



## Board of Selectmen

Date of Meeting: Monday, September 9th, 2019  
Time: 6:30 PM – 8:08 PM  
Members Present: Chair Jim Wood; Selectmen Jamie Underwood and Matt Mecum; 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 8/12/19 were presented.

*Matt Mecum made a motion to accept the meeting minutes of 8/12/19 as written, Jamie Underwood seconded. Voted all in favor.*

### **Town Administrators Report:**

1. We have entered into the last five years of our Cell Town lease here at Hillside. There are several companies that have already expressed interest in the location. The current holders of our lease agreement would like to secure a lease extension until 2049, however, I feel it would be in the town's best interest to issue an RFP. According to the records I was able to locate, the last time the town went out for an RFP for a Telecommunications bid was in October 2002.
2. We have not received the As-Built drawings yet from the Cross-Street project. If we received them by the September 23<sup>rd</sup> meeting, we will open the warrant for a November Special Town Meeting.
3. The Hillside Restoration Project Lease of the Gough House is coming up for renewal. I will be meeting with them soon to discuss the new terms and will report back to the board once I know more information.
4. Jennifer from COMMBUYS will be here on Wednesday of this week and Thursday of next week to educate the different departments on how to purchase off the state bid list. Utilizing the blanket contracts to procure different supplies and services should result in significant savings for the town.
5. I met with representatives from the Wachusett Recycling center to discuss upcoming changes at the recycling center. Unfortunately the cost of recycling continues to increase,

and we should expect to see an increase in our contribution to Wachusett Earth day. It is still an excellent program and offers many things for the betterment of the community. I included in your packet a flyer that has been circulated to promote a furniture collection event being held Thursday Sept 12<sup>th</sup> from 5pm – 7pm at the Recycle Center to benefit Fresh Start Furniture Bank. I have more information on this event up on our website if there are any residents who would like to donate gently used furniture to this worthy cause.

6. The lease agreement that we have with You, Inc is up for renewal on December 31<sup>st</sup>. There is a statutory limitation that prohibits a town to lease a public building for not more than 10 years, unless the Board of Selectmen chooses to seek authorization from Special Town Meeting. If the Article is approved at Special Town Meeting, the Board of Selectmen may then solicit proposals to lease the building in accordance with the requirements of MGL c. 30B, section 16. Although the current Lease Agreement with You, Inc. may not be extended, the Town may accept monthly rental payments from You, Inc. and thereby establish a tenancy at will (on a month to month basis commencing on January 1, 2020). The tenancy will be governed by all of the terms of the existing Lease Agreement, as amended, except for provisions regarding the Lease Agreement.

Matt asked if Bob has put together a list of other items that need to be fixed and updated at Hillside? April mentioned a few items she had discussed with Bob and will check into it.

Bob Bourassa has been over to inspect the property last week and he has formulated a report for the board to look at. There are several items that need to be addressed, but overall, he said the building has been taken care of and the items that are in disrepair are due to normal wear and tear and the age of the building.

7. The motor to the circulator pump at the Police Department stopped working this morning causing the Police Station to fill with smoke. Unfortunately, that was the backup circulator pump and now we are looking to replace both pumps to bring the station heating and cooling systems back into order.
8. I received several emails a few weeks ago alerting us of an email phishing scam that has been attempted at several other towns. The scammers also attempted to try the Town of Boylston. The request came over as an employee looking to change their direct deposit information, but they were trying to gain access to said employees banking information. No information was given, and the police department was notified of the attempt. There has also been another town in central mass that has been hacked and they were locked out of all their systems. No tax, finance, assessing, email, phone, etc. Due to this uptick in attacks on local municipalities, I have partnered with Akuity Technologies to procure KnowBe4 Software. This software will enable our organization and our users to make smarter security decisions using world-class training and simulated phishing to improve their security posture and mitigate risk.

- Steve Mero was able to put the charger out on Muni-bids and we received \$1,800.00 for it.

### *Mosquito Spraying:*

- Spraying soccer fields tonight

### **Building Inspector:**

***Building, Plumbing and Electric Permits:*** were presented

- Looks like the plumbing and electrical inspectors are going to be having a lot more inspections with a 90-unit project coming up
- Tony suggested setting up some type of stipend any time a new project or something comes down the pipeline so that they are prepared for this in the future
- Jim Wood suggested having something implemented in the contract with the developer that they would be responsible for payment of inspections

April mentioned that with FedEx the Town had a free cash article to pay for inspectional services set up and approved at the Town Meeting. FedEx gave a check for those services; it was a wash, but we were able to take from that fund to pay for the services. April stated that she would advise against putting an Article towards the Special Town Meeting since the Board and FinCom stated they did not want to do free cash articles at STM anymore and we can't appropriate funds because we would have to go back and reset our tax rate which is something we shouldn't do.

Tony stated that he has not issued a permit for that project yet, and Jamie stated that the project has already been approved by the Planning Board. Matt asked if we can ask the Planning Board to adopt any type of policy for new projects to require payment for inspections.

### **Report of the Police Chief to the Board of Selectman:**

***Crime Statistics*** were presented.

- 4 Arrests; 9 criminal complaints
- Mileage on cars are creeping up

### ***Chief's Schedule:***

- August 17<sup>th</sup> – Charity Motorcycle Ride through Town
- 20<sup>th</sup> – Car 2 went to Sunnyside; computer recall
- 26<sup>th</sup> – Practice at Tahanto for ALICE lockdown
- 26<sup>th</sup> – Car 4; Sunnyside for computer recall and reprogram
- 27<sup>th</sup> – ALICE Training and Certification/Districts
- 28<sup>th</sup> – School is back in session; random walk throughs
- 31<sup>st</sup> – Officer Ryle was struck by a motorist; West Boylston Resident
- September 11<sup>th</sup> – Central MA Chiefs Meeting – Southbridge
- 13<sup>th</sup> – Ticket Hearings Clinton District Court
- 17<sup>th</sup> – 19<sup>th</sup> – MA Chiefs Conference
- 19<sup>th</sup> – Boylston Police Officers Union Golf Tournament
- 25<sup>th</sup> – Worcester and Rifle; Weapons Qualification
- October 2<sup>nd</sup> – House of Correction Emergency Management Drill
- October 9<sup>th</sup>-16<sup>th</sup> – Out of Town
  
- Both part time dispatchers have been working shifts alone. Both are longtime dispatchers; Rutland and Sterling.

- West Boylston Chief repurposed three old low band radios and gave them to the BPD.
- Motor in boiler room broke, room filled with smoke. The fire dept came and ventilated it. Bob came and did what he had to do. Thinks it might have to do with the heating side of the boiler room.
- Speed Trailer has been moved from 70 to Route 140. Catching 140 traffic.
- Matt Mecum asked how the FedEx Intersection has been doing since school started. The chief said that since there is still some construction going on by the bridge that he really can't give a good answer to that.
- The Chief stated that there was a lot of traffic this summer even with vacations and school being out. There are a lot of California stops on School Street headed to Shrewsbury Traffic.

### **Fire Chief:**

***Chiefs Statistics:*** were presented

- Joe was not here in July, so he gave a 2- month summary
  - Avg. 3 calls per day. 168 calls in the last two months
  - Last June I said that we would do a 30% increase; it's been about 50%
  - Medicals; lift assists, a couple building on fire in Shrewsbury
  - Motorcycle: serious motorcycle accident on Scar Hill Road
  - Diesel Tank let go 300-gallon fuel tank, contained in parking lot area
  - Reported near drowning; reservoir

***Fire Prevention:***

- Annual walk through: Elementary School and Tahanto
  - No significant issues
    - Fault call box in elevator at Tahanto but that has been fixed.
- Shrewsbury Street Site: Another two weeks of blasting

***OSHA Compliance:***

- Bought the air compressor fill station; approved at Town Meeting. If awarded the grant, we would be reimbursed for that.
  - Next round of grants opens up October 1<sup>st</sup>
  - Fire District 7: Auburn. Just got awarded a grant for a Regional Training Center
  - Had to do a lot of retrofitting to get it to fit into the station because the new compressor is much larger than the old one
- Completed Annual OSHA Compliance; Float testing
  - Grant notification began last week
  - Haven't hear anything back yet. Good Sign; normally they send out the rejections first
- Participated in ALICE Training last week with Police Department
  - Very well received by all the staff
- Internal Fire Officer Training Program:
  - Recently promoted 5 Lieutenants
  - Going to do it internally because they can't get the guys into the class since it runs during the day time and they work full time

***College EMS Program at WPI:***

- Changes in Program; EMS falls under campus security
  - Because of this there aren't as many EMTs out there; pulling back on what EMTs are doing
  - Looking at other colleges; Clark

*Response Times:*

- Standards Require; 15 fire fighters respond to structure fire
  - Boylston is having a hard time hitting that number at any time
  - Looking to put together a good idea of staffing needs to present to the board
  - Most of the calls are done during the day; 6am-7pm
  - Heavy enough that it's tough to deal with

*May Town Meeting:*

- Looking for budget increases; Looking at 2 people
- 2<sup>nd</sup> shift wouldn't be a bad idea; 7am-3pm, 3pm-11pm
- Inspections are going to start to increase; real estate sales have increased, and they have been doing 5-6 inspections on houses a week

**Report of the Highway Superintendent to the Board:**

- Regular routine stuff is going well
  - Lost all of summer kids; great group this year and did a fantastic job
  - Helping Bob get a bit of stuff done up at Hillside

*Patching:*

- Holding a little bit more on the roads that we are going to be investing a large sum of money into

*Red Knights Property:*

- Did some clean up where the fence is being put in on the property

*Equipment:*

- Jim is starting to work on the snow equipment
- New truck that we voted at Special Town meeting is completed. We should be getting a delivery this week. Waiting on some decals and that will complete it. Need to bring it to Marlborough for the decals.
- Mack has asked if they can utilize our truck in their show for September 18<sup>th</sup>-19<sup>th</sup>
  - Steve doesn't have an issue with it, unless the board does. They do not.

*Drainage:*

- Started some drainage work for Mile Hill Road.
- Moving over to Cross Street next; hoping to tie up the Mile Hill Road side tomorrow
- Mile Hill Road and Linden
  - Set up some details so we have no issues with traffic; busses, etc....

*Paving Project:*

- Looking to start at some point next week; Week of the 16<sup>th</sup>
  - A little ahead of schedule
  - Steve would like them to start on Mile Hill Road first however there was talk that it was going to be Cross Street first

*Ruth Noonan:*

- Administrative Assistant Ruth has retired, after 11 years.
  - Ready to move on and start over, enjoy retirement, and travel.

- Advertised position; 44 resumes have come in.
- Starting off part-time but will be going to the Town Meeting asking for money to budget for a full-time role.

*Cemetery:* Middle of tying up the paving project there this week

*Paving: 3-Year Contract:*

- Matt asked if we are moving forward on that 3-year contract?
- Steve responded Yes, spoke with April and we want to look it over and put it out over the winter.

*Roads:*

- Wants to push for Mile Hill Road; terrible condition
- Hopefully residents will understand that its going to be a bumpy road
- It's going to take \$360,000 to pave road
- Plan is to get the main roads done and then get into the neighborhood roads

April asked if he was still interested in chip sealing. Steve said yes and that he has a couple roads that are eligible for that. That would save a lot of money and its something to look into. We can try it and not like it but thinks it's worth a try. He suggested using left over funds for the spring. He will attend the next monthly meeting and put together a detailed list of roads and costs per road.

### **Library Foundation Donation for Initial Contract with Central MA Projects; Continued Renovations at the Library:**

*Jamie Underwood made a motion to accept the \$10,000 donation from the Library Foundation for Initial Contract with Central Ma Projects, Matt Mecum seconded. Voted all in favor.*

### **Review/Approve and Authorize the Chair to sign requisition no. 6 for Cross Street Project**

*Matt Mecum made a motion to Authorize the Chair to sign req. no. 6 for Cross Street Intersection project, Jamie Underwood seconded. Voted all in favor.*

### **Boylston Youth 12u Softball:**

Boylston Youth Twelve under Softball; Undefeated Champion Season. Went down to a Tournament in Franklin and ended up winning that Tournament undefeated. Everyone who came out for the team made the team. The Town is very proud of the girls and is looking forward to the years to come! The Board handed out a Certificate of Athletic Achievement to each player and coach.

### **PUBLIC HEARING: Boylston House of Pizza: ABCC License Application: Change of Ownership**

Chair Jim Wood announced the opening of the public hearing at 7:27 PM. The purpose of the public hearing was read aloud, and it recognized that notice of the public hearing was published in the *Telegram/Item* on August 22nd, 2019 and on August 29th, 2019.

Mr. Botros, representing himself, introduced himself to the Board and answered a couple questions the board had. There were no residents in attendance to address the Board about the matter.

Following a review of the Application, Matt Mecum made a motion to approve the transfer of beer and wine license from Katrina Eliadis to Archangel Raphael Incorporated of 81 Shrewsbury Street, Jamie seconded; Voted: 3 in favor, 0 opposed.

Chair Jim Wood announced that the public hearing was closed at 7:32 PM.

### **Board/Committee/Commissions procurement of legal counsel**

Jim Wood mentioned that Sarah S., the Chair of the Board of Health, reached out wondering if they would be able to get their own Town Counsel. Jim stated that his feelings towards it are no. Jim Wood asked April to ask Sarah to come in and discuss it with the BOS at the next meeting.

*At 8:08 PM, on a motion made by the Selectmen Matt Mecum and seconded by Jamie Underwood, the following roll call vote was recorded to go into **EXECUTIVE SESSION** (closed to the public): **Per MGL c.30A, §21, (2):** to discuss strategy with respect to negotiations with nonunion personnel – Police Chief's contract. (Roll Call Vote). James Wood: Yes; James Underwood: Yes. Matt Mecum: Yes. The Board agreed they would not reconvene to open session.*

The meeting was adjourned at 8:08 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
Chief Of Police Report and Stats	On File in The Board Of Selectmen's Office
Report of the Highway Superintendent	On File in The Board Of Selectmen's Office
Fire Chiefs Report and Stats	On File in The Board Of Selectmen's Office
Building Inspectors Report and Stats	On File in The Board Of Selectmen's Office
Telegram Write up on Boylston Softball	On File in The Board Of Selectmen's Office
BOS Meeting Minutes 8/12/19	On File in The Board Of Selectmen's Office
You Inc, Property Inspection Pictures	On File in The Board Of Selectmen's Office
Library Donation Acceptance	On File in The Board Of Selectmen's Office