

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

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

Read and Acceptance of Minutes from Previous Meeting

Motion Mr. Kittredge to approve the regular session meeting minutes from January 8, 2014, seconded by Mr. Hadley, all in favor.

Motion Mr. Hadley to approve the executive session meeting minutes from January 8, 2014, seconded by Mr. Kittredge, all in favor.

OLD BUSINESS**1. Consider signing lease with Borrego SPV**

Mr. Gaumond explained that this item comes to the Board for their consideration for the solar project. The town and Borrego have gone back and forth on some substantial issues relative to the lease agreement. Over the last few days and even as early as today he exchanged documents with Borrego and there is a draft lease agreement that has been reviewed by town counsel and accepted in principle by Borrego. He is not sure if all members had an opportunity to review the information and are prepared to vote. The bone of contention between Borrego and the town has been over the size of the project insuring that we would have a minimum included in the document. Mr. Hadley recommends tabling this until the next meeting so the Board has an opportunity to review everything. This item will be on the next agenda. Ms. Bohnson requested Mr. Gaumond put all the points together in one email. Mr. Gaumond offered to put it together in a more easy to digest package. Mr. Rucho commented that from what he read he thinks it looks positive. He asked if we would need an executive session. Mr. Gaumond replied, whatever the Board of Selectmen decides.

2. Consider signing contract with Haynes, Lieneck and Smith, Inc. Architects, Ashby, Mass for architectural services

Mr. Gaumond spoke with Haynes, Lieneck and Smith to be able to take responsibility for our designer services for our town offices. In the signature file there are contracts for the project. Article 6 speaks to designer services. The contract was prepared by our town counsel. It divides the project into multiple phases. Phase 1 is schematics, Phase 2 design development, Phase 3 construction documents, Phase 4 bidding phase, Phase 5 designer's services during construction and Phase 6 record drawings, reports, calculations. They will review the project before we issue the final payment. Mr. Gaumond recommends the Board approve the contract and execute it on behalf of the town.

Motion Mr. Hadley for the Board to sign the contract for designer services with Haynes, Lieneck, and Smith, Inc., seconded by Ms. Bohnson, all in favor.

3. Update on the Reservoir Motor Lodge

Mr. Gaumond reports that at the last meeting the Board asked him to prepare an update on this issue. The Board voted to revoke the motel operating permit held by DM Hospitality Corp. d/b/a Reservoir Motor Lodge based on multiple violations of the Town's regulations. Reservoir Motor Lodge appealed the decision to the Superior Court, which upheld the Board's revocation and entered judgment in favor of the Town. Reservoir Motor Lodge appealed the Superior Court's decision to the Appeals Court and obtained an order staying the judgment pending a decision on the appeal, which

allows it to continue to operate the business while the appeal is pending. Both parties have filed briefs with the Appeals Court, and on December 17th, we were informed that the case has been assigned to a panel of judges but will not be scheduled for oral argument. It is expected that a decision will be rendered within the next few months. In addition to the Town's action to revoke the operating permit, the property owner initiated eviction proceedings against Reservoir Motor Lodge. We were informed by counsel for the property owner that the Court entered judgment in favor of the property owner for possession of the premises and back rent, but that Reservoir Motor Lodge has appealed the Court's decision. There are two cases against Reservoir Motor Lodge, one by the Town of West Boylston and the other by the property owner.

Mr. Hadley asked if they are still letting new customers live there. Mr. Gaumond advised that they are because there is no standing order not to. They are not operating a legal business by the standards in the Town of West Boylston. Ms. Bohnson understands we have no control and we are just waiting to go through the courts, but it is important for the townspeople to know we have done all we can do. Mr. Rucho asked if the Fire Chief and Police Chief are still going in. Mr. Gaumond advised that they all did the annual inspection of the facility. Mr. Rucho asked whether the taxes are being paid by the owner of the property. Mr. Gaumond noted that there are a great deal of outstanding taxes. The business owner was required to pay the taxes and sewer fees. Since the town took its action they are now delinquent with the bills, however, eventually the town will be paid either by Reservoir Motor Lodge or by the property owner. Mr. Hadley asked if the police are still constantly responding to calls at the establishment. Mr. Gaumond understands that they have responded to emergency calls there as well as ambulance service. Mr. Rucho requested an update every month. Mr. Gaumond will update the Board as soon as he gets updated.

NEW BUSINESS

1. Announce Islands available for

In accordance with the Board's Policy on Beautification of Town Squares and Island, annually, during the month of February, we announce which islands are available for adoption. Those adoptees, who were in compliance with the policy, have indicated an interest in continuing on with their islands. The only island available at this time is the island at Malden/Goodale. If anyone has an interest in adopting this island, the information is available on our website, or they could contact the Town Administrator's Office.

2. Announce that there will be a vacancy on the Board of Health member Beverly Salate will not be seeking reappointment

Mr. Gaumond announced that Beverly Salate has notified him that she does not intend to seek reappointment to the Board of Health. Her term ends the end of April and he welcomes residents to come forward if they have an interest in being appointed to the Board of Health to fill this vacancy. Mr. Rucho thanked Ms. Salate for her service.

3. Board Goals and Objectives for the Police Chief are welcomed

Mr. Gaumond welcomes any goals the Board would like to see assigned to the Police Chief.

4. Board Goals and Objectives for the DPW Director are welcomed

Mr. Gaumond welcomes any goals the Board would like to see assigned to the DPW Director.

5. Review Policy on New Growth

Annually in the month of January, we review our Policy on New Growth. It is to educate the Board and the general public. New Growth is developed through the assessing process and the Department of Revenue certifies our New Growth number. We created a policy on how much of our New Growth we would use each year. We have been following this policy since 2007 when it was adopted. The policy is on our website with all the other Board policies in Section F.

6. On behalf of the Council of Aging, vote to accept gift of used Hotpoint 16 cubic foot food freezer from Nancy and Doc Barakian

Motion Mr. Hadley to accept the used Hotpoint 16 cubic foot food freezer from Nancy and Doc Barakian on behalf of the Council on Aging, seconded by Ms. Bohnson, all in favor.

7. Consider voting to send letter of support for DCR Recreational Trails Grant

Motion Mr. Kittredge to sign the letter of support for the DCR Recreational Trails Grant, seconded by Mr. Hadley. Mr. Gaumond explained that the Town of West Boylston is the host of a portion of the Mass Central Rail Trail. It is town owned and one of the things on the long-range plan was to create a connector in the Town of West Boylston from the entrance to the trail to Pleasant Street. People could walk from Holden to West Boylston to Sterling safely. This would give us the engineering documents to get further grant support to make this happen. In the Board's mail file is a letter of support for the grant application to make this happen. Ms. Bohnson questioned if the Town of Sterling would be applying for the same grant. Mr. Gaumond advised that all of the communities who are part of the Mass Central Rail Trail are being asked to take the same action. He added that we are unique in the fact that our rail trail portion is town owned. He is proud of the fact that we have such a beautiful rail trail in West Boylston. When we did our SWOT (strengths, weaknesses, opportunities & threats) exercise, one of the things that always came up as a strength was the presence of the rail trail.

Vote on the motion – all in favor.

8. Consider referring draft proposed bylaw for a Medical Marijuana Overlay District to the Planning Board for public hearing

In the Board's agenda package is correspondence from the Planning Board. The town enacted a temporary moratorium to allow us the opportunity to address the effects of such structures and uses in the town and to enact bylaws in a manner consistent with sound land use planning goals and objectives. The draft bylaw, which was prepared by the Planning Board for the Board's consideration, needs to be referred back to the Planning Board for public hearing. Whenever the town is seeking to amend the Zoning Bylaws, the Board of Selectmen has the responsibility of referring the information to the Planning Board to discuss this matter. If any of the members of the Board have any thoughts on the materials they could share them with the Planning Board. This bylaw would create an overlay district to say within this area of the town this would be an appropriate location for that use.

Motion Mr. Hadley to send the draft bylaw for a Medical Marijuana Overlay District to the Planning Board for public hearing, seconded by Ms. Bohnson, all in favor.

9. Town Administrator Evaluation

This item will be tabled until the next meeting.

MEETINGS, INVITATIONS & ANNOUNCEMENTS

1.Fire Chief Thomas Welsh participated in a Fire Chief Credentialing process and was awarded credentialing at the level of Fire Chief. On behalf of the town, Mr. Gaumond congratulated the Chief for participating in this voluntary credentialing process.

2.Election schedule for the June 2, 2014 Annual town Election: April 11, 2014 – Last Day to Obtain Papers; April 15, 2014 – Last Day to Submit Papers to Board of Registrars; April 29, 2014 – Last Day to Submit Papers to Town Clerk; May 1, 2014 – Last Day to Object or Withdraw; May 14, 2014 – Last Day to Register to Vote; May 27, 2014 – Last Day to Post Warrant; and election day June 3rd from 12-8 p.m. Ms. Bohnson encouraged residents to come forward. She noted that there are some empty spots and noted that it is easy to sit back and say somebody else will step up.

FUTURE AGENDA ITEMS

There are none at this time. The Board agreed to take a short recess until 8:00, which is the time for the next agenda item.

Meeting with Paul Lieneck and Facilities Implementation and Strategic Planning Committee

Paul Lieneck of Haynes, Lieneck and Smith, joined the Board to review the draft plans for the new town hall, answer any questions the Board may have, and seek the Board's acceptance of the proposed scope of services. Mr. Gaumond advised that he, Mr. Hadley and Mr. McCormick previously met with Mr. Lieneck, who has worked in a number of municipalities. When it was reported that the town didn't get any response to their RFP, Mr. Lieneck was recommended by a number of people and Town Administrator's say if you want something done quick, Paul Lieneck is the person. Bruce Peterson, Jay Dugan and Ray Bricault, members of the Facilities Implementation and Strategic Planning Committee are in the audience this evening.

Mr. Lieneck explained that Mr. Haynes began the business back in 1921 and in 1988 he took it over. They are very familiar with the bidding laws and their bread and butter is building renovations. They have five people and are able to handle small projects quickly. The latest project they did in West Boylston was the Water District renovation project and they have done various municipal projects in West Boylston. He has prepared drawings of the building the way it is and he has furniture drawings in progress based on the list of furniture Mr. Gaumond provided. He has started on the electrical and the lighting. What he would like to accomplish tonight is an approval of the division of space within the building.

He proceeded to review the basement. At the bottom of the main stair is a vestibule and they moved the door. There will be a wall put in around the electrical room. In the future there is a long storage room for file cabinets and other things that are not going in the records storage room. There are two finished spaces which will be used for the public access people and they can have separate access and can be given a key to their space. The mechanical room has a separate air handling unit. All doors have numbers, half swing are exiting doors, full swing are added doors. Mr. Bricault asked about the file storage area (the vault) and was advised that it will be located on the main floor. Mr. Peterson asked if any of the petitions will have any effect on the fire suppression system. Mr. Lieneck feels as far as the basement goes we are in pretty good shape but he has not checked all of them. Mr. Peterson asked if he had made up a door schedule. Mr. Lieneck is working on that now, pressed metal frame solid wood doors. The Building Inspector recommended replacing the entry exterior doors and he will look at the budget. He is still looking at that. Mr. Gaumond pointed out that we only borrowed \$2 million and we paid \$1.575 for the building. The remainder is for renovations, furnishings, the

move and the vault. Mr. Lieneck noted that from his discussions that is why he set a limit of \$100,000 and he thinks it will cost about \$80,000 for build-out costs. Mr. Rucho voiced concern that he is putting together a plan on \$80,000 and not the best choices. Mr. Lieneck added it is the best choices within that \$80,000 we may not do some things but you might do them later such as the basement storage room. He noted that the electrical will drive a lot of the cost and if we get into a situation where there is no power by taking down walls in an existing room we would have to add incrementally. You could replace the carpet later on office by office on the first floor. They will do what they can with the \$80,000. Mr. Hadley asked what happens if we go over the \$80,000. Mr. Lieneck stated that the limit he is working with and rather than doing something half way they will do what they can with the \$80,000.

On the first floor they will make the entry the adjacent door to the main door, take out the toilet and make it part of the lobby, with access to the elevator, toilet and stairs. That would make door 125 an exit only door. At this end of the building will be the Treasurer/Collector and Accounting spaces. The Treasurer/Collector will be a private office and the Town Accountant will be a private office. There will be a service counter with separate public handicapped accessible entrance. The service counter will be about 12 feet, security door being added next to the elevator to secure it at night. Door 115 could be locked at night. This would have access to a toilet and the public counter the counter will be two feet wide. The back of the building will be the Conservation Commission in the with the Zoning Board of Appeals, The Planning Board office, a mail room and the Town Clerk area will be three rooms combined to one. They will have a service counter, with separate door, handicapped accessible, five feet from the wall is the counter. Then you have the custodian's room and a storage room, now the shower rooms. It will be large enough for maintenance supplies. There are two existing accessible toilets. The front of the building houses the Assessors in two or three rooms combined into one. There is a records storage room, Board of Health and Building Inspector, meeting room, where the pool is. There will be a corridor that connects to the main corridor. The back of the pool space is where the dormer is. Also in there is a small meeting room for 8-10 people. Room 126 will be the vault room and it will be built to a three-hour fire rating. The alcove will have a public access computer and assessors maps. It will be 8-feet wide and 4-feet beyond the width of the corridor. Mr. Gaumond would like to put a narrow table and computer in that area. Mr. Lieneck suggested a built in counter for that location. He will check to see if the door into the Building Inspector area will be handicapped accessible. Mr. Peterson suggested a roof over the door. Mr. Lieneck noted that on the other side of the wall will be the land use meeting room and storage room in the rear which will remain as it is.

Mr. Hadley recommends including new carpet for the whole first floor in the budget. Mr. Rucho asked about painting. Mr. Lieneck noted that on the Planning Board room you could leave the carpet and not paint anything as we are not going to change any walls. He agrees that any room where you are taking petitions down you would want to paint and carpet. Mr. Hadley suggested using the jail workers for the painting. Mr. Lieneck stated that the building is not that old and the walls are not in bad condition. Ms. Bohannon agrees to the carpeting recommendation and also with getting the jail workers to do the painting. Mr. Peterson asked if the petitions in the pool are going floor to ceiling. Mr. Lieneck advised that they are. Mr. Peterson questioned the sprinkler, HVAC, and the duct work would somebody need to design that first so you could incorporate that into the plan. Mr. Lieneck explained that the plan for him is to get this out to bid the first of February so he does not think that is going to happen. The duct work in the pool area, there are registers in the floor it is underground and not accessible. They did intentionally put the wall of the records storage room in line with the other wall one foot into the basement. Mr. Peterson noted that this would not be included in the first

contract, and he would like to see everything in one contract. Mr. Gaumond stated that his task was to get us in by the middle of April. If the Board wants to take longer we can. Mr. Rucho stated that he didn't know that was the task. We said it was our hope and we always said that if we need to extend the lease we could do that. He questions why would try to rush this and he would like to take extra time and do this right. Mr. Hadley agrees we should do everything right and do it once. He does not have a problem with using volunteer labor to paint. Mr. Rucho has dealt with the jail before and the jail might not be available when we need them, things would be held up, and you have to be very flexible when you use them. Ms. Bohnson agrees with Mr. Hadley that we did tell people we would work within this budget and Mr. Gaumond was told we need to get in there as soon as possible. Mr. Peterson does not think it is wise to have somebody come in after the work is done and have to put heat and air conditioning in after it is done. Mr. Lieneck noted that the way the building was built there are several mechanical systems as the building has been added on to. There is a separate one for the pool and you could probably get an engineer in to modify it or extend one of the other systems to take care of the pool, it is several systems with several thermostats. They need to try to get as much time for construction as we can. He was going to try to go out to bid the first week of February to start construction the first of March and it gives us 6 weeks for construction. He estimated to get an engineer in here to figure out the pool would take two months depending on what they have to do. Mr. Gaumond stated that he could begin that process as soon as the floor plan is approved. Ms. Bohnson asked if we could do both at the same time. Mr. Lieneck would need the information in the next two or three days and we could try to use the duct work under the concrete slab. Mr. Rucho pointed out that the pool room is not set up for offices, and it doesn't mean it couldn't work for what we want right now for offices. Mr. Lieneck added that the system designed for that space is dedicated for a pool.

With regards to the budget, Mr. Rucho stated that we told the townspeople it was \$1.5 to purchase the building and we would spend the difference to make this project right. He does not recall ever saying an \$80,000 budget. Mr. Lieneck stated that he used it as a number to focus on based on the RFP as he needed a number to focus on. Mr. Peterson remembers \$250,000 being left for the construction after the costs for the vault, moving in, furniture, keys and a sign. Mr. Lieneck would like to put together a construction budget to put it all out together with the mechanicals included, and we could put together a reasonable schedule instead of a compromised schedule. Mr. Gaumond asked what he envisioned the time table would be for completion. Mr. Lieneck believes he could have that done in a month and he estimates project completion going out to July 1. Mr. Hadley asked are you doing the electrical work? Mr. Lieneck advised that he was. Mr. Lieneck would have the mechanical engineer look at the whole building, the pool needs, and the heat and air conditioning unit. It is one thermostat per air handler. Mr. Hadley noted that it is one system for the first floor and one for the second floor and one for the basement which has two finished rooms. Mr. Lieneck understands the mechanical system for the first floor air in the basement.

Mr. Bricault remembers when we were talking about this before when you go over the \$100,000 there was just one addition to the designer selection process. We kept coming back to the \$100,000 figure and we are talking about expanding the budget. Mr. Lieneck explained that once you get over \$100,000 you have an extra week or ten days for the file sub bids process. Mr. Bricault commented that if the project needs to be over \$100,000 it will not have that much of an effect. Mr. Hadley thinks it is important we should go through these designs. Mr. Gaumond feels the layout for the building would not substantially change if we were not staying with the \$80,000. Mr. Lieneck believes there has been a lot of scope expansion as we have talked to the original plan of just get in the building. He does not think the lay out will change. Mr. Rucho suggested maybe doing steel doors. Mr. Lieneck would like to extend the tile flooring throughout certain sections of the building including

corridor 128 as he feels tile would work there.

Mr. Bricault asked if 120 is the main entry. Mr. Lieneck advised that it was. Mr. Bricault suggested electronic interior signage would be a lot easier to do now than later. Mr. Gaumond noted that we did agree we would incorporate some sort of signing which included raised letters and brail. Mr. Bricault asked if we would have keys or a key pad for entry Mr. Rucho would like to have a key pad access and a person would get a code for access.

The second floor has a Selectmen's meeting room, room 208 will remain the way it is. The storage room next to it will be for the Cable TV control room. There are two toilets, room 204 is the lunch room and that will stay as is. The door to the mens room will be moved to the outside wall. You can get a 24" wide refrigerator in the lunch room and have handicapped access. Mr. Gaumond suggested making room 206 a unisex bathroom and room 205 is for employees only limiting that need. The open area will be a waiting room next to the Selectmen's meeting room. The front of the building will house the Cemetery Commission. They will have three big walls for their maps. Next is the IT person and the Veteran's Agent who has the room with the storage closet in it. There are no changes to either of those two rooms. In the back of the building the Town Administrator will have the corner office and it will remain as it. There will be door from the Town Administrator to the adjacent meeting room added, which will be two rooms combined for one big room. The next two rooms will be made into an office for the Municipal Assistant. There is not a lot of renovation on the second floor, no sprinkler changes or light fixture changes. We will not be replacing the carpet in any rooms other than those rooms we will take walls down for.

Mr. Rucho asked about the Board of Selectmen's meeting room table and whether it will be a meeting table with microphones will be built in. Mr. Gaumond advised that he and Mrs. Lucier will include that in the furnishings. Mr. Rucho would like a meeting table with everything built in. Mr. Gaumond intends to wire both 208 and 128 meeting rooms for projectors. Mr. Rucho also suggested wiring everything in and possibly purchase the desks. Mr. Lieneck advised that it works better if you build it. Mr. Gaumond's thought was we would purchase this as opposed to building it. Mr. Lieneck noted that if you can go wireless then the purchasing would work and you build a half wall. You cannot purchase a screen for a table that is a piece you may want to purchase. Mr. Gaumond feels that if we were to build it in we would limit what we can use the room for. Mr. Rucho asked if we will be coordinating with the cable people at the same time. Mr. Gaumond met with the cable people at the site and their thought would be when fiber is run to the building they would need a jumper to the basement. Mr. Lieneck would put some conduit in for that. Mr. Rucho would like to run wires to record all the meeting rooms. Mr. Gaumond advised that we still have to have that conversation about the equipment. Items at the current cable office on Hartwell Street will go into this building in the TV Control Room #207 and the items at the Municipal Lighting Plant would go into the basement, B13 and B10. Mr. Bricault emphasized thinking ahead and have it set up for av use so you do not have to worry about cords. Mr. Kittredge what are we going to do with the first floor so Mr. Lieneck can leave and go out to bid. Mr. Lieneck has already started that we are working on the electrical and they are working on the furniture. He would like acceptance of the general layout. Mr. Gaumond is concerned about room 113, the Treasurer's Office, it is narrow and the only office he has any concern about furniture is in that corner of the building. Mr. Lieneck is working with the furniture and he would rather leave the corridor out. He would rather leave the door so they have a private door and it gives more space to the Town Accountant office. It will separate the two offices Treasurer/Tax Collector and give the Town Accountant more space. The sink on the second floor will be taken out and turned into a drinking fountain.

Mr. Bricault questioned how the hvac system for the pool will go. Mr. Lieneck feels there

needs to be a decision of what your approach to the project is. We have to come to an agreement on what it is going to cost and the time frame. Mr. Rucho would like to have everything ready for when we go out to bid and it will move our time table up to July.

Motion Mr. Kittredge to extend the time table to July get everything done and it get it all completed, seconded by Mr. Hadley. Mr. Hadley thinks we should approve the general plan for Mr. Lieneck to proceed with the mechanical engineer. Mr. Lieneck feels you have to decide whether you have to go back out to designer selection. Mr. Gaumond noted that we did go out to bid and we are now here. We would extend the contract with Haynes, Lieneck and Smith and Paul Lieneck is amenable to that. Everybody is fine with that including Mr. Lieneck. Mr. Bricault's understanding was there was a hard ceiling of \$10,000 for architectural services. Mr. Lieneck explained that the town already did the designer selection and he has worked with these laws. He feels we are covered Mr. Rucho asked if we were covered with town counsel. Mr. Gaumond explained that we went out to bid through the designer selection law and we did do the process. Mr. Lieneck pointed out that the town already spent money for his firm to do what they have done. He would approach it to town counsel what is in the best interest of the town as that is why the laws are in place to start with. Mr. Lieneck would not set a date. Mr. Gaumond will have to have a conversation with the landlord to make sure they would allow us to remain at Hartwell Street provided he has not rented the property.

Vote on the motion – all in favor.

Motion Ms. Bohnson to accept the floor plan with the suggested changes for the Town Accountant and Treasurer/Collector area, seconded by Mr. Kittredge, all in favor.

With no further business to come before the Board, motion Mr. Hadley at 9:30 p.m. to adjourn, seconded by Mr. Kittredge, all in favor.

Respectfully submitted,

Approved: February 19, 2014

Nancy E. Lucier, Municipal Assistant

Christopher A. Rucho, Vice Chairman

John W. Hadley, Clerk

Michael J. Kittredge, Jr., Selectman

Siobhan M. Bohnson, Selectman