



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

Board of Selectmen/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting November 28, 2018; 7:00 p.m.; Selectmen's Meeting Room, 140 Worcester Street
--

Members Present Christopher A. Rucho, Chairman Patrick J. Crowley, Vice Chair Barur R. Rajeshkumar, Clerk John W. Hadley, Selectman
--

Members NOT Present Siobhan M. Bohnsen, Selectman

Invited Guests:

Mr. Rucho convened the meeting at 7:00 p.m. All members are present.

1. PUBLIC COMMENT – 7:05PM

No one came forward under this agenda item.

2. APPROVAL OF MEETING MINUTES:

- November 1, 2018, regular session
Motion Mr. Rajeshkumar to approve, second by Mr. Hadley all in favor.
- November 7, 2018, regular session
Motion Mr. Hadley to approve, second by Rajeshkumar all in favor
- November 7, 2018, executive session
Motion Mr. Hadley to approve, second by Mr. Rajeshkumar all in favor

3. REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING NOVEMBER 8, 2018 TO NOVEMBER 28, 2018: PAYABLE WARRANTS FOR THE TOWN FY2019-20, 21 and 22, PAYROLL WARRANT FY2019 #10 & 11, SEWER WARRANT FY2019-SE12, SCHOOL WARRANT FY2019-S8, AND MUNICIPAL LIGHT PLANT WARRANT FY19 #14 and #15

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

4. NEW BUSINESS:

1. Jack McCormick regarding financing of Memorial Day

Jack McCormick and Michael Mulryan joined the Board. Mr. McCormick informed the Board that he has a balance in his revolving account of \$585.59 and has sufficient funds to purchase flags for three cemeteries. He needs an additional \$1,500 for the sound truck memorial day wreaths and geraniums. Without those additional funds there will not be a Memorial Day Parade. He stressed that we need a long-term funding solution. He previously had a budget of \$2,200, which was eliminated in 2009. He is unable to order any items unless he has the funds to pay for them. It's a Celebration previously helped out with funding and they are going out of business. Mr. Mulryan explained that he works with Jack on the parade. He plants the geraniums that are provided. He feels very strongly that veterans should be honored in an appropriate manner and not done on the cheap. He asked the Board to reinstate the line item in the budget for the Memorial Day program.

Ms. Scheipers feels the only way this could be funded is through a Finance Committee Reserve Fund transfer. The argument is it is unforeseen that It's a Celebration was going to close operations. Or we could look to see if there is another account that excess funding in it and we could transfer it at town meeting in June. Mr. McCormick noted that if we hire a bagpiper it is an additional \$500.

Motion Mr. Crowley for the Board to recommend to the Finance Committee that they approve a Reserve Fund Transfer in the amount of \$1,800 to the Celebrations Committee for use on the Memorial Day Ceremony, second by Mr. Hadley. Ms. Scheipers will add this line item under the Veterans' Services Office account.

Maro Flagg of Flagg RV, who is in the audience this evening, would like to donate to the parade and pay for it in the name of his father who marched in the parade 50 years ago.

2. Mark Wyatt – Application to Serve on the Zoning Board of Appeals as an Associate Member. If approved, effective November 29, 2018 for a term to expire on April 30, 2020

Mr. Wyatt joined the Board. He explained that he is a board certified insurance auditor, volunteers in Little League and coaching. He thought this would be a good opportunity.

Motion Mr. Hadley to appoint Mark Wyatt to the ZBA as an Associate Member, second by Mr. Rajeshkumar, all in favor.

3. James Flagg – request to amend Class I licenses for 66 West Boylston Street and 76 West Boylston Street

Attorney Dale Kiley of Bourgeois White LLC joined the Board representing the Flaggs. He explained that they have two, Class I licenses for a total of 125 vehicles. Class I can only apply to motorized vehicles and trailers are classified as recreational and they do not come under a Class I. Chapter 140 Section 58 includes trailers only when they are being towed. When it sits on a lot is not subject to a Class I license. In 540 CMR code for registry of motor vehicles Section E further defines recreational vehicles. A recreational vehicle under the Mass law is any motorized vehicles used for recreation and it can even be a boat or a 4-wheeler. It only becomes a motorized vehicles when it is attached. They are seeking an increased to 200. Class I license only includes motor homes. If needed Attorney Kiley would file for a declaratory judgement with the court.

They would like 125 motorized vehicles. They do not want any restrictions on the pull behind trailers. Mr. Hadley asked up the street at the VFW is there a license for that? Mr. Kiley asked what kind of license is necessary. Ms. Scheipers reports that the building department reviewed this and concluded it was storage only. Mr. Rajeshkumar advised that anything over 15 vehicles requires a

site plan review. Mr. Rucho noted that when this license was first granted it was for vehicles or units and that was on October 6, 2004. The minutes state that 'Mr. Brackett, the attorney for Flagg RV, understands the concerns Mr. Fallavollita raised and he understands the conditions would be that the trailers were going to count in the overall count. Mr. Kiley states that travel trailers are not motorized vehicles. The vehicles are not sold and they are not required to have a site plan review. Mr. Flagg submitted a plan for 200 motor homes on the lot. Right now they have 231. Mr. Kiley added that the registered vehicles also come in for service and are transient and come in and out. It was noted that the application for the license in 2007 stated they would like 70 new/used motor homes and 30 repairs. Mr. Kiley says they are in compliance with the license as it is right now if you take the definition language in the statute. Motor homes is the only motorized vehicle on the lot.

Mr. Rucho noted that 66 West Boylston Street currently has 29 units and it is licensed for 25. Mr. Flagg states that it is a combination of motorized vehicles and travel trailers. The Building Inspector reports that he counted 46 registered vehicles with license plates in different areas of the lot. He did not count how many of those were unregistered.

Mr. Flagg explained that when he came here in 1981 and acquired his license it was for five new and two used and nothing was required for travel trailers. His nephew came in they were partners in 2004. Travel trailers do not require a license and you can put as many new trailers as you can have. Mr. Rucho noted that in the past you have come in to ask for an increase in your numbers because you were over. Mr. Kiley feels the confusion lies with travel trailers. They do not require a Class I license. They are motor homes as the current license states. Mr. Hadley noted that the Fire Chief is concerned with fire lanes. Mr. Kiley states they want to be in compliance with their permit and in order to do that you need clear definition of what governs a Class I and how many they can have. Mr. Rajeshkumar asked how many motorized vehicles are in the lot. Mr. Flagg states about 50 for sale and 40 for service. This time of the year we have more in for service.

The Fire Chief wrote that the space, as used now, he has adequate access. Mr. Crowley recommends keeping the licenses the way they are and give them to town counsel and ask him what this means. If it legally means motorized vehicles and if they are in compliance we do not have an issue. He would rather not increase to 200 then somebody says 200 is 200 motorized vehicles. Mr. Rucho asked how the Board could control the numbers on non-motorized vehicles. Mr. Hadley likes Mr. Crowley's idea.

Mr. Scheipers feels we need to ask counsel to what degree can we add conditions to the license and dictate the number of trailers as a condition. Mr. Tignor asked if a travel trailer does not become a vehicle until attached to something motorized what if it not being towed? Mr. Tignor thinks it is semantics. Mr. Rucho would like to reach out to the fire chief again.

4. Clarification on retiree health insurance contribution rates

Town Accountant Leslie Guertin joined the Board to request clarification from the Board on the percentage of health insurance town retirees pay. The Board voted back in January of 2010 to use two rates for active employees. Employees hired prior to March 1, 2010 would pay 80% town/20% employee for an HMO plan and for a PPO plan they would pay 60% town/40% employee. For employees hired after March 1, 2010 it would go to 70% town/30% employee for an HMO plan and for a PPO plan they would pay 50% town/50% employee. One of her goals for this year is to develop a health insurance policy and contribution rates would be one of those elements. She asked how the Board would like to handle the retirees. Mr. Rucho thinks they should pay the percentage they paid

before they retired. Mr. Crowley agrees. You wouldn't retire and get better benefits than the people still working.

Motion Mr. Crowley that the health insurance percentage share for retirees be the same as it was when they were an active employee and health insurance contribution rates for retirees would have two categories based on their date of hire.

5. Consider request from Veterans' Service Officer to install a parking space at town hall specifically for Veterans in accordance with The Brave Act of July 25, 2018

Mr. Crowley understands where this is coming from, however today most able body veterans are not looking for a saved spot. If you are a disabled Veteran we have handicapped parking and as a veteran he doesn't think this is necessary. He also spoke with some veterans and they said they would not use the spot. It was agreed to pass over this item.

6. Consider approving the following individuals as seasonal snow plow drivers driving town vehicles for the Department of Public Works effective November 28, 2018: William Mulcahy, Steve Mulcahy, Kevin LaClaire and Keith Fancy

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

DPW UPDATE:

1. 1500 Century Drive sewer privilege fee waiver request

Mr. Jackson reports that he received this request from Mass Materials Research and they never received a bill or a notice. Because this is outstanding the new owner of the property cannot get title insurance. When the building sold the Water District will do a final read and the sewer department goes into their system to generate the final bill. Keri has no record of the betterment ever being paid. There are four buildings on Century Drive and two never paid a betterment or privilege fee when they connected to the sewer system. They did pay a \$220 connection fee. All this transpired prior to the sewer department being established. The fee would be \$8,868 based on today's flows and Fran Shoreys the President of Mass Materials Research and the owner of the property would like this fee waived.

Mr. Crowley asked about the Municipal Lien Certificate. In looking at the paperwork the Certificate says he owes \$6,365.48 and it was generated on October 26, 2018 and the building sold on October 31. Mr. Crowley pointed out that it pre-dates the sale and should have been taken care of at the closing. Janice Ash, Assistant Tax Collector for the town, states that she prepared the Municipal Lien Certificate. Mr. Crowley informed Mr. Shoreys that his attorney did not do his due diligence and it should have been addressed at the closing.

Mr. Shoreys states that he had no knowledge there was nothing there when they checked with the town. He reports that they sold the building and one week later he received a call from the attorney who he said he tried to get title insurance and they found this. He feels it has to be an error because he pays his bills. The attorney said he bought him some time but he needed to be aware that they he is in breach of the guarantees and warranties he signed regarding free title and encumbrances on the property. If this cannot be cleared up he will be in breach of contract. He gave the history of his 40 years in West Boylston. In 2000 he decided he needed to move from his other building as he has a laboratory and deals with quality control. They made the decision to expand and stay in West Boylston rather than moving to either of his two other out of state locations. He sponsored the PWED

and CDAG grants and located his building in the far back property of the parcel to have the road paid for. He is frustrated that if he owned money he never received any notification in 17 years and now it pops up and puts him in default. He noted that he also helped the town when they wanted to bring electricity into the industrial park by granting them a right of way easement.

With regard to the Certificate of Municipal Liens Ms. Ash reports that she sends them to the lawyer either by mail or by fax so they have it in their hands for the closing. Mr. Hadley noted that both the attorneys for buyer and the seller get a copy of the Certificate. Mr. Shoreys would like to know why he was given something that said it was free and clear. Mr. Crowley told him it was the responsibility of his lawyer and the amount is printed right on the Certificate and he had it five days before the closing. He also stated that if you pay the bill the lien goes away. Mr. Shoreys is afraid if he pays the bill then you are in default of what he signed saying it was free and clear. Mr. Crowley stressed that this is not on the town it is on his lawyer who did the closing and missed this.

Motion Mr. Crowley that the owners privilege fee for 1500 Century Drive be adjusted to \$6,365.48, second by Mr. Hadley all in favor.

Motion Mr. Crowley that the privilege fee on the Municipal Lien Certificate dated October 26, 2018 for 1500 Century Drive is correct, second by Mr. Hadley, all in favor.

2. Other Updates

Mr. Jackson reports that Lee Street is getting to be a problem and he will need to come back before the Board on that. Mr. Rucho noted that we had some issues with the plows digging up residents' front yards. He asked if they could be a little more cautious about that. Mr. Jackson encouraged people to put markers out. Mr. Rucho noted that the person who had damage did put out markers last year and they were plowed down.

OLD BUSINESS:

1. COA proposed list of purchases from Migridichian gift funds

Council on Aging Chair Janice Ash joined the Board with Council on Aging Director Lisa Viklund. Ms. Viklund developed a list of what she items and then she talked with Ms. Ash and they discussed it at a COA meeting. Ms. Scheipers noted that that because the \$15,000 is a gift the Board of Selectmen the items need to be approved by the board. Ms. Viklund reports that they have now amended the list and recommend we remove the pool tables and the outdoor furniture. They have not brought the updated changes to the COA. Mr. Crowley does not have an issue with the items on the list but noted that the price range is wide. He would like to see we have \$15,000 and we will get these items with specific amounts of money. Ms. Viklund stats that the stage is an exact amount but we need to add guard rails for \$400. Ms. Scheipers suggested Ms. Viklund check with the Mass Office of Disability to see if we are required to have assisted listening devices for a room which can accommodate over 50 people. She noted that Mr. Migridichian, who donated the \$15,000, would like safety related items and suggested two AED units and first aid kits. Ms. Viklund believes those are in the budget. It was agreed that this will come back before the Board as Mr. Migridichian is obligated to pay this by December 31st and he wants to see what it will be used for. Mr. Rucho doesn't think we should focus on spending the entire \$15,000 now as there maybe things we think of after the building opens. Ms. Ash and Ms. Viklund will return with what the Council on Aging believes we need to purchase with the donation. We will also confirm that the pool tables are in the budget.

2. Discuss putting Planning Board Engineering Services out to bid

Planning Board Chairman Paul Anderson joined the Board with Planning Board Clerk Vincent Vignaly. Mr. Anderson questioned why the topic of putting out to bid the Planning Board's engineering services contract came up and what the concerns does the Board have. Mr. Rucho noted that everything else we do we put out to bid. Ms. Scheipers noted that although engineering is exempt it is a best practice that you go out to bid. Mr. Anderson is concerned that if it isn't broken do not fix it. They are happy with the services VHB provides them and questioned whether somebody is unhappy with them. Mr. Rucho states if we do not go out to bid we do not know if the price and performance is an issue.

Mr. Vignaly reports that 15 years ago they went out to bid and entered into a contract with VHB and that is the contract they continue to work under. Ms. Scheipers noted that contract cannot go beyond what the state says is a maximum or it would require a town meeting vote. Mr. Vignaly noted that the contract language allows for the contract to automatically renew for additional years. They are still honoring their 2003 rates. If it goes out to bid VHB's hourly rate will increase from the \$130 they currently pay. It could go to \$180 an hour. The contract is based on performance, experience and qualifications. They have 18 years of experience with the town's bylaws and regulations and they have had no problem with them. They respond within 24-48 hours when called and their performance has been proven. If it goes out to bid the rates will increase.

Mr. Crowley asked if they had compared the bottom line bill that they do for us to a similar town. Mr. Vignaly states that they have not. We look at the hours and the hours seem reasonable. The only thing he is hearing from the Board of Selectmen is they say they are real expensive. They have not received anything specific it is a general they are too expensive. With some projects they may need to review a revised plan and that would be additional hours. The Planning Board provided the Board with a history of the review fees for all their projects. There was also a question about why was the review fee for Emuge so high but they didn't get any questions. The general consensus is that they are pleased with VHB and feel there is no need to go out to bid. Mr. Hadley thinks that when somebody is doing a project they should be able to select for four or five engineering firms to get quotes. Mr. Vignaly asked if he had any experience with that occurring in any town as he has never seen that in other towns. Mr. Hadley thinks the applicant should be able to pick from a list of qualified engineers. Mr. Rucho asked what happens if the applicant uses VHB for their engineer. Mr. Vignaly reports that they had that situation with Cumberland Farms and CVS so they hired an outside engineering firm. The Planning Board found that firm not as responsive and members of the board had to do a little more monitoring. At CVS the island shape was not correct and the review engineer missed a few things. VHB made the changes before the review engineer commented on it.

Mr. Crowley states that he is hearing that the Planning Board is happy with the services and the reason we have them is to protect our interest. Mr. Rucho finds it hard to believe that any company can survive by not raising their rates. Mr. Vignaly states that he has looked at other town review engineers. He also noted that the town uses Weston & Sampson who did the design of the town's sewer system and now they do the town's Operation and Maintenance. He feels that if they go out to bid it will be tough to find a better engineer than VHB and he would like to keep it as in. If they had documented specific concerns they would deal with them it might be different but they have not gotten a single complaint. Mr. Rucho would like to put this off to another meeting to get a copy of the contract. Ms. Scheipers advised that you need a contract for something that has a value of \$5,000 or more. Mr. Anderson asked if that means that the contract term needs to be renegotiated. Ms. Scheipers

feels it would depend on VHB and we could just change the date. We will find a copy of the entire 2003 contract. Mr. Rajeshkumar asked if we had a contract with town counsel. Ms. Scheipers noted that it is one of the things you do not have to have a specific contract for. We will also check on the last time we went out to bid for town counsel services. If we have to update the contract we will have KP Law prepare it.

TOWN ADMINISTRATOR'S REPORT

1. Police Chief response to cruiser markings question

Ms. Scheipers reports that Mr. Rajeshkumar asked on behalf of residents in town why the markings on the cruisers were not more obvious in giving the name of the town. The Chief response to that is as follows. There are two distinct reasons for the color schemes and markings on a police cruiser. A marked cruiser is supposed to be easily identifiable as a police car at a scene, driving down the road, or simply parked on the roadside. A marked cruiser is painted with two completely contrasting colors so as to stick out from the crowd. The prominent colors on our cruisers are black and white. The Chief chose the third reflective blue color to specifically mark the car with reflective 'police'. The marked cars display the word 'police' on the vehicle in seven locations. There are two attractive Town of West Boylston patches on the front fenders displaying the words Town of West Boylston, West Boylston Police and also Worcester County Massachusetts on each marked car. Our cars are very easily recognizable as police cars due to the contrasting color schemes and the multiple marking which are 'police' markings. Our cars also display the 911 emergency telephone number as well as each vehicle is assigned a vehicle number and an official blue police plate. The color scheme and markings were changed about 17 years ago with direct input from various groups.

Mr. Rajeshkumar noted that the vehicle says police vehicle it doesn't say West Boylston Police and that was his question. The patch is very small and hard to read. The Town of West Boylston appears on DPW fire and the ambulance. Mr. Hadley asked what the advantage would be in putting West Boylston on it. Mr. Rajeshkumar noted that every town puts the name of their town on their cruisers and a lot of town residents raised that question. Mr. Crowley doesn't have a strong feeling one way or another. He doesn't think it needs to say West Boylston but would not be opposed to it should the remainder of the Board feel strongly about it.

David Femia asked if there is any policy in the Commonwealth of Massachusetts that requires a town to have the town's name on their police vehicle. He noted that every town around us has their name on their cruisers. Mr. Rucho states that he would guess not from the Chief's letters. Years ago he brought up a concern that the DPW had a small seal on their truck and we enlarged it. Ms. Scheipers noted that we get one new vehicle per year and if we want to make that change we should have a conversation to have it included. Mr. Rucho would like to discuss this the next time we purchase a cruiser. Mr. Hadley suggested asking the Chief if he would object to it. Mr. Crowley pointed out that the letter addresses the color scheme of the vehicle. Mr. Rajeshkumar noted that in looking at surrounding towns they all have the town's name on the cruiser.

2. Departments requests to establish BoS liaisons to departments

At a recent department head meeting dealing with communications it was suggested that it would be helpful to establish a Selectmen liaison with each department they thought it would be helpful to have the Town Administrator and one Selectmen up to speed on issues the department faces. It would work much the same way as we do with union contract negotiations. This would be

particularly helpful during the period starting mid-January until such time that a new Town Administrator is on board and up to speed with all departments. She asked the Board to consider this at a future meeting.

3. Mass Community Compact Best Practices Application

We have received notice from the state that they have approved our Best Practices Grant Application for a comprehensive wage and classification study and a long-range financial planning. We will send them a cost estimate for each project and they will generate the contract. The funds will come in after Ms. Scheipers leaves and will allow the town to hire qualified consultants to complete the project which can easily be overseen by either an interim town administrator or a newly appointed administrator. Mr. Crowley asked about the wage and classification study that was scheduled to be on the warrant and then passed over. Ms. Scheipers reports that all non-union job descriptions have been updated. There were some questions about the grading tool used. The intended scope of work for the consultant would be to use a grading tool they feel comfortable with and seek compensation information from other communities. Mr. Crowley questioned where the grading tool came from. Ms. Scheipers advised that it came from past consultants and it was presented to the Personnel Board who agreed to it. She did have a discussion with DOR about this and they said it is because the state passed the new Pay Equity act we need to make sure the pay system is comparable to the school systems as well.

4. 2018 Community Health Alliance

Through the Central Mass Regional Public Health Alliance an updated community health assessment report has been completed. The report studies all communities in the alliances and it looks at the health needs of each community. The four areas of concern are mental health, substance abuse, and social determinants of health, which they define as inadequate housing, lack of access to health care, etc. and chronic conditions and their risk factors which are diabetes and high blood pressure. Our local Board of Health will be working on that. The full report is posted on the Board of Health page.

5. Housing Production Plan

The Housing Production Plan has been approved, it is on the website and it will identify action items we should be taking in order to reach the mandated 10% affordable housing stock.

FISP UPDATE:

Invoices

C&B Associates Invoice #5866 - \$14,280.00

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

C&B Associates Invoice #5885 - \$13,387.50

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

RAC Builders #7, \$604,184.00

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

Colliers Invoice #22934 - \$9,216.67

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

Colliers Invoice #22722 - \$9,216.67

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

Yankee Engineering Invoice #25504 - \$4,678.00

Motion Mr. Hadley to approve, second by Mr. Crowley, all in favor.
Alliance Environmental Invoice #60644531 - \$817.50

Motion Mr. Rajeshkumar to approve, second by Mr. Hadley, all in favor.
Alliance Environmental Invoice #60835746 - \$1,620.00

Motion Mr. Crowley to approve, second by Mr. Hadley, all in favor.
D&L Billiards Invoice #25839 - \$479.96

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

Mr. Crowley noted that all bills are thoroughly reviewed by FISP prior to being placed on the Board's agenda for consideration.

APPOINTMENTS AND RESIGNATIONS:

1. Concurrence on appointing Allen Fraser as Alternate Building Inspector effective November 30, 2018 for a term to expire on April 30, 2019 at \$25.00 per inspection

Motion Mr. Crowley to concur with the appointment, second by Mr. Hadley. Mr. Hadley commented that Mr. Fraser is going to drive to West Boylston from Rhode Island for a \$25 inspection fee. Ms. Scheipers noted that he said he would be willing to be our alternate inspector. Vote on the motion – all in favor.

2. Concurrence on appointing Kathleen Casey to the COA Board effective November 30, 2018 for a term to expire on April 30, 2021

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

MEETINGS, INVITATIONS & ANNOUNCEMENTS:

1. Sunday, December 2 - Historical Society Open House, 3-5:00 pm. at 5:00 p.m. the town Christmas Tree on the Gazebo Common will be lit. Mr. Rucho thanked the Municipal Lighting Plant for the assistance with the tree lighting.

2. Ms. Scheipers noted that some people may be aware of the fact that today there was a community outreach held by a potential application for a marijuana growth facility. We received concerned about the fact that the meeting was held during the weekday at 1:00 in the afternoon. The applicant did hear our concerns and will be holding a second meeting at a time yet to be confirmed. Abutters will get another notice and we will post information on our website. Mr. Rucho reported that there were close to 30 people in attendance and the company who gave the presentation was very good and they had the answers. Mr. Rajeshkumar asked if we will be posting every community outreach on our website. Ms. Scheipers replied no and explained that we agreed to this because it was short notice on this one. We could post them on our website and even host it at town hall.

FUTURE AGENDA ITEMS/SELECTMENS REPORTS:

Mr. Rucho would like to discuss the town website at the next meeting. He is being told that people who are on committees who meet two times a year were being told that they post their own information. He disagrees with that. Ms. Scheipers noted that those committees could have assistance from the Town Administrator or the Town Clerk. Mr. Rucho would like clarification on that.

Mr. Crowley thanked Mr. Flagg for stepping up to support the Memorial Day parade.

Motion Mr. Crowley at 9:38 p.m. to adjourn, second by Mr. Hadley, all in favor.

Respectfully submitted,

Approved: January 2, 2019

Nancy E. Lucier, Municipal Assistant

Christopher A. Rucho, Chairman

Patrick J. Crowley, Vice Chairman

Barur R. Rajeshkumar, Clerk

John W. Hadley, Selectman