



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

## **Selectboard/Sewer Commission Meeting Minutes**

<b>Date / Time / Location of Meeting</b> December 16, 2019; 6:00 p.m.; Selectboard Meeting Room, 140 Worcester Street
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<b>Members Present</b> Patrick J. Crowley, Chairman Barur R. Rajeshkumar, Vice Chair John W. Hadley, Clerk Christopher A. Rucho, Selectman
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<b>Members NOT Present</b> Michael J. Kittredge III, Selectman
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<b>Invited Guests:</b>
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Mr. Crowley convened the meeting at 6:00 p.m. All members are present with the exception of Mr. Kittredge.

### **PUBLIC COMMENT:**

No one came forward for this agenda item.

### **APPROVAL OF MEETING MINUTES:**

- **December 4, 2019, regular session**

Motion Mr. Hadley to approve, second by Mr. Rajeshkumar, all in favor.

- **December 4, 2019, executive session**

Motion Mr. Hadley to approve, second by Mr. Rucho, all in favor.

### **REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING DECEMBER 5, 2019 TO DECEMBER 15, 2019: Town Payable Warrants FY2020-24 & 25; Town Payroll Warrant FY2020-12; Sewer FY2020-SE07 & 08; Municipal Light Plant #16 & 17 and School Warrant FY2020-S11**

Motion Mr. Rajeshkumar to approve the warrants as noted, second Mr. Hadley, all in favor. Mr. Crowley noted that the reason the Board does not discuss the warrant at their meeting is due to the fact that that they are signed off on by the department head, and reviewed by the financial staff. The Board's role is a formality to take a public vote after they sign off. Years ago the Board would just sign off and now they need to vote the warrants at their public meeting.

### **MARY ARCARDI, SENIOR ASSOCIATE AT THE COLLINS CENTER – Presentation of the Wage & Classification Project**

Mary Aicardi and Lindsay Katz joined the Board. Ms. Aicardi explains that she will go through her presentation and take questions should the Board have any. She explained what a classification and compensation study is. It is a review of current job descriptions, compensation schedules, policies, and current classification grades or groupings. It is also a market survey to evaluate the town's wages, development of accurate job descriptions and a recommendation for an equitable compensation system. It addresses inequity, explicit or implicit and it also addresses the new pay equity law. It measures the position and not the people. The study is to make sure you have fair standards across the board. A classification and compensation study is not a re-classification or an upgrade study, a performance evaluation, about the individual holding the position, a staffing level study or an evaluation of how many hours a position should be assigned.

The methodology they used to develop the position descriptions was to meet with the Personnel Board, hold orientation meetings, conduct interviews, draft position descriptions, which were then edited by the employees and their supervisors. Those edits were incorporated and final descriptions were developed. The position rating system is based on point factors such as supervision received and given, education and experience, judgement and complexity, nature of personal contacts and confidentiality and work environment and physical skills. The market survey is not just looking at the town next door. The towns used were Berlin, Boylston, Hubbardston, Holden, Leicester, Lunenburg, Paxton, Princeton, Spencer, Sterling, Sturbridge and Westminster. They looked at various data points such as pay ranges and created a Salary Schedule. Then you group the position where you think on what grade it should be on. Then you look at the salary survey. They used hourly wages to compare apples to apples. Even if it is a salary they converted it to an hourly wage to work with. They evaluate the average and the medium. Some times the Town Accountant can be a Finance Director and the position is driven by Finance Director pay and not the Town Accountant pay. Some departments have layers such as the DPW so the highway is a separate division. They recommend 30% pay ranges.

The survey data indicates that anything in red is under the market. The town is below marked on their starting pays and only a handful are below the minimum of the market. They have shifted the range, raised the minimum and expanded the pay range. Newer employees are on the low end and some of those pays are at \$12.70 an hour. The current structure has ten grades with five steps. Half the people who work here are on step 5. It takes ten years to get to maximum. Many on that step have had much longer service than that. Three of the grades have only two titles and the titles used are inconsistent and outdated. The current compensation structure has inconsistent ranges, steps and percentages between steps. The range between steps is 40%, which is a very big number plus you get a cola and 10% is high in industry standards.

The classification structure being recommended is consolidating 12 grades to 8 with standardization of titles to align more with the Mass Municipal HR Association. A secretary for a department will be changed to a department assistant. There will be 12 steps within each grade, each with a 2-1/2% increase to provide future growth for all employees.

The recommendation is to implement the plan on July 1 and each employee will be given a 2% cola and then placed on the appropriate step within the grade. No one will be losing pay and every position will fall within the recommended range.

Ms. Lucier explained that the original Wage & Classification Plan for all non-union employees of the town was adopted back in the late 1990's. The town attempted one study in FY07 with a budget of \$7,500 and again in FY14 with a budget of \$6,000. To date we have spent \$13,100 on studies. This study was done with funds provided by the Community Compact. Should the Board

agree to move forward with the implementation of the plan just presented the implementation cost is \$17,831.35. In addition to that, I will be recommending a 2% cost of living adjustment which will cost \$16,657.46.

Larry Chism, Chair of the Personnel Board feels a significant amount of effort and time has been put towards project and we have made significant progress. He feels this will put the town in a place where we can build from here. The important thing here is we will put ourselves in a position where we can compete and recruit at the level we should be at. Mr. Crowley asked about longevity and other municipalities. Ms. Aicardi noted that this allows step increases every two years per the bylaw. Different places adopt different scenarios and those are policy decision. The recommended range is more affordable and what you do in the future is a policy decision. You could decide you might want to give a step every year and then you might lower the cola. She has never seen steps every two years.

Mr. Chism reports that the Personnel Board voted on the proposal as submitted. He noted that this has been collecting dust for so many years the Personnel Board felt it seemed like a reasonable plan. It will be something we can revisit. Mr. Rucho thinks somebody near the end of their career would like more steps. Ms. Aicardi feels there is a balance and you have more flexibility with steps. Their recommendation is on the range. She recommends implementing the plan and if you want to make a policy decision on step increases you could do that. Mr. Chism feels a few years of data will be us the necessary information we need to make any adjustments.

Ms. Aicardi explained that a few employees will be getting a 9% increase and will have an implementation step due to the fact that they were so under the market. Mr. Rajeshkumar asked about titles. Ms. Aicardi explained that an Administrative Assistant position is a much higher level of responsibility and requires less supervision, a department assistant is a little narrower job. You are evaluating the job, not the position. It was noted that under the current bylaw, the town can hire up to step three and they may want to look at changing that to step 5 or 6.

Ms. Aicardi reports that people like their jobs here and people tend to stay. You do not have a gender issue. They did compress department heads to capture some of that.

Motion Mr. Hadley to move forward and get town meeting acceptance of the new plan, second Mr. Rucho, all in favor. Ms. Aicardi thanked all involved in the project noting that she always received the data she needed.

## **DPW DIRECTOR GARY KELLAHER REPORT**

1. Private Roads
2. Status of DPW vehicles

This agenda item will be tabled as Mr. Kellaher is unavailable this evening due to the impending snow storm.

## **TOWN ADMINISTRATOR REPORT**

### **1. Pink Bag Program – first monthly report**

We have just completed our first month of the Simple Recycling Pink Bag Program. Per our agreement, Simple Recycling provided the town with its first monthly report within 15 days of the close of the month. During the month of November Simple Recycling collected 11,077 pounds of textiles and the town received a check in the amount of \$110.77. Initially when we met with Stephen

Lisauskas of Waste Zero he estimated the town would probably see \$1,100 from the program. Given the fact that it was the first month of the program we had a good start in getting the word out. Just a reminder if people need additional pink bags they may get them at the Light Plant, Library, Council on Aging and Town Hall.

## **2. Meeting with DCR regarding drainage on Beaman Street**

Last week DPW Director Gary Kellaher and Ms. Lucier met with Jamie Carr and Bryan Larochelle of DCR. Gary is proposing asphalt drainage swales for water diversion which would eliminate the need for future maintenance. We have decided to schedule a meeting with MassHighway as there is a punch list of items that need to be rectified. One of the items is the catch basin covers on the causeway on Route 12, which would correct the heavy water run off of water going across the highway on two locations in the southbound lane just before and just after the triangle. We will also address the issue with the catch basin covers which were installed along Temple Street from the Boylston line.

During our meeting it was noted that the work on the Water Department water tank access road was not tied into the portion of the project experiencing drainage issues. DCR would like permission to proceed that work, if possible, weather permitting. Gary indicated that he would have no issue supporting that request should the Board wish to vote to allow that portion of the project to move forward.

Motion Mr. Hadley to approve moving forward with that portion of the project, second Mr. Rucho, all in favor.

## **3. Winter Parking Ban**

At the last meeting Mr. Rucho inquired about the Winter Parking Ban. That ban goes from November 15 through April 30 from 11pm to 7am. I checked with the Chief and he reports that 'the Winter Parking Ban is 100% no parking, period. It doesn't matter if it snows or not. Other regulations are impeding traffic flow, too close to an intersection, blocking a fire hydrant, etc. etc. Otherwise, like last night, it may not snow until after 11 or when people get home from work it's fine.....people go to bed and it's fine, they wake up and there's snow on the ground....still impedes snow removal....so, between those dates, no parking on the road....We always start the season out with warnings.'

Mr. Rucho asked if Route 140 is a state road or a town road.

## **4. MIIA Loss Control Grant & MIIA Flex Grant**

The town received a MIIA Loss Control Grant in the amount of \$7,077. Those funds will be used to replace some worn out equipment in the DPW, in addition to a dozen pairs of safety glasses, chain saw chaps with associated safety equipment, anti-slip and anti-fatigue mats for the school cafeteria to reduce falls and a battery operated radar speed sign for the police department. The Flex Grant funds were used for mulch at the playground, and to purchase signs (20 stop signs, 24 street signs and 10 directional/intersection signs).

## **5. Board trainings – finalized schedule**

As previously mentioned the town will host an Ethic Training seminar on Tuesday, February 4<sup>th</sup> at 6:30. We have also scheduled Open Meeting Law and How to Conduct a Flawless Public

Hearing for Thursday, March 5<sup>th</sup> at 6:30. Training for Effective Enforcement for Zoning, Planning, Health Boards and Conservation Commissions will be held on Thursday, March 12<sup>th</sup> at 6:30. We initially planned to have one training per month, however, in speaking with KP Law they are tied up in April, May and June as some of the municipalities they serve have town meetings during those months.

## **6. Other items**

Ms. Lucier met with Town Clerk Elaine Novia and Bill McGuire, Partnership Specialist with the US Census regarding the 2020 Census. They are asking for our help as they are actively recruiting town residents for these temporary jobs, which range from 10-40 hours a week. If residents have an interest they need to go to [2020census.gov/jobs](https://2020census.gov/jobs) and fill out an application.

The census is mandated under Article 1, Section 2 of the Constitution, which says we will count every resident. All responses are protected by Federal Laws and are only used to produce statistics. The census will determine how 675 billion dollars in Federal funding will be spent on infrastructure, programs and services. The first notice will be in mid-March and you can reply by phone or online. If you do not respond, you will get a second and third. The fourth request will be in a paper format. Should you fail to respond to that request, you will get a visit. We will post a link on our website with census information.

## **NEW BUSINESS:**

### **1. Discuss hiring of permanent full-time DPW Director**

Mr. Rucho thinks we should post the job and it has nothing to do with the person doing the interim assignment, but rather it is a job that needs a full-time person. Ms. Lucier is working with Mr. Kellaher to update the job ad and description used for the last search. The expectation is that it should be advertised after the first of the year.

### **2.Consider waiving liquor license fee for the American Legion**

Mr. Crowley noted that the American Legion is a non-profit and the Board waives fees for other non-profits. He would like the Board to consider waiving the fee for their alcoholic beverage license. The license allows them to serve alcohol to their members and their guests.

Motion Mr. Hadley to approve the waiving of the alcoholic beverage license for the American Legion, second Mr. Rucho. Mr. Rucho asked if we know what other towns do. Ms. Lucier indicated that she does not know. Vote on the motion – all in favor.

## **FISP UPDATE:**

### **1.General Update on Senior Center**

Mr. Hadley reports that they are working with RAC to resolve the parking lot issues.

### **2.Invoices - Office Resources Invoice #143241 - \$2,023.80**

Motion Mr. Rajeshkumar to approve, second Mr. Hadley, all in favor.

## **APPOINTMENTS AND RESIGNATIONS:**

1.Concurrence on the appointment of Sarah Culgin, Building Commissioner in the Town of Sterling as an alternate inspector effective December 18, 2019 for a term to expire on April 30, 2020 at a rate of \$25 per inspection

Motion Mr. Hadley to concur with the appointment, second Mr. Rajeshkumar, all in favor.  
2.Consider approving William Mulcahy as a seasonal snow plow drivers driving town vehicles for the Department of Public Works effective December 18, 2019 at a rate of \$18.65 per hour  
Motion Mr. Haley to approve the hiring, second Mr. Rajeshkumar, all in favor

**MEETINGS, INVITATIONS & ANNOUNCEMENTS:**

1.The town received a Recognition Award from Central Mass Municipal Recycling Council for their outstanding Waste Reduction Programs

2..December 19, noon –Holiday Luncheon & Concert for Seniors at the Senior Center sponsored by the Friends of the Council on Aging

Mr. Crowley announced that the Food Pantry will not be open tomorrow it will open on Wednesday instead from 1-3:00 P.M.

**FUTURE AGENDA ITEMS/SELECTMENS REPORTS:**

Mr. Hadley would like to discuss pedestrian cross walk lights which cross walks have them and which do not.

Mr. Crowley noted that the next Board meeting is January 8<sup>th</sup>, FISP will meet on January 9<sup>th</sup> at 6:30 at which time they will come up with the final figure for the senior center borrowing. The Selectboard will post a meeting the same night at 7:00 so they can also vote that figure.

Mr. Crowley reminded everyone that snow is coming and it is important to shovel out fire hydrants in your neighborhood so that if needed they are available when fire personnel arrive at the scene.

The Board congratulated the D12 Cheerleaders who placed 3<sup>rd</sup> in the National Competition in Orlando, Florida

With no further business to come before the board, motion Mr. Rucho at 8:28 p.m. to adjourn, second by Mr. Hadley, all in favor.

Respectfully submitted,

Approved: January 8, 2020

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Nancy E. Lucier, Town Administrator

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Patrick J. Crowley, Chairman

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Barur R. Rajeshkumar, Vice Chairman

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John W. Hadley, Clerk

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Christopher A. Rucho, Selectman