

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 of May 2, 2012 with an amendment to the first sentence in the third paragraph under Future Agenda Items to read that "Mr. Phillips states that he has had many discussions with Town Counsel", seconded by Mr. Quist, all in favor.

**Silvio Baruzzi, DPW Director**

**1. Second Water Meters**

Mr. Gaumond explained that after the Sewer Commission abolished Policy I-3 dealing with second meters, we had a request from several citizens asking for a reconsideration. In the event the Board would like to reconsider, Mr. Baruzzi prepared a red-lined version which is in the agenda package.

Mr. Baruzzi advised that currently the Water District will install a second water meter to meter the water use outside of the house. He ran a report and found that they have 33 accounts for second meters and are able to deduct 33,000 gallons from their bills. He recommends reinstating the policy. Mr. McCormick shared that people have come to him for that one reason. He understands why we eliminated the policy, because of the 80/20, however he would be in favor of reinstating it, and we would not have to change anything. Mr. Rucho questions whether under the change the people who had second meters had to take them out. Mr. Baruzzi advised that they have not. It was noted that now everyone is paying the full 100% of their water usage and it is no longer 80/20. If the Board is willing to engage in this discussion, Mr. Gaumond recommends the Board instruct him to schedule a public hearing on this policy.

Motion Mr. McCormick to have the Town Administrator schedule a public hearing to consider adopting a Second Water Meter Policy, seconded by Mr. Quist, all in favor.

**2. Sewer Capacity Assessment**

Mr. Gaumond noted that back in October the Sewer Commission received a letter from the Planning Board relative to the discussion the Commission had last year about extending the sewers. Weston & Sampson provided the Planning Board with answers to their questions and the Planning Board has submitted a follow up letter with sewer capacity assessment questions. He discussed the concerns with Mr. Baruzzi, which include developing a map showing all the lots that have paid the betterment so the sewer district boundaries can be clear, installing equipment to monitor the flow into the system, the capacity issue, which is the issue Mr. Quist raised at the end of last year. They are looking for a no-cost way to figure that out. Mr. Gaumond feels that our new on-call engineer could work with us to answer some of these questions. The Planning Board has also asked about facets of our intermunicipal agreement and Mr. Gaumond is working with town counsel on that. He recommends some time this summer having a meeting with Town Counsel, the Sewer Commission, Planning Board and our on-call engineer to go over these questions. The Commission agreed that a meeting would be

appropriate.

### 3. Catch Basin Cleaning Status

At the last meeting the Board approved an end of the year transfer to the DPW, which was approved by the Finance Committee. Mr. Baruzzi advised they will be ordering the parts needed, working on the catch basin truck and getting it on the road next week.

### 4. Marsh Hawk Way Status

Mr. Baruzzi reports that they mulched the island and he did plan to install a puddle catcher, however, that takes two people and the brush dump is scheduled to be open on Friday. Mr. Phillips will be going out to meet with Mr. Kaufman over the weekend. Mr. Baruzzi will send Mr. Gaumond an updated email. He added that Mr. Kaufman was pleased with the mulch.

### 5. Street Sweeping

Mr. Rucho asked how we are progressing with our street sweeping. Mr. Baruzzi advised that we are ahead of schedule.

### 6. Online Sewer Bill Payments

Mr. Rucho asked the status of this initiative. Mr. Baruzzi met with the Water District and looked at their system. We have made some progress and he has to speak with the Treasurer/Collector and the bank. Mr. Rucho asked for an estimated time and noted that it is the only bill which you cannot pay online. Mr. Baruzzi advised that the process is holding it up.

### 7. Upper Blackstone Water Pollution Abatement District

Mr. Baruzzi informed the Board that the District is offering a tour on June 6<sup>th</sup> at 1:30, which will last an hour and a half.

8. Mr. Phillips advised that there was a question last night at the Parks Commission meeting about hiring the part-time people and whether those vacancies need to be posted if we are only hiring part-time. Mr. Rucho added that they were also discussing having someone on board before July 1. Mr. Phillips questions whether it can be an internal ad or does it need to be advertised in the newspaper. Mr. Gaumond offered to look into it tomorrow as we do have a posting requirement. Mr. Phillips noted that the issue was no one wanted to wait until July 1.

## **NEW BUSINESS**

### 1. Budget issues for FY13

Mr. Gaumond has made a slight modification to the budget, which will be voted on at town meeting. The good news is it the budget will be less than what was proposed. He misunderstood the Finance Director's notice regarding available ambulance receipts for the FY13 budget. He was working with \$560,349 when he actually had \$396,670 available, leaving us with a \$160,000 short fall. He hoped to cover some of these items he had on the warrant with internal transfers. Ambulance receipts can cover the ambulance expense article, and fire salaries can cover the fire turnout gear. Overlay surplus will be used to cover real estate re-inspections and the elder services program. The Agricultural Commissions' request will be dealt without though the Town Administrator's budget. In addition, we had a \$48,727 increase in local aid as the Governor and the legislature came to an agreement that if they ended up with a surplus that they would write checks.

He requested overlay surplus be certified by the Board of Assessors as he usually uses those funds for one-time items. He will use those funds in this year's budget for the Gazebo repairs, grub treatment, dispatch and snow shortfalls, the Hazmat and storage trailer. By adding the \$45,809 in overlay surplus we can cover the animal control vehicle, building permit software, center line painting and well repair. We then need an additional \$70,000 which we can achieve by reducing town counsel \$30,000, trash \$12,000 and health insurance to \$2.8 million.

The budget is balanced, and he worked with the Town Accountant and Finance Director and thinks we will be able to get through the next fiscal year. We followed our Free Cash Policy and only used \$210,000 of Free Cash to balance the budget and we used the \$45,000 of non-reoccurring revenue funds. Board questions. Mr. Rucho noted that last week the budget was \$160,000 more. Mr. Gaumond explained that the revised budget number is \$20,613,682, a result of him finding other reviews in the amount of \$85,000 and reducing a few line items about \$70,000. He reduced three lines in the budget. The first is Town Counsel, by \$3,000, as he does not have any negotiations scheduled for next year. The second is Trash Removal by \$12,000. There is a strong possibility we may need to seek additional funding in October for this line. With the changes we are making in the health insurance plans and based on the number of subscribers, he will reduce the Health Insurance line items by \$53,000. He did a blog on the revenue and expenditure side.

Mr. Phillips questioned Highway Other, which has an additional \$76,000. Mr. Gaumond advised that it is due to fuel and funds for non-snow event overtime, which has never been included. The Finance Committee is concerned that the budget will not be sufficient, and Mr. Gaumond intends to schedule a meeting with the Finance Committee some time this fall to go over the DPW and sewer budgets. We will closely monitor the budget as we would like to get to the position where we never have to do end of the year transfers for the DPW. Mr. Phillips noted that the vehicles are aging.

2. Vote to accept the sum of \$1,250 in donations on behalf of the West Boylston Bandstand Committee for the 2012 Summer Concert series

Motion Mr. Rucho to accept the sum of \$1,250 in donations on behalf of the West Boylston Bandstand Committee for the 2012 Summer Concert series, seconded by Mr. McCormick, all in favor.

3. Assign motions for May 21, 2012 town meeting

Mr. Rucho will read the motions for Articles 1, 6, 11, 20 and 25; Mr. O'Brien will read the motions for Articles 2, 7, 12, 21 and 26; Mr. Phillips will read the motions for Articles 3, 8, 16, 22 and 27; Mr. McCormick will read the motions for Articles 4, 9, 18, 23 and 28; and Mr. Quist will read the motions for Articles 5, 10, 19, 24 and 29. The Community Preservation Committee will read the motions for Articles 13-15, Municipal Light Plant will read the motion for Article 17.

Mr. Gaumond will prepare the Boards' agenda package and leave it in their mail slot over the weekend. He encouraged the Board members to contact him with any questions

4. Recommendation for RFP Computer Network Administration and IT Technical Assistance

Every three years the town goes out to bid for their IT services. This year we received two proposals, and a review committee consisting of Officer Bartlett and Town Clerk Kim Hopewell interviewed both on April 23. They found both proposals to be responsive and the Town Administrator is recommending the Board authorize the Town Administrator to enter into negotiations with Stillwater Computers for these services, who was the lowest responsive bidder.

Motion Mr. McCormick to request the Town Administrator enter into negotiations with Stillwater Computers for IT services, seconded by Mr. Quist, all in favor.

**5. Goals and Objectives for the DPW Director**

Mr. Gaumond is prepared to enter into performance evaluation with the DPW Director. He welcomes any advice from the board on goals. One of the goals will be our long standing issue of dealing with the sewer administration. Mr. Rucho suggested a review of our street sweeping practices. Mr. Gaumond advised that he is going to be working on that and he would make it a goal. Mr. Rucho also suggested reviewing catch basin cleaning. We have always said as long as the catch basin truck is working we are fine. Mr. McCormick remembers that we did get a price for outsourcing that function and it was expensive. Mr. Gaumond will add both items. Mr. Philips would like a comparison to include our current personnel costs and costs for equipment repair versus contracting with a vendor. Mr. McCormick noted that sometimes it might be cheaper, however sometimes it is good to have equipment like the street sweeper available for incidents such as the Lancaster Street spill as otherwise we would have had to hire somebody. It also might be a case where the town has a spill and has to pay for the sweeping. Mr. Rucho noted that we always have an issue with the street sweeper breaking down and if we hired a company they could come in and do the whole town. In addition, we are always talking about being short handed and while this may not be a huge savings it might free up personnel. Mr. Phillips would like a detailed cost comparison including condition of vehicle and upkeep costs.

**MEETINGS, INVITATIONS & ANNOUNCEMENTS**

1. May 20, 3-5 p.m. – Grand Opening of the Children's Music Academy, 360 Worcester Street, Suite #201

2. May 21, 6:00, Board meeting prior to town meeting in cafeteria of Middle/High School

3. May 21, 7:00, Semi-Annual Town Meeting at Middle/High School

**NEW BUSINESS (cont.)**

6. Consider request to designate all members of the Board of Light Commissioners as special municipal employees

Mr. Gaumond printed out an advisory from Town Counsel regarding designating Special Municipal Employees. In the past we have asked boards and committees if they wished to have this designee and nearly all of them are. He does not see a reason not to grant the request.

Motion Mr. O'Brien to designate all members of the Board of Light Commissioners as special municipal employees, seconded by Mr. Rucho, all in favor.

**7. Notice on property located at 114 Worcester Street**

We received notice from the attorney who is handling the estate for the property asking if the town had any interest in acquiring the property. Mr. McCormick suggested this be forwarded to the Facilities Implementation and Strategic Planning Committee and they could refer it back to the Selectmen

Motion Mr. McCormick to forward to the FISP Committee, seconded by Mr. Quist, all in favor.

**8. Result of auction for property located at 400 Lancaster Street**

The Board designed the Town Administrator to be custodian of the property, which was auction on May 3<sup>rd</sup> and sold for \$59,000, exceeding what the town was owed in back taxes.

**9. Update on Economic Target Area Application to join the Northern Worcester Economic Target Area**

This was a goal for the Board for a couple of years. Last week Mr. Gaumond received the draft application and all the letters of support from the members of the Northern Worcester Economic

Target Area. The package will be submitted to the Economic Coordinator Council and at the end of June it will be presented to the Town with members of the Board and the Economic Development Task Force being invited to attend. Mr. Gaumond thanked the Collins Center for their work on the project. We reserved \$6,000 for the project and the final cost came in at \$3,000.

10. Notification of the Lottery's intent to install Keno at Honey Farms, 106 Worcester Street

The Board has 21 days from notification to voice any objection to this request. Mr. McCormick advised that Honey Farms previously offered Keno and now they will have a television camera installed to watch drawings live. The Board voiced no objection to the request.

### **FUTURE AGENDA ITEMS**

Mr. Phillips advised that the Water Department has detected a water leak on Lee Street and will be digging it up next week.

Motion Mr. O'Brien at 8:00 p.m. to enter into executive session under the provisions of Massachusetts General Laws, Chapter 30a, Section 21(A), Part 3 to discuss strategy with respect to collective bargaining with the police and the DPW if an open meeting may have a detrimental effect on the negotiating position of the public body and the chair so declares, seconded by Mr. McCormick. Roll call vote: Mr. Quist yes, Mr. McCormick yes, Mr. Phillips yes, Mr. O'Brien yes, Mr. Rucho yes.

Motion Mr. O'Brien at 8:00 p.m. to enter into executive session under the provisions of Massachusetts General Laws, Chapter 30a, Section 21(A), Part 1 to discuss a complaint or charge against a town, seconded by Mr. Rucho. Roll call vote: Mr. McCormick. Roll call vote: Mr. Quist yes, Mr. McCormick yes, Mr. Phillips abstain, Mr. O'Brien yes, Mr. Rucho yes. The Board will not be returning to open session and Town Counsel Michelle Randazzo will join them in executive session.

Motion Mr. McCormick at 9:40 p.m. to adjourn, seconded by Mr. Rucho. Roll call vote: Mr. McCormick. 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. McCormick at 9:40 p.m. to adjourn, seconded by Mr. Rucho, all in favor.

Respectfully submitted,

Approved: June 6, 2012

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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 R. Quist, Selectman

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Kevin M. McCormick, Selectman