



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

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

**Date / Time / Location of Meeting**  
January 18, 2023; 6:00 p.m.  
140 Worcester Street  
West Boylston, MA 01583  
Board Meeting Room 2<sup>nd</sup> Floor  
Hybrid with Zoom

**Members Present:**  
Christopher A. Rucho, Vice Chairman  
Marc Frieden, Clerk  
Kristina Pedone, Selectwoman  
Patrick J. Crowley, Selectman

**Members NOT Present:**  
Barur R. Rajeshkumar, Chairman

**Invited Guests:**  
Jennifer Warren-Dyment, Town Administrator  
Faye Zukowski, Municipal Assistant  
Fire Chief Mark Sadowski  
Toby Goldstein, Conservation Clerk  
Chief Dennis Minnich  
Police Officer Ryan Matte  
Detective Timothy Benson

**Others Present:** Representative O'Day, Barbara Mard, Michael Mard, Ron Menard, Kim Hopewell, Bill Chase, Ken Cleveland, Who, Carl Haarmann, Neil, Tom Hennessey

### **MEETING CALLED TO ORDER**

#### **Pledge of Allegiance**

**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.

**REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING JANUARY 5, 2023 TO JANUARY 18, 2023: Town Payable Warrants FY2023-28 AND FY2023-29; Sewer Warrants FY2023-SE17, FY2023-SE18; Payroll Warrant FY2023-14, School Warrant FY2023-S13 and MLP FY2023 #14 AND #15.**

***Motion** Mr. Crowley moved to approve, Ms. Pedone second.  
All in favor  
Approved*

**Announcement of 2022 Town Administrator Commitment of Excellent Award**

Ms. Warren-Dyment announced the 16<sup>th</sup> Annual Awardee of the Town Administrator Commitment of Excellence Award is Toby Goldstein and presented her a plaque. She stated her nomination acknowledged her work with the Conservation Commission since 2006 and Zoning Board of Appeals since 2012. She read a statement from ZBA Chair Chris Olson. Mr. Carl Haarmann nominated Toby and gave a brief overview of how they value her in the office. Representative O'Day presented Toby with a Citation from the State.

**6:05 pm Public Hearing: To Consider Amending Ambulance Rates**

Mr. Frieden read public hearing notice.

Chief Mark Sadowski presented proposed rate increase for the Ambulance Rates. He stated Comstar the Town's ambulance billing provider annually sends out request for review and amendment of rates. He stated the ambulance responds to approximately 1,800 calls annually and has approximately \$1.4 million in revenue from the calls. He stated of that \$1.4 million only \$625,000 is collectable revenue as set by the insurance companies. He stated the rates have not increase since March of 2020 and Comstar recommends an amendment of current rate, this recommended rate will match the Worcester County average rate. He explained the increase amounts to be MLG \$35.00 to \$36.32, BLS-E \$1,138.99 to \$1,449.25, ALS-1 \$1,792.00 to \$2,175.90, ALS-2 \$2,800.62 to \$3,236.58 and SCT \$0 to \$3,622.43 which is approximately an 23% increase overall. Mr. Crowley asked if the rates are increased will the actual increase for billable rates will be, Chief Sadowski explained the Medicare and Medicaid have the least allowable for collection. Mr. Crowley asked if the board increased the rates will the allowable for Medicare and Medicaid will remain the same, Chief Sadowski stated it will remain around the same allowable collection but will increase the anticipated revenue to approximately \$132,000. Ms. Pedone asked the mileage charge, Chief Sadowski explained that will change from \$35 to \$36.32. Mr. Rucho asked about uninsured and asked about writing off the difference, Chief Sadowski stated they do write off some outstanding bills due to hardships. He stated the Town currently has \$341,000 in uncollected revenues for the last three years. He explained in some cases people are deceased some are Worcester House of Corrections and some can be written off and some go to collections. Mr. Rucho asked about the jail and believes the jail should be paying medical bills, Chief Sadowski stated he is working with the Sheriff's office on the collections from that location. Representative O'Day explained while the inmates are incarcerated, they are enrolled in the State insurance and once released they go back on the insurance they had prior.

***Motion** Mr. Crowley moved to close the public hearing, Ms. Pedone second.  
All in favor  
Approved*

***Motion** Mr. Crowley moved to increase Ambulance rates as proposed by the Fire Chief, Ms. Pedone second.  
All in favor  
Approved*

**6:15 pm Public Hearing: To Consider Amending of Policy K-7 ADA Policy Grievance and Procedure, requested by the Disability Commission.**

Mr. Frieden read the public hearing notice.

Ms. Kim Hopewell and Mr. Ron Menard of the Disability Commission gave an overview of the grievance procedure and request to amendment to the Select Board Policy K-7 ADA Policy Grievance and Meeting Minutes of January 18, 2023

Procedure. She stated the Commission supported appointed Jennifer Warren-Dymont to be the ADA Coordinator. Mr. Menard read excerpts from the ADA Transition Plan and the need for the amendments. Ms. Warren-Dymont stated she merged the Select Board Policy with the requested amendments from the Commission. Mr. Crowley requested creating an email [ADA@westboylston-ma.gov](mailto:ADA@westboylston-ma.gov) for this position and policy.

***Motion** Mr. Crowley moved to close the public hearing, Ms. Pedone second.*

***All in favor***

***Approved***

***Motion** Mr. Crowley moved to approve the changes to ADA Policy as presented, Ms. Pedone second.*

***All in favor***

***Approved***

## **NEW BUSINESS:**

- **Discussion on Prescott Street Bridge Project requested by Kristina Pedone:**

Ms. Pedone would like an update on the bridge project, Mr. Kevin Duffy, DPW Director provided an update. He explained the process and the financial impact of the project to the town. He stated there is a Municipal Small Bridge Program that the MassDOT oversees and the application process open February 1<sup>st</sup>. He explained Phase I is the design, permitting and construction documents and Phase II is the construction. Mr. Crowley asked if they can submit application for February 1<sup>st</sup> and not have to use the Town Meeting funds, Mr. Duffy stated that is correct and award is announced a couple months after. Ms. Warren-Dymont asked if they use the appropriated town funds from October Town Meeting now when could they be under contract for the design and engineering, Mr. Duffy responded he currently has one proposal and could seek others and believes this could move along quickly. Ms. Warren-Dymont explained waiting for the grant could delay being under contract until this summer. Mr. Crowley stated if they use the town funds they could potentially begin in April but if they wait for the grant round next February they could be delayed until next summer. Ms. Pedone stated her concern is costs continue to go up, Mr. Crowley stated they could wait and apply for state funding or pay for it from town funds. Mr. Duffy stated the max amount is \$500,000 for the construction. Mr. Frieden asked about the grant program requirements, Mr. Duffy did not know the criteria points off hand but it does have a cap which is unknown. Mr. Frieden asked if they should add road plates, Mr. Duffy stated there are gas lines also in the area and does not want to make any changes. He explained MassDOT has since the report inspected and the town has not received any further requirements. Mr. Tom Hennessey stated he sells bridges and has given Mr. Duffy options for this bridge. He explained if the town hires an engineering firm it will make applying for a grant easier and possibly better results. He gave an overview of the process. Ms. Warren-Dymont stated the funding approved at town meeting was for the design, engineering and in advance of the Chapter 85 application they will review and support the town with the Phase I application process. Mr. Hennessey stated this bridge is really only a culvert over a brook but the MassDOT considers this a bridge. Mr. Rucho would like the Town Administrator and DPW Director to work on this. Mr. Rucho would like the state representatives to be contacted for assistance. Ms. Warren-Dymont asked the Board if they would like her to hold off on using the town funds or begin the application process for Phase I grant. The Board all agreed they would like to move forward and use the town funds to get professional assistance with the grant process.

- **Appoint Select Board Alternate to the CMRPC**

Mr. Frieden would like to nominate and Raj, Mr. Rucho stated this is only for the Alternate position.

*Motion Mr. Crowley moved to appoint Mr. Frieden as the Alternate, Ms. Pedone second.*  
*All in favor*  
*Approved*

#### **OLD BUSINESS:**

- **Update on Pride Park, Kevin Duffy DPW Director**

Ms. Warren-Dyment updated the Board that Weston and Sampson are under contract for the design and engineering. She stated the first week of January they held a meeting and discussed the scope of work and deliverables. She stated there is an anticipated deadline of April 30<sup>th</sup> but this may require an extension to May 31<sup>st</sup>. She stated Weston and Sampson have a Certified Playground Safety Inspector on staff and that person conducted an inspection on January 11<sup>th</sup>. She expects to receive the inspection report, Mr. Duffy stated the report was received today and he has not had a chance to review. He stated the process has started and the whole playground will need to be brought up to compliance and including the structures that are in place now. Ms. Warren-Dyment stated the next step in the process is the 50% design meeting. She stated a meeting with the Select Board, Parks Commission, Parks Facilities, School Committee, and Disability Committee and allow for public comment and input. She stated this is where they tell the town the direction that they propose and be sure that they are moving in the right direction of the town. She stated they will then go back and complete the design and check back in at the 90% mark. She explained the 90% mark will have completed bid documents. Ms. Pedone asked about the joint meeting and 50% plan, would they be proposing the poured in place and structures using the current funding. Ms. Warren-Dyment stated they understand the towns funding and will be proposing a playground to fit the budget. She stated there will definitely be swings and structures but she is not sure how many. Ms. Warren-Dyment stated she would like to consider using ARPA funds to fill in the budget shortfall if needed. Ms. Pedone asked if the poured in place can be cut into, Ms. Warren-Dyment stated if cut into the poured in place warranty will be void so the plan was to not pour around structures. She explained that you can add firm stop lines in the poured in place to allow for expansion or other. Mr. Duffy stated the poured in place will have a seven-year warranty. He explained that RDP Funds could also be used to purchase recycled furnishings for the park like picnic tables and benches. Ms. Warren-Dyment stated the new park will not be nearly as large as the current park. Mr. Crowley would like to see what the cost would be for a park similar to what is in place currently as well. Mr. Rucho asked if the park is going to be ADA Compliant or fully inclusive, Ms. Warren-Dyment stated it will be ADA Compliant. Mr. Rucho asked if the large structure currently in place will be used, Mr. Duffy stated it will not be. Ms. Warren-Dyment stated it has a proposed cost of \$30,000 for repairs. Ms. Warren-Dyment stated she will need to check the current contract to be sure the ask to give a proposal to replace the current playground is included. Mr. Crowley believes it would be a disservice to the town to not get an alternate proposal to replace the playground with what is currently in place and let the voters decide.

#### **APPOINTMENTS AND RESIGNATIONS:**

- **Appointment of Ryan J. Matte as Patrol Officer effective February 1, 2023.**

Chief Minnich gives an overview of the vacancies and upcoming vacancies and retirements in his department and is excited to announce new appointments.

Ryan Matte introduced himself and gives his experience.

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

*All in favor*

*Approved*

- **Retirement Resignation of Police Sergeant Anthony Papandrea effective May 1, 2023**

- **Appointment of Detective Timothy Benson to position of Sergeant effective April 1, 2023**  
Detective Timothy Benson introduced himself and gave his experience and years of service to the town.

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

*All in favor*

*Approved*

- **Resignation of Emmanuel Ortiz, Access Coordinator effective February 28, 2023**
- **Appointment of Jennifer Warren Dymont as ADA Coordinator effective January 18, 2023 concurrent with appointment of Town Administrator.**

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

*All in favor*

*Approved*

**TOWN ADMINISTRATORS REPORT (May contain Departmental updates, community reminders and announcements, project updates, etc. No votes will be taken).**

1. **Affordable Housing Trust Update:** The Affordable Housing Trust (AHT) met on January 9, 2023 to vote on whether to recommend any of the LIP proposals to the Select Board. The Trust asked that I transmit a letter to the Select Board regarding their vote which has been included in your meeting packet. All members of the Trust present voted in the affirmative to recommend to the Select Board that the Board endorse Local Initiative Program (LIP) Applications for the project at 235-245 West Boylston Street by Branded Realty Group III, LLC and the project at 73 West Boylston Street by Crescent Builders, LLC. Further, the project at 18 Malden Street by SJV Investment, LLC received no votes in the affirmative.
2. **MIIA FY23 Risk Analysis and Service Plan:** Today, a meeting was held with the Town's insurer MIIA regarding our risk analysis and service plan. Our three year loss ratio is 308% and is being largely driven by the property loss at Town Hall due to the burst pipe. MIIA has mandated we have thermographic inspections of all Town buildings and is working with the Town to conduct these inspections. Another mandatory recommendation is to provide back injury prevention training for employees. MIIA stated today they are working diligently to come up with rates for FY24 which are typically announced at the Annual Meeting this weekend. However, they indicated we should budget for a double-digit increase.
3. **MBTA Communities Update:** To obtain interim compliance with the requirements of the MBTA Communities Zoning, the Planning Board (working with CMRPC) has completed the Action Plan. An area has been identified that is over 40 acres that could be zoned to have a minimum gross density of fifteen units per acre. The Planning Board will continue to work on this new zone and plans to present the zoning to the Town at the Fall 2023 Town Meeting. The map has been included in your packets.
4. **Cemetery RFP:** As previously reported, DPW Director Kevin Duffy (working with the Cemetery Trustees) is preparing an RFP for Master Plan Services for the new cemetery on Paul Tivnan Drive. The RFP calls for two alternative layouts and a plan for phased build out of the site. The final RFP will be reviewed by the Cemetery Trustees and then will be issued. The Award is anticipated in April. Would the Select Board like to be included in the final RFP document as the final reviewers of the top three consultants?

Mr. Duffy stated he along with a Cemetery Trustee, Town Administrator will review the Master Plan. Mr. Rucho stated he would like the Select Board to be part of the build out but not the Master Plan.

5. **Municipal Vulnerability Preparedness (MVP) Grant Expression of Interest:** DPW Director Kevin Duffy is submitting an Expression of Interest for the MVP FY 24 Action Grant. If awarded, the MVP Action Grant would allow the Town to further investigate the structural condition of culverts town-wide and opportunities for improving stormwater drainage and reliable roadway

access. The Expression of Interest period is optional, but allows MVP staff to review proposals and provide feedback prior to the submission of a future grant application.

6. **Sustainable Materials Recovery Program Grant:** The Town of West Boylston has been awarded a grant in the amount of \$10,200 through the Sustainable Materials Recovery Program. Previously the Town has used these funds to foster investment in local programs including recycling equipment, organics diversion, outreach and education, pilot programs, school recycling, toxic reductions, etc. Recently, the Town purchased picnic tables and trash receptacles made of recycled materials using these funds as well as compost bins and a portion of the Wachusett Recycling Center membership.

Ms. Pedone asked if SWAT is ever contacted for use of these funds, Mr. Duffy stated in the past Nancy contacted Norma and they had not received any requests.

7. **Speed Feedback and School Zone Speed Limit Signs:** DPW Director Kevin Duffy submitted a request to MassDOT for a school zone speed feedback sign. These signs have been shown to reduce speeds by an average of 4 mph and to reduce fatalities and serious injuries. It is hoped that such a sign will reduce speeds on Crescent Street.
8. **Crescent Street and Goodale Street Intersection:** DPW Director Kevin Duffy has been looking at additional mechanisms to increase safety at the intersection of Crescent and Goodale. Today a sign was added to the stop sign that indicates the cross traffic on Crescent Street does not stop. He is also looking at adding a stop ahead sign on Goodale Street. It is hoped these additional improvements will provide enhanced messaging to motor vehicle operations of the intersection condition.

#### **FUTURE AGENDA ITEMS/SELECT BOARD REPORTS:**

- Mr. Crowley stated the Celebrations Committee will be hosting a Breakfast with Easter Bunny at the Senior Center in lieu of Easter Egg Hunt.
- Mr. Crowley stated the Celebrations Committee will be hosting Movie Nights beginning in May and hold once a month.
- Mr. Crowley stated the Celebrations Committee is exploring the purchase of a sound system to use for events on the common or other events. He stated they also want to run underground power on Common.
- Mr. Crowley would like to add to a future agenda a discussion on the traffic to Dairy Queen.
- Ms. Pedone stated the SWAT have a survey and asks that residents complete to help them gather feedback and see how the town can improve recycling.
- Ms. Pedone stated the SWAT will be hosting a Town Wide Cleanup on April 22<sup>nd</sup> and DPW Director secured dumpster and this year will be the 50<sup>th</sup> Anniversary.
- Mr. Rucho would like to invite State Representative James O'Day and Senator Robyn Kennedy in to a future meeting for a meet and greet.

***Motion** Mr. Crowley moved to adjourn at 7:55 p.m.; Ms. Pedone second.*

#### **Roll Call Vote**

*Mr. Frieden, yes*

*Mr. Rucho yes,*

*Mr. Crowley yes,*

*Ms. Pedone, yes*

*Mr. Rajeshkumar, yes*

***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 Frieden, Clerk

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Patrick J. Crowley, Selectman

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Kristina Pedone, Selectwoman