

MEETING MINUTES

August 19, 2019

6:03PM

Senior Center

Present: Chairman Renzoni, Tyler Gibbs, Geri Herlihy, Robert Lavigne

Not Present: Chiara Barnes, Stephanie King; Assistant Town Manager

Others Present: Peter Lukes, Town Manager
Stephen Madaus, Town Counsel (6:26PM)
Liz Fotos, Town Recorder

Chairman Renzoni called the meeting to order at 6:03PM. The Board stood to recite the Pledge of Allegiance.

1. Starbard Scholarship Interview

Mr. Lukes stated that his office did confirm with the candidate. He suggested giving him a few more minutes in case he was running late.

Sel. Renzoni stated that he suggested making a decision on the matter before the discussion on Complete Streets began.

2. Appointments, Licenses, and Permits

Chairman Renzoni stated that the Zoning Board of Appeals had a candidate for the alternate position. He invited Brian Meljac up to the podium.

Mr. Meljac stated that he was part of an HOA before and that he enjoyed being part of the appeals process and he also liked to be active in his community. He stated that he felt that this would be a great place for him to start.

Chairman Renzoni told Mr. Meljac that he appreciated him stepping forward as the Town is run on citizen committees and boards.

Motion by Sel. Lavigne, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO APPROVE BRIAN MELJAC TO THE ZONING BOARD OF APPEALS AS AN ALTERNATE FOR A THREE YEAR TERM AS PRESENTED.**

Mr. Lukes stated that Troop 180 had applied for a Common Victualer License in order to sell Hot Dogs.

Sel. Lavigne replied that they would be doing hot dogs and hamburgers for Holden Days.

Motion by Sel. Lavigne, seconded by Sel. Herlihy, it was **UNANIMOUSLY VOTED TO APPROVE TROOP 180 FOR A COMMON VICTUALER LICENSE FOR HOLDEN DAYS.**

Starbard Scholarship Cont.

Chairman Renzoni asked if they should consider passing over the matter at this point.

Sel. Lavigne stated if there was no interest he does not have an issue with passing over. He stated if there is no interview today that is how they should move forward.

Sel. Gibbs asked why there was little interest.

Chairman Renzoni replied sometimes they had a lot, others not as much.

Sel. Gibbs asked if it was posted in the high school.

Sel. Lavigne replied that it was but that they needed to be in college and participating in a major for Public Service to take advantage of this so it was more for the siblings of high school students.

Chairman Renzoni asked if they should pass over this matter now or keep it open for a bit longer. The Board decided to hold the matter for a little longer.

3. Town Manager Update

Veterans Advisory Committee: I have reappointed Silvio Annunziata and Gerald Dziejma to the Veterans Advisory Committee for a three year term as per the recommendation of the committee chairman.

Wounded Warrior Family Support Parking Space: Final work was completed at the Starbard and Senior Center parking lots on parking spots for service men and woman who were wounded in combat. The signs marking the purple shaded parking spots were provided by the Wounded Warrior Family Support Project and painting was donated by Pioneer Seal Coating.

Holden Days: The Wachusett Area Chamber of Commerce will hold its annual Holden Days festival on Saturday, August 24. It will run from 9:00AM to 3:00PM. The event will start off with a parade from Walgreens to the center of town. Holden Days includes dozens of vendors, bands at the bandstand and in the parking lot behind Damon House, and a Kids Court with plenty to entertain every member of the family. Virtually all of the local businesses and churches participate along Main Street from the Senior Center to Town Hall. Last year Holden Days brought over 8,000 people to Holden Center and we expect this year to be just as well attended. The town will have several of our departments on display, most notably our public safety personnel which includes ambulance, fire vehicles, police cruisers and SWAT team vehicles and gear. I plan to

attend as usual and this year the Select Board has chosen to move and mingle amongst the vendors and attendees rather than sitting at a table as we have in past years.

Wachusett Regional Emergency Communications Center: The Town of Holden through the WRECC has been awarded a grant of \$1,829,797 to expand the WRECC in the coming year to include Paxton as the latest town to come under the umbrella of our regional dispatch center. As in years past, this award comes as a result of a tremendous amount of preparation and work by Chief Armstrong and his staff as well as our Town Accountant, Lori Rose. Each expansion of our regional dispatch center has lowered dispatch costs for Holden while also adding efficiencies and modernization to the dispatch services of our member towns. We look forward to the completion of this project adding Paxton to our region.

Sel. Lavigne congratulated the Chief for his work.

Chief Armstrong thanked the Board.

Chairman Renzoni asked if all the funds were necessary to roll Paxton into the dispatch center.

Chief Armstrong replied it is for infrastructure and connectivity and then they will apply for more grants. He stated that it will cost about \$2.3 million and be done in three phases.

Sel. Lavigne asked when Paxton would be on board.

Chief Armstrong replied within the year.

Chairman Renzoni asked if we were now maxed out or if the dispatch could handle more.

Chief Armstrong replied that the 4 towns would put us close to capacity. He stated maybe something small in the future.

Economic Development Committee: The newly revised Economic Development Committee had their first meeting in early August. I attended as well as the Assistant Town Manager and Director of Planning and Development. It was a very productive first meeting with an energetic and knowledgeable group of members. Their initial brainstorming went very well and we look forward to supporting the committee and their projects in the near future. Congratulations and thanks to Jessica Milliken, who was elected Chairman and to Kathy Diel who was elected Vice Chairman.

Chairman Renzoni stated that he thought that Sel. Barnes was going to be the liaison for the EDC. He stated that they could do committee assignments at the next meeting. He asked if the BOS position was a voting spot or liaison.

Mr. Lukes replied he would look into it.

Holbrook Forest Trail: On August 5 I attended a ribbon cutting for the newly completed Holbrook Forest-Salisbury Street railhead. Congressman James McGovern White Oak Land Conservation Society's President Ralph Peck, and the Holbrook landowners Mary Ellen Rogers also attended and spoke to the attendees. The property was protected through a collaborative effort made possible with a Land and Water conservation fund award to the Town and a match provided by White Oak. The trail corridor now has public access on Salisbury Street at the Worcester/ Holden line and provides one more opportunity to enjoy our natural surroundings in town. We hope to enter into more conservation and land protection through similar agreements in the coming years.

Water System: As part of our ongoing goal of managing "unaccounted for water" (UFW) on August 5th, JMR Water Services, a contractor working for the Department of Public Works, Water and Sewer Division began performing a leak detection survey of the Town's drinking water system. This annual survey involves specific listening equipment placed on water valves, fire hydrants, and the ground to listen for and pinpoint potential water leaks. They will complete their leak detection work on our entire water delivery system by the end of this week.

Sel. Lavigne asked when they got the information on the leaks.

Mr. Woodsmall, Director of DPW was present. He stated that the leaks they get in real time; six are the towns and they are fixing them. He stated four are on the customer side and for any leaks on the customer side they notify customers and give them two weeks notice to rectify the issue. He stated that they also help them through the process.

Sel. Herlihy asked if the leaks were in homes that were older.

Mr. Woodsmall replied that there was not really a rhyme or reason to the leaks.

Sel. Herlihy asked about the leak detection that was ongoing.

Mr. Woodsmall stated that they have a contracted service and they also periodically check with their own crews.

Chairman Renzoni asked what it looked like at this point.

Mr. Woodsmall stated that they have submitted their report and it was about 18%-20% and that they have done grants for in depth water audits. He stated that each year the Town is given a score and it has improved each year.

Chairman Renzoni asked if the large meter replacement is part of this process.

Mr. Woodsmall replied that it is in process.

Chairman Renzoni asked when that will be completed.

Mr. Woodsmall replied that it is part of the capital money that was set aside this past spring and they will be working on it.

Chairman Renzoni asked if they did the large meter corrections and check on the leaks where the 18% number was coming from.

Mr. Woodsmall said that it could be a slow meter reading. He stated that this is more of an art than a science but is being worked on.

Sel. Lavigne asked what they did to make sure the leaks are being fixed on the private side.

Mr. Woodsmall stated that once notified they have two weeks to fix. He stated that if there is not resolution in two weeks then they give them 48 hour notice to take care of the leak or the water will be shut off. He stated that letters have gone out and two have been fixed.

Mr. Madaus entered the meeting at 6:26PM.

HMLD Monthly Report: Enclosed is the monthly activity reports for June 2019, prepared by Jane Parenteau, General Manager.

Life Skills Cookout: Congratulations and thanks to Chief Armstrong and the Holden Police for hosting the Wachusett High School Life Skills group at their annual cookout held at the Public Safety Facility. Chief Armstrong has worked for many years with this program. His work has provided students with opportunities in our Public Safety Facility, giving them a fun way to interact with the Police Department and learn life skills in the process. Each year the event has increased in size, with this year's cookout being the biggest yet. The students definitely enjoyed themselves. Also thanks to Holden Fire for assisting and participating with their staff and equipment.

4. **Complete Streets**

Isabel McCauley, Senior Civil Engineer, DPW, John Woodsmall, Director DPW, and Patrick Wood, Civil Engineer, DPW were all present at the meeting.

Ms. McCauley presented: **Complete Streets Presentation**, August 19, 2019.

Ms. McCauley stated that Complete Streets was brought forward in July of 2017 when she came to the Board to speak about the Complete Streets Policy and from there the Town adopted the policy. She stated from that point DPW has been working on the second step which is a plan to prioritize and some of the criteria is used to score different streets.

Ms. McCauley stated that Complete Streets provides safe and accessible options for all different travel modes; biking, transit, and vehicles. She stated adding sidewalks, street

lights, traffic signals, timing devices, etc. can all be taken into consideration with the program.

She stated that the picture presented was of Snowberry Lane off Highland Street. She stated that it was resurfaced by the highway division and sidewalks that are 5ft wide and have curbing with ADA ramps were added to the entire neighborhood.

Ms McCauley stated that thus far they have had the following activity:

2015 Shrewsbury Street sidewalk upgrades.

2017 Snowberry Lane and Shady Lane upgrades to ADA ramps.

2018 Birchwood neighborhood sidewalk upgrades and ADA ramp.

2019 Fort Sumter neighborhood sidewalk upgrades and ADA ramps.

Funding program:

Tier 1- complete street training and policy development

Tier 2- prioritization plan development in progress

Tier 3- project approval and construction – the town is eligible to receive up to \$400K for construction of a CS project or elements of a larger overall project

Ms. McCauley stated that they handed out a plan to the Board and would like to solicit comments so we can incorporate it into the next revision. She stated that with this draft, they have appropriated \$50K of funding toward technical assistance to develop the plan (tier 2). She stated that is where we are currently.

Tier 2: Prioritization Area

Priority by location- school zones / neighborhoods / commercial area / main roads

Priority by user groups: ½ mile of school radius / bike and pedestrian safety / amount of people benefited / upgraded ADA compliance/ vulnerable communities, upgrades of existing infrastructure.

Priority by Project Type: pedestrian safety, traffic calming / sidewalks / bike/ signals / signage / crosswalks.

Developing Plan:

Tier 1 includes the sidewalks nearest the elementary schools and middle school, the top 20/25 will show where they targeting.

Ms. McCauley stated that they want to continue to connect nodes. She stated that the draft that the Board has in their hands has a map of where they think the next projects should be located and the rank that was assigned to them. She stated that they used ten different criteria's to score each project and each criteria has a weight of importance so that they can do a weighted rank. She stated that this is a fluid document so that if they believe that something may be covered by alternate funding they can move it accordingly.

Ms. McCauley stated that the next steps would be to get public comments and the comments from the Board and then once it is finalized they will submit it to the DOT and head to Tier 3 of Complete Streets.

Sel. Herlihy stated that she lived by Chapel Street and did not see that on the list.

Mr. Woodsmall replied that Chapel Street is identified on page 3 number 11.

Sel. Herlihy stated that Shrewsbury Street is a problem.

Mr. Woodsmall stated that the idea was to address Shrewsbury Street to Malden Street. He stated the idea was to look at it from a higher level. He stated that once they got into the project design they will look in more detail but this was to get them moving in a direction and was not meant to be set in stone.

Sel. Gibbs stated that they had referenced a map and asked if the Board could have access to it.

Ms. McCauley replied that they have it on a poster and it will be up on the website shortly.

Sel. Lavigne stated that this was a lot that they were looking for. He stated that with the funding of \$400,000 it would take the town 65 years to do this. He asked if there are any plans to put this into the budget.

Mr. Woodsmall stated that this was done to give them a map of where to go and to establish funding priorities. He stated that it will be done through local roads and appropriations and Chapter 9 appropriations along with funds from Complete Streets when available. He stated the funding will also fluctuate year over year from the state. He stated that the funds will come from a variety of places and this plan is to help show where the Town is looking and what needs to be done.

Sel. Lavigne asked what the process would look like for Shrewsbury Street.

Mr. Woodsmall replied that there will be public outreach and that a lot of it will be done based on the road paving program. He stated that if they are doing a street they want to make sure that the curb cuts are accessible and anything more than the surface they

would have to upgrade the roadway. He stated that when they are doing work notification goes out in the spring.

Sel. Lavigne asked about shared use paths.

Mr. Woodsmall replied that arrows indicate that bikes can share a roadway. He stated it would be a wider path to allow bikes and pedestrians to get out of the road.

Chairman Renzoni stated that he was going to ask about bike activity. He stated that it doesn't look like there is a lot of data on bikes in Holden. He stated the amount of bikers would weigh heavily on the priority level.

Mr. Woodsmall replied that when they do larger projects they have done bike counts. He stated that one argument is that people don't feel safe riding so they won't use what is currently available. He stated that one thing that they do have to compete with for design purposes is the Stormwater Management.

Sel. Herlihy stated that Holden is dangerous for bikers; she stated that the streets are narrow and the traffic is too crazy. She stated that the opinion of many bikers in Town is that Holden is dangerous.

Mr. Woodsmall stated that this was meant to draw interest and that they are accepting comments at this point.

Sel. Lavigne asked if what they were looking at is current.

Ms. McCauley stated that they grouped streets by zones; she stated that they felt the school zones were the highest priority but they are not sure what in particular was going to be the highest priority because they had yet to rank them.

Sel. Lavigne stated that the document shows a half mile radius from the schools but he was wondering why if the walking zone for schools was a mile. He asked if they should expand it to include that distance.

Chairman Renzoni stated that he agrees that the kids walking was his biggest concern. He stated Bullard Street and Preservation to Mayo was a priority for him. He stated that they can work on this and follow up with a future meeting in September.

Mr. Woodsmall replied that was fine. He stated he was concerned with expanding the half mile radius to a mile radius from the schools as it then expands the list exponentially. He stated that they evaluate what would happen if they did that.

Chairman Renzoni asked if they are going to put this report out to other committees. He asked how they are getting people in Town to weigh in on this matter.

Ms. McCauley stated that they are not planning to reach out to other Town Committees and Boards but that she could reach out and ask them for comment.

Sel. Lavigne asked if Fin Com had been aware of this.

Mr. Lukes replied that they are not aware of it until it became a budget proposal.

5. Stormwater Management Plan

John Woodsmall presented: **Town of Holden Small Municipal Separate Storm Sewer Systems (MS4) Permit**

The Board thanked Mr. Woodsmall and Chairman Renzoni opened it up for questions and comments.

Sel. Herlihy asked if they will need to hire more people to implement this.

Mr. Woodsmall replied that they would not need to do that yet but in the future as the Town continues to grow he could see it being necessary.

Chairman Renzoni asked if there are private companies that do maintenance as opposed to Town personnel.

Mr. Woodsmall replied that catch basin cleaning is expensive and that they have put in a line item to do a catch up. He stated that the logistics of measuring depth and then determining what 50% is challenging and they are considering having a contractor empty everything so they have a baseline which will then help.

Chairman Renzoni asked if they would have that information with the as built.

Mr. Woodsmall replied that they have some and don't have others.

Chairman Renzoni stated that he thought it was \$100/ catch basin; he asked how many catch basins they would have to do.

Mr. Woodsmall replied that it would cost \$180,000 to do the Town at once, maybe more.

Sel. Lavigne asked if there was a timeline they needed to adhere to in order to be compliant.

Mr. Woodsmall replied that they were into all six stages. He stated that they have seen outside environmental groups looking at EPA and monitoring towns to keep them in compliance.

Ms. McCauley stated that the Stormwater Management Plan has a list of requirements by year. She stated that the permit is for 5 years and each year has a different requirement to complete.

Chairman Renzoni thanked them for coming out.

Mr. Woodsmall stated that they will put this up online and that they greatly appreciate any and all comments.

6. Citizen Address

None

7. Follow up to Citizen Address

None

8. Pump Station at Wagner Meadow/ Bullard Estates Subdivision

Mr. Lukes stated that the Board has the paperwork on this.

Mr. Woodsmall stated that this was for the Preservation Lane sewer pump that was accepted a few years ago. He stated that the way it was originally approved by the Planning Board, the pump station should be operated by the HOA. He stated that while this was legal, the Town had evolved over the years and they felt that the Town should also accept this pump station. He stated that this would be minimal cost to the Town and it did not make sense to keep this private because it was public water and if there was any issue the town would be involved anyway.

Sel. Lavigne asked if they had inspected it.

Mr. Woodsmall replied that they did and they made improvements before it was taken over.

Chairman Renzoni asked if there were any others set up like this.

Mr. Woodsmall replied that there were not on public roads.

Motion by Sel. Herlihy, seconded by Sel. Lavigne, it was **UNANIMOUSLY VOTED TO ACCEPT THE PUMP STATION AT WAGNER MEADOWS AS PRESENTED.**

Starbard Scholarship Applicant Interview Cont.

Motion by Sel. Lavigne, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO PASS OVER ON PROVIDING THE STARBARD SCHOLARSHIP IN 2019 AND ROLL THIS OVER TO NEXT YEAR.**

Chairman Renzoni suggested notifying the applicant in writing.

9. Dog Complaints, Public Hearing Date

Mr. Lukes stated that the Board had received two complaints for dangerous dogs. He stated that the Board of Selectmen is the hearing officers for dangerous dog complaints however there is a question of jurisdiction on one of them. He stated that he got the sense from the Chairman that the Board wanted to handle the hearings so if that was the case he wanted to bring this before the Board so they could schedule a hearing.

Chairman Renzoni stated that for as long as he has been on the Board they have done two dog hearings. He stated that he does not remember taking a vote to do so. He stated that he thinks that this should be held by elected officials, not Town officials and that the Board could ask for input and guidance but that this was the responsibility of the Board.

Sel. Lavigne stated that he agreed with Chairman Renzoni and that as far as he could recall statutorily it should be a Selectboard responsibility.

Sel. Gibbs agreed.

Chairman Renzoni stated that they could take a vote to hold the public hearing. He stated that there were two different complaints in question and he asked about the out of town dog.

Mr. Madaus stated that the General Laws on nuisance dogs and dangerous dogs was revised in 2012. He stated that the jurisdiction is the first line in Chapter 40 Section 157 and that the first dog in question was not owned or kept in Town so he does not believe they have jurisdiction of the dog in question.

Sel. Lavigne asked if they had the ability to request a hearing from the City of Worcester for over site of the animal.

Chairman Renzoni stated that the incident was a Worcester Rottweiler that attacked a person in Holden. He stated that there was a six year old involved. He stated that they should make sure that they follow up on this matter.

Chairman Renzoni stated that the other dog complaint was for a lab/ retriever. He stated that they should set a hearing for this and have the owners weigh in. He asked for a motion to set this hearing.

Mr. Madaus stated that this could be considered a dangerous dog hearing or could be a nuisance dog as well.

Sel. Lavigne asked if they called it a dangerous dog hearing if they were then able to rule the dog a nuisance or if they needed to call it something else. He asked if they should use verbiage for both or if they should go off what the ACO was calling the matter.

Mr. Madaus stated that the ACO indicated a dangerous dog.

Sel. Lavigne asked what the notification requirements were.

Mr. Madaus stated that the hearing officer and owner should be present but that the statute was silent on notice and they should default to standard notice and will publish.

Motion by Sel. Gibbs, seconded by Sel. Herlihy, it was **UNANIMOUSLY VOTED TO HOLD A DANGEROUS DOG HEARING AT 7:00PM ON SEPTEMBER 9, 2019.**

Chairman Renzoni requested to have a packet of material on this matter prior to the hearing.

Mr. Madaus stated that he will provide some information and additionally that he will need to administer an oath as well.

10. Selectmen Miscellaneous

Sel. Gibbs: none

Sel. Herlihy: none

Chairman Renzoni stated that he sent out an email regarding the Town Manager's contract anniversary of October 1, 2019. He stated that the form was easy to read and there were instructions on it. He stated once he received it back from the other Selectmen he will put together a review and the Board can then take a vote to accept or amend it at a future meeting.

Chairman Renzoni stated that Holden Days would be on August 24, 2019. He stated that the firefighters will have a dunk tank and the Board will be wearing tee shirts and walking around.

Sel. Lavigne stated that the Boy Scouts will be doing a fundraiser selling burgers and hot dogs and waters to fund a future trip.

Chairman Renzoni stated that Seven Saws had an outdoor permit for the event as well.

11. Selectmen Minutes

None

12. Selectmen Subcommittee

Sel. Gibbs: none

Sel. Herlihy stated that the DPW Committee was meeting on the 6th and they were working on schematics and there was also site work going on.

Mr. Lukes stated that they should expect a big step forward soon.

Sel. Lavigne stated that the Town Manager met with the Chair of the Eagle Lake Committee.

Chairman Renzoni stated that he also wanted to mention that the Eagle Lake Sign was stolen and that they want their sign back.

Motion by Sel. Lavigne, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO ADJOURN THE AUGUST 19, 2019 BOARD OF SELECTMEN MEETING AT 7:52PM.**

APPROVED: _____ 12/2/19