



## Board of Selectmen

Date of Meeting: Monday, September 12, 2016  
Location: Town Hall, 221 Main Street  
Time: 6:30 PM – 7:41 PM  
Members Present: Chairman James Wood; Michael May; Marty McNamara, Town Administrator;  
April C. Steward, Administrative Assistant to the Board

The meeting commenced at 6:30 PM.

Financial Warrants were signed in agreement.

Chairman James Wood opened the meeting tonight with the suggestion that he felt it would be appropriate to begin opening the Selectmen's Meetings with the Pledge of Allegiance. Michael May motioned to approve starting the meetings with the Pledge of Allegiance; James Wood seconded the motion; voted all in favor.

### Citizen's Comments:

- Elaine Jones from Compass Pointe – Expressed disappointment in BOS decision to not have a Special Town Meeting held this month to vote to spend the bond money to pave the roads at Compass Pointe. There was a group of people from Compass Pointe at the meeting that would like to see the board vote to have the bond money moved from the general fund to a special revenue fund, she was wondering if that was possible. The Town Administrator explained that by law there are only certain funds that are available to the town by law. Even though the money is in the general fund it is set aside and can only be used for the roads at Compass Pointe by statute. This board, nor any other board can authorize that money to be spent anywhere else. It can only be authorized by town meeting, and only to do repairs to the roads at Compass Pointe. Elaine wanted that information to be made public in the selectmen's meeting minutes. Michael May let her know that the correspondence about the bond money was documented in the Selectmen's meeting minutes on August 8<sup>th</sup>, 2016 and could be found there. Chairman Wood explained that there were many reasons that the board decided to wait until the spring for the paving to begin. One of the main reasons was that the timeframe was too tight to get in a good low price bid due to the winter weather coming soon and most of the subcontractors already being booked through the fall. There were 3 bonds that were settled for a total bond amount of \$181,468.50.
- Gary Anderson from 110 Main Street – wanted to thank the board of Selectmen, the Town Administrator, and the Highway Superintendent for the use of the billboard sign. He wanted to know if it was possible to make it a policy that any town resident could request use of the sign provided that it did not interfere with any town or emergency business. Chairman Wood liked the idea very much, but was not 100% sure about what the SOG is for the use of the sign. He would like to check with the Fire Chief to see if there are any restrictions on the use of the sign. If there aren't any restrictions, Chairman Wood would like to see the sign made available to residents for announcements, such as for the remembrance of a deceased family member. Michael May expressed his condolences on the passing of Mr. Anderson's daughter and agreed that he too would like to see town residences be able to be comforted knowing that their loved one is receiving recognition. The sign was received from the Department of Homeland Securities and it is possible that there are restrictions already set in place that would prevent this from becoming a town policy. However, the Lions club is looking into procuring a sign and such sign may be more suited for this purpose. They as a club would need to discuss this further.

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

- **Highway Department Building Update:** We are nearing the end of construction with an estimated completion date in mid-October. Once completed and the Highway Dept. moves in, we will need to address the issue of the Town House. Some time ago there was talk about possibly having the Parks and Recreation Dept. or the COA moving there and taking over the operation and schedule of the building. This is not something that needs immediate action, however it will need to be determined sometime in the future. No one has formally requested any of the spaces yet that will be made available once the Highway Dept. vacates the building. Michael May wanted to flag again the need to make the building ADA compliant. /
- **Edgebrook Drive Paving:** Schedule to begin repaving the first week of October. We are expecting the work to take the entire week.
- **Selectmen's Chamber Renovation:** Is just about complete with only a few items remaining. We think this is a major improvement over what we had in the past. Cameras, Microphones, and two TVs will be set up. One will be for the board and the other TV will be for the audience. This should make the filming much easier, and make for better viewing from home.
- **You, Inc. Lease:** TA has had conversations with Paula Aiello regarding the lease at the Elmwood Place Facility. The current lease will expire on December 31, 2016. The lease calls for as optional extension of not more than 3 years, and Paula asked if the board would be interested in two 18 month extensions. I questioned why You, Inc. would want two 18 month extensions and she indicated that they simply would like to have more flexibility in the event that some programs at other facilities may be eliminated in the future and that would free up space to use buildings they own rather than rent space elsewhere. TA also addressed the monthly rent, which has not been increased since the initial lease agreement of \$3,333.33 or \$40,000.00 per year. Since the initial lease they have increased from 6 clients to 9 clients and just recently increased to 12 clients. TA expressed to Paula that an increase in monthly rent would be appropriate. After some discussion they agreed that if the BOS approved the two 18 month extensions, the rent would increase to \$3,750.00 per month or \$45,000.00 per year. That is a 12% increase.

Discussion ensued about possible uses for the property if You, Inc. decided to leave at the end of their lease. TA suggested that we give them the 18 month lease at \$45,000/year and monitor what is happening with them. Michael May asked if we could include a 9 month notice of intent to vacate the property. TA said he would ask them if they would be interested in the Town's offer of an 18 month extension with a 9 month notice of intent to vacate the property.

- **Parcel on Nicholas Ave:** TA had an inquiry from a town resident regarding his interest in purchasing a piece of Town owned property on the east side of Nicholas Ave. The TA wanted to pose the idea to the Board prior to incurring an expense for Town Counsel to do any research. There is some information in the packets showing the area and the deed granting the land to the Town. This would require Town Meeting Approval before purchase could happen anyways. Discussion ensued about location of existing road and what would happen to the road if land was sold, where the easement is located, and would road need to be relocated. Board requested that the resident would come into a meeting to discuss the roadway situation before Town Counsel is brought in to do any work.
- **Right to Farm Community By-Law:** At the Annual Town Meeting last May, it was voted to adopt a General By-Law making Boylston a "Right To Farm Community". A part of the By-Law requires the Town to prepare, and make available, a Notice of Disclosure to inform buyers or occupants that the property they are about to acquire or occupy lies within a town where farming activities occur. In your packet is a copy of the disclosure notification for your review and acceptance. Michael May recused himself from the discussion as he has a vested interest in the By-Law. Vote on acceptance of the Disclosure will wait until the next meeting when Jaimie Underwood would be involved.
- **DCR Regulations:** We have received notification that the DCR is proposing to rescind a regulation regarding Watershed protection and to replace it with a new regulation. Hearings are being held at various locations round the State. The closest to us is on Thursday, September 15<sup>th</sup>, from 6:00 PM to 7:00 PM at the Division of Water Supply Protection, John Augustus Hall, 180 Beaman Street, West Boylston. Copies of the notice, Hearing Schedule, and copies of both the current regulations and the

proposed regulation are in your packet. Looks like there are a lot of changes in the name of the agency, from MDC to DCR, and grammatical changes.

- **FY16 Closing:** The Town Accountant is closing the books on FY16 and we are looking to close out various Town Meeting Articles that appropriated funds for a number of projects. One of the Articles has to do with the Sewer Engineering Study on Rte. 140. That study is completed and there is a balance of \$15,100.00 remaining. It would be my recommendation to closeout this Article at this time but I wanted to get the Boards input before I did that. I am leaving open the funding from the Business Development Article at \$17,715.91. The BOS agreed with closing out the Article pertaining to the Sewer Study on Rte. 140.

#### **Report of the Police Chief to the Board of Selectmen:**

- **Crime Statistics** were presented.
- **Chief's schedule:**
  - July 26 – Met with Mike Hays and spent an hour discussing upcoming training
  - July 29 – 11-7 overtime savings shift
  - August 17 – Taser training and certification completed
  - August 27 - 11-7 overtime savings shift
  - September 2 – Kim Tanner funeral escort
  - September 4 – Donnie Parker memorial service
  - September 6 – Radar calibration performed
  - September 9 – Initial school year meeting of Crisis Action team
  - October 13 – 19 Vacation
  - October 14 – Officer Parker giving a school pitch to staff and faculty
  - October 27 – Night firing at Worcester County Sheriff's department range
- Identified and charged a 22 y/o resident for the town wide graffiti case. Shrewsbury also has charges pending on the individual.
- TA checked with Representative Naughton's office on article pending on Chief Sahagian's contract. They indicated that it passed through the Public Safety Committee with a favorable report. It will be just a matter of days till it is put on the docket and voted on.

#### **Report of the Fire Chief to the Board of Selectmen:**

- **Call Volume – July 1 to present**

○ EMS – total	90
○ EMS – advanced life support	15
○ Fire – total	24
○ Motor vehicle accidents	13
○ Mutual Aid given	9
- **Responses:** Fire and EMS calls continue to increase at a steady pace. In addition to calls within the community, the fire department responded to several calls for mutual aid over the summer; responding to structure fires in Clinton, Northborough, Shrewsbury, and West Boylston. The fire department also responded to requests for station coverage in these communities, along with coverage requests in Holden and Lancaster. In addition, the fire department participated in a task force mobilization to Framingham to fight a brush fire in a large Boy Scout camp there. The fire department participated in a task force made up of resources from Boylston, Berlin, Clinton, Holden, Lancaster, Sterling, and West Boylston. Boylston supplied an off-road tanker and personnel to fight a fire in Framingham.
- **Training:** Two members of the fire department are currently enrolled in a Firefighter I/II class at the MA Fire Academy. Alan Portis and Tom Washek are currently taking class in Stow, MA that will conclude at the end of the year. Another member, Steven Phillips, is slated to start Firefighter I/II class in October. Another new member, William Kimball, is enrolled in an EMT class to begin in November.

The fire department will be participating in a large scale mass casualty incident in Worcester on Tuesday, September 20<sup>th</sup>. This drill will be coordinated by UMass Medical Center and will test the ability of the region to respond to an incident involving over 200 victims. The fire department will supply an ambulance and incident command for the drill.

The fire department is sponsoring a regional class to be held on November 16<sup>th</sup> at the DCR building in West Boylston. This class will involve training on response to flammable gas incidents on railways. This class will be put on by the US Department of Transportation and will be open to all area fire departments.

Chief Flanagan has been again invited to participate in a class at the National Fire Academy at the end of November. The week long class is titled "Emergency Medical Service Large Scale Incident Operations". This class will involve training on command and control casualty incidents.

Chief Flanagan conducted Naloxon (Narcan) training for teachers in the Boylston/Berlin Regional School System. Classes were held at both the Boylston Elementary School and Tahanto Regional Middle High School. To teach teachers how to recognize signs/symptoms of opiate overdose and how to administer Narcan. Doses of Narcan are now available at Tahanto for teachers/staff to use in the event of an emergency. The Narcan is stored with the AEDs at the school.

- **Grants:** The fire department received a FEMA EMPG Grant to purchase two iPad Pro tablets to be used by fire department personnel when responding to incidents both in town and when mutual aid is requested. The iPads are currently being equipped with fire hydrant location maps, hazardous materials software, building pre-plan files and other data that will assist the firefighters as they respond to incidents. The iPads are also internet enabled for use at scenes.

The fire department was unsuccessful in the latest FEMA Assistance to Firefighters Grant for the purchase of a new air compressor/fill station to fill self-contained breathing apparatus bottles. The AFG program has become extremely competitive with federal funds being reduced substantially. Very few AFG grants were awarded in MA this round. The next grant cycle opens up soon and the fire department will once again apply.

- **EMS Program:** The EMS program with WPI continues to be very successful. Three new students will begin EMS coverage in Boylston in September. Currently the fire department has seven WPI students working on Boylston to cover EMS shifts and stay at the station overnight. In addition, two students from Anna Maria College have joined the fire department as EMTs; both students are also enrolled in the Firefighter I/II class at the MA Fire Academy so they will be able to provide both fire and EMS coverage. The college students are helping out filling the nightly per diem and weekend shifts.

Overnight EMS coverage groups have been reorganized and the new groups will begin in October. Seven groups of at least three EMTs are set up to handle EMS calls from 9:00 PM to 6:00 AM. Groups are on call one night a week with a rotating schedule.

- **Internship:** Alan Portis, a member of the fire department who is also in the fire science program at Anna Maria College, has started an internship with the fire department for this year. Alan will be completing a 200 hour internship here in Boylston as part of his fire science program at Anna Maria. He will be doing a project on community risk reduction and will be working on updating building pre-plans as well as developing new pre-plan data to be used by fire department personnel. Alan's work will be uploaded onto the iPads that were received from the EMPG Grant. In addition to being a student in the fire science program at Anna Maria he is also an EMT, enrolled in the Firefighter I/II program, and works for the fire department as an EMT.
- **Community Service:** The fire department will be providing a detail for a fireworks display at Tower Hill Botanical Gardens on Saturday, September 17<sup>th</sup>. An engine company will be on site there from 3:00 PM until the end of the presentation.

The fire department will be participating in a Fill the Boot Drive for Muscular Dystrophy on Saturday, October 1<sup>st</sup>. The time for the event is not finalized as of yet but will probably run from 10:00 – 1:00 and will be at the intersection of Rtes. 70 and 140.

**Portable VMS Board:**

- Chairman Wood asked if there were any written restrictions on the usage of the Variable Message Sign that the Town received from Homeland Security
- Chief Flanagan stated he would track down any paperwork that came with the sign and forward that information to the BOS. Don Parker had received the paperwork when the sign was originally received from Homeland Security.
- The signs original intent was to be used for public safety and emergency notifications to the Town
- The Board would like to know what the parameters are for the usage of the sign so that going forward the town would not be in violation of any written SOG that may have been received with the sign originally.

**Right of First Refusal on Property at 210 Shrewsbury Street:**

- Pursuant to M.G.L. CH 61A §14, the Town of Boylston has a first refusal option to purchase the property at 210 Shrewsbury Street under the same terms and conditions as the bonafide agreement that was received by the BOS on August 15, 2016
- The notification alerted the town to the intended sale and requested to be notified of the town's decision regarding the purchase at our earliest convenience, but in all events within the timeframe allotted by said Chapter 61A. Scannell Properties is hopeful that the Town will promptly elect to not exercise the right to purchase the Premises and confirm that election by providing a recordable notice to that effect duly executed by a Majority vote of the BOS.

*Michael May motioned to waive our right to purchase the property; James Wood seconded; voted all in favor*

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

- Activity
  - Continue to monitor beaver activity
  - Catch basin cleaning is going on
  - Road side mowing has ended. (most mains and secondaries have been done)
  - We continue to patch various areas in town
    - Mile Hill Rd to Rte. 70 is in need of repair
    - Green St. Ext. in bad shape
  - Roadwork will begin the first week in October
  - Weekly mowing and weed whacking continues
  - Equipment maintenance on plows (painting)
  - Equipment repairs on trucks (u-joints, hoses)
  - Trail maintenance at MOB
  - Asking permission from BOS to advertise a few pieces of equipment on Auction International
  - Dates for yard waste collection will be set for the fall.
- Damage to guard rail at Rtes. 70 & 140 intersection
  - Witness stated a Frito-Lay truck hit it with a trailer
  - No police report was filed
  - Frito-Lay will not pay for the repairs
- Town House
  - Replacement of outside lighting still being looked into
- Tree Warden
  - Several trees on Scar Hill Rd. have been removed
  - Several trees on Linden St. have been removed
- Cemetery
  - Cemetery list of internments

- Parney Young
  - Kim Anderson Tanner
- Sale of a Lot
  - Jason and Joel Bradford

**Selectmen's Meeting Minutes:** The minutes of August 8 were presented for approval. *Michael May motioned to accept the meeting minutes with the addition of action items to be included from the presentation; James Wood seconded; voted all in favor*

**Dedication of Highway Building:** Friday, October 28<sup>th</sup> 9:00 AM – 11:00 AM is set to be the dedication of the Highway Building

*At 7:41 PM Michael May motioned to adjourn; James Wood seconded; voted all in favor.*

The meeting was adjourned at 7:41 PM.

Respectfully submitted,  
April C. Steward, Assistant to the Board of Selectmen

**Meeting Materials:**

Agenda for 09/12/16	On file at BOS office
Meeting Sign-In Sheet	On file at BOS office
08/08/16 Meeting Minutes Draft	On file at BOS office
TA Report	On file at BOS office
You, Inc. Lease	On file at BOS office
Eric Johnson land purchase request	On file at BOS office
Right to Farm Community Disclosure Notification	On file at BOS office
DCR notification	On file at BOS office
DCR red line draft	On file at BOS office
Crime Statistics	On file at BOS office
Fire Chief Report	On file at BOS office
Richard Ricker notification	On file at BOS office
Real estate purchase agreement	On file at BOS office
First Amendment to Real Estate Purchase Agreement	On file at BOS office
Steve Mero Report	On file at BOS office
Building Permits Issued Report	On file at BOS office