



Board of Selectmen

Date of Meeting: Monday, October 7th, 2019
Time: 6:00PM – 8:00 PM
Members Present: Chair Jim Wood; Selectmen Matt Mecum and Jamie Underwood; April Steward, Town Administrator; and Alison Mack, Administrative Assistant to the Board

The meeting commenced at 6:00 PM.

Financial Warrants were signed in agreement.

Pledge of Allegiance was recited.

Selectmen's Meeting Minutes: The minutes of 9/23/19 were presented.

Matt Mecum made a motion to approve the meeting minutes for 9/23/19. Jim Wood seconded. Voted all in favor.

Reports: Town Administrator, Chief of Police, Fire Chief, Building Inspector and Highway Superintendent

Town Administrators Report:

1. The electronic submittal for the NPDES Phase II Small MS4 General Permit Annual Report for the Town of Boylston, MA (NPDES Permit Number MAR041095) for Permit Year 1 of the 216 General Permit was submitted to the EPA on Monday, September 30th by Tighe & Bond who is our consultant that assists the town with this report. I have included a copy of the report in your packet for your review.
2. I received an email from Attorney Cove who represents the Boylston Sportsman's Club (BSC) and I have included correspondence in your packet. I would like to suggest that the board authorize the Highway Superintendent to work with a representative of the BSC to decide where the arborvitae plantings should go and to designate the area where the curb stop shall be moved. The curb stop should be relocated to the eastern side of the Old Cross Street and the spigot should be removed. We are willing to share the as-built drawings with the BSC once we are in receipt of them. I have also included in your packet information that you have previously viewed in regard to the 1941 County Commissioner's street taking and the drawings done by Thompson-Liston showing the road layout.
3. I have a meeting tomorrow with the Finance Committee as we start to get prepared for the new budget season.
4. We are anticipating on holding our Tax Classification Hearing this evening, but we had a delay and will be rescheduling the hearing for October 21st.
5. We hired PT Masonry to take down the chimney at the Flagg Estate and that work was completed last week.

6. We have received our Free Cash certification. This years Free Cash has been certified at \$493,735.
7. The project over at 215 Main Street is coming along. The roof has been fully insulated, the new windows have all been installed and the siding is being replaced where any rotting boards have been found. The Facilities Technician has been working with the Sheriff's department to have laborers come over and assist with the painting. There should be enough money left over in the article to replace damaged window shades in the building as well. We are anticipating savings this year in the heating and cooling of that building.
8. I am still not in receipt of the as-built drawings for the new road. Six of the eight markers were able to be set, but two of the markers will need to be hand dug in order for them to be set into the ground properly. Once the footings are in place, the drawings should be coming forthwith.
9. The paving project on Cross St and Mile Hill Road is well underway. The base coat on Mile Hill Road and Cross Street have been laid down. The top coat should be completed sometime this week. The Highway Dept. has been receiving many compliments on the street improvements.
10. The Highway Department has also taken receipt of their new dump truck/sander plow. This much needed addition to their fleet will put good use this winter season.

Report of the Highway Superintendent to the Board: Located on File in The Board Of Selectmen's Office

Building Inspector:

Building, Plumbing and Electric Permits: Located on File in The Board of Selectmen's Office

Report of the Police Chief to the Board of Selectman:

Crime Statistics were presented.

Chief's Schedule:

- Sept 13th – Clinton Court Ticket Hearings
- Sept 16th – Sgt. Annunciata and Officer Ryle participated in SWAT type training
- Sept 17th-19th – Attended Chiefs Training in Norwood; did not stay over
- Sept 19th – Police Golf Tournament at Wachusett
- Sept 25th – Annual Weapons Qualifications at Worcester Pistol and Rifle
- Sept 27th – Met with resident who falsified information on LTC application
- October 1st – AKUITY did scheduled maintenance check
- October 3rd – Officer Parker and Office Ryle; Fitchburg Court for Trial
- October 8th – Officer Ryle; Clinton Court Case
- October 9th – 8:30AM-12:30PM SWAT Training at House of Corrections
- October 9th-16th – Vacation in FL
- October 17th – Officer Parker; Case in Worcester Superior Court
- October 18th – Officer Ryle; Ticket Appeal in Clinton Court
- October 19th-20th – Town Wide Clean Up
- October 24th – Annual Physical in Shrewsbury
- October 31st – Parks and Rec; Trick or Treaters/ Toddlers
- October 31st – Providing glow necklaces to BES to hand out to their students
- November 8th – Ticket Hearings at Clinton District Court

As of this morning the speed trailer is currently deployed on Mill Road, adjacent to Brooke Road. Targeting traffic heading towards Route 70.

Bring Your Own Beer: The Police Chief did some research and gave the BOS and others at the table some reading on the State laws on BYOB.

Chiefs Concerns:

- Someone traveling from Point A to Point B, that would be an open container and we don't want to open that up to people.
- Who would be shutting the individuals off?

Matt Mecum explained that this is more if a restaurant wants to hold dinners and bring in a bottle of wine.

Halloween Trick or Treat Hours: The Chief requested that the BOS set the 2019 Halloween Trick or Treating Hours for Thursday, October 31st from 5:30 PM to 8 PM.

- Hours have worked out well in previous years
- Road patrols will be covering the other parts of the town
- Feedback from residents having police out there has been great!

Jamie Underwood made a motion to approve the Trick or Treating Hours for Thursday, October 31st from 5:30 PM – 8PM. Matt Mecum seconded. Voted all in favor.

Fire Chief:

Chiefs Statistics: were presented

- Numbers are just from September; increase in call volume
- Three mutual aid calls; services are free, and they can't be refused but definitely puts strain on the department.

Training: Holding Water Supply Drill at Tahanto

- Lots of towns coming in to attend
- Walmart in West Boylston – Active Shooter Training
- West Boylston Police Department is sponsoring the training

CPR Training with Parks and Rec:

- Training for some of the high school students
- If it catches on, we are able to hold more trainings
- Voluntary Training for staff at Tahanto
- Jim Wood asked about training for residents; Joe said he has something in the works and will present it next meeting.

Events:

- 15 years of hosting a seminar at the Manor
- Ed McNamara Retirement Party at Wachusett CC: Started Central MA EMS in 1974

Matt Mecum asked if Joe could provide the BOS with some financial information on what it costs the Fire Department to protect the Watershed and also costs for equipment that are required.

HRP; Tour of Gough House and discussion on lease

Nell Lazier and some more members of the HRP took the Board of Selectmen, Police Chief, Town Administrator and a few other guests on a tour of the Gough House. During the tour they pointed out different projects that have been completed and also brought up a recent challenge; the HRP has invested all this money to complete some projects and now the roof is leaking, and it could jeopardize these finished projects.

Nell discussed the idea of bringing in an anchor tenant to help with the costs; first they would need to complete the space and get an occupancy permit in order to make this happen. Worcester State is someone that has been in the discussion; their main concern is not knowing the relationship between the HRP and the Town. Nell is looking to form some type of coalition between the Town and The HRP for the Gough House to have a united front; which would help them when reaching out to donors or anchor tenants. Nell suggest having HRP's lawyer meet with Town Counsel and the Town Administrator to take the next step to discuss the lease.

Nell suggested looking at all various components on where the money comes from; the State, Bonds, tax credits, federal funding, the Town, etc. She sees about 50% coming from these areas and the other 50% come from private donations. The HRP can't keep raising private donations alone, things are moving too slow and it can't sustain itself yet. Discussion continued on the relationship between the HRP and The Town and how they can come together for this project.

Appointment to Council on Aging: Deborah Goodrich:

Jamie Underwood made a motion to appoint Deborah Goodrich to the COA Committee, Matt Mecum seconded. Voted all in favor.

Appointment to Open Space Committee: Crystal Byron

Matt Mecum made a motion to appoint Crystal Byron to the Open Space Committee, Jamie Underwood seconded. Voted all in favor.

BOH; Legal Counsel Discussion: Unable to attend this meeting; they will reach out when they would like to be put on the agenda.

BYOB Discussion:

- Review of BYOB Policy and any changes that were made
- Tying to the Common Virtual License is good idea
 - o Must receive notification 14 days prior to the event (written notification)
- How far ahead can they request this?
 - o 30 days
 - o Effective Date: As soon as the BYOB Policy is revised

Matt Mecum made a motion to approve the BYOB Policy inclusive of the amendments made this evening, Jamie Underwood Seconded. Voted all in favor.

DCR Property; Receiving additional funds:

- Received documents on breakdown from all Pilot payments received from 1987 to 2019

- Included all of the letters that have been sent to the Town describing how it works from 2006-2019.
- EQV is all tied into how the Assessors value land in the town.

April stated that we are in an evaluation year this year and hopefully will see an increase in money. April mentioned that Stephen had been in discussion with a rep from the DCR and if the board was interested, she can request him to come in and present this information to the Board. The Board agreed they would like to request the rep come to the next meeting.

Advertising HR position:

Matt Mecum made stated that FinCom kept the HR Role in the budget line because they are getting a lot of questions regarding employee wages and other things which are not in their area of expertise. April stated that she does not feel as though the money we have budgeted for the HR role is not going to go far for a true HR professional; we have budgeted around \$16K while a true HR professional makes around 70K. April stated that she has a couple of recommendations; Alison Mack does have a Degree in HR and we could utilize her more in that capacity, we could also could split the role with another community. Matt Mecum stated that he would still like it to be posted and see what we get for candidates; it doesn't bind us to anything. Alison asked what the board would like the HR role to be and the response was making recommendations, protecting the town, working on the HR Handbook, etc. Jim Wood stated that we can post it and see what we get and go from there. Jamie Underwood brought up that he would like it to be set for certain hours and they must be available to employees during the employee's hours. Discussion continued regarding the HR role; the direction the BOS would like to take, pay rate and hours per week. They agreed on \$25.50 and hour for 12 hours a week.

Discussion on Special Legislation to allow a contract for the Highway Superintendent

Matt Mecum mentioned that because the town does not have a charter, the Board of Selectmen can only enter into a contract with the Police Chief, the Fire Chief, Town Administrator and a few other positions. Matt asked Town Counsel on what they can do, and Stephen thought that we could go to Town Meeting and vote on a warrant article to ask to go to special legislation to enter into contract with the Highway Superintendent; after this it would go to the legislature and we do not know what the fate of that would be. April mentioned that she spoke with Stephen earlier in the day and he thinks that we might be able to do it as an article at town meeting and have the town approve it; there is a potential that it can be done only at Town meeting and then make amendments to the Town Bylaws.

At PM 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, §21, (2):** to discuss strategy with respect to negotiations with nonunion personnel – Town Administrator's 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.

The meeting was adjourned at 8:00 PM.

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

Meeting Materials

Agenda	On File in The Board Of Selectmen's Office
Professional Development Docs (2)	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
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
BYOB Documents from Police Chief (4)	On File in The Board Of Selectmen's Office
Town of Boylston's BYOB Policy	On File in The Board Of Selectmen's Office
Volunteer to Serve Form: OSRP Comm.	On File in The Board Of Selectmen's Office
Volunteer to Serve Form: COA	On File in The Board Of Selectmen's Office
The Beacon – Oct 2019 Issue	On File in The Board Of Selectmen's Office
DCR – Town of Boylston Pilot	On File in The Board Of Selectmen's Office
HR Assistant Documents (5)	On File in The Board Of Selectmen's Office
Meeting Minutes 9/23/19	On File in The Board Of Selectmen's Office