

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. Rucho to approve the regular session meeting minutes from February 19, 2014, seconded by Mr. Hadley, all in favor.

Motion Ms. Bohnson to approve the executive session meeting minutes from February 19, 2014, seconded by Mr. Rucho, all in favor.

OLD BUSINESS**1. Consider signing Proposal from Eagle Environmental for Radon Mitigation System**

Mr. Gaumond reports that he and Mr. Hadley met with a company from town to deal with the ongoing radon issue at the new town hall. The agenda package has a copy of the proposal, which was tabled at the last meeting due to a question about whether the functionality of the system would be impacted should walls be put up in the basement. Mr. Rucho explained that he had a concern regarding the warranty and Eagle Environmental does warranty that if they do not bring it down to at least 4 they will come back in and that language is included in the contract. Mr. Gaumond recommends the Board authorize the Chairman to sign the contract so the work can begin right away.

Motion Mr. Rucho to authorize the Chairman to sign the contract, seconded by Mr. Hadley, all in favor.

2. Financial Management Services

At the last meeting Mr. Gaumond announced that the contract with FAA is expiring at the end of the fiscal year and he provided the Board with a copy of the previous RFP. Mr. Daley of FAA is planning on retiring and is not seeking another 3-year term. After speaking with Mr. Daley, Mr. Gaumond recommends the Board authorize him to go out to bid for a one year term, which will give him flexibility and the current incumbent would be willing to serve in the same role for one year.

Motion Mr. Kittredge to authorize the Town Administrator to go out to bid for financial management services for a one-year term, seconded by Mr. Rucho, all in favor.

NEW BUSINESS**1. Consider signing Mutual Aid Agreement for ALS Services with the Town of Clinton Fire Department**

The agenda package includes a copy of an Advanced Life Support Mutual Aid Agreement with the Town of Clinton, similar to the other mutual aid agreements with have. The Fire Chief recommends the Board approve this.

Motion Mr. Rucho to sign the Mutual Aid Agreement for ALS Services with the Town of Clinton, seconded by Mr. Kittredge, all in favor.

2. Consider accepting the following Bandstand Fund Sponsor Donations on behalf of the town

Gordon Cleary - \$250.00, Neil P. Casey - \$250.00, Fynders, Inc. - \$250.00, A. A. Beardsley - \$250, Premier Optical - \$250, Bill Taxi Service - \$250, Honey Farms - \$250, Michael Casey - \$250

Motion Mr. Hadley to accept the donations on behalf of the town, seconded by Mr. Kittredge, all in favor.

3. Announce that the Board of Library Commissioners has been granted a waiver of the FY2014 Municipal Appropriations Requirement

Mr. Gaumond announced that the Board of Library Commissioners has been granted a waiver of the FY2014 Municipal Appropriations Requirement. He added that this is good news for the town and he thanked the Board of Library Trustees and recognized Library Director Louise Howland for her work in preparing the applications for the waivers.

Anthony Sylvia, Director of Public Works

1. Consider Intradepartmental Transfer \$5,000 from Salaries and Wages to Purchased Services

The signature file contains the paperwork for a transfer of \$5,000 from DPW Salaries and Wages to Purchased Services. Mr. Gaumond explained that we have a couple of projects that came up recently and we would like to deal with them using FY14 funds. The amount we appropriated at a previous town meeting to fund the repairs to the roof of the summer house were a little short and we need an additional couple of thousand dollars for that project. The other issue is an electrical issue with the flag pole on the town common. By making this transfer it will resolve both the issues and we would not have to wait for town meeting.

Motion Mr. Rucho to approve the transfer, seconded by Mr. Kittredge. Ms. Bohnson asked what the electrical problem was. Mr. Sylvia advised that two of the three spot lights do not work and it is more cost effective to replace them than repair them. Vote on the motion – all in favor.

Karyn E. Clark, MA, Chief of Community Health, Division of Public Health, City of Worcester

Ms. Clark joined the Board. She noted that the Town of West Boylston has regionalized its health department with the City of Worcester and she serves as the Chief of Community Health. Her department is providing public health services. West Boylston has been part of their regional tobacco collaborative and she is here tonight because the Mass Tobacco Prevention Collaborate provides funds for West Boylston and 18 other communities. They feel very strongly that this year they should try to connect with Boards of Selectmen who issue alcoholic beverage licenses. She is here tonight to let the Board know who she is and she would like to work closely with the Board, talk about a few of the things they provide to West Boylston, and answer questions. They have a part-time tobacco inspector who goes into all the stores at least two times a year. They spend a lot of time educating retailers about the importance of checking id's. Over the last few years they have done a lot of education with parents or adult groups around other types of tobacco products which are cheap. She distributed informational sheets to the Board and noted that they are dealing with e-cigarettes and they do education and policy work. She continues to work with the Board of Health as it is all about youth access. They are very widely available and look and taste like candy. She is willing to make formal presentations to groups, would be willing to talk to anyone, and is interested in working together on this. She offered to inform the Board if any of the establishments, which they issue liquor licenses to, are found to be selling a tobacco product to a minor. Right now they inform the Board of Health. Both Mr. Rucho and Mr. Hadley think that would be good information to have.

Ms. Clark added that the FDA goes in and does a compliance check, she gets notification and they have an FDA warning or fine. Ms. Bohnson asked if she had gone to the school to talk about these products. Ms. Clark has had a couple of conversations with the Superintendent, who suggested she speak with the School Committee, and that meeting will occur next week. They also provided the school with language they could put in their handbooks. Mr. Hadley asked how many establishments in West Boylston sell cigarettes. Ms. Clark thinks only nine and noted that the Board of Health banned the sale of tobacco in pharmacies so that eliminated CVS and Walmart. The Board thanked Ms. Clark for coming in.

Anthony Sylvia, Director Of Public Works

1. Consider signing contract with Coneco Engineers & Scientists, Inc. for landfill monitoring inspections

Mr. Gaumond advised that Coneco Engineers has been our contractor for a number of years now and we have relatively well with them over the last few years. He recommends we execute the agreement with them for another year.

Motion Mr. Kittredge to authorize the Town Administrator to sign the contract with Coneco Engineers & Scientists, Inc. for landfill monitoring inspections, second by Mr. Hadley, all in favor.

2. Consider signing off on Disclosure by Municipal Employee of Financial Interest

Mr. Gaumond explained that every winter we typically deal with these forms. We have had to go elsewhere to find people who could help us plow. The Cemetery Superintendent has indicated having an interest and in order for him to help us plow he is required to file a Disclosure by Municipal Employee of Financial Interest.

Motion Mr. Hadley to sign off on the Disclosure, seconded by Mr. Kittredge, all in favor.

3. Update on Pavement Management Program

Mr. Sylvia states that when he started for the town last year he inherited the Pavement Management Plan, which was developed with Central Mass Regional Planning. At this point he is in the process of updating the plan. A Pavement Management Plan is a systematic program to assign all of our road, identifying which are in the best shape, and worst shape. It gives us the ability to plan repair strategies. Our primary funding is Chapter 90 funds. Looking at Chapter 90 funds the usual strategy is to take three-quarters and put it towards reconstruction of damaged roads, 15% towards preventive maintenance and the remaining 10% towards engineering and leverage that with TIP funds. We can bring a design to DOT and DOT will pay for the construction. Once winter is completed he intends to work closely with CMRPC and our engineering consultant and inspect many of the roads in bad shape. The Pavement Management Program provides a grading for us.

Mr. Kittredge asked if we pay for the program. Mr. Sylvia is not sure if the town paid for the program when it was purchased in 2008 and they have quoted us \$2,000 to updated the Plan. Mr. Gaumond noted that the town did pay CMRPC for the 2008 Plan. He added that moving forward, once Mr. Sylvia and the engineer have a chance to do the Plan they will bring their findings to the Transportation Committee who review it and make a recommendation to bring forward to the Board of Selectmen who approve expenditures of Chapter 90 Funds to be approved in accordance with the Plan.

Mr. Hadley questioned when the repairs will begin on the streets approved last year. Mr. Gaumond thinks Mr. Sylvia will bring forward recommendations on this. Mr. Sylvia noted that some of the smaller projects will be done by the DPW and the larger projects will be bid out. Mr. Hadley

asked if part of the bid would be the base of the road like Newton Street. Mr. Sylvia explained that he would add specs for extra attention paid to compaction and if bad materials are there they will leave provisions in the contract to remove that and put back good materials. Ms. Bohnson asked if he had a top 5 street list. Mr. Sylvia stated Campground Road, Lancaster Meadows, Fairbanks Street, Prescott Street, Crescent Street, Malden Street, Newton Street, Goodale Street near the Holden line and one-third of south Prospect Street. They need more of a reconstruction type of repair. They will also be looking at crack sealing. Mr. Rucho asked if the Pavement Management Program is like a data base and all the town's streets are in it. Mr. Sylvia agreed and noted that after this winter he will update all the streets and every other year is a good rule of thumb. Mr. Rucho asked if the program puts an estimate on what it will cost to fix the street. Mr. Sylvia explained that the fields have unit costs which are updated yearly. Mr. Rucho surmised that you could probably ask the program to give you the worst five streets. Mr. Sylvia agreed. Mr. Rucho added that perhaps on some streets we could give it a coat because we only have so much money.

Mr. Sylvia explained that some of the streets are on the Chapter 90 list and when the list was developed he had only been in his job for three months. He will be making changes to the list and there is also a five year moratorium for not cutting into a newly paved road. Under limited circumstances the town will allow work, however, it requires a curb to curb repair.

4. Update on Snow and Ice Removal Operations

Mr. Sylvia reports that it has been a tough winter. He has experienced challenges with salt inventory and personnel shortages. Recently there have been news stories about regional and national salt shortages. They have had to add sand back into the salt to stretch it. The goal from the beginning of the winter was we didn't want to use any sand to reduce catch basin cleaning and street sweeping. Last year they used 2,000 tons of sand and this year they are at 500 tons. They have overexpended their snow and ice account by about \$110,000 and last year we spent a total of \$290,000. With regard to personnel they have been dealing with some shortages due to on and off the job injuries and one resignation. They are down to three employees and he is most concerned when it comes to sanding and salting the roads as the larger vehicles require CDL licenses. Equipment wise they are in good shape. They had to do quite a bit of maintenance in keeping the equipment running.

Mr. Rucho asked if we posted the position for the person who resigned. Mr. Sylvia advised that he has posted the vacancy, we are receiving applications, and he also advertised a temporary position as well.

Ms. Bohnson stated that she did get a lot of complaints about the roads and the Friday before school vacation all of the other towns around us had delays and we were closed. Mr. Sylvia indicated that he did hear about that complaint and pointed out that he believes Worcester was closed. Beginning around 5:00 a.m. he did communicate with School Superintendent Schaper. As the storm progressed the roads were getting quite icy and we were not expecting icy conditions. We had been working throughout the entire night and the concern at the school was busses getting stuck on our hilly neighborhoods. Superintendent Schaper made more of the decision and she didn't want to see school buses getting stuck in neighborhoods. Ms. Bohnson asked did you think you could get the roads ready? Mr. Sylvia replied, because of the icy conditions, we really didn't think so.

Mr. Rucho thinks the streets have been pretty good with the salt. He doesn't think that the cost is all that bad. However, he is not sure that the sidewalk plow is working. He has looked at the sidewalks after they have been plowed. Mr. Sylvia explained that they have a trackless with a blower. They take care of the sidewalks in three phases. The first group is within 24 hours, the second within 48 hours and then beyond. They did have two instances where the machine was down so they fell

behind. For the first two thirds of the winter they didn't have any problem with the machines. Mr. Rucho noted that you couldn't even walk on the sidewalks on Franklin Street a couple of weeks ago. Mr. Sylvia did get some complaints from a resident on Prospect Street and they were trying to fix the machine. Mr. Rucho feels the streets have been fine. Mr. Hadley questioned how much green salt was purchased and does he plan to purchase the same amount next year. Mr. Sylvia advised that he purchased 2,100 tons and he anticipates there will be changes next year in their purchase process. We will use the green but in a combination with white salt and some sand. This year the trains also had transportation issues with the salt deliveries. Ms. Bohnson asked if the salt would be able to stay for one year. Mr. Sylvia advised that it could as they have a salt shed.

Mr. McCormick feels that when it comes to sidewalks we are never going to get them right. Even if we have a day when there is not a drop of snow on the sidewalk, people still walk in the streets. Mr. Sylvia thanked his employees who worked very hard and he is very proud of them.

OLD BUSINESS (cont.)

3. Town Administrator's Evaluation

Mr. McCormick distributed copies of the full evaluation packet to all members of the Board and Mr. Gaumond. He explained that back in February he gave each member of the Board a memo describing how the evaluation rating needs to be based on a 1-5 scale. Mr. Gaumond's overall rating was 4.2 out of 5.00, performing above expectations. He noted that this year he did renegotiate his contract at a 0% cost of living adjustment, helped with the town hall purchase, acted as the interim DPW Director and has been our longest serving town Administrator. Ms. Bohnson stated that Mr. Gaumond has been very helpful to her as the newest member of the Board and she appreciates his dedication to the town. Mr. Hadley agreed.

TOWN ADMINISTRATOR'S FY15 REVENUE BUDGET

Mr. Gaumond noted that West Boylston has had somewhat limited revenue growth over the past several years like most communities, however, there are indications that things are beginning to improve. Our revenues are divided into four main categories with property taxes being the largest single revenue source and accounting for two-thirds of the total operating revenue and are levied on land and buildings, Personal Property is equipment used by non-manufacturing business firms and in accordance with state law, the Board of Assessors determine fair market value of all taxable real property. Under Proposition 2 ½ property taxes in the aggregate may not exceed 2 ½% of their full and fair cash value, which is known as the levy ceiling. The levy increase cannot exceed 2 ½% more than the previous year's levy plus the taxes added from any new properties added to the tax rolls. As the town's primary revenue source, property tax levy limit is expected to increase in FY14 by approximately \$480,000 to \$15,165,000. This includes the 2½% and new growth of \$100,000 estimated by the Board of Assessors. This is an indication that the economy for the town is beginning to pick up a little. Last year we had \$50,000 of New Growth. We also back out \$130,000 for abatements and exemptions which is our overlay.

Our Miscellaneous Local Receipts include fees and license related monies that the town receives, interest on investments or paid by late taxpayers. The largest piece of funds within this category is motor vehicle excise taxes which is much lower than recent years due to the decline in the economy. We also saw more building being done. We will use the estimate of \$2.3 million, an increase of \$100,000 over this current year which we believe we will be able to meet. The Department

of Revenue will generally not allow a community to estimate more local revenue than it received the previous year. Mr. Gaumond is comfortable with the \$2.3 million number.

Available funds include special revenues, which includes free cash from the previous fiscal year, unexpended bond proceeds and funds remaining from completed projects. It is difficult to estimate these funds. We do budget for ambulance receipts of \$362,000 and \$17,500 from the Wachusett Funds from the closing of the Holden Hospital. In accordance with the Reserve Policy, we will utilize \$220,000 of free cash for a total of \$600,000. The last category is state aid and it is the most contumacious. Currently the Governor is proposing flat increases in state aid. Mr. Gaumond does not have a comfort level to estimate anything higher than that so he will use \$3,750,000 as our estimate, which includes \$617,652 in school building assistance money to help offset the high school renovation project. It also includes a \$600,000 PILOT payment from the state for hosting the Wachusett Reservoir. This is the area that Mr. Gaumond thinks we will do a little better on. On Friday he attended the MMA Legislative Breakfast. At that event the Speaker of the House said they would do much better than the Governor's numbers. He is building in the Governor's numbers but hopes he will be able to go up from that revenue estimate. At the next meeting of the Board he will present his first draft of the municipal budget and he will base it on the revenue estimate he has.

Mr. Rucho asked if we are going to try to meet with the school concerning their budget. Mr. Gaumond advised that he did offer to the Superintendent the ability to get together and meeting. They have their public hearing next Wednesday night at 6:00 on their budget and he anticipates a conversation with them.

NEW BUSINESS

4. Discussion of cola adjustment non-union employees

Mr. Gaumond asked the Board to consider a 2% cost of living adjustment for non-union employees which is consistent with what the union employees received.

Motion Mr. Kittredge to include a 2% cost of living adjustment for non-union employees in the budget, seconded by Mr. Hadley, all in favor. Mr. Rucho asked the average cola for the unions. Mr. Gaumond advised 2%.

Mr. McCormick asked Mr. Gaumond if he would like to comment on his performance review. Mr. Gaumond thanked the Board and the citizens of the town for their support over the last year. He highlighted a couple of major items which occurred including the hiring of a new DPW Director, Fire Chief and the purchase of our new town hall. He added that this is a lot to be proud of. He thanked the community, the employees and the Board for their support of him and his family during this past year. He welcomes any and all comments from the Board should they have anything that would like to talk to him about.

MEETINGS, INVITATIONS & ANNOUNCEMENTS

Mr. Rucho asked if the School Committee still intends to hold their public hearing on the budget at 6:00 on March 12th as he didn't see anything on the website. Mr. Gaumond will confirm that and send out a public announcement

SELECTMEN REPORTS

Mr. Kittredge noted Board accomplishments over the past several months which include demolition of the pool and Mixter Building and the purchase of a new town hall. He thanked the

citizens who voted the funds for these projects. Mr. Hadley suggested sending out a photo of the completed project. Mr. Gaumond offered to do so once the security fencing is removed. He also noted that the site will be hydro seeded in the spring time and we are retaining funds to make sure that happens.

Mr. Rucho suggested sending out a blog with an update on the new town hall. Mr. Gaumond agreed and informed the Board that there may be a joint meeting with the Board and FISP on March 11th at 7:00 p.m. as he should have cost estimates and documents ready to go out to bid

With no further business to come before the Board, motion Mr. Rucho at 8:20 p.m. to adjourn, seconded by Mr. Hadley, all in favor.

Respectfully submitted,

Approved: March 19, 2014

Nancy E. Lucier, Municipal Assistant

Kevin M. McCormick, Chairman

Christopher A. Rucho, Vice Chairman

John W. Hadley, Clerk

Michael J. Kittredge, Jr., Selectman

Siobhan M. Bohnson, Selectman