



Board of Selectmen

Date of Meeting: Monday, September 18, 2017
Location: Town Hall, 221 Main Street
Time: 6:30 PM – 7:57 PM
Members Present: Chairman James Wood; Michael May; James Underwood; Marty McNamara, Town Administrator; April C. Steward, Administrative Assistant to the Board

The meeting commenced at 6:30 PM.

Pledge of Allegiance was recited.

Parks and Recreation Bonnie Johnson and Kevin Prendergast from the Parks and Recreation Board came in to discuss a few ideas they had with the BOS. They invited Matt Rice from Boylston Youth Baseball to come in and speak about improvements needed at the Manor fields, and they also wanted to discuss the possibility of an ice skating rink at the Pop Warner Field located at 599 Main Street. Bonnie stated that she had been talking with the Highway Superintendent and that they had discussed taking the opposing teams practice field located to the left of the football field, level the area, put down clay and loam and reseed the area. That way they could flood the area during the winter and create a skating area. Jamie Underwood asked if they had a plan for funding the project and Bonnie said she was still looking into talking to people to see who would be able to donate their time to the project. He also asked what the plans were to maintain the ice rink while it is operating. Bonnie said that the Highway Dept. had already expressed that they would flood it and maintain it. That was not what was told to Jamie, the Highway Superintendent had told him that there would be other priorities during the winter months that would come before their ability to maintain the ice skating rink. What has happened in the past is if people are interested in using the rink then they go up and shovel it off themselves. The rink would only be used for the winter months because come the fall, the football team needs to have that space available to them. The area would need to be dug down deeper due to the area being at grade with the road and two of the other sides are flush with surrounding grass areas as well. The football field side is raised. Some concern was expressed over the safety of the practice area if the grass would be dug down deep enough to hold water for the rink in the winter. Concern was also expressed over the maintenance of the ice and the amount of care it takes to maintain the rink through the winter. Everyone agreed that rinks are a lot of fun and are excellent to have, but who is going to take ownership of the rink maintenance seems to be the question. Mike May brought up the idea he had seen in another town where they created a basketball/tennis court that had an asphalt berm around the entire area and was sealed with a waterproof paint and it had a drain that you could close off in the center for flooding during the winter months so that you could skate on it as well. That way the area could be used 12 months a year. Jim Wood said that they are all in agreement that a skating rink is a great idea, but they don't want to infringe on an area that is already being used by the town. If there is another place to put it, they might want to look at that. Parks and Rec would like to research the idea a little more and then come back to the BOS.

Matt Rice meets with the P&R yearly to discuss the manor fields and improvements they would like to make. This year P&R asked him to come in and talk to the BOS as well. Their hopes this year are a little larger than their usual asks. There is a lot of runoff coming off of the hill and it has taken its toll on the back field called the "A Field" There is erosion that has effected the backstops and there are areas of concrete that have been exposed and pose tripping hazards. The infield itself has settled and lips have developed where balls can take a hop or players can trip while playing the game. They would like to try to control some of the water coming off of the hill. There is an existing culvert behind the tennis courts that doesn't seem to be functioning properly. They would like to try to get that drainage area working properly and to redirect the water off of the hill towards the culvert so that the fields will not become water logged. The improvements that they are looking to do would be funded through the baseball organization. They do not have an ask, this is an informative session where they would like to keep the board in the loop as to what they would like to do.

Some discussion ensued about the drainage issues at the location. The Highway Superintendent will have to look into the drainage and the size of the drain pipes in that area.

Mike May asked about the tennis courts, vandalism, and the types of people that have been coming to the area. Maybe it would be worth it to look into developing strategies to address the vandalism, loitering, and drug problems up there and make the fields safe and useable.

Bonnie asked for the board's opinion on removing every other tree from the trees that line the Manor field alongside Midland Road so that the police would have a better view of the fields. Jamie replied that those trees act as a sound barrier for the residents that live close to the fields and it would be a mistake to remove any of those trees. He suggested that it would be a better idea to trim them instead. Mike also suggested to have a time when all the residents would be invited and have a walk through with them and get their feedback about any changes/updates that P&R may be considering. Bonnie stated that there are many pressing issues and the board is a new board. They are trying to get feedback from different sources but it is going to take time to get things done. Matt Rice redirected the conversation back to the projects Boylston Youth Baseball would like to do. They would like to get the infield on field A completed this fall, the drainage can wait if further discussion needs to happen. The infield is going to need the winter timeframe to mature so that it will be ready for use in the spring. Mike May asked if he had any thoughts to address the parking situation up there? Matt felt that BYBSB is not the driver of complaints in regards to parking up at the Manor, he feels that when the field is rented out then that is when the complaints come in. Matt has worked hard over the years to develop open lines of communication with the neighbors in the area. He communicates with them ahead of time when they are expecting large groups of people (such as opening ceremonies, closing ceremonies...) This past season the AAU organization that rented the fields had no direction and parking was a big problem because they were parking any which way they wanted to, that did not happen with BYBSB. Matt agreed that it would be a great idea to try and improve the parking situation up at the Manor, but he did not feel that BYBSB would be willing to foot the bill for parking expansion when they are paying for other improvements at the field already. Bonnie said that they are going to be working on restriping the parking lines so people coming to the Manor would arrive by coming up Orient Street and exit by driving down Greenwood Street. She also mentioned opening up the land beside the parking lot area for additional parking. Matt Rice wasn't sure how much parking space that would actually open up due to the adjacent houses in that area. Mike May redirected the conversation to ask BYBSB what it was they are looking for tonight. Matt is looking for permission begin construction on the Field A infield. The BOS has no problem with that as long as P&R is on board. They said that they are. There will be on going conversations about the drainage and what is required with those improvements with the Highway Superintendent. Martin McNamara brought up that P&R needs to start thinking about what their needs are going to be budget wise in order to maintain the parks and recreation areas going forward. Currently the Highway Department has been mowing the parks and there has been no maintenance of the tennis courts and the basketball which has lead them to be in their current state of disrepair. The P&R Dept. needs to think about how they are going to manage the maintenance of the fields and courts going forward. They are going to have to ask for the funding in their budget for FY19 and not expect the Highway Dept. to continue to do the work that they have been doing. There are more roadways in town and there are going to be even more, so they need to be spending their time on that, not on the parks. Unless you fold it all in to one budget and give the Highway Department the whole ball of wax. Mike May said that everyone in town knows that there is a maintenance problem. If you come to the town and ask for it you'll find out if the town is going to support it or not. That way you will know what you are dealing with and it doesn't become your failure to act, it is that the town isn't behind it. Bonnie said you cannot solve it all in a year. They are aware of what is going on. Ideally they would love a splash park. That is the other big thing they are hearing in this town. But it is all money, so they are looking at it one step at a time. Bonnie added that AAU has already come and asked for 2018 rental, so they are asking BYBSB to come alongside P&R to talk with them and get the right people in their to rent to, or not rent it at all. They are not looking for further neighborhood issues. BOS gave their blessing to BYBSB to do their improvements. Stephen Madaus asked if the town is accepting a donation of a gift of improvements from the BYBSB? Yes, they are. *Mike May made a motion to accept the gift of improvements to the Manor Fields from BYBSB; Jamie Underwood seconded; voted all in favor.*

Marty asked if the P&R Dept. could give the board and the people at home a sense of where their department may be heading. Are they planning on replacing the former planning coordinator position? Bonnie replied

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that they are waiting for an updated copy of the job descriptions which the Collins Center has been working on. They are having board meetings every two weeks right now and people are welcome to come to the meetings. They are trying to figure out where they are going and what they are doing and there probably will be a little bit of restructuring of the job. They are looking at maintain the parks and that has not been done in a long time. They have that, and programs they have to address. Marty asked if the position was going to remain a 26 hour/week position because he continues to receive resumes for the position. Bonnie said that they haven't had a board meeting to deliberate on that yet so she could not answer. There was a request from the former Banner, now the Item newspaper about the vacancy and people are looking for information. Jamie Underwood wanted everyone to know that Karen Barber left. The way the paper read, it sounded like she was let go. He would like that to be clear to everybody because Karen spent a lot of years and put in a lot of work for the town. The BOS wants the community to know that they are appreciative of all the work that Karen did over the years. Karen left, it was her choice to leave, end of story. Mike May wanted to acknowledge that Karen did a superb job, and she engaged well with the community. Parks and Rec has gone through some evolution over the years with her job and funding of the job. She deserves the time and commitment that Karen put in with limited to no resources. Mike wanted to make sure that the community knows that and doesn't feel that the BOS or Karen should receive any blowback from her decision to leave the department. Parks and Rec needs to reestablish their mission and they need to communicate that to the community. They need to get financing from the community, and the board is not just a parks board or a recreation board, it is a parks and recreation board. They need to have a vision and the board needs to hear from the community. The BOS is behind the board and they realize that it has been an underserved board from an economic perspective and that that needs to change. Jamie also said that he appreciates all the communication that Karen put out to the community, however, after watching the last P&R meeting and some of the stuff that was said such as negative views of other boards, does not need to be said. The comments that were made about the Keep Boylston Beautiful comments, without knowing the facts behind that because you were not in attendance at the meeting on October 6th was another misstep which is why some of the people from that board are in attendance tonight. There is becoming a lot of inter-town arguing within the departments because of what P&R is saying and we do not want to have that. Bonnie stated that they were asked by people to bring that up at their meeting. They had no Program Coordinator to talk to. Jamie asked why she didn't look at the old meeting minutes. Bonnie said she looked and couldn't find them. At this point in the meeting Matt Rice excused himself from the meeting and Tina Potenti, who was in the audience came forward to the table as she was the former chairperson of the Parks and Rec board. Tina had also watched the meeting in question and went and found the meeting minutes from the 10/6/16 P&R meeting. She started the KBB program in April of 2016 after discussion began in February of 2016. The first cleanup was in April of 2016 where she used around \$100.00 to create some candy bags. In May, 2016 there were over 140 volunteers and collected 186 bags of trash and they decided that for one person there was too much to do. So they started to solicit volunteers to form a committee. So in June, 2016 we carried that over into August, 2016 Sonja and Claudine joined the committee. They kicked off a fall cleanup and the committee raised funds from sponsors directly. Because it was a newly formed committee with barely six weeks in and Karen letting them know that P&R is not allowed to solicit for funds or to fundraise, Karen said she would hold the funds for them in the P&R account which is what she did. So 100% of the sponsorship money was being held in the P&R account. Tina admits it wasn't the best idea but it was the idea they had at the time. They had to file and get a W-9 in order to get the money out and get more formal with the committee organization. In October, 2016 they talked about the KBB committee being independent from P&R and all sponsorship assets were transitioned from the P&R account into the KBB account. KBB is not a "friends of" P&R group. But if P&R had an idea they could submit it to KBB for consideration and so forth. That was all discussed in the October 6, 2016 meeting. So just to clarify that is where the money came from and that is where the money went, it was never P&R money to begin with. Kevin Prendergast expressed gratefulness that the money discussion was cleared up, however, Bonnie was not yet satisfied with the information. She wanted to talk to Karen because money went in, and went out and then went out. It looks like the P&R budget went down over \$3,000 but maybe it is an accounting issue. Tina can provide all of the records to show where the money came from and where it went verifying that nothing additional was removed from the P&R budget. Bonnie is still not seeing the reconciliation matching up although she does not have that paperwork inform of her at this moment. Tina stated that that has nothing to do with the KBB committee. Mike asked if this was a onetime event that occurred. Are they all set up now going forward? Tina said yes. Mike said these are two good committees

that are doing great work for the town and that Bonnie should work with the Town Administrator and the Town Accountant if she has anything further she needs to look at in order to have her paperwork reconcile. Mike very much values what KBB does for the community and how nice everything looks after a cleanup day. Tina left the copy of her meeting minutes with the P&R chair. There were no further comments.

Tax Classification Hearing: Board of Assessors

The Board of Assessors is suggesting that the town remains with a single tax rate of \$16.73. Several breakdowns were provided with shifts if a split tax rate was chosen. Commercial property taxes would rise quickly with a very shallow decline on the residential side. That is because we have 90.9% residential still in the town of Boylston. The BOS does not want to scare businesses away. New Growth went up \$18.5M in value and \$298K in tax revenue. The increase will be \$0.61 per 1,000 over last year. Mike brought up that in town there is a lot of talk about the continued pressure on the residential tax base and that the way that pressure comes down on seniors is not good. There will be an increase in commercial tax revenue in the next several years. He would like to see a discussion in the future about how the increased tax revenue should be taken to directly offset the tax burdens already existing on the residential tax payer. It would be important for the BOS to have an opinion on this issue. The BOS is not looking for other departments to feel that the “candy store” is open once commercial growth generated revenue is coming in. It should be going back to help the residents of the town. *Jamie Underwood motioned to approve a single tax rate of \$16.73 for 2018; Mike May seconded; voted all in favor*

Marty wanted to thank Paul, Margo, Jason, and Cheri for doing such a great job in setting the tax rate so early in the year. Margo wanted to add that when it comes to Town Meeting people are going to have to be careful what gets approved because all the new revenue will be used up. What we really need to do is put the money into the stabilization fund for a rainy day. Some natural disaster could happen and we need to be prepared for such an event.

Appointment to Cultural Council: Courtney Hodgdon has been a resident for 3 years and moved here from VA. She has three boys at Tahanto. She loves that everyone in town seems to have a role to play and would like to find her role. *Jamie Underwood motioned to approve the appointment of Courtney Hodgdon to the Cultural Council; Mike May seconded the motion; voted all in favor*

Appointment to Assistant Wiring Inspector: John Healy recommended by John McQuade
Mike May motioned to approve the appointment of John Healy to the Asst. Wiring Inspector; Jamie Underwood seconded the motion; voted all in favor

ABCC Hearing: Change of Manager for Nouria Energy

Hearing opened by Chairman Wood to approve the Change of Manager request from Nouria Energy. BOS reviewed and opened floor for questions or comments, there were none. *Mike May motioned to approve the Change of Manager Request; Jamie Underwood seconded the motion; voted all in favor.* The Hearing was closed.

Permit Application for One Day Liquor License: Private Birthday Party by Trang Le

Jamie Underwood motioned to approve the One Day Liquor License upon evidence of a one day insurance policy with liquor liability; Mike May seconded the motion; voted all in favor

Interdepartmental Land Transfer Agreement: *Mike May motioned to approve the Interdepartmental Land Transfer Agreement and authorized the Chair to sign the agreement; Jamie Underwood seconded the motion; voted all in favor*

Citizen's Comments: Elaine Jones a resident from Sewell St. expressed concern about the road at Compass Pointe. The road is going to be paved next year, the sidewalks are being paved this year. In the spring they are expecting that the developer will not be driving heavy equipment over the road and it will be safe to pave. The town will continue to plow the road as they have been. Special Town Meeting will be held on Monday, November 6th. If there are any funds available after paving she would like the town to plant some trees.

Report of the Town Administrator to the Board of Selectmen:

- ***Associate Massachusetts Certified Public Purchasing Officer:*** First, I would like to notify the board that April Steward received the designation of Associate Massachusetts Certified Public Purchasing Officer by the State Inspector General's Office. This is a very difficult designation to achieve, and April deserves kudos for her efforts. The only reason she is considered an associate is due to a requirement of 5 years in the role of procurement. Once she has five years she will be considered a Massachusetts Certified Public Purchasing Officer.
- ***Summer Paving Projects:*** Contracts for the two paving projects have been signed. Mass Broken Stone is expected to do the paving on Cross, Linden, and Green Streets in early to mid-October. P. J. Albert is expected to begin the Compass Pointe project sidewalk paving, and the regrading of a small section of the roadway in the next week or two.
- ***Town House Painting:*** The inmate's from the Worcester County Sheriff's Department finished painting the Town House. They began on Tuesday, August 22nd and continued for two weeks. The total cost was just under \$7,000.00, including all materials, food, lifts, and ladders, etc. which was quite a bargain for the town. It has been estimated that this work would have cost some \$30,000.00 or more if we had not used the Sheriff's Community Service Program.

With the new paint job and the new windows, the Town House looks great. Preliminary work on the elevator has begun, and will take several weeks to complete. Our Facilities Manager, Bob Bourassa, has been heading up the renovations at the Town House and deserves a big thank you for his efforts.

A copy of the letter that was sent to Sheriff Evangelidis thanking him and the workers for doing this work is on your packet.

- ***Property Appraisals:*** We received the appraisals on the parcels of property we have interest in. The appraisals are as follows:
 - The 3.7-acre area between Rt. 140 and School Street just North of the H Intersection - \$26,000.00
 - The 1.83-acre parcel on Pleasant Lane, which was donated to the town, was appraised at \$55,000.00. The Deed for the transfer of this property to the town has been prepared and recorded by Town Counsel. The RFP for the sale of this property has been written and is being reviewed by counsel, and it will be advertised as soon as possible. *Mike May motioned to authorize the TA to sign the IRS tax form for the Pleasant Lane donation; Jamie Underwood seconded; voted all in favor*
 - The other 3 parcels at the intersection of Cross Street and School Street and Rt. 140 are as follows:
 - Fuller Property – 50 foot strip: \$20,000.00
 - School St. abutting Fuller Property: \$16,000.00
 - Triangle at School St. & Cross St. \$14,000.00

Warrant Articles are being written for authorization to sell the property north of the H intersection, and the purchase at School Street and Cross Street. We will know more about these possible transactions as we get closer to the Special Town Meeting, and the board can determine if they want to go forward with any of these at the final warrant review.

There has been an inquiry about a vacant parcel of town owned land on Ethan Allen Drive. A home owner on that road is interested in possibly purchasing the property to build a home. The property in question was taken by the town for taxes back in 2006, and as such it can be sold at Public Auction. The treasurer and I are reviewing other properties that were taken for taxes to determine if we in fact have clear title. If we find there are other properties that fall into this category, we can add them to a list and hold a Public Auction to get them back onto the tax rolls. .

Currently, I am asking for the board's authorization to have an appraisal done on the Ethan Allen parcel in anticipation of an auction. *Jamie Underwood authorized the TA to have the Ethan Allen parcel appraised; Mike May seconded; voted all in favor*

- **Investment Policy Statement:** In your packet is a copy of an Investment Policy Statement. The purpose of this statement is to provide a clear understanding of the investment goals, performance objectives, and risk tolerance for the funds we have invested in the OPEB Trust. The Treasurer has asked that the board approve and sign this Policy Statement. *Mike May motioned to adopt the investment policy statement for the OPEB Policy Trust; Jamie Underwood seconded; voted all in favor*
- **Interdepartmental Land Transfer Agreement:** Also in your packet is an Interdepartmental Agreement between the Board of Selectmen and the Conservation Commission. The agreement is for the transfer of acreage in the East Woods that has been discussed between the parties for a long time. The Conservation Commission has held a hearing on this matter, and has approved and signed the Agreement. They are presenting it to this board for your approval and signature of the Chairman.

Additionally in your packet is a letter from Summer Star Wildlife Sanctuary which abuts some of the property in this agreement. They are writing to notify the board of their opposition to the regulations that allow hunting, and motorized vehicles on that property. I would remind the board that allowing both of those activities is something that the board insisted upon during the discussions with the ConCom.

- **Assistant Wiring Inspector:** The Wiring Inspector, John McQuade, has recommended to the board that they appoint John Healy as the Assistant Wiring Inspector. Mr. Healy is a Master Electrician and has many years of electrical wiring experience.

I will mention to the board that due to numerous inspections required at the FedEx project, Mr. Healy has been acting as the Interim Assistant Wiring Inspector through my direction, and I would echo the recommendation of Mr. McQuade.

- **Special Town Meeting:** The Special Town Meeting Schedule has been finalized. Below are the significant dates
 - Wednesday, September 27 Warrant Closed
 - Tuesday, October 10 Final Warrant Review and Approval – BOS and FinCom
 - Wednesday, October 11 Warrant to printer
 - Monday, October 16 Warrant posted and mailed to residents
 - Monday, November 6 Special Town Meeting, 7:00 PM

- **Elmwood Place:** The bid opening for the sale of the parcel on Elmwood Place was held on Thursday, September 14th at 11:00AM. We had seven requests for the RFP, and we had two proposals that were submitted.

Due to the fact that the Legislature has not yet approved the sale, and because I am in process of comparing the proposals, I am not prepared to make a recommendation at this time. It is hoped that everything will be wrapped up for our next meeting on October 10th. *Mike May recused himself from the discussion*

Elmwood Place RFPs based strictly on price

Bradley Brigham	\$60K
Security Monitoring Incorporated	\$40K

Jamie Underwood motioned to award the RFP to Mr. Bradley Brigham; James Wood seconded; voted all in favor contingent on the legislation being signed by the Governor.

- **Local Option Meals Tax:** Lastly, I have provided the board with an estimate of funds that the town would have received had the Local Option Meals Tax been adopted here. The DOR calculates these amounts based on the State Meals Taxes that they receive. I am not suggesting you do anything. I am only making you aware of the numbers for possible future consideration.

At 7:57 PM the board took a five minute recess

At 8:09, on a motion made by Chairman James Wood and seconded by Jamie Underwood, the following roll call vote was recorded to go into Executive Session under MGL c. 30A §21(a) ¶6 to consider the purchase, Selectmen's Mtg 09-18-17

exchange, lease or value of parcels 9-18, and 9-19 on the Town of Boylston's Assessor's map, located off of Cross Street and School Street; James Wood: Yes; Michael May: Yes; James Underwood: Yes. The Board agreed they would reconvene to open session only to close.

The meeting was adjourned at 8:09 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
BYBSB Proposed Updates	On file in Board of Selectmen's Office
Classification Tax Allocation FY18	On file in Board of Selectmen's Office
Agreement for Interdepartmental Transfer of Real Property	On file in Board of Selectmen's Office
OPEB Trust Investment Policy Statement	On file in Board of Selectmen's Office