



Board of Selectmen

Date of Meeting: Monday, November 18th, 2019
Time: 6:30 PM – 7:03 PM
Members Present: Chair Jim Woods; Selectmen Matt Mecum and Jamie Underwood; April Steward, Town Administrator; and 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.

Selectmen's Meeting Minutes: The minutes of 11/01/19 were presented.

Matt Mecum made a motion to approve the meeting minutes for 11/01/19. Jim Wood seconded. Voted all in favor.

Reports: Town Administrator, Chief of Police, Fire Chief, Building Inspector and Highway Superintendent

Town Administrators Report:

1. I was invited to a meeting at the Police Station to listen to Tower Hill talk to the police department about their plans for their upcoming renovations. Tower Hill is on our agenda to come in and speak to this board on Thursday, November 5th. From what I have heard they are planning on removing the Gatehouse all together and will move if the ticketing process to be located inside the Visitor Center. They are planning on increasing the parking spaces to 520 spaces and will be doing some work where Fuller Drive meets French Drive to improve line of sight and to make the entrance more visible to guests. I don't want to take away all of their thunder from their presentation so I will save the remainder for their discussion with you on the 5th.
2. I will be not able to attend the BOS meeting on Thursday, December 5th as I will be traveling to Great Lakes, Illinois to watch my son graduate from the U.S. Navy Recruit Training Command on December 6th. I will make sure to have all of my information to the board before I leave for my trip.
3. I had a meeting last Thursday with the DCR for our annual update on the ALB Program in town. Program ground survey are currently working in Worcester and contractor teams are working in Boylston and West Boylston. Aerial surveys continue to work the buffer around the Route 140 and Route 70 intersection infestation in Boylston. No infested trees were detected during the reporting period. They did bring to my attention information about another invasive pest

that has been sighted in our location, the Emerald Ash Borer. I have included a fact sheet in your packet if you would like more information.

4. Today is the last day that the warrant will be open for the Special Town Meeting. The warrant will have six articles and I have included a draft copy in your packet. We will have the final review and finalize the warrant with FinCom and Town Counsel on Monday, December 16th.

Jamie brought up that he spoke with the Chief and the Chief mentioned that if the board was agreeable, he would go for the three years instead of eighteen months; there was a term length of three years that was entered incorrectly on the draft document instead of eighteen months. Matt mentioned that a typo is not a good reason to change anything and Jim Wood stated that we will just stick with the eighteen months.

5. I have received eight resumes for the advertised Human Resources Administrator position that was posted for 12 hours per week. Three of the candidates hold degrees in Human Resources and have experience in the field within the private sector. I would like to schedule interviews with the three candidates. Would the board like to conduct the interview themselves or would a representative of the board desire to sit in with me during the interviews? If the board so chooses to interview the candidates as a group, the interviews would need to be held in open session.

Jim Wood suggested that the Town Administrator April and one of the Board members should conduct the interviews. Jim Wood offered to be the other interviewer; interviews will begin Monday, November 25th.

Review Draft MOU with Police Chief and Superintendent Zanghi:

Moving discussion to a later BOS Meeting.

You Inc Property discussion:

You Inc has been having some difficulties and will not be renting out the Flagg Street House for the year of 2020. If they don't start consolidating their facilities, they are going to lose \$460,000 this year. The contract with the Town of Boylston expires on December 31st, 2019 and they have requested to stay as a tenant at will through January 31st, 2020 (Jan 11th was 60-day notice).

Jim stated that repairs do need to get done to the building. Jamie stated that we should check to see if it states anywhere that they need to show us the place prior to them leaving. Matt asked if we found out how much money is in the Hillside receipts and April responded that there is around \$300,000. April stated that the furnace and windows are the next projects that need to get worked on at the building.

Review/Approve BOS Meeting Schedule – January through March:

The board approved the meeting schedule at this time.

Review/Sign 2020 License Renewals (Business/Retail and Alcohol):

Jamie Underwood made a motion to approve the business licenses as submitted for 2020, Matt Mecum seconded. Voted all in favor.

Matt Mecum made a motion to approve the Alcohol Beverage Licenses as submitted, pending approval from the Building Inspector and the Fire Chief, Jamie Underwood seconded. Voted all in favor.

Intention to Lay Out as a Public Way - Cross Street; refer lay out plan to Planning Board for recommendation:

The As-Built plan shows that the former section of Cross Street is labeled as a Public Way and marked as pavement millings and not pavement. Jim Wood stated that the reason they wanted to do this now is because the Town has a liability risk with the Street; it currently has signs posted saying “pass at own risk”. April mentioned that once we have this accepted as a Public Way, those signs will come down and it greatly reduces the Liability for the Town if there is an accident there.

Jamie Underwood made a motion that the Board of Selectmen vote its intention to lay out the following way: Cross Street for its entire length running Easterly from Shrewsbury Street from Station 200+46.02 to Station 205+30.04 for a distance of approx. 414.8 ft along the center line as shown on the plan of land titled “Acceptance of Plan and Profile of the Extension of Cross Street to Shrewsbury Street in Boylston, MA. Prepared for Town of Boylston, Prepared by Thompson-Liston Associates, Inc., 51 Main Street, Boylston, MA”. Dated 11/06/19: a vote on said layout to be made at a meeting of this Board to be held on December 5th, 2019, and to direct the Town Administrator to file a copy of the roadway acceptance plan with the office of the Town Clerk forthwith and to further provide that the proposed layout of the way is hereby referred to the Planning Board for report in accordance with MA General Laws Chapter 41 Section 811. Matt Mecum seconded; Voted all in favor.

Matt asked if we found out if there were any lots with enough frontage that we could do anything with. April responded yes, Parcel #14 and #13 on the acceptance plan, we could possibly look at getting approval; we can request approval at the Annual Town Meeting.

Board to review/approve Pay Requisition no. 7, no. 8, and Change Order no. 3 and authorize the chair to sign:

Matt Mecum made a motion to authorize the chair to pay Requisition no.7, no. 8, and Change Order no.3 and authorize the chair to sign. Jamie Underwood seconded, Voted all in favor.

Salt Contracts: Town Administrator April Steward received salt contracts for the Highway Dept; two salt distributors. In the contract, it required a signature from the Town Administrator. April stated that the board would need to authorize the Town Administrator to be able to sign the contracts.

Jamie Underwood made a motion to approve the salt contracts and authorize the Town Administrator to sign; Matt Mecum seconded. Voted all in favor.

Boylston Post Office:

Jamie brought up that the Board had recently requested a letter be sent out to the USPS regarding the Boylston Post Office. He stated that someone at the Post Office had reached out to him and stated that, A) We did not try to contact them and B) they explained different regulations and

processes in which the mail is sorted. Matt stated that it doesn't change anything for him and reinforces that they should have sent out the letter, and that they sent the letter out to the right person. Jamie mentioned that the letter stated we tried to contact them, and that he was told we didn't contact them. Matt informed Jamie that the letter was in response to dozens of resident's complaints, that he stands by the letter, and his job is to represent the people in town and not the Post Office. Jamie reiterated that the point he is trying to make is the letter was factually incorrect. April stated that she spoke with the Post Master directly, and Jamie stated that isn't what he was told.

At 7:03 PM, Matt Mecum made a motion to adjourn, Jamie Underwood seconded. Voted all in favor

The meeting was adjourned at 7:03 PM.

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

Meeting Materials

Agenda	On File in The Board Of Selectmen's Office
Meeting Sing- In Sheet	On File in The Board Of Selectmen's Office
Town Administrator's Report	On File in The Board Of Selectmen's Office
BOS Meeting Minutes 11.01.19	On File in The Board Of Selectmen's Office
You Inc: Letter to BOS	On File in The Board Of Selectmen's Office
Acceptance Plan and Profile: Cross Street	On File in The Board Of Selectmen's Office
BOS Meeting Schedule Jan – March 2020	On File in The Board Of Selectmen's Office