

**Meeting Minutes West Boylston**  
**Facility Implementation and Strategic Planning Committee**  
**August 27-2014**

**Attendance:** Kevin McCormick, John Hadley, Christopher Rucho, Siobhan Bohnson, Mike Kittredge, Jay Dugan, John DiPietro, Carol McGuiggan, Ray Bricault

Meeting was called to order at 7:03 PM by Chair, John Hadley.

Motion by Mr. McCormick to approve the minutes of 7-30-2014. Seconded by Mr. Bricault. All in favor.

Ms. McGuiggan informed the FISP of two new additions to the CoA. Douglas Mestre, a new Associate Member, was introduced. He has been appointed to the Bar and has been active on the Board of Directors for the YMCA. Thomas Mullins was appointed as a full member of the CoA. He is a retired doctor and former military officer. Both should be good members of the CoA moving forward.

Mr. Hadley informed FISP that there were no RFP responses received by the Town for the Town's search for property to purchase for a new senior center. Mr. McCormick thought that the FP asked too many personal financial questions. Mr. McCormick will discuss the concerning points with the Town Administrator for future RFP's. Mr. Hadley announced that he was approached to consider having the Senior Center on the second floor of the proposed Police Station. There was no action on this suggestion. Mr. Hadley asked what the next steps should be for FISP and where we feel it should be. Mr. Rucho asked what town land was available. Mr. DiPietro suggested the Chapman property which will soon be demolished by the DCR. FISP felt that the DCR was not likely to part with this property and no action was taken on this suggestion. Mr. McCormick mentioned the Housing Authority property and the Mixer property as suggestions. Mr. Hadley asked about the Maple Street property and process to allow the Town to use it for this purpose. Ms. Vicklund Clark said the CoA feels the Mixer property would be preferable to the CoA. She further mentioned safety concerns at the Housing Authority site with those families renting units in the area. Mr. Dugan followed up with his experiences with the family units and feels that many issues are not being adequately enforced by the Housing Authority. Mr. DiPietro was concerned about the cost of the site work needed at this site. Mr. McCormick suggested seeking funds for some analysis of the sitework needed to make Mixer or Maple Street useable. Mr. McCormick feels that the senior center would be best suited at the Housing Authority property to be close to where a large number of seniors already live. Mr. Dugan feels the citizens of West Boylston would support putting the senior center at Orchard Knoll.

Judge Curran offered to have the CoA meet to discuss options and to bring some suggestions back to FISP at their September Meeting. Ms. Vicklund Clark suggested a 7500 sq. foot building for the new Senior Center. Mr. Hadley mentioned the Hubbardston plan is available for review thanks to Paul Lieneck.

Mr. Dugan is waiting for drawings to come back on a new Police Station. He feels we should start educating the public on the need for the new building. Mr. Gaumond offered to follow up with Paul Lieneck on his progress. Mr. McCormick asked about operating costs for the public safety building and feels we should know some numbers in order to present to the citizens. Mr. Gaumond offered to send Mr. Dugan information he used in the Town Hall comparisons. Mr. Bricault asked if we need to discuss this or vote on this at the October Town Meeting. Mr. Dugan feels that the FISP should make a report on our progress. At the next meeting, FISP will decide who will make the presentation at the October Town Meeting.

Mr. Gaumond presented the FISP with a chart prepared by Mr. Daley showing the debt coming off the books and the plan we have been working on to utilize all current debt to ensure consistent levels of debt. There were concerns from Mr. Bricault that the amount of debt coming off the books is lower than what was previously stated. Mr. Gaumond stated that the plan is to utilize existing debt to repay the town hall borrowing as soon as possible. FISP asked for tax impact on the taxpayers if we were to absorb \$1 million/\$3 million and \$5 million in new debt if we keep to the existing plan. Mr. Gaumond agreed to ask Mr. Daley for this information and he stated that Mr. Daley offered to be at the next meeting to explain this even further. Mr. Bricault felt we might look at keeping the debt on the Town Hall at 20 years since the cost of money is so cheap. This item will be carried over to the next meeting.

Mr. Gaumond provided FISP with an update on the new town hall. It was reported as follows:

- 1) A new railing has been ordered for the outside of the building near the downstairs conference room entrance. It should be installed within a few days.
- 2) A new dropbox (for night deposit of payments) has been ordered and will be installed near the entrance of the Treasurer-Collector's Office.
- 3) A new spotlight for the parking lot has been installed and is operational, adding to the safety of the premises.
- 4) The new sign has been installed last week and trees have been trimmed to improve visibility of the sign.
- 5) I have met with the contractor to review a small list of punch list items (floor improvements, painting touch-ups, electrical plates, etc.) They are currently being finalized as we speak.
- 6) Room signs have been installed for nearly all of the rooms. Some are still coming in. I expect to work on the aggressive interior signage within a couple of weeks.
- 7) Furnishings of the building are progressing. Some new items (desks, chairs, bookcases, etc.) have been received. Some are still being delivered. Some still need to be placed depending upon resources. We are prioritizing our needs to hit the most important items first.
- 8) Cable: the camera installers were here on Tuesday to make sure everything was in place, before they began. The conduit in the Land Use Meeting room was not accessible, at the time. Since then, the conduit has been made accessible. The installers will be at the municipal building again today and tomorrow (21st & 22nd) to install the cameras in the Land Use Meeting Room. We are installing the cameras in the Land Use Meeting Room first because we are using our existing camera mounts, which are wall mounts. The cameras in the Board of Selectmen Meeting room require ceiling camera mounts, which have been ordered, but are not yet in. I do not have an estimated arrival date on the ceiling camera mounts, at this time, however the entire conversion is expected to be completed by the end of September.

- 9) A leak has been discovered in the first floor meeting room along the seam of the roofs. It was discovered with that heavy rains from last week. While it wasn't a giant leak we needed to determine if it was in any way related to the renovation project (it wasn't). I am working to have the leak fixed and the room restored.
- 10) Finances: Currently we are working well with the finances for the renovations. We are sitting on roughly \$14,000 left from the \$2 million borrowing. These funds will be used for the added interior signage and furnishings for the building.

Mr. Bricault mentioned concern about the size of the Senior Center and feels we should build it as small as feasible and use state funds to add on later on. This will be discussed at future FISP meetings.

The next FISP meeting will be 9-24-2014 at 7:00 p.m. Motion by Mr. Rucho to adjourn at 8:40 p.m. Seconded by Ms. Bohanson. All in favor.

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Minutes prepared by Leon A. Gaumond Jr.