

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

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 March 19, 2014, seconded by Mr. Kittredge, all in favor.

Town Administrator's Budget Presentation

Mr. Gaumond explained that the Town Administrator has the responsibility of preparing the operational budget for presentation to the Board of Selectmen and town meeting. Tonight he is presenting the Board his draft FY15 operational expenditure budget. The budget is divided into functional categories including General Government, Public Safety, Education, Public Works, Human Services, Culture and Recreation, Debt Service, Intergovernmental, Employee Benefits and General Insurance. It gives a good explanation of the operations of the town.

Moderator – this line item will be level funded – covers expenses to attend annual training.

Board of Selectmen - this line item will be level funded. Covers registration for MMA conference.

Town Administrator – this line item includes a COLA adjustment for the Municipal Assistant and contractual raise for the Town Administrator.

Reserve Fund – this line will be level funded. It covers unforeseen expenses incurred by the town. Mr. Gaumond commended his department managers who have been able to living within their budgets.

Finance Department – this line item will be increased from \$168,163 to \$177,225, and maintains one employees in the department with a COLA, some additional funds to cover the transition to the software conversion and the contract with our financial consultant. Today we opened bids for financial management services and Mr. Gaumond will review the submittals and make a recommendation at the next meeting. We received three proposals.

Town Audit – this line item will decrease by \$10,000 as we do not need a special audit to cover actuarial services needed to comply with GASB45.

Assessors Department – this line item will increase from \$77,977 to \$83,930 to cover a COLA for the one employee in the department, Assessor salaries at \$1, the contract with our Principal Assessor and the costs for a map update for our GIS system.

Treasurer/Tax Collector – this line item will increase from \$167,072 to \$182,938, includes a COLA for employees in the department and funds for tax title enforcement, banking fees and training. Mr. Gaumond thanked the Treasurer/Collector for her hard work on reducing the banking fees.

Town Counsel – this line item will be level funded. Today we received six bids for town counsel services, which Mr. Gaumond will review and make a recommendation at the next meeting.

Computer Services – this line item will decrease from \$83,700 to \$78,660, includes a limited amount of equipment and the costs for our computer maintenance contract.

Town Clerk – this line will increase from \$70,615 to \$72,518 and includes a COLA for the two employees.

Elections will increase from \$26,720 to \$28,470 and covers automark election system/coding and postage and funds for a special election.

Planning Board will be getting \$3,247 for their secretary and operating costs. They continue to maintain their revolving fund.

Public Safety Headquarters will be level funded and it also includes a line item of \$9,900 for building maintenance.

Town Hall – this will decreased from \$151,120 to \$81,885. It covers the janitor, consolidated supply budget, an estimate of the new operational costs for the new building and phone system and a line item of \$9,900 for building maintenance similar to other municipal buildings.

Town Report – this will be level funded.

Total General Government is \$1,086,649, a decrease of 3.5% due to the elimination of rental costs for town offices.

Public Safety

Police Department - this line item will increase from \$1,343,670 to \$1,361,187, includes a COLA for the one non-union employee, contractual increase for the officers and the costs of clothing increases for this year.

Fire Department – this line will decrease from \$658,229 to \$658,047, includes a COLA, covers ambulance billing and hospital medical direction services which was included into the operation budget last year. With changes in personnel we believe they can absorb any increases.

Public Safety Communication – this will increase from \$259,026 to \$263,681. We are still actively working to regionalize our dispatch services and trying to work out the best deal for the town.

Building Department – this will increase from \$83,142 to \$89,421. It includes a COLA and step increase for the secretary and contractual increase for the Building Inspector.

Sealer of Weights & Measures – this is level funded and the town does recoup the expense through inspection fees for tests.

Emergency Management – this line will be level funded. It is our hope that this budget will be supplemented with grants.

Animal Control – this line item will be increased from \$10,100 to \$10,276 to provide a COLA for the inspector.

Total Public Safety is \$2,391,887, an increase of 1.2%. Mr. Rucho requested under the column entitled difference that a percentage and dollar amount be included.

Education. They are proposing to increase this line item from \$10,444,680 to \$10,774,500 an increase of 3.2%, \$330,000 over last year. Mr. Gaumond does not have a breakdown of the budget as they have a single line item appropriation. The school will prepare a document with that breakdown which he will have eventually. They are looking for \$100,000 more and he was hoping for a more robust local aid figure. What he has given them is all that he can. He does not intend to use the Stabilization Fund to supplement any budgets.

Public Works

Public Works – this line will increase from \$671,390 to \$723,615 and return staffing to pre-fiscal crisis levels by adding one full-time employee to the ranks. It includes increases for temporary administrative and custodian support and it sets aside \$9,900 for building repairs.

Snow and Ice Removal – this line will increase from \$108,742 to \$110,877 in order to compensate for increased personnel costs.

Street Lighting – this line will be level funded.

Trash & Disposal – this will be level funded.

Landfill Monitoring – this line will be reduced by \$1,000.

Cemetery – this line item will increased from \$46,355 to \$62,062. It covers the cost of the Cemetery Superintendent. However, the Commission is seeking \$15,000 for operational support of the

department. In the past this was covered by investment funds, unfortunately the interest they have been able to receive is now non-existent. They no longer are able to operate just within their revolving fund, and are looking for money from the town to help with their operational costs.

Total Public Works will be \$1,369,403, an increase of 5.3% due to the additional staff at the DPW and the operational costs for the cemetery.

Human Services

Board of Health – this line will be funded at \$10,000, and still maintain the revolving fund.

Council on Aging – this line item will increase from \$48,304 to \$85,550 includes salary for the one employee in the department, and covers the meals on wheels and dial a ride programs. It also includes the rental costs associated with the Senior Center.

Veterans Services – this line will increase from \$135,644 to \$137,583 to cover an increased level of veterans taking benefits and a small increase for the Veterans' Agent. We are reimbursed 75% on all expended benefits.

Total Human Services is \$233,133, an increase of 18.4% primarily due to the change in the Council on Aging for operational and rental costs.

Mr. Rucho questioned how we will handle maintenance. Mr. Gaumond explained that we will provide the Council on Aging some sort of custodian assistance and he did increase the hours for the custodian at the new town hall

Culture & Recreation

Library – this line will increase from \$337,846 to \$365,853, and for the first time in Mr. Gaumond's tenure the Library will not have to seek a waiver for accreditation by the Mass. Board of Library Trustees. It sets aside \$9,999 for building maintenance and provides for employee COLAs.

Arts Council – this will be level funded

Total Culture & Recreation is at \$366,203, an increase of 8.2%.

Debt Service

Debt Principal – this will be funded at \$1,115,301 and is a fixed cost.

Debt Interest – this line will be reduced.

Short-Term borrowing – this line will be level funded.

Total Debt Services will be \$1,288,123, an increase of 6.6%. They are all fixed costs to the town. Most of the increase is the debt cost for the new building.

Intergovernmental

Regional Planning Assessment – it is our participation in CMRPC and is based on our population.

Wachusett Earthday – this is also based on our population. Mr. McCormick asked if the jail figures are included and Mr. Gaumond advised that they are not.

Total Intergovernmental is at \$4,528 an increase of 1%.

Employee Benefits

Retirement & Pensions – these are fixed costs, \$887,687.

Workers Compensation – this is a fixed cost and we have a small increase, \$52,898 to \$57,500.

Unemployment Insurance – this is a fixed cost based upon the town's payroll, we will decrease this line item from \$62,5000 to \$47,500.

Group Health Insurance – this is a fixed cost for the both the town and the school. This will increase from \$2,895,802 to \$2,995,000.

OPEB – this is a new line item this year. A new law was passed last year, MGL 32B 9A-1/2. It allows communities to bill communities for their share of employee retiree benefits. As an example, if someone works in Boylston for 40 years and comes to West Boylston for one year and then retires, we

can bill Boylston for their share of the retirees costs. We estimated our costs at \$3,500.00. This year we brought in \$10,000 and paid out \$3,000. The revenue comes into the town as a local receipt.

Group Life Insurance – this is level funded.

Medicare – this is a fixed cost and will be increased to \$175,000.

Total Employee Benefits is \$4,179,197, an increase of 4.6% primarily due to pension increases.

General Insurance

General Insurance will be maintained at \$125,000, it is about \$55,000 less than what we have historically been paying. Anything that comes in above that will need to be offset with MIIA rewards.

Mr. Gaumond states that the budget is balanced, it is projected to be \$21,826,623, an increase of 3.4% over last year. This is a draft budget which he will continue to work on. It adequately meets the needs of the municipality. Mr. Rucho asked if the school would like to meet with the Board. Mr. Gaumond advised that he did provide them with the budget number and our offer to sit down. They said thank you and will let us know.

OLD BUSINESS

1. Margaret & Matthew Hubble, 201 Maple Street – sign removal

Mr. McCormick had a discussion with the Sheriff and the Sheriff feels that the sign is probably needed more on Route 140 where there are no signs at that location. The sign in the center of town directs you to the Industrial Area until you get to Maple Street where there is another sign that directs you to the Industrial Area. People coming from the center of town do not know how to get to the jail. The letter from the Hubbles also says they have approval; however, the agenda package does not have anything in writing granting approval.

Mr. Rucho asked if the Sheriff was amenable to Mr. McCormick original proposal which was to make the sign smaller and move it across the street. Mr. McCormick advised that the Sheriff would rather see the sign more towards the center of town or maybe at Maple Street/140. Mr. Hadley suggested having something in writing from the Sheriff and then the Board could vote on this.

Mr. Gaumond suggested having him send the Hubbles a letter stating that the Board of Selectmen is agreeable to changing the location of the sign but request that the Sheriff make his request to the Mass DOT as it is their sign and the Sheriff is agreeable to some sort of change. And, as soon as DOT receives notification from the Sheriff we are all set. Mr. Rucho is not in favor of installing a large sign in the center of town. Neither Mr. McCormick or Mr. Rucho have an issue with Mr. Gaumond handling this issue, however, they do not want a large sign in the center of town. Mr. McCormick suggested several small signs, one in the center of town and the other at the intersection of Route 140 and Maple Street.

Motion Mr. Hadley to have Mr. Gaumond handle this issue, seconded by Mr. Kittredge, all in favor. Mr. McCormick noted that he did speak with the Sheriff about this issue.

2. Naming Request for the All-Purpose Field

The Board received a letter from the Naming Committee notifying the Board that they will not bring forth a name because they do not know what to do. Mr. McCormick had some discussions with a couple of the people on the Naming Committee. Rather than naming a field he got a good idea from Mike Kane of The Banner who let him know that in the Town of Clinton they install a monument saying what the person did instead of naming something after someone, which he feels is a good idea. We would need to involve the Parks Commission so an area could be designated for the location of a small monument. Mr. Rucho pointed out that the Parks Facilities Committee is coming up with a plan for the parks and he doesn't think anything should be done on that at this time. Mr. McCormick

suggested tabling the issue and meeting with the Parks Commission to get their input.

NEW BUSINESS

1.Request from Historical Commission for letter of support to place Beaman Memorial Public Library on the Register of Historic Places

Mr. Gaumond explained that the agenda package includes a couple of letters, one of which is from Betsy Friedberg of the Massachusetts Historical Commission. It appears that the Beaman Memorial Public Library was nominated for the National Register and one of the items needed is a letter of support from the Town of West Boylston as the owner of the property. The Board authored a letter back in 2007 when the Mount Vernon Chapel was nominated. The Historical Commission could not be in attendance this evening as they have another meeting this evening. Louise Howland, Director of the Beaman Memorial Public Library is in the audience and offered to answer any questions the Board has.

Mr. Rucho asked if the Library is placed on the National Register does it stop us from doing work at the library and does it limit us on any proposed changes. Ms. Howland advised that her building has been on the Mass. Historic Register for a number of years. When they did the expansion in 1998 they had to go through the Commission to make sure what they were doing was within the scope as the building has been here since the reservoir was formed. The Historical Commission with the Board of Library Trustees are proposing making this official. Right now when they apply to the Community Preservation Committee for funding they recognize we are an historic building so they are already dealing with those kinds of restrictions. She does not see that this is a further restriction. Mr. Rucho asked if we would now have to be approved by the National and State Historic Register. Ms. Howland would defer to the Historical Commission. Mr. Rucho noted that the main advantage to this is we would be able to get some grant money. Ms. Howland added that when they wanted to take the chimney down at the Library they had to go to the state for approval as well. Even when they selected the color for their addition they had to make sure it was compatible with the district. Mr. McCormick explained that the Board is concerned that the library couldn't make any changes without getting approval, however, they already need to get approval for any changes so this would be another step. Mr. Kittredge advised that when he wanted to put in a skylight at his home he had to go through an approval process as well.

Motion Mr. Hadley to authorize the Town Administrator and the Library Director to author a letter for signature by the Board of Selectmen, seconded by Mr. Kittredge, all in favor.

2.Concurrence on the hiring of Paula C. MacConnell as Council on Aging Van Driver effective April 3, 2014 at Step 1 of Grade 2, \$12.49 per hour

Motion Mr. Rucho to approve the hiring, seconded by Mr. Hadley, all in favor.

3.Update on signs for new building & town common

Mr. Gaumond reports that he has been working with the Building Inspector and talking with sign companies in town to get a sense of what is available. He provided the Board with a photo of a sample sign for the Town Common. The top of the sign says Welcome to the Town of West Boylston and the below is a full color electronic panel which allows remote access. Mr. Rucho voiced his concern that too much of the sign's space is taken up by the Welcome to the Town of West Boylston. He would prefer that to be smaller to leave more space for messages. It was also noted that the sign is 2x8 and Mr. Hadley pointed out that most are 3x10. Mr. Rucho would prefer the top of the sign to only say West Boylston or Town of West Boylston. Mr. Hadley suggested a 3x8 sign.

Mr. Gaumond reports that the other item is the electronic sign at the new town hall. When he was putting the budget together he was not anticipating an electronic sign at the location. We asked for a quote for a two-sided sign with an electronic component and the cost was \$12,000. We estimated \$3,000 for our town hall sign.

Mr. Hadley explained that his thought on an electric sign at the new town hall was that it would give us the ability to post meetings which might be going on at town hall. Mr. Rucho prefers a sign similar to what was previously at our new town hall building. Mr. McCormick suggested that if the Board feels there is a need for an electronic sign at the new town hall it could be done at a later time. The Board recommends the dimensions for The Common sign to be at least 3x8 and agreed to a non-electronic sign at the new town hall. Mr. Gaumond will report back with cost estimates.

Mr. Rucho offered to take photos of the sign in the Town of Northborough.

4. Concurrence on the appointment of John Pitro, 25 Hosmer Street to the Parks Commission effective April 3, 2014 for a term to expire on April 30, 2017

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

5. Concurrence on the following Town Administrator Reappointments

Motion Mr. Rucho to concur with the following reappointments of the Town Administrator:

Bradford C. Dunn, Board of Assessors – 3 yrs.; John Hadley, Mark Meola, William Chase, Conservation Cmsn. -3 yrs.; Audrey M. Clary, Council on Aging – 3 yrs.; Patricia Barrie & Pauline McCormick, Cultural Council – 3 yrs; Michael Mard, Fence Viewer – 1 yr.; Thomas Welsh, Hazardous Waste Coordinator -1 yr.; Allen R. Phillips, Assist. Hazardous Waste Co-Ord. - 1 yr.; Christian Koppetsch, Gov Rep to C.M.E.M.S.C. -1 yr.; Colby Fiske, Ambulance Rep. to C.M.E.M.S.C. - 1 yr.; Richard Ellbeg, 1st Responder Rep to C.M.E.M.S.C. – 1 yr.; Thomas Welsh, Emergency Mgmt. Director - 1 yr.; Allen R. Phillips, Assist Emergency Mgmt. Dir. - 1 yr.; Jesse Boucher, CERT Coordinator - 1 yr.; Thomas Welsh, Right-to-Know Coordinator - 1 yr.; Thomas Welsh, Forest Warden - 1 yr.; Barbara M. Deschenes, Historical Cmsn.- 3 yrs.; Gary Flynn, Parks Cmsn. -3 yrs.; Peter Rotando, Robert Rosenlund, Dennis Minnich, Thomas M. Balvin, Matthew Saunders, Francis Glynn, Anthony Papandrea, and Michael Pavone, Constable - 1 yr.; Mary E. Almstrom & Abbi E. Parkinson, Matron – 1 yr.; Charles Greenough, Peg Program Coordinator – 1 yr.; M. Patricia Barrie, John F. McCormick & Deborah Mattison, Town Common & Bandstand Use Advisory Committee – 1 yr.; Richard Breagy, Assist. Bldg. Insp – 1 yr.; Michael J. Capone, Wiring Insp. – 1 yr.; Dennis Dean, Assist Wiring Insp. – 1 yr.; George W. Mioglionico, Plumbing/Gas Insp. – 1 yr.; Eric Johnson, Assist. Plumbing/Gas Insp. – 1 yr.; James O'Day, John Owanisian, Patrick Crowley, Gary Flynn (Park rep.) & Robert Dunne (Park rep.) Parks Facilities Cmte. - 3 yr.; Michael J. Kittredge, III (DPW Union), Paula Menendez (School Teachers Union), James Bartlett (Police Union), Roger Pontbriand (School Administrative) and Marcia Cairns (Retirees) – Insurance Advisory Cmte. – 1 yr.; Judy Van Hoven (School Teachers alternate) and John McCormick (Retirees alternate) Alternates to Insurance Advisory Cmte – 1 yrs.; Lynn Fallavollita, Agricultural Cmsn. – 3 yrs.; Michael Kittredge, Siobhan Bohnson, Kevin McCormick, Christopher Rucho, John Hadley, Bruce Peterson, Marcia Cairns, John B. DiPietro, Sr. & Raymond Bricault (Fin Com rep) Facilities Implementation & Strategic Planning Committee – 2 yrs., seconded by Mr. Hadley, all in favor.

Mr. Gaumond thanked all the citizens who came forward to serve the town.

6. Consider the following Board of Selectmen Reappointments - Charles Witkus & Kristina Pedone, Zoning Board of Appeals – 5 yrs. and David Mercurio, Bylaws Committee – 1 yr.

Motion Mr. Kittredge to approve the appointments, seconded by Mr. Hadley all in favor.

MEETINGS, INVITATIONS & ANNOUNCEMENTS

1. April 26, 2014 – 10:00 Annual Coffee for all Appointees of the Board of Selectmen and the Town Administrator at town hall, 127 Hartwell Street

This is an annual event at which members of boards and committees can get sworn in and everyone is giving a refresher course on the Open Meeting Law and are informed of the goals established by the Board of Selectmen.

FUTURE AGENDA ITEMS

Board members have no future agenda requests this evening.

SELECTMEN REPORTS

Board members have nothing to report this evening.

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

Respectfully submitted,

Approved: April 16, 2014

Nancy E. Lucier, Municipal Assistant

Kevin M. McCormick, Chairman

Christopher A. Rucho, Vice Chairman

John W. Hadley, Clerk

Michael J. Kittredge, Jr., Selectman