

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

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 Mr. Rajeshkumar to approve the regular session meeting minutes of July 19, 2017, seconded by Mr. Rucho. Vote on the motion – Messrs. Hadley, Rucho, Rajeshkumar and Ms. Bohnson yes, Mr. Crowley abstains as he was not present.

Motion Mr. Crowley to approve the regular session meeting minutes of July 29, 2017, seconded by Mr. Rucho, all in favor

Motion Mr. Rajeshkumar to approve the regular session meeting minutes of August 9, 2017, seconded by Ms. Bohnson. . Vote on the motion – Messrs. Hadley, Rucho, Rajeshkumar and Ms. Bohnson yes, Mr. Crowley abstains as he was not present.

Review and vote to approve warrants for the period covering July 20, 2017 through August 16, 2017: Payable Warrants for the town FY2018-4, 5, 6 and 7, Payroll Warrant FY2018 #2 and #3, Sewer Enterprise Warrant FY2018-SE-4, 5 and 6, School Warrant FY2018 S-1 and 2, and Municipal Light Plant Warrant FY18 #3 and 4

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

John Scannell update Recycle Center

Mr. Scannell joined the Board and reports that the Center is running well and is extremely busy. It is open three days a week and one Saturday a month. It is not open in the evening during the winter months and instead they open a second Saturday morning. In addition, they moved the Monday night hours to Thursdays. They have had a few issues within the building with push patrons and have had to prohibit a couple of people from being in the building. They are considering hiring a part-time manager who would assist with negotiating contracts for disposal of items. Work on the budget for the next fiscal year will be starting up and they intend to meet with the municipal representatives to discuss those numbers. They will have two Saturdays of just hazardous collection and remain at six for FY18. Shredding events, which are very popular, were done four times.

Ms. Bohnson asked if they saw an increase in any particular area. Mr. Scannell sees an increase in the number of people using the facility, which is still for the seven watershed towns and identifications are checked. They also take furniture with some being recycled and some being disposed of.

Mr. Rucho asked about an issue of poison ivy on the sidewalk across the reservoir at the bridge. Mr. Scannell noted that as part of the drainage project they did make sure that the new sidewalk was put in. There was conversation about who would maintain that and the sidewalk around the highway right of way. DCR did remove their fences so Mass Highway Department could mow that. Mr. Rajeshkumar believes the poison ivy was at the bridge walkway on Route 140. Mr. Scannell advised that the sidewalks are not owned by DCR. He also thought that stretch of road was owned by the town and he believes the town plows that area. Mr. Rucho suggested contacting Rep. O'Day who attended the public hearing held by Mass DOT for the project to look into this and report back to the Board

when he comes in to meet with them in September. At that meeting Mass DOT mentioned that they do maintain some roads. DCR does not have a spray policy for poison ivy. Mr. Scannell reports that they are just now moving down to the next drainage project at the West Boylston/Boylston town line.

Shannon Watson request for Common Victuallar License to open Live Love Nutrition, 76 Central Street

Ms. Watson joined the Board with her husband Aaron and Ashley Fisher. She distributed a copy of her menu to the Board. They would like to bring a healthy, active community to West Boylston and open a nutrition shop with healthy teas and shakes. They also run a fitness camp where people can come in and work out with them. It is family based and kid friendly. Ms. Fisher shared that Shannon, who was a client of hers, lost 55 pounds. They do weight loss challenges and give healthy meal suggestions. Ms. Watson noted that they have a personal trainer next door and will use crumbs from Darby's cookies on the top of their shakes. They will have a children's area as well with a sensory wall and are very excited and everyone in West Boylston has been very welcoming. Hour so operation will be Monday-Wednesday 7-4; Thursday and Friday 7-6 and Saturday and Sunday 7-12. They also run a Trout Brook fit camp.

Ms. Bohnson asked why they selected West Boylston. Mr. Watson states that they were looking for a place to live, found nothing available in West Boylston, and ended up in Holden. They love the area and when looking to open a business they looked for some place small. They wanted to be part of the community they reside in. They like the feel, everybody is very nice and it is a homey fit. They also like the outdoors and trails and wanted to bring in family and kids. They also like the town's motto, 'small town, big heart.' This will be their only store and they hope to have a soft opening Labor Day and a grand opening in September. Mr. Hadley suggested they contact Wachusett Chamber of Commerce to set up a ribbon cutting. They also like to give back.

Motion Mr. Crowley to grant the license, seconded by Ms. Bohnson, all in favor.

NEW BUSINESS:

1. Consider approving the following Production Assistant hirings for WBPA-TV, conditional upon successful pre-employment physicals, at Grade 2: Shannon McInerney and Benjamin Simmarano

Motion Mr. Rucho to approve the hirings, seconded by Mr. Crowley, all in favor.

2. Recognize the acceptance of the following donations for the Bandstand Committee and to approve expenditure of these funds for general purposes: \$293 from Sandra Gambaccini for sale of bench, \$273.33 in free will donations from July 16 concert, \$144.76 in free will donations from July 23 concert, \$177.70 in free will donations from July 31 concert, and \$199.00 in free will donations from August 6 concert

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

3. Consider voting permanent Prospect/Woodland intersection change

We made the change, created a four-way stop and we also made the backside of the triangle one way. We were going to leave it for six-months to determine if we should make it permanent. Mr. Rajeshkumar asked if there have been any accidents or complaints. Ms. Scheipers has received none. The Police Chief is also recommending it. We already reduced the width of the roadway behind the island and filled it in.

Motion Mr. Crowley to make the change permanent, seconded by Ms. Bohnson, all in favor.

4. Review of draft action item template for FY18 goals for Board of Selectmen and Town Administrator

Several weeks ago the Board held a goal setting session and after much discussion, the Board came up with three goals. They include improving the permitting process for businesses new and existing to enhance economic development with the community. The second goal is to establish a formal beautification program which will include a Blight Bylaw. The third was create a citizen and employee satisfaction survey and the fourth item was to issue an RFP for Parcel B on Tivnan Drive, which is under the control of the Board of Selectmen. Ms. Scheipers asked the Board to review the document over the next few weeks, provide feedback and edits, and she will present the formal version at the next meeting.

John Surachi, Eagle Scout Project – World Trade Center piece (tentative)

Mr. Surachi joined the Board with his father. He explained that he is 17 years old, attends Assabet, and is working towards getting his Eagle Scout Award. His proposed project is the construction and installation of a 911 memorial for town hall. What is important is the benefit this memorial will have for the town. His school will provide the materials and labor so he will not have to worry about fund raising. Mr. Rucho and Mr. Hadley met with John and his plan is to locate the piece in the entrance way to town hall inside the building. They think they will bolt it to the floor and have some sort of bracket system to attach the piece to the base. Ms. Bohnson asked why he selected this project. John states that there was a scout prior to this who was going to do the project and it didn't get done. He has all the materials needed, has lived in town for 17 years and will be a senior this year. Ms. Bohnson thanked him for taking the project on. Mr. Crowley asked about the time frame. As the next step is to present the project to the boy scouts, they anticipate a fall completion. Mr. Rucho added that the piece will be open, not under glass, and inside the building. Mr. Rajeshkumar's preference would be to have the piece under plexiglass. Mr. Rucho shared that the father and the grandfather of the gentleman at Assabet who is assisting with the project worked on the World Trade Center.

Mr. Crowley thinks it will be important to have a ceremony once the piece is completed and include both the police and fire departments.

Motion Mr. Crowley to approve the project as submitted, seconded by Ms. Bohnson, all in favor.

NEW BUSINESS: (cont.)**5. Donation Bins (SB)**

Ms. Bohnson would like the Board to reconsider the donation bin licenses at least those located at Walmart. They cleaned up one mess and today there is another. She hasn't seen a lot of other issues and would like to get those removed. Ms. Lucier explained that the Board, as the local licensing authority, could invite them in for a discussion, and you could ask them to remove the bins voluntarily or the Board could vote to revoke the permit. Ms. Bohnson doesn't think we should let them stay there because this has been going on for months. We will send them a letter letting them know that the Board is not pleased with the situation and we would like them to voluntarily remove the bins and if not the bin will consider voting to revoke the permit at their next meeting. This will be an agenda item for the first meeting in September. Mr. Crowley noted that when Planet Aid came in for their license they made it clear that they are the only non-profit bin as well as St. Vincent DePaul. He also pointed out that there is a place where you can get rid of items for free and the bins are for clothing and books. You can donate the items at the recycling center.

TOWN ADMINISTRATOR'S REPORT:**1. I & I Study Plan status**

Ms. Scheipers reports that DEP mandated that we do an I&I study, we worked with DEP to get them to agree to do the study through flow dated based on meters. We have been working with Weston & Sampson and we have a few areas where there is a potential for I & I. At this point it looks like they will recommend a 20-year Plan in which years will involve the development of a detailed GIS plan of the entire system. In year 2 we will inspect all manholes and in Year 3 we will start inspections of the system. The cost will be \$75,000 in years one and two and potentially in the range of \$350,000 annually thereafter to cover the inspections and any necessary repairs, depending on the degree of infiltration. All costs will be put into the rate study so any costs will be addressed within the study. Mr. Crowley asked for a cost analysis if there is no infiltration and what is the years cost of inspections.

2. Animal Control Officer regionalization progress and consider voting to approve and sign Mutual Aid Agreement with the Town of Rutland for Animal Control Officer services

Ms. Scheipers is trying to find another community who would be willing to partner with us for a regional approach. She met with Rutland and tomorrow will meet with Shrewsbury. She thinks we will be able to find something that will work for us. In the meantime she would like the Board to approve entering into a Mutual Aid Agreement with the town of Rutland for these services. Our Assistant Animal Control Officer is serving as our Animal Control Officer and he has a full-time job and is only available in the evening or weekends. This will provide for day-time coverage and under the agreement they will not charge us and our Assistant may need to respond to their community.

Motion Mr. Rucho to sign the Mutual Aid Agreement, seconded by Mr. Crowley. Ms. Bohnson asked about the call volume. Ms. Scheipers notes that we average 140 calls a year. Mr. Rajeshkumar asked if we will save money when we regionalize. Ms. Scheipers states it will not be a savings of money, it will be improvement in service, much better kenneling of the dogs, and processing of paperwork. Vote on the motion – all in favor.

3. Complete Streets Prioritization Plan status

We developed a plan with assistance from CMRPC, and it was submitted to MassDOT. MassDOT requested some edits and the DPW Director is working with CMRPC on those edits. Tonight the Board is being asked to approve the plan as amended and we will be ready to submit the grant application by the September 1 deadline which will hopefully allow approval of the plan by the MassDOT in time for applying for Tier 3 funds. The first two projects with the Tier 3 funds are Goodale Street ADA and improvements to Newton Street. These two items would equal the amount allowed under the annual Tier 3 funding and they would be completed in FY18. The Newton Street work is a different section that what is being done with the Chapter 90 funds. Lower Newton is the Chapter 90 project and upper Newton is the drainage project. Ms. Scheipers noted that sidewalks are not part of the drainage project. For this project we would have to wait until the Chapter 90 project is done, and the Chapter 90 work is scheduled for this fall. Mr. Crowley asked if we have any indicate on where we would stand on this grant. Ms. Scheipers states we do not, we have a good score, but not the highest. Ms. Bohnson would like the timelines on the projects.

Motion Mr. Crowley to approve the plan as presented, seconded by Ms. Bohnson, all in favor.

4. Employee Compensation Plan Study Update

Over the past few months we have been gathering data from our pre-determined comparable towns as recommended by DOR. We are finding that based on our older existing job descriptions it is difficult to insure that we are making true comparisons. In meeting with the Personnel Board it was decided that we need to update all our job descriptions to insure they have an accurate description of the duties of each position. The study is on hold for now and we will meet with the department to review all the job descriptions which will go to the Personnel Board for approval. It will be a spring town meeting item.

FISP UPDATE:**1. Consider signing Designer Contract with Caolo & Bieniek for Senior Center**

This item will be tabled at this time.

2. Approval of Invoices:

- a) Caolo & Bieniek Invoice #5582 in the amount of \$4,667.00 – motion Mr. Rucho to approve, seconded by Mr. Crowley, all in favor.
- b) Cardinal Construction Invoice # 6, police station project - \$7,610.00 - motion Mr. Rajeshkumar to approve, seconded by Mr. Crowley, all in favor.
- c) Cardinal Construction Invoice # 1 senior center project - \$7,575.00 - motion Mr. Rajeshkumar to approve, seconded by Mr. Crowley, all in favor.
- d) RAC Builders Invoice #8 - \$537,753.00 - motion Mr. Rajeshkumar to approve, seconded by Mr. Crowley, all in favor. We will be holding retainage to give incentive to complete the check list items.

3. General Update on Senior Center and Police Station

Mr. Hadley reports that they had a meeting on Monday and they will be finished within 30 days. They met with the architect for the senior center at the Council on Aging meeting and there were some good suggestions made and he made some good changes.

APPOINTMENTS AND RESIGNATIONS:**1. Concurrence on the reappointment of John Hadley to the Open Space & Recreation Committee as the designee of the Conservation 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. Vote on the motion – Messrs. Rucho, Rajeshkumar, Crowley and Ms. Bohnson in favor, Mr. Hadley abstains.

2. Concurrence on the reappointment of Brenda Bowman to the Community Preservation Committee as the designee of the Housing Authority effective July 22, 2017 for a term to expire on June 30, 2020

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

3. Concurrence on the reappointment of Gary Flynn to the Earth Removal Board as the designee of the Water District 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.

4. Concurrence on the reappointment of Robert Barrell to the Earth Removal Board as the designee of the Board of Health effective July 22, 2017 for a term to expire on June 30, 2018

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

5. Concurrence on the appointment of Troy Chauvin as a special police officer to be used for detail assignments for the period covering August 1, 2017 for a term to expire on September 30, 2017 at a rate of \$43.00 an hour

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

6. Concurrence on the appointment of a Council on Aging designee to the Facilities Implementation and Strategic Planning Committee

This item will be tabled this evening.

7. Concurrence on the appointment of Tony Sanders, 127 Central Street to the PEG Board as at large member effective August 17, 2017 for a term to expire on June 30, 2018

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

8. Concurrence on the appointment of Keith Brown, 14 Scarlett Street to the Parks Facilities Committee effective August 17, 2017 for a term to expire on April 30, 2020

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

9. Consider approving the following election worker reappointments: Registrars: Myra Fortugno & Barbara Handy (3 yrs), Election Warden: Neil Norum (3 yrs.), Deputy Warden: Margaret Farwell (3 yrs), Election Clerk: Beverly Scott (3 yrs), Deputy Clerk: Barbara Deschenes (3 yrs), and Elections Constable: Gerald Condon (1 yr)

Motion Mr. Rucho to approve the election workers as presented, seconded by Mr. Crowley, all in favor.

MEETINGS, INVITATIONS & ANNOUNCEMENTS:

1. Legislators will be invited to meet with the Board during the month of September – please send topics/updates you would like them to cover by September 1

2. Ms. Scheipers announced that the Treasurer/Collector's office will have modified hours for a couple of months and those changes will be posted on the door and the website.

FUTURE AGENDA ITEMS/SELECTMENS REPORTS:

With no further business to come before the Board, motion Mr. Rajeshkumar at 8:05 p.m. to adjourn, seconded by Mr. Crowley, all in favor.

Respectfully submitted,

Approved: September 6, 2017

Nancy E. Lucier, Municipal Assistant

John W. Hadley, Chairman

Christopher A., Vice Chairman

Barur R. Rajeshkumar, Clerk

Siobhan M. Bohnson, Selectman

Patrick J. Crowley, Selectman