

**Westborough Board of Selectmen
Meeting Minutes
November 26, 2013**

6:30 p.m. – 7:36 p.m.

Present: Chairman Johnson, Vice Chairman Barrette, Selectmen Emery, Drewry and Dodd
(arrived at 7:10 p.m.)

Also Present: Jim Malloy, Town Manager; Kristi Williams, Assistant Town Manager/HR
Director and Greg Franks, Town Counsel

Open Forum

Ed Behn, Advisory Finance Committee Chair, came before the Board. He provided the Board with a handout titled “Analysis of Levy Limit Growth – Working Paper”. Mr. Behn explained in detail the components of the analysis.

Chief Gordon and Chief Perron came before the Board. Chief Gordon informed the Board that the Town’s Police Department is assisting the Worcester and Northborough Police Departments in a gun buy-back program on December 14, 2013. Congregation B’nai Shalom’s Social Action Committee will obtain gift cards to distribute. Gun locks will be available to residents at the Westborough Police Station after December 14.

Chief Gordon’s contract, as well as Chief Perron and John Walden’s contracts, expire on June 30, 2014 and they are interested in renewing. Chief Gordon asked the Board to assign two Selectmen to negotiate their contracts.

Tax Classification Hearing / Chief Assessor

Selectman Barrette’s motion to open the Tax Classification Hearing was seconded by Selectman Drewry. Vote: 4-0

Linda Swadel, Chief Assessor, Mark Silverberg and Joe MacDonough, Board members, appeared before the Board. Ms. Swadel noted that the tax classification is calculated by statute and in her opinion the Town has already acknowledged the fact that growth is an irregular target by not spending it. She reviewed the pertinent information in the Board’s packet. The FY 2014 tax rate will be \$19.29/thousand, an increase of \$0.32 from last year. The average single family tax bill will increase by \$161.50.

Selectman Drewry’s motion to maintain a single tax rate for 2014 was seconded by Selectman Emery. Discussion: The Board received a letter from Corridor Nine supporting the single tax rate. Vote: 4-0

Selectman Barrette’s motion to close the Tax Classification Hearing was seconded by Selectman Emery. Vote: 4-0

Request to Approve a Livery License for Dmitry Kovalev d/b/a Richards Car Service, 6 Robin Circle / Dmitry Kovalev

Mr. Kovalev and Mr. Htway, Building Commissioner, came before the Board. Mr. Htway informed the Board that Mr. Kovalev’s home business is in compliance with the bylaws.

Selectman Barrette's motion to approve the livery license for Dmitry Kovalev d/b/a Richard's Car Service as per his application was seconded by Selectman Drewry. Vote: 4-0

Interview for Charter Review Committee / Michael Wilsker

Mr. Wilsker came before the Board and reviewed his background. This is the final appointment for this Committee and Mr. Malloy will coordinate scheduling the first meeting with Selectman Barrette.

Selectman Barrette's motion to appoint Michael Wilsker to the Charter Review Committee, Ad Hoc was seconded by Selectman Emery. Vote: 4-0

Request to Appoint David Hall as a Voting Member to the Country Club Operating Committee / David Hall, John Arnold

Mr. Hall and Mr. Arnold came before the Board. Mr. Hall will replace Dick Sundstrom who recently passed away. Mr. Hall reviewed his background and current experience as a Non-voting Associate.

Selectman Barrette's motion to appoint David Hall as a voting member to the Country Club Operating Committee for a term ending June 30, 2014 was seconded by Selectman Drewry. Vote: 4-0

Request to Approve Contract Award to Heery International, Inc. for Owner Project Manager Services for the Fire Station and Town Hall Projects / Town Manager

Mr. Malloy explained that Heery has been working without a contract which provided them with a better opportunity to understand the scope of both projects and the expectations and time commitment the Town expects from them. The Town Hall contract is through June 2014 at which time Heery will have a better idea of what the remaining timeframe will be and the cost for that period.

Selectman Barrette's motion to approve the contract for Owners' Project Manager with Heery International for the Fire Station at \$367,377 and for the Town Hall through June 2014 at \$173,280 and to authorize the Town Manager to execute any contracts related to this project was seconded by Selectman Drewry. Vote: 4-0

Request to Approve General Contractor Award for the Town Hall Project / Town Manager

Mr. Malloy noted that Heery reviewed RAC Builders' record at DCAM in Boston and their rating was a 91 and therefore they are recommending that the Board award the contract to them. Their bid was \$231,124 below the construction estimate of \$5,625,000. The low bidder on the roof withdrew late and the next low bid was \$55,700 higher which is why the award amount is that much higher than what is reported on the bid opening summary.

Selectman Barrette's motion to award the bid for the Town Hall renovation to RAC Builders, Inc. as per their bid for \$5,394,700 and further to authorize the Town Manager to execute any agreements related to this project was seconded by Selectman Drewry. Discussion: Selectman Barrette pointed out that Brian Humes has worked with RAC Builders and gave them a positive recommendation. Vote: 5-0

Request to Approve 2014 Liquor License Renewal Applications as per the Attached List / Town Manager

Selectman Emery's motion to approve the annual liquor license renewals as attached was seconded by Selectman Drewry. Vote: 5-0

Request to Approve a Tax Bill Mailer for the Tax Relief Committee's Program / Selectman Dodd

Ms. Savignac came before the Board. Selectman Dodd explained that the flyer is to educate the public on how to donate to the fund and how to apply for aid. Three residents are still needed for appointment to the Committee. A donation has been received from Commerce Bank. Ms. Savignac provided a sample of the attachment. The donation form will be available on the website.

Selectman Dodd's motion to approve adding the aforementioned insert to the tax bill mailing which will be sent by December 31, 2013 was seconded by Selectman Emery. Vote: 5-0

Appointment Process Review and Discussion / Selectman Barrette

Selectman Barrette asked the Board for any comments or changes to his appointment process review and there were none.

Selectman Barrette moved that all letters of interest for Board of Selectmen committee assignments continue to be sent to the Selectmen's office; all letters will be distributed to each Selectman as received, no exceptions; the committee with the vacancy will no longer interview or recommend; if the candidate wishes to include references from the current members of the committee, that is fine; it will be his or her responsibility to gather this and include it as part of their application; the Board of Selectmen will slot time on their agenda as needed to interview and appoint committee members, as determined by the Chair and the Town Manager; once there are two or more applicants or the vacancy has existed for longer than two months, the Selectmen will conduct an interview at the next available meeting or time slot; if a committee is having difficulty achieving a quorum, this schedule can be expedited. The motion was seconded by Selectman Drewry.

Discussion: There was a discussion regarding the positive aspects of the policy, how the committee/board will be notified, and options for their input. Selectman Barrette will review the policy regarding committee input and make any appropriate changes. A notification letter will be sent to all committee/boards if the policy is adopted. Vote: 5-0

Town Manager Report

Mr. Malloy informed the Board that he, Mr. Robbins, Mr. Hensley and Selectman Johnson met with Dr. John Mullins, of Mullin Associates, Inc., regarding a planning charrette to obtain citizen input regarding the future development of the Westborough State Hospital Site. He attached a proposal for Board's review and approval at the next meeting. Mr. Malloy will meet with the Advisory Finance Committee next week for the funds transfer.

Issues and Correspondence of the Selectmen

Selectman Drewry expressed condolences to the family of Dick Sundstrom, who passed away last week. Selectman Barrette noted that the Thanksgiving community dinner will be held at the Knights of Columbus on Thursday. There is no charge and dinners will be delivered to residents

who are housebound. Selectman Johnson commended the contractor and the Town's public safety personnel on the way they handled the construction and partial closing of Milk Street.

Executive Session

Selectman Barrette moved to enter into Executive Session at 7:36 p.m. for the following purposes:

- To consider the purchase, exchange, lease or value of real property, as an Open Meeting would have a detrimental effect on the Town's negotiating position; and
- To discuss the discipline or dismissal of an employee.

A Roll Call Vote was taken: Selectman Dodd – yes; Selectman Barrette – yes; Selectman Johnson – yes; Selectman Emery – yes; Selectman Drewry – yes.

Tour of Town Hall to Review Surplus Property

The Board will tour Town Hall when Executive Session adjourns.

Submitted by Paula M. Covino

Chairman Johnson

Vice Chairman Barrette

Selectman Dodd

Selectman Emery

Selectman Drewry