



## Board of Selectmen

Date of Meeting: Monday, October 25<sup>th</sup>, 2021  
Time: 6:30 PM – 7:37 PM  
Members Present: Chair Matt Mecum; Selectmen Jamie Underwood and Seth Ridinger;  
April Steward, Town Administrator, Special Town Counsel Brian Falk,  
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.

### **Town Administrators Report to the BOS:**

1. **Special Town Meeting:** Boylston's Free Cash has still not been certified by the state. We may want to pick a date and hope for the best. Otherwise, we will be at risk to lose out on the 60% reimbursement through the PARC Grant if the Town decides to approve the purchase of the former Camp Harrington property.

Attorney Falk mentioned that the ability to reduce the quorum ends on December 15<sup>th</sup>, unless they extend the legislation. Matt stated that we are only at 35 people since it's a Special Town Meeting but appreciates the information. The Board agreed that they would open and close the warrant on November 8<sup>th</sup> and hold the Special Town Meeting on December 6<sup>th</sup>.

2. **Vacation Time:** I am trying to use up some of my vacation time before the end of the year. I have tentatively scheduled the following days off:

- |                 |                 |
|-----------------|-----------------|
| • October 28th  | • December 13th |
| • November 1st  | • December 21st |
| • November 15th | • December 22nd |
| • November 23rd | • December 28th |
| • November 24th | • December 29th |
| • December 9th  |                 |

3. **Re-Dedication of Rte. 140 Overpass:** In 1994 House Bill 3897 was passed to Designate a Certain Bridge Located Over Lake Quinsigamond on Interstate 290 As the Amsan John W. "Jay" Burkhardt, Jr. Memorial Bridge. Now that the bridge project is coming to completion, I have been working with MassDot to have the bridge re-dedicated to Amsan Burkhardt. MassDot has ET&L creating four new signs, two for the bridge and two for Rte. 290. Once the signs are close to being completed, we will be holding a ceremony and an unveiling of the new signs up on the bridge.

4. **Affordable Housing Lottery:** I received a notification of an Affordable Housing Lottery at Edgemere Crossing at Flint Pond in Shrewsbury, MA. If you would like more information, please reach out to the Town Clerk's office. I have attached a copy of the flyer that is posted at Town Hall.
5. **Building Inspector:** Tony Zahariadis is no longer working in the Town of Lancaster and is now working part-time in Sterling. Sterling would like to work out a shared agreement similar to what we had with Lancaster. I am in communication with Sterling's Executive Assistant about the contract. I will schedule an Executive Session for the board to discuss at your next meeting.

April added that Kristin Black has reached out to her – the Northborough Health Director. She stated that the Board of Health and the Selectmen had signed off on the agreement and would like to get a monthly call going between all of them to get everyone on the same page. If a representative from the Board is interested, April will make sure they are involved. She can put together a report and update the Board monthly. Matt added that the collaborative is huge and is extremely helpful in town; seniors and COVID related.

**Discussion on Boylston Education Foundation Gobble Wobble 5K; Jessica Rubinow; Saturday, November 20<sup>th</sup>**

With COVID, the BEF has not been able to raise money for foundation. Trying to be creative with fundraisers. Outside is easier to plan events around. Originally planned to have it on Thanksgiving, however they decided to move it to another date. The cost of the Police detail is hard to cover since it's on a Holiday.

*Seth Ridinger made a motion to approve the Gobble Wobble 5K on Saturday, November 20<sup>th</sup> and waive the fees, Jamie Underwood seconded. Voted all in favor.*

**Discussion on Town Clerk Fees:**

Town Clerk Dawn Porter reviewed the fees that the Town Clerk retains. In addition to her salary, she retains all fees for marriage, birth and death certificates, keeps all fees for marriage license, \$1 per dog license, and feels that it needs to be done away with. Originally this is something that was done when Town Clerks did a small number of transactions just for coming in. Towns have done away with collecting fees and they just built that money into the salary. Marriage licenses and dog licenses are a part of her job and doesn't feel that she should be keeping extra money for that. It's extremely cumbersome. Dawn explained the process she takes to retain these fees. There would still be paperwork involved however this current process is wasted time and wasted money for the town. Over the last three years, the Town Clerk averages around \$2,300. Dawn asked to take away the fees and to be able to work with the Finance Committee to figure out and build it into her salary.

Jamie stated that he would be in favor if she would be able to work with the Finance Committee on a number. Seth asked which account these fees go into. Dawn stated that right now they take cash and checks and then turns it all over into the Treasurer's office.

*Jamie Underwood made a motion to waive the Town Clerk retaining fees based on the agreement with the Finance Committee, Seth Ridinger seconded. Voted all in favor.*

Dawn mentioned that our fees are much lower than other towns fees and feels that we should be closer in line with other towns and cover our own costs a little bit more. Dawn read the different costs of fees in town and suggested increasing them, marriage licenses, business licenses and others. Matt suggested reaching out to the Finance Committee to make sure they agree on these adjustments.

#### **Department Head GOAL Setting:**

Matt stated that there are processes and procedures for goal setting and would like to review those prior to moving forward with the actual reviews. Matt suggested discussing this more and pushing it off to our next meeting. Seth stated that it needs to be mutually agreeable and measurable; get it done mid-November.

#### **Building Inspector:**

Second preconstruction meeting: Kraft Group -160 Shrewsbury Street. Made aware that at one point in time they were only going to build one building there but now they are going to go ahead and build two buildings.

Last Monday, had a meeting with ARCO – 80 Pine Street and they are ready to break ground. They are ready to break ground as well but will need to go in front of the Planning Board first.

Tony provided a sheet showing the anticipated building permit fees for next year with these buildings. Looking at about three buildings coming in at the same time next spring. Jamie asked if they are putting money aside to pay for inspections. Tony stated they were wondering about that and isn't sure how it's going to go yet. The fund was discontinued during last Town meeting. Seth stated to make sure this is set up prior to them starting to build.

Tony mentioned that the software system they have set in place has helped him greatly and will continue to be beneficial during these projects. Currently, 12-15 other permits are in the system waiting on other boards to sign off. They are implementing an option now that the applicant can print the permit at their house instead of coming into the office.

#### **Fire Chief:**

Doing a lot of mutual aid calls: Providing services to Worcester and Shrewsbury on a regular basis. Since September 1<sup>st</sup> – present: 132 Emergency calls for service

*COVID:* Since they started, they have done about 200 rapid tests. Offering tests to anyone who lives or works in town and anyone at the school. Matt stated that it's a great service they are doing and an important tool if there are any outbreaks. There is a Pfizer booster clinic held at Northborough Senior Center on October 8<sup>th</sup>. Erin Shanahan has been helping with providing the town weekly data on active COVID cases in town. Looking to set up a Moderna booster clinic in Northborough. Pfizer vaccine is looking to be approved within the next week or so for ages 5-11 and the FD will be looking to set up a clinic. Regional collaborative is pursuing additional grant funding to provide more staff for contact tracing in the region. Looking to get budget figures from the Board of Health.

#### *Grants:*

Both FEMA grants were denied; scored well in both merit and need, but when it compared to other communities, it was determined that the towns demographics, including median house value and median income, were the limiting factor in awarding the grants. Have applied for a MEMA Emergency Management Performance Grant in the amount of \$2,700 and was approved.

#### *Fire Prevention:*

Attended a pre-construction meeting regarding the construction of the 400,000 square foot building on Pine Hill Drive.

Attended another pre-construction meeting regarding the Rand-Whitney development at 160 Shrewsbury Street.

Have to try and work with them to make sure they do not do blasting at the same time.

#### *Training/Education:*

Contracted with Critical Knowledge to provide EMT refresher training. All EMTs require 20 hours training yearly. It's a little costly but its well worth it.

#### *Capital Improvement Plan:*

Working on putting one together to review with the board.

#### *Apparatus Committee:*

Looking to put together the apparatus equipment and labeling it the date it was purchased and when it will need to be replaced. Matt stated that it's the right time to do it and even though our demographics of the town hurt us, sometimes you must spend money. April added that for the first ten years, they will give you full replacement value of the truck but after ten years that number significantly drops. Looking at prices for a new fire truck apparatus - \$700,000. Ten-year lease; \$100,000 a year instead of \$700,000 upfront.

#### *Community Events:*

Participated in the Truck or Treat.

Going to send the ladder truck to the Pumpkin Festival at the Elementary School

Hoping to get the Breakfast with Santa back this year.

Seth asked how many people they have during blasting. Joe responded that 1 person is needed; per MA Code, you must have someone witness the blast. Right now they have 3 members who are certified for blast operations.

#### **Town Planner:**

Updated Master Plan and Goals survey that went live a few weeks back, on the town website. Paul does not have the latest numbers, but the survey goes until the end of the month officially but will most likely extend it.

Had two preconstruction meetings as mentioned previously. 160 Shrewsbury Street did show intent on building a second building; reconfiguring their site plan. It should not really affect the scope of what they are originally proposing but they do need to go through the correct process through the town boards to make sure those plans are updated before they begin construction.

#### *Grants:*

*Successfully applied for MEP Grant* – Received check a few weeks ago. Will be working with CMRPC to begin that process sometime after the Holidays. It's about a 6–7-month process; more to come. Initial stage of opening, one large public workshop or a couple small public workshops. Paul attended a training for the PARC Grant Program. Received a grant to help get money to cover the costs for buying former Camp Harrington. There is a series of paperwork that he will need to work out with April and other departments. Big thing is to get the affirmative vote at the Special Town Meeting to move forward to the Annual Town Meeting.

*Local Rapid Response Plan* – Grant is final. One of the positive things that has come out of that is that the state has a funding resource team, which invites towns to submit 1 or 2 of its projects to get some additional guidance from state agencies on which pools of grant money may be available for that project.

#### **Gold Cane Recipients 2021: Margaret Bilek and Aram Arvanigian:**

Unfortunately, both residents were not able to make it to the meeting, but members of the board will set up a time to meet with the residents and present the cane and certificate to them.

#### **Vote to amend the Development Agreement dated March 16, 2021, by and between the Town of Boylston, Trailside Apartments, LLC and DMG Realty Trust relative to the property at 100 Shrewsbury Street, Boylston, Massachusetts, increasing the number of permitted bedrooms in the proposed rental housing from 81 bedrooms to 90 bedrooms:**

At 7:27 PM – Seth recused himself since this development is right next to his property. Matt mentioned that he leases a building at 80 Shrewsbury Street which is directly across from this development. He spoke with Attorney Falk on his opinion and Attorney Falk reached out to the state and the state determined that there is no conflict since he leases the building and there is a fixed lease price. He filed a disclosure with the Town Clerk.

Jamie Underwood made a motion to amend the Development Agreement dated March 16, 2021, by and between the Town of Boylston, Trailside Apartments, LLC and DMG Realty Trust relative to the property at 100 Shrewsbury Street, Boylston, Massachusetts, increasing the number of permitted bedrooms in the proposed rental housing from 81 bedrooms to 90 bedrooms and to Authorize the Town to sign the amended updated agreement. Matt Mecum seconded. Voted all in favor.

At 7:30PM, Seth rejoined the meeting.

#### **Discussion on Dedicating the Hillside Gymnasium to John “Jay” Corcoran:**

Matt stated that John Corcoran was a resident in town, he went to Tahanto. His family is a highly regarded family in town. Mr. Corcoran was the principal of the Elementary School. One of his children was Jay. Jay was a gifted athlete and student; excelled in sports; co-captain of baseball team and star of the basketball and cross-country team. After high school he went to MA Maritime Academy and stated a career as a merchant marine. Unfortunately, that line of work brought him to Logan Airport on September 11<sup>th</sup>, 2001, and he boarded United Flight 175, which cut his life short. Having a member of our town who passed away on this date is a big deal and it

is something that should be remembered. It's been 20 years and the memory is fading. Matt's suggestion would be to dedicate the gym at Hillside in memory of John Jay Corcoran. This has been an effort with many groups of people. Jamie stated that he is all in favor and Seth agreed if there was no opposition from the family.

*Jamie Underwood made a motion to dedicate the Hillside Gymnasium to John Jay Corcoran with the stipulation that the family is on board, Seth Ridinger seconded. Voted all in favor.*

*At 7:38 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
FD Report	On File in The Board of Selectmen's Office
Town Clerk License Fees Report	On File in The Board of Selectmen's Office
Event License Request Form – Gobble Wobble 5K	On File in The Board of Selectmen's Office
Building Inspectors Report	On File in The Board of Selectmen's Office