



Town of Boylston 221 Main Street, Boylston, MA 01505

Board of Selectmen Minutes 05/15/15

Date of Meeting: Friday, May 15, 2015
Location: Town Hall, 221 Main Street
Time: 9:00 AM – 10:22 AM
Members Present: Chairman James Wood; Michael May; Jamie Underwood; Marty McNamara, Town Administrator; Lori Esposito, Administrative Assistant

The meeting was called to order at 9:00 AM by Chairman Wood.

First Order of Business: Reorganization of Board:

Mike May said he would like to maintain his present role while Jim Wood maintains the chairmanship. He is in the middle of several time-consuming projects. Typically, the third-year selectman takes the chair, but he does not have the time. Jamie Underwood agrees.

Mike May made a motion, seconded by Jamie Underwood, that Jim Wood remain as Chairman of the Board of Selectmen. Voted all in favor.

Jamie Underwood made a motion, seconded by Jim Wood, that Mike May remain as Vice Chairman of the Board of Selectmen. Voted all in favor.

Mike May made a motion, seconded by Jim Wood, that Jamie Underwood remain as Clerk of the Board of Selectmen. Voted all in favor.

Report of the Town Administrator to the Board of Selectmen:

- **FY'14 Financial Audit/Management Letter** distributed to the Board.
- **MIIA Town Buildings Inspection** has been completed. Copies of the report have been given to the Library, Police, Fire and Highway Departments, as well as to Bob Bourassa. Once the items have been addressed the TA will respond to MIIA.
- **Snow removal damage** to a resident's fence will be repaired by the Highway Department.
- **DPW Building and Library Project:** The TA has asked the Treasurer to begin the bonding process. He has contacted the engineer from Weston & Sampson for a proposal to continue the next stages of the Scope of Services to include Final Design, Construction Bid Documents and Construction Management Services. That proposal should be received in the next few weeks. Anything over \$1.5M, under c.30B, requires a project manager for the job. We could hire Weston & Sampson or do as the Library is doing and hire an individual as project manager.

The question was raised as to possibly using the same project manager for the DPW building. Jamie said he would rather not have Weston & Sampson and prefers an outside project manager. Jim would like to share with the Library, if possible. The TA said the only issue is that the Library is not starting until December or January and the DPW building could be started much earlier. Jamie said he feels an outside project manager would be looking out for the best interests of the Town. Mike said we should look at the cost of options.

- **The Town's Website** will be updated by our current vendor, Virtual Town Hall. They have quoted us \$5K for an updated website. This cost would be spread over two years and includes full redesign on a new platform; implementation/set-up into CMS; migration of existing pages and files; full day of training

for unlimited users. The Marketing Committee had indicated they might be interested in updating the website and had received a quote from a WPI student for \$8K. Lori and the TA feel that having Virtual Town Hall do the work is the best way to proceed.

- **MMA report on meals tax** indicates the total number of municipalities collecting meals tax is 199. This tax adds a small amount to the cost of a meal. On a \$100 tab the tax would amount to 75 cents. DOR estimates show the Town would generate approximately \$60K by adopting the tax. Several out-of-town patrons go to Cyprian Keys, Tower Hill, Mount Pleasant, etc., including weddings and special events. The TA recommends the Board consider adopting this tax. It would be paid to the DOR and they would then reimburse the Town. This needs to be put before the Town Meeting. The Board indicated it doesn't want to implement more taxes but will consider the matter.
- **Mileage reimbursement** has been discussed in the past. The TA learned about a program offered to municipalities providing rebates from the state and from dealers for leases on electric vehicles. Potentially, we could lease an electric vehicle for three years for a total cost, including a charging station, of approximately \$1,400 /year. This would represent a significant savings to the Town over a three-year lease. The Board agreed that the TA should look into this lease. Mike May said the charging station should be very visible, with signage.
- **Taxpayer Assistance Program:** A meeting was held with the Division of Local Services on May 12. Margo Richardson, Tom Martiska, Cheri Cox and the TA attended. A schedule was established for various milestones in the tax-setting process. If we meet all established dates, our tax rate should be set by November 17.
- **Chapter 90 road work:** The Highway Superintendent has informed the TA that his original estimate for road paving was incorrect. Mr. Mero's meter wheel was not working properly and he now believes paving Linden Street, from Central Street to Mile Hill will cost \$560,800. Our funds balance is \$561,917; doing Linden Street will drain the entire c.90 budget. We are looking to the Board for direction on other possibilities. Jamie said Linden Street needs to be done in its entirety. Perhaps do Linden next year. The TA also received a letter from the Timberbrook attorney regarding the sidewalks being in disrepair. Mike May said we did make a commitment last year to complete Timberbrook. The Board agrees with the need to do Linden Street since the Chapter 90 fund balance will not be that large again for a few years.
- **Additional TA items:** The Highway Department salary budget line items are incorrect due to not accounting for the additional three percent they received last year. The overall bottom dollar amount is included in the voted F'16 budget but the line items need to be corrected to reflect the two percent increase.
- **Lease for MCJTC:** The renewal was just received this morning. It includes a proposed five-year lease at \$85,822/year, not including the \$25K additional each year we have been receiving from the state over the past several years.

Mike May met with Nel Lazour and Mark Fuller; they would like a copy of the lease for the School Dept. Also the Gough House lease is up this year. If the school moves into the Gough House, Mr. May said the Fuller Fund seems inclined to contribute to the renovation of Gough House, up to \$500K.

Dispatchers' Contract: The contract was signed by the Board.

Pain in the Mass Tour: The Board agrees with the race coming through Boylston, based on the Police Chief's recommendation and conditions.

Senior/Disabled Services:

- The WRTA Director, marketing people and Jane Meegan met with Jamie Underwood. The WRTA is in agreement to offer additional services to the Town.
- Previous information of only 2 days per week service, seniors waiting at the end of their driveways, and no call-ahead option to schedule pickup was inaccurate and not perceived correctly. The WRTA will do its best to accommodate and schedule daily trips. They will add information to the cable access so the seniors can see it.
- Jim Wood said Harold Naughton has requested \$60K for our own Town vehicle. Jamie Underwood said the WRTA knows this and needs information for the future. They will need to plan to commit to additional days and scheduling. If they add days, and we then get a vehicle, we will have less ridership, but they would have already committed themselves to their schedule.
- Jamie has an issue with Town volunteers driving the van because all might not be fully capable of

assisting the elderly/disabled to and from the van.

At 10:04, on a motion made by Selectman James Underwood and seconded by Selectman Michael May, the following roll call vote was recorded to go into Executive Session under MGL c.39 §23B ¶2 to discuss contract negotiations with non-union personnel. James Wood: Yes; Michael May: Yes; James Underwood: Yes. The Board agreed they would reconvene in open session only to adjourn.

At 10:22 AM, Jamie Underwood made a motion to adjourn, seconded by Mike May and voted all in favor.

The meeting was adjourned at 10:22 AM.

Respectfully Submitted,

Lori Esposito,
Administrative Assistant
Board of Selectmen