

**MINUTES
BOARD OF SELECTMEN MEETING
AUGUST 29, 2016 at 6:30pm
TOWN HALL, SELECTMEN'S CONFERENCE ROOM**

CALL TO ORDER/OPENING

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

PUBLIC COMMENT PERIOD

No members of the public provided comment

1. SCHEDULED

a. 6:30pm – Review of Selectmen Policies

Mr. Belanger briefly reviewed the Selectmen's policies as provided to the Board and asked all Board members to read them. Mr. Belanger noted we are one of the few towns boards that are able to respectfully disagree. He highlighted a few sections of policies including:

- Recognizing that action at an official meeting is binding
- Board members will not make statements on how they will vote until they have had the opportunity to hear the pros and cons of an item at a meeting.
- The Board is responsible for policy development and review for compliance developed in conjunction with the Town Administrator.
- The Board will refrain from involvement in day to day operations.

Mr. Belanger cautioned the Board against working directly with Department heads because they can assume it's a commitment from the Board or it takes the legs out of the Town Administrator.

b. 6:30pm – One Day Beer/Wine Permit – Leicester Arts Council Harvest Fair – September 17, 2016

Kurt Parliment requested a license for the beer, cider and mead contest at the Harvest Fair. Friday night is the judging and Saturday the submissions will be on display. Ms. Forsberg clarified alcohol will only be tasted by the judges, not sold. Ms. Forsberg noted a license would be needed for Friday if there would be tasting that day. Mr. Belanger recommended obtaining a license for both days. Ms. Forsberg asked about the hours on September 16th. Mr. Parliament responded 5-7:30pm. Mr. Belanger recommended the hours be set from 4pm to 8pm.

A motion was made by Ms. Provencher and seconded by Mr. Shivick to issue a one-day beer and wine permit to the Arts Council for September 16, 2016 from 4pm to 8pm. The motion carried unanimously.

A motion was made by Mr. Shivick and seconded by Ms. Provencher to issue a one-day beer and wine permit to the Arts Council for September 17th from 9am to 4pm. The motion carried unanimously.

2. CORRESPONDENCE

a. Student Liaison Reports

Ms. Souza noted the high school roof project reached substantial completion last Friday and school begins September 6th. Fall athletic practices began on August 25th. Mr. Kemp noted that all students have received their touchscreen chromebooks.

b. Harvest Fair Judging

Mr. Belanger received an invite to judge at the Harvest Fair and wanted to pass it along to any interested Board members. Mr. Shivick expressed his interest. Ms. Provencher is being judged and Mr. Brooks is participating. Mr. Belanger will also extend the invite to Mr. Buckley.

3. NEW BUSINESS

a. Resignations

None

b. Appointments

i. Registrar of Voters – Maureen Connery

Mr. Belanger noted that the Board of Registrars position must be filled due to a death before the election. It is a Democratic position. There are four members, two Democrats and two Republicans.

A motion was made by Ms. Provencher and seconded by Mr. Shivick to appoint Maureen Connery to the position of Registrar of Voters. The motion carried unanimously.

c. Town Administrator Performance Review Tool

Mr. Belanger presented a performance review tool for the Town Administrator annual review for the Board's consideration. Ms. Forsberg noted the Town Administrator goals for the year are included at the bottom of the tool. As the Town Administrator's contract goes through the end of September, Ms. Forsberg noted it is customary and that the tool would be completed for the last meeting in September and the review would occur at this meeting as well which would be September 19th.

A motion was made by Ms. Provencher and seconded by Mr. Shivick to use the performance review tool as presented for the Town Administrator's annual review. The motion carried unanimously.

The Selectmen are to provide their assessments to Ms. Forsberg by September 12th.

d. Certificates of Donation – Paxton Street (Rt 56) Roadway Improvement Project Easements

Ms. Forsberg went door-to-door last week meeting residents and discussing the Paxton Street roadway improvement project. Ms. Forsberg presented additional donation letters bringing the total to 15 out of 28 properties. So far only 2 refusals have been received. The Town is working with several additional property owners and there are only 4 property owners Ms. Forsberg has not heard from. Ms. Forsberg asked the remaining owners to reach out to her in the office and asked the Board to consider authorizing the Chair to sign the certificates of donation as presented this evening.

A motion was made by Mr. Shivick and seconded by Ms. Provencher to authorize the Chair to sign the certificates of donation of easements for the Paxton Street project.

Ms. Forsberg noted the donation average is 54% and MassDOT's project average is 10% so we are far above average as residents have been very generous.

e. Municipal Employee Disclosure MGL c.268A 20(b) – Thomas E. Buckley, III.

Ms. Forsberg stated that as Mr. Buckley is both an elected official and a substitute at the schools he must disclose this financial interest because he does receive compensation from the schools and seek an exemption from the Board of Selectmen under Mass General Laws.

A motion was made by Mr. Shivick and seconded by Ms. Provencher to approve the exemption requested by Mr. Buckley under MGL c. 268A 20(b). The motion carried unanimously.

4. DISCUSSION/OLD BUSINESS

a. Fall Special Town Meeting Warrant

Ms. Forsberg gave a brief overview of draft Town Meeting warrant articles to date which include:

1. Late Bills (none at this time)
2. Amend the FY'17 Budget
3. Approval for the Board to Negotiate Solar Tax Agreements
4. Sell Land to Kurt Parliament
 - Adjacent to the ball fields at community field on the east side
 - Adjacent to land he owns; will put a permanent conservation restriction on it
5. Handicap Parking
 - Allow Town to set aside a portion of handicap parking violation fines for use by the commission on disabilities for handicap improvements in town
6. Easement/ROW for Rawson St. Bridge (Including Funding)
7. Funds for Appraisal of easements for Rawson St. Bridge
8. Funds for layout of Rawson St. Bridge – survey work
9. Reaccept Section 20 of Chapter 32B
 - New municipal modernization act updated opeb regulations making it easier to set up an irrevocable trust for retiree health insurance so Town must accept the new provisions
10. Repair broken Recycling Center Compactor

5. TOWN ADMINISTRATOR REPORT

Ms. Forsberg thanked those willing to donate their easements for the Route 56 project. Mr. Belanger noted for those who are not willing to donate we pay \$750 per site for an appraisal then negotiate a price. Mr. Belanger asked if it is appropriate that those who have donated be recognized at Town Meeting.

Ms. Forsberg noted that MIIA rewards amounted to \$18,118 off of our FY'17 premium which is an increase of \$4,000 about FY'16. Finally, she noted there will be a public hearing on electronic tolling for the Mass Pike on September 6th from 6:30-8:30pm.

6. BOARD OF SELECTMEN REPORTS

Ms. Provencher stated that school is back in session and to stay a little ways behind the school busses and don't try to pass them. She is also working to pull a Burncoat Park meeting together.

Mr. Brooks noted the State Primary is September 8th and the top cop benefit game to benefit the Tarentino family. Tickets are on sale for \$5 each at Mike's Donuts. September 17th is the Harvest Fair.

Mr. Belanger noted that due to the close proximity of Special Town Meeting and early voting we all need to work together to make sure Debbie gets everything she needs.

7. MINUTES

a. Minutes of June 20, 2016 workshop and regular meeting

A motion was made by Mr. Brooks and seconded by Ms. Provencher to accept the minutes of June 20, 2016 (workshop and regular meeting). The motion carried unanimously.

b. Minutes of July 11, 2016

A motion was made by Ms. Provencher and seconded by Mr. Shivick to approve the minutes of July 11, 2016. The motion carried unanimously.

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

None

A motion to adjourn was made by Ms. Provencher and seconded by Mr. Shivick at 6:59pm. The motion carried unanimously.