



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

## **Facilities Implementation & Strategic Planning Cmte. Meeting Minutes**

<b>Date / Time / Location of Meeting</b> August 28, 2019; 7:30 p.m.; Board Meeting Room, 140 Worcester Street
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<b>Members Present</b> Christopher A. Rucho John W. Hadley Michael Kittredge Patrick Crowley Barur R. Rajeshkumar Raymond Bricault Phil Mallet
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<b>Members NOT Present</b>
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<b>Invited Guests:</b> Anthony DiLuzio
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Mr. Hadley convened the meeting at 7:30 p.m.

### **Approval of Meeting Minutes**

July 10, 2019 – motion Mr. Mallet to approve, second Mr. Bricault, all in favor.

### **Senior Center**

#### **1. Review OPM Report**

Mr. DiLuzio reports that the punch list contains items, many of which were taken care of, and others to be addressed. HVAC issues continue to crop up. The three big items include the grounds, Mixer field, grounds in various areas around the back of the building beyond the pump house and the parking lot striping. RAC knows those areas of grass have not been accepted and they are responsible. RAC met with Arello landscaping to determine how they are going to seed and put down weed killer and fertilize between September 15 and October. They will remediate the grass areas to an acceptable level.

Discussion regarding the parking spaces. Some parking spaces range from 8-10 feet and it depends on where you measure them. Mr. DiLuzio reports that RAC accepts full responsibility for it. They had three different options for solutions. They could burn off part of the line, use a black emulsion cover, or sand blast the line. Pick any one and they will restripe. You can also say none are acceptable and say RAC is responsible for filing with the ZBA for those parking spots that are less than 9-feet. They can apply to the ZBA and if approved it goes to the Planning Board because it is different than the original Site Plan that was approved. Then the Building Inspector could sign off

on the occupancy. RAC is prepared to move forward and they would like the Board to pick the solution. Mr. DiLuzio did speak with the Director and a letter was submitted. She would rather not have the parking area restriped as they would lose 6 spaces in the upper parking lot. The choices are melt or burn them off and pave over, sandblasting and paint over. If you sand blast or heat, you need to put a sealant over it and we would lose 6 spots. Mr. DiLuzio does not know how many are outside of the 9-feet. If you change the parallel parking to angled you would make that up. Mr. Hadley suggested seal coat the whole driveway and restripe it. Mr. Rajeshkumar feels the people who are going to park are the seniors. If they parking is less the changes of hitting the car next to them increases. Mr. Hadley feels if we leave as is we would want something monetary from RAC. It would have to go to the ZBA for a variance and the Planning Board would have to sign off on the as-builts. A letter from the Chairman Council on Aging was provided and Barbara Mard a member of the Council reports that the Council did not take a vote. Mr. Hadley thinks this is a town property and he thinks we should do what is right.

Motion Mr. Crowley that we instruct RAC to get the proper variances and leave the parking lot the way it is, second Mr. Mallet.

Mr. Rajeshkumar would like a provision that it is all done at their expense. Mr. Mallet would like a vote of the Council on Aging. Mr. Haley would like a monetary payment to the town. Mr. DiLuzio thinks RAC will say if it is acceptance there is no financial change. He suggests going through the ZBA and Planning Board and give some money back so you have it when you need to restripe the lot. Mr. Rajeshkumar asked about seal coating on top of it. Mr. Hadley noted that once you seal coat you have to do it every 2 years. Mr. Rucho feels the other option is dig out the whole parking lot and do it all over again. He suggested doing a full milling of the lot. Mr. Crowley asked if we request RAC to do that what will they say. Mr. DiLuzio suggested they would say sue me and he thinks it would be close to \$60,000 to do that. Mr. Rucho asked what if the ZBA and Planning Board do not approve it. Mr. DiLuzio noted that there is a \$6 million bond and we will contact the bonding agent and we will get a new parking lot. Mr. Rajeshkumar noted that it is a town project and if we are making a mistake on a town project how can we make an exception. Mr. Crowley withdraws his motion and Mr. Mallet withdraws his second.

Motion Mr. Crowley to instruct RAC to get the appropriate variance so this can be accepted, and assuming it is approved, we will ask for a \$6,000 deduct and if it is not approved, we will expect them to grind the parking lot and pave it properly, second Mr. Mallet. Mr. Hadley would add more money to it and suggested \$10,000.

Motion Mr. Crowley to amend the monetary amount in the motion to \$10,000, second Mr. Mallet. Mr. Bricault suggested putting a time line on this. Mr. DiLuzio noted that they have to file another temporary occupancy as the company is concerned about the weather and winter. Ms. Mard states that there have been zero issues with the size of the spaces until this time and she added that it is also not reasonable to ask the really old seniors to walk any further. She also thinks it seems like a crazy amount of work and we will lose 6 spaces. In addition, if the center is closed for days to have the restriping done, it would not be a good thing for the senior center. Mr. Crowley asked if it is standard practice if a place is built that somebody goes out with a tape measurer? Mr. DiLuzio reports that one of the Planning Board members measured the spots. Mr. Rajeshkumar pointed out that if this was a private business they would have to comply. Mr. Rucho agrees with him.

FISP would like the Council on Aging to take a formal vote on this they would prefer to do nothing to avoid disruption. Vote on the amended motion – Messrs. Hadley, Crowley, Rucho, Kittredge, Bricault and Mallet yes, Mr. Rajeshkumar no.

Motion Mr. Mallet that the Council on Aging be requested to review the motion just approved and take a vote to support it as soon as possible, second by Mr. Crowley. Mr. Mallet feels this motion is needed given the fact that notifications were not done relative to the waterings. Mr. Rajeshkumar noted that if you read the Council on Aging letter it says we want to keep the current parking sizes and number of spaces as is. He feels it would be good for the Council on Aging to include a rationalization of why the size is okay. Vote on the motion – Messrs. Hadley, Rucho, Crowley, Kittredge, Bricault and Mallet yes; Mr. Rajeshkumar abstains.

With regard to the grass, Mr. Mallet wants to make sure that when it is done it includes a specific call to the DPW that it is time to start watering.

Discussion regarding the field. The DPW Director solicited a bid for the field repairs and it came in at \$38,000. It includes removing 4" of material from the grass and replacing it with 4" of screened loam, grade, rake, hydro seed entire area, mow and fertilize twice. To remove 2-3" from the infield and replacement with new stone dust, finish, grade and rake is \$4,000. Mr. Hadley pointed out that there has a lot of ruts from the machinery and it is not level now. Mr. Rucho thinks the whole field looks like it did before we started the project. Mr. Hadley does not believe it was returned to us as it originally was and he doesn't think it is anywhere near acceptable. Mr. DiLuzio reports that the contractor has not said I am not doing this. They have accepted the fact it is probably not done, does not meet spec, and they have a letter from the OPM that it is unacceptable. There is also a back area that is not acceptable. Mr. DiLuzio is meeting with his landscape contractor and RAC tomorrow morning. He is preparing to start remediation work in mid-September. He will dig it out, reseed and mow twice. The reason he suggested the town think about getting an estimate from a contractor gave the option of the town taking it over. Mr. DiLuzio recommends we let him complete the work and in October if it is not any better you still have his bond. The consensus from FISP members was to let him fix it as soon as possible. Mr. DiLuzio will provide an update as to when he will start on it. He noted that the town mowed the area and mowed the island, which they were not supposed to mow. Mr. DiLuzio will report back on the solution and all ruts will be inspected before the hydro seeding is done.

Update on water valves – these were fixed.

#### Approval of Invoices

a. Caolo & Bieniek, Inv. #6029, \$1,792.00

Motion Mr. Crowley to approve, second Mr. Rucho, all in favor.

b. RAC Builders, Pmt #15, \$11,750

Mr. DiLuzio reports that the mechanical guy and the painter have punch list items. This will leave \$52,556. Remaining is as-built close out, close out, as-built documents, moss to be planted near the patio, and we will hold \$52,000 because it is attributed to RAC. Everything on that is RAC's responsibility; \$59,000 is what the contractor wants to be paid. John MacMillan and Tony reviewed everything and said we will give you \$11,000 to pay the subs.

Motion Mr. Bricault to approve, second Mr. Kittredge, all in favor.

c. Office Resources, Inv #137817R, \$79,923.94

Mr. DiLuzio reports that we have not come to resolution about the dining room tables. The invoice is all the furniture accepted and in use. We are not paying for tables yet, but we have use of

them. They are providing options within the price range as we try to find other light weight options within the budget. Mr. Rucho asked if we can get the tables for \$10,000. Mr. DiLuzio reports that right now we have not been able to find any which are acceptable, and they continue to provide options within the \$10,000 price range. He noted that we requested folding, movable laminate tables and they went to Boston to see them and they said they were not able to get a sample of the tables. They sent the wrong tables and they sent 4 or 5 options, but they are very heavy and they are not charging us for the ones we are using. Mr. Rucho voiced concern that the tables we want may cost more than the \$10,000 we have for them. The project has a balance available of about \$80,000 uncommitted. The \$10,000 is already committed.

Mr. Bricault questioned whether the bid we approved had the specificity we asked for and Mr. DiLuzio indicated that it did, laminate table with aluminum frame.

5. Consider approving quotes from Connor Sign & Graphics (funding in project)

- a. Quote for on-premises signs including Parking Sign, Smoke Free Sign, Security Camera Sign & Installation, \$275.00

Motion Mr. Bricault to approve the quotes for the signage, second Mr. Rucho, all in favor.

- b. Quote for sign at bottom of Prescott Street \$195.

Motion Mr. Crowley to approve the purchase of the sign, second Mr. Bricault. In discussion Mr. Rucho questioned where the sign would be posted and Mr. Mallet wants to insure that the arrow is going in the correct direction to direct vehicles up Prescott Street and not south on Route 12 towards Worcester. Vote on the motion – all in favor.

**Consider approving the following items (Out of \$15,000 Gift balance \$1,898.39)**

1. Corelle Classic 16-piece white dinnerware set \$779.79

It was noted that the quote included sales tax which should be removed.

Motion Mr. Crowley to approve \$733.92 out of the gift for the 22 dinnerware sets, second by Mr. Bricault, all in favor.

2. Wall hanging system for pictures \$249.81

It was noted that this system is a track on the wall with a wire so you don't have to put holes in the wall.

Motion Mr. Rucho to approve the purchase out of the item out of the gift, second Mr. Kittredge. Discussion ensued with Mr. Bricault voicing concern as to what this will look like. Mr. Hadley would defer to the Director on this. Mr. Rucho would like to meet with the Senior Center Director to see the unit she has selected so this item will be tabled until the next meeting. No vote on the motion. This will be carried over to the next FISP meeting.

**The future of FISP after the Senior Center Project & Review of Debt Schedule**

Mr. Bricault took the current list of capital requests and compiled a tier approach to add additional expenses through 2025. If we have a big project like the fire station, we could begin in 2024 presuming we do not want any change in the tax rate for the project. Mr. Rucho questioned whether FISP should continue to meet until 2023. Mr. Bricault suggested they continue to meet on facilities planning. He noted that the library has \$600,000 worth of HVAC requests and he questions if we should redo the HVAC system at the Library. He feels the CIB needs guidance on how to deal with these expenses. He also noted that the schools are coming with a request for a proposal for the schools. They are close to completing their study. We also have big dollar value improvements for

the DPW. Mr. Hadley doesn't feel the Committee should dissolve, however, he doesn't think they need to meet every month. If something comes up they should meet. Mr. Bricault feels if they are going to do strategic planning it would involve a meeting schedule. In looking at the schedule in 2024, \$100,000 a year will be freed up.

**Consider changing start time for meetings from 7:00 to 6:00**

Mr. Bricault is unable to make a 6:00 p.m. meeting, but could do 6:30. It was agreed to change the meeting time to 6:30.

Mr. Bricault would like to revisit the Capital Plan with the Facilities Manager.

Next Meeting- September 11, 2019 at 6:30 p.m.

Motion Mr. Mallet at 8:55 p.m. to adjourn, second by Mr. Crowley, all in favor.

Respectfully submitted,

Approved: September 11, 2019

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Nancy E. Lucier, Town Administrator

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John W. Hadley, Chairman

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Patrick Crowley

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Christopher A. Rucho

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Michael J. Kittredge III

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Phil Mallet

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Raymond Bricault