



Town of Boylston 221 Main Street, Boylston, MA 01505

Board of Selectmen Minutes 09/15/2014

Date of Meeting: Friday, September 15, 2014

Location: Town Hall, 221 Main Street

Time: 6:30 PM – 8:25 PM

Members Present: Chairman James Wood; Michael May; James Underwood; Martin McNamara, Town Administrator; Lori Esposito, Administrative Assistant

The meeting was called to order at 6:30 PM.

Finance Committee:

- Vacancy (Karen McGahie) to be appointed by Town Moderator, Dennis Pojani. Howard Drobner is interested in serving and has been referred by the Finance Committee Chair. Mr. Drobner served on the Planning Board for two terms, serves on the Habitat for Humanity and is the Town representative to the CMRPC.
- Mr. Drobner was appointed to fill the vacancy; his term to expire in 2017.

Report of the Town Administrator to the Board of Selectmen:

- **New DPW Building:** The TA, along with Steve Mero and Frank Reale, met with engineers from Weston & Sampson. We walked the proposed site and discussed what is needed in a new DPW building. The engineers will begin work immediately; completion date for their work, including design work, is December 1. With regard to the site, some maps show ownership of the football field and area as being owned by the Town. Others show the land being owned by DCR, with an easement granted for the football field. We are currently working with Town Counsel. They are currently separate parcels and we need to research the titles. Weston & Sampson is also doing some research.
- **Lightening Strike September 3:** Lightening struck the phone system at Town Hall and caused significant damage. Due to the age of the system, it was difficult to make repairs; however, the system is back in operation. The lightening strike also affected the fire alarm system. The system is too old to be repaired and the company which maintains the system estimates it would cost approximately \$70,000 to replace. In 2011 \$25,000 was appropriated at Town Meeting for a new system and we have received \$25,000 in the FY2015 budget for the Police Academy. Another \$20,000, approximately, is needed from the Hillside expense line to cover the cost. We have requested an emergency waiver from the procurement laws from the Massachusetts Division of Capital Asset Management and Maintenance. This waiver would allow us to go forward with the replacement without going through the formal bidding process. Reimbursement from our insurer might be possible. Lori will meet with an adjuster from MIAA this week. DCAAMM has approved the emergency waiver. Mike May asked that Marty speak with him regarding fire alarm quotes as he can point him in the right direction.
- **Massachusetts Procurement Law:** Mr. Mark Till of the Inspector General's Office contacted the TA and indicated they are updating their procurement records. He requests the Board make some decisions and update the delegations that date back a number of years. They are looking for updates on dollar Limits/Thresholds. Town Counsel has further information.
- **Business Marketing Committee:** The Committee has entered into an agreement with WPI for them to analyze and develop a marketing plan to communicate the availability of land on Route 140 to potential developers through appropriate communication channels. The project will begin soon and will involve three students and a professor/advisor. The students receive nine credits from this program so it is a very serious undertaking for them. The project is free to the Town with the possible exception of some minor expenses.

The Board requested a letter of appreciation be sent to Army Specialist Timothy Brown, who just returned from a

nine-month deployment in Afghanistan. He will leave on September 18 for Fort Campbell to complete his service of 3-1/2 and 4 years.

Town Administrator's Report, Cont'd:

- ***Business Marketing Committee, Cont'd:*** The project will be at no cost to the Town. Mike May clarified that it's for marketing Boylston as a whole, not just for the 140 development.
- ***Town Meeting Articles:*** Following a meeting with department heads regarding encumbered funds from previous years and from Town Meeting Articles, the Town Accountant will close seven items. They contain a total of \$59K that will be returned to the general fund and come back as free cash. There are four additional Articles totaling \$34,500 from the School Dept. that the Superintendent will advise the TA on.
- ***Building Inspector Vehicle Reimbursement:*** Several years ago a former Boylston Town Administrator agreed with the Clinton Town Administrator that he Building Inspector could use his Clinton town-owned vehicle while on duty in Boylston and Boylston would reimburse Clinton \$2400 annually. Five checks sent to Clinton since 2011 have not been cashed. The Clinton Town Accountant was advised not to cash the checks. This has caused a reconciliation problem for our Town Accountant. The TA has advised the Clinton TA that if the issue were not resolved by October 6 we would stop payment and add the funds to our general fund.
- ***Charter Communications has announced that they are converting to an all digital format in Boylston.*** They will also be adding 80 new high-definition channels. Charter will provide free digital equipment to customers, depending on eligibility, for a specified period of time. All customers are being notified.

Report of the Chief of Police to the Board of Selectmen:

- 8:27: First day of school; no issues; patrolling roads.
- 8/28 and 9/12: Ticket hearings in Clinton District Court.
- 9/2: Men's breakfast at First Congregational Church.
- 9/5: Crisis Action Team meetings at Tahanto and Boylston Elementary School
- 9/6: Road race through Town.
- 9/20: Ride to Remember through Town.
- 9/26: Firearms training course (two required each year).
- 10/7: Chief's In-service training at MCTC upstairs in Town Hall.
- House breaks have slowed down; now working on leads from recent business break-ins.
- Scam phone calls continuing; making public aware. Brief discussion regarding various scams and tactics.
- Fundraising going well.

Mike May brought up that the DEA administration held an event at Cyprian's with people from around the Northeast and the country. Very positive comments were received, along with a thank you to the Police Department.

- A resident called regarding early morning construction (before 7:00 AM on a Saturday). The resident requested oversight.

Jamie Underwood said the crosswalk at Calliope is being used by children and drivers need to be aware.

Fall Leaf Drop-off Schedule:

From 8:00 AM to 3:00 PM at the Town House on October 18 and 25, and November 8, 15 and 22.

Report of the Fire Chief to the Board of Selectmen:

- Numerous EMS and fire responses over the summer. The Department responded to a two alarm fire on Central Street on August 3 which involved one side of a very large 2-1/2 story duplex. The fire caused significant damage as well as minor injuries to the three occupants.
- On August 27 the police station and municipal office building sustained damage as a result of a lightening strike. That same evening the department responded to four fire alarm calls at the Summer Star Wildlife Sanctuary. The calls were caused by a malfunction in the sprinkler system.
- The department responded to four mutual aid calls in the past month: twice to West Boylston, once to Lancaster and once to Worcester.
- The department received the following grants:

A FY2012 CCP Grant for \$2,990 for a replacement generator for the rescue truck;
 A FY2012 EMPG Grant for \$2,030 to help fund the annual CodeRED subscription;
 A FY2013 CCP Grant for \$1,100 to purchase portable lighting;
 A FY2014 EMPG Grant for \$4,435 for another year of CodeRED and equipment;
 A 2013 VFA Grant for \$2,930 (50% reimbursed) for brush firefighting equipment; and
 A 2013 SAFE Grant for \$5,704 for the purchase of carbon monoxide detectors for our elderly residents and to fund our fire education program.

- The CodeRED emergency notification system is operational and we continue to receive additional entries to the Town-wide data base. Both the Town's website and the Fire Department's website contain links to connect members of the community to CodeRED. Cost of the system is currently being shared by the Fire Department, Water District and Municipal Light Department. Total cost for the system if \$4,200, approximately half of which I covered each year through grant funding.
- The department continues to expand its relationship with the WPI Rescue Squad. Several students have gone through orientation on the ambulance and have started taking evening and overnight shifts.
- Three additional emergency medical technicians have joined the department and are undergoing orientation. They are: Megen Mecure, David Easterbrook and Dan Rebbman.
- The Chief will attend a week-long class at the National Fire Academy in Maryland beginning November 1. This class deals with managing resources and equipment to meet the community's needs within a limited budget.
- The department will host a training seminar around November 15 for all area EMTs to meet the new national standards for continuing education. All EMTs are required to take 40 hours of continuing education within a two-year period to maintain their certification.
- The Boylston Firefighters Association will host its tenth annual Mid-State Fire Mutual Aid Association seminar on Friday, November 21. The event, with approximately 200 attending, will be held at The Manor restaurant and Chief Bobby Halton, Editor of *Fire Engineering* magazine will be the guest speaker.

anticipate a February delivery of the new fire truck. This will be the same size as the current engine and will fit in the garage.

Mike May asked Joe if he has any IOD to report: Joe said: none in the past four years.

Report of the Building and Electrical Inspectors to the Board of Selectmen:

- Permit statistics for all departments were presented; slower than last year
- Mike May asked if an SPH permit was issued on September 4 to Signature Homes. And, are they up to date with taxes according to schedule. The TA said they should be closing in a few days and will pay the remainder due. That was the last lot with a purchase and sale agreement. If it is not done now, work might carry over into spring. No more permits will be issued going forward until taxes are paid.
- Mike May said a highly reputable person informed him that material was being trucked in (fill) early on a Saturday morning. The TA said the Conservation Commission sent someone there and the issue has been resolved.
- Relative to the Barnard Hill development, Mike May asked if they have forecast a building schedule/time frame. Tony said they had not.
- With regard to electrical permits, the Town of Clinton does not allow homeowners to pull permit for work

done themselves.

- Tom O'Connor, the Electrical Inspector, said he has reservations about issuing permits to residents due to the liability issue both personally and to the Town. Residents look to the Inspector for assistance but it's not his job.
- The new code has major changes affecting residential work. He feels someone needs to know what they're doing. A resident should contact an electrician if they have questions.
- The Town is not required by law to issue a permit to a homeowner doing his own work.
- Jamie Underwood feels we should standardize the process and issue all or none.
- Mike May asked if this might be a community safety issue, whereas pulling a permit might ensure work is inspected and installed to code. Shouldn't we encourage people to have oversight?
- The Building Inspector said that in the 1970s the Attorney General issued an opinion that exempts the homeowner. Also, without a permit, the homeowner is not entitled to an inspection by the Inspector.
- Mike said the Inspector can deny an approved inspection if the work is incorrect and not give advice or instruction to the homeowner.
- Jamie Underwood said many towns are not issuing permits to homeowners. Tom O'Connor said Shrewsbury, Grafton and Clinton are towns that he knows of and the number is growing. He is not sure how many in the state. Tom feels it's his duty to bring the matter up to the Board and for the Board to decide.

Open Space and Recreation Committee:

Mike May made a motion, seconded by Jamie Underwood and voted all in favor to appoint the following to the Open Space and Recreation Committee: Joe McGrath, Jim Wood, Bill Manter, Karen Barber and Brittany Blaney. The Town Administrator will be an ex-officio member.

A draft Charter was created and presented to the Board.

Mike May said recreational components in Town can be applied broadly throughout Town, e.g., open space, hikers, etc. and link them with the Business Marketing Committee to dovetail uses.

Parks & Recreation Request:

- Karen Barber said the old archive room on the second floor of the Municipal Office Building is empty and Parks & Recreation would like to utilize it.
- The Town Administrator said we have no plans for it but our concern is coordinating its use with the MCTC, due to it being opposite the ladies' locker room which is used by the MCTC. We would also want someone from P&R to monitor any use during evenings. There were issues in the past with vandalism in the gym area. Karen said they would monitor it.
- The Board agreed that P&R can use the space and would like Karen to return with suggestions.

Library Trustees: In attendance: Brad Barker, Sue Therriault, Rich Reardon and Jean Therriault. They presented an update on Phase II renovation status.

- A master plan was developed in 2009. The advice of the Board of Selectmen was to break it into phases.
- Phase I was completed in 2013 (septic, ADA entrance, handicap ramp).
- Phase II involves the core infrastructure:

Interior ADA compliance;
Electrical, lighting, HVAC;
Children's room expansion/renovation

- The final schematics are complete.
- The initial cost estimate is complete (the estimate is on the high side) and will be refined through March 2015. The estimated cost is \$2,272,067.

- ***Fundraising:***

- The Boylston Public Library Foundation Steering Committee kicked off fundraising in August.
- Grant applications have been submitted or are in process (\$150 to \$200K).
- A campaign for private funding will be conducted by the BPLF and Friends of the Library.
- Marketing and awareness campaign to be kicked off in the fourth quarter to run through May.

- Mike May asked what their target number is for fundraising. Brad said they don't have a number as yet; would like to raise as much money as possible.
- It is estimated construction will begin in the spring of 2016 and take approximately eight months to complete.
- Mike May asked if they had any idea on a way for the Town to fund the project, e.g., bond, debt exclusion, etc.
- The Trustees said they will be meeting with the Finance Committee to update them on the latest numbers as well.

Selectmen's Meeting Schedule: Approved as presented.

- Tuesday, October 14, 2014
- Monday, October 27, 2014
- Monday, November 10, 2014
- Monday November 24, 2014
- Monday, December 8, 2014
- Monday, December 22, 2014
- Monday, January 5, 2015

At 8:25 PM Mike May made a motion, seconded by Jamie Underwood, and voted all in favor, to adjourn.

The meeting was adjourned at 8:25 PM.

Respectfully Submitted,

Lori Esposito, Administrative Assistant