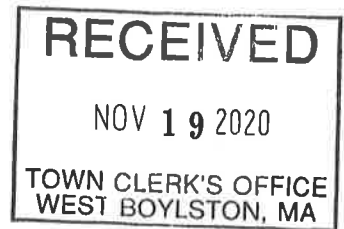




Town of West Boylston  
140 Worcester Street, West Boylston, Massachusetts 01583



## Select Board/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting  
November 4, 2020; 6:00 p.m.

### 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:

Gary Kellaheer  
Chief Tom Welsh  
Ken Lombardi  
Joy Layden  
Samantha Coons

Mr. Hadley convened the meeting at 6:00 p.m. roll call taken.

### APPROVAL OF MEETING MINUTES:

#### ▪ October 21, 2020 Regular Session

*Motion Mr. Rucho moved to approve; Mr. Rajeshkumar second.  
All in favor*

### REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING OCTOBER 22, 2020 TO NOVEMBER 4, 2020: Town Payable Warrants FY2021-18, and 19; Town Payroll Warrant FY2021-09; Sewer FY2021 SE12; School FY2021-S7; and Municipal Light Plant #11 & 12:

*Motion Mr. Crowley moved to approve; Mr. Rajeshkumar second.  
All in favor*

### Samantha Coons- Applicant for Personnel Board

- Should the Board concur, the term will be effective November 6, 2020 until June 30, 2023: Ms. Coons introduced herself and gave the Board her education and career background. Mr. Hadley stated it was nice to see someone move to town and want to get involved.  
*Motion: Mr. Rucho moved to concur the term of November 6, 2020 until June 30, 2023; Mr. Crowley second.  
All in favor*

**Ken Lombardi, Senior Director & Joy Layden, Account Executive, NFP Corp – Renewal of Senior Health Insurance Plans:**

Mr. Lombardi explained the renewal for the town's senior health insurance is in January 1<sup>st</sup> and active employees plan renews in July 1<sup>st</sup>. He stated the Insurance Advisory Committee has responded in favor of accepting the proposed plans for the renewal. Mr. Lombardi provided the Board and overview of their options of four plans. He stated under legislative obligation the town must offer and indemnity style plan. He explained Fallon Medicare Plus Freedom Plan which provides a supplement to Medicare coverage and that plan currently has 89 retirees enrolled which could include spouses. He explained 71 retirees live in Massachusetts with 19 living out of state and this plan would cover retirees as long as they were using Medicare providers with no cost sharing with the exception of prescription drugs. He stated the premium rate is increasing by 4.2% and they feel this is a reasonable and appropriate increase, he explained the town pays 70% and the retiree pays 30% on this plan. He explained the other three plans are Medicare Advantage Plan and these use network providers in Massachusetts and the members have to live in Massachusetts to have care coverage. He explained there is a higher cost share but lower plan premiums and the town pays 80% and retiree pay 20%. He stated the range in the rate increase is 0-5% and is not recommending any plan change. He asked the Board to accept the renewal offer as presented without any changes to the plan designs. Ms. Layden stated they reviewed all of these plans with the Insurance Advisory Committee and they voted in favor to accept these plans. Mr. Crowley asked for clarification that if there are not any plan changes from the retirees the total of \$2,100 cost if that figure is the amount the town pays or is that the total, Mr. Lombardi responded that is correct that is the towns.

*Motion: Mr. Rucho moved to accept the four options presented, Mr. Rajeshkumar second.  
All in favor*

Ms. Lucier thanked Ken and Joy for their guidance.

Mr. Kittredge exited the meeting 6:10 p.m.

**DPW Director**

- **Approval of Snow Plow Drivers effective November 6, 2020 until May 31, 2021 at a rate of \$19.02 per hour.**

*Motion: Mr. Rucho moved to approve; Mr. Crowley second.*

Mr. Rajeshkumar asked if the rate is the same as last year, Mr. Kellaheer stated it included a 2% COLA increase and is Step 1 on the Union Pay Scale. He stated they are used as need as on call basis, Mr. Crowley asked if it was required to respond or optional, Mr. Kellaheer stated required.

*All in favor*

- **Update on Chapter 90**

- **Newton Street Sidewalk & Hard-wired Crosswalk Signals.**

Mr. Kellaheer stated the Chapter 90 balance was \$109,983 and after the addendums that were submitted for the paving projects the balance would be \$90,686.72. He explained they have two projects he would like to recommend and while the contractor is in town, he would like to get completed; sidewalk from the common to intersection of Prospect Street with a cost of \$42,000 for 750 feet of sidewalk complete which would not include granite curbing. This would include a handicap ramp on opposite side of street on Newton to cross over to Library. He explained the second project is for LED

Hardwired Cross Walk Signs which include four sets of signs for \$25,600; the concrete bases and the wiring is \$26,000. He stated the total for this project would be \$51,600, and this will run them over budget by \$3,000. He recommends completing the sidewalks now to save extra cost in the future as the contractor is currently working in town finishing up on Lower Central Street adjusting the catch basin, building the handicap ramp and will be paving on Saturday and will be ready to move on to the proposed project.

***Motion:** Mr. Crowley moved to approve the sidewalk project; Mr. Rajeshkumar second.*

Mr. Rucho asked for the balance of Chapter 90, Mr. Kellahe responded \$90,686.72. He explained the cross-walk lights will cost \$6,400 each not including the installation and they can reduce the number of signs installed to two sets which is four lights. Mr. Rucho would like to have the lights installed and feels this is a priority for the safety of the residents. Ms. Lucier stated they may be able to use \$1,000 of MIIA Flex Grant funds towards the cross-walk lights and would like to get at least two of them completed now. Mr. Hadley would like to have two sets of lights installed but all of the site preparation including the wiring for the other two now, Mr. Crowley agreed. Mr. Kellahe explained if these projects are completed now, he is able to extend the contract with the contractor instead of having to go back out to bid in the spring due to this project being within a one-mile radius. Mr. Hadley stated they would save on remobilization cost if they get all the bases installed now while contractor is in town. Ms. Lucier explained that the two cross walks to install would be Park St to Lower Newton and from the Baseball Field to the Softball Field. Mr. Crowley asked how much in reserve Mr. Kellahe would like to have, Mr. Kellahe responded he would be ok with \$9,000 balance. Mr. Rajeshkumar stated the sidewalk project is a good one but would like to see the line striping completed. Mr. Kellahe agreed but stated he cannot get all the projects completed with the funds available. Mr. Rajeshkumar would like to know which projects are the most important, Mr. Kellahe stated they are all equally important.

***Motion:** Mr. Crowley moved to withdraw his motion; Mr. Rajeshkumar withdrew his second.*

Mr. Crowley stated he understand the line striping concern and feels the lighting and sidewalks are just as important and thinks the town can wait for the next round of Chapter 90 for the line striping.

***Motion:** Mr. Crowley moved to approve the completion of the sidewalks and four sets of post with installation of two cross walks signs; Mr. Hadley second.*

Mr. Kellahe stated they could reduce the number of bases and only complete the two sets of cross walks and cover 3,000 linear feet of water base line striping, Mr. Crowley asked what the cost would be have the contractor back out next year, Mr. Kellahe does not have the answer. Mr. Rucho asked if the sidewalk requested is the top priority sidewalk to be repaired in town, Mr. Kellahe responded he believed it is the last on the list with the exception of Goodale Street. Mr. Rucho stated the streets safety are his biggest concern. Mr. Crowley asked if they could cover two full sets of cross walks lights, line striping and the sidewalks which would leave \$11,000 for a balance, Mr. Kellahe believed they could.

***Motion:** Mr. Crowley moved to withdraw his motion; Mr. Hadley withdrew his second.*

***Motion:** Mr. Rucho moved to approve the sidewalk lights and line striping; Mr. Rajeshkumar second.*

*2-2 motion failed.*

*Motion: Mr. Crowley moved to approve completing the sidewalk, water born line striping, and two sets of lights; Mr. Hadley second.*

*3-1-0 motion approved.*

- **Updates:**

- Mr. Kellaher stated he has been working with the railroad and the construction to repair Temple Street and Shrewsbury Street will be completed.
- Mr. Kellaher stated there is good progress with the tree removal at the behind high school.
- Mr. Kellaher stated the construction on the wall at 321 Worcester Street will begin tomorrow.
- Mr. Rajeshkumar asked about the roadway on North Main Street, Mr. Kellaher stated he requested a leveling course be added to the roadway and the Water Department is aware of this request and he will be sure it will be completed correctly.
- Mr. Rajeshkumar stated the sewer connection for Joe Evangelista near Pinecroft Street and Woodland Avenue is not completed and the backfill is not even where they cut the road and filled it back in.
- Mr. Rajeshkumar asked about the repair to Upper Lee Street and Goodale Street, Mr. Kellaher stated this is a very extensive repair which would include easements onto property. He explained they had looked into this and one of the easements will not work due to location of a leach field on the property. He explained he is waiting for prices on a couple other options, and will need Chapter 90 funds for this project. Mr. Rajeshkumar stated this project was approved by the Board in the past, Mr. Rucho agreed. Ms. Lucier stated they are still working on what the fix should be.

*Motion: Mr. Rucho moved to allow Ms. Lucier to sign project request on behalf of the Board; Mr. Rajeshkumar second.*

*All in favor*

Mr. Kittredge enters meeting 6:46 p.m.

**Thomas Welsh, Fire Chief – Consider voting to sign off on the Southern Worcester Regional Emergency Planning Commission HAZMAT Plan:**

Chief Welsh explained this is a renewal of the existing agreement and is a grant-based committee. He stated the committee is for training and preparedness and is a useful committee to the town and this is the second renewal and has been five years. He stated they have completed trainings with PANAM and DCR in the event of an emergency with the train. He stated this is a grant-based committee and this agreement is needed to keep this committee. Mr. Crowley would like the agreement to have points of contact to included positions instead of names in the event of staffing changes, Chief Welsh will bring that suggestion before the committee for review and approval.

*Motion: Mr. Crowley moved to approve the document; Mr. Rajeshkumar second.*

Mr. Rajeshkumar asked how many members are on the committee, Chief Welsh responded himself along with four area Chief's, Board of Health, Police Chief's, Red Cross and DCR. He stated it

depends on the training subject as to who is invited to attend. He explained the Fire Chief's command the meeting but everyone attends. Mr. Kittredge stated the DPW attends at times also.

*All in favor*

## **NEW BUSINESS:**

- **Consider voting to approve Charity List to be provided to the retail marijuana establishments:**

Mr. Crowley stated the Marijuana Subcommittee met and reviewed the list and removed charities that are not West Boylston based that was not the intent. He verified all nonprofits on the Secretary of States website and guidestar.org.

*Motion: Mr. Crowley moved to approve the list; Mr. Kittredge second.*

Mr. Crowley read the disclosure on the list, he explained each of the two marijuana businesses that are open must make a \$50,000 in donations to non-profits in the town for the first five years in business. Ms. Lucier will email over to the businesses.

*All in favor*

- **Library Reopening Plan Update (Statement to be read into the record):**

Ms. Lucier stated she reached out to the Trustees and received a response which she read. Ms. Lucier stated she followed up with the Senior Center closure and it will be closed for multi person classes and visits due to flu season and bad weather. She explained they will still be having Meals on Wheels, outreach and individual meetings or classes as needed. Mr. Rucho asked if the library has been fully staffed while they are closed, Ms. Lucier stated as far as she knows yes. She explained they are doing virtual classes and curbside pickup. Mr. Rajeshkumar asked if we need all the staff all the time if the building has been closed since March. Mr. Hadley stated patrons are still using the services. Mr. Rucho stated he is concerned with the lack of staff reductions during the closure, Ms. Lucier stated some staff is working remote on virtual programs and the process is timelier for the staff than before. Mr. Rucho stated they may need to reduce salaries if they continue to have a closure. Mr. Rucho would like to know what other towns are doing or work with the Worcester Board of Health. Mr. Rucho stated he would like to be able to have a plan so in the future if there are closures. Mr. Kittredge asked if the pool table room is open or if they can keep that open. Mr. Hadley would like to add to the next meeting. Ms. Lucier can reach out and see if they plan to have a reduction in staff.

- **Concurrence on the hiring of an Administrative Assessor effective November 9, 2020 for 20 hours a week at a rate of \$18.52 per hour:**

*Motion: Mr. Rucho moved to approve; Mr. Kittredge second.*

Ms. Lucier stated Linda Taylor from Clinton, she would like to have start on Monday. Mr. Crowley stated the Board of Health has 19-hour position and do not have to offer benefits, Ms. Lucier stated this position was originally open and was advertised for 26 hours reduced to 16 hours for the last advertisement and it did not attract any applicants. She explained she bumped it up to 20 hours and they were able to hire unfortunately, she stated that person has resigned for a full-time position elsewhere. Mr. Rucho stated when it was advertised under 20 there were applicants that did not work out. Ms. Lucier stated she can ask if 19.5 hours would work instead.

**1-4 Motion Failed**

Ms. Lucier stated the other option is to have RRG staff the office and it will be costly. Mr. Crowley stated the benefits are costly and it may be a savings. Ms. Lucier stated RRG is stretched thin and did not offer to staff the office. Mr. Rucho asked about the kiosk that was in the building, Ms. Lucier stated it did not. Mr. Rajeshkumar asked if the hours can be posted lower, Ms. Lucier stated it will leave the office vacant. Ms. Lucier stated she can ask if Linda would accept the position with reduced hours, she explained she works 5 hours a week in the Collectors office so the hours need to be 14 hours weekly. Mr. Crowley asked if an internal candidate applied and now with the new position would give them benefits is the town able to reject their application. Ms. Lucier is concerned the job requires the 19 hours a week. Mr. Rucho would like to approach RRG about giving the town staff, Ms. Lucier stated they are stretched thin and does not believe they have staff to offer. Mr. Kittredge asked how long the training would require, Ms. Lucier stated the applicant would need to pass an Assessing 101 Class within one year of accepting the position.

## **TOWN ADMINISTRATOR'S REPORT**

### **1. Update on COVID-19:**

Last Thursday, October 29th, I was contacted by the Executive Office of Health and Human Services and informed that West Boylston was now in the red zone. We were one of 21 towns who entered into that zone on that day. It is based on cases per 100,000 population and it is a Wednesday to Wednesday snapshot. The week before last we were at 6.4 in our COVID-19 numbers and last week we went to 8.2, which covered the period of October 14th through October 28th, during which period we had 9 cases reported. We would need to be below 8 to be out of the red zone. He did say with our small number of cases count we may not need to do anything. Once we drop below the 8, we do not get notified, however, if we return to above 8, we will be notified that we are back again in the red zone.

Because of that designation, we are now invited to participate in webinars with the COVID Enforcement Intervention Team. On Monday I participate in my first webinar with the Team, which includes the Department of Labor and Standards, Department of Public Health, Alcoholic Beverages Control Commission and Department of Local Services. All of these agencies are available to assist the town's Health Department with enforcement. The ABCC advises that 97% of the liquor license establishments are in full compliance and they are available to assist the town until 2:00 a.m. with compliance issues, if needed. The Division of Local Services and the Department of Labor and Standards are also able to assist with business enforcement.

Mr. Rucho asked if the town will get notified if the number drops, Ms. Lucier stated she will track it and the town will only get notified if the number goes up. She stated there is great resources from the State to assist. Mr. Rajeshkumar asked about the percentage and how many people it is between 6.4 and 8.2, Ms. Lucier stated it was one case. She explained every Wednesday they give an update. Mr. Rajeshkumar asked if the jail is also counted, Ms. Lucier stated they are not counted in with the town's numbers.

### **2. Regional Dispatch Update:**

On Tuesday, October 27th the Fire Chief, Police and myself met with the Chief of Police in Holden, the Regional Dispatch Supervisor and the Deputy Dispatch Supervisor. The purpose of the meeting was to discuss the October 7th storm which moved into our area and the handling of the 911 calls.

The Regional Dispatch Supervisor contacted State 911 to look into the 911 call one of our residents placed for a tree down on the roadway. The 911 phones at the Wachusett Regional

Emergency Communications Center are capped at 6 calls before they bounce to the next Public Safety Answering Point, which is the Rutland Regional Emergency Communications Center.

State 911 tried to implement a new system to direct calls to the town that they are calling from instead of going first to the state. Some calls were getting a delay before the ring when they put this in place so they decided to go back to sending calls to the Framingham Public Safety Answering Point where it then gets directed appropriately for services. The Framingham Public Safety Answering Point is known as Pod 1, and Pod 2 is the Essex Public Safety Answering Point which handles cell phone calls for certain carriers, like Verizon which the individual had who was calling in. This is who received her abandoned (she hung up) 911 call at 5:30 on October 7, 2020, and they returned her phone call at 5:34 the same day. Either the dispatchers were tied up on the phone, or they hit their seventh call which ended up bouncing the call all the way to Essex.

The Center typically gets 80-100 business calls per day. During that 5-1/4 hour period they received 234 business calls and 37, 911 calls. The Center also services four communities with their own Municipal Light Plants, which increased call volume three to four times their regular numbers. There is going to be a meeting with all four light departments to try and resolve some of these issues and put new systems in place for when dispatch becomes inundated.

They are now getting weather alerts to help with pre-planning staff and they have call in people available. The consultant who worked on the staffing component of the regional dispatch set up based staffing on 911 calls. The Center also handles many other calls and people who walk in off the street. Going forward they are going to reinstitute ride along for new dispatchers so they will be familiar with the towns and their goal is to hire dispatches with previous experience. They are working on ensuring we have three dispatchers on all day and evening shifts, and put on an extra dispatcher or two for severe storms. This is a situation we are not taking lightly and are trying to come up with a solution before winter arrives. Going forward we will be meeting quarterly with all towns under the umbrella of the Wachusett Regional Emergency Communications Center to ensure that we have the opportunity to voice any concerns we have and get them resolved in a timely fashion.

Mr. Rucho stated the Chief discussed at the last meeting about more staffing, Ms. Lucier stated there will be a meeting with all the communities that are under the agreement. Ms. Lucier stated the goal in joining was to receive better service not cost savings. Ms. Lucier stated most of the towns have a municipal light plants and a meeting will include the light departments. Mr. Rucho stated the level of cost for the same service and thinks resident awareness needs to be completed. Ms. Lucier explained these meetings will be very important and she has asked Jan with the Banner to get something in the paper. Mr. Crowley stated the issues have been identified and now we need to look at the service, Mr. Rucho agreed safety is the main concern.

### **3. MGL Chapter 39 Section 23D:**

At town meeting one of our Planning Board members asked Shirin Everett of KP Law if a member missed a single session of a hearing, could they view the video of the meeting and examine the materials presented and still be able to participate in the vote.

In order to do that the Town would need to adopt G.L. c. 39, Sec. 23D by a majority vote of Town Meeting. If town meeting were to approve that provision, before any vote, the member would then need to certify in writing that he has examined all evidence received at the missed session, which evidence shall include an audio or video recording of the missed session or a transcript thereof. The written certification shall be part of the record of the hearing. Nothing

in this section shall change, replace, negate or otherwise supersede applicable quorum requirements.

On September 12, 1960 the town adopted MGL Chapter 39, Section 23, however, Section 23D was not adopted as state law until August 2006, so whatever the Town adopted in 1960 is not applicable. I plan to add this to the May town meeting warrant.

#### **SENIOR CENTER**

##### **1. General Update:**

Mr. Hadley stated at the last FISP Meeting they discussed with C & B to fix the driveway, camera, gutters and lighting issues and they are working on getting repaired. Mr. Rucho stated he does not feel the need to continue getting updates on this building project.

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

- **Wednesday, November 11<sup>th</sup> Town Offices are closed in observance of the Veteran' Day Holiday.**
- **Parking Ban is in effect beginning November 15<sup>th</sup> through April 30 from midnight to 5:00 a.m.- also no parking on the streets during daytime hours when it would hamper snow removal efforts.**
- **Your assistance in cleaning out around any fire hydrants in your neighborhood is appreciated so they are immediately available, if needed, for our first responders.**
- **The Town has been awarded a Sustainable Materials Recovery Program Municipal Grant from the Massachusetts Department of Environmental Protection in the amount of \$7,800.**

Ms. Lucier explained those funds can only use for certain uses; every year they purchase \$2,000 in recycled mulch for playground, mailing for town meeting and any additional membership costs for the Wachusett Recycle Center.

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

1. Mr. Crowley would like to add a discussion on Town Employees Social Media Policy.
2. Mr. Rucho asked if there was an issue with Tax Levy Stabilization Article from Town Meeting needs to be re-voted, Ms. Lucier stated it required additional language. Mr. Rucho stated even after Town Counsel reviewed it required more
3. Mr. Rajeshkumar asked about water/sewer bill and they are high, Ms. Lucier stated more people are home and have more use and also there was a 4% rate increase for the sewer and are based on the water readings. She explained Keri always confirms with the Water District if any accounts appear to be high.

#### **EXECUTIVE SESSION: Consider entering into executive session under the provisions of M.G.L. Chapter 30a, Section 21(A), Part 2 to discuss strategy with regards to contract negotiations with non-union personnel (Police Chief).**

Motion Mr. Rajeshkumar to enter into executive session under the provisions of M.G.L., Chapter 30a, Section 21(A), Part 2 to discuss strategy with regard to contract negotiations with non-union personnel (Police Chief) at 7:45 p.m. and will not convene following Mr. Crowley, second.

*Roll Call Vote:*

*Mr. Kittredge, yes*

*Mr. Rajeshkumar, yes*

*Mr. Hadley, yes*

*Mr. Rucho, yes*

*Mr. Crowley, yes*



*All in favor*

*Motion: Mr. Rucho to exit at 8:06 p.m. Mr. Crowley, second.*

*Roll Call Vote:*

*Mr. Kittredge, yes*

*Mr. Rajeshkumar, yes*

*Mr. Hadley, yes*

*Mr. Rucho, yes*

*Mr. Crowley, yes*

*All in favor*


Motion Mr. Rucho to adjourn at 8:06 p.m. Mr. Crowley, second all in favor.

Respectfully submitted,

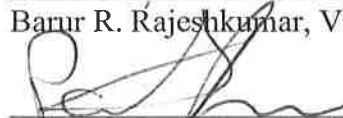


Faye D. Zukowski, Municipal Assistant


Approved: November 18, 2020

  
John W. Hadley, Chairman

  
Barur R. Rajeshkumar, Vice Chairman

  
Patrick J. Crowley, Clerk

  
Christopher A. Rucho, Selectman

  
Michael J. Kittredge III, Selectman

