



Board of Selectmen

Date of Meeting: Monday, February 24th, 2020
Time: 6:30 PM – 7:51 PM
Members Present: Chair Jim Woods; Selectmen Matt Mecum and Jamie Underwood;
April Steward, Town Administrator; and Alison Mack,
Administrative Assistant to the Board
Members Not Present: Stephen Madaus, Town Counsel

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 02/10/2020 were presented.

Matt Mecum made a motion to approve the meeting minutes for 02/10/2020. Jamie Underwood seconded. Voted all in favor.

Town Administrators Report:

1. *Facilities Director:* Bob has taken on more projects and the workload continues to expand. He has saved the town a tremendous amount of money due to his advanced skill set. Request for 3% increase for him in addition to his annual COLA. The board mentioned that they do not have a problem with this but would like to see the full budget before making any determinations.
2. *Technical Assistance:* DLS offers free assistance to cities and towns with comprehensive guidance and self-service tools. The BOA or BOS must invite DLS; The BOS will wait for the BOA's decision. Matt and Jim both stated they are for this either way.
3. *CMRPC Assessment:* We have received our assessed cost for being a member community of the CMRPC. The town of Boylston is responsible for paying \$1,278.32. This cost has already been figured into our FY21 budget.
4. *Fire Chief Contract:* I want to make the board aware that the Fire Chief's contract is due to expire on June 30th of this year, so we need to begin discussions with him soon.
5. *Police Chief Contract:* The Police Chief's contract is also due to expire on June 30th. We will also need to begin discussions with him as well.

Matt mecum mentioned that we need to add the Highway Superintendent to the list as well.

6. *Special Act:* The special Act can now be found online, and you can follow its progress if you like. It is Bill HD .4888.

7. *Town Planner:* The Town of Upton has reached out to me in regard to sharing a Town Planner. They are also looking to put into their budget for a part-time Planner and reached out to me to see if we would be interested in discussing the potential to develop a shared services agreement for a full-time position. We are going to touch base again towards the end of March when we have a better picture of what our budget looks like.
8. *BBRSD Budget Hearing:* The open budget hearing for BBRSD will be held tomorrow, Tuesday, February 25th at 6:30 PM at the Tahanto Multi-Purpose room. You are all welcome to attend if you would like.
9. *BES Septic Tank Issues/Concerns:* We received a communication from Bob Conroy that there are septic tank repairs that are needed. They are still in the process of seeking additional information on cost and what repairs need to take place now and which ones can wait for the next fiscal year.
10. *Elderly & Disabled Taxation Fund:* There is an Elderly & Disabled Taxation (EDTF) donation program available (by town acceptance). This would allow town residents/businesses to voluntarily donate funds by means of checking off an option on their real estate tax bill. If this was accepted at ATM, we would then create an EDTF committee that would meet to decide how these funds are distributed. This program is unrelated to the Senior Work-Off program and with the growing senior population on limited incomes, it may be worthwhile to see if this is a program we would like to put forward before the town for acceptance.

Resident Advisory Committee Update:

- Jessica R. and Dick Prince attended from their board
- Met a few times since first meeting in September 2019
- Looking for 2 more members; set at 7-member board

Jessica asked for some clarification from the board on what their role should be.

- Don't want to be a communications board
- Don't want to be a complaint board
- Don't want to give the false impression that this board tells the BOS what to do

Matt stated that the intention of the committee was supposed to be an earpiece for the Board of Selectmen. The board is made up of multiple diverse groups; the idea was that each member could consolidate information from the group that they are involved in and bring that information to the board since they do not always hear from them.

Master Plan

Matt stated that they are optimistic that we will get approval at the Annual Town Meeting to start the Master Plan process; must get voted on at ATM, Cost. Matt suggested starting now doing some type of Town Hall forums where residents could come in and the RAB could consolidate the information; Sterling started their Master Plan this way.

Dick Prince asked what the Master Plan actually entails; does it include other than structural type items. Matt Mecum stated yes; open space and housing... etc. Its another conversation if we want to explore writing a Town Charter. The RAB would not be involved in building the Master Plan

but helping with gathering information for it. Jamie stated that this should be constructive and not destructive; not the intention of the RAB. Matt Mecum stated that they will probably be working with CMRPC regarding the Master Plan; the RAB will be able to give them real information from the diverse groups in town. It should be a living document and being constantly updated.

April stated that there are eight specific areas that a Master Plan must include:

1. Land Use
2. Housing
3. Economic Development
4. Natural and Cultural Resources
5. Open Space and Recreation
6. Services and Facilities
7. Circulation
8. Implementation

Jessica asked if Sterling was the best comparable community. Matt stated that they are similar in size, population, and the small-town feel. April stated that the Town of Boylston will be on their own path, but it was nice to talk to the Town Manager and Planner who are going through the process currently; what to avoid and what to not avoid. Matt mentioned that he would like to see information gathering prior to the Town Meeting. Dick Prince brought up the information flow in town and how some residents do not know what is going on. Jim Wood mentioned putting together a flyer out prior to the town meeting; Matt suggested being careful since they do not have funding yet. The board asked to gather some information from the town prior to the Town Meeting. Matt asked to make sure we set goals that we are able to attain. Discussion continued on how the best way to get the information out to the residents would be.

BOH to discuss Budget:

Dennis mentioned he went to FinComm and requested a pay increase from \$46,350 to \$58,350; Dennis stated FinComm mentioned it was out of their realm to do the increase that Dennis was looking for. BOH did some research into different positions and the increase of work load he has had in the past year and is requesting that the put \$58,350 on the warrant. The amount of inspections, flu clinics, rodent control calls... etc. have increased. Dennis stated that he has been putting in about 30 hours a week, which is more than usual. The hours are not normal hours; Monday-Sunday at times. Dennis stated that he is technically available 24/7 but can't really be available because of the limited hours and pay. Matt stated that he is okay with this, however he would like to have more of an understanding of the budget prior to determining anything. April stated that at the moment we are 9% over the budget from last year.

Dennis brought up development fees in town; they have gone up a little bit. Jim asked if the collection of fees per year pays his salary and Matt asked for him to supply the data. Jamie stated that he is pretty much self-funding himself, but it is hard to tell every year.

Dennis asked, "When does a document become public". Jamie responded that as soon as the letter is read in the meeting, it becomes public. April suggested reaching out to Town Counsel to get clarification.

Review / Approve Meeting Schedule April – August 2020:

June 1st: Jim Wood is out of town

June 29th: Matt Mecum will be out of town

Jim Wood suggested staying with the June 15th meeting, not having the June 1st and 29th meeting and then seeing where we are at, and if something comes up, we will schedule a meeting.

April mentioned that both herself and Ali will be out of the office for the BOS meeting on Monday, March 23rd. April asked if they would like to cancel, or move to Thursday, March 19th. The board agreed to tentatively schedule the meeting to Thursday, March 19th at 6:30 PM and not have the meeting on Monday, March 23rd.

Jamie Underwood made a motion to approve the BOS Meeting schedule as written minus June 1st and June 29th, Matt Mecum seconded. Voted all in favor.

Review / Approve Invitation to technical Assistance Bureau:

Skip until next meeting

Selectmen's Miscellaneous:

Matt Mecum stated that he would like to start the dialogue with the Church in West Boylston; can't hurt to talk to them. April stated that she will reach out to set something up with them.

Steve Mero:

Steve mentioned that himself and April have been trying to put together the 3-year contract and are really close. They need to figure out really soon of which roads we would like to do; they can't put out to bid until they have this information. Matt stated that he is going to defer to Steve regarding which roads he thinks should be done; they will wait to see the budget before making any decision. Discussion continued regarding the bid process.

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 Schedule April-August 2020	On File in The Board Of Selectmen's Office
Meeting Minutes 02/10/2020	On File in The Board Of Selectmen's Office

