



## Board of Selectmen

Date of Meeting: Monday, January 31<sup>st</sup>, 2022  
Time: 6:30 PM – 9:24 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.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83275464644>

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### **Economic Development Incentive Program (EDIP): Kevin J. Kuros Regional Director – Central Mass Massachusetts Office of Business Development:**

Matt mentioned that April, himself, and Paul Dell'Aquila spoke with Kevin a few weeks ago regarding tiffs and how they work and what the process is. They thought it would be a good idea, and Kevin offered to come and discuss this with the board so that everyone is on the same page. Kevin thanked the members of the board for having him and shared his screen for his presentation.

#### **Economic Development Incentive Program (EDIP):**

Mass Office Business Development is the state's official office of Housing and Economic Development. Handles things regionally and Kevin would be the contact for Boylston. Their mission is to help businesses take advantage of the state incentive programs and grow their businesses: job retention, job creation, and capital investment.

#### **EDIP:**

Designed to foster job creation, stimulate growth and foster jobs; really incentivize capital investment. Companies can receive state and local credits/incentives for creating local jobs and investing in your community. Economic Development: Land + Labor = Capital.

- Established in 1993

- First EDIP projects approved in 1994
- Largest job generating program in the Commonwealth
- Oldest Incentive program for businesses in MA
- Major overhaul of program in 2009 and 2016
- Subsequent “tweaks” in 2010, 2014, and 2018

Tax Credits – Not Grants. Businesses have to apply for and make good on and hold up their part of the deal to get the credits.

- Very competitive program

Two types of Credits:

1. *Traditional State Credits* – If you owe \$100,000 worth of state tax liability and you have a credit for \$200,000 (what state granted you through their program), you can only take advantage of 50% of your state liability. If you owed \$100,000 you can only take advantage of \$50,000. The other \$150,000 go away.
2. *Refundable Credits* – You are guaranteed to get that \$200,000 worth of credits. If you only had \$100,000 worth of liability the state would write you a check for the balance of the credits. There is a very small pool of refundable credits.

Businesses are not entitled to get state credits, they must apply for them and build their case.

Economic Assistance Coordinating Council: Independent Board that approves all local and state credits. There are multiple things that they consider. “But for” – You must make your case. They will take a very close look at what will lead up to credits before they will consider if the project is likely to proceed. (More in-depth information in presentation given out by Kevin). They will always look to see if there is local involvement. Comes in the form of a TIF – Tax Increment Financing.

Tax Increment Financing: a negotiated agreement between business and host municipality. A tool that municipalities can incentivize businesses to come to their community. The percentage exemption applies to the incremental increase of assessed value of the parcel and the agreement may include exemptions on personal property tax. Per MGL 40/59:

- TIFs have a 5-year minimum, 20-year maximum or anything in between
- Business pays full tax rate on the “base value”
- Exemption from property taxation on all or part of the increased value accrued as a result of development (the “increment”)
- Percentage of exemption (for incremental real and personal property tax value) may range from 5% to 100%

TIFs and STAs:

- Must be approved by City Council or Town Meeting
- Must come to EACC Board for final approval
- Cannot be changed or amended without going through the same “approval process”
- Amendments must come back to EACC Board for final approval
- EACC Board meets four times a year: March, June, September and December
- Do not want projects coming to EACC Board before the municipal vote.

Manufacturing piece of presentation was skipped but the presentation is location On File in the Board of Selectmen's Office under the January 31<sup>st</sup>, 2022, meeting.

Kevin reviewed the process on how to move the process forward and went through the steps that businesses must take.

Program requires annual reporting.

- All approved Certified Projects enter into a contract with the Commonwealth
- Terms spell out job creation by year
- Jobs are required to be maintained for at least 5 years
- Annual reporting continues with state for 5 years after the last jobs are hired for projects receiving tax credits or until TIF/STA expires
- Municipalities can access company annual reports online to monitor
- Joey Giovino can provide link and passwords to cities and towns

EDIP: Vacant Downtown Storefront Initiative:

- Requires a municipal match
- Created in acts of 2018
- Rolled out second quarter of 2019
- Up to \$500,000 in state tax credits may be awarded annually
- Considering setting aside some portion of "refundable credits"
- First floor store front – to create foot traffic and create a buzz on the downtown area

EDIP: Wrap Up:

Contact local MOBD regional director:

- They can guide a business through the process
- Can help "pre-qualify" a project
- Help improve project application
- Help a business with next steps and paperwork
- They know the process, no need for others to become an expert on the program
- Know the deadlines, program nuances, eligibility requirements and municipalities' historic use of EDIP
- Help set realistic expectations

Team Massachusetts:

- Mass Development
- Mass Econ
- MOITI
- Mass Mep
- MassMedic
- MassBio
- MassVentures
- MGCC
- Massachusetts Technology Collaborative

The board thanked Kevin for coming before them and providing them with the information. Seth asked if a company is moving into a vacant building in town, but the building is not considered abandoned, and that company does not plan on doing any capital investments or improvements on that building, are they still eligible for a TIF. Kevin responded that the assessed value would not be increasing so a TIF would not be eligible. Without municipal involvement, their board would not look favorably for state credits. Kevin thanked the board and stated that they should feel free to reach out at any time.

### **Building permit fee: Pine Hill Drive:**

Attorney Ricker and Tony Z (Boylston Building Inspector) were added to the meeting. Attorney Ricker thanked the board for taking the time to speak with them tonight. Attorney Ricker stated that Northbridge Partners are planning to construct a building off Pine Hill Drive and part of their overall diligence, they researched costs in advance and one of those costs was the building permit fee. His client applied for the building permit fee and expected it to be a certain amount and as it turns out, it's almost double of what the amount they expected. For their calculations, they used the schedule that is published by the town and based on that they had certain expectations and with that in mind, the fee that has been attached to this permit at this stage, they do not feel it matches the published fee schedule and it doesn't seem to fit the definition of the requirements of a fee per MA case law. The amount of the overage is substantial, hundreds of thousands of dollars. Brian Oar is one of the principles at Northbridge Partners and joined the meeting. Attorney Ricker stated that there are certainly some legal ramifications and some case law to look at. He suggested if the board would consider establishing a subcommittee of one of your members to confer and consult with the administration as well as town council to review this situation and get back to them and tell them what their thoughts are. Attorney Ricker stated that Northbridge Partners wants to be good neighbors and wants to do the right thing, its just that the fee that they are faced with is substantially faced with than the one they expected. Matt suggested that we should discuss this and maybe a subcommittee is the way to go instead of trying to hash it out in a meeting like this. We need to dig into it on our side with the building inspector, town planner and town counsel; we need to make sure it is fair. Jamie agreed that a subcommittee would be the way to go since it could be hours of discussion. Seth agreed and stated that we really need to dig in and wrap our heads around the numbers and try to finish this as expeditiously as we can. Attorney Ricker stated that expeditiously is very important to them as his client is trying to get things underway and it's a very competitive market.

Stephen Madaus stated he believes that Matt is right on the mark with having this reviewed outside of a public meeting. He heard from attorney Ricker about the objections and potential challenge to our building permit fee and brought that to our building inspector and he gave him his answer and Stephen has been working with the Town Administrator, but of course the Board of Selectmen approves the fee schedule, so they wanted this to get before the Board before they went too far. There are a lot of facts to be established and it will be a lot of time so suggested the board designating a member to work with the Town Administrator, Building Inspector and Planner. Matt stated that they can add this to the next agenda and hopefully we will have an answer.

Brian Oar from Northbridge Partners joined the meeting and thanked the board for meeting with himself and Attorney Ricker. He stated there is a large discrepancy and that they are quickly getting through all the earth work right now so they will be hopefully pulling this permit within the next three weeks. They stated they are not going to hold up the project; it is a fairly large cost; they just don't want to slow down the project. Its more important to get this project up and release it since

there is a new supply coming online. They do have a time constraint of when they can do this. They are happy to be a resource and do not want to cause a controversy. Attorney Ricker stated that they are ready to meet at any time with a member from the board. Stephen stated that at the risk of thinking out loud, there might be an opportunity to accommodate the schedule why we still resolve the dispute; agreement that we are holding a portion in abeyance until we get this resolved. Brian Oar stated that they have some interested tenants and competing supply coming out; it's a good market to be developing. Northbridge Partners does not want to be stuck with a vacant building; time is of the essence. Jamie stated that he feels it needs to get done quick; they are on a time schedule and knows other developers are as well. We need to make sure everything is correct moving forward. Jamie is available to meet this week. Stephen suggested having an internal meeting with Tony and then meeting with Northbridge Partners the following week. Attorney Ricker thanked the board for meeting with them and appreciates everyone taking the time to look at this with them. Matt thanked everyone for attending the meeting.

### **Library: Budget Needs Discussion:**

Brad Barker from the Library Trustees joined the meeting and shared his screen for a presentation. He stated that the purpose of this is to preview what the Library Trustees are considering a rather critical situation right now. They are planning on talking with the Finance Committee soon. It has come up in recent years and needs to be addressed. At the end of this budget discussion, he also has a briefing of the library renovation status. Brad showed the budget that they are proposing for FY23. (On File in the Board of Selectmen's Office) They are proposing a 17.23% increase in salaries and expenses: \$46,000 increase in budget - \$36,000 being salaries. Brad explained that Boylston is at the very low end of the scale, and we are losing people quite frequently due to it. He showed a chart comparing library salaries in surrounding towns and other towns throughout MA that are similar in size. Brad stated that this is such a critical issue that he hopes they can be a part of any salary discussion moving forward.

### ***Library Building Update:***

- Hired LLB Architects to design repairs to roof, eaves and gables
- April 2021 cost estimate by LLB was \$385,000
  - o Approximate \$150,000 more than available funding
  - o Construction materials and labor costs have escalated further since April 2021
- Emergency repair of slate roof to resolve leaks currently underway @ \$30,000
- The Library Board planned to submit a warrant article for additional funding at the Spring 2022 Town Meeting:
  - o The Board wishes to focus the Town's attention on salary issues this year and to wait for construction costs to stabilize before proceeding
  - o A warrant article will be submitted in a future year

Matt asked if there was any data out there showing how much more the Boylston Library is involved compared to these significantly larger towns. He has worked with Erica on some things that aren't directly tied to the library. Erica Hout stated that there are certain measurable aspects; when they do their reporting to the MBLC they are required to report not just circulation, but programs they offer and attendance. That's information they can measure. They are extremely competitive with even those midrange towns; they have had higher program offerings and

attendance for. They recognize that they are not Shrewsbury but recognizes that our community does visit the Shrewsbury library and would like them to offer similar services, hours, resources and program offerings. Matt agreed on the issues of staffing and wage increases. He is interested in what the Finance Committee has to say as the library are not the only ones who are bringing that up. Boylston is growing faster than our services are growing and we are getting to the point where we are going to have to swallow a hard pill and really look at our salaries. Brad thanked the Board and hoped that they were able to give everyone a picture of the challenges they have and think the world of their staff and don't like the situation they are in in terms of their salaries and its up to them as the advocates for the library to fight for them and get them what they deserve. Jamie stated that we do want our employees to know that we do respect them and want to retain them. We have been growing and salaries have been going up everywhere because of COVID. Seth stated that Brad always does a great job at making a compelling case and advocating for the library. He thinks its great that the trustees and so many people come out to support the library in these meetings and it's a true testament to the library staff and everything it has to offer. He also added that he believes the salary request is reasonable given the comparable salaries from other towns, it's not a crazy amount of money. Seth suggested that HR gives some through analysis on these decisions. Brad thanked everyone for supporting the library.

#### **Community Preservation Act (CPA) Committee: Town Meeting Article Request:**

Elaine Jones and Nel Lazour joined the meeting. Elaine mentioned that she was on the Open Space Committee as well as the Housing Production Plan Committee and they had a lot of great ideas and goals and no way to fund them and that's why the CPA is something Boylston could benefit from. It establishes a fund specifically for open space, recreation, historic preservation, and affordable housing. The money comes from two sources: the community (a surcharge on local property taxes), and the state. They are proposing a 1% surcharge on property taxes with two exemptions:

- 1) \$100,000 reduction on residential property value. If your home is assessed for \$500,000, they would subtract \$100,000 off that to figure the base for the surcharge.
- 2) Qualified ownership of Boylston's low-income housing: Many seniors would have 100% exemption. They use the Worcester area amount to figure the income for low housing and moderate-income senior housing.

There are 351 communities in Massachusetts. 187 have adopted the CPA. Boylston residents have been paying into the state CPA fund since it was established in 2000 and we have not been getting anything out of it. We are not getting our fair share of state revenue. When we did the surveys for Open Space and the Housing Production Plan, people kept saying that we need to protect the towns natural beauty and natural way of life. Elaine believes that CPA can help manage growth and help keep future taxes lower. The funds are controlled exclusively by residents. That money can't go in the general fund, if we don't spend it, it stays in the trust fund in each of the areas and it builds up. A community preservation committee is put together made up of 5-9 members; 5 members come from Planning, Housing Authority, Parks and Rec, Conservation Commission and one more, up to four at large. CPC recommends the proposals and then sends them to Town Meeting for approval. They would like to see the CPA put on the town warrant in May 2022. The town would vote to place adoption of the Community Preservation Act on the November 2022 ballot. First it goes to town meeting and then it goes on the ballot for the November election, and it has to pass with majority vote.

Jamie stated that he understands the concept behind this and does not think it's a bad idea but thinks the timing this year may not be the best. It's gone throughout the state, and you are going to find a lot of people going for abatements since it was a reevaluation year, and their taxes have already gone up substantially this past year. Adding another 1% to that, he believes it will be very hard to pass at town meeting. Elaine stated that Jamie may be right but believes that residents need the opportunity to make that decision. Elaine stated that many communities need to vote several times before this passed. Nel added that they feel very strongly at this point and are trying to make this a reality; this is the first year that we ought to start doing this especially with the commitment we made with the Master Plan. They are really looking for the Board of Selectmen to support it going to the town warrant to be voted on. Matt stated that any tax increase is always going to be difficult regardless of what it is for but, he is all for bringing it to the town meeting floor and letting people decide. The burden of campaigning for it and gaining support will be on your group. Jamie stated that he can back it to go on the warrant but that's as far as he can go with it. Seth stated that as far as supporting it to go on the warrant he is certainly in favor of that; giving the residents the opportunity to make the decision. Nel stated that we would not turn any group away who would like to support this as in the end it will be very beneficial to a lot of groups in town. Town Counsel, Stephen Madaus stated that Elaine may already be aware but if you have a group that is advocating for ballot election, he is pretty sure you must register with the Mass Office of Campaign and Political Finance. He suggested reaching out to Shrewsbury since they had this approved the previous year. The warrant article and ballot question must be consistent and if it is approved as a warrant article at town meeting is automatically goes to the ballot election. The Board thanked Elaine and Nel for coming and presenting this information.

#### **Hillside Restoration Project Updates: Nel Lazour and Janet Carpenter:**

Janet Carpenter is the new chair of HRP. She has been instrumental in getting some important funding for projects in the past. The Board has decided to take a step back and take a pause to the restoration to the house. Recently received a report from the Architectural Heritage Foundation and recommended that they take a pause and really pursue the development of a vision of where they are headed with this national historic landmark, Gough House. Janet suggested moving forward with a master plan for the Hillside Property and their willingness to raise funds for this process. Matt asked who or what group would foresee leading the charge on this master plan. Nel responded the current master plan committee. It would be included in our current master plan project. Jamie stated that the timeline is off, our master plan is going to be completed soon. Nel stated that it needs to be a part of that umbrella for the master plan for the town and doesn't see if living alone. Matt stated that he doesn't disagree, but the timeline is off since the earliest they can get funding is the May town meeting. We did establish that once free cash is established at town meeting it is immediately available, April confirmed yes, because it is not a budget item it's a free cash article. Nel asked if the town must vote whether to vote to include this into the master plan? Matt stated that would have to be a conversation with the current master plan committee and then come back to the selectmen to get that approved, the inclusion portion. We don't want to change that timeline for the master plan, which is scheduled to wrap up in June. Stephen asked if this is a requirement of the master plan or if this is a strategic plan for hillside, independent of the master plan. Nel stated that it's a visioning plan of what they want hillside to be in the future. The town must buy into a larger vision on the 300 acres, for the Hillside Farm project to move forward. Town Planner Paul Dell'Aquila joined the conversation and stated that the master plan is a

prescribed as far as its structure and format. It's completely appropriate that we spell out the importance of everything you are talking about as Hillside as a bigger property, historic needs, but it is not traditional to include this focus in part of the master plan. He stated that we can highlight the importance of Hillside, Gough House ...etc. within the current master plan to set us up for other opportunities. Nel stated that she does recall bringing this up in a conversation with Trish Settles who had said that it is something that could be incorporated. Paul Dell'Aquila stated that this plan for Hillside would cost roughly around \$50,000 - \$75,000 plan and that's not able to be covered under the master plan. Matt asked if it would be more appropriate for the master plan to call out a need for Hillside to have a master plan and then action items to go along with that for funding. Paul stated that was his recommendation for that from the beginning; it gets spelled out in the master plan as one of our needs. Jamie stated it's a cleaner way of doing it. Seth added that it would have been nice to incorporate some sort of chapter/sub section concerning this, however the timeline doesn't make since as the master plan is wrapping up at this point. With that being said, if some section at least could spend a little time speaking to the importance of the Hillside property and goals such as doing a specific study or a master plan. He doesn't feel it would be too late to dedicate a page or two to Hillside; future action items laid out for Hillside property. Matt suggested that Nel reach out to Richard Baker who is the chair of the Master Plan Committee and add this to the next agenda. Nel has concerns as to how we are going to continue to rally the town to get behind this. Matt added that this plan was designed after surveys were distributed throughout town and hearing what residents wanted. Matt suggested that we can dedicate some amount of space to talk about how important the Hillside property is and some suggestions what those next steps would be and that's probably establishing another planning committee and doing another plan or addendum to the master plan. Nel stated that if we were to start a Master Plan, there are probably a lot of information that has already been done. Nel ended this by asking to speak to Richard to be put on the next meeting for the Master Plan Committee.

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

#### **Local Rapid Recovery Planning Program:**

Last year we received a grant to do the LRRP: Local Rapid Recovery Planning Program. We went through a six-month process working with CMRPC and the business community as well as residents and other stakeholders and came up with an initial plan that had five recommended project focuses. Part of the goal for the LRRP was to set us up for how we could implement them. Last year the one stop was set up by the state bringing together a dozen different grant programs.

#### **Route 140 Corridor:**

We are submitting an expression of interest; outlined projects we are interested in exploring, projects we want to get some more guidance on, and how we can get some more funding; from the state or other sources. That will give us a road map on what we can look at and what will be most beneficial to Boylston. As of right now, we are looking at getting some additional guidance on the Route 140 Corridor and things we can do to make it more pedestrian friendly and safer. We are also looking to get some feedback/guidance on the following program: Hillside Property Program. The expression of interest window is between now and March.

We have also recently begun work on the Municipal Vulnerability Program – MVP. They have done two internal staff meetings and next weekend they will be discussing the shape and outreach for the public workshop in late March, early April.

Seth stated that he was looking over the Rapid Recovering Planning documents and they are very thought out and look great. It was great to see all the list of potential grant resources that were outlined. He is looking forward to seeing how we can make some of this stuff come into fruition and thanked Paul and anyone else who worked on it for their hard work.

Stephen stated that one thing he always wanted the town to clean up regarding Hillside was how the town acquired it: an order of taking. It lists about seven or eight purposes for which we acquired. He does not believe that we ever designated in a whole which land areas were for which purposes.

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

1. *Rapid Test Kits:* Intrivio kits arrived on Thursday, January 27th and residents have been coming in to pick up their kits today. Residents will need to show proof of residency by either their driver's license or a utility bill at the time of pick up. We are limiting the test kits to two per household. (4 tests – two tests per kit)
2. *Harpers Meeting:* We had a meeting with our Harper's Payroll Services rep to go over their Employee Forward program and their electronic Time & Attendance features. This would be a big step forward from the way we are currently handling payroll. Follow up meetings are in the process of being scheduled to go over more information. I do not have the cost of the employee forward program yet; the Time and Attendance module would be \$3.25/ active EE / month for an estimated total of \$1,950 annually.
  - a. April stated that there was a lot of concern from the Treasurer/Collectors office regarding this. She assured them that they are not going to do anything until we have more meetings, and everyone feels comfortable with the process. The final decision is the Board of Selectmen's.
3. *Intro of Step Increases:* Jeff used our present grade ranges with our posted minimum, midpoint, and maximum pay rates, and created 15 steps for each grade where there is a little less than a 2% (on average) increase between steps.
  - Employees would graduate one step per year (within grade) at the beginning of each calendar year (effective the first payroll run in January) based on their receiving a favorable performance evaluation in the fall of the year (Oct./Nov. timeline).
  - The annual COLA would continue to be granted effective July 1st of each year.

By introducing the step system, we would incentivize employees to provide their best work, thereby maximizing efficiency and improving morale. We would also alleviate the current practice where employees must rely solely on COLA increases, causing them to eventually lag in their pay grades as the years progress. This has resulted in the need to grant special out of guideline increases to enable employees to catch up, particularly our employees who were hired at or near the minimum of their pay grade.

Where we introduced the performance evaluation process in the fall of 2021, we now have a system in place to share specific goals, evaluate employees and provide them with direct feedback. In cases where performance is below satisfactory, the employee would not receive a step increase. We would like to implement the step program beginning January 1, 2023, which would follow employee performance evaluations that will be completed in the fall of 2022.

4. Annual Town Meeting: I wanted to bring it to your attention that I am seeing a few municipalities change the date of their ATM to later dates for them to be held outside. I don't think this is something we need to worry about at this point, but it may be something consider in case we need to do the same, or at least move to hold the meeting outside again.
5. MMA Annual Meeting: The MMA Annual Meeting was cancelled this year due to the pandemic. Over the next several weeks there will be virtual sessions that I plan on attending:
  - a. Municipal Law Update
  - b. Creative Placemaking in Your Community
  - c. Labor Law Update- New Laws, Recent Cases and Agency Decisions
  - d. Municipal Vulnerability Preparedness Tools and Tales
  - e. Building a Culture of Cybersecurity: Ransomware and the Minimum Baseline of Cybersecurity for Municipalities
  - f. The State of Waste and Recycling
  - g. Advancing Diversity in Public Safety

#### **Vote to Approve Installation of Street Light (Sewall Street, across from BES):**

*Seth Ridinger made a motion to install an additional streetlight to South Sewell Street and the other streetlight be relocated in accordance with the memo that was sent by Mark Barakian on January 24<sup>th</sup>, where he outlines what his plan of action would be concerning install and moving one of the streetlights, Jamie Underwood seconded. Voted all in favor. Matt: Yes, Jamie: Yes and Seth: Yes.*

#### **COVID-19 Rapid Testing Stipend Discussion:**

Seth asked if this would come out of ARAP funds, and April confirmed yes.

*Seth Ridinger made a motion to authorize a stipend in the amount of \$1,200 be given to the four full time firefighters for their extra service of administering COVID-19 testing to the community, Jamie Underwood seconded. Voted all in favor. Matt: Yes, Jamie: Yes and Seth: Yes.*

#### **Town Clerk: Updates on Notary Services:**

In July of this past year the MIIA stopped covering third party claims for third party notarized documents. Towns are now in a situation where they could either purchase insurance coverage and safely keep notarizing documents for town residents, choose not to purchase insurance and we can

keep notarizing (liability), or choose to stop providing notary services. This varies for all towns. Dawn continued to discuss notary services within the town clerk's office. The insurance is just under \$1,000 a year. Dawn's opinion is that she would like to continue doing it as she believes people would be upset if it stopped. Matt stated that he believes we should continue to offer it and Stephen weighed in; insurance would be necessary if it continues. Dawn has no been charging a fee for this service. Seth stated that he supports it and believes a lot of residents have come to rely on it. Stephen stated that if the funds for insurance are coming from the Selectmen's budget, they should vote on it.

**Vote on continuing Notary Services and buying insurance (\$1,000.00):**

*Seth Ridinger made a motion that per the Town Clerks recommendation, continue notary services in the Town Clerks Office and that the Board of Selectmen fund said services out of our insurance line in the budget, not to exceed \$1,200.00, Jamie Underwood seconded. Voted all in favor. Matt: Yes, Seth: Yes, and Jamie: Yes.*

**Future Agenda Items:**

*Insurance:* Jamie mentioned that he reached out to another individual in town who works for NFP and he would be willing to do an evaluation for s on what we currently have, what's available and what's out there. Jamie sent April the information.

*At 9:24 PM, Jamie Underwood 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
Community Preservation Act	On File in The Board of Selectmen's Office
Step Grade Draft Example	On File in The Board of Selectmen's Office
Town Planners Report	On File in The Board of Selectmen's Office
Town Administrators Report	On File in The Board of Selectmen's Office
Rapid Recovery Plan 2021	On File in The Board of Selectmen's Office
Rapid Recovery Planning Program 2021	On File in The Board of Selectmen's Office