



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

Board of Selectmen/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting

October 26, 2019; 8:30 a.m.;

Public House
277 Main Street
Sturbridge, MA

Members Present

Patrick J. Crowley, Chairman
Barur R. Rajeshkumar, Vice Chair
John W. Hadley, Clerk
Christopher A. Rucho, Selectman
Michael J. Kittredge III, Selectman

Mr. Crowley convened the meeting at 9:00 a.m.

FY19 Goal Update & Review of goals suggested for FY20

1. Develop an OPEB Liability funding policy

OPEB Policy was adopted and under Policy C. Funding, to address the OPEB liability, decision makers shall analyze a variety of funding strategies and subsequently implement them as appropriate with the intention of fully funding the obligation over time. The Town shall derive funding to invest in the OPEB trust from taxation, free cash, and any other legal form or source. Achieving full funding of the liability requires the Town to commit to funding its annual required contribution (ARC) each year, which is calculated based on actuarial projections.

It was agreed that this goal was met. We will continue to work on funding this liability by including it as a line item in the annual budget.

2. Minimize tax impacts of budget increases/debt excluded projects

We have and will continue to identify areas of potential budget savings. We will continue to work on this goal during budget preparation and during the year.

3. Enhance the island at Rt. 12 and Beaman Street

The DPW Director has sketched out the triangle and is on board with his department removing two sections of the curbing for food truck parking. We have also investigated purchasing 100% recycled plastic picnic tables and benches with a 50 year life expectancy. We have to insure that the area is accessible so we could either connect with a concrete path or cover a portion of the area with concrete/hot top and have a grass perimeter. To limit that, we plan to position the handicapped picnic table closer in proximity to the vendor trucks. This will be a carry over goal, to complete the island. Discussion about planting the three corners of the island and we would want to insure that sight distance is not impaired. The Board discussed including this in the Adopt an Island

Program, however, it was decided that it would be best for the town to retain maintenance of the island.

4. Develop a formal Communication Plan and Policy

Draft Policy was provided to the Board. A December public hearing will be held to consider adopting the policy.

5. Evaluate the feasibility of merger of Cemetery with DPW

The Cemetery Trustees voted to include the Cemetery employees under the umbrella of the DPW Union. We have asked both the DPW and the Cemetery unions to vote to consider being under the same union. We have negotiations planned for next week and will know at that if both groups would like to move forward. This will be a carry over goal, work to merge the Cemetery with the DPW.

6. Develop a marijuana regulation bylaw

Approved at town meeting.

7. Develop a Town Facilities Management Position

Job description was approved by the Personnel Board. We advertised for a part-time position and did not receive any acceptable applicants. A meeting was held with the Berlin Town Administrator who seems interested in going forward with a shared position. She met with her Board of Selectmen and they have agreed to continue the conversation and plan to include funding in their budget for next year. This will be a carry over, entitled fill the position of Facilities Manager.

Carry Over Goals

1. Town Beautification – develop proposed Blight Bylaw

A subcommittee was established to meet with the Board of Health and after reviewing the information collected the Board of Health does not have an interest in adopting a formal bylaw. The Building Inspector will continue to follow up on code infractions.

2. Citizen & Employee Survey

The Citizen Survey was completed and has been posted on the website. Hard copies are available at the library and the office of the Town Clerk. Of the 7,831 residents in town, we received 490 responses. A draft of the Employee Survey was presented to the Board and, although the survey is anonymous, the Board felt that they would be easily identified by the questions posed. It was agreed that this goal is complete. We will not be going forward with an employee survey.

Town Administrator Goals

1. Develop a Succession Plan for key staff

This plan has not yet been drafted. It will be a carry over and combined with a Continuation of Operations Plan.

2. Expand the Use of Muncity for all permitting boards

Muncity would require a major upgrade and be very costly to be used as intended. A demonstration was given to all permitting boards. At that time the feedback received indicated that what is currently used works. The City of Worcester is in the process of updating their software so we may revisit this at a later date. Discussion ensued with regard to additional training for those employees who are not posting updates on their website about Board decisions. We will also get a

price on how much this would cost. We will also change Board of Selectmen to Select Board in the website. Under the minutes and agenda tabs we will add a tab for past agendas, [click here](#).

3. Establish regular staff workshops on Communications, Team Building and Customer Service

A staff team building workshop was held on August 9, 2019 and a department head workshop was held on November 15, 2019 entitled What Constitutes Effective Communication. It was agreed that this goal was met.

4. Replace the 10-year capital Plan with a 20-year capital plan

Department heads will provide their plan by January 1, 2020. The plan will then be incorporated into the plan developed by the CIB.

The Board received 31 suggestions.

1. Hire facilities manager. This will be a goal

2. Consolidating town purchases.

It was agreed that the Facilities Manager will look at items such as elevator contracts, electricians and plumbers and have one vendor for the town for better pricing.

3. Expand Library parking on Newton St.

Ms. Lucier reports that she visited the Library with the Police Chief and as a result of that meeting, we will be installing a stop line and sign at the end of Church Street going onto Central Street and a stop line and sign going from Newton to Central Street. It was also agreed to line the parking spaces to insure vehicles park the correct distance from fire hydrants and to maximize the parking spaces around the Library. It was agreed to investigate a parking area on the Common with a goal of adding 14 spaces.

4. Complete Wage & Class Study.

Thus is underway so it will be a carry over to finalize.

5. Hire Pk & Rec person or someone to coordinate town activities.

We have asked the Parks Commission to give input on the need for the position. They will be discussing this at their next meeting and the Board will have their discussion with the Commission at their first meeting in November. Ms. Palumbo, the resident who requested the position be filled, will be invited to attend that meeting.

6. Recreation program to provide extra curricular clubs for children based on content areas like STEM and art and for working parents summer clubs or summer school to cover vacations.

This will not be a goal.

7. Sidewalks on Goodale Street

This will not be a goal at this time. We still need to complete the Crescent Sidewalk Project. It was suggested that we should investigate the DPW purchasing a sidewalk paving machine.

8. More bike paths in town not on the roads.

Not selected as a goal.

9. Sidewalks and proper curbing on little Central Street

Not selected as a goal.

10. Full time parks & recreation director for better programs for children.

Not selected as a goal.

11. Yard waste drop off open more than once a month.

Should the budget allow, we will add an additional day at the end of November and should weather allow, perhaps a day in December.

12.Flushable toilets and hand sinks at Pride Park.

Not selected as a goal.

13.Develop an exploratory committee to construct new school buildings.

This will be forwarded to the school.

14.Hire school resource officer.

This will be forwarded to the school to make that decision. If that is something they feel they need the Police Chief has indicated that this is something funding is available for.

15. Re-evaluate the tax-exempt status of properties in town that may not be primarily serving the town and its residents to see whether or not it is possible to provide for a portioned tax-exempt status to some properties, rather than complete tax exempt status.

This is covered by state law. It will not be a goal.

16.Initiate an ordinance for back yard pools to insure that the pool filters are placed far enough from adjacent property lines to insure peace and quiet for neighbors. It seems that these filters are placed so that they do not disturb the pool owners but neighbors have to listen to said filters day and night. Also daily backwashing turns adjacent homes into sounding like laundromats.

Not selected as a goal.

17.Work with the AHT to find land to build suitable housing We need help.

We have limited options but will continue to look at options.

18.Get the reservoir island project going.

We will continue work on this project.

19.Make Franklin St 1-way from Rte 12 to 140.

The Board would like to establish a goal to review dangerous intersections in town and come up with a plan to improve them and a method to control speed.

20.Fix the inside and outside of the DPW It needs to be cleaned.

We will ask the DPW Director to crush the jail cells and get rid of the tires.

21.The current Oct. 21, 2019 town website posting of the job of production assistant (currently dated 7/2017) still lists reporting to a non-existent and never existent WBPA-TV related town position of Outreach Manager.

The job descriptions have been updated and they are currently being reviewed by the PEG Coordinator. Once approved, they will be updated on the website.

22.Review circumstances where town policy changes that affect the whole town may require both a public hearing as well as consideration at a town meeting.

This was as a result of the Board of Health passing regulations on backyard farm animals. Town counsel has provided an opinion that they are authorized by a general law accepted by the town, to pass regulations.

23.Schedule more trainings for town boards i.e., Ethics, Open Mt Law.

This will be a goal as we have not offered training for quite some time. We will ask that someone from each of the Boards attend, and if they are not able, we will provide them with a CD to watch the training which will be covered by the cable station.

24.Our Senior center is under utilized! How is make the building more use for the money? Accommodate Community events etc.

The Board would like the Center used for more functions. We will ask for an update on the building use fees. We will also get something in writing that outside groups are not allowed to use the kitchen unless they are trained by Save Serve.

25. Building Inspector part time jobs to full time position.

The Board does not think this position should be full time. Mr. Rucho feels the DPW is running well, however, he thinks the off days when the Director is not there things are not apt to get done. He would like a full-time Director who is not limited to 960 hours.

26. Revisit PEG board unfilled staffing situation? Improve quality of programs?-

This will not be a goal.

27. School budget number? Is it more or savings from changing from Assabet to Leominster ?

It was noted that Leominster charges much less than Assabet used to charge and the Board feels there is a big savings. They would like to revisit the 1/3 town and 2/3 school split, which was agreed on quite some time ago. They also noted that with the purchase of the 4 school vans, transportation costs have also decreased. They would like to meet with the School Committee to discuss the upcoming budget and savings they have been able to achieve.

28. Town admin evaluate school building maintenance plan.

This will not be a goal

29. Continue to reduce tax, cut wasteful spending etc.

This will continued to be looked at.

30. Push for the non-functional boards and committee to be active and more functional. Example: park facility committee, transportation committee.

This will not be a goal

31. More community events- ways to generate funds for community events? Celebration committee ! Perhaps p/t Recreational director or recreation staff ?

This will not be a goal

The Board would like to include as a goal work towards identifying town owned land or purchasing land for a new cemetery.

Motion Mr. Rucho to adjourn at 1:00 p.m. to adjourn, second by Mr, Hadley, all in favor.

Respectfully submitted,

Approved: November 6, 2019

Nancy E. Lucier, Town Administrator

Patrick J. Crowley, Chairman

Barur R. Rajeshkumar, Vice Chairman

John W. Hadley, Clerk

Christopher A. Rucho, Selectman

Michael J. Kittredge, III, Selectman