



Board of Selectmen

Date of Meeting: Friday, August 14th, 2020
Time: 8:11 AM – 8:46 AM
Members Present: Chair Jamie Underwood; Selectmen Matt Mecum and Seth Ridinger;
April Steward, Town Administrator; Town Counsel Stephen Madaus, and
Alison Mack, Administrative Assistant to the Board

The meeting commenced at 8:11 AM.

Pledge of Allegiance was recited.

April and Jamie read introduction to the meeting, Remote ZOOM Information and Best Practices

CMRPC Master Plan Contract Clarification

April reached out to CMRPC After Monday night's meeting and asked them to clarify some issues that the BOS raised.

- Additional clarification on the draft language regarding the Housing Production Plan:
Answer: Yes, the state has an approval process and it has specific timelines. The draft is a completed form, it is called a draft when it is submitted to the state for approval.
- Is the Housing Production Plan considering an additional deliverable in the project?
Answer: Yes, it is.
- Is the Development of the HPP done in tandem with the Master Plan going to bog down the Master Plan Process? Answer: No.
- Steering Committee – 12 Members, 11 of them being voting, is that too many? Any additional feedback from CMRPC regarding how other communities have set up their steering committees. Answer: They do not believe that is too many.

Trish Settles and Ron Barron from CMRPC joined the meeting. Jamie asked if after 1 year they would be able to submit a housing production plan and asked Trish to go into some detail. Trish responded that they put in the contract that they would submit the draft HPP to the Department of Housing and Community Development; gives them a little bit more time to complete it. You sign the contract today; they will get up and rolling by September; takes a while to wrap this up. Once it is submitted to the state, it starts the clock. They will likely come back with a comment or two and then they would resubmit, and it would be final after that. If there is no response from the state it is approved by default. Full year to do the HPP and submit it to the state. Ron Barron stated its entirely possible they could take it and approve it right away; that's the only reason we are calling it a draft because it's not official until they write it, the town signs off on it or has to accept it. The Town is saying they have to commit to these goals and then CMRPC has the final step of submitting it to the state; both the Planning Board and the Board of Selectmen have to provide

letters prior to it going in. Jamie stated that if all goes well, we should have an approved HPP by next November, Trish agreed. Seth asked if the subcommittee is very motivated, is it possible to get it completed in less time. Trish agreed and stated it is about keeping the momentum going; Research and surveys take time. Matt wanted to confirm that adding the HPP piece is not taking away from Phase one; Trish responded that she didn't think so and with all the planning going on, it will help out. Ron stated that there shouldn't be any problems with it; the data, outreach and surveys all go into the HPP and also go into the housing chapter in the Master Plan; its everything that goes into the Housing and Population Chapter, plus a couple of steps. There's a lot of concurrent activities and he believes that the only thing that would add to it would be the overall steering committee; having a good size steering committee makes sense; housing subcommittee and master plan steering committee. Matt confirmed that all the chapters that would have been completed in Phase 1, remain the same. Ron confirmed they are still going to do the same amount of work. Stephen Madaus asked if CMRPC had any objections to clarifying a bullet in the contract which currently reads "draft Housing Production Plan for review by the Boylston Planning Board and Board of Selectmen" to it reading "draft Housing Production Plan suitable for submittal to the DHCH for review by the Planning Board and Board of Selectmen." Trish responded that it is appropriate. April asked to make a change to who is signing the contract since it will align with what the BOS voted on Monday night.

Matt Mecum made a motion to authorize the Chair to sign the Master Plan contract with CMRPC pending changes noted by Town Counsel and the Town Administrator, Seth seconded. Voted all in favor. Matt: Yes, Seth: Yes, and Jamie: Yes

Town Clerk, Dawn Porter to Discuss Town Clerk Fees

Town Clerk, Dawn Porter joined the meeting to discuss the Town Clerk fees. Dawn mentioned that at previous trainings she had discussed it with other Town Clerk Offices and believes the origination of Town Clerk retaining some of the fees came from the notion of all or the majority of Town Clerks being elected; which is no longer the case in the state of MA. Dawn feels as though the retention of fees is archaic and that Boylston is not an appropriate town to continue that tradition. Due to population growth, Dawn feels as though a lot needs to be looked at and reviewed in the Clerk's Office; just limited on time now. Seth had requested some information on how much previously the Town Clerks were getting with dues. Dawn is unsure since it was not tracked by a spreadsheet but reached out to Ninotchka to see if she is able to provide any information regarding how much money was turned over. Dawn said it will be time intensive, but she could work on seeing what was brought in and ask Ninotchka for some numbers. April suggested that if the Board is going to consider phasing out fees, if we could continue the practice until the next fiscal year begins and then look at adding to her base salary line and having the fees go directly to the Town. Jamie stated that he likes the idea and asked Stephen Madaus if this is something that must go to the town to vote on, or if this is something that the BOS can vote on. Stephen stated that It depends on which fees we are talking about and if it required a vote at town meeting; he looked through the town bylaws and didn't find any evidence that Town Meeting previously voted on the BOS setting a fee schedule. Some fees are governed by statutes and some are not, however he will look into them.

Dawn mentioned that she had read something previously where it should be in the town bylaws. Stephen stated that they can reset everything and make it standardized in some way. Stephen went on to say that the legal parameters on setting fees is to capture the cost of providing the service;

we are prohibited from raising revenue by setting fee rates. Dawn mentioned that this would be down the line but looking at our fee schedule compared to other towns, our fee schedule is quite the bargain. Stephen stated that would be another part of the exercise in reviewing other towns fee schedules; whenever it was last set, the cost of operating The Town Clerks office has gone up. Seth asked to see if we could get an estimated amount of several years' history and Dawn mentioned that she would do some research but would like to put it off until after the primary; the board agreed.

OSRPC: Seth mentioned that at some point the Board will want to take a look at the OSRPC report and put together the letter of approval. Matt suggested putting it on the agenda for September 8th to give it a timeline.

At 8:46 AM, Seth Ridinger made a motion to adjourn, Matt Mecum seconded. Voted all in favor. Roll call vote: Matt: Yes, Jamie: Yes, and Seth: Yes

Respectfully submitted,

Alison Mack, Assistant to the Board of Selectmen

Meeting Materials

Agenda

On File in The Board Of Selectmen's Office