

Members present: Kevin M. McCormick Michael J. Kittredge, Jr.  
Christopher A. Rucho Siobhan M. Bohnson  
John W. Hadley

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

**Read and Acceptance of Minutes from Previous Meeting**

Motion Mr. Hadley to approve the regular session meeting minutes from August 7, 2013, seconded by Mr. Kittredge, all in favor.

Motion Mr. Hadley to approve the executive session meeting minutes from August 7, 2013, seconded by Mr. Kittredge, all in favor.

**Review of Sections K & L of Selectmen's Policy Book**

Mr. Gaumond explained that these are the last two sections of the policy book for the Board of Selectmen and once completed, we have finished this years' review. Upon completion of these two sections, should there be any policies the Board wishes to amend, we can schedule a public hearing.

Section K. PERSONNEL ISSUES. This Section contains Police K-1, Sexual Harassment Policy (approved 12/4/96). We have a public hearing scheduled later in the evening to make amendments to this policy.

Policy K-2, Employee Education & Training (approved 3/7/01). During the beginning of the economic downturn the Board voted to put a hold on this policy. It governs things like continuing education, professional certification courses and seminars.

Policy K-3, Violence in the Workplace Policy (approved 10-21-09). This policy says that the town is committed to preventing workplace violence and to maintaining a safe work environment. It covers prohibited conduct, reporting procedures, workplace security measures and all weapons are banned except for those who are authorized.

Policy K-4, Non-Discrimination Policy (approved 2-6-08). This policy says that the town commits itself to take affirmative measures to ensure equal opportunity in the areas of recruitment, hiring, promotion, demotion or transfer, layoff or termination, rates of compensation, in-service or apprenticeship training programs and all terms and conditions of employment.

Policy K-5, Workers' Compensation Policy (approved 1-21-93). This policy outlines how workmens' compensation is going to be dealt with.

Policy K-6, Health Insurance Portability and Accountability Act (HIPAA) Policy (approved 9-19-2012). This policy says that the town will comply with Privacy Regulations of the federal Health Insurance Portability and Accountability Act (HIPAA). The Town Administrator is kept informed of all changes, updates, requirements, responsibilities and claims concerning HIPAA privacy regulations. He will monitor the town's compliance with HIPAA privacy regulations on a regular basis. Only town officials with a legitimate business purpose and bona fide need to know may be given access to protected health information in order to legally perform the position duties and administer the program. The town separates protected health information from the employment record and retains such information in a locked file accessible only to authorized personnel. It is written in compliance with federal and state statutes.

Policy K-7, ADA Policy & Grievance Procedure (approved 9-19-2012). This policy says that it may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or in the provision of services, activities, programs or

benefits by the Town of West Boylston. And it outlines how that is done.

Policy K-8, CORI Policy (approved February 6, 2013). This is a recently amended policy, which was updated with the changes in the Massachusetts statutes. Mr. Hadley noted that the Workers' Compensation policy is dated 1993 and he questioned if it needs to be updated. Mr. Gaumond advised that all our policies were recently reviewed by the Collins Center and we made changes as necessary.

#### Section L. MISCELLANEOUS

Policy K-1, Ambulance Fees Billing and Collection (approved 3/20/96). This policy establishes a process for ambulance billing and provides the Fire Chief with the ability to forgive patient account balances in excess of \$50.00 when there is a hardship. This was last looked at in 1996 and the Fire Chief will be bringing forth amendments.

Policy K-2, Lowering of the United States Flag Flying to Half Staff Over Municipal Property (approved 10/6/99). This policy establishes uniform guidelines for the lowering of the United States Flag to half staff flown over municipal properties. It designates department flags and outlines when the Flag on The Common will be lowered. Mr. McCormick noted that this activity in town is often discussed. The policy reads in Item 3. 'The United States Flag will not be lowered to half staff for any other purpose not listed in this policy, other than for individuals, who in the opinion of the Board of Selectmen have contributed significantly to the betterment and welfare of the town.' He pointed out that typically this comes up and the Board of Selectmen do not have a meeting scheduled. In the past he has been asked as the Chair and he would like a change to the verbiage to allow that. There is also no one responsible for lowering the flag on The Common and sometimes it is down for days when it should be up. He thinks if we had a department designated to do that task such as the police or the Fire Department it would be a better situation. He added that the last sentence in the policy designates the Director of Public Works, or his designee to monitor compliance of the policy. Mr. McCormick prefers it being somebody who is at work every day. Ms. Bohannon questioned the language under item 11. 'United States Flags will be lowered at time of notification of the death until the completion of the interment, or 48 hours later, whichever comes first.' Mr. Gaumond explained that there are a lot of times when the President or Governor will notify the municipality that the flag needs to be down for a period of time and it could be longer than 48 hours or interment as was the case with the passing of Senator Ted Kennedy. It was agreed to add the language 'or order by the Governor or President.' Ms. Bohannon would like a standard for townspeople who pass. Everyone agreed to amend the policy and schedule a public hearing. Mr. Rucho recommends designating the task to the Fire Department.

Policy K-3 Public Notices within Town Hall (approved 5/5/04). This policy establishes standards and procedures for the posting of public notices, as required by law and practice, and the posting of advertisements and other public announcements and community notices within town hall

Policy K-4, Closing Municipal Buildings for Extreme Hazardous Weather Conditions for the Board of Selectmen and the Town Administrator (approved 12/1/05). This policy establishes standards and procedures necessary to equitably and publicly discharge their respective duties as local appointing authorities for the municipality of the Town of West Boylston. When it is deemed that traveling during extremely hazardous weather-related conditions may jeopardize the safety of municipal employees, the following procedures shall take place. The Town Administrator, or designee, shall confer with the Chairman of the Board of Selectmen, or designee to determine whether extreme hazardous weather-related conditions exist. If it deemed that extreme hazardous weather-related conditions exist prior to the commencement of the workday, a decision shall be made prior to 7:00 a.m. whether to have a delay opening, or remain closed. Mr. Gaumond has cancelled work only two times and it is not something we do very often. We review this policy every fall with the municipal

employees. Ms. Bohnson noted that the employees are contacted by telephone and questioned if that was the only way we contact people. Mr. Gaumond explained that if we cancel work he will make sure he calls everyone and we have established a telephone tree. He makes the initial call and posts something on the town's website in addition to sending out a blog. If he were to send emails very few people check their emails and he always tries to get to the people before they get into their vehicles and drive in adverse conditions.

Policy K-5. Town Vendors (approved 6/21/95). This policy makes sure that all vendors have workers compensation insurance and liability insurance.

**Public Hearing: Consider Adopting a Fund Balance Policy to be Included in the Board Policy Book as Policy F-9**

Mr. McCormick opened the public hearing and the following public notice was read. 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, August 21, 2013, at 7:15 p.m. for the purpose of considering the adoption of a Fund Balance Policy. The meeting will be held in Meeting Room #1 of the town offices located at 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 on August 7, 14, 2013.

Mr. Gaumond explained that the policy was written by Finance Director Michael Daley and approved by our auditors as a replacement for the Reserve Policy we previously adopted. It changes a lot of the terminology to make it consistent with the changes in GASB. It is a reclassifying of some of the terminology of fund equity and fund balances. The biggest change is in the unassigned fund balances. It will help us in our bond rating. All of our new financial statements will be using this new terminology. Within our Management Letter we have to issue a new Fund Balance Policy. This was written by Mr. Daley and endorsed by our financial advisors. On Page 3 under Policy has been changed to have the goal of the town be to achieve and maintain an unassigned General Fund balance equal to 10% of the town's annual operating expenditures and it was previously 5%. It also includes language the town considers a balance of less than 5% to be a cause for concern and we will work to restore the balance above that level as soon as possible. The policy takes what we currently do and redefines it using new terminology. We will close out the Reserve Policy and this will be in its place. There are no Board questions and there is no one present who wishes to speak on the policy.

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

Motion Mr. Rucho to terminate the Reserve Policy and insert in the Fund Balance Policy, seconded by Mr. Kittredge, all in favor.

Motion Mr. Kittredge to accept the Reserve Policy as written, seconded by Mr. Rucho, all in favor.

**Review of Sections L of Selectmen's Policy Book (cont.)**

L-6. Request for Legal Services (approved 10-21-09). This policy was developed to control the legal costs of the town and it outlines a process which needs to happen.

L-7. Policy on Evaluation of the Town Administrator by the Board of Selectmen (approved 10-21-09). This policy establishes a formal procedure for the annual evaluation of the Town Administrator by the Board of Selectmen.

L-8. Designer Selection Procedures (approved 10-1-06). This policy was approved when we

were intending to design a municipal building. When the legislature changed the law in 2005 it required that each community must adopt procedures pursuant to the Massachusetts designer selection law, M.G.L. c. 7, §§38A½-O, and the policy outlines that process.

**Public Hearing: Consider Adopting a Use of the Town Common Signboard Policy to be Included in the Board Policy Book As Policy L-21**

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, August 21, 2013, at 7:30 p.m. for the purpose of considering the adoption of a Use of the Town Common Signboard Policy. The meeting will be held in Meeting Room #1 of the town offices located at 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 on August 7, 14, 2013.

Mr. Gaumond explained that when we adopted the Policy on the Use of the Electronic Sign Board we realized that we didn't have a policy for the use of the sign on the Town Common. The Parks Commission mentioned that having one would be helpful. Mr. Kittredge questioned who would be in charge of putting up all the messages. Mr. Gaumond advised that it would be the Parks Commission or their designee. Currently they have designated the Recreation Coordinator and previously it was a member of the Parks Commission. Mr. Hadley questioned whether we would need to change the policy when we get the electronic sign for The Common. Mr. Gaumond believes we would and it may just be language as to who is able to make changes to the sign. Mr. Rucho feels it would still need to be one person as he feels multiple people would be a disaster. There is no one present this evening who wishes to comment on the policy.

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

Motion Mr. Kittredge to adopt the policy as written, seconded by Ms. Bohnson, all in favor.

**Review of Sections L of Selectmen's Policy Book (cont.)**

Policy L-9. Surplus Equipment Bidding & Acceptance Procedures (approved 10-21-09). The Board of Selectmen set a policy that annually in the month of July the Office of the Board of Selectmen/Town Administrator will schedule a surplus auction to dispose of municipal property no longer needed by the town. July just passed and we didn't have any surplus again this year.

Policy L-10. Policy on requesting comments from Boards for 40B or LIP filings (approved 10-21-09). The Board of Selectmen has set a policy that when the Town Clerk is served an application for a 40B Affordable Housing or Local Initiative Project, upon notification to the Office of Board of Selectmen/Town Administrator, the office will seek comments from all boards, committees and departments in the town in order to comply with the comment period provided for by Mass. General Laws and regulations. In addition, the office will take whatever steps necessary through its website to obtain public comments on the project.

Policy L-11. Policy on recognizing elected and appointed officials of the town (approved 10-21-09). Back in 2009 the Board of Selectmen asked that we try to recognize any elected and appointed committee and board members who have served benchmark years of service at 5, 10 15 and further. We do this every year at the May town meeting. At that time Mr. Gaumond also acknowledges employees who are retiring and have benchmark years of service. Should the Board wish to amend the policy to include that he would be amenable. The Board did not indicate a need to amend the policy.

Policy L-12. Holiday Decorations (approved 2-6-08). This policy governs the placement of holiday decorations on public lands and buildings.

Policy L-13. Policy on Naming Town Owned Property (10-21-09). This policy says how the Town of West Boylston will name town owned property. In recent weeks the Board referred a request to the Naming Committee who will follow the policy. Mr. Hadley asked if the Naming Committee will be making a recommendation to the Board of Selectmen. Mr. Gaumond explained that the Naming Committee shall provide a recommendation along with documentation supporting their criteria and the story behind the proposed name and the Board will vote on the nomination and present it at the Annual or Special Town Meeting in accordance with Mass General Laws. Mr. Hadley does not believe the process was clear to the Naming Committee. Mr. Rucho added that the Naming Committee is going to present all three names they received to the Board. He asked Mr. Gaumond to reach out to them so that they know they only need to give the Board one name. It was agreed to forward the policy to the Naming Committee.

Policy L-14. Policy on Reporting Requirements for Accidents Involving Town-owned Vehicles (approved 2-17-2010). This policy outlines reporting requirements for accidents involving town-owned vehicles and a process to follow after an accident.

Policy L-15. Gateway Sign Policy for Gateway Adoption Program (approved August 15, 2012). This policy was brought forth by the Economic Development Task Force and tells the townspeople how we will implement the Gateway Adoption Program.

Policy L-16. Procedure for Exercising First Refusal Option on Chapter 61, 61A or 61B Land (approved 4-21-2010). This policy establishes standard procedures when landowners intend to convert or sell their Chapter properties and to the town on exercising its first refusal option on these properties.

Policy L-17. Recycle Product Procurement Policy (approved September 15, 2010). This policy was a requirement of Mass DEP to be able to accept recycling grants. When we purchase items if things are comparable we select the items with the highest recycling content.

Policy L-18. Beautification of Town Squares and Islands Policy (approved November 3, 2010). Twice a year we have drawings to allow families, groups and local businesses the opportunity to adopt a town square or island.

Policy L-19. Use of Electronic Sign Board Policy (approved June 20, 2012). This policy is similar to the Town Common Sign Policy. It was adopted last year when we received an emergency sign through the MIIA grant program.

Policy L-20. Mailbox Replacement Policy (approved February 20, 2013). This policy was adopted several months ago and outline the process the town will follow for the repair or replacement of mailboxes and/or posts damaged by town equipment.

### **Public Hearing: Consider Amendments to Policy K-1, the Sexual Harassment 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, August 21, 2013, at 7:45 p.m. for the purpose of considering amendments to Policy K-1, the Sexual Harassment Policy of the town. The meeting will be held in Meeting Room #1 of the town offices located at 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 on August 7, 14, 2013.

Mr. Gaumond explained that at the last meeting the Board adopted a request from Town Counsel to change the Non-Discrimination and Equal Opportunity Bylaw. At that time he informed the Board that Town Counsel also recommended changes to the Sexual Harassment Policy. The agenda package contains a red-lined version and the old version of the policy created in 1996 and updated in 2006, which was the last time the legislature made changes. One of the things that the new law requires is how we deal with harassment in general not specifically sexual harassment. The second paragraph discusses conduct that occurs between co-workers that takes place outside the workplace or during non-work hours. It says that employees of the town cannot make the excuse that it is not sexual harassment because it is not during the work day. It talks about all the instances where this could be the case. Under Section 3 Complaints, discusses who you file a complaint with. Retaliation was a big area of change in Mass General Laws. Section 5 states that any retaliation against an individual who has formally or informally complained about discrimination, including harassment, or has cooperated with an investigation of a complaint is prohibited. Section 7 give you the State and Federal remedies, which includes new addresses. There are no Board comments on the policy.

David Femia asked if the policy is on the town's website. Mr. Gaumond advised that all the Board policies are on the website.

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

Motion Mr. Hadley to approve the policy as amended, seconded by Mr. Kittredge, all in favor.

### **NEW BUSINESS**

1. Concurrence on the appointment of James Kaufman, 11 Marsh Hawk Way to the Community Preservation Committee as the designee of the Planning Board effective August 19, 2013 for a term to expire on June 30, 2014

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

2. Concurrence on the appointment of Vincent Vignaly, 50 Newton Street to the Earth Removal Board as the designee of the Planning Board effective August 21, 2013 for a term to expire on June 30, 2014

Motion Mr. Kittredge to concur with the appointment, seconded by Ms. Bohnson, all in favor.

3. Concurrence on the appointment of James Kaufman, 11 Marsh Hawk Way to the Town-wide Planning Committee as the designee of the Planning Board effective August 21, 2013 for a term to expire on June 30, 2014

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

4. Concurrence on the appointment of Vincent Vignaly, 50 Newton Street to the Transportation Committee as the designee of the Planning Board effective August 21, 2013 for a term to expire on June 30, 2014

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

5. Concurrence on the appointment of Patrick McKeon 217 Maple Street to the Economic Development Committee as the designee of the Planning Board effective August 21, 2013 for a term to expire on June 30, 2014

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

6. Concurrence on the appointment of Deborah Mattison, 395 Prospect Street to the Cultural Council effective August 22, 2013 for a term to expire on April 30, 2016

Motion Mr. Kittredge to concur with the appointment, seconded by Ms. Bohnson, all in favor.

7. Consider accepting the following donations for the Bandstand Committee on behalf of the town \$159.00 – free will donations from August 4 concert and \$148.00 – free will donations from August 11 concert

Motion Mr. Kittredge to accept the donations on behalf of the town, seconded by Ms. Bohnson, all in favor. Ms. Bohnson extended her appreciation to the community for their support of the bandstand and noted that it is great to have people at the concerts.

8. Concurrence on the appointment of Michael Ricci as Assistant Electrical Inspector

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

9. Review Draft Policy on Sidewalks – Snow & Ice Control Policy

One of the Board's goals was to establish a Snow and Ice Control Bylaw. Mr. Gaumond worked on a draft bylaw with DPW Director Anthony Sylvia, who is joining the board on this agenda item. If the Board agrees with the draft he will work with Town Counsel on how best to amend the Town Bylaws.

Part 1 of the bylaw requires that the tenant or occupant and, in case there is no tenant or occupant, the owner or persons having the care of any estate abutting upon any street, lane, court, or square, within the town where there is a sidewalk which now is established or set apart as such shall remove, within 24 hours after the ceasing to fall, any snow thereon.

Part 2 - When any snow shall be collected or deposited upon any sidewalk mentioned in the preceding subsection, either by falling from some adjacent building or by drifting upon such sidewalk, the tenant or occupant or the owner or persons having the charge of the estate abutting upon such sidewalk shall within 24 hours after its being collected or deposited cause the same to be removed.

Part 3 - Whenever any sidewalk mentioned in Subsection 1 shall be encumbered with ice, it shall be the duty of the tenant or occupant and, in case there is no tenant or occupant, the owner or persons having charge of the estate abutting upon such sidewalk to cause such sidewalk to be made safe and convenient for transit by removing the ice there from or by covering the same with sand or some other suitable deicer within 24 hours after such sidewalk shall become so encumbered.

Part 4 - No persons plowing, pushing or shoveling snow or ice from private parking lots, driveways or sidewalks in or upon any street or public way shall leave any ridge of ice or snow or other debris upon such public way as to cause hazardous or dangerous conditions. \

Part 5 - Any person violating any provision of this section shall be subject to a fine of not less than \$25. Each twenty-four-hour period that said violation is permitted to continue after receipt of the initial written notice shall constitute a separate violation and shall be served by a fine of not less than \$25 per twenty-four-hour period. No additional written notice need be given for continuing violations. The West Boylston Police Department or the West Boylston Department of Public Works shall be empowered to enforce the provisions of this section, and they may utilize the noncriminal disposition procedure provided in MGL c. 40, § 21D, as amended from time to time.

Part 6 - The following roads, with sidewalks, found within the Town of West Boylston shall be the responsibility of the West Boylston Department of Public Works to remove snow and ice and will be exempt from the requirements found in Sections 1, 2, and 3 above: Crescent St (Entirely – Prospect St to Malden St); Thomas St (School Zone); Goodale St (Malden St to Rt. 12); Malden St (Goodale St to Crescent St); Newton St (Entirely); Central St (Prospect St to Rt. 140); Church St (Entirely); Prospect St (Goodale St to Franklin St); Route 140 (Beaman St to Franklin St); Franklin St (Entirely); West

Boylston St (Rt. 140 to Franklin St);Woodland St (Meadowbrook Dr to Rt. 12);Mixer Property Frontage; Town Hall Frontage; Wastewater Pump Station Frontages (Twelve Locations)

Mr. Kittredge noted that he does not plow his sidewalk on Worcester Street because when he plows it the plows come by and fill in what he has done. Mr. McCormick questioned what we would do on a state highway as some parts of the sidewalk are dirt and people do not walk on the sidewalks because the snowblower misses all the snow in the middle of the walk. He does not know why we do anything on Route 12. Mr. Rucho thinks we need a definition of a sidewalk. Mr. McCormick does not think we should go across the causeway and noted that even in the summer people do not use the sidewalk as they walk on the road. He would like to clarify who has to do that. Ms. Bohnson pointed out that many sidewalks are one part tar and another section part grass. She questions who is to say that the sidewalk is mostly asphalt or grass. Mr. Rucho noted that the front of The Manor on Route 12 is a dirt path and in front of the new Clinton Savings Bank there is a tar sidewalk. The next step Mr. Gaumond would like to take is to send the policy out to all the property owners in town. Ms. Bohnson feels we should address Route 12. Mr. Hadley informed the group that the Economic Development Committee has requested that when a new building comes up on Route 12 that we require them to install new sidewalks as we do not want people walking on Route 12 and he feels we need to start somewhere. If there is no asphalt or cement the owner will not have to plow it and neither will the town. Mr. Rucho pointed out that most of the sidewalks we currently do are listed in the policy.

Mr. Sylvia explained that the list is the school zone and town center areas. Mr. Hadley asked about the sidewalk on Franklin Street. Mr. Sylvia advised that we will be doing that. Mr. McCormick thinks we should include Worcester Street down to Honey Farms. Mr. Rucho stressed that one of the main things to keep in mind on this policy is that it does not grow. Mr. Gaumond agrees, unless the sidewalk is in front of a town property. With regards to violators, Mr. Rucho would like the ability to send a bill in the event that they do nothing and the town has to plow the sidewalk. Mr. Gaumond would feel awkward unless it was a true emergency. Mr. Rucho shared that the City of Worcester would bill the resident. Mr. Sylvia would want to ask Town Counsel about our ability to do that. Mr. Gaumond advised that should the Board wish to bring this to the October town meeting and authorize the Town Administrator and the DPW Director to work with Town Counsel to formulate the bylaw as amended with the inclusion of Worcester Street and include the language Mr. Rucho discussed.

Motion Mr. Rucho to authorize the Town Administrator and the DPW Director to work with Town Counsel to formulate the bylaw as amended with the inclusion of Worcester Street, the language Mr. Rucho discussed, and language the town could maintain in times of emergency and bill the resident, seconded by Mr. Hadley, all in favor.

#### 10. Consider Including Amending Section 9 of Article 13 of the General Bylaws on the October 21, 2013 Semi-Annual Town Meeting Warrant

This was a request Mr. Rucho made at the last meeting to consider including the amendment of the bylaw on the town meeting warrant which reads, 'Section 9 No person shall keep, use, consume or have in his possession any alcoholic beverage as defined in Section 5 in any public park or playground in the Town of West Boylston.'

Mr. Hadley agrees, it should be up to the townspeople. Mr. Rucho explained that if voted, the Selectmen would not need to waive the bylaw if they were to approve a license to serve alcohol on the parks. Mr. McCormick noted that if we go to town meeting and the voters say they want the bylaw to remain as it is the Board of Selectmen would still have the ability to waive the bylaw. Mr. Rucho never remembers the Board of Selectmen ever waiving any other bylaw of the town. The Board agreed to

include this on the warrant. The bylaw will be amended to include the verbiage 'without a license as granted by the Board of Selectmen.'

Motion Mr. Rucho to amend Section 9 of Article 13 of the General Bylaws by including the following verbiage, 'without a license as granted by the Board of Selectmen,' and including it on the warrant for the October town meeting, seconded by Mr. Hadley, all in favor.

**11. Consider signing Resolution Adopting the Central Massachusetts Region-wide Pre-Disaster Mitigation Plan**

We were one of 27 communities who previously adopted this plan within the appropriate time frame. However, FEMA has returned it due to the language, which has now been modified and requires the Board's signature.

Motion Mr. Hadley to sign the Resolution Adopting the Central Massachusetts Region-wide Pre-Disaster Mitigation Plan, seconded by Ms. Bohnson, all in favor.

**12. Consider request from Central Massachusetts Metropolitan Planning Organization and designate Board member to attend their Information & Member Selection meeting at the Rutland Free Public Library on September 19<sup>th</sup> at 6:30 p.m.**

Mr. Gaumond explained that members of the Board who have been here for more than three years may remember that periodically we would be asked if any of our members would be willing to represent the Board and serve on the Central Mass Metropolitan Planning Organization. It is currently represented by a Princeton Selectman and her term is due to expire. They are a group that reviews how transportation funding is met in our region. The joint meeting is on September 19<sup>th</sup> when they will choose who will serve.

**13. Review, Approve, Sign & Order Posting of September 9, 2013 Special Town Meeting Warrant**

Motion Mr. Rucho to approve, sign and order the posting of the September 9<sup>th</sup> Special Town Meeting Warrant, seconded by Mr. Hadley, all in favor.

**TOWN ADMINISTRATOR'S UPDATE ON GOALS**

Mr. Gaumond prepared a power point presentation on the Board's 2013 goals. He would like the Board to review the presentation and provide comment and acceptance.

Goal #1 – Pursue the demolition of the Mixer Building and Town Pool. The town has gone out to bid for the demo and removal and an article will be included on the October town meeting.

Goal #2 – Find a new Town Hall. A new location was chosen and a special town meeting has been scheduled for September 9<sup>th</sup> followed by a debt exclusion election on September 17<sup>th</sup>.

Goal #3 – Explore Sewer Management Options. Mr. Gaumond obtained a proposal from the Collins Center, which he gave to the Board. It will be on the next agenda.

Goal #4 – Finalize Regional Dispatch. The Board directed the two chiefs and the Town Administrator on a course of action and they are working with town counsel to negotiate a deal with the selected option.

Goal #5 – Develop a strategy to address Paper Street. Mr. Gaumond spoke with Town Counsel who will be making a presentation to the Board, Transportation Committee and the Planning Board on November 6<sup>th</sup>.

Goal #6 – Conduct a Wage Study for all Non-Union Employees. Mr. Gaumond has prepared an RFP for the study and a warrant article to fund the study will be on the October warrant.

Goal #7 – Work with the Housing Authority on Affordable Housing Improvements. Mr. Gaumond is in the process of scheduling a meeting with the Housing Authority.

Goal #8 – Beautification of Route 12. Mr. Gaumond has scheduled a Route 12 forum for September 26<sup>th</sup> to obtain public input.

Goal #9 – Establish Selectmen's Position on the Sign Bylaw Revisions. Mr. Gaumond believes this goal has been completed as the amendments were approved at town meeting.

Goal #10 – Develop a Sidewalk Maintenance Policy. This item was discussed this evening and he will work with Town Counsel and the DPW Director on the bylaw to be approved at town meeting.

Mr. Hadley asked when we will hear back from the Attorney Generals' Office on the updated Sign Bylaw. David Femia, who is in the audience this evening, advised that he spoke with the Town Clerk on this and she indicated the deadline to be September 1.

Motion Mr. Rucho to concur with the strategy and timeline of the goals, seconded by Ms. Bohnson, all in favor.

### **FUTURE AGENDA ITEMS**

Mr. McCormick reports that at the informational meeting a resident asked him if the town could installing a stop sign on Newton Street at Central and Church Streets before you go onto Central Street. Mr. Rucho suggested making Newton/Prospect Streets a four-way stop sign. It was agreed to have the Police Chief, DPW Director and Transportation Committee look at that location and report back with a recommendation. Mr. Gaumond noted that one of the things we are looking at is a full analysis of all the street signs.

### **MEETINGS, INVITATIONS & ANNOUNCEMENTS**

1. Announce that the Town of West Boylston will be receiving \$297,616 in Chapter 90 Funds for Fiscal Year 2014 – Mr. Gaumond pointed out that this is less than we received last year.
2. September 9<sup>th</sup>, 7:00 – Special Town Meeting at the Middle-High School – the Board expressed their appreciation to all the residents who have come out to these meetings to get information.
3. September 16<sup>th</sup>, 9-2:30, 5<sup>th</sup> Annual Regionalization Toolkit Conference at Holy Cross – Mr. Gaumond will be attending on behalf of the town.
4. September 17<sup>th</sup>, 12-8 p.m. – Special Election for New Town Hall –it is very important that the residents of the town come out and vote.
5. September 17<sup>th</sup>, 5:00 p.m. – Grand Ribbon Cutting Ceremony at Draught House/Manor Grand Opening - if any members intend to attend, they need to let Mr. Gaumond know.
6. September 19, 6:30 p.m., Worcester County Selectmen's Association meeting in the Sterling Town Hall

Motion Mr. Rucho at 8:50 p.m. to enter into executive session under the provisions of Massachusetts General Laws, Chapter 30A, Section 21(A), Part 2 to conduct strategy sessions in preparation for negotiations with non-union personnel, The Fire Chief and the Town Administrator, seconded by Mr. Hadley. Roll call vote: Mr. Kittredge yes, Mr. Hadley yes, Mr. McCormick yes, Ms. Bohnson yes, Mr. Rucho yes. The Board may reconvene in open session.

Motion Mr. Kittredge at 9:12 p.m. to come out of executive session and reconvene in open session, seconded by Ms. Bohnson. Roll call vote: Mr. Kittredge yes, Mr. Hadley yes, Mr. McCormick yes, Ms. Bohnson yes, Mr. Rucho yes.

Mr. McCormick reconvened the meeting in open session.

**NEW BUSINESS (cont.)****Consider Signing Employment Contract with Fire Chief Tom Welsh**

Motion Ms. Bohnson to approve and sign employment contract with Fire Chief Tom Welsh effective August 16, 2013 for a term to expire on August 20, 2016, all in favor.

With no further business to come before the Board, motion Mr. Rucho at 9:15 p.m. to adjourn, seconded by Mr. Hadley, all in favor.

Respectfully submitted,

Approved: September 4, 2013

\_\_\_\_\_  
Nancy E. Lucier, Municipal Assistant

\_\_\_\_\_  
Kevin M. McCormick, Chairman

\_\_\_\_\_  
Christopher A. Rucho, Clerk

\_\_\_\_\_  
John W. Hadley, Selectman

\_\_\_\_\_  
Michael J. Kittredge, Jr.

\_\_\_\_\_  
Siobhan M. Bohnson, Selectman