

**MINUTES
BOARD OF SELECTMEN MEETING
APRIL 6TH, 2015 at 6:30PM**

CALL TO ORDER/OPENING

Chairman Buckley called the meeting to order at 6:32pm. Chair Thomas E. Buckley, III, Vice-Chair Dianna Provencher, 2nd Vice-Chair Matthew Dennison, Selectwoman Sandra Wilson and Town Administrator Kevin Mizikar were in attendance. Selectmen Belanger was absent.

PUBLIC COMMENT PERIOD

No members of the public provided comment.

1. SCHEDULED

a. Becker One Day Beer/Wine License Request – May 7th and 8th, 2015

A motion was made by Mr. Dennison and seconded by Ms. Provencher to issue a one day permit to Chartwells at Becker College for May 7th and May 8th, 2015, respectively. The motion carried unanimously.

b. Common Victualler License – Families Together

Daniel Estevez, President and CEO of Families Together, an adult day care program to be located at 1601 Main Street, presented a request for a Common Victualler license. The program will run from 9am-3pm. Mr. Dennison asked if anyone would be living there. Mr. Estevez responded no, it is only a day program for adults who live at home with a caregiver who can't take care of them during the day. Families Together provides full services including bathing and food. Ms. Provencher asked how many people will be in the program. Mr. Estevez responded that this has yet to be determined as the building is being renovated but DPH allows one adult per 50 square feet. Mr. Estevez stated he would send a letter with the occupancy allowed once determined. Mr. Estevez noted eventually Families Together would like to move their mental health offices from 120 Chandler Street to this site. Mr. Mizikar stated this request was being brought before the Board without Board of Health signoff due to a State application deadline.

A motion was made by Ms. Wilson and seconded by Ms. Provencher to grant a Common Victualler license to Families Together at 1620 Main Street contingent upon Board of Health approval. The motion carried unanimously.

2. CORRESPONDENCE

a. Senior Center Donations

A motion was made by Ms. Provencher and seconded by Ms. Wilson to accept donations made to the Senior Center. The motion carried unanimously.

b. Veterans Service Donation

A motion was made by Mr. Dennison and seconded by Ms. Provencher to accept a \$35 donation for Veterans Services from Convenience Auto and deposit it into the newly created misc. department donation account. The motion carried unanimously.

3. NEW BUSINESS

a. Appointment – John Carlson – Inspector of Animals

A motion was made by Mr. Dennison and seconded by Ms. Wilson to appoint John Carlson the position of Inspector of Animals. The motion carried unanimously.

b. Appointment – Richard Johnston – ZBA Alternate

A motion was made by Mr. Dennison and seconded by Ms. Provencher to appoint Richard Johnston to the position of ZBA Alternate. The motion carried unanimously.

c. Resignation – Dave Mero – Finance Advisory Board

A motion was made by Ms. Provencher and seconded by Ms. Wilson to accept the resignation of Dave Mero from the Finance Advisory Board and to send a letter of thanks. The motion carried unanimously.

d. Sign Warrant – Special Town Meeting

Mr. Mizikar presented the Special Town Meeting Warrant which contained 10 articles including adjusting the FY'15 budget, transferring funds for the fire truck lease, replacing a totaled ambulance, repairing a damaged highway truck, funding preplanning and design for a new fire station, improving the police radio system, borrowing for energy upgrades at a net zero cost, replacing the front stairs at Town Hall and completing a required actuarial study on post-employment benefits for retirees.

Ms. Provencher asked if funding to build the new fire station was included. Mr. Mizikar responded that this funding would be just for design and the required OPM.

A motion was made by Mr. Dennison and seconded by Ms. Wilson to sign the Special Town Meeting Warrant. The motion carried unanimously.

e. Sign Warrant – Annual Town Meeting

Mr. Mizikar presented the Annual Town Meeting warrant which contained 23 articles including Town reports, borrowing authorization, disposal of property, State Aid to Libraries, reauthorizing revolving accounts, Chapter 90 funds, elected official pay, FY'16 Operating Budget, FY'16 vocational tuition costs, CMRPC annual assessment, transferring funds into the stabilization account, FY'16 Capital Improvement Plan, stormwater management, new police cruisers, water and wastewater infrastructure study, town owned dam maintenance, landfill groundwater and other studies, borrowing rescission, wetland bylaw amendment, zoning bylaw amendment, collection box bylaw amendment and a perpetual easement for National Grid at the Senior Center.

A motion was made by Mr. Dennison and seconded by Ms. Provencher to sign the Annual Town Meeting Warrant. The motion carried unanimously.

Mr. Mizikar noted the first Town Meeting Information session would be held tomorrow night at 6:30pm in Room 3 at the Town Hall. Three other information sessions will be held on April 15th at 6:30pm in Room 3 at the Town Hall, April 16th at 9:30am at the Senior Center and April 28th at 6:30pm in Room 3 at the Town Hall.

f. Employment Agreement – Inspector of Buildings/Zoning Officer

Mr. Mizikar presented a three-year employment agreement with Jeff Taylor, Building Inspector. The contract includes pre-established goals with annual performance reviews and performance based raises. Mr. Taylor has worked for the Town since 2003 and Mr. Mizikar recommended the Board authorize the three-year agreement which will run through June 30th, 2018.

A motion was made by Ms. Wilson and seconded by Ms. Provencher to approve the three-year agreement with Jeff Taylor, Building Inspector. The motion carried unanimously.

g. Devin Kravitz Memorial 5K Race

A motion was made by Mr. Dennison and seconded by Ms. Provencher to approve the Devin Kravitz Memorial 5K race on September 5th. The motion carried unanimously.

h. FY'16 Capital Improvement Plan Recommendation

Mr. Dennison presented the FY'16 Capital Improvement Plan recommendations from the Capital Improvement Planning Committee (CIPC). More than 30 requests were submitted and department heads came to CIPC meetings to discuss the requests. After rating and ranking the projects, the CIPC determined there would be enough funding available for the top 9 projects, including the lease for the fire truck and the new ambulance along with 8 new items to be funded with a baseline capital budget of appx. \$466,000. Mr. Mizikar recommended adding additional funding for a fire records program from free cash to increase efficiencies and reduce liabilities for a total capital budget of \$495,000.

A motion was made by Ms. Provencher and seconded by Mr. Dennison to approve the FY'16 Capital Plan as presented. The motion carried unanimously.

i. Establish New Donation Account – Misc. Departments

Mr. Mizikar presented a request to establish a new misc. department donation account for departments which occasionally receive donations but not frequently enough to merit establishing their own individual donation accounts. The donations must be used for the department it is given to. Mr. Dennison asked if this requires Town Meeting approval. Mr. Mizikar responded that it does not, just Board approval.

A motion was made by Ms. Wilson and seconded by Mr. Dennison to establish a Misc. Department Donation Account. The motion carried unanimously.

j. Reserve Fund Transfer Request – Town Hall Department

A motion was made by Ms. Provencher and seconded by Mr. Dennison to accept the reserve fund transfer of \$2,200 to repair the Town Hall stairs at the side entrance of the building. The motion carried unanimously.

4. DISCUSSION/OLD BUSINESS

a. Police Department Radio Project

Mr. Mizikar stated that the new police radio system as approved at Town Meeting in May of 2014 has been installed but there are some coverage issues. Mr. Mizikar is requesting Special Town Meeting authorize \$125,000 in spending to improve the system. The first solution is a 3 repeater voter system. There is the possibility of obtaining a grant from the City of Worcester for this system and the \$125K would then not be used. Ms. Wilson noted there is a State bylaw requiring new buildings to put in receivers. Mr. Mizikar noted the State bylaw is for internal receivers and the Town is looking into a local bylaw to require external receivers.

b. FY'16 Budget

Mr. Mizikar discussed the following changes to the FY'16 budget: an increase of \$17,000 to the insurance line item due to workers comp claims and an increase of \$46,000 due to State budget cuts to schools. A motion was made by Mr. Dennison and seconded by Ms. Provencher to accept the amended FY'16 budget as presented. The motion carried unanimously.

c. Brickyard Road Update

Community Resources for Justice (CRJ) hosted a 6 month follow up meeting with residents and elected officials regarding the group home on Brickyard Road. Overall, few concerns were raised and CRJ will meet with this group again in 6 months.

5. TOWN ADMINISTRATOR REPORT

Mr. Mizikar presented highlights from his Town Administrator report.

6. BOARD OF SELECTMEN REPORTS

Ms. Wilson reminded residents of the new law requiring drivers to use their headlights when using their windshield wipers and that April 15th is the last day to register to vote at Town Meeting.

Mr. Dennison noted that he and Mr. Belanger had held initial contract renegotiation discussions with Mr. Mizikar and the group will be meeting again in two weeks.

Mr. Buckley asked if residents could call into meetings. Mr. Mizikar responded that this is not allowed as it violates open meeting law. No external communications can come in during a Board meeting unless the public can hear it. Mr. Buckley also mentioned the John Binienda dedication to be held at the Senior Center on June 18th at 9am.

Ms. Provencher asked why the PD lobby is now open 24 hrs a day. Mr. Mizikar responded that in July, the Board appointed 3 new positions, two of which have completed the academy. This brings staffing to a level where the Town can meet the needs of the public on a walk-in basis 24 hours a day.

7. MINUTES

A motion was made by Ms. Provencher and seconded by Ms. Wilson to accept the minutes of March 16th, 2015. The motion carried unanimously.

A motion was made by Ms. Provencher and seconded by Ms. Wilson to accept the minutes of March 21st, 2015. The motion carried unanimously.

8. EXECUTIVE SESSION

A motion was made by Ms. Provencher and seconded by Mr. Dennison to enter into executive session at 7:52pm and to resume in open session only for the purpose of adjournment. The Chair declared that to discuss these matters in open session would compromise the position of the Town.

Vote by Roll Call:

Buckley – Aye

Provencher - Aye

Dennison – Aye

Wilson – Aye

The motion carried unanimously.

A motion to adjourn was made by Ms. Wilson and seconded by Ms. Provencher at 8:24pm. The motion carried unanimously.