

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

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 April 2, 2014, seconded by Mr. Rucho. Messrs. McCormick, Rucho, and Hadley yes; Ms. Bohnson abstains as she was not present at the meeting.

Jennifer Breen, Request for Transient Vendor License to Sell Plants on the Common on May 10th

Ms. Breen joined the Board. She explained that the profits from the plant sale will go to West Best, a group that does fundraising solely for the purpose of funding teacher grant requests. They started the plant sales three years ago, take pre-orders at the school and it has gone so well that they would like to purchase an additional 200 plants and have them delivered to The Common for sale. The Facilities Request Form has been signed off on by the DPW, Police Chief and she has permission from the Parks Commission.

Motion Mr. Rucho to grant a Transient Vendor license to Jen Breen for the West Best plant sale on May 10th, seconded by Ms. Bohnson, all in favor.

NEW BUSINESS

1. Concurrence on the appointment of Kim Hopewell, 25 Lexington Drive to the Cultural Council, effective April 17, 2014 for a term to expire on April 30, 2017

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

2. Mr. Gaumond announced the following vacancies will exist on boards and committees as of May 1: Cultural Council have 6 can have up to 22, Town-wide Planning Committee (3), Cable TV Advisory Committee (5), Naming Committee (2), Solid Waste Advisory Committee (2), Agricultural Commission (3), Conservation Commission Associate Member (2), Municipal Buildings Committee (1), Board of Health (1), Zoning Board of Appeals Associate Member (1), Personnel Board (3), Bylaw Committee (2), and Finance Committee (2). If anyone is interested in serving, they can download the Application to Serve on a Town Board or Committee, which is on our website, or stop into the office for a form.

3. Consider accepting the following Summer Concert Series Donations on behalf of the town, O'Connors Restaurant - \$250.00, S & S Farms - \$250.00, Miles Funeral Home \$250.00, Reservoir Garage \$250.00, The Manor \$250.00, Menard's Auto \$250.00 and Aaron Goodale, III \$250.00

Motion Ms. Bohnson to accept the donations on behalf of the town, seconded by Mr. Rucho, all in favor.

4. Town Administrator's Recommendation on Financial Management Services

Mr. Gaumond reports that one of the goals this year was to resolve the financial services in the town. Our contract with FAA, Inc. is expiring at the end of the fiscal year as Michael Daley, is no longer interested in a long term contract with the Town as he is preparing his retirement. The Board suggested hiring a Town Accountant or going out to bid for financial services for a shorter term. Mr. Gaumond prepared an RFP and bids were opened last week. We received three bids. The first was from BMA Group, which he found to be Advantageous in service to other communities, Advantageous in the number of hours available to work in town, however, they did not respond to their work with communities with sewer systems. The second bid was from Eric Kinsherf CPA. Mr. Gaumond found them to be Advantageous in the number of hours available to work in town, he claims to be Highly Advantageous in service to other communities and working with communities with sewer systems. However, he did not provide any information to support this. The third proposal was from FAA, Inc., which Mr. Gaumond found Highly Advantageous in all three categories.

Mr. Gaumond recommends entering into agreement with FAA, Inc. for a one year contract. At the conclusion of the contract, the Town would have the option to go out to bid again knowing that there are at least two firms interested in providing these services to the town or to hire a full-time Town Accountant. He asked the Board to authorize him to negotiate a contract with FAA and to bring it back to the Selectmen for execution. The fee proposal from FAA is \$118,000, BMA is \$120,000 and Eric Kinsherf came in at \$90,000. The person who proposed the \$90,000 was not able to provide us the amount of hours we were hoping for. Mr. Gaumond added that we asked the firms to tell us how many hours they were able to commit to West Boylston and knowing how often we use our Town Accountant services, he didn't feel it advantageous to have somebody come in to work for two days a week. The BMA proposal did not demonstrate experience working with communities who have a sewer system, which was one of the reasons we brought FAA on in the beginning. We have made working with a sewer system community a priority in our RFP's

Motion Mr. Hadley to authorize the Town Administrator to begin contract negotiations with FAA, Inc. for Financial Management Services, seconded by Ms. Bohnson, all in favor.

5. Acknowledge receipt of articles for May 19, 2014 Semi-Annual Town Meeting

The Board acknowledged receipt of the articles, which will be reviewed at a special meeting scheduled for next Wednesday at 6:30.

6. Review low bid for Town Hall Renovation Project and consider signing agreement for Town Hall Renovation Project

Mr. Gaumond reports that the agenda package contains a report from Paul Lieneck and a summary of the general bids for the town hall renovation project. The low bid was from Antonelli Construction Company, Inc. with a base bid amount of \$310,787 and the bids for the alternates are consistently lower than the other bids. The bid was properly submitted, he is certified, and capable of performing the work. Haynes, Lieneck and Smith has worked successfully with Antonelli Construction Company on similar public projects and recommend that the town accept Alternate 1, the public access television studio in the amount of \$8,946, and Alternate 2, the basement storage room in the amount of \$11,294.00 for a total of \$331,027. The recommended contract amount includes \$32,500 for the base bid for the filed sub-bid for mechanical system and \$7,500 for the filed sub bid for the mechanical systems for Alternate #2, the basement storage room. We rebid the mechanical systems and those bids will be received and opened tomorrow. The contract amount will be adjusted thereafter. The bid summary is also in the agenda package. Discussion ensued with what has been committed, the balance remaining to cover our other needs and whether we should go out to bid again with the

understanding we could get lower bids and add a couple more months of rent, or accept the lowest bidder and authorize the contract. Both Mr. Gaumond and Paul Lieneck recommend authorizing the contract. If the Board agrees, we would be paying \$322,081 plus \$44,954 for a total of \$367,040. That is how much we would have committed or spent as of the right now we have a balance of \$64,000.

Mr. Rucho noted that the balance remaining in the borrowing is \$386,040 and taking out the \$322,081 gives us a balance of \$56,000. He questioned the price for the phone. Mr. Gaumond believes it is in the \$53,000 range and we have sign, moving and furniture costs. Mr. Rucho added that it is also if the bid for the mechanics comes in at \$30,000, or less, and last time we received one bid at \$77,000. Mr. Hadley doesn't believe we should rebid. He thinks we should get it done and he doesn't want to spend more money on rent. Mr. Rucho asked about the number for the painter. Mr. Gaumond explained that everything was publicly bid and we are accepting the lowest qualified bid. The architect consulted with the Attorney General's office who governs public construction who said it was proper to rebid the mechanics.

Motion Mr. Hadley to accept the bid from Antonelli Construction Company in the amount of \$310,787, seconded by Ms. Bohnson.

Discussion ensued with Mr. Rucho asking what is the plan of this Board for the money we need. Mr. Gaumond explained that he is currently working with Karen Paré on the cost of the phones and coming up with a more affordable option. We may have to move some money at town meeting to cover some of the costs. Some of the moving costs can be mitigated and we may not be able to purchase new furniture, but the good thing is everyone here has a desk they can use. Maybe we can put an article on the October town meeting and we can move in with what we have. Mr. Rucho asked what we budgeted for the phone. Mr. Gaumond explained that when he originally made the presentation to the town we were asked about phone and he had a quote for \$15,000 for the phones, just the phones and not all the other items such as installation, servers, and the cost of wiring. He asked for a quote from a vendor we used in the past and the number was low. We are now picking off the state bid list. Mr. Rucho suggested going out to bid instead of going off the state bid list as the price may be cheaper. Mr. Gaumond only asked for quotes for phones, not the phone system. Mr. Gaumond added that the most disappointing process has been the phones. When he asked for quotes for the phone it did not include the phone system, he has learned a lot about this process, and had he known today what he needed he would have asked to have a consultant involved with the procurement of the phone system, as other towns do. He added that Karen Paré is helping him with this out of the goodness of her heart and she is a saint. Mr. Rucho question how much it would cost for moving expenses. Mr. Gaumond advised that when we moved to Hartwell Street we put in \$20,000, but that also included the Council on Aging and we can do a lot of the move ourselves. If we have to put some money aside to boost those funds we can do that. Mr. Rucho is concerned we told the townspeople that this would be the number and we could move into the building for. Mr. Gaumond explained that we had to do a competitive bid and the state creates a procurement process that the town has to follow. He is horribly disappointed in the bids but it is what it is. We do the best we can and this is what the numbers are. He thinks we can get this fixed relatively quickly. Mr. Hadley does not think we will be that far off or over and if we do not sign the contract we will spend over \$10,000 a month in rent. Mr. McCormick noted that we also told the townspeople we were supposed to move in during April. Mr. Rucho is concerned about the \$50,000 to \$60,000 difference.

Vote on the motion – all in favor.

Mr. Gaumond will have the architect send a Notice of Award to the contractor and he will bring back the contract documents for the Board's signature. Mr. Rucho asked what we would do if the bid

comes back in the \$70,000 range. Mr. Gaumond intends to report back to the Board and FISP next Wednesday. Mr. Rucho questioned what the architect feels will be different with this bid. Mr. Gaumond advised that the architect spoke with at least three vendors to explain the project and scope of work to try to get people interested.

Anthony Sylvia, DPW Director

1. April – May Street Sweeping of our neighborhoods

Mr. Gaumond informed the Board that Mr. Sylvia has already publicly announced the schedule and we are getting the word out. Mr. Sylvia reports that things are going very well. The schedule was also advertised in The Banner. This year the schedule was condensed from three months to two months. They are working on the main roads right now and will move into the neighborhoods around May. With next week being school vacation week, they will take care of the parking lots. They did emphasize to residents not to put large amounts of debris into the gutters and he appreciates their cooperation in that regard. Mr. Rucho asked if it is an easier process because we used less sand. Mr. Sylvia replied yes, but they did begin to use sand in January. He also noted that it is a brand new, more efficient piece of equipment. Ms. Bohnson asked because we are ahead did he think next year we will be able to do the sweeping at a quicker pace or is what we have now what we will continue to see in the future. Mr. Sylvia noted that the schedule has been condensed from three to two months. Mr. Hadley asked what we do with the recycled sand. Mr. Sylvia stockpiles it at the brush dump and uses it in an environmentally friendly manner.

2. Announce that the Town will be receiving \$296,028 in Chapter 90 funds for FY15 & an additional one-time payment of \$44,404

Mr. Gaumond reports that just yesterday he received a notice that the transportation committee agreed on a five-year transportation bond bill that includes \$100 million for Chapter 90 for fiscal 2015. It would be an increase of \$150,000 to our appropriation, however, if you read the documentation from the MMA it says it should be available immediately after the bill is signed into law and he does not know that we will see those resources in this fiscal year. He intends to develop a plan based on the money we have been notified of.

In regards to potholes, the state revenues were good and the Mass DOT sent out an advisory on April 9th saying that they are giving out a Winter Rapid Recovery Road Program, which allots \$40 million for a statewide program specific to road repairs. West Boylston will be receiving \$44,404, which is based on the Chapter 90 formula. Mr. Gaumond has already signed and returned the contract. In the next couple of weeks we can use those moneys for projects including patching of potholes, cracking and other surface defects, paving projects, repair or replacement of signage, guardrail, storm grates, and road striping or painting. He noted that this was a particularly bad winter and he will charge Mr. Sylvia to come up with a scope of work for those funds. Mr. McCormick asked if we automatically get the money, or do we have to submit for reimbursement. Mr. Sylvia expects the process to be the same as Chapter 90. We do the work and then submit for reimbursement. The work needs to be physically completed by June 30th. Mr. Rucho asked if we would need to contract the work out, or could our DPW perform the work. Mr. Gaumond explained that everything has to be done by contract and noted item #1 of the rules and regulations, which states that the monies for each specific city or town will be encumbered by Mass DOT. The project has to be physically completed by June 30th and we will be reimbursed by September 30th.

With regard to procurement, Mr. Sylvia explained that we will put anything out to bid with a cost over \$25,000 and he will not be doing any job over that threshold. He would do line striping and guard rail projects. Jobs from \$10,000 to \$25,000 require three quotes and we can do it much faster. Mr. Rucho suggested getting clarification on the deadline dates. Mr. Sylvia stated that the town will not lose out on any of the funding.

3. Request to retrofit surplus ambulance for use by the DPW

Mr. Gaumond explained that when Fire Chief Pauley was with the town he replaced an ambulance, and at one point we discussed changing the chassis into another fire vehicle. A few meetings ago the Board of Selectmen declared the former ambulance as surplus and the DPW would like to use it as a replacement for the International dump truck they were planning to replace in FY15 for approximately \$67,000. He could retrofit the vehicle for about \$10,000 to \$15,000, if the Board is agreeable, and it would save a good amount of money as the \$67,000 is an outdated number. Another option is one of the pick-up trucks failed and the ambulance could be used for that as well. Mr. Hadley would prefer it being used for a dump truck as a pick-up truck is much less to replace. Mr. Sylvia intends to have the dump truck continue in service with the retrofitted ambulance as a pick-up truck and then we can alter the vehicle to serve as a dump truck.

Motion Mr. Rucho to transfer the surplus equipment to the DPW, seconded by Mr. Hadley, all in favor. Mr. Sylvia will report back the Board's action to the Capital Investment Board as his truck was on their schedule for replacement.

Motion Mr. Hadley to use the former ambulance as a pick-up truck and then change it over to a dump truck, seconded by Ms. Bohnson, all in favor.

4. Mr. Sylvia reports that he has been working with the Parks Commission and as a result of the recent demolition project and removal of the town pool, there is an open area that services no people at this time. The project should be completed within a month with the contractor returning to loam and seed the area. Prior to that, the Parks Commission would like to utilize the area at least on a temporary basis for a practice field. The current high school baseball field is also used as a practice field. This new practice field would be only a temporary use. They would flatten the area and loam and seed it so they can begin to rebuild the baseball field. They would use the temporary field until the baseball field is ready for full time use. The Parks Commission would pay for the grading, about \$1,800 and the DPW would pay the remaining \$1,200. They plan on completing the project next week, which will be a hydroseeded field and ready for use much quicker. Mr. Rucho voiced concern that there is no water at that location. Mr. McCormick believes there is a fire hydrant at the end of the middle/high school wing. Mr. Sylvia will work with the Fire Department and the Water District as we will have to manually water the field. Mr. Rucho asked about the kids' pool. Mr. Sylvia's plan is to grade and level the property and cover the kids' pool with loam and seed.

Mr. McCormick noted that this is parks land and as such he voiced his concern over why the Board of Selectmen would discuss this. Mr. Gaumond noted that this was just to inform the Board of what was going to be going on.

MEETINGS, INVITATIONS & ANNOUNCEMENTS

1. April 23, 2014, 6:30 - Special Board Meeting to review, approve and sign town meeting warrant for May 19, 2014 Semi-Annual Town Meeting. Following this meeting there will be a meeting of the Facilities Implementation & Strategic Planning Committee

2. April 24th, 6:30-7:30 – Regional Economic Outlook presented by The Wachusett Area Chamber at Holden Town Hall
3. April 28th, 7:15 – ZBA Public Hearing on Borrego Solar Project
4. April 30th, 6:00 – Wachusett Greenways Annual Meeting at Holden Senior Center
5. Marching for Veterans – relatives and friends are being asked to march on Memorial Day in honor of Veterans who can't march or are deceased to keep their memory alive – for more information contact Jack McCormick 774.261.0596
6. MIIA Board of Directors approved a second award of participation credits for its members which result in the town receiving a \$1,837.89 credit for property & casualty and \$599.16 for workers' compensation. Mr. Gaumond explained that these are additional monies that we received this year for participating in trainings and adopting policies and procedures. Mr. McCormick thanked those who attended trainings. Mr. Gaumond stated that the bulk of the thanks goes to Nancy Lucier for her tracking of the information, she does a really good job, and he thanked her for her work on that.

FUTURE AGENDA ITEMS

Mr. Rucho requested an update on the 40B project to tell the townspeople where it stands. Mr. Gaumond suggested that in addition to providing an update at the next meeting, which is not until May 7th, that he will also send out a blog. Mr. Rucho agreed with that approach.

SELECTMEN REPORTS

Mr. Hadley reports that two weeks ago he met with the Secretary of with Executive Office of Housing & Economic Development, Greg Bialecki who was in town to speak about the completion of Century Drive. It was a good meet with CMRPC, Nanette St. Pierre, and we had a tour of Emuge.

Mr. Rucho reports that he attended the Finance Committee meeting and the School Department was able to get their numbers to work with the numbers Mr. Gaumond gave them.

With no further business to come before the Board, motion Ms. Bohnson at 8:12 p.m. to adjourn, seconded by Mr. Hadley, all in favor.

Respectfully submitted,

Approved: May 7, 2014

Nancy E. Lucier, Municipal Assistant

Kevin M. McCormick, Chairman

Christopher A. Rucho, Vice Chairman

John W. Hadley, Clerk

Siobhan M. Bohnson, Selectman