

Members present: Kevin McCormick Christopher A. Rucho  
Allen R. 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. Rucho to approve the regular session meeting minutes for the May 17, 2010 regular session, seconded by Mr. O'Brien; vote on the motion Messrs. McCormick, Quist, Rucho and O'Brien yes; Mr. Phillips abstains as he was not present at the meeting.

Motion Mr. Rucho to approve the executive session meeting minutes for the May 19, 2010 executive session, seconded by Mr. O'Brien – Messrs. McCormick, Quist, Rucho and O'Brien yes; Mr. Phillips abstains as he was not present at the meeting.

**John Westerling, Director Of Public Works**

**1. West Boylston's Municipal Solid Waste and Recyclable Options**

Mr. Westerling reports that the DPW advertised an Invitation for Bids for the Curbside Collection of Municipal Solid Waste and Recyclables on March 21 and 28. Although collection of municipal solid waste and recyclable materials is exempt from the provisions of public procurement laws, he felt it important to publicly bid this service to ensure that the town receives the most competitive prices available.

The DPW bid four options which include: Option 1, maintain status quo, weekly collection of municipal solid waste and biweekly collection of recyclable materials alternating paper one week and comingled the next; Option 2, weekly collection of municipal solid waste and collection of single stream in containers provided by the homeowners; Option 3, weekly collection of municipal solid waste and weekly collection of single stream recycling in toppers provided by the contractor; and Option 4, weekly collection of municipal solid waste and bi-weekly collection of single stream in toppers provided by the contractor. In addition, there is always the option of extending our current contract with Allied Waste. Options 2, 3 and 4 were bid to determine how much the town would have to pay for single stream recycling, an option residents have asked about. Many communities have switched to single-stream which is an easier, and more user friendly for residents as it does not involve sorting of items and you do not have to remember which items need to be put out for pick up. It is more expensive than dual stream because of the sorting, however, some communities believe it is worth the cost as it is an easier process for their residents. The Solid Waste Advisory Team voted 2-1 against single-stream recycling. The City of Worcester went from dual to single stream and experienced a 2% increase in recycling. A 2% increase in recycling for us would result in a 2% reduction in tipping costs and an annual savings of \$2,215.

On April 23 the DPW accepted bids from Allied Waste, Central Mass Disposal, E.L. Harvey and Sons and Waste Management. The Invitation for Bids was structured so that the town would not be subject to any future fuel adjustments or recyclable market adjustments. We will only be subject to the annual adjustment based on the Consumer Price Index. We will also have the possibility of refunds to the town for our paper recycling should the market price of the product be high enough.

Mr. Westerling and Mr. Gaumond interviewed Harvey and Allied Waste, our current carrier. Harvey's final bid on Option #1 was \$228,000 and Allied Waste came in at \$227,800. Mr. Westerling noted that we are looking at a five-year contract, at \$20,000 per year. Although he thought it was

important to answer the questions from the residents relative to single-stream recycling, Mr. Westerling recommends we negotiate with Allied Waste for curbside collection of our solid waste and recyclable materials for a period of five years with the option of a five year extension. He is basing his recommendation on the fact that it is the lowest price, they have been our contractor for the past ten years, they have served the town extremely well, and have a proven track record. There would also be no transition period as there would be with a new contractor. The town would need to enter into an agreement by July 1 as our current contract with Allied Waste expires on June 30.

Mr. Phillips questioned whether the town went back and renegotiated with Allied and Harvey. Mr. Westerling indicated that it did. Mr. Phillips asked about the other two bidders. Mr. Westerling explained that the only the low bidder and Allied were asked for their best offer, both prices were close to one another. Mr. McCormick noted that the town would still save if we went with single stream. Mr. Westerling feels it is an option to consider if you wish to change the level of ease as people do not have to separate their recycling, and neighboring communities who have single stream love it. We would continue to recycle the same items. Mr. Westerling advised that Worcester has single-stream and saw an increase of 2%. SWAT has voted 2-1 against single stream as they thought we had enough change with our trash program over the past year. Industry wide there is more contamination with single stream and your final recycled product. Mr. Phillips is of the opinion that that would happen with or without West Boylston switching to single stream. Mr. Westerling agrees and noted that there are recycle market risks with single stream. Mr. McCormick feels single-stream would be simpler and less confusing. He also feels it may increase recycling as people do not have to wait a week to recycle an item, which they might throw in the trash rather than recycle. According to Mr. Westerling, DEP has no strong recommendation one way or another.

Mr. Phillips questioned whether the single-stream options were re-negotiated. Because of SWAT's vote, Mr. Westerling focused on Option 1. He noted that Harvey would bring the materials to their own facility. However, the down side is they have only been in the municipal side for two months. If the Board would like Mr. Westerling to go back and look at the single stream option he is agreeable to that.

Motion Mr. Phillips for Mr. Westerling to look at the prices for all options in addition to single stream and current status quo for the top two and our current hauler, seconded by Mr. Quist. Mr. Phillips noted that the Board did promise the voters at town meeting that they would take a serious look at single stream as well. Mr. Rucho asked about Worcester's recycle rate. Mr. Westerling noted that they are higher, have been using pay-as-you-throw for at least ten years and they include other items. It is a different calculation. Mr. Phillips suggested going back to the top two bidders and our current contractor. Mr. Westerling offered to go back to all of them. Mr. Rucho has no problem with the top three as the others were substantially higher. Vote on the motion – all in favor.

## **2. Weston & Sampson Services Contract**

Mr. Westerling presented the Board with a two-year agreement with Weston & Sampson Services for the Operation and Maintenance of our Sewer Operations with a one-year option to extend. The prices came in less than the previous year, Town Counsel has reviewed the contract and they have provided the performance bond and required insurance.

Motion Mr. Phillips to sign the Operation and Maintenance contract with Weston & Sampson Services for our sewer operations, seconded by Mr. Rucho, all in favor.

## **Public Hearing (cont. from April 21) Sewer Rates And Final Betterments**

Mr. McCormick reconvened 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 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 has two outstanding issues, which are final sewer betterments and rates or fees for future sewer connections. Mr. Gaumond noted that the Board will not be in a position to vote on the final sewer betterment this evening. Mr. Westerling has worked with Mr. Gaumond, the Treasurer/Tax Collector, Finance Director and Town Counsel. The Selectmen are not able to vote on the final betterment as we do not have a schedule yet. Our software vendor is working on that and will have something in three weeks. We anticipate that happening on the first meeting in July. The prices people are paying for their construction betterment and start up total \$3,880.28. The amount we have paid for construction and the funds from the General Fund and Stabilization Fund it is just over one million dollars and if you divide that up amongst the units you get \$3,885.52 per unit.

The Treasurer/Tax Collector's office will have a \$4.00 fee that will be charged to each property owner for the paperwork and the betterment will not be increasing for anyone. Those people who have paid off will not see much difference at all. There is nothing more the Board of Sewer Commissioner will need to do tonight. Mr. Gaumond will bring the schedule forward at a future meeting for the Board to vote on it. Town Counsel has advised that the Board of Selectmen should not vote this item this evening.

The second issue is the setting of fees for future sewer connections. Mr. Gaumond has been working with Mr. Westerling, the Finance Director, and Town Counsel on this. Town Counsel is in the final stages of preparing the documentation to come up with a fair way to make the system whole for new people. This will be completed around the same time as the other piece. There is no one present to speak on these issue.

Mr. Gaumond noted that this is not going to be a very easy process to accomplish with the limited staff we have and the amount of paperwork involved. He thanked the Treasurer/Tax Collector and Mr. Westerling and his staff for their work on the project.

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

## **NEW BUSINESS**

### **1. Fire Department Rules and Regulations**

Mr. Phillips recused himself. Last week Mr. Gaumond emailed both the Fire and Police Rules and Regulations to members of the Board. This year both the Fire Chief and the Police Chief were required to produce the documents for the Town Administrator. Mr. Gaumond asked the Board to accept the Rules and Regulations as written by the Fire Chief of West Boylston.

Motion Mr. Quist to accept the Fire Department Rules and Regulations as written, seconded by Mr. O'Brien. Mr. Gaumond noted that at the end of the policy section there is a section which includes the town's Sexual Harassment Policy. He intends to keep the manual in the Selectmen's Meeting Room together with other important documents of the town. Mr. O'Brien stated that he felt it was good to review the policies and procedures and recommends going forward, that a one or two page summary be prepared delineating the updates and changes. Mr. McCormick thanked the Fire Chief for his work on the documents. Vote on the motion, all in favor.

### **2. Police Department Rules and Regulations**

Mr. Phillips returned to the meeting. Mr. Gaumond noted that the Police Department updated their Policies and Procedures. The only change included a Fit for Duty requirement.

Motion Mr. Philips to accept the Police Department Rules and Regulations, seconded by Mr. Quist, all in favor. Mr. O'Brien feels the same comment he made under the Fire Department Rules and Regulations would also apply to this document. Mr. McCormick thanked the Police Chief for his work on the project. Mr. Gaumond noted that this is not done every year.

### 3. Report on Feasibility Study to Regionalize Dispatch Services

Mr. Gaumond emailed this document to the Board. As regionalizing is one of the key goals of the Board of Selectmen, this past year we were a lead in a study on the feasibility of regionalizing our E-911 and public safety dispatch services with 15 communities. The project was coordinated by Lt. Tom Kokernak of the Sterling Fire Department. They believe that this study and the other previous studies support regional dispatch in northern Worcester County and that we would benefit greatly both in the service provided to citizens as well as those provided to police, fire and EMS professionals in the field. The data developed supporting the argument is compelling. With many of the concerns focused on secondary issues associated with changing self-serving methods and procedures, local participation will be a key component to its success. There are many ways to apply this concept in our area and make it work but the participation of motivated local officials is what will make it work.

The next round of grant applications are due at the end of May and that was completed. We will use the funding to accomplish the following scope of work. Using the data from the FY2010 report to decide on the most suitable system to serve the needs of the communities involved with the project. This will include who will oversee this, how many communities will be involved. We will collaborate with the state funded Central Mass regional interoperability study to aide in the engineering of interoperable RF communication systems, practices and policies. We will complete a security analysis of the current Police Departments as potentially there will not be a twenty-four hour person at that site to provide enhanced facility security. They will also develop an Implementation Plan, a Facility Plan, and evaluate facility options on whether to use an existing site or develop a new center. The plan is to develop an operational plan to meet all of the State 911 Standards, an information technology plan including computer aided dispatch and records management systems, internal process for each town to overcome concerns and obstacles that have been identified by each of the towns' chiefs, a provision for transitioning non-dispatch services to other town departments for administrative services that are currently being performed by its dispatch operation and develop and test a transition strategy.

Mr. Gaumond feels this is a feasible scope of work for the next phase and the document will have a formal presentation to provide a forum for officials. CTC, Inc. out of Westborough completed the study. Both the Fire and Police Chiefs served on the Shared Services Committee and Mr. Gaumond commented the public officials of West Boylston. Of all the 15 communities the Police Chief led the Police Section and the Fire Chief lead a sub-committee. Mr. Gaumond lead the Administrative Section. He noted that some larger communities are also interested in join in.

Mr. Gaumond described the origin of the committee, which began with Rutland, Boylston Oakham and Hubbardston and the fifteen community group developed in early 2009 when we co-sponsored a grant application from the state in the amount of \$50,000. The state is strongly supporting regionalizing. Mr. Rucho asked about the Anna Maria College initiative and Mr. Gaumond noted that it never got off the ground. He offered to put together the time line for Mr. Rucho. Mr. Rucho stated that we talk about this a lot, but it is not an easy thing to accomplish. Mr. Gaumond noted that last

year the legislature passed a piece of legislation that allowed Selectmen to enter into intermunicipal agreements without going to town meeting and because of the economy a lot of communities are looking at regionalizing to retain services.

**4. Sign Contract for Beaman Memorial Public Library, Gutter Replacement Project**

Mr. Gaumond informed the Board that there is confusion as to whether or not the Selectmen are required to sign off on this contract. Town Counsel is going to recommend that both the Selectmen and the Board of Library Trustees sign off because at town meeting it was not designate who would expend the funds for the project. Town Counsel has signed off as to form. In the future, when the Community Preservation Committee makes their motion to expend the funds it will clearly designate who is allowed to spend the funds. This is the \$59,000 gutter replacement project.

Louise Howland, Library Director joined the Board and reported that they had eight contractors submit bids. The low bid was \$29,200 and they had estimates ranging from \$29,200 to \$86,000. The winning bid was Bell Corp. out of Woonsocket, Rhode Island. They have a number of projects with municipalities and come highly recommended by all their references.

Motion Mr. Phillips for the Board to sign the contract for the Beaman Memorial Public Library, Gutter Replacement Project, seconded by Mr. Quist, all in favor. The Library Trustees met last night and also voted to sign the contract.

**5. Vote to accept gift to the Beaman Memorial Public Library from local author Loree Griffin Burns in the amount of \$379.76 generated by the sale of her newly published book The Hive Detectives: Chronicle of a Honey Bee Catastrophe Dr. Burns recently said "I feel the same way about libraries as I do now about bees: I do not want to live in a world without them**

Motion Mr. Rucho to accept a gift of \$379.76 on behalf of the Beaman Library, seconded by Mr. Philips, all in favor.

**6. Vote to accept Bandstand Fund Donations in the amount of \$750; \$250 each from Oriol Health Care, Michael Casey, DMD and Committee to Elect James O'Day**

Motion Mr. Phillips to accept a gift in the amount of \$750 for the Bandstand Fund Donations, seconded by Mr. Quist, all in favor.

**7. Concurrence on the appointment of Dennis Dean as Assistant Wiring Inspector effective June 2, 2010 for a term to expire on April 30, 2011**

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

**8. Municipal Employee Designations**

Every few years the Board reviews their "special" municipal employee designations. Positions are eligible to be designated as a 'special municipal employee' provided that you are not paid, you hold a part-time position which allows you to work at another job during normal working hours or you are not paid by the town for more than 800 working hour during the preceding year. It was suggested that the Sealer of Weight and Measures be removed from the list as we currently contract out that service, however, Mr. Gaumond recommends it remain as there is no guaranty we will continue with our same arrangement in the future.

The Chairman of the Celebrations Committee has asked to have that committee included. Mr. Philips questioned whether the Fire Department should also be on the as many call Firefighters have multiple positions. Mr. Gaumond does not believe that they are required to fall into the category. He will check with the State Ethics Commission on both full time and call firefighters. Mr. Phillips

questioned how the Board should go about voting on the list as some of the Board members hold some of these positions. Mr. Gaumond explained that once voted, it is an approve position and it does not need to be voted again. Mr. Rucho asked about the Board of Selectmen. Mr. Gaumond noted that in towns less than 10,000 Selectmen are automatically considered “special” employees.

Motion Mr. Phillips to include the Celebrations Committee as a Special Municipal Employee, seconded by Mr. Quist, all in favor.

## **OLD BUSINESS**

### **1. Town Facility Needs**

In the Open Issues Log, this item was to be brought back to the Board in June. The package contains information on the Public Safety Headquarters, the DPW and the Library buildings. Mr. McCormick recommends forwarding this off to the Municipal Buildings Committee. Mr. Gaumond will ask for a report through the Municipal Buildings Committee as the budget was amended to include a line item for building maintenance and they will be asked to identify which of the projects they would like to complete this year.

## **MEETINGS, INVITATIONS & ANNOUNCEMENTS**

1. June 9, 6:00 p.m. – Meeting with DCR and residents of Raymond Huntington Highway to discuss screening along the front of the Center
2. June 10, 11-1:00 p.m. – Reorganization Meeting for MORE (Municipalities Organized for Regional Effectiveness) at CMRPC Union Hall – this is open to anyone who wishes to attend as MORE is planning on how to proceed with regional efforts.
3. June 5 and June 16, 8-noon – Wachusett Earthday Recycling Center will be open for the collection of bulk items including appliances, electronics and furnishings
4. July 17, 8-noon – Wachusett Earthday Recycling Center will be open for the collection of paints and household chemicals only
5. June 29, 7:00 p.m. – Annual Meeting of Wachusett Earthday at the Holden Senior Center

Mr. Phillips questioned whether the Board should post a meeting for the middle/high school graduation. Mr. Gaumond explained that it is considered to be a chance meeting of the Board and no posting is needed.

## **FUTURE AGENDA ITEMS**

Mr. Rucho would like to look at policy for the town’s web site as to who allows what is posted on it. Mr. Gaumond will work on a policy and bring it before the Board.

Mr. O’Brien noted that at town meeting following the budget vote, it was recommended that the Selectmen meet with the School Committee and Finance Committee to discuss the approach for next year. Hew would like to discuss the sequence of events and how those meetings will be laid out as he would like to start those discussions sooner than later. Mr. Gaumond noted that once we finalize the current fiscal year, which he anticipates will be settled by the first week in June he expects the Board of Selectmen should have that conversation in August or September to discuss the plan for next year. Mr. McCormick feels we need to come to a solution on the gap and he suggested a meeting in September. Mr. O’Brien would like to have a Board discussion first as he is concerned if we have a bigger gap next year what is the plan?

Mr. Philips would like to schedule Board meetings for once a month during July and August, if possible.

Mr. Quist noted that several month ago we had a discussion with the Fire Chief about him

moving closer to town and he would like to follow up on that. He is not sure if there was a deadline placed on that. Also, as he walks around town he has also noticed an abundance of poison ivy and he asked if we have a way to handle that. Mr. Gaumond believes you need a specific type of license to apply the chemicals, and he will discuss it with Mr. Westerling to see what would be required. He will report back to the Board on a Poison Ivy Control Program and whether we trying someone in house or sub it out. Mr. Rucho noted that the field at the Mixter property also has poison ivy. Mr. Gaumond believes the poison ivy at that location is on the abutters' properties.

Motion Mr. Phillips at 8:11 p.m. for the Board to enter executive session under the provisions of MGL Chapter 39, Section 23b, Part 3 to discuss strategy with respect to contract and union negotiations, and the Board will not be going back into open session, seconded by Mr. Rucho. Roll call vote: Mr. Quist yes, Mr. Phillips yes, Mr. McCormick yes, Mr. O'Brien yes, Mr. Rucho yes.

Motion Mr. Quist at 9:20 p.m. for the Board to come of executive session, seconded by Mr. Rucho. Roll call vote: Mr. Quist yes, Mr. McCormick yes, Mr. O'Brien yes. Mr. Phillips recused himself during executive session.

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

Respectfully submitted,

Approved: June 16, 2010

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Nancy E. Lucier

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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