

**TOWN OF WEBSTER
BOARD OF SELECTMEN
DONALD BOURQUE, CHAIRMAN
RANDALL BECKER, VICE CHAIRMAN
ANDREW JOLDA
MARK DOWGIEWICZ
ROBERT MILLER**

A Board of Selectmen's Meeting was held in the Selectmen's Meeting Room at the Town Hall on Monday, January 9, 2017. Selectman Bourque called the meeting to order at 7:00 p.m.

Attendance: Robert Miller, Mark Dowgiewicz, Andrew Jolda, Randall Becker and Don Bourque

Pledge of Allegiance: Chairman Bourque led the Selectmen in the Pledge of Allegiance.

Chairman Bourque stated he will table the meeting minutes until the next meeting.

Motion: made by Selectman Miller, seconded by Selectman Jolda to table the meeting minutes until the next meeting.

Vote: Selectman Miller – yes, Selectman Dowgiewicz – yes, Selectman Jolda – yes, Selectman Becker - yes and Chairman Bourque – yes.

Winn Residential, Denise Incutto and Leanne Chalifoux – Proclamation

Lieutenant Shaw stated the Webster Police Department has been working with Winn Residential for years. He stated Denise Incutto and Leanne Chalifoux have been a vital part of this community. He stated they have formed a very good partnership. He stated they have both worked very hard to clean the Winn Residential properties up. He stated the partnership has branched out to helping out with National Night Out and Winter Wonderland. He stated because of their help the attendance to these community activities have increased. He stated the vendors have also increased. He stated they have given countless hours of time and resources. He stated the Webster Police Department and the Town couldn't thank them enough for all they have done. Chairman Bourque read the proclamation. Ms. Incutto stated it has been an honor working with the Town and is looking forward to continuing getting the community involved.

Venus Thai, Inc. dba Thai Cuisine, located at 267 Main Street – All Alcohol Liquor License Application

Selectman Becker recused himself for this agenda item. Attorney Cotte came forward. She stated she was there on behalf of the applicants. She stated they were seeking a full alcohol license for the restaurant.

Motion: made by Selectman Dowgiewicz, seconded by Selectman Miller to approve the All Alcohol Liquor License Application for Venus Thai, Inc. dba Thai Cuisine, located at 267 Main Street.

Vote: Selectman Miller – yes, Selectman Dowgiewicz – yes, Selectman Jolda – yes, Selectman Becker - abstain and Chairman Bourque – yes.

Town Administrator's Report

Town Administrator Doug Willardson stated the Town Hall will be closed on Monday, January 16, 2017 to observe Martin Luther King, Jr Day.

He stated he will be attending the MMA Meeting on January 20th and 21st, 2017 at the Hynes Convention Center. He stated the Governor will be addressing the audience.

He stated the Central Massachusetts Metropolitan Planning Organization (CMMPO) is conducting a Public Transportation Needs Survey. He stated they are looking to see if there are transportation needs that cross the state line. Residents can find the survey on our homepage.

He stated the Winterfire Event will be held Saturday, January 28, 2017 from 5:00 p.m. to 8:00 p.m. at Memorial Beach.

He stated under Transition he met one-on-one with all Department Heads, met with the Board of Selectmen, met with State Delegation, had a legal update for KP Law and Special Counsel, spoke with DOR Rep, Financial Advisor, Insurance Rep and Auditor, met with neighboring Town Administrators/Managers, developed goals, met with the press, met with interim School Superintendent and Business Manager and Contacted Committee Chairs.

He stated under Public Health and Safety he reached out to Worcester Department of Health to see how they have dealt with substance abuse issues and contacted State to discuss opioid response resources. He stated the Town received 4 guns during the Goods for Guns Program. He stated this number is down from last year but many more communities participated this year.

He stated under Financially Responsible the FY15 balance sheet has been submitted to DOR. He stated they expect the free cash certification the week of January 23rd. He stated DOR is busy working on FY16. He stated the FY15 audit should have a similar completion date as free cash. He stated the goal is to have the FY16 balance sheet submitted to DOR by February 15th. He stated he sent out the FY18 budget request memo to all of the Departments. He stated they are due back in a couple of weeks. He stated he reviewed the Fy17 budget by line item with the Finance Committee. He stated he is following up on lease payments with NRG. He stated the 3rd and 4th quarter tax bill were delivered. He stated the 3rd quarter bills are due on February 1, 2017. He stated he is analyzing Health Insurance options.

He stated under Economic Development he met with the Development Team staff. He stated they are starting a pre-application meeting for developers/residents. He stated he attached the CME weekly status report and the December Project Summery. He stated he set up meetings with local landowners/developers.

He stated under Maintain Infrastructure he is developing a Capital Improvement Plan. He stated that involved soliciting department needs and obtaining an asset listing from our insurance carrier. He stated he is developing a replacement schedule for all assets. He stated the library construction contract was sent to the General Contractor. He stated the contract is on the agenda to be approved by the Building Committee tomorrow and will be on the next Selectmen's agenda. He stated MOCC recently completed a job in Grafton. He stated they do quality construction with few change orders. He stated the Water Department received dirty water calls on December 28, 2017 which was caused by a building on Main Street with a serious leak under their foundation. He stated flushing in the area has solved the problem. He stated they performed a water main high velocity flushing on Thursday, January 5, 2017 on Thompson Road to Rt. 16 down to Park Avenue. He stated he met with WCAC regarding the School Street lease.

He stated under Effective Delivery of Services/Operations that he has reviewed vacant positions within the Town. He stated he is developing job descriptions and advertisements. He stated he received over 80 applicants for the Executive Secretary to the TA position. He stated he met with the Charter Review Committee. He stated he solicited departmental goals and performance measures from Department Heads.

He stated under Clean and Beautiful that he met with the Housing Taskforce.

He stated under Transparent, Informative, Engaged and Customer Friendly Government he discussed the website with Greg Roberts. He stated he used CodeRed to inform residents about the ice pigging. He stated the Assessor's Field Cards are now available online.

Selectman Miller thanked Mr. Willardson for his Town Administrator's Report. He stated it was very informative.

Motion: made by Selectman Miller, seconded by Selectman Dowgiewicz to approve the Town Administrator's Report.

Vote: Selectman Miller – yes, Selectman Dowgiewicz – yes, Selectman Jolda – yes, Selectman Becker - yes and Chairman Bourque – yes.

Chairman Bourque asked about the number of properties sold during the Town Owned Property Auction. Mr. Willardson stated eight properties sold. He stated there were eleven up for auction. Mr. Chauvin stated all properties closed today. Selectman Becker asked if the free cash will be certified by Town Meeting. Mr. Willardson stated yes.

Old Business

Jules Emerson and Brian Kretchman came forward. Mr. Kretchman stated he got a separate insurance policy for the Winterfire event. He stated only TIPS certified people will be serving the beer and wine. Chief bent came forward. He stated they still need to finalize the details. He stated the Fire Chief also needs to sit down with Ms. Emerson before the event.

Motion: made by Selectman Dowgiewicz, seconded by Selectman Miller to approve the “One Day” liquor license for Brian Kretchman for January 28th and February 25th to be served in a 21+ area only.

Vote: Selectman Miller – yes, Selectman Dowgiewicz – yes, Selectman Jolda – yes, Selectman Becker - yes and Chairman Bourque – yes.

New Business

Mr. Willardson stated he put together the Tow Administrator’s goals which were given to him. He stated he sat down with each of the Selectmen and put together a list of needs and goals. Selectman Miller suggested reaching of the Sheriff to discuss the opioid epidemic. Selectman Becker asked if the goals should be prioritized. Chairman Bourque asked to have this on the next agenda in order to narrow the list down to the top ten priorities.

Chairman Bourque stated the Board received a request to declare January 22-28, 2017 School Choice Week. He stated he would like feedback from the School Department of this request. He asked that this be put on the next agenda.

Mr. Willardson stated he reached out to Department Heads asking them if they could use any of the equipment from the senior center. He stated the value of the items are less than five thousand dollars. He stated whatever they can’t sell they will donate. Selectman Jolda stated he would just like to remind everyone that the items must be held for 14 days after the Board’s vote.

Motion: made by Selectman Dowgiewicz, second by Selectman Miller to declare Kitchen Equipment, Small Office Equipment, Large Office Equipment, Ladies Room Table, Entry/Lobby Table and Chairs, Downstairs Equipment, Knitters Room Equipment and Main Room Equipment located at the Old Senior Center (116 School Street) Surplus Property

Vote: Selectman Miller – yes, Selectman Dowgiewicz – yes, Selectman Jolda – yes, Selectman Becker - yes and Chairman Bourque – yes.

Mr. Chauvin came forward. He stated he needed two votes form the Board.

Motion: made by Selectman Dowgiewicz, seconded by Selectman Becker to vote that the Maximum Useful Life of the Departmental Equipment Listed Below to be Financed with the Proceeds of the \$1,500,000 Borrowing Authorized by the Vote of the Town Passed May 11, 2015 (Article 19) is Hereby Determined Pursuant to G.L. c. 44, §7(9) to be at Least 15 years

Vote: Selectman Miller – yes, Selectman Dowgiewicz – yes, Selectman Jolda – yes, Selectman Becker - yes and Chairman Bourque – yes.

Mr. Willardson stated the new truck should have a solid 20 years of service. Selectman Becker wanted to clarify that we are borrowing in bands. He stated the bands will runs out in October in which at that time they will be rolled over to long term borrowing.

Motion: made by Selectman Dowgiewicz, seconded by Selectman Miller to approve the signing of the Closing Documents on Bond Anticipation Notes in the amount of \$3,184,946

Vote: Selectman Miller – yes, Selectman Dowgiewicz – yes, Selectman Jolda – yes, Selectman Becker - yes and Chairman Bourque – yes.

Mr. Chauvin stated the bond rating is an A1.

Chairman Bourque stated the Board needed to add some clarifying language to the Town Administrator’s Contract.

Motion: made by Selectman Dowgiewicz, seconded by Selectman Becker to amend the Town Administrator’s employment agreement as follows: Insert as an Additional Paragraph under

Section 8(F):“The Town Administrator shall work a half day before the following holidays and shall be paid for the full day: Thanksgiving, Christmas and New Year’s Day”

Vote: Selectman Miller – yes, Selectman Dowgiewicz – yes, Selectman Jolda – yes, Selectman Becker - yes and Chairman Bourque – yes.

Motion: made by Selectman Miller, seconded by Selectman Jolda to acknowledge the receipt of Open Meeting Complaint filed by Patrick Higgins dated December 11, 2016 and authorize Town Counsel to respond.

Vote: Selectman Miller – yes, Selectman Dowgiewicz – yes, Selectman Jolda – yes, Selectman Becker - yes and Chairman Bourque – yes.

Motion: made by Selectman Miller, seconded by Selectman Becker to confirm the renewal of all Alcohol, Class I, Class II, Class II and Common Vic. Licenses.

Vote: Selectman Miller – yes, Selectman Dowgiewicz – yes, Selectman Jolda – yes, Selectman Becker – yes, and Chairman Bourque – yes.

Selectman Becker stated he recused himself from voting on license # 1-17 and 25-28.

Proclamation – Anthony Grzembski – 1,000 Point Scored – Bartlett Boys Basketball

Chairman Bourque stated he had the pleasure of attending the basketball game in which Anthony Grzembski made his 1,000 point basket. He read the proclamation.

Informational Mail

Mr. Willardson went through each informational mail item.

Adjournment

Chairman Bourque adjourned the meeting to Executive Session at 7:57 P.M. in accordance with G.L. c. 30A, sec. 21(a)(2) – To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. Pamela Leduc - Assistant Town Administrator’s Position

Motion: made by Selectman Miller, seconded by Selectman Dowgiewicz to go in executive session at 7:57 p.m. and not come back into open session.

Vote: Selectman Miller – yes, Selectman Dowgiewicz – yes, Selectman Jolda – yes, Selectman Becker – yes and Chairman Bourque - yes.

Respectfully submitted,
Courtney M. Friedland
Executive Secretary