



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

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

<b>Date / Time / Location of Meeting</b> July 10, 2019; 6:30 p.m.; Selectmen's Meeting Room, 140 Worcester Street
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<b>Members Present</b> Patrick J. Crowley, Chairman Barur R. Rajeshkumar, Vice Chair John W. Hadley, Clerk Michael J. Kittredge III, Selectman Christopher A. Rucho, Selectman
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<b>Members NOT Present</b>
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<b>Invited Guests:</b>
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Mr. Rucho convened the meeting at 6:30 p.m. All members are present.

Motion Mr. Hadley at 6:30 p.m. to enter into executive session under the provisions of MGL, Chapter 30a, Section 21(A), Part 2 to discuss strategy contract negotiations with non-union personnel, the Fire Chief, second by Mr. Rucho. Roll call: Mr. Kittredge yes, Rajeshkumar yes, Mr. Crowley yes, Mr. Hadley yes, Mr. Rucho yes.. The Board will reconvene in open session

Motion Mr. Rucho to come out of executive session at 6:40 p.m., second by Mr. Hadley. Roll call vote: Mr. Crowley yes, Mr. Kittredge yes, Mr. Rucho yes, Rajeshkumar yes, Mr. Hadley yes.

### **PUBLIC COMMENT:**

No one came forward under this agenda item

### **APPROVAL OF MEETING MINUTES:**

1. June 26, 2019, regular session

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

**REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING JUNE 26, 2019 TO JULY 10, 2019: Town Payable Warrants FY2019-53 & 54 FY2020-1 AND 2; Town Payroll Warrant FY2019-26; Sewer FY2019-SE27 & FY2020-SE01; AND Municipal Light Plant #1& #2**

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

## **NEW BUSINESS:**

1. Concurrence on Request for Finance Committee Reserve Fund transfer from the Library in the amount of \$2,540 (balance in Reserve Fund \$32,000)

The elevator motor at the library burned out unexpectedly. There are no funds available in their FY19 budget to cover this. Fin Com met last night and approved the transfer.

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

2. Consider Year-End Budget Adjustments:

Fire Dept: \$2,000 from Town Accountant Purchased Services, \$1,000 into Ambulance Purchase Services & \$1,000 to Public Safety Services. This is more of a precautionary transfer so we don't have a bill from a previous year. This transfer was approved by Fin Com last night.

Motion Mr. Rucho to approve, second Mr. Hadley, all in favor.

Library: Year-end Transfer of \$853 from Library Salaries to Library Purchased Services to pay for their last EMCOR/New England Mechanical preventative maintenance contract invoice.

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

3. Concurrence on the appointment of Linda Marsh, West Boylston to the position of Volunteer Grant Writer effective July 11, 2019

Motion Mr. Rucho to concur with the appointment, second Mr. Hadley, all in favor. Ms. Lucier reports that she met with Linda who moved into town a year ago. She has already reached out to the Library, Senior Center, Police and Fire Chiefs and Parks Commission. Ms. Lucier has also submitted letters of support for potential grants from Walmart.

4. Consider voting to recognize the acceptance \$325.00 in donations received from the public between March 19, 2019 and June 28, 2019 for the Library Revolving Account and \$2,211.92 for the Donations Account from payments for lost or damaged books and other materials, donations for the use of printers, copier and fax machine, memorial gifts

Motion Mr. Rucho to recognize and accept, second Mr. Rajeshkumar, all in favor.

5. Consider voting to sign easement paperwork for Gilson Property for Crescent Street Sidewalk Project

The easement paperwork is needed for our sidewalk project

Motion Mr. Rucho to sign the paperwork, second Mr. Hadley. Vote on the motion – Messrs. Crowley, Rajeshkumar, Hadley and Rucho yes; Mr. Kittredge abstains.

6. Consider signing Amended Request for Chapter 90 Funds for Crescent Street Sidewalk Project

This request is for an additional \$37,000 in Chapter 90 funds to cover the engineering for the redesign of the sidewalk project to the opposite side of Crescent Street.

Motion Mr. Hadley to approve, second Mr. Rucho. Vote on the motion – Messrs. Crowley, Rajeshkumar, Hadley and Rucho yes; Mr. Kittredge abstains.

## **TOWN ADMINISTRATOR'S REPORT**

1. Consider Signing 3-month extension to Sewer Operations & Maintenance Contract with Weston & Sampson Services

Our three-year O&M Contract with Weston & Sampson is concluding, we will be signing a 3-month extension. An updated RFP is being finalized and will be ready for release shortly. In the past we have signed three-year contracts as allowed for goods and services under Section 12 of 30B. With town meeting approval, we can extend for as many as 5 years. I intend to exercise that option with this RFP unless the Board feels strongly otherwise.

Motion Mr. Rucho to sign the agreement, second Mr. Hadley. Vote on the motion Messrs. Crowley, Rajeshkumar, Hadley and Rucho yes; Mr. Kittredge abstains.

2. Updates to the Board's Gateway Sign Policy for Gateway Adoption Program & newly created draft Policy on Procuring Quotes from Town Businesses

The updates requested to the Gateway Sign Policy have been incorporated in the draft included in this report. Also included in the newly created draft Policy on Procuring Quotes from Town Businesses. Two public hearings have been scheduled for our August 1<sup>st</sup> meeting.

3. Update on Personnel – as customary input on performance goals is welcomed

Our building inspector just concluded his first six-months and we sat down last week to do his performance review. Should the Board wish to suggest any goals for the inspector, please email them to me prior to July 15<sup>th</sup>. Ms. Lucier also sat with the Fire Chief for his performance review. Any goals the Board would like to suggest for the Chief need to be provided by July 22<sup>nd</sup>.

4. Schedule for Town Meeting

As we start to prepare for our fall town meeting, the proposed schedule, which will be distributed to all municipal department heads, chairpersons of multi-member boards, commissions and committees, is included in the Board's packet. August 31 is the deadline for all money articles and September 4<sup>th</sup> is the deadline for all other proposed articles. The warrant articles will be presented to the Board at their meeting on September 18<sup>th</sup>, and the Board will do their final review of the warrant and sign off at their meeting on September 25<sup>th</sup>. The warrant for the October 21 Semi-Annual Town Meeting will be posted on October 4 and distributed on October 7.

Motion Mr. Hadley to approve the schedule s presented, second by Mr. Rajeshkumar, all in favor.

**FISP UPDATE:**

1. General update

Mr. Hadley reports that the inside is pretty much all set and they continue to work on the outside and will not be paid until the work is done correctly.

2. Approval of Invoices (FISP to act on at their meeting immediately following BOS meeting –vote should be contingent upon FISP approval)

CM Geeks, Inc., #1953, \$1,059.60 – motion Mr. Hadley to approve contingent upon FISP approving, second Mr. Rajeshkumar, all in favor.

Shanahan, Inv. #27493, \$305.00- motion Mr. Rajeshkumar to approve contingent upon FISP approving, second Mr. Rucho, all in favor.

RAC Builders, Pmt #14, \$97,468 – Motion Mr. Rajeshkumar to approve, second by Mr. Kittredge.

Discussion ensued with architect John MacMillan joining the Board. He explained that they have revised the punch list and reduced the monetized punch list items balance to \$29,780. Both Messrs. Hadley and Rucho do not believe that \$5,000 is sufficient to cover the grass issues. Other site condition issues include \$1,500 for the playfield. The stones have been removed. \$1,500 for the handicapped accessible curb cut at the west sidewalk, \$7,000 for the main door curb cut, \$500 for a flagstone path. The exterior aluminum trim above the gutter needs to be fixed at a price of \$3,000. The interior attic insulation is all set, there are two minor paint spots that need to be done in the billiards room at \$50 and one light not working in the kitchen hood at \$30. We are still waiting for the as built survey at \$7,500 and the as built final drawings at \$2,500, and \$1,000 for the final certificate of occupancy.

Mr. Rucho questioned the issues in the parking lot. Mr. MacMillan reports that they were both cut out and fixed. They are responsible for the punch list up to substantial completion. It is not appropriate to take into consideration things that occurred after substantial completion. The contractor will not complete those. Discussion ensued regarding Mixer Field. Mr. Rajeshkumar pointed out that when there was rain the ducks were swimming in the field. Mr. Crowley noted that the contractor is only required to return the field to the condition it was previous in before the project started and when we began we said we were not going to address the existing drainage issues. He also added that in the past when there were torrential rains we had ducks swimming in the field. Mr. MacMillan reports that the field is fairly level and the truck tire tracks are leveled out.

Motion Mr. Rajeshkumar to pay RAC whatever amount FISP votes to pay them. Mr. Crowley would like to see the Selectmen make a recommendation to FISP on a lower figure. Mr. Hadley is not ready to vote on an amount. He was there today and the field looks like a sand pit. Mr. MacMillan noted that one issue that came up is the contractor hadn't read the entire specifications and we have been telling them that they have to do three or four minimum mowings and get it up to a reasonable level. They mowed got it up to three or four mowings. They then spoke directly with the DPW and somebody at the DPW has started to mow the grass even though we have not approved it. The DPW shouldn't be mowing the grass, The contractor said the grass is dying because the DPW is mowing it too short. The DPW was told not to mow until the Town Administrator gives them the go ahead to move. We will ask them who they spoke to. Mr. Hadley thinks we should passover this item. Vote on the motion – Messrs. Crowley, Rajeshkumar, Hadley, Rucho and Kittredge no.

Mr. MacMillan explained that Change Order #10, is a \$6,752.00 deduct. We received a credit of \$2,000 for the floor drain by the back wall, which was inadvertently installed ½ inch too high. We also received a credit of \$1,600 as the contractor was supposed to install an expansion joint at the dumpster pad. It is working but we will get a credit for that. We will also get a credit for deleting boulder replacement between parking lot and play field in the amount of \$4,000. When the contractor said there were not going to be enough boulders then he came in and installed them and gave us a credit for not installing them in the first place. There is also a change order for unsuitable soils from the site contractor. He received \$15.00 a yard which does not include removal. Since it was removed off site he should have received \$18 a yard so it is \$4,448 credit. The contract is also giving us a credit because he didn't use concrete footings at the sign posts. He was rushing to get them in before the grand opening so we will get a \$3,600 credit. It is a total deduct credit of \$6,752.

Motion Mr. Hadley to approve the change order contingent upon FISP approval, second by Mr. Kittredge. Discussion ensued. Mr. Kittredge questioned whether the flow of the kitchen floor drain would puddle. Mr. MacMillan reports that he has observed it and it flows correctly. Mr. Crowley questioned whether six years from now we would have crooked signs because the concrete was omitted from the sign post footings. Mr. MacMillan replied if someone hits them. They are in the island and the front island signs did have a concrete slab. These were the handicapped parking signs and turn right signs. There is also no building code requirement for them to be cemented. Vote on the motion – all in favor.

#### **APPOINTMENTS AND RESIGNATIONS:**

1. Concurrence on the appointment of Paul Anderson to the Transportation Committee, as the designee of the Planning Board, effective July 11, 2019 for a term to expire on June 2, 2020

Motion Mr. Rucho to concur, second Mr. Kittredge, all in favor.

2. Concurrence on the appointment of Vincent Vignaly to the Town-wide Planning Committee, as the designee of the Planning Board, effective July 11, 2019 for a term to expire on June 2, 2020

Motion Mr. Hadley to concur, second Mr. Kittredge, all in favor.

3. Concurrence on the appointment of Vincent Vignaly to the Open Space Implementation Committee, as the designee of the Planning Board, effective July 11, 2019 for a term to expire on June 2, 2020. Concurrence on the appointment of Sarah Miles to the Economic Development Task Force, as the designee of the Planning Board, effective July 11, 2019 for a term to expire on June 2, 2020. Concurrence on the appointment of Paul Anderson to the Community Preservation Committee, as the designee of the Planning Board, effective July 11, 2019 for a term to expire on June 2, 2020

Motion Mr. Kittredge to concur, second Mr. Hadley, all in favor.

4. Concurrence on the appointment of Barur Rajeshkumar to the Earth Removal Board, as the designee of the Planning Board, effective July 11, 2019 for a term to expire on June 2, 2020

Motion Mr. Hadley to concur, second Mr. Kittredge. Vote on the motion- Messrs. Crowley, Hadley, Rucho and Kittredge yes; Mr. Rajeshkumar abstains.

5. Recognize the resignation of Tim Shea who has worked 16 years for the Town of West Boylston as the Lead Parks Person in the Parks Division of the DPW

Mr. Crowley noted that Tim Shea always made sure the football field looked great and he thanked him for his hard work.

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

1. Monday, July 22<sup>nd</sup> 6:00 p.m. – Info meeting for Crescent Street Sidewalk Improvement Project

2. Thursday, August 1, 2019 next Board Meeting at 6:00

3. Summer reading is in full swing, we have prizes for readers of all ages!

4. The Annual Pet show sponsored by Maggie's Food For Pets will be on Wed July 17 at 6:30 PM, (Raindate July 24)

5. We have a new driver for our curbside collection. We thank you for your patience as he learns the routes. If your trash is not picked up please call the DPW at 508.835.4820 or the Town Administrator at 774.261.4012

**FUTURE AGENDA ITEMS/SELECTMENS REPORTS:**

Mr. Hadley would like to know who gives approvals for road openings and the DPW mowing the field. It will be a future agenda item. Mr. Rucho thinks we need to look at DPW notifications dealing with trash collection. He would also like to know what type of events are going on and the times of the events. He would like to invite the Director into a meeting. We have a brand new building and he hopes it is used more than a few hours a day.

Motion Mr. Rajeshkumar at 7:25 p.m. to adjourn, second by Mr. Hadley, all in favor.

Respectfully submitted,

Approved: August 1, 2019

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Nancy E. Lucier, Town Administrator

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Patrick J. Crowley, Chairman

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Barur R. Rajeshkumar, Vice Chairman

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John W. Hadley, Clerk

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Christopher A. Rucho, Selectman

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Michael J. Kittredge III, Selectman