



Town of Boylston 221 Main Street, Boylston, MA 01505

Board of Selectmen Minutes 04/07/2014

Date of Meeting: Monday, April 7, 2014
Location: Town Hall, 221 Main Street
Time: 6:30 PM – 7:50 PM
Members Present: Chairman James Wood; Michael May; Martin McNamara, Town Administrator, Lori Esposito, Administrative Assistant; Mike Kane of *The Banner*

Joint Meeting with Board of Assessors and the Finance Committee.

RFP for Assessing Services: Two proposals were received by the March 20, 2014 1:00 PM deadline. A committee, comprised of Marty McNamara, Lori Esposito, Cheri Cox and Sandra Bourassa evaluated and rated criteria, excluding price (provided in separate, sealed envelopes).

Both proposals met minimum criteria, comparative criteria and both received MA (most advantageous) in all but one category: the distance from Boylston. Mayflower is over 40 miles, the other is under 20 miles. The committee determined that Regional Resources provided the most advantageous proposal. Pricing, opened separately, was as follows:

- Regional Resources: \$45,000, first year; \$46,150 second year; and \$47,300 final year
- Mayflower \$44,000 each year

Carl Cravedi of the Board of Assessors disagreed that Regional Resources was most advantageous. Mayflower is currently doing work and their distance is not an issue. They are a familiar company and their Board is happy with the services provided. Paul feels the same way. Carl said currently their first priority right now is abatements review; they have to meet and cannot make a decision tonight. They want to review everything an outside contractor will be doing. Making sure price will include everything that needs to be done without additional cost. The question was raised: when the clerk is on vacation or out sick, who is covering? Is the office closed? It is not acceptable to close the office to taxpayers during office hours. Mr. Cravedi also wants to get down to brass tacks regarding who will be doing every operation in the office.

Marty McNamara said both companies spell out their services in the RFP in detail. The proposal is to become effective July 1, 2014. He suggests cancelling the entire RFP and one the Board of Assessors decide on what they would like to do, we can then re-run the RFP and go through the process again. The award date was already extended from April 3 to April 7. Carl said this should have been conveyed to the Board of Assessors in writing. Marty said the RFP was sent to the Assessors' office when it was published in February.

Mike May asked how much time the Board of Assessors needs to decide – is two weeks sufficient? Carl said he didn't know. Mike May said this was a primary objective and time is an issue. Is there anything the Selectmen can do to help the process? Stephen Madaus said he will need to review the RFP to be certain timing is not an issue, but it should be okay.

Marty said the first question is does the Board of Assessors want to move in this direction? Second, if the answer is yes, then who would they prefer be awarded the contract? Carl said he would like his board to have the ability to meet with the two companies. Mr. Madaus said they would need to meet with both companies and ask the same set of questions to each.

Paul asked if there are any issues with Mayflower since they have been using them for years. Jim said none that he's aware of; the Board of Assessors work directly with them and should know if there have been issues.

Citizens' Comments: Resident Kathleen Lohnes of 7 Orient Street noticed changes going on at Manor Park and asked if there are any future plans in process? She has heard rumors.

Mike May said he was recently speaking to the head of the baseball program (Matt Rice). They extended the fence and would like to host tournaments for additional revenue. They are also considering moving the parking area to create additional space. He is not sure about additional lighting. Ms. Lohnes said her biggest concern is parking. People already park on both sides of Orient and Greenwood Streets on opening day, and it's extremely congested, which would be compounded if tournaments are hosted. She has a son with a medical issue and is concerned with emergency vehicle access as well as speeding. What is the process that the baseball program would need to follow to start tournaments? Jim Wood said he's not sure, she should call Matt Rice. Ms. Lohnes asked who decides what happens regarding any changes. Parks & Recreation or the Board of Selectmen? Jim said Parks & Recreation, unless a major overhaul of major changes are made.

Chapter 90 Funds: The Governor's preliminary notice versus the \$206,581 of last year indicates the only funds to be released are what was released last year.

Leaf Dump: The leaf dump will be open between the hours of 9:00 AM and 2:00 PM at 599 Main Street on April 12, April 26 and May 3, 2014. Days might be added to this schedule as needed.

Alzheimer's Association Annual Ride: The Alzheimer's Association has notified Chief Sahagian of their annual ride to be held on Saturday, July 12, 2014. They will come through Boylston on Route 140 from West Boylston, go left onto Route 70 and then right onto French Drive into Northborough.

Meeting Minutes: The minutes of the March 24, 2014 meeting were presented for approval.

Mike May made a motion to accept the March 24, 2014 minutes as written. Jim Wood seconded the motion; voted all in favor.

Annual Town Meeting Warrant Review:

Article 17: Delete the words "from available funds in the Treasury."

Article 23: (re: medical marijuana). Mike May asked Police Chief Sahagian (present) if he has been contacted by the Planning Board. The Chief said he had not. Mike May wants to get in touch with the Planning Board Chair due to several public safety issues.

Article 24: Steve Madaus said the uses don't correspond with the table; this will need discussion/revision at the Planning Board hearings.

- Discussion regarding the possibility of adding a stabilization article in case some articles do not pass.
- Add to DPW building fund: \$50K and Stabilization fund: \$50K

Budget:

Marty to confirm if FY2014 \$92K Elementary School budget will be reduced by \$50K on Town floor.

Mike May made a motion to accept a reduction in the Library's Article 29 to \$36,265, as requested by the Library Trustees. Jim Wood seconded the motion; voted all in favor.

Mike May made a motion to add article 33; change to 'up to \$50K'. Jim Wood seconded the motion; voted all in favor.

Mike May made a motion to add the DPW building to the Stabilization fund – not to exceed \$50K. Jim Wood seconded the motion; voted all in favor.

Mike May made a motion to accept and approve the FY2015 budget received and recommended by the Finance Committee under Article 38 supported by \$12,851.890.

Mike May made a motion to accept amendment "or services" to 141-5112 (Board of Assessors). Jim Wood seconded the motion; voted all in favor.

Selectmen's Meeting Schedule Changes: The Board will now meet on Tuesday, May 13, 2014, Tuesday, May 27, 2014 and Monday, June 9, 2014.

Facilities Technician:

The Town Administrator said he received several resumes and spoke with several applicants. One stand-out was Robert Bourassa, whose resume was provided. Marty McNamara recommended Mr. Bourassa be appointed to the position (40-hour week/full-time position).

Mike May made a motion to authorize the Town Administrator to tender an offer for the Facilities Technician position to Robert Bourassa.

At 7:50 PM Mike May made a motion to adjourn. Jim Wood seconded the motion; voted all in favor.

The meeting was adjourned at 7:50 PM.

Respectfully Submitted,

Lori Esposito, Administrative Assistant