

SELECT BOARD MEETING MINUTES
JULY 9, 2018 at 6:30pm
TOWN HALL, SELECT BOARD CONFERENCE ROOM

CALL TO ORDER/OPENING

Chairwoman Provencher called the meeting to order at 6:30pm. Chair Dianna Provencher, Vice Chair Sandra Wilson, 2nd Vice Chair Brian Green, Selectman Harry Brooks, Selectman Rick Antanavica, Town Administrator David Genereux, Assistant to the Town Administrator Kristen Forsberg and student liaison Katheryn Stapel were in attendance.

PUBLIC COMMENT PERIOD

No members of the public provided comment

1. SCHEDULED

a. 6:30pm – Common Victualler License – Joe’s Drive In

A motion was made by Mr. Brooks and seconded by Ms. Wilson to approve the common victualler license for Joe’s Drive in. The motion carried unanimously.

b. 6:35pm - Citizens Petition – Parking of Commercial Vehicles on Public Streets

Mr. Genereux presented a citizen’s petition from Marc Holmes to ban the parking of commercial vehicles on public streets overnight. This request falls under the purview of the Select Board rather than Town Meeting. Mr. Holmes stated there are 12 homes on Old Stafford Turnpike that are affected by tractor trailer noise in the middle of the night. Mr. Holmes stated the engines run for a half hour or more at a time. There is also an issue with trash in the area. Mr. Holmes noted the individuals parking the trucks do not live in the neighborhood. Mr. Genereux noted a temporary parking ban has been put in place on Old Stafford Turnpike and Mr. Holmes stated there are been no issues since the signs were put up. Mr. Antanavica noted people in town that have trucks typically have a place on their property to park them. The Board discussed the possibility of putting in a municipal parking lot for tractor trailer trucks. Mr. Brooks was interested in addressing the issue in this area but not universally over town. Mr. Genereux clarified that the individuals are not parking the trucks outside of their home and there is currently no parking regulation regarding parking trucks in the right of way.

c. 6:45pm – Maple Hill Disc Golf – (3) One Day Liquor Licenses

A motion was made by Mr. Brooks and seconded by Mr. Green to approve four (4) one-day liquor licenses for Maple Hill Disc Golf on August 23, 24, 25, 26 from 12pm-8pm. The motion carried unanimously.

d. 6:50pm – Integrated Genetics & Biopharma Research – Recreational Marijuana Testing Facility

Douglas Klier, cofounder of Integrated Genetics & Biopharma Research (IGBR), discussed the proposed cultivation and research facility at Everlast Nursery. The licenses would allow the company to cultivate plants and do genetic studies and research towards advancing alternatives to pharmaceuticals. The facility would not be open to the public and would be a zero THC production facility that does not product anything that has street value. The company intends to grow plants up to the flowering stage then sell them to other businesses. The facility would not generally host visitors or vendors unless there was a very specific, structured reason. No money would be stored on site. The proposed facility would be 3,000 to 5,000 square feet and would not draw excessive amounts of electricity or create a lot of waste water. They are looking to do an apprenticeship program and are working with Mass Rehab and people with disabilities in addition to individuals looking to break into the cannabis industry. Mr. Klier stated the business intends to sponsor Hearts for Heat and Talk, Tears and Tea. A community outreach meeting regarding this proposed facility will be held tomorrow evening at 6pm in Town

Hall. The next steps include finalizing their lease, site review before the Planning Board and negotiating a host community agreement with the Town.

e. 7:00pm – Library Expansion & Renovation Project Update

Rob Para, Library OPM, noted the project is 59% complete and is progressing well. The contractor is currently reviewing the schedule as there is a delay due to getting stone fabricated to match the existing stone. Mr. Para reviewed change order #9 in the amount of \$9,900.14 which has been reviewed by the Library Building Committee. To date, change orders total \$246,194.37 and one third of this unanticipated cost is due to existing conditions. A motion was made by Ms. Wilson and seconded by Mr. Brooks to approve change order #9. The motion carried unanimously.

2. CORRESPONDENCE

a. Student Liaison Reports

No reports were provided due to summer vacation.

3. OLD BUSINESS

a. Board and Committee Appointment Policy Clarification

A motion was made by Ms. Wilson and seconded by Mr. Brooks to approve the finalized Board and Committee Appointment Policy. The motion carried unanimously.

b. March Against Gun Violence – Date Changed to 8/23

This item was moved to the next Board agenda.

c. Town Administrator Goals

Individual board members discussed their goals for the Town Administrator. Mr. Antanavica would like Mr. Genereux to focus on the reuse of Hillcrest Country Club as the lease ends in November of 2019 and to address water and sewer issues in the Town. Ms. Wilson would like a strategy created for bringing in business on Route 56 and Route 9, review the Board's 3-5 year goals and have a workshop, review financial policies and shortages/surpluses with the Superintendent and draft any needed updates, enhance the Town's relationship with Becker by having Becker agree to meet twice a year to discuss mutual goals and to get the word out when they do provide assistance to the Town and develop a realistic five year capital plan and a wish list that is separate from the Capital Plan. Mr. Brooks would like to see a balanced budget for FY20 that uses the funding from marijuana host community agreements for preventative maintenance, maintain a partnership with the schools and put in place an annual employee goal and review process. Ms. Provencher would like a balanced budget for FY20 without an override, improve and foster interdepartmental relationships, work on plans to develop businesses on Route 56 and Route 9 and to develop a capital plan for all departments. Mr. Genereux expressed the need to have measurable goals that fall completely under his control. The goals would be used for Mr. Genereux's FY19 evaluation.

d. Town Government Study Committee

A motion was made by Ms. Wilson and seconded by Mr. Brooks to approve the charge and composition of the Town Government Study Committee as presented. The motion carried unanimously.

e. 300th Anniversary Committee

A motion was made by Ms. Wilson and seconded by Mr. Green to approve the charge and composition of the 300th Anniversary Committee as presented. The motion carried unanimously.

4. NEW BUSINESS

a. Resignation – David Kirwan, ZBA

A motion was made by Ms. Wilson and seconded by Mr. Green to accept with regret the resignation of David Kirwan from the ZBA and to send a letter of thanks for service. The motion carried unanimously.

b. Resignation – Casey Burlingame, Alternate Building Inspector

A motion was made by Ms. Wilson and seconded by Ms. Provencher to accept with regret the resignation of Casey Burlingame from the position of Alternate Building Inspector and to send a letter of thanks for service. The motion carried unanimously.

c. Resignation – Richard Spaulding III, PD Department Assistant

A motion was made by Mr. Brooks and seconded by Ms. Wilson to accept with regret the resignation of Richard Spaulding III from the position of Department Assistant for the Police Department and to send a letter of thanks for service. The motion carried unanimously.

d. Retirement – Barbara Knox, Department Assistant, DIS

A motion was made by Ms. Wilson and seconded by Mr. Green to accept with deep gratitude the letter of retirement from Barbara Knox from the position of Department Assistant for the Development & Inspectional Services Department. The motion carried unanimously.

e. Appointment – Highway Seasonal Workers

A motion was made by Mr. Antanavica and seconded by Ms. Provencher to authorize the Town Administrator to fill the remaining two highway seasonal worker positions at the recommendation of the Highway Superintendent. The motion carried unanimously.

f. Appointments – Doug Belanger, WRTA Advisory Board, Burncoat Watershed District Executive Board, Worcester Airport Commission

A motion was made by Ms. Wilson and seconded by Mr. Brooks to allow Mr. Belanger to remain the Select Board liaison to the WRTA. Under discussion, Mr. Brooks stated he willing to have Mr. Belanger train him this year. Mr. Belanger stated he will update the Board through the Town Administrator and is willing to come to meetings as needed. The motion carried unanimously.

A motion was made by Mr. Brooks and seconded by Ms. Wilson to allow Mr. Belanger to remain the Select Board's representative to the Worcester Airport Advisory Committee and the Burncoat Watershed District Executive Board. The motion carried unanimously.

g. Appointment – Mary Moore, ZBA

A motion was made by Ms. Wilson and seconded by Mr. Brooks to appoint Mary Moore to the Zoning Board of Appeals. The motion carried unanimously.

h. Town Administrator Vacation Carry Over Request

A motion as made by Mr. Antanavica and seconded by Ms. Wilson to approve the Town Administrator's vacation carryover request. The motion carried unanimously.

i. Collection Box Certificate of Compliance – First Unitarian Church

Sue Mallard with the First Unitarian Church presented a request to have a collection box for clothing on their property. Items collected would go to the South Worcester Baseball League. South Worcester will be picking up goods 2-3 times per week depending on usage. The church will also patrol the area to keep it clean especially

as it is located in the center of town. The agreement can be cancelled at any time and the organization will remove the box. If there is an issue, someone will remove it within a half hour and take it to the Recycling Center. The Church will get \$600 per year from this opportunity. The Board discussed placement of the box. A motion was made by Ms. Wilson and seconded by Mr. Brooks to issue a certificate of compliance to the First Unitarian Church for a collection box at 5 Washburn Square. The motion carried unanimously.

j. FY19 Boards and Committees Appointments

The Board requested the Town Administrator's Office reach out to Board & Committee chairs to see if their members who have not responded would like to be reappointed. A motion was made by Mr. Antanavica and seconded by Mr. Brooks to extend all appointments which expired June 30th until the next Select Board meeting. The motion carried unanimously.

A motion was made by Mr. Antanavica and seconded by Ms. Wilson to appoint the special police officers as presented. The motion carried unanimously.

k. Select Board Committee Appointments

This item was passed over.

l. Select Board Liaison Appointments

This item was passed over.

m. Proposed FY19 Meeting Dates

The Board asked that proposed meeting dates be included on the next agenda.

n. Contract Amendment – Lamoureux Pagano, Town Hall Renovations Projects

A motion was made by Ms. Wilson and seconded by Mr. Antanavica to approve the contract amendment with Lamoureux Pagano for Clerk of the Works services at the Town Hall during the accessibility project. The motion carried unanimously.

o. BYOB Policy

Mr. Genereux stated the Town does not currently have a BYOB policy. Under State law, it is allowed by right with no regulations unless the Town has a policy. The proposed policy would allow any business with a Common Victualler license to apply for a BYOB license with a set of regulations that must be followed. Any business with an existing liquor license or any business that has had their liquor license application rejected by the ABCC would not be eligible to apply for a BYOB license. The proposed policy includes provisions banning minors from handling the alcohol brought in and requiring open bottles to be placed in a sealed bag if taken out of the restaurant. The Board discussed the possibility of a \$25 fee. This item will appear on a future board agenda.

5. TOWN ADMINISTRATOR REPORT

The Town Administrator discussed deadlines for submitting Board agenda items and backup documentation. The Board was in agreement that a deadline of 5pm the Wednesday prior to a meeting would be acceptable. Any items received after this time would automatically default to the next Board agenda except at the discretion of the Chair.

6. MINUTES

a. June 11, 2018

A motion was made by Mr. Brooks and seconded by Mr. Green to approve the minutes of June 11, 2018. The motion carried unanimously with one abstention (Mr. Antanavica).

b. June 25, 2018

A motion was made by Mr. Brooks and seconded by Ms. Wilson to approve the minutes of June 25, 2018. The motion carried unanimously.

7. SELECT BOARD REPORTS

The Board discussed a variety of topics including putting the old fire station out to bid, changing the layout of the Planning Board conference room, the importance of not discussing executive session material outside of the meeting, the Auburn and Church Street Bridge Replacement projects, the upcoming Highway walkthrough on July 17th at 6pm and the upcoming Concerts on the Common.

Ms. Provencher stated that the purpose of executive session is to make sure what is discussed stays in the room. Mr. Genereux stated that Mass General Laws are very strict about what is allowed to be discussed in executive session. These exceptions to public participation are allowed for very specific binding and legal reasons only. While there is no methodology contained in Mass General Laws for breach of executive session matters, the underlying principal is that what is said behind closed doors is not intended for the public to hear about until the matter is resolved. Releasing executive session information undermines the Town's ability to do business.

8. EXECUTIVE SESSION

No executive sessions was held.

A motion to adjourn was made by Ms. Wilson and seconded by Mr. Brooks at 9:20pm. The motion carried unanimously.