

SELECT BOARD MEETING MINUTES
JULY 15, 2019 at 6:30pm
TOWN HALL, SELECT BOARD CONFERENCE ROOM

CALL TO ORDER/OPENING

Chairwoman Wilson called the meeting to order at 6:30pm. Chair Sandy Wilson, Vice-Chair Harry Brooks, 2nd Vice-Chair Rick Antanavica, Selectwoman Dianna Provencher, Selectman John Shocik, Student Liaison Katheryn Stapel, Town Administrator David Genereux and Assistant to the Town Administrator Kristen Forsberg were in attendance.

1. SCHEDULED ITEMS

a. 6:30pm – Public Hearing – Pole/Underground Facilities Petitions – Huntoon Memorial Highway

Ms. Wilson read the public hearing notice. A motion was made by Ms. Provencher and seconded by Mr. Antanavica to open the public hearing at 6:32pm. The motion carried 5:0:0.

Steve Soucie with National Grid discussed a proposal to put in a new pole and new underground conduit and primary service for Conic Tool and Die located at 18 Huntoon Memorial Highway in order to upgrade their service.

A motion was made by Ms. Provencher and seconded by Mr. Antanavica to exit the public hearing at 6:33pm. The motion carried 5:0:0.

A motion was made by Mr. Antanavica and seconded by Ms. Provencher to approve the request for a new pole and underground facilities adjacent to 18 Huntoon Memorial Highway. The motion carried 5:0:0.

b. 6:45pm – Memorial School Disposition Subcommittee Appointments

The Board discussed the purpose of the subcommittee and spoke with applicants Christopher Reilley and Brian Green regarding their applications to serve on the committee. The Chair read a letter from applicant Adam Menard who was unable to attend the meeting. Ms. Wilson noted that applicant Patricia Faron has withdrawn her application. Mr. Genereux noted that the RFP is slated to be go out next week and includes both the option to purchase and the option to lease the building (20-year lease with 10-year option).

A motion was made by Mr. Shocik and seconded by Ms. Provencher to appoint Adam Menard to the Memorial School Disposition Subcommittee. The motion carried 4:1:0 with Mr. Brooks casting the opposing vote.

A motion was made by Mr. Brooks and seconded by Ms. Wilson to appoint Allen Phillips to the Memorial School Disposition Subcommittee. The motion carried 5:0:0.

A motion was made by Mr. Shocik and seconded by Ms. Provencher to appoint Brian Green to the Memorial School Disposition Subcommittee. The motion carried 5:0:0.

c. 7:00pm – Executive Session, MGL Chapter 30A, Section 21A

- **Exception 2 – Strategy sessions in preparation for negotiations with nonunion personnel – Animal Control Officer & Building Inspector**
- **Executive Session Minutes**

A motion was made by Mr. Antanavica and seconded by Ms. Provencher to enter into executive session at 7:04pm under MGL Chapter 30A, Section 21A, Exception 2, to conduct strategy sessions in preparation for

negotiations with nonunion personnel (Animal Control Officer & Building Inspector). The Chair declared that to discuss these matters in open session would compromise the position of the Town. Roll Call: 5:0:0

2. PUBLIC COMMENT PERIOD

No members of the public provided comment

3. REPORTS & ANNOUNCEMENTS

a. Student Liaison Reports

The Student Liaisons provided updates from the Leicester Public Schools.

b. Select Board Reports

The Select Board reported on a variety of topics including the Christmas in July on the Common event happening Saturday from 9am to 4pm, board packet format, 1 Paxton Street costs and fundraising, a pothole in front of town hall, issues with doors and locks at the Library, a grant received for PD cameras at Primary School, the Hillcrest RFP review committee, a pothole on Stafford Street between Church St and Sunrise Ave, article on the front page of the T&G regarding marijuana revenue, request for a final tally on the cost of the Fire & EMS HQ, the Ngrid North Oxford substation upgrade, the \$1,000 recycling grant received, paving operations and crosswalks on Route 9 and the Lions Club looking for help serving food at the Concerts on the Common.

c. Town Administrator Report

The Town Administrator presented highlights from his written report.

4. RESIGNATIONS & APPOINTMENTS

a. Rescind FY20 Appointment – Mary Moore – Zoning Board of Appeals

A motion was made by Mr. Antanavica and seconded by Ms. Provencher to rescind the appointment of Mary Moore to the Zoning Board of Appeals. The motion carried 5:0:0.

b. Appointment – Arts Council (3 years) – Dianne Lennerton, Chip Leis

A motion was made by Ms. Provencher and seconded by Mr. Antanavica to appoint Dianne Lennerton (through 9/28/2022) and Chip Leis to the Arts Council (through 3/19/2022). The motion carried 5:0:0.

c. Appointment – Arts Council (ex-officio) – Christine Swanson

A motion was made by Mr. Antanavica and seconded by Ms. Provencher to appoint Christine Swanson to the Arts Council as an ex-officio member through May 19, 2020. The motion carried 5:0:0.

d. Appointment – Highway Truck Driver/Laborer – William Burt

Chief Antanavica explained the hiring process for the highway laborer/truck driver position. A panel was formed consisting of the Highway Foreman Brian Knott, Selectman John Shocik and Town of Auburn engineer Bill Coile. The Chief provided 9 questions at the time of the interview so that no candidate saw them in advance of their interview. Candidates were ranked using a 0-5 scoring system. Five candidates were offered interviews; four were interviewed as one dropped out the night before. The panel ranked William Burt first, Matthew Parker second and Nickolas Daigle third. A motion was made by Mr. Antanavica and seconded by Ms. Provencher to appoint William Burt to the position of Highway Truck Driver/Laborer pending the completion of a physical and agility test with no restrictions. The motion carried 5:0:0.

e. FY20 Reappointments

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to make the following reappointments:

- ADA Coordinator (1 year) – David Genereux

- Agricultural Commission (3 years)– Matthew Soojian, Susan Sears (alternate)
- Bandstand Committee (3 years) – Paul Fontaine
- Capital Improvement Planned Committee (3 years) – Dawn Marttila
- Central Mass Resource Recovery Committee (1 year) – David Genereux
- Chief Procurement Officer (1 year) – David Genereux
- Constable (1 year) – Elizabeth Henry
- Council on Aging (3 years) - Ann Marie Walsh-Pierozzi
- Economic Development Committee Alternate (1 year) – Sarah Miller
- Health Insurance Advisory Committee Town Government Rep (1 year) – Allison Lawrence
- Health Insurance Advisory Committee Paraprofessional Union Rep (1 year) – Elizabeth Cooper
- LEPC (1 year) – Stephen Paretto, Conservation
- Special Police Officer – Noellen Bousquet

The motion carried 5:0:0.

A motion was made by Mr. Brooks and seconded by Ms. Provencher to reappoint Petrini & Associates as Town Counsel for FY20. The motion carried 5:0:0.

f. Application - EDC – Andrew Joyce

A motion was made by Mr. Brook and seconded by Mr. Antanavica to appoint Andrew Joyce to the Economic Development Committee for a one-year term ending June 30, 2020. The motion carried 5:0:0.

5. OTHER BUSINESS

a. Establish Donation Account and Accept Donation – 1 Paxton Street

A motion was made by Ms. Provencher and seconded by Mr. Shocik to establish a donation account for 1 Paxton Street and accept a \$500 donation from the Historical Society. The motion carried 5:0:0.

b. Town Administrator Vacation Carryover Request – 41 hours

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to approve the Town Administrator's request to carry over 41 hours of vacation time from FY19 to FY20. The motion carried 5:0:0.

c. FY20 Select Board Meeting Dates

No changes were made to the proposed list of meeting dates.

d. Motor Vehicle Repair License Transfer of Ownership – Davis Auto – 1655 Main Street

A motion was made by Ms. Provencher and seconded by Mr. Shocik to approve the motor vehicle repair license transfer from Randy Davis to Scott Stewart for Davis Auto at 1655 Main Street. The motion carried 5:0:0.

e. PILOT Agreement - Antanavica Solar – 9 McNeil Highway

A motion was made by Ms. Provencher and seconded by Mr. Shocik to approve the solar PILOT agreement with Antanavica Solar for 9 McNeil Highway which provides a total of \$331,680 in revenue to the Town over the 20-year term of the agreement. The motion carried 4:0:1 with Mr. Antanavica abstaining.

f. Contract – Animal Control Officer – Patricia Dykas

A motion was made Ms. Provencher and seconded by Mr. Brooks to sign a three year contract through June 30, 2022. The motion carried 5:0:0.

g. Contract – Building Inspector – Jeff Taylor

A motion was made by Mr. Brooks and seconded by Ms. Provencher to sign a contract with Building Inspector Jeff Taylor through October 31, 2019 after which he is expected to retire. The motion carried 5:0:0.

h. Contract – WF Lynch Inc. – Plumbing Services

A motion was made by Ms. Provencher and seconded by Mr. Antanavica to enter into a one-year time and materials contract with WF Lynch Inc. for plumbing services. The motion carried 5:0:0.

i. Contract – Renaud Electric Year 2 – Electrical Services

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to extend the time and materials contract with Renaud Electric through September 23, 2019 for electrical services and to go back out to bid for these services. The motion carried 5:0:0.

j. Contract – Renaud HVAC Year 2 – HVAC Services

A motion was made by Mr. Antanavica and seconded by Mr. Brooks to extend the time and materials contract with Renaud HVAC for HVAC services through September 23, 2019 and to go back out to bid for these services. The motion carried 5:0:0.

k. Grant Application & Letter of Support – Waite Pond Dam – State Dam and Seawall Grant Program

A motion was made by Ms. Provencher and seconded by Mr. Shocik to authorize the Chair to sign a letter of support for a grant application to the State Dam and Seawall Grant program to replace Waite Pond Dam. The motion carried 5:0:0.

l. Letter of Support - Library Crosswalk Request

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to authorize the Chair to sign a letter of support for a crosswalk to be installed near the Library on Route 9. The motion carried 5:0:0.

m. Warrant Signature Discussion

A motion was made by Ms. Provencher and seconded by Mr. Shocik to authorize Last year voted that one person would sign before checks were cut – sandy has been signing for 10 months. Wondering if anyone else would like to sign them. Must be signed on time to stay in compliance with state audit requirements. Marie usually sends an email when they are ready

DP, JS have rick do it AIF

n. FY20 Town Administrator Goals

The Board discussed possible FY20 Goals for the Town Administrator including:

- Continuing to work on improving the Development and Inspectional Services permitting process (FY19 goal)
- Develop new three to five year Select Board goals (FY19 goal in progress)
- Centralize permitting and address noncompliance (FY19 goal in progress)
- Attend Leicester Business Association members and find out the needs of individual businesses
- 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
- Hire an Economic Development person to bring in real estate, develop an inventory of vacant buildings for sale or for rent plus buildable properties, develop a list of existing business and work to improve the licensing process.

- Increase communications and community relations through an increased social media presence, a new social media policy, sending out more information on decisions made by other boards and committees and working on employee morale.
- Consolidate, negotiate and re-write all union contracts

o. Annual Licensing Inspection Discussion

The Board discussed annual licensing inspections including police stings, car lot inspections, getting a ticket book for the Fire Inspector, determining how to fund a full time Fire Inspector and discussing the process at the Public Safety Committee.

A motion was made by Mr. Brooks and seconded by Ms. Provencher to extend the meeting past 10pm. The motion carried 5:0:0.

6. MINUTES

- a. **June 17, 2019**
- b. **June 27, 2019**

A motion was made by Ms. Provencher and seconded by Mr. Brooks to approve the minutes of June 17, 2019 and June 27, 2019. The motion carried 5:0:0.

A motion to adjourn was made by Ms. Wilson and seconded by Mr. Brooks at 10:10pm. The motion carried unanimously.