

**MINUTES**  
**BOARD OF SELECTMEN MEETING**  
**AUGUST 14, 2017 AT 6:30PM**  
**TOWN HALL, SELECTMEN'S CONFERENCE ROOM**

**CALL TO ORDER/OPENING**

Chairman Brooks called the meeting to order at 6:32pm. Chairman Harry Brooks, Vice-Chair Dianna Provencher, 2<sup>nd</sup> Vice-Chair Sandra Wilson, Selectman Douglas Belanger, Selectman Brian Green, Interim Town Administrator Jim Purcell, Assistant to the Town Administrator Kristen Forsberg and Student Liaisons Alyssa Pupillo and Robert Kemp were in attendance.

**PUBLIC COMMENT PERIOD**

No members of the public provided comment

**1. SCHEDULED**

**a. 6:30pm – Finance Advisory Board Appointments – Lisa Wall and Dorothy Dudley**

As per the Town Bylaw, the Chair of the Finance Advisory Board, the Moderator and the Chair of the Board of Selectmen voted to reappoint Lisa Wall and Dorothy Dudley to the Finance Advisory Board. Under discussion, Mr. Antanavica, Chair of the Finance Advisory Board, noted both have been assets to the community and work vigorously on all issues they address. Mr. Cherry, Town Moderator, noted they work hard for no compensation or glory but put in a lot of time. The motion carried unanimously.

**b. 6:30pm – (4) One Day Beer/Wine Permits – Maple Hill Disc Golf**

A motion was made by Ms. Provencher and seconded by Mr. Belanger to issue (4) one day beer/wine permits to Maple Hill Disc Golf for 8/30-9/3. Under discussion, Mr. Belanger noted they have come before the Board before and there have been no issues with this annual event. Ms. Forsberg noted there is to be no parking on Mulberry or Marshall Streets per the Police Department. The motion carried unanimously.

**c. 6:30pm – (2) One Day Beer/Wine Permits – Arts Council/Harvest Fair**

Kurt Parliment with the Harvest Fair presented a request for (2) one day beer/wine permits for judging the homebrew contest at the Harvest Fair on September 15 and September 16. A motion was made by Ms. Provencher and seconded by Ms. Wilson to issue (2) one day beer/wine permits to the Arts Council for the Leicester Harvest Fair on September 15<sup>th</sup> and 16<sup>th</sup> and to waive the fee because this is a Town Committee. The motion carried unanimously.

**d. 6:30pm – (1) One Day Beer/Wine Permit – Karol's Corner Take-Out**

Karol with Karol's Corner presented a request for a one day beer/wine permit for a German Festival to be held on August 26, 2017. Karol is working with a local brewery and if this does not go through she will do BYOB. A motion was made by Mr. Belanger and seconded by Ms. Wilson to issue a one day beer/wine permit to Karol's Corner for August 26<sup>th</sup>. Under discussion, Mr. Belanger stressed the importance of carding and policing the area because the Board strictly enforces the rules. Ms. Wilson asked for a sketch of the area in which alcohol will be served. Ms. Forsberg shared the Police Departments concerns about parking for the event, noting that Karol has agreed to have a lot attendant to assist with parking and that parking is permissible on Pleasant Street but that private citizens are not authorized to direct traffic and/or parking on a public way. Chief Hurley asked that if attendance begins to exceed the capacity for parking that LPD be contacted immediately. Mr. Belanger expanded the motion to issue the license contingency upon the caveats from the Chief and receiving insurance covering the Town. The motion carried unanimously.

## **2. CORRESPONDENCE**

### **a. Student Liaison Reports**

None

## **3. NEW BUSINESS**

### **a. Resignations**

### **b. Appointments**

#### **a. Conservation Commission – John Marc-Aurele**

Ms. Forsberg noted that Mr. Marc-Aurele was inadvertently omitted from the annual Board/Committee renewal list. A motion was made by Ms. Provencher and seconded by Ms. Wilson to appoint John Marc-Aurele to the Conservation Commission for a three-year term. The motion carried unanimously.

#### **c. Create Position - Department Assistants (2) – Police Department**

Mr. Purcell presented a request for the Board to create two part time Department Assistant positions for the Police Department for 18 hours at \$16/hour. Mr. Purcell noted this price point is not inconsistent with the Classification and Compensation Plan and this was the hourly wage listed in the FY'18 operating budget. A motion was made by Mr. Belanger and seconded by Ms. Wilson to create two Department Assistant positions for the Police Department for 18 hours each at a rate of \$16/hour. The motion carried unanimously.

#### **d. Change Order #1 – DA Sullivan & Sons - Library Renovation and Expansion Project**

Mr. Purcell noted that there was a need for a change order on the Library project to address soil issues on the northerly side of Main Street similar to the Fire Station issue. Mr. Purcell stated he understood the Board empowered the Town Administrator to sign contracts under \$25,000. The cost for this change order was not to exceed \$30,000. The contractor would not proceed with the work without a signed change order and 8 days of work would have been lost if Mr. Purcell had waited to bring this before the Board so he made an executive decision and signed it. A motion was made by Mr. Belanger and seconded by Ms. Provencher to approve Change Order #1 with DA Sullivan and Sons for the Library Renovation and Expansion Project at a not to exceed cost of \$30,000. Under discussion Mr. Belanger noted this is the reason why the Board sought out and is glad to have Mr. Purcell as there are times when the timing of decisions and board meetings do not align and he feels this is a great decision as the Board needs someone they can trust to make executive decisions and notify the Board accordingly. Mr. Purcell assured the Board he is not cavalier about these types of decisions. The motion carried unanimously.

#### **e. Sale of 1078 Main Street**

A motion was made by Ms. Provencher and seconded by Mr. Belanger to sign an extension to the purchase and sale for 1078 Main Street which extends the closing date from August 15<sup>th</sup> to August 17<sup>th</sup>. The motion carried unanimously.

Mr. Purcell also presented a use and occupancy agreement for the Board's consideration. Due to the length of time it will take to renovate the 3<sup>rd</sup> floor to accommodate the school department, Mr. Purcell is recommending moving forward with the closing this week but taking on a leaseback with Trusted Home Solutions, the project buyer. This agreement would allow the School Department to remain at 1078 Main Street for up to 10 months at a cost of \$1000 rent per month until the Town Hall is ready for them to move. A motion was made by Mr. Belanger and seconded by Ms. Provencher to sign the use and occupancy agreement with Trusted Home Solutions for 1078 Main Street. The motion carried unanimously.

#### **4. DISCUSSION/OLD BUSINESS**

##### **a. Town Administrator Search Update**

Mr. Purcell updated the Board on the Town Administrator Search. Community Paradigm Associates LLC is conducting ongoing recruitment efforts and has been able to produce a position profile that has been distributed to those who expressed interest as well as potential candidates sought out by the consultant who may be looking for career opportunities. The firm has received 33 resumes, half of which came in through the Town advertisement. Mr. Bernie Lynch of Community Paradigm Associate LLC has spoken with all applicants and sent them the position profile. He anticipates receiving a final total of 35-40 resumes by next week's deadline. The application period closes on 8/18. Mr. Lynch will then forward the applications with summary information and ideas for questions to be used for interviews to the Town Administrator Search committee which will be meeting on 8/24.

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

The Town Administrator provided updates on the following projects:

- The long-awaited Route 56/Paxton Street repaving project preconstruction meeting will be held on 8/28 at District 3 in Worcester
- There will be a meeting tomorrow with MassDOT to discuss the Church Street bridge, the Small Bridge Program grant application and the long-term fix for the bridge. The Town has an itemized preliminary cost estimate.
- The Town received one bid for the parcel at Russell Park which Town Meeting authorized for sale. The sole bid submitted is exactly at the Town listed value of the property which is \$3100. Mr. Purcell stated he will take the bid under advisement and bring forth a recommendation at the next board meeting.

#### **6. MINUTES**

- a. June 5, 2017**
- b. June 19, 2017**
- c. June 29, 2017**
- d. July 31, 2017**

A motion was made by Ms. Provencher and seconded by Mr. Belanger to approve the minutes of June 5<sup>th</sup>, June 19<sup>th</sup> and June 29<sup>th</sup> and to pass over July 31<sup>st</sup>. The motion carried unanimously.

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

None

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

- a. Exception #3 – To discuss strategy with respect to litigation**
- b. Exception #6 – To consider the purchase, exchange, lease or value of real property**
- c. Review Executive Session Minutes**

A motion was made by Ms. Wilson and seconded by Mr. Belanger to enter in to executive session at 6:32pm and to resume in open session at its conclusion.

#### **Vote by Roll Call: All Ayes**

The motion carried unanimously.

A motion to adjourn was made by Mr. Brooks and seconded by Ms. Provencher at 7:21pm. The motion carried unanimously.