

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
INCLUDES JOINT MEETING WITH THE FINANCE COMMITTEE
MONDAY, APRIL 8, 2019 6:30 P.M.
Town Hall, 2nd Floor Auditorium, 109 Front Street, Winchendon, Mass.**

Present:

Audrey LaBrie, Chairwoman
Michael Barbaro, Vice-Chairman
Barbara Anderson

Keith R. Hickey, Town Manager
Linda Daigle, Executive Assistant
Joanne Goguen, Town Accountant
Lindsay Kuchta, Recording Secretary

List of Documents Presented at Meeting:

- Winchendon Recreation Commission & Ingleside Utilization Committee Egg Hunt Flier (filed)
- FY2017 CDBG Public Hearing Notice (filed)
- Email of Resignation From Robert O'Keefe from Planning Board dated March 21, 2019 (filed)
- Letter of Interest From Leston J. Goodrich, Jr. to serve as Alternate on Planning Board (filed)
- Letter of Interest From Jordan T. Comeau to serve on the Ingleside Utilization Committee (filed)
- The Winchendon School Entertainment Permit Application for May 18, 2019- Spring into Action Community Festival (filed)
- North County Pop Warner Voluntary Toll Booth/Boot Drive Application- April 20, 2019 (filed)
- Michael Lee, DBA Lickity Splitz Application for Business Structure Change- Lickity Splitz, LLC (filed)
- Junk Dealers Second Hand Articles License Renewal Applications (filed)
 - Daniel Brewer Application, 900 Lincoln Avenue
 - Ed's Scrap Metal Application, Edward Vaillancourt, 64 Main Street
 - Pattie's Jewelry, Inc. Application, Sherrie Erlenmeyer, 15 Central Street
- Town Manager MEMO Re: Proposed Warrant Articles to Sell Town Property and Transfer Ownership of Town Property to the Winchendon Redevelopment Authority (filed)
- Town of Winchendon Special Town Meeting Warrant/Annual Town Meeting DRAFT Warrant May 20, 2019 (filed)
- Review of Accounting Department's by Town Accountant, Joanne Goguen (attached)
- End of Year Budget Transfer per MGL Chap. 44 Sec. 33B, FY19 (filed)
- Report of the Town Manager (attached)
- Minutes approved:
 - Monday, March 25, 2019 Regular Meeting

LaBrie called the meeting to order at 6:30 P.M. followed by the Pledge of Allegiance to the Flag of the United States of America.

Doneen announced she was audio recording the meeting this evening.

1. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:

Anderson noted the town wide Earth Day cleanup is April 27th from 8:00 a.m. to 2:00 p.m. She asked all to pitch in and help clean up, it has been a long year.

- 1.1. Easter Egg Hunt Sat., April 20, 2019 at 10:00 AM- LaBrie stated the Recreation Commission will be hosting their annual Easter egg hunt on April 20th at the Winchendon Community Park at 10:00 a.m.

Additionally, LaBrie noted that next week is school vacation for the area schools.

2. PUBLIC COMMENTS AND ANNOUNCEMENTS:

Lionel Cloutier came forward and noted Anderson did a nice job informing the public about the town wide Earth Day cleanup. He added that a handful of local businesses are donating goods and supplies for the cleanup and thanked them all for their donations.

3. PUBLIC HEARINGS: Barbaro read the public hearing notice for the FY17 CDBG projects.

3.1. CDBG FY17 Grant Discussion-

Anderson moved to open the Public Hearing for the CDBG FY17 Grant Projects, seconded by Barbaro with a vote of all aye.

Planning Director Tracy Murphy and Linda Overring, Principal of Breezeway Farm Consulting Grant Administration, came forward. Ms. Overring stated part of the requirement of the Community Development Block Grant (CDBG) is holding a public hearing while the grant is ongoing to solicit any input on projects that have been completed thus far and projects that are in the making. As a brief overview, the Town supported \$557,335 be utilized for supplemental fuel assistance. Residents are deemed income eligible by HUD guidelines, and those who do receive fuel assistance are eligible for up to \$500 in additional funds after exhausting their State assistance funds. Ms. Overring also noted that fuel companies were paid directly. Three households are currently processing applications for the rehabilitation program the grant offers, and we are hopeful to have them completed by June. Over the year, they have improved 25 homes and have spent close to \$11,000. The reconstruction of Chestnut Street was completed last summer with complete reconstruction of the road, water and sewer drainage improvements, as well as new curbs and sidewalks.

LaBrie asked when the Grant closes to which Ms. Overring replied the grant was due to close last December, but an extension was requested for a period until remaining housing funds are utilized.

Labrie asked if the Board or public had any questions or comments, none were had.

Barbaro moved to close the public hearing seconded by Anderson with a vote of all aye.

4. APPOINTMENTS/RESIGNATIONS:

- 4.1. Planning Board Alternate Member Resignation - Robert O'Keefe- LaBrie noted a letter of resignation as a Planning Board alternate member was received from Bob O'Keefe.

Barbaro moved to accept the resignation of Robert O'Keefe as an alternate member of the Planning Board, and thanked him for serving the Town. Motion was seconded by Anderson with a vote of all aye.

LaBrie thanked Mr. O'Keefe for his time on the Zoning Board.

- 4.2. Planning Board Alternate Member Appointment – Leston Goodrich- Leston Goodrich came forward and stated he would like to be on the Planning Board as an alternate; he added that he is on the Winchendon Housing Authority as well as the Winchendon Redevelopment Authority and feels being a Planning Board member would tie it all together. LaBrie thanked Mr. Goodrich for stepping forward and asked if there were any questions or concerns regarding his appointment, to which no one came forward.

Barbaro moved to approve the appointment of Leston Goodrich as an alternate member of the Planning Board, seconded by Anderson. LaBrie noted the seat will be up in June, and renewal will be sought. The motion carried with a vote of all aye.

- 4.3. Ingleside Utilization Committee Appointment – Jordan Comeau- Mr. Comeau came forward and introduced himself stating he has lived in town his whole life, and has the enthusiasm and willingness to help the community. He also noted he would be one of the younger members of the Committee and could help in any transitional periods, and lastly feels he could help with the longevity and success of the Town and park.

Barbaro moved to approve the appointment of Jordan Comeau to the Ingleside Utilization Committee, seconded by Anderson with a vote of all aye.

5. PERMIT/LICENSE APPLICATIONS:

- 5.1. Entertainment Permit Application for May 18, 2019 – Spring into Action Community Festival, The Winchendon School, 172 Ash St. - Miranda Jennings came forward, stated she works at the Winchendon School, and thanked the Board for having her this evening. She noted she is requesting an Entertainment Permit for the third annual Spring into Action Community Festival to be held May 18th from 11:00 a.m. to

2:00 p.m. at the Winchendon School, and added there will be a barbecue, yard sale fundraiser and lots of activities for kids. The event is scheduled to be held outside but will be held in the gymnasium in the case it rains.

LaBrie noted the Building Inspector will have to look at the gymnasium before the event, and asked if the Board or any members of the public had any questions to which no one came forward.

Barbaro stated it is a nice event. It is well attended by the public and many people get involved.

Barbaro moved to approve the Entertainment Permit for The Winchendon School's "Spring Into Action" Community Festival to be held on May 18, 2019 from 11:00 a.m. to 2:00 p.m., seconded by Anderson with a vote of all aye.

- 5.2. Voluntary Toll Booth/Boot Drive Permit Application – North County Pop Warner for Sat., April 20, 2019- The president of Pop Warner Football and Cheerleading, Eric Johnson, and Vice President, Ryan Bergeron, came forward to ask for the approval of their voluntary toll booth/boot drive permit application. Mr. Johnson noted Pop Warner is a Winchendon based youth organization for football and cheerleading. If approved, the boot drive would raise funds for the cheerleaders as they need new uniforms. The requested date of the boot drive is April 20, 2019.

LaBrie noted there is a request from Police Chief Dave Walsh to limit the boot drive to being three hours rather than four, typically boot drives are held from 9:00 a.m. to 12:00 p.m. She asked Mr. Johnson if that would be acceptable, to which he replied yes.

Barbaro moved to approve the Voluntary Toll Booth/Boot Drive for North County Pop Warner for Saturday, April 20th, 2019 from 9:00 a.m. to noon. The Boot Drive will take place in front of the History and Cultural Center on Front St., seconded by Anderson with a vote of all aye.

- 5.3. Common Victualler License Amendment – Lickity Splitz, LLC- LaBrie noted the amendment before the Board is to change the structure of the business from sole proprietor to an LLC. LaBrie also noted there are a few pieces missing to complete the application such as the February taxes and the Certificate of Insurance. Daigle stated those have not been taken care of yet.

Barbaro moved to table the license until the taxes and Certificate of Insurance are taken care of, seconded by Anderson.

Daigle noted the owner is looking to open up in the near future, and asked if the Board could vote and the license held until the missing items are taken care of.

LaBrie stated if it is tabled it will be held up for two weeks, and in the past we have approved licenses pending inspections, to which Barbaro replied licenses haven't been approved pending taxes and Certificates of Insurance. Daigle noted she has been working with the insurance company for the Workers Compensation and the certificate should be coming soon.

Barbaro withdrew his motion.

LaBrie moved to approve the Common Victualler License Amendment to Lickity Splitz, LLC as presented this evening, held until any outstanding taxes or issues resolved. Motion was seconded by Barbaro. By a vote of all aye the motion carried.

- 5.4. Junk Dealers: Second Hand Articles License Renewals- LaBrie stated the Junk Dealer/ Second hand Article Licenses renew May 1st, and it looks like all of the paperwork is in order.

Barbaro moved to approve the licenses as presented, seconded by Anderson.

LaBrie asked if there were any further questions to which no one came forward.

By a vote of all aye, the following Junk Dealers Second Hand Articles Licenses were approved;

Daniel Brewer, 900 Lincoln Avenue.

Ed's Scrap Metals, Edward Vaillancourt, 64 Main Street.

Pattie's Jewelry, Inc., Sherrie Erlenmeyer, 15 Central Street.

LaBrie asked for a motion to enter recess until 7:00 p.m.

Barbaro moved to enter recess, seconded by Anderson. With a vote of all aye, the Board entered an approximately 5 minute recess at 6:58 p.m.

The Board reconvened at 7:03 p.m.

6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENT

6.1. 7:00 PM JOINT MEETING WITH FINANCE COMMITTEE

Finance Committee members present at the joint meeting were Chairman Thomas Kane, Vice Chairman Christian Orobello, Charles Corts, and Charles Husselbee.

6.1.1. Draft Special and Annual Town Meeting Warrant for May 20, 2019- LaBrie noted that Hickey had a presentation to help review the warrant. Hickey stated this year's warrant will be a bit longer than the past two or three years. He is proposing one new article since the last presentation of the draft warrant was had. The Fiscal Year 2019 Streetlight Article is new; originally we thought we would be able to utilize the reimbursement grant from National Grid to reduce our expenditure in the streetlight accounts, therefore we only budgeted \$20,000 for this year. To cover the inability to utilize the grant funds from National Grid, Hickey is requesting an additional \$44,000 from Free Cash and another \$23,000 from the Regional Planning Commission. The requested amounts should be more than enough to cover the project. There will be no impact to the budget at the end of the Fiscal Year; it is just a different way to account for the revenues per Tony Roselli, Town Auditor's recommendation.

Hickey noted Article 12 is a request to partially fund the Police Sally Port project. He is expecting funds granted from the Robinson-Broadhurst Foundation in a two or three year period; Hickey is looking to borrow money for a year to get the monies necessary to complete the project and use the Robinson-Broadhurst Foundation funds to pay off the note, and avoid any effect on the taxpayers.

Article 13 is regarding elected officials and when they officially take office. It is written to allow elected officials to take action immediately after the Annual Town Meeting so sitting Board Members can defend the budget and the new Board can take over right after the approval of the budget. This would help avoid the six week waiting period for the new Board to be sworn in and take office.

Articles 17 through 18 are regarding the transfer of properties from Board of Selectmen ownership to the Winchendon Redevelopment Authority. He is asking the Board to consider sponsoring the article to allow the Town to sell the property to the highest bidder. In order to do so, we need Town Meeting approval to transfer ownership and authority to allow the Board of Selectmen to sell this property.

LaBrie asked how the auction process worked; if the auction falls through like such, and the Town still owns it, why are the Selectmen responsible for handling the situation. Hickey replied the property is in Tax Title and if the Board wants to transfer the property they need approval from the voters to do so. This action will authorize the Board, if the property is not sold, to be more proactive and dispose of the property and get it back on the tax rolls.

Article 19 is regarding the conversations he has had with Massachusetts Fisheries and Wildlife. There are a handful of properties that abut Mass Fish and Wildlife properties that they are interested in selling to the Town; they are offering a price between \$700 and \$800 an acre, with a value between \$10,000 and \$12,000. If acquired, the land would go into conservation, and wouldn't be any future property tax.

Article 20 is regarding the transfer of two properties to Winchendon Redevelopment Authority that have the potential for rehabilitation and resale. One of said properties and ground can be cleaned up with Brownfield monies. The property then could be used for several different purposes. These properties are both located in the industrial zone.

In regards to the Poland and Streeter Schools, the Board was made aware in Executive Session by Mass Development if any developers are interested in acquiring the properties they should reach out to the Redevelopment Authority. The schools have been vacant for several years, but both buildings are well built and could be utilized in a number of different manners moving forward.

Hickey then noted the zoning articles being presented by the Planning Board, one of which would allow applicants who are looking to have a marijuana facility in town to go to the Planning Board for their approval before receiving approval from the Cannabis Control Commission. Arthur Amenta of the Planning Board came forward and noted this could help speed the process up for the business owner if they are willing to spend the time, effort and research it takes to approve the license.

Hickey continued, stating the business will have the license conditionally until, if and when the Cannabis Control Commission gives their approval or denial. The risk is on the developer and it takes time, staff, but obviously gets the business up and running sooner.

Hickey said he would be happy to answer any questions.

Husselbee asked what the process was for the approval of warrant articles to which Hickey replied he will be presenting the warrant to the Finance Committee on April 30th at 7:00 p.m. for their final recommendations.

LaBrie asked if there were any other questions, to which none were had.

Husselbee moved to adjourn the Finance Committee meeting, seconded by Corts. By a vote of all aye, the Finance Committee adjourned at 7:29 p.m.

- 6.2. Update from Town Accountant Joanne Goguen- Town Accountant Joanne Goguen came forward, and started off by stating she likes to utilize transparency, teamwork and communication, and this forum has given her the opportunity to do that. She started her report with a highlight of financials for the Board. The Snow and Ice Overtime Account is in deficit by \$1,5801.24, and the Snow and Ice Material Account is in deficit by \$54,474.54. It is not unusual for the Snow and Ice Accounts to go into deficit. Also in deficit is the DPW Streetlight Account, in the amount of \$18,578.57; this deficit will be addressed with the warrant article Hickey discussed earlier.

Additionally, Goguen noted Animal Control had some other costs from a boiler problem and had to replace the boiler. Police Chief Walsh assured there are sufficient funds to transfer for these costs in May.

On the revenue side, everything looks good apart from the liquor licenses as we lost three this year; everything else is on target. The loss of the three licenses makes a minimal difference of \$1,750.

Goguen then spoke on the contract the Town has with Veolia at the Waste Water Treatment Facility (WWTF). There are enough funds in the sewer appropriation to cover the costs for the rest of this year. She is working on transferring money out of all of the expense accounts apart from chemical, contingency, and all personnel expenses. Added together, it comes to \$284,000, and covers the balance of the year; the Town pays Veolia \$60,000 a month for their contracted services at the WWTF.

Additionally, the balance of Free Cash has passed in the amount of \$329,886 as of the end of March; Hickey added the deficit bond is now paid off.

Goguen asked if there were any questions, to which none were had.

Goguen then touched upon the Multi - Year funds, stating that the Fund 15 Community Block Grant is still open, and will be closed in Fiscal 19. She then noted the balances of several different accounts as follows:

Revolving Funds- \$163,331
School Lunch- \$51,000
Chapter 90- \$10,000
Fund 25 (Town Grants) - \$424,426.45
Robinson Broadhurst Foundation Grant- \$285,364.05
Puerto Rican Fund- needs to be returned, no longer in use
Murdock Trust- \$309,388.20

Other Special Revenues include rental, school choice, adult education, early childhood education, athletic revolving, and math and science training.

Non expendable trusts include the OPEB trust, and multiple other trusts such as conservation, Murdock athletic, Library Gift, Stabilization, Infrastructure, some stock and the Churchill requests as well as two other library trusts, totaling at \$626,004.60. Expendable trusts total at \$330,217.81 and the OPEB totals at \$11,961.20

Other Non-Expendable trusts total up to \$1,795,512.43, and other trusts for the Library add up to \$15,274.94.

Goguen continued, stating many of the funds haven't been used. Anderson asked what happens to the unused funds to which Hickey replied multi – year funds roll from year to year; prior Town Accountant Bill Schlosstein previously worked on trying to clean the accounts up and determine where the funds could be used or if they were used at all.

Goguen then presented a document listing what monies are out there, which has previously been requested by the Finance Committee. Goguen noted that she has been working with the School Department to clean up the grants, stating that before 2018 we can take \$62,296.20 back to revenue, which means the funds will end up hitting Free Cash; this is only what has been discovered at this point. She added that she will continue to work with the School to determine what other funds will go back to revenue, need to be returned to the State, what the funds should have been used for, or what they had been used for. At this point in the research, \$1,032 has been determined as funds to be returned, with an amount of \$143,945 left to be reviewed.

LaBrie thanked Goguen for her hard work.

Additionally, Goguen noted different uses of Munis are being looked into, and the use of the program has overall been working out well.

After further discussion, Barbaro thanked Goguen for being transparent, to which she replied if the Board has any suggestions for her to please let her know.

7. NEW BUSINESS:

7.1. Water/Sewer Adjustment or Abatement Application – David Roche/Diane Cross, 28-30 Front Street-
Barbaro moved to table the agenda item, seconded by Anderson with a vote of all aye.

7.2. Request for FY19 Budget Transfers- Hickey stated that both issues requiring transfers were brought to the Board's attention at the last meeting, and he is bringing them back to formalize them. There is \$93,000 in the Finance Committee's Snow and Ice Reserve account; he is asking to support the \$82,802 be transferred into the Snow and Ice Personnel Account and the Snow and Ice Expense Account. \$15,802 is to fill the salt shed at the DPW as salt is at a low cost right now, and we will go into FY20 with a full shed. The remaining \$67,000 of the transfer is to cover the amount of overages. There will still be \$10,000 in the Finance Committee's Reserve Account, and hopefully we won't have to use it. Hickey added that the Finance Committee does support the transfer.

Anderson moved to approve the transfer of \$82,802 from the Finance Committee Snow and Ice Reserve Account to the Department of Public Works Snow and Ice Personnel Account in the amount of \$15,802 and Snow and Ice Expense Account in the amount of \$67,000 seconded by Barbaro with a vote of all aye.

Hickey then added he is asking for \$19,000 for the contracted services of the company currently taking down the catwalk on Lincoln Avenue extension. The Finance Committee also supports this transfer. He is looking for the Board to move to appropriate the transfer.

Barbaro moved to approve the transfer of \$19,000 from the Finance Committee Reserve Fund to the Land Use Contracted Services Expense Account, seconded Anderson with a vote of all aye.

8. **OLD BUSINESS:** There were none this evening.

9. **TOWN MANAGER'S REPORT:**

9.1 Financial Updates; Personnel Updates; Project Updates; Miscellaneous Updates

1. Financial Updates-

a. There are no financial updates this week.

2. Personnel Updates-

a. Raymond O'Brien has resigned as an Equipment Operator.

3. Project Updates-

a. Public Works has resumed working on Grout Park. Curbing is being prepared for installation. Grading will begin next week in preparation for paving the parking lot expansion.

b. Patching of pot holes continues to be ongoing daily as weather allows.

c. The annual water ban goes into effect on May 1st.

d. Lake Monomonac will start being filled on April 8th.

Hickey added it is an ongoing process, and the Lake will fill up quickly.

e. The sidewalk and street sweeper are ready to be used. Street sweeping will begin once the pot holes have been addressed.

f. Fire hydrant flushing will begin April 10th and will continue for approximately six weeks. Signs announcing the upcoming flushing will be placed throughout town this week. A town wide Code Red announcement will also be sent.

Hickey stated the hydrant flushing will occur roughly through June 1st.

4. Miscellaneous Updates –

a. Preparation for the 2020 Census has begun. Tracy Murphy will be the main contact for Winchendon. There are three changes that have been proposed in Winchendon. Currently, Winchendon is comprised of two tracts, an eastern tract and a western tract that is shared with the entirety of Royalston. The MRPC is recommending that the western tract is split along the town boundary so that Royalston and western Winchendon are their own separate tracts. This proposed split will be very helpful when utilizing census data because a lot of data is only available at the tract level and currently, it is impossible to accurately parse out demographic data for western Winchendon from tract data. I have attached the proposed census tracts to this update for your review.

Hickey added the Town Warrant closed this morning, and there were no citizen's petitions.

LaBrie asked if the pipes and other fixtures have been completed on the Town's fire hydrants, to which Hickey replied there are a handful of lines left. Al Gallant will have all of the hydrants done by June 30th. Hickey thanked the Water Department for doing a nice job working on the hydrants internally, especially getting it done on top of all of their other responsibilities.

Anderson reminded everyone that the burning season ends on May 1st, so any residents who have a burning permit need to go online and renew their permits. Hickey added it is dry out there and cautioned all to be careful.

10. **MINUTES:**

10.1 Monday, March 25, 2019 Regular Meeting

Anderson moved to approve the minutes of the Monday, March 25, 2019 Regular Meeting, seconded by Barbaro with a vote of all aye.

11. **COMMUNICATIONS:** There were none this evening.

12. **AGENDA ITEMS:** LaBrie noted the next meeting will be April 22nd. Hickey stated he will be in touch regarding a tri-board meeting; it is the Finance Committee's turn to host.

Additionally, Hickey reminded all that the Town Election is May 6th. There is an important citizen ballot question on whether the community supports plowing, sanding, and salting unaccepted town roads. It is on the ballot not the warrant; those who want to vote should go to the Senior Center between 8:00 a.m. and 8:00 p.m. on May 6th. It will only take a few minutes and it's important to vote to have a say in what your government is doing.

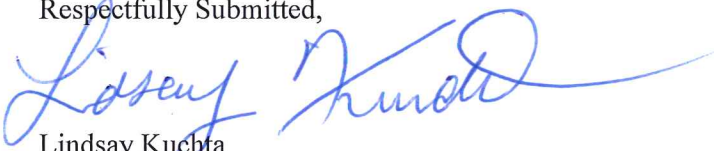
Anderson added there are a few people willing to fill vacancies by write in vote; Ed Bond is looking to serve on the Board of Health and Seth Signa is looking to serve on the School Committee. There are still a few openings out there, the Board of Selectmen is looking for one more.

13. **EXECUTIVE SESSION:** There was no Executive Session this evening.

14. **ADJOURNMENT:**

Barbaro moved to adjourn, seconded by Anderson. With a vote of all aye the meeting adjourned at 8:09 p.m.

Respectfully Submitted,



Lindsay Kuchta
Recording Secretary