

Members present: Christopher A. Rucho Patrick J. Crowley
Siobhan M. Bohnson John W. Hadley
Barur R. Rajeshkumar

Mr. Rucho convened the meeting at 7:00 p.m. He explained that the Board has added a new agenda item for public comment. Beginning each meeting there will be a fifteen minute period to give an opportunity for the public to address their concerns and questions regarding town operations and programs to the Board. Except in urgent circumstances, any matter presented for consideration by the Board shall not be discussed in detail nor acted upon by the Board at this meeting. A scheduled time on a future agenda may be set at the Board's discretion. Complaints or criticism directed at staff, volunteers, or other town officials shall not be permitted. If we do not have open session items to discuss, other agenda items may be brought forward earlier.

Read and acceptance of Minutes from Previous Meeting:

Motion Mr. Crowley to approve the regular session meeting minutes of June 15, 2016, seconded by Ms. Bohnson. Vote on the motion – Messrs. Hadley, Rucho, Crowley and Ms. Bohnson yes, Mr. Rajeshkumar abstains as he was not in attendance.

Motion Mr. Crowley to approve the executive session meeting minutes of June 1, 2016, seconded by Mr. Rajeshkumar, all in favor.

NEW BUSINESS:

1. TIF Presentation – Peter Milano, Senior Director, Business Development Massachusetts Office of Business Development

Mr. Milano joined the Board. He explained that the Mass Office of Business Development facilitates many programs for the Commonwealth and tonight he will speak about the state's Economic Development Incentive Program. The Program is a partnership between the participating growing company, the Town of West Boylston and in some instances the Commonwealth. The company would agree to invest capital in the Town of West Boylston. Their contribution would be creating jobs or investing capital in the town. The Town would provide some level of real estate tax relief based on the increased value that the company's investment would create. The assessed value would be their value and the Town may partner through Board of Selectmen vote and town meeting vote and provide real estate tax relief from 5-100% covering 5 to 20 years. It is called Tax Incremental Finance (TIF) Agreement. The town, as part of its relief, may also provide personal property tax relief to non-manufacturing companies. In some instances, the state may also join the partnership for companies who export a minimum of 25% of their products outside of Massachusetts and the state may provide investment tax credits between 1-10%. They often times work with companies doing site searches. The important part is this is a locally driven program. The state will never ask the town to give a TIF, it is always going to be locally drive.

Mr. Crowley added that if we go down this road, it will not cost the town any money, we will get less taxes than we would have on an addition to a building. If we now get \$10,000 in taxes and they increase we would be willing to take less of an increase in taxes as an incentive to lure companies in. It is not going to cost any dollars, it would be less of an increase than if a company came in without a

TIF. Ms. Bohnson asked if any surrounding towns do a TIF. Mr. Milano reports Clinton did one for Nypro and Worcester is one of the most active participants in the program. Mr. Rajeshkumar asked how many years is the tax relief. Mr. Milano states it is negotiated through the Board, between 5-25 years and 5-100% of the increased value are the parameters. It is up to the Board to decide how the schedule will be and usually most of the relief is given in the first few years. Mr. Rajeshkumar asked if we make a ten year contract, do they have to stay for ten years? Mr. Milano states no, they do not have to stay. There is not a contract and they could leave. Mr. Hadley pointed out that the building would still be built and we would collect the taxes. It is also job driven. Mr. Milano added that if they left and broke the agreement they would go to full tax assessment. They are audited by the Mass Office of Business Development and you can see their annual reports, which are posted online every year. If they materially breach the agreement, they can petition to have the project decertified. Ms. Bohnson asked if we have a concern that they are not going to be here in five years, could we put something in the contract? Mr. Milano replied yes, you select which companies you would enter into this agreement with. Mass Office of Business Development will peruse and proof read the agreement and anything egregious they would not move forward with. Mr. Rucho asked if they keep a list of communities in the Commonwealth who provide these agreements. Mr. Milano explained that because West Boylston is an Economic Target Area (ETA) we do not have to petition. If companies are looking they know West Boylston is an ETA as it is all listed on the website.

Ms. Scheipers advised that the town has scheduled a Special Town Meeting for August 8 to put before the voters a question as to whether or not they will approve a TIF for a company who is looking to relocate to West Boylston. Messrs. Hadley and Crowley are working with Ms. Scheipers to develop an agreement to bring before the Board. We will also be putting more information out to the people about the town meeting and the mechanisms. The Board discussed adding other articles, and given the tight time frame Ms. Scheipers recommends having this one article on the warrant. If we do not get a quorum, we will have another date. Mr. Milano advised that the paperwork would need to be executed and delivered by close of business on August 22. Mr. Rajeshkumar asked how many residents we need for a quorum. Ms. Scheipers advised 100.

Nathaniel Orciani, 30 Temple Street, candidate for Associate Member position on Zoning Board of Appeals

Mr. Orciani joined the Board. He explained that he is interested in getting more involved in town and is a life-long resident. Ms. Bohnson asked about his background and qualifications. Mr. Orciani is a field engineer with a 3-D company. He would like to fill an associate member slot to get to know the Board. He is in charge of very expensive equipment, knows the timeline and gets the job done.

Motion Mr. Hadley to appoint Nathaniel Orciani to the Associate Member position on the Zoning Board of Appeals, seconded by Mr. Crowley, all in favor.

NEW BUSINESS (cont):

2. Community Compact Application

Ms. Scheipers reports that the Community Compact Application is something the state put

together a year ago to encourage cities and towns to improve the way they operate their local government. A community can choose to work on three areas. Once our application is approved by the state we can apply for funds to work on those areas. You may get funding for only one best practice area. Aside from getting the grant funds we are eligible for other benefits. It would improve our standing in other things coming from the state. They offer best practices for housing and economic development, information technology, education, energy and environmental and transportation. Of all these categories she highlighted complete streets and affordable housing because the Housing Trust is looking to do another project in town. We are just over 5% and we are supposed to be at 10%. She asked the Board to consider this and we will include it on a future agenda. Mr. Crowley asked if we apply and our application is accepted is there any obligation from our current budget? Ms. Scheipers advised that they will give you grant funds which do not obligate us to give a town match. There will be town staff time we would have to put into this. It will be on the July 20th agenda or the first meeting in August.

3.Sewer Operations and Maintenance Contract – Weston and Sampson

Ms. Scheipers reports that Weston & Sampson was the only firm who submitted a proposal. She reviewed the document and found that it meets the criteria of the RFP. It will cost \$180,000 for year one and they have a standard annual escalator clause based on the consumer price index for the Boston area. She asked the Board to approve and sign the 3-year contract. Ms. Bohannon asked how much the contract price increased. Ms. Scheipers thinks it was around \$160,000 for the last year of the contract.

Motion Mr. Hadley for the Board to sign the Sewer O&M Contract with Weston and Sampson, seconded by Mr. Rajeshkumar, all in favor.

4.Police Station Project – FISP Findings on Project Budget

Mr. Hadley, Chairman of the FISP Committee provided the following update. As many people know, the earlier estimates provided to the town for the cost of constructing a new police station was \$2,900,000 for a building that was proposed to be 9,840 square feet. This total cost included \$2,226,240 in construction costs and \$633,760 in soft costs such as design, engineering, surveying, project management, etc. This estimate was given to the town by a local architect who provided basic conceptual plans and cost estimates for a \$5,000 fee. The town had several times asked this architect if the price estimate was correct because it seemed low. Each time he confirmed it was a valid cost estimate. As such, the \$2,900,000 was the dollar amount and project size proposed to town meeting and at the election last fall. This spring when the town hired its Owner's Project Manager, Cardinal Construction Inc., Cardinal states concern over the low cost estimate. They said the estimate was much lower than the costs seen by neighboring communities with projects of similar size and scope and they felt the estimated construction cost and soft costs were too low. Since that time FISP hired an architectural firm more experienced in this unique building type, Reinhardt Associates, Inc. of Agawam to develop the building program and full design. During the program phase of the design work, the architect worked closely with the police department and the FISP committee to identify the size building and space needs for our police station. They delineated how many rooms are needed, the number of people per room, room size, room function, equipment needed, etc. They added up all of

the space to get the realistic size of the building. The resulting program has now identified that the size of the building actually needed by the town is 11,455 square feet not 89,840 square feet originally proposed by the original concept architect. This is a 16% increase in the size of the building not accounted for in the previous budget. Current construction costs are now \$300 per square foot. At the June 21 FISP meeting, the architect informed the committee that the budget for the project must be increased. The size of the building needs to be 1,615 larger than the concept architect stated and the per square foot cost of construction increase from \$236 per square foot to \$314 per square foot. The FISP committee is aware that there is a lot of public concern about the increase in the project cost and there will need to be a town meeting vote and ballot this fall to request the authorization to borrow these funds. We hope to work with the architect this summer to firm up the size and cost estimates so that when we do bring the funding question back to town meeting we will have the firmest numbers possible to present to the voters.

Mr. Rucho states that if anybody has any questions they should contact the Town Administrator and the Board of Selectmen and we will try to keep you up to date. Mr. Hadley added that there has been a rumor that the FISP committee had prior knowledge that we didn't have enough money to building project. That is completely untrue and it is an insult to all of the members who volunteer their time and energy to bring these projects to completion. Ms. Bohnson added that the FISP committee has representatives from various department and is made up of eleven members.

5. Request for Transient Vendor License for Farmers' Market Vendor When Life Gives you Lemons
Motion Mr. Hadley to approve the license, seconded by Ms. Bohnson, all in favor.

6. Consider accepting free will donations in the amount of \$117.05 from the June 26th band concert on behalf of the town
Motion Mr. Crowley to accept the donations, seconded by Ms. Bohnson, all in favor.

7. Consider accepting the following donations to the Bandstand on behalf of the town: \$250 from each of the following sponsors: Finders Pub, A&E Realty Co., The Manor Restaurant, Cheoy Lee's II, North End Enterprises, Webster First, Honey Farms, Committee to Elect James O'Day and \$150 from the Municipal Light Plant in memory of Charles Coughlin
Motion Ms. Bohnson to accept the donations, seconded by Mr. Hadley, all in favor.

8. Consider accepting \$1,579.52 in donations to the Library for lost or damaged books and other materials, donations for the use of printers and copier, and donations given to support the general needs of the library and \$900 from the Hyde Family Foundation to support the purchase of materials in the Hyde Family Reading room
Motion Mr. Crowley to accept the donations, seconded by Mr. Rajeshkumar, all in favor. Ms. Bohnson thanked everyone for their support and donations.

9. Consider request for Abatement of Sewer Charges from James Pisarczyk (Wild Cat Development/Jungle Jim's Garden Center 134 West Boylston Street

The business is closed during the winter, a pipe broke and the interim DPW Director is recommending the Sewer Commission abate \$846.61 of the bill, which will leave a balance of \$35.00, the minimum payment.

Motion Mr. Crowley to approve the abatement, seconded by Ms. Bohnson, all in favor.

10. Request for Reserve Fund Transfer for Town Counsel line item

This item is no longer needed.

11. Request from Fire Department for End of the Year Budget Adjustment

The first request is to Transfer \$1,100 from Emergency Management Purchased Services and \$1,400 from Emergency Management Supplies to full-time Fire Salaries and Wages.

Motion Mr. Crowley to approve the transfer, seconded by Mr. Hadley, all in favor.

The second transfer is \$3,525.42 from Fire Supplies, \$500 from Ambulance Services and \$4,000 from Ambulance Supplies depositing \$7,500 into Call Fire Salaries and \$525.42 into Full time Fire Salaries. All funds will cover stipends for officers and paramedics.

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

TOWN ADMINISTRATOR'S REPORT:

1. DPW Status

Ms. Scheipers reports that Mr. Kittredge has stepped down and return to his foreman position effective June 29th. She will step in as the interim Director until the start of the new permanent Director to oversee the operations and authorize payroll and payables. She thanked Michael Kittredge for his work over this past year to help the DPW.

2. Malden Street Update

The Malden Street project is moving ahead. LEI is bidding the project for us with a proposed date of August 4th and an award on August 18th. The revised project cost is \$282,850. Their engineering services contract will expire next month and she will proceed with their services until the new Director is on board and he will make a determination as to our future needs.

3. Cemetery Expansion

Ms. Scheipers reports that we have received an answers as to whether Housing Authority land could be used for Cemetery expansion. Our Affordable Housing consultant reached out to DHCD and was told that Housing Authority land can only be used for affordable housing. Mr. Crowley reports that he has been advised that CPC funds cannot be used as it does not qualify as open space.

4. Pinecroft Intersection

Ms. Scheipers reports that she spoke with then Interim DPW Director Michael Kittredge about the intersection. He had concerns over how things were laid out. She contacted MassDOT District 3 Highway Director Jonathan Gulliver who sent one of his engineers out to look at the intersection and provide us with feedback. Their engineer went out to the site and expressed concern. The proposal was

to close off the roadway behind the island to bring all traffic to a 4-way stop. The engineer expressed concern that the modification of the intersection would not provide adequate turning radius for large trucks and tractor trailers attempting to take a right turn on Woodland Street onto Prospect Street heading towards Worcester. He suggested leaving the road from Holden to Worcester for one-way traffic so the trucks would not be forced down to a 4-way stop and have to maneuver the turn. If we were to do that we would need to put up proper signage and road stripping. He also suggested that for a few weeks we use the electronic sign to warn people of the upcoming 4-way stop. If we need a second sign they offered to allow us to borrow one from MassDOT. Ms. Scheipers asked the Board if they would be willing to go along with the proposed modification. There will be a stop sign for the traffic coming down from Holden and the other stop sign will be eliminated. Ms. Bohnsen asked if the Police Chief was consulted or if we can make the island smaller. Ms. Scheipers did ask the engineer and he feels the best fix would be to put in a small rotary, which would require TIP funding. He suggested trying this for a few months and if we still have a problem, we could revisit. Ms. Scheipers will ask the Police Chief for his input. Mr. Rajeshkumar asked about excluding 18-wheelers from the road. Ms. Scheipers advised that they have very strict requirements on when a community can limit large trucks and typically it is due to a culvert not structurally sound to carry that weight. The location where most of the accidents occur is the intersection of Prospect and Woodland and the intension was to have a 4-way stop. The engineer is not concerned with the 4-way stop, he was concerned with the ability of larger trucks to maneuver the turn.

It was agreed to send the proposal to the Police Chief for his comment and include this on the July 20th agenda.

5.Sewer Trunk Repairs

We received notice from DCR that the trunk line needs a repair. They plan to move ahead with the repair in accordance with our user agreement, which requires the users of the line to assume the repair cost. The total cost of the repair is \$10,000, our share is \$2,500.

6.Grant Writer Position

We have received a request from an individual who wishes to be considered for a voluntary position in the town as a Grants Writer. Ms. Scheipers asked if this is something the Board would like to do. Mr. Rucho noted that in the past we had people volunteer to do that task with no official position. Mr. Crowley thinks it is a good idea. Ms. Bohnsen asked if that responsibility would go away from the individual departments. She would also like to see what we would expect out of this person and to clarify who would be going for the grant, the grant writer, or the department head. Ms. Scheipers noted that we do have department heads who actively seek out grants for their department. She will put together a job description of what the position would be and include it on the August 3rd meeting.

Mr. Crowley asked the status of the Newton Street drainage issue. Ms. Scheipers advised that it is still in design phase. She does not know about the proposed bid date.

Mr. Rajeshkumar asked about the sidewalk project. Ms. Scheipers reports that PJ Albert is back in town working in the school area. If people have any questions she encourages them to contact her office. We will be putting together a punch list for the contractor.

Mr. Rajeshkumar asked about the parking opposite the library and whether sidewalks would be included. Ms. Scheipers advised that sidewalks will not be included, however, we will be relocating a handicapped crosswalk for the Central Street side. She does have sidewalks as a future agenda item for the new DPW Director to work with the Police Chief.

APPOINTMENTS AND RESIGNATIONS:

1. Concurrence on appointment of DPW Director Vernon Jackson. Approval and authorization of Chair to sign Director contract.

Ms. Scheipers informed the Board that she has a strong candidate who meets all the requirements of the Special Act and bylaw. He comes with a great mix of municipal, state and private sector experience in public works. He has strong experience in highway maintenance, snow and ice operations, utilities infrastructure and project management. He is the strongest candidate by far and she asked the Board's concurrence on the appointment of Vernon Jackson. She also asked them to vote his employment contract with a starting salary of \$95,000 and a department vehicle for town business. He will begin work on July 18. Ms. Mr. Rajeshkumar asked if he was a PE. Ms. Scheipers states that he has a Bachelor's degree in Civil Engineering and he is very strong in engineering. The requirement is a Bachelor's degree in Civil Engineering. Mr. Crowley asked if he mentioned why he would like to get back into the public sector. Ms. Scheipers states he misses working in a municipal environment. He currently works for Lynch, which is project specific and in municipal work you are working on a number of things at the same time. He likes the variety.

Motion Mr. Hadley to concur with the appointment and sign the contract, seconded by Mr. Mr. Rajeshkumar, all in favor. Ms. Scheipers will introduce Mr. Jackson to the Board at the July 20th meeting.

OTHER/OLD BUSINESS:

1. Update Boston Post Cane

The Historical Commission is reviewing records to see who the Boston Post Cane should be presented to and will inform the Board of their candidate.

MEETINGS, INVITATIONS & ANNOUNCEMENTS:

1. The National Center for Health Statistics is conducting a major study of the health of persons living in the United States and Worcester County has been selected as one of the survey locations. Interviewers will be calling on designated households throughout the area

FUTURE AGENDA ITEMS/SELECTMENS REPORTS:

Mr. Crowley will not be available for the next Board meeting

Motion Mr. Crowley at 8:08 p.m. to enter into executive session under the provisions of Massachusetts General Laws Chapter 30a, Section 21(A), Part 3 to discuss strategy with respect to collective

bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares. The chairman declared and the Board will not be going back into open session after their executive session for DPW negotiations.

Motion Ms. Bohnson at 8:20 p.m. to come out of executive session, seconded by Mr. Hadley. Roll call vote: Mr. Crowley yes, Ms. Bohnson yes, Mr. Rajeshkumar yes, Mr. Hadley yes, Mr. Rucho yes.

With no further business to come before the Board, motion Mr. Hadley at 8:20 p.m. to adjourn, seconded by Mr. Crowley, all in favor.

Respectfully submitted,

Approved: July 20, 2016

Nancy E. Lucier, Municipal Assistant

Christopher A. Rucho, Chairman

Siobhan M. Bohnson, Vice Chairman

Barur R. Rajeshkumar, Clerk

Patrick J. Crowley, Selectman

John W. Hadley, Selectman