

Westborough Board of Selectmen
Town Manager Initial Interview Minutes
March 24, 2009
7:00 p.m. – 8:47 p.m.

Members Present: Chairman Thompson, Vice Chairman Emery, Selectmen Goldblatt, Dodd and Jane´

Also, Present: Henry Danis, Town Manager; Maryanne Bilodeau, Assistant Town Manager; Town Counsel Gregory B. Franks

The meeting was called to order at 7:00 p.m. by Chairman Thompson. Town and School payroll and expense warrants were approved and signed.

Pledge of Allegiance/Open Forum

Committee Vacancies:

Country Club Operating Committee (Non-Voting Associates)

Approval of the Board of Selectmen’s Meeting Minutes

- February 24, 2009

Selectman Goldblatt moved to approve the Board of Selectmen’s Meeting Minutes of February 24, 2009. Vice Chairman Emery seconded. 5-0

Request to Hold Little League Parade/Susan Cervenak

Ms. Cervenak requested the Board’s approval to hold the Little League Parade on Saturday, April 25th at 10:00 a.m. She said that the owners of Baystate Commons have agreed to allow the use of the property as the staging area. The parade route will proceed onto Brigham Street, then onto West Main Street following the fire truck heading westward and march to the High School where the opening day ceremony will be held.

Selectman Jane´ moved to allow the Little League Parade to be held on Saturday, April 25th starting at 10:00 am Selectman Goldblatt seconded. 5-0

Request to Use Roadways for Bicycle Ride/Robert Kane

Mr. Kane requested the Board’s approval to hold a “Fun Bicycle Ride” (Bike the Boroughs) on Thursday, June 11th from 6:30 p.m. to 8:15 p.m. (rain or shine) through the following town roads:

- East Main Street
- Brickyard Lane
- Haskell Street
- Lyman Street

The staging place will be the Hewlett Packard (Forest Street, Marlborough) rear parking lot and will finish at the same spot. Mr. Kane said that this event is to benefit the Marlborough Sports Partnership and the Special Olympics of Massachusetts.

Minutes: March 24, 2009

1.

This is a 10 mile bike ride through Marlborough, Southborough, Westborough and Northborough (materials attached).

Selectman Goldblatt moved to allow the “Fun Bicycle Ride” (Bike the Boroughs) to be held on Thursday, June 11th from 6:30 p.m. to 8:15 p.m. (rain or shine) and to use town roads as indicated. Vice Chairman Emery seconded.

Selectman Goldblatt requested that no permanent painting be placed on the ground. Mr. Kane acknowledged the request and also stated that they do not use any sort of painting. 5-0

Request for a 5K Fun Run/Anne Blackney

Ms. Blackney requested the Board’s approval for a 5K (3.1 miles) “Fun Run” on Sunday, March 29th from 10:30 a.m. to 11:00 a.m. for her Girl Scout Award. She said that the start and finish of the race will be at the Westborough High School. The routes that the runners will be taking are the following:

- Left onto West Main Street
- To Old Colony (at Route 30 and West Main Street)
- To Dane Way
- Onto Westminster Way
- Onto West Main Street
- Continue back to the High School and end there.

Selectman Jane’ moved to hold the 5K “Fun Run” on Sunday, March 29th from 10:30 a.m. to 11:00 a.m. Selectman Goldblatt seconded. 5-0

Mr. Danis noted that the Police Chief requires that the runners use the sidewalks. Ms. Blackney acknowledged the Police Chief’s recommendation.

Request to Change Manager/Outback Restaurant/Tammy Foley

Ms. Foley requested that the Board approve the Change of Manager for the Outback/New England-I, LP to herself.

Selectman Goldblatt moved to approve the Change of Manger for the Outback/New England-I, LP to Tammy Foley. Vice Chairman Emery seconded. 5-0

Discussion of Patrol Position Opening/Police Chief Gordon

Police Chief Gordon requested that the Board approve to fill a position (full-time) that has been vacate in his Department (request letter attached).

Selectman Goldblatt moved to approve to fill the vacant position (full-time) in the Police Department. Selectman Jane’ seconded. 5-0

Request to Auction Surplus Equipment/Country Club Operating Committee

Mr. Arnold requested that the Board declare the following equipment as surplus to be auctioned or sold (list attached):

- Aerator-Ryan Greensaire Ride-on GA30, Serial #147023; valued at \$1,200.00
- Aerator-Ryan Greensaire WG24; valued at \$500.00

Selectman Goldblatt moved to declare the mentioned equipment as surplus. Vice Chairman Emery seconded. 5-0

Request to Auction Surplus Equipment/John Walden, DPW Manager

Mr. Walden requested that the Board declare the following equipment as surplus to be disposed of at an auction (list attached):

- 1997 Chevrolet Blazer mileage-105092
- 1999 Ford Crown Victoria mileage-146858
- 1996 Ford F-350 Pick-up w/plow mileage-96294
- 1979 International Transtar Tractor mileage-433506
- 1987 MT Trackless w/broom
- 1967 Bombardier Sidewalk Plow
- 1972 Bombardier Sidewalk Plow
- 1971 Bombardier Sidewalk Plow w/sander
- 1965 Bombardier Sidewalk Plow
- 1995 Ford F-350 4x4 Cab-Chassie mileage-156372
- 1991 Ford F-350 Ambulance mileage-105840

Selectman Goldblatt moved to declare the above equipment as surplus. Vice Chairman Emery seconded.
5-0

Cordials and Liqueurs Permit Discussion/Maryanne Bilodeau, Assistant Town Manager

Ms. Bilodeau asked the Board if they would be interested in adopting a Cordials and Liqueurs Permit. She said that she has had an inquiry as to whether the Town has these kinds of permits and, if not, would the Board look into offering such and place an article on the annual town warrant.

Vice Chairman Emery moved to place an article on the annual town warrant for a Cordials and Liqueurs Permit. Selectman Jane' seconded.

Ms. Bilodeau said that the Cordials and Liqueurs Permit fee will be an additional \$250 on top of what the restaurants already have for a license. 4-1 (Selectman Goldblatt abstained)

Preliminary Discussion of the Annual Town Meeting Warrant

The Board requested the following article(s) proponents to come before the Board to discuss their article(s).

Article 9- Nathan Fisher House Property Release of Preservation Restriction; Town Counsel will discuss this article.

Article 11- Improvements to the Sewer Treatment Plant (Treatment Plant Board)

Articles 12, 13, 14- Meadow Road Parcels, Meadow Road Taking, Valley View Estates Easement Release; Town Counsel will discuss these articles.

Article 15- Various Town Buildings and Grounds Repairs (Assistant Town Manager)

Article 17- Improvements to the Library Building (Town Manager)

Article 19- Increase to the Excise Vehicle Demand Fees (Treasurer/Collector)

Article 20- Purchase Voting Equipment (Town Clerk)

Articles 22, 23, 25, 26 – Purchase Equipment (F-350 utility truck), Purchase Equipment (Dual Waterless Street Sweeper), Work on Town Sewer System, Work on Town Water System (DPW Manager)

Article 27 & 28 – Zoning Bylaws and Zoning Map Amendment & Zoning Bylaw Amendment (Planning Board)

Discussion on Hiring Freeze

Vice Chairman Emery requested that any vacancies that need to be filled by the town’s Departments, Committees, Commissions or Boards come before the Board of Selectmen, as a courtesy, to review their request.

Selectman Dodd said that he is in favor of reviewing any kind of vacancy that the Town may have available but is not in favor of imposing a hiring freeze.

Mr. Danis explained to the Board the authority that they have for newly created positions, new hires, and/or rehires.

Newly Created/New Hire Positions: goes to the Personnel Board for approval and then to town meeting for funding and approval, if approved, then the hiring process defers to the department head.

Hire Replacements: The hiring authority defers to the department head only.

Board of Selectmen Appointments: Hiring is under the authority of the Board (Fire Chief, Police Chief, Town Manager, and DPW Manager)

Vice Chairman Emery moved to have the town’s Departments, Committees, Commissions or Boards come before the Board of Selectmen, as a courtesy, to review their hiring request(s). Selectman Dodd seconded.
5-0

Request to Vote on a Public Nuisance Order/Town Counsel

Town Counsel Franks requested that the Board evoke the Board’s authority on Chapter 139 regarding a dangerous structure located at 18 & 20 Charles Street to have the owner come to a hearing scheduled for Tuesday, March 31, 2009 at 5:30 p.m. in the Board of Selectmen’s Meeting Room. He said that the Building Department has been fully involved in this issue and that part of the structure has already falling down.

The Board authorized the hearing to be held on Tuesday, March 31, 2009 and to have either the Town Manager or the Building Commissioner sign the appropriate materials.

Town Manager Search Process Update and Review

Chairman Thompson recited the format for the Second Town Manager Interviews as voted at a prior Board of Selectmen meeting as follows:

The Board will meet in Room 23 & 24 at the Forbes Municipal Building, 45 West Main Street, Westborough, Massachusetts starting at 6:30 p.m. each evening.

March 31 st	Kennedy/Medway
April 1 st	Myers/Uxbridge
April 2 nd	Malloy/Sturbridge

Second Interview Format:

Candidate Opening Statement	5 minutes
Vice Chair Emery’s Questions	7 minutes
Selectman Dodd’s Questions	7 minutes
Selectman Jane’s Questions	7 minutes

Selectman Goldblatt's Questions	7 minutes
Chairman Thompson Questions	7 minutes
Board of Selectmen Questions	7 minutes

Public Questions/E-mail Questions/Board of Selectmen Follow-up 40 minutes

At this point, Chairman Thompson proposed to open up the forum instead of following the prior format of the member's subject area as assigned before. The Board agreed with Chairman Thompson's proposal.

April 7th - at 7:00 p.m. Final Discussion and Vote

The Board will appoint two Board of Selectmen members to negotiate the contract with the Town Manager and requested to appoint those two Board members tonight.

7:00 -7:30 p.m. Will discuss the impressions from the candidates
7:30 - Will entertain a motion from the Board to appoint a potential new Town Manager

Chairman Thompson requested that Ms. Bilodeau start working on a contract proposal so it may be available on April 7th and also to research Town Manager contracts for the surrounding towns and to include Mr. Danis' contract as well.

Selectman Goldblatt moved to appoint a Board of Selectmen Town Manager Contract Committee. Vice Chairman Emery seconded. 5-0

Selectman Goldblatt moved to appoint Vice Chairman Emery and Selectman Jane' as the Town Manager Negotiators. Chairman Thompson seconded. 5-0

Selectman Dodd suggested having the Board members voice who they would like to nominate and why instead of just nominating a person outright. Chairman Thompson said that he will ask each Board member who they support and why. The Board agreed with the format just discussed.

Town Counsel Report

Town Counsel Franks, on behalf of Mr. Danis, requested that the Board correct the Assistant Town Manager's appointment to reflect a specific term (3 year term) instead of an indefinite term as voted back in January 13, 2009. He said that the appointment with an indefinite term occurred when the charter changes had not yet been approved with a specific term.

Selectman Goldblatt moved to appoint Maryanne Bilodeau as the Assistant Town Manager for a term ending June 30, 2011. Vice Chairman Emery seconded. 5-0

Town Counsel Franks informed the Board that at the their last meeting he was requested to research the Bay State Commons Developer's Special Permit regarding their obligation to install a signal light in front of the Fire Station. He said that the developer **does have an obligation** to design and install the signal light as proposed. Town Counsel Franks noted that at the time of this proposal the new public safety complex location had not yet been approved; therefore, the Planning Board and the Developer need direction because the signal light and the installation work is much more expensive and more complicated than was agreed upon before.

Mr. Danis said that he and Town Counsel will discuss the issue at hand with the Planning Board and the Developer and will come to a solution.

Town Manager Report

Mr. Danis announced that the Economic Development Committee (EDC) took its first outreach step today. He said that Bonnie Sullivan, EDC Member, Joe Inman, Building Commissioner and EDC Member and himself visited a company called Component Sources International (CSI) in Southborough, Massachusetts and welcomed them to the Town of Westborough. Mr. Danis said that the company will relocate to Westborough within a few weeks.

Mr. Danis said that the EDC has brochures that were created in house and thanked Mr. Stockman, MIS/GIS Director for his help in developing the brochures. He said that the brochures will be giving out at the EDC's booth at the Corridor 9 Business Expo that will be held at the Double Tree Hotel in Westborough from 3:00 p.m. to 8:00 p.m. on April 1st.

Issues and Correspondence of the Selectmen

Selectman Dodd that the Senior Center's Community Dinner will be held at the Senior Center, 4 Rogers Road, on Tuesday, March 31st at 6:00 p.m. All are invited to attend.

Selectman Dodd announced that the Massachusetts Municipal Association (MMA) Energy Seminar will be held on Thursday, April 16th and also asked the Board if they would like to sponsor the seminar.

Vice Chairman Emery moved to have the Board of Selectmen sponsor the MMA Energy Seminar on Thursday, April 16th. Chairman Thompson seconded.

Selectman Dodd said that the MMA is giving the town \$50 to defray the costs of the seminar. 5-0

Vice Chairman Emery thanked Tim Reiter for filming the Board's meeting tonight.

Vice Chairman Emery said that she extended an invitation to Mark Stockman, MIS/GIS Director to attend the E-Government Awards for Distinction event and to come before the Board sometime after the town meeting to give the Board an assessment of the criteria for the E-Government Distinction Awards and suggested that the Board discuss whether or not to have Mr. Stockman create strategies to meet that criteria. She said that Mr. Stockman accepted the invitation. The Board agreed with Vice Chairman Emery's suggestion.

Vice Chairman Emery announced that the Green Energy Conference is being held on April 6th at the Massachusetts Technology Collaborative Auditorium in Westborough from 6:00 p.m. to 8:00 p.m. All are welcome.

Vice Chairman Emery said that she called the E-Clinical Company to request a tour for the Board of Selectmen and that once she receives the dates from the company's public relations person she will inform the Board.

Selectman Goldblatt acknowledged Rod Jane' for his leadership and chairmanship on the Economic Development Committee.

Selectman Goldblatt noted that she and Selectman Dodd attended the Tri-M Music 17 piece band at the Senior Center on Friday night and said that it was a wonderful event.

Selectman Goldblatt requested that we keep our servicemen and women in our prayers so far from home.

Chairman Thompson reiterated to our town residents to take the time to email or mail their questions for the Town Manager candidates to Ms. Bilodeau at mbilodeau@town.westborough.ma.us; Town Hall 34 West Main Street.

Chairman Thompson thanked Ms. Ruberti for all her work and also thanked Ms. Bilodeau for all her continued help, coordination and research that she has provided for the Town Manager Search Committee.

Adjourn Open Session

Selectman Dodd moved to adjourn the Board of Selectmen meeting at 8:47 Selectman Goldblatt seconded.

Submitted by Nidia L. Ruberti

Chairman George Thompson

Vice Chairman Leigh Emery

Selectman Lydia Goldblatt

Selectman Timothy A. Dodd

Selectman Rod Jané