

**MINUTES
BOARD OF SELECTMEN MEETING
OCTOBER 5, 2015 AT 6:30PM**

CALL TO ORDER/OPENING

Chairwoman Provencher called the meeting to order at 6:30pm. Chair Dianna Provencher, Vice Chair Douglas Belanger, 2nd Vice Chair Sandra Wilson, Selectman Harry Brooks, Selectman Thomas E. Buckley, III and Town Administrator Kevin Mizikar were in attendance.

PUBLIC COMMENT PERIOD

No members of the public provided comment

1. SCHEDULED

2. CORRESPONDENCE

a. Charter Rate Increase

Ms. Provencher read correspondence from Charter regarding an upcoming rate increase which will be sent to all residents. The letter is posted to the Town's website under news and announcements.

b. Community Health Fair at the Meadows

Ms. Provencher read a letter from the Meadows inviting the Board to a Community Health Fair to be held on October 24th from 10am to 3pm. This information will be posted on the website under news and announcements.

3. NEW BUSINESS

a. Resignations

i. Founders Day Committee – Joanne Petterson-Bernier

A motion was made by Mr. Belanger and seconded by Ms. Wilson to accept with regret the resignation of Ms. Petterson-Bernier from the Founders Day Committee and to send a letter of thanks. The motion carried with Mr. Brooks in opposition.

b. Appointments

-None-

c. Set Hours for Special Town Election on November 10, 2015 from 12pm to 8pm

Mr. Mizikar noted the Board is responsible for setting the date and time of Town elections. The proposed Special Town Election would have a debt exclusion ballot question for the Library renovation and expansion project asking if the Town can borrow and exclude the debt from Proposition 2 ½ for 20 years. The cost to the average single family home would be \$30/year.

A motion was made by Mr. Belanger and seconded by Mr. Buckley to set the Special Town Election for November 10, 2015 from 12pm to 8pm. The motion carried unanimously.

d. Vote on Fall Special Town Meeting Warrant

Mr. Mizikar provided draft motions for the warrant articles described below:

Article 1 Prior Year Bills

Two FY'15 bills were received after the July 15th deadline totaling \$315. A motion was made by Mr. Belanger and seconded by Ms. Wilson to support Article 1. The motion carried unanimously.

Article 2 Adjust FY'16 Budget

Adjustments include fully funding fund ambulance receipts, creating new town owned properties maintenance fund, adjusting PD budget for additional dispatch services due to delays in opening the RECC and adjusting the debt services budget to account for an IRS penalty due to improperly followed guidelines on the police station borrowing. A motion was made by Mr. Belanger and seconded by Mr. Buckley to support Article 2 pending the finalized budget numbers. The motion carried unanimously.

Article 3 Library Renovation and Expansion Borrowing Authorization

This article is for the borrowing authorization for the library renovation and expansion project. The Town must show full funding capacity but the final borrowing will be approximately \$1.9M after grants and donations. The borrowing will cost the average single family home approximately \$30 per year. A motion was made by Mr. Belanger and seconded by Mr. Brooks to support Article 3 as amended to include all sources of revenue. The motion carried unanimously

Article 4 Vocational Tuition

This article could require an adjustment of up to \$74,000 due to new student requests to study at alternative schools. The School Department will have the final number in the next few days. A motion was made by Mr. Belanger and seconded by Ms. Wilson to support Article 4 with the final amount to be determined by the Town Administrator. The motion carried unanimously.

Article 5 High School Roof Replacement

The High School roof is over 20 years old, leaking and in need of replacement. The Town has been awarded a preliminary design grant of 59.21% from the State and must match the rest out of the operating budget. The cost of the project is approximately \$800,000. The Town must commit to the entire amount of the project and will be reimbursed for the MSBA portion. Mr. Mizikar proposes using Free Cash to cover the entire project cost which will be freed up once the project is complete. Mr. Belanger asked if free cash was earmarked for stabilization. Mr. Mizikar responded that the Town could hold off on putting money into stabilization until the spring. A motion was made by Mr. Belanger and seconded by Mr. Brooks to support Article 5 with the cost to be determined. The motion carried unanimously.

Article 6 Maintain Historic Properties

This article would enable an inventory of historic properties and the repair/maintenance of Town owned historic properties such as the Copeland Library at a cost of \$6500. A motion was made by Mr. Belanger and seconded by Mr. Buckley to support Article 6. The motion carried unanimously.

Article 7 Dump Truck Repair

The article would enable the Town to accept supplemental insurance proceeds in the amount of \$3052.50 for additional costs required to repair a dump truck severely damaged last winter. A motion was made by Mr. Belanger and seconded by Ms. Wilson to support Article 7. The motion carried unanimously.

Article 8 Collection Box Bylaw Amendment

This article makes modifications to the existing bylaw to allow for enforcement and fines to address health and safety issues related to dumping at collection box sites. Mr. Belanger recommended making the link between section 7 and sections 5 and 6 more clear. A motion was made by Mr. Belanger and seconded by Mr. Brooks to support Article 8 as amended. The motion carried unanimously.

Article 9

Mr. Mizikar recommended this article be passed over due to questions about the veracity of the current system and state bylaws. A motion was made by Mr. Belanger and seconded by Mr. Wilson to support passing over Article 9. The motion carried unanimously.

e. Purchase (4) New Voting Machines

Town Clerk Debbie Davis presented a request from the Board of Registrars to purchase 4 new voting machines which have been certified by the State from ES&S at a cost of \$22,265. Mr. Brooks asked about training. Ms. Davis responded that training is included in the price. Ms. Wilson asked how the new machines will differ for the voters. Ms. Davis responded that voters will fill in circles instead of connecting lines. The new machines are much smaller and easier to use and program.

A motion was made by Mr. Belanger and seconded by Ms. Wilson to approve the request from the Board of Registrars to purchase 4 new voting machines. The motion carried unanimously.

f. Discontinue Use of OpTech Eagle Voting Machines

Ms. Davis presented a request to employ the new voting machines for the Presidential Primary on March 1, 2016 and to discontinue the old voting machines as of December 31, 2015.

A motion was made by Mr. Belanger and seconded by Ms. Wilson to employ the new DS200(4) voting equipment for the March 1, 2016 Presidential Primary and to discontinue use of the Optech Eagle(4) voting equipment (including hand counting) as of December 31, 2015 as required by MGL Chapter 54, Section 34.

Under discussion Ms. Wilson asked if the dates should be moved closer together in case a January election is needed. Ms. Davis stated the only requirement is to have the new machines 120 days prior to using them.

Mr. Belanger amended his motion to discontinue the Optech Eagle voting equipment on February 29, 2016 and Ms. Wilson seconded the amended motion. The motion carried unanimously.

g. Contract – Principal Assessor – John Prescott

Mr. Mizikar presented a contract with Principal Assessor John Prescott which has been signed by the Chair of the Board of Assessors after being revised to be more in line with the direction of the Board of Selectmen.

A motion was made by Mr. Belanger and seconded by Mr. Buckley to approve the contract with the Principal Assessor. The motion carried unanimously.

h. Internal Borrowing – Energy Project

Mr. Mizikar provided an updated on the energy project. The old boiler system is out of the Town Hall and Honeywell is working on implementing a new temporary heating system. Mr. Mizikar presented a request for an internal borrowing to advance \$500,000 until the borrowing for the energy project is in place which should be the first week of November. The Town is allowed to borrow internally up to \$1.3M but the request is only for \$500K at this point.

A motion was made by Mr. Belanger and seconded by Ms. Wilson to approve the \$500,000 internal borrowing for the energy project. The motion carried unanimously.

i. Town Administrator Performance Review

Ms. Provencher presented the calculated results of Mr. Mizikar's performance evaluation. Mr. Mizikar received high scores in all categories with an end result of a satisfactory performance. Mr. Belanger stated he has worked with five Town Administrators and Mr. Mizikar is above and beyond the best. Mr. Buckley appreciates Mr. Mizikar's open

mindfulness and ability to find areas of compromise. Ms. Wilson stated that with how well Kevin has done she just expect him to meet the expectations.

A motion was made by Mr. Belanger and seconded by Ms. Wilson to accept the Town Administrator performance review scores and satisfactory conclusion. The motion carried unanimously.

Ms. Provencher asked the Board to set the trick or treating hours which she stated are normally from 5-7pm. Mr. Brooks stated that 5-7pm is difficult for many residents during the week but sees no issue with it this year since Halloween is on a Saturday.

A motion was made by Mr. Belanger and seconded by Ms. Wilson to set the trick or treating hours for 5-7pm on Halloween. The motion carried unanimously.

4. DISCUSSION/OLD BUSINESS

a. FY'17 Budget Kickoff Meeting Preparation

Mr. Mizikar noted that this coming Thursday at 6:30pm in Room 3 the Board will meet with the School Committee and Finance Advisory Board to discuss the opening of the FY'17 budget cycle. Mr. Mizikar will provide a high level overview of the budget at this time.

b. Student Liaison

A motion was made by Mr. Belanger and seconded by Ms. Wilson to adopt the School guidelines for student liaisons and ask the School Committee to carry out selection process for the student liaisons to the Board of Selectmen. The motion carried unanimously.

c. Town Seal

Mr. Lennerton presented his research on the Town Seal. Based on the information he was able to find, the Town has been using the incorrect 1722 seal as the Town was incorporated in 1713 rather than 1722. Mr. Lennerton noted the original 1713 seal was approved by the voters on March 5, 1900 and sometime during the 20th century the Town began using an incorrect seal that was being used by the Assessors. Mr. Lennerton noted that since the Town approved the 1713 seal at a Town Meeting during a specific required time period, it was accepted by the State. No further State action is needed and the Town can begin using the new seal. Mr. Mizikar noted that as items are replaced the seal will be changed.

A motion was made by Mr. Belanger and seconded by Mr. Brooks to use the 1713 Town seal and make the change as items are replaced. The motion carried unanimously.

Ms. Wilson noted that with this vote the Town has missed its 300 anniversary that the State would allow the Town to fundraise for and recommended reaching out to the State regarding this change.

d. Year 3 Annual Goals

Mr. Mizikar has been working to align the strategic goals of the Board with the Town Administrator goals and Department head tasks and to tie all this work into the budget process with a narrative description justifying expenditures based on goals. This plan will enable the Board to consider discretionary budget changes in light of whether or not the item is in the strategic plan. In the future, this plan can be broadened out to community needs but Mr. Mizikar is first working with Department Heads this year to get their own strategic plans in place on a departmental level.

Ms. Wilson asked if Mr. Mizikar was looking for the Board to adopt these goals as the Town Administrator's goals for his performance evaluation. Mr. Mizikar responded in the affirmative.

A motion was made by Mr. Buckley and seconded by Mr. Belanger to adopt the Year 3 Annual Goals. The motion carried unanimously.

5. TOWN ADMINISTRATOR REPORT

The Town Administrator presented highlights from his written report.

6. BOARD OF SELECTMEN REPORTS

Mr. Brooks had a great time judging the Harvest Fair.

Ms. Wilson noted the Parks and Rec concert on the common was great and Parks and Rec is thinking of holding another one.

Mr. Belanger reminded the Board of the importance of adhering to open meeting law requirements.

7. MINUTES

- a. September 15, 2015**
- b. September 21, 2015**

A motion was made by Ms. Wilson and seconded by Mr. Brooks to approve the minutes of September 15, 2015 and September 21, 2015. The motion carried unanimously.

8. EXECUTIVE SESSION – MGL CHAPTER 30A, SECTION 21A, EXCEPTION #2

- a. Minutes of July 13, 2015**
- b. Minutes of September 21, 2015**

No executive session was held.

A motion to adjourn was made by Ms. Wilson and seconded by Mr. Belanger at 8:09pm. The motion carried unanimously.