



Board of Selectmen

Date of Meeting: Monday, February 11th, 2019
Time: 6:00 PM – 7:26 PM
Members Present: Chairman James Wood; Selectman Mike May and Jamie Underwood;
Town Administrator, April Steward; Town Counsel, Stephen Madaus and
Administrative Assistant to the Board, Alison Mack

The meeting commenced at 6:00 PM.

Financial Warrants were signed in agreement.

Pledge of Allegiance was recited.

Selectmen's Meeting Minutes: The minutes of 12/17/18, 1/14/19, and 01/28/19 were presented.

Jamie Underwood made a motion to accept the 12/17/18 meeting minutes as written, Jim Woods seconded, Voted all in favor.

Mike May made a motion to accept the 1/14/19 meeting minutes as written, Jim Woods seconded, Voted all in favor.

Jamie Underwood made a motion to accept the 1/28/19 meeting minutes as written, Mike May seconded, Voted all in favor.

Budget Discussion with Finance Committee:

Selectman's Budget:

- Put in cost of living increase for salaries; went down significantly because we were carrying a large number for when Marty McNamara left; bringing it down by 22%
- Training: Added money into the TA and less into staff because of April's Procurement License.
- Electric Vehicle: Should be down to zero because we are no longer using it.
- Pension expenses: Went up 9.17%
 - Other items, I went off what spent so far in this fiscal and last year's fiscal
 - Street Lighting: Continues to decline due to the LED lighting that the Light Department put in
- Health Insurance and Workers Comp: hearing good news but not hearing exact numbers... may be flat. Put in for an 8% increase to be on the safe side.

Mike May asked what's the drivers on the Pension expenses. April mentioned that what tends to drive it would be people retiring. David Butler mentioned that the schools are going to have an impact on these items and it will all get straightened out within the next couple of weeks.

Expenses for Municipal Office Building:

- Hillside Revolving Account: Salary Increase for the Hillside Tech.

- Trash Disposal: Went up significantly; may need to look at getting another dumpster company. There are multiple dumpsters around town that are paid for separately by their respective departments. David Butler suggested getting all of the dumpsters into one company.
- Alarms: Old Town Hall was never alarmed and the Fire Dept needed an alarm as well. Those prices to pay for the annual contract have been coming out of Hillside revolving Account.
- Town House Line: Seeing that this is also under a Norel contract; that's the increase for the last line monitoring. Supplies went up \$50.00.
- Moderator: No Changes
- Veterans Service Agent: Increase; Subject to FinCom and bumped up a little bit with their expense line
- Dog Officers: Increase, No increase in their expenses
- Tax Title Custodian: No change in expense lines
- FinCom: Expense line remains flat

David Butler asked the FinCom Board if they had any questions and there were none. He pulled spreadsheets and wanted to give a quick snapshot of what they are showing right now.

- FedEx and New Growth: Shows Increase Growth of \$718,047, however we have not heard anything from the schools yet
- Highlights: Assessors, big expenses that are uncommon. \$63K
 - Appraisal every 10 years that needs to be done
- Police Department: Asking for a \$178,000 increase.
 - 41,000 is a cruiser that should have been in last year, but it wasn't
 - Total would be \$137,000 this year
- Dispatch: \$11,000 increase
- Building Inspector: \$17,000 increase
- Highway Dept: \$235,000 increase; \$200,000 of that money is for road repairs; hoping to make a dent into the roads around town
- Library: \$24,000 increase
- Benefits: On the books we have a \$150,000 increase; Hopefully that health insurance will come down, but we will have to wait and see
- Available Funds: David Butler suggested that we use a growth figure of \$275K
 - It was \$290,000 the year before last and this year it was \$310,000
- FedEx Portion: Isn't what we thought it was going to be. Hoping for \$1.5million tax project; looks like the tax input is only going to be around \$922-\$930K; significant difference. We aren't sure why the value is at where it is, and David believes that we should look into how we derived the value we are taxing them at.
 - The FedEx final building is assessed at \$48 Million and last year we captured \$36,928,000, so we are picking up the difference there. David mentioned he is estimating \$8 million for personal property.
 - He suggested getting professionals involved to value the building, the land, and everything else. Might be about \$4k-\$5k for the appraisal.
 - Only going to add about \$305K in revenue stream from FedEx this year

David mentioned that this is just a snapshot of what's been requested; we haven't made any cuts at all yet to what has been submitted.

Mike May stated that there has been some talk around town about the FedEx Property Value and that when people saw in the paper that the property was sold for \$93,000,000 it was the tax base number; He wants it to be known that this was not the tax base number, it was the value the developer realized from the income stream that comes from that property and the underlying asset is the real estate that supports that. The appraised value is what we are going to go out and get from a 3rd party.

David Butler mentioned that what they do is FedEx has a lease for x number of years, so when selling the building it includes the value of the lease; which all gets capitalized and that's how it gets valued. It looks a lot more than it is.

David finished by stating that FinCom is currently on hold until they get all the information from the schools. After that, they will get back together to figure it all out. Hopefully by then April and David will be able to see what they are pulling out of this budget for the schools; they are early this year, so he believes they are looking good. Jim Woods asked how much free cash we currently have, and David responded with \$1.2 Million. David also stated that there is no reason to spend all the free cash every year and would like to see us be a little bit slower with the spending of that money.

Report of the Police Chief to the Board of Selectman:

Crime Statistics were presented.

Chief's Schedule:

- Jan 16th – Met with new Assistant Deputy Superintendent to discuss active shooter training; Received 5 LPS-7 portable radios which allow you to hear calls all over the state and will allow us to contact them
- Jan 17th – Sgt. Annunziata attended a sane hearing at Court House
- Jan 21st – MLK Holiday: No Issues
- Jan 21st – 11am-7pm Officer Wiles first shift and then followed up with a day shift right after that. He is working out well.
- Jan 29th – Boylston Crisis Team at Tahanto
- Jan 29th – 6:30pm Social Media Training at the Town Hall
- Feb 7th – Ticket Hearings at Clinton District Court
- Feb 8th – Nashoba Valley Dispatch requested two Boylston Officers to Clinton. Individual was in a tree stand outside but by that time the Officers were long gone.
- Feb 8th – Met with Police Officers Union rep regarding upcoming contract negotiations
- Feb 11th – Meeting with FinCom
- Feb 13th – Central MA Chiefs meeting in Webster – unable to attend
- Feb 18th – Presidents Day Holiday
- Feb 26th – Finger print machine being installed
- Feb 27th – Training Day on fingerprint machine
- Sgt Annunziata and Detective Patrolman Parker will be attending a Children with Autism training at Worcester State

- March 12th: Performance Evaluation Training at the Town Hall
- March 18th – Family sick day for wife’s medical apt
- March 21st: Annual Physical in Shrewsbury Center

Jan Arrests = 0, Feb = 2 so far.

Report of the Highway Supt to the Board of Selectman:

- Regular winter maintenance: Tree trimming, signage repair, open up waterways, backfill in some areas, patching on Cross St and other roads. Visits the site for the new road at least twice a day so we are up to speed on what’s going on. Plowing, we have been out 4 times; treated 37 times as of November 16th, last year we treated 37 times throughout the whole season. Getting close, within \$60,000 of budget; we will probably be looking for an approval for an over expenditure on the snow and ice budget.
- New Hire Greg Rosak; everything is going well, he has 8 years of municipal work, and seems to be a great fit

Report of the Fire Chief to the Board of Selectman:

- Brief rundown of what has been going on from the beginning of the year till tonight.
- Budget Figures: Provided the BOS with additional information on the additional staff position he is asking for. FinCom has not seen the additional staff request yet.
 - Having trouble filling the second position; Boylston has the lowest pay dept in this general area
 - Hoping to fill one of those positions with a permeanant position, then we would only have to fill one per diem position
 - Because we are not able to staff multiple calls happening at the same time, we have to give these calls to other towns; giving away around \$20,000 in revenue to other towns last year
 - Both vehicles will be paid off this year so that’s over \$200,000 in debt that will not go towards this year
 - Dumpster Fees: Substantial fees; two-year contract with Waste Management and its \$2,500 to buy out of the contract. Is not happy with Waste Management and would like to go a different route when their contract is over
 - Expense Increases: Vehicle Maintenance and Supplies. We are seeing an increase in the cost of supplies and realizing the aging fleet is costing money on repairs
 - Believes it might be time to look into billing for the Fire Dept. Some pros and cons to doing this; he will get some numbers for us.
 - 78 calls in January; just emergency calls

Report of the Building Inspector to the Board of Selectman:

- Building Permits Report was submitted
- Jan is looking good due to having less snow and giving people the ability to work

Municipal Light Department: Update from Mark Barakian

- Light Dept. is looking to extend the pole line from intersection 70/140 North to West Temple Street. Adding 17 poles. Was not sure if he needed permission from the board so wanted to come here to let them know and ask.
- The poles will be on the right-hand side to match up with the ones already existing
- Tree cutting will need to be done; has not received anything back from tree cutting companies
- Needs to speak with Steve Mero regarding the DCR property
- The purpose of this is that there are two circuits that run from the substation into town going through West Temple Street and 140. There has been talk about getting at least one circuit that would be strictly for 140 and the other circuit could be broken up and used throughout town. This would help with any development coming on 140

Jamie Underwood made a motion to approve the addition of 17 poles to 70/140 intersection going North and provide a proper plan that documents the location, Mike May seconded, Voted all in Favor.

Town Administrator's Report to the BOS:

1. 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 11th.

Mike May made a motion to open the warrant on Feb 11th, 2019 and close the warrant on March 11th, 2019. Jamie Underwood seconded, Voted all in favor.

2. The Police Union and the Dispatchers have begun negotiating their contract agreements as their contracts are due to expire on June 30, 2019. I would ask the board to appoint a member to be the representative for contract negotiations which should be anticipated in March.

Jamie Underwood made a motion for Jim Woods to enter into contract negotiations representing the BOS. Mike May seconded, Voted all in favor.

3. I included in your packet a budget notification and compliance certification policy from the State Reclamation & Mosquito Control Board. The document shows their preliminary proposed budget amount for FY20.
4. Ali will need to know who the board would like to dedicate the Annual Town Report to. She has a list that the board can look at and get back to her your feedback within the next week or so.
5. I have a meet and greet type of meeting set up with FedEx on Wednesday, February 13th. It will be a good opportunity to meet their management team and to have an opportunity to see how things are going with their operation.
6. We have fulfilled the obligations delineated in our Inter-Municipal Agreement with the town of Shrewsbury to have them transfer over the \$100K for the Cross Street project. I have sent all the required documents to them to begin the process.
7. I have an update from VHB on the Cross Street project. Lynch has finished clearing the site, installed erosion control and has begun grading and earth removal. They've also

conducted the borings for the proposed signal mast arm. They were off most of the week of January 7th and the week of the 14th for internal training. They are currently excavating for the drainage basins and are expecting to begin installing the drainage pipes/structures next week. Their current intent is to continue excavating and removing soil from the site until the roadway and drainage features are formed to subgrade. Weather dependent they will begin forming the subbase moving forward. Due to the weather they don't intend to do the water work until spring. A filed report is included in your packet for your information as well.

8. The MMA is pleased to announce their annual 8th grade essay contest. This contest was created to raise awareness among students about local government, and to encourage students to take an active interest in their hometown government. Unless the board has any objections, I plan on submitting the commitment form to the MMA and they in turn will reach out to our superintendent and principal and send them the contest rules and information.

Open Space Plan Discussion:

April stated that Bill Manter came in to discuss the Open Space Plan; the open space and rec plan expired in 2008. April reached out to CMRPC to help with the plan and they sent a proposal for what it would entail and cost. There are 11 aspects of the plan that would need to be met; its extremely detailed. Jamie Underwood stated that he believes the driving force of this discussion is that Boylston is running out of space for fields for sports. April also stated that this would open us up for different grants throughout the state and if we do not have an open space plan we would not qualify for them. The entire process would take between 10-12 months. Bill Manter stated that although we see this at a local level as need this for more fields, this is really an overview that we need this open space plan and are long overdue for it; its like pay to play and if we do not have this plan we can't qualify for grants that other departments may be wanting to go for. This is where CMRPC comes in, they do this for small towns. He stated that this should go to the Open Space Planning Committee but mentioned that he isn't sure who else is on it besides himself. Jim Woods stated that we need some more people for that committee. Bill stated to qualify for future grants this is very important and gave the analogy "do you buy or lease the car, or once every eight years you have to pay a lot of money and rent the car." It will last for eight years and believes its worth doing sooner rather than later. April mentioned there is a current grant opportunity available and is hopeful it will open again because since we currently do not have this plan, we can't go for it. Jim Woods asked what the cost of the proposal is, and Aprils responded \$8,500. Bill Manter stated that a lot of this is going to be taking the 2008 plan and tweaking a few items. Mike May stated that this should get onto the warrant and discussion ensued regarding who places it on the warrant. Bill Manter stated that we need to form a 5-7-member committee and get ahead of this; if anyone in the town feels spirited about this, they should join the committee. April stated that she will make sure to get this in the newspaper.

Review/Approve Disclosure by Municipal Employee of Part-Time, Call or Volunteer Services to a Police Officer, Fire Rescue or Ambulance Department as required by G. L. c. 268A, § 20(f): April C. Steward, Sergeant Robert C. Thomas, Jr.

April stated that it was brought to her attention that they should both have disclosures forms on file to show that employees are getting paid by more than two departments in the same municipality. Jamie Underwood asked if everyone's superiors would agree with them working in another department. Jim Wood stated that they would be the ones giving approval to April and didn't see an issue with it. Discussion ensued regarding the how this was handled previously and if there is any conflict of interest; it was determined there wasn't any.

Jamie Underwood motioned to approve the two applications from April Steward and Sergeant Thomas per MA G. L. c. 268A, § 20(f) as required by law for on call or volunteer services to work in different departments. Mike May seconded, Voted all in favor.

Review/Approve and authorize chair to sign Requisition no. 1 for Cross Street Project:

Mike May motioned to approve Requisition Application no.1 for payment by the Town in the amount of \$38,337.25 under the contract that J.H Lynch and Sons for Cross Street Extension dated 01/25/2019. Jamie Underwood seconded, Voted all in favor.

At 7:26 PM Mike May motioned to adjourn, Jamie Underwood seconded; Voted all in Favor.

The meeting was adjourned at 7:26 PM.

Respectfully submitted,
Alison Mack, Assistant to the Board of Selectmen

Meeting Materials

Agenda	On File in The Board Of Selectmen's Office
Town Administrator's Report	On File in The Board Of Selectmen's Office
Meeting Minutes 12/17/18	On File in The Board Of Selectmen's Office
Meeting Minutes 01/14/19	On File in The Board Of Selectmen's Office
Meeting Minutes 01/28/19	On File in The Board Of Selectmen's Office
2018 Memorium Sheet	On File in The Board Of Selectmen's Office
Open Space and Rec Plan Requirements	On File in The Board Of Selectmen's Office
CMRPC Open Space Plan Proposal	On File in The Board Of Selectmen's Office
EEA Grant Opportunity Summary	On File in The Board Of Selectmen's Office
Application and Cert. for Payment: Cross St	On File in The Board Of Selectmen's Office
Fire Dept Report and Budget Info	On File in The Board Of Selectmen's Office
Crime Statistics Report	On File in The Board Of Selectmen's Office
Highway Supt Report	On File in The Board Of Selectmen's Office
Building Permits	On File in The Board Of Selectmen's Office