

MEETING**BOARD OF SELECTMEN****FEBRUARY 15, 2017**

Members present: Christopher A. Rucho Patrick J. Crowley
Siobhan M. Bohnson John W. Hadley
Barur R. Rajeshkumar

Mr. Rucho convened the meeting at 7:00 p.m.

Public Comment:

There is no one present to speak under this agenda item.

Read and acceptance of Minutes from Previous Meeting:

Motion Mr. Crowley to approve the regular session meeting minutes of February 1, 2017, seconded by Mr. Hadley all in favor.

Review and Vote to Approve for the Period Covering February 2, 2017 through February 15, 2017: Payroll Warrant FY2017 #16 & Payable Warrants for the Town FY2017 #31, #32, and #33, Sewer Enterprise Warrant FY2017 SE-15, Municipal Light Plant Warrant #17, and School FY2017-S12

Motion Mr. Crowley to approve the warrants as noted, seconded by Mr. Rajeshkumar, all in favor.

Norma Chanis – feasibility of applying for Green Community designation and next steps

Ms. Chanis joined the Board. She has lived in town about 20 years and she is at the meeting this evening to discuss the Green Communities program. It is a program which allows the town access to grant money for energy reduction, and renewable energy projects. If we were to receive this designation we would be able to apply for competitive grant funding up to \$250,000. Thus far 185 communities have this designation. When it first came out we did not qualify because we have our own light plant. That has changed and we can qualify if we have residents who are not customers of our light plant. The ESCO project has identified projects we could do. Ms. Scheipers received input from MLP Manager Jonathan Fitch, DPW Director Vernon Jackson, Fire Chief Tom Welsh and the Planning Board. Ms. Chanis and Ms. Scheipers also met with Kelley Brown, our Regional Coordinator of the Green Communities to make sure they could assist us with this. There are five criteria we have to meet with the first two dealing with zoning. The third is reducing energy use by 20% within a five year period. We can refer to the ESCO Project. The fourth criteria is to purchase only fuel efficient vehicles, however, most of our town vehicles are exempted based on weight. We would only need to purchase one vehicle to qualify. The fifth criteria is to adopt new Stretch Code and the current Mass Building Code is not far from the Stretch Code. We would gain access to a lot of money to help with energy reduction projects. The next step would be to work with CMRPC to create a plan and have Kelley Brown assist us in getting ready for a town meeting vote. They will come back in two months to report on progress.

Ms. Scheipers states the real action item tonight will be to get the authorization from the Board of Selectmen to reaching out to achieve the five criteria. She would like to send a letter to CMRPC asking them to use some of our local technical assistance hours. They are ready as soon as we make the request. Mr. Crowley questioned whether criteria #3, the 20% reduction of energy usage is achievable. Ms. Chanis feels we can go back to the ESCO project savings. Mr. Rajeshkumar

questioned criteria #5 and its impact on the construction costs for building a new senior center. Ms. Chanis noted that there are some additional tests that would have to be done but she doesn't know exactly how it would impact the cost. Mr. Crowley asked about the timeline. Ms. Chanis notes that the town would have to vote us filing for the designation. Ms. Scheipers believes the next round is November and once town meeting votes we will need to submit to meet that deadline. Ms. Bohnson asked once we meet the criteria, is it an automatic. Ms. Scheipers states it is pretty automatic. Town Counsel has to prepare a letter for DOER that the town of West Boylston has the correct zoning in place. Mr. Hadley asked if we had to change the zoning or just designate certain areas. Ms. Scheipers advised that we need to be able to provide locations for renewable or alternative energy generation and we may already meet that with our industrial area. If we do not meet it in that way, we could perhaps work with the Planning Board and develop an overlay district. Mr. Rucho asked how many towns our size have done this. Ms. Chanis reports that there are a wide variety of sizes. Mr. Rucho asked do you see any disadvantages. Ms. Scheipers advised that it will slightly increase construction costs for home owners and businesses but that change will take place anyway. The 2015 energy code is almost identical to the Stretch Code and in a year or two that cost will be present anyway. We will all have the information before the October meeting. Ms. Bohnson asked if that will be part of educating the town's people. Ms. Scheipers advised that it is. With regard to the fuel efficient vehicle, Ms. Scheipers noted that the Animal Control Officer could be the perfect opportunity to consider when the vehicle is ready to be replaced.

Motion Mr. Crowley to authorizing moving forward with CMRPC, seconded by Mr. Hadley, all in favor.

Senator Harriette Chandler & Representative James O'Day

Senator Chandler reports that she went to the library when they had their technology day to see all the items the Library was able to purchase with the \$40,000 they were awarded by the state. She feels the town should be very proud of the library and the way they stretched the money to allow kids to be able to go to their local library and use the best technology available. They have several bond bills coming this year, technology, housing, education and regulatory bond bill. She would like the Board to think about what they would like included. Rep. O'Day states that he hopes things are working a little smoother since they were able to pass the Municipal Reform Bill. Ms. Scheipers noted that it is.

Mr. Crowley thanked the legislators for signing on as sponsors of the CPC legislation and actively lobbying for it. Mr. Rucho mentioned that he thought he heard on the radio that there may be assistance coming to towns for early voting costs. They mandated opening at night and next year they may mandate opening on weekends. Rep. O'Day explained that about 6,000 bills were filed and he will keep an eye open to see who filed it and what might be beneficial to the town. Senator Chandler requested our costs. Mr. Rucho noted that the town also had to purchase a new voting machine and pay for training. Senator Chandler advised that this would have to come to committee and as soon as it does you will start to see those committees act. She invited Ms. Scheipers to go and speak on behalf of the town to let them know what this means to a small town. Senator Chandler mentioned that she took advantage of the early voting with her husband who is handicapped and she is in favor of it as she appreciated not having to wait in line or look for a parking space.

Ms. Scheipers asked about what we might be looking at for local aid numbers as the town is running with level funded numbers. Rep. O'Day does not but understands how important it is to get the

figures to the towns as early as possible and the House will work hard to make sure local aid is increased. Senator Chandler noted that the Governor put 9C cuts into place in December, January has been a little up in revenues. She suggested attending Ways and Means hearings and providing testimony.

Weston & Sampson Engineers presentation on mandated flow metering program

Don Potts and Don Gallucci of Weston & Sampson Engineers joined the board to provide a presentation on the town's sewer system and the need to do an I&I flow analysis on the system as mandated through the DEP and every Massachusetts community will need to deal with this. Infiltration is clean water that enters sewers from the ground through defective pipes, joints or manholes. Inflow is clear water that enters a sewer from roof leaders, cellar dams, yard drains, manhole covers, when it rains. Neither should come in. In one month a one gallon per minute leak would fill 280,000 water bottles. A five gallon a minute leak would fill 12 swimming pools. That is how much water you would be sending into the Upper Blackstone and paying for it. Mass DEP will be issuing enforcement actions by December 31, 2017 to those communities who do not comply. We have to do three things. The first is Weston and Sampson would do an I + I analysis by putting flow meters in the system to determine if you have extra flow, the second is conduct a risk assessment from a five-year storm event, and then you need written I+I control plan. The plan is then sent into DEP by the end of the year.

Mr. Potts explained that the system was put in through DCR between 1995 and 2004, includes 250,000 feet of gravity sewers, and about 78,000 feet of pressure sewers. They are only interested in the gravity sewers. The town also has 12 pump stations. The first step is getting a handle on the I+I. To do that they would install 16 flow meters through the system, 8 groundwater gauges and 3 rainfall gauges put in from March to June, the high groundwater period, collecting data every fifteen minutes to find out where the infiltration is.

The estimated cost of the program is \$143,800, broken down as follows; \$8,100 for preliminary field investigation, \$91,400 flow meter program includes sub-consultants; \$29,800 for the analysis and \$14,500 for the summary report. Ms. Scheipers reports that we have \$111,000 in the sewer capital outlay account, which could be used for some of the costs and \$1.6 million in sewer certified retained earnings. That would require town meeting vote. We could do the first three steps and go back to town meeting for the balance. Mr. Hadley asked, the town has no choice, it is a DEP mandate with no grant funds. Mr. Gallucci concurred with his comment. Mr. Crowley pointed out that there is still \$20,000 in the sewer reserve fund. Ms. Scheipers added that we do have capacity within our operations and maintenance line item as well, however, that would be a vote of the Finance Committee. Mr. Crowley asked how often this will need to be done or is it a one shot deal. Mr. Gallucci feels it is a one shot deal, however, we may find issues that the town would have to repair. The DEP thinks this will need to be done once every ten to fifteen years. Mr. Potts noted that the good thing about the sewer system in West Boylston is it is all plastic pipes which are less inclined to leak. Mr. Hadley asked if we do find a leak will the state mandate how fast you have to fix it. Mr. Gallucci explained that part of this is you have a game plan unless you have a public health environmental issue. The flow meter will be rented.

Mr. Rajeshkumar asked how do we control inflow. Mr. Gallucci explained that you look at man holes and man hole covers, then you look for sump pumps or you do a smoke test as you may have accidentally tied a catch basin in. Ms. Bohnson asked if these are hard numbers. Mr. Gallucci stated that they have come down on their numbers. Ms. Scheipers noted that this is a not to exceed cost, and

if it is less than estimated they will bill us for what it costs. It is based on 16 meters. Mr. Galluci thinks we could get some savings in some of the lines but not the Summary Report. Ms. Scheipers added that Weston & Sampson is a company we have a relationship with. We could go out to competitively bid this, but right now we need to decide whether we want to jump on this right away. She feels as you get closer to the deadline the price will increase. We will be doing our sewer rate study so once we know about potential corrections we could adjust our rate structure for those projects.

Mr. Gallucci doesn't think West Boylston will have much of an issue because of the plastic pipe. Mr. Rucho commented that it could be a savings for West Boylston if we are paying for the additional flow. Mr. Gallucci agreed as the town is paying for end of pipe. Mr. Crowley noted that the town is not paying for it. Our sewer bill is based on what we are putting into the system and Upper Blackstone flow is not just us there are other towns going into that pipe. There is no way of knowing what town the flow came from. Ms. Scheipers states that it is a metered system and they do know what percentage to apply to West Boylston and other towns.

Mr. Jackson reports that the bills are based on water meter readings. Mr. Crowley pointed out that if our sewer usage is based on water usage readings, it does not include infiltration, so we are not paying for it. It is absolutely taxing our system but it is not coming out of the sewer users' pockets. Mr. Jackson added that everything goes through meters but Mr. Crowley might be right on that. Mr. Crowley noted that it is not the town of West Boylston going by itself. There is no way to capture otherwise we would know if there was a leak because we would know what was going into the pipe.

Mr. Gallucci works with the Town of Rutland and they do have a meter at the Rutland/Holden line. He assumed West Boylston had the same. Mr. Crowley asked if we do use the \$111,000 in capital we could then go to the Reserve Fund. His concern is building it back up. Ms. Scheipers will be working with a consultant for a sewer rate study and will be building that back up. Mr. Crowley questions what happens if we go forward and then something breaks or we need to replace something. Ms. Scheipers reports that we have \$20,000 in the fund that requires Finance Committee approval and if we need more we could have a special town meeting to approve taking funds out of retained earnings. Mr. Jackson advised that Weston & Sampson just brought this to his attention a few months ago. Ms. Bohnson feels this is something the Board is seeing for the first time, it was not planned for during the budget season. Mr. Crowley asked if there is any way we could use our existing budget and fix it at town meeting. Ms. Scheipers suggested putting this on the next agenda and she will have those answers. Mr. Rucho asked if the \$111,000 is a low amount. Ms. Scheipers explained that it is for improvements or repairs that have to be done in the system on an annual basis and there have not been any repairs. Given our history, the \$111,000 has been more than adequate. Mr. Crowley thinks it should come from purchase services and noted that the sewer budget is just pots of money we can shift within the budget.

Mr. Rajeshkumar asked if this means the sewer bill will go up. Ms. Scheipers stated that we do not know yet. We do have existing funds that could cover this. Then the question is do we need to increase the fees to replenish those fees. She recommends starting sooner rather than later.

Public Hearing, in accordance with Article XXIII, Public Hearing and Notice to consider amending Gateway Sign Policy

Mr. Rucho opened the public hearing and read the following notice. Public notice is hereby given, in conformity with the requirements of the General Bylaws of the Town of West Boylston, ARTICLE XXIII - PUBLIC HEARING AND NOTICE, that the Board of Selectmen will meet on

Wednesday, February 15, 2017 at 7:45 p.m. for the purpose of considering amendments to Policy #L15, Policy for Gateway Sign. The meeting will be held in the Selectmen's Meeting Room of Town Hall, 140 Worcester Street, West Boylston. For additional information, or to review the proposed information, please contact the Office of the Board of Selectmen/Town Administrator at 774.261.4012. All interested persons, groups, and agencies are invited to attend. Christopher A. Rucho, Chairman, advertised on February 1, and 8, 2017.

Mr. Hadley explained that we have not had any luck getting businesses interested in adopting the sign. He would like to try one more time and not charge the business to advertise on the sign as long as they pay for the sign. It will be for West Boylston businesses only. It is a one-sided size.

There is no one present to speak on this item, however, Ms. Scheipers did receive an email from a resident who wanted to attend, but was unable and asked that her statement be read into the record. It is as follows, 'I'm unable to attend the public hearing on February 15th and would like to share my thoughts on amendments to the Gateway Sign Policy. My understanding is the Gateway Sign initiative hasn't caught on with the business community or residents. Despite strong efforts by the Board and Town Administrator's office to publicize it (verbally, on the website, in communications from the Light Plant and Town Meeting Minutes) businesses have not sponsored the sign at the original \$500 fee or a reduced fee of \$250. We have also not received financial contributions for sign upkeep via donation containers or in-kind contributions to groom the area around the sign. If my understanding is correct, I recommend we retire this initiative and chalk it up to a good idea that didn't pan out. To amend the policy, republicize and then administer it would require time and energy from our Boards and Town Administrator's office that I would rather see used for initiatives of greater impact to residents and businesses. Please read my recommendation into the meeting record. Can you also reply by email to let me know you received this letter? Thanks and Regards, Jean Costello 11 Shady Lane.'

Mr. Hadley appreciates the input but would like to give it one more try. Mr. Rajeshkumar thinks being able to advertise at no cost will attract businesses. Mr. Rucho asked if there was anyone present who would like to speak on this item. David Femia asked the location of the sign and was informed that the sign is on Route 12 just before Steve's Pizza.

Motion Mr. Crowley to close the hearing, seconded by Mr. Hadley, all in favor.

Motion Mr. Crowley to approve the amendments to Policy L15, seconded by Ms. Bohnson, all in favor.

NEW BUSINESS:

1. In accordance with Massachusetts General Laws, Chapter 44, Section 31D, consider voting to authorize the over expenditure of FY17 Snow and Ice

Ms. Scheipers reports that we are now in deficit mode in our snow and ice accounts. According to the invoices processed to date, we have \$14,000 remaining in Salaries & Wages, \$9,000 in Purchased Services, and we are in a deficit spending situation in our Supply account, spending \$197,000 out of the \$33,000 budgeted. A vote of the Board of Selectmen is required to go into deficit spending mode. Mr. Rajeshkumar asked how much we spend on materials per storm. Mr. Hadley pointed out that he has plowed eleven times this season. Ms. Scheipers also noted that each storm is different, however, we could come up with a figure on expenses per mile. An individual who compared snow removal operations in twenty area towns ranked West Boylston as the best roads. Mr.

Rucho commented that it seems the trucks take a turn and have a large amount of material drop off. He questioned whether they are calibrated. Mr. Rajeshkumar feels there was excessive use of salt in the parking lot. Ms. Scheipers advised that every unit is calibrated and checked. They have information as to the speeds they are supposed to go per the application. With regard to the parking lot we had someone slip and the DPW was asked to insure sufficient coverage.

Mr. Hadley noted that every year we go into deficit spending on our snow and ice accounts. Mr. Crowley explained that as long as the town budgets at least as much as they budgeted in the prior year, you are then allowed to deficient spend. It is done on purpose. Mr. Scheipers has reviewed the five-year average and would like to increase the amount because we have to find the funds to cover that excess when we go to town meeting. She thinks it would be prudent to increase our snow and ice budget as we are expecting our Free Cash to cover snow and ice overages and part of our operating budget.

Motion Mr. Hadley, to authorize the over expenditure of FY17 Snow and Ice, seconded by Mr. Rajeshkumar. It was noted that with the Municipal Modernization Bill, which was recently passed, the only approval required is from the Board of Selectmen. Previously approval from the Finance Committee was also needed. Mr. Crowley asked Ms. Scheipers to make sure that Finance Committee Chairman, Chris Berglund is aware of that change. Vote on the motion – all in favor.

FISP UPDATE:**1.Change Orders**

RAC Builders, Inc. #2 - \$13,950 – Motion Mr. Crowley to approve, second by Mr. Hadley, all in favor.

RAC Builders, Inc. #3 - \$32,340 Motion Mr. Hadley to approve, second by Mr. Crowley, all in favor.

2.Invoices:

Cardinal Construction Pmt #10 - \$10,985 Motion Mr. Crowley to approve, second by Mr. Rajeshkumar, all in favor.

RAC Builders, Inc. Pmt #2 - \$231,892 Motion Mr. Hadley to approve, second by Mr. Crowley, all in favor.

Mr. Rucho reported that the Board voted not to have the Special Town Meeting on March 6th or the special election on March 9th for the senior center project. In speaking to all the groups involved it was best to put it off and more information will follow.

APPOINTMENTS AND RESIGNATIONS:

1.Concurrence on the appointment of James Morrissey to the Town-wide Planning Committee as the designee of the School Department effective February 16, 2017 for a term to expire on June 30, 2017

Motion Mr. Crowley to concur with the appointment, seconded by Ms. Bohnson, all in favor.

2.Finance Committee member James Bedard has resigned, anyone interested in filling this vacancy should complete an Application to Serve on a Town Board or Committee and submit it to the Board of Selectmen

Mr. Rucho thanked him for his service on the committee.

FUTURE AGENDA ITEMS/SELECTMENS REPORTS:

Mr. Crowley reports that the Red Cross has a free smoke detector and carbon monoxide Detector program which is still available. He also encouraged people to dig out any fire hydrants near their homes. Ms. Bohnson reports that she has seen two between Goodale Park and the MLP which needs to be dug out.

Ms. Bohnson reports that the Board previous requested a survey of license fees. Ms. Lucier put together that survey, which she has reviewed and feels at this point we are in good shape and we would leave the fees as is.

With no further business to come before the Board, motion Mr. Hadley at 8:30 p.m. to adjourn, seconded by Mr. Crowley, all in favor.

Respectfully submitted,

Approved: March 1, 2017

Nancy E. Lucier, Municipal Assistant

Christopher A. Rucho, Chairman

Siobhan M. Bohnson, Vice Chairman

Barur R. Rajeshkumar, Clerk

Patrick J. Crowley, Selectman

John W. Hadley, Selectman