



## Board of Selectmen

Date of Meeting: Monday, August 10<sup>th</sup>, 2020  
Time: 6:30PM – 8:40 PM  
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 6:30 PM.

Financial Warrants were signed in agreement.

Pledge of Allegiance was recited.

### *Confirming Member Access:*

April Steward, Town Administrator recited the following:

Members, when I call your name, please respond in the affirmative.

- Seth Ridinger: Yes
- Jamie Underwood: Yes
- Matthew Mecum: Yes

Staff, when I call your name, please respond in the affirmative.

- Town Counsel, Stephen Madaus: Yes
- Alison Mack: Yes

### Introduction:

April Steward started off the meeting by stating the following: Good evening everyone. This Open Meeting of the Board of Selectmen is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely. The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will feature public comment.

For this meeting, the Board of Selectmen is convening by video conference via Zoom App as posted on the Town's Website identifying how the public may join. Please note that this meeting is being recorded, and that some attendees are participating by video conference. Accordingly,

please be aware that other folks may be able to see you, and that take care not to “screen share” your computer. Anything that you broadcast may be captured by the recording.

### Meeting Materials

All supporting materials that have been provided members of this body are available on the Town’s website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless The Chair notes otherwise.

### Meeting Business Ground Rules (Jamie Underwood)

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,
  - Please remember to mute your phone or computer when you are not speaking;
  - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.

### For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
- Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

### **Town Administrator Report:** (On File in the Board of Selectmen’s Office)

1. Town Planner: Ad has been running since August and we have received responses. May be able to work with Upton on a shared service agreement.
2. CMRPC Credits: Planning Board to discuss at next meeting. Credits to go towards the creation of the Housing Production Plan.
3. Town Clerk Fees: No policy that authorizes the Town Clerk to retain fee. If BOS would like, April will request Treasurer/Collector to draft a policy for BOS to authorize at next meeting.
4. Interdepartmental Communication: Drafted a letter/questionnaire requesting feedback on how we can improve interdepartmental communication in the Town Hall.
5. DMG Realty Trust Meeting: Meeting to discuss the traffic study they had performed and share a progress print that Thompson-Liston has drawn up; 60-bedroom units and 7 three-bedroom units. Based on the meeting, they requested the developer to produce a letter

proposing a LIP project to include a site plan, the traffic study and a narrative of the project proposal. The Water District Letter was also discussed.

Matt asked that if we move forward with this, he would like a letter from the developer stating how their will not be issues as there were issues with this developer and another town. April suggested talking to other departments to see if there are any concerns.

6. Town Hall COVID-19 Safety Installations: Bob has begun installing Plexiglass shields in the offices and will begin installations this week. Reopening Town Hall discussion to be held at a later meeting date. Matt suggested starting by appointment for a few weeks and then see where we are at. Currently we are meeting people in the lobby area. April suggested phasing it in and opening it up from 12-2 and then 11-2 until we are comfortable to open back to full hours. Matt suggested looking into a wall temperature checker; April stated she will look into it.

### **Police Chiefs Report to the BOS:**

Crime stats for month of July:

July events:

- 22<sup>nd</sup>: Met with Jamie Underwood regarding the Executive Session
- 23<sup>rd</sup>: Attended Wake: Rodger Deal
- 24<sup>th</sup>: Conducted Funeral Crossing from Central Street onto Scar Hill Road
- 27<sup>th</sup>: Master Plan Meeting
- 28<sup>th</sup>: AKUITY – Printer install
- 29<sup>th</sup>: Met with individual who will be doing Data Transfer for move to IMC
- 30<sup>th</sup>: Met with 2 residents: Rocky Pond Parking and trespassing issue

August:

- 1<sup>st</sup>: Worked 7am-3pm Overtime: Saving shift to ensure officer coverage
- 3<sup>rd</sup>: Met with Jamie Underwood referencing Executive Session
- 4<sup>th</sup>: Dropped off car 2; strip out and rebuild. Should be ready Wed of this week.
- 4<sup>th</sup>: Came in and worked during storm 5:30-9:15pm
- 5<sup>th</sup>: Attended MA Chiefs Zoom Meeting: Pending Bills Changing
- 9<sup>th</sup> August: worked day shift: cost savings measure and to ensure two officer coverage
- 6<sup>th</sup> August: IOD Incident: Officer will be out 3 months; ACL surgery
- 27<sup>th</sup>: Annual physical is set in Shrewsbury

Union is requesting the BOS consider preparing a letter to MMA regarding blanket support to bills. If Board desires, he can supply sample letters from other towns and TA can draft a letter. Matt and Seth both stated they would like to look at sample letters on how they can support the Police Officers and the Town.

Seth asked what building property checks are and the Chief mentioned that they are checking property to ensure nothing suspicious is going on such as break-ins and things of that nature. Due to less traffic stops, they have gone this route instead. Seth then asked if Officers drive the same vehicle and the Chief responded yes, unless a vehicle goes into get detailed.

### **Building Inspector Report to the BOS:**

Building Inspectors Report was provided. Activity picked up in July, going into even more in August. Tony stated that things are moving right along. Jamie asked how everything is working out with permits for Brookside. Tony responded that one of the groups of 10 units is getting ready to go online; they are looking for some occupancies. He added that the driveway has been tarred. Matt asked if everyone is happy with the new permit fees. Tony responded that they are not unhappy, he hasn't had people really bring it up. Matt asked Tony how he feels about the plexiglass in the office, Tony responded that Bob does a great job and is aesthetically pleasing and looks as though it's going to work well.

### **Review and Approve Job Descriptions for Assessors Office; Administrative Assistant, Administrative Clerk, Principal Assessor:**

Van Baker, BOA joined this meeting to discuss the Job Descriptions and opening of the Principal Assessor position. The BOA thought it was a good decision to take a broader look at the Assessor's Office as a whole; has not been reviewed for 16-17 years. Redlined version was given to each BOS member. Seth asked if the Board of Assessors voted to approve the version in front of them and if it was unanimous. Van responded yes and it was unanimous. He also asked if Margo and Paul were happy with this and Van confirmed yes. Seth stated they look good to him and does not have any further questions. Matt stated he reviewed the documents and appreciated how the positions are identified and broken down. Jamie asked if the Board of Assessors are comfortable with the hours that are put forth; Van stated that current state and short term they are looking good but will reevaluate it later on. Jamie stated that it was a great document and will help people in town understand more. Van stated they are going to meet again next week and with the approval from the BOS they will vote on it and then look to get it posted. Van worked on a couple descriptions for the Telegram and Gazette and the towns website but is hoping to get it posted by the following Wednesday. Jamie stated that he does not have any other questions and a vote doesn't hurt.

*Seth Ridinger made a motion to approve the job descriptions for the offices of Administrative Assistant, Administrative Clerk and Principal Assessor all in the Assessor's Office, Matt Mecum seconded. Voted all in favor. Roll call vote: Matt: Yes, Seth: Yes, and Jamie: Yes.*

### **RSD Election Update from Town Clerk, Dawn Porter:**

Dawn was unable to attend the meeting but asked April to read a letter from her. April read the letter. Dawn wanted to report that she has been in touch with the Town Clerk from Berlin regarding the nomination process and what it looks like. Because of timing issues they are unable to put the RSD on the state ballot for the Regional School District. Dawn recommends that the BOS write a letter to the Regional School District indicating that the Town has concerns that this election and how it will impact the budget. Dawn will be tracking the costs of this election and be able to provide the Board with this information in the future. As of the mail delivery, she received 1,300 votes by mail in applications for the primary or primary state election, this figure does not include numbers for the November election. Dawn mentioned that the number of phone calls have increased within the last couple of weeks. Dawn plans to work an extended number of hours to make sure that everything is done for the primary election and asked the BOS if they would allow a poll worker to come into the office and assist her with some of the work. Matt she stated that if

Dawn needs help, we need to give it to her and if it is something that other towns are doing he doesn't see an issue with this; both Jamie and Seth agreed.

### **Review and Approve CMRPC Draft Contract and Authorize Chair to Sign:**

Matt stated that the total compensation is different; \$3,000 difference to wrap in the Housing Production Plan. That money should be covered from credits that the Planning Board has. Also, it states that the Town Administrator is going to sign but then the signature line is for the Chair. Seth stated that assuming we can have the credits approved, that will be no extra cost for taxpayers. Seth questioned a couple of the deliverables; the minutes, asking if there is a cost saving to omit that. He also questioned what it means by "draft" and if there is a way to tighten up the language; wanting to make sure they are getting the deliverables they are expecting and desiring. Seth asked Stephen if there was anyway to move forward with this and Stephen stated that you could approve it with a condition that there's a favorable answer to your questions. The Board discussed if they should move forward with what was given to them or wait and get clarification from CMRPC regarding questions Seth had; other options were discussed. The Board decided to have a meeting on Friday, August 14<sup>th</sup> and have Trish Settles attend to answer a couple of these questions before moving forward.

### **Establish/Charge Master Plan Steering Committee and begin to appoint new members:**

There were a couple of mistakes on the charge – the copy that was shown was taken from a town that had 5 BOS members on it so some of the numbers needed to be tweaked. Matt asked a question about the subcommittee and if the members needed to be made up of members from the regular committee. His concern would be having too large of a committee since the larger it gets the harder it would be to get a quorum. Stephen clarified that a subcommittee is usually made up of members of the regular committee, but you could structure it either way. Matt stated that we just need to make sure we have the correct members for the committee from the beginning. Discussion continued regarding the set up of the committee and how many members will be on it. April questioned if non-voting members counts towards the quorum, and Stephen stated no. April suggested having some people be non-voting members and focus on getting people on the committee with expertise in the certain areas needed. The Board agreed that 11 members would be a good number for the Master Plan Committee; 3 members at large, 1 member of the ZBA, 1 Member of BBRSD, 1 member of Historical District, 1 Member of Parks and Rec, 1 Member of the COA, 1 Member of the Conservation, 1 Member of the Planning Board, and 1 Member of the BOS. There would also be a couple of non-voting members. Stephen suggested having this be another topic to discuss with CMRPC but said that yes, you can have it set up with non-voting members as well. Dr. Baker suggested that each person we have appointed could then have someone they appoint to take over for them if something occurs. The Board doesn't want to not include someone and continued to discuss the best set up. The Board decided to appoint 11 positions tonight and discuss with more with CMRPC at Friday's meeting. Matt asked if any of the attendees to the meeting would be willing to be an associate member; Mark Antlia offered to be the non-voting member.

*Seth Ridinger made a motion to approve the Master Plan Steering Committee Charge with the revisions added and appoint 1 Member from the BOS, 1 from Planning Board, 1 from Conservation Commission, 1 from Council on Aging, 1 from Parks and Recreation Commission,*

*1 Member from Historic District Commission, 1 from BBRSD, 1 from ZBA, and 3 Voting Members at large and 1 associate non-voting member. Also if a member from these committees is unable to fill these positions outline, we also have the authority to appoint any other willing volunteers to fill those positions, Matt seconded. Voted all in favor. Roll call vote: Matt: Yes, Seth: Yes, Jamie: Yes.*

*Seth Ridinger made a motion to appoint the following members to the Master Plan Steering Committee:*

- *Selectmen Rep: Matt Mecum*
- *Selectmen's Pick – Member at Large: Nel Lazour*
- *Selectmen's Pick – Member at Large: Chris Miczek*
- *Selectmen's Pick – Member at Large: Jessica Rubineau*
- *Planning Board – Dr. Baker*
- *COA – Dennis Goguen*
- *At Large Resident – Associate: Non-voting: Mark Atilla*
- *Conservation Commission: Jeff Walsh*

*Matt Mecum seconded. Voted all in favor. Roll call vote: Matt: Yes, Seth: Yes, and Jamie: Yes.*

Dr. Richard Baker had a couple comments about the operation of the committee; He went through this process back in 1999 with the planning Board. It is a good idea to try and fill the positions as identified in the charge; the comprehensive plan has many sections and it is very important to get feed back from people with an expertise in those areas. He suggested that if no one from a certain committee does not volunteer, he suggested the BOS go to that committee and explain to them how important it is for them to out someone forward to be apart of the committee from their board. Public input is needed, and the Steering Committee meetings will be public so the residents will be able to share their opinions to the committee. Matt agreed with Mr. Baker and the Board thanked him for his advice and comments. Seth thanked Matt for all of his hard work on the this over the past year.

**100 Shrewsbury Street; Request for Local Initiative Program ("LIP"); Comprehensive Permit, G.L. c. 40B, sections 20-23:**

Matt Stated that if this is something we are going to move forward with, we need to make sure that we have full input from the other boards and have all their concerns, so we are not scrambling halfway thorough this. Jamie added that he would like to see some feedback from the boards and departments in two weeks. He does not want them to have the idea that they are not moving forward with this.

Seth stated that his property does abut this proposed development and in order to hold the highest ethical standards as an elected official, he will have to recuse himself from these conversations and discussions and particular votes; He wants to be fully transparent. Jamie said that was well stated and understood.

**Approval of Meeting Minutes: 07/13/2020 and 07/27/2020:**

*Seth Ridinger made a motion to approve the meeting minutes from 07/13/2020 and 07/27/2020, Matt Mecum seconded. Voted all in favor. Roll call vote: Matt: Yes, Seth: Yes and Jamie: Yes*

*At 8:40 PM, Seth Ridinger made a motion to move to Executive Session 1. **Per MGL c.30A, §21, (6):** to consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have detrimental effect on the negotiating position of the public body. – 85 Sewell Street 2. **Per MGL c.30A, §21, (2):** to discuss strategy with respect to negotiations with nonunion personnel – Police Chief’s contract, Matt Mecum seconded. Voted all in favor. Matt: Yes, Seth: Yes and Jamie: Yes.*

Respectfully submitted,

Alison Mack, Assistant to the Board of Selectmen

### **Meeting Materials**

Agenda	On File in The Board Of Selectmen’s Office
Meeting Minutes: 07/13/2020	On File in The Board Of Selectmen’s Office
Meeting Minutes: 07/27/2020	On File in The Board Of Selectmen’s Office
Draft Script for Remote Conducted	On File in The Board Of Selectmen’s Office
Town Administrators Report	On File in The Board Of Selectmen’s Office
Police Chiefs Monthly Stats and Report	On File in The Board Of Selectmen’s Office
Building Inspector Stats and Report	On File in The Board Of Selectmen’s Office
Assessors Administrative Clerk Job Desc.	On File in The Board Of Selectmen’s Office
Assessors Administrative Assistant JD	On File in The Board Of Selectmen’s Office
Principal Assessor Job Description	On File in The Board Of Selectmen’s Office
Assessor Dept Job Comparison Chart	On File in The Board Of Selectmen’s Office
Letter from Town Clerk Dawn Porter	On File in The Board Of Selectmen’s Office
BBRTSC Letter to BOS	On File in The Board Of Selectmen’s Office
CMRPC Phase 1 Master Plan Draft	On File in The Board Of Selectmen’s Office
Master Plan Steering Committee	On File in The Board Of Selectmen’s Office