



# PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

**ORGANIZATION:** Select Board

**MEETING:** X

**PUBLIC HEARING:**

**DATE:** August 24, 2020

**TIME:** 6:30pm

**LOCATION:** Virtual Meeting – See Instructions Below

**REQUESTED BY:** Kristen L. Forsberg

*Agenda packet and associated documents can be found at [www.leicesterma.org/bos](http://www.leicesterma.org/bos). This agenda lists all matters anticipated for discussion; some items may be passed over, and other items not listed may be brought up for discussion to the extent permitted by law. Select Board meetings are recorded by LCAC. Any member of the public planning to record the meeting must first notify the Chair. **PLEASE SILENCE ALL CELL PHONES DURING THE MEETING***

**Join from your computer, tablet or smartphone:**

<https://global.gotomeeting.com/join/805503365>

**Dial in by phone:**

(872) 240-3212; Access Code: 805-503-365

## CALL TO ORDER/OPENING

### 1. SCHEDULED ITEMS

- a. 6:30pm – Fire Station Retention Pond Issue Discussion with VHB

### 2. APPOINTMENTS

- a. Appointment – Assistant Town Administrator – Kristen Forsberg
- b. Lateral Transfer – Assistant to the Town Administrator – Bryan Milward

### 3. NEW BUSINESS

- a. Discuss/Vote - Department Head Contracts (Assistant Town Administrator, Highway Superintendent)
- b. Discuss/Vote – Police Union Memorandum of Understanding

### 4. OLD BUSINESS

- c. School Special Town Meeting Update
- d. Discuss/Vote – FY21 Town Administrator Goals

**ADJOURN**

## **Proposed Executive Session Motion**

### **Board Member 1**

I move to go into Executive Session under MGL Chapter 30A, Section 21(a) under

Exception #2      To conduct strategy sessions in preparation for negotiations with nonunion personnel (Department Head Contracts); and

Exception #3      To discuss strategy with respect to collective bargaining (Police Union)

The Board will reconvene in open session at the conclusion of executive session

### **Board Member 2**

Second

### **Chairperson**

To discuss these matters in open session would compromise the position of the Town, the Chair so declares.

## **VOTE BY ROLL CALL**



## Town of Leicester

### OFFICE OF THE TOWN ADMINISTRATOR

Town Hall, 3 Washburn Square  
Leicester, Massachusetts 01524-1333  
Phone: (508) 892-7000 Fax: (508) 892-7070  
[www.leicesterma.org](http://www.leicesterma.org)

August 20, 2020

To: Select Board  
From: David Genereux, Town Administrator  
**RE: School Special Town Meeting Update**

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Progress made towards addressing safety and convenience concerns for the School Special Town Meeting on September 26<sup>th</sup> is as follows:

#### **Legal**

Remote Town Meeting/Town Meeting options: Per Town Counsel, municipal legislative meetings are exempt from the Governor's limits on planned gatherings. However, because Leicester has an open town meeting form of government, all who wish to vote at Town meeting must be allowed to attend in person. Absentee or drive-through voting is not allowed.

#### **Meeting Setup and Design**

The Town has secured the front portion of the old Millbrook Distributors building as the location for the September 26, 2020 town meeting. In order to maximize the ability of the public to attend the meeting and vote on the project, the following measures have been taken:

- There is a seating plan for nearly 800 people on the main floor of the building with chairs spaced out for proper social distancing
- Approximately 50 other seats will be located on an upper deck area for those who are concerned about being on the main floor area. Seating will be allocated on a first come, first serve basis.
- The garage doors at the east end of the building will be open to allow for fresh air to enter, supplemented by two large fans in the corner open bay doors at the building's east end.
- The floor will be cleaned by the highway street sweeper using an antiseptic solution.
- A large air handler will be running
- Masks, disinfectant spray, gloves and wipes will be available for the public.
- Microphones will be cleaned by volunteers in between speakers.
- The space itself, as well as the practices listed, have been approved by the Town's health agent from the Regional Public Health Alliance.

#### **Equipment**

- The Town will be contracting with event and media company Immedia to ensure Town Meeting runs smoothly.
- There will be multiple screens in place so voters can see the Town Meeting warrant, presentations, and the vote tally onscreen.
- Meridia will be sending two representatives to run the voting and ensure that there are no technical issues
- There will be 1,000 voting devices on hand

- Voting devices do not require internet access; however, the Town is attempting to secure live streaming capabilities from Charter if possible but there is no guarantee at this time
- The typical Town Meeting setup will be used in a larger venue with multiple microphones for speakers.

**Other**

- Police officers will be onsite to ensure there are no issues with parking.
- There will be a designated drop off area for voters with mobility issues
- The Police Department is working with nearby property owners to expand parking options
- The Town is working with the WRTA to obtain a pick-up and drop off service from certain areas in Town. More details to follow shortly.
- Portable toilets, including ADA accessible toilets, will be available on sit

## PROPOSED REVISED TOWN ADMINISTRATOR GOALS FOR 2021

### FINANCIAL GOALS

Develop a Financial Plan for the town.

Develop a plan to guide the Town through the financial hardships the town will endure because of COVID-19 cut backs from the state financial cuts (cherry sheet) that will hit us next year.

Prepare a five-year Financial Stability Plan

Prepare a five-year outlook for financial stability which includes a plan for marijuana revenue, forecasted revenue and expenditures and identifies potential operating budget deficiencies

Objective – Have a five year financial plan that can be used to provide the parameters for the budget in those years

Need to include OPEB, Capital, impact of raises (as known in current contracts – determine what can be afforded in future contracts), stabilization

Identify how departments will be affected (include impact on headcount, service provided, expenses, maintenance, etc.)

In the event of projected State Financial Aid cuts to the Town, develop a plan to guide the Town through the financial hardships we will temporarily endure.

#### **1.) REVISED GOAL – Develop both and long-term financial plan based on current and anticipated future revenues, including OPEB, Stabilization, capital planning and collective bargaining.**

Commentary – No issue with this particular goal. Will be difficult in the short term, with state and local revenue not being predictable due to Covid-19, but it will be doable late in the fiscal year.

### PERSONNEL GOALS

To reimplement annual reviews for Department Heads.

To work with Department Heads and make sure they get the proper training needed to do their job to the best of their abilities. This could include but not be limited to Management/Supervisor type training.

Succession Planning for all department heads and employees under them.

Succession planning is a process for identifying and developing employees to fill the responsibilities of roles within the organization. The goal of succession planning is not to make the current leadership dispensable, but instead to ensure business continuity and growth. **The** development of qualified pools of candidates ready to fill critical or key positions for all our employees.

Department Head Meetings These meetings should be shared with the selectmen

Hire a Building Inspector willing to work "with" the various home- owners & contractors working on projects in Town.

**2.) REVISED GOAL – Develop systems that further their training and performance of department heads; factor in succession planning where applicable and possible; continue department head reviews and goaling processes.**

Commentary – No issue with training and further development of department heads, though doing so may trigger the morale issue that I have been told about from time to time.

I disagree with the sharing of department head meetings for a few reasons:

- a.) Department Head meetings are a part of what I consider to be an operational activity, which is part of daily management.
- b.) Virtually all items discussed at the meeting are items previously discussed with the Board or are discussed with the Board after consultation with department heads.

I agree with the concept of "cooperative" Building Inspector, which is why one otherwise qualified applicant has been rejected. Will do what is possible to find an appropriate candidate.

**BUSINESS DEVELOPMENT GOALS**

To research grants that may assist us in gaining more commercial business.

To inquire with Walmart regarding business plots on their property and what it would take to attract business.

**3.) REVISED GOAL – Continue economic development strategies, including obtaining grant funding for business development and future growth.**

Commentary: Nothing new here; but we remain dependent on factors beyond our control including property pricing, location and available utilities.

**TOWN PROJECTS/MAINTENANCE GOALS**

Create/schedule a maintenance plan for town buildings  
To create a schedule in order to maintain town buildings and town property.

Hillcrest Plan What is the future plan for Hillcrest

In the event of the Middle School Project voted down by Town vote, establish a committee from both sides of this project to look into the rebuilding of Memorial School.

**4.) REVISED GOAL – Work with Highway Superintendent/Facilities Manager to create a schedule for maintenance and upgrades to municipal buildings and other property that is funded annually as well as make recommendations for creative use/reuse of existing surplus or underutilized property.**

Commentary: No issues with the maintenance or Hillcrest goal. I disagree with the goal on the school project for the following reasons:

- a.) It is the right and responsibility of the Select Board to form a new school building committee, and in conjunction with the School Committee determine who is appointed to it.
- b.) A new school building committee should be charged with the same mission as the previous one – to determine what project is in the best interest of the Town. To tie it toward a particular project would defeat the purpose of assembling the Committee.

**OTHER**

Establish better communications with the various boards & committees in Town, ex. Finance Advisory, Recycling...

**Commentary:** This office does what it can to be a resource to any Town Committee that needs it. We done our best to answer requests from various boards and committees, but in some cases, it has been difficult to have a communicative relationship. I think that it is problematic as a goal, because 50% of it is outside of my control.

Establish a more "neutral" position on Town projects, such as the proposed Middle School Project. Many residents are complaining about what they see as obvious favoritism to this project.

**Commentary:** I absolutely disagree with this goal. First, it is my job to offer recommendations on many items, including large capital projects to the Board. I have not done so with the school project. I have limited my involvement to the following:

- a.) Working with the School Building Committee (of which I am a member), to set up presentations to offer information to residents.
- b.) Assembling the financial details of the project so residents will be aware of the costs.
- c.) Bring forward recommendations of dates, times, locations, and logistical details for Town Meeting and the ballot process to the Board for vote. My goal is to provide a setting that allows the maximum amount of residents to turn out to discuss the project and vote, nothing more.
- d.) I have freely furnished whatever information on the project that I have in my possession to any individual requesting it, regardless of their opinion on the project.

It is the purview of the Board to open the warrant, and set the day, time and location. The Board chose to do so. I am now doing whatever I can to make the meeting successful and allow for a factual presentation to be made for residents to approve or disapprove.

Based on these comments, I request that this item be eliminated.



## ***Town Administrator Goals for 2021***

To reimplement annual reviews for Department Heads.

To help establish a preventative maintenance plan with all Departments to ensure buildings and property are being maintained properly.

To work with Department Heads and make sure they get the proper training needed to do their job to the best of their abilities. This could include but not be limited to Management/Supervisor type training.

To research grants that may assist us in gaining more commercial business.

To inquire with Walmart regarding business plots on their property and what it would take to attract business.

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What is the future plan for Hillcrest

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In the event of the Middle School Project voted down by Town vote, establish a committee from both sides of this project to look into the rebuilding of Memorial School.

In the event of projected State Financial Aid cuts to the Town, develop a plan to guide the Town through the financial hardships we will temporarily endure.