

MINUTES
BOARD OF SELECTMEN MEETING
SEPTEMBER 18, 2017 AT 6:30PM
TOWN HALL, SELECTMEN'S CONFERENCE ROOM

CALL TO ORDER/OPENING

Chairman Brooks called the meeting to order at 6:35pm. Chairman Harry Brooks, Vice-Chair Dianna Provencher, Selectman Douglas Belanger, Selectman Brian Green, Interim Town Administrator Jim Purcell, Assistant to the Town Administrator Kristen Forsberg and Student Liaisons Rob Kemp and Alyssa Pupillo were in attendance. 2nd Vice Chair Sandy Wilson arrived at 6:48pm.

PUBLIC COMMENT PERIOD

No members of the public provided comment

1. SCHEDULED

a. 6:30pm – Town Administrator Search Committee

Bonnie Layden, Chair of the Town Administrator Search Committee, provided an overview of the Town Administrator search process. The committee first met in June and finished two weeks ago. Their first recommendation was to hire a consulting firm to assist in the search and Paradigm & Associates were hired. There were 40 candidates which were narrowed down to 10 of which 8 were interviewed. The top criteria were finance/budget development and economic development experience along with having State and Federal contacts to help us with projects, experience supervising Department Heads and demonstrated innovated use of resources. Four candidates met these criteria and one has withdrawn. The Committee presented Patrice Garvin, David Genereux and Andrew Scribner-MacLean for the Board's consideration. The Board thanked the Committee for their service. Mr. Belanger noted the next step is for the consultant to run background checks although all have cleared preliminary background checks. Consultant Bernie Lynch stated then the Board would do hour long interviews with each candidate in open session and he will draft questions for the Board's review. Mr. Lynch noted the candidates could also meet with Department Heads for their input. Mr. Purcell stated he has seen the value of Department Head meetings both for the Department Heads and the candidates. A motion was made by Mr. Belanger and seconded by Ms. Provencher to meet next Tuesday at 5pm and begin interviews at 5:30pm. The motion carried unanimously.

b. 6:35pm – Parks & Recreation Update

Bob Pingeton with Parks & Recreation discussed the basketball court at Community Field in honor of Ron Tarentino who was very involved with kids and Parks and Rec for many years. The plan is to put in a court, flagpole and a little bench. The estimate for the court is \$32,000 and would be paid for through donations. The memorial to Officer Tarentino in Auburn is complete and the family thinks this is a great idea. Mr. Belanger requested regular updates to the Board. A motion was made by Mr. Belanger and seconded by Ms. Provencher to support the concept for the park in honor of fallen Officer Ron Tarentino. Under discussion Mr. Purcell noted a minimum of 3 written quotes must be submitted for the work since the donation account for Parks & Rec is a Town account. The motion carried unanimously.

2. CORRESPONDENCE

a. Student Liaison Reports

The students presented highlights from their written report.

3. NEW BUSINESS

a. Retirement

i. Highway Superintendent – Tom Wood

A motion was made by Ms. Provencher and seconded by Mr. Belanger to accept the retirement of Highway Superintendent Tom Woods effective November 17, 2017 and to send a letter of thanks for all of his years of service. The Board thanked Mr. Wood for all of his efforts during a challenging time with limited staff. The motion carried unanimously. Mr. Purcell noted the department does not have a foreman for the winter and will now be without a Superintendent. The Board discussed approaches to addressing this situation and asked Mr. Purcell to work with Mr. Woods to develop a recommendation for the Board.

b. Appointments

i. Housing Authority Commissioner

This item was passed over

ii. CDBG Advisory Committee – Nancy Hagglund, Housing Authority Representation

A motion was made by Ms. Wilson and seconded by Mr. Belanger to appoint Ms. Hagglund to the CDBG Advisory Committee as the Housing Authority Representative.

iii. CDBG Environmental Certifying Officer - Kristen Forsberg

A motion was made by Ms. Wilson and seconded by Mr. Green to appoint Kristen Forsberg as the CDBG Environmental Certifying Officer. The motion carried unanimously with one abstention (Ms. Provencher)

iv. Council on Aging – Ann Marie Pierozzi and Constance Trombley

A motion was made by Ms. Wilson and seconded by Ms. Provencher to appoint Ann Marie Pierozzi and Constance Trombley to the Council on Aging. The motion carried unanimously.

c. (2) One Day Beer/Wine Permits – Becker College

Ms. Forsberg stated the Police have no issues with this request and it is an annual event at Becker. A motion was made by Ms. Provencher and seconded by Mr. Belanger to approve (2) one day beer and wine permits for Becker College. The motion carried unanimously.

d. Open Fall Special Town Meeting Warrant

Mr. Purcell stated the Board voted to hold Fall Town Meeting on November 7th and now the Board is being asked to open the warrant and set the calendar as proposed. Mr. Purcell has confirmed the proposed schedule with the Finance Advisory Board chair. Mr. Purcell provided a preliminary list of warrant articles including prior year bills, appropriate the proceeds from the sale of 1078 Main Street to the Town Hall 3rd Floor Renovation project, replacing the deck at Hillcrest and several zoning bylaw amendments being prepared by the Planning Department. Mr. Purcell stated that the planning board is meeting tonight and after speaking with Town Planner Michelle Buck we are barely within the statutory schedule and recommended pushing Town Meeting out a bit. A motion was made by Ms. Wilson and seconded by Ms. Provencher to move the Fall Special Town Meeting to November 14th at 7pm in the Town Hall Gym. The motion carried unanimously.

e. Change Order #1 – DA Sullivan – Library Expansion and Renovation Project

Mr. Purcell stated this is not an action item but wanted to notify the Board that there have been two other changes approved by the Library Building Committee in addition to the \$30,000 change order the Board has already received bringing the total to \$50,552 and the changes have been reflected in the first two requisitions. A motion was made by Mr. Belanger and seconded by Ms. Provencher to approve the additions to change order #1. The motion carried unanimously.

f. Amendment to Yankee Engineering Contract – Fire & EMS Headquarters

Ms. Wilson stated the contract with Yankee Engineering for site testing expired July 15th and needs to be extended to November 15th. There is no monetary change as the contract has a rate card (a list of costs to do different tests). A motion was made by Mr. Belanger and seconded by Ms. Provencher to authorize the Town Administrator to sign a time only extension to the Yankee Engineering contract. The motion carried unanimously.

g. Amendment to Owners Project Manager Contract (Architectural Consulting Group) – Fire & EMS HQ

Ms. Wilson presented a request to extend the contract with the Owners Project Manager through November 15th at the same rate of \$17,500 per month. A motion was made by Mr. Belanger and seconded by Ms. Provencher to authorize the Town Administrator to sign the contract extension with Architectural Consulting Group. The motion carried unanimously.

h. Amendment to Designer Services Contract (Context Architecture) – Fire & EMS HQ

Ms. Wilson presented a request to extend the contract with Context Architecture through November 15th. A motion was made by Mr. Belanger and seconded by Ms. Provencher to authorize the Town Administrator to sign a contract extension with Context Architecture. The motion carried unanimously.

4. DISCUSSION/OLD BUSINESS

a. Update on the Fire & EMS Headquarters

Ms. Wilson stated things are moving right along thanks to the good weather and residents will notice the retaining wall is done, the doors are up on the apparatus bay and the doors for the front are going on this Thursday. The antique apparatus hand tub has been moved into the building and the painters have been working inside. The contractors are making up time and the building may be ready by Halloween/beginning of November. The contractors are also working as hard as they can to make sure the trees, shrubs and grass get planted before the winter.

b. Future Meeting with School Committee & Middle School Building Committee

Mr. Brooks proposed October 2nd to meeting with the School Committee and Middle School Building Committee to discuss requirements and grade configurations for the MSBA grant. The Board agreed to meeting October 2nd at 7:00pm during their regular meeting.

c. Highway Foreman/Superintendent

Mr. Belanger stated the consensus of the board as discussed earlier is for Jim to work with Tom Wood to get an interim superintendent and also work on building a chain of command and either promote someone to foreman or start looking for a foreman and find someone to fill in. Mr. Belanger stated the department has been decimated so the pool is shallow but prefers to promote from within if feasible. Mr. Purcell stated winter is coming and leadership is needed. There is an ad out for a truck driver which closes Wednesday and there will be an internal move to fill the heavy equipment operator position that is presently vacant. Ms. Wilson asked about the process for hiring and Mr. Purcell responded that by law the Town is not required to go through a formal solicitation process for an interim. Mr. Belanger recommended the Board direct Mr. Wood and Mr. Purcell present candidates to the Board for their approval. Ms. Provencher stated the Board also discussed earlier getting a committee together for the permanent appointment and added she would like to be on that committee.

5. TOWN ADMINISTRATOR REPORT

Mr. Purcell noted the Rawson Street Bridge bid opening is Oct 11th. Mr. Purcell stated he was approached by a real estate company about land for sale abutting the police station. Mr. Belanger stated this property was looked

at when selecting a site for the fire station. Mr. Purcell told the company he would put the information out to the Board but noted the Town is financially challenged. Mr. Purcell stated he had two conference calls this week with Unibank in preparation for the bond rating which is needed to obtain \$2M in financing for the town hall third floor renovations, converting previously authorized debt into a permanent issue and the fire station debt. Mr. Purcell stated this financing request would go out to the market in mid October and Standard and Poors will be making a site visit to the Town for the bond rating. Mr. Purcell entered into a contract with architect Kaffee Kang this week for the school department third floor renovations at Town Hall. The F450 dump truck came in to the Highway Department this week and Mr. Purcell will be a guest at the upcoming Leicester Business Association meeting. Finally, Mr. Purcell noted that Joe Cove's services as Town Counsel will end October 1st but there is an acting Town Counsel who is performing well and in a timely fashion. Mr. Purcell recommended continuing with the interim Town Counsel and letting the next Town Administrator put legal services out to bid when he/she starts.

6. MINUTES

A motion was made by Ms. Provencher and seconded by Mr. Belanger to accept the minutes of August 29, 2017. The motion carried unanimously.

7. BOARD OF SELECTMEN REPORTS

Mr. Belanger stated his thoughts and prayers are will all affected by the recent storms. Amazon is looking to localize and is looking for 100 acres. Millbrook Distributions happens to own 100 acres and Mr. Belanger asked the Town to look into this business venture. A motion was made by Mr. Brooks and seconded by Mr. Belanger to authorize the Town Administrator to notify the Worcester City Manager that the Town of Leicester is interested in having Amazon come to Leicester. The motion carried unanimously. Mr. Belanger added that he attended the Eagle Scout Ceremony for Rick Cehon who made packages for servicemen overseas as his project.

Mr. Green attended the CMRPC quarterly meeting and was in awe of what they do and how they do it. The meeting showed the population is projected to climb in the 0-19 age group which ties in the Middle School Feasibility Study.

Ms. Wilson thanked all residents who showed up to the Harvest Fair and welcomed Mr. Green as a new recycler at the Recycling Center. Ms. Wilson noted the recycling center has all kinds of medical equipment such as walkers and crutches and thanked Ms. Kaminski for providing her family with a walk with a seat that her family needs temporary which will be returned back to the recycling center.

Ms. Provencher thanked the Harvest Fair committee for their hard work and noted he had a fun day at St. Vincent's family fun day. A cleaner climate chemical safety workshop was held today at CMRPC and about 40 people attended including almost all of our surrounding Towns. The food pantry is looking for donations for their annual Thanksgiving baskets. They give out about 150 baskets to local families each year.

8. FUTURE MEETING TOPICS

Mr. Belanger recommended looking into the title of Selectman which seems outdated when women are serving on the Board

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

No executive session was held.

A motion to adjourn was made by Mr. Belanger and seconded by Ms. Provencher at 8:28pm. The motion carried unanimously.