

## Board of Selectmen

Date of Meeting: Monday, July 13th, 2020  
Time: 6:00 PM – 8:27 PM  
Members Present: Chair Jamie Underwood; Selectmen Matt Mecum and Seth Ridinger;  
April Steward, Town Administrator; Stephen Madaus, Town Council, and  
Alison Mack, Administrative Assistant to the Board  
Other Panelists: Board of Health

The meeting commenced at 6:00 PM.

Financial Warrants were signed in agreement.

Pledge of Allegiance was recited.

\*Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Boylston Board of Selectmen will be conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings.

The meeting will be livestreamed from the Zoom Application:  
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### *Confirming Member Access:*

April Steward, Town Administrator recited the following:

Members, when I call your name, please respond in the affirmative.

- Seth Ridinger: Yes
- Jamie Underwood: Yes
- Matthew Mecum: Yes

Staff, when I call your name, please respond in the affirmative.

- Town Counsel, Stephen Madaus: Yes
- Alison Mack: Yes

### Introduction:

April Steward started off the meeting by stating the following: Good evening everyone. This Open Meeting of the Board of Selectmen is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely. The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will feature public comment.

For this meeting, the Board of Selectmen is convening by video conference via Zoom App as posted on the Town's Website identifying how the public may join. Please note that this meeting is being recorded, and that some attendees are participating by video conference. Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.

### Meeting Materials

All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless The Chair notes otherwise.

### Meeting Business Ground Rules (Jamie Underwood)

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,
  - Please remember to mute your phone or computer when you are not speaking;
  - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.

### For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;

- Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

### **Approval of meeting minutes: 06/25/2020**

- Seth: Page 2: Take out Jim Woods name
- Page 3: Interim Police Chief: Proposed Interim Police Chief

*Matt Mecum made a motion to approve the meeting minutes from 06/25/2020 with the two edits, Seth seconded. Voted all in favor; Roll call: Seth: Yes, Matt: Yes and Jamie: Yes.*

### **Discussion with BOH on Reopening Plans**

Sarah S, Chair of the Board of Health recapped the email that she sent out; BOS had requested suggestions from the BOH for reopening Town Buildings. Sarah stated that it is a very fluid situations and things are always changing so we need to be diligent. She offered different websites that we could go to, to gather more information; [www.mma.org](http://www.mma.org), CDC Website, and WHO Website. Sarah questions if we have given any thought to the foot traffic pattern in the Town Hall or sanitizing stations and discussed different checklists that we would need to complete in order to be compliant. Matt Mecum asked if these were requirements or suggestions as he has been in different businesses that are not doing this. BOH responded that it is a definite recommendation from Govt. Baker. Tracking of people coming in and out of the building is very important as well; in case someone was to come down with COVID, anyone who was in and out of the building during that time would be notified. Dennis Costello stated that its hard to figure out all these regulations or guidance documents; its different for restaurants and buildings and we just need to focus on Boylston buildings. Discussion continued on what needs to be done in the Town Hall to become compliant.

Seth asked the BOH if he feels as though we can carry out business. Dennis stated that up to this point, everything is operating fine, and everything is getting done. Building Inspector Tony Z. Mentioned that the building department is getting things done, just a little slower. Matt suggested putting a plan together to open Town Hall; making sure employees and residents are safe. Sarah asked who cleans the restrooms, April responded the Facilities Tech and they are here daily. The kitchen area is supplied with wipes and is self-regulated. Separate which bathrooms residents and employees can use. Dennis brought up the occupancy levels of the offices and suggested having people split shifts, so employees are not in the office together; tax office and assessor's office. He suggested coming up with a work from home policy; if someone does come down with it in a small office hopefully, we don't have to completely stop the office production fully, maybe only one person would have it and the other person could be fine.

Matt suggested that when we do decide to open full time, we should think about this type of staffing or also opening by appointment only. Tony Zahariadis, Building Inspector mentioned that in Lancaster they work staggered shifts and it seems to be working out nicely; if everyone is in there at the same time it more likely more people will get sick. He also added that a good reason to have

the sign in sheet would be to notify the facilities tech of which rooms need to be occupied. Tony suggested setting up the front lobby as a place to meet residents for an appointment and not directly letting them into your office. Sarah stated that it wouldn't work for the BOH with the situation on dropping off sharps; they are required to physically carry it down to the BOH Office. Matt suggested preparing as if we are going to open and then once that is in place, we can start with appointment only and see what the need is with residents. If there is a high demand, then we could transition to opening up for a few hours a day and see how that goes. Matt asked Dennis and Sarah to send documentation to the BOS on what was supposed to be done by July 1<sup>st</sup>. Sarah stated she thinks we have a good plan in place and that we are on the right path, start slow and ease into it. Alison Mack asked what we should be telling residents regarding the Town House. Dennis responded that you can rent out space, but a plan must be in place. Matt suggested that it might be best to just leave it as it is now and wait until we get more information; we do not get a lot of rental income from that place and with the liability it may have, it might not be worth it.

**Town Administrator's Report:** Please see File in the BOS Office

1. Town Meeting: Thanked everyone who helped set up the meeting.
2. COVID19 Control Planning: All businesses in MA must develop a written control plan.
3. Cool Science: Student from Boylston has been selected as a Cool Science honoree; BOS have been invited to the virtual celebration. Matt Mecum stated he would attend.
4. Housing Choice Community: Boylston is one of 64 communities to receive this designation; allows the Town to apply for Grant programs.
5. Chapter 90 Contract: Had our bid Opening on Wednesday, July 8<sup>th</sup>. MA Broken Stone Company
6. Vacation: Oral Surgery: Will be out Thursday, July 16<sup>th</sup> and return to work on Thursday, July 23<sup>rd</sup>.

*Matt Mecum made a motion to authorize the Town Administrator to sign the three-year contract for paving services with MA Broken Stone Company, Seth Ridinger seconded. Voted all in favor. Roll call vote: Matt: Yes, Jamie: Yes, and Seth: Yes.*

**Chief of Police Report to the BOS:**

June 15<sup>th</sup> – Participated in BES Parade  
22<sup>nd</sup> – Town Election; No issues reported  
24<sup>th</sup> – Parade Drive-by, Perkins School Graduate  
29<sup>th</sup> – House Bill 4715 Passed and signed by the Governor that day  
July 6<sup>th</sup> – Took as July 4<sup>th</sup> Holiday; personnel issue

Last couple of months the PD has had some vehicle issues. He stated that every time they take a step forward with the vehicles, they take a couple steps back.

July 2<sup>nd</sup> – PD Secretary increased from 30-35 hours

July 12<sup>th</sup> - Night bridge work returned on the 12<sup>th</sup> of July

LTC processing has resumed - Setting up appointments, meeting them outside and prequalifying them. They are trying to keep the traffic flow down within the facility. He stated that Bob and Jack are really out straight; they don't stop, they are doing great work in the PD side of it anyway

### **Building Inspector Report to the BOS:**

June tally slowed down a little bit; a few things still on his desk. Active year regardless of the COVID stuff.

Matt asked if he was still good on safety equipment. Tony responded that he is wearing a particular protective hat/shield. Matt stated that if he needs anything, to not hesitate and please let us know. Seth asked Tony how productive he feels that his office can be, and Tony responded that its difficult because you need the interaction with people, but also the majority of the people understand what is going on. The building Department is probably one of the busiest departments in the building; constant flow of people. They have been managing and are going to have to open up at one point; little by little and learn as they go.

### **Highway Superintendent Report to the BOS:**

Regular maintenance and equipment repair: Jim has been helpful and doing a great job; keeping the summer help busy.

- Street sweeping has been completed throughout the entire town
- Catch basins are 2/3rd way completed
  - Several of them had to be rebuilt
- Road Mowing: going strong, will continue into the fall
- Taking care of all areas throughout town weekly

Small overlaying paving project; Cutler road: Took advantage of the water district. Hopefully it will alleviate some water issues we had up there.

Took care of another gas line issue that was one 140/South Sewell Street

Steve mentioned that April addressed the Chapter 90 stuff.

The Truck was ordered; voted on at Annual Town Meeting. Looking at an 8-10-month delivery date.

Cemetery: Weekly mowing; repaired a couple water leaks

- currently we have only had two burials at Pine Grove Cemetery; Great news

Yard Waste: Fantastic Spring turn out, hopefully this fall turns out to be the same

Updating street signs: non reflective ones will be replaced.

### **LAU Application Discussion for Boylston Brookside Apartments: Maureen O'Hagan:**

There were some questions that the BOS had regarding the LAU Application and asked Maureen O'Hagan to be on the call for some clarification. Seth asked Maureen how long the affordable units on the project will be considered or remain affordable to go on our housing inventory, and what happens if the property is transferred to another owner. Maureen responded that she believes they will be affordable into perpetuity and if the property is sold to another owner, they take on the regulatory agreement which dictates that; they will never go off of the SHI. Stephen Madaus added that it is in perpetuity and that any successor owner is subject to the requirements for the seven affordable units.

Jamie asked for some clarification; he was reading that once the contractors sign the lease by the individual, and that individual happens to get a better paying job, the contract is based on when

the application was made so that would still be an affordable unit by perpetuity but not by someone who needs an affordable unit. Stephen confirmed that there is an eligibility requirement to qualify to be a tenant in the affordable unit, but if your income exceeds 140% of the medium income of the area, its no longer eligible. The property owner would have to make another unit affordable to maintain the seven affordable unit standing. He was uncertain on the timeframe and believes there may be a grace period. Maureen stated that tenants that move in have to be eligible at 80%, on an annual basis they are recertified for continued eligibility where they can earn up to 140%. Once they exceed that, they would have the opportunity to pay market rent or moving up. If they move down, that unit would turn over to another affordable unit. If they stayed to pay market rent, the next bedroom size that opens up would automatically become affordable; you will always have your seven affordable units, that should never change. Matt asked if the owner fails to rent out the eligible apartment, its on the owner and not on us, correct? Stephen and Maureen both agreed. Maureen stated that on an annual basis the town will receive a compliance report in which the town needs to receive to approve the rents each year; at that point it breaks out who the affordable tenants are and if there are any vacancies in the building.. etc. Jamie stated that he knows you can buy back these apartments out of affordable housing and asked if we knew how many developments they have already done that they have gone back on; also is that decision was made by the planning board or if the decision was made by the Selectmen? Stephen stated that the Town would have to consent to releasing the restriction and believes that would be by the Board of Selectmen; the owner or developer or successor owner cant unilaterally reduce the number of units to zero with any number less than seven unless the town consents to that.

Jamie asked if everyone was good with the Application. Seth responded that he is good, but they need to take Nina out of the Town Planner role and put in the Chair of the Planning Board, page 3. Matt agreed. April stated she would make that change.

*Matt Mecum made a motion to Authorize the Chair to sign the LAU Application for Boylston Brookside Apartments, Seth Ridinger seconded. Voted all in favor. Roll call vote: Seth: yes, Matt: Yes, and Jamie: Yes.*

#### **Appointment of Michael Csorba and Meme Holden to the Cultural Council:**

Michael Holden and Meme Holden spoke a little bit about themselves and why they would like to volunteer to be a part of the Cultural Council.

*Seth Ridinger made a motion to appoint Michael Csorba and Meme Holden to the Boylston Cultural Council. Matt Mecum seconded. Voted all in favor. Seth: Yes, Matt: Yes, and Jamie: Yes*

#### **Appointment of Susan Therriault to the Library Board of Trustees:**

The Library Board of Trustees voted unanimously on having Susan reappointed.

*Matt Mecum made a motion to appoint Susan Therriault to the Library Board of Trustees, Seth Ridinger seconded. Voted all in favor. Seth: Yes, Matt: Yes, and Jamie: Yes*

### **Discussion and Vote on Recommendation from NGI on proposed pumping equipment upgrades:**

Jamie stated that the Water Commission is asking for the Selectmen to request the developer of a proposed 90-unit residential development to prepay for the proposed pumping equipment upgrades for the pump station; would this be a Planning Board item or BOS item?

Stephen Madaus clarified that the letter is a report from the consultant from the Water District informing the town of what the upgrades to the water infrastructure that are going to be required for that kind of a development; he believes it is supposed to be for our files. There is no proposal before the BOS currently. This information was provided to the BOS to be proactive for when this developer comes in.

### **Discussion on Master Plan Committee and Housing Production Plan:**

Seth mentioned that we got really lucky here that we have the opportunity to simultaneously create the Housing Production Plan along with the Master Plan if the BOS consents to it. Seth described the process a bit and how this would benefit the town. He spoke with Trish Settles from CMRPC and she mentioned it is pretty common for towns to do this; there is no additional cost to the taxpayers. Jamie asked if it is going to lengthen the time that we get the information for the Master Plan and Seth responded that he did not believe so. Seth proposed that a Master Plan Committee be proposed and then a subcommittee be put together for this to expedite the process. Matt stated that he is fine with it if it doesn't reallocate money from the Master Plan. Seth stated no; Basically right now they would be doing Phase 1 on Housing and Population which is a couple different steps but should retract from the Master Plan. Matt stated again that he is fine with it if it doesn't reallocate money or take away costs from other areas of the Master Plan. Matt stated that the Master thing is something he has been working on for a year and its important that we go into this with very deliberate actions/moves. Eventually he sees a Town Planner spearheading this but until then would like to see the Town Administrator as the main point of contact with CMRPC and relay the information to the Board, so they are all on the same page.

Matt stated that one thing we discussed before COVID, was that the Resident Advisory Board would put their boots on the ground to gather information for the Master Plan. He would like to try to get that conversation going again; soliciting input from different groups and departments in town. Matt asked if CMRPC would come in and give us a run down, April stated that she will reach out to Trish to see if she would be available for the next BOS Meeting; July 27th.

### **Review and Discuss Open Space Committee:**

Final revisions of the plan are being worked on, should be receiving that within the next few weeks. The next steps of the process would be this would go in front of the Planning Board and they would need to write a letter that they reviewed it, and then it goes to the stat for approval. Three members are still on the Board and they have a quorum to finish the process. Matt and Jamie stated that they would like to see the report before it is submitted.

## **Town Planner Job Description and Discussion:**

Comparing the Job Description and wages to Sterling, they are not too far off. Jamie does not believe that the money should be an issue and stated that we should speak to CMRPC to see if they could recommend anyone. Seth stated that they looked at three sample job descriptions as examples and Sterling looks like the closest one to what Boylston is looking for. Jamie asked if Jeff Vander Baan could write up the job description for next week so we could get moving on that. Seth suggested having minimum and preferred requirements; checking to make sure the language aligns with what the Town is looking for. Seth asked who the Town Planner would report to, and Matt and Jamie suggested having them report to the BOS. Matt explained how Boylston does not have a Town Charter, and how it's important that this role reports to the BOS; he is happy with having language in there that it is understood that they will be working with the Planning Board as well. Stephen Madaus stated that he agrees with Matt in that it would be strange to create the position of a Town Planner and not have that employee working for the Planning Board; Even though Boylston does not have a charter, you can structure the position anyway that you want. It may create conflict and uncertainty for that employee if the Planning Board wants to give a developer more time and the BOS says that we should declare the developer in default and take the bond; putting the employee in a strange position. Matt stated that this would be coming from the Selectmen's budget and not the Planning Board budget. Stephen offered suggestions on how the job description could be written; separating responsibilities between BOS and Planning Board. Discussion continued regarding how the language of the job description should be written; learning towards the Sterling model.

## **Board Goals Discussion:**

*Jamie Underwood:*

1. Town Planner: Hired ASAP, especially with new developments coming in
2. Master Plan with CMRPC - Incorporate Open Space Planning to it
3. 40B initiated; Bring us closer to our goal and as long as we have one or two projects, moving forward we are more likely to get a safer harbor from anything else coming in.

*Seth Ridinger:*

1. Housing Production Plan; until we have this Housing Production Plan in place nothing else can take us to the next step
2. Planner
3. Master Plan
4. Safe Harbor; Falls under the Planner; working to see which other houses qualify for subsidized housing inventory

*Matt Mecum:*

1. Has same three items they both mentioned
2. Reviews of Department Heads; especially when reviewing contracts; historical data on performance
  1. Review process; does not want to let it go and wants to stay on top of it
    - April stated she would like to have this done by November-December
    - Worked with a consultant, it has just not been implemented yet



2. A lot of people in community are taking notice; make sure we are doing our due diligence
3. As a BOS Office, we can be better at collaborating with other Boards and Committees
  - Find a way to lead the charge and collaborate better with other Boards
  - Build up moral in Boylston Town Hall

Seth stated that what he has seen in other towns is that the BOS will go to other meetings. Example: When Finance Committee will do their budget, we go to that meeting; building that collaboration.

Matt asked April if she could draft a letter that we can send to everyone. April responded yes.

Seth brought up the reduction of speed on certain roads; Cross Street and South Sewell. Jamie mentioned that the process for that is pretty in depth; unfortunately if it comes back, it may come back higher. Some people are going to be happy and some are not, overall, people need to watch their speed.

Jamie mentioned that we need to sit down and get Joe Flanagan all squared away for next year, as well as sit down with the Assessors Office and review tax rates like FedEx.

Matt brought up that we are in a good spot with changing the assessment for next year. He stated that what was used was not the best method; hopefully we are going to be able to correct that.

**Review and Approve the Appraisal Report on 85 Sewell Street:** Did not receive from O'Hara Buthray; April is going to get it tomorrow afternoon and then the BOS can discuss it at the next meeting.

### **Review / Approve Meeting Schedule Sept – December 2020:**

Add Meeting on Monday July 27th

*Matt Mecum made a motion to approve the proposed Selectmen's Meeting schedule for the rest of 2020, Seth Ridinger seconded. Voted all in favor. Seth: Yes, Matt: Yes, and Jamie: Yes*

#### *Sportsman's Club:*

April stated that she is sending an email out to the Sportsman's Club on Cross Street. They planted a couple of trees in the right of way. They are not allowed to be planting anything without permission from the Highway Department and the Board of Selectmen. Jamie stated he will take a drive by and take a look at it and asked April to speak to Steve Mero.

*At 8:27 PM Matt Mecum made a motion to adjourn, Seth Ridinger seconded. Voted all in favor. Matt: Yes, Seth: Yes and Jamie: Yes.*

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
Reopening Town Hall: BOH	On File in The Board Of Selectmen's Office
Activity Report for Chief of Police	On File in The Board Of Selectmen's Office
VTs Form – Michael Csorba	On File in The Board Of Selectmen's Office
VTs Form – Miyoshi Holden	On File in The Board Of Selectmen's Office
VTs Form – Susan Therriault	On File in The Board Of Selectmen's Office
Building Inspector Report	On File in The Board Of Selectmen's Office
NGI Letter	On File in The Board Of Selectmen's Office
Town of Lancaster – Planner Job Des.	On File in The Board Of Selectmen's Office