



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

## **Board of Selectmen/Sewer Commission Meeting Minutes**

<b>Date / Time / Location of Meeting</b> October 16, 2019; 6:00 p.m.; Selectmen's 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.

### **PUBLIC COMMENT:**

No one came forward under this item.

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

1. October 2, 2019, regular session  
Motion Mr. Hadley to approve, second by Mr. Rajeshkumar, all in favor.

### **REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING OCTOBER 3, 2019 TO OCTOBER 15, 2019: Town Payable Warrants FY2020-15 & 16; Town Payroll Warrant FY2020-07; Sewer FY2020-SE07 & 08; Municipal Light Plant #11 and School Warrant FY2020-S7**

Motion Mr. Rajeshkumar to approve the warrants as noted, second Mr. Hadley, all in favor.

### **Police Chief Dennis Minnich Sr.**

Coffee with the Chief

The Chief reports that now that we have our new police station he intends to hold a Coffee with the Chief on the first Monday of each month at 9:00 a.m. starting on November 4<sup>th</sup>. The second coffee will be on December 2<sup>nd</sup>. He anticipates it lasting one hour and he is open to expanding the time, if needed. He intends to offer coffee and to residents who stop by to chat about town happenings and he may invite other department heads to join him. The Board thinks it is a good idea.

### Update on Town of West Boylston cruisers

The Chief noted with the news around the town about not having West Boylston marked on the cruisers he ordered an unmarked car, gray with ghost writing in West Boylston. MHQ designed it and whenever light flashes on it, West Boylston Police will shine. The Chief also worked with Connor Sign to include West Boylston on the marked cruisers. He provided the Board with photos of both designs.

The Chief explained that in his monthly reports he provides statistics on the three or four radar signs he has around town. It is set for a speed and it counts cars. If you are going too fast it flashes and provides the average speed, and the high and low speeds of the vehicles. That information is fed back to his department. They cost about \$3,900 and he used them at the Library. The DPW and the Light Plant assist with the installation of the signs. He reviews the reports and assigns officers for traffic enforcement, if needed. The units are battery powered as the solar models are much more expensive.

The Chief let area colleges know that he was interested in having an internship program. During the day a college intern will get credit for being at the police station dealing with requests for such items such as accident reports. It will help the department out because they won't have to take an officer off the street to deal with the requests.

Mr. Hadley asked about the police department signage. The Chief reports that originally the state gave them a hard time. We asked them to put the signs up on the north and southbound sides of Route 12, which they did. They also plan to install a larger sign across from the police station with an arrow, to say POLICE. The DPW plans to cut back the overgrown plants on the left side of the driveway as the town owns eleven feet and once cut back you will be able to see the blue globes on the sign. If needed, then the Chief will discuss adding a driveway sign. He also believes the new larger POLICE sign could be lit.

### **Presentation by NFP on Senior Plan Renewal**

Joy Layden and Ken Lombardi joined the Board to discuss senior health insurance renewals. Mr. Lombardi reports that the town offers two plans, the Medicare plan and the active employee plan. Ms. Layden has been working with the Insurance Advisory Committee on the renewals. Currently we offer several styles and have 176 subscribers. The predominant plan is Fallon Medicare Plus. Folks have coverage, primarily through Medicare 80% and the other 20% is out of pocket. Copays are picked up by this plan. Medicare Plus Companion Care increased 7.8% this year. In order to balance out the impact they have added 3 HMO plans for seniors and Medicare is not part of these plans. The first is the Fallon Medicare Plus plan which saw a 25% rate decrease this year. Fallon has renegotiated and is now part of the Reliant Medicare group. One of the focuses this year will be to encourage migration to the Fallon Medicare Plus Program. Another plan is Fallon Plan Central Premier. It is a smaller network program, less costly than the other options. They think there is an ability to move some of the members into that lower cost plan. Some of the plans do have co-pays and they are minimal compared to an active employee. If the Board agrees, it is an as is renewal for the three plans and to add the new Fallon Plans. Ms. Layden explained that the Central Premier Plan has a \$500 FSA plan for hearing aids, glasses and a fitness reimbursement. Plus Premier has a \$250 benefit.

Mr. Crowley questioned the cost share. Ms. Layden advised that HMO is 80% and Medicare Supplemental Support is 60%.

Motion Mr. Hadley to approve the changes as requested, second by Mr. Rajeshkumar, all in favor.

**6:15 p.m. – Public Hearing to consider amendments to the fee schedule for sign licenses**

Mr. Crowley opened the public hearing and Mr. Hadley read the following notice. 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, October 16, 2019 at 6:15 p.m. for the purpose of considering amendments to the fees charged by the Building Department for licensing of signage. The meeting will be held in the Selectmen's meeting room, #210 of Town Hall, 140 Worcester Street, West Boylston. For additional information, or to review the proposed changes, please contact the Office of the Town Administrator/Board of Selectmen at 774.261.4012. All interested persons, groups, and agencies are invited to attend. Patrick J. Crowley, Chairman, advertised on October 2, 9, 2019.

Building Inspector George Tignor joined the Board with department secretary Sheryl Keddy. Mr. Tignor explained the purpose of the hearing is to clarify and streamline the renewal process for sign permits. The Sign Bylaw states, 'Sign permits shall be issued for five year periods. Renewal permits lasting 5 years shall be issued after inspection and approval by the Inspector of Buildings, and receipt of the appropriate fee as established by the Board of Selectmen.' It is a fee for a license to have a sign on their property. Any new sign would require a \$50 permit which would be good for five years. Any alteration to the sign would cost \$25, and that covers the cost of reviewing the plans and inspecting the sign. They are suggested that beginning February 5, 2020 signs will renew for five years and be prorated at \$10 a year. They are trying to figure a way to make this trackable. It will be every five years and \$50 regardless of when you installed your sign.

Discussion ensued with Mr. Tignor explaining that currently the inspector does inspect and review plans for new signs. However, he does not inspect signs being renewed. It was also noted that other towns do not charge a renewal fee and people have questioned whether this is an additional tax.

Mr. Crowley feels the purpose of the bylaw is to make sure the signs are in compliance and he questions why they need to pay a renewal fee. In this case, the cost of this fee is the cost of collecting the fee. When a new business comes in the building inspector will go out and inspect the sign. Ms. Keddy noted that when she first started working in the department she realized we were not doing renewals she sent out renewal notices and it has not been done since. Mr. Crowley feels we need to change the bylaw to set the renewal figure at \$0. Mr. Rajeshkumar voiced concern that if a business changes a sign how will you catch it. If it is non-compliant are you going to charge them. Mr. Tignor explained that if that were to happen the sign will come down and if they physically change the sign they get a new permit. It will be \$50 new permit, \$25 for an alteration and nothing for a renewal.

Comments were opened up to the public. David Femia the sign bylaw is they have one sign what happens if they have two signs. Mr. Tignor any new signs will pay a fee and be per the bylaw. Mr. Rajeshkumar feels we should leave it as it is and change it at the May town meeting. Mr. Crowley would like to make the renewal fee \$0.

Motion Mr. Rucho to close the public hearing, second Mr. Hadley, all in favor.

Motion Mr. Hadley to keep the fee at \$50 for new signs and \$25 for alterations and have no fee for sign renewals, second Mr. Rucho. Vote on the motion – Messrs. Crowley, Hadley and Rucho yes; Mr. Rajeshkumar, no.

**Celebrations Committee Members Michaun Fowler & Tony Sanders – Upcoming Fall Events**

Michaun Fowler and Tony Sanders joined the Board to provide an update on the upcoming fall events. The first event is a fall festival to be held on Saturday, November 2 from 1-5 at the Town Common. It will include fun fair food, music, games and more. They will have a raffle, pie eating contest, crafts and a bounce house. They are here this evening to request a one-day Common Victualler Permit and a Vendor Permit to allow for the sale of food from Mike's Moonwalk Rentals and for the sale of goods on The common. At the previous events they had food carts.

Ms. Lucier explained that the Celebrations Committee is applying for the licenses on behalf of the vendors, similar to what we did for the PTA end of the year event at the school. Mr. Rajeshkumar asked about the cost for the event. Ms. Fowler explained that everything is being donated and the only costs they are looking to cover will be covered by the raffle or vendors. It is a free event for the attendees. They would like everybody to come and have a good time. Vendors will charge for their goods and they will pay \$20-\$25 per vendor slot. They have a good volunteer network throughout the community. They are also looking for donations for the raffle anyone who would like to support the event may do so by contacting Michaun. We will post information on the town's website.

Mr. Rucho voiced concern that the weather begins to turn in November and perhaps future events should be earlier in October. Mr. Sanders indicated that next year they will move it back to October. This event will not have the scarecrows and they are looking at implementing them in a future event. They have contacted the senior center, police, DPW and parks and recreation. DCR will also be involved. They would like to tell ghost stores at the Old Stone Church. Mr. Rajeshkumar noted that in the past the Celebration Committee put up banners for the businesses to advertise on. He sked if they are planning on bringing those back. Ms. Fowler does plan on bringing them back at the beginning of 2020. She is looking for volunteers to help. Ms. Lucier noted that the food vendors being used are currently licensed by the town and have received their Board of Health inspections.

Motion Mr. Rucho to approve the issuance of a one-day Common Victualler and Transient Vendor License to the Celebrations Committee for November 2, 2019, second Mr. Hadley, all in favor.

Ms. Fowler reports that the bounce house is being donated by the people who own the food truck. Mr. Rajeshkumar asked if they plan to bring fireworks back. Ms. Fowler states they plan to approach the Board at the end of this year for 2020 events. Mr. Rajeshkumar thinks fireworks would be a good idea. And the banners would cover that cost. There is no rain date for the event.

## **DFW Director Gary Kellahe**

1.Request for consideration of Board's vote from DeWolfe Contracting for Evangelista project 239 & 242 Woodland Street

Mr. Hadley recused himself. Mr. Kellahe joined the Board. He noted that this previously was presented to the Board and Mr. DeWolfe is aware that it is on the agenda this evening. He also knows how the DPW feels about this request. It has not changed and Tom Frost of Weston & Sampson Services is also in attendance should the Board need information about the sewer system. Mr. Kellahe noted that they have an alternate way to hook up with an E-1 pump to the sewer truck, there are three years left on the road opening moratorium and it would be precedent setting to do something like this within the moratorium. He is sure the trench would be done corrected, however, we would not own it and the town would have to give him a sewer easement. Mr. DeWolfe is proposing to give the town an extended warranty period of an additional year and provide a \$2,500 surety bond for

three years. Mr. Crowley noted that even with this proposal the DPW Director is not recommending reconsideration of the request. There is no motion on the request.

## **2.Other updates**

Mr. Hadley returns. Mr. Kellaheer displayed the template for the new street signs, which are green with the town seal and they will have a white border. They are a high intensity reflective, two-sided sign. This design will be on all the intersects with a main. Mr. Crowley asked if after the mains are done, would all other replacements be of this design. Mr. Kellaheer noted that the signs with the seals are \$3-\$4 more expensive than the regular ones so it will depend on the budget. It was agreed to include the new street signs in the power point for town meeting.

Mr. Kellaheer reports that line striping will begin the week of the 27<sup>th</sup>, it is a night-time operation and we will begin on a Sunday. We will be doing 137,000 linear feet, half of the projected 300,000. We intend to continue depending on the weather.

Mr. Kellaheer reports that trees are coming down, including the large ones at Malden, Prescott and Pierce is next. Our budget is limited as we only have \$24,000 so we will do in house as much as we can. Mr. Crowley asked the temperature limit for line striping. Mr. Kellaheer advised 40+ degrees. Mr. Rajeshkumar asked if there will be any street paving this fall. Mr. Kellaheer advised that there are no more Chapter 90 projects scheduled as plants will be shutting down and you don't want to be mid-project and have winter weather decide to arrive.

Mr. Kellaheer intends to concentrate on the north part of town and then the mains, Temple and Maple for sign replacement. He thanked Mr. Rucho for giving him the name of the individual at Mass Cor who was very helpful to work with. Mr. Crowley asked about the difference in price. Mr. Kellaheer reports that we were looking at \$2,400 and for the same group of signs they were \$200 less than the vendor he usually uses and the other quote was for \$6,200. Mr. Kellaheer thinks we did well with the prices. Mr. Rajeshkumar asked if they make banners. We will look into that.

Mr. Kellaheer reports that one of the new trucks is in and ready to go. They are making sure everything is running and operating. Mr. Rajeshkumar requested additional orange cones in front of the school for handicapped parking at town meeting.

## **TOWN ADMINISTRATOR REPORT**

### **1.Town Meeting**

We have reserved the school on Monday, October 28<sup>th</sup> and Monday, November 4 for town meeting back up dates. The Bylaw Committee is meeting tomorrow evening. The Board's town meeting packets have been compiled. If any members have any questions on the motions or the funding plan, please let me know. The Finance Committee are in agreement with everything as presented.

### **2.Grant Update**

The town has been awarded a sustainable materials grant award of \$9,000 under the state's Recycling Dividends Program they recognize community who implement policies and programs proven to maximize the reuse and recycling of materials. I would like to thank Norma Chanis and Mark Koslowske of the Regional Recycling Center for pulling all their data together and Keri and Gary at the DPW who provided the town's trash/recycle data.

Thanks to the efforts of our Volunteer Grant Writer the Fire Department has been awarded a \$1,000 grant for Fire Safety Programs and the Senior Center was awarded \$1,000 for Senior Programs. She is currently working on an IT Grant for the Library and continues to meet with department heads about their needs.

The Town's Safety Committee met last Wednesday and we will be applying for a \$10,000 MIIA Loss Control Grant for safety related items which were identified by the various departments. The school needs some anti-fatigue mats, the DPW needs some updated OSHA equipment, and the Library expressed interest in a low temperature alarm.

As the sustainability materials grant can be used to increase our recycling efforts the Board would like to look into purchasing larger recycling bins. Mr. Rucho suggested stickers for recycling bins which indicate that the contents are recycling.

### **3. Facilities Manager**

Mr. Lucier met with the Town Administrator in the Town of Berlin to discuss the possibility of sharing a Facilities Manager position. Town Administrator Margaret Nartowicz mentioned the idea to her Board, which they were receptive to and they would like to continue the discussion. She would like the Board to designate one member to join me in those discussions. Mr. Rucho volunteered for that assignment. Mr. Crowley questioned how retirement costs would be calculated should we move forward with this shared position proposal. Ms. Lucier will get that response.

### **4. Draft Communications Plan**

The Board previously was provide with a draft Communications Plan prior to their last goal setting session. It was a Town Administrator goal and this Plan is modeled after the Town of Hadley. It is designed to improve communication with voters, businesses and organizations. It increases awareness of public participation and outlines the various communication tools we have in town. I plan to bring this forward at a future meeting for the Board to consider adopting.

### **NEW BUSINESS:**

1.Consider approving the hiring of Diane Sousa for the position of backup van driver for the Council on Aging effective October 21, 2019 at Step 1 of Grade 2, \$13.93 per hour

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

2.Consider approving the hiring of Katherine Simmarano for the position of Secretary to the Fire Department effective October 21, 2019 at Step 1 of Grade 3, \$15.17 per hour, 15 hours per week

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

3.Consider voting to recognize the acceptance of the following donations from July 1, 2019 through September 30, 2019 to the Council on Aging: \$250 from resident who wishes to remain anonymous to aid in events and activities, \$1,000 from Friends for the Senior Center to subsidize an exercise class, and \$300 from various West Boylston businesses to help sponsor the Fall Health & Wellness Fair

Motion Mr. Rajeshkumar to recognize and accept, second Mr. Rucho, all in favor.

**FISP UPDATE:****1.General Update on Senior Center**

Mr. Hadley reports that the grass is green and we still do not have anything resolve don the parking lot as of yet. They have not yet bone to the Planning Board.

**APPOINTMENTS AND RESIGNATIONS:**

1.Concurrence on the reappointment of KP Law as town counsel effective November 1, 2019 through April 30, 2020

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

**MEETINGS, INVITATIONS & ANNOUNCEMENTS:**

- 1.Saturday, October 19<sup>th</sup>, 8-noon – Wachusett Regional Recycle will be collecting paint, chemicals and household hazardous products. There is a \$4 fee per pound (dry) or gallon (liquid)
2. Monday, October 21, 6:30 p.m. - special meeting of the Board prior to town meeting
3. Monday, October 21, 7:00 p.m. - Semi-Annual Town Meeting at Middle/High School
4. Saturday, October 26<sup>th</sup>, 8:30-1:00 - Board Goal Setting Retreat – deadline to submit goals through the website is Tuesday, October 22<sup>nd</sup>
5. Thursday, October 24<sup>th</sup>, 5:30-6:30 - office hours for Rep. O'Day town hall, 1<sup>st</sup> floor land use room
6. Friday, October 25<sup>th</sup>, 10-1:30 - Stop by the senior center and help carve pumpkins
7. Saturday, October 26<sup>th</sup>, 4-6 p.m. - 2<sup>nd</sup> Annual Pumpkin Festival at Senior Center
8. Thursday, October 31<sup>st</sup>, 5:00-8:00 p.m. - Trick or Treat Hours
9. Reminder – Pink Bag Program begins November 4<sup>th</sup> – you will be receiving a mailer with two pink bags to start you off

**FUTURE AGENDA ITEMS/SELECTMENS REPORTS:**

Mr. Crowley requested an update on the search for property to locate a new cemetery. He reminded everyone that winter is coming up and the town needs the assistance of all our residents to help clear out fire hydrants. This helps not only the Fire Department but your fellow neighbors should an event occur which requires the use of the fire hydrants.

Motion Mr. Rucho at 7:45 p.m. to adjourn, second by Mr. Hadley, all in favor.

Respectfully submitted,

Approved: November 6, 2019

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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