



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

Select Board/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting May 25, 2022; 6:00 p.m. 140 Worcester Street West Boylston, MA 01583 Board Meeting Room 2 nd Floor
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Members Present Christopher A. Rucho, Chairman Barur R. Rajeshkumar, Vice Chair Patrick J. Crowley, Clerk

Members NOT Present: Michael J. Kittredge III, Selectman Kristina Pedone, Selectwoman
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Invited Guests: Nancy Lucier, Town Administrator Faye Zukowski, Municipal Assistant Daymian Bartek, Town Clerk
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Others Present:

James Purcell, Steve Feeley, Tracey Gagnon, Jeff McClean

PUBLIC COMMENT: 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.

EXECUTIVE SESSION: Consider entering into executive session under the provisions of Massachusetts General Laws Chapter 30a, Section 21(A), Part 2 to discuss strategy with respect to contract negotiations with non-union personnel and the Chair declares that an open meeting discussion may have a detrimental effect on the bargaining position of the public body.

Motion: Mr. Crowley moved to enter into executive session under the provisions of Massachusetts General Laws, Chapter 30a, Section 21(A), Part 2 to discuss strategy with respect to contract negotiations for the position of Fire Chief and Interim Town Administrator, and the Chair declares that an open meeting discussion may have a detrimental effect on the bargaining position of the public body, Mr. Rajeshkumar seconded.

- **Roll call vote**
Roll Call Vote:
Mr. Rucho, yes
Mr. Rajeshkumar, yes

Mr. Crowley, yes

- **Announce that the Selectboard will reconvene in open session following executive session.**

Motion Mr. Crowley moved to exit executive session at 6:25 p.m., Mr. Rajeshkumar second.

Roll call vote

Roll Call Vote:

Mr. Rucho, yes

Mr. Rajeshkumar, yes

Mr. Crowley, yes

NEW BUSINESS:

- **Vote to approve contract with James Purcell for Interim Town Administrator services effective June 6, 2022 until a permanent Town Administrator is named:**

Motion Mr. Crowley moved to approve the contract with James Purcell, Mr. Rajeshkumar second.

All in favor

Approved

- **Appointment of James Purcell as Interim Town Administrator effective June 6, 2022 until a permanent Town Administrator is named or October 1, 2022:**

Motion Mr. Crowley moved to appoint James Purcell effective June 6, 2022 until a permanent Town Administrator is named or October 1, 2022, Mr. Rajeshkumar second.

All in favor

Approved

James Purcell introduced himself and thanked the Board and Nancy. He explained he was the Interim in West Boylston about seven years ago. He gave the Board some background on other communities he has served as Interim since retiring. He offered to work with Nancy on a transition off the books.

- **Concurrence on the appointment of Victoria Straitt as PEG Coordinator for WBPA-TV effective May 30, 2022 with a monthly stipend of \$400 per month:**

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

All in favor

Approved

Mr. Rucho asked if the recent PEG appointments have been presented to the PEG Board, Ms. Lucier stated they are current employees. Mr. Rajeshkumar stated the PEG Board did not get presented these appointments.

- **Notice of Rate Increase from KP-Law:**

Ms. Lucier stated they issued notice of rate changes effective July 1st; hourly rate for legal services will be \$225 per hour and specialty legal services rates have also changed to comprehensive permit matters \$360 per hour if not paid municipality or \$330 per hour if paid by municipality; \$300 per hour for comprehensive general or zoning bylaw review; and \$300 per hour for cable television licensing. Ms. Lucier stated she

responded to the notice and advised them it would have been nice had they sent these out in January prior to budget completion.

Mr. Rucho asked about the prior contract, Ms. Lucier stated there is a contract they are appointed. She explained her concern is the increase in specialty services. Mr. Rajeshkumar asked when the last increase was, Ms. Lucier stated it was last fall and was a minimum increase. Mr. Rucho asked when the last RFP was out for legal service, Ms. Lucier was unsure but remembers changing firms. Mr. Rajeshkumar asked how long they have had KP Law, Ms. Lucier stated approximately fifteen years. Mr. Crowley asked when the appoint is up, Ms. Lucier stated next April.

- **Mobile Food Truck Triangle Revenue and Expense Report and consider voting to fund one handicapped porta-potty at the Triangle:**

Ms. Lucier stated since beginning the Mobile Food Truck at the triangle they have brought in \$4,100 and has spent out \$4,044.45 leaving a balance of \$55. She explained one vendor pays monthly \$700 and the other vendor pays \$600 annually. She stated the porta potty is currently paid for by the vendor Captain Ron and she would like to pay for one of the porta potty (handicap one) out of the amount taken in. She explained the Parks Commission pays \$75 for each porta potty and the town could get the same price and we be a cost of \$600 annually. Mr. Crowley asked if they need a memorandum of understanding with both vendors, Ms. Lucier they would. Ms. Lucier stated Captain Ron locks the porta potty at night when he is gone and recommends continuing to lock them.

Motion Mr. Crowley moved to approve paying for one Handicap porta potty for the eight months at the reservoir triangle; Mr. Rajeshkumar second.

All in favor

Approved

- Consider voting to approve a Film for Bright Metter Productions – Mapfre Video locations at River Road and Thomas Street, Route 140 (between Maple and Boylston town line), and Goodale Park parking area – June 2nd with rain date of June 3rd. Jeff McLean of Bright Matter Productions will be working on a video for Mapfre Insurance. He requested to use Goodale Park as a parking location; River Road and Thomas Street they will be shooting drone video of someone changing a tire; then shooting drone footage on Maple Street into Boylston; each location will be an hour or two. Mr. Rucho would like the Parks Commission to confirm the availability of the parking area.

Motion Mr. Crowley moved to approve the license, Mr. Rajeshkumar second.

All in favor

Approved

- Consider voting to designate \$13,800 of ARPA Funds to pay for the Codification of Town Bylaws. Ms. Lucier stated according to the General Bylaws of the Town the Bylaw Committee shall review from time to time and at least every five years to ensure the bylaws are current and consistent. She stated they have not been doing this and how they expect volunteers to keep track. She has spoken with the Town Clerk and she has received proposals and she surveyed other communities. Ms. Lucier explained General Code seemed to be the most popular and they work all the committees and review the zoning bylaws, general bylaws and personnel bylaws. They make sure that all actions taken at

town meeting are updated into the General Bylaws. Mr. Crowley asked if the Bylaw Committee has reviewed, Mr. Rucho stated they have not. Mr. Crowley would like them to review and recommend to move forward with this. Mr. Rajeshkumar stated the Planning and Zoning should also have input on this. Daymian Bartek, Town Clerk explained they codify all the bylaws, they do not make any changes to bylaws or rewriting. They make sure that everything that has been passed at town meeting is in the bylaws. She explains they currently use an Access Database program and Microsoft Access is no longer supported if they have any issues. She explained they will go through town meeting minutes and make sure all bylaws voted are in the General Bylaws. Tracy Gagnon would like the bylaws amended to include a code of conduct and harassment policy, MS. Lucier stated the Codification of the Bylaws does not amend or create bylaws. M. Rucho stated this is outside the bylaws but would be a policy and would be something discussed at a future meeting.

***Motion** Mr. Crowley moved to approve designate \$13,800 of ARPA Funds to pay for the codification of town bylaws subject to a positive recommendation from the Bylaws Committee to expend these funds, Mr. Rajeshkumar second.*

Mr. Crowley explained the cost is \$13,800 and then \$1,195.00 annual maintenance fee and any changes in the future there will be costs, Ms. Bartek stated she planned to learn how to update instead of paying.

All in favor

Approved

- Hybrid Meetings:

Ms. Lucier explained she has not been able to find other towns that have policies on hybrid meetings. She stated we are currently set up for hybrid meeting in the Select Meeting Room. She explained the employees in PEG are familiar with hybrid meetings as they do them in other communities that they also work in. She does not believe they need a policy but she created guidelines to follow. Ms. Lucier stated they will begin working on getting hybrid in the other meeting room. Ms. Lucier stated there may be technical issues that may prevent for participation. Mr. Rucho asked if there are only guidelines how do you decide who is using the room and holding hybrid meetings. Mr. Crowley would like every Select Board meeting to be hybrid. Mr. Crowley asked if the hybrid meetings will they continue to be allowable after the emergency order ends. Mr. Crowley would like the link and password the same all the time. He also discussed that the town only has one user at this time but could be upgraded. Mr. Rucho asked if at one point of time all Board could be on Zoom for a hybrid meeting, Mr. Crowley stated until July 15th it is allowable. Mr. Crowley asked if the PEG Board has a laptop for the Board to use, Mr. Rucho stated these are the details that need to be worked out. Ms. Lucier stated in other the town the people broadcasting control the speakers on Zoom, Mr. Rajeshkumar agreed with Nancy.

***Motion** Mr. Crowley moved to approve holding future Select Board meetings are conducted hybrid, Mr. Rajeshkumar second.*

All in favor

Approved

Mr. Feeley stated the Emergency Guideline described a detailed process on hybrid or remote meetings.

FUTURE AGENDA ITEMS/SELCTMENS REPORTS

- Mr. Rucho asked for a future update on the Software to be used by all the Boards that was presented in the past.
- Mr. Crowley provided an update on Memorial Day events including times, schedule and locations and invites everyone out to the events.
- Mr. Rajeshkumar would like to discuss having Fireworks in the future.

Motion Mr. Rajeshkumar moved to adjourn at 7:24 p.m.; Mr. Crowley second.

All in favor

Approved

Respectfully submitted,

Approved:

Faye D. Zukowski, Municipal Assistant

Christopher A. Rucho, Chairman

Barur R. Rajeshkumar, Vice Chairman

Patrick J. Crowley, Clerk

Michael J. Kittredge III, Selectman

Kristina Pedone, Selectman