

Westborough Board of Selectmen  
Meeting Minutes  
December 8, 2009  
7:00 p.m. – 7:40 p.m.

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

Also, Present: James J. Malloy, Town Manager; Maryanne Bilodeau, Assistant Town Manager; Greg Franks, Town Counsel

Selectman Goldblatt moved to go into executive session under MGL Ch. 30A, §21 (a) (3) for the purpose of discussing collective bargaining. Vice Chairman Jané seconded. The Board voted unanimously in favor of the motion by roll call vote to go into Executive Session. Chairman Emery announced that the Board would reconvene in Open Session after the Executive Session.

The meeting was called to order at 7:00 p.m. by Chairman Emery.

**Pledge of Allegiance/Open Forum:**

Chairman Emery voiced the Board of Selectmen’s condolences to the Storey Family for their loss.

**Committee Vacancies:**

Central Massachusetts Regional Planning Committee (Alt)  
Green Technology Advisory Group  
Country Club Committee Non-Voting Associate (1)  
Youth Commission – (1)

**Approval of Board of Selectmen’s Meeting Minutes**

- November 10, 2009
- November 24, 2009

Selectman Goldblatt moved to approve the Board of Selectmen’s Meeting Minutes of November 10, 2009. Vice Chairman Jane´ seconded. 4-1 (Vice Chairman Jane´ absent)

Vice Chairman Jane´ moved to approve the Board of Selectmen’s Meeting Minutes of November 24, 2009. Selectman Goldblatt seconded. 4-1 (Selectman Dodd absent)

**Innkeeper/Lodging House Permit Application/Doubletree Boston-Westborough/Peter Tziahanas**

This item was postponed to the Board’s meeting of December 22, 2009.

**Innkeeper/Lodging House Permit Application/Central House/William Van Dam**

This item was postponed to the Board’s meeting of December 22, 2009.

**Innkeeper/Lodging House Permit Application/Courtyard by Marriott/Ryan Hanratty**

This item was postponed to the Board’s meeting of December 22, 2009.

*Minutes: December 8, 2009*

*1.*

**Request to Award the Golf Professional Management Services Contract/Country Club Committee/Jim Willwerth**

Mr. Willwerth, Country Club Committee Chairman, requested that the Board award the Golf Professional Management Services Contract to Jack Negoshian. The new contract starts January 1, 2010 and goes through December 31, 2014.

Selectman Goldblatt moved to award the Golf Professional Management Services Contract to Jack Negoshian effective January 1, 2010 thru December 31, 2014. Vice Chairman Jane´ seconded. 5-0

**Request to Appoint Voting Member to the Country Club Committee/Jim Willwerth**

Mr. Willwerth, Country Club Committee Chairman, requested that the Board appoint Lisa Welsh as a Voting Member to the Country Club Operating Committee for a term ending June 30, 2011. Mr. Willwerth explained that Mr. Nichols (voting member) resigned from the committee and Ms. Welsh is the next non-voting member to be placed in a voting slot.

Selectman Thompson moved to appoint Lisa Welsh as a Voting Member to the Country Club Operating Committee for a term ending June 30, 2011. Selectman Goldblatt seconded. 5-0

**Discussion on Foreclosure (69 Hopkinton Road)/Chairman Emery**

Chairman Emery said that the DPW Manager John Walden presented her his and some town resident's thoughts regarding foreclosure property. She said that Mr. Walden suggested that instead of auctioning off property maybe there should be a process to investigate if the property in question could be used for town purposes in relation to the town's master plan. Chairman Emery presented the Board with a list of suggested following criteria for any foreclosed property that the town is faced with:

- Is there a Town use for building, for example, housing a department such as Youth and Family Services?
- If a single dwelling currently exists, is the property large enough to develop multiple units? Is this in the Town's best interest?
- Is the dwelling suitable for a Housing for Habitat home? If so would it be helpful to add toward our affordable housing quota?
- Does it abut Town property or well sites and if so would keeping the property be in the best interest of protecting the adjacent property?
- Is the property large enough to be converted into a pocket park for an area of Town distant from parks?
- Does a Charm Bracelet trail boarder the property? If, so would the property be suitable for open space or recreational use?
- Other suggestions

The Board was agreeable to the thought and the suggested criteria. After a lengthy discussion Vice Chairman Jane´ volunteered to bring this idea to the Economic Development Committee for discussion and return to the Board with its suggestions and recommendations.

The Board thanked Mr. Walden for bringing this idea up to the Board.

Chairman Emery requested that this item be placed at the Board's meeting of December 22, 2009

**Discussion on New Cemetery Design/Chairman Emery**

This item was postponed to the Board's meeting of January 12, 2010.

**Request to Insert Budget Pie Chart in the 3<sup>rd</sup> Quarter Real Estate Personal Property Billing Cycle/Selectman Dodd**

Selectman Dodd requested that the Board approve an insert of the Budget Pie Chart in the Town's 3<sup>rd</sup> quarter real estate personal property cycle. Selectman Dodd said that this will be the second year of having the Budget Pie Chart inserted in the real estate personal property cycle and thanked Leah Talbot, Town Accountant, for all her help in coordinating the project.

After a brief discussion it was noted that the Board need not approve this request since it was approved last year as a yearly insert.

**Town Counsel Report**

**Town Manager Report**

*Economic Target Area Application (action requested)*

Mr. Malloy informed the Board that the Economic Development Committee (EDC) has been working on the Economic Target Area (ETA) Application to submit to the state to designate the Town as an ETA which will provide the opportunity in the future for the Town to offer Tax Increment Financing plans and to make available to potential businesses investment tax credits from the State and for the Town, the potential for certain grant programs related to economic development. The application is attached and a recommendation from the Economic Development Committee is anticipated for the Selectmen's meeting (the EDC is meeting on the morning of 12/8/09).

Mr. Malloy also informed the Board that prior to offering any tax incentives to potential businesses that Town Meeting has to vote on creating Economic Opportunity Areas (EOAs) and Town Meeting also votes on any Tax Increment Financing (TIF) agreements reached with potential businesses. Approving the ETA and submitting it to the State for approval will provide the opportunity for the Town to consider these steps in the future. Mr. Malloy noted that his recommendation is premised on the EDC approving the application.

*Vice Chairman Jane' moved to approve the Economic Target Area application as attached and authorizing the Town Manager to submit to the Massachusetts Economic Assistance Coordinating Council, Massachusetts Office of Business Development. Selectman Thompson seconded. 5-0*

Mr. Malloy informed the Board that he met with the Finance Committee on 11/30/09 and wanted to ensure the Board was aware of the topics discussed to discuss any concerns the Board may have. The following topics were discussed as summarized below:

- Updated the Finance Committee on the FY11 Budget and Schedule and Financial Forecast which has the budget packets sent to the Board of Selectmen and Finance Committee the first week of February (immediately after the Governor releases his budget) and a joint meeting with the Selectmen and Finance Committee on 2/9/10.
- Discussed public records – email policy that went out to all departments on maintaining emails and electronic records as public records.
- Discussed development of financial policies that would provide overall guidance for the Town on financial management. This is an item in the Town's Management Letter from the independent auditor and something that I have discussed with Leah Talbot. Once developed, these policies should be adopted by the Selectmen.
- Consolidation of Functions study – I have been meeting with the Superintendent to discuss whether any town/school functions can be consolidated to either provide current services at a lower cost or to improve services at the same cost. The Business Manager had indicated that his association can provide a low cost consolidation study (approximately \$5,000) and that the School Department could initially absorb this cost, but that if it caused a need to seek a reserve fund transfer at the end of the year, that the Finance Committee needed to be informed. We discussed this and the Finance Committee was supportive of conducting the study (no formal vote taken) and understood.
- Discussed various personnel related issues such as the proposed Personnel Bylaw and where the Town was at with discussions on the GIC/health insurance.
- Discussed the proposed changes to the Capital Expenditure Planning Committee process that he is working with the Capital Expenditure Planning Committee on, which is attached. The Capital Expenditure Planning Committee approved of the change and the forms and directions have been sent out to all departments. The major change is that this is a system that provides an objective method to prioritize capital requests based on 10 factors (each factor is rated 0 – 10) with each request having a potential score of 100. The factors are all described in the attached memo.

Chairman Emery requested that Mr. Malloy present his new capital expenditures process at the Board's meeting of December 22, 2009. Mr. Malloy acknowledged the request.

### **Issues and Correspondence of the Selectmen**

Selectman Dodd announced that the Walkability Workshop will be held Saturday, December 12, 2009 from 9:00 a.m. to Noon at the Forbes Municipal Building, Room 24 and encouraged all to attend.

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

Selectman Thompson wished everyone a great holiday and also thanked all of the town employees for their commitment that is shown everyday in public service. Selectman Thompson announced that the Council on Aging is hosting a Holiday Luncheon on Monday December 14, 2009 at 12:30 p.m. It is requested that an unwrapped gift for the Westborough Holiday Store be brought. Selectman Thompson noted that tickets are \$5 per person.

Chairman Emery thanked Dan and Tim for filming the Board's meeting tonight. Chairman Emery suggested having new businesses meet with the Economic Development Committee and the Board of Selectmen at least once a month so the public may be aware of what businesses are new to town. After a lengthy discussion, Vice Chairman Jané offered to take this item up with the EDC and look into creating a welcome letter to new businesses. He said that he would update the Board of the EDC's progress.

**Adjourn Open Session**

Selectman Thompson moved to adjourn the Board of Selectmen meeting at 7:40 p.m.  
Selectman Goldblatt seconded. 5-0.

*Submitted by Nidia Ruberti*

---

**Chairman Leigh Emery   Vice Chairman Rod Jané   Selectman Lydia Goldblatt**

---

**Selectman Timothy A. Dodd**

---

**Selectman George Thompson**