



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583

Board of Selectmen/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting September 20, 2017; 7:00 p.m.;Rm 210 Town Hall

Members Present John W. Hadley, Chairman Christopher A. Rucho, Vice Chair Barur R. Rajeshkumar, Clerk Patrick J. Crowley, Selectman Siobhan M. Bohnson, Selectman

Members NOT Present

Invited Guests: Jon Potts, Weston & Sampson

Welcome – Call to Order

Time: 7:00 pm

PUBLIC COMMENT – 7:05PM:

No one is present for this agenda item.

Review and vote to approve warrants for the period covering September 7, 2017 through September 20, 2017: payable warrants for the town FY2018-11 and 12, payroll warrant FY2018 #6, sewer enterprise warrant FY2018-SE-9, school warrant FY2018 S-4, and Municipal Light Plant Warrant FY18 #6

Motion to Accept: Mr. Rucho

Seconded: Mr. Rajeshkumar

Result: All in favor

DPW Highway and Sewer

1. Weston & Sampson - I & I Plan

John Potts of Weston & Sampson Engineering is present to make a presentation on an Annual Sewer Plan for dealing with Infiltration/Inflow (I+I) and Operations and Maintenance of our system. The goals of the project are to create a plan to submit to Mass DEP to minimize the I+I and reduce sewer backups and structural defects. I+I is clear water, rain water, and ground water which takes up space in the system. West Boylston's system consists of 170,000 of linear feet of gravity sewers, 900 manholes and 12 pump stations. It was built between 1995 and 2004. All flows go to the Woodland Street pump station, the City of Worcester and end up at the Upper Blackstone facility. The Industrial

Area discharges to go Worcester. The allowable discharge in our Intermunicipal Agreement is 614,000 gallons per day. Tom Frost of Weston & Sampson assisted in collecting average daily water flow data which is at 186,000. Worcester is at 257,000 and the Industrial Area is 34,700. To estimate the I+I they split out March, April and May daily flow numbers and compared them to June, July and August and came up with 21,300 in the Worcester Street pump station and 3,400 in the Industrial Area. The transportation cost we pay to Upper Blackstone includes the I+I and it is costing \$80,000 to \$100,000 a year to treat the I+I as we pay based on metered data. Due to the age of the system, the majority of the I+I is from manholes. Tom Frost has also observed I+I in the Pinecroft area. We also have maintenance issues at the Sterling Place pump station due to diapers and wet wipes.

Mr. Potts met with the DPW Director and the Town Administrator and came up with a 20-year proactive plan to investigate and evaluate the existing gravity sewer system. DEP did not indicate how long the plan could be. Weston & Sampson will look at 8,500 feet on an annual basis and create a GIS map of the entire system. The map will be updated when improvements are made to the system. They also recommend a Sewer Manhole Inspection Program and a Flow Metering Program. When they do their manhole inspections they are looking for infiltration.

Mr. Potts recommends the creation of the GIS map in year one. A man on a scooter will go to every man hole with a GPS unit. In year one it will take a two person crew two to four weeks to complete a Sewer Manhole Inspection Program. In years 3-11 we will investigate 8,500 feet of gravity sewer a year, and in year 12 a Flow Metering Program. It will cost \$25 a foot for the whole program and cost \$4.2 million over the next 20 years. He thinks we should focus spending on investigation and evaluation. We will need to budget \$1.35 million over the next 23 years, which has a 3.5% escalation factor for each year. We will also save the \$80,000 to \$100,000 we currently pay to treat the I&I. The cost for year one of the program is \$31,000, year two is \$57,000, projects 3-11 and 13-23 will cost \$60,000 a year, and the Flow Metering Program will cost \$98,000.

They will inspect man holes and fix manholes as needed at \$200 per hole. They use magnets to open the man hole covers. Mr. Potts also noted that raising of man holes when we pave a street does not impact the man hole. He added that they do not see a lot of issues with man holes, they are only 15 years old and there shouldn't be a big number that need to be repaired. They will update the GIS map as part of the work. When you look at I+I you focus on gravity systems which are areas without grinder pumps. The manholes could have a leak because the covers were jarred by a plow. They can also level a cover by taking it off and putting in some brick.

The estimated project costs have been forwarded to Tighe and Bond who will incorporate the figures into their rate analysis. We will plan for an additional \$45,000 to \$50,000 above the annual amount to have reserves should they be needed. The next step is for the Board to vote to send the information to DEP for their review.

Motion Mr. Crowley to accept the report and authorize Weston & Sampson to forward the plan to DEP, seconded by Mr. Rucho, all in favor.

7:15 p.m. Public hearing in accordance with MGL Chapter 148, Section 13, on application of Branntag Northeast, Inc. to amend the current license to store at 164 Shrewsbury Street in the name of Be-Ar Holding Corp.

Mr. Hadley opened the public hearing and Mr. Rajeshkumar read the following notice.

In accordance with MGL Chapter 148, Section 13, the Board of Selectmen of the Town of West Boylston will hold a public hearing on the application of Brenntag Northeast, Inc., 81 West Huller Lane, Reading, PA to amend the currently license to store located at 164 Shrewsbury Street, West Boylston, MA in the name of Be-Ar Holding Corp. by changing the name to Brenntag Northeast, Inc. and amending the gallons to 26,400 gallons of flammable liquids, up to the limits in accordance with NFPA 30 pursuant to 527 CMR 14.03(23). The hearing will be held on Wednesday, September 20, 2017 at 7:15 p.m. in the Selectmen's Meeting Room of town hall, 140 Worcester Street, West Boylston. All interested persons, groups, and agencies are invited to attend. John W. Hadley, Chairman, advertised September 13, 2017.

Mr. Hadley announced that the applicant has requested a continuance until the October 4 Board meeting.

Motion Mr. Crowley to approve the request and continue the hearing, seconded by Amr. Rucho, all in favor.

DPW Highway and Sewer

1. Newton Street/Library Parking Bid Results

We thought the work on the Newton Street project would begin this week, however, it has been delayed. It is scheduled to be completed by mid to late November. The Library parking project bids came in higher than estimated at \$79,000. We applied for \$50,000 in Chapter 90 funds for this project. The DPW Director recommends going out to bid in early spring when contractors are ready to put more projects on the books and we will get competitive bids.

2. Award and Signing of Annual Contracts

Broken Stone of Berlin MA bid for paving of various streets came in at \$51/a ton. P.J. Keating of Lunenburg MA bid for milling of streets as needed came in at \$1.68/sq yd. On that contract we will get to retain a portion of the millings.

Motion Mr. Crowley to award and sign the contract with Broken Stone, seconded by Mr. Bohanson, all in favor.

Motion Mr. Rucho to award and sign the contract with PJ Keating, seconded by Mr. Rajeshkumar, all in favor.

NEW BUSINESS:

1. Review of Goals for FY17/18

Goals for the Board of Selectmen include improve permitting process for new and existing businesses to enhance economic development within the community, establish a formal beautification program, develop a citizen and employee satisfaction survey and the fourth item, a carry over, is to issue an RFP for Parcel B on Tivnan Drive, which is under the control of the Board of Selectmen. Steps to achieve goal one include joint meeting with the Planning Board to discuss concerns, draft a new permitting guide and present bylaw changes to town meeting with a follow-up survey of businesses after one year to evaluate effectiveness of change. Steps to meet the second goal include developing a Blight Bylaw, identify existing town buildings or structures that need repair or upgrading, re-establish the annual town-wide clean-up day with DCR, Board of Health, SWAT and DPW, establish regular roadside trash cleanup using Worcester County House of Correction work crews, street sign replacement program through DPW and creating mini-parks on small parcels of

land in town. For the third goals we will enlist the assistance of area college interns and work with one or two members of the Board.

Town Administrator goals include a complete review and overhaul of all job descriptions, develop 5-year revenue and expenditure projections, develop Facility Manager position for FY19, bring Master Plan update to completion, and complete updated Financial Policies and Procedures. The Master Plan process has been a much slower process, and the finance team is working on existing policies and gathering policies from other communities.

2. Consider approving the hiring of Hollie Lucht as Recreation Director effective October 1, 2017 at a monthly stipend of \$750.00

Jim Pedone, Chairman of the Parks Commission, joined the Board. Mr. Crowley voiced his concern that the CPC was asked to pay for a well because the Commission didn't have \$4,000 for it. He wants to make sure that the revolving fund can support this position. Mr. Pedone states that the expectation of the recreation director is to bring in enough money to sustain the salary. The previous director was paid \$300 a month and that was a donation of time. They had three applicants and Ms. Lucht is the Recreation Director in Princeton. They didn't require hours, and they wanted the programs to pay her salary and expenses. She came up with a certain amount of hours to do the programs and it comes out to \$12 an hour. They have \$2,000 in their recreation account. It is separate money and they have sufficient funds to cover three months. She understands that. If the account gets drained they will not be able to continue with the program. They have not dictated anything specific, there has always been told and tennis program. She wants to do other things for adults as well. We think she will be able to do some of this pretty quickly based on her contacts in Princeton. We had not had a recreation director for six months. The commission gets the emails and there have not been a lot of emails coming in. The other program was the after school program, which was very expensive to run because of the wages they had to pay. Mr. Crowley advised that the wage schedule could be corrected. Mr. Pedone noted that the summer recreation program was run at a loss because the Director had to hire instructors and we didn't have a high participation level. Mr. Rucho recommends residents paying one fee and non-residents paying a higher fee for program. He asked whether the recreation program in Princeton is self-sufficient. Mr. Pedone thinks it is. Ms. Scheipers noted that there is \$3,000 in the budget for the program, however, we were unable to get information on the revolving fund.

Motion Mr. Rucho to approve the hiring effective October 1 at a monthly stipend of \$750, seconded by Mr. Rajeshkumar, all in favor.

3. Report on Donation Bins

Mrs. Lucier contacted the six donation bin locations and provided a report, which is included in the agenda. Each person indicated that they do not have any issues with the donation bin company that they deal with. The Board noted that the previous illegal dumping issue at Walmart hasn't spread to other locations even with the removal of the Walmart bins.

4. Consider referring Zoning Bylaw amendment reducing the allowed truck weight of a commercial truck eligible to be parked overnight in a residential district to the Planning Board

The weight limit is currently 18,000 lbs for overnight parking only and we are proposing 12,000 lbs. and two-axle vehicles. The Planning Board requested the Board vote to send the bylaw to them for a hearing.

Motion Mr. Rucho to forward this to the Planning Board, seconded by Mr. Crowley, all in favor.

5. Recognize the acceptance of a personal donation in the amount of \$250.00 to the Council on Aging for their gift account to aid in events and activities and approve expenditure of these funds for that purpose

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

6. Review warrant for October 16, 2017 Semi-Annual Town Meeting

Article 1 - Authorization to hear the reports of officers and committees of the town – Standard Article

Article 2 - Authorization to pay bills from previous fiscal years – Standard Article – we know of no bills at this time.

Article 3 - Modify Fiscal Year 2018 appropriations and other necessary adjustments to the Fiscal Year 2018 budget – Standard Article and thus far we have two accounts we need to adjust. The first is Cemetery Wages because of a change in position assignment from seasonal to full-time. The other is a \$5,000 adjustment to the cable budget.

Article 4 - Application of bond premium. We have been advised by Bond Counsel that by accepting this statute it allows us to take premiums received from Bonds or Notes towards project costs.

Article 5 – Authorization to purchase replacement ambulance. This is to replace our ambulance and we will use ambulance received reserved for appropriation in the amount of \$295,000. We have adequate funds reserved for this purchase.

Article 6 – Vote to borrow funds for replacement fire truck purchase. This would replace Engine 3, with a cost of \$575,000 and will be funded by debt coming off the books from a street drainage project. No additional cost to tax payers and will be a five-year borrowing.

Article 7 - Authorization to purchase replacement truck for the DPW. This will replace the Director's vehicle and be funded through the Capital Fund at a price of \$42,000.

Article 8 – Authorization for parks improvements. These funds, \$35,000 will resurface the tennis and basketball courts. There is a possibility of funding this out of Free Cash. Going forward it will be included on the Capital Plan for the parks. The original project was done seven years ago.

Article 9 – Vote to appropriate funds for Community Preservation Fund projects as recommended by the Community Preservation Committee. This article is for the Affordable Housing Trust and is in the amount of \$25,000.

Article 10 - Authorization to expend WBPA-TV Receipts Reserved Funds. The PEG Board is recommending some equipment and infrastructure improvements within the building. They do not yet have a dollar amount.

Article 11 - Authorization to expend Sewer Enterprise Funds. This will fund year one of the I&I plan and the funding will come from the Sewer Enterprise Fund.

Article 12 – Use of Free Cash for Library phone system installation. The Library received a donated

phone system and will need \$1,500 for its installation. It will be funded through Free Cash.

Article 13 – Authorization to transfer funds to the Stabilization Fund and Article 14 – Authorization to transfer funds to the Capital Investment Fund. These are standard articles. Until we get our certified Free Cash number from DOR we will not know how much we have available for Stabilization or Capital Investment.

Article 15 – Authorization to amend the Personnel Bylaw. This will allow the Personnel Board to make changes in position grade assignments rather than town meeting vote.

Article 16 – Authorization to amend the Personnel Bylaw. This will change the way overtime is calculated.

Article 17 – Authorization to amend General Bylaws. This is to accept the Stretch Energy Code as a town bylaw. We are moving ahead to apply for Green Communities status and this is one of the criteria we have to meet. It will impact large residential and commercial construction project which will need to abide by stricter standards.

Article 18 - Authorization to amend General Bylaw and Article 19 - Authorization to amend Zoning Bylaw. Both article are at the request of several citizens to ban recreational marijuana sales. We need to change both the General and the Zoning Bylaws. Ms. Scheipers did hear from the Chairman of the Planning Board that they might not have sufficient time to change the Zoning Bylaw and should that happen we could address it when we have our special town meeting for the senior center.

Article 20 - Authorization to amend off street parking section of Zoning Bylaw. This will reduce the truck limit as discussed earlier.

Article 21 - Authorization to amend signs and billboards section of Zoning Bylaw. This will remove the limitation that allows only text messages on digital display signs. It will not allow scrolling, but will allow pictures. Mr. Rucho feels we also need to address brightness of the signs.

Finance Committee Chairman Ray Bricault is in attendance along with several members of his committee. He states that the Committee met earlier and they do not have any objection to anything on the warrant. With regard to the ambulance article he believes we need to look at what is the service the town will provide, how many ambulances we should have, and should we look at privatization. On the fire truck purchase are we going to continue to maintain a free standing Fire Department or should we look at regionalization. With regard to Articles 18 and 19 he asked if there is going to be an opportunity for a dialogue in the community. Ms. Scheipers reports that she was at a meeting at CMRPC and they asked what are the potential revenues and the most we can apply is 3% on sales so there is no way to predict what we would get for revenue.

Ms. Bohnson asked about the DPW truck. Ms. Scheipers explained that it is the Director's truck and used for small plowing jobs. Currently it is running high on repairs and getting rusty. Ms. Bohnson asked if they plan to keep it in the fleet and noted that we keep adding more vehicles and asked if it is necessary to keep another truck. Mr. Crowley reminded everyone that 12 years ago when they needed new trucks they used Chapter 90 money and replaced them all. We are seeing an acceleration of purchasing because we need to replace an aging fleet. Ms. Bohnson would like to know that information.

TOWN ADMINISTRATOR'S REPORT:

1.Update of On-line Sewer Bill payment Fees

The on-line sewer bill payment feature for sewer bills is fully operational. People seem to be satisfied with how it is working. There are two types of fees associated with this service. Electronic checks are \$0.25 per check and credit cards payments will be charged a fee to your credit card based on the amount of the transaction. A complete list of the fees is on the website. We are getting feedback that the credit card payment fee is high and probably not that useful.

2. Report on Sept. 18th Statewide Conference on Best Practices

Ms. Scheipers attended this conference. This year it was on Best Practices like the Community Compact. This is the time when communities can sign up. We need to complete our three projects before reapplying and we will only be able to apply for two the next time.

3. Notice of Fiscal Year–end Resignation of Veterans Agent

We received a letter of intent to resign from our Veterans' Agent effective July of 2018. Over the next few months we will be looking t our options and we may be able to share a person with another community as we do not have a lot of activity.

4. Recommendation to Approve Kevin McKee to work for DPW on an as-needed basis for snow plowing

Kevin McKee requested consideration to be allowed to work as a seasonal plow driver for the DPW on an as needed basis. This request was previously approved by the Board and he will file the necessary disclosure with the Town Clerk

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

5.Request Topics for Discussion with Legislators on Oct 18th

Our legislators will attend the October 18th meeting and Board members are encouraged to send questions or concerns they would like to discuss to the office so they can be provided to them in advance of the meeting.

6.Miscellaneous updates

Ms. Scheipers reports that we collected \$500 during our staff hurricane relief fund drive which we donated to the Red Cross.

We received notice that Town Clerk Kim Hopewell will be retiring the end of September. We are planning a retirement get together. Ms. Scheipers noted that she has done a great job and will be sorely missed. On behalf of the Board, Mr. Hadley thanked Kim for her work as Town Clerk. Ms. Scheipers will advertise the position, per our bylaw, initially in-house and then outside.

APPOINTMENTS AND RESIGNATIONS:

1.Consider appointment of Elaine Novia as Acting Town Clerk (tentative)

This item will be passed over at this time.

FISP UPDATE:

1.Approval of Invoices previously reviewed and approved by FISP.

Cardinal (PS) – Inv. # 17: \$10,529.30: Motion Mr. Rucho to approve, second by Mr. Crowley, all in favor.

Cardinal (SC) – Inv. # 2: \$4,015.00: Motion Mr. Rajeshkumar to approve, second by Mr. Rucho, all in favor.

Caolo & Bieniek (PS) – Inv. # 5605: \$4,667.00: Motion Mr. Rucho to approve, second by Mr. Rajeshkumar, all in favor.

Lan-Tel (PS) – Inv. #9916750: \$25,200: Motion Mr. Crowley to approve, second by Mr. Rajeshkumar, all in favor.

Lan-Tel (PS) – Inv. #9916751: \$120,116.80: Motion Mr. Rucho to approve, second by Mr. Crowley, all in favor.

Places Associates (SC) – Inv. # 5282: \$9,813.19: Motion Mr. Rajeshkumar to approve, second by Mr. Rucho, all in favor.

RAC Builders (PS) – Inv. # 9: \$551,659.00: Motion Mr. Rucho to approve, second by Mr. Crowley, all in favor.

2. General Updates on Senior Center and Police Station

Mr. Hadley reports that the police station will be completed in a couple of weeks. The Senior Center interior design is complete and the committee is still working on the exterior design. The tentative date for the open house at the police station is October 14th. It has not yet been advertised and may be pushed out if RAC is not ready.

MEETINGS, INVITATIONS & ANNOUNCEMENTS:

1. September 27, 5:30 FISP Meeting

2. September 27, 7:00 Board of Selectmen's Meeting

FUTURE AGENDA ITEMS/SELECTMENS REPORTS:

No requests this evening

ADJOURN MEETING

Motion to Adjourn at 8:25 p.m.: Mr. Rajeshkumar

Seconded: Mr. Crowley

Result: All in favor

Respectfully submitted,

Approved: October 4, 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