

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

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

**Read and acceptance of Minutes from Previous Meeting:**

Motion Mr. McCormick to approve the regular session meeting minutes of November 18, 2015, seconded by Mr. Crowley, all in favor.

**Consider Request from Harold N. Keith Post A.L. Post 204, Inc. for Change of Manager**

Lawrence Lindquist joined the Board. He explained that he is the Commander of the Post, retired and has plenty of time to serve as the Manager. He previously worked 27 years for the Jamesbury Corporation and has previous liquor license experience. Ms. Bohnson asked what prompted the change. Mr. Lindquist states that the current Manager doesn't have the time and there have been complaints.

Motion Mr. McCormick to approve the Request for Change of Manager, seconded by Mr. Rucho, all in favor.

**Planet Aid, Request for Donation Bin Permits; Two for Duncan Gillies, 66 Central Street and for Middle/High School, 125 Crescent Street**

Kerry Cyganiewicz joined the Board. He previously received approval for a donation bin at Steve's Pizza. His paperwork for the donation bin at Surfside Pool is still outstanding and the bin needs to be moved further back on the lot.

Motion Mr. Rucho to approve the request for two bins at Duncan Gillies, one at the Middle/High School and the bin at Surfside provided the town gets the completed paperwork and the bin is relocated, seconded by Mr. Crowley, all in favor.

**Public Hearing: Re: Classification Hearing on conformity with M.G.L. CH 40, §56 to Establish Local Property Tax Rate or Rates for Fiscal Year 2016**

Mr. Hadley opened the public hearing and read the following notice. Notice is hereby given that the West Boylston Board of Selectmen will hold a public hearing on Wednesday, December 2, 2015, at 7:05 p.m. in the Selectmen's Meeting Room of the municipal offices located on 140 Worcester Street, in conformity with the provisions of Massachusetts General Laws, Chapter 40, Section 56 for the purpose of holding a Tax Classification Hearing so as to establish the local property tax rate or rates to be assessed to each of the following classes of property for fiscal year 2016, the period from July 1, 2015 through June 30, 2016: residential property, open-space property, commercial property, and industrial property pending final certification. All interested persons, groups, and agencies are invited to attend and participate. John W. Hadley, Chairman, Board of Selectmen, advertised on November 18 and 25, 2015.

Diane Peterson, the town's principal assessor, and employee of Regional Resources, joined the Board to talk them through the process of the tax classification hearing. She distributed a handout outlining tax rate shifting of burden options. It also listed the top ten taxpayers. She reports that the total value of the town increased over 24 million, a 3-4% increase in residential values and sales were 8-12% low. The town will undergo a re-val next year and our sales are solid. The proposed tax rate is

\$18.45, which is an increase of \$169 on the average tax bill. Ms. Peterson explained that the cyclical inspection program data collector visits 1/9<sup>th</sup> of the community a year. They go to all the properties to make sure people are being taxed correctly. They go in alphabetical by street. Mr. Crowley noted that people are understandably skiddiest about people coming onto their property. Ms. Peterson explained that they send out letters three to four week in advance, explain the inspection and giving them a time period. It has a sheet residents need to complete about the property. If they are not home, they will leave a card and you can reschedule. Mr. Crowley asked about recourse. Ms. Peterson added that sometimes they get information from neighbors that improvements are going on, however, you cannot force an inspection. Otherwise we really do not know. Mr. Hadley recommends keeping a single tax rate as it is a great selling point for business. Ms. Bohnson noted that if you do the inspections by streets, a lot of neighborhoods have the same type of house and you could have mostly ranches and capes. Why do you do it by streets? Mr. McCormick feels that because it is alphabetical you get a mix. Ms. Peterson advised that new construction will be done and it may go out of street order based on dates. There is no one present to speak on this issue.

Motion Mr. McCormick to close the public hearing, seconded by Mr. Rucho, all in favor.

Motion Mr. McCormick to authorize the Chairman to sign the LA5 form for a single tax rate, seconded by Mr. Rucho, all in favor.

**Big Hearted Books, Request for License to be a Collector of Second Hand Items and Request for Two Donation Bin Permits for Walmart, 137 West Boylston Street**

Kevin Howard of Big Hearted Books joined the Board. The only location they have in town is Walmart and it has two bins. They were unaware that a permit was needed as most towns do not require one. Ms. Bohnson advised that the location has had a lot of junk left around the bins. Mr. Howard states that they will try to get out more often, currently they go by every week. He will send someone out to make sure it is cleaned up. He asked the Board to call him if they are unhappy with the conditions around the bin. He has one bin for books and they now collect clothing as well. It was noted that the owner of the plaza is only giving permission to this organization.

Motion Mr. Crowley to approve licenses requested for Big Hearted Books, seconded by Mr. Rucho, all in favor.

**NEW BUSINESS**

1.Consider approving hiring of Board of Health Administrator/Inspector, as recommended by the Board of Health

Mr. Purcell reports that following discussions with Board of Health Chairman, Robert Barrell, the decision was made to post the position of Board of Health Administrator/Inspector for 19 hours per week. It was advertised, two candidates were interviewed and they are recommending the hiring of Danielle Gagnon effective December 20, 2015.

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

**NEW BUSINESS (cont.)**

2.Consider recommendation on Trash Disposal Services for the Town of West Boylston

Mr. Purcell reports that although we are not legally obligated to put this out to bid, we did and Wheelabrator came in with a low bid of \$64 per ton. We did our due diligence after we received the bids and his recommendation is to change firms to Wheelabrator. Our current rate is \$66.52.

Motion Mr. McCormick to accept the recommendation, seconded by Ms. Bohnson, all in favor.

3. Consider appointing Town Accountant position effective January 1, 2016

Mr. Purcell reports that December 31 marks the end of the town's 12-year relationship with FAA for financial services. They have served as Finance Director, Town Accountant and Assistant Town Accountant for the town, and Michael Daley is retiring. He remained on to assist with the remainder of the calendar year. Prior to Mr. Purcell's arrival the town issued a Request for Proposals for financial management services to serve the town in an identical model. The town at the same time was aware of Leslie Guertin's interest in retaining her position of Town Accountant as an employee of West Boylston. After careful review of the one proposal received, Mr. Purcell felt they were not ready for this assignment and he turned his focus on Ms. Guertin's candidacy. He consulted with town counsel on the approach and was told that the position needed to be posted and it was in-house, on the MMA website and in the Telegram and Gazette. We received twelve applications, eleven of which came in by the November 16<sup>th</sup> deadline. He rated each of the candidates on their knowledge, skills and experience in municipal accounting. Two were interviewed and Ms. Guertin came out on top on the basis of merit.

Mr. Purcell advised that Leslie Guertin has a Bachelors in Business Administration from Worcester State College, worked 18 years for the IRS, and when the town entered into its relationship with FAA she came on as Assistant Town Accountant. When she earned her professional certification she was appointed as the town's Town Accountant in 2008. She was the only certified accountant in the field and is a real asset to the town, especially during recent transitions. He will appoint her subject to successfully negotiating a professional services contract, which he will present to the Board at their December 16<sup>th</sup> meeting.

Motion Mr. McCormick to go forward with the appointment, seconded by Ms. Bohnson. Mr. McCormick noted that she is a great asset to the town. Mr. Rowley agrees with the continuity and whole hearted agrees and is very happy that was the outcome of the search. Vote on the motion – all in favor.

Ms. Guertin states that she is pleased to have the opportunity to serve the town. Her experience has been very positive over the past 12 years. She thanked the Board for the opportunity to let her continue.

4. Consider signing employment contract with Municipal Assistant effective January 1, 2016

Mr. Purcell reports that the Board gave him authorization to present a proposed employment contract between the town and the Municipal Assistant. It was sent to the Board and is a cut and paste of three other town employment contracts.

Motion Mr. McCormick to sign the employment contract, seconded by Mr. Rucho, all in favor. Ms. Bohnson comments on how fantastic Ms. Lucier has done doing a lot of extra work. Mr. Purcell stated that in 41 years I do not know that I have had a more reliable, competent Assistant to work with.

**INTERIM TOWN ADMINISTRATOR'S REPORT**

Mr. Purcell reports that the Fire Station project is 99% complete. They are working on punch list items. The boiler project at the Library was substantially completed on the 30<sup>th</sup>. They do have some last minute things left to do. We have notification that the Mass Historical Commission hearing on the nomination of the Beaman Memorial Public Library is scheduled for December 9<sup>th</sup> in Boston. If you get that endorsement you are automatically on the state's registry and you advance on the federal level. Mr. Purcell met with the Cemetery Trustees on the capacity at the cemetery. They might have

ten years left and are scouting other locations. Mr. Hadley suggested they check with DCR. Mr. McCormick advised that DCR will not give them any land. They also met with Senator Chandler and Rep. O'Day. Mr. Purcell notified the Board that they will be hearing more about this. Mr. Purcell advised that the towns of Southborough and West Boylston are interested in combining nursing services. He has the sample IMA we used with Sterling and he will get something getting for the next meeting.

**MEETINGS, INVITATIONS & ANNOUNCEMENTS**

- 1.FY 17 Budget forms have been sent out to all department and are due in on January 11, 2016
- 2.December 6, 5:00 p.m. Tree Lighting on The Common

**SELECTMEN REPORTS**

There are none this evening.

**FUTURE AGENDA ITEMS**

Next year when we develop the tax rate, Mr. Crowley was asked by residents at Angell Brook and Hillside if we could look at an over 55 condo rate and how that would impact the overall tax rate. He was told that the City of Worcester has one.

Motion Mr. McCormick at 7:55 p.m. to enter into executive session under the provisions of MGL, Chapter 30a, Section 21(A), Part 6 to discuss the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares. The Chairman made that declaration and states the Board will not reconvene in open session, seconded by Mr. Rucho. Roll call vote: Mr. McCormick yes, Ms. Bohnson yes, Mr. Hadley yes, Mr. Crowley yes, Mr. Rucho yes.

Motion Mr. McCormick at 8:30 to come out of executive session, seconded by Ms. Bohnson. Roll call vote: Mr. McCormick yes, Ms. Bohnson yes, Mr. Crowley yes, Mr. Rucho yes, Hadley yes.

With no further business to come before the Board, motion Mr. McCormick at 8:35 p.m. to adjourn, seconded by Mr. Rucho, all in favor.

Respectfully submitted,

Approved: December 16, 2015

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Nancy E. Lucier, Municipal Assistant

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John W. Hadley, Chairman

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Kevin M. McCormick, Vice Chairman

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Siobhan M. Bohnson, Clerk

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Christopher A. Rucho, Selectman

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Patrick J. Crowley, Selectman