



Board of Selectmen

Date of Meeting: Monday, February 12, 2018
Location: Town Hall, 221 Main Street
Time: 6:37 PM – 8:10 PM
Members Present: Chairman James Wood; Michael May; James Underwood; Marty McNamara, Town Administrator; April C. Steward, Administrative Assistant to the Board; Stephen Madaus, Town Counsel

The meeting commenced at 6:00 PM.

Financial Warrants were signed in agreement.

EXECUTIVE SESSION (closed to the public): *Per MGL c.30A, s.21(a)(6)* to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

The board reconvened into open session at 6:37 PM

Pledge of Allegiance was recited.

Report of the Building Inspector to the Board of Selectmen:

- *Schedule of Permit Fees* were presented.
- Updates on FedEx building. Proceeding without any issues.

Report of the Fire Chief to the Board of Selectmen:

- *Call Volume – January 2018 to present*
 - EMS – total 38
 - EMS – Advanced Life support 3
 - Fire – Total 10
 - Motor Vehicle Accidents 4
 - Mutual Aid Given - EMS 3
 - Mutual Aid Given – Fire 5
- *Responses*
 - The fire department responded to 63 incidents in January, with the majority of them being EMS in nature.
 - There has been a marked increase in calls to the You, Inc. facility since the beginning of the year, for both EMS and fire response. We have seen an increase in malicious false alarms, coming from students pulling fire alarm pull stations, as well as an increase in out of control students. We have also received several calls for an ambulance that come in directly to the fire station through Vital EMS. The facility calls Vital EMS rather than dialing 911 for ambulance services; the concern with that is that by not calling 911, there is not an automatic law enforcement response which is often required. If they chose to use a private contractor for ambulance services, they should still make sure that the police department is notified so they can respond to assist if needed. Chief Flanagan is hoping to meet with the new director at You, Inc. sometimes this week to address some of these concerns.
 - The fire department responded to several call for mutual aid last month, including responding to building fires in Clinton, Holden, and Lancaster, as well as EMS responses to West Boylston, and Worcester.

- **FY19 Budget**
 - Proposed FY19 budget was submitted to the Town Administrator for review at the end of December; the budget will be discussed with the Finance Committee on March 5th.
 - Special Articles for Town Meeting were also submitted to the Town Administrator.
 - The department is seeking \$50K to replace our Car 2, a 2004 GMC pickup truck that is used for inspections, brush fire operations, EMS support, and as the current primary method of plowing the fire station and Town House parking lots. The current Car 2 has over 150,000 miles on it and we would like to replace it before maintenance costs become too high to keep it in service.
 - The fire department is also seeking \$9,800 as a 5% match to the Assistance to Fire Fighters Grant.
 - In addition, the department is seeking transfers from the Ambulance Receipts account in the amount of \$70K to support operational costs, and \$86K for the second year lease payment on the ambulance.
- **Grants**
 - The department has submitted its latest request through FEMA Assistance to Firefighter Grant program to replace all of the town's self-contained breathing apparatus (SCBA) along with a new air compressor/fill station to fill SCBA bottles. The grant is in the amount of \$205,810 and it will cover replacing 19 SCBA, 19 spare bottles, 19 SCBA facemasks, and one air compressor/fill station. Current SCBA were purchased in 2004 and will soon exceed their NFPA compliance. If awarded, the town will be responsible for paying \$9,800 matching amount.
 - The department has also written a grant through the DCR/Volunteer Fire Assistance to replace some aging fire hose. This is a matching grant; the DCR will pay a maximum of \$2K towards the purchase of new hose.
- **Fire Prevention**
 - Chief Flanagan met with Jake Nunnenmacher of the Fire Marshal's Office regarding the proposed variance to the sprinkler code for the conveyor system at the new FedEx facility. We were contacted by Eric Camiel of Jensen Hughes Co. requesting variance to the requirement that sprinklers be installed underneath all conveyor systems; the code is in place because in many facilities that utilize conveyor systems, the area below the conveyors is often used as storage, increasing the fire load in the building. These areas are required to have separate sprinkler coverage because the conveyor geometry would block the building sprinklers from sprinkling any of the area below. Currently, neither the Fire Marshal's Office nor the fire chief and building inspector are in favor of granting a variance. My MA code, any variance to the sprinkler code has to be authorized by either the Board of Building Regulations and Standards (BBRS) or the Sprinkler Appeals Board (SAB). Since sprinklers fall under both the building code and the fire code, either of these two boards have to authorize any variance. **As of last Friday, Jensen Hughes has denied their request for a variance to the MA Fire Code and will be proceeding with the sprinkler installation as required by the code.**
- **Training**
 - Chief Flanagan will be attending the Fire Chief's Association of MA professional development conference in Worcester, MA at the end of February. Chief Flanagan and Deputy Chief Ronn will be attending the Fire Department Instructors Conference in April.
- **Building**
 - Fire department staff has been working to renovate the former Highway Department office space at the Town House to be used as an office for the fire department. The office has been cleaned and painted; old carpeting will be removed this week. Staff members are working with Bob Bourassa on the renovations and hopefully these renovations will be completed soon.
 - Bob Bourassa also hopes to get all of the fire, police, and DPW base radios moved from their current location in the office to the rear of the office where they will be more secure. Bob is working with WoRAD Inc. from Worcester to get all of the radios moved; this project will be completed in the spring.

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

- **Crime Statistics** were presented.

The Chief also spoke to the volume of calls at You, Inc. There have been several years that they did not have 24 calls, and they have responded to 24 calls just this January. There has been some staff turnover recently. The new program director has been spoken to and he will be addressing issues with his staff and will be engaging in more in house training. The Chief is hopeful that this will help address the issues that have been springing up recently.

The department did sign up with the state's EBT program to address any potential issues that may spring up in this area.

- **Chief's schedule:**

- Jan 23 Attended Akuity meeting at Town Hall
- Feb 1 Met with new Superintendent with Officer Annunziata
- Feb 2 Clinton District Court ticket hearings
- Feb 6 Attended Discrimination Training at Town all
- Feb 7 PD fire extinguishers were checked and recharged
- Feb 12 Chief's annual physical
- Feb 15 Clinton District Court ticket hearings
- Feb 21 Proposed start date for rte. 140 work at entrance to FedEx
- Mar 6 Executive Assistance to attend Customer Service Excellence training at Town Hall
- Mar 11 Daylight Savings Time
- Mar 12 Meeting with FinCom
- Mar 21 BBRSD Crisis Action Meeting Team will be meeting at PD

Appointment of new Police Officer: Ken Johnson

Jamie Underwood motioned to approve the appointment; Mike May seconded the motion; voted all in favor. Mike May made a motion to make the effective date of hire February 14th; Jamie Underwood seconded; voted all in favor.

Report of the Highway Superintendent to the Board of Selectmen:

- Crew attended Hydro License Refresher (back in January)
- Backfilling roads that were paved
- Attended WCHA meetings
- Equipment maintenance
- Equipment repair
- Repair street signs//replace/update
- We spent the week at MPBN working on the septic system with contractor. We will be spending time burning brush piles soon.
- Attended a meeting with new Superintendent of schools and Berlin Superintendent about snow
- Jeff Cathline gave his notice and last day completed was Friday, January 19th, 2018
- I was requested to attend a Parks and Recreation meeting on January, 30th about design changes to the Center Courts and Manor Park
- George the Auditor came to visit the Highway/Cemetery Dept. to check out some paperwork
- Crew and I attended a Discrimination Prevention Training class at MPB on February 6th
- Met with MassDOT on drainage problem that we are having with the new construction down near reservoir on south bound side.
- Plowing
- Sanding/Salting would like to ask the board permission to overspend in the snow budget (a lot of man and material hours with snow and ice this year) *Mike May made a motion to authorize the Highway Department to overspend their sand/salt budget; Jamie Underwood seconded; voted all in favor.*
- Northborough Truck Exclusion on their Reservoir Street. Spoke with Marty and Chief Sahagian and we chose not to support their request
- Trying to keep up with filling pot holes. Mike May commented that he has personally received some complaints about the condition of Cross Street down through the entrance to Perry Road. The Highway

Superintendent is aware and has been trying to hit areas with cold patch. As long as the weather cooperates he can borrow Berlin's hot box and try to patch the holes.

- Few areas we will be posting signs for frost heaves
- Received application and bond for road openings from ARCO (rte. 140 construction)

Mike May wanted to point out that the Highway Department's mechanic has been influential in the cost savings for vehicle maintenance for the police department. Steve pointed out that he has also done some maintenance for the Light Dept. as well.

Cemetery

- 2018 burials presented

Mike May had been contacted by people at St. Mary of the Hills in regards to a Columbarium at their location. Steve Mero said that the cemetery commission had been brought this issue two months ago. They are in their talking point right now. This would be on private land, they would need to go through the DEP and follow their process. The town would have zero involvement in this project, it would be run through the parish.

Library Update: Brad Barker, Susan J. Therriault, and Jean

Brad had asked Marty if they could come in and give an update to the BOS as to the Library updates and the final stretch of Phase III. They came in with a surplus of \$250K from Phase II. Town Counsel has advised that the way this was appropriated at town meeting it is possible for the library to maintain that surplus in the Library account and utilize that funding for Phase III. In Phase III they would like to restore the main floor windows, fix the rot in the eaves and other exterior work, general cosmetic work, and to finish the lead window restoration. They have an architect that can do an assessment on the cost of the windows. There has been private funds involved this project as well, all of the monies were rolled over to the town accountant and have been married together for the funding of the project. *Jamie Underwood made a motion to approve the library restoration to move forward with the existing funds to complete Phase III of the restoration project; Mike May seconded; voted all in favor.*

Report of the Town Administrator to the Board of Selectmen:

- ***Town Warrant:*** Today is the date selected to open the Town Warrant. I would ask that the board vote to open the warrant with a close date of Monday, March 12. *Mike May motioned to open the warrant with a close date of Monday, March 12th; Jamie Underwood seconded; voted all in favor*
- ***Employee Policies:*** In your packet are 4 of the recently drafted Employee Policies. There are approximately 45-50 policies that are being re-written, and will need to be adopted. These 4 policies have been reviewed by Labor Council and I ask that you vote to adopt them. Once adopted by the board, we will prepare manual to be given to all employees so that everyone is working off the same information. *Jamie Underwood motioned to adopt the Parental Leave Policy, Harassment of Individuals in Protected Classes Policy and Procedures, Small Necessities Leave Act Policy and Procedures, and Sexual Harassment Prevention Policy and Procedures as written; Mike May seconded; voted all in favor*
- ***Discrimination Prevention Training:*** On Tuesday, 2/6 Employees attended a Discrimination Prevention Training Session here at Town Hall. The Session was presented by MIIA as part of their All One Training Program. We have scheduled a second session on Customer Service Excellence for March.
- ***Town Hall Improvements:*** There are a number of things being worked on here at Town Hall that I will go over for the boards awareness
 - Key Scan System -We have been notified by MIIA that we have been selected to receive a Grant in the amount of \$5,000.00 for the installation of a new key scan system. The old system was far outdated and unable to be worked on. The new system will be housed on our server which will allow updates to be made as necessary.
 - A new more powerful server was installed to allow a new version of Accounting Software to be installed. As we go forward all other programs will be installed on the new server.
 - New computer cables are being run throughout the building to improve our overall connectivity, and

upgrade the WIFI.

- Bob Bourassa found that the lights in the gym can shatter and are inappropriate for use in a gym. He found a vendor that was offering an instant rebate to install new LED fixtures for a total cost of approximately \$1,700.00.
- **Memorandum from NECD:** Attached is a copy of a letter received regarding the Dance Group that uses the Town House. April has reviewed the letter and made some notations regarding its content. We ask the board to give us some direction as to how they would like to proceed. The BOS is not going to discuss rates if the insurance is not going to be increased to what we have requested. The board discussed different options to try to make the dance program be viable. If she can meet the requirements for the insurance the board would be willing to work with NECD. The board is still holding firm on needing liability insurance. If it is not obtained by the end of February, we will not book anymore dates going forward.

Mike May asked about the policy changes. His question is in the past we have been told that the BOS cannot provide direction to employees that bare underneath other elected boards. Isn't these policies going to be implemented for all employees of the town, except for the school department employees? Marty clarified that yes, these are going to be town policies. Mike then asked if we are able to address these issues, why aren't we then able to implement other requirements for town employees? For example, oversight of time and attendance. Are we going to implement something that says this is how we are going to manage time and attendance so that it is uniform across all employees? Marty stated that all of the committees and commissions authorize payroll for their individual employees. The difficulty with a swipe time/attendance system is who is going to go onto the system to approve the employee times? Is the chairman going to do it from home? Right now the timesheets are scanned to the chair and then the signed scans are then sent to the Treasurer. Mike asked are we starting to put in place uniform policies and procedures that will impact all the employees of the town. Yes, we are. Many of these policies are mandated by the state and we have to have in our handbooks. Mike is in favor of this, just wanting to know how far is this going to go. Mike wanted to know if we had an update on how many applicants have submitted for the TA position. Marty said around 17-18 so far.

Selectmen's Meeting Minutes: The minutes of January 16th and January 29th were presented for approval. *Jamie Underwood motioned to approve the meeting minutes of January 16th; Jim Wood seconded; voted all in favor. Michael May motioned to accept the meeting minutes of January 29th; Jim Wood seconded; voted all in favor*

At 8:10 PM Jamie Underwood motioned to adjourn; Mike May seconded; voted all in favor.

The meeting was adjourned at 8:10 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
Fire Chief's Report	On file in Board of Selectmen's Office