

# In Memory

MICHAEL HEAVEY



## Table of Contents

<b>Community Profile</b>	<b>1</b>
<b>Town Organization</b>	<b>2</b>
<b>Boards, Commissions, Committees</b>	<b>3</b>
<b>Officers of the United States</b>	<b>4</b>
<b>Officers of the Commonwealth</b>	<b>4</b>
<b>Elected Officers</b>	<b>5</b>
<b>Boards, Commissions, Committees</b>	<b>6</b>
<b>Meeting Schedule</b>	<b>10</b>
<b>Appointed Officers</b>	<b>11</b>
<b>Public Safety</b>	<b>13</b>
<b>Town Employees</b>	<b>15</b>
<b>Town Reports– General Administration</b>	
Board of Assessors	<b>18</b>
Treasurer/Collector	<b>20</b>
Finance Director/ Town Accountant	<b>23</b>
Informational Services	<b>25</b>
Town Clerk	<b>26</b>

## Town Reports – Public Safety

Board of Health	<b>102</b>
Building Department	<b>103</b>
Police Department	<b>106</b>
Police/Fire Communications	<b>136</b>
Fire Department	<b>138</b>

## Town Reports – Public Works

Department of Public Works	<b>140</b>
----------------------------	------------

## Town Reports – Community Services

Affordable Housing	<b>155</b>
Community Preservation	<b>156</b>
Conservation Commission	<b>160</b>
Capital Improvement	<b>162</b>
Council on Aging	<b>163</b>
Cultural Council	<b>165</b>
Economic Development	<b>168</b>
Historical Commission	<b>181</b>
Library	<b>183</b>

Norfolk County Registry of Deeds	188
Open Space Committee	192
Master Plan Committee	194
<b>Town Reports – Community Services (Continued)</b>	
Parks and Recreation	195
Animal Control	196
Zoning Board of Appeals	198
<b>Medway School District</b>	
Superintendent’s Report	199
Student Services	201
Wellness Department	205
High School	206
Middle School	209
Elementary Schools	210
Community Education	213
Class of 2021	215
<b>Volunteer Application</b>	217
<b>Telephone Numbers</b>	218



## 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**

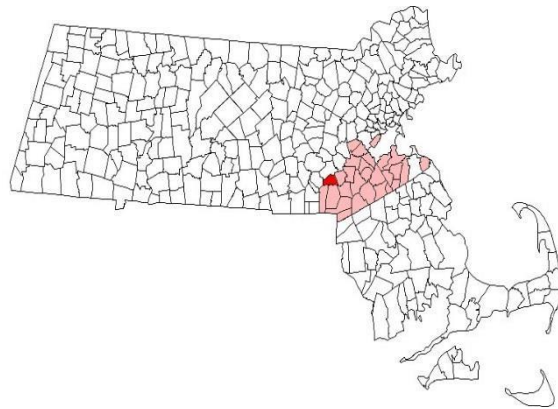
**[www.townofmedway.org](http://www.townofmedway.org)**

### Town Offices

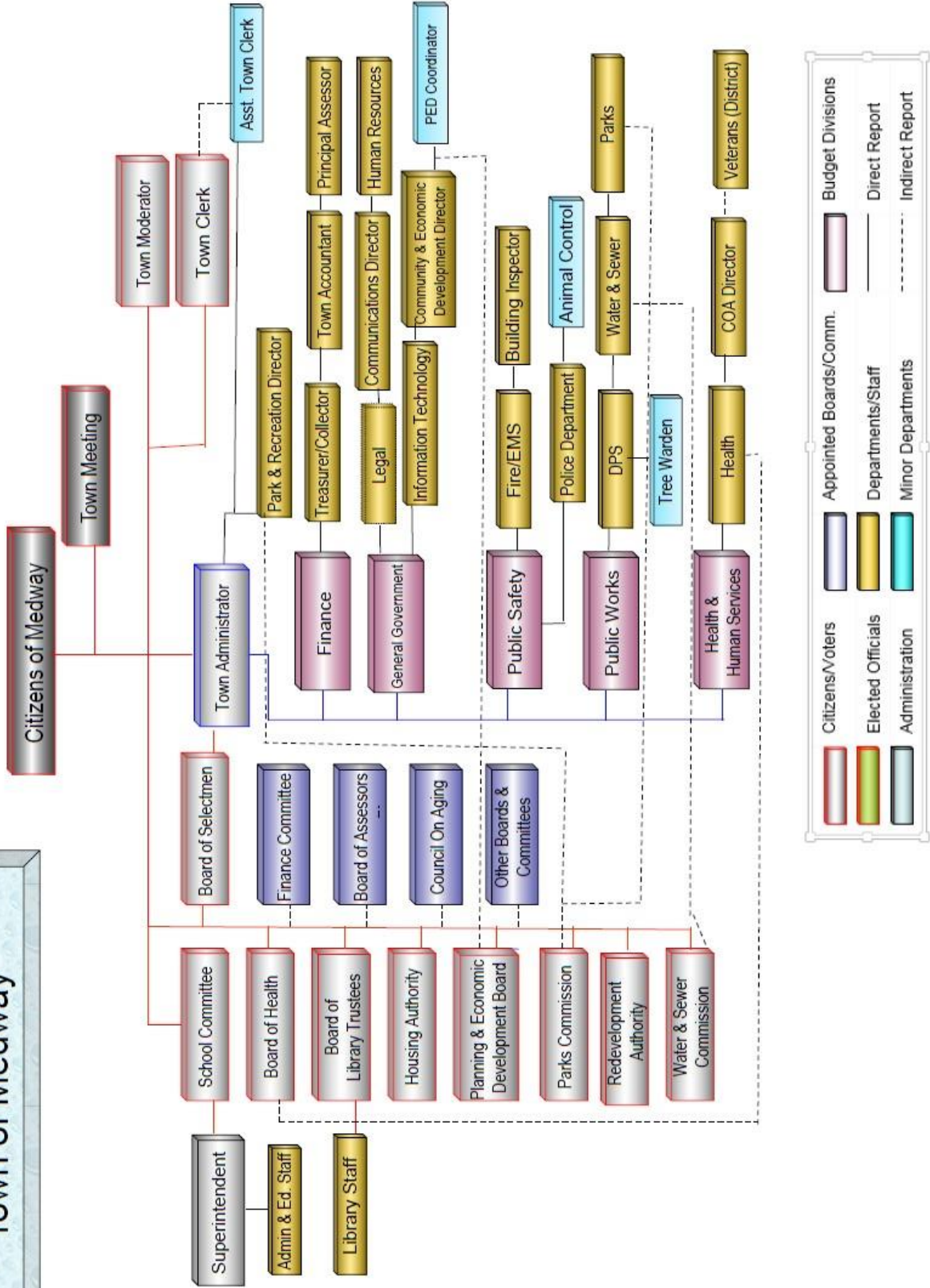
**155 Village Street**

**Medway, MA 02053**

**Phone – (508) 533-3264 Fax – (508) 321-  
4988 [ta@townofmedway.org](mailto:ta@townofmedway.org)**



# Organizational Structure Town of Medway



	Citizens/Voters		Appointed Boards/Comm.		Budget Divisions
	Elected Officials		Departments/Staff		Direct Report
	Administration		Minor Departments		Indirect Report

## **Boards, Commissions and Committees**

### **Select Board Appoints**

Affordable Housing Committee  
Affordable Housing Trust  
Board of Assessors  
Board of Registrars  
Capital Improvement Planning Committee  
Cemetery Commission  
Community Preservation Commission  
Conservation Commission  
Constables  
Council on Aging  
Disability Commission  
Education Fund Committee  
Historical Commission  
Medway Christmas Parade Committee  
Medway Cultural Council  
Medway Pride Day Committee  
Memorial Committee  
Representative to Charles River Pollution Control District  
Representative to Southwest Advisory Planning Committee  
Representative to Metropolitan Area Planning Council  
Representative to Tri-County Regional Vocational High School  
Thayer Property Governance Committee  
Town-Wide Energy Committee  
Zoning Board of Appeal

### **Planning and Economic Development Board Appoints**

Design Review Committee  
Economic Development Committee  
Open space Committee



**Officers of the United States of  
America**

**President**

Joseph Biden, Jr.

**Vice President**

Kamala Harris

**Senators**

Edward Markey

Elizabeth Warren

**Congressman**

Jake Auchincloss



**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

### **Select Board**

Dennis Crowley  
John Foresto  
Frank Rossi  
Glenn Trindade  
Maryjane White

### **Housing Authority**

Kaitlyn Arcand  
James Coyle  
Hayley Fetrow  
Andrea McCarthy  
Carl Rice  
Sheila Souza

### **Library Board of Trustees**

Susan Alessandri  
Julie MacEvoy  
Lisa Sheehan  
Trudi Stefan  
John Scott Smith

### **Town Moderator**

Mark Cerel

### **Parks Commission**

Lyle Core  
John Farrell

Sean Murphy  
Debi Rossi  
Joanne Williams

### **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**

Susan Dietrich  
Melissa Greenfield  
Cynthia Sullivan  
Lauren Nassiff  
Tim Fagerson

### **Town Clerk**

Stefany Ohannesian

### **Water/Sewer Commission**

Steven Burke  
Michael Callahan  
Leo O'Rourke





## **Boards, Commissions and Committees**

### **Affordable Housing Committee**

Judi LaPan  
John Parlee  
Jack Wolfe  
Jacqueline Johnson

### **Affordable Housing Trust**

Judi LaPan  
John Parlee  
Ann Sherry  
Glenn Trindade  
Jack Wolfe

### **Agricultural Committee**

Paul Atwood  
Alison Dempsey  
Bruce Hamblin  
Tiffany Henault  
Michael Kassel  
Michael Lobisser  
Margaret Perkins  
Seth Terramane

### **Board of Assessors**

Joshua Hazell  
Carol Niedbala  
Faina Shapiro

### **Board of Registrars**

Michael Fahey  
Judith Lane  
Stefany Ohannesian

### **Cable Advisory Committee**

Richard Boucher  
John Foresto

### **Capital Improvement Planning Committee**

Brett Fagan  
Lenny Mitchell  
Karen Nowicki  
Sarah Raposa

### **Cemetery Commission**

Rebecca Atwood  
Bruce Hamblin  
Jeanne Johnson

### **Community Preservation Commission**

Mark Cerel  
Tom Emero  
Matthew Hayes  
Daniel Hooper  
Ellen Hillery  
Gene Liscombe  
Debi Rossi  
Alison Slack  
David Travalini  
Tina Wright

### **Conservation Commission**

David Blackwell  
Dayna Gill  
Tara Kripowicz  
Ken McKay  
Michael Narducci  
David Travalini



## **Boards, Commissions and Committees (Continued)**

### **Council on Aging**

Pam Balabanis  
William Caton  
John Clark  
Veronica Clark  
Siri Krishna Khalsa  
Judy Lane  
Ronald Lane  
Grace Rossetti  
Charlene Tingley  
Mary Lou Staples

### **Design Review Committee**

Matthew Buckley  
Dan Connolly  
Janine Clifford  
Tom Gay  
-Rachel Walsh

### **Economic Development Committee**

Khalid Abdi  
Richard Di Lulio  
Jennifer Kendall  
Liam McDermott  
Cassandra McKenzie  
Mark Shultz

### **Finance Committee**

Todd Alessandri  
Brian Cowan  
Ellen Hillery  
Chris Lagan  
Will Lane  
Jeff O'Neill

Michael Schrader  
Susan Segarra  
James Sullivan

### **Historical Commission**

Rich Eustis  
Morgan Harris  
Cher Hamilton  
Jeanne Johnson  
Eugene Liscombe  
Paul Russell  
McKenzie Ward

### **Medway Christmas Parade Committee**

Julie Harrington  
Richard Parrella  
Tim Rice  
Allen Tingley  
Charlene Tingley  
Susan Tingley  
Paul Trufant

### **Medway Cultural Council**

Becky Atwood  
Angelica Crosby  
Celeste Falcone  
Phil Giangarra  
Gail Hachenburg  
Judith Moffatt  
Amy Rochford  
Valerie Shinas  
Jordan Warnick  
Hazel Warnick  
Karyl Wong

## **Boards, Commissions and Committees (Continued)**

### **Medway Housing Authority**

Kaitlyn Arcand  
James Coyle  
Hayley Fetrow  
Andrea McCarthy  
Rita Larrabee  
Carl Rice

### **Medway Pride Day Committee**

Jennifer Pavlov  
Sarah Stone

### **Memorial Committee**

Peter Ciolek  
Douglas Downing  
John Larney  
Richard Parrella  
William Pride  
Robert Saleski

### **Open Space Committee**

Andrea Burke  
Laura Connolly  
Michael Francis  
Denise Legee  
Charlie Ross  
James Wickis  
Joanne Williams  
Tina Wright

### **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**

Tom Emero  
Carol Gould  
Christina Oster  
Gibb Phenegar  
Rori Stumpf  
Brian White

## MEETING SCHEDULE

Annual Town Meeting	May 10, 2021	
Annual Town Election	May 18, 2021	
Fall Town Meeting	November 15, 2021	
Affordable Housing Committee		4 <sup>th</sup> Wednesday of each month – 7:00PM/Senior Center
Affordable Housing Trust		4 <sup>th</sup> Wednesday of each month – 7:00PM/Senior Center
Agricultural Committee		Monthly – Wednesdays (dates vary) – 7:30PM/Library
Board of Assessors		Dates/Times vary – Assessor’s Office
Board of Health		2 <sup>nd</sup> and 4 <sup>th</sup> Monday of each month – 7:00PM/Library
Board of Selectmen		1 <sup>st</sup> and 3 <sup>rd</sup> Monday of each month – 7:00/Sanford Hall
Capital Improvement Planning Committee		2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday of each month – 7:00PM/Senior Center
Cemetery Commission		Dates/Times vary
Community Preservation Committee		1 <sup>st</sup> Monday of each month – 7:30PM/High School Library
Conservation Commission		2 <sup>nd</sup> and 4 <sup>th</sup> Thursday of each month – 7:30PM/Sanford Hall
Council on Aging		2 <sup>nd</sup> Tuesday of each month – 2:00PM/Senior Center
Cultural Council		1 <sup>st</sup> Tuesday every other month – 7:00PM/Library
Design Review Committee		1 <sup>st</sup> and 3 <sup>rd</sup> Monday of each month – 7:00PM/Library
Economic Development Committee		1 <sup>st</sup> Tuesday of each month – 7:00PM/Senior Center
Finance Committee		2 <sup>nd</sup> Wednesday of each month – 7:00PM/Sanford Hall
Historical Commission		1 <sup>st</sup> Wednesday of each month – 7:30PM/Senior Center
Housing Authority		As posted – Management Office, Mahan Circle
Library Board of Trustees		1 <sup>st</sup> Tuesday of each month – 7:00PM/Library
Open Space Committee		1 <sup>st</sup> 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 <sup>nd</sup> and 4 <sup>th</sup> Tuesday of each month – 7:00PM/Sanford Hall
School Committee		1 <sup>st</sup> and 3 <sup>rd</sup> Thursday of each month – 7:00PM/Middle School
Town-wide Energy Committee		3 <sup>rd</sup> Wednesday of each month – 7:30PM/Library
Water and Sewer Commission		Monthly - Mondays (dates vary) – 5:00PM/DPS Office
Zoning Board of Appeals		1 <sup>st</sup> and 3 <sup>rd</sup> 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 Manager**

Michael Boynton

### **Assistant Town Manager**

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**

Peter Pelletier

### **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



## **Appointed Officers (Continued)**

### **Police Chief**

Allen Tingley

### **Representatives to Charles River Pollution Control District**

Douglas Downing

### **Representative to Tri-County Vocational School**

Linda Reynolds

### **Sealer of Weights & Measures**

W. James Allshouse

### **Select Board's Representative to GATRA**

Maryjane White

### **Select Board's Representative to MBTA Advisory Board**

Richard D'Innocenzo

### **Select Board's Representative to Norfolk County Advisory Board**

Michael Boynton

### **Select Boards's Representative to SWAP**

Glenn Trindade

### **Veterans Agent**

Sarah Bateman

### **Wiring Inspector**

Jennifer Sweet

Ryan Leary

Dennis Ceruti

### **Representative to Metropolitan Area Planning Council**

Barbara Saint André

### **Representatives to SWAP**

Richard Di Iulio

### **Select Board'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

### **Representatives to Charles River Pollution Control District**

Douglas Downing

### **Representative to Metropolitan Area Planning Council**

Barbara Saint André

### **Representatives to SWAP**

Richard Di Iulio



## 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

### **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

\*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

### **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

*\*Denotes full-time*

**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

**Assoc. Plumbing and Gas Inspector**

Gerard Smolinsky

**Wiring Inspector**

Jeffrey Hovey

**Police Chief**

Allen Tingley

**Police Lieutenants**

William Kingsbury

Lt. Matthew Reardon

**Police Sergeants**

Jason Brennan

John Meincke

Stephen Mitchell

Jeffrey Watson

**Detective**

Bob O'Neill

**Police Officers**

Meghan Casey

William Freitas

Peter Fasolino

John Gasparrini

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**

Hannah Furno, Dispatch Supervisor

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 Lavalle

Gale Wilcox

**Matrons**

Cheryl Goodspeed

Judi LaPan

Gale Wilcox

**Administrative Assistant**

Janice Hart



## Town Employees

### **Accounting**

Carol Pratt, Finance Director  
Pamela Holder, Assistant Town Accountant  
Anh Fahey, Accounting Assistant

### **Assessor**

Donna Greenwood, Principal Assessor  
Christopher Park, Assistant Assessor  
Terri DiMaggio, Administrative Assessing Asst.

### **Communications**

Sandy Johnston, Director

### **Community & Economic Development**

Barbara Saint Andre, Community & Economic  
Development Director  
Doug Havens, Community Housing Coordinator

### **Conservation**

Bridget Graziano, Conservation Agent

### **Council on Aging**

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

### **Department of Public Works**

Peter Pelletier, Director  
Sean Harrington, Deputy Director

Jill Karakeian, Program Administrator  
Kelly Millette, Administrative Assistant  
Julie Sampson, Administrative Assistant  
Robert McGee, Project Manager  
Stephanie Carlisle, Compliance Coordinator  
Jack Tucker, Highway Superintendent  
Nolan Lynch, Assistant Superintendent, Highway  
Steve Carew, Parks Superintendent  
Daryl Blethen, Assistant Parks Superintendent  
Zachary Lindsey, Right-Of-Way Supervisor  
Trevor Albury, Parks, Heavy Equipment Operator  
Felipe Oliveira, Parks, Heavy Equipment Operator  
Jason Miller, Parks, Heavy Equipment Operator  
Rick Nickerson, Fleet Maintenance Supervisor  
Vacant, Fleet Technician  
Jason Beksha, Parks, Heavy Equipment Operator  
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  
Donald Cooper, 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  
Kyle Mee, Building Maintenance Assistant Trades Technician  
Michael Legendre, Building Maintenance Trades Technician  
Patrick Grasse, 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 Clerk**

Stefany Ohannesian, Town Clerk  
Morgan Harris, Assistant Town Clerk

### **Treasurer/Collector**

Joanne Russo, Treasurer/Collector  
Marie Shutt, Assistant Treasurer/Collector  
Doris Campagna, Assistant Collector  
Pamela Wright, 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, Assistant 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 2021 – Interim Year**

Fiscal year 2021 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, 2021, for Fiscal Year 2022. \*

\*(except properties that have current permits, the date of assessment was June 30, 2021 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 2020.
- 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.

**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 2021 was \$43,047,194. Listed below is the percentage of the tax levy by property classification. The Department of Revenue approved a Tax Rate of \$16.91 per 1000 of value.

CLASSIFICATION	VALUATION	TAX DOLLARS	LEVY PERCENT
CLASS 1 - RESIDENTIAL	1,900,925,163	33,190,153.35	77%
CLASS 2 - OPEN SPACE	0	0.00	0%
CLASS 3 - COMMERCIAL	88,128,574	1,538,724.90	4%
CLASS 4 - INDUSTRIAL	289,900,023	5,061,654.40	12%
CLASS 5 - PERSONAL PROPERTY	187,758,330	3,278,260.44	8%
TOTAL	2,466,712,090	43,068,793.09	100%

Note: The total dollar amount needed to meet town spending was \$61,667,802 for FY2021. The tax levy portion is \$43,447.94 or 70%. The other 30% 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 4% due to 4 new homes and several large additions. There was a 152-lot subdivision recorded between Holliston and Winthrop Streets. Condominiums increase approximately 15% with completions of units in Millstone Village and the completion 8-unit complex on the corner of Main and Mechanic along with the start of the new Salmon Senior Living Center. Commercial and industrial properties showed a slight increase due to the completion of a large addition at 20 Trotter Dr and a second floor build out at 2 Marc Dr. Vacancy rates are stable.

A public hearing was held on November 2, 2021, in which the Select Board 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](http://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 Select Board, Town Manager, and members of the Board of Assessors for their assistance and support during fiscal year 2021.

Respectfully submitted,  
Donna Greenwood, MAA, Principal Assessor

### **REPORT OF THE TREASURER/COLLECTOR**

The annual report for the fiscal year ending June 30, 2021, is hereby submitted showing the collections and debt activity for the year.

#### **2021 COLLECTIONS**

Real Estate Tax collections were 103% of the budget, Motor Vehicle Excise taxes were at 97.7% of budget and penalty & Interest on Taxes were 204.8% of budget.

The Real Estate and Property Tax collections were above the normal benchmark collection rate of approximately 98% due to a settlement payment from NStar. Total collections for the year totaled of \$44.3M.

In FY2021, we had collections of \$1.9M in Motor Vehicle Excise Tax, which is below what has been collected in previous fiscal years. This is a trend seen across the state due to a decrease in new car sales.

I would like to extend a special thank you to the staff; Marie Shutt, Assistant Treasurer/Collector and Doris Campagna, Assistant Collector. I would also like to welcome Pamela Wright, Payroll Administrator, she is a great addition to our team. I am very grateful to the staff for their continue support and assistance during the last fiscal year. They were truly dedicated to their jobs, the residents, and employees during this past year.

Respectfully submitted,

Joanne M. Russo *CMMT, CMMC*  
Treasurer/Collector

**\*STABILIZATION BY ACCOUNT**

CAPITAL STABILIZATION	\$3,228,911.25
SEWER STABILIZATION	\$ 228,631.93
ATHLETIC STABILIZATION	\$ 305,599.74
DEBT STABILIZATION	\$ 533,279.84
GENERAL STABILIZATION	\$3,839,053.70

**TOWN OF MEDWAY LONG-TERM DEBT**

The Town continues to maintain a debt level of not greater than 10% in accordance with the fiscal policies adopted in FY2007 by the Select Board. The amount of debt a community has is an important indicator of the Town's fiscal management and is used by the bond rating agencies when evaluating the Town.

<b>TOWN OF MEDWAY BONDS (LONG-TERM DEBT)</b>					
<b>ISSUE DATE</b>	<b>BOND TYPE</b>	<b>MATURITY DATE</b>	<b>ORIGINAL BORROWING</b>	<b>BALANCE 6/30/2021</b>	<b>TRUE COST</b>
09/23/20	MULTIPURPOSE GOB	9/15/1940	\$8,510,000	\$8,510,000	1.34%
09/12/19	MULTIPURPOSE GOB	9/15/1939	\$15,185,000	\$14,355,000	1.99%
09/12/18	MULTIPURPOSE GOB	9/15/1932	\$3,355,000	\$2,835,000	2.57%
09/12/18	MCWT GOB	7/15/2038	\$500,000	\$459,032	2.00%
02/21/18	MCWT GOB	1/15/2036	\$1,103,563	\$947,973	2.00%
04/13/17	SEPTIC REPAIRS	1/15/2037	\$200,000	\$160,480	0.00%
09/15/16	MULTIPURPOSE GOB	9/15/2026	\$2,920,138	\$1,460,000	1.21%
3/15/15	MULTIPURPOSE GOB	3/15/2029	\$5,113,950	\$2,600,000	2.02%
1/7/15	MCWT GOB	7/15/2035	\$1,501,102	\$1,116,397	2.00%
5/15/13	MULTIPURPOSE GOB	5/15/2033	\$6,250,000	\$3,730,000	2.22%



9/15/12	MULTIPURPOSE GOB	9/15/2032	\$5,100,000	\$2,620,000	1.98%
2/15/12	MULTIPURPOSE GOB	2/15/2032	\$8,118,000	\$4,195,000	2.02%
8/15/10	MULTIPURPOSE GOB	8/15/2029	\$7,501,093	\$2,860,000	2.43%
10/15/09	MULTIPURPOSE GOB	10/15/2029	\$7,328,610	\$1,830,000	2.92%
11/15/06	MULTIPURPOSE GOB	11/25/2025	\$11,446,000	\$2,975,000	4.00%
8/1/04	SEPTIC REPAIRS	8/1/2023	\$71,339	\$10,797	5.01%
4/15/03	MULTIPURPOSE GOB	4/15/2022	\$4,294,000	\$155,000	3.73%
					<b>WEIGHTED AVERAGE TIC</b>
<b>Total Balance Long Term Debt</b>				<b>\$50,819,679</b>	<b>2.09%</b>

**TREASURER REPORT**

<b>General Fund</b>	<b>30,811,844.27</b>
<b>Treasurer/Collector</b>	<b>523,619.53</b>
<b>Payroll</b>	<b>57.13</b>
<b>Vendor</b>	<b>0.00</b>
<b>CPA</b>	<b>3,617,338.38</b>
<b>Economic Redevelopment</b>	<b>18,476.59</b>
<b>Police Law Enforcement</b>	<b>9,164.45</b>
<b>Planning Review</b>	<b>24,618.84</b>
<b>Planning Observation</b>	<b>95,576.14</b>
<b>Stabilization Funds *</b>	<b>8,135,476.46</b>
<b>Scholarships</b>	<b>959,754.45</b>
<b>Performance Bonds</b>	<b>943,147.06</b>
<b>Student Activity</b>	<b>148,564.09</b>
<b>School Lunch</b>	<b>44,463.81</b>
<b>Education Fund</b>	<b>4,118.65</b>
<b>Library Trust</b>	<b>141,863.95</b>
<b>Cemetery Trust</b>	<b>11,601.95</b>
<b>Art &amp; Lottery</b>	<b>13,397.41</b>
<b>Elderly Disabled Fund</b>	<b>957.89</b>
<b>Christmas Parade</b>	<b>27,289.02</b>
<b>Affordable Housing</b>	<b>189,234.35</b>
<b>Conservation Commission</b>	<b>8,636.45</b>
<b>Conservation Fund</b>	<b>102,400.20</b>
<b>OPEB Trust</b>	<b>2,005,797.37</b>
<b>Pride Day</b>	<b>23,802.18</b>
<b>Family Day</b>	<b>830.76</b>
<b>ZBA Observation</b>	<b>45,317.33</b>
<b>TOTAL CASH 06/30/2021</b>	<b>47,907,348.71</b>

**REPORT OF THE FINANCE DIRECTOR/TOWN ACCOUNTANT**

The role of the Office of the Town Accountant's 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 have led the Town to its twelfth consecutive year without a Management Letter from the auditors, Melanson CPA's. 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 FY2021 were 106.9% of the revenue budget and expenses were 96.5% of the expense budget. The unusually high revenues were due to a property tax settlement with NStar and more State Aid was received than was budgeted. Strong revenues, along with expense controls, resulted in \$7.2M in General Fund free cash. Medway's free cash, and its stabilization funds, combine to give Medway a healthy reserve percentage of 20.9% of the annual budget for FY2021. This exceeds the target percentage that is used to evaluate municipal financial statements.

After many years of consistently strong financial direction and leadership, the Town received a bond rating of AAA from Standard and Poor's on September 1st, 2020. Medway is one of 75 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 a very strong debt and contingent liability position. The Medway Financial Team and the Select Board are very proud of this achievement, which has resulted in a reduction in the interest rate charged to the Town when borrowing for capital projects.

At the 2021 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 and developed the OPEB Trust Investment Policy, the Trust and Stabilization Investment Policy and selected Rockland Trust as our Investment Management Group. In FY2019, the OPEB Trust increased in value by 10.7%. In FY2020, along with the \$300,000 addition, the Trust realized a 36.8% increase in value. And in FY2021, the Trust realized a 54.4% increase in value, which includes the \$300k Town Meeting approved addition. The balance of the OPEB Trust Investment at the close of the fiscal year was \$2,005,797.

Included is the combined Balance Sheet for General and Non-Governmental Fund Types, and a Combined Statement of Changes in Revenues, Expenditures and Fund Balances as of June 30, 2021.

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 Select Board and the citizens of Medway. It is a privilege to serve in this community.

Respectfully submitted,

Carol Pratt  
Finance Director/Town Accountant

## **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 our security, inter-departmental communications, and efficient workflows for all departments.

A few accomplishments within Fiscal 2022 include:

- Management and implementation of state and federal grants, totaling over \$540,000, to support cybersecurity training, physical building security, and equipment upgrades throughout the town and school department.
- Increasing our cybersecurity posture and preparedness throughout the town.
- The continued support of mission critical applications to support town functions for accounting, permitting, GIS Mapping, and student data tracking.

Fiscal 2023 will focus on our cybersecurity preparedness. Ensuring we provide a solid foundation to prepare our staff to identify threats, that we have systems in places to recover in the event of an attack and increasing our ability to analyze and detect threats before they become a problem. We will also continue to support all department's efficient workflows, increasing information transparency to our community, and continuing our support of the 1:1 mobile device access to support the education of our students.

Respectfully submitted,

Richard Boucher  
Information Services Director

## **REPORT OF THE TOWN CLERK**

Maryjane White was the elected Town Clerk through March 1, 2021, when she retired after over 30 years of service in the Town Clerks' office. Stefany Ohannesian was appointed February 17, 2021, as the Town Clerk, officially starting on March 1, 2021. Charlene Tingley was the Assistant Town Clerk through September 1, 2021, when she retired after 14 years of service in the Town Clerks' office. Morgan Harris became the Assistant Town Clerk on September 1, 2021. Both Stefany and Morgan acquired their Notary Public and Justice of the Peace certification to better serve the needs of the Town and the community.

There was one election held in Fiscal year 21' on May 18, 2021. Everything went very well with newly added provision in regard to mail in ballots and still following COVID-19 safety precautions. Two Town Meetings also took place in 2021, May 10<sup>th</sup> and November 15<sup>th</sup>.

Many precautions were taken in making sure safe elections were conducted in 2020 and 2021 during the COVID-19 pandemic along with meeting new provisions regarding voting including vote by mail for all registered voters. With the help of amazing volunteers and staff all elections were conducted safely. Through a grant in 2020 the Town Clerks' office was able to acquire a secure ballot box located at the back of the building for 24-hour drop off capability for voters to return ballots securely and comfortably.

We wish to extend our most sincere appreciation to both Maryjane and Charlene for their amazing service to Medway for so many years, and in their mentorship and assistance with our transitions to the Town Clerk's Office. We wish them the very best in their retirement.

**TOWN OF MEDWAY  
WARRANT FOR MAY 10, 2021  
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 10, 2021, at 7:00 PM, then and there to act on the following articles:

Meeting was called to order by Moderator Mark Cerel at 7:09 p.m. There were 155 voters in attendance for this meeting.

**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 2021 appropriation deficit, or act in any manner relating thereto.

**DEPARTMENT OF PUBLIC WORKS  
(Unanimous)**

**Voice Vote**

**ARTICLE 2:** (Prior Year Bills)

To see if the Town will vote to transfer the sum of \$418.50 from the Fiscal Year 2021 Town Clerk Other Expenses account, \$1,627.47 from the Fiscal Year 2021 Water Repair and Maintenance Supply Account, \$867.27 from the Fiscal Year 2021 Parks Repair and Maintenance Account, \$636 from the Fiscal Year 2021 Public Works Department Thayer Building Maintenance account, \$263.98 from the Fiscal Year 2021 Public Works Administration Miscellaneous Repair and Maintenance account, and \$17.99 from the Fiscal Year 2021 Solid Waste Miscellaneous Repair and Maintenance account, for the purpose of paying prior year, unpaid bills of the Town, or act in any manner relating thereto.

**SELECT BOARD**

**Voice Vote**

**(Unanimous)**

**ARTICLE 3:** (Transfer from Overlay to Capital Stabilization)

To see if the Town will vote to transfer \$1,500,000 from the Assessors' Overlay Account to the Capital Improvement Stabilization Fund, or act in any manner relating thereto.

**SELECT BOARD  
(Unanimous)**

**Voice Vote**

**ARTICLE 4:** (Free Cash Transfer to Capital Stabilization)

To see if the Town will vote to transfer \$1,100,000 from Certified Free Cash to the Capital Improvement Stabilization Fund, or act in any manner relating thereto.

**VOTED: To transfer \$1,270,000 from Certified Free Cash to the Capital Improvement Stabilization Fund.**

Voice Vote

**SELECT BOARD  
(Unanimous)**

**ARTICLE 5:** (Free Cash Transfer to General Stabilization)

To see if the Town will vote to transfer \$200,000 from Certified Free Cash to the General Stabilization Fund, or act in any manner relating thereto.

Voice Vote

**SELECT BOARD  
(Unanimous)**

**ARTICLE 6:** (Adjustment: Community Preservation Fund Statutory Set-Aside)

To see if the Town will vote to authorize the Town Accountant, with the approval of the Community Preservation Committee, to adjust the set-aside balances from prior fiscal years within the Community Preservation Fund account to comply with the statutory requirement to set aside for later spending not less than ten percent of the Community Preservation Fund annual revenues for each fiscal year in open space, for historic resources, and for community housing respectively, as required by Chapter 44B, section 6 of the Massachusetts General Laws, or to act in any manner relating thereto.

<b>CPA Transfer from Retained Earnings to Reserve Accounts</b>	
Community Housing	\$ 33,065
Open Space	\$ 33,065
Historical Preservation	\$ 33,065
<b>Total</b>	<b>\$ 99,195</b>

**COMMUNITY PRESERVATION COMMITTEE**

**Community Preservation voted to recommend this article at its April 5<sup>th</sup> meeting.**

Voice Vote

**(Unanimous)**

**ARTICLE 7:** (Repurpose Monetary Article – Fire Dept Items, School Paving Projects)

To see if the Town will vote to transfer the sum of \$10,353.38 from the funds authorized for a sprinkler system at Fire Station #1 under Article 7 of the May 13, 2019 Annual Town Meeting, which amount is no longer needed for such purpose, to provide matching funds for a federal grant to purchase a gear washer and dryer, portable radios, and hearing protection for the fire trucks, and \$143,300, also authorized under Article 7 of the May 13, 2019 Annual Town Meeting to pave the Burke-Memorial recess area, which amount is no longer needed for such purpose, to pave the

Burke-Memorial School basketball court and the walkway at the McGovern School, or act in any manner relating thereto.

**Voice Vote**

**SELECT BOARD  
(Unanimous)**

**ARTICLE 8:** (Repurpose Monetary Articles – Transfer to Capital Stabilization)

To see if the Town will vote to transfer to the Capital Stabilization Fund the sum of \$105,017.14 from the balances of project funds authorized as shown in the table below, which amounts are no longer needed for the purposes of the projects.

Project	Annual Town Meeting	Amount
Sprinkler system at Fire Station #1	5/13/19, Article 7	\$35,581.08
Memorial School handicap ramp	5/13/19, Article 7	\$20,550.00
Town-wide building assessment	5/13/19, Article 7	\$10,000.00
Oakland Park Basketball Court Repair	5/13/19, Article 7	\$6,517.04
Middle School Auditorium Lighting	6/8/20, Article 7	\$17,002.05
Library Handicap Ramp Railing	6/8/20, Article 7	\$12,000.00
Fire Department Inflatable Boat	6/8/20, Article 7	\$3,457.02
	<b>Total</b>	<b>\$105,107.19</b>

Or act in any manner relating thereto.

**Voice Vote**

**SELECT BOARD  
(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.

**Meeting was adjourned at 7:24 p.m.**



**TOWN OF MEDWAY WARRANT FOR  
MAY 10, 2021 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 10, 2021, at 7:30 PM**, then and there to act on the following articles:

**The meeting was called to order by Moderator Mark Cerel at 7:31 p.m. there were over 200 voters to meet quorum for this meeting.**

**ARTICLE 1:** (Debt Stabilization Fund Transfer)

To see if the Town will vote to transfer the sum of \$288,000 from the Debt Stabilization Fund to the Fiscal Year 2022 operating budget for the purpose of offsetting a portion of debt exclusion projects, or act in any manner relating thereto.

**SELECT BOARD**

**Voice Vote**

**(2/3 – Unanimous)**

**ARTICLE 2:** (Transfer from Ambulance Receipts to General Fund)

To see if the Town will vote to transfer \$630,000 from Ambulance Receipts Reserved for Appropriation to the Fiscal Year 2022 General Fund Operating Budget, or act in any manner relating thereto.

**SELECT BOARD**

**Voice Vote**

**(Unanimous)**

**ARTICLE 3:** (Appropriation: FY22 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, 2022, or act in any manner relating thereto.

**SELECT BOARD**

**Voice Vote**

**(Unanimous)**

**ARTICLE 4:** (Appropriation: FY22 Water Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$4,084,312 for the maintenance of the Water Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 820,408
Expenses	700,700
Debt	2,157,954
<b>Direct Costs Total</b>	<b>\$ 3,679,062</b>

Indirect Costs

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

<b>Indirect Costs Total</b>	\$405,250
-----------------------------	-----------

<b>Total</b>	<b>\$4,084,312</b>
--------------	--------------------

And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$4,084,312
<b>Total</b>	<b>\$4,084,312</b>

**SELECT BOARD**  
**(Unanimous)**

**Voice Vote**

**ARTICLE 5:** (Appropriation: FY22 Sewer Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,818,876 for the maintenance of the Sewer Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 303,687
Expenses	1,035,750
Debt	302,094
<b>Direct Costs Total</b>	<b>\$1,641,531</b>

Indirect Costs

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

<b>Indirect Costs Total</b>	\$177,345
-----------------------------	-----------

<b>Total</b>	<b>\$1,818,876</b>
--------------	--------------------

And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$1,801,319
Sewer Betterment Stabilization	17,557
<b>Total</b>	<b>\$1,818,876</b>

**SELECT BOARD**

**Voice Vote**

**(Unanimous)**

**ARTICLE 6:** (Appropriation: FY22 Solid Waste Enterprise Fund)  
 To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,652,336 to operate the Solid Waste/Recycling Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 188,406
Expenses	1,306,300
Debt Service	53,281
<b>Direct Costs Total</b>	<b>\$1,547,987</b>

Indirect Costs

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

<b>Indirect Costs Total</b>	\$104,349
-----------------------------	-----------

<b>Total</b>	<b>\$1,652,336</b>
--------------	--------------------

And further that the above listed appropriations be funded as follows:

Trash Recycling Fees/Bag Revenues	\$1,520,000
Retained Earnings	132,336
<b>Total</b>	<b>\$1,652,336</b>

**PUBLIC SERVICES DEPT.**

**Voice Vote**

**(Unanimous)**

**ARTICLE 7:** (Free Cash Appropriation: Capital and Other Items)  
 To see if the Town will vote to appropriate the sum of \$2,020,421 from Certified Free Cash for the purpose of funding the following capital and other items, including associated engineering,

personnel, maintenance and legal service costs, and for the payment of all other costs incidental or related thereto:

<b>Project</b>	<b>Department</b>	<b>Cost</b>
Roads & Sidewalks	DPW	\$750,000
Replace Front End Loader (232 2001 John Deere)	DPW	186,000
Replace Wing Mower	DPW	75,000
Replace 2012 F250 (201)	DPW	53,000
Replace Traffic Signal Sensors, Main St at Walgreens	DPW	28,000
Baseline Doc for Conservation Land & Restrictions	Comm & Econ Dev	12,000
Council on Aging Van	Council on Aging	84,355
Air Conditioning Unit – Upkeep	Council on Aging	39,000
Replace Turnout Gear	Fire	105,090
Replace 20 Portable Radios	Fire	40,000
Technology Equipment	IT	75,000
Infrastructure Equipment	IT	40,000
Security Systems	IT	25,000
Projection Equipment	IT	65,000
Replace Countertops	Library	25,000
Dehumidifier/Temp. Control – Cole Room	Library	25,000
Lighting Fixtures	Library	5,000
Bridge Signs for Trail Identification	Cultural Council	13,500
Summer Camp Tent and Supplies	Parks	10,000
Cruiser Radios	Police	13,476
Replace Memorial Exhaust Fans	School	16,000
All Schools Install Door Access Hardware	School	60,000
Burke/Memorial HVAC Automation Upgrade	School	90,000
McGovern Cafeteria/Auditorium AC Installation	School	60,000
High School Replace Exterior Doors	School	20,000
Burke Replace HVAC Pumps	School	20,000
Memorial Replace Cafeteria AC Unit	School	85,000
<b>Free Cash Total</b>		<b>\$2,020,421</b>

Or act in any manner relating thereto.

**CAPITAL IMPROVEMENT PLANNING COMMITTEE**

**Voice Vote**

**(Unanimous)**

**ARTICLE 8:** (Free Cash Transfer to Street Acceptance Account)

To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$30,000 to the street acceptance account, or act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**Voice Vote**

**(Unanimous)**

**ARTICLE 9:** (Fund Parks Projects, Incl. Possible CPA Funds)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, the sum of \$1,100,000 for the purpose of designing, engineering, constructing and installing the following projects, and for the payment of all other incidental and related costs, or act in any manner relating thereto.

Project	Cost
Cassidy Field Parking Lot	\$300,000
Pickleball Courts	100,000
New Softball Field at Middle School	200,000
Center Street Field Drainage Repair	100,000
High School Tennis Courts	400,000
<b>Total</b>	<b>\$1,100,000</b>

**SELECT BOARD**

**VOTED: To transfer \$500,000 from Community Preservation Act funds, \$288,150 from Open Space Reserves and \$211,850 from the Unreserved balance, and to appropriate \$600,000 for the purpose and as set forth in the warrant, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, as fully set forth in the warrant, 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 that the Board of Selectmen and Town officers are authorized to take any and all related actions necessary or appropriate to carry out the purposes of this article.**

**Community Preservation recommended this article at its April 5<sup>th</sup> meeting.**

**Voice Vote**

**(2/3 – Unanimous)**

**ARTICLE 10:** (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.

**SELECT BOARD**

**Voice Vote**

**(Unanimous)**

**ARTICLE 11:** (Free Cash Transfer: Town and School Building Repair and Maintenance)  
 To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of \$393,256 for the purpose of funding the following Town and School building repair and maintenance projects:

<b>Project</b>	<b>Location</b>	<b>Cost</b>
Mitigate Water Infiltration	Town Hall	\$8,000
Refurbish Windows	Town Hall	\$19,000
Clean Roof – Mitigate Bird Perching	Town Hall	\$14,000
Replace Roof Flashing at EPDM and Asphalt Transition	Town Hall	\$10,000
Upgrade HVAC Controls	Police Station	\$60,000
Replace Sprinkler System	Library	\$55,000
Signage and One-Way Traffic Flow	Library	\$2,000
Entry Door Sensors	Senior Center	\$2,000
Replace Roof	Fire Station #2	\$32,000
Structural Analysis	VFW	\$8,000
Main Entry Accessibility Upgrades	VFW	\$10,000
Replace Trophy Room Egress Door	VFW	\$6,000
Water Infiltration Study, Gym West Wall	High School	\$10,000
Seal Air Infiltration Roof/Wall Intersection	High School	\$144,706
Replace Federal Pacific Panels	Burke/Memorial School	\$12,550
	<b>Total</b>	<b>\$393,256</b>

Or to act in any manner relating thereto.

**Voice Vote**

**SELECT BOARD  
(Unanimous)**

**ARTICLE 12:** (Borrowing: Urban Renewal Plan Implementation)  
 To see if the Town will vote to appropriate \$1,100,000 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 Select Board to be in the best interest of the Town; and that to meet this appropriation, the Treasurer with the approval of Select Board 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 Select Board to enter into any agreements and execute any documents necessary to effectuate the purpose of this article; or act in any manner relating thereto.

**Voice Vote**

**SELECT BOARD  
(2/3 – Unanimous)**

**ARTICLE 13:** (Water Retained Earnings Transfer: Purchase Vehicle and Provide Grant Funds)

To see if the Town will vote to transfer the sum of \$70,000 from Water Enterprise Fund retained earnings, \$45,000 for the purpose of funding the purchase and equipping of a Water Division vehicle, and \$25,000 to provide matching funds for a \$125,000 reimbursable asset management grant from the Massachusetts Department of Environmental Protection and to authorize acceptance of the full amount, or act in any manner relating thereto.

**Voice Vote** **PUBLIC WORKS DEPT.**  
**(Unanimous)**

**ARTICLE 14:** (Appropriation: General Stabilization)  
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.

**Voice Vote** **SELECT BOARD**  
**(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.

**Voice Vote** **SELECT BOARD**  
**(Unanimous)**

**ARTICLE 16:** (Appropriation: Medway Day)  
To see if the Town will vote to raise and appropriate the sum of \$15,000 for Medway Day, or act in any manner relating thereto.

**Voice Vote** **SELECT BOARD**  
**(Unanimous)**

**ARTICLE 17:** (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 2022 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 2022, as follows:

CPA Administration:	
CPC Expenses	\$15,000
CPC Salaries	5,000
CPC Debt Expense	427,675
Community Housing:	
Housing Production Plan	18,000
Transfer to Affordable Housing Trust:	

Affordable Housing Trust Coordinator	10,000
Historic Resources:	
Cemetery Flagpoles	3,500
Garnsey	5,000
Open Space:	
Trail Upgrades	5,000
<b>Total Direct Costs</b>	<b>\$489,175</b>

	<b>10% of Estimated Reserves: Fund Revenues</b>
Open Space	\$124,599
Community Housing	\$101,599
Historical Preservation	\$121,099

or act in any manner relating thereto.

**COMMUNITY PRESERVATION  
COMMITTEE**

**Community Preservation recommended this article at its April 5<sup>th</sup> meeting.  
Voice Vote (Unanimous)**

**ARTICLE 18:** (Revolving Funds –Authorize FY22 Spending Limits)  
To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44, Section 53E1/2, to set Fiscal Year 2022 spending limits for revolving funds as follows:

<b>Program or Purpose</b>	<b>FY2022 Spending Limit</b>
Self-supporting parks and recreation services, including salaries and benefits	\$450,000
Dial-a-ride van service for seniors and disabled, shuttle service to Norfolk commuter rail station, and other necessary transportation services	\$130,000
Library printer, copier and fax expenses	\$3,000
Library meeting room	\$1,000
Thayer Homestead partial self-support of property, including salaries and benefits	\$80,000
Tobacco license compliance inspections	\$2,500
Self-supporting food services, including salaries and benefits	\$12,000

or act in any manner relating thereto.



**SELECT BOARD**  
**(For the Various Departments Indicated)**  
**(Unanimous)**

**Voice Vote**

**ARTICLE 19:** (Amend General Bylaws – Stormwater)  
To see if the Town will vote to amend the Medway General By-Laws, ARTICLE XXVI. Stormwater Management and Land Disturbance, by inserting the following new subsection in Section 26.5 Land Disturbance and Construction Activity:

26.5.2.3 Rules and Regulations.

The Conservation Commission and the Planning and Economic Development Board shall promulgate Land Disturbance Permit Rules and Regulations to implement the Land Disturbance Permit process provided herein. The Rules and Regulations shall include but are not limited to application requirements, procedures for submission and review of applications, filing and review fees, performance standards, waivers, decision criteria, construction monitoring, reporting and enforcement.

Or to act in any manner relating thereto.

**PUBLIC WORKS DEPT.**  
**(Unanimous)**

**Voice Vote**

**ARTICLE 20:** (Amend Zoning Bylaws: Central Business District)  
To see if the Town will vote to amend the Zoning Bylaws, by deleting Section 5.4.1 in its entirety and adding a new Section 10, CENTRAL BUSINESS DISTRICT DEVELOPMENT STANDARDS; and by amending Section 5.4, Table 1, Schedule of Uses, and amending Section 6.1 Schedule of Dimensional and Density Regulations and Table 2; all as follows:  
Add the following new Section 10:

**SECTION 10: CENTRAL BUSINESS DISTRICT DEVELOPMENT STANDARDS**

**10.1. PURPOSES**

- A. To further the goals of the Medway Master Plan.
- B. To encourage mixed-use development in the Central Business District with a balanced and vibrant mix of compatible business uses and multi-family residential development.
- C. To encourage revitalization and economic investment in the Central Business District in a manner which represents the qualities of a traditional New England town center.
- D. To encourage greater variety of housing to meet the needs of a diverse population with respect to income, ability, household types, and stage of life.
- E. To improve walkability within the district and provide better access between housing, shops, services, and employment.

**10.2. GENERAL SITE DEVELOPMENT STANDARDS**

Uses which are allowed in the Central Business District by right or by special permit shall be required to meet the following performance standards.

**A. Vehicle Fuel Station With Convenience Store**

New vehicle fuel stations are prohibited in the Central Business District. A special permit from the Planning and Economic Development Board is required for substantial redevelopment or renovation of an existing Vehicle Fuel Station with Repair Service or Vehicle Fuel Station with Convenience Store in the Central Business District as a Gas Station and Convenience Store under the development standards on Table 9.4.C.1.B.

## **B. Main Street Pedestrian Frontage Zone**

1. The Main Street Pedestrian Frontage Zone includes all properties with frontage on Route 109 (Main Street). These frontages are prioritized for pedestrian-oriented ground floor uses. Buildings fronting on the designated Pedestrian Frontage Zone shall be subject to the following requirements:
  - a. Ground floor uses shall be reserved for retail, restaurant, and other non-residential uses open to the public on an appointment or walk-in basis, including but not limited to personal service, office, repair, and municipal uses (“Publicly Oriented Uses”).
  - b. Residential uses and non-residential uses that are not Publicly Oriented Uses shall be allowed to have access through the front of a building in the Pedestrian Frontage Zone by an entrance that leads to the upper floors of the building, or by an entrance to the rear of the building.
  - c. Residential uses and non-residential uses that are not Publicly Oriented Uses shall be allowed on ground floors only where:
    - 1) The use is within a building with frontage on the street and the use is set back a minimum of sixty feet from the street right-of-way line; or
    - 2) The PEDB has waived this requirement after determining that street-front residential and/or other non-Publicly Oriented Uses on the ground floor will not have an adverse impact on the continuity and vitality of the Pedestrian Frontage Zone.

## **C. Building Placement and Orientation**

1. Building Lot and Type. The minimum lot size in the Central Business District is identified on Table 2 - Dimensional and Density Regulations in Section 6.1 of the Zoning Bylaws. For specific building types, there are alternative dimensional standards for building lot and for building design that apply under Section 10.4 below.
2. Number of Buildings. There is no limit on the number of principal buildings allowed on a building lot except as limited by dimensional requirements and other site development standards in this section.
3. Building Step-back. Buildings in the Central Business District shall be setback or stepped back from the street right-of-way line in accordance with Table 9.3.B.6 for the Village Center Street Type. Therefore, a building may have to be set back or stepped back further from the street right-of-way line in order to achieve the maximum height allowed. The purpose of this requirement is to enhance the pedestrian environment and prevent excessive enclosure and shadowing on Main Street. The space created by building setbacks is referred to as the Building Frontage Zone. The Building Frontage Zone is regulated under Sections 10.2.E.2 and 10.5.B below.
4. Façade Orientation. Buildings located within sixty feet of a street right-of-way line must be built parallel to the street, with the front façade and entrance of the building oriented to the public sidewalk.

## **D. Parking Requirements.**

1. Purpose and Intent. The purpose and intent in applying parking standards in the Central Business District are as follows:
  - a. To improve walkability by minimizing sidewalk interruptions and conflict points between pedestrians, cyclist, and vehicles on Main Street and on site.
  - b. To ensure adequate parking for existing and new development while minimizing excessive and inefficient off-street parking areas
  - c. that result in lost opportunities to develop new buildings that expand business and the

- tax base.
- d. To encourage the use of public transportation, bicycling, and walking as an alternative to motor vehicle use when a choice of travel mode exists.
2. Applicability. The parking requirements in Section 7.1.1 shall apply to the Central Business District with the following adjustments:
    - a. Off-Street Parking Requirements. In the Central Business District (CB) the minimum number of off-street parking spaces required by use on Table 3 in Section 7.1.1.D. shall be interpreted to be both the minimum and the maximum amount of parking spaces required. A reduction of parking may be allowed by special permit under Section 7.1.1.J. Additional off-street parking spaces shall require a waiver from the PEDB and the applicant shall demonstrate sufficiently that additional parking is necessary.
    - b. Parking Area Design. In addition to the standards provided in Section 7.1.1.F., the following standards shall be required in the Central Business District:
      - 1) Parking Area Plantings. In parking areas containing thirty or more spaces, a minimum of one deciduous tree and two shrubs exclusive of any required perimeter plantings must be planted for every three-thousand square feet of parking areas. When planted, deciduous trees must be a minimum height of ten feet and/or two and one half inches in caliper. Planting areas must each contain not less than fifty square feet of unpaved soil area. Trees and soil plots shall be so located as to provide visual relief and wind interruption within the parking area, and to assure safe patterns of internal circulation.
      - 2) Internal Pedestrian Access. In parking areas with more than seventy-five spaces, the expanse of pavement shall be interrupted by separating rows of parking spaces from each other with a combined planting strip and sidewalk at least eight feet in width. Design of these planting strips/sidewalks shall take into account the need to store snow, locate light poles, install deciduous trees, and allow safe pedestrian movement. In addition, if an existing parking area is expanded to over seventy-five spaces, the combined planting strip and sidewalk requirement shall apply to the entire parking area. All proposals to construct or modify parking areas with more than seventy-five spaces are subject to site plan review.
    - c. Parking Placement. As an exception to Section 7.1.1.G., all off-street parking shall be located behind or beside buildings located in the Pedestrian Frontage Zone and within sixty feet of the Main Street right-of-way line. Vehicular parking between the front building line and the street right-of-way line is permitted only if the Planning and Economic Development Board grants a special permit and the applicant can demonstrate that no other reasonable alternative exists.
    - d. Temporary Use of Off-Street Parking. In addition to provisions for reduced parking in Section 7.1.1.J., excess parking spaces may be reprogrammed and utilized for temporary commercial uses such as for seasonal retail sales, food trucks, farmers' markets, craft shows, live entertainment, auxiliary space for one or more restaurants, and similar commercial uses. Such temporary use of excess parking spaces requires a special permit from the PEDB, and the applicant shall demonstrate that the excess parking spaces are not necessary to support existing businesses on site, and that the temporary commercial use provides a sufficient level of safety for users.

#### **E. Streetscaping, Landscaping and Screening.**

1. General Standards. Landscaping shall comply with the Planning and Economic Development Board Rules and Regulations, Chapter 200 - Site Plans – Rules & Regulations for Submission and Review of Site Plans, Section 205-9. In the event of any conflict between the provisions of this bylaw and the provisions of said Regulations, the provisions of this bylaw shall apply.

2. Streetscape Treatments. In the Building Frontage Zone between the Main Street right-of-way line and the front facade of the building, streetscape treatments should be coordinated and complimentary to the public sidewalk and streetscape treatments within right-of way.
  - a. Sidewalk Expansion. A concrete walkway or terrace may be installed adjacent to the public sidewalk within the Building Frontage Zone where no landscaping has been installed on the outer edge of the right-of-way, in effect, expanding the public sidewalk. This expansion is required along the entire length of the frontage, connecting to existing or future sidewalk extensions on adjacent lots.
  - b. Street Trees. Deciduous street trees may be installed in the Building Frontage Zone that compliment street trees within the street right-of-way. Trees shall be a minimum of three- and one-half-inch caliper at least four feet above grade and of native species common to the area. They should be planted in accordance with the recommended standards set forth below in Figure 1. The trees should be drought and salt tolerant. They should be regularly trimmed to provide clear visibility into the site from the street and provide shade over the walkway.
  - c. Ground Cover. Low lying and low maintenance grasses, shrubs, bushes, flowers, and similar vegetative ground cover may be planted adjacent to the street right-of-way line. All ground cover must be maintained at a height of no more than thirty inches to avoid blocking visibility for drivers entering or exiting the site.
  - d. Other Enhancements in the Building Frontage Zone. Additional treatments and design standards are identified in Section 10.5.B.
3. Transitional Buffer Requirements. Transitional buffers are required between properties in the Central Business District and abutting properties in residential districts to create a compatible transition with the surrounding neighborhoods. Transitional buffers may include any combination of natural or landscaped screening and fencing that provides an opaque visual barrier to a minimum height of eight feet above the ground installed along the property boundary line. Where transitional buffers are required, all buildings, accessory structures, and loading areas shall be set back a minimum of seventy-five feet, and parking shall be set back a minimum of fifty feet, from the property line where the transitional buffer is to be installed.
4. Public Utilities. All new public utilities (except structures and other facilities that require above-grade access) shall be installed underground.
5. Trash and Service Areas.
  - a. All service, loading, trash, and recycling storage areas viewable from a public right of way or from an adjacent residential district shall be screened by one or a combination of masonry, a wood screen, or evergreen plantings to reduce their visual impact.
  - b. Loading and service areas shall not be visible from any public street or any property in a residential district unless no other location is feasible. Sufficient landscaping and screening of loading and service areas shall be required.
  - c. Garage doors and loading spaces are prohibited on the street facing façade of any commercial, mixed-use, or multi-family building unless no other location is feasible.
6. Sustainable Site Design Standards. Sustainable Design and Low Impact Development (LID) techniques shall be used in the Central Business District to reduce stormwater runoff, improve water quality, maintain canopy tree cover, protect natural landscapes, install appropriate planting materials, and encourage the production of local food. In achieving the requirements of this section, applicants shall comply with sustainable and low impact development techniques provided in the Planning & Economic Development Board Rules and Regulations, Chapter 200 - Site Plans – Rules & Regulations for Submission and Review of Site Plans, Section 205-4; Massachusetts Stormwater

Management Standards; and Town of Medway General Bylaws Article XXVI, Stormwater Management and Land Disturbance.

**F. Outdoor Amenity Space**

1. General Standard. The amount of outdoor amenity space provided within a site development shall be at least fifteen percent of the lot or development site. Up to fifty percent of the required minimum amount of open space required in Section 6, Table 2 – Dimensional and Density Regulations may be used for Outdoor Amenity Spaces. Outdoor amenity space shall not include transitional buffer areas, landscaping within parking areas, or general landscaping alongside yard setbacks.
  2. Permitted Outdoor Amenity Spaces. The outdoor amenity spaces and associated design standards identified in Table 9.6.B.1. and permitted in the Central Business District are listed below. The total amount of required outdoor amenity space may include any combination of the following:
    - a. Dooryard (Residential Buildings Only)
    - b. Forecourt
    - c. Community Garden (Residential Buildings Only)
    - d. Courtyard
    - e. Plaza or Square
    - f. Pocket Park or Playground (Residential Buildings Only)
    - g. Outdoor Dining Terrace
    - h. Rooftop Terrace
  3. Building Outdoor Amenity Spaces. Outdoor amenity spaces for individual buildings include rooftop gardens and terraces, decks, porches, stoops, balconies, pedestrian passages, and similar accessory spaces where outdoor seating can be provided.
  4. Other Outdoor Amenity Space Types. Permitted by special permit by the PEDB.
- G. Signs.** The sign regulations in Section 7.2 shall apply to the Central Business District except for the variations under Public Realm Interface in Section 10.5.B below.

**10.3. MIXED-USE DEVELOPMENT STANDARDS**

**A. Applicability**

1. The PEDB may grant a special permit for a Mixed-Use Development or a Mixed-Use Building in the Central Business District to include any combination of uses allowed by right and uses allowed by special permit as specified in Table 1 – Schedule of Uses.
2. The provisions of this Section are available by special permit from the Planning and Economic Development Board for uses permitted by right in order to achieve a flexible site design.

**B. Definitions:** See definitions of Mixed-Use Development, Mixed-Use Building, and Multi-Family Building in SECTION 2 DEFINITIONS.

**C. Dimensional Requirements.**

1. Mixed-Use and Residential Development. The dimensional requirements for the Central Business District are provided in Section 6.1. Schedule of Dimensional and Density Regulations. For residential and mixed-use development, however, the following standards apply.
  - a. Front-yard Setback Encroachments. Principal buildings shall be set back a minimum of 10 feet from the front lot line. Architectural features such as bay windows, porches, balconies, porticos, canopies, etc. shall not be subject to the ten-foot minimum setback.
  - b. Side-Yard and Rear-Yard Setbacks. Notwithstanding the provisions of Section

10.2.E.3, there shall be a minimum setback of 25 feet from all side and rear lot lines abutting a residential zoning district, of which the first ten feet nearest each lot line shall not be used for the parking or storage of vehicles and shall be suitably landscaped. There is no side-yard or rear-yard setback for properties abutting other properties within the Central Business district.

- c. Maximum Building Height: Residential and mixed-use buildings shall not exceed sixty feet in height and are subject to the building height step back requirements in Section 10.2.C.3.

#### **D. Residential Uses in a Mixed-Use Development.**

1. Combination of Uses in a Mixed-Use Building. A mixed-use building shall include multi-family residential units and one or more retail, municipal, service, office, commercial or other business uses allowed in the zoning district (hereinafter referred to as “business uses”) in at least the minimum percentages as set forth in Subsection D.2 below.
2. Percentage and Location of Uses in a Mixed-Use Building. Except as provided in Section D.4 below, in a two-story building at least fifty percent of the gross floor area shall be comprised of business uses, and no more than fifty percent of the gross floor area shall be comprised of multi-family dwelling units and any common areas and support facilities associated with those multi-family dwelling units. In a three-story building, at least thirty-three percent of the gross floor area shall be comprised of business uses, and no more than sixty-seven percent of the gross floor area shall be comprised of multi-family dwelling units and any common areas and support facilities associated with those multi-family units. In a building of four stories or more, at least twenty-five percent of the gross floor area shall be comprised of business uses, and no more than seventy-five percent of the gross floor area shall be comprised of multi-family dwelling units and any common areas and support facilities associated with those multi-family units. The gross floor area comprised of business uses may include hallways, lobbies, maintenance areas, security areas, closets, and other areas which serve exclusively the business uses in that building.
3. Residential Use on Ground Floor Exception. Multi-family dwelling units may not be located on the ground floor of a mixed-use building or development unless:
  - a. The building with the multi-family dwelling units is set behind another building which has business uses on the ground floor and a front façade that faces a public way or primary access drive; or
  - b. The residential portion of the ground floor is located behind the business uses within the same building which has a front façade that faces a public way or primary access drive.
4. Residential Buildings in Mixed-Use Development. A mixed-use development may include a stand-alone building comprised of only multi-family dwelling units and common areas and support facilities associated with those multi-family dwelling units provided that the multi-family building shall meet the requirements of Section 10.3.D.5 below and shall be set back at least two hundred feet from the Main Street right-of way line on the north side and one hundred feet from the Main Street right-of-way line on the south side.
5. Ratio of Residential to Business GFA in a Mixed-Use Development. A stand-alone building comprised of only multi-family dwelling units and common areas and support facilities associated with those multi-family dwelling units shall be permitted in a Mixed-Use Development only as part of a Mixed-Use Development that complies with the business use potential. The business use potential of a Mixed-Use Development shall be the total percentage of gross floor area of all existing and/or proposed buildings in the

Development that is required to be comprised of business uses pursuant to Section D.2 above.

6. Affordability Requirements. The provisions of Section 8.6. Affordable Housing shall apply to Mixed-Use Developments.

#### **E. Special Permit Review Criteria.**

1. Special permits granted under this Section 10.3 are not subject to the special permit criteria under Section 3.4.
2. Before granting a special permit for a mixed-use development or flexible site design of a permitted use in the Central Business district, the PEDB shall find that all of the following criteria are met:
  - a. The proposed uses and site design represent the qualities of a traditional New England town center.
  - b. The proposed site design is environmentally sound and is readily accessible to and useable by pedestrians;
  - c. The proposed site design reflects and advances the goals and objectives of the Medway Master Plan as updated;
  - d. Adequate pedestrian and (where applicable) vehicular linkages within the site and connecting to abutting properties are provided;
  - e. Streets, driveways, sidewalks, landscaped areas and public services are laid out in a safe manner;
  - f. Any detrimental impacts of the use on abutting properties and/or residential neighborhoods have been adequately mitigated; and
  - g. The site design incorporates the site's existing topography and protects natural features to the maximum extent feasible.

### **10.4. BUILDING TYPES AND DESIGN STANDARDS**

#### **A. Building Façade Composition and Architectural Features.**

1. Building Transparency. Street facing façades shall have windows and doors with highly transparent, low reflectivity glass measured on the ground floor between two feet and twelve feet. Upper floor transparency may vary with use.
2. Building Articulation and Modulation. Street-facing building façades should be vertically articulated with architectural bays to create an equal, central, or end articulated façade composition. Street-facing building façades should be horizontally articulated with a clearly defined base, middle, and top. See Diagram 9.3.C.2.
3. Surface Relief with Architectural Features. Street-facing building façades should provide surface relief through the use of bay windows, cladding, columns, corner boards, cornices, door surrounds, moldings, piers, pilasters, sills, sign bands, windows, and other architectural features that either recess or project from the average plane of the façade by at least four inches. See Diagram 9.3.C.3.

#### **B. Exterior Treatments.**

Unless otherwise required by the State Building Code, Fire Code, or other regulation, traditional construction materials such as brick, stone, clapboard, and shingle are suggested construction materials. Other contemporary construction materials such as glass, metal, block, and other siding materials may be appropriate in certain instances when compatible with more traditional materials. The main elements of the architectural treatment of the building's street-facing façade, including the materials used, should be continued around all sides of the building that are visible from existing streets or Outdoor Amenity Spaces.

#### **C. Commercial, Residential and Mixed-Use Building Types.**

1. Building Design Standards. The building types and associated design standards permitted in the Central Business District are identified below:
  - a. Rowhouse (RH) on Separate Lot as set forth in TABLE 9.4.C.1.A.

- b. Rowhouse (RH) on Common Lot as set forth in TABLE 9.4.C.1.A.
  - c. Multi-Family Building as set forth in TABLE 9.4.C.1.A.
  - d. Mixed-Use Building as set forth in TABLE 9.4.C.1.B.
  - e. General Commercial Building as set forth in TABLE 9.4.C.1.B.
  - f. Hotel as set forth in TABLE 9.4.C.1.B.
  - g. Gas Station and Convenience Store as set forth in TABLE 9.4.C.1.B, applicable only to substantial redevelopment or renovation of existing vehicle fuel stations with repair or vehicle fuel stations with convenience store pursuant to Section 10.2.A.
  - h. Civic or Community Building as set forth in TABLE 9.4.C.1.C.
2. Alternative Building Types. If the Building Commissioner cannot classify a proposed new building as one of the building types specifically allowed by this section, the building type is subject to issuance of a special permit by the PEDB.

## 10.5. PUBLIC REALM STANDARDS

### A. Access Street Design Standards.

Access streets provide internal site access from existing public streets in the Central Business District. Access streets shall be engineered and constructed in accordance with the design standards in Section 7 of the Medway PEDB Land Subdivision Rules and Regulations. In the event of any conflict between the provisions of this bylaw and the provisions of said Regulations, the provisions of this Bylaw shall apply. Access streets must have a minimum cross section of twenty-four feet with two travel lanes and at least one sidewalk connecting the public sidewalk with the front entrance of a primary building on site. Access streets may also include sidewalks on both sides, on-street parking, street trees, curb extensions, and crosswalks under the design standards in Section 9.7.B and as illustrated in DIAGRAM 9.7.B.5.

### B. Public Realm Interface.

1. Building Frontage Zones. A Building Frontage Zone is the setback space between the street facing façades of the building and the street right-of-way line (See DIAGRAM 9.7.C.1.). Utilization of the Building Frontage Zone should provide a compatible transition and interface between the private realm (on site buildings and uses) and the public realm (sidewalks, streets, and civic spaces). The Building Frontage Zone must be improved with Outdoor Amenity Spaces, streetscape treatments, and/or Building Interfaces. Outdoor Amenity Spaces are strongly encouraged and may be required in the Building Frontage Zone, and building interfaces are also encouraged within the Central Business District.
2. Building Interface with Main Street ROW Line. Selected building interfaces and related interactive components on TABLE 9.7.C.2. may be permitted with a special permit from the PEDB in the Building Frontage Zone (BFZ) when they contribute to vibrant spaces for the enjoyment of the public and do not interfere with the public sidewalk. Standards for permissible building interfaces are set forth in TABLE 9.7.C.2. and allowed in the Central Business District as follows:
  - a. Sidewalk Dining (BFZ only)
  - b. Storefront Display (BFZ only)
  - c. Sidewalk Sign (BFZ only)
  - d. Projecting Sign (BFZ and over the public sidewalk)
  - e. Awning (BFZ only)
  - f. Balcony (BFZ only)
  - g. Bay Window (BFZ only)
  - h. Gallery (BFZ only)



And to amend the Section 5.4 Schedule of Uses and Table 1 as follows: (deleted language shown in ~~strike~~through, added language shown in **bold**)

<b>TABLE 1: SCHEDULE OF USES</b>													
	AR-I	AR-II	VR	CB	VC	NC	BI	EI	ER	WI	Form-Based Districts		
											OGVC	OGBP	OGN
<b>A. Agriculture, Conservation, Recreation Uses</b>													
Agriculture, excluding piggeries and fur farms on less than 5 acres of land, and excluding livestock on less than 44,000 sq. ft. of land.	Y	Y	N	N	N	N	N	N	N	N	N	N	Y
Poultry on less than 1 acre. Minimum lot size for poultry is 5,000 sq. ft. subject to Board of Health regulations.	Y	Y	Y	N	N	N	N	N	N	N	N	N	Y
Commercial Greenhouse	SP	SP	N	N	N	Y	Y	N	N	N	N	PB	N
Nursery	SP	SP	N	N	N	Y	Y	N	N	N	N	N	N
Recreational facility	SP	SP	N	N	N	N	Y	Y	N	N	Y	Y	PB
Ski Area	SP	SP	N	N	N	N	N	N	N	N	N	N	N
Golf course	SP	SP	N	N	N	N	N	N	N	N	N	N	N
Livery riding stable	Y	Y	N	N	N	N	N	N	N	N	N	PB	PB
<b>B. Public Service</b>													
Municipal use	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Public utility	SP	SP	SP	SP	Y	Y	Y	Y	Y	Y	N	N	N
<b>C. Residential Uses</b>													
Detached single-family house (Amended 5-7-17)	Y	Y	Y	N	Y	N	N	N	N	N	N	N	Y
Two-family house/duplex, provided that the exterior of the dwelling has the appearance of a single-family dwelling. (Amended 5-7-17)	N	SP	SP	N	N	N	N	N	N	N	N	N	N
Infill dwelling unit, subject to Section 8.1.	N	PB	PB	N	N	N	N	N	N	N	N	N	N
Open space residential development, subject to Section 8.4	PB	PB	N	N	N	N	N	N	N	N	N	N	N
Assisted living residence facility	PB	PB	N	N	N	N	N	N	N	N	PB	N	N

Adult retirement community planned unit development, subject to Section 8.5	PB	PB	N	N	N	N	N	N	N	N	N	N	N
<b>Rowhouse subject to Section 10.0</b>	N	N	N	<b>PB</b>	N	N	N	N	N	N	Y <sup>2</sup>	N	Y
Multi-Family Building, Apartment Building, and Multi-Family Development <i>(Amended 11-18-19)</i>	Allowed by special permit from the Planning and Economic Development Board in the Multi-Family Overlay District (See Section 5.6.4) and the Medway Mill Conversion Subdistrict (See Section 5.6.2 E).										Y <sup>2</sup>	N	Y
Mixed-Use Development <b>and Mixed-Use Building</b> subject to Section 10.0 <b>5.4.1</b> <i>(Amended 11-16-20)</i>	N	N	N	PB	N	N	N	N	N	N	Y	Y	N
Long-term care facility	SP	SP	N	N	N	N	N	N	N	N	PB	N	PB
<b>Accessory Uses</b>													
Accessory family dwelling unit, subject to Section 8.2	SP	SP	SP	N	SP	N	N	N	N	N	N	N	N
Home-based business, subject to Section 8.3	Y	Y	Y	<del>N</del> Y	Y	N	N	N	N	N	Y	N	Y
Boathouse	Y	Y	N	N	N	N	N	N	N	N	N	N	N
Greenhouse	Y	Y	Y	N	N	N	N	N	N	N	Y	N	Y
<b>D. BUSINESS USES</b>													
<b>Retail Trade</b>													
Retail bakery <i>(Added 11-16-15)</i>	N	N	N	Y	Y	Y	Y	N	N	N	Y	Y	N
Retail sales	N	N	N	Y	Y	Y	Y	N	N	N	Y	Y	N
Retail store larger than 20,000 sq. ft.	N	N	N	<del>SP</del> <b>PB</b>	N	N	SP	N	N	N	PB	PB	N
Retail sales, outdoors	N	N	N	N	N	N	Y	N	N	N	N	PB	N
Shopping center/multi-tenant development	N	N	N	<del>SP</del> <b>PB</b>	N	SP	SP	N	N	N	PB	PB	N
Auto parts	N	N	N	N	N	N	Y	N	N	N	N	N	N
Florist	N	N	N	Y	Y	Y	Y	N	N	N	Y	Y	N
Indoor sales of motor vehicles, trailers, boats, farm equipment, with accessory repair services and storage, but excluding auto body, welding, or soldering shop <i>(Amended 11-16-20)</i>	N	N	N	N	N	N	N	N	N	N	N	PB	N
<b>Hospitality and Food Services</b>													
Restaurant providing food within a building, which may include outdoor seating on an adjoining patio	N	N	N	Y	Y	Y	Y	N	N	N	Y	Y	N

Restaurant providing live entertainment within a building, subject to license	N	N	N	Y	SP	SP	N	N	N	N	Y	Y	N
From the Board of Selectmen													
Brew pub	N	N	N	Y	Y	Y	Y	N	N	N	Y	Y	N
Motel (Amended 11-16-20)	N	N	N	<del>SP</del> PB	N	N	N	N	N	Y	PB	PB	N
Hotel (Amended 11-16-20)	N	N	N	<del>SP</del> PB	N	N	N	N	N	Y	Y	Y	N
Bed and breakfast	SP	N	N	N	N	N	N	N	N	N	Y	N	PB
Inn	SP	SP	SP	SP	SP	N	N	N	N	N	Y	N	N
<b>Cultural and Entertainment Uses</b>													
Studio	N	N	SP	Y	Y	Y	N	N	N	N	Y	Y	N
Museum	N	N	N	Y	SP	SP	N	N	N	N	Y	PB	N
Movie theatre/cinema	N	N	N	SP	N	N	N	N	N	N	Y	PB	N
Gallery	N	N	N	Y	Y	Y	N	N	N	N	Y	PB	N
Commercial indoor amusement	N	N	N	SP	N	N	Y	Y	Y	Y	Y	Y	N
<b>Professional Uses and Financial Services</b>													
Financial institution	N	N	N	Y	Y	Y	Y	N	N	N	Y	Y	N
Professional or business office	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
<b>Services</b>													
Personal care service establishments	N	N	N	Y	Y	Y	Y	N	N	N	Y	Y	N
Service establishment (Amended 11-13-17)	N	N	N	Y	Y	Y	Y	N	N	N	Y	Y	N
Doggie day care	N	N	N	N	N	N	SP	N	N	N	N	Y	N
Repair shop	N	N	N	<del>N</del> Y	Y	Y	Y	SP	N	N	Y	Y	N
Furniture Repair	N	N	N	<del>N</del> Y	Y	Y	Y	SP	N	N	N	Y	N
Educational/instructional facility, commercial	N	N	N	Y	Y	Y	Y	Y	N	N	Y	PB	N
Funeral home	SP	SP	N	SP	Y	Y	Y	N	N	N	N	N	N
Veterinary hospital	SP	SP	N	<del>N</del> PB	N	Y	Y	N	N	N	N	PB	N
Kennel	SP	SP	SP	N	SP	N	SP	SP	N	N	N	PB	N
Medical office or clinic	N	N	N	Y	Y	Y	Y	N	N	N	Y	Y	N
Adult day care facility, subject to Section 8.5	PB	PB	N	<del>N</del> PB	N	N	N	N	N	N	N	N	N
<b>Automotive Uses</b>													
Vehicle fuel station with repair services <sup>4</sup>	N	N	N	<del>N</del> PB	N	N	PB	N	N	N	N	N	N
Vehicle fuel station with car wash	N	N	N	N	N	N	PB	N	N	N	N	N	N
Car wash	N	N	N	N	N	N	PB	N	N	N	N	PB	N

<b>Vehicle fuel station with convenience store<sup>4</sup></b>	N	N	N	<del>N</del> PB	N	N	PB	N	N	N	PB	N	N
Vehicle repair	N	N	N	N	PB	N	PB	Y	N	N	N	Y	N
Auto body shop	N	N	N	N	N	N	PB	Y	N	N	N	Y	N
Parking Lot <i>(Added 11-16-20)</i>	N	N	N	N	N	N	N	N	N	N	N	N	N
<b>Other Business Uses:</b>													
<b>Unclassified</b>													
Adult uses	N	N	N	N	N	N	N	Y	N	N	N	N	N
Mixed-Use Development and Mixed-Use Building subject to Section 10.0 5.4.1 <i>(Added 11-16-20)</i>	N	N	N	PB	N	N	N	N	N	N	Y	Y	N
<b>Accessory Uses</b>													
Drive-through facility <i>(Amended 11-16-20)</i>	N	N	N	<del>N</del> PB	N	PB	PB	N	N	N	PB	PB	N
Outdoor display	N	N	N	SP	SP	SP	SP	N	N	N	Y	Y	N
Outdoor storage of materials and parking of vehicles and equipment associated with a business operated in a building on the premises, subject to Section 7.1.3 of the Zoning Bylaw. <i>(Amended 11-18-19)</i>	N	N	N	N	N	N	Y	Y	N	Y	N	PB	N

## E. INDUSTRIAL AND RELATED USES

Warehouse/distribution facility	N	N	N	N	N	Y	N	Y	Y	Y	N	PB	N
Wholesale bakery <i>(Added 11-16-15)</i>	N	N	N	N	N	N	N	Y	Y	Y	N	Y	N
Wholesale showroom or office, including warehouse	N	N	N	N	N	N	Y	Y	Y	Y	N	Y	N
Manufacturing <i>(Amended 5-8-17)</i>	N	N	N	N	N	N	Y	Y	Y	Y	N	Y	N
Light Manufacturing <i>(Added 5-8-17)</i>	N	N	N	N	N	Y	Y	Y	Y	Y	N	Y	N
Contractor's yard	N	N	N	N	N	N	Y	Y	N	N	N	PB	N
Research and development	N	N	N	N	N	N	Y	Y	Y	Y	N	Y	N
Brewery	N	N	N	N	N	N	Y	Y	Y	Y	N	Y	N
Research and development and/or manufacturing of renewable energy products <i>(Amended 11-16-20)</i>	N	N	N	N	N	N	Y	Y	Y	Y	N	Y	N
Bulk Storage <i>(Added 11-18-19)</i>	N	N	N	N	N	N	N	N	N	N	N	N	N

Electric power generation which includes large- scale ground-mounted solar photovoltaic installations with a rated name plate capacity of 250 kW (DC) or more and other	N	N	N	N	N	N	N	N	N	Y	N	N	N	N
Renewable Energy sources. (Amended 11-16-20)														
Gravel/loam/sand or stone removal, commercial	N	N	N	N	N	N	N	N	N	N	N	N	N	N
<b>Accessory Uses</b>														
Outdoor storage of materials and parking of vehicles and equipment associated with a business operated in a building on the premises, subject to Section 7.1.3 of the Zoning Bylaw (Amended 11-18-19)	N	N	N	N	N	N	Y	Y	Y	Y	N	PB	N	N
<b>F. INSTITUTIONAL USES</b>														
Community center	SP	SP	SP	SP	SP	SP	SP	N	N	N	Y	PB	PB	PB
Lodge or club	SP	SP	SP	<del>N</del> PB	N	N	N	N	N	N	Y	Y	N	N
<b>G. MARIJUANA RELATED USES</b>														
Recreational Marijuana Establishment (Added 3-19-18 and amended 5-21-18)	N	N	N	N	N	N	N	PB	N	PB	N	N	N	N
Recreational Marijuana Retailer (Added 3-19-18 and amended 5-21-19)	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Recreational Marijuana Social Consumption Establishment (Added 5-21-18)	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Registered Medical Marijuana Facility (Retail) (Added 5-21-18)	N	N	N	N	N	N	PB	N	N	N	N	N	N	N
Registered Medical Marijuana Facility (Non-retail) (Added 5-21-18)	N	N	N	N	N	N	N	PB	N	PB	N	N	N	N

**Footnotes:**

1. In the OGN District, detached single family homes are permitted if they meet the designs standards for cottages under Section 9.4

2. In the OGVC District **and CB District**, multi-family dwellings and developments include rowhouses (attached single family units) which are subject to the design standards under Section 9.4

3. Allowed by special permit from the Planning and Economic Development Board in the Multi-Family Overlay District (See Section 5.6.4) and the Medway Mill Conversion Subdistrict (See Section 5.6.2 E).

4. Vehicle fuel station with convenience store in the Central Business District (CB) is only allowed on the site of an existing vehicle fuel station with convenience store or an existing vehicle fuel station with repair services. Any substantial improvement to the existing building(s) or fueling station(s) shall require the site to comply with the design standards of Gas Station and Convenience Store in Section 9, Table 9.4.C.1.B

And to amend Section 6.1 Schedule of Dimensional and Density Regulations & Table 2 as follows: (deleted language shown in ~~strike through~~, added language shown in **bold**)

<b>TABLE 2. DIMENSIONAL AND DENSITY REGULATIONS</b>										
<b>Requirement</b>	<b>AR-I</b>	<b>AR-II</b>	<b>VR</b>	<b>CB</b>	<b>VC</b>	<b>NC</b>	<b>BI</b>	<b>EI</b>	<b>ER</b>	<b>WI</b>
<b>Minimum Lot Area (Sq. Ft.)</b>	44,000	22,500	22,500	10,000	10,000	20,000	20,000	20,000	20,000	40,000
		30,000 <sup>a, b</sup>	30,000 <sup>a, b</sup>							
<b>Minimum Lot Frontage (Ft.)</b>	180'	150'	150'	<del>50'</del> NA <sup>f</sup>	50'	50'	75'	100'	150'	100'
<b>Minimum Setbacks (Ft) <sup>c</sup></b>										
<b>Front</b>	35'	35'	20' <sup>d</sup>	10'	20' <sup>d</sup>	35'	25'	30'	30'	30'
<b>Side</b>	15'	15'	10' <sup>d</sup>	10'	10' <sup>d</sup>	15'	15'	20'	20'	20'
				25' <sup>e</sup>						
<b>Rear</b>	15'	15'	10' <sup>d</sup>	25'	10' <sup>d</sup>	15'	15'	30'	30'	30'
<b>Maximum Building Height (Ft.)</b>	35'	35'	35'	40'	40'	40'	40'	60'	40'	60'
<b>Maximum Lot Coverage (Pct. of lot) (Primary and accessory buildings and structures) – Amended 5-8-17</b>	25%	30%	30%	80%	80%	40%	40%	NA	NA	NA
<b>Maximum Impervious Coverage (Pct. of lot)</b>	35%	40%	40%	NA	NA	80%	80%	80%	80%	80%
<b>Minimum Open Space (Pct. of lot)</b>	NA	NA	NA	15%	NA	20%	20%	20%	20%	20%

NA means not applicable

- a. For a two-family house. No parking shall be permitted within 10 feet of an adjoining lot line
- b. For a newly constructed two-family house or when a single family detached house is enlarged for 2 family houses.

- c. When a nonresidential use abuts a residential use, the first 10 feet within the required side or rear setback of the nonresidential use along the lot line shall be used as a buffer.
- d. Or the average setback of the existing primary buildings within 300' of the lot on the same side of the street and within the same zoning district, whichever is less.
- e. When abutting a residential district.
- f. Properties in the Central Business District that do not have frontage on a public street shall be required to have an easement of a least 30 feet in width providing access to a public street.

Or to act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**Consent Calendar – Voice Vote**

**(2/3 – Unanimous)**

**ARTICLE 21:** (Amend Zoning Bylaws: Site Plan Review)

To see if the Town will vote to amend the Zoning Bylaw, Site Plan Review, Section 3.5 by amending Sections 3.5.3.A.1 through 3.5.3.A.4.a as follows, all other sections of Section 3.5.3 to remain as currently (deleted language shown in ~~strike through~~, added language shown in **bold**):

**3.5.3. Applicability**

A. Site plan review shall apply to the following:

**1. Major 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 or use which involves one or more of the following:
  - i. the addition of 2,500 square feet or more of gross floor area; or
  - ii. the addition of twenty or more new parking spaces
- b. The redesign, alteration, expansion or modification of an existing parking area involving the addition of twenty or more new parking spaces.
- c. The redesign of the layout ~~or~~ **or** configuration of an existing parking area of forty or more parking spaces
- d. Construction of ground mounted solar photovoltaic installations of any size in any zoning district including solar canopy type systems in parking areas
- e. Removal, disturbance, and/or alteration of 20,000 square feet or more of existing impervious surface.

**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 **or** 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/ ~~or~~ 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.
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 **more than 500 but** 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~~
  - eb. The redesign, alteration, expansion or modification of an existing parking area involving the addition of up to nine new parking spaces
  - ~~ec.~~ The creation of a new parking area involving the addition of up to nine new parking spaces
  - ed. The redesign of the layout/ ~~or~~ configuration of an existing parking area of ten to nineteen parking spaces
  - fe. A change in curb cuts/ ~~or~~ vehicular access to a site from a public way
  - gf. Installation or alteration of sidewalks and other pedestrian access improvements
  - ~~hg.~~ Removal of trees greater than 18 inches in diameter at four feet above grade
  - ih. Installation of fencing or retaining walls
  - ji. Outdoor placement of cargo containers, sheds, **and/or** membrane structures; **the permanent installation of outdoor equipment; and/or the use of an outdoor area of 50 square feet or more for storage of** ~~and~~ materials
  - kj. Removal/ ~~r~~ disturbance, **and/or** alteration of 5,000 ~~to~~ **9,999** ~~10,000~~ square feet of impervious surface
  - ~~l. The conversion of a residential use to a permitted non-residential or mixed use~~
  - ~~mk.~~ Reduction in the number of parking spaces
  - nl. Installation of donation box



**4. Façade Improvement Review.**

- a. Applicability. This section shall apply to exterior alteration, reconstruction, or renovation of any multi-family, commercial, industrial, or institutional building which is not subject to Major, Minor, or Administrative Site Plan Review, where such alteration, reconstruction or renovation will be visible from a street and will include 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****
- b. No building permit shall be issued for any exterior building alteration that is subject to this Section 3.5.3.A.4 unless an application for façade improvement review has been prepared in accordance with the requirements herein and unless such application has been reviewed by the Medway Design Review Committee and a written recommendation is provided to the Building Commissioner or the Design Review Committee has failed to act within thirty days as provided in Section 3.5.3.A.4.d.**
- c. Before filing for a building permit with the Building Commissioner for the activities specified in Section 3.5.3.A.4, a facade improvement review application shall first be filed with the Community and Economic Development office for review by the Medway Design Review Committee for compliance with the Medway Design Review Guidelines. The submittal of the application shall be in form and format as specified by the Design Review Committee.**
- d. The Design Review Committee shall meet with the applicant or its representative to review the proposed façade improvements within fifteen days of receipt of a complete façade improvement application (referred to herein as the application date) by the Community and Economic Development office. No later than thirty days from the application date, the Design Review Committee shall prepare and provide its written review letter with recommendations regarding the proposed façade improvements to the Building Commissioner. Failure of the Design Review Committee to act within said thirty days shall be deemed a lack of opposition thereto. These deadlines may be extended by mutual agreement of the Design Review Committee and the applicant.**

**5. Relationship to Other Permits and Approvals.**

- a. If an activity or use requires major or minor site plan review and one or more special permits, the Board shall serve as special permit granting authority, except special permits under Section 5.5 Nonconforming Uses and Structures.**

Or act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**Consent Calendar – Voice Vote**

**(2/3 – Unanimous)**

**ARTICLE 22:** (Amend Zoning Bylaws: Solar Electric Installations)

To see if the Town will vote to amend the Zoning Bylaws Zoning Bylaw by adding a new Section 8.11, Solar Electric Installations, as follows:

## SECTION 8.11 SOLAR ELECTRIC INSTALLATIONS

### A. Purpose.

The purpose of this bylaw is to facilitate and appropriately regulate the creation of Ground-Mounted Solar Electric Installations: (a) by providing standards for the approval, placement, design, construction, operation, monitoring, modification and removal of such installations to protect the public health, safety and welfare, including protection and preservation of Town infrastructure (including roads); providing for public safety; and mitigating any impacts upon environmental, scenic, and historic resources; (b) by providing adequate financial assurance for the eventual decommissioning of such installations; and (c) by protecting large, contiguous blocks of forest land, based on the understanding that large, contiguous tracts provide many ecological benefits, including improved water and air quality, sequestration of carbon, reduced movement of invasive species, provision of wildlife habitat and the support for greater biodiversity; and providing many recreational opportunities for town residents.

### B. Definitions.

Where the following terms appear in this section 8.11, they shall have the following meanings.

**Forestland:** A dense growth of trees and shrubs covering an area of one acre or more.

**Ground-Mounted Solar Electric Installation:** A Solar Electric System that is affixed to the ground (not roof-mounted) and all appurtenant fencing, access driveways, drainage infrastructure, electronics, and any surrounding shade management areas.

**Large-Scale Ground-Mounted Solar Electric Installation:** A Ground-Mounted Solar Electric Installation which occupies more than one acre of land and no greater than fifteen acres of land.

**Small-Scale Ground-Mounted Solar Electric Installation:** A Ground-Mounted Solar Electric Installation which occupies one acre or less of land.

**Solar Electric System:** A group of Solar Photovoltaic Arrays used for electrical power generation.

**Solar Energy:** Radiant energy received from the sun that can be collected in the form of heat or light by a solar collector.

**Solar Parking Canopy:** An elevated structure that hosts solar panels installed over parking lots or other hardscape areas.

**Solar Photovoltaic Array:** An active Solar Energy collection device that converts solar energy directly into electricity whose primary purpose is to harvest energy by transforming solar energy into another form of energy or transferring heat from a collector to another medium using mechanical, electrical, or chemical means.

### C. Applicability.

1. Roof-mounted Solar Energy Facilities. Solar energy panels mounted on the roof of a building

as an accessory portion of the structure, and related equipment which is necessary for and incidental to those solar energy panels, are allowed by right in all zoning districts, and do not need to comply with the other provisions of this Section 8.11.

2. Small-Scale Ground-Mounted Solar Electric Installations which are accessory to a residential or non-residential use, and which generate electricity principally used by such residential or non-residential use, may be allowed by special permit, do not need to comply with the other provisions of this Section 8.11, but require Site Plan Review under Section 3.5 from the Planning and Economic Development Board.

3. Solar Parking Canopies which are accessory to a residential or non-residential use may be allowed by special permit in all zones except AR-I, AR-II, and VR, and are subject to the requirements of this Section 8.11.

4. All other Small-Scale and Large-Scale Ground-Mounted Solar Electric Installations are subject to the requirements of this Section 8.11, and are allowed in zoning districts only as specified in Table 1: Schedule of Uses, under Section E Industrial and Related Uses, as “Electric power generation, which includes large-scale ground-mounted solar photovoltaic installations with a rated name plate capacity of 250 kw (DC) or more and other Renewable Energy sources.”.

5. The Planning and Economic Development Board (the Board) shall be the special permit granting authority for all special permit applications under Section 8.11.

#### **D. General Requirements.**

1. Compliance with Laws, Bylaws, and Regulations - The construction and operation of all Ground-Mounted Solar Electric Installations shall be consistent with all applicable local, state and federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements, and require Site Plan Review per Section 3.5.3.A.1.d. of this Zoning By-law.

2. Mitigation for Loss of Carbon Sequestration and Forest Habitat - If land that is Forestland or has been Forestland within the past year is proposed to be converted to a Ground-Mounted Solar Electric Installation, the plans shall designate thereon an area of unprotected (meaning, not subject to G.L. c. 184, sections 31-33 at time of application) land on the same lot and of a size equal to four times the total area of such installation. Such designated land shall remain in substantially its natural condition without alteration, including prohibition of commercial forestry or tree cutting not related to the maintenance of the installation, until such time as the installation is decommissioned; except in response to a natural occurrence, invasive species or disease that impacts the trees and requires cutting to preserve the health of the forest.

3. Mitigation for Loss of Forest Habitat within the Installation - If Forestland is proposed to be converted to a Ground-Mounted Solar Electric Installation, the plans shall show mitigation measures that create a wildflower meadow habitat within and immediately around the Solar Electric System, and a successional forest habitat in the surrounding areas managed to prevent shading until such time as the installation is decommissioned. The wildflower meadow shall contain a wide variety of plants that bloom from early spring into late fall, that are planted in clumps rather than single plants to help pollinators find them, and that are native plants adapted to local climate, soil and native pollinators. At least 50% of the array footprint and perimeter shall be planned to have these flowering plants. Mowing shall be limited to no more than once annually. Plans for pollinator-friendly vegetation establishment and maintenance shall be compiled and written by a professional biologist or ecologist with relevant experience and expertise in

pollinator habitat creation, grassland habitat restoration, and/or knowledge of native New England plant communities.

4. Mitigation for Disruption of Trail Networks - If existing trail networks, old roads, or woods or cart roads are disrupted by the location of the Ground-Mounted Solar Electric Installation, the plans shall show alternative trail alignments to be constructed by the applicant, although no rights of public access may be established hereunder.
5. Mitigation for Disruption of Historic Resources and Properties - Historic resources and properties, such as cellar holes, farmsteads, stone corrals, marked graves, water wells, or pre-Columbian features, including those listed on the Massachusetts Register of Historic Places or as defined by the National Historic Preservation Act, shall be excluded from the areas proposed to be developed, including clearing for shade management. A written assessment of the project's effects on each identified historic resource or property and ways to avoid, minimize or mitigate any adverse effects shall be submitted as part of the application. A suitable buffer area shall be established on all sides of each historic resource.
6. All plans and maps shall be prepared, stamped and signed by a Professional Civil Engineer licensed to practice in the Commonwealth of Massachusetts.
7. Vehicular access for the purpose of construction shall be from paved streets.
8. Lots for Ground-Mounted Solar Electric Installations shall have the required frontage on a street.
9. The special permit may be conditioned to effectuate and make enforceable these requirements.

#### **E. Required Documents.**

The project applicant shall provide the following documents.

1. Site Plan. A Site Plan additionally showing:
  - a. Locations of wetlands and Priority Habitat Areas as defined by the Natural Heritage & Endangered Species Program (NHESP).
  - b. Locations of local or National Historic Districts.
  - c. Locations of all known, mapped or suspected Native American archaeological sites or sites of Native American ceremonial activity. Identification of such sites shall be based on responses, if any, to written inquiries with a requirement to respond within 35 days, to the following parties: all federally or state recognized Tribal Historic Preservation Officers with any cultural or land affiliation to the Medway area; the Massachusetts State Historical Preservation Officer; tribes or associations of tribes not recognized by the federal or state government with any cultural or land affiliation to the Medway area; and the Medway Historical Commission. Such inquiries shall serve as a notice to the aforesaid parties and shall contain a plan of the project, specific identification of the location of the project, and a statement that permitting for the project is forthcoming. Accompanying the site plan shall be a report documenting such inquiries, the responses from the parties, a description of the location and characteristics, including photographs, of any Native American sites and the outcomes of any additional inquiries made based on information obtained from or recommendations made by the aforesaid parties. A failure of parties to respond within 35 days shall allow the applicant to submit the site plans.

- d. The project proponent must submit a full report of all materials to be used, including but not limited to the use of cleaning products, paints or coatings, hydro-seeding, fertilizers, and soil additives. When available, Material Safety Data Sheets will be provided.
2. Blueprints. Blueprints or drawings of the installation signed by a Professional Engineer licensed to practice in the Commonwealth of Massachusetts, showing:
  - a. The proposed layout of the system and any potential shading from nearby structures.
  - b. One- or three-line electrical diagram detailing the Ground-Mounted Solar Electric Installation, associated components, and electrical interconnection methods, with all Massachusetts and National Electrical Code compliant disconnects and overcurrent devices.
3. General Documentation. The following information shall also be provided:
  - a. A list of any listed hazardous or known carcinogenic materials proposed to be located on the site in excess of household quantities and a plan to prevent their release to the environment as appropriate.
  - b. Name, address, and contact information for proposed system installer.
  - c. The name, contact information and signature of any agents representing the project applicant.
4. Site Control - The project applicant shall submit documentation of actual or prospective access and control of the project site sufficient to allow for construction and operation of the proposed Ground-Mounted Solar Electric Installation.
5. Operation and Maintenance Plan - The project applicant shall submit a plan for the operation and maintenance of the Ground-Mounted Solar Electric Installation, which shall include measures for maintaining safe access to the installation, stormwater management (consistent with DEP's and, where appropriate, Medway's stormwater regulations), as well as general procedures for operational maintenance of the installation.
6. Financial Surety - Applicants for Ground-Mounted Solar Electric Installations shall provide a form of surety, either through a deposit of money, bond, triparty agreement, or other means acceptable to the Board, to cover the cost of removal in the event the Town must remove the installation and remediate the site to its natural preexisting condition, in an amount and form determined to be reasonable by the Board, but in no event to exceed more than 125% of the cost of removal and compliance with the additional requirements set forth herein. The project applicant shall submit a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation.
7. Utility Notification - No Ground-Mounted Solar Electric Installation shall be constructed, nor building permit issued until evidence has been provided to the Building Commissioner that the utility company that operates the electrical grid where the installation is to be located has approved the solar electric installation owner or operator's intent to install an interconnected customer-owned generator and that the utility has approved connection of the proposed generator into their power grid. Off-grid systems shall be exempt from this requirement.
8. Proof of Liability Insurance. The applicant or property owner shall provide evidence of liability insurance prior to the issuance of a building permit.

#### **F. Dimensional Requirements.**

1. Minimum setbacks for all Large-Scale Ground-Mounted Solar Electric Installations shall be:
  - Front setback: 500 feet

- Side and rear setback: 100 feet
2. Minimum setbacks for all Small-Scale Ground-Mounted Solar Electric Installations shall be:
    - Front setback: 100 feet
    - Side and rear setback: 50 feet
  3. Minimum setbacks for all Ground-Mounted Solar Electric Installations that are installed on or above existing paved parking areas (Solar Parking Canopies):
    - Front setback: 50 feet
    - Side and rear setback: 50 feet
  4. Required setback areas shall not be counted toward a facility's total acreage.

**G. Design and Performance Standards.**

1. Lighting - Large- and Small-Scale Solar Electric Installations shall have no permanently-affixed exterior lighting.
2. Signage
  - a. Sufficient signage shall be provided to identify the owner of the facility and provide a 24-hour emergency contact phone number.
  - b. Signage at the perimeter warning pedestrians is allowable.
  - c. Ground-Mounted Solar Electric Installations shall not be used for displaying any advertising except for reasonable identification of the manufacturer or operator of such installation.
3. Control of Vegetation - Herbicides or pesticides may not be used to control vegetation or animals at a Ground-Mounted Solar Electric Installation.
4. Visual Impacts
  - a. Ground-Mounted Solar Electric Installation shall be designed to minimize visual impacts including preserving natural vegetation to the maximum extent possible, blending in equipment with the surroundings, and adding vegetative buffers to provide an effective visual barrier from adjacent roads and driveways, and to screen abutting residential dwellings.
  - b. When possible, a diversity of plant species shall be used, with a preference for species native to New England.
  - c. Use of invasive or exotic plants, as identified by the most recent copy of the "Massachusetts Prohibited Plant List" maintained by the Massachusetts Department of Agricultural Resources, is prohibited.
  - d. The Board may require vegetative screening, up to 30 feet in depth in locations it deems necessary. Such screening shall be composed of native trees, staggered for height and density, and shall be properly maintained.
  - e. The owner and operator shall not remove any naturally occurring vegetation such as trees and shrubs unless it adversely affects the performance and operation of the solar installation.
  - f. Landscaping shall be maintained and replaced as necessary by the owner and operator of the Ground-Mounted Solar Electric Installation.
5. Utility Connections - Electrical transformers, wires, or other utility interconnections shall be constructed as required by the utility provider and may be above ground if necessary; provided, however, that every reasonable effort shall be made to place all utility connections underground,

depending on appropriate soil conditions and topography of the site and any requirements of the utility provider.

6. All electric power generated at a Ground-Mounted Solar Electric Installation shall be from Solar Energy.

7. Access Driveways shall be constructed to minimize finished width, grading, removal of stone walls or roadside trees, incompatible appearance from the roadway, and impacts to environmental or historic resources.

#### **H. Safety and Environmental Standards.**

##### 1. Emergency Services

a. Ground-Mounted Solar Electric Installations owner or operator shall provide a copy of the project summary, electrical schematic, and site plan to the Fire Chief.

b. The owner or operator shall cooperate with local emergency services to develop a written emergency response plan that is provided to police and fire departments

c. All means of shutting down the solar electric installation shall be clearly marked on the equipment.

d. The owner or operator shall identify a responsible person for public inquiries throughout the life of the installation. Contact information shall be provided annually to the Town Manager including name, email and telephone number for the designated person and a back-up person.

##### 2. Land Clearing, Soil Erosion and Land Impacts

a. The facility shall be designed to minimize impacts to open agricultural land and fields, even if not in production. Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the Ground-Mounted Solar Electric Installation. Grading that substantially disturbs the existing soil profile and structure is prohibited; sites shall be selected where construction may be accomplished without such earth work.

b. Prior to any site disturbance and construction, the limits of the work shown on the approved site plan shall be surveyed and clearly marked by a Professional Land Surveyor. Upon completion of the survey, the Professional Land Surveyor shall verify to the Building Commissioner, in writing, that the limit of work, as shown on the approved site plans, has been established on site.

c. The design shall minimize the use of concrete and other impervious materials to the maximum extent possible. Ground-Mounted Solar Electric Installation shall be installed on water permeable surfaces.

d. Locating Ground-Mounted Solar Electric Installations, including access driveways and any associated drainage infrastructure on original, pre development grades in excess of 15% is prohibited.

3. Habitat Impacts - Large-Scale Ground-Mounted Solar Electric Installations shall not be located on permanently protected land subject to G.L. c. 184, sections 31-33, Priority Habitat and Bio Map 2 Critical Natural Landscape Core Habitat mapped by the Natural Heritage and Endangered Species Program (NHESP) and "Important Wildlife Habitat" mapped by the DEP.

##### 4. Wetlands

a. In order to provide an adequate intervening land area for the infiltration of stormwater runoff from a Solar Electric Installation, ground alterations, such as stump removal, excavation, filling, and grading, or the installation of drainage facilities or solar panels, are prohibited within 100 feet of any wetlands or hydrologic features subject to the jurisdiction of the Conservation Commission.

- b. The Board may impose conditions to contain and control stormwater runoff that might negatively impact identified wetlands or other hydrologic features even if the proposed work area is outside the jurisdiction of the Conservation Commission.

#### **I. Monitoring, Maintenance and Reporting.**

1. Solar Electric Installation Conditions
  - a. The Ground-Mounted Solar Electric Installation owner or operator shall maintain the facility in good condition.
  - b. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security measures.
  - c. Site access shall be maintained to a level acceptable to the Fire Chief.
  - d. The owner or operator shall be responsible for the cost of maintaining the Solar Electric Installation and any access driveways.
2. Annual Reporting
  - a. The owner or operator of a Ground-Mounted Solar Electric Installation shall submit an annual report demonstrating and certifying compliance with the Operation and Maintenance Plan, the requirements of this Section 8.11 and the approved special permit, including but not limited to continued management and maintenance of vegetation, compliance with the approved plans and any special permit conditions, continuation of liability insurance, and adequacy of road access.
  - b. The annual report shall also provide information on the maintenance completed during the course of the year and the amount of electricity generated by the facility.
  - c. The report shall be submitted to the Department of Community and Economic Development and Building Commissioner, no later than 45 days after the end of the calendar year.

#### **K. Abandonment or Decommissioning.**

1. Removal Requirements
  - a. Any Ground-Mounted Solar Electric Installation which has reached the end of its useful life, has been abandoned, or taken off line shall be removed.
  - b. The owner or operator shall physically remove the installation no later than 150 days after the date of discontinued operations.
  - c. The owner or operator shall notify the Building Commissioner in writing at least sixty days in advance of the proposed date of discontinued operations and plans for removal.
2. Decommissioning shall consist of:
  - a. Physical removal of all components of the Ground-Mounted Solar Electric Installation, including but not limited to structures, foundations, equipment, security barriers, and on-site above-ground transmission lines. Associated off-site utility interconnections shall also be removed if no longer needed.
  - b. Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
3. Restoration of the site, including stabilization or re-vegetation of the site as necessary to minimize erosion. The Board may allow the owner or operator to leave landscaping or designated below-grade foundations and electric lines in order to minimize erosion and disruption to vegetation. Decommissioning by the Town - If the owner or operator of a Ground-Mounted Solar Electric Installation fails to remove such installation in accordance with the requirements of this Section 8.11 within 150 days of discontinued operations or abandonment, the Town may enter the



property and physically remove the installation and stabilize the site, at the owner's expense, drawing upon the financial surety provided by the applicant.

or act in any manner relating thereto.

## PLANNING AND ECONOMIC DEVELOPMENT BOARD

**Motion made by Paul Yorkis, 7 Independence Lane, Medway, MA 02053 to delete Section 4 a. and b. from Section 8.11.H. Safety and Environmental Standards.**

**Standing Vote (2/3 needed)**

**(Aye – 23 Nay – 110, Motion failed)**

**Article as proposed:**

**Voice Vote**

**(2/3 – Majority)**

**ARTICLE 23:** (Amend Zoning Bylaws: Flood Plain)

To see if the Town will vote to amend the Zoning Bylaws, Section 5.6.1, Flood Plain District, by deleting the language in said section in its entirety and inserting in place thereof the following language, in order to comply with recent changes in regulatory requirements.

### 5.6.1 Flood Plain District

- A. Purposes.** The purposes of the Flood Plain District are to ensure public safety by reducing threats to life and personal injury; eliminate new hazards to emergency response officials; prevent the occurrence of public emergencies resulting from water quality contamination and pollution due to flooding; avoid the loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding; eliminate costs associated with the response and cleanup of flooding conditions; and reduce damage to public and private property resulting from flooding waters.
- B. Overlay District.** The Flood Plain District shall be deemed to be superimposed over other districts in this Zoning Bylaw. The floodplain management regulations found in this Floodplain Overlay District section shall take precedence over any less restrictive conflicting local laws, by-laws or codes. The degree of flood protection required by this bylaw is considered reasonable but does not imply total flood protection. Property owners constructing structures and improvements in a Flood Plain District do so at their own risk. Natural changes can occur over time which may affect the flood elevations. In the event any regulations of this Flood Plain District are in conflict with the regulations of any other districts, the more restrictive regulation shall govern. The Town designates the Building Commissioner as the Town's floodplain administrator.
- C. Applicability.** The Flood Plain District includes: All special flood hazard areas within the Town of Medway designated as Zone A or AE on the Norfolk County Flood Insurance Rate Map (FIRM) dated July 16, 2015 issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. These maps indicate the 1%-chance regulatory floodplain. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Norfolk County Flood Insurance Study (FIS) with an effective date of July 16, 2015. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning and Economic Development Board, Conservation Commission, Building Department and Board of Assessors.
- D. Definitions.** As used in this Section 5.6, the following terms shall have the following meanings:

**Area of Special Flood Hazard:** The land in the floodplain that is subject to a one percent or greater chance of flooding in any given year. The area may be designated as Zone A, AO, AH, A1-30, AE, A99, V1-30, VE, or V.

**Base Flood:** The flood having a one percent chance of being equaled or exceeded in any given year.

**Development:** Any manmade change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

**District:** Floodplain district.

**Federal Emergency Management Agency (FEMA):** The agency that administers the National Flood Insurance Program. FEMA provides a nationwide flood hazard area mapping study program for communities as well as regulatory standards for development in the flood hazard areas.

**Flood Hazard Boundary Map (FHBM):** An official map of a community issued by FEMA where the boundaries of the flood and related erosion areas having special hazards have been designated as Zone A or E.

**Flood Insurance Rate Map (FIRM):** An official map of a community on which FEMA has delineated both the areas of special flood hazard and the risk premium zones applicable to the community.

**Flood Insurance Study:** An examination, evaluation, and determination of flood hazards, and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of flood-related erosion hazards.

**Floodway:** The channel of a river, creek or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

**Functionally Dependent Use:** A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities

**Highest Adjacent Grade:** the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure

**Historic Structure:** any structure that is:

- (a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (c) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- (d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
  - (1) By an approved state program as determined by the Secretary of the Interior or
  - (2) Directly by the Secretary of the Interior in states without approved programs

**Lowest Floor:** The lowest floor of the lowest enclosed area (including basement or cellar). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor, PROVIDED that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of NFIP Regulations 60.3.

**New Construction:** For floodplain management purposes, new construction means structures for which the "start of construction" commenced on or after the effective date of the first floodplain management code, regulation, by-law, or standard adopted by the authority having jurisdiction, including any subsequent improvements to such structures. New construction includes work determined to be substantial improvement.

**One-Hundred-Year Flood:** See Base Flood.

**Recreational Vehicle:** A vehicle which is:

- (a) Built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towable by a light duty truck; and
- (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use

**Regulatory Floodway:** See Floodway

**Special Flood Hazard Area:** The land area subject to flood hazards and shown on a Flood Insurance Rate Map or other flood hazard map as Zone A, AE, A1-30, A99, AR, AO, or AH.

**Start of Construction:** The date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement is within 180 days after the date of issuance. The actual start of construction means the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of a slab or footings, installation of pilings or construction of columns. Permanent construction does not include land preparation (such as clearing, excavation, grading or filling), the installation of streets or walkways, excavation for a basement, footings, piers or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main building. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building

**Structure:** As used in this Section and for floodplain management purposes, "structure" means a walled and roofed building, including a gas or liquid storage tank that is principally above ground, as well as a manufactured home.

**Substantial Damage:** As defined in the Massachusetts State Building Code.

**Substantial Improvement:** As defined in the Massachusetts State Building Code.

**Substantial Repair of a Foundation:** When work to repair or replace a foundation results in the repair or replacement of a portion of the foundation with a perimeter along the base of the foundation that equals or exceeds 50% of the perimeter of the base of the foundation measured in linear feet, or repair or replacement of 50% of the piles, columns or piers of a pile, column or pier supported foundation, the building official shall determine it to be substantial repair of a foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR.

**Variance:** a grant of relief by a community from the terms of a flood plain management regulation.

**Violation:** the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in §60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) is presumed to be in violation until such time as that documentation is provided.

**Zone A:** an area of special flood hazard without water surface elevations determined.

**Zone A1-30 and Zone AE:** an area of special flood hazard with water surface elevations determined.

**Zones B, C, and X:** Areas identified in the Flood Insurance Study as areas of moderate or minimal flood hazard. Zone X replaces Zones B and C on new and revised maps.

**E. Base Flood Elevation and Floodway Data.**

1. Floodway Data. In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.
2. In A Zones, in the absence of FEMA BFE data and floodway data, the building department will obtain, review and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring new construction, substantial improvements, or other development in Zone A as the basis for elevating residential structures to or above base flood level, for floodproofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways.
3. In Zones A1-30 and AE, along watercourses that have a regulatory floodway designated on the Town's FIRM encroachments are prohibited in the regulatory floodway which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.
4. AO and AH zones drainage requirements. Within Zones AO and AH on the FIRM, adequate drainage paths must be provided around structures on slopes, to guide floodwaters around and away from proposed structures.
5. Base Flood Elevation Data. When proposing subdivisions or other developments greater than 50 lots or 5 acres (whichever is less), the proponent must provide technical data to determine base flood elevations for each developable parcel shown on the design plans.
6. If the Town acquires data that changes the base flood elevation in the FEMA mapped Special Flood Hazard Areas, the Town will, within 6 months, notify FEMA of these changes by submitting the technical or scientific data that supports the change(s.) Notification shall be submitted to: FEMA Region 1 Risk Analysis Branch Chief, 99 High Street, 6<sup>th</sup> floor, Boston, MA 02110, copy to: Massachusetts NFIP State Coordinator, MA Dept. of Conservation and Recreation, 251 Causeway Street, Boston, MA 02114

**F.** In a riverine situation, the Conservation Agent shall notify the following of any alteration or relocation of a watercourse: adjacent communities, NFIP State Coordinator (Department of Conservation and Recreation), and NFIP Program Specialist (FEMA Region 1).

**G. Use Regulations.**

1. Permitted Uses. The following uses shall be permitted in the Flood Plain District provided that the Conservation Commission has acted within the scope of its jurisdiction under G.L. c. 131, § 40.
  - a. Uses permitted in the underlying zoning district are allowed provided they meet the requirements of this Section 5.6.1 and the State Building Code dealing with construction in flood plains.
  - b. Uses directly related to the conservation of water, plants and wildlife.
  - c. Outdoor recreation activities and facilities, including unpaved play areas nature study; boating; fishing and hunting where otherwise legally permitted.
  - d. Wildlife management areas, landings; foot, bicycle and/or horse paths and bridges; provided such uses do not affect the natural flow pattern of any water course.
  - e. Grazing and farming, including truck gardening and harvesting of crops.
  - f. Forestry and nurseries.
  - g. Small non-residential structures of less than 100 square feet of floor area used in connection with recreation or the growing, harvesting, storage, or sale of crops raised on the premises.
  - h. Creation of ponds with a total water surface area at normal elevation not in excess of

40,000 square feet.

- i. Removal of salt and other accumulated debris from a water course which tends to interfere with natural flow patterns of the water course.
- j. Access driveways to land outside the Flood Plain District not otherwise accessible.
- k. Buildings lawfully existing prior to the adoption of these provisions.
2. All manmade changes to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, including structural and nonstructural activities, whether permitted by right or by special permit, shall comply with G.L. c. 131, § 40, and the following:
  - a. Sections of the State Building Code (780 CMR) which address floodplain and coastal high hazard areas;
  - b. Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00);
  - c. Inland Wetlands Restriction, DEP (currently 310 CMR 13.00).
  - d. Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5).
3. Any variances from the provisions and requirements of the above-referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.
4. In A1-30, AH, and AE Zones, Zones, all recreational vehicles to be placed on a site must be elevated and anchored in accordance with the zone's regulations for foundation and elevation requirements or be on the site for less than 180 consecutive days or be fully licensed and highway ready.
5. Prohibited Uses. The following shall be prohibited in the Flood Plain District:
  - a. New construction of a building or structure except as otherwise provided in this Section 5.6.1;
  - b. Movement, alteration, or expansion of an existing building or structure so as to increase its ground coverage by more than a total of 20 percent;
  - c. Dumping or filling or relocation of earth materials except as may be required for the uses permitted in Section 5.6.1 G (1) (h) (i) and (j).
  - d. Storage of road salt, fertilizer, manure, or other organic or chemical leachable material.

**H. Subdivisions.** All subdivision proposals shall be designed to assure that:

1. Such proposals minimize flood damage;
2. All public utilities and facilities are located and constructed to minimize or eliminate flood damage; and adequate drainage is provided to reduce exposure to flood hazards.
3. Existing contour intervals of site and elevations of existing structures must be included on plan proposal.

**I. Lot Area Allowance.** If any portion of a lot in a single-family residence district (AR-1 and AR-II) is overlaid by the Flood Plain District, said portion may be used to meet the minimum lot area regulations of the single-family district. However, no building or structure shall be erected on the portion outside the Flood Plain District unless it contains suitable space for a

building or structure, for installation of adequate sewage disposal facilities in accordance with Title V of the State Environmental Code, and for meeting the setback, frontage, and other dimensional requirements of this Zoning Bylaw, but in no case less than 10,000 square feet.

**J.** A lot with a dwelling existing thereon at the time of the adoption of this Zoning Bylaw shall not be deemed a non-conforming lot solely because any portion of it lies within the Flood Plain District.

**K. Special Permits.** The Board of Appeals may grant a special permit for any of the following upon finding that the purposes of the Flood Plain District have been met.

1. A special permit from the Board of Appeals shall be required for construction on any lot in a commercial or industrial district when a portion of the lot is overlaid by the Flood Plain

District.

2. Determination of Flooding and Suitability.
  - a. The Board of Appeals may grant a special permit for a use permitted in the underlying district if the Board determines that:
    - i. The proposed use of such land will not interfere with the general purposes for which the Flood Plain District has been established, and will not be detrimental to the public health, safety and/or welfare; and
    - ii. The proposed use or structure will comply with all other provisions of the underlying district within which the land is located.
  - b. The Board of Appeals shall refer such special permit applications to the Planning and Economic Development Board, Conservation Commission, and Board of Health for review and comment, and shall not act until these agencies have reported their recommendations or thirty-five days have elapsed after such referral and no report has been received.
  - c. Any special permit granted hereunder shall be conditional upon receipt of all other permits or approvals required by local, state, or federal law.
3. No construction requiring a public utility, including electric, water, gas, and telephone lines or waste disposal or drainage facilities, shall be permitted unless the Board of Appeals determines that all such utilities are located, elevated, and constructed so as to minimize or eliminate flood damage and that methods of disposal of sewage, refuse, and other wastes and methods of providing drainage are adequate to reduce flood hazards.
4. Special permit application, review, and decision procedures shall be in accordance with Section 3.4 of this Zoning Bylaw and the rules and regulations of the Board of Appeals.

**L. Variances From Floodplain Bylaw.** A variance from this floodplain bylaw must meet the requirements set out by State law, and in addition may only be granted if: 1) good and sufficient cause and exceptional non-financial hardship exist; 2) the variance will not result in additional threats to public safety, extraordinary public expense, or fraud or victimization of the public; and 3) the variance is the minimum action necessary to afford relief.

**M. Variance from State Building Code.** The Town will request from the State Building Code Appeals Board a written and/or audible copy of the portion of the hearing related to the any variance granted by that Board from the requirements for flood plain construction, and will maintain this record in the Town's files.

The Town shall also issue a letter to the property owner regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing over the signature of a community official that (i) the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction below the base flood level increases risks to life and property.

Such notification shall be maintained with the record of all variance actions for the referenced development in the floodplain overlay district.

**N.** The Town Medway requires a permit for all proposed construction or other development in the floodplain overlay district, including new construction or changes to existing buildings, placement of manufactured homes, placement of agricultural facilities, fences, sheds, storage facilities or drilling, mining, paving and any other development that might increase flooding or adversely impact flood risks to other properties. The permit review process includes the use of a checklist of all local, state and federal permits that will be necessary in order to carry out the proposed development in the floodplain overlay district. The proponent must acquire all necessary permits, and must submit the completed checklist demonstrating that all necessary permits have been acquired.

Or to act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**  
**Consent Calendar – Voice Vote** **(2/3 – Unanimous)**

**ARTICLE 24:** (Amend Zoning Bylaws: Nonconforming Structures)  
To see if the Town will vote to amend the Zoning Bylaws, Section 5.5.C and Section 5.5.H, as follows, (deleted language shown in ~~strike through~~, added language shown in **bold**):

**C. Nonconforming One-Family and Two-Family Dwellings**

1. No Increase in Nonconforming Nature. Lawfully existing nonconforming one-family and two-family structures may be reconstructed, extended, structurally changed or altered where the Zoning Board of Appeals finds that the reconstruction, extension, structural change or alteration does not increase the nonconforming nature of the structure. **For purposes of this subsection C, lawfully existing nonconforming one-family and two-family structures shall include lawfully existing nonconforming structures that are accessory to, and on the same lot as, a one-family or two-family structure. Such accessory structures shall be afforded the same protections under this subsection C as lawfully existing, nonconforming single-family and two-family structures.**
2. Increase in Nonconforming Nature. In the event that the Zoning Board of Appeals determines the nonconforming nature of the structure is increased, the Zoning Board of Appeals may grant a special permit to allow such reconstruction, extension, alteration, or structural change upon finding that the proposed reconstruction, extension, alteration or structural change does not create a new nonconformity and will not be substantially more detrimental to the neighborhood than the existing nonconforming structure.
3. The provisions of sub-section C.1 and C.2 above shall not apply to the alteration, enlargement, structural change or reconstruction (collectively referred to herein as “alterations”) of a legally existing, nonconforming single- or two-family structure in the following circumstances:
  - a. The proposed alterations do not increase the maximum height of the pre-existing structure; and
  - b. The proposed alterations comply with setback requirements, or, if they do not comply, ~~the those~~ **those** proposed alterations **that do not comply with setback requirements** do not result in a decrease in the distance between any lot line and the nearest point of the structure.

For the purpose of this Zoning Bylaw, alterations meeting the criteria set forth in this sub-section C.3 shall not be deemed to increase the nonconforming nature of the structure and are allowable as a matter of right. Upon determination of the Building Commissioner that this sub-section C.3 is complied with, the Building Commissioner may issue a building permit for the alterations. This provision does not preclude the Zoning Board of Appeals from determining that other alterations, extensions or reconstruction to a legally existing, nonconforming single- or two-family home do not increase the nonconforming nature of the structure.

**H. Special Permits.** Special permits ~~granted~~ **applications** under Section 5.5.C. **and Section 5.5.E** are not subject to the special permit criteria under Section 3.4.

Or act in any manner related thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**ARTICLE 25:** (Amend Zoning Bylaws: Electric Vehicle Charging Stations)

To see if the Town will vote to amend the Zoning Bylaws, Section 7.2 Signs, by adding the following definition in 7.2.1 C. Definitions, 2. Types of Signs.

**Digital Advertising Signage:** Signage that uses light emitting diodes (L.E.D.) or similar technology, controlled by electronic communication, to display static graphics, text, images, or multimedia content for informational or advertising purposes.

And to amend SECTION 5 Use Regulations, by adding a new subsection 5.4.2 as follows:

**5.4.2 Special Permits for Electric Vehicle Charging Station(s) with Digital Advertising -**

The Planning and Economic Board may grant a special permit for Electric Vehicle Charging Station(s) with Digital Advertising Signage (“Charging Station”).

- A. The charging service for such Charging Stations shall be provided at no cost to users. For each Charging Station, the sign surface area shall not exceed nine square feet per side, not to exceed two sides per Charging Station. No audio or video displays shall be permitted. Level 1 Charging Stations (those having a 120-volt connection) are not permitted. The display area and no part of the Charging Station may revolve, simulate motion, flash, blink, or include animation. Internal illumination of the display area is permitted. Advertising may include commodities or services which may not be found or available on the premises hosting the Charging Station. There shall be no reduction in handicap accessible and compact car parking spaces to accommodate installation of Charging Stations. The number of Charging Station spaces shall not exceed five percent of the total number of parking spaces on the premises. The Charging Station shall be capable of charging electric vehicles produced by multiple manufacturers.
- B. In granting a special permit, the Board may impose limitations, safeguards, and conditions on but not limited to the following: quantity of Charging Stations with digital advertising signage on the premises; frequency of message changes (dwell time); Charging Station height; form of message transition; brightness of display illumination; number of charging ports per Charging Station; hours of operation for charging and digital advertising signage; visibility of display area from a public street; location and positioning of Charging Stations on the premises; other forms of signage to designate spaces for EV charging; handicap accessibility; impact or level of disruption of Charging Stations on business and tenant operations; ease and safety of accessibility to the Charging Stations; landscaping, buffering and screening; and type or charging level of the Charging Station. This may also include correlating the amount of allowed digital advertising display space to the type and charging level of the Charging Station and correlating the number of allowed Charging Station spaces on the premises to the percentage of electric vehicles in Massachusetts (according to an appropriate state agency such as the Registry of Motor Vehicles or the Executive Office of Energy and Environmental Affairs).

And by amending Section 5.4 by inserting the following additional accessory use in Table 1: Schedule of Uses, D. BUSINESS USES to allow electric vehicle charging stations with digital advertising signage in the Central Business district by special permit from the Planning and Economic Development Board as follows: (New text in **bold.**)

**TABLE 1: SCHEDULE OF USES**



	AR-I	AR-II	VR	CB	V C	NC	BI	EI	ER	WI	Form-Based Districts		
											OG VC	OG BP	OG N
<b>D. BUSINESS USES</b>													
<i>Accessory Uses</i>													
Drive-through facility <i>(Amended 11-16-20)</i>	N	N	N	N	N	PB	PB	N	N	N	PB	PB	N
Outdoor display	N	N	N	SP	SP	SP	SP	N	N	N	Y	Y	N
Outdoor storage of materials and parking of vehicles and equipment associated with a business operated in a building on the premises, subject to Section 7.1.3 of the Zoning Bylaw. <i>(Amended 11-18-19)</i>	N	N	N	N	N	N	Y	Y	N	Y	N	PB	N
<b>Electric vehicle charging station</b>	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
<b>Electric vehicle charging station with digital advertising signage, subject to Section 5.4.2 of the Zoning Bylaw.</b>	N	N	N	PB	N	N	N	PB	N	PB	N	N	N

And by amending Section 3.5 Site Plan Review to add a new item g. in 3.5.3 Applicability, A. 2. Minor Site Plan Review as follows: (New text in **bold**.)

**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. *(Added 11-18-19)*

**g. Installation of electric vehicle charging station(s) with digital advertising signage.**

And to amend Section 7.2 Signs to add a new item 4 to subsection 7.2.6 Administration, B. Special Permits, as follows:

- 4. Digital Advertising Signage for Electric Vehicle Charging Stations. See Section 5.4.2 for special permit provisions.

Or act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**Motion to amend made by Paul Yorkis, 7 Independence Lane, Medway, MA to delete proposed Section 5.4.2. and to delete Electric vehicle charging stations with digital advertising signage, subject to Section 5.4.2 of the Zoning Bylaw and to delete Section 2.g. from Minor Site Plan Review.**

**Standing Vote (2/3 needed)**

**(Aye – 60 Nay – 86, Motion failed)**

**Article as proposed:**

**Voice Vote**

**(2/3 – Majority)**

**ARTICLE 26:** (Amend Zoning Bylaws: Accessory Family Dwelling Units)

To see if the Town will vote to amend the Zoning Bylaws, Section 8.2., Accessory Family Dwelling Unit (AFDU), by adding a new subsection 8.2.C.9 as follows:

9. If the AFDU is located in a new, separate structure on the same premises as a detached single-family dwelling (principal dwelling unit), the following standards shall apply to the AFDU structure:
  - a. The AFDU shall be clearly accessory and incidental to the principal dwelling unit.
  - b. The AFDU shall be architecturally compatible with the principal dwelling unit.
  - c. The AFDU shall not be located closer to the front lot line than the principal dwelling unit.
  - d. In addition to the 800 square feet of gross floor area limitation set forth in subsection 8.2C.4, the gross floor area of the AFDU shall not exceed 50% of the gross floor area of the principal dwelling unit.

Or act in any manner relating thereto.

## **PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**Consent Calendar – Voice Vote**

**(2/3 – Unanimous)**

**ARTICLE 27:** (Amend Zoning Bylaws: Housekeeping)

To see if the Town will vote to amend the Zoning Bylaws as follows (deleted language shown in ~~strikethrough~~, added language shown in **bold**):

(1) Amend the following definitions in Section 2:

Accessory Family Dwelling Unit: A separate and complete housekeeping unit ~~contained within, or being an extension of, a single family dwelling~~ to accommodate additional family members **or caregivers** of a resident of the primary dwelling **which is granted a special permit under Section 8.2.**

**Dwelling:** A building or portion thereof designed exclusively for residential occupancy, including single family, two family/**duplex**, and ~~multiple family~~ **multi-family** dwellings, but not including hotels, motels, boarding houses, trailers, or structures solely for transient or overnight occupancy.

(2) Add the following new definition to Section 2:

**Mixed-Use Building: A building that includes residential units and one or more retail, municipal, service, office, commercial or other business uses allowed in the zoning district.**

(3) Amend Section 3.4.H.1 as follows:

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, **except special permits under Section 5.5 Nonconforming Uses and Structures**, 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.

(4) Amend Section 6.2.F.1 as follows:

**1. Minimum setbacks.** Every lot must have at least the minimum lot setbacks as set forth in Table 2 Dimension and Density Regulations for the zoning district in which the lot is located, **unless otherwise specifically provided in this Zoning By-law.**

(5) Amend the following sections to delete the term “parking lot” and replace it with “parking area”:

Section 7.1.1.A.2: To minimize excessive and inefficient off-street parking ~~lots~~ **areas** that result in unneeded paved impervious surfaces and lost opportunities to develop new buildings that expand the tax base.

Section 7.1.1.F.7: As part of its Site Plan Rules and Regulations, the Planning and Economic Development Board may supplement the requirements herein with parking ~~lot~~ **area** design standards.

Section 7.1.1.J.2.f.: The presence of a public or private parking ~~lot~~ **area** within 400 feet of the proposed use.

Section 7.1.1.K.1.e: The valet parking ~~lot~~ **area** is not located in a residential zoning district.

Section 7.1.1.K.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~~ **area** located in front of the primary building shall be limited to one double row of vehicles and associated parking aisle.

Section 8.4.G.1.f.4: Median strips, landscaped areas within parking ~~lots~~ **areas**, or narrow, unconnected strips of land.

Section 9.3.E.1: The main elements of the architectural treatment of the building’s street-facing façade, including the materials used, should be continued around all sides of the building that are visible from existing and planned streets, Pedestrian Passages, parking ~~areas~~ ~~lots~~, or Outdoor Amenity Spaces.

Section 9.5.E.1.b: To ensure adequate parking for existing and new development while minimizing excessive and inefficient off-street parking ~~lots~~ **areas** that result in lost opportunities to develop new buildings that expand business and the tax base.

Or act in any manner related thereto.

## PLANNING AND ECONOMIC DEVELOPMENT BOARD

Consent Calendar – Voice Vote

(2/3 – Unanimous)

**ARTICLE 28:** (Accept Access Easement to Conservation Restriction Parcel – Timber Crest Estates)

To see if the Town will vote to accept:

a **perpetual easement** over that land in Medway, Norfolk County, Massachusetts shown as “Access Easement M 1,198 SQ. FT.” on a plan entitled “Timber Crest Estates & Kingsbury Village off Winthrop

Street, Ohlson Circle, Holliston Street, Fairway Lane, & Fern Path” in Medway, Massachusetts, by Outback Engineering, dated November 28, 2019, recorded at the Norfolk Registry of Deeds in Book 688, Page 91-102 (the “Subdivision Plan”), for the purpose of accessing the land identified as “Conservation Restriction Parcel” on the Subdivision Plan.

And further to authorize the Select Board and town officers to take any and all related actions necessary or appropriate to carry out the purposes of this article;  
Or to act in any manner relating thereto.

**CONSERVATION COMMISSION  
(Unanimous)**

**Voice Vote**

**ARTICLE 29:** (Charter Amendment – Selectmen to Select Board)  
To see if the Town will vote to authorize the Select Board to petition the General Court for special legislation amending the Medway Town Charter to rename the Board of Selectmen as the Select Board, and, for such purposes, to replace the words “Board of Selectmen” or “Selectmen” with “Select Board” and “Selectman” with “Select Board Member”, and to authorize the Town Clerk to make non-substantive ministerial revisions to ensure that gender and number issues in related text is revised to properly reflect such change in title; and, further, to authorize the Select Board to make non-substantive revisions of form as necessary to incorporate any such additional amendments, and to authorize the General Court to make clerical or editorial changes of form only to any bill so filed unless approved in advance by the Select Board, and to authorize the Select Board to approve such revisions as fall within the public purpose of this vote; or act in any manner relating thereto.

**SELECT BOARD  
(Majority)**

**Voice Vote**

**ARTICLE 30:** (Acquire Real Property – Evergreen Cemetery)  
To see if the Town will vote to authorize the Select Board to acquire by gift, eminent domain, and/or purchase and to accept the deed to the Town of a fee simple interest in all or a portion of land known as Evergreen Cemetery, located at 0 Cottage Street, identified as Parcel 48-068 on the Town of Medway’s Assessors’ Map and containing 9.12 acres more or less, upon such terms and conditions as the Select Board shall determine to be appropriate, said property to be under the care, custody, management and control of the Select Board and, further, to transfer from available funds or appropriate a sum of money for the acquisition of the property and up to \$25,000 for any expenses related thereto, including legal fees, and authorize the Select Board 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.

**SELECT BOARD  
(Unanimous)**

**Voice Vote**

**ARTICLE 31:** (Citizens’ Petition: Battery Storage Moratorium)  
To see if the Town will amend the Zoning Bylaw to establish a moratorium on the construction and operation of lithium-ion battery electrical storage system (BESS) facilities, with the exception of site-

specific systems intended to support single residents, commercial buildings, and municipal buildings, in all zoning districts within the Town of Medway for a period of one year, during which the Town of Medway Planning and Economic Development Board, in cooperation with other Town of Medway committees and personnel, shall engage the services of consultants and other experts to examine lithium-ion BESS operations, safety, and technology, with consideration being given to the development of zoning bylaw amendments appropriate to each zoning district; or act in any manner relating thereto.

**Motion made by Paul Yorkis, 7 Independence Lane Medway, MA.**

**VOTED: There is established a one-year moratorium on the construction and operation of lithium-ion battery electrical storage system (BESS) facilities, with the exception of site- specific systems intended to support single residences, commercial buildings, and municipal buildings, in all zoning districts within the Town of Medway. During this moratorium period, the Town of Medway Planning and Economic Development Board, in cooperation with other Town of Medway committees and personnel, shall engage the services of consultants and other experts to examine lithium-ion BESS operations, safety, and technology, with consideration being given to the development of zoning bylaw amendments appropriate to each zoning district**

**Citizen Vote Majority**

**Motion to adjourn the meeting at 9:22 p.m.**

**OFFICIAL RESULTS**

<b>OFFICE</b>	<b>PREC.</b>	<b>PREC</b>	<b>PREC.3</b>	<b>PREC. 4</b>	<b>TOTAL</b>
<b>SELECT BOARD Vote for 2 - 3 year term</b>					
Dennis Crowley	246	203	259	300	1008
Martin Dietrich	183	184	191	166	724
Barbara Gervais	34	45	37	40	156
Frank Rossi	216	186	209	260	871
Blanks	86	102	89	80	357
Write Ins	7	6	7	6	26
Total	772	726	792	852	3142
<b>BOARD OF HEALTH Vote for one - 3 year term</b>					
John A. Mill	279	274	299	336	1188
Write Ins	1	2	0	2	5
Blanks	106	87	97	88	378
Total	386	363	396	426	1571
<b>BOARD OF HEALTH Vote for one - 2 year term</b>					
Leanne Yarosz-Harris	269	269	278	313	1129
Write Ins	0	0	0	2	2
Blanks	117	94	118	111	440
Total	386	363	396	426	1571
<b>PARK COMMISSION Vote for one - 3 year term</b>					
Debi Rossi	291	285	300	346	1222
Write Ins	3	5	0	2	10
Blanks	92	73	96	78	339
Total	386	363	396	426	1571
<b>LIBRARY TRUSTEE Vote for one - 3 year term</b>					
Julie MacEvoy	277	261	280	329	1147
Write Ins	1	3	0	0	4
Blanks	108	99	116	97	420
Total	386	363	396	426	1571
<b>SCHOOL COMMITTEE vote for one - 2 year term</b>					
Melissa Greenfield	277	271	275	311	1134

Write Ins	0	2	1	2	5
Blanks	109	90	120	113	432
Total	386	363	396	426	1571
<b>WATER/SEWER ADVISORY BOARD vote for one - 3 year term</b>					
Michael Callahan	270	272	287	324	1153
Write Ins	3	0	1	1	5
Blanks	113	91	108	101	413
Total	386	363	396	426	1571
<b>SCHOOL COMMITTEE vote for one - 3 year term</b>					
Cythnia Sullivan	269	263	280	327	1139
Write Ins	1	3	0	0	4
Blanks	116	97	116	99	428
Total	386	363	396	426	1571
<b>PLANNING AND ECONOMIC DEVELOPMENT BOARD</b>					
<b>Vote for one - 3 year term</b>					
Jessica Chabot	265	261	280	316	1122
Write Ins	2	4	2	1	9
Blanks	119	98	114	109	440
Total	386	363	396	426	1571
<b>HOUSING AUTHORITY Vote for one - 3 year term</b>					
Carl Rice	270	282	308	341	1201
Write Ins	2	1	1	0	4
Blanks	114	80	87	85	366
Total	386	363	396	426	1571
<b>REDEVELOPMENT AUTHORITY Vote for one - 5 year term</b>					
Andy Rodehiser	239	254	279	333	1105
Write Ins	14	6	3	4	27
Blanks	133	103	114	89	439
Total	386	363	396	426	1571

<b>Article 3</b>	<b>Department</b>	<b>Budget</b>
	Education	\$29,076,000.00
	Tri-County Voc Tech	\$1,035,329.00
	Norfolk County Agric.	\$25,000.00
	Town Administration	\$445,461.00
	Town Accountant	\$287,179.00
	Assessors	\$256,004.00
	Treasurer/Collector	\$320,339.00
	Legal	\$120,000.00
	Human Resources	\$153,850.00
	Town Clerk	\$143,599.00
	Elections	\$10,230.00
	Bd of Registrars	\$5,950.00
	Conservation	\$89,027.00
	Planning Board	\$89,147.00
	ZBA	\$900.00
	Community Development	\$168,507.00
	Communications	\$88,850.00
	Finance Committee	\$101,500.00
	MIS/Technology	\$615,179.00
	Energy Committee	\$300.00
	Facility PRJ's & Improv.	\$50,000.00
	Annual Town Report	\$850.00
	Debt Service	\$4,047,412.00
	Unclassified	\$11,386,422.00
	Dept. Public Services	\$2,091,461.00
	Stormwater Management	\$215,062.00
	Snow & Ice	\$475,877.00
	Cemetery Commission	\$100.00
	Fire	\$2,524,018.00
	Police	\$3,198,689.00
	Police/Fire Communication	\$340,305.00
	Animal Control	\$54,214.00
	Building Inspector	\$343,490.00
	Health Department	\$150,549.00
	Council on Aging	\$223,440.00
	Veterans Services	\$136,820.00
	Parks Dept.	\$609,548.00
	Library	\$462,747.00
	Recreation	\$36,000.00
	Sunshine Group	\$73,000.00
	Disability Commission	\$500.00
	Memorial Commission	\$4,500.00
	Historical Commission	\$2,500.00
	Cultural Council	\$5,000.00
	<b>TOTAL</b>	<b>\$59,464,855.00</b>
<b>Article 4</b>	Water Enterprise Fund	\$4,084,312.00
<b>Article 5</b>	Sewer Enterprise Fund	\$1,818,876.00
<b>Article 6</b>	Solid Waste Enterprise Fund	\$1,652,336.00



**TOWN OF MEDWAY  
MINUTES FOR 2021 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 15, 2021, at 7:00 PM**, then and there to act on the following articles.

The meeting was called to order by Moderator Mark Cerel at 7:06 p.m. with a quorum being met of 112 voters present. Following that a brief State of the Town presentation was presented by Select Board Chairperson Maryjane White and Town Manager Michael Boynton updated the residents on the water treatment facility.

**ARTICLE 1:** (Prior Year Bills)

To see if the Town will vote to transfer \$2,461 from the Fiscal Year 2022 Sewer Consulting Services Account, \$232.40 from the Fiscal Year 2022 Water Repair and Maintenance Roadwork Account, \$232.40 from the Fiscal Year 2022 Sewer Contracted Services Account, \$207 from the Fiscal Year 2022 Water Testing Account, \$650 from the Fiscal Year 2022 Communications Department professional/ technical account, and \$211.88 from the Fiscal Year 2022 Police Department vehicle account for the purpose of paying prior year, unpaid bills of the Town, or act in any manner relating thereto.

**Voice Vote (9/10 required)**

**SELECT BOARD  
(Unanimous)**

**ARTICLE 2:** (Transfer to Fire Dept. Budget)

To see if the Town will vote to appropriate the sum of \$91,119 to the Fiscal Year 2022 Fire Department budget, and to meet this appropriation \$43,877 shall be transferred from the Fiscal Year 2022 Salary Reserve account, and \$47,242 shall be transferred from the EMS Ambulance Revenue account, or act in any manner relating thereto.

**Voice Vote**

**SELECT BOARD  
(Unanimous)**

**ARTICLE 3:** (Free Cash Transfer to Facility Stabilization Fund)

To see if the Town will vote to transfer a sum of money from Certified Free Cash to the Capital Stabilization Fund, or act in any manner relating thereto.

**Voice Vote (2/3 required)**

**SELECT BOARD  
(Unanimous)**

**ARTICLE 4:** (Free Cash Transfer: Capital Items)

To see if the Town will vote to transfer \$81,000 from Certified Free Cash for the purpose of purchasing the following capital items, and for the payment of all other costs incidental or related thereto:

<b>Project</b>	<b>Department</b>	<b>Cost</b>
Voting Machines	Town Clerk	\$25,000
Portable Baseball Field Fence and Storage	Parks and Recreation	\$25,000
Security Cameras (Various Locations)	Information Services	\$31,000
	<b>Total</b>	<b>\$81,000</b>

Or act in any manner relating thereto.

**Voice Vote**

**SELECT BOARD  
(Unanimous)**

**ARTICLE 5:** (Free Cash Transfer: Athletic Field Stabilization Fund)

To see if the Town will vote to transfer \$93,100 from Certified Free Cash to the Athletic Field Stabilization Fund, or act in any manner relating thereto.

**Voice Vote (2/3 required)**

**FINANCE COMMITTEE  
(Unanimous)**

**ARTICLE 6:** (Free Cash Transfer: BESS Study)

To see if the Town will vote to transfer \$100,000 from Certified Free Cash for the purpose of funding the services of consultants and other experts as may be necessary to provide information on all aspects of the operation, safety, security and technology of Battery Energy Storage Systems (BESS), as well as the potential economic impacts of a BESS facility and recommendations for zoning bylaw amendments, as voted by May 10, 2021 Annual Town Meeting, and further to authorize contracts therefor for terms in excess of three years, or act in any manner relating thereto.

**Voice Vote**

**SELECT BOARD  
(Majority)**

**ARTICLE 7:** (Transfer CPA Funds: 1964 Firetruck Restoration)

To see if the Town will vote to transfer \$295,000 from Community Preservation Fund Historic Reserves for the purpose of restoring a 1964 Maxim fire pumper and a storage shed for its shelter, or act in any manner relating thereto.

**Standing Count**

**SELECT BOARD  
(In favor – 46, Opposed – 45, vote passed)**

**ARTICLE 8:** (Transfer CPA Funds: Construct Accessible Trail, viewing platform, and associated parking)

To see if the Town will vote to transfer \$65,000 from Community Preservation Fund Open Space Reserves for the purpose of designing and constructing a one-quarter mile ADA-accessible loop trail with

a viewing platform, parking, benches, and associated amenities as an addition to the existing Adams Street Meadow trail, or act in any manner relating thereto.

**Voice Vote**

**SELECT BOARD  
(Unanimous)**

**ARTICLE 9:** (Amend Zoning Bylaw: Environmental Standards)

To see if the Town will vote to amend the Zoning Bylaw, Section 7.3 Environmental Standards, by deleting it in its entirety and replacing it as follows:

### **7.3. ENVIRONMENTAL STANDARDS**

- A. **Purpose.** The intent of this section is to provide standards for uses which, by their operation, may generate impacts that are potentially hazardous, harmful to the environment, disturbing, offensive or objectionable.
- B. **Enforcement:** The Zoning Bylaw, § 3.1, Enforcement, Violations, and Penalties authorizes the Building Commissioner, or designee, to interpret and enforce the Bylaw. At the discretion of the Building Commissioner, a technical consultant may be engaged by the Town of Medway to investigate and document violations pursuant to this section.
- C. **Definitions:** For purposes of this section of the Bylaw, the following terms shall be defined as follows:

**Air Pollution:** The presence in the ambient air space of one or more air contaminants or combinations thereof in such concentrations and of such duration as to: (a) cause a nuisance; (b) be injurious, or be on the basis of current information, potentially injurious to human health or animal life, to vegetation, or to property; or (c) unreasonably interfere with the comfortable enjoyment of life and property or the conduct of business.

**Ambient Noise:** The sound pressure level at a given location produced by everything else excluding the source of sound being monitored, analyzed, or evaluated. Also referred to as background noise. Ambient noise includes environmental noises from sources such as traffic, aircraft, waves, alarms, animals or noise from existing mechanical devices such as air conditioning, power supplies, or motors that are present prior to introduction of a new intrusive sound source that is being evaluated. The measurement metric to determine ambient noise levels will be the A-weighted L90 sound level.

**Commercial Zones:** Properties located in the Central Business, Village Commercial, Neighborhood Commercial, Oak Grove Village Center, or Oak Grove Business Park zoning districts as shown on the Medway Zoning Map

**Continuous Noise:** Noise including but not limited to noise generated by machinery that keeps running without interruption including, but not limited to heating or ventilation systems, factory equipment, or engine noise.

**(Hz) Hertz:** A unit for measuring the number of cycles that occur in a second. In this standard, Hz will be referring to sound waves.

**(dB) Decibel:** A logarithmic (dimensionless) measure used in describing the amplitude of sound.

**(dBA) A-weighted decibel:** An expression of the relative loudness of sound in the air as perceived by the human ear.

**Detection Threshold:** The lowest concentration or intensity of noise, odor, vibration, or other environmental hazard regulated by this bylaw that is noticeable to a reasonable person with normal sensory sensitivities.

**Disturbing, offensive or objectionable odors:** Those which are at or above the detection threshold of a person with normal olfactory sensitivity.

**Industrial Zones:** Properties located in the East Industrial, West Industrial, Business/Industrial, or Energy Resource zoning districts as shown on the Medway Zoning Map

**L90 Sound Level:** The A-weighted sound level that is exceeded ninety percent (90%) of the time during a measurement period.

**Noise:** Sound of sufficient intensity and/or duration as to cause a condition of air pollution. Noise which complies with subsection D.2 herein shall not be deemed to cause a condition of air pollution.

**Noise Level:** The frequency weighted sound pressure level as measured with a sound level meter or equivalent device using the A-weighting network. This level is designated dBA.

**Octave Band:** A frequency band where the highest frequency is twice the lowest frequency.

**One-third Octave Band (TOB):** A frequency band where the highest frequency is 1.26 times the lowest frequency.

**Odor Plume:** The cloud of odor created when odor molecules are released from their source and are expanded through air movement.

**Prominent Discrete Tone:** The presence of acoustic energy concentrated in a narrow frequency range, including, but not limited to, an audible tone, which produces a one-third octave sound pressure level greater than that of either adjacent one-third octave and which exceeds the arithmetic average of the two adjacent one-third octave band levels by an amount greater than shown in the following table opposite the center of frequency for the one-third octave band containing the concentration of acoustical energy.

1/3 Octave Band Center Frequency (Hz)	dB	1/3 Octave Band Center Frequency (Hz)	dB
100	16	1250	4
125	14	1600	4
160	12	2000	3
200	11	2500	3
250	9	3150	3
315	8	4000	3
400	7	5000	4
500	6	6300	4

630	6	8000	5
800	5	10000	6
1000	4		

**Residential Zones:** Properties located in the Agricultural-I, Agricultural-II, Village Residential, or Oak Grove Neighborhood zoning districts as shown on the Medway Zoning Map

**Sensitive Receptor:** An occupied residence or facility whose occupants are more susceptible to the adverse effects of noise and odor including but not limited to hospitals, schools, daycare facilities, elderly housing, and convalescent facilities.

D. **Standards.** The following standards shall apply to all zoning districts.

1. **Smoke, Fly Ash, Dust, Fumes, Vapors, Gases, Other Forms of Air Pollution:** All activities involving smoke, fly ash, dust, fumes, vapors, gases, other forms of air pollution, as defined in CMR 310, § 7, Air Pollution Control Regulations, as amended, which can cause damage to human health, to animals or vegetation, or other forms of property, or which cause any excessive soiling at any point are prohibited.
2. **Noise Disturbance:** The Building Commissioner may determine that a noise source is subject to investigation, and if it is determined to be in violation of this bylaw, may take appropriate enforcement action, including the issuance of orders requiring the development and implementation of corrective measures, and/or imposition of fines or non-criminal penalties.
  - a. **Standards.** No person or persons owning, leasing or controlling the operation of any source or sources of noise shall produce disturbing, offensive or objectionable noises in any zoning district or impact any space where people live, work or assemble in a way that unreasonable interferes with the comfortable enjoyment of life or the use of property.
    - 1) **Continuous Noise.** For the purposes of this bylaw, continuous noise restrictions apply to permanent non-residential uses and home-based businesses where noise is a by-product of business operations (such as from exhaust equipment). Maximum permissible sound pressure levels measured at the property line of the noise source shall not exceed the values specified in the tables below. In addition, maximum permissible sound levels measured at Sensitive Receptors positioned anywhere on a property that is wholly or partially located within two-thousand feet of the property line of the source of continuously radiated noise shall not exceed the values in the tables below. In the calculation of day-evening-night levels (known as Lden), Daytime is defined as between the hours of 7:00 a.m. and 7:00 p.m.; Evening is defined as between the hours of 7:00 p.m. and 11:00 p.m.; and Nighttime is defined as between the hours of 11:00 p.m. and 7:00 a.m.<sup>1</sup> These time periods will be used to determine compliance as per the tables below.

**Industrial Zoned Property to Industrial Zoned Property**

	<b>Daytime 7:00 a.m. – 7:00 p.m. @ Property Line</b>	<b>Evening 7:00 pm – 11:00 pm @ Property Line</b>	<b>Nighttime 11:00 p.m. – 7:00 a.m. @ Property Line</b>
Overall Level (dBA)	55	55	55

**Industrial or Commercial Zoned Property to Commercial Zoned Property**

	<b>Daytime 7:00 a.m. – 7:00 p.m. @ Property Line</b>	<b>Evening 7:00 p.m. – 11:00 p.m. @ Property Line</b>	<b>Nighttime 11:00 p.m. – 7:00 a.m. @ Property Line</b>
Overall Level (dBA)	50	50	50

**Industrial or Commercial Zoned Property to Residential Zoned Property**

- The introduction of any potential new noise sources cannot result in an increase in broadband sound pressure levels of more than 2 dB above the existing ambient conditions at the nearest residential property line or any Sensitive Receptor; and
- The introduction of any potential noise sources cannot result in overall noise levels that exceed the following:

	<b>Daytime 7:00 a.m. – 7:00 p.m. @ any Residential Property Line</b>	<b>Evening 7:00 pm – 11:00 pm @ any Residential Property Line</b>	<b>Nighttime 11:00 p.m. – 7:00 a.m. @ any Residential Property Line</b>	<b>Evening &amp; Nighttime 7:00 p.m. – 7:00 a.m. @ Sensitive Receptors</b>
Maximum Overall Noise Level (dBA)	47	45	42	32

- 2) **Tonal Requirements** – The presence of prominent discrete tones, as defined in Section 7.3 (c) herein at any industrial, commercial or residential property line shall be considered a violation.
- 3) **Temporary Noise.** For the purposes of this bylaw, non-continuous noise restrictions apply to permanent non-residential installations and home-based businesses where noise is periodically produced. No person shall use or cause the use of any noise-producing equipment or tool (such as for construction, repair, demolition operations or equipment testing such as for emergency generators) between the hours of 7:00 p.m. and 7:00 a.m.
- 4) **Construction Noise.** Work at construction sites and in the operation of construction equipment including start-up and movement of trucks, vehicles, and machines shall commence no earlier than 7:00 a.m. and shall cease no later than 7:00 p.m., Monday through Saturday. No construction shall take place on Sundays, federal holidays or state legal holidays without the advance written approval of the Building Commissioner.

*Advisory Note* – State regulations authorize municipal police departments, fire departments, and board of health officials to enforce noise standards that are based on certain sections of 310 Code of Massachusetts Regulations (CMR), § 7, Air Pollution Control Regulations. Such regulations are distinct and separate from the Town’s zoning regulations for noise.

- b. **Investigation.** The Building Commissioner may determine that a noise source is subject to investigation, and, if it is determined to be in violation of this bylaw, may take appropriate enforcement action, including the issuance of orders requiring the development and implementation of corrective measures, and/or imposition of fines or non-criminal penalties.

If the Building Commissioner determines that an investigation is warranted, he or she or a designee, may undertake a noise study to determine if a non-compliant noise condition exists. The Building Commissioner may enlist the assistance of other Town personnel for the investigation. At the discretion of the Building Commissioner, a qualified acoustical consultant whose qualifications include Institute of Noise Control Engineering (INCE) board certification or equivalent experience may be engaged by the Town to assist in the investigation including measurements and documentation of violations. Depending on the particular site and its noise generators, the noise study may include measurements of:

- Ambient noise (Daytime, Evening, and Nighttime) and
- Operational noise levels (Daytime, Evening, and Nighttime) at the facility property line and at Sensitive Receptors located anywhere on a property that is wholly or partially located within two thousand feet of the facility property line. These operational measurements may include one-third octave band measurements to check for the prominent discrete tone condition as defined in Section 7.3(c).

**c. Noise Control, Abatement and Mitigation Plan.**

- 1) If the Building Commissioner determines that there is a violation, he or she shall order the owner or operator to come into compliance. The owner and/or operator of the noise producing use shall provide a noise control, abatement and mitigation plan to the Building Commissioner for review and approval, or otherwise bring the property into compliance with this bylaw and the order of the Building Commissioner. The plan shall address how the site will become compliant. Compliance shall be achieved through industry best practices and suitable mitigation measures. The plan shall be prepared by a qualified acoustical consultant whose qualifications include Institute of Noise Control Engineering (INCE) board certification or equivalent experience.
- 2) Special permit and site plan applicants for facilities that could potentially introduce noise may be required to conduct a background noise survey over a minimum of a 7-day period to establish noise levels at the nearest residential property lines and at the property line of any Sensitive Receptor located within 2,000 feet of the subject property for conditions at the time of application. The applicant shall make a good faith effort to secure permission from the owners of such noted properties to install the sound monitoring equipment and to provide documentation of such efforts as part of the noise survey report. The sound monitoring is to be conducted by a qualified professional acoustic testing firm, in accordance with the procedures in with the most current versions of American National Standards ANSI S12.18<sup>2</sup> and ANSI/ASA S3/SC1.100-2014/ANSI/ASA S12.100-2014<sup>3</sup>. Sound analyzers used for the background noise monitoring should be capable of collecting 10-minute and hourly L90 sound levels. Background noise levels will be determined by monitoring noise levels for at least seven days. For each hour of the day, the hourly L90 levels measured on every day of the monitoring period will be arithmetically averaged to determine a single L90 average for each of the 24 hours of the day. The background noise level for Daytime, Evening and Nighttime periods will then be determined by taking the lowest averaged hourly L90 value found in each of these time periods. The 10-minute L90 sound levels will be used to determine if any unusual activity occurred during that hour. If so, that hourly measurement will be discarded and not included in the average calculation.
- 3) If a special permit or site plan approval is required for construction or operation of any facility which could introduce noise sources into the community, once background ambient noise levels are established, an applicant may be required submit a noise control, abatement and mitigation plan during the permitting process to demonstrate that the noise levels as specified above will not be exceeded.
- 4) A noise control, abatement and mitigation plan shall use established acoustical prediction procedures and should predict noise levels at property lines as well as Sensitive Receptors. The noise control, abatement and mitigation plan shall include the concept of

“buy quiet”, which means using the quietest equipment that will meet operational requirements. The practice of using the Best Available Control Technology (BACT) shall also be employed to assure that any equipment being installed is as quiet as possible. The potential existence of prominent discrete tones as defined above shall also be evaluated and addressed.

- d. **Corrective Measures.** Non-residential uses that produce non-compliant noise must install and maintain noise reducing equipment in accordance with the approved noise control plan to meet the requirements of this section. The Building Commissioner may require the provision of reports to document ongoing noise compliance.
  - e. **Continued Noise Compliance.** Should it be determined that a facility goes out of compliance and exceeds any allowable noise limit conditions (e.g. due to equipment wear), corrective action will be required to bring the facility back into compliance which could include, but not be limited to, equipment replacement or additional mitigation steps.
3. **Vibration:** No vibration which is discernible to the human sense of feeling for three minutes or more in any hour between 7:00 a.m. and 7:00 p.m. or for thirty seconds or more in any one hour from 7:00 p.m. to 7:00 a.m. shall be permitted. No vibration at any time shall produce an acceleration of more than 0.1g or shall result in any combination of amplitude and frequencies beyond the "safe" range on the most recent edition of Table 7, U.S. Bureau of Mines Bulletin NO. 442 (U.S. Department of the Interior).
  4. **Odors:** The Building Commissioner may determine that an odor is disturbing, offensive or objectionable and is subject to investigation, and, if it is determined to be in violation of this bylaw, may take appropriate enforcement action, including the issuance of orders requiring the development and implementation of corrective measures, and/or the imposition of fines and non-criminal penalties.
    - a. **Standards** – Disturbing, offensive or objectionable odors as defined in Paragraph C. shall not be produced in any zoning district or impact any space where people live, work or assemble in a way that unreasonably interferes with the comfortable enjoyment of life or the use of property. Failure to meet either the Reasonableness Standard or the Measurement Standard listed below shall constitute a violation of this section.
      - 1) **Sensorial Reasonableness Standard** –The Building Commissioner, or designee, may determine, using only her or his sense of smell, that an odor is one which is disturbing, offensive or objectionable to a reasonable person with normal olfactory sensitivity.
      - 2) **Measurement Standards** – No disturbing, offensive or objectionable odor greater than that caused by the lowest odor detection thresholds as listed in the most recent edition of the American Industrial Hygiene Association (AIHA) Odor Thresholds for Chemicals with Established Occupational Health Standards, Reported Odor Thresholds (EG Table 6.3 in 2<sup>nd</sup> Edition) shall be permitted. Due to the potential of odorant mixtures causing more intense odors than individual odorant compounds in isolation, nothing in this Bylaw shall be interpreted as allowing for any disturbing, offensive or objectionable odors at or above the cited detection thresholds.
    - b. **Investigation.** The Building Commissioner or designee shall investigate odor complaints until determined to be without merit or resolved to the satisfaction of the Building Commissioner.
      - 1) **Assessment Area** – The Building Commissioner or designee shall investigate odor complaints for odors emanating from:



- a) Immediate Impact Zone - Any resident, occupant, or owner of property located within 1,000 feet of the property line of the property with a source generating and emitting the disturbing, objectionable or offensive odor, as measured from property line to property line.
- b) Secondary Impact Zone - A collection of complaints from five or more residents, occupants, or owners of property located within 2,500 feet of the property line of the property with a source generating and emitting the disturbing, objectionable or offensive odor as measured from property line to property line.
- 2) The Building Commissioner or designee may investigate possible odor violations upon their own initiative or at the request of Town officials or staff and shall investigate public complaints about an odor of a suspicious or dangerous nature.
- 3) If the Building Commissioner determines that an investigation is warranted, he or she or a designee, may undertake an odor observation to determine if a disturbing, objectionable or offensive odor exists. At the discretion of the Building Commissioner, a technical odor consultant may be engaged by the Town to assist in the investigation including odor observation and documentation of violations. The odor consultant shall be trained in the practices of ASTM (American Society for Testing Materials) - E679 and meet the selection criteria of EN13725 (international olfactometry standard). As a component of such investigation, measurements may be done in the field by using:
  - a) Undiluted odor field observations (i.e. sniffing) or odor sampling to be performed at a frequency, duration, and locations appropriate for the odor source under investigation and the locations of odor complaints that have been received by the Town. The purpose is to detect and assess the presence of recognizable odors linkable to a specific source in ambient air. This may be accomplished by:
    - i. Grid method of analysis - Odor hours for a geographic area of evaluation to establish an odor hour frequency measurement.
    - i. Plume method of analysis – Measurement of extent of the area where an odor plume originating from a specific odor source can be perceived and recognized under specific meteorological and operating conditions.

The following other forms of measurement may be used only as supplemental methods to evaluate persistent problems or higher intensity odors as a way to determine the severity of the situation.

- b) Field Olfactometry - A method to quantify odors in ambient air by means of a portable odor detecting and measuring device known as a field olfactometer. A field olfactometer measures odor strength and persistence using a Dilution-to-Threshold (D/T) ratio. The Dilution-to-Threshold ratio is a measure of odor concentration by determining the number of carbon filtered air dilutions needed to make the odorous ambient air non-detectable. The formula for calculating D/T with a field olfactometer is:

$$D/T = \frac{\text{Volume of Carbon Filtered Air}}{\text{Volume of Odorous Air}}$$

- c) Chemical Analysis – Instrumental methods of characterizing odor involving the identification and quantification of chemical compounds in an odor sample by means of gas chromatography coupled with mass spectrometry, analysis of hydrocarbon molecules, and analysis of single gases such as ammonia and hydrogen sulfide.
- d) Instrumental Odor Monitoring – Instruments designed to mimic human olfaction in the detection and characterization of simple or complex odors. Also referred to as electronic (E) - noses.

- e) Any other method or best practice determined to be appropriate by the Building Commissioner.
- c. **Odor Control Plan** – If, based on the investigation, the Building Commissioner determines that there is a violation, the owner and/or operator of the odor-producing use shall be required to provide an odor control, abatement and mitigation plan to the Building Commissioner for review and approval, or otherwise bring the property into compliance with this bylaw and the order of the Building Commissioner. The plan shall address how the site will become compliant and specify suitable corrective measures. Compliance shall be achieved through industry best practices and suitable mitigation measures. The plan shall be prepared by a certified environmental engineer, certified environmental professional, or certified industrial hygienist with experience in odor management, abatement and mitigation technologies. The Building Commissioner may also require the plan to include the provision of reports of ongoing odor monitoring and compliance.
- d. **Corrective Measures** - Non-residential uses that produce non-compliant odors shall be required to install and maintain odor-eliminating equipment in accordance with the approved odor control plan to meet the requirements of this section.

**E. Exemptions**

- 1) **Farming.** Impacts resulting from agricultural, farm-related, or forestry-related activities as defined by G.L., c 128, Agriculture, § 1A, as amended, and Medway General Bylaws, ARTICLE XXXI, §2 Right to Farm, are exempt from these restrictions when such activities follow generally accepted practices (G.L., c 111, §125A).
- 2) **Residential Uses.** Impacts resulting from residential activities such as but not limited to barbecues, wood stove exhaust, driveway paving, gardening, and house painting are exempt from these restrictions.
- 3) **Repair and infrequent maintenance activities.** Repair and infrequent maintenance activities such as but not limited to those for septic and sewer systems are exempt from these restrictions.
- 4) **Construction.** Impacts resulting from construction, demolition, or repair work that occurs between 7:00 a.m. and 6:00 p.m. on public improvements authorized by a governmental body or agency; utility work and repairs, and other similar work on private property pursuant to an order by a governmental body or agency for health or safety purposes are exempt from these restrictions.
- 5) **Municipal uses.** Municipal uses and other governmental entities are exempt from the provisions of this Section 7.3.

Or to act in any manner relating thereto.

<sup>1</sup> Directive 2002/49/EC of the European Parliament and Council of the European Union, 25-June-2002

<sup>2</sup> Acoustical Society of America, American National Standard ANSI S12.18-1994 (R2009), "Procedures for Outdoor Measurement of Sound Pressure Level," reaffirmed by ANSI June 15, 2009. Reference is to Method #1: General method for routine measurements.

<sup>3</sup> Acoustical Society of America, American National Standard ANSI/ASA S3/SC1.100-2014/ANSI/ASA S12.100-2014. Methods to Define and Measure the Residual Sound in Protected Natural and Quiet Residential Areas  
<https://webstore.ansi.org/standards/asa/ansiasas3sc11002014s12>

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**Voice Vote (2/3 required)**

**(2/3 Majority)**

**ARTICLE 10:** (Amend Zoning Bylaw: Battery Energy Storage Facility Moratorium)  
 To see if the Town will vote to amend the Zoning Bylaw as follows:

Amend Section 2 by adding the following new definition:

**Battery energy storage facility:** A series of containers or cabinets containing batteries and related equipment designed to store electrical energy for periodic resale to the wholesale energy market and/or other customers on the electrical grid. This includes all accessory equipment necessary for energy storage, including, but not limited to, inverters, transformers, cooling equipment, switching gear, metering equipment, transmission tie-lines, other power interconnection facilities and/or a project substation. And by inserting the following new section as Section 1.8, Temporary Moratorium:

1.8 Temporary Moratorium  
 A. Preamble

WHEREAS, the Medway Town Meeting voted on May 10, 2021:  
 “That the Planning and Economic Development Board conduct a review and study of Battery Energy Storage Systems (BESS) and engage the services of consultants and other experts as may be necessary to provide information on all aspects of the operation, safety, security, and technology of such systems, including the economic impact of a BESS facility if located in the Town of Medway, with a report to be completed by October 15, 2021 of the board’s findings and recommendations, to include but not be limited to, consideration of potential amendments to the Zoning By-Law.”

And WHEREAS, the Planning and Economic Development Board is conducting the review and study as voted by the Town Meeting, but the review and study was not completed by October 15, 2021, as a result of which, potential zoning bylaw amendments to address BESS have not been completed in time to be presented to the November 15, 2021 Town Meeting.

NOW, THEREFORE, it is proposed that a temporary moratorium be imposed in order to allow the Planning and Economic Development Board to conduct its review and study, and to propose potential zoning bylaw amendments to regulate BESS.

B. Temporary Moratorium

There is hereby imposed a temporary moratorium on the construction of any and all battery energy storage facilities in the Energy Resources (ER) zoning district effective until June 30, 2023.

Or act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**Voice Vote (2/3 required)**

**(Unanimous)**

**ARTICLE 11:** (Amend Zoning Bylaw: Schedule of Uses, Energy Resource District)  
 To see if the Town will vote to amend the Zoning Bylaw, Section 5.4, Schedule of Uses, by changing the status of the uses permitted by right (specified as Y on the table) to N (prohibited use) in Table 1 in the Energy Resource (ER) district by deleting the text indicated by ~~strike through~~ and inserting the text shown in **bold** as follows.

ARTICLE 1: SCHEDULE OF USES											TABLE 1:
	AR-I	AR-II	VR	CB	V	NC	BI	EI	ER	WI	Form-Based Districts

					C						OG VC	OG BP	OG N
<b>D. BUSINESS USES</b>													
Commercial indoor amusement	N	N	N	SP	N	N	Y	Y	Y N	Y	Y	Y	N
<b>E. INDUSTRIAL AND RELATED USES</b>													
Wholesale bakery	N	N	N	N	N	N	N	Y	Y N	Y	N	Y	N
Wholesale showroom or office, including warehouse	N	N	N	N	N	N	N	Y	Y N	Y	N	Y	N
Manufacturing	N	N	N	N	N	N	Y	Y	Y N	Y	N	Y	N
Light Manufacturing	N	N	N	N	N	Y	Y	Y	Y N	Y	N	Y	N
Research and development	N	N	N	N	N	N	Y	Y	Y N	Y	N	Y	N
Brewery	N	N	N	N	N	N	Y	Y	Y N	Y	N	Y	N

Or to act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**Voice Vote (2/3 required)**

**(Unanimous)**

**ARTICLE 12:** (Amend Zoning Bylaw: Housekeeping)

To see if the Town will vote to amend the Zoning Bylaw as follows:

Amend Section 10. Central Business District Development Standards, sub-section 10.2.D. Parking Requirements, 1. Purpose and Intent by combining subsections b. and c., and re-lettering subsection d. to c., so that it will read as follows:

1. Purpose and Intent. The purpose and intent in applying parking standards in the Central Business District are as follows:
  - a. To improve walkability by minimizing sidewalk interruptions and conflict points between pedestrians, cyclist, and vehicles on Main Street and on site.
  - b. To ensure adequate parking for existing and new development while minimizing excessive and inefficient off-street parking areas that result in lost opportunities to develop new buildings that expand business and the tax base.
  - c. To encourage the use of public transportation, bicycling, and walking as an alternative to motor vehicle use when a choice of travel mode exists.
2. Amend Section 10.2.B.1 by inserting the language shown in **bold** text as follows:
  - B. Main Street Pedestrian Frontage Zone.
    1. The Main Street Pedestrian Frontage Zone includes all properties **in the Central Business District** with frontage on Route 109 (Main Street). These frontages are prioritized for

pedestrian-oriented ground floor uses. Buildings fronting on the designated Pedestrian Frontage Zone shall be subject to the following requirements:

And to amend Section 3.5. Site Plan Review, subsection 3.5.4.J. Procedures for Administrative Site Plan Review, item 4 by inserting the language shown in **bold** text as follows:

4. If proposed activity or use requires administrative site plan review and one or more special permits, the Planning and Economic Development Board shall serve as permit granting authority for all, **except special permits under Section 5.5 Nonconforming Uses and Structures.**

And to amend Section 3.4. Special Permits, sub-section H.2 by deleting the text indicated by ~~strike-through~~ and inserting the language shown in **bold** text:

2. If 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 permitting granting authority for all, **except special permits under Section 5.5 Nonconforming Uses and Structures.**

And to amend Section 5.5. Nonconforming Uses and Structures, Sub-Section D by inserting the language shown in **bold** text as follows:

**D. Nonconforming Uses: Legally pre-existing nonconforming uses may be extended or altered, provided, that no such extension or alteration shall be permitted unless there is a finding by the Zoning Board of Appeals as the special permit granting authority that such extension or alteration shall not be substantially more detrimental than the existing nonconforming use to the neighborhood.** The Zoning Board of Appeals may grant a special permit to change or substantially extend a nonconforming use only if it determines that such change or extension shall not be substantially more detrimental than the existing nonconforming use to the neighborhood.

And to amend the definition of Outdoor Display in Section 2 DEFINITION by deleting the current definition which reads:

**Outdoor Display:** The temporary display of goods and products sold by a business establishment, located on the same premises but not including such display on any parking, delivery or loading areas, fire lanes, drive aisles, or sidewalks where less than 6 feet of sidewalk width remains for pedestrian access, or other features that could cause a safety hazard, and limited to the hours the business is open.

And replacing it to read as follows:

**Outdoor Display:** The temporary display of goods and products sold by a business establishment, located on the same premises, and limited to the hours the business is open. Outdoor displays are prohibited on any parking, delivery or loading areas; fire lanes; drive aisles; or sidewalks where less than 6 feet of sidewalk width remains for pedestrian access; or any other location that could cause a safety hazard.

Or to act in any manner relating thereto.

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

**Voice Vote (2/3 required)**

**ARTICLE 13:** (Amend Zoning Bylaw: Construction Equip./Machinery Sales, Leasing, Rentals)  
To see if the Town will vote to amend the Zoning Bylaw as follows:

By adding a new definition in SECTION II – Definitions as follows:

**Construction Equipment/Machinery Sales, Leasing or Rentals** - A facility that sells, leases, or rents any new or used construction equipment, machinery or device designed and intended for use in construction or material handling including but not limited to air compressors, air tracks, backhoes, bulldozers, compactors and rollers, cranes, derricks, ditchers, excavators, generators, graders, loaders, lulls, off-highway haulers, pavers, pile drivers, scrapers, tractors, trenchers and other material handling equipment. This use may include the maintenance and repair only of equipment, machinery or devices owned by the establishment.

And by amending Table 1 in Section 5.4 Schedule of Uses by adding Construction Equipment/Machinery Sales, Leasing or Rentals (subject to Section 7.1.3 Outdoor Storage) as a use in E. Industrial and Related Uses to be allowed by special permit only in the West Industrial Zoning District with the Planning and Economic Development Board serving as the special permit granting authority as follows:

TABLE 1: SCHEDULE OF USES													
	AR-I	AR-II	VR	CB	VC	NC	BI	EI	ER	WI	Form-Based Districts		
											OG VC	OG BP	OG N
<b>E. INDUSTRIAL AND RELATED USES</b>													
<b>Construction Equipment/Machinery Sales, Leasing or Rentals (Subject to Section 7.1.3 Outdoor Storage)</b>	N	N	N	N	N	N	N	N	N	PB	N	N	N

Or to act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD**

**Voice Vote (2/3 required)**

**(2/3 - Majority)**

**ARTICLE 14:** (Street Acceptance: Bramble, Briar, Fern, Field, Redgate)

To see if the Town will vote to accept as public ways, the following streets as laid out by the Select Board and as shown on a plan or plans on file in the office of the Town Clerk;

The Finance Committee recommends, and I move, to accept as public ways, the following streets as laid out by the Select Board and as shown on a plan or plans on file in the office of the Town Clerk;

A portion of Bramble Road (shown as Bramble Patch Way on the Plan), from its southern terminus to a point approximately 740 linear feet north;

Briar Lane in its entirety;

A portion of Fern Path from its intersection with Redgate Drive to a point approximately 200 linear feet north;

A portion of Field Road (shown as Hay Field Road on the Plan), from Howe Street to a point approximately 1,175 linear feet south;

Redgate Drive in its entirety (shown as Red Gate Drive on the Plan);

All as shown on *Subdivision Plan of Land in Medway, MASS Red Gate Estates*, dated October 14, 1986, last revised December 17, 1986, prepared by H<sub>2</sub>O Engineering Consultants, Inc. of Weston, MA, endorsed by the Planning Board on January 13, 1987, recorded at the Norfolk County Registry of Deeds as plan number 613 of 1987 in Plan Book 354 (herein referred to as “the Plan”).

And further to see if the Town will vote to accept as a gift from the Trustees of the Red Gate Estates Realty Trust of Milford, MA one parcel of land containing 1.445 acres, more or less, identified as Lot – 1 on the Plan, also known as 2 Redgate Drive (Medway Assessors Map 22, Parcel 020) for drainage and general municipal purposes.

And further to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, and to accept the deed or deeds to the Town of a fee simple interest or easements in said streets and any associated drainage, utility or other easements for said streets, and to appropriate a sum of money for this purpose and any related expenses;

And further to authorize the Board of Selectmen and town officers to take any and all related actions necessary or appropriate to carry out the purposes of this article;

Or to act in any manner relating thereto.

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

**Voice Vote**

**Motion to adjourn the meeting at 8:30 p.m.**

**TOWN OF MEDWAY**  
**VITAL RECORDS RECORDED IN THE TOWN OF MEDWAY IN 2021**

**BIRTHS**

There were 117 births recorded in the Town of Medway in 2021.

**MARRIAGES**

**JAN**

16	ERIC AVILA BLANCA G. BARILLAS	MEDWAY MEDWAY	NEW BEDFORD Morgan Proudfoot, Pastor
29	FLOR JASMIN DEL RIO STEVEN B. MICUCCI	CAMBRIDGE CAMBRIDGE	MEDWAY Maryjane White, JP

**FEB**

14	KRYSTEN M. TRINDADE MAXWELL J. WALTERMAN	FRAMINGHAM FRAMINGHAM	MEDWAY Daniel Trindade, Solemn.
----	---	--------------------------	------------------------------------

**MAR**

20	JOHN F. MILLER JODIRENE P. ANDERSON	MEDWAY MEDWAY	MEDWAY Anne Marie Andrews, JP
20	DYLAN J. BURKE EMILY D. HULAK	FRANKLIN FRANKLIN	BOSTON Zoe Hulak, Solemn.

**APR**

3	MELINDA J. CARUSO KATHRYN J. MILLER	MEDWAY MEDWAY	MILLIS Novina Avalon, Clergy
3	ASHLEE A. GIOVANELLA ALEXANDER J. HEMOND	RHODE ISLAND RHODE ISLAND	MEDWAY Debra Thayer, JP



12	BRADFORD R. COLE JOANNE M. CROWLEY	MEDWAY MEDWAY	MEDFIELD Marion Bonoldi, JP
23	GREGORY I. PEREZ-LEGON OCMARLYN B. GIL-MEDINA	MEDWAY MEDWAY	MEDWAY Charlene Tingley, JP
MAY			
8	GOKCER M. DARICILAR GIZEM YALCINKAYA	MEDWAY MEDWAY	MEDWAY Robi Polikar, Solemn.
8	RYAN J. HOURIHAN LAUREN M. GUENTHER	MEDWAY MEDWAY	CANTON Alethea Boulter, Minister
8	KATE E. LAWRENCE MATTHEW F. BARDELLINI	MEDWAY MEDWAY	NATICK David Dorant, JP
20	PHILLIP S. DEROCHE RACHEL LOPES	MEDWAY MEDWAY	SANDWICH Steve Martins, JP
21	RACHAEL B. STEINHAUER ROBERT W. JOHNSON	BOSTON BOSTON	PRINCETON Alexander Varastin, Clergy
JUN			
2	THOMAS F. MULVEY SHEILA A. JEWELL	BELLINGHAM BELLINGHAM	MEDWAY Charlene Tingley, JP
15	LARA L. PEREIRA BRANDON J. DEVEAU	MILFORD MEDWAY	MEDWAY Charlene Tingley, JP
22	LYNDA M. BANNON JOHANNA L. MADGE	MEDWAY MEDWAY	MEDWAY Stefany Ohannesian, JP
26	CORY J. JACQUES ELIZABETH A. MAHONEY	MEDWAY MEDWAY	DEDHAM Kristen Harper, Clergy

JUL

1	CARLO QILES LUZ M. GONSALEZ	MEDWAY MEDWAY	MEDWAY Stefany Ohannesian, JP
2	MEGHAN K. KINNEY TIMOTHY M. PRESTON	FRANKLIN TEATICKET	WEST BRIDGEWATER Maura E. Fields, Solemn.
25	SHAWN D. MCDONOUGH ANDREA P. MORROW	LOWELL LOWELL	ASHLAND Georgy Bezkorovainy, JP
29	AMANDA B. ADAMS PETER A. BIOCCHI	MEDWAY MEDWAY	MENDON Ronald M. Gabriel, Jr, Clergy
31	KAITLYN M. SOUDER CHRISTOPHER T. MCHUGH	MEDWAY MEDWAY	BOYLSTON Richard Martino, Clergy
31	JADE M. STRYKER DONALD A. CARLIN	RHODE ISLAND RHODE ISLAND	MEDWAY Donald Carlin, Minister

AUG

1	GINA E. VALERI NICHOLAS P. CHIOCCO	MEDWAY MEDWAY	PLYMOUTH Kenneth Overbeck, Priest
8	RYAN J. BAXENDALE KLARA L. SLADKOVA	MEDWAY MEDWAY	BARNSTABLE Damion Outar, Clergy
15	JEFFREY W. SISTO COREEN E. COOK	MEDWAY MEDWAY	PLYMOUTH Theresa Flaherty, Solemn.
23	COURTNEY E. ROBSHAW ROBERT C. WHITE	MEDWAY MEDWAY	MATTAPOISET Deborah Faith, Clergy
27	ALEX M. HOEY KADIR MAHMUTOGLU	MEDWAY MEDWAY	HARWICH Jill Meyer, Clergy

SEP

4	JOHN R. ROBINSON KRISTEN J. SULLIVAN	MEDWAY MEDWAY	CANTON Susan Egan, Clergy
15	THOMAS J. O'SULLIVAN BRENNAN K. FLAHERTY	MEDWAY MEDWAY	PLYMOUTH Eileen Bevivino-Lawton, JP
17	RIMANNU D. SAAD LAILA T. C. SCHAPER	MILFORD MILFORD	MEDWAY Stefany Ohannesian, JP
18	LESLIE A. MCAULIFFE STEVEN W. ALESSANDRO	BOSTON BOSTON	MENDON James H. Griffin, Clergy
24	NICHOLAS C. CASALI LAUREN K. THOMPSON	MEDWAY MEDWAY	WALTHAM Tulis McCall, Clergy
25	LAUREN M. ACKERLEY DANIEL R. FORTINI	MEDWAY MEDWAY	NATICK Wendy W. Mishara, Solemn.
25	MICHELLE A. MELE JOHN M. BRUSCO	MEDWAY NORWOOD	MILLIS Shannon Graham, Solemn.
OCT			
8	AUSTIN J. PORCHELLI SABRINA R. SCHEER	WORCESTER WORCESTER	MEDWAY Stefany Ohannesian, JP
16	JACLYN A. HOSKER JOSEPH D. GALLIGAN	S. CAROLINA S. CAROLINA	PRINCETON Morgan Williams, Solemn.
17	COLLEEN E. CUNNALLY SCOTT M. BIGELOW	MEDWAY MEDWAY	MEDWAY Michael Backer, JP
29	CHRISTINE E. ROBERTS CHRISTOPHER G. COIMBRA	MEDWAY MEDWAY	MEDWAY Stefany Ohannesian, JP
NOV			
18	LINDA A. BACCHIOCCHI	MEDWAY	MEDWAY

	ANDREW LEIGHTON	MILLIS	Debra Thayer, JP
DEC			
23	CHRISTOPHER M. POLLO	MEDWAY	FOXBOROUGH
	CARA H. ANNESI	MEDWAY	Rev. N. Krommydas, Priest
24	MICHAEL H. AGULNICK	MEDWAY	MEDWAY
	ANN M. CLARK	MEDWAY	Kyle Clark, Clergy
31	PATRIC J. CASTELLANOS	MEDWAY	MEDWAY
	MOLLY C. KELLY	MEDWAY	Mark J. Coiro, Priest

#### DEATHS

MONTH	NAME	RESIDENCE	AGE
JAN			
01	LUCILLE P. BOURBEAU	MEDWAY	71
03	MARTIN D. MCCAULEY, SR.	MEDWAY	93
06	MARGARET ROBINA COOK	BELLINGHAM	94
06	GLEN M. TANCK	MEDWAY	66
08	EDWARD BERNARD REILLY, JR.	MEDWAY	60
21	DONNA MARIE BROWN	HOLLISTON	69
24	MARY ANNA HUCKINS	MEDWAY	93
24	ALICE C. DESIMONE	MEDWAY	90
26	LAURENT ALBERT LEMIRE	MEDWAY	87
FEB			
01	MICHAEL JOHN HEAVEY	MEDWAY	63

06	VALERIE LOIS BERNARD	MEDWAY	84
09	BRADLEY REGINALD WALLEY	MEDWAY	73
11	ALICE VENDETTI	MEDWAY	85
17	MICHAEL P. SMITH, SR.	MEDWAY	63
18	CYNTHIA JANE GEARY	MEDWAY	71
22	FRANCINE RUTH AUTLER	FLORIDA	86
26	EARLENE M. SABIN	HOLLISTON	78

MAR

01	ELIZABETH PORTIER	MEDWAY	89
09	MARJORIE A. LUDWIG	MEDWAY	83
15	MARION AUDREY CLARK	MEDWAY	96
15	REGINA A. POWERS	MEDWAY	95
17	ANN NYGAARD	MEDWAY	63
18	ANTERO S. LOPES	MEDWAY	82
21	JAMES CALLACHAN	MEDFIELD	86
21	MARK STRASNICK	MEDWAY	71
24	ASSUNTA SPADANO	NATICK	77
26	GERTRUDE J. FURDON	MEDWAY	89
31	JACK E. DANIELS	MILFORD	94

APR

02	GERALDINE M. TIGERT	FRANKLIN	77
13	WAYNE HANSCOM BROWN	MEDWAY	82
13	CHRISTOPHER KIRBY	MEDWAY	65
13	PATRICIA IRENE CHAGNON	MEDWAY	94
20	JAMES GILBERT POCKWINSE	MEDWAY	79
25	FRANK MARTIN LOBISSER	MEDWAY	69

29	DOROTHY J. STAFFIER	MEDWAY	87
----	---------------------	--------	----

MAY

01	FLOYD PETER RINNE	MEDWAY	74
----	-------------------	--------	----

05	TOM STIAN MOLLUNG	MEDWAY	62
----	-------------------	--------	----

07	TERESA MARY O'BRIEN	MEDWAY	91
----	---------------------	--------	----

14	GIANLUCA N. DEMARTINIS, SR.	MEDWAY	51
----	-----------------------------	--------	----

21	TIMOTHY E. LYNCH	MEDWAY	59
----	------------------	--------	----

21	WILLIAM FREDERICK CONROY	MEDWAY	79
----	--------------------------	--------	----

25	MARY J. ELLSWORTH	MEDWAY	88
----	-------------------	--------	----

31	WALTER J. JOHNSON	MEDWAY	93
----	-------------------	--------	----

JUN

02	CRAIG ANDREW DRESSER	MEDWAY	66
----	----------------------	--------	----

06	SHIRLEY M. FORRESTER	MEDWAY	84
----	----------------------	--------	----

07	AUDREY LOUISE RITTER	MEDWAY	90
----	----------------------	--------	----

14	JOHN FRANCIS MILLER, JR.	MEDWAY	62
----	--------------------------	--------	----

20	PATRICIA PAULINE STEARNS	MEDWAY	92
----	--------------------------	--------	----

20	ELIZABETH ACCORSI	FRANKLIN	92
----	-------------------	----------	----

24	JOHN ALLEN LINDFELT	FLORIDA	100
----	---------------------	---------	-----

29	LEO J. LARIVÉE	MEDWAY	72
----	----------------	--------	----

JUL

01	FLORENCE MATTIA MUCCI	MEDWAY	87
----	-----------------------	--------	----

03	CAROL A. GUCFA	MEDWAY	74
----	----------------	--------	----

07	DONNA LOUISE KITT	MEDFIELD	68
----	-------------------	----------	----

10	JOGINDAR KAUR BRAR	CALIFORNIA	84
----	--------------------	------------	----

14	MARIE LOUISE CAMPBELL	NORTHBRIDGE	75
----	-----------------------	-------------	----

22	ETHEL ABEND	MEDWAY	99
24	PATRICIA JOAN DESHON	MEDWAY	83
25	WILLIAM DAVID LAMBIRTH	MEDWAY	83
28	AGNES CHERRY JOHNSON	MEDWAY	94
30	IVY LEEPER	MEDWAY	91

AUG

01	SHARON R. PROCTOR	MEDWAY	47
02	TATIANA C. WILDS	HOLLISTON	97
03	PATRICIA ANN SANSOUCY	MEDWAY	78
29	CATHERINE A. KEOUGH	MEDWAY	81

SEP

02	ANN M. PRICE	MEDWAY	75
03	WILLIAM JOSEPH CONSTANTINE	MEDWAY	87
03	CHRISTOPHER E. MARTELLIO	MEDWAY	47
08	LARRY BROOKS DICK	MEDWAY	60
10	OSWALD IARUSSI	MEDWAY	94
17	CHARLES RICHARD KIRMELEWICZ	MEDWAY	73
24	HARLAN WALTER PETERSON	MEDWAY	82
27	CLAIRE JOAN GEARY	MEDWAY	78

OCT

01	PHYLLIS W. SPILLER	MEDWAY	100
02	ROBERT JOHN WALKER	MEDWAY	85
03	PATRICIA ANNE AULENBACH	MEDWAY	73
05	WILLIAM MERLE BRESNAHAN	MEDWAY	86
06	KATHERINE E. SCOPA	MEDWAY	88

07	GERALD R. ANTHONY, JR.	MEDWAY	85
11	ALAN QUENTIN KATZ	MEDWAY	77
17	RITA MARIE MCGEE	MEDWAY	91
17	ALANA M. CONVERSE	MEDWAY	75
31	ROBERT G. LEBLANC	MEDWAY	67

NOV

05	PAMELA ELIZABETH TAYLOR	MEDWAY	73
07	CAROL A. O'BRIEN	MEDWAY	82
07	ROGER LEROY JORDAN	MEDWAY	85
07	PATRICIA ANN CASEY	MEDWAY	79
09	PHYLLIS ANN MCPHEE	MEDWAY	90
12	RURIC R. "SUSAN" ROBERTSON, JR	MEDWAY	88
15	ROSEMARIE ANNA GUENTHER	MEDWAY	93

DEC

03	ANTONIO BLAISE LALLI	HOLLISTON	82
04	ROSE MARIE ROVEDO	MEDWAY	95
07	SCOTT COURTNEY GRIMES	MEDWAY	54
19	EDWARD ARAM BIGELOW	UPTON	84
19	JOSHUA T. KINGSLEY	MEDWAY	29
21	ALICE RITA WALENSKI	MEDWAY	92
21	FRANCOIS SANON	MEDWAY	86
25	CHARLES J. HUTT	MEDWAY	65



## 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	69
Tobacco	10
Solid Waste Haulers	10
Septic Installers	19
Percolation Tests	13
Septic Repairs	11
New Septic Systems	4
Septic Abandonments	9

Septic Haulers	28
Wells	5
Animal	36
Camps	7
Body Art Practitioner	10
Body Art Businesses	3

Accomplishments for the year include:

- Conducted 2 Flu Clinics, one at the Senior Center and one at High School
- Conducted 6 Covid-19 clinics at Burke Memorial and Middle School
- Signed contract with Natick Walpole VNA
- Continuation of Tobacco Control Program compliance checks
- Continuation of the Needle/Syringe Disposal Program

The past 2 years has impacted the Medway BOH significantly. Our Health Department was faced with many critical challenges. At the beginning of the Pandemic Michael Boynton, Medway Town Manager, formed a Covid Team (Team). The team included Allison Potter, Assistant Town Manager, Katherine Bird, Human Resources Coordinator, and me. The Team met frequently, worked diligently and tirelessly on matters of Covid-19. I think Medway benefitted from this collaboration as we moved forward through all the ups and downs of the pandemic.

The Health Department also benefitted for the continuous backing of Jeffrey Lynch, Medway Fire Chief. He and his staff joined forces to implement Covid-19 clinics in effort to get more Medway residents vaccinated.

Through all these coordinated efforts I wholeheartedly thank everyone.

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

## **REPORT OF THE BUILDING DEPARTMENT**

Although the world has seen unending effects from the Covid 19 virus, the Building Department continued to provide their services to the town. 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, mechanical, insulation/energy, electrical, gas 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, 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 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
- Jerry Smolinsky, Contracted Plumbing/Gas Inspector (per-diem)
- Michael Perkins, 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, 2020 through December 31, 2020.

2020	Miscellaneous	Commercial Building	Electrical	Gas	Mechanical	Plumbing	Residential Building	Monthly Totals
JAN	10	5	41	22	9	27	45	159
FEB	4	1	54	19	1	31	50	160
MAR	2	5	39	25	7	26	62	166
APR	0	2	26	16	4	30	65	143
MAY	0	4	33	17	4	20	86	164
JUN	0	3	59	25	4	34	89	214
JUL	2	8	59	26	10	22	99	226
AUG	5	3	53	20	8	23	79	191
SEP	4	2	59	33	6	35	107	246
OCT	5	5	75	43	6	32	136	302
NOV	13	1	54	27	3	24	120	242
DEC	12	6	52	31	6	29	71	207
<b>Permit Totals</b>	57	45	604	304	68	333	1009	<b>2,420</b>

*\*Misc includes any permit that is not consistently applied for such as; request for annual inspection, trench, periodic, tent/trailer, and certificate of occupancy.*

A few of the projects that we oversaw in 2020 include; Millstone Development (55+housing project), Exelon power plant expansion and the new Medway DPW facility  
 Projects anticipated to begin or continue in 2020 include; Salmon Health Care facility, Apartment complex at 39 Main Street, Glen Brook Way, Marzilli Landscape expansion, and Timber Crest Development.

Respectfully Submitted,

John “Jack” Mee  
 Building Inspector



# Medway Police Department Annual Report 2021



Chief of Police Allen M. Tingley

## 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 law 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, through professionalism and integrity, dedicate ourselves to this mission.

## 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.

### **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 prior to the 1930s. Its current form was instituted in 1930 with Leo J. Cassidy serving as the department's first police chief from 1930-1959. The police department has grown from a handful of officers during the 1950s to a modern department of 25 sworn officers.

Four Medway Police Department student officers are currently attending the Randolph Police Academy who will be working full-time for the department as patrol officers after successfully completing the department's Field Training Program which starts after graduation in April of 2022. When fully staffed, the department consists of a patrol division made up of 5 sergeants and 14 patrol officers, a detective office consisting of one detective sergeant and two full-time detectives, one of whom acts as the departments court prosecutor and one full-time school resource officer. Most of our officers also perform specialty tasks within their assigned duties. Medway enters 2022 having seen the retirement of two veteran officers leaving the department short three officers as we also saw a veteran retirement in December of 2020. Our fourth student officer was hired in anticipation of the upcoming retirement of our chief of police.

2021 was a challenging year for the department due to the continuing disruption of the Covid-19 Pandemic, issues related to the implementation of police reform and its mandated changes and the loss of multiple experienced officers to retirement.



# Department Roster

## MEDWAY POLICE DEPARTMENT

2021

### CHIEF OF POLICE

Allen M. Tingley

### LIEUTENANTS

William Kingsbury

Matthew Reardon

### SERGEANTS

Jeffrey Watson  
Peter Fasolino

Jason Brennan

Derek Harrington  
Robert O'Neill

### DETECTIVES

Sgt. John Meincke

Lauren Swarthout

Carl Sheppard

### POLICE OFFICERS

Joseph ~~MacDougall~~(Retired)  
Ryan Ober  
William White  
Lauren Swarthout  
Ryan Kahn  
Andrew Latosek  
Katherine Sharkey

John Rojee (Retired)  
William Freitas  
Thomas Godino  
John Gasparrini  
Benjamin Leazott  
Stephen Paschal

Paul McLaughlin (SRO)  
Anthony Nigro  
Carl Sheppard  
Meghan Casey  
Christopher Bullen  
Andrew Chu

### MENTAL HEALTH CLINICIAN

Kallie Montagano

### ADMINISTRATIVE ASSISTANT

Janice Hart

### POLICE & FIRE COMMUNICATIONS

Hannah ~~Furco~~ (Supervisor)  
Thomas ~~Sicchio~~

Nicholas Cabral  
William ~~Jagliardi~~

Kerri Bishop  
Andrew Harris (PT.)

### PERMANENT INTERMITTENT POLICE OFFICERS

Thomas Hamano

### SPECIAL POLICE OFFICERS

David ~~Lambirth~~  
Kevin Brennan  
Jerry Tracy  
Barbara Trufant

Richard Malo  
William ~~Boultenhouse~~  
Michael ~~Heavey~~  
Andrew Mahan

Robert Rojee  
Donald Grimes  
Cheryl Goodspeed  
Daniel McGlynn

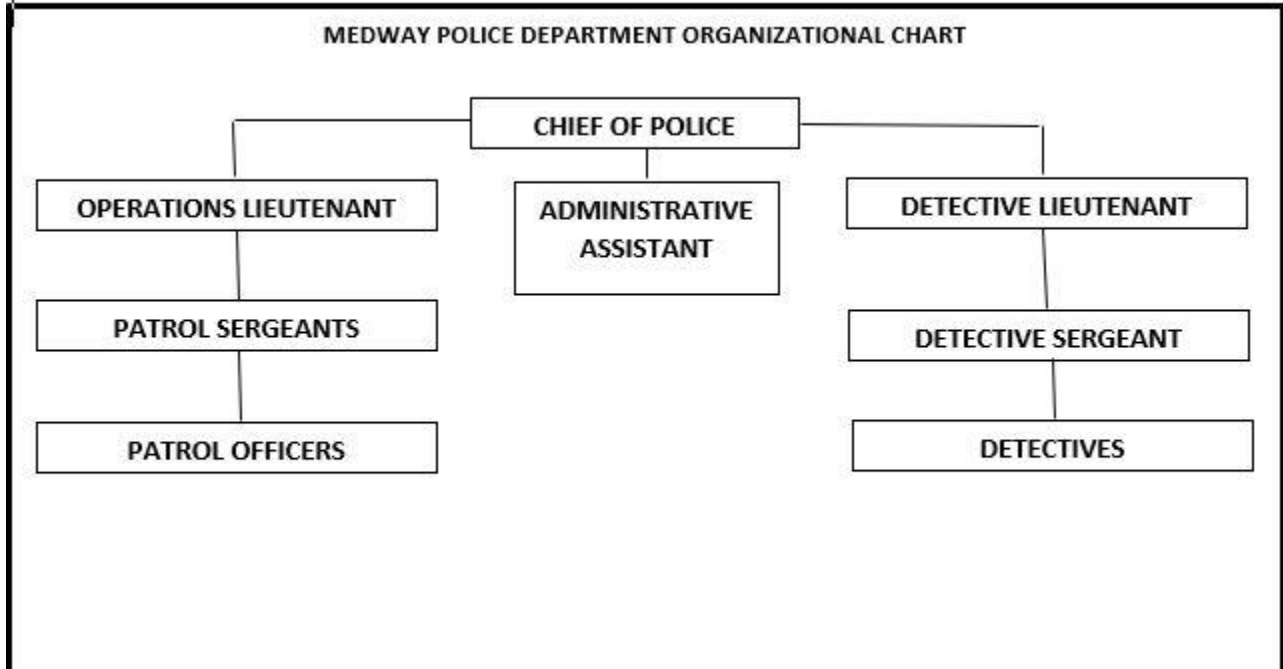
### SCHOOL TRAFFIC CROSSING GUARDS

Cheryl Goodspeed

Gale Wilcox

Richard Malo

## Organizational Chart



## Chief's 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, 2021.

While coming into the new year (2021) we were all hopeful that we were nearing the end of the Covid 19 pandemic, but along came the new Covid 19 variant that put us back into the high infection rate. We had to continue doing business under the CDC infection control guidelines to keep our officers healthy and safe and offer the citizens of town the continued outstanding service that we provide daily. As a result of the continued Covid guidelines a lot of town and community events that the police department participates in such as the annual Memorial Day parade, Medway Pride Day, Medway Day, station tours and talks were cancelled or scaled back, and the wearing of masks and social distancing became an everyday event whenever you left your residence. I am happy to report we were able to get some normalcy back into our lives in November, and we were able to participate in the annual Holiday Christmas Parade and fireworks, which was very well attended and a huge success.

We have been and are currently, working on the implementation of the Police Reform Bill that went into effect this past year. The Bill covers numerous topics and policy changes that will have to be implemented into the department's policies and procedures and all officers will need to be trained on the new policies. Some of the topics and changes deal with hiring practices, POST (Peace Officers Standards and Training) certification of all officers yearly, use of force requirements, use of de-escalation techniques prior to any use of force on an individual and internal affairs investigations and the reporting of all discipline issues to the POST Commission are just a few of the elements contained in

the bill. I am proud to report that all of our officers have met the training standards set by the POST Commission and all of our officers have been certified by the commission for the year.

During the year the department applied for, and received, a grant from the Massachusetts Statewide Emergency Telecommunications Board (911 Training) for \$42,577, along with an additional \$10,000 training grant. We also applied for and received an EMPG Grant from the Massachusetts Emergency Management Agency totaling \$3,500 to be used to purchase four portable stop signs and stands. We applied for and received grant funding from the Executive Office of Public Safety, for \$20,000 for various traffic enforcement initiatives in the spring and were awarded \$30,000 in the fall.

I am pleased to report that, as a result of the generous contributions from citizens and businesses within the town, and our continued working relationship with the Medway Housing Authority, Medway Senior Center and Shaw's Supermarket, we were able to continue the Medway Police Holiday Funds tradition of supplying families in need with meals on Thanksgiving and Christmas.

Officers continued to attend 40 hours of mandated in-service training. The training classes consisted of legal updates, first aid, CPR/Defib, defensive tactics, Domestic Terrorism, Implicit Bias, Responding to Pandemics and other similar emergencies, Police Pursuits. Officers also attended various specialized training classes throughout the year. Officers qualified in-house with their duty firearms, less lethal shotguns, patrol rifles, OC and tasers.

The department underwent some significant personnel changes during the year. Sergeant Stephen Mitchell, Officer John Rojee and Senior Patrol Officer/ Elders Affairs Officer Joseph MacDougall all retired from the department. I want to thank the three officers for their many years of dedicated service to the police department and wish the three officers a healthy and happy retirement.

Detective Robert O'Neill was promoted to the vacant Police Patrol Sergeants position, Sergeant John Meincke was promoted to the rank of Detective/Sergeant, Officer Lauren Swarhout was promoted to the open full time detective position and Officer Carl Sheppard was promoted to the open Court Prosecutors/Detective position.

To backfill all the retirements and promotions, we appointed four new police officers.

Police and Fire Communication Officer Andrew Latosek was promoted to a Full Time Police Officer and Stephen Paschal, Katie Sharkey and Andrew Chu were all hired to fill our three additional patrol positions. All four student officers are currently enrolled in the Randolph Regional Police Academy and will graduate in April of 2022.

Chief Allen Tingley also informed the Town Manager and members of the Select Board of his intent to retire from the Police Department after 45 years of service with the Town of Medway, effective July 5<sup>th</sup>, 2022.

This year also brought great sadness to the department with the passing of retired Police Chief David Lambirth who served 36 years with the Medway Police Department and twenty-two years as Chief of the Department. Chief Lambirth will be missed by all who knew him and worked with him.

Our department lost another valuable member of the Department in February 2021, with the sudden passing of Reserve Officer Michael Heavy. Michael served our department for over 20 years. Michael

was a very dedicated and hardworking member of our reserve force, who could be counted on to respond whenever needed. Michael will be missed by all who knew him and worked for him.

Once again, throughout the year, we had several occasions to send out telephone emergency notifications to our residents using Blackboard Connect, the Town's emergency telephone notification system. I would like to encourage anyone who has not yet signed up to participate in this system to please do so. The links to sign up for this system can be found on the Medway Police Department web site ([www.medwaypolice.com](http://www.medwaypolice.com)) and the Town of Medway's web site

([www.townofmedway.org](http://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.

I would like 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 often these activities are actually crimes in progress. Reporting suspicious activity can help deter and reduce crime and acts of vandalism as well as keep your home, family, and fellow citizens as safe as possible. Please remember, if you see or hear something that makes you feel uneasy or suspicious, call the police.

In closing, I offer my sincere thanks to Town Manager, Michael Boynton, the five members of the Select Board and 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 like to 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

## 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 are 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. Critical policies are available for viewing at <https://www.townofmedway.org/police-department/pages/policies>.

The POST Commission has been tasked with developing policy standards and accreditation/certification mandates. These standards have not yet been produced but will have an impact on department policy & procedure in the future.

## Crime Statistics: Part 1 Offenses

The FBI designates certain serious crimes as Part 1 Offenses for tracking purposes which are broken into violent crimes and property crimes. The Medway Police Department submits monthly crime reports to the FBI through NIBRS (National Incident Based Reporting System). Medway PD began reporting through NIBRS in the late 1990s. NIBRS became mandatory for all departments in 2021. Not all crimes are reported through NIBRS. Part 1 Offenses are the most serious crimes which include:

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

### Murder

Medway did not have any reported murders during 2021.

### Rape/Sexual Assault

Medway PD investigated ten reported rapes, sexual assaults and child sexual assaults during 2021 however none of these was reported as part one crimes for various reasons. Very little information can be shared regarding these types of crimes as such information is shielded by Mass General Law Chapter 41 § 97D.

### Robbery

Medway investigated one robbery during 2021 which involved an attempted carjacking at gun point. Two suspects were identified, arrested, and charged.

## Aggravated Assault

An aggravated assault is an assault and battery which causes serious bodily injury or was committed with a weapon of some type. There were two aggravated assaults reported to the Medway Police Department during 2021, one involving a car used as a weapon and the other involving a knife. Charges were brought in both instances.

## Burglary

There was one reported burglary during 2021 which resulted in charges being filed after an investigation. A burglary is a nighttime breaking and entry to a residence. Daytime Housebreaks and commercial breaks do not meet the definition of a burglary and would not be reported as a part-one crime.

## Larceny-Theft

There were twenty-one reportable larcenies during 2021 which matched the number from 2020.

## Arson

There were no reported arsons during 2021.

## Motor Vehicle Theft

There were 2 reported Motor Vehicle Thefts during 2021. There were none during 2020.

## Arrests

Medway officers made forty-one arrests during 2021 a decrease of 35% from the previous year. The primary offenses are listed below. Certain misdemeanors, which in the past would result in an arrest, are now handled via the summons process. The listed charges were the most serious involved in each incident. Multiple charges are often filed on individual suspects related to a single incident.

Arrests Warrants	11
Domestic Assault & Batteries	10
Operate Under the Influence	6
Operate after Suspension/Revocation	4
Operate without a License	4
209A Restraining Order Violations	1

Attempted Murder	1
Open & Gross	1
Fugitive from Justice	1
Sex Offender-Fail to Register	1
Threats	1

## Criminal Complaints

Medway officers filed 119 applications for criminal complaints during 2021 which were nine more than were filed during 2020. The primary offenses are listed below:

Operate After Suspension/Revocation	30
Operate without a License	17
Domestic Assault & Battery	10
Larceny	6
Negligent Operation of MV	6
Destruction of Property	6
Leaving the Scene Property Accident	3
Larceny of MV	3
Assault & Battery	3
Disorderly Conduct	3
Uttering	3
Operating Under the Influence	2
209A Violations	2
Carjacking	2
Breaking and Entry of Motor Vehicle	2
False 911 Call	2
Furnishing Alcohol to a Minor	2
Threats	2
Operate Unregistered/Uninsured	1
Town By-Law Violations	1
A&B by means of a Dangerous Weapon	1
Aggravated Assault & Battery	1
258E Violation	1
Breaking & Entry	1
Indecent A&B on a Child	1
Intimidation of a Witness	1
Junior Operator Violation	1
Lewd & Lascivious Behavior	1
Motor Vehicle Homicide	1
Possession of Illegal Narcotics	1
Possession with Intent to Distribute	1
Unlawful Possession of a Firearm	1

Assault by Means of a Dangerous Weapon	1
Aggravated Assault	1

## Scams

Eight completed scam attempts resulted in the loss of \$106,649.99 by Medway residents during 2021. There were thousands of scam attempts which were unsuccessful. Scam attempts are very difficult to investigate and retrieving stolen cash near impossible due to the anonymity afforded to individuals operating on the internet. Scammers use untraceable financial tools such as Apple I-Tunes Cards and wire services like Western Union and Money Gram for collect cash from unsuspecting individuals.

The scams were saw most frequently were:

- Pop-up ads (airline tickets, computer “hack” fixes, fake pornography alerts)
- On-line job postings/Advanced fee (send first “paycheck” upfront-too much-send back the balance-check is fake)
- Phony Police Investigations/Warrants (FBI, IRS, Sheriffs)
- Family Imposters (Grandchild, sibling in trouble needs cash)
- Advance Fee on-line sales (send a check for too much money-ask to send the balance back-check is fake)
- Amazon Scam (Person claims your Amazon account has been hacked)

All scams have one thing in common. The victim must send money to the scammer via unconventional means. Always contact the police department at 508-533-3212 for advice before wiring money or buying pre-paid cards if someone asks you to. Double check with relatives who are supposedly in trouble. Educate yourselves and your friends and relatives regarding how scams work so that you don’t fall prey to sophisticated scammers. Education is our best defense. Most people now recognize a scam when they see one but those who are not internet savvy may not be aware that these scams are out there. Spread the word.

The FBI maintains a website outlining the most common scams we see. Please take a look and be familiar with them.

<https://www.fbi.gov/scams-and-safety/common-scams-and-crimes>

## Calls for Service

A call for service can be generated several different ways. Calls can come in via 911, business phone, walk-ins, the Medway Police Department email tip 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 an individual officer’s self-initiated observations and actions. This report will break down calls for service into non-discretionary and



discretionary categories. Non-Discretionary calls for service are requests for assistance that officers are mandated to respond too. Discretionary calls are self-initiated pro-active activities such as traffic enforcement and community policing activities. Some logged calls are classified as administrative in nature and are not reflected in the below totals.

<b>MEDWAY POLICE CALLS FOR SERVICE 2021</b>			
<b>YEAR</b>	<b>TOTAL</b>	<b>NON-DISCRETIONARY</b>	<b>DISCRETIONARY</b>
2016	10,902	8331	2571
2017	12,511	8538	3873
2018	13,191	8625	4566
2019	13,209	8292	4917
2020	13,666	7962	5698
2021	15,101	7723	7378

## Medway Police Records Management System

### Police Investigations & Assistance- Criminal and Non-Criminal 2021

The Medway Police Department uses the PAMET System to maintain records related to calls for service and administrative tasks. The system originally went on-line in April of 1997 and was last replaced during June of 2004. The system is approaching it's end of life. The department is in the process of replacing PAMET with a modern system which will be more efficient for data entry and which will have superior analytical abilities. The following table lists the Incident types by number which were logged during 2021. The numbers don't always match other tables and data as Incident Types don't always accurately reflect everything that happened during a particular incident. Incident Types tend to list how a call was received and data was originally entered into the RMS system. Final outcomes may reflect a different type of incident.

209A Emergency Request	5	258E Vacated	2
209A Modified	49	258E Violation	1
209A Received	27	911 Accidental	441
209A Request	1	911 Hang-up	89
209A Service	49	911 Transfer	186
209A Vacated	8	MVA Animal	10
209A Violation	11	MVA Injury	33
258E Emergency Request	1	MVA Leave the scene	28
258E Modified	2	MVA No Injury	166
258E Received	5	MVA Not Investigated	14
258E Service	5	Accident Other	5

MVA Pedestrian	3	JDC	79
Alarm	222	Keep Peace	22
Ambulance	1171	Larceny	34
Ambulance Mutual Aid	211	Larceny-Vehicle	2
Overdose	7	Larceny by Check	3
ACO	262	Larceny by Credit card	6
Harassing Calls	2	Larceny from MV	2
Arrest-Felony	2	Lockout	97
Arrest OUI	3	Lost or Stolen	47
Assault or A&B	11	Message Delivery	7
Assist Elderly	10	Missing Child	17
Assist Other PD	97	Missing Child Located	11
B&E MV	20	Missing Person	7
Breaking and Entering	16	Missing Person Located	7
By-Law MV	1	MV Abandoned	2
By-Law violation-Other	1	MV Disabled	136
Civil Complaint	10	MV Erratic Op	149
Community Policing	152	MV Violation	1066
Court Duty	3	Mutual Aid-Metro LEC	22
Cruiser Maintenance	82	Neighbor Dispute	19
Disinvitation	6	No Incident Type assigned	1
Disorderly Person	2	Notice to All	52
Disturbance	129	Officer Injured	7
Domestic Dispute	69	Officer Request	359
Elder Affairs	3	Open Door	11
Fight in Progress	6	Parking Violation	48
Fire-Alarm	334	Pistol Permit	333
Fire-Alarm maintenance	102	License to Carry Firearms	215
Fire-Brush	6	Firearms Identification Cards	6
Fire-Investigation	257	Power failure	7
Fire-Mutual Aid	62	Prisoner Information	1
Fire-Natural Gas Leak	16	Process Serving	19
Fire-Structure	20	Project Life Saver	1
Fire-Vehicle	2	Property-Damage-Private	29
Fireworks Complaint	22	Property Damage-Municipal	7
Follow-up Investigation	178	Property Received	85
Funeral Escort	20	Property Released	59
General Information	96	Radar Board	13
General Service	79	Radar Requested	31
Gun Shots Reported	4	Repossession	2
Harassment	20	Road Hazard	99
Identity Fraud	56	RUOK	7
Illegal Dumping	4	Safety Hazard	16
Investigation	20	Safety Officer	14

Section 12	27	Well-Being Check	115
Section 35	6		
Security Checks	6426	Wires Down	86
Sex Offender Registration	4	Witness Intimidation	3
Sexual Assault	10	A&B on Family Household Member	7
Shift information	1439	A&B With a Dangerous Weapon	2
Shoplifting	1	Abuse Prevention Order Violation	6
Sick Day	130	Alcohol from an Open Container	1
SRO Activity	45	ARREST Operating Under the Influence	6
Sudden Death	3	Assault/Dangerous Weapon	2
Suicide Attempt	2	Assault or A&B	2
Suicide Threat	5	A&B Dangerous Weapon	1
Summons Service	7	Assault Aggravated	1
Surveillance by PI	4	Assault on Family/Household Member	9
Suspicious Activity	158	Attempt to Commit a Crime	2
Suspicious MV	165	B&E Daytime-Putting in Fear	1
Suspicious Person	51	B&E Daytime -Felony	1
Threatening	13	B&E Nighttime-Felony	1
Traffic Control	45	Burglary-Unarmed	1
Traffic Counter	17	By-Law Violation-Other	5
Traffic Enforcement	1143	By-Law Violation-Solicitor	5
Training	5	Carjacking	2
Transportation	51	Conspiracy to Violate Drug Laws	1
Tree Down	44	Disorderly Persons	8
Truant Child	3	Domestic Strangulation	1
Unauthorized Use	2	Fugitive from Justice	1
Unwanted Party	4	Kidnapping	1
Vacation Check	25	Larceny from a Building	1
Vandalism	15	Operating After Suspension/Revocation	31
Warrants	70	Operating Without a License	29
Water Dept	15	Operating under the Influence	10
Weather Change	6	Resisting Arrest	1
Motor Vehicle Violation Actions (Verbal, CMVI, Criminal, Arrest)		1989	
Motor Vehicle Crashes (No Injury)		174	
Motor Vehicle Crashes (With Injury)		20	
Motor Vehicle Crashes involving Animals		10	
Motor Vehicle Crashes (Fatal)		1	
Motor Vehicle Crashes (Leaving the Scene)		28	
Motor Vehicle Crashes (Reported-Not Investigated)		15	
Motor Vehicle Crashes (Pedestrian)		3	

Property Stolen (Value)	\$166,021.49
Property Recovered (Value)	\$44,350

## Mental Health Calls

Medway Police officers responded to 121 incidents involving some type of mental health crisis evaluation during 2021, an increase of 15 over the previous year.

The Medway Police Department strives to ensure successful interactions between police officers and persons affected by mental illness. The Medway Police Department has pledged to meet the standards of the International Association of Chiefs of Police One Mind Campaign which has developed a four-part strategy to ensure our best opportunities to meet our goals in this area.

- ***Strategy One: Establish a clearly defined and sustainable partnership with one or more community mental health organizations.***

Medway PD, in cooperation with the Town of Franklin Police Department, partnered with Advocates Inc. of Framingham during late 2018 to create an embedded mental health clinician Jail Diversion Program. Prior to this, Medway Police officers conducted mental health triage on the street in response to these calls. Officers would frequently resort to arrest or in-voluntary hospitalizations as the primary means of dealing with some mental health affected behaviors.

The co-responder model features a mental health clinician who rides with officers and responds to calls involving a mental health component to make a higher-level evaluation of persons involved in these incidents. Medway shares a single mental health clinician with the Franklin Police Department. When the clinician is on-duty she responds to all mental health calls. When she is not on duty, officers conduct mental health triage as before or Riverside Mental Health services is contacted, and our clinician will follow-up as needed. Our clinician also responds to non-crisis calls to evaluate, provide services, and advice.

During 2021 Medway PD's JDP Clinician conducted mental health evaluations and did non-traditional evaluations of persons in crisis. Her evaluations resulted in her issuing MGL 123 § 12 involuntary hospitalization orders, her diverting individuals from arrest to the emergency room for mental health treatment and diverting individuals who would have been involuntarily hospitalized from being so as she conducted full evaluations on-scene herself. Our clinician was also often available to assist with emotional situations outside her traditional mental health evaluation role such as in situations of sudden death, overdoses, mental health consultations with loved ones, and with ongoing domestic related situations.

During 2021 our clinician:

- Conducted 170 Interventions
- Conducted Evaluations which led to 6 Arrest Diversions
- Conducted 19 Evaluations which led to Emergency Department Diversions

Medway PD also partners with Community Impact of Milford, a community mental health counseling practice that specializes in substance abuse and behavioral issues. There is more information regarding Community Impact in this document's section on the Opioid Crisis.

- ***Strategy Two: Develop and implement a model policy addressing police response to persons affected by mental illness.***

A model policy regarding responding to incidents involving mental illness went into effect on November 1, 2018 replacing the previous existing policy. The policy was developed by the International Association of Chiefs of Police and mental health professionals adapted to the Commonwealth of Massachusetts and the Town of Medway Police Department. The policy authorizes diversion from arrest to hospitalization when appropriate as this is a necessary tool for our officers to effectively respond to these difficult calls. The policy is a public record and available for inspection at:

[https://www.townofmedway.org/sites/g/files/vyhlf866/f/pages/42k\\_handling\\_the\\_mentally\\_ill\\_2018.pdf](https://www.townofmedway.org/sites/g/files/vyhlf866/f/pages/42k_handling_the_mentally_ill_2018.pdf)

- ***Strategy Three: Train and certify 100 percent of the agency's sworn officers and selected personnel by providing Mental Health First Aid Training.***

Currently, 100% of Medway's sworn-full time officers have received Mental Health First Aid which is a skills-based training course that trains participants regarding mental health and substance abuse issues. As new officers are sworn in, each will receive this training.

**Strategy Four: Provide Crisis Intervention Team (CIT) training to 20% of the department's sworn staff.**

Currently 50% of the department's sworn officers have received CIT training far exceeding the goal of the One Mind Program. More officers are scheduled to receive this training during 2022. This training is imperative as the department strives to improve its response to mental health related calls for service. As more training becomes available, the department will expand its base of crisis response trained officers.

This link will tell you more about the One-Mind campaign:  
<https://www.theiacp.org/projects/one-mind-campaign>

## Domestic Violence

Domestic Violence is abuse of a family or house-hold member. House-hold members are defined under the law as persons who are or were married to one another, persons who are or were residing together in the same household, persons who are or were related by blood or marriage, persons who have a child in common regardless of whether they have ever married or lived together, or persons who are or have

been involved in a substantive dating or engagement relationship. This includes relationships involving an individual or individuals who identify as gay, lesbian, bisexual, or transgender.

Abuse is defined as causing or attempting to cause physical harm, placing another in fear of imminent serious physical harm or causing another to engage in involuntary sexual relations by force, threat of force or duress.

Medway Police Officers responded to 69 domestic violence related incidents during 2021 which resulted in 20 individuals being charged with Domestic related offenses and a further 3 with violations of 209A Protective Orders.

During the year, Medway assisted 9 victims with obtaining emergency restraining orders. Medway also received 27 209A orders directly from the court.

The Medway Police Department appointed a dedicated Domestic Violence Officer during 2019 who is tasked with conducting DV investigations, following up with victims, reviewing previous histories, opening new investigations on past unreported instances of domestic violence, auditing restraining orders, tracking court cases, and assisting victims at court. Any person with questions regarding domestic violence can seek information from the department at any time. Persons who wish can set up an appointment with our Domestic Violence Officer as well via 508-533-3212.

## Opioid Crisis

Medway has seen a drop in reported opioid overdoses from **16** in 2018 to **11** during 2019 and **7** during both 2020 and 2021. Medway had no fatal overdoses during 2021. Medway is a member of the Safe Coalition which is a regional coalition which provides a pathway to support, education, treatment options and coping mechanisms for those affected by substance use disorder. Medway police officers are able to meet with and provide resources and assistance to those seeking detox and treatment as well as those wish to help another in crisis.

The Medway Police Department partners with Community Impact of Milford, a mental health counseling practice which works with youth, adolescents, young adults and families to make positive change in their lives. Community Impact will assist persons with substance use disorder to obtain treatment. Medway Police Department has two officers dedicated to post drug overdose response. They will meet with those who've suffered an overdose and/or their families to assist with obtaining treatment through the Community Impact Program.

Medway has a three-tiered plan to combat the Opioid crisis. Education, services, and enforcement. Medway officers will assist anyone who is seeking treatment and will help educate anyone as to their legal and/or treatment options with information. Medway also investigates reports of illegal narcotics distribution to disrupt the flow of dangerous drugs into our community.

Medway officers carry Narcan and are trained in its use. Narcan is a nasal spray medication used to treat suspected Opioid overdose.

Medway has long accepted the drop-off of illegal drugs for destruction with no penalty to the individual(s) seeking to turn the narcotics in. If an individual seeks to dispose of illegal narcotics while simultaneously seeking assistance with treatment options, they are welcome to come to the Medway Police Department and we will help identify available resources.

Medway provides a prescription drug disposal bin for 24-hour service which is in our lobby. The goal is to give individuals the opportunity to dispose of unused prescription medications in a safe manner. We also have a needle drop off bin for safe disposal and we encourage all to make use of it rather than disposing of needles in a manner that may lead to injury to another.

## Motor Vehicle Crashes

The Medway Police Department recorded 251 Motor Vehicle Crashes in 2021. This was an increase of 19.52% over 2020. The increase in numbers can be attributed to the end of COVID-19 lockdowns and people returning to in-person workplaces. There is an identifiable national trend of an increase in risky driving since the start of the COVID-19 pandemic. An examination of the crashes which occurred in Medway do not appear to show that as a major cause in our increase.

There were 20 crashes which resulted in injuries, the same number which occurred during 2020. There was one fatal crash last year which resulted in the death of one individual. There was one during 2020. Leaving the scene crashes increased from 23 to 28. Animal crashes dropped from 19 to 10. Pedestrian crashed decreased from 5 to 3.

The streets with the most crashes were:

Main	88
Milford	30
Village	27
Holliston	23
Summer	11
Winthrop	9

No other streets had more than two crashes during 2021.

The intersections with the most crashes were:

Main & Holliston	8
Main & Milford	5
Winthrop & Lovering	4

### **Most Often Determined Cause**

Rear End Crashes	59
Minor Parking Lot Collision	41
Fail to Yield/Stop	39
Single MV left Roadway	26
Struck Animal	10

***\*Note: We are seeing increasing numbers of crashes caused by people trying to be courteous waving people out into traffic or to make turns where those people do not have the right of way. Unless traffic is stop and go, stopping to wave people in or out is very dangerous. Please follow-up the right of way. Most drivers are expecting you too and some who are waved out are counting on the waver that it is safe. Often it isn't. We are seeing rear end crashes and fail to yield crashes caused by attempts to be courteous.***

## Traffic Enforcement

Medway has worked to increase traffic enforcement efforts over the last few years in response to concerns expressed by our residents and town officials. Officers are tasked with making stops when they observe traffic violations while on patrol, with setting up traffic enforcement posts in targeted areas when workload allows, and via specialty patrols funded by grants from the Massachusetts Executive Office of Public Safety & Security. Medway received a Municipal Traffic Safety Grant in October of 2021 in the amount of \$30,000 which will be used to fund traffic enforcement efforts during five target periods between December 2021 and September 2022.

Traffic enforcement is a discretionary activity. Officers engage in traffic enforcement when non-discretionary calls for service are low. Stationary traffic posts increased 38.5% over 2020. Posts during 2021 increased 939% over 2016 showing the change in direction over the last six years. Medway assigns traffic enforcement posts based on crash rates, traffic data studies and complaints generated by residents and motorists.

<b>MEDWAY POLICE TRAFFIC ENFORCEMENT POSTS</b>			
<b>YEAR</b>	<b>NUMBER</b>	<b>% INCREASE</b>	<b>CITATIONS/VERBALS</b>
2016	110	NA	1293
2017	255	131%	2217
2018	449	76%	3063
2019	767	70%	2785
2020	825	7%	1861
2021	1143	38.5%	1989

The most Frequent Traffic Posts were located at:



Village Street:	206
Main Street:	188
Winthrop Street:	156
Holliston Street:	67
Adams Street:	62
Clark Street:	61
Milford Street:	54
Oakland Street:	47
Coffee Street:	47
West Street:	43

## Training

The Medway Police Department believes that continuous training is of the highest priority for our officers. All full-time officers are graduates of a Massachusetts Police Training Council Police Academy. Each officer receives a minimum of 40 hours in-service training each year where mandatory subjects such as Legal Updates, Domestic Violence, CPR/First Responder, Use of Force, Defensive Tactics, Response to the Mentally Ill, Officer Wellness and Implicit Bias are updated each year.

In addition to this training, the Medway Police Department conducts in-house policy training, use of force training, Taser training, less lethal weapons training, firearms training and scenario training. The department typically conducts active shooter training in-house including a joint training exercise with Medway Fire/EMS each April where Active Shooter/Hostile Event Response plans are practiced in a stressful environment. Unfortunately, the past two year's training was cancelled due to the Covid-19 Pandemic.

Medway officers also attend outside specialized training frequently to close training gaps and fill identified needs. During 2022 our officers attended many trainings including:

POST Commission Internal Affairs	(1)
Basic Motor Vehicle Crash Investigation	(3)
Advanced Motor Vehicle Crash Investigation	(1)
Advanced Motor Vehicle Crash Reconstruction	(1)
Advanced Criminal Procedure	(1)
ARIDE	(4)
Conducting Background Checks	(2)
BEERS	(5)
OAT Manager	(2)
CIT Training	(6)
CIT Advanced	(2)
Civil Rights Officer Training	(1)
Crisis Negotiations	(3)

Cryptocurrency Investigations	(1)
De-Escalation for Supervisors	(16)
De-Escalation Strategies	(11)
Dust & Bust	(5)
Evidence Room Operations	(2)
Fair & Impartial Policing	(6)
FBI-LEEDA Supervisor Leadership Institute	(7)
Roger Williams first-Line Supervisor School	(1)
MPTC Front-Line Leadership School	(3)
FTO Certification	(3)
Health & Wellness Instructor Cert	(1)
Human Trafficking Instructor	(1)
Investigating Domestic Strangulation	(1)
Instructor Development-Mentally Ill	(1)
Juvenile Law	(2)
Media Relations	(1)
Law Enforcement & Society	(1)
Leadership during uncertain times	(1)
Ma Civil Rights Symposium	(1)
Motor Officer School	(2)
NASRO SRO Cert	(2)
NASRO SRO In-service	(3)
National Cybercrime Conference	(4)
Officer-in-Charge	(7)
Police Law & Liability	(1)
Police Reform for Supervisors	(6)
Post Promotional Suicide Prevention	(1)
Race Relations Immersion School	(1)
Raid Planning	(2)
Report Writing for Supervisors	(3)
Restoring Body/Brain Connection	(1)
Sex Assault Investigation School	(6)
Search Warrant Preparation	(1)
Secret Service Digital Evidence School	(1)
Secret Service Social Media Investigation	(1)
MIIA Police Reform	(1)
Strategic Planning for Police Agencies	(1)
Street Level Narcotics Investigation	(1)
Stress Resiliency Coordinator	(1)
Use of Force Summit	(1)
Commercial Weights Enforcement	(2)

## Use of Force

Medway Police officers are required to complete secondary reports for any use of force involving the use of lethal or less lethal tools, the pointing of a firearm at a suspect, and for any reported injuries or complaints of injuries. Medway Investigates all use of force incidents which meets the reporting threshold. Medway officers did not use any reportable levels of force during 2021.

Medway placed 41 individuals under arrest, 27 into involuntary commitment under MGL 123 § 12, 5 were taken into custody on warrants of apprehension issued by the courts under MGL 123 § 35, and 7 were placed into protective custody for incapacity for narcotics use. Medway officers also seized 119 people were later released with summons.

This is less than one percent and extraordinary testament to the skills and dedication of our officers. Seven percent force usage in custody situations is considered an outstanding national standard to meet. Our officers through training, education, commitment to de-escalation and proper tactics greatly exceeded that goal this past year. Additionally, our officers issued one hundred and ten criminal summonses during 2021 none of which resulted in any use of force. That Medway officers were able to seize and reach successful resolution of 199 individuals without once having to use a reportable level of force and without one individual suffering any injury is a testament to our officers' commitment to de-escalation, proper tactics, fairness and to their training and supervision.

Over the last two years there has been incidents involving 416 individuals either being placed in custody or issued summonses with only one reportable use of force occurring. The report was filed due to a suicidal individual scraping his knee when he was tackled in the act of trying to harm himself.

During this same time, our officers have taken multiple armed individuals into custody as well as individuals who have engaged in violent behavior. They have de-escalated many volatile incidents successfully.

Medway participates in the FBI's national use of force data collection project. The project collects data related to the use of lethal force or a serious injury resulting due to the use of force. Medway PD submits reports monthly. Medway filed 12 zero monthly reports during 2021 for the fourth year in a row as no use of force incident reached the minimum reporting standards.

## BIPOC/Racial Data

Policing had changed in many ways since 2014 illustrated by the recent passage of reforms in Massachusetts in response to well-known national impact incidents and systemic racial issues which demand a change in police accountability and transparency. Medway PD has made several changes related to the collection of racial data which will allow for analysis and response to observed issues. This information is being provided to the public as well.

On-View incidents are investigations initiated by officers. Reported are investigations which are the result of reports responded to by officers. The information below lists whether an incident was on-view or the result of a report, the criminal charge or warrant, and the reason for the stop in cases of motor vehicle charges and whether the individual is a resident. In instances where "Unknown" is listed, the officer had no interaction with the subject of the complaint as such they have not been able to perceive the individual's race or ethnicity.

Racial or ethnic identification is a matter of the perception of the involved officer. Officers must indicate a race/ethnicity on all citations however the officer must record the race based on his or her perception.

### **ARREST INFORMATION**

Total: 41

White: 36

Hispanic: 3

Black: 0

Asian: 2

Middle Eastern: 0

Hispanic Arrests: 1. Warrant & Operating without a License  
2. Warrant & Operating without a License  
3. Fail to Register as a Sex Offender

Asian Arrests: 1. Domestic Assault & Battery  
2. Operating Under The influence of Alcohol

### **CRIMINAL COMPLAINT INFORMATION**

Total: 119

White: 84

Hispanic: 22

Black: 7

Asian: 1

Middle Eastern: 1

Unknown: 2

### **Criminal Complaints Issued to Hispanics**

1. On-view/Operate After Suspension/Random Query/Non-resident
2. Reported/Larceny/Non-resident
3. Reported Crash/Operate without a License/Non-resident
4. Reported Crash/Operate without a License/Non-resident

5. Reported/Larceny of a Motor Vehicle/Non-resident
6. On-view/Operate After Suspension/Hands-Free Violation/Non-resident
7. On-view/Operate After Suspension/Speeding/Non-resident
8. Reported Crash/Operate without a License/Non-Resident
9. On-view/Operate without a License/Speeding/Non-resident
10. On-view/Operate without a License/Speeding/Non-resident
11. On-view/Operate without a License/Hands-Free Violation/Non-resident
12. On-view/Operate after Suspension/Speeding/Non-resident
13. Reported/Uttering a False Prescription/Non-resident
14. Reported/Furnishing Alcohol to a Minor/Resident
15. On-view/Operate after Suspension/Hands-Free Violation/Resident
16. Reported/Operate without a License/Leaving the Scene/Non-resident
17. Reported Crash/Negligent Operation/Non-resident
18. On-view/Operate without a License/Speeding/Resident
19. Reported Crash/Operate without a License/Non-resident
20. On-view/Operate without a License/Speeding/Non-resident
21. Reported/Carjacking/Non-resident
22. Reported/Carjacking/Non-resident

**Criminal Complaints Issued to Blacks/African Americans**

1. Reported/Larceny & Uttering/Non-Resident
2. Reported/Larceny & Uttering/Non-Resident
3. On-view/Operate after Suspension/Inspection Sticker/Non-resident
4. Reported/Domestic Assault & Battery/Non-resident
5. Reported/Destruction of Property/Non-resident
6. Reported/Domestic Assault & Battery/Resident
7. Reported/Domestic Assault & Battery/Resident

**Criminal Complaints Issued to Middle-Easterners:**

1. On-View/Operate after Suspension/Illegal Passing/Non-Resident

**Criminal Complaints Issued to Asians:**

1. Reported/Destruction of Property/Non-Resident

***Note: Two Criminal Complaints were issued to individuals unknown to the issuing officer.***

**Traffic Stop Data**

Medway Police Officers recorded 1989 traffic stops during 2021.

White:	1772	89%
Hispanic:	109	5.4%
Black	45	2.2%
Asian	34	1.7%
Middle Eastern	24	1.2%
Unknown	5	0.2%

## 2020 Massachusetts Citation Study

Massachusetts requires annual studies of traffic stop data to identify racial disparities in traffic enforcement decisions by Massachusetts police officers. The study was conducted by Salem State University and Worcester State University. Citations issued by Massachusetts law enforcement officers between February 23 and December 31, 202 were analyzed. The study did not include information related to verbal warnings or non-motor vehicle violation related stops. The numbers above reflect all stops by Medway officers that resulted in either a verbal warning, a Civil Motor Vehicle Infraction, a Criminal Summons, or an Arrest. The results related to the Medway Police Department are posted

### 2020 UNIFORM CITATION DATA ANALYSIS REPORT

#### 2020 MASSACHUSETTS UNIFORM CITATION DATA ANALYSIS REPORT MEDWAY POLICE DEPARTMENT

Total Stops: <b>939</b>		ZIP Code Match Analysis		Stop Rate by City/Town Population			
		In-town motorist:	<b>28.1%</b>	Stops per 1000 18+ residents:		<b>92.4</b>	
		Passing through:	<b>71.9%</b>				
All stops							
All stops			ITP <sup>1</sup> Stops (N = 219, 23.3% of stops)				
Mean age	<b>41.33</b>		Mean age	<b>39.56</b>			
Gender %				Gender %			
Female	<b>42.6%</b>		Female	<b>41.0%</b>			
Male	<b>57.0%</b>		Male	<b>57.6%</b>			
Non-binary	<b>0.4%</b>		Non-binary	<b>1.4%</b>			
Race %				Race %			
AA/Black	<b>3.1%</b>		AA/Black	<b>1.4%</b>			
Hispanic	<b>4.8%</b>		Hispanic	<b>6.4%</b>			
White	<b>90.8%</b>		White	<b>91.3%</b>			
Other	<b>1.3%</b>		Other	<b>0.9%</b>			
<sup>1</sup> Only stops occurring between 4:35am and 7:16am (dawn) or between 4:14pm and 9:02pm (dusk)							
Comparative Analyses							
Stops vs. City/Town Demographics			Stops vs. State Average <sup>2</sup>				
Motorist Race	City Dem	% Dif	Motorist Race	State Avg	% Dif		
AA/Black	<b>3.1%</b>	<b>2.8%</b>	<b>0.3%</b>	AA/Black	<b>3.1%</b>	<b>15.7%</b>	<b>-12.6%</b>
Hispanic	<b>4.8%</b>	<b>2.6%</b>	<b>2.2%</b>	Hispanic	<b>4.8%</b>	<b>14.7%</b>	<b>-9.9%</b>
White	<b>90.8%</b>	<b>90.0%</b>	<b>0.8%</b>	White	<b>90.8%</b>	<b>65.5%</b>	<b>25.3%</b>
Other	<b>1.3%</b>	<b>6.1%</b>	<b>-4.8%</b>	Other	<b>1.3%</b>	<b>4.1%</b>	<b>-2.8%</b>
<sup>2</sup> State average represents racial/ethnic breakdown of all 2020 stops by all MA departments							
VoD Analysis							
All stops				ITP stops			
Race	N	Daylight	Darkness	Race	N	Daylight	Darkness
NW	85	<b>8.3%</b>	<b>16.1%</b>	NW	18	<b>4.5%</b>	<b>18.5%</b>
White	830	<b>91.7%</b>	<b>83.9%</b>	White	181	<b>95.5%</b>	<b>81.5%</b>
Chi-Square <sup>3</sup> : .008* sig.				Chi-Square <sup>3</sup> : .001* sig.			
Odds ratio Exp(B) <sup>4</sup> : .486* sig.				Odds ratio Exp(B) <sup>4</sup> : .236* sig.			
<sup>3</sup> Sig. chi-square indicates observed pattern in table is real, and <u>not</u> due to chance alone							
<sup>4</sup> Odds ratio < 1 indicates NW drivers <u>less</u> likely to be stopped during the day than at night; > 1 indicates NW drivers <u>more</u> likely to be stopped during the day than at night. Only "sig." results can be interpreted.							
Stop Outcomes by Race							
	Warning	Civil	Criminal	Arrest		Search?	
AA/Black	<b>89.7%</b>	<b>0.0%</b>	<b>10.3%</b>	<b>0.0%</b>	NW	<b>0</b>	<b>N/A</b>
Hispanic	<b>53.3%</b>	<b>4.4%</b>	<b>35.6%</b>	<b>6.7%</b>	White	<b>0</b>	<b>N/A</b>
White	<b>89.5%</b>	<b>5.3%</b>	<b>4.9%</b>	<b>0.2%</b>			
Other	<b>75.0%</b>	<b>16.7%</b>	<b>8.3%</b>	<b>0.0%</b>		Counts	Percent
Chi-Square <sup>3</sup> : .000* sig.							

below:

## Sex Assault Evidence Collection Kits

SAECK are collected by medical professionals from persons who have suffered a sexual assault/rape. In response to issues related to the lack of testing of SAECKs across the nation, Massachusetts enacted laws during 2019 designed to ensure that testing of kits is accomplished in an efficient manner. Medway PD has received many requests regarding the rate that the kits in our cases were tested. 100% of kits in our custody have been tested. When a Kit is received, Medway investigators input kit information into an on-line tracking system which victims will be able to access to track the progress of the kits through the testing process. Medway does receive kits from anonymous victims. Under the new system, these kits will not be submitted to the crime lab for testing until a victim makes a formal report activating a criminal investigation. These kits will be stored indefinitely in MPD evidence. As per state law, Medway has appointed a SAECK Liaison who will be available to speak with anonymous victims who have had kits submitted to the Medway PD regarding their rights and the course a criminal investigation would take if an official report were filed.

## Specialty Units

Medway has a School Resource Officer who is assigned full time to the Medway School District.

Medway maintains an 11 officer Bicycle Patrol Unit which patrols special events, the parks, plazas, walking trails, schools and other locations weather permitting.

Medway maintains a Motorcycle unit which can be seen escorting funeral processions and charity events, conducting traffic enforcement and control, and engaging in general patrol duties.

Medway's Crossing Guard Unit handles traffic outside all four schools.

Medway's Honor Guard leads the Memorial Day Parade each year and takes part in special events.

Medway has one officer assigned to the Metropolitan Law Enforcement Council's SWAT Team as a commander, one assigned to MetroLec's Detective Unit and one assigned to their Motorcycle Unit.

Medway has one officer assigned to the Randolph Police Academy as a staff instructor and one assigned as a PT Instructor.

A Medway officer serves as the Firearms Training Coordinator for the Commonwealth of Massachusetts.

A Medway officer teaches cybercrime investigation and digital evidence response to both detective and certified sexual assault classes.

Medway has one certified Use of Force Instructor, three certified Tactical Medical Instructors, one certified Radar/Lidar Instructor, 10 certified Field Training Officers, one certified Taser Instructor, three

certified firearms instructors, one certified Less Lethal Instructor, three certified Active Shooter ASHER Instructors, two certified wellness officers and eleven certified Sexual Assault Investigators.

## POST Commission and Police Reform

Massachusetts created the Peace Officer Standards and Training Commission (POST) as part of the police reform legislation passed during 2020 (Chapter 253 of the Acts of 2020). POST went active during September of 2021. Nine commissioners have been appointed. Enrique Zuniga has been appointed at the executive director. Areas the commission has addressed:

- Guidance on Developmentally appropriate de-escalation and disengagement tactics & procedures for minor children. <https://www.mass.gov/doc/de-escalation-and-alternatives-to-use-of-force-on-minor-children/download>
- Officer Certification
  - All active full-time police officers were granted grandfather certification status
  - Special police officers must be trained to the level of full-time officers.
  - The Massachusetts Municipal Training Committee (MPTC) created standards to meet this need
  - Standards are based on training and experience
  - The MPTC started a “Bridge” Academy designed to bridge the gap between full-time and special officer training. Special police officers will be trained to minimum acceptable standard over a three-year period. Medway currently has one special officer enrolled in the Bridge Academy.
  - Many special police officers in the State don’t meet the experience standards and will not be certified.
  - Retired full-time officers will be certified without having to attend the bridge academy.
  - POST has released regulations regarding the certification of new hires which the department must meet. These regulations address areas such as candidate background investigations, interview process, and previous law enforcement history.
  - <https://www.mass.gov/doc/proposed-plan-for-recertification-of-officers/download>
  - <https://www.mass.gov/info-details/post-commission-certification-documents>
- Use of Force Regulations
  - 550 CMR 6.00 Use of Force By law Enforcement Regulations was developed due to the passage of MGL Chapter 6E § 1 which created statutory requirements for Use of Force by Massachusetts police. Prior to this, State and Federal case law dictated use of force standards.
  - 550 CMR 6.03 bans any use of chokeholds. Prior to this Medway officers were authorized to use chokeholds only when deadly force was warranted.
  - De-escalation tactics are mandated prior to the use of force unless they are not feasible based on the totality of the circumstances.



- A law enforcement officer shall use only the amount of force necessary against an individual who is engaged in passive resistance to effect the lawful arrest or detention of said individual and shall use de-escalation tactics where feasible, including issuing a summons instead of executing an arrest where feasible.
- Officer must always provide appropriate medical response to individuals who are exhibiting signs of or complaining of injury or illness after the use of force. This has been a policy standard of the Medway Police Department for decades.
- All law enforcement officers shall be properly trained and certified in the use of any less-lethal weapons before being authorized to carry or use such force options. This has been a policy standard of the Medway Police Department for many years.
- Except to temporarily gain, regain or maintain control of an individual and apply restraints, a law enforcement officer shall not intentionally sit, kneel, or stand on an individual's chest, neck, or spine, and shall not force an individual to lie on their stomach.
- A law enforcement officer shall not obstruct the airway or limit the breathing of any individual, nor shall a law enforcement officer restrict oxygen or blood flow to an individual's head or neck. An individual placed on their stomach during restraint should be moved into a recovery position or seated position as soon as practicable.
- See the full Use of Force regulations are this link:  
<https://www.mass.gov/doc/550-cmr-600-use-of-force-regulations-0/download>
- Complaint Resolution & Officer Discipline
  - All active officer disciplinary records were originally required to be provided to POST by September 30, 2021, this deadline was changed to December 1, 2021. Medway forwarded these records prior to the original deadline.
  - POST must receive information related to all external and internal complaints and Internal Affairs Investigations related to Massachusetts police officers. This system has not been finalized. The latest draft proposal can be found here:  
<https://www.mass.gov/doc/phase-1-regs-complaints-inquiries-suspensions-hearings/download>
  - <https://www.mass.gov/info-details/post-commission-disciplinary-records-complaints>

## Reporting Suspicious Persons and Activities

We must all work together to improve the quality of life in our community. One way we can accomplish this goal is to encourage our neighbors to watch out for each other to reduce criminal opportunities. The Medway Police request that you stay observant and aware of persons and events within our community. We must learn to recognize happenings of a suspicious nature and overcome any reluctance we have in reporting these incidents to the Medway Police.

All too often, we develop an attitude that "what does not affect me directly is of no concern of mine." Such apathy only serves the criminal. This does not mean that one must become a part of a vigilante group. It does mean that we must do our part in reporting suspicious activity that may pose a problem or threat within our community. By reporting suspicious conduct, a resident may have prevented a traumatic event, or aided the police in the arrest of an offender. Residents should report suspicious activity, and avoid the tendency to ignore or disregard their instinctive feelings. Do not worry about "bothering" police. Do not worry about being embarrassed if your suspicions prove unfounded.

### **What is suspicious activity?**

Events that seem out of the ordinary or that you feel should not be occurring. Some people fail to call the police simply because they are not aware of what might be suspicious or they don't want to be a bother. Knowing your neighbors and their habits will make it easier for you to recognize and report suspicious activity. You know better than anybody else what is normal for your street.

### **Recognizing suspicious persons:**

Obviously, not every stranger who comes into your neighborhood is a criminal. Legitimate door-to-door sales and repair people appear in residential areas frequently, however criminals disguise themselves as these workers to commit crimes. Stay alert to the activities of all nonresidents. You can protect yourself by checking the identification of solicitors, utility workers, and repair men prior to allowing them to enter your home.

Sometimes something that starts out looking suspicious has a very normal explanation. Usually though, if you trust your instincts and watch for a moment, you will be able to tell. Time and accuracy of information are critical in reporting crime or suspicious activity. Dial 911 to report life-threatening incidents or crimes in progress, and use the non-emergency number, 508-533-3212, for crimes that have already occurred.

Your call could save a life, prevent an injury, or stop a crime. The information you provide will be kept confidential. You do not need to give your name, although it is helpful. If you do not want the responding officer to contact you just advise the dispatcher.

**Do not attempt to apprehend a person committing a crime or to investigate a suspicious activity!!**

### **Recognizing Suspicious Persons:**

- People going door-to-door in a residential area and one or more of the subjects going into the back or side yard. A person going door-to-door could be looking for homes to break into.
- Someone waiting in front of a house when the homeowners are absent.
- Someone forcing entrance to or tampering with a home or vehicle.
- A person running carrying items of value. (TV or stereo)
- A person concealing something under their clothing.

- Persons offering items for sale at a very low price.
- Persons coming to your door with unusual requests, especially if yours is the only home approached.
- A person exhibiting unusual mental or physical symptoms (person may be injured, under the influence of drugs, or otherwise needing medical attention).
- Heavy traffic to and from a residence, particularly if it occurs daily (drug dealing, vice, or fencing stolen property).
- Someone looking into windows of parked cars.
- A stranger sitting in a car or stopping to talk to a child.
- A person or persons loitering on your street or around playgrounds.
- Persons being forced into vehicles.
- Persons wearing or carrying bloody clothing.
- Persons making a quick change of vehicles.
- Someone running, especially at night, could be fleeing a crime scene.
- A person with a weapon.

### **Recognizing Suspicious Vehicle Activity:**

Vehicles in the following situations may be, but not limited to, involved in crimes and should be reported to the police.

- Vehicles moving slowly and without lights or following an aimless or repetitive course.
- Vehicle being loaded in front of a residence.
- Apparent business transactions conducted from a vehicle.
- Abandoned vehicles parked on the street.
- Person detaching mechanical parts or accessories from a vehicle especially at night.
- Objects thrown from a vehicle, especially while traveling at a high rate of speed.
- Vehicles parked or occupied, containing one or more persons, especially at an unusual hour.
- Unknown vehicle parked in a neighbor's driveway.
- Loitering around parked cars

### **Recognizing Suspicious Sounds:**

All of us recognize the sound of an explosion as one that is "out of the ordinary" for our neighborhood. What about some other more subtle sounds? Suspicious sounds may only last a few seconds. They may be so fleeting that you begin to doubt if you actually heard them or not. Here are a few examples of sounds that should be more closely monitored and reported.

- Gunshots
- Alarms
- Breaking Glass
- Loud music
- Pounding
- Unusual dog barking

- Screams for help, continuous screaming, or screaming and cursing
- Loud or unusual noises
- Sound of your doorbell, and then nobody being at the door
- Voices in your yard or in the neighborhood, late at night

**Other Things to Think about:**

- Continuous repair operations at a home – stolen property being altered.
- Open or broken windows and doors.
- A beam from a flashlight in a neighbor’s home.
- Unusual odors.
- Items that accumulate in garages, storage areas, or on property especially if the items are in good condition but not in use.
- Finding drugs or drug paraphernalia in the area (syringes, pipes).
- Homes where extreme security measures seem to be taken.
- Graffiti
- Vacant homes

**So Please, if you see or hear something that appears suspicious or out of the ordinary to you, don’t hesitate call the police department right away and report it**

## **REPORT OF POLICE AND FIRE COMMUNICATIONS DEPARTMENT**

It is an honor to submit my first annual town report for the Police and Fire Communications Department.

It is the Police and Fire Communications mission to provide essential services to the residents of

Medway, be it in emergency situations or day to day operations. The Police and Fire Communications Department continues to enjoy a strong relationship with the Police Department, Fire Department, Department of Public Works, and the community at large.

The Police and Fire Communications Department is the first point of contact for citizens when they request Police, Fire, or EMS services. In addition, communication personnel handle all walk in traffic at the Police station which includes but is not limited to the taking of initial reports of crime, handling any and all report requests, and referring citizens to other agencies as needed. All of these duties are handled while the communications officer is responsible for monitoring the Police and Fire radios, responding to calls for service, both through 911 and the business line, and the loading of information into the CAD record keeping system used by both Police and Fire Departments. In 2020 the Communications Department answered over 1,464 911 calls for service, 698 walk in reports, and entered 16,083 incidents into the CAD

record keeping system, also being tasked with the issuing of burning permits to local residents.

The Police and Fire Communications Department also underwent several personnel changes as a result of promotions and resignations in 2020. As a result of these changes two part-time dispatchers were promoted to full time and a new dispatcher was hired on per diem basis.

It is imperative that the Police and Fire Communications Department receive continuous training to keep abreast with changes in technology. All personnel are required to attend advanced training classes funded by the Statewide Emergency Telecommunications Board. All communications officers are certified in CPR, first aid, Emergency Medical Dispatch (EMD), Next Gen 911 procedures, emergency telecommunications, suicide prevention, and other job-related training. In 2020 the Communications Department applied for and received a grant from the State 911 Department totaling \$42,694 which was used for salary and training reimbursement costs as well as equipment upgrades where needed.

The Police and Fire Communications Department looks forward to continuing to provide first rate services to both its citizens, and the community at large.

Respectfully submitted,

Matthew D. Reardon  
Lieutenant

### **Report of: Medway Fire Department**

2021 turned out to be an even more interesting and exciting year than 2020 for the Medway Fire Department. Your Medway Firefighters provided a number of COVID vaccine clinics for both the general public and the schools under the direction of Health Agent Beth Hallal and Human Resource Coordinator Katherine Bird. Vaccines included both initial vaccines as well as booster shots. Calls for service to treat and transport COVID patients increased due to the Omicrom variant. We responded to 2,216 emergency calls for service and handled 776 fire prevention activities such as inspections and fire prevention activities. Although emergency calls for service on went up 3% for calendar year 21, at the time of this writing in calendar year 22, to date, our emergency calls for service are up 32%! With the continued population of The Willows Assisted Living Facility, the several housing complexes recently constructed, and those presently under construction and being proposed, our calls will continue to rise and we are prepared to continue to answer those calls!

Your Fire Department continues to grow! This past year we were able to hire the remaining Firefighters to bring our shift strength up to 5 personnel per shift. We have also hire several new on-call Firefighters who are in various levels of training, including very rigorous Paramedic training. Thanks to the continued support of our Select Board, Finance Committee, Capital Improvement Committee, our Town Manager, and especially the tax payers of Medway, we were able to replace our Firefighter's turnout gear that is about to reach the end of its life cycle. The new gear is more flexible and lighter weight which will reduce Firefighter fatigue on an emergency scene.

The department continues to train. Several of our officers attended officer development training offered by the Norfolk County Fire Chiefs and three also attended the Fire Department Instructor's Conference in Indianapolis. With additional staff we are also able to intensify our daily training as well.

Of course our success 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 Select Board, Finance Committee, Capital Improvement Committee, Town Manager Michael Boynton and the Town Manager's office, Finance Director Carol Pratt and the accounting office, Joanne Russo and the treasurer's office, Human Resource Coordinator Katherine Bird, Beth Hallal the Medway Health Agent, Director of Communications Sandra Johnston, Commissioner Mee and the building department, Stephanie Ohannesian 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, Peter Pelletier 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, especially in yet another year of the pandemic.

I would like to take this time to acknowledge the passing of retired Medway Firefighter Arnold Choate. Thank you to the families of all of our departed members for standing by them while they so diligently served the residents and visitors of Medway. We will continue to stand by you should any of you need anything.

I would be more than remiss if I failed to take this time to thank the dedicated men and women of the Medway Fire Department. Again, every member of the Town of Medway government has gone above and beyond during this pandemic to provide the townspeople with the best possible service. The members of the Medway Fire Department have been in the trenches even more this year having more direct patient contact of those who required our help due to the coronavirus. Without hesitation, each and every member of the department has stepped up and answered those calls. The performance of these men and women exemplifies their professionalism and dedication to the great people of the Town of Medway. Our Advanced Life Support program grows even stronger and more successful. The knowledge, skill, and

professionalism of your dedicated Firefighter/Paramedics and EMTs are responsible for bringing comfort and saving numerous lives. Each year I grow prouder of this department, its members, and what we have been able to achieve. We continue to strive for perfection and provide the best Fire and Emergency Medical Services possible. Without them the Department could not be as great 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, wastewater systems, public water supply, treatment & distribution systems, and public shade trees. This infrastructure along with municipal buildings, parks, open space, 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 divisions 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 primacy over the operation of rights-of-way (ROW), water, wastewater and stormwater systems, as well as, codes associated with buildings, workplace safety, solid waste disposal, 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, Parks, Highway, Fleet Maintenance, and Water & Sewer. These six areas are detailed below with significant accomplishments in 2021.

**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 & Stormwater 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 2021 within the Administration & Finance Division:***

- Contracted with Lawrence Waste, a local company, for solid waste curbside service
- Continued with the design of the Town's first drinking water treatment plant
- Continued to work with other Town Departments to maintain operations during COVID-19
- Working to Build a GIS database of the Town's Stormwater System
- FY23 Capital Planning
- Public Outreach and Programs for Water Conservation, Energy, and Solid Waste/Recycle Programs
- Charles River Climate Compact Member & contributor
- Worked with Energy & Sustainability Committee
- Annual Regulatory Report for our MS4 Permit
- Green Communities Annual Regulatory Report
- Municipal Vulnerability Preparedness (MVP) Program Annual Report
- Charles River Flood Model- Phase I
- Mass EVIP Grant Award for vehicle charging stations
- Stormwater Pollution Prevention Plan development and training
- Stormwater infrastructure inventory, maintenance and mapping management
- 604b Water Quality Management Planning Grant
- Initiated School Solar Parking Canopy Project Research
- Started a mattress recycling program
- Joined Central Norfolk Regional Emergency Planning Committee
- Private Trash Program Renewals
- FY22 Demand & Lien Process
- Permitting and Licensing
- Call Log/Work Order System Form Advancements & Training
- Solid Waste/Recycling Regulatory Reporting
- Novatime – Payroll & Time Tracking Upgrades
- New DPW Facility in operation (1<sup>st</sup> year)
- Park Projects Improvements Planning with EPFRAC Committee
- Roadway & Sidewalk construction and rebuild planning
- 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 2021 within the Engineering and Facilities Division:***

- Elevator tests and inspections- State requirement
- Boiler & Air Compressor inspections - State requirement
- Generator Testing - All buildings and well locations
- MIIA Insurance Inspections
- Snow removal at all town owned facilities
- Equipment Auction
- Police Station- drainage improvements, heated sidewalks & interior painting
- New tents for summer camps
- Senior Center- repairs from water damage
- VFW- New front entrance steps
- Fire Station 1- New interior/exterior light fixtures; new a/c & heating units
- Fire Station 2- New roof, paint exterior and repair boiler
- Ide House- installed new a/c units
- Thayer Homestead – Painted exterior
- Library- New inside light fixtures
- High School – New tennis/pickleball courts, lights installed and flag pole refurbished for Mustang Statue
- Continued sanitizing of Town buildings as needed



**Parks:**

In 2021 the Parks Division continued 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:

- Superintendent / Tree Warden
- Assistant Superintendent
- Supervisor
- Heavy Equipment Operators (5)
- 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
- Parks and Open Space/Trails Care & 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 St Playground	Garnsey Dog Park (Village St)	Leigh Memorial
Matondi Memorial Sq	Sanford Conservation Area	Medway Library Grounds
High School Grounds	McGovern School Grounds	Burke-Memorial Grounds
Middle School Grounds	Water Division Grounds	Police Dept Grounds
Fire Station 1&2 Grounds	Thayer Homestead	Open Space Trail Network
Police/Fire Memorial	Town Hall	Town Gateway Signs
Sibley Park	Recycling Center	Evergreen Cemetery (Hist.)
Village St Canoe Launch	6 Cutler St	Village Picnic Area
Jacob Ide House	GAR War Memorial Park	VFW Building and Field
Adams St Conservation Area		

***The following are substantial initiatives and projects performed during 2021 within the Parks Division:***

- Perimeter clean-up at all parks and fields
- Rain Barrel Program
- High School Tennis/Pickleball Courts Project
- Assisted with Mustang Statue Installation at Hanlon Field
- Create parking lot on Lovering St for trail access (Phase II)
- Set up & Removal of sports equipment at Athletic Fields
- Assist Medway Community Farms with property improvements & special events
- Conducted loam screening, brush pile grinding & compost bin deliveries
- Fence Installation at Garnsey Dog Park
- Various repairs & maintenance at High School North & Lamson fields
- Created a Recreation and Bocce Court area at the Senior Center
- Developing Tree Planting Program
- Coordinate Spring & Fall Household Hazardous Waste Days
- 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
- Assist Park & Rec with the preparation and running of special events
- Monitor Choate Park Dam water levels before, during & after weather events
- Assist other Divisions or Town groups during daily O&M and capital projects
- Installed and inspected kiosks around town
- Helped to kick off and oversee the Peace Garden, Middle School Softball Field & Center St Softball Field Projects



### **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 Supervisor
- 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 (Snow & Ice)
- 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 2021 within the Highway Division:***

- Mill and overlay the following roads: Holliston St (VFW to Main St), Lovering St (Pond St to Holliston St), Causeway St, Lewis Dr, Farm St, Broken Tree Rd, Alexandria Dr, Woodland Rd and Broad St
- Reclaimed the following roads: Autumn Rd, Virginia Rd, Coffee St, Karen Ave, Gorwin Dr, Ellis St, Douglas St, Lee Ln, Carole Ln, Applegate Rd, Beatrice Ln, Robin Cir, Richard Rd and Meryl St
- Sidewalk Improvements: Winthrop St, Village St (Legion Ave to Matondi Sq), Autumn Rd, Woodland Rd, Broad St and Applegate Rd
- Drainage improvements/repairs at 2 Country Ln, Police Department, Coffee St, Hunter Ln @ Causeway St, 10 Guernsey St, 3 Carriage House Way, 8 Cardinal Cir and 9 Lovering St,
- Stormwater BMP & outfall inspections and maintenance
- Dry weather water quality sampling
- Broken Tree Rd & Barber St fence repairs
- Repair driveway aprons on various roads
- Loam & seed along newly paved roads
- Updated GIS mapping and inspections of all stormwater outfalls and associated structures
- Updated road plan
- Catch Basin cleaning town wide
- Drain line flushing/cleaning
- Infrared castings & roadway repairs
- Casting adjustment, repairs & replacements- 520 total (512 on newly paved roads)
- Catch Basin & Manhole repairs/replacements – 21 total
- Trench, sidewalk and roadway repairs - 21 total
- Roadway Signs repaired/replaced - 43 total
- Sign pollution removal on Milford St, Winthrop St, Holliston St, Village St, Franklin St and Main St- 40 total signs & posts
- Patched numerous potholes
- Crosswalk/Project Alex Crosswalk and Stop line painting (town wide)
- Roadside mowing, spraying 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 Works. 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 always remains operational. 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:

- Fleet Maintenance Supervisor
- Fleet Technician

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 - 9 vehicles  
Public Services - 216 pieces; vehicles, and other equipment  
Police - 29 pieces; vehicles, and other equipment  
Fire - 24 pieces; vehicles, and other equipment  
Council on Aging - 3 vehicles  
Schools – 9 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.

#### ***The following are substantial initiatives and projects performed during 2020 within the Fleet Maintenance Program:***

Over the past year, 714 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**

- DPW- Caterpillar Loader, Ford Ranger, Ford F-350, MFD- Ford F-550 Ambulance, MPD- (2) Chevy Tahoes
- Assorted plows, sanders, and landscaping attachments

#### **Vehicles & Equipment Decommissioned and prepared for sale or trade**

- DPW- John Deere Loader, (2) MPD Ford Explorers

#### **Major work**

- Inspect and repair all municipal emergency generators.

- Assisted in supplying temporary power for Town events.
- Revised graphics on DPW vehicles
- State Inspection of vehicles and equipment
- Perform snow contractor inspections
- Coordinated with contractors on layout and equipment for new DPW Facility.
- Coordinated moving to new 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 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:

#### **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 2020 within the Water & Sewer Division:***

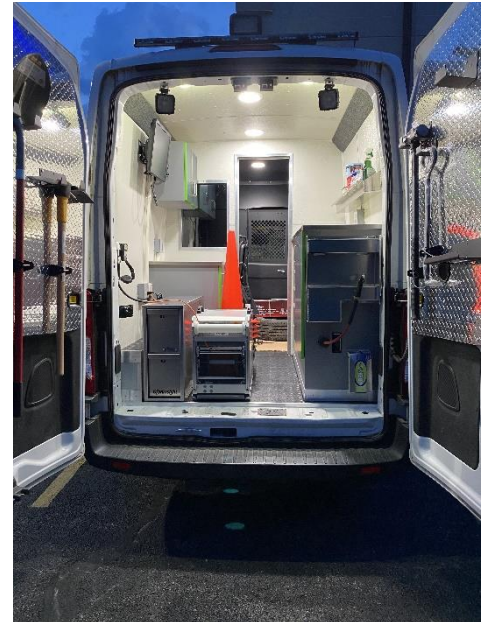
#### **Water Treatment:**

- Mass DEP Sampling – 500 + samples
- Daily Water Sampling, Testing & Maintenance
- Over 110 After hours Emergency Calls
- Disinfection – 3,000 Gallons Used for Water Treatment

- Corrosion Control – 1,500 Gallons Used to protect water distribution system piping
- Fluoride – 1,300 lbs. Used for Water Treatment
- SCADA –Software Upgrades
- SCADA Related Alarms
- 241 million Gallons of Water Pumped & Treated

**Water Distribution:**

- Manage Water Main Transmission Main on Village Street
- Cross Connection Control Program Inspections – 270
- 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 Main Break Repairs - 5
- Curb Stop Box Repairs - 9
- Water Quality Calls 3
- Meter Calls – 212
- Replaced- 5 Hydrants
- Hydrant Repairs - 4
- Water Main Valves Replaced - 1
- 1,300+ Dig-Safe Inspections
- Water Ban Calls
- Motor Vehicle Accident-Related Calls
- Updating Mapping of System
- Pressure Tests – 3
- Fire Flow Tests - 4



**Wastewater Collection System:**

- Connection Inspections – 12+
- Lift Station Inspections – 75+
- 120 Sewer Manhole Risers and Covers Replaced
- Inflow & Infiltration Repairs – Contract Management
- NPDES – EPA Permit Appeal
- Annual Sub-System Inspections
- Sewer Line Jetting & Vacuuming
- Sewer Camera Inspections
- Sewer System inspections at Timber Crest
- Pump Station Operations & Maintenance
- Sewer Repairs & Inspections
- Inflow & Infiltration Surveys
- Charles River Pollution Control District Reporting

### **2021 ACCOMPLISHMENTS & INITIATIVES**

- Perform Enhanced Roadway and Sidewalk Improvement Plan - Completed Year 4
- Brentwood area paving improvements from the water main project
- Advanced Stormwater Inspection Program per our MS4 Permit
- Performed annual unidirectional hydrant flushing
- Design new Water Treatment Facility
- Design new Oakland St raw water transmission main
- Design second well and pump house at Oakland well site
- Sewer Improvement Program- Inflow & Infiltration (I&I) removal in the southeast area of town
- Leak detection survey & increased water meter accuracy
- Work with Planning & Economic Development Committee on Revised Low Impact Development Regulations
- Completed essential repairs and improvements to town facilities (identified in Facilities Report)

### **2022 GOALS & INITIATIVES**

- Complete Main Street Improvements at Bellingham Town Line
- Complete Center St and Middle School softball field projects
- West St sidewalk improvements
- Main St sidewalk improvements (Brentwood area)
- Implement an asset management system for the water & sewer systems
- Training and research on Snow & Ice Operations; Management improvements
- Perform Enhanced Roadway and Sidewalk Improvement Plan – Year 5
- Advance Stormwater Inspection Program as mandated in MS4 Permit
- Complete West St. Culvert repair / construction
- Begin construction of Drinking Water Treatment Facility (if approved)
- Begin construction of Oakland Street Water Transmission Line (if approved)
- Sewer Improvement Program – Continue to identify and remove Inflow & Infiltration (I&I)
- Perform annual unidirectional flushing program
- Water distribution system leak detection survey (to identify any UAW)
- Expand GIS Mapping of Roads and Stormwater System
- Improve Inspections and Data Collection Using GIS
- Advance Water Integrity Planning & Implementation
- Complete Stormwater BMP inspections
- Phosphorous Control Plan Development
- Complete Street/Parking Lot Code Assessments (Per MS4- Year 4 requirements)
- Green Infrastructure Assessment (Per MS4 Permit- Year 4 requirements)
- Begin 604b Grant Project
- Partner with Charles River Watershed Association to assess the dams in town
- Green Communities Energy Efficiency measures at schools
- Continued work on School Solar Parking Canopy Project
- Food Waste Diversion Planning

- Work with other departments on updating Solid Waste Regulations
- Explore options on electric vehicles

Respectfully Submitted,



Peter Pelletier | Director  
Department of Public Works

### **REPORT OF THE AFFORDABLE HOUSING COMMITTEE AND AFFORDABLE HOUSING TRUST**

*A fundamental principle of Medway's Affordable Housing Trust and Affordable Housing Committee is that all people are deserving of housing, regardless of ability, age, ethnicity, gender, income, race, religious conviction, or self-identity. In this spirit, Trustees and Committee Members strive to fulfill the mission of securing the reality of "Housing for All". – Statement adopted February 2021*

2021 extended a rather active period for affordable housing in Medway, marking significant realization of the efforts of the town's many affordable housing advocates. The Affordable Housing Committee (AHC) and the Affordable Housing Trust (AHT) continued their practice of meeting monthly in joint session, overseeing the activities of the town's Community Housing Coordinator and monitoring events affecting Medway's Subsidized Housing Inventory. The AHT also finalized the sale of its property at 6 Cutler Street.

While Ann Sherry continued leading the AHT, Alison Slack, a long-active member, retired her dual posts as AHC's Chair and representative to the Community Preservation Committee (CPC). Judi LaPan, a Trustee of the AHT and a member of the AHC, was voted AHC Chair. The Select Board appointed Jackie Johnson as a new member of the AHC, and she was chosen as the Affordable Housing representative to the CPC. Sadly, the year also marked the passing of Teresa O'Brien, vocal advocate of affordable housing and a founding member of the AHC.

The 2020 U.S. Census data shows an increase of 213 units in the town's housing over the past decade. Despite the increase, Medway's affordable housing stock continued to surpass the state-mandated 10% minimum necessary to ensure Medway can assert application of local Zoning Bylaws if challenged by a developer. Four major ventures contributing to the continuation of this protection until the 2030 census marked noteworthy milestones in 2021:

- *Glen Brook Way – Phase 1*, with over 300 applicants, including 58 that were local preference, began leasing its 48 affordable rental units;
- *Glen Brook Way – Phase 2* was awarded state funding for the production of 44 affordable apartments for residents over 55 years of age;
- *39 Main Street* broke ground with plans to market 40 of its 190 apartments as affordable, and
- *Timber Crest* held a lottery for the first 3 of its anticipated 37 affordable homes.

Meanwhile, multi-unit permit applications continued under the town’s inclusionary zoning bylaws, including either affordable units built among their project’s market-rate homes or “in lieu” cash payments that are directed to the AHT for the future development of appropriate community housing. Combined with the proceeds from the Cutler Street property sale and those due from *The Willows*, these funds promise to spark a fresh wave of housing initiatives contemplated in the 2022 Housing Production Plan.

Respectfully submitted: Judi LaPan, AHC Chair – Ann M. Sherry, AHT Chair

### **Report of Community Preservation Committee**

NOTE: Due to COVID-19 and Governor’s declared state of emergency, CPC has generally been inactive this past year; as a result, the following is largely an update of prior years’ annual reports.

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.

Five 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. The Town has obtained 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.

The Town has 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. Voters at 2021 Annual Town Meeting voted to use CPA funds to reconstruct tennis courts at Medway High School; the new courts will include an area for popular "pickleball".

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 Hoags 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 Community Preservation Funding to extend the trail; this extension is expected to include observation platforms to permit viewing of the extensive wetlands area. Voters at 2021 Fall Special Town Meeting voted to use CPA funds to make a portion of the trail, including an observation platform, handicap-accessible.

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 long-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 2019'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 f.y. 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, less than two hundred dollars. As an example, on a property currently assessed at five hundred thousand dollars, the annual CPA assessment is only \$203.16. ( $\$500,000$  less  $\$100,000$  CPA exemption =  $400 \times \$16.93$  per  $\$1,000$ , f.y. 2022 municipal tax rate =  $\$6,772.00$  (net tax subject to surcharge) times  $.03$  (CPA surcharge) =  $\$203.16$ ). This

amount is paid in four equal quarterly installments and amounts to less than \$17.00 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 2019 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 was reflected in State funding matches paid to Town last fall. In addition, Medway received an additional \$58,000 from the General Court's appropriation of an additional ten million dollars to State Community Preservation Fund, as a result of a state budget surplus.

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 five conservation restrictions.

The Commission is comprised of a 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 2021, the Commission:

- received and reviewed thirty 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 one Order of Resource Area Delineation;
- issued Orders of Conditions (i.e., specific conditions that help protect wetland resources) for twenty-four proposed projects;
- initiated nineteen enforcement actions in connection with violations of state and local wetland laws;
- issued Certificates of Compliance for nineteen projects; and
- granted ten amendment to previously approved projects this does not include minor amendments to plans granted without a hearing.

The Conservation Agent and the Compliance Coordinator, Stephanie Carlisle have been working with 14 communities on the Charles River Flood Plain Modeling for climate change adaptation. The Town of Medway in collaboration with the other communities has received and completed Phase I of the Flood Plain Modeling for the

Charles River. This was presented to the Selectboard, Planning and Economic Development Board, and Energy and Sustainability Committee public meetings. In May, the Conservation Agent and the Compliance Coordinator worked with now a total of nineteen regional towns within the Charles River watershed and applied for a MVP Action Grant. The Action Grant was awarded in the amount of 250k for the Phase II of the Flood Plain Modeling.

The Conservation Commission continues to work with a number of dedicated staff in revising and further developing the existing Stormwater Bylaw Article XXVI and did so at the Spring 2021 Town Meeting. In addition to this, the Commission has amended its Wetlands Regulations to incorporate stormwater requirements to mitigate during and after construction for the higher precipitation rates of storms based on NOAA Atlas 14 precipitation rates. This will ensure long term storm protection for the Towns residents.

The Conservation and Planning Departments were awarded a 50k grant for the development of a ADA Complaint loop trail at Adam Street Meadow Areas. The Grant will be matched with in-kind services from the Town of Medway. This will be the first ADA accessible trail in the Town of Medway.

In April, the Commission worked with a Eagle Scout, Carter Pomponio to permit and complete the construction of bat houses on two parcels of open space in Town, Adam Stret Meadow and the Community Farm. This project was successful and was well advertised by the Town.

In May, the Conservation Commission and Open Space Committee worked with Salmon Retirement Community to mark out walking trails for the Conservation Restriction at the Salmon Proprety. The walking trail was staked and completed by local Boy Scouts working with the Town of Medway and the owners of the Salmon Retirement Community. The Commission hopes to have the rest of the project completed by 2022.

Beginning in May, the Open Space Committee and Trails Committee met with the Conservation Commission to develop plans to improve the existing parking area at Conservation Land at 151 Lovering Street. The trail was developed to connect to the Chicken Brook Boardwalk and the Millstone Conservation Restriction. This was a extremely important connection. Now the public can hike, walk, or bike from Lovering Street to Choate Park.

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. The Commission expresses its deep appreciation for the efforts of all the volunteers and the Town of Medway DPW crew who are always willing to assist in managing the towns open space under the direction of the Conservation Commission.

Additionally, as part of the approved Capital Improvement the Commission has been working to secure consulting firms to complete much needed Baseline Documentation and Surveys for Town Lands, which are open to the public for passive recreation.

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.

### **2022 PROPOSED GOALS & INITIATIVES**

- Amend Regulations for climate change adaption
- Complete Baseline Documentation Surveys for Open Space lands
- Work on Town wide invasive species program for Town lands

- Apply for a Municipal Vulnerability Action Plan Grant for Medway in addition to the regional grant
- Develop and execute a plan for maintenance of all stormwater structures in the Town of Medway
- Implement invasive plant management throughout the town through the development of plans and collaboration with Open Space Committee and Department of Public Works
- Continue to carry out the Conservation Commission Bylaw and the Wetlands and Rivers Protection Acts
- Develop Town Land Use Regulations and Policies including a Tree Protection Bylaw

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 Manager, Select Board 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 Select Board 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 2020 town meeting.

Approximately 55 requests were submitted totaling \$23.2 million for FY21. This level of requests is an increase of 21 over FY20 and an increase of almost \$19 million. There was \$1,768,359 in Free Cash for FY21 projects.

The following projects and requests were recommended to be funded with Certified Free Cash at the May 2020 Town Meeting:

- The Department of Public Services requested funds for various road, sidewalk and bridge projects; the replacement of vehicles (2009 Ford F350, Economy van) and the purchase of a flail mower/tractor.
- The Police Department requested funding for Police Cruiser Radios and Radar recording counter and Police server software upgrade. The Fire Department requested funds to replace Ambulance 3 and rescue inflatable boat.
- The Schools requested funds to upgrade the Burke Memorial School HVAC system, Middle School Auditorium lighting, paint the McGovern School pods, High School running track drainage repair and roof preventative maintenance program, roof schematic design (all schools).
- The Information Technology Department requested funds for technology equipment across all schools and town operated buildings.
- The Library requested funds for handicap ramp railings, and Town Hall requested funds for the new Munis Payroll System.

Respectfully submitted,  
Lenny Mitchell, CIPC  
Chair

**Report of: Medway Council on Aging Town Report 2021**

Council on Aging Board

Mary Lou Staples, Chair  
Veronica Clark, Vice Chair  
Judy Lane, Clerk  
Pam Balabanis  
John Clark  
Ronald Lane  
Charlene Tingley

William Caton  
Siri Krishna Khalsa  
Grace Rossetti

Medway Friends of Elders, INC.

Karen Henneberry, President  
Edward Richard, Vice President  
Catherine Perkins, Treasurer  
Anne Bradford, Clerk  
Virginia Burnett  
Ella Ryan  
Barbara Vincent

Eileene Phillips  
Bobbie Scherer

Employees:

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

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. This year was a hybrid year with the building closed in the start of the year because of COVID-19. In May the doors were opened, taking every precaution to keep the seniors safe so they felt comfortable engaging in programs again. We continued to rebuild programs, working to make them better than ever. Throughout the year the staff never stopped working to ensure that all the needs of our elder population were met.

The Center's top priority was having the seniors come back in and remain safe. Many of the protocols from the year before were kept in place, including socially distanced gathering spaces for crafts, games, and exercise at the beginning of the year. The Oakland Café continued curbside lunch pick up but also opened the Café for those who wanted to come in and eat. Our staff made themselves available to meet with seniors to continue to reassure and support them. For those who could not leave the house we made sure to continually call and see if they needed anything in their homes.

The Council on Aging Outreach Department comprised of Marcia Lombardo and Kim Cookson had an extremely busy year and reached many new clients. Their roll continued to be to assess elders' situations, explain community programs and benefits, assist with applications, aid elders in their search for services and act as an advocate for elder needs. The pandemic caused the Outreach workers role to become even greater in supporting the community as a whole through phone calls and guidance. Both Outreach workers remain 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 any 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. As soon restrictions were lifted, the Center resumed medical rides on a limited basis and the Norfolk Shuttle T service.

Jean Roy, a certified health insurance volunteer from SHINE worked tirelessly remotely to make sure the needs were met for all regarding health insurance issues. The goal 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. From January 1, 2021, through December 31, 2021, Jean Roy assisted 175 clients with their Health Insurance needs.

Though this year continued to be unlike any we have had before, and at times a difficult, the Senior Center staff never stopped placing the needs of our seniors first. They continued to adjust and make it work, reminding the Community that this will just be temporary. The Center doors were opened, and the building was filled with seniors again.

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 or call the Center (508-533-3210) 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 2021**

*The mission of the Medway Cultural Council (MedCC) is to support and cultivate the arts in Medway. To accomplish this, we offer grant funding, program development, and educational opportunities. Our goal is to provide our community with a wide range of cultural experiences, including art, music, performance, crafts, and traditions from around the world. We support and encourage local artists and a shared sense of community through cultural appreciation.*



The MedCC is part of the largest grassroots cultural funding network in the nation known as the Local Cultural Council (LCC) Programs. The LCCs are the local arms of the Mass Cultural Council, which aims to enrich the cultural life of all cities and towns in Massachusetts. The aim of MedCC is to contribute to Medway's economic vitality by promoting access, education, diversity and excellence in arts, humanities and interpretive sciences, to enhance the quality of life of our residents. To help achieve this, we receive a yearly allocation of state funds from the Mass Cultural Council to grant to local artists. In 2021, MedCC received \$6,800 for local programming and carried over \$2,952 from the previous fiscal year. Thus, the total amount available for granting for the calendar year 2021 was \$9,752. The grant review meeting was held on January 12, 2021. In addition to state funds, the Town of Medway allocated \$5,000 of funds through a warrant presented at a Town Meeting. These funds were used to fund local programs and art installations and included finalizing plans and materials for the Bridges Festival, live painting at the Muffin House and Community Farm, and supporting other activities in the town. Activities for calendar year 2021 were as follows:

- Publicized our annual fall grant round and funded programs in print and social media (Facebook, YouTube, town website, Wicked Local and Norfolk Gazette)
- Reviewing 19 grant submissions and requests for multiple grant extensions during the pandemic year; awarded and monitored 15 LCC grants for all age groups
- Distributed printed material on programs directly to Medway households
- Maintained council membership roster of 12 members; replaced one of two retiring members; sought new members
- Consolidated council activities and assigned specific roles to members
- Enhanced MedCC's web-based '*Spotlight on Artists*' to showcase Medway's artists; provided both written and oral presentations of activities through continued collaboration with *Medway Cable* and our *YouTube channel*
- Advertised upcoming grant-funded activities and local events of our partners and grantees (*e.g.*, weekly Library offerings) in local print and social media
- Maintained a vibrant and active *MedCC Facebook page*
- Enhancement of *Community Farm Store* exterior with a mural by *Mike Cannistraro* (Canman)
- Engaged in outreach with other committees/boards/organizations in Medway allowing us each to support our respective goals and continue to gain a broad view of our community's assets
- Updated our inventory of cultural assets to best direct funds and programming including, but not limited to, *The Bridges Festival* that took place in the Fall '21; the

latter event represented an excellent example of a collaborative effort between the Medway Cultural Council and The Trail Club

- Engaged in acts of art advocacy through updates from Mass Creative.
- Collaborated with the *Medway Library* on coloring kits for pickup at the library. Four kits were designed by member Judith Moffatt
- Collaborated with *Parks & Recreation* on a Fall Photo Contest '21
- Assisted in organizing, designing, and funding of the Bridges Festival on September 25, 2021
- Collaborated with *Parks & Recreation* on the MedCC-funded *Pixie Festival* event.
- Enlisted and funded the *COAAST* organization that utilizes a theatrical approach entitled "*Four Legs to Stand On*" to address the problems of Substance Use Disorder (Zoom-based) in 2021
- Engaged "*The Willows in Medway*" to collaborate as a location for a theatrical monologue about Eleanor Roosevelt performed in person and via Zoom

The awardees for '20 holdover and '21 grants held their offerings during the year in various town locations including the Medway Library, Choate Park, The Willows, Community Farm and the Senior Center. Some events were successfully held on Medway Cable and/or as Zoom or combined Zoom/in-person due to the pandemic. Of the 15 awards for '21, one was in the Humanities and 13 in the Visual and Performing Arts. Also, due to the pandemic, awardees from 2020 were given the opportunity to complete their grants during the calendar year 2021.

Respectfully submitted,

Gail Hachenburg, Co-Chair

Jordan E Warnick, Ph.D., Co-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 2021 election, Medway’s voters elected Jessica Chabot to serve a three term through May

2024 filing the vacancy created by Tom Gay who chose not to stand for election again after his many years of service to the Board. Tom was appointed to serve as the Board's Associate Member. Continuing members were Matthew Hayes and Richard Di Iulio whose terms conclude in May 2022, and Andy Rodenhiser and Bob Tucker whose terms conclude in May 2023. Following the 2021 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 Richard Di Iulio was elected to serve as Clerk. In December, Andy Rodenhiser resigned from the Board after 15 years of dedicated service. The Board elected Matthew Hayes to serve as chair going forward into 2022.

**MEETINGS** - The Planning and Economic Development Board meets regularly on the second and fourth Tuesday evening of each month at 7 pm. During 2021, the Board met both LIVE in Sanford Hall and remotely via Zoom. 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 2021, the Board held 36 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 Master Plan Committee.



The Board continues to work positively with other Town boards and departments which are integral to 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 staff in the Community and Economic Development Department. In addition, Board member 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. Additionally, the Board continued its regular practice of reviewing and providing comments on petitions to ZBA for variances and special permits.

**2021 ACCOMPLISHMENTS** – Some of the Board's key accomplishments during 2021 included:

- Proposed and secured approval by Town Meeting (May and November 2021) of various amendments to the *Medway Zoning Bylaw*. Of note was the adoption of new Environmental Standards to address noise and odor, among other considerations.
- Launched a 20-month master plan update process including establishment of a 17-member Master Plan Committee and retaining master plan consultant J.M Goldson to assist the Town. The Master Plan Committee is chaired by PEDB member Jessica Chabot.
- Reviewed and approved a site plan for a new Medway Department of Public Works water treatment facility at 19 Populatic Street.
- Began the review process for a proposed multi-family development at 6 Cutler Street.
- Embarked on study process regarding battery energy storage systems (BESS).

**SUBDIVISIONS** – The following list summarizes residential subdivision activity during 2021.

**Hartney Acres** (Newton Lane) – 8 lot subdivision east of Nobscott Road. House construction is completed. Street acceptance during 2022 is anticipated.

**Choate Trail** – The Board approved this subdivision in May 2020. It is a 4 lot, permanent private way subdivision off of 42 Highland Street. Infrastructure construction is underway.

During 2021, the Board reviewed two 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 2021:

- 56 Summer Street
- 39 Waterview Drive

**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. Known as The Willows at Medway and Whitney Place, the 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.

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. The open space land is 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. Construction of the site infrastructure and main campus building began in February 2019. During 2021, the primary campus building opened and residents are enjoying Medway’s newest senior housing option. Construction also began on the cottage portion of the development in partnership with Black Brook Realty of Holliston, MA.



**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 2021. The project has been turned over to the condominium association.



## Millstone Village – Winthrop Street

**SITE PLANS** - During 2022, the Board was involved in a series of site plan projects.



**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. The project also includes 129 paved parking spaces for employees, visitors, and company vehicles. The project began construction during the spring of 2020 which continued through 2021. Full occupancy is expected during 2022.



*Rendered drawing of new addition to the R. P. Marzilli & Company building – 21 Trotter Drive*

**Medway Department of Public Works Water Treatment Building (19 Populatic Street)** – In November 2021, the Board began its review of a major site plan to construct a municipal water treatment facility at 19 Populatic Street. The Town plans to construct a 15,640 sq. ft. building which will include operations and office space for the Town’s DPW water personnel, a water treatment area, and garage space with capacity for up to 8 Town vehicles. The facility will treat blended raw water from three Town well sites (Populatic Street wells, Oakland Street well, and the Village Street well). Proposed site improvements include 17 parking spaces, landscaping, lighting, paved walkways, and stormwater management measures to comply with local and state policies. Also planned are outside locations for a transformer and generator, and dumpster for solid waste. A decision will be issued during the first quarter of 2022.



*Rendered drawing of planned new Medway DPW Water Treatment Facility – 19 Populatic Street*

**Rocky's Hardware (98 Main Street)** – In December 2021, the Board approved an outdoor display special permit and administrative site plan for the new location of Rocky's Hardware in the Medway Place shopping plaza. The project entails creating a 1,200 square foot enclosed, year-round outdoor merchandise display area on a portion of the site that is currently paved at the eastern end of the Medway Place shopping plaza. The outdoor display area will feature typical hardware store items such as seasonal tools, plants, and other related merchandise. Planned improvements include installation of fencing and protective bollards as well as a fenced-in propane filling station on a 15' x 24' concrete pad, also with protective bollards. A 24' drive aisle will be maintained between the two uses. Construction will occur during the first half of 2022.

**Medway Place (114 Main Street)** – In November 2021, the Board approved a major site plan for a variety of site improvements at the Medway Place shopping center at 98, 108 and 114 Main Street. Property owner Medway Realty LLC had proposed changes in the layout, paving, and landscaping for the 446 space Medway Place parking lot. The proposed change in the layout is a result of the recently completed Mass DOT Route 109 improvement project noted above. The intent is to align the internal parking spacing with the new main entrance to improve traffic circulation within the site and provide pedestrian access to the shopping center from Main Street. The proposed site work is to include installation of a berm near the entrance to the Shell Station at 86 Main Street, widening of the east aisle of the main entrance to 20' wide, relocation of several light fixtures, installation of electric vehicle charging stations, and traffic flow signage. Reconstruction of portions of the parking lot are planned. Other areas will be seal coated. The Applicant has also proposed stormwater management controls to collect and treat stormwater collected from the parking lot before it is discharged into the Town's municipal storm drain system. Over the course of the Board's review of the site plan application for compliance with the *Site Plan Rules and Regulations*, the scope of work evolved to encompass landscaped islands, installation of electric vehicle charging stations, fencing, and additional stormwater management measures. The Applicant also prepared a master signage plan and landscape maintenance program. The Board's site plan decision included a series of conditions requiring Medway Realty to undertake additional site improvements to comply with the Board's *Site Plan Rules and Regulations*. Medway Realty has appealed the site plan decision to the Massachusetts Land Court; the appeal process will unfold over the coming months.

**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 2021, the following projects were subject to Administrative Site Plan:

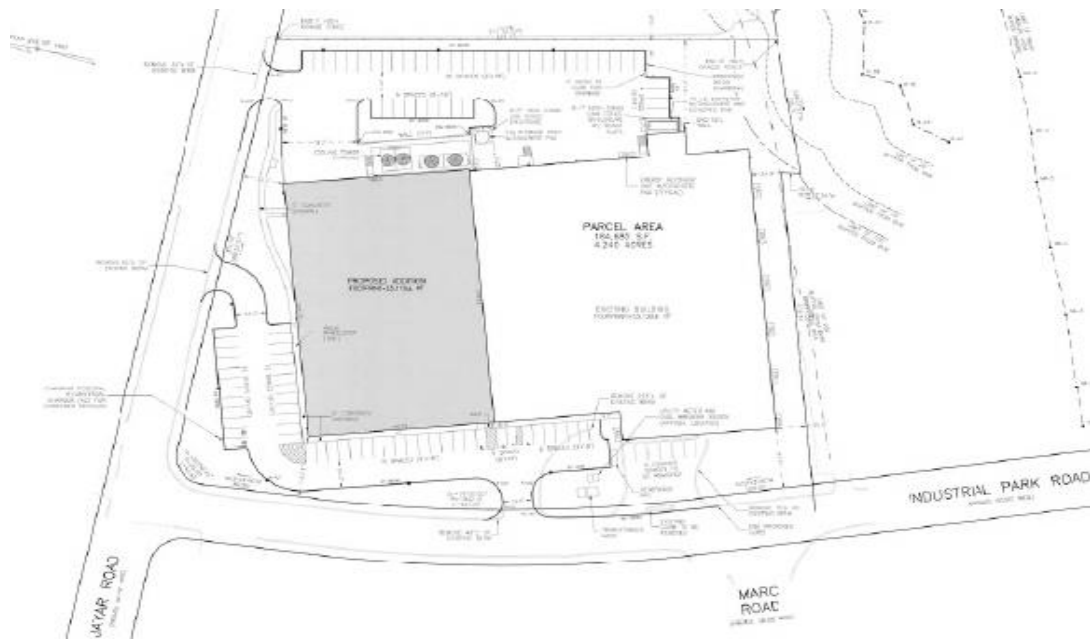


- Medway Place fencing – 114 Main Street
- CVS Pharmacy – 65 Main Street
- Eversource – 12 and 34 West Street
- Galante’s - 320 Village Street
- 11 Awl Street

## **MARIJUANA FACILITIES**

**NeoOrganics (4 Marc Road)** – In January 2020, the Board approved a special permit to establish a recreational marijuana cultivation and processing facility in the existing 29,718 sq. ft. industrial building at 4 Marc Road. The Applicant also sought a Groundwater Protection Special Permit pursuant to Section 5.6.3 and site plan approval pursuant to Section 3.5 of the *Zoning Bylaw*. The approved 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. Site and interior construction has been ongoing; opening is expected during the third quarter of 2022 pending final approval of the MA Cannabis Control Commission.

**Phytopia (6 Industrial Park Road)** – In January 2021, the Board began its review of an application from Phytopia, Inc. of Peabody, MA for approval of special permits to operate a non-retail Registered Medical Marijuana cultivation and processing establishment and a Recreational Marijuana (adult-use) cultivation and processing establishment, a major site plan, a groundwater protection special permit, and a reduced parking special permit for a proposed development at 6 Industrial Park Road. The applicant proposes to use the existing 53,128 sq. ft. industrial manufacturing building and construct a 66,238 sq. ft., 2-story addition to the existing building for the cultivation, manufacturing, processing, and packaging of marijuana for medical use and adult recreational use and the delivery of such products off site to retail marijuana establishments in other communities. A retail marijuana operation is NOT proposed.



*Proposed Phytopia Site Plan – 6 Industrial Park Road*

The planned scope of work includes interior renovations to the existing building, construction of the addition, improvements to the access/egress driveways, installation of curbing, parking area improvements, landscaping, lighting, and installation of and improvements to stormwater drainage facilities. The public hearing process continued through 2021 with numerous plan revisions and refinements in coordination with the Conservation Commission which also has jurisdiction. In November 2021, the Board issued the marijuana special use permits which allows the Phytopia to proceed with its application to the MA Cannabis Control Commission. The applicant continues to work with the Board on the site plan, groundwater protection special permit and reduced parking special permit which is expected to proceed will into 2022.

**Good Feels (23 Jayar Road)** – In January 2021, the Board approved a special permit to allow the use of 1,896 sq. ft. of the existing commercial/industrial building at 23 Jayar Road to operate a registered marijuana establishment to manufacture, process and package marijuana infused products, primarily beverages, for adult recreational use. The project does not include retail sales. Good Feels expects to have product on the shelves of Massachusetts marijuana dispensaries early in 2022.

## **MULTIFAMILY HOUSING**

**Evergreen Village (22 Evergreen Street)** – In April 2020, the Board approved a 6 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 is 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. One affordable dwelling unit will be included within the development.



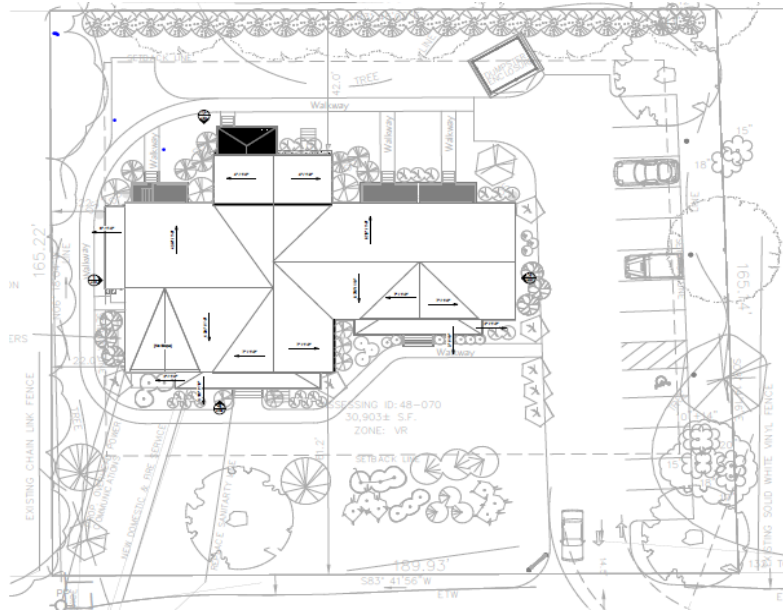
*Proposed Evergreen Village townhouse condominiums – 22 Evergreen Street*

**William Wallace Village** – In January 2020, the Board approved a special permit and site plan for a 12-unit residential condominium community at 274 Village Street and a small portion of 276 Village Street. 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. Site and building construction are proceeding.



*William Wallace Village Site Plan*

**Cutler Place (6 Cutler Street)** - In November 2021, the Board began its review of a proposed 5-unit multi-family development at 6 Cutler Street. The proposed development entails renovation of the existing 4,800 sq. ft. vintage building into three residential dwelling units and construction of a 3,000 sq. ft. addition for two residential dwelling units. Thirteen off-street parking spaces are planned. Access and egress will be from a single curb cut from Cutler Street. Stormwater management will be provided by means of a rain garden retention system located at the front of the property to mitigate and treat runoff from the building and parking lot. Other improvements include landscaping and site lighting. The Board will issue a decision during the first quarter of 2022.



*Cutler Place Site Plan*

**Harmony Village (218 Main Street)** – In January 2021, the Board approved a 6 unit, multi-family development at 218 Main Street. The project will include renovation of the two existing single-family houses on the property and construction of one, 4-unit building. A total of 21 off-street parking spaces will be provided. Access to the development will be from a single curb cut from Main Street via a permanent, private roadway to be known as Harmony Lane to be owned by the future condominium association. Stormwater management facilities will be constructed to manage stormwater and include a sub-surface infiltration system for roof runoff and a detention basin at the southwest corner of the property. Landscaping, site lighting, buffering, and a common outdoor space are planned. Connections will be made to the existing Town sewer and water services in Main Street. Site and building construction are underway and will continue during 2022.



*Rendered drawing of 4 unit building at Harmony Village*

**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. During 2021, administrative support was provided by Stefany Ohannesian and most recently by Anna Rice, 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.

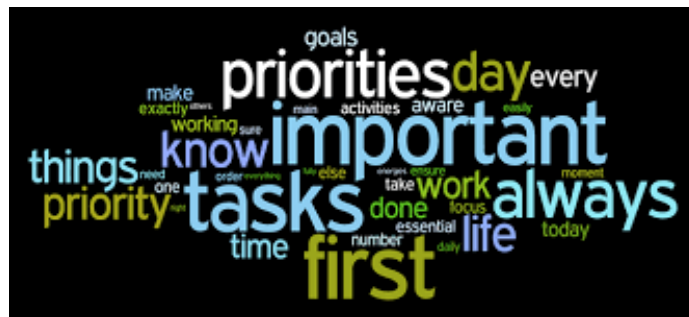


Tetra Tech, based in Westborough, serves as the Town's engineering consultant. The Board was capably assisted during 2021 by professional engineers Steve Bouley and other specialized Tetra Tech staff with expertise in traffic engineering and stormwater management. Tetra Tech prepares technical engineering 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 it crafts creative zoning initiatives and manages 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.

**2022 PRIORITIES** - As we look to 2022, the Board and staff will pursue the following priorities:



- Continue to refine the Medway Zoning Bylaw by proposing needed amendments.

- Continue to monitor site infrastructure construction at the Willows senior living community being developed by Salmon Health and Retirement off of Village Street, Choate Trail subdivision off of Highland Street, Evergreen Village multi-family off of Evergreen Street, William Wallace Village multi-family off of Village Street, 20 Broad Street multi-family, and Cutler Place multi-family development.
- Continue to support the work of the Master Plan Committee toward the goal of having an updated master plan adopted in November 2022.
- Review and act on applications for several expected multi-family housing and commercial development proposals.
- Work to complete the street acceptance and bond release process for at least one longstanding subdivision.
- Work with the Conservation Commission and its staff on a Tree Protection bylaw for future town meeting consideration
- Continue to work with Community and Economic Development and Public Works departments to implement the Town’s Stormwater Management and Land Disturbance Bylaw.
- Carry forth Town Meeting’s directive to study Battery Energy Storage Systems and develop suitable zoning regulations for the community’s consideration.

**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, 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 – the Master Plan Committee, 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 2021.

It has been my privilege and pleasure to serve Medway during 2021 with my fellow Board members Andy Rodenhiser, Tom Gay, Bob Tucker, Rich Di Iulio and Jess Chabot. I admire their dedication and thank them for providing their time, talents and thoughtful perspectives. I particularly want to thank Andy Rodenhiser for his dedication and commitment to Medway's planning work for many years.

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,

Matthew J. Hayes, Chairman

### **Report of the Historical Commission (2021)**

The Historical Commission regularly meets on the fourth Wednesday of each month at 7:00 p.m. at the Senior Center, all are welcome. Meetings of January through April were held on Zoom; in May we started meeting in person again. Personnel: Chair-Jeanne Johnson; Vice-Chair-Paul Russell; Treasurer and Community Preservation Committee (CPC) Representative-Eugene Liscombe; Cher Hamilton; McKenzie Ward; Morgan Harris; and Rich Eustis.

#### ***Notices of Intent to Demolish Historic Houses***

Notices of intent to demolish the houses at **28 Milford Street (1930)** (April 2021); **47 Winthrop Street (1845)**(April 2021), **243 Village Street (1946)** (September 2021), **288 Village Street (1721)**(October 2021) were received. After meetings and discussion of their history and locations, they were deemed not historically significant to Medway's history.

#### ***Historically significant sites and resources in Medway***

The Commission voted to designate all three cemeteries and Harry T. Johnson, Jr. Park historically significant to the Town, and thus, "Prominent Historical Locations," worthy of being preserved and cared for. Other sites in this category are Matondi Square, GAR Memorial Park (318 Village St.). At a special October 6<sup>th</sup> virtual meeting attended by town officials, particularly the fire department, the HC voted to designate the **1964 Maxim Fire pumper** built for Medway and now in extreme disrepair, a historic resource.

#### ***Flagpoles***

Town Meeting approved CPA funding for the purchase of three flagpoles (Eagle Flag of America, Hingham) to be placed at Evergreen Cemetery, St. Joseph Cemetery, and Harry Johnson Park, a project begun in 2020. The flagpoles are equipped with solar lighting.



### ***New Chain-link Fencing for Garnsey House Foundation/Dog Park (Village Street)***

The old wood fencing separating the historic house foundation from the dog area was falling apart, and CPA funding was used to reconfigure the fenced area and purchase new fencing. Anyfence Company Holliston, MA installed the fence and gates.

### ***Evergreen Cemetery***

The Massachusetts Historical Commission listed Evergreen Cemetery on the Massachusetts Register of Historic Places in 2020, and it was accepted by the federal government for placement on the National Register of Historic Places this year, truly a milestone for us. This cemetery, which dates to the 1700's, has seen numerous volunteers since the 1990's working to achieve this status, and we owe a debt of gratitude to HC member Paul Russell for his work in the last few years bringing it to fruition. Barbara Saint Andre, Director of Community and Economic Development in Medway, was of great assistance keeping this project going along the way and deserves much credit for helping us.

Long-time cemetery trustee George Lee retired in 2021, and new trustees, including Tim Ward and Christine Spencer, have taken on responsibility for the cemetery. Some long-neglected legal and mapping issues are being addressed by them as well as landscaping matters. Future plans involving this Commission include repair of more damaged historic headstones.

### ***Plaques/Signs for Historic Buildings and Sites***

Informational signs for Evergreen Cemetery and the Garnsey House foundation are needed. Other historic sites will have signs as more research is compiled. Owners of historic homes may order house plaques through the Medway Historical Society.

### ***Historic Photographs on traffic signal boxes***

Throughout the year we discussed the possibility of installing flexible wraps around some of the new traffic-signal boxes, which would feature photos of historic Medway sites. The boxes could then be an attractive point of interest and can inform people of some Medway history. Paul Russell has acquired cost estimates and there is a plethora of old photos from which to select. Several other towns have successfully done this. The project will be presented to the Select Board in 2022.

### ***Medway Master Plan***

The Historical Commission has been included in Master Plan meetings regarding historical resources, and concern has been raised about Medway's Building Demolition Bylaw, Article XVII, and the need to strengthen it. Demolition of historic buildings is happening in every town due to pressure for new housing, and we want to preserve as much of our town's heritage as is reasonable and possible.

### ***Revision of Building Demolition Bylaw, Article XVII***

To strengthen this bylaw and better preserve certain historic buildings, a longer than 12-month delay-of-demolition may be needed when a house is determined after a public hearing to be preferably preserved. Members suggested an 18-month delay when a house is 100 or more years old. Steps that owners should take during the delay period, and how the law will be enforced, should be clarified. Because Medway has no property-maintenance regulations, "demolition by neglect" is problematic and would need to be coordinated with the building inspector. The Historical Commission needs the right to request a professional engineering report regarding

what can or can't be repaired instead of demolition. A draft proposal of a revised bylaw was prepared by Ms. Saint Andre for us to review and act on in 2022.

### ***Other Projects and concerns***

#### **Local Historic District**

We are considering the formation of a Local Historic District comprised of houses built in the 1700's and 1800's which are not necessarily near each other. Such districts are governed by state guidelines, and homeowners would need to help in order to accomplish this. **(See May 26<sup>th</sup> and November 17<sup>th</sup> minutes for details of this possible project.)**

#### **Digitizing Photographs from Historical Commission files in Town Hall basement**

This is an ongoing project for photographer Tim Rice.

#### **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).

### **Future Consideration**

- Evergreen Cemetery—signs; repair tombstones
- Oakland Cemetery—tombstone repairs; begin process for nomination to Historic Register
- Having the portrait of Sanford cleaned (currently displayed at Town Hall)
- Partial excavation of Garnsey House foundation if Mass Historical sanctions this
- 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.

We thank all members of the Historical Commission for their service to the Town on this Commission.

Respectfully submitted,  
Jeanne Johnson, Chair

## **Report of 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 fifth 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 645 lunches in 2021. We are very grateful to all the organizations,

businesses, Friends of the Library and individuals who donated, and to the many volunteers who picked up or served lunches.

The Library's Makerspace celebrated its fifth anniversary in June, 2021. 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. The addition of a CNC machine is in progress. The Friends of the Medway Library provide funding for supplies. Local businesses have donated new computers. Medway Cable Access offered regular drop-in assistance, and patrons used the Makerspace for robotics, coding, crafting, converting VHS tapes and 8mm film to other formats, laminating, printing posters, sewing, and creating items with the 3D printer.

During the first few months of 2021, the Library was closed to the public due to COVID-19 but offered curbside pick-up of books and other materials, as well as programming for adults and children via Zoom and Facebook, including Yoga for Kids twice a week. The library opened on a part-time basis on April 15th, and returned to normal hours (48 hours/week) on June 1st.

Thanks to our Library certification, Medway residents enjoy borrowing privileges for over 5.7 million physical and digital items, in person and through interlibrary loan. Physical 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 4,893 registered borrowers. We host a diverse mix of Library-sponsored programs, Scout troops, other community groups and classes, art shows, and meetings of town boards. Total attendance at live, virtual and recorded programs held by the library was 3,473.

The Library's collection contains 163,797 items, including:

- Books
- Magazines
- Audio books
- Music CDs
- DVDs
- eBooks
- Downloadable video, audiobooks and music
- Museum, park, and winter skating rink passes
- Hotspots

Striving to keep our collection current and to meet our community's needs, the Library added 3,799 items, not including eBooks, to the collection during fiscal 2021. Our museum, park, and ice skating passes are funded with donations from the Friends of the Medway Library, 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](http://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 FY21, use of electronic collections and circulation of ebooks, and digital audiobooks, magazines and videos reached 28,094.

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
- Career preparation resources
- Genealogical resources
- Language learning resources
- 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, 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. Hotspots extend wireless access to patrons who do not have internet access at home or who are traveling. 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.

The Library worked with the Department of Public Services to install improved lighting and to replace floor tiles and the hot water heater.

Volunteers spent over 880 hours during Fiscal Year 2021, helping with a wide variety of tasks including the summer lunch program, science programs, and beautifying the Library grounds. That service would have cost almost \$12,000 if paid for at \$13.50 per hour. In addition, approximately 17 senior tax relief program participants worked at the Library.

We are working with the schools to promote literacy and provide resources to students. We secured Massachusetts Board of Library Commissioners and Medway Cultural Council grants for programs for children and families, and offered a Summer Reading Program to encourage literacy. In 2021, 247 children and young adults participated in the Library's Summer Reading Program.

We offered virtual or in-person programs during 2021, some in cooperation with other libraries:

- Baby & Toddler Story and Songs program in Choate Park
- Story hour for ages 10 months - 5 years old in Choate Park and virtually

- “Paws to Read” program, which gives children the opportunity to read to a trained therapy dog
- Yoga for Kids
- Arduino Coding and Robotics
- Take & Make Kits for children and teens, some with Walpole Coordinated Family & Community Engagement
- STEAM Wednesdays
- Among Us video gaming
- Animal Crossing video gaming
- Gingerbread Festival (Friends of the Library)
- Dementia Friends (with Salmon Health & Retirement)
- Chess at the Library
- Medway Balloon Society meetings
- Pastel Paint "The Miracle Flower" with Pastelist Gregory Maichack
- Library Halloween
- Author talk with David Baldacci
- Author talk with Lisa Unger
- Author talk with Jeffrey Archer
- Oakland Park Storywalk
- Blind Date with A Book
- Stitch Alongs
- Getting Started Growing Mushrooms with Mark Gostkiewicz
- Fighting Back: New England Underdogs with Ted Reinstein
- The Cooking Gene: tracing my African American Story through Food with Michael Twitty
- How to Prepare for Climate Change with author David Pogue
- Monarch Butterfly Release
- Summer Lunches
- Four Legs to Stand On - theater
- Dandelions - Millet Pastel Painting Workshop with Greg Maichack
- Climate Change Preparedness Week

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 take-and-make kits and the Gingerbread Festival, are organized and/or funded by the Friends of the Library. In addition, many 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 (FY21)	163,797
Subscriptions & Electronic Collections (FY21)	3,771
Number of registered borrowers (FY21)	4,893
Circulation transactions (physical items) (FY21)	48,891
Circulation transactions (digital) (FY21)	18,593
Total circulation (FY21)	67,484
Interlibrary loans received (FY21)	27,514
Participation in the summer reading program	247
Number of hours volunteered (FY21)	880
Total number of hours the Library is open per week (starting 6/1/21)	48
Total number of weeks the Library provided services to the public	52

Respectfully submitted,  
 Medway Board of Library Trustees & Director

**Norfolk County Registry of Deeds**  
**2021 Annual Report to the Town of Medway**  
**William P. O'Donnell, Register**  
**649 High Street, Dedham, MA 02026**

The COVID-19 pandemic continued to impact all of us in 2021. While many sectors of our economy were still negatively affected by the pandemic, the Norfolk County real estate economy in 2021 remained not only viable but was one of the strongest in a decade.

I am pleased to report the Norfolk County Registry of Deeds continued to remain open and operational for the recording of land documents every work day throughout this continuing pandemic. The Registry of Deeds building opened to the general public on June 7. Registry personnel are again processing in-person recordings while vigilantly maintaining Covid related protocols. The use of electronic recording for our institutional users such as banks, law firms and title companies increased dramatically. In addition to electronic recording, users had the option to submit documents via regular mail, Federal Express or by placing documents in our drop-off box located just outside our main entrance at 649 High Street, Dedham, MA.

I am particularly proud of our staff who continued to work diligently throughout these difficult times. In February, our employees were recognized as "Every Day Heroes" by D'Angelo Grilled Sandwiches. This recognition program honors groups of individuals who stand out in their community during the COVID-19 pandemic. The unsung heroes for 2021 were members of the Registry of Deeds Information Technology Department. The behind the scenes efforts of our Chief Information Officer and Network Administrator made certain that Registry employees could socially distance from one another and perform their jobs, some remotely for the first part of the year, all the while ensuring that each and every real estate document received by the Registry was safe, secure, and accessible to all members of the public. In addition to supporting the internal work and staff of the Registry, our IT Department acted as lifelines to members of the real estate bar and real estate community whose reliance on technology had never been greater or more essential.

The results of these efforts was a highly active Norfolk County real estate market benefitting sellers and buyers of real estate, lending institutions, the real estate legal community and all others with a vested interest in the local real estate economy. By keeping the Norfolk County Registry of Deeds open, recording fees collected were forwarded to the state and county helping to pay for important public initiatives including education, health care, and police and fire expenses. We are thankful to our partners in the real estate community and most importantly the citizens of Medway and all of Norfolk County. Their patience with us has been critical to the Registry of Deeds being able to continue its core mission of recording land documents in a safe and secure environment.

The Registry suffered a setback when a fire broke out in the building on a February weekend. We lost some IT equipment, supplies and microfilm but all of our records are intact and remain backed-up. We were open for business on the following Monday morning.

The Registry of Deeds is the principal office for real property records in Norfolk County and operates under the supervision of the elected Register, William P. O'Donnell, who has held the position since 2002. 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. More information can be found on our website – [www.norfolkdeeds.org](http://www.norfolkdeeds.org).

### **2021 Registry Achievements**

- Cyber Security issues and incidents, especially those involving municipalities, remained topical and captured the thoughts and dominated the efforts of the Registry of Deeds Information Technology Team. The IT team doubled their training and education of staff and employees concerning the perils of phishing, spoofing, and Trojan Horses to minimize potential risks to information security. The IT Department acquired an incident response server and multiple computers so that in the event of a cyber-attack the offline server and computers could be activated thwarting cyber attackers from sabotaging Registry operations.
- The Registry of Deeds Customer Service and Copy Center continues to provide residents and businesses with quality service. 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, Monday through Friday between the hours of 8:30AM to 4:30PM.
- In calendar year 2021, ***the Registry collected approximately \$82 million dollars in revenue.***
- The Registry of Deeds continues to address legislative issues to benefit consumers. In 2022, we will continue to advocate for filed legislation that accomplish 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 2,500***. The Registry is approaching 80% of its recorded land recordings being done electronically.
- Norfolk Registry of Deeds was the first registry in Massachusetts to record electronically registered land documents. This started in the Land Court section of the Registry of Deeds in 2017 and was crucial in remaining operational during the coronavirus pandemic. At the onset of the pandemic, 25% of the registered land documents recorded were done via electronic recording which has grown now to 70%.
- In 2021 we hit a milestone of recording our ***40,000th Registry of Deeds book***. At the end of 2021 we were at Book 40210. For the sake of security and redundancy, we store our documents 3 different ways: hard copy, electronically and by microfiche.
- In calendar year 2021, the Registry processed over ***13,000 Homestead applications***. The law Chapter 188 (M.G.L.) provides limited protection of one's primary residence against unsecured creditor claims.
- The internet library of images, accessible to the public through the Registry of Deeds' online research system at [www.norfolkdeeds.org](http://www.norfolkdeeds.org) continues to expand. Today, all documents dating back to the first ones recorded in 1793 are available for viewing.
- Our website includes 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](http://www.norfolkdeeds.org) routinely updates the public on such news as real estate statistics, answers to frequently asked questions, 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](http://www.norfolkdeeds.org).
- Despite the ongoing COVID-19 pandemic, the Registry was able to restart some of its community outreach programs. We expect that in 2022 we will be able to visit each of the Norfolk County communities for office hours and continue our partnerships with Interfaith Social Services of Quincy, Father Bill's & MainSpring of Quincy, the VA Boston Healthcare System, Voluntary Service Program and InnerCity Weightlifting on our 'Suits for Success' program, and New Life Furniture Bank of MA in Walpole to assist those who are in need of household items. We were grateful to be able to resume our Annual Holiday Food Drive and Toys for Tots campaigns in 2021.

## Medway Real Estate Activity Report

January 1, 2021 – December 31, 2021

There was a 9% increase in documents recorded at the Norfolk County Registry of Deeds for **Medway** in 2021, resulting in an increase of 327 documents from 3,529 to 3,856.

The total volume of real estate sales in **Medway** during 2021 was \$137,381,695, an increase of 10% from 2020. The average sale price of homes and commercial property was down 2% in **Medway**. The average sale price was \$560,742.

The number of mortgages recorded (1,012) on **Medway** properties in 2021 was up 1% from the previous year. However, total mortgage indebtedness decreased 45% to \$358,317,528 during the same period.

There were 2 foreclosure deeds filed in **Medway** during 2021, an increase from the previous year when there was 1 foreclosure deed filed.

Homestead activity increased 8% in **Medway** during 2021 with 285 homesteads filed compared to 265 in 2020.

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



## REPORT OF THE MEDWAY OPEN SPACE COMMITTEE

Medway Open Space Committee

2021 Annual Report

Significant progress was achieved in the total area, quality and accessibility of open space in Medway in 2021. Enthusiasm and support for open spaces increased again over the previous year.

### Quantity of Open Space

Since the purchase of 20 acres of farmland at 82 Lovering Street in 2020, there have been no new town acquisitions of land for open space in 2021. However, private land associated with the development of The Willows on Village Street designated as open space was opened to the public in 2021. A canoe launch was established, and a small trail network is expected to be completed in coming months, increasing the total of combined publicly and privately owned open space properties.

### Investments/Improvements in Open Space Properties

A large increase in activity of volunteers led to significant progress in eliminating invasives on Town-owned and Conservation Commission properties, especially garlic mustard at the amphitheater and in Choate Park, autumn olive, buckthorn, bittersweet and multiflora rose along large sections of the Link Trail. Japanese knotweed was reduced at the Lee Farm bridge and south of the boardwalk. A large expanse of buckthorns was removed from the Christmas Tree Meadow, and large choking columns of bittersweet were removed from the remaining healthy evergreens there, contributing to the partial restoration of that meadow. Solutions are being sought to establish this meadow as a pollinator habitat.

DPW has overtaken basic mowing/trimming/clearing of fallen trees at the amphitheater and on all sections of the Link Trail as of 2021, freeing volunteers with Medway Trail Club to concentrate on invasives control.

In response to citizen complaints about unleashed dogs, the Town has begun installing signs about trail rules, including a dog leash and clean-up requirement.

### Public Support, Access to and Use of Open Space Properties

Interest in and support for open space properties, especially those with close contact to nature, trails and water access, grew again in 2021, as measured by comments noted on social media, at outdoor public events, and on surveys during information gathering for preparation for the new Master Plan. Many people have commented that they feel fortunate to live in a town with such wonderful trails, and they have expressed interest in more opportunities for passive recreation in nature.

Many walkers were encountered who were discovering and using the trails for the first time.

Measures were undertaken to address requests by the public, such as a larger number of benches along trails, and trails more easily accessible by those with mobility impairment and/or strollers, clearer signage.

- New benches near the Dogleg Bridge and at the water view south of the Christmas Tree Bridge.
- A grant was obtained, and plans are underway, to build a State/Town funded FDA accessible parking area and trail at Adams Meadow. The trail is to encircle the entire meadow and include a (covered) viewing area.

Participation of volunteers who create trails and restore and maintain natural open spaces was strong. The number of volunteers participating in weekly work details grew from an average of approximately 5 to 10.

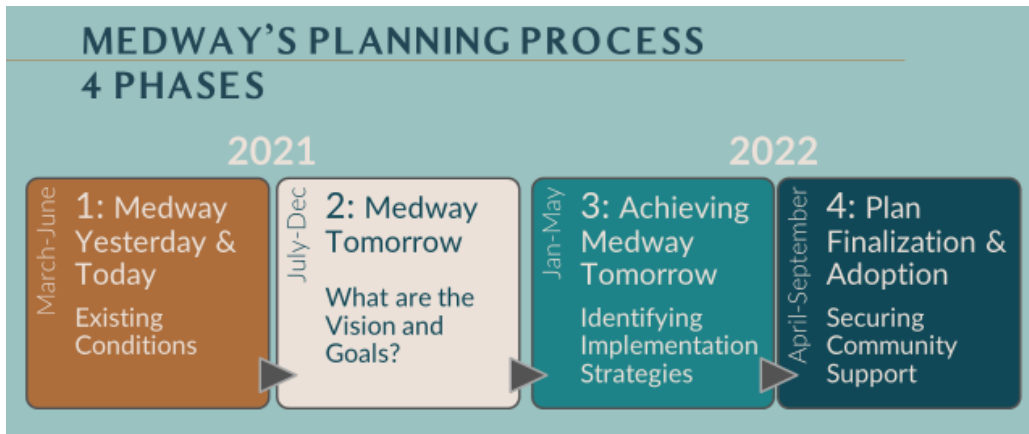
- A Town-wide Festival, “Medway Bridges” was held in September, organized by volunteers of the Cultural Council and Medway Trail Club, to celebrate the completion of the trail and bridges between Choate Park and Lovering Street, with hundreds in attendance. Many expressed interest in making this an annual trail/open space festival.
- Medway Trail Club volunteers hosted successful seasonal events including Winterfire gatherings with snow shoeing, maple syruping, and scavenger hunts, and Soup on the Bridge in November, which increased awareness of and enthusiasm for Medway Open Space trails and meadows. MTC held weekly work details, doubling the number of regular volunteers to approximately 10 that work to create and maintain trails, and to control invasives.

Plans for 2022 include further reduction of invasives, development of trails and a seating/picnic area at the Deerfield Pond property off on Fisher Street, improved signage including Open Space signs at all new locations, beginning of a water trail project along the Charles.

### **REPORT OF THE MASTER PLAN COMMITTEE**

In the first quarter of 2021, the Planning and Economic Development Board established a 17-person Master Plan Committee and the Town hired JM Goldson for consulting services with support from RKG Associates and Resilience Planning & Design. Updating a community’s local master plan is an essential way to understand forces that are shaping the built and natural environment, to envision a desired future for a community, and to identify priorities and develop specific strategies for implementation. Medway’s last Master Plan was completed in 2009, and the Town had committed to writing a new plan every 10 years.

The master planning process consists of 4 parts.



The project, which was launched in March 2021, began with Phase 1, an examination of existing conditions to define trends, challenges and issues for eight primary elements: 1) land use; 2) open space and recreation; 3) natural resources; 4) housing; 5) economic development; 6) cultural and historical resources; 7) municipal services and facilities; and 8) transportation. The output of Phase 1 was the Existing Conditions report.

[https://www.townofmedway.org/sites/g/files/vyhlf866/f/uploads/medway\\_mp\\_existing\\_conditions\\_report\\_08.26\\_clean.pdf](https://www.townofmedway.org/sites/g/files/vyhlf866/f/uploads/medway_mp_existing_conditions_report_08.26_clean.pdf)

Phase 2 involved engaging with the community to think aspirationally about what the ideal future could be for Medway. A live and on-line community forum took place and a survey of town personnel, Town boards and residents was conducted. A series of pop up events during the summer provided additional input. The 7-month community engagement process helped shape the Draft Vision and Goals.

[https://www.townofmedway.org/sites/g/files/vyhlf866/f/uploads/medway\\_vision\\_and\\_goals\\_report\\_012022\\_-\\_revised.pdf](https://www.townofmedway.org/sites/g/files/vyhlf866/f/uploads/medway_vision_and_goals_report_012022_-_revised.pdf)

Heading into 2022, Phase 3 will result in the development of defined strategies to achieve the vision and goals. Planned activities are a series of focus groups, an on-line community forum and online engagement tool, and presentations for most Town boards and committees. Phase 4 will involve refining these strategies to implement the Master Plan and securing community buy-in. The goal is for the Town to have a new master plan in place in November 2023.

Respectfully Submitted,  
 Jessica Chabot, Chair

## REPORT OF THE PARKS AND RECREATION DEPARTMENT

### 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 five members, 3 of which are elected for terms of 3 years each. The Commission is currently comprised of:

Debi Rossi, 2024  
Sean Murphy, 2022  
John Farrell, 2023  
Lyle Core, appointed  
Richard D'Innocenzo, appointed

### Personnel

In 2021 we still saw COVID very much as a challenge but worked safely to keep facilities open, run great programming and community events with Julie Harrington, Director of Parks & Recreation, at the helm. The department offered socially distant events such as Bunny Photos, the fishing derby, boating day and nights at Choate, Summer concerts, Wild Wednesdays, Trunk or Treat, and the Annual light fight. There were also new community events to offer the community. Teaming up with Medway Cable Access, we offered Hocus Pocus in the park, Columbus weekend. We took over the pumpkin walk and were able to host the event to over 2,000 participants. While it looked different from the past the goal was still the same; to bring the community together. We ran Choate Summer again in summer 2021, we were able to increase the size, that served over 350 children and extend it an extra week to seven total. We saw some great new programs such as Sensory classes, wreath making, Babysitting training, Family bingo. We also still offered some of our fan favorites such as treasure hikes, pumpkin carving, pint sized Picassos, little ninjas warriors, basketball, soccer, multisport.

In 2021 the Parks and Recreation Department:

- Conducted a Summer Concert Series out of Choate and Oakland Parks with five rocking concerts.
- Teamed up with the Medway Lions and hosted Bunny photos with Tim Rice for over 100 families.
- Held fun interactive hunts at the parks in town: Where's Waldo? Freddy the Yeti hunt, Easter Egg Hunt, May the Fourth be with you.
- Community Events such as: Bunny photos and visits, Annual Fishing Derby, Boating Day at Choate, Trunk or Treat, Hocus Pocus in the Park, Pumpkin walk, Santa letters, and the annual light fight.
- Held the very first summer season of the Medway Millis swim team. The team had close to 50 participants.
- Ran the second year of Choate Summer. We were able to allow more children to attend and increased the program to 7 weeks.

- Hosted Wacky and Wild Wednesdays at Choate Park for the months of July and August.
- Hosted a boating night and day at Choate Park.
- Travel Field Hockey for grades 3-4 and 5-6.
- Hosted a Field Hockey Jamboree for the Commonwealth League which the Medway 3-4 competed in.
- On the fields we hosted the US Women's Lacrosse National Team Tryouts
- Facilitated 3 soccer tournaments throughout the year.
- Welcomed 4 new user groups to rent the facilities.

In 2021 the Parks and Recreation Commission:

- Updated the Usage Policy for Medway Parks and Recreation Pickleball and Tennis Courts.
- Opened the new Pickleball and Tennis Courts at Medway High School.

### **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,

Debi Rossi, Chair

## **REPORT OF MEDWAY ANIMAL CONTROL**



The department received and acted upon 803 calls for service this year.

The Animal Control Department continues to have 24- hour coverage with one Full time ACO and one Assistant alternating weekends and holidays. The Animal Control Department responds to many wildlife, feline, canine and livestock issues and emergencies. These statistics do not include all general service responses via fax, email, telephone and postal mail (but not

limited to) town and state law guidance communications between other professionals in the animal field, local and state agencies, and pet care.

Rabies is still a significant risk in the area, we would like to remind you that is very important to keep your animals vaccinated even if they are “indoor” animals, and it is the state law. Wild animals can and do get into your house. Please remember that if you feed animals outside you are inviting unwanted wildlife and feral cats to your house increasing the risk to your family and your animals.

The Department would like to thank everyone who donated food, toys, bedding, towels, etc. for our use to help keep the animals in our care fed, warm and happy during their stay. During the 12-month period from January 1, through December 31, 2021 detailed logs were kept reflecting all calls received and acted upon by the Animal Control Department. A total of 803 calls, with 308 in Millis and 445 from Medway, and 50 calls to assist neighboring towns, the following is an overview of the calls handled in Medway:

INFORMATIONAL: 149

DOGS:

PICKED UP 22

REPORTED LOOSE 42

REPORTED LOST 11

BARKING/NUISANCE COMPLAINTS 15

BITES 15

ADOPTED/ TURNED OVER 0

TO HUMANE SOCIETY 0

EUTHANIZED 0

REPORTS OF CRUELTY 4

QUARANTINES 15

HIT BY CAR REQUIRING

MEDICAL TREATMENT OR DIED 0

CATS:

PICKED UP 1

REPORTED LOST 7

REPORTED STRAY/FERAL 2

ADOPTED/ TURNED OVER

TO HUMANE SOCIETY 1

EUTHANIZED 0

QUARANTINES 1

HIT BY CAR REQUIRING

MEDICAL TREATMENT OR DIED 1

BITES/SCRATCHES 1

WILD ANIMAL CALLS 87

WILD ANIMAL REFERRALS 10

ROAD KILLS PICKED UP 51

DEER HIT BY CARS 4

LIVESTOCK CALLS/POULTRY 6

I would like to thank all the Town departments for their assistance and cooperation, especially the Police Department, DPW, Select Board Office and the Town Clerk.

Respectfully submitted,

Erin Mallette, Animal Control Officer



## 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., 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 during 2021 are as follows:

Chair: Rori Stumpf (January 1 – June 30), Brian White (July 1 – December 31)

Vice Chair: Brian White (January 1 – June 30); Gibb Phenegar (July 1 – December 31)

Clerk: Gibb Phenegar (January 1 – June 30); Christina Oster (July 1 – December 31)

Members: Christina Oster (January 1 – June 30), Tom Emero, Joe Barresi (appointed November 2021)

Associate Member: Carol Gould

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; currently Anna Rice.

The Board is also staffed by the Town’s Director of Community & Economic Development Department, currently Barbara J. Saint Andre.

Tetra Tech, based in Marlborough, serves as the Town’s engineering consultant. The Board was capably assisted during 2021 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 2021 the Board decided petitions for special permits, variances, and nonconforming structures and uses, as well as hearing an appeal from a decision of the Building Commissioner.

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 discuss 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,

Brian White  
Chair



#### Report of the Superintendent of Schools

The multiyear pandemic has significantly impacted all aspects of the Medway Public Schools. As we began the 2020-2021 school year, our plans used the guidance from the Massachusetts Department of Elementary Education and the Massachusetts Department of Public Health to ensure we were meeting required health and safety guidelines. As required, we submitted a plan to DESE that outlined learning models that included: full remote (online) learning, full in-person learning, and a hybrid model that reduced the population of our schools to address health and safety concerns.

In September school began on a delayed start. Students in PK-2 were all in school four days each week, with students in grades 3-12 in school for 2 days each week, with three days of remote instruction. During the fall we were able to identify additional classrooms, and began hiring additional teachers in grades 3-5. As hiring was completed, students in these grades returned to four, and then five in-person days each week. We were able to get all students in grades PK-5 in

for five full in-person days beginning in January. At these grades, we continued to observe the CDC recommended 6' of physical distancing.

As a district we continued to identify opportunities to enhance health and safety protocols for our staff and students. In December we began a weekly staff COVID-19 testing program. In January we were able to add students in 5-12 to a weekly COVID-19 testing program, with students in grades 2-4 participating beginning in March. As the number of cases began to decline, we began planning for a return to a full in-person experience for our students in grades 6-12.

Throughout the entirety of managing the pandemic, our Strategic Plan, 2019-2024 Excellence for All: A Medway Mindset, served as an important reminder of the critical mission for the Medway Public Schools. 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,

Finally, it is important to note that the partnership and collaboration between Town officials have supported the Medway Public Schools during this challenging and complicated time. The willingness to support the district made it possible for us to return our students back to a typical learning model more quickly than many districts. This has provided significant benefits to the children of Medway. This would not have been possible without the support of Town officials.

Respectfully submitted,

Armand Pires, Ph.D.

Superintendent of Schools

## Special Education

### District Wide

### Special Education and Student Services



Medway Student Services focused on mitigating the effects/impact of the pandemic with our students. This ranged from ensuring that students who were virtual in 2020, and unable to be evaluated, were evaluated at the beginning of the year. Additionally, students whose service deliveries were interrupted by the staffing challenges of the pandemic were offered compensatory services in accordance with the state Department of Elementary and Secondary Education Services. Student Services has worked with all school principals to ensure that substantive social and emotional supports are available in their schools for students who struggled with the return to in person learning. Additionally, Medway also offered additional summer and after school services to ensure that students would be able to receive support with their academic needs.

### Summer Extended Year Services

The 2020-2021 Extended Year Services' (EYS) programming focused on continuing to bring students back into the building from the remote environment, and to take what we learned

from the pandemic and offer hybrid services to students who typically would not otherwise access summer services.

Medway was able to offer both remote, hybrid, and in person services. Grades preK-6 primarily received in person academic services, with supportive social skills provided in an authentic environment through Medway's ongoing partnership with Camp Sunshine. Grades 7-12 were primarily involved in remote learning wherever possible and hybrid learning for students needing both supportive social skills and academic tutoring. In this way, we hoped to regain momentum with older students who often are reluctant to come into the building over the summer. As in the past, some of our older MS students were also involved in a Camp Sunshine supportive CIT program. New this year was a pilot program where we offered 2 HS students the opportunity to job shadow in Community Education as part of their prevocational and pre adult social skills services. This worked out very well, and plans are in place to expand this programming next year.

### **Program Enhancements**

Based upon an analysis of student behavioral data, and discussions with out of district schools, Medway Student Services collaborated with a retired, alternative high school principal and clinician to develop a stabilization program for students with anxiety disorders. The stabilization program is called the R.E.A.L. (Reflection, Expression, and Attitudes toward Learning) program, and it is a specialized program for a low incidence student population. The overarching program goal is to meet students' education that are not being met in a traditional high school setting. The R.E.A.L. program functions as a Therapeutic Milieu (MT). Milieu therapy is a therapeutic method in which a safe, structured group setting in which students are exposed to and learn healthier ways of thinking, interacting, and behaving within the context of a community.

### **State Monitoring**

#### **Tiered Focus Monitoring:**

Student Services engaged in a Department of Elementary and Secondary Education's audit of processes and procedures, entitled Tiered Focus Monitoring (TFM). TFM is a comprehensive review of compliance with state and federal regulatory compliance in both special education and civil rights. Medway is in Group A, Tier 1 which includes the top 10% of districts based upon quality indicators, proportionality with discipline and disability type, and numbers of complaints received through the program resolution system. The audit resulted in a single partially implemented finding: Non-participation Justification. The district, while writing a Non-participation Justification for each IEP, was requested to further detail specific reasons for non-participation in the general education curriculum. The corrective action was implemented, and the finding was resolved by October 1, 2021.

#### **2022 Special Education Determination under Part B of the Individuals with Disabilities Education Act:**

Medway Public Schools was recently notified that it *Meets Requirements* set by the MA Department of Elementary and Secondary Education’s (DESE’s) local special education determination under Part B of the Individuals with Disabilities Education Act (IDEA).

Annually, the Department is required to identify each LEA’s specific needs for technical assistance and required to assign each LEA one of four categories: Meets Requirements (MR), Needs Assistance (NA), Needs Intervention (NI), and Needs Substantial Intervention (NSI). In prior years, the special education determinations were closely aligned with LEA accountability levels unless unusual circumstances were in occurrence. That has changed during 2021, and special education determinations now focus on the data that most impacts outcomes for students with disabilities. The Department developed a Determinations Rubric to calculate each LEA’s determination level. The rubric specifically considers the following:

- 5-Year Cohort Graduation rates for students with disabilities;
- Annual Dropout rate for students with disabilities;
- Public School Monitoring special education compliance data;
- Problem Resolution System special education complaint data;
- Performance on Special Education State Performance Plan/Annual Performance Report (SPP/APR) Indicators; and
- Data and findings of Significant Disproportionality.

Each district is evaluated using a rubric and, based on the overall score, placed into one of the Special Education Determination categories. As described in the [determination rubric](#), final special education determinations reflect both performance and compliance in special education. This year, the 5-Year Cohort Graduation rate and Least Restrictive Environment (Indicators 5 and 6) are prioritized by the Department, and thus are weighted accordingly.

Data for Medway Public School District:

<u>Annual Dropout Rate</u> (2020)	<u>5-Year Cohort Graduation Rate</u> (2019)	<u>Public School Monitoring &amp; Compliance Findings</u> (SY2020-21)	<u>Problem Resolution System Findings</u> (SY2020-21)	<u>Special Education SPP/APR Compliance Indicators</u> (4B, 9, & 10) (SY2020)	<u>Special Education SPP/APR Performance Indicators</u> (5 & 6) (SY2020-21)	<u>Significant Disproportionality Data</u> (SY2020-21 & SY2021-22)
<u>1.1%</u>	<u>92.9%</u>	<u>1</u>	<u>1</u>	<u>4B: No Status</u>  <u>9: No Status</u>	<u>81.9%</u>	<u>No Status</u>

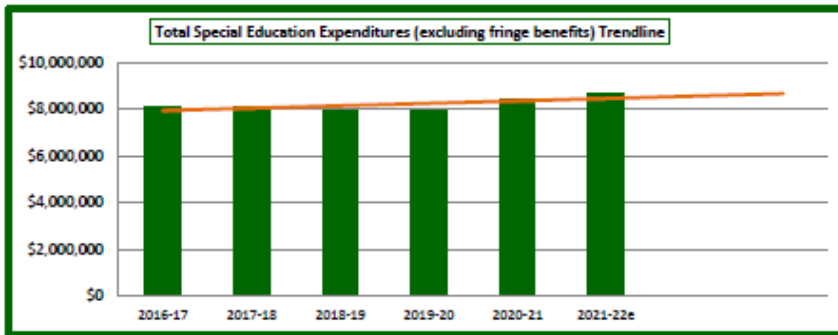
				<u>10: No Status</u>		
--	--	--	--	----------------------	--	--

Medway Public School District earned 34 out of 36 possible points on the rubric, or 94.4%.

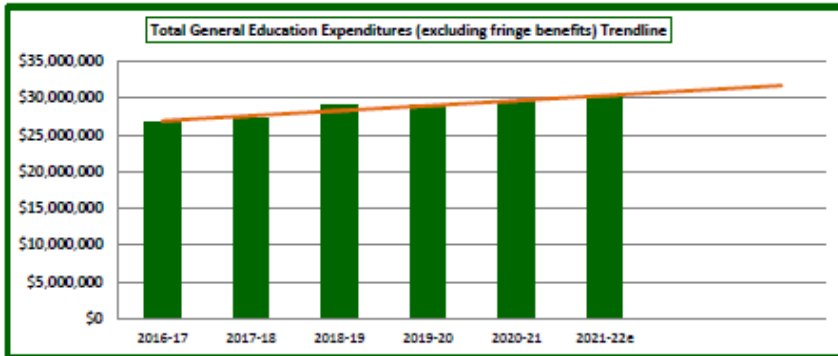
As a result of this determination, the DESE is not requiring Medway to engage in specific targeted and technical assistance activities.

Maintenance of Effort:

Medway Public Schools continues to fund Special Education at levels that meet the needs of our students. While the numbers of students on IEPs has decreased (commensurate with a reduction in overall student enrollment), funding for students with exceptional needs continues to increase in order to meet their exceptional needs.



Year	Spec Ed Exp
2016-17	\$8,110,415
2017-18	\$8,140,612
2018-19	\$7,977,738
2019-20	\$7,925,937
2020-21	\$8,430,010
2021-22e	\$8,671,701



Year	Gen Ed Exp
2016-17	\$26,712,350
2017-18	\$27,291,264
2018-19	\$29,143,056
2019-20	\$29,048,596
2020-21	\$29,530,685
2021-22e	\$30,181,600

**Culturally Responsive Education**

Throughout the year, administrators met with representatives from community and staff groups such as the Medway Marches, Medway Youth Against Racism, the Roundtable, and the Medway Staff Diversity, Equity, and Inclusion groups. As a public school system, Medway is required to seek parent input and feedback regarding our teaching and learning practices, and to reflect on

our practice through the lens of cultural proficiency. This is a DESE requirement and Medway has engaged in annual parent surveys to gather input into our programming and practices. Additionally, our strategic plan incorporates two dimensions under Equity in Education: The first ensures that personal and social circumstances should not be an obstacle to achieving educational potential, and the second is inclusion.

To further our work in this area, we have worked to re-energize the Diversity, Equity, and Inclusion group in the district. This group is composed of volunteer staff from each school who are committed to “proactively work together to engage with colleagues, students, and families about diversity, equity, and inclusion. We are committed to cultivating a climate and culture in our district that allows all students to bring their full selves to school and to thrive. We act as a liaison between schools in order to streamline communication about ongoing work, ideas, responding to bias, and challenges in all our buildings. We work with our colleagues to increase empathy and compassion with education and resources about the experiences of historically marginalized groups.” This group has presented their work to the Leadership team and offered their committee as a resource to building leaders as they work to make Medway a more equitable and inclusive school community. Additionally, Medway leadership has continued to work with outside partners to frame this work so that it continues to evolve and to formally incorporate it as part of our Equity and Empowerment core value. We have retooled the Equity Assessment Request for Proposal (RFP), seeking a vendor to partner, lead and engage our staff in reflection, analysis and inquiry, and to identify opportunities to achieve parity across several student populations. This important work will help provide a strategic direction for the school community moving forward.

## Department of Wellness

The Wellness Department operates under the Center for Disease Control’s Whole School, Whole Community, Whole Child model, which focuses on the child and emphasizes a school-wide approach, supported by the community, to enhance the health and wellness of students. In support of the 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 and building and strengthening community partnerships to best support Medway’s youth.



In 2021, the Wellness Department’s two top focus areas were creating a safe learning environment and supporting students’ mental health during the COVID-19 pandemic. Like last year the COVID-19 Pandemic dominated the work of the Wellness Department. Our nursing team carried much of this load by conducting daily screens of symptomatic students, internal contact tracing, and routine COVID testing. This year our testing program expanded to include weekly pool testing, reflex antigen testing, symptomatic antigen testing, and antigen testing as



part of our “test and stay” program. In addition to impacting the physical health of our students, the pandemic also affected our students’ mental health in 2021.

In response to the increase in the prevalence of student mental health concerns, the Wellness Department added clinicians, programs, and expanded its screening practices. In 2021 the Wellness Department hired a district-wide social worker and additional Medway Middle and Medway High School adjustment counselor. The addition of these clinicians allowed for the expansion of student supports such as group and individual counseling, family wrap-around services, and in-classroom mental health lessons. These additional services helped the Wellness Department better support its students, allowing them to come to school feeling well and ready to learn.

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 working together to best support Medway’s students’ health and well-being.

## **Medway High School**

### **Grades 9-12**

#### **"A Medway Mindset"**

Medway High School is an award-winning school of approximately 631 students, 84 staff members, and 3 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 active, continuous learning, equity & empowerment, relationships characterized by trust and mutual respect, and comprehensive wellness for all. However, we find ourselves with a new mission: to build a curriculum that, at its core, empowers our students with the 21st-century skills necessary to compete in the modern workplace and be engaged citizens.

During the summer of 2020, our staff developed plans to reopen the school in a hybrid model with contingency plans for a full remote or a fully in-person return. Our hybrid model was designed for approximately half of our students to attend on Mondays and Tuesdays and the other half of our students to attend on Thursdays and Friday. All of our students would attend school remotely on Wednesdays. We also managed a full Virtual School for approximately 10% of our students. Students in this model attended school via zoom with a combination of Medway teachers and fully asynchronous online courses. In April of 2021, our hybrid students returned to daily in-person instruction with safety measures in place to offer teaching and learning opportunities in the safest manner possible. Our Virtual School continued learning in this model for the remainder of the school year. The return to school for our hybrid students was an encouraging and uplifting experience welcomed by all. Though we were limited in the ways in which we were able to come together as a school, we continued to identify ways to build community and connection in truly novel ways.

While still in the midst of the COVID-19 pandemic, the 2021-2022 school year opened with all students returning to school and fewer safety protocols in place for students and parents. The school and district developed plans to address pandemic-related education loss while keeping education while reengaging with new learning that was put on pause during the pandemic. A new schedule was developed that included fewer, longer class periods, and a Flex block that provides all students time during the school day for extra help, extensions to their learning, make-up opportunities, or time for school programming. The focus of the school was to provide students as normal an experience as possible. Traditional events such as the Senior Boat Cruise, Homecoming, and the Pep Rally all returned with modifications to make the events possible. As we enter the winter, the school is poised to make masks optional for students provided that we meet certain metrics. We look forward to continuing

Our Medway Mustangs student-athletes are once again having a great year. Looking back to last spring season, six of our spring teams made the postseason tournaments highlighted by Boys Lacrosse making it to the sectional finals and Baseball bowed out in the sectional semifinals; after a great end of the season. In addition, we were represented at the All-State Track and Field championship by a few of our athletes. This past fall season was very successful for our Mustangs, sending seven teams to the state tournament. Our Girls Volleyball and Boys Soccer teams were crowned TVL Champions and both teams made great runs in the state tournament. The Boys Soccer team finished as state semifinalists and the volleyball team finished as state finalists. This past winter, five teams were named TVL Small Champions; Boys Hockey, Girls Basketball, Girls Indoor Track, Boys Co-op Swim and Dive, and Girls Co-op Swim and Dive. We are looking forward to great winter season tournament action for our ten teams who have qualified for postseason tournaments. We have had numerous TVL All-Stars, league MVPs, as well as many individual honors for our student-athletes and coaches over the past few seasons.

The school closure in 2020 and the COVID safety guidelines established at the beginning of the 2020-2021 school year created challenges for our performing arts program. Fortunately, updates to COVID protocols allowed signing to occur with masks and specialized supports for instruments so that students could perform and remain as safe as possible. Our spring musical in 2021 was an in-person Cabaret performance of Broadway musical hits across the generations. Our first in-person chorus and band performances occurred in December of 2021 to the delight of all. In the fall, our drama club presented *Movies Across the Decade* to an in-person audience. Throughout this school year, our performance groups have been preparing for our spring musical *Footloose* that will be performing in-person with no COVID restrictions.

We also held a variety of celebrations within our school and community, many of which looked different this year. This year we welcomed a record 72 inductees into the MHS chapter of the National Honor Society.. This spring we are planning exciting and educational events for students such as STEM Day, Financial Literacy Fair, a College and Career Fair, and the Mock Crash.

Graduates of the class of 2021 enjoyed an outdoor graduation ceremony on Hanlon Field. This class has finalized post-secondary plans to attend a diverse array of schools with varying degrees of selectivity across the country. With a graduating class of 156, this year our students filed 1461 applications to 280 different institutions of higher learning. Eighty percent of students will

continue their education beyond high school. The colleges and universities listed below are examples of the high-quality institutions our students were accepted to in 2021.

Baylor University  
Bentley University  
Boston College  
Brigham Young University  
Clemson University  
College of the Holy Cross  
Connecticut College  
Elon University  
Hawaii Pacific University  
High Point University  
Marist College  
Mass Maritime Academy  
Northeastern University  
Norwich University  
Ohio State University  
Providence College  
Purdue University  
Quinnipiac University  
Rensselaer Polytechnic Institute  
Rochester Institute of Technology  
Saint Anselm College  
Sheridan College Canada  
St. Lawrence University  
Syracuse University  
University of Colorado Boulder  
University of Connecticut  
University of Maine  
University of New Hampshire  
University of Tampa  
University of Texas at Dallas  
University of Vermont  
University of Wisconsin  
Villanova University  
Wentworth Inst. of Technology  
Worcester Polytechnic Institute

The current senior class is also making great strides towards a successful transition to life after MHS. In November 2021, 22 seniors in the class of 2022 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.

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 third 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 MetroWest 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.

## **Medway Middle School**

### **Grades 5-8**

Medway Middle School currently serves 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 while also helping students feel connected to a strong school community.

The Medway Middle School Community, like all school communities, faced a variety of challenges in response to the global pandemic. Medway Middle School opened its doors to all students for a full return to in-person learning in September 2021. The faculty and staff worked to identify a variety of pandemic response efforts to support students' academic as well as social-emotional learning needs. These included after-school and vacation programming as well as the addition of a variety of counseling and support services for students.

Middle School staff continues to utilize the I-Ready (Grade 5) and IXL (Grade 6-8) assessment and learning platforms in both Math and ELA to help identify needs, as well as provide students with personalized learning plans. Both resources have provided faculty with greater information to assist in meeting the needs of Middle School students. Data was used to identify students who needed additional support and interventionists offered specialized support for these students.

In addition to supporting student learning needs, the Middle School staff also introduces students to grade-level content and standards. Highlights of this year include the fact that our Math teachers have fully implemented new curriculum resources. Big Ideas is used in Grades 6-8 and Ready Math is the curricular resource for Grade 5. Additionally, Grade 8 Math teachers have introduced a revised Accelerated Math course to support students as they prepare for their transition to Medway High School. Accelerated Math pathways in grade 7 and 8 provide students an opportunity to engage in advanced content and standards in addition to those addressed at their grade level. Our 5th grade Social Studies teachers have piloted State units in history and have adopted these best

practices in classrooms. Medway Middle School plans to expand the adoption of these units in grades 6-8 as they become available. Currently, our English department is engaged in a robust curriculum review process that will result in the identification of a new core curriculum resource to be implemented in the 2022-2023 school year.

Outside of the classroom, Medway Middle School provides students with a variety of opportunities to engage in activities focusing on different interests, leadership opportunities, and community service projects. Some highlights of our after-school programs include a robust, Middle School Student Council which continues to meet virtually to plan different community-building and service-learning activities. Our Where Everyone Belongs (WEB) program welcomes and supports students who are new to the Middle School to ensure that all new students feel welcome and part of our school community. Activities such as our Science Fair, Robotics Team, and Math Club provide students with opportunities to explore content-area interests while engaged in friendly interscholastic competitions. Our Performing Arts department will be debuting "Freaky Friday" this April and our Green Team continues to find ways to improve our school community while being environmentally conscious. Our students and staff have risen above to continue additional important programs, such as class competitions, assemblies, and our morning televised announcements known as the "Mustang Message". These programs continue to have a positive impact on our school culture and provide our students with opportunities to excel and develop leadership skills outside of the classroom.

Medway Middle School is fortunate to be well supported by the community. The faculty and staff of Medway Middle School appreciate the work of the Medway Middle School Council, the Medway Secondary Parent Teacher Organization, the Medway Foundation for Education, and the Medway community at large for their continued support.

## **Burke-Memorial Elementary School**

### **Grades 2-4**

Burke-Memorial Elementary School is home to our second, third, and grade four students. In the 2020-2021 school year, the school served 446 children. The school educated 146 students in the second grade, 148 in the third grade, and 148 in the fourth grade. This was a reduced enrollment due to some families opting for homeschooling options in light of the COVID 19 pandemic. The pandemic also affected the number of classroom sections. There traditionally have been eight classroom sections at each grade level at Burke-Memorial School, however, this number was expanded throughout the year due to COVID pandemic health and safety requirements. Each grade ended the year with 10 sections, including a District run virtual 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.

The Burke-Memorial Elementary School utilizes the Responsive Classroom philosophy to support and develop students' social and emotional competencies. 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 opportunities across the school day on a consistent, proactive basis. Aspects of Responsive Classroom include a Morning Meeting, Energizers, Chill Zone, and Quiet Time.

At the Burke-Memorial School, students participate in all state-required content curricula 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, through the Units of Study Curriculum. *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 an independent subject. The school utilizes the *iReady Diagnostic* three times a year to assess student progression towards mastery and growth in both English Language Arts and Mathematics and we also utilize tools within iReady to support students who require remediation and extension. All students receive hands-on science/technology instruction from one of two science specialists. All students receive weekly lessons in art, music, and Wellness. Wellness classes integrate physical and health education. The school library was closed for this school year, due to the global pandemic's health and safety requirements. The Burke-Memorial school is a rich technology environment with 1:1 Chromebooks for students, interactive projectors, and document cameras present in each classroom. Students also can utilize green screen technology, interactive whiteboards, and display monitors to support presentations that they may develop

Medway elementary teachers receive ongoing professional development in order to stay current with the state curriculum and other mandates. During this school year, teachers received 10 days of professional development prior to the start of the school year. This was in order to support the transition back to hybrid and in-person learning from the 2020 school closure. This focused on developing new practices and associated health and safety requirements. Staff engaged in additional professional development around Responding the Misbehavior, classroom Yoga, and a joint elementary professional development opportunity with the McGovern school that focused on reading comprehension, academic differentiation, social-emotional supports, assessment data, and pandemic related instructional practices.

Support through the Medway Elementary Parent Teacher Organization (MEPTO) is an integral piece of the learning package. MEPTO sponsors extra-curricular activities for the students including in-house enrichment programs and community events. Within this school year, they partnered with Burke Memorial on a school field day as well as a live interactive drumming presentation for students. 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 transitioned to virtual meetings. Several orientation events were held for families as students transitioned back to school and when learning models changed.

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 the 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.

The COVID-19 global pandemic caused the closing of physical schools abruptly on March 13, 2020. Students began to transition back to in-person learning in September of 2021, while others participated in full virtual schooling. In September, second-grade students began their school year with four and a half days of in-person learning. Students in third and fourth grade participated in 2 in-person school days and two and a half virtual days. The District quickly worked to continue to bring more students back into school safely. By January of 2021, the Burke Memorial School was one of the few schools in the state and country to make available five days of in-person learning for all students. By June of 2021, there were only fourteen students remaining in Virtual School in Grades 2-4. This better served our students and community as we looked towards our next school year.

## **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. Due to the pandemic, last year, our Integrated Preschool offered only half day options five days per week. We did run a virtual preschool for the first two months of school, but were able to welcome back students to in-person learning, if they chose to attend. The preschool program had 34 students enrolled. In addition, McGovern School had ten, full-day kindergarten classes (9 in person and 1 virtual). Through the support of the Town of Medway, we are pleased that our students continue to receive a full-day Kindergarten experience, tuition-free. The kindergarten had an enrollment of 144 students. Finally, there were eleven first grade classes serving 153 students (10 in person, 1 virtual). There were a total of 331 students enrolled at the McGovern School for the 2020-2021 school year.

Students participate in all state required content curriculum and special subject courses. English Language Arts, including reading, writing, speaking, and listening skills are taught and are integrated into the readers' and writers' workshop daily. The *Ready* program is the core mathematics resource for the elementary grades. This is our third year using *Ready* and the curriculum covers content in four domains: numbers and operations, algebra and algebraic thinking, measurement and data, and geometry. Our content lead teachers collaborated to write new units of Social Studies for the upcoming year.

Students also receive weekly lessons in science, art, music, health and physical education from McGovern's allied arts specialists. Additionally, students have the opportunity to visit the library each week to hear a story, select a new book, and participate in STEM activities. Technology instruction is integrated into individual classrooms and students have access to our Discovery Zone, computer lab, iPads and Chromebooks. Finally, classrooms have projectors and document cameras to support classroom instruction. Some classrooms have interactive whiteboards that are used daily.

Three years ago, 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. Our counselors also supplement with ideas from Zones of Regulation, Social Thinking, and Positive Action curriculum.

McGovern teachers receive ongoing professional development in order to stay current with the state curriculum and other mandates. During the 2020-2021 school year, elementary teachers engaged in professional development around the Massachusetts Curriculum Frameworks in math and English Language Arts (ELA). In addition, staff members received professional training in bullying prevention, Responsive Classroom and social emotional supports for students. The bulk of our work centered on a literacy audit, which resulted in a proposal for a full core review process of our ELA curriculum.

Additionally, preschool, kindergarten, and specific special education teachers continue to receive training on the Visual Immersion System (VIS), which supports teaching language skills to children with autism spectrum disorder 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.

We were excited to welcome parents and families back to McGovern School last year. Our nights at the school include: open house and curriculum evenings, and orientation events that were 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.

The 2020-2021 school year continued to be a unique one! In order to maintain in-person learning, we added 3 additional classrooms. We also offered a virtual pk for the first 2 months and virtual kindergarten and first grade classes for the duration of the school year. We taught students new routines about staying in their "bubble," using "surfer arms" and how to socially engage with peers while being physically distanced. It was no small task, but our faculty, staff, and students rose to the challenge, every single time! We were thrilled to have an in-person learning experience for the duration of the year, despite the restrictions we needed to follow. We worked collaboratively as a team to support each other and all of our students' academic and social emotional needs. I continue to remain so proud of the McGovern team. Despite all of the challenges last year, we met most of our academic and social emotional goals for students.

On behalf of the students and faculty at McGovern School, we wish to thank the community for their ongoing support.

### **Community Education**

The Community Education Department is pleased to provide a report of our programs for the 2019-2020 School Year. We offered year-round learning and enrichment programs for all, including District students, Medway residents and those in surrounding communities. Our programs



supported social, academic, enrichment and physical growth. Discounts to senior citizens and active military families were offered, as well as financial assistance to students during the school year.

**Seasonal Brochures** were mailed to all Medway residents, each offering a wide variety of our all-time popular programs, as well as numerous and varied new programs, for all age groups. We are thankful for the continued support of both local businesses and our experienced instructors and vendors. Also, we are appreciative to all of the registrants who attended and supported our programs. Due to Covid-19, the revised Spring 2020 Brochure offered online programs only.

- Total Programs Offered: 266 Total Number of Participants: 1,393

**School Flyers**, offering before and after school programs, were hand-delivered to students attending the McGovern, Burke-Memorial and Middle Schools. Enrichment programs included STEM, Fitness and Games, Art, Science, Reading plus much more. We are grateful to the District faculty and staff who offered their time and their immeasurable talents teaching programs to enrich students' days as they created, explored and socialized with friends. All programs were well attended and in high demand. High School students actively participated in the staff-led College Essay and Summer Bridge programs. Due to Covid-19, the Spring 2020 School Flyer offered online programs only.

- Total Programs Offered: 96 Total Number of Participants: 1,078

**Support Programs** were offered to students for whom success during the school day may have been a challenge. Students experienced a positive experience attending programs that promoted school and social connectedness. Programs addressed topics including physical fitness, social-emotional well-being, academic skills and life skills education. Due to Covid-19, Support Programs were not offered Spring 2020.

- Total Programs Offered: 17 Total Number of Participants: 218

**Summer Adventures Camp**, for children entering Kindergarten through Grade 6, offered eight fun-filled weeks of games, waterplay, field trips, art and crafts, sports plus much more. The Camp Director and Staff closely followed Board of Health safety protocols and guidelines.

- Total Weeks Offered: 8 Total Number of Participants: 749

**Medway Day Care**, for children of District faculty and staff, continued to flourish and grow. The dedicated Day Care teachers provided developmentally appropriate programs for infants, toddlers and preschool-aged children. The staff are experienced and highly qualified Early Childhood Educators. If space allowed, General Public children were eligible to attend the program.

- Total Number of Children: 76

The Community Education Department is appreciative of the continued support of the School Committee and the Superintendent of Schools. We are also grateful for the assistance of School Administrators and all District staff. Without their help, the success of our programs would not be possible.

## 2021 Medway High School Graduates

Ryan Abbott	Thomas Bugbee	Luke Fageron
Samuel Abraham	William Came	Andrew Faichney
Muhammad Akar	Gregory Capalbo	Keara Fallon
Lucas Akinkuoye	Olivia Cardillo	Matthew Ferrari
Elissa Alarmani	Cameron Carpenter	Kawe Ferreira
Eli Aoun	Evan Casasanta	Sydney Fleming
Rita Aoun	Mia Cence	Tyler Flood
Sujith Atluri	Kayla Champagne	Sophia Flotta
Joshua Auler	Mark Chiplock	Rachel Forgione
Jannah Bacchas	Leah Coffey	Marissa Galante
Elizabeth Bach	Sophia Coletti	Max Gargiulo
Brianna Barefoot	Bailey Condon	Tyler Garten
Joseph Barresi	Reece Curran	Haley Garvin
Andrew Bates	Liam Cusack	Zachary Gibson
Lauren Beach	Ryan D'Souza	Melanie Goemaere
Alyssa Bell	Benjamin Dafonte	Fiona Graves
Andrew Benedetto	Victoria DaSilva	Aine Greeley
Julia Berger	Nicholas Der Garabedian	Erin Greeley
Aoife Bergeron	Jaylen Desronvilles	Holly Green
Zaid Bhatti	Jonathan Diebler	John Guagenty
Lindsey Blenkhorn	Maisie Donohue	Charlotte Hallman
Sophia Boucher	Sophie Donovan	Richard Halloran
Matthew Brady	Elizabeth Downing	Aaron Harrahy
Molly Britton	Ashlyn Driscoll	John Harrahy
Evan Brown	Ellen Early	Jennifer Healey
Timothy Brown	Cindy-Rose Ebai	Andrea Hester
Trey Brown	Jacob Eddy	Michael Hevey
Grace Brueckner	Benjamin Emero	Jefferson Huerta-Camas

Maxwell Hundertmark	Elijah Moran	Barbara Salgado
Jackson Karp	Ryan Moran	Heather Scheid
Parneet Kaur	Alexander Morlock	Lauren Shea
Charlotte Kealey	Jack Murch	Michael Sheehan
Isabella Kennedy	Troy Newman	Paige Sheehan
Shay Lennon	Caitlin Nolan	Yuju Shen
Catherine Logan	Kaitlyn O'Shea	Lindsey Slayton
Daniel MacDonald	Lily Ouellette	Timothy Smith
Mary MacDougall	Dante Pagliazzo	Adam Stevens
Lindsay MacLeod	Joshua Perkins	Zachary Tarbox
Terri Maddox	Christian Perugini	<b>Samuel Theodore</b>
Veronica McAdams	Katelyn Piche	<b>Ian Tomarakos</b>
Connor McCaul	Pavly Poktor	<b>Nicholas Tomasetti</b>
Madelyn McDermott	Sean Pratt	<b>Krislyn Tompkins</b>
Samantha McDermott	Thomas Proctor	<b>Kaylin Trufant</b>
Jill McElhinney	Tony Pylee	<b>Abigail Tucker</b>
Cayla McGonigle	Timothy Ramsdell	<b>Maya Twamley</b>
Maia McKean	Sreenidhi Ravipati	<b>Rena Weafer</b>
Sean McLaughlin	Noelle Reda	<b>Jessica Wong</b>
Jack McMullin	William Reynolds	<b>Lillian Woodard</b>
Brady McNamara	Abigail Ross	<b>Jillian Wright</b>
Carlton Meredith	Elizabeth Rossi	<b>Alaina Zambrowski</b>
Boden Miller	Anthony Ruggeri	<b>Nicholas Zanella</b>
William Miller	Yeshfa Saboor	



Town of Medway

**SELECT BOARD**

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 Select Board and the Town Manager 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:

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

### **Administrative Offices**

	Phone	Fax
Town Manager/Select Board	(508)533-3264	(508)321-4988
Human Resources	(508)533-3294	(508)231-4940
Town Clerk	(508)533-3204	(508)533-3287

### **Financial Offices**

Accountant	(508)533-3202	(508)533-3201
Assessors	(508)533-3203	(508)321-4979
Treasurer/Collector	(508)533-3205	(508)533-3207

### **Public Services**

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	
Operations and Finance	(508)533-3222 Ext. 3155	(508)533-3219
Athletic Director	(508)533-3227 Ext. 5120	(508)533-3226
Cafeteria	(508)533-3227 Ext. 5126	
Community Education	(508)5332222 Ext. 3185/3186	
Francis J. Burke Elementary	(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	