

May 18, 2015



Town of West Boylston

Semi-Annual Town Meeting

Town Clerk's Report

Kim D. Hopewell, Town Clerk

Town of West Boylston

Semi-Annual Town Meeting Town Clerk Meeting Minutes May 18, 2015

Article 1 Section 3 of the Town of West Boylston's General Bylaws states that "One Hundred (100) legal voters, including the presiding officer and the clerk, shall constitute a quorum, provided that a number less than a quorum may vote an adjournment; and that not more than Seventy-five (75) shall be required to maintain a quorum once the meeting has been called to order by the Moderator Jonathan Meindersma and that a quorum of Seventy-five (75) be required to reconvene any adjourned session of any such meeting."

Kim D. Hopewell, Town Clerk informed Moderator Jonathan Meindersma that 118 registered voters were in attendance and that the quorum requirement as set out in the General Bylaws has been met.

At 7:09 p.m. the meeting was called to order.

The following people were appointed as tellers by the Town Clerk;

| | |
|------------------|------------------------|
| Mary Ellen Cocks | Barbara Deschenes |
| Gordon Cocks | John F. McCormick, III |
| Barbara Mard | Elaine Novia |
| Lisa Henderson | Karen Paré |

M.G.L. Ch. 39 § 15 was accepted at the Oct. 20, 2008 Semi-Annual Town Meeting and placed in the General Bylaws Article I § 7. This bylaw section states: "If a two-thirds vote of Town Meeting is required by statute, the Moderator may, at his or her discretion, decline to verify a voice vote by polling the voters or by dividing the meeting, and may record the vote as a two-thirds vote without taking such a count."

Following the Pledge of Allegiance, a moment of silence was conducted for all the members of the community who have passed since our last meeting, and the servicemen and women who have made the ultimate sacrifice serving in the armed forces in Iraq, Afghanistan and around the world.

Upon a motion by Elizabeth Arno, and duly seconded by David Sweetman it was unanimously voted to waive the reading of the Warrant and refer it as subject matter only.

Board of Selectmen Chairman Kevin McCormick was recognized by Moderator Meindersma and gave the following report;

The former Town Administrator always took time to recognize employees who were celebrating major

anniversaries of working for the Town. I would like to recognize the following individuals for all that they do on behalf of the Town of West Boylston;

I would like to acknowledge and thank Michael Daley of FAA, Inc., for his 11 years of service to the town. Michael is our Financial Director and is closing his business and retiring this year. He and his staff have done a great job for the Town of West Boylston.

The following are employee milestones and retirees;

| <i>5 years</i> | <i>10 years</i> | <i>15 years</i> |
|----------------------------|------------------------------|-----------------------------------|
| Dan Plante, Fire Dept. | Lauren Espe, Library | Gretchen Wawrzynaik, School Dept. |
| Colby Fiske, Fire Dept. | Tim Shea, DPW | |
| Taylor Blair, Fire Dept. | Paul Osterburg, DPW | |
| Koury McDowell, Fire Dept. | Joseph Bussiaglia, DPW | |
| Gary Johnson, Library | | |
| <i>20 years</i> | <i>25 years</i> | <i>30 years</i> |
| Lynne Pelto, School Dept. | Lisa Pepi, School Dept. | Susan Cassidy, School Dept. |
| | Robert O'Connell, Fire Dept. | David Richardson, Police Dept. |
| <i>35 years</i> | <i>School Dept. Retirees</i> | |
| Scott Barakian, Fire Dept. | Deborah Farrar, 15 yrs | |
| | Lawrence Murphy, 5 yrs | |
| | Marie Caruso, 22 yrs | |
| | Shelia Tetler, 22 yrs | |
| | Kerry Sullivan, 18 yrs | |

Article 1 - *Authorization to Hear the Reports of Officers and Committees of the Town*

Motion- Siobhan Bohanson

Second- John Hadley

Explanation

This is an annual article which allows for any committees or boards of the Town to issue reports at the recognition of the Town Moderator.

It was unanimously voted to hear the reports of the officers and standing Committees of the town.

The following reports were given;

Capital Investment Board

*Capital Investment Board Annual Report,
May 2015*

Capital Asset Review - Update

- Annual Capital reviews becoming more routine
- Buy-in from all departments
- A work in progress.....
- ~\$17M in requests from all funding sources over the next 5 years

Capital Requests for the next 5 years by funding source

| By Funding Source | 2016 | 2017 | 2018 | 2019 | 2020 |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Raise or Appropriate | \$ 244,000 | \$ 97,920 | \$ 12,485 | \$ - | \$ 12,989 |
| Grant | \$ - | \$ - | \$ - | \$ 4,244,832 | \$ - |
| Operating Budget | \$ 103,500 | \$ 73,440 | \$ 112,467 | \$ 43,616 | \$ 83,997 |
| Debt Exclusion Override | \$ 1,300,000 | \$ 2,244,000 | \$ 4,822,254 | \$ - | \$ 2,013,324 |
| Capital Investment Fund | \$ 290,000 | \$ 281,520 | \$ 208,080 | \$ 169,793 | \$ 952,540 |
| Prop 2.5 general override | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - |
| Accrued Funds | \$ - | \$ 204,000 | \$ - | \$ - | \$ - |
| Community Preservation Fund | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total | \$ 1,937,500 | \$ 2,900,880 | \$ 5,155,286 | \$ 4,458,241 | \$ 3,062,850 |

- Average annual funding needed for the Capital Investment Fund is \$380,000
- Average funds added to the CIF - \$173k/year, excluding sewer enterprise transfer

Projected Balances in the Capital Investment Fund 5 Year

| Running Balances | Fiscal Year | | | | |
|--|-------------|------------|------------|--------------|----------------|
| | 2016 | 2017 | 2018 | 2019 | 2020 |
| Beginning Balance | \$ 867,000 | \$ 677,000 | \$ 345,480 | \$ 87,400 | \$ (132,393) |
| Capital Investment Fund Uses - Planned | \$ 290,000 | \$ 281,520 | \$ 208,080 | \$ 169,793 | \$ 952,540 |
| Capital Investment Fund Uses - Unplanned | | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 |
| Capital Investment Fund Sources | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 |
| End of Year Balances | \$ 677,000 | \$ 345,480 | \$ 87,400 | \$ (132,393) | \$ (1,134,934) |

Conclusions

- The capital asset management process in West Boylston has improved
- Resources are limited and longer term plans to fund the capital needs of the town must be explored
- Begin to consider designating new revenue sources explicitly for capital needs rather than inclusion in expanded operating budgets

The Facilities Committee would like to provide the following update to the people of West Boylston. Over the last year, the Committee has been working diligently on two projects; the possible purchase of the Bethlehem Bible Church as a Senior Center/Community Center and the design & construction of a new Police Station on Rte. 12 along the back side of the Mixer Property.

Regarding the Senior Center project, the Facilities Committee has gone out to bid to purchase a building to serve as a Senior Center. The Committee feels that the Bethlehem Bible Church would be large enough for the senior center and other Town needs moving forward and is worth pursuing. We are reviewing a purchase & sale agreement and expect to finalize that soon and conduct an inspection of the property. If everything looks good we will be conducting a series of meetings over the next few months to provide information to citizens. We may be calling for a special town meeting in the summer to address this project further.

On the police station project, the Facilities Committee has begun the planning for a new building to be built on town-owned property on Rte. 12. The committee has developed basic drawings with the help of the Police Department and an architect and in the fall we may be seeking funds to begin the project. More will be forthcoming soon.



Parks Commission

Jennifer Breen, Parks and Recreation Director

The Recreation Department is continuing to grow and offer affordable programs to residents of West Boylston. Since October, we have offered the Ski Club at Major Edwards, several sessions of tennis, pottery classes, half day programs, school vacation programs, soccer clinics, and the annual Easter Egg hunt, just to name a few.

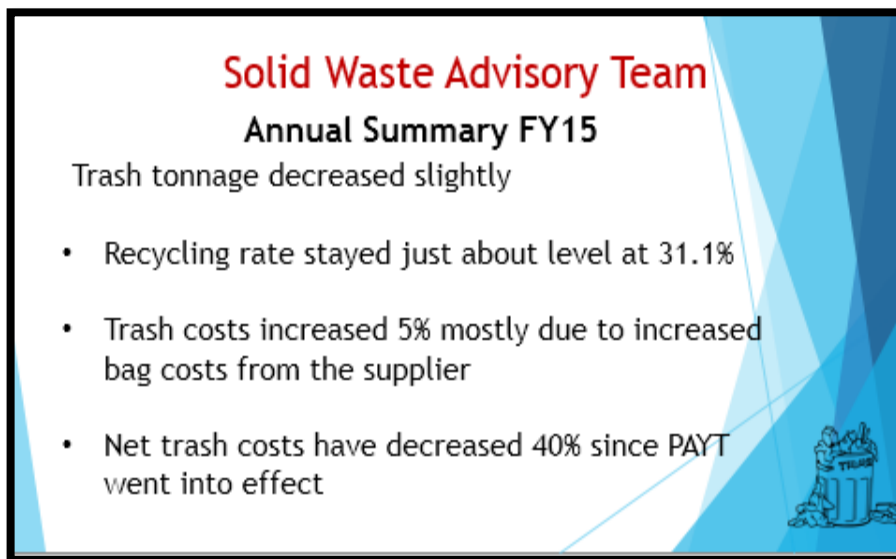
The department will again be offering a summer program for 4 weeks, summer basketball, LEGO camps, soccer and tennis camps and several other programs during June and July.

The partnership with the schools is appreciated, as they allow for programs to run in the buildings, making it easy for working parents to have their children attend programs right after school, without having to provide transportation.

The department hopes that by offering these programs, we are building a better community, and will continue to try to offer a range of programs that will appeal to many. Over 100 children up to the age of 10 have participated in an Easter Egg Hunt in the snow, sledding in the woods. Our Soccer Program has 70 participants and is currently held on Friday nights at Woodland Park. The Parks and Recreation program has also initiated a variety of programs on Professional Development Days to assist the parents in babysitting needs.

Solid Waste Advisory Team


Kathy Fahy, SWAT Member



Solid Waste Advisory Team
Annual Summary FY15

Trash tonnage decreased slightly

- Recycling rate stayed just about level at 31.1%
- Trash costs increased 5% mostly due to increased bag costs from the supplier
- Net trash costs have decreased 40% since PAYT went into effect



Goals for 2015

One of SWAT's goals is to help the town lower trash tonnage.

- One way is to increase the Town's recycling rate;
 - While Styrofoam and plastic bags cannot go into curbside recycle bins, however, they can be taken to the Recycle Center, and plastic bags can be returned to any grocery store;
 - Textiles make up about 6% of municipal solid waste. Non moldy/clean textiles can be recycled at the Recycle Center just by dropping them into the Salvation Army bin



- Another way is decrease food waste added to our trash. Food waste makes up about 14.5% of all municipal solid waste. Compost bins are available at the Recycle Center for \$38 and small kitchen scrap buckets are also available.

Just composting and recycling textiles we could lower our trash tonnage by 20%!



Article 2 – *Authorization to Borrow in Anticipation of Revenue and to Enter into a Compensating Balance Agreement with a Bank*

Motion- Siobhan Bohson

Second- John Hadley

Recommendation- Finance Committee

Explanation

This is an annual article allowing the Town to borrow in anticipation of revenues.

It was voted unanimously to authorize the Town Treasurer/Tax Collector, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue of the Fiscal Year 2016,

the period from July 1, 2015 through June 30, 2016, in conformity with the provisions of the Massachusetts General Laws, Chapter 44, Section 4, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17, and to authorize the Treasurer/Tax Collector to enter into a compensating balance agreement or agreements for Fiscal Year 2016 pursuant to Massachusetts General Laws, Chapter 44, Section 53F.

Article 3- *Departmental Revolving Funds Authorization*

Motion- John Hadley

Second- Siobhan Bohanson

Recommendation- Finance Committee

Explanation

This needs to be approved annually to operate our Revolving Funds. This allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service. For departmental revolving funds, MGL Ch. 44 §53E1/2 stipulates that each fund must be reauthorized each year at annual town meeting, and that a limit on the total amount that may be spent from each fund must be established at that time. The aggregate of all revolving funds may not exceed ten percent of the amount raised by taxation by the city or town in the most recent fiscal year, and no more than one percent of the amount raised by taxations may be administered by a single fund. Wages or salaries for full-time employees may be paid from the revolving fund only if the fund is also charged for all associated fringe benefits.

There is a new proposed revolving fund proposed for this year. This new revolving fund will be used to support the ESCO Project. The receipts for this fund will come from ESCO rebates from the improvements made (estimated to be between \$50-60K). Expenses for this revolving fund are as follows; Measurement and verification costs for the first year or two (\$15k/ye), and ancillary costs associated with this project, and the cost of some protective fencing around a new unit in front of the Middle/High School (estimated to be around \$3,000

It was voted unanimously to authorize revolving funds for certain town departments under Massachusetts General Law Chapter 44, § 53E½ for the fiscal year beginning July 1, 2015.

ARTICLE 3 – DEPARTMENTAL REVOLVING FUNDS AUTHORIZATION

| REVOLVING FUND | AUTHORIZED TO SPEND FUND | REVENUE SOURCE | USE OF FUND | FY15 SPENDING LIMIT | SPENDING RESTRICTIONS OR COMMENTS |
|-----------------|-------------------------------|---|--|---------------------|--|
| ESCO | Town Administrator | Any revenues derived from rebates for the energy conservation program | Pay for costs associated with the administration, measurement and verification of the performance contracting project. Including, without limitation, fees for services provided by engineers, legal counsel and others, and any improvements relating to the performance contracting project | \$60,000 | |
| WBPA-TV | Board of Directors of WBPA-TV | Receipts submitted to WBPA-TV for the operation of WBPA-TV that have been authorized by the Board of Directors of WBPA-TV as well as the franchise license fee paid by Charter Communications to the town | Purchase equipment to enhance cable-casting abilities of the town and to purchase expendable material as needed such as videotape, batteries, gaffer's tape, lights, etc. | \$5,000 | Not to be used for wages or salaries since WBPA-TV is a volunteer organization |
| Board of Health | Board of Health | Fees derived from permits issued to licensed sewage haulers in the Town of West Boylston, said fees shall cover the cost of dumping at the Upper Blackstone Water Pollution Abatement District, plus an administrative charge and fees derived from plan reviews, inspections, administrative charges and other fees for services rendered by the Board of Health | To pay Upper Blackstone Water Pollution Abatement District for sewage dumped at its facility in Millbury by sewage haulers licensed in the Town and to pay Board of Health inspectors and/or agents for services provided for food service, sanitary code compliance, public nuisance, noisome trade inspections; and for percolation and soil testing, septic system design review, septic system installation review, final septic inspection and engineering services, and to fund administrative expenses of the Board of Health, including wage and salary expenses of part-time employees of the Board of Health | \$50,000 | |

| | | | | | |
|-------------------------|-------------------------|---|--|----------|--|
| Cemetery Trustees | Cemetery Trustees | All fees collected by the Cemetery Department exclusive of perpetual case and sale of lots receipts | Ordinary operating costs of the Cemetery Dpt including, but not limited to, part-time wages and grave opening costs | \$60,000 | Not to be used for any full-time salaries and wages or elected official stipends |
| Council on Aging | Council on Aging | Fees and donations derived from various fund raising activities collected by the COA and for revenue and reimbursements from the Worcester Regional Transit Authority and user fees and donations for transportation services provided by the COA | Activities related to COA programs not provided for in the FY16 budget, and to fund administrative expenses of the COA including, but not limited to, wages of part-time employees of the COA. | \$60,000 | |
| Planning Board | Planning Board | Fees derived from plan review filing fees and all other fees charged by the Planning Board | Pay agents, attorneys, planners, and engineers of the Planning Board for services provided for permit application, plan review and consultant services and to fund administrative and wage expenses of the Planning Board, including wage and salary expenses of part-time employees of the Planning Board. | \$50,000 | |
| Zoning Board of Appeals | Zoning Board of Appeals | Fees derived from variance, special permit, comprehensive permit filing fees and all other fees charged by the ZBA | Pay agents, attorneys, planners, and engineers of the ZBA for services provided for permit application, plan review and consultant services and to fund administrative and wage expenses of the ZBA, including wage and salary expenses of part-time employees of the ZBA. | \$25,000 | |
| Conservation Commission | Conservation Commission | Fees derived from all Wetland Protection Act filing fees and all other fees charged by the Conservation Commission | Pay agents, attorneys, planners and engineers of the <u>Cons0</u> for services provided for permit application and plan review and consultant services and to fund administrative and wage expenses of the <u>Cons0</u> , including, but not limited to, wage and salary expenses of part-time employees of the <u>Cons0</u> . | \$25,000 | |

| | | | | | |
|----------------------------|------------------|--|--|----------|--|
| Parks, Playground & Fields | Parks Commission | Field user fees and donations collected by the Parks Commission | To fund costs of maintaining and operating the playgrounds, fields and facilities under the jurisdiction of the Parks Commission, including the purchase of supplies and services, to fund the repair and maintenance of playgrounds, fields, parks and park facilities including, but not limited to, the tennis and basketball courts and playing fields; said activities to be undertaken in coordination with the DPW and in conformity with all applicable laws and permit requirements and to fund administrative and wage expenses associated with the administration of programs of the Parks COMSO , including wage and salary expenses of the part-time employees of the COMSO . | \$50,000 | |
| Fire Alarm | Fire Chief | Fees charged to private property owners for use of the municipal fire alarm system by the Fire Dept. | To fund the cost of purchasing and installing equipment as well as the operation and maintenance associated with the municipal fire alarm system service and to fund administrative and wage expenses associated with the operation and maintenance of the municipal fire alarm system, including wage and salary expenses of part-time employees of the Fire Dept. | \$15,000 | |
| Hazmat | Fire Chief | Fees and payments for services related to the mitigation of hazardous materials and other incidents as paid from traffic companies, insurance companies and the like for billable services | Fund costs of purchasing equipment, supplies and services related to hazardous material and other emergencies, and administrative and wage expenses associated with the operation and response to hazardous material and other incidents | \$10,000 | |

| | | | | | |
|---------------------------------|---|--|---|----------|---|
| Recycling | DPW Director | Any revenues derived from the collection of funds for the receipt of electronic components or the sale of compost bins, kitchen scrap pails, recycling bins and scrap metal. | Pay expenses associated with the responsible recycling of electronic components that are banned from the waste stream, environmentally responsible recycling of yard waste by the distribution of compost bins, the environmentally responsible recycling of kitchen waste by the distribution of kitchen scrap pails, environmentally responsible recycling of newsprint and commingled plastics by the distribution of recycling bins and the environmentally responsible recycling of scrap metal. | \$10,000 | |
| Celebrations | Municipal Assistant or Celebrations Cmte. | All gifts, donations and fees collected by the town for the sole purpose of financing the costs of the Memorial Day observance and the depository for all gifts, donations and fees collected by the town for the purpose of financing the costs of other Celebrations & Observances as deemed by the Board of Selectmen | Pay for expenses and costs necessary for the annual Memorial Day Observance and other Celebrations and Observances as deemed by the Board of Selectmen, including, but not limited to, purchase of supplies and services. | \$10,000 | Excludes full and part-time employee salary or wage costs |
| Beaman Memorial Library | Library Trustees | Donations received in support of the library | Any Board of Trustees approved operational expenses of the library | \$15,000 | |
| Economic Development Task Force | Municipal Assistant | Donations received in support of economic development and The Gateway Improvement Project | Any Town Administrator approved operational expenses of the Economic Development Task Force as well as The Gateway Improvement Project | \$15,000 | |
| Recreation Program | Parks Commission | Recreation program user fees and donations collected by the Park Commission | Costs of operating the recreation program including wage and salary expenses of the part-time employees | \$50,000 | |
| ESCO | Town Administrator | Any revenues derived from rebates for the energy conservation program | Pay for costs associated with the administration, measurement and verification of the performance contracting project, including, without limitation, fees for services provided by engineers, legal counsel and others, and any improvements relating to the performance contracting project | \$60,000 | |

Article 4 – *Authorization to expend funds in anticipation of Reimbursement of State Highway Assistance Aid*

Motion- Siobhan Bohanson
Second- Kevin McCormick
Recommendation- Finance Committee

Explanation

This is an annual article allowing the Town to borrow in anticipation of revenues from the state for road repair assistance, so-called Chapter 90. As you may know, the Town receives Chapter 90 assistance from the state on a reimbursement basis.

It was voted unanimously to accept any and all state highway assistance funds authorized by the state legislature and approved by the Massachusetts Highway Department under the so-called Chapter 90 Highway Assistance Program to be expended for the maintenance, repair and construction of Town roads in anticipation of reimbursement under the direction of the Board of Selectmen and the Town Administrator for work on roads located on the State Aid Primary System as approved by the Massachusetts Highway Department, and further to authorize the Town Treasurer/Tax Collector, with the approval of the Board of Selectmen, to borrow money from time to time during Fiscal Year 2016, for the period from July 1, 2015 through June 30, 2016, in anticipation of reimbursement of said highway assistance in conformity with the provisions of Massachusetts General Laws, Chapter 44, Section 6A.

Article 5 – *Authorization to amend the Personnel Bylaw and to review the Classification and Compensation Plan so as to provide employees a Cost-of-Living pay increase (1.5%)*

Motion- Siobhan Bohanson
Second- John Hadley
Recommendation- Finance Committee

Explanation

This is an annual article which changes the salary lines in the Town’s Personnel Bylaws to reflect a 1.5% increase agreed to by the Selectmen. Since 2004 the average increase is 2%.

It was voted unanimously to amend Section 5, Part AA. Classification and Compensation Plan of the Personnel Bylaw by deleting the current language and inserting the following:

Non-Exempt Employees – Wage Earning Employees

| Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|-------|---------|---------|---------|---------|---------|
| 1 | \$11.79 | \$12.97 | \$14.12 | \$15.36 | \$16.50 |
| 2 | \$12.93 | \$14.25 | \$15.52 | \$16.80 | \$17.29 |
| 3 | \$14.08 | \$15.47 | \$16.91 | \$18.32 | \$19.75 |

| | | | | | |
|---|---------|---------|---------|---------|---------|
| 4 | \$15.23 | \$16.78 | \$18.28 | \$19.82 | \$21.36 |
| 5 | \$16.41 | \$18.07 | \$19.70 | \$22.04 | \$22.98 |

| Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|----------------------------|-------------|-------------|-------------|-------------|-------------|
| 6 | | | | | |
| Cemetery Superintendent | \$34,259.87 | \$37,695.45 | \$41,105.93 | \$45,963.68 | \$47,986.22 |
| COA Director | \$34,255.25 | \$37,696.54 | \$41,106.08 | \$45,964.85 | \$47,986.33 |
| 7 | | | | | |
| Children's Librarian | \$31,755.82 | \$34,879.23 | \$38,099.19 | \$41,266.17 | \$44,439.06 |
| Town Clerk | \$31,755.82 | \$34,879.23 | \$38,099.19 | \$41,266.17 | \$44,439.06 |
| Assistant Library Director | \$34,244.31 | \$37,561.16 | \$41,026.01 | \$44,442.59 | \$47,856.81 |
| 8 | | | | | |
| Building Inspector | \$25,925.74 | \$28,527.61 | \$31,109.45 | \$33,716.05 | \$36,294.36 |
| 9 | | | | | |
| Principal Assessor | \$41,688.84 | \$45,863.63 | \$50,036.04 | \$53,883.51 | \$58,358.48 |
| Town Accountant | \$41,688.84 | \$45,863.63 | \$50,036.04 | \$53,883.51 | \$58,358.48 |
| 10 | | | | | |
| Library Director | \$43,524.29 | \$49,224.87 | \$52,648.51 | \$58,086.52 | \$62,651.00 |
| Treasurer/Tax Collector | \$48,579.70 | \$53,443.18 | \$58,300.80 | \$63,163.14 | \$68,025.45 |

*Non- Exempt Emergency Fire and Medical Services Employees **

| Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|-------|---------|---------|---------|---------|---------|
| 1F | \$9.44 | \$10.36 | \$11.34 | \$12.27 | \$13.26 |
| 2F | \$13.62 | \$14.97 | \$16.36 | \$17.71 | \$19.09 |
| 3F | \$15.01 | \$16.40 | \$17.76 | \$19.14 | \$20.66 |
| 4F | \$18.77 | \$20.51 | \$22.22 | \$23.95 | \$25.80 |

*The above rates do not apply to full-time firefighter personnel, which will be maintained under the previous rates

Article 6– *Authorization to set the Salary of Elected Officials*

Motion- John Hadley

Second- Kevin McCormick

Recommendation- Finance Committee

Explanation

This is an annual article of the Town. It should be noted that most elected officials in Town have agreed to reduce their salary to \$1.00 five years ago and have agreed to continue this year. They should all be recognized for that.

It was voted unanimously to determine and fix what salaries elective officers of the town shall receive for Fiscal Year 2016 in conformity with the provisions of Massachusetts General Laws, Chapter 41 § 108:

| | |
|------------------------------|---|
| Moderator | \$ 1.00; |
| Selectmen | \$ 1.00 each (5 members); |
| Town Clerk | \$44,439.06 in conformity with Section 5, Part AA of the Classification & Compensation Plan of the Personnel Bylaw; |
| Planning Board | \$ 1.00 each (5 members); |
| Cemetery Trustees | \$ 1.00 each (3 members); and |
| Municipal Light Board | \$300.00 each (3 members) |

Article 7 – *Authorization to transfer unexpended funds from Fiscal Year 2015 Appropriations*

Motion- Kevin McCormick

Second- John Hadley

Recommendation- Finance Committee

Explanation

This is an annual article of the Town. It is produced every year to try to correct budget problems in the current fiscal year.

Discussion

Sandra Meindersma questioned why there is so much money being transferred from the Group Health Insurance Line Items, what was the need to increase in the Town Counsel and Town Administrators Salaries and wages account. Board of Selectmen Kevin McCormick stated that the town must appropriate 100% of the maximum potential to account for all of the employees and retirees of the town. Even though many of the employees do not partake in our insurance, we must be able to cover them if they sign up. Town Counsel transfers are directly related to the ongoing negotiations of the various unions in the town. The Town Administrator Salaries and Wages Account were obligated to pay

a portion of the former Town Administrators contract, as well as paying for an interim administrator.

Elise Wellington mentioned that there was a transfer from the Trash Removal and Tipping Fees of \$20,000. She wondered if that was a direct result of the townspeople doing a good job in holding down tonnage and recycling more. Mr. McCormick acknowledged that remark, and referenced that the Town didn't have to buy as many trash bags for this year.

Unanimously voted to transfer the following unexpended balances of Fiscal Year 2015 appropriations, to Fiscal Year 2015 appropriation accounts;

| <i>Transfer from</i> | | <i>Transfer to</i> | |
|--|---------|--|---------|
| Assessors Purchase Service | 1,500 | Assessors Salaries | 1,500 |
| Group Health Insurance Premiums | 800 | Health Insurance Premiums (OPEB- Town share) | 800 |
| Library Salaries & Wages | 2,500 | Library Purchased Services | 2,500 |
| Fire Purchased Services | 18,250 | Fire Salaries & Wages | 18,250 |
| Building Inspector Other Charges | 2,000 | Town Counsel Purchased Services | 8,500 |
| County Retirement Assessment | 2,000 | | |
| Workers Compensation Insurance | 4,500 | | |
| Group Health Insurance Premiums | 8,768 | Snow Removal Salaries & Wages | 8,768 |
| Group Health Insurance Premiums | 187,732 | Snow Removal Supplies | 187,732 |
| IT Computer Capital Outlay | 700 | IT Computer Supplies | 700 |
| Trash Removal & Tipping Fees | 20,000 | Library Capital Outlay | 32,000 |
| Group Health Insurance Premiums | 12,000 | | |
| Treasurer Purchased Services Bank Fees | 3,000 | Fire Capital Outlay | 5,000 |
| Town Accountant Purchased Services | 2,000 | | |
| Town Audit | 1,500 | DPW- Parks Maintenance | 4,000 |
| Town Accountant Purchased Services | 1,000 | | |
| Group Health Insurance Premiums | 1,500 | | |
| DPW Salaries & Wages | 26,000 | DPW Supplies | 26,000 |

| | | | |
|-----------------|-------|-------------------------------------|-------|
| Overlay Surplus | 6,000 | Town Administrator Salaries & Wages | 7,153 |
| Free Cash | 1,153 | | |

| | | | |
|------------------------|----------------|----------------------------|----------------|
| Total Reduction | 302,903 | Total Appropriation | 302,903 |
|------------------------|----------------|----------------------------|----------------|

Article 8 – *Authorization to Pay Bills from a Previous Fiscal Year*

Motion- Kevin McCormick
Second- John Hadley
Recommendation- Finance Committee

Explanation

This is an article to cover any unpaid bills from a previous fiscal year. It requires a 4/5ths vote of Town Meeting to pay these bills.

Discussion-

Anthony Meola questioned why bills were not paid on time, and whether there was a penalty to the Town for the delay. Selectmen McCormick stated that Department heads usually encumber the funds into the next fiscal year. In the case of the School Dept., Home Depot sent it to the wrong department. You cannot pay a bill if you don't have one to pay.

Mr. Meola then questioned why we still have Weston & Sampson and if that position goes up for bid. Mr. McCormick stated that this bill takes care of the sewer maintenance and that the contract is bid out every 3 years.

It was unanimously voted to transfer the following sums to pay for bills which were incurred from a previous fiscal year:

\$1,133 from Free Cash, to pay School Department Home Depot Credit Account

And further to transfer the amount of;

\$3,687 from the FY2015 Sewer Retained Earnings to pay for a Weston & Sampson invoice.

Article 9 – *Authorization to appropriate money to the Sewer Enterprise Account for Fiscal Year 2016*

Motion- Siobhan Bohanson
Second- John Hadley
Recommendation- Finance Committee

Explanation

Annual Sewer budget for the Town of West Boylston. The budget for the Sewer Department is proposed to be \$1,667,871.

It was voted unanimously, to raise and appropriate or transfer from available funds the sum of One Million Six Hundred Sixty-Seven Eight Hundred Seventy-One Dollars and No Cents (\$1,667,871) to the West Boylston Sewer Enterprise Account to be expended by the Board of Selectmen, acting as the Board of Sewer Commissioners, for sewer development, administration, assessment, operation, and maintenance expenses in Fiscal Year 2016 as follows:

Fiscal Year 2016 West Boylston Sewer Department Budget

| | | |
|-----------------------------------|----|------------------|
| Administration | \$ | 134,735 |
| Operations and Maintenance | \$ | 1,150,765 |
| Reserve Fund | \$ | 20,000 |
| Debt and Interest Payments | \$ | 359,371 |
| Capital Reserve | \$ | 3,000 |
| <i>Total Budget Appropriation</i> | \$ | <u>1,667,871</u> |

and to meet said appropriation through:

- (1) the appropriation of One Million, Two Hundred Thousand Dollars and No Cents (\$1,200,000) from Fiscal Year 2016 Sewer Enterprise Fund User Revenue, and
- (2) the appropriation of Three Hundred Fifty Nine Thousand, Three Hundred and Seventy-one Dollars and No Cents (\$359,371) from the Fund Balance Reserved For Sewer Betterment Debt Service, and
- (3) the appropriation of One Hundred and Eight Thousand Five Hundred Dollars and No Cents (\$108,500.00) from Sewer Enterprise Retained Earnings.

Article 10 – Fiscal Year 2016 Omnibus Budget Appropriation Article

Motion- Kevin McCormick

Second- John Hadley

Recommendation- Capital Investment Board, Finance Committee

Explanation

Annual Omnibus Budget.

It was voted unanimously, to raise and appropriate the sum of \$22,472,915 as printed in the town meeting warrant, necessary to defray the expenses and charges of the Town of West Boylston in Fiscal Year 2016, the period of July 1, 2015 through June 30, 2016, including the costs of public education, debt and interest payments, and providing municipal services, and reduce the tax rate by transferring the following sums:

| | |
|-----------------------------|---------------------|
| Raise & Appropriate | \$21,783,201 |
| Ambulance Receipts Reserved | \$ 400,000 |
| Wachusett EMS Fund | \$ 17,000 |
| Free Cash | \$ 257,714 |
| Overlay | \$ 15,000 |
| | \$22,472,915 |

| 2016 OMNIBUS BUDGET | | FY 2015 BUDGET | TOWN ADMIN. REC. BUDGET FY 2016 |
|----------------------------|------------------------------------|----------------|---------------------------------------|
| GENERAL GOVERNMENT | | | |
| 01-114-5100-5115 | Moderator Salary | 1 | 1 |
| 01-114-5200-5700 | Moderator Other Charges | 50 | 50 |
| | Total Moderator | 51 | 51 |
| 01-122-5100-5100 | Selectmen Salaries | 5 | 5 |
| 01-122-5200-Xxxx | Selectmen Other Expenses | 6,150 | 6,150 |
| | Total Selectmen | 6,155 | 6,155 |
| 01-123-5100-5100 | Town Administrator Salaries | 177,450 | 182,700 |
| 01-123-5200-Xxxx | Town Administrator Other Expenses | 10,800 | 10,800 |
| | Total Town Administrator | 188,250 | 193,500 |
| 01-131-5200-5780 | Reserve Fund | 43,200 | 43,200 |
| | Total Finance Committee | 43,200 | 43,200 |
| 01-135-5100-5100 | Finance Director Salary And Wages | 38,500 | |
| 01-135-5200-Xxxx | Finance Director Other Expenses | 138,725 | 180,730 |
| | Total Finance Director | 177,225 | 180,730 |
| 01-136-5200-5315 | Town Audit Purchased Services | 25,000 | 35,000 |
| | Total Town Audit | 25,000 | 35,000 |
| 01-141-5100-5100 | Assessor's Salaries | 23,385 | 27,026 |
| 01-141-5200-Xxxx | Assessor's Other Expenses | 60,545 | 69,350 |
| | Total Assessors | 83,930 | 96,376 |
| 01-145-5100-5100 | Treasurer/Collector Salaries | 146,138 | 148,331 |
| 01-145-5200-Xxxx | Treasurer/Collector Other Expenses | 36,800 | 34,800 |
| | Total Treasurer / Collector | 182,938 | 183,131 |

| | | | |
|------------------|---|------------------|------------------|
| 01-151-5200-5200 | Town Counsel Purchased Services | 80,000 | 80,000 |
| | <i>Total Town Counsel</i> | 80,000 | 80,000 |
| 01-155-5200-Xxx | Computer Other Expenses | 68,960 | 97,395 |
| 01-155-5300-5800 | Computer Capital Outlay | 9,700 | 3,000 |
| | <i>Total Data Processing</i> | 78,660 | 100,395 |
| 01-161-5100-5100 | Town Clerk Salaries | 70,068 | 77,268 |
| 01-161-5200-Xxxx | Town Clerk Other Expenses | 2,450 | 2,200 |
| | <i>Total Town Clerk</i> | 72,518 | 79,468 |
| 01-162-5100-5100 | Elections Salaries | 14,250 | 10,000 |
| 01-162-5200-Xxxx | Elections Other Expenses | 14,220 | 14,470 |
| | <i>Total Elections & Registrations</i> | 28,470 | 24,470 |
| 01-175-5100-5100 | Planning Board Salaries | 3,247 | 3,232 |
| | <i>Total Planning Board</i> | 3,247 | 3,232 |
| 01-192-5200-Xxxx | Public Safety H.Q. Other Expenses | 37,220 | 37,220 |
| 01-192-5250-5240 | Public Safety H.Q. Bldg. Repair & Maintenance | 9,900 | 9,900 |
| | <i>Total Public Safety Headquarters</i> | 47,120 | 47,120 |
| 01-194-5100-5100 | Town Hall Salaries | 15,735 | 15,735 |
| 01-194-5200-Xxxx | Town Hall Other Expenses | 65,750 | 51,750 |
| 01-194-5250-5240 | Town Hall Bldg. Repair & Maintenance | 9,900 | 9,900 |
| | <i>Total Town Hall Building</i> | 91,385 | 77,385 |
| 01-195-5200-5200 | Town Report Purchased Services | 1,000 | 1,000 |
| | <i>Total Print Town Report</i> | 1,000 | 1,000 |
| | <i>Total General Government</i> | 1,109,149 | 1,151,213 |

| PUBLIC SAFETY | | | |
|----------------------|----------------------------|------------------|------------------|
| 01-210-5100-5100 | Police Salaries | 1,276,396 | 1,303,504 |
| 01-210-5200-Xxxx | Police Other Expenses | 51,791 | 49,711 |
| 01-210-5300-5800 | Police Capital Outlay | 33,000 | 38,000 |
| | <i>Total Police</i> | 1,361,187 | 1,391,215 |
| 01-220-5100-5100 | Fire Salaries | 544,447 | 555,660 |
| 01-220-5200-Xxxx | Fire Other Expenses | 113,600 | 113,600 |
| | <i>Total Fire</i> | 658,047 | 669,260 |

| | | | |
|---------------------|--|-------------------|-------------------|
| 01-235-5100-5100 | Communications Salaries | 225,626 | 231,026 |
| 01-235-5200-Xxxx | Communications Other Expenses | 38,055 | 37,755 |
| | <i>Total Public Safety Communications</i> | 263,681 | 268,781 |
| 01-241-5100-5100 | Building Inspector Salaries | 81,371 | 77,021 |
| 01-241-5200-Xxxx | Building Inspector Other Expenses | 8,050 | 5,750 |
| | <i>Total Building Inspector</i> | 89,421 | 82,771 |
| 01-244-5200-5200 | Sealer Of Weights Purchased Services | 1,775 | 1,775 |
| | <i>Total Sealer Of Weights</i> | 1,775 | 1,775 |
| 01-292-5200-Xxxx | Emergency Management Other Expenses | 7,500 | 7,500 |
| | <i>Total Emergency Management</i> | 7,500 | 7,500 |
| 01-292-5100-5100 | Animal Control Salary | 8,976 | 9,111 |
| 01-292-5200-Xxxx | Animal Control Other Expenses | 1,300 | 1,300 |
| | <i>Total Animal Control</i> | 10,276 | 10,411 |
| | <i>Total Public Safety</i> | 2,391,887 | 2,431,713 |
| EDUCATION | | | |
| | Education-Expenses | 10,774,500 | 11,028,000 |
| | <i>Total Education</i> | 10,774,500 | 11,028,000 |
| PUBLIC WORKS | | | |
| 01-420-5100-5100 | Highway Salaries | 433,715 | 440,220 |
| 01-420-5200-Xxxx | Highway Other Expenses | 280,000 | 280,000 |
| 01-420-5250-5240 | Municipal Building Maintenance | 9,900 | 9,900 |
| | <i>Total Streets And Parks</i> | 723,615 | 730,120 |
| 01-423-5100-5100 | Snow Removal Salaries | 57,877 | 59,000 |
| 01-423-5200-Xxxx | Snow Removal Other Expenses | 53,000 | 53,000 |
| | <i>Total Snow Removal</i> | 110,877 | 112,000 |
| 01-424-5200-5200 | Street Lighting | 80,561 | 80,561 |
| | <i>Total Street Lighting</i> | 80,561 | 80,561 |
| 01-430-5200-5200 | Trash Removal And Tipping Fees | 384,288 | 379,440 |
| 01-434-5250-5300 | Landfill Monitoring Expenses | 8,000 | 8,000 |

| | | | |
|-------------------------------------|---|------------------|------------------|
| | Total Trash Removal & Tipping | 392,288 | 387,440 |
| 01-491-5100-5100 | Cemetery Salaries | 60,187 | 60,088 |
| 01-491-5200-5200 | Cemetery Purchased Services | 11,000 | |
| | Total Cemetery | 71,187 | 60,088 |
| Total Public Works | | 1,378,528 | 1,370,209 |
| HUMAN SERVICES | | | |
| 01-510-5200-5200 | Board Of Health | 10,000 | 2,000 |
| | Total Board Of Health | 10,000 | 2,000 |
| 01-541-5100-5100 | Council On Aging Salaries | 48,600 | 52,900 |
| 01-541-5200-Xxxx | Council On Aging Other Expenses | 39,450 | 40,249 |
| | Total Council On Aging | 88,050 | 93,149 |
| 01-543-5100-5100 | Veteran's Services Salary | 1,703 | 5,000 |
| 01-543-5200-Xxxx | Veteran's Services Other Expenses | 1,550 | 1,550 |
| 01-543-5250-5770 | Veteran's Benefits | 134,330 | 132,000 |
| | Total Veterans Services | 137,583 | 138,550 |
| Total Human Services | | 235,633 | 233,699 |
| CULTURE AND RECREATION | | | |
| 01-610-5100-5100 | Library Salaries | 240,090 | 248,290 |
| 01-610-5200-Xxxx | Library Other Expenses | 118,863 | 119,439 |
| 01-610-5250-5240 | Library Building Maintenance | 9,900 | 9,900 |
| | Total Library | 368,853 | 377,629 |
| 01-695-5200-5200 | Arts Council Purchased Services | 350 | 350 |
| | Total Other Culture And Recreation | 350 | 350 |
| Total Culture And Recreation | | 369,203 | 377,979 |
| DEBT SERVICE | | | |
| 01-710-5900-5910 | Maturing Debt-Principal | 1,115,301 | 1,130,051 |
| 01-751-5900-5915 | Maturing Debt-Interest | 91,472 | 62,552 |
| 01-752-5900-5925 | Interest On Temporary Loans | 8,770 | 19,948 |
| | Total Debt Service | 1,215,543 | 1,212,551 |

| INTERGOVERNMENTAL | | | |
|--------------------------------|----------------------------------|--------------|--------------|
| 01-840-5200-5780 | Regional Planning Assessment | 1,941 | 1,695 |
| 01-843-5200-5780 | Wachusett Earthday Collaborative | 2,587 | 2,511 |
| <i>Total Intergovernmental</i> | | 4,528 | 4,206 |

| EMPLOYEE BENEFITS / RISK MANAGEMENT | | | |
|--|---|------------------|------------------|
| 01-911-5200-5170 | County Retirement Assessment | 887,697 | 925,246 |
| 01-912-5200-5178 | Workers Compensation Insurance | 57,500 | 54,000 |
| 01-913-5200-5179 | Unemployment Compensation | 45,000 | 45,000 |
| 01-913-5200-5200 | Unemployment Purchased Services | 2,500 | 2,500 |
| 01-914-5200-5172 | Group Health Insurance Premiums | 2,995,000 | 3,084,850 |
| 01-914-5250-5172 | Health Insurance Premiums (OPEB Town Share) | 3,500 | 5,000 |
| 01-915-5200-5173 | Group Life Insurance Premium | 13,000 | 13,000 |
| 01-916-5200-5174 | Medicare-Town's Share | 175,000 | 175,000 |
| 01-945-5200-5740 | General Insurance | 140,000 | 155,000 |
| 01-945-5250-5741 | Self-Insurance Deductible Expenses | 0 | 0 |
| <i>Total Employee Benefits / Risk Management</i> | | 4,319,197 | 4,459,596 |

| ESCO | | | |
|-------------------|--------------------|----------|----------------|
| 01-930-5820-Xxxx | ESCO Lease Payment | 0 | 203,749 |
| <i>Total ESCO</i> | | 0 | 203,749 |

Grand Totals **21,798,168** **22,472,915**

Article 11 – *Authorization to appropriate funds from the Community Preservation Revenues*

Motion- Patrick Crowley

Second- John Hadley

Recommendation- Community Preservation Committee, Finance Committee

Explanation

This is an annual article allows the Town to dedicate the amounts for the Community Preservation Act funds for the next year. There are no expenditures for this meeting.

It was voted unanimously to appropriate or reserve from the Community Preservation annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2016, with each item to be considered a separate appropriation:

Appropriations:

From FY 2016 estimated revenues for Committee Administrative Expenses \$ 7,500

Reserves:

| | |
|--|------------|
| From FY 2016 estimated revenues for Historic Resources Reserve | \$ 21,500 |
| From FY 2016 estimated revenues for Community Housing Reserve | \$ 21,500 |
| From FY 2016 estimated revenues for Open Space Reserve | \$ 21,500 |
| From FY 2016 estimated revenues for Budgeted Reserve | \$ 143,000 |

Article 12 – Vote to appropriate funds for Capital Improvement Purchases

Motion- Raymond Bricault

Second- Patrick Crowley

Recommendation- Capital Investment Board, Finance Committee

Discussion

C- Fuel Pump and Control Replacement (DPW)-

Christopher Berglund, member of the Finance Cmte., and Capital Investment Board stated that there was an appropriation at the May 2014 Town Meeting to replace the DPW Pumps and Controls. This article had a sunset clause the item had to be purchased or entered into contract by June 30, of 2015. The DPW failed to follow through, therefore the \$25,000 appropriation is returned as unexpended funds and reverted back to the Capital Fund.

It was unanimously town vote to purchase or enter into contract for the following capital items by June 30, 2016, and if not purchased or leased by that date, the fund shall be returned to the source from which they were appropriated;

| <i>Project</i> | <i>Appropriations</i> | <i>Total Appropriation</i> | <i>Source of Appropriation</i> |
|----------------|---|----------------------------|--------------------------------|
| A | DPW Sander with wing plow (DPW) | \$205,000 | Capital fund |
| B | Replacement Windows (Public Safety) | \$30,000 | Capital fund |
| C | Fuel Pump and Control Replacement (DPW) | \$75,000 | Capital fund |
| | | 310,000 | |

Article 13 – Appropriation to fund an Elderly Community Services Program

Motion- Siobhan Bohanson

Second- John Hadley

Recommendation- Council on Aging, Finance Committee

Explanation

This article is an annual authorization to fund the senior community Services Program at the request of the Council on Aging.

It was voted unanimously to transfer the sum of \$15,000 from Overlay Surplus to fund the Elderly Community Services Program. the sum of Fifteen Thousand Dollars and No Cents (\$15,000.00) to fund an Elderly Community Services Program for the purpose of providing a payment voucher for services rendered for the departments, boards, and committees of the municipality to resident property owners who have attained the age of sixty (60) years, to be used to reduce the real estate property taxes for the property in which the elderly owner resides. Said program shall be subject to the following conditions in addition to any and all eligibility requirements promulgated by the Board of Selectmen:

1. participation in the program shall be limited to elderly residents of the Town who own property and are willing and able to provide services to the Town;
2. program participants shall receive compensation at the basic minimum wage rate for the Commonwealth of Massachusetts as promulgated by the Department of Labor and Workforce Development, Division of Occupational Safety for each hour of service rendered for a total not to exceed One Thousand Three Hundred Dollars and No Cents (\$1,300) in any calendar year;
3. the Treasurer/Tax Collector shall comply with the wage, tax, and payroll deduction requirements of the state Department of Revenue and the Federal Internal Revenue Service, prior to compensating program participants; and
4. program participants who meet the eligibility guidelines established by the Board of Selectmen shall be selected for participation on a first come, first served basis.

Article 14 – *Appropriate Funds for Parks*

Motion- John Hadley

Second- Kevin McCormick

Recommendation- Parks Commission

Explanation

This article will seek up to \$4,000 in funds for fertilizer and insecticides for the Town fields as recommended by the Parks Commission.

Discussion

Elise Wellington wanted to know what kind of pesticides the town was going to use, and if they are toxic to pollinators. Anthony Silva, Director of Public Works, stated that all the pesticides used are free of phosphorus as mandated by the Department of Culture and Recreation. We hire a consultant that has a current license to perform this service and send out advance notice and the MSDS, School Superintendent and School Nurse as to when this treatment will commence.

Elise stated that many of the bees are dying across the country and the prime suspect is pesticides currently being used. Anthony stated that he does not know the chemical makeup of the pesticides, and we are using what we have in the past. He will look into this request and get back to Elise at a later time.

Sandra Meindersma noted that there were many articles transferring money out of Overlay Surplus, and wanted to know the definition. Finance Director Michael Daley stated that any balance in the overlay account may be appropriated for any lawful purpose. At the end of each fiscal year, unused overlay surplus becomes Free Cash.

It was voted unanimously to transfer the sum of \$4,000 from Overlay Surplus to purchase fertilizer and pesticides for use at the parks.

Article 15 – *Appropriate Funds for Asbestos Remediation Project at the Public Safety Headquarters*

Motion- Siobhan Bohanson

Second- John Hadley

Recommendation- Fire Chief Thomas Welsh, Finance Committee

Explanation

This article seeks to address a safety concern in the public safety building where exposed asbestos has been identified and needs to be treated to remove any concerns.

The Town has received a quote of roughly \$35,000 to abate the issues found. The Town will need to prepare an RFP for the work and make the award. Town Counsel has been asked to assist the Chief in this matter as well as the Town Administrators Office.

Discussion

Fire Chief Welsh stated that the ABM renovation on the lighting and heating system suggested that we have a company test questionable materials from the DPW, Public Safety Building. Tests revealed that the DPW was fine but there was asbestos found in the ceiling and windows of the Public Safety Building.

Due to prior roof leaks, there are portions of the ceiling material that is loose and separating. The WBFD went out to bid for a whole building assessment which revealed four areas of concern. We will address the whole project after the Police Department moves out of the building. The remediation will be put out to bid. The Asbestos Abatement includes the Detectives Office, Front Foyer, Dispatch & Foyer Area 2nd floor, Stairs under the stringers and landings. Also there was additional remediation needed in the Police Dept. Garage and where the police cruisers are parked and washed.

It was voted unanimously to transfer \$40,000 from Free Cash to fund an Asbestos Remediation Project at the Public Safety Headquarters.

Article 16 – *Appropriate Funds for HVAC Improvements to the IT Room at Town Hall*

Motion- Siobhan Bohanson

Second- John Hadley

Recommendation- Finance Committee

Explanation

This article is to fund an improvement to the New Town Hall. The IT room should have a dedicated air conditioning system to prevent the room from getting too warm. Currently it is connected to another set of rooms and needs to be changed. Therefore a quote of \$10,000 appropriation from overlay surplus to deal with this issue.

The Town has received a quote of about \$10,000 to address this issue with a ductless air conditioning unit to be pumped outside. The Town will still need to obtain quotes for the work and make the award accordingly. The Building Inspector Christopher Lund has been tasked with seeking the quotes and making the recommendation to the Board of Selectmen for award.

It was voted unanimously voted to transfer the sum of \$10,000 from Overlay Surplus to fund HVAC improvements to the IT room at Town Hall.

Article 17 – *Authorization to Transfer Funds for the Cemetery Sale of Lots Account*

Motion- John F. McCormick, III

Second- Kevin McCormick

Recommendation- Cemetery Trustees, Finance Committee

Explanation

This article will seek permission to transfer \$9,000 from the Sale of Lots Account for the costs of repairing the cemeteries tractor as well as other costs associated with the maintenance of the cemeteries.

Discussion

Cemetery Trustee, John F. McCormick, III stated that it was easier and cheaper to do repairs to the existing tractor rather than purchasing a new one. This article also allows us to fertilize certain portions of the cemetery.

It was voted unanimously to transfer the sum of \$9,000 from the Sale of Lots Account for costs relative to the repair of a tractor for the care and maintenance of the Town’s cemeteries and costs necessary for improvements of the cemetery.

Article 18 – *Appropriate Funds to Hire a Consultant to Study the Department of Public Works*

Motion- John Hadley

Second- Kevin McCormick

Recommendation- Board of Selectmen, Finance Committee

Explanation

This article will help the Town meet one of the goals of the Board of Selectmen to conduct a critical examination of the DPW operations and funding to improve the performance and functionality of that critical service. Therefore we are proposing a \$9,000 appropriation from Overlay Surplus to deal with

this issue.

The Town will need to seek quotes for the study.

It was voted unanimously to transfer the sum of \$9,000 from Overlay Surplus to hire a consultant to study the Department of Public Works and make recommendations to improve the services.

Article 19 – *Appropriate Funds to Eliminate Fy15 Snow and Ice Deficit*

Motion- Siobhan Bohanson

Second- John Hadley

Recommendation- Finance Committee

Explanation

This winter was a particularly expensive one to deal with. The Town will seek to use Stabilization funds to clean up any deficits in the snow and ice line before next year’s budget is finalized. The Town will use any available funds under Article 7 in the current year budget and then will fund the remainder in this article from the Stabilization fund.

Discussion

State Representative James O’Day asked if there was any possibility to recoup from the State Emergency Funding. Finance Director, Michael Daley stated that we received a total of \$35,600 from the State to the Town. Even receiving State Aid the Town still has a deficit in these accounts.

Finance Chairman, Raymond Bricault stated that the Finance Committee rarely recommends taking money from Stabilization, but because of the difficult winter we had there was no other option. This was an unforeseen situation and therefore met the standard for appropriate withdrawal from this fund.

It was voted unanimously to transfer the sum of \$102,143 from the Stabilization Fund to increase FY15 snow and ice supplies line item #01-423-5200-5400.

Article 20 – *Authorization to Amend Article XXV of the General Bylaws Licenses and Permits*

Motion- John Hadley

Second- Kevin McCormick

Recommendation- Police Chief Dennis Minnich, Sr., Bylaws Committee

Explanation

This article makes improvements to the General Bylaws to strengthen the oversight of businesses who purchase gold and silver or other valuables. This article is proposed by the Chief of Police.

The sole purpose of this bylaw is to add specific language to the existing bylaw that states that items take in trade by a premise licensed by the Town, (gold, silver, platinum or jewelry, old metals, or second hand articles) shall be held for 30 days. Audit sheets of these transactions will be submitted to the Police Department with specific information such as who sold the items and on what date.

The reason for this change in the bylaw is that items such as jewelry that have been stolen from a household are sometimes taken directly to a collector and sold. The collector may then melt down the jewelry for the gold content. This immediately destroys the jewelry and any means to identify the piece as stolen. By adding these specific words to the bylaw, the collector would have to maintain the piece of jewelry intact for 30 days so that if it is discovered that it actually was stolen, it could be returned to its rightful owner. This small change in the bylaw would enhance with the investigation of criminal activity and assist in returning items stolen to their rightful owners.

It was voted unanimously to amend Article XIV of the General Bylaws by inserting the bolded, italicized language;

Section 1

The Selectmen may license suitable persons to be the collectors of, or dealers in, or keepers of shops, for the purchase, sale, or barter of junk, ***gold, silver, platinum or jewelry***, old metals, or second hand Articles, and no person shall be a dealer in, or keeper of a shop as aforesaid without a license. ***All materials taken in trade shall be held for a minimum of (30) days before the resale, trade, melting, changing the appearance of or any other means of disposing thereof. Audit sheets shall be submitted to the Chief of Police on a weekly basis with record of all transactions, including the date of sale, amount, seller's name and address, date of birth, driver's license number and an itemized list and description of each Article. Each Licensee shall also take a color photograph of each item purchased and a color photograph of each person selling said items. Each Audit Sheet shall be legible and written in English. The required reports and photographs may be stored and transmitted electronically if the format is approved by the Chief of Police.*** The Selectmen may make suitable rules and regulations governing the conduct of such business.

Article 21 – *Authorization to Amend the General Bylaws of the Town by Adding* Article XXXVIII – CIVIL FINGERPRINTING

Motion- John Hadley

Second- Siobhan Bohson

Recommendation- Police Chief Dennis Minnich, Sr., Bylaws Committee

Explanation

This article adds a new section to the General Bylaws which addresses the use of fingerprinting by the Police Department. This article is proposed by the Chief of Police.

The sole purpose of this bylaw is so that the Police Department may legally utilize our State and Federal Fingerprint Based Criminal History Checks for Individuals applying for various licenses. This bylaw would bring the Police Department into compliance with the Executive Office of Public Safety and Security (E.O.P.S.S.) and allow us to check for these criminal history records. These prints would only be taken with the Applicants full knowledge and consent and would only be used for the sole purpose of determining the individuals suitability for the specific license in which they applied for. The fee collected would be distributed per State Law. For an example, if an individual applied for and Ice Cream Truck

Vendors License and the criminal history records check revealed a conviction of rape on this individual, they would be denied their request but the information would not be disseminated. This bylaw basically enhances Public Safety.

It was voted unanimously to amend the General Bylaws of the town by adding the following,

Article XXXVIII - CIVIL FINGERPRINTING

Criminal History Check Authorization

A. The Police Department shall, as authorized by Massachusetts General Laws Chapter 6, Section 172B¹/₂, conduct State and Federal Fingerprint Based Criminal History Checks for individuals applying for the following licenses:

- Hawking and Peddling or other Door-to-Door Salespeople (Licensing Authority: Police Department)
- Manager of Alcoholic Beverage License (Licensing Authority: Board of Selectmen)
- Owner or Operator of Public Conveyance, i.e., Limousine Service (Licensing Authority: Board of Selectmen)
- Dealer of Second-hand Articles (Licensing Authority: Board of Selectmen)
- Pawn Dealers (Licensing Authority: Board of Selectmen)
- Hackney Drivers (Licensing Authority: Board of Selectmen)
- Ice Cream Truck Vendors (Licensing Authority: Board of Selectmen)

B. At the time of the fingerprinting, the Police Department shall notify the individual fingerprinted that the fingerprints will be used to check the individual's criminal history records. The Police Chief shall periodically check with the Executive Office of Public Safety and Security ("EOPSS") which has issued an Informational Bulletin which explains the requirements for town bylaws and the procedures for obtaining criminal history information, to see if there have been any updates to be sure the Town remains in compliance.

C. Upon receipt of the fingerprints, the individual's consent and the appropriate fee, the Police Department shall transmit the fingerprints it has obtained pursuant to this bylaw to the Identification Section of the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information Services (DCJIS), and/or the Federal Bureau of Investigation (FBI) or the successors of such agencies as may be necessary for the purpose of conducting fingerprint-based state and national criminal records background checks of license applicants specified in this bylaw.

The Town authorizes the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information Systems (DCJIS), and the Federal Bureau of Investigation (FBI), and their successors, as may be applicable, to conduct fingerprint-based state and national criminal record background checks,

including FBI records, consistent with this bylaw. The Town authorizes the Police Department to receive and utilize State and FBI records in connection with such background checks, consistent with this by-law. The State and FBI criminal history will not be disseminated to unauthorized entities.

Use of Criminal Record by Licensing Authority

D. Licensing authorities of the Town shall utilize the results of fingerprint-based criminal record background checks for the sole purpose of determining the suitability of the subjects of the checks in connection with the license applications specified in this by-law. A Town licensing authority may deny an application for a license on the basis of the results of a fingerprint-based criminal record background check if it determines that the results of the check render the subject unsuitable for the proposed occupational activity. The licensing authority shall consider all applicable laws, regulations and Town policies bearing on an applicant's suitability in making this determination. Factors that shall be considered in making a determination of fitness shall include, but not be limited to, whether the record subject has been convicted of, or is under pending indictment for a crime, that bears upon the subject's ability or fitness to serve in that capacity, including any felony or a misdemeanor that involved force or threat of force, possession of a controlled substance, or a sex-related offense.

Licensing authorities of the Town are hereby authorized to deny any application, including renewals and transfers thereof, for any person who is determined unfit for the license, as determined by the licensing authority, due to information obtained pursuant to this by-law.

Fees

E. The fees charged by the Police Department for the purpose of conducting fingerprint-based criminal record background checks shall be established by a vote of the Board of Selectmen. The Town Treasurer shall periodically consult with Town Counsel and the Department of Revenue, Division of Local Services regarding the proper municipal accounting of those fees.

A portion of the fee, as specified in Mass. Gen. Laws Chapter 6, Section 172B¹/₂, shall be deposited into the Firearms Fingerprint Identity Verification Trust Fund, and the remainder of the fee may be retained by the Town to be expended by the Police Department to help offset costs associated with the administration of the fingerprinting system, subject to Town Meeting appropriation or deposited in a revolving account if and when one is established for that purpose.

Regulations

F. The Board of Selectmen is authorized to promulgate regulations for the implementation of this by-law, but in doing so it is recommended they consult with the Chief of Police, Town Counsel and the Massachusetts Executive Office of Public Safety and Security (or its successor agency) to ensure that such regulations are consistent with the statute, the FBI's requirements for access to the national database, and other applicable state and federal laws.

Effective Date

G. This by-law shall take effect upon approval by the Attorney General, so long as the requirements of G.L. c.40, Section 32 are satisfied.

Article 23 – *Authorization to Appropriate Funds to the Stabilization Fund*

Motion- John Hadley

Second- Siobhan Bohanson

Explanation

This annual article allows for adding money into the stabilization fund if we have money available by the end of Town Meeting.

It was voted unanimously **Pass Over** this article. This would have allowed the town to raise and appropriate or transfer from available funds a sum of money to the Stabilization Fund.

Article 23 – *Authorization to Appropriate Funds to the Capital Investment Fund*

Motion- John Hadley

Second- Siobhan Bohanson

Explanation

This annual article allows for adding money into the Capital Fund if we have money available by the end of Town Meeting.

It was voted unanimously **Pass Over** this article. This would have allowed the town to raise and appropriate or transfer from available funds a sum of money to the Capital Fund.

Moderator Meindersma asked for a motion to dismiss the town meeting.

Motion to dismiss by Siobhan Bohanson, second Kevin McCormick, unanimously voted.

Meeting dismissed at 8:11 p.m.

Attest

Kim D Hopewell
Town Clerk