



Board of Selectmen

Date of Meeting: Monday, January 25th, 2021
Time: 6:30 PM – 7:01 PM
Members Present: Chair Jamie Underwood; Selectmen Matt Mecum and Seth Ridinger;
April Steward, Town Administrator; 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/85255858908?pwd=amljOUx4bUpQZWxLZVlVlicmM2QT09>

Passcode: 957647

Or iPhone one-tap :

US: +13017158592,,85255858908#,,, *957647# or +13126266799,,85255858908#,,, *957647#

Or Telephone:

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

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 876 9923 or +1 253 215 8782 or +1 346 248
7799 or +1 408 638 0968 or +1 669 900 6833

Webinar ID: 852 5585 8908

Passcode: 957647

International numbers available: <https://us02web.zoom.us/j/kcLvNA0iRf>

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.

- Alison Mack: Yes
- Stephen Madaus: No

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. **Online Permitting Software:** The Building Department is up and running for on-line permitting. Currently gas, plumbing, and electrical permits are available on-line. Fire Department Burn Permits are also available and can be located through the Town's website.

Matt asked how we plan to share that information and get it out there. April stated she will create signs to put around Town Hall. It is also on the Building Departments homepage on the Towns Website informing people of the change. Jamie suggested placing it on the Lions Club sign or one of the traffic trailers.

2. **Camp Harrington:** After our last meeting, I was requested to reach out to Greater Worcester Land Trust for clarification on the parcel they recently acquired in Boylston. GWLT responded that their intent when purchasing the property was to keep it open to any conservation and recreation use of the Sewall Pond property, passive and or active, with the land to be held by the Town of Boylston for conservation purposes. The best use of the property is for the Town to decide and the Town Recreation Commission had been the group that stepped forward on behalf of the town to engage this project having all the public input of the most recent Open Space and Recreation Plan as its guide.

I have received an email from a resident in this area expressing concern about increased traffic flow and congestion if an athletic field is constructed at this location. I have the email on file and wanted to make sure it was on record that the concerns have been received and that the board has been made aware.

Jamie mentioned that anyone who has any interest in seeing this land purchased to speak up and attend the Parks and Recreation meetings.

3. ~~**Library Director Search:** After reviewing numerous resumes and interviewing three finalists, the Library Search Committee put forward Erica Hout as their top candidate before the Library Trustees for their consideration. I am happy to announce that last Thursday, the Library Trustees announced that Erica was selected to be Boylston's new Library Director. With Erica's knowledge of the community and her high regard for customer service, I am positive that the town will continue to receive the best library experience possible.~~ – THIS ITEM WAS SKIPPED. Library to make announcement first.
4. **Compass Pointe:** Last Thursday I participated in a meeting with the Health Agent, Town Counsel, and the Water District to continue discussions regarding the test wells located around the perimeter of the town wells. The town is looking to have the requirement to monitor the test wells and have the results provided to the Board of Health and the Water District included in the Homeowner's Association Trust Agreement. A letter is being drafted and will be sent to the developer.
5. **85 Sewall Street:** I need to know if the Board has any interest in pursuing a Phase I ESA report on the property as part of our due diligence. This report would include a visual

inspection and research into the site for any past site environmental issues. I have received two quotes one for \$2,000, and the second for \$3,000.

April mentioned an ESA Report is a good report to have especially if you have other business or homes on the property; this piece of land has been vacant for as long as she can remember. If we are going to move forward with it, we must get it done within the 45-day period and the clock is ticking. Jamie stated there has been nothing on that land forever. Matt agreed and suggested not spending any more money on the project at this point. Seth asked if the study was just for environmental impacts, contamination, and thing of that nature. April confirmed and stated they would do a site review and go through the history of the project and then give a report. April stated that her concern level is low with the parcel. Matt stated he believes that it is safe, and it was pretty pristine when April and himself did a walk through.

6. **Marble Project:** As you may have read in the paper, the not-so-secret filming of a scene for a Showtime production has received approval from the necessary boards to film a crash scene along Rte. 140 in town. I have sent over to the production company a copy of our Location and Road Closure Agreement for their approval. More updates will be available by our next meeting on February 8th.

They were on site today doing more site review. They sent over their COI for Stephen and April to review and they are far above what Boylston is requiring on their end.

7. **FY22 Budgets:** The FY22 Budgets have been collated and presented to the Finance Committee. They are scheduled to hold their first meeting via Zoom on Thursday, February 4th.

Seth asked if FinCom was going to do the Zoom meeting but not the actual in person budget hearings; April confirmed it will be Zoom. She also stated that if departments were asking for anything above level funding to submit a narrative for review. If FinCom had any questions regarding those, they would reach out to each department individually for clarification.

8. **Inspector Fees:** Chairman Underwood and I met with the Inspectors regarding their fees and fee schedules. They are still meeting with the Building Inspector and I am anticipating they will be ready to come before the board at your February 8th meeting.
9. **Vacation:** I am planning on taking vacation on February 10th – February 15th. Upon my return I will have to take a COVID test and work from home until my results come back from the lab. I have everything I need at my home office and do not anticipate any issues.

Approval of meeting minutes: 01/11/2021 and 1/20/2021

Seth Ridinger moved to approve the meeting minutes of 01/11/2021 and 01/20/2021, Matt Mecum seconded. Voted all in favor. Matt: Yes, Seth: Yes, and Jamie: Yes.

Vote on who the Annual Town Report will be dedicated to for 2020:

Jamie mentioned that The Town of Boylston lost great individuals in 2020. He came up with two individuals that he would suggest dedicating the 2020 Annual Town Report to: Richard Reardon and Roger W. Deal. Matt agreed and suggested that they dedicate the report to both. Seth agreed and mentioned that although he did not know Mr. Reardon well, he knew Mr. Deal very well; service to the town/community and involvement in the Lyons Club.

Matt Mecum made a motion to dedicate the 2020 Annual Town Report to Mr. Richard Reardon and MR. Roger Deal. Seth seconded. Voted all in favor. Matt: Yes, Seth: Yes, and Jamie: Yes.

Review and Approve the Boylston Employee Handbook:

The Board reviewed the employee handbook and agreed that it was very well done, very thorough. Matt stated that he appreciates how much work was put into it and does not see anything that stands out to him. Seth asked for clarification on page 12, Privacy Section where it states "Management reserves the right to search Town property and documents, such as desks, file drawers, workplace lockers, etc." He questioned how we define management and mentioned in other portions of the handbook it is defined as Department Head in consultation with the Town Administrator; would like more clarification on this. Matt stated it is a good point to be clear on the process and suggested asking Stephen. Jamie agreed and stated he would like to see consistency on the verbiage. Seth's then brought up the 5 weeks of vacation after 15 years of employment addition and April mentioned that was added this year. April clarified that it would be Corey Higgins who reviewed this, being our Labor Counsel.

Seth Ridinger moved that we approve the Employee Handbook subject to the clarification of the term Management on page 12 by Town Counsel. Matt Mecum seconded. Voted all in favor: Matt: Yes, Seth: Yes, and Jamie: Yes.

April thanked the Board for their feedback and mentioned that Jeff Vander Baan worked very hard on preparing this.

Vote to Approve the Fire Chiefs Contract:

Matt stated that this is a larger increase than they would typically do, but Chief Flanagan has been on the lower end of his range for a while now. He is a working Chief, staffing the ambulance and not just responding to calls. There is no doubt it is a big bump and happens over the three-year contract, but there is no doubt in my mind that it is not well deserved. Jamie stated that it is very well deserved, and that Finance Committee is aware of the situation as well.

Matt Mecum made a motion to approve the three-year contract for the Fire Chief, Seth Ridinger seconded. Voted all in favor. Matt: Yes, Seth: Yes and Jamie: Yes.

Vote to authorize the Chair to sign on behalf of the Board the Location Agreement with Possible Productions Inc.:

Seth Ridinger moved to authorize the chair to sign on behalf of the Board of Selectmen the location agreement with Possible Productions Inc., Matt Mecum seconded. Voted all in favor. Matt: Yes, Seth: Yes, and Jamie: Yes.

Miscellaneous:

Employee Reviews: Seth mentioned that it was previously discussed and asked where we were at with it. April mentioned that herself and Jeff Vander Baan have been in discussion regarding the reviews and Jeff is in the process of working on a step plan to propose to FinCom to go along with the reviews, steps and COLA increases. You would have your step increase on January 1st and your COLA Increase on July 1st; it's a 15-step process to get you to the top of your grade. Jeff thought that if you do the reviews without the step program it would be like jumping through the hoop with no carrot on the end. This would start next year, July timeframe.

Goals: Matt asked to put the BOS Goals Review on the next Agenda to review.

At 7:01 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
Meeting Minutes 01/11/2021	On File in The Board of Selectmen's Office
Meeting Minutes 01/20/2021	On File in The Board of Selectmen's Office
2020 Memoriam	On File in The Board of Selectmen's Office
Boylston Employee Handbook - Draft	On File in The Board of Selectmen's Office