



## Board of Selectmen

Date of Meeting: Monday, February 10th, 2020  
Time: 6:00 PM – 8:50 PM  
Members Present: Chair Jim Woods; Selectmen Matt Mecum and Jamie Underwood; April Steward, Town Administrator; Town Counsel, Stephen Madaus, and Alison Mack, Administrative Assistant to the Board

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 01/27/2020 were presented.

*Matt Mecum made a motion to approve the meeting minutes for 01/27/2020. Jamie Underwood seconded. Voted all in favor.*

### **Town Administrators Report:**

*Direct Deposit:* Discussion on making direct deposit mandatory: Board is fine with it.

*Meals Tax:* Treasurer supports meals tax. Matt Mecum and Jamie stated they do not agree with it. The Board agreed they do not believe that it is up to them and agreed to put it on as an Article in the next Town Meeting.

*Edgebrook Drive Sidewalks:* Highway Dept received an email for sidewalk repairs. The Superintendent is looking into costs.

*Warrant Open:* 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 9<sup>th</sup>.

*Jamie Underwood made a motion to open the Town Warrant today with a close date of Monday, March 9<sup>th</sup>, 2020. Matt Mecum seconded. Voted all in favor.*

*Legislation Request Update:* Representative Naughtons office has submitted the legislation request to House Counsel for review and they came back with a few clerical adjustments which did not change the nature of the request. The updates have been made and we should be able to see the bill online in a couple of days.

*Holiday Schedule 2020:* I have put together a holiday schedule for 2020. I pushed Holidays that fall on Fridays and Saturdays to be observed on the Thursday before the weekend and Holidays that fall on Sundays to be observed on the following Monday. Please review and approve. The board agreed the schedule looked good.

*COPS Hiring Program:* There is a COPS Hiring Grant that is open now until March 11, 2020. If awarded, this grant would pay up to 75% of any newly hired officer's salary plus fringe benefits for 36 months. I have reached out to the Police Chief to see if this is a grant, he would like us to pursue. I apologize for the short notice; however it requires a quick turnaround.

The Police Chief stated that they have done this before, and the cops were not retained after the time period was up; did not recommend. The board agreed to move forward with pursuing the grant.

*Communication Upgrade:* 2<sup>nd</sup> Department meeting to discuss radio communication; close to have a final number for the upgrade that would need approval at the ATM this May.

*Cross Street and Rte. 140:* Street was designed to limit the amount of truck traffic using the new roadway; there would be a cost to making this change.

Jamie asked if this was a response to the resident's complaint. April stated yes. Highway Superintendent Steve Mero did not agree with making this change.

### **Budget Discussion with Finance Committee:**

- Finance Committee is wrapping up their meetings tonight; they will go over all information and then report back to the Board of Selectmen

*Tax Rate Jump:* Finance Committee did not account for the swap of the Chapter 70 funds from the Town to the Region.

- Should have lowered the towns non-tax revenue; projected wrong tax rate
- Misinformation on revenue side provided to Finance Committee

*Selectmen's Budget:*

- Part-Time Town Planner: Grant potential, Background in Civil Engineering
- General Expenses: 300+ increase
- Education: Apart of Aprils contract; going for bachelor's degree

*BOS Budget:*

- Pension expense: Group Health Insurance and Workers Comp Insurance: does not have final numbers on until the end of this month. Increased by a little bit to be safe, hoping they come in lower. David Butler asked for April to look into when the Pension expense transitioned
- Street Lighting: Going down due to LED Lights being installed
- MOB: Stayed flat
- Audit on Phone Systems: Brought that budget down
- Hillside Revolving: Added on an Assistant Facilities Tech; Bob is looking to keep him on
- College Student; Benefits Eligible

*Alarm Systems:* Increase in alarm systems; upgraded the smoke and fire detection monitoring system through Norel; Police Station, Town House and Town Hall

*Custodial Services:* Tried to get time in alignment with Facilities Tech; person who was responsible for cleaning the Town House was unable to make that change

- Cleaning for Town House will fall under Assistant Facilities Tech role

*Moderator:* Five Dollar Increase Requested

*Veteran Services:* No Change

*Dog Officer:* No Changes

*Tax Title Custodian:* \$10,000 to be put into overlay; New Tax Title Attorney; Helping us clean up properties that are in this position

*Finance Committee:* Reserve Fund; need to gather more information

*Questions:* Look into Pension with school and if we need a credit back since the Town had to continue paying till August 31<sup>st</sup> because of the contract.

*Capital Projects:* Warrant opens today so we are expecting to see some come through

- Highway Department Requests: 2 Trucks
- Radios: Scheduled a meeting for Thursday; COMM buys and all depts who use radio communication
- Gazebo – Lions Club with sponsorship from Clinton Savings Bank will redo the Gazebo
- Master Plan: Split over 2-3 years

*Closing Warrant Articles:* We do not have to close out the Articles, we can vote at Town Meeting to transfer them

### **Report of the Police Chief to the Board of Selectman:**

*Crime Statistics* were presented, On File in the Board of Selectmen's Office

#### ***Chief's Schedule:***

- Dec 9<sup>th</sup>: Attended Ex. Session with BOS
- Dec 12<sup>th</sup>: Communication System Review at PD
- Dec 13<sup>th</sup>: Taser Recertification
- Dec 17<sup>th</sup>: Boylston Holiday Lunch at Town Hall
- Dec 19<sup>th</sup>: Records Management System: Remote Upgrade
- Dec 26<sup>th</sup>: Draft budgets were submitted to the Town Administrator
- Jan 6<sup>th</sup>: Officer out on WC for knee injury
- Jan 7<sup>th</sup>: Berlin/Boylston Crisis Action Team Meeting at Tahanto
- Jan 8<sup>th</sup>: Met with Dragon 88 manager; discussion of detail officer on selective evenings
- Jan 10<sup>th</sup>: Records Management System briefing
- Jan 13<sup>th</sup>: License to carry review
- Jan 13<sup>th</sup>: Special Town Meeting; attended
- Jan 15<sup>th</sup>: Town Report Data given to Ali
- Jan 16<sup>th</sup>: Ticket Hearings at Clinton District Court
- Jan 16<sup>th</sup>: License to Carry Review: Boylston resident
- Jan 17<sup>th</sup>: Semi Annual Weapons Firing; paid for by union
- Jan 20<sup>th</sup>: MLK Day Holiday: No issues
- Jan 23<sup>rd</sup>: Resident; Small Town Law Enforcement Operation
- Jan 27<sup>th</sup>: Budget brief with FinCom
- Jan 30<sup>th</sup>-Feb 5<sup>th</sup>: Vacation
- Feb 6<sup>th</sup>: Officer Off-Duty back injury
- Feb 12<sup>th</sup>: Central MA Chiefs Meeting
- Feb 13<sup>th</sup>: Radio Project meeting at PD
- Feb 17<sup>th</sup>: Presidents Day Holiday
- Feb 19<sup>th</sup>: Dental Apt
- Feb 20<sup>th</sup>: Ticket Hearings; Parker: Clinton murder case
- April 5<sup>th</sup>: BES Bingo Night; Tour the PD
- April 8<sup>th</sup>: MA Chiefs Tradeshow in Marlborough
- April 23<sup>rd</sup>: Annual Physical in Shrewsbury

*Special Town Meeting Warrant Article:*

The Chief mentioned that he couldn't find anything online regarding the Special Town Meeting Warrant Article. April mentioned that she was going to discuss it in her report; It was brought to House Counsel; a few minor edits were done that don't change the content of the Article; give it a couple of days and it will be online.

**PUBLIC HEARING: All Alcohol License, 119 Central Street; Bay Path Barn:**

Chair Jim Wood announced the opening of the public hearing at 6:31 PM. The purpose of the public hearing was read aloud, and it recognized that notice of the public hearing was published in the *Telegram/Item* on January 26th, 2019 and on February 2<sup>nd</sup>, 2020.

Jack Wentzell, representing himself, introduced himself to the Board, described his plans for Bay Path Barn and answered a couple questions the board had. Chair Jim Wood asked if any residents had any questions; Resident Mondri Rambarran and Harvey Clark of 143 Central Street were in attendance to ask questions.

*Discussion:*

- 99+ people: Alcohol being served; Police detail is needed
- 150 people: Without Alcohol; Police detail is needed
- Matt Mecum: Not a day to day bar; only serving alcohol when functions occur.
  - Jack mentioned they will not be serving food; people will have to bring their own or go through an outside vendor
- Hours: 11am – 11pm (During the hours of event; latest serving at 11PM)
- Sprinkler System: Expecting sprinkler system once town allows to move forward
  - PSI line is on their side of the street; easy hook-up
- Resident Mondri R. Comments:
  - At night during events they hear people and are nervous with alcohol being served it will increase. Jamie stated that he isn't looking to go till 1PM however midnight is when functions normally end.
  - Traffic: Will there be a police detail? Jamie stated that depending on the amount of people, there will be a police detail. Jack Wentzell stated that they will have registered bar tenders who will not be overserving people and it will be controlled.
- Wants to maintain the quality of the small town
- Jamie stated that it is safer to come get a liquor license than to allow people to bring their own; more control over the process

Following a review of the Application, Matt Mecum made a motion to approve the application for all alcohol license for Jack Wentzell of 119 Central Street; dba Bay Path Barn of 119 Central Street, contingent on the approval of the Sprinkler system by the Building Inspector, Workers Comp Insurance and Insurance Form; Jamie seconded; Voted: 3 in favor, 0 opposed.

Chair Jim Wood announced that the public hearing was closed at 6:46 PM.

**Permit Application, Bay Path Barn; One Day Liquor License: Wedding – Saturday, March 14th from 2:00 PM – 12:00 AM :**

*Matt Mecum made a motion to approve the One Day Liquor License for Bath Path Barn on March 14<sup>th</sup> from 2:00 PM – 12:00 AM, Jamie Underwood seconded. Voted all in favor.*

**Permit Application, Knights of Columbus; One Day Liquor License: St. Patrick's Day Dinner – Saturday, March 14th from 5:00 PM – 9:00 PM; Waive Fee:**

*Jamie Underwood made a motion to approve the One Day Liquor License for St. Patrick's Day Dinner – Saturday, March 14th from 5:00 PM – 9:00 PM and Waive Fee, Matt Mecum seconded. Voted all in favor.*

**Report of The Building Inspector to the Board of Selectmen:**

Tony Z provided an outline of fee schedule. He stated that it is 80 dollars a difference a building compared to Millbury; our inspectors get paid a lot less than the Millbury Inspectors. Tony stated that they are only going to build 10 units at a time; 32 units whole, but will build 10 units at once, then 12 units and then another 10; he has never seen it before.

Matt stated that we should probably put this on another meeting to review; just because they are doing it this way in Millbury doesn't mean that it's the way Boylston should be doing it. We shouldn't adjust our plan because that's how it was handled there. April stated that she does not like the title of the paperwork as it seems to limit it to this project and Matt asked why we have to adjust our structure of fees to them; we shouldn't have a fee structure that is directed towards a particular project, it should be general and cover everything. April requested that instead of it stating per unit, it should be changed to, per 10 units.

Discussion continued regarding inspection fees; Matt asked for this to be put on the next meeting's Agenda; April asked Tony to bring the table showing the fee schedule that he mentioned for their review.

*Alternate Inspectors:*

In the past, he had a work off relationship with another building inspector from another town; Tony ended up working 6 weeks for him and he never returned the favor.

- Joe McCallian – Retired Building Commissioner for the City of Worcester
- Bently Hurget – Building Commissioner for Foxboro

**Report of the Highway Superintendent to the Board of Selectman:**

*Routine Projects:* Salting, Plowing and Patching Holes

- Tree work at Flagg House; Cleaned up around all three buildings

*Edgebrook Drive Request:*

Received a letter from the Managing Agent regarding replacing the sidewalks at Edgebrook Drive. It is about 5,000ft of sidewalk; replacing them would cost around 60,000-70,000. Going to wait after the winter to assess what the Highway Dept can do over there. First letter received.

*Budget:* Asked the Board to Vote to overspend the snow/ice account

- In 29 days they have been out; they have treated a lot

*Jamie Underwood made a motion to allow the Highway Department to overspend on the snow/ice budget, Matt Mecum seconded. Voted all in favor.*

*Burials:* No burials so far this winter

*Yard waste:* – April 25<sup>th</sup>

- Keeping Boylston Beautiful is doing a cleanup the same weekend; we will have staff there
- They asked to use facility to hand out their kits; gave permission

*Road List:*

- Scar Hill Road; unable to do anything until Water Dept puts in water line
- Columbus and Adams; one project, these are more towards top of list to get done
- Mile Hill Road would be Steve's first choice
- Last leg of Cross Street; lengthy road
- Must attack Central Street somehow over next couple of years; full reclaim and pave
  - if you do a band-aid (chip seal) it would only give another 10 years
  - Chip Seal would be about half of the price; recommends doing full pave

*Three Year Contract:*

- Matt Mecum asked if the three-year contract will be figured out prior to Town Meeting
- Steve said they can't put anything out until May-June; planning to do the three-year deal
- Will have something together within the next couple of months
- April stated that you are allowed to send out to Bid, however we cannot sign the contract
- Steve Madaus stated that you can put it out to bid, but you cannot go into contract for something that you do not have funds for.
- Discussion continued regarding which roads they should focus on first; decided to hold off until they see what funding is available.

### **Report of the Fire Chief to the Board of Selectman:**

*Recap of Dec/Jan incidents:*

- Cyprian Keyes water pipe burst
- Building Fire on Cross Street

*FinCom Budget Meeting:*

- Going to apply for two grants this year
  - Replacement cost is \$630,000 but if we get the grant, we only need to pay 5%
  - Engine 2 is a 96; Primary Engine
- Fire Department is 2% of the overall budget; Town does not support the Fire Department so that is the point that will be made to try and get the grant

*Ambulance Billing:* Auditors are not happy that it is done internally

- Would like to see a third-party billing; Coastal Medical Billing
  - Could get us better collections; 42%-43% collection rate
  - Don't have the time/manpower for it

*Jamie Underwood made a motion to allow the Fire Department to move the Ambulance Billing to a third-party outside agency Coastal Medical Billing, Matt Mecum seconded. Voted all in favor.*

*Fee Schedules:*

- Boylston Fire Department fees are on the lower side compared to surrounding towns; adjusted the amount accordingly; asking for the Boards vote to change the fees effective July 1<sup>st</sup>

*Matt Mecum made a motion to increase the Fire Department inspection fees as written in the Chiefs Report effective July 1<sup>st</sup>, 2020, Jamie Underwood seconded. Voted all in favor.*

*Low Staff:*

- At the moment, the Fire Department is down an employee due to an injury on duty; undetermined return time
- Trying to fill shifts with per-diem employees; not working out too well but will continue to try.

### **Planning Board to Discuss Inclusionary Zoning Bylaw Application: Bill Manter:**

Building Permits: Soon you will see a real estate proposal for the Ram-Whitney site with a building of 400,000 sq./ft.

- Planning Board must set the fee structure
- As apart of the process with the ZBA, you're going to have an order of conditions; building department must work with the developer

*Affordable Housing Units:*

- Bill Manter stated that once You, Inc is not longer incorporated we will lose 4 units; all we will have is Sun Bank Village, and Habitat for Humanity; both are privately owned
- Need to look into Affordable Housing units in town that we do not have listed as such
- Town wide Survey: Beyond the scope of our employees at this moment; Town Planner
- Bill suggested looking at projects that can be seen as a friendly 40B and do not have much impact on the school system
- Boylston is always going to be an upper income town for what we have created for housing here; need affordable housing

*Inclusionary Zoning:*

There should be no confusion on inclusionary zoning that we have been enforcing it and the planning board as much as possible; the three units of subdivision in this town when Bill came on the board were all agreed to and passed by the planning board prior to the inclusionary zoning article that was passed at Town meeting in maybe 2006; therefore they do not fall under Inclusionary zoning bylaw.

- Longley Hill – stalled, dead in the water
- Compass Pointe – Stalled, not doing anything
- Barnard Hill - Lawsuit
  
- Jim Haynes did not have to come back to us, he was operating under the 2005 conditions. Jamie asked about the Gravel pit. Bill responded that our inclusionary zoning bylaw states that anything with 8 or more lots has to have inclusionary zoning; 10% affordable
- Jim Haynes did not want to do affordable as he did not think it would help his sales
- He is giving us per 10 units, the equivalent to whatever the rate in Worcester County is for three units; this will do into our affordable housing fund that Boylston can establish (\$150,000)
- Camp Harrington: The Y put it on the market (26-27 acres), including all the land on Pine Street, and as soon as that concept plan came up of 18 houses, realtors were chasing Bill down and he let them know they would need to have affordable units or compensatory cash; neither happened. What happened was that the developer did buy it, did a three lot ANR, and proposed to extend the bulb and put three more units in and proposed lot 4-A as the rest; asked the town or someone else to have it as a 501-C.
- Bill stated that in the 12 years he has been on the board he has seen this happening. Jamie asked if there needs to be amendments to the inclusionary zoning bylaws. Bill stated that you can not include the ANR lot in it; what you can do is in the order of conditions, you can add in certain requirements.
- Stephen said we need to revisit and review it to produce what we want it to.
- Matt stated that we are starting to try to piece things together instead of hitting the brakes and figuring out what we need to do to do this right
  - We need to put together a Housing production plan
- Jamie asked if it was the Planning Board who made the decision to choose the money over the three lots, and Bill responded yes.
- Discussion continued regarding developments in the town and how an affordable housing plan should be a top priority along with a town planner.
- Bill suggested that we should reach out to CMRPC when looking for a Town Planner; sharing with another town.

#### *Growth:*

Bill advised the Board that the area around the ponds and Morning dale will see growth; going to start to see tear downs. For what you want to see the community change, you might want to start looking at your front setbacks, and your coverage setbacks; you don't want Morning dale to become like newton Highlands; older homes being town down to make this 4,000 sq/ft boxes and then one little cape. It will impact the parking and the traffic in an area that was never designated to have that amount of living space; urbanizing a suburban neighborhood.

- May want to look at the whole inclusionary bylaw and throw the whole things out and put another one in.

At 8:50 PM Jamie Underwood made a motion to adjourn, Matt Mecum seconded. Voted all in favor.

The meeting was adjourned at 8:50 PM.



Respectfully submitted,

Alison Mack, Assistant to the Board of Selectmen

**Meeting Materials**

Agenda	On File in The Board Of Selectmen's Office
Meeting Sign- In Sheet	On File in The Board Of Selectmen's Office
Town Administrator's Report	On File in The Board Of Selectmen's Office
Meeting Minutes 01/27/2020	On File in The Board Of Selectmen's Office
One Day Liquor License: KOC	On File in The Board Of Selectmen's Office
One Day Liquor License: Bay Path Barn	On File in The Board Of Selectmen's Office
Inspection Fee Draft	On File in The Board Of Selectmen's Office
Highway Superintendents Report	On File in The Board Of Selectmen's Office
Fire Chiefs Report	On File in The Board Of Selectmen's Office
Building Inspectors Report	On File in The Board Of Selectmen's Office
Police Chiefs Report	On File in The Board Of Selectmen's Office
Letters from 2 Residents: Public Hearing	On File in The Board Of Selectmen's Office

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