



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

Selectboard/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting January 8, 2020; 6:00 p.m.; Selectboard Meeting Room, 140 Worcester Street
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Members Present Patrick J. Crowley, Chairman Barur R. Rajeshkumar, Vice Chair John W. Hadley, Clerk Christopher A. Rucho, Selectman
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Members NOT Present Michael J. Kittredge III, Selectman
Invited Guests:

Mr. Crowley convened the meeting at 6:00 p.m. All members are present with the exception of Mr. Kittredge who had a family issue.

Recognition of Mark Hopewell – 41 Years of Service to the Town of West Boylston Fire Department

Fire Chief Tom Welsh addressed the Board and thanked them for allowing him to attend the meeting to acknowledge the retirement of Deputy Chief Mark Hopewell. Deputy Chief Hopewell served his country in the US Navy prior to joining the department, started his career on January 30, 1979 and continued for 41 years, 26 of those as an officer. Mark was one of our most active call firefighters as well as a very active EMT for his career. He was named EMT of the year by Central Mass Region II in 2018 for his dedicated service. In addition to being a firefighter/EMT, Chief Hopewell as an active member and president of the West Boylston Firefighter's Association and Chairman of the Ambulance and Training Committee. Mark was a reliable member attending the Memorial Day exercises, fire musters and funerals for firefighters and their families who we have lost. Mark also plays the drums with the Worcester Pipes and Drum Corps which he truly loves and will continue to do in his retirement. Chief Welsh also thanked Mark's wife Kim who was also a dedicated member of the West Boylston fire family. Dinners were put on hold and holidays disrupted whenever the tones went off and the worries began. It is a family sacrifice to work in the fire services. The department will miss Deputy Chief Hopewell greatly and the Chief wished Mark and Kim a happy, healthy retirement.

PUBLIC COMMENT – 6:05PM:

No one came forward under this agenda item.

APPROVAL OF MEETING MINUTES:

December 16, 2019, regular session

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

REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING DECEMBER 17, 2019 TO JANUARY 8, 2020: Town Payable Warrants FY2020-26, 27 and 28; Town Payroll Warrant FY2020-13; Sewer FY2020-SE11 Municipal Light Plant #18 & 19

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

Michael Schrader, Tighe & Bond - Update on Sewer Rate Review - Board may vote to consider scheduling a public hearing on February 5th for the purpose of amending sewer rates for 2020

Mr. Schrader joined the Board to review last year's projections versus the actuals to see if we need a rate adjustment. He reports that usage is 3% higher, expenses are 6% higher and revenues are 1% lower. The big item is a transfer in FY19 of \$200,000 into retained earnings in a special reserve for the Woodland Street pump station. As a result the retained earnings are pretty healthy. He feels the town looks very healthy right now. The reality is eventually the betterment money in reserve will run out and at some point it will hit retained earnings. He suggested no rate increase in FY20 but recommends a 4% increase in FY21 to start in July 2020. He recommends continuing to review this every year and continue implementing the capital improvement plan. He doesn't believe the I&I study will discover any large issues in the sew system that need to be repaired. He suggests keeping the rates the same and continue to monitor as everything looks good. As far as the \$120,000 expense that was higher than project Mr. Schrader noted that was in operations and he would have to look at that. Mr. Crowley asked if it was a one-time thing have we adjusted our baseline to add the cost of living adjustment expense. Mr. Schrader assumes it is okay. He found it related to a list of supplies, fringe benefits and disposal fee. It was agreed to schedule a public hearing in March for new rates effective July 1 billing for the second quarter.

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

Mr. Crowley opened the public hearing and Mr. Hadley read the following notice. Public notice is hereby given, in conformity with the requirements of the General Bylaws of the Town of West Boylston, ARTICLE XXIII - PUBLIC HEARING AND NOTICE, that the Selectboard will meet on Wednesday, January 8, 2020 at 6:15 p.m. for the purpose of considering establishing fees for use of the senior center. The meeting will be held in the Meeting Room #210 of Town Hall, 140 Worcester Street, West Boylston. For additional information, or to review the proposed information, please contact the Office of the Selectboard at 774.261.4012. All interested persons, groups, and agencies are invited to attend. Patrick J. Crowley, Chairman, advertised on December 25, 2019 and January 1, 2020.

Ms. Lucier reports that what is being suggested is residential use Monday-Friday is \$30 per hour for rooms, \$50 per hour for kitchen use, and an extra \$20 an hour for weekend use. For non-residents Monday-Friday is \$50 per hour for rooms, \$70 per hour for kitchen use, and an extra \$20 an hour for weekend use. If this is approved, we will amend the current revolving fund in May so that the rental fees can be deposited into the account and the fund can be used for direct costs related to

the rental of the facility. Mr. Rucho asked if you use the main room and you are a non-resident it is \$50 an hour, is a training room also \$50 an hour. He is concerned that we have an industrial kitchen and someone rents it and has a class it is \$70 an hour he could have five people in there and it would be \$200-\$300 a week. Mr. Hadley stated that if someone is in the kitchen and taking a class he doesn't have a problem with that. David Femia, who serves on the Council on Aging reports that the Director has investigated all of this and this is the information she received. As far as the kitchen, they have to be certified to use it and any catering company would be aware of those requirements. He noted that if a function is on a weekend the janitor will come in and when they are done he will make sure everything is cleaned. The Board suggested reaching out to the kitchen consultant on how much it would cost to fully operate the kitchen for utility costs. Both Mr. Rucho and Mr. Rajeshkumar don't think it makes sense to have the same price for the large room and the small room. Questions included whether it is \$20 per hour for each room or is it \$20 per hour. Mr. Rajeshkumar feels they should distinguish between the big hall and the small hall. Mr. Femia reports that the Council has a meeting scheduled for Monday night and he invited Mr. Rucho to attend the meeting to discuss his concerns.

Motion Mr. Hadley to continue to hearing, second Mr. Rucho, all in favor.

Celebrations Committee Members Michaun Fowler & Tony Sanders – 2020 Events

This item will be tabled until the next meeting.

DPW DIRECTOR GARY KELLAHER

Mr. Kellaher is unable to attend the meeting this evening due to illness. He provided a report which Ms. Lucier will deliver. It was agreed to table the discussion on private roads. Bob's Tires removed the balance of the tires remaining at the DPW and now that the price of scrap has increased to \$80 per ton, Mr. Kellaher is making arrangements to discard those items. The Snow and Ice budget is at approximately 50% expended and is in good shape. Snow and ice equipment is all up and running with the exception of the truck that is being assembled at Madigan Truck.

With regard to the work by MHD on the Beaman Street Drainage Project, MHD proposes to install two new drainage structures within the town layout along Beaman Street. Mr. Kellaher is talking with other agencies regarding the drainage as the main reason for the drainage swales is for their run off from high spots it may be their responsibility to maintain and therefore he will be ready to offer them an easement for maintenance with the town's support. He agrees with the plan and believes it is the correct fix.

Motion Mr. Hadley to approve the plan to install the two drainage structures, second Mr. Rajeshkumar. Vote on the motion – Messrs. Crowley, Rajeshkumar, Hadley yes. Mr. Rucho no.

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, \$18.65 conditional upon successful pre-employment physical

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

2. Approve the hiring of Michelle Noberini-White to the position of Administrative Assistant to the Town Accountant effective January 27, at Step 1 of Grade 4, \$16.39 per hour

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

TOWN ADMINISTRATOR REPORT

1.Approve the hiring of candidate for Municipal Assistant position

Ms. Lucier reports that after soliciting applicants, reviewing resumes and conducting interviews, it is her pleasure to recommend Faye Zukowski of Hubbardston for the position of Municipal Assistant for the Town of West Boylston. Faye has worked in the municipal field for over 12 years, and for the last 8 years she has worked as the Administrative Assistant in a combined office of a Town Administrator/Board of Selectmen. Her resume shows progressive experience since she began her assignment as Administrative Assistant to the Board of Health in Barre. In checking her references, one of her former Town Administrators states that she can't say enough good things about her. She is fantastic, has a good work ethics, is very organized, and the quality of work is all phenomenal. Faye is prepared to begin work next Tuesday, January 14th and Ms. Lucier recommending she begin at Step 3 of Grade 5 of the Personnel Bylaw, \$21.23 per hour, 40 hours a week. Ms. Lucier knows she is going to be a great addition to our town hall and to our office and as she mentioned to her during the interview process, whoever gets this position is going to love it. It is a wonderful job.

2.Financial Forecast Tool Project

One of the projects the town applied for funding through the Community Compact was for the development of a Financial Forecasting Tool. The town was awarded \$10,000, signed a contract with the Collins Center and the deliverable will be a five-year financial forecasting spreadsheet and users guide. Sarah Concannon of the Collins Center is the project lead and we held a kick off meeting with my financial management team. During the month of December they have been gathering information and later this month we will be reviewing the draft forecast report later this month. She plans to schedule the review meeting on a non- Board Wednesday meeting night and would welcome the involvement of a Board member. I will also include the Finance Committee as I am being told that the impetus of this project began with their request.

3.Town counsel use update

As of November 30th, we have expended 48.16% of our \$80,000 town counsel line item. We will continue to monitor that line item.

4.RFP for curbside trash collection contract

The town's contract for curbside collection of solid waste and recyclables is due to expire on June 30, 2020. The last RFP we issued included four options, which were weekly collection of MSW and bi-weekly collection of recyclable materials (paper every other week and containers every other week on a rotating basis); weekly collection of MSW and weekly collection of single stream recycling in homeowner provided containers; weekly collection of MSW and weekly collection of single stream recycling in 95 gallon totes provided by the successful bidder (totes to remain the property of the successful bidder and maintenance, repair, and replacement of the totes are the responsibility of the successful bidder), and weekly collection of MSW and bi-weekly collection of single stream recycling in 95 gallon totes provided by the successful bidder (totes to remain the property of the successful bidder and maintenance, repair, and replacement of the totes are the responsibility of the successful bidder).

Ms. Lucier prepared an RFP with one option to keep the current weekly collection of both MSW

and single stream recycling in homeowner provided containers on a weekly basis. The RFP was reviewed with SWAT, they agree with the approach, and the RFP was sent to town counsel for final review. We will be seeking a 5-year contract with an additional 5-year extension upon approval by the town. Our disposal contract with Casella expires next year and that also has the option of an additional 5-year extension upon approval of the town.

5.Cable Advisory Committee Update

We have received notice from the Department of Telecommunications and Cable about the ascertainment process. Our current license with Charter expires on February 19, 2023. The ascertainment process is a formal renewal that begins 36 months before our cable television license expires. The town must notify Charter if we elect to begin the ascertainment process. Should we received notice from Charter invoking the formal renewal process we would be required to begin the ascertainment process within 6 months of receiving such notice. Ms. Lucier plans to seek out members for the Cable TV Advisory Committee as their mission is to determine whether or not to recommend to the Issuing Authority renewal of the cable license with the current vendor. If renewal is to be recommended, they submit the Town of West Boylston's needs and expectations to the current vendor, negotiate a draft contract proposal and submit that draft contract to the Selectmen for their review. During the last negotiations resident John Schlichte served as Chair of the Committee. She reached out to John and he indicated that he is interested in being appointed, however, he would rather not take on the Chairman role. She also sent a letter to Bill Rivers of Stillwater Heights who appeared before the Board in the fall of 2018 under public comment at which time he expressed his disappointment with Charter and at that time he indicated his interest to serve on the committee and start the process early. The Cable TV Advisory Committee is a 7-member committee and I would welcome hearing from anyone is interested in working on the ascertainment process and being appointed to the committee. The packet includes a copy of the Cable Television License Renewal Process guide for the Board's reference should they have any questions on the renewal process.

Mr. Rucho pointed out that the renewal process is set by the federal government. Mr. Crowley advised that the town does not have an exclusive agreement with Charter, other companies are allowed to come in, Charter does not have a monopoly, however, the only entity who submits a bid is Charter. Pat Barrie in the audience this evening reports that the every day complaint is about Charter. Mr. Rajeshkumar noted that if another company came in they would have to pay Charter for use of the lines. Mr. Crowley spoke with the Municipal Light Plant about the internet piece and if they were to start offering that service it would be years down the road to build the infrastructure with municipal buildings getting

6.Other

The town initially received notice from Mass DOT that our FY2020 Chapter 90 apportionment would be \$290,967. Last week we received a follow-up notification that the town will receive an additional \$29,097 through the supplemental budget filed by the Governor \$320,064. Also attached to this report is the FY2020 Chapter 90 distribution chart for all the towns in Massachusetts.

FISP UPDATE:

1.General Update on Senior Center

Mr. Hadley reports that he and Mr. Rucho will be meeting with the Owner's Project Manager to resolve some left over issues and he will report back to FISP at their meeting tomorrow night.

APPOINTMENTS AND RESIGNATIONS:

1.Concur on the appointment of David Varney, 243 Lancaster Street to the Agricultural Commission as someone who gains some income from agricultural-based enterprises effective January 10, 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. January 9th FISP meeting at 6:30 p.m.

2. January 9th Special Selectboard Meeting at 7:00 p.m.

3. January 22, 2020, 5:30 p.m. – next Board regular meeting

4.Wednesdays: Jan 22, 29, Feb 5 at 6 PM – Oscar Picks for Adults - Watch some of the films we think are Oscar- worthy - Call the Library at 508-835-3711 to sign up and learn the movie titles.

5. 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. Rajeshkumar at 7:05 p.m. to adjourn, second by Mr. Hadley, all in favor.

Respectfully submitted,

Approved: January 22, 2020

Nancy E. Lucier, Town Administrator

Patrick J. Crowley, Chairman

Barur R. Rajeshkumar, Vice Chairman

John W. Hadley, Clerk

Christopher A. Rucho, Selectman