

Board of Selectmen

Date of Meeting: Monday, February 27th, 2023

Time: 6:00 PM – 7:00 PM

Members Present: Chair Seth Ridinger; Selectmen Matt Mecum; Town Counsel Stephen Madaus, Town Administrator, April Steward, and Alison Kennedy, Administrative Assistant to the Board

Members Not Present: Selectmen Jamie Underwood

The meeting commenced at 6:00 PM.

Financial Warrants were signed in agreement.

Town Administrator Report to the BoS:

1. PILOT Funds: The town has received $599,930.50 in PILOT funds this year. This is the same amount that we received in 2022.
2. Human Resources: This is Jeff’s last week in the town of Boylston. I would like the board to consider flowing human resource functions through the Administrative Assistant’s office. I provided information to the board about her degree in Human Resources and previous experience handling HR and recruitment with her previous employer. If the board decides to incorporate this into Ali’s existing role, I suggest increasing her compensation to align with the new job responsibilities. It may also be worth taking into consideration changing her title from Administrative Assistant to the Board of Selectmen and Town Administrator to Assistant Town Administrator. If you would like to hear directly from Jeff about what he currently does for the town, please reach out to Jeff directly before the end of this week.
3. FY 2024 Budget Recommendation Budget Relief: Governor Maura T. Healey and Lieutenant Governor Kimberley Driscoll today unveiled a $742 million tax relief package that provides significant savings for families, renters, seniors, farmers, commuters and more. The proposal also includes key reforms to the tax code that will bring Massachusetts in line with other states, making it a more attractive place to live, work and do business. I have included the document in your package.
4. 2023 Municipal Cybersecurity Awareness Grant: Boylston has received this grant for the third time. This grant provides opportunities for continued cyber training and has increased the awareness of our employees.
5. MIIA Cyber Liability Renewal Application: Our insurance carrier is requiring the town to implement MFA (Multi-Factor Authentication) and EDR (endpoint detection and response) to enhance our cyber security. I have reached out to ICS/Akuity for a quote. We currently pay $428.00/month for our Microsoft Office licenses. The implementation of MFA and EDR will cost $4,500 to implement and require us to change our licensing and will increase our monthly cost for Microsoft licensing to $897.50/month. I can cover the cost of the implementation with available IT funds, but I will need to advise the Finance Committee of the change in our O365 licensing costs.
   1. The Board requested that FinCom be made aware of this and see if we should combine IT with other departments.
6. Women Leading Government: Ali and I will be out attending a WLG seminar on Thursday, March 2nd. This is a full day event that is designed for women in appointed positions in local government who are interested in advancing their careers and building their management and leadership skills.
7. Camp Harrington: The P&R Coordinator has reached out to three vendors for quotes on Phase II of the PARC Grant. One vendor has gotten back to them. There are no outstanding conditions on the parcel, however, ConCom would like to meet with them to discuss what is planned for the land. I am checking with P&R to see if they are planning on attending the March meeting.

**WBAC Board Discussion on meeting recordings and the request for a kill switch:**

Brittany Blaney Anderson and the WBAC Board members joined the meeting. The Board was looking for information on the video recording system and seeing if they could implement a kill switch. Brittany explained that the cameras are on all the time, however, they are only recording when some hits record, or there is a scheduled recording and they set it up to record for a certain block of time. There was a meeting in which a new employee did not realize it was executive session and put the video on vimeo; once Brittany was informed, it was immediately taken down. Brittany has personally taken on the Board of Selectmen meetings going forward. Seth asked if there was a way to make sure it’s not recording. Brittany responded that someone could contact her via text, and she can log in remotely; it makes her life easier as it helps create smaller files. The Board agreed that Ali will send Brittany a text when they are going into executive session and when they are done with executive session. The Board thanked WBAC and Brittany for attending the meeting and working together to find a solution.

**Vote to Appoint Ron Aspero to the Community Preservation Committee representing the Conservation Commission:**

*Matt Mecum made a motion to appoint Ron Aspero to the Community Preservation Committee representing the Conservation Commission, Seth Ridinger seconded. Voted all in favor.*

**Vote to appoint 4 at large members to the Community Preservation Committee:**

*Matt Mecum made a motion to appoint Elaine Jones, Tricia May, Amanda Baer, and Michael Dubrule, as the four at large members to the Community Preservation Committee, Seth Ridinger seconded. Voted all in favor.*

**Review/Approve one day liquor license request: Knights of Columbus Event 03/11/2023 – St. Mary of the Hills 5:00 PM – 9:00 PM and to waive the fee:**

*Matt Mecum made a motion to approve the one-day liquor license request: Knights of Columbus Event 03/11/2023 – St. Mary of the Hills 5:00 PM – 9:00 PM and to waive the fee, Seth Ridinger seconded. Voted all in favor.*

**Approve Keep Boylston Beautiful using the field the Highway Dept. for their annual town wide clean up and to place a dumpster: April 29th and 30th:**

*Matt Mecum made a motion to approve Keep Boylston Beautiful using the field the Highway Dept. for their annual town wide clean up and to place a dumpster: April 29th and 30th, Seth Ridinger seconded. Voted all in favor.*

**Building Inspector Report to the BoS:**

Building Inspector Tony Z joined the meeting.

Trailside Apartments is still going on.

Still have an appetite to put another building in the back at Northbridge. Nothing has really stopped; we had a pretty good winter.

Matt asked how Rand Whitney is doing and Tony responded good, small items. They have a permit for the sign they are putting up; need a special permit since its too big. The Rand project is bigger than the other building, but they own both buildings.

*2023 Ford Edge – Sterling Vehicle:*

- Sterling is looking to do something with Boylston regarding this vehicle. Will be discussed later.

Tony questioned a few items on the agreement with Sterling and April stated that the Sterling Town Administrator will be reaching out with the information, and it will come before the board at a later date.

**Approval of meeting minutes: 01/03/2023:**

*Matt Mecum made a motion to approve the minutes from 01/03/2023, Seth Ridinger seconded. Voted all in favor.*

***Future Agenda Items: (topics to be proposed for discussion at future meetings)***

* + H-Intersection discussion
  + Feasibility Study Update – Seth has some minor ideas that should be addressed

Matt added that if we are going to meet with the Finance Committee and School Committee, we should reach out to Senator Kennedy and Representative Kilcoyne to see if they are available to attend.

**Tower Hill** – Town Counsel added that Tower Hill would like to modify the Conservation Restriction to require shelter along the trail route, if inclement weather ascended on a hiker, they would have a safe place to find shelter. The building inspector stated a building permit is required. Seth stated his initial response is it was already voted on at Town meeting with restrictions but would be happy to entertain it. Stephen will go back to Tower Hill to gather more information and see if they want to come before the board to discuss.

**Vote to open the Annual Town Meeting Warrant:**

*Matt Mecum made a motion to open Annual Town Meeting Warrant for 2023, Seth Ridinger seconded. Voted all in favor.*

*At 7:00 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 Union and Dispatchers Union

***Per MGL c.30A, §21, (3):*** To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares – *Mary K. Cutter v. Town of Boylston and Boylston Water District*

*Not to return to open session. Seth Ridinger seconded. Voted all in favor..*

Respectfully submitted,

Alison Kennedy, Assistant to the Board of Selectmen and TA

**Meeting Materials**

Agenda On File in The Board of Selectmen’s Office

Sign In Sheet On File in The Board of Selectmen’s Office

Meeting Minutes DRAFT – 01/03/23 On File in The Board of Selectmen’s Office

VTS Forms – Community Preservation Com On File in The Board of Selectmen’s Office

* Michael Dubrule
* Elaine Jones
* Tricia May
* Amanda Baer

Town Administrators Report On File in The Board of Selectmen’s Office

Building Inspectors Report On File in The Board of Selectmen’s Office

Knights of Columbus Event Request On File in The Board of Selectmen’s Office