



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

Board of Selectmen/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting June 20, 2018; 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:

Welcome – Call to Order

Time: 7:00 pm

CONVENE MEETING – 7:00PM:

- Roll call

PUBLIC COMMENT

No one is present this evening under this agenda.

APPROVAL OF MEETING MINUTES:

May 23, 2018, regular session

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

June 6, 2018 regular session

This item was passed over due to a typo no one could understand.

June 6, 2018, executive session

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

June 11, 2018, regular session

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

WARRANTS: review and vote to approve warrants for the period covering June 7, 2018 to June 21, 2018: payable warrants for the Town FY2018-#50 & #51 payroll warrant FY2018 #25, School 2018 #S22, and Municipal Light Plant warrant FY18 #26

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

DPW Director Vernon Jackson

Mr. Jackson reports that his Chapter 90 fund balance as of July 1 will be \$445,874, plus we will be getting \$80,000 back from a project that is being wrapped up so we will have a total of \$525,000. We received one bid for the Newton Street bid opening, and it was much higher than estimated. After much discussion, Mr. Hadley motioned to authorize the additional chapter 90 funds needed to cover the Allied Paving Corp bid of \$84,997.12 and to award the contract to Allied Paving Corp for a not to exceed price of \$84,997.12, seconded by Mr. Crowley, all in favor.

Weston and Sampson proposal to amend the I&I Study per DEP decision

Motion Mr. Crowley to approve the amendment to the Weston & Sampson agreement with an increased value of \$2,450 to cover the work to add the DEP mandated I&I plan activity into the I&I plan and authorize the Town Administrator to sign the agreement, seconded by Mr. Rajeshkumar, all in favor.

HEARINGS AND SCHEDULED GUESTS:

7:15 p.m. Public Hearing, consider amending Policy L-18, Beautification of Town Squares and Islands (cont'd.)

Ms. Scheipers summarized the discussion points from the June 6th hearing. This is a continuation of the June 6th public hearing. Mr. Crowley would like to remove the section that reads “the sign shall read...” wherever it is written. Mr. Rucho stated that if we take that out then any person can just keep the sign forever and give it to other people who were not on the application and new businesses will never have a chance to get a sign. Mr. Rajeshkumar expressed the same concern. Ms. Bohnson said in the past the trouble was that we could not get businesses to take a sign but the goal is to make the islands look better, not to promote businesses. Mr. Hadley thinks we should only allow West Boylston residents/businesses to have a sign and there should be a term limit on the number of years they can have it. Resident Jen Breen stated that people given islands should not be allowed to give it to others to take on. The town owns it, so only the town should make a decision about who gets the sign. She stated that if no West Boylston businesses wanted an island perhaps and out of town business could be allowed one. Maybe a term limit of three years. Name on the sign should be the person whose name was drawn.

Motion Mr. Crowley to strike the words on page 2 and page 4: The sign shall read “sponsored by” and the name of the sponsor along with the companies’ logo if sponsored by the business, second by Ms. Bohnson. Vote on the motion: Mr. Crowley and Ms. Bohnson yes, Messrs. Rucho, Rajeshkumar and Hadley no.

Motion Mr. Crowley to continue the public hearing to the next regular meeting, second Mr. Hadley, all in favor.

School Committee & Capital Investment Board discussion regarding review of capital projects

Ms. Scheipers gave a brief summary of the concerns that caused this joint discussion to be scheduled. Mr. Bricault asked that the record be corrected to refer to the CIB and not the Finance Committee. He stated that the CIB does not have a past problem with what the schools have done for

projects, but rather they want to be sure either CIB is following the proper expected process regarding consideration of school capital projects. He stated that the bylaw, as written, leaves room for interpretation.

James Pedone, Chairman of the School Committee, stated that historically the School Committee has always provided the CIB with their capital plan and brought forth items that required capital funding. He stated that there have been projects in the past that might have been considered capital, but were paid for by school funds. He added that they wish to know what the correct process is. Mr. Bricault advised that it should go to the CIB even if school funds are used. He referred to the busses bought by the school that appear to be a capital purchase, but the CIB was never notified of them and were quite surprised to hear of them. Mr. Hadley asked what is the goal of the CIB. Mr. Bricault states the CIB reviews requests and for and votes whether to approve use of capital funds for funding.

Superintendent Elizabeth Schaper doesn't have a preference as to process and will follow whatever is decided by the town, however she feels \$20,000 is a very low value for an item. She asked what the process is to get necessary CIB reviews in times that an immediate decision is needed. She noted that the businesses were used to transport out of district special education students at a far less cost than outsourcing. Mr. Rucho states the buses were not an immediate need and should be listed on the long-term capital plan. Mr. Bricault states, if there were savings, shouldn't there be an opportunity to get some of the money saved back to the town. CIB member Christopher Berglund states that is something that is an operational related expense and would not be considered capital. Mr. Crowley noted that no one said the busses were a bad idea, however, the CIB is another set of eyes to do added consideration of the department proposal, just like all other town departments must go through. Mr. Pedone reports that they have been working with the CIB and they have the schools capital plan annually but the question is how the schools should use their money within their own budget. He asked the dollar limit for an item to be capital. Ms. Schaper noted a single item over \$20,000. Ms. Scheipers clarified that it can be a group of related items that are purchased together that exceed \$20,000 such as school lockers. Mr. Hadley feels we need better communication between the schools and the CIB and the CIB needs to bring more information to the Board of Selectmen in a more timely manner. Mr. Pedone asked if the School Committee needs to work with the CIB to change the dollar limit or work to change the process so they do not need the CIB review. Mr. Rucho asked if the School Committee will agree to bring \$20,000 items to the CIB. Mr. Pedone will discuss and decide with his board members at their September meeting and will advise. Mr. Crowley pointed out that the schools have done nothing wrong and the discussion is being held to determine the best process to take with school capital projects.

NEW BUSINESS:

1. Marijuana Sub-Committee/Fin Com member request

Mr. Rucho states that the Finance Committee would like one of their members on the sub-committee. Mr. Hadley asked what the role of the committee is. Mr. Rajeshkumar explained that the sub-committee is working on zoning articles related to adult marijuana use. Mr. Bricault reports that the Finance Committee is pressing for an open public discussion and wants to be part of the process. Mr. Berglund asked if the sub-committee will be establishing allowed uses because what is allowed will have financial impact. Mr. Bricault asked if they will allow multiple facilities, growing, or retail

sales. Mr. Berglund wants there to be Finance Committee consideration of impacts on revenues and expenditures. Ms. Bohnson asked if they are looking to present impacts of revenues and expenditures at town meeting. Mr. Bricault thinks that should be on the table for discussion. Mr. Rajeshkumar advised that the articles will be on the October town meeting warrant. No vote take by the Board on the request.

2.WRTA Contract – Review and Approve; Vote to Sign

The contract is level funded from last year.

Motion Mr. Crowley to sign, seconded by Ms. Bohnson, all in favor.

3. Police, Fire and Cemetery Union Contracts – Review and Approve; Vote to Sign

Motion Mr. Hadley to approve the police and fire contracts as negotiated and sign, seconded by Mr. Rajeshkumar, all in favor. The Cemetery contract is not yet ready.

4.Building Commissioner Contract Extension – Review and Approve; Vote to Sign

Motion Mr. Crowley to approve and sign, seconded by Mr. Hadley, all in favor.

5.Consider Waiving Permit Fees for WBMLP for building renovations project

Motion Mr. Crowley to waive all permit fees for the WBMLP project and to charge only the per inspection fees from the gas, plumbing and electrical inspectors, seconded by Ms. Bohnson, all in favor.

6.Approve Engineering Contract for new landfill test wells per Town Meeting Vote

Motion Mr. Hadley to approve the Coneco contract for the DEP mandated work as approved at town meeting for \$33,053.75, seconded by M. Rajeshkumar, all in favor.

7.Consider amending the membership number of the Facilities Implementation and Strategic Planning Committee

Motion Mr. Hadley to modify the membership of the committee to 9 members with five members of the Board of Selectmen, one Finance Committee member and three citizens at large, seconded by Mr. Crowley, all in favor.

8.Consider request to place a memorial bench on the island at Beaman and Rt. 12.

The Board decided to wait on making any decision on the bench request until they get a better idea of projected uses of the island. We will send a letter to the applicant notifying her of the need to wait for a decision.

TOWN ADMINISTRATOR'S REPORT

1. DEP Communication on Recycling: We have received the attached communication from DEP which confirms what we have been told by our Solid Waste Advisory Team. The international market for recyclables is getting tighter due to China's restrictions, and as well as developing regional issues with glass recycling. We will need to look locally and regionally to find ways to address an increasingly complicated recycling program moving forward. A key factor in this is to reduce

contamination in the recycling stream. DEP has developed several programs to assist in this effort. They are launching a statewide outreach program to educate the public about how to properly recycle. This and several grant programs will provide us with the tools we need. Ms. Scheipers will be sharing this information with SWAT and ask them to continue to place this as a priority effort.

2.FY18 Year End Budget Closeout Report: This is a busy time of year for all town departments as we prepare to close out one fiscal year and begin another. June 30th is the last day of our current FY18 fiscal year. All FY18 invoices and payroll must be submitted for payment by July 5th before the FY18 books are closed. Certain expenses may have their allocated funds encumbered which allow payment of invoices into FY19, but a request for encumbrances must be submitted to Accounting by July 20th. Thanks to the budget fix article voted at the May town meeting, most departments are set to cover their payroll and expenses within their FY18 budget. Each department is carefully looking at projected expenses and must notify me ASAP if they need a year end transfer request to be approved by the Selectmen and the Finance Committee on July 2nd. We know we will need adjustments for the Building Department wages to cover the additional inspections for the police station not charged to that account, plus the contract salary increase for the Building Commissioner. Since there are several accounts with more than adequate funds to cover these amounts, the year-end transfers present no issue. There may be other minor transfers needed by other departments as well, but the department heads are being very careful with managing their funds to minimize that need. FY18 revenues are summarized through May (not including May interest), and are tracking well above the estimated values. For example, excise tax revenues are 10.85% above the estimated value set when planning the FY18 budget. We should have the FY18 books fully closed and reported to DOR in September to allow for a certified Free Cash number well before our October town meeting.

3.FY18 Grants Summary Report: Attached please find the summary report which identifies grants and donations received on both the Town and School side in FY18. These grants totaled \$415,669.03 for the Town side, and \$245,870 for the School side. Key Town grants that we were awarded in FY18 include: Green Community Designation Grant: \$145,435, Complete Streets – Tier 2 Planning Grant: \$15,167.89, Complete Streets – Tier 3 Construction Grant: \$190,374, Community Compact Housing Planning Grant: \$15,000, and Municipal Vulnerability Preparedness Grant: \$15,000. In addition, the Library received the second year of the \$12,000/year donation from Holy Cross to extend summer hours at the Library. Key grants the Town applied for but were NOT awarded in FY18 include: FEMA Fire Equipment: \$75,000 and Community Compact IT Grant: \$29,200

4.Other Updates:

ABM Lighting Issues: ABM has responded regarding the lighting issues we still have at the fire station and library, as well as an issue with the boiler at the elementary school. ABM is prepared to come look at the lighting issues and assist with any fixes available under the warranty – if applicable. Any items that were discovered after the one year warranty they will assist us in determining if we wish to pay for said repairs. It appears the Schools have decided that since any issues would likely not be covered under a warranty, they may use their own technicians to provide a resolution. I will update the Board once I hear back from ABM. This item will be passed over until we see what happens with light repairs at the fire station and library.

Housing Choice Initiative: At yesterday's regional town managers meeting, we had a presentation on the State's new Housing Choice Initiative. It is built on the same program format as the Green Community designation program. If communities agree to take on key initiatives to increase

affordable housing stock, they will be awarded with eligibility to grant programs available only to designated communities. Ms. Scheipers forwarded the full packet to the Affordable Housing Trust for their review and consideration.

FISP UPDATE:

1.Monthly Project Updates

Mr. Hadley reports that there have been some issues with soils and demo debris, but the foundation is now in and work is progressing on the senior center.

2.Approval of Invoices – Mr. Crowley noted that all invoices are reviewed in detail at the FISP Committee meeting prior to being submitted to the Board.

a. CBA - Inv. 5789 at \$2,593.79 (related to site work issues) - Motion Mr. Hadley, seconded by Mr. Rajeshkumar, all in favor.

b. RAC Builders - Inv. 12 (Police Station) at \$25,000.00 - Motion Mr. Hadley, second by Ms. Bohnson, all in favor.

c. RAC Builders - Inv. 2 (Sr Center) at \$152,181.00 – Motion Mr. Rajeshkumar, second by Mr. Crowley, all in favor.

d.Colliers International - Inv. 21466 at \$18,893.13- Motion Mr. Hadley, second by Ms. Bohnson, all in favor.

e. Project Dog - Inv. 13206 at \$1,680.00 - Motion Mr. Hadley, second by Ms. Bohnson, all in favor.

f. Terracon - Inv. TA56074 at \$6,847.56 – Motion Mr. Crowley, second by Mr. Rajeshkumar, all in favor.

g. Trees Unlimited – Inv. Date 5/19/2018 at \$1,225.00 - Motion Mr. Hadley, second by Ms. Bohnson, all in favor.

h.Yankee Engineering and Testing Inc. – Inv. 24928 at \$1,313.00 - Motion Mr. Hadley, second by Mr. Crowley all in favor.

i.Patriot Fence Company, Inc. Inv. 1877 at \$8,580.00 – Motion Ms. Bohnson, second by Mr. Crowley, all in favor.

APPOINTMENTS AND RESIGNATIONS:

1. Reappoint David Femia to PEG Board

Motion Mr. Crowley to concur, no second, motion does not carry.

2. Reappointment of Larry Salate to the Transportation Committee

Motion Mr. Hadley to concur seconded by Mr. Rajeshkumar, all in favor.

3. Consider appointing David Bousquet as a special police officer for detail assignments at \$48/hour effective July 1, 2018 through June 30, 2019

Motion Mr. Rajeshkumar to concur, seconded by Mr. Crowley, all in favor.

4. Consider adding an appointment of a Board of Health member to the Ad Hoc Committee

Motion Mr. Crowley to expand the committee to include a member of the Board of Health, seconded by Mr. Hadley, all in favor.

RECOGNITION OF DONATIONS:

1. Recognize the acceptance of the following donation for the Bandstand Committee and to approve expenditure of these funds for general purposes: \$265 from A&E Realty

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

2. Recognize the acceptance of personal donations in the amount of \$135.00 for the period covering January 2018 through March 2018 from individuals in the community to the Senior Center for their gift account to aid in events and activities

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

MEETINGS, INVITATIONS & ANNOUNCEMENTS:

1. Selectmen's Special Meeting – Monday, July 2, 2018 at 6:30pm to review fiscal year end account transfers

2. Summer Hours at Beaman Memorial Public Library – extended Saturday hours through August 25th - 9am to 12pm. Thanks to Holy Cross for making these hours possible.

FUTURE AGENDA ITEMS/SELECTMENS REPORTS:

Mr. Rajeshkumar questioned why the fire muster was not on the website.

Mr. Hadley requested a summary of all KP Law invoices over the past two years for the ZBA.

Motion to Adjourn at 8:46 p.m.: Mr. Hadley

Seconded: Mr. Rajeshkumar

Result: All in favor

Respectfully submitted,

Approved: July 25, 2018

Anita M. Scheipers, Town Administrator

Christopher A. Rucho, Chairman

Patrick J. Crowley, Vice Chairman

Barur R. Rajeshkumar, Clerk

Siobhan M. Bohnson, Selectman

John W. Hadley, Selectman