



## Board of Selectmen

Date of Meeting: Monday, August 23<sup>rd</sup>, 2021  
Time: 6:00 PM – 8:41 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 6:00 PM.

Pledge of Allegiance was recited.

### **Approval of meeting minutes:**

03/08/2021, 05/03/2021, 05/24/2021, 06/07/2021, 06/10/2021, 06/21/2021, and 07/19/2021

- 06.21.21 – Page 5 – Seth would like it on the record that the Board of Selectmen formally thanked the members of the Housing Production Plan for their hard work.

- Page 7. Seth will “abstain” – Please change to recuse himself from Rand Whitney discussion

- 07.19.2021 – Dept Head evaluations – Town Planner was not mentioned

- page 6 – Styles Road – not Styles Hill Road
- Did not fully write the motions – double check those.
  - Forgot to put that it was voted all in favor.
  - Rand Whitney vote – Please put that Seth recused himself from that vote.

*Jamie Underwood made a motion to approve the meeting minutes of 03/08/2021, 05/03/2021, 05/24/2021, 06/07/2021, 06/10/2021, 06/21/2021, and 07/19/2021 with the changes made by Seth Ridinger along with the changes made by Town Counsel previously, Seth Ridinger seconded. Voted all in favor.*

### **Eagle Scout Project Proposal – Brody Massad:**

Brody Massad came before the board to get permission for his Eagle Scout project. Brody stated that he would like to update the sandbox at the Manor. He would make it a little bit bigger, remove all sand in sandbox, replace half with river rock and half with new sand, and replace some of the rotting wood.

Parks and Rec would be the beneficiary of this project and he has one month to complete it. The board agreed that it is a great idea and approved the project.

*Jamie Underwood made a motion to approve Brody Massad’s Eagle Scout Project. Seth Ridinger seconded. Voted all in favor.*

### **Discussion with Town Treasurer regarding current payroll process:**

Cheri Cox and Rosemary Buckley from the Treasurer/Collectors office joined the meeting. April mentioned that we currently use Harpers for our payroll, and they offer different alternatives to electronic timesheets, and she was curious if the Board would be interested in more information on it. Cheri stated that the spreadsheets serve multiple purposes and if those are being taken away, they need to understand what is going to be in its place so that we are not jeopardizing the integrity of the office.

Matt stated that he would like to explore going to digital timecards and figure out how we would replicate the process Cheri explained. Board members are not in the office every day and you don't really have a way to validate if the employee was there or not. Cheri explained the process of how timecards are filled out and submitted via a spreadsheet and mentioned that last time she spoke with Harpers they stated that a lot of our departments that we have are too complicated to even track time. Matt stated that the complicated part would surprise him since there are companies with hundreds of thousands of employees that are able to track time and feels that we would be able to figure out how to digitally track the time of town employees. Matt stated that his opinion would be to investigate how we can track employees time digitally. Cheri asked what the boards vision is to touch all the departments. April stated that the last time she spoke with Harpers they said you could have multiple ways or reporting depending on the department that you are specifically reliant to; IP locked app, palm scans, excel spreadsheets. etc. April explained that employees would be able to access their own dashboard and see how much sick time they have available, print out their w2 forms, and other information would be at their fingertips that is not available now; it would be an asset to employees. Cheri stated that she did speak to her contact at Harpers and will give them another call. Jamie suggested giving Harpers the data that she needs access to perform her job and ask them if they would be able to match this process. Cheri stated that every department is responsible for tracking their employees time and responsible for their budgets; there are a lot of different pieces and it's complicated. She spoke with the Town Accountant and asked her if she could identify any deficiencies with the payroll because if you make a move to change things, you don't want to make it more complicated. Its already working right now so she just needs to see the flaw in the process. Seth stated that the Boards vision is to modernize Town Hall and having some sort of electronic time stamp is a big part of that. The board is sensitive to her point that there are a lot of moving pieces but hoping that we can find a way where hours can be tracked electronically.

Cheri mentioned that when speaking with the Town Accountant it was brought up that the town does not have an organizational chart, which would help all employees know who they report to. Seth agreed and mentioned that it is something the board has also discussed putting together. Cheri discussed some of the changes that she has made since becoming the Treasurer/Collector; uniform spreadsheets, payroll submission schedule to be paid in a timely manner, personnel change forms, direct deposit, and other good strides. April stated that she reached out to a couple surrounding towns and heard back from several communities that they are looking to move in the same direction and were looking for information also, and a couple use Harpers web time app; downloadable spreadsheets are available to use and are easier to use. April stated that her reason for requesting this would be on par with what Matt was saying about how you have departments with board/commission chairs who are signing off on employee's payroll sheets and they are not actually at town hall and have no way of knowing if what they are signing is accurate. Cheri mentioned that it sounds like a personnel issue where the organizational chart would be useful in showing department heads who is responsible for who and having more oversight of each

department. Seth agreed that it may be part of the solution. Matt stated it needs to be more efficient and cost effective; more ideas will come out of it if we explore what Harpers is able to do. April is going to put together the information from other towns and Cheri is going to call Harpers to get more information to share with the Board.

**Vote to increase Collector's bond amount to \$150,000 and Assistant Collector to \$37,500:**

The Treasurer/Collector and Assistant handle cash so they need to be bonded; added protection for the town. Revenue and tax increases over the years and we should increase our bond amounts over the years as well.

*Seth Ridinger made a motion to increase the Collectors bond amount to \$150,000 and the Assistant Collectors bond amount to \$37,500, Jamie Underwood seconded. Voted all in favor. Matt: Yes, Seth: Yes, Jamie: Yes.*

**Appointment of Chris Milton to the Cable Advisory Committee:**

Seth welcomed Chris to the meeting. He asked Chris if this is something that interests him and Chris replied yes, it interests him, and his background is in IT, and it would be good to give back to the community.

*Jamie Underwood made a motion to appoint Chris Milton to the Cable Advisory Committee, Seth Ridinger seconded. Voted all in favor.*

**Appointments to the MPSC; Mark Anttila and Lori Hart:**

Mark was already on the MPSC as an associate member and will be a voting member, and Lori will be taking over the place of Jim Spencer for BBRSD.

*Seth Ridinger made a motion to appoint Lori Hart and Mark Anttila to the MPSC, Jamie Underwood seconded. Voted all in favor.*

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

Matt mentioned that the Board asked Van to speak with the rest of the Board of Assessors to potentially have these positions partially report to the Town Administrator. As a board, they want to be very clear of what the roles and responsibilities would be as far as the supervisor capacity, and they still need to hash that out. The next meeting is the Monday after Labor Day, and they can take a vote on it. Matt stated that his vision would be that April's role would be more of the day-to-day management, not getting involved in the Assessing world, more of time management. The Board decided to push this off until the Assessors Board meets.

**Police Chief Report to the BOS:**

Chief Sahagian has decided to retire after 21.5 years of service to Boylston. October 8<sup>th</sup> is his last day. The Town is indebted to him, and we thank you both personally and professionally for your service. Tony thanked the residents for their support.

### *Crime Stats:*

#### *July*

- 27<sup>th</sup> guns, ammo, and license to carry were returned to Clinton citizen
- 28<sup>th</sup> Telephonic interview: domestic violence cases
- 28<sup>th</sup> Reviewed sets of plans with the town planner
- 29<sup>th</sup> Attended the BBRSD crisis action team
  - o Active Shooter tabletop exercise – what would happen if this was the scenario
  - o Eye opening to a lot of folks
  - o Do it twice a year
  - o Car crash in front of Tahanto scenario
  - o Wednesday: District is having ALICE training for all staff – along with the folks of Berlin
- 30<sup>th</sup> – Officer on IOD – extended to August 27<sup>th</sup>. Next evaluation is at the end of the week

#### *August*

- 3<sup>rd</sup> Speeding trailer – South Sewall
- 11<sup>th</sup> Ticket Hearings at Clinton District Court
- 12<sup>th</sup> LTC Application; inaccurate statement
- 12<sup>th</sup> OUI Crash at Morningdale; person was processed and bailed from station
- 18<sup>th</sup> Incorrect Address on LTC Application – important to have correct address
- FYI 1921 Diner Centennial Celebration
- 21<sup>st</sup> Veterans Motorcycle Ride through town
- 25<sup>th</sup> Alice Training
- 30<sup>th</sup> Back to School for Boylston Students
- 31<sup>st</sup> Annual Physical: Shrewsbury Center

#### *September*

- 5<sup>th</sup> Barefoot Marathon
- 8<sup>th</sup> Central MA Chiefs meeting
- 10<sup>th</sup> Crest Technologies Open House 3pm-7pm
- 10<sup>th</sup> – Hillside Outdoor Concert
- 12-18<sup>th</sup> – 5 Car break-ins – all cars were unlocked. Early morning. Great film from Randall Road
- Suspect identified in MSP Chase
  - o Lowell/Lawrence area

### *Speed Trailor Deployments*

#### *July*

19<sup>th</sup> – Central St and Haven – outbound  
27<sup>th</sup> – 85 East Temple, going away from Clinton Savings Bank

#### *August*

2<sup>nd</sup> – East temple – Inbound Route 70  
12<sup>th</sup> – Southbound 70 across from Calliope Productions  
22<sup>nd</sup> – Off Road due to Hurricane  
23<sup>rd</sup> – Outbound, 246 Central Street

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

- EMS – 11 mutual aid calls

- Multiple alarm fire in Lancaster – Barn fire
- Participated in evacuation at Nursing home
  - o Moved 82 patients out of nursing home (5 hours)
- No major damage from tropical storm
  - o Staffed the station with 4 people yesterday

*Vaccine Clinic:*

- Postponed till 29<sup>th</sup> with second clinic on the 17<sup>th</sup> of September
- Pfizer and Johnson and Johnson

Working with the Board of Health on setting up a rapid coving testing at the Fire Station

- Board is looking at developing a policy to put out to the town

Matt stated that the vaccine is obviously the most important tool, but testing is a close second, especially with kids going back to school; keeps the kids, residents and the Police and Fire crews safer. Joe is going to reach out to the School Superintendent to see if that are participating in the Test and State program where if a student shows up to school or if they have come in close contact with someone who is symptomatic, they can test at the school and isolate them for 15 minutes while waiting for the results. If they test negative, they go to class. If they test positive, they will contact the parents. Matt added that this is a tool we can use to help stop outbreaks, keep kids in school and not a location to come as a prerequisite to travel.

Kristin Black – Northborough Health Agent – going to get a PCA test kit.  
Joe believes they are getting it through themselves not through the grant.

*Grants:*

Still waiting on both FEMA Grants.

Did get \$10,000 reimbursement from the state – added to account

Next round of EMT grants start next week.

**Highway Superintendents Report to the BOS:**

- Mowing and brush cutting is happening
- 6 trees were planted at the intersection of Sewall and Cross Street
- Jim has started snow prep – checking some equipment
- Road work is going to start next week on Adams and Columbus
  - o Tuesday after Labor Day they will start grinding. One of the roads should be finished within a few weeks.
  - o Contract last year helped them out greatly

Matt thanked Steve and his crew for all the hard work they did after the storm.

**Town Planners Report to the BOS:**

*Few highlights:*

- Planning Board closed hearing for Pine Hill Drive Warehouse project at their last meeting with the expectation/decision rendered at the upcoming meeting in September
- Rand Whitney proposal will likely get closed at the next meeting as well
  - o Draft decisions with Attorney Costa.

- Meeting last week at the Old Camp Harrington site – States inspection of the property is part of the PARC Grant. The staffer who toured the site was struck by the property so hopefully good news by mid-September
  - o Would require a town meeting vote before the end of the calendar year – We would need to allocate the full amount of the project (\$160K) to cover the cost and fees that go along with it
  - o If we are successful of the grant, we would be reimbursed 60% of that total

Seth mentioned that we should put the Special Town Meeting in motion. Paul suggested that he would circle back to see dates. April stated that we need to wait for our free cash to be certified by the state and are moving quickly; Octoberish early November. Paul stated that the state knows our situation and will see if they can give us any hints that will help us.

- Participated in the funding webinar today: Upton and Boylston
  - o Subject matter experts
  - o Identified potential sources of funds available for communities
- Orchestrating a joint board meeting between the Planning Board and Conservation Commission to address any issues with the Compass Pointe Development
  - o Each board has done their own thing – this will bring them together
  - o Hoping for something after Labor Day, a public meeting
- Letter of Eligibility for the project at Sewall and 140
  - o We should be expecting a copy of the permit application.
  - o Once we get an application there are a series of times and dates, we need to pay attention to. A very exciting project for the Town. Paul expects more information on that within the next month or two.

### **Town Administrators Report:**

1. *Police Chief Search Committee:* The Police Chief Search Committee has narrowed down the field from 32 candidates to 10. They will begin interviewing the final ten candidates within the next several weeks.
  - a. Matt asked if they will be doing interviews before the next meeting. April stated no. April explained where they are currently at regarding the process and expressed ideas regarding the Interim Police Chief.
  - b. Matt asked to put on the next Agenda “Discussion on Interim Police Chief and Discussion on Police Chief Interview Process”. Seth suggested having a separate meeting to hold all interviews. He also suggested that April put together a set of guidelines to put together for the Board. The Board agreed that everything must be consistent between all interviews.
2. *Central Street:* I included in your packet a letter I received requesting reimbursement for tire damage that was sustained to a car traveling on Central Street dated July 12<sup>th</sup>. The pothole was repaired within a two-hour timeframe once it was reported to the police department. Massachusetts General Law Chapter 84, Section 15 protects the town from these claims if the road defect is repaired within a timely manner. I will be sending a response letter to the party letting them know that we must deny the claim.

3. *Town-Wide Trash and Recycling:* I sent out a request for information on this topic and received several IFBs and RFPs from other communities. Princeton just went out to bid and received one bid from Waste Management. They are going to revisit their RFPs and repost. Waste Management is buying up many of the smaller trash haulers in the area, so it is harder to find vendors for the service.
  - a. See Board of Selectmen minutes folder for examples.
  - b. Matt stated that this would affect the tax rate and instead of a survey, would we be able to add this as a non-binding question at the next election.
4. *Local Initiative Program LAU Approval – The Brookside:* I received from the Department of Housing & Community Development a letter confirming that the towns Local Action Units application has been approved for the seven affordable rental units at The Brookside. The Town Planner along with the Administrative Assistant in the Building Department are working to provide the DHCD with the documents requested to have the seven units added to our Subsidized Housing Inventory list.

**Accept the gift of Manny's Box at Rocky Pond:**

Town needs to accept this as a gift.

*Jamie Underwood made a motion to accept Manny's Boxes, Seth Ridinger seconded. Voted all in favor.*

**Review and Approve Event License Request and waive fee: 09/10/2021 Concert Truck – Janet Carpenter:**

*Seth Ridinger made a motion to approve the Event License Request and waive the fee for the Concert Truck Event on 09/10/2021 by Janet Carpenter, Jamie Underwood seconded. Voted all in favor.*

**Review and Approve Event: Barefoot Half Marathon: 09/05/2021:**

*Seth Ridinger made a motion to approve the Barefoot Half Marathon to take place on 09/05/2021, Jamie Underwood seconded. Voted all in favor.*

**One Day Liquor License Request: Pine Ridge Farm – 09/04/2021:**

*Jamie Underwood made a motion to approve a One Day Liquor License at Pine Ridge Farm on 09/04/2021, Seth Ridinger seconded. Voted all in favor.*

**Vote to waive fee for Cornhole Tournament Fundraiser Event:**

- Pop Warner Football Field
- Town House Rental (in case of rain)

Matthew Phillips First Memorial Cornhole Tournament.

*Jamie Underwood made a motion to waive fee for Cornhole Tournament Fundraiser Event at the Pop Warner Football Field or the Town House Rental for Matthew Phillips, Seth Ridinger seconded. Voted all in favor.*

*Other Items:*

Seth mentioned that a resident brought it to his attention about discussing wearing masks in town hall. Add to the next Agenda.

Matt Mecum mentioned with Fall coming, it could be a tough time for Boylston small businesses, and we need to remember to support them and keep them in mind.

Correspondence:

- Each board member gets into outside discussions with residents and having this on there might be a good way to discuss it. Seth stated that there is a difference between official correspondence to the Board compared to receiving something over Facebook.

*At 8:41 PM Seth made a motion to adjourn, Jamie Underwood seconded. Voted all in favor.*