



Board of Selectmen

Date of Meeting: Monday, November 7, 2016
Location: Town Hall, 221 Main Street
Time: 6:30 PM – 8:55 PM
Members Present: Chairman James Wood; Michael May; James Underwood; Marty McNamara, Town Administrator; April C. Steward, Administrative Assistant to the Board

The meeting commenced at 6:30 PM.

Financial Warrants were signed in agreement.

Report of the Town Administrator to the Board of Selectmen:

- ***New Highway Building Dedication:*** New building was dedicated on Friday, October 28th. There were 45-50 people in attendance and everyone seemed impressed with the facility. Since that time office furniture has been installed. We are expecting the highway department to begin moving in this week.
- ***Salt Shed:*** We met with the management of West & Sampson regarding the color of the Salt Shed. We ordered grey and they installed white. They stated they were prepared to have the cover changed but it would not be done until the spring. I told them that for the right amount of consideration I might be convinced to keep the Salt Shed white. I am expecting an offer within the next couple of days.
- ***Amendments to Public Records Law:*** Amendments were made to the Public Records Law that will take effect on 1/1/17. In your packet is the advisory form from counsel outlining the various changes in the law. Among the new requirements included in the law requires the town to designate one or more Records Access Officers (RAOs). TA suggested that the Town Clerk and the Administrative Assistant to the BOS continue to be the focal point for all Public Records Requests and that they be appointed as Primary Records Access Officers. TA would like to wait until final regulations are effective before he recommends and further appointments. Once final regulations are effective TA will be working with Brian Falk on establishing guidelines and training for all RAOs. *Jaimie Underwood made a motion to appoint Sandy Bourassa and April C. Steward to be designated as Records Access Officers for the Town of Boylston. Jim Wood seconded the motion; voted all in favor.*
- ***Economic Summit:*** On Wednesday 10/19/16, TA attended an Economic Summit at the DCU Center hosted by Secretary of Economic Development and the Baker Administration. The TA had a brief opportunity to speak to Lt. Governor Polito about the FedEx Development, and the traffic issues at Rte. 140, Colonial Drive, and Rte. 290. Lt. Governor Polito was very interested in the project and her office reached out to the TA for additional information. The TA will continue to dialogue with her office as well as the office of Jay Ashe the Secretary of Economic Development.
- ***Community Compact Cabinet Program:*** We have applied for the Community Compact Cabinet Program on the state level. That is the program where the Administration is seeking to get municipalities to partner with the state to develop best practices within their organization. From a long list of potential areas we picked to do a Human Resources Audit, as well as a Classification/Salary Plan. The TA has been notified that our application has been approved and that Lt. Governor Polito will be contacting us to arrange a contract signing very shortly. I have also been notified that we will be receiving up to \$20,000.00 for the two mentioned projects. The TA has been in contact with the Edward Collins Center at UMass Boston to get a quote from them to do the projects. The TA should have that cost information very soon. The TA does believe that it will be well within the \$20,000.00 Grant amount.
- ***Parks & Recreation and HRP Santa Visit:*** On December 11th the Parks & Rec Dept. and the HRP would like permission for Santa to arrive on a fire truck and meet with the children. Permission from the BOS was granted.
- ***You, Inc. Lease:*** Agreement is in house for signature.

Report of the Highway Superintendent to the Board of Selectmen:

- Continue to monitor beaver activity
- Catch basin cleaning is completed for the season
- Road side mowing has been completed
- Continuation of patching various areas in town
- Drain work on Cross Street (around #116)
- Weekly mowing and weed whacking is ongoing but is beginning to slow down
- Equipment maintenance and repairs
- Plow maintenance
- We have moved the old equipment to the lot on Elmwood (Need to advertise)
- Chapter 90 road work is complete and we are waiting on the invoices
- East Temple St. guard rail has been replaced
- Yard Waste/Leaf Collection will be Saturday, November 19th from 8:00 AM – 12:00 PM
- Town House
 - Working on replacing some heat relays
- Tree Warden
 - Several Trees on Central Street
 - Removal of some pine trees on Cook Street
- Cemetery
 - Current list of Interments was presented

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

- *Crime Statistics* were presented.
- *Chief's schedule:*
 - Oct 12 Sgt. Thomas attended firearms licensing update
 - Oct 13-19 Chief on vacation
 - Oct 14 Clinton District Court ticket hearings
 - Oct 14 Officer Parker briefed TRMHS staff and faculty on school security class he attended
 - Oct 14 Officer Parker assisted FD in 911 presentation at BES
 - Oct 15-16 Town wide cleanup days
 - Oct 21 Two elderly pedestrians struck by a MV while in Calliope crosswalk.
 - Oct 23 Officer gave Halloween pitch to Parks and Rec Dept. families
 - Oct 25-27 Protestor Removal Training
 - Oct 26 BES evacuation drill
 - Oct 27 Sent an officer to attend a hearing
 - Oct 27 Night firing postponed due to weather
 - Oct 31 BES Halloween parade
 - Oct 31 Halloween Trick or Treat from 5:00PM – 7:00PM
 - Oct 31 Submitted response to TA on 140 Project mitigation funds
 - Nov 1 Drug turnover to state
 - Nov 2 Traveling Vietnam Wall procession came through town
 - Nov 4 Clinton District Court ticket hearings
 - Nov 9 Worcester Court Juvenile Hearing
 - Nov 18 PD Administrative Assistant will be attending class on the new Public Records Law
- Looking at Warren and Green Street intersection and setting in place more aggressive signage
- Mike May wanted to discuss dirt and debris going along rte. 140 construction site. Dirt and debris is being kicked up as it is being run over and Mike would like to see someone go and talk to them about sweeping the rocks and debris back onto the site and keeping it clean.
- Mike May discussed the H intersection at School Street and rte. 140. Cars jockeying around each other as they try to get around cars trying to turn right and left onto School St. Should there be limited access times? Discussion ensued on traffic issues at that intersection.

Report of the Building Inspector to the Board of Selectmen:

- *Schedule of Permit Fees* were presented.

Report of the Fire Chief to the Board of Selectmen:

- ***Call Volume – September 1 to present***

○ EMS – total	65
○ EMS – Advanced Life support	13
○ Fire – Total	33
○ Motor Vehicle Accidents	5
○ Mutual Aid Given	8

- ***Responses***

- MVA on School St. and Rt. 140
- Pedestrian accident on Rt. 70 in front of Calliope Productions
- Residential building fire
- Large mulch pile fire at Compass Pointe
- EMS Mutual Aid given
 - Berlin
 - West Boylston
 - Worcester
- Fire Mutual Aid given
 - Ladder truck to 2 building fires in Clinton
 - Station Coverage
 - Shrewsbury
 - West Boylston
- Two blast complaint forms for reports of structural damage due to blasting operations performed at 270 Shrewsbury St. have been filed and investigations have been performed and will be filed with Marshal's office
- Oct. 26th the BFD in conjunction with BES staff and the BPD participated in a lock down drill at Boylston Elementary School.

- ***Training***

- Two BFD members, Alan Portis and Tom Washek, have completed the Firefighter I/II class at the MA Firefighting Academy in Stow, MA. They have also passed the state's certification testing. Both firefighters are students at Anna Maria College and are enrolled in the Fire Science program. Firefighter Portis is currently doing an internship with the BFD and is at the station 2 days per week.
- Steven Phillips began the Fire Fighter I/II class sponsored by the MA Firefighting Academy on November 5th. The class will run through March of 2017.
- BFD is sponsoring a national class to be held on November 16th at the DCR building in West Boylston. The class is on responses to flammable gas incidents on railways and is put on by the US DOT and will be open to all area fire departments.
- Chief Flanagan will be attending the National Fire Academy on MD the week of November 27th. The class is titled "Emergency Medical Service Large Scale Incident Operations".
- CPR recertification for all FF and EMTs were held on October 26th.
- National Core Competency Requirement class for all EMTs will be held on February 11th and 12th, 2017. FD has contracted with Critical Knowledge Inc. to provide the 20-hour NCCR class which is required training for all EMTs to maintain their EMT certifications. The cost of the class is approximately \$75.00 per student.

- ***Grants***

- Applied for FEMA EMPG Grant to purchase the IamResponding software system and for continued CodeRED emergency notification system. The IamResponding software has an annual cost of \$850.00 that would be paid for through a successful grant award.

- Chief Flanagan will be attending a grant workshop at the Fire Academy to get updates on changes this year in the grant program. AFG grants have become extremely competitive due to financial cutbacks allotted for the programs. Priorities for BFD grant funding requests would include communications upgrades, apparatus, and building infrastructure.
- **Community Service**
 - Muscular Dystrophy Fill the Boot Driver was held on October 8th. BFD was able to raise over \$2,500.00 for the MDA
 - BFA will hold their annual Breakfast with Santa on Sunday, December 11th at the Town House. Proceeds from the event will be donated to a local charity.

Mike May inquired if Chief Flanagan had any plans with the building once the Highway Department vacates their end of it. BFD has funds set aside to procure tools that will be leaving with the Hwy. Dept. and fire apparatus that has been stored in alternative locations around the town will be moved and housed at the FD Headquarters.

Eric Johnson Proposed article for Town Warrant:

Nicholas Ave has become a problem since it has been paved. Drivers are using it as a cut through to get around busses and it has greatly increased the flow of traffic through the area. Eric presented a drawing which showed the existing road and where the road is supposed to be according to the map. Eric proposed to put the road back to where it should be with a small bend in the road versus the extreme bend in the road according to the map. For this to happen there would be a parcel of town land that would need to be sold. Discussion ensued about the road, land parcels, and how it would make the road safer. If the article is put on the Town Warrant and approved at town meeting, the next step in the process would be to put out an RFP for the parcel and the necessary paving for the new road. With the new information Mr. Johnson has to make a decision if he wants to start the process or leave it as is.

Appointment to Historical Commission

Jaimie Underwood made a motion to appoint Ken Linell to the Historical Commission, Michael May seconded; voted all in favor

Appointment to Historic District Commission

Jaimie Underwood made a motion to appoint Marj Hastings, Gerry Jones, Brad Barker, Karen Perry, and Peter Haynes to the Historic District Commission, Michael May seconded; voted all in favor

Recess at 7:36 PM; meeting reconvened at 7:45 PM

Council on Aging

- Jane Meegan's position needs to be filled and the COA also needs to get the senior van up and running as well. The COA is looking to fill the Outreach Worker position and also needs a scheduler for the van so they are proposing to combine the two and make it into one position. They would like to see the position made into a 32 hour/week position. Position needs to be posted and a job description needs to be created. Funding request is going to have to be made to Finance Committee to increase the position from 20 hours to 32 hours plus benefits.
- Van drivers would be separate, paid positions as well. Other COAs have offered to help with driver training once we get drivers hired. Possibility was brought up about subsidies that may be available to help with the cost of running a transportation program for seniors based upon eligibility. Discussion ensued about the role of the van drivers, amount of time per week, scheduling pick-ups.
- Dennis is going to get the COA Coordinator position description and van driver position description to Marty for review.

Library Update

- Renderings were presented for options to do with skylight roof
 - Flat Roof estimate \$114,300
 - Grey Metal Roof estimate \$118,300
 - Copper Roof estimate \$126,300
 - White Metal Roof estimate \$118,300
 - Glass Skylight Replacement
 - Historic Preservation estimate \$167,000 plus \$20,000 to repair metal portion of roof
 - Glass Replacement estimate \$186,700 plus \$20,000 to repair metal portion of roof
- Cannot see original skylight from Rt. 70
- Cannot see the original skylight form inside the building due to lay light system in place
- The repair can be made within the contingency funds that are available now
- No money is at risk if we decide not to go with historic preservation
- The library is on the town's historical building list, but not on the State or the National registry
- Copper that is currently on the building has never rusted which makes the copper seem to be a good choice considering future longevity of the building
- New requirements of wind and water loads would prevent the glass skylight that is currently in place being duplicated when it is replaced
- Need to acquire a Certificate of Appropriateness from the Historic District Commission
- After that is obtained Design CO can be signed and construction can begin
- All other phases of the project are running on schedule

At 8:55 PM Jamie Underwood motioned to adjourn; Mike May seconded; voted all in favor.

The meeting was adjourned at 8:55 PM.

Respectfully submitted,
April C. Steward, Assistant to the Board of Selectmen