

**MINUTES**  
**JOINT BOARD OF SELECTMEN AND SCHOOL COMMITTEE MEETING**  
**JUNE 22<sup>ND</sup>, 2015 at 6:30PM**

**CALL TO ORDER/OPENING**

Chairman Buckley called the meeting to order at 6:33pm. Chair Thomas E. Buckley, III, Vice-Chair Dianna Provencher, Selectman Douglas Belanger, Selectwoman Sandra Wilson, Selectmen Harry Brooks, Town Administrator Kevin Mizikar, Superintendent Dr. Judy Paolucci and School Committee members Scott Francis, Grover Adams and Tyler Keenan were in attendance.

**PUBLIC COMMENT PERIOD**

No members of the public provided comment.

**1. SCHEDULED**

**a. 6:30 – Board of Selectmen Reorganization**

A motion was made by Mr. Belanger and seconded by Mr. Brooks to nominate Dianna Provencher as Chair, Douglas Belanger as Vice-Chair and Sandy Wilson as 2<sup>nd</sup> Vice-Chair. The motion carried unanimously.

**b. 6:30 –Class II License Public Hearing; Motor Vehicle Repair and Auto Body Licenses - Prestige Auto**

A motion was made by Mr. Belanger and seconded by Mr. Buckley to open the public hearing at 6:36pm. Mr. Mizikar noted no written comments were received. No members of the public were in attendance to speak on this matter. Mr. Bahnan with Prestige Auto presented his request for a Class II License at the former Greenwood Auto, 200 S. Main Street from 7am-11pm Saturday through Sunday to allow for late night drop offs and pickups. Mr. Bahnan noted he will be improving in the outer appearance of the building and using LED lights. Mr. Bahnan has been cleaning up the trash inside and outside of the building. Ms. Wilson asked that the LED lights be aimed away from residential houses. Mr. Bahnan noted there is no change in wattage. Ms. Provencher asked about cameras. Mr. Bahnan responded he will have cameras and an alarm.

A motion was made by Mr. Belanger and seconded by Ms. Wilson to approve a Class II license for Prestige Auto at 200 S. Main Street. The motion carried unanimously.

A motion was made by Mr. Belanger and seconded by Ms. Wilson to exit the public hearing. The motion carried unanimously.

A motion was made by Mr. Belanger and seconded by Mr. Buckley to approve a Motor Vehicle Repair license and Auto Body license for Prestige Auto at 200 S. Main Street. The motion carried unanimously.

**c. 6:40 – Audit Presentation – Scanlon and Associates**

Tom Scanlon of Scanlon and Associates presented the FY'14 audit. Free cash has been certified at 1.8M. The Town exceeded local receipt projections by \$900K and had \$270K in unused FY'13 free cash. The Town has \$270K in its stabilization fund. Finances are looking good. Mr. Scanlon discussed the \$7.8M OPEB liability which must now be recorded on the Town's financial statements. Mr. Belanger noted the Town opts to pay as we go since retiree health insurance is factored into the current budget. Mr. Mizikar noted that the Town pays 50% of retiree's health insurance and the budget line item is \$350,000/year. The \$7.8M adds up to all years between now and when current employees retire. Mr. Scanlon noted this is more of an accounting exercise.

Mr. Scanlon noted that the Town has no material weaknesses but one significant deficiency in the reconciliation of cash and investments. However, with the change in personnel in FY'15, the Town is making improvements.

Mr. Belanger asked if we are on the right road and Mr. Scanlon responded in the affirmative, stating the Town has a plan in place and he will be back in the beginning of August to review bank statements for FY'15. Mr. Scanlon noted there are other recommended areas in which operating efficiencies can be improved including payroll withholdings being balanced monthly, removing delinquent and uncollectible ambulance receipt accounts from the Town's liabilities, reconciling agency accounts, improving procurement documentation, reconciling with the 3<sup>rd</sup> party collector of unpaid motor vehicle taxes, documenting internal control policies and moving the pension liabilities (GASB 68) to the balance sheet.

Mr. Mizikar noted that reconciliations are done through May and it's the first month it has been completed within a 15-20 day window after the close of the month. Now the Town can focus on month to month reconciliations which will make the year end much easier. Free cash should be certified by October at the latest. Mr. Mizikar noted he has tightened requirements to meet 30B procurement regulations including putting an administrative policy in place requiring any purchase over \$3,500 be approved by the Town Administrator. The Town will also work on developing an ambulance receipts policy.

## **2. CORRESPONDENCE**

-None-

## **3. NEW BUSINESS**

### **a. Resignations**

- i. Judith Roy – Council on Aging**
- ii. Darlene Eager – Council on Aging**
- iii. June Stephens – Council on Aging**

A motion was made by Ms. Wilson and seconded by Mr. Buckley to accept with regret the resignations of Judy Roy, Darlene Eager and June Stephens from the Council on Aging and to send letters of thanks. Ms. Wilson asked Mr. Mizikar to conduct exit interviews as three people resigned from the Council on Aging within a 2 week period. The motion carried unanimously.

### **b. Appointments**

#### **i. Christie Higginbottom – Arts Council (ex-officio position)**

A motion was made by Ms. Wilson and seconded by Mr. Buckley to appoint Christie Higginbottom as an ex-officio to the Arts Council. The motion carried unanimously.

#### **ii. Casey Burlingame – Alternate Building Inspector**

A motion was made by Mr. Belanger and seconded by Mr. Buckley to appoint Casey Burlingame to the position of Alternate Building Inspector subject to all pre-employment hiring requirements. The motion carried unanimously.

#### **iii. Matt Dennison – CIPC at-large position**

This item was held until the next meeting.

### **c. FY'16 Appointments to Boards and Committees**

A motion was made by Mr. Belanger and seconded by Ms. Wilson to appoint the list of FY'16 recommended appointees as presented with the exception of the Board of Selectmen positions. The motion carried unanimously.

A motion was made by Ms. Provencher and seconded by Mr. Buckley to appoint Mr. Belanger to the CIPC and Economic Development Committee. The motion carried unanimously.

A motion was made by Mr. Belanger and seconded by Mr. Buckley to appoint Ms. Provencher to the Economic Development Committee. The motion carried unanimously.

A motion was made by Ms. Wilson and seconded by Mr. Buckley to appoint Mr. Brooks to the Commission on Disabilities. The motion carried unanimously.

A motion was made by Mr. Belanger and seconded by Mr. Buckley to appoint Ms. Wilson to the Local Emergency Planning Committee. The motion carried unanimously.

A motion was made by Mr. Belanger and seconded by Mr. Buckley to appoint Mr. Brooks to the CMRPC. The motion carried unanimously.

A motion was made by Mr. Belanger and seconded by Ms. Wilson to appoint Mr. Buckley to the Road Conversion Committee. The motion carried unanimously.

**d. Finance Advisory Board Appointments**

The Town Moderator, Chair of the Board of Selectmen and Chair of the Finance Advisory Board discussed appointments to the Finance Advisory Board. A motion was made by Mr. Cherry to appoint Mary Gabrila and Bonita Keefe-Layden to the Finance Advisory Board for a three year term. The motion carried unanimously.

**e. Assign Selectmen to Annual Liaison Positions**

The item was held until the next meeting.

**f. Agreement – Kang Associates, Inc. – Town Hall ABR Design Project**

Mr. Mizikar presented an agreement with Kang Associates Inc. for project design to remove accessibility barriers from the Town Hall which primarily includes the elevator design. Firms were interviewed and Kang Associates Inc. scored the highest on both their proposal and interview. A motion was made by Ms. Wilson and seconded by Mr. Buckley to approve the agreement with Kang Associates, Inc. Mr. Belanger asked if references were contacted and Mr. Mizikar responded in the affirmative. The motion carried unanimously.

**g. Year End Appropriation Transfer Request**

A motion was made by Mr. Belanger and seconded by Mr. Brooks to approve the appropriations transfer of \$6.00 from the temporary loan interest department to debt service. The motion carried unanimously.

**4. DISCUSSION/OLD BUSINESS**

**a. Energy Project**

Mr. Mizikar presented a revised plan for the energy project based on School Committee's resolution that no improvements be made at the Middle or Memorial schools due to their long term plans for these schools. Mr. Buckley asked why the School Committee drew up resolution when the Board of Selectmen and School Committee had a good meeting and a plan for the Town Administrator and the School Superintendent to research the issue. Mr. Scott Francis responded the School Committee did not feel the Board of Selectmen understood their concerns. Mr. Francis stated that if the goal is to eventually get rid of these schools we should not pay for upgrades. Mr. Buckley stated he is under the impression that the MSBA still wants the buildings to be maintained and comfortable for the students even if the long term plan is to eventually tear them down. Mr. Tyler Keenan stated that any improvements should be to keep the buildings standing and the students safe but these improvements are not for either purpose. He stated he is very happy with the revised plan. Mr. Mizikar noted the revised plan reduces the investment at the Middle School to approximately \$21,000 of removable

items and reduces the investment at the Memorial School to \$177,592 for items which will provide a return within 10 years or less. Mr. Mizikar noted he is doing additional research on changing street lights to LED lights and the associated costs.

A motion was made by Mr. Keenan and seconded by Mr. Francis to endorse the school related scope for the energy project as amended. The motion carried unanimously.

A motion was made by Ms. Wilson and seconded by Mr. Belanger to approve the scope for the energy project except the street light portion. The motion carried unanimously.

**b. MSBA High School Roof Project**

Mr. Mizikar noted the MSBA has invited the Town to enter into their accelerated repair program for the LHS roof. The program will provide a 50/50 match. Dr. Paolucci noted Town Meeting approval is not required to allocate school choices funds for the match and that the school is working on the required capital plan to be submitted to MSBA. Mr. Buckley asked if the project will have an OPM. Dr. Paolucci responded that MSBA chooses a project manager in conjunction with the School. Dr. Paolucci also noted that MSBA will reimburse the Town for the design phase regardless of what happens going forward. Dr. Paolucci will be the point of contact on the project until a new Facilities Director is hired.

**c. Rawson Street Bridge**

Mr. Mizikar noted the 25% schematic design for the Rawson Street bridge project is available for review in the Town Administrator's office. Mr. Belanger asked if the design could be put in the hallway and a notice put up on LCAC. Ms. Wilson noted the sidewalk requested by the residents is included in the 25% design plans.

**d. 3-5 Year Board Goals**

The Board met in a workshop on 3/21/15 to discuss a vision statement and goals for the Town. Mr. Mizikar presented two options for a vision statement:

- Option A: The Town of Leicester will be a community of deeply engaged residents celebrating our rich history while promoting sustainable growth/evolution to ensure a high quality of life for all residents.
- Option B: The Town of Leicester will be an evolving and sustainable community of deeply engaged residents enjoying a high quality of life that celebrates and preserves our rich history.

The four overarching draft goals proposed were:

- Bolster the Town's tax base by enabling commercial and residential development
- Enhance communication with residents and stakeholders to help ensure insight into the operations of the Town, aid in community involvement and continue to build productive relationships.
- Develop the infrastructure and services of the Town to improve the quality of life of residents and enable desired development.
- Continually assess and improve the operations of the Town to ensure the most effective, efficient and modern practices are used in the delivery of services to the resident and stakeholders.

Mr. Belanger stated this is a good framework to work off of and suggested the next level more specific of goals be discussed in a workshop.

A motion was made by Mr. Belanger and seconded by Ms. Wilson to accept vision statement option B, removing the word deeply, and the four goals. The motion carried unanimously.

**e. Community Compact Cabinet Application**

Mr. Mizikar presented the Community Compact Cabinet application from the State. The goal of the program is to help municipalities improve key functions in 31 best practice areas. Mr. Mizikar asked the Board to think about the best practice areas and recommend 3 for the Town to focus on. Ms. Wilson noted the Lt. Governor mentioned the program at the CMRPC annual meeting and recommended applications be put in ASAP. Ms. Wilson noted that Towns can modify their applications and the State can provide technical assistance for some areas even when there is not funding available.

**5. TOWN ADMINISTRATOR REPORT**

Mr. Mizikar presented highlights from his written Town Administrator's report. In addition, he noted that Vic Taylor is refurbishing the benches on the common and donating his time and materials. The Board asked that a thank you letter be sent to Mr. Taylor for his donation. Also, on June 30<sup>th</sup> at 4pm the groundbreaking ceremony for the new regional emergency communications center will be held in Worcester.

**6. BOARD OF SELECTMEN REPORTS**

Ms. Provencher welcomed new selectman Mr. Brooks and congratulated Mr. Belanger on being reelected.

Ms. Wilson noted that 80 people attended the Founders Day chicken bbq and there was a steady stream of attendees throughout the day for the reenactments. Ms. Wilson also noted that the concerts on the common begin next Wednesday, July 1<sup>st</sup> and the replacement ambulance has arrived and should be on the road shortly.

Mr. Belanger thanked everyone for their support and noted the Flag Day ceremony held at Granville Square for which the neighborhood purchased a flagpole.

Mr. Buckley mentioned the Senior Center dedication of the main hall to John Binienda and stated he enjoyed his role as Chair.

Ms. Provencher wished everyone a happy and safe 4<sup>th</sup> of July and noted Mr. Buckley did a great job as Chair.

**7. MINUTES**

A motion was made by Mr. Buckley and seconded by Ms. Wilson to approve the minutes of June 8<sup>th</sup>, 2015. The motion carried with one abstention (Mr. Brooks).

**8. EXECUTIVE SESSION – MGL Chapter 30A, Section 21a**

A motion was made by Mr. Belanger and seconded by Ms. Wilson to enter into executive session at 8:30pm and to resume in open session only for the purpose of adjournment.

**Vote by Roll Call:**

Provencher - Aye

Belanger – Aye

Wilson – Aye

Buckley – Aye

Brooks - Aye

The motion carried unanimously.

A motion to adjourn was made by Mr. Belanger and seconded by Ms. Wilson at 8:54pm. The motion carried unanimously.