



## Board of Selectmen

Date of Meeting: Monday, July 27<sup>th</sup>, 2020  
Time: 6:30 PM – 8:19 PM  
Members Present: Chair Jamie Underwood; Selectmen Matt Mecum and Seth Ridinger; April Steward, Town Administrator; Town Counsel Stephen Madaus, and Alison Mack, Administrative Assistant to the Board  
Guests: Members from CMRPC, Town Clerk Dawn Porter, HRPC Nel, Lazour, Police Chief, Anthony Sahagian, Historical Commission, Nancy and Bruce Filgate, and Resident Chris Miczek.

The meeting commenced at 6:30 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.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87347542194>

Or iPhone one-tap :

US: +13017158592,,87557135793# or +13126266799,,87557135793#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

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Webinar ID: 875 5713 5793

International numbers available: <https://us02web.zoom.us/j/87347542194>

*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:** 06/29/2020 and 07/06/2020

Seth Ridinger made a motion to approve the meeting minutes from 06/29/2020 and 07/06/2020, Matt Mecum seconded. Voted all in favor. Roll call vote: Matt: Yes, Seth: Yes, Jamie: Yes.

**CMRPC Discussion on Master Plan: Trish Settles and Ron Barren:**

Matt Mecum thanked everyone for being apart of the meeting and mentioned that the Boylston Master Plan is significantly dated. Boylston changed significantly in many different ways and the Master Plan is probably a little out of touch with our current residents in town. He would like to keep it a living document to be updated regularly.

Trish Settles, Deputy Director of CMRPC stated that she also has her Executive Director Janet Pierce and Ron Barron, Principal Planner on the call with her tonight to help answer any of the questions that they may have. They are very thrilled that Boylston has decided to move forward with the Master Plan; the last one they see on record is from 2000. A proposal was given to TA April Steward last Spring and an approval of \$45,000 was allocated at the Town Meeting to move forward with the Master Plan. Two options for the Master Plan: Option 1: Intense effort, done in one year, or Option 2: Two-year option or three-year option; Boylston chose to go with the two-year option. Trish went on to describe the process of the Master Plan: review of the Town's vision and looking at the town's goals and objectives. CMRPC really wants to get the community and departments in town involved so they will be reaching out in many different capacities to try and get as input from different groups throughout town as possible. CMRPC worked with April and Richard Baker to submit a grant application; won't hear about it until November and unsure with the current state budget on how that will work. Trish believes asking for \$30,000 - \$40,000 to assist with the Master Plan would work and what we received from the Annual Town Meeting as a match would be sufficient.

Trish mentioned that the Town of Boylston is close to completing their Open Space and Recreation Plan; probably a month off from having it finalized. A lot of that information can easily be used for the Master Plan. Trish mentioned she has had some discussions with Seth regarding The Housing Production Plan and that the BOS is under intense pressure to see this get done. She described the Housing Production Plan as a substantial plan that you look at a lot of in-depth stuff; creating affordable housing and getting the town to that 10%. If the Town has the housing plan and it is accepted by the commonwealth, and the town is producing a certain number of units, you would get a safe harbor from large scale development coming in and getting a comprehensive permit through 40B. Matt Mecum asked about the community involvement and how we get that input. Trish stated that they will work with the town to see all of the events they have and how

they can get that information out to residents and engage with them as much as possible. They are trying to make sure it is a living plan and not use as much paper; directing people online to fill out forms or provide suggestions. Janet Pierce, Executive Director with CMRPC added that they will set up a website for the Master Plan as well as a Facebook page, Twitter and Instagram to get the information out there to all demographics in the community.

Ron Barron is a Principal Planner with CMRPC and he described how they were going to roll the housing production plan into the overall Master Plan. Phase one of the two-year project was starting with land use that will complement the open space plan; they have modified that proposal slightly to create the extra level of detail that would go into a Housing Production Plan. The main things that are different to get the Housing Production Plan would be creating goals and objectives that would have been a part of Phase two but must be done for the Housing Production Plan. Another part that must take place is the public outreach piece; a separate Housing and population one that would allow us to meet the requirements of DHCD; to register as a Housing Production Plan. It did not impact the original proposal as much as they thought it might because there is so much overlap. Ron stated the price difference was about \$3,000 more for the Housing Production Plan. The timeline doesn't change much; they are not doing as much travel and all of their meetings can be done digitally. Matt Mecum stated that at town meeting they appropriated approx. \$40,000 for the Master Plan and asked Stephen Madaus if they can use that money towards costs for the Housing Production Plan. Town Counsel, Stephen Madaus responded that from what he understood, the Housing Production Plan can be parceled with the Master Plan; if that's true within the regs, he believes it is a valuable use of that appropriation. Janet Pierce stated that another funding source she would recommend would be coordinated through the Planning Department, the local planning assistance funds; 24 hours may be available to use so far this year. Trish Settles stated that it is technically a coupon that you can get towards money off. Jamie asked if he is hearing this correct and that the Housing Production Plan wouldn't be completed until the completion of the Master Plan. Trish Settles clarified that the Housing Production Plan can be completed prior to the Master Plan; typically its about a year process for the Housing Production Plan. Trish Settles stated that the first \$40,000 appropriated this year would be for the first phase which is a lot of data gathering, and next year they would be hopeful that the Town would then again vote to appropriate more money to move forward with the second phase. The extra \$3,000 that is being discussed is due to having the Housing Production Plan added to the scope of work and the extra work that will need to be done. Trish stated that typically a housing production plan will cost anywhere from \$15,000 - \$20,000, but because they are doing so much of the data gathering, there is a lot of overlap that happens. Jamie stated that if it is really not going to affect the timeline, he is good with it, but does not want to have to go back to town meeting and say they have only completed 20% with the \$40,000 that was appropriated and ask for more money. Janet Pierce stated that she can assure the BOS that will not be the case, they provided a quote on this and will have a contract between themselves and the town and will do those particular chapters with the amount of money that was allocated; they stand behind the contract.

Trish Settles stated that in terms of next steps, herself, Ron and Janet can take this conversation, articulate the deliverables and develop a draft copy of a contract that the BOS can look at that accomplishes 40% of a Master Plan with a Housing Production Plan. They will talk with Richard from the Planning Board to see if they can wrap in the local planning assistance as a resource and factor that into the contract and the scope of service, then present a contract for review at the next meeting.

Town Administrator, April Steward asked Trish to describe what volunteering to be on the steering committee would look like for residents or anyone who may be interested. Trish Settles stated that the Master Plan Committee should be a pretty robust committee; 7-11 people that have good representation of diversity across the community. Members from all different departments throughout the Town Hall. Hopefully this committee could meet monthly; maybe have a subcommittee for the Housing Production Plan and have them report back their findings. The Master Plan Committees key role is helping to engage the community, engage their networks, and get the information needed from diverse groups throughout the town on what they would like to see added to the Master Plan. Discussion continued on the different types of groups that would be on the Master Plan Committee; Trish Settles suggested having a diverse group of people to tap into those resources. CMRPC brought up that they saw Boylston is going to be advertising for a Town Planner; Janet suggested reaching out to Margaret in Berlin as she may be able to help.

Bruce Filgate asked how we are going to reach people who aren't on social media or use technology as much. Jamie stated that he had thought about the light department since everyone in town receives a light bill and seeing if they could add a pamphlet of some sort in there. Nancy Filgate asked how they would approach people in terms of the survey. Jamie stated it will be difficult due to COVID and not getting people together. Seth stated that with Open Space, they place a bunch of hard copies at the post office, library, Town Hall, and other places throughout the community. Matt stated that one thing we did in the past was to have the surveys available on the desk for the next election. He also stated that we may be able to partner with the Lions Club with the phone books or when the deliver Thanksgiving Dinners.

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

Seth mentioned that most of the important stuff was covered but he would like to see it broken down in terms of separating the minimum qualifications from a preferred qualifications section. Jamie stated that we are looking at an overall Town Planner; someone with experience commercial as well and not pigeonhole ourselves. Seth stated that he wants to make sure Boylston is getting someone with expertise and thorough knowledge in these subjects; sifting through the resumes is something that isn't a bad idea either. Matt stated that he believes a lot of that can be hashed out in the interview process; he agrees that we need to get someone with expertise but would rather get a broad range of people and narrow them down that way. The BOS has chosen not to have a committee because they would like the process to happen a little faster; April suggested having someone work with our HR Administrator Jeff Vander Baan to go through the resumes and supply the board with the top candidates. Stephen stated that without a screening committee, it is all going to be public. Seth stated that there would have to be some type or ranking rubric to make sure the board was all on the same page when selecting resumes. Matt suggested April sit with Jeff to hash that part out and the BOS can interview candidates once they are provided with the top candidates. Seth suggested having added into the technical responsibilities section "periodically examines, evaluates, and ascertains which additional properties may be added to the Towns subsidized housing inventory"; as we are moving forward, their might be properties in town for various reasons could potentially qualify to be on the subsidized housing inventory either in the future or now. Matt stated that he is fine with adding that, it is important enough. Jamie agreed to add it to functional or technical responsibilities. Discussion continued regarding the wording of the job

description for the Town Planner. Town Counsel, Stephen Madaus stated that he will work on it and provide it to April.

*Matt Mecum made a motion for the Town Administrator to run the ad for Part-Time Town Planner with the added discussed, Seth Ridinger seconded. Voted All In Favor. Roll call vote: Matt: Yes, Seth: Yes and Jamie: Yes.*

### **85 Sewell Street Appraisal Discussion:**

Two Appraisals were needed; the first appraisal didn't delineate the house and the house was subdivided from the remainder of the property. Jamie stated that the premise behind this is to see if the town would be interested in purchasing the property. Matt stated that himself and April met with the owners of the property because they haven't heard from them in a while and wanted an update on the status of the project. Matt asked if potentially they would be interested in selling the property in the spirit of hearing people would like to slow development and they said potentially; the next step to that would be to get an appraisal to see if it is even feasible to do that. Matt stated that if they were to do this, in his opinion it makes more sense to buy both parcels; they can discuss numbers in executive session. It is in an area to where a large part of development has happened. Jamie stated that if it is feasible, it is a good thing to take to the towns people at Town Meeting. There are a lot of possibilities for the land; 85 Sewell Street LLC. Two questions from the audience: 1) What was the cost of the two appraisals and 2) What is the land being taxed at now regarding tax dollars? Answers: 1.) Cost of Appraisal was \$5,900.00 with another \$600 to do the house. 2) Taxes on the home and 12 acres was \$6,153.00. The other 31 acres tax rate would be under \$10,000.00 annually. Matt stated that he thinks this is definitely something to look at and bring to Town Meeting; this is not a 40B project, most of these things would be allowed by right. Seth asked if we have any power or authority to negotiate, or do we have to wait for that to line up first. Matt stated that they would come to a deal with the owner and then bring that to Town Meeting. Stephen Madaus stated that yes, you can negotiate but your financing contingency just like a home buyer is Town meeting approval and then a ballot referendum on a debt exclusion. If you could negotiate to get the property under agreement for purchase price, but the contingency is town meeting voters of Boylston have to approve it then you could do the transaction. Matt stated that the owner is aware. Stephen stated that there is an August deadline to get a ballot on the state election. Matt stated that the school committee needs to hold a special election on that same date. Matt asked what the next steps are on how to proceed. Stephen stated that he will look into how we can do that with a Fall Election. Matt stated that he would prefer to wait until the spring but is unsure if the owner would be willing to wait. Matt suggested having an Executive Session at our next meeting to discuss an offer and the timeframe; ask David Butler to attend the meeting. In the meantime, gather information on yearly taxes and other information needed for the Executive Session.

Matt Mecum brought up review of employees in town hall and different departments; looking to get a review from residents and how we can be better. Anonymous. Let the residents play a part and offer suggestions on what could be better or work better.

*At 8:19 PM, Matt Mecum made a motion to move to Executive Session **Per MGL c.30A, §21, (2):** to discuss strategy with respect to negotiations with nonunion personnel – Police Chief's*

*contract and not return to open session, 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
Meeting Minutes 06/29/2020	On File in The Board Of Selectmen's Office
Meeting Minutes 07/06/2020	On File in The Board Of Selectmen's Office
Appraisal Report – 85 Sewall, LLC	On File in The Board Of Selectmen's Office
O'Hara-Buthray Associates, Inc Invoice	On File in The Board Of Selectmen's Office
Town Planner Job Description	On File in The Board Of Selectmen's Office