

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:

There is no one present for this agenda item.

Read and acceptance of Minutes from Previous Meeting:

Motion Mr. Hadley to approve the regular session meeting minutes of October 17, 2016, seconded by Mr. Crowley, all in favor.

Motion Ms. Bohnson to approve the executive session meeting minutes of October 19, 2016, seconded by Mr. Rajeshkumar, all in favor.

Payroll & Payable Warrants for the Town (FY2017-17, FY2017-18 & FY2017-19), School (#S7), and Municipal Light Plant (#9) – Review and Vote to Approve for the Period Covering October 20 through November 2, 2016

Motion Mr. Crowley to approve Payroll & Payable Warrants for the Town (FY2017-17, FY2017-18 & FY2017-19), School (#S7), and Municipal Light Plant (#9) – for the Period Covering October 20 through November 2, 2016, seconded by Mr. Hadley, all in favor.

Fire Chief Thomas Welsh – Ambulance Billing, Uncollectable Accounts, and Rate Adjustments – Comstar Rep.

Chief Welsh joined the Board with Rick Martin, President of Comstar. Mr. Martin is present to explain the bundling of ambulance services, as the town is exploring the bundling rate structure, which for the last 15 years has become industry standard. They roll everything into one base rate and it would be consistent with the ambulance industry. Once that happens annually you just look at your cost changes to cover your costs. We will move from a la carte to a bundle. The Chief explained that the ambulance has to be staffed and ready to go and they are finding that there are drugs are not being used and the town is being charged to replace those medicines. It is a cost of doing business such as the pads for the defibrillators. The state comes in every year and everything item has an expiration date. He is tracking all those costs now so we have a real idea of what this is costing us and the bundling concept will help him out. Comstar will still do the same coding they always do. It is the overall cost of the service. Depending on the level of the call whether it is ALS or BLS, the charge will vary. Mr. Martin feels that it is more equitable and simpler for budget time. Mr. Martin added that they are required to pay the town's charge and contractually they have no basis to pay less. Ms. Bohnson asked about pushback. Mr. Martin advised that there are a couple of carriers who use re-pricing services with the hope that people will accept that. For the most part, the major insurance companies in Massachusetts pay municipal rates less copays and deductible and 90% of the municipalities now bundle. The Chief will put everything together and bring it back before the Board. Mr. Rajeshkumar asked with the bundle is there any disadvantage for the patient. Mr. Martin replied no, it depends how you set your

rates and bundling will not increase your rate. Mr. Crowley asked if the information prepared could show what we billed out in the previous 90 days and if we had bundled the service this is what the billing would have been. Mr. Martin noted the intent is to make this revenue neutral and if anything, the average call might be a little higher. Once this is done you can look at a revenue increase. The Chief will put together two mock calls, one bundled and one a la carte.

Chief Welsh has been working with Comstar cleaning up the books from 2011 to 2015. Per the Board's policy, he is required to come before the Board to request a write off. He has done all the billing procedures the Board has approved, sent out three letters if they owe \$1,600 and if they owe \$300 he can waive \$250 of that. He can send them off to First Financial Resources, a collection agency. They take a certain percentage and we get the remainder. We have a one year window to collect and then we turn it over to the collection agency and it is sent to their credit report or, we can write it off. If the person is deceased we write it off. Industry standards on collections are at 85% and we collect 92%. The Chief needs the Board's permission to write off the amounts and send them to the collection agency. Ms. Scheipers noted that she and the Chief have been working on this for months and she thinks this is the best move for us to go ahead with to give us a clean set of books.

Motion Mr. Crowley to write off the charges as presented in the letter dated April 2, 2016, seconded by Ms. Bohnson, all in favor.

The Chief intends to return on an annual basis to provide a report.

Director of Public Works Vernon Jackson

1. Library Parking

Mr. Jackson met with the Chief of Police and Library Director Anna Shaw last Friday morning to review the parking on Newton Street across the street from the library where people are pretty much parking on top of the sidewalks. He can understand people having an issue pulling out of their driveways. He spoke with neighbors David Sweetman and Mrs. Adams. He is proposing extending the sidewalk on the library side of Newton Street up to the condominiums and posting the other side of the street with no parking signs. It would involve the removal of a few trees. Mr. Hadley thinks it will be safer having residents park on the library side only and by doing that children will not be crossing the street. Mr. Rajeshkumar feels by moving the parking to the opposite side of Newton Street we will have fewer parking spaces as people now park the entire length of that street down to the intersection. Mr. Jackson has a quote to go to the condominiums with granite curbing for \$28,000, with bituminous is \$22,700. To go to the end of the street it would be another \$35,000, with new sidewalks and curbing it would cost \$55,000 to \$60,000. It is 550 feet divided by 12 minus two driveways. Chief Minnich noted that when the new sidewalks were installed on Central Street additional parking was added for the library. Ms. Bohnson noted that people now park on both sides so she is concerned we will make it worse. Chief Minnich reports that they get calls from home owners because people do not leave enough distance for them to get out of their driveways. They are supposed to leave five feet. He recommends moving the parking to the library side of Newton Street, posting the other side 'no parking' and then no one will be able to park on the other side, including the residents. Mr. Jackson reports that Mrs. Adams is happy they will be taking a tree down. She previously asked for an additional crosswalk, which was denied because it was too close to the crosswalk already in the area.

Mr. Jackson has looked at using Chapter 90 funds to develop and design cost estimates, which he could bring back to the Board.

Motion Mr. Hadley to authorize a sum not to exceed \$7,500 for design work, seconded by Mr. Crowley. Mr. Jackson estimates that the actual design would be \$5,000-\$6,000 to go to the condominiums and the actual work should be under \$30,000, 235-feet, and an estimated 18 parking spots. Mr. Rajeshkumar voiced his concern that we will be losing parking spaces. Vote on the motion – all in favor.

2. Paving Project Updates

Mr. Jackson reports that they finished up Prescott Street, Winthrop Street and Laurel Street. They will be working on the Woodland Street intersection this week. They will start leveling Goodale today and upper Newton. We will not do lower Newton this year because of the sidewalk project. Pierce Street from Worcester to Maple 1,400 feet, Woodland Street between Route 12 and Worcester Street and then Worcester Street itself should all be done by the end of next week. The wall on Goodale Street will hopefully be done at the end of next week. Lower Goodale will be done after the wall is done. The estimate for drainage work for the center Newton is \$343,301 including paving. Malden will be completed on Friday. The Woodland/Prospect four-way stop was paved. They did not pave the lane they are going to closed off and they are waiting for a professional painter to put in the double line. He will do a reverse 911 call with the Water Department to inform residents of the road change. Traffic going from Holden to Worcester will be one way, and the opposite direction will go to the four-way stop. Ms. Bohnson wants to insure that we reach out to the Town of Holden to give them a heads up and ask them to spread the word.

Ms. Bohnson asked the status of the staining of the benches on the Town Common. They are waiting to attach the plaques until that step has been taken. Mr. Jackson added that that Worcester/Prospect will be the end of next week.

3. Complete Streets

Ms. Scheipers reports that the good news is we submitted our request to the state to receive Tier 2 grant funds so the town can put together a prioritization plan. They did approve our request and will provide is \$15,095 so we can work with CMRPC to put a plan together.

Motion Mr. Crowley to authorize the Chairman to sign the contract, seconded by Ms. Bohnson, all in favor.

4. CEMLEC Vote - Dennis Minnich, Chief of Police

Ms. Scheipers reports that we have several times heard from resident Craig Shibley under our public comment agenda item and he has expressed concern on several points. One point is the town did not properly authorize entering into the CMLEC agreement seven years ago. In looking at past meetings and signatures on the agreement, we found he is correct. Town Counsel suggested that to cure that we ask the Board to vote to continue our arrangement under CEMLEC and a suggested motion was prepared, which reads as follows, the Board is, and has been, aware of the Police Department's involvement in CEMLEC, and that we understand that our participation is a regional

collaboration that benefits West Boylston and our area communities, we move that the Board continue our participation in CEMLEC pursuant to the agreement provided, and to authorize the Chairman to sign the agreement on the Board's behalf.

Motion Mr. Crowley to move the motion as stated, seconded by Hadley, all in favor.

NEW BUSINESS:

1. Consider request from the Town Common & Bandstand Use Committee for permission to install additional benches on The Common

Bandstand Committee members Pat Barrie and Jack McCormick joined the Board. Ms. Barrie explained that many years ago when the bandstand was built the Board allowed the installation of benches in memory of family members to be installed on The Common and limited the number to 22. In searching town records, we have determined that it was not a bylaw or a policy. The Bandstand Committee would like to increase the number of benches to 30. The benches with plaque cost \$281.50, with the total cost being paid for by the family requesting the bench. It was agreed that this change could be done through a vote of the Board and should they reach 30 benches and get additional requests, they will be back before the Board.

Motion Mr. Hadley to increase the number of benches allowed on the Gazebo Common to 30, seconded by Mr. Rajeshkumar, all in favor.

2. Vote to petition the legislature to change town clerk from elected to appointed

Motion Mr. Crowley to move forward, seconded by Mr. Crowley, all in favor.

3. Vote to petition the legislature to change the requirements for the Director of Public Works position

Motion Mr. Rajeshkumar to move forward, seconded by Mr. Hadley, all in favor. KP Law will be providing the appropriate language to the town.

4. Holy Cross Community Partnership Funding Requests

Ms. Scheipers reports that at the Board's request, we put out word to all town departments to be creative on their wish list as part of the Community Partnership. They are working with the Assessors to confirm that they are a non-profit and do not need to pay taxes on the Center. Library is requesting \$12,000 per year for 5 years for additional hours. Fire/EMS is requesting annual funds, an amount yet determined, to offset purchase of a four-wheel drive ambulance or other major public safety equipment. The Fire Chief has a concern about the driveway leading to the Center. They are also requesting a thermal imaging camera and use of the retreat as needed for temporary emergency shelter. The Memorial Day Committee is request \$3,000-\$5,000 for Memorial Day celebration costs. The Town Clerk would like funding for digitization and/or scanning of Town Records. We are also asking for funds to assist with Phase 1 of Goodale Park. The DPW would like funds to purchase a \$42,000 Crack Filler machine so we can do those services in-house and a \$15,000 box trailer. The Town Wide Planning Committee would like \$20,000 to hire a consultant to assist with completion of updated Master Plan. The schools would like free use of the center for 2 – 4 days each summer for daytime school committee and honor student meetings/retreats. Cable TV would like \$3,000 annually to assist

in program development expenses. The Council on Aging would like funds for annual seniors bus trips, twice a year \$5,000 each, sponsoring a fitness or exercise class, which would include payment to the instructor at \$50 an hour for weekly class and \$5,000 per two days per week class. They would also like donations toward proposed new Senior Center, outfitting the Health Office, patio furniture and a commercial kitchen.

Ms. Scheipers did have a conversation with Jamie Hoag and he recommends we put together a very diverse list to include multiple departments and multiple programs. They would like to see requests come in at all different pricing levels. Currently they are paying \$17,000 and the new value has not yet kicked in. Mr. Hadley suggests Chairman Rucho and Ms. Scheipers negotiate with Holy Cross and report back to the board. Mr. Rucho asked if there is anything else the board would like to add to the list. Mr. Rucho would like access to the Center for events. Ms. Bohnsen would like to see something more from the school. Mr. Crowley asked if we will be revisiting our funding requests on an annual basis. Ms. Scheipers feels it is a live document we could modify on a regular basis and we might look at a multi-year agreement. Ms. Bohnsen suggested asking for funds for other park improvements and not just specific to Goodale Park. She also mentioned that at the open house the neighbors mentioned the need for lighting at the entrance as well as the gates. Mr. Rucho is concerned over the number of days they intend to use the facility as it is more than a few days a year. At the project roundtable they said it would be used 40 days a year. He thinks we need to look at that. Part of the discussion was around traffic and their answer was when they have a retreat they bus people in to cut down on traffic.

Pat Barrie of the Bandstand Committee asked if we could include funds for band concerts on the list of requests. Each concert event is \$250. Ms. Bohnsen suggested trying to get some of their students to volunteer in our town. The list will be updated.

5. Review and approve proposed schedule for the May 15, 2017 Annual Town Meeting

Motion Mr. Crowley to approve the schedule as presented, seconded by Mr. Hadley. Mr. Hadley asked about having the Finance Committee meet with the Selectmen on capital requests. Ms. Scheipers is assembling the capital requests at this time and she will forward them to the Finance Committee with a suggested time line so we have the information well in advance of town meeting. There has been discussion about having a special town meeting in mid-January to vote for funding for the senior center and we would also need to schedule a special election one or two weeks after. Vote on the motion - all in favor

6. Consider voting to authorize the Chairman to sign the Memorandum of Understanding between the Town of West Boylston and Teamsters Union Local #170

We just finalized the language with the union. The MOU is the actual language that would have to be made.

Motion Mr. Hadley to approve and authorize the Chairman to sign, seconded by Mr. Rajeshkumar, all in favor.

TOWN ADMINISTRATOR'S REPORT:

1. OPEB Actuarial Report

Ms. Scheipers reports that in accordance with GASB 45, the town has conducted its study of our other post-employment benefits which we are obligated to provide to our retirees and we have received our report. The study was completed by Sherman Actuarial services and our unfunded liability is \$29,000,000. It had been much higher but the town did accept Section 18 of MGL 32B, which requires Medicare eligible employees or retirees to participate in the Medicare program versus the town's more expensive program. This is also based upon a number of assumptions about health care trends and rates. We are currently funding our OPEB costs on an annual pay as you go method which pays only for each years' current costs. Moving forward we will need to have additional discussions about when we should start putting money into our fund. It would be similar to paying more than your home mortgage payment. Ms. Scheipers recommends including this as a future agenda item with the Finance Committee.

2. Annual Audit Update

We are working with a new audit firm, Sullivan and Powers, and the initial feedback is that our records appear to be in good order. They have been excellent to work with, will do some additional work back at their office, and we should have draft report in three weeks.

3. FY2016 Revolving Account Report

The FY17 revolving accounts are in compliance with the limitations established by law. With the new Municipal Modernization Act those limits will disappear.

4. Annual Chapter Land Report (Draft) from Assessors

The Assessors prepared a draft report which indicates the town currently has 768.22 acres of chapter land.

5. Transportation Committee assistance with Complete Streets Prioritization Plan

Ms. Scheipers recommends that we engage the Transportation Committee to work on the Complete Streets Prioritization Plan.

6. Curtis Industries Creation of Local Jobs

Curtis Industries is following through on their obligation to provide advance notice to West Boylston residents about available positions at their new facility in West Boylston, which they will move into next year. A link about the available positions has been posted on the homepage of the town's website.

7. Sewer Connection compliance issues – discussion with Board of Health

Ms. Scheipers spoke with the Board of Health about sewer connection compliance. There is a short list of properties that were provided permanent exemptions due to physical site issues such as ledge or some other geographical issue. The remaining homes would require a grinder pump and in most of those instances the actual pipe was not in accordance with the plans and it was found out after

the fact. There is no mechanism to help residents pay for the grinder pumps. The cost of the pump is \$4,500 plus installation. She recommends we place this item back on a future agenda and invite the Board of Health in.

8. MMA Annual Conference – January 20 & 21, 2017

If Board members have any interest in attending, they should let the office know.

FISP UPDATE:

1. Consider signing contract with Catlin + Petrovick Architects of Keene, New Hampshire for Senior Center Designer Services

Motion Mr. Hadley to sign the contract, seconded by Ms. Bohnson, all in favor.

APPOINTMENTS AND RESIGNATIONS:

1. Concurrence on the appointment of Emily Eaton as a full member of the Conservation Commission effective November 3, 2016 for a term to expire on April 30, 2019

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

2. Consider appointing Firefighter/Paramedic Colby Fiske as the Records Access Officer for the West Boylston Fire Department effective November 2, 2016 for a term to expire on December 31, 2016

Motion Mr. Hadley to concur with the appointment, seconded by Mr. Crowley, all in favor. Ms. Scheipers explained that this will be an annual appointment and the Town Clerk, by default, is the Records Access Officer for the town. We are obligated to post on our website who you need to contact for various types of records.

3. Consider appointing Sgt. Anthony Papandrea as the Records Access Officer for the West Boylston Police Department effective November 2, 2016 for a term to expire on December 31, 2016

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

4. Consider accepting resignation of John DiPietro from FISP

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

MEETINGS, INVITATIONS & ANNOUNCEMENTS:

1. Presidential Election is scheduled for November 8, voting hours are 7:00 a.m. – 8:00 p.m. – at Our Lady of Good Counsel Church

2. Saturday, November 5th at noon the Beaman Memorial Library will be holding an open house to view the new carpeting project, brick patio and items purchased with the \$40,000 in state funding for technology upgrades. Ms. Bohnson noted that a couple of people have asked if going forward we could offer voting on more Saturdays and evenings.

3. Mr. Rucho reports that early voting has been a great success in West Boylston with 33% of registered voters already voting. Early voting hours on Thursday are 8-4 and Friday, 9-2.

FUTURE AGENDA ITEMS/SELECTMENS REPORTS:

Mr. Crowley reports that this evening we fixed part of Craig Shibley's concern with CEMLEC. Mr. Crowley spoke with Gene Pratillo the accountant for both the West Boylston Police Association and the West Boylston Police Benevolent Association who has been handling the required filings with the IRS and the Attorney General's Office. There was concern from Mr. Shibley with the filings with the Secretary of State's Office. Both organization were combined into one on the Secretary of State's Office website and they are listed as two. Mr. Crowley has a call into the Secretary of State's Office and he has not yet received a call back. Once he finds out all the details he will put together a detailed report we can give to the Town Administrator to give to Mr. Shibley.

With no further business to come before the Board, motion Mr. Rajeshkumar at 8:45 p.m. to adjourn, seconded by Ms. Bohnson, all in favor.

Respectfully submitted,

Approved: November 16, 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