



## Board of Selectmen

Date of Meeting: Monday, July 17, 2017  
Location: Town Hall, 221 Main Street  
Time: 6:30 PM – 8:25 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.

Pledge of Allegiance was recited.

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

- **COA Coordinator Position:** Laura Susanin began her duties today as the COA – Coordinator. We had a little meet and greet today so that the town hall employees could get to know Laura. She will be settling in this week, and we expect one of her first projects to be starting the Van Service.
- **Bills in Legislation:**
  - Chief Sahagian – The bill allowing Chief Sahagian to continue work beyond the age of 65 has been passed by the House and the Senate, and has been signed by the Governor. A copy of the bill is in your packet.
  - Elmwood Place Parcel – The bill to allow the town to sell the parcel of land along Elmwood Place has passed the House and has made it through the second reading in the Senate. It is due for a third reading any day now. The RFP is ready to go, and once the bill is signed by the Governor we will advertise the sale.
- **Financial Audit Agreement:** Our contract with Melanson-Heath for the Financial Audit has expired. The agreement with Melanson-Heath was for three years. I contacted four firms and requested quotes for that service. Three firms responded with quotes. After consultation with Jason and Cheri we selected the firm of Bill Fraher, CPA. Bill does the audits in many surrounding towns, including Northborough, West Boylston, and Clinton. Fraher had the lowest cost and came highly recommended.
- **Town Hall new server:** Akuity Technology has begun the process of installing our new server here at the Town Hall. That process should be completed very soon.
- **Tower Hill:** The Worcester Business Journal featured a story about Tower Hill in their June issue. A copy of that article is in your packet.
- **Nicholas Ave RFP:** The Request For Proposals (RFPs) for the sale of Nicholas Ave. has been advertised. The deadline for proposals was 11:00 AM today. There were three requests for documents. We received three proposals. *Mike May motioned to accept the bid submitted by Eric Johnson for the sale of the town owned parcel of land located on Nicholas Ave in as is condition in the amount of \$60K; Jaimie Underwood seconded; voted all in favor. Mike May motioned to authorize the chair to enter into a Purchase and Sale agreement; Jaimie Underwood Seconded; voted all in favor.*
- **GeoInsight, Inc.:** We received information from GeoInsight, Inc. that they will be managing the remedial soil excavation at the former DiPilato Service Station. They will monitor the excavation and oversee the removal of the impacted soil for off-site disposal. The project is expected to be completed by late summer, early fall.

- **Wiring Inspector:** Mr. Thomas O'Connell, our wiring inspector has submitted his resignation effective on July 31<sup>st</sup>. Tom is retiring to the Cape after fourteen years serving the town. John McQuade, who is the alternate wiring inspector will be serving in the interim until July 31<sup>st</sup>. Mr. McQuade has expressed interest in serving as the primary wiring inspector after that date.
- **Sewell Street Gravel Pit Purchase and Sale:** In your packet is a copy of the Purchase and Sale Agreement for the sale of the gravel pit located on Sewell Street. I would ask that the board approve the document and authorize the chair to sign. I will then get the buyer to sign as well. The buyer came forward and shared that after the last meeting he found that there was actually 8.7 acres in the parcel after they surveyed the parcel. That does not meet the 10 acre minimum requirement for senior housing in town. He was able to make a deal with an abutter to put him over the 10 acres but that deal is not consummated yet. Once that is ready to go they will submit plans to the Planning Board. He is paying a significant amount of money to purchase the second parcel. He is wondering if the BOS would consider in lieu of affordable housing in his development if they could recommend to the Planning Board to remove that stipulation. The chair asked for clarification. The buyer would like to have the affordable component removed from the development by-law requirement. Mr. May wondered if the BOS could send a message to the Planning Board that they think this buyer is bringing a project that would be beneficial to the town with no impact to the school system. Would they consider some sort of waiver to the affordable component? Jaimie asked if we would be on any kind of sticky ground by recommending that. Steve Madaus suggested that the BOS attend a planning board meeting on that request. The buyer thanked the board for their consideration. *Jaimie Underwood motioned to approve the Purchase and Sale Agreement on the Sewell Street Gravel Pit and to authorize the chair to sign; Mike May seconded; voted all in favor.*
- **Pleasant Lane Land Donation:** Stephen Madaus did receive a title report back on the parcel. The good news is that this lot has a declaration of a homeowners association that only includes the lots that have obtained a COO, which would not include this lot. There is a declaration of restricted covenant but that would not be a burden on our lot because it is unbuildable. The only item that came back worth mentioning is a detention basin maintenance agreement that states that the every lot owner would be subject to an assessment for maintaining a detention basin. The town would be subject to that with ownership of that lot. The board wanted to accept the lot and then motion to sell the property today. It is a marketable piece of property. *Jaimie Underwood motioned to authorize the chair to accept the deed to lot 33R; Mike May seconded; voted all in favor. Jaimie Underwood motioned to authorize the Town Administrator to put out an RFP for the same lot; Mike May seconded; voted all in favor.*

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

- **Crime Statistics** were presented.  
The Police Department has taken ownership of their new vehicle and has sold their old Explorer
- **Chief's schedule:**
  - Jun 6 B12 put on LEAD training at BES
  - Jun 8 Haverhill drug confiscation/drop off destruction scheduled
  - Jun 9 BES Evacuation Drill
  - Jun 12 B12 put on LEAD training at BES
  - Jun 12 B7 attended Grand Jury in Worcester
  - Jun 21 BES Field Day
  - Jun 23 Last day of school
  - Jun 28 Clinton District Court Ticket Hearings
  - Jun 28 Officer Piche out on leave
  - Jul 5 Officer Conway's last shift
  - Jul 11 Picked up the new cruiser
  - Jul 13 Firing Range at Sherriff's Dept. range
  - Jul 15-16 Cost savings weekend shift
  - Jul 17 Attended function to meet new COA Outreach Coordinator
  - Jul 22 Simple Man Salon Motorcycle ride through town

- Jul 26 9:00 – 3:00 Emergency Action Plan Meeting for School
- Aug 17 Clinton District Court Ticket Hearings
- Aug 18 Day off

Jaimie Underwood thanked the PD for their high visibility in town, it is much appreciated.

Mike May asked about applicants for two open positions. Is it a preference to find applicants that have already been through the Academy? Yes, that is a priority.

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

- *Schedule of Permit Fees* were presented.
- Four new houses
- Tony has been working with a plotter and scanning documents into electronic format in another community. It has worked really well for data retrieval. Would the BOS be interested in doing something similar here? It would be really helpful for finding information going forward.

**Report of the Highway Superintendent to the Board of Selectmen:**

- Equipment maintenance and repairs
- Roadside mowing
- Patch pot holes in several areas
- Road signs ordered for rte. 140 (will be installed this week. I will lay out with B-1) at the H and School Street
- Monthly WCHA meetings
- Cleaning catch basins
- Cath basin repairs
- Weekly mowing on going
- Old equipment in the lot – we have sold a few pieces from the yard. There are a few more pieces left to advertise on MunicBid.
- Road sweeping – we have cleaned up several areas with our small machine. New machine approximately \$225K, approx. \$10K for service of 60 miles of roadway (2 weeks), rental approx.
- Chapter 90 RFPs out on Linden Street, Cross Street, Green Street Ext.  
*Mike May motioned to authorize the Chair to sign contracts for Chapter 90 contracts once they are in; Jaimie Underwood seconded; voted all in favor*
- Cemetery
  - YTD Interments
    - 10 Full Burials
    - 6 Cremations

**Questions on Cottonwood Place:** Dick and Karen Prince

Dick and Karen Prince have received an offer to purchase a portion of their property from the DCR outright or to allow the Princes to continue to own the property and to place the land under conservation restriction. They are questioning where the frontage for their home lies? Is it on Main Street or on Cottonwood Place? They would also like to know if Cottonwood Place is a public or private road and if they have a right of way to cross town property to get up Cottonwood Place to their home. Town Counsel will look into the questions and the BOS will get back to the Princes with the information they find out.

**Parks and Recreation Appointment:** Allison LeBlanc

*Maple Stolecki motioned to appoint Allison LeBlanc to the Parks and Recreation Board; Bonnie Johnson seconded; voted all in favor*

**Planning Board Associate Member Appointment:** Peter Caruso

*Richard Baker motioned to appoint Peter Caruso to the Associate member position on the Planning Board; Kim Ames seconded; voted all in favor.*

**FY18 Appointments:** *Mike May motioned to approve the FY18 Appointments as written except for the appointment of Tom O'Connor as the Wiring Inspector. His appointment will be from July 1<sup>st</sup> through July*

31<sup>st</sup> and then John McQuade will take over the position as of August 1<sup>st</sup>; Jaimie Underwood seconded; voted all in favor.

**Selectmen Meeting Schedule September – December:** Schedule was approved with modifications

8:02 PM The Board of Selectmen called for a 5 minute recess

8:10 PM Board of Selectmen back in session

**Highway Department Collective Bargaining Agreement:** Two copies of the Collective Bargaining Agreement were presented for review and approval. Corey Higgins from Mirick O’Connell represented the town in the agreement. Stu Barber in the audience stepped forward with some concerns. There were originally 4 laborers in the Highway Department when the Union Cards were submitted. Three out of the four employees pulled cards. Stu was not in favor of the union. Two of those who pulled cards no longer work for the town and there has been two new hires. Stu approached the two new employees and states that they are in agreement with him that they do not need a union. Stu presented a document to the BOS. It was a draft agreement that was presented for ratification to the employees. It is not the same document that is now in front of the BOS. There are references and attachments that are missing from Stu’s document. Mike May expressed that we cannot sign any documents where there are discrepancies between what they voted on and what the NOS has in front of them. He would like to seek counsel before anything is signed. Attorney Higgins was unable to come tonight but would be available to come before the BOS at their next meeting. The BOS is going to put off signing the document until the next meeting when Attorney Higgins is present.

**Selectmen’s Meeting Minutes:** The minutes of April 24<sup>th</sup>, May 1<sup>st</sup>, May 22<sup>nd</sup>, June 5<sup>th</sup>, and June 22<sup>nd</sup> were presented for approval. *Michael May motioned to accept the meeting minutes as written; Jamie Underwood seconded; voted all in favor.*

The Board of Selectmen recognized and signed a Certificate of Appreciation for Judith White in acknowledgement for her hard work and effort that she put in while she helped out in the Council of Aging Interim Outreach Worker position

April Steward requested approval from the BOS to purchase Boston Post Cane pins from Joseph Jewelers in place of creating actual canes. The BOS was in favor of acquiring the pins for the ceremonies going forward.

*At 8:25PM Mike May motioned to adjourn; Jamie Underwood seconded; voted all in favor.*

The meeting was adjourned at 8:25 PM.

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

### **Meeting Materials**

Agenda	On file in Board of Selectmen’s Office
Meeting Sign-In Sheet	On file in Board of Selectmen’s Office
TA Report	On file in Board of Selectmen’s Office
Building Superintendent Report	On file in Board of Selectmen’s Office
Highway Superintendent Report	On file in Board of Selectmen’s Office
Crime Statistics	On file in Board of Selectmen’s Office