

**SELECT BOARD MEETING MINUTES
JANUARY 3, 2023, AT 5:30 PM
TOWN HALL, SELECT BOARD CONFERENCE ROOM**

CALL TO ORDER/OPENING

Chair Allen Phillips called the meeting to order at 5:35PM. Vice Chair Antanavica started the meeting with a Veterans Prayer. Chair Allen Phillips, Vice Chair Rick Antanavica, Second Vice Chair Dianna Provencher, Selectman Herb Duggan Jr, Selectman John Bujak, Town Administrator David Genereux, and Assistant Town Administrator Chris Vitale were in attendance.

**CALL TO ORDER/OPENING
VETERANS POEM**

1. EXECUTIVE SESSION

- a. To discuss strategy with respect to collective bargaining pursuant to M.G.L. c. 30A, §21(a)(3), (7) - Police Department & Police Supervisor's Union (Recruiting Policy MOU)

Motion 010223-1a.1: A motion was made by Mr. Bujak to go into executive session, seconded by Ms. Provencher. **Motion carries 5-0-0 (Roll Call Vote) at 5:40PM.**

Motion 010223-1a.2: A motion was made by Ms. Provencher to exit executive session, seconded by Mr. Bujak. **Motion carries 5-0-0 (Roll Call Vote) at 6:01PM.**

Mr. Phillips reconvened the open session at 6:08PM.

2. SCHEDULED ITEMS

- a. **6:00PM – Road Acceptance Public Hearing – Virginia Drive (*Hearing Cancelled, Rescheduled for the Annual Town Meeting*)**

This agenda item was passed over.

- b. **6:00PM – Senator Michael O. Moore**

Mr. Genereux introduced Senator Moore to the Select Board. Select Board members thanked Mr. Moore for his service to the town over the years. Mr. Phillips presented Senator Moore with a Proclamation to honor Senator Moore's years of service. Mr. Genereux read the Proclamation on behalf of the Select Board. Select Board members and audience members applauded and took a commemorative photograph. Senator Moore reflected on his time serving the citizens of Leicester and stated he appreciated the experience and the people he worked with. He encouraged the Select Board to reach out to him if they need anything.

No action was taken by the Select Board on this agenda item.

c. **6:15PM – Town Center Vision Plan Discussion – Alaa Abusalah (DIS)**

DIS Director Alaa Abusalah introduced herself to the Select Board. Ms. Abusalah stated this plan would capture the community's goals and ideas for the town center. The next step would be to draft and put out an RFP. Ms. Abusalah stated the town would keep the board updated and work with FBAC. Mr. Bujak asked when this project would happen timing wise. Mr. Vitale stated the town just got the grant contract back from the State and it's active through mid-2024. Ms. Abusalah stated this project would not impact any work that's been done to date.

No action was taken by the Select Board on this agenda item.

d. **6:45PM – Steve Dodge – Maple Hill Disc Golf Update**

Mr. Genereux introduced Mr. Dodge, who wanted to provide a summary of the 2022 MVP Open. Mr. Dodge presented a PowerPoint presentation to the Select Board on the success and future of the MVP Open. Mr. Dodge wants to partner with the town to help grow the event. Mr. Phillips suggested connecting with Assistant Town Administrator Vitale and the Economic Development Committee. Select Board members discussed the former Becker Campus as an asset for the event. Mr. Phillips asked how long the event runs. Mr. Dodge stated it's a four-day event, but setup begins a week ahead of time. Mr. Dodge stated the event is streamed on the Disc Golf Network and YouTube. There is a total of 2M views and 30K-40K concurrent viewers. Mr. Phillips asked what disc golf is. Assistant Town Administrator Vitale displayed a YouTube video of what disc golf is. Mr. Dodge stated the attendee goal in 2023 is 5000. Mr. Dodge stated the event could have as many as 15,000 attendees in the years to come.

No action was taken by the Select Board on this agenda item.

3. PUBLIC COMMENT PERIOD

Public Comment was opened at 6:23PM.

Mr. Doug Belanger introduced himself. Mr. Belanger raised a concern about the Executive Session taking an extended period with a Student Liaison present into the evening. Mr. Belanger stated in the future maybe the Select Board will consider timing. Mr. Phillips asked to move up future executive sessions. Mr. Duggan stated he agrees and thinks the town can possibly move up appointments. Mr. Bujak asked why the Student Liaisons were in attendance. Mr. Belanger stated it was his plan. The concept came from Chicago, and it was intended to build collaboration and provide the community a taste of the municipal and school side. Ms. Provencher stated this is a great experience for the students. Mr. Peter Cusolito stated that the public gets information from the Student Reports.

Ms. Janice Parke introduced herself. Ms. Parke read the warrant and stated she had some concerns with Article 7. She stated the funds should have been used for outdoor recreation/projects.

Mr. Bill Robert of White Birch Street raised a concern about no streets getting paved this past fall. Mr. Genereux explained the streets were bid out as two different projects. Due to scheduling conflicts and minimal time remaining in the fall construction season, the town made the decision to rebid in the spring. The plan will be assembled in February and put out as soon as possible. Mr.

Genereux stated the town spent a lot of time on getting Chapter 90 funds in order. Mr. Robert stated that potholes are not getting filled.

Mr. Phillips asked if the town could investigate a work order system software. Mr. Genereux stated the town will investigate. Mr. Bujak asked the number of department vacancies. Mr. Genereux stated there are 3 vacancies.

4. CIVIC ANNOUNCEMENTS

- a. **Town Offices Closed Monday, January 16th, 2023 (Martin Luther King Jr. Day)**

5. RESIGNATIONS & APPOINTMENTS

- a. **Appointment - James Whittemore – Per Diem EMT (Continued from 12/12/2022)**

Mr. Genereux read the appointment recommendation memo included in the meeting packet. Mr. Genereux introduced Mr. Whittemore. Mr. Phillips asked why Mr. Whittemore wants to work in Leicester. Mr. Whittemore stated he is going to the Academy in the Spring and wants to work for his hometown.

Motion 010323-5a: A motion was made by Ms. Provencher to appoint, seconded by Mr. Duggan. **Motion carries 5-0-0.**

- b. **Appointment – Joseph Lavallee – Building and Grounds Manager**

Mr. Genereux introduced Mr. Lavallee to the Select Board. Mr. Genereux stated the Town appropriated funds at the Fall Special Town Meeting for this position. The Town conducted a good interview process. Mr. Lavallee stated he currently works for Shrewsbury and wants to work for Leicester. Mr. Lavallee is a third-generation Spencer resident. This position is closer to home and is interested in the responsibilities of the role. Mr. Bujak asked how comfortable he is with older buildings. Mr. Lavallee joked his home was built in 1890 and he has had his experience with that. Mr. Lavallee stated the skills he learned in his other positions will help him. Mr. Antanavica stated Mr. Lavallee worked for him in the past and provided a positive recommendation.

Motion 010323-5b: A motion was made by Ms. Provencher to appoint, seconded by Mr. Duggan. **Motion carries 5-0-0.**

- c. **Resignation – Thomas Moughan – Patrolman**

Motion 010323-5b: A motion was made by Mr. Bujak to accept the resignation, seconded by Mr. Antanavica. **Motion carries 5-0-0.**

6. OTHER BUSINESS

a. **Special Town Meeting Recommendations - Virginia Drive (*Hearing Cancelled, Rescheduled for the Annual Town Meeting*)**

Discussed passed over.

b. **LPD Donation Acceptance**

Mr. Genereux provided an overview of the memo provided in the meeting packet. Mr. Genereux stated the donation amount was \$500.

Motion 010323-6b: A motion was made by Ms. Provencher to accept the donation, seconded by Mr. Bujak. **Motion carries 5-0-0.**

c. **Police Cruisers Contract**

Mr. Genereux provided an overview of the contract within the Select Board packet.

Motion 010323-6c: A motion was made by Ms. Provencher to approve the contract, seconded by Mr. Duggan. **Motion carries 5-0-0.**

d. **Business License Renewals**

Mr. Genereux named the businesses that submitted renewals. The list of businesses can be found in the meeting packet.

Motion 010323-6d.1: A motion was made by Ms. Provencher, seconded by Mr. Bujak, to approve the Class II license renewals contingent upon payment of taxes and completion of necessary paperwork and inspections. **Motion carries 5-0-0.**

Motion 010323-6d.2: A motion was made by Ms. Provencher, seconded by Mr. Bujak, to approve the Motor Vehicle Repair license renewal contingent upon payment of taxes and completion of necessary paperwork and inspections. **Motion carries 5-0-0.**

Motion 010323-6d.3: A motion was made by Ms. Provencher, seconded by Mr. Bujak, to approve the Common Victualler license renewals contingent upon payment of taxes and completion of necessary paperwork and inspections. **Motion carries 5-0-0.**

Motion 010323-6d.4: A motion was made by Ms. Provencher, seconded by Mr. Bujak, to approve the General Entertainment license renewal contingent upon payment of taxes and completion of necessary paperwork and inspections. **Motion carries 5-0-0.**

Motion 010323-6d.5: A motion was made by Ms. Provencher, seconded by Mr. Bujak, to approve the Theatre license renewal contingent upon payment of taxes and completion of necessary paperwork and inspections. **Motion carries 5-0-0.**

e. **FY2023 DHCD One Stop Grant Contract (Moose Hill)**

Resident Greg Buto asked what the scope of work is for this project and why the Moose Hill Water Commission isn't looking at this. Mr. Buto stated he believes it's reasonable to see the scope of work prior to signing the contract.

Mr. Vitale stated that the town had a pre-contract meeting with the State, and that Ms. Provencher was present.

Mr. Genereux stated this is just to accept the grant funds. The Select Board had no concerns with signing the grant contract.

Motion 010323-6e: A motion was made by Ms. Provencher to approve the Town Administrator or Select Board Chair to sign the grant contract, seconded by Mr. Bujak. **Motion carries 5-0-0.**

f. **EMS Director/Recruitment Services Proposal**

Assistant Town Administrator Vitale provided an overview of the consulting proposal. Mr. Bujak asked where the funding for the consulting service is coming from. Mr. Genereux stated it would be through the Enterprise account. Mr. Bujak asked why we need an outside recruiter. Mr. Duggan stated at the time, the town told other candidates they would advertise the permanent position. Mr. Phillips stated there was a lot of internal interest in the position. The Town wants the best person for the position, whoever it may be. Mr. Genereux stated the town wants to open it to anyone to apply. The Town wants to externalize the process to ensure there is no bias.

Mr. Phillips asked if the town could include the background check service. Mr. Genereux stated he will work with the vendor.

Motion 010323-6f: A motion was made by Mr. Duggan to move forward with option 3 of the proposal as well as background check service, seconded by Mr. Bujak. **Motion carries 5-0-0.**

g. **FY2023 Local Cultural Council Program Grant Contract**

Mr. Genereux provided a summary of the grant contract included in the packet.

Motion 010323-6g: A motion was made by Ms. Provencher to approve the Town Administrator or Select Board Chair to sign the grant contract, seconded by Mr. Duggan. **Motion carries 5-0-0.**

h. **Financial Reports Explanation**

Mr. Genereux introduced Town Accountant Allison Lawrence. Ms. Lawrence stated reports will be sent out monthly. Ms. Lawrence provided a summary of the monthly report to the Select

Board. Mr. Phillips stated the town should look at evaluating and cleaning out these older accounts. Mr. Peter Cusolito of the Advisory Committee stated there are approximately \$100K in funds sitting there.

Mr. Bujak thanked Ms. Lawrence for going through the report. Mr. Bujak wants to come up with a condensed, user-friendly monthly report. Ms. Lawrence stated she has some ideas to summarize the report and determine what works best for reporting. Mr. Bujak stated he can sit down with Ms. Lawrence to discuss further. Mr. Bujak tentatively scheduled a time during the upcoming quarterly rotation.

No action was taken by select board on this agenda item.

i. Formation of Leicester Department of Public Works (DPW) and Director of Public Works

Mr. Genereux began the discussion. Mr. Genereux stated the town has had discussions with how to incorporate facilities maintenance/management with town operations. Under this plan, the town would convert the Highway Department into a Department of Public Works (DPW). The newly established department would have a Highway Division and Facilities Division. The changes are allowed per the union contract. The recommendation would be to establish a DPW and authorize the recruitment of a DPW Director. Ms. Janice Parke asked for the restructuring to include the Recycling Center.

Motion 010323-6i.1: A motion was made by Mr. Duggan to establish a Department of Public Works, seconded by Mr. Bujak. **Motion carries 5-0-0.**

Motion 010323-6i.2: A motion was made by Mr. Duggan to move forward with the recruitment of a DPW Director, seconded by Mr. Antanavica. **Motion carries 5-0-0.**

j. Disposition Policy – Disposal of College Surplus Supplies and Equipment

Mr. Genereux provided an overview of the disposition policy of the college surplus supplies and equipment. In talking with Town Counsel, the Town can comply with Chapter 30B and sell items at a fixed price by establishing and following the policy.

Motion 010323-6j.1: A motion was made by Mr. Antanavica to accept the policy, seconded by Ms. Provencher. **Motion carries 5-0-0.**

Motion 010323-6j.2: A motion was made by Mr. Bujak to dispose of the surplus supplies and equipment at large and set a yard sale date of 01/15/2023, seconded by Mr. Duggan. **Motion carries 5-0-0.**

k. Parks and Recreation Towtaid Park Signage

Mr. Genereux provided an overview of the agenda item. Mr. Phillips asked for clarification regarding the purpose of the signs. Ms. Provencher made a motion to approve the order of the signs, which was seconded by Mr. Bujak. Parks and Recreation Committee Vice Chair Lucky

Margadonna introduced himself. He stated he and the Committee Chair have concerns with the sign and do not recommend the request. Mr. Phillips stated this item should go back to the Parks and Recreation Committee and discuss further at a future work session. Ms. Provencher withdrew her original motion.

No action was taken by select board on this agenda item.

I. Feasibility study of Borger and other potential school buildings

Mr. Genereux provided an overview of the feasibility study proposal drafted by FBAC member Peter Cusolito. This has been discussed at the FBAC meeting. Mr. Bujak stated FBAC thought it would be in the best interest of the town to go the designer selection route. Mr. Bujak stated this consultant would assist the town with the other buildings while they are on site. Mr. Bujak stated Borger will likely not be ready for the fall. This study would assess the other buildings and see what building can come online the fastest. Ms. Provencher asked what the cost of the study would be. Mr. Bujak stated it's an RFQ and the town would need to wait and see what vendors came back with. Select Board members discussed MSBA as a funding source. Superintendent Dr. Brett Kustigian stated he and Town Administrator Genereux will communicate what they hear from MSBA. Mr. Cusolito stated any funds through MSBA would come in 2024.

Motion 010323-6I: A motion was made by Mr. Duggan to approve the RFQ as written, seconded by Ms. Provencher. **Motion carries 5-0-0.**

7. MINUTES

- a. **December 5, 2022 (After-Action)**
- b. **December 5, 2022**
- c. **December 12, 2022**

Mr. Vitale stated there were format-related track changes that appear on the 12/12/22 meeting minutes and stated the town would like to remove them on the approved minutes.

Motion 010323-7: A motion was made by Mr. Duggan to approve the meeting minutes with the recommended changes provided by Assistant Town Administrator Vitale, seconded by Ms. Provencher. **Motion carries 5-0-0.**

8. REPORTS

- a. **Student Liaison Reports**

This discussion was moved up to 7:50pm. Ms. Joely Fontaine provided an update to the Select Board. On January 9th, 2023, there is the parking pass deadline for student and staff for both high school campuses. Non-pass holders will get towed. On January 4th, 2023, there is Wacky Wednesday at the Leicester Middle School. On January 13th, 2023, there is early release. On January 16th, 2023, there is no school in observance of MLK, Jr. Day.

No action was taken by select board on this agenda item.

b. Town Administrator's Report

Town Administrator Genereux provided an overview of the Town Administrator's Report, which was provided in the Select Board meeting packet. Select Boards members discussed the town-wide cameras and requested a status of the project. Select Board members discussed potential cost savings by bidding out the school/town cameras together. Mr. Genereux stated he would investigate it. Mr. Genereux stated the FY24 budget forms will be going out this week. Mr. Genereux recommends the town hold a joint meeting following budget submissions from departments.

No action was taken by select board on this agenda item.

c. Economic Development Report

Assistant Town Administrator Vitale provided an overview of the Economic Development Report, which was provided in the Select Board meeting packet.

No action was taken by select board on this agenda item.

d. Select Board Reports

Ms. Provencher stated the Senior Center had a nice Christmas Party. Ms. Provencher stated the kids deserve credit for making Christmas cards. She stated the Senior Center has programs every day of the week that most people don't know exist.

Mr. Bujak thanked the Leicester Water Supply District for pumping out the May House on New Year's Day.

Mr. Phillips asked if the campus security can do walkthroughs of the buildings on a regular basis to ensure leaks aren't happening. Mr. Genereux will contact the individual.

Motion 010223-9: A motion was made by Mr. Duggan to adjourn, seconded by Mr. Bujak. **Motion carries 5-0-0 at 9:52pm**

ADJOURN