



**Town of Boylston 221 Main Street, Boylston, MA 01505**

## **Board of Selectmen Minutes 03/10/2014**

Date of Meeting: Monday, March 10, 2014

Location: Town Hall, 221 Main Street

Time: 6:30 PM – 8:53 PM

Members Present: Chairman James Wood; Michael May; Martin McNamara, Town Administrator, Lori Esposito, Administrative Assistant; (Others as listed on attached Sheet)

*Motion was made by Mike May to approve the meeting minutes of December 23, 2013, January 6, 2014 and February 10 and 24, 2014. Jim Wood seconded the motion; voted all in favor.*

### **Report of the Town Administrator to the Board of Selectmen:**

- Ken Goodwin, our facilities technician, has tendered his resignation, effective March 21. He has accepted a maintenance position for the Town of Shrewsbury. Ken has been with the Town for nine years and his knowledge of the buildings at Hillside is remarkable. We wish him well in his new endeavor. The position has been posted internally and, if there are no candidates, we will go outside for a replacement.
- Work on drafting and organizing Articles for the Warrant is ongoing; we continue to work on budgets for the Annual Town Meeting.
- Ten days remain for receipt of proposals for assessing services. The deadline is 1:00 PM on March 20. One proposal has been received. The TA plans to appoint a committee consisting of Town employees to review the proposals and make a recommendation at a joint meeting of the Boards of Assessors and Selectmen and the Finance Committee.
- The Light Dept. manager and the TA are pursuing the possibility of obtaining an energy efficiency grant from the Massachusetts Department of Energy Resources and the Massachusetts Municipal Wholesale Electric Company to replace the street light bulbs. Mike May asked for clarification on the PILOT money the Light Department pays; what amount and what for. The TA said they pay 100% of taxes and offer the Town an approximately \$15K/year reduction in street lighting costs; this is to pay for Town services, e.g., Town Accountant, Treasurer, etc. The replacement light project is estimated to be \$808K total for all street lights. Mike May feels the Town should still be entitled to the \$15K to pay for services. This should not be affected by the street light project. Services are provided and they should be paid for.
- The situation with the hot water tank has worsened. A patch has been put on the problem and it is holding so far but it is a temporary solution. The TA anticipates a proposal for a permanent resolution by mid-week. NSTAR was to be chipping in for part of the cost of a new heater. The tank is 35 to 40 years old.
- The TA is requesting Thursday, April 10 through Wednesday, April 16 as vacation time. The Board agreed with the time.

**Meeting Date Changes:** The March 31 meeting has been changed to March 24 and the April 14 meeting has been changed to April 7.

### **Annual Town Meeting Warrant Articles:**

Available free cash: \$426,376  
Requests: \$374,265

- Mike May asked how much of the \$50K allocated for the Town House has been spent. The TA said \$15K has been approved with a \$35K balance.
- Regarding police cruisers, Mike May wanted data on leasing versus purchasing. The TA said it would

be \$9,300/year for a lease versus \$34K for a purchase. Possibly they could lease for one year then pay off the least the next year, which is what was done a couple of years ago.

- Regarding the Marketing Committee, Mike May said the request could be \$40K versus \$50K.
- Steve Mero was asked if \$25K was needed for tree trimming. Steve (present) said it is as there is a lot of work to be done and we are hiring an outside company.
- Mike May asked why the Town needs an adult entertainment by-law. Steve Madaus said the Town does not need it but the issue has been raised in the past. Currently, if someone were to propose such a use, the Town might not have control. With wording allowing it in a specific area, the Town would have better control.
- Regarding medical marijuana, Mike May said he read that towns may implement more restrictive rules than those proposed by the Attorney General's office. In following that latitude are they allowing the by-law in place to prevent it? The Department of Public Health does not have appropriate controls right now; they are very vague regarding enforcement, inspections, etc. Steve Madaus said many communities acted as soon as they approved. The first community to prohibit them was struck down by the Attorney General. No Town is allowed to prohibit them but towns may regulate them. Our by-law is silent on that. Also, there is varied jurisdiction. Town zoning can't be contrary to DPH terms. Jim Wood asked Steve Madaus if the Town should be proactive in his opinion. Steve said we should. He views all zoning as proactive. We cannot be reactive because it would be grandfathered. Several communities adopted a moratorium to get time to evaluate how to use and implement a by-law. The Attorney General's office is possibly not allowing a moratorium beyond December 2014. Steve's office tried clarifying this today and are waiting for an answer. Steve said he hopes to hear by this week.

**One-day Beer/Wine License:** Patrick Healy, on behalf of the K of C, requested a one-day beer and wine license for a pasta dinner to be held at St. Mary's Church, 630 Cross Street on March 29, 2014.

*Mike May made a motion to issue a one-day license as requested and to waive the \$50 fee. Jim Wood seconded the motion; voted all in favor.*

**Monthly Report of the Highway Superintendent to the Board of Selectmen:**

- Checked beaver activity
- Patched potholes
- Kept equipment greased and maintained
- Working on getting Fleetmate computer program up and running
- Submitted bill to West Boylston for loan of salt
- Sidewalk plow repaired and back in service
- Working on rehabbing small equipment trailer
- Jeff took hoisting exam; awaiting results

**Yard Waste Program:**

Steve Mero and the Town Administrator came up with dates and rules for the program. They plan to use the DPW facility to control dumping. They will then transport debris to the upper lot at Town Hall. Currently, this will operate three days in the spring and three in the fall. Days will be added as needed. Mike May asked if the DPW will compost. Steve said they will. They are concerned that people will try to add to the pile during off hours. The Town Administrator talked about the possibility of fencing in the area. Also, having the Police Department right here will deter dumping. Mike May said someone dumped trash on School Street and asked if the DPW could pick it up if they have time. Mike May also asked about the State doing signage on Route 70. In the mornings a bus has been parking across from Pine Ridge, making it difficult to see when pulling out. Steve said the Police Dept. Safety Officer should take care of that.

**Town House Update:**

The heat and lights have been replaced on the lower level. The kitchen has been started with a new sink in place and working. The convection oven has been installed; now awaiting the electrician.

**Central Regional Homeland Security Office:**

GPS is in; required to take an eight-hour class for Stormwater Management. Jim asked who paints the fire hydrants. Steve Mero said the Fire Dept. used to do it but it is now in the hands of the Water Department. The Fire Department stepped away from it a few years ago.

**Hoisting Licenses:**

Marty McNamara asked Steve to speak regarding recent changes in hoisting licenses. Steve said the State is

requiring all who hold hoisting licenses to take a safety class. This takes approximately four and a half hours with fees ranging from \$100 to \$300 per endorsement. Some of the men in the department are refusing to pay for these classes. Mike May asked what the hoisting license is used for. Steve said for the front end loader, back hoe, catch basin, specialty mowers. Each is a separate class/endorsement. He was notified last month that this will go into effect May 1. Two men are due for license renewal this year. He found a company that will come to Boylston to teach the class.

Everyone pays their own CDL and hoisting renewal. He also recently needed to pay for DOT physicals since many primary care physicians don't do them. Jim asked the Town Administrator to contact Harold Naughton to take the pressure off regarding timing and fees. Mike May said he feels the Town need to pay for this since it is additional cost but is a job requirement. WE need to distribute a memo with guidelines as soon as possible.

#### **Report of the Building Inspector to the Board of Selectmen:**

- Little recent activity due to the weather.
- He expects a rapid increase this spring.

ntractors can't pour concrete in this weather; not many new houses, renovations, etc.

#### **Library Trustees:** (Present: Brad Barker, Sue Therriault, Dave Bottom, Rich Reardon)

They have submitted a Warrant Article in the amount of \$78,265 for architectural/engineering services for Phase II for funding in May 2015. This is based on a quote they received. Ideally, it will be lower.

They gave a brief summary regarding past efforts to build a new or renovate the old library. They are currently focused on renovating the existing 4,000 square foot library. To obtain State funding, we must have a minimum of 12,000 square feet.

- R. E. Dineen 2009 Plan:
- Lower level (children's room) proposed renovation adds an ADA-compliant chair lift; additional activity space; office space and ADA-compliant rest rooms.
- They were asked a few years ago to break the project up into phases, which they have done. Phase I was completed last year. Phase II is the big phase wherein they need to address infrastructure, ADA compliance. It is not possible to break it up. They will have cost estimates and final designs by next year.
- Phase III will be several smaller projects over the course of several years.
- Currently, for discussion purposes, \$1.5M is estimated for Phase II. They applied for a \$40K Foundation Grant, which would reduce the funding request.
- Jim Wood asked if they anticipate any funds going toward the \$1.5M. Brad Barker said they did; they are expecting to fund raise and apply for the grant. Jim thinks it's a good plan. Brad said they6 are doing everything possible to keep costs down and asked if the Board had any questions.
- Mike May asked Brad to articulate his vision of a "digital library" of the future. Also, will parking be addressed at all and, if so, do they anticipate any challenges?
- Brad said they intend to expand the parking in Phase II and will place it as a separate Article in 2015 in case of challenges. Regarding a digital library, they changed the content to focus on what the Townspeople want. All residents can order books on line through the Central Western Mass system and have them delivered within two days. There will be increased traffic and circulation.

#### **Proposed DPW Facility:** (Update by Frank Reale)

In 2004, when he was a Selectman four Articles for a DPW building were presented and passed at Annual Town Meeting. He has researched options and brought it down to one: a DPW-only facility. He presented a drawing of a possible floor plan which includes offices, a conference room, showers, a kitchen and maintenance and service area for vehicles.

- Mr. Reale presented a pre-construction cost analysis which would be upwards of \$6K per square foot with an estimated total for the building of \$1.83M. Add in the prevailing wage and a ten percent contingency comes to \$2.42M. The next process is design. He is asking the Board for approval of a Request for Proposals. If approved at the Annual Town Meeting, the project can go out to bid.
- Mr. Reale said Mr. May was correct that the building would cost \$500K but that is just for drop off of

materials. It doesn't include finished space, a septic system, washing system, furniture, generators, etc. Several other additional specs presented. He researched other towns and they have averaged \$300 to \$400 per square foot, including everything.

- Mr. Reale was asked how we would pay for it. He said the Town owned a lot on Sewall Street. This was approved in 2004 and we already have permission to sell to get money towards the DPW facility cost. Also, \$20K in architect fees was approved. Also, there is currently \$154K in the DPW stabilization fund. Mr. Reale is asking the Board to put out an RFP for an architect; will get a project cost. Jim Wood is okay with it.
- Mike May applauds Frank for the work he has done. He asked if Frank feels we need to invest in a design and cost estimate. He feels discussion regarding the Fire Department needs to happen to review their needs. He asked Town Counsel if the 2004 vote still stands and is binding.
- John Wentzell of 12 Bay Path Road (in the audience) said the Fire Chief decided he wanted a safety complex, which took them out of the equation. Instead of going back and forth, we need to make a decision and take care of the DPW building. Frank has done all the work. The Town approved the land use years ago. Let's do it. Mike May said, to clarify, we need to have a discussion with the Fire Department to also appropriately house their trucks and equipment. Would the DPW building be useable, etc. We need to address it. He agrees with getting the DPW taken care of first and not designing it for the Fire Department. Regarding the site to be sold, that might or might not be the best way to pay for it. But we don't need to worry about that yet; just get a cost estimate.
- Frank said he will meet with the Town Administrator, the Building Inspector and Steve Mero.
- Steve Madaus said it might be beneficial to look at the Westborough DPW building, as it is very similar to this idea.

#### **Warrant Articles, Cont'd:**

- Regarding the new fire truck, \$100K would come from free cash and \$100K from ambulance receipts.
- Regarding Capital Planning Committee – change Bylaw parameters or eliminate completely. This is comprised of the Board of Selectmen, Finance Committee members, and is redundant. This committee has not been full or active for approximately ten years.
- Mike May feels a capital planning process should be happening along with the budgeting process. We should have multi-year forecasting.
- When asked his opinion, Steve Madaus said we should have a Capital Planning Committee quorum in place to follow the bylaw and to make recommendations at Town Meeting. At that time present an article to amend the bylaw. Three members (of five) would make a quorum.

*Mike May made a motion to appoint Jim Wood as the Board of Selectmen's representative on the Capital Planning Committee. Jim Wood seconded the motion; voted all in favor*

*Mike May made a motion to approve the 2014 Warrant Articles as submitted with revisions:*

*The Business Marketing Committee will go from \$50K to \$40K*

*The tractor will go from \$20K to \$15K*

*The Police cruiser will go from a purchase to a lease with the final amount to be determined.*

*Jim Wood seconded the motion; voted all in favor.*

After all items voted to be on the Warrant in the amount we will use \$374,265 of the \$426,376 in available free cash.

*At 8:53 PM Mike May made a motion to adjourn. Jim Wood seconded the motion; voted all in favor.*

The meeting was adjourned at 8:53 PM.

Respectfully Submitted,

Lori Esposito, Administrative Assistant

