



Town of Boylston 221 Main Street, Boylston, MA 01505

Board of Selectmen Minutes 02/24/2014

Date of Meeting: Monday, February 24, 2014
Location: Town Hall, 221 Main Street
Time: 6:30 PM – 7:58 PM
Members Present: Chairman James Wood, Michael May; Stephen Madaus, Town Counsel; Martin McNamara, Town Administrator, Lori Esposito, Administrative Assistant (Others as listed on attached sign in sheet)

The meeting commenced at 6:30 PM.

Resignation:

Chairman Wood announced the resignation of Selectman Matthew Mecum and read Mr. Mecum's letter, dated February 24, 2014, aloud.

The Town Administrator delivered the letter to the Town Clerk to make the resignation official. The Town Administrator returned with the letter stamped as received by the Town Clerk.

Mike May made a motion to inform the Clerk of the Board's preference that the vacancy be included on the ballot for the May 12, 2014 Annual Town Election. Jim Wood seconded the motion; voted all in favor.

Steve Madaus noted that residents need to be aware that papers for nomination may be taken out with the Town Clerk and must be returned by March 17, 2014.

Mr. McNamara said that in light of this now being a two-member board, they need to review their availability for meetings and warrants; March 3 will be added as a joint meeting with the Finance Committee. March 10 and 31, April 14 and 28 will be regularly scheduled Board meetings. Mr. May and Mr. Wood are available.

Report of the Town Administrator to the Board of Selectmen:

New Treasurer/Collector: Ms. Cox will begin her duties in Boylston on March 24, 2014.

Tower Hill: The TA received a letter from the Executive Director inviting the Boylston Elementary Second Grade class to participate in a program at Tower Hill on March 29. It is the TA's understanding the class will participate. It is believed this is in response to the PILOT letter.

Cost of IT Services: In response to a request by Matt Mecum for information on costs for IT services for Town offices, information from various departments indicates it to be in the range of \$14K annually. We changed from using Outlook to Office 365 for emailing' updated the Budget Sense program in the Town Accountant's office; had some setup work done for E-Permitting. There might be more costs associated with moving our data; we are in discussions with our provider.

Leaf and Yard Waste Dump: The State DEP approved our plan for the leaf dump. The Highway Superintendent has been working with the Town Administrator on operating details and hours and days of operation.

Police Officer Rajotte's Retirement: The Worcester Regional Retirement System has approved Officer Rajotte's retirement.

Hot Water System at Town Hall: There is a 300 gallon water storage tank in the basement that is over 35 years old and it is leaking. The gas water heater in the basement is 12 to 15 years old and will soon need

replacing. Present thinking is to eliminate the water heater and tank in the basement and install three to four gallon on-demand systems for the men's and ladies' rooms on the street level and the second floor. Quotes from several contractors run from \$25.5K to almost \$29K. NSTAR is offering a program to make communities more energy-efficient and their engineer has reviewed our situation. They think the on-demand systems fall within the realm of their program and they will present us with a proposal. NSTAR will also provide some of the funding for the project. Mike May asked if the heating issue in the first floor men's room would also be corrected; the TA believes it would be.

Senior Tax Rebate Program: In May 2000 at the Annual Town Meeting, the Senior Tax Work-Off Program was approved. This program allows seniors to do volunteer work for the Town in exchange for an abatement of a certain amount in their property tax. The program has been administered by the Assessors' Office, and the funds come from their overlay account. The TA would like to reinvigorate the program and get more seniors involved.

He proposes a Town Meeting Article to officially raise the maximum abatement amount from \$500 to \$750 per volunteer. Both Mike May and Jim Wood agreed to the article. The TA said there is an overall abatement cap for the program; he is unsure of the total, but there are several positions available.

Mike May would like to see us focus on volunteers with ability to research land titles and ownership, etc.

Ice and Snow Removal Budget: We are currently over our budget for this and the TA requests the Board formally approve overspending. Considering the weather, it might be possible to go over budget by as much as \$60 to \$70K.

Mike May made a motion to allow overspending from the ice and snow budget line for this fiscal year. Jim Wood seconded the motion; voted all in favor.

Boylston Light Dept. Streetlight Proposal: The Light Department proposes to change all street light bulbs to 45W LED bulbs. They are brighter and more cost efficient. The Town's cost in 2013 for street lighting was \$29,607.48, of which \$15K is written off as a PILOT, although it is not actually a PILOT. Rather, it is meant as compensation for the work performed by the Town Accountant and Town Treasurer on behalf of the Light Dept.

The Light Department suggests our annual cost would be reduced to \$11,713 with the new bulbs. In order to pay for the new bulbs, the Light Dept. proposes to discontinue the \$15K annual write-off over the next two year as the bulbs are replaced.

Mike May asked why the Town should pay for bulbs versus the Light Dept. doing so. Also, what would happen after two years? He asked about the life of bulbs. Mr. May advocates straightforward accounting, paying for services received and receiving payment for services rendered.

Finance Committee: The Finance Committee will meet with the Selectmen on Monday, March 3 at 6:30 PM.

Health Care Premiums: There will be no increase in premiums for FY15.

Hillside Farmers' Market: Janet Carpenter present to offer proposed plans for this year's market.

- The market would operate from July 12 through October 11. In previous years it began in August.
- The market would possibly move from Hillside to the Town Common, if the Board allows it.
- A new special event: an organized trail run at Hillside in August around the time of John Gough's birthday.
- Proposed fee of \$75/season or \$10/day. The proceeds to benefit the Hillside Restoration Project.
- They are seeking guidance for the following:
 - Holding the market on the Town Common.
 - For the annual yard sale a waiver of the \$15 permit fee.
 - Any insurance or police details.
 - What arrangements are necessary to use electrical outlets on the Common.
- Judy Haynes said she spoke with the Police Chief regarding police details. He said he would only require a detail if over 150 people or excessive traffic.

- Janet said she will find out about an insurance waiver to change the location to the Common. They receive a grant from the Cultural Council every year so they need to keep the costs down in order to be able to hold the market.
- Mike May said there was a conflict in dates last year with events of the Harvest on the Common. He said Marty should have a conversation with both groups to be sure they work together and coordinate activities.

Massachusetts Historical Commission Grant Application: The Hillside Restoration Project needs the Town Administrator's signature on the grant application.

Mike May made a motion to allow the Town Administrator to sign the application. Jim Wood seconded the motion; voted all in favor.

Annual Town Meeting Warrant Schedule:

Mike May made a motion to approve the schedule proposed by the Town Administrator, as follows:

<i>February 24, 2014</i>	<i>Warrant and ballot questions open</i>
<i>March 7, 2014</i>	<i>Warrant and ballot questions closed</i>
<i>March 10, 2014</i>	<i>Warrant and ballot question review; ballot questions must be approved</i>
<i>March 24, 2014</i>	<i>Ballot questions sent to printer</i>
<i>March 31, 2014</i>	<i>Final review of Warrant and budgets</i>
<i>April 14, 2014</i>	<i>Final Warrant to printer</i>
<i>April 24, 2014</i>	<i>Warrant posted and mailed</i>
<i>May 5, 2014</i>	<i>Annual Town Meeting</i>
<i>May 12, 2014</i>	<i>Annual Town Election</i>

Jim Wood seconded the motion; voted all in favor.

Town Counsel Madaus suggested potential warrant articles for the Board's consideration:

- Zoning Bylaw changes: missing dimensional table
- Marijuana moratorium or bylaw. No zoning bylaw ever created or a moratorium adopted.
- Adult entertainment; currently no zoning bylaw in place.

Mike May asked about split-district zoning; have there been any Planning Board discussions? Mr. Madaus said he hasn't heard of any but this is a common issue that can be defined in a bylaw; he will provide the wording.

Mike May said the missing industrial zoning table needs to be resolved. The Town Administrator said he will contact the Planning Board Chair.

Jim Wood asked, regarding a marijuana dispensary, can any currently be allowed? Steve Madaus said they cannot be prohibited without a bylaw or moratorium in place. Discussion was held regarding the potential for dispensaries.

Capital Planning Committee:

The Town Administrator said, at this point, this is a defunct committee. Our Town bylaw requires that one be in place, specifically for any expenditures over \$10K to be reviewed and recommended at Town Meeting. The Finance Committee has been doing it but should not be. At the least, the spending threshold should be increased. Also need to decide to get the committee up and running as the bylaw requires.

The Board would like to maintain the makeup of the committee but change the dollar amount. Steve Madaus said he would review it. The Board can increase the threshold but it would not become effective until after July 1, 2014.

Temporary Sign Request: The Boylston Education Foundation requests permission to erect signs at the corner of Sewall and School Streets, at the corner of Route 140 and Sewall Street and on the Town Green to advertise their annual Bingo night, which will be held on April 12, 2014.

Mike May made a motion to approve the request of the BEF; Jim Wood seconded the motion; voted all in favor.

Finance Committee Appointment: Dennis Pojani, Town Moderator, was present to appoint due to mid-term vacancy on the Finance Committee.

- Vincent Sasso, volunteer for the committee, present.
- Mr. Sasso is married; has three children and has lived in town for seven years.
- Has done IT work for 27 years, including budget management of multi-million dollar accounts.
- He would like to volunteer his services to the Town and feels the Finance Committee would be a good fit for his background and skills.
- Dennis Pojani thanked him for his interest and asked if there were any questions for Mr. Sasso there were none.
- Mr. Pojani appointed Mr. Sasso to the Finance Committee. He will go to the Town Clerk tonight to be sworn in.

Applicant Advisory Committee (AAC): Town resident Jim Ricciardi asked if he would be able to meet with the AAC committee and requested a meeting be set up. He has some issues with split zoning on the parcel on Main Street that he is building on. The TA will arrange a date (excluding March 5, 10 and 11).

Time/Attendance System Suggestion by Mike May:

Mr. May is concerned about the system being manual with no automated time collection or status of vacation and sick time. He feels we need to do away with the current payroll system, have time clocks in place and a method to keep track as there is a lack of oversight and accountability on this issue. Mr. May would like the Town Administrator to get cost estimates and options from Harper's payroll system. He feels we would save a lot of man hours in the payroll system if it is all automated. Jim Wood feels Cheri Cox should be involved once she gets here.

Marty McNamara said he checked with other towns and found that no others have town time clocks. The Highway Department is on a clock but it is not tied into the Town Hall server; it's all paper transmitted and not automated. He also spoke with Cheri Cox; there is no electronic system in Northborough. Paper submission is used. As far as vacation and tick time, that would be easy to have Harpers track and it shouldn't cost much. Mr. McNamara said it could be very costly to have a time clock system as there are only 15 to 18 employees at Town Hall. Mike May said the standard today is for people to clock in and out; also reporting is available to monitor efficiency.

Marty said another issue is that some people work at home when necessary. Also, if extra time were required to do a job, this could increase the payroll, which is not in the budget. Mike May said he has managed 500-plus people; we will end up with an equity issue. Marty McNamara said, with only 15 people, it's easy to be equitable. If there is ever any issue, it's addressed immediately. He has dealt with clock systems in the past and they are very costly. He will look into it further when Cheri Cox gets here.

At 7:58 PM Michael May made a motion to adjourn. Jim Wood seconded the motion; voted all in favor.

The meeting was adjourned at 7:58 PM.

Respectfully Submitted,

Lori Esposito, Administrative Assistant