



Board of Selectmen

Date of Meeting: Monday, June 21st, 2021
Time: 6:30 PM – 8:52 PM
Members Present: Chair Matt Mecum; Selectmen Jamie Underwood and Seth Ridinger;
April Steward, Town Administrator; and Town Counsel Stephen Madaus

The meeting commenced at 6:30 PM.

Financial Warrants were signed in agreement.

Pledge of Allegiance was recited.

Manny's Box: Discussion on Life saving boxes near bodies of water:

Residents Tara and Rick Caramanica, Kristen McNeal, and Frank Lavoie came into discuss the idea of a box near all bodies of water in town that would hold life jackets, and a floatation ring. This would be in honor of the Worcester Police Officer Manny Familia who lost his life trying to save a child from drowning. In the Town of Boylston, the ponds would be Rocky Pond and Newton Pond. Chair Matt Mecum stated that he thought it was a great idea and has seen the ponds being used a lot more recently, especially near the boat ramp. Town Administrator April Steward mentioned that if they want to put the box on Town property, they will need to gift it to the Town, and if they want to put it on personal property, they will just need permission from the property owners. Matt suggested that some charity groups in town may be able to help with supplying items if taken. Tara stated that she thought reaching out to the Boy Scouts to spread the word and help would be a good idea. The Board thanked them for their idea and for coming into the meeting.

Police Chiefs Report to the BOS:

The Police Chief read his incident report for May – July.

- 10th – Zoom Meeting on Electronic Citations
- 12th – Akuity Upgrade
- 17th – Scheduled Day Off
- 18th – Fire Extinguishers were inspected
- 20th – Four Police Officers attended a street crime training at the Manor in West Boylston
 - Reviewed bill sheet on each cruiser
- 21st – Fingerprinted a resident for Nursing School Requirement in PA
- 24th – Attend Zoom meeting: Cross Street and Linden Street Intersection
- 31st – Worked Memorial Day – no issues

June

- 4th – Escorted the Tahanto Seniors in their parade
 - 10 vehicles were reported unlocked and rifled through with items taken

6th – Worked Tahanto Graduation detail for parking
7th – Attend Town Meeting
10th – Ticket Hearing in Clinton Court
13th – Worked 7-3 OT shift
15th – Received the first three reported car break-ins
 - They have vehicle description
16th – Sgt Annunziata – Ribbon cutting for the new Safe Keep Building – House of Corrections
16th – Presented a Chiefs Accommodation to Officer Monahan on his life saving efforts
20th – 2-9PM – Summer Solstice event at Pine Ridge Farm
21st – Scheduled 3-11PM OT Shift was cancelled – PO asked to take it
23rd – 29th – On Leave. Return to duty on the 30th at 7PM
22nd – Bay Path Barn Reopening 4PM - &PM

July

6th – Generator Inspection at Police Station
29th – Tahanto Crisis Action Team Meeting
 - Attending a residents judges hearing on license to carry

Speed Trailor has been moved around town to alleviate any traffic concerns/updates.

No questions from the Board of Selectmen.

Fire Chiefs Report to the BOS:

COVID Information: The Chief mentioned that Boylston is on the low end of the vaccination rate. Last day of the vaccination clinic is tomorrow. Looking that they did just under 20,000 vaccines.

Ages: 12-29: Lagging in this age group – 51.6% vaccination rate/compared to Northborough who has an 86% vaccination rate

65+: Vaccination Rate is around 95%

FD: Averaging about 2 calls per day. Yesterday they received about 8 calls, so it was a little out of the ordinary. Doing a lot of mutual aid calls; gives our group of people some experience

Grants: 2 FEMA grants pending:

- CBA's Replacement
- Engine Replacement

Local Grants: Received 2 local grants totaling around \$20,000.

Budget: Submitted and approved at Annual Town Meeting. Level funded.

Wish List:

SUVs will be at the end of their lifespan this year.

Fire Apparatus: 400–450-day turnaround.

Other:

Full time staff is back to full staff for the first time in a while.

Ryan Schloerb, an on-call fire fighter has just completed his Fire Fighter program at the Academy – 1st in his class as of last week

Tim Campaglia – Completed his EMT class – Firefighter/EMT

Announcement was posted regarding the contention of the Union

Attended Field Day at the Elementary School

Muster League – Having it in September this year in Harvard

Chair Matt Mecum thanked Joe, April and many others who helped with the vaccination clinic. The Chief responded and thanked Matt for spearheading the effort.

No further questions from the Board.

Building Inspectors Report to the Board:

Permitting software is moving along and by next week they will have residential permits up on it along with commercial.

Matt asked if contractors have been embracing the online permitting. Tony responded that they are, but some people are still struggling with this one even though they use online permitting in other towns.

An additional 5 house are being built that are not on the spreadsheet Tony presented.

No further questions from the Board.

Highway Superintendents Report to the Board of Selectmen:

Regular maintenance

Prepped everything for Memorial Day

Roadside Mowing – Catch basin cleaning

Closing out funds for tree work

Had some issues with the generator but everything was warrantied

Street sweeping has been completed for the spring

Met with the Police Chief to discuss the stop sign on Cross Street – did a little more trimming in that area.

Recently installed 25 MPH school signs at intersection of School Street and East Temple; advisory signs

Start a project on Styles Road tomorrow morning; covert has failed due to age and beaver issue

Roads in need of some work; we have a contractor lined up to do work – looking for feedback

- Budget for this year is a little over \$400,000

- Matt stated that he has not seen as many people complain regarding the roads this past year

- Steve has done a great job at choosing the roads in which need to be repaired. Matt stated that he would defer to Steve's opinion on which roads need to get done

- Matt asked for Steve to put together a list of the top roads that need to be done with an estimated cost

- Seth asked for more details on the roads and the timeframe they would last
- Steve stated that he would like to work on some residential stuff before the main roads; he wants to make sure he does what's good for the residents
- Absorbing more traffic on Cross street since Colonial Drive has been blocked off

Cemetery:

Slow on burials

Regular maintenance down there

New roof and siding to the building. Gutters are being worked on this week.

Town Planners Report to the Board of Selectmen:

Highlights:

Planning Board Meeting on the 15th of June

Drafted communications with Developers of Compass Pointe and Pine Street; Concluding stages of development and wanted to touch base with them and figure out what needed to be done; giving a report to the Planning Board in June.

The Board asked him to investigate Longley Hill sub-division as well.

Planner Ron Barron has moved on to another position and moved out of state and the new person is Dominique who Paul has worked with previously.

Applied to the MVP Program – Municipal Vulnerability Program. State based program that deals with the impacts due to climate change; how we respond to things changing around us, such as weather and the affects that is has on our town/population.

Working on Application for PARC. It's about acquiring lands for park purposes; Camp Harrington parcel. The grant ends on July 14th. The Board will be asked at an upcoming meeting to sign the application. There is still a couple of moving parts that need to happen before they move forward. It is a reimbursement grant; you need to allocate and expend the funds, send the receipts in and you basically get the money back – in the case of the PARC grant, you get 60% back based on the match.

PARC Grant Discussion: Eric Hoffses and vote to approve Parks and Recreation to apply for a PARC Grant:

Eric Hoffses from Parks and Rec asked for formal approval from the Board of Selectmen to apply for the PARC Grant on the Camp Harrington Land. Colin from the Greater Worcester Land Trust, through his previous work, let us know that to apply for this grant you don't need to have a use in mind at this time, they can just apply for acquisition costs. This application window, you would need to have a vote at a town meeting. Jamie mentioned that we will need a town meeting for Pine Street to be an accepted way so this would be good timing.

The Board had no further questions.

Jamie Underwood made a motion for Parks and Rec to apply for the PARC Grant on Camp Harrington Property and for the Town Administrator, April Steward, to sign on behalf of the selectmen. Seth Ridinger seconded. Voted all in favor.

Vote to approve the Boylston Housing Production Plan:

Vote to authorize the BOS chair to sign a letter confirming that the BOS and PB have approved the HPP:

Emily from CMRPC stated that they are seeking approval from the BOS to approve the Housing Production Plan which will be submitted to the DHCD once they seek approval. They received approval from the Planning Board last week. The HPP is a strategic plan to help the town come up with a way to diversify its housing stock, figure out what the town has and needs, and come up with a way to create more affordable housing. Currently the town only has 1.7% of its housing stock deed restricted as affordable and the State of Massachusetts mandates that each community needs to have 10% deed restricted as affordable, otherwise the town is subject to comprehensive permitting. A developer would be able to come in and bypass local zoning laws to create housing if they include affordable housing units in their proposed developments; Boylston is currently subject to that. Once approved by DHCD, and if the town creates 1.1% affordable housing units per year, the town can deny those comprehensive permits. They have been working since October 2020 to complete this. Emily stated that the baseline for figuring out the percentage of affordable units would come from the census. The Board thanked the Housing Production Plan Committee for all their hard work.

Seth Ridinger moved that the Board of Selectmen approve the Housing Production Plan as presented and that we further authorize the chair of the Board of Selectmen to sign the letter stating that both the Board of Selectmen and the Planning Board have approved the Housing Production Plan. Jamie Underwood seconded. Voted all in favor.

Town Administrators Report to the BOS:

1. American Rescue Plan Act: We received \$246,599.11 in ARPA funds last week. This money will be set aside in an interest-bearing account for the time being while we wait for additional guidance on how these funds can be applied.
 - a. This funding can be used for broadband services, sewer/wastewater, or to fill in gaps for lost revenue. It can be spent up until 2027.

Jamie Underwood made a motion to accept the ARPA funds of \$246,599.11. Seth Ridinger seconded. Voted all in favor

2. Police Chief Job Description: I have included in your packet the Police Chief's job description and the original ad that ran when Chief Sahagian was hired for your review. The Police Chief search committee is set to hold their first meeting tomorrow night at 6:00 PM.

- a. Jamie suggested changing it to 10 years of experience and 5 years supervisory experience. The Board agreed with the changes. April suggested 4 weeks for posting and to receive applications.

Jamie Underwood made a motion to authorize the Town Administrator to post for the Police Chief for the Town of Boylston based on the items discussed at tonight's meeting. Seth Ridinger seconded. Voted all in favor.

Jamie Underwood made a motion to appoint to our Police Chief search committee, Berlin Police Chief Galvin, Boylston Police Officer Mark Sheppard, Boylston Police Officer Matthew Ryle, and town resident Karen Magahie. Seth Ridinger seconded. Voted all in favor.

3. Regional COVID Clinic: Tomorrow is the last day that the Regional COVID-19 Vaccination Clinic in Westborough will be open. There is a luncheon scheduled for all who have helped make the clinic successful. Following the luncheon, town staff members will meet to discuss planning for fall clinics and demobilization.
4. Extension of COVID-19 Emergency Rules: Gov. Charlie Baker signed a bill on June 16th to extend certain special allowances that were tied to the COVID-19 state of emergency, which ended at 12:01 a.m. on Tuesday. The bill signed the governor will:
 - Allow for remote meetings and hearings by public bodies through April 1, 2022
 - Ratify any remote meetings held between the expiration of the state of emergency and the signing of the law
 - Extend the ability to reduce the quorum at any town meeting through Dec. 15, 2021
 - Extend the ability, in towns with representative town meetings, to hold those meetings using remote participation through Dec. 15, 2021
 - Extend local authorization for outdoor table service through April 1, 2022
 - Allow for the continued sale of wine, beer and mixed drinks for off-premises consumption through May 1, 2022
5. Massachusetts State of Emergency order Rescinded on June 15, 2021: Wednesday, I will be attending a Massachusetts Department of Labor Standards Covid Update for Municipalities. Michael Flanagan, Director, Department of Labor Standards, will offer some clarity in these areas and will discuss what safety initiatives Massachusetts municipalities should also be focusing on as they move forward.
6. Juneteenth Holiday: For the first time since 1983 a new federal holiday has been created. President Joe Biden signed into law last Thursday a bill designating Juneteenth as the 12th federal holiday, after passing through the House and Senate earlier in the week. The Office of Town Administrator Under the legislation, the federal holiday would be known as Juneteenth National Independence Day. If the board would like to recognize the holiday as a paid holiday for eligible employees, I can add it to next month's agenda for your approval. Since our collective bargaining agreements already list the paid holidays to which union members are entitled, they will need to bargain for their members to receive Juneteenth as a paid holiday.

- a. April stated that she will follow what the state does for the Holiday and let the board know of any decisions made.
7. Planning Board Memo: On Tuesday, June 15th I sent a memo to the Planning Board offering to appoint Special Counsel to assist the Planning Board with the two large scale developments that are going to be mobilizing soon along the Rte. 140 corridor. One of the projects is very close to mobilizing and I felt it was best to submit a letter before their scheduled meeting was held last week on Tuesday, June 15th. Our Town Planner has been a tremendous asset to the Planning Board, Special Counsel would be yet another tool the Planning Board would be able to draw from while working with these developers.
 - a. Mirrick O'Connell would not be able to represent the town during this matter so it was suggested that Attorney Costa would be the special town counsel.
 - b. Selectmen Ridinger stated that the Rand Whitney property is adjacent to his property so he will have to recuse himself from those discussions.

Vote to appoint Special Counsel to assist Planning Board with Northbridge Partners development and Rand-Whitney development:

Jamie Underwood made a motion to appoint Attorney Costa as special counsel to the town of Boylston for the Rand Whitney development. Matt Mecum seconded.

Jamie Underwood made a motion to appoint Attorney Costa as special counsel to the town of Boylston for the Northbridge Parkers development.

Vote to authorize the board to sign Fire Department Union Recognition Agreement:

April stated that the notice was posted at the Fire Station as well as emailed out and no one protested or talked about a different union coming in; at this point, their union IAFF has the proper documents that they need to with the DLR and Attorney Higgins has drafted a voluntary recognition agreement for the Board to review and approve April to sign. After this, the board would then have to designate a bargaining unit to work with this union to come up with a CBA.

*Seth Ridinger moved to authorize the Town Administrator to sign on behalf of the Board of Selectmen – The Fire Department Union Recognition Agreement. Jamie Underwood seconded.
Voted all in favor.*

Vote to Approve Board and Committee Appointments FY22:

Seth Ridinger asked to be added as the Board of Selectmen's Representative for the Open Space Recreation Plan Committee.

Jamie Underwood made a motion to approve board and committee appointments for FY22 as written with one change to add Seth Ridinger to the OSRPC, Matt Mecum seconded. Voted all in favor.

Board of Selectmen Goal review and new goals:

Review of goals:

- Get Town Planner hired – Achieved goal with Paul Dell’Aquila
- Master Plan Committee – Committee has been appointed and well on their way through Phase 1. Received a \$40,000 Grant to offset some costs.
- Housing Production Plan –The HPP was approved by the Board of Selectmen tonight. There are still plenty to do there but have made some headway and we have Paul to make sure it is implemented properly.
- Affordable Housing Inventory – Putting the tools in place to be able to get a handle on it initially. Will be a goal to focus on this yearly.
- Reviews – Process was held up due to COVID. Seth has recently renewed this effort; plan being to have reviews done this year with who directly reports to the Board of Selectmen and then start conversations about a step program for other boards.
- Moral at Town Hall – Due to COVID we didn’t get off on the right foot, Tuesday Talks, and lunches together. Having these regular reviews will help that.

Goals for the Upcoming Year:

Matt Mecum:

- Moral at Town Hall
 - o Close Town Hall one night for board and committee trainings
 - o Team building exercises
- Subsidized Housing Inventory
- Master Plan is ongoing
- Accountability with large scale developers (hold them to their order of conditions)
- Senior services
 - o 1,500 Senior Citizens – only had 900 phone numbers
- Health services
 - o COVID showed a lot of holes in our town that we need to work on

Seth Ridinger:

- Collaboration and communication between various boards
- Senior services (smaller community than surrounding communities but they have a whole lot more)
- Joined MIIA Conference on May 6th – Codes of Conduct
 - o Could be beneficial in terms of interfacing with staff members, members of the community, and board members
 - o Helps set a baseline for new members coming in

Future Agenda Items:

Jamie asked for someone from the Board of Assessors to come. Questions regarding turnaround on property tax bills and would like some idea on what should be told to residents.

Seth asked if we could start with setting a schedule for department head evaluations.

April mentioned she will be on vacation from July 1st - July 5th.

At 8:52 PM, Jamie Underwood made a motion to adjourn, Seth Ridinger seconded. Voted all in favor.

Respectfully submitted,

Alison Mack, Assistant to the Board of Selectmen

Meeting Materials

Agenda	On File in The Board of Selectmen's Office
Town Administrator's Report	On File in The Board of Selectmen's Office
Police Chiefs Report	On File in The Board of Selectmen's Office
Town Planner Report	On File in The Board of Selectmen's Office
Fire Chiefs Report	On File in The Board of Selectmen's Office
Highway Superintendents Report	On File in The Board of Selectmen's Office
Building Inspectors Report	On File in The Board of Selectmen's Office
Memo to the Planning Board	On File in The Board of Selectmen's Office
HPP Draft	On File in The Board of Selectmen's Office
IAFF Agreement	On File in The Board of Selectmen's Office
Board Goals Discussion	On File in The Board of Selectmen's Office
Board and Committee FY22 Appointments	On File in The Board of Selectmen's Office