

MEETING**BOARD OF SELECTMEN****SEPTEMBER 7, 2016**

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

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

Public Comment:

There is no one present for this agenda item.

Read and acceptance of Minutes from Previous Meeting:

Motion Mr. Hadley to approve the regular session meeting minutes of August 17, 2016, seconded by Mr. Rajeshkumar. Vote on the motion – Messrs. Rucho, Rajeshkumar and Hadley yes; Mr. Crowley abstains as he was not present.

Motion Mr. Hadley to approve the executive session meeting minutes of August 17, 2016, seconded by Mr. Rajeshkumar. Vote on the motion – Messrs. Rucho, Rajeshkumar and Hadley yes; Mr. Crowley abstains as he was not present.

Motion Mr. Hadley to approve the regular session meeting minutes of August 31, 2016, seconded by Mr. Crowley, all in favor.

Karen Paré, Stillwater Computer Consulting, our website & use of email addresses on website

Ms. Paré joined the Board. Mr. Rucho thinks it is more personal for a resident using the town's website to view an email rather than fill in a form to send a message to a town department. He looked at websites for other towns and they list personal emails. Ms. Paré explained that one of the goals of the website is to get information out to people. One of the issues we have to deal with is cyber security and you could get caught by a spam bot which will collect email addresses. We have moved all the personal emails back into the server so they will be more protected. When we launched our new website now every department has a form that will send an email to the right person and the sender will be get a return email back to their email box. She recommends we do not put emails on our website. We have a spam filter and the current selectboard@westboylston.gov email goes to every member of the Board, the Town Administrator and the Municipal Assistant.

Mr. Rucho suggested posting something on the main page stating why we do not have email addresses on the website and letting people know that if you send the form in they will get a reply and then they will have an email address. Ms. Paré added that it is our policy that every email received through the website should be responded to. Out of the 38 boards, nine have town emails. Mr. Crowley understands the situation, and likes the idea of putting something on the home page to let people know that this is the new policy because of cyber security issues. Ms. Paré will do that. She will also change the area to contact the Planning Board of Selectmen, by inserting the words 'click here.'

Public Hearing: Consider amendments to Policy #L15 - Gateway Sign Policy

Mr. Rucho opened the public hearing and the following notice was read. Public notice is hereby given, in conformity with the requirements of the General Bylaws of the Town of West Boylston, ARTICLE XXIII - PUBLIC HEARING AND NOTICE, that the Board of Selectmen will meet on Wednesday, September 7, 2016 at 7:15 p.m. for the purpose of considering amendments to Policy #L15, Policy for Gateway Sign. The meeting will be held in the Selectmen's Meeting Room of

Town Hall, 140 Worcester Street, West Boylston. For additional information, or to review the proposed information, please contact the Office of the Board of Selectmen/Town Administrator at 774.261.4012. All interested persons, groups, and agencies are invited to attend. Christopher A. Rucho, Chairman, advertised on August 17, and 25, 2016.

Mr. Hadley explained that the only change being proposed is to lower the cost to advertise from \$500 for six months to \$250.00. No one has come forward to advertise and they are hoping that by lowering the price, someone will come forward and advertise their business. There are no questions from the Board and there is no one present to speak on this item.

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

Motion Mr. Hadley to approve the change as presented, seconded by Mr. Crowley, all in favor.

FISP UPDATES:**1.Date of Special Election**

Town Clerk Kim Hopewell and Assistant Town Clerk Elaine Novia joined the Board to discuss the date for the special election to secure the additional funds for the police station project. The choices are October 18 or November 15, the date after the vote or a month after town meeting.

Motion Mr. Crowley to set the special election for Oct 18, seconded by Mr. Hadley.

If the vote is a no, we cannot stop the election, the only one who can stop it is the Secretary of State's office. We could have a no at town meeting and a yes at the election we could call for another special town meeting. The last time we waited until town meeting approve the funds to set the special election. The Town Clerk needs a question by September 13th and a certified vote from the Board. The law says you have to have approval of both, it does not say the order. Ms. Hopewell needs 35 days to put a question on the ballot.

Vernon Jackson, Director of Public Works**1.Consider signing Chapter 90 Project Request for list of streets to be paved and for stone wall repair**

Mr. Jackson requests the Board's approval on a list of streets and a stone wall repair on Goodale Street. He explained that it is the same list provided to the Board earlier this year, however Fairbanks Street, Lancaster Meadows and Campground Road were removed as they have been paved since that time. The streets being proposed are Goodale upper and lower, Laurel, upper and lower Newton, Pierce, Prescott, Woodland and Worcester. Paving will begin on Friday, starting with Laurel, Prescott, Goodale and Woodland. They will try to get them all done this year. They are all overlay with the exception of the Woodland intersection which will be mill and pave. Total Chapter 90 cost will be \$706,996. The Malden Street project will cost \$177,280.04 for a total of \$965,583.54. We will have \$300,000 remaining in Chapter 90. Due to the fact that the middle section of Newton Street also requires drainage work, we will be waiting on that project.

Motion Mr. Crowley to approve the use of \$706,996 of Chapter 90 funds for the stated streets and the stone wall at 247 Goodale Street, seconded by Mr. Rajeshkumar, all in favor.

2. Consider awarding Malden/Crescent Street paving contract to Sunshine Paving

This project will be a pulverize and pave and will start the week of October 2.

Motion Mr. Crowley to approve the contract in the amount of \$177,270.04 with Sunshine Paving for the Malden/Crescent Street paving job, seconded by Mr. Hadley, all in favor. Mr. Hadley asked the status of the Malden Street resident who was trying to connect into the water service. Mr. Jackson advised that he provided the project list to Michael Coveney, Water District Superintendent.

Mr. Rajeshkumar asked the status of the Woodland/Prospect intersection. Mr. Jackson has some questions about the proposed signage and will speak with the Police Chief about it.

2. David Klay Sewer Abatement Request (with DPW Director to give history and rationale for previous recommendation to not approve)

Mr. Jackson reports that he reviewed the policy which Mr. Klay did not follow and past practice of same situations were previously denied. Mr. Klay states that he did contact the town to see if he needed a second meter and was told he didn't need one. He opted for a reading before and after the pool work. The next billing cycle he got the bid and he supplied everything that he did and the amount of water which was used. So he thought it was fair. He was not aware of the policy at the time. Mr. Hadley asked who he called. Mr. Klay states he called the sewer office and spoke with somebody in the interim at that time. Every time he received a bill they said it was okay to pay what he owed and not the overage. Then he owed \$419.55 and they added \$96.99 in interest charges. He carried the overage to get it settled and would like to get an abatement on the interest. After calling into the office he spoke with Keri and she was not able to get a resolution for him and he kept calling in. He asked if it was still okay for him to not pay the overage and she said yes. Then Mike Kittredge became the interim Director and told him that per the policy, he needed to fill out an abatement form and pay the total \$516.54.

Mr. Crowley understands the Board has a policy, however, this isn't the first person who said he was told to just pay what was owed. He would agree to abating the interest charges, but not the watering of the lawn charges as that is against the policy.

Motion Mr. Crowley to abate the \$96.99 in penalties and interest charges, seconded by Mr. Hadley, all in favor. Mr. Rucho reinforced with Mr. Jackson that whoever answers the calls should tell people to pay their full amount.

3. LEI update on Newton Street

Mr. Jackson reports that we are at 90% completion of the design. LEI is a little concerned that they will be very close to the gas line so they will be getting in touch with the gas company and going over the plan. We will get an alternate bid to use flowable fill so we can pave this year. It will go out to bid the second week in October.

4. Consideration of DPW digging graves for Cemetery Department to avoid outsourcing

Mr. Jackson reports that we pay \$15,000 for outsourcing grave digging. He spoke with the Cemetery Superintendent, Kevin McKee and 15 out of 50 openings are done on the weekends. Two men at 8 hours of the highest rate would cost \$6,500 and the rest would be weekends. Mr. Crowley asked if it would be cheaper to outsource on weekends and do in house during the week. Ms. Scheipers

pointed out that if the DPW just did the weekday work they could make a claim that we are taking overtime opportunities away from them for weekend work.

Cemetery Trustee David Lindberg questioned why the Board of Selectmen is discussing this when the care and maintenance of the cemetery falls under the Cemetery Trustees per Chapter 114, Section 23. Mr. Crowley explained that he asked to have this on the agenda to see if we could explore this as a way to save funds by having the DPW assist with this, and if we could and we thought it was a good idea our next step would be to ask the Cemetery Trustees to consider this. He fully understands this is under the purview of the Cemetery Trustees, however, when he saw a charge of \$3,150 for digging 10 graves on the warrant he thought we have the DPW equipment and operators maybe there is a way to save money. We will then go to the Cemetery Trustees to see if they would consider this. Cemetery Trustee Jack McCormick noted that their outsource contractor costs \$300 to open a grave in the summer and \$450 to open one in the winter. The family is charged \$800 for the burial and a cemetery part/time employee is also there and gets paid. It is more than just the actual labor costs you have equipment costs as well.

Mr. Rucho suggested doing this on a trial basis and we would make it clear to the DPW that just because they are doing this for one year it is not their forever. Mr. McCormick estimated it would take 2-3 hours to dig the hole and sometimes longer. A lot more goes into it than meets the eye. Mr. Crowley states that he just wanted to find out from the DPW what it would cost versus what we are currently paying. He also understands that every decision is not a monetary one. It is something he wanted to explore. The Commissioners voiced concern that the graves are tight and if you make a mistake you could be digging up another grave. All costs are paid by the user, there are no town funds used. Mr. Vincent will come up with an estimated total cost for four hours per grave for regular and over time and repair and maintenance on the backhoe. He also spoke with Mr. McKee and he is very concerned about the quality of the actual service and he wanted to be there if it was done because he knows the graves so that might be an added cost as well.

The Commission encouraged the Board to attend one of their meetings to let them know what is going on. Mr. Crowley explained that he wanted to discuss this first as a Board with the DPW Director to see if we were to do this in-house how much it would cost.

Mr. Crowley noted that there was an invoice in the payable warrant for treatment of the fields. There was a concern that True Green has burnt some of the turf on the field. Mr. Vincent reports that he called True Green they sent somebody out and said it was not their fault. They use a product called Merit and it cannot burn the grass. Tim Shea is adamant it is them. Mr. Vincent spoke with two people and both said Merit will not burn the grass. If you look at the field you can see a long thin line and they think it is a hydraulic leak in our equipment. Mr. Vincent has heard a lot of bad things about the company from the guys so he intends to pay the bill and move onto another company. Mr. Hadley asked if in the future we could get a DPW employee certified to spread pesticides. Mr. Vincent noted that Mr. Shea is reluctant and perhaps he would get the license and they could spread under that.

NEW BUSINESS:

1.Consider voting a Board member designee (and one alternate) to review and sign off on Payable and Payroll Warrants and to report back to the Board at the next meeting effective November 7th

This is something we became aware of during the course of trying to get an answer to a question posed by the School Department on electronic signatures. We now need to have votes taken by the Board of Selectmen for review of payroll and payable warrants. The new municipal modernization bill becomes effective on November 7th at which time we will need to designate a Board designee and an alternate to report back a summary at the next Board meeting. Mr. Crowley offered to be the designee. Mr. Rucho questioned whether all members could still review the warrant and pull invoices they have an issue with. Mr. Scheipers advised that they could.

Motion Mr. Crowley that the Board authorize Patrick Crowley to be the Board designee and Barur Rajeshkumar to be the alternate designee, to conduct the full review and provide signature approval of the payroll warrants on behalf of the board, and to present the payroll warrant summary at the next available Selectmen's meeting for review and vote of approval, and, further, that this same designee and alternate designee, effective November 7, 2016, which is the date the state's municipal modernization bill becomes effective, be authorized to conduct the full review and provide signature approval of the accounts payable warrants on behalf of the Board, and to present the accounts payables warrant summary at the next available Selectmen's meeting for review and vote of approval, and that until the November 7th date, the board shall approve all accounts payable warrants as signed at their regular meetings, seconded by Mr. Hadley, all in favor.

2.Senator Chandler and Representative O'Day will attend September 21 meeting items to be discussed should be forwarded to the Town Administrator by September 14th so they can be provided in advance of the meeting

The Board would like an update on the status of the \$5 million for the Goodale Park Project and funding for police station and council on aging projects.

3.Recognize the acceptance of the following donations for the Bandstand Committee and to approve expenditure of these funds for general purposes: Free will donations from the August 14th concert in the amount of \$94.80, Free will donations from the August 21st concert in the amount of \$148.60 and Free will donations from the August 28th concert in the amount of \$214.98

Motion Mr. Hadley to recognize the acceptance of the funds, seconded by Mr. Rajeshkumar, all in favor.

TOWN ADMINISTRATOR'S REPORT:

1.Award of Ambulance Billing Contract

The Fire Department moved ahead with the procurement of ambulance billing services. Comstar, our current vendor was awarded the bid and they are committed to trying to work with us on our collection rates.

2. DPW General Paving went out to bid and the low bidder was Mass Broken Stone out of Berlin at \$52.21.

3.October Town Meeting articles received to date

Ms. Scheipers provided a list of articles received to date. There will be at least one CPC article, the Fire Department needs some equipment, \$72,000 is needed to train the police and fire departments on the new regional dispatch software, a general FY17 budget fix article, the DPW would like to replace its loader. It was previously looked at by the CIB who wanted to wait until the new Director was on Board and Mr. Jackson strongly recommends we go forward. We also have a placeholder article for prior year bills, tentative Personnel Board article, Stabilization and Capital. We also have a request from an individual for the town to accept a donation of land located off of Blueridge Road. There will be a place holder for that as well.

Mr. Crowley reports that the CPC took a vote on \$25,000 for the Affordable Housing Trust consultant and they have two pending votes for conservation of land and fencing at Goodale Park

Mr. Hadley asked about the donation of land and who it would go to. Ms. Scheipers advised that it depends on the purpose. It could go to the Conservation Commission if it were wetlands, or could be used for recreation.

4.Cemetery Commission feedback on a) possible consolidation of cemetery staff into DPW, and b) status of available grave sites

The Commissioners feel that the existing procedures are fine. They also reminded the town about their need for a new cemetery. Ms. Scheipers will be meeting with them after town meeting to prepare a RFP should any resident have land they would like to sell to the town for a cemetery.

5.Complete Streets Technical Assistance grant process

The application has been submitted to the state.

6.Misc. Updates

Ms. Scheipers outreached to the DOT about taking over the care and control of Route 140. They will be putting together a team to look at that and get back to us.

FISP UPDATES:**1.Vote to award contract to architect for Sr Center Design**

Ms. Scheipers reports that FISP interviewed three firms out of the five proposals received. After much discussion FISP unanimously recommended to recommend that the Board award to schematic design contract to Caitlin & Associates.

Motion Mr. Crowley that the Board designate the Town Administrator and John Hadley as Chair of FISP to negotiate the contract for the schematic design of the new senior center with the firm of Caitlin & Petrovick at a not-to-exceed price of \$10,000, seconded by Mr. Rajeshkumar, all in favor.

2.Approve Reinhardt Associate Invoice #3 in the amount of \$12,370

Motion Mr. Hadley to approve invoice #3 from Reinhardt Associates, seconded by Mr. Rajeshkumar, all in favor.

APPOINTMENTS AND RESIGNATIONS:**1.Concurrence on Appointing Theo Jordan as Volunteer Grant Writer effective September 9, 2016 for**

a term to expire on June 30, 2017

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

2. Concurrence of Accepting Audrey Clary's Resignation from COA Board

Motion Mr. Rajeshkumar to accept the resignation, seconded by Mr. Crowley, all in favor.

3. Concurrence on Appointing Ed Clary to COA Board

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

4. Concurrence on the appointment of William Chase to the Earth Removal Board as the designee of the Conservation Commission

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

5. Concurrence on the appointment of William Chase to the Community Preservation Committee as the designee of the Conservation Commission

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

6. Zoning Board of Appeals full member vacancy – 2 applicants, Associate Member Daniel Cronin and Associate Member Nathaniel Orciani

Motion Mr. Hadley to appoint Nathaniel Orciani to the full member position on the Zoning Board of Appeals, seconded by Mr. Crowley. Vote on the motion - Messrs. Rucho, Crowley and Hadley yes, Mr. Rajeshkumar abstains.

7. Consider designating a member of the Board to attend Central Mass Metropolitan Planning Organization Information & Member Selection meeting on September 13th at 6:00 p.m. in Oakham

Mr. Rajeshkumar offered to represent the Board.

Motion Mr. Hadley to designate Mr. Rajeshkumar as their designee, seconded by Mr. Crowley. Vote on the motion – Messrs. Rucho, Crowley and Hadley yes, Mr. Rajeshkumar abstains.

8. Consider voting debt exclusion ballot question

Motion Mr. Crowley to place the following question on the ballot, 'Shall the Town of West Boylston be allowed to exempt from the provisions of proposition two and one half, so-called, the amounts required to pay for the bond issued in order to complete the construction of a new police station facility and to purchase any related equipment, included all costs incidental and related thereto? YES NO', seconded by Mr. Hadley, all in favor.

OTHER/OLD BUSINESS:

There is none this evening.

MEETINGS, INVITATIONS & ANNOUNCEMENTS:

1. September 13, 7:00 p.m. - FISP Meeting

2. Schedule for Informational Meetings for Police Station Project: Oct 4- Senior Center 3:00 p.m., Oct 6 – Hillside Village 2:30 p.m., Saturday, Oct 8 – Christ Lutheran Church 10:00 a.m., Oct 11 – Beaman Library 6:30 p.m., Oct 13 – Angell Brook 2:00 p.m. and Saturday, Oct 15 – Town Hall 10:00 am

FUTURE AGENDA ITEMS/SELECTMEN'S REPORTS:

Mr. Hadley would like to speak with the building inspector about electric and gas inspection fees for commercial use or four-family, not residential.

Motion Mr. Crowley at 9:02 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 collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares, seconded by Mr. Hadley. The Chair so declared. Roll call vote: Mr. Rajeshkumar yes, Mr. Hadley yes, Mr. Rucho yes, Mr. Crowley yes. The session will be to discuss DPW negotiations and the Board will not be going back into open session.

Motion Mr. Crowley at 9:35 p.m. for the Board to come out of executive session, second by Mr. Hadley. Roll call vote: Mr. Crowley yes, Mr. Rajeshkumar yes, Mr. Hadley yes, Mr. Rucho yes.

With no further business to come before the Board, motion Mr. Crowley at 9:35 p.m. to adjourn, seconded by Mr. Hadley, all in favor.

Respectfully submitted,

Approved: September 21, 2016

Anita M. Scheipers, Town Administrator

Christopher A. Rucho, Chairman

Barur R. Rajeshkumar, Clerk

Patrick J. Crowley, Selectman

John W. Hadley, Selectman