

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

Mr. McCormick convened the meeting at 7:00 p.m. and requested a moment of silence in honor of Selectman Michael Kittredge who passed away on December 18th.

Read and Acceptance of Minutes from Previous Meeting

Motion Mr. Hadley to approve the regular session meeting minutes from December 17, 2014, seconded by Ms. Bohnson, all in favor.

Motion Ms. Bohnson to approve the executive session meeting minutes from December 17, 2014, seconded by Mr. Hadley, all in favor.

Acknowledge Receipt of Gift From September 11th Families Association and Vote to Sign Letter of Thanks

Mr. Gaumond announced that in the Selectmen's meeting room tonight we have a piece of the World Trade Center that we received as a gift to the town in honor of those who lost their lives and to help us dedicate our new town hall. Through the efforts of Senator McGovern, the 911 Families Association delivered a piece of the World Trade Center to the town. Mr. Gaumond requested the Board vote to accept the gift and send a letter of appreciation to the Fire Commissioner of New York. The piece came from the Manhattan Rescue Unit who had eleven people respond to the scene and none of them returned home. It was delivered a couple of weeks ago.

Motion Mr. Hadley to sign the letters of thanks, seconded by Mr. Bohnson, all in favor. Mr. McCormick thanked Mr. Gaumond for his efforts in acquiring the piece. He noted that he was at town hall the day it was delivered. Mr. Rucho asked what was planned for the piece. Mr. Gaumond explained that he wasn't sure what the shape would be, and he intends to work with a monument company to see how we might display it outside near the flag pole. The 911 Families Association is also interested in seeing the monument and we will invite them to its dedication. They are creating a photo album of all the pieces. Ms. Bohnson thanked Mr. Gaumond for his efforts noting that 911 touched so many lives, one was from the Town of Boylston, John Corcoran, Jr., and was a friend of hers. She is very proud we were able to get this. Mr. Gaumond thanked Senator McGovern.

Public Hearing to Consider Updates to Policies

It is now 7:05 and Mr. McCormick opened the public hearing and read the following notice. Public notice is hereby given, in conformity with the requirements of the General Bylaws of the Town of West Boylston, ARTICLE XXIII - PUBLIC HEARING AND NOTICE, that the Board of Selectmen will meet on Wednesday, January 7, 2015, at 7:05 p.m. for the purpose of considering updates to the following policies: Policy A-5- Relations with Citizens, Policy A-6: Selectmen (Sub)committee Assignments, Policy B-1: Policy on Appointment Procedures for the Board of Selectmen and the Town Administrator, Policy F-9: Post-Issuance Tax Compliance Procedures For Tax-Exempt Obligations and Other Tax-Benefited Obligations, Policy G-4: Drug-Free Workplace Policy for Regulated Employees Only, Policy K-1: Sexual Harassment Policy - under III Complaints of Sexual Harassment or Discrimination, Policy K-7: ADA Policy and Grievance Procedures, Policy L-2: Policy on the Lowering of United States Flag Flying To Half Staff Over Municipal Property, Policy L-3: Public Notices Within Town Hall, Policy L-15: Gateway Sign Policy for Gateway Adoption Program, Policy L-18: Beautification of Town Squares and Islands Policy, Policy F-8 Cash Receipts and, Policy L-3 Public Notices Within Town Hall. The meeting will be held in the

Selectmen's Meeting Room of town hall located at 140 Worcester Street, West Boylston. For additional information, or to review the proposed information, please contact the Office of the Board of Selectmen/Town Administrator at 774.261.4012. All interested persons, groups, and agencies are invited to attend. Kevin M. McCormick, Chairman, advertised on December 24 & 31, 2014.

Mr. Gaumond explained that there are a handful of policies we need to modify. The first is Policy A-6, Selectmen (Sub)committee Assignments. The policy refers to the annual election in April and the election date has been changed to June. The policy will be amended to reflect the month of June. Policy B-1: Policy on Appointment Procedures for the Board of Selectmen and the Town Administrator will be amended to delete the word 'Mixer', our former town hall. Policy F-9: Post-Issuance Tax Compliance Procedures For Tax-Exempt Obligations and Other Tax-Benefited Obligations will be amended, as recommended by bond counsel, under ***In General*** c. If storing documents electronically, the Town shall conform with Rev. Proc. 97-22, 1997-1 C.B. 652 (as the same may be amended, supplemented or superseded), which provides guidance on maintaining books and records by using an electronic storage system. Policy G-4: Drug-Free Workplace Policy for Regulated Employees Only will be amended to reflect the new address and telephone number for town hall. Policy K-1: Sexual Harassment Policy - under III Complaints of Sexual Harassment or Discrimination will be amended to reflect the new address and contact number for town hall. Policy K-7: ADA Policy and Grievance Procedures will be amended to reflect the new address and contact number for town hall. Policy L-2: Policy on the Lowering of United States Flag Flying To Half Staff Over Municipal Property will be amended under Designation of department flags to insert: Town Hall Employees: 140 Worcester Street; Water District Employees and Other Municipal Employees who do not have an American Flag at their location: 39 Worcester Street, Bruce L. Shepard Public Safety Headquarters and add Library Employees: 8 Newton Street. Policy L-15: Gateway Sign Policy for Gateway Adoption Program will be amended to reflect the address for our new town hall. Policy F-8 Cash Receipts will need to be amended as we no longer use the FUNDWARE System and have moved to SoftRight. The entire policy has been changed to remove FUNDWARE and insert SoftRight. There are some small other changes within the document and on page 3 we inserted the following sentence in the 8th bullet, 'The check register and the warrant disbursement reports are reviewed by the treasurer/collector then the necessary monies are transferred to fund the warrants.' Policy L-3, Notices Within Town Hall has quite a few changes. This policy speaks to standards by which public notices are posted within the town building. We had to change this to reflect the new location of the Public Notice Bulletin Board, changes to Mass General Laws and the Board now has three different sections, Section A is for Advertisements and Announcements from Community Groups, Section B is for the Meeting Posting Calendar and Section C is for public hearings, public notices and warrants.

There will be another public hearing on the first meeting in February to address three more policies. We will be bringing forward New Growth, a modification to the CORI policy submitted by the school and the Board's policy on Relations with Citizens. If there are any other policies the Board would like included we could do them at that time. Mr. Rucho asked about Policy A-5, Relations with Citizens. It was noted that was in the public hearing posting, but not listed on the agenda and Mr. Gaumond recommends taking no action on that policy this evening. There is no one present who wishes to speak on this topic.

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

Motion Mr. Rucho to accept all the changes in the posting with the exception of Policy A-5, which will be dealt with at the next public hearing, seconded by Mr. Hadley, all in favor.

NEW BUSINESS

1.Consider voting to authorize the Town Administrator to sign Side Letter #2 for Professional Services Agreement By and Between the Town of West Boylston and David R. Eckhardt

The agenda includes a copy of a side letter, which will authorize the Town Administrator pay our ESCO representative for the final walk through. Mr. Eckhardt is no longer under contract with the town, we were supposed to do the final walk through before the end of December, however it got put off. This agreement will allow for an additional ten hours to complete the walk through.

Motion Mr. Hadley to authorize the Town Administrator to sign Side Letter #2, seconded by Mr. Rucho, all in favor.

2.Consider voting to authorize the Chairman to sign a Memorandum of Understanding Between the Town of West Boylston and the City of Worcester, Division of Public Health/Central Mass Regional Public Health Alliance

Mr. Gaumond advised that this is the first of two grant applications the town is seeking. It is through the Mass Department of Public Health who will be applying through the Mass Substance Abuse Prevention Collaborative. It is a three-year grant, \$100,000 per year and will be used on a regional basis to prevent underaged drinking and other drugs. They will be collecting data in the schools and implementing strategies. If the Board is agreeable, Mr. Gaumond asked them to vote to sign the document.

Motion Mr. Rucho to sign the Memorandum of Understanding, seconded by Ms. Bohnson, all in favor.

3.Consider Signing Agreement By and Among Wachusett Towns and Wachusett Earthday, Incorporated for Regional Collection Program for Housing Hazardous Products and Recycling

We have not yet received this agreement and it will not be on the agenda until we get it. Mr. Rucho asked when it will expire and Mr. Gaumond advised that it is eminent if it has not already passed.

4.Review Central Mass Regional Planning Commission Memorandum of Understanding and submit comments and suggestions

The Central Mass Regional Planning Commission is working to amend it's Memorandum of Understanding, which they do every four years. The draft is in the agenda package, has been reviewed by the DPW Director, and he has no comments or revisions. The Board has no issues.

Motion Mr. Rucho not to issue any comment or revision, seconded by Mr. Hadley, all in favor.

5.Notification from Massachusetts State Lottery Commission that Wachusett Wine and Spirits has requested an application and agreement to sell the KENO To Go product

Mr. McCormick recused himself. The Board indicated that they have no objection. Mr. McCormick returned to the meeting.

6.Vote to designate voting delegate for the MMA conference and MIIA annual meeting

Mr. Gaumond is not attending the MMA conference this year and he asked the Board to nominate Nancy Lucier to serve as their voting delegate.

Motion Mr. Hadley to designate Nancy Lucier as the voting delegate for the MMA conference and MIIA annual meeting, seconded by Mr. Rucho, all in favor.

7.Consider voting to sign letter in support of joint application for DLTA funds to prepare a draft

Village Zoning Bylaw

One of the items the Planning Board has an interest in this year is to bring forward a Village Zoning Bylaw for the town. The town of Upton has an interest as well. We will have CMRPC do a joint project for a number of communities, which will save us town counsel review fees. Mr. Gaumond and the Planning Board are requesting the Board's authorization to move forward with the grant application and authorize the Chairman of the Board to sign a letter of support.

Motion Mr. Rucho to move forward with the grant application and have Mr. McCormick sign a letter of support, seconded by Mr. Hadley, all in favor.

8. Consider signing Settlement Agreement and Release with Charter Communications

When we moved into our new building and purchased our new phone system we were given a set of phone numbers. After the fact we were told by Charter that they were not West Boylston numbers and we could not use them. It cost us \$2,978 to reprogram all our phones and Charter has agreed to pay that cost. They drafted a Settlement Agreement, once signed by Charter they will send us a check. He asked the Board to vote to sign the Agreement and Release.

Motion Mr. Hadley for the Board to sign the Settlement Agreement and Release with Charter Communications, seconded by Ms. Bohnson, all in favor.

9. Consider sending Updates to General Bylaw Article XIV Licenses and Permits to the Bylaw Committee

Mr. Gaumond presented the Board with two bylaws, which he is asking them to include on the May town meeting. The first falls under Licenses and Permits. In the past the Board discussed amending the bylaw for Dealers in Second Hand Articles. The Police Chief and Mr. Gaumond worked together and developed language to amend the current bylaw by adding additional guidelines. Mr. Rucho noted that this is something he brought up it requires dealers to hold the items for 30 days.

Motion Mr. Hadley to include the bylaw amendment on the warrant, seconded by Mr. Rucho. They tie back to the article.

10 Consider sending new General Bylaw for Civil Fingerprinting to the Bylaw Committee

Once the Board indicates they are fine with putting the articles on the warrant he will then forward them to the Bylaw Committee so they can have sufficient time to review them.

Motion Mr. Rucho to include the article on the warrant, seconded by Ms. Bohnson, all in favor.

Late this afternoon we received correspondence from Town Counsel with some mark ups. This was one of the goals and objectives for the Police Chief and the Police Department will have to develop regulations to go along with the bylaw. We have a finger printing machine and we are required to have a bylaw that goes along with it. This will be when we issue the following licenses: hawking and peddling or other door-to-door salespeople, Manager of Alcoholic Beverage license, owner or operator of public conveyance i.e. limousine service, dealer of second-hand articles, pawn dealers, hackney drivers and ice cream truck vendors. These are what Mass General Laws say communities can fingerprint and the bylaws outlines the process of how they will be kept. It is similar to the model for the CORI rules and regulations. Mr. Rucho noted that it speaks about a fee and he would like to know the fee prior to town meeting.

11. Update on Massworks grant

The contracts were overnighted on Monday, received on Tuesday, they are processing the

paperwork and will send back the commitment letter. Once we get that the next steps are in the document, he will send out a blog, we will do a kick off with officials from the Executive Office of Housing and Economic Development, and we will conduct public information meetings. We are still in the very early stages. Mr. Hadley asked if there is a date by which the project needs to be completed. Mr. Gaumond advised that it does not, however, they are recommending at least two construction seasons. Mr. Rucho suggested including the locations of the sidewalks in the blog. He added that it is a way to tell people how expensive sidewalks are.

12. Mr. Gaumond noted that we have a new dance studio in town, which opened for business and didn't know they needed a license to do so. It is right next to Salter College. Olga Simakova is in attendance tonight. She let us know that the business was open, we did have time to ask boards and committees and departments whether or not they had any issues. He asked if the Board feels comfortable taking this item up as it is not on the agenda. There are a couple of fire extinguishers that need to be installed, however, if the Board has no objections he asked them to issue the license. Mr. Rucho has no objection and suggesting issuing a temporary license tonight and including it on the next agenda. None of the Board members have an issue with issuing the license this evening.

Motion Mr. Rucho to issue a Dance Studio License to ABL Dancesport Center, seconded by Mr. Hadley, all in favor.

Olga Simakova joined the Board. She owns two other studios, one in Waltham and the other in Shrewsbury. They offer a wide variety of different dance instructions to adults and children, ballroom acrobatic, rock and roll. She hopes to grow even more in West Boylston. Ms. Bohnson asked what attracted her to West Boylston. Ms. Simakova stated that she found a nice location, met the owner, saw the place, which is over 10,000 square feet and they can place all their dreams into this location. She has heard a lot of good things about the town and has been welcomed to the community very kindly. The Board wished her success.

MEETINGS, INVITATIONS & ANNOUNCEMENTS

1. February 11th, 7:00 p.m. – Ribbon cutting for ESCO Project at Middle/High School – this will be right at the beginning of the School Committee Meeting. Mr. Gaumond advised that they are pretty much done and only a few things need to be tinkered with as we have some control issues with the schools. Mr. Rucho asked if they will be reviewing the new town hall building. Mr. Gaumond did speak with them, however, it would need to be under a different arrangement. They will give us a quote on some easy things to do such as replacing light switches with motion detectors in all the rooms to cut down on lighting empty rooms. He has some photos he will display on the website. It was a tremendous project for the town. When we do talk with them Mr. Rucho suggested having them come up with a savings plan. Mr. Gaumond intends to have a conversation and a walk through with them. Mr. Rucho would like them to help us with evening off the heat.

Mr. McCormick reports that on February 6th at 6:00 p.m. at Wachusett Country Club we have the Grand Marshal Banquet for the World's Shortest St. Patrick's Day Parade. The Grand Marshal is Normand Menard. Two other residents receiving awards are the Quiet Man Award for Jack McCormick and the Tip of the Hat Award for Aaron Goodale. If anyone is interested in attending they can contact Siobhan Bohnson or Dr. Casey. Last year they had over 1,100 people in attendance at the parade and they are looking for another successful year. Mr. McCormick noted that the parade is 35-feet long and lasts 15-20 minutes. The Board of Selectmen also marched in it. The parade is on March 15th at noon time. People hand out balloons and they have bagpipers, a Chinese

dragon and many other things.

SELECTMEN REPORTS

Mr. Rucho reports that he and School Committee member Jim Pedone attended an event at Assabet on their work extension program on how they can help the community. He has a packet from the program, which he will leave for the Board to review. One of the gentleman who is involved with the program is a resident from West Boylston. They also had a tour of the school with a few other Town Administrators which was very interesting.

Ms. Bohnson attended the Eagle Scout Award Ceremony for Edward Salate this past Sunday. She congratulated him on his achievement noting that it is nice to see that the youngsters in the town support the town.

FUTURE AGENDA ITEMS

Mr. Rucho would like an update on the electronic sign. Mr. Gaumond advised that they are in the ready phase. All of their pieces are complete and they are thinking they will be able to get it up next week. We have to remove the current sign and we are working with the Building Inspector on the permit. We should be ready to go within a week or so.

Mr. Hadley would like to change something in the bylaw so employees would not have to work the entire day before the Christmas holiday. Mr. Gaumond explained that the current bylaw spells out which holidays employees get and it does not give any extra time. There was one time in the past when the Board of Selectmen voted to close the day after or before Christmas, however, sometimes it causes problems because with other employees who are not covered by the Personnel Bylaw such as the police or DPW. He will provide the Board with a copy of the bylaw, which they can review and if they wish to amend it, it requires town meeting approval. Mr. Rucho noted that there are contract issues to. He doesn't think it is unusual for people to work the day before Christmas. He also noted that we have received two applications for vacancies on the Personnel Board.

With no further business to come before the Board, motion Mr. Rucho at 8:05 p.m. to adjourn, seconded by Mr. Hadley, all in favor.

Respectfully submitted,

Approved: January 21, 2015

Nancy E. Lucier, Municipal Assistant

Kevin M. McCormick, Chairman

John W. Hadley, Vice Chairman

Christopher A. Rucho, Clerk

Siobhan M. Bohnson, Selectman