



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

Select Board/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting January 19, 2022; 6:00 p.m. 140 Worcester Street West Boylston, MA 01583 Board Meeting Room 1 st Floor
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Members Present Christopher A. Rucho, Chairman Barur R. Rajeshkumar, Vice Chair Patrick J. Crowley, Clerk Kristina Pedone, Selectwoman

Members NOT Present: Michael J. Kittredge III, Selectman
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Invited Guests: Nancy Lucier, Town Administrator Faye Zukowski, Municipal Assistant
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Others Present: Tracy Gagnon, Bob Barrell, and Kevin Duffy

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:

- **December 15, 2021 Regular Session:**

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

All in favor

Approved

**REVIEW AND VOTE TO APPROVE WARRANTS FOR THE PERIOD COVERING
JANUARY 6, 2022 TO JANUARY 19, 2022: Town Payable Warrants FY2022-28 and FY2022-
29; Town Payroll Warrant FY2022-14; Sewer FY2022 SE-17; MLP FY2022 #15 and School
FY2022 S13.**

Motion Mr. Rajeshkumar moved to approve; Ms. Pedone second.

All in favor

Approved

POLICE CHIEF DENNIS MINNICH

Traffic Control:

Passed over until the second meeting in February.

LAUREN GODLBERG, MANAGING ATTORNEY KP LAW, Town Counsel: Passed over until a future meeting.

Board of Health update on Vaccination Clinic Scheduled for January 22nd and February 12th at Major Edwards School Gym:

Tracy Gagnon of the Board of Health explained they received a request from the school superintendent to organize a clinic. She explained she has organized the clinic and advertised it, they have 25 children booked, ages twelve and up have 7 booked, and 32 booked for boosters with spots available for all groups. She explained they will accommodate walk ins but prefer people to book appointments on the Board of Health website. She explained in her position in Lancaster what they have accomplished and she models West Boylston's clinic after that. Mr. Crowley asked how many slots are available, Ms. Gagnon believes there is around 50 slots available. Mr. Rajeshkumar asked if the Board of Health plans to do any testing, Ms. Gagnon responded they do not have a plan for that and feels there is plenty of testing available. Mr. Rajeshkumar asked if they will have test kits and masks to distribute, Mr. Barrell responded that they government just opened up the site to requests these items. Mr. Barrell stated the school should be receiving test kits to distribute soon. Mr. Rajeshkumar asked if they are only giving out Pfizer, Ms. Gagnon stated they are only using the vaccination as it would be too difficult to have all three. She explained if you go to "Get the Vax" website you can find a clinic with specific vaccine available.

Kevin Duffy, DPW Director:

- **Update on Lee/Goodale Street Project:**

He explained a consultant offered options to remediate the water issue at this location and possible construction costs could be \$270,000-\$300,000. He stated they completed some test pits 6' deep and found sand which is good for infiltration. He stated on the eastern side they installed a catch basin and perforated pipe and crushed stone and to date they alleviated the puddle. He would like to complete a test pit in the spring install a dry well catch basin or a shallow inlet and pipe across street to infiltration system installed if needed due to ledge. Mr. Crowley stated this is great compared to the estimated cost previously.

- **Emergency Snow & Ice Policy:** Passed over until a future meeting.

- **Update on Weston & Sampson Services I&I Project:**

He explained Weston and Sampson completed the 2018 Annual Inflow and Infiltration and Maintenance Plan which DEP approved with a 23-year plan of maintenance and tasks for the town to do. He explained the town completed year two in 2019 and has not been keeping up with the plan. He has signed up to complete the year three work completed and begins a 20-year cycle of lite cleaning and inspections of the entire drainage systems. He explained if the town was completed the whole thing at once it would cost \$1.2 million and is the purpose of spreading it out over the 20 years. He stated this year they will be completing the Pineroft area which is the oldest sanitary infrastructure in town in March or April. He explained as part of year 2 task they were to complete the manhole inspection program and 86% were in good condition and 14% were in fair or in need of repair and they submitted recommendations for repair and no repairs have been made to date. Mr. Crowley asked if this was an inhouse project, Mr. Duffy stated it is not and requires a specialty

type of work. He stated there are 118 manholes in town and he has not had a chance to catalog them and see if the town can perform some of the work. Mr. Crowley asked if the repair money is built into the budget, Mr. Duffy stated it was previously and assumes this will continue this way going forward. Mr. Crowley would like to know if this is built into the annual sewer rate review, Mr. Duffy will work with Nancy.

- **Road Opening Permit Process:**

Mr. Duffy explained he is in the process of gathering information from surrounding towns and once he has a plan he will come back to the Board. Mr. Rucho stated the town has a moratorium on road opens on new roads and wants to be sure this will be incorporated into the process, Mr. Duffy stated it will be and let the Board know the 2022 Road Moratorium is already posted on the website. Discussion on emergency repairs to roads paved within the last five years will require more extensive restoration. Mr. Rucho asked what happens if they completed the restoration as we asked and it settles is the town able to go back on the contractor, Mr. Duffy stated there are bonds in place and the town can hold them for a set period of time. Ms. Pedone asked how long does the town keep the bonds, Mr. Duffy stated he is unsure and will need to check the records. Ms. Pedone would to look at keeping the bond longer as issues seem to arise after a year or two. Mr. Crowley does not feel that building a new house is an emergency, Mr. Duffy stated it is at the discretion of the DPW Director.

- **Update on Heavy Truck Exclusion Project:**

Mr. Duffy stated the signs have not been installed as he wanted to discuss with the Board. He stated the signs can be installed but cannot be enforced unless approved by MA DOT. He believes signage is two to three months out for delivery. He explained Worcester has requested an engineering report be submitted with the details of the truck exclusion request. He stated is Worcester gave them the ok this same document would be sent to the State for approval and he is working on that now. Mr. Rucho stated the Police Chief stated one thing and now the Director is stating another. Mr. Rucho stated the Board voted to install the signage as the Chief recommended. Ms. Lucier stated she believed the Chief's recommendation was to be used as a deterrent while they are in the process of the heavy truck exclusion. Ms. Lucier stated the Chief and Director have been in discussion on the signs. Mr. Rucho would like the signs ordered as the Board voted. Mr. Crowley asked if a local vendor could make the signs, Mr. Duffy can look into that but may cost much more. Mr. Crowley stated the town has residents that have been dealing with this for a long time but for a small cost if they can get them up quickly, he would like to do that, Mr. Rajeshkumar agreed. Ms. Pedone stated the information that the signs will not be enforceable is good information and do not believe the people living on those streets will accept that the signs are only deterrents. Mr. Rucho stated they will add back on agenda when the Chief is in. Mr. Rucho believes the signs are enforceable, Mr. Duffy explained he spoke with a traffic engineer and that was confirmed that they are not enforceable. Mr. Rucho would like to move forward with the vote and the enforcement is an issue for the Chief. Mr. Duffy stated he will work on getting the signs ordered. He also ordered regular pedestrian signs using grant funds from MIIA and will also get these installed in the spring. Ms. Pedone asked for clarification if the signs near the library will all be installed, Mr. Duffy stated he has a list of locations for all the signs. Ms. Lucier clarified that the solar signs near the school will be replaced with hard wired signs and the solar signs will be reused and placed by the library. Mr. Crowley asked if the stop signs with blinking lights are checked, Mr. Duffy stated while the DPW is

out and about they check on these things. He requests the public report these type issues on the website.

- **Update on Crosswalk Signage:**

He explained the crosswalk beacons have been delivered but was too late in the season to get them installed. He plans to get this completed in the spring.

- **Mailbox Policy:** Mr. Rucho requested the policy be sent out to the Board. Passed over until a future meeting.

NEW BUSINESS:

- **Discuss policy on Agenda Preparation:**

Mr. Crowley discussed the process of preparing the agenda and this does not follow the policy as it is currently written. He would like to update policy to or change the process to the follow the current policy. Ms. Lucier stated she began working with the Chair when she was the Interim Town Administrator. She stated the prior Town Administrators set the agenda without interaction of the Chair. Mr. Crowley asked for a Public Hearing to be scheduled to discuss at the next meeting. Ms. Pedone stated she would not be comfortable with the Chair setting the agenda and allowing for the possibility of items that are requested by fellow board members removed. Mr. Rucho stated is has always been the standing policy that all items requested by Board members be added to the agenda. Ms. Pedone does not want any changes to the policy which would change the agenda items being added or removed.

Ms. Lucier discussed taking a section each month and review for changes or updates. Mr. Rucho would like to start with this one and go from there. Mr. Rucho stated Board members should review the policies and bring forward any that need changes or updates.

- **Update on the Recreation Director**

Ms. Lucier stated she spoke with the Parks Chairman who reached out to the Director about upcoming programs. Ms. Lucier stated she did not have any upcoming programs in January but it planning a date night for parents. She explained the Director put in a lot of hours for the Fall Fest in October and Toys for Tots in November and was way over the hours allotted.

Ms. Pedone asked about the allotted hours per month that she is paid and who reviews the them, Ms. Lucier stated she is paid monthly and there is not a time sheet submitted as it is only a stipend. Mr. Rucho does not agree that if she spends 40 hours on a program one month then the next month, she can take it off. Mr. Rucho would like clarification on what the stipend pays covers for hours, Ms. Lucier will find out.

- **Update on Town Administrator Search**

Ms. Pedone stated a meeting has been scheduled for next week with two consultants to review their scope of services. Ms. Pedone planned to prepare a recommendation with pricing, services for review by the Board. Mr. Rucho stated the subcommittee will make the decision and the Board can decide which services to choose from.

TOWN ADMINISTRATOR'S REPORT

1. Termination of Employees vs. Keeping them on the payroll

At a previous meeting it was questioned why we just don't keep our snowplow drivers on the payroll year-round. For those employees who are seasonal or fractional and not enrolled in the Worcester Regional Retirement System, they pay into OBRA (Omnibus Budget Reconciliation Act). It is a mandatory program and we are required with withhold 7.5% for their wages as they do not qualify to be in the retirement system. It is then invested through Great West who has the state contract with our SMART plan and because it is a mutual fund investment firm, the employee pays a monthly investment fee of \$1.75. When an employee terminates their employment with the town, they are provided with information on how they can get those funds back and that way their funds are not eaten up by the \$1.75 monthly charge.

2. Recycle Policy annual submittal and notification

Annually the town applies for the Sustainable Materials Recovery Program Municipal Grant. This is the grant we get points for on all the various things we do to reduce, reuse and recycle materials. The first step of that process begins in January when I send out our annual email reminder to all the departments reminding them that the Town of West Boylston has a Recycled Product Procurement Policy which was adopted by the Selectboard in September of 2010. As the Town's Chief Procurement Officer, the Town of West Boylston is committed to purchasing products which are environmentally preferable, and/or made of recycled materials whenever such products meet quality requirements and are available at reasonable prices and terms. Purchasing these items will help support our municipal recycling program. As required, a copy of that annual reminder has been provided to the Department of Environmental Protection

3. Update on COVID Self-Test Kit distribution

At our last meeting the Board suggested that I reach out to the departments and entities we distributed the 1,080 COVID self-test kits to, which were provided to the town by the state, to see if anyone might have surplus kits. All kits were used with the exception of a few given to the Food Pantry, which have been earmarked by the Food Pantry Manager for their clients who did not participate in their December event.

Mr. Rucho asked if Food Pantry received test kits from Worcester County Food Bank, Ms. Lucier is unsure but can check. Mr. Rucho would like the COVID Test government link posted on the Facebook.

4. Follow-up on Cemetery Funding

At our last meeting I announced that the town would be receiving \$130,000 from an FY22 ARPA Earmark. There was a question as to who would be in control of these funds. As you know, town meeting approved the transfer of the property on Tivnan Drive to the Cemetery Trustees and the Board of Health voted to allow a cemetery on the property. Per Mass General Law Chapter 114, Section 23, Board of Cemetery Commissioners: Powers & Duties, said board shall have the sole care, superintendence and management of all public burial grounds in its town or any land purchased and set apart by said town for such cemeteries, in lots or other suitable subdivisions, with proper paths and avenues, may plant, embellish, ornament and fence the same and erect therein such suitable edifices and conveniences and make such improvements as it considers convenient; and subject to the approval of the town may make such regulations, consistent with law, as it deems expedient. The earmark language in bill 1599-2038 and provides further that no less than \$130,000 to be expended for the construction and planning of the Town of West Boylston's new cemetery site under the organization name of West Boylston Cemetery Construction and Planning.

I sent in the initial paperwork, and was informed that Administration and Finance is beginning the process to release the earmarks, which they estimate will take 16 weeks to arrive.

Mr. Rucho asked if the entire project will be in control of the Cemetery Trustees, Ms. Lucier stated yes per MA General Law. Mr. Rucho asked where the remaining funds needed will come from, Ms. Lucier stated that is not determined at this point. She stated there may be opportunities for cost savings by using the location for trainings and local contractors that are familiar with site layout may want to get involved. Ms. Lucier stated the Cemetery Commission has been working on developing a master plan.

5. FY21 Audit

Powers & Sullivan, LLC has completed our FY21 Audit. Electronic copies were provided to the Board. If you would like a hard copy, please let me know. I am pleased to report that there were no findings this year.

Mr. Crowley asked how many years the town has used this firm and if it has been three years, he would like to consider going out to bid for a new firm when the contract is up. Ms. Lucier believes they have a rate hold with Powers and Sullivan but she will check.

6. Local Election Districts Review Commission

I am pleased to report that the State's Local Election Districts Revision Commission has reviewed our re-divide of West Boylston into precincts. We have been informed that the division meets the requirements of Mass General Laws Chapter 54, Section 6 and has been approved by the Commission effective December 31, 2021. The Town Clerk is planning on using Poll Pads which she has indicated will help with identifying when voters are in the wrong precinct much faster than the paper lists.

APPOINTMENTS AND RESIGNATIONS

MEETINGS, INVITATIONS & ANNOUNCEMENTS:

- **Sunday, February 13th between 1 and 2 p.m. – Wachusett Area Rotary Club's Complimentary Senior Valentine "Grab & Go" Lasagna Dinner for Valentine's Day – Reservations are Required – call the Holden Senior Center 508-210-5570 by January 28th. Dinners prepared by The Manor Restaurant and distributed at the Senior Centers of Holden, Sterling, and West Boylston.**
- **AARP Tax Aide Program at the West Boylston Senior Center – Tax preparation will begin on February 2022 dates and times to be determined. Call 508-835-6916 to be placed on a call list.**

FUTURE AGENDA ITEMS/SELECTMANS REPORTS:

- Mr. Crowley gave an update on the Disability Commission met and the town is the Collins Center to review everything and give a report, they are at the halfway mark and public input will be coming. He stated they offered an interim report but he did not feel that was necessary and will wait for final report. He explained at that time the Board can vote to accept the report.

- Mr. Crowley updated the Board on the meeting room, the current tables are temporary and MassCor is building the new table and are behind. They are deciding on the replacement of the other two tables in the room also.
- Mr. Rajeshkumar discussed the Planning Board is discussing the Marijuana transport license and the development of regulations for this type of license this will come before the Select Board Marijuana Sub-Committee soon. Mr. Rucho would like to add to a future agenda item.
- Ms. Pedone announced the West Boylston Athletic had to cancel the 5K and is rescheduled to January 23rd at Major Edwards. She stated there will not be any road closures but will be stops in place.
- Mr. Rajeshkumar stated the election nominations are available.
- Mr. Rucho stated the Cable Committee and they are working on negotiating the contract with Spectrum and are in the process of putting a survey together for the residents.
- Mr. Rajeshkumar would like the Board to consider hybrid meetings going forward, Mr. Rucho explained the room is being prepared for that but every meeting cannot be accommodated with that. Mr. Rucho suggested he brought that to the PEG Board.
- Mr. Rucho would like to have a FISP meeting soon, possibly the second Wednesday of the month.

Motion Mr. Rajeshkumar moved to adjourn at 7:48 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