagano assisting our officers on these very stressful and sometimes volatile calls, it will give our officers and additional resource to resolve these calls without the use of force and hopefully reduce the number of repeat calls, while getting the individual in crisis the help and resources they need without putting these individuals into the criminal justice system.

The Department continued to participate in many civic events such as: Medway Pride Day, Medway Little League Parade, Medway Christmas Parade and Fireworks, Memorial Day parade, Medway Veterans Day program, Coffee with a cop, Medway Holiday fund along with participation in numerous speaking engagements and station tours.

Officers continued to attend forty hours of mandated in-service training. The training classes Consisted of legal updates, first aid, CPR/defib, defensive tactics, dealing with mental health issues, active shooter training and communication assessment tactics. Officers also attend various specialized training classes throughout the year.

Officers qualified in-house with their duty firearms, less lethal shotguns, patrol rifles, OC and tasers, along with additional firearms training involving low light encounters and various firearms training scenarios.

Once again, throughout the year, we had several occasions to send out telephone emergency notifications to our residents using Blackboard Connect, the Towns' emergency telephone notification system. I would like to encourage anyone who has not yet signed up to participate in the town's emergency notification system to please do so. To sign up for the town's emergency notification, please go to the Medway Police Department web site (www.medwaypolice.com) or the town of Medway's web site (www.townofmedway.org) under find it fast and click on Blackboard Connect Emergency Notification and follow the instructions to sign up for this important service.

Special Police Officer Ryan Kahn was promoted to permanent full-time police officer. Officer Kahn started the Randolph Police Academy September 9, 2019 and is scheduled to graduate from the academy on February 14, 2020.

I want to strongly encourage members of the community to take an active role in crime prevention by partnering with the Police Department. Many times residents see suspicious activity but do not call the police and many times these activities turn out to be crimes in progress. By reporting suspicious activity, you can help deter and reduce crime and acts of vandalism, keeping your home, family and fellow citizens as safe as possible. So, remember, if you see or hear something that makes you feel uneasy or suspicious pick up the phone and call the police.

In closing, I offer my sincere thanks to Town Administrator Michael Boynton, the Board of Selectmen, all appointed and elected officials, department heads and committee members, as well as the citizens of Medway for their continued support of the Police Department. I would also offer my thanks to the men and women of the Medway Police Department for a job well done.

Respectfully Submitted,

Allen M. Tingley, Chief of Police

MEDWAY POLICE DEPARTMENT

2019

CHIEF OF POLICE

Allen M. Tingley

LIEUTENANTS

William H. Kingsbury

David J. McSweeney

SERGEANTS

Jeffrey W. Watson
John Meincke

Jason P. Brennan

Stephen Mitchell
Derek Harrington

DETECTIVES

Sergeant Matthew Reardon

Robert O'Neill

PATROL OFFICERS

Joseph R. MacDougall
Peter Fasolino
Anthony Nigro
Carl Sheppard
Meghan Casey

John N. Rojee
Ryan Ober
William White
Lauren Swarthout (PT Investigator)

Paul McLaughlin (SRO)
William Freitas
Thomas Godino
John Gasparrini
Ryan Kahn *Academy

ADMINISTRATIVE ASSISTANT

Erin Sullivan

POLICE & FIRE COMMUNICATIONS

Nicole Connors
Kevin Ober

Kerri Hurley
Benjamin Leazott

Nicholas Saletnick
William Tagliaferri

PERMANENT INTERMITTENT POLICE OFFICER

Thomas Hamano

SPECIAL POLICE OFFICERS

David J. Lambirth
Gerard Tracy
Kevin Brennan
Richard Simard
Cheryl Goodspeed

Frederick Paulette
James Boyan
William Boultenhouse
Benjamin Leazott
Michael Heavy
Daniel McGlynn

Richard Malo
Robert Rojee
Donald Grimes
Barbara Trufant
Andrew Mahan

SCHOOL TRAFFIC CROSSING GUARDS

Cheryl Goodspeed

Deborah Lavalle

Gale Wilcox

MATRONS

Cheryl Goodspeed

Gale Wilcox

Judi Lapan

VISION STATEMENT

The Medway Police Department will create a safe and comfortable community in which people can live, work and visit. We recognize employees are the department's most valuable resource and will strive to create a positive working atmosphere where dedication and participation are encouraged. We will serve the people of this community by striving for excellence in all we do.

To this end we will:

- Enhance the safety and livability of the community.
- Prevent crime through community involvement, education, proactive enforcement and technological advances.
- Effectively communicate with all members of the community.
- Strive for professionalism and integrity by maintaining high ethical standards.
- Be fiscally responsible.
- Promote interagency communications and cooperation.
- Recruit, train and develop quality personnel.

We are committed to accomplishing the above through adaptability, encouraging creativity and forward thinking, honesty, integrity and holding one another accountable. Lastly, we will never settle for mediocrity or second best.

MISSION STATEMENT:

The mission of the Medway Police Department is to protect and improve the quality of life for all who, live, work, or visit our community by delivering the highest quality of public safety and service.

The men and women of the Medway Police Department are dedicated to accomplishing their mission by:

- Maintaining peace and order through fair and impartial enforcement of laws and quality police service.
- Fostering an environment of cooperation and trust between the police department and the community.
- Valuing our employees as our most important resource.
- Conducting business efficiently and effectively.
- Challenging the future with a spirit of optimism and innovations, in the continuous pursuit of excellence.

The Medway Police Department, through professionalism and integrity, dedicate ourselves to this mission.

DESCRIPTION OF SERVICES

A. Prevention of crime

The police department is responsible for generating understanding about the nature and extent of crime and encouraging public support for crime prevention.

B. Deterrents of Crime

Crime can be deterred by proactive police procedures and active citizen involvement. The Police Department is responsible for deploying forces to deter crime and to inspire confidence in its ability to promote a peaceful and crime-free environment.

C. Apprehension of Offenders

Once a crime has been committed, it is the duty of the Police Department to initiate the criminal justice process.

1. Identify and apprehend the offender
2. Obtain necessary evidence
3. Assist in prosecuting the case
4. Use force that is reasonable and necessary to effectively bring an incident under control.

D. Recovery and return of property

The Police Department shall attempt to recover lost and or stolen property, to identify its owners and to ensure its prompt return.

E. Traffic Enforcement

The Police Department shall enforce traffic laws; investigate accidents, and direct safe movement of motor vehicles, bicyclists and pedestrians.

F. Public Service

The public relies upon the policies, assistance and advice of the Police Department in routine emergency situations. The Police Department shall respond for calls for service, aid or advise as necessary and or possible.

G. Use of Personnel

The Police Department shall develop personnel capable of providing the public with professional law enforcement.

H. Use of Resources

The Police Department shall develop objectives which make efficient and effective use of its resources and plan for future public safety needs of the community.

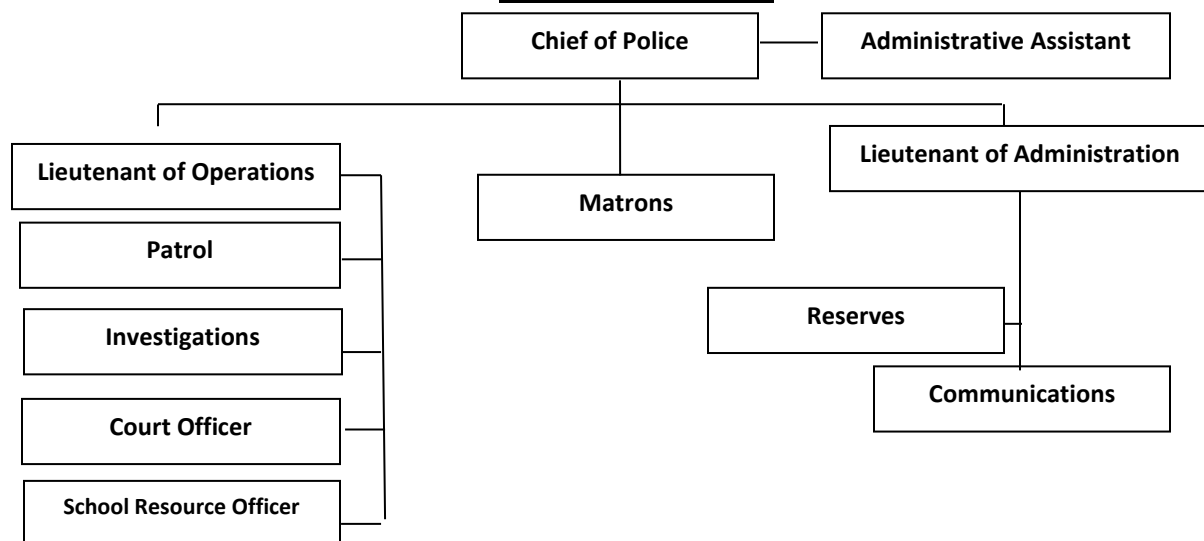
I. Interdepartmental Cooperation

The Police Department shall continue to seek cooperative working relationships with other town departments and outside agencies.

Introduction

The Medway Police Department was established during the 1930s. Our first Chief of Police was Leo J. Cassidy who served from 1932-1959. The police department has grown from a handful of officers during the 1950s to a modern department of 23 sworn officers. Medway graduated one officer from the police academy during the past year who is now working full-time for Medway. The department was reorganized this past year and now consists of a patrol division of 5 sergeants and 11 patrol officers. Our investigations division consists of a detective sergeant, one full-time detective and one patrol investigator. Medway also maintains a full-time school resource officer and a full-time court prosecutor. Most of our officers also perform specialty tasks within their assigned duties. Medway has one student officer enrolled in the Randolph Police Academy who is scheduled to graduate in February of 2020 after which he will go through our Field Training Program.

Organizational Chart



Policy & Procedure

The Medway Police Department maintains a policy manual broken down into the following categories:

- Police Role & Authority
- Organization & Management
- Benefits & Discipline
- Personnel Administration

Operations
Support Services
Traffic Operations
Prisoner & Court
Records & Communications

Policies are reviewed annually and when appropriate amended. Most MPD policies are public records. Policies related to tactics and critical incident response are not. Officers receive annual training on critical policies as mandated by the state and/or the department. Such policies include Use of Force, High Speed Pursuit, Response to Calls, and Domestic Violence.

Crime Statistics: Part 1 Offenses

The FBI designates certain serious crimes as Part 1 Offenses for tracking purposes which are broken into violent and property crimes. The Medway Police Department submits monthly crimes reports to the FBI through NIBRS (National Incident Based Reporting system). Massachusetts has mandated that all police departments replace the UCR (Uniform Crime Reports) system with NIBRS by next year. Medway PD began reporting through NIBRS in the late 1990s. Not all crimes are reported through NIBRS. Part 1 Offenses include:

Murder
Rape/Sexual Assault
Robbery
Aggravated Assault
Burglary
Larceny-Theft
Motor Vehicle Theft

Murder

Medway did not have any reported murders during 2019.

Rape/Sexual Assault

Medway investigated 13 reported rapes, sexual assaults and child sexual assaults during 2019. This is three less than were investigated in 2018 a decrease of 15%.

Robbery

Medway did not have any reported robberies during 2019.

Aggravated Assault

An aggravated assault is an assault and battery which causes serious injury or was committed with a weapon of some type. There were five aggravated assaults reported to the Medway Police Department during 2019 an increase of 66% from 2018.

Burglary

There were four reported completed housebreaks during 2019 an increase of 100%.

Larceny-Theft

There were forty-one reported larcenies during 2019 a decrease of 32%.

Arson

There were no reported arsons during 2019. There were also none during 2018.

Motor Vehicle Theft

There was one reported Motor Vehicle Theft during 2019 a decrease of 400%.

Arrests

Medway officers made 86 arrests during 2019 a decrease of 14%. The primary offenses are listed below.

94C Narcotics Violations	4
209A Restraining Order Violations	2
Assault & Battery by Means of a Dangerous Weapon	4
Assault by Means of a Dangerous Weapon	1
A&B on a Police Officer	1
Breaking & Entry Residences	1
Breaking & Entry Motor Vehicle	1
Domestic Assault & Batteries	15
Domestic Strangulation	1
Fraudulent RMV Documents	1
Larceny of MV	1
Open & Gross	1
Operate after Suspension/Revocation	13
Operate without a License	5
Operate under the Influence	15
Open Warrants	20

Criminal Complaints

Medway officers filed 107 applications for criminal complaints during 2019 a 7.7% decrease. The primary offenses are listed below:

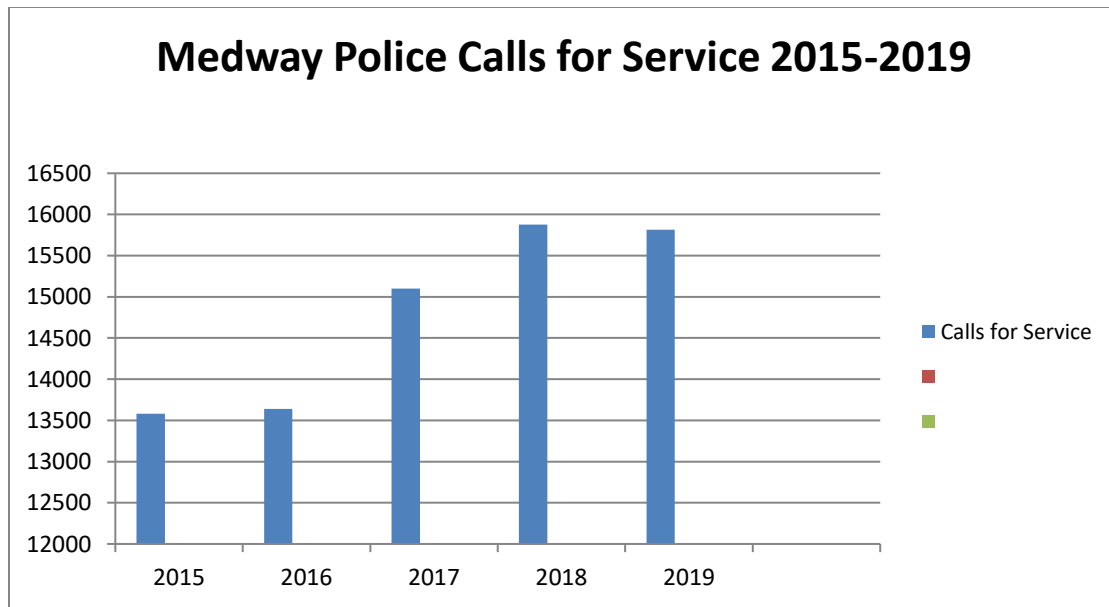
94C Narcotics Violation	1
209A Violation	3

ACO Complaint	2
Allowing Improper Operation	2
Assault & Battery	2
Breaking and Entry of Motor Vehicle	1
Breaking & Entry of Residence	1
Custodial Kidnapping	1
Criminal Harassment	1
Destruction of Property	2
Domestic Assault & Battery	8
Fraudulent Registry Document	1
Interfering w/Boundary Markers	1
Larceny	7
Leaving the Scene Property Accident	3
MV Homicide	1
Negligent Operation of MV	4
Operate After Suspension/Revocation	20
Operating Under the Influence	3
Operate Unregistered/Uninsured	17
Operate without a License	22
Shoplifting	2
Witness Intimidation	2

*Two individuals were charged with Breaking & Entry to Residences via direct indictment.

Calls for Service

A call for service can be generated a number of different ways. Calls can come in via 911, business phone, walk-ins, the Medway Police Department tip email address, the Medway Police Department Facebook page, on view in which an officer on patrol is alerted by a citizen requesting assistance or making a report, via radio from our partner first responders, and through officer's self-initiated actions. 15814 calls for services were logged in the Medway Police Department's records management system during 2019.



Report of The Medway Fire Department

The Medway Fire Department is proud to report that we reached another milestone. In 2019 the department responded to over 2,000 emergency calls for service, 2,055 to be exact. Of those, 1,331 were ambulance calls, 39 involved fire, most of which were cooking fires, 147 involved hazardous materials, mostly carbon monoxide incidents, and the rest were other types of emergencies such as downed electrical wires, etc. Of the 1,331 medical calls, 995 were transported to area hospitals, and 703 of those were provided Advanced Life Support. The Department also handled 833 Fire Prevention calls such as inspections and fire prevention education last year.

Once again thanks to the generosity of the Town we added a new command vehicle which is equipped to light up an emergency scene and are awaiting delivery of a new brush truck. We also received a grant from the Commonwealth to equip our second ambulance with a power stretcher which is much safer for our patients and EMT's, and for new Automated External Defibrillators. The Department also received a grant to install a fire sprinkler system in the Headquarters fire station.

We worked and continue to work collaboratively with the Massachusetts Fire Academy on regional training. We trained together with the Medway Police Department for hostile events response once again. This training included many of our mutual aid partners. We continue to work with the Police Department to refine plans for our hostile events responses. Fire prevention activities increased as well. We still conduct more inspections and reviewing more plans for proposed developments, we are providing fire education in the schools and for our

experienced population at the Medway Senior Center. This is made possible by a SAFE grant from the Department of Fire Services. We continue to implement free smoke detector installation in existing homes. The department received a cache of battery-operated smoke and carbon monoxide detectors courtesy of a program sponsored by Kidde, ABC, and The Home Depot. We are working to provide joint live fire training with our mutual aid partners.

None of this would have been possible without the support of the residents and business owners in the Town of Medway, thank you! I would also like to thank The Medway Board of Selectmen, Finance Committee, Capital Improvement Committee, Town Administrator Michael Boynton and the Town Manager's office, Finance Director Carol Pratt and the accounting office, Joanne Russo and the treasurer's office, Katherine Bird, Director of Communications Sandra Johnston, Commissioner Mee and the building department, Mary Jane White and the town clerk's office, Rich Boucher and the IT department, Barbara St. Andrade and the Community and Economic Development office, Donna Greenwood and the assessor's office, Courtney Riley and the Council on Aging, Dave D'Amico and the Department of Public Services, Dr. Armand Pires and the school department, and Chief Allen Tingley and the Medway Police Department for their continued support. Without it we could not have accomplished what we did this year.

I would like to take this time to acknowledge the passing of retired Medway Firefighters James Oliver, John McGowen, and Raymond Kelley and remember all those who have served and passed on, you will never be forgotten. We would also like to acknowledge the passing of our dear friend Colonel Michael Matondi. His wisdom and support will be missed. Lastly, as always, I would like to take this time to thank the dedicated men and women of the Medway Fire Department. Each year I grow prouder of the accomplishments we achieve together. We continue to strive for perfection and provide the best Fire and Emergency Medical Services possible. Without them the Department could not be as good as it is. Thank you.

Respectfully submitted,

Chief Jeffrey P. Lynch

Report of the Department of Public Works

Vision Statement:

Be a source of pride for our community by embracing our obligation to the Town of Medway's infrastructure and environment.

Mission Statement:

The Department of Public Works is responsible to the residents, businesses, and visitors of Medway for the maintenance management of a public infrastructure that has been constructed over the course of the Town's history. This significant infrastructure consists of more than 100 miles of residential and urban roadway containing bridges, sidewalks, curbs, traffic signals, street lighting, guardrail fencing, surface and sub-surface storm water systems, sanitary wastewater systems, public water supply systems, and public shade trees. This infrastructure along with municipal buildings, parks, vehicles, and solid waste management is the backbone of the community and contains many of the resources that all together, can well define the overall quality of life in the community.

Essentially, the Department is structured into six management programs that cover each of the major areas of accountability within the organization. Medway's DPW is a modern operation that now functions with limited staffing and budget. The Department also must function under very rigid regulatory oversight by local, state and federal agencies given privacy over the operation of right-of-way, water, wastewater and stormwater systems, as well as, codes associated with buildings, workplace safety and equipment operation. The Department strives to integrate technology into the operation to maximize the efficient use of these very limited resources while, at the same time, providing ever higher levels of service and customer satisfaction.

Department Description:

The Department is organized into a program management structure that places a greater emphasis on accountability and planning. Each program is headed by a professional manager who is responsible to the Director of Public Works for the planning and execution of their program's goals and objectives. An organizational structure has been developed that will provide the Town with an elevated level of customer service within a Department that promotes an effective, accountable, safe and professional workplace.

The six program areas are: Administration & Finance, Engineering & Facilities, Environmental Services, Highway, Fleet Maintenance, and Water & Sewer. The six areas are detailed below with significant accomplishments in 2019.

Administration & Finance:

The primary function of the staff within this division is to provide first customer contact, administrative and financial support to the numerous and varying Department programs, as well as, interact and actively participate in overlying Town goals and objectives. Each operational function of the Department's activities has an extensive administrative component which must be completed in a concise and controlled manner

to ensure deadlines are met and that program milestones are achieved. Many of the Department's initiatives have associated financial and regulatory reporting requirements. This Division produces or supports these activities ensuring proper management. The positions included within the Administration and Finance Division are:

- Director
- Deputy Director
- Compliance Coordinator
- Program Administrator
- Administrative Assistants

This professional staff will be engaged in numerous administrative functions that provide for the organized, timely performance of activities such as:

- Customer Service
- Communications
- Information Technology
- Budget Preparation and Maintenance
- Enterprise Accounting
- Personnel / Labor Activities
- AP and AR Functions
- Procurement (MCPPO)
- Electronic Personnel Time and Attendance Reporting
- Permit Management
- Utility Billing
- Water & Wastewater Administration
- Solid Waste & Recycling Administration
- Energy Management
- Departmental Support Needs (Insurance, Training)
- Grant Administration (Chapter 90, TIP, MAPC, MADEP, Green Community, MVP, etc.)
- Emergency Management
- Legal Counsel

The following are substantial initiatives and projects performed during 2019 within the Administration & Finance Division:

- FY20 Rate Study
- Rain Barrel Program
- Public Outreach for Water Conservation, Energy, and Solid Waste/Recycle Programs
- Curbside Chronicle Flyer Design
- Lifeline Program Renewals

- Toilet and Washer Rebate Program
- Central Norfolk Regional Planning Committee
- Private Trash Program Renewals
- FY20 Demand & Lien Process
- Permitting and Licensing
- Call Log/Work Order System Form Advancements & Training
- Solid Waste/Recycling Tonnage Reports
- Novatime – Payroll & Time Tracking Upgrades
- DPW Facility Construction & Operations Support
- Park Projects Improvements Planning with EPFRAC Committee
- Worked on Exelon Site Improvements
- Water Accountability Evaluation
- Regional Emergency Management Tabletop Exercise
- Route 109 Construction Management
- Better defined and clarified roles of administrative staff to improve efficiency and improve customer support.
- Increased monitoring of water customer accounts to provide advanced notice of service leaks and of outdoor watering violations.
- Worked with internal and external focus groups to launch a series of initiatives in water, wastewater, and stormwater to provide better overall water resource management.
- Increased focus on the Town's web site and social media to provide more timely information.



Engineering & Facilities:

As a result of the Town making an active commitment toward upgrading and expanding its public infrastructure, numerous simultaneous projects are managed presently and further anticipated in the foreseeable future. The value of these projects is significant and is regularly measured in millions of dollars. The proper management of capital initiatives requires staffing resources that are charged with phased project oversight ranging from planning to beneficial use or a “cradle to grave” management approach. Dedicated staff manage these important projects to successful completion. Another significant component to this unit is the management of building and grounds maintenance for the Town’s eleven (11) public facilities. Work performed within this function area ranges from minor repairs to extensive reconstruction and rehabilitation of building structures. The positions included in the Engineering and Facilities Division are:

- Project Manager
- Trades Technician
- Assistant Trades Technician (2)

The following are the planned functions of staff within the Engineering & Facilities Division:

- Capital Projects Planning
- Administration
- Design & Construction Management
- Planning Department Development Projects
- System Impact Plan Review
- Grant Oversight
- Construction Management
- Facilities Maintenance
- Contract Development and Procurement
- Consultant Management

The following are substantial initiatives and projects performed during 2019 within the Engineering and Facilities Division:

- Elevator test and inspection- State requirement
- Boiler & Air Compressor inspection - State requirement
- Generator Testing - All buildings and well locations
- Fire Station 1- Replaced Station Generator
- Police Department - Replaced Police Station HVAC Equipment and Boilers
- Library – Replaced rooftop unit

- MIIA Insurance Inspections
- Equipment Auction
- 158 Main Street – Built new front steps & ramp
- Thayer Homestead – Painted outside & installed new shutters
- Senior Center – Installed new roof, painted inside & outside
- Library – New kitchen in study room, new sewer line out back
- Police – Painted inside, epoxy coating for garage floor, repaired brick walkway
- Oakland Park – renovate basketball court, repair and paint fence
- Choate Park – New roof and siding for the building, painted the exterior and installed a new flag pole
- Walker Street Bridge repairs



Parks (formerly Environmental Services):

In 2019, the Environmental Services Division was renamed the Parks Division in DPW. The Parks Division continues to include the management of solid waste collection and disposal, resource recycling and reuse, the managed care and maintenance of the Town's parks and fields, as well as, grounds care and maintenance of all municipal buildings including schools. The Department maintains reliance on the Board of Health for assistance with regulatory policy setting and enforcement. Included within the Parks Division is the managed care of the Town's fifty-five (55) acres of passive and active recreational areas under the jurisdiction of the Board of Park & Recreation Commissioners. Also held within this unit is the oversight of the Town's street and shade tree program managed by the Department's statutory Tree Warden designee. The positions included within the Parks Division are:

- Operations Manager / Tree Warden
- Assistant Operations Manager
- Supervisor
- Heavy Equipment Operator (3)
- Part Time and Seasonal Staff

The following are the planned functions of staff within the Parks Division:

- Solid Waste Management
- Contract Management
- PAYT Bag Coordination
- Curbside Collection
- Hazardous Waste Disposal
- Landfill Management
- Recycling Program
- Federal & State Guidelines
- Recycling Center
- Public Outreach & Education
- Single Stream Cart Recycling
- Parks Programs
- Tree Warden (Street Trees) Maintenance
- Field Care and Maintenance
- Sidewalk Snow Removal
- Improvement Projects
- Municipal Buildings/Schools Perimeter Grounds Maintenance

Parks staff operate and maintain Town properties including:

Choate Park	Cassidy Complex	Oakland Park
Winthrop St. Park	Idylbrook Park	Senior Center grounds
North Street Playground	Garnsey Dog Park (Village St.)	Leigh Memorial
Matondi Memorial Square grounds	Sanford Conservation Area	Medway Library
High School Fields & Grounds	McGovern School Field & Grounds	Burke/Memorial School
Fields & Grounds		
Middle School Fields & Grounds	Water Division Grounds	Police Dept. Grounds
Fire Stations 1 & 2 Grounds Network	Thayer House	Open Space Trail
Police/Fire Memorial	Town Hall	Town Gateway Signs
Sibley Park	Recycling Center	Evergreen Cemetery
Historical Area		
Village Street Canoe Launch	Cutler Street Affordable Housing	Village Picnic Area
Jacob Ide House	Grand Army of the Republic War Memorial Park (Village St.)	
VFW Building and Field		

The following are substantial initiatives and projects performed during 2019 within the Parks Division:

- Perimeter clean-up at all parks and fields
- Assisted with two Eagle Scout projects (Middle School Batting cage & Bench installation at the Senior Center)
- Rain Barrel Program
- Installed water bars on Choate trail
- Assisted Youth Softball with Center St. Dugouts
- Assisted with New Playground installations at McGovern & Burke Memorial Schools
- Installed walking path at Oakland Park
- Compost Pile Screening
- Replace Dogwoods at Police/Fire Memorial
- Planted a Cherry tree at Town Hall
- Oakland basketball surface remove/replace
- Provide support to Medway Pride Day, Family Day, Pumpkin Walk, and Christmas Parade
- Sr Center Outdoor Holiday decorating
- Developing Tree Planting Program
- Coordinate Household Hazardous Waste Day
- Clean Sweep Support
- Added new equipment to provide more professional levels of care and speed
- Maintenance of School Perimeter Grounds including Synthetic Field Complex
- Expanded oversight of Open Spaces, Trails, Passive Recreation Areas
- Town Wide Sidewalk Snow Clearing
- Snow Clearing at Synthetic Turf Fields for added Spring Revenue



Highway:

This Division is responsible for the operation and maintenance of all public ways encompassing approximately one hundred (100) miles of roadway, consisting of approximately 280 lane miles. Maintenance of this transportation network includes all portions of Town right-of-way including roadways, sidewalks, stormwater drainage systems, street lighting, signage and traffic control devices. Daily work is scheduled and assigned based upon a balance between planned projects and customer service response. A majority of the Department's heavy equipment is operated and dispatched from within this unit. As such, its activities are broad in scope and diverse in function. This division is responsible for the management of winter storm operations including the hiring of supplemental contract equipment services in accordance with the Town's snow and ice policy and budget. The positions included in the Highway Division are:

- Superintendent
- Assistant Superintendent
- Right-of-Way Maintenance Technician
- Heavy Equipment Operator (6)

The following are planned functions of the Highway Division:

- Roadway and Sidewalk Operation, Maintenance and Improvements
- Stormwater System Operation, Maintenance and Improvements
- Winter Storm Operations
- Street Sweeping and Roadside Clean-Up

- Pothole Repair
- Traffic Signals, Signs, Street Line/Crosswalk Painting, and Street Lighting

The following are substantial initiatives and projects performed during 2019 within the Highway Program:

- Mill and overlay the following roads: Upper Lovering, Upper Winthrop, Partridge, Wards, Lower Fisher, Stallbrook, Paddock, Stoney Ridge, Hawthorne, Blue Ribbon, Ledgewood, Rockwood, and Overlay Upper Holliston Street from Woodland to Holliston Town Line, per 6 Year Road Plan - Yr 2
- New Concrete Sidewalk "GAR Veteran Park
- Crack sealed Granite, Fales, Greenvalley, Wellington Street Culvert
- Installed drainage improvements at 16 Norfolk, 47 Coffee, 16 Cassidy, Wildwood, 76 Holliston, 5 Rockwood, 3 Wards, Winter Street retention pond
- Assisted Building Maintenance with removal of old Generator from Station 1
- 3 Lost Hill Rd. – New 80' guardrail installed
- Constructed new paved recess area at rear of Middle School
- Updated GIS mapping and inspections of all stormwater outfalls and associated structures
- Updated 6- year road plan - Year 3
- Catch Basin cleaning town wide
- Infrared castings & roadway repairs – 71 total
- Catch Basin and Manhole repairs - 28 total
- Trench and roadway repairs - 42 total
- Area spot repairs on various roads - 36 total segments
- Roadway Signs repaired / replaced - 53 total
- Potholes patched - 1,214 total
- Crosswalk / Stop line painting town wide
- Roadside mowing and brush removal town wide
- Roadway sweeping town wide

Fleet Maintenance:

Activities within the Fleet Maintenance group include service to those units assigned to the Police, Fire, Ambulance, Council on Aging and Department of Public Services. It is understood that these divisions engage in continual operations and service to the Town twenty-four hours a day. As such, it is imperative that the core equipment utilized by these divisions remain operating at all times. Work is performed in accordance with local, state and federal standards associated with emissions, fuel criteria, safety and operational protocols. Staff hold credentials allowing them to work on a full line of vehicles and equipment ranging from small engine repair, light duty equipment, medium rated vehicles to a full array of heavy equipment consisting of complex mechanical, hydraulic and electrical components. Preventive and regular maintenance is scheduled while emergency/reactive service is prioritized based upon

the risk and consequence of equipment failure. Each approach is tracked and monitored utilizing a computerized workorder management system. The positions included in the Fleet Maintenance Division are:

- Principal Fleet Technician
- Fleet Technician

The Fleet Technician position was filled with a new hire in 2019. New staff continues the practice of having well qualified and credentialed employees filling these critical roles.

The following are planned functions of the Fleet Maintenance Division:

Fleet Maintenance & Small Engine repair

Personnel Supervision

Planning / Scheduling

Certifications

Full Range of Skill Sets

Departments – Equipment Served:

Town Administration - 13 vehicles

Public Services - 167 pieces, vehicles and other equipment

Police - 29 pieces, vehicles and other equipment

Fire - 25 pieces, vehicles and other equipment

Council on Aging - 3 vehicles

Schools – 7 pieces, vehicles and other equipment

In addition, Fleet Maintenance provides repair services for 11 emergency generators at various Town facilities, both permanent and transportable, and numerous gas and air powered tools.

New in 2019, the Town now has added two electric vehicles in the Administration area. Charging stations have been installed at Town Hall and at the Library. Charging stations are available for public use.

The following are substantial initiatives and projects performed during 2018 within the Fleet Maintenance Program:

Over the past year, 474 work order entries were logged. Some samples of our entries are; scheduled services, road calls, heating & cooling system repairs, changing tires, brake jobs, steering and suspension, welding and fabrication.

Vehicles and Equipment placed into service

- Fire Dept. - Chevy Tahoe
- Town Administration - Two Nissan Leafs

- DPW - Three Ford F350s, Ford Ranger, International Heavy Dump, Bobcat S70, Bandit Chipper
- Police Dept. - Chevy Tahoe, Chevy Equinox
- Thayer House - Club Car
- Assorted plows, sanders, and landscaping attachments

Vehicles & Equipment Decommissioned and prepared for sale or trade

- DPW - 2008 Mercury Sable, 2007 Ford Taurus, 2003 Ford Ranger, 1997 International Heavy Dump
- School - 2004 Ford F250, 2004 Toolcat UTV
- Assorted plows were also sold.

Major work

- Inspect and repair all municipal emergency generators.
- Supplied temporary power for Town events.
- Revised graphics on DPW vehicles
- State Inspection of 91 vehicles and equipment
- Perform 28 snow contractor inspections
- Coordinated with architect on layout and equipment for new DPW Facility.



Water and Sewer:

The Water and Sewer Division is charged with the operation and maintenance of the Town's water supply, water treatment, water distribution and wastewater collection

systems. This entails oversight of the system's pumping and treatment facilities located at four (4) drinking-water well sites. Being a groundwater system, the Town treats its raw water with the addition of sodium fluoride for dental health, lime for corrosion control and sodium hypochlorite for disinfection. All of these treatment processes require daily manual monitoring by certified staff as well as with the Department's Supervisory Control and Data Acquisition (SCADA) system. Drinking water is pumped to two (2) water storage tanks having a combined capacity of 2.8 million gallons.

The wastewater system is comprised of approximately forty-four miles of gravity sewer that discharges into the treatment facility operated by the Charles River Pollution Control District. Through its recent sewer extension project, the Department now operates and maintains a sewer pump station located in the Trotter Drive Industrial Park area.

The geographic disbursement of these complex and dated systems throughout the Town's eleven square miles creates a particular challenge to the relatively small Water and Sewer Division. The general deferment of capital investment in these systems during recent decades is cause for an infrastructure which demands high levels of maintenance and attention. Fortunately, in recent years, Master Plans have been conducted which identify infrastructure needs based on the risk and consequence of failure. Through the use of advanced technology and thoughtful prepared scheduling of human and equipment resources, the Water and Sewer Division is able to meet the needs and demands of its diverse systems while providing residences and businesses with the highest level of customer service possible. The positions included in the Water and Sewer Division are:

- Superintendent
- Assistant Superintendent
- System Operator (6)

The following are the planned functions of staff within the Water and Sewer Division:

Wastewater Collection

- Pump Station Operation & Maintenance
- Sewer Repairs & Inspections
- Inflow & Infiltration Surveys
- Charles River Pollution Control District Reporting

Water Supply and Distribution

- Treatment
- Disinfection
- Corrosion Control
- Fluoride
- Sampling and Lab Analysis
- MASSDEP Reporting
- Regulations

- Disinfection Byproduct Rule
- Groundwater Rule
- Lead & Copper / Total Coliform Rules
- Consumer Confidence Report
- Annual Statistical Report
- Meter Reading and Repair
- SCADA
- Leak Detection Surveys
- Main Line and Service Pipe Repair
- Customer Service
- Valve Exercising
- Hydrant Flushing
- Hydrant Maintenance & Inspection
- Curb Box Location & Inspections
- Hydrant Painting Program
- Annual Maintenance of 4 Wells

The following are substantial initiatives and projects performed during 2019 within the Water & Sewer Division:

Water Treatment:

- Mass DEP Sampling – 500 + samples
- Daily Water Sampling, Testing & Maintenance
- Over 60 After hours Emergency Calls
- Disinfection – 3,500 Gallons
- Corrosion Control – 2,000 Gallons
- Fluoride – 1,500 lbs.
- SCADA –Software Upgrades
- SCADA Related Alarms
- 285 Million Gallons of Water Pumped & Treated

Water Distribution:

- Manage Water Main Transmission Main on Village Street
- Cross Connection Control Program Inspections – 243
- Storage Tank Inspections – 2 Monthly
- Zone I & Zone II Inspections – 2 Biannual
- Production Meter Test and Calibration
- Service Line Repairs, Connections & Inspections – 100+
- Customer Service Calls - 400+
- Water Quality Calls - 11
- Meter Calls – 161

- Replaced- 4 Hydrants
- 10 Water Main Valves Replaced
- 907 Dig-Safe Inspections
- Water Ban Calls
- Motor Vehicle Accident Related Calls
- Updating Mapping of System
- Salmon Health Water Main Installation

Wastewater Collection System:

- Connection Inspections – 10+
- Lift Station Inspections – 75+
- 50 Sewer Manhole Risers and Covers Replaced
- Inflow & Infiltration Repairs – Contract Management
- NPDES – EPA Permit Appeal
- Annual Sub-System Inspections
- Sewer Line Jetting & Vacuuming
- Sewer Connection at Library
- Sewer System inspections at Salmon Health



2019 ACCOMPLISHMENTS & INITIATIVES

- Perform Annual Roadway and Sidewalk Improvement Plan - Completed Yr 2

- Continued Illicit Discharge and Detection Program as outlined in MS4 Permit including preparation of GIS maps of stormwater system.
- Completed all major construction tasks on Route 109 Reconstruction Project. Punch list items remain
- Begin construction for DPW Facility Project
- Installed walking path at Oakland Park
- Removed existing basketball surface and installed a new surface at Oakland Park
- Walker Street Bridge Repairs
- Wellington Street culvert repairs
- Assisted School Department with New Playground installations at McGovern & Burke Memorial Schools
- Completed exterior painting of Sr Center and Thayer House
- Upgrading water meters serving larger customers for better accuracy
- Constructed Populatic satellite well and Village well supply line design for improved water integrity.
- Identified long term sewer capacity issue and developing action plan.
- Install open space kiosks in multiple areas and assisted on new Adams Street Hoag Boardwalk
- Installed New emergency generator at Fire Station 1
- Replaced Library HVAC Roof Unit.
- Replaced Choate Park Building Roof
- Replaced Senior Center Roof & damaged siding
- Installed a new boardwalk for the trail system in town

2020 GOALS & INITIATIVES

- Complete Main Street Improvements at Bellingham Town Line
- Perform Enhanced Roadway and Sidewalk Improvement Plan - Yr 3
- Complete Route 109 Reconstruction Project
- Advance Stormwater Program as mandated in MS4 Permit
- West St. Culvert repair construction
- Brentwood Water Main construction
- Design new Drinking Water Treatment Facility
- Complete Construction of New DPW Facility
- Sewer Improvement Program – I/I Removal Southeast Area of Town
- Perform Annual Directional Flushing Program
- Leak Detection Survey & Increase Water Meter Accuracy
- Work with Planning & Economic Dev. Committee for Revised Low Impact Development Regulations
- Expand GIS Mapping for Roads and Stormwater System
- Improve Inspection Data Collection Using GIS
- Advance Water Integrity Planning & Implementation

- Roll out New Workorder System and Associated Forms and Processes
- Roll out New Utility Customer Portal
- Continue New Recycling Center Check-In Software

Respectfully Submitted,



David D'Amico | Director
Department of Public Services

Report of The Affordable Housing Committee and Affordable Housing Trust

2019 has been a remarkable year of achievement for Medway's affordable housing advocates, far surpassing the 5-year goals set by our town's 2016 Housing Production Plan. Building on the 2018 gains of the Glen Brook Way projects, the September 2019 addition of the 39 Main Street rental units to the Town's Subsidized Housing Inventory catapulted the Town's percentage of affordable housing to 12.3%, well above the state's mandated goal of 10%. This achievement will likely extend the Town's "safe harbor" status through 2030, protecting the Town's zoning bylaws from being overridden by unfriendly comprehensive permit applications.

Last fall, Medway was awarded a Housing Choice Community Grant of \$40,000 to fund engineering for a West Street sidewalk project. The attainment of our affordable housing goals bolsters Medway's ability to renew its status as a Housing Choice Community and qualify for further grant funding from the program.

Also, in 2019, the Trust began the formal process of divesting its property at 6 Cutler Street. Originally purchased for re-use as affordable units, the unsubsidized cost of development rendered such plans unaffordable. The request for proposals from interested parties to buy the parcel continues into 2020.

Ongoing concerns about the enforcement of deed restrictions which protect the ongoing affordability of existing units were brought to the attention of state legislators and subsidizing agencies. In a subsequent meeting at Representative Jeff Roy's office, potential remedies were identified and slated for review in early 2020.

Respectfully submitted by:

Robert Ferrari
Chair, Affordable Housing Committee

Report of Community Preservation Committee

Chapter 267 of the Legislative Acts of 2000 created a new statute, Chapter 44B of the General Laws, known as the Community Preservation Act. This local option statute authorizes a municipality which votes to accept it to impose a real estate tax surcharge to raise money for three purposes related to community preservation: open space/recreation, historic preservation and affordable housing. In addition, the statute provides for state government's payment of matching funds to participating municipalities. All funds must be held in a special local municipal account: The Community Preservation Fund and may only be expended by the municipality for one or more of the three purposes set out in the statute. The statute further requires that a participating municipality establish a local committee, the Community Preservation Committee, to study local preservation needs and to make recommendations for allocation and expenditures to the local legislative body. The Committee's authority is limited to making recommendations; only the local legislative body, in Medway's case: Town Meeting, may actually allocate and expend funds. However, in any given year, at least ten percent of new funds must be allocated and reserved, if not expended, for each of the three statutory purposes.

The Town of Medway was one of the first communities in Massachusetts to accept the Community Preservation Act; voters did so at a Special Town Meeting in April 2001, followed by a successful ballot question. Pursuant to the statute, the Town also adopted a local bylaw creating the Medway Community Preservation Committee; the Committee presently consists of nine members: representatives from six town boards: Planning and Economic Development, Conservation, Parks, Historical, Affordable Housing and Open Space, and three citizens at large.

CPC members continue to take seriously their role as stewards of Medway's Community Preservation Fund with the result that the total fund balance is currently approximately two and a half million dollars, after funding recent projects; a significant percentage of this amount represents matching state funds received annually since the CPA's local adoption. In making its recommendation to voters, the present CPC has tried to strike a balance between making expenditures for relatively small preservation projects and minor land acquisitions and saving the balance of funds for major projects and land acquisitions which may present themselves in the future. To this end, the CPC continues to work actively with the Open Space Committee to identify desirable parcels for acquisition.

The rehabilitation for productive reuse(s) of the historic Thayer property at 2B Oak Street in West Medway acquired by the Town with Community Preservation funds in 2004 has been an ongoing success. The project included rehabilitation of the existing house for an upstairs caretaker's apartment and downstairs small meeting space, and the construction of an addition to both support outdoor functions and activities (public bathrooms, kitchen facility) and serve as an indoor function and community meeting space. Since the project's completion, the property has been in continuous use by Town boards, organizations, and private groups.

Three years ago, the opportunity arose for the Town to acquire an historic property which also provides other public benefits. Voters at the 2017 Fall Special Town Meeting voted to authorize the Board of Selectmen to purchase, with Community Preservation funding, the Rev. Jacob Ide House located on the northerly side of Main Street, just west of its intersection with Winthrop Street; in 2018, the Town closed on the purchase. Rev. Ide, who lived in the 1800's, was the long-time pastor of the Community Church and an ardent abolitionist. His well-preserved, Federal-style home is a highly visible element of the West Medway village and in close proximity to Choate Park and the Thayer Homestead; it also abuts Little League baseball fields. The house itself presents many opportunities for public use, including a potential future home for the Medway Historical Society and their many artifacts. As this report goes to press, the Town is in the process of obtaining a structural analysis and report to assist in evaluating reuse options.

Both productive reuse of the property and rehabilitation of the residence at 50 Winthrop Street continues. The Medway Community Farm completed another successful growing season and has expanded its operations to include Town land on Adams Street purchased with CPA funds.

During this past year, the Town continued to take advantage of the 2012 legislative amendment of the Community Preservation Act, which permits the expenditure from Community Preservation Fund to construct recreational facilities on existing Town-owned land. The improvement of existing public recreation facilities at Choate Park/Cassidy Fields, Middle School (tennis courts), and Oakland Street Park was completed in late 2018 and all three facilities have experienced increased use. Building on the success of this project, CPC recommended use of CPA funds to reconstruct playgrounds at two schools: Burke and McGovern. CPC based its decision upon the facts that each school is located in a residential area a significant distance from the Town's several playgrounds and that the new school playgrounds would be available for neighborhood use.

As noted in a prior year's report, another long-time passive recreation project using Community Preservation funding has recently been completed. In December 2017, a new pedestrian trail located off Adams and Winthrop Streets was completed and dedicated. The trail includes a boardwalk over wetlands which has been named for long-time Medway resident, David Hoag who, in addition to being a noted scientist who worked on NASA space programs, was, with his wife Grace, an ardent and vocal conservationist: the Hoag's placed a permanent conservation restriction on their Winthrop Street property and Dave compiled an inventory of Medway undeveloped land which the Open Space Committee continues to rely upon. Voters at 2018 Fall Special Town Meeting authorized The Community Preservation Funding to extend the trail; this extension is expected to include observation platforms to permit viewing of the extensive wetlands area.

Late in 2019, the opportunity arose for the Town to acquire a portion of the former Wilson dairy farm on Lovering Street. CPC recommended that the Town acquire the property for

open space and passive recreation to preserve this vestige of one of Medway's longest working farms, as well as the character of Lovering Street. Voters at the Fall Town meeting approved the purchase using CPA funds.

As noted at the outset, the third purpose for which CPA funds may be used is affordable housing. The Board of Selectmen and Medway Affordable Housing Trust Fund have been working with a non-profit affordable housing developer to develop an affordable multi-family rental project on vacant land on West Street; the CPC initially voted to recommend to voters at Annual Town Meeting to use CPA funds for this project; at last year's ATM, CPC voted to recommend the use of additional CPC funds to permit an expansion of the project and voters approved the recommendation.

There continues to be discussion, from time to time, of reducing the current three percent CPA real estate tax surcharge. The CPA continues to strongly oppose this proposal for three reasons. First, until adoption of the CPA, Medway had done little to protect undeveloped land or historic properties due to a perceived lack of funds; by adopting the CPA at the maximum surcharge percentage, the Town has been able to accumulate, on a continuing basis, significant funds for this purpose. Second, only those communities which have adopted the maximum three percent are entitled to receive the maximum amount of state matching funds: beginning with FY 2009, the state has collected insufficient funds to provide 100% matching payments to all CPA communities. Because Medway was one of the communities to have adopted the maximum three percent, it has annually received additional distributions of state funds which have significantly increased the state match above the base distribution amount. Thirdly, since the three percent is merely a surcharge on individual tax bills rather than on the tax rate, the individual assessment is small: in many cases, little more than one hundred dollars. As an example, on a property currently assessed at three hundred fifty thousand dollars, the annual CPA assessment is only \$131.25. ($\$350,000$ less $\$100,000$ CPA exemption = $250 \times \$17.50$ per $\$1,000$, FY 2020 municipal tax rate = $\$4,375.00$ (net tax subject to surcharge) times $.03$ (CPA surcharge) = $\$131.25$). This amount is paid in four equal quarterly installments and amounts to less than \$11 per month. This small individual assessment has already permitted the Town to make some significant property acquisitions and ensures that the Town will be able to continue to do.

The Community Preservation Coalition, the CPC advocacy group to which Medway CPC belongs, multi-year effort for state legislation to increase Community Preservation Fund revenues available to municipalities which have adopted the CPA finally bore fruit during the past legislative session. The General Court significantly increased the fees assessed for recording documents at the Registry of Deeds which is the principal source of State CPA

funding; this increase should be reflected in State funding matches beginning next fall. In the interim, the Legislature made an additional twenty million dollars available for last year's CPA funding which resulted in Medway's receipt of an additional \$115,000, bringing last year's State match to almost \$300,000.

We urge the residents of Medway to continue to support the Community Preservation Act as currently adopted.

Respectfully submitted,

Mark G. Cerel, Chairman

REPORT OF THE CONSERVATION COMMISSION

VISION STATEMENT:

The Conservation Commission seeks to preserve the quality and quantity of open space and wetland ecosystems through the acquisition of open space and preservation of wetlands in accordance with federal, state, and local laws.

MISSION STATEMENT:

The mission of the Conservation Commission is to protect the all resource areas in the Town of Medway as prescribed by state and local laws.

DESCRIPTION:

The Medway Conservation Commission (the "**Commission**") is charged with protecting wetland resources located in the Town of Medway. Wetland resources play a critical role in preserving the Town's water quantity and quality, providing flood storage and storm-water management, pollution prevention, supporting habitat for diverse plants and animals and providing recreational open space. The Commission carries out its charge by regulating construction activity and other altering projects in or near wetland resources as prescribed under the Massachusetts Wetlands Protection Act and its Regulations and the Medway General Bylaw Article XXI with its Regulations.

The Commission also manages approximately 230 acres of public conservation land and three conservation restrictions.

The Commission is comprised of seven-volunteer members, each of whom is appointed by the Town's Board of Selectmen. The Commission's Agent is responsible for processing and reviewing all permit requests related to the State and town wetlands regulations and for

helping Town residents understand and comply with state and local requirements related to wetlands as well as fielding general inquiries about wetlands. The Agent also works on conservation land and open space management.

During 2019, the Commission:

- received and reviewed twenty-one Requests for Determinations (“RDAs”). (Each RDA asks the Commission to determine whether the construction, land maintenance or other activities described in it are within the jurisdiction of the Commission);
- issued Orders of Conditions (i.e., specific conditions that help protect wetland resources) for twenty proposed projects;
- issued two Orders of Resource Area Delineation
- initiated eight enforcement actions in connection with violations of state and local wetland laws;
- issued Certificates of Compliance for eighteen projects; and
- granted four amendment to previously approved projects this does not include minor amendments to plans granted without a hearing.

Beginning in January, the Conservation Agent and the Compliance Coordinator, Stephanie Carlisle applied for a grant and were awarded the mini grant of \$50,000 from MAPC - Metropolitan Area Planning Council for the construction of a rain garden at the Burke Memorial School in Medway. The grant was to address climate change and its impacts to our communities. The collaboration between Conservation Commission and Department of Public Works for the application of this grant allowed for the school to be retrofitted with the rain garden to address stormwater management issues at the fields outside the school. Burke Memorial was constructed in the 1960’s and at this time stormwater was not part of the state or local regulations so it went unaddressed. Over the years, this developed into a large flooding issue, this grant allows the town to work on addressing these issues. Under this grant the Agent and Compliance Coordinator hired an Engineer who designed the proposed rain garden under the proposal drafted by the Agent and Compliance Coordinator. The Design was placed out for Bid and a company was hired to install the rain garden based on the engineered design. The final rain garden was completed in October/November.

In March/April, the Conservation Agent paired with a number of other town staff, Susan Affleck Childs, Allison Potter, Peter Pelletier and Stephanie Carlisle and formed a Core Team. This Core Team applied for the Municipal Vulnerability Preparedness Plan Grant to become an MVP designed municipality. The Grant provided funds for the development of a Municipal Vulnerability Plan to address Climate Change. In May/June, the Town was awarded the \$15,000 grant to draft the plan by hiring a MVP provider who would work with the Core Team to develop a plan for Medway. The Core Team and MVP provider held a workshop for other Town stakeholders in October 2019 in order to get a wide range of opinion on what is need for protecting Medway during the changing climate. The Conservation Agent participated in all of the outreach workshops related to a grant. The plan addresses a number of items related to the

climate changes, such as wind, heavy rainfall, drought, extreme heat. The Plan was completed and the Town hopes to apply for a regional Action Grant in 2020 based on the plan developed.

The Commission accepted a Trail Easement within Millstone Retirement Community in 2018. However, the trail was developed and completed with proposed signage locations in late 2019. The signs are proposed to be installed in May 2020. This trail easement will allow the connection of the Medway Link Trail to the Conservation Restriction Parcel which was provided as a requirement of the ARCPUD for Millstone Retirement Community Development. Open Space Committee and Conservation Commission are working with the Condominium Association to place appropriate signage throughout this easement and naturally connect it to the Conservation Restriction.

The Commission worked with one Scout (Eagle Scout) this year to develop smaller connecting bridge along the Medway Link Trail System, this allows the public to travel from Adams Street Fields (High School Trails) to Millstone Retirement Community Development Conservation Restriction Parcel. In addition to the smaller foot bridge construction, the Conservation Agent worked with the Town to permit the last connecting Boardwalk over Bordering Vegetated Wetlands to complete the connection between Choate Park and the Millstone Trails. The last small footbridge will be constructed by Eagle Scouts in 2020 will be the last connecting piece for pedestrians to travel from Choate Park to the Millstone Community trails and Conservation Restriction along Lovering Street. The Town has almost completed the goal within the Open Space and Recreational Plan, to provide a connecting trail system to travel around Medway and to regional open space and trails. The goal is to complete this in 2020.

The Conservation Commission continues to work with a number of dedicated staff in revised and further developing the existing Stormwater Bylaw Article XXVI. In fact, a portion of the Bylaw was amended at Spring Town Meeting in May 2019 to assist in clarity and administration.

The Conservation Commission has been collaborating with the Building Department to develop its online permitting. This goal will be achieved in earl 2020.

The Commission continues, with minimal Town funding and dedicated volunteers, to work with Open Space Committee to maintain the trails, open space and fields of Conservation controlled properties. Specifically, a number of volunteers continue to work to eradicate the wild parsnips from the Adams Street Fields. This is not the only property were invasive species are being removed, the Amphitheatre is another location where there is ongoing invasive species monitoring and removal.

The Commission wishes to express its deep appreciation for the efforts of all volunteers who help with its work, especially the Open Space Committee.

The Agent and members attended pertinent classes and updated their Certificates for education to provide the high customer service to the town's residents and the public.

2020 PROPOSED GOALS & INITIATIVES

- Continue to implement the land maintenance based on the plans developed by the Conway School of Landscape Design and for the rest of the Town owned open space land.
- Embark on new projects with Conway School of Landscape Design for the establishment of baseline documentation of the town's lands
- Develop and execute a plan for maintenance of all stormwater structures in the Town of Medway
- Implement invasive plant management though out the town through the development of plans and collaboration with Open Space Committee and Department of Public Works
- Apply for a Municipal Vulnerability Action Plan Grant based on our developed plan from 2019
- Complete the Medway Link Trail system by constructing the last footbridge
- Continue to carry out the Conservation Commission Bylaw and the Wetlands and Rivers Protection Acts
- Develop Town Land Use Regulations and Policies

Respectfully submitted,

David Travalini, Chair

Report of the Capital Improvement Planning Committee (CIPC)

The Capital Improvement Planning Committee's (CIPC) role is to evaluate the Town's capital needs and to recommend to the Town Administrator, Board of Selectman (BOS) and Town Meeting members, the projects to be undertaken. The Committee meets with department managers annually to assess their 5-year capital plans. The Committee then evaluates the requests and determines available funding. Available funding can be in the form of free cash as certified by the state, grants, enterprise funds, or bonding. Once the level and form of funding is determined, the CIPC prepares a recommendation for the BOS.

The project requests are reviewed based on the following criteria: 1. Impact on safety of residents and employees 2. Projects required by law 3. Impact on greatest number of people 4. Projects with significant immediate need.

Projects are prioritized based on the above criteria. Recommended projects are brought before the BOS and Town Meeting when the above criteria are met, and sufficient funding is available. To be considered a capital project, the project must cost more than \$5,000 and have a substantial useful life.

This report will cover the capital spending recommendations proposed at the May 2019 town

meeting.

Approximately 34 requests were submitted totaling \$4.2 million for FY20. This level of requests is half as many as FY19 and reduction of almost \$15 million.

The following projects and requests were recommended to be funded with Certified Free Cash at the May 2019 Town Meeting:

The Department of Public Services requested funds for various road and sidewalk projects; the replacement of vehicles (2008 Ford F350, 2006 Ford F150, 2010 Ford F350, 2003 Ford Ranger, 2008 Mercury Sable, 2000 dump truck), the purchase of an electric vehicle, the replacement of a plow and chipper, the replacement of the Choate Park building roof, and basketball court improvements.

The Police Department requested funding for ballistic equipment, portables replacement, and traffic enforcement equipment.

The Fire Department requested funds to replace Brush 1 and Command Vehicle Car 2. The Schools requested funds to repair/rebuild the handicap ramp at Memorial School, replace the domestic water heater at McGovern School, replace the Middle School snow removal tractor, resurface the recess blacktop area at Burke School and refurbish the elementary school playgrounds.

The Information Technology Department requested funds for technology equipment, Middle School auditorium projection, and High School network upgrades.

The Senior Center requested funds to complete the walking trail at Oakland Park, replace broken siding, and install a single filter water cooler.

The Planning & Economic Development Board requested the third of three installments towards consultant fees for the update of the 10-year Town of Medway Master Plan.

The Library requested funds for sewer upgrades, study carrel ceiling insulation, and the addition of a 200-amp panel.

Town Hall requested funds for the town-wide building condition assessment and feasibility study and improvements to the Ide House at 158 Main Street.

Respectfully submitted,

Tracy Malcolm, Vice-Chair

The Report of Medway Council on Aging

Council on Aging Board

Mary Staples, Chairman
Veronica Clark, Vice Chair
Judy Lane, Secretary
William Caton
John Clark
Paul DeSimone
Siri Krishna Khalsa
Ronald Lane
Jan Mitchell
Grace Rossetti
Charlene Tingley

Medway Friends of Elders, INC.

Eileene Phillips, President
Edward Richard, Vice President
Catherine Perkins, Treasurer
Anne Bradford, Secretary
Virginia Burnett
Karen Henneberry
Mary O'Leary
Jennie Rook
Ella Ryan
Bobbie Scherer
Barbara Vincent

Employees:

Courtney Riley, Director
Kate Fennyery, Outreach
Marcia Lombardo, Outreach
Kathy Bullock, Crafts and Day Trips
Barbara Vincent, Chef
Katherine Tonelli, Nurse
Kimberly Cookson, Transportation Coordinator
Judith Notturmo, Lead Driver/ Volunteer Coordinator
David Houghton, Driver
Joseph Luchette, Driver
Deborah GrandPre, Driver
Ronald GrandPre, Driver

The Medway Council on Aging (Senior Center), located at 76 Oakland St, is the department of town government empowered to assess the needs of and provide services to residents age 50 and older. The mission of the Council is to advocate for improved quality of life for older adults through educational, social and recreational activities. The Center also provides advocacy and assistance to Medway Elders and their families by helping them understand the complex issues associated with the aging process. Aging in place, transportation, property tax relief, medical coverage and fuel assistance are identified as primary concerns of our elders.

The Council on Aging would not be able to operate as it does without its tremendous number of dedicated volunteers who truly are invaluable. Our volunteers serve as receptionists, medical drivers, board members, program leaders, chefs, event directors and tax preparers. Numerous volunteers also contribute a large part to the success of the outreach to seniors in our Town. The Council on Aging employs two part-time Health and Social Service Administrators, Kate Fennyery, MA, LSW and Marcia Lombardo. The Outreach workers meet with seniors to assess an elder's situation, explain community programs and benefits, assist with applications to needed programs, aid elders in their search for services and act as an advocate and support for elder needs. The Outreach Workers also assist elders and their families in crisis. The Outreach Workers and all Council on Aging staff are bound by strict confidentiality laws and are not allowed to release any information about an elder without permission. From July 1, 2018 to June 30, 2019 the Outreach workers aided with over 830 senior issues including heating assistance, housing issues and referrals. Both Outreach Workers continue to be certified Outreach Partners with the Department of Transitional Assistance's SNAP (Supplemental Nutrition Assistance Program) program. The Outreach Department receives referrals from many different sources including family members, police and fire, the health department, health professionals, community agencies, hospitals, nursing homes and of course elders themselves. If you have questions, please don't hesitate to reach out to this very knowledgeable department.

The Medway Center works with the Greater Attleboro Taunton Regional Transit Authority (GATRA) to provide transportation for Medway residents. Through this program the Center offers Dial-a-Ride Service for all elders in Medway and Shuttle rides to and from the Norfolk T-Station. The Dial a ride services is offered Monday-Thursday and bring the elders to medical appointments, activities at the Center, hair appointments, banks, post office and even the library. This service includes shopping trips to Star Market and Roche Brothers on Mondays and Market Basket and Walmart on Wednesdays. This service is curb to curb, so the elders must be able to get on and off the van without assistance. From July 1, 2018 to June 30, 2019 the Center had over 2,000 dial a ride, Monday thru Thursday. The Norfolk Shuttle Services is Monday-Friday with three pick-ups and three return times at the Medway Middle School (Parking available) and the Village St. Post Office (no parking available). Anytime anyone uses the shuttle it is a \$1.50 donation per ride.

Jean Roy, a certified health insurance volunteer from SHINE comes to the Center weekly on Wednesdays to review medical and prescription coverage throughout the year. In 2019, Ms. Roy saw over 250 Medway Elders. This does not include numerous telephone calls and emails she had responded to regarding health insurance issues. Our goal here at the Medway Center is to empower our seniors as well as others with the latest information and help to select the plan that best suits their needs and budgets. We help our clients with all facets of Medicare and Medicaid.

The proof of the success of the program can be measured by the fact that the majority of new clients we see each year have been referred by others who have used the program.

The Medway Council on Aging Board and the Senior Center would like to thank the Board of Selectmen and the citizens of Medway for their support. It's their continued interest and support that help the Center to meet so many needs of elder adults in our community. Please feel free to stop by the Center if you have any comments or suggestions on how we could continue to improve the quality of life for our seniors.

Respectfully submitted,
Courtney Riley

REPORT OF THE MEDWAY CULTURAL COUNCIL

The Council's mission is to promote access, education, diversity and excellence in arts, humanities and interpretive sciences to promote the quality of life of residents of the Commonwealth, and to contribute to Medway's economic vitality.

Each local cultural council receives a yearly grant distribution from state funds to allocate to local artists. For the past several years, the Medway Cultural Council has received approximately \$5,000 per year, but in this fiscal year Medway received \$6,500 for local programming. A competitive grant round is held each fall, with a deadline of October 15.

Additionally, \$5,000 of town funds was allocated through Town Meeting, which we decided to use to celebrate the statewide Art Week. Activities for calendar year 2019 were as follows:

- Publicized our annual fall grant round and reviewed 21 grant submissions, awarding 14 grants for all age groups.
- Researched public art offerings in other communities.
- Attended state and regional Massachusetts Cultural Council meetings and trainings.
- Advertised upcoming grant-funded activities on our Medway Cultural Council Facebook page and in local media.
- Convened a group of town officials and volunteers to discuss a federal National Endowment of the Arts grant submission to fund public art within Medway, which was deemed unfeasible for the 2019 grant round.

The new grant awardees will hold their offerings during 2020 in various town locations, such as the Library, Choate Park and the Senior Center. Of the 14 awards, one was in the category of Interpretive Sciences, two in the Humanities, and 11 in the visual and performing arts.

Respectfully submitted,

Carla C. Cataldo, Chairwoman

REPORT OF THE DESIGN REVIEW COMMITTEE

I am pleased to report that the Design Review Committee (DRC) reviewed nine sign proposals this year, many of which incorporated recommended changes and produced very effective signs.

- Hogan Tire, 85 Main Street
- Spencer Technologies, 10 Trotter Drive
- Medway Community Farm, 50 Winthrop Street
- Health Spa, 74 Main Street (Gould's Plaza)
- Loyal Companions, 67 Main Street
- Medway Community Church administrative offices and parking, 9 and 11 Slocumb Place
- Bright Start Pre-School, 11 Awl Street
- Medway Animal Hospital, 66 West Street
- D & M Auto Parts (CarQuest), 72 Main Street (formerly occupied by Advance Auto)

The DRC reviewed eight site plans which generally included several meetings during the informal, pre-application phase of site planning and during the public hearing process with the permitting authority. We provided review letters to the Planning and Economic Development Board and the Zoning Board of Appeals as requested and participated in the public hearings where applicable.

- Medway DPW Building, 46 Broad Street
- Milway Auto Site Plan, 50 Alder Street Site Plan
- Evergreen Village Multifamily Housing Special Permit and Site Plan, 22 Evergreen Street
- Update on Glen Brook Way - MetroWest Development Collaborative
- Pre-application discussion with Patrick and Michael Larkin for 21 High Street
- William Wallace Village multi-family development special permit and site plan, 274 Village Street
- R.P. Marzilli & Co site plan, 21 Trotter Drive
- 20 Broad Street Multi-Family development special permit and site plan

The DRC participated in discussions with Community and Economic Development Director Barbara Saint Andre regarding the Main Street light poles banner project and DRC member Dan Connolly served on the task force for this project as the DRC's representative.

Conservation Commission chairman David Travalini met with the DRC to discuss native plant species and best policies for promoting their usage. He offered online resources that the DRC can provide to applicants as recommended a species list.

We were pleased to welcome Alex Siekierski during 2019 as a newly appointed DRC member. Continuing members include Rachel Wolff Lander, Dan Connolly, Jess Chabot, Thomas Gay, Rachel Walsh, and Matthew Buckley. The DRC continues to seek a member representing the Medway Business Council.

Looking forward to 2020, the DRC intends to:

- Return to the process of reviewing the current Sign Regulations in the Zoning Bylaw so its provisions align more closely with the established *Design Guidelines* and effectively serve the community.

- Work to incorporate *Design Guidelines* for the new Oak Grove zoning district.
- Provide more updated information on the committee's page on the Town's website.
- Continue providing design review of all signage applications to ensure they align with the *Design Guidelines*.
- Continue providing site plan application review to ensure that commercial and multi-family development proposals align with the *Design Guidelines*.

The commitment of the DRC is to assist in shaping what can be the very best built environment for Medway. Each member is motivated to employ their skills in all related aspects of the town both private and public. We continue to reach out and be available to each and every Town board and committee to involve the DRC where possible and to utilize our specific skill sets. The DRC attempts to encourage design that is attractive, inviting, harmonious with its surroundings, and enhances the visual experience of the community. I believe we have been successful in 2019.

Respectfully submitted,



Matthew Buckley, Chairman

REPORT OF THE ECONOMIC DEVELOPMENT COMMITTEE

The Economic Development Committee (EDC) works proactively to promote, encourage, and facilitate the development of responsible and properly planned business and industrial growth within the community in order to expand and strengthen the local economy and diversify the community's tax base.

Membership is comprised of diverse individuals who either reside or work in Medway and are appointed by the Planning and Economic Development Board. Members in 2019 included: Keith Peden, Chair, Deanna Kaiser Doughty, Vice Chair, (since resigned); Zachary Knowlton, Vice Chair, Richard Di Iulio, Jennifer Kendall, Paul Yorkis (since resigned) and Anthony Varrichione (since resigned). New members Cassandra McKenzie and Mark Schultz were welcomed to the Committee in November of 2019. The Committee typically meets at 7 p.m. in the Town Hall on the third Thursday of the month. The Committee is staffed by the Director for the Community & Economic Development Department, Barbara J. Saint Andre.

During 2019, the Economic Development Committee:

- Forged a closer relationship with the Medway Business Council and other local businesses.
- In conjunction with the Town's Communications Director, Sandy Johnston, produced a new, user-friendly Medway Business Guide to provide guidance to businesses, especially small businesses, in how to obtain licenses, permits, and advice from the Town.
- Explored opportunities to collaborate on cultural events to boost town businesses.

- Co-sponsored a ribbon-cutting and celebration for the completion of the Route 109 upgrade project.
- Continued to update the Committee's webpage, including updates of the economic data for the Town.
- Member Varrichione was the Committee's representative to the Oak Grove Zoning Task Force, which developed new zoning for the Oak Grove Urban Renewal Area that was overwhelmingly approved at the November 2019 Town Meeting.

The EDC continuously works to:

- Grow Medway's commercial tax base.
- Work to eliminate bottlenecks in the permitting process to help facilitate Medway's reputation as a business- friendly community.
- Engage the community in the discussion by enhancing the EDC website and communicating directly with other town committees.
- Identify funding sources that can be applied to the community's economic development.

Respectfully Submitted,

Keith Peden
Economic Development Committee Chair

Report of the Historical Commission (2019)

Evergreen Cemetery

Town Meeting in Nov 2018 appropriated funding from CPA funds to hire a consultant to complete the complex documentation required to nominate Evergreen Cemetery to the National Register of Historic Places. Vice-Chairman Paul Russell, assisted by Barbara Saint Andre (Department of Economic & Community Development), completed a grant application in February 2019 to help fund the project, and we were granted \$6,500 by the Massachusetts Historical Commission, half the estimated cost of the project. Public Archeology Lab (PAL) was awarded the contract to complete the required documentation, and their researchers have begun their work. Phase I of III was completed December 6th and reviewed by the commission. Grant terms require that the project be completed by June 2020, though an extension to September may be requested if needed.

Notices of Intent to Demolish

Notices of intent to demolish the barn at **260 Village Street**; barns at **81 Lovering Street** were received. The house and barn at **21 High Street** were determined to be historically significant in December 2018, a public hearing was held on Jan. 16, 2019, and HC members determined that the house was preferably preserved, with a 12-month delay of demolition applied on February 6. **32 Milford Street**, was deemed not historically significant. The house at **42 Highland Street**, originally considered for demolition in 2016, was again deemed not historically significant.

Other properties brought to our attention in 2019: 22-24 Evergreen Street. A Delay of Demolition was imposed on this property in 2016 and expired in 2017. Building Commissioner Mee

requested confirmation by letter from the HC that requirements of the delay had been met before issuing a demolition permit.

Honoring Veterans

With funds remaining from previous historical marker projects, three stone benches were purchased, engraved, and one placed at each of Medway's three cemeteries. Paul Russell spearheaded this project.

Digitizing the Comprehensive Survey of Medway Properties

Mr. Russell completed this in 2018, and he reorganized the indexing in 2019 to make it more accessible to users. We expect the survey will be online in 2020 at the Historical Commission part of the Town website. This has been an important, time-consuming project, and we thank Mr. Russell for doing it.

Plaques for historic houses

Cher Hamilton completed this long-term project, locating a manufacturer and settling on a design available in two sizes. HC members voted to turn this project over to the Historical Society, which will use it as a fundraiser.

Plaques for Historic Buildings and Sites

We are compiling a list of such sites in hopes of identifying them with signage.

Other Projects and concerns

Photographs from Historical Commission files in Town Hall basement

Cher Hamilton contacted local photographer Tim Rice about digitizing the hundreds of photos in our cabinets, and he is interested in doing this. He will work on it when he has time; this will take months, perhaps years. Digitizing them will make the photos available to many more people.

Facebook Page (Medway, Massachusetts Historical Commission)

We continue to contribute to and monitor our page and invite everyone to join the page.

Multi-family overlay district

We continue to monitor proposed building projects and zoning changes which might affect the historical character of Medway's National Historic Districts (Rabbit Hill and Medway Village).

Student Historians

Involving Medway high school students in appropriate historical projects is an area of interest to us and contacts have been made at the high school regarding this.

Future Consideration

- Having the portrait of Sanford cleaned (currently displayed at Town Hall)
- Improving the site of the Garnsey house (the first house in Medway, site of the current dog park), making it more accessible to the public
- Compiling a booklet of historic parts of Evergreen Cemetery
- Creating a book of photos from Medway's collection of about 150 glass images, which Mr. Russell has digitized, giving more people the opportunity to see them
- Arranging for the preservation of more historic town records.

Personnel: Chairman-Jeanne Johnson; Vice-Chairman-Paul Russell; Treasurer and CPC Representative-Eugene Liscombe; Bruce Hamblin; Cher Hamilton; Kathleen Reardon Hickey, McKenzie Ward. We thank all members for their service to the Town on this Commission.

Respectfully submitted,

Jeanne Johnson, Chairman

Report of the Medway Public Library

Medway Public Library is an indispensable part of the community, recognized as an essential and reliable partner in the delivery of information resources, education, self-advancement, and recreation for all ages.

For the third year, the Library offered a free Summer Lunch Program, funded entirely by donations, for all children and their parents or caregivers. The very successful Summer Lunch Program is offered three times a week. The Library served 1066 lunches! Children enjoyed the story times and the STEM and craft activities offered before and after lunch. We are very grateful to all the organizations, businesses, Friends of the Library and individuals who donated, and the many volunteers who picked up or served lunches.

The Library's Makerspace celebrated its third anniversary in June 2019. A Makerspace is a communal area for people of all ages to get together to make things and to learn new skills. The Makerspace equipment, much of which was donated by Medway Cable Access, includes a 3D printer, Mac and Windows computers, computer-aided design software, video and audio editing software, VHS to DVD and 8mm and Super 8 converters, scanners for converting photographs, slides and negatives to digital format, a poster printer, a vinyl/paper cutter, a laminator and a CD/DVD buffer. Patrons and businesses donated equipment for a variety of traditional crafts, including sewing machines, fabric, soldering irons and tools. The Friends of the Medway Library provide funding for supplies. Local businesses have donated new computers. Mentors, many of them volunteers, have provided patrons with training in sewing, knitting, soldering, drawing, 3D design and printing, coding and robotics. Medway Cable Access offers drop-in assistance every Wednesday afternoon. Patrons meet regularly in the Makerspace for robotics, crafting, painting, science and other programs. Librarians from several other libraries toured the Makerspace during the year, seeking ideas for creating or enhancing their library Makerspaces.

The Library is open 48 hours a week. Three full- and five part-time staff, as well as a pool of five substitute library assistants, served the public. The downstairs community area was open until 9:30 pm Monday-Thursday. Usage continued to be strong during 2019. Meeting rooms were used during the extended hours almost every evening that the community space was open, and a total of 159 groups and 638 individuals used the community space during the extended hours.

Thanks to our Library certification, Medway residents enjoy borrowing privileges for almost six million items in person and through interlibrary loan. Items not owned by Medway Library can be

requested from other Massachusetts libraries, and generally arrive for pickup within a few days. Medway Library has 5,438 registered borrowers. On average, every week we serve 1,537 people of all ages, handle 48 reference requests, host 166 public computer internet users, and circulate 1,950 items. We host a diverse mix of Library-sponsored programs, Scout troops, other community groups and classes, art shows, and meetings of town boards. Attendance at programs held at the library averages over 100 people each week.

The Library's collection contains 148,024 items, including:

- Books
- Magazines
- Audio books
- Music CDs
- DVDs
- eBooks
- Streaming and downloadable video
- Downloadable audiobooks and music
- Museum, park, winter skating rink, and zoo passes
- Roku
- Hotspots
- Children's Kindle Fire for use in the Library

Striving to keep our collection current and to meet our community's needs, the Library added 4,371 items, not including eBooks, to the collection during fiscal 2019. Our museum, park, and zoo passes are funded with donations from the Friends of the Medway Library, individuals and local companies, and can be reserved online for pickup at the Library.

The Library's electronic presence includes a wide range of resources and services reached from the Library's medwaylib.org website. These include access to eBooks, downloadable audio books, streaming video, and magazines provided by the Minuteman Library Network and the Medway Library. Our electronic resources continue to grow in popularity. In FY19, ebook and downloadable audio and video checkouts reached 14,291.

In addition, we offer both in-library and remote access to many databases provided by Medway Library, the Massachusetts Board of Library Commissioners, and the Minuteman Library Network. These databases include:

- Full text journal articles
- Reference resources
- Job search resources
- Genealogical resources
- Language learning resources
- Test preparation including college admissions, High School equivalency and career preparation
- Newspapers

The Library's strong technology infrastructure gives patrons access to the catalog, interlibrary loan, office software products, and databases, and connects them with other people around the

world. The library catalog interface and the app provided by Minuteman offer patrons an easy way to find and reserve items, renew checked-out items, pay fines online, and manage library accounts.

The Library is equipped with a self-checkout station, a photocopy machine, black and white as well as color printers, a fax machine, a scanner, and 16 public Internet access computers, in addition to the printers, computers and other equipment in the Makerspace. Wireless technology extends services to users equipped with their own laptops and other digital devices. The video setup in the Cole Room, provided through the Medway Cable Advisory Board, has been utilized for well-attended free movies hosted by the Friends of the Library, and for presentations during programs, and business and municipal meetings. Meeting rooms were used 1015 times in 2019.

The Library worked with the Department of Public Services to install an additional electrical panel and upgrade the kitchen area in the Cole Room.

One hundred and two volunteers spent over 4,100 hours during Fiscal Year 2019, helping with book shelving and similar tasks, running programs such as the LEGO club, oil painting and sewing classes, and beautifying the Library grounds. That service would have cost over \$49,000 if paid for at minimum wage. In addition, almost 30 senior tax relief program participants worked at the Library.

We are working with the school librarians and reading specialists to promote literacy and provide resources to students. The Youth Services Librarian brought story hour to the Medway extended day program, and to the Medway Farmers' Market, introducing the children to all that the Library has to offer. As we do each year, we secured Medway Cultural Council grants for programs for children and families and offered a Summer Reading Program to encourage literacy. In 2019, 231 children and young adults participated in the Library's Summer Reading Program.

We offered programs for children and teens:

- Baby & Toddler Story and Songs program – twice weekly, year round
- Story hour for ages 10 months - 5 years old – twice weekly, year round
- Cursive Club- once weekly, school year
- Monthly "Paws to Read" program, which gives children the opportunity to read to a trained therapy dog
- Arduino Coding Class
- Rookie FIRST Tech Challenge Robotics Team
- Barn Babies (Walpole CFCE)
- Jungle Jim's Ballooniverse of Stories
- Character Creation Workshop
- Design Your Own Shrinky Dinks
- STEM Playground
- Creative Tinker Lab
- Tinkercad Workshops
- Secret Books Craft
- Solar System Bracelets

- Galaxy Doodle Bulbs
- Harry Potter Camp
- Barnyard: Messy & Clean Sensory Activity
- Lunch at the Library
- Mindful Minis Workshop
- Seed Travelers – Plum Landing Science Activity
- Rain Detectives – Plum Landing Science Activity
- Teal Pumpkin Project
- Teen Movie Night
- Decorate a Halloween Bag
- Dungeons and Dragons
- Dinosaur Scavenger Hunt
- Dinosaur Placemats
- Rolie Polie Guacamole Family Concert
- Breakout Box Mysteries
- Make a Hug Craft
- Art Week Story Time
- STEM Monday in May with Walpole CFCE
- Tumblebus Gymnastics
- Sensory Story Time
- T-Shirt Art
- CD Jewel Case Picture Frame
- Read with a Teacher
- Bubble Wrap Craft
- Radical Rocks
- Light, Optics & the Electromagnetic Spectrum
- Retro Game Day
- Wonderful World of Mathematics
- STEAM Thursdays
- 1000 Books Before Kindergarten Kickoff
- Kids' and Teen's Paint & Sip and Stitch & Sip
- Teen Author Book Signing
- Young Adult Sewing Workshop
- Do It Yourself Unicorn Rugs
- Improv Camp
- World Building Camp
- CGI Character Animation Demonstration
- Kitchen Chemistry
- Finals Study Night
- Friends of the Medway Library Movie Screenings
- Friends of the Medway Library LEGO Club
- Friends of the Medway Library Gingerbread Festival

We offered programs for adults and families:

- North Sea Gas Scottish Band

- Visit to the Antarctic with Kristin Foresto
- Celebrating Ireland in Story and Song
- Birds of Prey – Audubon
- The State of Massachusetts Wildlife
- Korean War with Veteran Tony Manbucca
- No-Till Gardening
- Do It Yourself Botanical Print Workshop
- Apollo 11 Anniversary Webcast
- Metal Bookmarks for Teens and Adults
- Art in Bloom
- Moon Sing-a-long for Adults
- Pastel Painting Workshop with Gregory Maichack
- Sewing Together – adults & children
- Flying Geese & Bargello Quilt Workshops
- “Oh Shoot” Photography Club
- Bird Photography Program
- Monthly Book Group at the Senior Center
- Art displays in the Conference Room
- Painting with Trudi for Adults and Teens
- Drawing with Trudi
- Sewing
- Quilting
- Papercrafting
- Cross-stitching
- Learn to Play Chess
- New England General Stores with Ted Reinstein
- The Iditarod with Karen Land

We continue to reach out increasingly through Facebook, the Town of Medway and the Library’s newsletter and local news outlets to get the word out to more people about what the Library offers.

Many of our programs, including the Lego Club and the Gingerbread Festival, are organized and funded by the Friends of the Library. In addition, most of our donations come from the Friends. Donations also come from individual donors, bequests, local businesses, and fundraisers. We are very grateful to everyone who has donated to the Library, and to the Medway Garden Club for beautifying the area around the Library. We are especially thankful for our dedicated staff and volunteers, and for the continued support by our patrons. Please visit, call, or email the Library and tell us how we can make the Library even more useful and relevant for you.

Medway Library total collection size (FY19)	148,024
Subscriptions (FY19)	133
Number of registered borrowers (FY19)	5,438
Circulation transactions (physical items) (FY19)	75,845
Digital audio downloads (FY19)	5,770
Ebook downloads (FY19)	8,330
Interlibrary loans (FY19)	18,456
Attendance in library (visits)(FY19)	79,901
Number of reference transactions (FY19)	2,496
Number of children's and teen programs held (FY19)	380
Total attendance at all children and teen programs (FY19)	4,937
Participation in the summer reading program	231
Total number of persons volunteering (FY19)	102
Number of hours volunteered (FY19)	4,140
Users of public Internet computers during a typical week (FY19)	166
Total number of hours the Library is open per week	48

Respectfully submitted,

Medway Board of Library Trustees & Director

REPORT OF THE NORFOLK COUNTY MOSQUITO CONTROL DISTRICT

NCMCD operations apply an Integrated Pest Management (IPM) approach to mosquito control that is rational, environmentally sensitive, and cost effective.

Surveillance

NCMCD is engaged in an intensive monitoring process through weekly field collections and data analysis in collaboration with the Massachusetts Department of Public Health (MDPH) to detect for disease-vectoring mosquitoes. Virus isolations assist us in focusing our surveillance to hot zones thereby allowing us to alert nearby towns of a potential epidemic. Public requests for service alert us to high numbers of nuisance mosquitoes.

Virus Isolations in the town: 21 samples submitted, with 0 isolations in 2019
Requests for service: 435

Water Management

Communication with residents and town/state/federal officials, site visits, monitoring, wildlife management, and land surveys while maintaining regulatory compliance is integral to the management of waterways that may contribute to mosquito breeding. Pre- to post-management documentation allows us to assess the efficacy of our work. Tire collections remove a common breeding site of mosquitoes.

Culverts cleared	48 culverts
We also shovel hydrants when needed while conducting culvert work	8 hydrants
Drainage ditches checked/hand cleaned	520 feet
Intensive hand clean/brushing*	0 feet
Mechanical water management	0 feet
Tires collected	0

** Combination of brush cutting and clearing of severely degraded drainage systems or streams by hand.*

Larval Control

When mosquito larval habitat management is not possible, larval mosquito abatement is the most environmentally friendly and effective method of mosquito control. An intensive monitoring program, aides in our decision to effectively target culprit locations.

Spring aerial larvicide applications (April)	176.2 acres
Summer aerial larvicide applications (May – August)	0 acres
Larval control - briquette & granular applications by hand	7.7 acres
Rain basin treatments – briquettes by hand (West Nile virus control)	905 basins
Abandoned/unopened pool or other manmade structures treated	1

Adult Control

Adult mosquito control is necessary when public health and/or quality of life is threatened either

by disease agents, overwhelming populations, or both. Our surveillance program, along with service request data and state of the art GPS and computer equipment, allows us to focus our treatments to targeted areas.

Adult aerosol ultra-low volume (ULV) applications from trucks	6,569 acres
Barrier applications on municipal property	1 application, total of 30- gallon mix

Respectfully submitted,

David A. Lawson, Director

Norfolk County Registry of Deeds
2019 Annual Report to the Town of Medway
William P. O'Donnell, Register
649 High Street, Dedham, MA 02026

This year we celebrated the rededication of the Norfolk County Registry of Deeds building. The rededication event was the culmination of an extensive repair and renovation project completed at the Registry during the 2019 calendar year. The improvements made at the Registry, including new wiring, painting, repair of ceiling and roof, will allow for further efficiencies for both our employees and customers alike.

The rededication event also saw the release of our Notable Land Records Book Volume 2. We highlighted a notable citizen from each of the twenty-eight Norfolk County communities. These notable citizens included those who have contributed at the local, state and national levels. In addition, the honorees have distinguished themselves in many fields of endeavor including the arts, medicine, the law, military, diplomacy and government.

The Registry of Deeds is the principal office for real property records in Norfolk County. Its mission is to maintain and provide for accurate, reliable and accessible land records to all residents and businesses of Norfolk County. The Registry receives and records hundreds of thousands of documents annually. It houses more than 8.5 million land documents dating back to 1793 when George Washington was President. The Registry is a primary and indispensable resource for title examiners, mortgage lenders, municipal officials, homeowners, title examiners, real estate attorneys, genealogists and others with a need for land record information.

The Registry operates under the supervision of the elected Register, William P. O'Donnell, who has held the position since 2002.

2019 Registry Achievements

- Register William P. O'Donnell and his staff continued their direct outreach to town halls, senior centers, businesses, historical commissions and civic groups across Norfolk County. The Register was the guest speaker at the Medway Senior Center on January 16th and participated in the Medway COA Health and Wellness Fair on May 22nd. The Register held office hours at Medway Town Hall on February 28th.
- The Registry of Deeds Customer Service and Copy Center continues to provide residents and businesses with quality service. **This year alone, the Center handled more than 5,000 requests.** These requests included the filing of Homesteads, accessing deeds, verifying recorded property documents and assisting those in need of obtaining a mortgage discharge notice. Customers can contact the Customer Service and Copy Center at 781-461-6101. Hours of operations are 8:30am to 4:30pm, Monday through Friday.
- In calendar year 2019, **the Registry collected approximately \$55 million in revenue.**
- The Registry of Deeds continues to address legislative issues to benefit consumers. In 2019, we again filed legislation to advocate for mortgage transparency by requiring mortgage assignments be recorded at the appropriate Registry of Deeds.
- This year saw a record number of electronic recording filers, **approximately 1,685.** The Registry is approaching 50% of its recordings being done electronically.
- In 2019, we hit a record high of recording our **37,380 Registry of Deeds book.** For the sake of security and redundancy, we store our documents 3 different ways: hard copy, electronically and by microfiche.
- In calendar year 2019, the Registry processed over **12,000 Homestead applications.** The law Chapter 188 (M.G.L.) provides limited protection of one's primary residence against unsecured creditor claims.
- The Registry continues to fine tune its completed History Comes Alive Transcription program. The initiative, the first in New England, makes land recorded documents written by scribes of the 18th and 19th centuries in the old cursive handwriting style much easier to read by converting the words into easy-to-read electronic text. **The program earned the praise of two-time Pulitzer Prize historian, David McCullough.**
- The internet library of images, accessible to the public through the Registry of Deeds' online research system at www.norfolkdeeds.org continues to expand. Today, all documents dating back to the first ones recorded in 1793 are available for viewing.
- We also continued our commitment to cyber security with annual training of our employees.

- We have enhanced our website by including a genealogy page and a section highlighting land records of notable people – United States Presidents, military heroes, noted authors and leaders in their fields of education, environment and the law
- The Registry's website www.norfolkdeeds.org routinely updates the public on such news as real estate statistics, answers to frequently asked questions, the latest schedule for our community outreach initiatives, along with detailing of our consumer programs. Additionally, we also write a monthly column for various Norfolk County newspapers and their online websites. We also distribute a weekly press release to alert residents of the latest happenings as well as to remind them of our consumer services.
- The Registry's free Consumer Notification Service allows any county resident to opt in to this free notification service and be alerted when any land document – fraudulent or otherwise – is recorded against their name. For more information, please see our website at: www.norfolkdeeds.org. Currently, over 1,100 Norfolk County residents are signed up for this program.
- Register O'Donnell hosted a free computer seminar at the Registry to provide hands-on-training to the general public, municipal officials, real estate professionals, genealogists, and anyone with an interest in Norfolk County land documents.
- The Registry continued its community outreach commitment by working with Interfaith Social Services of Quincy, Father Bill's & Main Spring of Quincy, the VA Boston Healthcare System, Voluntary Service Program and Inner City Weightlifting on our 'Suits for Success' program. We also support the New Life Furniture Bank of MA in Walpole to assist those who are in need of household items. ***Our Toys for Tots' Drive has collected over the years over 2,000 presents. Our Annual Holiday Food Drive continues to support Food Pantries in Norfolk County. This year's food drive collected enough groceries and household products to be able to visit multiple food pantries. Finally, the Registry has received more than 4,000 pieces of clothing donations for our "Suits for Success" programs.***

Medway Real Estate Activity Report January 1, 2019 – December 31, 2019

During 2019, Medway real estate activity saw increases in both total sales volume and average sales price.

There was a 16% increase in documents recorded at the Norfolk County Registry of Deeds for Medway in 2019, resulting in an increase of 413 documents from 2,646 to 3,059.

The total volume of real estate sales in Medway during 2019 was \$125,827,052, a 16% increase from 2018. The average sale price of homes and commercial property was also up 2% in Medway. The average sale was \$480,255.

The number of mortgages recorded (663) on Medway properties in 2019 was up 35% from the previous year. Also, total mortgage indebtedness increased 87% to \$263,159,531 during the same period.

There were 2 foreclosure deeds filed in Medway during 2019, representing a 67% decrease from the previous year when there were 6 foreclosure deeds filed.

Homestead activity increased 10% in Medway during 2019 with 276 homesteads filed compared to 252 in 2018.

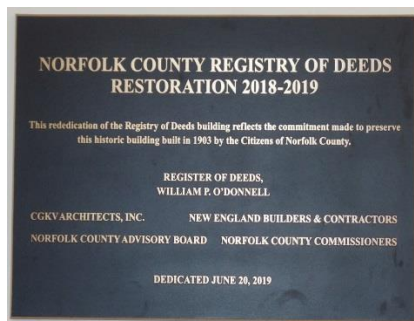
The Medway notable land deeds selection for the Notable Land Records Volume 2 booklet was Milton H. Sanford, businessman and benefactor of Medway. Mr. Sanford was a prominent businessman owning wool and cotton mills. He built the Sanford Textile Mill which still stands today being converted into condominiums. He had a passion for thoroughbred horse racing. His horse Preakness was the first winner of the Dinner Party Stakes held at the new Pimlico Race Course. The Preakness Stakes at Pimlico was named in honor of Sanford's horse in 1873. Medway Town Hall's official name is Sanford Hall. Constructed in 1912 it replaced the original Sanford Hall of 1872 which burned down. In the 1980's Sanford Hall was renovated.

Finally, our objective at the Registry will always be to maintain, secure, accurate and accessible land records for the residents and businesses of Norfolk County. It is a privilege to serve you.

Respectfully submitted by,



William P. O'Donnell
Norfolk County Register of Deeds



This year we celebrated the rededication of the Norfolk County Registry of Deeds building.

Register O'Donnell was the guest speaker at the Braintree Men's Club.

Report of the Medway Open Space Committee

The Open Space works within the context of the Open Space Master Plan (which can be located on the committee's section of the Town of Medway website).

The committee along with the trail club continues to work on extending and improving the trail through the Adam Street Meadow to the Boardwalk. The trail has also been completed from Summer Street connecting Summer Street to this trail network. A new boardwalk was completed allowing the trail to continue behind Millstone properties and to the meadow off of Lovering Street. Signage has been added to the trail as well.

Significant land reclamation, trash removal, and pruning were undertaken by the committee and volunteers again in 2019.

The committee participated in the annual Medway Clean Sweep day -focusing on the rail bed off of Oakland Street, with the goal to develop a trail around the Oakland Street Field.

The committee continues to work on improving access to the Amphitheater – a four-acre meadow and woodland off of Village Street on the Charles River. This area also includes a short nature trail loop around the property. Discussions continue on providing access from Village Street. A topographical survey of the area was completed in 2019. Trail options are being developed.

Community outreach continues and has increased through Open Space Facebook page.

On-line trail maps have been updated.

The committee is represented on the Oak Grove committee as they continue to explore options for this site.

The committee continues to work with all town boards, in particular DPS and Conservation Commission.

Respectfully,

Tina Wright
Chair

REPORT OF PARKS AND RECREATION COMMISSION

Overview

The Park and Recreation Commission conducts and promotes recreation, play, sport, physical education and other programs to meet the leisure time needs of the town. The Commission works to promote, maintain and improve the various parks, playgrounds, fields, and facilities under its jurisdiction. The Commission establishes usage policies, sets rate schedules, and issues approved permits for the usage of Medway's various parks, fields, recreation areas, and related facilities. The Commission currently consists of three members elected for terms of 3 years each. The Commission is currently comprised of:

Michael Tudino, 2020

Debi Rossi, 2021

Sean Murphy, 2022

Personnel

2019 marked the first full year of the newly developed Parks & Recreation Department

In 2019, under Ms. Harrington's leadership, the Parks & Recreation Department successfully launched its first full year of offering various recreational based activities for the Town's youth, adults, and seniors. Brochures were mailed to all households in the fall, winter and spring/summer of 2019. This mailing coincided with an established partnership with *MyRec.com* to launch Medway's Parks & Recreation website, www.medwayparksrec.com. Within the site, participants are allowed to register for Parks and Recreation offerings, make payments, review schedules of events, view virtual brochures, and gain additional information on various recreational opportunities. Ms. Harrington has also continued to enhance the Department's delivery channels by expanding the department's social media presence on both *Facebook* and *Instagram*.

In 2019 the Parks and Recreation Department:

- Conducted a Summer Concert Series out of Choate Park with four concerts.
- Hosted many community events in 2019 – The Fishing Derby, Summer Concerts, Trunk or Treat, Snow Sculpture contest, Halloween and Holiday House Decorating Contests.
- Provided programing for over 700 community members of all ages.
- Developed a youth travel Field Hockey Team for grades 3-6.
- Hosted Wacky and Wild Wednesdays at Choate Park for the months of July and August.

In 2019 the Parks and Recreation Commission:

- Funded the building of new dugouts for the Center Street Softball Field.
- For Fiscal Year 2019, transferred \$75,000 to the Athletic Field Stabilization Fund.
- Updated the Usage Policy for Medway Parks and Recreation Fields and Facilities.
- Drafted a new usage policy for the new Choate Park Splash Pad.

- Issued close to 300 field permits for 29 individual organizations.
- Hosted a combination of 15 special events, fundraisers, and tournaments for both Medway organizations and private renters on various fields and facilities.

Future Priorities

As the Parks and Recreation Commission looks to the future, we will continue to focus on expanding the recreational programming opportunities for the residents of Medway. We will continue our efforts to work closely with all in-town youth organizations in their program administration. The Commission will strive to maintain both efficiency of operations and fiscal responsibility. We will focus on enhancing our fields and facilities by working closely with our dedicated Public Works team. More specifically, the Commission will look to develop a long-term improvement plan for the VFW field complex, invest in new equipment storage solutions for our in-town renters, and move forward with plans to increase the number of fields with lighting.

Respectfully Submitted,

Michael Tudino, Chair

Report of the Medway Planning and Economic Development Board

OVERVIEW – The mission of the Medway Planning and Economic Development Board (the Board) is to develop policies, planning initiatives, and zoning regulations to guide the future development of Medway in ways that are consistent with the vision and values included in the Medway Master Plan.



The Town's adoption of a Charter in the spring of 2008 resulted in an expansion of the Board's traditional planning role to also include ***economic development***. To that end, the Board tries to meet the mandate of that charter and provide leadership to support the Town's economic development efforts in partnership with the Medway Economic Development Committee, the members of which are appointed by the Board, and the Medway Redevelopment Authority. The Board endeavors to serve the Town of Medway with the highest degree of consideration for Medway's citizens by preserving the community's land/natural resources while also working to facilitate economic development and investment in Medway to achieve a well-balanced community and tax base.

In addition, State law authorizes municipal planning boards to review and approve subdivisions, recommend street acceptance to Town Meeting, update the *Zoning Map*, issue special permits,

prepare and recommend amendments to the *Zoning Bylaw*, and conduct Scenic Road public hearings. Pursuant to the *Medway Zoning Bylaw*, the Board serves as the special permit granting authority for Adult Retirement Community Planned Unit Developments (ARCPUD), Open Space Residential Developments (OSRD), rehabilitation projects in the Adaptive Use Overlay Districts (AUOD), mixed use developments in the Commercial I zoning district, and multi-family developments in the recently established Multi-Family Overlay District. The *Zoning Bylaw* also authorizes the Board to review and act on all applications for site plan approval.

The Board is readily available for informal/pre-application discussions with developers and prospective applicants. Those are scheduled to take place during regular Board meetings. Additionally, the Board's staff regularly participates in inter-departmental team meetings for project review which are organized by Medway's Director of Community and Economic Development.

BOARD COMPOSITION – The Board is comprised of five elected members and an Associate Member who is appointed jointly by the Board of Selectmen and the Planning and Economic Development Board. At the May 2019 election, Medway's voters re-elected Rich Di Iulio and Matt Hayes to serve a three-year term through May 2022. Continuing members were Andy Rodenhiser and Bob Tucker whose terms will conclude in May 2020, and Tom Gay whose term concludes in May 2021. Following the 2019 general election, the Board selected its officers for the next 12 months. Andy Rodenhiser was re-elected to the position of chairman, Bob Tucker was re-elected to serve as Vice-Chairman, and Tom Gay was re-elected to serve as Clerk. As of December 31, 2019, the Board did not have an Associate Member.



Planning and Economic Development Board Members

Rich Di Iulio, Bob Tucker, Andy Rodenhiser, Matthew Hayes and Tom Gay

MEETINGS - The Planning and Economic Development Board meets regularly on the second and fourth Tuesday evening of each month at 7 pm in Sanford Hall at Medway Town Hall. Meetings are broadcast live on Medway Cable Access and are also available for viewing at <http://www.medwaycable.com/> and <https://livestream.com/MedwayCableAccess>. Additional

Board meetings are scheduled, usually on Tuesday nights, when the workload necessitates. During 2019, the Board held 32 regular and special meetings. Included within those meetings were public hearings for proposed site plans, multi-family developments, special permits, amendments/modifications to previously approved plans and decisions, and proposed amendments to the *Medway Zoning Bylaw*.

COLLABORATION – The Board continued its efforts to strengthen communication and promote expanded collaboration with other Town boards, committees and departments. The Board is represented by one of its members on the Town’s Community Preservation Committee, Design Review Committee, Economic Development Committee, and Energy Committee.



The Board continues to work positively with other Town boards and departments which are impacted by the Board’s activities including the Treasurer/Collector’s office, Assessor’s office, Building Department, Department of Public Works, Zoning Board of Appeals, Open Space Committee, the Fire and Police Departments, and the staff in the Community and Economic Development Department. In addition, Board Chairman Andy Rodenhiser is an elected member of the Medway Redevelopment Authority and serves as its chair. This position enables him to represent the Board’s long-standing interest in planning for the redevelopment of the Oak Grove/bottle cap lots area of Medway.

2019 ACCOMPLISHMENTS – Some of the key accomplishments of the Board during 2019 included:

- Proposed and secured approval by Town Meeting (May and November 2019) of amendments to the *Medway Zoning Bylaw*. As recommended by the zoning consultant who assisted the Board with recodifying the bylaw in 2014 and 2015, the Board continued to develop proposals to amend and refine certain sections of the zoning bylaw.
- Reviewed and approved site plans for a planned expansion of the R.P. Marzilli building at 21 Trotter Drive and for the new Medway Department of Public Works building at 46 Broad Street.
- Participated on the Oak Grove Zoning Task Force with a specific mandate to develop new zoning provisions for the Oak Grove urban renewal area which were approved by Town Meeting in November 2019.
- Completed a comprehensive update of the Board’s *Site Plan Rules and Regulations* which were adopted in October 2019.
- Reviewed special permit applications for a marijuana cultivation and processing facility at 4 Marc Road.
- Began the review process for proposed multi-family developments at 274 Village Street and 22 Evergreen Street.
- Instituted regular practice of reviewing and providing comments on petitions for ZBA action and relief when specific to key planning issues

- Reviewed and commented on two 40B residential developments proposed for West and Main Street

SUBDIVISIONS – The following list summarizes residential subdivision activity during 2019.

Applegate Farm (Applegate Road) – Applegate Farm is a 22 lot subdivision located at the northeast corner of Coffee and Ellis Streets. House construction continued during 2019.

Hartney Acres (Newton Lane) – 8 lot subdivision east of Nobscott Road. House construction is completed. Street acceptance during 2020 is anticipated.

Choate Trail – The Board began its review and the public hearing process for this proposed 4 lot, permanent private way subdivision off of 42 Highland Street. It is expected that the Board will issue a subdivision decision during the first quarter of 2020.

During 2019, the Board reviewed nine applications for **Subdivision Approval Not Required (ANR) Plans**. ANR plans usually show a land split or a rearrangement of property boundary lines without the construction of any new roadways. The Board endorsed ANR plans for the following properties during 2019:

- 2 Chestnut Street
- 2 West Street
- 4-6 Rockwood Road
- 14-16R Franklin Street
- 29 Village Street
- 77-81 Lovering Street
- 85 Winthrop Street
- 180 Village Street
- 274-276 Village Street

ADULT RETIREMENT COMMUNITY PLANNED UNIT DEVELOPMENTS (ARCPUD) - An ARCPUD is a planned residential development for residents 55 years of age and older.

Salmon Health and Retirement (Village Street) - *In March 2016, the Board approved an adult retirement community special permit for Continuing Care Management, LLC of Westborough, MA to develop an age-restricted, active adult/senior residential living community on a 56.9 acre site located at 259, 261, 261R and 263 Village Street. To be known as The Willows at Medway and Whitney Place, the proposed development includes 225 senior living residences with 54 cottage style independent living homes located in 29 building and a main building with 15 cottage style independent living homes, 40 memory care apartments, 60 assisted living apartments, and 56 independent living apartments; a 3,522 sq. ft. community center/pavilion; and an 11,475 sq. ft. medical office building.*



The Willows Senior Living Community – Main Building

Planned site improvements include 5,498 linear feet of privately owned roadway, sewage and water service; drainage/stormwater management facilities; 37.4 acres of dedicated open space open to the public; paved sidewalks; walking trails/paths; and associated parking and landscaping. Site access and egress will be from Village Street, a Medway Scenic Road. The open space land will be owned by the applicant and will be protected through a Conservation Restriction granted to the Town of Medway, acting through the Conservation Commission, for conservation and passive recreation purposes and to permit public access to the open space land, trails, pathways and parking area. Site infrastructure construction began in February 2019 and continued through the year; construction on the main campus building also began in 2019.



The Willows Senior Living Community – Main Building

Millstone Village (Winthrop Street) - In June 2014, the Board approved an ARCPUD special permit for a 51 acre site at Winthrop and Lovering Street for Millstone Village. The development includes 80 residential condominiums in 53 buildings comprised of single family homes, duplex townhouses, and triplex townhouses; 3,270 linear feet of privately owned roadway; sewage and water service; drainage/ stormwater management facilities; 20.4 acres of dedicated open space with walking trails available to the public; paved sidewalks; a community house; and associated parking and landscaping. Site access and egress is from

Winthrop Street. The development has been constructed in phases and includes eight affordable dwelling units. Infrastructure and house construction at Millstone continued throughout 2019. It is expected the project will be completed in early 2020.



Millstone Village – Winthrop Street

SITE PLANS - During 2019, the Board was involved in a series of site plan projects.



Exelon Expansion (West and Summer Streets) – In July 2016, the Board approved a site plan for expansion of the Exelon power generating facility at Summer Street and West Street. The expansion project is located on approximately 13 acres of the 94-acre property to the south of the existing three-turbine 135 MW power plant. The project includes the construction of two 100-megawatt (MW) turbines (200 MW total) and associated appurtenances including two 160-foot tall exhaust stacks; advanced emissions control equipment, natural gas compressors; a trailer mounted demineralizer system; aboveground storage tanks for ultra-low sulfur diesel oil (ULSD) (1 million gallons), service water (500,000 gallons), demineralized water (450,000 gallons) and a fully diked aqueous ammonia storage tank (12,000 gallons) including unloading areas; transformers and electrical interconnection facilities; a 236' by 66' administration and warehouse building; and a perimeter access road.

The installation of a new, approximately 3,000 linear foot gas pipeline, a 14-foot by 15-foot building to contain gas flow control and metering equipment, and a 12-foot by 16-foot building to contain gas monitoring and analysis equipment is located on the abutting land owned by Eversource. The facility includes a 55-foot high sound wall around the power block and a 25-foot high sound wall around the gas compressors.

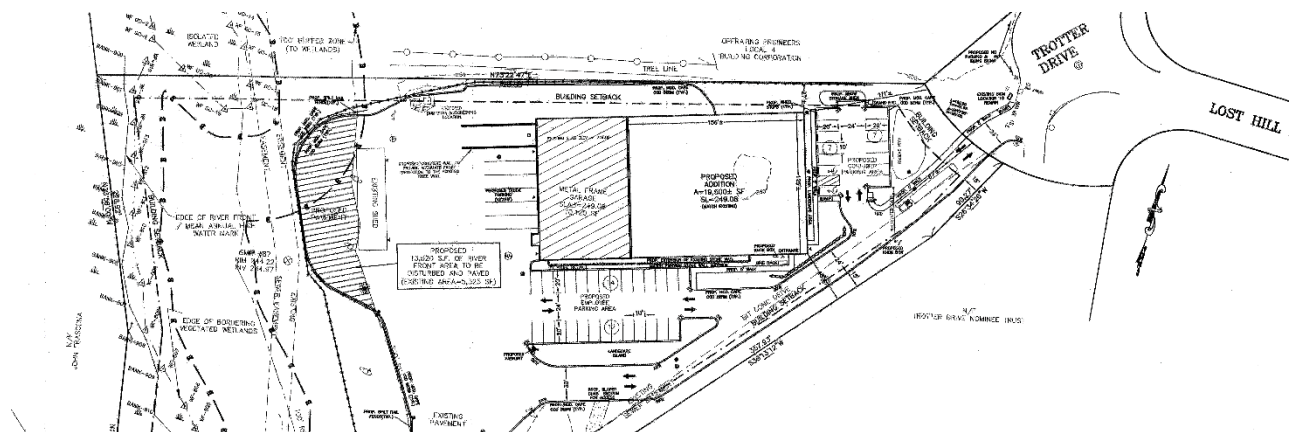
Primary site access and egress is provided by the existing entrance on Summer Street and access to the facility is controlled via a motorized security gate. Emergency access is provided via an existing driveway on West Street. The project plans include the construction of stormwater management facilities, extensive landscaping, lighting and parking areas. The project

interconnects with the abutting Eversource switchyard by an approximately 1,200 linear foot overhead electric circuit line. Construction commenced in 2017, continued through 2019 with some final site work to be completed in 2020.



Exelon Site Construction

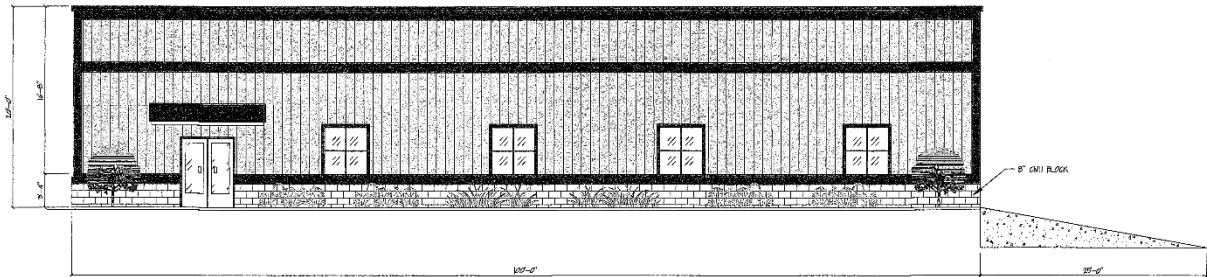
Merrimack Building Supply Expansion (20 Trotter Drive) – In July 2017, the Board approved a special permit and site plan for the construction of a 19,500 sq. ft. addition to Merrimack Building Supply’s existing 10,000 sq. ft. structure at 20 Trotter Drive in the Medway 495 Business Park. The project includes a new customer entrance, expanded parking for a total of 40 parking spaces, construction a new loading dock and paved area for truck access to the loading area, installation or relocation of utilities to accommodate the building addition, abandonment of the existing septic system and connection to Town sewer, installation of a stormwater drainage system where none presently exists, and installation of site lighting and landscaping. The project was completed in 2019.



Merrimack Building Supply Expansion Project Site Plan – 20 Trotter Drive

Converting Technical Services (CTS) (9 Trotter Drive) - In July 2018, the Board approved a site plan for the construction of a 6,000 sq. ft., one-story building at 9 Trotter Drive in the 495 Business Park. The project includes associated parking and loading facilities for Converting Technical Services, a light manufacturing/warehouse business. The site plan includes parking for 20 vehicles, landscaping, stormwater drainage facilities, site and building lighting, and connections to municipal water and sewer. Site access/egress is planned with two curb cuts on

Trotter Drive. Construction began in August 2018 and was completed during 2019.



CTS Building Elevation – 9 Trotter Drive

R. P. Marzilli & Company Expansion (21 Trotter Drive) – In November 2019, the Board approved a site plan for a proposed 6,900 sq. ft. addition to the existing building at 21 Trotter Drive occupied and used by R.P. Marzilli & Company for its professional offices. The project also includes installation of associated site improvements with parking for 129 vehicles, stormwater management facilities, lighting, landscaping, an outside materials storage area, and a vehicle refueling facility. R.P. Marzilli & Company is a full service landscape contractor which has operated at this site since 1998. The property is 11.03 acres in size. The site's access from the existing curb cut at the end of Trotter Drive will remain in place. The existing building is set back approximately 320' feet from Trotter Drive. The project also includes 129 paved parking spaces for employees, visitors, and company vehicles. The project was approved in November 2019 and will begin construction during the spring of 2020.



Rendered drawing of planned new addition to the R. P. Marzilli & Company building – 21 Trotter Drive

NeoOrganics (4 Marc Road) - The Board began its review of a proposed recreational marijuana cultivation and processing facility in the existing 29,718 sq. ft. industrial building at 4 Marc Road. The Applicants sought a Recreational Marijuana Establishment Special Permit pursuant to Section 8.10 of the *Medway Zoning Bylaw*, a Groundwater Protection Special Permit pursuant to Section 5.6.3 of the *Zoning Bylaw*, and site plan approval pursuant to Section 3.5 of the *Zoning Bylaw*. The proposed scope of work includes interior renovations to accommodate the new use, construction of a 3,000 sq. ft. outside concrete mechanical pad to house HVAC and odor control equipment, construction of a dumpster pad with associated fencing, installation of stormwater management measures to supplemental those presently on site, clean-up of the existing manmade drainage ditch, and construction of a 17' wide fire lane along the west side of the building. The project and site will not be used for the retail sale of marijuana products.

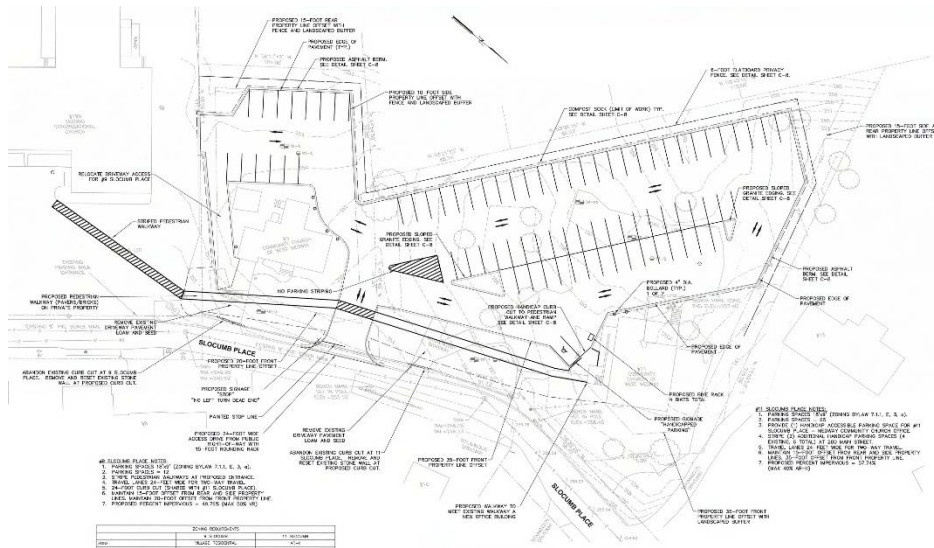
Medway Department of Public Works Building (46 Broad Street) – In 2018, the Board began its review of a major site plan for the new Town of Medway Department of Public Works (DPW) building at 46 Broad Street. The major element of the proposed project is the construction of an approximately 35,000 sq. ft., two story building including garage space. Five parcels comprise the site which totals approximately 35.8 acres. The project includes construction of two separate prefabricated storage buildings, one for salt storage (4,500 sq. ft.) and the other for materials storage (2,300 sq. ft.). The first floor of the new building will include the DPW vehicle services area for storage and repair, a wash bay, and supporting offices and operational spaces. The second floor (mezzanine level) will be dedicated to storage and building services. The new building will be accessed through the existing DPW site via Broad Street. The project also includes paved parking for a total of 29 staff and visitor vehicles including handicap accessible spaces conforming to ADA requirements. Fifteen truck parking spaces will be located under an overhead canopy where solar panels may be installed. The driveways and parking areas will be edged with vertical granite curb. There will be an additional 21 truck parking spaces located within the new building to service and store DPW vehicles.



Rendered drawing of planned new Medway DPW Building – 46 Broad Street

Water and sewer service will be extended to the new facility from Winter Street along the corridor within the Town-owned railroad bed located along the southern edge of the site. Site lighting consisting of LED fixtures on poles will be positioned along the perimeter of the driveway and parking areas. Landscaping will be installed at the main entrance to the new building. The land area disturbed by construction will be planted with a variety of native grasses to naturalize similar to the adjacent woodland and wetland areas. Stormwater management facilities are planned. Site plan approval occurred in February 2019. Town Meeting approved project funding in May 2019. Construction began in the summer of 2019.

Medway Community Church - The Board approved a site plan in September 2018 for the development of a 78 space parking area at 9 & 11 Slocumb Place including site clearing and grubbing, excavation, installation of stormwater management facilities, paving, curbing, walkways, lighting, landscaping and fencing, all in support of the operation of Medway Community Church's main facility at 196 Main Street. Construction commenced during 2019 and will conclude in the spring of 2020.



Medway Community Church Parking Site Plan – 9 & 11 Slocumb Place

Administrative Site Plan Review – Pursuant to a relatively new component in Medway’s site plan review process, a number of businesses made use of the Town’s Administrative Site Plan Review procedures. This is suitable for smaller projects and involves project review by Town staff in lieu of a full review by the Board and its outside consultants. During 2019, the following projects were subject to Administrative Site Plan:

- Jacob Ide House, 158 Main Street
- Medway Fire Station, 44 Milford Street
- Bright Start Pre-School, 11 Awl Street

MULTIFAMILY HOUSING

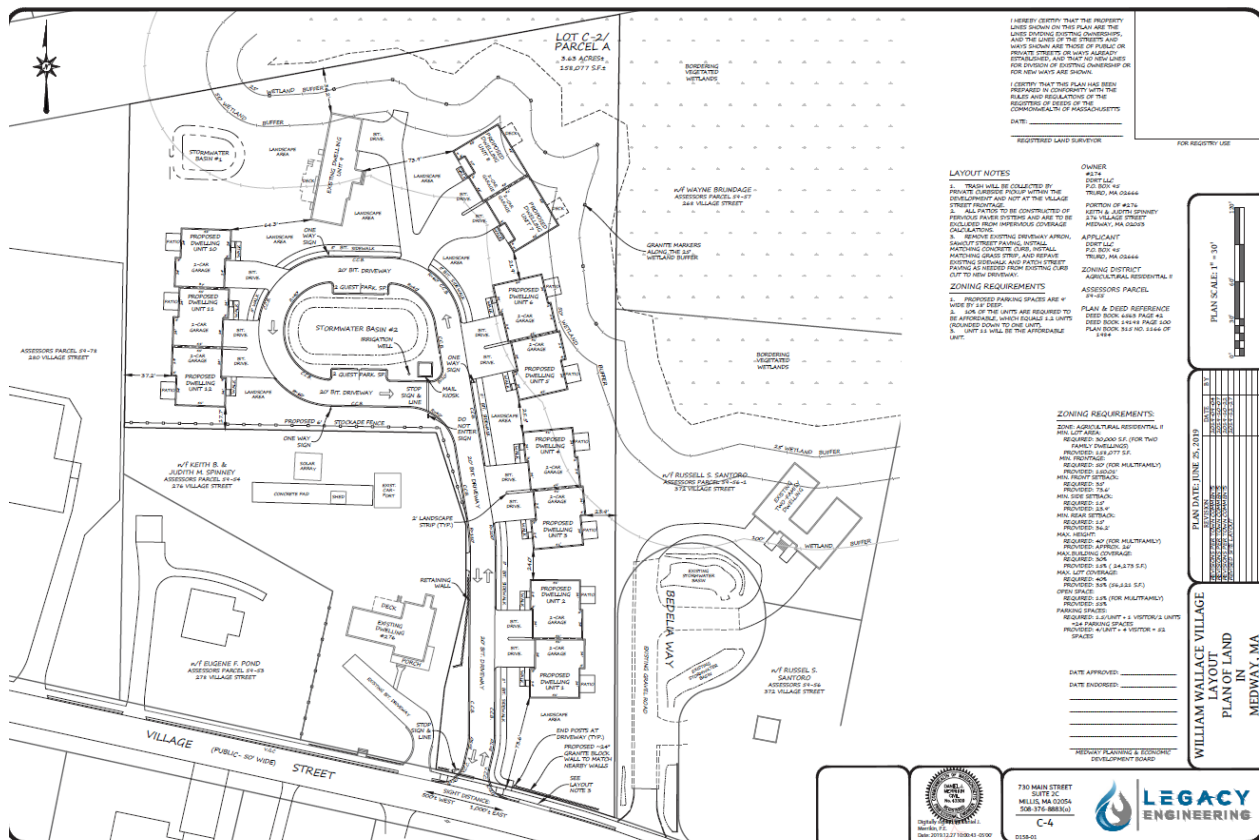
Medway Green - In response to the new special permit/multifamily housing zoning provisions approved at the 2015 Annual Town Meeting, the Board received an application in late 2016 for Medway Green, an eight unit, townhouse style condominium development proposed for 176-178 Main Street at the northeast corner of Main Street and Mechanic Street. One affordable dwelling unit is included within the development. One building with four townhouses fronts onto Main Street; the other building with four townhouses fronts onto Mechanic Street. Primary access is from Main Street with a secondary entrance to the site from Mechanic Street. A total of 16 off-street parking spaces are provided. The existing structure at 176 Main Street was demolished. Stormwater management facilities have been installed. A sidewalk has been installed along the east side of Mechanic Street. The project was approved in March 2017. The permitted development was sold, and the new owner commenced site construction in August 2018. Sales occurred throughout 2019.



Medway Green townhouse condominiums – Corner of Main and Mechanic Streets

William Wallace Village – During 2019, the Board reviewed a proposal to develop a 12-unit residential condominium community at 274 Village Street and a small portion of 276 Village Street. The combined area of the site is 158,077 sq. ft. The project includes construction of one 3-unit building, four duplex buildings and the renovation of the existing single- family house; the units will range in size from 2 – 4 bedrooms. One dwelling unit shall be available for sale to a low- or- moderate income household.

Access to the development will be from Village Street via a permanent, private roadway to be known as Sterling Circle. A total of 52 parking spaces will be provided (2 in the garage and 2 in the driveway for each of the 12 units plus 4 spots for visitors and guests). The existing gym building at 274 Village Street will be demolished. Sub-surface stormwater management facilities will be installed on site as will landscaping and lighting. Connections will be made to the existing Town sewer and water services on Village Street. Construction is expected to commence during 2020.



William Wallace Village Site Plan

Evergreen Village (22 Evergreen Street) - The Board began its review of a proposal for a 12- unit, townhouse condominium development at 22 Evergreen Street, a Medway Scenic Road, in the Agricultural/Residential II zoning district. The site is 1.44 acres. Access will be from a single curb cut from Evergreen Street. Site improvements include off-street parking spaces, stormwater management facilities, landscaping, lighting, and a gardening area. Connections will be made to the existing Town sewer and water services in Evergreen Street. Construction work in the Town's Evergreen Street right-of way to create the new curb cut involves reconstructing portions of the existing stone wall to accommodate the creation of a single curb cut. Over the course of the public hearing, the proposal has been reduced to 2 triplex buildings for a total of 6 townhouse units. One affordable dwelling unit will be included within the development.



Proposed Evergreen Village townhouse condominiums – 22 Evergreen Street

PLANNING AND ECONOMIC DEVELOPMENT PERSONNEL - Medway's planning office is staffed by Susy Affleck-Childs, the Town's full time Planning and Economic Development Coordinator, who also staffs the Design Review Committee. Administrative support is provided by Stefany Ohannesian, Administrative Assistant for the Community and Economic Development Department. Amy Sutherland continues to serve capably as the Board's recording secretary to prepare minutes of Board meetings. The Board is also guided by Barbara Saint Andre, Medway's Director of Community and Economic Development. Her assistance and experience are greatly appreciated.



Gino Carlucci, of PGC Associates in Franklin, is the Town's consulting planner. He continues to be instrumental in assisting the Board with its review of commercial and residential development plans and decisions and drafting and reviewing proposed amendments to *Medway Zoning Bylaw*. Gino participates in various regional planning and economic development organizations. He is a staunch advocate for Medway throughout the region and always represents and advocates for our community with enthusiasm.

Tetra Tech, based in Westborough, serves as the Town's engineering consultant. The Board was capably assisted during 2019 by professional engineers Steve Bouley and Sean Reardon and other specialized Tetra Tech staff with expertise in traffic engineering and stormwater management. Tetra Tech prepares technical engineering reviews for all development projects with permit applications before the Board to ensure that development plans meet the Town's standards and regulations. Tetra Tech also conducts site inspections during the construction of roadways and infrastructure for subdivisions and other development projects. Tetra Tech serves as the Board's eyes on the ground to ensure that roadway and infrastructure construction are completed in accordance with approved plans.

The Board is most appreciative of Town Counsel KP Law for their ready advice and assistance as we craft creative zoning initiatives and manage the legal details of subdivisions, special permits, performance security, and street acceptance. We appreciate their diligence and care on Medway's behalf.

We value the staff and consultants with whom we work for their steadfast service to the Planning and Economic Development Board and office. Together, we have established a great team.

2020 PRIORITIES - As we look to 2020, the Board and staff will pursue the following priorities:

- Continue to refine the *Medway Zoning Bylaw* by proposing needed amendments as identified during the bylaw recodification process undertaken during 2015. The Board has submitted a series of amendments for consideration at the 2020 Annual Town Meeting in

May: refinements of regulations for adaptive use overlay district projects, multi-family residential developments and mixed-use developments in the Central Business zoning district, revisions to the Use Table for the Oak Grove zoning districts, registered medical marijuana facilities and recreational marijuana establishments, revised criteria for various forms of site plan review and provisions for mitigation measures and zoning compliance, new provisions pertaining to the allowable location of incidental accessory objects, and revised environmental standards. The Board will also propose other *Zoning Bylaw* amendments for consideration at the November 2020 town meeting.

- Continue to monitor site infrastructure construction at the Willows senior living community being developed by Salmon Health and Retirement off of Village Street and the Medway Community Church parking lot expansion on Slocumb Place. Begin the site infrastructure construction inspection process for a building expansion project for R.P. Marzilli & Co at 21 Trotter Drive and for multi-family developments at 20 Broad Street and at William Wallace Village on Village Street.



- Establish a Master Plan Update Committee and select a consultant and begin work to update Medway's Master Plan
- Finalize the Town's official Open Space and Recreation Plan for submittal to the Commonwealth of Massachusetts.
- Continue to review applications for several multi-family housing developments.
- Work to complete the street acceptance and bond release process for several longstanding subdivisions.
- Participate in the development of new sign regulations for the Zoning Bylaw.
- Work with our colleagues on the Conservation Commission and the staff in the Community and Economic Development and Public Works departments to implement the Town's recently revised Stormwater Management and Land Disturbance Bylaw.
- Participate in the Town's Municipal Vulnerability Preparedness (MVP) program to develop initiatives to strengthen the Town's resiliency to climate change impacts and promote sustainability.

CLOSING COMMENTS – This Board believes Medway continues to have a number of key development opportunities that will invigorate and enrich the community for future generations of Medway’s residents.

We believe that good results come from good planning. With that philosophy, we hope that the community will continue to support us as elected officials and embrace the fundamental soundness of good planning and engineering practices. With each passing year, the build-out of

Medway's undeveloped land continues. It becomes even more imperative that Medway be vigilant in its efforts to grow smartly. This is how we endeavor to serve.

The Board will continue to work toward a vision that establishes and promotes a more diversified tax base for Medway, thereby creating a more economically stable community. We will do that by utilizing proper planning techniques, giving attention to design elements that make our community attractive, respecting residents' opinions and perspectives, and balancing the community's vision with private property rights. Past Planning Boards established a foundation on which the current Planning and Economic Development Board bases its work. They developed and promoted the adoption of *Zoning Bylaw* amendments to expand the available supply of commercially zoned land and a broader range of business types. Other zoning changes allowed for alternative housing options such as adult retirement communities and open space subdivisions. More recently, the Town approved new provisions for multi-family developments and accessory family dwelling units.

I would like to recognize the dedicated work of the allied land-use committees with whom we directly collaborate - Design Review Committee, Open Space Committee, Economic Development Committee, Affordable Housing Committee and Trust, and the Medway Redevelopment Authority. I encourage you to read their individual annual reports for highlights of their activities during 2019.

It has been my privilege and pleasure to serve Medway during 2019 with my fellow Board members Tom Gay, Bob Tucker, Matt Hayes and Rich Di Iulio. I admire their dedication and thank them for providing their time, talents and thoughtful perspectives. I particularly want to thank Vice Chairman Bob Tucker for his support and always being willing to step in to run Board meetings when I wasn't able to participate.

On behalf of the entire Board, I want to thank the citizens of Medway for electing us to guide the future growth and development of our wonderful community. We value that trust and will endeavor to do our very best to continue to earn it in the years ahead.

Respectfully submitted,
Andy Rodenhiser, Chairman

Report of the Medway Redevelopment Authority - 2019

The Medway Redevelopment Authority (MRA) is an independent municipal urban renewal authority established by the Town of Medway in 2014, in accordance with Massachusetts General Laws, Chapter 121B. The Authority is governed by five members, four of whom are elected and the fifth member is appointed by the Governor. The members are as follows: Andy Rodenhiser, Chairman (term expires 2021); Michael Griffin, Vice Chairman (2023); Douglas Downing, Treasurer (2024); Rori Stumpf, Member (2022); and Paul Yorkis (State Member, 2024).

The mission of the Medway Redevelopment Authority is to encourage reinvestment by means of development of underutilized areas that will lead to job creation, added housing opportunities, a mix of commercial and industrial uses, an improved tax base, and a better quality of life for all

residents of Medway. The MRA will function as a catalyst in fostering public/private partnerships.

The initial focus for the MRA is on the Oak Grove area, comprised of the “Bottle Cap lots” as well as a portion of the adjoining “Medway 495 Business Park”, which is bordered by Milford Street to the North, Milford town line to the West, Alder Street to the South and West Street to the East.

The Bottle Cap lots derive their name from a 1920’s marketing promotion by Clicquot Club, which awarded small parcels to customers with winning bottle cap lots. There were originally approximately 1,022 Bottle Cap lots with an average size of approximately 1,600 square feet and dimensions of approximately 80 feet by 20 feet. The ownership of many of the lots has been consolidated over the years, but the configuration of many small, irregularly shaped lots with multiple owners remains a significant obstacle to redevelopment of the area.

During 2016, the MRA worked with BSC Group in the development of an Urban Renewal Plan for the Oak Grove area. A vision for the area was developed early in the planning process, which reads as follows:

As a gateway to Medway, the Oak Grove Area shall have a strong identity and image while sustaining Medway’s high quality of life for residents and businesses. The development shall encourage a diverse mix of uses, including the potential for housing, business, industry and open space, in order to generate sustainable commercial and industrial employment opportunities, provide business opportunities for economic development, and deliver a net increase to Medway’s tax base. The Oak Grove Area shall leverage its access to the regional highway network and nearby regional development in a manner that supports balanced and sustainable development with consideration to minimizing environmental and social impacts.

The Urban Renewal Plan was approved by the MRA, the Board of Selectmen, the Planning and Economic Development Board, and the Commonwealth’s Department of Housing and Community Development in 2017. The MRA is now proceeding to implement the Plan, and will continue its outreach to the property owners in the Urban Renewal area. The Redevelopment Authority appointed a zoning task force, which worked with a consultant, Ted Brovitz, to prepare a new zoning district for the Oak Grove Urban Renewal Area to accomplish the vision of the Plan. The new Oak Grove Park Zoning was adopted by the November 18, 2019 Town Meeting.

In Fiscal Year 2018, at the Fall Town Meeting 2017, the Town appropriated funds in the sum of \$74,400.00 to the Redevelopment Authority for funding initial land acquisition costs, including but not limited to any legal and technical costs associated thereto, for the purpose of implementing a redevelopment and/or Urban Renewal Plan. At Town Meetings in March and May of 2019, the Town appropriated a total of \$2,400,000.00 (by borrowing) to fund land acquisition in the Oak Grove Urban Renewal Area. The Redevelopment Authority made its first purchase of land in the Oak Grove, obtaining an important 2.815 acre parcel of vacant land at 15 Trotter Drive for \$550,000.00. The Redevelopment Authority also expended funds in 2019 for the purposes of hiring appraisers, legal fees, title reviews, and an environmental assessment with respect to the 15 Trotter Drive parcel, and other parcels in the Oak Grove Urban Renewal Area.

URBAN RENEWAL EXPENSES ACCOUNT	
Appropriated 2017	\$ 74,400.00
CY 2018 spent	\$ 19,740.00
CY 2019 spent	\$ 12,593.00
Remaining	\$ 42,067.00

URBAN RENEWAL CAPITAL ACCOUNT	
Appropriated 2019	\$ 2,400,000.00
CY 2019 spent	\$ 582,300.00
Remaining	\$ 1,817,700.00

Respectfully submitted,

Andy Rodenhiser, Chairman

Report of Medway Pride Day Committee

The 25th annual Medway Pride Day was held on Saturday, May 18th at the Medway Middle School under sunny skies. This annual community event brings together the town's residents, businesses and community groups for a day of great fun, food and entertainment. In honor of the 25th festivities, special activities were added celebrating the arts in Medway. Artwork created by Medway High School students was displayed and art activities were provided. Flower pots were decorated by members of the community and proudly displayed.

The day began with the Girl Scouts reciting the Pledge. Elementary students decorated their bikes for a few laps around the track in the annual bike parade. Over 80 exhibitors participated in the day, including many community organizations and local businesses. Attendees were well fed by the Medway Democratic Town Committee, TC Scoops and a number of other establishments. Music was provided throughout the day. Performances on the stage included Medway's own John Tomorakos's bands One Night Love Affair and Kerri and the Shugga Daddies. Prana Center (and Medway Middle School) students Grace Kasten and Olivia Gallerani wowed the crowd with their rendition of "Breathe".

Under the stewardship of Paul Yorkis, Medway Pride Day hosted a blood drive for Boston Children's Hospital, which was quite a success! The Massachusetts State Police showcased their Underwater Recovery Unit vehicle and several officers attended. The Norfolk County Sheriff's Office, the Medway Fire Department, Police Department and Department of Public Works also provided their equipment for the touch a truck activity.

A special performance from the Flying High Frisbee Dogs was enjoyed by all ages. Henry the Juggler offered an interactive show and then wowed the crowd with his stilt walking. Step by Step Studio of Dance and Seishin Karate students performed their routines. Field activities were provided by students from Medway High School, Medway Youth Football and Cheer and the Medway Parks and Recreation Department. The Franklin YMCA also provided their gaga pit for hours of fun. A trackless train, inflatables and many children's activities rounded out the offerings of the event.

Thank you to all of the volunteers that make this event possible. Medway Pride Day 2020 will be held on Saturday, May 16th, 2020.

Respectfully submitted,

Sarah Stone, Chair

REPORT OF THE ZONING BOARD OF APPEALS

The Zoning Board of Appeals is authorized by Massachusetts General Laws (M.G.L.) Chapter 40A to hear and decide appeals, applications for special permits, and petitions for variances, and to make other necessary findings. Under M.G.L. Chapter 40B it is also responsible for the issuance of comprehensive permits for affordable housing proposals. The Medway Zoning Bylaw designates the Board as the special permit granting authority for certain uses. Board meetings are regularly scheduled for the first and third Wednesday of each month at 7:30 p.m. in Sanford Hall at Medway Town Hall, or at other times and places as determined by the Board.

The Board consists of five permanent members and two associate members, each appointed by the Board of Selectmen for a three-year term. The members are as follows:

- From January 1, 2019 to July 1, 2019: Rori Stumpf, Chair (2020); Brian White, Vice Chair (2022); Carol Gould, Clerk (2022); Christina Oster, Member (2021); Gibb Phenegar, Member (2020).
- From July 1, 2019 to December 31, 2019: Rori Stumpf, Chair (2020); Brian White, Vice Chair (2022); Gibb Phenegar, Clerk (2020); Christina Oster, Member (2021); Tom Emero, Member (2022); Brian Cowan, Associate Member (2022); Carol Gould, Associate Member (2022).

The Zoning Board of Appeals is staffed by the Administrative Assistant for the Community & Economic Development Department ("CEDD"), who also serves as the Recording Secretary. Stefany Ohannesian is the Administrative Assistant as of March 2019.

The Board is also staffed by the Town's Director of Community & Economic Development Department; currently Barbara J. Saint Andre.

Tetra Tech, based in Framingham, serves as the Town's engineering consultant. The Board was capably assisted during 2019 by professional engineers Sean Reardon and Steve Bouley, and other specialized Tetra Tech staff with particular expertise in civil and traffic engineering, wetlands and stormwater management

In 2019, the Board granted a comprehensive permit for a 190-unit apartment complex, of which

48 rental units will be for low- and-moderate income households The Board also approved the final plans for the Timber Crest Estates and Kingsbury Village Comprehensive Permit. The Board also decided petitions for special permits, variances, and nonconforming structures and uses. The Board thanks those town employees and members of Town boards and committees who have worked diligently to provide comments to the Board in their review of applications. The Board would also like to thank those applicants who have come before the Board and the residents who have attended public hearings to voice their comments and questions. The Board recommends that those who intend to file an application for a hearing with the Board review the aforementioned chapters of the Massachusetts General Laws, as well as the Medway Zoning Bylaw. The Board encourages all who intend to file an application for a ZBA hearing to meet with staff prior to application submission. Contact information, M.G.L. 40A and 40B, the Medway Zoning Bylaw, ZBA Application Forms, and other general information can be found on the Zoning Board of Appeals webpage on the Town website <http://www.townofmedway.org/zoning-board-appeals>.

Respectfully Submitted,

Rori Stumpf
Chair

Report of the Superintendent of Schools

The Medway Public Schools continues to use *2019-2024 Excellence for All: A Medway Mindset*, our Strategic Plan, to guide change for improvement. This year, for the first time, we provided the community with an Annual Report of the Strategic Plan. Within this report we shared information on our accomplishments over the 2018-2019 school year, as well as a data dashboard that provided readers with an understanding of our academic strengths and opportunities. The major components of Strategic Plan include:

Mission:

The Medway Public Schools, in partnership with the community, creates an academically challenging, safe and supportive learning environment that promotes the pursuit of excellence for all.

Vision:

Medway Public Schools, aspires to provide all students with a robust, equitable academic program that engages, challenges, and supports all students to apply knowledge, develop talents and skills, think independently, work collaboratively, and become informed, responsible, and productive citizens of a global community.

Core Values:

- Active, continuous learning
- Equity and empowerment
- Relationships built on trust and mutual respect
- Comprehensive wellness

.....for all

Goals:

Goal #1: Improved Learning: Improve the learning of all. (This is the CENTRAL goal)

Goal #2: Social/Emotional Wellness: Foster the social, emotional, and healthy development of all.

Goal #3: Innovative Teaching and Leadership: Ensure evidence based best practices and encourage innovation in teaching and leading.

Goal#4: Positive Learning Culture: Cultivate a professional and student culture that values respect, trust, collaboration, and effective communication,

The Strategic Plan has served the Medway Public Schools well as we continue to identify opportunities to improve the educational experience for students while ensuring that we are meeting their needs.

The Medway Public Schools will continue to examine practices and make adjustments to ensure that we are meeting the needs of all students. The achievement of the Medway Public Schools would not be possible without the ongoing support of the community and our excellent and committed faculty and staff.

Respectfully submitted,

Armand Pires, Ph.D.

Superintendent of Schools

**McGovern Elementary School
Grades Pre-K-1**

McGovern School is the early childhood school for the district and is home to our preschool-1st grade students. Our Integrated Preschool currently offers full and half day options five days per week, based on the needs of students. The preschool program has 50 students currently enrolled. In addition, McGovern School has eight, full-day kindergarten classes. Through the support of the Town of Medway, beginning in XX, our community ensured the benefit of a full-day Kindergarten experience, tuition-free. The kindergarten has a current enrollment of 147 students. Finally, there are eight first grade classes serving 149 students. There is a total of 346 students currently enrolled at the McGovern School, including our Integrated Preschool.

Students participate in all state required content curriculum and special subject courses. English Language Arts, including reading, writing, speaking, and listening skills are taught daily, along with mathematics. Essential elements of the balanced literacy program are integrated in the classrooms through readers' and writers' workshops. The *Ready Math* program is the core Mathematics resource for the elementary grades. Social studies content is integrated into the English Language Arts curriculum and also taught as an independent subject. Science instruction is provided by each child's classroom teacher and students are engaged in hands-on, inquiry-based units of study. Students also receive weekly lessons in art, music, health and physical education from allied art specialists. Additionally, students have the opportunity to visit the library each week to hear a story and select a new book to read at home.

Technology instruction is integrated into individual classrooms and students have access to our Discovery Zone, computer lab, iPads and Chromebooks. Classrooms have projectors and document cameras to support classroom instruction.

Last year, McGovern School adopted the philosophies of Responsive Classroom. The use of this philosophical approach to teaching has helped the school community employ the consistent use of prosocial skills. Teachers implement Responsive Classroom/SEL Lessons across the school day on a consistent, proactive basis. Aspects of Responsive Classroom include a Morning Meeting, Energizers, Chill Zone and Quiet Time.

McGovern teachers receive ongoing professional development in order to stay current with the state curriculum and other mandates. During the 2019-2020 school year, elementary teachers engaged in professional development around the Massachusetts Curriculum Frameworks in math and examining our new core resource. In addition, staff members participated in professional training in bullying prevention, Responsive Classroom, and social emotional support for students.

In addition, preschool and kindergarten teachers received training on the Visual Immersion System (VIS), which supports teaching language skills to children with autism spectrum disorders and other developmental disabilities. VIS has a strong focus on the use of augmentative and alternative Communication through the use of visual supports and communication boards.

Support through the Medway Elementary Parent Teacher Organization (MEPTO) is an integral component of student support. Additionally, through fundraising activities, MEPTO offers many extra-curricular activities for the students including in-house enrichment programs and community events. McGovern School received grants through MEPTO and MFE to install Sensory Pathways in the hallways.

Sensory pathways are colorful and creatively designed adhesive decals placed throughout halls to allow children to take a cognitive break by jumping, hopping and interacting with them in a meaningful way during the school day. The grants will fund approximately 15 paths that will be placed throughout McGovern's hallways.

Parent nights at the school includes open house and curriculum evenings, reading and math family workshops and informational sessions on curriculum related activities, screen time, and social emotional learning. Orientation events are held for students transitioning to McGovern School.

The McGovern and Burke/Memorial Schools' administrations work closely together to keep lines of communication open and to ensure consistency between the elementary schools. Teachers work collaboratively across grades and schools to ensure smooth transitions from school to school and to continuously review and update curriculum. Grade level groups also work with special education staff and reading support staff to help provide students with the best possible elementary education.

On behalf of the students and faculty at McGovern School, I wish to thank the community for

their ongoing support.

Respectfully submitted,

Amy McDonald, Principal

Burke-Memorial School
Grades 2-4

Burke-Memorial School is home to our second, third and fourth grade students and serves just under five hundred children. The school houses 156 students in the second grade, 149 in the third grade and 171 in the fourth grade. There are eight sections at each grade level at Burke-Memorial School.

Memorial School developed and continues to embody the motto: *We C.A.R.E. at Memorial School*. Each letter in C.A.R.E. stands for core values of the school: Cooperation, Acceptance, Responsibility and Effort. These values align with the district's core values: Active, Continuous Learning, Equity and Empowerment, Relationships Characterized by Trust and Mutual Respect and Comprehensive Wellness for All. Students and staff celebrate accomplishments related to these core values throughout the school year.

At Memorial School, students participate in all state required content curriculum and special subject courses. English Language Arts including reading, writing, speaking and listening are taught daily. All students participate in both readers' and writers' workshop. Ready Math is the core mathematics resource in the elementary grades. Social studies content is integrated into the English Language Arts curriculum and is also taught as independent subjects. Third and fourth grade students receive hands-on science/technology instruction by a science specialist. Students participate in this integrated, paperless science/technology class three times a week. Second grade students receive science instruction from their classroom teacher. Students in second grade also receive technology instruction once a week. Memorial School students all participate in the Project Lead the Way Launch Program as part of their science/technology curriculum. This program empowers students to adopt a design-thinking mindset to solve problems which relate to the world around them. All students receive weekly lessons in art, music, physical education, and health education. Students also visit our school library each week. Burke-Memorial school houses a variety of electronic mobile devices including iPads and Chromebooks. Interactive projectors and document cameras are also present in each classroom.

Memorial School has adopted the Responsive Classroom model. The use of this philosophical approach to teaching has helped the school community employ the consistent use of prosocial skills. Teachers implement Responsive Classroom/social emotional learning lessons across the school day on a consistent, proactive basis. Aspects of Responsive Classroom include a Morning Meeting, Energizers, Chill Zone and Quiet Time.

Medway elementary teachers receive ongoing professional development in order to stay current with the state curriculum and other mandates. During the 2019-2020 school year, elementary teachers engaged in professional development around Multi-Tiered Systems of Supports,

improving core instruction and using data to make instructional decisions. In addition, staff members are receiving professional training in bullying prevention, Responsive Classroom and social emotional supports for students.

Support through the Medway Elementary Parent Teacher Organization (MEPTO) is an integral piece of the learning package. MEPTO sponsors both our fourth grade Medway Community Farm Program as well as our School Based Farm Program for students in grades two and three. Additionally, through fundraising activities, MEPTO offers many extra-curricular activities for the students including in-house enrichment programs and community events. Medway's Community Education department offers additional after school programs in cooking, enrichment, newspaper writing, world languages, art, music, theatre and sports.

Parent nights at the schools include curriculum evenings, reading and math family workshops and informational sessions on curriculum related activities. Orientation events are held for students new to Medway and students transitioning to Burke-Memorial School from McGovern School.

School administration works closely with the principals of McGovern and Medway Middle School to keep lines of communication open. Teachers work collaboratively across grades and schools to ensure smooth transitions from school to school and to continuously review and update curriculum. Grade level groups also work with special education staff, Title I math staff and reading support staff to help provide students with the tools they need to do their best.

Respectfully submitted,

Amanda Luizzi
Principal, Burke-Memorial School

Medway Middle School Grades 5-8

Medway Middle School currently serves approximately 684 students in grades 5-8. Medway Middle School strives to provide students with a safe and nurturing environment that supports students' academic, social, and emotional learning. The goal of the middle school is to support students during a formative, and often tumultuous time, in their development. In the end, the objective is to provide a strong educational experience that provides students with the requisite skills to become independent learners and conscientious citizens.

Thanks to the continued efforts of the faculty and staff, Medway Middle School continues to support the instructional needs of our students, as well as supporting the needs of the community.

In 2019, Medway Middle School students participated in the third year of the new MCAS tests.

Medway Middle School continues to perform better than many middle schools in the Commonwealth, and received the accountability level of making “moderate progress toward targets.” The Middle School staff remains committed to the use of performance data from these assessments to identify areas of strength and opportunities for improvement. Our Grade 5 teachers and students continue to utilize the I-Ready assessment system, which measures students in meeting math and reading grade level expectations throughout the year. This online instructional resource is connected to the Ready Math curricular resource to extend student learning. Our staff and students in the Grades 6-8 are completing a pilot of the IXL learning platform, which provides an ongoing diagnostic score for students in English-Language Arts and Math. Students have also engaged in the instructional lessons recommended through their individual scores. Both resources have provided faculty with greater information to assist in meeting the needs of Middle School students.

During this school year, Middle School staff continues to implement new aligned curriculum resources, as well as the recommendations of recent curriculum reviews and professional development. Students in grades 6 through 8 are completing a full year pilot of the Big Ideas math curricular resources. At the same grade levels, Science classes are entering their second year of implementing the TCI resource. Science teachers have worked collaboratively through the professional learning communities to identify areas of improvement from the first year using this resource into their instructional planning for this year. With a realignment of the Massachusetts Social Studies standards, 8th Graders are now offered a full year course, focusing on Civics. Our 6th and 7th graders are engaged in a re-aligned World History sequence. At all three grade levels, students are now engaged in a full year of instruction focused on argumentative writing through the DBQ Project. Through this resource, Social Studies teachers facilitate the student’s development through analyzing primary and secondary sources to develop an answer supported by this evidence to an overarching question.

In Grade 5, Math/Science teachers continue to implement new Science curriculum resources through STEMScopes, as well as conducting a full year pilot of the Ready Math curriculum resources. The middle school World Language department continues their collaborative conversations focused on aligning learning experiences across our three languages: French, Spanish, and Mandarin. A second part of these conversations has focused on aligning their assessments with the levels of proficiency set by the American Council on the Teaching of Foreign Language (ACTFL). These national levels focus on measuring and monitoring a student’s development in speaking, writing, and reading in the target language over their four years at the middle school. Through the efforts of our world language coordinator, the work being completed at the middle school will align with similar work being completed at Medway High School.

Outside the classroom, Medway Middle School continues to provide students with varied opportunities to engage in activities focusing on different interests, leadership opportunities, and community service projects. In the past year, Medway Middle School Band and Chorus students successfully participated in statewide competitions through MICCA and MMEA as both programs continue to expand. Students enrolled in our Project Lead the Way (PLTW) technology courses have found success participating in statewide showcases displaying their work solving different engineering and technology- based challenges. Connected to the growth of these

classes, our newly formed Medway Middle School robotics team has found early success participating in local competitions and has qualified for their Massachusetts-Rhode Island state championship this winter. Students continue to enjoy our Fall and Spring athletic offerings. Through our partnership with Community-Ed, middle school students continue to benefit from after-school programs, such as the Learning Lounge. These offerings have expanded to include opportunities for our students to participate in the statewide STEM Week Challenge this past Fall, as well as a new program called Design Squad this past winter. Students continue to develop leadership skills through our Student Council program, while students in Where Everyone Belongs (WEB) and Peer Leader programs continue their work to improve our school community through unifying students despite any differences. With the assistance of the District's Director of Health and Wellness, all students, staff, and families were able to experience the powerful message of Rachel's Challenge. This program founded by a Columbine High School victim's family presented our school community with the challenge of starting a "chain reaction" of kindness to make positive changes in our daily actions and words. Through this program, our staff and students have taken up this task to ensure that our school community challenges ourselves to be more supportive and inclusive.

Medway Middle School is fortunate to be so well supported by the community. The faculty and staff of Medway Middle school would like to thank the Medway Middle School Council, the Medway Secondary Parent Teacher Organization, the Medway Foundation for Education, and the Medway community for their continued support.

Respectfully submitted,

Craig A. Juelis
Principal

"A Medway Mindset"

Medway High School is an award-winning school of approximately 684 students, 96 staff



members, and 4 administrators. In the fall of 2017, the school earned re-accreditation by the New England Association of Schools and Colleges (NEASC). Our school continues to cultivate our community based on our core values of respect, tolerance, responsibility, integrity, and perseverance. However, we find ourselves with a new mission: to build a curriculum which, at its core, empowers our students with the 21st century skills necessary to compete in the modern workplace and

be engaged citizens.

Thanks to the generosity of the community, the high school was able to expand our 1:1 Chromebook Program to include all students in grades 9-12. Our staff continues to expand and enhance our students' learning opportunities using these tools, while helping them navigate the questions and concerns that arise about responsible use.

Our Medway Mustangs once again had a successful year on the athletic fields and volleyball court. This past fall, three teams won TVL division titles. Congratulations to our Volleyball, Fall Cheer and Boys Soccer teams. The boys' soccer team won the South Sectional Tournament, State

Semifinal game and then fell in the State Championship in overtime. Our winter teams are currently performing extremely well as our Girls Basketball, Boys Basketball and Boys Hockey Teams are in the running for TVL division titles. We are looking forward to great success from our spring teams.

The success of our students continued on the stage with the production of *Once on This Island*, which was graciously supported by the community over 3 sold out shows. The McGovern and Memorial schools welcomed our student performers to showcase songs from the show prior to opening night. We are excited for this spring's musical production of *Anything Goes*. We hope you will join us in what we are sure will be another outstanding performance by our theater department.

We also held a variety of celebrations within our school and community. This year our students were thrilled to be a part of the 4th annual Veterans Oral History Project which honored local veterans at the Medway Senior Center. We also welcomed 47 juniors and 5 seniors as inductees into the MHS chapter of the National Honor Society bringing our total to 97 members. The winter will once again bring us exciting events for students including STEM Day and Challenge Day, and our first Financial Literacy Fair.

Graduates of the class of 2019 have finalized post-secondary plans to attend a diverse array of schools with varying degrees of selectivity across the country. With a graduating class of 176, this year our students filed 1206 applications to 249 different institutions of higher learning. 92 % of students will continue their education beyond high school. The largest number, (88%), will attend 4 -year colleges, with 46.9% attending 4-year public institutions and 41.1% attending 4 year private institutions. This includes 2 students attending private colleges in Puerto Rico and Spain, and 2 students attending public colleges in Canada. Eight students are attending community colleges, 7 in Massachusetts and 1 in Florida. Some of these students have noted plans to transfer after 2 years to a Massachusetts public university. The Commonwealth Compact has made this an excellent financial and educational plan for students. Four students have enlisted in the military; specifically, the United States Army, the United States Marine Corps and the United States Navy. Two students began boot camp with the US Marine Corp in May. One student will complete this training and report to Norwich Academy in August. This decision will provide him a strong military career path. Six students are employed, two with the intent to attend community college or vocational training part time in the fall. In addition, 3 students attending the ACCEPT programs at Medway High School participated in our graduation ceremonies.

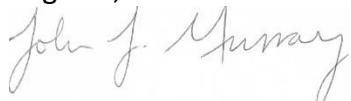
The current senior class is also making great strides towards a successful transition to life after MHS. In early November 2019, 52 seniors in the class of 2020 were recognized as John and Abigail Adams Scholarship recipients by the Massachusetts Department of Elementary and Secondary Education for their performance on grade 10 MCAS tests. Prior to January 2019, members of this class submitted over 1100 applications to colleges and universities nationwide. We look forward to reporting back about their future plans.

The school counseling team supports the academic, career and social-emotional development of all students through individual counseling and classroom lessons in every academic year of high

school. Our partnership with Family Continuity Programs continues to provide access to therapists

onsite for students in need who are unable to access outside providers. In its second year, our town and school partnership with Interface Referral System allows counselors to refer students and families for assistance with access to outside providers. Our Bridge to Youth in Transition Program, funded in part by a Metro West Health Foundation grant, continues to support students as they reintegrate to school and classes following prolonged medical or psychiatric absences; as well as is an additional resource for students at risk.

Regards,



John J. Murray, Ed.D.

Medway Student Services

Summer Extended Year Services

Each year we have the opportunity to work with many of our students for 5 weeks each summer. The standard for students requiring summer service is one of need: They either:

1. Require a significant amount of time to recoup a previously acquired skill or knowledge following an extended break from instruction and/or services;
2. Are at a critical learning period and interrupting instruction and/or services will severely jeopardize the student's ability to benefit from the program of specialized instruction;
3. The break will prevent a student who is in a functional curriculum from attaining/maintaining self-sufficiency skills that allow for personal independence.

This year, we added an extended academic day for some of our students who require *both* a supportive academic and social pragmatic or social/emotional learning environment.



Participation in Special Olympics



Medway has been an organizing founder and participant in the *5 Town Special Olympics* program since its inception. This event provides a great opportunity for many of our exceptional learners to showcase their love of sports and competition in organized events and to be honored and recognized for their efforts and competitive spirit. The 5 Town Special Olympics takes place every spring and represents a collaborative recognition of the talents and hard work of our students with disabilities. Students from Medway, Medfield, Millis, Holliston, and Ashland participate in this event. The event promotes the mission of the Special

Olympics by providing all athletes with continued opportunities to develop physical fitness to prepare for entry into school and community programs, and simply to just have fun. This year our athletes were given special recognition for their efforts during the *Student Highlight* portion of the School Committee meeting.

Language-based Learning Disability Services

Medway Public Schools continues to develop programming to support students within their home districts. For the last 3 years, Medway has collaborated with the Landmark School, a nationally renowned resource for the instruction of students with Language-based Learning Disabilities, to develop and support teachers' practice and students' acquisition of reading and language skills. These students follow learning pathways in our schools that specialize in meeting their needs both inside and outside the general education environment.

LINKS Programming



Linking students with community resources and school personnel is an integral philosophical component of this programming. Located in the Memorial, Middle and High Schools, students with on-going, organic mental illness are supported based upon their current level of need, recognizing that their level of need can and will shift throughout their educational careers. Flexibility of programming highlights LINKS, where student support may range from a quick check-in with a counselor to short term focused instruction by a special educator. The LINKS program is staffed with a Social Worker

and/or a School Adjustment Counselor, a Special Educator, and a Specialized Paraprofessional. Professionals have received training in de-escalation techniques, trauma informed practices, Safety Care, Data Collection, and Treatment Planning.

Lower Elementary Programming for Emotional Support: Our lower elementary school does not have a LINKS program, as students in that developmental range are often too young to be determined to have a chronic emotional impairment. For these students, who often have trauma as an etiology of their behavior, specialized services include specialized school classrooms staffed with teachers who are expert at managing, containing, and deescalating behaviors using Safety Care methodology, specialized instruction, and curriculum-based work with a therapy dog to help regulate their behavior.

How are We Doing? A Team Meeting Survey

The past school year piloted a “Just in Time”

survey for parents at the end of Team

meetings. For many of our parents, the

triennial survey from the state was too removed

from their experiences, and for our teachers and

staff, it did not supply us with actionable data

that could be used to make changes that impact

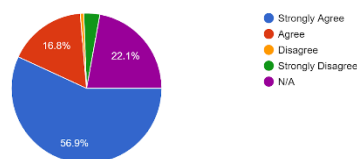
parents and students in the short term. Not only have parents been open to sharing their views,

we have received important information on what is going *well* in their experiences, so that we

may share that with teachers and maximize the impact of the experience.

If an IEP was developed, my concerns and vision were included in the development of the IEP.

262 responses



Dyslexia Screening

In the fall of 2019, Governor Baker signed a bill into law requiring that schools actively screen for students with dyslexia. Medway Public Schools has used a dyslexia screener during their Instructional Support Team process at the elementary schools for more than 1 year. The screener, developed by renowned dyslexia scholar, Sally Shaywitz of Yale University, provided teams with much needed information regarding the likelihood that a student’s struggles were related to dyslexia. The IST would then order a battery of tests to further assess the student’s struggles and intervene more quickly than would be possible otherwise. The district will continue to work with the state to refine this process as more information about state requirements becomes available. We have identified a potential new partner in this work, where screening for dyslexia and other reading struggles could begin in general in the fall of 2020 and during Kindergarten registration/screening in the spring of 2021, allowing for interventions to be appropriate and timely.

Kindergarten Screening

The 2018-2019 school year was the initial pilot of the Devereux Early Childhood Assessment Screener for Social and Emotional Readiness used with Kindergarten students. Parents of incoming Kindergarten students were asked to have their child’s preschool teacher (or themselves) fill out a 1-page series of questions regarding student attachment, self-regulation, initiation and behavior. This allowed building administration to better place students whose parents responded and identify those students new to us who may require additional support during their Kindergarten transition. In the 2019-2020 school year, the screener was a mandated component of Kindergarten registration, and its use helped teachers and administration to better support the placement of students in Kindergarten classrooms.

Visual Immersion System support for students with Autism

Medway Public Schools is only the 3rd Massachusetts district to work with Children’s Hospital’s Dr. Shane Howard to implement Visual Immersion System (VIS) into our youngest classrooms with struggling students.

- You will recall that the Preschool is in year 2/3 of its implementation plan following the program evaluation of 2017-2018. The VIS is a framework for instruction that will

●

This year 2 audits of Student Services activities were conducted. This past December, accountants from the DESE came in to perform a financial audit on our Circuit Breaker claim for school year 2017-2018. Circuit Breaker is a partial reimbursement program for tuitions that exceed a foundation amount (\$44,106.00). Districts must comb through IEP service deliveries and tuitions and calculate reimbursement based upon the number of days the student qualified to receive the service in a particular year. Allowable reimbursement costs are based upon the educational level and/or certification of the service provider, the type of service provided, and the fixed state rates for that level of provider delivering that particular service. The district was within 0.4% of the state auditor's number, reflecting a \$3,908.00 difference in a \$956,514.00 net claim.

Joint Committee for Special Education

to effectively implement all service deliveries; the need to structure disability category eligibility so that teams are complying with state definitions, the need to have highly specialized transition plans for some students, the need to better articulate informal (parent nights) and formal (IEP) transition meetings at each level, and the need to understand what characterizes, and is memorialized in IEPs, as appropriate servicing requirements at receiving schools.

Cultural Proficiency Work

Equity and Empowerment and Respect for All Students are 2 of Medway's core values, and cultural proficiency work supports personnel enacting those core values on behalf of all of our students. More than 25 educators and administrators have engaged in meaningful professional development designed to introduce educators to the complex issues raised by race and racism and their impact on student learning and achievement. The IDEAS1 course encourages educators to recognize the link between self-awareness and professional development as a component of providing equity to all students. For the first time, Medway sent 5 educators to the IDEAS2 course, a follow up course, where they will continue the work they started in becoming more culturally aware and responsive educators. The IDEAS2 course is a 25-hour course which allows participants to study systemic change models and culminates with a project to effect change in their educational setting. Medway participant projects included:

Elementary Level: Do student's feel represented by books on the school? Educators inventoried the library and discussed with students their perceptions. The preliminary finding was that students don't have a clear idea of what race is, and anchor/mentor texts should mirror the students. Next steps include inventorying classroom libraries.

Middle School: The PLTW curriculum is largely 'colorblind' and devoid of personal narratives. Females and students of color are more likely to consider a career as an engineer when personally connected (mirrored) in the curriculum. The educator is looking for those mirror supports to add to the curriculum so that all students can see themselves in the curriculum.

Middle School: Analyzing the behavioral data of middle school students and for disproportionality of the number of students referred to the office for behavioral concerns versus the number of students in each subgroup.

Middle School: Reviewed the anchor texts for grades 5-8 ELA, and surveyed students to determine if they feel they are represented in the curriculum. Next steps include a focus on finding alternative texts that may be used to also support the content and represent a cultural diversity.

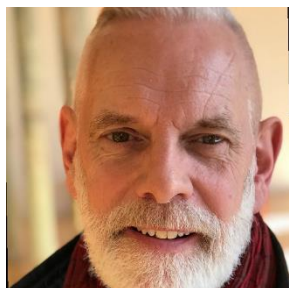
Additionally, 31 staff were trained in a 1-day Aspects of Identity/Unconscious Bias workshop so that all employees may begin to understand and appreciate the impact of unconscious bias on our students. A follow up workshop for Business and School secretarial staff was also conducted during the January PD day.

Professional Development

IEP Development: Medway Special Education and Related Service Providers continued their work on IEP development this year. As an outcome of our Professional Learning Community (PLC) discussions, we contracted with Allan Blume to help us further our identified areas of

development of: measurable goals, data collection to help drive goals, services, accommodations, and student profiles.

Professor Allan Blume is a renowned expert on IEP development and writing in Massachusetts. He spent much of his career as a Professor at Simmons University (22+ years), and currently works as an educational consultant with schools across Massachusetts regarding a variety of topics in education. He has guided school personnel with understanding and implementing individualized education programs, disability awareness, special education law, special education process, inclusion, eligibility, Section 504, linking instruction to standards, district evaluation of inclusion and special education provision as well as assisting school districts with the creation and editing of their District Curriculum Accommodation Plans. Professor Blume met with staff teams seven times throughout the year.



Clinical Skills Development: Medway School Adjustment Counselors, School Social Workers, and School Psychologists partnered with Robyn Bratica, PhD, LEP, NCSP to help support the on-going professional development of our tier 2 & 3 counseling staff and school psychologists. Dr. Bratica provided clinical consultation to this group in areas such as team meeting roles and responsibilities, interventions, ethics, and best practices. Additionally, she facilitated discussion on professional goal setting and the upcoming National Association of School Psychologist (NASP) revision of standards.



Dr. Robyn Bratica is an Assistant Professor in the School Psychology Department at William James College and is licensed as an Educational Psychologist, School Psychologist, and Social Worker/Adjustment Counselor. She has public school experience as a Special Education Team Chairperson in Milford Public Schools, a School Psychologist/School Adjustment Counselor in Milford Public Schools, a School Psychologist in Reading Public Schools and a Disability Services for Students Counselor at the University of Rhode Island. Dr. Bratica met with staff five times this year, and we anticipate her work extending into the 20-21 school year as she continues to support curriculum-based best practices and helps our staff establish a scope and sequence for addressing high frequency student behavior prior to their becoming a chronic condition. These areas include: self-regulation, school avoidance, school anxiety, and anger management.

Mentor/Mentee and Evaluation of Paraprofessionals

This year so the implementation of the paraprofessional mentoring pilot program, and the Paraprofessional evaluation program. These mentor/mentee initiatives will differently support paraprofessionals new to the district in the hope of retaining high quality paraprofessionals to support our students. The Evaluation pilot program participants are vetting the instrument being used to evaluate paraprofessional who have remained in the district for longer than 2 years. It is acknowledged that these staff require different and more specific types of development and have been in the district long enough to understand its structures and reflect on their roles within those structures. This is a reflection-based evaluation that partners a paraprofessional with a teacher so that a deep level of conversation and reflection ultimately

provides strengths-based feedback and next areas for skill development.

Respectfully Submitted by,

Kathleen M. Bernklow, M.S. Ed.

Department of Wellness District

The Wellness Department operates under the Center for Disease Control's Whole School, Whole Community, Whole Child model, which focuses its attention on the child and emphasizes a school-wide approach, supported by the community, to enhance the health and wellness of students. In support of *2019-2024 Excellence for All: A Medway Mindset*, our Strategic Plan, and the District's core values, the Wellness Department has focused much of its efforts on fostering the social, emotional, and mental health of Medway students, as well as building and strengthening community partnerships to best support Medway's youth.



At the elementary level, we moved forward with our goal to train all of our homeroom teachers in *Responsive Classroom*, an evidence-based social and emotional learning program, by 2020. By co-hosting a training with Franklin Public Schools this summer we have increased the percentage of trained teachers to 75%. Additionally, through the use of a universal screener, which measures elementary students' social and emotional learning competencies, we have been able to better identify students who would benefit from more targeted social and emotional learning instruction. Beginning in the fall of 2019, these students have been receiving additional support through short-term small group interventions, which were taught by a school social worker. Thus far, 70% of participants have been able to enhance their social and emotional learning competencies to a much greater skill level.

At the secondary level, the *Superintendent's Task Force on Student Stress*, a committee of Medway students, parents, and educators examined our schools' internal practices that have the potential to negatively or positively impact student stress and compared them to best practices for supporting student stress, as outlined by Stanford University's Challenge Success program. The Task Force's recommendation about what practices our district should examine more closely in an effort to decrease student stress was made to the superintendent and middle and high school principals, who agreed that we should look more closely at our homework philosophy and practices. This investigation has been taken up by the *Homework Advisory Subcommittee*, which will complete their work in 2020.

In addition to focusing on improving student social and emotional wellbeing the Wellness Department continued to partner with local agencies to enhance the health of our students in 2019. One of these partnerships was made with the Medway Village Church Food Pantry in

order to found *Medway School's Weekend Backpack Program*. The Weekend Backpack program supplies students with several meals and snacks before they leave school on Friday afternoons to ensure that their nutritional needs are met over the weekend. In 2019, our collaboration was able to support over 40 elementary students who were sent home with over 2,000 pounds of food. We look forward to continuing our partnership with the Medway Village Church Food Pantry and to expanding the program's reach in 2020.

The Wellness Department would like to thank the residents of Medway for all of the support that has been shown over the past year. We look forward to continuing to work together to best support the health and wellbeing of Medway's youth.

Respectfully submitted,

Ryan Sherman, Ph.D.
Director of Wellness

Community Education Department District and Community

The Community Education Department is a self-sustaining department of the Medway Public Schools. Our department provides year-round learning and enrichment programs. The programs support social, academic and physical growth for children and adults in Medway and surrounding communities. We continue to offer discounted program fees to active military families and senior citizens, as well as financial assistance to students in need.

The department is pleased to report that 2019 was a successful year. Our *Seasonal Brochures* offered a variety of both new and existing programs for children and adults. The fall, winter and spring *After School Programs* for students at the McGovern, Burke-Memorial and Middle Schools were well attended and met with enthusiasm. Our *Support Programs*, for recommended students throughout the district, experienced growth with number of participants and course selection. The *Summer Adventures Program*, under the guidance of skilled teachers and counselors, was enjoyed by 765 children over the course of eight weeks. Please see the table below for a summary of our programs and participants in 2019.

The *Medway Day Care*, now in its eleventh year of operation, continues to care for children of district staff and families in the community. The day care provides a safe, nurturing and developmentally appropriate environment.

All of our programs are taught by highly experienced district staff and outside vendors. We are grateful for their dedication and support. They continue to deliver consistent, high-quality programs, which reflect Community Education's philosophy.

Thank you to the members of the School Committee and to our Superintendent of Schools for their continued guidance and assistance.

Respectfully submitted,

Karen Niemczyk, Interim Director

2019 High School Graduates

First	Middle	Last
Hannah	Maju	Abraham
Ariya	Noor	Ahona
Ahmet	Taha	Akyarar
Steven	Amalio	Annunziato
Emily	Jane	Atherton
Cameron	Ryken Peter	Auler
Lauren	Elizabeth	Avila
Isabelle	Marie	Aviza
Victoria	Rosalie	Ayotte
Kyle	Thomas	Baker
Kendall	Alice	Baker
Carissa	Joan	Barry Moilanen
Andrew	Curtis	Bell
Margret	Helen	Bennett
Robert	Luke	Bennett
Mikayla	Lynn	Berger

Lucas	Paul	Bittig
John	Christopher	Branigan
Anthony	Joseph	Britton
Abigail	Rose	Bryant
Margaret	Louise	Cabral
Benjamin	Robert	Carney
Taya	Alexis	Carter
Isabella	Catherine	Caton
Grant	Christopher	Catuna
Alexandra	Grace	Cervantes
Emma	Rose	Charloff
Marie	Beatrice	Chaudoir
Audrey	Grace	Cobb
Trevor	Jay	Collins
Jeffrey	Thomas	Converse
Brandi	Elizabeth	Core
Rachel	Elizabeth	Costello
Jeremy	Tyler	Curley
Meghan	Jayne	Cusick
Stevenson	Ryan	Dahl
Jack	Henry	Dalton
Emily	Catherine	Dawson

Emma	Jameson	Day
Samuel	Holden	Day
Dax	Reed	Deiter
Nicole	Ramos	Dejesus
Liam	Joseph	Dietrich
Jonathan	Philip	DiGiosa
Samuel	Paul	DiPillo
Timothy	Daniel	Doherty
Nolan	James	Donohue
Charles	Michael	Dowdell
Shane	Daniel	Driscoll
Hannah	Grace	Dufour
Jacob	Leon	Duryee-Feeney
Ailish	Tu	Fahey
Richard	Jameson	Farrell
Melissa	Martha	Faulkner
Braedon	Robert	Feddersen
Brynn	Alyssa	Feldman
Brent	Peter	Field
Olivia	Chamberlin	Fink
Carter	Daniel	Fisher
Kaitlyn	Rose	Fitzgerald

Trent	Davis	Flood
Meghan	Carolyn	Foley
Sarah	Bassignani	Ghelli
Rachel	Rose	Gittings
Liam	Matthew	Gray
Iain	James	Greeley
Alexander	William	Green
Katharine	Alice	Guilmartin
John	Kenneth	Haddigan
Jennifer	Irene	Halloran
Christopher	André	Handy
John	Colin	Harrigan
Hunter	James	Harris
Madeline	Catherine	Heaney
Olivia	Beatrice	Heaney
Walter	Francis	Hebert
Maegan	Burke	Hladick
Mairead	Kathleen	Hoye
Olivia	Annelise	Jackson
Isabella	Marie	Jackson
Natalie	Mae	Jacobs
Helena-Marie	Theresa	Johnson

Peter	Edwin	Jordan
Daniel	Stephen	Jordan
Emily	Ann	Jorgensen
Eli	James	Joyce-Vorce
Max		Karp
Abigail	Grace	Kelley
Charlotte	Haley	Kennedy
Brendan	Robert	Kenney
Ryan	Farley	King
Kevin	Joseph	Knowlton
Rachel	Ariana	Kolber
Anthony	James	Kovatsi
Domenic	Arthur	Kovatsi
Emily	Carrigan	Krawczynski
Mark	Martin	Lannigan
David	Elias	Leland
Patrick	Frances	Longval
Jackson	Graham	Lower
Allison	Taylor	Lynch
Jacob	David	Magliaro
Audrey	Elizabeth	Marchionni
Ashley	Elizabeth	Marin

Daniel	Richard	Mason
Nicholas	Seiji	Matsuda
Nicholas	Michael	Maxwell
Molly	Rose	McCaul
Marie	Ryan	McCormick
Patrick	Campbell	McElhiney
Eva	Rose	McElroy
Josephine	Caroline	McGlynn
Collin	Patrick	McGlynn
Timothy	Sean	McGrath
Haley	Marie	McKernan
Brooke	Rita	McMullin
Riley	Mairead	McNamara
Stephanie	Jeanne	Messina
Rafael	Antonio	Miele
Mary	Catherine	Monaghan
Nycolle	Sophia	Monahan
Harrison	Compton	Moores
Madelaine	Elizabeth	Murphy
Julia	Katelyn	Murphy
Brian	Michael	Murphy
Samantha	Patricia	Murray

Alyssa	Lindsay	Myers
Andrew	Julien	Neamtu
Nicole	Patricia	Newton
Whitney		Noel
Walter	John	Nowicki
Sacha		Orcel
Marieliam		Ortiz
Arabella	Rosa	Pagliazzo
Anthony	Edward	Paturzo
Dominic	James	Paulette
Dylan	Frederick	Paulette
Aidan	Michael	Poole
Justin	Michael	Pratt
Mackenzie	Nicole	Quigley
Andrew	Brian	Ravella
Daniel	Patrick	Reed
Elizabeth	Keane	Reynolds
Daniel	Arthur	Rice
Charlotte	Grace	Rice
Julia	Yuan	Richards
Benjamin	Allan	Rozak
Anthony	Achille	Sawtelle

Maggie	Bernadette	Schindler
Caleb	Everett	Selby
Emma	Katherine	Shaw
Caroline	Kirby	Shea
Nicole	Marie	Sheehan
Hayley	Alice	Shulman
Thomas	Jacob	Shulman
Margaret	Rose	Silvestri
Alexander	George	Sioras
Richard	Anthony	Sousa Jr.
Katherine	Elizabeth	Stearley
Nathan	William	Steinhoff
Matthew	Luke	Stevens
Abigail	Marie	Stevenson
Joseph	Delaney	Stilwell
Kelli	Ann	Sullivan
Noah	Martin	Tegelaar
Sophia	Leigh	Theodore
Allison	Elizabeth	Tomsik
Anthony	David	Tucker
Justin	Pierce	Twamley
Timothy	John Ikenna	Uzoegbu

Ava	Marie	Vasile
Ashlee	Illiana	Vasquez
McKenzie	Marie	Ward
Megan	Marie	Wenzel
Caroline	Marie	Williams
Charles	Ethan	Williams
Chris		Wojtowicz
Leigh-Anne	Jo	Zanella



Town of Medway
BOARD OF SELECTMEN
155 Village Street, Medway MA 02053
Tel: 508-533-3264 Fax: 508-321-4988

VOLUNTEER FORM

Town government needs citizens who are willing to give time in the service of their community. The Board of Selectmen and the Town Administrator maintain a file as a means of compiling names of citizens who are willing to serve, on a voluntary basis, on boards, committees and as resource people.

We appreciate all our citizens and the efforts and contributions provided to the Town.
Thank you for volunteering in whatever capacity.

DATE:

NAME:

ADDRESS:

TELEPHONE NUMBER:

E-MAIL:

OCCUPATION:

BACKGROUND/EXPERIENCE:

COMMITTEES OF
INTEREST:

OTHER:

Important Telephone Numbers

Public Safety

Emergency Number	911
Police Department Business Line	(508)533-3212
Police Department Dispatch Fax	(508)533-9044
Fire Department Business & Inspections Line	(508)533-3213/3211
Fire Department Station I	(508)533-3213/3211
Fire Department Station II/Dispatch	(508)533-3209
Fire Department Fax	(508)321-4851
Highway Facility	(508)533-3275
Highway Facility Fax	(508)321-4985

<u>Administrative Offices</u>	<u>Phone</u>	<u>Fax</u>
Town Administrator/Selectmen	(508)533-3264	(508)321-4988
Human Resources	(508)533-3294	(508)231-4940
Town Clerk	(508)533-3204	(508)533-3287
<u>Financial Offices</u>		
Accountant	(508)533-3202	(508)533-3201
Assessors	(508)533-3203	(508)321-4979
Treasurer/Collector	(508)533-3205	(508)533-3207
<u>Public Services</u>		
Animal Control	(508)533-3251	(508)321-4993
Building Department/ Zoning Enforcement	(508)533-3253	(508)533-3252
Community & Economic Development	(508)321-4890	(508)321-4915
Conservation Commission	(508)533-3292	(508)321-4984
Department of Public Services	(508)533-3208	(508)321-4985
Health Department	(508)533-3206	(508)321-4982
Planning Department	(508)533-3291	(508)321-4987
Housing Authority	(508)533-2434	
Senior Center	(508)533-3210	(508)533-0386
Tree Warden	(508)533-3275	(508)321-4985
Veterans Agent	(774)233-7102	
Public Library	(508)533-3217	(508)533-3219
Superintendent's Office	(508)533-2222	(508)533-3219
Operations and Finance	(508)533-3222 Ext. 3155	(508)533-3226
Athletic Director Cafeteria	(508)533-3227 Ext. 5120	
Community Education	(508)533-3227 Ext. 5126 (508)533-	
Francis J. Burke Elementary	2222 Ext. 3185/3186 (508)533-3242	
High School Office	(508)533-3227	
John D. McGovern Elementary	(508)533-3243	
Memorial School Middle	(508)533-3226	
School Office Special	(508)533-3230	
Education Office	(508)533-3222 Ext. 5178	