



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

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

<b>Date / Time / Location of Meeting</b> June 17, 2020; 6:00 p.m.; Virtual Meeting
---

<b>Members Present</b> John W. Hadley, Chairman Christopher A. Rucho, Vice Chair Patrick J. Crowley, Clerk Barur R. Rajeshkumar, Selectman Michael J. Kittredge III, Selectman
---

<b>Members NOT Present</b>
----------------------------

<b>Invited Guests:</b>
------------------------

Mr. Hadley convened the meeting at 6:00 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:**

#### **▪ June 3, 2020 regular session**

Motion Mr. Crowley moved to approve, 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 JUNE 4, 2020 TO JUNE 17, 2020: Town Payable Warrants FY2020-50 & 51 Town Payroll Warrant FY2020-25; Sewer FY2020-SE20; Municipal Light Plant #31; and School Warrant FY2020-S21**

Motion Mr. Crowley moved to approve, second Mr. Rucho.

**Roll Call Vote:**

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

**NEW BUSINESS:**

- **Consider voting to approve the hiring of Christopher Surdyka to the position of Administrative Assessor for 20 hours a week at \$18.07 per hour, conditional upon successful pre-employment physical, effective June 22, 2020:**

Motion Mr. Rucho moved to approve, second Mr. Kittredge.

Mr. Rajeshkumar asked if this is a new hire, Ms. Lucier stated they have been looking to fill the vacancy. She explained the Regional Assessing Group has been covering the office. Mr.

Rajeshkumar asked if there will only be one person working in the office, Ms. Lucier stated yes but the Regional Assessing Group will still be present.

**Roll Call Vote:**

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

- **Vote to authorize Mr. Crowley as the Board's primary designee to sign all payable warrants and payrolls and Mr. Rajeshkumar as the Board's second designee.**

Motion Mr. Kittredge moved to approve, second Mr. Rucho.

**Roll Call Vote:**

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

- **Vote to authorize Faye Zukowski as a secondary signatory for payable and payrolls for the Office of the Selectboard/Town Administrator:**

Motion Mr. Kittredge moved to approve, second Mr. Rucho.

Mr. Crowley asked if this is a secondary signature to him, Ms. Lucier stated it is a second signatory to her.

**Roll Call Vote:**

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

- **Year End Transfers (list still being compiled)**

Ms. Lucier explained at town meeting the budget that was previously approved will need to be amended for the Assessors line item salaries and expenses as the budget was created before Chris was hired, the amount is \$15,000.00.

Motion Mr. Crowley moved to approve, second Mr. Kittredge.

Mr. Crowley asked for clarification on the bottom line, Ms. Lucier stated it will not change.

**Roll Call Vote:**

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

Ms. Lucier explained \$3,600 for the Building Department to pay salaries for office staff, Building Inspector retro pay for contractual increase, Administrative Assistant step increase. She explained they will use \$1,500 from purchased services and \$2,100 Facilities Management Purchased Services.

Motion Mr. Rajeshkumar moved to approve, second Mr. Kittredge.

**Roll Call Vote:**

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

Ms. Lucier stated the Police Requested to transfer \$7,000 from Salary line item and move to Supply Line item and transfer to cover miscellaneous purchases due to two new officers being hired.

Motion Mr. Rucho moved to approve, second Mr. Crowley.

**Roll Call Vote:**

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

Ms. Lucier explained this is to transfer \$104,502 to cover Snow and Ice in the event of no quorum at Town meeting and avoid having a deficit. She explained \$18,277 Salary and Wage, \$86,225 Group Health Premium, and applying \$15,692 to Snow and Ice Purchased Service, \$88,810 Snow and Ice Supplies.

Motion Mr. Rucho moved to approve, second Mr. Crowley.

Mr. Crowley asked if there is a limit on how much they can transfer, Ms. Lucier does not believe there is a limit for Snow and Ice and will check with the Accountant. Mr. Crowley would like to town to know that normally they town would have used Free Cash at Town Meeting.

**Roll Call Vote:**

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, abstained

Ms. Lucier explained they will transfer \$500 from Facility Management Purchased Services to the Town Clerk Salary Wage for a step increase that was not included in original budget.

Motion Mr. Rucho moved to approve, second Mr. Crowley.

**Roll Call Vote:**

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

- **Consider approving the following Selectboard reappointments:**

<b>Personnel Board:</b>	<b>Vanessa Kuzmanovski</b>	<b>6-30-2020 (3yr)</b>
-------------------------	----------------------------	------------------------

**Affordable Housing Trust Board**

<b>of Trustees, a/k/a Housing Partnership:</b>	<b>John Hadley</b>	<b>6-30-2020 (1 yr)</b>
--	--------------------	-------------------------

<b>By-Laws Committee:</b>	<b>John Hadley</b>	<b>6-30-2020</b>
<b>(1 yr)</b>		

Motion Mr. Crowley moved to approve, second Mr. Rajeshkumar.

**Roll Call Vote:**

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

- **Concurrence on the following Town Administrator Reappointments:**

<b>Animal Control Officer:</b>	<b>Steven Jones</b>	<b>6-30-2020 (1 yr)</b>
--------------------------------	---------------------	-------------------------

<b>Assistant Animal Control Officer:</b>	<b>Louis Massa</b>	<b>6-30-2020 (1 yr)</b>
--	--------------------	-------------------------

<b>Earth Removal Bd:</b>	<b>John Hadley</b>	<b>6-30-2020 (1 yr)</b>
--------------------------	--------------------	-------------------------

	<b>Barur Rajeshkumar</b>	<b>6-30-2020 (1 yr)</b>
--	--------------------------	-------------------------

<b>PEG Board:</b>	<b>Christopher Rucho</b>	<b>6-30-2020 (1 yr)</b>
-------------------	--------------------------	-------------------------

<b>Volunteer Grant Coordinator:</b>	<b>Linda Marsh</b>	<b>6-30-2020 (1 yr)</b>
-------------------------------------	--------------------	-------------------------

<b>Open Space Implementation Committee:</b>	<b>John Hadley</b>	<b>6-30-2020 (1 yr)</b>
---	--------------------	-------------------------

<b>Transportation Committee:</b>	<b>Barur Rajeshkumar</b>	<b>6-30-2020 (1 yr)</b>
<b>Economic Development Committee:</b>	<b>Christopher Rucho</b>	<b>6-30-2020 (1 yr)</b>
<b>Parks Facilities Committee:</b>	<b>Patrick Crowley</b>	<b>6-30-2020 (1 yr)</b>
	<b>Barur Rajeshkumar</b>	<b>6-30-2020 (1 yr)</b>
<b>Municipal Buildings Committee:</b>	<b>Barur Rajeshkumar</b>	<b>6-30-2020 (1 yr)</b>

Motion Mr. Crowley moved to approve, second Mr. Rucho.

**Roll Call Vote:**

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

**TOWN ADMINISTRATOR REPORT:**

**1. June 29, 2020 Town Meeting**

If you are feeling sick, are exhibiting a fever, cough, shortness of breath, chills, muscle pain, headache, sore throat or new loss of taste or smell, or have potentially been exposed to someone with confirmed or suspected COVID-19, you should not attend town meeting.

All attendees at town meeting will need to arrive with a mask. Upon arrival orange cones will be placed at 6-foot intervals to insure safe social distancing and a greeter will be assigned to oversee compliance outside the building. When you enter the building, a greeter will request attendees to use hand sanitizer. The greeter will explain the seating arrangements for the evening.

Signs will be posted to use sanitizer and to remind attendees to continue to keep 6 feet apart. Neon colored voting cards will be passed out by a person wearing gloves.

Town meeting will utilize three rooms in the school to insure safe distancing; the Auditorium, the Media Center, and the Cafeteria. To minimize touching the entire stack of warrants, with handouts attached, will be located along with hand sanitizer on a table next to the entrance of each of the three rooms. The auditorium seater will direct attendees to seats. Members of the same immediate household may be allowed to sit together and less than 6 feet apart. Other sections will be marked to insure 6-feet social distancing. Auditorium voters will enter through the door on the right-hand side and exit via the door on the left-hand side. All traffic within the auditorium will be one way only. Everyone will exit using that doorway.

The Selectboard will be seated at the front of the auditorium 6-feet apart Chairs will be reserved for the Finance Committee and the School Committee. Once the auditorium is filled, we will direct attendees to the Media Center. The Media Center chairs will be set 6-feet apart. Once the Media Center is filled, we will use the Cafeteria. The Cafeteria will be divided into two sections and should anyone arrive who will not wear a mask, we will have a section reserved for their protection and the protection of our other residents.

Marc Frieden and Chris Olson have agreed to serve as Temporary Moderators for the meeting and will be assigned to one of the rooms. The Moderator will point out entrance, exit, seating and how to use the microphone at the beginning of the meeting. Microphones

will be disinfected after each speaker. No one will be seated within 6-feet of the microphone.

KP Law has suggested using a Consent Calendar to combine articles, which annually appear on the warrant, to move things along quicker. This technique will be discussed with the Moderator as it could be used for Articles 2-4 (borrow in anticipation of revenue, expend funds in anticipation of state reimbursement, annual cola, and salaries for elected officials) and Articles 18 & 19 (revolving funds & CPC budget).

This message will be posted on the website with the posted warrant and sent out as a Town Administrator News and Announcement.

Should we not get a quorum for town meeting on the 29<sup>th</sup>, the school is available any day during the months of July and August.

Mr. Rucho asked about this being a discussion on the agenda not an overview of how the town meeting will run, Mr. Rajeshkumar agreed. Mr. Rajeshkumar stated an option of having town meeting outdoor or indoors was never discussed. Ms. Lucier stated the Board of Health believes this is a good plan and at that time the State will be in Phase 3 and this will be the plan if they choose. Mr. Rucho stated he has concern that the Board of Health thinks this a good plan. He would like to know what other towns are doing. Mr. Rajeshkumar asked if it is too late to move the meeting outdoor and how much work will it be. Mr. Rajeshkumar stated we would have no idea if we expose residents and feels it would be much safer outside. Mr. Rucho is concerned this is not on the agenda for discussion, Mr. Kittredge agreed. Ms. Diane Hogue, resident stated she is not comfortable coming to an indoor town meeting and would like to see the town meeting move outdoors. She stated the elderly population is the most vulnerable and the most of the attendees of the town meeting. Mr. Hadley is concerned that moving the date further out will run into vacations and believes they should hold town meeting. Mr. Crowley stated people need to have some personal responsibility with being safe. Mr. Kittredge would like to postpone and is unsure when it should be held. Ms. Lucier stated she could contact the Police Chief and see if they can find another venue. Mr. Rucho shared a list of towns that are having town meeting outside. Mr. Hadley would like to have a meeting next week to discuss setting up an outdoor meeting and a time. Mr. Rucho stated he thinks the committee reports and employee congratulations and limit the warrant to the smallest possible. Mr. Crowley would like to have the town meeting at 6 and stated Diane Hogue wrote on the chat that some towns are having it on a Saturday. Ms. Lucier stated she is concerned the mailer will not be sent out in time and gave an explanation on how much time she needs to get the mailer done. The Board will meet on Monday at 6 p.m. to discuss when to hold town meeting.

## **2. Town Re-openings**

In preparation for the reopening of the town everyone is advising municipalities to develop a fluid plan and not make decisions too quickly. Most administrators are planning a gradual return to the office for employees who are working remotely. Our town hall employees have been working throughout this entire COVID-19 pandemic. Some employees who share offices have changed their work schedules to come in during the afternoon rather than the morning. We have only had one office employees who was required to work from home during the days their coworker was in the office. We have also taken advantage of relocating employees to other offices that were not being occupied during the day.

I know you share my first priority which is the health and safety of our employees and our residents.

I have prepared the required COVID-19 Control Plan, Town of West Boylston COVID-19 Return to Work Plan, and our Safety Standards and Checklist for Office Spaces in Town Hall. These required plans have been reviewed our Board of Health and the City of Worcester Department of Public Health. As written, they comply with the CDC recommendations. The custodian has also been provided with a COVID-19 daily cleaning check list. These plans have also been reviewed with our MIIA Loss Control Rep. I also shared the plans with the Library Director who plans to share them with the Library Trustees.

We have ordered two sanitizing stations, which will be located at the entrance to the tax office and the entrance to the building department. Each station also has a log as we will track all visitors to town hall. Social distancing posters have been posted along with hand sanitizing guidance. We are still waiting for the modifications, which need to be made to the Town Clerk's customer counter. We have also purchased a few portable office desk safety shields should employees feel they would like an additional safety measure in their office.

Once all the modifications have been completed, we estimate opening town hall up for appointment only visits by July 15<sup>th</sup>. All visitors will be required to wear masks, use hand sanitizer upon entering and exiting the building, and sign the visitor's log. All visitors will exit the building via the exit door off the side covered porch. We anticipate opening town hall up to non-appointment visits by August 15<sup>th</sup>.

All parks and playgrounds are open with the exception of the basketball courts. As basketball is a contact sport, we are anticipating that to occur under Phase 3, which may start on June 29<sup>th</sup>.

Should things continue to improve, I would anticipate town hall being fully open after the Labor Day holiday at which time we will resume conducting our board and committee meetings in town hall.

The Library is taking the reopening very slow, and just started contactless curbside pickup and returns last week. They are still making interior modifications and will be installing plexiglass shields at the circulation desk.

The Senior Center will begin indoor programs of 10 or less some time during July. Participants will be required to wear a mask and abide by the 6-foot social distancing guideline. Exercise equipment will not be shared and people will bring their own if they have it. Also, card and bingo players will not be able to bring food to share.

Mr. Rucho stated reading this confirms his desire to not hold town meeting indoor. He now asks how we can expect to have 100 residents in town meeting and not have 5 people in town hall.

### **3. ALB Update**

We were recently notice by the Asian Long Asian Longhorned Beetle (ALB) Program that their annual summer trapping season has begun and they will be hanging traps along roadsides in West Boylston. The trapping season runs through the summer and concludes every September. All traps are numbered and include a tag with contact information in order

to report a damaged or improperly hung trap. They encouraged us to let our residents know that if they have any questions on the traps, that they are more than welcome to reach out to the contact on the trapping tag. I have requested an updated map, which we could post on our website.

#### **FISP UPDATE:**

- **General Update on Senior Center:**  
**Change Order #11, RAC, \$4,534.00**

Motion Mr. Crowley moved to approve, second Mr. Rucho.

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

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

**Invoices: Yankee Engineering & Testing:** Mr. Crowley stated this was supposed to be handled by RAC.

#### **MEETINGS, INVITATIONS & ANNOUNCEMENTS:**

- Wednesday, July 8<sup>th</sup>, noon-1:00 p.m. – Free Hot Diggity Dog Drive Thru Summer Celebration for our seniors at the Senior Center. Swing by the Center and pick up lunch to go, Grilled Hot dog on a bun, Fruit Salad, Chips, Dessert and a drink. Please RSVP- 508-835-6916 so they have a count.
- Beaman Library News: Summer reading begins on June 16 for reader of all ages. We are now offering contactless pickup by appointment. For details and the latest information please visit <https://beamanlibrary.org>

#### **FUTURE AGENDA ITEMS/SELECTMANS REPORTS:**

- Mr. Rucho would like to get an update on if the state is still looking to fund the mosquito program, Ms. Lucier will contract Representative O'Day for an update.

Motion Mr. Crowley to adjourn at 6:51 p.m. Mr. Rucho, second all in favor.

Respectfully submitted,

Approved: June 8, 2020

---

Faye D. Zukowski, Municipal Assistant

---

Patrick J. Crowley, Chairman

---

Barur R. Rajeshkumar, Vice Chairman

---

John W. Hadley, Clerk

---

Christopher A. Rucho, Selectman



---

Michael J. Kittredge III, Selectman