



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583

Select Board/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting
February 15, 2023; 6:00 p.m.
140 Worcester Street
West Boylston, MA 01583
Board Meeting Room 2nd Floor
Hybrid with Zoom

Members Present:
Barur R. Rajeshkumar, Chairman
Christopher A. Rucho, Vice Chairman 6:35pm
Marc Frieden, Clerk
Kristina Pedone, Selectwoman
Patrick J. Crowley, Selectman

Members NOT Present:

Invited Guests:
Jennifer Warren-Dyment, Town Administrator
Faye Zukowski, Municipal Assistant

THIS MEETING WAS HELD VIRTUALLY IN A HYBRID SETTING VIRTUAL MEETING INFORMATION:

To Join Zoom Meeting

- <https://us06web.zoom.us/j/87876723839?pwd=NloySINNnwJsR09QWUVxYU9Fc0dyQT09>
- **Meeting ID: 878 7672 3839**
- **Passcode: 01583**
- **Dial by your location: (646) 558-8656 US (New York)**

Others Present:

joe's iphone, Ken Cleveland, Tom Zappia, Joeme, iphone, and Chris Berglund

MEETING CALLED TO ORDER

Pledge of Allegiance

CONVENE MEETING – 6:00 pm

- Roll call

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT: This fifteen-minute period is an opportunity for the public to address their concerns and questions regarding town operations and programs to the Board. Except in urgent circumstances, any matter presented for consideration by the Board shall not be discussed in detail nor acted upon by the Board at this meeting. A scheduled time on a future agenda may be set at the Board's discretion. Complaints or criticism directed at staff, volunteers, or other town officials shall not be permitted. If we do not have Open Session items to discuss, other agenda items may be brought forward earlier.

APPROVAL OF MEETING MINUTES:

- **December 14, 2022 Regular Meeting Minutes**

Motion Mr. Crowley moved to approve, Mr. Rucho second.

All in favor

Approved

- **January 4, 2023 Regular Meeting Minutes**

Motion Mr. Crowley moved to approve, Mr. Rucho second.

All in favor

Approved

- **January 11, 2023 Regular Meeting Minutes**

Motion Mr. Crowley moved to approve, Mr. Rucho second.

All in favor

Approved

- **January 11, 2023 Executive Session Minutes, not for release**

Motion Mr. Rucho moved to approve, Mr. Crowley second.

All in favor

Approved

REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING FEBRUARY 2, 2023 THROUGH FEBRUARY 15, 2023: Town Payable Warrants FY2023-32 AND FY2023-33; Sewer Warrants FY2023-SE21, FY2023-SE22; Payroll Warrant FY2023-16, School Warrant FY2023-S15 and MLP FY2023 #17.

Motion Mr. Crowley moved to approve, Mr. Rucho second.

All in favor

Approved

Discussion with Legislative Delegation on Legislative Priorities (State Representative James O'Day and Senator Robyn Kennedy):

Mr. Rajeshkumar welcomed State Representative O'Day and Senator Kennedy to West Boylston and thanks them for working with the Town. State Representative O'Day stated the Committee Assignments were issued today. Senator Kennedy thanked the Board and happy to serve the town along with Representative O'Day. She gave an overview of her background in the State House, she announced her assignments with the State Committees. State Representative O'Day discussed the issues the Town is faced with and also the State. He understands the challenges the DCR land ownership presents to the Town and believes they can all work and continue to improve. Mr. Rajeshkumar discussed the Housing issue concerns of the Town and Mr. Crowley asked about the change in percentage to the housing requirements. Mr. Frieden discussed the housing issue and the rates of affordability with 40B projects, Senator Kennedy believes the 40B program needs an update and plans the administration will be reviewing. Ms. Warren-Dymont stated the list of issues the Board gave the representatives all include budgetary issues and asks them to support increase in Chapter 70 and Chapter 90 funding and unrestricted government aid. She discussed the Community Compact Grant was a Baker-Polito initiative to work on best practices and she asks them to support the continuation with the new Administration. State Representative agrees and will support the intent to be available to municipalities. Mr. Rucho asked about the list provided, Ms. Warren-Dymont stated a lot of items on list are all tied to the State budget. State Representative O'Day stated he will support all but will focus on the top items. Mr. Rucho would like the Town to receive funding from the County Jails, Representative O'Day stated they filed a bill to address this years ago and he continues to advocate for the Town. Mr. Rucho discussed the deposit on NIP Bottles, Representative

O'Day stated it never makes it out of Committee and believes it is an issue. Representative O'Day suggests once the Governor's budget is released the town reach back out for conversation.

NEW BUSINESS:

- **Sewer Abatement Requests:**

Mr. Kevin Duffy, DPW Director presented the following abatements for consideration.

- **166 Goodale Street**

Motion Mr. Crowley moved to approve the abatement in the amount of \$341.95, Mr. Rucho second.

All in favor

Approved

- **98 Shrewsbury Street**

Motion Mr. Crowley moved to approve the abatement in the amount of \$1,315.20, Ms. Pedone second.

All in favor

Approved

- **97 Pierce Street**

Motion Mr. Rucho moved to approve the abatement in the amount of \$268.52, Ms. Pedone second.

All in favor

Approved

- **Consider terminating the Intermunicipal Agreement for Nursing Services with the Town of Sutton:**

Ms. Warren-Dyment asked the Board to consider terminating the current Nursing Services with the Town of Sutton. She explained they have been in agreement since 2015. She explained the Town is in agreement with City of Worcester Public Health District along with other communities. She explained the District is looking to streamline its nursing services and provide better service. She would like to begin the process and send letter to Sutton to terminate June 30th and if there is not a negative response then begin working on a new five year Intermunicipal Agreement with Worcester. She stated the Board of Health met and voted to support using Worcester for the nursing services. Mr. Rucho asked if this will be cheaper, Ms. Warren-Dyment stated with Sutton there is a base covered by the contract and then there is a charge per incident. She stated in a normal year not having COVID there is not a lot of cost, but currently there has been a considerable charge due to contact tracing. She stated it may not be cheaper than an average year but the level of service will be a benefit to the community. She stated Sutton provides one single person and Worcester will be more resources to offer. Ms. Pedone asked for a comparison of the flat rate from Worcester vs the variable with Sutton. Ms. Warren-Dyment stated the town is currently paying \$75.00 per hour with Sutton and with Worcester the complete package for services is proposed to be approximately \$42,000. Mr. Crowley believes the current agreement with Worcester without the nursing is \$34,000. Ms. Warren-Dyment stated the assessment with Worcester is due to be increased even without the nursing. Mr. Rucho would like to look at other options before only accepting Worcester's offer. Mr. Warren-Dyment will ask Worcester to break out the nursing cost separately and she will pull five years of payment to Sutton. Mr. Rucho stated the cost to Sutton the past couple years was covered by Federal Funds. Mr. Crowley stated they have plenty of time to decide but would like the backup on the costs. Mr. Rajeshkumar stated they will bring back to a future meeting.

- **Annual Town Meeting**

- **Vote to set date for Annual Town Meeting:**

Ms. Warren-Dyment requested the date to be May 15, 2023

Motion Mr. Rucho moved to approve, Mr. Crowley second.

All in favor

Approved

- **Vote to open Town Meeting Warrant:**

Ms. Warren-Dyment requested a vote to open the meeting immediately and close on March 31, 2023.

Motion Mr. Rucho moved to open the warrant immediately, Mr. Crowley second.

All in favor

Approved

- **Vote to set date to close Town Meeting Warrant:**

Motion Mr. Crowley moved to close the warrant on March 31, 2023, Mr. Rucho second.

Mr. Crowley feels this is closing earlier than usual, Ms. Warren-Dyment explained the past practice and the change is that she wants time for Town Counsel to review the warrant before they approve and sign.

All in favor

Approved

- **Consider voting to send Zoning Bylaw Warrant Articles to Planning Board for a Public Hearing:**

Motion Mr. Crowley moved to approve, Ms. Pedone second.

All in favor

Approved

- **Discussion of Municipal Software Opportunities:**

Ms. Warren-Dyment explained the Board members attended MMA Conference and she would like to pursue E-Permitting Software. She explained she was planning to use Community Compact funds and is hopeful that it will continue. She spoke with Opengov, E-Permitting software company and the cost to implement townwide to all departments is approximately \$50,000.00 for first year costs then an annual fee for years after. She stated this is for eight forms uploaded and created in the backend and train how to create forms. She is sending this to Capital Investment Board as a capital request in the event that Community Compact is not continued. She explained the need to implement e-permitting and workflows will be streamlined between departments. She is hopeful to get this implemented in the future. Mr. Frieden asked if this was approved recently by the Board, Ms. Warren-Dyment stated it may have been approved but was never purchased. Ms. Pedone would like to see the communication improved with use software and believes it will be a cost savings. Ms. Warren-Dyment stated this software will only be as good as users and is used by many municipalities and can be mobile on site. Mr. Crowley wants to be sure that this is the best software for the Town. Ms. Pedone would like to see a workflow from the DPW and believe SeeClicFix utilized. Ms. Warren-Dyment stated a report a problem can be utilized with OpenGov software.

OLD BUSINESS:

- **Consider accepting bid received for surplus item:**

- **2008 Ford F-250 Pickup:**

Motion Ms. Pedone moved to approve bid of \$2,600, Mr. Rucho second.

All in favor

Approved

- **Discussion on Facilities Position:**

Ms. Warren-Dyment stated this position was funded but never filled and originally created by Anita Schiepers. She provided a survey of all the comparable towns and what they have for facilities. She stated Sterling is interested in sharing the position 50/50 with each town getting 2.5 days a week. She stated they share similar buildings and needs. She explained they will host

the position and we will be billed quarterly. She stated the position is currently posted for \$32,000 annually and believe they can fund this position with Sterling with that appropriation. She explained the vision of this position would be to change a door handle, paint a wall, ensure all local and state building inspections are completed, and interface with vendors and work with department heads on their building. Ms. Warren-Dyment stated that the Town has been trying to fill this position for many years and even attempted other shared service and were unsuccessful. Mr. Rucho asked about researching outsource companies that provide this service, he met companies at the MMA Conference that offer these services. Ms. Warren-Dyment stated she has not researched outsourcing. Ms. Warren-Dyment stated Sterling has qualified applicants already. Mr. Rucho would like to have the details, Ms. Warren-Dyment will come back to the Board with the details of the agreement and advertisement if Sterling Select Board approves tonight. Mr. Crowley requested the quarterly billing is specific what is being billed. Mr. Rucho believes the time of 2.5 days needs to be flexible. Ms. Pedone wanted to be sure that if West Boylston was not happy with service that we would have a voice.

APPOINTMENTS AND RESIGNATIONS:

- **Concurrence on the Town Administrator appointment of the Alternate Electrical Inspector effective February 16, 2023 for a term to expire on April 30, 2023 with a rate of \$40 per inspection.**

Ms. Warren-Dyment stated the appointment is for William J. Potenti Assistant Wiring Inspection and is effective upon successful competition pre-employment requirements with a term to expire on April 30, 2023 with a rate of \$40 per inspection.

Motion Mr. Rucho moved to approve, Ms. Pedone second.

All in favor

Approved

- **Concurrence on the appointment of Vincent Vignaly to the Municipal Buildings Committee effective February 16, 2023 for a term to expire on April 30, 2026.**

Motion Mr. Crowley moved to approve, Ms. Pedone second.

All in favor

Approved

- ***Resignation of Annette Allain from Assistant to the Assessing Department effective February 14, 2023.**

TOWN ADMINISTRATORS REPORT (May contain Departmental updates, community reminders and announcements, project updates, etc. No votes will be taken).

1. **WRRB COLA Increase:** At the last meeting of the Select Board, the Board asked for the Finance Committee to weigh in on increasing the COLA from 3% to 5% on the first \$16,000 paid to retirees in FY23. The Finance Committee met on Monday and would like to take some more time with the matter before voting on a recommendation to the Select Board. The Board has until June 30, 2023 to vote.
2. **MIIA Wellness Grant:** The Town has been notified we are in receipt of a MIIA Wellness Grant in the amount of \$7,696. This grant covers the purchase of fitness equipment for the Police Department and a 2-hour workshop for employees as well as Board, Committee, and Commission members entitled "Cooling Hostility".
3. **Green Communities Grant Closeout:** Last week, working with CMRPC and the Green Communities Division of the Department of Energy Resources, we closed out the last round of the Green Communities grant. Green Communities was on site this week to confirm all work had been completed. There was one item that was not completed and that was the LED lighting on the first floor of the Fire Department. I cannot say enough positive words about Frank Davey and his team at Rise Engineering who dropped everything on their schedule to complete the work in the week of grant closeout. We are now eligible for the next round of funding and are in conversation with Green Communities as to whether it makes better sense to apply for the Spring or Fall round.

4. **Part Time Food Service Manager:** At the last meeting of the Select Board, I announced that we were very close to hiring a Part Time Food Service Manager for the Senior Center. During that process it was realized that the job description had not been approved by the Personnel Board. The Personnel Board met tonight to vote on the job description and the position will be re-posted. This should not delay the launch of the program. Also, the Director is exploring offering meals to those who are not seniors at a higher price.
5. **Personnel Bylaws:** I have asked the Personnel Board to work with myself and the Town Accountant on updating the Personnel Bylaws. There are some areas where clarification is needed, some areas that are antiquated, and some areas that would fit better in a Personnel Policy as opposed to a bylaw. We hope to have some of the changes through the process for the May Town Meeting.
6. **Access Coordinator:** The Access Coordinator has been posted both internally and externally. The position has been posted on the Town's website, Facebook, the MMA job board, and in the Item. The job will remain open until a qualified candidate is selected.
7. **Assessor's Office:** As the Board is aware, the Department Assistant to the Assessor has resigned. The position has been posted internally through February 20th and will then be posted externally if there is not an internal candidate. In addition, the Assistant Assessor, who works Wednesdays, and is contracted through Regional Resource Group (RRG) has given her notice to RRG. RRG's President will provide coverage until their position is filled. On days there is not coverage in the Office, the Treasurer/Collector's office will collect documents from the public.
8. **Department Assistant Inspections:** The Department Assistant to the Board of Health has notified both myself and the Board of Health of her intentions to retire. The Department Assistant to Building has not provided me with a retirement date, but indicates it will be in the next several months. Knowing there were anticipated retirements in these areas, Nancy Lucier created the full-time position of Department Assistant Inspections, which was approved by the Personnel Board in March 2022. This new position has been posted internally through February 21, 2023 and will then be posted externally if there is not an internal candidate.
9. **FISP Meeting:** The FISP meeting has been scheduled for February 22, 2023 at 6:30. The building conditions survey created by FISP had not been previously shared with Department Heads, but they are now working on completing them.
10. **MS4 Bylaw Update and Regulations:** Kevin Duffy, working with Weston & Sampson, has been working to update the Town's 2003 Stormwater bylaw to comply with 2016 MS4 Permit Requirements. They have appeared before the Conservation Commission and Planning Board and plan to appear before the Select Board at one of the March meetings. These updates are planned for the May Town Meeting.
11. **Select Board Policy A.4 Meeting Agenda Procedures:** At the last meeting of the Board, there was a discussion on Policy A.4 Meeting Agenda Procedures and there was a question for Town Counsel. Town Counsel is presently out of the Country handling a personal matter and I have been limiting our requests to matters of urgency. As this is not urgent, I am planning to wait until she returns to make the inquiry and then re-post the Public Hearing.
12. **February 4, 2023 Warming Station on Standby:** During the cold weather snap on February 4, 2023, we had prepared the Senior Center to be activated for a warming station. The Fire Department was prepared to activate the station in under one hour should the need have arisen. Fortunately, the warming center was not activated.
13. **Emergency Management Drill:** On February 7th, the Town participated in an emergency management drill. I am pleased to report that all members of the Emergency Management Team responded to the drill.
14. **Town Hall Flag:** Some may have noticed the flag at Town Hall is missing. The flag clips were damaged during the winds on February 4th and the POW/MIA flat was damaged. The Veteran's Agent is ordering a new flag and clips.
15. **MBTA Communities Action Plan:** At the last meeting of the Select Board, I had announced that our Action Plan for MBTA Communities had been submitted. There were members who had asked to see the Action Plan. It has been included in your packets.

FUTURE AGENDA ITEMS/SELECT BOARD REPORTS:

- Mr. Crowley announced the Disability Commission met with Bylaws Committee and will be placing an Article on the May Annual Town Meeting Warrant

- Ms. Pedone asked about creating a bylaw or policy on what Flags at Town Hall if there is not one standing.
- Ms. Pedone announced the West Boylston Clean Up Day is scheduled for April 22nd and will be held at The School Yagd, for pick up and drop off up bags. She stated The Mill Restaurant and Kate Boston will be providing lunch from 11am-12pm and free use of the facility at that time for volunteers. Helpsi will be available for textile drop off the same time.

EXECUTIVE SESSION: Consider entering into executive session under the provisions of Massachusetts General Laws Chapter 30a, Section 21(A), purpose 3 to discuss strategy with respect to contract negotiations with non-union personnel (George Tignor, Building Commissioner) and the Chair declares that an open meeting discussion may have a detrimental effect on the bargaining position of the public body.

Motion: *Mr. Frieden moved into Executive Session under the provisions of Massachusetts General Laws, Chapter 30A, Section 21(a)(3), to discuss strategy with respect to contract negotiations with non-union personnel (George Tignor, Building Commissioner), the Chair declared that an open meeting may have detrimental effect of the negotiating position of the public body, seconded by Mr. Rajeshkumar at 7:52 pm.*

Motion *Mr. Rucho moved to exit executive session and adjourn at 8:09 p.m.; Ms. Pedone second.*

Roll Call Vote

Mr. Frieden, yes

Mr. Rucho yes,

Mr. Crowley yes,

Ms. Pedone, yes

Mr. Rajeshkumar, yes

All in favor

Approved

Respectfully submitted,

Approved: _____

Faye D. Zukowski, Municipal Assistant

Barur R. Rajeshkumar, Chairman

Christopher A. Rucho, Vice Chairman

Marc Frieden, Clerk

Patrick J. Crowley, Selectman

Kristina Pedone, Selectwoman