



## Board of Selectmen

Date of Meeting: Monday, August 13th, 2018  
Location: Town Hall, 221 Main Street  
Time: 6:30 PM – 9:30 PM  
Members Present: Chairman James Wood; Jamie Underwood; Michael May; Stephen Madaus, Town Council, April Steward, Town Administrator; and Alison Mack, Administrative Assistant to the Board

The meeting commenced at 6:30 PM.

Financial Warrants were signed in agreement.

Pledge of Allegiance was recited

**Selectmen's Meeting Minutes:** The minutes of May 21<sup>st</sup>, June 4<sup>th</sup>, June 18th and July 16<sup>th</sup> were presented for approval. *Michael May motioned to accept the meeting minutes as written; Jamie Underwood seconded; voted all in favor*

### **Report of the Highway Supt. to the Board of Selectmen**

- Slowly losing our summer help. Bob has one left (one day a week). Coming to an end next week. Down one employee – Tim had an injured; expenses paid from previous employer because that is where he received the injury.
- Continuing with brush, road side mowing, catch basin cleaning and stuff that was previous from storms.
- Equipment maintenance: Jim is looking to jump on snow equipment; going through sanders and plows – going through the trucks so we are prepared.
- Tree cutting and trimming on School Street and intersection of Cyprian keys; getting some trees out of there because of sight line issues.
- Attended meeting up at 140 for sign off on the signal
- Gas company is currently out on Sewell Street working on the ext. Hopefully finished up by Thursday.
- Shrewsbury Street – 140/280 – Building is going up next to Dunkin Donuts for Matt Doyle; project went well. There is a temporary patch where they dug up the road that is supposed to be fixed by the end of the month.
- Have been spending some rainy days cleaning up and organizing
- Mower that was voted on should be delivered this week
- We may have a 1-year warranty on the maintenance of new traffic signal; one of the things I was talking about with Greg at BHB and Pierce. After that we will need to set up a contract with someone; Central MA Signal out of Northborough is the one who installed that. We can set something up with them so if we have an issue down the road, those are going be the people we would need to contact. There is nothing in the ground, everything is above ground. Life expectancy of cameras vary from 1 year to 5-10 years. They are expensive; I believe they gave me a ball park figure of about 10 grand.
- Looking for advice of Hot Box. Previous years we have borrowed Berlins Hot Box. Would it be possible to look into getting this machine? Expense: \$15,700 (Berlin has had it for 10 years) 2 Ton. Goes in the back of the truck. Burner built into it, 12 Volt systems. Berlin bought a used street sweeper for about \$50,000 - \$55,000 and have not had any issues yet.
  - Mike May mentioned they are in need for a street sweeper and other equipment has been a problem for the dept. Need to look at a plan, put together a list of all equipment you have and how old they are, start looking forward to planning it out.

- Steve Mero: If this is something we want to look into then the next thing they need to do is speak to a sales rep and see if they can keep an eye out for any larger towns that are looking to get rid of older ones.

Jamie Underwood asked if there was any way to widen the road between Abby and Smallwood.

- Resident Gerry Quam mentioned that there is a curve right before Abby Lane on your right and if you ever drive it, people cut the corner and a lot of times you get nudged off the road. In the far corner of the road there is a lot of overgrowth and if that gets cleaned up it will give about 5 feet extra.
- Steve Mero said he will take and look and see what they can do to improve it.

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

- *July Crime Statistics* were presented.
  - July 21<sup>st</sup> – Two motorcycle rides through town, no issues
  - July 25<sup>th</sup> – Charger went in for warranty work
  - July 27<sup>th</sup> – Officer Johnson was injured on a domestic disturbance call; he had to shoulder a door to get in and was out for 3 days and cleared to return to duty
  - July 28<sup>th</sup> – Salute to our Vets motorcycle ride through town; no issues
  - August 1<sup>st</sup> – Met with an individual who claimed to be a resident but was not; denied his LTC
  - August 7<sup>th</sup> – FD put on a CPR Class for dispatchers and Admin Assistant. Also, Paxton Officer was hit by a car on School Street Detail. Hand Injury; cleared for duty and returned to work on the next day.
  - August 10<sup>th</sup> – Worcester makeup class for dispatcher's CPR
  - August 16<sup>th</sup> – Highway tree cutting on School Street
  - August 21<sup>st</sup> – from 1PM -3PM Attending Berlin/Boylston Regional School District Crisis Action Meeting at Tahanto
  - August 22<sup>nd</sup> – Attend a meeting in Berlin
  - August 22<sup>nd</sup> - 23<sup>rd</sup> – Officers Trubiano and Johnson will be attending ALICE training at Tahanto and certified as instructors
  - August 25<sup>th</sup> – Officer Trubianos wedding
  - August 28<sup>th</sup> – Boylston's back to school
  - August 30<sup>th</sup> – Ticket Hearings at Clinton District Court
  - September 18<sup>th</sup>-20<sup>th</sup> – State Chiefs Training in Norwood; will be commuting daily

#### **Report of the Building Inspector to the Board of Selectmen:**

- Going at a good pace. By the end of the year its looking like maybe another 40,000 – 60,000 coming in.
- Did final occupancy for FedEx last week.
- Gravel Pit and Pine Street so it's going to bring in a ton more
- Mike May asked: Any problem areas?
  - Tony Z responded that I don't have any problems, I wait for other areas to get resolved.
- Mike May: Positive comments from town residents regarding Tony

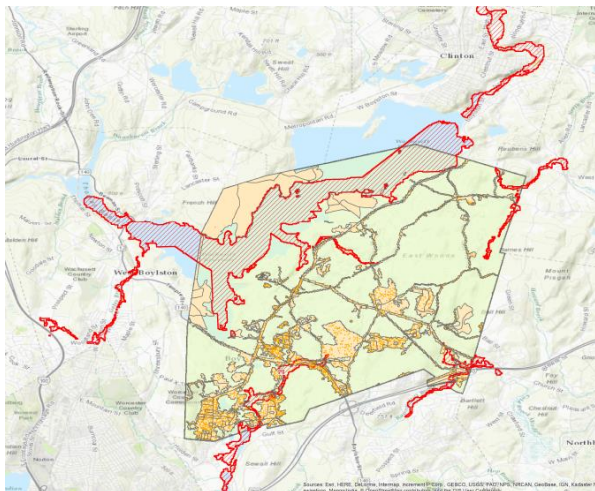
#### **Report of the Fire Chief's to the Board of Selectmen:**

- June and July have broken records for call volume which makes it good for Aprils receipts; very busy summer
- One building fire last month on Nicholas Ave. Electrical fire
  - One fire fighter treated for injuries; dehydration, treated and released
- Two building fires in Sterling
- Went to Northbridge to stand by and cover community while they cleaned up a 20K Gallon Gasoline tank rollover
  - Mike May: What is the process; do different towns send a truck?
  - Response: 4 engines, 2 ladders and a chief all respond to help cover the community while all local aids are tied up

- Grants:
  - Few Small Grants:
    - EMTs – 2 sets of gear
    - DCR grants – Brush fire supplies
- Final sign off on FedEx Facilities; everything is up and running in regarding to sprinkler system and fire alarm system
- Set up automatic aid system in the event of a fire
  - Northborough, Shrewsbury and West Boylston come automatically for any incident there
  - Going to have representatives up there for a walk through to get familiar
  - Did find out that after doing a walk through that this FedEx is going to be the largest staffed building in the country
  - Mike May: Did you get a feel for how many people are going to working out of the building?
  - Fire Chief: Looks like about 15-20 full time employees and 200-400 temp employees
- Looking at regional paramedic services
  - Geography is a large area and I do not think it is manageable at this time
  - Looks like Worcester EMS is looking to grab a few trucks to use out in this area
    - Would benefit Boylston; better paramedics
- Looking to purchase a Power-Pro XT Powered ambulance cot.
  - Looking to purchase one for each truck - \$14K each. They do have finance options available. 5-year finance option would be \$6K a year for two stretchers = \$30K. My recommendation would be to finance since it will be easier on the budgets
    - 5-year warranty. Batteries are 3-year warranty
  - Mike May: Are you using this for 2<sup>nd</sup> floors and higher?
    - No, we do not use these for the 2<sup>nd</sup> floors or higher.
    - No lifting required which is a huge benefit. They have been on the market for about 10 years.
    - It can always be paid off sooner if needed
  - Still looking to replace pickup truck. I do not believe it will make it through another winter.
    - Especially since we maintain the Town House and Fire Station parking lot
      - Motor is good, but everything else isn't
- Adam Menard is here tonight to speak regarding the Hazard Mitigation Plan

**Adam Menard speaks on the Town of Boylston Natural Hazard Mitigation Plan:**

<http://www.cmrpc.org/boylston-hazard-mitigation-plan>



***Why is Boylston doing this plan?***

- The **Federal Disaster Mitigation Act of 2000** requires that cities and towns adopt and update a Hazard Mitigation Plan to be eligible for FEMA mitigation grants.

- Plan will meet FEMA's requirements and help the town make good use of its resources.
- Currently there is a regional plan set to expire in 2018.

#### ***Plan for Mitigating Damages from Natural Hazards***

- Flooding
- High winds, hurricanes, tornadoes
- Winter storms, snow and ice
- Earthquakes, landslides
- Extreme temperatures
- Brush fires
- Drought

#### ***What is Hazard Mitigation?***

- To permanently reduce or prevent losses of life, injuries and property damage by using long-term strategies
- What preventive actions are being taken NOW to reduce future risks and damages?
- What additional actions can be taken in the FUTURE?
- According to the Multi-Hazard Mitigation Council, every \$1 spent on mitigation saves society \$4 in response costs

#### ***Breaking the Cycle of Disaster and Rebuilding***

- Rebuild, Disaster, Rebuild, Disaster

#### ***Four Tools and Techniques for Hazard Mitigation***

- Structure & Infrastructure Projects
- Preparedness, Coordination & Response Actions
- Education & Awareness Programs
- Local Plans & Regulations

#### ***Structure and Infrastructure Projects***

- Prevent floodwaters from reaching properties
- Man-made structures to control water flows
- Culverts, dams, storm drainage facilities, pumping facilities

#### ***Preparedness and Response***

- National Flood Insurance Program
- Evacuation Planning
- Community Rating System
- Facilitate and coordinate the administration, enforcement and collaboration

#### ***Education and Awareness***

- Flood and hurricane awareness website
- Hazard information at libraries, schools, and public buildings
- Information brochures mailed to residents (e.g., safe operation of home generators)
- Public outreach at community events

#### ***Local Plans and Regulations***

- Planning & Zoning
- Subdivision and Site Plan
- Floodplain regulations
- Wetlands bylaws
- Storm water regulations
- Building Code

#### ***Planning Process***

- CMRPC provides technical assistance to the Town for plan development
- The Town coordinates through its Local Hazard Mitigation Team
- Public meeting #1 (tonight), during plan development and review of the draft plan
- Submittal of Draft Plan to MEMA and FEMA for review, revision, and approval
- Public meeting #2 (this Winter), and adoption by BOS

### ***Development of the Plan***

**CMRPC assisted the Boylston Local Hazard Mitigation Planning Team to:**

- Identify & Map Critical Facilities
- Identify & Map Locally Identified Hazard Areas
- Identify & Review Existing Mitigation Measures
- Identify and Prioritize New Mitigation Strategies
- Gather Feedback & Input from the Public

### ***Identify Critical Facilities***

***Database and GIS maps of critical facilities, infrastructure:***

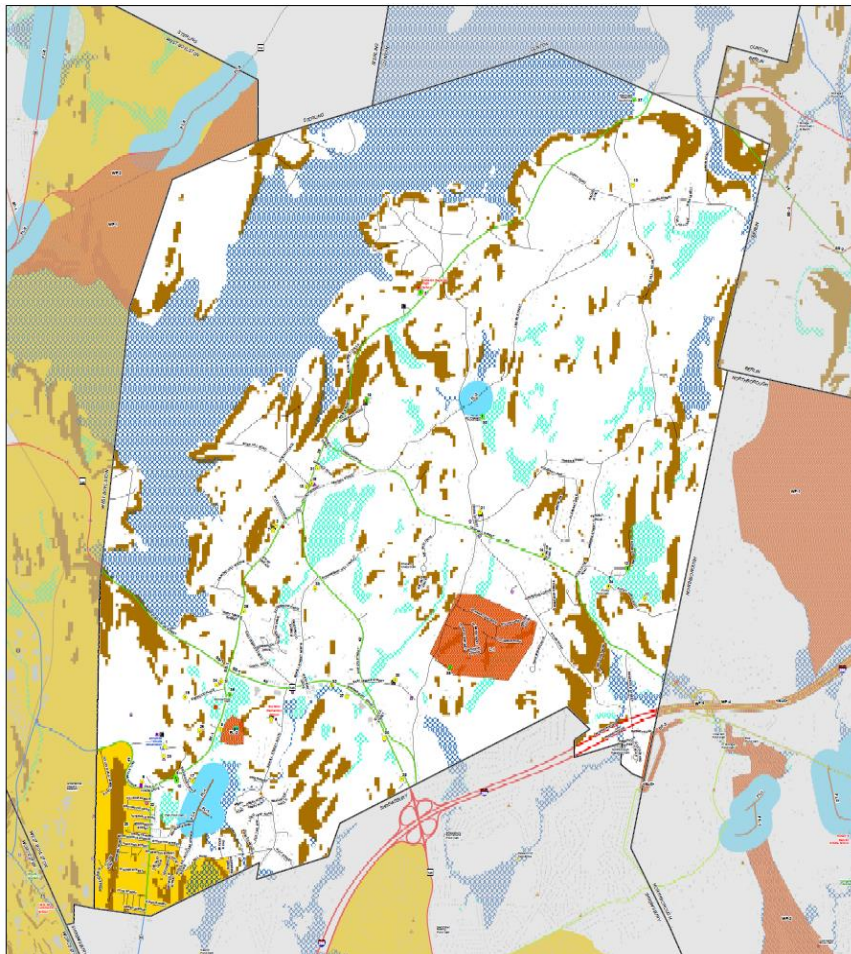
Sites identified include:

- Disaster response sites such as fire stations and police stations
- Sites requiring assistance such as elderly housing
- Places of assembly
- Critical infrastructure (dams, pump stations communications)

### ***Hazard Identification and Mapping***

- State and Federal data on floodplains, snowfall, windfall speeds, hurricanes, earthquakes risk, etc.
- Review Mass State Hazard Mitigation Plan
- Coordinate with Local Team to get local information on hazard areas and potential future developments

### ***Locally Identified Hazard Areas***



### **Existing Mitigation Measures**

#### **MULTIHAZARD**

- Comprehensive Emergency Management Plan (CEMP)

- Massachusetts State Building Code

#### **FLOOD RELATED HAZARDS**

- National Flood Insurance Program
- Street sweeping
- Catch basin cleaning
- Roadway treatments
- Drainage preventive practices to reduce clogging
- Subdivision Rules and Regulations
- Zoning Regulations

#### **DAM FAILURES**

- State permits for dam construction
- DCR dam safety regulations

#### **WIND-RELATED HAZARDS**

- Tree trimming program

#### **WINTER-RELATED HAZARDS**

- Salting and sanding of roads and plowing

#### **BRUSH FIRE RELATED HAZARDS**

- Permits for outdoor burning

#### **Boylston Mitigation Strategies**

- Where are the GAPS?
- What actions will further reduce vulnerability?
- Where are the PRIORITIES?

#### **Draft Plan Mitigation Measures**

- Develop inventory of all drainage infrastructure in town utilizing GPS and GIS.
- Develop a means for sharing information on a regional basis about successful disaster mitigation planning and programs. Create a feedback loop to improve pre-disaster planning by establishing a formal post-disaster assessment process
- Provide information to residents and businesses on water conservation through low-impact landscaping and other measures (to conserve water for firefighting)
- Encourage the retrofitting of existing above ground utilities and existing infrastructure; revise regulations to reduce inundation of flood-prone area; identify potential funding sources.

#### **Plan Approval and Adoption**

- Draft plan reviewed by MEMA
- FEMA reviews the plan and issues conditional approval; normally takes a month for approval
- BOS resolution vote to adopt the plan (~~~)
- FEMA issues plan approval
- Plan is in effect for 5 years

#### **Implementing the Plan – What happens after the plan is approved**

- Establish a local implementation group
- Prepare a timeline for implementation
- Integrate the plan's recommendations with other local plans and policies
- Seek and implement funding sources and other resolutions
- Update the plan every 5 years

#### **Draft Plan**

The full draft plan will be available on the CMRPC website at:

<http://www.cmrpc.org/boylston-hazard-mitigation-plan>

Please send any comments by August 29, 2018:

[amenard@cmrpc.org](mailto:amenard@cmrpc.org) or [tsettles@cmrpc.org](mailto:tsettles@cmrpc.org)

#### **Update from Dr. Bake to the Board of Selectman:**

- Progress on housing choice grant



- Plan was asked to cover design for Sewell Street and 140 intersections
  - Three separate parts; North Sewell, South Sewell and 140
- Full design. Grant is only for the design and still comes up to \$82,000
- Development at last Planning Board Meeting. On record saying that he is willing to make improvements at the intersection; apposed apartment complexes.
- We do not yet know if our traffic consultant thinks this is a good idea; do not have much details yet.
- Planners recommend that we move forward with this; Puts the town in a better position for negotiation if we know what we want built. Consulted with our Civil Engineer; purely a back of the envelope estimate but that is \$90,000.
- If town does the design, then we can negotiate with them regarding construction.
- I present this to you and if you are happy with moving forward I guess there is no action to take

Mike May mentioned that this is a good initiative.

*Jamie Underwood made a motion to allow Dr. Baker to sign paperwork for the small-town grant, Mike May seconded, Voted All in Favor.*

#### **Grange proposed updates to upstairs Town House Kitchen: Deb and Brad Goodrich**

- Deb mentioned the Grange wants to give back to the Town and wants to update the kitchen at the Town House. They would give this back to the town.
  - The only thing they cannot replace is the tile on the floor because they believe it is asbestos and they cannot afford it.
  - Cavoite: Overhead cabinets are going to be utilized for Grange supplies since the elevator lift took some of their space away.
- Brad mentioned they would need to replace the sink and would need a licensed plumber
  - The hatch would also need to be replaced and would need someone else to fix it since it is more of a carpenter's job
- Updated kitchen would be a selling point for renting out the property
- April mentioned that she spoke with Bob and he said he would be the contact point to watch over the project
- History of the Grange: Fraternal organization that was developed in 1867; organization to unite the farmers after all the destruction after the Civil War. Boylston Grange has been around for around 130 years.
  - Merged with a few other Granges in 2008. We have 100 year old information at the Town House for when it was over 100 years old.

*Mike May Motioned to accept a gift from the Central Community Grange for the Boylston Town House for the upgrade to the kitchen in the second-floor area and move to waive the permit fees because this project will be a donation to the town. Jamie Underwood seconded, Voted All in Favor.*

#### **Farooq Ansari: Discussion regarding Longley Hill Road**

- Farooq Ansari – President of Central Street Reality Trust
- Steve Mero was asked to come up and sit with the Board as well
- Farooq is getting ready to ask the town for acceptance of getting on the warrant
- Hoping to start the process with Stiles Road
  - What is it he needs to do to start putting time and effort into the 32 acres he bought
- Stephen Madaus explained the process:
  - In order to get the way accepted, you must report to this board that the way is ready for acceptance and ask the Board for a warrant article.
  - The Board will refer to the planning board for a report to be made at the Town meeting, so you have to work with the planning board as well. They work with an outside engineering fire, Graves Engineering, they will come out and make sure that the way has been completed and in accordance of our standards in the subdivision approval. If it is completed, you need a

layout acceptance plan and file it with the Board of Selectman; layout plan must be on record at least 7 days prior to the Town Meeting.

- If you get us that lay out plan and a preliminary title report that you reserved the easement; at the Town Meeting you deed to us all the open spaces and easements.
- Farooq asked if he is well in time.... Stephen Madaus said his engineers should prepare a layout plan and have his attorney or title examiner send him a preliminary title report to show whatever entity he set up as a developer has title to convey to the town, and contact Mike Andrea from Graves Engineering for the Special Town Meeting, and tonight you can ask the selectman if they will include it on the warrant
- After the Town meeting you have 120 days to record it. If you do not, you will have to start over.

*Jamie Underwood motioned to put Farooq and acceptance of Longley Hill Road on the Town Warrant, Mike May seconded, Voted All in Favor.*

### **Report of the Town Administrator to the Board of Selectman**

1. In discussion with Greg Russell from VHB it had come to light that the estimated construction cost of Cross Street Extension may be higher than originally estimated. I decided to apply for a Mass Works Strap Grant which is available for communities with less than 7,000 residents. The Mass Works was submitted on Friday, August 10<sup>th</sup> and we should be hearing back from the state sometime in October. Dr. Baker, Steve Mero, Greg Russell, Patrick Healy, and Mike May were all utilized to gather input for the Grant. I wish to thank them for their support during the process.
2. Thompson Liston has submitted a Proposal for Definitive Subdivision Permitting between Shrewsbury Street and School Street, Boylston, MA. I have included this in your packet for your review.
  - Stephen Madaus – Under subdivision control law – a preliminary plan must be filed before a definitive subdivision plan
    - Ask them for a different clause
    - Set cap for the total sum of the contract

*Mike May motioned to accept the proposal from Thompson Liston for the definitive subdivision permitting on Shrewsbury and School street in Boylston and secondly authorize Town Counsel to negotiate and recommend any amendment changes to the document as required and approved by the Town Administrator and authorized the chair to sign the contract. Jamie Underwood seconded, Voted All in Favor.*

3. VHB sent over a proposal for preparation of Bid Documents and Construction Phase Services related to the design and construction of the Cross-Street Extension (4<sup>th</sup> Leg). There has been some disagreement as far as what amount VHB is willing to assign as their Allocation of Risk. The town should have the benefit of VHB's full insurance coverage, yet they are asking to limit their exposure to the amount of the contract with the town. I would be willing to compromise and set the liability for professional engineering services for the design of a new roadway to \$300,000 but setting the limit to the sum of the contract (\$54,000) is unacceptable. Town Counsel has suggested that if they can't move off of this issue we should start calling other design engineering firms for quotes (like Waterman Design/WDA in Westborough).

*Jamie Underwood made a motion to accept VHB proposal and allow Town Counsel to authorize the chair to sign. Mike May seconded. Voted all in Favor.*

4. I have included WSP Engineering Design Services proposed design costs for the Sewel; St/140 improvements. The plan would be to ask for this amount in the Housing Choice grant application. Dr. Baker will be in this evening to discuss in more detail.



5. On Wednesday, August 8<sup>th</sup>, I received a letter of resignation from Lindsay Katz. She has been employed by the town since January 2017 and currently works 16 hours per week in the HR position. Her last day of employment will be Monday, August 20<sup>th</sup>. This may be a good opportunity for the board to consider what they would like to do with this position going forward.
6. There has been a request for a street light to be added to the existing telephone pole located at the intersection of Sewell Street South and Northeast Way. Mark Barakian and the Police Chief have been consulted and are in favor of granting the request. Please advise if the board would like to motion to approve the installation of the street light as well.

*Jamie Underwood motioned to allow the Town Administrator to contact the light department to install a light on Sewell Street. Mike May seconded. Voted All in Favor.*

7. I am requesting the board to declare the Special Town Meeting Warrant open today and to close on 9/17/18.

*Mike May motioned to declare the Special Town Meeting Warrant open today and to close on 9/17/18. Jamie Underwood seconded. Voted All in Favor.*

8. In your packet there is a letter from Bill Fraher, CPA. HE is in his second year auditing the town's records and this is a basic letter advising the board of information related to his audit.
9. We have received back the fully executed lease agreement from MPTC. The lease has been extended from May 1, 2018 to April 30<sup>th</sup>, 2023 and includes a 1% increase in the rental fee per year.
10. FY19 Pay rate sheet needs to be signed again to include the new rates for Inspectors. They have decided to return to their monthly stipend versus remaining at the pay per inspection concept that was tried out last year.
11. In your packet I have included the latest ALB Report received from the USDA for your information.
12. It has been a long time coming, but I am happy to announce that on July 20<sup>th</sup>, the Governor of Mass. Signed into legislation the Act authorizing the Town of Boylston to convey a certain parcel of land to the Red Knights Organization.

Mike May thanked April for all her hard work with the Strap Grant. April worked extensively through nights, weekends, and on vacation to make sure that the Cross Street and Route 140 gets tackled.

Steve Mero mentioned that there is a need for street lighting from the Shell Station heading towards Dunkin Donuts. There are signals, however no lights. It was suggested that there should be four street lights added onto existing poles.

*Jamie Underwood motioned to install four street lights between the Shell station and Dunkin, Mike May Seconded, Voted All in Favor.*

#### **Parks and Rec discussion will be moved to the next meeting.**

Center Court improvements:

- April mentioned that Bonnie brought to her attention that the open space plan is out of date. If we don't get that updated then they will lose out on potential grants. Bonnie believes there is a grant that she will be able to get and really wants to make sure this gets done.
- Town Planner will need to get involved
- Town Counsel suggesting contacting CMRPC to see if they can assist

#### **HR Role Discussion:**

- Mike May thanked Lindsey for her time here.

- Jamie Underwood said he looked over previous discussions and believed that everyone decided it should be a separate role and he still feels that way
- He questioned if they felt they would be able to bring in a retired HR person to work the 16 hours a week.
- Jim Woods mentioned that Alison Mack has a degree in HR and now that she has been hired we might be able to role that position into hers.
- Jamie stated that they originally talked about keeping the role separate and that the HR rep is supposed to report directly to the BOS
- Jim Woods stated that he clearly remembered it differently and that the HR rep should be reporting to the Town Administrator.
  - Mike May disagreed and stated that the job offer clearly stated that the HR role reports directly to the Town Administrator
- Jamie Underwood stated that in a discussion the BOS had previously they questioned what happened if someone had an issue with the Town Administrator; saying they agree it should be kept separate
- Jamie suggested that since the Boylston Town Hall is a small office they need the HR role to be kept separate and report to the Board of Selectman and that the role was supposed to be an HR Administrator
  - Mike May mentioned that in the offer letter it was listed as HR Assistant and not Administrator. Jamie disagreed, and April left to get the offer letter.
  - It stated HR Assistant and not HR Administrator
    - The title isn't what matters; the discussion is in regard to who they should report to.
- Mike May asked Lindsay the question. Do you feel that economically the town can attract a suitable HR candidate at the compensation structure that is currently in place? She responded "no". She thinks that either the Town needs to pay more money or that a person needs to be in a perfect spot in their life.
- Jamie stated he still believes it needs to be a separate position and that in a meeting the BOS all agreed that the key role and function as the HR position would be to meet with different department heads and formulating ideas and ways to boost and search out issues within each department
- Chris Katz, Husband of Lindsay Katz stated that Lindsay had applied for the Town Administrator job and that both April Steward and Martin McNamara had mentioned that it was going to be long hours just for the Administrative Assistant position; she would have to be there a half hour before you guys opened and be available on weekends – it would be an \$18/hr position max. (April Steward responded saying that this was never said). Chris also stated that he believes there is too much on Alison Mack's' plate now and feels as though the job should be kept separate. Especially since she can't work off hours.
- Resident Jim Benson: Mentioned he worked for a large company (about 10,000 people) and every year they had a retraining regarding harassment, sexual harassment, etc... the final step if you can't solve it with face to face issues with them or your manager, the last step is HR. If you have a person here doing the HR role and something else, and I have a problem with you and you are doing two roles, you shut me down. It's like a mini dictatorship.

Resident: Community Compact Report – Governor Politos Office

- Town Employees are in conflict right now
- Jim Woods mentioned that the HR person would not have any effect on some of the boards because they make their own decisions.
- Mike May mentioned that he thinks the position was probably underfunded; it's a complex subject and a complex role. He asked April and Marty for the MMA best practices for the Board of Selectman. The guide book goes really out of its way on the subject as its role of selectman; in Boylston, since they do not have a Town Manager we have a Town Administrator. The role of the selectman, particularly in

small towns clearly identify that they are supposed to be much more strategic and overlook what is brought to them by residents, strategic direction and working towards strategic plan; not to have any direct oversight but to work through their Town Administrator who works directly with various departments. If we follow the guidelines, we would work through April and bring meetings together with those departments and have strategic discussions, but we would not get into it day to day on how they would run their departments. It may be different when you get into a town the size of Shrewsbury however with a town this size this is the most up to date information from the MMA guidebook. There is a conflict that the BOS fight that is very difficult; there are employees who work directly for their boards, yet we pay them, they are accountable to their boards, they are not accountable inside of our structure. It is a complicated structure.

- A charter would have to be made to make these changes. If there is a complaint about someone that works for the elected board, and they come in here and complain, there is nothing the BOS can do. They would need to create a charter, approve at town meeting and then go through legislation to get approved by the state.
- Jamie Underwood stated that decided to have an HR person because we were told that we should have one. We did not trust the Town Administrator to at the time handle these issues.
- Resident stated that she does not believe that there should be more responsibilities added to April or Alison's role; to her it does not make any sense. It's not being accountable and having the best interest for the town.
- April, before the HR role was created the HR responsibilities did come out of the TAs office.
- Jamie stated that is why we changed it.
- Resident: It seems like we are going backwards if we give this role to the Administrative Assistant.
- April stated that she had a suggestion to the board to have Mirrick O'Connell's labor law group and ask them to provide an advisory on structuring HR management for the Town of Boylston.
- Stephen Madaus stated that some of his coworkers would be better suitable to handle this.
- Mike May mentioned that we need to take a step back and look at what the role is. What can we afford and what do we the money for?
- Resident Laurie Benson asked if we had taken a poll of the employees in this building and felt as though they needed an HR person to go to. Has that been a thought?
- Jim Woods stated they did not do it but believes they would be 100% behind it. We are moving forward, and we will get there. The personnel board had been there for fifty years (guessing) they met every so often and did some type of personnel manual and bylaws. Like anything else it gets outdated and needs to be updated. We had to hunt down people to get on the personnel board. We are trying to modernize the role. We appreciate everyone coming in, although we may not agree on things. I think what April said by getting Mirrick O'Connell involved is the way we should go.
- Stipend for Ali: Jamie does not like a stipend being added to Alison's salary. Mike May mentioned he does not agree adding something to someone else's plate and not paying them.
- Lindsay asked if there is any way she could debrief with all three board members. She is not able to unless it is in executive session.

- Stephen Madaus stated that he is not aware of any issues that are going on and has not heard anything the rises to that notion. Can Lindsay meet with the board and discuss those issues: no, unless there is an issue that qualifies for executive session. Can she meet with an individual member: yes.
- Jamie mentioned Lindsay meeting with Stephen Madaus to discuss those issues that she may have to determine if it should go into executive session.
- Mike May stated that we have a situation where Lindsay has given her resignation and it was accepted; we are starting to walk into tight submissions and requires a one on one with a member of the board.
- April mentioned that this would be one of the problems having HR report to the board; she believes that you can only go into executive session to discuss employee issues if there is a disciplinary issue and that employee needs to be notified so they can attend the meeting if they choose.
- Jamie responded saying that if you look at the other side of the coin and you have an issue with the Town Administrator or the Administrative Assistant and they are the ones giving the exit interview that is an issue there.
- Jim Wood asked Lindsay is she would like to meet with him. She stated yes. Jim can then speak to Stephen Madaus afterwards to discuss the situation.
- Stephen Madaus suggested maybe getting one of the labor attorneys. Mike May mentioned that they protect the Towns interests and not the employees.
- Resident asked if in the meantime, there is an issue with the Town Administrator, who do they go to. The BOS responded saying them.
- Resident Chris Katz asked who enforces the Town balance for personnel; Selectman responded us. Second question; Over the past couple of years there has been a lot of spending coming out of the Town Administrators Office, can you please provide a report of where our money is going? BOS responded stating that you can ask for this information in the Town Clerks office as a Public Records Request.
- Resident asked about the Community Compact and how far have we progressed with that since we signed it in 2016. Jim Woods mentioned that Lindsay would be able to answer the question.
- April mentioned that we received policies and are still in the process of putting them together into an employee handbook. Once we have the book together, we would like the Board to review the policies and approve them over 5-6 sessions and then have it available for employees and town residents. We will post an electric copy on our town website as soon as it gets done. We are no longer working with them but have all the information from them to create the employee handbook.

**Selectmen's Meeting Minutes:** The minutes of May 21<sup>st</sup>, June 4<sup>th</sup>, June 18<sup>th</sup> and July 16<sup>th</sup> were presented for approval. *Mike May motioned to accept the meeting minutes as written; Jamie Underwood seconded; voted all in favor.*

Jay Corcoran Memorial. Jim Woods suggested doing some type of memorial at the Elementary School since Jay Corcoran's father was the principle of the school. April mentioned that she will reach out to the school committee.

#### **Potential Conflicts in Board Roles:**

Mike May mentioned establishing a Code of Conduct in 60 days for the boards and the guests; communication practices.

- Significant concern: Legally based; we have some boards where spouses are working together.
  - Does town council allow it? Is there an inherent conflict of interest?
- Jamie Underwood stated that you must allow it, he looked through the rules.
- Stephen Madaus responded stating that off the top of his head his first response would be no but, needs to look more into it. He does not believe that for boards it is a statutory conflict of interest.

Resident Gerry Quam asked: What kind of teeth would the code of conduct have:

- Mike May stated that:
  - Board would lead by example
  - There has been a couple of circumstances where it would have been good for the chair to stop the conversation and state their there is a code of conduct and not allow a conversation to continue
- Gerry: My only concern is if that code of conduct is going to be specific and stop conversation prematurely.
- Gerry: Can the board ask for a member to be escorted out? Jim Woods, yes if they are disruptive enough.

### **Citizens Comments:**

Gerry Quam: Camp Harrington Open Space – Planning Board Discussion. Jamie Underwood suggested speaking to Mike May after the meeting. Gerry Quam mentioned there is no plan for the open space.

- Stephen Madaus said that he is confused as to why people continue to ask about this. It was brought in front of the board, they were offered to buy the land, the board said they did not want it and or afford it, and that's it. At this time, they are waiting to see what happens with the land and if they will be donating it to the town, deeding it as conservation, etc. but they have not heard anything.
- Jamie Underwood stated that they needed to take parts of this land and label its nitro credits. They cannot bring in more loom and make a nice field out of it because it will change the nitro levels. He stated that this is not our project, so we really do not know.
- Stephen Madaus asked if Gerry had attended the planning board meetings.
- Gerry responded stating that he has been to plenty of them.
- Stephen Madaus, asked if it was discussed at a planning board meeting and if the planning board would have thought of that and why they didn't consider it. Was it discussed at the planning board as deeding that as park space?
- Gerry Quam: Sewell Street; Myself and neighbors are not happy with what is going on; would like to amend the construction work hours.
  - Jamie Underwood: Going to affect residential people trying to get stuff done on their property as well... building a deck, starting up a machine before a certain time...etc.
  - Hours are Mon-Friday: 7am-7pm and Sat:7am-5pm
  - Gerry stated that 6 days a week he is going to hear noises for years.
  - Jamie stated that you can't stop people from working on weekends and mentioned this would have to happen at town meeting

Resident: Has the Board ever considered a community reservation act? CPA

- Resident: Historical commission brought it up 15 years ago. Because of the tax match it was imposed by the Selectman at that time.
- Resident stated that we can decide on a percentage of extra taxes and exclude properties under a certain value so that it doesn't affect people with lower income (10% goes to historical, 10% goes to lower income, and 10% goes to open space; the rest of it is decided by the town on where to spend the rest of the money.
- Jamie mentioned that any space that is probably developable in Boylston, Boylston wouldn't be able to compete. We do not have enough money to buy these spaces.
  - Will be hard to get everyone to increase the tax rate by 2.5%

*At 9:30 PM Jamie Underwood motioned to adjourn; Mike May seconded; voted all in favor.*

The meeting was adjourned at 9:30PM.

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 Inspector Report	On File in Board of Selectman'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 Report/Ambulance Cot Manual	On file in Board of Selectmen's Office
Meeting Minutes 5/21, 6/4, 6/18, 7/16	On File in Board of Selectman's Office
Grange Town House Kitchen Plans	On File in Board of Selectman's Office
Town of Boylston Hazard Mitigation	On File in Board of Selectman's Office