

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. Hadley to approve the regular session meeting minutes from January 17, 2015, seconded by Mr. Rucho, all in favor.

Motion Ms. Bohnson to approve the regular session meeting minutes from January 21, 2015, seconded by Mr. Rucho, all in favor.

Motion Mr. Hadley to approve the regular session meeting minutes from January 28, 2015, seconded by Mr. Rucho, all in favor.

Motion Mr. Hadley to approve the executive session meeting minutes from January 28, 2015, seconded by Ms. Bohnson, all in favor.

Presentation of the Town Administrator's Commitment to Excellence Award

Mr. Gaumond stated that this year he is proud to announce and present the Commitment to Excellence Award to Bonnie Yasick, our Treasurer/Tax Collector. He added that this is a great surprise, which we were able to keep from Bonnie. He has had the pleasure of working with Bonnie his entire tenure in West Boylston. This past year has been very challenging for the town and the Treasurer/Collector. She assisted in selecting the new financial software package, prepared two borrowings, and worked with ongoing tax title issues. As we transitioned to a new town hall, she still tried to maintain services in her office. It came as no surprise that on the day we were all packing to move she had a continuous flow of people coming in to pay taxes. The one thing he is most happy about is this year she helped us move town funds into new bank accounts to alleviate the imposition of bank fees, which was a lot of work and saved the town money. The nomination of Bonnie came from the Planning Board and in their nomination they described her as always professional and courteous when dealing with the public. Mr. Gaumond stated that for all of these reasons it is his privilege to present the 2014 Commitment to Excellence Award to Bonnie Yasick. Ms. Yasick came forward to accept the award. Ms. Yasick stated that she is shocked and had no idea of what was going on. She added that it is not one person that in my eyes deserves this award it belongs to every employee who works their best for the Town of West Boylston. I am only what I am because I have two very good assistants. Thank you very much, it is a team effort.

Dan Sherman, Report Gasby45 Study

Dan Sherman from Sherman Actuarial Services joined the Board to discuss OPEB (other post employment benefit) liabilities for the town. Mr. Sherman noted that page 3 of the handout has two columns, one pay as you go 4% and the other is full pre-funded 7.5%. He calculated the liabilities that go along with the financial statements. GASBY 33 and 45 say if you are pay as you go then you have to value these liabilities in a manner using a low interest rate. He looks at every employee to determine the benefit today. GASBY says if you are not pre-funding then you have to use the short term discount rate of 4%. If you are going to prefund and set up a trust fund and have it invested then you can use something much higher as an interest rate so you can use 7.5%. The evaluation was done on June 30, 2014. You look at the retirees and their life expectancy. For the active you look at what they have accrued to date. Total liability is \$31 million. It will be a footnote disclosure on your balance sheet. They also include a salary amount. Normal cost is the one year accrual for all employees. There are no

requirements right now to pre-fund this obligation. The estimated claim payment is \$895,268. If you prefund this obligation the liability drops down to \$18 million versus \$31 million. To fully fund we would need to come up with \$700,000. In Needham they had a \$2 million gap and they went to town meeting for \$300,000 and set up a trust fund. They attacked it from both the asset and liability side. It took them seven years to fully fund. Wellesley did a Proposition 2-1/2 override to fully fund. Wakefield set up a trust fund and are putting aside \$1.8 million a year. Chapter 32B, section 20 allows you to set up a fund. Rating agencies love it when communities set up a fund. A dozen communities are fully pre-funded at this point. The pay as you go column will be the number showing up on your financial statement.

Mr. Hadley asked if there are any small towns similar to West Boylston who are prepaid. Mr. Sherman mentioned Manchester and Essex are partially prefunded and Hopkinton prefunded. He noted that sometimes it is just a token amount of \$50,000. Ms. Bohnson asked if there is a certain amount of time that if we decide to go fully funded there is a certain time frame it needs to be completed by. Mr. Sherman stated that it boils down to having a plan and talk to your auditors and say we would like to use the 7.5 instead of the 4. You have to use a pro rated number if you partially prefund. Ms. Bohnson asked what would happen if we decided to prefund and had a bad couple of years. Mr. Sherman explained that if you are at \$4 million you can use some of that should you have a huge increase in health insurance. Natick started one year ago. Mr. Rucho asked if he knew of any towns in Central Mass. Mr. Sherman noted that most are east of here, however, the town of Shrewsbury has set aside of assets and plans to fully fund in 2022 their pension. In addition they are freeing up some funds for the OPED. They intend to get serious in 2023 and will be fully funded in 12-13 years. Mr. Gaumond noted that we have adopted Section 20 to allow us to create a trust fund. We have yet to put any money aside into it and when we were looking to do the borrowing on the new building one of the questions the auditors asked was about this. They were happy we had established the fund.

Mr. Sherman outlined the advantage which include more economical over time, increased security for employees and retirees, helps maintain bond rating, assists in budgets as it acts as an available asset, and keeps a new book liability under control. Mr. Gaumond noted that it is not just Free Cash that you can use for anything you want. The money is available for health insurance and is a restricted fund. The disadvantages include higher short term cash outlay, higher administrative costs and more complex. Mr. Sherman noted that GASP issued a statement that they want to move the liability into the balance sheet and 80% of every communities will go from positive net asset to a negative on their balance sheet. He added that there are some scary looking numbers and the majority of communities are doing something to get some money to put aside for this obligation. Mr. Rucho asked if in this year's budget we are planning on starting to fund this. Mr. Gaumond feels it is a little early for him to say, however, if the Board would like to weigh in on it he would take it under consideration. The last time he asked for an allocation it never made it on the warrant, which was between \$50,000 and \$100,000 in 2008 or 2009.

Public Hearing to Consider Updates to Selectmen Policies A-5 Relations with Citizens, F-5 Policy on New Growth Taxation Revenue, K8 Criminal Offender Records Information Policy and L-18 Beautification of Town Squares and Islands Policy

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, February 4, 2015, at 7:30 p.m. for the purpose of considering updates to the following Selectmen Policies: A-5 Relations with Citizens, F-5 Policy on New Growth Taxation Revenue, K8

Criminal Offender Records Information Policy, and L-18 Beautification of Town Squares and Islands Policy. 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 January 21 and 28, 2015.

Mr. Gaumond advised that the Board has four policies before them tonight. The first is Policy A-5 Relations with Citizens, we would add the Board's email address to the policy. The second is F-5, Policy on New Growth Taxation Revenue. We developed this policy when we had an abundance of New Growth review that was not expected to continue so we decided to develop a policy so we didn't spend an excessive amount of New Growth and find ourselves in a deficit. The third policy is K8 Criminal Offender Records Information Policy and the School Superintendent would like us to amend the policy to include contracted services. It would read, 'In connection with any decision regarding employment, volunteer opportunities, contracted services, housing, or licensing, the subject shall be provided with a copy of the criminal history record'. The last is L-18 Beautification of Town Squares and Islands. The DPW Director has updated the square footage on some of the islands, we removed the square known as Gleason Square and the address was updated on the last page. Mr. Gaumond explained the reason for removing Gleason Square is that it is in memory of a former Selectmen and it seems to be in good condition and in no need of having someone adopt it. The Board has no questions.

Mr. McCormick opened the meeting up to public comment. Joy Lapidus of Troop 151 stated that she is interested in retaining an island for the troop.

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

Motion Mr. Rucho to accept the changes as presented, seconded by Mr. Hadley, all in favor.

Fire Chief Thomas Welsh

Chief Welsh joined the Board to bring them up to date on some of the concerns of his department.

1. Staffing

The Chief noted that as the Board knows, trying to seek volunteers is a struggle. He has been trying to get EMTs and firefighters, which requires 320 hours to take classes over a 4-6 month period. They come in, get a physical, go to the academy and the need new gear. He has been working to expand the schedule with the full-time department. He keeps the ads out there, the door is always open, he has looked at some scheduling changes, and we may have to do something down the road to rectify the situation. He wants the Board to be aware that people just do not want to do it out of the goodness of their hearts anymore. We have 12 active EMTs, two are approaching 65 the mandatory retirement age. The Chief doesn't want it to be a surprise when he is back to try to rectify the schedule situation. Mr. Hadley noted that when you are on call and working out of your house you only get paid if it is an active call. The Chief added that they have to be within pager range and sometimes you get nights like the other night with a foot of snow so we brought coverage into the station to cover. Now they are required to get firefighter 1 and 2. It is frustrating that people do not stick with. They tried a CERT team and had four graduates. Ms. Bohnson asked if he knew why they are not coming back. The Chief stated that with fire safety today we do not have as many fire calls. We have nuisance calls. If it is a working fire every truck will be out the door. The young people have a goal to get their dream job of a full time firefighter.

Mr. Rucho stated that this is not unique to West Boylston as all communities are experiencing this. The Chief noted that it is nation wide, everybody has the same problem, and the Chief discuss

how to motivate. Mr. Rucho commented that it is a stepping stone to that full-time position. The Chief advised that they used to be on every night for one week and it used to take one hour to do an ambulance call. Now it takes at least two hours. He added that the average age is getting up there on his call personnel. They went to a one-night system every five days, three on each night. They are compensated if there is a call. They also have ALS which requires a paramedic on call 24-7.

2. Aging Equipment

The Chief is working on his capital request. Engine #3 is going to be 24-years old and has some issues with expenses including brakes for \$1,500 and a radiator for \$10,000. He will approach the CIB and move the truck up another year. A 40-year old tanker needs to be replaced and he is trying to get it through FEMA. He met with the people who hosted the grant writing seminar at Stonehill College as he is trying to get it replaced through a firefighter grant. It is our back up pumper and if he spends the money to repair it, it will put him behind on everything else. The rescue truck is also aging. He stated that the trucks look great on the outside but underneath they are rusting away. Ms. Bohanson asked the age of the rescue truck. The Chief advised that it is 20 years old and it doesn't go out like it used to. Most of the rescue equipment was moved to Engine #1. Mr. Rucho asked if it is the back up to Engine #1. The Chief added that Engine #1 responds to the houses and Engine #3 would be the water supply for engine #1. Engine #5 is the forestry truck, has chairs, if we get a blizzard we can get up the long driveways, however, it doesn't meet the NFPA standards. Mr. Rucho asked if other towns would regionalize for something like that with us. Chief Welsh explained that we have mutual aid, however, we have insurance standards we have to meet. We do well on our rating for equipment. Mr. Rucho asked how often has Engine #3 gone out in the last month? The Chief advised that it was used to do the ice skating rink. We have not had any structure fires in town. Mr. Hadley asked if he had gotten an estimate to fix Engine 3. Chief Welsh feels that if we go that way we would want the cab enclosed and we would be better off putting the money into a replacement truck. The u-bolts on the springs were rusted right through it cost \$1,700 for one spring. On Engine #1 the DPW repaired the air brakss for the break system. The salt and weather are rusting things.

3.Box Alarms

Chief Welsh reports that with the discussions of regionalizing dispatch he was informed by Chief Almstrom that when we regionalize with Holden they will not be monitoring the box alarm system. We have 41 red pull boxes around town that go directly to dispatch. It is an aging system and one person takes care of it. The town owns 8 of the 41. They are for the pump stations, DPW, library, schools and fire station. They are also at the churches and the jail. We charge \$250 fee to monitor the boxes. He would like to include in the letter the fact that in the near future the box system will be going away. We thought there would be a way of continuing, but Holden is not interested in monitoring. The building will have to get an alarm system similar to ADT, which calls the alarm in. He will look into that cost. Mr. Rucho thinks it is a good idea to include that information in the letter being sent. He is looking into it now and the bills will be out shortly.

4. Public Safety Building Issues

Chief Welsh reports that during their sealing of the building that the town paid to have done, the energy company came to change all the light bulbs. During that process the DPW Director said they will not do the light replacement until he has his ceiling tested. The Chief decided to test his at the same time. The company didn't want to do any work on the windows until they knew they were clear. The gentleman who sealed the windows told him all the seals were gone.

He spoke with Mr. Gaumond to see if that could be included in the energy work and they would not include the windows because they thought it might have PCPs in it.

The Chief used the money in his building maintenance line item to test his building and the DPW. The DPW came back clean and his building came back with a reading in the window caulking and ceiling materials. They came back, did an assessment, and the air quality was way below the limits. The materials have 14% in the ceilings and 10% in the window calking. A company came in to see if we could do a spot abatement, however, due to the roof leaking for so long the material is now separating. The company gave an estimate to spot abate and remove and now they are coming up with a course of action to take. It takes just about as much work to spot abate as it does to do the entire ceiling. This will be on the May town meeting warrant to take care of the main areas of concern.

Mr. Gaumond advised that the approach that he, the Building Inspector and the Fire Chief feel would be appropriate is to target the area in the ceiling for a full remediation in the entire building. Mr. Hadley asked if they were talking about removing the popcorn ceiling. The Chief advised that it is more like course dry wall. They want to be proactive and determine the best course of action.

Mr. Rucho thinks all Board members would agree that we need to look at the public safety headquarters once we move out the Police Department. Mr. Gaumond believes we are by making the improvements to these rooms. Chief Welsh will get more quotes on the work.

NEW BUSINESS

1. Request to amend Entertainment License issued to Deric Partnership, 555 Prospect Street by expanding hours

Mr. McCormick recused himself. Mr. Gaumond explained that Pinecroft Dairy has submitted a request to expand the hours of their existing Entertainment License. They are interested in putting together a farmers market and would like to be able to have country or folk music playing. This would be to expand the hours during June through October on Sundays from 9-noon. The request went to The various boards and no one is adverse to the request. The applicant noted that in the last six years they have an Entertainment License and had no issues.

Motion Mr. Rucho to approve the request, seconded by Ms. Bohnson. Mr. Hadley noted that the Economic Development Task Force has been tryin to get a farmers market in town for a while. He thinks this is great. Vote on the motion - all in favor. Mr. McCormick returned to the meeting.

2. In accordance with Massachusetts General Laws, Chapter 44, Section 31D, consider voting to authorize the over expenditure of the FY15 Snow and Ice

This year we were able to hold off until after the first of the year to take this vote.

Motion Mr. Rucho in accordance with Massachusetts General Laws, Chapter 44, Section 31D, to authorize the over expenditure of the FY15 Snow and Ice, seconded by Ms. Bohnson, all in favor.

3. In accordance with Beautification of Town Squares & Islands Policy announce which squares/islands are available and thank the businesses/families who have adopted islands

Mr. Gaumond reports that the individuals/businesses who have adopted are as follows: Huntington Square at Beaman and North Main Streets to the Bouchard, Dickinson and Forhan Families, Crescent Street at Thomas Street – Finders, Woodland Street at Route 12 – Keepers, Worcester Street @ Route 12 – Allen Phillips & Family, Church Street @ Route 12 – Finders & Keepers and Kings Mountain @ Yorktown Road – Eagan Plumbing. Those individuals have been asked if they would like to keep their islands and all would like to. The Malden @ Goodale Streets

and Hosmer @ Laurel Streets islands are available. We will hold a drawing for those two islands at the first meeting in March and should any still remain, we will have a second drawing the first meeting in May so that all islands can be planted for the Memorial Day weekend. Mr. Gaumond thanked everyone who adopted islands.

Mr. Rucho asked if there have been any issues with any of those islands or any reason they would not be maintained. Mr. Gaumond advised that he and the DPW Director have had discussions about the conditions of some of the islands and they have sent letters out and the condition was rectified. The policy states that the island/square must be planted prior to the Memorial Day Weekend and maintained by the sponsor through the first frost.

Mr. Hadley asked if there is an issue with the island is it the DPW Director who notifies the adoptee? Mr. Gaumond explained that the Town Administrator sends the letter out once the DPW has notified him that the island is in need of maintenance and they have two weeks to respond and it will then be re-inspected. Mr. McCormick has received more complaints about the island at Worcester Street and Route 12 than he has about anything else in town. Other people would like to adopt it and go down with equipment. The adoptee did receive a letter, weeded it a little and didn't do anything else. He also understands the cost and time involved. It is a big issue and a lot of people have come to see him about it. Mr. Rucho has heard the same complaints. Mr. McCormick thinks a firm letter should be sent stating that if it is not maintained that it will be taken away. It looks beautiful Memorial Day weekend and then the weeds are incredible. Mr. Gaumond advised that the adoptee did outreach in response to the letter send out and they are contracting with a landscaper in the spring time.

Mr. Rucho thinks when a letter goes out if something is not done to improve the island, the sign should be removed right away. Mr. Gaumond pointed out that the policy states that if no action is taken, then the DPW Director can remove the sign and the adoptee could forfeit their right. Mr. Rucho added in this situation, it didn't happen. Mr. Gaumond disagrees as what happened was that the weeds at the time the letter was sent were probably around knee high and they were cut down to the ground and that is the condition which has remained. The island is not decorated, but does have a sign. He thinks it is really a difficult situation to say we will remove the sign after any entity has adopted it. This is the first year we have had a problem and they have had it for four years.

Mr. McCormick has been receiving complaints about that island for two years. Ms. Bohnson noted that if the adoptees had the island for four years if they had a bad year, they have acknowledged it. The policy does not say plant the island, it says maintain. She would like to give them some time. We do have two other islands available and Mr. Gaumond has multiple people who are willing to adopt an island in the upcoming year. Ms. Bohnson agreed that the island is very visible. Mr. Rucho agreed not to do anything about the island right now, but to clarify the policy on what maintenance means. Mr. McCormick, reading from the policy, stated maintenance means 'maintenance includes trash removal, weeding, planting of flowers, plants and shrubs, spreading of mulch, watering and the revitalizing replenishing of all aforementioned materials throughout the season'. He feels we do tell them what we expect. You have to do something and not just weed the island. Mr. Gaumond pointed out the last sentence which reads, 'The Town reserves the right to refuse any or all applications.'

Mr. Rucho feels that if the DPW Director is the person who oversees the policy then he should know what maintenance means. Mr. Gaumond reports that in this case, the DPW Director requested a meeting with me and the letter was sent out per the policy. The last two islands will be given out the first meeting in March. We will publicize the availability of the square and any person who is interested can apply. Mr. Rucho asked if there was anything in the policy, which would address non-profit groups having a preference. Mr. Gaumond responded, you would be treating people differently

than the people who originally got the island. We have two islands. If one is more important to the Board than the other, you could have a lottery for that one island. Laurel/Hosmer Street island is extremely small, high profile and the Malden/Goodale Island is much larger. Mr. McCormick suggested including the island at the end of Goodale Street near the one-way sign. Mr. Gaumond feels we could add that when we hold a public hearing to make the policy more firm. Mr. McCormick would also like to be able to add pots to asphalt island. Areas mentioned included Maple/Shrewsbury Street, and Routes 110/12. Mr. Rucho suggested adding the point at Route 140/Worcester.

Mr. McCormick informed the Scout Troop that they can fill out an application and we will have a lottery. Joy Lapidus of Scout Troop 151 asked if in the event that the Phillips' island does not come to fruition, because the cub and boy scouts meet at the First Congregational Church that island would be perfect and they would do a fantastic job for the town. If it were short notice you can rely on the boy scouts to beautiful the island in short order.

Mr. Rucho feels there needs to be some preference given to non-profit groups. He would like to discuss it.

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

Mr. Gaumond advised that this is a renewal of the Memorandum of Understanding the Board previously signed with the other Wachusett communities. It essentially is the same, with four changes. They include who may approve the agreement to accommodate the varying towns, a cap for annual operations total cost, it is a 3-year agreement instead of 5, and the dissolution of Clause 17 due to a requirement of the Secretary of State. Nothing that would change the actual operation of the center

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

5. Review & Approve Goal Planning Document and vote to approve Goals & Action Steps

This item will be tabled until the next meeting.

6. Concurrence on the following union contract liaisons: DPW: Mr. Hadley, Police: Mr. Rucho, and Fire: Mr. McCormick

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

7. Town Administrator's Revenue Budget for FY16

Mr. Gaumond explained that each year, around this time, he comes forward with revenue budget projections. Under state aid, we are using our best guess and level funding, built in a 5% increase on the take away to get us to \$3,755,701. Under available funds, in accordance with our reserve policy we have \$637,000. These include the Wachusett Fund, Ambulance Receipts and \$220,000 of Free Cash. Local receipts we are estimating to be at \$2,350,000. This includes all of the fees, permits, licenses, fines and motor vehicle excise. We will also use \$130,000 for Overlay Reserve. Total projected revenues are at \$22,371,864.

This document will be posted on the town's website. Mr. McCormick asked how the figures compared to last year. Mr. Gaumond advised about \$500,000 increase.

8. Presentation of MIIA Loss Control Award

Mr. Gaumond reports that at the MMA Conference the town was presented a 2014 MIIA Loss

Control Award, which was accepted by Nancy Lucier, who attended the conference. We will hang it in the Selectmen's executive session meeting room. He thanked department heads who attended seminars and we also try to keep our policies up to date.

MEETINGS, INVITATIONS & ANNOUNCEMENTS

1. February 11th, 7:00 p.m. – Ribbon cutting for ESCO Project at Middle/High School – has been postponed – this will be rescheduled later on.

2. Board of Selectmen concluding negotiations on purchase of Bethlehem Baptist Church

At the last FISP meeting the Board announced that we are in the process of finalizing a Purchase and Sales Agreement for the Bethlehem Baptist Church. It is all draft, subject to continued negotiations and a debt exclusion vote by the community. Mr. Gaumond thanked Mr. Hadley and FISP for their work on this. The price is \$990,000 including some fixtures. This will be on an upcoming meeting of the Board.

SELECTMEN REPORTS

Ms. Lucier reports on attending the MMA Trade Show which included speeches by the Governor, Lieutenant Governor, Senator Elizabeth Warren and Boston's Mayor Walsh. It was very well attended, offered many seminars and she was able to bring back a lot of good information for many of the departments.

FUTURE AGENDA ITEMS

Ms. Bohnson reports that last night she met with the Chief of Police, Mr. Gaumond and a number of concerned citizens about the increase in noise over on Laurel Street at Wayne's Weaponry. It was a good conversation and Mr. Gaumond will go forward and get information to get back to the people who were here. She added that we did hear what they were saying and we will look into it.

With no further business to come before the Board, motion Mr. Rucho at 9:20 p.m. to adjourn, seconded by Ms. Bohnson, all in favor.

Respectfully submitted,

Approved: February 18, 2015

Nancy E. Lucier, Municipal Assistant

Kevin M. McCormick, Chairman

John W. Hadley, Vice Chairman

Christopher A. Rucho, Clerk

Siobhan M. Bohnson, Selectman