

**Select Board Meeting
November 21, 2022 – 7:00 PM
Sanford Hall
155 Village Street**

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

Absent: Dennis Crowley, Chair.

Staff Present: Michael Boynton, Town Manager; Allison Potter, Assistant Town Manager; Carol Pratt, Finance Director; Chris Park, Principal Assessor; Police Chief Kingsbury; Peter Pelletier, Department of Public Works (DPW) Director; Sandra Johnston, Communications Director.

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

Public Comments: There were none.

Mr. Boynton stated that we extend our deepest condolences and sympathies to the family of Terri Balabanis-DiMaggio. Terri was a 20-year employee and passed away on Saturday. She cared very deeply for the people of Medway where she grew up, battled a long illness, was amazing at her job, and a great team player. He requested a moment of silence. Following, he gave the details of her services to be held the next day.

Recognition of Hoag Estate Donation

The Board reviewed the press release of the Hoag donation.

Mr. Boynton stated there are amazing things he has seen in his thirty plus years of working in local government, generosity of time and volunteerism. But, in this case, the generosity goes above and beyond. This is an amazing contribution by the Hoag family to benefit the Senior Center, Library, Historical Society, and Cultural Council with a donation of over \$200,000. He thanked them for the lasting legacy their family has left this town, their contributions to open space, their support of Medway's youth via the library, and their support of our seniors via the Senior Center. Ms. White stated that she knew Ms. Atwood's mom her entire life. Ms. White recalled receiving the assistance of Mrs. Hoag and Mrs. Howker when she first became Town Clerk. The Town's records were in disarray, and she had reached out to her for help. The two of them got her an archivist and they both sat in the basement archiving everything. She said Medway has that history because of Mrs. Hoag. Ms. Atwood shared her parents' story who moved to Medway in 1952 as newlyweds. They had five kids in less than seven years, all who went to school in Medway, then went on to college, and lived close to be able to visit their parents. She shared the specific areas where her parents volunteered. The Hill for Literacy Foundation also received a large grant which covers Medway and they said they would be directing their efforts towards the town. Her parents also donated sixteen acres of land to the Upper Charles River Land Trust located on Winthrop Street. Mr. Hoag said he was proud of his parents and of the example they set for them and the community. Mr. Trindade shared the first time he met Mr. Hoag, who was part of the Open Space Committee, at the opening of the soccer fields. Mr. Trindade was on the Finance Committee at the time noting the discussion they had of the development of nature trails. Ms. Atwood stated that Priscilla Howker was her mother's friend who also passed away this year. Mr. Rossi thanked

for them for their generosity. Mr. Alessandri also thanked them for their generosity and the example they set for the community.

Mr. Boynton introduced Jessica Sinclair, Human Resources Coordinator, to the Board. She replaced Katherine Bird who took a position with the Town of Ashland. Jessica previously worked for a brief period for the Town of Hopkinton and prior to that for the Town of Medway School Department for five years. She has been here for about a month.

Public Hearing 7:00PM: Fiscal Year 2023 Tax Classification

The Board reviewed the (1) memo with public hearing notice from Chris Park, and (2) PowerPoint presentation.

Mr. Alessandri moved that the Board open the Public Hearing for the Fiscal Year 2023 Tax Classification. Mr. Rossi seconded. No discussion. VOTE: 4-0-0.

Mr. Park stated the purpose of this hearing is to decide if we will have a split tax rate, a residential exemption, and a small business exemption. He noted a residential exemption is for those communities who have a lot of seasonal rental and summer home residents. The small business exemption has been adopted by only fourteen cities and is for those communities with a lot of commercial business and therefore a large commercial tax base. He reviewed the impacts of a split tax rate at a 5%, 10% and 15% shift on residential and commercial tax rates. Data points as of January 1st were then presented noting the exemption of new construction in the data. As of June 30th, the overall values of single-family homes increased by 14%, residential condos decreased by 1% because of reclassification of the Willows properties to assisted living instead of condos, as well as the completion of Harmony Village and Evergreen Village. The commercial and industrial values increased by 8.3%, which was due to the completed renovation of 4 Marc Road and the additions to 21 Trotter Drive. He then showed the change in values over the years from 2021 to 2023 and the percentage of residential and commercial property. He reviewed new growth at \$53.5 million as of 2023 and explained how they determine the tax rate noting that since 2020 the tax rate has been going down. Ms. Pratt stated that has been offset by the values going up. Mr. Park then compared Medway's tax rate to surrounding towns noting we are in the middle. He showed the five top real estate taxpayers: Exelon, The Willows, 51 Alder Street, Shaw's, and Timber Crest. He stated that the Board of Assessors (BOA) voted to recommend a single tax rate and not recommend the residential or business exemptions. Ms. Pratt said based on the Select Board vote, we will submit the LA5 form which, once approved, will allow us to prepare tax bills. Mr. Rossi stated we are at \$15.94 for 2023 which is down from \$16.93 for 2022. Mr. Park confirmed. Mr. Alessandri asked if there was any contention or discussion by the BOA. Mr. Park stated there was no contention, just discussion, and the BOA agreed to recommend the single tax rate. Mr. Trindade stated to have more of a burden on the commercial base versus residential would result in a burden on the smaller businesses. Mr. Trindade asked for public comments. There were none.

Mr. Alessandri moved that the Board close the Public Hearing. Mr. Rossi seconded. No discussion. VOTE: 4-0-0.

Mr. Alessandri moved that the Board approve the single tax rate for 2023 and there be no residential or commercial exemption. Mr. Rossi seconded. No discussion. VOTE: 4-0-0.

Mr. Boynton stated the purchasing of Medway Block, a small parcel, will not impact the tax rate. The large parcels and companies like Exelon are the parcels that impact the tax rate.

Approval of Minutes: November 7, 14, and 16, 2022

The Board reviewed the draft minutes of November 7, 14, and 16, 2022.

Mr. Rossi moved that the Board approve the minutes of November 7, 14, and 16, 2022. Ms. White seconded. Discussion: Mr. Alessandri requested on page 1, that line 37 of the November 14th minutes be changed from “fence” to “cameras” and the fact that he was uncomfortable to pursue this funding outside of the CIPC process be added. Mr. Rossi requested on page 1, that line 43 of the November 16th minutes be changed to remove the word bond and change the maturing period of each \$1.8 million to March 2023, September 2023, March 2024, and September 2024. **VOTE: 4-0-0.**

Authorization to Expend Grant Funds:

- **Fiscal Year 2023 Municipal Road Safety (MRS) Program - \$3,300**
- **Recycling Dividends Program (RPD) Grant - \$10,200**

The Board reviewed the (1) memo from Chief Kingsbury, (2) RDP Grant award letter, (3) contracts, and (4) Notice of Grant Award forms.

Chief Kingsbury stated this is \$3,300 for six traffic enforcement periods, explained each of the time periods, and the specific enforcements they will focus on during each period.

Mr. Alessandri moved that the Board authorize the expenditure of the Fiscal Year 2023 Municipal Road Safety Program Grant as presented. Mr. Rossi seconded. No discussion. VOTE: 4-0-0.

Mr. Pelletier stated the total grant amount is \$10,200 and this is a yearly grant that offsets costs for the curbside chonical as well as those costs not paid for directly by residents.

Mr. Alessandri moved that the Board authorize the expenditure of the Recycling Dividends Program Grant as presented. Mr. Rossi seconded. No discussion. VOTE: 4-0-0.

Mr. Boynton stated we will be setting up a winter salt location for the residents to access. Mr. Trindade requested that Ms. Johnston get the word out on this new availability.

Authorization for Town Manager to Execute State Revolving Fund Loan Documents for Lead and Copper Water Line Survey

The Board reviewed the (1) memo from Peter Pelletier, and (2) State Revolving Fund Loan authorization documents.

Mr. Pelletier stated one of the regulations coming down on water utilities is to do a heavy survey of what lead service exists in town noting we are confident that we do not have a lot and noted the survey must be completed by 2024. This loan was approved at Town Meeting. He stated we will file the application and once we do all reporting, they will withdraw the loan obligation and we will not have to repay it. He noted we are farther along than other communities. Mr. Trindade asked if this covers both residential and commercial. Mr. Pelletier confirmed noting we will be hiring a consultant. Mr. Rossi asked how this is done. Mr. Pelletier stated that they check records and if we don't have a record, they will reach out to those and deduce if it exists from when it was built. Mr. Boynton noted there will be some physical inspections. Mr. Pelletier stated this inventory will assist us in remedying issues we have in town. Ms. White asked if this was ever done in the past. Mr. Pelletier stated no.

Mr. Alessandri moved that the Board authorize the Town Manager to execute the State Revolving Fund Loan Documents for the Lead and Copper Water Line Survey as discussed. Mr. Rossi seconded. No discussion. VOTE: 4-0-0.

Vote: Order of Eminent Domain Taking of 120 Main Street Property

The Board reviewed the Order of Eminent Domain Taking documents.

Mr. Boynton stated this is referred to as a friendly taking noting Town Counsel advised this was the cleanest way that we can record this purchase. He noted the next agenda item is the agreement we made to allow them to stay for one year to transition the business. Mr. Rossi pointed out that the sellers agreed to this.

Mr. Rossi moved that the Board adopt, execute, and issue the Order of Taking for the property located at 120 Main Street, as authorized by the vote taken under Article 2 of the November 14, 2022, Fall Town Meeting, with damages to be awarded in the amount of \$4,501,564.58, and authorize the Chair to execute any documents necessary or appropriate to consummate the property acquisition. Mr. Alessandri seconded. Discussion: Mr. Boynton noted this was all negotiated with the seller. VOTE: 4-0-0.

Vote: Use and Occupancy License Agreement with Medway Block Co., Inc., for 120 Main Street

The Board reviewed the license agreement.

Mr. Alessandri moved that the Board authorize and execute the license agreement for the use and occupancy of property located at 120 Main Street by Medway Block Co., Inc., and authorize the Chair to execute any documents necessary or appropriate to complete the license of the property. Mr. Rossi seconded. No discussion. VOTE: 4-0-0.

Discussion: Schedule Next Coffee with Select Board Member Date and Coverage

The were no materials for the Board to review.

Mr. Alessandri stated the purpose of the coffees is some people have stated they are not comfortable coming to speak during public comments at Select Board meetings and would rather have a one-on-one discussion noting this also allows for more back and forth discussion. Mr. Rossi suggested a different time. Mr. Alessandri stated the intent was to rotate Select Board members, locations, and times. Mr. Rossi agreed to host the next one and to do it in December. He will work with Ms. Potter and Ms. Johnston to schedule it. Mr. Boynton recommended the Fire Station.

Action Items from Previous Meeting

The Board reviewed the action items dated November 7, 2022.

This agenda item was not discussed.

Town Manager's Report

There were no items for the Board to review.

Planning and Economic Development Board (PEDB) Opening – Next Steps: Mr. Boynton reminded the Select Board of the open position due to Rich Di Iulio's resignation noting this opening will be posted, and then we will schedule a joint meeting to appoint his replacement whose term will be until the May election.

Volunteer Appreciation Event – December 20th - Thayer: Mr. Boynton stated this event is December 20th at the Thayer Homestead.

Thanksgiving Week Schedule: Mr. Boynton stated the Thanksgiving week schedule will be as follows:

- Wednesday, Town Hall Closing at Noon
- Wednesday – Bonfire – 7PM
- Thursday – Turkey Trot – AM
- Thursday – Town Hall Closed
- Friday – Town Hall Closed
- Saturday – Christmas Parade – 6PM

Christmas Schedule – Town Offices Closed December 23rd and December 26th: Mr. Boynton noted the days Town Offices will be closed for the Christmas holidays.

Mr. Boynton thanked the Board, staff, and volunteers and wished all a Happy Thanksgiving.

Town Manager Out of Office: Mr. Boynton stated he has nothing scheduled.

NEXT Select Board Meeting – December 5, 2022

Select Board's Reports

There were no items for the Board to review.

Ms. White stated there will be two Grand Marshals for the Christmas Parade, Chief Tingley and John Foresto. The Dr. Ide House will have its first open house on December 3rd and the Historical Society will put the old Medway Hose Reel out for residents to be able to view.

Mr. Alessandri thanked all staff and volunteers on their efforts to coordinate Fall Town Meeting and encouraged folks to enjoy the holiday festivities.

At 7:51PM, Mr. Rossi moved to adjourn. Mr. Alessandri seconded. No discussion. VOTE: 4-0-0.

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