



Town of Boylston 221 Main Street, Boylston, MA 01505

Board of Selectmen Minutes 01/05/15

Date of Meeting: Monday, January 5, 2015

Location: Town Hall, 221 Main Street

Time: 6:30 PM – 7:35 PM

Members Present: Chairman James Wood; Michael May; James Underwood; Martin McNamara, Town Administrator; Lori Esposito, Administrative Assistant

The meeting was called to order at 6:30 PM.

Financial Warrants signed in approval.

Report of the Town Administrator to the Board of Selectmen:

Dispatchers' Union: Notice has been received from the dispatchers' union to begin negotiations for a new agreement. The current agreement expires June 30. In the past the Board Chair, the Police Chief and the TA have represented the Town in these discussions. Jim Wood said he was the Chair/representative last time. They exchanged information, had discussions and then brought the information to the Board.

Motion was made by Mike May for the Town Administrator and the Police Chief to enter into contract discussions with the dispatchers' union regarding their contract, set to expire June 30, 2015. Jamie Underwood seconded the motion; voted all in favor.

Fire Chief's Contract: The Fire Chief's contract will also expire in June. The TA suggests the Chair and he begin discussions now.

Mike May made a motion to authorize the Board Chair and the Town Administrator to discuss contract negotiations with Fire Chief Flanagan. Jamie Underwood seconded the motion; voted all in favor.

Fire Alarm Panel/Security System: The new system has been installed and is being monitored by radio communications, rather than by phone lines. In 2011 \$25K was approved at Town Meeting for fire alarm replacement. This did not take place and in late fall of 2014 a lightning strike damaged the alarm and telephone systems at Town Hall. Insurance claims for just over \$18K have been submitted. As a result, we will not need to use the \$25K previously approved and the article can be closed out, with the funding coming back as free cash in the next fiscal year.

FY'2016 Budget: The TA has requested that all department heads have their proposed budgets to him by December 18; all but one have been received. The Finance Committee will meet on January 20 and the TA requests that the Board invite them to the Selectmen's meeting that night for a joint meeting immediately prior to the scheduled meeting. Most departments have complied with the request to level fund; some, however, do need increased funding.

Shared Human Resources Manager Feasibility Study: The Town Administrator attended a meeting in Berlin for the results of this study done by the CMRPC. A copy of the draft report is being submitted to the Board for review. Many questions must be answered before the three entities can move forward. The group will meet again in a few weeks. Some of the questions to be answered are:
Where would this person's office be located?
What would the office hours be and how would they be divided?
To whom would this person report?

It would appear there might be too much work for one person and Boylston would likely get very little of this person's time, with the school department needing the majority of the time. A part-time position just for Boylston would be too difficult. Mike May asked if there are other human resources already in place that would support a person? Marty said CMRPC might be hiring and leasing them out to towns. Mr. May asked who currently does HR for the school? Marty said various functions are picked up by a few people scattered here and there. They do not have a dedicated HR person. There is the possibility of Boylston sharing a person with the Town of Berlin, but not the school department. Mike said he would rather get a contracted person for the Town; he would not attempt to share services with Berlin as it would be too complex with various unions regarding benefits, etc. He feels we have huge exposure by not having an HR professional in place.

Upcoming Meetings: The Town Administrator will be attending a presentation at Assabet Valley Regional High School for a presentation on their Work Extension Program. The plumbing, carpentry, HVAC, electrical and painting instructors will show how they can partner with us to benefit our community. This could be a good opportunity for us to get some students in the various trades to work with Bob Bourassa as part of their learning experience as well as being beneficial to the Town. He will attend an Economic Development Incentive Program Information Session at CMRPC. This is a joint program of CMRPC and the Mass Office of Business Development designed to highlight the 2014 legislative and procedural changes to the EDIP. On Thursday January 15 he will attend the annual "State of the Worcester Regional Retirement System" meeting. Attendees will learn about the performance of the retirement system and will receive our F'2016 assessment.

Proposed DPW Building: The TA, Frank Reale and the Highway Superintendent met with the Weston & Sampson to discuss the cost estimates we have received. This was productive and we have a much better understanding of why costs are much higher than anticipated. It was suggested we get a detailed construction cost report showing very detailed costs. A copy of the proposal is attached and the TA requests the Board approve the expenditure of \$3K to have this report completed. The Board was in agreement to go ahead with the report.

CORI Checks for Taxi/Livery Licenses: Town Counsel has provided some information concerning the necessary process for us to conduct CORI checks on livery drivers in order to license them. His report is attached.

Sewall Street Resident's Request: Greg Rozak has requested one or more street lights be installed on Sewall Street leading up to the Elementary School. It is felt the area is too dark and causes an unsafe condition for cars parking on the street at night for school purposes. Marty has check with the Light Department and they are okay with this as long as the Board approves. There would be a flat fee paid to the Light Department so there would be no additional cost to the Town. Jamie Underwood suggests they install two. The Town Administrator will speak with the Police Chief for his recommendation re: safety and number of lights.

Jamie Underwood made a motion to have the Town Administrator speak with the Chief of Police and the Light Department to determine if one or two lights are appropriate; and, if so, go forward with the recommendation. Mike May seconded the motion; voted all in favor.

Camp Harrington: Parks & Recreation provided a plan/proposal. Mike May said 209 residents were surveyed and 90% responded favorably to the Town owning or operating Camp Harrington. He feels the sampling is too small and would like approval to survey (via mail) the entire community. Once a broad level of support is determined, the Board of Selectmen can pursue funding from private parties. Jamie Underwood noted that only ten percent of mailers are returned. He feels that, in addition to mailers, we include in school papers the children take home to parents. Mike May feels seniors and people without children should also be heard from. The Light Department could possibly mail a survey out with the monthly light bill. He will work with Lori and Marty to compose a mailer.

Draft Meeting Schedule: Approved as presented. To be posted.

Food Pantry: Irene and Bruce Symonds, Joan Banks and Reverend and Mrs. Buchanan appeared before the Board. They thanked the Board for the use of the municipal building but the food pantry was not notified of the decision to move the food pantry and it was done without their presence or knowledge.

A history of the food pantry was given and summarized. The First Congregational Church Outreach Program took on the food pantry and by going through the church there was no need to set it up as a non-profit. Running the pantry is very time consuming and they need to request support and collections from the community. This is done by all volunteers; no one is paid and it makes additional work for the church treasurer. They disagree with the proposed location at the Town House, due to it not being ADA-accessible, lack of privacy, and bringing food into the pantry would be difficult. They need a locked room due to past theft problems, yet the proposed rooms at the Town House would also be used by the Highway Department. They would require extensive renovations (photos were provided to the Board). The Food Pantry currently serves 30 people, plus ten school families. Jamie Underwood said he appreciates what is done and he also felt a more secluded area would be beneficial. He apologized that they were not notified of previous discussions and decisions. He would like to get together with them to discuss proposed renovations and get their feedback.

Marty McNamara said two to three months ago Ann Marie Jazziak came to him and represented herself as a new member of the Food Pantry Committee. They spoke about the proposed changes and she was to present it at their upcoming committee meeting and let Marty know if there were any questions or problems. Reverend Buchanan said perhaps a letter to the food pantry volunteers to first discuss their needs and desires and the impact of the move would have worked better as opposed to a conversation with the newest member of a committee. Irene Symonds said Ann Marie came to the committee after they had already heard the "rumor" but nothing was official.

Mike May apologized personally; there were good intentions while communication went awry. We are looking to put money into renovations and improve their space. The Board is acting as a result of hearing issues some people have with privacy; some people don't use the services due to being located at Town Hall, a very public building. He wants the pantry available to all. Irene said the problem is with some families at the Elementary School. Otherwise, she hasn't heard any complaints about privacy. Claudia Underwood feels the Town House offers less privacy due to being right on the road; there is more privacy here.

Reverend Buchanan said they consider themselves custodians for the community; some participate in the church, some do not. The church is not the "owner" of the food pantry; it is available to all. Irene noted that a member of the Catholic Church recently volunteered.

Claudia Underwood asked what will happen with the downstairs once the Library moves out. Why not have the Library go to the Town House and leave the food pantry where it is. Jim Wood said it is because of the size of the space. Jamie Underwood said both are important, but space is the biggest issue for the Library. If the Library has to lease a similarly-sized space, it would cost all of us more money in the long run. The estimate at this time is one and one half years to accommodate the Library. Jamie will be in touch to meet with members of the Food Pantry Committee and discuss their needs.

At 7:35 PM Jamie Underwood made a motion, seconded by Jim Wood, to adjourn. Voted all in favor.

The meeting was adjourned at 7:35 PM.

Respectfully Submitted,

Lori Esposito, Administrative Assistant