



Board of Selectmen

Date of Meeting: Monday, January 14th, 2019
Time: 6:30 PM – 8:02 PM
Members Present: Chairman James Wood; Mike May; April Steward, Town Administrator;
Town Counsel Stephen Madaus and Alison Mack, Administrative
Assistant to the Board

The meeting commenced at 6:30 PM.

Financial Warrants were signed in agreement.

Pledge of Allegiance was recited.

Selectmen's Meeting Minutes: *The minutes of 12/17/18 were presented but without a quorum, it was decided to review them during the next meeting on 01/28/19.*

Reports: Town Administrator, Police Chief, and Fire Chief

Boylston Hazard Mitigation Plan Presentation and Adoption:

Trish Settles is a Planner for the CMRPC and came here today to ask the BOS to formally adopt the Natural Hazard Mitigation Plan. The plan that was previously in place has expired and was due to be replaced. We have received a grant from FEMA. The Natural Hazard Mitigation Plan is important for the town to have because it allows the town to be eligible for funding if there is a natural disaster. Every dollar spent on Hazard Mitigation saves about 4 dollars to the town. FEMA has given it tentative approval depending on our adoption; plan is then good for 5 years. Mike May stated that one of the things that jumps out at him and both chiefs are aware of the issue; If we have a utility in town and that utility is unique and represents a meaningful risk to abutters and public roadway traffic; ice, snow, excessive wind causing structure failure, does something like that get captured in this? Trish mentioned that it should have been. Once this document is adopted it is a living document, you can amend it, you can add certain things to it. She also wanted to add that another opportunity is that the state has just opened another Grant round of what they call the municipal vulnerability program; The state would come in and focus on making some of the communities more resilient. The CMRPC is willing to come in and work with the town on writing this grant. It also makes you an MVP community and opens you up to more grants.

Mike May motioned to formally approve and adopt the resolution and move forward to allow the BOS to approve and adopt the Natural Hazard Mitigation Plan quoting MA General Laws Chapter 40, Jim Woods seconded; Voted all in favor.

Report of the Fire Chief to the Board of Selectman:

- 2018 Stats were presented along with a rundown of the last 4 years for comparison

Report of the Police Chief to the Board of Selectman:

Crime Statistics were presented.

Chief's Schedule:

- Dec 17th – Officer Trubianos' last day with the Boylston PD
- Dec 18th – Ticket Hearings at Clinton Town Court
- Dec 18th – Luncheon at Town Hall
- Dec 21st – Last day of School before winter break
- Dec 25th – Christmas Holiday; No issues noted
- Dec 27th – Submitted the PD Budget to Town Administrator
- Dec 28th – Ticket Hearings at Clinton District Court
- Jan 1st – New Years Holiday; No issues noted
- Jan 3rd – Ticket Hearings at Clinton District Court
- Jan 4th – Held a meeting at the PD with a resident; License to Carry Issue
- Jan 7th – Submitted the Annual Town Report to Ali
- Jan 8th – Panel Reviews for Open PD Position; Three candidate were brought forward
- Jan 11th – Met with individuals; rank order them 1 and 2; would love to get both
- Jan 17th – Worcester Court House Abuse Case
- Jan 21st – MLK Day
- Jan 29th – Tahanto hosts Boylston Crisis Team Meeting; Wireless Gunshot detection systems
- Jan 29th – Social Media Training at Town Hall
- Feb 7th – Ticket Hearing
- Year to Date Arrests: 33 Arrests, Compared to 53 in 2017
- Criminal Complaints: 74; both 2017 and 2018

Breakdown of Budget:

- May look a bit deceiving if it looks like we are doing fine; Vacations kick in, stipends are due to be paid in June. Looking good on paper but don't know how it is going to turn out.
- Did have an officer leave, but hopefully if you approve my recommendation tonight the individual I am looking at does not need an orientation and can jump right into it.
- Chief recommended Matt Rile for the vacant Patrol position. Was previously with the Boylston PD (Jan 2016 – May 2017) but left to go to Barre; they offered him training, potential positions, high call volume dept. After a bit of time there, he realized that position was not for him and wanted to come home. Activity down there versus the activity up here is a little more robust. He finished his bachelor's degree from SNHU and received a lot of other training while he was working there.
- The Chief weighed the idea of bringing him back; School of thought: Once they leave, don't bring them back... School of Thought; once they leave, they went out there and figured it out.
- Mike May asked what the Chiefs policy is with bringing someone back who has left the Dept previously, and stated I assume that he conducted himself as an exit and departure in a professional manner. The Chief responded that he dropped his resignation; 2-week notice.

Doing the same for Barre. Honorable departure. Chiefs Thoughts: Case by case. Feels pretty good about it. "I don't recall any negative issues with him regarding complaints."

- Chief stated that Police who leave Boylston normally either retired, medical out or leave to go to the State Police or a larger dept.
- Mike May stated two things; My view is that you make the call, they are your guys and you must own them either way, our job is to advise and give feedback in anyway.
- The Chief made the comment that our town should not be a training route. If they don't want to be here, I don't need the attitude. He appreciates the support of the BOS.

Chiefs Recommendation: Effective date upon completion of his physical.

- Jim Woods asked Matt if there is anything he would like to say to the BOS.
- Matt Rile responded stating that he is very enthusiastic, grateful for the opportunity to come back and make amends for the bad decision he made previously.
- Mike May stated that he does not need to apologize, the fact that he tried something different is nothing to be ashamed of; It's better that you fail and learn from it. He stated that the BOS is glad to have him back and they have nothing but support from him and his future with the Town of Boylston.

Mike May motioned to endorse the Chief's decision to offer a position to Matt Rile pending the physical. Jim Woods seconded; Vote all in Favor.

Town Administrator's Report to the BOS:

1. Tuesday, December 13th we had our annual holiday luncheon. It was well attended, and everyone had a wonderful time.
2. We have received two Change Orders from Lynch. These changes were driven from the outlet control structure and monitoring well that were added as part of the comments received from Graves Engineering during permitting.

Mike May motioned to approve the two changes subject to the recommendation of Graves Engineering (Provided by Lynch) for Change Order #1 \$5,258.57 and Change Order #2 \$1,288.58 and to Authorize the Town Administrator to execute change to the contract and sign. Jim Woods seconded, Voted all in favor.

3. You received a letter from Northeast Geoscience, Inc. reminding the Planning Board that the Compass Pointe Residential Subdivision Approval Dated December 22, 2005 included Conditions of Approval regarding the project. These conditions included the conveyance of land from the Developer to the Conservation Commission to be kept as open space. The letter was to serve as a reminder that the land transfer still needs to take place.
4. We have advertised twice for the open Highway Department Laborer/Operator position since October 2018. In the first round we received six applicants. There was one applicant who held all the licenses and endorsements required for the position, however, we could not come close to their current compensation. The Highway Superintendent and I decided to reopen the search and advertised a second time and received three

applications. The same applicant that was qualified for the position reapplied for the opening.

During the HR study the Collins Center performed for the town, it was brought to our attention that the Highway Department pay rates are lower than towns of similar size and scale which is why I believe we keep losing employees once they receive time on the job in Boylston. I would like to propose that we revise our current position of Equipment Operator/Truck Driver to become Equipment Operator/Truck Driver I and create a new position at the Highway Department titled Equipment Operator/Truck Driver II. This would create an opportunity for vertical growth within the department and hopefully would attract qualified applicants and employee retention.

The Equipment Operator/Truck Driver I position would remain at a Grade 7 and the Equipment Operator/Truck Driver II would be a grade 8. There are also many Classifications that may need to be updated to reflect the correct Position Status and Grade. I have made some changes and have included them in your packet for review.

Mike May motioned to expand the classifications for the highway dept scope to include Equipment Operator Truck Driver I and II, with respectively Grade 7 at Truck Driver I and Grade 8, which is a step up, as Truck Driver II. Jim Woods seconded, Voted all in Favor.

Also, please be aware that the State has implemented a \$0.75 annual increase in the minimum wage that will occur each January 1st until 2023 where the new minimum wage will be set for \$15.00/hour. We may want to consider following the same steps so that we do not fall behind in compensation for our employees.

Minimum Wage

Date	Standard Minimum Wage	Tipped Minimum Wage
January 1, 2019	\$12.00	\$4.35
January 1, 2020	\$12.75	\$4.95
January 1, 2021	\$13.50	\$5.55
January 1, 2022	\$14.25	\$6.15
January 1, 2023	\$15.00	\$6.75

5. Ali and I have been working with a company called SpyGlass to perform a Telecommunications Audit on our local, long distance, and wireless accounts. Ali has been working hand in hand with the team at SpyGlass and as we are close to finalizing the project it looks like we have the potential to save around \$300.00 a month beginning in 2020. I would like to thank Ali for her efforts on this endeavor.
6. I met with Timothy Barwise from the DCR at the intersection of Rte. 140 and Rte. 70 last week. I went on a small tour to see what damage has been done to trees by the ALB. They have been going through the area and have discovered 15 trees that have damage that is probably around 5 years old. They will be removing the trees and any host trees in the area to go along with their ongoing attempts at eradicating the beetle from this area.

7. The MMA Conference is this coming weekend in Boston and Ali and I are scheduled to attend. There are several breakout sessions that are being offered and I am looking forward to the information we will be able to gather and bring back to town.

Compass Pointe Residential Subdivision Land Transfer:

Theresa Cloutier, Commissioner of the Boylston Water District, came to discuss the letter that everyone received regarding the open space parcels that were to be turned over to the town of Boylston under the responsibility of the Conservation Commission. These parcels are by court action are in zone 1 which is 400 feet from our wells; #4 and #5. Theresa asked Town Counsel Stephen Madaus if any progress been made and stated that she has asked in multiple meetings why these have not been turned over to the town. Stephen Madaus stated that he has not heard from the Planning Board or the Board of Selectmen directing me to contact the developer on this issue. He is aware of this issue and has talked with the Town Administrator on the progress of this project. Theresa stated that her concern is that Boylston has 1,500 customers and is very concerned for the integrity for those wells. At the beginning it was only 52 houses, however there are a lot more houses and a lot of things have changed. She stated that the Planning Board should address it, the Town should address it, everyone should address it. Stephen stated that it is the condition of the approval of the subdivision to convey these lots. The Planning Board can request from the developer when they plan on getting this done. Jim Woods asked why this hasn't been done yet and Stephen responded that as he recalls how the condition reads, it doesn't have a timing to it. Theresa stated that since 2004, I believe they have combined a couple of lots; the lots have changed. She does believe that they want to put in a few more houses and her concern is that prior to them putting in those houses, the land should be conveyed. Mike May stated that there is no question that the lots need to be conveyed and that the developer is aware of that requirement; we have a situation that needs to be resolved. He believes that the developer has been in conversation with the Town Counsel and those two issues have been linked and there is no reason to be linked. He said that there should be a conversation that in order to get the permits to build the following lots, we should tell them to convey the lots to the Town. Stephen Madaus said that he been having conversations with this developer on the last groups of lots. These lots will be on shared septic system and just received docs back from the shared systems and with the direction of the board he can raise this issue. Both Jim Woods and Mike May said Stephen can go ahead and contact them regarding conveying the lots. Theresa thanked the board for the time.

Discussion on Closing the H:

Jim Woods stated that his thoughts are that we don't do anything until the other street is open. Mike May stated that he agrees. Jim questioned if we should close it at the same time or leave it open, so people get a chance to get used to it. Mike May stated that we should probably leave it open for a short period of time and then close it. Town Administrator April Steward stated that she spoke with Highway Supt. Steve Mero and they thought a good idea would be to place an electronic highway sign that says "seek alternative routes given effective date" to prepare people for the closing. Stephen Madaus stated that when this is open, we have an approved subdivision of the plan, it goes to Registry of Deeds, the BOS would lay out the way, the status of the way, label it a dangerous way; maybe in August. Mike May asked if they are not done with the construction of the water line in July and we can't approve it till August or September, would we have to have a STM? Stephen stated that with town ways, there are limitations on town liability

for defects in ways. If there's an accident and someone alleges there is a defect to the way of the design or construction, if it was an accepted public way (don't quote him on this) but the damages are up to \$5,000. If its not a public way, to our claims act limitation it is grayer than that. Stephen stated that the BOS has the authority to close off the way, but it doesn't discontinue the way. You can close off travel with the barricades, but it still exists as a way, it's just a closed public way. If you want the H discontinued, you can close the way, but the town must vote to discontinue it. April stated that we can not start Phase 2 until they approve and appropriate funds at the town meeting, so they won't be able to start until May. Jim Woods stated that we will just have to see how things go.

School Resource Officer Discussion:

Jim Woods asked if we have heard anything on the SRO. April stated that the Police Chief and the Superintendent of Schools are in the process of writing the MOU. They looked for some advice in what you are looking for in an SRO. She advised them that the board was looking for 2 SROs, one in each school. Mike May and Jim both agreed that there should be one in each school. Discussion continues regarding the SRO, gunshot recording devices and how they will impact the school. Mike May stated that an SRO is a line communication with the children and the police officer and we must be careful who is chosen for this role because the wrong person going in there can really screw this up.

Routine Maintenance: Building Manager, Bob Bourassa:

Mike May stated that we need to have a conversation about employment opportunities to hire someone at low cost or engage someone in the community to help with certain tasks at the Town Hall; Bob and his skills should not be the guy going around picking up trash barrels. He has saved the town thousands of dollars with his skills and ability on getting things done.

At 8:02 PM Mike May motioned to adjourn, Jim Woods seconded; Voted all in Favor.

The meeting was adjourned at 8:02 PM.

Respectfully submitted,
Alison Mack, Assistant to the Board of Selectmen

Meeting Materials

Agenda	On File in The Board Of Selectmen's Office
Town Administrator's Report	On File in The Board Of Selectmen's Office
Meeting Minutes 12/17/18	On File in The Board Of Selectmen's Office
Natural Hazard Mitigation Plan	On File in The Board Of Selectmen's Office
Crime Statistics Report	On File in The Board Of Selectmen's Office
Highway Supt Report	On File in The Board Of Selectmen's Office
Building Permits	On File in The Board Of Selectmen's Office