



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

Board of Selectmen/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting October 3, 2018; 6:30 p.m.; Selectmen's Meeting Room, 140 Worcester Street
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Members Present Christopher A. Rucho, Chairman Patrick J. Crowley, Vice Chair Barur R. Rajeshkumar, Clerk Siobhan M. Bohnson, Selectman John W. Hadley, Selectman

Members NOT Present

Invited Guests:

Mr. Rucho convened the meeting at 6:30 p.m.

Motion Mr. Rajeshkumar at 6:30 p.m. to enter into executive session under the provisions of Massachusetts General Laws, Chapter 30a, Section 21(A), Part 3 to discuss strategy with respect to potential litigation with the demo contractor for the Mixer Demolition Project, second by Mr. Crowley. The Chair declared that an open meeting discussion may have a detrimental effect on the bargaining position of the public body and the Board will reconvene in open session. Roll call vote: Mr. Rajeshkumar yes, Mr. Hadley yes, Mr. Rucho yes, Mr. Crowley yes. Ms. Bohnson arrived just as the Board entered executive session.

Motion Mr. Crowley at 6:53 p.m. to adjourn, seconded by Mr. Hadley. Roll call vote: Ms. Bohnson yes, Mr. Crowley yes, Mr. Rucho yes, Mr. Hadley yes, Mr. Rajeshkumar yes.

RECONVENE AT 7:00 P.M.

PUBLIC COMMENT:

No one came forward for this agenda item.

APPROVAL OF MEETING MINUTES:

September 19, 2018 regular session

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

September 26, 2018 regular session

Motion Mr. Rajeshkumar to approve, second by Mr. Crowley. Vote on the motion- Messrs. Rucho, Crowley Rajeshkumar, and Hadley yes, Ms. Bohnsen abstains as she was not in attendance.

Review and vote to approve warrants for the period covering September 20, 2018 to October 3, 2018: payable warrants for the town FY2019-13 & 14, payroll warrant FY2019 #7, school warrant FY2019-S4; sewer warrant FY2019-SE07 & SE08, and Municipal Light Plant warrant FY19 #10

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

NEW BUSINESS:

1. Recognize the acceptance of \$775.00 in personal donations from individuals and businesses in the community from April 2018 to June 2018 to the Council on Aging and to approve the expenditure of these funds for general purposes

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

2. Consider amending the membership number for the Economic Development Task Force (JH)

Mr. Hadley, who chairs the Economic Development Task Force, reports that they have had difficulty getting a quorum and would like to reduce the current membership of 7 to 5 full members and one associate member. Ms. Scheipers advised that there is no provision for an associate member. Mr. Crowley asked if he had a member who was not showing up for meetings. It was agreed to table this item until the next meeting to give Mr. Hadley an opportunity to speak with the other members.

7:15 p.m. PUBLIC HEARING: in conformity with the requirements of the General Bylaws of the Town of West Boylston, ARTICLE XXIII - PUBLIC HEARING AND NOTICE, for the purpose of considering amendments to a number of the policies contained in Section F of the Board of Selectmen's Policy Book

Mr. Rucho opened the hearing and Mr. Rajeshkumar 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, October 3, 2018, at 7:05 p.m. for the purpose of considering amendments to a number of the policies contained in Section F of the Board of Selectmen's Policy Book. Those policies include Policy F4 Investment Policy, Policy F5 New Growth Taxation Revenue Policy, Policy F6 Policy on Fraud Prevention & Detection to be replaced by an Antifraud Policy, Policy F7 Fund Balance Policy to be replaced by a Financial Reserves Policy and Policy F8 Cash Receipts, Cash Disbursements, Petty Cash, Tailings and Reconciliation of Cash Policies and Procedures to be replaced by a Revenue Turnover Policy, a Reconciliation Policy, a Disbursements Policy, and a new Tailings Policy. The meeting will be held in the Selectmen's Meeting Room of the town hall located at 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 September 19, 26, 2018.

Ms. Scheipers has been working with her Finance Team which consists of the Treasurer/Collector, Town Accountant and Regional Assessor. They were concerned that the Municipal Modernization Bill made a number of changes in state law and that our financial policies

should reflect those changes. They received a couple of financial policies from other communities who had already updated their policies with the assistance of DOR and consultants. Policies F1, 2, 3 and 9 will remain as is. The others are being amended. The Investment Policy is being replaced, the New Growth Taxation Revenue policy is being updated, the Policy on Fraud Prevention & Detection is being replaced by an Antifraud Policy and the Fund Balance Policy is being replaced by a Financial Reserves Policy. The Cash Receipts, Cash Disbursements, Petty Cash, Tailings and Reconciliation of Cash Policies and Procedures is being replaced by separate policies entitled, Revenue Turnover Policy, Reconciliation Policy, Disbursement Policy and Tailings Policy. The policies were reviewed by the Finance Committee and they provided edits on four. Ms. Scheipers has been working with Mr. Crowley on the documents and his suggested edits are also included in the draft policies.

Mr. Crowley reports that he went through all the policies with a fine toothed comb, made changes, which mostly were typographical and he thinks the policies in total are well written. They protect the town from theft and set the town up to do the right things financially. He recommends the Board accept the draft policies as written. There is no Board comment or comment from the audience.

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

Motion Mr. Crowley to accept the policies as written, second by Mr. Rajeshkumar, all in favor.

NEW BUSINESS (cont):

3. Consider approving proposed sign for the Department of Public Works

Mr. Jackson provided the Board with a photo of the new sign he would like to install in the grass island in front of the DPW. It is similar to the design for the town hall and will be installed by the DPW employees. It is a double-sided sign, it will have the address on the bottom, sit perpendicular to the roadway, and he is also getting a quote from another vendor. Should the quote from the other vendor be lower, he will go with them. He will also look into solar lighting.

Motion Mr. Rajeshkumar to approve the sign design, second by Mr. Hadley, all in favor.

4. Drawing for Adopt an Island Program

The islands that are available include the Island at Woodland/West Boylston Streets, Island at Church/West Boylston Streets, Island at Thomas/Crescent Streets and the Cement Island at Maple/Shrewsbury Streets. Two businesses submitted applications. The island at Woodland/West Boylston Streets will go to Autowright Motors and the island at Church/West Boylston Streets will go to Reservoir Garage. There are only two islands now available.

5. Review of VHB Charges (CR)

Mr. Rucho would like to table this until the next meeting. Mr. Hadley would also like to get quotes from other engineering firms.

6. Cemetery Land Acquisition Next Steps – Application to DCR

The Board received a letter from DCR in response to Mr. Gambaccini's letter requesting a determination on whether DCR had any jurisdiction over the Gambaccini land off of Maple Street. DCR said they do have jurisdiction because it is within 0-200 feet of a tributary and within 200-400 feet of a tributary and bordering vegetated wetlands. They have given us nothing to appeal. Ms. Scheipers met with John Scannell and he said if we want to move forward with a formal request for

a waiver it would require that we do a formal engineering plan and file a letter to DCR asking for an informal advisory opinion. We should include some aerials in the packet. Ms. Scheipers asked the Board to authorize the Cemetery Board Chairman and the Chairman of the Board of Selectmen to work on developing the letter requesting an informal advisory opinion. Mr. Hadley questioned who would pay for the engineering plans. Ms. Scheipers is not sure that the Cemetery Department has funds for this and it might require an appropriation at town meeting. Mr. Crowley questioned the tributary. Ms. Scheipers reports that John Scannell would like the town to find a way to avoid the orange area on the map and have the access somewhere else. They would view that as a nominal impact and he feels that would likely be approved. The majority of the area impacted would be further back. It would be highly unlikely to have an entrance off of Maple Street. Mr. Hadley feels the real problem is then we do not have an entrance any more and it would have to come off of Pierce Street. It was agreed to ask them for an advisory opinion on the Pierce Street frontage areas.

Motion Mr. Crowley to send a letter to Patricia Curtis and ask for an advisory opinion on the Pierce Street frontage areas, seconded by Mr. Hadley, all in favor.

7. Consider approving the hiring of Jacob Karsina as Production Assistant for WBPA-TV, at Step 1 of Grade 2, \$13.66 an hour effective October 7, 2018

Motion Mr. Hadley to approve the hiring, second by Mr. Crowley, all in favor. Mr. Rucho reports that Jacob came in two or three times to learn the equipment and volunteer at the cable station and now they have decided to hire him.

8. Consider voting to accept the surrender of the All Alcoholic Beverage Liquor License issued to Keepers d/b/a Mortell's Grill & Spirits 175 West Boylston Street

Motion Mr. Crowley to accept the surrender of the license, seconded by Mr. Hadley, all in favor.

OLD BUSINESS:

1. Sewer Rate Review and Adjustments

Mike Schrader of Tighe & Bond joined the Board. He reports that he looked at some preliminary numbers on revenue and he is happy that the usage was within .09% and the total expenses were within 1% of our projections. It looks like we are still on track. There maybe adjustments in 21 or 22 different than what is showing. He recommends continuing with the 8% increase in sewer rates as previously predicted. He will spend a little more time with the numbers to see where we are going. Ms. Scheipers reports that the original intent for tonight's discussion was to have Ms. Schrader show us where he sees us on the trends. We will schedule the public hearing to consider raising the sewer rates for November 7. At that time he will show us what an 8% increase would do for us. He thinks in 22 or 23 we may be low as far as dipping into retained earnings. Mr. Crowley asked if he plugged in the 20-year plan infiltration dollars. Mr. Schrader indicated that he had. He will provide more details at the public hearing. Mr. Crowley asked if the town received any complaints after the sewer rates were increased last year. Ms. Scheipers indicated that we did not.

TOWN ADMINISTRATOR'S REPORT

1. WBHA and WBAHT RFP for Development of affordable housing for seniors and veterans

Ms. Scheipers reports that the West Boylston Housing Authority and the Affordable Housing Trust have reached an agreement to work together and develop an RFP for seeking proposals from developers for the creation of 60 units of housing through a long-term ground lease. It would be used to rank proposals on developmental style. The agreement is now in place. Mr. Hadley, who serves on the Affordable Housing Trust, reports that they have been working on this almost four years and it has been a long road.

2. Employee Compensation Study

Ms. Scheipers reports that the Personnel Board finalized and vote the revised grade schedule for the updated job descriptions at their last meeting. Today we held an informational session with the employees on the process taken. We are seeking town meeting approval and the Personnel Board is prepared to meet with any employee who feels their wage adjustment should be adjusted. Mr. Hadley asked who determines this, the Personnel Board, Board of Selectmen, or the Town Administrator. Ms. Scheipers advised that per by law, it is the Personnel Board. Mr. Rucho's only concern is it looks like it puts a dot that three people have gone down but it looks like only 2 have gone down and the Municipal Assistant position the grade goes up. Ms. Scheipers explained that the asterisk notes that the rate of pay for the position is beyond the current rate for the grade. Mr. Rucho pointed out that the grade goes from 5 to 9, wouldn't that be an increase? Ms. Scheipers advised no, you would need to know their current rate of pay. He also asked once we vote this at town meeting, then what. Ms. Scheipers states the people who would change the grade it would be on file in their personnel file and the Town Accountant's office and any wage changes would begin effective October 28th. The Personnel Board is working on putting the dollar amount with it. No one will have a decrease in pay.

Mr. Hadley asked if someone was moved from a 3 to a 2 when will they get their next step. Ms. Scheipers noted that if they are not currently maxed out it will be two years, per the bylaw. If they are maxed out, they would only get a cola. Everybody else would be on their normal anniversary date. For people currently maxed out if they go to a low grade and they have more opportunity. Mr. Hadley wishes we had more information before town meeting. Mr. Rajeshkumar feels because the Board is only seeing the changes today, maybe we should not go forward. Mr. Rucho voiced concern that the Personnel Board is saying this is what we say should happen you have no say. Ms. Scheipers noted that is their responsibility.

Mr. Crowley pointed that there are people who are being moved down to lower grades and maxed out on their steps. So while they are not taking a pay cut they are getting a small increase. Mr. Rucho has a concern with the fact that the only thing the Board gets to do is fund this.

Mr. Hadley has an issue with not getting enough information by town meeting. Ms. Scheipers noted that we can only change a grade if the job responsibilities have changed. Ms. Bohnson asked if the Board would get to review the job descriptions. Ms. Scheipers notes that the job descriptions do not go to the Board of Selectmen. Town meeting gets to approve the funds there is more than enough money in Article 10, the wage adjustment article, to fund this. What is being proposed is the wage schedule within the bylaw. Ms. Bohnson asked if this is the normal in other towns. Mr. Crowley states that it is no different than when we vote at town meeting the new wage scale. We adjust the cost of living adjustment. The Personnel Board will present this at town meeting. They will be doing a presentation. Mr. Rucho is supposed to read the motion for this article, however, he thinks the Personnel Board should move the article. Ms. Scheipers notes that the Personnel Board will be doing a presentation at town meeting. Mr. Crowley pointed out that when we have the annual cost of living

adjustment article the Board moves the article and the Personnel Board says we recommend approval. He recommends Mr. Rucho state that if there are questions they can be answered by the Personnel Board. Mr. Rajeshkumar does not think it is clear and he thinks it is premature. Mr. Rucho asked didn't the Personnel Board have a meeting they invited employees to. Ms. Scheipers advised that there are two employees who had concerns and they will meet with the Personnel Board. There will be an appeals process. Mr. Hadley asked what happens in the appeals process. Can they change the grade? Ms. Scheipers noted that the Personnel Board has the ability to change the grade. They would go through the regrading process. Mr. Hadley asked what else does the Personnel Board do. Ms. Scheipers replied, interpretation of the bylaw.

Ms. Bohnson would like to understand more of what the committee is doing. She suggested having them come before the Board to share their knowledge. She would like to know what is going on. Ms. Scheipers reports that we have been discussing this for quite a while. All nonunion job descriptions were updated.

Mr. Crowley noted that in looking at the chart if you exclude the asterisk positions, which are working out of grade, only two positions will be limited in their growth and only two have gone up a grade. He would like a two and four year budget forecast.

Mr. Rajeshkumar asked things like an administrative assistant, there is one for building and one for Board of Health he asked isn't it the same thing? Ms. Scheipers explained that it differs by position as one may have to deal with more confidential information. Mr. Crowley states the Personnel Board will have to have the information to answer the questions at town meeting. Just because we do not know all the nitty gritty details it is not under our purview in the way most of the other articles are. Ms. Scheipers noted that the funding for the article has already been allocated. Mr. Rucho thinks in the future this will cost a lot. Ms. Bohnson asked about the town accountant as it doesn't have a step and the DPW director as well. Mr. Crowley explained that those are contract employees and those positions listed in grades 11, 12 and 13 have contracts. Mr. Hadley agrees it is the Personnel Board presenting he doesn't think there is enough information available to bring to town meeting.

Mr. Rucho states that when you told us that funding is all set, we didn't look at all the cable access positions. Ms. Scheipers advised that the funding for the wbpa-tv positions would come from a different funding source as the PEG Board is funded by a fee charged by Charter. Ms. Bohnson would like updated information.

Ms. Scheipers will send the questions to the Personnel Board. We will have the budget projections on the steps so we will be ready for town meeting. Mr. Hadley thinks it is too much information and it is too late.

3. Trial Police RAD program – Establishing trial program with town employees

Ms. Scheipers reports that the Police Department is putting together a trial program with town employees on Rape Aggression Defense training. They will be reaching out to female employees to participate in this trial program with the hope of being able to offer this to town residents in the future.

4. We have a new business moving into town at 73 Sterling Street, Next Level Up Academic and Coaching Center. They will have a ribbon cutting on October 25th.

5. Other Updates

Free Cash has been certified in the amount of \$731,036 and we have \$896,687 for the sewer enterprise account. This is \$20,000 more than last year.

The FY19 legal expenses to date total \$8,823, \$5,393 of that is due to ZBA activity.

6. MMA Annual Meeting & Trade Show Jan 18th and 19th. Information on the event is in the most recent Beacon.

APPOINTMENTS AND RESIGNATIONS:

1. Concurrence on the appointment of Peter Bove as a Special Officer for detail work at a rate of \$48 an hour for the period covering October 4, 2018 through June 30, 2019

Motion Mr. Crowley to concur with the appointment, second Mr. Rajeshkumar, all in favor.

MEETINGS, INVITATIONS & ANNOUNCEMENTS:

1. Fire Open House on 10/21

2. October 15, 6:30 p.m. – Special Meeting of the Board prior to Semi-Annual Town Meeting – cafeteria, Middle/High School

3. October 15, 7:00 p.m. Semi-Annual Town Meeting, Middle/High School Auditorium

4. For information on additional extended early voting hours look at the website or contact the Town Clerk's office. Originally we were told that they would be the typical town clerk hours and they are now looking at additional hours.

5. The town-wide clean up day is the 13th of October with a rain date of October 20th from 9-noon. A number of people have already signed up to volunteer.

5. Oct 20th free paper shredding event at the regional center

FUTURE AGENDA ITEMS/SELECTMENS REPORTS:

Mr. Rucho asked if the goals are posted on the website. Ms. Scheipers will present an update at the October 17 meeting and noted that they are not yet on the website.

Motion Mr. Crowley at 8:21 p.m. to adjourn, second by Ms. Bohnson, all in favor.

Respectfully submitted,

Approved: October 17, 2018

Nancy E. Lucier, Municipal Assistant

Christopher A. Rucho, Chairman

Patrick J. Crowley, Vice Chairman

Barur R. Rajeshkumar, Clerk

Siobhan M. Bohnson, Selectman

John W. Hadley, Selectman