

Board of Selectmen

Date of Meeting: Monday, September 10th, 2018

Location: Town Hall, 221 Main Street

Time: 6:30 PM – 8:35 PM

Members Present: Chairman James Wood; Michael May; James Underwood; April Steward, Town Administrator; Alison Mack, Administrative Assistant to the Board

The meeting commenced at 6:30 PM.

Financial Warrants were signed in agreement.

Pledge of Allegiance was recited.

**Selectman’s Meeting Minutes:** The minutes of May 24th, May 27th, and August 13th were presented for approval. *Jamie Underwood motioned to accept the meeting minutes as written, Mike May seconded; Voted all in favor.*

**Natures View Way:**

*Mike May motioned to make a vote for the BOS of the Town of Boylston attend a meeting to be held October 2nd, 2018 to lay out the following way. Natures View Way and its entire length running Easterly from Sewell Street from Station 0+00 to Station 6+42.19 for a distance of approx. 642.19 ft along the center line as shown on the plan of land titled Plan of Acceptance Natures View Way Boylston, MA. Prepared for James F. Goulet, Prepared by WDA Design Group 31 East Main Street, Westborough, MA. Dated 8/17/18 and further directed that the plan of acceptance be placed on file with the Town Clerk forthwith and the proposed laying out the way be it as herby referred to the Planning Board for report in accordance with MA General Laws Chapter 41 Section 811. Jamie Underwood seconded; Voted all in Favor.*

**Pine Hill Drive:**

*Jamie Underwood motioned to make a vote for the BOS of the Town of Boylston attend a meeting to be held October 2nd, 2018 to lay out the following way. Pine Hill Drive from Station 0+00 to Station 9+00 for a distance of 900 ft. along the center line as show on the plan of land titled Street Acceptance Plan of Pine Hill Drive. Prepared for The Town of Boylston, prepared by Thompson- Liston Associates dated 07/12/18 and further directed that the plan of acceptance be placed on file with the Town Clerk forthwith and the proposed laying out the way be it as herby referred to the Planning Board for report in accordance with MA General Laws Chapter 41 Section 811. Mike May seconded; Voted all in Favor.*

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

* ***Crime Statistics*** were presented.
* ***Chief’s schedule:***
  + August 20th – Attended farewell lunch for HR Assistant Lindsay Katz
  + August 21st – Berlin Boylston Crisis Action Team Meeting at Tahanto
  + August 22nd – Attended the 2nd Regionalization session in Berlin
  + August 22nd-23rd – Officers Trubiano and Johnson attended ALICE training at Tahanto
  + August 24th – Attended meeting in Berlin referencing locking devices in schools and Active Shooter response from Police and Fire
  + August 25th – Officer Trubianos Wedding
  + August 28th – Boylston back to School
  + August 30th – Ticket hearings at Clinton District Court
  + September 4th – Posted notice in PD for Detective Sargent and Mid Sargent positions – expires Sept. 14th 7AM.
  + September 7th – AKUITY meeting. Service contract they are trying to put into effect. October – June 30th contract. Covers everything 24/7
  + September 10th – Picked up eight UHF portable radios; almost new. Good for additional radios and spare parts.
  + September 15th – Boylston Brighton 5K at Hillside
  + September 17th – Dispatchers will be attending training in Maynard
  + September 18th – Red Flag Officers Parker and Sgt. Thomas will be attending Red Flag/ Extreme protection orders in Haverhill
  + September 18-20th – State Chiefs Conference; Norwood. Commuting Daily
  + September 20th – Ticket hearings
  + September 22-24th – Off that weekend to attend wedding in CT
  + October 11th-17th – Trip to Florida
  + Submitted to April – 3 Articles to consider for the Town Warrant
    - Finger Print Machine
    - One Speed Trailer
    - $16K in funds to fund the Mid Sargent Position
  + September 6th – Phone linked to phone system at Tahanto is complete
    - April made a comment that Bob Bourassa did all the work to make this happen
  + Mike May thanked the Boylston Police Dept for their help and prompt response with a situation at his own residence

**Report of the Town Administrator to the Board of Selectman:**

* Boylston has received $4860 back on its workers compensation and property casualty insurance costs – applicable toward premiums for the next fiscal year- thanks to an incentive program offered by Massachusetts Interlocal Insurance Association (MIIA), its insurance provider.
* Attorney Robert Hennigan, who has been working on behalf of the town to draft an Intermunicipal Agreement with the Town of Shrewsbury, has completed the draft and sent a copy to Boylston and Shrewsbury for review.
* The Keep Boylston Beautiful Group has requested approval to do a Fall Cleanup on 10/13 and 10/14. Normally, the group has a dumpster located at 385 Main Street, but due to scheduling conflicts with youth football, they are requesting the board’s approval to move the dumpster location to the Town Common. The plan is to locate the dumpster where the dunk tank is normally placed for Memorial Day festivities. People can register online for the event at [www.keepboylstonbeautiful.com](http://www.keepboylstonbeautiful.com) by October 1st.

*Jamie Underwood motioned to make a motion to approve the move of dumpster – Mike May 2nd- Voted All in Favor*

* I have included in your packet a letter that came into the office from the Treasurer of the Worcester Pistol and Rifle Club recognizing the Municipal Light Department for their consistent professionalism. I would like to take the opportunity to thank the Municipal Light Department for the work they do in this town.
* I have also included in your packet an article from the Worcester Business Journal on the Development of Affordable Housing in the Central Region for you to read.
* Ernie Foster called me and asking id there was a possibility the board would consider calling the new road that is being built “Mac’s Way” instead of Cross Street Extension. He proposed the idea on behalf of Don Macdermott, who is the Treasurer for the Boylston Sportsman’s Club and has been a member for the club for over 50 years.
* We are in the process of integrating the Old Town Halls alarm system to be online with the existing fire alarm monitoring that we have with Norel. The system will now automatically send a signal with the basic information letting us know if a security or fire device has been tripped the alarm. The system will continue to signal the alarm until it is acknowledged. Members of the Historical Commission will oversee responding to any alerts that may arise through monitoring service.
* I reached out to Harold Naughton’s office regarding the police training reimbursement and received the good news that the $50,000 has been included in their FY19 budget.
* The STAGS PTO is sponsoring a talk on “The Adolescent Brain & the Physiology of Addiction: Effects of Taking Drugs on the Brain” at 6:30PM Thursday September 20th at Tahanto Regional High School. I have included a flyer in your packet if you would like further information.
* On a recommendation from the Chair of the Finance Committee I have been working with Sue Gordon from Bercume Associates to create an updated version of our performance evaluations. She has provided me with a new Performance Evaluation form that we can begin to implement here at the Town Hall. If the board decides to approve and accept the updated performance evaluation, we can schedule a time for Sue Gordon to come in sometime in November to train managers on how to utilize the evaluations with their direct reports and begin to have employees participate in their evaluations in December of this year. The plan is to have the evaluations completed by the end of December/ early January and will be kept in their Personnel files.
* The School Committee met on Thursday, August 28th and discussed the request to erect a memorial of some sort to the late Jay Corcoran who died in the September 11th terrorist attack in NYC. To summarize, the three school committees have already put a policy in place last year that prohibits permeant memorials. One option they suggested was to increase the Corcoran awards that are currently presented at BES to include some sort of gift of further recognition to include Jay. They would be happy to meet with the board in the future if you are interested in discussing further. I have included their response in your packet.

**Report of the Highway Supt. to the Board of Selectman:** Included in packet

**Report of the Fire Chief to the Board of Selectman:** Unable to attend meeting

**Report of the Building Inspector to the Board of Selectman:** Unable to attend meeting

**P&R to discuss Center Court Improvements – Bonnie Johnson:**

* Update and breakdown of space; basketball court is done. At this point we have spent around $3K.
* Tennis courts fence is updated. Looking to finish that on the fencing instead of replacing them.
* Tree work needs to be done; Trim up 6 of the trees and remove 7. Steve Mero and Dennis Barren are going to be working together; goal is to be done by the end of September because of using the trucks and equipment.
* Looking to start the process of ADA walkway to tennis courts
* Lighting for Tennis and basketball courts; received an estimate of $20K. It will be on a timer, so we are able to turn it on and off.
* Phase 2: Looking to fix the tennis courts. Saved $8,400 by repainting fence instead of replacing it
  + Jim Woods stated that the have been resourceful!
* Looking to get an Article on the Warrant
  + This would come out of free cash
  + Jim Woods stated that he is okay with putting it on the warrant
  + Mike May suggested that they look into how the stumps are going to be removed. If they are not ground out to grade, then they will rot and might cost a lot more money than they were planning on.
* Put ADA compliance restrooms at the parks
* Town does not have an open space plan
  + Eligible for a $100,000K grant and need an open space plan on file
  + April mentioned that the conservation commission needs another member and from that point we can move forward

**P&R Appointments: Claudine Underwood**

* Elected position: Jamie Underwood recused himself due to relationship with Claudine
* Bonnie Johnson nominated Claudine Underwood onto the Parks and Recreation Board; Kevin 2nded. Voted all in Favor.

**Approve/Authorize Chair to sign Town’s Notice of Intent for the Small MS4 General Permit**

* Presentation was given to each board member; located in BOS packets
* Here to discuss Town Water Storm Water Program
  + Asking to certify the NOI to allow the Town to discharge storm water to local water bodies
  + Delegate assigning authority for future storm water reports to the Town Administrator
* Chip: We are in year 14 or a 5-year program; Need your signature because this is due prior to your next meeting
  + Have funding now, however it looks like they will need more
  + Boylston is in great standing with the EPA
  + Impact on the town? Yes, it’s a continuation of the same categories of work, it’s just a little more.
  + Cost Impact? They will get that information to the board.
    - 5 Year projection - $117,000K
    - Will get more figures for the Board.

*Mike May motioned to authorize the chair to execute the NOI on behalf of the Town of Boylston. Jamie Underwood seconded. Voted all in favor.*

*Mike May motioned to authorize the Town Administrator to sign such administrative paperwork and routine filings and authorize outside of the chairs activity. Jamie Underwood seconded. Voted all in favor.*

**VHB to discuss Cross St. Extension 4 Way Intersection – Greg Russell**

* Presentation of School Street and Cross Street Ext.
* Intent of design was to use the existing topography to minimize earth work and minimize impacts to personal property.
  + Cross Street will be a continuous flow
  + Due to the amount of traffic, this intersection does not warrant a 4 way stop
    - 200 vehicles per hour for 8 hours = what warrants a 4 way stop
  + Extension is 25 mph because of vertical
* Police Chief: Let’s make sure we don’t lose sight of Cyprian and School Street
  + Fixed that and accidents are gone
  + Most of the traffic at School Street and Cross Street is in the morning and night because of commuters
* Projecting based on the numbers from FedEx:
  + 300 Lefts over 1 hour
  + Issues with the right turn lane: Hard for someone to get through to right turn lane
* Jamie suggested maybe putting a yield on Cross Street, Mike agreed
* Mike May: How close are you to bid documents?
  + Answer: 1 month
  + Shrewsbury to look at it, make any comments, and then finalize the package.
  + For us, the biggest thing would be the drainage system. It is not a closed drainage system.
* Carrying water line, the limits of the full depth of the construction
* Mike May: NOI, is the concern the cost of time? Answered: Little bit of both.
* Suggested laying it out with the changes suggested and then presenting to the board
  + Rough draft would be done in a day or so
* Goal is to take any comments by beginning of next week, wrap it up over the next week or two, work on bid documents, and then file with the planning board by the end of the month

**Berlin Boylston Public Safety Feasibility Study**

* Meeting with CMRPC – See if we can combine the Boylston and Berlin Fire and Police
* Jamie mentioned the feedback that he has received from the town is that he does not believe this is a project we should be chasing right now
  + 10K to initiate a study
  + Berlin is the 5th town we call when there is an issue
  + Moral of town employees is going down
  + Both Fire and Police Departments have done an incredible job over past 15 years
* Jamie stated that we see our own departments growing and does not see a need to push towards the regionalization; stated he wanted it on record; he is saying no towards the $10K for the study and it is not the direction we need to take at this time; Jim Woods agreed.
* Mike May stated that they were asked to come to a meeting to evaluate the potential of a study that would do a critical assessment of two towns public safety departments. It is not about the chiefs, the changes in leadership or retirement, any of those things. As a board, we should have an obligation to look at what the assets are, what he resources are, and how well our public safety departments are set up for the next, 5, 10, 15 years for our Town. It was a meeting to discuss a study that would access the needs of both the police and fire and then look at how those needs would be met over time; it was not an endorsement for regionalization.
* Resident Matt mentioned that he feels we should go to the town employees first (Chief of Police and Fire) and see what their thoughts are first and go from there.

*Jamie Underwood made a motion that we will no longer approach or more forward with any Berlin Boylston Feasibility Study. Mike May seconded. Voted all in favor.*

* Chief of Police stated that he believes that the regionalization is NOT needed.
  + We would lose dispatch with this regionalization
  + You would have one chief in one town and a chief in another town
    - Unacceptable to residents; they are working chiefs
  + Experts told us to build a new Police Station; disregard Morning Dale?
* FBI does stats:
  + Last stats that they had in NE per 1,000 residents = New England 2.3 / Boylston is at 2.25
  + Number of full time employees: FBI NE: 3.0/ Boylston 3.1
  + Number of full time PO’s in North East per 1,000: NE 2.6/ Boylston 2.3
  + Number of full time all employees in North East per 1,000: NE 3.1/Boylston 3.1
* We have an idea of what our Departments need
  + If I put in for funding, then I need that.
  + I think we have a good idea of how we want to grow, and I appreciate Matt for making that comment by asking the people on the ground first.

**Permit Application, Boylston Education Foundation One Day Liquor License for Vendor Fair/Fundraiser at Town House 12/14/18**

* Nicki Fox-Tapper; President of BEF
* Looking to have a sip and serve

*Mike May motioned to allow a One Day Liquor License for Vendor Fair/Fundraiser at Town House 12/14/18. Jamie Underwood seconded. Voted all in favor.*

**Request to waive One Day Liquor License Fee requirement for Boylston Education Foundation event**

*Mike May motioned to waive the One Day Liquor License Fee requirement for Boylston Education Foundation event at the Town House on 12/14/18.*

**RFP – Compass Pointe Paving**

* Opened the RFP on 8/23/18
* Aggregate Industries came in as the lowest bidder at - $64,725
  + We have a little over $90K left on that bond

*Jamie Underwood made a motion to accept the bid for Compass Point Paving through Aggregate Industries Northeast region for $64,725. Mike May seconded. Voted all in Favor.*

**Citizens’ comments:**

HR Audit Assessment by Collins Center

* Are you planning to present that to the town in future meetings?
* Are you almost done with recommendations from that report?
  + April stated that the Collins Center gave their final report in March, and Marty let them know that we will not be needing them to come in and give an overview.
  + April also mentioned that there was an oversight on the Collins Center end on posting it on the website as complete. It is complete however they have no posted it yet.
  + As far as the information from the Collins Center is that their recommendations do not jive up with our bylaws. Unless we write a charter for the town, we can’t make any changes to go against our bylaws.
  + Her focus is the employee handbook. Do we wait for an HR employee to continue with this?
  + We don’t lose any money regarding the grant as we have fulfilled our end of what needed to be done.
  + We are waiting on Town Counsel to give recommendations regarding the HR position

*At 8:35 PM Mike May motioned to adjourn; Jamie Underwood seconded; voted all in favor.*

The meeting was adjourned at 8:35 PM.

Respectfully submitted,

Alison Mack, Assistant to the Board of Selectmen

**Meeting Materials**

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| Agenda | On file in Board of Selectmen’s Office |
| Meeting Sign-In Sheet | On file in Board of Selectmen’s Office |
| TA Report  Crime Statistics | On file in Board of Selectmen’s Office  On File in Board of Selectman’s Office |
| Volunteer to Serve Form – C. Underwood | On file in Board of Selectmen’s Office |
| Storm water Program Notice of Intent | On file in Board of Selectmen’s Office |
| Meeting Minutes 4/24/18, 4/27/18, 8/13/18  Highway Superintendent Report  VHB Memorandum | On file in Board of Selectmen’s Office  On file in Board of Selectmen’s Office  On file in Board of Selectmen’s Office |