

**MINUTES
SELECTMEN'S MEETING
JULY 8, 2013**

Chairman Wilson called the meeting to order at 6:30pm. Members present were Sandra Wilson, Thomas Buckley, Dianna Provencher, Matthew Dennison and Douglas Belanger. Also present was Town Administrator Robert Reed.

FY'14 Budget discussions – set Proposition 2½ Override parameters

Ms. Wilson reported that there will be four public forum sessions set for the coming months, the first one to be held August 22nd in Town Hall. Other dates that need to be confirmed yet are September 4th, 19th and 23rd at various facilities. These sessions must be promoted by individuals, not any public board or committee.

Projected Balance Sheet incorporating \$1,500,000 in Override funding, if approved, will result in reserves the first couple of years within our 5-year Projections. The intent is to hold any overages for shortfalls in the following years or to benefit Capital or Stabilization Accounts.

Mr. Dennison asked if Dept Heads would be ready for presentations on August 22nd. Ms. Wilson reported Mr. Reed is surveying department heads now, so we should be ready by the end of July with FY'14 budgetary layout. The Advisory Board supports this process. Mr. Dennison felt it would be better to have Dept Heads at the presentations so townspeople can hear from them. Ms. Wilson felt we could solicit comments ahead of time. Mr. Dennison felt it helped when Chief Hurley spoke directly to the people about regional dispatching. Mr. Buckley agreed that having Dept Heads present would show solidarity.

Ms. Wilson asked if members had any questions for the sub-committee (chairs) handling preliminary FY'14 Budget discussions. Mr. Belanger said to "get real" and "don't be squishy, be certain"; we need a solid plan in place. Ms. Wilson noted that we need to review our financial policies, the DOR report and the like, as well as consideration of school/town 60/40 split, or 60/20/20 split setup.

Ms. Provencher asked if a new fire station via debt exclusion process should be addressed here or wait for next year. Ms. Wilson noted that project is not addressed in these projections. Mr. Belanger did not see how we could even think about this project without State or Federal funding for public safety improvements, which are not available at this time.

Ms. Wilson reported that the next meeting of the chairs (sub-committee) will be held on July 22nd.

Reappointments – FY'14

MOTION: Ms. Provencher moved to approve listing of reappointments to various committees (on file), as presented. Mr. Buckley seconded.

Discussion – Ms. Wilson noted that Bylaw Committee will be without a quorum, and she felt this may be one of those groups where members need to step down for a year before continuing service. She noted that DOR report recommends we abolish this group. Mr. Reed stated that he has spoken with member Marjorie Cooper in this regard, and he has some concerns.

VOTE: UNANIMOUS

Mr. Belanger noted that our constables should be providing 25% of their service fees to the Town, but this has never been done. His wife does this type of work for the Sheriff's Dept, so he was recently made aware of this regulation. He felt we may be losing money, not with the Police Sergeants that serve the Town, but our independent constables.

MOTION: Mr. Belanger moved to send letters to our two independent constables that they need to provide a paper trail on constable services. Ms. Provencher seconded.

Mr. Buckley wondered if we could access a flat rate or does it have to be a percentage. Mr. Belanger was not aware enough to speak to that. Ms. Wilson recalled the State authorities increasing the service fees for constables to allow a percentage to go to municipalities.

VOTE: UNANIMOUS

Sub-Committee/Liaison Assignments

Ms. Wilson distributed listing of assignments, noting her attempt to place each member on one group alone and one together with another member. She read aloud her proposal and confirmed assignments (on file). Mr. Belanger recommended that we allow the chairman to act as alternate member to the newly reactivated Worcester County Selectmen's Association, which Ms. Provencher spearheaded.

Ms. Wilson recommended that the Ambulance/Fire Study Group be dissolved at this time, as their work has been completed.

MOTION: Mr. Dennison moved to dissolve Ambulance/Fire Study Group.
Ms. Provencher seconded. UNANIMOUS

Property Issue – Agreement

Mr. Reed reported that Atty. Cove is working on final agreement for remediation work at Canane property. Mr. Belanger suggested we authorize the Chair and TA to sign Agreement so we are not holding this up. Ms. Wilson asked if the billing matched the amount charged for services. TA stated yes, \$13,000.

MOTION: Mr. Belanger moved to authorize Chairman or Town Administrator to execute Agreement for reimbursement of property remediation work. Mr. Buckley seconded. UNANIMOUS

Correspondence

1. Resignation from EMS paramedic Paul Normandin Jr, effective 6/28/13. Ms. Wilson explained that the employee works for Leicester per diem but worked full-time in another community. He has now obtained a position in a different town, one outside our regional retirement system, so he needs to break service with this resignation and be reappointed under separate cover for continued service in Leicester. Dept Head Bob Wilson supports this action.

MOTION: Mr. Dennison moved to accept resignation with regret.
Ms. Provencher seconded. UNANIMOUS

Late – Memo from EMS Director requesting per diem appointment of Paul Normandin Jr as EMT Paramedic for the Town of Leicester.

MOTION: Ms. Provencher moved to appoint Paul Normadin Jr as per diem EMT Paramedic, effective this date. Mr. Belanger seconded. UNANIMOUS

2. Request from Arts Council to appoint member Sharon Nist as ex-officio, to serve in this capacity for one year.

MOTION: Mr. Belanger moved to appoint Sharon Nist as ex-officio member of Arts Council, one year appointment effective 7/18/13. Ms. Provencher seconded. UNANIMOUS

3. Request to dissolve Waite Pond Task Force from member Dick Johnston. Mr. Belanger asked for an update from recent meeting. Mr. Buckley reported that he and Mr. Dennison met with abutters, at which time they shared information and then were taken on site visit by Dick Johnston. He assumed this Task Force was different than the current association group the abutters are working toward, which was

confirmed. Mr. Dennison wished to first meet with Mr. Reed in regards to Waite Pond issues. Mr. Reed noted this matter has been difficult to address. Mr. Buckley felt we need to continue to refer to the members of the association and former task force for assistance in this process.

MOTION: Ms. Provencher moved to dissolve Waite Pond Task Force, effective immediately.
Mr. Dennison seconded.

Mr. Buckley noted that Mr. Johnston will make himself available for assistance if need be. All agreed he is a great resource and we are very fortunate to have his knowledgeable attention to these dam issues.

VOTE: UNANIMOUS

The Board asked the letters of thanks be sent to those that served on the Task Force.

4. Memo from Librarian requesting disposal of obsolete computer terminal.

MOTION: Mr. Belanger moved to approve request for disposal.
Ms. Provencher seconded. UNANIMOUS

5. Memo from TA Search Committee updating the proceedings thus far and arrangements moving forward. After receipt of essay question responses, phone interviews will be held with top 12 candidates. Another meeting will be held with consultants on final candidates for interview. The Search Committee intends to hold final interviews on August 8th and 9th, then hold a meeting immediately to name top 3 candidates to hand off to BOS. Selectmen will be able to hold interviews on August 12th or 13th.

Discussion on meeting dates and when would be best to do interviews with final candidates. The Board agreed to hold separate meeting night on August 19th to conduct interviews for new Town Administrator. The Chairman will determine what timeframes will be set up.

Ms. Wilson noted that we will discuss later any transition plan needed for interim administrator.

Advisory Board – application for appointment

Dennis McGrail was present on his application to serve on Advisory Board. Mr. LeChasseur noted there is currently one vacancy. Mr. McGrail noted that while serving on TA Search Committee, he cannot be on Advisory but can be available when that Committee is dissolved in August.

Members of Advisory Board present were Bonnie Layden, Dave Mero, Mary Gabrilla, Dorothy Dudley, Rick Antanavica and Walter Hastings. Ms. Layden reported that Mr. McGrail has attended their meetings to learn of their doings. Moderator Don Cherry Jr, who was unable to attend, submitted written support of this applicant.

MOTION: Ms. Belanger moved to appoint Dennis McGrail to Advisory Board, effective 8/12/13 with term to expire 6/30/16. Mr. Dennison seconded.

Advisory Board:

Dave Mero:	AYE
Rick Antanavica:	AYE
Dorothy Dudley:	AYE
Walter Hastings:	AYE
Mary Gabrilla:	AYE
Bonnie Layden:	AYE

Board of Selectmen:

Douglas Belanger:	AYE
Matthew Dennison:	AYE
Dianna Provencher:	AYE
Thomas Buckley:	AYE
Sandra Wilson:	AYE

Mr. Antanavica asked what the schedule will be for public forums on Proposition 2½ Override proposal and how will we educate the townspeople. Ms. Wilson noted the public forum dates to be held on August 22nd, September 4th, 19th and 23rd at various locations. Mr. Belanger felt we would rely on local

newspapers, local cable, and local outreach resources through public forums. Perhaps we would be able to include a notice in a town mailing, if timely. Mr. Mero asked if they could hand out flyers. Mr. Reed stated yes, as individuals, not as a group.

Mr. Belanger noted that any Override campaigning cannot use any public resources, including personnel, supplies or services. Citizens can, however, campaign individually or as a group, just not as a Town board or committee. We will ask employees to spread the word as well and perhaps develop a distribution list.

Mr. Antanavica asked what the \$1.5 Million Dollar Override will be used for. Ms. Wilson explained that the sub-committee is working on a plan with Advisory rep included. Mr. Antanavica asked if Selectmen will be encouraging or discouraging pay raises. Ms. Wilson reported that they are working with the School Supt on policies; some contracts have already been issued to School employee groups. Mr. Belanger noted that Override will include 2% budget increase for each department, allowing bottom line to not exceed 2% increase from FY'13 and each year through FY'18. Whatever employment contracts are in place will have to be included in that total available funding.

Interim Town Administrator

Ms. Wilson noted this is a critical period to be without an administrator but too short to hire an outsider. She asked Mr. Reed if there would be any issue with his retirement should he act as interim administrator. Mr. Reed felt it would be okay if part-time hours. Mr. Belanger felt that would be helpful, but we still owe Sue for all she does and had offered her some temporary clerical assistance during this transitional period. He felt hiring outsiders would hinder more than help and agreed that utilizing Town employees with less than 40-hr/wk to fill in would be the best way to offer some assistance. Mr. Dennison agreed. Mr. Reed agreed that Sue deserves more, he has lived it for years. He could do a 19-20/hr work week under retirement. Mr. Buckley stated that he was very comfortable with Sue holding down the fort. Ms. Wilson will work with Mr. Reed and Ms. LeChasseur regarding her coverage the past three weeks and moving forward with extra office coverage.

Mr. Reed stated that he will create format for interviews to present at our next meeting. Mr. Belanger felt MRI consultants should have most of the information available. Mr. Dennison asked if we should send our questions to the Chair for consideration at interviews. Mr. Reed felt that would be okay, but he will first seek out Search Committee and MRI for their input so we are not repeating what others included in the process. Ms. Wilson asked that Mr. Reed also inquire about site visits.

Late Correspondence (continued)

Outreach from Police Dept seeking any info from public with regards to damage to Town of Leicester sign and stone wall at the Town Common, which was apparently hit by a motor vehicle. Anybody with info is asked to call Selectmen's Office.

Retirement and moving away party to be held for outgoing T&G Correspondent and resident Betty Lilyestrom at the Castle Restaurant from 1:00-4:00pm on July 13th. All are welcome to attend.

Town Administrator's Report/New Business

- Local Aid receipt estimates indicate a \$35,000 increase for Leicester.
- No bids were received for sale of 1078 Main St property. Mr. Belanger understands some are anxious to move School Administrator to the Town Hall 3rd floor, but we do not want another empty building in the center of town. He felt we may need to use realtors to assist in this process. Ms. Provencher asked why we didn't simply put a "for sale" sign in the window of the building.

Board Reports/New Business

Selectman Provencher:

- Farmers market this year will be held on Saturdays in the Castle Restaurant parking lot.

Selectman Dennison:

- Fundraiser for ALS will be held July 19th-July 20th at Little League field with the Selectmen vs. School committee holding another competition. WIFF-ALS will be 24-hr whiffle ball game.

Selectman Belanger:

- Borrowed public safety vehicle from Sheriff's Dept is still here if any members get a chance to view it.
- Hot summer days are here, be extremely careful with kids and water, and check on your elderly neighbors.

Selectman Wilson:

- Oxford's 300th Anniversary celebration will be held this coming weekend July 13th and 14th.
- Code Red reverse 911 calling system has gone live. What about the non-892 numbers getting in the system and when is her concern now.

MOTION: Mr. Dennison moved to adjourn.
Ms. Provencher seconded. UNANIMOUS

The meeting was adjourned at 8:10pm.

Respectfully submitted,

Susan LeChasseur, Administrative Assistant