



Board of Selectmen

Date of Meeting: Tuesday, October 02, 2018
Location: Town Hall, 221 Main Street
Time: 6:30 PM – 9:15 PM
Members Present: Chairman James Wood; Michael May; James Underwood; Town Administrator, April Steward; Town Counsel, Stephen Madaus and Administrative Assistant to the Board, Alison Mack

The meeting commenced at 6:30 PM.

Financial Warrants were signed in agreement.

Pledge of Allegiance was recited.

Selectman's Meeting Minutes: The minutes of 9/10/18 were presented for approval. *Jamie Underwood motioned to accept the meeting minutes as amended, Mike May seconded; Voted all in favor.*

Review and vote on final STM Warrant – Joint meeting with Finance Committee:

Dave Butler mentioned that prior to last year Boylston never spent money out of free cash. He believes that this is a bad trend to get into and warns that if we continue to spend money this way, we will not have any left when something pops up. He would like to make it known that if there is a fall Town Meeting next year, we will not be accepting any monetary non-emergency requests; this year is an exception due to the sale of the Gravel Pit and the money received from it.

***Articles 1-8 below were submitted to be on the warrant for the Special Town Meeting on 11/05/18. (Articles that did not make the warrant are after Articles 1-8) below.

Article 1: Pine Hill Drive:

To see if the Town will vote to accept as a public way Pine Hill Drive, as laid out heretofore by the Board of Selectmen and according to the boundaries and measurements shown on a plan entitled "Acceptance Plan of Pine Hill Drive", dated July 12, 2018, prepared by Thompson-Liston Associates, Inc., and on file at the office of the Town Clerk, and to authorize the Board of Selectmen to acquire on behalf of the Town by purchase, gift, or taking by eminent domain an easement for public street purposes in said way and to acquire any other necessary easements, including drainage easements as shown on the plan, sufficient to use said way for all purposes for which public ways are used in the Town of Boylston; or act in any other way thereon.

Sponsor: Board of Selectmen

Planning Board Recommendation: To be made at Town Meeting

Jamie Underwood motioned lay out the way for Pine Hill Drive. Pine Hill Drive from Station 0+00 to Station 9+00 for a distance of 900 ft. along the center line as show on the plan of land titled Street Acceptance Plan of Pine Hill Drive. Prepared for The Town of Boylston, prepared by Thompson- Liston Associates dated 07/12/18. Mike May seconded; Voted all in Favor.

Article 2: Natures View Way:

To see if the Town will vote to accept as a public way Nature's View Way, as laid out heretofore by the Board of Selectmen and according to the boundaries and measurements shown on a plan entitled "Plan of Acceptance of Nature's View Way", dated August 17, 2018, prepared by WDA Design Group, and on file at the office of the Tow Clerk, and to authorize the Board of Selectmen to acquire on behalf of the Town by purchase, gift, or taking by eminent domain an easement for public street purposes in said way and to acquire any other necessary easements, including drainage easements as shown on the plan, sufficient to use said way for all purposes for which public ways are used in the Town of Boylston; or act in any other way thereon.

Sponsor: Board of Selectmen

Planning Board Recommendation: To be made at Town Meeting

Mike May motioned to lay out the way for Natures View Way. Natures View Way and its entire length running Easterly from Sewell Street from Station 0+00 to Station 6+42.19 for a distance of approx. 642.19 ft along the center line as shown on the plan of land titled Plan of Acceptance Natures View Way Boylston, MA. Prepared for James F. Goulet, Prepared by WDA Design Group 31 East Main Street, Westborough, MA. Dated 8/17/18. Jamie Underwood seconded; Voted all in Favor.

ARTICLE 3: To see if the Town will vote to transfer from available funds in the Treasury obtained from the sale of real estate and appropriate a sum not to exceed \$50,000 for the purpose of purchasing a new, 4-wheel drive pickup truck for the Fire Department; or act in any other way thereon.

Sponsor: Fire Department

Finance Committee Recommendation: Recommends approval

Howard from FinCom motioned to recommend article 3. FinCom Member seconded, Voted all in Favor.

Mike May motioned to place Article 3 on the warrant for The Special Town Meeting, Jamie Underwood seconded, Voted all in favor.

ARTICLE 4: To see if the Town will vote to transfer from the Ambulance Receipts Reserved Account and appropriate a sum not to exceed \$30,000 for purposes of acquiring two Stryker Power Cot stretchers for the Fire Department; or act in any other way thereon. Client Matter/21237/00001/A5636979.DOCX[Ver:2] Town of Boylston 3 Special Town Meeting Warrant November 5, 2018

Sponsor: Fire Department

Finance Committee Recommendation: Recommends approval

Member from FinCom motioned to recommend article 4. FinCom Member seconded, Voted all in Favor.

Jamie Underwood motioned to place Article 4 with the changes that were discussed to purchase outright, Mike May seconded, Voted all in favor.

ARTICLE 5: To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$43,750.00 for the purpose of purchasing and implementing Life-scan fingerprinting equipment for the Police Department, or act in any other way thereon.

Sponsor: Police Department

Finance Committee Recommendation: To be made at Town Meeting

Mike May motioned that this Article be placed on the warrant for the Special Town Meeting, Jamie Underwood seconded, Voted all in favor.

ARTICLE 6: To see if the Town will vote to transfer from available funds in the Treasury obtained from the sale of real estate and appropriate a sum not to exceed \$215,000 for the purpose of purchasing a new Dump Truck/Sander/Plow for the Highway Department to replace the 2004 Sterling Dump Truck; or act in any other way thereon.

Sponsor: Highway Department

Finance Committee Recommendation: To be made at Town Meeting

Member from FinCom motioned to spend the entire \$215,000 to order the dump truck at this upcoming town meeting. Motion seconded, Voted all in Favor.

Mike May motioned to place this Article for the purchase of a truck for the highway department, sum not to exceed \$215,00 on the warrant, Jamie Underwood seconded, Voted all in favor.

ARTICLE 7: To see if the Town will vote to authorize the following amendment to APPENDIX I – APPORTIONMENT OF CHAPTER 70 AND REGIONAL TRANSPORTATION AID of the Berlin-Boylston Regional Agreement: delete the following: Regional Transportation Aid Regional Transportation Aid shall be allocated its share of aid, based on its relative share of in-district students, according the following formula: Boylston Elementary: $71AID = BORE / (BORE + BMFE + BBRE)$ Berlin Elementary: $71AID = BERE / (BORE + BMFE + BBRE)$ Berlin-Boylston Middle-High School: $71AID = BBRE / (BORE + BBFE + BBRE)$ and insert in lieu thereof the following: Regional Transportation Aid Regional Transportation Aid shall be allocated its share of aid, based on its relative share of in-district students, according the following formula: Boylston Elementary: $71AID = BORE / (BORE + BMRE + BBRE)$ Berlin Memorial: $71AID = BMRE / (BORE + BMRE + BBRE)$ Berlin-Boylston Middle-High School: $71AID = BBRE / (BORE + BMRE + BBRE)$; or act in any other way thereon.

Sponsor: Berlin-Boylston Public Schools

Finance Committee Recommendation:

Jamie Underwood motioned to change the wording on the appendix for transportation with the regional school district, Mike May seconded, Voted all in favor.

ARTICLE 8: To see if the Town will vote to accept Section 23D of Chapter 39 of the general laws, to be applicable for any board, committee or commission of the Town when holding an adjudicatory hearing, including but not limited to the Conservation Commission, the Earth Removal Board, the Board of Health, the Planning Board, the Zoning Board of Appeals, and the Board of Selectmen, whereby a member of any such municipal board, committee or commission shall not be disqualified from voting on a matter solely due to the member's absence from no more than a single session of the hearing at which testimony or other evidence is received, provided that, before any such vote the member shall certify in writing that he has examined all evidence received at the missed session, which evidence shall include an audio or video recording of the missed session or a transcript thereof; or act in any other way thereon.

Sponsor: Board of Selectmen

Mike May motioned to place this Article on the Special Town Meeting warrant to allow votes by members who were not in attendance, Jamie Underwood seconded, Voted all in favor.

***** Articles that did not make the cut for the Special Town Meeting on 11/05/18:**

- Article: To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$12,000 for the purpose of funding the midnight shift Patrol Sergeant position as authorized by the Board of Selectman and as articulated in the Town contract with the Boylston Police Officer's Union; or act in any other way thereon.

Finance Committee Recommendation: Dave Butler said that we should do a reserve fund transfer instead of paying a salary out of free cash. April will write up the transfer and this will go into effect right after the meeting.

Dave Butler from FinCom motioned to transfer \$12,000 from the reserve fund to be transferred to the Police Salary line for the midnight desk Sergeant, FinCom member seconded, Voted all in favor.

Mike May motioned that Article 5 will be removed from the warrant, Jamie Underwood seconded, Voted all in favor.

- **Article:** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$10,625.00 for the purpose of purchasing and equipping a “Speed Trailer” for the Police Department; or act in any other way thereon.

Finance Committee Recommendation: HOLD till May Meeting

Jamie Underwood motioned to withdraw Article 6 from Special Town Meeting warrant, Mike May seconded, Voted all in favor.

- **Article:** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$115,000 for the purpose of completing phases 1 and 2 of improvements and repairs at Center Court; or act in any other way thereon.

Finance Committee Recommendation: HOLD till May Meeting

Jamie Underwood motioned to hold off this Article for the Special Town Meeting and remove from the warrant, Mike May seconded, Voted all in favor.

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

- **Crime Statistics** were presented for the month of September.
- **Chief's schedule:**
 - September 15th – Boylston Brighton 5K at Hillside
 - September 17th – Dispatchers will be attending 911 training in Maynard
 - Meeting at Town Hall regarding School Street situation
 - PD conducted funeral escort
 - September 18th – Red Flag Officers Parker and Sgt. Thomas will be attending Red Flag/Extreme protection orders in Haverhill
 - September 18-20th – State Chiefs Conference; Norwood. Commuting Daily
 - September 19th – Daytime B&E
 - September 20th – Ticket hearings at Clinton District Court
 - September 22-24th – Off that weekend to attend wedding in CT
 - September 29th – Overnight. Two unlocked cars were broken into
 - October 4th – Job postings closed for PD Sergeant Mid Shift Supervisor
 - October 5th – George Adams funeral
 - October 11th-17th – Trip to Florida
 - October 31st – providing glow necklaces to BES for Halloween night festivities
 - Attend Annual BES Halloween Parade

Request to set the Halloween trick or treat hours on the 31st from 5:30PM – 8:00PM

- On and off duty Halloween Officers will be handing out candy while on patrol for those hours.

Mike May motioned to authorize the hours of Halloween practices from 5:30PM to 8:00PM, Jamie Underwood seconded, Voted all in favor.

Parks and Recreation: Discussion on tree plantings/screening at Center Courts:

- Going to replace trees that were taken down – screening trees
- Flood lights are going to be changed to face downward

Report of the Town Administrator to the Board of Selectman:

1. Citizen Comments/input was requested for the drawing of Cross Street Extension that was presented to BOST on September 10th. Comments were requested to be turned into the TA by

Monday, September 17th. On the seventeenth, there was a meeting to discuss citizen comments that were received for the proposed extension to Cross Street. In attendance was the Highway Superintendent, the Police Chief, the Fire Chief, Bill Manter from the Planning Board, Mike May, Alison Mack and myself. After the meeting, I forwarded the information to VHB so that they could continue with the creation of the construction documents. We are looking to have the scope and construction docs into the town by mid-October.

2. Tuesday, September 18th I attended the Nashoba Valley Town Administrators Meeting at Mass Development to meet with a representative from MassDOT. Steve Woefel, Deputy Executive Director of Planning, was there from MassDOT presenting their Overview of Project Development and Funding Process.
3. Thursday, September 20th I attended a Comprehensive Economic Development Strategy (CEDS) meeting at the Worcester Chamber of Commerce. The Worcester Regional Chamber of Commerce (Chamber) has been awarded a CEDS grant from the U.S. Economic Development Administration (EDA). The CEDS process is designed to analyze the strengths and weaknesses of the region to develop an implementable economic development strategy. Part of this process involves a Strategy Committee that has met throughout the process to help us shape the focus of our final report and review data and statistics that we pull together through outreach efforts. At the meeting we voted to approve the final CEDS to be submitted to the Chamber board for approval. Upon the Chamber board vote 9/26, the CEDS will be submitted to the EDA for approval.
4. On Tuesday, September 25th, I met with Non Hennigan to review the Intermunicipal Agreement between the Towns of Boylston and Shrewsbury. We are very close to finalization of the agreement. We are waiting on the receipt of the Scope of Work for the project, which we should be receiving sometime in the next few weeks.
5. The Boylston Board of Selectmen's Committee Appointment Policy has been revised and is being presented to the BOS for approval. Here are the changes in the document:
 - a. Advertisement of the open position has been updated to reflect the Town Website, and The Item as a source of publication
 - b. Has changed the time of notification to a minimum of two weeks.
 - c. Current committee members as well as the TA and the BOS are all encouraged to recruit new volunteers.
 - d. Then BOS office will still receive the Volunteer to Serve Forms but will now direct the forms to the appropriate committees for their discretion to follow up and interview the interested committee members. Once vetted, the committee will bring forth their candidate to the BOS for consideration and appointment at a scheduled BOS meeting.

Jamie Underwood motioned to approve the BOS Committee Appointment Policy, Mike May seconded, Voted all in favor.

6. I have also included in your packet a copy of the TOB Performance Evaluation for your review and approval. Sue Gordon from Bercume Associates has been working with the town to revitalize and implement performance evaluations back into our common practices. This will be a great tool to assist managers with performance evaluations and to assist town employees with setting and achieving goals within the organization. If the BOS approves this policy, I would like to schedule Sue Gordon to come in and train managers on how to utilize the Performance Evaluations sometime in November.

Jamie Underwood motioned to accept the new performance evaluations, Mike May seconded, Voted all in favor.

7. Tonight, we are meeting with Fin Com, the Town Moderator, and Town Counsel to finalize the warrant. Once the warrant is finalized, I am planning on having Ali send the warrant in to the

printers on Thursday, October 4th and we should be ready to post and mail the warrant by Monday, October 15th. The STM is scheduled for Monday, November 5th at 7:00PM.

8. I have included in your packet a letter I received from Tower Hill's CEO, Grace Elton for an update on their plans that they came in to discuss with the board last fall. They are about to formalize and complete the design phase of their plans for upcoming improvements, and then will begin the state and local permitting process. However, they are currently planning on bringing to binder surface two gravel and grass areas that they are currently utilizing for parking during the summer season. They are hopeful that this additional parking will help support the parking and traffic congestion associated with their winter lights event and other events that draw large crowds. This work is not within 100' of a wetland resource area and should not trigger a need for site plan review. Nevertheless, they are coming into the Planning Board meeting on Monday to discuss.
9. I received an opinion from Mirick O'Connell's Labor Law Attorney D. Moschos regarding our inquiry on the HR needs of the town. I have scheduled Attorney Moschos to come in and discuss with the board on Monday, October 22nd.
10. I put in a call to Barry Lorion from MassDot District 3 office to see where the town is in the process of the Mass Works STRAP Grant. We have made it through the initial phase with a positive recommendation from his office as a good project. Now it is before the Executive Office of Housing and Economic Development. The dates for the announcement of the receipts has not been released yet.
11. Approve and sign Conservation Application Package and Approval for Definitive Subdivision for project located at 293 Shrewsbury Street.

Mike May motioned that we authorize the chair to execute the application for Wetland Protection Act form 1 and the submission to the state, Jamie Underwood seconded, Voted all in Favor.

Jamie Underwood motioned to approve the definitive subdivision plan for Cross Street Extension to 293 Shrewsbury Street to the submission to the Planning board, Mike May seconded, Voted all in favor.

Report of the Fire Chief to the Board of Selectman:

- Involved in the deployment to Lawrence and Andover; working with the gas company to reenergize neighborhoods
- New students from Clark University working with us for the Fall season; on call coverage.
- FEMA – Going to try and submit one to replace air compressor (\$200K; Grant would provide 75% match)
- FedEx – First day of operation they hit a sprinkler head. Able to isolate the area to one zone so there was no damage to the facility.
- Regionalization Meeting – Looking to still have some Regional Paramedic Services.
- Hosting Annual Seminar – Thursday, November 15th – Ma Dept of Labor Standards, Michael Flanagan is going to come in and do a presentation on how OSHA will affect the fire services.
 - MA is one of the most dangerous states to work in since it is not an OSHA state.
 - Boylston FD standard operating guidelines are stricter than OSHA
- Training; Two members in paramedic program. Three members completed CPR training course.

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

- Weekly mowing and weed- whacking of Manor Park, Soccer Fields, Football Field, BHD, Center of Town, Pine Grove Cemetery, Old Cemetery

- Monitor Beaver Activity
- Roadside Mowing continues
- Cleaning Catch -Basins Continues
- Chipping Brush at Library
- Chipping Brush at Center Courts for Parks and Rec
- Rebuilding several Catch-Basins (13 completed, 1 left to complete)
- Equip Maintenance
- Equip Repair
- Winter Equipment is being worked on and repairs are being made
- Tree cutting and trimming on school Street
- Worked with tree Company removing tree parts and hauling to Beetle drop for grinding (Center Courts for Parks and Rec)
- Street Signs repair
- Backfill was out area's on Central Street, Sewell Street
- Spoke to Garden Club and we would like permission from BOS to remove bushes around Memorial on the Common (over grown and grass will be planted around Memorial_
- Salt Bids are in and we will have the same suppliers as last year (Having a primary and secondary)
- Employee Time Durgin has completed all of his licensing required for Highway position. (Tim came with CDL and 2A hoisting and needed to test for Mower and Catch basin endorsements)
- Meet with Mark with Eversource Gas jobs on South Sewell Street have been completed and they will fix any repair in the spring with a mill and fill if needed
- Looked at a request from a resident on Sewell Street after Pine Street to Line the roadway and cut back the brush in roadway. Found that Road was is not paved to bushes and marked out center line of road if BOS would like to add permanent markings? I would ask the board to wait until we know where the entrance and exit are located at the gravel pits new development.

Mike May mentioned that there was an anonymous letter that pointed out the Highway Depts wages were below par. Asked for Highway Supt. Steve Mero to evaluate those numbers, compare with other towns, and chat with April to see if any changes need to be made.

Yard Waste:

- October 27th, 2018 we will have guys in for leaf drop off at 385 Main Street (Highway Building) from 8am – 12pm (4hrs) and another date will be set at a later date.

Report of the Building Inspector to the Board of Selectman: Unable to attend meeting – Report is on File in the Board of Selectman's Office.

Citizens' comments:

At 9:15 PM Mike May motioned to adjourn; Jamie Underwood seconded; voted all in favor.

The meeting was adjourned at 9:15 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
Performance Evaluation Example	On File in Board of Selectman's Office
Inter-municipal Agreement Boylston/Shrewsbury	On file in Board of Selectmen's Office
Draft of Special Town Meeting Warrant	On file in Board of Selectmen's Office
Meeting Minutes 9/10/18	On file in Board of Selectmen's Office
Highway Superintendent Report/Burial Report	On file in Board of Selectmen's Office
Fire Chief Report to the Board	On file in Board of Selectman's Office
Chief of Polices Report to the Board	On file in Board of Selectmen's Office
Crime Statistics	On file in Board of Selectmen's Office
Building Inspectors Report	On file in Board of Selectmen's Office