

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.

Public Comment: No one is present this evening for this agenda item.

Read and acceptance of Minutes from Previous Meeting:

Motion Mr. Hadley to approve the regular session meeting minutes of July 20, 2016, seconded by Mr. Rajeshkumar. Vote on the motion – Messrs. Rucho, Rajeshkumar, Hadley and Ms. Bohnson yes; Mr. Crowley abstains as he was not present.

Motion Mr. Hadley to approve the executive session meeting minutes of July 20, 2016, seconded by Mr. Rajeshkumar. Vote on the motion – Messrs. Rucho, Rajeshkumar, Hadley and Ms. Bohnson yes; Mr. Crowley abstains as he was not present.

Motion Mr. Hadley to approve the regular session meeting minutes of July 23, 2016, seconded by Ms. Bohnson, all in favor.

John M. Scannell, Regional Director, Department of Conservation & Recreation - update on Wachusett Regional Recycling Center

Mr. Scannell joined the Board to provide the agreed upon update on the Center per the agreement with the town. He reports that the site continues to run very well and it is very busy. Colleen Abrams has stepped down as President of the Earth Day Board and those duties have been assumed by Helen Tashjian. They get very busy in the re-use building, and they continue to come up with new services. This year they received a mattress recycling grant. This year they are also doing the hazardous collections six times all on Saturdays. The numbers continue to grow.

Mr. Hadley asked if they track the towns usage. Mr. Scannell notes that it is tracked, included in their annual report, and West Boylston, Holden and Sterling have strong numbers. When someone comes to the center they are required to show a license. Mr. Rucho notes that he has been to the center two or three times and everybody knows what they are doing. Mr. Scannell added that they track what is being disposed of and they have a truck for a reuse store. When things are sitting they send them to a habitat store.

NEW BUSINESS:

1. Approve schedule for October 17, 2016 Semi-Annual Town Meeting

The Board is in agreement with the schedule as submitted.

2. Consider voting to install signage at town hall ‘parking for town hall business only, no overnight parking, violators will be towed at their expense’

Mr. Crowley asked if this is a big problem. Mr. Scheipers explained that there are a number of vehicles who park in the parking lot overnight and it appears to be residents of Freedom Village. Ms. Bohnson asked if there had been any contact with repeat offenders. Ms. Scheipers spoke with the Police Chief and he indicated that we would need to post the signs. We will give people a chance, and should they continue, we will have them towed. Mr. Rajeshkumar suggested speaking with the

complex manager. It was agreed that should we move ahead, and they will be notified. Mr. Rajeshkumar asked if we would have to indicate on the sign where the vehicle would be towed to. Ms. Scheipers notes that the sign would direct the violator to contact the police department.

Motion Mr. Hadley to move forward with the posting of the town, seconded by Mr. Rajeshkumar, all in favor. We will work with the Police Chief on the best locations and we will also have town counsel review the language.

3. Consider scheduling a public hearing to amend Selectmen's Gateway Policy on Gateway Adoption Program (JH)

Mr. Hadley reports that the Economic Development Task Force has a gateway sign and to attract interest, they have decided to lower the price a business would have to pay to have their business advertised under the sign. In order to do this, a public hearing is required, as the Board developed a Policy for the gateway sign.

Motion Mr. Hadley to schedule a public hearing for the Board to amend the Gateway Policy, seconded by Mr. Crowley, all in favor.

4. Consider accepting \$347.00 in Bandstand Donations (\$250 from Lester's Refrigeration and \$107 in free will donations from the July 17th concert) on behalf of the town

Motion Ms. Bohanson to accept the donations, seconded by Mr. Rajeshkumar. Mr. Crowley suggested establishing a policy to acknowledge the donations rather than accepting them. Vote on the motion - all in favor

5. Consider authorizing the following individuals as alternate authorized signatures for the Fire Department for FY2017: Colby Fiske and Robert O'Connell

Motion Mr. Hadley to approve the alternate signatures, seconded by Mr. Rajeshkumar, all in favor. This will allow timely approval of invoices in the absence of the Fire Chief.

6. Provide Board comments on proposed Village Zoning By-law

Marc Frieden, Planning Board member, joined the Board. Mr. Crowley asked if this would increase traffic. Mr. Frieden explained that the Planning Board did not study increase in traffic. It is more to control what is already there and to let people park on the street. It is designed for businesses such as an attorney or dentist office. It would give people to freedom to do something in their own house and it was mentioned in the Master Plan. At this stage the Planning Board is just looking at it. The spoke with CMRPC and send a letter to see if anyone is interested in doing the bylaw. He mentioned the area which is at the entrance to the rail trail, near the Municipal Light Plant, or Pinecroft, where there are strips of businesses. They could include a dentist office in a residential house if it was zoned. The Planning Board will look into other areas if people are interested. It is not to add much new to the town. Mr. Crowley states his only concern is parking and traffic flow. The Board thanked Mr. Frieden for attending and speaking on the issue.

8. Review and vote FY17 Board of Selectmen Goals

The Board held a workshop on July 23rd and reviewed a list of 44 suggestions for suggested goals. I was determined that some would be done anyway and it wasn't necessary to make them a goal. The goals established are as follows: Sewer Rate Study, Holy Cross PILOT, cemetery expansion,

Tivnan Drive RFP and develop recommendations for inclusion of the Cemetery Department into the DPW. Carry over goals are customer satisfaction survey for employees and citizens, changing town clerk position from elected to appointed, and continue to work on building a Senior Center and Police Station.

Motion Mr. Hadley to accept the goals, seconded by Mr. Crowley, all in favor.

8. Review and vote FY17 Town Administrator Goals

Motion Mr. Crowley to approve the following FY17 Goals for the Town Administrator: work with finance team to develop and implement a comprehensive set of financial policies and procedures, identify and correct Holden sewer billing issues and review existing agreement between the two towns to identify changes we may wish to make to prevent future problems, work with Town Wide Planning Committee to update and finalize all 10 sections of the Master Plan, re-start the Town Administrator blog and continue to work with the DPW Director on the Pavement Management Plan and Chapter 90 Projects, seconded by Mr. Rajeshkumar, all in favor.

TOWN ADMINISTRATOR'S REPORT:

1. Community Compact Best Practices

Ms. Scheipers reports that the state has established a program which allows towns to identify an area they would like to improve upon. A list of best practice areas was developed by the state and once a town has selected an area they would like to improve, they submit it to the state. The town is then provided grant funds to work on improvements to that area. At our workshop we identified Complete Streets as one best practice areas. This will increase our opportunities to get funding for complete streets and road improvement projects. The second area was Affordable Housing. The Affordable Housing Trust is very anxious to move ahead with another project. This could provide opportunities to get them some additional assistance. Mr. Hadley, who serves on the Affordable Housing Trust, feels it is important to include affordable housing as a best practice. Mr. Rajeshkumar notes that because the town now has a Complete Streets Policy we could apply for up to \$50,000 to do a study and there is also \$400,000 in funding available to assist the town. Ms. Scheipers added she has been told that by being a Complete Streets community and identifying it as one of the areas we would like to improve it would place us on a higher level of review than a community who is not. By having this identified, whether we get any grant funds or not, it places us at a higher level of consideration to get the complete streets funds. We also could get additional technical assistance of \$50,000. We are required to put together a prioritization plan. She asked the Board to consider voting to apply as a Community Compact Community and identify Complete Streets and Affordable Housing as our priority areas.

Motion Mr. Crowley for the town to submit a Community Compact Application and identify Complete Streets and Affordable Housing as our best practice areas, seconded by Mr. Rajeshkumar, all in favor.

2. Volunteer Grant Writer Job Description

Ms. Scheipers provided the Board with a draft job description for the volunteer position of Grant Writer. The successful candidate would need strong computer skills to enable on-line research of available granting agencies and grant program specifics, as well as to submit on-line applications and related attachments. Good communication skills to interact with stakeholder departments or

committees and excellent writing skills to effectively present concise and appropriately detailed grant requests. The Charge of the position is also outlined. They would meet with departments and key town committees to identify areas of funding need. Many departments currently handle their own standard annual grants, and this Grant Writer is intended to assist with this process if requested by the department or committee, or to work to research and apply for other grants not currently handled by the stakeholder group. Research possible funding programs specific to identify departmental or committee needs. Identify key submittal requirements and grant submittals deadlines. Collaborate with department staff or committee Chairs to gather specific data and rationale needed to develop a strong and effective grant application. Seek letters of support or other required attachments to augment and strengthen the grant applications. Track progress of all grant submittals. Notify the department or committee of grant funding outcome. If grants are awarded, work with the department or committee to prepare any funding paperwork such as state contracts, and to prepare and submit any grant administrative reports during the term of the funding. Track all proposed, pending and awarded grant programs by department.

Ms. Bohnson asked if the person would check in with the Town Administrator. Ms. Scheipers noted that this position would be an appointment by the Town Administrator and would report to the Town Administrator. Ms. Bohnson asked if we are looking for someone with experience Ms. Scheipers would welcome someone with experience, she stressed that the person would need good communication skills. Mr. Crowley asked why the appointment would only be for one year. Ms. Scheipers likes shorter obligations and feels you get a better chance of getting volunteers for a shorter term. Mr. Rajeshkumar asked we are only looking for one person. Ms. Scheipers notes that if multiple people come forward we could have them work with different groups. Mr. Rajeshkumar asked how this will be advertised. Ms. Scheipers will post the opportunity on the website. Mr. Bohnson asked if they would need to be a resident. Mr. Scheipers is not putting that as a requirement. She thinks this is something area students might be interested in to build a resume. We currently have one individual who is interested.

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

3. FISP Update

Ms. Scheipers reports that we received five proposals from architectural firms for the schematic design of a new Senior Center. At the last FISP meeting there was a subcommittee established of the Town Administrator, three FISP members and COA Director Lisa Viklund. They met this afternoon and will come up with list of suggested firms to interview. FISP will choose the short list of firms to interview at their August 10th meeting so we can award a contract by the end of August.

At the last FISP meeting, they vote to recommend payment of a Cardinal Construction invoice in the amount of \$5,850.

Motion Mr. Crowley to approve the Cardinal Construction invoice for payment in the amount of \$5,850, seconded by Mr. Rajeshkumar, all in favor.

4. Newton Street Update

LEI is working on the for the Newton Street drainage design project. They found out that there is a new area of gas line which is supposed to be installed in the street. They want to design around the

new line and anticipate this being resolved in a few weeks. At this point it looks like the project will not take place until the spring.

5. Nashoba Valley Town Administrators Working Group - Letters of Support

Ms. Scheipers recently joined a Central Mass-based Working Group of town administrators who would like to gain insight and support of their various tasks and goals. They are looking for letters of support from other communities on grant applications. They feel the best way to accomplish that is to have the community be willing to authorize their Town Administrator or Manager to provide a letter of support for grant opportunities we are not in competition for. If it is something we would also be applying for we would have to pass.

Motion Mr. Hadley to authorize the Town Administrator to provide letters of recommendation for other area communities grant applications with the condition that such letter does not reduce West Boylston's opportunities for the same or similar grant funding., seconded by Ms. Bohnson, all in favor.

6. Town Wide Planning Master Plan Update

Ms. Scheipers reports that the Town-wide Planning Committee has held two meetings and are reviewing the existing draft chapters. Because it has been over one year, they have given each other homework assignments to review and identify areas that need to be updated. They will develop some goals and action items and anticipate a one-year time frame to get it together.

7. TIF

Ms. Scheipers reports that the Special Town Meeting is scheduled for Monday night. We have a lot of good information on the website with details about the TIF, the flow chart process, and a FAQ. People have been calling with questions and we have been updating the FAQ on the website. The meeting should be fairly short with a 10-15 minute presentation by the Town Administrator followed by a 10-15 minute presentation by Curtis. It will then be opened up to questions from town officials and residents. We need 100 for a quorum. The TIF is only the new addition. The company is looking to move to the town to expand the facility into one building. They are also in communication with the City of Worcester. The building would continue to be owned by D&S Realty and the TIF will be with Curtis Industries. Curtis will be the one paying the taxes and the operation and maintenance costs for the building. Mr. Crowley added that the town has a baseline value for the current building. Any renovation or addition will be adding value and the TIF would apply to all of that. They are fine tuning their numbers and the TIF only applies to the new value of the facility. Ms. Scheipers stressed that the numbers being put together are based on estimates. The value of the renovation and construction is an eight to nine month range and we are using \$8 million because we do not know what the new assessed value will be as that is a function of the Board of Assessors.

Mr. Rajeshkumar notes that people are asking why we are having a Special Town Meeting. Ms. Scheipers explained that not only does the TIF need to be approved at town meeting it also needs to be approved by the state and they only meet a few times a year. We have to submit by August 24th to the state. The current building is 50,000-60,000 square feet and the addition will add another 100,000. Mr. Rucho asked if we can get a bond that guarantees them to pay. Mr. Scheipers explained that we have guarantees built into the TIF agreement. If they decide it is not working and leave, we can go to the state and say they defaulted and the state would cancel the TIF agreement and the owner of the property would be responsible for paying the entire real estate tax. The first two years of the TIF we

will waive 100% of the new assessed value. After that, it will decrease over the next 13 years at which time they will be paying the full tax on the new assessed value.

APPOINTMENTS AND RESIGNATIONS:**1. Labor counsel appointment**

Ms. Scheipers notes that we are currently with Mirick O'Connell and there had been discussion in the spring as to whether or not we would like to return to Kopelman and Paige. At the time we decided to continue with Mirick O'Connell until we finalized the Fire Department contract. Ms. Scheipers looked to the Board for guidance. Mr. Hadley would like to go back to Kopelman and Paige. He added that Mirick O'Connell did a good job, but we spent a lot of money. Mr. Rucho added that we also do not know that if we had been with Kopelman and Paige if we would have paid less.

Motion Mr. Crowley to return to Kopelman and Paige for labor counsel, seconded by Mr. Rajeshkumar, all in favor.

2. Consider approving the following Election appointments (1 yr. 8-15-16 to 8-14-17)

Registrars: Barbara Handy & Myra Fortugno; Election Warden: Neil Norum; Deputy Warden: Margaret Farwell; Election Clerk: Beverly Scott; Deputy Clerk: Barbara Deschenes and Election Constable: Gerald Condon

Motion Mr. Crowley to appoint the election workers, seconded by Mr. Rajeshkumar, all in Favor

3. Concurrence on the appointment of Vernon Jackson as the town's designee to the Upper Blackstone Water Pollution Abatement District Board of Directors

Motion Mr. Crowley to concur with the appointment, seconded by Mr. Hadley, all in favor

OTHER/OLD BUSINESS:**1. Crosswalk at Franklin/Route 12**

Mr. Scheipers reports that at previous meeting she informed the Board that the Police Chief strongly feels we should not install a crosswalk. We found out that Mass DOT included the crosswalk in the plan. We asked the engineer to go back to MassDOT because we had concerns. Our engineering firm of LEI says that MassDOT would be fine with that and we could redirect the handicap ramp and have it bring pedestrians into the parking lot of Surfside Pools. It would be a change order. The plan currently calls for a crosswalk to go across Route 12, however, we have the ability to change if we would like. Or, we could work with MassDOT and the Police Chief to install additional signage warning motorists. Mr. Crowley feels it is one of the more dangerous intersections in town and if we have the ability to add flashing crosswalk signs he would feel better about it. He would like to make it as safe as possible. The Board suggested a caution light on top and you press a button below and the sign flashes. Mr. Rucho voiced concern over the cost for that type of signage. He added that people do cross the street, and questions if we vote not to install the crosswalk and somebody crosses the street would the town be liable. Ms. Scheipers noted that if there is no ramp and people still choose to cross over then they are crossing at their own risk. If we put in the crosswalk we would have to put in good signage. The other option is to take out the handicapped ramp and have it go into the parking lot.

Planning Board member Marc Frieden reports that the Planning Board had the same discussion about a crosswalk at Cumberland Farms and decided not to put one in. Mr. Crowley doesn't like the idea of ending the sidewalk into the parking lot of Surfside Pool. It was designed by MassDOT and he agrees with DOT and we should install the sidewalk and ask for safety features. Mr. Frieden believes if there is a sidewalk it changes the liability to the driver of the vehicle should someone get hit. Mr. Rucho would like to tell the MassDOT engineer of our concerns. Ms. Scheipers did have a discussion with them and they are saying it is the town's choice. Mr. Crowley asked if we could ask for a change order to include safety features. Ms. Lucier noted that it is a state highway and signage installed would need to be approved by the state. Ms. Scheipers is not sure we could use grant money, but we do have Chapter 90 funds and we would have to work with MassDOT.

Motion Mr. Crowley to go with the original DOT plan and install the crosswalk and ask DOT for signs and lights, seconded by Mr. Hadley, all in favor. Ms. Scheipers reports that the Police Chief stated that if we go with the plan as designed he was fine with that but wanted to make it clear he has concerns and would work with us to improve the safety.

MEETINGS, INVITATIONS & ANNOUNCEMENTS:

1. Monday, August 8th Special Town Meeting 7:00 p.m., Middle/High School
2. Monday, August 8th special board meeting at 6:00 p.m., Middle/High School

FUTURE AGENDA ITEMS/SELECTMENS REPORTS:

Mr. Hadley reports that the Conservation Commission met with LEI on the Malden Street project. They have scheduled a special meeting for August 23rd to consider the police station project.

Ms. Bohnson thanked Recreation Director Jen Breen, for all her hard work. She has heard good things about the program and Ms. Breen has brought the program around tremendously.

Mr. Rucho notes that the Board previously voted to have a company come in and update the video for the town which is posted on the website. He would like to revisit that vote as he spoke with the cable people to see if they could make the video and they think they could.

Motion Ms. Bohnson at 8:20 p.m. to enter into executive session under the provisions of Massachusetts General Laws Chapter 30a, Section 21(A), Parts 2 and 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, contract negotiations with the fire chief, and litigation with, the Town of West Boylston vs. Carima, seconded by Mr. Crowley. The Chair so declared. Roll call vote: Mr. Rajeshkumar yes, Mr. Hadley yes, Mr. Rucho yes, Mr. Crowley yes, Ms. Bohnson yes. The session will be to discuss DPW negotiations and the Board will not be going back into open session.

Motion Ms. Bohnson at 9:10 p.m. for the Board to come out of executive session, second by Mr. Crowley. Roll call vote: Ms. Bohnson yes, Mr. Crowley yes, Mr. Rajeshkumar yes, Mr. Hadley yes, Mr. Rucho yes.

With no further business to come before the Board, motion Mr. Crowley at 9:10 p.m. to adjourn, seconded by Mr. Hadley, all in favor.

Respectfully submitted,

Approved: August 17, 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