



## Board of Selectmen

Date of Meeting: Monday, December 4<sup>th</sup>, 2023  
Time: 6:30 PM – 6:56 PM  
Members Present: Chair Jamie Underwood and Selectmen Seth Ridinger and Matt Mecum;  
April Steward, Town Administrator; and Alison Kennedy, Administrative  
Assistant to the Board  
Members Absent: Town Counsel, Stephen Madaus

The meeting commenced at 6:30 PM.

Financial Warrants were signed in agreement.

Pledge of Allegiance was recited.

### **Approval of meeting minutes:** 11/20/2023

Matt Mecum stated that it says layered and should say layout.

*Seth Ridinger made a motion to approve the 11/20/23 meeting minutes with the modification from Matt Mecum, Matt Mecum seconded. Voted all in favor.*

### **Reports: On File in the Board of Selectmen's Office**

#### **Town Administrator:**

1. **FY25 Budget Requests:** I will be sending out budget request forms to department heads this week. FY25 budgets and capital requests need to be submitted to my office by Thursday, December 28th.
2. **Joslin's Lot Update:** The monies have been received from Tower Hill to Mirick O'Connell and the check is in the mail to the Town. The Conservation Commission will need to sign the acceptance page for the declaration and then the official conservation restriction request will be submitted to the Commonwealth for approval. This could take up to six months to be returned.
3. **Feasibility Study Committee:** The FSC is scheduled to meet this coming Thursday with Austin Design for the kick-off meeting.
4. **Massachusetts Certified Public Purchasing Official (MCPPO) program:** Alison has been entered into the "One free designee" program with the Inspector General's Office. When she is done with the program, she will hold her Massachusetts Certified Public Purchasing Officer designation.

#### **Police Chief:**

November Breakdown:

- 12 Accidents
- 18 Criminal Summons/Arrests
- Conducted 34 Investigations
- Conducted 304 Motor Vehicle Stops
- Dispatch Processed 41 Emergency 911 Calls
- Total Activity was 3,128 calls.

### Dispatch

- Pam will remain with dispatch until ATM.
- We have sent the MOU to Armstrong EMS to accept our EMD calls.
  - Waiting for State 911 approval and logistics.
    - We anticipate a January 1 start date
- We have posted for part-time dispatchers and eliminated the requirement that they have training.
  - We should be able to secure a grant to cover training costs.
- Sergeant Thomasian has been working in dispatch installing CAD equipment related to the consoles.

### Police

- Sgt. Thomasian and I completed an executive leadership series at Roger Williams University.
- Continue to make progress with accreditation.
- Disp. Schiavone again took charge of the Toys for Tots program and is being well supported by the community.
  - December 9<sup>th</sup> 0800-1300
    - Stuff a Cruiser
      - Crest
- Renewed our control substance license which allows us to continue to dispense NARCAN to the community.
- Successful in achieving a \$41,000 grant.
- Will be used for active threat training.
  - Officer Monaghan will be sent to instructor school and will teach in-house.
- Equipment (AEDs, license plate readers, laptops, evidence collection, narcotic testing, bleeding control kits)
- Sergeant Shepard and Det. Ryel escorted the football team to Gillette.
- 11/27 PD received a speeding complaint and bus stop violations on North Sewall.
  - Officers and I have conducted traffic watches in the area and observed no violations.
  - The reporting party stated she observed a bus being passed twice in the last several weeks.
    - I spoke with the bus driver for the route who stated that in the last two years, she can only recall one vehicle passing her bus on North Sewall Street, which occurred on the 27th.
  - I measured the distance between houses 100 and 145 N. Sewall Street to confirm the speed limit.

- Thickly settled requires homes to be less than 200 feet apart for ¼mile (1,320 feet).
    - This section of N. Sewall Street has homes less than 200feet for approximately 1,200 feet.
    - Due to the homes located on Fair acre Drive (break up the distance of the houses), we cannot meet the threshold under MGL c.90 s.17
- For transparency I have created a new section on the PD website.
  - Under the traffic data collection link, residents will find all speed data collected by the PD.

**Fire Chief:** Unable to attend meeting

**Highway Superintendent:** Unable to attend meeting

**Discussion on roadway cut-ins:**

Resident reached out to Seth regarding construction on South Sewall. When developers cut into the road to tie into the water lines, electric lines, or gas lines, then they have to backfill. Sometimes that back fill settles, so the resident was getting ticked off and didn't want the taxpayers to be responsible for fixing that. Seth spoke to Steve Mero, Highway Superintendent and we do have a permit policy for that. In Boylston, they replace it, and then they give about a year to see how it settles. If the cut settles a lot, the developer is on the hook for it; striping, grading the asphalt, putting new asphalt and smoothing it out. The resident suggested having a discussion on whether or not there should be a conversation later on about possibly reexamining those cut ins and having the developer fix them for a couple points during the year, as a year is a long period. Jamie added that they can't cut into a new road for a year. More discussion continued, but overall, they decided this conversation needs to occur with our Highway Superintendent; Seth stated he can speak to Steve offline.

**Approval of 2024 First Quarter BoS Meeting Schedule:**

*Matt Mecum made a motion to approve the 2024 First Quarter BoS Meeting Schedule, Seth Ridinger seconded. Voted all in favor.*

**Approval of 2024 Town of Boylston Observed Holiday Schedule:**

*Seth Ridinger made a motion to approve the 2024 Town of Boylston Observed Holiday Schedule, Matt Mecum seconded. Voted all in favor.*

**Vote to sign Phoenix Service Agreement:**

Matt sent out an update for April and Steve to look at and he never responded to him. Matt asked for the notices to be changed to go to April. Besides that, they need to put a date on it, and it should be all set. Seth asked if these cables would cover the emergency communication that has been discussed and Matt confirmed yes.

*Matt Mecum made a motion to approve with one change removing my name as contact and replace it with Aprils name, and authorize the Town Administrator to sign, the Phoenix Communications service agreement, Seth Ridinger seconded. Voted all in favor.*

**Vote Board representative to discuss contract negotiation with Police Chief:**

Jamie suggested getting preliminary discussions going and finding out what we want to do with the group and find out where the individual is at. Seth stated he handled the last one and is willing to handle this again; hoping it will be straight forward. The board discussed seeing what he would like changed from his current contract and seeing where it takes them.

*Matt Mecum made a motion to designate Seth to discuss contract negotiations with the Police Chief. Jamie Underwood seconded. Voted all in favor.*

**Selectmen's Miscellaneous:**

Jamie asked April if she had reached out regarding insurance costs. April provided her concerns to the board and let them know she had not reached out yet. She will reach out and schedule a meeting with the representative shortly. April stated that there are some questions she would like to dig into first before exposing the town to liabilities. She also mentioned an option that Cheri Cox suggested on being creative in lowering the cost to the town and will look into it more and provide the board with an update. Jamie wants to make sure we do our due diligence and didn't just take the raise.

*At 6:56 PM, Matt Mecum made a motion to adjourn, Seth Ridinger seconded. Voted all in favor. Matt: Yes, Seth: Yes, and Jamie: Yes.*

Respectfully submitted,

Alison Kennedy, Assistant to the Board of Selectmen

**Meeting Materials**

**On File in The Board of Selectmen's Office**

Agenda  
Town Administrators Report  
DRAFT Meeting Minutes 11/20/23  
Police Chiefs Report  
Highway Superintendents Report

\*Meeting Minutes Approved at BoS Meeting: 12/18/2023