



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

## **Board of Selectmen/Sewer Commission Meeting Minutes**

<b>Date / Time / Location of Meeting</b> September 19, 2018; 7:00 p.m.; Selectmen's Meeting Room, 140 Worcester Street
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<b>Members Present</b> Christopher A. Rucho, Chairman Patrick J. Crowley, Vice Chair Barur R. Rajeshkumar, Clerk Siobhan M. Bohnson, Selectman John W. Hadley, Selectman
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<b>Members NOT Present</b>
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<b>Invited Guests:</b>
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Mr. Rucho convened the meeting at 7:00, all members are present.

### **Public Comment**

Bill Rivers, 21 Stillwater Heights Drive states that he would like to make it his life's mission to get rid of Charter in town. He would volunteer to help the town with that. He is tired of listening to people complain about their internet and Charter's pricing and services. Ms. Scheipers advised that the town only licenses the cable television portion of their services and we have no control over the internet. Our current license expires in a few years. The Cable TV Advisory Committee would begin their work about 18 months prior to that date. If people have concerns we can forward them to our government liaison. We can help with service issues. She asked that he forward those types of concerns to her. Mr. Rucho would like to schedule this as a future agenda item to look at it. Every time we call Charter they say we never get phone calls. Mr. Crowley states in two years we put out an RFP and they will be the only company to respond. Mr. Rivers would like to speak with them before the RFP goes out and offered to serve on the committee and start the process early. He reports that cable goes in and out and he would like to keep traditional cable in the town. He would do what he can to take it on. Mr. Rucho noted that people who have other cable companies seem to have the same issues. Mr. Rajeshkumar advised that the contact for Charter is on the town's website. Our contract is not an exclusive contract if some other company wanted to come in and compete with Charter they can.

**Review and vote to approve warrants for the period covering September 6, 2018 to September 19, 2018: payable warrants for the town FY2019-11 & 12, payroll warrant FY2019 #06, sewer**

**warrant FY2019-SE06, school warrant FY19-SE, and Municipal Light Plant Warrant FY19 #8 & #9**

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

**Approval of Meeting Minutes:**

September 5, 2018 regular session

Motion Mr. Hadley to approve, seconded by Mr. Rajeshkumar, all in favor.

September 5, 2018, executive session

Motion Mr. Rajeshkumar to approve, seconded by Ms. Bohnson, all in favor.

**NEW BUSINESS:**

1. Recognize the acceptance of the following donations for the Bandstand Committee and to approve expenditure of these funds for general purposes; \$21 in free will donations from September 2 concert

Motion Mr. Crowley to accept the donations, seconded by Mr. Hadley, all in favor.

2. Review warrant articles for October 15, 2018 Semi-Annual Town Meeting

Article 1 – standard article to hear reports of committees.

Article 2 – General Bylaw to ban adult use marijuana.

Article 3 – Zoning Bylaws article on adult use of recreational marijuana

Article 4 - General Bylaw to allow for a 3% sales tax on marijuana sales.

Article 5 is to amend the Personnel Bylaw. It is a budget fix article to modify wages for certain positions. The Personnel Board is meeting on September 27<sup>th</sup> to finalize the tentative schedule. Mr. Crowley requested Ms. Scheipers email that to the Board when available.

Article 6 – this is a budget fix article to modify wages per contracts and revised wage schedule

Article 7 – transportation related expenditure that we have to vote to appropriate.

Article 8 – funds for a second gateway sign \$2,000 from Free Cash.

Article 9 – this is a CPC funded article for affordable housing services in the amount of \$25,000.

Article 10 – purchasing gym equipment for the police station - this is something the Board endorsed as part of the collective bargaining negotiations. The \$5,000 will come from Free Cash.

Article 11 – this is a transfer of \$7,300 from the Cemetery sale of lots account to be used for operational expenses.

Article 12 – this is a request from the Parks Commission for an additional \$2,000 for fertilizer for parks in the amount of \$2,000.

Article 13 – a request from the Parks Commission for \$5,000 for Pride Park maintenance. Mr. Rucho would like more details on that. Ms. Scheipers explained that with regard to the additional funds for fertilizer, Mr. Pedone felt because we are adding the police station and the senior center he would need additional funds. Pride Park has depleted all their original funds they set aside and they need additional funds. Mr. Rucho states that it was great that the donated money lasted for ten years. He does not know if we should make a fund for every individual park. Ms. Scheipers explained that originally the Parks Commission asked for the funds to go into their donations account, however, town counsel said we couldn't do that. By putting it in an article it will be there when they need it

rather than having it in a departmental budget which, if not used, would flow to Free Cash at the end of the fiscal year.

Mr. Rucho questions why we would handle this different than we handle the other parks. Ms. Scheipers explained that the Commission didn't anticipate this when they put the FY19 budget together. In the FY20 budget the funds could just be in the budget. Mr. Crowley does not have an issue with the money, but questions why we are setting this up as a separate fund. He would like it to be included in the budget fix article. Ms. Scheipers states this is how it was requested by the Parks Commission. Mr. Rajeshkumar asked if they could use general parks maintenance for Pride Park. Ms. Scheipers explained that this is extra money for the two additional town facilities, police station and senior center. Mr. Crowley feels it should be money for grounds maintenance. Ms. Scheipers noted that there is a line within the DPW budget for parks maintenance. Mr. Crowley pointed out that the senior center and police station are not parks. He would like to eliminate the word 'parks' and use 'grounds maintenance'. He understands that we traditionally do fertilizer funding via an article because it is a timing issue. He recommends the Pride Parks funds be included in the budget fix article. Mr. Rucho does not believe we will need fertilizer for the senior center for the remainder of this fiscal year. He would like input from the DPW Director. While Ms. Scheipers agree that we could accomplish what the Parks Commission would like to do through the budget fix article, that would require them to accomplish all they want to do before the end of the fiscal year so the funds do not flow to Free Cash. They asked for more money at the beginning of the fiscal year and we were unable to give it to them. Mr. Hadley noted that the contractor will be responsible for the senior center for the remainder of the fiscal year. The Board would like more details.

Article 14 – this article will fund repairs to two Fire Department vehicles, car 2 and the ladder truck are in need of repairs and inspections at a price of \$25,000. This will be funded by the Capital Fund and the CIB is voting on this next week.

Article 15 – this is to repair the chimney at the Library in the amount of \$15,000 to be funded by Free Cash. Mr. Crowley noted that if this is not time critical, it might qualify for CPC funds under historic.

Article 16 – prior year bills - we have none at this time and will pass over if needed.

Article 17 – this is to re-establish the Town's OPEB trust fund. It is being recommended by KP Law due to changes and the municipal modernization bill. We will plan to put some funds in this before we go out for the permanent funding for the senior center.

Article 18 – petitioned article to allow for rainbow crosswalks paid for by raised funds. Diane Hogue the article petitioner, reports that it will cost \$750 in paint for 5 crosswalks. The DPW Director will also provide his costs to paint the sidewalks. Mr. Rajeshkumar asked if the article passes, is it binding or non-binding. Ms. Scheipers states if KP Law were here they would tell you it is a non-binding article. It is also contingent upon those funds being raised. It does not bind the Board to do this. Mr. Crowley asked if the chimney repair could be done through the Municipal Buildings Fund. Ms. Scheipers advised that those funds are for emergency repairs.

### 3. Review and approve Town Meeting Mailer

Mr. Crowley recommends including a copy of the flyer for the town-wide clean up day in with the mailer. Ms. Scheipers pointed out that the letter references the event and directs residents to the website. It was agreed to add the flyer.

Motion Mr. Crowley to approve the mailer with the addition of the flyer for the town clean up day, seconded by Ms. Bohnson, all in favor.

#### 4. Discuss Mixter Building demolition contractor (CR)

Mr. Rucho reports that FISP referred this to the Board of Selectmen. When the town hall was demolished, demo debris was left on site and it added to the cost of the senior center project. The Board is looking into those additional costs and will have an executive session at a future Board meeting to discuss what action we could take against the contractor to make the town whole.

### **APPOINTMENTS AND RESIGNATIONS:**

1. Concurrence on the appointment of Allan Fraser as Building Commissioner effective September 24, 2018 for a term to expire on September 23, 2019 and Consider voting to sign the related employment contract with Allan Fraser for the position of Building Commissioner

This item will be tabled until the next meeting of October 3. Mr. Rajeshkumar would like to know how many people applied, what was the process of selection, and how was the interview committee formed along with their process. Ms. Scheipers will provide that information. Mr. Rucho noted that we are waiting for his state certification as an inspector. He looked into this and it says the state certification is required, however, the job description says something about giving him 18 months to get this. Ms. Scheipers clarified that the town wants the Building Inspector to get Building Commissioner status within 18 months and we would pay for that as we do with other employees. Ms. Bohnson questioned the benefit to the town for having that. Ms. Scheipers will get that information and the cost to the town for the inspector to get that training.

### **TOWN ADMINISTRATOR'S REPORT**

#### 1. DOR Requirements for Sign-off of Tax Rate

Ms. Scheipers reports that there are changes taking place at the state level. In the past DOR required one sign off on the tax rate setting document. This year they are requiring sign offs from a majority of the Board of Selectmen and the Board of Assessors. They will be issued a Gateway password and users name by the Town Clerk. This will take place after the tax rate hearing. We will get more details of that through the Board of Assessors.

The schools have received their MSBA closeout of the windows and door replacement project. The total project cost was \$267,711, and the town will be reimbursed 56%, \$138,670. The money will go back to Free Cash.

#### 2. Q1 report for FY19 Grant Activity

In the first quarter of FY19 the town received \$168,900 in grants on the town side and \$363,691 on the school side. Ms. Scheipers will update the report each quarter. Mr. Hadley asked if the grant writers were involved in any of these. Ms. Scheipers noted that they have been working with the Fire Department on some grants and working with the Council on Aging to develop a list of foundation grants for the senior center.

#### 3. Town Administrator Commitment to Excellence Program

Ms. Scheipers is seeking nominations for the annual Town Administrator's Commitment to Excellence Award. If anyone knows of a deserving employee or committee member she encourages them to submit their name for consideration. Deadline is December 31<sup>st</sup>.

#### 4.Housing Production Plan Update

Community Opportunities Group is working with us to update on Housing Production Plan. The plan will identify the various housing needs which exist in town. It will also identify the number of units we need to develop to meet the state's requirement of 10% affordable units. Tomorrow evening there will be a public forum to get feedback from residents about housing needs. One key question the consulting is asking our residents to consider is do you see yourself living in your current home in ten years and if not what would motivate your change.

#### 5.Early Voting

Early voting will take place in town hall from October 22 through November 2 during regular office hours of the town clerk. Voting machines will be set up in the downstairs land use meeting room. We do not plan to have Saturday hours.

#### 6.FY18 Closeout Status

The Accounting office is finalizing all the numbers. As of this evening they completed the balance sheet and submitted final numbers to the state. FY18 local receipts came \$300,000 over our estimates. We anticipate our Free Cash number to be in the \$700,000 range. Ms. Bohannon asked how we are able to explain to the town that the local receipts are higher than anticipated. Ms. Scheipers advised that a good bulk came in from building permit fees.

### **FISP UPDATE:**

#### Approval of Invoices

Caolo & Bieniek Associates: Inv. # 5847 for \$7,140.00

Motion Mr. Hadley to approve, seconded by Mr. Rajeshkumar, all in favor.

RAC Builders, Inc. : Inv. # 5 for \$302,241.00

Motion Mr. Hadley to approve, seconded by Mr. Crowley, all in favor.

Colliers International: Inv. # 22552 for \$9,297.76

Motion Mr. Rajeshkumar to approve, seconded by Mr. Crowley, all in favor.

Alliance: Inv. # 59925012 for \$1,765.03

Motion Mr. Hadley to approve, seconded by Mr. Crowley, all in favor.

Terracon: Inv. # TA73300 for \$280.00 and Inv. # TA67365 for \$2,058.17

Motion Mr. Hadley to approve, seconded by Mr. Rajeshkumar, all in favor.

#### General Sr. Project Update

Mr. Hadley reports that the building is weather tight, sewer and water lines go in next week, and it is coming along really well.

### **OLD BUSINESS:**

#### 1.Report from Chris Rucho regarding donation of Old Stone Church windows by the Masons

Mr. Rucho reached out to the person in charge of the Lodge who put him in touch with Bev Goodale. The town does have some of the windows. The Director of the Council on Aging is now talking about putting some of them in the senior center. Mr. Rucho thinks we need more details on

this and he reports that Ms. Goodale would like to get as many of the windows as possible because they are part of the history of the Town of West Boylston. We will let the lodge know that we are still looking into it and need a little more time. Ms. Scheipers will discuss this with the Director when she meets with the Council on Aging on October 1.

## **2.Consider re-naming the Celebrations Committee**

Ms. Bohnson requested this agenda item. There are two groups, with similar names and it gets very confusing. She has been approached by people who find it confusing as well. Mr. Hadley notes that there are only two members left on the It's a Celebration Committee and Ms. Scheipers reports that they are looking to step down. The Celebration Committee is the town committee responsible for fireworks and the Christmas Trees on The Common. Ms. Scheipers suggested calling it the West Boylston Town Celebration Committee. She explained that the Celebration Committee met only once last year as they deal mainly with the Memorial Day exercises. We have now added a new member who is looking to bring back other town celebrations. They met today with their new member. Mr. Rucho suggested that they want to get more people involved they should change their meeting times from 10:00 in the morning. Mr. Crowley recommends we ask them what they think their name should be. Mr. Hadley suggested reaching out to the It's a Celebration Committee to see if they plan to continue their work

## **MEETINGS, INVITATIONS & ANNOUNCEMENTS:**

### **1.November Board Meeting Schedule**

Due to the fact that the Board's regularly scheduled second meeting in the month of November is the night before Thanksgiving the Board decided to meet on November 28<sup>th</sup> and November 7<sup>th</sup>.

2.Announce that the following islands are up for adoption and the Board will hold a drawing at its October 3<sup>rd</sup> meeting: Crescent Street at Thomas Street, Woodland Street at Route 12, Church Street @ Route 12, and Maple @ Shrewsbury Streets – cement island

3.September 26, 2018 6:30 – Special Board meeting to review, approve and sign warrant

4. The Planning Board will be holding its public hearing for the adult use of marijuana bylaw on September 24<sup>th</sup>.

5. The Townwide Clean Up is being held on October 13<sup>th</sup> with a rain date of October 20<sup>th</sup>. Mr. Crowley suggested including more information on their website page with definitions of terms such as Corporate Sponsorship or Street Captains. Ms. Scheipers advised that it is in process, we have an interactive map on the website and you can click onto the map to see who the Street Captain is. She reports that we have received a lot of volunteers and emails. DCR is managing the online map. Mr. Crowley asked if there would be a meeting of the Street Captains so they will know what to expect. Ms. Scheipers noted that at the next meeting of the committee they will put together an informational sheet, which they will send out to the Street Captains.

## **FUTURE AGENDA ITEMS/SELECTMENS REPORTS**

Mr. Hadley would like to know how much VHB has been paid over the last five years. Ms. Scheipers reports that she has reached out to the Planning Board clerk and requested the past two years. Mr. Rucho reports that at their meeting the other night they mentioned that they keep a spreadsheet per project. He thinks we need to look at other engineering firms. Ms. Scheipers states that we are having to adjust our fee schedules for Planning Board, Conservation Commission and the

Zoning Board of Appeals. We have to let people know that there are alternate engineers if needed. If they are going to be asked to fund engineers they will have options. Mr. Rajeshkumar pointed out that if there is a conflict with an applicant using VHB then the Planning Board would need to use someone else. Mr. Hadley thinks they should have five engineers to select from. Mr. Rucho would like to include this on a future agenda. Ms. Scheipers noted that the permitting chair group has discussed this and she will ask them for a list. Mr. Rajeshkumar feels we should also do this for town counsel services. Ms. Scheipers noted that we do occasionally use special counsel and the VHB contract has lapsed. Mr. Rucho feels we should reach out to the Chair of the Planning Board as last night they had a discussion about the way the Adult Use of Marijuana Bylaw was sent to the Planning Board. They also mentioned they are hearing rumors about the cemetery the town is building. We will inform the Chairman of the Planning Board that any information they need from the Board of Selectmen or the Town Administrator we will gladly give to them.

Mr. Crowley requested an email draft of the proposed financial policies. He also thanked Kevin and Kathy McCormick for all their work on the four islands they adopted and took care of for quite some time.

Motion Mr. Crowley at 8:15 p.m. to adjourn, second by Mr. Hadley, all in favor.

Respectfully submitted,

Approved: October 3, 2018

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Nancy E. Lucier, Municipal Assistant

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Christopher A. Rucho, Chairman

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Patrick J. Crowley, Vice Chairman

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Barur R. Rajeshkumar, Clerk

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Siobhan M. Bohnson, Selectman

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John W. Hadley, Selectman