



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

Board of Selectmen/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting January 2, 2019; 7:00 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 7:02 p.m. All members are present.

PUBLIC COMMENT (tentative) 7:05PM:

Carol Adams of 157 Angell Brook came forward to comment on receiving notice of a public meeting for a retail marijuana facility at 111 Shrewsbury Street. She read the regulations and it says that no facility should be within 500 feet of a park, playground or private school. This facility will be right next to a sports facility which includes a baseball field. She spoke with the Town Administrator and was told that she had checked with town counsel and because it is a private facility it didn't apply. She noted that whether it is a public or a private facility she doesn't think there should be a retail marijuana facility right beside it. Mr. Rucho let her know that there is a public meeting tomorrow night, which she could attend. Ms. Adams indicated that she is leaving for Florida in the morning. She would like the Board to take her comments into consideration.

Review & Approve Minutes:

November 28, 2018, regular session

Motion Mr. Rajeshkumar to approve, second by Mr. Crowley. Vote on the motion – Messrs. Rucho, Crowley, Rajeshkumar and Hadley yes; Ms. Bohnson abstains as she was not present.

December 5, 2018, executive session

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

December 5, 2018, regular session

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

December 12, 2018, regular session

Motion Mr. Rajeshkumar to approve, second by Mr. Crowley. Vote on the motion – Messrs. Rucho, Crowley, Rajeshkumar and Hadley yes; Ms. Bohnson abstains as she was not present

December 19, 2018, regular session

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

**REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING
DECEMBER 13, 2018 TO JANUARY 2, 2019: Town Payable Warrants FY2019-25, FY2019-
26, FY2019-27; Sewer FY2019-SE13; Payroll P/R 2019-13; MLP #17 & #18; School FY2019-
S10**

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

NEW BUSINESS:

1. Presentation of Town Administrator's Commitment to Excellence Award

This item will be tabled for this evening.

2. Consider approving the FY2020 Insurance rates with Fallon

Ken Lombardi and Joy Layden of NFP joined the Board with Marcia Cairns, Chairman of the Insurance Advisory Committee. Mr. Lombardi explained that the reason he is here this evening is we could lock in this year's renewal with Fallon Health Care for FY20. The IAC has been working with NFP on the renewal and Fallon has offered a 6% increase. Last year the initial number came in at 9.5% and was reduced with the addition of a deductible of a \$250 for single and \$500 for family down to 6.22%. This would mean a 6% increase for the 200 participants in Select Care and Fallon agreed to hold the rates on the Direct Care plan as they are trying to attract employees to the Direct Care Plan. They are aiming for a less than 5% budget adjustment. Mr. Lombardi also noted that the Direct Care Plan has improved. Two thirds of the employees are at the 80/20% contribution rate and the remainder are at 70/30%. The numbers at 70/30% will be going up over the next year. There are 172 participants in the Select Care Plan.

Ms. Scheipers thanked Ken and Joy for advocating on behalf of the town and encouraged the Board to approve the proposal.

Motion Mr. Crowley to approve moving forward with the contract for health insurance with Fallon, second by Ms. Bohnson, all in favor.

3. Consider signing Agreement Change Order #1 for CM Greeks, Inc. and Website Management

Ms. Scheipers is proposing we modify the contract to add an additional level of service to provide hours of support on an as needed basis for website maintenance. Now each department and office is doing most of their website postings themselves. There are times when they do not have time to do so and there are boards that do not have staff assistance. This will fill that gap to make sure website postings happen as needed. The contract is a not to exceed amount. Ms. Scheipers does not feel we would exceed the limits and the reason is we have an intern from Assumption College who is working with the staff to assist with training and if needed will assist with postings. We also have Civic Plus who offer trainings and assistance at no cost to the town. This is the third layer. Mr. Hadley asked how much the computer consultant services cost. Ms. Scheipers noted that it was \$30,000. Mr. Crowley asked if there was sufficient funding in the budget and she advised that there is. Mr. Rajeshkumar asked if at this time people in other departments know how to do this. Ms. Scheipers noted that they have done great in getting training. This is meant to be a stop gap measure for special last minute postings. Mr. Rucho feels we need to have a process of who is in charge of

what and noted that for town meeting he has a thread of emails with people saying that they do not post that information. Ms. Scheipers states that issue has been resolved. In discussions with the Town Clerk's office it is under the Town Clerk's prevue. Mr. Crowley asked if I am an employee I cannot just call CM Greeks up and get the clock running. Ms. Scheipers explained that the process is the employee will contact the Town Administrator or Nancy Lucier and say I need help in order to get approval to call them.

Motion Mr. Hadley to approve the amendment as written, second by Mr. Crowley, all in favor. Mr. Crowley would like a quick report as we move forward. Mr. Rucho would like to know who is in charge of what. Ms. Scheipers will put something together on who is in charge of what. In the Town Clerk's performance evaluation and goals for next year she is in charge of town meetings and elections. Mr. Crowley suggested an operations manual for town meeting. Ms. Scheipers will ask the Town Clerk to put that together. Vote on the motion – all in favor.

4.Consider approving schedule for May 20, 2019 Semi-Annual Town Meeting

This schedule sets different due dates leading up to town meeting. On or before April 1 The Town Administrator will submit final FY2020 Budget Recommendations to the Finance Committee, The Finance Committee and the Capital Investment Board will conduct FY2020 Budget Review Sessions and meet with appropriate officials from April 1 through April 13, 2019. April 3rd is the deadline to submit warrant articles. All warrant articles will be given to the Board of Selectmen at its April 17th meeting. On April 24th the Board will hold a work session on the warrant with the Finance Committee at which time they will close, approve and sign the warrant. On May 1 the warrant will be posted and on May 20th the Annual Town Meeting to be held at the West Boylston Middle/High School Auditorium.

Mr. Rucho asked about capital items. Ms. Scheipers has had several discussion with the Fin Com/CIB and they are aware that the Board would like the information sooner than in the past. It was agreed to amend the schedule to include by April 1 the Town Administrator will provide the Selectmen with a list of all of the FY20 Capital requests received. It was also agreed that by April 17th all warrant articles, including capital requests will be given to the Board of Selectmen.

Ms. Scheipers noted that the capital request forms are submitted to the Town Administrator to review to insure that the information needed is included prior to being forwarded to the Finance Committee. Mr. Crowley would like to see the list of asks.

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

5.Review of Retail Marijuana Licenses

Mr. Rucho reports that we have received four retail applications, the sub-committee met and looked at each application, its location, size, finances and traffic. They rated them 1-4, did not go into depth, and agreed to go with the 111 Shrewsbury Street and 65 West Boylston Street locations and start the process of a Host Agreement. These are retail only. At the next meeting we will start the Host Agreements for the growing facilities. He received a call from a few people who asked about the application process and where it stands. Even though we have these four he would like to open the application process for another couple of weeks. That way should it turn out that it will not work with either of the applicants we can look at other applicants.

Mr. Crowley asked if we have two viable applicants now do we move forward with the top two based on the people who made the deadline. He thinks the top two are clearly the top two and noted that the bottom two were no where as good an applicant. Mr. Rucho would like to have other applicants in place should there be an issue with traffic or something else.

Motion Mr. Hadley to begin negotiating a Host Community Agreement with the top two applicants, second by Mr. Crowley. Mr. Rajeshkumar asked what happens if a new applicant comes in that is better. Mr. Crowley thinks there needs to be a deadline. His first preference is for one and two and if they are not viable he is not sure that three and four would be viable. Ms. Scheipers feels we are opening up the application process and the applicants would be considered if you do not find two viable applicants.

Mr. Crowley noted that Harmony listed things that had done and he would like to see where the money is going to come from to do their build out. Ms. Scheipers feels that could be asked when you do the Host Agreement. Vote on the motion, all in favor to begin negotiations on the Host Community Agreements.

Motion Mr. Hadley to reopen the application process for backup applications should we not find two fully qualified persons to negotiate a community host agreement with and these four applications not work out to extend this until January 18 at 4:00, second Mr. Rajeshkumar. We will put out an announcement that we are reopening the application process for retail facilities. At the next meeting we will discuss the process for non-retail applications. Mr. Crowley asked the process for negotiating the Community Host Agreement.

Ms. Scheipers recommends it be a public meeting. KP Law provided a template Ms. Scheipers recommends the Board use the KP Law template and modify for each situation. We also have a few samples of host agreements from other towns. At the next meeting the Board would like to invite the top two applicants in to start the process and discussion. Ms. Scheipers noted that this could be at a regular Board meeting or could be done by a subcommittee of the membership. Mr. Crowley indicated that he would have an interest in being involved on that subcommittee should the Board decide to go in that direction. Mr. Crowley asked if we should ask the applicant to look at the Host Agreement and provide input. Ms. Scheipers indicated that we could. Mr. Crowley suggested having an executive session to discuss negotiation strategy as he feels this should be discussed in executive session. Ms. Scheipers states it is establishing the rules on the community's expectation of the operation of the facility in the town. She doesn't think it is an executive session discussion. Concerns could be traffic impact or hours of operation. It would be looking at conditions. Mr. Hadley asked if this is the same Host Agreement for both people. Ms. Scheipers replied no. We will add this to the next agenda. Everybody will look at the Host Agreements. Mr. Rajeshkumar would like to know how people negotiate a Host Agreement and suggested checking with the Town of Leicester to see if they did theirs in open or closed session. Ms. Bohnson asked do we have to give them written notes of the decision tonight. Ms. Scheipers states we didn't say we would be notifying any one formally after the meeting tonight.

6. Consider signing Mutual Aid Agreement for Inspectional Services

Ms. Scheipers informed the Board that in our efforts to try to get coverage for our Building Department we are working with our regional planning agency and CMRPC came up with a Mutual Aid Agreement. Any community who wishes to participate would sign on. If you need assistance to review plans or site inspections any community could reach out to the communities that sign on as needed. There is no exchange of money and it might help to provide an extra layer of coverage. She

reports that the Building Inspector thought it was a good idea. Mr. Hadley asked if anyone signed on yet. Ms. Scheipers advised that they have not and it is a voluntary basis. The sending community pays the inspector while he is working in the other community. We could also say no we are not able to send somebody at this time. Mr. Crowley questioned why it would be at no cost to the requesting town. Ms. Scheipers did point out that there is a provision that the two towns could agree to a compensation. She feels it would be a nice thing to build regional alliances. Mr. Rucho this we should also look at shared services for this. Ms. Scheipers reports that we tried them through CMRPC and it didn't work.

Motion Mr. Hadley to authorize the Chairman to sign for the town, second by Ms. Bohnson, all in favor.

7. Consider approving the hiring of a new custodian for the Police Department

Ms. Scheipers informed the Board that the Police Department would like to hire Thomas Feller of Sterling for their part-time custodian, effective January 2 at Step 2 of Grade 1, \$13.70 per hour to work 18 hours per week.

Motion Mr. Crowley to approve the hiring, second by Mr. Hadley. Ms. Bohnson asked if we knew the individual. Ms. Scheipers noted that he has been doing the same services for the Sterling police station. Vote on the motion, all in favor.

8. Employee Satisfaction Survey.

Ms. Scheipers informed the Board that no action is needed this evening. There was talk about doing an employee survey. The staff met, discuss this and several employees volunteered to work on this. They did promise the group that it would be given to the Board and then we could move ahead. Mr. Rucho asked if the Survey Subcommittee should look this over. He will check on scheduling a meeting and check with Norma Chanis who assisted with the town survey to see if she has an interest in helping out with this survey. Ms. Scheipers noted that version B had a couple of last minutes changes. Mr. Rucho noted that the other survey will be going live soon.

OLD BUSINESS:

1. Consider designating a member of the Board to be the liaison to the Fire Department

Mr. Hadley offered to be the liaison to the Fire Department during the FY20 budget.

Motion Mr. Crowley to designate Mr. Hadley, second by Ms. Bohnson, all in favor.

2. Review & Approve final list of gift items to be purchased with the \$15,000 donation from Steve Migridichian for the Council on Aging

The Council on Aging submitted a list of items totaling \$11,762.00. The balance will be held until they come forward with another list for the Board to approve. Ms. Scheipers reports that they worked with the Westerman Equipment to select the items necessary. The list includes \$4,799 for a portable stage, \$4,500 for pots and pans and \$2,400 for dance mirrors for the exercise class. The Board voiced their concern that the stage didn't have a handicapped ramp. Mr. Rucho recommends that prior to purchasing the item that they get clarification on the stage. Mr. Hadley believes this is going to be discussed at their meeting tomorrow and he will get the answer. Mr. Rucho recommends approving it as it stands with clarification on the ramp for the stage.

Motion Mr. Hadley to approve the listed items with clarification on the ramp for the portable stage, second by Mr. Rajeshkumar. Mr. Crowley asked if Steve Migridichian is all set with the items. Ms. Scheipers reports that she had a conversation with the Council on Aging Director and in the last

email he said he wants to make sure what is purchased is durable and sustainable. Vote on the motion – all in favor.

FISP UPDATE:

1.General Update on Senior Center

Mr. Hadley reports that it is moving right along, we are in the last stage and he hopes to be finished some time this month.

2.Invoices

There are no invoices for review.

APPOINTMENTS AND RESIGNATIONS:

1.Concurrence on the appointment of Peter C. Gerardi to the position of permanent patrolman effective January 17, 2019 for a term to expire on January 16, 2022 at Step 3 patrol Officer, \$32.20 per hour

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

2.Concurrence on the appointment of Sgt. James Bartlett to the position of Constable effective January 6, 2019 for a term to expire on June 30, 2022

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

3.Review list of applicants for the Town Administrator Search Committee

The Board reviewed the list of applicants in the category of employee/board/committee member.

Motion Mr. Rajeshkumar to appoint Marc Frieden to the Town Administrator Search Committee, second by Mr. Crowley, all in favor. Ms. Bohnson would like include people who have experience with hiring people. Mr. Crowley feels it is important to include an employee of the town.

Motion Mr. Crowley to appoint Vernon Jackson to the Town Administrator Search Committee, second by Ms. Bohnson. Mr. Rucho doesn't think that somebody the Town Administrator supervises should be on the committee and he suggested having a member of the School Committee as they work with the Town Administrator on the budget. Vote on the motion – Messrs. Crowley, Rajeshkumar, Hadley and Ms. Bohnson yes, Mr. Rucho no.

The Board reviewed the list of applicants in the category of resident.

Motion Mr. Hadley to appoint Danielle Wyatt to the Town Administrator Search Committee as she has experience in human resources, second by Ms. Bohnson, all in favor. Mr. Hadley thanked everyone who applied

MEETINGS, INVITATIONS & ANNOUNCEMENTS:

1.Announce that the town has received recognition for being a Central Mass Center for Hard to Recycle Materials

2. January 3, at 6:30 there is a Community Outreach Meeting at the Manor for 111 Shrewsbury Street a proposed retail marijuana facility.

3. January 10, at 7:00 there is a Community Outreach Meeting at the Manor for 215 Shrewsbury Street for a proposed manufacturing and transportation marijuana facility.

FUTURE AGENDA ITEMS/SELECTMENS REPORTS:

Mr. Rucho would like to discuss what the Board will be doing in regards to a temporary town administrator.

Mr. Hadley would like to discuss the possibility of senior housing on Tivnan Drive.

Motion Mr. Rajeshkumar at 8:20 p.m. to adjourn, second by Mr. Crowley, all in favor.

Respectfully submitted,

Approved: January 16, 2019

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