

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

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

Staff Present: Michael Boynton, Town Manager; Allison Potter, Assistant Town Manager; Stefany Ohannesian, Town Clerk; Susy-Affleck-Childs, Planning and Economic Development Coordinator; Peter Pelletier, Department of Public Works (DPW) Director; Sandra Johnston, Communications Director.

Other Participants: Master Plan Committee: Jessica Chabot, Chair; Deb Rossi, Vice-Chair, John Foresto, Select Board Representative; Susan Dietrich, School Committee Representative.

At 7:00 PM, Mr. Crowley called the meeting to order and led the Pledge of Allegiance and reminded all to remember the number 19.

Public Comments: There were none.

Mr. Boynton introduced two new employees, Martha Garley, GIS Coordinator and Jon Ackley, Building Commissioner. He commended both on their efforts to date. Mr. Ackley stated he was in Norfolk as the assistant building inspector for the past five years, lives in Norfolk, previously worked as a carpenter, went to the Vocational Technical High School for that trade, had his own remodeling business, and has been in Medway for four weeks. Ms. Garley started in August noting this is her first job since graduating from Fitchburg State in environmental health, and lives in Fitchburg. The Select Board welcomed the new staff.

Town Clerk Departmental Update

There were no materials for the Board to review.

Ms. Ohannesian provided an update on the State election noting voting is tomorrow between 7am and 8pm at the Middle School. She reported a 24% turnout to date consisting of 443 early votes and 2,100 mail in votes out of a total of 10,398 registered voters and noting there are 660 inactive voters. She reminded all that next Monday is Town Meeting at 7pm in the High School auditorium. She stated that as residents check in, they will be provided a voter card for the purpose of hand count votes. She said that if a voter leaves the auditorium, they must return their voter card and will need to recheck in and obtain another voter card upon their return. January begins the annual census and dog licensing. She reported there are 1,700 dogs for licensing, which occurs between January and March. She noted they are using a new program, Citizen Serve, and requested patience as they learn this new system. She reported there are currently 13,166 residents. Mr. Rossi asked if residents can only mail their census. Ms. Ohannesian stated it is via mail but there is also a form on-line allowing residents to complete that and either mail or e-mail the completed form. Mr. Trindade noted the Bylaw Review Committee is working on the dog bylaw revision, as there are no dogs allowed at the parks, yet many residents walk through the park to access the trails. He suggested adding a charge to the dog licenses to cover the cost of dog waste bag stations. Ms. White said they are not supposed to be there so why work around it. Mr. Trindade stated, at the Indigenous Peoples event, there were many people with dogs who did not

pick up their waste. Mr. Trindade asked if it can be done administratively and asked if it is too late to implement this prior to dog licensing. Mr. Boynton stated he believes this pricing is specified in the Town bylaw and will confirm this and report back to the Board. Mr. Crowley asked the Town Clerk about her most difficult task. She stated nothing is specifically difficult.

Public Hearing 7:00PM: Verizon Cable Television License Renewal (Expires: 5/14/2024)

The Board reviewed the (1) public hearing notice, and (2) memo from Allison Potter.

Mr. Alessandri moved that the Board open the Public Hearing for the Verizon Cable Television License Renewal. Mr. Trindade seconded. No discussion. VOTE: 5-0-0.

Mr. Foresto of 1 Hawthorne Road stated five members on the Cable Advisory Committee are the same as those on the Medway Cable Access (MCA) Board. He explained the initial contracts with these vendors, Comcast, and Verizon, were for ten to fifteen years. Post initial contracts, they were for ten years or less. The last time we did this with Comcast was for ten years and with Verizon was for seven years. It was Verizon's business policy that they would not do any contracts for more than seven years. He stated the ascertainment period begins now and only service issues can be discussed; pricing cannot be discussed. He stated the State allows for up to 5% of cable operating revenue earned from Medway to be returned to the Town noting that we get 4.5%. Those funds support Medway Cable Access for staffing and equipment in the amount of \$240,000 per year. We also receive a capital stipend of a percentage of their monthly gross revenue that adds up to \$500,000 allowing the cable studio to purchase equipment. He noted that due to the move to streaming, and the fact there is no money coming to communities from that source, MCA is moving towards accommodating this change. MCA has all part-time employees except for one full-time employee. Another public hearing will be scheduled in three months and only for reporting of service issues. Mr. Crowley asked for an explanation of usage of MCA funds. Mr. Foresto stated that MCA supports the yearly movies in the park and the filming of all public events including the Police Chase. Mr. Boynton stated Mr. Foresto has been involved in this since the inception, noting with each passing decade, each cable company's willingness to provide funds decreases. He noted the percentage of revenue is based only on cable broadcasting services. Mr. Foresto stated there are two contracts involved in this process and the one that stipulates the minimum percentage of revenue provided to the Town must be the same as any existing contract so Verizon will need to meet our existing Comcast contract percentage.

There were no public comments.

Mr. Trindade moved that the Board close the Public Hearing. Mr. Alessandri seconded. No discussion. VOTE: 5-0-0.

Approval of Minutes: October 17, 2022

The Board reviewed the draft minutes of October 17, 2022.

Mr. Rossi moved that the Board approve the minutes of October 17, 2022. Mr. Trindade seconded. Discussion: Mr. Crowley requested on page 3, that line 112 be changed to be more grammatically correct and line 125 the word "bill" be added after reform. He requested on page 4, that line 163 be changed to reflect that the donation would occur even if there are issues with the \$400,000 funding. Mr. Trindade requested that on page 9, that line 430 be changed from "of" to "or". **VOTE: 5-0-0.**

Discussion/Vote: Medway Veteran's Building Association, Inc. Lease of 123 Holliston Street

The Board reviewed the lease.

Mr. Crowley stated the initial lease was for three years and second was for two years. This is a renewal of the existing lease for three years with no changes. Mr. Crowley believes they can cancel without penalty and requested that this be confirmed and reported back to the Board.

Mr. Trindade moved that the Board approve the lease as presented and authorize the Chair to execute it. Ms. White seconded. Discussion: Mr. Rossi asked how many years this renewal was for. Ms. Potter stated three. Mr. Trindade stated the reason we did this is for the veterans. Mr. Crowley noted that the initial rent was \$5,000 per month but we changed it to \$2,500 as they were struggling financially. Mr. Crowley asked what budget the rental funds go into. Ms. Potter stated the General Fund. **VOTE: 5-0-0.**

Authorization to Expend Grant Funds: Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program - \$27,000

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

Mr. Pelletier stated this is to update our hazard mitigation plan that must be done every five years noting we are using the same internal team and we have reached out to potential vendors. Mr. Crowley asked if this is a new grant. Mr. Pelletier confirmed. Mr. Crowley asked if we will use a consultant. Mr. Pelletier stated we will be doing some of this work inhouse but will be using a consultant. They have reached out to five consultants with no responses yet. Mr. Trindade asked what type of hazards are planned for. Mr. Pelletier stated flooding, electrical grid issues, etc. He stated that we do not anticipate the cost to be over \$27,000 noting this is an outlay and reimbursement grant. Mr. Alessandri noted that the reimbursement is up to ninety percent, and we cover up to ten percent. Mr. Pelletier stated that is the in-kind services and not any added expenditures.

Mr. Trindade moved that the Board authorize the expenditure of the FEMA Mitigation Grant as presented. Ms. White seconded. No discussion. VOTE: 5-0-0.

Approval: Contract with P. J. Keating Company for West Street Sidewalks & Road Improvements - \$882,276.36

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

Mr. Pelletier stated this is the project to connect Main and Summer Streets to the Glen Brook project on the north and east side of West Street heading up toward Glen Brook. It will be granite curbing with asphalt sidewalks. We will also be redoing the intersection at Beech Street. It will be more of a "T" intersection. We will also upgrade some stormwater infrastructure to help us address the Municipal Separate Storm Sewer System (MS4) General Permit requirements. We received a \$550,000 grant from MassWorks, and Housing Choice and the remainder will be covered through the roads and sidewalks budget, as there is a decent surplus in that budget. Ms. White asked if this will be done this year. Mr. Pelletier stated this will start in the spring. Ms. White asked about the Main Street sidewalks near 39 Main Street. Mr. Pelletier stated they will complete the rough grading next week and, if weather permits, will start on the sidewalks. Mr. Rossi asked if we have used this vendor before. Mr. Pelletier confirmed noting they did the Bellingham/Medway town line work. Mr. Alessandri asked how the intersection will be implemented. Mr. Pelletier stated it would be clearer if he shared the drawings with the Board.

Mr. Trindade moved that the Board authorize the chair to execute the contract with P. J. Keating Company as presented. Ms. White seconded. No discussion. VOTE: 5-0-0.

Discussion/Vote: Right of First Refusal for Town Purchase of Affordable Unit 7-5 Kingson Lane

The Board reviewed the memo from Doug Havens.

Mr. Trindade stated our process is to decline this at this point in time as we have an opportunity at a later date should they not be able to sell the unit.

Mr. Alessandri moved that the Board decline to exercise its right of first refusal of the 7-5 Kingson Lane affordable unit. Mr. Trindade seconded. No discussion. VOTE: 5-0-0.

Discussion/Vote: Support of Master Plan

The Board reviewed the memo from Susy Affleck-Childs with links to the Master Plan documents.

Ms. Chabot stated they are here to ask for the Select Board's support and to bring this to Town Meeting next week. Mr. Alessandri stated this does not commit us to any actions but is a guide to our decisions. Ms. Chabot stated this is the result of eighteen months of diligently getting feedback of all stakeholders in town, is a culmination of their thoughts and desires, and is a roadmap for existing boards and committees and those not on those committees as to what the plan is. Mr. Rossi asked about the Implementation Committee. Ms. Chabot noted this is separate from the Master Plan. They are suggesting it include a member of each of the following groups: Select Board, Planning and Economic Development Board (PEDB), School Committee, Parks Commission, and Finance Committee with two citizens-at-large appointed by the Select Board who do not serve on another Town board or committee. They would meet two times per year or quarterly and gather data from those implementing Master Plan items to help further the goals of Master Plan, as well as complete an annual progress report released at the same time as the Annual Town Report. Mr. Rossi asked for confirmation that the recommendation is five members of other boards. Ms. Chabot confirmed. Mr. Crowley reiterated that a tremendous amount of work and effort went into this with a lot of outreach but felt this was not representative of a majority of the residents. Ms. Chabot stated the consultant was impressed with the number of residents who participated in the feedback. Mr. Crowley stated there were many things that were addressed in the past ten years that were on the old Master Plan. Ms. Chabot stated many things on this new Master Plan are currently in process. Ms. Affleck-Childs noted that there were eighteen people on this committee each with a different perspective noting all had their perspectives broadened. Mr. Crowley stated there is no need for a motion as this is on the Town Meeting warrant for vote in the next agenda item.

Vote Recommendations: November 14, 2022, Fall Town Meeting Warrant Articles 8, 12, 15, 16, and 21

The Board reviewed the November 14, 2022, Fall Town Meeting Warrant Articles 8, 12, 15, 16, and 21.

ARTICLE 8: (Free Cash Transfer: Capital Items)

This article was not discussed.

ARTICLE 12: (Endorse Master Plan)

Mr. Trindade moved that the Board approve Article 12. Mr. Rossi seconded. No discussion. VOTE: 5-0-0.

ARTICLE 15: (Amend Zoning Bylaw: Battery Energy Storage)

Mr. Trindade moved that the Board approve Article 15. Mr. Alessandri seconded. Discussion: Mr. Crowley noted the Board had needed more time to review this content and discuss this with Town staff. **VOTE: 5-0-0.**

ARTICLE 16: (Amend Zoning Bylaw: Schedule of Uses – BESS and Solar)

Mr. Trindade moved that the Board approve Article 16. Ms. White seconded. No discussion. VOTE: 5-0-0.

ARTICLE 21: (Amend Zoning Bylaw: Add New Use – Contractor’s Quarters)

Mr. Trindade moved that the Board not approve Article 21. Mr. Alessandri seconded. Discussion: Mr. Rossi asked Ms. Affleck-Childs if this was going to be reworded. Ms. Affleck-Childs stated no and the PEDB will revisit this at their meeting tomorrow night. Mr. Alessandri noted that he agrees with most of this content. **VOTE: 5-0-0.**

Action Items from Previous Meeting

The Board reviewed the action items dated September 12, 2022.

Begin Planning Use of 123 Holliston Street: Mr. Crowley requested to move this date forward to April of 2023.

Town Manager’s Report

There were no items for the Board to review.

Mr. Boynton exited the meeting earlier to attend the Community Preservation Committee (CPC) meeting and did not return, so this agenda item was not discussed.

Maple Street Traffic

VETERANS DAY – Friday, November 11 – 11AM (Town Offices Closed)

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

- Tuesday, November 8 – Medical (PM)
- Wednesday, November 9 – Norfolk County Commissioners – Dedham
- Friday, November 4 – Fire Academy Graduation – Bridgewater
- November 17-18 – Yarmouth Fire Chief Assessment (Again!)

NEXT Select Board Meeting – November 21, 2022.

Select Board’s Reports

There were no items for the Board to review.

Mr. Alessandri stated he had the first Coffee with Select Board event, however, the School Committee meeting went late, so the attendance was not what was anticipated. There is a plan to continue this moving forward. Mr. Crowley requested this be added to the next meeting agenda for scheduling purposes.

Ms. White stated she attended the Historical Society meeting, and they plan to come to the Select Board to request the formation of a committee like we did for the Thayer Property and would like to partner with the Town since this is a Town owned building. Ms. Potter stated the CPC also wanted to come to the Select Board to talk about this and suggested that they be present when this is discussed. Mr. Crowley requested that this be coordinated by the Town Manager's office.

Mr. Crowley stated Mr. Boynton is meeting with the CPC about the funding for the lights for the pickleball and tennis courts. He gave a shout out to the girls volleyball team who will be playing tomorrow night, the girls soccer team who will be playing in Newburyport on Wednesday, and the boys soccer team who will be playing next Wednesday in Medway.

At 8:04PM, Mr. Trindade moved to adjourn. Mr. Alessandri seconded. No discussion. VOTE: 5-0-0.

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