



## Board of Selectmen

Date of Meeting: Monday, July 19<sup>th</sup>, 2021  
Time: 6:30 PM – 8:40 PM  
Members Present: Chair Matt Mecum, Selectmen Jamie Underwood, 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.

### **Review/Authorize Chair to sign the Intermunicipal Agreement for the Greater Boroughs Partnership for Health:**

Seth asked about Section 6B: The Towns of Boylston and Northborough will receive routine food and housing inspection and what does that entail. Kristin Black, the Health Agent from the Town of Northborough responded that with housing is in regarding to the state sanitary code for housing. If you were to get a complaint about someone not having heat, or rental issues, this is something they would deal with. The homeowner or occupant needs to give permission to inspect the premises. You would be working with your board of health. The Assistant would call the health agent to request a housing inspection. Ultimately, the enforcement or direction they pursue would still fall on the local board of health, they would just be providing an inspector for the local communities 4-5 days a week. Seth asked how much the software would cost for this program once grant funding is no longer available. Kristen stated that the grant would cover it, it's a three-year grant award. It's a three-year period with a possible three renewal years, for three years each; this grant could possibly be available for 12 years. She stated that she believed it may be around \$3,300 a year for Boylston based on one agent and an assistant but depends on the number of users you have for the software. Matt Mecum thanked Kristin for all her efforts on setting up the COVID clinic and Kristin thanked everyone in Boylston for all their help as well.

*Jamie Underwood made a motion for the Chair to sign the Intermunicipal Agreement for the Greater Boroughs Partnership for Health, Seth Ridinger seconded. Voted all in favor.*

### **Review and approve Job Descriptions for Board of Assessors office. (Administrative Clerk and Principal Assessor):**

Van Baker joined the Board members at the table. He stated that there are two openings within the Assessor's office, and they are looking to move forward with finding these positions. They reviewed the job descriptions last year and pledged to review them yearly. They are looking to make the Principal Assessor a managerial position. As far as the grades on the position, those stay the same: Principal Assessor is a grade nine and the Clerk is a grade 5. They may be looking to move the Clerk position to a grade 6 next year if they add more responsibilities; motor vehicle

excise tax. Matt stated that one of the challenges at Town Hall is the Organizational Chart; he believes there is some value to have these positions report to the Town Administrator since she is here daily, which would help free up some of the Board of Assessors time. Van said he will take this information back to the Board at their next meeting on Monday, August 2<sup>nd</sup>. Seth agreed with Matt and asked what was previously budgeted for these positions. Van stated that he believes that for all three positions they are budgets around \$102,000 for the year: Principal Assessor \$45,000 - \$50,000.

*Jamie Underwood made a motion to approve the job descriptions for the Board of Assessors office, Seth Ridinger seconded. Voted all in favor.*

### **Discussion on new property tax bills: Board of Assessors:**

Jamie stated that the Assessors office has frantically been trying to get out tax bills and a big batch went out a few weeks ago, he would just like to know what he should be telling residents about the process going forward. Van stated that those were most likely supplemental bills. With more of the condos in town, those will start off with zero value and then when the actual unit comes into full existence, that zero becomes a larger number and that is the supplemental bill. He added that they work on a fiscal year, July 1<sup>st</sup> is the new year. Van suggested that if any residents have any questions, please direct them to the office. Van also cautioned that the Q1 and Q2 preliminary bills tend to be low, your Q3 and Q4 bill which comes out in January, will make up for it so that will be quite impressive compared to the first one.

No further questions from the Board.

### **Update from CMRPC:**

Kerry from CMRPC joined the board at the table, she is covering for Dominique who is out of town at the moment. She wanted to give an update on the Local Rapid Recovery Program and get any feedback from the board to take back to Dominique. Out of 351 communities who were offered this, 141 took advantage of it. CMRPC is working with 7 communities now. The program is a 6-month program: by the end of August 30<sup>th</sup>, they will be able to compile all the data. The whole point of this program is to come up with 5 takeaway projects that hopefully will be funded with some state funding after all the plans are submitted. Currently in the 3<sup>rd</sup> phase for Boylston; baseline data was collected. The recommendations are being compiled right now by Dominique and her team. The Planning Schedule goes from late March – August 30<sup>th</sup>. The overall hope is that the community will work with the business area to find a way to make this more appealing and safer; more walkability so residents feel that they would want to support the businesses.

Paul Dell'Aquila mentioned that Boylston does not have a core retail district, and the cool thing about this grant purpose is that we can really tailor it to be more Boylston specific. Going forward, we can take some of the lessons we learned from this and apply it to other parts of town. Paul mentioned that they held a public listening workshop a few weeks back, and one of the goals from that was to get some ideas of some projects that we could do that would have an impact. This data was provided to the board, Paul mentioned that there is still time to throw out ideas if anyone has them and he will share them with CMRPC. Kerry read a few goals that Dominique and her team came up with:

1. Expanding the capacity to support and facilitate economic development

- a. To establish an Economic Development Committee
- b. To spearhead a Boylston Business Association
- c. Creating a business roster; facilitating business dialogues, interests' groups and marketing
- d. To work and expand in municipal staff capacity, possible dedicated staff position

They suggested throwing out more ideas and then they will evaluate them and come up with the best ones that fit. If they do not work out right now with this grant, they can focus on them later.

2. Ensure the Town is business friendly in terms of process procedures and regulations
  - a. Create a permitting guidebook; makes it easy for businesses to go through the process
3. Encourage appropriate new businesses along 140 Corridor to review the zoning and to see if there are any adjustments that can be made
4. Cultivate a sense of place to attract more residents and visitors to the businesses
5. Improve the Streets and Sidewalks

Dominique also suggested:

- Connecting to the mid-state trail in West Boylston
- Take advantage of the Reservoir Loop (take a right onto Route 140)

Matt mentioned that until recently (6-8 years) Boylston had the reputation of not being very business friendly and he still believes that there are still some lingering bylaws, rules, and procedures that are a little detrimental to businesses who want to come into town. We don't want to allow businesses to come in and do whatever they want but we to give them every advantage we can, while we still protect the town.

Paul mentioned that towards the end of the process Dominique will make a final presentation to the Board of Selectmen, from there we will get the plan and then hopefully the state will make some funding available. It was never promised that there would be funding, so if there isn't any funding allocated right away, they can still start looking at some of these either way.

Kerry stated that if anyone comes up with any new ideas, to please let Paul know and he can get that information over to them.

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

PARC Grant: They were able to get the PARC grant in – trip to Boston to hand deliver it.

Open Space Plan – Approved; Thanked CMRPC

Organization of the file system downstairs; streamlining and getting organized.

Looking forward to the next wave of hearings for the large warehouse projects; continuing to monitor those. Working with Attorney Costa on feedback for traffic reports on those projects.

### **Police Chiefs Report to the BOS:**

Incident on July 6<sup>th</sup>: 7 catalytic converters were taken from Fuller RV

- Waiting on camera recordings from owners

June:

21<sup>st</sup> – Sgt Thomas was cleared to return to duty by Town doctor

22<sup>nd</sup> – Bay Path Barn Reopening – No Issues reported to PD

23<sup>rd</sup>-29<sup>th</sup> – On Vacation in West Virginia

July:

4<sup>th</sup>: Holiday – No Issues Reported

7<sup>th</sup>: Officer Ryle was cleared to return to duty by Town Doctor

8<sup>th</sup>: Emergency Service Generator was used – Power Outage

8<sup>th</sup>: Attended Wake in Northborough

9<sup>th</sup>: Sgt Annunziata had ticket hearings in Clinton Court

12<sup>th</sup>: Met with a resident about inaccuracies in her license to carry application

19<sup>th</sup>: Attended Manny's Box placement at Rocky Pond

19<sup>th</sup>: Attended a wake in Westborough

29<sup>th</sup>: Tahanto: Crisis Action Team Meeting

*Speed Tractor Deployments:*

70 South

140 North

South Sewell

Northeast Way

Looking to place it at East Temple Street soon

**One Day Liquor/Entertainment License Approval: Crest Technologies, Inc \$150.00 – Paid: Check 06/25/2021:**

At 7:30PM Matt Mecum recused himself from this discussion.

*Seth Ridinger moved to approve the One Day Liquor/Entertainment License for Crest Technologies, Inc, Jamie Underwood seconded. Voted all in Favor: Seth and Jamie: Yes.*

At 7:31PM Matt Mecum rejoined the meeting.

**Appointment to Board of Registrars: Bonnie Johnson:**

*Seth Ridinger made a motion to appoint Bonnie Johnson to the Board of Registrars, Jamie Underwood seconded. Voted all in favor.*

**Appointments to Cultural Council: Linda Oroszko, Janet Conroy-Quirk, Shanleigh Evans, and Tara Azzarone:**

*Jamie Underwood made a motion to appointment Linda Oroszko, Janet Conroy-Quirk, Shanleigh Evans, and Tara Azzarone to the Cultural Council, Seth Ridinger seconded. Voted all in favor.*

**Appointment to Agricultural Commission: Georgiana Stowe:**

*Jamie Underwood made a motion to appoint Gigi Stowe to the Agricultural Commission, Seth Ridinger seconded. Voted all in favor.*

### **Presentation of Kandahar Airfield TF flag to American Legion Post 398:**

Representative Kilcoyne joined the meeting as well as Members from the American Legion. Rep. Kilcoyne presented a plaque and an American flag to the American Legion; this flag flew over Kandahar Afghanistan in support of Operation Freedom Sentinel. The Legion stated that it is an honor to receive this flag to represent the men and women who sacrificed their lives for this country and to remind us to always remember them.

### **Citations presented by Representative Kilcoyne:**

Representative Kilcoyne presented citations to residents of Boylston who stepped up and contributed their time to help get residents vaccinated during COVID.

### **Fire Chiefs Report to the BOS:**

June 19<sup>th</sup> – now:

- 64 total responses
- 1 call for a lightning strike
  - o Town wells look good – no damage

Capt. Mackenzie supervised all vehicle maintenance. No major repairs needed.

Two FEMA Grants that were pending: Still Pending

Putting a committee together for the apparatus replacement. Will have to go through the bid process.

Have had two new EMTS come forward to help with weekend work.

In the process of going through and doing all the commercial property inspections; fire alarms and sprinkle systems

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

Accessory Apartment Issues: Spoke with Paul and found a document and made changes to it so it reflects what Boylston's bylaws state. One it is passed; he will be able to issue a certificate of occupancy to resolve some issues. Tony presented it to the BOS so he could get any feedback if needed, then he will present it to the Planning Board, and then back to the Town Administrator to get it approved. Seth asked to receive an electronic copy.

### **Set Schedule for Department Head Evaluations:**

Directly reports to the BOS:

1. Highway Superintendent
2. Town Administrator
3. Building Inspector
4. Treasurer/Collector
5. Fire Chief
6. Police Chief
7. Town Planner

Seth stated that the idea was to get it started in September/October and have it wrapped up before the budgeting season begins. April asked if they would like it on the night of a meeting, or if they would like it scheduled for another night; they agreed on the night of a meeting. Seth stated that each department head should document a set of goals that they could review the following year; have a benchmark. Two reviews per meeting and have the HR Administrator attend. No review

for the Police Chief. April stated that they could still meet with the current Police Chief and see what he believes the goals of the new Chief should be.

Matt asked that we give the department heads a very clear schedule and protocol on what the review will be like. Seth stated he reviewed the template and does not believe it needs to be modified.

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

Traying to keep up with the weekly mowing; a bit of a challenge but they have been making it happen

Started cutting some brush on the guardrails

Tree work; Bay Path

Quite a few washouts on the roadside edges have occurred that normally do not happen

Signage: Replacing some signage in town – freshening it up

Waiting to hear back from the library on some drainage issues they are having; significant amount of water running onto the neighbor's property from their parking lot

- Seth asked about the water flow and where it was occurring. Steve explained the issue in more detail and that the Library Trustees are speaking with engineers to figure out the problem.

Met with Amy from Tower hill regarding the tree placement at Cross Street and School Street Intersection. Hoping to complete the project by the end of next week.

Met with MA Broken Stone regarding completing the paving of Columbus and Adams Streets; looking at mid Sept for start date.

Seth brought up the washout issue on Styles Road (lower). Steve stated that he received an email from a resident regarding some washout. He could not do anything about it at that moment because the rain was still heavily coming down and anything that could be put there would be washed out. Steve and Mr. Burkhardt walked the road, and it stems from when a developer made an access across a waterway to the parcel of land that they were testing; over a short period of time, everything has washed out and done some damage. The developer has fixed the washout to some point, but not to the resident's property where a lot of debris has gone into their yard. Steve stated that he does not feel it is their responsibility but if he must do it, he will do it. The developer has since been up to the area with a machine to open the area he closed off. Steve stated that it is up to conservation on how they are going to react to him. Conversation continued regarding what the developer did to contribute to this issue. Seth asked Town Counsel if it is safe to assume that removing that gravel should have required some sort of authorization by the town (end of styles road: town way) Town Counsel responded yes. Steve Mero stated that he believes conservation is going to address the issue tonight and wanted to make sure he waited for them prior to doing anything. Matt Mecum stated that it should be the developer's responsibility to monitor that something gets done. Steve stated that he believes he has an understanding at this point.

No more questions from the Board.

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

1. *Cell Tower Lease:* Currently we have a cell tower lease with SBA Communications, and we have a ground lease with T Mobile. Both leases are looking to be renewed/modified. Our lease with SBA Communications is up in 2024 and we need to decide if we want to enter into a lease

extension with SBA Communications or if we would like to go through the RFP process and set a new lease all together. T Mobile is looking to reduce our current rate to come in alignment with their other ground leases and change our 3% multiplier from every year to a 12% multiplier for every term.

- Seth stated that changing the amount we receive to 12% over 5 years from 3% multiplier is a net loss of 3%, so that is not beneficial to the town. April agreed. The Board requested that April gather some information from other communities to see what they have done.

2. *Flooding on Lower Stiles Road:* The board and I received an email communication from residents on Stiles Road expressing concerns over flooding along the roadway due to the rain received from tropical storm Elsa. The Highway Department and the Conservation Commission are working with the developer in that area to make sure that the culverts, streams, and roadways that may have been damaged by the work they performed in that area will have to be fixed, replaced, and repaired if damages are due to their actions. The Conservation Commission has this item on their agenda tonight to discuss further.

3. *Fire Department Union:* The necessary paperwork has been submitted by the IAFF Union representative with the Department of Revenue. The board will now need to select who they would like to represent the town at the negotiations. I am suggesting that the board consider having Labor Counsel Corey Higgins, Human Resources Administrator Jeffrey Vander Baan, and Administrative Assistant Alison Kennedy set apart as the town's negotiating team. I would like to recuse myself from the process as I have a conflict with being a member of the Fire Department.

*Jamie Underwood made a motion to approve negotiating team for Fire Department Union negotiations: Labor Counsel Corey Higgins, Jeff Vander Baan, Alison Kennedy, Seth Ridinger seconded. Voted all in favor.*

4. *Active Shooter Protocol:* I attended a MIIA training on Run, Hide, Fight which is very similar to ALICE training. I think it is important to train our staff on how to respond to situations in the workplace that could escalate to violence. I would like to work with Jeff to put in place protocols to keep Town Hall a safe place.

5. *Police Chief Applicants.* Jeff has been seeing roughly one application per day come in since the ad for the Chief of Police position was placed. We have received eight applications to date. The next date scheduled for the Search Committee to meet is Thursday, August 5th.

#### **Review / Approve Meeting Schedule Sept – December 2021:**

*Jamie Underwood made a motion to approve the meeting schedule for Monday, Sept 13<sup>th</sup> - December 20<sup>th</sup> 2021, Seth Ridinger seconded. Voted all in favor.*

#### **Vote to approve rescheduling Monday, August 16th meeting to Monday, August 23<sup>rd</sup>:**

*Seth Ridinger moved to approve rescheduling Monday, August 16<sup>th</sup> meeting to Monday, August 23<sup>rd</sup>. Jamie Underwood seconded. Voted all in favor.*

**Discussion with Parks and Rec; Use of Town House:** No members of Parks and Rec present. Jamie mentioned that Parks and Rec contacted him regarding the use of the Town House and wanted to see if they could extend the use of the town house for free. The board discussed a 6-month period and revisiting it mid-January.

*Jamie Underwood made a motion to extend the Parks and Rec use of the Town House for free as previously negotiated, Seth Ridinger seconded. Voted all in favor.*

**Trash Pick Up Discussion:**

Matt stated that he received a few calls/emails from residents asking for him to bring up of the potential for a town wide contract for trash pick-up. They stated there have been some issues in town depending on which carrier you use. Town wide trash pick-up was voted down at a previous Town meeting. Matt stated that he does not think he would support a town wide trash pick-up if it was tied to the tax rate or if town residents had to use this certain carrier. Matt asked to gather information on the three big trash companies in town and see what it would cost. Seth stated that it is a subject worth exploring; people are frustrated with the service they currently have. He brought up the point how these trash trucks could add some wear and tear to the roads in town and it could be looked at as a benefit to have one. Seth asked for us to look into what the cost impact would be on the town. Matt stated that the town is not set up to do it; the town would be responsible for it, and we currently do not have the bandwidth. Jamie questioned if the Light Department would allow us to put a survey out with their mail to gather some feedback. Matt said he threw something out on social media and 90% of people said they were interested and would do it, 8-9% said maybe and 1-2% said they would never do it. Stephen Madaus mentioned that most towns who do trash pick up have a bin or a bag and try to get to an enterprise account which means they pay for the operation; so, they have a percentage that is paid by the customer and then the town subsidizes the whole so that it makes it cost competitive/attractive. You can't mandate it so residents could opt out, but it is usually economically better. It's a moving line; how much you want to put on your tax rate, and how much you want the fee payer to carry. Matt stated that he believes the Board of Health is responsible for this, so we need to make sure they are aware and on the same page.

**Approval of meeting minutes:** 04/20/21, 06/28/2021 and 07/13/2021

04/20/21 – Page 8 paragraph 4. Article 24: Acquisition and purchase of land: Stated 35 acres and the actual amount was 30.5.

*Jamie Underwood made a motion to approve the meeting minutes for 04/20/2021, 06/28/2021, and 07/13/2021 with the one noted change on 04/20/2021. Seth Ridinger seconded. Voted all in favor.*

*At 8:40 PM, on a motion moved by Seth Ridinger, the following roll call vote was recorded to go into Executive Session under: **EXECUTIVE SESSION** in accordance with M.G.L. c. 30A, Section 21(a), Purpose 7, to comply with or act under the authority of the Public Records Law (M.G.L. c. 66) and the holding in Suffolk Construction Co., Inc. v. Division of Capital Asset Management, to review a confidential attorney-client communication from Town Counsel. Purpose 3, to discuss the strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. Jamie Underwood seconded. *The Board agreed they would not reconvene to open session. Roll call vote recorded as follows: Matt Mecum: Yes; Seth Ridinger: Yes, James Underwood: Yes**

Respectfully submitted,

Alison Mack, Assistant to the Board of Selectmen

**Meeting Materials**

Agenda	On File in The Board of Selectmen's Office
Town Administrators Report	On File in The Board of Selectmen's Office
Assessors Administrative Clerk Job Desc.	On File in The Board of Selectmen's Office
Principal Assessors Job Description	On File in The Board of Selectmen's Office
IMA Agreement with BOH	On File in The Board of Selectmen's Office
BOS Sept-Dec 2021 Meeting Schedule	On File in The Board of Selectmen's Office
Georgina Stowe VTS Form	On File in The Board of Selectmen's Office
1 Day Alcohol License – 80 Shrewsbury St	On File in The Board of Selectmen's Office
Police Chiefs Report to BOS	On File in The Board of Selectmen's Office
Town Planner Report to BOS	On File in The Board of Selectmen's Office
Building Inspectors Report to BOS	On File in The Board of Selectmen's Office
04/20/2021 Meeting Minutes	On File in The Board of Selectmen's Office
06/28/2021 Meeting Minutes	On File in The Board of Selectmen's Office
07/13/2021 Meeting Minutes	On File in The Board of Selectmen's Office