

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 to speak on this agenda item.

**Read and acceptance of Minutes from Previous Meeting:**

Motion Mr. Hadley to approve the regular session meeting minutes of March 1, 2017, seconded by Mr. Rajeshkumar. Vote on the motion – Messrs. Rucho, all in favor.

**Review and Vote to Approve Warrants for the Period Covering March 2, 2017 through March 15, 2017: Payroll Warrant FY2017 #18 & Payable Warrants for the Town FY2017 #36 & #37, Sewer Enterprise Warrant FY2017 SE-16, and Municipal Light Plant Warrant #19.**

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

**TOWN ADMINISTRATOR'S REPORT**

**1. Preliminary FY18 Budget Presentation**

Town Accountant Leslie Guertin joined Ms. Scheipers for her first informal presentation on the budget, which will cover estimated revenues and the draft operating budget. Ms. Scheipers intends to have a formal presentation in April and has prepared the draft based on the Governor's budget. Per our policy, she will use Free Cash equal to 1% of the budget. She will also use a conservative level of local receipts. One of the key drivers and big ticket items is health insurance. We are assuming a 9% increase in the budget; 7.5% for active employees, and our original number was a 17% increase. The Insurance Advisory Committee did seek to get quotes from Blue Cross, Tufts and Fallon. We are looking at Fallon at this time. The senior plan will renew January 1<sup>st</sup>. The school budget requested a minimum of \$378,000 over last year's budget and what they are getting is \$5,000 less than they had hoped for. The school administrator has been told that the level of funding is based on local aid and the use of Free Cash equal to 1% of our budget. The Fire Department budgets reflects their new union contract and the DPW budget includes the department staffed at full level plus contractual union wage increases. The budget also includes potential for a regional animal control and reflects a savings in our communications line item with the change to regionalizing dispatch, which we anticipate happening by April 1. It will be a seamless transition and when people call 911 they won't even know they are calling Holden. Ms. Bohnson asked where the \$104,000 savings in the communications line item would go. Mr. Scheipers noted that those funds are being allocated to other parts of the budget such as the schools and health insurance.

Mr. Crowley asked if the funds previously appropriated for the additional radios will be needed. Ms. Scheipers explained that they have been using that for some of the equipment needs and it will also be used for radios and other expenses. Ms. Bohnson asked if the other departments are getting the budget numbers they requested or less. Ms. Scheipers states it varies, depending on the office and most are receiving less than they asked for. The budget does include the \$1,000 for Wachusett Greenways, and an 8% increase in general insurance and a 9% increase workers' compensation. Mr. Crowley asked if the percentages were estimates. Ms. Scheipers advised that we are still waiting for



final numbers from MIIA, however, workers' compensation is based on our claims history and level of salaries and we have salary increases in our new union contracts. The general insurance also includes the new police station.

Mr. Rucho asked if the 9% increase is associated with joining the Fallon health insurance plan. Ms. Scheipers explained that it is 7.5%, however, we built 9% into the budget as we have our retiree renewal in January. That will leave us \$116,000 for any changes in enrollment. Ms. Bohnson asked if regional animal control is on the radar. Ms. Scheipers explained that there have been several communities who are interested in a regional approach and she also needs to be prepared should our current animal control officer decide to retire. Ms. Bohnson asked if the school contract is up this year. Ms. Scheipers reports that the school superintendent provided the minimum number she needed and is fine with the school number in the budget. Ms. Guertin reports that the school contracts go through June of 2018.

Ms. Scheipers reports that our fy17 tax levy limit is \$15,893,760, we add 2-1/2%, \$397,355 and the Board of Assessors estimate New Growth at \$115,000. We estimate abatements at \$100,000 and we now have the ability to take the balance from previous overlay years and combine them to address abatements. Mr. Rucho asked if Cumberland Farms is included. Ms. Scheipers states partial may be included and we will get better values as we get closer to June 30<sup>th</sup>, the cut off date. Debt exclusions include the Library renovation project in the amount of \$73,275. We have some amounts we will be covering within the operating budget. We will use Free Cash for our snow and ice deficit, and \$310,500 is the early pay down for town hall and we have \$86,460 for the police station.

Under Cherry Sheet estimates, they are based on the Governor's budget. Total estimated receipts is \$2,510,000. The available funds we will use are \$235,000 of Free Cash, \$335,000 of Free Cash, \$18,000 from the Wachusett EMS fund, \$60,000 of BAN premiums, \$220,000 in CPC revenues for a total of \$866,516. Total budget is \$23,304,658, a 54¢ increase on the tax rate. We have Free Cash certified at \$598,000 and will be using a lot of that for our snow and ice deficit. Mr. Hadley would like to know what the Assessors' deadline is for computing values. Ms. Scheipers advised that it is the end of June for the January tax bill. Ms. Bohnson asked if there are any line items that you were cautious about in terms of revenue. Ms. Scheipers is pretty confident, they are still estimated local aid numbers and she spoke with Mr. Crowley about them.

With regard to the General Government portion of the budget, most of the expenses are the routine expenses of normal activities. It also includes a 2% cost of living adjustment for non-union employees. In surveying other communities, they were between 1.5-3%. The Personnel Board recommends 2% if at all possible. Town counsel has been funded at \$80,000, with a good portion of the expenses for requests for information from the land use offices that didn't need to go to Kopelman & Paige. Ms. Scheipers recommends taking \$5,000 out of that line and putting it into a technical assistance line for land use offices when they need it. As we are no longer negotiating the Fire Department contract, that line item will be reduced to \$73,500. Town Clerk's salary has a minor increase. There were quite a few hours built in and Ms. Scheipers is evaluating the real need. She will be working with all department heads before the final budget hearing. Public safety will be reduced slightly because the police station will be moving into their new building. We will reduce their supply and purchase service line item. There is a .9% increase in general government.

Under public safety, we have added in expenses for the new police station. The architect and engineer feel we should budget \$24,000 for utilities, funds are also included for a custodian. They will not get the \$9,900 maintenance line item as the building is brand new and things are under warranty.



Mr. Crowley questioned the cost of a police cruiser going from \$36,000 to \$43,000. Ms. Scheipers noted that we go with the state bid list pricing. Communications will go from \$279,000 to \$174,000, which reflects our assessment for Holden. Animal control has been bumped up just in case we need to make a change to a regional approach. If that were to happen we would need to transfer money from salaries to purchase services. Public safety has a .7% increase. The building inspector line item was adjusted to cover current year expenses.

Education is being funded at \$11,695,756, the amount the Superintendent stated would be the minimum amount they would need, an increase of 3.3%. If we use the 2/3rds/1/3<sup>rd</sup> sharing agreement calculation it would have been a 1.1% increase. We went with the 3.3%. Mr. Rucho asked about the projected savings in the vocational education line. Ms. Scheipers advised that the savings will be in their next year's budget. Mr. Crowley noted that last year we used 68% instead of 2/3rds and asked what the actual percentage increase is they will get. Ms. Scheipers states it is a 3.3% increase over last year. Ms. Guertin added that they looked at the figures from last year and we went with 67%.

DPW salaries have increased as a result of the new contract and a full year of the director's salary. We did reduce the fuel line by \$20,000 and trash and tipping are based on the contract. The cemetery superintendent has been reclassified to be a non-exempt employee and he is now eligible for overtime. Total budget is a 2.2% increase. Mr. Crowley questioned the landfill line item. Ms. Scheipers explained that the MLP will take over the monitoring expenses, however, we are now being required by DEP to install additional wells. We have a \$3,000 place holder for that expense. We could use the lease money for those additional monitoring funds. Mr. Crowley asked if we are getting \$10,000 a year from the MLP for the lease of the land could we transfer it to general fund revenue. Ms. Guertin will look at the statue on that. We were planning on creating a revolving fund for the annual rental revenue. The Veterans' Service Officer salary line item will be returned to its previous \$5,000. We are also seeing a projected increase in benefits and based on actuals we will fund at \$126,750, 75% is reimbursed to the town. The library line reflects step increases for staff and necessary purchase services. In order to be a member of the regional library system, we are obligated to spend a certain amount on books every year. The library will also benefit from the Holy Cross agreement which is an additional \$12,000 for the next five years for additional hours. The \$12,000 will go into their gift account as they do not yet have a signed agreement from Holy Cross and without a signed agreement they money will go into the gift account to be drawn from. Library Director Anna Shaw is present this evening to support of the budget. The additional Holy Cross funds will allow them to open on Saturday afternoons. If they do not get the funds they do not plan to open for the additional hours. Ms. Scheipers added that the funds are not something we built into the library budget because it is coming from the revolving fund. Mr. Crowley thinks it would be good information for the voters to know about revenues that are not reflected in the budget. Total for debt payment and interest is down to \$1,209,136. The budget includes our regional assessment for CMRPC, the new \$1,000 line going to Wachusett Greenways for trail maintenance. Worcester County Retirement assessment is up 5.2%. Health insurance assumes a 9% increase. The ESCO project is a total of \$232,071 of which \$215,129 is the schools' share. We are looking at an operating budget of \$23,304,558. Also in the packet is the sewer enterprise budget and one of the reasons it is good that we are doing a sewer rate study is that we are using more of our retained earnings for the budget. We have \$1.6 million in certified retained earnings. Mr. Crowley likes the notes on the side of the budget numbers as it saves asking a lot of questions. Ms. Bohnson asked if we have a good handle on capital. Ms. Scheipers provided a list to the CIB who has a 5-year plan and are just starting to review department requests. Ms. Bohnson asked if



the town purchases a rescue and an ambulance in the same year. Ms. Scheipers explained that the fire truck was requested a few years ago and pulled back. As the debt for one of the trucks is coming off the books we could replace the old debt with new debt. The ambulance will be paid for by ambulance receipts, not from the Capital Fund. Mr. Hadley would like the Capital Investment Board to meet with the Board when they have their final recommendations so everyone will be in agreement.

## 2. Dog Park status

Ms. Scheipers reports that the Dog Park Subcommittee of the Open Space Implementation Committee has run into a snag. They proposed using the land off Tivnan Drive including a section of land the Municipal Light Plant has rights to use and they are planning to use it to expand their solar site. They are not in favor of having a dog park there. The rest of the land goes up a hill so the subcommittee is looking at all options. The grant application we need to submit to the Stanton Foundation requires a detailed preliminary plan. In order to do so, they need to engage a civil engineer who has experience in submitting designs to the Stanton Foundation. The engineer is looking for \$1,200 to develop a plan. The Town Accountant has identified a funding source from the sale of land to Fay Brothers funeral home. The fund has \$1,500 and can only be used for conservation and recreation purposes. She will ask the Board to approve use of the funds when we move ahead.

## 2. Insurance Advisory Committee - employee health insurance recommendations

The Insurance Advisory Committee received a proposal from Fallon, who is now only in the health insurance business. They came back with a 7.5% increase with the same plan design. The IAC has voted to recommend Fallon and the union will now need to concur with that vote. Once that happens it will be brought back to this Board at their April 5<sup>th</sup> meeting

## 3. ESCO Project Measurement & Verification Process

ABM did last year's M&V, which proved that they did achieve the unit savings proposed. At the last meeting we discussed bringing them in one more time and Ms. Scheipers asked for confirmation from the Board. We have the funds to cover the \$15,000 testing. Mr. Hadley noted that originally they didn't meet the specifications, we were \$50,000 short, so if we do another year of testing and it doesn't show the savings what happens. Ms. Scheipers advised that ABM would have to pay the town. Mr. Crowley noted that ABM did come in and changed a lot of things within the system to get us to the guaranteed savings. He would like to do one more year of monitoring. Ms. Scheipers believes we could do our own check for the third year. However, the only way we could go back to ABM is if they do the M&V.

Motion Mr. Crowley to engage ABM to do the M&V for next year, seconded by Ms. Bohnson, all in favor.

## 4. Sewer I&I

At the last meeting we discussed issuing an RFP. Since that vote we have been speaking with other communities and Matt Laborvites in Worcester. We are a small, new system and the feedback we are getting is we may want to speak to DEP to request that we be allowed to conduct a more limited study. Due to the fact that we have meters at each outflow point where our flows are sent to the Upper Blackstone facilities these meters should be adequate to identify if there is any I&I going into our system. She wants to make sure the Board is fine with this. The Board is fine.



**5.Community Compact Grants.**

We will be receiving \$15,000 grant from MassHousing to fund an update to our housing production plan. We will also be betting a grant in the amount of 10,500 for our pavement management plan which CMRPC is working on.

**NEW BUSINESS:**

1.Recognize the acceptance of donations for lost or damaged books and other materials, use of printers and copiers, and donations given to support the general needs of the library, to the Library Trustees in the amount of \$1,904.76 from the public from December 14, 2016 to February 28, 2017 into the Revolving Account for the Library and approve the expenditure of these funds for general purposes

Motion Mr. Crowley to recognize the acceptance of the donations, seconded by Mr. Hadley, all in favor.

**FISP UPDATE:****1.Vote on 1 story Sr Center**

Mr. Hadley reports that we are going with a one-story building for the senior center. It is the recommendation of FISP. Ms. Scheipers does not believe a formal vote is needed and the decision to go with a one-story was the desire of the senior community and both the Council on Aging and Friends are in agreement. Mr. Rucho noted that initially we were told by the architect that a two-story building would be a major savings and it was not.

**2.Vote to do RFQ for Sr Center designer services**

Motion Mr. Crowley to issue the RFQ, seconded by Mr. Hadley, all in favor.

**3.Vote to do RFQ for Sr Center OPM services**

Motion Mr. Crowley to issue the RFQ, subject to funding, seconded by Mr. Hadley, all in favor.

**4.RAC Builders Change Order # 2 - \$38,850.00**

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

**5. Reinhardt contract Amendment #2 – transfer of contract to Caolo & Bieniek Associates, Inc.**

Mr. Scheipers advised that due to the fact that we still do not have the final document we will not be signing the document this evening. The attorneys are still going back and forth. Reinhardt is being acquired by Caolo and Bieniek and they are requesting we vote to transfer the contractor to Caola and Beieniek, however, there are concerns over the insurance. Should the Board wish to vote to approve the transfer of the contract it could be subject to the endorsement of the contract by town counsel and all the insurance certificates.

Motion Mr. Hadley to approve the transfer subject to the town receiving the endorsement of the contract by town counsel and all the appropriate insurance certificates, seconded by Mr. Crowley, all in favor.

**6. Invoices: Cardinal, Pmt #11 - \$8,383 – Motion Mr. Crowley to approve, seconded by Mr. Hadley, all in favor.**

RAC Builders, Pmt #3 - \$254,844 – Motion Mr. Hadley, seconded by Ms. Bohnson, all in favor – motion Mr. Hadley to approve payment, seconded by Mr. Crowley, all in favor.

Mr. Hadley reports that the roof sheeting is done, things are coming along nicely and we are still on budget.



**APPOINTMENTS AND RESIGNATIONS:**

1. Concurrence on the appointment of Keith Wiley to the Insurance Advisory Committee as the designee of School Teachers' Union, effective March 16, 2017 for a term to expire on April 30, 2020

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

2. Consider accepting resignation of Kelli Blank from the Personnel Board effective March 10, 2017

Motion Mr. Rajeshkumar to accept the resignation, seconded by Mr. Hadley, all in favor.

**OTHER/OLD BUSINESS:**

1. Website video tour of West Boylston – status of new video

Ms. Scheipers reports that the video has been made by WBPA-TV, however, no decision has been made about who will do the voiceover. The video was done by a senior tax work off worker. The voiceover for the last video was the Chairman of the Board. The PEG Coordinator suggested having different voiceovers for different portions of the video. Mr. Rucho commented that if the voiceover is done by the Chairman that would need to be changed every year in order to be current. It was decided to invite the PEG Coordinator into the next meeting so we could view the video. Mr. Rucho suggested having different departments do the various sections.

**MEETINGS, INVITATIONS & ANNOUNCEMENTS:**

1. Reminder – deadline to submit warrant articles is April 4<sup>th</sup>

2. Mr. Hadley announced that the next FISP meeting is scheduled for March 27<sup>th</sup>.

3. Mr. Crowley invited everyone to attend the 4<sup>th</sup> and final World's Shortest St. Patrick's Day Parade being held this Sunday at noon from Finders to Keepers, a great time for the town. Ms. Bohnson added that no matter what the weather is the parade will go on.

**FUTURE AGENDA ITEMS/SELECTMENS REPORTS:**

There are no requests this evening.

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

Respectfully submitted,

Approved: April 5, 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