

Members present:     John W. Hadley                     Christopher A. Rucho  
                             Kevin M. McCormick                 Siobhan M. Bohnsen  
                             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 September 9, 2015, seconded by Ms. Bohnsen, all in favor.

Motion Mr. McCormick to approve the regular session meeting minutes of September 14, 2015, seconded by Ms. Bohnsen, all in favor

Motion Mr. McCormick to approve the regular session meeting minutes of September 16, 2015, seconded by Mr. Crowley, all in favor.

Motion Mr. McCormick to approve the executive session meeting minutes of September 16, 2015, seconded by Ms. Bohnsen, all in favor.

Motion Mr. Crowley to approve the regular session meeting minutes of September 23, 2015, seconded by Ms. Bohnsen, all in favor.

**NEW BUSINESS**

1. Notification that the Town Administrator will be extending the appointment period for the Interim Director of Public Works, Michael J. Kittredge, III for an 90 days

Mr. Purcell advised that the first 90-day appointment expires on October 18<sup>th</sup>. This is the only meeting between now and the expiration period. He is requesting an extension from October 19<sup>th</sup> through January 17, 2016. It will be well within the time of performance for the MMA Study of the DPW. We will have those results by the beginning of December. He added that Mr. Kittredge has thus far performed in an exemplary fashion and there is a renewed sense of purpose in the department.

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

2. Consider approving the hiring of Operations Assistants for WBPA-TV at Step 1 of Grade 1, \$11.79 subject to CORI and successful pre-employment physicals effective October 8, 2015

Motion Mr. Rucho to approve the hiring of Cliff deMelo Shay who will be added to those who are already recording meetings, seconded by Mr. Crowley, all in favor

3. Consider request for Transient Vendor License to sell Scout Popcorn in support of Scouts at the Farmers Market effective October 8, 2015 until October 11, 2015

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

**Public Hearing In Accordance With Article XXIII - Public Hearings and Notice: To Consider Amendments to Policy L-1, Policy On Ambulance Fees Billing & Collection**

Mr. Hadley read the following public notice. Public notice is hereby given, in conformity with the requirements of the General Bylaws of the Town of West Boylston, ARTICLE XXIII - PUBLIC HEARING AND NOTICE, that the Board of Selectmen will meet on Wednesday, October 7, 2015, at 7:05 p.m. for the purpose of considering updates to Selectmen Policy L-1, Policy on Ambulance Fees Billing & Collection. The meeting will be held in the Selectmen's Meeting Room of town hall located at 140 Worcester Street, West Boylston. For additional information, or to review the proposed

information, please contact the Office of the Board of Selectmen/Town Administrator at 774.261.4012. All interested persons, groups, and agencies are invited to attend. John W. Hadley, Chairman, published on September 23 and 30, 2015.

Fire Chief Tom Welsh joined the Board. The need for amending the policy was discussed with the Board the last time they met with the Chief. Some times when people are charged for using the ambulance there is a small balance remaining, sometimes it is an error on the part of the billing company who might have billed for a treat and release and we no longer charge for that. This change would allow the Chief the write it off the book in a timely fashion. He is also looking into contracting with a different billing company in the future. Ms. Bohnson mentioned that the last time the Chief met with the Board he talked about past dues he was trying to catch up on. The Chief advised that he is still working on that and is waiting for the new updated write off sheet as it takes a while to get updated. He will keep the Board updated. Mr. Crowley noted that the new policy will allow him to write off larger balances. The Chief agreed and explained that people can make their case and he could write off a balance up to \$150. Mr. Crowley added that the policy will codify that he has the ability to do that. The Chief agreed with that statement.

Motion Mr. McCormick to close the hearing and accept the updated policy, seconded by Mr. Crowley, all in favor.

#### **Introduction of New EMT Fire Fighter/Paramedic**

The Chief introduced Robert Hayes, our new firefighter/EMT/paramedic who is from Granville. The Board welcomed Mr. Hayes to the department.

#### **MMA Consulting Group, Inc.**

Mark Morse, President of MMA Consulting joined the Board and introduced his business partner Gene, who works with him on public works related studies. Years ago he worked here on the sewer organization. He has already met with Mr. Purcell, got a lot of information, it is a relatively small department. Gene explained that they come in and interview the staff, members in administration and the department. Sometimes they interview the Treasurer and Accounting, and they look at Chapter 90 and how that is managed. He will look at the job descriptions to see if they fit the jobs, the qualifications of the individuals, and staffing levels.

Mr. Morse noted that the town has a public works department that is highway and manages contracts. If you think about where the effort has to be. The other issue is if you have a lot of administration functions to be done in the department maybe some of that should be done in the Administrator's office. It is a range of things. They write a good executive summary. They like to list the recommendations and assign a priority to the recommendation. They review job descriptions of the Director and if you look at it does it say the things you do today. Mr. Crowley states that now that he understands what the report is going to be, he is not comfortable with the deliverables outlined in the contract. He would like to see specific deliverables. Mr. Morse offered to send an email of those things. Mr. Crowley would like it as an addendum to the contract. Mr. Morse has looked at most of the contracts and they looked at Chapter 90. They have to go to the facility and look at the equipment. Do you have the right tools, too many, or are they too old? Mr. Rucho asked, the final report will say what? Mr. Morse states we need to say what we did and put in recommendations. We looked at the Pavement Management Program, how was that developed. They look at the software, does it make sense, 57 miles of road. The interesting issue here is what is the role. You have a service provider function. People talk about fields, streets, grounds, and field. You have to deal with citizen service issues but those other things that people do not see have to be done. If you get citizen complaints,

those issues you have to deal with, they will look at those things. You also need to deal with contracts, how are those managed. Gene added that a lot of small department end up putting out fires all day long. They are not looking at implementing programs and establishing asset programs and management plans to eliminate those fires. Everything is then planned on needs.

Ms. Bohnson states what you have here seems very broad., it say interview town and department officials and it doesn't say what you will be looking for and she wonders about the deliverables as \$9,000 if a lot of money. She asked when the report would be ready. Mr. Morse advised six to eight weeks. We need to review information and something you do not get it right away. Ms. Bohnson asked when you say interview departments and official, it doesn't say who. Mr. Morse we need to talk to public work officials, people in the Town Administrators office, the probably the Town Accountant. Normally we have ourselves available to talk to the rank and file and people at the schools about the grounds. Normally we also interview members of the Board of Selectmen. Ms. Bohnson would like an outline of what they are going to ask them so the information the Board will get will be useful. Mr. Morse added that just because somebody says they are overworked and busy, do you think we believe it? There are measures of activity. What do they do daily and how it is organized? One issue was what would be the appropriate qualifications for the DPW Director. Mr. Morse understands it was an issue which came up on qualifications of the Director position. You do not need an engineer. It would be nice, but you do not need a PE. What is the job, it is not really an engineering job, it is a management job.

The second thing is addressing the issues of school related parks. That means you have to talk to the school people and look at the facility. What is the intake process for complaints, how is that handled. We know we have to look at the staffing issue. It is a small staff, is it sufficient to handle and manage 57 miles of road and the other tasks you do. Are their contracts and contractors managed appropriately, do we get things done on time. How is Chapter 90 handled? Are we efficiently using those funds? The other issue is we have a small cemetery operation. Should that be part of the DPW? Mr. McCormick noted that the Cemetery is a small department and the fact that it is even listed, it has not be decided that we would take that over. He added that he can guarantee that they do not want it. He doesn't see anything on this about the sewer department. The director is in charge of overseeing the contract we have. Mr. Morse commented how much time is devoted to that and is it appropriately managed, it raises the issue of whether those contracts should be managed by the DPW or at the Town Administrator's office. Mr. McCormick is concerned it mentions nothing about sewer but mentions school grounds. We only plow their parking lots. He does not feel comfortable with this. By saying you do not need a PE, how could you review the materials and you do not have a contract yet. Mr. Morse added that he never got any freed back on what the Board wanted, nothing specific. Mr. McCormick started maybe we should have done a better job on what we wanted you to look at, with specifics. He understands there has to be a contract. Mr. Morse understands the management of the sewer department and the road function, includes services of the contract and the management of the sewer company. There is the management of the day to day people providing those service such as the pavement management program. Mr. McCormick added that they also oversee the trash contract, we have to deal with the Water Department, which is a separate entity. We did look at combining that department and it didn't work. They didn't want to be taken over. He would feel better if we gave Mr. Morse the right information and he sees from the things on here we discussed quickly like would we like to take over the cemetery. What do they take over, the one employee who works there. They mow the cemetery and sell lots. There is not a big cost savings there. Mr. Morse stated that in many instances the things we do in local government are a change, not necessarily for cost savings, but for better service.

Gene mentioned that on the list of people they interview, it varies. You may use people in the Water Department to get information for sewer bills. They bring those people into the discussion. Every DPW department is set up differently and there are no two alike. We will look at resources to see if they are the best resources to get the job done efficiently. If they are doing billing, does it make sense to combine billing. Once they start interviewing it is kind of a domino effect to get the full story.

Mr. Rucho asked if you start interviews and you say this is not something we had listed here, would you add it? Mr. Morse explained that sometimes you find things that you do not quite get, you call up and say look, we saw the following, a little outside the scope. This is something we think you need to look at. Every once in a while you find quirky little things and you point those things out. Mr. Rucho asked would you come into town and drive around to see the day to day operation. Gene stated that he will drive around three quarters of the town and look at the road. He has run Chapter 90 and developed pavement management plans on spreadsheets. Sometimes programs are difficult. There are less expensive alternatives. Software doesn't design your program. You have to address sidewalks, curbs, drainage.

Mr. Hadley asked if they have done studies on towns the size of ours. Mr. Morse did one in 1986 with four employees, normally 8, 10 or 12. Ms. Bohnson asked if Mr. Morse will be comparing us with towns of similar size to us.

Ms. Bohnson asked you mentioned you didn't think we need an engineer, could you comment. Mr. Morse explained that it is a management job, not an engineering job, you need to know about engineering. You are not stamping any plans. You are managing contracts and people. How much time would you be doing design work. It is a management job. You need to know what goes into that and manage projects. Mr. Crowley agrees and would rather have recourse should someone make a mistake.

Mr. Crowley how many DPW studies have you done. Mr. Morse over 12 comprehensive studies. He will email a list of things he will look at, and the Board will consider signing the contract at their next meeting after they review the addendum. Mr. Morse added that in a small department you have to look at what is there before you figure out what you want to do. Mr. McCormick would like to see the scope of the job. Mr. Crowley likes what he heard and the scope may be difficult to define once they do A and B, C may change. Mr. McCormick is concerned that it is not like any other contract he has ever signed and is concerned things are perceived. Mr. Purcell reports that Mr. Morse had a conversation with the previous Town Administrator as well as with him and we expressed some of the concerns we had. They did say that the direction of the study changed a little between Mr. Gaumond's time and Mr. Purcell's time. The change in the person at the top changed the focus of the study. Mr. McCormick feels that the direction was always to find what direction and qualifications were right. It had nothing to do with having the previous Director here or not. He thinks the contract should say a lot more than what is on the second page. Mr. Crowley liked what he heard. Mr. Hadley would like more substance. Ms. Bohnson would like them to look at the whole picture and not make any judgement.

#### **Robert Barrell, Chairman, Board of Health – Follow-Up Discussion on IMA with the City Of Worcester**

Mr. Barrell joined the Board with Karyn Clark, Deputy Director, City of Worcester, Board of Health. He explained that the Board has a 25 hour Administrator/Inspector position, which was absorbed by the City of Worcester when we joined them three years ago. They were able to do that through two state grants, which have expired and now the Board of Health needs to have the position staffed. The Worcester Board of Health has offered them two Intermunicipal Agreements, one for

\$4,200 and the Board rejected it because they felt they could bring that service to the town at a more reasonable cost if they had their own employee. The Board of Health has interest in staying with Worcester with an Intermunicipal Agreement of \$1,600 and the Scope of Services states the duties and functions of each party. Mr. Barrell thinks he may have confused the Board of Selectmen when they first spoke about the position. The Administration function in all agreements has always been the responsibility of the town. The Board of Health would like to continue to work with Worcester in a limited way. They need someone to answer the phones and process permits. They collect \$25,000 to \$35,000 a year in permits. They are subsidized \$10,000 a year by the town. They pay their costs through their revolving fund. They would like to have an Agreement with the City of Worcester to provide inspections and education.

Ms. Clark reports that she and the Assistant City Manager have been meeting with the Board of Health because of the IMA, which paid for the current Administrator. There was an arrangement made by the former Town Administrator, sort of a hybrid model. The Administrative Assistant/Health Agent was absorbed by the City of Worcester and became a Worcester employee. It was different than what they have with the other five communities. In all of the other communities they have full-time Administrators employees by the town. Previous IMAs always indicated that the position was going to sundown because the employee was going to retire. She will be retiring at the end of November. They had a meeting with the Board of Health and talked about their plan to get an Administrative Assistant. They signed another IMA for a two month extension which expires on November 30<sup>th</sup>. The Board wants to continue with Worcester minus nursing and title 5 services.

Mr. Hadley noted that the person would answer phones and make appointments for inspections. Mr. Barrell added that they would also coordinate septic inspections, answer questions about permit fees, licenses and tobacco permits. He thinks there is a good size work load at the Board of Health. They answer complaints and general health questions. The City of Worcester would do inspections and community health initiatives. They work closely with the Chief of Police and they do emergency preparedness work. It would be a Town of West Boylston employee and Worcester would no longer provide nursing and title 5 services. The town would pay Worcester \$1,600 a month for all inspections, housing and nuisances. Worcester furnished a prescription drug kiosk to the police department.

Mr. Rucho asked if we were go to with the \$31,000 option what more what we get. Ms. Clark replied, Title 5 and nursing services. Mr. Barrell advised that West Boylston could contract with a local engineer for title 5 and it is no cost to the town. It is all on the applicant. With regard to nursing services, we have three nurses on the Board of Health and a good relationship with the Visiting Nurses Administration. Mr. Rucho questioned how we survived the past three years without having somebody available to answer the phone. Ms. Clark explained that Barbara Mard was dispatched to cover West Boylston. In other towns they have a full time Administrator Assistant. She added that Ms. Mard was a hybrid model. She did some inspections which were augmented by Worcester staff who had the skill set to do higher risk. Mr. Barrell noted that the new person will not be doing inspection, however, the person may be there to brief the Board of Health.

Ms. Bohnson asked prior to going with the City of Worcester, who did Title 5 and nursing. Mr. Barrell advised that we contracted out an engineer for title 5 and we used the VNA. Ms. Bohnson asked if this person is mainly in house, could we reduce the hours to avoid paying benefits. Mr. Crowley has the figures on a spreadsheet. If we hire a person at 25 hours, \$15.23 an hour, on a family health plan it will cost the town \$3,200 a month, and a single plan would cost is \$1,800 a month. Mr. Hadley suggested posting the job as a part-time positon with no benefits. Ms. Bohnson thinks it makes sense to try. Mr. Barrell agreed to try it and if it doesn't work, he will come back to the Board as he wants his Board to be effective. Ms. Clark noted that Worcester has a strong relationship with all

the towns in the alliance and they have to flexibility to borrow another Administrative Assistant from another town. Between herself and other assistants they are all willing to help and make it work.

Mr. McCormick voiced his concern as the Board of Health is a small Board trying to function on their own with one person who works 25 hours a week. He thinks it is a mistake to pick on one small department. He also noted that no one else in town does that to anyone else. He also feels that any money we try to save will be used by other larger departments who hire whenever they need someone. Mr. Hadley noted that Mr. Barrell has offered to give this a try and if the hours need to be increased he will come back to the Board. Mr. Barrell asked the Board to execute the IMA with the City of Worcester for \$1,600 a month covering December 1, 2015 through June 30, 2018.

Motion Mr. Crowley for the Board to sign the IMA with the City of Worcester for \$1,600 a month covering December 1, 2015 through June 30, 2018, seconded by Ms. Bohnson. Vote on the motion – Messrs. Hadley, Rucho, Crowley and Ms. Bohnson yes; Mr. McCormick no.

Motion Mr. McCormick to allow the Board of Health to hire an Administrative Assistant for 25 hours a week. No second on the motion, the motion dies. Mr. Rucho noted that the Board of Selectmen has control over this and if we can save money, he would like to try 19 hours. If it becomes an issue, Mr. Barrell will be back before the Board.

Motion Mr. Rucho to allow the Board of Health to hire an Administrative Assistant for 19 hours a week, seconded by Ms. Bohnson. Mr. McCormick feels that the savings will go into the pot and be spent elsewhere. He also feels that the only reason why Mr. Barrell is agreeing to it, is to get the hiring process going. Mr. Crowley asked Mr. Barrell if he is comfortable with 19 hours and Mr. Barrell indicated that he is and if he finds it is not working, he will return. Mr. McCormick does not think this is fair. Vote on the motion – Messrs. Hadley, Rucho, Crowley and Ms. Bohnson yes; Mr. McCormick no. Ms. Bohnson thanked Mr. Barrell for working with the Board.

### **INTERIM DPW DIRECTOR MICHAEL J. KITTREDGE, III**

#### **1. Consider Request for Sewer Usage Abatement from Kevin Neary of 8 Angell Brook Drive**

Mr. Kittredge reports that the resident went to Florida, a faucet was leaking, no one noticed and it was a one-time occurrence. The abatement is for \$323.68. Their normal bill would have been \$35.00 for that quarter.

Motion Mr. Rucho to approve the abatement of \$323.68, seconded by Mr. McCormick, all in favor.

#### **2. Consider approving the hiring of Lawrence Salate and Donald Mackenzie as snow plow drivers effective November 1, 2015 at \$17.28 per hour and \$18.46 per hour CDL rate, pending a successful pre-employment physical**

Motion Mr. Rucho to approve the hirings, seconded by Mr. Crowley, all in favor. Mr. Kittredge noted that both individuals have plowed for the town in previous years. Ms. Bohnson asked how many we typically hire for the season. Mr. Kittredge likes to have four to drive our truck and the more privates the better.

#### **3. Comments on Draft Pavement Management Study**

This item will be tabled until the next meeting.

#### **4. Consider voting to approve and signing Proposal for TPI Landfill Inspection Services during 2015**

Motion Mr. McCormick to sign the proposal, seconded by Mr. Crowley, all in favor.

Mr. Kittredge provided the Board with information on bids he is submitting to Goods and Services Bulletin. He will be bringing in the results at the next meeting as he is trying to get things in place for the Malden Street project. The second item is for manhole repairs. He put together an Invitation to Bid and it will be an annual request. They painted the manhole covers in green for people to come out and take a look at them. The town experiences a lot of infiltration of our sewer system, which results in us paying for sewerage we are not using. Raising the manholes will reduce the infiltration. Going forward we will have fewer each use. They use sewer bricks and mortar to during the process.

Mr. Kittredge met with LEI and walked Malden Street after they did the test borings. The recommendation for going forward would be to grind from Goodale to Crescent Street. Grinding will make a uniform base and there are a couple of drainage structures they intend to improve in-house before the project begins. Everything is on track to get it done this year. Mr. Kittredge advised that they have addressed the lower part and we are still think we can get the whole project done this season.

Mr. Rucho asked if we lost the grant money for the sidewalk project. Mr. Kittredge advised that LEI is engineering that right now. Mr. Purcell added that Mrs. Lucier saved the grant and everything is looking good for a spring start.

Mr. Rucho asked about the Worcester Street barrier. He asked if it could be painted and Ms. Bohnson suggested cutting back the brush. Mr. Kittredge would like to have a mason look at the wall, but it is loaded with poison ivy.

Mr. Hadley asked about the Pinecroft area improvements. Mr. Kittredge reports that Verizon has not yet removed their wires from the pole. They will be out tomorrow or the next day so we can pull the pole. They intend to put in temporary barriers and signs for traffic flow. Ms. Bohnson would like to notify Holden and maybe they could put a notice on their town sign about the traffic pattern change.

Mr. Crowley asked about the repairs at the basketball court. Mr. Kittredge explained that after reading everything he talked to Versa Block and they made some suggestions. They re-cemented it and put it back together by tapping the wall in and re-cementing it. It was water infiltration from behind the wall because the drain was not working properly. Mr. Rucho asked if the town has recourse. Mr. Kittredge was told that it is beyond the time. Mr. Rucho is concerned that we will keep having an issue and everyone he has spoken with says somebody must be responsible. Mr. Kittredge thinks the water freezing was the problem and as long as we keep it sealed we should be all set. Mr. Crowley clarified that the issue was the failure of the drain, not the construction of the wall. Mr. Kittredge sealed the seams to keep the water out. Whoever designed the wall ordered mid-night Mocha bricks so he ordered some and is keeping them outside so they will fade should we need more.

Ms. Bohnson asked about the solar stop signs and whether they will continue to be a problem. Mr. Kittredge stated that he hopes not. The manufacturer sent us the materials at no charge. They also sent us an extra unit at no charge. They said we could have sent it back to them, however, in the future we will replace the unit to save time. He added that it sounds like the company knows of the problem.

Ms. Bohnson reports that there is a sizeable branch in one of the trees at the scoreboard end of the park in the area going from the High School to the Elementary School.

### **Interim Town Administrator's Report**

Mr. Purcell reports that he has been busy working on the budget and other things related to town meeting.

### **MEETINGS, INVITATIONS & ANNOUNCEMENTS**

1. October 19, 2015, 6:00 p.m. Board of Selectmen Meeting in cafeteria prior to town meeting
2. October 19, 2015, 7:00 p.m. Semi-Annual Town Meeting
3. October 29<sup>th</sup> the Town will host a MIIA Tree Felling Program at town hall
4. There are three more information meetings: October 8<sup>th</sup> 6:30 at Christ Lutheran Church, October 13, 6:30 at Our Lady of Good Counsel Church and October 15, 6:30 at the Middle/High School.

**SELECTMEN REPORTS**

There are none this evening.

**FUTURE AGENDA ITEMS**

Mr. Crowley would like to discuss traffic on Goodale Street from Newton Street to Crescent Street. The Police Chief will be invited to participate in that conversation.

Mr. Hadley advised that MassDOT will be doing a project on Route 140 down by the reservoir. He would like to try to get Verizon to bury the poles underground. It will be included on the next agenda

With no further business to come before the Board, motion Mr. McCormick to adjourn at 8:50 p.m., seconded by Ms. Bohnson, all in favor.

Respectfully submitted,

Approved: November 18, 2015

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Nancy E. Lucier, Municipal Assistant

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John W. Hadley, Chairman

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Kevin M. McCormick, Vice Chairman

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Siobhan M. Bohnson, Clerk

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Christopher A. Rucho, Selectman

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Patrick J. Crowley, Selectman