

**Westborough Board of Selectmen
Meeting Minutes
January 12, 2016**

6:30 p.m. – 8:29 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

Open Forum

Derek Saari, Conservation Officer, came before the Board and informed them of the work being done in the next week at Sandra Pond Reservoir.

Request to Approve the Minutes of December 8, 2015

Selectman Drewry's motion to approve the minutes of December 8, 2015 was seconded by Selectman Goldblatt. Vote: 4-0

Request to Approve the Minutes of December 22, 2015

Selectman Drewry's motion to approve the minutes of December 22, 2015 was seconded by Selectman Goldblatt. Vote: 4-0

Public Hearing for the Request to Transfer an All Alcohol Package Store Liquor License at 2 West Main Street from Famous Liquor, Inc. To Westboro Package Store / Attorney Jeffrey Leland, Ralph Halpern

Selectman Johnson's motion to open the public hearing for the transfer of an All Alcohol Package Store Liquor License at 2 West Main Street from Famous Liquors, Inc. to Westboro Package Store was seconded by Selectman Drewry. Vote: 4-0

Attorney Leland and Mr. Halpern came before the Board. Attorney Halpern reviewed the process to transfer the license back to Mr. Halpern as the party to whom he sold the business failed to perform. The intent is that Mr. Halpern will then sell the business with the license.

Selectman Goldblatt's motion to approve the transfer of the liquor license at 2 West Main Street from Famous Liquor Inc. to Westboro Package Store, Inc. naming Ralph Halpern as Manager of Record was seconded by Selectman Johnson. Discussion: Selectman Goldblatt asked what the plans are for the store and Attorney Leland noted that it will be sold and opened as another liquor store. He added that it is currently under a Purchase & Sale agreement and the property is being cleaned up in preparation for the sale. Vote: 4-0

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

Public Hearing for the Pole Petition for Phillips Street Pole #7 / Bruce Kut, National Grid

Selectman Johnson's motion to open the public hearing for the Pole Petition for Phillips Street Pole #7 was seconded by Selectman Drewry. Vote: 4-0

Crystal Tognazzi came before the Board and explained the reasons to relocate Pole #7 and install a new sidewalk anchor. She also reviewed the double pole issue with Pole #6 which is not part of this petition.

Selectman Goldblatt's motion to approve the pole petition as per plan 20636633 dated 11/16/15 to replace existing Pole #7 and relocate approximately 20 feet from the existing location and to approve a new sidewalk anchor/guy approximately 6 feet behind the new location of Pole #7 was seconded by Selectman Drewry. Discussion: George Nanis, 7 Phillips Street, expressed concerns regarding pole #6 and that it is position in his driveway path and attached by a rope. There was a discussion regarding double poles in Town, which are a problem, and getting them removed in a timely manner. To assist with the process Mr. Malloy will contact Verizon and speak with Bob Russell at National Grid as well. Vote: 4-0

Selectman Goldblatt suggested that the Board write a letter requesting information regarding the process to remove double poles. Mr. Malloy noted that a letter could be written and he has spoken with Mr. Russell who is making Westborough a priority. There are a couple of bills in the House regarding penalties if poles are not removed within a certain period of time.

Selectman Johnson's motion to close the public hearing was seconded by Selectman Drewry. Vote: 4-0

Public Hearing for the FY 2017 Budget / Town Manager

Selectman Johnson's motion to open the public hearing for the FY 2017 Budget was seconded by Selectman Goldblatt. Vote: 4-0

Mr. Malloy noted that the Board will not need to take any action tonight as the presentation is informational. He reviewed his power point presentation, which is included in the Board's packets and noted that the proposed increase for the overall budget is 3.4%.

Comments/Questions:

- Selectman Johnson asked how far off from the Selectmen's goal for the fiscal plan to keep the year over year increase at 2%. Mr. Malloy noted that FY 2016 was a little over and FY 2017 is just under \$2.0 million over what the 2% goal would be. Selectman Johnson asked the Board to keep in mind as budget deliberations continue that in order to meet that goal \$2.0 million would have to be cut from the budget.
- Selectman Drewry suggested that budget line items, such as the insurance budget, be broken down by department, to show the amount that is allocated for each department.
- Selectman Johnson asked Gary Wells to provide the Board with the Advisory Finance Committee's meeting schedule as they have in the past.
- Mr. Wells noted that the AFC has no specific recommendations on the budget at this time and will be holding open meetings between now and Annual Town Meeting. He reviewed the schedule of when they will meet with individual departments.

Selectman Johnson's motion to close the public hearing was seconded by Selectman Drewry. Vote: 4-0

Approval of DPW Contract / Town Manager

Mr. Malloy noted that DPW union contract was successfully completed and they will receive a 2% per year wage increase, a stipend for the use of their personal cell phones on the job, and there will be a review of the positions and pay classifications which will be completed over the next year as part of the contract.

Selectman Johnson's motion to approve the contract between the Town of Westborough and SEIU Local 888 – DPW Unit for the period FY17 – FY19 was seconded by Selectman Drewry. Vote: 4-0

Request to Approve the Westborough Rotary Club's 2016 Spring Festival / Shelby Marshall

Ms. Marshall, Bill Linnane and Gerry Gross came before the Board. Ms. Marshall provided the Board with an overview of the previous years' events and noted that they are still in the planning stages for this year.

Selectman Goldblatt's motion to approve the Rotary Spring Festival as presented on May 6-8 subject to any requirements of the Police and Fire Chiefs was seconded by Selectman Johnson. Discussion: Chief Gordon and Chief Purcell have no issues and support the event. Mr. Malloy will advertise it on the Route 9 billboards. Vote: 4-0

Interview/Appointment for the Economic Development Committee / James Ball

Mr. Ball came before the Board and reviewed his background.

Selectman Johnson's motion to appoint Jim Ball to the EDC for a term to expire June 30, 2016 was seconded by Selectman Drewry. Discussion: Mr. Ball provided his background and reasons for interest in serving on the Committee. Vote: 4-0

Request to Accept the Arbor Day Proclamation / DPW Manager

Mr. Walden came before the Board and reviewed the background to become a Tree City USA and noted that the DPW will distribute 50 tree saplings on Arbor Day.

Selectman Johnson's motion to approve the following proclamation: Whereas, in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and Whereas, this holiday, called Arbor Day was first observed with the planting of more than a million trees in Nebraska, and Whereas, Arbor Day is now observed throughout the nation and world, and Whereas, trees can reduce erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and Whereas, trees in the Town of Westborough increase the property values, enhance the economic vitality of business areas and beautify our community, and Whereas, trees, wherever they are planted are a source of joy, Therefore Be it Resolved that the Westborough Board of Selectmen acknowledges the importance of National Arbor Day, which will be celebrated on April 29, 2016 and therefore Be it Further Resolved that the Westborough Board of Selectmen urges all citizens to celebrate Arbor Day in Westborough on April 29, 2016 by either planting a tree or maintaining existing trees to promote the wellbeing of this and future generations was seconded by Selectman Goldblatt. Vote: 4-0

Request to Increase Kennel Fees / Town Clerk

Ms. Mickel came before the Board and noted that kennel fees have not changed since 1995. She reviewed the proposed fee schedule which is a simpler fee structure.

Selectman Drewry's motion to amend the fee schedule to set kennel license fees at \$50 for up to 4 dogs and \$125 for kennels with over 4 dogs, effective immediately was seconded by Selectman Goldblatt. Vote: 4-0

Request to Appoint Election Officers / Town Clerk

Selectman Johnson's motion to appoint Terry Gavin, Marianne O'Connor, Julie O'Neil-Welch, Eileen Gagliano, and Kathleen Welch as Election Officers for terms to expire on July 31, 2016 was seconded by Selectman Drewry. Vote: 4-0

Service Level Study Committee Report / Carolyn Spring, Chair

Ms. Spring and Committee members came before the Board. A copy of the power point presentation was distributed and Ms. Spring reviewed the presentation. The following recommendations were made and unanimously voted by the Committee:

Historical Commission: expenses remain unchanged; salary and wages should be modified to reflect the decrease in hours; and that they are allocated appropriate and sufficient space to display items of historical significance.

Animal Control: keep the Town employed Animal Control Officer position; administrative management and authority be transferred to the Police Chief; that the DPW assist with deceased animals on road; and that a part-time assistant be added to cover when necessary.

Youth & Family Services: maintain at a minimum current staffing and service levels and programs; continue to provide a high quality service to the Town.

The Board thanked the Committee for their work and will take their report and recommendations under advisement and will discuss them. Selectman Johnson asked if the Committee contacted neighboring towns regarding their Youth & Family Services departments and how they are funded. Ms. Spring noted that Shrewsbury is different as they are the only one that is privately funded and that they work in conjunction with Westborough, Northborough and Southborough with some of their programs. Selectman Goldblatt agreed with the reduction of hours for the Historical Commission hours and possibly displaying the artifacts in the Town Hall hallway as well as the recommendations for Animal Control and Youth & Family Services.

Town Manager Report

Emergency Management Director: Mr. Malloy noted that he met with a local MEMA representative and was informed that the former Fire Chief was named the Emergency Management Director. As Pat Purcell was not appointed as such when hired as the new Fire Chief his appointment will be on the next agenda for the Board's consideration. Chief Purcell has agreed to accept the additional responsibilities.

Annual Town Meeting Warm-Up: Mr. Malloy had provided the Board with an outline of the potential Warrant Articles in his report for their review. He will have a draft of the Warrant at the next meeting.

Issues and Correspondence of the Selectmen

Selectman Johnson noted that the State Hospital Re-use Committee is holding an open meeting on Thursday, January 14, 2016 at 7:00 p.m. in Memorial Hall and they will be finalizing their Articles for Town Meeting.

Selectman Barrette noted that Channel 5 News did a piece on public records investigations that Northeastern University students participated in and asked how the Town did. Mr. Malloy reviewed the requests that Town Clerks offices and the Police Departments received. He noted that the Town complied with the request received by the Town Clerk's office and the reply to the Police Department's request complied as to the information requested but was a couple of days late.

Selectman Goldblatt requested that Mr. Malloy look into providing assigned parking spaces to Purple Heart recipients which he agreed to do.

Adjournment

Selectman Goldblatt's motion to adjourn at 8:29 p.m. was seconded by Selectman Johnson.

Vote: 4-0

Submitted by Paula M. Covino

Chairman Barrette

Vice Chairman Drewry

Selectman Goldblatt

Selectman Johnson

Selectman Dodd