

Members present: Kevin M. McCormick Christopher A. Rucho
 Allen R. Phillips John B. DiPietro, Sr.
 Valmore H. Pruneau

Mr. McCormick convened the meeting at 7:00 p.m.

Read and acceptance of Minutes From Previous Meeting

Motion Mr. Phillips to accept the meeting minutes of September 26 and October 3, 2007, seconded by Mr. Pruneau, all in favor.

NEW BUSINESS

1. Request for Common Victualler License for Vivian's Market Style Café, 184 West Boylston Street

Mr. McCormick recused himself. Vivian Terzian joined the Board. The Board's agenda package contains responses from the various departments who are asked to comment on license requests, all of which responded that they had no concern with the issuance of the license. Ms. Terzian plans to have a casual-style restaurant with rotisserie chicken and salad bar. The restaurant will be located in the unit formerly occupied by the video store at Wachusett Plaza and will be open from 7:00 a.m. to 9:00 p.m. Monday through Saturday. They will have seating and booths for 70 people.

Motion Mr. Pruneau to approve the issuance of a Common Victualler License to Vivian's Market Style Café, 184 West Boylston Street, seconded by Mr. Rucho, all in favor. Mr. McCormick returned to the meeting.

Public Hearing: Review And Approve Updated Policies Contained Within The Board Of Selectmen's Policy Book, Section "A" Selectmen's Meetings

Mr. McCormick opened the public hearing and read the following notice. Public notice is hereby given, in conformity with the requirements of the General Bylaws of the Town of West Boylston, ARTICLE XXIII - PUBLIC HEARING AND NOTICE, that the Board of Selectmen will meet on Wednesday, October 17, 2007, at 7:05 p.m. for the purpose of considering amendments to Section A Selectmen's Meetings of the Board of Selectmen's Policy book. The meeting will be held in the Mixer Municipal Office Building, 120 Prescott Street, West Boylston. For additional information, or to review the proposed information, please contact the Office of the Board of Selectmen at (508) 835-3490. All interested persons, groups, and agencies are invited to attend. Kevin M. McCormick, Chairman, advertised on October 3, 10, and 2007.

One of the goals given to the Town Administrator was to assist the Board of Selectmen's Policy Sub-Committee on establishing policies for the Board of Selectmen and the office. Back in April a draft Table of Contents was provided to the Board and over the last few months he and Ms. Lucier have been working on developing policies. The package before the Board this evening is Section A of the Policy Book. The first policy is The Role of the Board of Selectmen. The second is The Role of the Town Administrator, which references the Special Act. It is followed by the Establishment & Adoption of Policies, which is similar to what we currently had. The next policy is entitled Meeting Agenda Procedures, Relations with Citizens, Selectmen's (Sub)committee Procedures, Incoming Selectmen Orientation Process, Outgoing Selectmen Process and Selectmen's Signature Page. Mr. Gaumond explained that he has been following the procedures

outlined in the Incoming Selectmen Orientation Process for a couple of years.

Over the next several months we will be bring forward additional sections of policy book. This is a brand new document based on the Table of Contents presented to the Board last May. Some of the information contained in the policy on the Role of the Board of Selectmen came from the Board of Selectmen's handbook published by the Mass Municipal Association. Other resources used include policies from other communities. The Policy on Meeting Agenda Procedures is new, and just outlines the procedures we presently follow. We also changed one aspect of Establishment & Adoption of Policies, under Section 4, notice will be posted on the town's website rather than the previous requirement of notification in a publication. The Policy of Relations with Citizens was never formalized by a policy. Mr. Gaumond welcomed comments from the Board on the new policies. Mr. Rucho questioned if this was part of the sub-committee's work on looking at Board policies. Mr. Gaumond explained that he and the members of the sub-committee and Ms. Lucier discussed what other towns do. They were forwarded off copies to mark off and some of the policies had been adopted by other communities. Mr. DiPietro asked if the Outgoing Selectmen interview would be televised. Mr. Gaumond explained that it would not be televised and it will allow outgoing members an opportunity to let us know what they feel went well and what we need to improve upon.

On agenda procedures, Mr. Phillips believes the previous policy was that Board members could not include anything on the agenda without first going through the Chairman. Mr. Gaumond explained that the agenda is established by the Town Administrator's office and not written by the Chairman. Mr. McCormick acknowledged that the office sets the agenda.

There is no one present to speak on this agenda item.

Motion Mr. Phillips to close the public hearing, seconded by Mr. Rucho, all in favor.

Motion Mr. Phillips to accept the policies listed under Section A. Selectmen's Meetings to include The Role of the Board of Selectmen, The Role of the Town Administrator, The Establishment & Adoption of Policies, Meeting Agenda Procedures, Relations with Citizens, Selectmen's (Sub)committee Procedures, Incoming Selectmen Orientation Process, Outgoing Selectmen Process and Selectmen's Signature Page, seconded by Mr. DiPietro. Mr. McCormick thanked Mr. Gaumond and Ms. Lucier for their work. The policy will be posted on the web site under the Board of Selectmen's page. Mr. Phillips requested future policies have changes highlighted. Mr. Gaumond encouraged Board input on policies they would like to see adopted. Vote on the motion – all in favor. The policies will be published and bound.

NEW BUSINESS (cont.)

2. Review correspondence from Gerald Ashey, Sr., 22 Henry Street

Gerald Ashey joined the Board. He is requesting the Board's assistance with a water problem he has from his neighbor's yard. He is requesting permission to tie into the catch basin on his street at no cost to the town. Mr. Pruneau has visited the problem and seen what the water does, and he has no problem with the request. Mr. Westerling is also amenable to the request. The water, which comes down from the golf course hill, currently runs into the road causing icing conditions during the winter season. The pipe, which Mr. Ashey plans to install, would run down his property line into the basin.

Mr. Westerling's department is also working on installing a catch basin in nearby area. Mr. Pruneau requested Mr. Westerling mulch the area if he is unable to seed it prior to winter.

Mr. Ashe plans to install a six-inch diameter pipe down five feet in the back and down about eight feet towards the front to catch the water. Mr. DiPietro suggested laying black polyethylene on the backside of the trench with stone on top, which would force the water back towards the pipe. Mr. Westerling will be involved with the permitting.

Motion Mr. Pruneau to allow Mr. Ashe to tie into the catch basin on Henry Street at his own cost, seconded by Mr. DiPietro, all in favor.

Mr. DiPietro informed Mr. Westerling of a copy of a letter he received from a senior citizen living on Oxford Street. The letter states that the street is almost impassible. He questioned whether the DPW plows the street. Mr. Westerling indicated that they do plow the street. Mr. DiPietro voiced concern that the condition of the street may damage the town's equipment. He asked Mr. Westerling to review the condition of the street to determine what improvements need to be made. Due to the fact that it is a private street, Mr. Westerling would like the Board's permission to put down some gravel. He has material, however the other option is have the Board require the property owner to upgrade the road before the DPW will plow it. Mr. Phillips prefers visiting the site prior to making a recommendation. Mr. Westerling will bring in some photographs and information for the Board's first meeting in November. Mr. Rucho asked about other private streets in town as this could have a domino affect. Mr. Phillips' concern is who will pay to repair our equipment should it be damaged while plowing a private road. He would like the list of streets voted to be plowed. Mr. Gaumond noted that there is a General Bylaw, which speaks to private streets.

Mr. DiPietro would like Mr. Westerling to put in four pins outlining the location of the proposed field to be located behind the Middle/High School and four pins outlining where the crowds would stand. As he is interested in seeing if there is ledge in the area, he also recommends having Mr. Westerling do some test buckets with the backhoe. Mr. McCormick suggested holding off until we find out if the town has received the grant. Mr. Pruneau, who serves on the Parks Facility Committee, reported that the area has not yet been surveyed and about 40 or 50 heavy pines still have to be removed. Mr. DiPietro withdrew his request.

3. Review correspondence from the Department of Conservation & Recreation relative to the formation of a focus group to discuss the Rutland-Holden Sewer Trunk Management

This request is a result of the on-going Rutland-Holden Sewer Trunk Management Meetings. DCR feels that the meetings would be more productive with two representatives from each of the towns involved. Mr. Rucho noted that this issue was previously discussed and his understanding is that DCR brings a very large number of attendees. Mr. McCormick reported that the meetings are typically attended by ten representatives of the towns involved and twelve representatives of DCR and the MWRA. Having attended every meeting scheduled, he recommends having Mr. Westerling and Mr. Gaumond attend and should one of them be unable, a member of the Board could fill it.

Motion Mr. Rucho to designate Mr. Gaumond and Mr. Westerling as the town's designees to attend the Rutland-Holden Sewer Trunk Management meetings, seconded by Mr. Phillips, all in favor. Mr. McCormick voiced his frustration by stating that he does not think it matters how the meetings are set up as he made a valid point to the group not to do this and they went ahead with it anyway. Mr. McCormick does not feel the Town of West Boylston has any clout in this. Vote on the motion – all in favor.

4. Board of Selectmen's 2007 Performance Review Package for Town Administrator Leon A. Gaumond, Jr.

Board members need to complete their review and forward the information to Mr. McCormick who will compile the final review document. He is available to answer any questions Board members may have on this task. The Board requested Mr. Gaumond prepare a package for each member to include the evaluation form, his self-evaluation and last year's goals.

5. 2008 Town Goals & Objectives

Mr. Gaumond noted that this is one of the most important things we do on annual basis. The information has been sent out to all department managers and we are also asking for input from the citizens. All suggestions are to be forwarded to Mr. Gaumond who will compile them for presentation to the Board of Selectmen.

6. Review Inclusionary Housing Bylaw (AP)

Mr. Phillips explained that Mr. Gaumond provided him with a copy of the Inclusionary Housing Bylaw from the Town of Shrewsbury. Any new construction of five or more units has to designate 10% of those as affordable. This has slowed their housing down and he didn't know if this might benefit West Boylston. Mr. Gaumond credited Brenda Bowman who asked him to share the information with the Selectmen. We also have information from the Town of Southborough.

Mr. Phillips would like to extend an invitation to the Housing Partnership and the Planning Board to meet with the Board of Selectmen at its November 21 meeting to discuss the bylaw. Should they be unable to attend the meeting, Mr. Phillips recommends they submit their comments in writing for the Board to review.

7. Refer request from Bowditch & Dewey regarding Continuing Care Retirement Community Overlay District to the Planning Board

There was a recent amendment to the Continuing Care Retirement Community Overlay District and through an oversight, Worcester Corporate Center's portion was removed. This was acknowledged by the Planning Board and it now requires the Selectmen to refer it back to the Planning Board for a public hearing.

Motion Mr. Rucho to refer the request to the Planning Board for public hearing, seconded by Mr. Phillips, all in favor.

8. Refer request for Zoning Bylaw amendment to the Planning Board

Article 16 of the October 15 Semi-Annual Town Meeting was passed over due to the fact that it needed to be referred to the Planning Board for a public hearing. Motion Mr. Pruneau to refer the request to the Planning Board for public hearing, seconded by Mr. Phillips, all in favor.

MEETINGS, INVITATIONS & ANNOUNCEMENTS

1. October 18, 2007 – 7:00 p.m. Municipal Buildings Committee Meeting

2. October 19, 2007 - 9:30 a.m. to 11:30 a.m. Webster Town Hall, Municipal Cabinet Listing Tour. Anyone planning on attending should inform Mr. Gaumond of their interest.

3. October 26, 2007 – 7:45 a.m. to 9:30 a.m. the Worcester Regional Research Bureau and the Rennie Center for Education Research & Policy presents School Autonomy: Can It Improve Student Achievement?

4. November 2, 2007 – 6:00 p.m. to 9:15 p.m. Nashua River Watershed Association Annual Meeting & Dinner
5. October 19, 2007 – 12:30 – there will be an information session on breast and cervical cancer screenings. Residents are invited to attend the session, which has been advertised on Channel 11 and in the Council on Aging Newsletter.
6. The Council on Aging is looking for drivers for their Meals on Wheels Program.

SELECTMEN'S REQUESTS AND NEW BUSINESS

Mr. DiPietro has nothing this evening.

Mr. Pruneau inquired on the status of the improvements to the entryway of the rail trail parking lot. On Monday Mr. Gaumond discussed this item with Mr. Westerling who has not received a response from DCR. Mr. Pruneau suggested contacting our legislators.

Mr. Phillips has nothing this evening.

Mr. Rucho has nothing this evening.

Mr. McCormick questioned why the Zoning Bylaws are not on the town's web site. Mr. Gaumond noted that the Town Clerk sells the Bylaws.

As the petitioned article on the warrant to study regionalizing of the schools failed, Mr. McCormick requested including on the next agenda establishing a committee, selected by the Board of Selectmen, whose mission is to discuss sharing of services and the entire picture. Mr. Gaumond will prepare a draft of a committee structure and mission.

With no further business to come before the Board, motion Mr. Rucho at 8:15 p.m. to adjourn, seconded by Mr. Phillips, all in favor.

Respectfully submitted,

Approved: November 7, 2007

Nancy E. Lucier

Kevin M. McCormick, Chairman

Allen R. Phillips, Vice Chairman

Valmore H. Pruneau, Clerk

Christopher A. Rucho, Selectman

John B. DiPietro, Sr., Selectman