



## Board of Selectmen

Date of Meeting: Tuesday, October 11, 2016  
Location: Town Hall, 221 Main Street  
Time: 7:05 PM – 8:37 PM  
10 PM  
Members Present: Chairman James Wood; James Underwood; Martin McNamara, Town Administrator; Stephen Madaus, Town Counsel; April C. Steward, Administrative Assistant to the Board

The meeting commenced at 7:05 PM.

Financial Warrants were signed in agreement.

Pledge of Allegiance

### **Report of the Chief of Police to the Board of Selectmen:**

- *Crime Statistics* were presented.
- *Chief's schedule:*
  - Sep 21 Drug turnover from Boylston PD to SP Millbury
    - Task force meeting at Northborough PD
    - Juvenile hearing in Worcester Court
  - Sep 22 Worcester Regional Retirement System presentation to PD
    - BES Crisis Action Team meeting
  - Sep 23 Met at the HAWK St. Mary's B&E case
  - Sep 26 Meeting with school Superintendent
  - Sep 30 Ticket hearings at Clinton District Court
    - Juvenile update training
  - Oct 3 New police band frequency received
  - Oct 4 Congregational church breakfast
  - Oct 4-5 Sargent's training – Bob Thomas
  - Oct 5,6,7 Officer attended ALICE training certification
  - Oct 12 Officer Thomas fire arms licensing update
  - Oct 13-19 Chief vacation
  - Oct 14 Ticket Hearings
  - Oct 14 Officer Parker briefing ALICE training to TRMHS staff and faculty
  - Oct 14 Officer Parker FD presentation on 911 and what we dial it for
  - Oct 25-27 Protestor removal training
  - Oct 26 BES evacuation drill
  - Oct 27 Night range at Sheriff's dept.
  - Oct 31 5-7pm Boylston Trick or Treat
- Jaimie Underwood brought it to the Chief's attention that on October 15<sup>th</sup> and 16<sup>th</sup> the Parks and Recreation department was going to be holding another town wide cleanup.

### **Report of the Building Inspector to the Board of Selectmen:**

- *Schedule of Permit Fees* were presented.
- Tony brought to the attention of the BOS a program that is being used by surrounding towns for distressed properties. The program runs through the state's Attorney General's office. It is at no cost to the town. The state approves it and it is run by the BOH; approved by the BOS and run by committee. The AG comes in and they figure out who owns the property and contacts the owner. If no owner than the state appoints a receiver who then goes in and cleans out the property, fixes it up and auctions the

property. If you find a distressed property the town would put it on a list, call up the AG department, they would have their local representative come in determine if it is something that needs to be addressed. From there, the AG department handles the whole process. Tony will bring the information to the TA.

#### **Report of the Town Administrator to the Board of Selectmen:**

- Selectmen's Chamber is completed, other than the installation of the cameras and T.V. Bob Bourassa did a tremendous job with a huge cost savings to the town.
- Update on Highway Department Building
  - Fencing has been installed
  - Base coat paving is complete
  - Salt Shed is being constructed
  - Cement floor section that was damaged has been removed and will be replaced week of October 17<sup>th</sup>
- Open house for Highway Department will be held on Friday, October 28<sup>th</sup> at 9:00 AM. Residents can tour the facility and get a firsthand look at what their funds paid for.
- Edgebrook drive was paved last week and I am sure that the residents in that area are pleased with the improvements. Change Order for the granite curbing around catch basins will be forthcoming.
- At the last meeting the TA advised the board that he would be working with Paula Aiello from You, Inc. regarding the lease at the Elmwood Place Facility. We agreed on a renewal of the two (2) eighteen (18) month extensions. After our last meeting it was agreed that they would notify us nine (9) months in advance if they intend to decline the second extension. The monthly rent has been increased to \$3,750.00 or \$45,000.00 annually. The new lease is included on this packet.
- "Right to Farm Community" Notice of Disclosure was presented for review to be made available to inform buyers or occupants of the town. Notice of Disclosure was read to the BOS.
  - *Jaimie Underwood made a motion to accept the Notice of Disclosure. Jim Wood seconded the motion; voted all in favor.*
- We received the contract form MEMA for the reimbursement of funds for the Snow Storm of 2 years ago. The final amount we will be receiving is \$23,682.99. The contract has been signed and returned as required. Chief Flanagan gathered the data and did the work to submit contract to the state.
- As you know the Governor and Legislature has approved a number of changes to municipal government and administration. I have given you a Comprehensive Guide to those modernization measures. Also in your packet is a listing of properties that the treasurer will be advertising as tax takings on November 3<sup>rd</sup>.
- November 11<sup>th</sup> is on a Friday this year so we will be observing Veteran's Day on Monday, November 14<sup>th</sup>. We will meet on November 7<sup>th</sup>, our November meeting would normally be scheduled for the 21<sup>st</sup>. however, and due to the Thanksgiving holiday and some members of the board not being available it was decided not to meet that week. Your options are to meet on November 28<sup>th</sup> and then go back to our regularly scheduled meeting again the following week, or we could just meet December 5<sup>th</sup>.

#### **ADA Committee – Irene Symonds**

- Here in regards to the Town House and ADA compliance issues
- BOS recognizes the necessity of ADA compliance and need of an elevator at the Town House
- Limited Use elevator would be the best option and they would like to see a warrant item for one at the next town meeting
- Discussion ensued on possible locations of an elevator in the building
- Structural Engineers will need to come in and look at the building
- Seniors would like to have a center they can be proud of.
- Will look into the possibility of grants being available
- Code experts can come in and provide a survey of options available and costs

#### **Sunshine Sign – Dave Gilspin**

- Electronic message sign design at Clinton Savings Bank
- Per Planning Board they want to modify existing sign system.

- Made it higher and inserted electronic message sign
- BOS was in favor of the design
- April to notify Planning Board that BOS approves of the sign design

Meeting Minutes were signed into approval. Motion was made by Jamie Underwood, seconded by Jim Wood; all in favor.

#### **Library Update** – Brad Barker

- Things have been going well
- Some issues but operating within budget
- Hopefully to open library in January, 2017
- Demo and HazMat abatement is complete
- Foundation underpinning has been completed
- Steel beams installed in basement
- Electrical wiring is in process of being installed
- Flooring will be poured in basement soon
- Old chimney was discovered and needed to be removed.
  - Steel beams were installed to support fireplace above once chimney was removed
- Boulders were trimmed to fit neatly with walls.
- Soil was added to level out floors
- Skylight Area Issues
  - Leaking water for quite some time
  - Rot in the wood has been discovered
  - Serious structural problems
  - Glass panes has been discovered to be broken – seven broken panes
  - Metal is rusting through on metal cap
  - Caulking is completely gone in some places causing water leakage
  - Slates has some holes in it
- Lay lights actually prevent you from seeing up into the skylight area. Once they were removed the damage was discovered
- Action has to be taken. Quotes for alternatives will be coming in next week.
  - Repair it as best as we can?
  - Should we fix it in Phase II as it is an unknown finding?
  - Would like to fix it now so we don't have to shut down Library again in the future
  - There is a possibility that it can be repaired using the contingency funds available
- Options
  - Historically accurate
  - Repair as best as can
  - Replace roof with slate or equivalent
- Budget still looks good. Library will come in again once quotes are in and they have a better idea about what direction they will be going in in regards to the sky light repair.
- Discussion ensued on repairs on Library roof and sky light.

TA wanted to make the board aware that revenues in State level are lower than expected and previously approved budgets are looking to be reduced. Please keep that in mind when thinking about asking the state for funding for future projects.

*At 8:37 PM Jamie Underwood motioned to adjourn; Jim Wood seconded; voted all in favor.*

The meeting was adjourned at 8:37 PM.

Respectfully submitted,  
 April C. Steward, Assistant to the Board of Selectmen  
 Selectmen's Mtg 10.11.16