

**MINUTES
BOARD OF SELECTMEN MEETING
JUNE 16, 2014**

CALL TO ORDER/OPENING

Chairwoman Wilson called the meeting to order at 6:34pm. Chairwoman Sandra Wilson, Vice-Chair Thomas Buckley, Selectman Douglas Belanger, Selectman Matthew Dennison and Town Administrator Kevin Mizikar were in attendance. Selectwoman Provencher participated as an observer pending swearing in by the Town Clerk.

PUBLIC COMMENT PERIOD

No members of the public provided comments during this period.

1. SCHEDULED

A. 6:30pm - Reorganization of the Board of Selectmen

Ms. Wilson noted that both Selectman Buckley and Selectwoman Provencher were reelected in the Town Election held on June 10, 2014. Ms. Provencher was not able to be sworn in in time for this meeting and participated solely as an observer. The reorganization of the Board was postponed until the next Selectmen's meeting.

2. CORRESPONDENCE

-none-

3. NEW BUSINESS

A. Appointments

A motion was made by Mr. Dennison and seconded by Mr. Buckley to appoint Tyler Daigneault and Erin Johnson to the positions of Per Diem/On Call EMT subject to Town hiring policies and procedures. The motion carried unanimously.

Mr. Mizikar presented a request from Tom Wood, Highway Superintendent, to appoint Marc Vandall to the position of Temporary/Part-Time Highway Department Laborer. Ms. Wilson asked if the position was for summer only and if maintenance at the landfill would be included in Mr. Vandall's duties. Mr. Mizikar responded that the position is for the summer to backfill employees out on leave and would involve general lawn mowing throughout the Town. The salary will be covered out of the existing Highway Department budget.

A motion was made by Mr. Buckley and seconded by Mr. Belanger to appoint Marc Vandall to the position of Temporary/Part-Time Highway Department Laborer subject to Town hiring policies and procedures. The motion carried unanimously.

B. Resignations

A motion was made by Mr. Dennison and seconded by Mr. Buckley to accept the resignation of Mary Antanavica as Chair of the Personnel Board and to send a letter of thanks for her service.

Mr. Dennison asked how many members remain on the Personnel Board. Mr. Mizikar responded that there are three remaining Personnel Board Members and that their most recent effort to update the Personnel Bylaws is largely complete as the new Bylaws were approved at Town Meeting in May. Mr. Buckley recommended that Mr. Mizikar request exit interview with Ms. Antanavica. Mr. Belanger asked for all vacant positions on Town Boards and Committees to be advertised on LCAC, in the newspaper and on the website.

The motion carried unanimously.

A motion was made by Mr. Belanger and seconded by Mr. Buckley to accept the resignation of Walter Hastings from the Finance Advisory Committee effective July 1, 2014 with regrets and to send a letter of thanks for his service.

Mr. Belanger noted that Mr. Hastings was an experienced member of the Finance Advisory Board who stepped up when the Town needed him. Mr. Belanger added that serving on the Finance Advisory Board is an excellent opportunity for anyone in Town interested in local government as all Town budgets go through this Board. Mr. Buckley added that he appreciated the last paragraph of Mr. Hastings' resignation letter which commends the hiring of true professionals in key positions in the Town and noted that there is more open communication and the Town is running more smoothly. Ms. Wilson recommended that Mr. Mizikar request an exit interview with Mr. Hastings.

The motion carried unanimously.

C. Request to Dispose of BOS Equipment

A motion was made by Mr. Dennison and seconded by Mr. Buckley to dispose of two Max Note laptops and one Gateway computer which are no longer in working condition.

Ms. Wilson asked that the hard drives be destroyed and the equipment be appropriately recycled.

The motion carried unanimously.

D. Accept Donations for Highway, Police and Fire/EMS

Ms. Wilson presented donations raised through the Leicester Minutemen fundraiser in the amounts of \$1500 for the Police Department, \$1500 for the Highway Department, \$750 for the Fire Department and \$750 for EMS.

A motion was made by Mr. Belanger and seconded by Mr. Dennison to accept the donations from the Leicester Minutemen.

Mr. Belanger thanked the Minutemen for a great event. Ms. Wilson added that the Minutemen are planning two additional fundraisers for the Town in the next 6-8 months due to the failure of the Proposition 2 1/2 override.

The motion carried unanimously.

E. Appointments – FY 2015

Ms. Wilson presented the list of recommended appointments to Town Boards and Committees for Fiscal Year 2015. Ms. Wilson noted that a number of positions are not open to the public at-large including the Assistant Animal Control Officer, EMS, Board of Fire Engineer and Constable positions. Ms. Wilson requested more information on the required composition of the Emergency Planning Commission prior approving recommended appointments. Appointments to this committee were held until the next meeting.

Mr. Buckley asked about the vacancy on the Board of Fire Engineers. Mr. Mizikar responded that one Fire Engineer is appointed from each of the four districts in Leicester and the Fire Department considers having four Board members to be sufficient at this time. Ms. Wilson noted there is no limit per State law on the number of

Fire Engineers allowed to be appointed and that two new Fire Engineers have been appointed in the past 18 months.

Mr. Belanger asked the Town Administrator to confirm that all non-police constables are paying their fees to the Town. Ms. Wilson added that the police constables must also submit a letter stating they only acted as a constable in service to the Town, not in private matters. Appointments to this committee were held until the next meeting.

A motion was made by Mr. Belanger and seconded by Mr. Buckley to accept the one-year appointments as presented with the exception of Constable and Emergency Planning Committee appointments. The motion carried unanimously

A motion was made by Mr. Dennison and seconded by Mr. Belanger to accept the three-year appointments as presented. The motion carried unanimously with the exception of Ms. Wilson who voted nay for the appointment of Leonard Margadonna to the Capital Improvement Planning Committee.

A motion was made by Mr. Belanger and seconded by Mr. Buckley to accept the five-year appointments as presented. The motion carried unanimously.

F. Reserve Fund Transfer Request

Mr. Mizikar presented a request to transfer funds in the amount of \$9,000 from the Reserve Fund to the Legal Department budget to cover additional unforeseen legal costs. A motion was made by Mr. Dennison and seconded by Mr. Buckley to approve the transfer of \$9,000 from the Reserve Fund into legal line item (01-11-5200-005).

Mr. Belanger noted that in the past, transfers were typically made from one department to another at this point in the fiscal year as opposed to taking funds from the Reserve Account.

Mr. Mizikar stated that the only other option would be to reduce another department budget by less than 5% but since funds are available in the Reserve Fund and the expenses qualify as unforeseen, it is appropriate to request the transfer from the Reserve Fund to cover costs in the Legal Department budget. Mr. Belanger asked if this request would go before the Finance Advisory Board for approval. Mr. Mizikar responded that it would go before the Finance Advisory Board for approval the following Monday.

The motion carried unanimously.

4. DISCUSSION/OLD BUSINESS

A. Agricultural Commission

Ms. Wilson presented the Agricultural Commission as an item for discussion. Ms. Wilson noted that the 2013 Annual Town Meeting established an Agricultural Commission consisting of 5 members and 3 alternates appointed by the Board of Selectmen. Mr. Mizikar stated that to date, no one has been appointed to this committee; however, Dianna Provencher has submitted a request for appointment to this committee.

A motion was made by Mr. Dennison and seconded by Mr. Buckley to appoint Dianna Provencher to the Agricultural Commission for a three-year term.

Ms. Provencher noted that the Town is looking for other members to serve on this Commission. All Commission members must be residents of the Town of Leicester, a minimum of 3 members must be actively engaged in

agricultural and another 2 members must have an interest in farming. Contact the Town Administrator's Office if interested.

The motion carried unanimously.

B. Social Media Use Policy

Ms. Wilson presented a draft of the Social Media Use Policy prepared by Mr. Mizikar at the request of the Board of Selectmen. Ms. Wilson noted the document is split up into purpose, applicability, policy and procedure sections and that any department seeking to establish a presence on social media must receive approval from the Town Administrator and have training. The policy also states that no employees are allowed to use social media while at work on Town equipment.

Mr. Belanger noted that preventative measures have not been taken in the past to protect the Town from viruses and hackers. Mr. Dennison noted that Section 6.5 of the policy should include a statement that Town employees should not respond to non-Town posts on the web in the official capacity of a Town employee. Mr. Dennison added that Town Departments should continue to respond to public comment via meetings, press releases and Town websites. Ms. Wilson asked the Board to review the policy and send comments to Mr. Mizikar to address at the next meeting. Mr. Mizikar noted the value of social meeting particularly in emergency situations where other traditional modes of communication (e.g. phones) may not work.

5. TOWN ADMINISTRATOR REPORT

Mr. Mizikar highlighted activities that were provided to the Board through his written report including the Personnel Bylaw update approved at Town meeting in May, an update on the Rawson Bridge project and the new hours for all departments in Town Hall starting July 1, 2014 (8am-5pm Monday, Wednesday, Thursday and 8am-7pm Tuesday).

6. BOARD OF SELECTMEN REPORTS

Mr. Belanger highlighted new businesses in Town including the American Spot Cooling company which cleaned up the blighted old Alpine building in Cherry Valley and Sweet Escapes homemade ice cream at the bottom of the hill from Becker College. Mr. Belanger also mentioned the patriotic focused Church services will take place on June 30th at St. Pius for the 4th of July and that all are welcome to attend.

Mr. Dennison thanked the Minutemen for their fundraising efforts, asked the community to be careful driving as school is out for the summer and noted that the U14 soccer Leicester soccer team lost to Worcester 6-4 but it was a great game.

Ms. Provencher spoke about the CMRPC legislative breakfast held on June 6th which focused on economic development including resources for priority development sites and the CMRPC annual dinner at which Richard Davies from MassDOT was the keynote speaker. Ms. Provencher also mentioned the churches coming together to fight world hunger fundraiser on June 3rd during which 20,000 meals were prepared. Ms. Provencher shared that the State's highest courts have ruled that the Board of Selectmen, not the Town Administrator, select retiree benefits. Finally, Ms. Provencher thanked everyone who came out to vote and stated it is an honor and a pleasure to serve the residents of Leicester.

Mr. Buckley thanked the voters who elected him to the Board of Selectmen for the next three years. He encouraged especially those residents raising families in Town to come out and vote as the Town needs their fresh voices and energy. Mr. Buckley noted that Larry St. Dennis, long time bus driver for the Town amongst other professions, passed away and sent his condolences to the family. Finally, Mr. Buckley noted that Lisa

Halley, 34, recently passed away in hospice. Mr. Buckley shared that she was loved by everyone, had many friends, and Mr. Buckley sends his thoughts and prayers to the family.

Ms. Wilson mentioned the new \$25 residential recycling stickers available beginning Saturday on the web and through the Town Clerk's office for August 1st through July 31st. Ms. Wilson noted that the new Fire Truck arrived at 5:30pm this evening and new driver training will occur. Finally, Ms. Wilson spoke about the Founder's Day celebration the prior Saturday, noting many children attended and the chicken BBQ sold out. Ms. Wilson passed along her thanks to the Founders Day Committee.

7. MINUTES

A motion was made by Mr. Dennison and seconded by Mr. Buckley to accept the Board of Selectmen meeting minutes of June 2nd, 2014.

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

A motion was made by Mr. Buckley and seconded by Mr. Belanger at 7:31pm to move into Executive Session under MGL Chapter 30A, Section 21a, Reason #3 in order to conduct strategy sessions in preparation for negotiations with union personnel representing the Firefighters and Patrol Officers 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
Dennison – Aye
Belanger – Aye
Provencher - Abstain

The motion passed unanimously.

The Board reconvened in open session upon a motion by Mr. Belanger which was seconded by Mr. Buckley at 7:49pm.

Vote by Roll Call:

Wilson – Aye
Buckley – Aye
Dennison – Aye
Belanger – Aye
Provencher - Abstain

The motion passed unanimously.

A motion to adjourn at 7:49pm was made by Mr. Belanger and seconded by Mr. Buckley. The motion passed unanimously.