

**SELECT BOARD MEETING MINUTES
FEBRUARY 26, 2018 at 6:30pm
TOWN HALL, SELECTMEN'S CONFERENCE ROOM**

CALL TO ORDER/OPENING

Chairman Brooks called the meeting to order at 6:41pm. Chairman Harry Brooks, Vice-Chair Dianna Provencher, 2nd Vice-Chair Sandra Wilson, Selectman Douglas Belanger, Selectman Brian Green, Town Administrator David Genereux, Assistant to the Town Administrator Kristen Forsberg and Student Liaison Robert Kemp were in attendance.

PUBLIC COMMENT PERIOD

No members of the public provided comment

1. SCHEDULED

a. 6:30pm – Economic Development Committee Discussion – Alaa Mohamed, EDC Chair

Alaa AbuSalah, Chair of the Economic Development Committee (EDC), shared the goals of the newly revamped EDC. The EDC has been reaching out to brokers, creating a social media presence, creating a new webpage and have added a business hour to their agenda for those interested in starting/expanding a business. The Committee hopes to plan some community events to show appreciation for local businesses and give the Town a more business friendly feel. The EDC has two vacancies and are looking for volunteers with a business or marketing background especially. The EDC meets the last Thursday of every month at 6pm at the Town Hall and has a new email address: edc@leicesterma.org. The Committee is meeting with the Leicester Business Association on March 15th and has been reaching out to the Worcester Chamber of Commerce. Ms. AbuSalah asked about the local farmers market and Ms. Provencher responded it occurs on Saturdays from 9am-2pm from mid-June through the end of October. There is a fee to sell products and businesses seeking more information can contact Ms. Provencher at littlebitfarm2004@charter.net. Ms. Wilson noted there is a new farmers market that started last year at St. Joseph's Church and will likely be returning this year.

b. 6:45pm – Town Common/Bandstand Discussion – Judy Ivel, Bandstand Committee Chair

Judy Ivel chairs Bandstand Committee which is the rules and scheduling committee for the Common. Ms. Ivel met with Eagle Scout Logan LaFlemme regarding a project to paint the bandstand and asked about potential liability. Mr. Genereux responded he would not be overly concerned as the Town has liability insurance but asked the Bandstand Committee to make sure the Eagle Scout has the right supervision and equipment. As Vic Taylor oversaw the building of the bandstand, Ms. Ivel asked if he could oversee this project. Mr. Belanger strongly suggested a liability waiver be signed and adult supervision be one of the requirements. Ms. Ivel stated the previous Town Administrator agreed to buy the paint if Ms. Ivel found someone to do the project. The project will take place in the fall and will include redoing the landscaping. Mr. Genereux asked that a full budget and project description be put forward for consideration.

Ms. Ivel noted there were issues with the bathrooms and people wandering the halls during the Summer Concert Series last year so porta-potties were installed and the building was locked. Mr. Brooks stated the building should be open for our residents to use the restrooms. Mr. Belanger asked if perhaps the custodian could work 12-8pm on concert days instead of 8am-4pm or if Ms. Ivel could have someone monitoring the halls rather than paying for porta-potties which cost \$420 through the summer including delivery, weekly cleanup and removal. Mr. Green asked what Ms. Ivel preferred and she responded the porta-potties make life simpler. Ms. Ivel noted the series costs almost \$14,000 and someone has agreed to fund part of the cost of the porta-potties. Mr. Belanger recommended Ms. Ivel address this with the Town Administrator once she discusses this issue further

with the Bandstand Committee. Ms. Ivel asked if the porta-potties could be placed where they were last year and the Board did not have an issue with this.

2. CORRESPONDENCE

a. Student Liaison Reports

Rob Kemp noted on February 28th from 6pm-7pm at the Primary School there will be a bingo night and students will act out a fun winter story. The Memorial School will have a spring picture day on March 5th. At the Middle School, students are working on a short film about Star Wars. They are hoping to finish production by the end of March for a May release. There is also a new room off of the library at the Middle School called the make your space room containing different tool and items for students to use in creative ways. At the High School, the play Anything Goes will be performed March 6,7,9, and 10 at 7pm and refreshments can be purchased during intermission. Also, at the high school, the Athletic Awards night will be held at 6pm on March 14th and the freshman sophomore semi-formal will happen March 23rd from 7-10pm.

b. Monthly Department Reports – January 2018

The Board did not have questions regarding the monthly department reports.

c. Parks & Rec Donations

A motion was made by Ms. Wilson and seconded by Ms. Provencher to accept the donations as presented and deposit the funds into the Parks & Recreation Donation Account. The motion carried unanimously.

3. NEW BUSINESS

a. Retirement – Donald Berube, Deputy Chief & Board of Fire Engineers

A motion was made by Ms. Provencher and seconded by Ms. Wilson to accept with regret the retirement of Donald Berube from the position of Deputy Chief and from the Board of Fire Engineers and to send a letter of thanks. The motion carried unanimously.

b. Resignations – Brad Dufries, Parks & Rec

A motion was made by Ms. Provencher and seconded by Ms. Wilson to accept the resignation of Brad Dufries from the Parks and Rec Committee and to send a letter of thanks. The motion carried unanimously.

c. Appointments – Sue Sears & Clare Carter-Ortiz, Agricultural Commission Alternates

A motion was made by Ms. Provencher and seconded by Ms. Wilson to appoint Sue Sears and Clare Carter-Ortiz as Agricultural Commission alternates. The motion carried unanimously.

d. Reserve Fund Transfer Request – Town Hall Accessibility Project

Mr. Genereux noted he requested \$45,000 from the Finance Advisory Board's reserve fund to fund the contingency for the Town Hall accessibility project. Once awarded, only \$5,000 in contingency will remain. The architect did not recommend going forward with Alternate 1 (ramp) if the Town's only contingency is \$5,000. As there are no other funding options prior to spring town meeting and the bid must be awarded by March 15th, the Town would either have to cancel Alternate 1 or cancel the bid completely and re-bid at a later date. The balance in the Reserve Fund would be \$500 if the \$45,000 request was approved. The Finance Advisory Board approved this request prior to the Select Board meeting. Mr. Genereux stated he would look to replenish the reserve fund at May Town Meeting. A motion was made by Ms. Provencher and seconded by Ms. Wilson to authorize the reserve fund transfer request. The motion carried unanimously.

e. Becker College One Day Liquor License – March 15, 2018

A motion was made by Ms. Provencher and seconded by Mr. Belanger to approve the liquor license request for Becker College for March 15, 2018 and to waive the fee. The motion carried 3:2 with Ms. Wilson and Mr. Green casting the opposing vote as they believed the normal \$50 fee should be charged for the license.

f. ClearGov – Community Compact IT Grant

Mr. Genereux asked the Board about joining a Community Compact IT grant which would provide ClearGov services to the Town free of charge for one year. ClearGov Breaks down Town information into easy to read snapshots showing, among other things, where funding is being spent. The regular cost for this program is \$5500 per year. In order to qualify for the grant, the Town Administrator had to sign up on the spot but the 30 day cancellation period allows the Board to make the ultimate decision. Mr. Genereux noted he is unsure as to whether or not the Town can afford this program after the grant, but this gives the Town the opportunity to try it out and see if residents find it useful. A motion was made by Ms. Provencher and seconded by Ms. Wilson to approve signing the grant application for ClearGov services under the Community Compact IT grant. The motion carried unanimously.

g. Dissolve Founders Day Committee

A motion was made by Ms. Wilson and seconded by Ms. Provencher to dissolve the founders day committee. Under discussion, Ms. Wilson noted that the Town can have a full 300 year anniversary in 2022 and can start fundraising up to five years before so the Board should look into creating a 300th Anniversary Committee. The motion carried unanimously.

h. Library Change Orders

Rob Para with Lamoureux Pagano presented Change Order #5 in the amount of \$30,690.76 which includes a louvre change, rock removal, deleting a barrier in basement slab, insulating the arts storage area, adding sewer line connection caps, and removing terracotta for new concrete slab, changing HVAC to a floor unit, omitting a unit heater and removing exterior caulking at the windows. The library project is 34% complete and on schedule. The construction contingency is currently at \$175,000 and there is a second owner's contingency of \$300,000. A motion was made by Ms. Provencher and seconded by Ms. Wilson to approve change order #5 for the library renovation and expansion project. The motion carried unanimously.

i. Building & Fire Department Ticketing Program

A motion was made by Mr. Belanger and Ms. Provencher to appoint the Town Clerk of Millbury as the hearings officer for the Town of Leicester, authorize the Chair to sign the letter to the Town of Millbury and to start a building and fire inspection non-criminal violation ticketing program. The motion carried unanimously.

j. Open the May Annual Town Meeting Warrant and Set Close Date

A motion was made by Ms. Wilson and seconded by Ms. Provencher to open the May Annual Town Meeting Warrant and to close the warrant on March 19, 2018. The motion carried unanimously.

k. Closure of Church Street Bridge

Mr. Griffin noted the Town was granted funding from the State Municipal Small Bridge Program to replace the Church Street Bridge. MassDOT is able to also replace the Auburn Street bridge. Mr. Genereux noted the typical timeframe is two years for each project but as MassDOT is very concerned about the status of the Church Street bridge, they are fast-tracking the replacement of the bridge contingent upon the Town closing the bridge. MassDOT will use their own engineer and are confident they can have the bridge back open by December. MassDOT believes both the Auburn and Church Street bridges can be replaced with the \$500k State grant plus the addition of \$50k out of Town Chapter 90 funds. Mr. Genereux asked the Board to vote to close the bridge

when MassDOT is ready. Traffic will be diverted to Auburn Street but removable barriers will be placed down for emergency services to go through. The Auburn street bridge will be replaced the following year. When the bridge is to be closed, notification will go out to residents including using CodeRed and the website for information. A motion was made by Ms. Wilson and seconded by Ms. Provencher to close the Church Street Bridge based on MassDOT's direction and dates. Under discussion, Mr. Belanger asked for signage so people are not backing out on to Route 9. Mr. Griffin responded the State has already prepared the signage at no cost to the Town. The motion carried unanimously.

l. Appointment of Town Hall Renovations Project OPM – Lamoureux Pagano

Mr. Genereux presented a request to appoint an Owner's Project Manager/Clark of the Works for the Town Hall Renovations Project. Legal Counsel has stated OPM services do not need to be bid and Mr. Genereux recommended Lamoureux Pagano, currently overseeing the Library project, and Mr. David White to serve as the OPM/CM. Mr. White has walked through the 3rd floor of Town Hall and believes he can make the project work at an affordable cost. Mr. White would also oversee the accessibility project. Mr. Genereux noted the same firm doing the Library, DA Sullivan, is one of the bidders for the accessibility project. A motion was made by Mr. Belanger and seconded by Ms. Wilson to name Lamoureux Pagano as the OPM for the Town Hall. The motion carried unanimously.

m. Burncoat Park Subcommittee

A motion was made by Ms. Provencher and seconded by Mr. Belanger to appoint Dawn Martilla from the Burncoat Park Sports Planning Committee, John Marc-Aurele and Stephen Parette from the Conservation Commission, Rose Dolan from the Burncoat Pond Watershed District and Dianna Provencher from the Select Board to serve on the Burncoat Park Subcommittee. The motion carried unanimously.

4. DISCUSSION/OLD BUSINESS

a. FY'19 Budget & Capital Discussion

Mr. Genereux noted the budget message and updated budget has been sent out. Mr. Genereux has recommended allocating new revenue to the required elections budget, the library budget so they meet their State spending requirements and using the balance to provide 2% wage increase for all non-union employees. Mr. Genereux included a five-year budget project which does not show a lot of movement over these years so the Town must find other ways to encourage business growth because if not there won't be sufficient funding.

b. Green Communities Discussion

This item was passed over.

c. Moose Hill Discussion

Mr. Genereux noted the final Moose Hill Updated Feasibility Study has been included in their packets. Mr. Genereux added that water is a larger town-wide issue which is beyond the powers of any one administrator or board to solve. Ms. Wilson asked that the study be forwarded to the water districts.

d. Board & Committee Appointment Process Discussion

Mr. Genereux sought feedback from the Board on establishing a formal process for Board and Committee appointments and annual reappointments. Ms. Wilson felt positions should not automatically renew from year to year to year and that we need to do a better job notifying the public of available positions. The Board asked Mr. Genereux to put together a draft policy for the Board's review.

5. TOWN ADMINISTRATOR REPORT

The Town Administrator presented highlights from his written report.

6. MINUTES

- a. January 8, 2018**
- b. February 5, 2018**
- c. February 10, 2018**

A motion was made by Mr. Belanger and seconded by Ms. Provencher to approve the minutes of January 8, 2018, February 5, 2018 and February 10, 2018. The motion carried unanimously.

7. SELECT BOARD REPORTS

Board members discussed various topics including potential cuts at the WRTA, the sale of Girl Scout cookies, the Bob Pingeton roast to be held on April 7th at 7pm at Leicester Country Club, and the Town beach. Mr. Genereux added that the Snow and Ice deficit is currently at \$79,000.

8. FUTURE MEETING TOPICS

The 300th Anniversary Committee and revisiting the winter parking ban were discussed as future meeting topics.

9. EXECUTIVE SESSION, MGL CHAPTER 30A, SECTION 21A, EXCEPTION #6 – Consider purchase, exchange, lease or value of real property

A motion was made by Ms. Wilson and seconded by Ms. Provencher to enter into executive session at 9:01pm under Mass General Laws, Exception #6. The Chair declared that to discuss these matters in open session would compromise the position of the Town. Roll Call: All Ayes

A motion to adjourn was made by Ms. Provencher and seconded by Mr. Green at 9:17pm. The motion carried unanimously.