

**MINUTES
BOARD OF SELECTMEN MEETING
SEPTEMBER 21, 2015 AT 5:30PM**

CALL TO ORDER/OPENING

Chairwoman Provencher called the meeting to order at 5:37pm. Chair Dianna Provencher, 2nd Vice Chair Sandra Wilson, Selectman Harry Brooks, Selectman Thomas E. Buckley, III and Town Administrator Kevin Mizikar were in attendance. Vice-Chair Belanger was absent.

PUBLIC COMMENT PERIOD

No members of the public provided comment

EXECUTIVE SESSION – MGL CHAPTER 30A, SECTION 21A, EXCEPTION #1

A motion was made by Ms. Wilson and seconded by Mr. Brooks to enter into executive session under exception #1 at 5:37pm and to resume in open session at its conclusion. The Chair declared that to discuss these matters in open session would compromise the position of the Town.

Vote by Roll Call:

Provencher - Aye
Wilson – Aye
Brooks - Aye
Buckley – Aye

The motion carried unanimously.

1. SCHEDULED

a. 6:30pm – Class II, Class III, Junk Dealer License Hearing – 468 Auburn St., Blue Collar Vintage Salvage

A motion was made by Ms. Wilson and seconded by Mr. Brooks to open the public hearing.

Vote by Roll Call:

Provencher - Aye
Wilson – Aye
Brooks - Aye
Buckley – Aye

Anthony Brooks of Blue Collar Vintage Salvage presented a request to open an antique salvage shop on Auburn Street in Leicester. Mr. Brooks stated he has had a used car and repair license in the City of Worcester for the past 20 years with no infractions. Mr. Brooks looks for antique items in old mill buildings and is requesting a Class II license for old cars that could be bought and fixed up by someone else.

Mr. Buckley asked if he would restore the vehicles. Mr. Brooks responded he would only sell them as found.

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

Vote by Roll Call:

Provencher - Aye
Wilson – Aye
Brooks - Aye
Buckley – Aye

A motion was made by Ms. Wilson and seconded by Mr. Brooks to issue a Class II, Class III and Junk Dealer License to Blue Collar Vintage Salvage at 468 Auburn Street. The motion carried unanimously.

2. CORRESPONDENCE

a. Spirit of Blue Grant Award

Mr. Mizikar noted the Town of Leicester has been selected to receive a Spirit of Blue grant award for safety equipment and more details will follow.

b. Senior Center Donation

Ms. Provencher read a letter from Senior Center Director Rachelle Cloutier thanking Johnson's Greenhouse for their donations of fresh vegetables to the Senior Center.

3. NEW BUSINESS

a. Resignations

i. Founders Day Committee – Barbara Knox, Michael Knox and Lisa Johnson

A motion was made by Ms. Wilson and seconded by Mr. Buckley to accept with regret the resignation of Barbara and Michael Knox from the Founders Day Committee and to send a letter of thanks. The motion carried with Mr. Brooks in opposition. Ms. Wilson noted that without the Knox's the past two Founders Days would not have happened and the Town probably will not have one without a large influx of new volunteers.

A motion was made by Ms. Wilson and seconded by Mr. Buckley to accept with regret the resignation of Lisa Johnson from the Founders Day Committee and to send a letter of thanks. The motion carried with Mr. Brooks in opposition. Ms. Wilson noted that Ms. Johnson was the primary contact with the reenactment actors and a new contact person will be needed.

b. Appointments

i. Council on Aging – Renee McCue Hall, Ruth Dowgielewicz and Nancy Lamb

A motion was made by Ms. Provencher and seconded by Ms. Wilson to appoint Ruth Dowgielewicz to the Council on Aging. The motion carried unanimously.

A motion was made by Ms. Wilson and seconded by Mr. Buckley to appoint Renee McCue Hall to the Council on Aging. The motion carried unanimously.

A motion was made by Ms. Wilson and seconded by Mr. Buckley to appoint Nancy Lamb to the Council on Aging. The motion carried unanimously.

ii. Town Hall Renovations Committee - Steven LeBoeuf

A motion was made by Mr. Buckley and seconded by Mr. Brooks to appoint Steven LeBoeuf to the Town Hall Renovations Committee. The motion carried unanimously.

c. Classification and Compensation Plan

Mr. Mizikar presented the final Classification and Compensation Plan for the Board's review and consideration. The Classification plan was created first and grouped positions into five levels based on supervisory and other responsibilities. Next, other communities were surveyed to develop a compensation plan competitive internally to other employees in the same grade level and externally to employees in the same position. Each position has a minimum, benchmark and maximum salary range. Mr. Mizikar stated the compensation plan will be updated every 2-3 years to adjust to the market and raises will be related to job performance. Mr. Mizikar further noted some employees fall below the minimum and some have been here for a significant number of years so he will be coming back with proposed salary adjustments for some employees to beginning as early January 1st if funds are available.

A motion was made by Ms. Wilson and seconded by Mr. Brooks to approve the Classification and Compensation Plan. The motion carried unanimously.

d. Certificate of Uniqueness – 1 and 3 Paxton Street

Mr. Mizikar presented the certificate of uniqueness for the selection of 1 and 3 Paxton Street as the site for the future Fire Station as drafted by Town Counsel accepted by the Fire Station Building Committee for the Board's review and consideration. A motion was made by Ms. Wilson and seconded by Mr. Buckley to accept the certificate of uniqueness for 1 and 3 Paxton Street. The motion carried unanimously.

e. Sign Special Town Meeting Warrant

Mr. Mizikar presented the Fall Special Town Meeting Warrant with 9 articles for the Board's consideration as outlined below:

- 1) Prior Year Bills – Two FY'15 bills received after the July 15th deadline totaling \$315.
- 2) Adjust FY'16 Budget – Fully fund ambulance receipts fund, create new town owned properties maintenance fund, adjust PD budget for additional dispatch services due to delays in opening the RECC and adjustments to the debt services budget to account for an IRS penalty due to improperly followed guidelines on the police station borrowing.
- 3) Library borrowing – Borrowing authorization for the library renovation project. Town must show full funding capacity but the final borrowing will be approximately \$1.9M after grants and donations. The borrowing will cost the average single family home approximately \$30 per year.
- 4) Vocational Tuition – Could increase by up to \$74,000 due to student requests to study at alternative schools.
- 5) High School Roof Replacement – Roof is over 20 years old, leaking and in need of replacement. The Town has been awarded a preliminary design grant of 59.21% from the State and must match the rest out of the operating budget. The cost of the project is approximately \$800,000.
- 6) Maintain Historic Properties – Preserve historic properties owned by the Town like the Greenville Fire Station and the Copeland Library at a cost of approximately \$6500.
- 7) Dump Truck Repair – Accept supplemental insurance proceeds for additional costs to repair a dump truck severely damaged last winter as the original appropriation was not enough.
- 8) Collection Box Bylaw – Modifications to the existing bylaw to allow for enforcement and fines to address health and safety issues related to dumping at collection box sites.
- 9) Radio Safety Bylaw – Adding a new section to the adequate public safety bylaw to include requirements for new buildings or those undergoing major renovations to include in-building radio systems. Ms. Wilson asked if this includes municipal buildings and Mr. Mizikar responded he would check.

A motion was made by Ms. Wilson and seconded by Mr. Buckley to sign the Town Meeting warrant. The motion carried unanimously.

f. Town Administrator Performance Review

This item was passed over.

4. DISCUSSION/OLD BUSINESS

a. Free Cash Policy

Mr. Mizikar presented a revised Free Cash Policy that has the approval of the Finance Advisory Board. A motion was made by Ms. Wilson and seconded by Mr. Brooks to adopt the Free Cash Policy. The motion carried unanimously.

b. Uncollectible Accounts Receivable Policy

Mr. Mizikar presented a revised Uncollectible Accounts Receivable Policy that has the approval of the Finance Advisory Board. A motion was made by Ms. Wilson and seconded by Mr. Buckley to adopt the Uncollectible Accounts Receivable Policy. The motion carried unanimously.

c. Electricity Aggregation

Mr. Mizikar stated the State has denied the Hampshire Council of Government's original residential energy aggregation application and the Town of Leicester was part of the second round of this application. The issue stemmed from marketing materials nearly guaranteeing municipalities lower rates which the State took issue with. Mr. Buckley asked if the Town has a contract with Constellation. Mr. Mizikar responded the Town has a contract with Constellation and uses 95-97% solar for Town buildings. Mr. Mizikar noted this application was for electricity for all residential homes in Town and received Town Meeting approval. Mr. Mizikar will keep the Board apprised of this situation.

d. Town Seal

Mr. Mizikar discussed the issue of the Town's incorporation date. The Town currently uses a settlement date of 1713 and an incorporation date of 1722. However, Mr. Lennerton, Chair of the Historical Commission, has put together documentation showing the Town was both established and incorporated in 1713 and settled prior to 1713, thereby rendering the Town seal incorrect. As it is time to replace the Town Clerk's stamp which contains the Town seal, this issue should be reviewed. The Board recommended inviting Mr. Lennerton to its next meeting to discuss this issue in further detail.

e. Student Liaison Guidelines

This item was passed over.

f. Special Election – Library Ballot Question

Mr. Mizikar stated the Town will have to hold a special election to request a debt exclusion for the library renovation project. This is a two-step process including the borrowing authorization warrant article at Town meeting. If either fail, the Town can request an extension from the State for up to 6 months. The Board will be asked to set the date of the special election at their next meeting.

5. TOWN ADMINISTRATOR REPORT

Mr. Mizikar presented highlights from his Town Administrator report.

6. BOARD OF SELECTMEN REPORTS

Mr. Buckley stated he had a great time judging the Harvest Fair.

Mr. Brooks stated the LPS playground should be open by the end of the week and thanked those who donated their time and materials.

Ms. Wilson noted that prescription take back day is this Saturday at the recycling center from 10am-2pm and hazardous materials day is October 31st from 8am-1pm. More information can be found on the recycling center's website. The Apple Festival will be held on October 17th. Friday is Girl Scout registration for grades K-12 and the scouts are in need of troop leaders.

Ms. Provencher attended in the Paxton 250th anniversary and discussed the FFA grant for the airport which will provide a taxiway and new lighting system for low visibility weather. Also, Parks and Rec will hold a Concert on the Common with Rich Hennessey and the Otters on Sunday, September 27th from 1-4pm.

7. MINUTES

a. August 24, 2015

A motion was made by Mr. Buckley and seconded by Ms. Wilson to approve the minutes of August 24, 2015. The motion carried unanimously.

8. EXECUTIVE SESSION – MGL CHAPTER 30A, SECTION 21A, EXCEPTION #2

A second executive session was not held.

A motion to adjourn was made by Ms. Wilson and seconded by Mr. Brooks at 8:16pm. The motion carried unanimously.