



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

Select Board/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting May 26, 2021; 6:00 p.m. Via Zoom

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: Nancy Lucier, Town Administrator Faye Zukowski, Municipal Assistant

Others Present: (names taken from the Zoom login list): Ken Cleveland, Ron LaFlash, Kevin Krasneck of CMRPC, Don Allan of Rebuildex, Rich R, Marc Freidman, George Tignor Building Inspector

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

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.

PUBLIC COMMENT (Immediately after executive session concludes): This fifteen-minute period is an opportunity for the public to address their concerns and questions regarding town operations and programs to the Board. Except in urgent circumstances, any matter presented for consideration by the Board shall not be discussed in detail nor acted upon by the Board at this meeting. A scheduled time on a future agenda may be set at the Board's discretion. Complaints or criticism directed at staff, volunteers, or other town officials shall not be permitted. If we do not have Open Session items to discuss, other agenda items may be brought forward earlier.

APPROVAL OF MEETING MINUTES:

- **March 13, 2021 Regular Session:**

***Motion** Mr. Rajeshkumar moved to approve; Mr. Crowley second.*

Roll Call Vote:

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

- **April 28, 2021 Regular Session:**

***Motion** Mr. Crowley moved to approve; Mr. Kittredge second.*

Roll Call Vote:

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

REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING MAY 5, 2021 to MAY 19, 2021: Town Payable Warrants FY2021-46, 47 & 48; Town Payroll Warrant FY2021-23; Sewer FY2021-SE25; MLP #25 & 26; and School S20 & 21.

***Motion** Mr. Crowley moved to approve with amendment to include MLP 26; Mr. Rajeshkumar second.*

Roll Call Vote:

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

DON ALLEN, REBUILDEX -UPDATE ON TOWN HALL BUILDING REPAIRS:

Mr. Allan gave the board and update on the repair status and MIIA has approved all the requests to date. He explained they are currently working on the flooring, and paint color selections. He gave the board a timeline of finishing first floor by end of July as this is the priority to get staff back into their offices. He stated MIIA issued a credit back to the town and they will be able to apply to the insulation package \$21,000 may give the town some credits to be used on the project elsewhere. He explained the credits are from the town not rebuilding the meeting room stage and for not installing hardwood flooring. He anticipated the insulation to begin next week and plaster on June 8th. He stated they are waiting on numbers from New England Mechanical. Mr. Crowley asked if a lighting and sound engineer has been used to create a television studio, Mr. Allen stated the lighting plan was received from Mackenzie Engineering and lighting fixtures were chosen but were not acceptable and LED dimmable were substituted. Mr. Crowley is concerned that they did not accept the engineers' recommendations. Mr. Allen stated a sound engineer was not retained by him or on behalf of the town. Mr. Hadley explained they decided on spray in foam insulation to help with the sound concerns in the room. Mr. Rucho agreed with Mr. Crowley with not going with the recommendations, Ms. Lucier stated they worked with the lighting engineer and the fixtures were

changed not the locations and gave an overview. Mr. Hadley stated the first floor is the most important right now and getting everyone back in their offices and the second floor can still be changed but the most important thing is to get the insulation done on the first floor. Mr. Rucho believes a sound engineer should be contacted and they may recommend carpet or different insulation. Ms. Lucier stated the adjuster Lee who works for the insurance and made recommendations about the sound and insulation. Mr. Hadley stated this meeting room will never be recording studio quality, Mr. Rucho stated they just want to fix the echo in the room. Mr. Rajeshkumar asked if there is still time for changes, Mr. Hadley stated there is but they want to keep this project moving to get offices back in spaces. Mr. Crowley wants to be sure that the lighting engineer agrees to the fixture changes made, Ms. Lucier will follow up with engineer on lighting replacements. Mr. Rucho would like a report from the specialist that Lee spoke with regarding the sound, Mr. Crowley stated the Board requested a sound engineer. Mr. Allan presented an insulation plan to the Board which included sound assisting insulation. He explained that he will need to know what to do with the insulation in order to begin the first floor to meet end of July target. Mr. Allan state he and John are in the process of selecting the second-floor flooring, he explained the only flooring selected is the stairways from basement up to second floor which will be a broadloom carpet as it would be the best application. He explained they are discussing placement of luxury vinyl plank but are still sorting out the applications. Mr. Crowley stated he has no issues with moving forward with first floor until a sound engineering is onboard.

KEVIN KRASNECKY, ASSOCIATE PLANNER, CENTRAL MASS REGIONAL PLANNING COMMISSION – TIP DISCUSSION:

Mr. Krasnecky introduced himself and Mr. Richard Rider of CMRPC. He explained TIP is the Transportation Improvement Plan and is a Federally required five-year document to be updated annually. Mr. Krasnecky presented a map indicating the Federal Aid Eligible Road Classifications, and Federal Aid Jurisdiction. He gave the board an overview of the process of applying for a TIP project. He stated all projects must be submitted through MAPIT (Massachusetts Project Intake Tool) a web-based application. He stated this is initiated through MA DOT District 3 office. Mr. Krasnecky stated the TIP development begins in December and at the January MPO meeting they will have projects proposed. He explained the TIP funding will be limited and all projects submitted are scored. Mr. Kittredge asked if these will be a 90/10 funding, Mr. Krasnecky stated it will depend on the funding used. He explained the town will pay engineer design costs, any easement or land takings, and any environmental issues and design costs are usually 10% of overall project costs. Mr. Krasnecky stated it could be a five-year process for projects. Mr. Kittredge asked if projects with bike lanes or upgrading sidewalks are receiving preference, Mr. Krasnecky stated all projects are now required to adhere to the Healthy Transportation Policy. Mr. Crowley asked if the process will take five years what is the turnaround for projects ready to go completion, Mr. Rider stated could be four to seven years. Mr. Rider explained the FY26 projects are already fully prescribed and FY27 will begin in December. Mr. Rajeshkumar asked about upgrades to Route 12, Route 140, and Franklin Street and asked if this will fall under a TIP Project. Mr. Rider explained the West Boylston, Boylston and Shrewsbury participated in a study a few years ago which looked at Route 140 they completed a report and it is available on the CMRPC website. He stated the report could help West Boylston with the application process. Mr. Rider stated the town would need permission from Mass Highway to put this project into the MAPIT system. Mr. Kittredge asked if engineering consultants would be beneficial to assist and help with the process, Mr. Ride stated at times he has seen it be beneficial. Mr. Rucho asked what the next step is, Mr. Rajeshkumar stated it would be to

decide a project with the Transportation Committee then begin working on submitting an application. Mr. Hadley would like to add to a future agenda.

NEW BUSINESS:

- **Consider adding a board member as a liaison for the town hall project:**

***Motion** Mr. Crowley moved to appoint Chris Rucho as the liaison; Mr. Kittredge second.*

Roll Call Vote:

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

- **Consider request for the following Business Licenses for 2021:**
 - **Captain Ron's Catering Common Victuallar**
 - **Captain Ron's Catering Vendor License**

Mr. LaFlash stated he will be submitting application for the RFP and is hopeful to be part of the situation and that is the reason he is applying for an annual license instead of 1 Day for the upcoming Recreation event.

***Motion** Mr. Rucho moved to approve the Common Victuallar and Vendor; Mr. Kittredge second.*

Roll Call Vote:

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

APPOINTMENTS & RESIGNATIONS

- **Concurrence on the following April 2021 and June 2021 Town Administrator Reappointments**

BOARD OF ASSESSORS:	James J. Swalec	4-30-2021 (3 yrs)
AGRICULTURAL COMMISSION:	Sigle Philbin	4-30-2021 (3 yrs)
CONSERVATION COMMISSION	David Mercurio	4-30-2021 (3 yrs)
PARKS FACILITIES COMMITTEE	Patrick Inderwish	4-30-2021 (3 yrs)
ANIMAL CONTROL OFFICER	Steve Jones	4-30-2021 (1 yr)
HISTORICAL COMMISSION	Edward Ramstrom	4-30-2021 (3yrs)
TRANSPORTATION COMMITTEE	Kevin LeClaire	4-30-2021 (3 yrs)
CULTURAL COUNCIL	Jodi Barnard	4-30-2021 (3 yrs)
	Lauren Espe	4-30-2021 (3 yrs)

INSURANCE ADVISORY COMMITTEE	Marcia Cairns	4-30-2021 (1 yr)
VOLUNTEER GRANT COORDINATOR	Linda Marsh	6-30-2021 (1 yr)
VETERANS AGENT	David Lauzon	6-30-2021 (1 yr)

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

Roll Call Vote:

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

- **Concurrence on the following April 2021 and June 2021 Selectboard Reappointments**

BY-LAWS COMMITTEE	David Mercurio	4-30-2021 (1 yr)
PERSONNEL BOARD	Larry Chism	6-30-2021 (3 yr)
	Faye Zukowski	6-30-2021 (1 yr)
AFFORDABLE HOUSING TRUST	Patricia Halpin	6-30-2021 (3 yr)

***Motion** Mr. Rucho moved to approve; Mr. Rajeshkumar second.*

Roll Call Vote:

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

TOWN ADMINISTRATOR'S REPORT

1. Update on Sewer Usage Bills

We will be making a change to the sewer usage bills. The current post card system is being replaced with a bill within an envelope. Many residents have voiced their concern with the current post card system, which they feel is small, easily misplaced, and it allowed others to read their sewer account information. We are hoping to get the new system up and running, at the earliest, with the July sewer billing.

2. Update on DPW Director Search

The job advertisement and job description for the DPW Director position has been updated to include the Cemetery Division. The position has been posted on the MMA website. The deadline for applicants to respond is June.22nd. At this time, there are no other postings on the MMA website for this position. The last time we advertised five other communities were seeking to fill their DPW Director positions.

MEETINGS, INVITATIONS & ANNOUNCEMENTS:

- June Meeting Schedule: June 2 and June 30

Mr. Rucho asked why 1st and 5th of the month, Ms. Lucier stated she did not think we would have anything for the 3rd week but wanted the 5th to get all year end transfers in if needed. Mr. Rucho would like to schedule 1st and 3rd and possible special meeting for the 30th.

- Many Classes have start up at the Senior Center and seniors are encouraged to check the website calendar for those offerings.
- June 11th – Father’s Day Drive Thru at the Senior Center with a Strawberry Shortcake Special – contact the Center 508-835-6916 for further information.
- There are many upcoming events at the Library – check out their webpage
- Discuss whether next meeting will be in person or via ZOOM

Mr. Crowley asked if they were to go in person how would it get recorded, Mr. Rucho requested it be at the school in media room over the senior center due to the better sound quality. Mr. Crowley is in favor of getting back to in person meetings. Mr. Rajeshkumar agrees but is concerned about location, Mr. Crowley stated Mr. Rucho spoke to school and should not be an issue. Mr. Rucho requested to have June 2nd on ZOOM and then go to in person.

FUTURE AGENDA ITEMS/SELECTMANS REPORTS:

- Mr. Crowley made announcement that the Memorial Day events will be held on Memorial Day on the Common and events brochure is on the town website. He stated this year’s events will be held in memory of Jack McCormick.
- Mr. Rucho requested the TIP information be sent to the Transportation Committee to keep this project moving forward.
- Mr. Rucho thanked Mr. Hadley for his service to town committees and hope that in the future he may continue. Mr. Hadley thanked Nancy and all Town employees for their work and years of service. Mr. Rajeshkumar stated is has been an honor to work along with John and thanked him.

Motion Mr. Rucho moved to adjourn at 7:09 p.m. Mr. Crowley, second all in favor.

Respectfully submitted,

Approved:

Faye D. Zukowski, Municipal Assistant

Christopher Rucho, Chairman

Barur R. Rajeshkumar, Vice Chairman

Patrick J. Crowley, Clerk

Michael J. Kittredge III, Selectman

Kristina Pedone, Selectman