

**TOWN CLERK MEETING MINUTES  
SEMI-ANNUAL TOWN MEETING**

**OCTOBER 19, 2009**

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 and that a quorum of Seventy-five (75) be required to reconvene any adjourned session of any such meeting."

Due to the failure of meeting the minimum quorum requirement of 100 registered voters, Town Moderator, David Sweetman canceled the meeting at 7:20 p.m. The meeting has been rescheduled for Monday, Nov. 9, 2009 at 7:00 p.m. in the Auditorium of the West Boylston Middle-High School.

**Attest:**

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**Kim D. Hopewell, Town Clerk**

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**Elaine S. Novia, Assistant Town Clerk**

**TOWN CLERK MEETING MINUTES  
SEMI-ANNUAL TOWN MEETING**

**NOVEMBER 9, 2009  
Adjourned Session of the  
OCTOBER 19, 2009 S-ATM**

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 and that a quorum of Seventy-five (75) be required to reconvene any adjourned session of any such meeting."

The Town Clerk informed the Moderator that 100 registered voters were in attendance and that the quorum requirement has been met. The adjourned session of the Oct. 19<sup>th</sup> meeting was called to order at 7:09 p.m.

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

Bruce Peterson

John F. McCormick, III

Gary Peterson  
Karen Pare  
Barbara Mard

Pauline McCormick  
Michael Kittredge  
Barbara Deschenes

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

Motion- David Sweetman, second by Christopher Rucho, it was unanimously voted to waive the reading of the Warrant and refer it as subject matter only.

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

Motion- Christopher Rucho  
Second- Kevin McCormick

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

The following reports were heard;

- Louise Howland, Library Director
- Judith Doherty, Solid Waste Advisory Team

## **Article 2 – Authorization to Amend the General Bylaws to Change the Date of the Annual Election**

Motion- Allen Phillips  
Second- Christopher Rucho  
Bylaw Cmte. recommends approval

It was unanimously voted to amend Article I of the General Bylaws of the Town, **ARTICLE I Town Meetings and Election**, by deleting the first sentence of **Section 1** and replacing it with the following sentence:

The annual town election shall be held on the first Tuesday in June each year.

## **Article 3 – Authorization to Amend the General Bylaws**

Motion- Kevin McCormick  
Second- Allen Phillips

It was unanimously voted to **Pass Over** this article. This article would have allowed the Town to amend **ARTICLE XII, Public Ways and Properties**, by deleting therefrom **Sections 1 through 10** in their entirety and replacing them with the following provisions:

### **Section 1 Streets and Sidewalks**

**1. Digging Up or Obstruction of Public Way** No person shall excavate, disturb the surface of or dig up any public sidewalk or street of the town, or place thereon any staging or other temporary or permanent structure or object, without having first obtained a written permit from the Board of

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Selectmen or its designee (the "Board"). Any person having such a permit shall, before the expiration of the same, restore such sidewalk or street to its original condition or to a condition satisfactory to the Board. Any permit issued under the provisions of this section shall be in force for such time as the Board may specify and shall be subject to such other conditions as the Board may prescribe, including, without limitation, requiring the permit holder to provide the Board with a bond in an amount sufficient in the Board's judgment to secure the proper performance of the work. The Board shall have the right to revoke said permit for noncompliance with its terms.

## **2. Placement of Certain Articles on Public Way**

(A) **Sharp Objects** No person shall throw or place or cause to be thrown or placed upon any public street or highway of the town, any nails, spikes, screws, glass, tin cans, or other similar articles.

(B) **Grates and Platforms** No person shall suffer or cause a platform or grate of an entrance or opening to a cellar or basement in any public street or sidewalk to rise above the surface of any such street or sidewalk, and every such entrance, or opening shall at all times be covered by a suitable platform or grate, and in case of a coal hole, by a suitable covering. Such entrances or openings, when in use, shall be properly guarded.

(C) **Slippery Substances** No person shall throw or place upon any public sidewalk or street crossing, any banana skin, orange skin, or other slippery substance.

(D) **Ashes, Rubbish** No person shall place ashes, rubbish, or merchandise of any kind in a public street or sidewalk.

3. **Permit for Placement of Certain Obstructions** No person shall place or cause to be placed in any public sidewalk or street any wood, lumber, coal, barrel, sports equipment or other obstruction without first obtaining a written permit from the Selectmen.

4. **Snow and Ice From Roofs** No owner or occupant of a building abutting upon any brick, concrete or other curbed or finished sidewalk, the roof of which building slants toward such sidewalk, shall permit such building to be without barrier, snow-guard or other device to prevent the falling of snow or ice from such roof to the sidewalk. The placement of snow by snow blowing, plowing, shoveling, or other means within the public way that would inhibit safe travel or the snow removal operations of the town is prohibited.

5. **Permit for Placing Building Material on Public Way** No person who intends to erect, alter, take down any building or part thereof on land within the town that abuts any public street shall place any building materials or rubbish on said street without obtaining a permit from the Selectmen. Such permission shall be subject to such conditions as the Selectmen may prescribe, including, without limitation, limiting the effectiveness of the permit to no more than ninety days from its issuance, and requiring the permit holder to provide the Board with a bond in an amount sufficient in the Board's judgment to secure the proper performance of the work.

6. **Removal of Vehicles During Snow** Whenever a parking ban has been issued, the Director of Public Works, or other officer having charge of ways, shall have the authority to remove, or cause to be removed, from a public way or a way open to the public any vehicle that interferes with the Town's removal or plowing of snow or ice from said way, to a public garage or parking lot or other convenient place. The owner of such vehicle shall be responsible for the cost of such removal and storage charges, if any, resulting therefrom.

7. **Advertisements and Notices** No person shall place any advertisement or notice upon any shade tree, fence, guideboard, guidepost, or pole belonging to, or under the control of the Town.

8. **Speed Limit** No person shall operate a motor vehicle on a public way in the Town of West Boylston at a rate of speed inconsistent with public safety or convenience.

## **Section 2**

### **Parades and Public Gatherings**

No person shall form or conduct any parade in any public street, public sidewalk or public way within the town, or form or conduct for the purpose of display or demonstration, any procession or assembly of people, except a military or funeral parade or procession, within such public street, sidewalk or way, without first obtaining a written permit from the Selectmen, and no person shall take part in any such parade, procession or assembly which is not authorized by such a permit.

## **Section 3**

### **Private Street Repairs**

- a. Repairs shall be limited to the filling of holes or depressions with suitable materials to make ways passable, resurfacing or reconstruction of said ways with road chip and oil pug mix or other suitable materials, and/or the installation of drainage.
- b. All repairs will be done at the sole discretion of the Board of Selectmen.
- c. Requests for repairs to a private street shall be made in writing to the Board of Selectmen, by a majority of the owners of property who abut said private way. A list of abutters shall be approved by the Board of Assessors prior to submittal.
- d. The cost of all repairs to a private way shall be paid by the abutters of said private way in the form of a betterment charge, and/or the abutters shall make a cash deposit. The Selectmen may, at their option, require a cash deposit for said repairs from the abutters.
- e. The Town of West Boylston shall have no liability for repairs to private ways under the provision of Chapter 40, Section 6N of the Massachusetts General Laws.
- f. Repairs made pursuant to this by-law shall be limited to the following unaccepted private streets or specified portions thereof:

Afra Terrace	Howard Avenue
Alcazar Avenue	Jasmine Drive
Alhambra Road	Mary Drive
Angell Brook Drive	Oak Avenue
Ardmore Avenue	Oxford Street
Brayton Road	Princeton Avenue from Longview Street to dead end
Delmar Drive	Reed Street
Edwards Street	Tobin Lane
Evergreen Avenue	Valley Street
Harvard Avenue	Western Avenue from Prescott Street east to dead end
Hillside Village Drive	

## **Section 4**

### **Curb Cut Permits**

Any person wanting private access to a public way shall apply in writing to the Board of Selectmen or its designee on the form entitled Town of West Boylston Permit Application for Entrances to Public Ways.

Within fifteen (15) days of receipt of the duly signed and completed permit application form, the Director of Public Works shall review the permit request and the proposed work for compliance with

the Town's regulations regarding private entrances to public ways and the applicable standards for public safety and highway design, and shall provide the Board of Selectmen with a written recommendation on the so-called curb cut request.

The Board of Selectmen shall review the permit application, the recommendation of the Director of Public Works, and any other relevant information deemed necessary by the Board of Selectmen including, but not limited to, the advice and recommendations of the Chief of Police and the state highway department, and shall act upon the permit request within forty-five (45) days of the receipt of the duly signed and completed permit application form.

## **Section 5 Regulations**

The Board of Selectmen shall promulgate and, from time to time, amend rules and regulations relating to any permits required under Article XII, which rules and regulations may include, but shall not be limited to, requirements for plans, insurance, notification of public utilities, traffic control, protection of adjoining properties, clean-up, back-filling, testing, scheduling, workmanship quality, bonds, and permit fees. Such regulations may also designate a Town officer to act as the Board's agent in issuing permits hereunder or enforcing the provisions thereof.

## **Section 6 Enforcement**

Any violation of the permit requirements of this By-law, including any violation of the terms and conditions of a permit issued hereunder shall be punishable by a fine to be determined by the Board of Selectmen, with each day during which such violation continues being considered a separate offense.

## **Article 4 – Authorization to Amend the General Bylaws**

Motion- Christopher Rucho  
Second- Kevin McCormick  
Bylaw Cmte. recommends approval

It was unanimously voted to amend **ARTICLE XXIV Denial. Suspension or Revocation of Certain Local Licenses and Permits for Failure to Pay Municipal Taxes or Charges**, Section 1 Purpose, by adding after the words "betterments or other municipal charges" the following words "including amounts assessed under the provisions of Chapter 40, Section 21D of the Massachusetts General Laws."

## **Article 5 – Authorization to Amend the General Bylaws**

**Motion to Amend:**  
Richard Johnson

- **Section 1e;** Insert between "website" and "fourteen" the following - "and on local WBPA TV",

So that the amended section reads;

"such hearing is to be published on the town's website and on local WBPA TV fourteen (14) calendar days prior to the public hearing."

Motion to amend unanimously voted.

Motion- Steven Quist  
Second- Christopher Rucho  
Bylaw Cmte. recommends approval

It was unanimously voted as amended to amend **ARTICLE XIII Public Hearing and Notice, Section 1** Circumstances requiring a public hearing and hearing notice and **Section 2** Notice to the public of a change in town rules, regulations, fee, schedules, and hours of operation.

**By amending Section 1e as follows,  
By deleting**

e. promulgates, eliminates, alters, or modifies any local rule or regulation in instances which affects the rights of the citizens of West Boylston to lawfully use and enjoy their private property, and to operate lawful businesses within the Town of West Boylston, and where the authority to promulgate such rules or regulations is vested in a local authority, without first holding a public hearing, notice of such hearing is to be published in a local newspaper on two (2) occasions, the first of which is to be at least fourteen (14) calendar days prior to the public hearing and the second publication to be at least seven (7) days prior to the public hearing.

**And inserting**

e. promulgates, eliminates, alters, or modifies any local rule or regulation in instances which affects the rights of the citizens of West Boylston to lawfully use and enjoy their private property, and to operate lawful businesses within the Town of West Boylston, and where the authority to promulgate such rules or regulations is vested in a local authority, without first holding a public hearing, notice of such hearing is to be published on the town's website and on local WBPA TV fourteen (14) calendar days prior to the public hearing.

**And  
By amending Section 2e as follows,  
By deleting**

e. Policies, rules and regulations that promulgates, eliminates, alters, or modifies any local rule or regulation in instances which affects the rights the citizens of West Boylston to lawfully use and enjoy their private property, and to operate lawful businesses within the Town of West Boylston, and where the authority to promulgate such rules or regulations is vested in a local authority, the town department, board, committee, commission, or officer, including the Municipal Light Plant, responsible for promulgating such change in policies, rules and regulations shall notify the public of such changes by causing to be published in a local newspaper a notice of such changes in public policies, rules, regulations, fee schedules, hours of operation, or levels of service on at least one (1) occasion at least seven (7) calendar days prior to said effective date.

**And Inserting**

e. Policies, rules and regulations that promulgates, eliminates, alters, or modifies any local rule or regulation in instances which affects the rights the citizens of West Boylston to lawfully use and enjoy their private property, and to operate lawful businesses within the Town of West Boylston, and where the authority to promulgate such rules or regulations is vested in a local authority, the town department, board, committee, commission, or officer, including the Municipal Light Plant, responsible for promulgating such change in policies, rules and regulations shall notify the public of such changes by causing to be published on the town's website a notice of such changes in public policies, rules, regulations, fee schedules, hours of operation, or levels of service on at least one (1) occasion at least seven (7) calendar days prior to said effective date.

## **Article 6 – Authorization to Amend the General Bylaws**

Motion- Allen Phillips  
Second- Christopher Rucho  
Bylaw Cmte. recommends approval

It was unanimously voted to amend **ARTICLE I Town Meetings and Elections** by adding “**Section 8** No board, committee or commission may meet on a town, state, or federal election day,”

## **Article 7 – Authorization to Amend the General Bylaws**

Motion- Christopher Rucho  
Second- Allen Phillips  
Bylaw Cmte. recommends approval  
Personnel Board recommends approval

It was unanimously voted to amend **ARTICLE XXI Personnel Bylaws** by amending **Section Y Termination** to include;

### **9.Exit Interviews**

#### **Purpose:**

To ensure that exiting employees are informed of their benefits and rights and to maintain accurate records on reasons for employee terminations.

#### **Policy:**

It is the policy of the Town of West Boylston to ensure that any employee whose employment is being terminated (voluntarily or involuntarily) receives an exit interview. The exit interview shall be held at the time of the employee’s discharge. The interview will be conducted by the Town Administrator or his/her designee. The objectives of the exit interview include the following:

- To discuss the reasons for an employee’s resignation;
- To discover any grievances the employee may have about the department in order that corrective action(s) may be undertaken, as appropriate;
- To discover any misunderstandings the employee may have had about his/her job, or with his/her supervisor(s) in order that corrective action(s) may be undertaken, as appropriate;
- To review administrative details with the employee such as benefits continuation rights and conversion privileges, if any, final pay, re-employment policy, and employment compensation; and
- To arrange for the return of any Town of West Boylston property which has not already been returned to the department supervisor.

#### **Procedure:**

1. When an employee announces his/her intention to resign, the supervisor/department head should schedule an exit interview for the employee with the Town Administrator or his/her designee as soon as possible.



2. When a decision has been made to terminate an employee, the employee should meet with the Town Administrator or his/her designee for an exit interview as soon as possible, as appropriate.
3. During the exit interview, the Town Administrator or his/her designee will seek to meet all objectives listed in this Exit Interview Policy statement.
4. The departing employee will complete the Exit Interview Form (sample attached) as thoroughly as possible.
5. Any information obtained during the exit interview may be disclosed to (and/or discussed with) the supervisor, the Department Head, the Town Administrator and the Board of Selectmen in order to investigate any allegation(s) made and/or to be made aware of emerging problem(s). The Department Head, the Town Administrator may make recommendations to the Board of Selectmen for corrective action based on the information contained in the exit interview.

*The Exit Interview Form is attached to the end of these minutes.*

## **Article 8 – Authorization to Modify Fiscal Year 2010 Appropriations and Other Necessary Adjustments to the Fiscal Year 2010 Budget**

Motion- Kevin McCormick  
Second- Christopher Rucho

It was unanimously voted to transfer the following unexpended balances of Fiscal Year 2010 appropriations, to Fiscal Year 2010 appropriation accounts:

<b>Transfer From</b>		<b>Transfer To</b>	
<b>Description</b>	<b>Amount Required</b>	<b>Description</b>	<b>Amount Required</b>
Group Health Ins Premiums	\$ 5,200.00	Library Salary & Wages	\$ 5,200.00
Account #010-09-14-05170.000		Account #010-06-10-05100.000	
Certified Free Cash	\$ 1,150.00	Town Admin Purchase Service	\$ 1,475.00
Overlay Surplus	\$ 325.00	Account #010-01-23-06200.000	
<b>Total Required</b>	<b>\$ 6,675.00</b>	<b>Total Required</b>	<b>\$ 6,675.00</b>

## **Article 9 – Authorization to Expend Funds from the Capital Investment Fund to fund Capital Equipment**

Motion- Allen Phillips  
Second- Christopher Rucho

It was unanimously voted to **Pass Over** this article. This would have allowed the Town to expend a sum of money from the Capital Investment Fund for the purchase of items as recommended by the Capital Investment Board.

## **Article 10 – Authorization to Petition Legislature to Establish a Municipal Building Fund and Municipal Building Committee**



### **1<sup>st</sup> Motion to Amend**

Marc Trudeau

- **End of Section 3**, as moved, inserts after “The two registered voters of the Town of West Boylston”, the words, “who are members of the Finance Committee, nor the Board of Library Trustees of the Town of West Boylston.”

After much debate the motion to amend was withdrawn

### **2<sup>nd</sup> Motion to Amend**

Christopher Berglund, Chairman of the Finance Cmte.

- **End of Section 3;**  
“The two registered voters of the Town of West Boylston who are not elected officials of West Boylston”
- **End of Section 4:**  
“any expense greater than \$20,000 shall require the additional approval of the Capital Investment Board”

Motion to amend Section 3 passed by a hand count of 63 in the affirmative and 42 in the negative.

Motion to amend Section 4 was defeated.

Motion- Steven Quist

Second- Christopher Rucho

Finance Cmte. recommends approval as amended

It was unanimously voted as amended to authorize the Board of Selectmen to petition the General Court for special legislation, as set forth below, as amended, establishing a Municipal Building Fund into which shall be deposited all funds appropriated but unexpended for the maintenance and repair of non-school buildings owned by the Town, which may be expended by a Municipal Building Committee without further Town Meeting vote; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition and to authorize the Board of Selectmen to approve such amendments.

The petition for special legislation shall take the following form:

### **AN ACT AUTHORIZING THE TOWN OF WEST BOYLSTON TO ESTABLISH A MUNICIPAL BUILDING FUND AND A MUNICIPAL BUILDING COMMITTEE**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

**SECTION I.** Notwithstanding the provisions of any general or special law to the contrary, the Town of West Boylston shall carry over from year to year amounts appropriated for the maintenance and repair of non-school buildings owned by the Town, which amounts remain unexpended for such purposes at the end of each fiscal year, to be held by the Town Treasurer in a separate account, to be known as the Municipal Buildings Fund, and

may be expended in accordance with this act without further appropriation for the maintenance, repair or capital improvement of any municipal building. The non-school annual budget to be voted upon by the West Boylston Town Meeting shall contain a separate item for the maintenance and repair of each non-school building owned by the Town.

**SECTION 2.** Said town of West Boylston may appropriate to said fund by a two thirds vote at an annual or special town meeting in any year an amount not exceeding one half of one per cent of the amount raised in the preceding fiscal year by taxation of real estate and tangible personal property. The aggregate amount of said fund at any time shall not exceed one tenth of one percent of the equalized valuation of said town of West Boylston as defined in section 1 of chapter 44 of the General Laws. Any interest shall be added to and become a part of said fund.

**SECTION 3.** A five-member board to be known as the Municipal Buildings Committee is hereby established, whose members shall be the Chairman of the Board of Selectmen, the Chairman of the Finance Committee, the Chairman of the Board of Library Trustees, or their designees, all of whom shall serve ex officio, and two registered voters of the Town of West Boylston who are not elected officials of West Boylston, to be appointed by the Town Administrator for a three-year term.

**SECTION 4.** Expenditures from the Municipal Buildings Fund shall only be made by a two- thirds vote of all of the members of the Municipal Buildings Committee.

**SECTION 5.** This act shall take effect upon its passage.

## **Article 11 - Authorization to Transfer Money from the Sewer Enterprise**

Motion- Christopher Rucho  
Second- Allen Phillips  
Finance Cmte. recommends approval

It was unanimously voted to transfer the sum of Thirty-one Thousand One Hundred Thirty-four Dollars and Thirty-three cents (\$31,134.33) from the Sewer Enterprise Fund to repay the General Fund and/or Stabilization Fund for start-up betterment costs.

## **Article 12 - Authorization to Pay Bills from a previous Fiscal Year**

Motion- Allen Phillips  
Second- Christopher Rucho  
Finance Cmte. recommends approval

It was unanimously voted to appropriate the following sums of money to pay the following bills now being held by the Finance Director in his capacity as Town Accountant from a prior fiscal year for which no encumbered funds are available.

Department	Vendor	Amount	Funding Source
DPW	Pennoni Associates, Inc	\$ 1,031.55	Certified Free Cash

Snow & Ice	Bluewater	\$ 275.00	Certified Free Cash
<b>General Fund Total</b>		<b>\$ 1,306.55</b>	
Sewer Enterprise	Weston & Sampson Services	\$ 1,215.00	Sewer Enterprise Retained Earnings
Sewer Enterprise	Weston & Sampson Services	\$ 8,311.47	Sewer Enterprise Retained Earnings
Sewer Enterprise	Weston & Sampson Services	\$ 585.00	Sewer Enterprise Retained Earnings
Sewer Enterprise	Weston & Sampson Services	\$ 2,025.00	Sewer Enterprise Retained Earnings
Sewer Enterprise	Weston & Sampson Services	\$ 935.00	Sewer Enterprise Retained Earnings
Sewer Enterprise	Weston & Sampson Services	\$ 1,480.00	Sewer Enterprise Retained Earnings
Sewer Enterprise	Kopelman & Page	\$ 289.00	Sewer Enterprise Retained Earnings
Sewer Enterprise	MWRA Calendar Yr 2006 Assessment	\$ 29,436.77	Sewer Enterprise Retained Earnings
Sewer Enterprise	MWRA Calendar Yr 2007 Assessment	\$ 27,651.09	Sewer Enterprise Retained Earnings
<b>Sewer Enterprise Total</b>		<b>\$ 71,928.33</b>	

### **Article 13 –Authorization to Restate the Sewer Budget for Fiscal Year 2010**

Motion- Kevin McCormick  
Second- Christopher Rucho  
Finance Cmte. recommends approval

It was unanimously voted to rescind the action taken under Article 22 of the May 18, 2009 Annual Town Meeting and vote the following FY2010 sewer budget:

Administration	-	\$ 143,040
Operations and Maintenance	-	\$ 900,600
Reserve Fund	-	\$ 3,670
Debt and Interest Payments	-	\$ 400,861
Capital Reserve	-	\$ 45,030
Total Budget Appropriation	-	\$ 1,493,201

And to meet said appropriation through:

- (1) the appropriation of Nine Hundred Thirteen Thousand Three Hundred Dollars and No Cents (\$913,300) from Fiscal Year 2010 Sewer Enterprise Fund User Revenue, and
- (2) the appropriation of Three Hundred Sixty Thousand Nine Hundred Twelve Dollars and No Cents (\$360,912) from Sewer Betterment Collections, and
- (3) the appropriation of Ninety-Nine Thousand Dollars and No Cents (\$99,000.00) from Sewer Enterprise Retained Earnings Certified in Fiscal 2009, and
- (4) The appropriation of One Hundred Nineteen Thousand Nine Hundred Eighty Nine Dollars and No Cents (\$119,989.00) from Sewer Enterprise Retained Earnings Certified in Fiscal 2010.

### **Article 14 - Authorization to Transfer Funds to the Stabilization Fund**

Motion- Kevin McCormick  
Second- Allen Phillips  
Finance Cmte. recommends approval

It was unanimously voted to transfer \$214,000 to the Stabilization Fund and to fund such transfer as follows:

- (1) the appropriation of One Hundred Forty Thousand Dollars and No Cents (\$140,000) from the balance remaining in Article 37 of the May 18, 2009 Annual Town Meeting , and
- (2) The appropriation of \$74,000 from Certified Free Cash.

### **Article 15 - Authorization to Transfer Funds to the Capital Investment Fund**

Motion- Steven Quist  
Second- Christopher Rucho  
Finance Cmte. recommends approval

It was unanimously voted to transfer \$100,000 of Certified Free Cash to the Capital Investment Fund.

### **Article 16 - Authorization to Change Appropriation Authorities for the Parks, Playground and Fields Revolving Fund for the Park Commission**

Motion- Christopher Rucho  
Second- Allen Phillips  
Finance Cmte. recommends approval  
Parks Commission recommends approval

It was unanimously voted to amend the Parks, Playground and Fields Revolving Fund authorized by vote of the Town under Article 10 of the May 18, 2009 Semi-annual Town Meeting

#### **By deleting the following:**

f) to have the Park Commission, or Director of Public Works, or his/her successor, with the approval of the Park Commission, be empowered to expend monies from this fund;

#### **And inserting:**

f) To have the Park Commission be empowered to expend monies from this fund.

### **Article 17 - Authorization to Change Appropriation Authorities for the Recycling Revolving Fund**

Motion- Allen Phillips  
Second- Kevin McCormick  
Finance Cmte. recommends approval

It was unanimously voted to amend the Recycling Revolving Fund authorized by vote of the Town under Article 15 of the May 18, 2009 Semi-Annual Town Meeting

#### **By deleting the following:**

d) To have the Department of Public Works be the only authority empowered to expend monies from this fund;

**And inserting:**

d) To have the Town Administrator be the only authority empowered to expend monies from this fund.

**Article 18 - Authorization to Appropriate Funds for Participating in the Wachusett Earthday Collection Collaborative**

Motion- Kevin McCormick

Second- Allen Phillips

Finance Cmte. recommends approval

It was unanimously voted to appropriate \$1,400 from Overlay Surplus for the purpose of participating in the Wachusett Earth Day Collection Collaborative.

**Article 19 – Authorization to Accept Massachusetts General Law Chapter 64L, §2(a)**

Motion- Steven Quist

Second- Christopher Rucho

Finance Cmte. recommends approval

It was voted by simple majority to accept the provisions of G.L. c 64L, §2(a) authorizing the imposition of a local excise in the statutory amount of .75% on the sale of restaurant meals originating within the town.

**Article 20 – Authorization to Amend Massachusetts General Law Chapter 64G, §3a**

Motion- Steven Quist

Second- Christopher Rucho

Finance Cmte. Recommends approval

It was unanimously voted to amend the amount of the local excise imposed under G.L. c 64G, §3A on the rental of rooms in hotels, motels, lodging houses and bed and breakfast establishments within the town from 4% to 6%.

**Motion to adjourn**

Motion made and seconded by the floor. Meeting Adjourned 8:53 p.m.

**Attest:**

\_\_\_\_\_  
**Kim D. Hopewell, Town Clerk**

\_\_\_\_\_  
**Elaine S. Novia, Assistant Town Clerk**

## Article 7- Personnel Bylaw Section Y Attachment



# TOWN OF WEST BOYLSTON

## EXIT INTERVIEW FORM

Employee's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving: Resignation \_\_\_\_\_ Discharge \_\_\_\_\_ Layoff \_\_\_\_\_ Other \_\_\_\_\_

Have you accepted another position? Yes \_\_\_\_ No \_\_\_\_ If yes, where? \_\_\_\_\_

Present Title: \_\_\_\_\_ New Title: \_\_\_\_\_

Present Salary: \_\_\_\_\_ New Salary: \_\_\_\_\_ Additional Fringe Benefits offered by new employer: \_

1. How long ago did you begin searching for another position? \_\_\_\_\_ What incident or circumstance(s) made you begin looking for another job? \_\_\_\_\_  
\_\_\_\_\_
2. What were the reasons you decided your career goals could not be met here or could be better met somewhere else? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Did you speak with your supervisor or anyone else in management or the Administration Office concerning your career goals?  
Yes \_\_\_\_ No \_\_\_\_
4. If the answer to 3 above was Yes, what was the outcome of this conversation? \_\_\_\_\_  
\_\_\_\_\_
5. If the answer to 3 above was No, why not? \_\_\_\_\_  
\_\_\_\_\_
6. Did you get along well with your supervisor? Yes \_\_\_\_ No \_\_\_\_ If No, please explain: \_\_\_\_\_  
\_\_\_\_\_
7. How well did your supervisor handle any complaints or grievances you may have had? \_\_\_\_\_  
\_\_\_\_\_

8. What could have been done to make your job here more rewarding? \_\_\_\_\_  
\_\_\_\_\_
9. What did you like best about your job? \_\_\_\_\_  
\_\_\_\_\_
10. What did you dislike about your job? \_\_\_\_\_  
\_\_\_\_\_
11. What makes the Town of West Boylston a good place to work? \_\_\_\_\_  
\_\_\_\_\_
12. What makes the Town of West Boylston a poor place to work? \_\_\_\_\_  
\_\_\_\_\_
13. How does your new position compare with the one you are leaving? \_\_\_\_\_  
\_\_\_\_\_
14. How would you rate the following:
- Job responsibilities?  
☐ Outstanding      ☐ Very Good      ☐ Satisfactory      ☐ Fair      ☐ Unsatisfactory
  - Opportunity for achieving goals?  
☐ Outstanding      ☐ Very Good      ☐ Satisfactory      ☐ Fair      ☐ Unsatisfactory
  - Work environment?  
☐ Outstanding      ☐ Very Good      ☐ Satisfactory      ☐ Fair      ☐ Unsatisfactory
  - Supervisor?  
☐ Outstanding      ☐ Very Good      ☐ Satisfactory      ☐ Fair      ☐ Unsatisfactory
  - Pay?  
☐ Outstanding      ☐ Very Good      ☐ Satisfactory      ☐ Fair      ☐ Unsatisfactory
  - Benefits?  
☐ Outstanding      ☐ Very Good      ☐ Satisfactory      ☐ Fair      ☐ Unsatisfactory
15. What recommendations would you have for making your department and/or the Town a better place to work? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
16. Would you have stayed if a more-satisfactory arrangement could have been worked out? Yes \_\_\_\_ No \_\_\_\_ If yes, explain:  
\_\_\_\_\_
17. It has been explained to me that completion of this Exit Interview form is voluntary and I was given the option not to complete this form if I so desired. Yes \_\_\_\_ No \_\_\_\_
18. I authorize the placement of this Exit Interview form in my personnel file: Yes \_\_\_\_ No \_\_\_\_
- Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_
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