

Approved: 1-13-2020

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MINUTES
MONDAY, DECEMBER 9th, 2019
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

Audrey LaBrie, Chairwoman	Keith R. Hickey, Town Manager
Barbara Anderson, Vice-Chairman	Linda Daigle, Executive Assistant
Amy Salter	Lindsay Kuchta, Recording Secretary
Mike Barbaro	

Absent:

Rick Ward

List of Documents Presented at Meeting:

- Ruth DeAmicis Proclamation (filed)
- Winchendon Food Project Community Meeting Flier (filed)
- Town of Winchendon Legal Notice Community Outreach Meeting- 2 Juniper Street (filed)
 - Email from Wendell Orphe & Tracy Murphy dated November 14, 2019 Re: Meeting
 - Wendell Orphe, Mantis Management Group, LLC letter dated November 14, 2019 Requesting Amendment to Community Host Agreement
 - Town of Winchendon and Mantis Management Group, LLC, Draft Host Community Agreement
 - Abutters List Report
 - Copy of Published Legal Notice, Friday, November 29, 2019, The Gardner News
- Board of Selectmen List of License Renewals (attached)
 - Renewal Certification 2020 (attached)
 - Memo Dated November 13, 2019 from Planning Agent Alison Manugian Re: Conditions Review at 401 School Street
- Railroad Street Infrastructure Project 3 Conceptual Layouts (filed)
- Town of Winchendon Town Manager Performance Evaluation Summary for Period January 1, 2019– December 31, 2019 (attached)
- Report of the Town Manager (attached)
- Minutes approved:
 - Monday, November 25, 2019 Regular Meeting
 - Monday, November 25, 2019 Executive Session

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.

No one announced they were audio recording the meeting this evening.

1. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:

- 1.1. Presentation of Proclamation to Ruth DeAmicis- LaBrie asked Ms. Ruth DeAmicis to come forward, and presented her with a Proclamation in appreciation for nearly two decades of service to the Town. LaBrie read the Proclamation that named off many of the involvements Ms. DeAmicis had with the Town. Ms. DeAmicis thanked the Town for their support over the years.

LaBrie thanked the Town Manager's staff for doing the research regarding Ms. DeAmicis' long and distinguished career in the town. LaBrie then noted she did some of her own research, and found that through the Stonebridge Press website, you can find old newspapers. She was able to go all the way back to 2008 and found some fun facts about the happenings in town. LaBrie stated it is cool to look back at the old editions of the Winchendon Courier. She thanked Ms. DeAmicis.

Barbaro moved the Board issue the following Proclamation to Ruth DeAmicis, recognizing her and thanking her for her many years of service in the various roles she has been engaged in on behalf of the Town of Winchendon, seconded by Anderson. By a vote of all aye, the motion carried.

- 1.2. Holiday Happenings in Winchendon- LaBrie noted there are a few things going on in Town in the upcoming weeks for the Holiday Season. Through December 14th, Beals Memorial Library is hosting their first Annual Tree Festival, featuring trees decorated by local businesses and residents. The Recreation Commission's Annual Tree Lighting will also be held on December 14th at 4:30 p.m. at GAR Park; there will be hot chocolate, caroling, and pictures with Santa.

LaBrie then asked Peggy Corboseiro, a member of the Winchendon History and Cultural Center, if the table scapes were still set up at the Old Centre Church, to which she replied yes, they are part of the Holiday House Tour. She noted tickets can be purchased the day of the tours, December 14th, at the Morton E. Converse Mansion.

Anderson thanked the History and Cultural Center for all of their work; they go out of their way to plan the special events each year and recruit people to come to their tours. She encouraged all to buy a ticket and support the center. Ms. Corboseiro added that the Gardner Area League of Artist will be open the day of the tours as well.

- 1.3. Winchendon Food Project Community Meeting Dec. 17th- LaBrie noted a meeting will be held on December 17th from 1:00 p.m. to 2:30 p.m. for those who are looking for ways to bring fresh food into Winchendon. Any interested individuals can reach out to the Town Manager's office if they are seeking more information.

LaBrie thanked the Garden Club and Jane and Edward Galat for the wreaths and for the care given to the gardens in town throughout the year.

LaBrie then noted yesterday, as some people may know, Peter Frates passed away from ALS after fighting it for many years. She asked that all have a moment of silence for him.

Barbaro thanked the DPW for all of their hard work over the last couple of days. It was a very tough storm with two days of solid snow, totaling up to 27 inches. It is a thankless job at times, so he wanted to thank them.

Anderson noted there will be pictures with Santa and Mrs. Claus at the library the day of the Holiday House Tours at noon; bring your kids!

Ms. Corboseiro came forward again and noted the History and Cultural Center's Christmas Wreath Raffle is continuing through December 14th.

2. **PUBLIC COMMENTS AND ANNOUNCEMENTS:** Ruth DeAmicis came forward and asked that we have a moment of silence for Seth Silver, who passed away December 8th. After a moment of silence, Ms. DeAmicis thanked the Board.

3. **PUBLIC OUTREACH:**

- 3.1. Host Community Agreement Amendments – Mantis Management Group, LLC, formerly Curated Leaf Services, LLC- Hickey noted Wendell Orphe was present with his business partner to present to the Board some updates they had with their company.

Mr. Orphe came forward with his business partner, Joseph Lupo, and noted they were previously working under the name Curated Leaf Services, LLC, which was Mr. Orphe's company name. At that time, they were waiting for their business license to go through, and now that is has, will be operating under the name Mantis Management Group, LLC.

Mr. Orphe continued, noting it is a requirement that they hold a Community Outreach meeting as it is part of the Cannabis Control Commission's (CCC) review.

LaBrie read the Public Hearing Notice.

Mr. Orphe thanked the Board and stated he was there to share the progress as well as give the Town an update on what's been going on since their last outreach meeting. He then proceeded to give his presentation to the Board, which in short, stated they have secured a property, and have decided to scale down the size of the facility, now allowing up to 5000 square feet of canopy for a product manufacturing license. He continued, noting the responses have been brief from the CCC, and there is no way of telling what the time frames may be. He is thankful that the process is finally rolling forward.

Barbaro informed Mr. Orphe and Mr. Lupo that the process has been expedited for applicants through the town, and they can now go before the Planning Board once they have all of their plans squared away to get approval, pending their approval from the CCC.

LaBrie asked if there was anything further from the Board to which Anderson asked if abutters were notified. Daigle replied the abutters notice is in the packet, and yes they were notified.

LaBrie then asked if Mr. Orphe could speak on the product manufacturing piece of the business again, to which Mr. Orphe replied they will be growing and doing solvent-less extractions such as hash and resin press on a small scale. Business will be very conservative, and everything will be done to code per the Fire Department. LaBrie asked if the solvents will be sold once extracted to which Mr. Orphe replied yes.

LaBrie asked if there was anyone in the audience who wished to speak to the matter, none came forward. She thanked Mr. Orphe and Mr. Lupo for their time.

4. **APPOINTMENTS/RESIGNATIONS:** There were no appointments or resignations this evening.

5. PERMIT/LICENSE APPLICATIONS:

- 5.1 Board of Selectmen License Renewals January 1, 2020- Daigle started off by noting she provided the Board with lists of all of the licensed individuals; one list by company and another list by type of license. All of the paperwork is in and ready to go. Department inspections have been completed. One issue that has come up is with the license of Warren Field of Delfi Excavating who has fallen behind with some of the conditions of his site plan. Upon further discussion with Mr. Field, he has stated he will have the issues resolved by the end of the month with the exception of the fencing. The Planning and Land Use offices have both been working with Mr. Field and recommends the license being granted without the fencing requirement. Town Manager Hickey suggests granting him his license with the expiration date of February 1, 2020, and upon further review potentially extend his license, contingent upon the completion of work that needs to be done on site.

LaBrie asked if there were any questions or comments, to which none were heard. She then noted a comment from the office thanking all of the departments for their part in the renewal process for being prompt with their inspections and reports, and a special thank you to Lindsay for her time spent on the processing of these renewals.

Daigle then noted the following licenses that will not be renewed this year: Don's Used Cars, Affordable Motors, Solar on Earth, Trinity Solar, and Vivint Solar.

LaBrie noted Lickity Splitz has not completed their renewal, but will do so in the spring as they are seasonal.

Barbaro moved the Board of Selectmen approve the renewal of the 2020 licenses as presented this evening with the exception of Lickity Splitz, who will renew in the spring, and listing the expiration date of Delfi Excavating, Inc. to February 1st, 2020 at which time the license will be further reviewed and also to execute the "Renewal Certification 2020" form to the Alcoholic Beverages Control Commission, seconded by Anderson.

After further discussion LaBrie noted a motion has been made to approve the license renewals as presented this evening. She asked if there was any other discussion, to which none was heard.

By a vote of all aye, the motion carried.

- 5.2 New Year's Eve Closing for Section 12 Liquor License Holders- LaBrie stated it is customary for the Board to extend hours of operation for on premise pouring establishments until 2:00 a.m. New Year's Day.

Barbaro moved that Board of Selectmen authorize to extend the hours of operation for Section 12 liquor license holders until 2:00AM on New Year's Day, seconded by Anderson.

LaBrie asked if there was any further discussion, to which none was heard.

By a vote of all aye, the motion carried.

6. **BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENT:** There was no discussion regarding Boards, commissions, committees or departments this evening.

7. NEW BUSINESS:

- 7.1. Discussion on CDBG Grant for Railroad St. - Hickey noted Al Gallant is present to answer any questions regarding the CDBG Grant for Railroad Street; if the Board recalls, this item was previously brought before the Board for a Community Development Block Grant (CDBG) to reconstruct Railroad Street as we have done with Walnut and Chestnut Street, as well as reconstruct what is underneath Railroad Street. There are three options of modifications to be made to the Street; option one is simply reconstructing the street, keeping it a two way; the second option is making the first block from Central Street to Pleasant Street a one way; the third option is making the entire street, two blocks, a one way. By making one block a one way, the town would gain thirteen additional parking spaces, two of them being handicapped. If the entire street became a one way, the town would gain twenty parking spaces, also two of those parking spaces being handicapped. Mr. Gallant, Chief Walsh, and myself believe option two, one block of one way traffic, is the best option. It was the overall consensus between Mr. Gallant, Chief Walsh and myself that people will not be looking for parking off of Central Street two blocks away. Another perk of option two is, if down the road the Town decides they would like to make the whole street one way, it is a simple change that can be done with signage and re-lining the street. Weston & Sampson, the engineers working on the project, are looking to finalize the estimates and design costs. Prior to doing so, it is important for us to bring the three options before the Board for consideration before the plans are finalized. Hickey then asked if there were any questions or comments.

Anderson asked when, approximately, this work would be done, to which Hickey replied we are applying for the grant this winter, and he believes this project will be done the summer of 2021, around the same time as the Central Street reconstruction.

Anderson then made it known that she preferred all of Railroad Street become a one way street to help with the parking needed for businesses on that way. Gallant noted if the entire street is made one way, it is much harder to go back to a two way traffic pattern, where it can easily be extended if only a block of it is made into a one way traffic pattern to begin with.

Hickey noted that neither himself nor Mr. Gallant or Chief Walsh are opposed to making the entire street one way, they just feel doing one block of the street one way is the best option.

After further discussion, the Board made the following motion.

Barbaro moved the Board endorse the CDBG upcoming grant application to include the work on Railroad St. with a one-way traffic pattern for the first block, seconded by Salter.

LaBrie asked if there was any further discussion, to which none was heard.

By a vote of Anderson opposed and all others aye, the motion carried 3-1.

Additionally, Gallant noted we have a drain problem on Central Street and Railroad Street, if this work is done, it will prevent the street drainage from going into the wastewater stream.

Hickey then stated although it is way out of order, he would like to address last week's snow storm while Mr. Gallant is still present so the Board and public are aware of the specifics of what occurred and why.

Hickey continued, that he is painfully aware that we received 27 inches of snow over two days. The Town plows 120 miles of roads. Most roads are two way roads meaning they plow 240 miles or roads. During this storm, DPW plowed each street at least 8 times. The DPW personnel averaged 100 hours of work from Sunday to Friday, six days which is an average of nearly 17 hours per day. The Public Works Department has 14 pieces of equipment, plus two sidewalk tractors to remove snow. One of the tractors is specifically for sidewalks. A second, multifunctional tractor, is primarily used for lawn mowing in the summer and sidewalk cleanup in the winter. Snow is removed from sidewalks once a plow driver completes his plow route.

Due to the significant accumulation of snow over the 48 hour period, there were mechanical failures the DPW had to address during the storm, including, the sidewalk tractor's driveshaft, which broke, a one ton dump truck that went off of the road, damaged the rear end, and could not be used; a second one ton dump truck that bent the front of its frame but was never out of service; a third one ton truck's plow piston which broke and was out of service for 6 hours, and a 10 wheel dump truck had two tires damaged from a large rock that needed to be replaced. That truck was out of service for 6 hours. At the time that the drive shaft broke on the sidewalk tractor, we had called every dealer we could find in a two to three hour radius to find the part, but could not. The part was put on special order with a 24 hour turnaround, which was not being honored by UPS due to the storm, and instead took 40 hours to get to the garage. He continued, noting the DPW staff were proactive in preparing vehicles for the snowstorm, typically, the first snowstorm is only a few inches. That being said, Gallant has done a couple of things to prepare the Town for situations as such; he purchased a more heavy duty model DPW Director truck than the previous model so a plow can be attached and the truck can be utilized during storms. Additionally, when the DPW mechanic needed a new truck, they also purchased a plow for that truck. This winter, the DPW started with 16 trucks. They are down to 14 at this point, which is the same as last winter.

Two of the damaged one ton trucks, one with rear end damage and the other with a bent frame have been viewed by an adjuster from the Town's insurance company who is recommending both be totaled. A final decision is expected next week. If the two trucks are a total loss, we will receive a check from our insurance company for the value of the trucks, and hopefully have the ability to purchase one new truck with those funds. The trouble with that is it can take up to four months to buy a new vehicle. Mr. Gallant will try to make calls to see if the process can be expedited anyway.

Just to give a sense of how much money was spent on this storm alone, the Town used 300 tons of salt and 200 tons of sand, bringing the costs of this storm to around \$48,000. Including the Reserve Fund that the Finance Committee oversees, the DPW has spent 1/6 of their budget in two days. I hope the public sees the challenge the DPW had, and the effort they put forth. I can assure the Board of Selectmen and the residents of Winchendon that all of the members of Public Works take a great deal of pride in their work, and did everything they could not to have the road conditions be impacted by the amount of snow received in a short period of time or the mechanical breakdowns. In the future, if anyone has a complaint about how snow is being removed, please call me directly at 978-297-5404 and I would be happy to speak to you. Some of the messages left at Public Works and on Facebook were completely over the top. If you feel that strongly, please feel free to reach out to me. My staff does not need to be spoken to in the manner they were.

LaBrie asked about the lifespan of the sidewalk plow, to which Al replied we have had it for seven years and typically they last for ten years. This was the first time we had to replace the drive shaft in it.

Anderson then asked how the sidewalk plowing was done to which Gallant replied they begin around the schools and on Central Street, then move throughout town. The sidewalk plow can only plow sidewalks that are 5 feet wide or larger, otherwise it would tear up the grass on the sides of the sidewalks.

Hickey noted the DPW spent \$100,000 in fiscal year 20 to upgrade sidewalks. If there is a portion of sidewalk that has not been plowed, please reach out and ask.

Gallant stated the sidewalk plow goes about 1 mile an hour when nothing breaks. With this last snowstorm, the plow broke after running into a mattress that was left on the sidewalk, and a second time after running over a large hunk of rubber. It was asked that the public please keep their trash off of the sidewalks.

After further discussion, the Board thanked Mr. Gallant for his time, and for the work he and his staff do at the DPW.

Mr. Gallant thanked the Board.

7.2. Annual Town Manager Evaluation / Rate Adjustment- LaBrie noted the Board met in Executive Session at their last meeting, and rated the Town Manager on ten different categories and sub-categories. She asked if there were any comments from the Board, to which none were heard.

She continued, noting Hickey was rated on a score of 1-5 with an overall average of 4.86. The other part of the discussion had in Executive Session was regarding the compensation, which the Board unanimously agreed to increase by approximately 3.3%, bringing his salary to \$140,500. She again asked if there were any questions or comments.

Hickey thanked the Board for their generosity and support for himself and his staff, noted it is a pleasure to serve the Board and he looks forward to doing so in the future.

Barbaro moved the Board approve the summary of the Town Manager's 2019 annual evaluation along with a wage adjustment to \$140,500, seconded by Anderson.

LaBrie asked if there was any further discussion to which none was heard.

By a vote of all aye, the motion carried.

8. **OLD BUSINESS:** There was no old business discussed this evening.

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

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

1. Financial Updates-

- a. The auction for 8 Front Street closed on Thursday, December 5th. Two bids were received with the high bid being 22,000. The winning bidder has 30 days to close on the property.

Hickey noted we received a \$5,000 non-refundable deposit for the bid, and we hope to close in December to get the building cleaned up.

2. Personnel Updates-

- a. There are no personnel updates this week.

3. Project Updates-

- a. Department heads and I will be participating in MUNIS budget training during the week of December 9th. The MUNIS budget module will be used to enter and track the FY21 budget. There will be very little difference in the end product given to the Board and Fin. Comm.

Hickey added that the thought would be to use the Munis Budget model rather than plugging numbers into excel spreadsheets, it will help catch errors quicker. The Board and Finance Committee shouldn't see any differences in the layout of numbers presented to them for review.

- b. The Tax Collector and Tax Title attorney will be advertising the town owned property at 4 Summer Street shortly with the bids due back in early January.

- c. ClearGov launched on the Town's website December 3rd. This program was introduced to us at the MMA Annual Conference a few years back and now is host to the Town's financial information, both for the school and general government. It will provide additional transparency for people interested in financial information about Winchendon in a way that makes sense to the average citizen. You are also able to compare Winchendon's information with peer communities.

There is a banner at the bottom of our Home page labeled "Town of Winchendon Transparency Center." When you click on the banner, you are redirected to Winchendon's financial information on the ClearGov website. We have four good years of financial information. As time goes on, more financial data will be added. If you have any suggestions on adding additional information, please let me know.

4. Miscellaneous Updates –

- a. There are no miscellaneous updates this week.

LaBrie asked if there were any further questions from the Board; none were heard.

10. MINUTES:

- 10.1 Monday, November 25, 2019 Regular Meeting- *Anderson moved to approve the minutes of the Regular Meeting held Monday, November 25, 2019, seconded by Salter. With a vote of all aye the motion carried.*

10.2 Monday, November 25, 2019 EXECUTIVE SESSION- *Anderson moved to approve and release the minutes of the Executive Session held Monday, November 25, 2019, seconded by Salter. By roll call vote, Salter aye, Barbaro aye, Anderson aye, and LaBrie aye, the motion carried.*

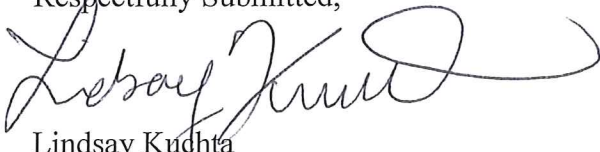
11. **COMMUNICATIONS:** There were no communications this evening.

12. **AGENDA ITEMS:** LaBrie noted the next Board meeting will be held on December 23rd.

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

14. **ADJOURNMENT:** *Barbaro moved to adjourn, seconded by Anderson. By a vote of all aye the meeting adjourned at 7:49 p.m.*

Respectfully Submitted,



Lindsay Kuchta
Recording Secretary

