

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

Members absent: Patrick J. Crowley

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

PUBLIC COMMENT

No one is present to speak under this agenda item.

Read and acceptance of Minutes from Previous Meeting:

Motion Ms. Bohnson to approve the regular session meeting minutes of June 21, 2017, seconded by Mr. Rucho, all in favor.

Motion Mr. Rajeshkumar to approve the executive session meeting minutes of June 21, 2017, seconded by Mr. Rucho, all in favor.

Motion Mr. Rucho to approve the regular session meeting minutes of July 12, 2017, seconded by Mr. Rajeshkumar, all in favor

Review and vote to approve warrants for the period covering June 22, 2017 through July 19, 2017: Payable Warrants for the town FY2017-52, 53 and 54, FY2018-1, 2 and 3, Payroll Warrant FY2017 #26 and #27 and FY2018 #1, Sewer Enterprise Warrant FY2017 SE-29, 30 and 31, and FY2018-SE-1 and 2, School Warrant FY2017 S-20 and 21, and Municipal Light Plant Warrant FY17 #26 and FY18 #1 and 2

Motion Mr. Rajeshkumar to approve the warrants as noted, seconded by Ms. Bohnson all in favor.

Police Chief Dennis W. Minnich, Sr. will introduce new patrolman James Conway to the Board and the Town

Chief Minnich introduced newly appointed officer James Conway to the Board. He explained that officer Conway replaced David Richardson who worked for the department for 32 years. The vacancy was posted within the town for two weeks and advertised in various different medias. Applications were sent to those who met the minimum requirements and letters were sent to those who did not. The next phase was interviews during which the Fire Chief sat on the interview panel. Following the interview, the applicant went through an extensive background check, a pre-employment physical and a pre-employment psychological exam. Mr. Conway passed all those steps. He is originally from West Boylston and while in high school he did an internship with the department. While in college getting his Bachelors Degree he did an over six hundred hour internship program. The Chief sponsored him for the police academy, and he previously worked in the Boylston Police Department. Mr. Conway introduced his wife and infant daughter. His wife grew up in town and is currently a 5th grade science teacher in town. Family still lives in town. He is excited about his new position and thanked Chief Minnich and the Board for the opportunity to be a police officer in West Boylston. Ms. Scheipers added that he comes to us with fantastic references from Boylston.

NEW BUSINESS:

1. Consider approving schedule for October 16, 2017 Semi-Annual Town Meeting

Motion Mr. Rucho to approve as written, seconded by Mr. Rajeshkumar, all in favor.

2.Consider voting to sign letter of support for the update of the Open Space and Recreation Plan as prepared by the Open Space Implementation Committee

Mr. Hadley, the Board's designee to the Committee, reports that the Committee worked with CMRPC on the developing the plan.

Motion Mr. Rucho for the Board to sign the letter, seconded by Ms. Bohnson, all in favor.

3.Consider establishing a policy on sales/meals tax paid on warrants

This was an item which was requested as a result of Mr. Crowley's review of the payable warrants. This will establish a clear policy on when the town, which is tax exempt, is able to reimburse sales tax to employees who purchase an item and pay the tax. The policy clearly defines when tax will be paid and recognizes that there are time when it would place a financial burden on someone. In the rare event that it is impractical or impossible to accomplish this task, individuals will be reimbursed meals/sales taxes not to exceed \$25.00 of tax per transaction. This will be one of the financial policies, which will be brought forward to the Board.

Discussion ensued with Mr. Scheipers explaining that union employees are allowed to purchase a meal during a snow storm and it is difficult for them to comply with making sure that the food establishment they go to would have a town tax exempt certificate on file. Typically the tax is far less than \$25, and more likely \$3 to \$5. Mr. Rajeshkumar, who also reviews the warrants, notes that it is mostly the School Department who may go to the Dollar Store or Walmart for an item and then seek reimbursement. This will establish a policy on when the town would reimburse for the tax. Mr. Rucho recommends a maximum \$10 limit, which the Board is amenable to.

4.Recognize the acceptance of the following donations for the Bandstand Committee and to approve expenditure of these funds for general purposes: \$250 from Cultural Council, \$250 from S&S Farms & Deli, \$250 from Fynders Inc., \$51 in free will donations from June 18 concert, \$128.50 in free will donations from June 25 concert, \$126.51 in free will donations from July 2 concert, and \$153.70 in free will donations from July 9 concert

Motion Mr. Rucho to recognize and accept the donations as noted, seconded by Ms. Bohnson, all in favor.

5. Recognize the acceptance of \$1,908.63 in donations for the Library from payments for lost or damaged books and other materials, donations for the use of printers and copier, and donations given to support the general needs of the library, and approve expenditure of these funds

Motion Mr. Rajeshkumar to recognize and accept the donations as noted, seconded by Mr. Rucho, all in favor.

6. Board Goal Setting Work Shop: review of suggestions received and define review/decision process

Suggestions received to date have been entered into a rating sheet for the Board's use. Should the Board have any other suggested goals they need to submit them to the office by next Wednesday so they will be entered into the spreadsheet for the goal work shop scheduled for July 29th.

7.Consider approving the refinancing of an affordable unit at Angell Brook Drive

The owners of one of the affordable units at Angell Brook would like to refinance their mortgage. The consultant for the Housing Trust has reviewed the request, which first needs approval

from the Board of Selectmen and then from DHCD.

Motion Mr. Rucho to approve the request, seconded by Mr. Rajeshkumar, all in favor.

Open Space Implementation Cmte. Dog Park Sub-Group – Dog Park Discussion

Michelle Brown joined the Board. She met with the Board back in January regarding reaching out to the Stanton Foundation for a grant. The Foundation requires a town employee to contact them and Ms. Scheipers made the contact. Ms. Brown also provided the Board with an update on June 1st and the initial land requested would require a draft sketch of the land with a budget breakdown. They found that the land was not available for their use. They have also looked at land on Crescent Street and that is not available.

Ms. Brown states that they are now looking at land identified as parcel 'C' on Tivnan Drive. It is further up the street near the Boylston town line. Ms. Scheipers spoke with Jon Fitch about the land as the deed indicates that the use of the land is restricted to the operations and use of the town's West Boylston Municipal Light Plant. It is possible that if the Municipal Light Board agreed, they could sign to be a host of the dog park. If it is something the Board feels we should consider Ms. Scheipers will draft a letter to the Light Board. The upper portion is wooded and would need tree removal. It is flatter than the middle section. When it was acquired from the state the state put the restriction on it. It is only about an acre to an acre and a half. Mr. Fitch was going to use it for future storage. The grant will look to make sure it is town owned and they would accept that as being an entity of the town.

Ms. Brown further explained that they also looked at 255 Laurel Street, 233 Goodale Street and 19 Crescent. Of the list the only other parcel owned by the town is 255 Laurel Street, our brush dump, which is isolated, open and has access to water, which is a requirement of the grant. The DCR parcel on Goodale Street would require statement approval and the Crescent Street parcel is privately owned. Mr. Rajeshkumar is concerned that the sound of the gun range might impact the Laurel Street site and he doesn't think that would make it a good spot for a dog park. Mr. Rucho agrees that the Tivnan Drive site is the best possibility. The grant covers total engineering and Ms. Brown reports that they have already raised 50% of the \$1,200 needed for the sketch.

Motion Mr. Rucho to authorize the Chairman to sign a letter to the Municipal Light Plant asking g them to post the dog park at that location, seconded by Mr. Rajeshkumar, all in favor.

TOWN ADMINISTRATOR'S REPORT:

1.Update on available Mount Vernon grave sites/status of discussion with DCR

Ms. Scheipers reports that there are only 484 graves spaces remaining at the Mount Vernon Cemetery. She met with the Commissioners and Messrs. Hadley and Rucho early this evening and those spaces they estimate will last three years. If we decide to pursue the acquisition of a DCR parcel we do have the option to pay for it with funds rather than doing a land swap and that would require approval from the legislature. When we did the RFP we had two proposal, both of which were costly. We are still in the process of having discussions and we will look at several different parcels to get more information.

2.Local Aid Cherry Sheet updates

Ms. Scheipers reports that we are in good shape. We used the Governor's numbers and the final revenues came in \$47,000 less but that was offset by charges of \$39,000 less. We were short by \$2,723

3.Complete Streets Prioritization Plan status

We submitted our prioritization plan, have not head back yet from the state, and as soon as

we have approval of that Ms. Scheipers will update the Board. She will also provide an update on the time frames for applying through the program for Tier 3 funding.

4. Review of Building Department fees (all categories)

Several months ago we discussed building department fees and apparently those fees were last updated in 2009. We will be surveying area communities and will bring back the survey results with recommendations for fee adjustments by early fall.

5. ADA Day Event

At a recent staff meeting we discuss the concept of having the staff do an exercise for ease of access around our building for people with disabilities. We will use walkers and wheel chairs. If we identify any structural issues we will develop a plan to resolve them. Mr. Rucho asked about push button doors. Ms. Scheipers advised that the ADA law requires that all doors have a certain ease of pull.

6. Update on Landfill Monitoring Contract

Ms. Scheipers reports that she is moving ahead with the contract for the annual testing of the wells and the contract for the installation of the new wells as the funding was approved at town meeting. She hopes the wells will be installed some time this fall.

FISP UPDATE:

1. Approval of Invoices:

Caolo & Bieniek Invoice #5574, \$4,667.00 – Motion Mr. Rucho to approve, seconded by Mr. Rajeshkumar, all in favor.

Cardinal Invoice #15, \$7,435.00– Motion Mr. Rajeshkumar to approve, seconded by Mr. Rucho, all in favor.

RAC Builders #7, \$830,943– Motion Ms. Bohnson to approve, seconded by Mr. Rucho, all in favor.

Change Order #5 RAC Builders, \$15,302 – Motion Mr. Rajeshkumar to approve, seconded by Mr. Rucho, all in favor.

Cardinal Construction OPM Contract Review & Approve

Based on the recommendation of FISP, Ms. Scheipers worked with Mr. Hadley on a contract for the first phase of the OPM services for the designer selection bid documents at a price of \$68,000. They negotiated a price for the construction phase as well. This vote is to approve and authorize the Chairman to sign. Motion Mr. Rucho to approve, seconded by Ms. Bohnson, all in favor.

2. Architect Contract Award - Review of FISP Recommendation and Vote on Contract Award

Ms. Scheipers explained that the selection of the architect for the senior center required is to go through a RFQ process, which included advertising, and establishing a selection committee who review the list of firms, and narrowed the list to three firms. Those firms were Sterling Architects, Caolo & Bieniet Assoc, and Deitz & Co. Sterling and Caolo & Bieniet were equally rated by the committee. After a lot of discussion it was recommended to select Caolo & Bieniet, the same architectural firm we are using for the police station. Tonight the Board will vote to award the contract.

Motion Ms. Bohnson to award the contract architectural services for the senior center to Caolo & Bieniet, seconded by Mr. Rucho, all in favor. Ms. Scheipers added that we now negotiate the fee with them. Mr. Rucho will work with Ms. Scheipers on that project. He noted that all three

companies said they felt comfortable they could achieve a savings of at least \$500,000.

3.General Update

Mr. Hadley reports that the dry wall is going up, ceilings are going in, and we are on budget and on time. They also took quite a bit of loam out for the DPW.

APPOINTMENTS AND RESIGNATIONS:

1.Concurrence on the appointment of Dennis Fitzpatrick to the Board of Assessors effective July 22, 2017 for a term to expire on April 30, 2019

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

2.Concurrence on the appointment of Michaun Fowler to the Board of Health effective July 22, 2017 for a term to expire on April 30, 2018

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

3.Concurrence on following PEG Board appointments: School Rep: Jason Diemen, Sports Rep: Jeff Legendre, Senior Rep: David Femia, At Large: Jack Flynn, At Large: Michelle Brown, At Large: pending for August meeting and Selectmen liaison: Christopher Rucho

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

4.Tim Scanlon has resigned his position of Access Coordinator for WBPA-TV

5. Concurrence on the reappointment of Beverly Goodale to the Community Preservation Committee as the designee of the Historical Commission effective July 22, 2017 for a term to expire on June 30, 2020

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

6. Concurrence on the reappointment of Pat Bryant to the Town-wide Planning Committee as the designee of the Finance Committee effective July 22, 2017 for a term to expire on April 30, 2020

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

7. Concurrence on the reappointment of Steven Blake to the Community Preservation Committee as the designee of the Parks Commission effective July 22, 2017 for a term to expire on June 30, 2020

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

8. Concurrence on the reappointment of Gary Flynn to the Open Space Implementation Committee as the designee of the Parks Commission effective July 22, 2017 for a term to expire on June 30, 2018

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

9.Concurrence on the following Planning Board designee appointments: Paul Anderson to the Transportation Committee, Cheryl Carlson to the Town-wide Planning Committee, Vincent Vignaly to the Open Space Implementation Committee, Barur Rajeshkumar to the Economic Development Task Force and Cheryl Carlson to the Earth Removal Board and the Community

Preservation Committee

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

MEETINGS, INVITATIONS & ANNOUNCEMENTS:

1. Announce that online sewer billing will be operational for the July billing cycle which is projected to be mailed out by July 24

Mr. Rucho asked if there will be a 25¢ charge associated with the transaction. Ms. Scheipers will provide more detail at the next meeting.

2. July 29, 9:00 a.m. – Board Retreat at Holy Cross

FUTURE AGENDA ITEMS/SELECTMENS REPORTS:

Mr. Rucho reports that in the next couple of weeks he will be meeting with the scout who is working on the display for the World Trade Center piece. He is working on an interior design.

Mr. Rajeshkumar mentioned that the town's municipal light plant did change out a lot of street lights with much brighter led units through a state grant. Ms. Bohnson received a call from someone who did not light the bright lights on their street. Ms. Scheipers recommends they call the municipal light plant.

With no further business to come before the Board, motion Ms. Bohnson at 7:55 p.m. to adjourn, seconded by Mr. Rucho, all in favor.

Respectfully submitted,

Approved: August 16, 2017

Nancy E. Lucier, Municipal Assistant

John W. Hadley, Chairman

Christopher A., Vice Chairman

Barur R. Rajeshkumar, Clerk

Siobhan M. Bohnson, Selectman