



Board of Selectmen

Date of Meeting: Monday, December 16th, 2019
Time: 6:30 PM – 7:39 PM
Members Present: Chair Jim Wood; 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:

Reports: Town Administrator and the Fire Chief

Town Administrators Report:

Full Report is On File in The Board of Selectmen's Office

1. The transportation staff of the Central Massachusetts Regional Planning Commission (CMRPC) has concluded their 2019 Traffic Count Program activities. I have included in your packet the data that was collected over the summer. The CMRPC maintains a comprehensive database of traffic counts and traffic information. The link provided allows each town to view past Traffic Count Data, CMRPC's interactive Traffic Count Map, and other information on each town in the CMRPC's planning region.
<http://cmrpc.org/regional-traffic-counting>
2. With the appointment of our new HR Administrator, I would like to have the board approve a job description for the position. I have included a copy in your packet for your review and feedback.

Jamie recommended that the wording of how the HR Administrator reports to the Town Administrator in the job description be changed/taken out; "The purpose of this position is to provide human resources services to the town and to provide employment related support and guidance to the Town Administrator."

Discussion between the board on the wording continued. Jim Wood stated that if there was an issue, it would go from Jeff, to April, and then if the issue can't be solved, it comes to the Board.

Jamie Underwood made a motion to accept the HR Administrator description as written, with the modifications made, Matt Mecum seconded. Voted all in favor.

3. We are hosting our annual Holiday luncheon here at the Town Offices on Tuesday for our employees. I am hopeful that the snow will be light, and all will be able to attend.
4. I would like to inform the board that I will be taking December 23rd through December 27th off for vacation.
5. Budgets are due back to me by December 26th. I have already begun to receive some department information back. Budget Hearings are set to begin with the Finance Committee on Monday, January 27th.
6. Subsidized Housing Inventory Biennial Update: The DHCD is in the process of updating the 40B Subsidized Housing Inventory. Enclosed for our review is DHCD's current SHI record. I am waiting for information back from Sun Bank Village to provide the DHCD with adequate documentation showing that those units should still be considered affordable units.

April mentioned that we are advertising for the Affordable Housing Committee and if any resident is interested to please reach out.

Fire Chief:

Chiefs Statistics: were presented
October and November 2019

Small increase in Inspections in November.

Fair amount of mutual aid in last few months; covered the Worcester Station when the services for the Firefighter who passed away occurred.

25 instances where we required Mutual Aid; transport

- Broad range estimate: \$36K in potential lost revenue
- Bill around \$1,400 on avg per call

Fire Calls for 2019:

- Never met the NEP standard for the number of personnel at a fire call; averaging about 3-4 people per call and are supposed to have about 10.

Discussion on Regionalization with West Boylston Fire Department: Joe Flanagan:

Boylston does not have the staff during the day to cover; they have on call staff, but we can't expect them all to work every day.

Concerns:

- Loses a lot of staff during winter; a lot of staff members plow snow
- Fires; will not have a sufficient number of workers to handle fire
 - not hitting standards regularly
- Harder time finding students for the EMS program; issue is that they are not firefighters too; it's a band-aid solution

Matt asked the Chief what suggestions he may have in how to retain on call fire fighters. Joe stated that our firefighters do not get paid for training, they only get paid for calls, and we require a lot

of training. He also mentioned some communities use tax abatements to help them out. He is open to other suggestions.

The amount that it would cost to achieve what Joe is asking is \$76/per household per year

- \$147,700.30 – for both (salary)
- \$25,000 per person for benefits

Inspection Costs:

Look into inspection costs; have had the same inspection costs for about 15 years. Joe mentioned that there is a

April asked if the fees need to be approved at Town meeting and Joe said he believes that it just needs to be approved by the Board of Selectmen. Another aspect is that there are three full timers, its really hard for them to take vacation. If there are 5 full timers, it will make it more flexible for staff to take vacations.

Fire Department Inspections:

- Completed; Joe signed off on all certificate of inspections for ABCC Licenses in town

Grant:

\$2,500 Grant received; Structural firefighting gear

- Washing Gear/Replacement Gear
 - Boylston does a great job at keeping their gear clean
 - Grant allows us to buy a second set of gloves; area mostly contaminated
- Next Round of Assistance Fire Fighter Grant Program; delayed
 - Supposed to open in January; should reapply for SEB Grant
 - Hurt based on communities' income

FEMA is allowing 2 grants:

- Recommended vehicle grant (given the age of the fleet, should be an ideal thing to go for)

FEMA would like to see consolidated apparatus:

- Joe recommends a quarter rescue pumper truck
- Subject to the grants and when they are going to be released; we may not need it to the following year. There is a year and a half build out on a new vehicle.

Appointment of Human Resources Administrator: Jeffrey Vander Baan:

Jeffrey thanked the Board and appreciated their kind words; he stated that he was looking forward to working for the fine Town of Boylston. He looks forward to hitting the ground running and working with everyone in the Town.

Jamie Underwood made a motion to appoint Jeffrey Vander Baan as the Human Resources Administrator, Matt Mecum seconded. Voted all in favor.

Joint Meeting with Finance Committee: Final review of Town Warrant:

Review of all articles.

The Board took the advice of FinCom from last year; no free cash or money requests

Article 1: To Accept Cross Street as a Public Way

Article 2: Petition the General Court to adopt a special act; extend the Police Chiefs contract through December 21st, 2021

Article 3: Gough House; Ask permission from body of residents to extend the lease and allow a lease not to exceed 30-years for the Town Owned property; Will allow HRP to go for grants

Article 4: Flagg Estate; Ask permission from body of residents to extend the lease and allow a lease not to exceed 30-years for the Town Owned property

Article 5: Amendment to Personnel By-Law; Offer Dept Head Contracts if the Board so chooses to do so. Highway Dept Superintendent; Steve Mero.

Article 6: Amendment to the Right to Farm By-Law; Removing Disclosure Notification; They have to take an extra step to notify the town that they notified the buyer their it is a Right to Farm Community.

Matt Mecum made a motion to accept the warrant for the Special Town Meeting on January 13th, 2020 as written, Jamie Underwood seconded. Voted all in favor.

Vote/Approve Chair to sign DOTGov Domain Authorization Letter:

Jamie Underwood made a motion to approve the chair to sign the DOTGov Domain Authorization Letter, Matt Mecum seconded. Voted all in favor.

Vote to layout the way Cross Street:

April stated that the Planning Board has looked over the plan and recommended approval. Jim Wood stated that he is good with it.

Matt Mecum made a motion that we lay out the way of Cross Street for approval at Special Town Meeting, Jamie Underwood seconded. Voted all in favor.

Selectmen's Miscellaneous:

Master Plan:

Matt Mecum asked April to schedule a meeting with the Sterling Town Administrator to talk about their master plan. Northborough is doing it as well however, Sterling is a more comparable town.

- Set up initial discussion with April and a Board Member
- Matt suggesting inviting someone from the Resident Advisory Board
- April agreed and mentioned someone from the OSRPC could also attend
- Sterling's goal was to be a more senior based community
 - Tried to add some focus to the seniors; things in the parks and around town, promoting exercise, etc.

Town Planner:

Look at putting something in the budget for the Town Planner; Annual Town Meeting

- Looking to share with another Town
- They could help with the Master Plan
- Look into salaries of splitting a Town Planner

At 7:39 PM, Jamie Underwood made a motion to adjourn, Matt Mecum seconded, Voted all in favor.

The meeting was adjourned at 7:39 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
Fire Chiefs Report and Stats	On File in The Board Of Selectmen's Office
HR Administrator Job Description	On File in The Board Of Selectmen's Office
January 13 th , 2020 Warrant	On File in The Board Of Selectmen's Office