

**MINUTES
BOARD OF SELECTMEN MEETING
OCTOBER 20, 2014 – AMENDED NOVEMBER 3, 2014**

CALL TO ORDER/OPENING

Chairman Buckley called the meeting to order at 6:31pm. Chair Thomas E. Buckley, III, 2nd Vice-Chair Matthew Dennison, Selectman Douglas Belanger, Selectwoman Sandra Wilson and Town Administrator Kevin Mizikar were in attendance. Vice-Chair Dianna Provencher attended an Airport Advisory Committee on behalf of the Town.

PUBLIC COMMENT PERIOD

No public comments

1. SCHEDULED

A. Becker One Day Wine and Malt Permit

Robert Wilder, Becker Director of Dining Services, presented a request for a one day beer and malt permit for Friday, October 24th, 2014 for an indoor fundraiser for 125 guests. A motion was made by Ms. Wilson and seconded by Mr. Dennison to grant the one day beer and malt license to Chartwells at Becker for Friday, October 24th, 2014 from 5-8pm. Mr. Belanger stated Becker is doing a good job and should continue to be strict to prevent issues. The motion carried unanimously.

2. CORRESPONDENCE

A. Accept Senior Center Donations

A motion was made by Ms. Wilson and seconded by Mr. Dennison to accept donations to the Senior Center in the amount of \$2,505 and to deposit funds into the appropriate accounts. The motion carried unanimously

3. NEW BUSINESS

A. Appointments

i. Appoint Temporary Tax Collector

A motion was made by Mr. Belanger and seconded by Ms. Wilson to appoint Colleen Cooney to the position of temporary Tax Collector. Mr. Dennison asked if Ms. Cooney is qualified for this based on a conversation for the public's information or questions received. Mr. Mizikar responded that the Town will be well served by Ms. Cooney in this capacity. Ms. Cooney will be provided with a \$100 weekly stipend during this temporary appointment for the increase in service provided. The motion carried unanimously.

ii. Appoint Temporary Treasurer

A motion was made by Mr. Belanger and seconded by Mr. Dennison to appoint Amy Perkins to the position of Temporary Treasurer. Mr. Mizikar stated that Ms. Perkins has worked for the Town for 5 years and has a good understanding of the office and responsibilities in addition to being a certified Treasurer. Ms. Perkins will be provided with a \$100 weekly stipend during this temporary appointment for the increase in service provided. The motion carried unanimously.

iii. Appoint LEPC Positions

Mr. Mizikar stated there are two positions which must be filled on the Leicester Emergency Planning Committee prior to certification. A motion was made by Mr. Dennison and seconded by Ms. Wilson to appoint Chief Robert Wilson to the positions of EHS facility representative and Emergency Response Coordinator. Ms. Wilson stated holding 3 positions on the LEPC has been frowned upon in the past. Mr. Mizikar responded that Chief Wilson agreed to take on the EHS facility position temporarily at the recommendation of MEMA personnel. Mr. Mizikar further noted that the position of Emergency

Response Coordinator would normally be filled by the Emergency Management Director but with the Director's impending resignation, MEMA recommended Chief Wilson serve in this capacity. The motion carried unanimously.

iv. Appoint PD Emergency Police Officers

The item was tabled to the next Board of Selectmen's meeting.

v. Appoint Part Time Dispatcher

Mr. Mizikar requested the agenda be amended this morning to add for the appointment of a PT dispatcher to help fill empty shifts and save on overtime until the regional dispatch agreement goes through. The recommended candidate, Marianne DeVries, has 15 years of experience in the field and familiarity with the software system used by PD. A motion was made by Ms. Wilson and seconded by Mr. Belanger to appoint Marianne DeVries to the position of Part Time Dispatcher. Mr. Belanger asked about the amended agenda and open meeting law. Mr. Mizikar responded that agendas are required to be posted 48 hours prior to a meeting with any items likely to be discussed but can be further amended and reposted up until the start of the meeting. The motion carried unanimously.

B. Resignations

i. Kevin Stanikmas – Custodian

A motion was made by Ms. Wilson and seconded by Ms. Provencher to accept the resignation of Kevin Stanikmas effective 10/18/14 and to send a letter of thanks. Mr. Belanger asked if an exit interview was conducted. Mr. Mizikar responded in the affirmative. The motion carried unanimously.

C. Town Administrator Performance Review

Mr. Buckley presented the aggregated Performance Review completed by all Board members for Mr. Mizikar. The review consisted of two sections. In Section 1, Mr. Mizikar received aggregate scores ranging from 8.5 to 9.2 out of a possible score of 10 for his relationship with the Board, leadership and policy execution, communications, Town and intergovernmental relations, management and administration, financial management and person character. Section 2 evaluated established performance goals in Mr. Mizikar's contract. Scores in this section ranged from 7.4 to 8.8 for his work to enhance core services, promote economic development, implement changes to the financial management system, decrease energy consumption in all Town buildings and design a communications strategy to champion the accomplishments of the Town of Leicester. Mr. Buckley noted that Mr. Mizikar exceeded expectations in all five goal areas. Mr. Buckley noted there were many very complimentary comments included and that public can view the report on file in the Selectmen's office. The composite means were 8.9 for Section 1 and 8.0 for Section 2 for a total aggregated score of 8.5. Based on the salary structure laid out in Mr. Mizikar's performance based contract, an aggregate score of 8.5 calls for a 3.5% wage increase.

A motion was made by Mr. Dennison and seconded by Mr. Belanger to increase the Town Administrator's salary by 3.5% based on the performance evaluation. Mr. Dennison stated that the Town doesn't always see the huge obstacles that Mr. Mizikar faced and his accomplishments in the first year are nothing short of amazing, particularly coming into a difficult situation with a Prop 2 ½ override and financial troubles facing the Town. Mr. Belanger has participated in five Town Administrator evaluations and has never given a perfect score until now based on what the Board asked of Mr. Mizikar and his ability to exceed the goals of his performance based contract which will be used for all managers going forward to set raises. Ms. Wilson felt the Town's financial situation was greatly improved and now there is a real budget process being followed by both the Schools and the Town. Ms. Wilson further noted that moral is better and Mr. Mizikar implemented more changes in six months to the personnel policy than has been done in the past five years. Mr. Buckley stated that Mr. Mizikar is loyal to the community and always remains calm under pressure. Mr. Buckley noted that new goals would be

set for Mr. Mizikar at the upcoming meeting on 11/3/14. Mr. Mizikar stated that he appreciated the feedback and the Board following the established performance review process which puts everyone on the same page and allows him to know how he will be evaluated. Mr. Mizikar stated he is looking forward to helping the Town progress and move in the direction it wants to go for the future. The motion carried unanimously.

D. Request to Dispose of Equipment – Library

A motion was made by Ms. Wilson and seconded by Mr. Dennison to approve the Library's request to dispose of equipment. The motion carried unanimously.

E. Right of First Refusal – 104 Huntoon Memorial Highway

Mr. Mizikar presented a Right of First Refusal request for a .49 acre parcel proposed to be combined with the adjacent 7.1 parcel located at 104 Huntoon Memorial Highway (Rt. 56). The parcel is currently forestry land and has a portion of the real estate taxes abated as such. The Town has the right of first refusal any time that forest land goes up for sale. In this case, the Town would need to come up with \$25,000 to purchase this parcel should they so choose. The request was distributed to the Assessor, Planning Board and Conservation Commission, all of whom recommended the Town not exercise their Right of First Refusal and allow the sale to go through. The property will return to the full tax rolls once combined with the adjacent parcel and the forestry designation will be removed. The Board has until January 19, 2015 to take action on this request. Mr. Belanger noted that allowing the sale to proceed will increase the tax base and promote business. A motion was made by Mr. Belanger and seconded by Mr. Dennison to waive the Town's Right of First Refusal for the .49 acre property located at 104 Huntoon Memorial Highway. The motion carried unanimously.

F. Close and Sign Warrant for Special Town Meeting

Mr. Mizikar presented the Special Town Meeting warrant with 13 articles for the November 18th, 2014 meeting. Ms. Wilson asked if the Town is required to state salaries in the motion for Article 2. Mr. Belanger responded that this is an amendment to a line item not a net change in pay. Mr. Mizikar noted Town Counsel has reviewed the warrant and provided approval to keep the language general but that the change of \$865 was previously approved at Town Meeting. Mr. Belanger noted that Article 3 would provide funds for maintenance and upgrades to Bean Square. The Town historically reimburses the Leicester Business Association for some of the costs associated with maintenance and upgrades they undertake. Mr. Belanger asked if the recommended \$20,000 spending limit for the proposed Parks and Rec Revolving Fund (Article 12) is per item or per project year limit. Mr. Mizikar stated that the \$20,000 is an aggregate for the year which is standard for Parks and Rec revolving funds but an increase can be approved by Town Meeting if needed. Ms. Wilson noted the limit is set annually and recommended Parks and Rec plan in advance and notify the Town Administrator of any additional funding needs. Mr. Buckley asked if the proposed municipal electric aggregation (Article 13) would lock in residents. Mr. Mizikar responded that residents can opt out of the program. A motion was made by Mr. Dennison and seconded by Ms. Wilson to close and sign the warrant for Special Town Meeting. The motion carried unanimously. Mr. Mizikar stated that Ms. Provencher would come to the office to sign the warrant.

G. Contracts – Police Department Assessment Center

Mr. Mizikar presented a contract with PSC to design and conduct an assessment center for internal Police Department Sergeant promotions. Three proposals were received, interviews were conducted and the price proposals from the top two firms were reviewed. PSC offered the highest quality and greatest value at a proposed cost of \$6,450. A motion was made by Mr. Belanger and seconded by Mr. Dennison to enter into a contract with PSC in the amount of \$6,450 to design and conduct an assessment center. Ms. Wilson asked if any pre-contractual work listed in the proposal has been undertaken. Mr. Mizikar stated that preparations are in week one of the proposed timeline and the goal is to have the assessment center take place on November 14th, 2014. Mr. Mizikar has stressed to PSC that time is of the essence. The motion carried unanimously.

H. Contracts – Town Accountant

Mr. Mizikar presented a one year contract for the Town Accountant for the Board's consideration. The contract is for Sandy Buxton for 20 hours per week and the same as the previous contract except for an annual salary increase. Ms. Buxton intended to retire but as the joint accounting services with another local Town did not

work out she agreed to stay on part time for another year. A motion was made by Ms. Wilson and seconded by Mr. Belanger to sign a one year contract with the Town Accountant. The motion carried unanimously.

I. Authorize Requisition for Full Time Police Hiring

Mr. Mizikar presented a request from the police department to start the Civil Service process to fill a Full Time Police Officer vacancy created when Sergeant Fontaine retired. This appointment would be in addition to the 3 Full Time Police Officer positions currently in the hiring process. Mr. Dennison asked if the roster must be created again. Mr. Mizikar responded in the affirmative as the current roster is only for the 3 Full Time positions and adding a 4th position requires that a new roster be created. A motion was made by Mr. Belanger and seconded by Mr. Dennison to authorize a requisition for a full time Police Officer hiring. The motion carried unanimously.

4. DISCUSSION/OLD BUSINESS

Mr. Dennison asked about the status of the old Exxon Station. Mr. Mizikar responded that he would reach out to Cumberland Farms. Mr. Belanger stated the property is an eyesore and should be redeveloped.

5. TOWN ADMINISTRATOR REPORT

Mr. Mizikar presented highlights from his Town Administrator report. A motion was made by Ms. Wilson and seconded by Mr. Belanger to authorize the Town Administrator to handle the Transfer of excess loam from CM Crane to the Highway Dept. The motion carried unanimously.

6. BOARD OF SELECTMEN REPORTS

Ms. Wilson reminded the Town that Trick or Treating hours are from 5-7pm and the Rochdale Fire Station parade will begin at 6:30pm at Joe the Barber and the Cherry Valley Fire Station parade will begin at 7pm at Giguere Gymnastics. The Leicester Lions will hold a Halloween party and parade around the common with Company 1 Fire Truck escort on Sunday, October 26th from 6-8pm at Town Hall. Ms. Wilson noted that daylight savings is coming up and residents should take the opportunity to change batteries in their CO and smoke detectors.

Mr. Belanger and Mr. Dennison congratulated recent Eagle Scout recipients. Mr. Dennison asked that people drive carefully on Halloween as it will be dark and kids will be in dark costumes and should bring flashlights.

Mr. Buckley noted that on Saturday at 11am the Sons of the Revolution would hold a ceremony at the Rawson Brook Cemetery and present the Town with a certificate relative to Colonel Henshaw's grave. Mr. Buckley also presented a Senate citation extending congratulations to the Town for becoming a Purple Heart Community. Finally, Mr. Buckley noted that the Town Administrator's door is always open and anyone can speak to him when they have concerns as he is always willing to stop what he is doing and listen.

7. MINUTES

A motion was made by Mr. Belanger and seconded by Ms. Provencher to approve the minutes of October 6, 2014. The motion carried unanimously.

8. EXECUTIVE SESSION

Executive Session was moved to the next Board of Selectmen agenda.

A motion to adjourn was made by Ms. Wilson and seconded by Mr. Belanger 7:57pm. The motion carried unanimously.

The next Board of Selectmen meeting will be held on November 3rd, 2014 at 6:30pm.