

**SELECT BOARD MEETING MINUTES
AUGUST 18 , 2022 AT 6:00PM
LEICESTER SENIOR CENTER**

CALL TO ORDER/OPENING

Chair Allen Phillips called the meeting to order at 6:00pm. Chair Allen Phillips, Vice Chair Rick Antanavica, Second Vice Chair Dianna Provencher, Selectman Herb Duggan Jr., Selectman John Bujak, and Town Administrator David Genereux were in attendance.

After the meeting was called to order, the Chair informed the Board that he would like to take Agenda item 3, Executive Session, pursuant to MGL Chapter 30A, Section 21(a), under Exception 2 – Conduct strategy sessions in preparation for negotiations with nonunion personnel (Assistant Town Administrator) out of order. Motion was made by Mr. Antanavica, and seconded by Mr. Duggan, to take the item out of order and go into Executive Session. The roll call vote was 5-0-0 in the affirmative.

The Board reconvened in open session at 6:55 P.M.

1. Select Board Retreat/Discuss Select Board Goals

Discuss Select Board FY23 Goals – Mr. Phillips assembled a list of topics to be discussed at the retreat.

1. **Strong Goals** - He stated that the Board needed to write strong and measurable goals, and that Mr. Genereux and the new Assistant Town Administrator would be tasked with this endeavor. Mr. Bujak and Mr. Duggan would also contribute to this effort.
2. **Board Goals** – Mr. Phillips stated that a minimum of three goals need to be written, focusing on:
 - a. **Economic Development** – It is crucial that the Town foster economic development to reduce the tax burden on residents. Up to this point, the EDC has been ineffective and without direction. Mr. Phillips stated that there needs to be new membership on the Committee and business needs to be encouraged to be located within the town, especially along Route 9 and up on the retail pads in the Walmart Plaza.
 - b. **Turnover at Town Hall** – Mr. Phillips noted that there has been a lot of turnover and Town Hall and in other departments over the past few years and that the Town needs to try to keep employees for the long term.
 - c. **Goals should be better than printed paper** – Mr. Phillips stated that goals are meaningless unless they are followed up and acted upon.
 - d. **Employee incentive plan** – Mr. Phillips stated that there should be an employee incentive plan to encourage employees to participate in improving operations. There was further discussion regarding employee parties and employee and citizen of the year awards.
 - e. **STRAP (Strategic Action Plan)** – Mr. Phillips suggested that the Board implement a STRAP program in September for the Board goal of cleaning up the entranceways to the Town, specifically in Cherry Valley. He referenced a discussion held at a previous where the Board discussed encouraging the clean-up of properties on or around the Town line in Cherry Valley.
3. **1-3-5 Year Strategic Plan** – Mr. Phillips stated that the Board needed to implement a long-range view of the direction that the Town needs to go. Mr. Bujak stated that other groups in Town need to participate and should be engaged. Ms. Provencher stated that we need to have larger-scale meetings to discuss the future, and other boards should be involved.

4. **Parks** – Mr. Phillips stated that at one time there was discussion about the issues going on with the Parks Committee, but then nothing was moved forward. This has left the Committee unsure of what they should be doing. Ms. Provencher stated that the Parks Committee should continue to be in charge of the parks. Mr. Bujak and Mr. Antanavica agreed. Mr. Antanavica stated that it would be beneficial to have a meeting with the Parks and Recreation Committee to resolve any issues or questions.
5. **Town Counsel** – Mr. Phillips stated that we should review the work being done by Town Counsel to ensure that we are getting the best work for the money. He stated that his previous community had great success with Kopelman and Paige. Mr. Antanavica stated that he had no problem with Counsel's work, but he would consider having a separate attorney to use as labor counsel. Mr. Phillips asked Mr. Genereux to review counsel options and report back to the Board.
6. **Police Department Hires** – Mr. Phillips stated the hiring process for Police office staff had taken too long without results and needed to be resolved. Mr. Genereux stated that he would work with the Police Chief to address the matter.
7. **Review the Role of the Select Board as Department Liaisons** – Ms. Provencher stated that Board has been too involved in the day-to-day process and that departments should be going to the Town Administrator's Office. Mr. Duggan stated that he agreed, as long as those departments had the ability to go back to the Board if the office was unresponsive. Ms. Provencher stated that she was ok with removing most liaisons on a trial basis, but we would need to rewrite the police. Mr. Genereux stated that there is no policy on whether or not the Board should or needed to have liaisons.

Mr. Phillips stated that there were more discussions to have, but the meeting had gone on long enough for the time being. Motion was made by Mr. Antanavica to adjourn the meeting. Seconded by Ms. Provencher, the meeting adjourned at 8:16 pm.