

Members present: Kevin M. McCormick Michael J. Kittredge, Jr.  
John W. Hadley Siobhan M. Bohnson  
Members absent: Christopher Rucho

Mr. McCormick convened the meeting at 7:03 p.m.

**Read and Acceptance of Minutes from Previous Meeting**

Motion Mr. Hadley to approve the regular session meeting minutes from August 20, 2014, seconded by Ms. Bohnson, all in favor.

**Anthony Sylvia, Director Department of Public Works**

**1. Request support for Mass Works Grant**

Mr. Sylvia advised that the town has applied for funds under a program called Mass Works. It is the same program the town sought funding for back a couple of years ago and we were unsuccessful. Mr. Sylvia has been working with LEI, our engineering consultants, to reassemble the same project which will improve sidewalks and traffic safety around the schools zones. They have requested \$1 million dollars for the project and the town has committed some funds to the project hoping it would make the application more attractive to the state. The Board needs to vote to accept the funds from the state if our application is approved. Mr. Gaumond reports that the Transportation Committee met earlier this evening and voted to recommend the Board accept the grant.

Motion Mr. Hadley to accept state funding if offered to the Town of West Boylston through the MassWorks Infrastructure Program and to authorize Town Administrator Leon A. Gaumond, Jr. to sign the application letter, seconded by Mr. Kittredge. Mr. McCormick added that the town would need to contribute about \$80,000 from our Chapter 90 funds to the project and we have already spent some of our Chapter 90 funds for engineering. Ms. Bohnson questioned how soon the town would hear back. Mr. Sylvia advised that their time line is October or November and it would be a yes or a no. Vote on the motion – all in favor.

**2. Chapter 90 Update**

Mr. Sylvia reports that he met with the Transportation Committee earlier this evening and updated them on a couple dozen projects being done under the Chapter 90 Program. The list includes the installation of guardrails. They also completed drainage projects on Campground Road and Prescott Street, which saved the town money as both were done in house. Other drainage projects will require expertise and equipment beyond what we have. They will be going out to bid very soon for those projects. They have completed a number of guardrail improvements using the Winter Rapid Recovery monies the town was awarded in the amount of \$44,000. Our goal is to replace four sections of guard rail in town and to stripe most of the roads with those funds. That work will take place this month and we will seek reimbursement of funds for those projects.

With regard to the condition of Malden Street, Mr. Sylvia reports that they did explore a paving technique called Hot-In-Place. The test hole they did didn't come back successful as they need at least 3" of pavement for that technique and many of the roads do not have that. He will solicit bids to do a mill and overlay or a reclamation, which will be very costly, and he is putting together bid documents to get contractors to do that job. Ms. Bohnson noted that the memo indicates under Pavement Management Program that this will be completed by October. Mr. Sylvia explained that when he put the schedule together his goal was to use the Hot-In-Place technique and that date will not apply to these projects. Most of them will not be done this year as they will need to be reconstructed and have

drainage improvements. Between now and the end of the year he is working on getting the contract documents put together. He added that the October date was in reference to the Pavement Management Plan which is a full listing of all the streets with information about their conditions. That date was when he wanted to get the Plan updated. Ms. Bohnson requested a realistic update so the residents will be aware of what is going on. Mr. Hadley inquired as to how much Chapter money we have for the last three years. Mr. Sylvia advised that the town has about \$900,000 to work and this year as we received \$297,000. With regard to the Woodland and Prospect Street project, Mr. Hadley asked if we are re-designing that project as he thought we were going forward with what was voted at the May Board meeting. Mr. Sylvia stated that the most important intersection was Goodale and Crescent and that was completed. Mr. Hadley questioned why the memo states under the Prospect/Woodland Street Intersection Improvements that an alternate design is being developed as the Board approved a design at the May meeting. Mr. Sylvia advised that since then he has spent time at that intersection and there are a variety of reasons why the recommended way we decided on back in May might not be the best decision to go with. He is working on an alternate design.

Mr. Hadley asked if he had done anything about the solar powered stop sign. Mr. Sylvia has researched them and knows what products are available. As far as putting together a recommended list of locations to use them at he has not gotten to that point. Mr. Hadley suggested Prospect and Woodland and Prospect and Newton Streets. Mr. Sylvia asked if this is something the Transportation Committee should be looking at and Mr. Hadley agreed that it is.

Edward Suraci, 150 Malden Street, spoke from the audience and stated that he is concerned about safety on Malden Street. He has been reporting deep ruts in the street for over a year. He is concerned with going into another winter without making those repairs and there was an accident last winter. Mr. McCormick is not sure we would have the time to get a bid out and get it completed before winter, however, we could look to see what we could do to fix it. Mr. Sylvia stated that what you are saying is fair and winter is not that far away. It would be difficult to get the whole street reconstructed in October. They could go full steam ahead and wrap it up when they needed to.

Mr. Gaumond added that the town has much larger problems. When we did our Pavement Management Program the amount of work we need to do on our streets is much greater than our funds as we only budget Chapter 90 for road repairs. If we are only getting \$300,000 a year it takes us 3-5 years to get sufficient funds to complete a major road project. At some point the community needs to think about funding road repairs through another method. We have stopping using Chapter 90 funds to purchase equipment and we have been able to dedicate those funds for road drainage improvements. That is why the Pavement Management System is critical to the overall operation. This is a major issue impacting the Town of West Boylston.

Mr. Suraci added that the point he is trying to make is the way it has been repaired over the years has made it progressively worse. They are using gravel and the fast water undermines the ground. In the past they used hot top and it held up much better. Ms. Bohnson would like an update on this issue one month from now.

Mr. Gaumond pointed out that one of the items on the list is the Worcester Street Guardrail Project and he recommends the Board ask the legislators when the \$250,000 designated for this project in the 2014 Transportation Bond Bill might be released. It has been outstanding for a couple of years.

### 3. Concurrence on Hiring

Mr. Sylvia advised that the current budget included the hiring of a new employee for public works. The position would be Equipment Operator/Skilled Laborer, a new and additional position. The recommendation is a gentleman who lives in town and currently works as the Seasonal Parks Laborer,

Eric Mensing. He feels he would be an excellent full-time addition to the department. Mr. Gaumond noted that this position will work in the parks during the season when you need someone in the parks and during the winter the person will work on the street side. Mr. Sylvia believes this past year he should have brought the seasonal parks person in for April. With this hiring, it will not be an issue next year. We will have two permanent individuals to work in the parks.

Mr. Hadley asked about his CDL license and noted that he has his permit and questioned if he has a hoisting license. Mr. Sylvia advised that he does not have one and the town pays for a variety of those expenses, including renewals and annual medical exams. Mr. Hadley asked how long it would take to get a hoisting license. Mr. Sylvia stated months and he will have to get it during his probationary period. Ms. Bohnson asked if he needed a CDL to plow. Mr. Sylvia explained that it is required for the larger trucks, not the smaller ones. It will be at least six months, within his probationary period and if he doesn't pass, the probationary period could be extended to no more than one year. All of Mr. Sylvia's employees have their CDL licenses. Mr. Sylvia stated that if he were to go 12 months without the license, we would part ways. Ms. Bohnson asked who pays for the license. Mr. Sylvia stated that he is open to paying for it, it is a professional benefit and in lack of a black and white policy, he will pay for it.

Mr. McCormick stated that he is fine with the hiring and he would like to have a discussion about another hiring. Mr. Gaumond would be open to having that conversation and is preparing a document on staffing levels of the DPW over the last 12 years. He thinks it is probably the department that got hit the most outside of the Council on Aging.

Motion Ms. Bohnson to concur with the hiring, seconded by Mr. Hadley, all in favor.

## **NEW BUSINESS**

### **1. Review comments received on the Preliminary Subdivision Plan by Metrowest Builders**

Mr. Sylvia's concern is the drainage impact and has requested a copy of the hydrology studies creating zero run off onto Prescott Street. Mr. Gaumond noted that this is something that has not happened in a long time. Fire Chief Welsh reports that they have installed a stone covered path into the property and the Water District is not putting water at the site. Mr. Gaumond explained that the reason why this is before the Board of Selectmen is because when an application comes in for a subdivision plan it triggers the subdivision review process for the Planning Board. They inform the Selectmen that the project is coming forward and welcome any comments be forwarded to them. The Board of Selectmen is the funnel of information and conduct a preliminary discussion of what messages go to the Planning Board. The agenda package includes responses from the Fire Chief, Police Chief, Board of Health and Building Department. The Police Chief has no concern. The Board of Health is concerned about septic and wells. The property has been perked. Both the Board of Health and Building Department would not be in favor of a grass island in the cul de sac and feel the surface should be road consistent for ease of maintenance and appearance. The temporary common driveway should be wide enough to accommodate emergency vehicles and have hay bales with silt fence at its western most termination. Mr. Gaumond asked the Board to forward these comments to the Planning Board for their meeting on September 10<sup>th</sup>.

Fire Chief Welsh feels the project would tax the water system too much because of the slight elevation, however, that was all discussed with the Water Department. The project would follow the Rules and Regulations Governing the Subdivision of Land in West Boylston the town already has in place. Mr. Hadley noted that another issue that comes up all the time is retention ponds and no one takes care of them after the project is completed. He questioned whether this project would have retention ponds. Mr. McCormick understands that the builder had some issues with his other property,

Afra Terrace so it is very important that somebody has to take responsibility and who it will be because once he sells all the houses who will do that. Mr. Hadley suggested having a performance bond, which the Afra Terrace project didn't. It was agreed to send the draft minutes to the Planning Board.

2. Consider recommendation from the Fire Chief and award the bid for the Paving of the Public Safety Parking Lot to Boucher Construction Company of Leominster

Funds were approved at the May town meeting for the project. The Fire Chief went out to bid, received three quotes, has sufficient funds to complete the project and recommends the bid be awarded to Boucher Construction Company of Leominster. He is ready to enter into an agreement as soon as possible and hopes to get the project completed before winter.

Motion Mr. Hadley to award the Paving of the Public Safety Parking Lot to Boucher Construction Company of Leominster, seconded by Ms. Bohnson, all in favor.

3. Concurrence on the appointment of Tony Sanders, 127 Central Street to the Town-wide Planning Committee effective September 7, 2014 for a term to expire on June 30, 2017

Motion Mr. Hadley to concur with the appointment, seconded by Mr. Kittredge, all in favor.

4. Consider voting to accept \$126.00 in Free Will Donations from the August 17, 2014 Band Concert and \$131.21 from the August 24, 2014 Band Concert on behalf of the town

Motion Mr. Kittredge to accept the donations, seconded by Mr. Hadley, all in favor.

### **TOWN ADMINISTRATOR'S GOAL PRESENTATION**

Goal #1 - Build a new Police Station. We have reviewed previous studies and the next step is to seek funds to design a building. Drawings will be prepared and we will make a presentation under Article 1 at the October town meeting to be done by a member of the FISP committee.

Goal #2 - Strengthen relationship with the Housing Authority. Mr. Gaumond will be sending an invitation to the Housing Authority to meet with the Affordable Housing Task Force. He asked the Board if they would be open to a 6:00 p.m. meeting in September or October before a Board of Selectmen's meeting. The Board is fine with that approach.

Goal #3 - Explore options for a senior center. We went out to bid for land with a building to purchase for a Council on Aging. No bids were received. FISP met with members of the Council on Aging and the council suggested looking at other opportunities or locations. They will discuss this at the next FISP meeting on September 24<sup>th</sup>.

Goal #4 - Improve business relations to attract new businesses and to support existing ones. Mr. Gaumond met with the Economic Development Task Force and they offered the following suggestions. They include work with MASSDOT and our state legislators to talk about sidewalk improvements on Rte. 12. We will discuss this with the legislators when they come in next month. Identify vacant properties in the Industrial Park and assist in the marketing of these properties. We continue to monitor the available parcels and promote as we can. Develop an informational sheet highlighting the strengths of the town and develop a welcome packet for new businesses. Both of which are still being worked on. Work to establish façade grants for building improvements. When we applied for a façade grant we were not successful as we do not typically meet the criteria. We could partner with Rosemary Scrivens of CMRPC on this. Consider the adoption of 43D Permitting in West Boylston. The package Mr. Gaumond provided to the Board does include information about the 43D permitting process should the Board wish to pursue this further we will send this to the land use boards to seek their recommendations and move forward. Consider joining the Wachusett Chamber of

Commerce. We did join the Chamber earlier this year. Consider modification to the Site Plan Review Process. Mr. Gaumond will look for directly from the Board on this. Schedule a meeting with the West Boylston Business Association. Absent an active Association he would recommend a stakeholders meeting chaired by the EDTF. We could also do some outreach meetings in the fall or winter and send invitations to business owners, developers and property owners to discuss doing business in West Boylston.

Goal #5 - Explore financial management options. We previously finalized this last year, however, we should begin the process of planning what the town should do after the 18-month contract with FAA expires. He would like the Board to have a conversation on whether we should go out to bid or hire a town accountant. We will discuss this after the first of the calendar year.

Mr. McCormick suggested we keep moving. Mr. Gaumond does not think the economic development piece will be completed, however, he will periodically check in on it. It was a goal to keep the town more attractive to businesses. We do a project roundtable, but we do not ever close the loop when the project is completed. We could sit down with a member of the Economic Development Task Force and whoever opened the new business to discuss what worked well and what didn't work so well so we can continue to refine our process. He would like to incorporate that as part of the project roundtable process. There are no suggestions or comments.

**MEETINGS, INVITATIONS & ANNOUNCEMENTS**

1. September 18, 11:30 a.m. – Selectmen's Association Regional Meeting at MMA Office in Boston – if anyone is interested, they need to let Mr. Gaumond know
2. September 24<sup>th</sup> – 7:00 p.m., Special Meeting of the Board to review, close and sign the warrant for the October 20<sup>th</sup> Semi-Annual Town Meeting

**FUTURE AGENDA ITEMS**

Mr. McCormick would like to have another look into solar stop signs.

With no further business to come before the Board, motion Mr. Kittredge at 8:10 p.m. to adjourn, seconded by Ms. Bohnson, all in favor.

Respectfully submitted,

Approved: September 17, 2014

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Nancy E. Lucier, Municipal Assistant

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Kevin M. McCormick, Chairman

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John W. Hadley, Vice Chairman

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Michael J. Kittredge, Jr., Selectman

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Siobhan M. Bohnson, Selectman