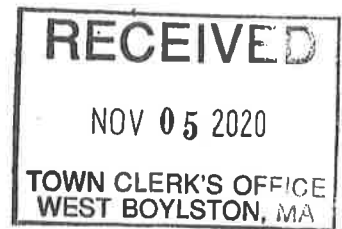




Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583



Select Board/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting
August 12, 2020; 6:00 p.m.; Virtual Meeting

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

Members NOT Present

Invited Guests:
John Scannell

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. Kittredge.

Roll Call Vote:

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

June 22, 2020 regular session

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

Roll Call Vote:

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

▪ **July 6, 2020 regular session**

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

Roll Call Vote:

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

▪ **July 8, 2020 regular session**

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

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 JULY 9, 2020 TO AUGUST 12, 2020: Town Payable Warrants FY2020-01, 02, 03, 04, 05, 06 & 07; Town Payroll Warrant FY2020-26 & 27; Sewer FY2020-SE22, FY2021 SE01, 02, 03 & 04; Municipal Light Plant #2 & 3; and School Warrant FY2020-S24 & FY2021 S1 & S2.

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

School Committee Chair James Pedone & School Superintendent Richard Meagher – School Re-opening Plan:

Mr. Hadley stated the meeting will be moved to September 2, 2020 and they will provide the town with an update at that time.

John Scannell – Update on Wachusett Regional Recycling Center:

Mr. Scannell stated the center was closed back in the spring when COVID started. He explained they moved to a phased opening in late June, people were allowed to use the outside collection areas for

construction debris, tires and recycling things like that. He stated they did some rearranging inside to create wider isles and larger spaces. He explained they purchased two storage units and people were allowed to begin dropping off reusable items off at two boxes at a time. He stated they hours have been reduced to Tuesday, Thursday and every other Saturday allowing for a day in between and using Wednesday as a cleaning day. He stated they are now allowing people in building with 15 minutes slots and also a limit on the amount of people in facility at once. He explained they will continue with same schedule for foreseeable future as it seems to be working. He stated one new thing they will start is new software which they have contracted with someone that will develop software for electronic check ins using iPad to speed the process and track the items taken in. The new software will be rolled out in September and will help with the reporting that needs to be completed with DEP. He explained they did not hold hazardous products collection yet this year but did complete a shredding event. He is hopeful they will have a hazardous collection this fall possibly by appointments. He stated a lot of the volunteers are in the susceptible age group and they are down some volunteers. Mr. Crowley asked about the volume since opening back up, Mr. Scannell stated he thinks it is back to normal and steady and the facility is not overwhelmed. Mr. Rajeshkumar asked about mowing of the DCR property in the Oakdale area of North Main Street, Mr. Scannell responded that early in the COVID staff was working reduced hours but they are starting back up again. Mr. Hadley thank John for attending.

John McCormick, Cemetery Commissioner – Launch of Name the New Cemetery Campaign:

Mr. McCormick stated the Cemetery Commission would like to solicit names for the new cemetery. Ms. Lucier stated the names should be sent to the Town Administrator email or by mail to the Cemetery Commission. Mr. McCormick stated they are not looking for names other than family names or a person. Mr. Rajeshkumar would like this to be added to the newsletter also. Mr. Rucho asked about deadline, Mr. McCormick stated November. Mr. Crowley stated this can be advertised in the Town Meeting Mailer, Ms. Lucier will be sure to get this advertised everywhere possible.

NEW BUSINESS:

- **Consider Voting to sign the September 1, 2020 Primary Election Warrant:**

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

Roll Call Vote:

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

Ms. Lucier stated it will be left on the table for signatures and requires a majority.

- **Consider Voting to recognize and accept \$450.00 in donations from April 1, 2020 through June 30, 2020 to the West Boylston Council on Aging from a local resident who wish to remain anonymous to aid in events and activities at the senior center.**

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

Roll Call Vote:

Mr. Crowley, yes
Mr. Rajeshkumar, yes

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

- **Consider signing Intermunicipal Agreement with the Town of Spencer for Participation in the Center Mass Regional Stormwater Coalition for the period covering FY21 through FY25.**

Ms. Lucier stated they Town has been part of this regionalization for sometime now and the DPW Director Kellaher recommends continuing the agreement.

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

Roll Call Vote:

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

- **Consider signing on-year contract extension with Community Opportunities Group, Inc. for the provision of affordable housing consulting services.**

Ms. Lucier stated they are currently in contract for housing consulting services and is requesting a one-year extension. Mr. Crowley asked if this group is paid through CPC Funds, Ms. Lucier stated they are paid as needed and believed they have a healthy balance in this fund.

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

FISP UPDATE

Mr. Hadley provided the Board and update stating there was issue with one of the storm water drains and it will need to be repaired before the as-built can be completed. Mr. Rucho asked if the Board will be voting on this contingent on FISP approval, Mr. Hadley stated correct. Ms. Lucier stated the change order is a deduction from what is paid to R.A.C., Mr. Crowley clarified there will be a \$2,092.00 deduction from R.A.C. to pay C & B.

- **General Update on Senior Center**
 - **Change Order #12**

Motion Mr. Crowley moved to approve contingent on FISP approval , second Mr. Kittredge.

Roll Call Vote:

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

APPOINTMENTS AND RESIGNATIONS:

- Notification from Jeffrey Legendre of his decision to resign from the Parks Commission. That appointment opportunity was posted on the website on July 10, 2020.
- Notification from Jamie DeSanti of his decision to resign from Finance Committee. The appointment opportunity was posted on the website.
- Notification from Elise Wellington of her decision to resign from the Solid Waste Advisory Team. That appointment opportunity was posted on the website.
- Notification from Conservation Commission that Katelyn Ivers has resigned as an Associate Member. That opportunity was posted on the website.
- Consider appointing the following election staff effective August 15, 2020 until August 14, 2023.
 - Barbara Handy, Mark Hopewell, Elizabeth Giobellina and Janice Ash as Registrars – No Compensation for this assignment.
 - Mary Ellen Cocks as Election Warden at \$11.25 per hour
 - Beverly Scott as Deputy Warden at \$11.25 per hour
 - Barbara Deschenes as Election Clerk at \$11.25 per hour
 - Barbara Mard as Deputy Clerk at \$11.25 per hour

Motion Mr. Rucho moved to appoint the election staff, second Mr. Rajeshkumar.

Mr. Rajeshkumar asked for clarification of the wage amount as agenda posted and packet is different, Ms. Lucier confirmed the rate was updated to \$11.25 per hour. Mr. Rucho asked if these positions are posted annually for residents to apply, Ms. Lucier stated she will find out from the Town Clerk but believes she hires seasoned people that have moved up in positions.

Roll Call Vote:

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

- Concurrence on the appointment of Paul Scally, 21 Shrine Ave to the Parks Commission effective August 13, 2020 for a term to expire on April 30, 2023.

Motion Mr. Rucho moved to appoint the election staff, second Mr. Crowley.

Ms. Lucier stated she spoke with this candidate and believes he will be a great asset to the Commission having background in youth sports in town.

Roll Call Vote:

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

Mr. Rucho would like to thank these people that recently resigned and stated they have been involved for many years and hopes people will sign up to fill the positions.

TOWN ADMINISTRATOR'S REPORT

1. Early Voting at Town Hall

For all 2020- Early Voting we plan to use the Land Use Meeting Room #120
Early Voting for the September 1, 2020 Primary is as follows:

Saturday, August 22 – Friday, August 28

M, T, Th: 8 am – 4 pm

Wed: 9 am – 7 pm

Fri: 8 am – 2 pm

Sat: 2 pm – 8 pm

Sun: 10 am – 2 pm

Voters will enter town hall through Door #1, enter the meeting room right inside the door, exit through the door in the back of the meeting room, proceed down the hallway by Room 127 and exit through Door #1. We have purchased poll pads which is a quicker check in process for early voting as it will cut down on check in time.

Masks will be required, hand sanitizer will be available, and the room will be cleaned at the end of each day. The voting area and pens will be cleaned after each use. We have purchased a Disinfectant Sprayer Machine and our custodian will be participating in a 4-hour Mass Facilities Administrators Association Virtual Custodian Training Certification training which will be paid for by a MIIA sponsored scholarship.

Last night day to register to vote for the September 1 Primary is Saturday, August 22nd.

2. Cable TV Advisory Committee

At our last meeting I requested, and the Board voted, to reduce the membership of the Cable TV Advisory Committee from 7 to 5. Following that meeting I had a good number of residents contacted me to express their interest in serving on the committee. These individuals have experience in the IT field, contract negotiations, and an interest in exploring other services which may be available to the town. Due to having so many strong candidates, I am recommending the Board vote to expand the Cable TV Advisory Committee to 8 members.

Mr. Crowley asked to amend the Committee to 9 to allow for a tie break.

Mr. Rajeshkumar asked why Nancy is now asking for an increase in the number of members after asking for a decrease. Ms. Lucier stated the individuals that applied have great experience and did not anticipate the interest, and this is a big undertaking and while require lots of work. Mr. Rucho stated there are so many people interested and agrees that 9 would be good. Mr. Rajeshkumar stated he is concerned with the number of people on a committee as it relates to the concern for social distance rules to follow due to COVID.

Motion Mr. Crowley moved to amend the Committee members to 9, second Mr. Kittredge.

Roll Call Vote:

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes

Mr. Kittredge, yes

Once appointed the Cable TV Advisory Committee will begin to gather information about our cable provider's performance and the community's needs and interests.

I am delighted to present the following individuals for your consideration to the Cable TV Advisory Committee effective August 17, 2020 for a term to expire on June 30, 2023.

Charles Desourdy. Charles has 32 years of public sector information technology and Administration and Finance representative to the Mass Broadband Initiative.

Andrew Feland. Andrew has been in IT for 25 years, currently works for Connection, Inc. based in New Hampshire. He has done a lot of contract negotiations

Jon Kanter. Jon works at Bose Corp for the past 32 years. He has been a Charter customer for 30 years and is interested in investigating and performing a competitive analysis related to Charter and the quality of services it provides to the town.

Bill McArthur. Bill has been an IT professional for 26 years and closely follows technology trends involving home entertainment cable and internet service providers. He was invited to serve on the last contract renewal and had to decline. He currently has more time available these days.

Robert O'Connell. Bob has been a small business owner for over 30 years, which provides customer service as a core to its operations with a strong understanding of service to product consumer needs. He believes we have an opportunity for growth.

Jim Pedone. Jim has been in the technology industry for 20+ years and has a wide knowledge of cable TV products and technologies.

Chris Rucho. Chris is the currently Coordinator for WBPA Public TV.

Rich Simmarano. Rich has many years of experience with WBPA-TV and he is a former member of the Cable TV Advisory Committee.

I recommend the Board vote to expand the Cable TV Advisory Committee to 8 residents, as the 626-letter requesting commencement of the formal license renewal process. I spoke with Michael Mael, Municipal Liaison at the Department of Telecommunications and Cable and he has offered his assistance to the new committee should they need it.

Motion Mr. Kittredge moved to vote in all the candidates, second Mr. Crowley.

Mr. Rajeshkumar asked when the contract renewal, Ms. Lucier stated February 2023 it expired. He asked why the town needs three years to negotiate, Ms. Lucier stated in the ascertainment process you need to begin the process 30-36 months in advance. She explained the process actually requires the Board to send out the 626 letter which tells Charter that the Town want to begin the renewal process and is due before the end of next week. She stated if the Board approves the Committee and the 626 Letter tonight, she will draft the letter and send out tomorrow.

Roll Call Vote:

Mr. Crowley, yes

Mr. Rajeshkumar, yes

Mr. Hadley, yes

Mr. Rucho, yes
Mr. Kittredge, yes

Motion Mr. Rucho moved to send 626 Letter, second Mr. Crowley.

Roll Call Vote:

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

3. Pole Banner Program

I met with Ed Atchue, former member of the It's a Celebration Committee and obtained the list of businesses and residents who previously participated in the light pole banner program. We plan to bring the program back for 2021. There are 50 pole brackets available and there are 150 poles on Route 140 from the railroad tracks to Oakdale Rehab Center. The two individuals who were appointed to the Celebrations Committee to bring additional events into town are no longer available to work on this assignment. I thank Michaun Fowler and Tony Sanders for their work and positive energy and wish them all the best. Those two positions have been posted and I am in discussions with a couple of other residents who have indicated having an interest in becoming involved with this Committee.

Mr. Rajeshkumar asked how many members make up this committee, Ms. Lucier responded the committee was made up of three members and they dealt with Memorial Day. She explained that they expanded the committee to five due to the original three members did not want to deal with anything other than Memorial Day events. Mr. Rucho stated this is another Committee that he would like to see more than two people because there is so much work. Mr. Crowley also added in that people are quick to say "they should do this or that" and people really need to step up and be the "they".

4. Town-wide Clean Up Day

I am working with our Solid Waste Advisory Committee and we are moving forward with a Fall Team Up to Clean Up Event. Mark your calendars for Saturday, October 3rd from 9am to 12 Noon, rain or shine. Volunteers will be invited to the Senior Center beginning at 11:30 am for refreshments once they have completed their road or area cleanup. Resident Patrick McGreal contacted me to inquire about any volunteer opportunities in town and he will be helping us out with our event. If you are interested in volunteering to work on this event, please feel free to contact my assistant Faye at 774.261.4012. Once the committee is established, we will pass all the names along to them.

5. Pink Bag Program

The town received notification from Simple Recycling that they were no longer able to provide the monthly per pound payment of One Cent per pound of gross receipts of soft recyclables. As this is one of the terms of their contract, I had a meeting with them on Tuesday, July 22nd to discuss their request. While they appreciate the partnership with the town, due to COVID-19 they have been forced to shut down and discontinue 30% of their operation nationwide.

As this is a convenience to our residents, our receipts average \$74.42 per month, I am recommending we suspend this provision in the contract and revisit reinstituting the payment in July of 2021. My recommendation is for the Board to vote to suspend that provision in the Simple

Recycling contract which allows for the monthly per pound payment of One Cent per pound of gross receipts of soft recyclables so we can keep offering this popular program to our residents and continue to keep these items out of the waste stream, thus reducing on tonnage costs.

Motion Mr. Crowley moved to suspend the kick back, second Mr. Rajeshkumar.

Roll Call Vote:

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

6. Shared Streets & Spaces Grant Program

Thus far, the town has submitted two projects under the Shared Street & Spaces Grant Program. The Program will provide up to \$300,000 in funding for eligible projects and each community may submit up to 3 proposals. They are looking for quick launch projects which can be up and running within 15-30 days of award with a project deadline date of October 9th. Because the town has a contractor working in town on a Complete Streets funded project, within 1.5 miles of the proposed project, we won't have to go out to bid and we can use that same contractor for the projects we are proposing. The first project we applied for was a new 8-space parking lot on the west common to include an a/d/a crosswalk at Church Street and new sidewalk to the Library crosswalk. The estimated cost for that project as \$62,915. Unfortunately, that project was not selected to go further in the review process by the Shared Streets Review Team.

Our second project is for new sidewalks on the upper end of Central Street beginning at the intersection of lower Goodale Street to the intersection of Prospect/Crescent Streets and providing a pavement diet to the Prospect/Central/Crescents Streets intersection. That intersection has been identified as one of the top 3 dangerous intersections in the town by the Transportation Committee and the Police Chief. Our goal is to calm the flow of traffic entering the intersection and we feel that by reducing the amount of pavement and narrowing the street we will attain our goal, which will allow pedestrians to cross the street much quicker to get from the upper to the lower portion of the street. This is a very busy neighborhood street enjoyed by many dog walkers, bicyclists, and pedestrians.

The cost for this project is \$150,000 and I was just informed that the 'review team has reviewed the application as very favorably and the team is working hard to distribute funds equitably and impactfully'. As we may hear very shortly about the grant award for this project, I am requesting the Board authorize Chairman to accept the grant award on behalf of the town and allow the town to issue the Notice to Proceed to the Contractor. That will avoid having to call a special meeting of the Board should we be successful with this project application.

Motion Mr. Crowley moved to authorize the Chairman to accept grant and sign the town a notice to proceed, second Mr. Rucho.

Mr. Rajeshkumar asked if she expects to get the full \$150,000 and to spend it all on this project, Ms. Lucier stated yes.

Roll Call Vote:

Mr. Crowley, yes

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

I have a third project, which I will be proposing and that will be the 4 sets of new crosswalk signage around the school/parks to replace the current solar units. Once we hear back on our second project, and get the quotes for the electrical portion of this work, I will submit the third project for funding under the grant program as that is also one that can meet their timeline criteria.

- Mr. Rajeshkumar asked about recent days the media was in town and reported on the cases of COVID-19 he would like Nancy to explain how the Town is reporting the cases and handling the announcements, Ms. Lucier stated she speaks with the Chairman of the Board of Health each day following his conversations with the Nurse. She explained she also has a daily conversation with the Fire Chief after speaking to the Chairman of the Board of Health, the information also goes to the Police Chief and to Dispatch. She stated she updates daily if the numbers change on the town website under News Section, COVID-19 Updates. She stated West Boylston is doing well and is shown on the Governors' released a new map. She explained if anyone of the public has any questions, she would be happy to answer. Mr. Rucho stated there was an issue a restaurant in town and thinks that should have been an update from the Town and not a rumor, he believes the information is public and should be updated from the Town. Mr. Rajeshkumar stated the information on social media was untrue and was published on the businesses page, but agrees with Mr. Rucho that the information should be released by the Town.

MEETINGS, INVITATIONS & ANNOUNCEMENTS:


1. Friday, August 21st – 12-1:00 p.m.

FUTURE AGENDA ITEMS/SELECTMANS REPORTS:

- Mr. Rucho would like for a future agenda; he would like to know if we have a have policy or design a policy in regards to the finances for money from the marijuana businesses and would like to have a policy to lower taxes. Mr. Crowley agreed that the funds will be reoccurring money and should have a policy. Mr. Hadley will add to the next agenda.

• Motion Mr. Rajeshkumar to adjourn at 7:01 p.m. Mr. Rucho, second all in favor.


Respectfully submitted,


Faye D. Zukowski, Municipal Assistant

Approved: September 2, 2020


John W. Hadley, Chairman


Barur R. Rajeshkumar, Vice Chairman


Patrick J. Crowley, Clerk


Christopher A. Rucho, Selectman


Michael J. Kittredge III, Selectman

