

**MINUTES
BOARD OF SELECTMEN MEETING
OCTOBER 16, 2017 AT 6:30PM
TOWN HALL, SELECTMEN'S CONFERENCE ROOM**

CALL TO ORDER/OPENING

Chairman Brooks called the meeting to order at 6:33pm. Chairman Harry Brooks, Vice-Chair Dianna Provencher, 2nd Vice-Chair Sandra Wilson, Selectman Douglas Belanger, Interim Town Administrator Jim Purcell, Student Liaison Robert Kemp and Assistant to the Town Administrator Kristen Forsberg were in attendance. Mr. Green was not in attendance.

PUBLIC COMMENT PERIOD

No members of the public provided comment

1. SCHEDULED

a. 6:30pm – Class II License Modification Request - Classic Auto & Route 9 Auto

Bill Roberts with Classic Auto and Mike Doray with Route 9 Auto presented a request to modify their Class II licenses. Both businesses share space at 1323 Main Street and have a total of 25 cars. Mr. Roberts asked to give 20 of these cars to Route 9 Auto instead of 10 and keep 5 for Classic Auto. Both businesses are in agreement. There would be no net increase in the total number of cars on the lot. Mr. Belanger thanked them for keeping the property neat and not looking like a junkyard. A motion was made by Mr. Belanger and seconded by Ms. Provencher to approve the Class II license modification requests for Classic Auto and Route 9 auto. The motion carried unanimously.

b. 6:35pm – Executive Session, MGL Chapter 30A, Section 21A, Exception 2 – Strategy Sessions in Preparation for Negotiations with Nonunion Personnel

A motion was made by Ms. Provencher and seconded by Ms. Wilson to enter into executive session at 6:36pm under Exception #2, strategy sessions in preparation for negotiations with nonunion personnel, and resume in open session at adjournment. The Chair declares that to discuss these matters in open session would compromise the position of the Town. Roll Call: All Ayes. The Board reconvened in open session at 6:44pm.

2. CORRESPONDENCE

a. Student Liaison Reports

No reports were provided.

b. Senior Center Invite & Donation

Mr. Brooks read a letter inviting the Board to the annual Veterans Day Breakfast at the Senior Center on November 9th at 9am. This year women who have served and are serving will be honored. A motion was made by Mr. Belanger and seconded by Ms. Provencher to accept a \$2,000 donation to the Senior Center from Country Bank. The motion carried unanimously.

3. NEW BUSINESS

a. Resignations

i. Assistant Collector – McKenzie Bryant

A motion was made by Mr. Belanger and seconded by Ms. Provencher to accept the resignation of McKenzie Bryant from the position of Assistant Collector with regrets and to send a letter of appreciation. The motion carried unanimously.

b. Appointments

i. Town Administrator – David Genereux

A motion was made by Ms. Wilson and seconded by Ms. Provencher to appoint David Genereux to the position of Town Administrator. The motion carried unanimously.

ii. Truck Driver – Robert Provost

A motion was made by Ms. Provencher and seconded by Ms. Wilson to appoint Robert Provost to the position of Step 1 Truck Driver. The motion carried unanimously. Mr. Purcell noted David Bleau resigned from the Highway Department today effective October 27th. A motion was made by Mr. Belanger and seconded by Ms. Provencher to accept the resignation from David Bleau and to send a letter of thanks. The motion carried unanimously. Mr. Purcell noted tomorrow the Town will post internally for the position of acting foreman since an interim Highway Superintendent could not be identified and it will take longer than Nov 17th to find a new Highway Superintendent which is Tom Wood's last day.

iii. EMT Basic On Call/Per Diem – David Howard

A motion was made by Mr. Belanger and seconded by Ms. Provencher to appoint David Howard to the position of EMT Basic. The motion carried unanimously.

iv. Arts Council – Kurt Parliament (Term #1) & Judy Ivel (Term #2)

A motion was made by Ms. Provencher and seconded by Mr. Belanger to appoint Kurt Parliament and Judy Ivel to the Arts Council. The motion carried unanimously.

v. Special Municipal Employees – Wiring & Alt. Wiring Inspectors, Plumbing & Alt. Plumbing Inspectors

A motion was made by Ms. Wilson and seconded by Ms. Provencher to make the positions of Wiring & Alternate Wiring Inspector and Plumbing and Alternate Plumbing Inspector as Special Municipal Employees. The motion carried unanimously.

c. Sign Town Administrator Contract

Ms. Wilson noted that the Board interviewed the top 3 candidates and selected David Genereux to be the next Town Administrator at their last meeting. A motion was made by Ms. Wilson and seconded by Ms. Provencher to sign the Town Administrator contract with David Genereux. Under discussion, Ms. Wilson stated the dates of employment would be November 13, 2017 through June 30, 2021. All raises would be based on performance and range from 0-5%. Ms. Wilson noted the contract is very similar to Department Head contracts in terms of benefits with no extra deep perks. Mr. Belanger stated the Town will be pleased with Mr. Genereux who comes with a lot of different and valuable experience and wants to grow the tax base, bring in business and provide services. Mr. Genereux thanked the Board and expressed his gratitude for hiring him. Mr. Genereux stated he is pleased to be here and looks forward to a long and productive relationship with the Board, Department Heads and the community. Mr. Genereux stated his office door will always be open to anyone who wants to speak with him. Mr. Belanger thanked Interim Town Administrator Mr. Purcell of making this transition easier and smoother than it could have been by keeping us on track. The motion carried unanimously.

d. Bond Anticipation Notes (BAN) – Library & Town Hall Renovations Project

David Eisenthal, the Town's Financial Advisory from Unibank presented a request for the Board to sign bond anticipation notes to complete financing for the Fire & EMS HQ and to finance the CDBG and third floor Town Hall renovations. The Towns took bids on these bonds on October 10th and received 7 bids. The low bid is from UBS financial at a rate of 1.929% for 10 years with \$2,006,785 being financed. In preparation for this bid, the Town applied for a bond rating from Standard and Poors and received a AA+ for the second time in a row which

is something the Town can be proud of. The Town received a low interest rate on this bid due to this high rating. A motion was made by Ms. Wilson and seconded by Ms. Provencher as follows:

Voted: that the sale of the \$1,935,000 General Obligation Municipal Purpose Loan of 2017 Bonds of the Town dated October 25, 2017 (the "Bonds"), to UBS Financial Services Inc. at the price of \$2,056,104.55 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on May 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest</u> <u>Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest</u> <u>Rate</u>
2019	\$165,000	4.00%	2024	\$195,000	4.00%
2020	175,000	4.00	2025	205,000	4.00
2021	180,000	4.00	2026	210,000	2.00
2022	185,000	4.00	2027	215,000	2.00
2023	190,000	4.00	2028	215,000	2.00

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated October 3, 2017, and a final Official Statement dated October 10, 2017 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

The motion carried unanimously.

e. Agreement with Walmart for Remote Receiver Site for PD Radio System

Chief Hurley presented an agreement with Walmart for a remote receiver site for the PD radio system for the Board's consideration. This agreement would allow the Town to place an antenna on the water tank at Walmart using funding allocated at Town Meeting. There is high call volume at Walmart and this area of Town needs additional coverage. Walmart will not charge the Town a fee and the police department has tested the town

and the connection was loud and clear. The Town looked at a cell tower on the Soojian's property as well which had a slightly higher but not significant elevation plus there were additional costs to install the antenna and a recurring annual fee. A motion was made by Mr. Belanger and seconded by Ms. Provencher to approve the agreement with Walmart for a remote receiver site for the PD radio system. Under discussion, Ms. Wilson asked if there were adequate phone lines coming out of Walmart for the receiver site. Chief Hurley noted an electrician will test the lines but there are 50-60 lines not being used so they should be able to get at least one line working. The only ongoing cost for this would be the telephone company. The motion carried unanimously. Chief Hurley added that October 28th is drug takeback day and unwanted, unused or expired medication can be dropped off at the Recycling Center between 10am and 2pm that day.

f. Agreement with American Tower Inc. for Remote Receive Site for PD Radio System

This item was passed over.

g. Sign Special Town Meeting Warrant

Mr. Purcell presented the final Special Town Meeting warrant for Board consideration. The articles are:

- Article 1: Prior year bills in the amount of \$692.
- Article 2: FY'18 Operating Budget Adjustments – Recommends raising and appropriating \$73,242 in available new growth to various operating budget adjustments which are still being hammered out.
- Article 3: Vocational Tuition – pass over
- Article 4: Proceeds from the sale of 1078 Main – allocate \$40,000 to the Town Hall Third Floor Renovations project and \$10,000 to backfill school choice for the current 10 month lease at 1078 Main.
- Article 5: Additional funding for the Third Floor Renovations at Town Hall - \$45,000 in additional funds needed from free cash to fund the renovations to allow the School Administration to move in to the 3rd floor at Town Hall based on the architect's estimate of \$60/sq foot (2500 square foot space). The project schedule is tight but will enable the school to move in during April vacation. Mr. Brooks thanked Ms. Forsberg and Mr. Purcell for going above and beyond to get the project to where it is today.
- Article 6: Cupola & Compressor Repairs – Cupola repairs were estimated at \$40,000 but this seems to be high based on the structural engineer's evaluation. The repair could be as simple as replacing the copper flashing but we are waiting for the final results of the evaluation. The compressor at Town Hall is failing and is needed to maintain static pressure throughout the building's thermostat system. The compressor will likely only make it another 4-5 weeks and not through the entire winter. The estimated cost is \$16,000 and quotes are being solicited.
- Article 7: Town Common Flagpole – The Town has the option of an aluminum flagpole at a cost of \$14,000 including delivery or a white fiberglass flagpole at a cost of \$15,500. Don Lennerton is reaching out to the Historical Commission to get their preference. These estimates do not include the cost to install the 80' flagpole. Mr. Purcell recommended looking into a professional to install the flagpole because of its high and the fall zone.
- Article 8: Rescind High School Roof borrowing – The Town did not end up needing to borrow funds to complete the high school roof project as the bid came in much lower than expected. The borrowing needs to be rescinded to clean up the Town's books.
- Articles 9, 10 and 11 were added by the Planning Board and are zoning amendments. The amendments relate to the residential keeping of poultry, expanding downtown parking options and a temporary moratorium on medical marijuana until such time as the State comes out with their regulations. Town Planner Michelle Buck has assured Mr. Purcell that there is no conflict with the proposed temporary moratorium and the new medical marijuana facility.
- Article 12: Cedar Meadow Pond donation – Ray Shea would like to donate Cedar Meadow Pond to the Town to be used as a fishing hole. This is a piece of property near Rawson Street bridge on the other

side of Cedar Meadow lake. This article authorizes the Board to accept the donation only if they so choose after doing due diligence including an environmental assessment.

A motion was made by Mr. Belanger and seconded by Ms. Provencher to authorize the Board to sign the Special Town Meeting warrant. The motion carried unanimously. Mr. Purcell noted a Capital meeting will need to be held in accordance with the Town bylaws to review the cupola. Ms. Wilson noted the flagpole meets the definition of a capital item as well and should be reviewed by the Committee.

4. DISCUSSION/OLD BUSINESS

None

5. TOWN ADMINISTRATOR REPORT

None

6. MINUTES

- a. **September 18, 2017**
- b. **September 26, 2017**
- c. **October 2, 2017**

A motion was made by Ms. Wilson and seconded by Ms. Provencher to approve the minutes of September 18, 2017. The motion carried unanimously.

7. BOARD OF SELECTMEN REPORTS

Mr. Belanger reminded the Interim and incoming Town Administrators to review calling the Board something other than "Selectmen" and asked they check around to see what other Towns are doing in this regard.

Ms. Provencher noted that there will be a new thoughtexchange survey coming out to look at issues surrounding the future of the Leicester Public Schools and our facilities. Ms. Provencher asked all residents to complete the survey as it is very important for the future of the schools.

8. FUTURE MEETING TOPICS

None

A motion to adjourn was made by Ms. Provencher and seconded by Mr. Belanger at 8:37pm. The motion carried unanimously.