



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

## **Selectboard/Sewer Commission Meeting Minutes**

<b>Date / Time / Location of Meeting</b> January 22, 2020; 5:30 p.m.; Selectboard Meeting Room, 140 Worcester Street
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<b>Members Present</b> Patrick J. Crowley, Chairman Barur R. Rajeshkumar, Vice Chair John W. Hadley, Clerk Christopher A. Rucho, Selectman Michael J. Kittredge III, Selectman
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<b>Members NOT Present</b>
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<b>Invited Guests:</b>
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Mr. Crowley convened the meeting at 5:30 p.m. All members are present.

### **PUBLIC COMMENT – 5:30PM:**

No one came forward under this agenda item.

### **APPROVAL OF MEETING MINUTES:**

January 8, 2020, regular session

Motion Mr. Hadley to approve, second Mr. Rucho, all in favor.

January 9, 2020, regular session

Motion Mr. Rajeshkumar to approve, second Mr. Hadley, all in favor.

### **REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING JANUARY 9, 2020 TO JANUARY 22, 2020: Town Payable Warrants FY2020-29 and 30; Town Payroll Warrant FY2020-14; Sewer FY2020-SE12 Municipal Light Plant #20 and School Warrant FY2020-S12.**

Motion Mr. Rajeshkumar to approve, second Mr. Hadley, all in favor.

### **6:15 p.m. PUBLIC HEARING IN CONFORMITY WITH GENERAL BYLAWS OF THE TOWN OF WEST BOYLSTON, ARTICLE XXIII – PUBLIC HEARING TO CONSIDER ADOPTING FEES FOR USE OF THE SENIOR CENTER (cont)**

Janice Ash presented an updated rental fee schedule to the Board. She explained there would be no charge for non-profit for West Boylston residents only. She explained the unused rooms will remain locked during the time of a rental. She stated there had been issues with the

reception area being used, and also the copier being used which is not allowed as part of the rental use. Mr. Hadley would like to see a \$20 difference between the multipurpose room rental and the multipurpose room and kitchen rental. The Board would like to see the multipurpose room and kitchen \$60 for residents' weekdays and \$80 for non-residents weekday and \$80 for residents' weekends and \$100 for non-residents weekends. Mr. Crowley asked about commercial use, Ms. Ash responded it is not permitted at this time. Ms. Patricia Condon asked if the kitchen is currently being used by the Senior Center, Ms. Ash responded it is and gave examples of meal events that have been prepared in the kitchen. Mr. Hadley asked if the groups are required to provide insurance, Ms. Ash responded they are required to provide insurance listing the town as an additional insured and also to have a current Servesafe Certificate. The Board had discussion on the insurance requirements, Ms. Lucier clarified that the towns insurance required renters to list the town as an additional insured. Mr. Crowley would like town counsel to review, Ms. Lucier stated town counsel had reviewed the previous draft but she will send back for an updated review. Mr. Rucho asked about the \$300 security deposit, Ms. Ash stated it was removed. Ms. Condon asked how the fees were established. Mr. Crowley responded the architect had suggested fees for the kitchen use and the Council on Aging and Director established the fees for use. Ms. Condon asked if the rentals have started, Ms. Ash responded that have and gave some examples. Unidentified resident asked why it is being rented and stated it is a senior center. Mr. Crowley responded that the rentals are for after hours when the seniors are not there. Ms. Condon asked where the funds collected from rentals will go. Mr. Crowley stated it will go to special account to be used for extra costs occurred from the rental use.

Motion Mr. Hadley to approve the rates as discussed, second Mr. Crowley, all in favor.

### **Police Chief Dennis Minnich & DPW Director Gary Kellaher, - Crosswalk Discussion**

Sergeant James Bartlett provided the Board with a report on crosswalks in town prepared by Chief Minnich as he was unable to attend. He explained there are 49 crosswalks in town and of those 9 are the push to walk crosswalks. He stated the crosswalk at Cumberland Farms is not yet completed. Mr. Crowley asked for suggestions on places to install more push to walk crossings. DPW Director Gary Kellaher stated he plans to meet with the Chief to go over the crosswalks in town. Mr. Kellaher stated the Complete Streets Tier 3 programs are eligible for state funding. He explained cost estimates can be completed by CMRPC with the Complete Streets Program and then move to submission on the plan request. He would like to see all sidewalks evaluated. He stated he has concern with the Route 140 and Route 12 intersection and would like to remove the island. Mr. Hadley stated he has concern with sidewalk and crosswalks at the school. Mr. Crowley stated the current crosswalk lights at the school are not bright enough. Ms. Lucier stated the Board had three choices at the time for the lights at the school they chose to go with the least expensive in order to purchase more. Mr. Kellaher would like to look into the Complete Streets Program and also a top shelf light for the school. Mr. Rajeshkumar asked about the Complete Streets Funding and if the dangerous crosswalks will be included. He stated he believed sidewalk, crosswalks and redesign was already awarded. Mr. Kellaher responded that all the prior projects should be completed first then move on to new projects. Mr. Rajeshkumar stated he believed the town did not use the past funding; Ms. Lucier stated they did not but an extension was issued. Ms. Lucier stated the Board was tasked with determining the dangerous intersections in town, she named off the intersections. Mr. Rucho asked about adding a crosswalk between S&S Farms and the deli, Mr. Crowley

responded that he believed there is one. Mr. Hadley asked how many crosswalks have “Yield Pedestrian”, Sergeant Bartlett responded that there are only a couple. Mr. Crowley would like this to be added to the Complete Streets application and Mr. Hadley state he would like the school addressed right away. Mr. Kellaheer stated on option would be to add a bolt on sign to the road, Mr. Crowley responded that he did not think the Chief wanted that type installed. The Board would like a price on the school crossing lights from the DPW Director. Sergeant Bartlett exited the meeting.

## **DPW DIRECTOR GARY KELLAHER**

Mr. Kellaheer updated the Board on the Plowing of Private Streets. He explained they are included in the Policy for Snow and Ice. He stated they are on separate plow routes and are serviced last. He explained the DPW is not permitted to expend any town funds on the private roads but can use surplus material, he would like to continue this policy. Mr. Kellaheer stated unaccepted roads are not included in this policy, but explains if there is a public safety need, they will respond. He stated Oxford Street and Howard Avenue do not get plowed due to not having any homes on those streets, Mr. Rajeshkumar stated there are houses on Howard Avenue. Mr. Rajeshkumar asked for clarification on the streets that are plowed. Mr. Kellaheer stated he will plow the private streets that the Board approves. Mr. Rajeshkumar wanted to be sure that if the town plows some they plow all of them. Mr. Kellaheer responded that the street needs to be in acceptable condition in order to be plowed, he will recheck Howard Avenue. Mr. Crowley would like the condition of the streets to be documented. Mr. Crowley would like the policy to include the statement about the condition of the road. Ms. Lucier suggested amending the policy to include the streets that are approved at Town Meeting and add language about the condition of the road. Ms. Lucier explained that the bylaw language should be merged into the policy. Mr. Kellaheer stated the MassDOT has all town roads listed and they are listed as private and public. Mr. Rajeshkumar asked if the town provides street signs to the private roads, Mr. Kellaheer responded they are purchased, installed and reimbursed by residents of the private streets. Mr. Rajeshkumar stated he would like the town to purchase the signs for the private streets.

Motion Mr. Rajeshkumar to have the town put all street signs on private streets and maintain, second Mr. Hadley, all in favor.

Mr. Crowley stated the signage should be replaced as policy has always been done.

Mr. Kellaheer announced the ice-skating rinks are open as of today. Ms. Lucier discussed notification of rinks being open and closed, the Board would like it to be done as it always had with a sign at the rinks. Ms. Lucier stated the rinks look great and thanked the DPW.

Mr. Kellaheer updated the Board on his budget, he stated the budget is in good shape at 42% remaining and the snow and ice accounts are in the positive as of now.

Mr. Kellaheer gave an update on Chapter 90, stating the roads he is looking to improve are: Temple Street, Hartwell Street, Prospect Street (the remaining 1200 feet seam to seam). He explained he will be in contact with CSX Railroad to get the railroad crossings improved. He will be requesting they place West Boylston on the schedule for improvements. He stated the town currently has \$213,000 and the FY20 Chapter 90 amount were just released last week and he did not have the figure.

Mr. Kellaheer stated to the Board that he has submitted his capitol requests and they are the following; trackless, dump spreader truck, stump grinder but suggest renting one instead of purchase, and a backhoe. Mr. Hadley asked if he plans to have the roads ground or just a layover,

Mr. Kellaher stated he would like to have full depth reclamation on roads. Mr. Crowley asked if he is using the road assessment that was completed in the past, Mr. Kellaher stated he has created his own assessment. Mr. Rucho asked if he used the Pavement Management and if he keeps it updated. Ms. Lucier stated it has not been updated since it was established. Mr. Crowley would like to see it updated; Mr. Rucho stated it may be helpful in the future.

### **Celebrations Committee Members Michaun Fowler & Tony Sanders – 2020 Events**

Tony Sanders and Michaun Fowler provides the Board with an update on upcoming plans. Mr. Sanders stated they plan to coordinate with DCR in order to only have one cleanup day in town. Mr. Sanders explained they plan to form subcommittees for the events. Ms. Fowler stated they have solicited volunteers and have four committed members so far. Mr. Sanders stated they plan to have a spring celebration around Easter possibly an Easter egg hunt, assist with the Memorial Day events, and a fall festival. Ms. Fowler stated they have plans to make this year's event larger than last year. She stated they already have vendors booked. Mr. Rajeshkumar asked about hosting fireworks and if the committee is done, Ms. Fowler stated they are still planning on it. Ms. Lucier stated the Town Celebration Committee is still in effect and that two members will work on the Memorial Day Celebration and the others will work on other celebrations. Ms. Lucier discussed the advertising banners on Route 12, she explained the Light Department received a request from MassDOT to remove them as the State does not allow advertising on state roadways. Mr. Rajeshkumar stated if the banner fundraiser cannot be help than the fireworks cannot be held.

### **NEW BUSINESS**

1.Approve the hiring of James Houghton to the position of Driver/Skilled Laborer for the Department of Public Works at Step 1, \$19.90 conditional upon successful pre-employment physical.

Motion Mr. Hadley to approve the hiring, second Mr. Rajeshkumar, Messrs. Crowley, Rajeshkumar, Rucho and Hadley yes; Mr. Kittredge recused himself from the vote.

2.Consider changing the name of the Bruce L. Shepard Public Safety Building to the Bruce L. Shepard Fire Headquarters.

Ms. Lucier stated Town Meeting dedicated the name and believes the Board can vote to change.

Motion Mr. Rucho to approve the change, second Mr. Rajeshkumar, all in favor.

3.Board input welcomed on goals for the Police Chief prior to January 30.

4.Nomination papers are available at the Town Clerk's office, Mr. Crowley read the positions up for election.

### **TOWN ADMINISTRATOR REPORT**

#### **1.Town Administrator Commitment to Excellence Award**

Ms. Lucier stated it was her pleasure to recognize the dedication and hard work of the Town Accountant Leslie Guertin and presented her with the 2020 Town Administrator Commitment to

Excellence Award. She explained the nomination form was submitted appropriately and that Leslie met the criteria set for this award, ticking off every box suggested for nomination. She stated on a daily basis Leslie works with all departments, boards and committees. Leslie provides detailed monthly reports to all town departments and boards and works to ensure that everyone is on track with their budget lines. Mr. Lucier stated she is a valued member of the town's Financial Management Team and always has the best interest of the town and its taxpayers at heart.

## **2.Request for TIF Agreement**

Ms. Lucier stated the town had received a request from D & S Realty LLP requesting a Tax Increment Financing Agreement for a potential new building to the rear of the current building located at 127 Hartwell Street. The anticipated construction budget is approximately \$6,500,000 and they anticipate bringing in 100 new well-paid professional, technical and administrative positions. She stated the last time the town entertained a TIF request the Board designated two Board liaisons to work on a proposal which would be brought forth to town meeting. She explained if this is something the Board wishes to consider she recommended to follow the same process as the next step will be to meet with D & S Realty LLP. Patrick Crowley and John Hadley volunteers to be a liaison for the Board, they all agreed.

## **3.Parking Proposal**

Ms. Lucier explained one of the challenges the town has is the availability of parking around the library. She stated looking at the layout of the West Common there is an opportunity to install some parking spots at that location. She stated it has the potential to accommodate up to 17 spaces at that location and it would not require the removal of any trees. She explained anything over 14 spaces would require Site Plan Review, however the Board could have conversation with the Planning Board and request waivers of the items typically taken into consideration which are parking, traffic, drainage, roadway construction, signage, utilities, screening, lighting and safe circulation on the site. She stated she spoke with DPW Director Gary Kellaher and this is work the DPW could do in house. She stated is the Board is amenable to moving forward with this project, which could be a good alternative for cars to parking on the frozen grass to use the skating rink and would come in handy for other events on the common, she stated she can have a conversation with the Planning Board. Mr. Hadley asked if the need is that great, Ms. Lucier stated it was. Mr. Rucho discussed having the spots all spread out instead of all together. He stated maybe then a Site Plan Review would not be required. Ms. Lucier stated a public hearing would be held and then would go to town meeting for voter approval. The Board has discussion on the sidewalk and signage at the church. Mr. Rucho stated that people currently park on the grass and he is unsure of the need for extra parking. Ms. Lucier stated she is trying to find more parking and that the library would like more parking. Mr. Rucho would like to start by adding five spots near the library and see if this helps the parking situation. He would also like to look at fixing the sidewalk and adding lighting to the area.

## **4.Adopt an Island Program**

Ms. Lucier stated all the businesses and residents who participated in the program have indicated they would like to continue to care for the island they adopted. She stated at this time there

are two islands that are still available; the island at Crescent/Thomas Streets and cement island at Maple/Shrewsbury Streets. She stated that if anyone is interested in adopting either of those two locations, the policy is on the website, or give the office a call.

## **5.Simple Recycling**

Ms. Lucier stated the town received the December textile totals and Simple Recycling collected 5,045 pounds of textiles. She stated this is down from the first month but good news is that the items collected are not included in the curbside trash collection.

## **6.Shared Facility Manager discussion with Berlin**

Ms. Lucier stated she heard back from Margaret Nartowicz, Town Administrator for Berlin and her Board designated Lisa Wysocki as their designee for the discussions. She asked that the Board designate one member as their designee for this goal they can begin discussions with the Town of Berlin to share a Facility Manager position. She stated they would like to meet on Tuesday, January 28 or Thursday, January 30 after 4:30 p.m. here at town hall. Christopher Rucho volunteered; the Board agreed.

Mr. Rajeshkumar asked for an update on the Parks and Recreation, Ms. Lucier stated they are getting there. She stated there is a meeting next week at Holy Cross.

## **FISP UPDATE:**

### **1.General Update on Senior Center**

Mr. Hadley provided an update on the parking lot and the contractor will regrind and reline the parking lot.

Ms. Lucier provided the Board an update on the borrowing, she stated they completed the S & P call was completed she will keep the Board posted.

### **2.Invoices**

-RAC Application 16Rev, \$4,534

Motion Mr. Hadley to approve invoice, second Mr. Rucho, all in favor.

-Connor Sign & Graphics Inv #151213, \$211.00

Motion Mr. Rajeshkumar to approve invoice, second Mr. Hadley, all in favor.

## **APPOINTMENTS AND RESIGNATIONS:**

1.Concurrence on the appointment of Erin Palumbo, 243 Lancaster Street to the Parks and Facilities Committee effective January 27, 2020 for a term to expire on April 30, 2023

Motion Mr. Hadley to concur with the appointment, second Mr. Rucho, all in favor.

**MEETINGS, INVITATIONS & ANNOUNCEMENTS:**

1. February 5, 2020, 6:00 p.m. – next Board regular meeting
2. February 4, 2020, 6:30 p.m. – Selectboard's Meeting Room - Open Meeting Law trainings for town employees and boards/committee/commission members – a minimum of 30 attendees are required in order to hold this training.

**FUTURE AGENDA ITEMS/SELECTMENS REPORTS:**

There are no items under this agenda item.

With no further business to come before the board, motion Mr. Hadley at 7:15p.m. to adjourn, second by Mr. Kittredge, all in favor.

Respectfully submitted,

Approved: February 5, 2020

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Faye D. Zukowski, Municipal Assistant

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Patrick J. Crowley, Chairman

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Barur R. Rajeshkumar, Vice Chairman

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John W. Hadley, Clerk

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Christopher A. Rucho, Selectman