

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

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

**Read and Acceptance of Minutes from Previous Meeting**

Motion Mr. Phillips to approve the regular session meeting minutes of December 1, 2010, seconded by Mr. Quist, all in favor.

Motion Mr. Phillips to approve the executive session meeting minutes of December 1, 2010, seconded by Mr. Quist, all in favor.

**NEW BUSINESS**

1. Vote to authorize Harald Scheid, Regional Assessor and Sally Mitchell, Administrative Assessor as secondary signatories on payables and payrolls for the Office of the Board of Assessors

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

2. Announce that the Commonwealth is considering the acquisition of approximately 43 +/- acres of land, or other property interest in the Town of West Boylston

Mr. Gaumond reports that on December 1, 2010, in conformity with the provision of 301 Code Mass Regs. §§51.00 (1994), the Commonwealth of Massachusetts, through DCR, sent notification to the Town Administrator that they are considering the acquisition of approximately 43 +/- acres of land or other property interest in the Town of West Boylston. The land is currently being used as open space and if acquired by the state, it will retain the property in its natural and open condition for water supply protection in connection with the Wachusett Reservoir Watershed. The regulation requires that an agency proposal to acquire property be made public in a local forum and to comply with this requirement DCR requests that the Board make this announcement. There is no vote required by the Board of Selectmen. The property is part of the Tashjian property on Lee and Prospect Streets and does not have any structures on it. Mr. Gaumond further explained that the original request asked for a 120-waiver and they have withdrawn that request, however, should the Board wish to grant it they would be happy to accept it.

**OLD BUSINESS**

1. Vote to approve business licenses

Mr. McCormick recused himself. Mr. Gaumond reports that Wachusett Country Club has passed its re-inspection and they are now in compliance

Motion Mr. Rucho to approve the business licenses for Wachusett Country Club, seconded by Mr. Quist, all in favor.

With regard to Aglio's the office has been notified that they intend to close and are not seeking a renewal of their licenses for next year.

2. Vote to approve liquor licenses

Motion Mr. Rucho to approve the liquor license for Wachusett Country Club, seconded by Mr. O'Brien, all in favor.

3. Vote to sign Renewal Affidavit for 2011

Motion Mr. Rucho to sign the Renewal Affidavit for Wachusett Country Club, seconded by Mr. Quist, all in favor.

4. Vote to sign Purchase and Sales Agreement for property on Lee Street

At the last meeting the Board received the draft Conservation Restriction for the property. The Purchase and Sales Agreement was not acted upon at that time in order to give the town the opportunity to review it. The Greater Worcester Land Trust and the Water District are all set with everything. Mr. O'Brien noted an email which Mr. Gaumond sent the Board regarding the title which indicated there liens on the property that have not been discharged. Mr. Gaumond explained that items 2 and 3 in the email cancelled each other out.

Motion Mr. Rucho to sign the Purchase and Sales Agreement for property on Lee Street, seconded by Mr. Phillips, all in favor.

Mr. Gaumond added that the vote on December 1 was to sign the Conservation Restriction and since that time the other parties have signed the document. The Town Clerk will get both copies and the Conservation Commission will be provided a copy of the Conservation Restriction as well.

5. Vote to sign contract with Casella Waste for disposal of the towns' municipal solid waste

At the last meeting the Board voted to enter into contract negotiations with Casella Waste for disposal of the towns' municipal solid waste. Mr. Gaumond is requesting the Board vote to sign the contract, which will be left on their signature table as soon as Casella signs off.

Motion Mr. Phillips to sign the contract with Casella Waste for disposal of the towns' municipal solid waste, seconded by Mr. Quist.

6. Request for Motel/Hotel License from Reservoir Motor Lodge

Kirit Malaviya joined the Board. Mr. Gaumond asked him if everyone is here who is supposed to be here. Mr. Malaviya indicated that his son had something come up and could not be here. At the last meeting Mr. Gaumond recommended that the town not renew the license for Reservoir Motor Lodge due to the fact that per the bylaw, a Renewal Application was not submitted, no inspections were done and they had a significant amount of outstanding taxes due. The first item has been resolved, we have a new Application for a Motel Operation Permit. Mr. Malaviya is the same individual who presently runs the operation. The Building Inspector, Fire Department and Board of Health have inspected the business and they did find minor issues which need to be taken care of, however, all three said even though there are some issues with the motel none of which rise to the level that they would ask the town to withhold the license. With regard to the issue of the property taxes, personal property taxes and sewer usage, the town has a bylaw that which requires the payment of all fees and taxes prior to the issuance or reissuance of a license. Mr. Malaviya requested time to speak with the Board.

Mr. Malaviya explained that he and his son met with Mr. Gaumond last week on December 6. They would like to pay \$20,000 by the end of this month and the remaining \$37,000 by the end of January. Mr. Rucho noted that those are just the back taxes and he also has the current taxes. In looking at the paperwork, Mr. Gaumond is not comfortable with the \$25,000 figure being correct for sewer usage. The outstanding amount is \$57,346.52 plus the current usage.

Mr. Phillips questioned whether there have been any payments on sewer usage at all on the property. Mr. Gaumond advised that there have not been. Mr. Phillips asked if there had been any attempt to make a payment. Mr. Malaviya's response, during this year no. He is suffering from some very serious health issues and his son is loaning him \$57,000. Mr. Phillips asked after the outstanding is paid, will we get what is currently due and if not, by the end of June he will be behind again another

full year. Mr. Malaviya indicated that the property taxes are about \$8,000 a year and by the end of May he will pay all the current bills. Mr. Philips questioned who will run the hotel. Mr. Malaviya explained that his son will manage finances and Mr. Bhagat will stay on as manager.

With regard to the tax bill, Mr. O'Brien noted that \$37,239 is due and he questioned how far back that goes. Mr. Gaumond is not sure. Mr. Malaviya stated that no property taxes are owed prior to this past year. Mr. Rucho noted that there was an original arrangement to pay this when we issued the license last year and he never made any payment. So, we issued the license last year because of the agreement he pay the payment plan, and he paid nothing on the payment plan. Mr. Gaumond indicted that Mr. Rucho's synopsis was correct.

Motion Mr. Philips to issue a 31 day permit provided we received the \$20,000 before January 1. The permit will run until January 31, 2011 at which time he will pay the remainder of the outstanding taxes which at this time total \$37,346.52 with any additional interest and Mr. Malaviya will make arrangements to have the sewer and any current taxes paid by July 1, 2011 and in addition he will comply with the reports on the outstanding cleaning and issues from the Board of Health, Fire Department and Building Department.

Mr. O'Brien questioned his son's involvement in running the business. Mr. Malaviya indicated that his son will look at the financials so he can help if needed and Mr. Malaviya will run day to day. Mr. O'Brien read the meeting minutes of the December 6 in which it says Mr. Malaviya's son owns a similar business in Greenfield. That business is under the name of Meter. Mr. Malaviya indicated that they are partners. Mr. O'Brien has a Certificate from the Secretary of State's Office and it say he does not own the business. Mr. Malaviya explained that they have a \$2 million dollar loan and because of the loan it was done in one name.

Mr. Rucho seconds Mr. Phillip's motion

Mr. Phillips would like the application redone so that it is legible. Mr. McCormick added that if we give Mr. Malaviya 30 days and he is supposed to come in and pay he would like him to attend the first meeting of the Board in February, on February 2, 2011 to insure payment is made and to come back in again on July 1, 2011 to insure the taxes are paid. He recommends giving then a five-month license on February 2, 2011. Mr. Phillips agrees and noted that he also needs to pay for the \$100 ticket which was issued regarding the pool. Mr. O'Brien will not vote to issue the permit because he feels this has gone on long enough. He had a payment arrangement and he did not do anything. There are areas of concern that he does not think will go away. He also looked up the review of the Greenfield motel and the reviews are similar to what these are so he does not thing think things are going to change. Mr. Malaviya stated that the issue was his health and he has not been there for six or eight months, however, he is now recovering and doing much better. Mr. Phillips has seen some improvements with outside painting and questions why those monies weren't paid to the town for the outstanding taxes. Mr. Philips stated that to Mr. O'Brien's point, the only reason he is willing to do this is because this is a two-week license.

Mr. Malaviya explained that the SBA loan has been approved so he can transfer the property. When the bank people came in that is why he made the improvements. Mr. Rucho noted that if he does not pay the \$20,000 he does not get a license on January 1, 2011 and if the balance is not paid he will be closed on February 1, 2011.

Vote on the motion – Messrs. McCormick, Phillips, Rucho and Quist yes; Mr. O'Brien no.

### **Report on Regional Dispatch, Fire Chief, Police Chief, Town Administrator**

Police Chief Dennis Minnich and Fire Chief Richard Pauley joined the Board. Mr. Gaumond reports that back in the summer he came before the Board to discuss the regional dispatch issue. We received two grants to look at regional dispatch which was also one of our goals to look at regional

efforts. We entered into a partnership with the Town of Rutland to study the efforts along with Boylston and West Boylston. We are also part of a larger effort with eleven or twelve communities including Rutland to see if that model would work. Now there is another option. The state awarded a sizeable grant for a larger option and back on November 22 the two chiefs, Mr. Gaumond, Lt. Tom Kokernak of Sterling and Dave Clemons, the Emergency Communications Coordinator for Worcester had a meeting to discuss partnering with Worcester in a regional dispatch. They are in discussions with three or four communities to have a regional dispatch center within Worcester to serve Worcester and a few communities. Our conversation went well and we believe we are ready to move to the next level. One of the issues with the 14-town effort is who will it run and who is in charge. Mr. Gaumond noted that the model has stalled and it has become increasingly difficult to find a model which incorporates who is in charge and what happens if something goes wrong. This is more of a vendor or a privatization agreement between the City and three or four other communities. We buy their service at hopefully a reduced cost. So far initial discussions have been good with Worcester. We would like to move to the next level and look at more formal items such as equipment costs, and whatever agreements we go into we will need to upgrade our communications systems and in addition, there are personnel and equipment costs. At this point Mr. Gaumond wants to see if the Board of Selectmen are in agreement that we should look closer at the Worcester arrangement. We would be purchasing our service and Worcester is the provider of those services. If that model is okay with the Board we will say start the study process on what it would cost us. We are interested in saving money but saving money is half of the piece as the other is are we getting a good service.

Mr. Quist questioned the cost of our dispatch service now. Chief Minnich's line item to run the Communication Center is \$240,000, however you need to add personnel, building, telephone, benefits, training, pension and retirement and that brings you to \$300,000 or \$350,000. We would be paying the City of Worcester a certain amount and they would absorb personnel costs. Mr. Quist asked how do we grade the dispatch service now on the way the system works. Chief Pauley stated that we have some very good personnel and the challenge we face is you only have one person on the desk unless we call in somebody. That individual can be overtaxed with multiple calls coming in and there are times he picks up the phone. The other issue is within the next few years the state will require EDM, Emergency Medical Dispatching. The dispatch will have to provide basic emergency instructions and you cannot do that and deal with other issues and answer phone calls. The other part is the condition of our equipment, which has failed many times. We need new equipment which will cost \$200,000. We would have a consultant come in and do a complete analysis. Mr. Rucho noted that we do not have the facility. Chief Minnich added that dispatch should not be on the second floor. We have four full-time dispatcher, one per shift and they can only do so much. It might be a better product because you have more people on the desk. Chief Pauley advised that he and Chief Minnich have toured numerous dispatch facilities and that is what every public safety agency deserves. This is an opportunity to examine this and it is no reflection on our dispatchers who do a great job. Mr. Phillip pointed out that the Dispatch Center is not handicapped accessible. We are talking about purchasing the service, we were looking at regionalizing.

Mr. Gaumond explained that Worcester is interested in expanding their capacity to other communities. They are looking at West Boylston and three or four other communities. It might turn out that the Worcester initiative might be much larger. Mr. Phillips commented that if it was regional we would have a seat at the table. He questioned what we would do with our dispatchers. Chief Minnich noted that in the Worcester model they get so much money if they go past a certain amount it does not do the any good to add. They would be willing to interview a certain portion of dispatchers, however, they will not guaranty taking them all. Our thinking is we have a buy in and a contract and if we hear something over the radio you disagree with you sit down with Dave Clemons and it would be dealt

with. Both Chiefs want somewhere to go and a say in what is going to happen. Mr. Gaumond stated that at this point we are asking the Selectmen if you think the idea is worthwhile, and we are willing to do more research with the City on a plan. Mr. McCormick noted that Worcester would be the government body and will just add a few more people. Chief Pauley had two primary concerns, one being the grievance procedure we can live with and as they add positions in dispatch their thought is one who would take the Town of West Boylston. If it gets real busy in West Boylston they have other people who can back up that person. They have that system in place now. Mr. Phillips asked if we would have to purchase a new radio. Chief Pauley indicated that they have an 800 trunk system and the Fire Department would stay on the same UHF band width and get the police department to the UHF frequency. We will also be able to speak and have an administrative channel.

Mr. Gaumond noted that the City of Worcester is receiving a sizeable grant and they have a site selected. Mr. Rucho questioned when somebody walks in to the West Boylston Police Station what will they find? Chief Minnich explained that the building will be empty, there will be two different systems and the call will automatically go to Worcester. We also will need to discuss a building security system. Chief Pauley feels the town is spinning its wheel looking at the other model as no one is coming up with the governance or it will fair. We may get swallowed up in the city and we seem to all have those concerns. This is the one that makes the most sense for us.

Motion Mr. Phillips to have the Town Administrator Police Chief and Fire Chief continue to work with Worcester on an agreement they can bring back to the Board of Selectmen for regional dispatch, seconded by Mr. Rucho, all in favor.

### **Town Administrator's Report on Goal Planning for 2011 Goals**

Mr. Gaumond explained that last year we started a new process by which the Selectmen can set the direction on where we go with our goal planning for the upcoming year. This process includes quarterly updates.

Goal #1. Implement Economic Development/marketing program. Mr. Gaumond noted that this is the easiest goal because the West Boylston Economic Development Marketing Plan has all the steps listed out. We are developing a brochure and working on a community slogan. We will develop a web presence and establish procedures to tour local businesses in addition to developing a list of available properties and a list of brownfield properties. We will develop a list of economic development organizations in the state and the region and establish physical space for economic development. We will also inform local employers of technical and financial resources to improve work force skills, providing lending sources and technical assistance to small business and begin to tour businesses to gain information and outreach to the business community. We will also host a community forum for local businesses to discuss concern and suggestions and become an Economic Target Area.

Goal #2 Gateway improvement/beautification. This is a carry over from last year. Mr. Gaumond, Mr. Westerling and Mr. Gaumond will develop a gateway improvement plan and presented it to the Board during June of 2011. The gateway sign program will be up and running by the end of the year.

Goal #3 re-examine pay-as-you-throw. A presentation will be made to the Board in February of 2011 by the Finance Director, DPW Director and Mr. Gaumond.

Goal #4 Examination of Senior Center/Senior Services. Mr. Gaumond will speak with the Council on Aging and their Director, recommend a citizen satisfaction survey for the people who use the services and work with the Selectmen on scope of improvements.

Goal #5 Improve parks and recreation programs. The Parks Commission will begin to plan for the Summer Recreation Program early in the year and he will continue the program to be held next summer. This year there will be an evaluation component with results submitted to the Board of

Selectmen. The evaluation will consist not only of what kinds of programs they would like to see, but how valuable are these programs. Mr. Gaumond noted that this will require the most amount of time.

Goal #6 Develop a strategic plan for municipal lands and properties. Mr. Gaumond intends to organize a meeting of the stakeholders, conduct a public hearing to receive testimony, survey town residents and develop a strategic plan with citizen and board input. He intends to begin the process in January.

Goal #7 Explore alternatives for the town Sewer Department. This is a carry over from 2010. The Selectmen would like to explore options to lower cost and improve services in the sewer department. At the next meeting of the DPW liaisons, they will be discussion this. Mr. Gaumond intends to meet with Mr. Westerling and the Board of Selectmen to publicly discuss strategy. All options will be reviewed and presented to the Board of Selectmen.

Goal #8 Human resources. One of the areas of weakness in the Town is in the area of human resources. Mr. Gaumond intends to identify the scope of the problem, and establish a task force to review the task. The Task Force will draft recommendations to present to Mr. Gaumond. Mr. Gaumond may be looking for a member of the Board of Selectmen to serve on the task force to help review this as the Personnel board is appointed by the Board of Selectmen. He also expects the Personnel Board will be involved in this goal.

Goal #9 increase our investment in the Town's rainy-day funds. The plan is to increase the funds between 5-15% from June 2010 to June 2011. Mr. Gaumond intends to publicize the goal to all departments and develop a financial plan to meet the goal

Mr. Gaumond welcomed Board feedback. Mr. Phillips likes the format and the hours allotted for each goal. He is agreement with the plan. Mr. Gaumond will begin implementation and the first quarter update will be in February or the beginning of March.

The second part of the goals are the Selectmen's three goals which include, focus on West Boylston schools, community events, and more public meetings for citizen input. He added that if there are any things the Town Administrator can do to help the Board meet those goals, they need to let him know. Whenever possible, he will try to incorporate the Board's goals into the Town Administrator's.

Mr. Phillips would like to know if there are any other boards out there who have goals. In October Mr. Gaumond did outreach to all boards, committees and department to let the know of the Selectmen's goals. When we do our annual appointment coffee he also reviews the goals to make sure we are all on the same page.

## **MEETINGS, INVITATIONS & ANNOUNCEMENTS**

### **1. Announce that Bond rating has been recalibrated from A3 to A1**

The town's bond rating has been recalibrated from A3 to A1. The change is not an upgrade. They recalibrated us from formerly being in the same group with Textron and Honeywell to ALCOA, Raytheon and the New York Times. We are still an A grade risk and hopefully in 2012 we will move up to the next level.

### **2. Nominations for The Town Administrator's Commitment to Excellence Award**

Every year the Town Administrator acknowledges an employee of the town who goes above and beyond in the call of duty and should be recognized. All department and the citizens of the town are invited to nominate an employee. The deadline is December 31<sup>st</sup> and the information is on the website, and the award will be presented in January.

## **FUTURE AGENDA ITEMS**

Mr. O'Brien would like to invite the owner or rental agent for the Franklin Street 40b project in

to discuss the project at one of our upcoming meetings. Mr. Phillips suggested having the Board take a tour of the project.

Mr. Phillips would like to find out how many people live at the Reservoir Motor Lodge as their primary residence. His concern is there may be people who have no place to live and we should know those numbers and have a plan in place should the business owner not comply with the terms of his license.

Mr. Quist would like an update from John Westerling regarding the metering of sewage from Holden. Mr. Gaumond advised that he requested Weston & Sampson investigate the cost of a metering system and he will include it on the agenda the next time Mr. Westerling reports in.

Mr. McCormick wished everyone a happy holiday. He noted that the Board will hold a special meeting on December 22<sup>nd</sup> to hold a public hearing to set the tax classification.

With no further business to come before the Board, motion Mr. Rucho at 8:30 p.m. to adjourn, seconded by Mr. O'Brien, all in favor.

Respectfully submitted,

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Nancy E. Lucier

Approved: January 5, 2011

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Kevin M. McCormick, Chairman

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Allen R. Phillips, Vice Chairman

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Steven J. Quist, Clerk

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Christopher A. Rucho, Selectman

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John J. O'Brien, Selectman