

Members present: Kevin M. McCormick John W. Hadley
 John J. O'Brien Michael J. Kittredge, Jr.
 Christopher A. Rucho

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

Read and Acceptance of Minutes from Previous Meeting

Motion Mr. O'Brien to approve the regular session meeting minutes from March 20, 2013, seconded by Mr. Kittredge. Vote on the motion – Messrs. McCormick, O'Brien, Rucho and Kittredge yes; Mr. Hadley abstains as he was not present at the meeting.

NEW BUSINESS

1. Concurrence on the appointment of Robert Caron, 4 Stillwater Heights Drive to the Economic Development Task Force effective April 3, 2013 for a term to expire on April 30, 2016

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

2. Concurrence on the appointment of Michael Pavone, 37 Campground Road to the position of Constable, effective April 4, 2013 for a term to expire on April 30, 2014

Motion Mr. Kittredge to concur with the appointment, second by Mr. Hadley, all in favor.

3. Consider accepting the following Bandstand Fund Donations on behalf of the town, Honey Farms, Inc. - \$250.00, O'Connor's Restaurant - \$250.00, Michael Casey, DMD - \$250.00, A Beardsley Plumbing - \$250.00, Menard's Auto Body - \$250.00, Fay Brothers Funeral Home - \$250.00, Premier Optical - \$250.00, Aaron Goodale - \$250.00 and Neil Casey, OD - \$250.00

Motion Mr. Rucho to accept the Bandstand Fund Donations on behalf of the town, seconded by Mr. Hadley, all in favor

4. Designate Board member to serve on the Project Roundtable for Cumberland Farms

Mr. Hadley offered to serve.

Motion Mr. Rucho to designate Mr. Hadley to serve on the Project Roundtable for Cumberland Farms, seconded by Mr. O'Brien, all in favor.

5. Designate Board member to serve on the Fire Chief Interview Committee

Mr. Rucho indicated an interest in this assignment.

Motion Mr. Hadley to designate Mr. Rucho to serve on the Fire Chief Interview Committee, seconded by Mr. Kittredge. Mr. McCormick suggested that if things are going well, perhaps we could delay the process a little bit. Mr. Gaumond advised that the deadline by which to apply had passed and he is in the middle of reviewing a large number of applications. He is also in the midst of interviewing applicants for the Council on Aging Director and the Secretary for the Building Department and is not sure what the expiration date is for the contract with the Acting Fire Chief. He will talk with the Chief and report back to the Board. Vote on the motion – all in favor.

**Public Hearing, Request For License To Sell Wine And Malt From Vivian's Market Style Café,
184 West Boylston Street**

Mr. McCormick recused himself. Mr. O'Brien 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 Wine and Malt Beverages Only Pouring Liquor License from Vivian's Market Style Cafe, 184 West Boylston Street. The public hearing will be held on Wednesday, April 3, 2013 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. John J. O'Brien, Vice Chairman, advertised on March 9, 2013.

Vivian Terzian, 21 Hawthorne Drive, owner of the establishment, which is located in Wachusett Plaza, joined the Board. She explained that they are open from 7:00 a.m. until 8:00 p.m. and do the bulk of their business at lunch time. Over the years the dinner business has not been as busy as she would like and a lot of the customers suggested offering beer and wine along with table service. She thinks these two suggestions would help her.

Mr. Kittredge questions that she has an occupancy number of 90 and a seating of 70. She explained that she went to various departments to find the information. They told her the seating was 70 and she is allowed 90. Mr. Kittredge asked if wait staff will be trained in serving liquor. She advised that all the staff will be over 21 years of age and trained. Mr. Rucho asked about other departments. Mr. Gaumond advised that no one had any objection to the application. Mr. Gaumond asked about the floor layout. Ms. Terzian explained that the layout is their original floor plan. The soup and taco bar are movable to open up the middle. Everything is exactly the same. There is no one present to speak on this request.

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

Motion Mr. Hadley to grant a Wine and Malt Beverages Only Pouring Liquor License to Vivian's Market Style Cafe, 184 West Boylston Street, seconded by Mr. Rucho, all in favor. Mr. McCormick returned.

OLD BUSINESS

1. Consider entering into an agreement with CGI Communications to develop a community video for the town's website

At the last meeting this item was carried over to give Mr. Hadley and Mr. Gaumond an opportunity to do a web presentation with the company. CGI Communications is a company which is in the business of working with municipalities and nonprofit organizations to build their web presence so that the town can use it on their web site. The signature file contains a revised agreement based on that. They gave a demo on how it looks and how it is done. The town would allow them to do advertising on the page that the video appears. The agreement says that at no charge the company will provide us with videos that will introduce the community. They will also create a chapter on Quality of Life. We could use it as an opportunity to highlight our education system. We have to provide them with a letter of introduction and it is a three-year agreement. At the last meeting Mr. O'Brien noted that they had ten complaints filed against them with the Better Business Bureau, and Mr. Gaumond advised that they did address this with the company. They acknowledged that there were some complaints that have all been closed. They are working with a number of towns including Agawam, Hudson, Sudbury and Belmont. He does not feel that there is any down side to us participating. They do have a policy on who can participate and Mr. Gaumond feels that it would be a good way to help us market the town.

Mr. Hadley likes the fact that they do the filming. If they do not get any sponsors we still get the film. They currently have 80,000 customers. Mr. Rucho asked if we knew how much they also fundraise. Mr. Gaumond explained that they committed to both him and Mr. Hadley that they would do this project even if they didn't get any advertisements. Mr. Hadley noted that they didn't give a dollar amount. Mr. O'Brien voiced concern that they are going to solicit the business in the town and

maybe on our letterhead. How much do they keep and how much do they spend and somebody is paying for this as it is going to cost something.

Mr. Gaumond explained that it is \$900 for the simple ad on the page and they will then built a partnership with those people and provide website development up to \$7,500. Otherwise it is a business card advertisement on the website and that will link to their business website. He does not know what the profit margin is. Mr. O'Brien expressed his concern that there were ten better business complaints and that does not mean that there were no other complaints. Mr. Hadley noted that the complaints were all closed. Mr. Rucho pointed out that the town previously did booklets with advertisements and we had good luck with them. Mr. Gaumond advised that it is a three-year contract and for three years they would have that association with the Town of West Boylston. In addition, the Board of Selectmen would be able to limit the businesses if there was a particular business you would not want to advertise on the website. Everything will be stored on their website and linked to our website, and the videos of our town will be done in such a way to help promote the town.

Discussion on this item will continue following the public hearing scheduled for 7:15 p.m.

Public Hearing, Consider Adopting A Public Works Department Swimming Pool Filling Policy

Mr. McCormick opened the public hearing and read the following notice. Public notice is hereby given, in conformity with the requirements of the General Bylaws of the Town of West Boylston, ARTICLE XXIII - PUBLIC HEARING AND NOTICE, that the Board of Selectmen will meet on Wednesday, April 3, 2013 at 7:15 p.m. for the purpose of considering the adoption of a Swimming Pool Filling Policy for the Public Works Department. The meeting will be held in Meeting Room #1 of town hall, 127 Hartwell Street, Suite 100, West Boylston. For additional information, or to review the proposed information, please contact the Office of the Board of Selectmen/Town Administrator at 508.835.3490. All interested persons, groups, and agencies are invited to attend. Kevin M. McCormick, Chairman, advertised March 20, 27, 2013.

The Board would like to move this policy into the Sewer Policy section of the Policy Book and it will become Policy I-8. The policy reads as follows. The purpose of this policy is to provide to the citizens of West Boylston a mechanism for the filling of a residential above ground and/or in ground swimming pools through the Town's water supply without being charged for the accompanying sewer fees. **Procedure:** The following Procedure has been developed to assist any citizen in obtaining water for the purpose as stated: 1. All requests must be submitted in writing to the West Boylston Water District, 183 Worcester Street, West Boylston, MA 01583 at least 48 hours in advance of the need for water. Request forms will be made available at the Water District office or on the Town's website; 2. In the event that a house meter will be used and in order to prevent additional sewage charges being applied, a Water District employee will take meter readings before filling is started and when filling is complete. Any resident who chooses to fill their pool through the house meter without properly notifying the Public Works Department will be liable for the associated sewer charge. 3. The usage will be determined from the readings taken and calculated as an adjustment, and the usage will be subtracted from the next sewer bill usage. **Responsibilities:** The following are the costs associated with filling of pools as outlined in the aforementioned procedures: A. All pool owners will be responsible for the cost of water from the West Boylston Water District. In addition, a labor charge will be assessed at a rate of \$28.75 to cover the expense of checking the water meter twice. This charge must be paid in full to the West Boylston Water District at the time of submitting the request. An additional assessment may be assessed if the employees have to make more than two attempts to check the meters. B. All property owners requesting this service must have a new electronic water meter installed on their property or this service will not be provided. A new electronic meter is provided and

installed by the Water District at no charge. C. All pool filling must be completed within a period of 48 hours and in the case of weekends a reading will be taken on the Friday before and the Monday after. D. All property requesting an abatement through this process must get a sign off from the Building Inspector that acknowledges a building permit was issued for this structure

Item D. was included at the suggestion of the Building Inspector. Mr. Gaumond noted that when the Board received all the abatement requests from people who filled their swimming pool, the Board suggested we come up with a policy. He researched other communities, and worked with Water District Superintendent Michael Coveney. The policy has been reviewed by the DPW Director, Building Inspector and Mr. Coveney and all feel we should implement it as soon as possible. We will immediately begin to advertise this. In addition, whenever a pool permit is given we will provide a copy of the policy. Mr. Hadley suggested sending out a notice with the water bills. He also questioned how somebody who already has a pool would know about the policy. Mr. Gaumond intends to advertise this on the town's website, cable, and send out a blog. Mr. Rucho feels the policy is fair. This policy relieves the obligation of a paying a sewer charge for water which is being used to fill a pool and won't be processed through the sewer system. The user will still be billed for water usage from the Water Department because they are actually using the water. There is no one present who wishes to speak on this item.

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

Motion Mr. Kittredge to adoption the Swimming Pool Filling Policy and include it in the Policy Book as Policy I-8 under the Sewer Section, seconded by Mr. Rucho, all in favor.

OLD BUSINESS

1. Consider entering into an agreement with CGI Communications to develop a community video for the town's website (continued)

Mr. Gaumond displayed the website for the town of Belmont which has engaged the services of CGI Communications. It has a choice of folders you can click onto such as Town's History or Parks & Recreation and you are shown a video on that topic. The page is bordered by up to 20 town businesses, who have paid to advertise on the website, and if you click onto the business you connect to their website. Mr. Gaumond would work with the Economic Development Task Force and the Board on developing the script that would need to be presented. Mr. Rucho questioned what would happen at the end of the three-year contract. Mr. Gaumond thinks it would come off of the town's website.

Mr. O'Brien is concerned that we are going to send a letter to businesses on town letterhead and we do not know anything about them. They could also go out of business. Mr. Gaumond spoke to the former Town Administrator in Belmont and he indicated that it was very well received and they didn't have any concerns. Mr. O'Brien would prefer doing more due diligence on this company.

Motion Mr. Hadley to entering into an agreement with CGI Communications to develop a community video for the town's website, seconded by Mr. Kittredge.

In regards to the other brochure the town put out, Mr. Rucho asked if we sent out a letter on our letterhead for that as well. He also asked if at the end of the day do we own the DVD of our programs. Mr. Gaumond advised that we have the ability to amend the letter and he does not think we will own the DVD. Vote on the motion – Messrs. Rucho, Hadley and Kittredge yes; Messrs. McCormick and O'Brien no.

NEW BUSINESS (cont.)

6. Request for Intradepartmental transfers.

a. \$900 from Election Purchased Services and \$300 from Election Other to Elections Salaries

& Wages

Mr. Gaumond advised that the Town Clerk is unable to attend the meeting this evening. Mr. Rucho asked if these funds are for the extra election. Mr. Gaumond noted that the paperwork indicates that the funds will be needed to fund the two unanticipated elections for April and June. In looking at the paperwork, Mr. Rucho pointed out that with this request and the request for the Finance Committee Reserve transfer, the Town Clerk will need \$7,000 for one election as the state election would have been the town election anyway. There will be two, 13-hour elections. Mr. Hadley noted that the explanation notes that we will be reimbursed some of our costs, however, that might not occur until the next fiscal year and they are only reimbursing us for three hours per election.

Motion Mr. Kittredge to approve the transfer, seconded by Mr. Hadley. Mr. Rucho questioned if it is mandatory to have ten people working the election as it seems like we have a lot of workers covering the polls. He would like clarification on how many workers you have to have covering the election. Vote on the motion – all in favor.

b. \$1,000 from Town Clerk Other Charges to Town Clerk Salaries & Wages

These funds are needed to pay the Assistant Town Clerk for covering the office while the Town Clerk is out sick.

Motion Mr. Rucho to approve the request, seconded by Mr. Kittredge, all in favor.

7. Request for Reserve Fund Transfer in the amount of \$6,000 for Election Salaries & Wages

Motion Mr. O'Brien to approve the request, seconded by Mr. Hadley, all in favor.

8. Presentation and discussion of goals and vote to approve goals & strategies as written

Mr. Gaumond took the goals the Board established and outlined a strategy on how to address each of them with timelines.

Goal #1 – Pursue the demolition of the Mixter Building and Town Pool. A Request for Proposals has been advertised and he intends to include an article on the warrant to fund the project with a removal date of October 2013.

Goal #2 – Find a new Town Hall. The Facilities Implementation and Strategic Planning Committee is working on choosing a site, a special town meeting will need to be called in addition to a debt exclusion election.

Goal #3 – Explore Sewer Management Options. The Board would like to look at options to determine the best for the oversight of the sewer system. Action steps are yet to be determined.

Goal #4 – Finalize Regional Dispatch. There will be a presentation made to the Selectmen and they will vote on the program based on information available to the town.

Goal #5 – Develop a strategy to address Paper Street. The Board would like to explore options on how to best deal with our paper streets. A presentation will be made to the Board and they will deliberate and determine the proper course of action.

Goal #6 – Conduct a Wage Study for all Non-Union Employees. Mr. Gaumond will prepare an RFP for the services and a warrant article will be presented to town meeting in October of 2013 to fund the project, which Mr. Gaumond estimates to be \$10,000.

Goal #7 – Work with the Housing Authority on Affordable Housing Improvements. The Board would like to engage in a conversation with the Housing Authority on the needs of the Orchard Knoll complete and work collaboratively on developing a plan on this issue.

Goal #8 – Beautification of Route 12. The Selectmen feel much can be done to beautify this thoroughway in town. Town input will be gathered and short and long-range plans will be developed.

Goal #9 – Establish Selectmen's Position on the Sign Bylaw Revisions. The Board would like to establish their position on the revisions and prepare a position.

Goal #10 – Develop a Sidewalk Maintenance Policy. The Board would like to develop new sidewalks in town, however, they are concerned about the maintenance responsibilities and would like to develop a policy for that. Once we come up with the policy, we will work with Town Counsel to get it finalized. Mr. Rucho questioned whether Develop Sidewalk Maintenance Policy is too broad. He thought the issue was snow removal on sidewalks. He is unsure as to whether the goal should be worded differently. Mr. Gaumond explained that he intentionally left it vague should the Board wish to expand on it. Mr. Rucho doesn't think the Board's intension was to ask a business to maintain the structure of the sidewalk. Also, in regards to the Personnel Study, he would like to get information on contractual employees as well. Mr. Gaumond intends to ask the Board what they would like included.

Motion Mr. Hadley to accept the goals as presented, seconded by Mr. Rucho, all in favor. Now that they have been adopted, Mr. Gaumond will post them on the website, and issue a press release.

9. Vote to sign successor agreement for sewer O&M Services with Weston & Sampson

A couple of months ago the Board voted to award a successor agreement to Weston & Sampson. The contract has been reviewed by the DPW Director and found to be satisfactory.

Motion Mr. Rucho to sign the contract, seconded by Mr. Hadley, all in favor.

10. Review Comments on the Town Christmas Tree

Mr. McCormick explained that the Municipal Lighting Plant offered to install a tree on the Town Common and remove the old one. We asked for comments and we received comments and he also did an interview on Channel 3 news the other day. He noted that when he told people about his interview which was to discuss one of the most pressing issues in town everybody thought it was probably the budget and he let them know that they were not even close as the issue was whether or not we should accept the offer of the Light Plant to remove the exiting tree and put another one up. He reported that the Historical Commission's response was they would not be in favor of destroying the Douglas Fir as known as the George Washington Bicentennial Tree, planted on April 20, 1932 by the Woman's Club. It was donated by Mrs. Henry Townsend of Pine Arden and there is a bronze table placed under the tree and it reads the same as those used throughout the country. The Historical Commission feels that if the issue is the tree is too difficult and costly to decorate at Christmas, just don't decorate it anymore and plant another somewhere else and decorate that. Their Board of Directors voted unanimously that the tree should not be replaced. We also received a number of responses from residents, and half said leave it and the other half said save it.

Mr. McCormick advised that the tree falls under the purview of the Board of Selectmen and it is not a public shade tree. When he was young and worked for the town, the branches on the tree went to the ground. Mr. Hadley asked if there is room to plant a tree from the light plant and keep the Douglas Fir. He also questioned whether the tree is a hazard. Mr. McCormick suggested planting a new tree between the World War I monument and the flag pole. He added that he is not an arborist, however, it is an old tree which has been beaten by the weather. Mr. Rucho wonders how many of the ten million Douglas Firs planted are still around. Mr. O'Brien noted that the Board sent it to the Historical Commission and they came back with a response to have it remain and he thinks it would be appropriate to have it stay. Mr. Rucho pointed out that we have an open common and planting another tree will results in it not being open any more. The Board agreed to hold off and get more comments, look at The Common to see where a new tree could be erected and table this for another meeting.

11. Discuss 54 Maple Street (tentative)

This item will not be discussed in open session.

MEETINGS, INVITATIONS & ANNOUNCEMENTS

1. Announce that the Police Department has received a FY2013 Support & Incentive Grant
2. Announce that the Street Sweeping Schedule will begin on April 8th
3. Announce that the Yard Waste Schedule has been set
4. Announce that Charlene Hopkins has successfully completed MACC's Fundamentals for Conservation Commissioners
5. April 4, 12 noon – Ribbon Cutting at Optimal Affect Sign & Graphics, 317 West Boylston Street
6. April 9, 5:30-7:30 – 1st Annual Legislative After Hours cocktail reception sponsored by the Nashoba Valley Chamber of Commerce, Devens Campus of Mount Wachusett Community College
7. April 12, 11:30 a.m. – presentation of Boston Post Cane at the Council on Aging
8. April 18, 6:00-7:00 – Project Roundtable Cumberland Farms
9. April 27, 9-10:30 – Annual Appointee Coffee at town hall

REGIONAL DISPATCH DISCUSSION

Dave Clemons, Director of Emergency Communications in the City of Worcester, joined the Board with Thomas Zidelis, Chief Financial Officer. Mr. Gaumond explained that the town has been working on this initiative for two years and this would be a partnership with the City of Worcester. Earlier this evening the Board voted to approve regionalize dispatching services as one of their goals. This evening the Board is not being asked to approve anything. They are looking for the Board's guidance and direction.

Mr. Clemons explained that the estimated savings will be \$272,354 with state grants and \$36,766 without state grants. For Operational Capacity, they will dramatically adjust staffing to accommodate the needs in real time. If there is a major fire they add staff to assist. Police incidents requiring extra phone calls and radio assistance get extra staffs. They get focused caller and responder services and interoperable communications. They currently have 58 dispatchers all cross trained in fire, EMS and police. They will hire West Boylston's current full-time dispatchers and they must pass a drug test and physical. They have a standard training program they go through and have a three-month in-house training program, an average of an additional 147 hours of classroom training. Last year's training grant was \$122,000. The proposed governance model being proposed by Worcester is a shareholder base model. It is scalable as one size does not have to fit all. Every community has a voice as each law enforcement and fire agency has one designated primary member and an alternate as part of the RECC Operations Committee and is responsible for review and implementation of procedural operations. All they are doing is taking what is done today and they will call the same people for towing companies. Their emergency medical dispatch command staff is currently certified in EMD. They stay on the line with the residents while the Police Department, Fire Department and EMS are dispatched. They will be offered full EMD services. West Boylston will retain ownership of data and records. The CAD system will provide for direction to new remote location from the dispatch to responding units. Their computer aided dispatch system is very robust. They can have a police call on one side of the room and a fire call on the other side of the room and they route it to the dispatch. With regard to financials, they have two sides, staffing side and finance side. The model has economies of scale. On the capital construction portion, to acquire and build it is \$3.6 million and includes \$750,000 to purchase the site. They have a \$1.6 million grant to underwrite the cost, a net tax levy at \$1 million. The City of Worcester advanced a loan order to construct this facility and it will carry debt service of

\$183,000 a year. With the Town of West Boylston joining them they will have to hire four new dispatchers for \$265,000 a year and \$15,000 of radio and technology enhancements. They have two distinct reserve accounts and they are assessing the Town of West Boylston \$356.98 a year. The partnership with the state is driving this approach. If Leicester and West Boylston join the regional center they will get an additional \$556,000 in grants. With grants it will cost West Boylston \$36,000, which equates to \$272,000 worth of savings to West Boylston. If the grant suddenly went away it would cost West Boylston \$271,000, a savings of \$36,000. Mr. Zidelis noted that Worcester will also be assuming the OPED obligation in the future.

Mr. Gaumond explained that we are still working on this. This is not the finished product as we have questions about equipment and radios. We also have operational questions such as will our building be open or closed. This is simply for input and guidance from the Board. We have work still to do on what deal will work the best for the Town of West Boylston. Mr. Rucho asked if one of the things we are still trying to work on is if somebody comes to the West Boylston Police Station can they go into a locked room and call somebody for service. Mr. Gaumond stated yes, that is one of the issues the Police and Fire Chiefs have. We are not here tonight to give you an answer to that question. Mr. Hadley asked if the equipment we have would match Worcester's. Mr. Gaumond advised that certain equipment we need whether we join with them or not. This will require us to upgrade our software. Homeland Security Grants for equipment are more favorable if we were in a regional effort. We have to make sure that the citizens of the town will be okay with this. There are no comments from the Police and Fire Chiefs, both of whom are in the audience this evening.

FUTURE AGENDA ITEMS

Mr. Hadley asked if there is some way we can communicate better with municipal boards. We have had a couple of meetings that people were not aware of such as the Planning Board meeting on the sign bylaw. Some businesses were not aware of it and he feels it needs to be communicated better.

Motion Mr. O'Brien to enter into executive session under the provisions of MGL, Ch. 30a, § 21(A), Part 2 to discuss contract negotiations with non-union personnel, the Police Chief and the Town Administrator, seconded by Mr. Rucho. Roll call vote: Mr. Kittredge yes, Mr. Hadley yes, Mr. McCormick yes, Mr. O'Brien yes, Mr. Rucho yes. The Board will not be returning to open session.

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

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

Respectfully submitted,

Approved: April 17, 2013

Nancy E. Lucier, Municipal Assistant

Kevin M. McCormick, Chairman

John W. Hadley, Selectman

John J. O'Brien, Vice Chairman

Michael J. Kittredge, Jr., Selectman

Christopher A. Rucho, Clerk