



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

## **Select Board/Sewer Commission Meeting Minutes**

<b>Date / Time / Location of Meeting</b> July 20, 2022; 6:00 p.m. 140 Worcester Street West Boylston, MA 01583 Board Meeting Room 2 <sup>nd</sup> Floor
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<b>Members Present</b> Christopher A. Rucho, Vice Chair Marc Friedan, Clerk Patrick J. Crowley, Selectman Kristina Pedone, Selectwoman
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<b>Members NOT Present:</b> Barur R. Rajeshkumar, , Chairman
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<b>Invited Guests:</b> James Purcell, Interim Town Administrator Faye Zukowski, Municipal Assistant
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### **Others Present:**

Cheryl St. Louis, Treasurer/Collector, Daymian Bartek, Town Clerk, Ken Cleveland, Tee's Deli

**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.

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

- **February 9, 2022 Regular Session:**

*Motion Ms. Pedone moved to approve, Mr. Crowley second.*

*3-0-1 Mr. Crowley abstained*

*Approved*

Mr. Friedan entered meeting at 6:02 p.m.

- **May 25, 2022 Regular Session:**

*Motion Mr. Crowley moved to approve, Ms. Pedone second.*

*3-0-1 Mr. Friedan abstained*

*Approved*

**REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING  
JUNE 7, 2022 TO JUNE 20, 2022: Town Payable Warrants FY2022-54, FY2023-02 and 03;  
Sewer Warrants FY2022 SE-35, FY2023-SE1; School Warrants FY2022-S28, FY2023-01;  
Town Payroll Warrant FY2023-01 and MLP FY2023 #2.**

*Motion Mr. Crowley moved to approve; Ms. Pedone second.*

*All in favor*

*Approved*

**6:15 p.m. Sewer Main Extension Request from James Venincasa of 18 Malden Street:**

Steve Venincasa, James Venincasa, and Engineer John Grenier presented a proposed Sewer Extension. Mr. Grenier explained there is an existing sewer line on Goodale Street and are proposing to extend from the intersection of Goodale Street and Newton Street 300 feet down the right of way north on Newton Street and will provide access to sewer to the project. He explained the first step in to extend the sewer to the parcels on Newton Street. Mr. Rucho asked if they own the property location, S. Venincasa explained they currently have an agreement. Mr. Crowley would like the DPW Director to be involved with the process as the road is newer and is under a moratorium. S. Venincasa stated they plan to repair the road curb to curb for the entire 300 feet. Mr. Crowley would like to have the Director approve the plan of the street opening, S. Venincasa stated they plan to fully bond the project and would be open to signing an memorandum of agreement. Mr. Rucho asked if there are other homes that will be serviced by the sewer extension, S. Venincasa stated if there are other homes needing connection, they would be open to installing laterals to allow for them to connect. Mr. Friedan asked how many houses and units are they planning to connect, S. Venincasa stated they are planning a development. Mr. Rucho would like to revisit the policy and amend accordingly for the process. S. Venincasa stated they are proposing a 40B project on this project of 17 acres. S. Venincasa stated the 40B project will get approval from the ZBA not the Planning Board and would like to have a friendly 40B which would include the Select Board and they would sign off with DHCD. Mr. Rucho stated they can come back to a future agenda to discuss the project.

**NEW BUSINESS:**

- **Generator Grant Discussion, Fire Chief:**

Chief Welsh stated they did not apply for the EMPG Grant at this time due to location requirements and is only for shelters, they looked at the Senior Center as an option, the Town has the High School as a shelter and has a new generator approximately five years ago. He believed this should be revisited in the future and is an annual grant. He explained the generator at the Fire Station does need to be replaced and is on the Capital Plan for replacement.

- **Fire Chief Transition:**

Chief Welsh stated he successor Chief, Chief Sadowski met last week and shadowed for the morning and toured all the properties. He had discussions at this time about the personnel and personalities of the department. Chief Welsh stated he is working on getting all things prepared for transfer. Mr. Rucho asked if the phone number will be transferred to Chief Sadowski, Chief Welsh stated he is taking his number with him to a personal account. Mr. Crowley agrees and, in the future, would like the cell phone numbers staying with the department heads. Chief Welsh stated there will be a pinning ceremony on Monday August 1<sup>st</sup> at 6:30 p.m.

- **Municipal Assistant Stipend:**

**Motion** Mr. Friedan moved to approve the stipend for the Municipal Assistant in the amount of \$100 per day for sole coverage of the office of Town Administrator and Select Board and retroactive to June 6th; Mr. Crowley second.

*All in favor*

*Approved*

- **Discussion on Regional Facilities Manager (CR):**

Mr. Rucho discussed receiving a call from a Leicester Select Board member and they are in process of hiring a facilities director also an asked if we would like to discuss regionalization. He requested to work with the Town Administrator and Leicester to see if this is a situation that would work for both towns.

**Motion** Mr. Crowley moved to allow Mr. Rucho and Town Administrator to begin discussion with Leicester for a Regional Facilities Director; Ms. Pedone second.

*All in favor*

*Approved*

- **Discussion on Handicap Parking Violation Fund received from fines for handicap parking violations:**

Mr. Crowley stated he is the Select Board designee to this committee and stated one of the funding sources for the Disability Commission is the handicap parking fines collected will help funds things the commission decides in the future. Mr. Purcell stated this requires a town meeting authorization to create the revolving fund and he has included for the fall town meeting. Mr. Crowley asked if it takes town meeting to accept the funds or to create the revenue fund, Mr. Purcell stated it takes town meeting on both. Mr. Rucho would like to know what has been collected over the last couple years in fines.

**Motion** Mr. Crowley moved to add to next town meeting warrant; Mr. Friedan second.

*All in favor*

*Approved*

Motion and second withdrawn.

- **Discussion on Municipal Office Hours Change:**

Ms. Bartek, Town Clerk and Cheryl St. Louis, Treasurer/Collector propose and change in office hours. Ms. Bartek stated since she began six months ago, she has kept track of the office traffic on Wednesday's nights and feels her time would be better used adding hours to a Friday instead of Wednesday nights. Ms. St. Louis stated she currently opens at 9 a.m. and feels her office would better accommodate time in the morning instead of Wednesday evenings. She explained her office is willing to accommodate anyone that needs them during off hours. Ms. St. Louis gave an overview of her proposed hour changes to Monday, Tuesday and Thursday 8:30 a.m. to 3:30 p.m., Wednesday 8:30 a.m. to 5 p.m. and Friday 8:30 a.m. to 3 p.m. Ms. Bartek proposed new hours of her office to be 8 a.m. to 4 p.m. Mr. Rucho would like to have office hours to be the same throughout town hall, Mr. Crowley stated that it is not all the same now. Ms. Zukowski explained there are offices in the town hall that a very part time and would not be open the same as others. Ms. Bartek stated her office is the only one open 40 hours, Ms. Pedone asked that the hours of the Treasurer Collector are? Ms. St. Louis responded her office is open 36 hours with two staff working 32.5 hours each. Mr. Crowley would like

to discuss with all departments if the Board decides to change hours for the entire town hall staff. Mr. Purcell believed it is better use of funds adjusting the office hours. Mr. Rucho would like the Collector/Treasurer and Town Clerk have the same hours. Ms. Zukowski asked the Town Clerk if the office hours of the Collector/Treasurer will work for her also, she stated they would but then her office would only be open 36 hours not the 40. Discussion on the full-time staff of 40 hours and not open 40 to public. Mr. Crowley does not agree that the offices need parity. Ms. Bartek stated if she is on vacation or takes a day off her office does not have coverage due to part time staff only works 20 hours and the budget does not allow for extra coverage. Mr. Rucho would like to see both offices open to the public for 40 hours a week. Ms. Pedone would also like to see staff working the hours the town is paying for. Ms. St. Louis would like to discuss the hours proposed by the Board with her staff. Mr. Rucho asked about contracts with employees. Mr. Crowley asked if the 40 hours open to the public poses and issue for the Collector Treasurer, Ms. St. Louis responded it may pose an issue for her with her children's school. Mr. Crowley does not want to tell Ms. St. Louis what her hours will be. Mr. Purcell stated they made progress and agree that Wednesday night is not a need of the town. Mr. Crowley would like the departments to work together and decide what hours work for them and their staff and send comments back to Town Administrator. Mr. Friedan and Mr. Crowley both stated they are willing to accept the hours they present at the next meeting.

- **Consider approving an application for 1-Day Vendor License and 1-Day Common Victualler License for Pops Sweet Harts for Movie Night on July 29<sup>th</sup> sponsored by the Celebrations Committee:**

Mr. Crowley announced there is not a rain date yet and asked if the license can be transferred to another date.

***Motion** Mr. Crowley moved to approve the license on July 29<sup>th</sup> or a rain date to be determined for movie night; Ms. Pedone second.*

***All in favor***

***Approved***

- **Consider approving an Annual Common Victualler for Tee's Deli and Catering located at 26 West Boylston Street #5:**

Thomas Erickson lives in Shrewsbury and has owned Tee's Deli and Catering for 16 years and worked out of National Grid Cafeteria for last 14 years. He explained cafeterias have moved to vending. He explained they are currently building out a commercial kitchen at 26 West Boylston Street. He explained they will be catering and delivery and, in the future, they may add to go pick up option. He stated there will be no dine in at this location. He is hoping to be open for the beginning of August.

***Motion** Mr. Crowley moved to approve; Ms. Pedone second.*

***All in favor***

***Approved***

## **OLD BUSINESS:**

- **Opioid Settlement Funds (PC)**

Mr. Crowley would like to earmark these funds for Opioid issues for Board of Health and other things. Mr. Purcell stated from two sources and over a sixteen-year period will net out \$251,677 and is specific health related use of these funds. He believes an article may be needed at the fall town meeting to designate an account for the funds once they are available. Mr. Rucho would like to contact the State Representatives for assistance. Mr. Crowley would like to be sure the funds are placed in a correct fund for health-related issues. Mr. Purcell stated he has received a list from Police, Board of Health and Fire for use of funds. Mr. Purcell gave an overview of the uses that have been outlined for use of the funds.

## **APPOINTMENTS & RESIGNATIONS**

- **Concurrence on the appointment of Nancy Barakian to the Historical Commission with a term ending on April 30, 2025**

*Motion Mr. Crowley moved to approve; Ms. Pedone second.*

*All in favor*

*Approved*

## **TOWN ADMINISTRATOR'S REPORT**

- FY2023 State Budget has been passed and the local aid increased \$231,000 higher than last fiscal year. He explained Representative O'Day has reported the \$150,000 earmark has made it out of conference and is advancing as well as the \$200,000 for sidewalks.
- Mr. Purcell stated he received a call from Senator Chandler's office and they were looking for possible earmark projects; he submitted a couple projects after asking department heads. He submitted for MS4 Engineering for DPW Driveway repair for \$150,000, Architectural, Mechanical and Electrical Engineering for Library HVAC Replacement.
- Mr. Purcell asked permission to begin planning for Semi Annual Town Meeting for October.
- Mr. Purcell stated the Town is under contract for Housing Consulting Services for the Affordable Housing Trust with LDS Consulting Group of Wellesley.
- Mr. Purcell stated Kevin Duffy, DPW Director would like to discuss the snow plowing rates at a future meeting.
- Mr. Purcell stated at an August meeting the Board will have Surplus Items to declare.

## **MEETINGS, INVITATIONS & ANNOUNCEMENTS:**

- **Join us for Summer Reading! We have programs and prizes for readers of all ages. Visit [beamanlibrary.org](http://beamanlibrary.org) for details and to register.**
- **Teens: Crafternoon**  
**Thursday, July 21 at 3:00 p.m.**  
Feeling crafty? Stop by the Library and satisfy those crafty cravings! A variety of materials will be available for you to use and create what you wish.
- **Teens and Children: Rocket Launching with Aldrich Astronomical: Saturday, July 30 at 3:15 p.m. at Woodland Park:**

Aldrich Astronomical is back and this time they are bringing rockets! Learn about Newton's Law as you safely launch and recover air burst rockets as high as 1000 feet! Please email [jwright@cwmars.org](mailto:jwright@cwmars.org) to reserve your spot; space is limited. **Teens and children are invited to attend.**

- **Children: Take a Hike on the Rail Trail**

**Thursday, August 4 at 10:00 a.m.**

We will be putting up a book walk and scavenger hunt along the Rail Trail. We will provide the ultimate hiking food, Gorp, for all participants. Please email [ssmith@cwmars.org](mailto:ssmith@cwmars.org) with 'Hike' in the subject line by July 27 to reserve your spot. Let us know how many people will be attending and if there are any food allergies in your group. *Rain date: Friday, August 5.*

- **Children: Arteca's Karate**

**Friday, August 5 at 2:00 p.m.**

Join Master Jared for 45 minutes of instruction in the traditional Korean martial art of Tang Soo Do. Parents may join their kids for this fun class. Master Jared helps all participants learn to be the best versions of themselves! Sign up by sending an email to [ssmith@cwmars.org](mailto:ssmith@cwmars.org) with 'Karate' to reserve your spot by August 1. *Rain date: August 12.*

- **Children: The Little Gym**

**Tuesday, August 9 at 10:15 a.m.**

Join our local business, The Little Gym, here at the Library for a movement program. Everyone always has fun with The Little Gym! This program is for children up to the age of 6. Email [ssmith@cwmars.org](mailto:ssmith@cwmars.org) with 'TLG' in the subject line by August 2 to attend.

### **Senior Center**

- BBQ sponsored by Rep. Jim O'Day with steel drum band and desserts sponsored by the Friend's group- Wednesday- August 17, 2022 @ 5:30 p.m.
- We are also resuming our "Live Laugh Learn" guest speaker series in September. Our first presenter is going to be WCVB reporter Ted Reinstein from 'Chronicle'.

### **FUTURE AGENDA ITEMS/SELECTMANS REPORTS:**

- Mr. Crowley reported on behalf of Celebrations Committee of upcoming Movie Night July 29, 2022 on the Common at 9 p.m.
- Mr. Crowley reported the correct date of the Fall Festival is October 22, 2022 on Town Common 11 a.m. to 5 p.m.
- Mr. Rucho would like to get an update on the Recreation Director and what programs that she is working on, Mr. Crowley responded that the Parks and Recreation approved allowing her to dedicate her time to the Fall Festival.

*Motion Mr. Crowley moved to adjourn at 7:30 p.m.; Ms. Pedone second.*

*All in favor*

*Approved*

Respectfully submitted,

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Faye D. Zukowski, Municipal Assistant

Approved: \_\_\_\_\_

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Barur R. Rajeshkumar, Chairman

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Christopher A. Rucho, Vice Chairman

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Marc Friedan, Clerk

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Patrick J. Crowley, Selectman

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Kristina Pedone, Selectwoman