

MEETING BOARD OF SELECTMEN/SEWER COMMISSION APRIL 21, 2010

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

Mr. McCormick convened the meeting at 7:03 p.m.

Motion Mr. Rucho to approve the regular session meeting minutes, including an amendment by Mr. O'Brien on page 2, q. Street Light Sub-Committee. Mr. Phillips in place of Mr. Pruneau, for the April 7, 2010 regular session, seconded by Mr. O'Brien, all in favor.

Motion Mr. O'Brien to approve the executive session meeting minutes for the April 7, 2010 executive session, seconded by Mr. Rucho, all in favor.

Motion Mr. Rucho to approve the regular session meeting minutes for the April 14, 2010 regular session, seconded by Mr. O'Brien, all in favor.

Public Hearing: Chapter 61 Right Of First Refusal Policy

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, April 21, 2010 at 7:05 p.m. for the purpose of considering the adoption of a Chapter 61 Right of First Refusal Policy. The meeting will be held in Conference Room #1 of Town Hall, 127 Hartwell Street, West Boylston. For additional information, or to review the proposed changes, please contact the Office of the Town Administrator/Board of Selectmen at 508.835.3490. All interested persons, groups, and agencies are invited to attend. Kevin M. McCormick, Chairman, advertised on April 7, 14, 2010.

For over a year, Mr. Gaumond has been working with the Planning Board and the Open Space Implementation Committee on this Policy, which will set a process by which the Town of West Boylston will review and respond to conveyances of lands in Chapter 61, 61A and 61B to determine whether or not to exercise or assign its right of first refusal on these lands. He thanked the Planning Board, the Open Space Implementation Committee and the Agricultural Commission who all reviewed the process and the policy before bringing it to the Selectmen for consideration as a policy. He noted that a lot of the policy is based on the statute. It is a policy that will work well for the Town of West Boylston and is not only consistent with MGL it is 99% of MGL. The policy was modified to be personal for West Boylston.

If a property is currently in a one of these chapters there is a process the town can follow to make sure that the right thing is done should the land be projected to be sold or converted for other uses. The owner of the property is required to grant the town a 120-day notice of the landowners' intent to sell or convert a parcel for commercial, industrial or residential use. The policy outlines the Process for notification and explains which offices need to be notified and the content of the notification. The Procedure for review of notices and evaluation of properties is similar to the Selectmen's Policy on a 40B Application. Within one week of receipt of the proper Notice from the landowner, the Town Administrator's Office will notify the Planning Board, Board of Assessors and Conservation Commission. Copies of the Notice will also be provided by the Town Administrator to the Open Space Implementation Committee and the Agricultural Committee. We will also be provided

with a copy of the Purchase and Sales Agreement containing all the terms of the offer and we will work with Town Counsel to review the Purchase and Sales Agreement. In the event that the Notice is insufficient, we have within 30 days of receipt of the Notice to send a certified letter to the landowner. Once we get proper notice we start involving Open Space Implementation Committee and begin a review of the parcel. The boards will have at least thirty days to conduct their review. The Selectmen shall schedule and post a public hearing for the purpose of receiving comments on the importance of the property to the town and whether or not the town should exercise or assign its right of first refusal. Following the public hearing, if there is no interest in acquiring the property, the Selectmen will discharge its Right of First Refusal. If there is interest in acquiring the property, they may create a Review Committee to assist in developing a proposal.

If the Board decides to exercise its option it shall schedule a town meeting. Should the Board decided to assign the option to a third party, such as a land trust, the policy also outlines that procedures. The final statement of the policy states, 'This procedure is adopted solely for the purposes of coordinating local review. Failure to adhere to these policies and procedures shall not affect any rights that the town has under MGL Chapter 61, 61A, and 61B.'

Mr. Gaumond believes this is workable, reasonable process. Mr. Rucho asked what if the property owner does not notify the Board of Selectmen and what is the penalty. Mr. Gaumond advised that there is a statue where we can go back and reclaim our rights and if they take it out of Chapter land they would have to pay the roll back of the taxes as a penalty. Mr. Rucho asked about the list of properties in town. Mr. Gaumond noted that he annually prepares a list of those properties. He added that this process has nothing to do with any current chapter land in town. Open up to public comment.

Bruce Peterson asked if there is anything more restrictive than state law. Mr. Gaumond stated that the policy is not more restrictive than state law, as it just fills in some of the blanks that state law does not speak to such as a Review Committee. It still has a 120-day process, and it is a more concrete process that flows. We cannot change MGL, but we can supplement it with other areas.

Diana Engelbart, 68 Bowen Street, has looked it over and she thinks it is a good procedure, it fits well within MGL and provides solid guidance to the town. William Italiano, Fairbanks Street asked if he sells his property and somebody keeps it in Chapter 61 does the town still have the Right of First Refusal? Mr. Gaumond replied yes, the process begins with the landowner expressing an interest in selling. Mr. Italiano asked if he was to sell his property and a buyer comes forward and makes an offer does the town have to do meet that offer. And, what happens if the 120 days come and the buyer walks because he does not want to wait 120 days. His concern is being offered a lot of money for his property and he could lose the sale. Finance Director Mike Daley stated that if a buyer offered a ton of money, the town might not be interested. The town would have to match the offer.

Motion Mr. Rucho to close the public hearing, seconded by Mr. O'Brien, all in favor

Motion Mr. Rucho to adopt the policy as written, seconded by Mr. O'Brien, all in favor.

Motion Mr. Rucho to incorporate the policy into the Selectmen's Policy Book under Miscellaneous, seconded by Mr. O'Brien, all in favor.

Public Hearing: Re, Sewer And Betterments

Mr. McCormick reconvened the public hearing, which was opened on April 7 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, April 7, 2010 at 7:15 p.m. for the purpose of considering amending sewer rates and determining the final sewer betterment. The meeting will be held in Conference Room #1 of Town Hall, 127 Hartwell Street, West Boylston. For additional

information, or to review the proposed changes, please contact the Office of the Town Administrator/Board of Selectmen at 508.835.3490. All interested persons, groups, and agencies are invited to attend. Kevin M. McCormick, Chairman, advertised on March 24, 31, 2010.

The Board welcomed Finance Director Michael Daley, Town Counsel Jeanne McKnight and DPW Director John Westerling. Mr. Westerling displayed a slide on the Average Annual Residential Sewer Charges in West Boylston, surrounding communities and our Benchmark Communities. In West Boylston the average user is 52,000 gallons at a cost of \$372.00. The Towns of Holden, West Boylston and Rutland all have higher rates because we are connected to the same trunk line which flows through Worcester. Our budget includes \$289,000, or 33% to the City of Worcester for Operation and Maintenance, 11% or \$100,000 goes to Upper Blackstone Water Pollution Abatement District for the treatment costs. As the City of Worcester upgrades will be completed this year, Mr. Daley feels it is time to bring them to the table to discuss our transport charges. The third slide clearly shows the escalating charges and assessments per fiscal year from 2005 to the present for MWRA, UBPAD, and the City of Worcester.

West Boylston has not raised its sewer rates since 2004. In that time Holden's rates increased 19%, Rutland 26%, Auburn 27% and Worcester 43%. The transport rate for Worcester has increased 69% since 2004.

Mr. Daley noted that we have had two workshops on wastewater and we were warning that we were looking at a 27% rate increase. He has prepared four different rate designs for the Board to review and noted that while the costs have escalated, the waste water going through the system is diminishing. We need to generate \$1.1 million in order to get full cost recovery. In the designs he has prepared he increased the minimum paid per quarter by \$5.00. There are 500 people in the minimum group, our users are low-end users and it will be a 17% increase with the \$5.00 per quarter.

Option I - will start at \$20,000 and not \$20,196. The Minimum will be \$35.00, not \$30.00. He noted that the climate affects have been dramatic. We have had very wet springs and FY09 was the lowest year of consumption. The commercial is billed at 100% with two blocks and the residential at 80% of use. On the residential the average use is 52,000. Commercial has two tiers. The low end commercial average user is 39,000, and the high end average user 300,000. The minimum residential user will increase 17% and the other three classes will increase 26%.

Option 2 - everybody pays 100%. Commercial only increases 7% and sends a larger burden to the residential with minimum users increasing 17% and the second tier at 34%.

Option 3 - adds a new block for residential - all are at 100%. The first residential block is a 29% increase and the second is a 46% increase. Commercial, both levels are a 3% increase.

Option 4 - converts everybody to 100%, keeps 80/100% ratio in the rates. The residential rate is \$9.04, level one commercial is \$11.30 and level two commercial is \$15.30. All levels with the exception of the minimum on residential, increase 26%. Mr. Daley recommends Option one or four, and any of the models will get us to where we need to be and will sustain us for three years.

Mr. O'Brien noted that we did not have an increase since 2004 and this year we have the need for a significant increase. He questioned where we got our revenue from in the last couple of years. Mr. Daley explained that we have been using retained earnings, which are non-reoccurring revenues. We go as far as we go and then we use the non-reoccurring. Going forward we may need to bump the rates up 1% or 2% at a time to avoid a 20-25% rate increase.

Mr. Rucho questioned the number of users. On residential we have 500 minimum users, 1500 large; with 156 commercial, 48 of which are the minimum and 62 are the large users. Mr. Rucho questioned what would happen if we do not increase the rate. Mr. Daley explained that we are at a point where we do not have many options, and in order to set a tax rate we have to have a balanced

budget. Mr. Rucho asked if this could be done over the next three years. Mr. Daley noted that this year we need \$1.1 million and any unusual event that happens in the budget will force us back to another rate increase. Worcester's costs will keep going up because of the improvements they are making to the system, and those are assessments we do not get to negotiate. We cannot control that number. We also have no control over the climate and whether or not people draw water and put it into the system. Then we discover that we are having some inflow and infiltration costs. It will take up front money to get that out of the system. None of that will have any impact on FY11. We think we are fine.

Public comments.

Bruce Peterson – if we are going to 100% for residential, can you still get a second water meter for your house? Mr. Daley noted it is up to the Water District. Mr. Peterson noted that originally it was sold to us that the 20% reduction for residents was for water which went outside, not through the system. Mr. Daley replied that most Water Departments will not give you a second meter because it does not work to conserve the aquifer. Mr. Peterson feels with the elimination of the 20% discount on the usage, more people will be applying for second meters.

Carl Friend, 58 Bowen Street, asked if there is a way MWRA can be compelled to offset some of these costs. Mr. Daley noted that they built the transport system. Mr. Friend noted that it is now costing us a ton of money and now everybody is compelled to hook up. Mr. McCormick has attended meetings with the MWRA and based on those meetings, the answer is absolutely not. In the old days they did not charge much for Operation and Maintenance and then they decided they were not making enough money. They will never offer to give us any sewer relief. There may be a way through the legislature, however getting that relief would not be probably. Mr. Italiano asked on the average, is that the average on the sewer? Mr. Daley replied, just what we know from the sewer system.

Mr. Rucho questioned how many more residents could hook up. Mr. Gaumond believes the number does not exceed 24, however, they are still working with some households who need grinder pumps. Ms. McKnight advised the Board that they could vote on the sewer rate this evening and continue the public hearing to deal with the final sewer betterments at a later time.

Mr. McCormick favors Option 2 or 3, however, he does not think it is fair to residential users. He questioned whether we should stay at 80% or go to 100%. Mr. Daley thinks going to 100% would be easier and recommends that. He noted that the Water District has moved to a block rate to promote conservation.

Motion Mr. O'Brien to accept Option #4 with 100% billing, seconded by Mr. Rucho. Mr. Daley noted that with this option if you water your lawn on the same meter, you won't see a change, however, if you have never done it before you will see a big spike. The average residential user's sewer bill will go up \$25 per quarter. Vote on the motion – all in favor.

Final Sewer Betterments

Mr. Daley explained that currently we have a construction betterment and a start-up betterment, and the estimate was 2,306 users and at a cost of \$991,000 they were going to wind up at \$430 per unit allowed to access. The construction betterment over the project came in close to budget.

When you first got your betterment you were assessed a privilege fee. We concluded start up and betterments. Take all of the costs and the new unit costs and settle up. Then we can no longer collect privilege fees. We will still have people connecting and those people connecting cannot be charged anything unless we do something. New people should be paying something to enter the system. At the same time create a connection or an access fee. We have to have justified costs and capacity left. Divide potential users by capacity and get a fee. We need to tally the total number and settle up. Then we set an access fee and Worcester's costs can be offset by that access fee. As much of

the capital we can divert into a fee derivative revenue stream will help us stabilize our rates. The Board of Selectmen will need to take a formal vote on the betterments and then we need to pass an access fee.

Attorney McKnight explained that in West Boylston, because of the Special Act, we were able to assess 90% of the estimated project costs, and we are in a situation of having most of the project costs already being assessed. This final aspect is not going to result in any property owner getting a large bill and some may get \$100 back. It is an accounting to wrap everything up and the final 100% assessment is a bookkeeping type of task. By June 1 we will have final project costs, total number of units, and final number for every single property. The Selectmen have to vote an Order to the Board of Assessors to commit to the Tax Collector. The betterment is a tax and the same thing with the privilege fee. In the future when you are talking about charging somebody coming on a tie in fee or connection fee, there are certainly legal standards that have to be met. It is a just cost as you might have local costs from Worcester or the MWRA and a larger percentage of the bill is for capital costs. It is legitimate to charge an amount to new connectors. We would have to come up with a per unit tie in fee for future connections.

Mr. Daley explained that some people chose to pay the betterment off, some chose to amortize. We may have recovered enough money that the 90% estimate was an overestimate. There is a third betterment for people who borrowed money for the connections, so some people have three. Everyone has a privilege fee and some people paid cash up front. He still has to figure the final number, which he does not anticipate will have a substantial impact on anybody. The new revenue stream will go towards our capital costs, and will also mitigate any future rate increases. He anticipates having those numbers by June.

Mr. O'Brien asked what would happen if somebody sold their house. Mr. Daley advised that the liability gets clear up at the conveyance and the new owner of record will get the return. There is no one present who wishes to comment.

Motion Mr. Rucho to continue the public hearing until June 2, at 7:05 p.m., seconded by Mr. O'Brien, all in favor. Mr. Gaumond thanked Mr. Daley, Attorney Jeanne McKnight and Mr. Westerling for their work on this.

Public Hearing Re: Pole Petition

Mr. McCormick opened the public hearing and read the following notice. The Board of Selectmen of the Town of West Boylston will hold a public hearing on Wednesday, April 21, 2010, at 7:45 p.m., on the petition of the Municipal Lighting Plant to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures along and across the following public ways: Relocate Pole #17 from 328 West Boylston Street 20 feet east and add Pole #16A at the lot corners of 328 and 334 West Boylston Street. The public hearing will be held at Conference Room #1, 127 Hartwell Street, West Boylston, MA. Kevin M. McCormick, Chairman, advertised on April 9, 2010.

Municipal Light Plant Manager, Brad White joined the Board. The request is being made to move and add the poles on West Boylston Street for the new Dairy Queen. The pole, which needs to be moved is in the middle of the new driveway on the site, and the underground service for Dairy Queen comes off Pole 16, which is within the property of 330 West Boylston Street. They will go underground and the Municipal Light Plant will move Pole 16A to the corner of the lot. All abutters were notified of the public hearing. There is no one present to comment on the project.

Motion Mr. Rucho to close the public hearing, seconded by Mr. O'Brien, all in favor.

Motion Mr. Rucho to approve the request to relocate Pole #17 from 328 West Boylston Street 20 feet east and add Pole #16A at the lot corners of 328 and 334 West Boylston Street, seconded by

Mr. O'Brien, all in favor.

John Westerling, Director of Public Works

Mr. Westerling reported that he has been working with Lenard Engineering, Inc., on our-call engineering firm, on a prioritized list of items, which are Chapter 90 eligible projects. We have \$2 million dollars worth of projects and \$1 million dollars available to use. The projects selected are as follows:

Route 140, Drainage, Resurfacing and Sidewalk – engineering \$41,000, construction \$350,000. This work will go from the rail road track to Maple Street.

Fairbanks Street Resurfacing – engineering \$7,962, construction \$500,000. This will cover from Route 110 to the bottom of the hill.

Crescent Street Wall - engineering \$7,184, construction \$15,000. We will remove the falling wall, which belongs to the town, and grade it back.

Bernardin Drainage – engineering \$5,498, construction \$20,000. We will design and relocate the pipe that goes to nowhere. It needs to be relocated and connected into the drainage on Goodale Street so it does not flood the properties below.

Malden Street Re-Surfacing – engineering \$7,961, construction \$500,000. This will also include an evaluation of the drainage.

Lancaster Meadows Resurfacing – engineering \$9,963, construction \$150,000. It is a twenty-year old subdivision, which has a one-foot differential between a sink hole and the street. We will reconstruct the street and install sub-drains.

Franklin Street Sidewalk – engineering \$19,275, construction \$100,000. This a new sidewalk design and the project will fit in with our Sidewalk Master Plan.

Crescent Street Sidewalk – engineering \$17,502, construction \$100,000. This is also new sidewalk design and the project will fit in with our Sidewalk Master Plan. It will run from the high school parking lot to Pine Arden Drive.

Campground Road Drainage – engineering \$5,000, construction \$20,000. Back four Streets and Parks Superintendents, they constructed a catch basin, which discharges across private property and needs to be relocated.

Prospect Street Wall – engineering \$4,000, construction \$25,000. The wall is an old town-owned stone wall, which is leaning outwards towards the base. There is a 250-foot section of wall falling apart.

We have \$2 million dollars worth of project, which need to be pared down to the \$1 million dollars we have in Chapter 90. Mr. Westerling met with the Transportation Committee. He recommends going forward with the Route 140 project, paring down the Fairbanks Street project to \$300,000 by reinstituting the swales, Crescent Street Wall, Bernardin Drainage, Crescent Street sidewalk, and Campground Road. He also recommends limiting the work on the Malden and Lancaster Meadows Resurfacing and Franklin Street sidewalk. The Crescent Street Sidewalk is a priority because the students walk to school. Mr. Westerling feels we are obligated to complete the Campground Road Drainage Project and the Prospect Street Wall will collapse if we do not do the work.

Mr. McCormick expressed his concern in depleting our Chapter 90 funds as should an emergency occur we won't have any funds available. Mr. Westerling noted that the projects are situations we need to look at. He suggested removing the Malden and Lancaster Meadows Resurfacing Projects and the Franklin Street sidewalk, or we could just go with re-surfacing on the

road projects to get a few more years out of the roads. Mr. Rucho recommends only selecting projects we can do right and get completed.

With regard to the Fairbanks Street project, Mr. Westerling reported that the street always relied on water running off the street into a gully. As properties were developed, the residents put in pipes and the water no longer flowed into the swale, but into the streets, which caused the roadway to erode. We could install country drainage on the road, re-establish the swale and install the correct sized pipes. He suggested replacing the installation of catch basins with the country drainage as a cost-savings mechanism.

With regard to the Crescent Street sidewalks, Mr. Gaumond noted that we were trying to find sidewalks that were deteriorated. Mr. Westerling pointed out the fact that the Sidewalk Master Plan did not look at existing sidewalks it only focused on new sidewalks. Mr. Gaumond believes the Plan did include some sidewalk repair projects as the High Street and Goodale Street sidewalks were repairs. Mr. Rucho questioned repairing the sidewalks around the Library. Mr. Westerling explained that the process looked at the more severe tripping hazard sidewalks.

Mr. McCormick suggested getting the projects designed to see what the figures look like. Mr. Gaumond recommends the Board voting on getting the design for the project and wait to see if we have any more money and then we can vote the funds for the project. Mr. Westerling noted that the price on the Prospect Street wall was from a mason. He also suggested using versa lock construction in place of a country stone wall as a cost cutting measure. Mr. Westerling believes he could have engineering prices back by the Board's second meeting in May. Mr. McCormick suggested putting the projects out to bid to get an indication of how much the projects will cost.

Motion Mr. O'Brien to have the projects engineered and put out to bid and have the engineer prepare bid documents for layering of Fairbanks Street and Route 140, seconded by Mr. Rucho, all in favor.

2. Gateway Improvement Project

One of the goals set by the Selectmen was the creation of a Gateway Improvement Project. Together with John Westerling, Mr. Gaumond started an analysis of the gateways to the towns. A Gateway Adoption Program would provide opportunities for entities wishing to contribute to the beautification of West Boylston and it is designed to accommodate participation from both for-profit and not-for-profit entities. Should the Board concur with the program, we will go forward with its implementation. First the Board needs to decide which entryways they would like to see included in the first round of the program. Mr. Gaumond recommends a blue and silver sign design, with wording on both the front and back of the sign. He suggested entry language be, 'Entering West Boylston, a Great Place to Live' and exit language 'Entering Worcester, Thank you for Visiting West Boylston, Please Come Back Soon.'

The signs would be 2.5x1.5 feet, placed on an ornamental post and sponsored by local businesses or non-profits. We would announce the locations of the signs and then devise an application form. The business or non-profit sign would hang under the Entering/Exiting West Boylston sign. Businesses or non-profits would be selected on a lottery basis. Mr. Gaumond recommends an annual basis although the Economic Development Task Force recommends changing the signs quarterly. From a business point of view, Mr. McCormick's preference would be to have the sign up longer than each quarter.

Mr. Gaumond explained that not all the locations in the town are equal and everyone is going to want the most attractive locations. He recommends one cost and location to be determined by lottery. He suggested launching a pilot program with five signs for the first year and set the price at the cost of

the sign and the pole. As he does not anticipate town funds for this project, any money that comes in will be deposited into the soon-to-be-approved Revolving Fund. Any excess funds could be used to purchase brochures and promotional materials for economic development. The sponsors will remain the same ever year. This will be one of the agenda items he will speak to the Economic Development Task Force on. He feels a lottery system would be the fairest process to use for the sign locations.

Mr. Rucho thinks the signs should be priced differently, based on their location. Mr. McCormick recommends the signs stay up for one year. Mr. Rucho reported that the Economic Development Task Force was asked for their input and they want to change the signs four times a year.

Mr. Gaumond asked the Board if they wanted to move forward with the project and if so, the next phase is to review all the entry ways into West Boylston and select five ideal locations. The Board indicated a willingness to go forward with the project. Mr. Rucho reported that the Economic Development Committee discussed putting different language on the side of the signs entering abutting communities. Mr. Gaumond thought it would be nice to thank motorists for visiting West Boylston. The Board would rather not include the name of the town you are driving into.

Review of main gateways into West Boylston. They include the following: Lancaster Street on Route 110 a Sterling Gateway; Sterling Street on Route 12, a Sterling Gateway; North Main Street, a Sterling Gateway; Raymond Huntington Highway, a Sterling Gateway; Laurel Street, a Holden Gateway; Goodale Street, a Holden Gateway; Woodland Street, a Holden Gateway; Prospect Street, a Worcester Gateway; West Boylston Street, a Worcester Gateway; Worcester Street, a Worcester Gateway; Maple Street, a Worcester Gateway; Shrewsbury Street, a Worcester Gateway; and Temple Street, a Boylston Gateway. Other Minor Gateways include Fairbanks Street (Sterling), Prescott Street (Sterling), Waushacum Street (Sterling), Hosmer Street (Sterling), River Road, which is closed (Holden), Parker Street (Holden), Nevada Drive (Holden), Osgood Avenue (Holden), Pinecroft Avenue (Holden), Hartwell Street (Worcester) and Paul X. Tivnan Drive (Boylston).

For sign locations, Mr. Gaumond suggested the two ends of Route 12, Route 140 and maybe Route 110. He asked the Board how many locations they would like to select. Mr. Rucho would first like to get an idea on the cost for the signs. Mr. McCormick recommends having the Economic Development Task Force take on this project, work out the details and report back to the Board. Mr. Gaumond will bring the message back to the Task Force and let them know that the Selectmen were unanimous in moving forward on the project.

OLD BUSINESS

1. Sign Warrant for Semi-annual Town Meeting

The Board signed the warrant for the May 17, 2010 Semi-Annual Town Meeting

NEW BUSINESS

1. Concurrence on the appointment of Stephen Woodcock, 20 Stillwater Heights Drive to the Open Space Implementation Committee effective April 21, 2010 for a term to expire on June 30, 2011

Motion Mr. Rucho to concur with the appointment, seconded by Mr. O'Brien. Mr. Gaumond noted that this is the first time in his career with the town that he is bringing forward an applicant who is not a registered voter in West Boylston as he is not a US citizen. He met with the applicant, who is very qualified to serve on a board and is also very passionate and highly educated. According to the Policy on Appointment Procedures for the Board of Selectmen and the Town Administrator, Policy B-1, adopted on October 17, 2007, 'The Board of Selectmen and the Town Administrator may appoint persons who do not qualify as residents and registered voters of the Town of West Boylston to multi-member boards and committees should the appointment of any such person be made for the benefit and

the best interest of the Town of West Boylston as determined by the appointing authority. The Town Administrator shall notify the Board of Selectmen in writing of the intention to appoint a person to a multi-member board or committee as part of the notification process delineated in Paragraph #8 and shall state the reasons why the appointment of any such person is made for the benefit and the best interest of the Town of West Boylston.'

Mr. Gaumond has outreached to the Open Space Implementation Committee and they would look forward to having him serve with them. Mr. O'Brien noted that the town needs people on its boards, the individual is very qualified, and he has no objections. Vote on the motion – all in favor.

2.Update on Goal #4 – Organize Housing Processes in Town

One of the goals set by the Board was to bring order to our housing processes by focusing in on affordable housing. Mr. Gaumond, together with the towns of Boylston and Sterling, applied for and received a technical assistance grant from the Central Mass Regional Planning Commission. One of the reasons we were successful is due to our regional approach. He provided the Board with the draft Scope of Work to ensure that it meets their goal.

The process includes a SWOT exercise with the three towns to review our strengths, weaknesses, opportunities and threats. It will include the participation of the Board of Selectmen, Planning Board, Zoning Board, and the Housing Authority. They will create a Project Advisory Committee consisting of the Town Administrators, or their designated contact person, which will meet bimonthly during April, June, August, October and December. Each town will have an inter-board stakeholder meeting with a representative from the Planning Board, Zoning Board, Board of Selectmen relevant Housing Committee members and the Town Administrator. Our final report will include an analysis summary of the SWOT exercise, summaries of the Stakeholder meetings, three town public forum summaries and key strategies which will lead to great potential within the towns both singly and collaboratively to address matters relative to the development of affordable housing.

We will get a best practices document the end of the process which may include the creation of job description for certain committees. If the Board is in agreement with the project as outlined, he will instruct CMRPC to proceed. Board members indicated a willingness to move forward with the plan.

MEETINGS, INVITATIONS & ANNOUNCEMENTS

1. Announce that the Council on Aging is looking for a Meals on Wheels Driver for Thursday; a 2-hour commitment to deliver meals to those who cannot make their meals or come to the Senior Center to get meals. They are also looking for a volunteer to assist in packaging Meals on Wheels and serving lunch to the congregate meal guests on Tuesdays and Thursdays – a 4-hour commitment. If interested they can call Marcia Cairns, Council on Aging Director at 508.835.6916 or stop by the Senior Center
2. April 25, 1:00 – Little League & Softball Parade, players will assemble at noon in the center of town
3. April 29, 6:30 – Municipal Buildings Advisory Committee Meeting
4. May 1, 8:00 until noon - Household Hazardous Products Collection at Wachusett Recycling on Raymond Huntington Drive – information on the collection is on the website and questions about the collection should be directed to Colleen Abrams the Coordinator of the Program 508.829.3954
5. May 15, 8:00 until noon - appliance, bulk items and electronics collection at Wachusett Recycling on Raymond Huntington Drive - information on the collection is on the website and questions about the collection should be directed to Colleen Abrams the Coordinator of the Program 508.829.3954

FUTURE AGENDA ITEMS

Mr. Rucho asked if the landlord could be contacted to do something about the heat and air

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conditioning within the town offices. He was in one of the offices this week and it was stuffy.

With no further business to come before the Board, motion Mr. O'Brien at 9:20 p.m. to adjourn, seconded by Mr. Rucho, all in favor.

Respectfully submitted,

Approved: May 19, 2010

Nancy E. Lucier

Kevin M. McCormick, Chairman

Christopher A. Rucho, Selectman

John J. O'Brien, Selectman