

**MINUTES**  
**BOARD OF SELECTMEN MEETING**  
**JULY 31, 2017 at 6:30pm**  
**TOWN HALL, SELECTMEN'S CONFERENCE ROOM**

**CALL TO ORDER/OPENING**

Chairman Brooks called the meeting to order at 6:31pm. Chairman Harry Brooks, Vice-Chair Dianna Provencher, 2<sup>nd</sup> Vice-Chair Sandra Wilson, Selectman Douglas Belanger, Selectman Brian Green, Interim Town Administrator Jim Purcell, Assistant to the Town Administrator Kristen Forsberg and Student Liaisons Alyssa Pupillo and Robert Kemp were in attendance.

**PUBLIC COMMENT PERIOD**

No members of the public provided comment

**1. SCHEDULED**

**a. 6:30pm – Finance Advisory Board Discussion**

Rick Antanavica, Chair of the Finance Advisory Board, presented a request to place an article on Fall Special Town Meeting to change a zoning bylaw in order to allow facilities that store/manufacture items to have a storefront. Mr. Antanavica noted that businesses on Route 56 can store products but can't sell them which puts restrictions on businesses and keeps them from moving forward in Leicester. Mr. Purcell noted that the Finance Advisory Board can't sponsor a Town Meeting article but the Planning Board can and advised them to work with Michelle Buck. The Board of Selectmen can initiate a zoning bylaw change but procedurally it must go before the Planning Board for hearings and the Planning Board makes the recommendation to Town Meeting. Mr. Belanger noted the Board can support the concept and can jointly request with the Finance Advisory Board that the Planning Board review this zoning bylaw.

A motion was made by Mr. Belanger and seconded by Ms. Provencher to support the concept and request jointly with the Finance Advisory Board that the Planning Board review this zoning bylaw. Under discussion Ms. Provencher stated she liked the concept because residents complain that taxes are too high and we need to bring in businesses but have so many restrictions that no one wants to come here. Mr. Purcell noted a 2/3<sup>rd</sup> majority vote on Town Meeting floor is required to change a zoning bylaw. Mr. Purcell noted the Department of Local Services 2012 report noted the Town should broaden its finance policy portfolio and the Town has since adopted Free Cash, Stabilization and Overlay policies. The motion carried unanimously.

**b. 6:45pm – Natural Healthcare Medical Marijuana Facility Update**

Rob Lally with Natural Healthcare updated the Board on the medical marijuana facility opening up in the former Leicester Tool and Die building off of Route 9. The group is now called Cultivate Holdings LLC rather than Natural Healthcare. Cutler Engineering designed the facility and construction is underway. The building is being designed in two phases. The first phase will include four large grow rooms, a cure and processing room, a small kitchen, the dispensary and a back office. Phase II will add additional grow rooms, a larger kitchen and more room for processing and packaging. Mr. Lally has been in constant contact with the State Department of Public Health and they have passed the operations management review. He expects the State to come next week and give the green light to start production. They are working on obtaining a temporary certificate of occupancy and hope to have this by the second week of August. The grow process can take up to 3 months depending on the plants. November is the estimated timeframe for opening the dispensary. The business is hiring its first few key employees and supports local preferences for hiring.

Mr. Belanger asked how many employees they expect to hire. Mr. Lally responded around 35. Mr. Lally noted the Town has been wonderful to work with and the construction process has been going smoothly so far. Mr. Lally stated he is putting up a screening fence for the neighbors. Ms. Provencher asked if people need a medical marijuana card to purchase goods from the dispensary. Mr. Lally responded that they must have a card to get in the door.

## **2. CORRESPONDENCE**

### **a. Student Liaison Reports**

None

### **b. Senior Center Donations**

A motion was made by Mr. Belanger and seconded by Ms. Provencher to accept \$4,000 in donations to the Senior Center from the Camoose Family Foundation and Henry Camosse. The motion carried unanimously.

### **c. Eagle Scout Ceremony**

Mr. Brooks read a letter to the Board inviting them to attend the Eagle Scout Ceremony for Richard Cehon III. The Board signed a certificate of congratulations. Mr. Belanger will attend. Mr. Brooks noted Mr. Cehon's project was collecting games and toiletries for serviceman. He made 161 packages and sent them overseas.

## **3. NEW BUSINESS**

### **a. Resignations**

None

### **b. Appointments**

#### **i. FY'18 Board and Committee Appointments**

Mr. Brooks read the list of committees having positions up for reappointment effective July 1st. Mr. Belanger asked Mr. Brooks to hold the five-year Zoning Board of Appeals (ZBA) Appointment. A motion was made by Ms. Provencher and seconded by Mr. Belanger to appoint all board and committee members as presented except for the ZBA 5-year position. The motion carried unanimously.

Ms. Wilson stated she would like to advertise the five-year ZBA position. Ms. Provencher stated that as this position is for such a long period of time there may be someone else who would like to have the opportunity to serve and has not been able to due to the length of the appointment. Mr. Purcell noted the position was vacated on June 30<sup>th</sup> but it is customary to allow board and committee members to continue on a pro tem basis until the appointment process catches up. The Board could notify the ZBA that the five-year position is vacant and if the person who just completed their term wants to apply fairness dictates they can. The Board agreed to advertise the position.

#### **ii. Allison Power – Arts Council (reappointment)**

#### **iii. Sharon Nist – Arts Council (reappointment)**

#### **iv. Danielle Ryder – Arts Council (new member)**

#### **v. William Palleria – Arts Council (new member)**

A motion was made by Ms. Provencher and seconded by Ms. Wilson to appoint/reappoint all Arts Council members as requested. The motion carried unanimously.

#### **vi. Kayla Fontaine – Jail Monitor**

A motion was made by Ms. Provencher and seconded by Mr. Belanger to appoint Kayla Fontaine to the position of Jail Monitor for the Police Department. The motion carried unanimously.

**c. 2018 BOS Liaison Assignments**

The Board reviewed the board/committee recommended appointments and the liaison assignments as selected by Chairman Brooks. A motion was made by Ms. Wilson and seconded by Ms. Provencher to appoint the Board of Selectmen to the boards and committees as presented. The motion carried unanimously.

**d. Lease/Purchase Agreement for IT servers**

Ms. Forsberg presented a lease/purchase agreement for two IT servers for the Board's consideration. This purchase was approved at Annual Town Meeting and proposal for a 4-year lease would not exceed \$44,866.30. A motion was made by Ms. Wilson and seconded by Ms. Provencher to approve the lease/purchase agreement for two IT servers with Lenovo Financial Services in an amount not to exceed \$44,866.30 and to authorize the Town Administrator to sign. The motion carried unanimously.

**e. Authorize Town Administrator to Sign Change Order #3 – Fire & EMS Headquarters**

This item was passed over.

**f. Municipal Project Agreement – Route 56/Paxton Street Project**

Mr. Purcell presented an agreement with MassDOT for construction work along Route 56. MassDOT has awarded the contract to Jack Gonsalves and Sons Inc. in the amount of \$2,091,100.25 plus 10% for administrative fees for MassDOT. This agreement outlines the methods for accounting and dealing with cost overruns and shortages as well as who is responsible for what and the process for mediating any disputes. The notice to proceed for the project was issued on July 19<sup>th</sup> and there is a yet unscheduled preconstruction meeting coming up. The Town will ensure MassDOT coordinates with the general contractor for the Fire & EMS Headquarters project as there is a section of sidewalk that is in the fire station project area. Under this agreement, Gonsalves owns this part of the project and coordinates with the general contractor so the costs can be backed out of the fire station contract in the future and put into other items. This will be a two-season project.

A motion was made by Mr. Belanger and seconded by Ms. Provencher to sign the Municipal Project Agreement with MassDOT for the Route 56/Paxton Street project. The motion carried unanimously.

**4. DISCUSSION/OLD BUSINESS**

**a. Part-Time Department Assistant (2) – Police Department**

Mr. Purcell presented a draft job description for two part-time department assistants for the police department. These positions were included in the FY'18 operating budget. Mr. Provencher noted there is enough work to hire two people as they will backfill the work the dispatchers once did. Ms. Wilson noted that they will work different shifts so the lobby can be open and work can get done for multiple shifts. The money saved on dispatch will cover the salaries and also two new police officers, Ms. Provencher noted. Mr. Belanger noted that not only do we save money through regional dispatch but Worcester pays for all technology and upgrades which further saves us money. Mr. Purcell noted that this item will come back to the Board at their next meeting with a price point.

**b. Town Administrator Search Update**

Mr. Purcell noted that the position profile is complete and the application is out. The consultant is also in the process of recruiting candidates.

**5. TOWN ADMINISTRATOR REPORT**

Mr. Purcell provided updates on the following projects:

- The Highway backhoe was delivered this week
- Internal demolition and site work is underway at the Library

- The Rawson Street bridge project bid opening is scheduled for October 11<sup>th</sup> with construction planned for the spring of 2018
- The State has recommended closing the Church Street bridge and the Town is working on a temporary fix along with applying for grant funding to permanently repair it. MassDOT is recommending we change our application for funding from Auburn Street to Church Street given the urgency of this situation and apply for the Auburn Street bridge at a later date.
- Ms. Wilson asked the Town Administrator to look into the status of the purchase of new cruisers as she heard the dealer normally used is no longer on the State bid list.

## **6. MINUTES**

- a. May 22, 2017**
- b. May 31, 2017**

A motion was made by Ms. Provencher and seconded by Mr. Belanger to approve the minutes of May 22, 2017 and May 31, 2017. The motion carried unanimously.

## **7. BOARD OF SELECTMEN REPORTS**

Mr. Belanger welcomed back Ms. Forsberg and welcomed Mr. Purcell. Mr. Belanger formally recognized Marie Paquette and thanked her for taking on additional duties while Ms. Forsberg was out. Mr. Belanger noted there are restrictions on what Hillcrest Country Club can be used for after the current lease runs out in November of 2019 and recommended researching the original purchase and sale so the Town knows what its options are at this time.

Mr. Green welcomed back Ms. Forsberg and noted he is still getting his feet wet but will have more to say as time goes on.

Ms. Wilson noted real estate taxes are due tomorrow and residents can pay online. The library groundbreaking ceremony was held two weeks ago and over 50 people attended. The Concerts on the Common are happening every Wednesday night and this week it is the Otters Band from Town and it is cruise night. This is a highly attended event but there is plenty of room for people and the church sells hotdogs, chips, soda, cookies and brownies. There are also discounts available at Subway and Northeast Pizza on these nights.

Ms. Provencher asked if the new fire truck has arrived and Mr. Purcell responded in the affirmative. It is in storage on Route 56 until the new fire station is complete. Ms. Provencher asked the Town Administrator to look into breaking down the tax bills by project so residents can see what they are paying for.

Mr. Brooks noted he went with Dianna and Michelle Buck to Boston last Thursday to pick up an \$800,000 Community Development Block Grant award which will improve accessibility at the Town Hall including adding an elevator and accessible bathrooms. The Town is also getting back \$60,000 from a housing rehab grant loan because the building has now sold. Mr. Brooks also attended a Mass School Building Administration meeting and got new information on the Middle School replacement project and where we are at with deadlines.

## **8. EXECUTIVE SESSION**

None

A motion to adjourn was made by Mr. Belanger and seconded by Ms. Provencher at 7:49pm. The motion carried unanimously.