

**MINUTES
BOARD OF SELECTMEN MEETING
MAY 16, 2016 at 6:30PM**

CALL TO ORDER/OPENING

Chairwoman Provencher called the meeting to order at 6:30pm. Chair Dianna Provencher, Vice Chair Douglas Belanger, 2nd Vice Chair Sandra Wilson, Selectman Harry Brooks, Selectman Thomas E. Buckley, III, Town Administrator Kevin Mizikar, Assistant to the Town Administrator Kristen Forsberg and Student Liaisons Jaymi-Lyn Souza and Robert Kemp were in attendance.

PUBLIC COMMENT PERIOD

Mr. Jeffrey Fisher spoke about the January Town Meeting. He wished the Finance Advisory Board had stated why they changed their opinion on one of the votes and stated he was surprised by the lack of citizen participation and the fact that a quorum of 50 can make decisions for a Town of 11,000 people. Mr. Fisher struggled to find the rules of order for Town Meeting and suggested the Town put together a citizen outline for operating Town Meeting which includes how to make motions, amend articles, etc. Mr. Fisher also stated elected officials emails should be listed on the Town's website. Mr. Mizikar noted you can click on the official's names and send emails that way but Mr. Fisher asked for a way to email all Board members at once.

1. SCHEDULED

None

2. CORRESPONDENCE

a. Student Liaison Reports

The Student Liaisons presented highlights from their written report.

Ms. Provencher read a letter from Jeffrey and Ellen Fisher who donated \$275 to replace the flag which was stolen on the Town Common. A motion was made by Ms. Wilson and seconded by Mr. Buckley to accept the donation and deposit it into the miscellaneous donation account. The motion carried unanimously.

Mr. Belanger asked if there is a fund for those looking to donate to this cause. Mr. Mizikar stated checks can be made out to the Town of Leicester with a note stating the reason for donation and funds will be deposited to the Town's general donation account and used for the stated purpose. Ms. Provencher thanked the Fisher's for their generous donation. Mr. Fisher stated it is a criminal and unpatriotic act especially in light of Memorial Day coming up and noted Ellen's dad is a WWII POW and hero and wanted to see the flag replaced in a timely manner. Mr. Belanger noted that Senator Moore has also donated a flag but there are expenses related to the pulleys, ropes and security so the Town is always looking for donations.

3. NEW BUSINESS

a. Resignations

i. Wiring Inspector – Paul Sarro

A motion was made by Mr. Belanger and seconded by Mr. Buckley to accept the resignation of Paul Sarro, wiring inspector, and to send a letter of thanks. The motion carried unanimously.

Mr. Buckley asked if we have a backup inspector. Mr. Mizikar noted there is an alternate inspector who will serve on an interim basis until the position can be advertised and filled.

b. Appointments

None

c. High School Roof Replacement Project - Solar Panel Removal Agreement – Nexamp

The Board approved the Town Administrator to execute a contract with Nexamp up to \$200,000 to remove and reinstall the solar panels in order to replace the high school roof. The contract came in at \$201,750. Mr. Mizikar is asking the Board for retroactive approval for the new amount.

A motion was made by Ms. Wilson and seconded by Mr. Brooks to authorize the contract with Nexamp in the amount of \$201,750 for the removal and reinstallation of the solar panels on the high school roof. The motion carried unanimously.

d. Reserve Fund Transfer Request – Veterans Services Department

A motion was made by Ms. Wilson and seconded by Mr. Brooks to approve a reserve fund transfer request in the amount of \$14,500 to the Veterans Services line item for Chapter 115 benefits and unanticipated one time expenses including burials for veterans. The motion carried unanimously. Mr. Belanger noted the request will go to the Finance Advisory Board next for their review.

e. Roadway Improvement Plan for FY'17

Mr. Mizikar presented the FY'17 roadway improvement plan along with the long-term plan which is subject to change due to the weather and priorities. The cost for FY'17 is approximately \$500,000 and will be paid for out of Chapter 90 funds, leaving approximately \$60,000 in available Chapter 90 funds for FY'17.

A motion was made by Ms. Wilson and seconded by Mr. Belanger to approve the FY'17 roadway improvement plan as presented. The motion carried unanimously.

Mr. Buckley asked which roads get paved first. Ms. Wilson responded that it depends on which contractor wins the bid and how they group the streets together.

f. Highway Material Bids

Mr. Mizikar presented the results of the highway materials bids and recommended the Board approve the first 7 low bidders and authorize the Town Administrator to enter into contract negotiations for the remaining services.

A motion was made by Mr. Belanger and seconded by Ms. Wilson to award the bids as presented and authorize the Town Administrator to enter into contract negotiations for the remaining services. The motion carried unanimously.

4. DISCUSSION/OLD BUSINESS

a. Standing Bylaw Committee

Mr. Mizikar is hoping to establish the new Standing Bylaw Committee approved at Town Meeting by July and the Board of Selectmen have two appointees. The Town Administrator's office will be reaching out to all others who have appointees to this committee and asked the Board to think about who they would like to appoint.

b. Pet Rock 2016

Kristen Forsberg discussed the first meeting at Becker College regarding Pet Rock 2016 which will be held rain or shine on September 11, 2016 from 12-5pm. The Board expressed their concerns regarding parking in neighborhoods and recommended adequate parking lots be secured in advance. Mr. Belanger suggested looking

into a shuttle from the WRTA and agreed to reach out to them. Ms. Forsberg noted there was significant discussion regarding improving parking and increasing volunteers to improve traffic flow.

c. Summer Meeting Schedule

Mr. Mizikar presented a proposed summer meeting schedule of June 6, June 20, July 11, August 15, August 29, and September 19, then returning to the normal schedule in October. Mr. Belanger recommended waiting to put this schedule in place until after the election. Mr. Mizikar noted July 11th is a critical meeting date for the Fire Station project. Mr. Brooks recommended getting the dates set and up on the website.

A motion was made by Mr. Brooks and seconded by Mr. Buckley to set the summer meeting schedule as proposed and put the dates on the Town website calendar. The motion carried unanimously.

5. TOWN ADMINISTRATOR REPORT

The Town Administrator presented highlights from his written report. Mr. Mizikar also thanked Ms. Wilson for serving on the board and noted she was the Chair when he started and was the first person to help him out from day one.

6. BOARD OF SELECTMEN REPORTS

Ms. Provencher noted it was a great working with Ms. Wilson and she was a great asset who will be missed. Ms. Provencher thanked her for all her years of service to the Town.

Mr. Buckley noted the Selectmen's debate moderated by Ms. Souza went very well and that he had received an email from residents about trash on Marshall Street. Mr. Mizikar agreed to look into it.

Mr. Brooks noted the trash was not from the Earth Day cleanup and that there was another cleanup that happened before this event. Mr. Brooks noted upcoming events including the summer reading kick off at LPS, school day games at LYHS and the Special Olympics coming up on Friday from 9am-1pm at the LHS track.

Ms. Wilson stated this will be her last meeting as she will miss the next meeting due to travel and it will only be the 2nd meeting in 6 years that she has missed. She noted it has been her honor and privilege to serve the people of Leicester. Ms. Wilson recommended not automatically reappointing everyone who wants to be reappointed to committees and boards annually and asked that any changes to the capital plan be required to come before the Board of Selectmen for approval. Finally, Ms. Wilson asked to remain the Board of Selectmen's representative to the Fire Station Building Committee.

Mr. Belanger mentioned the successful Little League parade and invited the public to attend the Memorial Day parade and support our veterans. There will also be a dedication by the legions of all veterans square on 5/22 beginning at 9am at the Cherry Valley Legion for all those whom wish to attend.

Ms. Provencher asked that all residents come to the Memorial Day parade to honor our veterans and expressed her remorse for missing the Little League parade due to other commitments. Ms. Provencher presented artwork of Guild Hall in Leicester, England sent to the Town and asked the Board to accept it and perhaps hang it in the new library.

A motion was made by Ms. Wilson and seconded by Mr. Buckley to accept the artwork. The motion carried unanimously. Ms. Provencher will send a handwritten letter of thanks.

7. MINUTES

a. May 2, 2016

b. May 3, 2016

A motion was made by Mr. Belanger and seconded by Mr. Buckley to accept the minutes of May 2, 2016 and May 3, 2016. The motion carried unanimously.

8. EXECUTIVE SESSION, MGL CHAPTER 30A, SECTION 21A

a. Minutes of March 21, 2016 and April 25, 2016

No executive session was held.

A motion to adjourn was made by Ms. Wilson and seconded by Mr. Buckley at 7:40pm. The motion carried unanimously.