

Members present: Kevin McCormick Christopher Rucho
Steven Quist John O'Brien
Members absent: Allen R. Phillips

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

Town Meeting Mailer

This year's mailer will have letters on both sides. One side will have the traditional letter from the Board of Selectmen regarding town meeting and the other side will have a letter from the Town Administrator with information on the soon to be released Citizen Satisfaction Survey. With the approval of the Board of Selectmen, we will begin the mailing process.

Motion Mr. Quist to accept the mailer as prepared, seconded by Mr. O'Brien, all in favor.

Budget Review

Mr. Gaumond backed out the \$150,000 snow and ice deficit and will deal with it in the budget fix article. As we also needed to increase our pension liability figure, the numbers remain the same. We have \$5.7 million in fixed costs and the school is requesting \$9.15 million. The budget includes money for contractual increases for the police. Using our calculation of backing out the fixed costs from the money available for appropriation, we have \$40,000 yet to be appropriated. We also have \$88,000 in Free Cash.

Board of Health

Board of Health Chairman, Bob Barrell joined the Selectmen to discuss the two articles they are bringing forward. He explained that they want to increase the pay grade for secretary, whose position really is not that of a secretary. For almost one year, the complexities of the responsibilities of the Board of Health have grown. We had the ice storm and Ms. Mard, with the assistance of the Fire Chief and Police Chief staffed the shelter. Recently we held the flu clinics and she was responsible for maintaining and receiving the vaccines. To help the town with the budget, she took on extra courses and is now responsible for all restaurant inspections and she helps design kitchens for restaurants. They feel the responsibilities as outlined should be upgraded to a grade 4, which is about \$36.00 a week. She is also responsible for enforcement on public health issues. He stated that the position deserves regarding, as it handles all sort of emergency stuff that goes on. She has been to a lot of training. Mr. Gaumond noted that the Board of Health is schedule to appear before the Personnel Board. Customarily they are the ones who bring forward these articles. They will meet tomorrow evening and we will expect a recommendation from the Personnel Board prior to town meeting. He feels it would be prudent to leave the articles on, pending the approval of the Personnel Board.

Mr. Rucho questioned who did the work before. Mr. Barrel advised that the Board of Health contracted it out with a private inspector, however, the duties are vast and complex and there is also enforcement on the smoking regulations. Ms. Mard has taken it upon herself to do that and we are saving the town money. The fees for the inspections go into the Revolving Fund, which has a balance of about \$40,000. Mr. Barrell noted that the duties and role of the Board of Health has expanded and they are preparing us for any epidemic, which we need to be on top of. They will take the funds to pay the position out of the revolving fund. Mr. Gaumond noted that the Board of Health has a small appropriation which they will use first before using the funds in the Revolving Fund. Mr. Barrell reported that they recently received \$10,000 from the state to help them with their vaccine program,

and a lot of towns have full-time Board of Health. Mr. McCormick commented that he had the opportunity to work with Ms. Mard at his restaurants and found her helpful.

Motion Mr. Rucho to add Article 21, to create the position, to the warrant, seconded by Mr. Quist, all in favor.

Motion Mr. Rucho to add Article 22, to re-grade the position from a Grade 3 to a Grade 4, to the warrant, seconded by Mr. Quist, all in favor. Mr. Barrel informed the Selectmen that it is a 25-hour per week position.

May 17, 2010 Semi-Annual Town Meeting Warrant Review

Article 1 - Authorization to Hear the Reports of Officers and Committees of the Town

Standard article - Motion Mr. Rucho to include Article 1 on the warrant, seconded by Mr. Quist, all in favor.

Article 2 - Authorization to Borrow In Anticipation of Revenue and To Enter Into a Compensating Balance Agreement with a Bank

Standard article - Motion Mr. Rucho to include Article 1 on the warrant, seconded by Mr. Quist, all in favor.

Articles 3 – 18 are standard Revolving Fund Articles. Mr. Gaumond is not proposing any changes to these funds. Mr. Rucho noted that we discussed the revolving funds with the Finance Director, Mr. Daley reported that some have not been used for several years. Mr. Gaumond explained that some of the funds, such as the Recycling Fund might go for some time without any activity. Mr. McCormick mentioned the Hazardous Materials Revolving Fund, which is only used when a spill occurs. We get the money from the individual responsible for the spill and that is not something that occurs on a regular basis.

Motion Mr. Rucho to include articles 3-10 on the warrant, seconded by Mr. Quist, all in favor.

Article 19 – Authorization to Establish a Revolving Fund for the Economic Development Task Force. This is a new revolving fund. One of the goals the Selectmen established is the marketing of the community as a destination community and the other is a Gateway Improvement Program. At the next Selectmen's meeting Mr. Gaumond will bring forth a draft plan for the project. Businesses will pay to have their names on gateway signs and those proceeds need a place to go.

Motion Mr. Rucho to include Article 19 on the warrant, seconded by Mr. Quist, all in favor

Article 20 – Authorization to Expend Funds in Anticipation of Reimbursement of State Highway Assistance Aid.

This is a standards article. Motion Mr. Rucho to include Article 19 on the warrant, seconded by Mr. Quist, all in favor.

Articles 21 and 22, those submitted by the Board of Health, were previously approved.

Article 23 – Authorization to Amend the Personnel Bylaw and To Review the Classification and Compensation Plan So As To Provide Employees a Cost –Of-Living Pay Increase (2%)

The Board asked the Town Administrator to treat the non-union employees as the union employees were being treated so he is including a two percent cost of living adjustment.

Motion Mr. Rucho to include Article 23 on the warrant, seconded by Mr. Quist, all in favor

Article 24 – Set the Salary of Elected Officials

This is a standard article of the Town. Last year all salaries were reduced to \$1.00 with the exception of the Municipal Light Plant Commissioners and the Town Clerk.

Motion Mr. Rucho to restore the salaries to what they were two year ago, seconded by Mr. Quist. Mr. O'Brien is opposed as he would rather spend the money elsewhere. Vote on the motion-

Messrs. Quist and Rucho yes; Messrs. McCormick and O'Brien no.

Motion Mr. O'Brien to include Article 24 as is, seconded by Mr. O'Brien. Vote on the motion- Messrs. McCormick, Quist and O'Brien yes; Mr. Rucho, no.

Article 25– Authorization to Transfer Unexpended Funds from Fiscal Year 2010 Appropriations and Other Necessary Transfers to the Fiscal Year 2010 Appropriations

This is a standard article, which is still in flux. The final list of transfers will be voted at a future meeting prior to town meeting.

Motion Mr. Rucho to include Article 25 on the warrant, seconded by Mr. Quist, all in favor.

Article 26 – Authorization to Pay Bills from a Previous Fiscal Year

We have two invoices we need to deal with under this article.

Motion Mr. Rucho to include Article 26 on the warrant, seconded by Mr. Quist, all in favor.

Article 27 – Establish the FY10 Sewer Budget

This is an annual article of the Town which sets the Sewer Budget. We will not take any action on this article until after the public hearing on sewer rates.

Motion Mr. Rucho to include Article 26 on the warrant, seconded by Mr. Quist, all in favor

Article 28 - Fiscal Year 2011 Omnibus Budget Appropriation Article

Motion Mr. Rucho to include Article 28 on the warrant, seconded by Mr. Quist, all in favor.

Article 29 – Authorization to Appropriate Ambulance Receipts Reserved For Appropriation for Ambulance Billing Expenses

This is a standard article. Motion Mr. Rucho to include Article 28 on the warrant, seconded by Mr. Quist, all in favor

Article 30 – Authorization to Appropriate Ambulance Receipts Reserved For Appropriation

The Board received a letter from the Fire Chief regarding this article. One of the problems he has been having in the department is that some of the towns provide a stipend for any EMT who is on call. We have a limited number of EMTs and the ones we have are becoming burnt out. The Chief has researched communities around us and many have established a stipend for this purpose. The amount needed would be \$18,250 and the Chief is requesting the use of Ambulance Receipts for this expenditure. Mr. Gaumond advised that we included \$378,000 of ambulance receipts into the budget, and our balance is \$410,000. We also put money aside to purchase a new ambulance. Mr. Gaumond noted that the amount of money in the account is at the highest ever. Mr. Rucho asked if it fees cover the two new firefighters. Mr. Gaumond believes for the most part it is a wash. The Fire Chief will present this on town meeting floor.

Motion Mr. O'Brien to include Article 30 on the warrant, seconded by Mr. Quist, all in favor.

Article 31– Authorization to Transfer Unexpended Funds from Article 23 of the 05/2005 Annual Town Meeting Wherein Debt Was Authorized For Gym Floor Repairs

Back in 2005, town meeting approved a debt authorization for the gymnasium floor at the middle/high school. The project was completed and we still have \$13,000 remaining. In the last couple of weeks we have noticed that the roof at the public safety building has a larger leak. Mr. Gaumond spoke with Finance Director Michael Daley on a way to transfer the debt from the floor project to the roof. This article will allow us to use the remainder of those funds towards the public safety building roof repair. If it fails, we could close it out, but we will still need to deal with the roof issue. The Fire Chief is exploring what it will costs for modest repair.

Mr. Rucho does not think \$13,000 will cover the repairs. He also voiced his concern that we always tell the voters if there is any money left over in an appropriation that we will turn it back. He thinks we need to come forward with a roof repair solution and do what we tell the residents and turn

the remainder of the funds back.

Motion Mr. Quist to approve Article 31, seconded by Mr. O'Brien. Vote on the motion- all opposed.

Article 32 - Vote to Appropriate Funds for Community Preservation Fund Projects

Article 33 – Authorization to Appropriate Funds From the Community Preservation Revenues

Articles 32 and 33 deal with the Community Preservation Funds.

Motion Mr. Quist to include Articles 32 and 33 on the warrant, seconded by Mr. O'Brien, all in favor.

Article 34– Appropriation to Fund an Elderly Community Services Program

This is an annual article for the Elder Services Program, and will be funded through Overlay Surplus.

Motion Mr. Quist to include Article 34 on the warrant, seconded by Mr. Rucho, all in favor.

Mr. Rucho questioned how much was expended last year. Mr. Gaumond does not believe they used the entire \$11,000 which was appropriated.

Article 35 – Authorization To Expend Funds From The Capital Investment Fund To Fund Capital Equipment.

This is an annual article and the motion will include the items. We will fund the purchase of at least one police cruiser and we have yet to hear back on the school tank replacement, which was supposed to occur at the fall town meeting.

Motion Mr. Rucho to include Article 35 on the warrant, seconded by Mr. Quist. Discussion ensued relative to the schools hot water tank. Last fall they indicated it needed to be replaced, they were going to study the issue and get back to us. The balance in the fund is \$141,533.

Article 36 – School Operating Budget Appropriation

This is a request from an elected Board and in the past we have honored those requests. He does not know what number is.

Motion Mr. Quist to include Article 36 on the warrant, seconded by Mr. McCormick.. Mr. O'Brien asked whatever number is approved we would have to find that money? Mr. McCormick explained that they would have to say within the motion where the fund would come from. Mr. Gaumond noted that in order for the budget to be balanced we would have to have all of the funding sources for the expenditures. Mr. Rucho noted that they could take the funds from the budget. Mr. Gaumond believes they are trying to find new money by using the Stabilization Fund. We still have \$88,000 in Free Cash. Last year we followed our fiscal policies and last year we did not. Mr. McCormick expressed concern that we have not been good about following our fiscal policies. Vote on the motion – all in favor.

Article 37 – Authorization to Appropriate Funds to Fund Real Estate Periodic Inspections

Article 38 – Authorization to Appropriate Funds to Fund Personal Property Periodic Inspections

Articles 37 and 38 will be funded out of Overlay Surplus, and the request will cover the costs of inspections we are required to do on a regular basis.

Motion Mr. Quist to include Articles 37 and 38 on the warrant, seconded by Mr. O'Brien, all in favor.

Article 39 – Authorization to Appropriate Funds to Purchase Office Furniture

The Building Department is requesting \$12,000 to purchase new furniture. Mr. Gaumond informed the Building Inspector that the changes of this passing would be slim, and he would support that motion, however, he included everything he received. Mr. Rucho feels the Town Administrator could have denied this.

Motion Mr. Quist to accept Articles 39 as written, seconded by Mr. O'Brien. Vote on the motion

– all opposed.

Article 40 – Authorization to Transfer Funds to the Stabilization Fund

Article 41 – Authorization to Raise and Appropriate Funds to the Capital Investment Fund

We have \$88,000 in Free Cash, Mr. Gaumond would split it 50/50 for these two funds.

Motion Mr. Quist to include Articles 40 and 41 on the warrant, seconded by Mr. Rucho, all in favor.

Article 42 - Authorization to Petition the Legislature to Prohibit Texting While Driving In the Town Of West Boylston

Mr. Rucho spoke with Rep. O'Day and he indicated that the law will pass. Mr. Rucho does not think the Board should be in the business of writing these laws. He does not recall if we had input from the Police Chief on this. Mr. Gaumond has nothing from the Police Chief. Mr. McCormick noted that we could include the article and we could always pass over it.

Motion Mr. Quist to include Article 41 on the warrant, seconded by Mr. O'Brien. Vote on the motion – Messrs. McCormick, Quist and O'Brien yes; Mr. Rucho no.

Mr. McCormick remembers when we spoke about this we said we do not want to spend any money on this. If it going to cost to have Town Counsel fix it, we could pass over it. Mr. Rucho saw emails about town counsel working on it. Mr. Gaumond does not recall spending any money on this.

Article 43 - Authorization to Amend Article XVII of the General Bylaws

The Moderator previously met with the Board on this article.

Motion Mr. Rucho to include Article 43 on the warrant, seconded by Mr. Quist, all in favor.

Article 44 - Authorization to Accept a Parcel of Property on Lancaster Street

Mr. Lenkarski met with the Board on this article.

Motion Mr. Rucho to include Article 44 on the warrant, seconded by Mr. Quist, all in favor.

Article 45 – Authorization to Amend the General Bylaw Amendment

Motion Mr. Rucho to include Article 45 on the warrant, seconded by Mr. Quist, all in favor.

Article 46 - Authorization to Petition the Legislature to Adopt a Special Act

Mr. Rucho to include Article 45 on the warrant, seconded by Mr. Quist, all in favor.

Budget Discussion

Under the budget fix article, the Economic Development Task Force brought forth a request to print a promotional brochure. They supplied Mr. Gaumond with two samples. The printing company has the host community purchase an advertisement on the back cover at a cost of \$1,500. In return we get 3,000 of the brochures. The company does the ad solicitation to cover the cost of the brochure and it helps us out with our Economic Development goal. With the Selectmen's support, Mr. Gaumond intends to transfer funds for that project.

The Economic Development Task Force is prepared to author the letter which needs to be in the brochure. Mr. O'Brien questioned if they do not sell enough ads, is the town responsible for the funds? Mr. Gaumond advised that we would not be. Mr. Rucho pointed out the fact that one of the samples had an advertisement from the town on the back cover and the other didn't. He thinks a business would rather have the back page for its advertisement. The company would like a commitment from the town and the hope of the Economic Development Task Force is to sell the back page to a business. If the town says it is interested in the back cover it will give them the incentive to come into town and sell the ads. Mr. Gaumond thanked the Task Force for their work on this project. The Selectmen indicated their willingness to proceed and Mr. Gaumond will inform Mr. Hadley to move forward.

Mr. Gaumond has \$43,922 remaining for non-school budget fixes. The figure is calculated by removing the fixed costs of the town and splitting the remainder by giving the school two thirds and the town the other third. He proposes to use the first \$12,000 for Economic Development to be added to the Town Administrator Other Expense Line to be used for economic development. One of the things we have been struggling with is the need to become an ETA, which would allow for tax incentive financing programs. Boylston went through this process last year and joined the North Central Economic Target Area. Our hope was to become a member of that as well. Boylston hired someone for \$12,000 to complete the very aggressive application project.

Mr. Gaumond spoke with John Hadley, Chairman of the Economic Development Task Force, and he thought it would be a worthwhile to get the application completed the right way. Mr. Gaumond's budget includes \$6,900 as a new line item entitled Municipal Building Maintenance for the DPW, Library and Public Safety Buildings. He would add an additional \$3,000 to each of those line items. He would also add \$6,000 to Parks and Recreation for recreation programs. Under trash, he suggested putting in the 2.5% to be consistent with the override and adding in another \$7,825 to that operating budget. The balance remaining would be \$9,000.

On the \$6,000 for recreation, Mr. Rucho questioned what they would like to do. Mr. Gaumond explained that this year we are working with the Town of Boylston on bringing on a shared Recreation Director to begin an aggressive recreation program in the community. We have \$14,000 in our DPW budget for a parks person, \$4,500 in our Summer Recreation revolving account and \$23,000 in our Parks field revolving fund. Mr. Rucho suggested taking out the \$4,500 and moving it somewhere else. Mr. Gaumond advised that we will have a summer recreation program this year and he does not want to close out that fund. Mr. Rucho feels that the program is a YMCA Program, which West Boylston can attend, and the funds go directly to the YMCA. Mr. Gaumond noted that one of our goals is to establish five new recreational programs this calendar year, and one of the areas on the Citizen's Survey we are about to launch is finding out how local people enjoy recreation programs in the community. This \$6,000 will be to pay the person to work on recreational programs for the upcoming year. He will create a fourth line for \$6,000 entitled Recreation. Mr. McCormick agrees with a separate line so that it does not get blended in with other expenses. Mr. Gaumond suggested listing it under the Cultural and Recreation section of the budget. Mr. Rucho believes the program should make money as the Town of Boylston does run a few programs and they make money.

Mr. Rucho asked if there should be further discussion on breaking out the vocational school costs from the School Department budget. Mr. Gaumond would be willing to break it out, however, it will not change the bottom line. He is waiting for Mr. Kane to give him his final numbers. Mr. McCormick noted that Mr. Kane did ask to have vocational education become a fixed cost and the Selectmen agreed to discuss it. He does not think we should move it to a fixed cost because the entire funding formula would change and the town's budget would be reduced by \$300,000. Mr. Gaumond understands what the School Committee and Mr. Kane are asking for. We have fixed costs that increase all the time such as the audit, Veterans' Benefits and legal expenses. Mr. Rucho noted that those line items, which we have designated as fixed costs, such as the health insurance, are ones which every department gets a piece of. Mr. McCormick understands that the town is required to provide vocational education, however, we are also required to provide special education and that cost is not broken out of the school budget.

Motion Mr. Rucho to break out vocational education into its own line under the Education Expense line item, but not move it to be a fixed cost, seconded by Mr. Quist, all in favor.

Mr. McCormick reported that he spoke with Mr. Gaumond earlier regarding the School

Committee's Article 26. Knowing that we have \$88,000 in Free Cash and we had \$44,000 on the town's side after the 2/3rds-1/3rd split with the school, he outreached to the Chairperson of the School Committee to avoid a battle on town meeting floor to come to an agreement prior to town meeting. His proposal was if we were to offer you the \$88,000 in Free Cash as a one-time fix because of the Chapter 70 reduction and then we could give them half of the \$22,000 of the \$44,000 we have available on the town's side, it would provide an additional \$110,000 for the school budget. He asked if that would satisfy the needs of the School Committee and if so, they would pull their article off the warrant. He has not heard back from the School Committee, who was scheduled to meet this evening. Mr. Gaumond spoke with School Superintendent Tom Kane about this and he was told that it is only one third of what they needed, however, they would discuss it. Their request was for an additional \$300,000. Mr. McCormick stated that he didn't get a positive response, and although the approach was not according to our Free Cash Policy, he wanted to avoid a raid on the Stabilization Fund.

Motion Mr. Quist to adopt the budget as amended with the additional \$34,825, seconded by Mr. O'Brien, all in favor.

Mr. Gaumond has heard that the legislature has met and discussed our Municipal Buildings Fund Act.

Assignment of Motions

As Mr. Phillips is unable to attend town meeting, motions were assigned as follows:

Mr. Rucho will read the motions for Articles 1, 20, 25, 29, 35, 43 and 46; Mr. O'Brien will read the two motions for Articles 3-18, the first to allow one vote on all the revolving funds and the other to vote the revolving funds, 21, 22, 26, 30, 37, 38, and 42; Mr. Quist will read the motions for Articles 19, 24, 28, 34, 41, and 45; Mr. McCormick will read the motions for Articles 2, 23, 27, 32, 33, 40 and 44. Articles 31 and 39 were taken off the warrant and the motion for Article 36 will come from the school.

Mr. Rucho would like to move forward on the roof for the Fire Station. Mr. Gaumond will report back on the condition of the roof and the proposed fix.

With no further business to come before the Board, motion Mr. Rucho at 8:45 p.m. to adjourn, seconded by Mr. Quist, all in favor.

Respectfully submitted,

Nancy E. Lucier

Approved: April 21, 2010

Kevin M. McCormick, Chairman

Steven J. Quist, Clerk

Christopher A. Rucho, Selectman

John J. O'Brien, Selectman