



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

Board of Selectmen/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting December 5, 2018; 6:15 p.m.; Selectmen's Meeting Room, 140 Worcester Street

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 6:15 p.m. All members are present.

Motion Mr. Crowley at 6:15 p.m. to enter into executive session under the provisions of Massachusetts General Laws, Chapter 30a, Section 21(A), Parts 2 and 3, to discuss strategy with respect to contract negotiations with non-union personnel, the Building Commissioner and the Town Accountant, and to discuss strategy with respect to litigation with the demolition contractor for the Mixter Building, second by Mr. Hadley. The Chair declares that an open meeting discussion may have a detrimental effect on the bargaining position of the public body and states that the Board will return to open session. Roll call vote: Mr. Hadley yes, Mr. Rucho yes, Mr. Crowley yes, Ms. Bohnson yes. Mr. Rajeshkumar will join the Board in the session.

Motion Mr. Crowley at 6:50 p.m. to adjourn, second by Ms. Bohnson. Roll call vote: Ms. Bohnson yes, Mr. Crowley yes, Mr. Rucho yes, Mr. Hadley yes, Mr. Rajeshkumar yes.

PUBLIC COMMENT (tentative) 7:05PM:

No one came forward for this agenda item.

REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING NOVEMBER 29, 2018 TO DECEMBER 5, 2018: PAYABLE WARRANTS FOR THE TOWN FY2019-23

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

Colleen Abrams - consider signing MESA form, as the land owner, for Pleasant Street project

Ms. Abrams joined the Board and explained that this has to do with the Pleasant Street addition to the Mass Central Rail Trail. They received a grant for this, are ready to proceed, and they have been through the Conservation Commission and received a negative Determination. They are also ready to start repairs on the existing section of the West Boylston rail from the beaver washout to the I-190 bridge. It will be a period of construction and repair, primarily drainage work. That will be done in December. Because there is area has wood turtles the Division Fish and Wildlife, under the National Heritage and Endangered Species Act, have to do a review. The Board as the land owners of the property need to sign the MESA Review application. One copy goes to Fish and Wildlife, one to Wachusett Greenways and one to the town.

Motion Mr. Crowley for the town to sign the MESA Project review form, second by Mr. Hadley, all in favor. Mr. Rucho asked if the entire project is all being done through grant funds. Ms. Abrams states the only thing monetarily we are asking for is your annual operational support.

Meeting with Cemetery Trustees re: DCR feedback on Gambaccini land

Cemetery Trustees Jack McCormick and Ron Menard joined the Board. Ms. Scheipers noted that the Board had set up a subgroup of members to meet with the Cemetery Board about finding additional land for a cemetery. We issued an RFP and the result was the Gambaccini property was the best option. It was recommended to us by Vincent Vignaly that we check with DCR to see if could use their land to access the Gambaccini property. We sent DCR a letter and they said they had jurisdiction and if we intended to do anything we would have to request and obtain a waiver. Ms. Scheipers spoke with John Scannell and he suggested we submit a letter asking for an informal letter asking that if we were to apply for this would we likely get approved. The letter we received from DCR said no matter what we intend to do it would impact their jurisdiction and we would have to submit an application for a waiver which needs to be accompanied with detailed engineering plans. Ms. Scheipers states that they would like to discuss if it is worthwhile going forward with this and spending money on an engineer.

Mr. McCormick reports that the Cemetery Board voted to seek assistance from Senator Chandler and Rep. O'Day as all the open land in town is owned by DCR. It was noted that for three years the Cemetery Board has sought property from landowners who own a minimum of a 15 acre parcel so we could have a new cemetery. Four property owners came forward, one next to Trout Brook, the second the side of a steep hill with a swamp at the bottom, the third was a four-acre parcel surrounded by wetlands and the only viable piece is the Gambaccini property. They walked the property last summer and they had the DPW dig 11 test holes to see if we would hit bedrock or water. There is no plan B and Mr. Menard urges the Board of Selectmen to make this a priority. If we do not have a cemetery we will be in violation of state law and long-time residents would have to find another place to be buried. Time is running out. He urged the Board to bypass DCR entirely. He stated that he is furious that they do not abide by their own Cohen Bill by just paving a parking lot and roadway close to the reservoir. He thinks if we were to spend the money on an engineering study they will still deny us and he believes we should speak with our legislators and have them provide us with a chance to make our argument. He reports that not too many years ago the Water District side stepped DCR when they wanted to build a new well and with the help of Senator Chandler and Rep. O'Day they filed special legislation to go over DCR and now they have a new well. We would like to have special

legislation filed for us to all us to have this site. This issue is access to the Gambaccini property as access is through DCR property.

Mr. Crowley stressed that the Board is not tabling this issue. This is the DCR that put the roadblock up and he agrees 100% that DCR will say no. He wonders if we do not do the engineering are we going to get our legislator to be able to get the bill through without that denial from DCR. We do not know how much it would cost for the engineering study. Ms. Scheipers feels we would need to contact an engineering firm that has experience in this. Mr. Menard thinks they would also want to know where we are going to put the graves. Mr. McCormick feels we should have one main road with lot roads off of that. Mr. Crowley suggested getting an estimate and then go to the legislators and say the DCR is asking us to spend this much money for them to consider this. Mr. Rajeshkumar suggested getting clarification from DCR on what they are looking for. Ms. Scheipers will call John Scannell to see what they are looking for and she agrees we should outreach to an engineer who will give us an estimate at no cost. Mr. Rucho thinks we should get the legislators involved now. It was agreed that Ms. Scheipers would schedule a meeting with the subcommittee and the legislators.

PUBLIC HEARING: RE, CLASSIFICATION HEARING IN CONFORMITY WITH M.G.L. CH 40, §56 TO ESTABLISH LOCAL PROPERTY TAX RATE OR RATES FOR FISCAL YEAR 2019 - Board of Selectmen will sign off on LA5 following

Mr. Rajeshkumar read the following public hearing notice. Notice is hereby given that the West Boylston Board of Selectmen will hold a public hearing on Wednesday, December 5, 2018, at 7:15 p.m. in the Selectmen's Meeting Room, of the municipal offices located at 140 Worcester Street, West Boylston, MA, in conformity with the provisions of Massachusetts General Laws, Chapter 40, Section 56 for the purpose of holding a Tax Classification Hearing so as to establish the local property tax rate or rates to be assessed to each of the following classes of property for fiscal year 2019, the period from July 1, 2018 through June 30, 2019: residential property, open-space property, commercial property, and industrial property. All interested persons, groups, and agencies are invited to attend and participate. Christopher A. Rucho, Chairman, Board of Selectmen, Town of West Boylston, advertised on November 21, 28, 2018.

Diane Peterson and Mike Saltsman of RRG joined the Board. Ms. Peterson explained that they are here to discuss the levy and the tax rate and the changes that happened over the course of the year with valuations and budgets. The tax levy is the amount of property taxes to be raised and it is determined by the budget. West Boylston will be raising property taxes of \$17,935,095 a \$923,102 increase over last year. The levy ceiling is 2.5% of the full value of the town and based on the town valuation of \$951,463,884 the town cannot levy taxes in excess of \$23,786,597. The new growth number is \$283,584. The levy limit is calculated by adding 2.5% of the previous year's levy limit plus new growth revenue for the present fiscal year to last year's levy limit. West Boylston has a debt exclusion of \$618,561. For FY19 the maximum allowable is \$17,939,662. Based on all the accounting numbers we will end up with an excess levy capacity of \$4,567.78.

Ms. Peterson reports that valuations this year did increase on average by 6% and there were some that were higher. The auction table for commercial and industrial did not increase, just residential and condo classes. If the Board is interested in shifting the rate by 10% it would lower the rate from \$18.85 to \$18.81. That would give you a commercial rate of \$19.04 and it would reduce the average increase of \$305. by \$12.00 and increase commercial by \$15. The average single family home went from \$289,000 to \$303,000 and condos went from \$234,000 to \$241,000. She noted that

when you levy almost a million dollars you are likely to get a tax rate increase. The rate for this year will be \$189.85 and last year it was \$18.72. Ms. Peterson provided a pamphlet that breaks down the increases in department spending.

Mr. Hadley feels we should keep a single rate to attract businesses. Mr. Crowley noted that one of the Board's goals was to limit the growth of taxes. He asked Ms. Scheipers in her preliminary budget reviews does she need the full 2.5%. Ms. Scheipers states that she is not at that point yet. Mr. Rucho states that every other town went down this year from last year. Mr. Crowley noted that you cannot look at the rate you have to look at the rate times the value of the house. Mr. Rucho states that everybody looks at just the rate. Ms. Peterson reports that residents call or come in and they want to look at the equity. West Boylston had a lot of bidding wars on property and the excellent school system is the driver. In three of the communities she works in the tax rate went down but the average bill was a \$300 increase. Mr. Rucho recommends putting a flyer out with that information and doing a program on public access. Ms. Scheipers has been discussing this with her financial team. They will find a way to get a flyer out.

Ms. Bohnson gets asked what is considered an average house at \$303,000. Ms. Peterson reports single family homes, Class 101 under DOR. Mr. Rucho suggested comparing the taxes on a 2,500 square foot cape in Sterling. Ms. Peterson reports that all the new construction were \$700,000 homes. The average 1950 and 1960 cape and ranch had the biggest increase. She noted that when you start talking about average you have people come in and look at their neighbor's property. People still pick it apart and they file for an abatement. Mr. Crowley would like to see the average tax bill in Holden, Rutland, Sterling and West Boylston on an average single family home. Mr. Rajeshkumar stated that last year the values on ranch houses were high. Ms. Peterson states they all increased this year, including ranches. There is no one present to speak on this item.

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

Motion Mr. Crowley to have a single tax rate of \$18.85 per thousand, second by Mr. Hadley, all in favor.

Motion Mr. Crowley to amend the motion to include excess levy capacity number, second by Mr. Hadley, all in favor. The Board signed the LA-5.

OLD BUSINESS

Flagg RV – request to amend licenses for 66 and 76 West Boylston Street

Attorney Dale Kiley of Bourgeois White LLC representing the Flaggs and Brian Riley of KP Law counsel for the town, joined the Board. Ms. Scheipers explained that at the last meeting Mr. Flagg's attorney stated that we are incorrectly counting the RV vehicles on the property and we are counting travel trailers and they do not count under the Class I license they have. We did say that we would ask our attorney about this. We did ask Mr. Riley if the Board have the ability to count other vehicles on the lot as part of a license condition. Mr. Riley states that he sent a written opinion on that yesterday and he had a conversation with Mr. Kiley and shared his opinion. Mr. Riley states it should fall under the definition of a motor vehicle which includes all vehicles when pulled or towed by another motor vehicle. It does suggest that if you have a camper trailer with no motor while it is sitting there it is not a motorized vehicle when you attach it to a truck and move it then it is a motor vehicle. In his opinion the Board does have discretion in issuing a Class I, II or III license. A common condition is how many motor vehicles can be on the site. It is quite clear that the Board can put a limit

on the number of motor vehicles and it could include trailers even though they are not connected to a truck on the site. This is done to make sure that the site stays suitable. He does think that if what they are proposing is to increase their license and to clarify what is clearly a motor vehicle and the number of everything else everybody would be on the same page. And it is pursuant to a plan the Planning Board endorses and if the Fire Chief does not think it would be an issue then we are talking about the same thing. Currently they are allowed 125 units, plates non-plates, motors, non-motors and they currently have 231.

Mr. Kiley states the issue is the definition disconnect between the licensee and the town. They are operating by one definition and the town by another definition. His understanding is there are 46 repair vehicles on the site at this time with a plate. Mr. Hadley noted that this has been going on since 1982. He thinks we should count the number of units whether they are motorized or not. For him that would be an easier way. The license for 66 allows for 25 and they have 29. Mr. Flagg states those are trailers and he thinks we need to classify motor homes and trailers.

Mr. Riley states the town can regulate how many units are on the parcel but he believes it is a function of zoning. If you look at the license for 76 West Boylston Street it originally had 100 recreational vehicles subject to zoning regulations. He would say for clarity we should say motor homes and campers whatever collectively you want to call that. Mr. Flagg submitted a parking plan with adequate access and entry. Mr. Rucho pointed out that on their application back in 2004 for 76 West Boylston Street they asked for 70 new and used and 30 repair vehicles.

Mr. Crowley feels we have an honest difference of opinion of what the license says. He would prefer to keep the license the same way but we say the number of units to include campers and trailers on the site cannot exceed 200. That will get us where we want to be. He added that it might not be 100% right as far as the zoning bylaws are concerned but if everybody agrees it gets us to where we want to be. Motorized vehicles is what puts them under the Class I license requirement. On 76 they would like a total number of units to be 160 with no more than 125 being motorized. The service vehicles will not be included in the number. Mr. Kiley would accept language that they be parked according to the plan submitted to the Planning Board. On 66 they would like 40 vehicles of any type and no more than 25 of which will be motorized.

Mr. Rajeshkumar asked did the site plan review get approved by the Planning Board. Mr. Kiley does not believe it must go under site plan review but he approached the Planning Board with the plan and it was approved by the Planning Board. Mr. Rajeshkumar states not for the entire site. Mr. Flagg reports that the Planning Board told him he had to go see the Board of Selectmen for the license approval.

Mr. Rajeshkumar does not think they have approval to park this many vehicles. They are going to park 200 vehicles there, do they need it? He doesn't think they have enough room to park this many vehicles on the site. Mr. Crowley states it is outside the purview of this Board and if the Planning Board says in order to park this many vehicles you have to have site plan review it is a totally different discussion. Mr. Flagg states he didn't have to go for one.

Mr. Rucho noted that there are 46 plated vehicles in for repair right now. You were at 231 and now with the number you will be at 246. He thinks there has to be a number on the repair vehicles. Mr. Hadley thinks we should have a number of RV vehicles, motorized or not. Mr. Crowley feels the Board needs to address repair vehicles. Mr. Riley states that with a Class I license in general he would say if they have a maximum number of vehicles that they do not take into consideration cars coming in for repair. Mr. Kiley states if you are going to regulate that then you have to look at

customers, salesman and staff cars. Mr. Rajeshkumar's concern is at the same time you need to have space to park all of these vehicles.

Fire Chief Welsh had a minor issue with getting through the lot. He was told they are making signs and there were cars parked where they were not supposed to be and he said one of the mechanics put it in the wrong place. He has an issue with the repair vehicles not being in the same kind of count. One of those big units takes up a big spot and two small pop up trailers are equal to one of the large units. Mr. Tignor would like to define trailer size by length two small is one space and one large is one space. Chief Welsh went on google earth and in 2014 the numbers are up where they are now. If we give 200 today he wants to make sure we do not go to 300 tomorrow. From the fire stand point we do not want one to catch fire and they are close together and the others follow.

Mr. Rucho understands this scenario. That would add another 15 vehicles on the lot. The Fire Chief questions the repair vehicles in the back left corner of the property. He thinks there needs to be an agreement on repair vehicles numbers. Also the plan does not lay the vehicles out with stripes. The Fire Chief is concerned that the license only says a number of units and does not mention small or large units. Now we will have 32 small units instead of 16 big units. The way it is laid out now in the small lot it would work with small units. He would like 16 spaces and either 2 small per space or one large in the space. He drove through and the little shed has small trailers in front of it. He asked if that was in the count. Mr. Flagg noted that those trailers are in the count. The engineer did it. Mr. Riley feels the clearest way is maximum of 160 vehicles and the other maximum of 40 vehicles and cap the number of motorized vehicles. Mr. Riley noted that typically if something is brought in for service it is temporary and it is not addressed on the license. If somebody would like to store their big RV there for 7 months that is a different issue if it is in the way for the emergency vehicles. If we have the maximum number of vehicles and do not address repair, unless it is proven to be a problem, then the Building Inspector knows what number he is looking for. Mr. Hadley asked when you say vehicle what is included. Mr. Riley any kind of vehicles with motor or not and trailers.

Mr. Flagg states they do not do any storage. They want them out of their as soon as they can get them out. They have 5 service bays. This when everyone brings them all in for service. Mr. Flagg thinks they have plenty of room and somebody is coming after Flagg RV. Mr. Crowley states it is the Building Inspector's job to make sure people are in compliance with their license and we have an honest disagreement and we are going through this so we won't have to do this in ten years. Mr. Flagg notes that they cannot grow and they are at max. Mr. Rucho wants to make sure the Fire Chief is comfortable and he asked what happens if the Fire Chief or Building Inspector cannot go around the site? Mr. Riley advises that would be a fire code issue, no access to a commercial property. Mr. Rajeshkumar asked the Fire Chief do you think they have space to increase the license. The Chief states Mr. Flagg says they are at capacity and what they have he would be comfortable with. Last count was 231 and included 46 for repair. Ms. Scheipers asked Mr. Riley if the Chief determines that it is a fire code violation could he come to the Selectmen and ask them to put the license holder on notice that they need to resolve this situation or their license would be revoked. He would bring the violation of the terms of the license to the Board of Selectmen. The fire code would give him the ability to do that for a more immediate action.

Motion Mr. Crowley to amend the new license by restricting 76 West Boylston Street to not more than 160 total units of any type on the lot and for 66 West Boylston Street no more than 40 units of any type on the lot at any time. Mr. Rajeshkumar thinks we should include repair vehicles. Mr. Crowley states that service vehicles are not part of the numbers. The Fire Chief noted that the repair vehicles are in the back left corner. Second by Ms. Bohnson. Mr. Riley thinks this is appropriate

solution and they know the trailers are factored in. All in favor of the motion. Mr. Flagg was asked what type of repairs he does on the property. He reports that they do nothing with motors, repair of campers only on 66 and 76 doesn't do any repairs either. They have a house and no garage.

Discuss make up of Town Administrator Search Committee/update on committee

Mr. Rucho noted that the makeup of the committee is two members of the Board of Selectmen, two residents and one person who is on a board/committee/or employees. He reports that we are not getting any applications from residents and he asked whether we should change the membership to have two members who are on a board/committee/or employee and only one resident. Mr. Crowley pointed out that a town employee could be a town resident. Mr. Rucho understands, however, the slot is for a resident who is not on a committee. It was agreed to advertise for a resident and include it on the next agenda. Ms. Scheipers will send out a blog, we will post on the electronic sign and ask the Item to include a notice.

Motion Mr. Crowley to change the membership to two members of the Board of Selectmen, two members of a board/committee/employee and one resident, second by Mr. Hadley, all in favor.

NEW BUSINESS:

1.Consider voting to approve the alcoholic beverage licenses for 2019

Ms. Scheipers reports that all is in order with everyone with the exception of Fynders, 171 West Boylston Street. They are in default of their sewer payment plan and it will end up being a lien on their tax bill. Everyone else is fine.

Motion Mr. Crowley to approve the list as submitted, second by Ms. Bohnson, all in favor.

2,Consider approving the renewal of the 2019 business licenses

Motion Mr. Crowley to approve the renewal of the business licenses for 2019, second by Mr. Rajeshkumar, all in favor.

3.Recognize the acceptance of a donation in the amount of \$1,800 from Marjam Enterprises Inc., Flagg RV for the Celebrations Committee and approve expenditure of these funds for the Memorial Day Program

Motion Mr. Hadley to accept the donation, second by Mr. Rajeshkumar, all in favor.

4.Discussion of Future Fire Station Staffing Needs

Ms. Scheipers explains that the Fire Chief is here tonight to put a statement forward to the Board on staffing. In 2016 when we established the collective bargaining agreement for the full-time firefighters we also 24 hour shifts to insure the town had professional timely emergency response to all EMS and fire calls. This eliminated the overnight EMTs who were on call at home. The weekends shifts were staffed through the use of per diem fire fighters and the process has relied on call firefighters to come in and augment the staff when needed for large events or multiple calls happening within a short period of each other. Since then it has been much more difficult to maintain the roster of call and per diem firefighters and EMTs. Chief Welsh has been working very hard to try to build the roster of part-time people. He has been successful in getting four new per diem EMTs in the department but only two have completed all the necessary training and are cleared to work on their own. The Chief has done all he can to fill these slots including working extra shifts himself when he

is unable to get weekend and holiday coverage. Of concern is weekdays and Saturdays and more calls are having to be passed on to our mutual aide towns due to lack of staff to man the call. It leads to delays in access to emergency response for ambulance and fire calls and a reduction in EMS call revenue.

Another concern is recently as of 2019 all cities and towns will be under the full impact of OSHA regulations. The Chief is still trying to get a handle on this. He is also analyzing overtime costs for the FY20 budget. Since Saturday is the key issue we have been looking at projected overtime costs needed for full-time firefighters to fill the shifts versus the idea of hiring two part-time firefighters/EMTs to cover the Saturday shifts.

Two part-time firefighter EMTs to cover Saturday shifts would cost the town \$55,000, it would reduce the overtime hours and be fairly cost neutral. He has been looking into a Safer Grant but needs some direction in developing his budget. Ms. Scheipers asked the Chief to plan for the worst case scenario and she asked the Board to work with the Chief to address these staffing issues. She suggested the board establish a board liaison to look at this issue. Chief Welsh reports that his on call staff is diminishing with people retiring and moving away. He gets applications for per diem and they do not live in town. He has six call firefighters who are reliable and three full-timers who are reliable to come back. He has three full-time EMTs and three in town who are able to respond. One is the Chief.

The Chief explained that a person works a 24-hour shift and they are limited on the number of hours they can work during the pay period. They do not like giving calls away. To do that the system has to be revamped and the problem with per diem call kids is they graduate and move on. We need to work with the union to come up with a solution. He has been working with Ms. Scheipers to revamp the personnel bylaw language. Mr. Rucho states that is not unique to West Boylston. Mr. Welsh states we run ALS so we need to have people compliant.

Mr. Hadley thinks the best solution would be to hire two more people. The Chief thinks that would solve a part of the problem but we would still be staffed with three people during the day. According to OSHA it is two in and two out. He is here to let the Board know he will have a funding issue if he is covering Saturday shifts with time and a half. He checked FEMA for Safer Grants and they are not open at this time. We need to look at the whole big picture and he also feels it is nice to have a member of the Board as a department liaison.

Mr. Rucho had a resident involved in the Fire Department for years. He would like to move forward on merging services with other departments. He thinks we should look at this as it would provide room for growth. Chief Welsh states that he is open to anything that will help the town and the department and he needs some ideas. Mr. Rucho thinks they leave because the department is so small. Chief Welsh states we are an ambulance service that puts out fires on the side. It is not glamorous. He plans to increase his FY20 budget and let the Board know in June he might be here again. Mr. Crowley thinks we should look at hiring two part-time EMTs to cover Saturday shifts as a short-term fix. Chief Welsh needs advice from counsel to make sure we are not violating any labor laws. Two shifts in one payroll period equals 48 hours. He will also need to work with the union. Cost for the two part-timers would be \$55,000..

Ms. Scheipers noted that one of the things they discussed is we could hire a day officer on Monday-Friday to be available. Mr. Rucho would like to sit with the Chief and the resident of town who is interested in regionalization. The Chief is open to that.

DPW

1. Cost estimates for Flashing Crosswalk Signs

Mr. Jackson reports that the lights that flash constantly are \$1,250 each. The push button variety are \$3,500 for two and the alternating strobe light is \$6,400 with the DPW doing the installation. Jon Fitch would help with the conduit and the lights are LED, not solar. Solar is the same price. There are four locations including two at the school, one at Goodale/Crescent and one at Goodale tennis courts. They are chapter 90 eligible. It would cost \$14,000 for four sets.

Motion Mr. Hadley to approve the purchase of flashing crosswalk signs, second by Ms. Bohnson, all in favor.

Mr. Jackson reports that he has \$186,938 in Chapter 90 and he just received an additional \$58,007 for a balance of \$244,938.

Motion Mr. Hadley to approve a not to exceed \$20,000 in Chapter 90 funds for the flashing crosswalk sign purchase, second by Mr. Rajeshkumar, all in favor.

2. Engineering on culvert

Mr. Jackson reports that he tried to get a grant on this and was not successful. There is now a Small Bridge Grant and with the Community Compact we have a good chance of getting the grant for that. It is due in March and he is working with an engineering firm on that application.

3. Lee Street Puddle

Mr. Jackson reports that the resident to the right of the puddle contacted the DPW. His yard is flooded and his sprinkler system is flooded. It is also slippery when it freezes overnight. The DPW cannot do it and the cost to engineer the project is \$20,000 and \$50,000 for construction. They will divert the water towards Goodale Street and off to the side of the road onto town property. Ms. Bohnson asked if the town did anything to make this worse. Mr. Jackson reports that the town installed a small berm to keep this from going into the neighbor's driveway. Ms. Bohnson remembers other residents coming forward and we didn't do anything for them. Mr. Jackson noted that this is the only major on the road issue.

Motion Mr. Crowley to approve the use of up to \$20,000 of Chapter 90 funds on engineering for the project, second by Mr. Rajeshkumar, all in favor.

Mr. Rajeshkumar asked if there is funding available under a Safe Route to Schools. Mr. Jackson will stop by the school and have a discussion as that program does have money for sidewalks and items like that.

TOWN ADMINISTRATOR'S REPORT

1. Legal expenses report

Ms. Scheipers reports that as of the October invoices we have spent 32% of the FY19 town counsel line item. She noted that the Brossi case is still going with a hearing date delayed until spring of 2019. The North Main Street 40B case has been settled. Coming up we will have union negotiations for the DPW and the Cemetery.

2. Grant tracker

To date we have been awarded just over \$76,000 in grants for various departments. All were developed and applied for by staff. This does not include the school grants. Mr. Rucho asked if we applied for any grants that we didn't get. Ms. Scheipers advised that we did not.

3. Other Updates

Holiday hours during the week of December 24 through January 1 will vary with as various as staff will be taking available leave and we will be operating on a modified holiday schedule. We encourage everyone who needs to come to town hall between that time to call in advance to ensure the office is open. Offices will change their outgoing voicemail messages and post their doors with their modified schedule. Mr. Rajeshkumar asked to have something posted on the website. Ms. Scheipers will post a generic message.

The TWPC held its second public forum on the new Comprehensive Plan. The chapters include Financial Conditions and Strategies, Historical and Cultural Resources and Open Space and Recreation. The chapters are on the website and the committee is looking for public feedback on the chapters and proposed goals. The next meeting is scheduled for January. By committee charge, the Chair is the Town Administrator. Committee member Norma Chanis will serve as interim chair until a new Town Administrator is on board.

APPOINTMENTS AND RESIGNATIONS:

1. Concurrence on the following Records Access Officer reappointments effective January 1, 2019 for a term to expire on December 31, 2020: Colby Fiske, Fire Department, Anthony Papandrea, Police Department and Elizabeth Schaper, School Department

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

2. Concurrence on the reappoint of Elaine Novia as Town Clerk effective January 4, 2019 for a term to expire on January 3, 2022

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

3. Concurrence on the appointment of Tony Sanders to the Celebration Committee effective December 7, 2018 for a term to expire on April 30, 2021

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

FUTURE AGENDA ITEMS/SELECTMENS REPORTS:

Mr. Crowley reminded residents to shovel out fire hydrants in their neighborhoods. By doing so they are helping yourself and your neighborhood.

Motion Mr. Crowley at 9:25 p.m. to adjourn, second by Ms. Bohnson, 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

Siobhan M. Bohannon, Selectman

John W. Hadley, Selectman