



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

Board of Selectmen/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting September 25, 2019; 6:00 p.m.; Selectmen's Meeting Room, 140 Worcester Street

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

Members NOT Present

Invited Guests:

Mr. Crowley convened the meeting at 6:00 p.m. and all members are present.

PUBLIC COMMENT:

No one came forward under this agenda item

APPROVAL OF MEETING MINUTES:

1. September 4, 2019, regular session
Motion Mr. Hadley to approve, second by Mr. Rajeshkumar, all in favor.
2. September 11, 2019, regular session
Motion Mr. Hadley to approve, second Mr. Rajeshkumar, all in favor
3. September 11, 2019, regular session
Motion Mr. Rajeshkumar to approve, second by Mr. Kittredge, all in favor.

REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING SEPTEMBER 5, 2019 TO SEPTEMBER 25, 2019: Town Payable Warrants FY2020-11, 12, & 13; Town Payroll Warrant FY2020-05 & 06; Sewer FY2020-SE065; Municipal Light Plant #8, and #9 and School Warrant FY2020-S5

Motion Mr. Rajeshkumar to approved the warrants as noted, second Mr. Hadley, all in favor.

Fire Chief Tom Welsh

Chief Welsh announced that he just received word from Senator Markey's Office that we received the AFG grant for a new SCBA Compressor and Filling Station, a \$53,729.00 value. He also received a DCR forest fighting equipment grant in the amount of \$1,700. He also just finished up an EMPG grant with Linda Marsh our volunteer grant writer.

The Chief explained that he is looking for guidance on reducing the price of the old Engine 3. It was posted on Municibid on two occasions; we started at \$5,000, reduced it to \$3,000 and he would like to reduce the price to see if he can get more than what he could get for scrapping it. Mr. Kittredge suggested he reach out to western Massachusetts towns such as Florida as they are often in need of used equipment and we had success with them in the past. Mr. Crowley asked how much the scrap value would be. Mr. Kittredge noted that scrap prices are way down. Mr. Hadley suggested a minimum bid of \$1,000, and Mr. Crowley suggested finding out what he can get for scrap. The Chief will look into the price for scrap and if it \$1,000 or more he will put it on Municibid for \$2,000.

Motion Mr. Rucho for the Fire Chief to find out the scrap value and after he finds that out he will also put it on the bid site, second Mr. Hadley, all in favor.

NEW BUSINESS:

1. Police Station signage

Mr. Hadley notes that we need to install signage on Route 12 to let people know that the police station is ahead. He would like them on both the north and south sides of Route 12. Mr. Crowley suggested the signs say 'police station ahead' on both sides. Mr. Rucho also recommends signs at the driveway with lit arrows saying police station entrance. Mr. Rajeshkumar pointed out that it would require Mass DOT approval. Mr. Kellaher will get some reflect signs for north and south on Route 12 and he will look into a lit driveway sign.

Motion Mr. Hadley to get quotes for signs and bring it up at a future meeting, second by Mr. Rucho, all in favor.

2. Consider extension of timeline for Ganesh Wellness

Mr. Crowley reports that the sub-committee met with Ganesh Wellness. They had a six-month clause in their Host Community Agreement, which required that they have to be approved by the Cannabis Control Commission (CCC) and the Planning Board within six months. After our Board signed their Host Community Agreement they applied to the CCC and they have no control over when the CCC will act. They did meet with the Planning Board and they had their public hearing. The sub-committee is recommending the Board grant a six-month extension on both criteria within the Host Community Agreement. The second criteria is they had to be open in 12 months. The sub-committee will meet with them six weeks prior to the deadline to see if they need another extension. The CCC is saying they are three months backed up. Once they get their substantial completed package, 90 days from that they are granted a provisional license. They have to have a CCC inspection and they are three months behind. Mr. Rucho reports that Ganesh said once they get their Planning Board special permit they will start working on the building.

Mr. Rajeshkumar asked about the other business. Mr. Crowley explained that the other business was the first Host Community Agreement they did and it didn't include that language.

Motion Mr. Hadley to grant the extension of time to Ganesh Wellness until March 25, 2020, second Mr. Rajeshkumar, all in favor.

6:15 p.m. Public Hearing consider adopting a Policy on Procuring Quotes from Town Businesses (cont. from August 1)

This is a continuation from the initial public hearing, which was opened on August 1, 2019. Mr. Crowley had requested this agenda item. He explained that after he spoke with residents and local businesses the feedback was it seemed like it was going to create a lot of work for people in town and they are already doing this. He is now saying we do not need to create a policy on this. Mr. Rucho noted that the idea was a good one, but to codify was not. No one is present to speak on this item.

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

DPW

1.Update on Lee & Goodale Street project

Mr. Kittredge recused himself and left the room. Mr. Kellaher explained that the project was looked into prior to his arrival in West Boylston and initially we were going to put in drainage and structures and raise the elevation and have retention basins. Malone and McBride looked into it and the initial price came in at \$500,000. That proposal included full depth and drainage structure. We now have another way to go and that includes 300-feet of reinforced concrete pipe or corrugated pipe and all the associated work for a total of just over \$200,000. We also know that with this proposal we can reduce it a little by using town forces for some items or town bids on certain items. He would like the Board's approval to move forward with the next step and meet with the Conservation Commission. Mr. Hadley asked where they intend to put the water. Mr. Kellaher replied, on the town-owned property which has an existing swale.

Motion Mr. Rucho to move forward with the project, second Mr. Hadley, all in favor.

2.Sewer Abatement Request

Mr. Kellaher has received a sewer abatement request for 50 Worcester Street. They had a broken outside fixture and Mr. Lopez of the Water Department put together a report on the water usage. The water did not go into the sewer system and the request is for an abatement of \$952.34. The town typically takes the average use, which is \$224.45 and came up with a figure of \$887.12 to be abated.

Motion Mr. Rucho to abate the bill by \$887.12, second by Mr. Hadley, all in favor.

3.Update on tree removal

Mr. Kellaher has obtained pricing to remove two hazardous dead trees, one on Malden/Goodale and the other on Valley Forge/Pierce. His first price was \$4,000 per tree and the second was \$5,134 for both including grinding of the stumps. He asked if the Board would like to grind the Malden/Goodale Street stump which is in a residential planting and could be carved out and used as a planter. The Board would like to remove both stumps. Mr. Kellaher reports that they are addressing other tree calls as they come in. Mr. Rucho suggested reaching out to Davey Tree to see if they would be willing to help remove trees in the future as the town allowed them to park on town property when they were working in town.

4.Request for Chapter 90 funds for line striping

Mr. Kellaher is requested the Board's approval for a Chapter 90 request for 3,000 linear feet, of line striping. He would like to start on the north end of town and come through the mains, Shrewsbury, Worcester, Prospect, Goodale and Laurel. It is a good price and he is asking for \$14,500 with \$1,000 of police detail. Generally they paint all night and one of the DPW crew follows with lights. It is 2-1/2 nights and crosswalks are done by the DPW.

Motion Mr. Hadley to approve the request for Chapter 90 funds in the amount of \$14,500, second Mr. Rucho, all in favor. Mr. Kellaher will advertise when the activity will begin.

Mr. Kellaher noted that they have been awarded grants for sign replacement and they will be purchasing signs, which will include graphic stop ahead signs. Winter is coming up and they have their first snow and ice meeting next week. He thinks things are going good, work is getting done, and the department is doing well. They received a flex grant award for signs and those funds will be used for missing street signs. He would like to purchase signs with the town seal for major streets. Mr. Rucho suggested reaching out to Mass Core as signs are one of the things they do. He received a quote for 24 street signs, 10 stop signs, 5 graphic stop signs and 15 intersection signs.

Mr. Kittredge returned to the meeting.

TOWN ADMINISTRATOR REPORT

1.Consider proposal for Landfill Operation & Maintenance Services from Coneco Engineers & Scientists

I reached out to Coneco Engineers & Scientists to get a proposal from them for our landfill O&M services. We have used the firm for quite some time now. In accordance with the lease of the landfill property to the Municipal Light Plant for their solar field, the MLP pays for O&M services for the existing wells and the town pays for any new wells we were required to install. They will be paying \$15,158 for the 10 original wells, and the Town's portion for the four new wells is \$5,622. There is sufficient funding in our revolving account to cover the town's portion of the O&M costs.

Motion Mr. Hadley to approve the proposal and sign the contract, second Mr. Kittredge, all in favor.

2.Review fund balances

Capital Investment balance - \$564,592, Stabilization balance - \$1,296,494, Free Cash we closed FY19 with \$295,536. Free Cash was submitted today so we should have a certified Free Cash number in about ten days. Last year we used \$225,000 of Free Cash towards the budget. This year we did have some healthy turn back amounts from the various FY19 line items in comparison to FY18 due in part from a number of permanent position being filled by 'interim' assignments.

CPC fund balances – included in your packet is a sheet showing the balances as of July 1, 2019 and the balances as of October 21, 2019 should all projects being proposed be approved by town meeting.

3.Review, approve, close and sign warrant for October 21, 2019 Semi-Annual Town Meeting

Brian Maser will be attending the meeting as a number of the articles deal with personnel bylaw changes.

ARTICLE 1 - AUTHORIZATION TO HEAR THE REPORTS OF OFFICERS AND COMMITTEES OF THE TOWN

At this time, SWAT and Fin Com will give reports.

Motion Mr. Rucho to include the article on the warrant, second Mr. Hadley, all in favor.

ARTICLE 2 - AUTHORIZATION TO PAY BILLS FROM PREVIOUS FISCAL YEARS

At this time we have four invoices; one from DPW, two for police details and one for the school department.

Motion Mr. Rucho to include the article on the warrant, second Mr. Rajeshkumar, all in favor.

ARTICLE 3 - AUTHORIZATION TO MODIFY FISCAL YEAR 2020 APPROPRIATIONS AND OTHER NECESSARY ADJUSTMENTS TO THE FISCAL YEAR 2020 BUDGET

As a result of our rolling over the BAN rather than bonding the Senior Center project, Leslie will need to move monies between the debt budgets to accommodate the different financing. We should be able to deal with all of it within the debt budget. I've also recommended that we add some additional funds to the municipal fuel line item due to the increase in fuel prices. Final list still being compiled.

Motion Mr. Hadley to include the article on the warrant, second Mr. Kittredge, all in favor.

ARTICLE 4 – VOTE TO APPROPRIATE FUNDS FOR COMMUNITY PRESERVATION FUND PROJECTS AS RECOMMEDED BY THE COMMUNITY PRESERVATION COMMITTEE

Five projects are being proposed. The Board questioned why the funding for creating the parking lot on the town-owned recreation land on Goodale Street was coming from the undesignated fund balance. Mr. Crowley noted that that was what they requested and no one questioned it.

Motion Mr. Rajeshkumar to include the article on the warrant, second Mr. Rucho, all in favor.

ARTICLE 5 - TRANSFER OF CEMETERY FUNDS

They are requesting a transfer of \$2,500.00 from the Sale of Lots Account to purchase fertilizer.

Motion Mr. Rucho to include the article, second Mr. Hadley, all in favor.

ARTICLE 6 – CONSIDER ACCEPTING MGL CHAPTER 41, SECTION 19J

To see if the Town will vote to accept the provisions of Chapter 41, Section 19J of the Massachusetts General Laws to provide additional compensation for serving as a member of the Board of Registrars of Voters. This request was submitted by the Town Clerk. We have 5,432 voters – if accepted compensates the Town Clerk, who also serves as a Registrar, from \$50.00 to \$100.00 per 1000 voters.

Mr. Rucho voiced concern about giving another stipend for work that an employee is already getting paid for. Mr. Hadley thinks the compensation is for the extra work she does during an election.

Motion Mr. Hadley to include the article on the warrant, second Mr. Kittredge. Vote on the motion- Messrs. Rajeshkumar, Hadley and Kittredge yes; Messrs. Crowley and Rucho no.

Motion Mr. Kittredge to set the amount at \$100, second Mr. Hadley. It was decided to hold off until town meeting acts and we would determine the number after that. Motion and second withdrawn. Mr. Rucho stated that it is not a lot of money, but it is a stipend for something someone already does as part of their job and we have discussed it many times.

ARTICLE 7 – AUTHORIZATION TO APPROPRIATE FUNDS FROM THE COMMONWEALTH TRANSPORTATION INFRASTRUCTURE FUND

We had the same article in Oct of 2018 - it is part of a statewide distribution of fees (uber) paid into the state's Infrastructure Fund and it can be used only for transportation related projects such as signage. Gary intends to use the \$942.90 just for that. We have a long list of street signs and road signs that need to be replaced.

Motion Mr. Hadley to include the article on the warrant, second Mr. Rajeshkumar all in favor.

ARTICLE 8 – AUTHORIZATION TO APPROPRIATE FUNDS TO THE OPEB TRUST FUND

We anticipate a healthy Free Cash figure and once certified, it would be prudent to take some of this windfall and apply it to our OPEB obligation so next February when we go out for the final bond for the senior center we position ourselves as best we can for a favorable rating.

Motion Mr. Hadley to include the article on the warrant, second Mr. Kittredge all in favor.

ARTICLE 9 – VOTE TO APPROPRIATE FUNDS FOR CAPITAL IMPROVEMENT PURCHASE

In the spring when the CIB met they felt the Extended Wing Blade - \$22,100 could be put off until the fall. The DPW director estimates that the purchase of this item would save ~\$5,000 per year going forward in reducing the number of hours of contractor labor (EST 76 hours @\$70 per hour).

Motion Mr. Hadley to include the article on the warrant, second Mr. Rajeshkumar all in favor.

ARTICLE 10 – AUTHORIZATION TO TRANSFER FUNDS TO THE STABILIZATION FUND

As of July 31 - Stabilization balance - \$1,296,494, and should we find ourselves in a positive windfall position it would be to our benefit to transfer funds into the Stabilization Fund to bolster our percentage prior to the bond rating for the senior center even though we have already met our 5% per the policy. Currently we are at 5.10 of our FY20 budget of \$25,427,143

Motion Mr. Hadley to include the article on the warrant, second Mr. Rajeshkumar all in favor. Discussion ensued with Mr. Crowley commenting that he would like it if we actually had a Stabilization Fund we could go to if needed and use. Mr. Rucho suggested using the excess to lower taxes. Mr. Bricault has no resistance to putting money into Stabilization but questioned if there is a target value we should get to. The Finance Committee did not discuss tax rate versus savings. Mr. Rucho feels we will have a lot of money in savings.

Motion Mr. Hadley to include the article on the warrant, second Mr. Rajeshkumar all in favor.

ARTICLE 11 – AUTHORIZATION TO TRANSFER FUNDS TO THE CAPITAL INVESTMENT FUND

As of July 31 - Capital Investment balance - \$564,592 and should we find ourselves in a positive windfall position it would be prudent to replenish the Capital Fund for the capital items approved at the May town meeting and the item on the warrant this evening - \$159,940

Motion Mr. Rucho to include the article, second Mr. Hadley, all in favor.

ARTICLE 12 – AUTHORIZATION TO PETITION THE GENERAL COURT TO AMEND THE SPECIAL ACT TO RENAME THE BOARD OF SELECTMEN TO SELECT BOARD

Board directive to change Board of Selectmen to Select Board.

Motion Mr. Rucho to include the article on the warrant, second Mr. Hadley all in favor.

ARTICLE 13 – AUTHORIZATION TO AMEND GENERAL, ZONING AND PERSONNEL BYLAWS OF THE TOWN

Board directive to change Board of Selectmen to Select Board.

Motion Mr. Rajeshkumar to include the article on the warrant, second Mr. Rucho, all in favor.

ARTICLE 14 – AUTHORIZATION TO AMEND THE PERSONNEL BYLAWS

This article extends the current 7 calendar days to file or respond to a grievance to 15.

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

ARTICLE 15 - AUTHORIZATION TO AMEND THE PERSONNEL BYLAWS

This change will base personal time on hours worked over a 5-day period rather than a day as in some cases a day may be 8 or 9 hours for employees who do no work 40 hours thus giving them more personal time

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

ARTICLE 16 - AUTHORIZATION TO AMEND THE PERSONNEL BYLAWS

This is no longer relevant as it is addressed by Fire Department Union Contract

Motion Mr. Rucho to include the article on the warrant, second Mr. Rajeshkumar, all in favor.

ARTICLE 17 - AUTHORIZATION TO AMEND THE PERSONNEL BYLAWS

This is based on the Fair Labor Standards Act guidelines for fire personnel - a two-week work period, which is our biweekly pay period

Motion Mr. Rajeshkumar to include the article on the warrant, second Mr. Hadley, all in favor.

ARTICLE 18 - AUTHORIZATION TO AMEND THE PERSONNEL BYLAWS

The time period is no longer relevant as we are a 24-hour department.

Motion Mr. Rajeshkumar to include the article on the warrant, second Mr. Hadley, all in favor.

ARTICLE 19 - AUTHORIZATION TO AMEND THE PERSONNEL BYLAWS

Full-time fire personnel are covered under the union contract so reference to full-time should be deleted.

Motion Mr. Rucho to include the article on the warrant, second Mr. Hadley, all in favor.

ARTICLE 20 - AUTHORIZATION TO AMEND THE PERSONNEL BYLAWS

The per diem Officer-in-Charge comes in at other times other than weekend so that language will be removed.

Motion Mr. Hadley to include the article on the warrant, second Mr. Rucho, all in favor.

ARTICLE 21 - AUTHORIZATION TO AMEND THE PERSONNEL BYLAWS

Out dated term language no longer relevant

Motion Mr. Hadley to include the article on the warrant, second Mr. Rucho, all in favor.

ARTICLE 22 - REQUEST FOR ZONING CHANGE FOR HOLT STREET, WEST BOYLSTON

Mr. Lenkarski previously appeared before the Board and discussed his request for a change to the zoning. The Planning Board hearing on the proposal is scheduled for October 9th

Motion Mr. Rajeshkumar to include the article on the warrant, second Mr. Hadley, all in favor.

Assignment of Motions.

Motions were assigned as follows: Mr. Rucho will ready the motions for articles 1, 7, 13, and 18; Mr. Hadley will read the motions for articles 2, 8, 14, and 19; Mr. Crowley will read the motions for Articles 3, 10, 15, and 20; CPC will read the motion for Article 4; CIB will read the motion for article 9; Mr. Rajeshkumar will read the motions for articles 5, 11, 16, and 21; Mr. Kittredge will read the motions for articles 6, 12, 17, and 22.

FISP UPDATE:

1.General Update on Senior Center

Mr. Hadley reports that the lawn was seeded last week and looks 100% better. They are still working on the parking line issue yet to be resolved.

2.Invoices:

Wall hanging system for pictures \$249.81 (out of gift funds)

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

APPOINTMENTS AND RESIGNATIONS:

1.Concurrence on the appointment of Amy Marold, 163 Hosmer Street to the Agricultural Commission effective September 30, 2019 for a term to expire on April 30, 2022

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

MEETINGS, INVITATIONS & ANNOUNCEMENTS:

1.Announce that the town's volunteer grant writer has received a grant from Walmart in the amount of \$2,500 for the Police Department and another one for \$1,000 for the Library and consider signing letter of thanks

2.Announce that the town applied for and received a MIIA Flex Grant in the amount of \$5,389; funds will be used to purchase new mulch for Pride Park and new street and traffic signage for the DPW

FUTURE AGENDA ITEMS/SELECTMENS REPORTS

Mr. Rucho, speaking for the Board, thanked all the town employees for all the positive comments we received on the Community Survey. He thanked the town employees for all the positives mentioned in the survey for the services they gave the residents. With regard to the comments they gave on trash and recycling, Ms. Lucier sent those comments to the trash bag vendor Waste Zero and to our trash/recycle hauler, Republic Services. Waste Zero's response was thank you for passing this along. I will certainly be forwarding to our Quality manager for her review. As there aren't specific complaints, it's hard for us to address them exactly. However, please share with residents that they can contact us 1 800-866-3954 any time they have a problem, so we can log it in and look into the issue, as well as providing any necessary replacements. You will also be pleased to know that we invested \$1.6 million in our production equipment over the past year and have also revamped many of our QC procedures. We are committed to proving high quality products. They are also working on a new bag type, it has flex technology and would be similar to what you see on some commercial brands (force flex or similar), it would allow for some additional flexibility on the bag, since as we know people like to stuff these bags full! They hope to have this option available by the end of the year. We will have the DPW send this out as one of their announcements.

Mr. Rajeshkumar noted that some residents did contact him on social media asking about the status of the Community Survey. He announced that the survey is on the town's website on the Home Page and on the Board of Selectmen's page. Mr. Rucho reports that he intends to answer questions asked as we go forward, both positive and negative.

Motion Mr. Rajeshkumar at 7:31 p.m. to adjourn, second by Mr. Hadley, all in favor.

Respectfully submitted,

Approved: October 2, 2019

Nancy E. Lucier, Town Administrator

Patrick J. Crowley, Chairman

Barur R. Rajeshkumar, Vice Chairman

John W. Hadley, Clerk

Christopher A. Rucho, Selectman

Michael J. Kittredge III, Selectman