



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

Select Board/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting September 1, 2021; 6:00 p.m. Zoom
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Members Present Christopher A. Rucho, Chairman Barur R. Rajeshkumar, Vice Chair Patrick J. Crowley, Clerk Michael J. Kittredge III, Selectman Kristina Pedone, Selectwoman
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Members NOT Present:

Invited Guests: Nancy Lucier, Town Administrator Faye Zukowski, Municipal Assistant Gary Kellaher, DPW Director

Others Present: Ken Cleveland, Chris Bergland, Norma Chanis, and Tammy.

Mr. Rucho convened the meeting at 6:00 p.m., roll call taken.

Chairman's Statement was read by Mr. Rucho:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Town of West Boylston Selectboard is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to view this meeting while in progress may do so by:

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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 Meeting Minutes of September 1, 2021

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:

- **August 18, 2021 Regular Session:**

***Motion** Mr. Rajeshkumar moved to approve, Mr. Kittredge second.*

Roll Call Vote

Mr. Kittredge, yes

Mr. Rajeshkumar, yes

Ms. Pedone, yes

Mr. Crowley, yes

Mr. Rucho, yes

All in favor

Approved

- **August 18, 2021, Executive Session:**

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

Roll Call Vote

Mr. Kittredge, yes

Mr. Rajeshkumar, yes

Ms. Pedone, yes

Mr. Crowley, yes

Mr. Rucho, yes

All in favor

Approved

Mr. Rucho asked if they have released executive session minutes, Ms. Lucier stated they have not for a while. Mr. Rucho would like to add to a future agenda item.

REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING AUGUST 19, 2021 TO SEPTEMBER 1, 2021: Town Payable Warrants FY2022-08, and 09; Town Payroll Warrant FY2022-04; Sewer FY2022 SE-04; MLP FY2022 #5; and School FY2022 S5.

***Motion** Mr. Kittredge moved to approve; Mr. Crowley second.*

Roll Call Vote

Mr. Kittredge, yes

Mr. Rajeshkumar, yes

Ms. Pedone, yes

Mr. Crowley, yes

Mr. Rucho, yes

All in favor

Approved

Mr. Crowley explained that he and Raj review the warrants and ask questions then sign off after review and then it is on the agenda for approval. Mr. Rucho stated any Board member can review prior to the meeting and ask questions.

Norma Chanis, Solid Waste Advisory Task Force

- **Pink Bag Program and other options:**

Ms. Chanis of the SWAT (Solid Waste Advisory) Committee explained the Committee has not yet discussed at a meeting. She stated the committee was happy with the pink bag program but there are other options for residents. She explained there is a Planet Aid box at the school and they are the biggest textile recycler. She stated at the recycle center they also collect textiles and on average they regional recycle center collects 7.95 tons up to 8.1 tons from all the towns. Mr. Rucho stated there are options for residents and does not feel the town should sponsor a private business. Mr. Rucho gave an example of a recent attempt by a resident to have pink bags picked up and was unable to make contact with anyone at this company but finally received an email with directions to leave bags out. Mr. Crowley stated he has changed his mind and does not want to advertise for a profit company and does not want to enter into a contract with Simply Recycling Pink Bag Program. He feels although this will keep textiles out of the waste stream, there are plenty of other options in town. Ms. Lucier stated she reached out to Simply Recycling and has yet to get a response.

Motion Mr. Crowley moved to sign the agreement; Mr. Rajeshkumar second.

Roll Call Vote

Mr. Kittredge, no

Mr. Rajeshkumar, no

Ms. Pedone, no

Mr. Crowley, no

Mr. Rucho, no

All in favor

Approved

Ms. Chanis stated she will be working with the town on getting communications out to the residents quarterly regarding textile recycling to be able to maximize DEP Grant funds.

Gary Kellaher, DPW Director – Updates:

- **Review and Approve Bids for Materials:**

Mr. Kellaher presented the bid results to the Board from the August 26th bid opening. Mr. Rajeshkumar asked if they always accept the lowest bid, Mr. Kellaher responded that was correct and all the low bidders have a good reputation with the town and other communities. Mr. Crowley asked how the bid results compared to last year, Mr. Kellaher responded that they were comparable with minimal increases. Mr. Kellaher stated they received a bid from a vendor that has never bid before, Murray Paving and they were the low bidder for full depth reclamation by .20¢. Mr. Crowley asked if the market prices decreases are we bound by these price contracts, Mr. Kellaher stated they are bound until June 30th. Mr. Rucho asked for clarification if they are a contract or agreement, Mr. Kellaher stated they are contracts.

Motion Mr. Kittredge moved to accept the bids; Mr. Crowley second.

Roll Call Vote

Mr. Kittredge, yes

Mr. Rajeshkumar, yes

Ms. Pedone, yes

Mr. Crowley, yes

Mr. Rucho, yes

All in favor

Approved

- **Update on Crosswalk Signage Installation Project:**

Mr. Kellaher stated he spoke with Ocean State Signal and the contractor today for an update. He stated the basis did come in and at a lower price of \$300 each. He received a price to install and tie the four sets of A/C powered crosswalk signage systems which have been ordered and will be installed once delivered. Ms. Pedone asked if they have more plastic crosswalks signs that could be added to the other side of the road at the library temporally. Mr. Kellaher stated there is an issue with the location on the Newton Street sign and he would like to suggest installing center makers on the centerline during the summer months. He stated if they choose to have a sign on the Newton Street side it would have to be moved back as it would be too far back from crosswalk and would not meet the required standard. Mr. Kellaher stated if they placed signs on the curb, he believes it will interrupt parking. Mr. Kellaher explained he ordered twenty-one (21) crosswalk signs to be placed in areas identified by the Police Department Intern that surveyed the town and created a list. Ms. Lucier stated the funds will come from MIIA Loss Control Grant. Mr. Rucho requested a copy of the report created by the Intern.

- **Update on Line Striping Project:**

Mr. Kellaher stated a different product is being used due to the O2 supply is in emergency demand and being prioritized to hospitals due to COVID outbreak. He explained the other product will be available in two weeks, and the waterborne product is still out of the question. He explained they are halfway through the 300,000 linear feet and the other half of the town will be completed in the spring, he clarified 300,000 linear feet is completed in each season and alternate the sections of town completed. Mr. Rucho asked if the other product is comparable in duration, Mr. Kellaher yes.

Mr. Crowley discussed the request to Mass DOT to add no left turning into DQ and barriers, Mr. Kellaher did not like the idea of a hilt mounted center barrier but has a meeting schedule with traffic people for Route 12 and Route 140, and traffic signal at Woodland Street and West Boylston Street so he will follow up then.

Mr. Kellaher update on the surveyors from Mass DOT, they have been out at Pheasant Hill, Woodland Street and Prospect and once he receives the report he will get back to the Board. Mr. Rucho discussed changing the lines at the Reservoir Triangle parking lines, Mr. Kellaher stated they have a plan to move the center line and add parking to include handicap spaces.

Mr. Kellaher provided an update on prices for the stump grinder and this will fall under stated bid contract with a cost of \$50,063. He would like to submit an article for Semi-Annual Town Meeting. Mr. Rucho would like to share this piece of equipment with other towns, Mr. Crowley would also like to have a shared agreement with five other towns. Mr. Kellaher stated that was his suggestion and he will reach out to other neighboring communities to see if they have interest in a shared agreement. Mr. Kittredge asked if he could look into rental costs, Mr. Kellaher is waiting on prices for rental and lease to own purchase. Mr. Rucho would like to add to a future agenda item before adding to Semi-Annual meeting.

OLD BUSINESS:

- **Private Street Bylaw Discussion & Board Policy on Emergency Snow and Ice Removal:**

Ms. Lucier provided the Board with the General Bylaw of the Town for Public Ways and Properties and also the Emergency Snow and Ice Control Policy. She stated the private streets are reviewed annually and they are typically kept clear for emergency vehicles. Mr. Rajeshkumar asked for this agenda item and he was contacted by a

resident about getting a pot hole filled. He believes this has been completed in the past on other private streets and feels they pay taxes and would like to see these potholes filled. Mr. Kittredge stated they have used road grindings in the past so that damage is not done to town trucks. Ms. Pedone is concerned that if they start repairing one private street, they will have to do this for all of them and this would have to go to town meeting for acceptance of a private street. Mr. Rucho recited the policy about repairs to private streets by the town and those payments will be made by the abutters of the streets. Ms. Lucier gave an example of when this has happened on Evergreen Street. Mr. Kellaher stated there was a pothole at the beginning of Alhambra at Woodland and they repaired that one after measuring the right away and feels the rest is passible. Ms. Pedone stated residents need to know they have to follow the policy process. Mr. Rucho stated the town takes liability for repairs that have been made to public streets and if they were to make repairs to private streets the town would take on the liability if any. Mr. Rucho stated the use of road grindings bares not cost to the town but the trucking and labor would. Mr. Rucho asked if the materials could be given to residents if they had trucking, Mr. Kellaher stated he would not give away town material free without the Board or Nancy's approval and does not like the liability on the town with that scenario. Mr. Crowley asked if potholes get filled on private roads in the winter when the pose and issue to potentially damage town equipment, Mr. Kellaher stated correct. Mr. Crowley stated the town should not even do that. Ms. Lucier read the policy on Emergency Snow and Ice Control Policy and explained it stated that if a road is in poor condition the town will not clear it of snow and ice but the town does this to be sure there is emergency access. Ms. Lucier stated the residents on private streets have options to have a betterment on the property to upgrade the road.

NEW BUSINESS:

- **Consider acknowledging and accepting on behalf of the town the following donations received by the Council on Aging from April 1, 2021 through June 2021 – All donations aid in events and activities at the senior center:**
 - **\$50 in memory of Warren Jacobson**
 - **\$160 of private donations**
 - **\$50 donation from the Lion's Club**

***Motion** Mr. Crowley moved to acknowledge and accept; Ms. Pedone second.*

Roll Call Vote

Mr. Kittredge, yes

Mr. Rajeshkumar, yes

Ms. Pedone, yes

Mr. Crowley, yes

Mr. Rucho, yes

All in favor

Approved

- **Consider acknowledging and accepting on behalf of the town, the following donations received by the Library Trustees between February 3, 2021 and July 21, 2021:**
 - **\$92 from public which has been deposited in the Revolving Fund**
 - **\$817.27 from the public which has been deposited into the Donation Fund**
 - **\$500 Grant from Walmart**

- **\$950 Grant from the Hyde Family Find to support the newspapers and magazine collection in the Robert Hyde Family Reading Room**

***Motion** Ms. Pedone moved to acknowledge and accept; Mr. Kittredge second.*

Roll Call Vote

Mr. Kittredge, yes

Mr. Rajeshkumar, yes

Ms. Pedone, yes

Mr. Crowley, yes

Mr. Rucho, yes

All in favor

Approved

- **Review Results of Surplus Auction and Consider Voting to Accept the Recommended Bids:**

Ms. Lucier presented the bid results; book case, no results, voting booths, no results; miscellaneous office equipment, no bids; precast stairs, no bid; 1996 International 2574, high bid \$1,057 from West Side Truck Equipment; 1997 International 4700, high bid \$1,257 from West Side Truck Equipment. She stated she recommends accepting the two bids.

***Motion** Mr. Crowley moved to accept the bids as presented; Rajeshkumar second.*

Mr. Kittredge asked if there were bids for the catch basin truck, Mr. Kellaheer stated there were not. Mr. Kittredge asked what the cost was to get it back, Mr. Kellaheer stated he is negotiating the cost and this truck will go to scrap.

Roll Call Vote

Mr. Kittredge, yes

Mr. Rajeshkumar, yes

Ms. Pedone, yes

Mr. Crowley, yes

Mr. Rucho, yes

All in favor

Approved

Mr. Rucho would like to add to a future agenda in regards to the catch basin truck costs.

- **Discuss Alternate dates for Town Meeting:**

Ms. Lucier stated the school has available dates of October 16th with a rain date of October 23rd outdoors. Mr. Crowley stated it is too early to decide if the meeting will be inside or outside, Ms. Lucier stated the warrants will need to be posted by October 1st.

- **Request from Nap Briye, a non-profit organization with a mission to promote learning, for permission to hold a Barefoot Half Marathon fundraising event on September 5th from 6:30 a.m. to 9:30 a.m.:**

Ms. Lucier stated this marathon will begin in Sterling at the Fire Department and come through Maple Street and will end at Shrewsbury High School and has been coordinated with all the Police Departments and there will be nine (9) runners with no street closures.

***Motion** Mr. Crowley moved to approve; Mr. Rajeshkumar second.*

Roll Call Vote

Mr. Kittredge, yes

Mr. Rajeshkumar, yes

Ms. Pedone, yes

Mr. Crowley, yes
Mr. Rucho, yes
All in favor
Approved

- **Update on Town Hall Project (CR):**

Mr. Ruch gave an update on town hall that they are working on the painting and still working towards an October date for completion, Mr. Crowley stated there is an issue with the carpeting for the meeting room and could be a longer lead time. Mr. Rucho stated they anticipate having the down stairs completed before the meeting room. Mr. Rucho discussed that there have only been a couple painters in at a time and will request more. He also stated they are working on the furniture for the meeting room.

APPOINTMENTS & RESIGNATIONS

TOWN ADMINISTRATOR'S REPORT

- **Update on Social Media Presence Goal:**

Faye and I met with Ms. Pedone on several occasions to review the best approach for this goal. It was decided that establishing a Town Facebook Page and a Twitter Account as social networking platforms, would achieve the goal of being able to push information out to all our residents both in a variety of networks and in a timely fashion, was the direction we should take. This will allow us to share the identical message on our website, our FB page and our Twitter Account. I had reached out to members of the Small-Town Administrator's Membership and received 16 samples of their Social Media Policies which were reviewed.

I have scheduled a public hearing for September 18th to discuss and review the proposed Social Media Policy we feel would be the best guidelines for us to use. As the Town Clerk will be one of the authorized users, the draft policy was also provided to her for review. If the policy is adopted, on Wednesday, October 1, we will launch our program.

During our meetings we also discussed the town's website. The concern over there being a lot of information posted on the various departmental web pages, and perhaps limiting the achieves to the past 3 years was also discussed. Due to the fact that many of us offices are staffed part-time, the ability for residents and contractors to access such things as permit applications and forms is essential. We also decided that many times people and often our various municipal departments are researching previous board/committee actions and are required back longer than a three-year period. Several small changes were made such as – changing the 'Calendar' tab on the home page to 'Meeting Calendar', and updated the formatting under the Town Meetings & Elections tab. Additional changes may be needed once the site is reviewed for compliance with A/D/A requirements.

- **Update on Waste Zero trash bag costs:**

We just received notice from Waste Zero, our trash bag company, that due to the rising costs in the resin market, which have doubled from \$0.52 per pound in May of 2020 to \$1.04 per pound in May of 2021, our trash bag costs will increase immediately from \$63.75 to \$72.89 for a case of large bags and \$40.19 to \$45.58 for a case of small bags. That reduces our profit breakdown to \$6.815 per roll of large trash bags and \$2.99 per roll for small trash bags.

Mr. Rucho asked how many in a bags case, Ms. Lucier stated 20 rolls in a case with 10 bags in a roll. Mr. Crowley asked if there is a way to monitor the price changes, Ms. Lucier stated she can add a reminder to check in a year. Mr. Rajeshkumar asked what the new bag cost will be, Ms. Lucier stated costs remain the same unless Board decides to change it. Ms. Pedone asked about adding totes for residents, Ms. Lucier stated Republic Service created a special truck for West Boylston when the town went to curbside co-mingle pick up. Ms. Lucier stated the town went out to bid last year and this is what was offered. Mr. Rucho requested the town ask the trash hauler about using a truck that can pick up bins. Ms. Pedone would like to get more information on adding bins to the trash service. Ms. Lucier can invite Republic in to a future meeting. Mr. Rajeshkumar stated the bag cost is much less. Mr. Kittredge stated SWAT had concerns about the bins having cross contamination in the waste stream.

- **Update on Revolving Fund for Recreation Department:**

At our last meeting Parks Commissioner Jim Pedone reported on a calendar fundraiser being undertaken by the Recreation Director. The fees generated by the sale of the calendar would be deposited in the revolving fund. In checking the current wording under Sources of what can be deposited into the account, it allows for 'recreation program user fees and donations collected by the Parks Commission'. In addition, under Uses, the funds may be used for 'costs of operating the recreation program including wage and salary expenses of the part-time employees.

We will amend the language at town meeting to "... and proceeds derived from fund raising activities for the benefit of the recreation program" under Sources; "... and expenditures relative to fund raising activities for the benefit of the recreation program" under Uses.

- **Update on Facility Manager Goal:**

I have posted the required internal posting for our position of Facility Manager. The deadline to apply is Tuesday, August 31st. Thus far I have received interest from one candidate. It is a 15-hour a week position budgeted at \$32,000 a year. I will be amending that line item at town meeting to include funds for mileage as the Facilities Manager will need to use his/her own vehicle when driving to the various town buildings. Perhaps in the future we could look at using some of the Green Communities grant funds to purchase an electric car once we complete a few more of our GC building projects we have on our list.

Mr. Rucho would like to discuss further as it was posted for a week; and would like to know what the person will do for fifteen hours weekly if there are not any projects. Mr. Rucho stated the new DPW Director may be able to take this on. Mr. Rajeshkumar agreed with Chris and feels it may be a waste of taxpayer funds. Ms. Lucier stated the new Director will have a lot on his plate and not sure this would be a good idea. Mr. Crowley disagreed and stated this was a goal of the Board for the past two years. Mr. Crowley asked if Gary's application counts as in-house, Ms. Lucier stated she asked Leslie and she approved. Ms. Lucier stated if the Board would like to advertise out, she can post it, Mr. Crowley would like it advertised longer and outside. Ms. Lucier stated she follow the bylaw in regards to the posting. Ms. Pedone feels this is a critical position and that there are a lot of new buildings that are maintained. Mr. Rucho agreed this was a goal of the town but feels once the system is set up, he does not feel that there is enough work. Ms. Lucier discussed the job description and stated this person will consolidate vendors to find savings, work on Green Community Projects, deal with issues at town buildings like the gutter issue at the Senior Center and the irrigation project. Mr. Rucho would like to add to a future agenda and would like the job description sent to the Board.

MEETINGS, INVITATIONS & ANNOUNCEMENTS:

Saturday, September 11, from 8-2 Town Wide Yard Sale – Deadline to sign up is September 7th, for further info www.facebook.com/WBTownWideYardSale

Saturday, September 11th and Sunday September 12th, from 10-4 – Annual Book Sale on the front lawn at the library

Saturday, September 11th, 20th Anniversary Memorial Ceremony for 9/11 at the Fire Station – 9:45 a.m.

Saturday, September 18th – Fire Fighter Muster in Harvard – Truck Parade at 11, Muster begins at noon

The Senior Center will begin serving meals at the Center on September 8th

The local Rotary Club will be using the assistance of the local Rotary Interact ‘students’ to assist with local fall raking and winter snow shoveling for seniors. Seniors in need of this service are encouraged to reach out to the Senior Center to get their name on the list.

FUTURE AGENDA ITEMS/SELECTMANS REPORTS:

- Mr. Crowley would like to discuss relationship with Town Counsel at a future meeting.
- Mr. Rucho discussed Open Meeting Law Training and making it a requirement that one member or the Chair attend meeting discuss at a future meeting.
- Mr. Pedone would like to discuss adding curbside barrels for trash pickup.
- Mr. Crowley would an update on Pride Park update to next agenda.
- Mr. Rucho would like to give an update on the Mixer Field Project.

Motion Mr. Rajeshkumar moved to adjourn at 7:44 p.m. Mr. Crowley, second all in favor.

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