

**MINUTES
BOARD OF SELECTMEN MEETING
NOVEMBER 20, 2017
TOWN HALL, SELECTMEN'S CONFERENCE ROOM**

CALL TO ORDER/OPENING

Chairman Brooks called the meeting to order at 6:33PM. Chairman Harry Brooks, Vice-Chair Dianna Provencher, 2nd Vice-Chair Sandra Wilson, Selectman Brian Green, Town Administrator David Genereux, Assistant to the Town Administrator Kristen Forsberg and Student Liaisons Alyssa Pupillo and Robert Kemp were in attendance. Mr. Belanger was absent due to out of state travel for the holiday.

PUBLIC COMMENT PERIOD

No members of the public provided comment

1. SCHEDULED

a. 6:30pm – FY'18 Tax Classification Hearing

A motion was made by Ms. Provencher and seconded by Ms. Wilson to open the FY'18 Tax Classification Hearing at 6:34pm. The motion carried unanimously.

John Prescott, Town Assessor, presented the tax rate options, noting the Board of Assessor's recommendation was to continue with a single tax rate as has historically been the case in Leicester.

A motion was made by Ms. Provencher and seconded by Ms. Wilson to go out of the public hearing. The motion carried unanimously. A motion was made by Ms. Provencher and seconded by Ms. Wilson to adopt a single tax rate at \$16.09 per thousand dollars of valuation for FY'18 as proposed. The motion carried unanimously.

Ms. Wilson noted there are debt exclusions on top of the tax rate including 22.3 cents for the Police Station, 20.4 cents for Hillcrest and 51.9 cents for the Fire Station for a total of 94.6 cents additional on the FY'18 tax rate on top of the assessed value. These costs are part of the \$16.09 tax rate. Ms. Provencher thanked Mr. Prescott for putting together this information so residents can understand what the Town has for debt exclusions and how much is being paid towards this debt.

b. 6:45pm – Library Renovation and Expansion Project Update

Marc Armington, an at-large Board appointee to the Library Building Committee provided an update on the library project. Mr. Armington noted he has been involved in this project since the grant application was submitted. The project is being overseen by OPM Lamoureux Pagano, architect Durland Van Voorhis and contractor DA Sullivan. The OPM is on site daily and biweekly project meeting are held. Mr. Armington stated the project is going very well, is on schedule and is healthy funding wise. The project is currently approximately 15-18% complete. Most of the unknowns happen in the site work while getting the project site open and prepared for construction. The project is now well beyond this stage and only used 10% of the project contingency budget to address site prep issues such as boulders and unusable soils. The foundation for the addition to the building is in, the structure for the elevator is in place and work is underway in the existing library including abatement and repairing the roof slate. There are multiple funding sources for this project including a grant from the Mass Library Buildings Commission, fundraising contributions, an anonymous \$2 million dollar donation and \$1.9 million in borrowing authorized by Town Meeting. Mr. Armington concluded by noting the OPM has been asked to start a list of anticipated change orders and develop a budget to show those costs. Even with potential change orders the project is still within budget.

c. 7:00pm – Thoughtexchange Update – Jeff Berthiaume, School Department

Jeff Berthiaume, Director of Technology and Digital Learning for the School Department and Vice Chair of the Middle School Building Committee discussed a poll of the community undertaken using a program called “thoughtexchange”. The Town and the Schools used this program a year ago to gauge the community’s thoughts on where the Town and Schools should be moving towards over the coming years. This time, the school asked two questions related to the middle school building project. The survey was advertised on the Town and School websites and on social media. The survey had 296 participants who had 600 thoughts and assigned 14,500 stars. The survey respondents consisted of 56% parents, 16% teachers, 12% community members, 9% staff and 7% other. The top themes were future planning, technology and updated facilities. Ms. Wilson noted it was difficult to go through all 600 comments that were not organized and took up 40 pages. Ms. Wilson added by the time she got to question 2 she stopped before reading all of the comments because of this and stated the last time the survey was very organized and structured without unlimited stars. Mr. Berthiaume noted thoughtexchange has changed their process but that he had provided similar feedback to them.

d. 7:15pm – Class II License Policy Discussion

Ms. Forsberg presented the final Class II License Policy for the Board’s second reading. This policy would apply to all new and modified licenses. The policy provides for regulations regarding parking spaces, fire lanes and proper signage and office space. A motion was made by Ms. Wilson and seconded by Ms. Provencher to adopt the Class II license policy as presented. The motion carried unanimously.

e. 7:30pm – Class II Used Car License Modification Request – Convenient Auto (continued from 10/30)

A motion was made by Ms. Wilson and seconded by Mr. Green to open the public hearing. The motion carried unanimously. A motion was made by Ms. Wilson and seconded by Mr. Green to continue the public hearing to December 4, 2017 at 6:30pm. The motion carried unanimously.

f. 8:00pm – Executive Session, MGL Chapter 30A, Section 21A, Exception #2, Strategy Sessions in Preparation for Negotiations with Nonunion Personnel and Minutes of November 6, 2017

A motion was made by Ms. Wilson and seconded by Ms. Provencher to enter into executive session at 7:25pm. The chair declared that to discuss these matters in open session would compromise the position of the Town. Vote by Roll Call: All in favor. The Board resumed in open session at 7:46pm.

2. CORRESPONDENCE

a. Student Liaison Reports

At the Primary School, a holiday book fair will be held on December 4-8 from 11am-1pm and parent teacher conferences will be held on December 7th. Tomorrow is the last day for the Memorial School food drive, the scholastic book fair will be held December 4-8 and the 3rd grade holiday concert will be held on December 15th. The Middle School will have a Star Wars fundraiser on December 15th to benefit the robotics club. Tickers are \$20 and a theatre has been rented out to show the Last Jedi. The DA’s office will hold a social media session for parents on November 29th. The boys and girls soccer along with football from the high school made it to the 2nd round playoffs before their season ended. There is a book drive for any books in useable condition and books will be given out at the food pantry during the holiday season. The annual craft fair will be held on December 2nd and the Thanksgiving football game will be held at Prouty at 10:15am.

b. Senior Center Donation

A motion was made by Ms. Wilson and seconded by Ms. Provencher to accept the \$100 donation to the Leicester Senior center from the Lions Club for the Veterans Day Breakfast. Mr. Brooks thanked the Middle School Peer Leadership students who helped out at the breakfast.

c. Shop Leicester First

A motion was made by Ms. Wilson and seconded by Mr. Green to proclaim the month of December as Shop Leicester First month. The motion carried unanimously.

3. NEW BUSINESS

a. Resignations

None

b. Appointments

I. Health Insurance Advisory Committee School Representative – Kevin Malone

A motion was made by Ms. Wilson and seconded by Ms. Provencher to remove Billy Sylvester from the Health Insurance Advisory Committee and appoint Kevin Malone to the Health Insurance Advisory Committee as the Custodial Union representative. The motion carried unanimously.

II. Arts Council – Elizabeth Marc-Aurele (Term #2)

A motion was made by Ms. Provencher and seconded by Mr. Green to appoint Elizabeth Marc-Aurele to the Arts Council for Term #2. The motion carried unanimously.

III. Assistant Collector

A motion was made by Ms. Provencher and seconded by Ms. Wilson to appoint Cheyenne Cusson to the position of Assistance Collector. The motion carried unanimously.

IV. Highway Superintendent

A motion was made by Ms. Provencher and seconded by Mr. Green to appoint Dennis Griffin to the position of Highway Superintendent for the Town of Leicester. The motion carried unanimously.

c. 2018 Annual License Renewals

A motion was made by Ms. Wilson and seconded by Ms. Provencher to renew the licenses as presented. The motion carried unanimously.

d. Disclosure of Appearance of Conflict of Interest (MGL 268A, 23(b)(3)) – Chief James Hurley

Mr. Genereux presented a disclosure of appearance of conflict of interest from Chief Hurley detailing an event during which he assisted a friend. Mr. Genereux saw no issue at all with any potential conflict but according to Mass General Laws it must be reported to the local appointing authority.

4. DISCUSSION/OLD BUSINESS

a. Town Counsel Discussion

Mr. Genereux noted that Joe Cove, Town Counsel, retired at the end of September. The Town has been using the firm of Petrini & Associates as interim Counsel. The Town also uses the firm of Mirick and O'Connell for Town Labor Counsel. Mr. Genereux sought guidance from the board on hiring the next general Town Counsel, noting Petrini & Associates' rate is fair but he has seen lower. Ms. Wilson recommended finding a firm that could handle all aspects of legal counsel. Ms. Wilson asked if this needs to be put out to bid and Mr. Genereux responded there is no bidding requirement for legal counsel. Ms. Wilson felt a one stop shop would cause less confusion, there would be more focus on the Town and the firm would know the full picture especially when issues carry over and multiple lawyers were paid to get up to speed instead of using just one firm. Mr. Brooks concurred and asked if Petrini & Associates does both general and labor counsel. The Board's general consensus was for Mr. Genereux to find a firm that could serve all of the Town's legal needs.

5. TOWN ADMINISTRATOR REPORT

Mr. Genereux noted he is settling in and working on the FY'19 budget. Mr. Genereux has had discussions with the School Administration and the Finance Advisory Board. The draft FY'19 budget will be balanced and allow for supplemental funding requests should additional funds become available. Each department will receive a budget figure based on revenue available after fixed costs (e.g. health insurance, retirement) are paid for. Mr. Genereux believes this is a fair and equitable way to start out. Mr. Genereux noted he and staff will be meeting to discuss the Town Hall renovations later in the week and he indicated he has some information on a Town owned dam that he will present to the Board at their next meeting. The Town Common flagpole will be removed during the winter and quotes will be sought to put up a new flagpole in the spring.

6. MINUTES

a. October 30, 2017

b. November 6, 2017

A motion was made by Ms. Wilson and seconded by Ms. Provencher to approve the minutes of October 30, 2017 and November 6, 2017. The motion carried unanimously.

7. BOARD OF SELECTMEN REPORTS

Mr. Green thanked Parks & Rec for holding an event for the high school at community field and paying for lihts at the snack shack. He noted the Committee is trying to get the tennis courts up to snuff with new lighting and resurfacing.

Ms. Wilson noted the annual Thanksgiving Lunch at the senior center sponsored by Senator Moore will be held tomorrow and wished everyone a Happy Thanksgiving and safe travels.

Ms. Provencher noted the students who helped out at the veterans breakfast did a really good job and wished everyone a Happy Thanksgiving.

Mr. Brooks noted the Town Hall will be closed at noon on Wednesday in observance of Thanksgiving but the Town Clerk's office will remain open all day to accept petitions. Mr. Brooks asked that the temperature issues in the meeting rooms be addressed. It is too hot and the Town could save money by lowering it.

8. FUTURE MEETING TOPICS

Ms. Wilson noted the Fire & EMS Headquarters is nearing completion and she should have the date for the grand opening at the next board meeting. The Town will take ownership of the building on December 4th if the punch list is complete and the plan is to move the trucks in on December 10th and move Department Assistant Donna Fields over on December 11th pending cleanup and the completion of the punch list.

A motion to adjourn was made by Ms. Provencher and seconded by Ms. Wilson at 8:24pm. The motion carried unanimously.