

**MINUTES  
BOARD OF SELECTMEN MEETING  
FEBRUARY 13<sup>TH</sup>, 2017  
TOWN HALL, SELECTMEN'S CONFERENCE ROOM**

**CALL TO ORDER/OPENING**

Chairman Belanger called the meeting to order at 6:30pm. Chairman Douglas Belanger, Vice Chair Harry Brooks, 2<sup>nd</sup> Vice Chair Thomas E. Buckley, III, Selectwoman Dianna Provencher, Selectman Michael Shivick, Town Administrator Kevin Mizikar, Assistant to the Town Administrator Kristen Forsberg and Student Liaisons Jaymi-Lyn Souza and Robert Kemp were in attendance.

**PUBLIC COMMENT PERIOD**

Senator Moore had requested a public meeting to discuss water issues in Town and received a joint letter of correspondence from all three water districts requesting the Senator hold off on having this meeting until the current study for Moose Hill has been released. The letter continued to say the districts have requested that Department of Public Utilities (DPU) undertake a rate study. Representative Campanale stated that quality and affordable water is our main concern, this is a great first step for the Commissioners and the Districts to come together and work towards a solution and she looks forward to working with the Town to resolve this issue. Senator Moore added that he has been to a few district meetings and assured the public that this issue has not fallen off the radar.

**1. SCHEDULED**

**a. 6:30pm – FY'17 Community Development Block Grant Application Public Hearing**

A motion was made by Ms. Provencher and seconded by Mr. Buckley to open the FY'17 Community Development Block Grant (CDBG) Application Public Hearing.

**Vote by Roll Call:**

Belanger – Aye

Brooks - Aye

Buckley – Aye

Provencher – Aye

Shivick - Aye

Mr. Belanger read the public hearing notice. Andrew Lowe with the Central Massachusetts Regional Planning Commission stated that the purpose of the hearing is to discuss the Town's FY'17 CDBG Application and at the conclusion to ask the Board to approve submittal of the application and authorize signatures. The Town intends to apply for housing rehabilitation assistance for low to moderate income homeowners to address code related issues and other home improvements and removing architectural barriers at the Town Hall to improve access for disabled persons. The Town is applying for 5 units of housing rehabilitation at a cost of \$165,000. The Town Hall accessibility improvements include building a new main entrance with an elevator, adding accessible bathrooms and adding a ramp connecting both lower levels at a cost of \$541,000 in grant funds plus a \$297,000 match from the Town. The remainder of the funding would be used for grant administration and housing rehabilitation activity delivery for a total grant request of \$800,000. The Town conducted both a survey and a public forum relative to the proposed improvements at the Town Hall.

A motion was made by Ms. Provencher and seconded by Mr. Buckley to exit the public hearing.

**Vote by Roll Call:**

Belanger – Aye  
Brooks - Aye  
Buckley – Aye  
Provencher – Aye  
Shivick - Aye

A motion was made by Ms. Provencher and seconded by Mr. Buckley to submit the FY'17 CDBG Grant application as prepared and to authorize the Chair and Chief Financial Officer to sign all documents. The motion carried unanimously.

**b. 6:30pm - Pole Hearing – Auburn Street (continued from 1/23/17)**

Kelly Crea with Verizon returned to discuss the Auburn Street pole relocation. Based on the homeowner's concerns Verizon decided to move the pole in the other direction away from both driveways, or 50 feet north.

Christie Moran, homeowner at 323 Auburn Street, stated she was unaware of the new location and that this is the most evil of the evil options. No one contacted her about the change in plans and the wires going across her driveway is what she did not want. Mrs. Moran stated that having the pole by her mailbox was a much better option than having the wires cross over her driveway.

Mr. Materos, owner of the solar farm stated he tried to work this out and the wire has to be moved because it is the law. The original plan was to move it to the north and the Morans said they didn't want this because the wires would go across their driveway so they all got together and decided they would put the pole by the Morans' mailbox in between the two properties which is still a small aerial trespass. Mr. Materos stated Mr. Moran had agreed to this location then Mrs. Moran came to the Board meeting and said she did not like the aesthetics. At this point, Mr. Materos stated he has decided not to allow the aerial trespass.

Mr. Belanger suggested the parties take a five-minute break and speak together to try and come up with a solution. Upon their return, Kelly Crea stated all parties have agreed to move the pole next to the Moran's mailbox which was the previously submitted plan.

A motion was made by Ms. Provencher and seconded by Mr. Buckley to approve the pole relocation as proposed. The motion carried unanimously.

**2. CORRESPONDENCE****a. Student Liaison Reports**

The Student Liaisons presented highlights from their written report and Hannah Kelley discussed her "Say Yes to the Dress" initiative which provided donated prom dresses to Leicester students who could not afford them.

**3. NEW BUSINESS****a. Resignations****a. Barbara Paszuk – Outreach Coordinator**

A motion was made by Ms. Provencher and seconded by Mr. Brooks to accept the resignation of Barbara Paszuk from the position of Outreach Coordinator for the Senior Center with regrets and to send a letter of thanks. The motion carried unanimously.

**b. Nancy Lamb – Library Technician**

Ms. Lamb is currently serving as the Temporary Outreach Coordinator for the Senior Center and has been recommended to fill the role permanently (see below). A motion was made by Mr. Belanger and seconded by Mr. Buckley to accept the resignation of Nancy Lamb from the position of Library Technician. The motion carried unanimously.

**c. Daniel Brosnihan – Community Development Block Grant (CDBG) Advisory Committee**

A motion was made by Mr. Brooks and seconded by Ms. Provencher to accept the resignation of Daniel Brosnihan from the CDBG Advisory Committee. The motion carried unanimously.

**b. Appointments**

**a. Danny Burt – Commission on Disabilities (through 6/30/17)**

A motion was made by Ms. Provencher and seconded by Mr. Shivick to appoint Danny Burt to the Commission on Disabilities through June 30, 2017. The motion carried unanimously.

**b. Assistant Town Clerk**

Mr. Mizikar noted the Town Clerk is recommending the appointment of Susan Zuscak to this position. Ms. Zuscak has been in a temporary part time position in the office for the past few months and has done a fantastic job. Over 80 applicants applied and the list was narrowed to about 10 first round candidates then narrowed to two finalists.

A motion was made by Mr. Brooks and seconded by Mr. Shivick to appoint Susan Zuscak to the position of Assistant Town Clerk. The motion carried unanimously.

**c. Nancy Lamb – Outreach Coordinator**

A motion was made by Ms. Provencher and seconded by Mr. Shivick to appoint Nancy Lamb to the position of Outreach Coordinator (permanent) for the Senior Center. The motion carried unanimously.

Mr. Belanger noted that Ms. Lamb gave up her work at the Library to assist in this position in a temporary capacity and has been doing a great job.

**c. Intermunicipal Agreement – City of Worcester – Regional Public Health Alliance**

Mr. Mizikar noted representatives from the Regional Public Health Alliance (RPHA) came to the last Board meeting to speak on what they do and how they support the Town. In 2011, the Town signed its first agreement with the City of Worcester and are now one of 7 communities in the RPHA. The agreement provides business and food inspections along with background support like emergency preparedness, immunizations, etc. Mr. Mizikar recommended the Board sign another 3-year agreement with the City of Worcester for these services. The proposed agreement carries 2% annual increases year over year from FY'18-FY'20.

Mr. Shivick asked if Mr. Mizikar could provide the main bullet points on what the benefits are to the Town for the cost of the expense. Mr. Mizikar responded that now the Town now has access to 35 staff members, on-call 24/7 services for issues like hoarding, food contamination etc. and resources such as surveys in the high school and middle school on drug use and the ability to take a proactive approach to student issues and try and improve public health in the community. The Town has access to a dedicated epidemiologist that we never would have been able to afford given the size of the community and overall gets much more than \$60,000 in value from this agreement. The RPHA is a proven national model and is in fact the first regional organization that is publicly accredited.

A motion was made by Mr. Brooks and seconded by Mr. Belanger to sign a three-year agreement for FY'18-FY'20 with the City of Worcester for the Regional Public Health Alliance. The motion carried unanimously.

**d. Chapter 61A Land Conversion Request – Mulberry Street**

Mr. Mizikar presented a request to convert land from Chapter 61A forestry land into developable land. The Board has the opportunity to match the bonafide offer for sale if there is a Town need for the property. If no need is identified, the Town gains all back taxes owed since the property was approved as chapter land. The Town has reached out to the Assessor, Planning Board and Conservation Commissions, all of which find no municipal need for this land. Mr. Mizikar therefore asked the Board not to exercise its right of first refusal and allow the land to be sold.

A motion was made by Ms. Provencher and seconded by Mr. Buckley to decline to exercise the Board's right of first refusal for the Chapter 61A land located on Mulberry Street. The motion carried unanimously.

**e. Complete Streets Policy**

Mr. Mizikar stated that the Board reviewed the draft complete streets policy at its last meeting. The adoption of this policy is the first step in making the Town eligible for a \$50,000 grant to develop a complete streets prioritization plan. No changes have been made to this document since the Board last saw it.

A motion was made by Mr. Buckley and seconded by Mr. Brooks to adopt the Complete Streets Policy. The motion carried unanimously.

**f. Open May STM and ATM Warrants**

Mr. Mizikar stated that Annual Town Meeting is set in the Town's bylaws for the first Tuesday in May which will be May 2<sup>nd</sup>, 2017. Therefore, the Board does not have to set the date and location but rather just open the warrants.

A motion was made by Ms. Provencher and seconded by Mr. Brooks to open the May Annual and Special Town Meeting warrants. The motion carried unanimously.

**g. Contract Amendment No. 3 – Kang and Associates – CDBG Grant**

Kang and Associates is the designer of the Town Hall Architectural Barrier Removal Project. As part of our FY'17 CDBG application we needed to update the cost estimate for the project at a cost of \$3300 and apply for a time variance for outstanding access issues at the Town Hall at a cost of \$1000.

A motion was made by Mr. Brooks and seconded by Mr. Buckley to approve contract amendment 3 with Kang and Associates for work on the Town Hall Accessibility project. The motion carried unanimously.

**h. Change Order #2 – Builders Systems Inc. – Fire & EMS Headquarters**

Mr. Mizikar stated that as with any project of this magnitude we have come across changes and discrepancies in design work that need to be addressed in the field to take what is on paper and make it a reality. The Fire Station Building Committee is also asking that a few energy efficiency items originally omitted for cost purposes be added back in. The requested changes total \$72,399 and are:

- 1) Manhole Work – size of ejector pump has to be increased due to the invert of the sewer line being different than what was listed in the survey report
- 2) Re-Routing Water and Fire Protection Lines – Connection to these lines must be made farther away from the building than originally designed

- 3) Adding heaters to public restrooms
- 4) Adding HVAC controls – Will allow for increased energy efficiency as all room temps can be controlled individually
- 5) Wiring for the access control system for the file room – was not included in original bid specifications

Mr. Buckley asked we are still under budget and Mr. Mizikar responded that there is still an unallocated fund balance of \$189,272 and the Building Committee will be making further recommendations for the use of these funds.

A motion was made by Ms. Provencher and seconded by Mr. Buckley to approve change order #2 as presented and to authorize the Town Administrator to sign accordingly. The motion carried 4:1 with Mr. Shivick casting the opposing vote.

**i. Letter of Support – Commonwealth Site Readiness Program Grant Application**

MassDevelopment, a State entity responsible for promoting economic development within the Commonwealth, has opened a grant application to fund pre-design and pre-planning for large industrial sites and properties. The grant is slated to be released in mid-February and due in early March. Staff has been planning for an application along with Bob Siegel who owns approximately 100 acres of land along Route 56 for development which is currently zoned industrial. If the grant application is successful, the Town could receive funding for pre-design and perhaps even some marketing for an industrial park type complex on this site. Mr. Mizikar noted that we meet or exceed the grant criteria and prioritization if the State sticks with their original criteria. If authorized, Kevin would draft a letter of support consistent with the grant application and have the document in the office for review and consideration by the Board.

Mr. Belanger stated that he and the Town Administrator met with the Tim Murray, head of the Worcester Chamber of Commerce, and Bob Siegel, landowner. The area has water and sewer lines and will hopefully soon have a gas line. It is close to route 20 and the Mass Pike and Mr. Belanger is excited about this opportunity because an industrial park could pay for a lot of things in this community.

A motion was made by Mr. Buckley and seconded by Ms. Provencher to authorize the Town Administrator to prepare a letter of support for the Site Readiness Program grant application. The motion carried unanimously.

**4. DISCUSSION/OLD BUSINESS**

**a. FY'18 Budget Workshop**

Mr. Mizikar has not made many changes to the line item budget but the available funding is even more limited. The Governor's budget came out on January 25<sup>th</sup> and the proposed net increase in State Aid would be \$18,000 or a 0.16% increase which is disappointing as State Aid represents over 40% of our revenues. When 40% of your budget grows by less than two-tenths of a percent it is difficult to increase budget and programs and keep up with the times. Mr. Mizikar added that we have done a great job as a community over the last five plus years reducing our reliance on State Aid but State Aid has only increased on average 1% per year over the past 6 years and it looks like less than 1% for FY'18.

Mr. Mizikar stated that once adjusted for State aid, the draft FY'18 budget has a surplus of \$22,552. Mr. Mizikar has been working with the Assessor and will be discussing an overlay policy which could release another \$20,000.

The budget unknowns at this point are:

- Health Insurance – advisors are telling us to carry a 15% increase to which we responded that we will look elsewhere because we don't have the funding. A 15% increase would put the budget in the negative

by \$120,000. Fallon is trying to recoup costs from several bad years. The Town has 12 cases of claims over \$80,000. Mr. Mizikar is exploring all options, including a possible multi-year deal and going back out to bid.

- Vocational Tuition – This year’s tuition budget is in deficit \$16,000 and we will likely have to increase next year’s numbers

Mr. Mizikar noted that given these variables he will most likely not have a final budget for the first March meeting. Mr. Belanger asked Mr. Mizikar to start working on an alternate “worst case scenario” budget.

#### **b. FY’18 Capital Plan**

The Capital Planning Improvement Committee has met four times and developed a capital plan for FY’18 that includes 9 items totaling \$378,697 including the required year 4 of 5 payments for the ambulance and fire truck lease purchase agreements. Department Heads requested well over \$2M in items. The recommended items, in ranked order, are:

|   |                   |
|---|-------------------|
| 1. EMS Department - Ambulance Lease Purchase Payment – Year 4 of 5          | \$ 34,742         |
| 2. Fire Department - Fire Pumper Truck Lease Purchase Payment – Year 4 of 5 | \$ 72,400         |
| 3. School Department – Emergency Lighting System – Primary School           | \$ 12,000         |
| 4. Police Department – Evidence Room Upgrades                               | \$ 23,500         |
| 5. Highway Department – 1 Ton Dump Truck with Wing Plow                     | \$110,000         |
| 6. Highway Department – Backhoe (\$117,000 total cost) – Year 1 of 3        | \$ 42,000         |
| 7. School Department – Upgrade Kitchen Equipment High School                | \$ 10,105         |
| 8. Police Department – Firearms Replacement                                 | \$ 11,700         |
| 9. School Department – F450 Dump Truck                                      | <u>\$ 62,250</u>  |
|   | <b>\$ 378,697</b> |

Mr. Mizikar will be asking the Board at a future meeting to adopt this plan. Mr. Mizikar added that an aerial ladder truck for the Fire Department was ranked number 1 but is not on the list because it would cost about \$450,000 for a used 2006 truck and the committee did not want to use all available capital funds on this one item. Mr. Mizikar recommended the Board consider putting it on the Town Meeting warrant as a separate article.

#### **c. Overlay Policy**

Mr. Mizikar presented an overlay policy the Town has borrowed and updated from the State which reflects the Municipal Modernization Act changes from last fall. This policy outlines how money should be budgeted for overlay (funding set aside for abatements, nonpayment of taxes, etc.) and how to address excess overlay. When the Town budgets conservatively and has enough left over we can release the excess overlay for use in the operating budget in the upcoming fiscal year. This policy lays out what the Board of Assessors and staff would look at to make this determination. Under the Municipal Modernization Act, the Town no longer has to have an overlay account specific to any year but rather can put overlay all in one bucket and manage it based on an overlay policy. Per the Board’s policy, this item will return to the Board for further consideration and adoption at a later meeting.

### **5. TOWN ADMINISTRATOR REPORT**

The Town Administrator provided highlights from his written report.

### **6. MINUTES**

#### **a. January 23, 2017**

A motion was made by Ms. Provencher and seconded by Mr. Shivick to approve the minutes of January 23, 2017. The motion carried unanimously.

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

Mr. Shivick noted he asked the Town Administrator to create a stronger social media presence and that he is doing a great job coming up with factoids about the Town and increasing transparency. Mr. Shivick thanked the water districts for coming together after a lot of resistance as drinking water is a critical issue. Mr. Shivick would like a transparent thumbs up or thumbs down on Moose Hill as a lot of money has gone into it.

Ms. Provencher thanked the highway department for doing a great job during the last two storms and she received positive calls. Ms. Provencher noted the highway department staff works long hard hours with lots of overtime. She also wished everyone happy valentine's day.

Mr. Buckley noted that Mr. Mizikar has been appointed to the Central Mass Regional Planning Commission Legislative Affairs Committee and congratulated him on this accomplishment.

Mr. Brooks noted the Lions put on an opiate awareness meeting with vendors explaining how they help folks with opiate or alcohol abuse. It was a really good event and he wished more people had made it.

Mr. Belanger thanked his valentine of 35 years and wished everyone a happy valentine's day. Mr. Belanger added that the highway department works crazy long hours and are one of the first departments to be cut and the last to be rebuilt but continue to do more than less and improve our public safety. Mr. Belanger received many positive calls.

## **8. EXECUTIVE SESSION, MGL CHAPTER 30A, SECTION 21A**

- a. Exception #2 – Strategy sessions in preparation for negotiations with nonunion personnel**
- b. Exception #3 – Discuss strategy with respect to collective bargaining**
- c. Minutes of January 9, 2017**

A motion was made by Mr. Shivick and seconded by Ms. Provencher to enter into executive session at 8:58pm 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:**

Belanger – Aye

Brooks - Aye

Buckley – Aye

Provencher – Aye

Shivick - Aye

The motion carried unanimously.

A motion to adjourn was made by Mr. Buckley and seconded by Ms. Provencher at 9:18pm. The motion carried unanimously.