



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

## **Select Board/Sewer Commission Meeting Minutes**

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| <b>Date / Time / Location of Meeting</b><br>May 20, 2020; 6:00 p.m.; Virtual Meeting |
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| <b>Members Present</b><br>Patrick J. Crowley, Chairman<br>Barur R. Rajeshkumar, Vice Chair<br>John W. Hadley, Clerk<br>Christopher A. Rucho, Selectman<br>Michael J. Kittredge III, Selectman |
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| <b>Members NOT Present</b> |
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| <b>Invited Guests:</b> |
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Mr. Crowley convened the meeting at 6:05 p.m.

### **Chairman's statement:**

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 31A, §20, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Town of West Boylston Select Board is being conducted via remote participation. No in person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to view this meeting while in progress may do so by:

- Join Zoom Meeting

If despite our best efforts, we are not able to provide for real-time access, and we will post a record of this meeting on the town's website as soon as we are able.

### **Approval of Meeting Minutes**

- **May 6, 2020, regular session**

Motion Mr. Rajeshkumar to approve the minutes, second Mr. Hadley.

#### **Roll Call Vote:**

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

- **May 6, 2020, executive session**

Motion Mr. Hadley to approve the minutes, second Mr. Kittredge.

**Roll Call Vote:**

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

- **May 7, 2020, regular session**

Motion Mr. Hadley to approve the minutes, second Mr. Rajeshkumar.

**Roll Call Vote:**

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

**REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING MAY 7, 2020 TO MAY 20, 2020: Town Payable Warrants FY2020-46 & 47 Town Payroll Warrant FY2020-23; Sewer FY2020-SE19; Municipal Light Plant #29; and School Warrant FY2020-S19**

Motion Mr. Rajeshkumar to approve the minutes, second Mr. Hadley.

**Roll Call Vote:**

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

**Finance Committee Convened their meeting 6:09 p.m.**

**DPW DIRECTOR REPORT**

**1. Update on Paving**

Mr. Kellaher stated he sent over his recommended paving schedule, has measured all the roads and explains their may be a shortfall with funding. He recommends completing Temple Street in two phases, and also portion of Hartwell Street from Worcester/ West Boylston line in 2/10<sup>th</sup> of a mile, \$60k with structures. He would like to complete Western Ave due to significant water and sewer breaks on this roadway, Prospect Street consisting of 1600 ft, Franklin St from Route 12 to Prospect, Temple 1 and Temple 2 from center of town up to RR crossing will be approximately \$150,000. He stated these projects will be full depth reclamation, new pavement and structures adjustments. He stated completing these projects leaves a balance of approximately \$93,000. He explained they could also add Hartwell Street to leave a balance of \$35,000, he likes to leave a cushion. He stated his bids for Road Construction on May 28<sup>th</sup> and he expects the prices to increase, he used last year's prices for his estimating. Mr. Hadley stated they had a Conservation Meeting and asked

about two houses on Franklin Street and Prospect Street and would like to know if he has been contacted by the Builder, Mr. Kellaheer stated the builder has contacted him and he will work with Water and Sewer for connections before paving gets completed. Mr. Kellaheer stated a message will go out that there will be a moratorium on any improvements underground, once paving is completed. Mr. Crowley stated once he has the pricing the Board can take a formal vote to proceed. Mr. Rajeshkumar asked when the paving will begin, Mr. Kellaheer stated pricing will be in effect July 1 once the bid come back, he will then get approval from the Board and schedule the projects. Mr. Rucho asked if all the line striping work has been redone from last year, Mr. Kellaheer stated he withheld funds instead of having them come back to fix errors. Mr. Kellaheer explained he has not submitted this project to MADOT as of yet, he stated thinks it was \$2500 withheld. Mr. Crowley asked if anyone was hired to come in and fix the errors, Mr. Kellaheer stated due to the lateness of the season and the mess that was made he was unable to get anyone else in to fix.

**2. Update Senior Center grounds**

Mr. Kellaheer stated he met with Mr. Hadley regarding some plantings and landscaping. They discussed the location for plantings and decided on arborvitaes and earth berm. They also walked the grounds regarding weeding and mowing. He has spoke with staff and will get it cleaned up and stated this is the first year of maintaining location but will get all cleaned up.

**3. Update on Crescent Street Sidewalk Project**

Mr. Kellaheer stated he has been speaking with contractor daily. They are putting together plan for trees and silt fencing, and runoff protecting. He will be working with Northern Tree to get trees removed which will be the first thing. He stated granite should be delivered in the next two weeks. Mr. Hadley asked how long the project is expected to last, Mr. Kellaheer stated they are planning to be completed within 90 days. He has spoken with Mr. D'Ambrosia and they are all prepared with PPE to be safe in regards to COVID-19.

**4. Update on department operations**

Mr. Kellaheer stated the sweeping is completed, they are currently cleaning catch basins and repairs. He stated they are working on small crack sealing on roadways, all parks, infield and ball fields are being mowed. He has stated they will have someone come in a do a complete test of irrigation, the slice seeding was completed and grass in growing in nicely. He stated he speaks with the guys daily to be sure all work is being completed. Mr. Kellaheer stated he has been in contact with Mr. Pedone and a plan is in place. Mr. Hadley asked if we are still hiring out for fertilizer, Mr. Kellaheer stated they are fertilizing the town buildings and the Parks Commission is currently hiring out. He provided the Board with an update on the employee that is scheduled to take pesticide license and is on hold due to CORONA. Mr. Crowley asked once he gets his license will they also take over the parks, Mr. Kellaheer stated he would like to do all the fertilizer in house in the future, he explained they will have to purchase all the equipment and chemicals and will be a cost savings once up and running. Mr. Crowley stated once we take over there should be a cost savings after year one, Mr. Kellaheer agreed. He stated the DPW is down a couple people and they are all jumping in and getting the job done. He stated brush dump is operating as planned and twice so far, no complaints or issues, all the guys are using PPE. He stated winter material prices are being requested at this time.

Mr. Bricault stated there is a request to take a final vote on the capital items for the Warrant tonight, they had discussed and will meet again on May 26<sup>th</sup>, Mr. Crowley stated that will also work for the Board as they will meet following that vote.

## **NEW BUSINESS**

### **1. Consider voting to sign warrant for Annual Town Election on June 2, 2020**

#### **Nancy stated Town Clerk has ATE Warrant.**

Ms. Lucier stated the Town Clerk requested the Board sign the Annual Town Election, the documents can be left outside the building for signature. Mr. Rucho asked if it will be posted in the same locations as usual, he is concerned with locations that may be closed and the requirement to post. She will review with the Town Clerk and get instructions from her. Mr. Hadley stated to post on exterior of locations so they are viewable.

Motion Mr. Hadley to approve the minutes, second Mr. Rajeshkumar.

#### **Roll Call Vote:**

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

### **2. Request from Ganesh Wellness for additional extensions due to expire on June 21:**

- **extend the requirement to receive a Final License and commence operations for the retail operation by another three (3) months,**
- **extend the requirement to receive a Final License and commence operations for the product manufacturing by another six (6) months, and**
- **extend the requirement to receive a special permit, final license, and commence operations for cultivation by another one (1) year.**

Mr. Crowley stated he did not have a subcommittee meeting as this is the third extension requested. He stated they have received their license and are going through building process and are looking for extension to receive final license and commence operations. He stated they have followed all the steps we required and all requirements of CCC. Mr. Rucho stated he has no reason not to approve and only fair to approve the extensions.

Motion Mr. Hadley to approve the minutes, second Mr. Kittredge.

Mr. Rajeshkumar asked if there is a reason, they requested the three-month, six months, and one year, Mr. Crowley stated that is what they think it will take them to commence operations without having to come back to request another extension. Mr. Rajeshkumar stated why not make it six months for the operations and manufacturing. Mr. Rucho stated the reason they have to come back and request the extension is due to the host community agreement with Ganesh, he stated they are working towards opening. Mr. Hadley would like to amend his motion to be six months.

#### **Roll Call Vote for the amendment to the motion from three months to six months:**

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes  
Mr. Rucho, yes  
Mr. Kittredge, yes

**Roll Call Vote:**

Mr. Crowley, yes  
Mr. Rajeshkumar, yes  
Mr. Hadley, yes  
Mr. Rucho, yes  
Mr. Kittredge, yes

**3. Consider voting the following Selectboard Appointments for the June 2, 2020 Annual Town Election:**

|                        |                          |
|------------------------|--------------------------|
| <b>ELECTION WARDEN</b> | <b>Beverly Scott</b>     |
| <b>DEPUTY WARDEN</b>   | <b>Barbara Deschenes</b> |
| <b>CLERK</b>           | <b>Barbara Mard</b>      |

Motion Mr. Hadley to approve the minutes, second Mr. Kittredge.

Mr. Rajeshkumar stated the State Ethics has cleared that the Clerk's spouse is on the ballot, he wished it had been cleaner.

**Roll Call Vote:**

Mr. Crowley, yes  
Mr. Rajeshkumar, yes  
Mr. Hadley, yes  
Mr. Rucho, yes  
Mr. Kittredge, yes

## **FY 21 BUDGET PRESENTATION**

### **Review Revenues**

Ms. Lucier presented the FY21 Revenues, she stated that like most communities limited revenue growth and the towns revenue for appropriation is divided into four categories; Property Tax, State Aid, Available Funds, and Miscellaneous Receipts. She explained for FY 21 the towns revenues are the following: State Aid using initial budget from Governor \$3,613,005 Available Funds following the reserve policy is \$686,586, Local Receipts using internal estimates \$2,579,546 and Tax Levy including \$225,000 for new growth is \$19,424,498, for a total revenue projected is \$26,303,635. She explained property tax is the largest single revenue source of the town and provide 60% of operating budget revenue property taxes are levied in real property, land and building, personal property and equipment used by West Boylston's non-manufacturing firms. In accordance with the State law the town's Board of Assessors determined the fair market values for all taxable real property. She explained under provision of proposition 2 ½ property taxes in the aggregate may not exceed 2 ½ % of their full and fair cash value, this limit is known and the levy ceiling. The annual increases may not exceed more than 2 ½ % more than the previous years levy plus the taxes from any new properties added to the tax rolls. She explained any proposition 2 ½ override or debt exclusions amounts voted are added to the levy limit. She stated the town relies heavily on the residential taxes and is the main source and highlight the need for commercial or industrial ventures in the community. She stated the town's primary revenue source the levy limit is expected to increase approximately \$699,681 for a total of \$19,424,498. She stated this increase includes the 2.5 increase plus the new growth \$225,000 in taxes from Assessors, miscellaneous local receipts; fees, fines, permits and licenses the town receives as well as interest on investment and fees from late tax payers. She stated the single largest source of funds in this category is the motor vehicle excise which is a state tax collected by

the town. She stated the level of miscellaneous receipt is greatly affected by economic conditions, a pending recession will likely result in fewer buildings, fewer new licensed establishments and businesses being started. The potential economic slowdown will likely affect interest earned on investments and delinquent taxes being paid with interest. She explained for FY21 she will be using the estimate of \$2,579,546. The DOR will not allow to estimate more revenue than was received last year. She stated no revenues have been included from the Marijuana establishments open in FY21 and could provide a life vest if estimates came in low. She stated other sources of funds can come from other sources of funds is monies in special revenue accounts like certified free cash from prior years and funds remaining from completed projects and should not be counted on to develop annual revenue numbers as they may not be consistent. She stated these funds should be used to fund warrant articles or add to stabilization and capital investment fund. She stated other sources of available fund in FY21 are projected to include stabilization fund, capital investment fund and transfers from Ambulance Receipts and WBPA Funds, transfers from Wachusett EMS funds, and other sources, and anticipates using \$350,000 from ambulance reserve receipts, \$55,550 from WBPA, \$18,000 from Wachusett Fund, and \$263,063 of free cash for a total of \$686,586. She stated the CPA Funds are estimated but do not included in operating revenues. She explained this year the town had \$972,306 in certified free cash at the end of close of FY20. She stated state aid is the second largest source of revenue and basing estimates using Governors budget from January, the COVID-19 crisis effect on state budget but is unknown. She stated in the event we receive less than estimated she plans to use Free Cash and adjustments will be made at Annual Town Meeting in the fall. She stated the state makes a payment to the town for state owned land \$683,546 and is included in local receipt numbers. Mr. Crowley explained that if everything proposed on the Town Meeting Warrant makes it to Town Meeting and is approved the Free Cash balance would be in excess of \$600,000 of Free Cash to assist with budgeting.

### **Review Proposed FY21 Budget**

The Town's operational expenditures are divided into functional categories that become the legal budget appropriated at Town Meeting. These functional categories include General Government, Public Safety, Education, Public Works, Human Service, Culture and Recreation, Debt Service, Intergovernmental, Employee Benefits, and General Insurance. Also added to this is the sewer enterprise operating budget. The final budgeting category, though not part of the actual budget vote, is the remaining Town Meeting Warrant articles that have a financial impact.

Below, the Town Administrator's detailed proposed expenditures for all line items for the Town budget.

### **Analysis of General Government**

Moderator: I am proposing level funding this line item and covers the expenses to attend the annual Massachusetts Moderator Association training conference and meeting and covers his elected salary of \$1. **0% increase**

Board of Selectmen: I propose level funding this line item at \$6,055. This line item will cover the elected salary for the Selectmen at \$1, legal postings and mailings throughout the year, as well as MMA expenses. It also covers the registration cost of Selectmen attending the MMA conference in January. **0% increase**

Town Administrator: I propose funding this line item at \$179,800. It includes a cola for the Municipal Assistant, provides for a contractual increase for the Town Administrator, and vacation buyback. **3.91% decrease**

Reserve fund: This fund is necessary to cover any unforeseen expenses incurred by the Town and the Finance Committee must approve any expense paid through this fund. I am proposing to level fund this line item at \$32,000. At town meeting we always include a budget fix article on the warrant, which has reduced the number of Reserve Fund requests. **0% increase**

Town Accountant: I am proposing to decrease this this line item from \$169,091 to \$155,936. The decrease reflects the hourly rate for the recently hired Administrative Assistant position. It provides for a cola for the Administrative Assistant position, contractual increase for the Town Accountant, and vacation buyback. **7.78% decrease**

Town Audit: I am proposing decreasing this line item from \$34,650 to \$27,900. This covers our auditing services for next year. The reason for the decrease is due to the second year in the OPEB Actuarial Study requirements of GASB 75. The line item will increase next year by approximately \$15,000. **19.48% decrease**

Assessors Department: I am decreasing this line item from \$102,424 to \$101,150.00. This budget reflects the current level of services from the Assessor's Office. The Assessors salaries also remain at \$100. It includes our service contract with our Principle Assessor. **1.24% decrease**

Treasurer/Tax Collector: I am proposing increasing funding to this line item from \$206,778 to \$209,958. This maintains the current level of services for the Treasurer/Tax Collector department providing for contractual increase for the Treasurer/Collector and COLA for staff. **1.54% increase**

Town Counsel: I am proposing increasing this line item from \$80,000 to \$85,000. We continue to be conservative with the Town Counsel budget. However, several of the ongoing cases we anticipated being closed out have been continued as the courts closed due to COVID-19. I will continue to work with all departments and the Board of Selectmen on keeping within this budget, if possible. **6.25% increase**

Computer Services: I am proposing decreasing this line item from \$131,069 to \$122,280. There are no new server purchases and resulting setup fees as all servers are under warranty during FY21. Some services have been eliminated such as Zetta backups as that is covered under our contract with CMGeeks. **6.71% decrease**

Town Clerk: I am proposing to increase this budget from \$75,771 to \$81,341. The salary line increase is due to a step increase within FY20, which was not included in the budget. The budget as proposed provides for coverage for the Town Clerk and the Assistant Town Clerk. **7.35% increase**

Elections: I am proposing increasing this line item from \$25,610 to \$26,810. This budget increases the hourly rate for election workers at \$9.00 an hour to \$11.00 an hour. **4.69% increase**

Conservation Commission: I am proposing level funding this budget at \$1,800. The Commission has increased their fees and as a result, no additional funds are needed this year. **0% increase**

Planning Board: I am proposing that we increase funding this budget for the COLA from \$4,000 to \$4,080. They had several recent filings which put them in a good position going into FY21. **2% increase**

Zoning Board of Appeals: I am proposing that we level fund this budget at \$3,000. The Board has increased their fees and they are in a good position going into FY21. **0% increase**

Town Hall: I am proposing a slight decrease from \$73,280 to \$73,048. We continue to obtain quotes for all building and departmental purchases. Last year we absorbed the Board of Health office supplies in this line. It covers the operational costs of our Town Hall and we also appropriate \$9,900 for building maintenance, similar to other municipal buildings. **.32% decrease**

Public Safety Building: I am proposing to reduce this line item from \$46,420 to \$44,720. It does set aside once again \$9900 for Municipal Building Maintenance improvements for the building. **3.66% decrease**

Town Report: I am proposing to level fund this line item at \$800. **0% increase**

WBPA-TV: This budget is level funded at \$55,550 and funded by Charter fees. **0% increase**

Facilities Management: This budget will be level funded at \$32,000. We were just notified by the Town of Berlin that they do not intend to fund this position in their FY21 budget. **0% decrease**

Total General Government expenditures: I am proposing funding this section of government at \$1,243,279, a decrease of **1.92%**.

### **Analysis of Public Safety**

Police Department: I am proposing increasing this line item from \$1,705,934 to \$1,707,722. It also includes a contractual COLA for the officers. These numbers are based on the replacing of a 4<sup>th</sup> step officer and a second step officer with two new officers at step one. The budget also includes the purchase of a Rape Aggression Defense System suit, which will be a much-needed addition to our Department's Training Gear. The budget also includes the cost of a fully loaded new cruiser. This was actually the year we were supposed to forego a cruiser purchase, however, they are changing the chase and we will be able to save over \$8,000 on a new unit if we buy it this year. We will not be purchasing a cruiser next year. **.10% increase**

Fire Department: I am proposing increasing this line item from \$912,442 to \$940,571. This figure includes contractual costs bargained for in the 2019 contract. It also includes one full-time addition to the day time staffing. We did apply for a Safer Grant; however, we were not successful and this position was agreed to if the Grant was not secured. The salary line also includes the cost of a 15-hour a week secretary position for the Fire Chief. All other lines have been level funded. **3.08% increase**

Public Safety Communications: I am proposing decreasing this line item from \$183,852 to \$150,953. This was due to the Town of Paxton joining the group. **17.89% decrease**

Building Department: I am proposing increasing this line item from \$90,772 to \$92,992. This budget funds the building commissioner at 20 hours a week and a part-time secretary. It also includes increasing the per inspection rate paid from \$25 to \$30 for assistant inspectors and from \$30 to \$35 for lead inspector. Everything else has been level funded. **2.45 % increase**

Sealer of Weights: I am proposing level funding this line item at \$1,775 to maintain the current contract with the Commonwealth to do the measure tests. The Town does recoup inspection fees for these tests that pay for the contract. **0% increase**



Emergency Management: I am proposing level funding this budget at \$8,000. Increase due to emergency dispatching **0% increase**

Animal Control: I am proposing level funding this budget at \$14,500. **0% increase**

Total Public Safety expenditures: I am proposing funding this section of government at \$2,916,488; a decrease of .03%.

### **Analysis of Education**

Education: The School Department budget covers the expenses relating to the educational needs of the community. Using the funding formula agreed to almost ten years ago by the Board of Selectmen and the School Committee, would give the school less than 1% of the budget. With changes to the health insurance budget I am proposing increasing funds to the School Department from \$12,403,969 to \$12,645,537. We have provided an increase of 1.95%.

### **Analysis of Public Works**

Public Works: I am proposing increasing this line item from \$782,971 to \$796,872. This budget replaces the seasonal position with a full-time employee. Previously we paid \$18,000 for that position, and it cost us \$10,000 in unemployment. With this new position we also anticipate saving another \$3,000 in contractor plowing services. All other line items are level funded. It also sets aside \$9900 for Municipal Building Fund for building repairs. **1.78% increase**

Snow and Ice Removal: I am proposing level funding this line item at \$166,000. This budget cannot be reduced from level funding in order to allow for overspending in the event of drastic emergency situations. **0% increase**

Street Lighting: I am proposing level funding this line item at \$34,820. **0% increase**

Trash Removal & Disposal: I am proposing increasing this line from \$425,700 to \$503,700. The town just concluded a 10-year contract (one, 5-yr term and additional 5-yr. option) with Republic Services. We have never paid a fee to recycle our recyclables. Now that China is not taking any more of our recycling, the town will be paying more per ton to dispose of its recycling than we do to dispose of our curbside trash. I have been working with the Solid Waste Advisory Committee exploring all types of programs we could bring into town to get our numbers down. That is one of the reasons we began the Pink Bag Program through Waste Zero. We went out to bid, received 3 proposals and interviewed all 3 firms. We will now be paying \$105/ton to recycle our recyclables. The good news on trash is that we will only have a 18% increase, which is an \$88,000 increase. Some towns have been reporting prices up to \$130/ton for their recycling.

This line item also covers for the disposal contract with Casella. **18.32% increase**

Cemeteries: I am proposing to increase this line item from \$106,494 to \$111,247 per the union contract. **increase of 4.46%.**

Total Public Works expenditures: I am proposing funding this section of government at \$1,612,639 **an increase of 6.38%.**

### **Analysis of Human Services**

Board of Health: I am proposing level funding this line item at \$9,000. The Board of Health also has a revolving fund to help pay for the salary of their office assistant. **0% increase**

Council on Aging: I am proposing increasing this line item from \$112,787 to \$114,922. This proposal provides for the staffing of the department, step increases for staff, and keeps the programs running, including meals on wheels. It also includes the full year operational costs of their new Senior Center and the Municipal Building Maintenance for building repairs. **1.89% increase**

Veterans Services: I am proposing decreasing this line item from \$127,485 to \$126,350. This line item provides for benefits for Town veterans. The reduction is due to changes in the training schedule for next year. The Town will receive 75% reimbursements on expended benefits. The decrease is due to office expenses. **.89% decrease**

Total Human Service expenditures: I am proposing funding this section of government at \$250,272, an **increase of .40%**.

#### **Analysis of Culture & Recreation**

Library: I am proposing increasing this line item from \$462,469 to \$483,408. This proposed budget will satisfy the funding requirements for accreditation by the Massachusetts Board of Library Commissioners. The budget was prepared relying on a light repair year and savings reflected as a result of the Green Communities Grant. It does set aside \$9900 for Municipal Building Maintenance. **4.53% increase**

Celebrations: I am proposing to level fund this line item at \$1,700 per vote of the Board. **0% increase.**

Total Culture & Recreation expenditures: I am proposing funding this section of government at \$485,108, an increase of **4.51%**.

#### **Analysis of Debt Service**

Debt – Principal: I am funding this line item at \$640,301. This line item is a fixed cost to the Town and represents the amount of money the Town is required to pay for the principal on its debt. It includes \$110,000 for the serial note on the fire truck, \$45,301 from the USDA for the Library renovation project, \$325,000 from the new town hall and police station and \$160,000 for the new senior center. **33.59% increase**

Debt – Interest: I am proposing to fund this line at \$363,524. This line item is a fixed cost to the Town and represents the amount of money the Town is required to pay for the interest on its debt. It includes \$10,080 for the serial note on the fire truck, \$21,518 from the USDA for the Library renovation project, 173,525 from the new town hall and police station and \$158,401 for the new senior center **6.05% increase.**

Short-term borrowing: I am proposing to decrease this line item from \$171,525 to \$1,000 as there are no expected short-term borrowings in FY2021. **-99.42% decrease**

Total Debt Service expenditures: \$1,004,825 – an increase of **1.13%**. These are fixed costs to the Town per the debt service schedule.

#### **Analysis of Intergovernmental**

Regional Planning Assessment: This line item includes the Town's participation in the Central Massachusetts Regional Planning Commission. This assessment rate requested of the Town comes to \$1,918 and is based on the Town's population. It is an increase of **2.51%**

Wachusett Earthday: This covers the town's participation in the Earth Day program. Like the Regional Planning Assessment, our costs are based on population and comes to \$4,121. **Level funded.**

Wachusett Greenways: This line will increase from \$1,000 \$1,050 and goes towards maintenance of the rail trail. It is an increase of **5%**

Total Intergovernmental expenditures: \$7,089 – an increase of **1.39%**.

#### **Analysis of Employee Benefits**

Retirement and Pensions: This is a fixed cost of the Town and cannot be lowered in accordance with Chapter 32, Section 22 (7)(c)(ii). Worcester County Retirement Board requests the figure. The number includes the Municipal Light Plant and that is returned to us in full as a local receipt. Town budget will increase from \$1,284,449 to \$1,408,881 to meet this obligation. **9.69% increase**

Workers Compensation: This is a fixed cost to the Town and is based, in part, by our workers' compensation claim experience. Due to recent claim history and the recommendation of our workers' compensation insurance agent, I am recommending that we increase this line from \$77,000 to \$82,000. **6.49% increase**

Unemployment Insurance: This is a fixed cost to the Town and is based upon historical data. I believe we need to fund this at \$35,000 for next year. Should the Unemployment Claims exceed the budget amount, the Unemployment Trust is available to cover the expense. It has a current Fund Balance of nearly \$94,000. **0% increase**

Unemployment purchased services: This is a fixed cost to the Town and is used to pay the costs of the Unemployment consultant for the Town. It is an assessment of \$2,800 a **3.7% increase.**

Group Health Insurance: This is a fixed cost to the Town and is the Health Insurance line item for the active and retired Town and School employees. I am proposing increasing this line item from \$3,567,852 to \$3,950,071, an 10.71% increase.

Group Life Insurance: This is a fixed cost to the Town and should not be lowered. Based on stable premium costs, the Town Accountant has recommended that this line item be maintained at \$13,000. Level funded. **0% increase**

Medicare: This is a fixed cost to the Town and is based upon a percentage of the Town's payroll. It is requested that this line item be raised to \$208,827. **5.47% increase.**

#### **Analysis of General Insurance**

General Insurance: I am recommending we level fund this line item at \$196,228. This covers all our buildings and contents, vehicles, equipment, bonds for six positions, life insurance policies for our police and fire chiefs (per employment contracts), and our police and fire injured on duty coverage. **0% increase**

**Self-Insurance Deductible Expense – I am recommending we level fund this item at \$3,000. This covers any deductibles or claim costs that are not covered by our general insurance.**

Total Employee Benefits/Risk Management: \$5,899,807– an increase of 9.72%.

#### **Analysis of ESCO**

The ESCO - Principal and interest are provided for in accordance with the 15-year lease amortization schedule. It is funded at \$238,591 a 3.20% increase

This preliminary budget, as presented, is balanced. This budget uses \$25,617,049 in revenues, \$263,036 in free cash, \$350,000 from Ambulance Receipts Reserved for Appropriation, \$55,550 from WBPA Receipts Reserved and \$18,000 from the Wachusett Trust Fund in order to balance the budget. I would like to thank the Town Department Managers for working with me on this year's budget. I would also like to acknowledge Leslie Guertin, our Town Accountant. She has always played a key role in the development of the budget. Her dedication to the town is commendable. The total budget is projected to be \$26,303,635; an increase of 3.45%. A 2% COLA for non-union employees has been factored in.

Mr. Lucier stated if you look at the increase in Health Insurance, increase Trash, and increase Retirement Assessment she stated the Department heads worked with her and hard.

Mr. Rucho stated the Town Employees agreeing to make the change in the Health Insurance and because they took some of the burden of the cost and that saved the Town money. Ms. Lucier stated everyone deserves a thank you.

#### **Review Warrant Articles, vote to close and post warrant**

#### **ARTICLE 1 - AUTHORIZATION TO HEAR THE REPORTS OF OFFICERS AND COMMITTEES OF THE TOWN**

To see if the Town will vote to hear the reports of the officers and standing committees of the Town; or take any other action relative thereto.

#### **ARTICLE 2 - AUTHORIZATION TO BORROW IN ANTICIPATION OF REVENUE AND TO ENTER INTO A COMPENSATING BALANCE AGREEMENT WITH A BANK**

To see if the Town will vote to authorize the Town Treasurer/Tax Collector, with the approval of the Selectboard, to borrow money from time to time in anticipation of the revenue of the Fiscal Year 2021, the period from July 1, 2020 through June 30, 2021, in conformity with the provisions of the Massachusetts General Laws, Chapter 44, Section 4, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17, and to authorize the Treasurer/Tax Collector to enter into a compensating balance agreement or agreements for Fiscal Year 2021 pursuant to Massachusetts General Laws, Chapter 44, Section 53F; or take any other action relative thereto.

#### **ARTICLE 3 – AUTHORIZATION TO EXPEND FUNDS IN ANTICIPATION OF REIMBURSEMENT OF STATE HIGHWAY ASSISTANCE AID**

To see if the Town will vote to accept any and all state highway assistance funds authorized by the state legislature and approved by the Massachusetts Highway Department under the so-called Chapter 90 Highway Assistance Program to be expended for the maintenance, repair and construction of Town roads in anticipation of reimbursement under the direction of the Selectboard and the Town Administrator for work on roads located on the State Aid Primary System as approved by the Massachusetts Highway Department, and further to authorize the Town Treasurer/Tax Collector, with the approval of the Selectboard, to borrow money from time to time during Fiscal Year 2021, for the period from July 1, 2020 through June 30, 2021, in anticipation of reimbursement of said highway assistance in conformity with the provisions of Massachusetts

General Laws, Chapter 44, Section 6A; or take any other action relative thereto.

**ARTICLE 4 - AUTHORIZATION TO AMEND THE PERSONNEL BYLAW AND TO AMEND THE CLASSIFICATION AND COMPENSATION PLAN SO AS TO PROVIDE EMPLOYEES A COST –OF-LIVING PAY INCREASE IN FY21 (2%)**

To see if the Town will vote to amend Section 5, Part AA, Classification and Compensation Plan of the Personnel Bylaw to reflect a cost of living adjustment to all wage rates by 2%: or take any other action relative thereto.

**ARTICLE 5- AUTHORIZATION TO SET THE SALARY OF ELECTED OFFICIALS**

To see if the Town will vote to determine and fix what salaries elective officers of the Town shall receive for Fiscal Year 2021 in conformity with the provisions of Massachusetts General Laws, Chapter 41 Section 108:

|                       |                              |
|-----------------------|------------------------------|
| Moderator             | \$1.00                       |
| Selectboard           | \$1.00 each (5 members);     |
| Planning Board        | \$1.00 each (5 members);     |
| Cemetery Trustees     | \$1.00 each (3 members); and |
| Municipal Light Board | \$300.00 each (3 members);   |

or take any other action relative thereto.

**ARTICLE 6 – AUTHORIZATION TO TRANSFER UNEXPENDED FUNDS FROM FISCAL YEAR 2020 APPROPRIATIONS**

To see if the Town will vote to transfer from available funds, or Fiscal Year 2020 appropriations hitherto made, to Fiscal Year 2020 appropriation accounts; or take any other action relative thereto.

**ARTICLE 7 – AUTHORIZATION TO PAY BILLS FROM A PREVIOUS FISCAL YEAR**

To see if the Town will vote to appropriate a sum of money to pay bills from a previous fiscal year being held by the Town Accountant for which no encumbered funds are available, or take any other action relative thereto.

**ARTICLE 8 – AUTHORIZATION TO APPROPRIATE MONEY TO THE SEWER ENTERPRISE ACCOUNT FOR FISCAL YEAR 2021**

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Two Million, Ninety-Six Thousand, Three Hundred Five Dollars and No Cents (\$2,096,305.00) to the West Boylston Sewer Enterprise Account to be expended by the Selectboard, acting as the Board of Sewer Commissioners, for sewer development, administration, assessment, operation, and maintenance expenses in Fiscal Year 2021 as follows:

**Fiscal Year 2021 West Boylston Sewer Department Budget**

|                |   |               |
|----------------|---|---------------|
| Administration | - | \$ 146,971.00 |
|----------------|---|---------------|

|                                   |   |                           |
|-----------------------------------|---|---------------------------|
| <b>Operations and Maintenance</b> | - | <b>\$ 1,569,253.00</b>    |
| <b>Reserve Fund</b>               | - | <b>\$ 20,000.00</b>       |
| <b>Debt and Interest Payments</b> | - | <b>\$ 356,581.00</b>      |
| <b>Capital Reserve</b>            | - | <b><u>\$ 3,500.00</u></b> |
| <b>Total Budget Appropriation</b> | - | <b>\$ 2,096,305.00</b>    |

and to meet said appropriation through:

- (1) the appropriation of One Million, Four Hundred Fifty-One Thousand, Three Hundred Dollars and No Cents (\$1,451,300.00) from Fiscal Year 2021 Sewer Enterprise Fund User Revenue, and
- (2) the appropriation of Three Hundred Fifty-Six Thousand, Five Hundred Eighty-One Dollars and No Cents (\$356,581.00) from the Fund Balance Reserved for Sewer Betterment Debt Service, and
- (3) the appropriation of Two Hundred Eighty-Eight Thousand, Four Hundred Twenty-Four Dollars and No Cents (\$288,424.00) from Sewer Enterprise Retained Earnings.

or take any other action relative thereto.

#### **ARTICLE 9 - FISCAL YEAR 2021 OMNIBUS BUDGET APPROPRIATION ARTICLE**

To see if the Town will vote to raise and appropriate, and/or transfer from available funds, such sums of money as may be necessary to defray the expenses and charges of the Town of West Boylston in Fiscal Year 2021, the period of July 1, 2020 through June 30, 2021, including the costs of public education, debt and interest payments, and providing municipal services; or take any other action relative thereto.

*(The proposed draft of the Fiscal Year 2021 Operating Budget can be found after the text of the Annual Town Meeting Warrant. The budget format contains the budget figures for Fiscal Year 2020, and the Town Administrator's recommendations for Fiscal Year 2021.)*

#### **ARTICLE 10 – VOTE TO APPROPRIATE FUNDS FOR CAPITAL IMPROVEMENT PURCHASES**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to purchase or lease/purchase and equip capital items, including all incidental and related costs, and, as needed, to authorize lease/purchase agreements for periods up to or in excess of three years for such purposes, with each appropriation being treated as a separate item; or take any other action relative thereto.

Ms. Lucier stated the Board will revisit this article at their next meeting and stated the CIB has approved the Backhoe but will be discussing the trackless. Mr. Bricault stated they will be discussing the trackless and the Bomar more for the Cat, he stated the Light Department has offered to cost share for that piece of equipment. He will notify Town Administrator after their next

meeting.

**ARTICLE 11 – AUTHORIZATION TO TRANSFER FUNDS FOR THE CEMETERY  
SALE OF LOTS ACCOUNT**

To see if the Town will vote to transfer the sum of \$27,000 from the Sale of Lots Account for cemetery improvements; or take any other action relative thereto.

**ARTICLE 12 – APPROPRIATION TO FUND AN ELDERLY COMMUNITY SERVICES  
PROGRAM**

To see if the Town will vote to raise and appropriate and/or transfer from available funds, the sum of Fifteen Thousand Dollars and No Cents (\$15,000.00) to fund an Elderly Community Services Program for the purpose of providing compensation for services rendered for the departments, boards, and committees of the municipality to resident property owners who have attained the age of sixty (60) years, to be used to reduce the real estate property taxes for the property in which the elderly owner resides. Said program shall be subject to the following conditions in addition to any and all eligibility requirements promulgated by the Selectboard:

1. participation in the program shall be limited to elderly residents of the Town who own property and are willing and able to provide services to the Town;
2. program participants shall receive compensation at the rate of \$11.00 per hour for each hour of service rendered for a total not to exceed One Thousand Five Hundred Dollars and No Cents (\$1,500.00) in any calendar year;
3. the Treasurer/Tax Collector shall comply with the wage, tax, and payroll deduction requirements of the state Department of Revenue and the Federal Internal Revenue Service, prior to compensating program participants; and
4. program participants who meet the eligibility guidelines established by the Board of Selectmen shall be selected for participation on a first come, first served basis;

or take any other action relative thereto.

Ms. Lucier would like to thank the Director for assisting with a reduction in her budget due to reduced hours from \$15,000 to \$12,000.

**ARTICLE 13 – AUTHORIZATION TO CONVEY PROPERTY TO THE  
WEST BOYLSTON WATER DISTRICT**

To see if the Town vote to authorize the Selectboard to convey to the West Boylston Water District the fee to or a lesser interest in an approximately 1 acre portion of the Town-owned parcel of land located off Thomas Street, containing 13.3 acres, more or less, and described in a deed recorded with the Worcester South District Registry of Deeds in Book 3184, Page 488, and access, drainage and/or other easement on said parcel of land, on such terms and conditions and for such consideration, which may be nominal consideration as the Selectboard deems appropriate; or take any other action relative thereto.

Mr. Hadley asked if Legal Counsel has reviewed, Ms. Lucier stated they had and have put it all together for town meeting and requires a majority vote.

**ARTICLE 14 – AUTHORIZATION TO PLACE A PORTION OF LOT 2/PARCEL B ON TIVNAN DRIVE IN THE CUSTODY OF THE CEMETERY TRUSTEES**

To see if the Town will vote to transfer the care, custody and control of a portion of the Town-owned parcel of land located on Paul X. Tivnan Drive, which land contains 35.55 acres, more or less, and is described in a deed recorded with the Worcester South District Registry of Deeds in Book 32654, Page 314, and which portion contains 30 acres, more or less, and is approximately shown as “Cemetery Parcel” on a sketch plan entitled “Paul X. Tivnan Drive Property” on file with the Town Clerk, from the Board of Selectmen for municipal services, including parks and recreation, to the Cemetery Commission for cemetery purposes; or take any other action relative thereto.

Ms. Lucier explains the Town has been working to find location for another cemetery and put out an RFP for land. She explained this land is from DCAM and is 35.55 acres 30 acres to the Cemetery and 5.55 will be under Parks and in accepting this land from DCAM a portion needs to be recreation. She stated the Board of Health already approved the use to be a Cemetery. Mr. Rucho stated why does the 5.55 need to be turned over to the parks. He stated why would we wait and transfer to them once they have a use. Mr. Crowley stated if the town deems the property for recreation and not transfer to the Parks. Ms. Lucier will check with Town Counsel but believes it could be under Board of Selectmen. Mr. Rucho would like to hold off on turning it over to the Parks. Mr. Kittredge asked if this land is open space for hiking a walking will that cover the requirement, Ms. Lucier stated it could be anything recreation like a walking trail, playground. Mr. Crowley stated he would like to change the designation not the control.

Motion Mr. Rucho to approve placing Article 2-14 on the Warrant, second Mr. Hadley.

**Roll Call Vote:**

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, abstained

**ARTICLE 15 – AUTHORIZATION TO PLACE A PORTION OF LOT 2/PARCEL B ON TIVNAN DRIVE IN THE CUSTODY OF THE PARKS COMMISSION**

To see if the Town will vote to transfer the care, custody and control of the remaining portion of the Town-owned parcel of land located on Paul X. Tivnan Drive and described in a deed recorded with the Worcester South District Registry of Deeds in Book 32654, Page 314, which portion contains 5.55 acres, more or less, and is approximately shown as “Recreation Parcel” on a sketch plan entitled “Paul X. Tivnan Drive Property” on file with the Town Clerk, from the Board of Selectmen for municipal services, including parks and recreation, to the Parks Commission solely for park and playground purposes, and to dedicate and designate said portion to such purposes under G.L. c. 45, §14 in perpetuity; or take any other action relative thereto.

Ms. Lucier stated to be clear the Board would like to leave on the warrant but change the control under the Selectboard. Mr. Crowley asked when the warrant needed to be signed, Ms. Lucier can



have ready tomorrow for signature. Mr. Crowley asked if they should vote to include pending legal review for Article 15.

Motion Mr. Rucho to approve placing Article 15 on the Warrant with changes discussed, second Mr. Hadley.

**Roll Call Vote:**

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

**ARTICLE 16 – AUTHORIZATION TO APPROPRIATE FUNDS TO SURVEY LOT 2/PARCEL B TIVNAN DRIVE PARCEL**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to survey the Tivnan Drive parcel; or take any other action relative thereto.

Ms. Lucier stated this article is to appropriate funds to survey and separate the lot, town received great prices total cost is \$12,460; Separate Parcels and ANR Plan \$5,280 and Topo map \$4,680 and flagging of wetland \$1,500.

Motion Mr. Rucho to approve placing Article 16 on the warrant, second Mr. Hadley.

**Roll Call Vote:**

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

**ARTICLE 17 – AUTHORIZATION TO JOIN THE CENTRAL MASS MOSQUITO CONTROL PROJECT**

To see if the Town will vote to become a member in the Central Mass Mosquito Control Project pursuant to Massachusetts General Laws, Chapter 252, Section 5A and any other applicable sections of said law, and to raise and appropriate and/or transfer from available funds the sum of \$46,000 for the membership fee; or take any other action relative thereto.

Ms. Lucier stated she reached out to Commissioner of Agriculture and shared response with Board, she stated there is not a mechanism to prorate this amount. She reached out to State Representative O'Day and Senator Chandler and requested they file legislations to correct this. She sent a memo out to STAM Group and Commissioner LeBeau, she stated the Town of Douglas TA asked how long this covers and he misunderstood that it was an annual fee. She stated they are preparing a grant application for \$34,500 and the towns march would be \$11,500 and she is unsure if the Town will be successful but they will try. She was hoping for a more positive response. Mr. Crowley asked about the bill filed by the Governor, she stated she cannot get a straight answer. She stated that if the town is deemed to have EEE then they may be covered but cannot get a 100% confident answer. Mr. Hadley stated a member of the Board of Health requested they Board place on the warrant for the Towns people to decide he does not support this but agrees to allow the Town to

vote. Mr. Bricault asked what the town received for the fee, Mr. Kittredge stated it is for mosquito control and cleanup. Mr. Rucho stated he would fully support if it was not to pay for the DCR property, and the jail property. Mr. Kittredge stated the mosquitoes will not stay on state property if not sprayed. Ms. Lucier stated if the town was only covered it would be more than half the cost. Mr. Rucho agrees that the towns people should vote on it, and feels that fee will go up annually and believes the DCR should pay for their property. Mr. Kittredge states the Board of Health recommends having this done. Mr. Rucho stated only the towns to the east of West Boylston are having this done not the west. Mr. Crowley supports all that has been said but the towns people voted them in to make decisions for the towns, he believes this will not prevent any other measures that the Board of Health have recommended when it comes to mosquitos like night games and outdoor activity. Mr. Rucho stated Central Mass Mosquito Control is a State Agency and he said the State Rep and Senator had no idea what this group was. Mr. Rajeshkumar stated he agreed with Mr. Rucho and Mr. Crowley and would be happy to pay the fair share of the town and is unfair to pay for DCR property. He stated we may spray and other towns around us do not.

Motion Mr. Rucho to approve placing Article 17 on the warrant, second Mr. Rajeshkumar.

**Roll Call Vote:**

Mr. Crowley, no  
Mr. Rajeshkumar, no  
Mr. Hadley, yes  
Mr. Rucho, no  
Mr. Kittredge, yes

Mr. Rucho stated he would still like to look into funding for this and would like to see what the state will come out with. Mr. Crowley would like to continue to conversate with the state representatives for assistance eon this.

**ARTICLE 18 – AUTHORIZATION TO APPROVE UPDATED WAGE & CLASSIFICATION PLAN FOR NON-UNION EMPLOYEES**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to update the Wage & Classification Plan for non-union employees; or take any other action relative thereto.

(\$20,000)

**ARTICLE 19 – VOTE TO AMEND GENERAL BYLAW XL REVOLVING FUND**

To see if the Town will vote to amend General Bylaw XL Revolving Fund for the Council on Aging to allow it to be a depository and a source of funding for payment of costs associated with weekend building usage, or take any other action relative thereto.

**ARTICLE 20 - DEPARTMENTAL REVOLVING FUNDS**

To see if the Town will vote pursuant to the provisions of Massachusetts General Laws, Chapter 44, Section 53E ½, as most recently amended, and the General Bylaws to establish Fiscal Year 2021 expenditure limits for the authorized revolving funds listed below, with such limits to be applicable from fiscal year to fiscal year unless changed by Town Meeting prior to July 1 for the ensuing fiscal year:

| <b>Authorized Revolving Funds</b> | <b>Spending Limit</b> |
|-----------------------------------|-----------------------|
| ESCO                              | \$60,000              |
| BOARD OF HEALTH                   | \$90,000              |
| CEMETERY TRUSTEES                 | \$60,000              |
| COUNCIL ON AGING                  | \$60,000              |
| PLANNING BOARD                    | \$25,000              |
| ZONING BOARD OF APPEALS           | \$25,000              |
| CONSERVATION COMMISSION           | \$25,000              |
| PARKS, PLAYGROUNDS, & FIELDS      | \$50,000              |
| HAZMAT                            | \$25,000              |
| RECYCLING                         | \$10,000              |
| CELEBRATIONS                      | \$10,000              |
| BEAMAN MEMORIAL LIBRARY           | \$25,000              |
| ECONOMIC DEVELOPMENT TASK FORCE   | \$15,000              |
| RECREATION PROGRAM                | \$50,000              |
| LANDFILL LEASE                    | \$60,000              |

or take any other action relative thereto. (only line item increase is for Bd of Health – received grant funds for nursing services for COVID-19)

Ms. Lucier stated all funds remain the same with the exception of the Board of Health needed to increase due to the costs associated with the COVID-19 nursing costs.

**ARTICLE 21 – AUTHORIZATION TO APPROPRIATE FUNDS FROM COMMUNITY PRESERVATION FUND REVENUES**

To see if the Town will vote to appropriate or reserve from the Community Preservation FY 2021 estimated annual revenues the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2021, with each item to be considered a separate appropriation:

**Appropriations:**

Committee Administrative Expenses      **\$7,500**

**Reserves:**

Historic Resources Reserve      **\$25,000**

|                           |           |
|---------------------------|-----------|
| Community Housing Reserve | \$25,000  |
| Open Space Reserve        | \$25,000  |
| FY 2020 Budgeted Reserve  | \$167,500 |

## **ARTICLE 22 - APPROPRIATE FUNDS TO THE STABILIZATION FUND**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to the Stabilization Fund; or take any other action relative thereto.

Ms. Lucier stated the fund currently has \$1,408,294 she does not intend to put anymore in this fund and policy requires 5% and we exceed that balance required by 5.35% so not additional funding is being appropriated at this time.

## **ARTICLE 23 – AUTHORIZATION TO APPROPRIATE FUNDS TO THE CAPITAL INVESTMENT FUND**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to the Capital Investment Fund; or take any other action relative thereto.

Ms. Lucier stated the balance of this fund is \$748,606 and \$200,000 was placed in this account and is open to revisiting in October 2020.

Mr. Rucho asked why do we place them on the warrant if we are not placing any funds into them, Ms. Lucier stated they do not have be on the warrant. She will remove

Motion Mr. Rucho to approve placing Article 18-21 on the warrant, second Mr. Rajeshkumar.

### **Roll Call Vote:**

Mr. Crowley, yes  
Mr. Rajeshkumar, yes  
Mr. Hadley, yes  
Mr. Rucho, yes  
Mr. Kittredge, yes

Motion Mr. Rucho to open and close the warrant, second Mr. Hadley.

### **Roll Call Vote:**

Mr. Crowley, yes  
Mr. Rajeshkumar, yes  
Mr. Hadley, yes  
Mr. Rucho, yes  
Mr. Kittredge, yes

### **Assign Motions:**

Ms. Lucier asked if the Board would like to wait until next agenda since the articles will be changed.

### **Review town meeting mailer:**

Ms. Lucier stated the mailer includes town news., Mr. Crowley has no issues with this mailer as written. Mr. Rucho stated at this time is there a chance to change the date of Town Meeting, Ms. Lucier stated she has reserved the school for June 8, 15, 22 and 29. She has spoken to the Board of Health and the School, there are 420 operating seats, middle section has 4 seats to each row, 18 rows,

5 seats on each side row section. She spoke with Board of Health and they feel that even with 100 attendees there would be enough room because you can socially distance with the capacity. She stated she spoke with Bob Barrell and he intends to stand outside of town meeting to be sure people are keeping safe distances. The Town Clerk will have some monitor where people are sitting. She believed there is adequate space to separate people and is hopeful the legislature will act on the bill to reduce the quorum. She stated when they have their meeting prior to town meeting they will recess and they move into auditorium. She explained the moderator will be there and if they do not have quorum numbers the Board of Selectmen in consultation with the moderator can then vote to reduce the quorum for the meeting. Mr. Hadley asked if the governor has allowed for a meeting over 10 people, Ms. Lucier stated she spoke with the Board and they stated they will be fine on June 8<sup>th</sup>. Mr. Rucho stated he does not believe that the Governor has changed the numbers in gatherings. Ms. Lucier stated Bob Barrell was comfortable with the plan for town meeting. Mr. Rajeshkumar stated he does not believe you can have 100 people in a building for a gathering. Ms. Lucier stated she will ask the Board of Health again and then move the date to one of the other dates. Mr. Crowley asked if the vote of opening and closing the warrant changes the date for town meeting, Ms. Lucier stated they have not posted the warrant and she will have time to figure this out. Mr. Bricault stated one of the limitations is 25% of the occupancy of the building that you want to have people, Ms. Lucier stated the property holds 428 occupancy according to the Business Manager at the school. Mr. Hadley asked if KP Law has sent out any information regarding Town Meeting gatherings. Mr. Crowley stated they can have a meeting after they hear back from KP Law, Mr. Kittredge asked to contact the towns insurance to be sure that the town would not be liable. Mr. Rucho stated the Board of Health should vote and say they allow for this meeting and people should also be required to wear a mask.

#### **FISP UPDATE:**

- **General Update on Senior Center**

Mr. Hadley stated the parking lot is paved but not lined yet. He stated the Planning Board will review next week and once approved the line striping will be completed.

- **Invoices:**

- **Tree Top Products Inv. #SOTRE61847, \$5,725.85**

Mr. Hadley stated this was for the outdoor lawn furniture and will be paid from the Gift Money and was approved by the FISP.

Motion Mr. Hadley to approve, second Mr. Kittredge.

**Roll Call Vote:**

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

- **RAC Pmt #17 \$41,630, retainage is \$6,400**

Mr. Crowley stated this is for the paving of the parking lot and withheld retainage by FISP because it had not yet been approved by the architect. He stated the vote by the FISP was to have Selectboard approve and the payment will be released once the Planning Board approved.

Motion Mr. Rajeshkumar to approve the request, second Mr. Hadley.

**Roll Call Vote:**

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

**MEETINGS, INVITATIONS & ANNOUNCEMENTS:**

1. **The Concerts on The Common scheduled for the months of June and July have been cancelled. August concerts are tentative at this time.**
2. **June 2, 2020 – Annual Town Election with voting at the senior center from noon until 6:00 p.m. Visit the town's home page of our website for a Vote by Mail form. It is an easy to fill out form and we thank you for considering this method of voting.**
3. **The Wachusett Watershed Recycle Center will have a tiered re-opening on June 2. The site will have new safety guidelines that will be strictly enforced and are posted on website, Facebook and other sites. They will be starting with material and items that are disposed of in the Center Circle (household recycling) and in the North 40 (bulk waste, construction debris, metals, electronics, propane, tires, and furniture). You will need to plan to unload your own vehicle. They are hopeful that a phased in opening of the site will keep everyone safe. They ask that you check their Website and Facebook regularly for updates as things may change week to week. Recycle Center telephone 978-464-2854.**

**FUTURE AGENDA ITEMS/SELECTMENS REPORTS:**

Mr. Rucho stated is the town requiring people to wear a mask to the Town Elections.

Mr. Rucho asked if the Governor has issued any guidance in regards to opening the Libraries, he asked if the employees have been working. Mr. Rajeshkumar stated he has not seen any libraries open. Mr. Rucho would like to have a plan and would like to discuss at a future meeting. Ms. Lucier will get a report for a future meeting.

Mr. Rucho thanked the Rotary Club and the Manor Restaurant has been providing meals to over 400 meals twice a week.

Mr. Rucho stated he is seeing more local restaurants opening for take out and urges residents to support them.

Mr. Crowley would like to have an update from the Board of Health on opening parks, and the rail trail. Ms., Lucier stated she spoke with Colleen Abrams and the contractor will begin soon, they were tied up on another job. She expects the rail trail to open next week. She will speak to the Board of Health about the opening of the parks.

Mr. Crowley would like Ms. Lucier to include in her blog the available islands to be upkept.

Motion: Mr. Murphy moved to adjourn Finance and Capital Investment Committee, second Me. Bohnson.

Motion Mr. Rajeshkumar to adjourn at 8:15 p.m. Mr. Rucho, second all in favor.

Respectfully submitted,

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Faye D. Zukowski, Municipal Assistant

Approved: May 20, 2020

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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

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Michael J. Kittredge III, Selectman