

**MINUTES
BOARD OF SELECTMEN MEETING
JUNE 2, 2014**

CALL TO ORDER/OPENING

Chairwoman Wilson called the meeting to order at 6:32pm. Chairwoman Sandra Wilson, Vice-Chair Thomas Buckley, Second Vice-Chair Dianna Provencher, Selectman Matthew Dennison and Town Administrator Kevin Mizikar were in attendance. Selectman Douglas Belanger arrived at 6:55pm.

PUBLIC COMMENT PERIOD

No members of the public provided comments during this period.

1. SCHEDULED

A. 6:30pm Used Car License Application – 868 Pleasant Street

Ms. Wilson presented the request for a Class II Used Car License for Classic Auto Sales to be located at 868 Pleasant Street. The property is owned by Joseph Roubideaux and rented to Peter May. Ms. Wilson noted that the Board sets the hours of operation and asked Mr. May to provide the widest window of possible business hours so the business would not need to return before the Board to change its hours of operation in the future.

Mr. Peter May, owner of Classic Auto Sales, asked for the hours of operation to be set from 7am-7pm Sunday through Saturday. Mr. May noted that his second business, Classic Vending, intends to use the building on the property to store vending machines and that cars would be displayed outdoors only up to a maximum of 10 at a time.

Mr. Mizikar stated that of the 22 available Class II Used Car Licenses, the Board has issued 19.

Ms. Wilson noted that a business called Classic Auto already exists in Town and asked Mr. May if he would like to change the name of his business. Mr. May requested the name be changed to Brian's Auto Sales.

A motion was made by Ms. Provencher and seconded by Mr. Buckley to approve the Class II Used Car License at 868 Pleasant Street and to change the business name to Brian's Auto Sales. The motion was approved unanimously.

2. CORRESPONDENCE

-none-

3. NEW BUSINESS

A. Request to Dispose of Library Equipment

Ms. Wilson presented a request from Suzanne Hall, Library Director, to dispose of a DVD machine (Skip Away) which is no longer in working condition. Ms. Wilson requested the equipment be recycled if possible.

A motion was made by Ms. Provencher and seconded by Mr. Dennison to approve the request to dispose of library equipment. The motion carried unanimously.

B. Request to Dispose of Board of Selectmen Equipment

Ms. Wilson presented a request from the Town Administrator to dispose of the following Board of Selectmen equipment no longer in working condition:

1. Xerox Documate 510 Scanner
2. HP Laser Jet 1300 Printer
3. Gateway 5350 Laptop
4. IBM Thinkpad L3-B7218 Laptop
5. Sharp EL2630 Calculator
6. Harman Wireless WMS40 Pro Mini Microphone

Ms. Wilson asked that the hard drives be removed from all machines and recycled separately.

A motion was made by Mr. Buckley and seconded by Ms. Provencher to approve the request to dispose of Board of Selectmen equipment. The motion carried unanimously.

C. Energy Study Advisory Committee

Mr. Mizikar presented a request to amend the composition of the Energy Study Advisory Committee from three members at large to three members, one each appointed by the Board of Selectmen, the Capital Planning Improvement Committee and the Finance Advisory Committee, respectively.

A motion was made by Ms. Provencher and seconded by Mr. Dennison to accept the requested changes to the composition of the Energy Study Advisory Committee. The motion carried unanimously.

D. MOA – Highway Union (FY 2014)

Mr. Mizikar presented the FY 2014 agreement with the Highway Department union which provides for a modified summer work schedule to allow employees to work four consecutive ten hour days between May 15th and September 15th. This is the only change from the FY 2013 agreement.

A motion was made by Ms. Provencher and seconded by Mr. Buckley to authorize the Board of Selectmen to sign the FY 2014 MOA with the Highway Department union. The motion carried unanimously.

E. MOA – Highway Union (FY 2015-2017)

Mr. Mizikar presented the FY2015-2017 agreement with the Highway Department union which includes changes relative to capping maximum annual accrual rates of vacation leave at 80 hours, double time for hours worked on the four “super” holidays, additional clothing stipends, hydraulic licensing required as a condition of employment and a 1.75% increase in the wage schedule for FY 2016, among others.

Ms. Wilson asked if any employees have accrued more than 80 hours of vacation leave. Mr. Mizikar stated that a few individuals have a day or two over 80 hours.

A motion was made by Mr. Dennison and seconded by Ms. Provencher to authorize the Board of Selectmen to sign the FY 2015-2017 MOA with the Highway Department union. The motion carried unanimously.

F. Contract – New Ambulance Purchase – Bert’s Emergency Vehicles

Mr. Mizikar presented a contract with Bert’s Emergency Vehicles for the purchase of a 2015 International Terra Star ambulance at a cost of \$159,100 minus the trade in value of a 2006 Town ambulance. Bert’s Emergency Vehicles was the low bidder for the ambulance and the expenditure was approved at the May 2014 Annual Town Meeting as part of the FY 2015 Capital Plan along with the first payment for the five-year lease purchase agreement. The construction of the ambulance will take approximately six months.

A motion was made by Ms. Provencher and seconded by Mr. Buckley to approve the contract with Bert's Emergency Vehicles for a 2015 International Terra Star ambulance.

Mr. Belanger arrived at 6:55pm.

G. Policy and Procedure Update – Payroll and Invoices

Ms. Wilson presented a request to authorize the Town Administrator to sign all invoices and payroll related to the Board of Selectmen accounts. Ms. Wilson noted that in other Town departments, the department assistant prepares the invoices and the department head signs the invoices.

A motion was made by Ms. Provencher and seconded by Mr. Dennison to authorize the Town Administrator to sign all invoices and payroll related to the Board of Selectmen accounts. The motion carried unanimously.

H. Tax Agreement – Hanover Off Site Solar Power LLC

Ms. Wilson presented a proposed tax agreement with the Hanover Off Site Solar Power LLC for a solar development at 748A Stafford Street. Mr. Mizikar noted that the 20 year tax agreement includes an annual 2.5% increase to projected tax rates for the term of the schedule. The agreement will provide the Town with \$12,000 annually for a total of \$240,000 over the term of the agreement. The projected net tax dollar gain for the project is \$11,400. This agreement is similar to the agreement the Board signed at its previous meeting for a solar development on Auburn Street. Combined, the two agreements will bring in a total of \$2,040,000 in tax revenues for the Town.

A motion was made by Mr. Belanger and seconded by Ms. Provencher to authorize the Chair of the Board of Selectmen to execute the tax agreement with Hanover Off Site Solar Power LLC. The motion carried unanimously.

4. DISCUSSION/OLD BUSINESS

A. Town Administrator Goals - Update

Mr. Mizikar provided an update on the five major goals and 23 associated tasks assigned to him by the Board at their first meeting in January which are a substantial part of the annual performance review for the Town Administrator. This review will take place in September. Mr. Mizikar noted that this time, 10 out of the 23 tasks are fully completed and in aggregate, more than 60% of the work needed to accomplish the remaining tasks has been completed.

Mr. Dennison requested this update be posted to the Town's website and provided to the press. Mr. Buckley noted that substantial work has been done in the areas not yet fully complete and that Mr. Mizikar always provides a quick response and gets the Board the information they need to make balanced decisions. Mr. Belanger praised Mr. Mizikar for building credibly through deliverables. Ms. Provencher noted that residents are commenting on how well Mr. Mizikar is performing.

B. Use of Chapter 90 Funds for FY'15

Ms. Wilson presented the annual letter from the Highway Department recommending Chapter 90 projects. Highway Superintendent Tom Wood has recommended the following projects:

- Engineering for Route 56 North, 4th and final phase
- Grinding and paving on Stafford Street, Henshaw Street, Peter Salem Road, Hammond Street, Paxton Street and Parker Street.

Chapter 90 funds in the amount of \$160,355 remain available from FY 2014 and an estimated \$436,134 in Chapter 90 funds will be awarded for FY 2015 bringing the total estimated funding available for FY 2015 to \$596,489.

Mr. Buckley asked how firm the estimated funding amount is at this point and if another road could be included should the Town receive additional funding like last year. Mr. Mizikar responded that Chapter 90 funds are likely firm at this point; however, another road could possibly be added if extra funds were received. Ms. Wilson inquired about the Rawson bridge project. Mr. Mizikar stated that borings started today and would be taking place over the next four days. Mr. Mizikar also mentioned the paving project north to the Paxton line slated for completion by June 30, 2014 using additional Chapter 90 funding received through the Harsh Winter Repair Program.

5. TOWN ADMINISTRATOR REPORT

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

6. BOARD OF SELECTMEN REPORTS

Mr. Dennison congratulated all 2014 high school graduates including those from Leicester attending outside schools and wished them well this summer and in college.

Mr. Belanger praised the work of the Memorial Day Committee who organized the annual Memorial Day Parade. Mr. Belanger also noted an article in the *Telegram and Gazette Sunday Parade* which discussed the 75th anniversary of the founding of Little League.

Ms. Provencher asked if a letter of thanks could be sent to the Memorial Day Committee for their work on the annual Memorial Day Parade.

Mr. Buckley congratulated Joe Zimmerman on becoming an Eagle Scout and wished him the best of luck in all future endeavors. Mr. Buckley also noted the upcoming fundraiser organized by Nick Miller, an LHS student, and recommended all come out and show their support.

Ms. Wilson reminded all residents to renew their dog licenses. There is a \$25 late fee in addition to the \$10 fee for spayed animals at this time. Ms. Wilson also discussed the recent Hillcrest fundraiser for the Police, Fire and Highway Departments organized by Lois Wickland. The purpose of the fundraiser was to raise money to offset the failed Proposition 2.5% override. Early estimates of funds raised are \$1,000 each for the Police, Fire and Highway Departments. Finally, Ms. Wilson reminded residents about the upcoming Founders Day events on Saturday, June 14th, 2014, rain or shine. Civil war reenactments on the Common will take place from 9am-4pm with a \$10 chicken barbeque from 4pm-6pm. Other highlights of the event include the grand battle at 1pm where the South will attack the Town, a children's event at 3pm where those aged seven and up can participate in drills and choose which side they would like to be on. Civil war souvenirs representing both the North and the South will be available for purchase.

7. MINUTES

A motion was made by Ms. Provencher and seconded by Mr. Buckley to accept the Board of Selectmen meeting minutes of May 19th, 2014 with corrections.

8. EXECUTIVE SESSION – MGL Chapter 30A, Section 21a

A motion was made by Mr. Buckley and seconded by Ms. Provencher at 7:24pm to move into Executive Session under MGL Chapter 30A, Section 21a, Reason #2 in order to conduct strategy sessions in preparation for

negotiations with union personnel and to reconvene the Board in Open Session only for the purpose of adjournment.

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

Vote by Roll Call:

Wilson – Aye

Buckley – Aye

Provencher – Aye

Dennison – Aye

Belanger – Aye

The motion passed unanimously.

The Board reconvened in open session upon a motion by Ms. Provencher which was seconded by Mr. Dennison at 7:56pm.

Vote by Roll Call:

Wilson – Aye

Buckley – Aye

Provencher – Aye

Dennison – Aye

Belanger – Aye

The motion passed unanimously.

A motion to adjourn at 7:56pm was made by Ms. Provencher and seconded by Mr. Buckley. The motion passed unanimously.