



Board of Selectmen

Date of Meeting: Monday, March 13, 2017
Location: Town Hall, 221 Main Street
Time: 6:30 PM – 8:35 PM
Members Present: Chairman James Wood; Michael May; James Underwood; Marty McNamara, Town Administrator; Stephen Madaus, Town Counsel; April C. Steward, Administrative Assistant to the Board

The meeting commenced at 6:30 PM.

Financial Warrants were signed in agreement.

Pledge of Allegiance was recited.

Citizens Comments: A question was brought forth to the BOS in regards to the RFP that will be put out once the appropriation of funds is voted on and approved at Town Meeting for the paving of new streets at the Compass Pointe development. A citizen wanted to know why we couldn't put the RFP out now, before town meeting so that the paving could commence directly after the appropriation of funds is approved at Town Meeting. The Town Administrator explained that we couldn't put out the RFP beforehand because if the funds were not approved at Town Meeting we would not be able to pay for the paving contract. Why wouldn't the funds be approved if they are earmarked for that specific purpose? We cannot think of any reason why, however, this has happened in the past so we need to proceed accordingly and wait to put out the RFP once the funds have been approved at TM. The paving project should be completed by the fall.

Finance Committee FY18 Budget Review:

- \$615,344.00 requested total increase figure. \$243,821 for the town and \$371,523 for the schools. New growth is estimated at \$250,000.00. FinCom is going a little higher this year versus their normal \$200K – \$210K due to more commercial development in town. There was a school choice error of \$78K a year that was erroneous. The new Director of Financial Services caught the error. So the increase is \$328,000.00 in new funds that can fund increases without hitting the tax base. If we do have to hit the tax base, the increase is \$1 for each \$696,000.00 in increased spending.
- The main drivers in the town are the pension expense which is going from \$467K to \$565K and the group health insurance which is going from \$1,010,000 to \$1,100,000. 2/3 of the increase is driven by these two factors.
- The budget does include a 2.5% increase for personnel.
- Additional Amounts Requested – Extra ordinary requests from departments \$73,604 plus COA position
 - BOA requested \$3,897 for Clerk salary and \$4,179 for Clerical Wages above the 2.5% increase they have been given. Rationale – they work harder than other departments.
 - BOA Projects - \$12,150 to bring GIS up to date. Third party company that they would have to contract with and this would be a yearly expense. We are behind in this area and this should be considered.
 - Treasurer/Collector requested \$1,061 for Treasurer salary and \$453 for Clerical Wages above 2.5% increase to offset cost of rising insurance premiums
 - Planning Board requested \$3,510.00 above 2.5% increase and an increase in hours from 10 hours per week to 13 hours per week
 - \$20K is coming to the town for FedEx clerical work and PT inspectional services on Fridays. Will have to talk to Town Accountant to see what is the best way to bring that money into the budget. Should it be a separate line item?
 - FinCom is requesting that the HR department take a look and evaluate the request.

- Building Department requested \$2,614 increase plus an additional 2 hours/week and \$1,650.00 increase in Clerical Wages (same Clerk that is in Planning Board Department)
- Gas/Plumbing Inspector requested \$10,000 increase do to activity levels increasing. FinCom suggested a per inspection paid position. Most of the towns around us already do this, they receive a flat \$30 per inspection rate. TA looked at West Boylston as they already have implemented this type of pay structure. Their fee schedule is a little higher than ours. Gas Inspector thinks this is a good idea. TA suggested that we increase the fee schedule, some jobs require three inspections. Discussion ensued on fee schedules and how to manage. If BOS agrees with the concept than FinCom and the TA will hash out the details.
- Council on Aging
 - Van Expense is not yet in - \$2.5K?
 - Position currently is 16hrs per week for coordinator position. Need to add hours for a van coordinator. One person or two? TA advocated for two people, not one full time. We do not know how much activity the van is going to produce at this point.
 - Increased hours for the department to 32 hrs./week. TA and COA can decide if it is for one person or two.
- Library requesting to add a Sr. Library Assistant to the department for \$21,060/year. This would be a new permanent position at 30 hrs./week. FinCom suggested that Library come in and talk to BOS to explain position and relay information to FinCom for further evaluation of need
 - Maternity leave increase of \$5K
- Parks and Recreation requested \$13,342 to be paid for by the town instead of through their revolving account for their coordinator position. P&R participation is dwindling and they are no longer able to fund the position through revenue generated through P&R sponsored activities. Programs have been being cancelled. FinCom is concerned that this is not a sustainable activity level. P&R is going to be coming into the BOS to talk about future plans for the program. Right now their business moto is failing and they need to reevaluate. They would like to have the town pay 100% for the position and to be able to keep 100% of the fees that P&R generates. FinCom is looking for guidance.
- Schools do have \$40K left in vocational tuition budget line this year. Two less kids went to Assabet than they thought. At TM they are going to request that the \$40K be transferred to the Elementary Education line. They are going to pre-spend that \$40K and if it passes, the Elementary School Budget will be lowered by \$40K on the TM floor.
- Building Construction Assessment increased by 6.7%
- Free Cash Requests
 - School requests see to be reasonable repairs
 - Fire Department Ambulance lease – 3 year lease (2.95%)
 - 1st year Free Cash and 2nd, 3rd year will be out of Ambulance fund
 - Fire Department Garage Doors
 - They are currently paying \$10K/year in fuel oil to heat the building
 - Gaps around doors are unacceptable
 - New doors could possibly save up to 50% in heating costs
 - Safety sensors would also be included
 - FEMA Fire Truck Grant Match would be a nice acquisition for the town
 - \$250K to reduce the tax rate
 - OPEB Trust – Howard would like to see that amount increase every year. We have been maintaining the same amount for several years now.
 - Policer Servers cost is material and labor.
 - Town Hall also will need a new server to upgrade Accounting Software. Free Cash request is \$45K. FinCom suggested to plan on retiring 2 servers for each 1 server you add.
 - Retiree Health Insurance. Should we continue to offer this as a benefit? \$5M liability to the town right now. Other towns are discontinuing this practice. C. 32B

directs how much the town will pay toward retiree healthcare. FinCom is not suggesting jumping out of this benefit for current people, but maybe not offering it for future hires.

Report of the Building Inspector to the Board of Selectmen:

- *Schedule of Permit Fees* were presented.
- Question on permit fees. Mike May is concerned about the formulas that the town is using to determine permit fees. Building Inspector would like to suggest changing the way that we actually calculate things. He would like to have a \$50/sqft on residential on everything, not just habitable space. It is \$125/sqft now, but only on habitable space. For example, you may have a 2,500 sqft house but only 1,400 is habitable. So people try to get out of attic, garage, and porch space. The original formula was put into place by the previous Building Inspector and was taken from the IBC code book. The BOS would like to revise and update the formula. We need to have a residential formula and a commercial formula. The Building Inspector would like to change the formula to match what he is using in other communities and it has been working well. He recommended \$3,500.00 per each metal building that are going up on 270 Shrewsbury St. Jamie Underwood made a motion for the permit fee reduction to \$3,500.00 per each metal building being erected at 270 Shrewsbury St.; Mike May seconded; voted all in favor.

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

- *Crime Statistics* were presented.
- *Chief's schedule:*
 - Jan 10 Met with parents of juvenile referencing inappropriate social media conduct
 - Jan 11 Town contracted fire extinguisher inspector checked extinguishers at station and in the cruisers
 - Jan 12 Chief's Admin attended MIIA Safety Meeting at the Town Hall
 - Jan 13 CopSync meeting at School Superintendent Office
 - Jan 26 Change over to new radio frequency
 - Jan 26 Officers Conway and Annunziata attended Officers in Charge Training at Grafton PD
 - Feb 1 Chiefs in Service Legal Update Part I at Grafton PD
 - Feb 2 Clinton District Court Ticket Hearings
 - Feb 3 Attended meeting at BES
 - Feb 3 Two POs attended a meeting at the Superintendent's Office referencing a BES incident involving young students and their parents
 - Feb 3 Met with resident referencing an inaccurate LTC application
 - Feb 7 First Congregational Men's breakfast
 - Feb 8 Attended Central Mass Chief's Training and In-Service Training Legal Part II in Webster
 - Feb 10 Attended Hwy Dept. case decision hearing in Clinton District Court
 - Feb 15 Administrative Assistant met with Mary from the Collins Center for an HR Interview
 - Feb 17 PD attended meeting at District 3 MassDOT on Belmont St. referencing upcoming rte. 140/rte. 70 to West Boylston line project
 - Feb 23 Resident appealed Chief's decision on LTC at Clinton District Court. After process was explained he resident did not want to go forward with the hearing. They went before the Judge, the plan going forward was discussed and the Judge did not feel that the Police Chief as being prejudicial, he was in alignment with past history on LTC applicants
 - Feb 27 Attended FinCom briefing and discussion on Warrant Articles
 - Mar 1 Chief's in Service Defensive Tactics at Grafton PD
 - Mar 2 Clinton District Court Ticket Hearings
 - Mar 11 St. Mary's St. Patrick's Day Party
 - Mar 13 OIC training attended by two POs in Grafton
 - Mar 15 Officer Parker will attend new public records law training in Grafton PD
 - Mar 23 Administrative Assistant will attend new public records law training in Grafton PD
 - Mar 29 Two juvenile hearings at juvenile court
 - Mar 30 Chief's in Service classes upstairs at MJTC
 - Apr 21 Ticket Hearings

- Apr 29 Town Wide Cleanup Days
- Apr 30 Town Wide Cleanup Days

Report of the Town Administrator to the Board of Selectmen:

- ***Gravel Pit off of Sewell Street:*** In your packet there is an RFP for the sale of the Gravel Pit off of Sewell Street. The RFP is about ready to go with only a few dates to be added. You will notice in the RFP, we have not suggested any particular development as being preferred by the town, so it is based on the highest price offered. My plan is to advertise the parcel for sale in a few weeks with a deadline to submit proposals on May 1, 2017. I ask that the board approve the RFP for publication.

As part of the offer to sell the parcel, we believe that we need to get an appraisal of the property. I have contacted three appraisal firms for quotes. They are as follows:

- Liz Clemenzi – Shrewsbury - \$3,250.00
- OHara-Buthray – Worcester - \$2,600.00
- William Curley – Marlboro - \$2,000.00

Curley has done three other appraisals for us and we have been very satisfied with their work in the past. So, based on that and the fact that they are the lowest quote, I would recommend that the board authorize me to go forward with the appraisal with Curley Associates.

I have prepared a FinCom Reserve Fund Transfer Request Form for the funding for this appraisal.

Michael May motioned to authorize the TA to retain Curley Associates for the appraisal of the Gravel Pit parcel located on Sewell Street. Jamie Underwood seconded; voted all in favor.

- ***Bethlehem Bible Church:*** Enclosed in your packet is a copy of a letter sent to the Bethlehem Bible Church in West Boylston inviting them to attend the meeting tonight. They will not be attending. Mr. May is in receipt of a letter from the Superintendent that was submitted in reference to the 40B project. Their assessment projects the annual cost of the project to the school district at \$1.6 million per year. That is assuming that there is one child per housing unit. A second model shows that with two children per unit there would be an increase of \$3,261,084 per year to the school district. Not including any expansion of the school buildings if needed. Mr. May is very concerned about the impact to the town this would cause. He would like to see the board find a way to have the developer engage in a more meaningful way with the community and not put such an enormous burden on the town. Mr. May is upset that he feels where he spoke very candidly and honestly with the developer about his concerns on the density of the project, they came back with an even higher number of housing units. He would like for Town Counsel to look into if there are any waivers that the Town could apply for because of the substantial burden already placed on the town with so much of the land already been taken by the DCR and conservation. Town Counsel has not done any research yet on what provisions or protections may be available to the town. He has never encountered any for 40B projects. The DHCD gives a site certification that allows the developer to file with the ZBA for a comprehensive permit and then everything goes through that board. All the other factors that were brought up already really don't hold much weight with the DHCD unfortunately. He will look to see what responses may be appropriate. It is unclear at this time whether or not he has obtained a site assignment yet. Bill Manter wanted to mention that Boylston already has been proactive in their zoning with an inclusionary zoning amendment that states that any residential development that is over 8 properties has to have an inclusionary 10 percent affordable housing plan. At this time, no one has chosen to pursue this. Chairman Wood stated we need to act as quick as possible if we only have 30 days once the filing occurs. We should receive notice once it is filed. Discussion ensued on possible strategies that could be used in dealing with the 40B property and having a positive outcome for the Boylston community. A citizen expressed concern about increase traffic on rte. 140 and the impact that additional developments in town will have. Bill Manter felt that traffic mitigation may be a strong argument against the 40B project. Bill also expressed concern about poor septic design for the quad housing arrangements.

- **Tim Murray:** On Thursday, March 16th @ 3:00PM, former Lt. Governor, and current President of the Worcester Chamber of Commerce, Tim Murray, will be coming to Town Hall to discuss a new Comprehensive Development Grant Program. If any members are available, please stop in.
- **Town House Committee:** The members of the Town House Committee have requested that the board appoint April Steward to that committee. We recently had a situation where a group that rented the facility left it in less than desirable condition. Our Facilities Technician needed to go in for several hours the following day to get it ready for the next group that rented it. We did take the security deposit, but we want to redraft the policies regarding rental of the facility to spell out more clearly the rules of renting the hall. We believe that April will be helpful doing that. *Michael May motioned to appoint April Steward to the Town House Committee, Jamie Underwood seconded; voted all in favor.*
- **Keep Boylston Beautiful:** There is a group of Boylston residents that want to form a local affiliate to the group Keep Massachusetts Beautiful, which will be known as Keep Boylston Beautiful. They are planning to do bi-annual town wide clean-ups. The first clean-up being the weekend of April 22-23.

The current members of the group are: Angela Mero; Sonia Johnson; and Tina Potenti. They are asking for the board's endorsement and support. They would also like to use part of the Town Common to hand out supplies and beverages to participants of the cleanup.

2017 Q2 Meeting Schedule approved with noted revisions.

At 8:35 PM Mike May motioned to adjourn; Jamie Underwood seconded; voted all in favor.

The meeting was adjourned at 8:35 PM.

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

Meeting Materials

Agenda	On file in Board of Selectmen's Office
Meeting Sign-In Sheet	On file in Board of Selectmen's Office
TA Report	On file in Board of Selectmen's Office
Building Superintendent Report	On file in Board of Selectmen's Office
Crime Statistics	On file in Board of Selectmen's Office
FY18 budget	On file in Board of Selectmen's Office
FY18 Free Cash Request	On file in Board of Selectmen's Office