

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

Mr. McCormick convened the meeting at 7:05 p.m.

Read and Acceptance of Minutes from Previous Meeting

Motion Mr. Quist to approve the meeting minutes for the November 3, 2010 regular session, seconded by Mr. O'Brien. Vote on the motion – Messrs. Quist, Rucho and O'Brien yes; Mr. McCormick abstains as he was not in attendance for the meeting.

Motion by Mr. O'Brien at 7:07 p.m. to go into executive session pursuant to G.L. c. 30a, §21(a)(2) and (a)(3), to discuss strategy with respect to negotiations with non-union personnel and with respect to collective bargaining, and I further move that the Chair declare that discussing such strategy in open session may have a detrimental effect upon the bargaining position of the town, seconded by Mr. Rucho. Roll call vote: Mr. Quist yes, Mr. McCormick yes, Mr. O'Brien yes, Mr. Rucho yes. The Board will be going back into open session. Mr. McCormick declared that discussing such strategy in open session may have a detrimental effect upon the bargaining position of the town.

Motion Mr. Rucho at 7:45 p.m. to come out of executive session, seconded by Mr. Quist. Roll call vote: Mr. Quist yes, Mr. McCormick yes, Mr. O'Brien yes, Mr. Rucho yes.

Capital Investment Board

Capital Investment Board members Ray Bricault, Patrick Crowley and Patricia Altomare joined the Board. Mr. McCormick stated that he has a concern about the level of expenditure which the Board reviews. The bylaw, in Section 8, sets a threshold of \$20,000 or greater and he would like to reduce that to \$10,000 or greater. His reason being that we have some pieces of equipment, such as a lawn mower for the DPW, which we have no money in the budget for and we cannot use the Capital Investment Fund to purchase it. It doesn't make sense to him as the item would last more than five years and we tried to reduce the threshold to \$5,000 at town meeting and we were unsuccessful. He also feels that the \$5,000 would tie in with the Capital Improvement Plan which the Town Administrator maintains for town assets with a replacement value of \$5,000.

Mr. Crowley explained that not all items costing \$5,000 are capital items. He used a computer as an example. Mr. Bricault pointed out that the item could appear on the warrant. Mr. McCormick explained that at the time, we had no money for the purchase of a lawn mower in the General Fund and we could not put it under the Capital Fund. He added that the lawn mower ceased operating the week before town meeting and he thinks the capital threshold should be lowered in order to use the funds on items which are not at the \$20,000 level.

Mr. Bricault explained that they are trying to use the Capital Investment Fund to fund larger items that come along. He does not think anything has changed, we lack the discipline, and he does not think the fund is the place to get money for small items. Although Mr. McCormick agrees that we should build up the fund, if we cannot buy the things we need, then we need to fund the budget line to include these items. In that case, the Capital Investment Fund will have to dwindle while we built up the other funds. He would like the Board to review the request and he also agrees that computer purchases should not come out of the fund. Mr. Rucho asked if there was any other criteria in addition

to the \$20,000 and a useful life of five years. Mr. Bricault commented that ultimately, how it fits into what the Town needs.

Mr. Gaumond explained that the Capital Investment Board is in charge of building a plan and to maintain the plan on an annual basis. They review all the requests of the town and they agree that the items are needed. They stagger those purchases with a criteria of \$20,000 or greater, useful life of five years and it has been reviewed and built into the plan. Section 9 of the Bylaw speaks to a ten-year Capital Improvement Plan for all of the town's assets with a replacement value of \$5,000. As the last several years we have deferred capital expenditures, Mr. Gaumond thinks Sections 8 and 9 need to come together and the Town Administrator's plan has to include everything needed in the Capital Investment Plan. He views his plan to have a chapter for the Capital Investment Board Plan and we have to come up with a tool that will work for the Town Administrator's purposes and the Capital Investment Board purposes.

Currently we maintain a list of all of the town's assets with a replacement value of \$5,000 and the Capital Investment Board has a five-year plan which was updated in 2008. Mr. Bricault feels that rather than start by changing the money number we need to go through and see what the capital items are and based on what we are seeing, make a decision on what it should be changed to, or should we create another budget category for small budget items. Ms. Altomare questioned whether this is a frequent problem and if a lot of items fall into this gap. Mr. McCormick is not sure, however, before the meeting is held he will ask Mr. Gaumond to prepare a list of capital items with values from \$5,000 to \$20,000. Mr. Bricault reported that School Superintendent Tom Kane has been in the process of putting together a Capital Committee for the school. Mr. Rucho would like to look at a plan for \$5,000 and up. Mr. Gaumond recommends the Board direct him to meet with the Capital Investment Board to try to find ways to marry the two plans together. This report should be included in the annual budget request. If we say we are going to need an ambulance in 2013, it would be built into the plan and put out for everyone to see.

Mr. Crowley added that in 2008 they put a capital plan together and the annual amount need to fund it was \$230,000. Mr. Bricault feels we need to prepare the comprehensive list and he also feels that some of the \$5,000 to \$10,000 items should be included in the operating budget.

Mr. Bricault questioned whether the Board has taken any action to work on the issue of the West Boylston Housing Authority and their under-funded capital needs. Mr. McCormick indicated that the Selectmen will have them on one of their agendas soon. Mr. Gaumond feels it is incumbent upon the Housing Authority to take immediate action. Marcia Cairns, member of the Housing Authority, reported that she is in the process of writing a Community Development Block Grant for funds to replace the boiler and install a sidewalk. If they get those funds they will be in good shape.

Community Preservation Committee

Patrick Crowley, Chairman of the CPC joined the Board. Mr. McCormick stated that the Selectmen would like clarification on how the CPC operates and its long-range plans as the money seems to be used different than how some of us thought it would be. Mr. Crowley advised that there is a 13-page document on the web, which outlines criteria and whether the project would qualify. They do not have a number scoring system. They sit down, look at the project, and ask does it meet the goals of the town and is it in the Master Plan. They discuss whether the project would be a good project and they are looking into a scoring system. At the present time are reviewing the Town of Grafton's system. The first question is whether the project is allowable under the CPC. With the roof project they initially said no because it is a repair and they rejected it. The applicant came back with an opinion from Town Counsel that it is allowable. They looked at it and came to the decision that the roof is really leaking and it was approved. There is a digitalization project for the town's records. They have

approved part of the project and the applicant came forward with another request for \$180,000 to digitize all the town's records as the ledgers are falling apart. As of right now they have not approved that part of the project. They CPA plans on implementing a more rigid scoring system and they need to develop a long-range plan. They do not have one, they are supposed to and they need to develop it.

Mr. O'Brien asked when an article comes to the Selectmen to include on the warrant for town meeting, there was confusion as to whether the CPC endorses it or it is just allowable. Mr. Crowley advised that it means that the CPC has voted on it and endorses the project. Mr. O'Brien noted that one of the things the Board was concerned about was if the project goes through and it includes the borrowing of funds. As the CPA Fund does not last forever, we may end up with a liability to fund. Mr. Crowley explained that you can bond up to twenty years. Should the town vote to get rid of the CPA you are required to collect the additional 2% until the bond is paid off. Should you vote to revoke the CPA, we would not get the state match. Mr. O'Brien questioned how much we spent and borrowed. Mr. Crowley reported borrowing was \$118,000, and five years from the date of implementation, the town can vote to revoke the CPA.

Mr. Crowley added that the project which included the borrowing will get paid off next year. One of Mr. McCormick's thoughts was we were going to save up the COA money for a big project and do a meaningful project and now it seems we are spending the money rather than building it up. Mr. Crowley thinks part of the reason is that no municipality spent money on historical. The CPA gives a source of money to things that are not funded by the municipal budget. From a historical perspective he thinks we are going to see a continual \$10,000, \$15,000 or \$20,000 range project to fix the headstones at the cemetery. Crowley recommends that in the future a member of the CPC should be in attendance at the meeting when the warrant is discussed by the Selectmen to answer questions.

Public Hearing, Re: Consider Adopting a Gift 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, November 17, 2010 at 8:00 p.m. for the purpose of considering the adoption of a Gift 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 November 3, 10, 2010.

When the Board discussed financial policies, a Gift Policy was suggested. Mr. Gaumond thinks of this as an Ethics Policy and in accordance with state law, Chapter 268A, referred to as the Conflict of Interest Law, prohibits the acceptance by Town employees of gifts, preferential treatment, or other benefits valued at \$50 or more from vendors or those interested in doing business with the Town. He added that one of the things we have seen a lot of is communities making things more restrictive, and this is not being done due to any concern. It is more of a preventative measure.

Mr. O'Brien thinks it is a good policy. Mr. Gaumond explained that the item will not go home with one individual and it will be shared with the employees of the town such as a coffee and donuts. Mr. Rucho feels we already have a law on the book, the Conflict of Interest Law, and this is lowering that threshold to \$10. Mr. McCormick does not feel we need this policy as we already have the Conflict of Interest law on the books. Mr. Gaumond noted that there are towns who have adopted this to bring a different level of ethical leadership. There is no one in attendance to speak on this policy.

Motion Mr. Rucho to close the public hearing, seconded by Mr. Quist, all in favor. There is no motion on this item.

Municipal Buildings Advisory Committee

John Hadley, Patricia Altomare, and Marcia Cairns, members of the Municipal Buildings Committee, joined the Board. Ms. Altomare reports that the Committee has been meeting since May and have reviewed options for municipal buildings that have been brought to their attention. They are asking for authorization to issue a Request for Proposal to see if there are any options out there. She added that we are the only town in the Commonwealth of Massachusetts that rents space for its town hall. Mr. Rucho noted that the main concern of the committee is to try to save money. Ms. Altomare would like to see what is out there for the most cost effective as far as purchase, or lease, or lease to own. She added that from a morale perspective it would be great to have a town hall. Mr. Gaumond offered to assist the committee

Motion Mr. O'Brien to authorize the Municipal Buildings Advisory Committee to issue an RFP for town hall options, seconded by Mr. Rucho, all in favor.

OLD BUSINESS**1. Report back on Carroll's Pond**

When John Scannell met with the Board, Mr. Quist made a request of Mr. Scannell regarding the ownership of Carroll's Pond. Mr. Scannell reports that the land is privately owned by Dr. Tashjian so any use of the property would need to begin with him. DCR does own a Watershed Preservation Restriction on the land, which does prohibit public recreation.

Mr. Quist stated that we could pursue this at some point in time. He tabled the issue.

2. Prioritized Goals

The Board submitted their prioritized goals and the results are as follows: Implement the West Boylston Economic Development/marketing program, Gateway improvement/beautification, Reexamination of Pay As You Throw, Examination of Senior Center/Senior Services in West Boylston, Improve parks & recreation programs, Develop a strategic plan for municipal lands & properties, explore alternatives for the Town Sewer, Human resources, Increase our investment in the Town's 'rainy-day funds'. Selectmen Goals include Focus on West Boylston schools, Community events, and more public meetings/hearings.

Mr. Gaumond thanked the Board for their deliberation on this matter.

NEW BUSINESS**1. Evaluation for the Town Administrator**

Mr. McCormick announced that the state has changed the way that evaluations for positions like the Town Administrator are done. In order to make the process simpler and comply with the requirements of the new law, Mr. Gaumond has agreed to conduct the entire process at a televised meeting. The review consist of two parts. The first is the written evaluation by each Selectmen on the Town Administrator's performance on goals and customary responsibilities are graded. The second piece is the joint discussion with the Town Administrator about his performance. His performance will be discussed in categories which encompass budgetary and financial administration, supervision/leadership, personnel administration and staff development, employee and labor relations, policy execution and interaction with the Board of Selectmen. Mr. Gaumond was asked to talk a little about his performance working for the town.

Mr. Gaumond stated that it has been an honor and privilege to serve as the town's Town Administrator for the past six years. They have been challenging years. He believes he has met the Board's expectations. He has worked closely with department heads and tries to allow the managers to do their job. He believes he has been fair in his negotiations with employees and in the management of

the town finances. He feels that West Boylston is stronger coming out of this economic down turn. He is proud of the work on the town's financial. We have adopted strong policies. He tries to build a good relationship with congressional, state and legislative delegation, the DCR, DOR and AG's office. He has contact with a lot of agencies and organizations, outreaches to the media, meets with many business people and citizens and tries to help them with their problems. He is diligent in returning phone calls. He is ultimately responsible to the entire town, and most important is his relationship with other boards. He has worked hard to build these relationships. He has tried to work with the town employees to make them feel appreciated and valued, tried to deal with the residents of the town and to represent the town being recognized in the town. He is also active with the MMA, MMPA, and MMMA. The Selectmen should be proud of the fact that the Town Administrator was chosen to serve on the MMA Board of Directors and appointed to the Local Government Advisory Commission, and with his work in the area of Performance Measurement. In closing he stated that the job description has a large number of individual tasks and he thanked the Board for allowing him to serve as the Town Administrator.

Mr. O'Brien stated that he rated Mr. Gaumond very high in his individual performance review. He is an excellent Town Administrator and representative for the Town of West Boylston. The day he became elected Mr. Gaumond was on the phone offering to bring him up to speed. He gets along well with the other department and is very inclusive. The Town of West Boylston is lucky to have him.

Mr. Quist has enjoyed working with Mr. Gaumond. He is very thorough, meets expectations and does outstanding work. He thinks we have a good team here.

Mr. Rucho does not think we could get a Town Administrator who is in town at more meetings. He has his hands on all the different committees and Mr. Rucho appreciates that.

Mr. McCormick has been here the longest and he has worked with other people so he can compare. Mr. Gaumond does an outstanding job. He has kept the town alive and floating. He communicates with the Board of Selectmen and he has nothing but the best to say.

Mr. McCormick tallied the individual performance evaluations and Mr. Gaumond received two outstanding, two commendable and one meets expectations.

MEETINGS, INVITATIONS & ANNOUNCEMENTS

1. Mr. McCormick left the table and turned the meeting over to Mr. Quist. He reported that the It's a Celebration Committee met last Monday. They plan to raise money to decorate the Common for the holidays. They will be selling banners to be hung on the light poles and he needs the Selectmen's permission to hang the banners on the poles. The committee has another meeting scheduled for Monday, November 22, at 7:00 p.m. He displayed some examples of how the banners will look this year. The cost is \$400 for one year, and the light plant is all set to take the banners currently on the light poles down. The new banners will say Season's Greetings and the name of the business and then they will switch to the American Flag until the fall. Once they get started and raise money they will expand their efforts to decorating the Common and celebrations for a lot of days. They also intend to decorate the big tree on The Common.

Motion Mr. Rucho to approve the request of the It's a Celebration Committee to hang banners on the light poles, seconded by Mr. O'Brien, all in favor.

2. Saturday, December 11, 10:00 a.m. West Boylston's Parks & Recreation 1st ever Gingerbread House Class. The cost of the program is \$25 per household and additional information is on the town's website.

2. Town of West Boylston's Recreation Program will be presenting a Learn to Skate Program at the Buffone Arena in Worcester

FUTURE AGENDA ITEMS

Mr. Quist would like to invite the Housing Authority in to meet with the board. Mr. Gaumond offered to extend an invitation to them to discuss their future and when they are prepared to do so, he will include them on an agenda.

Motion by Mr. Quist at 9:15 p.m. into executive session pursuant to G.L. c. 30a, §21, part 2 to discuss strategy with respect to contract negotiations with the Town Administrator seconded by Mr. Rucho. Roll call vote: Mr. Quist yes, Mr. McCormick yes, Mr. O'Brien yes, Mr. Rucho yes. The Board will not be going back into open session.

Motion Mr. Quist at 10:25 p.m. to come out of executive session, seconded by Mr. O'Brien. Roll call vote: Mr. Quist yes, Mr. McCormick yes, Mr. O'Brien yes, Mr. Rucho yes.

With no further business to come before the Board, motion Mr. Quist at 9:26 p.m. to adjourn, seconded by Mr. O'Brien, all in favor.

Respectfully submitted,

Approved: December 1, 2010

Nancy E. Lucier

Kevin M. McCormick, Chairman

Steven J. Quist, Clerk

Christopher A. Rucho, Selectman

John J. O'Brien, Selectman