



Board of Selectmen

Date of Meeting: Monday, April 10, 2017
Location: Town Hall, 221 Main Street
Time: 5:45 PM – 9:10 PM
Members Present: Chairman James Wood; Michael May; James Underwood; Stephen Madaus, Town Counsel; Marty McNamara, Town Administrator; April C. Steward, Administrative Assistant to the Board

The meeting commenced at 5:45 PM.

Financial Warrants were signed in agreement.

Pledge of Allegiance was recited.

Library: Discussion about new Library Position with Bard Barker

- Came in to talk to the BOS and FinCom about new position at the Library. They had originally requested a new full time position in order to expand services. FinCom and the BOS would like to see the position to be part time, beginning in July and up to 19 hours per week. The BOS will need to override the budget that FinCom submitted by \$3,000.00 on the Library Salaries and Wages line and \$600.00 on the Library Expenses line.

Mike May motioned to increase the Library Salary and Wages budget line by \$3,000.00 to \$149,517 annually and the Library Expense line by \$600.00 to \$66,340; Jaimie Underwood seconded; voted all in favor.

Finance Committee FY18 Budget Review:

- Special Town Meeting Article 1 Transfer Requests. We normally have an Article 2 for payment of unpaid bills from the previous fiscal year, there are none so we took that bout.
 - Transfer of \$40K from the Vocational Education line to the Elementary Education budget
 - PD will need a transfer in salary line
 - Planning Board Clerical will need a transfer in salary line
 - Assessor's Office will need a transfer in salary line
 - Town Administrator will need a transfer in salary line
- 14 Articles with an asterisks that are the same every year and are taken as one unit. Nothing has changed with the 14 Articles
- Article 15 – Setting of Salaries
- Article 16 – Setting of hourly wages
- Article 17- accept the provision this year and there won't be an Article 17 next year per revision in Municipal Modernization Act
- Article 18 – Pension and Benefits
- Article 19 – IT Updates
- Article 20 – Town House improvements – wheelchair lift
- Article 21 – Add to Chapter 90 funds for road maintenance
- Article 22 – Supplement FD expense for ambulance operations
- Article 23 – New Ambulance, three year lease. First year from free cash and the next 2 years paid from Ambulance Fund. This will need a 2/3 vote at TM in order to authorize and enter into a lease agreement.
- Article 24 - New Forestry fire truck if FEMA grant is received
- Article 25 – Repair/replace garage doors at Fire Department
- Article 26 – Police Department new servers
- Article 27 – Police Department protective riot gear
- Article 28 – Transfer/appropriate money from sale of cemetery lots for cemetery expansion and paving of roads.

- Article 29 – Tree Trimming Service is outsourced by the town
- Article 30 – Transfer of \$20K to 53G Building Dept. revolving account for purpose of increased administrative and inspectional duties related to new commercial developments in town.
- Article 31 – Free Cash transfer to reduce the tax rate by \$250K
- Article 32 – BES new boiler
- Article 33 – BES walk in cooler
- Article 34 – BES window seals
- Article 35 – BES dishwasher
- Article 36 – BES repair/replace flashing control lights
- Article 37 – BES roof work
- Article 38 – Parks and Rec study and design docs for court improvements in center of town and the Manor not to exceed \$10K
- Article 39 – Pleasant Lane parcel donation to town
- Article 40 – Appropriation of funds from proceeds of bonds received from original developer for the paving/stabilization of a portion of the work included in Phase I needed at Compass Pointe
- Article 41 – If a scenario presents itself going forward where a developer defaults on an obligation to complete required work on a roadway and we therefore make a claim on the performance bond, the BOS would be able to use the funds to complete the work specified in the performance bond up to \$100K without requiring special appropriation at town meeting.
- Article 42 – Citizen’s Petition for disposal of a parcel of town property off of Nicholas Ave and Mill Rd.
- Article 43 – Acceptance of FY18 Budget

Jaimie Underwood moved to approve the 2017 town warrant as written with changes to Article 17 and Article 23 to be re-written; Mike May seconded; voted all in favor.

Report of the Building Inspector to the Board of Selectmen:

- *Schedule of Permit Fees* were presented.
- FedEx building permit has been received.
- Next month new fee structure package will be presented to BOS for approval/acceptance
- Friday Inspectors, Building Inspector is going to be bringing in 2-3 people to make sure coverage is adequate. Funds will come out of 53G account.

Appointment to Conservation Committee: Michael Ruggieri

Mike May motioned to approve the appointment to the open seat for the remainder of the term; Jamie Underwood seconded the motion; voted all in favor.

Report of the Fire Chief to the Board of Selectmen:

- *Call Volume – January 1 to present*
 - EMS – total 113
 - EMS – Advanced Life support 13
 - Fire – Total 28
 - Motor Vehicle Accidents 10
 - Mutual Aid Given 14
- *Responses*
 - The department’s fire and EMS responses continue at a steady rate.
 - Several calls for fire alarms resulting from faulty smoke detectors and/or dead batteries
 - Fire Department utilized their Facebook Page to remind residents to test their smoke detectors regularly and to replace the batteries every six months.
 - The Fire Department has responded to several mutual aid calls to Berlin, Holden, Northboro, West Boylston, and Worcester.
 - Station coverage has been provided for Berlin, Holden, and Northborough on several occasions while their departments were responding to structure fires. West Boylston has requested mutual

aid for a building fire and several EMS calls, along with responding to Worcester for two EMS calls.

- ***Training***

- Peter Tufts began the Firefighter I/II class sponsored by the MA Firefighter Academy last month. This class will run through May 2017. Two new WPI EMS students have joined the department to assist with overnight coverage. We now have students at the station just about every night of the week.
- The fire department will be utilizing an acquired structure on Gulf St. for live training beginning next week. The single family residence will be used for practical evolutions ranging from search and rescue, ventilation, hose line advancement, salvage/overhaul, and live fire training.
- The fire department met last week with Dr. Romolo Gaspari, a Boylston resident who works as a physician in the emergency department at UMMC-University Campus and Clinton Hospital. Dr. Gaspari has offered to take over as the service medical director for the department. Our prior medical director, Dr. Marc Gautreau, has left UMMC to take a job at Stanford University Medical Center. Dr. Gaspari met with all of the Boylston EMS staff last week, and is eager to serve both the town and the department in the capacity of medical director. The role of the medical director is to oversee the operation of the pre-hospital emergency service that the fire department provides.
- The fire department provided CPR and First Aid training to a group of residents who have volunteered to drive the COA Van. Training was done by Lt. Bradford last week.
- Chief Flanagan will provide a First Aid clinic on April 15th for all youth baseball and softball coaches.

- ***Fire Prevention***

- The FD met with Jim Haynes to review additional plans for the 55 and older duplexes on Compass Circle and Cheryl's Way. Building plans for each style duplex were reviewed and approved for fire protection systems and the street numbers were reassigned based on the new layout of the homes. The duplexes will have street numbers with an A and B notation on each unit. Updated street numbers will be submitted to the Building Department this week.
- The FD received fire protection permits from Cogswell Sprinkler for the FedEx facility. The sprinkler plans are currently under review. These plans will be sent to the MA Fire Marshal's Office for peer review. No other plans have been received for the facility as of now.

- ***Grants***

- The FD is waiting reimbursement on a FEMA EMPG Grant for the purchase of IamResponding software system and for the continued funding of our CodeRED emergency notification system. The grant award is \$2,460. This will fund the IamResponding software and a portion of the CodeRED notification system.
- Chief Flanagan has applied for the next FEMA Assistance to Firefighter's Grant Program for the purchase of a new urban/brush interface fire engine. This new vehicle would replace the aging military trucks currently in service as forestry apparatus. The new vehicle would also serve as a structural firefighting vehicle as well. The cost for the new vehicle is \$380,000; if the grant is awarded, the town would be responsible for only 5% of this amount, or \$20,000. The FEMA AFG grants have become very competitive, but given the fact that we would be replacing two ageing vehicles with one, gives us a bit of an advantage.

- ***Audit***

- The town accountant has asked the FD to provide him with a spreadsheet each month of ambulance/billing receipts in response from findings from the town's audit. The accountant was sent information through the end of March outlining all ambulance bills sent out and payments received. The spreadsheet has all the patient information redacted from it, but contains total amount billed to the primary and secondary insurance carrier and the payments received. As directed, we will provide this information to the accountant on a monthly basis, along with providing the Board of Selectmen a summary of write-offs annually.

- ***FY18 Budget***
 - The proposed FY18 budget was submitted to FinCom on February 27th. As directed by the Town Administrator, the budget was submitted with a 0% increase in the salary line. On the expense budget, the supplies and equipment line item was increased by \$500 due to an increase in the cost of medication, and the advanced life support line item was increased by \$4500 to more accurately represent the cost of paramedic services. The garage rental cost for the tanker line item was removed, so the total increase in the budget was only \$2500.
- ***Town Meeting Warrant Articles***
 - The FD submitted four warrant articles for town meeting. The first was a transfer of \$70,000 from the ambulance receipts account to the supplement the fire department budget. The next was a \$20,000 transfer of available funds to cover the 5% match of the AFG Grant; such funds will only be used if the Grant is awarded. Another \$31,000 article was submitted for the purchase of new overhead doors for the fire station, in an effort to reduce the cost of heating the building. A fourth article was submitted requesting \$847,000 to pay for the first year of a three-year lease purchase of a new ambulance. The new ambulance will cost roughly \$250,000 and the FinCom had recommended that the best way to finance this would be through a lease purchase, as we did with the ladder truck. The new ambulance will be purchased through the FCAM Metropolitan Area Planning Council Collective Purchase program, so we will not need to go out to bid for the vehicle.

Report of the Highway Superintendent to the Board of Selectmen:

- Continue to monitor beaver activity
- Equipment maintenance and repairs as needed
- Patching holes on several streets
- Organizing in the shop
- Getting street sweeper ready for work
- Catch basin cleaner truck is ready to be put into service (it will be on the streets this week)
- Starting spring clean-up on the common area
- Tree working the center around Cottonwood Place
- Tree work on the common area will be taking place
- Street sign repair and replacement
- We will be getting the mower serviced and ready for the season to come
- Helping out a student (Jackson Danis) with an Eagle Scout project (rebuilding a bridge at the pond behind YouInc.)
- Attended (the crew and myself) a MIIA training (fatigue management) at the West Boylston Town Hall
- Rte. 140 drainage project (work performed by Lynch Company funded by MassDOT. I have attached the letter)
- 2017 Street Paving list to be discussed
 - Finish Linden Street
 - Mile Hill Rd (rte. 70 to Linden)
 - Part of Cross St.
 - If the Article at TM passes we will have approx. \$400K
- Cemetery
 - Six burials this year (One later this week and a couple cremations are pending)
 - Clean-up has been started
 - Water will be turned on in about one week
 - List of internments was provided

One Day Liquor License: Permit Application for College Graduation Celebration at Town House on 4/15/17
Mike May motioned to approve the application. Jamie Underwood seconded the motion; voted all in favor

Report of the Town Administrator to the Board of Selectmen:

- **Chapter 90 Funds:** We have received notification that the Chapter 90 funding will be \$203,955.00 for FY18. Combining this with the \$135,000.00 we have as a balance from this year, and if we get the additional \$75,000.00 we requested from Free Cash, we will have approximately \$413,955.00 for road repair work.
- **Town House Painting:** We have received word that our request to have the Sheriff's Department Community Service Program paint the Town House has been approved. We expect the painting to take place in late August or early September. Our only cost will be for materials and lunch for the workers.
- **FY16 Financial Audit:** Enclosed in your packet is a draft of the Management Letter for the FY16 Financial Audit conducted by Melanson-Heath. Cheri, Jason, and I have been working on our responses to some of the items mentioned.
- **Community Compact IT Grant:** In late March, we submitted an application for a Community Compact IT Grant from the Commonwealth. Our proposal was for funds to upgrade our aging voice and information infrastructure including a new phone system, and a fiber line to Hillside. Our request was for a grant in the amount of \$85,000.00. If awarded, this grant would allow us to create a town wide network that would connect town buildings including Fire, Police, Highway, the Library, and the Schools.

Along the same lines, MassIT has contracted with Akuity Technologies to begin a program to provide onsite discovery of municipal and school IT that will assess the status of the current IT systems that support critical essential functions within municipal environments. They will then rank and prioritize gaps for remediation. We have expressed our interest in being involved in this program.

- **House Bill 1120:** On Friday, I received notification that House Bill 1120 regarding the sale of property on Elmwood Place was being heard by the Committee on Municipalities & Regional Government. The hearing will take place on Tuesday @ 1:00 PM at the State House. I am unable to attend due to a prior commitment, however I did write a letter to the Committee in support of the Bill. (attached)
- **Request to Rep. Naughton:** I have asked Rep. Naughton to include several items in the State Budget. I asked for \$50,000.00 for hosting the Police Academy, \$50,000.00 for the wheelchair lift at the Town House, \$100,000.00 to \$150,000.00 for a design on a new public safety building, as well as additional funding for Rte. 140 Improvements.
- **Supplies & Services Class:** I want to congratulate April on passing another procurement training and exam given by the Inspector General's Office. She recently received word that she passed the Supplies & Services Class later this month. She is well on her way to becoming a Massachusetts Certified Public Procurement Officer.

Jamie Underwood motioned to have North East Way added to Article 40; Mike May seconded; voted all in favor.

At 7:59 PM Jamie Underwood motioned to adjourn for a break and then reconvene for Executive Session; Mike May seconded; voted all in favor.

*At 8:08 PM, on a motion made by Selectman Jamie Underwood and seconded by Michael May, the following roll call vote was recorded to a **CONTINUATION OF EXECUTIVE SESSION FROM FRIDAY MARCH 31, 2017** (closed to the public): **Per MGL c.30A, §.21(a)(7), to comply with or act under the authority of the Public Records Law (M.G.L. c. 66) and the holding in Suffolk Construction Co., Inc. v. Division of Capital Asset Management, to review a confidential attorney-client communication; James Wood: Yes; Michael May: Yes; James Underwood: Yes. The Board agreed they would reconvene to open session only to close.***

At 9:10 PM Jamie Underwood motioned to adjourn; Mike May seconded; voted all in favor.

The meeting was adjourned at 9:10 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
Highway Superintendent Report	On file in Board of Selectmen's Office
Crime Statistics	On file in Board of Selectmen's Office
Fire Chief's Report	On file in Board of Selectmen's Office