

# **TOWN OF WEST BOYLSTON**

## **TOWN CLERK MEETING MINUTES**

### **July 6, 2020 S-ATM**

Due to the pandemic of COVID-19 in 2020, West Boylston, along with many other cities and towns, was forced to delay the Spring Town Meeting. Originally scheduled for May 18<sup>th</sup>, the meeting was moved to June 29<sup>th</sup> and due to a predicted weather event on that date, was moved again to July 6<sup>th</sup>. The meeting location was also changed from the auditorium of the Middle/High School to the baseball field adjacent to the school. With the hard work of many town employees, the new location was set up with a sound system, seating, personal protection equipment and every detail needed to hold a meeting with social distancing and safety as the first priority.

Article 1 Section 3 of the Town of West Boylston's General Bylaws states that "One Hundred (100) legal voters, including the presiding officer and the clerk, shall constitute a quorum, provided that a number less than a quorum may vote an adjournment; and that not more than Seventy-five (75) shall be required to maintain a quorum once the meeting has been called to order by the Moderator and that a quorum of Seventy-five (75) be required to reconvene any adjourned session of any such meeting."

Elaine S. Novia, Town Clerk, informed Moderator Jonathan Meindersma that 114 registered voters were in attendance and that the quorum requirement as set out in the General Bylaws has been met. At 6:00 p.m. the meeting was called to order.

The following people were chosen as tellers by the Town Clerk;

Helen DeMarco	Carol Peterson
John McCormick, III	Barbara Deschenes
Mary Ellen Cocks	Gordon Cocks
Stephanie Peterson	Margaret Lee

M.G.L. Ch. 39 § 15 was accepted at the Oct. 20, 2008 Semi-Annual Town Meeting and placed in the General Bylaws Article I § 7. This bylaw section states: "If a two-thirds vote of Town Meeting is required by statute, the Moderator may, at his or her discretion, decline to verify a voice vote by polling the voters or by dividing the meeting, and may record the vote as a two thirds vote without taking such a count."

After the Pledge of Allegiance a moment of silence was conducted for all citizens whom have passed since our last meeting and to all those who serve in the military service, here and around the world, who have paid the ultimate sacrifice.

Upon a motion by Christopher Rucho and duly seconded by Patrick Crowley, it was unanimously voted to waive the reading of the Warrant and refer it as subject matter only.

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#### **ARTICLE 1 - AUTHORIZATION TO HEAR THE REPORTS OF OFFICERS AND COMMITTEES OF THE TOWN**

***Motion-John Hadley***

***Second-Barur Rajeshkumar***

It was unanimously voted to pass over this article and postpone the presentation of reports of officers and committees of the town until the October 2020 Town Meeting.

--Please see Library notice at end of report

## *ARTICLES 2 – 5*

The moderator requested to use a procedure known as a Consent Agenda for Articles 2 through 5. This is the bundling of articles considered routine and non-controversial into a single motion to be voted upon. This procedure was deemed important to reduce the time during which the voters are gathered during this time of the COVID-19 pandemic and to lessen any discomfort or disruption that may be caused by meeting outdoors.

### *ARTICLE 2 - AUTHORIZATION TO BORROW IN ANTICIPATION OF REVENUE AND TO ENTER INTO A COMPENSATING BALANCE AGREEMENT WITH A BANK*

***Motion-Christopher Rucho***

***Second-Michael J. Kittredge, III***

It was unanimously voted to authorize the Town Treasurer/Tax Collector, with the approval of the Select Board, to borrow money from time to time in anticipation of the revenue of the Fiscal Year 2021, the period from July 1, 2020 through June 30, 2021, in conformity with the provisions of the Massachusetts General Laws, Chapter 44, Section 4, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17, and to authorize the Treasurer/Tax Collector to enter into a compensating balance agreement or agreements for Fiscal Year 2021 pursuant to Massachusetts General Laws, Chapter 44, Section 53F.

### *ARTICLE 3 – AUTHORIZATION TO EXPEND FUNDS IN ANTICIPATION OF REIMBURSEMENT OF STATE HIGHWAY ASSISTANCE AID*

***Motion-Christopher Rucho***

***Second-Michael J. Kittredge, III***

It was unanimously voted to accept any and all state highway assistance funds authorized by the state legislature and approved by the Massachusetts Highway Department under the so-called Chapter 90 Highway Assistance Program to be expended for the maintenance, repair and construction of Town roads in anticipation of reimbursement under the direction of the Select Board and the Town Administrator for work on roads located on the State Aid Primary System as approved by the Massachusetts Highway Department, and further to authorize the Town Treasurer/Tax Collector, with the approval of the Select Board, to borrow money from time to time during Fiscal Year 2021, for the period from July 1, 2020 through June 30, 2021, in anticipation of reimbursement of said highway assistance in conformity with the provisions of Massachusetts General Laws, Chapter 44, Section 6A.

### *ARTICLE 4 - AUTHORIZATION TO AMEND THE PERSONNEL BYLAW AND TO AMEND THE CLASSIFICATION AND COMPENSATION PLAN SO AS TO PROVIDE EMPLOYEES A COST –OF-LIVING PAY INCREASE IN FY21 (2%)*

***Motion-Christopher Rucho***

***Second-Michael J. Kittredge, III***

***Recommendation to approve from the Bylaws Committee***

It was unanimously voted to amend Section 5, Part AA, Classification and Compensation Plan of the Personnel Bylaw to reflect a cost of living adjustment to all wage rates by 2%.

--Please see chart at end of report

*ARTICLE 5- AUTHORIZATION TO SET THE SALARY OF ELECTED OFFICIALS*

**Motion-Christopher Rucho**

**Second-Michael J. Kittredge, III**

It was unanimously voted to determine and fix what salaries elective officers of the Town shall receive for Fiscal Year 2021 in conformity with the provisions of Massachusetts General Laws, Chapter 41 Section 108:

Moderator	\$1.00
Selectboard	\$1.00 each (5 members);
Planning Board	\$1.00 each (5 members);
Cemetery Trustees	\$1.00 each (3 members); and
Municipal Light Board	\$300.00 each (3 members);

*ARTICLE 6 – AUTHORIZATION TO TRANSFER THE UNEXPENDED BALANCES OF FISCAL YEAR 2020 APPROPRIATIONS AND ANY OTHER AVAILABLE FUNDS AS PRINTED IN THE ATTACHED SHEET ENTITLED ARTICLE 6 FY 2020 BUDGET TRANSFERS*

**Motion-John Hadley**

**Second-Barur Rajeshkumar**

**Recommendation to approve-Finance Committee**

It was unanimously voted to transfer the unexpended balances of FY 2020 appropriations and any other available funds as printed in the chart below.

**FY 2020 Budget Transfers**

Transfer From		
Account #	Description	Amount Required
01-193-5200-5200	Facilities Mgt Purchased Services	\$8,000.00
01-193-5200-5200	Facilities Mgt Purchased Services	\$1,500.00
01-193-5200-5200	Facilities Mgt Purchased Services	\$1,000.00
	<b>Total Reductions</b>	<b>\$10,500.00</b>

Transfer To		
Account #	Description	Amount Required
01-916-5200-5174	Medicare - Town's Share	\$8,000.00
01-192-5200-5400	Public Safety Headquarter Supplies	\$1,500.00
01-220-5200-5400	Fires Supplies	\$1,000.00
	<b>Total Appropriations</b>	<b>\$10,500.00</b>

#### ARTICLE 7 – AUTHORIZATION TO PAY BILLS FROM A PREVIOUS FISCAL YEAR

**Motion-Christopher Rucho**

**Second-Michael J. Kittredge, III**

It was unanimously voted to pass over Article 7 as we do not have any bills to pay from a previous fiscal year.

#### ARTICLE 8 – AUTHORIZATION TO APPROPRIATE MONEY TO THE SEWER ENTERPRISE ACCOUNT FOR FISCAL YEAR 2021

**Motion-Patrick Crowley**

**Second-Christopher Rucho**

**Recommendation-Recommendation to approve from BOS and Financial Committee**

It was unanimously voted to raise and appropriate and/or transfer from available funds the sum of Two Million, Ninety-Six Thousand, Three Hundred Five Dollars and No Cents (\$2,096,305.00) to the West Boylston Sewer Enterprise Account to be expended by the Select Board, acting as the Board of Sewer Commissioners, for sewer development, administration, assessment, operation, and maintenance expenses in Fiscal Year 2021 as follows:

#### Fiscal Year 2021 West Boylston Sewer Department Budget

Administration	-	\$ 146,971.00
Operations and Maintenance	-	\$ 1,569,253.00
Reserve Fund	-	\$ 20,000.00
Debt and Interest Payments	-	\$ 356,581.00
Capital Reserve	-	\$ <u>3,500.00</u>
Total Budget Appropriation	-	\$ 2,096,305.00

and to meet said appropriation through:

- (1) the appropriation of One Million, Four Hundred Fifty One Thousand, Three Hundred Dollars and No Cents (\$1,451,300.00) from Fiscal Year 2021 Sewer Enterprise Fund User Revenue, and
- (2) the appropriation of Three Hundred Fifty Six Thousand, Five Hundred Eighty One Dollars and No Cents (\$356,581.00) from the Fund Balance Reserved For Sewer Betterment Debt Service, and
- (3) the appropriation of Two Hundred Eighty-Eight Thousand, Four Hundred Twenty Four Dollars and No Cents (\$288,424.00) from Sewer Enterprise Retained Earnings..

#### **ARTICLE 9- FISCAL YEAR 2021 OMNIBUS BUDGET APPROPRIATION ARTICLE**

**Motion-Barur Rajeshkumar**

**Second-John Hadley**

**Recommendation to approve – BOS and Financial Committee**

**Discussion-It was moved to waive the reading of the budget and to refer to the handout.**

**Sandra Meindersma, 20 Maple Street: I see an increase, do you have confidence in this budget? Ray Bricault, Prescott Street, FinCom: Yes, we do. We have substantial information to support the budget. It is the best information available at this time. Also, 80% of our funding comes from real estate taxes and that amount is not changing. Patrick Crowley, Bowen Street, BOS: COVID-19 will have an effect on meals tax, motels tax and new vehicle purchases, not real estate tax. Nancy Lucier, Sterling Place, Town Administrator: We have healthy reserves at this time. Marc Trudeau, 16 Lynwood Lane: I would like details of the fees under Trash and Tipping from the SWAT. SWAT, Nancy Lucier, Sterling Place, Town Administrator: We now need to pay for recycling as there is no longer a recycling market. This increase is \$75,000. Kim Hopewell, 25 Lexington Drive: question re: Assessor's line item and where it comes from. Nancy Lucier, Sterling Place, Town Administrator – it is from within – employee of the town now instead of from our contractor RRG. Rose LeClair, 326 Sterling Street: If this budget is passed, will the teachers who received pink slips be returned to work? Superintendent of Schools: Yes, the appointment letters will be signed tomorrow.**

It was unanimously voted to raise and appropriate, and/or transfer from available funds, such sums of money as may be necessary to defray the expenses and charges of the Town of West Boylston in Fiscal Year 2021, the period of July 1, 2020 through June 30, 2021, including the costs of public education, debt and interest payments, and providing municipal services.

Raise & Appropriate:	\$26,617,049
From WBPA Receipts Reserved	\$55,550
From Ambulance Receipts Reserved	\$350,000
From Wachusett EMS Fund	\$18,000
From Free Cash:	\$263,036
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Total	\$26,303,635

**(The Fiscal Year 2021 Operating Budget follows. The budget format contains the budget figures for Fiscal Year 2020, and the Town Administrator's recommendations for Fiscal Year 2021.**

Town of West Boylston  
Schedule of Departmental Appropriations and Expenditures  
FY2021 Budget Recommendations

Art 9

		<i>Town Meeting Approved Budget FY 2020</i>	<i>Town Admin Recommended Budget FY 2021</i>
01-114-5100-5115	Moderator Salary	\$ 1.00	\$ 1.00
01-114-5200-5700	Moderator Other Charges	\$ 50.00	\$ 50.00
	<b>TOTAL MODERATOR</b>	<b>\$ 51.00</b>	<b>\$ 51.00</b>
01-122-5100-5100	Selectmen Salaries	\$ 5.00	\$ 5.00
01-122-5200-xxxx	Selectmen Other Expenses	\$ 6,050.00	\$ 6,050.00
	<b>TOTAL SELECTMEN</b>	<b>\$ 6,055.00</b>	<b>\$ 6,055.00</b>
01-123-5100-5100	Town Administrator Salaries	\$ 182,323.00	\$ 175,000.00
01-123-5200-5xxx	Town Administrator Other Expenses	\$ 4,800.00	\$ 4,800.00
	<b>TOTAL TOWN ADMINISTRATOR</b>	<b>\$ 187,123.00</b>	<b>\$ 179,800.00</b>
01-132-5200-5780	<i>Reserve Fund</i>	\$ 32,000.00	\$ 32,000.00
	<b>TOTAL FINANCE COMMITTEE</b>	<b>\$ 32,000.00</b>	<b>\$ 32,000.00</b>
01-135-5100-5100	Town Accountant Salary and Wages	\$ 140,591.00	\$ 130,286.00
01-135-5200-5xxx	Town Accountant Other Expenses	\$ 28,500.00	\$ 25,650.00
	<b>TOTAL TOWN ACCOUNTANT</b>	<b>\$ 169,091.00</b>	<b>\$ 155,936.00</b>
01-136-5200-5315	<i>Town Audit Purchased Services</i>	\$ 34,650.00	\$ 27,900.00
	<b>TOTAL TOWN AUDIT</b>	<b>\$ 34,650.00</b>	<b>\$ 27,900.00</b>
01-141-5100-5100	Assessor's Salaries	\$ 29,274.00	\$ 300.00
01-141-5200-5xxx	Assessor's Other Expenses	\$ 73,150.00	\$ 100,850.00
	<b>TOTAL ASSESSORS</b>	<b>\$ 102,424.00</b>	<b>\$ 101,150.00</b>
01-145-5100-5100	Treasurer/Collector Salaries	\$ 158,978.00	\$ 162,158.00
01-145-5200-5xxx	Treasurer/Collector Other Expenses	\$ 47,800.00	\$ 47,800.00
	<b>TOTAL TREASURER/COLLECTOR</b>	<b>\$ 206,778.00</b>	<b>\$ 209,958.00</b>
01-151-5200-5200	Town Counsel Purchased Services	\$ 80,000.00	\$ 85,000.00
	<b>TOTAL TOWN COUNSEL</b>	<b>\$ 80,000.00</b>	<b>\$ 85,000.00</b>
01-155-5200-5xxx	Computer Other Expenses	\$ 109,869.00	\$ 101,080.00
01-155-5300-5800	Computer Capital Outlay	\$ 21,200.00	\$ 21,200.00
	<b>TOTAL DATA PROCESSING</b>	<b>\$ 131,069.00</b>	<b>\$ 122,280.00</b>
01-161-5100-5100	Town Clerk Salaries	\$ 73,311.00	\$ 79,441.00
01-161-5200-5xxx	Town Clerk Other Expenses	\$ 2,460.00	\$ 1,900.00
	<b>TOTAL TOWN CLERK</b>	<b>\$ 75,771.00</b>	<b>\$ 81,341.00</b>
01-162-5100-5100	Elections Salaries	\$ 12,000.00	\$ 14,000.00
01-162-5200-5xxx	Elections Other Expenses	\$ 13,610.00	\$ 12,810.00
	<b>TOTAL ELECTIONS &amp; REGISTRATIONS</b>	<b>\$ 25,610.00</b>	<b>\$ 26,810.00</b>
01-171-5100-5100	Conservation Commission Salaries	\$ 1,800.00	\$ 1,800.00
	<b>Total Conservation</b>	<b>\$ 1,800.00</b>	<b>\$ 1,800.00</b>
01-175-5100-5100	Planning Board Salaries	\$ 4,000.00	\$ 4,080.00
	<b>TOTAL PLANNING BOARD</b>	<b>\$ 4,000.00</b>	<b>\$ 4,080.00</b>
01-176-5100-5100	Zoning Board of Appeals Salaries	\$ 3,000.00	\$ 3,000.00
	<b>Total ZBA</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>
01-192-5200-5xxx	Public Safety Other Expenses	\$ 36,520.00	\$ 34,820.00
01-192-5250-5240	Public Safety H.Q. Bldg Repair & Maintenance	\$ 9,900.00	\$ 9,900.00
	<b>TOTAL PUBLIC SAFETY HEADQUARTERS</b>	<b>\$ 46,420.00</b>	<b>\$ 44,720.00</b>
01-194-5100-5100	Town Hall Salaries	\$ 13,593.00	\$ 14,148.00
01-194-5200-5xxx	Town Hall Other Expenses	\$ 46,787.00	\$ 49,000.00
01-194-5250-5240	Town Hall Bldg Repair & Maintenance	\$ 9,900.00	\$ 9,900.00
	<b>TOTAL TOWN HALL BUILDING</b>	<b>\$ 70,280.00</b>	<b>\$ 73,048.00</b>

Town of West Boylston  
Schedule of Departmental Appropriations and Expenditures  
FY2021 Budget Recommendations

		<i>Town Meeting Approved Budget FY 2020</i>	<i>Town Admin Recommended Budget FY 2021</i>
01-195-5200-5200	Town Report Purchased Services	\$ 800.00	\$ 800.00
	<b>TOTAL PRINT TOWN REPORT</b>	<b>\$ 800.00</b>	<b>\$ 800.00</b>
01-199-5100-5100	WBPA Salaries & Wages	\$ 45,950.00	\$ 45,950.00
01-199-5200-5xxx	WBPA Other Expenses	\$ 9,600.00	\$ 9,600.00
	<b>TOTAL PEG TV</b>	<b>\$ 55,550.00</b>	<b>\$ 55,550.00</b>
01-193-5xxx-5xxx	Facilities Management Expenses	\$ 32,000.00	\$ 32,000.00
	<b>TOTAL FACILITIES MANAGEMENT</b>	<b>\$ 32,000.00</b>	<b>\$ 32,000.00</b>
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 1,267,472.00</b>	<b>\$ 1,243,279.00</b>
01-210-5100-5100	Police Salaries	\$ 1,527,967.00	\$ 1,531,803.00
01-210-5200-5xxx	Police Other Expenses	\$ 119,217.00	\$ 124,019.00
01-210-5300-5800	Police Capital Outlay	\$ 48,850.00	\$ 42,000.00
01-210-5250-5240	Police Station Building Repair & Maintenance	\$ 9,900.00	\$ 9,900.00
	<b>TOTAL POLICE</b>	<b>\$ 1,705,934.00</b>	<b>\$ 1,707,722.00</b>
01-220-5100-5100	Fire Salaries	\$ 790,617.00	\$ 818,746.00
01-220-5xxx-5xxx	Fire Other Expenses	\$ 121,825.00	\$ 121,825.00
	<b>TOTAL FIRE</b>	<b>\$ 912,442.00</b>	<b>\$ 940,571.00</b>
01-235-5200-5200	Communications Purchased Services	\$ 183,852.00	\$ 150,953.00
	<b>TOTAL PUBLIC SAFETY COMMUNICATIONS</b>	<b>\$ 183,852.00</b>	<b>\$ 150,953.00</b>
01-241-5100-5100	Building Inspector Salaries	\$ 81,972.00	\$ 84,192.00
01-241-5200-5xxx	Building Inspector Other Expenses	\$ 8,800.00	\$ 8,800.00
	<b>TOTAL BUILDING INSPECTOR</b>	<b>\$ 90,772.00</b>	<b>\$ 92,992.00</b>
01-244-5200-5200	Sealer of Weights Purchased Services	\$ 1,750.00	\$ 1,750.00
	<b>TOTAL SEALER OF WEIGHTS</b>	<b>\$ 1,750.00</b>	<b>\$ 1,750.00</b>
01-291-5200-5xxx	Emergency Management Other Expenses	\$ 8,000.00	\$ 8,000.00
	<b>TOTAL Emergency Management</b>	<b>\$ 8,000.00</b>	<b>\$ 8,000.00</b>
01-292-5100-5100	Animal Control Salary	\$ 13,000.00	\$ 13,000.00
01-292-5200-5xxx	Animal Control Other Expenses	\$ 1,500.00	\$ 1,500.00
	<b>TOTAL ANIMAL CONTROL</b>	<b>\$ 14,500.00</b>	<b>\$ 14,500.00</b>
	<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 2,917,250.00</b>	<b>\$ 2,916,488.00</b>
	Education-Expenses	\$ 12,403,969.00	\$ 12,645,537.00
	<b>TOTAL EDUCATION</b>	<b>\$ 12,403,969.00</b>	<b>\$ 12,645,537.00</b>
01-420-5100-5100	Highway Salaries	\$ 480,471.00	\$ 494,372.00
01-420-5200-5xxx	Highway Other Expenses	\$ 292,600.00	\$ 292,600.00
01-420-5250-5240	Municipal Building Maintenance	\$ 9,900.00	\$ 9,900.00
	<b>TOTAL STREETS AND PARKS</b>	<b>\$ 782,971.00</b>	<b>\$ 796,872.00</b>
01-423-5100-5100	Snow Removal Salaries	\$ 59,000.00	\$ 59,000.00
01-423-5200-5xxx	Snow Removal Other Expenses	\$ 107,000.00	\$ 107,000.00
	<b>TOTAL SNOW REMOVAL</b>	<b>\$ 166,000.00</b>	<b>\$ 166,000.00</b>
01-424-5200-5200	Street Lighting	\$ 34,820.00	\$ 34,820.00
	<b>TOTAL STREET LIGHTING</b>	<b>\$ 34,820.00</b>	<b>\$ 34,820.00</b>
01-430-5200-5200	Trash Removal and Tipping Fees	\$ 425,700.00	\$ 503,700.00
	<b>TOTAL TRASH REMOVAL &amp; TIPPING</b>	<b>\$ 425,700.00</b>	<b>\$ 503,700.00</b>

Town of West Boylston  
Schedule of Departmental Appropriations and Expenditures  
FY2021 Budget Recommendations

		<i>Town Meeting Approved Budget FY 2020</i>	<i>Town Admin Recommended Budget FY 2021</i>
01-491-5100-5100	Cemetery Salaries	\$ 106,494.00	\$ 111,247.00
	<b>TOTAL CEMETERY</b>	<b>\$ 106,494.00</b>	<b>\$ 111,247.00</b>
	<b>TOTAL PUBLIC WORKS</b>	<b>\$ 1,515,985.00</b>	<b>\$ 1,612,639.00</b>
01-510-5100-5100	Board of Health Salaries	\$ 9,000.00	\$ 9,000.00
	<b>TOTAL BOARD OF HEALTH</b>	<b>\$ 9,000.00</b>	<b>\$ 9,000.00</b>
01-541-5100-5100	Council on Aging Salaries	\$ 70,497.00	\$ 76,222.00
01-541-5200-5xxx	Council on Aging Other Expenses	\$ 38,290.00	\$ 28,800.00
01-541-5250-5240	Municipal Building Maintenance	\$ 4,000.00	\$ 9,900.00
	<b>TOTAL COUNCIL ON AGING</b>	<b>\$ 112,787.00</b>	<b>\$ 114,922.00</b>
01-543-5100-5100	Veteran's Services Salary	\$ 5,000.00	\$ 5,000.00
01-543-5200-5xxx	Veteran's Services Other Expenses	\$ 2,485.00	\$ 1,350.00
01-543-5250-5770	Veteran's Benefits	\$ 120,000.00	\$ 120,000.00
	<b>TOTAL VETERANS SERVICES</b>	<b>\$ 127,485.00</b>	<b>\$ 126,350.00</b>
	<b>TOTAL HUMAN SERVICES</b>	<b>\$ 249,272.00</b>	<b>\$ 250,272.00</b>
01-610-5100-5100	Library Salaries	\$ 286,629.00	\$ 307,568.00
01-610-5200-5xxx	Library Other Expenses	\$ 165,940.00	\$ 165,940.00
01-610-5250-5240	Library Building Maintenance	\$ 9,900.00	\$ 9,900.00
	<b>TOTAL LIBRARY</b>	<b>\$ 462,469.00</b>	<b>\$ 483,408.00</b>
01-692-5200-5xxx	Celebrations Expenses	\$ 1,700.00	\$ 1,700.00
	<b>TOTAL CELEBRATIONS</b>	<b>\$ 1,700.00</b>	<b>\$ 1,700.00</b>
	<b>TOTAL CULTURE AND RECREATION</b>	<b>\$ 464,169.00</b>	<b>\$ 485,108.00</b>
01-710-5900-5910	Maturing Debt-Principal	\$ 479,301.00	\$ 640,301.00
01-751-5900-5915	Maturing Debt-Interest	\$ 342,775.00	\$ 363,524.00
01-752-5900-5925	Interest on Temporary Loans	\$ 171,525.00	\$ 1,000.00
	<b>TOTAL DEBT SERVICE</b>	<b>\$ 993,601.00</b>	<b>\$ 1,004,825.00</b>
01-840-5200-5780	Regional Planning Assessment	\$ 1,371.00	\$ 1,918.00
01-843-5200-5780	Wachusett Earthday Collaborative	\$ 4,121.00	\$ 4,121.00
01-843-5200-5780	Wachusett Greenways	\$ 1,000.00	\$ 1,050.00
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 6,392.00</b>	<b>\$ 7,089.00</b>
01-911-5200-5170	County Retirement Assessment	\$ 1,284,449.00	\$ 1,408,881.00
01-912-5200-5178	Workers Compensation Insurance	\$ 77,300.00	\$ 82,000.00
01-913-5200-5179	Unemployment Compensation	\$ 35,300.00	\$ 35,000.00
01-913-5200-5200	Unemployment Purchased Services	\$ 2,700.00	\$ 2,800.00
01-914-5200-5172	Group Health Insurance Premiums	\$ 3,567,952.00	\$ 3,950,071.00
01-915-5200-5173	Group Life Insurance Premium	\$ 13,300.00	\$ 13,000.00
01-916-5200-5174	Medicare-Town's Share	\$ 198,300.00	\$ 208,827.00
01-945-5200-5740	General Insurance	\$ 196,228.00	\$ 196,228.00
01-945-5250-5741	Self-Insurance Deductible Expenses	\$ 3,000.00	\$ 3,000.00
	<b>TOTAL EMPLOYEE BENEFITS/RISK MANAGEMENT</b>	<b>\$ 5,377,229.00</b>	<b>\$ 5,899,807.00</b>
01-930-5xxx-5xxx	ESCO Other Expenses	\$ 231,204.00	\$ 238,591.00
	<b>Total ESCO Lease Payment</b>	<b>\$ 231,204.00</b>	<b>\$ 238,591.00</b>
	<b>TOTAL OTHER</b>	<b>\$ 6,609,026.00</b>	<b>\$ 7,150,312.00</b>
	<b>GRAND TOTALS</b>	<b>\$ 25,427,143.00</b>	<b>\$ 26,303,635.00</b>



## **ARTICLE 10 – VOTE TO APPROPRIATE FUNDS FOR CAPITAL IMPROVEMENT PURCHASES**

- A. DPW Backhoe - \$120,000.00 – Capital Investment Fund
- B. DPW Trackless Sidewalk Machine - \$135,000.00 – Capital Investment Fund

**Motion-Ray Bricault, CIB**

**Second-Christopher Rucho**

**Recommendation to approve from FinCom & CIB**

**Discussion-Ray Bricault, Prescott Street, CIB: These two pieces of equipment are heavily used and in need of maintenance and repair. It is much cheaper to replace them. Gary Kellaher, DPW- Backhoe 1999 CAT, 7200 hours on it, needs \$10,000 repair, will be replaced by 2020 John Deere, Sidewalk machine – also heavy usage and needs maintenance. Monica April, 14 Colonial Hill Drive: Are the machines in the parking lot the ones we are talking about? DPW: no.**

It was unanimously voted to raise and appropriate and/or transfer from available funds a sum of money to purchase or lease/purchase and equip capital items, including all incidental and related costs, and, as needed, to authorize lease/purchase agreements for periods up to or in excess of three years for such purposes, with each appropriation being treated as a separate item.

## **ARTICLE 11 – AUTHORIZATION TO TRANSFER FUNDS FOR THE CEMETERY SALE OF LOTS ACCOUNT**

**Motion-Michael Kittredge**

**Second-Christopher Rucho**

**Discussion-John McCormick, 175 Maple Street, Cemetery Trustee: For the improvement and repair of Town-owned Cemetery**

It was unanimously voted to transfer the sum of Twenty-seven Thousand Dollars and No Cents (\$27,000.00) from the Sale of Lots Account for cemetery improvements.

## **ARTICLE 12 – APPROPRIATION TO FUND AN ELDERLY COMMUNITY SERVICES PROGRAM**

**Motion-John Hadley**

**Second-Barur Rajeshkumar**

**Recommendation to approve from FinCom**

**Discussion-Sandy Meindersma, 20 Maple Street: I like this program in theory but do we ever expend the funds? Lisa Clark-Viklund, Director- Senior Center: yes, on average there are 12 participants and we use all of the funds.**

It was unanimously voted to raise and appropriate and/or transfer from available funds, the sum of Twelve Thousand Dollars and No Cents (\$12,000.00) to fund an Elderly Community Services Program for the purpose of providing compensation for services rendered for the departments, boards, and committees of the municipality to resident property owners who have attained the age of sixty (60) years, to be used to reduce the real estate property taxes for the property in which the elderly owner resides. Said program shall be subject to the following conditions in addition to any and all eligibility requirements promulgated by the Select Board.

Participation in the program shall be limited to elderly residents of the Town who own property and are willing and

able to provide services to the Town;

Program participants shall receive compensation at the rate of \$11.00 per hour for each hour of service rendered for a total not to exceed One Thousand Five Hundred Dollars and No Cents (\$1,500.00) in any calendar year;

The Treasurer/Tax Collector shall comply with the wage, tax, and payroll deduction requirements of the state Department of Revenue and the Federal Internal Revenue Service, prior to compensating program participants; and

Program participants who meet the eligibility guidelines established by Select Board shall be selected for participation on a first come, first served basis.

#### *ARTICLE 13 – AUTHORIZATION TO CONVEY PROPERTY TO THE WEST BOYLSTON WATER DISTRICT*

***Motion-Christopher Rucho***

***Second-Michael Kittredge***

***Recommendation to approve from BOS & FinCom***

***Discussion-Mike Coveney, WB Water District: This parcel will be used to build a water treatment facility for the Oakdale well to remove manganese from the water.***

It was unanimously voted to authorize the Select Board to convey to the West Boylston Water District the fee to or a lesser interest in an approximately 1 acre portion of the Town-owned parcel of land located off Thomas Street, containing 13.3 acres, more or less, and described in a deed recorded with the Worcester South District Registry of Deeds in Book 3184, Page 488, and access, drainage and/or other easement on said parcel of land, on such terms and conditions and for such consideration, which may be nominal consideration as the Select Board deems appropriate.

--Please see map at end of report

#### *ARTICLE 14 – AUTHORIZATION TO PLACE A PORTION OF LOT 2/PARCEL B ON TIVNAN DRIVE IN THE CUSTODY OF THE CEMETERY TRUSTEES*

***Motion-Patrick Crowley***

***Second-Christopher Rucho***

***Recommendation to approve from BOS & FinCom***

***Discussion-Ray Bricault, Prescott Street, FINCOM: we still have to survey and improve the property but this will save us the purchase price of land which could be 6-7 figures (which was brought forth through the RFP process.) We already own this land. John McCormick, 175 Maple Street – Cemetery Trustee: This will be the first of 3 steps in this project, which may take 10-15 years to complete. Down the road, the Trustees will need more funding but the \$27,000.00 from the sale of lots will go to this. There are many trees to remove, roads will be built, etc. Currently there are 410 lots open in the present cemetery. This cemetery has been open for 84 years and it is filling up. Monica April, 14 Colonial Hill Drive, questions re: price of lots, timeframe and how many lots in future. John McCormick, 175 Maple Street The price of the lots will be what it costs to build this; it will be fair; right now they are \$600.00 and will probably stay the same. Sandy Meindersma, 20 Maple Street: where is this located, exactly? Ron Menard, 5 Meadowbrook Drive, Cemetery Trustee: If you turn left onto Tivnan Drive off of Shrewsbury Street (from center of town) it is immediately after the solar field.***

It was unanimously voted to transfer the care, custody and control of a portion of the Town-owned parcel of land located on Paul X. Tivnan Drive, which land contains 35.55 acres, more or less, and is described in a deed recorded with the Worcester South District Registry of Deeds in Book 32654, Page 314, and which portion contains 30 acres, more or less, and is approximately shown as "Cemetery Parcel" on a sketch plan entitled "Paul X. Tivnan Drive Property" on file with the Town Clerk, from the Board of Selectmen for municipal services, including parks and recreation, to the Cemetery Commission for cemetery purposes.

--Please see map at end of report

#### *ARTICLE 15 – AUTHORIZATION TO APPROPRIATE FUNDS TO SURVEY LOT 2/PARCEL B TIVNAN DRIVE PARCEL*

***Motion-Barur Rajeshkumar***

***Second-John Hadley***

***Recommendation to approve from BOS & FinCom***

***Discussion-John Hadley, Malden Street, BOS: this is from free cash to survey and develop an ANR Plan***

It was unanimously voted to raise and appropriate and/or transfer from available funds a sum of money to survey the Tivnan Drive parcel.

#### *ARTICLE 16 – AUTHORIZATION TO APPROVE UPDATED WAGE & CLASSIFICATION PLAN FOR NON-UNION EMPLOYEES*

***Motion-Michael Kittredge***

***Second-Christopher Rucho***

***Recommendation to approve from BOS & FinCom***

***Discussion-Nancy Lucier, Sterling Place, Town Administrator: The \$22,500.00 comes from free cash. This update is long overdue for the town and will serve the town well for many years. An attempt to update our Wage & Classification plan has been made twice over the last 20 years and each plan failed. We have engaged the Collins Center to do this study; there will be 8 grades with 12 steps, Mary from the Collins Center is here to answer any questions.***

It was unanimously voted to raise and appropriate and/or transfer from available funds a sum of money to update the Wage & Classification Plan for non-union employees.

## Compensation Hourly Rate

GRADE	A	B	C	D	E	F	G	H
Step 1	\$13.25	\$15.11	\$17.23	\$18.52	\$19.91	\$24.09	\$29.15	\$33.23
Step 2	\$13.58	\$15.49	\$17.66	\$18.98	\$20.41	\$24.69	\$29.88	\$34.06
Step 3	\$13.92	\$15.88	\$18.10	\$19.45	\$20.92	\$25.31	\$30.63	\$34.91
Step 4	\$14.27	\$16.28	\$18.55	\$19.94	\$21.44	\$25.94	\$31.40	\$35.78
Step 5	\$14.63	\$16.69	\$19.01	\$20.44	\$21.98	\$26.59	\$32.19	\$36.67
Step 6	\$15.00	\$17.11	\$19.49	\$20.95	\$22.53	\$27.25	\$32.99	\$37.59
Step 7	\$15.38	\$17.54	\$19.98	\$21.47	\$23.09	\$27.93	\$33.81	\$38.53
Step 8	\$15.76	\$17.98	\$20.48	\$22.01	\$23.67	\$28.63	\$34.66	\$39.49
Step 9	\$16.15	\$18.43	\$20.99	\$22.56	\$24.26	\$29.35	\$35.53	\$40.48
Step 10	\$16.55	\$18.89	\$21.51	\$23.12	\$24.87	\$30.08	\$36.42	\$41.49
Step 11	\$16.96	\$19.36	\$22.05	\$23.70	\$25.49	\$30.83	\$37.33	\$42.53
Step 12	\$17.38	\$19.84	\$22.60	\$24.29	\$26.13	\$31.60	\$38.26	\$43.59

### CLASSIFICATION AND COMPENSATION STRUCTURE

GRADE	PAY RANGE	TITLES
<b>A</b>	\$13.25 - \$17.38	Laborer Clerk Recreation Worker
<b>B</b>	\$15.11 - \$19.84	Animal Control Officer Dog Officer Clerk – Treasurer/Collector Production Assistant Custodian – (all locations)
<b>C</b>	\$17.23 – \$22.60	Board Secretary – Planning Board Secretary – Conservation Board Secretary – ZBA Dining Room Manager

<b>D</b>	\$18.52 – \$24.29	Van Driver Access Coordinator Department Assistant – Assessing Department Assistant – Building Department Assistant – COA Department Assistant - Fire Department Assistant - Health Library Assistant- (all divisions)
	\$19.91-\$26.13	Assistant Tax Collector Assistant Treasurer Assistant Town Clerk Accounting Assistant Administrative Assistant – DPW Administrative Assistant – Police Assistant Children’s Librarian Young Adult Librarian
<b>F</b>	\$24.09 - \$31.60	Assistant Library Director Assistant Town Accountant Children’s Librarian Municipal Assistant Municipal Assistant
<b>G</b>	\$29.15 - \$38.26	COA – Senior Center Director Library Director Principal Assessor Treasurer/Collector Town Accountant Town Clerk
<b>H</b>	\$33.23 - \$43.59	DPW Director Building Commissioner

#### ARTICLE 17 – VOTE TO AMEND GENERAL BYLAW XL REVOLVING FUND

**Motion-John Hadley**

**Second-Barur Rajeshkumar**

**Recommendation to approve from FinCom & Bylaws Committee**

It was unanimously voted to amend General Bylaw XL Revolving Fund for the Council on Aging to allow it to be a depository and a source of funding for payment of costs associated with weekend building usage.

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Council on Aging	Fees derived from various activities or programs collected by the COA, for revenue and reimbursements from the Worcester Regional Transit Authority, user fees for transportation services provided by the COA and fees associated with weekend building usage.	Pay COA program expenses not provided for in the FY budget or requiring supplemental funding, and for administrative and other expenses of the COA including, but not limited to, wage and salary expenses of part-time employees, and for payment of costs associated with weekend building usage
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## ARTICLE 18 - DEPARTMENTAL REVOLVING FUNDS

**Motion-Christopher Rucho**

**Second-Michael Kittredge**

**Recommendation to approve from FinCom**

**Discussion- Keary Bartlett, 190 Maple Street: What Recreation Program? Nancy Lucier, Sterling Place, Town Administrator: We do not currently have a program; will be revisited next year and the fund is set up for that. Increase BOH for nurses, etc. made necessary by COVID -19**

It was unanimously voted, pursuant to the provisions of Massachusetts General Laws, Chapter 44, Section 53E ½, as most recently amended, and the General Bylaws to establish Fiscal Year 2021 expenditure limits for the authorized revolving funds listed below, with such limits to be applicable from fiscal year to fiscal year unless changed by Town Meeting prior to July 1 for the ensuing fiscal year:

Authorized Revolving Funds	Spending Limit
ESCO	\$60,000
BOARD OF HEALTH	\$90,000
CEMETERY TRUSTEES	\$60,000
COUNCIL ON AGING	\$60,000
PLANNING BOARD	\$25,000
ZONING BOARD OF APPEALS	\$25,000
CONSERVATION COMMISSION	\$25,000
PARKS, PLAYGROUNDS, & FIELDS	\$50,000
HAZMAT	\$25,000
RECYCLING	\$10,000
CELEBRATIONS	\$10,000
BEAMAN MEMORIAL LIBRARY	\$25,000
ECONOMIC DEVELOPMENT TASK FORCE	\$15,000
RECREATION PROGRAM	\$50,000
LANDFILL LEASE	\$60,000

*ARTICLE 19 – AUTHORIZATION TO APPROPRIATE FUNDS FROM COMMUNITY PRESERVATION FUND REVENUES*

***Motion-Patrick Crowley***

***Second-Christopher Rucho***

***Recommendation to Approve from FlnCom***

It was unanimously voted to appropriate or reserve from the Community Preservation FY 2021 estimated annual revenues the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2021, with each item to be considered a separate appropriation:

**Appropriations:**

Committee Administrative Expenses	<b>\$7,500</b>
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**Reserves:**

Historic Resources Reserve	<b>\$25,000</b>
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Community Housing Reserve	<b>\$25,000</b>
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Open Space Reserve	<b>\$25,000</b>
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FY 2020 Budgeted Reserve	<b>\$167,500</b>
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Moderator requested motion to dissolve meeting at 7:15 pm

***Motion- Christopher Rucho***

***Second- Patrick Crowley***

It was unanimously voted to dissolve the meeting.

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Attest True Copy

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Elaine S. Novia, Town Clerk



## Beaman Memorial Public Library

8 Newton Street

West Boylston, Massachusetts 01583-1622

Phone: (508) 835-3711 Fax: (508) 835-4770 TTY: (508) 835-4936

June 2020

Dear Library Patron,

We are happy to announce contactless pickup for West Boylston items! Interlibrary loan delivery has been suspended for several months and is just beginning to resume so materials from other libraries are not yet readily available. Please use the online catalog at <https://bark.cwmars.org> to login to your Library account and place a hold on a West Boylston item. We will contact you in a few business days to schedule your appointment. Items will be put in a paper bag with your name on it on the cart in the Newton Street vestibule. We recommend that you wait 48 hours before opening the bag containing your item.

Currently we are accepting returns and offering appointments for contactless pickup. Please visit our website at <https://beamanlibrary.org/> for the latest information about our virtual programs and Library services. Please call the Library during business hours at 508-835-3711 to ask any questions and to make an appointment.

### **Contactless Schedule:**

Tuesdays: 10:30 a.m. - 2 p.m.

Wednesdays: 5:30 p.m. - 7 p.m.

Thursdays: 10:30 a.m. - 2 p.m.

Saturdays: 9:30 a.m. - 11:30 a.m.

**\*you may also return items during these times, no appointment necessary. Please wear your mask and practice social distancing.**

At the time of your appointment, please follow these instructions for everyone's safety:

1. Arrive at your scheduled appointment time.
2. Park on the Newton Street side of the Library.
3. Prior to arrival, check items that you are returning for personal items and to ensure that all parts are included.
4. Put on your mask.
5. Use the handicapped ramp to enter the library vestibule.
6. If there is someone else in the space, please wait your turn.
7. Return items to the box marked "returns", and pick up the paper bag with your name on it.
8. Exit through the opposite side, using the stairs, if you are able.
9. If you need to change your appointment time please call us. Any items not picked up will be made available to other patrons.

Any items returned will be quarantined prior to check-in, so they may appear "checked out" on your record for up to two weeks while we process them. There will be no fines charged for the quarantine period, and once it is processed it will reflect the actual return date.

Thank you for your cooperation to ensure safety for all.

**Please contact the Library at 508-835-3711 if you have questions or need help.**

Take care,

Anna Shaw, Library Director

***P.S. If you are sick, please stay at home until you are feeling better!***

The Beaman Memorial Public Library is an equal opportunity provider.

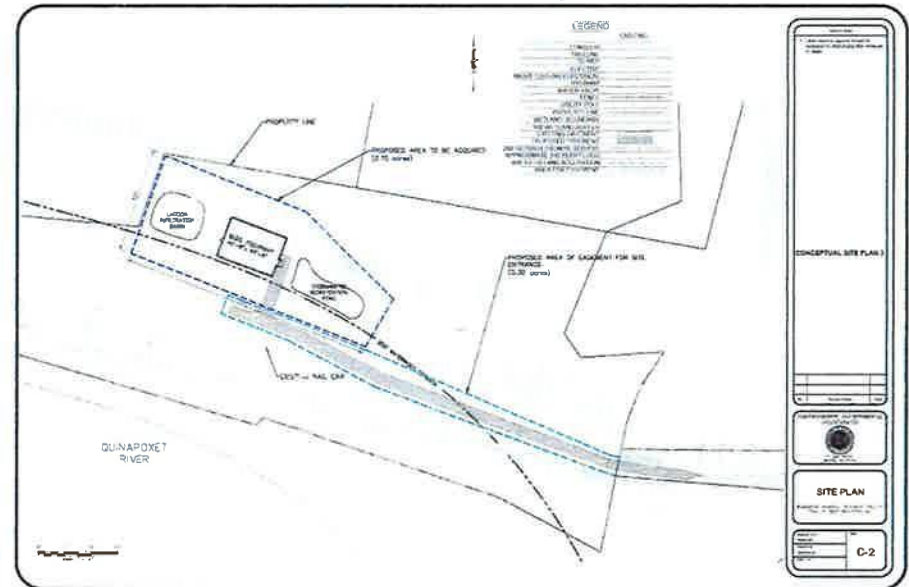
To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410.



# Article 13

Convey a 1 acre portion of Town-owned parcel of land off Thomas Street to the West Boylston Water District as shown on concept Site Plan C-2 for the sum of \$1.00

❖ 2/3rds vote required



# Article 14

Transfer the care, custody and control of 30 acres, more or less, as show on sketch plan entitled “Paul X. Tivnan Drive Property” to the Cemetery Commission for cemetery purposes

❖ 2/3rds vote required



**FY2020 Compensation Plan with  
2% COLA**

*Art 4*

Grade		Step 1	Step 2	Step 3	Step 4	Step 5
1		\$ 12.95	\$ 14.25	\$ 15.51	\$ 16.87	\$ 18.14
2		\$ 14.21	\$ 15.65	\$ 17.05	\$ 18.45	\$ 18.99
3		\$ 15.47	\$ 16.99	\$ 18.57	\$ 20.13	\$ 21.71
4		\$ 16.72	\$ 18.43	\$ 20.08	\$ 21.78	\$ 23.47
5		\$ 18.03	\$ 19.85	\$ 21.65	\$ 24.21	\$ 25.25

Grade		Step 1	Step 2	Step 3	Step 4	Step 5
6	COA Director	\$ 37,640.24	\$ 41,416.01	\$ 45,161.97	\$ 50,500.14	\$ 52,721.08
7	Town Clerk	\$ 45,018.22	\$ 49,446.07	\$ 54,010.82	\$ 58,500.46	\$ 62,998.45
	Childrens Librarian	\$ 37,623.15	\$ 41,267.27	\$ 45,073.98	\$ 48,827.68	\$ 52,578.79
	Assistant Library Director	\$ 37,623.15	\$ 41,267.27	\$ 45,073.98	\$ 48,827.68	\$ 52,578.79
8	Building Inspector	\$ 28,483.80	\$ 31,342.39	\$ 34,178.98	\$ 37,042.77	\$ 39,875.48
9	Principal Assessor	\$ 45,802.21	\$ 50,389.19	\$ 54,973.03	\$ 59,200.13	\$ 64,116.64
	Town Accountant	\$ 45,802.21	\$ 50,389.19	\$ 54,973.03	\$ 59,200.13	\$ 64,116.64
10	Library Director	\$ 53,372.99	\$ 58,716.35	\$ 64,053.26	\$ 69,395.35	\$ 74,737.43
	Treasurer/Tax Collector	\$ 53,372.99	\$ 58,716.35	\$ 64,053.26	\$ 69,395.35	\$ 74,737.43

**Non-exempt Emergency Fire and Medical Service Employees**

Grade		Step 1	Step 2	Step 3	Step 4	Step 5
1F		\$ 10.37	\$ 11.39	\$ 12.46	\$ 13.48	\$ 14.56
2F		\$ 14.97	\$ 16.45	\$ 17.98	\$ 19.46	\$ 20.97
3F		\$ 16.50	\$ 18.02	\$ 19.52	\$ 21.02	\$ 22.71
4F		\$ 20.62	\$ 22.53	\$ 24.41	\$ 26.32	\$ 28.36

## AMENDED - REPLACES GREEN HANDOUT

### Town of West Boylston Fund Balances at 5/31/20

<b>Sewer Enterprise Certified Retained Earnings</b>	<b>\$1,107,022</b>
Prior Year Bill Appropriation (10/2019 Town Mtg)	-\$5,540
FY21 Budget Funding Source - Article 8	<u>-\$288,424</u>
<b><i>Balance After Appropriations</i></b>	<b><u><u>\$813,058</u></u></b>

**Stabilization - Fund Balance** **\$1,410,566**

Policy requires 5% of Budget for Stabilization Balance. FY2021 proposed budget of \$26,303,635 results in 5% Stabilization Balance Requirement of \$1,315,182. We currently exceed that balance requirement – 5.35% . No additional appropriation recommended at this time.

<b>Capital Investment Fund -</b>	<b>\$749,813</b>
Uses at Town Meeting (Article 10)	\$255,000
<b><i>Balance After Appropriations if Apprv'd</i></b>	<b><u><u>\$494,813</u></u></b>

<b>Unemployment Trust Fund -</b>	<b>\$94,004</b>
Appropriation at Town Meeting	<u>\$0</u>
<b><i>Balance After Appropriations</i></b>	<b><u><u>\$94,004</u></u></b>

<b>Certified Free Cash</b>	<b>\$1,349,349</b>
ATM 10/19 Appropriations Approved	-\$377,044
FY21 Recap reserve for DE-1	<u>-\$2,152</u>
<b>Available for Appropriation 6/20</b>	<b><u><u>\$970,153</u></u></b>

<b>Article Appropriations - If Approved</b>		
Article 9	FY21 Budget Funding	-\$263,036
Article 12	Senior Comm Serv	-\$12,000
Article 15	Survey Costs	-\$12,000
Article 16	Wage & Classification	-\$22,500

Sub Total -\$309,536

**Free Cash After Appropriations** **\$660,617**

