



Board of Selectmen

Date of Meeting: Monday, May 20th, 2019
Time: 6:30 PM –7:59 PM
Members Present: Chair Jim Woods, Selectmen Matt Mecum and Jamie Underwood; April Steward, Town Administrator; 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 04/22/19 were presented.

Jamie Underwood made a motion to accept the meeting minutes from 4/22/19, Jim Woods seconded. Voted all in favor.

Town Administrator's Report to the BOS:

1. On Tuesday, April 23rd I went to Ashburnham to attend a MIIA seminar on Conducting Internal Investigations. The training was conducted by Regina M. Ryan who is an attorney and founder of Discrimination and Harassment Solutions, LLC. The training focused on the need for employers to be in compliance with the law by creating a workplace free of harassment and discrimination. I will continue to attend these types of trainings to continue to grow in the area of Human Resources.
2. On Friday, April 26th, the Chair and I met with the Police Union and the Dispatchers Union to continue to work on their Collective Bargaining Agreements.
3. On Monday, April 29th Senator Chandler came into Town Hall to hold office hours. We had a few residents come in to talk to the Senator. I would encourage anyone who is interested in having face to face meetings with your local representatives to take advantage of office hours when they occur in the future.
4. On Tuesday, May 14th I spent the day in West Boylston attending a workshop on Municipal Vulnerability Preparedness. The MVP plan is a plan approved by the state that assists the town in identifying areas within the community that may need to improve in order to deal with events that can occur due to the changing number of extreme storms we are having due to the changing climate. West Boylston had received a grant to prepare their MVP Plan and had requested neighboring communities and all stakeholders within their community to assist with the planning process. By completing this plan, they will now be able to receive grant money to improve their infrastructure as identified within the plan.
5. Thursday, May 16th I attended the MMPA HR 101 Boot Camp in Beverly. The training focused on Hiring and Termination Processes, Benefits Administration, Top Policies to Conduct an HR Audit, Records Retention and Legal Trends in Municipal/Labor Law.

6. I have my vacations planned out for the summer. I would like to notify the board that I will be on vacation May 22nd-May 24th, August 5th-August 9th and August 26th-30th.
7. The Police Chief has also notified me of his upcoming scheduled time off which is June 14th and October 9th-October 16th.
8. The Offer and & Condition of Employment for the Building Inspector has a clause that states Merit/Step and/or cost of living adjustments shall be granted as determined by the Board of Selectmen. I will remind the board that you did vote to increase the base salary of the Building Inspector to \$57,000 in December 2018 and to remove the bonus structure from his contract. This years' budget did not include a COLA increase for the Building Inspector and the question has been raised as to if the board will be voting to increase the Inspectors base salary with the same 2.5% increase that was given to the non-union town employees. The 2.5% would amount to \$1,425.00. If the board so to chooses to adjust the rate of pay for the Building Inspector, I would suggest that you wait and give the increase as a stipend in June of 2019 since the budget is already set for the fiscal year.
9. I am going to remind the board that there was a meeting that was held on Friday, April 5th, with the Boylston Sportsmen's Club. I had included in my TA Report to the board on Monday, April 8th the agreements made in that meeting. We decided the following:
 - i. *The roadway will retain public way status*
 - ii. *The pavement along the way will be removed and replace with grindings and will be maintained by the town,*
 - iii. *Appropriate signage will be placed at the curb cut entrance indicating "No Outlet" or "Dead End"*
 - iv. *The Boylston Water District will be placing a curb stop that will be able to be accessed by the club.*
 - v. *The club will be supplying arborvitaes for screening and will meet with the Highway Superintendent to discuss the town planting them.*
 - vi. *Upon completion of the new road, the town will place an As-Built drawing on file with the town clerk's office to document the improvements made to the existing way.*It seems that the Sportsman's club has a different recollection of how that meeting ended as on Friday of last week I received an email from Ernie Foster, President of the Boylston Sportsman's Club stating that my responses to his attorney's questions were in his opinion unacceptable. I have included his email in your packet. I think it would be in the best interest of the town to invite the Boylston Sportsman's Club into the boards next meeting to be held on Monday, June 3rd for a discussion in open session.
10. Lynch set the berms in place this last week and will be planning on their third and final coat of paving to be completed the week after Memorial Day weekend. If all goes according to plan, they will be completing the project by the second week in June; which is approximately 6 weeks ahead of schedule. The Town should be considering holding a STM in November to have the Town vote to accept the new roadway and possibly authorize the Board of Selectmen to sell any remnants of land are that are no longer needed for roadway purposes, assuming that any such land area exists.

Re-Organization of the Board

Jamie Underwood made a motion to make Jim Woods the Chair for the Board of Selectmen for 2019, Matt Mecum seconded, Voted all in favor.

Matt Mecum made a motion to make Jamie Underwood Vice-Chair, Jim Woods seconded. Voted all in favor.

HRP to give a Project Update and Discuss the lease agreement with the Town

Nel started off the conversation by stating that they wanted to give the Board an update on the Gough House and everything that is going on regarding construction. She mentioned that they are very determined to make this a useful and open house to the citizens of Boylston. She believes that within the next year, they may be able to get an anchor tenant in which would help with the costs.

- Need rental income from the top floor to make this work
- Started a very informal meeting with Worcester State; Boylston has allowed students from Worcester State to use the land up on Hillside for different projects
- Had a meeting a few months ago with WSU, The Fuller Foundation, April and Alison from the Town Hall and other key members from HRP

Fuller Foundation has helped out a lot with donations over the years but are nervous with the continuation of the monetary support until The Town and HRP figure out the lease

- Lease that we currently have with the town needs to be reevaluated and worked on
- Want to put together a type of task force to look over the agreement to see what is best for the Town and what makes sense in the long run
- Big concern, if we don't have a long-term lease, it will be hard to keep the money coming in and out
- Nel wants to work with April to see if we can work together and partner with WSU to see if we can get things moving a little faster
- Current lease with Town: 10 years lease that renews automatically
- The difficulty we have is getting a long-term lease because if it short, then the tenant isn't comfortable with putting money into their space if there is an option that the Town could possibly take it back after 5 years.
- Key component: Want to make the house usable by town groups
- We want to get the community excited about the Gough House and have different groups get together to discuss what the best practices are for this type of historical building and renting it out
- Patrick: Currently undertaking \$100,000 project. 50% is from a state grant from the MA Historic Commission
 - This construction job is currently the basement floor to first floor
 - Footings in the basement, steel columns, lots of rotten timber needs to be replaced
 - Looking at pricing to get a restroom; handicap restroom
 - Looking to get some heating in place
 - Not out to make a profit, the HRP are all out here as volunteers and their main goal is to put the house to productive use.
- Nel stated that more doors open up with a partnership with Worcester State
 - They would be a great partner
 - WSC investment in technology would open it up to more groups
- Nel would like to get together with April and others from different backgrounds

- Board Member, Residents, HRP (6 total members from diverse backgrounds)
 - Today: pouring the concrete and footings
- Matt: Resident Advisory Group: Someone from Hillside Restoration Group might want to be on that so that they can spread their message out there.

Eddie Kimball; 70 Years as a Member of the Legion

Members of the Legion joined Eddie up at the Board of Selectmen's table to congratulate him on his 70 years of service. Eddie was apart of the American Legion Post 398 for 70 years and the BOS gave him a certificate to recognize this achievement. The Legion also joined in and gave Eddie a certificate for continuous membership.

Common Victual License Request for Denise Burroughs; 22 Main Street, Vendor Truck

- Open Monday through Friday 11AM – 2PM
- Plenty of off-street parking; Already spoke to the board of health
- Daughter Cass will be working there and hiring another worker

Jamie Underwood made a motion to approve a common victual license to Denise Burroughs, Fired Up, located at 22 Main Street, Boylston, MA

Vote to review/approve letter to send to Rep. Naughton to request special legislation validating the proceedings at the May 13 Town Election.

Jamie Underwood made a motion to review/approve letter to send to Rep. Naughton to request special legislation validating the proceedings at the May 13th Town Election, Matt Mecum seconded. Voted all in favor.

Appointments to Cultural Council: Kristen Socha and Jenna Lizewski

Matt Mecum made a motion that we appoint Kristen Socha and Jenna Lizewski to the Cultural Council, Jamie Underwood seconded. Voted all in favor.

Designate Conservation Commission as Special Municipal Employees

Matt Mecum made a motion to designate the Conservation Commission as Special Municipal Employees, Jamie Underwood seconded. Voted all in favor.

Review/Approve and Authorize the Chair to Sign Requisition no. 4 for Cross Street Project

Jamie Underwood made a motion to Authorize the Chair to Sign Requisition No. 4 Cross Street Project, Matt Mecum seconded, Voted all in favor.

Review/Approve and Authorize the Chair to Sign Change Order no. 2 for Cross Street Project

Jamie Underwood made a motion to authorize the chair to sign Change Order No. 2 for Cross Street Project, Matt Mecum seconded, Voted all in favor.

Forming a Resident Advisory Board

Matt Mecum stated that over the past few months there are a lot of people who want to get more involved with the Town and want to feel more in touch with this Board of Selectmen

- People want to get involved but not sure which way to go about it
- Always looking for more volunteers
- Residents wanted to have a group that would meet with the board regularly;
 - What groups would be involved; seniors, legion, hillside restoration.
 - Biggest thing we want to stress while forming this is that anyone who wants to be on it is welcome; the whole point is to not make us feel comfortable but to point out some ways that we as a board could do better.
 - Jim stated that he wants to make sure that people still feel comfortable to come to the BOS and not have to go through the advisory board first.
 - As the town grows, these groups are starting to cross over more and more
 - Example: Sports trying to use the same fields
 - If we can have all these players in the same room, we can be proactive

April stated that after talking with Town Counsel, that the structure would mostly likely be a committee underneath a committee. It would be subject to open meeting laws; it would not have any true powers because the BOS under MA General Law is not allowed to relinquish or transfer powers to any other committee. The BOS still maintains what constitutes the board.

- The new Advisory Board would:
 - Determine how many members they wanted on it
 - The BOS can give them direction in which they believe they should be going in
 - The new Advisory Board would have to schedule meetings, take meeting minutes, post agendas, and make those meeting minutes public.

Matt mentioned that he would put together a list of different groups in town that he believes should be apart of the Advisory Board. Jamie stated that he believes we should keep the term very short (1-year term), and if people wanted to do it again they could sign up year after year. The Board decided that they would put some information together and put it on for the next meeting.

Bill Manter stopped in to see the board and wanted to give a quick update. The Planning Board had a meeting on North and South Sewall Street design. It was a Public Hearing: Wasn't a formal public hearing but did notify people within 300ft of either intersection; 20 people showed up. He also mentioned that the BOS June 3rd meeting, he will be attending to ask the Board to Appoint Richard Baker as an Associate Member. Bill stated that he believes the Master Plan is a good idea; Before we hire a firm to do it, we need to give them guidance on what we want. He also suggested that if you start this summer and get people together, then you can get that wrapped up so that you can have a funding issue on it for the annual town meeting next May.

Matt Mecum stated that the Resident Advisory Committee would be a good place to start. He suggested that we need to look at the Master Plan as a living document that changes overtime and need to stay on top of that since it will keep evolving. Discussion continued with what could be focused on in the Master Plan.

Jim Woods asked: Where do we go with the master plan?

- Grassroots effort: Resident Advisory Committee
- CMRPC: Could be very useful to Boylston

Selectmen Email Addresses:

Matt asked to get a Boylston Email Address, so he would not have to use his work email address. He also asked if the rest of the board would like one as well. Ali will ask AKUITY to set up the email address and present those to the board at the following meeting.

Citizens Comments:

Resident Gerry Quam asked the question if there was any rhyme or reason that all the town boards are essentially meeting on the same date and time of the month. Jim Woods stated that because the town hall is open on Monday nights, most of the boards meet then. Jamie stated that if the office is open on Mondays, then people can come get a building permit and attend the BOS meeting if they want to. Gerry Quam responded that you are prohibiting public access by having all these boards meet at the same date. Matt Mecum stepped in to state that each board is the one to set up their meeting times. Gerry asked how someone goes about changing the current structure of the meetings and times for all boards. The boards response was that you would have to discuss it with each individual board; you may find some difficulties in this though. Discussion continued with what options we have regarding meeting times and dates for boards and committees.

*At , 7:59PM on a motion made by Chairman James Wood and seconded by Jamie Underwood, the following roll call vote was recorded to go into Executive Session under **Per MGL c.30A, s.21, ¶3** to discuss strategy with respect to collective bargaining –Police Union contract and **Per MGL c.30A, s.21, ¶3**: to discuss strategy with respect to collective bargaining – Dispatcher's Union contract. (By roll call vote and Chairman's declaration).; James Wood: Yes; Matt Mecum: Yes; James Underwood: Yes. The Board agreed they would not return to open session.*

At 7:59 PM Jamie Underwood motioned to adjourn, Matt Mecum seconded; Voted all in favor.

The meeting was adjourned at 7:59 PM.

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

Meeting Materials

Agenda	On File in The Board Of Selectmen's Office
Meeting Sing- In Sheet	On File in The Board Of Selectmen's Office
Town Administrator's Report	On File in The Board Of Selectmen's Office
BOS Meeting Minutes 4/22/19	On File in The Board Of Selectmen's Office
John B. Gough House Project Plans	On File in The Board Of Selectmen's Office