

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 Ms. Bohnson to approve the regular session meeting minutes of August 19, 2015, with an edit to one of the motions, seconded by Mr. McCormick, all in favor.

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

FIRE CHIEF TOM WELSH

Fire Chief Tom Welsh joined the Board to discuss ambulance billing and collection. He explained that this has been on his to-do pile for a bit. He previously gave the Board the write off sheets because it is required in their Policy on Ambulance Fees Billing & Collection. The issue we have is with the billing company. They send us the information and he was reviewing the numbers. They had \$187,000 that they didn't collect and he found that number disturbing. He brought this up previously with the former Town Administrator. Some of the reasons for nonpayment included clerical error and some people do not wish to pay. The policy states that Comstar was going to be the bad guy. After talking with Constar, it fall on him. He is doing the best he can to recoup these costs. After several conversations, he took 2014 and for the calendar year the write offs will be \$82,741.22. On the file they provide there are four boxes he can check, one of choices is write off for people who cannot pay. His limit is \$50. He would like to increase that limit. The oldest receipt is from 2009. He submitted those two years ago and they should not be on there. One woman was paying the town \$2.00 a month and got her bill down to \$97.07. Over seven years the statute of limitations comes in. Those balances 18 months to 7 years you put on their credit report. He would like to increase it so he can look into the situation. Since he has been Fire Chief he has had two requests for hardships. One was for \$1,700 and the insurance picked up \$1,500, he waived the balance The other was a younger gentleman who he told to plead his case and the Chief never heard back from him. The Chief has reviewed the information, we have 18 months to recapture the money and within two hours the dispatcher gave him 98% the information he needed. He questions why our billing company didn't do this. He called Comstar and request a copy of our contract. It is ten years old, two fire chiefs ago. He thinks it is time to look at this as he has a frustration level with the write offs. If somebody has made a good faith effort to pay us, we need to look at every situation case by case.

The Chief added that back in 2009 the Board received a memo from a prior Fire Chief starting a Treat and Release program. If we respond and the person signs a release and is not transported, we bill them \$127.50. At that time Comstar was going to bill for that Treat and Release and it would be billed to their insurance company. According to the people at Comstar that is false, it is not billable to the insurance company The residents gets the bill for that service. He asked the Board if they would like to continue that practice. Sometimes we do expend resources when it is a Treat and Release. The Chief was under the impression that if they went to a residence and the person said they were all right, they were not billed. He also feels that we need to go out to bid for the billing and collection contract because it is over \$10,000.

Mr. McCormick would be in favor of changing the write off to \$150.00 and added that when he was on the Fire Department he was against charging for the ambulance. He felt it was a town service to the residence.

Mr. McCormick would like to schedule a public hearing to make the changes. Discussion ensued with Ms. Bohnson asking if \$150.00 was a reasonable number as she wants to make the number one which will work. Mr. Hadley asked about putting it out to bid and how much we pay Comstar. Chief Welsh explained that we pay them \$1,800 a month, but it fluctuates with the number of calls. Mr. Hadley doesn't understand why we are paying Comstar and we are doing the work. Chief Welsh explained that they are a billing company and he questions what a collection agency would have that COMSTAR does not. We lose one third of our bill to them and he thinks Comstar is too big for what we need. Mr. Rucho thinks we should go out to bid. Vote on the motion, all in favor. Mr. Crowley asked if the \$187,000 is outstanding from 2009 to present. Chief Welsh advised that it is up to last month, \$82,800 is from calendar year 2014. Mr. Crowley asked about the dollar amount. Chief Welsh advised between \$1,100 and \$1,700. Some of those choose not to pay and some are Medicare has paid all they will pay. Mr. Crowley asked how many Treat and Release patients do we get., Chief Welsh advised not very many, 1-2% of our call volume, less than ten a year. Mr. Hadley feels it is important to get a company who will do the collections. Mt. Purcell added that when he spoke with the Chief his experience is that if your collection rate is 80-85% it is a good collection rate. We are at 79% and within that are a lot of the hardship stories. The \$150 would be a not to exceed number. He added that collection rates at 90% or above do not happen. The Chief noted that of the \$187,000 some are motor vehicle accidents and they take a while to get your money back. Some of it will come back to the town without any work. He will look at the cases again and give them the addresses. This will be a yearly visit so it doesn't continue to grow.

Motion Mr. McCormick not to charge for the Treat and Release option because he has been a firm believer that you are a taxpayer and a lot of the times it is older people who get scared. It was noted that the Treat and Release program is not part of the policy and the motion could be made at this time. Mr. Welsh suggested keeping the Treat and Release option for non-residents. No second on the motion.

Motion Mr. Rucho to schedule a public hearing on the policy, seconded by Mr. Crowley, all in favor.

Mint Green Planet, Request for Donation Receptacle Permits & License to be a Collector of Second Hand Articles: 341 West Boylston Street, Steve's Pizza, 1 bin and 137 West Boylston Street, Walmart 3 bins

The applicant asked to table this item. He has his complete packet for Steve's Pizza, however, he is waiting for his sign off from Walmart's corporate headquarters.

Planet Aid, Request for Donation Receptacle Permits & License to be a Collector of Second Hand Articles: 341 West Boylston Street, Steve's Pizza, 1 bin, 66 Central Street, Duncan Gillies, 2 bins and 125 Crescent Street, Middle/High School, 1 bin

Kerry Cyganiewicz, Territory Manager for Planet Aid joined the Board. They now have four bins in West Boylston. He has a sign off for their bin at Steve's Pizza. Their New Hampshire Office just placed a bin at Surfside Pools. He has had difficulty getting a signature from Duncan Gillies due to Mr. Gillies' schedule. They also have a bin at the schools, a message was left with the business manager. He just learned about the bin at Surfside Pools. The gentleman who owns the property lives in Amherst, New Hampshire. He intends to get him to sign off on the permit within a couple of days.

Mr. Rucho asked if the placement of the bin at Surfside Pools could be changed. Mr. Cyganiewicz advised that the owner of the property decides on the location and he would be willing to move the box. Mr. Hadley asked if the bin at Steve's Pizza could be moved towards the rear of the lot the furthest away from the town sign as possible. Mr. Cyganiewicz noted that his bin was the first one at Steve's. They have an agreement with the schools and they give some of the items to the schools. They are a 501C3 company and the other seven collection bin owners are for profit. Planet Aid gives a donation to the West Boylston Fire Fighters Association for the bin at Duncan Gillies, and donations to the schools for the bins at Steve's Pizza and the Middle/High School. The previously agreement with the schools was signed off on by former Superintendent, Larry Murphy. Mr. Cyganiewicz left a message with Roger, the business manager.

Motion Mr. Rucho to approve the bins located at Steve's Pizza, seconded by Mr. Crowley, all in favor.

Mr. McCormick suggested sending another letter out to the agencies who have the bins and give them a deadline to apply. Should they not apply before the deadline, we will instruct them to pick up their bin.

Motion Mr. McCormick to approve the other bins owned by Planet Aid, provided the bin at Surfside Pools has been moved and once the paperwork has been submitted, seconded by Mr. Rucho. It will be moved to the opposite side the building. He offered to return to the next meeting with the paperwork for the additional bin at Surfside Pool. The Board didn't think that was necessary. All in favor of the motion to permit the bins.

Motion Mr. Crowley to grant a License to be a Collector of Second Hand Items, seconded by Mr. Rucho, all in favor.

TOWN ADMINISTRATOR SEARCH COMMITTEE - Presentation of list of finalists

Search Committee members Matt Colangelo and Ray Bricault joined the Board. Other members of the committee included MaryJane Baer, who served as Chairman, Louise Howland and James Ryan. The Board thanked the members for all the work they did. They explained that they received 21 applications, and were requested to come up with three finalist and two alternates. They met with each member of the Board, Interim Town Administrator James Purcell, former Town Administrator Leon Gaumond and Municipal Assistant Nancy Lucier. In reviewing the Special Act and the job posting, they asked for five years of experience as a Town Administrator and an MBA or MPA. Some of the traits most people wanted the candidates to possess were accountability, budget management, communication and leadership skills, and stakeholder. They did telephone interviews and were able to get the list down to eight candidates to interview. They came up with two finalists and two alternates. The first finalist is James Kreidler, most recently served as Town Manager in Winchendon, left in 2015 and prior to that he was a Town Administrator in Ayer. He has an MBA and an MPA. The second finalist is Andy Sheehan, currently Town Administrator in Townsend since 2010. He has a BA and a Masters. Mr. Colangelo noted that they are both very qualified individuals and met all the qualifications set forth. The two alternates are Roy Melnick and Jamie Hellen. It was noted that all of the candidates are in the process of considering Town Administrator positions in other towns. They asked the Board to move quickly.

Mr. McCormick would like to consider all four candidates. Mr. Bricault noted that two of the candidates are in the process for the Sudbury position, which has an identical time line. He suggested asking them their time line. He noted that they felt there was a substantial enough gap that they didn't want to force a third recommended candidate. The Board agreed to schedule interviews for next Wednesday starting at 6:30, a fifteen minute introduction and thirty minutes for questions and answers.

The Board will formulate their questions and provide them to Mr. Hadley to collate. Monday, September 14th at 6:30 will be the alternate date.

OLD BUSINESS

1. Consider Signing Sewer Connection Fee Agreement from Sajda Gardens, LLC for Oakdale 40b Project

Iqbal Ali joined the Board.

Motion Mr. McCormick to sign the Sewer Connection Fee Agreement as the ZBA has changed the entity to Sajda Gardens, seconded by Mr. Rucho. Discussion ensued with Mr. Hadley reporting that the ZBA has not signed off on everything and they have a list of things that need to be completed. Mr. Ali explained that the ZBA ordered for 80 units and change of Entity. They are looking for paperwork which was delivered this Monday. Mr. McCormick pointed out that by signing the agreement, it will not allow him to start building. Mr. Ali advised that the ZBA cannot sign off on the completed permit until they have the signed Sewer Connection Fee Agreement. The Water Department will sign off on the 80 units at their next meeting. After all the permits are signed, then it goes to Mass Housing and then it goes to the ZBA. Mr. Rucho thinks the Board should approve it. Mr. Hadley reminded the Board that Mr. Hill recommended that we not sign the Agreement. Vote on the motion – Messrs. McCormick, Rucho and Ms. Bohnson yes, Messrs. Hadley and Crowley no,

NEW BUSINESS

1. Concurrence on the appointment of interim Director of Public Works Michael Kittredge, III as the town's designee to the Upper Blackstone Board of Directors effective September 3, 2015

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

2. Consider accepting the following bandstand donations on behalf of the town: Free Will donations from August 16 concert - \$204.00

Motion Mr. McCormick to accept the donations, seconded by Ms. Bohnson, all in favor.

3. Consider accepting donations on behalf of the library in the amount of \$934.95 from payments for lost or damaged books and other materials, donations for the use of printers and copier and donations given to support the general needs of the library.

Motion Mr. McCormick to accept the donations, seconded by Ms. Bohnson, all in favor.

4. Request for Transient Vendor License from Crystal Clear Emotions to participate in Farmer's Market

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

5. Beautification of Town Squares & Islands Policy (KM)

Now that we have amended the policy and added two additional islands, Mr. McCormick would like to hold an additional drawing to see if we could have the island at Goodale/Prospect and the cement island at Malden/Shrewsbury Street adopted. The island at Goodale/Malden is still available and the island at Routes 12 and 140 has just become available.

Motion Mr. McCormick to go forward with that recommendation, seconded by Mr. Rucho, all in favor.

INTERIM TOWN ADMINISTRATOR REPORT

Mr. Purcell reports that he is working on processing the renewal agreement on behalf of the town with Central Mass Stormwater Coalition. The EPA has been drafting some new regulations, our ten-year old permit has expired and West Boylston is working with 19 other communities on a whole array of projects. The program was underwritten by state subsidies, however, in the recent past there was a \$4,000 annual assessment. The agreement seems to be in proper form and we are trying to identify a funding source, which we think may be in the DPW's operating budget. It will be an action item for the meeting on the 16th. The lead community is the Town of Spencer.

Our on-call engineering firm has started doing core samples on Malden Street. The neighbors have noticed people the work being done and we even had someone stop into the office to inquire about the process. We are about two days past the third week milestone and in one week to ten days we will be in design mode. Our objective is to pave this year and if we have a decent fall the asphalt plants will remain open.

With regard to the RFP for financial services he has been contemplating this for a very long time. He interviewed the proposal he received. He is considering bringing Leslie Guertin on as a town employee upon the expiration of the agreement with FAA. She has been certified since 2008, worked with FAA for 12 years, was very competent in her assistance with the DPW close out the books and he will forward a formal proposal to the Board before the weekend. He thinks she has earned a shot. With a new DPW Director and a new Town Administrator that kind of institutional knowledge will be beneficial. If there is a clear path to do so he would like to take it. He thinks the town is best served by keeping her in house. It would require replacing Michael Daley with Todd Hassett. She would be responsible for coordinating that and could pick up the year-end close out functions. Mr. Rucho asked if we would post the position. Mr. Purcell advised that MGL Ch 41 allows an appointment on a contract basis. It trumps the local Personnel Bylaw. He met with town counsel on that and counsel will get back to him. Mr. McCormick asked if she would like to have a contract or just be an employee of the town. It was noted that according to the Personnel Bylaw, all positions are required to be posted in-house for five days. As this position is now filled by a vendor, it is not covered by the town's Personnel Policy and she would not be eligible to apply during the in-house stage. Mr. Rucho would like to post the position. Mr. McCormick asked if she wanted to be an employee or a contract. Mr. Purcell advised that she would like to be an employee. He asked her to put together a statement of her desire to be considered a town employee and it is one he would like to take. Mr. Rucho asked how other towns handle this position. Mr. Crowley clarified that this will be a negotiated contract for three years. Mr. Purcell replied yes. Mr. Crowley asked about the selection committee to replace the Finance Director position. Mr. Purcell advised that it never met.

Mr. Purcell provided updates on task. The Building Inspector updated the ADA Self-Evaluation Transitional Plan for the Library. The library boiler repair and replacement projected will start on September 15. The climate control project for the IT room was completed, the windows for the Public Safety Building have been factory ordered, the DPW truck delivery is due early to mid-October, and the DPW ventilation system upgrade is going to get underway. The first phase is electrical and the person who did the fuel system will be doing that phase of the project. He was told that the fuel upgrade needed to be completed before the ventilation project could begin. Today he met with Jamie Hoag, Director of Government & Community Relations for Holy Cross. He was pleased we were taking responsibility for any solicitation that might be made to the college. We talked about employee and local vendor contract opportunities, or a PILOT. He said he would take the ideas back to the college. When the new Town Administrator is named he will visit the college. They are still paying their full property taxes.

MEETINGS, INVITATIONS & ANNOUNCEMENTS

1. September 16th, 7:05 p.m. Senator Chandler & Rep. O'Day will be attending the Board's meeting. Items of discussion will be: Update on funds for Goodale Park Master Plan, Update on funds for technology upgrades at the Beaman Library, Update on funds for guardrail replacement on Worcester Street, Update on availability of funds for senior center and police stations and Update on Mass DOT Projects. Should the Board wish to discuss any other items, they will email the office by Tuesday, September 8, 2015.

2. Mr. Rucho reminded everyone that on September 8, 7:00 p.m. Parks Facilities Committee will have an information presentation for the draft Goodale Park Master Plan in the Selectmen's Meeting Room at town hall. Everyone is invited to attend and a meeting of the Board has been posted.

3. Mr. Hadley advised that Cumberland Farms intends to come into town and has requested a Project Roundtable for the project, which is proposed in the front of Wachusett Plaza. Mr. McCormick offered to attend and either of the dates proposed work with his calendar.

SELECTMEN REPORTS

Ms. Bohnson reports that the Municipal Light Plant has an interest in revisiting a solar project at the former landfill. She and Mr. Hadley met with Jonathan Fitch, Light Plant Manager to discuss their interest and will update the Board as needed.

Mr. Crowley reports that the Community Preservation Committee met and voted to place two projects on the warrant for voter consideration. The first is \$20,000 for affordable housing services to continue the same type of services we had with Mr. Heaton for senior and veteran housing. The second project, \$29,647, is for fencing at the high school baseball field, Townsend Field Little League Field A where there is no fencing.

FUTURE AGENDA ITEMS

Ms. Bohnson would like an update on the DPW Study. Mr. Purcell advised that he will have a contract for the Board to sign at their next meeting.

Mr. Crowley would like an update on the Town's Master Plan, which has expired. Ms. Lucier advised that the Town Administrator gave the Town-wide Planning Committee the summer off. There are several chapters, which required updates, and a couple are still being worked on.

Mr. Hadley reminded everyone that the Fire Department will hold a 911 Remembrance Ceremony at 9:55 at the Fire Station.

With no further business to come before the Board, motion Mr. Rucho at 9:00 p.m. to adjourn, seconded by Mr. Crowley, all in favor.

Respectfully submitted,

Approved: September 16, 2015

Nancy E. Lucier, Municipal Assistant

John W. Hadley, Chairman

Christopher A. Rucho, Selectman

Kevin M. McCormick, Vice Chairman

Patrick J. Crowley, Selectman

Siobhan M. Bohnson, Clerk