



**Town of Boylston 221 Main Street, Boylston, MA 01505**

## **Board of Selectmen Minutes 06/09/2014**

Date of Meeting: Monday, June 9, 2014  
Location: Town Hall, 221 Main Street  
Time: 6:30 PM – 8:24 PM  
Members Present: Chairman James Wood; Michael May; James Underwood; Martin McNamara, Town Administrator; Lori Esposito, Administrative Assistant; others as listed on the attached sheet.

Financial Warrants signed in approval.

The meeting was called to order at 6:30 PM

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

***Financial Audit F'2013:*** The auditors have been at Town Hall a few days and will return later in the month to wrap up the audit. Their report will be made available to the Board when it is completed.

***Treasurer/Collector:*** The new Treasurer/Collector has been busy fixing a number of issues in that office. Some of the personal property assessments for Fiscal 2014 were incorrect; some real estate tax bills were incorrect and homeowners who took advantage of the Title 5 Loan Program several years ago did not have betterments on their F'2013 and F'2014 tax bills. In addition, Cheri has been providing data to the actuary for our GASB 45 Valuation and continuing the program we started for capturing delinquent tax moneys.

***CMRPC:*** The CMRPC is doing a regional joint purchasing initiative. We have expressed our desire to be involved in the heating oil portion of that initiative. For example, several towns were able to get a price of \$3.10/gallon for heating oil. We paid an average of \$3.35/gallon for approximately 6,000 gallons between the Highway and Fire Departments and the Library. Had we been purchasing at \$3.10/gallon, we would have saved approximately \$1,500. Irritating is the fact that their supplier was Peterson Oil who was supplying us.

***Tennessee Gas Pipeline:*** The TA has received correspondence from Berlin and Bolton regarding the proposed pipeline. Both towns have issues with the potential crossing of conservation land in their communities and the lack of any information from the company. They have asked if the Board is interested in a regional approach to dealing with the company. Other than the company approaching some residents in the Linden Street area, very little has been done in Boylston. They have not approached the Town for permission to survey any Town-owned property. The TA received, this week, a request from the company to meet with him regarding the project.

***NSTAR Inspection:*** State and Federal regulations require gas companies to inspect gas piping and meters at least once every three years. NSTAR has requested permission to inspect on Elmwood Place. Gene Sims at YOU, INC will make an appointment with them in the very near future.

***TM Electronics:*** This company located at 45 Main Street, had planned to expand their building and workforce here in Boylston; however, a downturn in business has caused them to delay the project. They still intend to go forward with the project and have received an extension on their permit from the Planning Board.

***Board of Assessors:*** On June 2 the Board of Assessors voted not to go forward with the RFP for assessing services. Letters have been sent to each of the companies who submitted proposals notifying them of this development.

***Town House:*** The Town House Committee has requested permission to install new locks at the Town House. With all the renovations and new equipment being installed better control over access is needed. The Committee would like to work out a policy regarding access and control which they would then present to the

Board for final approval. The Board agrees that a new lock system is needed at Town House, as well as at Town Hall. It is estimated the cost to update both would be approximately \$1,500.

**Asian Longhorned Beetle Eradication:** The TA has provided Board members with an update of this program.

**Chapter 90:** Paperwork has been updated by the TA and Steve Mero, to be sent to Town Counsel for review, then put out to bid. Currently, only Bay Path is on the schedule for paving.

**MIIA:** We have \$9,936 in credits toward our Workers' Comp and Property Liability insurance.

**Compass Pointe Meetings:** At 9:00 A.M. the TA met with Town Counsel, the Treasurer, Building Inspector, Dennis Costello, Ralph Viscomi, Planning Board Chair, and Mike Venincasa (Compass Pointe developer) and his attorney, Steven Kressler. Several issues with complaints, as well as a large amount of back taxes due, were discussed.

- The developer is \$80K+ in arrears on all properties at Compass Pointe. The meeting ended and Mr. Venincasa and attorneys left with no agreement and no resolution. They will attempt to sell the Phase I part of the project; if sold, proceeds will only pay taxes related to Phase I parcels, not the balance of the property.

They will move forward with tax/title proceedings, as necessary, unless the builder satisfies the taxes owed.

lph recapped the scope of the project and what is left. Phase I has 16 released lots (only three houses started), plus 8 to 9 already occupied. Phase II consists of 25 lots in back.

additional driveway was added by Venincasa without obtaining a building permit; it appears as part of an abutting lot.

the sidewalk base is crumbling, not completed.

the Rubinows (a family that purchased a Compass Pointe home) were to close by November, move in December of 2013. Have been living with inlaws in a hotel for past four months. They proposed to the Planning Board that they pay back taxes on the lot once they purchase from developer. Planning Board will support this since it would separate that lot and be developed by new contractor.

the Town Administrator said a new building permit would cost approximately \$2,500, which has already been paid.

They have asked the Board to waive the full permit fee, charging only an administrative fee of \$50, since the permit fee has already been paid by the developer.

*Mike May made a motion to waive the building permit fee if the Rubinows go with a new contractor, except for \$50 administrative fee, if they purchase Lot #55 at Compass Pointe that was previously permitted. Jamie Underwood seconded the motion; voted all in favor.*

- Ralph Viscomi said he gave the developer several ideas today for solutions but never got a straight answer; he doesn't feel they were cooperative. They did commit to notify within seven days of an extension of the bond. Also, the subdivision approval needs to be renewed at a Planning Board hearing.
- The Town Administrator said all agreed to allow the Conservation Commission to send an engineer to oversee and verify the proper removal of debris. They will dig the area to confirm debris was removed and not buried. Remediation is required by the ConCom.
- Marty McNamara said he recommended they go to the bank to get money to pay the taxes. They said they tried but couldn't.
- Mike May asked Ralph how many subdivision areas there are where rules are not being met, e.g., water, sidewalks, septic, etc. What has been complied with? The developer is dragging residents through problems, giving a bad name to the community, etc. This needs to stop. What is the Town's exposure? Ralph said the road would need to be completed; there are areas with no base coat. Also sidewalks. No Phase II will be permitted until Phase I is satisfactorily completed.
- Mike May said we should dig into the bonding issue and have the treasurer protect our interests, possibly with a tax taking/liens.

**7:00 PM Board of Assessors – Joint Meeting:**

Paul O'Connor took a day off from his work and spent a day here in the Town Hall Assessors office (Thursday from 8 to 2:00 PM). He spoke with Margo and Mary about their responsibilities as compared with the proposal. The Board has met; another issue is a lot of unanswered questions, such as when would a clerk (from the proposal companies) be in the office. It needs more time and research, which they couldn't do at this point.

- The Town Administrator said, to clarify, the clerk's hours are our responsibility, not the company providing the service. We would cover the office somehow, just as we do now if someone is out sick. The proposals were submitted based on the scope of services we asked for. The Board of Assessors office had a copy well before it was advertised, asking for input. We heard no feedback. Why did we spend money on Town Counsel and ads if they weren't ready?
- Mike May asked where we are going from here? This is an area that needs attention; we cannot let it sit.
- Paul said we first need to know perceived problems. Marty McNamara said he has communicated several issues directly to the BOA, including incorrect ownership of parcels, new homes and upgrades not being re-evaluated/reassessed for proper tax billing. Paul said this is only the third time he spoke with Marty McNamara. There has been very little conversation prior to this date. Mike Guliano also said he hasn't heard anything from Marty McNamara before last week. Marty suggests they get in touch with Mr. Cravedi, who has been informed all along. Two Board members even agreed with him that something needs to change in that office.
- Mike May said it is difficult, due to structure and the Town Administrator and the Board of Selectmen having no authority, yet receiving the complaints and problems. We need to improve customer service and quality. He has heard problems over the years and loves the people working there but doesn't love the practice going on. It is the Board of Selectmen's responsibility to be sure community needs are met; need to fix it quickly.
- Paul said he wants to know immediately of issues that crop up. One phone rant in three years is not his idea of being kept informed. Marty said they should ask why people in the Assessor's office are not informing the Board of the issues that arise. Also, it is critical that the office staff is trained in computers and programs.
- Mike May questioned a time frame for them to evaluate while we also make sure the process in the office continues and things move along. Action needs to be taken.

The Board of Assessors will return to the June 23 Selectmen's meeting.

#### **Town Administrator's Contract:**

Marty McNamara is to notify the Board by August to extend, in the final year, to end May 2015. He is letting them know now that he is interested in extending and entering negotiations. Jim Wood said if it is okay with the Board he can go over Marty's terms and wish list and then bring it back to the Board. Mike and Jamie agree.

#### **Laurie Esposito (Compass Pointe Resident) in Attendance:**

- Ms. Esposito asked the status and what can be done.
- The Town Administrator updated her on this morning meeting. Currently, there is no resolution to the issue. The Esposito's have been in touch with an attorney.
- Mike May said we are doing our best and putting pressure on the developer to force him to correct issues. The Board will take steps to the extent it can.

#### **Library Gift:**

*Motion was made by Jamie Underwood, seconded by Mike May and voted all in favor to accept a check for \$40,000 from the Library Foundation as a gift, to be used toward architectural and engineering services for Phase 2 of the Library's Renovation Plan.*

#### **Time Collection System:**

Mike May is concerned with the lack of standards with a paper system and no automated proves. A Board of Health member has expressed concern regarding signing time slips that she cannot verify. An automated system, applied across the organization, would be in our interest; we should get quotes to see what it can do for us. Reporting can be automated and remove inequity. He would like to see quotes and evaluate them along with a presentation.

- Jim Wood said he has a rough idea of a cost of \$5 to \$10K. Where would that money come from?  
Also, if someone is currently abusing the system, they will find another way to abuse the system, automated or not. It also won't eliminate paper; there would be exceptions that need to be addressed on paper with signatures. Mike said if we ignore it, we will continue to have a problem with it.
- Jamie asked what other towns do. Marty McNamara said Northborough is paper-based with uniform sheets. Also, we don't need a new system to track sick and vacation; it can be done through the current payroll system at no additional cost. The issue with Board chairs signing time sheets had been discussed in the past. They have been told they should never sign blank time sheets. They can be emailed and approved via email. Even with a swipe system, someone needs to verify and approve the hours worked. The cost could be as little as \$5K to start but it still doesn't prevent abuse or help Board chairs to verify times. Staff asked to meet with Marty McNamara and expressed concerns, primarily the message it sends. Mike May agrees that it sends the wrong message.
- Marty agrees that something needs to be done; a standardized time sheet and process would help.
- Jamie said that perhaps Chair Boards could assign the responsibility to another department member of maybe the TA? Jim said the Board of Health is considering having Dennis Costello sign off. He doesn't want to spend money, since someone still has to review and sign off and it doesn't solve the problem.
- Jamie suggested having Marty get in touch with Boards to see how they feel about having someone sign off on time sheets. Marty said the only two Boards with an issue are the Board of Health and the Conservation Commission, which should be resolved soon.

#### **Fiscal 2015 Appointments:**

*Motion made by Mike May, seconded by Jamie Underwood, and voted all in favor, to make the following appointments:*

- *ADA Committee: Jane Meegan, Irene Symonds, Joan Banks, Ed MacDonald and Jean Gates*
- *Appeals Board: Arlene Murphy*
- *Board of Registrars: Mary Morrill*
- *Boylston Marketing Committee: David Frem and Richard Prince*
- *Cable Advisory Committee: Tom Martiska and Matthew Willson*
- *Conservation Commission: Joseph McGrath and Mark Coakley*
- *Council on Aging: Jane Meegan, Dennis Goguen, Warren Leach, Oswald Sauer, Karen Tremblay, David Wheeler and Mary-Ann Whitney*
- *Cultural Council: Patricia Morena*
- *Earth Removal Board: Arthur Gibree*
- *Finance Committee: Steve Dorval*
- *Historic Commission: David Bottom and Judith Bottom*
- *Homeland Security: Dennis Costello, Joe Flanagan, Steve Mero and Tony Sahagian*
- *Insurance Advisory Committee: Robert Thomas, Pamela Rudge, Joe Flanagan, Steve Mero, Lori Esposito, Mike Lucia, Susan Brenner and Jennifer Carrico*
- *Memorial Day Committee: Joseph Larkin, Sandra Bourassa and Rose Bardsley*
- *Senior Tax Rebate Committee: Jane Meegan and Dennis Goguen*
- *Stormwater Committee: Joseph McGrath and Steve Mero*
- *Town Report Committee: Lori Esposito*
- *Town House Committee: Janice Resseguie and Steve Mero*
- *Veterans' Agent: Vincent Perrone*
- *Civil Defense Warden/Tree Warden: Steve Mero*
- *Parking Clerk: Sandra Bourassa*
- *Council on Aging Coordinator: Jane Meegan*
- *Social Services Representative/Nutrition: Janice Resseguie*
- *CMRPC & Transportation: Howard Drobner*
- *Town Accountant: Dan Haynes*
- *Town Counsel: Steve Madaus*
- *Treasurer/Collector: Cheri Cox*

- *Assistant Treasurer/Collector: Rosemary Buckley*
- *Administrative Assistant to Board of Selectmen: Lori Esposito*
- *Highway Superintendent: Steve Mero*
- *Building Inspector: Tony Zahariadis*
- *Gas/Plumbing Inspector: Eric Johnson*
- *Assistant Gas/Plumbing Inspector: Richard LaPan, Jr.*
- *Wiring Inspector: Tom O'Connor*
- *Assistant Wiring Inspector: John McQuade*
- *Health Agent: Dennis Costello*
- *Tax Title Custodian: Martin McNamara*

**Open Space Committee:** The Board requested that Parks & Recreation personnel attend the next Selectmen's meeting.

**Meeting Minutes:**

*Motion was made by Mike May, seconded by Jim Wood, and voted all in favor to approve the meeting minutes of May 2 and May 19, 2014.*

*At 8:24 PM, Mike May made a motion to adjourn. James Underwood seconded the motion; voted all in favor.*

The meeting was adjourned at 8:24 PM.

Respectfully Submitted,

Lori Esposito, Administrative Assistant