



**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> August 1, 2019; 6:00 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 6:00 p.m. All members are present.

Motion Mr. Hadley at 6:00 p.m. to enter into executive session under the provisions of MGL, Chapter 30a, Section 21(A), Part 3 to discuss strategy with respect to collective bargaining with union personnel, DPW and Cemetery Unions. Roll call: Mr. Kittredge states he will recuse himself, Rajeshkumar yes, Mr. Crowley yes, Mr. Hadley yes, Mr. Rucho yes.. The Board will reconvene in open session

Motion Mr. Rajeshkumar to come out of executive session at 6:55 p.m., second by Mr. Hadley. Roll call vote: Mr. Crowley yes, Mr. Rajeshkumar yes, Mr. Rucho yes, Mr. Hadley yes.

### **PUBLIC COMMENT:**

No one came forward under this agenda item

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

1. July 11, 2019, regular session

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

2. July 11, 2019, executive session

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

**REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING JULY 12, 2019 TO AUGUST 1, 2019: Town Payable Warrants FY2019-55, FY2020-3, 4 AND 5; Sewer FY2019-SE28 & 29, FY2020-SE2, 3 AND 3(A); Payroll P/R 2019-27, 2020-01 AND 02; MLP FY2020 #3 & #4; School FY2019-S21 AND FY2020-S2**

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

**Cheryl St. Louis, Treasurer/Collector - Review & approval of note results for Senior Center**

Ms. St. Louis joined the Board. She explains that the loan is for \$5.7 million, interest rate at 1.4167, we received 8 bids and we are going with BNY Mellon Capital Markets. Previously the Board voted that we are not ready for the final bonding yet because we do not know the final number.

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

**John Scannell, Division Director DCR, Division of Water Supply Protection - Update on Regional Recycle Center**

Mr. Scannell reports that this is his annual meeting with the Board to update them on the Center. The Center continues to run well with limited issues and serves the seven watershed towns. They are open three days a week and one Saturday a month. This year they did some resurfacing with grindings from area towns, they continue to run a mostly volunteer operation, and last year 30,000 cars visited the site. They took in more than one million pounds of construction debris. They are seeing some increasing costs for recyclables and are trying to hold the line in prices but may need to increase some prices. Mr. Scannell was informed of the Pink Bag Program to the town is bringing to town which will help us reduce waste and increase recycling.

Mr. Rucho asked about the grass growing along the causeway. Mr. Scannell advises that the wall belongs to MHD and when they did the design of the sidewalk they paved the whole sidewalk and removed the grass strip. Mr. Rajeshkumar asked if he had any plan to level or pave the parking lot of the rail trail. Mr. Scannell states that they do not and they need to look at alternatives.

**Brian Keevan, Department of Conservation & Recreation - Watershed Forestry Project Proposals**

Mr. Keevan explained that DCR has been doing forestry management on their watershed properties for years. The last five years they have been more proactive with a public outreach process and they post their projects on their website. They have put together a story map and the map shows all of the lots throughout the watershed they plan to work on. For West Boylston they propose to work on one lot, WA-20-215, next to the Holden town line. They are proposing intermediate level cutting of 20 acres. The hope is going forward they will do the same thing every year. Mr. Hadley asked when the work would begin. Mr. Keevan noted that this is the process to accept public comments and once that is over the foresters are free to go ahead and make their cuts. Typically September, November, March and June.

Mr. Keevan wanted to bring to the attention of the public a new invasive species called the Mile a Minute Vine. They are working with National Grid and hand pulling these vines to try to get them under control. He displayed a photo and urged any residents to contact DCR and they will work with the property owner to discuss control options. Mr. Kittredge suggested telling Davey Tree as they are in town surveyed for the ALB.

**Mary Foley, Applicant for Finance Committee If approved, appointment will be from August 2, 2019 for a term to expire on June 30, 2022**

Mr. Foley joined the Board. She has lived in town for 36 years, has a Bachelors degree in accounting, was treasurer of PTA, Our Lady of Good Counsel Church and St. Vincent de Paul.

Motion Mr. Rucho to appoint Mary Foley to the Finance Committee, second Mr. Hadley, all in favor.

### **Gary Kellaher, DPW Director**

Mr. Kittredge recused himself. Mr. Kellaher reports that there has been quite a lot of discussion about street opening permits that should not have been allowed. Any state aid money used to resurface a road brings with it a five-year moratorium. Emergency utility work can be allowed with approval by the DPW Director. Mr. Kellaher has obtained a list of recently paved roads and he is in conversation with the state. He states that this is a process that will be scrutinized more than it has been, it will call for site visits and inspections for proper compaction or flowable fill. Whoever does the work is responsible for the cut for two years. Mr. Hadley asked about work done by the gas company. Mr. Kellaher noted that they are responsible for two years, he was in conversation with them, and they are required to repair it. Mr. Crowley asked what recourse the town would have if someone does not fix the issue. Mr. Kellaher feels you could go through the legal process, however, his course of action is they will not be issued any other permits. Mr. Hadley asked if we could request they be bonded. Mr. Kellaher advised that they have to produce an insurance bond for every job. National Grid has a blanket bond renewable annually. Other contractors in other communities do submit blanket bonds. He feels the process has to be tightened up and he will keep his eyes open.

Mr. Kellaher has received and reviewed two sewer abatement requests. The first is for 68 Bowen Street. The resident had a boiler failure and lost an excessive amount of water that did not go through the sewer system. They are requesting an abatement of \$288.67. He reviewed the average over the past 18 months and he recommends an abatement of \$246.10.

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

The second abatement request is for 37 Henry Street. The resident had a water spigot burst and there is no way to know how much water was lost. He used the same averaging review and recommends an abatement of \$79.89.

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

Mr. Hadley recused himself and left the room as he has done business with Mr. Evangelista in the past. Mr. Kellaher reports that Mr. Evangelista would like a permit to connect two new buildings not yet built on Woodland Street in the area of Pinecroft. He would like to run a 6-inch gravity pipe across the single lane extension of Woodland Street through the island and connect into the sewer manhole at the intersection of Prospect and Woodland Streets. The road was recently paved by the town so that is under the moratorium, and it would require going under two pieces in the roadway and through the island. Once completed it would be the town's to grant an easement for the sewer line so the contractor who installed it could maintain it. Mr. Kellaher recommends the Sewer Commission not allow this request and noted that he does have the ability to install an E-1 pump and tie into the existing sewer trunk behind the property which is about the same distance away. Mr. Evangelista states that he would rather go with a gravity feed and noted that the public water is there so he needs to go into the street for water. Mr. Kellaher pointed out that there is a water line further up that does go to the property and somebody tapped into it. Mr. Kellaher recommends the same size not to go across the street. Mr. Evangelista would need a 4-inch line for the two houses. Mr. Kellaher would rather see that than seeing another cut.

Mr. Rucho thinks it would be a mistake to go through Gleason Square. If there was no other way he would try to work it out. Mr. Kellaheer agrees if there was no other option, and noted that there is a gas line on the road edge. Mr. Evangelista would like to go in the same trunk and get water and go four feet into the road. It was noted that the road opening is up to the DPW and it is within the five year moratorium. Mr. Kellaheer states that he has not been approached about that so he cannot address it at this time. No motion made on this request.

Mr. Kellaheer reports that his department continues to complete the work on Hosmer and Keyes Streets and crews are working on shoulders and berms. He is happy with the work of the pavers and the DPW crew. Two of the trucks are getting their new stainless bodies and he is very happy with the progress and the work the crew does. It was noted that if a resident has a swimming pool that needs to be filled they can call the Water Department and they will shut off your meter and you can fill your pool. The Water Department charges a fee for this but it will save you a lot of money.

Mr. Rajeshkumar asked about the upper Lee Street water issue. Mr. Kellaheer reports that Milone and MacBroom are working on the Crescent Street sidewalk project. Once that has been completed, they will move onto Lee Street. They have spoken about different ways to approach the project. Extra Chapter 90 funds will be coming in and then we can look at additional paving jobs. Mr. Rajeshkumar asked to have shrubs along the streets cut back. Mr. Kellaheer advised that crews are out cutting brush back for clearer sign visibility. The batteries for the Goodale Street signs should be in next week and we had a hit and run on one of the stop signs at Woodland/Prospect.

Mr. Kittredge returned.

## **NEW BUSINESS:**

1. Consider amending the membership requirement for the PEG Board - recommendation – reduce membership from 7 to 5 by eliminating school, sports and senior designee and replacing with another resident slot

Mr. Rucho, who chairs the PEG Board noted that they didn't get a lot of interest from people to become members and it is difficult getting a quorum together for a meeting. Should more people show an interest, we could change it back.

Motion Mr. Hadley to approve the proposed change, second Mr. Kittredge, all in favor.

2. Concurrence on the hiring of Karen Hennessey to the 15-hour a week Administrative Assessor position effective August 5, 2019 at a rate of \$18.07 an hour

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

3. Consider voting to sign three-year employment contract with Fire Chief Thomas Welsh

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

4. Consider request from Parks Facilities Committee for the Board to send letters to Senator Chandler and Rep. O'Day asking them to make a push for the \$5 million Bond Bill funding for the Goodale Park Project and for the Board to consider making a formal request to the Parks Commission to send letters as well

Mr. Crowley reports that they had a Parks Facilities Meeting last week and one of the items they discussed was to revisit this issue by asking Rep. O'Day and Senator Chandler to try to get the

funds released. The Parks Facilities Committee is going to send letters as well and he would like this Board to request the same of the Parks Commission.

Motion Mr. Hadley to proceed with sending the letters and making the requests, second Mr. Rajeshkumar, all in favor.

5. Consider changing start time for Selectmen/FISP meetings to 6:00 p.m.

Mr. Crowley would like to change the start time if no one has an issue. Mr. Rucho questioned whether we would start earlier than 6:00 if we started our meeting with an executive session. Mr. Crowley replied no, it will still start at 6:00. He stated that he would rather get home at 8:00 at night than 9:30 and if we ran into an issue and it isn't working we could always change it back. Before taking action on the start time for FISP he would like to speak with Mr. Bricault as he was unable to speak with her beforehand. It was agreed to include this on the next FISP meeting agenda.

6. Consider request from Boylston Water District to waive the building permit fee for their upcoming water storage tank replacement project on the Boylston/West Boylston town line

Mr. Crowley was approached by someone from the Boylston Water District to see if the town would waive the fee for the upcoming storage tank project. Mr. Rucho questioned how they own land in West Boylston and asked if they have an easement on the land. Mr. Crowley explained that they went out to bid on the project and the Town of Boylston is responsible to pay the permit fees, not the contractor. He let them know that should the Board approve the request that any costs associated with inspections that Boylston would pay those costs. Mr. Rajeshkumar asked how did they build a tank on West Boylston land. He thinks this should go to the Planning Board. Ms. Lucier explained that when this was brought to her attention she looked for an easement granted to Boylston and was unable to find anything. She noted that David Femia has additional information on the project. Mr. Femia reports that this came about last year. At that time building inspector Chris Lund said his interpretation was that a site plan review would not be needed. They also reached out to the Chair of the ZBA. He spoke with Matthew Rice a Water Commissioner with Boylston and he doesn't know about any easement it was done in 1940 or 1950 and everything was done by hand shake. It was built in West Boylston and the new unit will be at the same location. Mr. Crowley would like to assume all the logistics will be handled by the ZBA Planning Board and Building Inspector. He would like to discuss just the permit fee and covering our town's costs. The fee is estimated to be \$12,000. Mr. Rucho questioned liability and thinks we need to clarify if there is an easement. Mr. Kittredge thinks we need to make it right. It was agreed to table this item.

7. Concurrence on the appointment of Matthew Dewar to the PEG Board effective August 2, 2019 for a term to expire on June 30, 2019 (only take action on if PEG Board membership is modified earlier in the agenda)

Mr. Dewar joined the Board. He is currently in the National Guard, attended Assabet enrolled in their business technology program. Mr. Crowley asked him how he decided on the PEG Board. He explained that he came to the office and spoke with Ms. Lucier about his interest in the PEG Board or the Parks Commission. He is interested in creating new programs and getting involved in the community. The Board thanked him for taking the time to attend their meeting.

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

8. Consider voting to recognize the acceptance of the following donations for the Bandstand Committee and to approve expenditure of these funds for general purposes: \$200 from Vignaly Family, \$171.98 Free Will Donations July 14 Concert, and \$198.00 Free Will Donations July 7 Concert

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

7:30 p.m. Public Hearing consider updates to Gateway sign policy

Mr. Hadley read the following public hearing notice. Public notice is hereby given, in conformity with the requirements of the General Bylaws of the Town of West Boylston, ARTICLE XXIII - PUBLIC HEARING AND NOTICE, that the Board of Selectmen will meet on Thursday, August 1, 2019 at 7:30 p.m. for the purpose of considering amendments to Policy L-15 Policy on Gateway Sign. The meeting will be held in the Selectmen's Meeting Room of Town Hall, 140 Worcester Street, West Boylston. For additional information, or to review the proposed information, please contact the Office of the Board of Selectmen/Town Administrator at 774.261.4012. All interested persons, groups, and agencies are invited to attend. Patrick J. Crowley, Chairman, advertised July 18, 25, 2019.

The changes being proposed include allowing people to advertise their business on the back of the sign at a cost of \$150 for 90 days and language that the Economic Development Task Force does not allow any restaurants to advertise on the sign located on the northbound side of Route 12 coming into West Boylston as the sign is located in between existing West Boylston restaurants. Mr. Rucho feels the back side of one of the signs currently up is not that visible and he would rather not put a business name on the back of that sign. There is no one present to speak on this issue.

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

Motion Mr. Hadley to accept the amendments to the policy, second Mr. Rajeshkumar, all in favor.

7:40 p.m. Public Hearing consider adopting a Policy on Procuring Quotes from Town Businesses

Mr. Hadley read the following public notice. Public notice is hereby given, in conformity with the requirements of the General Bylaws of the Town of West Boylston, ARTICLE XXIII - PUBLIC HEARING AND NOTICE, that the Board of Selectmen will meet on Thursday, August 1, 2019 at 7:40 p.m. for the purpose of considering adopting Policy L-25 Policy on Procuring Quotes from Town Businesses. The meeting will be held in the Selectmen's Meeting Room of Town Hall, 140 Worcester Street, West Boylston. For additional information, or to review the proposed information, please contact the Office of the Board of Selectmen/Town Administrator at 774.261.4012. All interested persons, groups, and agencies are invited to attend. Patrick J. Crowley, Chairman, advertised July 18, 25, 2019.

Mr. Crowley requested this agenda item. He explained that if there is a business in town that offers a service the town may need he would like the town to seek a quote from them. If they are the lowest quote and are competitive with all other quotes received from other vendors outside of the town, the town vendor would receive preference provided they meet the criteria in the policy. Discussion ensued on the best approach to identify and contact town vendors. It was suggested that we send emails to all plumbers, electricians or carpenters in town asking if they would be interested in being on a list to do work in town. It was suggested that we reach out to the business in town and

ask them if they are interested in being contacted for town projects for them to reach out to the town with their contact information. Ms. Lucier noted that many town departments do use local contractors for projects. Mr. Rucho suggested contacting other towns to see what they do. Ms. Lucier did reach out to several towns and found that no one had such a policy.

Motion Mr. Hadley to continue the public hearing to a time to be determined, second Mr. Rajeshkumar, all in favor. Mr. Crowley suggested a simple solution would be to change the language that you need to solicit a quote from one town business. Mr. Rajeshkumar agrees, but that one person will be contacted for every job. Mr. Kittredge recommends getting a list of West Boylston names with email addresses. Mr. Rucho suggested listing all the things the town may need and ask if you are interested in giving a quote let us know. He also doesn't want to put a lot more work on the department head.

### **FISP UPDATE:**

#### **1.General Update on Senior Center**

Mr. Hadley reports that we are getting closer on completing issues with the lawn and parking lot. There are also a couple of issues inside.

2.Invoices: RAC Payment #14, \$67,468.00 – motion Mr. Hadley to approve, second Mr. Rucho, all in favor.

Mr. Rucho encouraged residents to visit the senior center and announced that the building is available for town groups to use. They would need to contact the Director.

### **APPOINTMENTS AND RESIGNATIONS:**

1.Concurrence on the reappointment of Gary Flynn to Open Space Implementation Committee as the designee of the Parks Commission effective August 2, 2019 for a term to expire on July 30, 2020

2.Concurrence on the reappointment of William Chase to the Earth Removal Board as the designee of the Conservation Commission, effective August 2, 2019 for a term to expire on July 30, 2020

3.Concurrence on the reappointment of John Hadley to the Open Space Implementation Committee as the designee of the Conservation Commission, effective August 2, 2019 for a term to expire on July 30, 2020

4.Concurrence on the reappointment of Thomas Dillon to the Earth Removal Board as the designee of the Board of Health, effective August 2, 2019 for a term to expire on July 30, 2020

5.Concurrence on the 3-year reappointment of Thomas Welsh as Fire Chief effective August 8, 2019 until August 7, 2022

Motion Mr. Rajeshkumar to reappoint the first five individuals as printed in the agenda, second Mr. Hadley, all in favor.

6.Concurrence on the appointment of Karen Hennessy to the Municipal Buildings Committee effective August 2, 2019 for a term to expire on June 30, 2020

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

7.Concurrence on the appointment of Kathryn Simmarano to the Agricultural Commission as a resident who does not derive income from farming, effective August 5, 2019 for a term to expire on April 30, 2022

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

8. Concurrence on the appointment of Meaghan Dos Anjos to the Open Space & Implementation Committee as a resident effective August 5, 2019 for a term to expire on April 30, 2022

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

Mr. Crowley thanked all the residents who accepted reappointment to the various town boards and thanked the three new residents who stepped forward for appointment.

## **TOWN ADMINISTRATOR'S REPORT**

### **1. Surplus Auction**

Various town departments have identified surplus they would like to dispose of. A list is attached for the Board's review. Once voted as surplus, the items will be advertised and the results will be brought to the Board at their September 4<sup>th</sup> meeting. To that list we will add 3 dump truck bodies at the DPW.

Motion Mr. Rucho to declare the items as surplus, second Mr. Rajeshkumar, all in favor.

### **2. Pink Bag Program**

The updated mailer is in your packet. If approved, we will give the go ahead for the mailer to be sent out. The Board would like to get this program moving forward.

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

### **3. Other**

The RFP for our Sewer O&M Contract has been advertised and submittals are due back on August 29<sup>th</sup> at 2:00 p.m.

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

- Saturday, August 3, 8-noon free document shredding at Regional Recycle Center
- Tuesday, August 6, 6:30 p.m. Legacy of Apollo at the Beaman Library
- Thursday, August 8, 6:00 p.m. Special Board Meeting
- Friday, August 16, 7:00 p.m. Line Dancing Social at Senior Center, tickets \$10 in advance or \$15 at the door
- Saturday, August 24, 8 am to 10 am – Geocaching Event at the Wachusett Reservoir, meet by the Shaft 1 building at the end of River Road, West Boylston. Free event and open to the public
- **Saturday, September 14<sup>th</sup>, 8 am to 2 pm - West Boylston Town Wide Yard Sale** – Cost is \$10 to be placed on the official map of yard sale locations that will be distributed throughout town. Deadline for registration is Saturday, September 7<sup>th</sup>. Contact Andy Sontag at [asontag@charter.net](mailto:asontag@charter.net) or call/text +1 781 249 3627. A Facebook site titled “West Boylston Town Wide Yard Sale” is also available to see details and directions to sign up
- Saturday, October 5, 9:00 a.m. Stop the Bleed Program at town hall sponsored by the West Boylston Fire Department to sign up contact Colby Fiske 774.450.3523

## **FUTURE AGENDA ITEMS/SELECTMENS REPORTS:**

It was noted that there is going to be a Taste of West Boylston event on September 23<sup>rd</sup>.



Motion Mr. Rucho at 8:58 p.m. to adjourn, second by Mr. Kittredge, all in favor.

Respectfully submitted,

Approved: September 4, 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