



**Town of West Boylston**  
140 Worcester Street, West Boylston, Massachusetts 01583

## **Facilities Implementation & Strategic Planning Cmte. Meeting Minutes**

<b>Date / Time / Location of Meeting</b> June 8, 2022; 6:30 p.m. 140 Worcester Street Room 210 West Boylston, MA 01583
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<b>Members Present</b> Christopher A. Rucho Raymond Bricault Barur R. Rajeshkumar Patrick Crowley Robert O'Connell Kristina Pedone Marc Frieden
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<b>Members NOT Present</b>
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<b>Invited Guests:</b>
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Chairman Christopher Rucho opened the meeting at 6:30 p.m.

Approval of Meeting Minutes – May 11, 2022

***Motion Ms. Pedone to approve, second Mr. Crowley.***

***6-0-1 Mr. Frieden abstained***

### **Old Business:**

**Review of Sub-Committee's Department Head Questionnaire on Building Conditions and next step:**

Ms. Pedone stated at last meeting one of the questions they wanted to ask each department about their building. They would like to know the systems of the building, when systems were installed, life expectancy, and warranty. She stated there was a section added for ADA Compliance. She states she and Bob worked on this and Ray also reviewed. She would like input from the entire Board. Mr. Crowley stated it may be difficult for some department heads to answer all the questions. Ms. Pedone stated they anticipate each department head to answer to the best of their ability and knowledge. Mr. Rucho asked if this will be distributed to the Police, Library, Town Hall, DPW, School, Fire and Senior Center. Mr. O'Connell stated it should go to all the departments and get a baseline. Ms. Pedone discussed the formatting and discussion on Excel, Word Document or online form. Mr. Crowley stated as long as it is consistent and formatting is clean, he has no issues. Mr. Rucho would like to send the form as it is. Ms. Pedone stated this is Draft Phase I and when there is a Facilities

Manager they can take it and have a usable document. Mr. Ray Bricault stated the structure the Capital Investment Board would like the Capital document maintained with towns assets. He would like this to be in Word document as it will not have many figures. Mr. Crowley would like a letter to go out with it explaining the intent is to gather as much information as they can in order to come up with a strategic plan for the buildings. He states this is a conditions survey not an ask or need survey. Mr. O'Connell states once the questionnaire comes back, they can then evaluate the conditions and prioritize. Mr. Rucho feels that once they get the surveys back they will then discuss with departments individually and possibly add more information. Mr. Crowley would like to have the Town Administrator send out to departments and work with them on getting the survey completed. Mr. O'Connell stated the buildings may be new but the mechanicals of the building may be important. Ms. Pedone asked when the Committee would like this due back, Mr. Crowley suggested giving departments a couple weeks. Mr. Crowley asked when the Board will meet again, Mr. Rucho stated they discussed meeting on the 4<sup>th</sup> Wednesday of the month so that would be July 27<sup>th</sup>. Mr. Crowley stated the survey should returned back by July 20<sup>th</sup>. Mr. Rajeshkumar discussed moving meeting time to 6pm, he stated he and Marc have Planning Board Meetings at 7 and this will be a conflict. Mr. Rucho stated they need to decide their priority and these meetings could run over an hour, discussion on meeting dates and times. Mr. Crowley stated for many years this Committee has met on the 4<sup>th</sup> Wednesday of the month as a standing meeting.

***Motion Ms. Pedone to hold the FISP Meetings on the 4<sup>th</sup> Wednesday of the month at 6:30 p.m., second Mr. Crowley.***

***6-1-0 Mr. Rajeshkumar voted no.***

Mr. Rajeshkumar exited the meeting 6:51 p.m.

Mr. Rucho stated he will discuss the survey with Jim Purcell, Interim Town Administrator and request he send out to departments. Mr. O'Connell asked if the survey should have a contact from the Committee listed in the event of questions. Mr. Crowley would like the Town Administrator to receive questions and can filter out to Committee if needed.

Mr. Bricault asked about LED lighting upgrades as a question and feels it should fall under the Electrical section of the survey. Ms. Pedone will add under #7.

Mr. Frieden exited the meeting 6:57 p.m.

Mr. Crowley asked if there will be a section for comments, Ms. Pedone agreed that there should be a section for this. Mr. Bricault stated his concern with the survey was value of items that will be listed. Mr. Rucho feels the more information the better. Mr. Rucho would like to assign liaisons to the departments once they get the survey results back. Mr. Rucho will let Mr. Purcell know that if the departments do not know answers to questions, it will be ok to mark it as unknown. Ms. Pedone will send to Mr. Rucho and he will sit with Town Administrator and go over the goal of the Committee. Mr. Crowley stated if the Town Administrator wants to add to survey, he will be ok with that as long as they are not substantial changes. Mr. Bricault would like to have the survey back sooner than July 20<sup>th</sup>, Mr. Rucho says the survey will go out next week and this will give the

departments five weeks to get it back. Mr. O’Connell suggests asked the Town Administrator to forward survey results as he receives them. Mr. Bricault would like to receive the surveys back by July 13<sup>th</sup> to the Town Administrator, and for review of this Committee on the 27<sup>th</sup>.

Next meeting is July 27<sup>th</sup> at 6:30 p.m.

***Motion Ms. Pedone moved to adjourn, second Mr. Crowley.  
All in favor***

Adjourned at 7:23 p.m.

Respectfully submitted,

Approved: \_\_\_\_\_

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Faye Zukowski, Municipal Assistant

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Christopher A. Rucho, Chairman

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Barur Rajeshkumar

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Kristina Pedone

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Patrick Crowley

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Raymond Bricault

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Marc Frieden

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Robert O’Connell