

**Westborough Board of Selectmen
Meeting Minutes
November 8, 2016
6:35 p.m. – 8:10 p.m.**

Present: Chairman Johnson, Vice Chairman Drewry (arrived at 6:45 p.m.), Selectmen Barrette, Emery and Tretter

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

Request to Approve the Minutes of October 25, 2016

Selectman Barrette's motion to approve the minutes of October 25, 2016 was seconded by Selectman Tretter. Vote: 4-0

Request to Approve the 2017 Westborough Sprint Triathlon / Mark Walter

Mr. Walter and Gerry Gross, President of the Rotary Club, came before the Board. Mr. Walter noted that the triathlon will take place on August 13, 2017 and is the 8th year for the event. He requested approval for the use of the State Hospital site and Lake Chauncy and provided details on the event and the Rotary Club's involvement.

Selectman Barrette's motion that the Board approve the Westborough Sprint Triathlon to be held on Sunday, August 13, 2017, subject to all of the requirements of the Police Chief and Fire Chief being met was seconded by Selectman Tretter. Discussion: Chief Gordon noted that the event is well run and he has no issues. Vote: 4-0

Delegation to Town Manager / Town Manager

Mr. Malloy noted that consistent with the Board's vote at the last meeting the motion tonight is sufficient to delegate the items to the Town Manager, including ABCC items. Once the vote is taken it will be forwarded to the ABCC and he will have a stamp made designating the Town Manager as the Deputy Local Licensing Authority. Bonds will continue to be signed by the Selectmen as required by our form of government. Mr. Malloy reviewed the list of items that were agreed upon.

Selectman Tretter's motion to appoint the Town Manager the Deputy Local Licensing Authority for all Liquor License applications except New License and Transfers of Liquor Licenses; and further to delegate the Selectmen's legal authority and authorize the Town Manager to hold public hearings and approve pole locations, approve all festivals and races, appoint election officers and designate polling sites, approve Common Victualer Licenses, approve fuel storage permits, approve surplus equipment designations, approve union fundraising activities, approve the establishment of gift accounts, approve tax bill inserts, approve livery/taxi permits and annual bids for supplies and services was seconded by Selectman Barrette. Discussion: Mr. Malloy will provide the Board with updates on the items that he approves. Vote: 4-0

Request to Approve the Job Description for Public Safety Dispatcher / Assistant Town Manager/HR Director

Ms. Williams noted that the updated job description for the Public Safety Dispatcher includes the new responsibilities associated with the joint public safety dispatch center. The job description was impact bargained with the unions.

Selectman Emery's motion to approve the Public Safety Dispatcher job description as presented was seconded by Selectman Barrette. Discussion: Selectman Emery asked what the salary range is and Ms. Williams noted that the hourly rate is between \$19 and \$23 and is a P-2, which is upgraded from a P-1 due to the added responsibilities. Vote: 5-0

Request to Approve Road Closure of West Main Street for the Downtown Holiday Stroll/Tree Lighting Ceremony / Francisco Torres, Economic Development Coordinator

Mr. Torres and Adam Boyce came before the Board. Mr. Torres reviewed the changes made by the Committee as a result of last year's event, which addressed some safety issues. He reviewed the road closures and timing and the Rotary Club's involvement.

Selectman Barrette's motion that the Board approve closing W. Main Street from the Rotary to School Street from 2 PM to 7:30 PM, School Street from 4:30 PM to 5:15 PM, and the Rotary from 5 PM to 7:30 PM on November 27, 2016 was seconded by Selectman Drewry. Discussion: Chief Gordon noted that he approves the events, has met with the group, and will work with them on the logistics. Selectman Johnson expressed concern regarding St. Luke's Sunday evening services and Chief Gordon confirmed that there will be officers directing traffic and it will not impact services. Selectman Barrette asked that the alley next to Abodeeley Insurance be closed as there was an incident last year when a car drove through it. Chief Gordon will ask the DPW to post a barricade. Vote: 5-0

Town Manager Report

9/11 Memorial Park: Mr. Malloy noted that an agreement was signed this week with A. J. Virgilio of Westfield for \$32,100 to construct the 9/11 Memorial Park. They expect to complete the project in three weeks but there could be a weather impact. If they cannot finish, it will continue in the spring and be ready by Memorial Day. Approximately \$1,500 has been raised for the project.

Solar Sidewalk Light: Mr. Malloy reviewed the process to install the sample solar powered light on Smith Valve Parkway. It was installed a couple of weeks ago and he recently visited the area at 6:15 p.m. and was surprised by the constant flow of cars and number of people walking in the pitch dark. He suggested that the Town look into getting a solid cost to light the area from the MBTA Station to the Transit Oriented Village. Mr. Malloy asked the Board to look at the sample light and the amount of illumination. He reviewed the cost and that there is a quantity discount. Selectman Johnson asked for an analysis of what it would cost for National Grid to light the area. Mr. Malloy will also check the electricity budget for additional funds as it was based on a higher rate, \$0.093 versus \$0.06.

Issues and Correspondence of the Selectmen

Selectman Tretter congratulated the Town Clerk's office and the volunteers for their hard work on the election as it went very smoothly. Selectman Johnson also noted all the effort they put in for early voting. Approximately 4,500 early residents voted early and thought it was well run and organized.

Selectman Emery spoke to the lighting on Smith Valve Parkway and that the \$24,000 cost may not be excessive if it prevents an accident/incident during the winter months.

Selectman Emery distributed a memo with her comments on the Forbes Community House and its purpose and noted that Selectman Johnson and Mr. Malloy will arrange for the Board to meet with Jim Rhein from Troop 100 at the Forbes Community House. She asked that prior to the meeting Town Counsel provide clarification on the permitted uses of the building as defined in the "Statement of the Donor's Purpose in Establishing the Community House", dated May 26, 1941. Selectman Emery reviewed the specific questions in her memo that she would like addressed and that it would be helpful

to understand the aspects of the document, be able to interpret them, and know what the parameters are prior to granting use of the building.

Selectman Drewry noted that Friday is Veterans' Day and as the Vietnam Memorial has been moved to the center of Town the Minuteman Memorial at Minuteman Park, Upton Road, has been added to the activities. It begins at 9:00 a.m. at the VFW and there will be refreshments afterwards.

Selectman Barrette spoke to the Forbes Community Building use and his involvement as a member of the Municipal Building Committee (MBC) to make use of that Building for office space during the FMB renovations to save the taxpayers money. He noted that the Town, through the Town Manager, has made an excellent effort to use the building and disagrees with involving Town Counsel in the 1941 loosely written memo. Selectman Barrette did not think that the Forbes family had intended to include the Food Pantry in the building use, however, he pointed out that in this day and age it is the best use of the building. He noted that Mr. Malloy's management of the building is and continues to be appropriate and does not support spending tax payers' money to investigate this further. The Board had charged the MBC with finding alternatives to renting space when the Town Hall was renovated and money was spent on the necessary maintenance in order to move the Recreation Department there. He prefers not to be involved in this issue and does not support it.

Selectman Barrette noted that he has received complaints that water bills have tripled and asked Mr. Malloy why that may be so and when residents went to the Treasurer's office to question them they were told that they did triple. Mr. Malloy noted that the rates have not tripled and their bill would only increase if their use increased. He asked that the resident call him so his usage history can be reviewed. Mr. Malloy will inform the Treasurer's office that rates have not tripled.

Selectman Johnson reviewed the remaining meeting dates for this year, they will be November 29 and December 20 then back to the regular schedule on January 10. Mr. Malloy felt it made more sense to schedule them three weeks apart. The Good Scout Award honoring Joe Harrington is on November 15, 2016 and the Turkey Trot 5K is on November 19, 2016 at 9:00 a.m. at the High School. Bids were received for the State Hospital property. The RFP review committee met in executive session and in the process of rating the bids. They may have a recommendation by the next meeting. The process is very fair and is similar to what was used for the Nathan Fisher House.

Selectman Emery added her concern regarding the statement of the donor's purpose for the Community House and her understanding that the Town has to comply with it. There was a recent question about using the Walkup-Robinson Fund and Town Counsel was consulted and according to the document it could not be used for the requested purpose. She noted her intent is to understand how to interpret the Forbes family's document. Selectman Emery has no issue with housing the Food Pantry there, but wants to be sure all uses are consistent with the donor's wishes.

Executive Session

Selectman Drewry moved to enter into Executive Session at 7:18 p.m. under MGL Ch. 30A §21(3) to discuss strategy with respect to collective bargaining and (6) to consider the lease of real estate. Chairman Johnson declared that an Open Meeting may have a detrimental effect on the negotiating position of the Selectmen, and the Board will come back into public session to take a vote on the lease agreement.

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

The Board reconvened Open Session at 8:06 p.m.

Request to Authorize the Town Manager to Execute Lease Agreements Between the Town and Carruth Capital

Selectman Drewry's motion to authorize the Town Manager to execute lease agreements between the Town of Westborough and Carruth Capital for space for the Police Department at 2400 Computer Drive and School Department at 200 Friberg Parkway, subject to Town Counsel approving the two lease agreements was seconded by Selectman Tretter. Vote: 5-0

Adjournment

Selectman Drewry's motion to adjourn at 8:10 p.m. was seconded by Selectman Emery. Vote: 5-0

Submitted by Paula M. Covino

Chairman Johnson

Vice Chairman Drewry

Selectman Barrette

Selectman Emery

Selectman Tretter