

Town of West Boylston

140 Worcester Street, West Boylston, Massachusetts 01583

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TOWN CLERK'S OFFICE WEST BOYLSTON, MA

Select Board/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting October 7, 2020; 6:00 p.m.

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

Members NOT Present
Michael J. Kittredge III, Selectman
Invited Guests:

Mr. Hadley convened the meeting at 6:00 p.m. and stated it is nice to be back in town offices for this meeting. Roll call taken.

APPROVAL OF MEETING MINUTES:

• September 16, 2020 Regular Session

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

All in favor

September 23, 2020 regular Session

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

REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING SEPTEMBER 17, 2020 TO OCTOBER 7, 2020: Town Payable Warrants FY2021-13, and 14; Town Payroll Warrant FY2021-06 & 07; Sewer FY2021 SE08 & SE09; Municipal Light Plant #7 & #8; and School Warrant FY2021-S04, 05 & 06.

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

Police Chief Dennis Minnich Sr.:

- Introduction of new department employees:
 - Timothy Provencal
 - o Kyle Santoro

Chief Minnich introduced the new officers, TJ Provencal senior officer and newest officer Kyle Santoro and stated they are on the 3-11 and 11-7 shifts. Chief Minnich stated TJ lives in town and worked in Hudson prior and Kyle lives in Millbury and recently graduated the academy. He

is happy to have them on staff and they are doing great. The Board thanked them and asked them to be safe.

Mr. Hadley asked the Chief about the 9-1-1 system stating he received a call that someone could not get threw to 9-1-1 to report a tree down during the storm. Mr. Hadley stated the phone rang twenty-five times with no answer, they called back rang ten times no answer then they received a text back from East Bridgewater. The Chief explained the system is not perfect; the cell phone system is brand new and works with GPS off of your phone and should find your location and the call be routed to the Wachusett Dispatch. Mr. Hadley will provide the Chief with more information after the meeting.

• Citations:

Mr. Crowley stated he receives complaints from residents about speeding and thinks the police should start writing tickets. Chief Minnich stated he disagrees and does not like to write a lot of tickets but would rather stop cars and have behavior changes in driving. Mr. Crowley stated the monthly reports have been updated but he has not had a chance to review them. Chief Minnich stated the new report records when an officer is working traffic enforcement and the details of the enforcement. He explained that not all stops end result in citations but is documenting what they are doing. The Chief stated the new E-Ticketing program will add more information into these reports. He explained they also use the flashing radar speed limit signs which gather traffic amounts and speed information. He stated three out of the four signs are able to transmit reports back to the station. Chief Minnich stated with this information he is able to send officers out to the areas that see the most violations. He explained they just received a grant to have electronic citations in each of the cars which transmits directly in CJIS and can print a ticket in the cruiser. He explained this system also keeps track of warning citations. Chief Minnich stated Chief Sherbloom the new Chief in Holden is willing to share the information with all the towns on board with the Wachusett Regional Dispatch, the previously Chief was unwilling to share in the past. Mr. Crowley stated the patrols are not slowing people down, the Chief agrees. The Chief explained he also looks at where the accidents are occurring and assigns patrol in those areas. The Board reviewed the August report and the Chief explained where to find the information in the report. Mr. Crowley stated in places that have the flashing radar sign there is not a speed limit signs, the Chief stated these signs do not have a bracket to add these to them. Mr. Rucho asked if the reports can show how many cars were traveling at a certain speed, the Chief does not believe the reporting can break that out. The Chief stated his department was short staffed for a while and did not push for speeding patrols. He explained he has two officers that take care of the flashing radar signs and has over fifty brackets to hang them around town. Chief Minnich stated they have four of the flashing signs and they cost \$3,000 each. Mr. Rajeshkumar asked what will motivate the Chief to write tickets now that they have the E-Ticketing software. Chief Minnich responded it is an instant transmission and the RMV does not count warning citations and they can now see them. Mr. Rajeshkumar stated a month ago social media exploded with complaints about the speeding and he does not see officers sitting out doing speeding patrol. Chief Minnich stated with this data he can now see where the speeding is occurring and can send patrols to those areas.

• Coffee with the Chief:

The Chief stated that due to COVID he has not held any events, he stated the most he ever had meet with him was four people in a day. He is thinking about having it on the first Saturday of month but wants people to know he is available anytime. He hopes to start in January holding the coffee with the chiefs again and is hopeful that having it on a weekend will allow for more people to meet with him.

• New Department programs and training opportunities for residents:

Chief Minnich explained the department has been hosting Firearm Safety Trainings for many years and due to COVID had to make modifications to host the trainings. He explained they have added two new classes which are not a requirement for your LTC or FID; Firearms Familiarization Class which can be taken after Basic Firearms Safety Class is completed. Chief Minnich explained the students of the class will bring their own unloaded firearm to the class and the class is restricted to two or three students, this class will teach you how to hold and load the gun and how to keep the gun safe including the distribution of gun locks. Chief Minnich stated the third class is a Firearms Shooting Class is shooting at a range, he explained all classes have two trained instructors. He explained they have not held a shooting class yet due to COVID. Mr. Rajeshkumar asked if the classes are free, the Chief responded all the classes are \$60.00. Mr. Rucho asked if the classes are full, the Chief responded they have been. Chief Minnich stated he would like to hold R.A.D. Training (Rape Aggression Defense) for females only and would like to offer to female town employees including the school. He explained it is a three-night class and you must attend all three, he stated the gear was \$5,000 and was funded in budget. He would like to offer once COVID restrictions are lifted to allow more people in spaces. He stated Officer Westman is trained to teach this class and coordinates with other towns to hold the trainings. Mr. Rajeshkumar asked if this is available to the public, Chief Minnich stated it is but is offering a free class to town employees also, he believes this is a fantastic class.

• Recommendation and Board vote on 3-way stop sign location:

Ms. Lucier stated the was contacted from a resident on Keyes Street with concern about the intersection of Hosmer Street and Keyes Street being a three-way intersection. Ms. Lucier stated she has spoken with Gary and Chief Minnich and recommendation is to install a three-way stop sign. She explained this requires a Board vote and if approved Gary will contact dig safe which will take 72 hours for response and get the sign up as soon as possible. Mr. Rucho asked the Chief if this is something, he thinks the town should do, Chief Minnich responded he typically does not recommend three-way stops but feels in this is situation it will be beneficial.

Motion Mr. Rucho moved to approve placing a three-way stop sign at Keyes and Hosmer Streets, second Mr. Crowley.

Mr. Rajeshkumar asked for clarification on location of the signs, Chief Minnich responded that two more signs will be added.

All in favor

Mr. Rucho asked for update on station, Chief said no new issues the gutter guards will be installed and the heating is now working fine.

6:30 PM PUBLICHEARING, RE: ARTICLE XXIII – PUBLIC HEARING AND NOTICE, for the purpose of considering adopting Policy K-10, Policy on Sick Leave Bank:

Mr. Crowley read the public hearing notice. Ms. Lucier stated non union employees are covered under General Bylaw Article 21, Personnel Bylaws of the Town. She explained they are looking to create a sick leave buy back program which will be voluntary to full and part-time non-union town employees. She explained the purpose of the bank is to provide additional sick leave to contributing employees who are under going a prolonged illness or disability or who must care for a family member with an extended catastrophic illness or injury. Any part time or full-time employee may join after their probationary period ends with a successful review and within one month the employee shall donate one day of sick leave to the bank. She stated annually in the month of June each employee that participates shall contribute a day of accrued sick leave. She stated the program will be administered by a Sick Leave Bank Committee consisting of three members; two non-union employees and one member of Personnel Board. She explained the Committee shall act quickly when a request has been submitted and may deny a request and all requests will remain confidential and will become part of the employee's personnel record. She stated this has been reviewed by Personnel Board, they support the policy and also shared with department heads to share with staff. She explained if the Board passes this to go to town meeting this will become a policy to reference in the personnel bylaw. She explained having the policy referenced in bylaw will allow for changes outside of town meeting. Mr. Rucho asked for clarification on why the committee will meet if a request is received from a non-participating employee, Ms. Lucier explained the Committee will be the only ones reviewing requests so the must meet. Mr. Crowley believes this would be an admin duty, Ms. Zukowski stated this is the charge of the committee and would be confidential to pass to the committee. Mr. Crowley asked if there was conversation about donating more than one day, Mr. Rucho asked how many employees would be eligible. Ms. Lucier stated town hall, Senior Center, Admin at DPW and Police so many twenty-two. Mr. Rucho stated with a minimum amount it would take forever to have a good bank. Mr. Rucho stated could the policy state a minimum contribution and a maximum, Ms. Lucier recommended having minimum of one day. Mr. Hadley agreed with having just a minimum of one day and employees could donate what they want. Mr. Rucho stated they have to look at it from a financial standpoint and have a limit. Mr. Rucho recommended to have minimum of one sick day with maximum of five days.

Motion Mr. Crowley moved to close public hearing, second Mr. Rucho.

All in favor

Motion Mr. Crowley moved to approve Sick Leave Policy K-10 with changes discussed, second Mr. Rajeshkumar.

All in favor

JOHN DELOREY Jr. – Honoring our Fallen:

• October 12th 11-2 p.m. – Cleaning of Veterans' Graves:

Mr. Delorey introduces himself and explained that he lives in West Boylston and is involved with a group named Boston Wounded Vet Run. He stated he walks in the cemetery and sees there are lots of heroes buried in there. He stated the cemetery grounds are well taken care of but some of the stones need some care. He would like to have a couple volunteers to clean up some of the stones in preparation of Veterans Day. He stated he spoke with Kevin McKee and Nancy and has received approval for this from the Cemetery Commission. He has already spoken to the church about using the parking. He stated they will also be replacing flags if needed and disposing of flags. Mr. Hadley stated on behalf of the town it is greatly appreciated. Mr. Crowley asked if

they are still looking for volunteers, he stated they are and people should meet at cemetery with gloves and hand tools. He explained they will be using minimal chemicals mostly hand towels. Mr. Delorey stated the Town of Shrewsbury has invited them to perform clean up at their Mount View Cemetery also that day. Ms. Lucier stated she has some left-over gloves from town wide cleanup and trash bags, Mr. Delorey thanked her and will make arrangements to pick up. Mr. Rucho asked if the Historical Society has been contacted, Ms. Lucier will help him make contact with them.

ROBERT BARRELL, CHAIR OF BOARD OF HEALTH – HALLOWEEN GUIDENCE:

Robert Barrell, Chairman of the Board of Health stated the Board of Health met and decided that they prefer people do not go house to house trick or treating as it is a high-risk event. He stated if they do go out, they aske they wear a mask, use hand sanitizer between houses, social distance and small groups and avoid as much contact as possible. He stated the Board of Health will use the guidance of CDC and from the State. He stated the Governor recommended they place candy out by street on table and if you did not want to participate you keep you outside lights off and not to answer your door. He explained he and the Town Administrator looked at area towns and most are following the CDC Guidance with the exception of Leicester and Worcester have cancelled door to door trick or treating. He stated a couple issues may occur if they decide to ban door to door trick or treating without the support of the police department it may be an issue. He stated they feel that people should take personal responsibility and host virtual event or private family parties. Mr. Rajeshkumar asked what could go wrong if they ban it, Mr. Barrell replied how will they control that and feels people will go out anyway. Mr. Barrell stated the Governor had concern that if they ban door to door trick or treating this would lead to house parties and gatherings in doors. Mr. Rajeshkumar stated not everyone is tested in West Boylston and even if tested they cannot be sure that every household is COVID free and could be handing out candy. His concern with children eating candy on the spot and not waiting until they bring it home. Mr. Barrell stated that people bring their children to Walmart and it could be contracted there and said this is a real challenge and they understand the risk. Mr. Rajeshkumar thinks this is a bad idea. Ms. Lucier stated she spoke with Fire Chief and with Mr. Barrell and people are supposed to disclose they have COVID if someone comes to the door. Mr. Rucho stated some people may have it and do not know it. Mr. Rucho stated on Facebook there are posts that Worcester and Marlboro are not having trick or treating. Mr. Barrell stated the Board of Health will be meeting next week and he can place on the agenda under COVID. Mr. Hadley stated he would like the Board of Health to report back to them before the town meeting and they could get the word out. Mr. Crowley stated his concern is with cars from Worcester coming to town with kids to trick or treat and asked if Board of Health had discussed, Mr. Barrell stated their meeting was prior to Worcester making that determination. Mr. Crowley would like the Board of Health to know that may happen. Mr. Barrell stated parents should access if this is beneficial for their own children to participate in door to door trick or treating. Mr. Barrell stated his concern is with the teenagers being out all together not wearing masks and Halloween masks are not sufficient. Mr. Barrell would like to know if the Police Department will back the Board of Health with enforcement, Chief Minnich supports the Board of Health but askes what the police are supposed to do on Halloween when a family is walking down the street trick or treating there is not any enforcement, they can use to tell people to go home. He said the police can put on their website that the Board of Health does not support the trick or treating door to door, but plans to still have extra patrols out that night. Mr. Barrell agrees this cannot be enforced by the police and the Board can only make a recommendation. Mr. Crowley believes if the Board of Health bans trick or treating the number of people that would have participated will be much less. Mr. Rajeshkumar asked what other towns police department will be doing that have banned trick or treating, Chief Minnich does not know what they will do because there is not a law to use to cite people. Mr. Rucho agreed with Mr. Crowley that if the Board of Health cancel it will deter most people from coming out or having a house party. Mr. Barrell stated the last four cases the town has where people under the age of 30. Mr. Crowley would like the Board of Health to give a statement at town meeting if they decide anything at their meeting.

NEW BUSINESS:

Town Meeting Items:

Assign motions for October 17, 2020 Semi-Annual Town Meeting:

Article 1 Chris Rucho

Article 2 Patrick Crowley

Article 3 Michael Kittredge

Article 4 Barur Rajeshkumar

Article 5 CPC, Steve Blake

Article 6 John Hadley

Article 7 Chris Rucho

Article 8 Patrick Crowley

Article 9 Michael Kittredge

Article 10 Barur Rajeshkumar

Article 11 John Hadley

Article 12 Chris Rucho

Article 13 Patrick Crowley

Article 14 Michael Kittredge

• Vote to endorse articles:

Motion Mr. Crowley moved to endorse Article 13, second Mr. Rucho.

All in favor

Mr. Rucho asked if they will be transferring any funds to Capital Investment Fund, Ms. Lucier stated they are waiting for Free Cash certification.

Motion Mr. Crowley moved to endorse Article 4, second Mr. Rucho.

All in favor

Mr. Hadley asked if they should endorse the article for the Mixter fields, Mr. Rucho stated they have never supported CPC projects in the past. Mr. Crowley stated if article 5 passes 6 is simply to apply for a grant.

• Final review of informational mailer for town meeting:

Mr. Rucho asked how we will notify if there is a change due to weather, Ms. Lucier stated they will use electronic signs and MA Highway signs and website notification.

Motion Mr. Rucho moved to approve the informational mailer with change, second Mr. Crowley.

All in favor

• Worcester Regional Transit Authority:

Ms. Lucier stated there is a position on the advisory board and is a voting member position for a rider, she will send to item and website.

• Request from Steve Migridichian for possible TIF for a potential tenant:

Ms. Lucier stated Steve has a possible tenant that is looking for 100,000 square feet and is hoping the town is interested in offering a TIF, Mr. Hadley would like to have him in for a meeting and bring the proposal to the Board. Ms. Lucier will invite Steve and individual interested in to a future meeting.

• Consider Voting to sign November 3 Election Warrant

Motion Mr. Crowley moved to approve signing the Election Warrant, second Mr. Rucho. All in favor

TOWN ADMINISTRATOR'S REPORT

1. Update on Green Communities Projects:

On October 1st we had our Kick Off Meeting for our Green Communities Projects. The delivery of the equipment for LED Lighting Project will take 4-6 weeks, and the MLP plans to install the units as a priority project as soon as they arrive. The variable frequency drive for the library pump will be installed during the month of December and that work is expected to be completed within one week. The weatherization portion of the project will take up to two weeks. There will be no disruption in the ability to provide heat to the library during the project.

I am working on finishing up our annual report for the Green Communities Program and just submitted propane use for the DPW, which was the last item remaining. Green Communities has not yet announced any dates for the next round of funding, but we will be in good shape to apply for the next round.

2. Update on CARES Act Funding:

On October 1st Town Accountant Leslie Guertin and I listened to the CARES Act Coronavirus Relief Fund – Municipal Program Round 2 webinar. The Town was eligible for up to \$724,298 in funded. The first round of funding covered July 1 through September 30th. We applied for and received \$118,090. Department heads have until Thursday, October 22nd to report on whether their original spending projection needs to be increased. This application round goes from October 1 to 30th and you must receive beneficial use of services by December 30, 2020. They will allow up to 60 days of stockpiling for such items as masks and hand sanitizer.

Mr. Rucho asked if the town already received \$724,000 in the first round, Ms. Lucier stated we have that available to us and it was based on department forecasted needs but have only used \$118,090. She stated they are now asking departments to go back and if there is more that they think they may need we can tap into more of this funding. She explained we have also applied to MEMA for a FEMA grant to pay for this 75% and the other 25% we can put against this. Mr. Crowley asked if this has been offered to the school, Ms. Lucier stated they have their own funds they can utilize.

3. Update on Town Counsel Trainings:

We concluded our 2020 Town Counsel Training Session on September 28th. Carolyn Murray presented How to Conduct a Flawless Public Hearing. Concluding each training, the power point presentations were provided to the attendees along with a Seminar Evaluation Sheet and the list of Town Counsel seminar offerings. For the most part, the responses to all the trainings offered, Conflict of Interest & Ethics, Open Meeting Law, Effective Enforcement for Zoning, Planning, Health Board and Conservation Commissions, and How to Conduct a Flawless Public Hearing, have been very positive on the trainings provided. One individual felt that the Effective Enforcement session would have encouraged more questions if specific experiences

the presenter had in other towns were brought up, we also received a few suggestions for additional trainings, which we will consider in 2021.

Mr. Rajeshkumar stated he was present for both trainings and this was one of the Selectmen's goals and very few board members attended and wished more had attended. He asked how can we attract more board members to attend these trainings, Mr. Rucho stated he was disappointed with the attendance. Ms. Lucier stated they were given the PowerPoint presentation and offer a DVD copies. Ms. Lucier stated she recommends the chairman of the committees and boards address the attendance of these trainings. Mr. Rucho stated when people sign up and become a committee member, we asked them to sign up for trainings when they are available, Ms. Lucier stated she agreed. Mr. Rucho stated we could even hold as a Zoom meeting even after COVID restrictions. Mr. Rajeshkumar would like to attract more people to attend.

4. Update on Grants:

We did not receive the Shared Streets grant for upgrading our crosswalk signals. We will continue to investigate other opportunities for that project. The Town Clerk applied for and just received of a \$5,000 grant award from the Center for Tec and Civic Life. These grants are funded in part from a donation from Mark Zukerberg of Facebook. The funds are to be used for planning and operational safe and secure election administration in the town. We will have an agenda item on our next meeting for the Board to vote to accept that grant, which will be deposited into a Chapter 44, Section 53A account and may be expended by the Town Clerk without further appropriation.

Mr. Rajeshkumar asked what it will be used for, Ms. Lucier stated this can be used for anything to safely hold the election. Mr. Rucho asked if we will get information what she uses it for, Ms. Lucier stated it can be used for extra people or anything to have a safe election.

5. Report on Fall Town-Wide Cleanup Day Event:

Our Fall town-wide cleanup day event was a great success. I would like to thank Norma Chanis, Patrick McGreal and Michelle Brown for all their hard work. We had close to 100 volunteers come out to help us for our clean up event. Special thanks to North End Motors for their contribution which allowed us to purchase Team Up to Clean Up t-shirts and Republic Services who provided the town with a dumpster and cleanup day supplies including gloves and high-visibility vests.

We had a great turn out for our lunch at the senior center. Thanks to The Mill, Froze Zone, Kate Boston, Steve's Pizza, and Norma and Steven Chanis for their donations. Also a special thank you to the Fire Chief who was out with his crew, the Police Chief who drove around to keep the speed of traffic down, Raj for serving as the official photographer for the day, Will Rucho who drove around town picking up truckloads of yellow bags and delivered them to the dumpster located at the DPW and Jim Novia who cleaned up following our lunch at the Senior Center.

Ms. Lucier stated she reached out to Representative O'Day and Senator Harriet Chandler about the bottle bill as they picked up many nip bottles during the cleanup. Mr. Rucho stated the email response was that there is a bill going through the committee.

6. Building Inspector response on Use of Temporary Structures

The Building Inspector tells me that the tents, which are being used for temporary structures and have been put in place during the Covid-19 pandemic, required a permit, which is valid

for 180 days. After 180 days, a new permit must be applied for. The renewal process would require a site plot plan showing location of the tent and any other structures in the plan. After the pandemic, the occupancy of the tent must be added to the existing occupancy of the restaurant. If this total requires an addition of 15 or more parking spaces, it would require site plan approval by the Planning Board. There is also nothing in the Zoning Bylaws which indicates that tents are prohibited.

The Building Inspector also noted that the Building Code regulates tents which are temporary structures and require a building permit. As long as patios or like are not attached to a building, they do not require a building permit. If a structure becomes permanent, it will require permits and possibly site plan review. He sees no need to change any by-laws at this time.

Mr. Crowley asked if the occupancy of the tents will need to go the ABCC as well as the Board, Ms. Lucier stated they can send something out to all the license holders. Mr. Rucho stated most places will take down for winter but permanent structure is different. He also asked about the patios will also have to apply to get change, he is concerned with the parking spaces and will need to amend their permits.

SENIOR CENTER

1. Lawn Discussion:

Mr. Hadley stated he and Nancy met with irrigation company and waiting for quote. He stated there are outstanding issue that Lisa has and has invited John MacMillon and R.A.C. to the next meeting. Mr. Crowley stated he has concern with the loam situation, Mr. Hadley stated they invited to next week's FISP meeting. Mr. Crowley stated he had conversation with Mike Kittredge and thinks he stated \$18,000 worth of Loam was trucked in when they tore down the Mixter Building project. Mr. Rucho would like an email to Tony to get his recollection if it was as required. Mr. Rucho asked why the Town Administrator invited to look at irrigation and not the DPW and the Senior Center Director, Ms. Lucier stated they plan to use remaining funds from the project.

2. Other Outstanding Items:

MEETINGS, INVITATIONS & ANNOUNCEMENTS:

- October 13, 2020, 6:30 p.m. FISP meeting with School ZOOM
- Early Voting: Room 120 Land Use Meeting Room for October 16 October 30
 - o October 17, 12-4
 - o October 18, 8-12
 - o October 19, 8:30-4
 - o October 20, 8-4
 - o October 21, 9-7
 - o October 22, 8-4
 - o October 23, 8-1
 - o October 24, 2-4 and 6-8
 - o October 25, 10-2
 - o October 26, 8:30-4
 - October 27, 8-4
 - o October 28, 9-7
 - o October 29, 8-4
 - October 30, 8-2

Mr. Rucho asked if the early voting information is available on the website and would like on the main page of the town website. Ms. Zukowski stated they can amend how the link is set up.

- Saturday, October 17, 9:30 a.m. Special Meeting of the Board prior to town meeting
- Saturday, October 17, 10:00 a.m. Town Meeting outside on baseball field at Middle/High School Warrant is on the website.

FUTURE AGENDA ITEMS/SELECTMANS REPORTS:

Mr. Crowley would like to revisit a town wide Facebook Social Meeting, Mr. Rucho thinks this was discussed in the past.

Mr. Crowley would like to discuss funding for the crosswalk signs since the grant was not received. Mr. Rajeshkumar asked if there was an update on the library, Ms. Lucier stated the Trustees are working on a plan. Mr. Hadley would like to add to next agenda.

Motion Mr. Crowley to adjourn at 8:16 p.m. Mr. Rajeshkumar, second all in favor.

Respec	tfully sub	mitted,	
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Have D	Tulows	ki Municipal	Aggigtont

Approved: October 21, 2020

John W. Hadley, Chairman

Barur R. Rajeshkumar, Vice Chairman

Patrick J. Crowley, Clork

Christopher A. Rucho, Selectman

Michael J. Kittredge III, Selectman