



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

Board of Selectmen/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting December 6, 2017; 6:00 p.m.; Rm 210 Town Hall
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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:

Welcome – Call to Order

Time: 6:00 pm

Motion Mr. Rajeshkumar at 6:00 p.m. to enter into executive session under the provisions of Massachusetts General Laws, Chapter 30A, Section 21(A), Part 3 to discuss strategy with respect to ongoing litigation, (Concerned Citizens vs the Zoning Board of Appeals) and Part 2 to discuss strategy with respect to collective bargaining negotiations (Cemetery Department). The Chairman declared that an open meeting may have a detrimental effect on the negotiating position of the public body. Motion seconded by Ms. Bohnson. Roll call vote: Mr. Rajeshkumar yes, Mr. Hadley yes, Ms. Bohnson yes. Messrs. Rucho and Crowley will join the board for the session. David Femia, Chair of the Zoning Board of Appeals will join the Board and Carolyn Murray of KP Law for the first item. The Cemetery Trustees, John McCormick, Peter Rotando and Ronald Menard joined the Board for the first item. Brian Maser of KP Law will participate via telephone for the second item. Mr. Rajeshkumar left the discussion after the first item to join a Zoning Board of Appeals meeting. The Board will be returning to open session.

Motion Mr. Rucho at 7:12 p.m. to come out of executive session, seconded by Mr. Crowley. Roll call vote: Mr. Rucho yes, Mr. Crowley yes, Mr. Hadley yes and Ms. Bohnson yes.

PUBLIC COMMENT

John Schlichte joined the Board and stated that because he is going to talk a little about West Boylston Public Access television he wanted to let people know that he does have experience in that area being the former PEG Coordinator, former Chair of the Cable TV Advisory Committee and former PEG Board member. He continues to appreciate the opportunity to speak with the Board and will try to be brief with his comments. He would like to speak about three areas, two of which intend to be positive or helpful and one expressing a concern. On the positive side, he acknowledges

appreciation for the prompt replies to recent requests for public information. Despite some concerns he wants to acknowledge that he has seen improvement in WBPA since July. He also wants to acknowledge that the Town Administrator is the one who put forth a reorganization plan in hopes of improving WBPA-TV and the PEG Board operation. An additional positive item is that many people do volunteer time to assist the town, whether it be to serve as a Board of Selectmen member, a member of the PEG Board, or on one of the many boards and town related activities.

Mr. Schlichte second item is an area of concern. He was disappointed in viewing the situation at the last November 15, 2017 Board of Selectmen's meeting when the Board considered the Access Coordinator position and a new motion, not on the agenda, that was introduced after that. As I share many of the concerns brought forth by Selectman Rajeshkumar there was an invitation made to make a complaint if one considered there was sufficient reason to do so. I have drafted an open meeting law complaint which will be submitted to the town in the next few days along with exhibits to substantiate my concerns. This is being done because I genuinely believe it is in the best interest of the town and not to do so would lead to other problems that might otherwise be avoided. The third item is he would like to suggest that the item on tonight's agenda regarding the Access Coordinator position be tabled and a new more appropriately worded agenda item be submitted for the next Board meeting.

Mr. Schlichte suggested the following additional information. There may be more legal ways or less controversial ways to accomplish your objective, if that primarily involves providing additional compensation to the person who is the current PEG Coordinator while job descriptions, which are inaccurate and updated, and a more appropriate, inclusive and transparent selection process is instituted. The conflicts that exist now are multiple. A new agenda item could allow for a longer period to accomplish what needs to be done. This is only for three weeks and will likely be up for additional consideration shortly. If past events are a good indicator of time that will be needed to resolve the PEG Board's consideration for reorganization, this would be an extended period. There has to be a better way to handle what needs to be done and finally I end my public comment with this somewhat complicated question. Do you really think that you can effectively deal with tonight's agenda item as it is written to give back dated compensation to an individual for a job for which the individual was not hired, give compensation to an individual for a job which you just had a November 15, 2017 vote two yes and three no not giving the person the job for a period which you are now considering, give the agenda related compensation to an individual who has indicated the willingness to volunteer some time to the town, indicated that the job of Access Coordinator is not wanted, who has previously indicated work obligations for three other towns, which is expected to involve a commitment of outside hours. In my opinion, this is an unrealistic task to successfully resolve tonight without inviting, intentionally or otherwise, further scrutiny on how matters are being handled in our town. This ends my intended comments. I wish you good luck.

Mr. Schlichte went to the state department's website on complaints and found something similar. He thanks the Board for their service to the town.

APPROVAL OF MEETING MINUTES:

November 7, 2017, regular session

Motion to Accept: Mr. Rucho

Seconded: Ms. Bohnson

Result: All in favor

November 15, 2017, regular session

Motion to Accept: Mr. Rajeshkumar

Seconded: Mr. Rucho

Result: All in favor

November 15, 2017, executive session

Motion to Accept: Mr. Rajeshkumar

Seconded: Mr. Crowley

Result: All in favor

Review and vote to approve warrants for the period covering November 16, 2017 through December 6, 2017: payable warrants for the town FY2018-21, 22, and 23, payroll warrant FY2018 #1011, school warrant FY2018 S-9, and Municipal Light Plant Warrant FY18 #12

Motion to Accept: Mr. Crowley

Seconded: Mr. Rucho

Result: All in favor

Public Hearing: Re, Classification Hearing in Conformity with M.G.L. CH 40, §56 to Establish Local Property Tax Rate or Rates For Fiscal Year 2018 - Board of Selectmen will sign off on LA5 following the hearing

Mr. Hadley opened the public hearing and Mr. Rajeshkumar read the following notice. Notice is hereby given that the West Boylston Board of Selectmen will hold a public hearing on Wednesday, December 6, 2017, at 7:15 p.m. in the Selectmen's Meeting Room, of the municipal offices located at 140 Worcester Street, West Boylston, MA, in conformity with the provisions of Massachusetts General Laws, Chapter 40, Section 56 for the purpose of holding a Tax Classification Hearing so as to establish the local property tax rate or rates to be assessed to each of the following classes of property for fiscal year 2018, the period from July 1, 2017 through June 30, 2018: residential property, open-space property, commercial property, and industrial property. All interested persons, groups, and agencies are invited to attend and participate. John W. Hadley, Chairman, Board of Selectmen, Town of West Boylston, advertised on November 22, 29, 2017.

Regional Assessor Diane Peterson joined the Board. The tax levy this year is \$17,001,973 an increase of \$717,261 over last year. The debt ceiling is \$22,179,007, New Growth is \$330,863, three times what it was last year, debt exclusions \$633,5000, and excess levy capacity of \$243,475.39. This evening the Board needs to decide if they are going to go with a single tax rate or a split rate. We are at 80.64% residential and 19.35% commercial/industrial/personal property. The Board of Assessors met and they voted to recommend to the Board of Selectmen to maintain a single tax rate and it would be \$18.72, \$.08 less than last year. The tax bill will still go up as valuations increased again. It will be a \$300 increase for single-family homes. Mr. Crowley asked if we were able to raise and appropriate the \$250,000 in excess levy for this year. Ms. Peterson advised that it is lost for this year. Mr. Rajeshkumar understands we use a single tax rate and questioned the impact if we have a split rate for residential and commercial. Ms. Peterson explained that you can shift up to the maximum of 150%, however, businesses want to locate in communities that understand their finances. Mr. Hadley recommends we stay with a single rate to draw businesses into town. Ms. Bohnson asked for an

example of a single family home valued at \$289,900. Ms. Peterson explained that under the DOR property classification, it is anything other than a two-family or three-family or a mixed use. There is no one present who wishes to speak on this issue.

Motion Mr. Rucho to close the public hearing, seconded by Mr. Crowley, all in favor.

Motion Mr. Crowley to adopt a single tax rate of \$18.72 per thousand, seconded by Ms. Bohannon, all in favor. It was noted that we have \$243,475.39 in excess levy capacity this year.

Public Hearing (Continuation) in Accordance with General Bylaws of the Town of West Boylston Article XXIII, Public Hearing and Notice – Consider Amending Policy L-15, Policy for Gateway Signs

Motion Mr. Crowley to continue this hearing until the January 3, 2018 meeting of the Board.

DPW DIRECTOR VERNON JACKSON

1. Update on Chapter 90.

Mr. Jackson reports that \$80,000 will be returned from the paving project. They were supposed to pave to the Country Club on Prospect Street, however, there is a section where a new water line is going in so they stopped at that point. We will return \$34,000 from the Kings Mountain Drive project, we might have \$40,000 coming back from the Newton Street project, and we have about \$250,000 available. Mr. Rajeshkumar questioned the upper Newton Street partial pavement. Mr. Jackson explained that they will overlay in the spring and they will also loam lawns at that time.

2. Newton Street, LEI request for additional funds

Mr. Jackson and Ms. Scheipers met with Ken Hodgson of LEI on December 4. On August 7, 2017 Mr. Jackson sent Mr. Hodgson an email on what he needed to finish and job and he never received anything back. Mr. Hodgson sent Mr. Jackson an email on August 10th and Mr. Jackson never received it. Mr. Hodgson actually sent the numbers to Mr. Jackson three months earlier. The new number was \$28,932 and now it is \$24,600. No one in Mr. Hodgson's office mentioned they were not paid. Mr. Jackson noted that when LEI engineered the sidewalk project we had extra funds, added in sidewalks around the library, the engineering was done quickly and they didn't bill us until after the project was closed out. They didn't get paid for it. Mr. Jackson would like to amend the contract. Once LEI received the go ahead because of the alignment of the utilities they ended up having to do a number of additional catch basins and man holes. There was a decision rather than to just patch that, reclaim the road now and it required updating of the cost estimates. The original cost was \$25,050 for the engineering. Mr. Crowley noted that in the construction industry you do not proceed with work without getting authorization. He is not going to vote to pay the bill. Ms. Scheipers added that this is a time and materials contract. The work was done and done on feedback from the Board of Selectmen on how the drainage on Newton Street should be done. Mr. Crowley did not understand it was a time and materials contract. Ms. Scheipers explained that originally it was just going to be drainage behind somebody's property and then it was changed to go down Newton Street. Mr. Rajeshkumar asked what was the budget for upper Newton Street. Mr. Jackson replied \$25,050. Ms. Bohannon asked when these are normally done is it a percentage? Mr. Jackson replied no, it is time and materials. Mr. Jackson has sufficient funds to pay the bill. Mr. Crowley asked in your dealings in the past, did you always have to go back and say this was approved. Mr. Jackson replied, most was verbal to keep things moving. Mr. Hadley asked if in the future he would do time and

materials. Mr. Jackson doesn't know if you can do it any other way. Mr. Rucho added that if this was brought up in August it would not have been an issue.

Motion Mr. Crowley to approve the additional \$24,600 of Chapter 90 funds, seconded by Ms. Bohnson, all in favor.

3. Consider sewer abatement request from Patricia Popsun. 116 Angell Brook Drive

Mr. Jackson explained that the request is from a resident who left the outdoor water faucet on a little when she shut the water off for the winter. It was leaking for a long time before she remembered. He reviewed past usage and found bills ranging up to \$174. He has reviewed the Sewer Abatement Policy and it does not speak to owner error. He does not recommend approval. Mr. Rucho agrees with Mr. Jackson, if the policy does not spell it out we would set a precedent. No action will be taken on this item.

4. Start list of next group of streets to consider paving

Mr. Jackson is putting together the top ten streets for the Transportation Committee.

NEW BUSINESS:

1. Consider voting to approve the alcoholic beverage licenses for 2018

Ms. Scheipers requested the Board defer action on the license for Fynders as they have a Board of Health code violation they need to comply with. She also advised that Vivian's is not renewing their alcoholic beverage license. The Board questioned which departments are contacted to see if the licensee is in compliance with them. Those are police, fire, treasurer/collector, building, board of health and town clerk. Mr. Rajeshkumar asked about all the businesses who have zoning violations. Mrs. Lucier advised that the Building Inspector is working with the Planning Board on those issues. Mr. Crowley pointed out that some of those violations go back ten years and he is not about to tell a business we are not going to renew their license because of a zoning violation, the license is now grandfathered in. Mr. Rucho thinks we should check with the water and light department as they are part of the town. Mr. Hadley states that most times the electric and water are paid by the landlord. It was agreed to include this on a future agenda.

Mr. Rajeshkumar pointed out that the same issues came up last year on the zoning violations. Mr. Crowley noted that the businesses were approved to do business. Mr. Rajeshkumar feels this is an error by the building inspector. The Planning Board waits for as-builts and in the meantime the Building Inspector issues a temporary occupancy. There is a problem with the building inspector. Mr. Crowley does not believe the business should be punished. Mr. Rajeshkumar noted that there are 25 businesses who did not comply the process and there is no incentive to finish the process. Mr. Rucho added that there are 50 or 60 who did the right thing. Mr. Rajeshkumar feels the Board has a responsibility to fix this and there should be a solution to fix this. Ms. Scheipers feels the Board should limit discussion on the licenses to be renewed and advised that a new group has been established to look at these issues, to see if there is a way to prevent them and is there a way to resolve those issues. The group is made up of chairman of land use boards and they will meeting again next Monday night. They are working on ways to resolve issues and then they report back to the appropriate board.

Motion Mr. Rucho to issue the alcoholic beverage licenses as presented with the exception of Fynders, who we will revisit on December 20th for compliance with the Board of Health and Vivians who has indicated that they do not intend to renew, seconded by Ms. Bohnson. In discussion, Mr.

Rucho does not want to hold up the licenses, but he would like to ask the light plant and water district if any of the license holders are delinquent on their bills. Mr. Rajeshkumar states that all the zoning violations were sent to the building inspector, did you get any feedback. Ms. Scheipers has met a lot with him on these, he has sent out letters and some are so long standing we need to look at a way to resolve them. Some were the previous building inspector. Vote on the motion – all in favor.

2.Consider approving the renewal of the 2018 business licenses

Motion Mr. Rucho to approve the licenses as presented with the exception of Fynders and Vivian's who has an outstanding issue with the Fire Department, seconded by Ms. Bohnson vote on the motion – Messrs. Rucho, Rajeshkumar, Crowley and Ms. Bohnson approve the entire list; Mr. Hadley recuses himself from voting on the Autowright licenses, and votes to approve all others.

3.Concur with hiring of Alexander Beebee for the position of Production Assistant with WBPA-TV, at Grade 2, Step 2, \$14.75

Motion Mr. Crowley to approve the hiring, seconded by Ms. Bohnson. Mr. Rajeshkumar questioned how many Production Assistants we have hired. Ms. Scheipers has lost tracks, thinks five or six and hey all work less than 20 hours a week. PEG is looking to attract a good number of people for this position which covers board meetings. Mr. Rucho added that they only get paid when they come in and work. Vote on the motion- all in favor.

4.Consider approving the hiring of the following individuals as temporary part-time plow drivers for the Department of Public Works effective December 10, 2017 until May 31, 2018 at a rate of \$18.28/hr.: Donald MacKenzie, William Mulcahy, Steven Mulcahy, and Kevin McKee

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

5.Consider signing letter to Senator Chandler requesting she include funding for the senior center project in a bond bill

Mr. Hadley signed the letter.

6.Consider recognizing and accepting donations for the Library in the amount of \$1,510.94 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 for general purposes

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

7.Explain role of PEG Coordinator vs. Access Coordinator

Ms. Scheipers explained that with the reorganization that was agreed to we set up a new structure so there would be a PEG Coordinator working under the PEG Board. The PEG Coordinator would oversee the Access Coordinator, Equipment Coordinator and the Production Assistants. The difference between the PEG Coordinator and the Access Coordinator is the PEG Coordinator provides overall coordination of the different positions. The PEG Coordinator is the outreach to community groups to promote and encourage people to view the channels and the PEG Coordinator supervises those individuals and creates new PEG TV programs. The PEG Coordinator approves payrolls and

accounts payable, works with the PEG Board and assists the Access Coordinator. The PEG Coordinator works five hours a week.

The Access Coordinator works under 20 hours a week and is responsible for overseeing the Production Assistants and volunteers, edits programs, programming, maintains electronic bulletin board, auto playback, schedule programming, suggest new systems on computers, interface with Charter Communications to expedite solutions to cable casting issues, trains new volunteers and provides follow up training as needed on the use of cameras, editing, lighting, audio, graphics equipment and pre-production of programming, attends PEG Board meetings as directed. The Access Coordinator is there on almost a daily basis. Overall responsibilities are scheduling, broadcasting and recording of the meetings. It is a much broader position than the limited Peg Coordinator. We do not have a formal job description for the PEG Coordinator. We have a very clear list of duties and we do have an approved job description for the Access Coordinator. The job description is being relooked at. It will be on a future PEG Board agenda. It is all part of the comprehensive job description study we are doing. Mr. Hadley asked could one person do both jobs. Ms. Scheipers replied technically, yes. Mr. Crowley noted that the PEG Coordinator is responsible for keeping track of the Access Coordinator hours. Ms. Scheipers added there would be oversight by the PEG Board to assist that would not be exceeded.

Mr. Rajeshkumar asked if the PEG Coordinator is the Access Coordinator, he or she could make their own time sheets and approve their own time sheets? Ms. Scheipers explained that the PEG Board would be responsible for insuring that the person is completing the work in those two roles and would review the payroll. Mr. Rajeshkumar asked why we don't consolidate the positions. Ms. Scheipers explained that it was expected that the PEG Coordinator would work more closely with the PEG Board and the Access Coordinator would do technical work. The PEG Board is looking at the structure to see what should be done. We have not had an active PEG Board in quite some time and they need to look at the structure and make recommendations to the Town Administrator and if they make changes she will bring them before the Board. Ms. Scheipers and the PEG Board are actively looking at all the job descriptions and they will be brought forward to the Personnel Board for approval.

8. Municipal Calendar – new format and updated entries from departments

We will pass over this tonight as we are still waiting for feedback.

10. Consider temporarily hiring Brittany Anderson as Access Coordinator at a rate of 17.50 hr 14 hours a week from Nov 1, 2017 to Jan 1, 2018

Motion Mr. Crowley to approve the hiring, seconded by Ms. Bohnson. Discussion ensued with Mr. Rajeshkumar reminding the Board that at the November 15th meeting he raised concern about the improprieties of the PEG Coordinator interviewing the Access Coordinator applicants and being a candidate for the position. If Ms. Anderson were to hold both positions she would be filling out and approving her own time sheet. The Board of Selectmen didn't approve the appointment of Ms. Anderson, a 3-2 vote for the position of Access Coordinator. Today the PEG Board members is again requesting to appoint Ms. Anderson for the same thing. There are five candidates who applied for this position over the time it has been posted. He is concerned that there are candidates seeking this position and an interview committee has not been established. There will be no checks and balances or systems in place if the current PEG Coordinator serves as the Access Coordinator. It will lead to loss of public trust. Any process must be transparent and fair. He asked the PEG

Board to interview the candidates and select the best one. If changes are needed to the structure he welcomes the PEG Board to make them. Approving somebody because interviews have not been completed and there are interested applicants, is not a fair and open process. There are candidates available and there is no interview process happening by a committee. Just because there is no interview the last vote, a three month stipend was given to the same person. He asked does the board have any intention to interview any candidates.

Mr. Rucho, Chair of the PEG Board, explained that the PEG Coordinator is a 5-hour a week position and there is no way she is going to know what the Access Coordinator is doing. Regarding the five applicants. Ms. Anderson tried to contact one person, there were two numbers and none of them worked. Another person who applied decided to apply for the Production Assistant position, and the person that did the interviews is not a candidate for the job. Ms. Anderson spoke with another of the applicants and he is from Waltham and said it was too far to travel. Another gentleman spoke with Ms. Anderson and he does not want the job because he doesn't think he can do it. The only applicant left now came in on November 30th. They need somebody in place to run the channel until they hire somebody.

Mr. Crowley disagrees with what Mr. Rajeshkumar said earlier. The last meeting video he saw had Ms. Anderson saying that she was not interested in the position. Now it is not a candidate for the job interviewing the candidates. Ms. Scheipers added when we first put out the ad Ms. Anderson, in her role as PEG Coordinator did the initial screening of the candidates. She had not applied for the position. On September 19th she informed the PEG Board that the people were not qualified. She didn't apply until October 2nd and was within her right to do those interviews. Mr. Rajeshkumar asked, all of the time she was not a candidate. Mr. Rajeshkumar added that when Ms. Anderson came to the PEG Board she said there is a qualified candidate but I do not like his management skills. Was she a candidate then? Ms. Scheipers noted that she applied for the job on October 2nd. Mr. Rajeshkumar noted that on October 10th the PEG Board met and was told by Ms. Anderson that the candidate did not have good management skills because they did not respond to her emails and they didn't have their voice mail set up. When she said that, she was a candidate. Mr. Crowley states whatever has happened up until this point she has withdrawn her application. Mr. Rajeshkumar asked what will the interview process be. Mr. Crowley states PEG will meet and do what they are going to do to interview candidates and the PEG Board is asking us to appoint her as an interim. Mr. Crowley asked if there is any legal issue with back dating this until November 1. Ms. Scheipers explained that you have in the past approved back dated pay. Vote on the motion – Messrs. Hadley, Rucho, Crowley and Ms. Bohnson yes; Mr. Rajeshkumar no.

TOWN ADMINISTRATOR'S REPORT:

1.Update on Route 12 intersection improvements discussion with MassDOT

Ms. Scheipers reports that the members of the Transportation Committee attended a Selectmen's meeting and recommended we move forward and work with MassDOT to get the Route 12 intersection projects onto a future TIP list. Based on that she and the DPW Director met with Rich Rydent of CMRPC and the engineering staff at MassDOT to discuss adding the Route 12 and Route 140 intersection project to a future TIP list. After a long conversation MassDOT said the first step is for the town and CMRPC to do updated traffic counts and traffic turn data to allow for a thorough understanding of the traffic volume and flows. Then they would ask the town to use Chapter 90 funds to develop a conceptual design phase during which time alignment options are discussed and evaluated to solve the problem. They would like it to be a community-based discussion and a

discussion with MassDOT on the best design. If we can bring it to the 25% design stage they feel it would likely be picked up for a TIP project. They want to have a public discussion about this and they would like a local commitment to the project.

2.Green Community Application Status

We were contacted by DOER about our application and they are asking for additional information. We see this as a good sign. We submitted the information they requested and the MLP spent over \$16,000 to pay for the audit for the electrical infrastructure to identify potential energy savings projects to consider to help the town achieve the full 20% energy reduction within the program five year period.

3.Celebrations Committee – expansion

Ms. Scheipers met with the current members of the Celebrations Committee to discuss expanding the committee. They wanted to make it clear that they would be no expectation of them to take on planning or implementation of other events. They currently focus on Memorial Day. They recommend expanding the committee by two members. It gives them the ability to add volunteers to assist with behind the scene celebrations.

Motion Mr. Rucho to increase the membership of the Celebration Committee by two, seconded by Mr. Crowley.

Mr. Crowley asked if the two people who step forward are willing to do fundraising. Ms. Scheipers noted that the funds will be tracked separately. Vote on the motion all in favor.

4.Orchard Knoll Management

We received notice that the West Boylston Housing Authority voted to turnover the management of Orchard Knoll to the Leominster Housing Authority. Ms. Scheipers met with the Executive Director, discussed his plans and she was very impressed with the organization they are going to bring in. DHCD has approved this as a temporary measure and will likely give final approval within six to nine months.

5.Cox Dog Order Status

The ten day appeal period has passed and the dog owner did not appeal the decision or turn the dog over to the Animal Control Officer. It appears that the family has taken the dog from the town. We are filing a complaint with the court so we can seize the dog if we see him back in town. We do not know where the dog went and we went to court to protect the residents. Ms. Bohnson asked if the family is still in town. Ms. Scheipers advised that they are and the Animal Control Officer did speak with the family.

6.Master Plan update on process/January 22 public hearing

The Committee met on November 28th to review draft chapters and they have decided to begin their public meetings to review the draft chapters. The first meeting is scheduled for January 22nd at 7:00 p.m.

7. Update on Compensation Study

Ms. Scheipers noted that the study was discussed at an executive session and about whether it was appropriate to have towns we are using be those towns we are using. She would like the board's guidance quickly on that. If they are not comfortable we need to know. This will be on the next agenda. Ms. Bohnson asked if the Board were to change something with the study what would be the impact. Ms. Scheipers noted that it would put us at least one month behind.

8. Update on Town Clerk selection

Ms. Scheipers reports that she has a finalist for the job who is under consideration. She will be asking the applicant to meet with various department heads over the next few weeks and she will have a decision at the end of next week.

9. Update Charter Communications

Ms. Scheipers did hear from the government rep for Charter. They have no complaints on record about cable outages. People need to contact Charter any time they have an outage or an issue with picture quality. If people wish, they could contact her and she could pass those complaints along. Mr. Crowley noted that the social media complaints are on the internet side. The Government Rep cannot help with people who have internet issues. She said if there are internet issues they need to contact Charter. They do monitor the band with and they could make adjustments. She did say that they were doing some testing over the last few months. People need to call them and give them their location.

10. Mr. Rajeshkumar asked for further information about the Town Clerk hiring process. Ms. Scheipers reports that we received a number of applications. They have a short list a number of candidates, one with town clerk experience said she would not be willing to take the position unless offered more money. The other application with town clerk experience found another position elsewhere. We are looking at a candidate right now with excellent customer services skills, and both supervisory and budget experience. The committee met with her last night and four of the five members felt she was strong and should be brought forward. She will meet with department heads she will be interacting with. The interview committee consists of Personnel Board Chair Larry Chism, Selectman Chris Rucho, long-time resident and Conservation Commission member Carl Haarman and in the past go around Nancy Lucier was included in the interview team.

Mr. Rucho noted that the stack was reviewed by the Town Administrator and right now there have been only two final interviews. Ms. Scheipers explained that she and Larry Chism did the first round of interviews, of those considered for a second round interview the majority of them pulled out because they had found jobs elsewhere. Ms. Bohnson asked how Mr. Rucho was selected. Ms. Scheipers ask if he would like to be on the team. She takes individuals from different groups in town and ask them to be on the team. Mr. Rajeshkumar thinks when we go from elected to appointed we told the town we would keep this process. We should have a board interview. Ms. Scheipers noted that this is an appointment of the Town Administrator and she set a protocol in place as she used for the DPW Director search process.

FISP UPDATE:

General Update

Mr. Hadley reports that the next meeting is December 7th, they will be discussing the senior

center and he hopes to get to final design and go out to bid.

APPOINTMENTS AND RESIGNATIONS:

1. Concurrence on the reappointment of Kate Ivers to the Facilities Implementation and Strategic Planning Committee effective January 1, 2018 until April 30, 2020

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

2. Concurrence on the appointment of Barbara Mard to the Council on Aging effective December 8, 2017 for a term to expire on April 30, 2018

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

3. Acknowledge resignation of Celia Hartigan, long-time member of the Board of Health

MEETINGS, INVITATIONS & ANNOUNCEMENTS:

1. January 24, 2018, 7:00 p.m. Public Hearing on the application for Westland Circle Extension Definitive Design Plan – Board comments due by January 19, 2018

FUTURE AGENDA ITEMS/SELECTMENS REPORTS:

Ms. Bohnson would like to review the flat at half mass policy.

Motion to Adjourn at 9:09 p.m.: Mr. Rucho

Seconded: Mr. Crowley

Result: All in favor

Respectfully submitted,

Approved: December 20, 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