

**MINUTES  
BOARD OF SELECTMEN MEETING  
DECEMBER 21, 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, 2<sup>nd</sup> 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

A motion was made by Mr. Belanger and seconded by Mr. Buckley to take Item 3f first. The motion carried unanimously.

**1. SCHEDULED**

**a. 6:30pm – CDBG Public Hearing**

Ms. Provencher read the notice as published in the T&G for the CDBG public hearing. A motion was made by Mr. Belanger and seconded by Mr. Buckley to open the public hearing.

**Vote by Roll Call:**

Provencher – Aye  
Belanger – Aye  
Wilson – Aye  
Brooks – Aye  
Buckley – Aye

The motion carried unanimously.

Erica Johnson with Pioneer Valley Planning Commission provided an update on the Town's joint CDBG grant with Charlton in the amount of \$758,056. The project is going very well. At this point, the architectural barrier removal study for the Town Hall is largely finished and is just waiting for final design and specs to be completed which should be done by the first week in January. The largest project is in Charlton which is comprised of accessibility improvements to the Town Hall. This project will be completely by the end of February. The final of the Town's three housing rehab projects will be complete in the spring when the septic system can be installed. The Housing Authority window replacement in 40 units has been completed.

A motion was made by Ms. Wilson and seconded by Mr. Buckley to close the public hearing.

**Vote by Roll Call:**

Provencher – Aye  
Belanger – Aye  
Wilson – Aye  
Brooks – Aye  
Buckley – Aye

The motion carried unanimously.

**b. 6:30pm – Common Victualler License Transfer – Mike’s Donuts**

Kreuzer Disho, new owner of Mike’s Donuts, presented a request for a Common Victualler license transfer. Ms. Disho purchased the business two weeks ago and has owned Dippin Donuts in Spencer for 7 years. Ms. Disho stated the business would be largely kept the same with the addition of New England Coffee and some additional coffee flavors. Ms. Disho plans to remodel the building in January and is looking to extend the hours to offer coffee in the afternoons. Most of the staff have stayed on and they will be looking for more help as they extend the hours. Ms. Disho noted eventually renovations need to be made to the drive thru.

A motion was made by Ms. Wilson and seconded by Mr. Belanger to transfer the Common Victualler license for Mike’s Donuts to Kreuzer Disho with Disho and Sons Food Service Corp. The motion carried unanimously.

**2. CORRESPONDENCE**

**a. Senior Center Donations**

A motion was made by Ms. Wilson and seconded by Mr. Buckley to accept \$120 in donations to the Senior Center and deposit the funds in the Senior Center donation account. The motion carried unanimously.

**3. NEW BUSINESS**

**a. Resignations**

-None-

**b. Appointments**

**i. Board of Registrars – Michael Curtis**

A motion was made by Ms. Wilson and seconded by Mr. Belanger to appoint Michael Curtis to the Board of Registrars. The motion carried unanimously.

**c. 2016 License Renewals**

A motion was made by Ms. Wilson and seconded by Mr. Belanger to approve the 2016 license renewals as presented. The motion carried unanimously.

**d. Appoint Temporary OPM – Library Project**

Mr. Mizikar presented a request to appoint Mark Armington as temporary OPM for the library project to ensure continuity through schematic design until a permanent OPM is selected and is on board by the end of February.

A motion was made by Mr. Belanger and seconded by Mr. Buckley to appoint Mark Armington to the position of temporary OPM for the library project with thanks. The motion carried unanimously.

**e. Amendment to RECC (Dispatch) IMA**

Mr. Mizikar presented an amendment to the IMA with the City of Worcester for the Regional Emergency Communications Center (RECC). Due to project delays, the City has agreed to provide the Town with up to \$25k/mo to fund the cost of dispatchers in the Town through the anticipated RECC opening date of June 6, 2016. The amendment extends the agreement through October 1, 2016 and if the center is not open both parties will be able to amend the agreement again if they so choose. The amendment also allows for the original agreement to last for ten years from the opening of the RECC.

A motion was made by Ms. Wilson and seconded by Mr. Belanger to approve the amendment to the RECC IMA with the City of Worcester. The motion carried unanimously.

**f. Authorization to hire 4 PT Reserve Officers**

Chief Hurley requested authorization to begin the process of hiring four intermittent reserve officers. The department is currently staffed at 18 minus one officer who is still in the academy. This number is significantly below the recommended staffing levels in the 2001 staffing plan. The department anticipates 5-8 retirements within the next five years. These part time staff could provide a bridge to fill those full time positions as they become available. Chief Hurley noted that a strategic plan is in place to hire two additional officers once the Regional Emergency Communications Center opens and then a lieutenant down the road. Mr. Belanger thanked the Chief and his team for the how the recent weapons catch was handled. The Chief thanked Paxton and Spencer along with his team for their assistance. Mr. Buckley asked if there was enough funding available for the part time officers. Chief Hurley noted that there is additional funding added into the FY'17 budget and the part timers would start July 1, 2016.

A motion was made by Mr. Belanger and seconded by Ms. Wilson to authorize the creation of a roster for 4 part time officers. The motion carried unanimously.

**4. DISCUSSION/OLD BUSINESS**

**a. Town Hall Accessibility Improvements**

Mr. Mizikar discussed the next steps in moving forward with accessibility improvements to the Town Hall using CDBG funding. Mr. Mizikar stated he intends to pursue a new CDBG grant in February with the towns of Charlton and Oxford to purchase and install a new elevator for Town Hall. The estimated cost of the elevator is \$520,538 and if approved the CDBG grant would cover \$350,000 of the cost. There is a \$100,000 borrowing authorization in place for renovations to the third floor which could be rescinded and reauthorized to fund the balance of the cost of the elevator at a Town meeting in January if the Board so chooses. The remaining \$134,000 required could come from free cash and the balance of articles which can be closed out or completely from free cash. Mr. Buckley felt funding the elevator is a more immediate need and it is important to come up with the balance of funding required to keep the project moving forward. Mr. Buckley stated the sale of the school administration building could be used to pay back these costs. Ms. Wilson stated that if the \$100,000 is used for the elevator additional funding would have to be requested for the renovation. Mr. Belanger preferred borrowing the required \$134,000 rather than taking \$34,000 out of free cash and away from much needed capital projects. Mr. Belanger further recommended pursuing a short borrowing for the entire \$134,000 required rather than rescinding the \$100,000 borrowing for the renovations to the third floor and paying these funds back upon the sale of the School Administration building. Mr. Mizikar felt this recommended path is easier and leaves funding available for the renovations to the third floor once the elevator is in. Ms. Wilson liked that this plan leaves the funding in place for the renovations and does not take funds away from capital projects. Mr. Mizikar stated a short term 36 month borrowing would likely only cost the Town \$1400 per year in interest and further recommended that the remaining accessibility improvements of an accessible bathroom and ramp from the gym to the basement go through the regular capital process.

A motion was made by Mr. Belanger and seconded by Mr. Brooks to request borrowing authorization from Town Meeting in the amount of \$235,000. The motion carried unanimously.

**b. Shannon Davis Legion – Change of Officers**

The ABCC has recommended the Town have a conversation with the Board of Selectmen as the licensing authority regarding requirements which have not been met by the Shannon Davis Legion for the liquor license application. The Board approved a change of manager last year for the Legion but when it was submitted to the ABCC the officers did not match what was on file and a change of officer was required. The Legion submitted paperwork which was kicked back because it was incomplete. The Legion never filed the required change of officer paperwork and therefore the change of manager was never approved by the State. Now that it is renewal time, the Town reached out to the State for guidance as the old manager is still listed on their renewal paperwork. The State is allowing the Legion to renew their license and remain open but a deadline must be set

for submitting the required paperwork. Mr. Buckley noted the State requested this paperwork last February and the Legion has yet to comply so the paperwork must be completed. Mr. Belanger stated that the Legion has found someone to help them with this process and recommended giving them a deadline of March 1<sup>st</sup> to complete the required paperwork. Ms. Wilson felt that a March deadline is more than generous and the requirements kept getting put off because a deadline was not provided. Mr. Belanger noted the State has been very generous and proposed giving the Legion until the end of March to make sure they can meet the deadline.

A motion was made by Mr. Belanger and seconded by Mr. Brooks to require the Shannon Davis American Legion to submit all required paperwork to the ABCC by March 31<sup>st</sup>, 2016 and to send a letter to this effect. The motion carried unanimously.

### **c. Comprehensive Water Study Project**

Mr. Mizikar provided an update on the comprehensive water study project being undertaken by 4 students from WPI in conjunction with WPI and MassDEP. The students wrapped up their term and project last week and presented their findings that the Mass Audubon Society and the water commissioners. A spirited discussion was held with the water commissioners. The body of their report is 99 pages not including attachment and makes 9 key short and long term recommendations including considering the use of Moose Hill as a water source, consolidating administration of the districts and sharing a consultant with the long term goal of consolidating the districts. The students also put together a video which will be shared with the Board and on social media.

## **5. TOWN ADMINISTRATOR REPORT**

Mr. Mizikar presented highlights from his Town Administrator report.

## **6. BOARD OF SELECTMEN REPORTS**

Mr. Buckley attended the ZBA meeting on the proposed cell tower on Rt 56 which was continued to Jan 20<sup>th</sup> at 7:30pm. Mr. Buckley encouraged residents to attend this meeting and the Planning Board meeting on January 5<sup>th</sup>, especially as not all residents had time to speak at the ZBA meeting. Mr. Buckley encouraged the Planning Board and ZBA to visit the proposed site and consider the impact on 1100 residents. Ms. Provencher reiterated that it is the ZBA, not the Selectmen, who make the decision. Mr. Belanger stated he received calls from several residents who felt the ZBA was disrespectful to those who came to speak. Ms. Wilson attended the meeting and felt that the Board was very respectful and cut comments off when they got very repetitive after two hours. Mr. Brooks felt the ZBA did not let enough residents speak and is glad there is a second meeting where more information from Verizon will be provided.

The Board wished everyone a merry Christmas and a Happy New Year and asked that residents be safe especially while driving.

## **7. MINUTES**

A motion was made by Mr. Buckley and seconded by Mr. Belanger to accept the minutes of December 7<sup>th</sup>, 2015. The motion carried unanimously.

## **8. EXECUTIVE SESSION**

No executive session was held.

A motion to adjourn was made by Mr. Belanger and seconded by Mr. Brooks at 7:44pm. The motion carried unanimously.