



## Board of Selectmen

Date of Meeting: Monday, November 30th, 2020  
Time: 6:30 PM – 7:22PM  
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

The meeting commenced at 6:30 PM.

Financial Warrants were signed in agreement.

Pledge of Allegiance was recited.

The meeting will be livestreamed from the *Zoom Application*.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85980915723?pwd=citVYW9VTXJwcFZvdGdia2F3WDE5QT09>

Passcode: 305136

Or iPhone one-tap :

US: +13017158592,,85980915723#,,,,,0#,,305136# or

+13126266799,,85980915723#,,,,,0#,,305136#

Or Telephone:

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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.

## **Town Administrators Report to the BOS:**

1. **Greater Worcester Land Trust (GWLT):** Last meeting there were some questions about the remaining parcel located at the former Camp Harrington site. Conservation Commission advised that there are three open permits on the property, an Earth Removal Permit, an Order of Conditions, and a Stormwater Permit. These items should be satisfactorily completed by the current landowner. Once the permits have been closed out and recorded at the Worcester Registry of Deeds, they have no knowledge of any conservation restrictions on the property.  
The Water District is checking with their Engineer and Commissioners to discuss the potential impact to the area that would occur from the necessary fertilizing and maintenance that a ball field would require.  
Colin Novick is working on a draft MOU. The board had asked what the GWLT would have as a Plan B if the purchase is not approved by the town, they would need to sell the land to recover their initial expenditure.  
Jamie questioned if the Planning Board put restrictions on the land. April stated that there are no conservation restrictions, however there is an order of conditions that was put on building lot #4. Stephen Madaus stated that one of the conditions of approval was that lot #4 (Harrington parcel) shall not be built upon or subdivided unless consented to by the Planning Board. The developer is coming into the Planning Board meeting on December 7<sup>th</sup> to discuss that restriction in the conditions of approval; they want that condition to be rescinded.  
Matt mentioned that based on their previous discussion, the Board is willing to move forward with the GWLT, but there are a lot of if's there and 99% of, the BOS has no control or say over; GWLT needs to buy the property for the Towns MOU to matter. Matts stance is that they are interested in moving forward if GWLT is able to acquire the property, but just because the BOS is willing to move forward, it doesn't mean everyone else is since it's a privately owned property. Jamie stated that he is willing to move forward as long as they are looking at the \$150,000 pricing. Seth mentioned that the GWLT discussed potentially helping the Town write grants that would pay for half that amount. Seth mentioned that once the GWLT we will have some time to figure out what the best use for the town would be; he is interested in pursuing this with the GWLT.  
Discussion continued on what would be done with the land. The Board decided to wait to hear how the Planning Board meeting on December 7<sup>th</sup> goes, but would like to continue moving forward and working on the things they can control.
2. **Town Hall Closure:** Over the weekend I was notified that an employee at Town Hall had a COVID19 positive test result. It was decided that we should close down the Town Hall as a precautionary measure this week and plan on re-opening Monday, December 7th. All employees are able to work remotely through their work laptops that are equipped with VPN access. I am sure that this will not be the only time that we will need to close down to ensure that our staff and visitors are as safe as can be. There are several offices here that are paper intensive and still need to be in the building to perform their work-related tasks. Going forward, I would like to have the ability to close the building

if a need arises, yet still allow staff the ability to work inside their offices if the nature of their work prevents them from working remotely.

The Board discussed the process of reopening and decided that we would be fully open to the Public again on Monday, December 7<sup>th</sup>.

Van Baker, Chair of the Board of Assessors mentioned that having staggered staff would work best; having employees work different shifts, but always having someone in the office during office hours to be available. April mentioned that one of the benefits of our Town Hall is that each employee does not share spaces, only workstations in the front of the office, but these areas have disinfecting wipes available and everyone is wearing masks; All high touch areas are sprayed with a disinfectant prior to the employees arriving. Jamie stated that he has full confidence in our employees to make the right decision. Matt asked if we could have each office put in writing their plan for the upcoming week so if it happens again, we have a plan in writing and we know exactly how we are going to act without scrambling. Jamie suggested voting to authorize April to be able to close the Town Hall. Seth suggested putting it on the Agenda for next meeting and Stephen confirmed.

**Review/Approve BOS Meeting Schedule – January through March:**

*Seth Ridinger made a motion to approve the BOS Meeting Schedule from January – March 2021, Matt Mecum seconded. Voted all in favor. Seth: Yes, Matt: Yes and Jamie: Yes.*

**Review/Approve the 2021 Holiday Schedule:**

Seth Ridinger made a motion to approve the 2021 Holiday Schedule, Matt Mecum seconded, Voted all in favor. Seth: Yes, Matt: Yes, and Jamie: Yes.

**Vote to Approve the Mailbox Claim Policy:**

*Seth Ridinger moved to approve the Boylston Mailbox policy pending the minor typos that Town Attorney Stephen Madaus will suggest, Matt Mecum seconded. Voted all in favor, Matt: Yes, Seth: Yes and Jamie: Yes.*

**Vote to Approve Cyprian's Inc – Change of Manager:**

*Matt Mecum made a motion to approve the Change of Manager for Cyprian's Inc on their beverage license, Seth seconded. Voted all in favor. Matt: Yes, Seth: Yes and Jamie: Yes.*

**Review/Sign 2021 Business and Alcohol License Renewals:**

*Matt Mecum made a motion to approve the 2021 Business and Alcohol License Renewals as presented, Seth seconded, Voted all in favor. Matt: Yes, Seth: Yes and Jamie: Yes.*

**Approval of meeting minutes:** 11/16/2020 and 11/19/2020

*Seth Ridinger made a motion to approve the meeting minutes from 11/16/2020 and 11/19/2020, Matt Mecum seconded. Voted all in favor. Matt: Yes, Seth: Yes, and Jamie: Yes.*

**Appoint Jean Therriault to the Library Board of Trustees:**

Seth Ridinger made a motion to appoint Jean Therriault to the Library Board of Trustees, as recommended by unanimous vote by the Boylston Library Board of Trustees, Matt Mecum seconded. Voted all in favor. Matt: Yes, Seth: Yes, and Jamie: Yes.

This appointment was to fill Ken Linnell's seat; retired from the Library Board of Trustees.

**Parks and Rec: Land Discussion (Greater Worcester Land Trust):**

Will discuss at a future date. April does have an update in her Town Administrator's report.

*At 7:22PM, 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 BOS Office
Boylston Selectmen 2021 Meeting Schedule	On File in the BOS Office
Boylston Observed Holiday Schedule 2021	On File in the BOS Office
Mailbox Claims Policy	On File in the BOS Office
11/16/2020 Meeting Minutes	On File in the BOS Office
11/19/2020 Meeting Minutes	On File in the BOS Office