

**MINUTES  
SELECTMEN'S MEETING  
May 5, 2014**

**CALL TO ORDER/OPENING**

Chairwoman Wilson called the meeting to order at 6:33pm. Chairwoman Sandra Wilson, Vice-Chair Thomas Buckley, Second Vice-Chair Dianna Provencher, Selectman Matthew Dennison, Selectman Douglas Belanger, Town Administrator Kevin Mizikar, Police Chief Jim Hurley, Sargent Doray, Mark Cady, Steve Breed, Emanuel Vitos (Motorola) and Jim Reinke were in attendance.

**PUBLIC COMMENT PERIOD**

Ms. Wilson noted that no members of the public were present.

**1. SCHEDULED ITEM(S)**

**7:30PM - Maple Hill Farm Disc Golf Hearing for five one-day Beer & Wine Permits**

Steve Dodge, Manager, and Tom Southwick from Maple Hill Farm Disc Golf were in attendance to answer questions. Mr. Dodge confirmed that Maple Hill Farm is requesting one day beer and wine permits for May 18<sup>th</sup> as well as July 3,4,5 and 6<sup>th</sup> from 12pm-7pm each day. The location for the liquor license would be the entire course which takes up 40 of the 70 acres at Maple Hill Farm. Mr. Dodge also provided insurance information and stated that Berkshire Brewing Company will provide TIPS certified servers.

Mr. Mizikar noted that the Town must be listed as an additional insured and endorsed on insurance documents and the worker's comp insurance must be \$1M.

Mr. Dodge confirmed that no bottles would be allowed on the course and attendees cannot bring their own alcohol.

Mr. Buckley asked if alcohol will be served all around the course or if there will be a cart that drives around serving alcohol. Mr. Dodge stated that the alcohol would only be served between the tee of hole 1 and the pin of hole 18 in front of the old barn and there is no cart serving alcohol.

Mr. Mizikar asked if there are plans for additional restroom facilities and how many people are expected to attend the events. Mr. Mizikar noted that the restrooms must be cleaned and emptied every evening and that each portable facility must have hand sanitizer. He also noted that alcohol must be purchased via a wholesaler and that a food permit is required if the event is catered. Mr. Dodge responded that 100 people are anticipated for the first event which is a pilot project. However, the four day event in July could draw between 800-1200 total. Maple Hill will be renting portable restrooms and positioning them throughout the court.

Chief Hurley asked about parking. Mr. Dodge responded that staff will park across the street and attendees will be directed to the main parking areas by flag people. Chief Hurley and Mr. Belanger noted this is a great event for the Town and to make sure it is done correctly to show that alcohol and public events in Town are not problematic.

A motion was made by Mr. Dennison and seconded by Ms. Provencher to approve the five one-day beer and wine permits for Maple Hill Farm pending confirmation of insurance requirements and a certificate naming the Town as additional insured. The motion passed unanimously.

**2. CORRESPONDENCE**

Ms. Wilson read a letter inviting town residents to participate in the annual Memorial Day parade on Monday, May 26<sup>th</sup>, 2014. Those wishing to walk in the parade must arrive at the Memorial School by 10am and the parade starts at 10:30am. Call Bruce Sweat at 892-9238 or the American Legion Post at 892-9029 for more information.

### **3. NEW BUSINESS**

#### **A. Police Radio Equipment Agreement**

Mr. Mizikar stated that the Town was authorized to borrow \$138,400 for radio upgrades for the Fire (\$14,900), Highway (\$13,000) and Police Departments (\$94,000) at the May 2012 Annual Town Meeting, leaving a balance of \$16,500 for "higher quality radios to be purchased". The \$94,000 for Police would be added to \$100,000 originally borrowed through the station construction project and would provide PD with a total of \$194,000 for their radio system. Combined funding for the three systems totals \$238,400. The combined Fire and Hwy radio systems were purchased for a total of \$26,650 (includes rebates). The proposal brought forth was for a radio system costing \$190,348 for PD. Additionally, technical assistance provided through the Clerk of the Works will cost \$14,000 and the Town is retaining \$1,500 for licensing needs, bringing the total costs to \$205,848. Total estimated cost of the three complete systems and all associated costs is \$232,500.

Chief Hurley stated the radio equipment recommended meets or exceeds the public safety needs of the community and is what police officers need to adequately communicate. A non-disclosed antennae site was selected with an existing building to house equipment and alternative powers sources are available. Chief Hurley further noted that the move to Worcester Regional Dispatch may allow the Town to access additional Homeland Security funding.

Mr. Buckley asked about the turnover rate for the radios. Mr. Mark Cady, the Town's Clerk of the Works, responded that the portables have a seven year life span and that each officer will be issued a radio as a personal piece of equipment so it would likely be better cared for than shared equipment. Mr. Cady noted that the Town should start thinking about purchasing 2-3 radios each year around year five to stay updated and they have future features embedded in them so they won't become obsolete if new technology comes along.

Chief Hurley noted that the Town will receive a \$500 discount per radio by purchasing them prior to May 31<sup>st</sup> which is a savings of \$18,500. There will be one extra mobile unit so if one goes down it can be swapped out and sent out for service.

Emanuel Vitos with Motorola noted the bid does not include a service contract but does include a standard 3 year total factory warranty. Replacement units can be sent out the next day rather than waiting for the defective unit to be returned.

Mr. Dennison asked how many units would be purchased. Chief Hurley responded that 11 mobile units and 25 portable handsets will be bought.

Ms. Wilson asked how the new digital police units will work with the analog ems and ambulance units and recommended buying three additional units for the ambulances. Sergeant Doray noted that the new units can be switched to analog but police many not remember to do so in order to talk to the ambulances. Sergeant Doray said it would be best to buy three additional mobile units for the ambulances at approximately \$2500 per unit per Emanuel Vitos.

Mr. Buckley recommended seeing how the system works as proposed and if issues occur, then the Town can purchase the ambulance units.

A motion was made by Ms. Provencher and seconded by Mr. Dennison to approve the Police Radio Equipment Agreement. The motion passed unanimously.

#### **B. Appointments - Town ADA Coordinator**

Mr. Mizikar presented the request that the Board appoint Jim Reinke as the Town's ADA Coordinator. Mr. Reinke volunteered to fill this vacancy.

A motion was made by Mr. Dennison and seconded by Mr. Provencher to approve the appointment of Jim Reinke as the Town's ADA Coordinator. The motion passed unanimously.

Mr. Reinke stated he has already met with the State Commissioner in Boston and will be focused on assuring compliance.

### **C. Resignations**

#### **Police Department Lateral Transfer Request**

Mr. Mizikar presented a lateral transfer request from LPD Officer Ronald Tarentino Jr. Officer Tarentino is requesting a transfer to the Auburn Police Department. The effective date requested is May 1, 2014. Mr. Mizikar recommended the Board authorize the transfer effective May 5, 2014.

Mr. Belanger asked how the Chief is dealing with this situation. Chief Hurley responded that he has great officers who step up and pickup extra hours. Three officers who were out on extended medical leave are now back and Officer Tarentino stayed until they returned. PD has been short staffed for 2.5 to 3 years so one more vacancy does not make much of a difference. Chief Hurley noted that until the Town has a strategic plan to adequately fund the department, the Town won't be able to attract and hold on to candidates. Several years ago the Town was the place to work but has since given up canines, motorcycles, etc. that other communities have.

Ms. Wilson noted that PD will be down three officers once Officer Tarentino transfers to Auburn PD. She asked if the Town could wait until a new part-time officer starts to help with staffing issues provided it would not jeopardize the lateral transfer. Chief Hurley responded that a part-time officer won't be ready to go right away due to training and it is unfair to keep an Officer in the Town when Town can't fund PD and maintain the skills and programs officers are looking for. He noted that the department made due with 13 officers when 3 were out and recommends releasing Officer Tarentino without strings attached.

Mr. Dennison thanked Officer Tarentino for his service and asked about the timeline to fill the three open positions. Mr. Mizikar responded that the Town has a preliminary interim decision for the State and hope to bring part timers on to fill the gaps but also fill all three positions as quickly as possible.

A motion was made by Mr. Buckley and seconded by Ms. Provencher to approve Officer Tarentino's lateral transfer request to the Town of Auburn. The motion passed unanimously.

#### **Police Department – Dispatcher retirement**

A motion was made by Mr. Belanger and seconded by Ms. Provencher to accept the retirement of dispatcher Lori Facticeau, effective August 1, 2014, and to send a letter of thanks for her service.

### **D. Establish a deferred Comp Plan Trust**

Ms. Wilson stated that this is the establishment of a 401(k) equivalent for public sector workers. Mr. Mizikar also asked the Board to authorize the Town Administrator & Treasurer to sign all related documents. A motion was made by Mr. Belanger and seconded by Ms. Provencher to establish a deferred comp plan trust and authorize the Town Administrator and Treasurer to sign all related documents. The motion passed unanimously.

### **E. Loan process – Bond Anticipation Note (BAN)**

Mr. Mizikar presented information on the borrowing for the radio system upgrade project discussed under item 3a. The Town held a solicitation for one year bond anticipation notes through its financial consultant. Five lending institutions responded and the most favorable interest rate of 0.60% was offered by People's United Bank. This note is interest only and is payable in one year, due 5/13/15. This approach is being taken because of the extremely favorable rate and the hope that this small borrowing can be paid down and rolled into a future borrowing of the Town. The total interest would be \$830 for the \$138,400 borrowed at 0.6% for one year.

A motion was made by Mr. Dennison and seconded by Ms. Provencher to authorize the Town Treasurer to award the \$138,400 Bond Anticipation Notes dated May 13<sup>th</sup>, 2014 for the Radio Communications Upgrade project to People's United Bank at a coupon rate of 0.60%.

#### **F. Intermunicipal Agreement (IMA) - Stormwater Management**

Mr. Mizikar presented information relative to the Intermunicipal Stormwater Management Agreement. During FY'12 the Town joined with 12 other communities to share in the costs of stormwater management. In FY'13, 17 other communities joined the original 13 bringing the regional group to 30 Towns. Funding for costs related to stormwater have been offset in FYs 12 13 & 14 through Community Innovation Challenge grants from the Commonwealth. These grants have declined in value since the original award of \$310,000. This means each community now contributes a certain amount annually to ensure the appropriate work can be completed. Last year the Town dedicated \$2,833 through an IMA where Spencer is the Host Community. By entering into this IMA with Spencer, Leicester will agree to contribute \$4,000 and will continue to receive the same level of services from the regional group and its consultants as in past years. The Town receives an exponential amount of services by being a part of this consortium when compared to the \$4,000 out-of-pocket costs. These services ensure that the Town meets all its requirements under its USEPA Stormwater Permit. The Town is likely receiving 10 times the amount of services for cost since the Town shares the cost for consultants with 29 other communities.

Ms. Wilson noted there was money already in the line-item budget for this effort in case the Community Challenge grants were not awarded.

A motion was made by Ms. Provencher and seconded by Mr. Buckley to accept and sign the Intermunicipal Agreement for stormwater management with the Town of Spencer.

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

##### **A. Annual and Special Town Meeting Warrants (Informational)**

Mr. Mizikar presented the revised FY'14 budget adjustments. STM Article 1: \$78,550 increased due to \$3250 in highway department costs not anticipated relative to the landfill. The adjustments are all interbudgetary transfers. The Town is not seeking any new funds to balance budget.

##### **B. Signatures – Integrated contract FY'12/Local 168A Police PT officers & FT dispatcher**

Mr. Mizikar presented the integrated contract for FY'12 with the PT Officers and FT Dispatchers. At this point, it is very important to go back and integrate the commitments of the Town and Union provided through the MOA's into a formal contract so one standard agreement exists and documents are kept up to date.

A motion was made by Mr. Belanger and seconded by Mr. Dennison to approve the integrated contract for FY'12 for Local 168A part time police officers and a full time dispatcher

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

Mr. Mizikar highlighted activities that were provided to the Board through his written report.

#### **6. BOARD REPORTS**

Ms. Provencher responded to a question she had received regarding solar savings. For an approximate \$19,000 investment, the Town has saved \$34,153 between August 2013 and February 2014.

Mr. Dennison noted that JetBlue has served 50,000 customers in the five months they have been at the Worcester Regional Airport. Mr. Dennison also noted that the Town received a \$5,000 grant from MIIA (Mass Interlocal Insurance Agency) for tech upgrades at the high school including direct access to live videos when learning of an emergency to ensure a rapid response. Mr. Dennison thanked everyone who reached out to him regarding his dad. He missed the last meeting due to a family emergency but noted his dad is doing well.

Mr. Belanger noted that the Parks and Rec Committee will hold a soccer meeting on the 15<sup>th</sup> of May to balance allowing children and young athletes to use the facility to the max and to also deal with protecting the field in inclement weather. Mr. Belanger wanted to assure parents that members of the Parks and Rec Committee will find a good balanced solution. Finally, Mr. Belanger added that the Annual Town Meeting would be held the following evening and encouraged residents to attend to help decide how their tax dollars are spent.

Mr. Buckley stated that Town Administrator Kevin Mizikar is doing a great job with regards to the soccer field issue. Mr. Buckley also thanked Debbie Davis and Linda Rowden who organized a retirement party at the town hall in the gym for Sue Lechasseur.

Ms. Wilson mentioned the passing of Betty Lilystrom at age 84. Ms. Lilystrom was the town correspondent for over 60 years. A retirement party was held for her last summer and she will be missed.

#### **EXECUTIVE SESSION**

Mr. Dennison moved to go into Executive Session under MGL Chapter 30A Section 21a, Purpose #3 to discuss strategy with respect to collective bargaining with union personnel. The Board will reconvene in Open Session only for the purpose of adjournment.

Second by Ms. Provencher

Ms. Wilson stated she declared that to discuss these matters in open session would compromise the position of the Town.

VOTE BY ROLL CALL – All in favor.

The Board reconvened in open session upon a motion by Ms. Provencher which was seconded by Mr. Dennison. Vote by roll call was unanimous.

A motion to adjourn at 8:25pm was made by Mr. Dennison and seconded by Mr. Buckley. The motion passed unanimously.