

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

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

Read and Acceptance of Minutes from Previous Meeting

Motion Mr. Phillips to approve the regular session meeting minutes of March 2, 2011, seconded by Mr. Rucho. Vote on the motion – Messrs. McCormick, Phillips, Rucho yes; Mr. O'Brien abstains as he was not present for the meeting.

NEW BUSINESS

1. Concurrence on the appointment of Mary Ambrose, 3 Lincoln Ave to the Solid Waste Advisory Committee, effective March 16, 2011 for a term to expire on April 30, 2013

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

2. Consider voting to have the Chairman sign the Initial Compliance Certification from the Mass School Building Authority

Motion Mr. Phillips to authorize the Chairman to sign the Initial Compliance Certification from the Mass School Building Authority, seconded by Mr. Rucho. Discussion ensued.

Mr. McCormick has reviewed the letters from the Massachusetts School Building Authority (MSBA) and voiced concern with the language on page two of the letter which says, "we also ask that the own submit a preliminary overview of available or projected local funding for any proposed project and certified copies of local funding votes within 30 days of receipt of this letter." Before signing anything he wants to insure that he is not committing funds the town does not have. Mr. Gaumond explained that this is one of the requirements of the project. He added that it is a feasibility study and they will look at the entire scope of the project with our Designer Selection Committee. We do not know how much the state will provide and once the project has been determined we will have to step forward with our portion of the project. We could certify that we have a pool of funds through our Capital Funds or Stabilization Fund. Mr. Phillips pointed out the verbiage on the cover letter, "it is strictly an invitation to the town to work with the MSBA to explore potential solutions to the problems that have been identified." Mr. McCormick voiced concern with signing a document and obligating the town to submitting things we do not have.

Mr. Kane's understanding is that we have to get involved in the feasibility study and follow the process. He is preparing the questionnaire, the survey of the maintenance procedures, custodian procedures and budgeting. They have to sign off on the compliance letter that says we will follow the rules set up by the MSBA. We have to identify a Designer Selection Committee to review the RFP and work with the representatives of the MSBA. He does not think there is any commitment until the town votes to spend the money to be expenses. The MSBA comes out and works with us. Mr. Phillips added that there may be some things that we have missed that they feel we need. Mr. Kane thinks it is probably not a bad idea. Mr. Phillips questioned if MSBA identifies 14 items and we are only asking to address two, would that cancel the project.

Mr. McCormick questioned the language in Section 8, which requires the District to certify, and demonstrate, that it has expended certain minimum spending allotments. Mr. Kane explained that

it would be the information he is compiling to send to them and they may look at it and say you are not spending enough.

Mr. McCormick pointed out Section 15 and the requirement that we have not received funding from this program within the last ten years. Mr. Kane noted that the last project we were funded for was in 1997.

Vote on the motion – all in favor.

Public Hearing, Re: Application for Liquor License from M&T Hospitality Group, LLC D/B/A The Mill, 185 West Boylston Street

Mr. McCormick recused himself. Mr. Phillips 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 the application for a New All-Alcoholic Beverages Liquor License from M&T Hospitality Group, LLC d/b/a The Mill, 185 West Boylston Street. The public hearing will be held on Wednesday, March 16, 2011 at 7:05 p.m. in Conference Room #1 of the Municipal Office Building, 127 Hartwell Street, Suite 100 West Boylston. All interested persons, groups, and agencies are invited to attend. Allen R. Phillips, Vice Chairman, advertised on March 1, 2011.

Mark White, chief, manager and part owner joined the Board with his partner Tony Topi. Mr. White explained that he intends to open a comfort food restaurant with a menu consisting of a smoked food section, Italian section and American comfort food section. Mr. Rucho questioned when he hoped to be open. Mr. White is hoping to open the third week April. Mr. O'Brien asked about hours of operation. They plan to be open Sunday through Thursday 11:30 to midnight and Friday and Saturday 11:30 to 1:00 a.m. Food will be served until 11:00 p.m. on Friday and Saturday.

Mr. Phillips explained that the application is sent to all departments to insure that they are in compliance. He asked if there were any issues. Mr. Gaumond explained that there was a joint inspection of the Fire Department, Building Inspector and Board of Health. They have identified some issues in the kitchen which need to be worked on and the Building Inspector is pleased with the progress thus far. He asked that whatever approvals made tonight be conditional upon final approval by the Building Inspector. There was an issue with the property itself and some outstanding sewer bills. Those issues are 90% resolved and a small balance remains, which will be paid in full shortly. Any motions should take that into consideration as well. The balance remaining on the sewer is \$2,821 and this amount was unknown to the property owner. Mr. Rucho questioned why the Board would hold the license for taxes owned by somebody else. Mr. Phillips noted that it has been the policy of the Board. There no one present to speak on the request.

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

Motion Mr. O'Brien to approve the application for a liquor license for M&T Hospitality Group, LLC d/b/a The Mill, 185 West Boylston Street subject to all taxes being paid and the final inspection by the Building Inspector, seconded by Mr. Rucho, all in favor.

The applicant has also requested a Common Victualler License and an Entertainment License to include small live ensemble (10 or less), karaoke, comedian, magician and trivia. The Board questioned how often they anticipated having live entertainment. Mr. Topi advised that maybe two nights a week, Thursdays and Saturdays. Mr. White added that they will have a family night n Monday and at the most it will be a two piece acoustical, local acts or a Jazz night.

Motion Mr. Rucho to grant a Common Victualler License and an Entertainment License to include small live ensemble (10 or less), karaoke, comedian, magician and trivia to The Mill, 185 West Boylston Street, seconded by Mr. O'Brien, all in favor. Mr. McCormick returned to the meeting.

Public Hearing, Reservoir Motor Lodge, 90 Sterling Street

Mr. McCormick opened the public hearing and read the following notice. Notice is hereby given, in accordance with Town Of West Boylston Motel Operation Permit Regulations, that the Board of Selectmen of the Town of West Boylston will hold a public hearing on Wednesday, March 16, 2011 at 7:15 p.m. for the purpose of considering the revocation, suspension, or modification of the Motel Operations Permit issued to the Reservoir Motor Lodge, 90 Sterling Street for failure to comply with any condition, stipulation or agreement upon which any permit was issued or renewed by the Board or upon which any application or petition relating to the premises was granted by the Board. The hearing will be held in Meeting Room #1 of Town Hall, 127 Hartwell Street, Ste. 100, West Boylston. All interested persons, groups, and agencies are invited to attend. Kevin M. McCormick, Chairman, Board of Selectmen, advertised on March 9, 2011

Mr. Gaumond explained that at the meeting of the Board on February 9 the Board met with the operator of the Reservoir Motor Lodge and after that meeting on February 15th, per the Board's instructions, Mr. Gaumond sent Mr. Malaviya a letter detailing the payment plan for four equal payments beginning March 1 through June 1. At that meeting the Board also informed the Town Administrator to schedule a public hearing if at any time the payment agreement was not followed. At the last meeting the Board questioned whether the payment agreement was being followed. To date, the town has not received the first payment which was due on March 1st and therefore, we are having a public hearing.

Mr. Malaviya joined the Board and stated that at the meeting of February 15th it was decided by the end of June that he would have to pay. He was thinking he had to pay during the month of March and April. He is ready to give the Board four checks. Mr. Gaumond explained that Mr. Malaviya thought the payments were due the end of each month and what he had planned out is it would be paid to the town on the 28th of each month.

Mr. Phillips - Mr. Malaviya did you received the February 15th letter?

Mr. Malaviya - yes.

Mr. Phillips - did you read it?

Mr. Malaviya - I read it after I received the second letter. I was thinking I had to pay during the month of March.

Mr. Phillips - you received a letter, but you did not read it?

Mr. Malaviya - yes. I didn't see the dates in the first one.

Mr. Phillips - if a police officer handed me a letter I would open it and read it.

Mr. Malaviya - I read the amounts and March, April and May, I didn't see the 1st.

Mr. Phillips - the letter says March 1, April 1, May 1 and June 1.

Mr. Malaviya - I missed it.

Mr. Phillips - are the checks you have personal checks.

Bonnie Yasick, Treasurer/Collector is in the audience this evening and informed the Board that she would only accept bank checks. Mr. Philips noted that we had an issue in the past, we need payment in the form of a bank check or cash.

Mr. Malaviya - I gave company check the last time when I made a payment.

Mr. Gaumond - Mr. Malaviya has paid most of this in cash.

Mr. Malaviya - if you want cash, on the 28th I can bring it in.

Mr. Phillips - we were firm with this. We are not going to play games any more. Everybody else in this town has to pay their bills for their businesses. We keep going down this road. You still owe \$37,700 and we said we would set up a payment plan and I said if you miss one payment you would be brought back before the Board so that they can hold a public hearing. We told you we wanted four equal installments you said you couldn't pay that we said no, it is four installments. It is a continuing cycle.

Mr. Malaviya - it was my understanding that it was due by the end of the fiscal year, my mistake was I

didn't look at the dates. I can pay only between the 25th and 28th of the month.

Mr. Phillips – you cannot change the dates, it has to be done by the Board.

Mr. McCormick – it says you have to have everything paid by June 31st, it says four installments. Six days after the last discussion on February 9th, Mr. Gaumond sent you this letter telling you exactly what you had to pay and when you needed to pay it, delivered by registered mail and a police officer. The letter states it begins on March 1, April 1, May 1 and June 1. You interpreted that you have to pay as long as by June 30. You didn't pay it on March 1st and today is the 16th. You are already 16 days late and now you are telling us you are going to pay us on the 28th. We didn't decide that we said the 1st. The Board of Selectmen decides the dates for the payment. What are we supposed to do now?

Mr. O'Brien – the next sentence of the letter clearly states the dates it will be due to the town and unless you didn't read the letter, how could anybody misunderstand that. The Town Administrator and the police offices have a lot of things to do. You have not paid these for three plus years, you receive a personal letter and it was delivered by a police officer and you decide you didn't want to read it. We have police officers delivering this letter rather than doing something else.

Mr. Malaviya – I didn't misunderstand, I didn't read the dates. Mr.

McCormick - the Board of Selectmen will tell you what day it has to be paid on. We never mentioned the 28th as a date. All you had to do is look at the dates on the letter.

Mr. Philips - it was my motion for Mr. Gaumond to get the exactly amount due by Mr. Malaviya and to enter into a payment agreement which calls for monthly payments split in equal amounts.

Mr. Gaumond - there was a business reason why we need to have this on the 1st of the month. The Selectmen only meet the first and third of the month. If you waited until June 28th there was no Selectmen's meeting for them to meet and extend the license, which expires on June 30, 2011.

Mr. Rucho - the letter also says bank check or cash.

Mr. Malaviya – the last payment for June I can pay you by the 15th. It was decided that I was going to get a phone call by the Town Administrator.

Mr. McCormick – we sent you a letter and you did not follow this.

Mr. Malaviya – my understanding was by the end of the fiscal year.

Mr. Phillips – if that is the case then what did we mean when we said if you miss one payment you would be back here. When you got the second letter that said we were having a public hearing why didn't you come in and pay then?

Mr. Malaviya – I came here to talk to Leon Gaumond and I told him my plan to pay between the 25th and 28th.

Mr. O'Brien - we are talking about \$37,000 of previous bills.

Mr. Gaumond - the real estate taxes are current and sewer usage is back sewer usage since 2007. He has failed to make any tax payments in the first quarter of this fiscal year. Last year three days before the end of the calendar year we were paid for the real estate taxes and \$28,000 of the \$38,000 is past sewer usage.

Mr. O'Brien - \$28,000 is past due and all the other businesses have paid and you have not. We made an agreement with you, we sent a police officer out and this is past due.

Bonnie Yasick – the real estate is current fiscal year, August, November and February he missed real estate taxes. The biggest amount is sewer usage from January 09 up and the first lien on the property is for sewer usage.

Mr. Rucho - is his license active now?

Mr. Gaumond - he has a license until June 30, 2011 because he was going to make payments. The numbers could change due to interest. We said prior to the last day he would need to contact the Treasurer/Tax Collector to make sure the figure is correct on the last payment.

Bonnie Yasick – if Mr. Malaviya is allowed to keep his license he needs to pay by bank check, two

separate amounts the first payment amount is now null and void because of the additional interest. We need two separate checks one sewer, one taxes.

Mr. Malaviya – give me some time so I can pay. I didn't bring you the bank check it was a misunderstanding.

Mr. McCormick - you didn't read the letter, it was pretty clear.

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

The Board began its deliberation. Mr. Phillips would like to revoke the license one week from today so it gives sufficient time to look at getting help for the people currently using the motel for housing, however he would give him until 3:30 on Friday afternoon, to pay the full amount, \$37,708.24, plus interest in a bank check. We will know by Friday if we need to contact social services.

Motion Mr. Phillips for the entire balance to be paid by 3:30 on Friday, March 18th, bank check with interest, full payment and if not, in one week, on the 25th at noontime, the doors are closed and it will give us one week to get somebody in to help with the housing, seconded by Mr. Rucho. Mr. Malaviya asked to extend the payment date to March 21st.

Motion Mr. Rucho to amend the motion and have the entire balance paid with interest and by a bank check by noontime on Monday, March 21st, seconded by Mr. O'Brien. Mr. O'Brien noted that he would have supported the original motion, however, the town would not get all the money. Mr. Phillips asked what is going to happen between 3:30 on Friday and noon on Monday. Mr. Malaviya's response, I need a couple of extra days to make the arrangements of my money. Mr. Phillips asked what is the difference going to be and what is the plan? Mr. Malaviya's reply, I can make it by Monday if I get the weekend.

Vote on the amendment to the motion – all yes. The deadline is changed from March 18th to March 21st at noon and should Mr. Malaviya not comply, his license will be revoked on Friday, March 25th. All in favor of the motion.

Mr. Malaviya asked if the license will be extend to December 31, 2011? As there is one more tax payment due before the June 30th deadline, Mr. McCormick would rather leave it at June 30th. Mr. Phillips noted that once it is paid, we can extend the license until December 30. The Treasurer/Collector will return with the exact amount due.

NEW BUSINESS (cont.)

3. Vote designee to the Designer Selection Committee

One of the requirements the Massachusetts School Building Authority has for their Green Repair Program is that the community form a Designer Selection Committee. It includes a School Committee member, Superintendent and the Local Chief Executive Officer or his designee. In this town the Selectmen are the Chief Elected Officers. Mr. Phillips offered to serve.

Motion Mr. O'Brien to designate Mr. Phillips as the Board's designee to the Designer Selection Committee, seconded by Mr. Rucho, all in favor

4. Vote designee for March 8, 2011 Project Roundtable – Westland Circle Extension

Mr. Rucho offered to be the Board's designee for the Project Roundtable.

Motion Mr. Phillips to designate Mr. Rucho as the Board's designee for the Project Roundtable, seconded by Mr. O'Brien, all in favor

Receive Public Comment On Name Committee Recommendations

1. Bob Cranston for Flag Pole
2. Bob Halloran for Basketball Courts

Robert O'Connell, Chairman of the Naming Committee, joined the Board with member Patricia Barrie. The Committee held a public hearing and received public comment on the Bob Cranston flag pole naming request. Mr. McCormick noted that the Selectmen have received a lot of comments from people with regard to the Basketball Court naming and he recommends referring this back to the Naming Committee for a public hearing as they are charged with responsibility of reviewing comments. Mr. O'Connell requested the Board withdraw the application on the naming of the basketball courts so that the Naming Committee can hold a public hearing.

Motion Mr. Phillips to accept the recommendation of the Naming Committee and withdraw the application for the basketball courts, seconded by Mr. O'Brien, all in favor.

With regard to the request to name the Flag Pole after Bob Cranston, the Naming Committee held a public hearing at which the Parks Commission was in attendance. They determined that Mr. Cranston met the criteria set forth by the Naming Committee and request that the process move forward.

Motion Mr. Phillips to accept the recommendation of the Naming Committee, seconded by Mr. Rucho, all in favor.

Mr. Gaumond noted that at some point the petitioner would have to request the Board to accept the gift. Mindy Esteves, who is in the audience at this time, asked if that could be accomplished this evening and have the Board accept the flag pole. She noted that they were quoted a price and they are donating a figure towards the flag pole. The amount to be donated is \$1,800 towards the erection of a flag pole. The Board will put this off until we get all the details. Andrew Beardsley, resident of town, asked if there was a protocol as there is a big difference. Mr. McCormick noted that at Goodale Park we have A Field, Dick Townsend Field and Joseph Amello Pool and parts of the park are named after different people. Mr. Beardsley thinks it is a big difference and asked the Naming Committee what is the protocol – the size of the endeavor, it is a \$3 million dollar project and the whole town got involved. Mr. McCormick noted that it will always be Goodale Park. Mr. Phillips suggested he go through the Naming Committee. Mr. O'Connell explained that the Naming Committee was delegated with the task of taking a name and seeing if it was a person of historical significance to the town to be considered for naming something. The School Committee and the Parks Commission also provide input. They are not recommending that the courts be named for anyone, they are just coming forward with a significant, relevant person. Mr. McCormick explained that in the past there was no system, we just named the Bancroft Building and the Shepard Building. School Committee Chairman, Rick Shaw, commented that it sounds like the Cranston pole has to go to town meeting for approval. Mr. Gaumond noted that it is the naming of property and he does not know if a flag pole or tree would be property. If it has to be brought before town meeting, he will bring it to town meeting. Mr. Rucho pointed out that the policy says two names need to come forth.

Reservoir Motor Lodge, 90 Sterling Street

Bonnie Yasick, Treasurer/Collector, reports the total due is \$37,762.59 and will be paid in full with two bank checks, one in the amount of \$7,073.21 and the other \$21,947.52 by noontime on March 21. Mr. Mr. Malaviya was provided copies of the paperwork.

Town Administrator's Fy12 Budget Presentation

Mr. Gaumond reviewed his preliminary FY12 revenue budget. He explained that the town revenues are divided into four categories. The first is property taxes, and under the provisions of Proposition 2-1/2, property taxes, may not exceed 2-1/2% of their full and fair cash value. We are expecting our tax levy limit to increase in FY11 by \$393,582 to \$13,621,341. This includes the allowable 2.5% plus an increase in new growth of \$75,000, which is estimated by the Board of

Assessors. The good news is that the figure is higher than it has been for the last couple of years. The second category is miscellaneous local receipts, which consists of fees, permits, fines and license related monies that the town receives as well as interest that is earned on investments or paid by late taxpayers. The largest source of funds in this category is Motor Vehicle Excise taxes which is a state tax collected by the municipality for its own use. Our miscellaneous receipts are expected to be less than last year and we estimate them at \$2 million with an increase of 2.18% due to the new meals tax and the increase in hotel taxes. The third category is available fund, which are funds in various special revenue funds, certified free cash from the previous year, unexpended bond procedures and funds remaining from completed projects. Other sources of available funds include Stabilization, Capital Fund, transfers from ambulance receipts and transfers from Wachusett EMS fund, or Overlay Surplus. We will be using \$421,250 from the Ambulance Receipts and \$25,000 from the Wachusett Fund. In accordance with the newly adopted Reserve Fund, we will use \$210,000 of our Free Cash totaling \$656,250. This does not count the Community Preservation Funds, which we cannot use in our operating revenues.

With regard to state aid, the last category, right now we are know we are going to get a cut and we are hopeful this is the last year of local aid cuts. We have had four years of state aid cuts and Mr. Gaumond is using the Governor's estimates. He is comfortable using the Governor's numbers as a base because it is the only real number that he has. The town also received its \$602,000 PILOT payment from the state. Our total revenue projection is \$20,064,064, an increase of \$500,000 from last year.

Mr. Gaumond reviewed his FY2011 Budget Recommendations pointing out the line items which are being increased and decreased. Town Audit is being increased from \$26,000 to \$38,000 as this year we are required to perform a bi-annual audit. Town counsel will be decreased from \$75,000 to \$66,000 as he anticipates a quiet year, but also noted that this will not be the base for next year. Computers are being increased due to the need to purchase a new server. Under Public Safety Headquarters as well as the other municipal buildings, he intends to continue funding a Municipal Building Maintenance line item which will be \$9,900.

Mr. Phillips questioned whether we should go back and ask the elected Boards who salaries were cut to \$1.00 last year whether they are fine with that level or do they wish to return to their previous level. Mr. Gaumond offered to have that discussion with them and will report back to the Board. For all the non-union employees a 2% cost of living adjustment has been built in and the union increases have also been included.

Under the Public Safety budget, the Fire Department has increased due to the inspection requirements which are due this year. The Emergency Management line item is being required to go back to its pre 2009 levels.

With regard to the Education, Mr. Gaumond had a nice conversation with School Superintendent Tom Kane. The same calculation was used this year as has been used in the past, we take fixed costs back them out and the remainder is split 2/3 to the school and 1/3 to the town. Based on this, we have a decent increase from last year; however, it does not meet the request of the School Committee. The increase is a 5.2% increase, which is \$9,574,817, about a \$470,000 increase. Mr. Rucho requested a third column be included in the document, which indicates the percentage of the increase or decrease in each line item.

The Highway line item includes funds for Municipal Building Maintenance, and an increase due to fuel costs. The salary line item is slightly less as we expect to bring in the new Director at a lower rate than the previous person. Snow Removal salaries have been increased 2%, and street lights remain stable. Our trash and tipping budget is \$323,101 for the cost of the program and there is a possibility of doing something different with pay as you throw. The budget meets the commitment that we honor the override. At the end of the fiscal year the amount remaining will revert to Free Cash

which will fund next year's budget. Landfill monitoring in years past has always been a warrant article. As it is a reoccurring cost it will now be included in the budget. This year it will be funded at \$4,000 as we have some excess capacity from the previous warrant article. This will give us the cushion we need to get through the fiscal year. In the Human Services section, the Cemetery has requested an increase, which they will speak to at town meeting. All other line items within this category remain stable, the only difference being the inclusion of the cost of living increase. Veterans Benefits are up, however, the town receives 75% reimbursement. Mr. Gaumond noted that the MMA is fighting at the state level to make this an area where a community can overexpend. Last year Recreation was provided \$6,000 as seed money and Mr. Gaumond has not yet decided what he will do with that line item. The Library has a slight increase and the Building Maintenance line item will be funded as well. Memorial Day funds have been eliminated and Cultural Council will be level funded at \$350.

The good news in the budget, includes a decrease in debt service between \$50,000 and \$60,000. Workers Compensation has a slight increase and Unemployment costs will be decreased to \$50,000 and will be more manageable moving forward. One of our plans will be to transfer balance in unemployment into an unemployment trust. The best news is in the areas of health insurance. Mr. Gaumond noted that thanks to the negotiations by the Selectmen and the School Committee and concession of the municipal employees we have made great strides in reducing our health insurance. We are scheduled for a 10% increase, we are budgeted at \$3.5 million and we have changed plan designs and contribution rates. He thanked the elected official and the employees of the town for stepping up. We have also made great strides in our General Insurance line item. The total budget is \$19,501,540, a difference of \$137,824, however, we still have some issues that need to be dealt with. Included in the packet is the first draft of the Capital Improvement Plan. Over the next year Mr. Gaumond intends to work with the Capital Investment Board on developing a capital article. Right now, if this budget were to go to town meeting we could come in with a balanced budget.

Mr. Kane stated that he appreciates the work Mr. Gaumond did on the budget. In the FY11 budget the line item voted was \$9,101,384, however, there was a second article which added another \$138,000 for a total school line item of \$9,240,378. That makes the increased in the proposed budget \$334,439, or 3.6%. Mr. Gaumond offered to check on that. Mr. Kane added that one of the factors we have to deal with is the increasing cost of vocational education. They have a \$282,000 increase in that area. The town has a responsibility to provide for those who want to attend a vocational school and the challenge of the school is to figure out how to do that and not take it out on the backs of the kids who are left here. We have to look at what is left over for our own school children.

Mr. Gaumond stated that this is the last budget process Mr. Kane will have to go through and he noted that he has been diligent in that process. He questioned how many students will be leaving for Assabet. Mr. Kane has 61 now and about 29 new applicants, however, they are projecting 73 and the deadline for applying is April 1. They have 46 students coming back.

School Committee Chairman Rick Shaw question where the revenues from the meals tax are located. Mr. Gaumond advised under local receipts and there is an increase of 2.2%. Mr. Gaumond offered to prepare a more detailed analysis for local estimated receipts prior to the meeting on March 30th. Mr. Owanisian questioned balances in Free Cash and Stabilization. Mr. Gaumond has \$360,000 in Free Cash and between \$900,000 and \$1 million in Stabilization. The goal is to maintain 5% of our budget in Stabilization which equates to \$1 million. We also have a Snow and Ice deficit which he estimates will be \$150,000, which will come from Free Cash and per our policy, \$150,000 of Free Cash will need to be transferred to Stabilization or expended for a one-time use.

Superintendent Kane offered the use of the school for the meeting on the 30th and the Board agreed with the change of location.

SELECTMEN REPORTS**1. Housing Production Plan Meeting – Mr. O’Brien**

Mr. O’Brien attended two meetings the Housing Producing Plan group. He reports that the group is working on finalizing the 114-page Housing Production Plan. The committee includes Trish Settles of CMRPC, the Planning Board, Housing Authority and Zoning Board of Appeals. At the last meeting residents attended and asked questions. He noted that a lot of these people are experts in the field and they have done an excellent job on this important document for the town. This document might help us with unfriendly 40 projects. He commended the committee members for a well thought out plan. The first meeting was a joint meeting with the towns of Boylston, Sterling and West Boylston. It is still very much a work in progress, and he feels they are very close. The plan needs to be submitted to the state by May 1. Mr. Gaumond added that the document is a joint venture between the Housing Partnership and the Planning Board and has to be approved by both groups. It will then be brought to the Selectmen for a public presentation and then sent to the state for their review to insure it meets the criteria for a Housing Production Plan. The development of the Plan was one of the Board’s goals last year. Mr. O’Brien thinks it was a good experience to sit with the people from Boylston and Sterling.

MEETINGS, INVITATIONS & ANNOUNCEMENTS**1. March 16, 6-8 p.m. – ALB Meeting at the Beaman Public Library**

Mr. Gaumond attended this meeting earlier this evening.

2. March 26, 11-2 p.m. – Wellness/Safety Fair, Middle/High School**3. March 29, 7 p.m. - Public Meeting to receive public comments concerning the position of Department of Public Works Director.**

Mr. Gaumond provided the Board with a draft memo he intends to send out. He thanked The Banner for their article on the meeting. He recommends the Board discuss the format of the meeting. It was agreed to hold the meeting in the Selectmen’s meeting room and set up a podium so that people could provide comment. Mr. McCormick pointed out that the Board’s role will be to listen to input. Mr. Gaumond will also read any written comments he receives into the record. We will also request coverage by Channel 11.

4. March 30, 7 p.m. - Special Work Session to conduct FY2012 Budget Preparation Work Session with participation of the Finance Committee & School Committee.

The School Committee offered the use of the media center for the meeting. The Board agreed and the Finance Committee will be informed of the change in location.

5. March 31, 7 p.m. – Municipal Building Advisory Committee Meeting**6. April 6, 7:05 agenda appointment with Sheriff Lewis Evangelidis****7. April 9, 9-11 – Annual Appointee Coffee at town hall****FUTURE AGENDA ITEMS**

Mr. O’Brien received the memo on the grant award notification to support our 911 system. He questioned what the funds will be used for. Mr. Gaumond explained that the state put forth the E911 program to help dispatch centers across the Commonwealth. The Police Chief discussed the grant with Mr. Gaumond and then put forth a proposal through the Department of Public Safety and received an award of up to \$23,474. This is supplementary to the previous grant report, which the Board requested.

With no further business to come before the Board, motion Mr. Phillips at 9:35 p.m. to adjourn, seconded by Mr. O'Brien, all in favor.

Respectfully submitted,

Approved: April 6, 2011

Nancy E. Lucier

Kevin M. McCormick, Chairman

Allen R. Phillips, Vice Chairman

Christopher A. Rucho, Selectman

John J. O'Brien, Selectman