

Members present: Kevin M. McCormick Christopher A. Rucho  
John W. Hadley Siobhan M. Bohnson

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 March 18, 2015, seconded by Mr. Hadley, all in favor.

Motion Ms. Bohnson to approve the regular session meeting minutes from March 25, 2015, seconded by Mr. Hadley, all in favor.

**Introduce New Firefighter William Nickerson**

Chief Welsh introduced newly William Nickerson to the Board. He is the newest edition to the Fire Department and has been a call member for 18-years. The Chief stated that he worked hard to get his paramedic, works hard, and has been a positive influence on the department. The Board wished Mr. Nickerson well.

**NEW BUSINESS**

1. Consider request for Transient Vendor & Common Victuallar License from John Mehrak for a food sales cart

John Mehrak joined the Board. He explained that he lives in Holden and is interested in doing a small business in West Boylston. He received permission from Walmart to locate a hot dog cart in their parking lot. It will be a basic cart from which he will sell hot dogs and condiments. He is going through all the license with the Board of Health, and has taken food management and allergen classes. Mr. Hadley asked about the previous vendor and was advised that Mike's Frank previously had a cart at that location, however, he closed up a few years ago. Ms. Bohnson asked if he had this business in another location, or was this his first. Mr. Mehrak explained that he did this in Florida and is originally from New York. The cart will be located in the back of the lot near the clothing drop off not near the vehicle parking area. It is a push cart with an umbrella. He has yet to decide on his permanent hours and has permission from Walmart for one season to see if things go smoothly.

Mr. Gaumond advised that all boards and departments were notified, provided comments and are fine with the request, with the exception of the Board of Health as he still needs to finalize his food permit. Mr. Mehrak advised that the cart will be enclosed at night and he also has permission to use a commercial kitchen for refrigeration and storage of food.

Motion Mr. Hadley to approve the request for Transient Vendor and Common Victuallar Licenses from John Mehrak provided he meet all the requirements of the Board of Health, seconded by Mr. Rucho, all in favor.

**Daniel Cronin, 66 Woodland Street, Candidate for Full-Member Position on the Zoning Board of Appeals**

Mr. Cronin joined the Board. Mr. Rucho noted that a resident sent an email questioning why the Board was going to interview two applicants for the ZBA vacancy tonight as it was previously agreed that we would conduct all the interviews on the same night. At that meeting he asked to interview the two people that night and other members of the Board wanted to hold off and do all the interviews on the 15<sup>th</sup>. Mr. McCormick explained that it came down to his decision to interview on two separate nights. Initially, when we agreed to interviews on the 15<sup>th</sup> we only had two candidates and

now we have four. By doing it over two nights I will give us a little more time. Mr. Rucho further added that when the Board initially met on March 18<sup>th</sup> to interview the initial two candidates, they decided to hold off to advertise the vacancy and get more interest. At that time Ms. Bohnson said she would like the interviews all in one night to have them fresh in her mind and Mr. Hadley agreed.

Ms. Bohnson indicated that she doesn't mind having the interviews over two nights and Mr. Hadley stated that it was his understanding that the two initial candidates didn't have a problem with it either. Mr. McCormick added that in accordance with the Board's policy on agenda procedures, the Chairman and the Town Administrator scheduled the agenda appointments, and he decided that it would be best to interview over two nights.

Mr. Cronin explained the reason why he is interested in the Zoning Board of Appeals is because he talked about it for years, it wasn't the first thing on his mind, however, he is now semi-retired and feels it is a good time. He was asked if he had experience in land planning. He noted that he owns his own carpet installation business and knows how to read maps. He is familiar with aquifer, what run off will do, and he is familiarizing himself with the town's bylaws. Ms. Bohnson asked Mr. Cronin to elaborate on the comment he wrote on his application that he has concerns about the town. Mr. Cronin stated that he believes that in the past, reading some of the information that caused the last Zoning Board to quit, he thinks it is unacceptable for anybody in town to be in a situation like that. Mr. Rucho asked if he would have an issue with meetings twice a month, which some times can be long. Mr. Cronin has no problem with that.

Mr. McCormick noted that he had dealings with Mr. Cronin when Woodland Park was being built. He thanked him for coming forward and informed him that the Board would make its decision after they interview the final two candidates tomorrow evening.

### **NEW BUSINESS (cont.)**

2. Consider request from Jennifer Breen for a Transient Vendor License to sell plants on The Common for May 9<sup>th</sup> from 8-2 with proceeds going towards Westbest

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

3. Consider request for Transient Vendor License for the following businesses who will be selling items at the Pinecroft Farmer's Market: Blake Orchard Juicery, CRUST Bakeshop, Dawn's Delights, Dr. Rub Spices, Elzire's Acre Goat Milk Soap, Fay Mountain Farm, Harvest Salvation Gardens, Hillside Herbals, Ladybug Produce, Meadowbrook Orchards, Muddy Water Coffee, Peg's Preserves, Shamrock Hive Farm, Sunny Knoll Alpacas, Try a Little Whoopie, Artisans, Malden Brook Pottery, Ree Bee Organics, Wachusett Candle & Naturals, Whimsical Woolens/Clay Accents and Zoll Winery

Jen Baum, General Manager of the Pinecroft Farmer's Market, joined the Board. She is working with Eric Pearson, owner of Pinecroft Dairy to put together a farmers market for the summer. She has tried very hard to have diversity and they have started a waiting list. She will be back before the Board for licenses for two more vendors. The market will run from June 14<sup>th</sup> to October 11, right outside the restaurant, Sundays 9:30 to noon. She advised that the Board of Health approved the plan and the vendors have to apply for their food permits. Ms. Bohnson asked if she has done this before in another area. Ms. Baum has been in working on this for a while and does over 150 events a year with her farm. She reviewed a number of markets to come up with a plan. Mr. Hadley thinks this is a great idea something we have wanted to bring into town. Ms. Bohnson also thinks it is great. Ms. Baum is looking forward to it and has set up a website and facebook page. Mr. Gaumond noted that the letter from the owner of the property indicates hours from 8:00 a.m. until 11:30, however, the market is running until noon. Mr. Pearson will be asked to clarify the times. Ms. Baum noted that they will

have weekly entertainment at the market from 10-11:30. They want it to be a destination in the community with diverse products. All departments report having no issue with the request.

Motion Mr. Hadley to approve transient vendor licenses for the listed businesses at the Pinecroft Farmers Market, seconded by Ms. Bohnson, all in favor.

**Jesse Kaminski, 20 Olde Century Farm Road, Candidate for Full-Member Position on the Zoning Board Of Appeals**

Mr. Kaminski joined the Board. He explained his interest in the position comes from him living in West Boylston for a long time, would like to get involved, and he is looking to start a political career. He is in the building industry and thought it would be a good fit. Mr. Hadley asked if he had an issue with late meetings. Mr. Kaminski does not. Ms. Bohnson noted that he lives in a relatively new development in town and questioned what it was about the area that he chose to move into town. Mr. Kaminski's mother lives on Goodale Street, it was a good opportunity, has lived her since 1996 and has three daughters in the school system. Ms. Bohnson asked what is one thing on the board that he feels needs some attention. Mr. Kaminski stated that he is very opinionated and has something to say about everything, a new, younger voice. He wants to make sure things are done for the good of the town. Mr. McCormick thanked him for coming forward and informed him that the Board has two more interviews scheduled for tomorrow night after which they will make their decision.

**NEW BUSINESS (cont.)**

**4. Provide Board with list of articles for the May 18, 2015 Town Meeting**

The Board's agenda packages includes a list of town meeting articles, which the Board with review at a special meeting next Wednesday night. If the Board has any questions on any of the items, they can send them to the Town Administrator between now and then. Once the articles are approved to be included on the warrant, the Board will get their town meeting agenda package with a full explanation of the articles. We will also assign motions so everyone will be well versed prior to town meeting.

**5. Consider request from the Event Director of the 2<sup>nd</sup> Annual Pain in the Mass Tour for approval to ride through West Boylston on Saturday, August 22, 2015**

The Chief has reviewed the information for the event and has no issue.

Motion Mr. Rucho to approve the request to ride through West Boylston, seconded by Mr. Hadley, all in favor.

**6. Consider accepting the following donations for the Bandstand on behalf of the town: Susan Meola \$250.00, Clinton Savings Bank \$250.00, Oriol Health \$250, Menard's Auto \$250, S&S Farms & Deli \$250, Fay Brothers \$250, Reservoir Garage \$250 and A&E Realty Co. \$250.**

Motion Mr. Hadley to accept the donations, seconded by Ms. Bohnson, all in favor.

**7. Consider accepting \$3,689.34 in donations from the public on behalf of the town received by the Beaman Library**

Motion Mr. Rucho to accept the donations, seconded by Mr. Hadley, all in favor.

**8. Concurrence on the appointment of Michael Peckar to the Open Space Implementation Committee effective April 3, 2015 for a term to expire on June 30, 2016**

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

**7. April Town Administrator Reappointments**

Motion Mr. Rucho to concur with the following Town Administrator reappointments: James J. Swalec, Bd. of Assessors 3-yr. term; Robert Barrell, Bd. of Health 3-yr. term; Lisa Henderson, Bd. of Health 3-yr. term; Charlene Hopkins, Conservation Cmsn. 3-yr. term; Allen Phillips, Conservation Cmsn. Assoc. Member 3-yr. term; Janice Ash, Council on Aging 3-yr. term; John Curran, Council on Aging 3-yr. term; Jody Barnard, Cultural Council 3 yr. term; Elaine Novia, Cultural Council 3 yr. term; Steven Jones, Assist. Animal Inspector 1-yr term; Robert Barrell, Assist. Animal Inspector 1-yr. term; Charles Witkus, Animal Inspector 1-yr. term; Michael Mard, Fence Viewer 1-yr. term; Thomas Welsh, Hazardous Waste Coordinator 1-yr. term; Allen Phillips, Assist. Hazardous Waste Coordinator 1-yr. term; Christian Koppetsch, Gov. Rep. to Central Mass. Emergency Medical Services Corp. 1-yr. term; Colby Fiske, Ambulance Rep. to Central Mass. Emergency Medical Services Corp. 1-yr. term; Richard Ellbeg, First Responder Rep. to Central Mass. Emergency Medical Services Corp. 1-yr. term; Thomas Welsh, Emergency Mgmt. Director 1-yr. term; Allen Phillips, Assist. Emergency Mgmt. Director 1-yr. term; Jesse Boucher, CERT Coordinator 1-yr term; Thomas Welsh, Right-to-Know Coordinator 1-yr. term; Thomas Welsh, Forest Warden 1-yr. term; Neil Norum, Historical Cmsn. 3-yr. term; Robert Dunne, Parks Cmsn. 3-yr. term; James Pedone, Parks Cmsn. (school designee) 3-yr. term; Peter Rotando, Robert Rosenlund, Dennis Minnich, Thomas Balvin, Matthew Saunders, Francis Glynn, Anthony Papandrea, Michael Pavone, Constables 1-yr term; Mary Almstrom & Abbi Parkinson, Matrons 1 yr. term; Kopelman and Paige, Town Counsel 1 yr. term; Mirick O'Connell, Labor Counsel 1-yr. term; M. Patricia Barrie & John McCormick Town Common & Bandstand Use Advisory Cmte.: 1-yr. term; Richard Breagy & Mark Brodeur, Assist. Bldg. Insp. 1-yr. term; Michael Capone, Wiring Inspector 1-yr term; Dennis Dean & Michael Ricci, Assist. Wiring Inspector 1-yr. term; George Mioglionico, Plumbing/Gas Inspector 1-yr. term; Eric Johnson, Assist. Plumbing/Gas Inspector 1-yr. term; John DiPietro, Kevin LaClaire & Vincent Vignaly (Pl. Bd. Rep), Transportation Cmte. 3-yr. term; Patrick Inderwish, Parks Facilities Cmte. 3 yr. term Michael Kittredge (DPW Rep), Paula Menendez (school teachers), James Bartlett (police), Roger Pontbriand (school administrative) and Marcia Cairns (retirees) – Insurance Advisory Cmte. 1-yr. term; Judy Van Hoven (school teachers alt.) & John McCormick (retirees alt.) Insurance Advisory Cmte. 1-yr. term; M. Patricia Barrie & Robert O'Connell, Naming Cmte. 5 yr. term; Sighle Philbin, Agricultural Cmsn. 3-yr. term; Peter Rotando, Michael Mulryan & John McCormick, Celebrations Cmte 3-yr. term; James Dugan (police designee) FISP 2 yr.-term, seconded by Mr. Hadley, all in favor.

**8. April Board of Selectmen Reappointments**

Motion Mr. Hadley to reappoint David Mercurio to the Bylaws Cmte. for a 1-yr. term, seconded by Mr. Rucho, all in favor.

**9. Vacancies as of May 1, 2015**

Mr. Gaumond announced the following vacancies as of May 1, 2015: Cultural Council have 6 can have up to 22, Town-wide Planning Committee (1), Cable TV Advisory Committee (6), Facilities Implementation & Strategic Planning Committee (1), PEG Coordinator (1), Naming Committee (3), Solid Waste Advisory Committee (1), Agricultural Commission (4) (2 some income from farming & 2 no income from farming), Bylaw Committee (2), Conservation Commission Associate Member (1), Municipal Buildings Committee (1) and Zoning Board of Appeals Member (1)

**Board Discussion on Town Administrator Search****1. Review and approve advertisement for Town Administrator & finalize where it will be published**

Mr. Gaumond distributed a copy of the advertisement for the position. He recommends it be published in The Beacon and the MMA website as that is where people look who are interested in these types of jobs. ICMA is another possibility, however, that would attract candidates from out of state. Regarding the salary, Mr. Rucho would like to add to say \$90,000 to low \$100,000 rather than the current language, which is salary in low \$100,000's. Mr. McCormick doesn't want us to look like we will not pay someone who is qualified. Ms. Bohnson questioned what the average salary is. Mr. Rucho thinks we are above average for communities around us. Mr. Gaumond suggested '\$90,000 to low \$100,000 depending on qualifications.' He added that salaries vary depending on what the position requires. West Boylston's position has a great deal of authority and responsibility, which he feels is a positive aspect of the job. Mr. Rucho prefers \$90,000 to low \$100,000 would give the Board the ability to negotiate. Mr. Gaumond noted that he read a lot of ads, which included qualities to look for such as leadership capacity. Mr. Hadley thinks interpersonal skills are very important and Ms. Bohnson recommends including presentations skills. The Board is fine with the time frame deadline of June 18<sup>th</sup>. It was agreed to send the Board an updated ad.

Motion Mr. Hadley to approve the ad with the amendments and send it out in The Beacon, the MMA website and the town's website, seconded by Ms. Bohnson, all in favor.

**2. Review list of interim candidates**

At the meeting on March 25<sup>th</sup> the Board asked Mr. Gaumond to assist in spreading the word about the need for an interim town administrator. He did so and we have seven candidates who have served in this role in other communities. The Board needs to decide what they would like the interim to do, how many hours per week they will work and when they will start. They also need to decide the process to select the interim. We have set April 28<sup>th</sup> aside for interviews. Mr. Hadley asked about the going rate. Mr. Gaumond advised between \$500 and \$600 a day. Mr. Gaumond's recommendation is we have capable department heads and a capable competent Municipal Assistant who can deal with the regular type of stuff. He thinks having someone two or three days a week would be fair. Mr. Rucho asked how he came up with the rate and Mr. Gaumond advised that it is what interims get paid who work in the state. Ms. Bohnson suggested having the interim work two days one week and three the next, depending on the needs. Mr. Rucho doesn't want the person to come in and say to Mrs. Lucier, what is going on. Mr. McCormick noted that the last interim came in Mrs. Lucier would have everything put together. Mr. Gaumond will make sure that whoever it is they will be well versed on what is going on. He is putting together a large document with supporting materials. Mr. Hadley feels Mrs. Lucier can handle the day to day and the interim can come in for meeting days and big ticket things that require the Board to review. Mr. Rucho would like to keep the days flexible. Mr. Gaumond advised that the interim in Sturbridge is on call as any town administrator would be whenever they are needed. They will be available to the Chairman, to Mrs. Lucier or the department heads. Ms. Bohnson recommends the Board select two of the 7 candidates to interview. The Board agreed. It will be included on the agenda for the 22<sup>nd</sup>.

**3. Discuss make up of Search Committee**

At the last meeting of the Board, the Board asked Mr. Gaumond to put together a draft model. He reviewed procedures followed in other community and recommends a small working group of five people; a member of the Board of Selectmen, a member of the Finance Committee, a member of the

Personnel Board, one resident and one department head. They could review the applications and provide the Board with 3-5 candidates to interview. Once the Board decides the approach, they should immediately start recruiting people to serve. It was agreed to finalize the committee either on April 22<sup>nd</sup> or April 29<sup>th</sup>. Mr. Rucho recommends two members of the Board and preference goes to the member who has served the longest, should that person decline, then it goes to the next longest serving member. In regards to the Personnel Board he feels they are all relatively new. Mr. Gaumond agrees they are new, but we do have one person who does executive recruitment. Ms. Bohnson doesn't think it should depend on how long anybody has been in any position. She feels having a background in interviewing would be important and she feels only one member of the Board should be on the committee. She likes the idea of having a department head involved and she would like a range, and not a concrete number. Mr. Hadley thinks the two senior members of the Board should be on the committee, Mr. McCormick and Mr. Rucho as they have the most experience dealing with the Town Administrator, a Finance Committee member, a Personnel Board member and one registered vote.

Mr. McCormick noted that the last time, the committee was the five members of the Board of Selectmen. He is torn on how many Selectmen as he doesn't want the Search Committee to be overpowered by the Board of Selectmen. He understands that one member of the Personnel Board does professional recruitment. He would like to see a former Selectman who has an idea of how things run to hold the registered voter slot and he has one person in mind. He thinks we should stay with 5 members and his only question is how many Selectmen. Ms. Bohnson asked if a 3-member committee would be better. Mr. Gaumond does not recommend anything smaller than five or larger than five. Mr. Rucho would go with six and have two members of the Board and keep the others.

Mr. Rucho suggested instead of a Search Committee, the Board could review each applicant, rate them, and give them to somebody and we could interview the top vote getters. He called the state, outlined what he was proposing and they didn't see anything wrong with it. He recommends no Search Committee and have the review stay with the Board of Selectmen to narrow the list down. Mr. Gaumond spoke with Labor Counsel on this and asked theoretically if we could do that and the answer was yes. You would go straight from a number of candidates to a list of finalists, however, you may find people who look good on paper, meet them at a public meeting and have to start the process all over again.

Richard Simmarano, in the audience this evening, reports that he recently served on the committee to find a new principal at the high school. They had about 12 people involved, reviewed 35 candidates, cut the list to 12 people, interviewed them, pared the list to five, which they gave to the Superintendent. It buffers you from getting somebody really good on paper but not in an interview.

The Board decided to think about this and come up with a plan. It will be on an upcoming agenda. Ms. Bohnson would like to have it on the agenda for the next meeting, next Wednesday.

## **MEETINGS, INVITATIONS & ANNOUNCEMENTS**

1.The Street Sweeping Schedule for 2015 is now out and posted on the website

Mr. Rucho reports that the link does not appear to be working for the schedule. Mr. Gaumond will check into it.

2.The 2015 Yard Waste Recycling Schedule is now out and posted on the website

3.April 18<sup>th</sup>, 9-10 a.m. Annual Appointee Coffee at town hall

Attendees will have an opportunity to get an update on the Open Meeting Laws and Public Records Law from the Town Clerk. The Town Administrator will review the goals and town meeting.

## **FUTURE AGENDA ITEMS**

Ms. Bohnson would like an update on the electronic sign. Mr. Gaumond advised that it was installed on Friday and the gentleman will be dropping the software off so our IT consultant can get it programmed in.

Mr. McCormick thanked Mr. Gaumond and Mrs. Lucier for getting the light on the flag pole. He thinks it looks very nice. He would like to add to a future agenda hiring a landscaper to take care of the property and do more than just mow the lawn.

Motion Mr. Rucho at 8:45 p.m. for the Board to enter into executive session under the provisions of Massachusetts General Laws, Chapter 30a, Section 21(A), Part 2, contract negotiations with non-union Personnel, seconded by Mr. Hadley. Roll call vote: Mr. Hadley yes, Mr. McCormick yes, Ms. Bohnson yes, Mr. Rucho yes. The Chairman announced that the Board will not reconvene in open session and will adjourn from executive session.

Motion Mr. Rucho at 9:20 p.m. to adjourn, seconded by Ms. Bohnson. Roll call vote: Ms. Bohnson yes, Mr. Rucho yes, Mr. Hadley yes, Mr. McCormick yes.

With no further business to come before the Board, motion Mr. Rucho at 9:24 p.m. to adjourn, seconded by Ms. Bohnson, all in favor.

Respectfully submitted,

Approved: May 6, 2015

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Nancy E. Lucier, Municipal Assistant

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Kevin M. McCormick, Chairman

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John W. Hadley, Vice Chairman

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Christopher A. Rucho, Clerk

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Siobhan M. Bohnson, Selectman