

MEETING**BOARD OF SELECTMEN****FEBRUARY 1, 2017**

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:

Mr. Rucho noted that this fifteen minute period is 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. There is no one present to speak under this agenda item.

Read and acceptance of Minutes from Previous Meeting:

Motion Mr. Hadley to approve the regular session meeting minutes of January 18, 2017, seconded by Mr. Rajeshkumar all in favor.

Review and Vote to Approve Warrants for the Period Covering January 18, 2017 through February 1, 2017: Payroll Warrant FY2017 #15 & Payable Warrants for the Town FY2017 #30, and #31, Sewer Enterprise Warrant FY2017 SE-13 and SE-14, and Municipal Light Plant Warrant #15 & 16.

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

Doug Horka, Veterans' Services Officer

Ms. Scheipers introduced Veterans Services Officer Doug Horka to the Board. She asked him to attend the meeting tonight with the Board to provide them an update but that was a ruse to get him here this evening. The real reason for him being here tonight is we wanted to present him with the 2017 Commitment to Excellence Award and to let everyone know that Doug has been working for the town this past year for the sum of \$1.00. As the interim town administrator was putting together the 2017 budget and needed to close a revenue gap, Doug volunteered to forgo his salary and work for \$1. He is here every day and is committed to the Veterans of the town. It is a well-deserved award.

Mr. Horka explained that he is here this evening as a certified Veterans' Service Officer for the State of Massachusetts. The role of VSO has been a dumping ground for people who were not certified in the past. He provides state and federal benefits to needy veterans who have insufficient income. West Boylston pays the benefit and at the end of each quarter the community is reimbursed 75% of what we paid. The state has finally cracked down on towns and every community must have a VSO and for those not certified, the town will not get the 75% reimbursement. Last year he distributed \$11,000 a month and this year he is down to \$7,600. He currently has ten veterans and families he cares for, he lost six, two moved, two passed away and two were no longer income eligible. The Board congratulated him on his award.

It was noted that his office hours in West Boylston are Monday through Thursday, 8:00 to 3:00, on Friday he goes to work for the Veterans' Administration taking care of veterans all over Worcester

County. Ms. Bohnson asked if he had seen an increase in need over the years he has spent in West Boylston. Mr. Horka replied yes, and no. He has done a little to encourage those in need to step forward and those who participate are typically elderly. He serves no veterans younger than himself in West Boylston in any capacity. According to the 2015 census there are 523 veterans in West Boylston.

Mr. Crowley states that he knows how difficult it can be with the Veterans' Administration system. He thinks it is wonderful that he can help the veterans navigate the system and he thanked him for his service. Mr. Horka noted that West Boylston has given him the opportunity to attend all the appropriate trainings put on by the VA.

Richard Simmarano – Update on Cable Programs

Mr. Simmarano, provisional PEG Coordinator, reports that they have been going through a lot of changes over the past six months. They decided back in May of this year that our existing equipment was obsolete and we looked into upgrading. With the old system any programs we recorded had been rendered in a certain format which took a lot of time to code and schedule. The new system does not take that much time. They purchased a Castus system which was installed in October. It will take any file format, has better picture and sound quality. In the near future they will be installing a sound system or a mixer board. They are working on a sound system for both meeting rooms at town hall. He added that since October he has had multiple problems with the Castus system. The CEO from California was here and did an update on the system which turned out to be a bug and between that, and the issue with a Charter modem we were still able to broadcast, however, he spent a lot of time trouble shooting the system. The people who installed the system did a poor job and it took a long time to identify what we received. That has all been cleared up and he was able to submit a voucher to pay the balance of the installation. There are also some great website features and they will be updating information. He is working with Karen Paré on the town's website. We are live streaming off of WBPA-TV and people can view us around the world. We will be doing video on demand and you will be able to click on the demand button and watch the show at any time. We will continue to use the YouTube and Facebook pages, the Library and Senior Center events and materials will be broadcasted, and they moved the educational channel from the high school to the studio at town hall. He will be doing a lot of local programming and some type of newscast. It will start small but there is enough that goes on in town that can be reported to the community.

Mr. Rucho asked about the issue of the schedule, which was previously brought up. Mr. Simmarano noted that in Lancaster and Sterling they have a Castus schedule, they edit it and put it on their bulletin board. For staff they have two full-time, four part-time and many volunteers. We have two, 18-hour a week people and two high school employees. We do not have the staff to do it. Castus now will populate the schedule page. It will be much more convenient to go to video on demand. The schedule was never intended to be a proper tool and the new system will allow global overlays. An overlay will come onto the screen and say stayed tuned and tell you the next program coming up. He added that Castus is very expandable and he will be looking into closed captioning. Mr. Rajeshkumar would like to see the schedule a couple of days ahead. Mr. Simmarano noted that Castus has a lot of options on feeding that information into the page and Acton.org is what he would like our website to look like as it is much more user friendly. Access Coordinator, Shannon McInerney, explained to Mr. Rajeshkumar that the schedule that is posted is the schedule for the week, not just the day. Mr. Rajeshkumar asked if the system is 100% functioning. Mr. Simmarano stated that he would have loved to have known what the issue was and believes it was a combination of a bug with the Casus

system, poor installation, and the Charter modem that didn't work properly. He tried to do a number of things to alleviate and he is confident it is working properly, no slow downs or glitches. Mr. Hadley asked who we paid, the installer, or Castus. Mr. Simmarano explained that they held up payment on the installer until things were working property, the invoices didn't match the equipment we received and they had to go item by item to inventory what was received. They also did shoddy work that should have been done better, but didn't impact how the system works.

APPOINTMENTS AND RESIGNATIONS:

1. Concurrence on the hiring of Tim Scanlon to the fraction-time position of Access Coordinator for WBPA-Public Access TV effective February 6, 2017 at a rate of \$17.16 per hour

Motion Mr. Hadley to approve the hiring, seconded by Mr. Crowley. Mr. Scanlon joined the Board. He recently graduated from New England Institute of Technology with a Bachelor of Science Degree in digital media production. He is excited to get to work here and learn about what we can do in the future. Ms. Bohnson asked why did this position interest you? Mr. Scanlon is fascinated with studio work, it is new to him, a new experience that will help him expand his field. He is from Millbury. Ms. Scheipers added that he has a background in digital media work, has excellent social media skills, was a videographer for the Pawtucket Red Sox, worked on Chamber of Commerce Talk Shows, and hosted a radio show. The position is scheduled for less than 20 hours a week and Mr. Scanlon states that he is not working anywhere else. Mr. Simmarano added that the people already in place will remain there as there is a lot of work they want to get done. Ms. Scheipers added that we are still looking for volunteers to help us build programs for the station. Vote on the motion – all in favor.

NEW BUSINESS:

1. Consider voting to send a letter to the legislators asking their support/co-sponsor of bill for sustaining Community Preservation Revenues (PC)

Mr. Crowley explained that there is a bill that just came out a week ago that will put a floor on the first round match of CPA funds. This year it will be 20.6%, the floor of 50% would be attained by increasing the fees at the Registry of Deeds which is where the funds come from. Rep. O'Day has already signed on and this letter will thank him for doing so. It is also asking Senator Chandler to sign on and asking them both to actively lobby for this.

Motion Mr. Hadley for the Board to sign the letters, second by Ms. Bohnson, all in favor.

2. Review of Emergency Plan for Ice Control & Snow Removal (CR)

Mr. Rucho requested a list of sidewalks in town that we clear. The Town's Emergency Plan for Ice Control and Snow Removal only refers to timing of when the sidewalks would be cleared, it does not mention the specific sidewalks. Mr. Crowley believes the policy should be amended to codify which sidewalks we will take care of. Mr. Rucho would also like to address when new sidewalks are installed. Ms. Scheipers asked if he would like the DPW Director to propose amendments. Mr. Rucho would also like to address the town's liability when the sidewalks are not done well. It was also noted that the town did have an issue with the sidewalk plow, it has been resolved and the machine is now working properly. With regard to the town's liability we could address unsafe conditions in the policy. Mr. Rajeshkumar questioned why the town is only doing the sidewalks listed on the report. Ms. Scheipers noted that there are some sidewalks in subdivisions only used for those residents. The Board would need to develop a set of criteria they use to determine which sidewalks will be done. He would

also like requirements of the homeowners for those sidewalks we do not do in town. It will be a future agenda item.

3. Consider voting to place debt exclusion question on the March 8th special election ballot

Ms. Scheipers noted that the Board previously voted to schedule a special town meeting to request authorization to borrow funds through a debt exclusion or the full design and bid of a senior center. The Special Town Meeting is scheduled for March 6 and we are working with town counsel and bond counsel on the language. We are now voting to have the election and place the question on the ballot. This will begin the 35-day clock. The article will read as follows, 'to see if the town will vote to appropriate a sum of money to cover the cost of the full engineering and design of a new Senior Center facility, through project bidding, as well as owners project management costs, including all costs incidental or related thereto, and, to meet said appropriation, authorize the Treasurer, with approval of the Selectmen, to borrow the sum of said appropriation under G.L. Chapter 44, Section 7 and/or any other enabling authority and to issue bonds or notes of the Town therefor; provided, however, that the appropriation authorized hereunder shall be contingent upon approval by the voters of a ballot question to exclude the amounts required to pay for the bonds or notes issued for such project from the provisions of Proposition 2½, so called, or take any other action relative thereto.'

This will cover the cost for the architect to do full design, prepare bid documents, surveying, soil testing and other related expenses. Mr. Crowley asked when we move the article at town meeting, will it come with a dollar figure? Ms. Scheipers advised that we will have a dollar figure for town meeting, however, the ballot question will not. Mr. Rucho asked if the figure was a percentage of the project. Ms. Scheipers explained that it would be all of the design work of the architectural firm, their expenses in the construction phase for contract administration, oversight of the OPM, engineering for drainage, soil compaction, surveys of the land, including topography and a land survey. It requires a 2/3rds vote at town meeting and the majority at the ballot. If it passes town meeting and not the ballot we could schedule another special election to see if it could be reconsidered. If it doesn't pass town meeting we could schedule another town meeting. Ms. Scheipers added that at the February 8th FISP meeting they will be discussing the dollar figure, which is based on the estimated full project cost, and they will put out information on the impact to the tax bill. We will also have informational meetings.

Motion Mr. Hadley to place the following debt exclusion question on the March 8th special election ballot, ' Shall the Town of West Boylston be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to cover the cost of the full engineering and design of a new Senior Center facility, through project bidding, as well as owners project management costs, including all costs incidental or related thereto? YES NO', seconded by Mr. Rajeshkumar, all in favor.

TOWN ADMINISTRATOR'S REPORT:

1. Governor's House 1 budget and local aide numbers

The Governor's budget is showing a proposed increase of \$98,751 in education, an increase of \$1,704 in general government funding, and an increase of \$38,000 in assessment charges. We always establish our budgets with these conservative numbers and we will adjust as needed once the House and Senate numbers come out.

2. FY18 Budget status

We have developed our revenue budget based on the Governor's numbers and we will have \$23,272,158 available to spend. Ms. Scheipers has received most of the budget requests and she is

using placeholders for the school and health insurance rates. She will begin meeting with department heads next week. The Personnel Board is recommending a 2% cost of living adjustment and it is not clear that we will be able to afford that. Our preliminary budget review is set for March 15.

3. House bills submitted for West Boylston by Rep. O'Day

We received notice from Rep. O'Day's office that he resubmitted three bills on behalf of the town. They are An Act related to the construction and rehabilitation of public safety facilities, which would establish a Public Safety Assistance Board, An Act relative to the construction and rehabilitation of senior centers – which would establish a Senior Center Assistance Board, and an Act Relative to Affordable Housing in West Boylston which defines units that would count under the subsidized housing inventory. Ms. Scheipers has asked for clarification on the Affordable Housing bill. She added that the first two bills would not specifically help the town out at this point as it would take a while to get these committees established.

4. MEMA/Dept. of Homeland Security Announcement re: election infrastructure now designated as Critical Infrastructure

The Department of Homeland Security has added election infrastructure to the list of critical infrastructure. It is the same level of protection as drinking water supplies, dams, IT systems. She thinks this may cost us some additional mandates on our voting equipment.

5. Miscellaneous Updates

The Home Rule petition to change the Town Clerk's position from elected to appointed was approved and went into effect today. The DPW Director's petition has been filed and we will get further updates. It is an at will position, the job description was approved by the Personnel Board and they voted to have it be an exempt position, which is you work the number of hours it takes to do the job. We have reviewed the benefit time and she is all set to go forward.

With regard to the budget, Ms. Bohnson thanked all the department heads, Ms. Scheipers and commended the School Committee for thinking outside of the box and looking for alternative options.

APPOINTMENTS AND RESIGNATIONS:

1. Concurrence with the appointment of Patricia Page, Sterling, to the position of Volunteer Grant Writer effective February 2, 2017 for a term to expire on June 30, 2017

Mr. Rajeshkumar asked if we could hire someone who does not live in town. Ms. Scheipers explained that we are not hiring her, it is a voluntary position, which does not require residency. She comes to us with training in grant writing, we already have one volunteer, and this person will help as well. She is looking to try to build her municipal experience in grant writing and looks at this as an opportunity to gain that experience.

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

2. Concurrence on the appointment of Katelyn Ivers, West Boylston, to the Facilities Implementation & Strategic Planning Committee effective February 2, 2017 for a term to expire on December 30, 2017

Katelyn joined the Board. Ms. Scheipers noted that from her application, she is coming to us with a background in science and the environment. She volunteered as a planner for the Town of Kittery, Maine, and has interest in the Conservation Commission, Zoning Board of Appeals, Town-wide Planning Committee and the Facilities Implementation & Strategic Planning Committee. With her background and training Ms. Scheipers sees her campaign and planning experience would be helpful for the senior center project.

Motion Mr. Hadley to concur with the appointment, seconded by Mr. Crowley. Ms. Bohnson

thinks it is great to have young residents come forward to volunteer for the town. She knows there is a lot of volunteer history in her family and asked what is you want to wrap your hands around. Ms. Ives is interested in solar renewable energy design, worked with CMRPC in Worcester and a couple of months ago she worked for an engineering firm as a grant writer. She feels she is now more confident and has an interest in local government. Vote on the motion – all in favor.

3. Concurrence on the hiring of Larry Salate as a seasonal snow plow driver effective February 5, 2017 until May 31, 2017, at a rate of \$17.83 per hour

Motion Mr. Crowley to approve the hiring, seconded by Mr. Rajeshkumar, all in favor.

4. Parks Commission member John Pitro has resigned, anyone interested in filling this vacancy should complete an Application to Serve on a Town Board or Committee and submit it to the Town Administrator

The Board thanked Mr. Pitro for his time on the committee.

FISP UPDATE:

Mr. Hadley reports that the police station site work continues, drainage is complete, lower to mid level foundation is complete and framing will start next week. No significant impacts, on budget and on schedule. Framing will last eight weeks.

MEETINGS, INVITATIONS & ANNOUNCEMENTS:

1.Rep O'Day and Senator Chandler will attend the February 15th meeting of the BOS – topics of discussion should be provided to the Town Administrator by February 8th so the legislators can prepare their materials

2. Library "Souper" Bowl will be held on Saturday, February 4th – 12:30-1:30

3. Council on Aging Valentine's Day Pizza Party – February 14th, noon – Selectmen are invited, please RSVP should you be able to attend

4. The following individuals, businesses, groups and families adopted the following islands: Huntington Square at Beaman and North Main Streets to the Bouchard, Dickinson and Forhan Families; Crescent Street at Thomas Street – Finders; Woodland Street at Route 12 – Keepers; Worcester Street @ Route 12 – Boy Scout Troop 151; Church Street @ Route 12 – Finders & Keepers Kings Mountain @ Yorktown Road – Eagan Plumbing; Malden @ Goodale Streets - Mr. Hadley & Ms. Bohnson; Hosmer @ Laurel Streets - Boy Scout Troop 151; Maple @ Shrewsbury Streets – cement island – Finders; and Goodale @ Prospect – Joe's Towing Service

Mr. Rucho thanked the groups who adopted the islands/squares.

5. The Town received a Central Mass Municipal Recycling Council Recognition award for Outstanding Waste Reduction Programs and earned 10 or more recycling dividends program points

6. The Town received a Central Mass Municipal Recycling Council Recognition award for Outstanding Waste Reduction Programs and has been designated a CHARM Community who provides recycling access to all

7. Through a MIIA grant, the Cemetery Department received a work trailer which was just delivered this week

FUTURE AGENDA ITEMS/SELECTMENS REPORTS:

Mr. Rajeshkumar reports that the January 19th Zoning Board of Appeals hearing on 264 Prospect Street has been continued until February 16. The Planning Board public hearing on 90 Sterling Street has been continued to February 8th, the next meeting of the Planning Board.

Mr. Crowley announced that on February 4th, at Wachusett Country Club there will be the Grand Marshall banquet for the 4th and final World's Shortest Parade. Tickets are available at Dr. Casey's Office or by calling 508.835.3146.

Mr. Rucho reports that we met with the locksmith to discuss various security options, the gentleman had some great ideas and we will try to apply for a grant for a portion of the project.

Ms. Bohnson asked about the solar signs at the Pinecroft intersection. She would like to have the ability to have all four flashing and asked if they had to be solar, or could we connect them to some kind of power. Ms. Scheipers advised that the DPW Director has done a lot of research on the units and he will present information to the Board at their March 1 meeting. We will also look into using Chapter 90 funds to cover the costs.

Mr. Rajeshkumar reports that the developer of the medical building on Prospect Street came into the Planning Board concerned that patients exiting the lot going towards Holden are finding cars traveling at high speeds. He would like to modify the Prospect Street exit by allowing two-way traffic.

With no further business to come before the Board, motion Mr. Hadley at 8:30 p.m. to adjourn, seconded by Mr. Crowley, all in favor.

Respectfully submitted,

Approved: February 15, 2017

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