

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. Quist to approve the regular session meeting minutes for the July 6, 2011, seconded by Mr. O'Brien, all in favor.

**NEW BUSINESS**

1. Stephen Hart, 305 Maple Street – candidate for Associate Member to the Zoning Board of Appeals, appointment period would be effective July 20, 2011 for a term to expire on April 30, 2016

Mr. Hart came forward and stated that he is interested in using his expertise and being of service to the town. Mr. O'Brien thanked him for coming forward and asked him to speak about his position as Housing Director for the Worcester East Side Community Development Corporation. Mr. Hart advised that he has been in community based development for 20 years, being involved with new construction, rehab for affordable houses, deals with regulatory approvals and owns and manages property in Worcester.

Motion Mr. O'Brien to appoint Stephen Hart, 305 Maple Street as an Associate Member to the Zoning Board of Appeals effective July 20, 2011 for a term to expire on April 30, 2016, seconded by Mr. Quist, all in favor.

2. Request for Second Hand Article License for Beech Tree Books and Records, 9 Maple Street

Ena Purvins, owner of Beech Tree Books and Records came forward. She states that she has considerable stock and looks forward to seeing what people bring to the store in terms of books, records and CDs. Her collections include music from pop to punk and her books include New England history, nature, gardening and cookbooks. She hopes to open soon, feels West Boylston is very supportive of the arts, and will be a good place to do business.

Mr. McCormick asked if she had any ownership in Beech Tree Place. Ms. Purvins advised that she does not. The Board has reports from the appropriate departments, with the exception of the DPW, and all state that they have no issue with this request.

Motion Mr. McCormick to approve the request for a Second Hand Article License for Beech Tree Books and Records, 9 Maple Street, seconded by Mr. Rucho, all in favor.

3. Appointment of Election Workers as recommended by the Town Clerk

Registrars:      Elaine Novia & Kim Hopewell (goes with office – indefinite term) and David Brown, effective August 14, 2011 for a term to expire on August 15, 2015

Election Warden: Neil Norum, effective August 14, 2011 for a term to expire on August 15, 2015

Deputy Warden: Beverly Scott, effective August 14, 2011 for a term to expire on August 15, 2015

Election Clerk:      Margaret Farwell, effective August 14, 2011 for a term to expire on August 15, 2015

Deputy Clerk:      John Richie, effective August 14, 2011 for a term to expire on August 15, 2015

Elections Constable: Gerald Condon, effective August 14, 2011 for term to expire on August 15, 2015

Mr. Philips recommended noting that the term of the appointment for Elaine Novia, Assistant Town Clerk and Kim Hopewell, Town Clerk as Registrars is concurrent with the office they hold.

Motion Mr. McCormick to appoint the election workers as recommended by the Town Clerk effective August 14, 2011 for a term to expire on August 15, 2015, seconded by Mr. Rucho, all in favor.

4. Concurrence with the appointment of Patrick Crowley, 64 Bowen Street to the Shared Services Committee as the designee of the Finance Committee effective July 20, 2011 for a term to expire on April 30, 2013

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

5. Accept the following donations on behalf of the Bandstand Committee: Free Will donations concert of July 10, \$72.73 and Free Will donations concert of June 26, \$121.47

Motion Mr. O'Brien to accept the donations on behalf of the Bandstand Committee, seconded by Mr. McCormick, all in favor.

6. Accept donations on behalf of the West Boylston Bandstand Committee in the amount of \$500 for the Summer Concert Series 2011 from A&E Realty & Keepers, Inc.

Motion Mr. O'Brien to accept the donations on behalf of the West Boylston Bandstand Committee, seconded by Mr. Rucho. Vote on the motion – Messrs. Phillips, O'Brien, Rucho and Quist yes; Mr. McCormick abstains.

7. Goal #8 – Improve Human Resources in West Boylston

This was one of the goals adopted by the Board at the recommendation of the Town Administrator. Mr. Gaumond noted that small towns like West Boylston have real problems dealing with human resources which he believes is not only an area of weakness but one with significant potential liability to the town if not handled correctly. Larger communities have Human Resources Directors who are responsible for these functions in the community. Small communities like West Boylston do not have such positions and most operate like we do with multiple people and boards all doing a piece of the job and sometimes not very well or not at all. Some of the areas we are hoping to look at include maintaining awareness of and compliance with local, state and federal labor laws, recruitment, selection and resourcing, employee record keeping and confidentiality, organizational design, performance conduct and behavior management, employee relations, compensation and employee benefit management, training and development and employee motivation. We would like to look at the personal policies, processes and standards to determine what works and what does not work well. He hopes to have the first meeting in August and be able to bring forward to the townspeople and Board of Selectmen. He is asking for interested persons to serve on a Human Resources Task Force to review and provide advice on our human resource processes. Any interested parties should send their concerns about the operations of our human resources for consideration in our meeting. Comments may be emailed or sent directly to the Town Administrator at town hall. Mr. Gaumond welcomes input from the Board. There are no Board questions at this time.

8. Mr. Gaumond announced that on Friday, July 15<sup>th</sup> we received notification that Stephen Paige has resigned from the West Boylston School Committee. Mr. Paige notified School Committee Chairman Richard Shaw of his intentions, email the Town Clerk, and the Selectmen were also notified. Mr. Gaumond expects there will be a joint meeting of the Board and the School Committee to fill the

vacancy until the next election. Mr. Rucho questioned which offices, if vacated, would trigger a special election. He was told that it would be a member of the Board of Selectmen.

## **OLD BUSINESS**

### **1. Request to review Sewer Policies**

At the last meeting Mr. Quist made a request to schedule a public hearing to review the sewer policies of the town with the desire to amend the policies. The agenda package contains all the sewer policies. Mr. Gaumond would like to establish the scope of the discussion prior to the public hearing to narrow down the areas of concerns so that the DPW Director can review the areas prior to the public hearing and be prepared to answer questions. The sewer policies adopted by the Board are as follows, Policy 1, Policy on Reservation and Allocation of Sewer Capacity for The Town of West Boylston Sewer System, Policy 2, Policy on Sewer Use Bill Abatement Policy, Policy 3, Policy on Sewer Uses Charge Policy for Properties With a Second Water Meter, Policy 4, Short-term Policy for adding Properties to the Sewer Service Area During Sewer Construction Project, Policy 5, Policy on Extensions of Public Sewers and Policy 6, Identity Theft Prevention Program.

Mr. Phillips questioned which policies we will be looking at so that the hearing can be properly noticed. Mr. Gaumond advised that we did a general posting of all the policies. It is his intention to post a blog on the town's website on which policies we will be specifically looking at. Mr. McCormick recommends rescinding Policy 4 as the project has been completed. In addition, he recommends rescinding Policy 3 because now everyone pays the same 100% rate. Mr. Gaumond would like to be clear on what the Board would like to discuss with the new DPW Director.

Mr. Quist noted that Policy 1 mentions the Final Report, Wastewater Facilities Plan, West Boylston-Holden-Wachusett Reservoir Watershed, December 1994. He would like to know about the plan and the agreements with the Town of Holden and the City of Worcester. When the sewer was laid out, what is the sewer service area and what properties are suitable for development. On Policy 5 the agreement with the Town of Holden he would like to know our capacity for future economic development and extending it into a bigger area. He would like to see a map when they laid out the sewer of where they put the stubs on vacant lots and undeveloped lots and if no stub was put there why not. He would like to see maps and charts. Mr. Quist feels it might be a potential change when it comes to expansion of sewers. Mr. Phillips voiced his concern over the amount of material being requested and the ability to have sufficient time to review the information prior to a public hearing. Mr. Gaumond noted that he would be able to scan agreements and maps for agenda packages. He suggested involving Weston & Sampson to answer questions. It was agreed that the Board's questions would be forwarded to the DPW Director and Weston & Sampson. Mr. McCormick would like the opportunity to review the documents for a month prior to having a public hearing.

Mr. Rucho suggested having a discussion amongst the Board members and then schedule a public hearing. It was also noted that three of the members of the Board have never seen any of the sewer documents before. Mr. O'Brien suggested having Weston & Sampson come in to meet with the Board to provide an overview of the various sewer agreements and a summary of the system. It was decided to cancel the hearing previously scheduled for August 3<sup>rd</sup>, invite Weston & Sampson in for a discussion and provide sufficient time to look over the documents. Mr. Phillips noted that at this time the Board does not know if there is anything we need to change in the policies. Mr. Gaumond recommends no change to Policy #6. It was agreed that a public hearing could be scheduled once the Board knows what it would like to do.

**2. MIIA Rewards Report**

Mr. Gaumond noted that annually MIIA comes up with a list of programs based on the previous years' loss runs to assist communities with loss control. He provided the Board with a breakdown of the MIIA trainings our employees attended which included DPW training, webinars on human resources and risk management seminars. He added that he thinks the town did everything we needed to be at the top as far as participating in the Rewards Program. If there were any departments who did not participate in the program, Mr. Phillips would like to encourage them to get on board.

**3. Sewer Abatement Request, 280 West Boylston Street**

This item will be carried over as the DPW Director is still in the process of reviewing the agreements and plans associated with the request.

**MEETINGS, INVITATIONS & ANNOUNCEMENTS**

1. September 13, 2011, 2<sup>nd</sup> Listening Tour on Town Properties at Hillside Village Clubhouse 1-3 p.m.

**FUTURE AGENDA ITEMS**

Mr. Rucho inquired as to whether the letter the Board requested be sent to the School Committee has been sent. Mr. Gaumond explained that he was still waiting for one more Board member signature, which he will get tonight, and the letter will be sent out in the morning. He has spoken with the new School Superintendent and she is aware that the letter is forthcoming. Mr. Rucho asked if a meeting date had been established. Mr. Gaumond advised that the letter requested a response by early September.

If possible, Mr. Phillips would like to schedule only one Board meeting during the month of August. Mr. Gaumond noted that should the second meeting in August be cancelled, the Board would meet on August 3<sup>rd</sup> and not again until September 7<sup>th</sup>. Mr. Phillips suggested holding off cancelling the meeting at this time and discussing it again at the meeting on August 3. He reports that the town hall sign located at Worcester and Maple Streets is bent around the pole and needs to be attended to.

With no further business to come before the Board, motion Mr. O'Brien at 7:40 p.m. to adjourn, seconded by Mr. Rucho, all in favor.

Respectfully submitted,

Approved: August 3, 2011

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Nancy E. Lucier, Municipal Assistant

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Allen R. Phillips, Chairman

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John J. O'Brien, Vice Chairman

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Christopher A. Rucho, Clerk

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Steven J. Quist, Selectman

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Kevin M. McCormick, Selectman