

Members present: Kevin M. McCormick Valmore H. Pruneau
 Allen R. Phillips Christopher A. Rucho

Members absent: John B. DiPietro, Sr.

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

Read and acceptance of Minutes from Previous Meetings

Motion Mr. Phillips to accept the executive session meeting minutes of December 19, seconded by Mr. Rucho, all in favor. Due to the fact that both Messrs. Phillips and Rucho arrived late for the December 19th meeting, the open session meeting minutes will be voted at the next meeting of the Board. Mr. Phillips recommends the Board revote the request from the Beaman Memorial Public Library to accept donations in the amount of \$110.95, which was voted at the December 19th meeting as only three members of the Board were present, one of which abstained from the vote. This will be re-voted later in the meeting.

Motion Mr. Rucho to accept the meeting minutes of the December 26, 2007 meeting, seconded by Mr. Pruneau. Vote on the motion – Messrs. McCormick, Pruneau and Rucho yes; Mr. Phillips abstains.

Presentation of The Town Administrator's Commitment to Excellence Award

This past year one of the goals that the Board of Selectmen established for Mr. Gaumond was to create an Employee Recognition Program. This year Mr. Gaumond created the Town Administrator's 'Commitment to Excellence Award', which will be given annually in the month of December to recognize the achievements of a municipal employee who has excelled in his or her position. The Town Administrator will consider nominees who have increased productivity, performed appropriately beyond job responsibilities, provided cooperate and positive working relationships, demonstrated a pattern of high-quality work, offered creative or innovative ideas to improve town operations, efficiency, or saved costs to the town and provided courteous service to the public and other departments. The deadline for submitting nominees was December 15. The agenda package also contains the Commitment to Excellence nomination form, which was distributed to all departments.

Mr. Gaumond announced that the first Town Administrator's Commitment to Excellence Award will be presented to Ed Cairns and read his nomination letter. "A long-standing member of the Fire Department, Mr. Cairns went above his responsibilities to provide cooperation and a positive work environment by volunteering to serve as interim Fire Chief during the search for a new Chief, after the resignation of Chief John Chandler. Deputy Cairns changed his regular work schedule to perform the duties of the Fire Chief. He provided a positive example for the rest of the department in dealing with the changing internal makeup of the department. During that time, he secured the purchase of the new Engine, not spending the full amount approved by town meeting. Deputy Cairns, as Acting Fire Chief, always had a smile, and was always there to provide service to the community, its residents and employees!" Mr. Gaumond noted that he spoke with current Chief Pauley who was thrilled that Deputy Cairns was nominated. Mr. Gaumond presented Mr. Cairns with the award and thanked him for the work he does for the Town of West Boylston.

Planning Board and Housing Partnership – Inclusionary Zoning Bylaw

Planning Board Chairperson Patricia Halpin and member Karen Paré together with Michelle Harris, Chairperson of the Housing Partnership, joined the Board to discuss incentive zoning. Back in October Mr. DiPietro requested this discussion be placed on an agenda.

Ms. Paré explained that this came about because of the questions people had been having about the 40B issues and our vulnerability to comprehensive permits. In May of 2006 the town adopted an Incentive Zoning Bylaw which uses incentives rather than mandates to create affordable units. This bylaw only applies to subdivisions. Through the incentive bylaw, developers may request a trade off on lot sizes or frontage in exchange for the town getting affordable units. At that time the Planning Board discussed an inclusionary zoning bylaw, which mandates that all subdivisions include affordable units. Ms. Paré does not believe that an inclusionary bylaw would help us get our units. Mr. Phillips questioned why the Planning Board would not want both types. Ms. Paré explained that an inclusionary bylaw states that each subdivision that comes into town is required to have an affordable component, and the question is do we want to change incentive to inclusionary. Mr. Phillips thought that this was adopted in other communities. Mr. Gaumond noted that he had looked into other communities. Ms. Halpin advised that the Planning Board researched this very carefully through the Central Mass Regional Planning Commission who felt it was in our best interest to go with the incentive zoning. At that time they reviewed bylaws from Berlin, Natick, Dover and Franklin. The Planning Board also met with the Board of Selectmen in 2005 and at that time it was the Selectmen's feeling to use incentives rather than mandates. The Berlin incentive zoning has "may" language, however, with a 40B we lose control. Ms. Halpin also feels the Planning Board did a very good job explaining incentive zoning and would like to stay with it. Mr. Phillips believes this discussion is beneficial to see if it should be the only option to the town.

The only affordable units which have been added were eight from a DMH unit. Michelle Harris noted that the Housing Partnership has had discussions with developers about incentive zoning. Ms. Paré feels we need to be making progress with our numbers so we will be less vulnerable to the comprehensive permits. Incentive zoning comes through as a LIP. The Planning Board will be proposing that all future continuing care retirement community developments are required to have affordable units at about 15%. This will keep our numbers going in the right direction. Ms. Halpin would like to have a discussion with the Selectmen about LIPS and where we give and take.

NEW BUSINESS

1. Consider request from Cheryl Carlson to be appointed to the Shared Services Committee

Motion Mr. Rucho to concur with the appointment, seconded by Mr. Phillips, all in favor.

2. Consider request from James Ryan to be appointed to the Shared Services Committee

Motion Mr. Rucho to concur with the appointment, seconded by Mr. Phillips, all in favor. Mr. Gaumond thanked Ms. Carlson and Mr. Ryan for coming forward to serve on the committee and reminded the citizens that this committee will look at how we provides services to the community and vacancies exist should they wish to serve. Once the School Committee designates their designee, the first meeting will be called in early February.

3. Review and approve request from Town Clerk to appoint Margaret Farwell as Clerk for the Presidential Primary scheduled for February 5, 2008

Motion Mr. Phillips to concur with the request, seconded by Mr. Rucho, all in favor.

4. Town Administrator's Update on the Mixer Building

Mr. Gaumond explained that he began this process with the assumption that we needed to get out of the Mixer Building by January 15th, comply with the legal requirements and hopefully to move only once and be able to include everyone at the location. He worked with the Assessors and the Building Inspector to identify available space within the town. The spaces visited included the old CVS at Meadowbrook Plaza, which is not yet built out and would take three months to bring up to usable condition. The cost would be about \$14.00 per square foot or \$126,000 per year. One Hundred Hartwell Street was also reviewed, however, it is not large enough to include the senior center or good meeting room space. The 127 Hartwell Street site is a suite of offices a little more than 9,000 square feet on a first floor. It has its own private entrance and could accommodate all our offices. The 140 Worcester Street site, formerly Ray Ann, is now under contract and is unavailable. Of all the sites visited, Mr. Gaumond feels that the 127 Hartwell Street location is the best as it is all one floor, has 9,300 square feet and our own private entrance. It is partially built out and we could have most of the walls up and ready by the January 15th deadline. The biggest obstacle is the bathrooms which are not handicapped accessible so we would not be able to move the Council on Aging over until those alterations have been made. They would need a temporary location until that time. The cost is \$9.75 a square foot or \$90,000 a year, which includes utilities. The parking is good and we would need to do cabling. In some cases the offices would be a bull pen setting.

Marcia Cairns has met with the Housing Authority and they have agreed to house them for three months. The site does have some parking issues, however, the facility is beautiful. We will immediately begin to transfer the operation of the Council on Aging over to 87 Maple Street while the bathrooms are being upgraded at 127 Hartwell Street. Mr. Gaumond thanked Mr. Brodeur for his assistance in helping with the tours.

The other option Mr. Gaumond explored was trailers. As of now he has not found any trailers that would be available at no cost. It would be more affordable, however, the likelihood of operating the town's departments out of trailers would be difficult to imagine, especially the Council on Aging activities as we are looking at a three-year period. He feels the 127 Hartwell Street site is the best option and he has a floor plan which we could begin to implement immediately and we could work with the landlord to get the facility ready for January 15th. There will be about 50 parking spaces on the outside for town hall visitors and employees. It will be a three-month lease in order for use to go forward with a full procurement, and he will base the decision on where we are with the cost at that time. There will be service windows installed and we will be bringing in partitions and filing cabinets. The rent includes heat, air conditioning and maintenance of the property will be the responsibility of the town as it is today.

Mr. Phillips questioned whether we would be guaranteed a certain number of parking spaces. Mr. Gaumond feels we could incorporate that into the lease, however, he is certain we will have enough. Mr. Phillips would like a portion of the parking lot reserved for town hall use. Mr. Brodeur reported that we have 40 spaces dedicated for town hall in one location. Mr. Phillips questioned whether the cost for the renovation of the handicapped bathrooms would be the responsibility of the landlord and whether it could be completed in three months. Mr. Gaumond advised that the landlord would be responsible for those costs and they will be completed in three months. The landlord is prepared to go forward with improvements to carpeting, floors, walls and windows, most of which will be completed by the 15th. Mr. Phillips questioned privacy in offices. Mr. Gaumond has prepared a mock floor plan for the Board's review and should someone have a

private meeting there are meeting rooms that could be used. Mr. Phillips recommends the installation of directional signs around town on how to get to the new town hall. Mr. Gaumond has discussed with the landlord the need for signage on the street and the building. The offices are laid out so that the heavy traffic departments are located by the front doors. Mr. Brodeur has a potential sign vendor lined up. Mr. Gaumond will discuss street signage with Mr. Westerling.

Mr. Gaumond explained that the landlord would have had to make some of these improvements for any other tenant and the rents at the other locations were higher per square foot. We are going to have a massive undertaking which will involve every department in the town and everyone is willing to roll up their sleeves. He commended the Council on Aging on their filling of dumpsters and noted that we have done a lot of house cleaning.

Mr. Pruneau asked about the integrity of the building. Mr. Brodeur reported that the building has good visibility, entrance ways and egress, and the layout works well for traffic flow. It is fully sprinklered, alarmed and has a two and a half year old roof with no water problems. Mr. Gaumond noted that the building would have two meeting spaces and he anticipates being able to go back to live broadcasting of Selectmen's meetings within a couple of months. Chief Pauley has not yet had an opportunity to review the facility, and voiced positive comments on the building being sprinklered and alarmed. Mr. Phillips questioned large meetings and occupancy. Mr. Brodeur has no problem as there are two egresses and it has a fire alarm system. Mr. Phillips thanked Mr. Gaumond for his work on this project.

Motion Mr. Phillips to have Mr. Gaumond procure for the next three months the facility at 127 Hartwell Street for town hall offices and to house the Council on Aging after the restrooms facilities have been made ADA compliant and to begin the procurement to house town government and the Council on Aging until such time as a proper facility is built, seconded by Mr. Pruneau. Mr. Gaumond noted that the lease will be executed in a timely matter. Vote on the motion – all in favor.

MEETINGS, INVITATIONS & ANNOUNCEMENTS

1. January 23, 2008 – 7:00 p.m. Planning Board Public Hearing on One Seventy-Five LLC
2. January 31, 2008 – 5-8 p.m. – Annual Meeting of the Massachusetts Watershed Coalition at The Trustees of Reservations Doyle Conservation Center in Leominster
3. Announce that the Fire Department has successfully secured a grant in the amount of \$2,999.87 from MEMA for equipment for CERT members
Chief Pauley reported that the Town of West Boylston is a member of a regional CERT team consisting of the towns of Boylston, Sterling, Holden and West Boylston, which meets once a month. The team is used in emergency and non-emergency situations and operates with no protective clothing. With this grant he plans to purchase clothing and equipment for their use. Mr. Gaumond noted that the maximum awarded under the grant is \$3,000, and he thanked Chief Pauley for finding the grant and applying for it.
4. Mr. Gaumond reminded the Board of the January 14th preliminary budget discussion meeting with the School and Finance Committees. The meeting will be held at the school.
5. Mr. Gaumond noted that the annual MMA Meeting and Trade Show is scheduled for January 11 and 12 in Boston.

SELECTMEN'S REQUEST AND NEW BUSINESS

Mr. Rucho has nothing this evening.

Mr. Phillips reminded everyone that 2008 is our Bicentennial Year and encouraged all citizens to become involved in the activities. On January 24 there will be a meeting at the Library and all interested residents are welcome to attend to learn more about volunteer opportunities.

Mr. Phillips reported that thus far they have had 100 submittals for the Bicentennial Cookbook. The goal is to have 200 recipes to celebrate our 200th birthday, and the deadline is mid-January.

Motion Mr. Phillips to revoke the request from the Beaman Memorial Public Library to accept donations in the amount of \$110.95, which was voted at the December 19th meeting of the Board, seconded by Mr. Rucho. Vote on the motion – Messrs. McCormick, Phillips and Rucho yes; Mr. Pruneau abstains.

Mr. Pruneau has nothing this evening.

Mr. McCormick announced that at the last meeting of the Board upon coming out of executive session, the Board voted to renew the three-year contract with Town Administrator Gaumond.

Marcia Cairns, Council on Aging Director, announced that the Council on Aging has two items which cannot be taken to the new Hartwell Street facility; a pool table and an organ, which need to be stored in a heated building. Should any resident be able to assist with the storage of these items, they could use the items until our permanent site is built at which time they would need to be returned to the Council on Aging.

Mr. Phillips asked Mr. Gaumond if he intends to move any items into a storage facility. Mr. Gaumond explained that the preliminary plan is to take as much as we need. Some items will be stored in the Mixter offices which house the Building Inspector and the Treasurer/Tax Collector, however, it is temporary storage with no heat or electricity and access will be through himself, the Fire Chief and the Building Inspector.

The Board's Signature File contains the Request for Transfer paperwork, which was voted at the December 26th meeting in addition to another Request for Transfer from the Reserve Fund in the amount of \$5,000 for the move.

Motion Mr. Phillips to approve the Request for Transfer from the Reserve Fund in the amount of \$5,000 to cover moving costs to include the mover, and computer and telephone cabling, seconded by Mr. Rucho. Mr. Gaumond noted that the move is likely to cost more than what he has requested, however, he plans to do this as frugal as he can. Vote on the motion all in favor.

Motion Mr. Phillips at 8:07 p.m. for the Board to enter executive session under the provisions of Massachusetts General Laws Chapter 39, Section 23b, Part 3 to discuss strategy with respect to contract negotiations, and the Board will not be going back into open session seconded by Mr. Pruneau. Roll call vote: Pruneau yes, Mr. McCormick yes, Mr. Philips yes, Mr. Rucho yes.

Motion Mr. Phillips at 8:20 p.m. to come out of executive session, seconded by Mr. Pruneau. Vote on the motion – Mr. McCormick yes, Mr. Pruneau yes, Mr. Phillips yes, Mr. Rucho, yes.

With no further business to come before the Board, motion Mr. Phillips at 8:20 p.m. to adjourn, seconded by Mr. Rucho, all in favor.

Respectfully submitted,

Approved: January 16, 2008

Nancy E. Lucier

Kevin M. McCormick, Chairman

Allen R. Phillips, Vice Chairman

Valmore H. Pruneau, Clerk

Christopher A. Rucho, Selectman