



Board of Selectmen

Date of Meeting: Tuesday, October 11th, 2022
Time: 6:30 PM – 7:42 PM
Members Present: Chair Seth Ridinger; Selectmen Jamie Underwood and Matt Mecum;
April Steward, Town Administrator; and Stephen Madaus Town Counsel

The meeting commenced at 6:30 PM.

Pledge of Allegiance was recited.

Approval of meeting minutes: 09/12/2022

Matt Mecum made a motion to approve the meeting minutes from 09/12/2022, Jamie Underwood seconded. Voted all in favor.

Town Administrators Report to the BOS:

1. **Schedule:** I will be attending the What's New in Municipal Law Conference in Holyoke on Thursday, October 13th, and I am planning on taking the following days off: October 18th – 20th and October 31st – November 1st.
2. **RFP and RFQ update:** We have had 29 requests for the RFQ and 3 requests for the RFP that is out to bid. Those bids will be closed by the end of this week.
3. **MVP Designation:** Boylston has officially been designated as an MVP Community by the state. This opens us up to being able to apply for MVP Grants in the spring. Paul Dell'Aquila and I are meeting with Hillary King from the state on Wednesday to discuss ideas for Action Grant applications. We have requested the Highway Superintendent and the Fire Chief to join in on the Zoom meeting.
4. **Town Planner:** Some sad news. Paul Dell'Aquila has been offered a job working for the City of Worcester and he has accepted the position. His last day of working here in Boylston will be Wednesday, October 19th. We are planning a small luncheon for him, if you are free and would like to stop in, please do. Paul has been a wonderful addition to the services we offer here at Town Hall, and he will be missed.
5. **Radio Project Update:** The MOU with the Water District has been sent and I am waiting for the executed copy to be returned. The land survey is to be completed by Thompson-Liston today. The \$700,000 from ARPA funds has been spent as equipment continues to arrive and we have begun the process for borrowing \$1.3M. The schedule for the BAN will be as follows:

- Draft bid sheet: October 19, 2022
- Release bid sheet: October 26, 2022

- Bids (to Town): November 2, 2022, until 11am
- Documents to Town: November 3, 2022
- Board of Selectmen meeting: November 7, 2022
- Documents uploaded to DLS Gateway: By November 9, 2022, end of business
- Dated/Settlement: November 16, 2022
- Maturity: July 18, 2023

Police Chief Report to the BoS:

September Breakdown:

- 8 Accidents
 - 11 Criminal Summons/Arrests
 - Conducted 10 Investigations
 - Conducted 110 Motor Vehicle Stops
 - Dispatch Processed 46 Emergency 911 Calls
 - Total Activity was 1,892 calls
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- Officer McNutt continues to excel in his field training
 - He and Officer Monaghan (FTO), have conducted quality proactive enforcement
 - Two notable ones included a large number of narcotics and paraphernalia that suggests distribution
 - Held a threat drill at Tahanto
 - Working with DPW to clear out routes for school emergency plans
 - Sgt. Thomasian and I finished our FBI Leadership Trilogy
 - Other sergeants are working on completing theirs
 - Hosted two investigative classes required for detectives
 - Were able to get our seats at no cost for hosting
 - Motor vehicle fatality on 9/24 @ 2257hrs
 - Ongoing investigation with CEMLEC Crash Reconstruction and MSP
 - All the responding officers, dispatch, fire/EMS did a fantastic job and gave the best chance of survival
 - BPD staff underwent critical incident stress debriefing
 - Something that will now be required for our staff during a critical incident
 - 10/5 around 0230 hrs., officers were dispatched to a vandalism incident
 - Vehicle was targeted
 - Detectives are requesting camera footage in you are in that neighborhood
 - Halloween
 - Recommend
 - 10/31 from 1700-2000

Set Trick-or-Treat times for Halloween: The Police Chief recommended trick-or-treat hours from 5:00PM-8:00PM on Halloween.

Jamie Underwood made a motion to set the Halloween Trick-or-treat hours from 5:00PM-8:00PM, Matt Mecum seconded. Voted all in favor.

Discussion/Update on Animal Control Officer Opening:

Keith from Shrewsbury is interested and would need a MoU between the two towns in order to use him. Jamie asked that since it falls under the BoH, do they need to make a recommendation to appoint him? The Board agreed that they are fine with pursuing Keith.

Fire Chief Report to the BoS:

EMS – basic life support	47
EMS – advanced life support	5
Fire – total	6
Motor vehicle accidents	4
Mutual aid given- Fire	1
Mutual aid given - EMS	18
Mutual aid EMS transports	1
Total Fire Department responses	82

Fire Department Responses

The fire department continues to be busy with emergency calls for service both in town and in surrounding communities. The department has responded to EMS calls in Berlin, Shrewsbury, West Boylston, and Worcester, in addition to handling calls within town.

The fire department responded to a serious motor vehicle crash involving passenger vehicle and a motorcycle on September 24th at 11:00 pm on School St. The vehicle and motorcycle collided head on resulting in fatal injuries to the operator of the motorcycle. The driver of the vehicle was not injured. Several members of the department responded to that incident, along with Boylston Police Department officers and paramedics from the West Boylston Fire Department. The operator of the motorcycle was transported to UMMC-University Campus where he was pronounced dead. Fire Department staff remained on scene for several hours to provide lighting for the CEMLEC accident reconstruction team.

Fire prevention activities continue on a daily basis with the department performing certificate of compliance inspections, inspections for propane tank installations, wood stove installations, and plan review for new construction. The department is in the process of scheduling walk-throughs of new construction at 160 Shrewsbury St. and 80 Pine Hill Drive for all department members so that every member is familiar with the layout of all the buildings.

The fire department responded to two separate calls for fire alarm activations at Tahanto High School. The fire alarms were caused by steam from dishwashing setting off a smoke detector in the hallway outside the auditorium; we spoke with the new facilities director and he had the smoke detector changed out to avoid any further alarms.

COVID-19 Related Activities

The town's COVID-19 numbers continue to trend down with 10 confirmed positive cases on file within the last two weeks. We have a stockpile of test kits, surgical masks, and KN95 masks in

stock for distribution. The demand for masks and test kits have dropped over the summer but we anticipate that it will pick up as school has started. We have let the both the elementary school and high school nurses that we have supplies on hand if they need them. The fire department staffed two regional vaccine clinics held at the Northborough Senior Center in conjunction with the Greater Boroughs Partnership for Health. About 500 booster vaccines were given out during the two clinics.

Greater Boroughs Partnership for Health Updates

The health partnership has set up two flu clinics for town residents: one on Thursday, October 13th from 9:00 am to 11:30 am and another on Thursday, October 20th from 4:00 pm to 6:00 pm. Both clinics will be held at the Town House. A clinic is also being planned to be held at the high school, but the date has not been finalized as of now.

The health partnership was awarded a grant from the state for opioid overdose prevention and rescue training. The purpose of this grant is to provide education and training to reduce fatal opioid overdoses. In addition, the grant will make supplies available for first responders and health officials to leave with families when they respond to calls for overdoses. These supplies will include Narcan, fentanyl test strips, and recovery resource guides that can be left for families to use. Northborough was recently approved as a Community Naloxone Purchasing Program Affiliate Program through the MA Department of Public Health so they will serve as the lead for us to obtain supplies as needed. As part of this grant, we plan to have some training programs for teachers and staff at the high school.

Staffing

Dan Buddenhagen and Ryan Schloerb have started working full-time as of the week of September 18th. We currently have three groups of two working from 7:00 am to 11:00 pm seven days a week. It has been quite a relief to have the weekends covered with two full-time employees. It was very evident on September 24th when we were able to have a staffed ambulance on scene of the serious motor vehicle crash within three minutes of the time of call. We do still have nightly per diem shifts and overnight coverage for on-call employees to ensure that they are interested in the department. We are also in the process of re-starting the EMS program with WPI as well.

Highway Superintendent Report to the BoS:

Regular routine stuff: Cutting grass

- Completed installation of playground at the Center Courts
- Have gotten quite a few drain repairs throughout town; repaired patched up
- Pot holes covered on Central Street
- Going to start on North Sewell Street if the rain holds out
- Water has been turned off at the Common
- Crew attended an Equipment Show in Marlborough
- Will be on vacation the 2nd – 14th of November
- Received an email from Parks and Rec to remove a piece of equipment at the Manor Playground
- Will be turning off the water at the cemetery next week

Discussion on changing Town Planner Job Description and posting of job ad:

April stated that there are a couple of options she would like the board to consider:

1. CMRPC is working with several towns that are in the same positions as us and we can look into doing a shared position again (20 hours here and 20 hours with another town)
2. Moving the position to a 40-hour-a-week position and as a Land Use and Inspection Services Director. Spoke with Tony Z. and he suggested taking all of land use (Conservation Commission, ZBA, Planning and Building) cross training the admins, so they are both able to cover for each other when someone is out and have them report to this position.

Seth asked Matt who he spoke with from the Finance Committee and what was the feedback given. Matt spoke with Dave Butler and he was for it. Jamie stated that we have quite a bit going on with the possibility of more going on in the upcoming years and the last thing he wants to do is become a steppingstone town where people leave after a short period of time. We will have to pay a lot more, but Jamie is for it as he would not like someone to leave in the middle of projects that are coming up. April added that this position gives a lot of guidance to the Planning Board as well as advice and guidance to residents.; she believes we have enough to keep the person busy for 40 hours a week. The Board agreed to move forward with the posting to see what they get but put the title as Planner/ Land Use and Inspectional Services Director. Matt stated that the numbers speak for themselves. The Town Planner will pay for themselves with the amount of grants they get for the town. Matt stated that he is fine with posting it, pending Finance's approval of the full time position and how it gets budgeted. The Board agrees on the position, they just need to figure out the funding. Stephen suggested a few changes to the job description to the Board.

Discussion on Hillside use:

The board agreed to move Hillside Discussion use to the next meeting.

Appoint Wiring Inspector Alternate (Michael O'Sullivan):

Matt Mecum made a motion to appoint Michael O'Sullivan as the Alternate Wiring Inspector, Jamie Underwood seconded. Voted all in favor.

Vote to set and approve charge for Waste & Recycling Committee and appoint:

- Rob Thibeault, Board of Health
- Kathleen Johnson, resident
- BoS Designee

The Board did not believe that a BoS Representative needed to be part of the committee.

Jamie Underwood made a motion to appoint Rob Thibeault, Kathleen Johnson and a BoS designee to the Waste and Recycling Committee and approve the charge, Matt Mecum seconded. Voted all in favor.

Vote to authorize Chair to sign letter requesting a "safe harbor" from 40B to Department of Housing and Community Development:

Matt Mecum made a motion to authorize the Chair to sign letter requesting a “safe harbor” from 40B to Department of Housing and Community Development, Jamie Underwood seconded. Voted all in favor.

Matt stated that we really need to start focusing on allowing and giving the seniors in town the opportunity to afford and stay in town. They only way we are going to do that is partnering with developers on providing these options.

Approve and sign the State Election Warrant:

Matt Mecum made a motion to approve and sign the State Election Warrant, Jamie Underwood seconded. Voted all in favor.

Vote to authorize and sign the ABCC 2023 Seasonal Population Increase Estimate Form:

Jamie Underwood made a motion to authorize and sign the ABCC 2023 Seasonal Population Increase Estimate Form, Matt Mecum seconded. Voted all in favor.

Vote to accept gifts:

- Donation of playground equipment at Center Park
- Donation of playground mulch for Manor Park

Matt Mecum made a motion to accept the Donation of playground equipment at Center Park and the donation of playground mulch for Manor Park, Jamie Underwood seconded. Voted all in favor.

*At 7:42 PM, Matt Mecum made a motion to enter into **EXECUTIVE SESSION** (closed to the public): **Per MGL c.30A, §21, (3):** To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares. – Police and Dispatchers Union. Not to return to open session. Jamie Underwood 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
Department Head Reports
Town Planner JD
Waste and Recycling Committee Charge
09/12/2022 Meeting Minutes

On File in The Board of Selectmen’s Office
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