



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

Select Board/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting
September 20, 2023, 6:00 p.m.
140 Worcester Street
West Boylston, MA 01583
Board Meeting Room 2nd Floor

Members Present:
Kristina Pedone, Chair
Patrick J. Crowley, Vice Chair
James Morrissey, Clerk
Barur R. Rajeshkumar
Marc Frieden 6:35 p.m.

Members NOT Present:

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

THIS MEETING WILL ALSO BE HELD VIRTUALLY IN A HYBRID SETTING
VIRTUAL MEETING INFORMATION:

To Join Zoom Meeting

- <https://us06web.zoom.us/j/87289496812?pwd=QUg2cHBMNmJid0ZIZk9BZTVGbXFzZz09>
- **Meeting ID: 872 8949 6812, Passcode: 01583, Dial by your location: (646) 558-8656 US (New York)**

This meeting will be held in-person at the location provided on this notice. Members of the public are welcome to attend this in-person meeting. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person vs. virtual attendance accordingly.

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.

APPROVAL OF MEETING MINUTES:

July 19, 2023, Regular Meeting Minutes

Motion Mr. Rajeshkumar moved to approve; seconded by Mr. Morrissey.

Approved

REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING SEPTEMBER 7, 2023 through SEPTEMBER 20, 2023: Town Payable Warrants FY2024-11, FY2024-12; Payroll Warrant FY2024-06; MLP FY2024-06 and FY2024-07; Sewer Warrant FY2024-SE06 and FY2024-SE07; and School Warrants FY2024-S04 and FY2024-S05.

Motion Mr. Morrissey moved to approve; seconded by Mr. Crowley.

Mr. Crowley gave an overview of the process of the municipal payables.

Approved

Sujatha Krishnan, Deputy Director of Transportation with CMRPC – TIP Process

Sujatha Krishnam, Kevin Krasnecky and Rich Rydant of CMRPC gave an overview of the Transportation Improvement Program (TIP) which is funded by the Federal Transportation Authority (FTA). Ms. Krishnan explained how CMRPC helps communities with the TIP process. Mr. Krasnecky gave an overview of the TIP initiation and process. He explained how to submit projects through the MaPIT portal. He gave an overview of the three steps involved in the process: Project Request, Project Proposal, and Project Creation. He stated the MassDOT Project Review Committee (PRC) meets three times a year and they score the applications and then the projects are either Approved, Tabled or Denied. He explained once a project is approved by the PRC it can then be considered for the CMMPO TIP program. He stated the eligible projects will be invited to the January CMMPO meeting for presentation. He explained new projects are placed onto the last year of the TIP and the consultant works on completing 25% design during first year of TIP and progressing through design and review to have 75% of design completed by year three and 100% design and Right of Way completed by fourth year and project advertised in the fifth year. He explained currently there are not any supplemental projects programmed and West Boylston could benefit from this. Mr. Crowley asked about the \$25 to \$35 million that is available for each five-year period and feels it is a lot of money for construction but not a lot of miles and asked what the average request is. Ms. Krishnan stated they average three or four projects totaling around \$20 million and looking forward to 2027 and 2028 they have \$10 million and \$17 million left for projects. She stated they do not have a lot of pipeline projects and they are excited West Boylston invited them as the Town has not seen a TIP project in a long time. Ms. Krishnan stated the projects must be on Federally Aid Eligible Roadway in order to qualify. She explained once a project makes the TIP it is almost guaranteed to get completed. Ms. Warren-Dyment stated the Town is exploring Woodland Street as a project being a major connecting road between Route 12 and Holden and is scheduling meeting with MassDOT. Mr. Crowley asked what the match from the Town is, Ms. Krishnan stated it is typically 80% federal funds and 20% town funds and the town's burden is design and right of ways easements. Mr. Rajeshkumar stated Rich Rydant of CMRPC has been studying Route 12 and Route 140 for years with the Planning Board. Ms. Warren-Dyment asked CMRPC if the Town selected Route 12 as a project would they still be responsible for the design, Ms. Krishnan stated the State would as long as the Town was able to get buy in from the State for the project. Mr. Morrissey asked about how long it would take from project conception to making the TIP, Ms. Krishnan stated it may all depend on how quickly the town can get it submitted in the portal and to the project review committee which could be six months to a year then gets to the MCCPO meeting in January then the five-year clock begins. She stated it would be on average about six years. Mr.

Crowley asked if the town has full design the project could be selected sooner if funding is available, Ms. Krishnan stated that is correct. The Board thanked CMRPC for the presentation.

APPOINTMENTS AND RESIGNATIONS:

- **Concurrence on the Town Administrator's appointment of the hiring of John Grosse for the Part-Time position of Food Service Kitchen Manager for the Council on Aging, at Grade C, Step 4, \$19.69 effective October 2, 2023, contingent upon a successful pre-employment physical**

Ms. Warren-Dymont stated he is very excited and long history of restaurant experience and is currently volunteering at the center preparing for the kick off of the lunch program.

*Motion Mr. Crowley moved to approve; seconded by Mr. Rajeshkumar.
Approved*

- **Resignation of Ian Evans, DPW Equipment Operator/Skilled Laborer effective September 29, 2023**

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

1. 18 Malden Street Appraisal:

The Open Space Implementation Committee is working with the owners of 18 Malden Street through Greater Worcester Land Trust to obtain an appraisal of the property. They are also investigating grant opportunities for a portion of the acquisition costs. However, they have not applied for any specific grant as of this time.

2. ADA Project Grant:

Last week, Town Administrator applied for a grant through the Massachusetts Office of Disabilities for the maximum award amount of \$250,000 for Pride Park Phase II. If awarded, this would be one source of funding for the project which is estimated to cost \$775,000. Grant announcements will be made in November/December.

3. Project Eligibility Letter- Myra Luxury Apartments:

We have received the project eligibility letter for Crescent Builders, Myra Luxury Apartments project from the Executive Office of Housing and Livable Communities. The developer is now eligible to apply to the Zoning Board of Appeals for a Comprehensive Permit in the eyes of the Commonwealth. However, the developer is aware there are several conditions precedent which must be met prior to his application being submitted locally. The letter expires on September 13, 2025 unless a comprehensive permit has been issued.

4. Emergency Assistance Supplemental Shelter:

Many have read the headlines about communities notified hours in advance that they would be hosting migrant families. The Healey administration, working with the Massachusetts Municipal Association, is now holding regular briefing updates and has collected key contact information from municipal leaders should migrant families be housed in a community. To date, West Boylston has not been notified they will be hosting any migrant families.

5. West Boylston Hosting Lt. Governor for Municipal Listening Session:

West Boylston is proud to be hosting Lt. Governor Kimberley Driscoll on Thursday, October 26th from 2:30-4:30 for a Municipal Listening Session for the Central Region. The Administration is

seeking suggestions on how to improve state programs and regulations to better serve cities and towns. We are honored to be selected as host community for this important event.

6. Fire Chief Legislative Breakfast:

Last week Town Administrator attended a Legislative Breakfast for the Chiefs of Districts 7, 8, and 14. There, the legislative priorities of the Chiefs were outlined. In particular, she wants to highlight “An Act Creating a Municipal and Public Safety Building Authority”. As the Board is aware, Town Administrator provided written testimony to the Joint Committee on Public Safety and Homeland Security regarding this bill. Although a re-file, this bill is gaining traction this year and would provide much needed funding support for municipal public safety buildings.

7. Storm-Related Mutual Aid:

On September 11, 2023 a heavy rain storm hit the area, causing flash flooding in Leominster. The West Boylston Fire Department received the call for immediate assistance and responded with four firefighters and the Chief. On scene, they encountered chest-high waters and helped residents who were trapped in their homes escape. The Chief also assisted with a technical search for missing residents in a building collapse. Thank you to the West Boylston Fire Department for their quick response! The West Boylston DPW also sent two members of the Department to Princeton to assist with their cleanup efforts following the rain and flooding. This also provided the crew an opportunity for more training in responding to emergencies.

NEW BUSINESS:

- **Town Administrator Annual Evaluation**

Ms. Pedone explained the Board jointly developed goals with the Town Administrator and the evaluation is based on the goals. She explained she received feedback from all the members and compiled a summary. She gave an overview of the summary and feedback on the goals and areas that they would like improvements, and stated overall the rating was meets expectations. She stated the Town Administrator displays knowledge of town government and has a strong work ethic, attends many meetings and is willing to work with anyone in need and they look forward to her growth over the next year and the Board is here for her for support.

***Motion** Mr. Morrissey moved to approve the summary; seconded by Mr. Crowley.*

Mr. Frieden would like to see more positive comments included in the summary such as the addition of three Firefighters and she implemented the agreement for nursing services with the City of Worcester, Mr. Crowley believes the positives are included in the summary. Ms. Pedone has no issue adding in the item Mr. Frieden discussed. Mr. Morrissey stated the goals are vast and broad, he would like to see them narrower and more quantifiable. He stated Ms. Warren-Dyment has a tough job and gives her credit for her work. Mr. Rajeshkumar also agrees there were too many goals and would like to see less going forward. Ms. Warren-Dyment explained all the individual reviews will be placed in her file and not public but the summary is public. Mr. Crowley stated he feels she is doing a great job and continue what she is doing.

Mr. Morrissey and Mr. Crowley rescinded their motion.

***Motion** Mr. Morrissey moved to approve the summary with the two additions as noted; seconded by Mr. Crowley.*

Approved

Ms. Warren-Dyment thanked the Board for their support and stated she has enjoyed the last year in West Boylston and has learned so much. She is excited to the next goal setting session and the future in West Boylston.

Mr. Crowley asked the process to approve the increase according to the contract, Ms. Warren-Dyment stated that would be scheduled at a future meeting.

- **Town Meeting:**

- **Present Draft Semi-Annual Town Meeting Warrant**

Ms. Warren-Dyment presented the draft meeting warrant with seventeen articles and has not yet been reviewed by Town Counsel but they do have it. She gave an overview of articles that were taken off and the ones that will have more review by departments. Ms. Warren-Dyment stated a special joint meeting with Finance Committee will be held next week.

- **Present Capital Items as voted by the Capital Investment Board**

Ms. Warren-Dyment stated the Capital Investment Board met on September 11th and they reviewed four capital requests and three have been recommended for town meeting. She stated the one item denied was the special education van which will be added to the May town meeting. She explained the other items are: reupholstering of the middle high school auditorium \$58,000, DPW Tractor with 150-gallon liquid tank attachment and mower deck \$50,270.50, and Removal of Dead Pine Trees on Crescent Street \$26,305. She explained the total is \$134,575.50 and the Capital Investment Board has not selected a funding source, they are waiting to see what the certified free cash is.

MEETINGS INVITATIONS & ANNOUNCEMENTS:

- **Semi-Annual Town Meeting, Monday, October 16, 2023 at 7 PM Middle/High School**
- **Fall Fest, Saturday, October 21, 2023, 11 a.m. to 5 p.m., Volunteers Needed**
- ***Disability Commission Membership (PC):** Mr. Crowley stated there are three open vacancies currently on this Commission if anyone is interested and he gave an overview of the requirements to be on the committee.

FUTURE AGENDA ITEMS/SELECT BOARD REPORTS:

- Ms. Pedone gave a SWAT update and they are working on a town wide cleanup date.

***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 (Kevin Duffy, DPW Director) 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 to 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 (Kevin Duffy, DPW Director) and the Chair declared that an open meeting discussion may have a detrimental effect on the bargaining position of the public body, Mr. Morrissey at 7:33 p.m.

All in favor

***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 (Interim DPW Director) and the Chair declares**

that an open meeting discussion may have a detrimental effect on the bargaining position of the public body.

Motion *Mr. Crowley moved to exit executive session 8:09 p.m.; seconded by Mr. Rajeshkumar.*
All in favor

Motion *Mr. Crowley moved to adjourn 8:09 p.m.; seconded by Mr. Rajeshkumar.*
All in favor

Respectfully submitted,

Approved: _____

Faye D. Zukowski, Municipal Assistant

Kristina Pedone, Chair

Patrick J. Crowley, Vice Chair

James Morrissey, Clerk

Marc Frieden

Barur R. Rajeshkumar