

**Westborough Board of Selectmen
Meeting Minutes
September 8, 2015**

6:30 p.m. – 8:11 p.m.

Present: Chairman Barrette, Vice Chairman Drewry, Selectmen Goldblatt and Johnson

Also Present: Jim Malloy, Town Manager, Kristi Williams, Assistant Town Manager/HR Director

Request to Approve the Minutes of August 11, 2015

Selectman Drewry's motion to approve the minutes of August 11, 2015 was seconded by Selectman Johnson. Vote: 4-0

Request to Reappoint Charles Diamond as the Planning Board Representative to the Central Mass Regional Planning Commission

Selectman Drewry's motion to reappoint Charles Diamond as the Planning Board Representative to the Central Mass Regional Planning Commission for a term ending 6/30/2016 was seconded by Selectman Johnson. Vote: 4-0

Request to Appoint New Election Officers / Town Clerk

Selectman Johnson's motion to appoint Mary Gillis, Michaelina Aylward, Patricia Quist, Deborah Schradieck, Linda O'Neil, Margaret O'Neil-Favrot, Judith Kaprelian and Gail Fanselow as Election Officers for terms ending 7/31/2016 was seconded by Selectman Goldblatt. Vote: 4-0

Request to Appoint a Registrar of Voters / June Hudnall / Town Clerk

Ms. Hudnall and Ms. Mickel came before the board.

Selectman Johnson's motion to appoint June Hudnall as a Registrar of Voters for a term ending July 31, 2018 was seconded by Selectman Goldblatt. Discussion: Ms. Mickel explained that Mr. Matson resigned and Ms. Hudnall has been participating as an election office. She expressed interest in the position and Ms. Mickel added that Ms. Hudnall would be an asset to the Board. Vote: 4-0

Request to Approve Project Regulatory Agreement for Zaara Gardens / Farooq Ansari

Mr. Ansari, manager of Zaara Gardens, came before the Board.

Selectman Johnson's motion to approve the Project Regulatory Agreement between the Town of Westborough, Zaara Gardens LLC and the Commonwealth of MA Department of Housing and Community Development, as attached, and further to authorize the Chair of the Board of Selectmen to execute the Project Regulatory Agreement, was seconded by Selectman Drewry. Discussion: Mr. Barrette noted that this is the final step before the building permits are issued. Joan Pavolis asked how many of the units will be eligible for affordable housing and Mr. Ansari explained that there will be 12 houses 3 will be affordable which is 25% of the development. The affordable units will have 3 bedrooms and sold to the public through a lottery run by the State. Vote: 4-0

Request to Approve the 2nd Annual Turkey Trot / Maureen Johnson

Ms. Johnson and Ms. Sara Dullea came before the Board.

Selectman Goldblatt's motion to approve the 2nd Annual Turkey Trot on Saturday, November 21, 2015 was seconded by Selectman Drewry. Discussion: Ms. Dullea reviewed the success of last year's event. Chief Gordon has no issues. The funds are specifically earmarked for technology initiatives in the schools. Vote: 4-0

Senior Bus Service Discussion / Alma DeManche / Council on Aging

Alma DeManche, Dan Pavolis and Susan Abladian came before the Board.

Selectman Johnson's motion to instruct Alma DeManche, Council on Aging Director, to revise the previously submitted transportation report using the format outlined in the Town Manager's memo dated 8/24/15 and to submit the revised report to the Board of Selectmen no later than December 31, 2015 was seconded by Selectman Drewry.

Discussion: Selectman Barrette noted that Mr. Malloy prepared an outline on the expectations of what should be included in the report and Ms. Williams will assist Ms. DeManche and the COA with the process. Ms. DeManche expressed concern that she did not know what was expected in the report from what was outlined in the Article and that it would have been helpful to have defined instructions for guidance in February. Selectman Barrette suggested moving forward together using Mr. Malloy's memo as a guide. He had a productive meeting with the WRTA and is available to assist Ms. DeManche in continuing to work with them in this process. Ms. Abladian noted that she had spoken with a representative from the WRTA and she created a list of what exactly they needed to ask for, all of which will have an associated cost. Mr. Malloy noted that he might be meeting with the interim Director of the WRTA next Monday and Ms. Abladian will send Mr. Malloy a copy of their list. Selectman Johnson commented that the Economic Development Committee Chair has been contacted by the interim Director as Westborough is the most successful with WRTA Shuttle service and is considered a prototype. Ms. DeManche addressed the issue of the repair costs for the large bus which the DPW mechanic determined as not worth the cost to refurbish. Selectman Barrette offered to serve as the Selectmen's liaison to the COA during this process and will work with Mr. Malloy, Ms. Williams, Ms. DeManche and the COA on the report. Vote: 4-0

Continuation of the Site Plan Review to Construct a Building Addition, Outdoor Pool, Pool House and Parking at the YMCA, 4 Valente Drive / Michael Scott, Waterman Design Associates

Michael Scott, Waterman Design Associates, Lori Bastien, Senior Executive of the Boroughs YMCA, and Kevin Kozak, Vice President of Design from Cutler Associates came before the Board.

Selectman Goldblatt's motion to approve the site plan review for the YMCA as per the attached written decision and comments of the various Town Departments was seconded by Selectman Drewry. Discussion: Selectman Barrette thanked the proponent for meeting with Shrewsbury's Planning Board. The issue of a traffic light at the intersection was briefly discussed and Mr. Malloy noted that one would be installed only if the site was developed and the amount of traffic meets the criteria of Mass DOT. Vote: 4-0

Selectman Johnson's motion to close the public hearing for the YMCA, 4 Valente Drive was seconded by Selectman Goldblatt. Vote: 4-0

Payroll/Human Resources Management – Presentation / Discussion

Leah Talbot, Town Accountant, Joanne Savignac, Treasurer/Collector, and Dan Mayer, Assistant Superintendent of Schools came before the Board. Ms. Williams explained the process to search for a more effective and efficient human resources/ payroll system with an employee self service feature. Current notices to employees are copied and attached to their paystubs. She reviewed the options and features that will be available. An RFP has been issued and there will be an Article at Town Meeting for the Town's portion of the cost for the new system. Mr. Mayer noted the benefits to the School Department and the time it will save the payroll department. Mr. Malloy asked if it will be beneficial for tracking the teachers' licensing and Mr. Mayer noted that it is a complicated process and the Dept. of Education provides the Town with updates and reports. The Town's payroll is contracted out currently and with an approximate cost for the new system of \$98,700 the pay back will be 5 years. No additional staff or consultants will be needed to operate the system.

Request to Approve the Economic Development Incentive Program for 201 Flanders Road / Town Manager

Mr. Malloy explained that there is a Warrant Article to approve a Tax Increment Financing Agreement for Cantrell Drug on Flanders Road. He had to sign and submit the Economic Development Incentive Program Economic Opportunity Area Application by August 28, 2015, which does not commit the Town to anything as Town Meeting approval is required.

Selectman Goldblatt's motion to authorize the Town Manager to sign and submit the Economic Development Incentive Program Economic Opportunity Area Designation application for 201 Flanders Road was seconded by Selectman Johnson. Vote: 4-0

Request to Authorize the Town Manager to Sign the Project Completion Certificate for the Infiltration/Inflow Analysis / Town Manager

Mr. Malloy noted that this inflow and infiltration project was completed per the grant and authorization is needed so that he can sign and submit the certification form to the Water Pollution Abatement Trust to close out the project.

Selectman Johnson's motion to authorize the Town Manager to submit the certification form on the inflow and infiltration project to the Water Pollution Abatement Trust as attached was seconded by Selectman Drewry. Vote: 4-0

Town Meeting Warrant / Town Manager

As the Warrant Articles are read, Selectman Barrette asked the Board to note the Articles that they want to address with the proponents at the next meeting. Articles to be addressed at the next meeting are:

- Articles 1 & 2 – Spurr House Committee
- Articles 5 & 6 – Fire Department
- Article 8 – Building & Grounds Supervisor (Country Club Roof)
- Article 12 – State Hospital Re-Use Committee
- Articles 24 & 25 – Planning Board

Attorney Brian Maser, from Kopelman & Paige, came before the Board to address the Strong Chief statute. He noted that there are two statutes, Chapter 48, Sec. 42, Strong Chief and Chapter 48, Sec. 42A, Weak Chief. The primary differences are that a Strong Chief is the main appointing authority within the Fire Department, has full and absolute authority making all the rules and regulations, is a lifetime appointment and can only be removed for cause/misconduct or retires. None of these apply to a Weak Chief. With a Strong Chief there are fewer checks and balances with the Selectmen.

Selectman Johnson asked if there are statutes for a Strong Police Chief and Attorney Maser explained that there are but they do not have the appointing authority. They can establish policies, rules and regulations but they have to be submitted to Board for approval. Selectman Johnson questioned if there is any knowledge of why there are differences between a Strong Fire Chief and a Strong Police Chief and Attorney Maser noted that it may be due to the autonomy of fire services and that at some point the legislature saw fit to have the Fire Chief appoint the department members.

Selectman Barrette explained that the Board currently appoints Police Officers and as part of the Charter Review process they would like to give the appointment authority back to the Police Chief. He asked Attorney Maser if that can be done locally and he responded that it can be done through a Charter revision. Regarding the indefinite term for a Strong Fire Chief, Attorney Maser explained that a term could be set through the Charter Review process by enacting specific language in the Charter giving the Town the ability to set a term of years for a Strong Chief.

Selectman Johnson asked Attorney Maser if he has ever seen or been part of a town's discussion to switch from Strong Chief to Weak Chief or vice versus and Attorney Maser noted that he has seen situations where towns have had the discussion as to whether or not it would be a beneficial use of their time to rescind the Strong Chief statute. He has not been part of any Town Meeting or process where it was actually undertaken.

Retired Fire Chief Jim Parker reviewed the history of the Town's Fire Department and that it went from a volunteer Fire Department to a full-time department in 1968 with a full-time Fire Chief. It was then that the Strong Chief was instituted.

Town Manager Report

Mr. Malloy informed the Board the Town offices will be moved on the weekend of November 7th and 8th and the Town Hall will be closed on November 9th to allow employees to set up their offices. The Town Hall will officially open on November 10, 2015, Mr. Malloy will post the announcement soon and a "Grand Opening" sign will be placed in the front of the building. He also noted that free cash has been certified and it is higher than last year partially because of the closeout of Special Education funds. The Town is in a healthy position and the Assessor is working on the tax rate.

Issues and Correspondence of the Selectmen

Selectman Goldblatt noted that this Friday is the 14th anniversary of 9/11 and at 3:00 there will be a ceremony in front of the Forbes Municipal Building. Abigail McLucas, a high school freshman, who is organizing the ceremony, came before the Board and explained that the

ceremony is to thank is organizing small ceremony to thank those that served and are serving our country locally and overseas, and police and fire departments as well. She is serving as an ambassador for Westborough as part of a state-wide project. Selectman Goldblatt recognized the “Rangers Care” program at the high school where members of the athletic teams will provide a day of community service throughout the Town.

Selectman Johnson asked about the parking lot at the Fire Station and Mr. Malloy provided an update. Granite curbing is being installed today and the sidewalk should be in by the beginning of next week. The entire project should be complete by the end of the month. He also noted that the 9/11 memorial site on the property is being designed by members of the Municipal Building Committee and Waterman Design and will be located on the corner of Milk and Grove Streets. It will be ready for next year’s 9/11 anniversary and the flag is going to be moved closer to the fire station. Selectman Johnson asked about the status with the Charter Review Committee and Selectman Barrette noted that the next meeting is September 17, 2015 and the committee will continue their work until Annual Town Meeting.

Selectman Barrette noted that Fall Town Meeting will be held on October 19, 2015 at the High School.

Executive Session

Selectman Drewry’s moved to enter into Executive Session at 8:11 p.m. under MGL Chapter 30A, Section 21(a) (6) to consider the purchase or value of real property. Chairman Barrette declared that an Open Session may have a detrimental impact on the Town’s negotiating position and that the Board will not reconvene in Open Session. The motion was seconded by Selectman Johnson.

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

Submitted by Paula M. Covino

Chairman Barrette

Vice Chairman Drewry

Selectman Goldblatt

Selectman Johnson

Selectman Dodd