

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

Mr. Hadley convened the meeting at 7:00 p.m.

Public Comment:

There was no public comment.

Minutes from Previous Meeting:

It was noted that the spelling of Ms. Bohnson's name on Page 6, first paragraph, needs correction. Motion Mr. Crowley to approve the regular session meeting minutes of June 7, 2017 as amended, seconded by Mr. Rucho, all in favor.

NEW BUSINESS:

1. Approval of Warrants: Motion Mr. Crowley to approve the following warrants for the period covering June 8, 2017 through June 21, 2017: payable warrants for the Town FY2017 #50 and # 51; payroll warrant FY2017 #25, sewer enterprise warrants FY2017 SE-28, school warrant FY2017 S-19, and municipal light plant warrant #25, seconded by Mr. Rajeshkumar, all in favor.
2. Personnel Board Appointment: Laura Carney of 245 Maple Street was present to discuss her application to be appointed to the Personnel Board to fill the vacant seat. Motion Mr. Rucho to appoint Ms. Carney to the Personnel Board effective June 22, 2017 for a term to expire on June 30, 2020, seconded by Mr. Rajeshkumar, all in favor.
3. Voluntary Vision Insurance Plan for Employees: Bryan Adams of NFP Corporate Services presented the Insurance Advisory Committee's recommendation that the Town establish a voluntary vision insurance plan for employees at no cost to the town. After review of the plan specifics, there was a motion by Mr. Rucho to approve the voluntary plan as presented, seconded by Mr. Rajeshkumar, all in favor.
4. DPW Update: Vernon Jackson, DPW Director, asking the Board to consider closing off truck traffic on Hosmer Street and Kings Mountain Drive. It was agreed that more information was needed from MassDOT prior to making a decision. Mr. Jackson will contact that agency and bring this matter back before the Board. He also asked the Board to approve the use of Chapter 90 monies to correct a town drainage issue that is impacting the property located at 144 Worcester Street. There was discussion about whether work had already been completed by the Town. Mr. Jackson agreed to look into this and to bring this matter back before the Board at a future meeting. He also stated the Chapter 90 projects for the Newton Street drainage and for the Library parking will go out to bid in late July. The Pavement Management Project update is in process and will be discussed in more detail at a future

meeting. Mr. Jackson informed the Board and the public that effective July 1st, sewer bills may be paid on-line in the same manner that other town bills may be paid. He asked the Board to approve the agreement with Weston & Sampson contract for the development of an Inflow and Infiltration Plan as mandated by DEP. He stated this reduced scope of work has been discussed with and approved by DEP in theory. The multi-year plan will be prepared for DEP review this fall prior to the October town meeting, at which time we can seek the funds necessary to implement the yet to be determined year one activity. After much discussion, motion Mr. Crowley to approve as presented, seconded by Mr. Rucho, all in favor.

5. Public Hearing on Amendment of Policy G-3: At 7:15pm Chair Mr. Hadley opened the public hearing and the hearing notice was read into the record by Mr. Rajeshkumar. Town Administrator Anita Scheipers explained that the proposed amendment to the policy include modifying the list of streets for which sidewalks will be maintained by the Town within 24 hours after a storm or on as able to do so basis. A small number of streets previously maintained by the Town will no longer be cared for by the Town. In addition, the amended policy clarifies who is responsible for the clearing of fire hydrants after a snow storm. Mr. Crowley urged all residents who have a hydrant near their home to assist the neighborhood and the Town by shoveling out the hydrant when possible. Mr. Rucho moved to close the hearing, seconded by Mr. Crowley, all in favor. Mr. Crowley moved to approve the amendments to Policy G-3 as presented, Mr. Rucho seconded, all in favor.

6. School Department Request for: No school administration representatives were present. The Finance Committee was present to discuss the proposed Special Education Fund. Finance Committee Chair Chris Berglund explained they had just finished a meeting with the School Superintendent and School Committee representatives to discuss the fund. The Finance Committee was pleased that the School Committee has agreed to provide ongoing details of capital projects they have completed with school funds outside of the Capital review process. Mr. Berglund did state the Finance Committee had previous voted on this issue but the vote resulted in a tie vote and did not result in a vote to recommend the fund be established. They have not since re-voted, but several member expressed their individual opinion that the fund would be helpful. After much debate, a motion was made by Ms. Bohnson to approve the establishment of the fund, seconded by Mr. Crowley. The vote was three YES (Mr. Hadley, Ms. Bohnson and Mr. Crowley), and two NO (Mr. Rucho and Mr. Rajeshkumar). The motion passed. Ms. Scheipers will work with the Town Accountant to determine what the DOR requirements for full implementation of the fund.

7. Request from Top Dog, hot dog cart vendor Leonard Dattis, to add Wachusett Wine & Spirits as another location to his transient vendor license. Due to concerns regarding the awkward parking of the proposed site, Mr. Crowley moved to approve the additional location, seconded by Mr. Rucho. Vote: zero yes, and five no. Motion failed.

8. WBPA-TV Reorganization – Ms. Scheipers presented her proposed reorganization of the public access television program as follows:

- a. PEG Coordinator position to be a part-time position, appointed by the Town Administrator, not to exceed 20 hours per month (town employee) with a FY18 annual stipend to be \$4,800, and the draft job description to be reviewed and approved by Personnel Board.
- b. Access Coordinator position to be a part-time position, appointed by the Town Administrator, not to exceed 20 hours per week (town employee), with the annual rate of pay to be set per the Personnel Wage Schedule, in line with the existing approved job description.
- c. Production Assistant position to be a part-time position, appointed by the Town Administrator, less than 10 hours per week (town employee), with the annual rate to be set per the Personnel Wage Schedule, in line with the existing approved job description.
- d. Equipment Coordinator position to be a town employee or a vendor provided service, appointed by the Town Administrator, not to exceed 20 hrs per month, with the FY18 stipend of \$3,000, with the draft job description to be developed based on existing scope of work
- e. PEG Board to be appointed by the Town Administrator, with 5 voting members made up of: – with the preferred makeup to be as follows:
 - i. One senior citizen representative
 - ii. One school representative
 - iii. One sports team representative
 - iv. Two citizen-at-large representatives
 - v. Ex Officio/Non-Voting - Selectmen Liaison (member chosen by a vote of the Selectmen)
 - vi. Ex Officio/Non-voting – PEG Coordinator

It was further proposed that PEG Board members may not receive compensation from WBPA-TV – so as to avoid any real or perceived conflict of interest. Outgoing PEG Coordinator Rich Simmarano asked to speak. He stated that he felt the reorganization was in-line with the first original set-up, and that he supported the proposed reorganization.

There was much discussion about the rationale of having the Selectman liaison be a non-voting member. Ms. Scheipers explained the intent was to allow for a Selectmen to participate in all board discussion, but allowing the five voting members to operate as a smaller committee in line with the smaller program. She stated a larger committee would be cumbersome for a 20 hour per month PEG Coordinator to support. Ms. Bohannon moved to accept the program reorganization with the one change that the PEB Board be a seven member voting committee comprised of:

- i. One senior citizen representative
 - ii. One school representative
 - iii. One sports team representative
 - iv. Three citizen-at-large representatives
 - v. Voting - Selectmen Liaison (member chosen by a vote of the Selectmen)
 - vi. Ex Officio/Non-voting – PEG Coordinator
- Seconded by Mr. Crowley, all in favor.

Ms. Bohnson moved to appoint Mr. Rucho as the Selectmen's liaison to the PEG Board, seconded by Mr. Crowley, all in favor.

9. Consider voting to approve and sign employment contract with Building Commissioner Bentley Herget – this item was passed over.

10. Bandstand Donations: Mr. Crowley moved to recognize the acceptance of the following donations for the Bandstand Committee and to approve expenditure of these funds for general purposes, seconded by Mr. Rucho, all in favor.

\$250 from Cheoy Lee's II
\$250 from Aletheia Grotto
\$250 from A&E Realty Co.

OLD BUSINESS: Ms. Scheipers explained the Dog Park sub-committee of the Open Space Committee is still working on finding a location for the proposed dog park and asked to have this item be passed over this evening.

TOWN ADMINISTRATOR'S REPORT:

- Sewer Rate Study Status – Ms. Scheipers stated the sewer rate study contract with Tighe & Bond was being reviewed by town counsel and, for the sake of expediency, asked the Board to approve the draft contract with the condition that the final language be developed with town counsel. Mr. Crowley moved to approve the draft contract with the condition that the final language be developed with town counsel, seconded by Mr. Rucho, all in favor.
- Grant Writer Update – Ms. Scheipers explained the two volunteer grant writers have met to begin looking at grant programs for the fiscal year to help fund the senior center project, recreation projects and other departmental needs.
- FY18 Project – Real Cost of Department Operations: In response to a previous request from the Board, Ms. Scheipers stated she will be working with town departments to choose three offices to develop a summary of all costs related to running the department and providing the related services. These costs will include all labor and benefit costs, as well as other large and small operating costs, and will take into account all sources of funds including tax levy, revolving funds and grants. She will keep the board apprised of the progression of this project.

- Miscellaneous Updates – Ms. Scheipers stated that long-time Animal Control Officer (ACO) Charles Witkus has resigned and Asst. ACO Steven Jones is acting in his stead. She explained she is in communication with the Town of Rutland to see if it would be possible to join their five town regional ACO program. She will keep the Board apprised of this development.

FISP UPDATE:

- OPM Selection: Mr. Hadley stated the FISP Committee had voted to recommend the contract for OPM services be awarded to cardinal Construction of Worcester MA with Mr. Hadley and Ms. Scheipers to negotiate the fee. Mr. Rucho moved to award the contract to cardinal as recommended, seconded by Mr. Crowley, all in favor.
- Architect Selection Status – Ms. Scheipers stated the deadline for submittal for proposals has been extended to June 26, 2017.
- Approval of Invoices:
 - Caolo & Bieniek Invoice #9, #10 and #5546, each at \$4,667.00 - Mr. Crowley moved to approve payment of the three invoices, seconded by Ms. Bohnson, all in favor.
 - Cardinal Invoice #14, \$7,435.00 – Mr. Rucho moved to approve payment of the invoice, seconded by Mr. Crowley, all in favor.
 - RAC Builders Invoice #6, \$441,189.00 – Mr. Rucho moved to approve payment of the invoice, seconded by Mr. Crowley, all in favor.
- General Update – Mr. Hadley gave a brief update regarding the status of the police station project.

APPOINTMENTS AND RESIGNATIONS: The following votes were take:

- It was announced again that Charles Witkus, Animal Control Officer for the past 18 years has resigned. The Board asked that a letter be sent to Mr. Witkus thanking him for his years of service.
- Mr. Rucho moved to concur with the Town Administrator reappointments of Assist. Animal Control Officer, Steven Jones for 1 year, and Open Space Implementation Cmte, Raymond DiSanti for 1 year; seconded by Mr. Crowley, all in favor.
- Mr. Crowley move to reappoint James Marinelli to the Finance Committee effective July 1, 2017 for a term to expire on June 30, 2020, seconded by Mr. Rucho, all in favor.
- Mr. Rajeshkumar move to concur on the Town Administrator's appointment of Whitney Barnard as the Library designee to the Municipal Buildings Committee effective June 22, 2017 for a term to expire on June 30, 2018, seconded by Mr. Crowley, all in favor.
- Mr. Rucho moved to concur with the Town Administrator's appointment of Robert Chisholm to the Facilities Implementation Committee effective June 22, 2017 for a term to expire on April 30, 2020, seconded by Ms. Bohnson, all in favor.
- Mr. Rajeshkumar move to concur with the Town Administrator's appointment of William Chase to the Earth Removal Board and the Community Preservation Committee, as the

- designee of the Conservation Commission effective July 1, 2017 for a term to expire on June 30, 2018, seconded by Mr. Rucho, all in favor.
- Mr. Rucho moved to concur with the Town Administrator's appointment of Brittany Blaney as the WBPA-TV PEG Coordinator (tentative) with an annual stipend of \$4,800, seconded by Ms. Bohnson, all in favor.
- Ms. Bohnson move to concur with the Town Administrator's appointment of Richard Simmarano as PEG Equipment Coordinator effective July 21, 2017 for a term to expire on July 20, 2018 with an annual stipend of \$3,000, seconded by Mr. Crowley, vote four YES (Mr. Hadley, Ms. Bohnson, Mr. Crowley, Mr. Rucho) and one NO (Mr. Rajeshkumar). Motion passed.
- Mr. Rucho moved to concur with the Town Administrator's appointment of Jeff Legendre to the Parks Commission for a term to expire on April 30, 2018, seconded by Mr. Crowley, all in favor.
- Mr. Rucho moved to concur with the Town Administrator's on the appointment of the following police officers from the Town of Lancaster to work details at the rate of \$43.00 for the period covering July 1, 2017 through June 30, 2018: Frederick Hatstat, Gary Henderson, Kevin Lamb, John McNally, James A. McNamara, Jose Milette, Patrick Mortimer, Eric Schmidt, and Andrew Shaw. Seconded by Mr. Crowley, all in favor.
- It was announced that Jeffrey Legendre resigned from the Parks Facility Committee effective immediately. This resignation was conditional upon his appointment to the Parks Commission.

MEETINGS, INVITATIONS & ANNOUNCEMENTS: The following announcements were made:

- The new numbers for police and fire public safety offices are: 911 for any emergency, and the Main Number for Public Safety is 774-450-3510 which is answered by Holden Dispatch. They can forward your call to any individual on the Fire or Police Department. Currently all the old 508-835- numbers still ring at Holden Dispatch.
- There will be no Board meeting on July 5th
- A special meeting will be held on July 12th before the FISP meeting.
- The Municipal Light Plant is offering a grant residents of \$10,000 to put toward the purchase of a Nissan Leaf electric vehicle, and will also provide free car chargers. Interested resident can contact the Light Plant or see their website for details.

FUTURE AGENDA ITEMS/SELECTMENS REPORTS:

- Mr. Crowley recognized retiring police officer Dave Richardson and thanked him for his years of service.
- Mr. Crowley announced the school bus fees which are due by August 1st, and urged families to sign up for bus service as quickly as possible to take advantage of the lower price now as a late is charged after this date.

- Mr. Crowley recognized local student Flynn Mitchell on his accomplishments in regional and national track and field competitions.
- Mr. Crowley offered congratulation to Majors Level Little League Red Sox recent win.
- Mr. Rucho asked that the Town hall HVAC system be checked. Ms. Scheipers announced an energy grade audit will be done for town building s this summer and any issues will be identified.

EXECUTIVE SESSION: Mr. Crowley moved to enter into executive session under the provisions of Massachusetts General Laws Chapter 30A, Section 21(a), Part 2, for contract negotiations with non-union personnel for the Building Commissioner contract) and to not return to open session, seconded by Mr. Rucho. Roll call vote: Mr. Rajeshkumar – yes, Mr. Rucho – yes, Mr. Hadley – yes, Ms. Bohnson – yes, Mr. Crowley – yes. Open Session ended at 9:08pm.

ADJOURN MEETING

Respectfully submitted,

Anita M. Scheipers, Town Administrator

Approved: July 19, 2017

John W. Hadley, Chairman

Christopher A. Rucho, Vice Chairman

Barur R. Rajeshkumar, Clerk

Siobhan M. Bohnson, Selectman

Patrick J. Crowley, Selectman