

MEETING BOARD OF SELECTMEN/SEWER COMMISSION DECEMBER 7, 2011

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

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

Read and Acceptance of Minutes from Previous Meeting

Motion Mr. McCormick to approve the regular session meeting minutes from November 16, 2011, seconded by Mr. O'Brien, all in favor

Motion Mr. McCormick to approve the executive session meeting minutes from November 16, 2011, seconded by Mr. Quist, all in favor.

Motion Mr. McCormick to approve the regular session meeting minutes from November 28, 2011, seconded by Mr. Quist, all in favor

Motion Mr. McCormick to approve the executive session meeting minutes from November 28, 2011, seconded by Mr. Quist, all in favor.

Presentation of Goal #4 Examination of The Senior Center and Services of the Council on Aging – Council on Aging

Mr. Gaumond thanked the Board for establishing this as a goal and recognized the members of the Council on Aging and the Director of the Senior Center, Marcia Cairns, who are in attendance this evening. He thanked them for their involvement in the survey.

Mr. Gaumond explained that when the Board adopted this goal in order to meet the goal he planned to meet with the COA Director and the COA, they held a SWOT (Strengths, Weaknesses Opportunities & Threats) exercise, conducted a survey of stakeholders in the community to get citizen feedback and before the end of the calendar year those results would be presented to the Board of Selectmen. The Mission of the West Boylston Council on Aging is to identify, promote and provide for the needs of the elder citizens of West Boylston through services which consist of community preparation as well as social, nutritional, health, recreational and educational programs. Mr. Gaumond further explained that in this study the Council on Aging developed a list of programs and services they provide to the community, which are found in Appendix A of the report. On September 9th the Town Administrator had a SWOT exercise at DCR at which we had a good exchange as a community on what we thought were our strengths, weaknesses, opportunities and threats. A few of the strengths were the Director, excellent programs, the van service and Friends of the Council on Aging. The weaknesses were things like the building, parking, lack of storage space or functioning kitchen. One of the things we asked was how to get new people involved. With regard to opportunities, people suggested finding other facilities within the community such as using the Library, DCR, Stop & Shop, Salter School, or the VFW and take advantage of some of the trades in town. Threats included fear of change, lack of federal and state funds, lack of public transportation and geographic constraints of where we are.

Mr. Gaumond worked with Director Marcia Cairns to develop a survey which was offered online and sent out to every senior with their monthly COA Newsletter. We received 155 responses and the executive summary of the report has the results of each question.

Question 1 was, Do you know where the West Boylston Senior Center is currently located. 96% responded that they knew and only 4% did not know where the Center is located. Question 2, Are you familiar with the services and programs available at the West Boylston Senior Center – 88%

claim to be aware of the programs with only 12% not being aware. We found that 63% of those who responded to the survey do not participate in the program. For those who do come we asked how often and they came and that answer varied. We posed questions about activities they participated in. We tried to figure if people do not come for programs why that is. Some people viewed that they are already very active and they do not need the services provided by the Center. One of the things it leads the Town Administrator to believe is when you look at the range of services and programs, maybe we need to look at how we market our programs. We asked if the Center was relocated to a larger facility would they participate. While 13% appear to be comfortable not attending under any circumstances, 44% feel they would participate or participate at a greater level if there was a larger facility to run programs and 44% of the responders were not sure if they would participate if the facility were larger. On the question of would you support a modest tax increase to build or purchase a building for the Senior Center, 66% were in favor and 34% were against an override. We had 77% were open to regionalizing with another town, 79% open to collaborating with a non-profit and 68% knew that there is a Board of Directors for the Council on Aging appointed by the Town Administrator. With regard to the congregate meal program, during the SWOT exercise it was identified as both a positive and a negative. We asked if people had ever participated in lunch at the Senior Center and found that only 26% responded yes to this while 74% responded no. Those who said no indicated that they fend for themselves and do not need the Senior Center to provide their meals. Of those who had participated, 76% replied that they were satisfied with the program.

On the question of what kinds of programs and services seniors might need assistance with, answers included help with chores/repairs, legal and financial issues, transportation and counseling. On the question about how you get information on Senior Center activities, 40% get information from the COA Newsletter, others from the local newspaper and 17% from the town's website. We also asked how we could attract new seniors to our programs and Mr. Gaumond would encourage the Council on Aging to look over that list to try to get new seniors involved. Of the responders, 83% would like to reinstate the staff position which was cut a few years ago. When we asked people to share any other comments, suggestions or concerns, the response was the condition of the facilities, which was universally despised.

The survey has also been provided to the Council on Aging and Mr. Gaumond thanked them for their support and commitment. Mr. O'Brien thinks the report is a lot of good information and questioned the next step. Mr. Gaumond feels the Council on Aging now needs to evaluate the suggestions and comments. He also feels the Selectmen and the Council should continue to review this document over the next year. Mr. Rucho questioned how many people took the survey. Mr. Gaumond explained that a hard copy was mailed to each senior with the COA Newsletter and it was available on line. He thanked Mrs. Lucier for her assistance with inputting the information. All the comments that were made were transcribed into the system by Mr. Gaumond and Mrs. Lucier. Mr. Rucho voiced his disappointed that only 155 people replied. Mr. Gaumond feels the results give us a good flavor and with this survey we did get a lot of comments. Mr. Phillips pointed out that 63% of those who responded claimed they had never participated in the Senior Center. He thanked everyone for the time and effort put into the report. Mr. Gaumond suggested challenging the Council on Aging to review this and maybe the Board of Selectmen would consider a joint meeting with the Council on what they thought of the report.

Audrey Cleary, member of the Council, lives at 41 Angell Brook. She noted that Angell Brook is a 55 and over community and she and her husband have lived there for 3-1/2 years. She and her husband are delighted with the town except for the condition of the Senior Center. They just had a Board meeting and picked out several things. She hopes the Selectmen will continue to support the

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Council on Aging and help with publicity that might be needed to get another building that would be much more functional and would draw people. They have the same issues at Angell Brook with people responding. She feels seniors are very independent and still want to do their own thing. Mr. Phillips suggested a joint meeting with the Council and the Selectmen at which the Board will look for recommendations and have a good discussion. Mr. Rucho's concern is that all the people received hard copies. Ms. Cairns indicated that she mailed out 1,470 copies. Mr. Rucho voiced his concern over the limited number of responses and most of them did not use the services. Mr. McCormick pointed out the fact that he didn't take the survey because he does not participate and he does not participate because he is too busy and has so many other things going on. He added that the town has a lot of young seniors and maybe not many take advantage of the services. Mr. Phillips suggested finding how many of the seniors are still working and maybe would not participate because of that. Mr. Rucho questioned if when the Council on Aging looked at the survey did it stand out that a lot of people did not fill out the survey. Ms. Cairns noted that she is here to create programs and we do not have any room to put them at our current locations. Mr. Phillips added that our facilities are inadequate as a town. The Council agreed to notify Mr. Gaumond when they are ready for a joint meeting with the Board.

Public Hearing to Consider Amending Sewer Policies, Policy on Non-Reappointment and/or Removal of Appointed Officials and Policy on Naming Town Owned Property (Cont.)

This public hearing was continued from the November 2nd meeting of the Board to provide the Board of Sewer Commissioners the opportunity to review the policies and send in any recommended changes for DPW Director Silvio Baruzzi to review and comments on. Mr. Baruzzi joined the Board for their discussion. Mr. O'Brien offered some amendments, which are included in the Board's agenda package. Mr. O'Brien noted that his amendments would not change the spirit of the policy and would bring them up to date. Mr. Baruzzi is agreeable to all the changes Mr. O'Brien proposes and recommends they be approved. He has no additional changes to offer.

Both Mr. Gaumond and Mr. Baruzzi recommend rescinding Policy I-4 Short-term Policy For Adding Properties To The Sewer Service Area During Sewer Construction Project. Mr. Rucho questions the need to keep Policy I-3, Policy on Sewer Uses Charge Policy for Properties With a Second Water Meter because the Sewer Commission no longer uses the 80/20 split. Mr. Gaumond explained that while the policy may not be appropriate today, if we were to change our billing we would need to go through the process of adopting a new policy. Mr. McCormick agrees with rescinding Policy I-4 and keeping Policy I-3. He also agrees with the amendments Mr. O'Brien offered. Mr. Rucho voiced concern that our objective is to clean up the policies and if a new resident picks up Policy I-3 and they want to discuss it we will have to tell them it is no longer in effect. He believes it should be eliminated. There is no one present to speak on the policies.

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

Motion Mr. McCormick on Policy I-1, Policy on Reservation and Allocation of Sewer Capacity for The Town of West Boylston Sewer System, to delete the language "upon completion and acceptance of the sewer system", seconded by Mr. O'Brien, all in favor.

Mr. O'Brien asked Mr. Baruzzi his feelings on the Policy dealing with Second Water Meters. Mr. Baruzzi indicated that he is fine either way.

Motion Mr. O'Brien to delete I-3, Policy on Sewer Uses Charge Policy for Properties With a Second Water Meter, seconded by Mr. Rucho, all in favor.

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Motion Mr. McCormick to rescind Policy I-4 Short-term Policy For Adding Properties To The Sewer Service Area During Sewer Construction Project, seconded by Mr. Rucho, all in favor.

Silvio Baruzzi, Director of Public Works

1. Pavement management plan discussion

The Board was provided with a four page list from Central Mass Regional Planning Commission reviewing our road conditions for maintenance and improvements.

2. Sidewalks on North Main Street

Mr. Baruzzi received a DPW service request to replace sidewalks on North Main Street due to damage, which may have occurred during the sewer installation project. Mr. Phillips questioned if the damage was done when individual house services were connected. Mr. Baruzzi is not sure and asked if there had been any discussion by the Board of Sewer Commissioners regarding fixing the sidewalks with sewer funding. Mr. Quist asked if this is a safety issue. Mr. Baruzzi thinks it is. If it is a safety issue, Mr. Rucho thinks it should be fixed; however, he is not sure we should use sewer funds to fix it. Mr. Phillips feels we need to determine the cause and that might help him in deciding how to pay for it. He requested more information on the area. Mr. Baruzzi has seen a couple of blocks of sidewalk that are gravel and could be a tripping hazard. Mr. Rucho questioned whether this is a major issue. Mr. Gaumond advised that was an issue identified as substandard when we did our Sidewalk Plan. If it were caused by the sewer project the question is would the Sewer Commission consider making the repairs with sewer funds. We have a million dollars worth of road repairs and we are spending a lot of Chapter 90 funds on drainage, sidewalk and equipment purchases. Mr. Gaumond thinks Mr. Baruzzi is looking for a way to solve some of our infrastructure needs without using Chapter 90. Mr. Phillips requested additional information for the next meeting so that he could review the cost in order to take it from the appropriate funds.

Mr. Gaumond explained that the pavement management information is an estimate from CMRPC on the asphalt we need to do for maintenance. The first list is for routine maintenance and page two is preventative. The streets are collectors and residential by traffic counts. Mr. McCormick pointed out that on North Main Street to Laurel Street, we just paved when we did the sewer project and what we need will cost us \$104,000. A lot of streets were just paved when we did the sewer project. Mr. Rucho noted that we were told that the roads would look good for five or ten years after the project was completed although he also understands that some roads have been cut for water work. Mr. McCormick pointed out Prescott Street and Shady Lane to Route 12 is on the list and upper Prescott is much worse than the lower portion. It is Mr. Gaumond's understanding this is not anything that needs to be done immediately, but this is stuff we should plan a few years down the road. Mr. Phillips would like a refined list on priority roads similar to what we did with the trees. That would give the Board a basis to work off of. Mr. Gaumond noted the purpose of this exercise is to show we are not getting \$1 million in Chapter 90 a year and we have limited numbers of funds available and what we have we spend on other things as well. The state figures out how much money they are going to give you Chapter 90 based on how many miles of road we have. Last year we received about \$350,000. Mr. Baruzzi noted that we spent the bulk of our Chapter 90 on Temple and Fairbanks Street projects and there is little left. Mr. Phillips thinks we should also look at whether it is a collector road or a resident road and dead ends would go to the bottom of the list. Mr. Quist suggested setting up a policy to handle this. Mr. Rucho feels if we do not do anything with preventive maintenance they will become bigger issues down the road. Mr. Baruzzi believes at some point it is better to not try to save

the road. A lot have been surface treated without building a base and chip seal over a good gravel base will flex during the frost. Some of the options are not available when you do not have a decent base. Before we could do that we have to have decent drainage and notify utilities in the area. When we do the road we want a 20-year life on it. Mr. Rucho noted that on Henry Street they did a lot of digging into the road because of the water line and he wonders why some of the streets are on the list. He questions whether when you did the sewer project did you speak to the Water Department and tell them what we were going to do. Mr. McCormick suggested looking at the list of ten streets we developed couple of years ago which we could not finance. Mr. Philips feels the solution is get a prioritized list and go from there.

3. Brush removal discussion

Mr. Baruzzi reported that they have been out chipping on a constant schedule since the last time he was in to meet with the Board. Our chipper broke down and we are working on getting it up and running. Mr. Phillips suggested using the DPW mutual aid and asking another community for use of their equipment. Mr. Baruzzi is compiling a list of hangers and hired a truck to come out and cut those hangers. They have cleared the street pavement they can reach. They anticipate three days of work at \$1,500 a day. He thinks we should be able to do that this month. Mr. Gaumond will seek a Reserve Fund transfer to cover those expenses for the hanger clean up of town trees. Regarding the brush removal, Mr. Rucho questioned what we are doing. Mr. Baruzzi is removing debris from town trees. If anybody has debris from town trees on their yard that they have pulled off the road they should call the DPW. There is still debris in road they are still picking up. Mr. Phillips wants to capture the amount of debris they are pulling off should the federal government reimburse the town. Mr. Baruzzi is capturing hours. Mr. Rucho asked about Winthrop Street, which has a lot of brush on residents' yards from town trees. Mr. Baruzzi has driven down Winthrop Street and they will be chipping that street.

4. Worcester/Maple Street intersection design & Route 140/Maple Street intersection design

Mr. Baruzzi explained that the engineer's viewpoint, which was he was tasked to design safety to bring the speed down and they were told they could not do any land takings. Mr. Phillips has received a lot of complaints and both Messrs. Rucho and O'Brien have received complaints. He knows there have been some accidents since the new constructions and calls for people who run over the barrels. He has big concerns on both and understands what they were trying to do. He suggested maybe putting something in the middle for an island. He does not think it came out well.

Mr. Rucho has observed the vehicle tire tracks on the grass and he is aware that Rep. O'Day is also getting calls. It is our one industrial area and for a truck to try to turn either way it was bad before and now they are knocking over the barrel and turning over the grass area. Going 140 south is a concern. Mr. Baruzzi suggested cobbles. Mr. McCormick believes we need to take it out particularly on Maple Street. Coming out of Maple to Temple the truck has to come out into both lanes. Mr. Phillips feels the curb needs to be cut back again. Mr. O'Brien commented that if you have to put out a couple of barrels up you know it probably does not work right so what is the next step? Mr. Baruzzi stated that we were hoping it would be a learning curve. Mr. Quist asked if it was an LEI project. Mr. Gaumond advised that it was. He added that Mr. Baruzzi was not around when the project was designed. He thinks the Board should request him to come back in a couple of weeks with a couple of suggestions. Mr. Phillips would like to speed it up before the next week because it is a safety hazard.

Mr. Rucho feels the first question is have we asked the engineer what they were asked to do as they might have been asked to do this. Mr. Phillips stressed that the long and short of it is it is not the right solution. Mr. Rucho questioned when we designed the project, they built the berm and they

thought people were going to drive over it. Mr. Baruzzi added that it is cape cod berm, which he believes was for the snow plows. He will report back to the Board. Mr. Phillips would consult with the Police and Fire Chiefs as well about accidents to see what they cause was and if the design may have played into it.

5. Closing of Basketball & Tennis Courts

Steve Blake, Chair of the Parks Commission joined the Board. Mr. Phillips explained that he had a discussion with the Parks Commission around the fact that the basketball and tennis courts were closed and our weather is still very nice. A policy was set by the Commission following a public hearing to close the courts, however, this year it has been unseasonably warm and some people would like to keep them open. He does not think the answer is open them all winter, but if it is nice weather we should be able to use them. He is looking for a happy medium and remains concerned about ruining the courts we paid for. Mr. Blake reports that the Commission was going to address this. They are going to have a meeting and what is going to happen he does not know, however, he thinks they should be left open. Mr. Phillips believes that when you get to the point of snow and ice on the courts people could fall and get hurt. He is also concerned that we would need our parks person on the courts to shovel them off and they could ruin the surface. Mr. Blake noted that the policy the Commission adopted included a closing date for the winter and the courts are open April to October. The courts are closed at the end of October. Mr. Phillips would like to keep kids from ice skating on the courts and thus destroying them. He agrees he would like as much use of the courts if possible. He would the policy to allow for the courts to be open if we are having unseasonably nice weather. Mr. Baruzzi locked the courts on November 28th and the following day some of the locks were disassembled so that people could get in to play basketball. Mr. Phillips thinks the Commission should look at it by the situation. Mr. Blake pointed out that because the Commission only meets once a month it is difficult to do that. Mr. Phillips suggested adopting a policy that if it is unseasonably warm the DPW Director will go and unlock the gates. Mr. McCormick questioned why the gates are locked when there is no snow or ice. To him it is common sense when there is snow on the court they cannot play and he feels too much is being made of this. Mr. Phillips noted that the issue will be people ice skating on the courts. Mr. Blake pointed out that if somebody went in with a shovel they would damage the painted surface of the courts. Mr. Blake added that he is only in favor of extending the use time for the basketball courts as with the tennis courts the nets will be taken down and the gates locked. Mr. Rucho attended the public hearing at which there was a lot of discussion about the closing date for the tennis courts. He questioned whether the Commission could change their stand without a public hearing. Mr. Blake pointed out the last sentence of the use which says 'it is up to the Parks Commission discretion'. Mr. Phillips would like them open in nice weather and locked in snow and ice. Mr. Rucho noted that the other issue with having them open is the lights. Mr. Blake will try to get a meeting set up for next week. Mr. Phillips would like to be notified of that meeting date. He would like a joint policy which we are all on the same page with. If the Commission is going to get into the policy, Mr. Rucho thinks they should have another public hearing as some people may want to attend.

Mr. Gaumond asked Mr. Blake to provide the current policy and the Selectmen will edit as they would like it. Mr. Blake noted that the Commission is not changing anything other than the hours the courts are open and the policy says it is up to the Parks Commission discretion. Mr. Rucho emphasized that at the public hearing there were a lot of people and he thinks the Town Clerk and Mr. Gaumond will say if another public hearing is needed.

6. Recycling Award

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Mr. Gaumond and Mr. Baruzzi attended a CMRPC awards ceremony today and accepted two awards for the Town; the first acknowledges our 30% recycling rate and the other is for our outstanding solid waste program, our average is 1,000 pounds per household and the state average is 2,000 pounds per year.

NEW BUSINESS

1. Vote to designate voting delegate for the MMA conference and MIIA annual meeting

The MMA conference is scheduled for January 20th and 21st. Mr. Phillips requested a copy of the registration form for the conference.

Motion Mr. Rucho to designate Mr. Gaumond to be the town's voting delegate for the event, seconded by Mr. McCormick, all in favor.

2. Review Performance Review for the Chief of Police, and in accordance with his employment contract vote salary adjustment

The Board's agenda package includes the Chief's performance review package. Mr. Gaumond rates his performance as Commendable and noted that he is one of the higher performers in West Boylston and he looks forward to working with him.

Motion Mr. McCormick to accept the review, seconded by Mr. Rucho, all in favor.

Motion Mr. McCormick to grant the salary adjustment per his employment contract, seconded by Mr. O'Brien, all in favor. Mr. Rucho questioned how much the increase would be. Mr. Gaumond advised about \$1,300.

3. Consider voting to approve grant application for Tri-Town Regional Community Housing Specialist Program

One of the goals we established was to improve our housing processes. We had a vendor come in and look at our systems and one of the recommendations was that we need to bring consistency and coordination to this. The state is providing a Community Innovation Challenge Grant Program where they are looking for regional efforts. We will be seeking a \$20,000 grant for the towns of West Boylston, Boylston and Sterling to fund this program for next year. We hope it will be funded on a multi-year basis. The program will not go forth unless we get this grant. If the Board agrees with this, they need to vote to authorize the Chairman to sign the grant application. Mr. Gaumond is optimistic we will be successful with our grant application.

Motion Mr. McCormick to authorize the Chairman to sign the grant application for Tri-Town Regional Community Housing Specialist Program, seconded by Mr. Quist, all in favor.

4. The town has been awarded a \$5,000 MIIA Loss Control grant for FY12 to purchase a Code Red Emergency System

The town has been awarded a \$5,000 MIIA Loss Control grant which will be used to purchase an emergency alert system to provide town-wide notification, similar to the Reverse 911 System.

5. Renewal of Business Licenses for 2012 – this item will be tabled for this evening as we are waiting to hear back from one more department.

6. Renewal of Alcoholic Beverage Licenses for 2012- this item will be tabled for this evening as we are waiting to hear back from one more department.

7. Presentation of the 7th Edition of the Municipal Calendar

The Board was provided the 7th edition of the Municipal Calendar.

8. Conduct Performance Review for the Town Administrator, and in accordance with his employment contract vote salary adjustment

Mr. Phillips explained that members of the Board had been asked to review the Town Administration on a set number of goals. Each goal is rated on a 1-5 scale with one being Inadequate, two Needs Improvement, three Meets Expectations, four is Commendable and five is Outstanding. The Board rated Mr. Gaumond overall as 4.1. Some of the members expressed their feeling that goals (a) and (f) are the same thing, both having to do with the appointment and removal of department heads and officers of the town.

Mr. McCormick commented that Mr. Gaumond has brought West Boylston into the 21st century. He is always proactive and a great friend to the people of West Boylston. He has performed far better than any of his peers and he is without a doubt the best thing to happen to our town in many many years. We need to assure that he continues his relationship with our town for the Town's sake. Mr. Phillips noted that Mr. Gaumond continues to be a strong force as our town administrator. He always strives to better himself and the town as a whole. He has worked through a financial downturn and has brought the town through what could have been a much worse scenario. Sometimes he likes to keep some items to himself without sharing them with the Board or the Chairman. This is my one and only complaint about him and the way he works. I would like to see him explore town hall alternatives, maybe with grants as an aid. Mr. O'Brien thinks Mr. Gaumond represents the Town of West Boylston very well and the town is very lucky to have him. When he had an opening in the DPW the Town Administrator took over that position and we are lucky to have him here. Mr. Phillips noted that the Board added these additional responsibilities when he was adding to his family. Mr. Rucho expressed his thanks for all Mr. Gaumond does for the town and the many meetings he attends. Mr. Quist added, job well done. Mr. Gaumond stated that he appreciates all the words of support from the Board of Selectmen. He looks forward to looking at the composite scores and improving on the weakest and doing a better and looks forward to coming to work each day. He counsels other Town Administrators and tells them if you have a good Board you have a good job. He thinks it is a good partnership between the Board of Selectmen and the Town Administrator. He appreciates the support of the Board and the citizens of West Boylston. Both Mr. Quist and Mr. Gaumond thanked Mrs. Lucier for her support.

Mr. Gaumond expressed his feelings on the evaluation process, which he feels is a little strange. He disagrees with the format of the evaluation as some duties are more important to the operation of the town than others. If the Board is interested in looking at a difference process he would be happy to give them some other alternate forms. This format is what they have been using since the first Town Administrator. He added the goal section. Mr. Rucho would like an opportunity to review a different type of form. Mr. Phillips agrees it needs to be changed, however, the goals are taken from the Special Act. He suggested having discussion on this. Every goals should be weighted differently and include the importance of the goal. It will be on an upcoming agenda to review the review process used for the Town Administrator. Mr. Gaumond suggested waiting until after town meeting. Mr. Phillips prefers not putting it off as it would shorted the time frame he has during which to accomplish the goals.

Motion Mr. Rucho to accept the Board's performance review for Mr. Gaumond, seconded by Mr. McCormick, all in favor.

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Motion Mr. McCormick to grant the salary adjustment per his employment contract, seconded by Mr. Rucho, all in favor.

9. Quarterly update on goals.

Goal #1 - Implement the West Boylston Economic Development/marketing program. We completed our informational brochure, developed our slogan and website presence and completed our business tours. Mr. Gaumond would like to continue the business tours for the next year. We also have developed a list of all available properties which is on the website together with a list of state and regional economic development organizations. We are still looking for a list of brownfield properties. We will be meeting in February to discuss the Sign Bylaw and the Collins Center is under contract to have the town designated as an Economic Target Area.

Goal #2 - Gateway improvement/beautification. The website has been updated to include the town's logo, Little Town Big Heart and the Board's stationery now also has the logo on it.

Goal #3 - Reexamination of Pay As You Throw. This goal was voted concluded on June 1.

Goal #4 - Examination of Senior Center/Senior Services in West Boylston. This goal was completed this evening.

Goal #5 - Improve parks & recreation programs. Mr. Gaumond is currently working with the Parks Commission to advertise for a Recreation Coordinator for the town and he will be reviewing applications and seeking concurrence from the Board within the next few weeks.

Goal #6 - Develop a strategic plan for municipal lands & properties. We held our listening tours and developed our survey which is underway.

Goal #7 - Explore alternatives for the Town Sewer. Mr. Gaumond thinks the Board needs to have a long conversation with regard to this goal.

Goal #8 - Human resources. Mr. Gaumond established a Task Force who came up with draft recommendations, one of which was to have a vendor do a thorough review of our human resource practices. We have issued an RFP for that vendor.

Goal #9 - Increase our investment in the Town's 'rainy-day funds'. The Board voted that this goal was met on June 1. From June 2010 to December 2011 we have increased our funds by 22.2%. Mr. Gaumond believes this is our biggest success.

Mr. Gaumond invited comments and concerns from the Board. Mr. Phillips noted that the Board typically meets during the month of January to establish the new goals. This year Mr. Gaumond is hoping to meeting individually with each of the members for 45 minutes to one hour to discuss 2012 goals. He hopes to have these meetings completed before the Christmas holiday.

MEETINGS, INVITATIONS & ANNOUNCEMENTS

1. December 9, 2011, noon time tour of the jail followed by 3:00 tour of Bethlehem Baptist Church
2. December 14, 2011, 6:00 p.m. Flag Pole Dedication at Angell Brook
3. December 14, 2011, 7:00 p.m. Board of Selectmen meeting
4. Reminder to all residents to go onto the town's website and take the Municipal Land Survey
5. Reminder – Selectmen need to schedule time with the Town Administrator to discuss 2012 goals

SELECTMEN REPORTS

Mr. McCormick reported on the tree lighting ceremony at The Common put on by the It's a Celebration Committee. He explained that last year the Committee lit the big tree and this year new Municipal Light Plant Manager Jonathan Fitch asked if we could put up a few more trees on The

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Common. He thanked Jonathan Fitch, Darrin Goodnow and his staff for their assistance in putting up 24 Christmas Trees on The Common. Steve Blake also spent many hours putting the boards together so that people would not trip over wires, Tim Shea and Ed Atchue helped with the big tree, Mike Capone figured out how we could light all the trees. It's a Celebration Committee worked hard to raise funds for all the holiday banners and they provided all the wood and lights. The Bandstand Committee decorated the Gazebo, Historical Society decorated the tree behind the Gazebo, Aaron Goodale helped out with that and Dennis Dean assisted with the installation of a plug on the pole. He thanked Josh Bailey of S&S Farms for all the trees and Gary Orciani for welding the tree brackets. He thanked all the townspeople who came out noting that it was a beautiful night, The Common looks great. The goal of the It's a Celebration Committee is to raise more money and they plan to do other activities through the rest of the year. He thanked everyone for their help noting that it was all done and coordinated without one meeting.

Mr. Phillips thanked Mr. McCormick for his hard work in leading the effort as the Common and Bandstand look wonderful as you drive into town.

FUTURE AGENDA ITEMS

Mr. Quist would like to schedule the meeting with the Council on Aging. Mr. Gaumond will try to attend their next meeting to facilitate the discussion.

Mr. O'Brien would like to discuss adopting Mass General Law 32B, sections 21-23, the Municipal Insurance Reform Act.

Mr. Phillips would like to have a discussion on town activities. A few people have asked him when are going to bring back West Boylston Days or annual fireworks. He would like to hold that discussion at a future meeting and include the Celebrations Committee. Mr. Gaumond noted that the Celebrations Committee does not do those types of things. Mr. Phillips would like to have more activities in town for the enjoyment of everybody in town, community time together which brings people out. He added that this year's tree lighting ceremony was attended by a large number of residents and he has not seen those numbers at the tree lighting in years. Mr. Rucho noted that Little League, Pop Warner and the Arts Foundation all have events throughout the year. Mr. Phillips would like to think outside the box and put things together.

Motion Mr. O'Brien at 9:40 p.m. to enter into executive session under the provisions of Massachusetts General Laws Chapter 30A, Section 21, Part 3 to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the negotiating position of the public body and the chair so declares. Mr. Phillips declared that having this discussion in open session may have a detrimental effect on the negotiating position of the public body and the Board will not reconvene in open session. Motion seconded by Mr. Rucho. Roll call vote: Mr. Quist yes, Mr. McCormick yes, Mr. O'Brien yes, Mr. Rucho yes, Mr. Phillips yes.

Motion Mr. O'Brien at 9:50 p.m. to come out of executive session, seconded by Mr. McCormick. Roll call vote: Mr. Quist yes, Mr. McCormick yes, Mr. O'Brien yes, Mr. Rucho yes, Mr. Phillips yes.

MEETING BOARD OF SELECTMEN/SEWER COMMISSION DECEMBER 7, 2011

With no further business to come before the Board, motion Mr. McCormick at 9:50 p.m. to adjourn, seconded by Mr. O'Brien, all in favor.

Respectfully submitted,

Approved: January 4, 2012

Nancy E. Lucier, Municipal Assistant

Allen R. Phillips, Chairman

John J. O'Brien, Vice Chairman

Christopher A. Rucho, Clerk

Steven J. Quist, Selectman

Kevin M. McCormick, Selectman