

Members present: John W. Hadley Christopher A. Rucho
 Kevin M. McCormick Siobhan M. Bohnson
 Patrick J. Crowley

Mr. Hadley convened the meeting at 7:00 p.m

Read and acceptance of Minutes from Previous Meeting:

Motion Mr. McCormick to approve the regular session meeting minutes of October 19, 2015, seconded by Ms. Bohnson, all in favor.

Motion Mr. McCormick to approve the regular session meeting minutes of October 21, 2015, seconded by Ms. Bohnson, all in favor

Motion Mr. McCormick to approve the executive session meeting minutes of October 21, 2015, seconded by Ms. Bohnson, all in favor.

NEW BUSINESS

1.Request from Christ Lutheran Church for Transient Vendor License to sell Christmas Trees beginning November 20th , Sunday through Saturday 8:00 a.m. to 9:00 p.m. until all trees are sold

Motion Mr. Rucho to approve the license request, seconded by Mr. McCormick, all in favor.

2.Concurrence on the appointment of Janet Johnson, 9 Wood Street to the Scholarship Committee effective November 5, 2015 for a term to expire on April 30, 2018

Motion Ms. Bohnson to approve the appointment, seconded by Mr. Rucho, all in favor.

3.Concurrence on the appointment of Janet Johnson, 9 Wood Street to the Cultural Council Committee effective November 5, 2015 for a term to expire on April 30, 2018

Motion Mr. Rucho to approve the appointment, seconded by Mr. Crowley, all in favor.

4.Concurrence on the appointment of Karen Fotos to the Scholarship Committee, as the designee of the school, effective November 5, 2015 for a term to expire on April 30, 2018

Motion Ms. Bohnson to approve the appointment, seconded by Mr. Crowley, all in favor.

5.Concurrence on the appointment of Phil Mallet, 8 Emily Drive to the Facilities Implementation & Strategic Planning Committee, effective November 5, 2015 for a term to expire on April 30, 2017

Mr. Hadley recused himself as he had business with the candidate.

Motion Mr. Crowley to approve the appointment, seconded by Mr. Rucho, all in favor. Mr. Hadley rejoined the discussion.

6.Consider request from the Historical Commission to write a letter of support on the nomination of the Beaman Memorial Public Library to the National Register

Motion Ms. Bohnson to write a letter of support, seconded by Mr. McCormick. Mr.

McCormick reports that he received a call asking for the Board's support on this. The Historical Commission has been working for years to get this accomplished. Mr. Crowley questioned whether this would impact the town's ability to do anything to the building in the future. Louise Howland, Library Director, advised that it does no impact us in the way you are talking about. As an example, if we need to change out windows it would have no impact.

7. Acknowledge letter from Karen & David Eckhardt

The Board acknowledge the letter from the Eckhardts acknowledging the work done by the Facilities Implementation and Strategic Planning Committee for their work on purchasing the Bethlehem Bible Church for a senior center.

8. Acknowledge Interim Town Administrator's office schedule for the remainder of the year

Mr. Purcell informed the Board that he is coming up on his caps as a retiree of the Worcester County Retirement system. He is able to work 12 more days and will adjust his schedule for the remainder of the year to two days a week and he will be taking unpaid vacation for the week of Thanksgiving and the last two weeks of December. He will respond to emails when he is not physically in the office.

Public Hearing in Accordance With MGL Ch. 148 Section 13, Application of the College of the Holy Cross Contemplative Center, 1000 Goodale Street License to Store

Mr. Hadley opened the public hearing and read the following notice. In accordance with the provisions of Mass General Laws, Chapter 148, Section 13, the Board of Selectmen of the Town of West Boylston will hold a public hearing on the application of The College of the Holy Cross contemplative center at 1000 Goodale Street for a License to Store to allow the storage of 3,000 gallons of liquid propane in an underground tank for heating and cooking for the building. The hearing will be held on Wednesday, November 4, 2015 at 7:05 p.m. in the Selectmen's Meeting Room, 140 Worcester Street, West Boylston. All interested persons, groups, and agencies are invited to attend. John W. Hadley, Chairman, advertised on October 27, 2015.

John Lapomardo from Holy Cross joined the Board and provided the return receipt cards for abutter notification. Mr. McCormick asked if the Fire Chief had any issue with the request. Chief Welsh stated that he does not. The Fire Department has the authority to give a permit for 2001 gallons and anything over that requires a License to Store, which is granted by the Board of Selectmen following a public hearing. The Chief reports that the tanks are on site and they are doing a great job. They will never have a total of 3,000 gallons on site, the tanks will be buried and there is no issue with the water table to draw them out of the ground. Ms. Bohnson asked if the original plan was for 3, 1,000 gallon tanks. Mr. Lopomardo explained that when they did the design, the engineer thought 2,000 would be enough, however, the supplier said they would better off with 3,000 because they are not filled to the top.

Kevin Hartigan, 350 Goodale Street abutter to the property asked where on the site the tanks would be located. Mr. Lapomardo displayed a site plan of the area. Nancy Gardell of 324 Goodale also came forward to view the plans. Mr. Lopomardo estimates them to be 1,200 feet from the driveway entrance. No other abutters are present with questions.

Motion Mr. Rucho to close the public hearing, seconded by Ms. Bohnson, all in favor.

Motion Mr. McCormick to grant the License to Store, seconded by Mr. Crowley, all in favor.

Insurance Advisory Committee

Brian Adams and Ken Lombardi of NFP Corp, the town's insurance consultant, joined the Board with Insurance Advisory Committee Chairman Marcia Cairns to discuss our senior plans.

Mr. Adams explained that the town's senior plans renew on January 1. Currently the town offers Harvard Pilgrim, Fallon and Tufts. The renewal from Harvard Pilgrim came in at an 8.2% increase. They gave them an option of carving out the prescription drug portion and replacing it with a

Medicare Part D plan. The IAC voted to go with the change, the co-pay will remain the same and the change will save the town \$108,000 annually and retirees will save \$72,000. The IAC also voted to change to the Fallon alternative plan to avoid a 13% increase with adjustments to emergency room visits and primary care going up and prescriptions going down. Tufts Health Plan is increasing by 1.8% with no changes. The IAC voted to present the changes to the Board. With the changes to the Fallon and Harvard Pilgrim plans the savings for the seniors will be \$130,000.

Ms. Bohnson asked about the numbers enrolled and how it is broken down. Ms. Cairns reports 65 on Harvard Pilgrim, 39 on Fallon and 62 on Tufts. The town will pay \$426,000 after the savings. Ms. Bohnson asked if we are adding anyone on in this calendar year. Ms. Cairns advised no. The town is obligated to offer at least one plan and it has opted to offer lower cost options.

Mr. Purcell added that in the FY17 budget the town might want to go with level funding or reduce a little bit. It will allow for growth. Mr. McCormick pointed out that in the past, any excess in the insurance line item has been used at the May town meeting as a funding source.

Motion Mr. McCormick to accept the recommendation of the IAC, seconded by Mr. Rucho, all in favor.

Steven Tribandis, Mint Green Plant, Request for License to be a Collector of Second Hand Items and Request for Donation Bin License for Steve's Pizza, 341 West Boylston Street and Ernie's Car Wash, 114 West Boylston Street

Mr. Tribandis joined the Board. Mr. Hadley explained that the town had an issue with people leaving trash around the outside of the collection bins. Mr. Tribandis understands and he is trying to do better than any other company. They are based out of Worcester. Ms. Bohnson asked how often the bin is emptied. Mr. Tribandis replied every week. They were in Walmart, however, that location was eliminated and they are now down to one book donation box. Mr. Rucho explained that the last gentleman who was here for a bin at Steve's Pizza was asked to move his bin to the left. Mr. Tribandis advised that he also moved his bin to the left.

Motion Mr. McCormick to approve the request, seconded by Mr. Crowley, all in favor.

Earth Aid, Request for License to be a Collector Of Second Hand Items and Request for Donation Bin License for Steve's Pizza, 341 West Boylston Street

Earth Aid will be tabled. They brought in the incorrect forms.

Big Hearted Books, Request For License to be a Collector of Second Hand Items and Request for Donation Bin License for Walmart, 137 West Boylston Street

The applicant is not in attendance. This will also be tabled.

Mr. McCormick voiced his concern and things we are wasting a lot of time on this. If the applicant does not appear before the Board he thinks we should remove the bin from its location until they are in compliance. Mr. Hadley feels that it is a new policy and people have to come in, or risk non-renewal in December. He thinks we are moving in the right direction.

Michael J. Kittredge, III, Interim Director Department of Public Works

1. Leonard Engineering Report On Malden Street Project

Interim Director Michael Kittredge joined the Board with David Betista, licensed PE with Leonard Engineering, on on-call engineering firm. Mr. Betista reports that they are finished with the

design and contract documents for the Malden Street project. They prepared an estimate when they first started the Pavement Management Plan which called for a reclamation from Goodale to Crescent and an overlay on the westerly end of Malden Street. He looked at the parameters and they did test borings to see what they had to work with. The third estimate was for reclamation from Crescent to the end. The two pieces total \$360,000 and it would be another \$400,000 for the westerly portion. He would defer bids until February to take advantage of more competitive bidding. Mr. Kittredge agrees that it would be more competitive in February. They will overlay the upper portion of Malden. It is \$360,000 for Malden/Crescent. Last week when the Board approved the bids, one was for asphalt in place and we have secured a Chapter 90 signature for the project, which could start next week or the week after. By the time you go out to bid and publish in the Central Register it would be December. It will be a two-phase plan. Upper Malden overlay will be \$88,400. A full depth reclamation would give you a 20 year span and an overlay might get you half that.

Mr. Crowley asked if the overlay at a price of \$399,000 goes away and is replaced with \$83,000. You can get 20 years out of the \$399,000. Mr. Kittredge suggested doing chip seal to extend the life. Mr. McCormick asked how many years the road has been in the condition it is in. Mr. Kittredge replied many. Mr. McCormick thinks spending \$400,000 for 30 cars a day is unwise. He would go with the overlay. Mr. Rucho asked how long the sewer system overlay lasted. Mr. McCormick pointed out that the overlay was 1-1/2" over some dirt and not compacted very well.

Mr. Hadley would go with the overlay because it doesn't get a lot of traffic. LEI recommends the town go out to bid in February and start reclaiming and paving in April. It will be four inches of hot mix asphalt on top of that and have a twenty year life span. Mr. Crowley noted that the quote is an estimate of what you think the estimate will come in at. Mr. Betista thinks we will do better than these prices. If you wait until spring you will get better prices. Mr. Rucho asked if the Water District is aware of the project. Mr. Kittredge has touched base with them and they will raise a couple of structures. They did upgrades on catch basins. They will do all the sweeping and hay bates to save money. The company will just do the overlay. Ms. Bohnson asked if we put it out to bid in February, depending on the weather, we would be first on the list to get this done in the spring, or is it better to go out to bid in January. Mr. Betista feels you could do it in January. There will be some sort of asphalt adjustment piece. April 1 is the traditional start date.

Mr. McCormick would like to do this project when the weather is just right. Ms. Bohnson asked how long it would take. Mr. Kittredge advised two or three weeks as the Water Department needs to lower their structures. Mr. Kittredge hopes the hot mix box and shimming will help to improve the loop to make it better for the winter. Mr. Purcell advised That the traditional start up is April 1 on the construction season. It is the deadline for the state to announce Chapter 90. LEI's bid documents are 90% complete. According to the bid documents, the deadline for delivery of the document is today. Mr. Crowley asked if this is an estimate or the actual cost. Mr. Kittredge built in 10% so it may end up a little less. They take a ticket from each truck to validate the number.

Motion Mr. McCormick to approve the overlay project for the lower end of Malden Street, seconded by Mr. Crowley, all in favor.

2. Approve hirings for snow plow drivers

There are none this evening.

Mr. Hadley thanked Mr. Kittredge for the great job he did on the Worcester Street guardrail. Mr. Kittredge explained that he went before the Conservation Commission on Monday, they took some photos, cleared brush, put some granite in and back filled it. They will install eight foot posts in so they go down deep and as soon as they get that done they will lay the granite. They will repair the existing

wall and the guardrail and a little bit of stone to fix that up. Mr. Hadley thanked him for his work on the project.

NEW BUSINESS (CONT)**9. Marsh Hawk Way drainage issue**

James Kaufman joined the Board. He explained that he called Selectman Crowley to commend Mr. Kittredge on the work he has done since he came on as the Interim DPW Director. Mr. Kittredge went to his house and put some soil down to prevent water cascading onto his property. The street is sinking so badly. He understands we tried to go after the state for their work on the sewer project, but the street is getting worse and putting it off will get more costly as time goes on. He spoke with a person who told him that when they installed the sewer they put in a two inch pvc piping and put it together with glue. It is the connection pipe from the house to the road and it is the same thing at the Sullivan house. The sinking of the area is not going to go away. He has lived there for five years and it is not going to change. He shared the information with the previous Town Administrator and DPW Director. Nothing was done. Mr. Kittredge was very supportive. He knows the town is hiring another DPW Director. He feels Mr. Kittredge knows the town better than anybody he has met. He has to be considered. Mr. Kaufman is aware of the engineering requirement. He put fliers in the mail boxes of all his neighbors to let everyone know this was on the agenda tonight and no one else came forward. Houses on Newton Street and Marsh Hawk Way take two years to sell. He would lose \$50,000 to \$70,000 to sell his house and part of the reason is the road. He is concerned about his life investment and his property. He thinks everybody knows they did a poor job installing the sewer line. He would like the Board to reconsider one last time.

Mr. Kittredge explained that they put drainage in a couple of years back. The road was built on clay and they put a membrane in. When they cut through they found they never replaced the membrane. The dense gravel will settle in and you could keep shimmying it. It needs a full piece of membrane. When they put the sewer pipe in they cut the membrane. Ms. Bohnson advised that she was there two years ago and thought it was more of Mr. Kaufman's property having the issue. She was of the understanding that it was looked into and the determination was that it was not caused by the town. Mr. Kaufman explained that the Board approved \$70,000 for the project. He contacted former Director Anthony Sylvia who said he was too busy. Following that conversation Mr. Sylvia sent him an email stating that the condition was his problem. Mr. Kittredge explained that it is a heavy felt membrane which keeps the other material from going into it. He installed an earthen berm. They also put an apron in at the end of another driveway. Mr. McCormick states that this is the first time he has heard about a membrane being cut. Mr. Kittredge advised that this was brought forward to the previous director. Mr. McCormick asked if we would need to dig up the whole road to fix this. To him it sounds like a sizeable repair for a road with six houses and maybe 24 cars a day. He thinks it will cost over \$250,000. Mr. Kittredge agreed with the price of \$250,000 to do it right. Mr. McCormick feels that there may be other roads on the Chapter 90 list which are also in need of repair, but more heavily used than Marsh Hawk Way. He thinks we should make the simplest repair at the least cost. Mr. Kaufman suggested just cutting in the section near his house. Mr. McCormick explained that any water that runs along side would make it collapse. No matter how many times we dig it up, it will never go away unless we do the entire road. Mr. Kittredge suggested shimmying it and as it goes down, we would add more.

Mr. Kaufman states that the area the DPW did has not moved. The area where the sewer line

comes in sunk more. He added that he is not asking the town to spend \$250,000. He would like the town to try to find something. No one has done anything and all the water is seeping in and now the cracks are ½" wide. He knows it will work because the work in the area they did a few years ago solved the problem. Mr. Kittredge will look at it and give a recommendation at the next meeting. Mr. Rucho asked if there are streets in worse shape than this. If we put all our resources into this street, are we letting more heavier traveled streets go. Mr. Kittredge will report back.

NEW BUSINESS (cont)**10.Update on Regional Dispatch Initiative**

At the last meeting of the Board, an update on this project was requested. Mr. Purcell read the following update from Chiefs Minnich and Welsh. They report the a grant was written and funded to purchase fiber optic cable to run from Holden to West Boylston. It will provide the necessary loops for all communications including telephone, computer radios and more. The Holden and West Boylston Light Departments agreed to have their personnel run the fiber, which will run to our current public safety headquarters and once the new police facility is built it will run to that. Antennae sites have been selected for the best receive and transmit capabilities for the radios systems. They will be the Lawrence Street site, public safety headquarters site and the Beaman Street tower site. The Beaman Street tower still needs to be negotiated with the Water Department, which is the next thing to be completed. There are funds available in the grant to pay for certain radio items which need to be purchased. The complete package of radio quotes has been received. They were designed by Motorola and the funds to pay for the remaining costs of the radio systems for police and fire will come from a grant that will be submitted when the grant process is open, some time in July 2016. The security cameras and lobby updates for the public safety headquarters have all been designed and the funds are available through the current grant. They will be completed once the asbestos issue has been mitigated. The future possibility of the police moving out of the building has also been considered in these security applications. The new computer system has been designed and the funds for that are through current grants. The expectation is to have the information transferred from the current system over to the new tri tech system throughout the next six months. The new system will be utilized once the Regional Dispatch Center is up and running. The projected date for the Regional Dispatch Center to be up and running and the shut down of the West Boylston Communication Center is around November of 2016.

Chief Welsh, who is in attendance this evening has nothing to add. The project has had ups and downs. The Municipal Light Plant stepped up to help with the cabling after they had an issue with the radio direction. Running fiber will benefit all departments. Mr. Crowley asked about the \$65,000 the town previously approved for radios and whether that would be turned back to the Capital Investment Board. Chief Welsh feels that some of the money will be needed as laptops will needed to be upgraded. He will get back to him on that. Mr. Crowley also asked about the \$130,000 previous approved for Motorola radios. Mr. McCormick believes that appropriation was for communications equipment. The Board thanked the Chief for his update. Mr. McCormick asked how long this has been in discussion. Chief Welsh advised that he has filed going back to 2008.

TOWN ADMINISTRATOR SEARCH COMMITTEE DISCUSSION

Mr. Purcell states that before the Board discusses the manner by which they will evaluate the Town Administrator candidates he would like to discuss a few prerequisites. For a new Town Administrator to be truly hit the ground running he or she must have a competent and stable team of

professionals to work with. Our financial team is in transition and he hopes that certain members of that team do not transition out of the organization altogether. He will have an answer by December 2. It is a key piece to have in place. Of equal importance is the retention of Nancy Lucier. After 31 years of serviced she still loves her job. She is not an immediate flight risk, but people in our age group often think about the next phase of life. Our organizational interests are best saved by Mrs. Lucier's continued service to the town and after many discussions with her on this matter I know that her interests are best served by being a contracted employee under MGL Chapter 108N for a period of time the significantly overlaps the first term of the incoming Town Administrator. He asked the Board to allow him to enter into contract negotiations with Mrs. Lucier. It will be a contract between the Board and Ms. Lucier. Mr. McCormick states that he thinks it is a good idea.

Motion Mr. McCormick to authorize Mr. Purcell to commence contract negotiations, seconded by Ms. Bohnson, all in favor.

With regard to the Town Administrator Search Committee, the previous committee consisted of two residents, a department head, the Chair of the Personnel Board, and the Chair of the Finance Committee. Mr. Hadley would like one member of the Board on the Committee and suggested placing all names in a hat and selecting one person. Ms. Bohnson is unable to commit the time at this point with her job. Mr. McCormick notes that the last time the Board was the Search Committee and with changes in the law, it can no longer be the full board. It was also noted that previous committee members Matt Colangelo and James Ryan mentioned that they are unable to participate in the second search. Mr. Rucho thinks we should check with the three remaining members of the Committee to see if they have an interest in participating. He doesn't see an advantage of having just one Board member on the committee. He does think it would have changed the outcome of the last search. He has been told that there is a way the whole Board can participate. We could rate them and we turn them over to Mr. Purcell or Mrs. Lucier. Then we pick the top three or four to interview. Mr. Purcell noted that the process Mr. Rucho laid out is the mirror image of a Town Manager evaluation process and he has never heard that process before. Mr. McCormick voiced concern with that process as the Board would never talk to them and now we have to tell them they are a finalist without having a discussion. His understanding is a lot of people might not be in favor of being a finalist and then we talk to them. The last committee interviewed eight and came up with four candidates for final interviews. He is not against it. Mr. Rucho noted that if we wanted to talk with all the applicants then we need to make them all finalists. Ms. Bohnson states that her other problem is if I am going for a job, I do not want my current employer to know that unless I am a finalist. With regard to two members of the Board on the committee, she is not sure it is the right balance. Mr. Rucho liked the process the previous Search Committee did when they interviewed each member of the Board. Mr. Crowley does not think a member of the Board should be on the Search Committee. Mr. Purcell feels the Board needs to move on the process.

Motion Ms. Bohnson to have a three-member Search Committee, seconded by Mr. McCormick. In discussion Mr. Crowley states that he doesn't think three members are enough. Vote on the motion – Mr. McCormick and Ms. Bohnson yes; Messrs. Hadley, Rucho and Crowley no.

Motion Mr. Rucho to have a Search Committee consisting of five members, advertise we are looking for people to serve with a deadline of Friday the 13th and at the next meeting the Board will appoint the committee, seconded by Mr. Crowley. Mr. Crowley would like to ask the other three members if they would like to continue. Mr. McCormick would like everyone in attendance on the 18th. Vote on the motion – Messrs. Hadley, McCormick, Rucho and Crowley yes; Ms. Bohnson no.

INTERIM TOWN ADMINISTRATOR'S REPORT

Mr. Purcell reports that the contract with CMRPC for the update to the Open Space Plan has been signed.

MEETINGS, INVITATIONS & ANNOUNCEMENTS

1. November 17th 12-8:00 Special Election and Voting at Our Lady of Good Counsel for Police Station Project

SELECTMEN REPORTS

There are none this evening.

FUTURE AGENDA ITEMS

There are none this evening.

With no further business to come before the Board, motion Ms. Bohnson at 8:35 p.m. to adjourn, seconded by Mr. Crowley, all in favor.

Respectfully submitted,

Approved: November 18, 2015

Nancy E. Lucier, Municipal Assistant

John W. Hadley, Chairman

Kevin M. McCormick, Vice Chairman

Siobhan M. Bohnson, Clerk

Christopher A. Rucho, Selectman

Patrick J. Crowley, Selectman