



Board of Selectmen

Date of Meeting: Monday, March 28th, 2022
Time: 6:00 PM – 9:39 PM
Members Present: Chair Matt Mecum; Selectmen Jamie Underwood and Seth Ridinger;
April Steward, Town Administrator; Finance Committee and Alison Mack, Administrative Assistant to the Board

The meeting commenced at 6:00 PM.

Financial Warrants were signed in agreement.

Pledge of Allegiance was recited.

At 6:00 PM, on a motion moved by Jamie Underwood, the following roll call vote was recorded to go into Executive Session under:

Purpose 1: Per MGL c.30A, §21(a) (3): To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the Board and the Chair so declares – Boylston Professional Firefighters IAFF Local 5324; and

Purpose 2: Per MGL c.30A, §21(a) (3): To review and approve minutes from an executive session of the Board held on 02/28/2022 for the purpose of discussing strategy with respect to collective bargaining – New England Police Benevolent Association (NEPBA), if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares.

Seth Ridinger seconded. The Board agreed they would reconvene to open session. Roll call vote recorded as follows: Matt Mecum: Yes; Seth Ridinger: Yes, James Underwood: Yes

At 6:09 PM Seth Ridinger made a motion to take a 20-minute recess, Jamie Underwood seconded. Voted all in favor. Matt: Yes, Seth: Yes, and Jamie: Yes.

At 6:28 PM the Board reconvened to open session.

Matt Mecum stated that while they were in Executive Session the Board voted to approve the Boylston Professional Fire Fighters IAFF Local 5324 Collective Bargaining Agreement.

Vote to approve Concert on the Common on June 11 at 4pm: Library:

Seth Ridinger made a motion to approve the concert on the common on June 11th at 4PM hosted by the Library, Jamie Underwood seconded. Voted all in favor.

Vote to approve Keep Boylston Beautiful 2022 Town Wide Litter Cleanup Kit Pick-Up and Dumpster Location – Lions football field parking lot; weekend of April 30th :

Seth Ridinger made a motion to approve Keep Boylston Beautiful 2022 Town Wide Litter Cleanup Kit Pick-Up and Dumpster Location – Lion's football field parking lot; weekend of April 30th, Jamie Underwood seconded. Voted all in favor.

Intention to Lay Out as a Public Way – Longley Hill Dive; refer lay out plan to Planning Board for recommendation:

Jamie Underwood made a motion to refer the Lay out Plan of Longley Hill Drive to the Planning Board for recommendation, Seth Ridinger seconded. Voted all in favor.

Sign a letter to the town's legislators requesting changes to the state budget:

Jamie Underwood made a motion to sign the letter to the town's legislators requesting changes to the state budget, Seth Ridinger seconded. Voted all in favor.

Approval of meeting minutes: 03/10/2022 and 03/14/2022:

Jamie Underwood made a motion to approve both meeting minutes from 03/10/22 and 03/14/22, Seth Ridinger seconded. Voted all in favor.

Discussion on forming a committee for the Public Safety/Senior Center Building:

Jamie stated that he hates big committees and would like to see more residents. After reviewing the people recommended to be a part of the committee it looks like 5 out of 7 are residents.

Seth stated that the only think that stood out on feasibility study that he would like to see in the study is some analysis on what needs to happen on the vacant buildings. Matt stated that information would come out of this committee as well., this is just to form the committee right now and then we can charge them with things to do.

Vote to put together a committee for the Public Safety/Senior Center Building:

Jamie Underwood made a motion to form a feasibility study committee. Seth Ridinger seconded. Voted all in favor.

Matt named the 7-member committee: Police Chief, Fire Chief, Board of Selectmen member, Facilities Tech, COA Coordinator, COA Representative, and one Boylston resident.

Building Inspectors Report to the BoS:

Tony showed an article to the Board that was in the item that was printed last week. It discussed building in Boylston and surrounding towns and how construction costs have changed.

Tony mentioned that Kraft came in with both of their buildings and he is going to do inspections on Thursday. They are ahead of the other guys – They have less blasting to do.

- Just this past week he got 6 houses from Barnard Hill. 5-6 different contractors are working up there at the same time.
- Very busy in the office. Having conversations right now. Vinacasa must go through the ZBA for 40B. He starting to come in and ask about prices.

- Issued first duplex for Sewell Street for A and R lots – gun range. They wanted separate permits.

Tony suggested to the Board that they should consider cutting up those lots and if you're not selling them, land lease them. Matt, first night they talked about it and its something to look into as the discussion continues. Tony stated that you could move the zoning if needed.

Town Planners Report to the BoS:

Discussed some items:

- Master Plan is winding down – will be winding down this summer.
- Small grant from CMRPC for \$5,000 – reviewing our current zoning and subdivision regulations.
- Conservation is working on a parallel project. They received a grant for sewer permitting and will be looking at their current regulations.
- Prepared for and staffed the 3/14/22 ZBA meeting focused on the proposed LIP project at 100 Shrewsbury Street.
- Participated in the Master Plan Steering Committee's review of several draft Master Plan chapters with proposed goals, objectives, and action items.
- Participated in a MassDOT training workshop, which will enable me to explore and assist in any grant applications the Town may wish to pursue under the Complete Streets program.
- Participated in a Municipal Vulnerability Preparedness (MVP) core team meeting to finalize logistics ahead of the workshops which will be held from 6-9pm on 3/30/22 (virtual only) and 4/6/22 (hybrid).
- Worked with the Building Inspector on a proposal to update the Accessory Apartment bylaw to account for both detached and attached units. The Planning Board will schedule a public hearing to be held in April.

Grant Updates

- We received a response to the Expression of Interest (EOI) I submitted to the state's One Stop program back in February asking for guidance on potential grants for implementing Rt. 140 projects identified in the Local Rapid Recovery Plan (LRRP) and a Master Plan for the Hillside property. Based on the feedback received, we are being urged to consider applying to the Community Planning Grant program for both projects. It was further suggested that we might also reach out to MassDevelopment's Real Estate Technical Assistance program for Hillside. I have already begun to research the various grant program requirements with an eye toward applying this spring.

- Working with Stantec, we submitted a Shared Spaces grant proposal to MassDOT that would help further the projects identified for Rt. 140 in the LRRP as well as previously designed intersection improvements for N. & S. Sewall Street. We anticipate a response in the first week of April.
- With the support of the Planning Board, I successfully applied for a District Local Technical Assistance (DLTA) project that will help the Board analyze and make recommendations to modernize our current subdivision and zoning bylaws with a focus on Low Impact Design (LID). This DLTA grant is valued at \$5,000. This item in some form will also be a likely action item under the Master Plan.

Notice of Intent:

Paul Dell'Aquila mentioned there is a potential road adoption for Longley Hill but stated that as of this second, he does not believe they have received the layout paperwork. He feels that at this point its not very likely that the road adoption will be ready for this upcoming Town meeting. April received a request today from Land Design Collaborative, Wayne Belec, for the Town to sign off on a Notice of Intent. She ran it past Stephen Madaus and since this is a matter that the information was received 48 hours prior to the meeting and after the public meeting was posted, was not presented to the chair previously, the board may still consider the matter that is being requested. The developer is requesting the Notice of Intent be signed. Town Council is still seeking clarification on the notice of intent from Mr. Belec. The Board may designate the Town Administrator to sign the document subject to Town Council receiving satisfactory answers to his questions. April forwarded this over to the Conservation Commission and ran it past Chip Burkhardt. Chip mentioned that from his point of view, they are asking the town as property owners, because they are going to be doing some conservation work inside the right of way and is asking for permission to do work there. Jamie stated that Steve Mero has been up there working trying to clean some things up. The Board agreed that they do not have enough information on this topic to be comfortable enough to sign the document. Paul Dell' Aquilla added that he would have questions about this. Looking at the document, the developer is referring to Stiles Road. April stated that if we are not going to authorize the signature that he would like to come before the board. The Board agreed and suggested that he get added to the next agenda.

Town Administrators Report to the BOS:

1. **Fiscal Year 2023 Chapter 90 Allocation:** I received our Mass DOT Chapter 90 apportionment for Fiscal year 2023. We will be receiving \$203,748, which is \$2,367 more than received last year.
2. **MVP Workshop:** The first of two Municipal Vulnerability Workshops will be held this Wednesday from 6:00 PM – 9:00 PM. Invitations were sent out to key stakeholders in the community, and we have around twenty participants attending. The first workshop will be held virtually, and the second will be a hybrid model with some in-person attendees and the remainder in a virtual forum. These two workshops are requirements to completion of our MVP Plan.

3. **Town Administrator's Time Off:** I want the board to be aware that I am going on a cruise June 22nd through July 2nd and am scheduled for ACL reconstruction Thursday, July 28th. There will be a three-week period where my doctor is advising I will not be able to return to work. My anticipated return to work date is Monday, August 22nd.
4. **Town Administrator's Contract:** My contract states I need to notify the board in writing my intention to enter another contract with the town before September 30th. I would like to at this time advise the board that I am interested in entering another three-year contract with the Town of Boylston.
5. **Shared Nursing Services:** I received notification from the Town of Sutton that they will no longer be providing shared nursing services with us. Services will be terminated effective July 1, 2022. We currently have two nurses that are working with the town through the Health Collaborative we are in. Since we have joined the GBPH Collaborative, we have been receiving the following services:
 - Diane Legere has been busy with routine inspections and housing inspections lately.
 - GBPH nurses are still making calls to all new COVID-19 cases.
 - GBPH nurses are working with Chief Flanagan on a new home visit program with their nursing staff for at-risk residents. This will be similar to community paramedicine programs. They are still working out the details and hope voluntary visits can start first week in April.
 - Salmon VNA will provide flu clinics in Boylston under their contract
 - Lastly, Penny Giacobbi, RN is working directly with our Council on Aging Director on blood pressure clinics in town

Aprils contract:

Matt asked the board who would like to work with April regarding contract negotiations. Seth stated that he believes Matt would be up for this. Matt stated that he would be happy to work with April.

Warrant Review with the Finance Committee:

Articles 1-10: are the same articles that we have every single year: Skip over those.

Article 11: Starts with compensation classification. Increases are in the draft budget. David Butler stated that he had an email from the Treasurer stating that she is listed wrong. April stated that there are a lot that are wrong in here and her advice would be to leave everything status quo until we have a classification study performed. We have an article in the warrant to do a classification study. Dave Butler stated they do not want to mess with it until a study occurs.

Article 12: is the Election Warrant which comes directly from the Town Clerk. Schedule B and Schedule C are in accordance with adding a 3.0% COLA.

Article 13: Salary Compensation study. David Butler says we need it. Needs to get done by next warrant cycle. Put it in and go for grant if we need it.

Article 14: Police/Fire and Senior Center Complex

- Jamie stated that we may be able to use CARES ACT Funding

- Howard Drobner asked if it was for all three buildings in one or separate.
- Matt: Standalone Senior Center and a combo of the three
- April – Littleton has a new site plan, and we are looking to do a walk through
- Seth – more grants if a senior center is involved
- Eric Brose: What kind of research has the COA done to drive this process?
 - Matt: COA has brought it up multiple times for the past 10 years
 - Through COVID, it's become apparent that our senior services are lacking
 - Out of 5,000 residents, 1,700 are seniors
 - April: Chair – Dennis Goguen has had conversations multiple times.
 - Ozzy – thought it was a pressing need for the community
 - Jamie: Wagner bought old town offices he said there was a need
 - Matt: Central location. Part of idea of doing it with the fire station
 - We have a lot more questions than answers
 - Seth: Why now – if we are going to do a safety complex... why not roll it into one

Article 15: Building Renovations at Town Hall - \$20,000

- Bob – painting done on the exterior of building. Dave Butler – not enough in Town Buildings. April stated with no use of Flagg Estate we are missing out on money. David Butler stated it's a god point.
- Matt: Flagg Estate: does this include the Flagg Estate?
 - Look at Flagg Estate and see if we want to be landlords.
 - April explained what the process is with eminent domain and how the Town would have to deal with selling the Flagg Estate.
 - Discussion continued - what should be done with the Flagg Estate.

Article 16: Printer/Copier/Scanner

- Looking to replace it since our machine is on our last leg. Bought this one used, and we have had it for 6 years. Dave Butler stated that looking into a lease agreement and getting a new one every 5 years. Dave suggested still going through with the lease. Lease price is \$175/month for 5 years. Buy for \$8,750
- Municipal Office Building: Increase budget by \$2,100.
 - Add copier
 - Dave asked to reach out and ask them if there is a fixed buyout?
 - Finance Committee decided to SCRAP ARTICLE 16.

Article 17: MMA – previous years bill. Was submitted previously but was missed. Was attached to a VISA bill and was thought to be back up.

Article 18: Close out funding from old articles that are no longer being used and use money to procure new replacement heat pump units for Town Hall.

Article 19: \$175,000 – roadside mower for Highway Department

- Goes to the state bid list for this. Will not have to do an RFP. It has already been vetted by the state.
- Dave stated to think about this one with conjunction of Article 21.
- Greg Cusimo stated that the mowers he is currently using is an old farm mower.
- This would be a standalone unit or something that can get attached to a tractor.
- Dave stated that he asked for \$100,000 increase in his budget. April stated that he did not ask for \$100,000. Dave added that we will have more free cash next year than past years and you knock off half this year with Central Street paving.

- Finance Committee suggested giving him \$50,000.
- Matt stated that Chapter 90 funds were used to help with the intersection and since then we have been playing catch up and never replenished that money.
- Matt stated that Steve is frugal and doesn't ask for much, if he is asking for something new then he probably needs it. He is coming into the April 11th meeting so we can discuss it with him then.

Article 20: Transfer \$20,000 for salt budget.

- Seth spoke to someone at the DCR and they have been pushing towns that surround the reservoir to reduce the salt used on the road.
- They put forward these matching grants to towns around the reservoir and will pay 50% match to help reduce salt usage: equipment... etc.
- Jamie stated that we only have a couple roads that go near the reservoir
- Matt asked what does this commit the town to?
- Howard Drobner stated to please ask him are there any specific requirements that come with getting this or is this for general plowing equipment.
- Jamie stated that he doesn't want something that requires them to be tied into it multiple years.
- The Board and Finance Committee decided to find more info.

Article 21: Roadway Paving. Discussion from Article 19 – FinCom decided to give \$50,000 for roadway paving.

Article 22: Radio Communications for Police Department.

- April: These figures were about 1.2-1.4 million in 2019. A lot of the base materials have tripled in cost. We couldn't move in 2019 because there were no radio frequencies available. SGT Thomasian was working hard on this. April stated that we would really need to know if FinCom supports this.
- The board agreed that it is going to be a tough sell.
- Dave stated that at one point it was okay but now its triple; 3 million. We need to do our due diligence in this. For 3 million dollars, you need to get a couple quotes.
 - Dead spots in town and it is a safety issue
 - System has not been updated in 20 years.
 - April is torn because they see the need for it but it's a huge cost.
 - Light Department would be contributing to the cost.
 - Discussion continued on what this project would entail.
 - April mentioned that some towns have combined with the public safety/senior center discussion
 - Dave agreed that it would most likely be less expensive going that route
 - Chief Annunziata was asked if there was anything they could do in the meantime and Chief stated no, they have done all the enhancing that they can do. Officers are using their cell phones to call back to dispatch.
 - Matt stated that we need to do our due diligence.
 - Discussion continued on the manufacturers of the products, what the project would entail and if there are any different options available in the meantime.
 - Howard Drobner stated that there may be a feasible way to fix the issues we have right now and its worth looking into.
 - Ask Sergeant Thomasian to come into our next meeting and discuss this topic and short-term options.

- Matt ended the conversation with stating that we need to balance our spending and our taxpayers. If we are serious about a new building, we need to be even more careful. Short term outlook or a long-term outlook. Frankly we do not have enough answers to take this to the residents. Do not take this as a lack of support of the Police Department, we just need more information. Take the next couple weeks to decide if they are going to strike it from the warrant.

Article 23: \$60,000 – Police Department. Servers, PCs, and IT infrastructure.

- Server is 6 years old and at end of life.
- Chief Annunziata stated that you could take \$6,200 off the price since it is not needed.
- Greg Cusimo asked if the town has ever looked into combining the IT for all departments. April stated that we spend a lot of money on ICS which bought out Akuity.
- Discussion continued on how expensive IT is for the Town and questions were asked to Chief Annunziata.
- Finance Committee suggested dropping it to \$55,000 and try to spend less.
- Howard Drobner stated that we need to look at the tech environment on all departments. Some town people can get together and help April. If you are going to form a subcommittee that is not perm – Howard will raise his hand to be a part of it.
- April stated that she will start looking at other vendors.

Article 24: \$10,000 replacing Police Officer firearms

- Chief Annunziata stated that ammunition has been ordered and its coming in much later than expected. Currently have 40 caliber weapons
- Looking to get 9mm guns
- 9mm ammunition is easier to come across
- Dave Butler agreed that you can't get certain ammunition anywhere
- They are asking for 15 guns and this price includes the trade in value of their current guns; each officer is assigned a gun

Article 25:

- \$20,000 is for office furniture. Chief Annunziata stated that they have received hand me down furniture and need to make it a professional setting.
- Remainder of that money was to make improvements to the station.
 - Holding and booking cell
- If we are looking at going to a new facility, then we would not need about \$14,000 for upgrades to the booking room
 - Removed renovation or upgrades
- \$28,000 – to be put on warrant for upgrades to accreditation standards

Article 26: \$22,000 for improvements at the Flagg Estate.

- Bob has done a lot of work up there.
- Upkeep and maintenance of this building is quite extensive. Should we keep these buildings and be landlords or seeing if we should dispose of them.
- Going to be into this building over \$200,00
- April stated that she is worried they keep dipping into the Hillside account.
- Dave Butler suggested taking this article off the warrant and tell Bob to tap into what we currently have.
- The Community Preservation Act was brought up

- Leave it on the warrant for Town meeting and take out Finance Committee recommends and let the town decide at the meeting.

Article 27: \$6,000 – Ambulance Receipts Fund

- Ambulance Reserve Money – Same as last year.

Article 28: Acceptance of Longley Hill.

Article 29: Accessory dwelling units – Placeholder.

- Waiting to get language from the Building Inspector and Town Planner

Article 30: Community Preservation Act

- Elaine Jones did a ton of work on it.
- Sponsored by Parks and Rec Committee

Article 31: Asking permission from the Town to sell a land locked piece of land next to Tower Hill and the DCR property. Parcel 3 on Assessors plan 48. Acquired by the town by foreclosure

- This will have to go out to auction or bid.
- Tower Hill does want it and has expressed interest
- Jamie stated that we do not know the price of this land
- April agreed and added that the same person who paid for the tax title process offered to pay for an appraisal but does not believe that it is a good idea to have someone who is interested in the property to pay for an appraisal.

Article 32: Change to construction activity: Citizens Petition

- Citizen who submitted this article will read this

Article 33: \$19,086,316: Budget: Seek appropriation

Budget Discussion:

Police Officer Request:

Matt stated that himself, Eric and April spoke with Chief Annunziata regarding his budget requests.

- He requested having two officers and the Finance Committee will only be giving one officer. One comment that was made was that officer would be put on dayshift to offset John having other things to do. Matt's concern is that in John's contract, the Chief is supposed to be a working Chief. We can't have that in our contract and then up the budget.
- Eric stated that it's also to cover for the Detective position. More discussion continued of the requests from the Police Department from the new Chief.
- They decided to give him one officer and see what happens.

Fire Fighters: Adding two firefighters.

- Call volume is up 200%

Increases to Base Wages:

- Finance Committee is in favor of adopting the step program
- A bunch of raises at 5.1%.
- Finance Committee will leave it up to the BoS to implement on January 1 or July 1. Budgeted to happen July 1st.

- April stated that based on conversations with the Treasurer/Collector it would make her life a lot simpler to do it all on July 1st.

Library: Requesting a 17%-30% raise.

- Dave Butler stated that you can't give one department this increase and not do it for everyone else
- Going 70/30 health split
- Going to do a study on the grades and salary so we can figure out where the Town is at.
- Seth asked what the actual dollar amount was. Fin Com responded: \$45,000.

COA: Van driver and scheduler got a raise.

- They are having issues with getting van drivers
- Scheduler needs to have more hours

Treasurer/Collectors Line:

- \$3,000 – time and attendance software
- Dave spoke with Cheri on the phone, and he will help her out if needed

OPEB:

- Added into budget
- Ninotchka advised them to do so.

Group Health will be a 70/30 split:

- Estimated what the split would be but do not know if more people will join the insurance
- April stated she reached out for different quotes and was advised a consultant would be helpful to use in the fall so you have time.

Vote to approve the structure of and advancement through the compensation plan process:

April explained the structure of this process. Herself and Jeff factored all of this in with the language of July 1st. It's cleaner on the budget and being able to forecast from July until the next July.

- Jamie would like the reviews closer to when the employees would receive the advancement, Feb, or March
- Discussion regarding the timing of the employee reviews continued
- Seth stated that if Finance Committee can reasonably budget for it in anticipation that it's not going to mess them up, then he doesn't see a problem with it. If it doesn't mess with them, then it doesn't bother him.
- The Board decided to start it in July and figure out when to do the reviews later.
- Seth asked if there were some type of appeals process. April expressed that she doesn't believe we should be using the Board of Selectmen for HR purposes. The board continued to discuss their views on an appeal process.
- Matt stated that the Board needs to get away from people coming to them to get raises.
- Seth questioned the process and certain statements in the paperwork.
 - All raises require department heads and Town Administration approval
 - What happens if they do not agree

- April mentioned that what happens right now is that the employee reviews themselves and then the department head reviews their employee. They employee submit it to HR and the department head would come in and Jeff and April go over the reviews and prepared where they were alike and different. Then the manager went back and had the review with their employee, and they sat down and worked with each other. This is the process that was followed this year and there were no disagreements or problems that occurred.
- April expressed that they are doing reviews because they want them to succeed, not because they want them to fail.
- Jamie suggested making it a three-person panel to determine the final outcome.
- April will reword it to add in the HR Administrator into the final process when reviewing the employees.
- Seth suggested this document go to Town Council to take a final look in case they missed anything.
- April mentioned that we have a handful of people that are already out of their step and are not getting a step this year because they are already out of range. The salary and compensation study will help with this issue.

At 9:39PM, Jamie Underwood made a motion to adjourn, Seth Ridinger seconded. Voted all in favor.

Respectfully submitted,

Alison Mack, Assistant to the Board of Selectmen

Meeting Materials

Agenda	On File in The Board of Selectmen's Office
Draft Warrant	On File in The Board of Selectmen's Office
Draft Budget	On File in The Board of Selectmen's Office
Town Administrators Report	On File in The Board of Selectmen's Office
Letter to Meg Kilcoyne from BoS	On File in The Board of Selectmen's Office
Senior Center/Police and Fire Complex	On File in The Board of Selectmen's Office
Meeting Minutes 03/10/22 Draft	On File in The Board of Selectmen's Office
Meeting Minutes 03/14/2022 Draft	On File in The Board of Selectmen's Office
Town Planner Report	On File in The Board of Selectmen's Office
Building Inspector Report	On File in The Board of Selectmen's Office
Compensation Plan Process Draft	On File in The Board of Selectmen's Office
LDC Notice of Intent Application	On File in The Board of Selectmen's Office