



Board of Selectmen

Date of Meeting: Monday, July 16th, 2018
Location: Town Hall, 221 Main Street
Time: 6:30 PM – 8:23 PM
Members Present: Chairman James Wood; Michael May, and James Underwood; April C. Steward, Town Administrator; Alison Mack, Administrative Assistant to the Board; Stephen Madaus; Town Counsel

The meeting commenced at 6:31 PM.

Financial Warrants were signed in agreement.

Pledge of Allegiance was recited.

Moment of Silence for Michael Chesna

- Police Sgt., who was fatally shot in the line of duty in Weymouth, MA on 7/15/18.

Safety in our Schools Discussion:

- Boylston Superintendent Jeff Zanghi along with five members of the surrounding towns Police Office and Fire Dept came in to discuss the safety in our schools. Jeff has past experience (1998) in another school district with a resource officer and feels as though a police presence is invaluable and saw a difference.

- Mike May mentioned these issues don't just happen in larger cities but happen in smaller towns as well; it shouldn't be an argument about should we, but more of an argument about how do we and what's the benefits to the community and to the families, what's the outcome we are trying to achieve. These discussions need to get formalized and bring a lot of people into the conversations, bring a lot of stakeholders to the table, but at the end of the day we have an absolute duty to the parents to take care of their children and make sure they are safe. We are overdue for this dialogue. The three schools that are involved must be addressed. It's time to have the discussion and put the resources in place. Mike passed around different materials regarding safety in schools found on the US Dept of Homeland Securities Website. (See meeting materials below). He doesn't believe it is a massive cost and need the support of people. Every day we don't do it we have just created a risk for those kids at that school. There will be concerns from people, however we need to take the next step.

- The BOS discussed the importance of getting the school board behind this, however it is financially the towns responsibility to get behind it.

- The Chief of Boylston Police mentioned that the Dare program was a major asset with Ronnie Rajotte and was the go to point person for leads to any issues and had rapport with students. The Boylston Police went to LEAD after DARE and are continuing that presence in the schools but may need to bring it up to the next level.

- There are a lot of people that are going to have an opinion on this, and the board needs to be mindful of that.

- This is the first meeting that school safety has been talked about, and we need to put it on the fast track. Jamie Underwood asked Jeff to take the lead on meeting with the school committee and guiding this discussion to get them on board.

- Jeff suggested he find out with the school committee of the possibility of introducing an SRO into the district. He mentioned he will also do a state-wide search of other districts to see what they have done in these situations since a lot of work has already been done in these areas. Jeff will do the

initial leg work on this and speak to the Chair of the School Committee and see when he wants to put it on the agenda. He plans to let the BOS know how his discussion goes with surrounding Superintendents and they will take the next step from there.

- Boylston Resident questioned the state of the school and the ability to get in contact with the police if anything were to ever happen; lack of service.

- School risk assessments will be getting done and April Steward mentioned that we just recently ran a line from the Town House to Tahanto from Verizon and put a transmitter so that Police Officers will be able to communicate within the school.

Report of the Highway Supt. to the Board of Selectmen:

- Steve Mero mentioned that the equipment is going great and the mechanic position has been huge, allowing the Highway Dept. to keep up with everything; went through the winter with minimal breakdowns.

- Currently they are actively doing roadside mowing and catch basins. Tree work is coming up within the next few weeks. Attending WCHA meetings on a regular basis. The last few weeks the heavy rain has put a focus on some wash out areas. Has been on site on 140 constructions and trying to button that up with the site crew and trying to help answer any questions they might have.

- Eversource Gas has some work in town and will be here for the next couple of weeks; Steve met up with them regarding South Sewell Street Ext. and Mill Road.

- Meeting with DCR getting some extra work done on Rte. 140 for drainage. They were back and did some regrading but Steve doesn't think that is the solution. They eliminated several of the catch basins but does not believe the detention pond is right. Spoke with Pat from DCR to figure out how much money was left and try to do some more work there or put in another request for more drainage work.

- Hired a few kids for summer help; all new and have never worked with us previously. There is still opportunity for someone else to come in as well. Have done some work at center courts and helping P&R cleaning up.

- Ordered a new mower at the end of the last week that was voted on at the town meeting. Yard waste was collected a few Saturdays; a decent amount of people but hopefully they can get more people to use it.

- Attached a list of burials they have done since January.

- Mike May had a question regarding patching. Highway Dept. is limited by dollars and the dollars are driving the issue but there is a safety issue in some areas. What does it look like for streets with sections where we can get to and eliminate some of the risk factors? Steve responded saying it comes down to funding and limits what they can do. The money for this year has been spoken for and there is no excess. Steve mentioned the right way to do these repairs would be the most expensive way. They could overlay these areas but that would only be a 5 year fix. The unfortunate part is that the roads that need fixing are very long ones and that would be very expensive. Next year it looks like they will be able to focus on these areas more with the updated budget.

Report of the Police Chief to the Board of Selectman:

- *Crime Statistics* through June 30th were presented.

- *Chief's Schedule:*

- May 28 – Memorial Day Ceremony, regular cruiser shift
- May 29 – Officer Annunziata conducted LEAD training at BES
- May 31 – attended the ground breaking of the new regional lock up at the house of correction; looks like this is going to happen
- June 1st – attended the meeting at the PD with some residents in reference to the South Sewell Construction project

- June 2nd – worked a 3pm-11pm shift so max police officers could attend Officer Annunziata's wedding in Foxborough, MA
- June 8th – attended a meet and greet cookout at You, Inc with their hierarchy and staff
- June 12th – attended a meeting in Berlin reference regionalization
- June 13th – attended meeting in tow hall reference the fourth leg of the new traffic light and associated roadways
- June 13th – attended roadside meeting in North Sewell and 140 reference traffic circulation to proposed new housing project vicinity 85 North Sewell
- Jun 18th – new phone system was installed at the PD
- June 18th – Signed new year employment contract with the town – Thank you very much
- June 19th – attended Chiefs Medical Service at Grafton PD
- June 23rd – Peters motorcycle ride through town – no issues
- June 26th – 8th grade recognition ceremony at Tahanto – schools were out at 12:00
- June 27th – Meeting at town Hall reference 18th budget overrun transfer
- June 27th – Attended farewell lunch for Town Administrator
- July 2nd – Received notice from MHQ; 2019 police explorer will end its 3-month production year in Sept. If budgeted, 2020 model will be a Hybrid. Still suspect right now and need more info.
- July 4th – off, no issues reported
- July 2nd – Freedom for All of Massachusetts – Nonprofit; Canvassing in town now through November 18th.
- July 7th -20th– Officer Trubiano is enjoying his training at Fort Drum
- July 7th – Worked emergency fill traffic detail for broken water main at 66 School Street
- July 8th - Why Me and Cheri's House motorcycle ride through town
- July 11th – PD Administrative Assistant had a meeting with HR rep, Lindsay Katz
- July 13th – Ticket hearings at Clinton District Court
- July 21st – Simple Man Saloon Motorcycle ride through town
- July 28th – Salute to our Vets motor cycle ride through town
- August 21st – Berlin/Boylston School District Crisis Action Team Meeting – Will attend
- August 22 and 23rd – ALICE training at Tahanto; sending two officers
- August 25th – Officer Trubiano Wedding
- August 30th – Ticket Hearings at Clinton District Court
- Sept 18th – State Chiefs training in Norwood – will commute daily

Dr. Baker to Discuss Housing Choice Grants

- Update and get some guidance

Grant programs; 2 programs

- Funds can be used for capital projects
- Projects must be identified
- Project area must have been identified

- Main Grant Program

- Limited to \$250,000
- State is only going to fund 10 grants

- Small Town Grant Program – We qualify for.

- Limited to \$100,000

Option #1 - Cross Street Ext.

- Problem: Design has already been done and is already being paid for. Grant deadline is July 27th. Total cost of building that street is more than we would get from this grant.

Option #2 - North Sewell and South Sewell

Dr. Baker asked if we would trust him to develop the proposal. If it needs to get in by the 27th, then he would need to get signatures to sign off on the application to forward along before the deadline.

Motion to allow Dr. Baker to formulate a small town Grant for application school Street Area

1st Motion: Jamie, 2nd Motion: Mike; Voted all in favor
Motion to allow Chairman to sign off on such application
1st Motion: Jamie, 2nd Motion: Mike; Voted all in favor

Report of the Town Administrator to the Board of Selectmen:

- **Meeting with MassDOT:** Agreed to review and offer design and cost feedback for different proposed ideas of the 4th leg design.
- **Intermunicipal Agreement for Town of Shrewsbury:** transfer of \$100,000 from Shrewsbury to Boylston to assist with the design and construction costs associated with the 4th leg of the intersection as was approved at Shrewsbury's ATM.
- **Luncheon for Martin McNamara:** Say thank you to Mr. McNamara for his time as Town Administrator
- **Gravel Pit Property:** Closed on the sale of the parcel of land known as the Gravel Pit on Friday, June 29th – The deed was recorded at the Worcester Registry of Deeds in Book 59026, Page 324.

Motion to ratify sale of the Gravel Pit Property and allow the chair to sign off.

1st Motion: Jamie, 2nd Motion: Mike; Voted all in favor

- **Special Town Meeting:**
 - Timeline for review was presented.
 - BOS agreed on schedule
- **MA Asian Longhorn Beetle Eradication Program:**
 - DCR opened up their new wood disposal yard from 8am-3pm Monday-Friday.
- **Charter Line Up Changes:**
 - Informing the board of lineup changes included in their service packages.
- **Spoke to Jill Marcotte from Scannell:**
 - Discussed participation of celebrating opening of new FedEx building. Jill will be keeping April updated as she is not sure if it aligns up with the FedEx corporate schedule.

Treasure of Collectors office produces this report annually for the board of selectman to sign off on the 2.5% cost of living increases. Needs it signed off on so she can work off of this spreadsheet; for audit purposes it shows that this is coming from the BOS and not her own document.

HR Assistant Hours Review:

- Lindsay Katz met with April C. Steward and Jim Woods prior to the meeting; Lindsay wanted to review her hours. Still going to maintain the 16 hours per week. Revised hours; Monday: 8am-11:30am and 6pm-8pm, Wed: 8am – 1:30pm, and Thu: 8:30am-1:30PM.

Action Items:

- **Code of Conduct for Boards and Visitors Discussion:**
 - Professionalize the management in town and implement certain guidelines and practices.
 - Take a process around strategic planning and budgeting
 - Professionalize our code of conduct/expectations for our boards and the people who visit us
 - Give our leadership in town time to identify sources ahead of time for funding
 - BOS needs to step up and take more of a leadership role in these areas
- **Strategic Budget/ Strategic Process Plan Discussion:**
 - Looking to make a collaborative process with depts and define the steps to take to get ahead
 - Our current budget doesn't allow us to be proactive
- **Main Entrances to Town: Sign Concepts Discussion:**
 - Looking to beautify our entry signage when coming into town
 - Local businesses should sponsor them
 - April Steward gave an idea of local school kids designing the signs and voting on them
 - 140 has over 23K vehicles passing through each day; great way to get our message out

- **Update Contacts on Bank of America Account:**
 - Board of Selectman signed off on updating the authorized contacts for BOA
 - Removal of Martin McNamara, Updated contacts April C. Steward and Alison Mack
- **Appointment to Parks and Recreation Board:**
 - Discussed updating the guidelines on how to volunteer for different boards in the town
 - The current policy is not as simple as the BOS would like.
 - Asked April to come up with a suggestion as to what this policy should look like
 - Appointments are being held due to this policy; it needs to be straightened out

Resident Comments:

Town Resident: I was just wondering if April could comment on as her new role if she has any specific goals or plans to do as far as changes go in the town:

Aprils responded with:

- Bearings to new position
- Get to know the needs of the board
- Special town meeting; opening a town warrant
- Focusing on the Cross Street Extension construction at the FedEx light; make sure we have that process in place and are moving forward

At 8:23 PM Jamie Underwood motioned to adjourn; Mike May seconded; voted all in favor.

The meeting was adjourned at 8:23 PM.

Respectfully submitted,
Alison Mack, 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