

**MINUTES
BOARD OF SELECTMEN MEETING
AUGUST 10TH, 2015 AT 6:30PM**

CALL TO ORDER/OPENING

Chairwoman Provencher called the meeting to order at 6:30pm. Chair Dianna Provencher, Vice Chair Douglas Belanger, 2nd Vice Chair Sandra Wilson, Selectman Harry Brooks, Selectman Thomas E. Buckley, III and Town Administrator Kevin Mizikar were in attendance.

PUBLIC COMMENT PERIOD

No members of the public provided comment

1. SCHEDULED

a. 6:30pm – Liquor License Hearing – 1060 Main Street

A motion was made by Mr. Belanger and seconded by Mr. Buckley to open the public hearing.

Vote by Roll Call:

Provencher - Aye

Belanger – Aye

Wilson – Aye

Brooks - Aye

Buckley – Aye

The motion carried unanimously.

Ms. Provencher read the public notice printed in the Telegram and Gazette. Mark Erlich, attorney for Eastern Pearl LLC, presented a request for a liquor license at 1060 Main Street. Eastern Pearl LLC intends to open a restaurant similar to their existing restaurant in Webster. Mr. Mizikar noted the application was reviewed by PD who recommended granting the license. Mr. Mizikar asked if the real estate holder would receive a percentage of the restaurant's profits. Mr. Erlich stated he would not. Ms. Wilson asked if further review by Town Departments would occur. Mr. Mizikar stated that this is solely for the liquor license and their required Common Victualler license will trigger a review by all departments. Mr. Buckley asked about proposed hours. Mr. Erlich responded that hours have not yet been set but would likely be along the lines of 11am to 10pm during the week and an hour later on the weekends.

A motion was made by Mr. Belanger and seconded by Mr. Buckley to approve the liquor license for 1060 Main Street, Eastern Pearl LLC.

Vote by Roll Call:

Provencher - Aye

Belanger – Aye

Wilson – Aye

Brooks - Aye

Buckley – Aye

The motion carried unanimously.

A motion was made by Ms. Wilson and seconded by Mr. Belanger to close the public hearing.

Vote by Roll Call:

Provencher - Aye

Belanger – Aye

Wilson – Aye

Brooks - Aye

Buckley – Aye

The motion carried unanimously.

2. CORRESPONDENCE

None

3. NEW BUSINESS

a. Resignations

i. Christopher Ballantine – Custodian

A motion was made by Mr. Belanger and seconded by Mr. Buckley to accept Christopher Ballantine's letter of resignation and to send a letter of thanks. The motion carried unanimously.

b. Appointments

i. Kevin Desaulnier – Burncoat Park Planning Committee

A motion was made by Ms. Wilson and seconded by Mr. Buckley to appoint Kevin Desaulnier to the Burncoat Park Planning Committee. The motion carried unanimously.

ii. Kara Miller - Assistant Treasurer

Mr. Mizikar presented a request to appoint Kara Miller to the position of Assistant Treasurer. Ms. Miller has worked as a temporary Department Assistant in the Treasurer/Collector's office since February of 2015. Ms. Miller has financial experience and has done well in the position.

A motion was made by Ms. Wilson and seconded by Mr. Brooks to appoint Kara Miller to the position of Assistant Treasurer. The motion carried unanimously.

iii. Special Police Officers – Becker Police

Mr. Mizikar presented a request from Chief Hurley to appoint the Becker Police as Special Police Officers for the Town of Leicester to allow for flexibility in filling detail shifts. These shifts would be offered first to Leicester officers. Chief Hurley asked that Becker College Police Officers be restricted from working Becker College details as Special Police Officers for the Town of Leicester.

A motion was made by Ms. Wilson and seconded by Mr. Belanger to appoint the Becker Police Officers as Special Police Officers for the Town of Leicester. The motion carried unanimously.

iv. Patricia Dykas – Agricultural Commission Alternate

A motion was made by Mr. Belanger and seconded by Mr. Buckley to appoint Patricia Dykas to the position of Agricultural Commission alternate. The motion carried unanimously.

v. Douglas Belanger – School Facilities Capital Committee

Mr. Mizikar stated that Mr. Belanger was assigned to be a liaison to the School Facilities Capital Committee. As there is a position reserved for a Selectmen as a voting member, Mr. Mizikar asked the Board to formally appoint Mr. Belanger to this position.

A motion was made by Mr. Buckley and seconded by Ms. Wilson to appoint Mr. Belanger to the School Facilities Capital Committee as the Board representative. The motion carried unanimously.

c. Set date, time and location for September 15th Special Town Meeting

A motion was made by Ms. Wilson and seconded by Mr. Belanger to set a Special Town Meeting for September 15th, 2015 at 7pm in the Town Hall gym. The motion carried unanimously.

d. Open September 15th Special Town Meeting warrant

Mr. Mizikar noted that he anticipates 4 warrant articles relative to the fire station and energy projects.

A motion was made by Mr. Buckley and seconded by Ms. Wilson to open the September 15th, 2015 Special Town Meeting warrant. The motion carried unanimously.

e. Set date, time and location for October 20th Special Town Meeting

A motion was made by Ms. Wilson and seconded by Mr. Belanger to set a second Special Town Meeting for October 20th, 2015 at 7pm in the Town Hall Gym. The motion carried unanimously.

f. Open October 20th Special Town Meeting warrant

A motion was made by Ms. Wilson and seconded by Mr. Belanger to open the warrant for the October 20th, 2015 Special Town Meeting. The motion carried unanimously.

g. Contract – TriTech – Fire Records

Mr. Mizikar presented a request to enter into a contract with TriTech for the fire records system which was authorized at the May 2015 Town Meeting. Chief Wilson noted that this will allow the fire department to have access to electronic records on scene. Laptops will be installed in the 3 fire trucks and 2 ambulances. The system will allow the fire department to see the location of the house they are going to and available sources of water. Chief Wilson estimates it will take 6-8 months to enter existing data into the program and get it up and running. Mr. Mizikar noted the system is fully compatible with the Police system.

A motion was made by Ms. Wilson and seconded by Mr. Buckley to authorize the chair to sign a contract with TriTech for the fire records system. The motion carried unanimously.

h. Intermunicipal Agreement – CMRSWC

Mr. Mizikar presented a \$4,000 agreement with the Town of Spencer for stormwater services. Mr. Mizikar noted the Town gets double or triple the value back from what is paid.

A motion was made by Mr. Belanger and seconded by Mr. Buckley to enter into the Intermunicipal Agreement with the Town of Spencer for stormwater services through the Central Massachusetts Regional Stormwater Coalition. The motion carried unanimously.

i. Establish Town Hall Renovations Committee

Mr. Mizikar presented a request to establish a Town Hall Renovations Committee to oversee renovations at the Town Hall including design work for the removal of architectural access barriers through the installation of an elevator. The committee would consist of five members: representatives from the Board, Finance Advisory Committee, School Committee, CIPC and one resident at-large member. The Town will apply to DHCD in early 2016 for a CDBG grant to implement the design. Mr. Mizikar noted he has had a discussion with the Superintendent of Schools to move the School Administration into the Town Hall even prior to the sale of the School Administration building.

A motion was made by Mr. Belanger and seconded by Mr. Buckley to establish the Town Hall Building Committee as discussed. The motion carried unanimously.

j. MGL 268A, 23B Disclosure – Chief Hurley

Mr. Mizikar presented an ethics disclosure form Chief Hurley which was completed in an abundance of caution. The disclosure was largely redacted due to the confidential nature of the matter. Mr. Mizikar stated he is confident the Chief is in compliance with State Ethics Law.

A motion was made by Mr. Belanger and seconded by Mr. Buckley to support the ethics disclosure for Chief Hurley. The motion carried unanimously.

k. Designer Services Contract – Fire HQ Project

Mr. Mizikar presented a sample contract for design services for the Fire HQ project which is currently under negotiation with Donham and Sweeney. Mr. Mizikar asked for the Board's authorization to enter into this contract once finalized given the time-sensitive nature of this project.

A motion was made by Ms. Wilson and seconded by Mr. Belanger to authorize the Town Administrator to sign the contract with Donham and Sweeney once negotiations are finalized.

Under discussion, Mr. Belanger asked what phase of the project would be completed under this contract. Mr. Mizikar responded the agreement would allow for conception design all the way up to full schematic design and putting the project out to bid if approved at the Special Town Meeting on September 15th. Mr. Mizikar noted he intends to have elevations and a rough floor plan ready for Special Town Meeting. Mr. Mizikar has negotiated a price of \$495,000 with Donham and Sweeney which is on the low end of what an architect would charge for the design of a 21,000 square foot building.

The motion carried unanimously.

4. DISCUSSION/OLD BUSINESS

a. 3-5 Year Goals

Mr. Mizikar presented goals prioritized based on feedback received from department heads. The Town Administrator's and Department Head's goals would be developed based on these overarching Board goals. Ms. Wilson asked if the goals included developing a blighted buildings bylaw. Mr. Mizikar noted he would work to put a process in place where people can report issues which would be the first step in cleaning up blighted properties cleaned up. Mr. Mizikar noted the Town does not have a property maintenance ordinance but the Board of Health would get involved if the property was unsafe from a health perspective.

b. Snow and Ice Funding Update

Mr. Mizikar noted that the Governor provided an additional \$25M in the FY'15 budget for Towns to use for snow and ice beyond their Chapter 90 funds. The Town will receive an additional \$54,517 in funding which can be applied to FY'16 deficits.

c. FY 2016 Budget

Mr. Mizikar noted the Governor signed the FY'16 budget into law. The Town will receive a gross increase in state aid of \$224,493 over FY'15 state aid for school choice, Chapter 70 and Veterans Benefits. Mr. Mizikar will propose a budget adjustment at the October 20th Special Town Meeting to reflect this change.

d. August 24th Meeting

Mr. Mizikar noted the August 31st Board meeting has been moved to August 24th in order to sign the warrant in time for Special Town Meeting. Then the Board will not meet until Special Town Meeting on September 15th followed by a meeting on September 17th to finalize Town Meeting action.

e. Community Compact Cabinet Application

Mr. Mizikar solicited feedback regarding the Community Compact Cabinet application and recommends applying for assistance with budget document development and undertaking a competitiveness review for Economic Development. Mr. Mizikar notes that if approved, the State will work together with the Town and dedicate resources to complete these projects. The budget document would integrate the Board's goals and have narratives showing how the budget achieves these goals. The competitiveness study would tie in with work already being done by the Economic Development Committee.

Mr. Belanger asked how Mr. Mizikar selected these two areas. Mr. Mizikar responded that it aligns with work that Town has already started or is prepared to take on. The budget document will allow the Town to justify why they are spending money and why a certain line item receives an increase based on goals developed by the Board. The competitiveness study will look at how the Town can grow competitively as it has the bones to be a thriving community like Auburn and Worcester.

A motion was made by Ms. Wilson and seconded by Mr. Brooks to submit the Community Compact Cabinet application to the State for budget document development and a competitiveness review. The motion carried unanimously.

5. TOWN ADMINISTRATOR REPORT

The Town Administrator presented highlights from his written report.

6. BOARD OF SELECTMEN REPORTS

Mr. Brooks thanked the over 100 people who showed up to build the playground at the Primary School, noting the small playground should be open by the start of school.

Ms. Wilson noted there are two weeks left in the Summer Concerts on the Common series and asked residents to park appropriately.

Mr. Belanger asked if it would be feasible to have a student liaison to the Board.

Ms. Provencher noted a Burncoat Park meeting will be held in the new few weeks.

7. MINUTES

a. July 13, 2015

A motion was made by Mr. Belanger and seconded by Ms. Wilson to approve the minutes of July 13, 2015 with typos corrected. The motion carried unanimously.

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

No Executive Session was held.

A motion to adjourn was made by Mr. Belanger and seconded by Ms. Wilson at 7:50pm. The motion carried unanimously.