

**SELECT BOARD MEETING MINUTES
DECEMBER 4, 2017
MEETING ROOM 3, TOWN HALL**

CALL TO ORDER/OPENING

Chairman Brooks called the meeting to order at 6:30pm. Chairman Harry Brooks, Vice-Chair Dianna Provencher, 2nd Vice-Chair Sandra Wilson, Selectman Douglas Belanger, Selectman Brian Green, Town Administrator David Genereux, Assistant to the Town Administrator Kristen Forsberg and Student Liaisons Alyssa Pupillo and Robert Kemp were in attendance.

PUBLIC COMMENT PERIOD

Mr. Belanger read a statement (Attachment 1) regarding his choice to not run for reelection to the Select Board.

1. SCHEDULED

a. 6:30pm - Class II License Modification Request – Convenient Auto (continued from 11/20/17)

A motion was made by Ms. Wilson and seconded by Ms. Provencher to open the Class II License Modification Request for Convenient Auto at 6:30pm. The motion carried unanimously. Ms. Wilson noted the Town used Convenient Auto as a guinea pig for fire department changes to used car dealers and his request has already been delayed for several months. Mr. Belanger stated there were two violation letters and the Board gave a stern warning at their most recent meeting that any further violations would be serious up to and including taking away a license so to go from a stern warning to never mind seems like a dangerous precedent. Mr. Green noted that Mr. Johnson is trying to amend his license to accommodate a growing business and that he did not realize how large it was going to get and asked about infractions. Mr. Genereux responded that there is no formal policy for infractions and it has remained at the purview of the Board. Mr. Brooks asked how many cars are on the lot today. Mr. Johnson responded he is probably over the number allowed today but that there is nothing parked in front of the former Tiny Tim's. Mr. Johnson noted he tried hard to get the number of vehicles down to the number allowed by the license but that it was physically impossible short of turning away business. Mr. Brooks asked if he would do marked lanes for parking and Mr. Johnson responded that he would. Mr. Johnson noted that based on the new Class II License policy he would modify his request down to 52 cars to have enough parking to meet the 9x18 parking space size requirement. He would remove two spots on his plan originally reserved for service/employee vehicles. A motion was made by Ms. Provencher and seconded by Ms. Wilson to go out of the public hearing. The motion carried unanimously. A motion was made by Ms. Wilson and seconded by Ms. Provencher to approve the license modification as requested. The motion carried 3:2 with Mr. Belanger and Mr. Brooks casting the opposing votes.

b. 6:45pm – Eagles Club Liquor License Modification Request

Scott Peterson with the Eagles Club requested a change of manager and change of officer for their liquor license. As the previous manager has passed away, Mr. Peterson requests to be the new manager. Three officers are also dropping off of the list and Matt Jerome is requested to be added. The Board of Directors do not receive stocks or have any beneficial interest in the organization; they are volunteers who help run the business. Ms. Wilson asked if Mr. Peterson was TIPS certified and he responded in the affirmative. A motion was made by Ms. Provencher and seconded by Ms. Wilson to approve the liquor license modification for the Eagles Club as presented. The motion carried unanimously with Mr. Belanger and Mr. Brooks abstaining.

2. CORRESPONDENCE

a. Student Liaison Reports

At the Primary School, parent/teacher conferences will be held on Wednesday and the holiday concert will be held December 12th at the high school. A book fair is being held at the Middle School December 4-8 and parent

teacher/conferences there will be held on December 7th. The LHS Robotics Club is still selling tickets for \$20 to see the Return of the Jedi as a fundraiser for the club. The National Honor Society honor bowl is tomorrow at 10am and NHS is hosting a toys for tots drive through December 8th at the library. The book drive ends December 15th, the craft fair held over the weekend was very successful, and the Lions Club Speech Contest winner Jessica Martinelli will move on to further competition at the Senior Center tomorrow at 7pm.

b. Parks & Rec Donation

A motion was made by Ms. Provencher and seconded by Ms. Wilson to accept a \$100.00 donation to Parks & Rec from Jan's Package Store. The motion carried unanimously.

3. NEW BUSINESS

a. Resignations

a. Carol Pappas – Economic Development Committee

A motion was made by Ms. Provencher and seconded by Mr. Belanger to accept the letter of resignation from Carol Pappas from the Economic Development Committee with regrets and to send a letter of thanks for her service. The motion carried unanimously.

b. Appointments

a. Departments Assistants (2) – Leicester Police Department

The Chief presented a request to hire Ann Marie Parkinson and Deborah Temple as part time Department Assistants working 18 hours a week for the Police Department. Ms. Parkinson is currently employed as a jail monitor. Ms. Wilson stated she was disappointed that with over 20 applications both selected candidates could not be from Town. A motion was made by Mr. Belanger and seconded by Ms. Wilson to appoint Ann Marie Parkinson and Deborah Temple to the position of part time Department Assistant for the Police Department. The motion carried unanimously.

A motion was made by Mr. Belanger and seconded by Ms. Provencher to appoint Denise LeBarre to the position of Jail Monitor. Under discussion, Ms. Wilson asked how many jail monitors the Town currently has and Chief Hurley responded there are 10 but there was a gap over the weekend when extended coverage was needed in house due to the nature of the situation. The motion carried unanimously.

A motion was made by Mr. Belanger and seconded by Ms. Provencher to appoint Richard Spaulding to the position of Special Police Officer. The motion carried unanimously.

The Chief also mentioned this Saturday is the Goods for Guns event where anyone can dispose of any type of gun between 9am and 1pm at the Police Station.

b. Temporary Custodian – Karl Solomon

Mr. Genereux presented a request to appoint Karl Solomon as temporary custodian for the Town while the Town's current custodian Billy Burt is out on medical leave. A motion was made by Ms. Provencher and seconded by Ms. Wilson to appoint Karl Solomon to the position of temporary custodian for the Town. The motion carried unanimously with Mr. Brooks abstaining.

c. Adam Menard – Economic Development Committee

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

c. 2018 Annual License Renewals

A motion was made by Ms. Wilson and seconded by Ms. Provencher to approve all license renewals as presented contingent on the Class II businesses passing a fire inspection. The motion carried unanimously.

d. MOU for Fire District 7 Air/Light truck

Ms. Wilson presented a request to sign an MOU with State Fire District 7 for the Town to house an Air/Light Truck for the District. Ms. Wilson noted it is available to all municipalities in the district for use through the statewide mutual aid agreement and it was previously housed in Sutton but there is no longer any room for it there. The District Chiefs voted to have it housed in Leicester as it is more centrally located and we have room with the new Fire & EMS Headquarters. The MOU would be between District 7 and the Town and the Town would be responsible for licensing and insuring the truck as well as making it available to other Towns at their request for training or a large event. A motion was made by Ms. Wilson and seconded by Ms. Provencher to authorize the Chair to sign the MOU with Fire District 7 for the Air/Light Truck.

Under discussion, Ms. Provencher asked why the Town alone was responsible for the insurance and Ms. Wilson responded that it needs to be insured from the Town where the vehicle is registered and housed and would only cost a few hundred dollars per year. Ms. Wilson added it is a benefit to our community to have this vehicle because it is available for our use when not out on mutual aid. The motion carried unanimously.

Mr. Brooks asked what other mutual resources are available and Ms. Wilson responded there is a ventilation truck, a communications truck and several district wind forest fire trucks to name a few.

e. Address change for new Fire Station effective December 11

Ms. Wilson noted the Fire Department will be moving in to the new station on December 10th and the Town will take full ownership of the building on Thursday. The new Fire & EMS Headquarters will be open for business on Monday, December 11th. Ms. Wilson asked the address of the Leicester Fire Station be changed from 15 Water Street to the new location at 3 Paxton Street. Ms. Wilson noted an open house will be held in the Spring with a small ceremony for fire fighters and their families occurring soon.

f. Town Credit Card

Mr. Genereux discussed the need for a Town credit card to pay for travel related expense and other occasional expenses that employees have been required to put on personal credit cards and be reimbursed for by the Town. To do a reimbursement, personal credit card statements must be submitted by employees and they become part of the public record. Mr. Genereux stated this is the first Town he worked for that did not have a Town credit card and requested the board allow him to order a Town credit card in his name which would be available to employees and board members for appropriate purchases provided receipts are turned in. A motion was made by Ms. Provencher and seconded by Ms. Wilson to allow the Town Administrator to order a Town credit card in his name. Under discussion Mr. Brooks asked why it wouldn't just be for the Town of Leicester and Mr. Genereux said he would try but many times Visa cards require someone's name to be on the card. Mr. Belanger asked the Town Administrator to provide updates on credit card usages in his Town Administrator report. Ms. Provencher asked what the limit would be and Mr. Genereux responded \$5,000, further noting it would probably get used three times a year or so. The motion carried unanimously.

4. DISCUSSION/OLD BUSINESS

a. Board of Selectmen Nomenclature Discussion

Mr. Belanger brought up the idea of changing the Board's name to be more reflective and inclusive of female board members. He noted Brookline changed from Board of Selectmen to Select Board with individual members being referred to as Selectman or Selectwoman. Mr. Belanger noted that the language we use does make a

difference when it comes to inclusion. A motion was made by Mr. Belanger and seconded by Ms. Provencher to refer to the Board as the Select Board with gender designations as appropriate. The motion carried unanimously.

b. FY'19 Budget Discussion

Mr. Genereux discussed the status of the FY'19 budget. His methodology is to project out revenues then pull out fixed costs such as intergovernmental costs including health insurance. Revenue is projected to grow by \$491,876, fixed costs will take \$350,924 of this, leaving \$140,053 of which \$105,770 goes to schools and \$35,183 goes to the Town. Mr. Genereux stated this is not enough money for either side but this is the beginning budget and it will change over time as some estimates are firmed up and revenue gets updated by the State. All Departments are starting with a zero based budget. The \$35,183 will be allocated to budgets later as more facts becoming available. Mr. Genereux noted there are three ways to make a budget like this work: cut expenses, increase revenues or spend one time funds such as free cash for the operating budget (which is never recommended). Mr. Genereux noted the Departments must submit their budgets by January 2nd and more information will be available at that time. Mr. Genereux noted Departments do have the option to explain any additional budgetary needs in a supplemental budget request. Mr. Genereux said he wished he could say the Town is in a good budgetary situation but we are not. Mr. Belanger noted this situation highlights the need for economic development as the Town just started to backfill funds pulled from departments during previous downturns. Mr. Genereux noted he received a letter requesting certain businesses be solicited for the Town and Mr. Genereux stated he would follow up on this wish list and will work with the Economic Development Committee. Ms. Provencher stated the Town needs to grow or taxes are going to continue to go up so it is important the townspeople understand we must bring business in.

5. TOWN ADMINISTRATOR REPORT

Mr. Genereux noted two new hires have been made; Assistant Collector and Highway Superintendent. He has been working with MIIA on Town insurance and with Fuss & O'Neill on replacing the Waite Pond Dam which is estimated to conservatively cost \$800,000. Mr. Genereux has asked the consultants to put together a proposal to develop a grant application through the State Dams and Levies program. Mr. Genereux met with the architect regarding renovations to the Town Hall and noted HVAC will be required on the 3rd floor due to the size of the project. The RFP for third floor renovations and accessibility improvements for the Town Hall will be issued in early January and Mr. Genereux believes the project should be on schedule. However, budgetary concerns remain and the Town and Schools are working hard to keep the project within budget. Mr. Genereux noted he will be taking over the financial management of the Library expansion and renovation project, saving the Town \$16,000. Finally, the FY'18 budget has a \$33,376 shortfall in the long-term debt interest budget for debt issued in the fall for the fire station and town hall improvements. The first payment on this debt is required in May of 2018 so funds will need to be found from within the budget.

6. MINUTES

a. November 14, 2017

A motion was made by Ms. Provencher and seconded by Ms. Wilson to approve the minutes of November 14, 2017. The motion carried unanimously.

b. November 20, 2017

A motion was made by Ms. Provencher and seconded by Ms. Wilson to approve the minutes of November 20, 2017. The motion carried unanimously.

7. BOARD OF SELECTMEN REPORTS

Mr. Belanger requested residents who are having cable issues reach out to the Town Administrator office and the office can reach out to Charter. Mr. Belanger was happy to see the Shop Leicester First proclamation was

approved while he was out of town. Mr. Belanger spoke with 100 businesses in Town to offer support from the Town

Ms. Wilson stated the craft fair was well attended and recognized Danielle Ryder for organizing the event and increasing the number of vendors. Ms. Wilson stated the winter parking ban should be reviewed as she feels it is excessive. The Christmas distribution at the food pantry is December 19th between 3pm and 7pm. The Fire Department with the assistance of the Highway Department took the flagpole down on the common tonight but did salvage the top with the gold leaf ball and maybe it can go on the new pole if it fits. The Christmas lights display is up and running on Waite Street with snacks for sale at the snack shack at Community Field whenever the lights are on.

Ms. Provencher thanked the Fire and Highway Departments and anyone else involved in removing the flagpole on the common. Ms. Provencher attended a legislative breakfast in Shrewsbury last Friday at which water infrastructure was discussed.

Mr. Brooks noted Leicester is not the only town having water issues. Sutton has 3 water districts like Leicester and is interconnected with another community as well. Mr. Brooks thanked all students who helped out at the craft fair. Friday night December 2nd was the 2nd annual tree lighting on the common and was well attended with the Leicester Police Alliance providing hot chocolate and snacks.

8. FUTURE MEETING TOPICS

None

9. EXECUTIVE SESSION, MGL CHAPTER 30A, SECTION 21A

- a. Minutes of November 20, 2017**
- b. Exception 3 – To discuss strategy with respect to litigation**
- c. Exception 5 – To investigate charges of criminal misconduct**
- d. Exception 6 – To consider the purchase, exchange, lease or value of real property**

A motion was made by Ms. Provencher and seconded by Ms. Wilson to enter into executive session 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: All Ayes. The motion carried unanimously.

A motion to adjourn was made by Mr. Belanger and seconded by Mr. Green at 8:51pm. The motion carried unanimously.

December 4, 2017

Dear colleagues and residents of Leicester,

As has been the story of my life, nothing worth doing either comes easy or quickly. My first two elective runs for Selectman came up short by as little as six votes. However, on my third attempt, with two long-term incumbents on the ballot, the voters gave me the highest number of votes in that election. That was in May of 1997, and I have been honored to have them re-elect me to that position ever since.

I have served with eight different Town Administrators and almost double that number of Selectmen. I am proud to say that most of them shared my goal of community before self-interest. Although we may have differed on the path, seldom on the direction; thus collectively, we have greatly improved the community's accomplishments and prospects.

Although our economic base continues to create challenges, we now have: documented financial procedures and guidelines for Town Meeting and the Board of Selectmen resulting in a stronger than ever financial rating; we have established economic development as a priority; we have re-built, consolidated, modernized, and even regionalized town departments when government efficiencies were foreseen; we have addressed the needs and invested in public safety; and we are on the verge of a new business surge that will ultimately support and grow our infrastructure and community services.

I am humbled by the urging of so many of our residents for “one more term” and I thank them for their kind words of appreciation and faith in my abilities. I can assure them that the community is abundant with talented intelligent residents, who given the opportunity, will fill any perceived void.

As the original “Chairman of the Board” Frank Sinatra sang: “Regrets, I’ve had a few, but than again too few to mention,” so I won’t. I will suffice it to conclude that my mom and dad taught me and my siblings to work hard, do what we believed to be right, and stay true to our convictions, especially if they are not easy or popular.

As one of the longest serving Selectmen in Leicester’s history, I can state with confidence that the community is on a good path; and I am personally at peace and comfortable that regardless of threats, temptations, or political pressure, I have stayed true to my parents’ teachings.

After much thought and consultation, I have concluded that I owe it to my wife, my family, and myself to fully enjoy the fruits of my labor without the demands and pressures that are inherent with public life.

I therefore officially announce that I will not be a candidate in the 2018 Town Election.

Thank you,

Respectfully submitted,

Doug Belanger