

**SELECT BOARD MEETING MINUTES  
NOVEMBER 19, 2018 at 6:30pm  
TOWN HALL, SELECT BOARD CONFERENCE ROOM**

**CALL TO ORDER/OPENING**

Chairwoman Provencher called the meeting to order at 6:30pm. Chair Dianna Provencher, Vice Chair Sandra Wilson, 2<sup>nd</sup> Vice Chair Brian Green, Selectman Harry Brooks, Selectman Rick Antanavica, Town Administrator David Genereux, Assistant to the Town Administrator Kristen Forsberg and Student Liaisons Alyssa Pupillo and Katheryn Stapel were in attendance.

**1. EXECUTIVE SESSION**

No executive session was held

**2. PUBLIC COMMENT PERIOD**

No members of the public provided comment

**3. STUDENT LIAISON REPORTS**

The Student Liaisons provided updates from the Leicester Public Schools including the scholastic book fair to be held at the Memorial School from December 3-11, parent teacher conferences at Memorial on December 6<sup>th</sup>, the Middle School talent show November 28, first quarter grades, the annual High School craft fair on December 1<sup>st</sup> and the Thanksgiving school schedule.

**4. RESIGNATIONS/APPOINTMENTS**

**a. Appointment - Parks and Recreation Committee - Jess Margadonna**

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to appoint Jess Margadonna to the Parks and Recreation Committee. The motion carried unanimously.

**b. Appointment - Alternate Building Inspector - John Zachariewicz**

A motion was made by Mr. Brooks and seconded by Ms. Wilson to appoint John Zachariewicz to the position of Alternate Building Inspector and to require Mr. Zachariewicz to obtain his Building Inspector Certification within six months. The motion carried unanimously.

**5. OTHER BUSINESS**

**a. 7:00pm - FY 19 Tax Classification Hearing**

Ms. Provencher read the public hearing notice as published in the newspaper. A motion was made by Ms. Wilson and seconded by Mr. Brooks to open the public hearing. Roll call: All Ayes

John Prescott, Principal Assessor, discussed the FY19 classification options, noting the Board of Assessors has recommended adopting a single tax rate for FY19 as done in previous years since 89% of the Town is classified as residential. The Board of Assessors do not recommend adopting a small commercial exemption or a residential exemption due to the nature of the community. The proposed FY19 tax rate is \$15.08 which is down \$1.01 from the FY18 tax rate due to the fact that the average single-family home value has increased from \$218,600 to \$244,650. A motion was made by Ms. Wilson and seconded by Mr. Brooks to close the public hearing. Roll call: All Ayes.

A motion was made by Ms. Wilson and seconded by Mr. Antanavica to set the FY19 tax rate at \$15.08. Under discussion, Mr. Prescott noted that the single-family residential home tax class continues to grow. As housing

values are increasing, the average single home assessed at \$244,650 will pay \$172 more in taxes this year. The motion carried unanimously.

**b. 7:00pm - Pole Hearing, Parker Street**

Ms. Provencher read the public hearing notice as published in the newspaper. A motion was made by Ms. Wilson and seconded by Mr. Brooks to open the public hearing. Roll call: All Ayes.

Pedro Cardoza with Ngrid proposed a pole be placed near 43 Parker Street to fix an aerial trespass issue. A motion was made by Ms. Wilson and seconded by Mr. Brooks to close the public hearing. Roll call: All Ayes. A motion was made by Mr. Brooks and seconded by Mr. Green to approve the request for joint or identical pole location from Ngrid. The motion carried unanimously.

**c. Library Wooden End Panel and Canopy Top - Award Bid and Execute Contract**

A motion was made by Ms. Wilson and seconded by Mr. Brooks to award the library wooden end panel and canopy top bid to SBD library Commercial Interiors and to execute the contract. The motion carried unanimously.

**d. Library Expansion & Renovation Project Update**

Rob Para with Lamoureux Pagano noted the anticipated substantial completion date for the library project is mid-December with a January occupancy date. Paving was completed last Saturday and grass and planting will be done in the spring. Mr. Para discussed Change Order 14 at a total cost of \$53,093.32. The project is within budget and on schedule. A motion was made by Mr. Brooks and seconded by Ms. Wilson to approve change order 14. The motion carried unanimously.

A motion was made by Mr. Antanavica and seconded by Ms. Wilson to approve \$10,000 for the cost of temporary conversion to propane due to the State gas work moratorium and to seek reimbursement from the State for these funds if possible. The motion carried unanimously.

**e. Becker College One Day Liquor License Request**

A motion was made by Mr. Brooks and seconded by Mr. Green to approve a one-day liquor license request for Becker College for Tuesday November 27<sup>th</sup>. The motion carried unanimously.

**f. Municipal Aggregation Plan Public Review Period**

Mr. Genereux noted that Town Meeting authorized municipal energy aggregation back in 2014 to lower the cost of electricity. The Town has contracted with Good Energy to develop an aggregation plan which is now available for a two week review period. Copies of the proposed plan are available at the Library, Senior Center and Town Administrator's office. A public hearing will be held on December 3, 2018 and residents can attend and/or submit comments.

**g. 2019 License Renewals**

A motion was made by Mr. Brooks and seconded by Mr. Green to approve the FY19 License Renewals as listed with the exception of Coderre Auto and with the Tatnuck Driving Range license contingent upon payment of back taxes. Under discussion, the Board discussed requiring signoffs from the Building Inspector, Police and Fire prior to issuing license renewals going forward. Ms. Wilson asked that the Police Department do a sting for package stores and restaurants with liquor licenses each year prior to approval. Mr. Brooks noted that at least 3 restaurants are upset with the new BYOB policy fee. The Board will discuss license fees at their next meeting. The motion carried unanimously.

**h. Police Chief Recruitment**

Mr. Antanavica noted he spoke with the State Ethics Board and he may remain in the room but should not participate in further discussions on this topic.

Mr. Genereux noted all sergeants came in this morning unexpectedly to discuss the future of the department now that Chief Hurley is retiring. The options including keeping the Police Chief position in Civil Service, taking the position out of Civil Service, or sharing a Chief with another Town. The issue of external vs. internal appointments was discussed and the sergeants proposed internal promotions for both the interim and permanent positions. Candidates for the permanent can be evaluated by just an exam or an assessment center that provides a written exam and looks at everything the candidate brings to the table.

Mr. Genereux recommended keeping the Chief position in Civil Service, doing internal promotions for both the interim and permanent position and discuss creating a lieutenant position within the current budget by dropping down to 4 sergeants. Ms. Wilson stated she has strong feelings that the interim Chief needs to be external.

A motion was made by Mr. Brooks and seconded by Ms. Provencher to internally promote an interim Chief, conduct an internal assessment center for the permanent Chief position, reassess keeping the Chief position in Civil Service for the next Chief appointment and to create an interim lieutenant position. The motion carried 3:1 with Ms. Wilson casting the opposing vote. Mr. Antanavica was not present for the vote.

**i. Church & Auburn Streets Bridge Bid Review**

Mr. Genereux noted that the bids for the repairs to the Church and Auburn Street Bridges came in much higher than anticipated. The State estimated both projects could be completed for \$500,000; however, the low bid came in at \$721,410. Church Street has been shut down due to major structural issues. The main problem with the Auburn Street bridge is the guardrails. Mr. Genereux recommended restructuring the bid and sending it out with Auburn Street as a bid alternate. A motion was made by Mr. Antanavica and seconded by Ms. Wilson to go back out to bid for the project with Auburn Street as a bid alternate. The motion carried unanimously.

**j. Restructure of Personnel (Treasurer/Collector's Office)**

Mr. Genereux discussed the staffing in the Treasurer Collector's office. The office has three employees; a Treasurer/Collector, an Assistant Collector and an Assistant Treasurer. This results in the assistants having specialties and neither are cross trained on each other's duties. The current Assistant Treasurer has requested that her hours be reduced to part time as she finishes school and looks for a job in that field. Mr. Genereux recommended creating an Assistant Treasurer/Collector position to be filled by the current Assistant Collector and creating a Department Assistant position to handle the bulk of the administrative work. As the current Assistant Treasurer has requested a reduction to 19 hours per week, Mr. Genereux recommended advertising the position as 19 hours temporarily with an increase to full time once the Assistant Treasurer leaves in early 2019. A motion was made by Mr. Antanavica and seconded by Ms. Wilson to have the Town Administrator move forward with restructuring the Treasurer/Collector's office and report back at the next meeting. The motion carried unanimously.

**k. Coderre Auto License Violation**

A motion was made by Mr. Antanavica and seconded by Mr. Brooks to authorize the chair to sign the letter of findings to Coderre Auto. The motion carried unanimously.

**l. Town Administrator Review**

Ms. Provencher stated she asked the Board to provide comments on the Town Administrator's first year performance without names. The Board discussed the Town Administrator's performance in several areas

including communication, staff development and morale, financial management and board meetings. Overall, the board felt communication with the public and departments could be increased, there are staff morale issues, financial management is great, Board meetings generally run well albeit sometimes long, and that Mr. Genereux works hard, putting in long hours in addition to attending many night meetings and community events. A motion was made by Mr. Green and seconded by Mr. Brooks to give the Town Administrator a 2.75% salary increase effective November 19, 2018. The motion carried unanimously.

## **6. REPORTS**

### **a. Town Administrator Report**

The Town Administrator presented highlights from his written report, including discussing the Cultivate recreational marijuana opening.

### **b. Select Board Reports**

The Select Board discussed various subjects including the tree lighting on the common happening December 1<sup>st</sup> and various associated events, including a pasta dinner at the senior center the night before, the LHS football, field hockey and both boys and girls soccer teams making it to the State finals.

A motion was made by Mr. Brooks and seconded by Mr. Green to continue the meeting past 10pm. The motion carried unanimously.

The Board discussed the thanksgiving football game which was moved to Wednesday night at 6pm due to the weather, Giving Tuesday, assistance provided by the recycling center to a resident with severe medical issues and wished everyone a Happy Thanksgiving.

A motion was made by Ms. Wilson and seconded by Mr. Antanavica to proclaim the month of December as "Shop Leicester First" month. The motion carried unanimously.

## **7. MINUTES**

### **a. November 5, 2018**

A motion was made by Mr. Brooks and seconded by Ms. Wilson to approve the minutes of November 5, 2018. The motion carried unanimously.

A motion to adjourn was made by Mr. Brooks and seconded by Mr. Green at 10:06pm. The motion carried unanimously.