

MEETING**BOARD OF SELECTMEN****MARCH 1, 2017**

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

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

Public Comment:

Jean Costello, 11 Shady Lane joined the Board to express her concern about the communications the public has received or not received on the police station. Even though she did get information today at 5:00 p.m., she is here to read a statement she worked on most of the day, which she would also like to share with everybody. She is here because what she has seen gives her no confidence that we won't be going through this again. She read the following statement. Last fall the board went all out to obtain approvals and at that time they were forthright in acknowledging mistakes made in terms of design and cost estimates as well as public communication. Board and sub-committee members assured the public that if we approved the funding the project would be well managed and they would keep us updated on progress. At the October town meeting citizens gave the board and the Police Department a resounding vote of confidence. FISP made a good down payment on its commitment to keep the public updated with three quick posts to the town's website. The last update was November 23rd of last year. I have requested project updates since the end of January and have learned that other citizens have requested updates as well. My requests for information has been specific. I have articulated five simple questions which would take a FISP member a few minutes to answer if the project is truly being managed well. Further, as part of the volunteer consulting I provide to the town, I have offered to post updates on the website and help publicize progress via emails and articles in the Banner if the Selectmen and FISP would find it helpful. Having received no responses to my requests, today I communicated my displeasure quite clearly via email to our Town Administrator. It pained me to do so because Ms. Scheipers is not the source of my consternation. Today she tried to expedite an update for me and though I did receive information, the response was wholly inappropriate. Frankly, combined with the difficulty in obtaining a response at all, it was infuriating. My questions were disregarded. Via email I received a copy of the latest OPM report and a note that there are photos on an informal Facebook page maintained by the Police Department if I wanted them. This is not how I expected to be treated as a citizen, let alone as a strong volunteer who worked with the FISP board last fall to gain approval for the project and who has devoted considerable time to the town ever since. The OPM report is raw project data, not a public update. I have no context for interpreting the information in the OPM report and I cannot tell whether it contains the information I requested. I regret needing to come before you tonight in this way but it has come time to kick this issue upstairs, so to speak, and to help make sure we have a high level of transparency, oversight and public trust on this project. Here is the minimum information I believe the taxpayers and residents of West Boylston deserve for a project of this size and importance. I am requesting that it be posted on the website by the last day of every month until the police station is occupied and operational. I will include the information I received because it is quite good. My offer to help out still stands. I asked that the total budget be confirmed and was told \$5.185 million. I asked when the project would be

completed and occupied and found that will be September 2017. I asked the current status of the project and was told the foundation is complete, front exterior is framed and the roof and floor trusses are being installed. I asked are we on budget and the answer is yes. I asked are we on time the answer is yes. I asked are we on spec and the answer is yes, we had one contractor change but no design change. Last I asked where do we expect to be by the end of next week. I was told the exterior walls would be sheathed and wrapped and concrete floor slabs would be set. The photos are appreciated but I do not require them personally. I am asking you now can I obtain your commitment to provide the supervision and oversight necessary to ensure this information is provided consistently, completely and accurately.

Mr. Rucho asked all the request you made up until now who were they to? Ms. Costello replied to Ms. Scheipers and there was an email which Mr. Hadley and Mr. Dugan were on. Mr. Rucho advised that all of our FISP and Board of Selectmen meetings are on cable and we update everything on that also. He remembers us discussing the website and our understanding was that it has been updated. Ms. Scheipers advised that Jay Dugan has been updating the Facebook page, not the town's website. Ms. Costello stated that she was pursuing initially as part of her volunteer work and she feels the public would appreciate a single page update. Mr. Rucho thought that was happening. Mr. Crowley doesn't feel we have to do it just once a month. If something significant happens we could post it.

Read and acceptance of Minutes from Previous Meeting:

Motion Mr. Hadley to approve the regular session meeting minutes of February 14, 2017, seconded by Mr. Rajeshkumar all in favor.

Motion Mr. Hadley to approve the regular session meeting minutes of February 15, 2017, seconded by Mr. Crowley all in favor.

Review and Vote to Approve Warrants for the Period Covering February 16, 2017 through March 1, 2017: Payroll Warrant FY2017 #17 & Payable Warrants for the Town FY2017 #34, #35, and #36, Sewer Enterprise Warrant FY2017 SE-16, and Municipal Light Plant Warrant #18.

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

Jaime DeSanti candidate for the Finance Committee (Should the Board make the appointment, the term will be effective March 2, 2017 for a term to expire on June 30, 2020)

Mr. DeSanti, who regularly attends Finance Committee meetings, joined the Board. He states that he previously applied to serve on the Finance Committee but someone more qualified was appointed and he has enjoyed attending the committee meetings. There are no Board questions at this time. Mr. Crowley commented that he is happy Mr. DeSanti stayed with it.

Motion Mr. Hadley to appoint Mr. DeSanti to the Finance Committee effective March 2, 2017 for a term to expire on June 30, 2020, seconded by Mr. Crowley, all in favor. Ms. Scheipers advised that we have submitted the petition to the state to expand the Finance Committee membership to include Associate Members. Once we hear back from them we will change our bylaw.

Vernon Jackson, Director of Public Works**1. Flashing stop sign discussion**

Mr. Jackson proposes adding two more flashing stop signs at Woodland/Prospect and two flashing pedestrian signs at Crescent and Goodale/ and Route 12 at Franklin. Six signs cost \$6,989.50 and they can come from Chapter 90. Mr. Hadley does not believe the sign going north on Newton Street is working. Mr. Jackson will look at them and noted there was discussion about making them 24-7 flashing and that will not affect the battery life and it will be \$70 cheaper to purchase them. Mr. Hadley thinks they should be on 24-7. Mr. Crowley is concerned with the speed of the traffic coming down Goodale passing the tennis courts, and states that the new fencing is keeping the balls in place, but you still have kids running across the street. He previously requested something be done in that area on Goodale Street from the parking lot across from the Little League field. Mr. Jackson suggested installing a sign going down Goodale Street. Mr. Rucho states that he feels we need to control the speed on that hill, and does not think a flashing light is the answer to controlling the speed. Mr. Jackson will be installing a sign on the Route 12 crosswalk near Franklin. Mr. Crowley asked about using Complete Street funding and putting together a safety study that says this is where we would get the most bang for our buck and look at the town as a whole and develop a plan. Ms. Scheipers advised that the Transportation Committee is working with CMRPC on a draft prioritization plan on bike and pedestrian access. They will be part of the public forum on March 14 along with the Open Space Implementation Committee. With regard to pedestrian/crosswalk improvements we have the expertise of CMRPC to give us guidance. She questions whether we should wait or move forward with these? Mr. Crowley would rather hold off and do them all at the same time.

Mr. Rucho does not think a flashing light 24-hours a day on Route 12 and Franklin will do anything. He walks that area often and recommends a button you can push to have the sign flash would be more appropriate at the crosswalk. He would like to spend the money on high use areas. Mr. Rajeshkumar thinks the Complete Streets policy covers the cost of signage and would rather wait and not spend money at this time. Mr. Hadley would like additional signage installed at Prospect/Woodland. Ms. Scheipers noted that Complete Streets focuses on pedestrian and bike access. Mr. Jackson checked with Theo our grant writer who was unable to find any available grants. Mr. Crowley asked the police chief if flash signs are cutting down on accidents and the Chief said yes.

Motion Mr. Hadley to include two flashing stop signs at Woodland/Prospect and repair those that need to be repaired, seconded by Mr. Rajeshkumar. Mr. Crowley thinks we should wait. Mr. Hadley would like to move forward with Woodland/Prospect and Newton & Franklin. Ms. Scheipers advised that the Complete Streets program funding does not pay for stop sign. Mr. Jackson suggested installing a stop side coming from the golf course towards Worcester. Mr. Crowley reports that the Police Chief said yes, anecdotally, that accidents are down and suggests consulting CMRPC for advice. He thinks we should wait. Mr. Rajeshkumar would like to wait until the March 14th meeting. Mr. Crowley does not know that a flashing stop sign would reduce accidents.

Vote on the motion – Mr. Hadley yes; Messrs. Rucho, Rajeshkumar and Crowley no. This item and crosswalks will also be discussed with the Transportation Committee at their next meeting on April 6th.

2.Snow Removal Policy

Mr. Jackson reports that he is doing the same sidewalks which have been done for years. He has a list and a chart of those cleared within 24 hours and those cleared within 48 hours. Mr. Crowley asked about the Water District clearing the fire hydrants. Mr. Jackson advised that the District is responsible for them and the DPW does help if called upon. Mr. Rucho added that we did ask to have the neighbors help out. In looking at the sidewalk chart Mr. Rucho does not understand why we do a cul de sac in one area of town and not in the other and he also thought we only cleared sidewalks around the schools or municipal buildings.

Mr. Jackson does a section of sidewalk on Prospect Street near the Worcester line because it is near a bus stop and it is in the within 24 hour category. Mr. Rucho would like to know the history on how we decided which sidewalks we would plow. Mr. Hadley suggested coming up with a better plan and voiced concern that we do not do Pine Arden in the school area and we do plow Stillwater Heights not anywhere near the school. Mr. Crowley can see clearing the causeway because there are no houses there, however, in most towns you have to clear the sidewalk in front of your house. Mr. Rucho asked Mr. Jackson to look at this and come up with a recommendation. Ms. Scheipers would like to give Mr. Jackson a little guidance. Mr. Rucho would like him to follow the policy for now and Mr. Jackson should modify it for next year. Mr. Crowley suggested saying if you have a sidewalk in front of your house you are responsible to clear the snow and by doing that it will cut down on overtime and we can concentrate on the sidewalks in the school district.

3.Upper Blackstone billing for sewer flows

Mr. Jackson reports that the Upper Blackstone bill is all done per station meter reading quantities. General sewer bills are done by water meter readings. Holden's bill is calculated using water meter readings reported from Holden for homes that go through the Woodland pump station. West Boylston also records meter readings from homes connected to the Woodland pump station and we compare both those readings and get the percentage we charge Holden. As far as infiltration goes no one gets charged but we do pay for it when it gets to Blackstone. Mr. Hadley asked if there is any way to do this. Mr. Jackson noted that we have a contract with Holden as to how we are billed. Once that expires we could consider putting in a meter at the town line. Ms. Scheipers suggested installing the meter and having it ready to go.

OTHER/OLD BUSINESS:**1.Mandated flow metering program**

At the last meeting Weston & Sampson made a presentation on the DEP mandated flow metering program for I+I. The cost of the program they are recommending is maximum \$143,800. The Board did not make a decision and expressed concern about the cost and whether we should move ahead with Weston & Sampson or go out to bid with a RFP. Ms. Scheipers recommends either soliciting three quotes or going with Weston & Sampson, and stressed that we need to make the decision quickly.

Motion Mr. Crowley to go with three quotes, seconded by Mr. Hadley. Ms. Scheipers reports that we have \$111,000 in sewer capital outlay and \$20,000 in sewer reserves. Mr. Jackson also noted

that moving ahead the sooner the better is best. He will contact a couple of companies as you do not have to issue a formal RFP, it is best practice to get three quotes. Because of the value, Ms. Scheipers states that it would be either an RFP or a request for written bids. She would do an expedited RFP process, a four week process, and you make a decision on quality and price, not just price. She also reminded the Board that John Potts recommends the study is best done during peak flows in March and April. Ms. Scheipers advised that with written quotes you are required to take the lowest quote, however, with an RFP you look at quality and price and price is not the determining factor. Mr. Hadley believes we should issue a RFP.

Motion Mr. Hadley to amend the motion and issue a RFP, seconded by Mr. Rajeshkumar, all in favor of the amended motion.

Mr. Rucho asked Mr. Jackson about the street sweeping which recently began. Mr. Jackson advised that they are only sweeping the streets of residents who are calling complaining about children riding their bikes with the sand on the streets and they are mostly in the hilly areas.

NEW BUSINESS:

1. Consider signing Conservation Restriction with Greater Worcester Land Trust Inc.

We will be passing over this agenda item as the document needs some editing.

2. Consider amendment to the mission of the Parks Facilities Committee

Ms. Scheipers sent the amended mission to the Chairs of the Parks Commission and Parks Facilities Committee for comment and asked them if they would like to submit comments. She didn't receive anything in writing. She explained that a few months after she became town administrator she spoke with the Board about confusion in the duties of the Parks Commission versus the Parks Facilities Committee. Some members of the Parks Commission felt they needed clarity on what the Parks Facilities Committee was responsible for. She met with them and discussed how to reduce the confusion. As recently as early January there was concern about the charge and she was asked to put together proposed amendments so both committees could understand their roles. The language came from an opinion of town counsel and information in various documents including the bylaw. The mission of the Parks Facilities Committee is to assess the physical condition of the Town's recreational facilities and to coordinate with the Parks Commission and the community in developing plans to address the need for repairs and improvements to such recreational facilities. Should the recommendations of the Parks Facility Committee be accepted by the Parks Commission and the Board of Selectmen, the Parks Facility Committee will act in the same manner as the Facilities Implementation and Planning Committee does for town facilities, by being the committee responsible for who leads and oversees the hiring of architects and engineers and related consultants for project design, bidding of any project construction, and oversight of the project construction through the completion stage.

Mr. Rucho asked if it was a vote of one of the committees to change the mission. Ms. Scheipers states that it was a request from the Chair of the Parks Commission to get better clarification on this so she reached out to town counsel. Then Mr. Crowley suggested putting together a revised charge. Mr. Crowley added that he asked for this because the Parks Commission and the Parks Facilities Committee said they would be the ones that lay out and implement improvements to the parks. This

clarifies that the Parks Commission will have to vote on the project but the Parks Facilities Committee will be the lead agency on the building of the park. So the Parks Facilities Committee does the work and then it goes under the Parks Commission after the facility is put into place, per state law. Mr. Rucho asked who picks what gets done. Ms. Scheipers explained that the Parks Facilities Committee would propose what would be done and those plans need to be approved by the Board of Selectmen and the Parks Commission before it moves ahead. Mr. Inderwish, Chair of the Parks Facilities Committee states that it is important to remember that the Parks Facilities Committee is comprised of residents and representatives of the Board of Selectmen and the Parks Commission. They come up with concepts and designs and try to address infrastructure needs of the park parcels. They bring forward the most cost effective plan that is most beneficial to the residents of the town. He thinks what has happened is due to individual members who may not have agreed with what the majority agreed with. The plan has been endorsed by the Parks Commission and the School Committee. He thinks clarity needs to be made. He also recognized long-time committee member John Owanisian for his efforts on the Parks Facilities Committee. Mr. Owanisian will not be seeking reappointment. The Parks Facilities Committee was to look at infrastructure and major improvements to the parks. They want to do things that will benefit the taxpayers of the town. We have the Goodale Park Master Plan we spent a lot of money on, and it was voted on by the Parks Commission and School Committee. He would like clarification from the Board of Selectmen that it is their charge moving forward. We have a plan we would like to move forward with and with the help of the Governor, Lieutenant Governor and our legislators, we will get it done. He would like clarification on restating the goal of the Parks Facilities Committee. Mr. Crowley states that what has been drafted does not change the way the committee was operating. This will not change anything from the way we have been operating. Mr. Rucho asked Mr. Inderwish if he agreed with this. Mr. Inderwish states as one member of the Committee, it reflects the original charge of the Parks Facilities Committee in 2006. Under this, the Committee will set the next project it thinks needs to be done and then it goes to the Parks Commission and Board of Selectmen before it goes forward. Mr. Inderwish added that in the past they received the endorsement of the Parks Commission and then brought it before the Board of Selectmen. The Parks Facilities Committee owns the project and gets the endorsement of the Parks Commission they once the money is approved they act the same way as FISP does. Mr. Crowley pointed out that the Parks Commission has two members of the Parks Facilities Committee and they are provided updates on what is going on.

Motion Mr. Crowley to approve the updates to the Parks Facility Commission Mission, seconded by Mr. Hadley, all in favor.

Mr. Inderwish asked that the Goodale Park Master Plan as approved be included in the new Open Space Plan. Mr. Scheipers asked if he had spoken with the Open Space Committee. Mr. Inderwish has not. Mr. Hadley, who also serves on the Open Space Committee, believes it was in the draft, however, he is not sure if it was modified. The plan is online. Mr. Inderwish added that just for information for the Parks Facilities Committee, they are aware of things that have transpired and he asked that the Parks Facilities Committee, under the Freedom of Information Act provide the past five year contracts, wage determinations solicitations and bids of those projects undertaken in the last five years with wage determinations, certified payroll and list of contractors. Mr. Crowley commented that

the request was not voted on by the Parks Facilities Committee. Mr. Inderwish states that he is making the request as a resident and he asks that any fees be waived because it is in the general public's interest. The request is so they can be made aware of future plans and to coordinate and communicate better. A lot of times they are not made aware of those things so they can work more effectively with them. Mr. Inderwish will send an email request to Kim Hopewell, our public records officer. He also heard that somebody wanted to build Goodale Park into an Olympic Village. They want to accommodate the needs of the taxpayers and we always said we are going to do things right.

TOWN ADMINISTRATOR'S REPORT

1.FY15 Audit

Ms. Scheipers reports that we have received the completed FY15 audit and Management Letter from our new auditors, Powers and Sullivan and she is very pleased that they found no issues or problems. It is a good indication of the good work of our accounting and treasurer office. The only came up with a few suggestions which are to improve ease of accounting and of transparency in the accounts. These changes include establishing a separate fund for scholarship funds, establishing and documenting our internal control systems using the Committee on Sponsoring Organizations of the Treadway Commission which ensure easier diagnosis of any troubles, review and prepare for the new GASB reporting obligations for Other Post-employment Benefits so as to ensure our FY18 financial statements are compliant, and a comment that the Municipal Light Plant needs to work to address their net pension liability reports as relates to the mandated reporting date. She is pleased with the results and will get them posted on the website.

2.Sewer rate Study Status

Ms. Scheipers reports that it has taken a while to obtain sample studies of work. She is working on putting together a document to obtain three written quotes from qualified consultants and hopes to have the document ready to share the end of this week or next week. She hopes to have responses by the Board's first meeting in April, and two firms have expressed an interest.

3.Responses for cemetery land proposal

We have received two proposal from West Boylston landowners who wish to sell the town land for the purpose of cemetery expansion. The first is Billy Italiano who has property on Fairbanks Street and the other is from Wachusett Country Club who has two parcels, one at 187 Prospect Street and the other at 2 Cavour Circle. The Cemetery Trustees will be meeting to evaluate the proposals to determine if there is a parcel they would like to bring forward to town meeting.

4.Schedule workshop with cemetery Board regarding DPW and Cemetery Department

On March 13th Mr. Rucho and Mr. Hadley will be working in a workshop type setting to discuss the concept of merging the Cemetery Dept. into the DPW. It was decided that this might be the best format to determine if the consolidation would be the best way to go.

5.Misc updates

The Personnel Board voted that the Cemetery Superintendent position is required to be a non-exempt position. It previously was a salary position not eligible for over time. Moving forward the vote was to have the Town Administrator determine the earliest appropriate start date. In checking with town counsel he is recommending we go back to the beginning of the fiscal year. That means we are looking at \$2,500. She will review his approved leave time and hours worked. Finance Committee is on notice that we might need a Reserve Fund transfer to pay for this as there is no capacity in the Cemetery salary line item.

Mr. Rajeshkumar asked if sewer bills could be paid online. Ms. Scheipers advised that one of the tasks assigned to the DPW Director is to begin that process. She has spoken with the Treasurer's Office and it is doable and should make it easier for the whole sewer billing process. Mr. Rucho requested an update on this item for next month.

FISP UPDATE:

Mr. Hadley reports that site work proceeds as weather allows, upper level slab prep is ongoing, framing is underway around the perimeter with sheathing and building wrap following right behind. MassDOT stop work on the drainage remain in effect and the project team is providing responses and information as requested. Floor trusses are being installed at the front half of the building and roof trusses will start the first week in March. The training room slab will be poured in March, upper level Sally port and cell areas will also be poured in March, interior wall framing will continue. The front porch of the building will be wrapped and roof sheathing on in the next few weeks. The drainage culvert along Route 12 is on hold pending DOT review. Financial report includes approved budget \$5,184,460, committed to date \$4,593,576, invoiced to date \$1,098,256, anticipated total cost \$5,012,306, anticipated variance \$170,154. Mr. Hadley will ask about the schedule and the OPM will be asked to send a weekly report to Ms. Costello who will post the information on the website page under the police station project. Jay Dugan will continue to post on Facebook. Ms. Costello will also post photos on the town's website.

APPOINTMENTS AND RESIGNATIONS:

1. Concurrence on the appointment of Leslie Guertin to the Insurance Advisory Committee as the designee of General Government, effective March 2, 2017 for a term to expire on April 30, 2020

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

MEETINGS, INVITATIONS & ANNOUNCEMENTS:

1. March 7, 6:00 – Roundtable for Girl Scouts of Central & Western Mass project at Century Drive
2. March 10 – 18 - Beaman Library Used Book Sale
3. April 29, 9:00 a.m. – Annual Coffee for all Appointed Board/Cmte. Members at Town Hall, Selectmen's Meeting Room
4. Gateway Sign Adoption Program – taking applications until the March 24th - the Economic Development Task Force will conduct the drawing on March 27th

FUTURE AGENDA ITEMS/SELECTMENS REPORTS:

MEETING

BOARD OF SELECTMEN

MARCH 1, 2017

Mr. Crowley announced that long-term member of the Planning Board and Community Preservation Committee, George Bernardin, passed away suddenly last week. We are going to miss him and appreciate all he did for the town. Mr. Crowley also congratulated the 2016 recipients of the Town Scholarship Award, Gabby Hamel, Sarah Novia and Molly O'Connor.

Mr. Rajeshkumar reports that on behalf of the Board of Selectman and Historic Commission, last Friday, he had the honor of presenting the Boston Post Cane to Mrs. Margaret Goodale, who turned 100 years of age. Mrs. Goodale is a lifelong resident of West Boylston and worked many years at our town Assessors office.

With no further business to come before the Board, motion Mr. Crowley at 8:40 p.m. to adjourn, seconded by Mr. Hadley, all in favor.

Respectfully submitted,

Approved: March 15, 2017

Nancy E. Lucier, Municipal Assistant

Christopher A. Rucho, Chairman

Barur R. Rajeshkumar, Clerk

Patrick J. Crowley, Selectman

John W. Hadley, Selectman