



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

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

**Date / Time / Location of Meeting**  
**March 22, 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:**  
**Barur R. Rajeshkumar, Chairman**  
**Christopher A. Rucho, Vice Chairman**  
**Marc Frieden, Clerk**  
**Patrick J. Crowley**  
**Kristina Pedone**

**Members NOT Present:**

**Invited Guests:**  
**Jennifer Warren-Dyment, Town Administrator**  
**Faye Zukowski, Municipal Assistant**

### **THIS MEETING WAS HELD VIRTUALLY IN A HYBRID SETTING VIRTUAL MEETING INFORMATION:**

#### **To Join Zoom Meeting**

- <https://us06web.zoom.us/j/83649173796?pwd=bCtCZTZCTnlPdk1YS2hZQjlvc3UrUT09>
- **Meeting ID: 836 4917 3796**
- **Passcode: 01583**
- **Dial by your location: (646) 558-8656 US (New York)**

#### **CONVENE MEETING – 6:00 pm**

- **Roll call**

#### **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.

- **Patrick Brown, 128 North Main Street, West Boylston**  
He received the Town's Self Evaluation and Transition Plan from September 2022 and expressed opinions of ADA deficiencies on the buildings referenced in the plan. He stated he is prepared to file an MAAB (Massachusetts Architectural Access Board) if the Town continues to hold meeting in non-accessible buildings.

## **NEW BUSINESS:**

- **Town Administrators Preliminary FY2024 Budget Presentation**

Ms. Warren-Dymont stated the preliminary budget is \$29,037,228.00 balanced budget. She stated some budget difficulties are inflation and critical staffing needs in the Fire Department. She thanks Leslie Guertin, Town Accountant for her assistance with the budget process. She stated they are still waiting for final numbers for insurance. Ms. Guertin presented a revenue budget and explanation of new growth. She reviewed the formula calculations; beginning with FY23 Tax Levy Limit \$19,991,869 which can increase 2 ½% \$499,797, include new growth estimate of \$175,000, deduct overlay for abatements and exemptions \$80,580. The FY2024 Tax levy limit is \$20,585,086. She explained the debt exclusions are added and they total \$815,502 bringing the FY2023 Maximum Allowable Levy amount \$21,400,588. Ms. Guertin explained the estimated receipts and other revenue sources are \$4,143,923 based on Governor's budget. She stated the Cherry Sheet charges are \$395,813 and are on offset to the State Aid funds. She estimated the Local Receipts using the prior year actual receipts figure to be \$2,894,580. She stated town can also use various funds such as free cash, Ambulance Receipts, PEG Funds, Wachusett EMS Funds, and Community Preservation with a total \$1,358,950. She stated the FY2024 general fund spending maximum of is \$29,037,228.

Ms. Warren-Dymont presented the Operational Budget overview; 2% COLA has been factored into the budget, she stated there are one-time reductions to balance the budget this year and will not be available next year. She reviewed the line-item budget with explanations for increases and decreases within each department with a total budget of \$29,037,228.

### **Operational Overview**

- Presenting a high-level overview of the preliminary budget
- TM Approved column includes May & Oct (R&A from levy)
- 2% COLA's have been applied
- One-time reductions
- Do not have property/casualty or workers compensation
- Detailed budget presentation in several weeks- please ID areas where in-depth explanation is requested

#### Moderator \$51.00 with 0% change

- No Changes

#### Selectmen 28.18% increase of \$1,650 for a total \$7,505

- Increase to account for outsourcing Town Meeting Mailer and cover increased members attending conferences

#### Town Administrator 10.90% increase of \$21,348 for a total of \$217,200

- Contractual increases in salary and other charges
- Staff market adjustment

#### Finance Committee Reserve with 0% change

- No changes

#### Town Accountant .99% increase of \$1,681 for a total of \$171,809

- No changes of significance

#### Town Audit 43.01% increase of \$12,000 for a total of \$39,900

- Increase related to FY24 OPEB Actuarial study (required every 2 years)

#### Assessors 3.32% increase of \$3,206 for a total of \$99,725

- Contractual increase
- Slight increase to account for any OT

Treasurer/Collector .32% increase of \$700 for a total of \$218,820

- No change of significance

Town Counsel Purchased Services with 0% change

- No change
- \$10/hour increase from KP

Computer Purchased Services -6.94% decrease of -\$8,514 for a total of \$114,132

- Slight decrease- Capital outlay is decreasing as work completed in FY23

Town Clerk 6.18% increase of \$5,522 for a total of \$94,942

- Increase due to staff steps and increased hours for vacation coverage

Elections 8.09% increase of \$1,700 for a total of \$22,722

- Increase due to mailing costs (vote by mail)

Conservation Commission with 0% change

- No change- salary supplemented by revolving fund

Planning Board 10.29% increase of \$420 for a total of \$4,500

- Increase for zoning bylaw and subdivision regulation revisions
- Supplemented by revolving fund

ZBA with 0% change

- No Change
- Supplemented by revolving fund

Town Hall 2.56% increase of \$1,907 for a total of \$76,291

- Slight increase in purchased services- cleaner & other

Public Safety HQ 1.26% increase of \$600 for a total of \$48,400

- No changes of significance (water)

Town Report 25% increase of \$200 for a total of \$1,000

- Increased costs and additional books

WBPA 9.72% increase of \$5,400 for a total of \$60,950

- Not funded from levy
- Increase for purchases and relocation of castus system

Facilities 56.25% increase of \$18,000 for a total of \$50,000

- New IMA- all-in cost to Sterling

Police 4.01% increase of \$71,210 for a total of \$1,847,987

- Salaries- contractual increases- succession planning for Admin
- Purchased services- hiring expenses related to 1 Sgt and 2 officers
- Increased contracted services (tasers, maintenance)
- Supply decrease- no uniform for new officer this year

Fire 32.77% increase of \$355,303 for a total of \$1,439,480

- Budgetary lines underfunded and have run short this FY
- Increased call volume
- Moving toward 4 FF for each shift to meet NFPA standards
- Cover backfills contractual time off (sick, personal, vacation, bereavement)
- 3 Additional full time FF/PM- 3 shifts of 3- plus 1 person on days to cover inspections
- Less OT

Building 7.95% increase of \$7,890 for a total of \$107,141

- Combined Administrative position for Building Department and Board of Health. No longer supported by BOH revolving funds
- Decreases to reflect actual expenditures

Sealer of Weights 1.04% increase of \$39 for a total of \$3,800

- Contract with Commonwealth

Emergency Management 62.50% increase of \$5,000 for a total of \$13,000

- Moved contractual stipend into this budget

Animal Control with 0% change

- No changes

Education 4.27% increase of \$567,196 for a total of \$13,837,414

- Formula agreed upon by SB & SC
- 4.27% increase
- Minimum requested- off by \$1,149
- School Choice funds \$398,772- structural deficit

Streets and Parks .68% increase of \$7,014 for a total of \$1,034,414

- Additional part time Admin support
- Parks benefitted from a budget fix at Fall TM
- Small reduction in fuel as gas prices stabilize (one time)

Snow Removal with 0% change

- No changes

Street Lighting -2.33% decrease of -\$656 for a total of \$27,550

- No changes of significance

Trash 7.22% increase of \$39,360 for a total of \$584,162

- Increased contractual rates

Board of Health -100% decrease of -\$9,000 for a total of \$0

- No longer supporting staff in this line- consolidated into Building

Council on Aging 6.10% increase of \$8,396 for a total of \$146,028

- Staff steps
- Increase service contract costs to maintain buildings

Veterans -27.28% decrease of -\$29,300 for a total of \$78,100

- Increase in hours for more outreach
- Decrease in number of veterans receiving benefits

Library 1.90% increase of \$9,877 for a total of \$530,224

- Purchased service increase associated with maintaining a 100+ year old building

Celebrations with 0% change

- No changes

Debt Service -3.05% decrease of -\$28,921 for a total of \$918,902

- Reduction on interest as principal is decreasing

Intergovernmental 46.77% increase of 2,433 for a total of \$7,635

- No longer funding Wachusett Earthday out of grant

Employee Benefits/Risk Management 2.02% increase of \$128,603 for a total of \$6,498,492

- Property/Casualty & Worker's Comp still unknown (assume 20%- use MIIA credits)
- Significant increase in retirement assessment
- Health insurance- 3.5%, reduced to 12 on family plan

ESCO 3.18% increase of \$8,070 for a total of \$262,105

- Lease payments. Energy Efficiency Increases. Ends 2030.
- **\*Consider entering into "Memorandum of Agreement with the Massachusetts Department of Transportation for School Zone Speed Feedback Signs"**

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

*All in favor*

*Approved*

## APPOINTMENTS AND RESIGNATIONS:

- **Consider approving the hiring of Malcolm Taylor for the Part-Time position of Department Assistant for the Assessors Department, effective April 3, 2023 contingent upon a successful pre-employment physical.**

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

*All in favor*

*Approved*

- **Concurrence on the Town Administrator appointment of Sarah Culgin as the Assistant Building Inspector effective March 23, 2023 for a term to expire on April 30, 2024**

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

*All in favor*

*Approved*

## FUTURE AGENDA ITEMS/SELECT BOARD REPORTS:

- Mr. Crowley gave a Celebrations Committee update that they will be implementing a monthly Friday night movie night May through September
- Mr. Crowley gave a Celebrations Committee update they are working on the Annual Memorial Day Parade

## ADJOURN MEETING

*Motion Mr. Crowley moved to adjourn at 7:09 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,

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

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Faye D. Zukowski, Municipal Assistant

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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

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Kristina Pedone