

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 December 4, 2013, seconded by Ms. Bohnson, all in favor.

**ABM Building Solutions**

Robert Reddish, account executive for ABM Building Solutions joined the Board with Bryan Dumont, chairman of the Energy Committee in the town of Shirley. Mr. Gaumond explained that ABM has been speaking with the Board about performance contracting and to gauge the town's desire to move forward with a program for the Town of West Boylston. They recently met with the School Committee who seemed excited about the project. At the last meeting of the Board, Mr. Gaumond suggested establishing a working group, however the Board wanted to bring this back to the full Board.

Mr. Reddish introduced the members of his team and outlined the steps taken thus far. On July 3 he met with Mr. Gaumond to discuss the concept and on September 4 they met with School Superintendent Elizabeth Schaper and School Business Manager Roger Pointbrand. On September 12<sup>th</sup> they did their building survey, which took two days. They met with the Board of Selectmen for the first time on October 2 and on October 24<sup>th</sup> they did energy surveys which took two days. They met with the Selectmen on November 6<sup>th</sup> to report their findings and with the School Committee on November 13<sup>th</sup>. The School Committee seemed very engaged and liked the process. Tonight they are meeting with the Board to discuss the next steps. Chapter 25A is the RFQ (request for qualifications) process, which is followed by an investment grade audit, education and public relations, going to town meeting and the construction phase. They provided the town with a copy of the RFQ for the program.

Bryan Dumont advised that the process is not daunting. He had 5 members on the Energy Committee, all volunteers, received six responses to the RFQ, and in 30 days the number went down to four. They interviewed those four in December and selected ABM, who they recommended to their Board of Selectmen. The next step was the investment grade audit. The RFQ is very easy to fill out. The Vice Chairman of his committee was a former Selectman. The Energy Committee was formed two years before going through the performance contracting to look at ways to save money. The third member of the Energy Committee is the town Treasurer and they have two citizens. They are about 80% complete with construction, used 25A as a checklist, and there were logical steps.

Mr. McCormick expressed his concern over how to educate the people. He asked how they approached that task and whether there were a lot of meetings. Mr. Dumont explained that in Shirley once they got the investment grade audit they brought it to the Board of Selectmen and the Board of Selectmen authorized a special town meeting. They had 45 days to get the word out. They had television shows explained performance contracting and that it would be not be a tax increase. They had ten articles in the local newspaper and members of the Energy Committee showed up at the weekly Farmers Markets and they had an email list. They reached out to people through fliers in their second quarter tax bill and they set up a Facebook page. The vote was 210 in favor and 11 against, 97% approval of the proposal.

Ms. Bohnson questioned the role the Board of Selectmen played. Mr. Dumont stated that the Energy Committee did the grunt work. Mr. McCormick explained that the Board just completed an

education and public relations process with the residents to purchase a new town hall. Mr. Reddish stated that whether you build a subcommittee or do it yourselves, ABM will work with you, attend every meeting and try to take the burden off the Board of Selectmen's shoulders. After you make the selection is the companies' responsibility. They have to follow Chapter 25A and they will also attend town meeting. Whatever they are asked to do, they will do.

Mr. Hadley asked where the money comes from to do this. Mr. Dumont explained that in Shirley their biggest driving point was they asked the people would you rather give the money to National Grid or invest it in the town. They have saved 26%, \$52,000, which paid the borrowing over 15 years. As a result they have brand new mechanicals. They are using that savings to pay down the note and when it is paid off the money will go into the town's treasury. They would rather keep it in their town. The savings residents are already paying in their taxes will go to pay for the project. It is not additional money and the return is better equipment for the buildings.

Mr. Rucho asked how did Shirley start the process. Mr. Dumont explained that two years ago in July they were formed and their mandate was to look at any alternatives to save the town money. They converted street lights and installed idle right on their vehicles. They had to search for this information and then they went out with an RFP. Three of their town buildings are on what used to be Ft. Devens; a middle school, town office and library. The remainder of the buildings are National Grid. They had two entities to deal with, the Devens Utility and National Grid. Kevin of ABM explained that the engineer goes into the project and they install devices to monitor motors, temperature, lighting and boilers. They can measure what is going on every two minutes.

Mr. Rucho asked if they went to the ballot box. Mr. Dumont advised that they did not do an override, they asked town meeting for permission to borrow a certain amount of money, \$675,000 and their total amount came to \$570,000. The schools opted not to be part of the project and when they looked at their buildings they got the number down to seven. One building was a historical building and they could not touch that and one brand new and energy efficient.

Mr. Hadley asked with a Municipal Light Plant, if we save 25% does it mean rates will go down for residents. Mr. Reddish replied no it would not, the Light Department would be happy they would save money. The next step, if the Board wishes to start the process, is to authorize the Town Administrator to begin the procurement process through an RFQ, which we can start immediately.

Mr. Gaumond noted that the town just purchased a new building for town hall and he asked if it would be prudent to wait until we move into the building so proper usage could be determined. Brian of ABM would include the building on the list for the RFQ. Mr. McCormick would like to discuss the RFQ process. Mr. Gaumond feels the first question is does the Board want to explore this. He also added that at the end of the day you do not have to execute a contract. Mr. McCormick asked if the school wants to be involved, do they also sign a contract, and do we need something from the school. Mr. Gaumond advised that the Board of Selectmen would sign the contract for the town. Mr. Rucho feels it is important to have the schools involved as the greatest percentage of savings would be from the improvements to the schools. Mr. Gaumond suggested charging him to establish a subcommittee, which could include a member from the School Committee and the subcommittee would make a recommendation to the Board of Selectmen. Mr. McCormick would also like a member of the Finance Committee on the subcommittee.

Mr. Rucho likes the idea of an Energy Committee as they could look at other areas of savings besides this project. Mr. Gaumond explained that he did at one time establish a Sustainability Committee, which no longer exists; however, there were individuals on that committee he could approach to be on this project.

Motion Mr. Kittredge to have the Town Administrator begin the 25A process, seconded by Mr.

Rucho. Mr. Hadley thinks this is a great idea and Ms. Bohnson feels the residents will be pleased with the Board's commitment to improving our facilities. Mr. Rucho would like to know where the school is with their conversion to gas. Mr. Reddish advised that they are working on that, not moving forward at this time as they working on getting that changed over at no cost to the town. Vote on the motion – all in favor.

Motion Mr. Rucho to establish an Energy Committee. Mr. Gaumond suggested doing this as an RFQ Review Committee to start off with and maybe we could convince the committee to stay on and be the Energy Committee moving forward, second by Mr. Bohnson, all in favor.

At the next meeting Mr. Gaumond will create the Review Committee and their Scope of Services. Ms. Bohnson and Mr. Kittredge offered to serve as the Board's designees to the Review Committee.

Motion Mr. Hadley to concur with the appointment of Ms. Bohnson and Mr. Kittredge as the Board's designees to the Review Committee, seconded by Mr. Rucho, all in favor.

## **NEW BUSINESS**

### **1. Approve Renewal of Alcoholic Beverage Licenses for 2014 (list attached)**

Mr. McCormick recused himself for these first two new business items as he holds an alcoholic beverage license and numerous business licenses. Mr. Gaumond read the list, which is attached.

Motion Mr. Hadley to approve the list as read, seconded by Mr. Kittredge. Mr. Gaumond noted that he has responses from the Building Inspector, Police and Fire Chiefs, Tax Collector and Board of Health that they are in compliance. Mr. Rucho asked about taxes and sewer bills. Mr. Gaumond stated that he has no correspondence that says anything is outstanding. Vote on the motion – all in favor.

### **2. Approve Renewal of Business Licenses for 2014 (list attached)**

Mr. Kittredge recused himself along with Mr. McCormick as they both have licensed establishments. Mr. Gaumond read the list, with the exception of the licenses granted to Autowright Motor Company, 280 West Boylston Street, which is attached. Mr. Rucho asked if they are all in compliance. Mr. Gaumond noted that he has responses from the Building Inspector, Police Chief, Fire Chief, Treasurer/Collector and Board of Health that they are in compliance. The Planning Board did send comments on some of them but nothing that would restrict the town from issuing the license.

Motion Ms. Bohnson to approve the business licenses for 2014, with the exception of the licenses granted to Autowright Motor Co., 280 West Boylston Street, seconded by Mr. Hadley, all in favor.

Mr. Hadley recused himself and both Mr. McCormick and Mr. Kittredge rejoined the Board.

Motion Mr. McCormick to approve the businesses license for 2014 for Autowright Motor Company, 280 West Boylston Street, seconded by Mr. Kittredge. Mr. Rucho asked if there were issues with this business with any of our departments. Mr. Gaumond advised that there were none. Vote on the motion –all in favor. Mr. Hadley rejoined the Board

### **3. Announce Gateway Signs Available**

According to our Gateway Sign Policy, and our Municipal Calendar, during the month of December we announce Gateway Signs available for adoption. We have one sign on Route 12, the border of West Boylston/Worcester, which is available and we welcome interested parties.

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

Annually the Board votes a delegate and he would be happy to serve in that role if the Board wishes him to do so.

Motion Mr. Rucho to designate Mr. Gaumond to be the voting delegate for the MMA conference and MIIA annual meeting, seconded by Mr. Hadley, all in favor.

Mr. Rucho stated that he just went through his agenda and found the comments from the Planning Board for the license renewals. He knows we do not hold up licenses for these, but what do we do? Mr. Gaumond advised that if these were pending issues they would be sent to the Building Inspector and he will follow up with the Building Inspector on these. Mr. Rucho added that there are some businesses on the list, which we have been hearing about for a year.

Mr. McCormick recused himself and addressed the Board from the audience. He explained that he has tried to square his outstanding issues with the Planning Board away; however, there does not seem to be any solution. His thinking he doesn't understand why happens between the Planning Board and a company should have anything to do with their license being held up. He could understand an issue if you owe taxes. However, on an issue with the Planning Board, he thinks they should solve their own issue and it should never deal with a license to operate a business. Mr. Rucho suggests we send the list to the Building Inspector and have him give his comments.

5. Notification from State Lottery that Goat Ridge Farm has applied for a Keno License

Mr. Gaumond explained that whenever an application is filed for a Keno License, the Board of Selectmen is notified and they have 21 days to object in writing to the Mass State Lottery Commission. Mr. McCormick, speaking from the audience, explained that the Keno to go game is similar to other lottery games and you cannot collect from the business who sells the ticket. Only full liquor license establishments can have a Keno license and pay out.

The Board has no objection to the request.

Mr. McCormick wished everyone a Merry Christmas and Happy New Year. The next meeting of the Board is scheduled for January 8, 2014.

Motion Mr. Rucho at 8:00 p.m. for the Board to enter into executive session under the provisions of Massachusetts General Laws, Chapter 30a, Section 21, Part 2 to discuss strategy to discuss strategy with respect to litigation regarding the Reservoir Motor Lodge and 131 Prescott Street if the chairman declares that an open meeting may have a detrimental effect on the negotiating position of the public body, seconded by Ms. Bohnson. The Chairman declared that holding this discussion in open meeting may have a detrimental effect on the negotiating position of the public body. Roll call vote: Mr. Kittredge yes, Mr. Hadley yes, Mr. McCormick yes, Ms. Bohnson yes, Mr. Rucho, yes.

Motion Mr. Kittredge to adjourn at 8:30 p.m., seconded by Ms. Bohnson. Roll call vote: Mr. Kittredge yes, Mr. Hadley yes, Mr. McCormick yes, Ms. Bohnson yes, Mr. Rucho, yes.

With no further business to come before the Board, motion Mr. Rucho at 8:30 p.m. to adjourn, seconded by Mr. Kittredge, all in favor.

Respectfully submitted,

Approved: January 8, 2014

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Nancy E. Lucier, Municipal Assistant

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Kevin M. McCormick, Chairman

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Christopher A. Rucho, Clerk

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John W. Hadley, Selectman

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Michael J. Kittredge, Jr., Selectman

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Siobhan M. Bohnson, Selectman